



23rd January 2025

Dear Councillors,

You are hereby summoned to attend a **Meeting of Full Town Council** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **Wednesday, 29th January 2025 at 6:30 p.m.**

The meeting will be conducted in a Hybrid fashion both at the Council Offices and remotely online through Microsoft Teams. This is carried out in accordance with the Local Government and Elections Act (Wales) 2021. If anyone wishes to access the meeting remotely via Microsoft Teams, they can do so using the following information:

Microsoft Teams Meeting

Click [HERE](#) to join the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', with a long horizontal line extending to the right.

Mark Tredwin
Town Clerk to the Council

Agenda

- 1. Welcome**
The Chair will welcome everyone to the meeting.
- 2. Apologies for Absence**
Members are asked to receive apologies of absence for this meeting.
- 3. Declarations of Interest**
Members are asked to receive Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.
- 4. Public Question Time and Participation**
Members of the public are advised that they are welcome to ask questions about **items on the agenda**. It is not always possible to give a verbal response at the meeting and questions may receive a written response. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

5. Minutes

The Town Mayor will identify the following appended minutes and invite the Committee Chairs to present recommendations that they would like the Council to confirm.

Members are asked to confirm the recommendations contained therein:

- i) Minutes of Extra Ordinary Full Town Council Meeting held on Tuesday 14th January 2025
- ii) Notes of Allotments Working Group Meeting held on 10th January 2025
*Resolutions to be considered below.

6. Reports from Monmouthshire Councillors

A written report from Members of Monmouthshire County Council will be presented from County Councillor J Strong on behalf of Monmouthshire Councillors ahead of the meeting for Town Councillors to consider.

7. Verbal Update from the Clerk

The Clerk wishes to update members on matters that are not on the agenda, no resolutions can arise from these matters at this meeting.

8. Report from Gwent Police

Members are asked to receive a written report from Gwent Police on matters pertaining to Caldicot.

9. Internal Auditors Report

Members to receive the Internal Auditor's report and to note the Chief Executive Officer's responses.

10. Place Making Steering Group Meeting Updates

Members to receive information from the recent Placemaking Meeting that took place on 15th January 2025 and consider any actions that the Council may wish to put to the next meeting.

11. To Consider the Citizens Advice Request for Funding

This matter was adjourned from the November 2024 Full Town Council Meeting.

12. Grant Application From The Friends of Caldicot Library

Members to consider a grant application from The Friends of Caldicot Library to provide a newspaper subscription.

13. Date of Next Meetings

Members are asked to note the following scheduled meetings:

- i) Personnel Meeting to be held in February, date to be advised.
- ii) Planning and Resources Meeting to be held on Tuesday 11th February 2025 at 6:30 p.m.
- iii) Finance Committee Meeting to be held on Wednesday 19th February 2025 at 6:30 p.m.
- iv) Full Town Council to be held on Wednesday 26th February 2025 at 6:30 p.m.

In light of the confidential nature of the following items it is recommended that they are discussed in Exempt Business.

14. Allotments Meeting Update

For members to consider the notes from the Allotments meeting.

15. Staffing Matters

Members to be updated on staffing matters.

16. EXCLUSION OF PUBLIC AND PRESS

RECOMMENDED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

COMMITTEE IN PRIVATE SESSION

17. Agenda Item 14 - Allotments Meeting Update

For members to consider the notes from the Allotments meeting.

18. Agenda Item 15 - Staffing Matters

Members to be updated on staffing matters.