



19th September 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, 24th September 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. The meeting may be recorded and uploaded to the web. 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 **RESOLVE** to accept recommendations contained therein and to **NOTE** Committee and Working Group minutes:

- i) Minutes of Personnel Committee Meeting held on Friday 1st August 2025
- ii) Minutes of Personnel Committee Meeting held on Wednesday 13th August 2025
- iii) Minutes of Personnel Committee Meeting held on Wednesday 27th August 2025
- iv) Minutes of Allotments Working Group Meeting held on Wednesday 3rd September 2025
- v) Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 9th September 2025
- vi) Minutes of Christmas Lights Working Group Meeting held on Wednesday 10th September 2025
- vii) Minutes of Commemoration and Anniversaries Working Group Meeting held on Friday 19th September 2025
- viii) Minutes of Christmas Lights Working Group Meeting held on Friday 19th September 2025

6. Reports from Monmouthshire County Councillors

A report from Members of Monmouthshire County Council (MCC).

7. Report from Council Governor Representatives

Written reports from each of the Governor Representatives.

8. Report from Gwent Police

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

9. Christmas Lights Working Group Terms of Reference

Members to agree Terms of Reference agreed by the Working Group.

10. Council Expenditure 2026

To update members on Town Council expenditure.

11. Service Level Agreement between the Council and the Events Committee

For members to agree the terms of an SLA drawn up

12. Firework Grant Application

Members to agree to support the request from the Caldicot Events Committee to support the Fireworks at the Castle for 2025.

13. SharePoint Migration of Data

In line with the planned actions for 2025-26 members to be updated on the movement of the council data across to SharePoint.

14. Christmas shutdown

Members to consider the Christmas shutdown period.

15. Community Garden Update

Members to receive an update regarding the Community Garden opening.

16. Request for a memorial bench at the cemetery

To consider a request for a memorial bench to be placed in the Cemetery along with an inscription.

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 while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.

17. Date of Next Meetings

Members are asked to note that the next meeting of Full Town Council (Planning and Resources) is scheduled to be held on Tuesday 14th October 2025.

The next meeting of Full Town Council is scheduled to be held on Wednesday 29th October 2025.

Other meetings will be held during the course of September and October and members will be notified of these ahead of the meeting.

18. 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.

COUNCIL IN PRIVATE SESSION

19. Item 16 - Request for a memorial bench at the cemetery

To consider a request for a memorial bench to be placed in the Cemetery along with an inscription.

20. Members may consider items that should be taken into exempt business