



17<sup>th</sup> June 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 24<sup>th</sup> June 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**

<https://teams.microsoft.com/meet/34397805394881?p=V8uUxiBKfmTnGSgta2>  
**to join the meeting**

Yours sincerely,

*A Vaughan*

Alice Vaughan  
Temporary/Locum 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. The designated period of time for speaking is **15 minutes** and a member of the public shall not speak for more than **2 minutes**.

## 5. 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 confirm the recommendations contained therein:

- i) **Minutes of Annual Meeting of Full Town Council held on Wednesday 20<sup>th</sup> May 2026**
- ii) **Minutes of Personnel Committee Meeting held on Friday 12<sup>th</sup> June 2026**

## 6. Planning

Plans may be viewed prior to the meeting at <https://www.monmouthshire.gov.uk/view-planning-applications>

### i) **Planning Applications for consideration:**

Members are asked to consider the planning applications received:

Extension approved from MCC for CTC to comment on the below two applications due to cancelled meeting on the 9 June 2026

- **DM/2026/00529:** Due to damaged roof tiles and leak, tiles on top section of roof, and the side of mansard roof have been replaced. Replacement of the original tiles of roof covering with new smooth tiles, and replacement of original tiles of mansard with composite cladding. 89 Green Lane, Caldicot, NP26 4DP –
- **DM/2026/00586:** Erection of a front porch extension (approximately 4.10m x 2.87m) on existing hardstanding, together with alteration of the roof over the existing front garage to form a pitched roof over the garage and proposed porch. 161 Longfellow Road, Caldicot, NP26 4LF

### ii) **MCC Approved Planning Applications:**

Members are asked to note that the following planning applications have been approved:

**DM/2025/00736:** New Garage and Driveway to make additional parking as no parking on the street. 5 Troddi Close, Caldicot, NP26 4PW

[FTC (P&R), Approved – 12.05.26]

**DM/2026/00422:** Two storey side extension and rear single storey extension. 14 Fernleigh Road, Caldicot, NP26 4EG

MCC advised already approved 29.05.2026

## 7. 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.

## 8. Report from Council School Governor Representatives

Members are asked to receive 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. Allotments**

Members to consider the current arrangements at the two allotments.

**11. Grants**

Members are asked to consider the following grant applications received:  
Caldicot Town Team - £775.00 (Deferred from Grants Committee meeting on the 13 May 2026)

**12. Internal Audit & Annual Governance and Accounts Return-Year Ending 31 March 2026**

For members to agree the End of Year Statement and Annual Return for Caldicot Town Council 2025-26

- i) To receive Internal Audit Report from IAC Audit and Consultancy Ltd and consider any recommendations
- ii) To receive Annual Accounts, return for the Year Ended 31 March 2026
- iii) To consider Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2026
- iv) To approve Annual Accounts, Return and Annual Governance Statement for submission to Wales Audit Office
- v) Chair to sign the Annual Return and Annual Governance Statement.
- vi) Notice of appointment of the date for the exercise of electors' rights - 6 July 2026 - 31 July 2026.

**13. One Voice Wales - Councillors Code of Conduct Training**

For members to approve cost for a group training session.

**14. Recommendations for next/ future meetings**

- Training Plan
- Training for Staff
- Policy Reviews
- Clerks Reports Monthly
- Annual Report 2025/2026
- Terms of Reference update
- Christmas Lights
- Remembrance Day Parade

**15. Date of Next Meeting**

Members are asked to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 29<sup>th</sup> July 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. Staffing Matters**

Members are asked to consider confidential staffing matters.

To confirm appointment of Locum Clerk

Recruitment of staff

To add Locum Clerk onto banking mandate.