



**20 February 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, 26 February 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', is written over a light blue horizontal line.

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 Full Town Council Meeting held on 29 January 2025
- ii) Planning and Resources Committee meeting 11 February 2025

**6. Reports from Monmouthshire Councillors**

A written report from Members of Monmouth County Council.

**7. Report from Gwent Police**

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

**8. Schedule of Payments Report**

For Members to agree the Schedule of Payments for the period identified for November 2024 to January 2025

**9. Financial Regulations**

For members to consider the first draft of the amended Financial regulations.

**10. Warm and Cool Spaces report**

For members of the committee to consider the suggestions for facilities as listed below in preparation for a Trial period of Warm and Cool Space in the council Building.

**11. Payment authorisations Report.**

For members to consider various payments that require their authorisation as a result of the financial regulations

**12. Date of Next Meetings**

Members are asked to note that the next meeting of **Full Town Council** is scheduled to be held on **Wednesday 26 March 2025**.

Members are asked to note that there is also an Extra Ordinary meeting of Full Council Scheduled for the **Thursday 13 March 2025 at 6-30pm**

There will be a **Planning and Resources Meeting** on **Wednesday the 11 March 2025 at 6-30pm**

**EXCLUSION OF PUBLIC AND PRESS**

**In light of the confidential nature of the next items it is recommended that they be discussed in Exempt Business**

**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.

**After the meeting has concluded the Town Clerk will show members how to use the report form template.**