



19<sup>th</sup> February 2026

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 25<sup>th</sup> February 2026 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:

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. Remembrance for Cllr Wyndham Conniff**
- 3. Apologies for Absence**  
Members are asked to receive apologies for absence for this meeting.
- 4. Declarations of Interest**  
Members are asked to receive Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.
- 5. 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 (15 minutes).

## 6. Minutes

The Chair 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 note and confirm the recommendations contained therein:

- i) **Minutes of Full Town Council Meeting held on Tuesday 3<sup>rd</sup> February 2026**
- ii) **Minutes of Commemoration and Anniversaries Working Group Meeting held on Wednesday 4<sup>th</sup> February 2026**
- iii) **Minutes of Allotments Working Group Meeting held on Friday 6<sup>th</sup> February 2026**
- iv) **Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 10<sup>th</sup> February 2026**
- v) **Minutes of Personnel Committee Meeting held on Friday 13<sup>th</sup> February 2026**

## 7. Reports from Monmouthshire County Councillors

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

## 8. Report from Council Governor Representatives

A **written** report from each of the Governor Representatives.

## 9. Report from Gwent Police

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

## 10. Correspondence

Members to note correspondence from a resident.

## 11. Royal British Legion

Members are asked to consider the request from Caldicot British Legion for a Bench adjacent to the Caldicot Cross War Memorial in Caldicot and also to consider proposals for Remembrance Sunday. It is hoped a presentation will be provided by the RBL.

## 12. Citizen Advice Centre SLA

Members to be updated on the progress of implementing an SLA agreement for three years from April 2026.

## 13. Energy Update

For Members to be informed of the outcome on the Officers works to obtain a three-year agreement for the supply of utilities to the Council Offices and Jubilee Way Carpark.

## 14. Staffing restructure proposals agreed at the Personnel Meeting on 13<sup>th</sup> February 2026

To be considered under exempt business due to staffing confidentiality.

## 15. Date of Next Meeting

Members are asked to note that the next meeting of Full Town Council (Planning and Resources) is scheduled to be held on Tuesday 10<sup>th</sup> March 2026.

## **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. Item 14 - Staffing restructure proposals agreed at the Personnel Meeting on 13<sup>th</sup> February 2026**

Members to be presented with the staffing restructuring provided to the Personnel committee.