



20th June 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 25th June 2025** at **18:30 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:

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 Members will be asked to note Committee and Working Group minutes and approve any recommendations emanating from the minutes:

- i) Allotments Working Group 2nd May 2025**
- ii) Personnel Committee 27th May 2025**
- iii) Commemoration and Anniversaries Working Group 29th May 2025**
- iv) Environmental and Climate Change Working Group 3rd June 2025**
- v) Personnel Committee 6th June 2025**
- vi) Full Town Council (Planning and Resources) 10th June 2025**

6. Reports from Monmouthshire Councillors

Members are asked to receive a report from the Monmouthshire Councillors on matters pertaining to Monmouthshire Council and those relevant to Caldicot Town Council.

7. Report from Gwent Police

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

8. End of Year and Annual Return

For members to agree the End of Year Statement and Annual Return for Caldicot Town Council 2024-25.

- a) To consider and resolve each of the annual AGAR Statements
- b) To confirm the dates set for the exercise of public rights.

9. Outcome of “Audit Wales” consideration of both the 2022-2023 and the 2023-2024 Annual Returns

Members to note the report and outcomes from Audit Wales.

10. Christmas Lights Working Group

To establish a working group to finalise arrangements for 2025-26.

11. Councillor Allowances

Members to consider the information from One Voice Wales following the deferment of this item at the 21st May Annual Meeting.

12. St. Mary’s Church Community Hall Defibrillator Request

For Members to consider the request from St. Mary’s Church Community Hall.

13. Date of Next Meeting

Members are asked to note that the next meeting of Full Town Council is scheduled to be held on Tuesday 8th July 2025.

14. 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

- 15. Any items that members may feel should be discussed in Private session during the course of the meeting.**