



24 July 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 29 July 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/363159407075244?p=Hfu6UnS02FbDRIY4lq>

to join the meeting

Yours sincerely,

A Vaughan

Alice Vaughan

Temporary/Locum Town Clerk to the Council

Agenda

1. Welcome and Mayors Report

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

Members are asked to consider and resolve that the following minutes be confirmed as a true and accurate record of the meetings:

- i) Minutes of the Full Town Council Meeting held on Wednesday 24 June 2026 (deferred from meeting 14.07.26) Exempt minutes will be included in confidential.

The Chair will then sign the minutes as a correct record.

Committee Minutes

The Mayor will invite the relevant Committee Chairs to present any recommendations arising from the appended committee minutes for the Council's consideration and approval.

- i) To receive the minutes of the Personnel Committee 10 July 2026 and to consider and approve any recommendations contained therein.

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. Code of Conduct Training

To note the confirmed date for the mandatory Code of Conduct training for Members.

9. Outside Body and Committee Appointments

To approve appointments to outside bodies and Council committees that was omitted from Annual meeting minutes.

Monmouthshire County CAB (2) - Cllr Mitchell and Cllr Strong

One Voice Wales Area Committee (2) (Precedent Mayor/Deputy) Mayor Shillabeer and Cllr Strong.

One Voice Wales Larger Local Councils Committees (Precedent Mayor/ Deputy) Mayor Shillabeer

Emergency Contact Mon CC (Incumbent Clerk/Mayor) – Mayor Shillabeer, Cllr Strong and Cllr Mitchel, Deputy Clerk.

10. Terms of Reference

Members to review the Council's Terms of Reference. To consider, amend (if required) and approve.

11. Election of Chair for each Standing Committee

Members to elect Chair for each Committee.

12. Allowances for Standing Committee

For members to confirm allowances for Chairs for three Committees.

13. Finance

- i) To receive and note the update on the Council's VAT reclaim.
- ii) Town Team Grant - To consider the direct payment of an invoice that was already pre-paid accordance with the grant conditions.

14. Health & Safety Annual Report

To receive, consider and note the Annual Health & Safety Report provided by Citation and to approve any recommendations requiring Council action.

15. Policy Review

To review, consider and adopt the following Council policies:

- i) Health & Safety Policy – created by Citation
- ii) Internal Control Policy
- iii) Dog Friendly Policy (can only find previous draft policies so will need to be re-approved)

16. Town Council Flag

To consider and approve a quotation for the purchase of a new Town Council flag.

17. Recommendations from the CAWG Working Group with regards to Remembrance 2026

To approve recommendations from Working Group

18. Council Notice Board Renovation

To consider and agree the renovation of the Council notice boards,

19. Repair of Caldicot War memorial – Update

Update with regards to 'Quick wins' Placemaking funding

Council to consider approving a financial contribution towards the repair works to the Caldicot War Memorial, to support Monmouthshire County Council in undertaking the work.

20. Interment of Archaeological Human Skeletal Remains

To consider/agree Re-Burial/Re-Interment of Archaeological Human Skeletal Remains within Dewstow Cemetery Caldicot.

21. Recommendations for next/ future meetings

- Policy Reviews – ongoing
- Payment lists for each meeting will start in September as Clerk needs time to input every transaction for the current financial year to produce lists.
- Clerks Reports Monthly (at FTC end of Month) – start September
- Annual Report 2025/2026
- Standing order and Financial Regulations review – September meeting
- Insurance arrangements
- Street Cleaning teams (MCC)
- Finance meetings
- Tenders/ Contracts
- Bollard at King George V Playing Fields
- Environment (Wales) Act 2016 Part 1 Section 6 – Biodiversity Duty 2025 – report
- Video Conferencing equipment – Induction Loop System – improvements needed

22. Dates of Next Meetings

Members are asked to note that the next meetings scheduled to be held on:

- No scheduled Full Town Council meetings August 2026
- 8 September 2026 – Full Town Council Incorporating Planning and Recourses
- 11 September 2026 – Personnel Committee
- 14 September 2026 – Grants Committee
- 30 September 2026 - Full Town Council
- 23 September 2026 - Finance Committee
- 8 October 2026 – Health and Safety Committee
- November/ December – Finance Committee date to be confirmed for budget and precept

Working Groups dates

23. 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

24. Staffing Matters

Members are asked to consider confidential staffing matters.

Recruitment and Employment Matters

Verbal Update from Personnel Committee meeting 24.07.26 if minutes not available due to 7 days