



14th May 2025

Dear Councillors,

You are hereby summoned to attend **The Annual Meeting of Full Town Council** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on
Wednesday 21st May 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.

Agenda

- 1. Election of Town Mayor**
Members are asked to receive the retiring Town Mayor Cllr M Mitchell who will address the meeting. Following this Members are asked to receive nominations for the election of the Town Mayor of Caldicot Town Council for the Governance Year 2025-26.
- 2. Mayor's Declaration of office**
To receive the Caldicot Town Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received by.
- 3. Election of Deputy Town Mayor**
To receive nominations for the election of The Deputy Town Mayor of Caldicot Town Council for the Governance Year 2025-26.
- 4. Deputy Mayor's Declaration of office**
To receive the Caldicot Town Deputy Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received by.
- 5. Welcome**
The Mayor of Caldicot Town Council to welcome everyone to the meeting.
- 6. Apologies for Absence**
Members are asked to receive apologies of absence for this meeting.
- 7. Declarations of Interest**
Members are asked to receive declarations of interest under consideration on this agenda in accordance with Part III of the Local Government Act 2000 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

8. 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 on the Agenda, Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

9. Minutes

i) Minutes of Annual Meeting held on 22nd May 2024

10. Nominations to Town Council Committees

Members to consider membership of Committees and Working Groups.

11. Nominations to Outside Bodies

Members are asked to nominate representatives to outside bodies.

12. Terms of Reference Report

Members are asked to consider the report.

13. Standing Orders

Members to consider the Current Standing Orders for adoption for the Governance Year 2025-26.

14. Financial Regulations

Members to consider the Current Financial Regulations for adoption for the Governance Year 2025-26.

15. To confirm Banking Arrangements for 2025-26

Members to consider the bank signatories for 2025-26.

16. Direct Debit and Regular Payments

To review and approve the Direct Debits and regular payments for 2025-2026.

17. Calendar of Meetings 2025-26

Members to agree the Calendar of Meetings for 2025-2026.

18. Reaffirm the Meeting Allowances for 2025-26

Members to decide the allowances for 2025-26 taking into account the Independent Remuneration for Wales Report that was brought to last year's meeting.

19. Insurance Renewal 2025-26

Members to consider the Insurance renewal for 2025-26.

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.

20. Accounting Software Quotation 2025-26

Members to consider the quotation for Accounting software.

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21. EXCLUSION OF PUBLIC AND PRESS

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

Exempt Business

22. Agenda Item 19 - Insurance Renewal 2025-26

Members to consider the Insurance renewal for 2025-26.

23. Agenda item 20 - Accounting Software Quotation 2025-26

Members to consider the quotation for Accounting software.