



24 September 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 **30 September 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/372879249552333?p=uIC2zDwfxhzcjrjbnl>

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 29 July 2026

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

Committee Minutes

- 1) Members of the Committee are asked to consider and resolve that the following minutes be confirmed as a true and accurate record of the meetings.
- 2) 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 if not a separate agenda item below.
 - i) To receive the minutes of the Personnel Committee held on 11 September 2026
 - ii) To receive the minutes of the Grant Committee held on the 14 September 2026 separate agenda item below for recommendations.
 - iii) To receive the minutes of the Health and Safety Committee held on 16 September 2026.

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. Terms of Reference

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

9. Standing Orders and Financial Regulations

Members to consider and review updates

10. External Audit Report

To receive an update on the Council's External Audit for the financial year 2025/26 and, if received to consider the External Auditor's report from Audit Wales, including any matters arising or recommendations and to agree any actions required.

11. Finance

- i) To receive and note the update on the Council's VAT reclaim.
- ii) Monthly Payment lists – backdated from April – June 2026

12. To consider recommendations from Grant Committee

Members to consider recommendations from Grant Committee meeting on the 14 September 2026

13. Contractors – Contract/Tenders

Members to discuss contracts, tenders and SLA(s) – see Cllr Barrett Report

14. No Ball Game signs for Town Centre – request from Gwent Police

Members to consider purchasing and installing 'No ball game' signs for town centre.

15. Civic Birthday Recognition Policy

Members to review the current arrangement for recognising the elderly resident's milestone birthdays and if considered appropriate, formally approve a Civic Birthday Recognition policy, together with the associated budget and eligibility criteria.

16. Policy Review

To review, consider and adopt the following Council policies:

- i) Equality and Diversity Policy
- ii) Email and Electronic Communication Policy
- iii)

17. Motion proposed by Councillor Barrett - Vote of no confidence in the Mayor

For members to consider and vote on Councillor Barrett's motion: "That Caldicot Town Councillors have no confidence in the Mayor continuing in office and calls upon him to resign as Mayor.

18. Quotation for repair of exit door/fire door – Main room/Chamber

Members are requested to consider the quotations received for the repair of the exit/fire door in the main room and to agree the proposed works and associated cost – deferred from last FTC (P&R) for extra information.

19. Office Configuration and Furniture

To consider and agree the proposed configuration of the office including the purchase of appropriate office furniture and associated equipment and to agree whether to proceed with obtaining quotations and progressing the necessary purchases.

20. Council Notice Board Renovation - update

To consider any updates on the renovation of the Council notice boards

21. Handrail by King George entrance

Members to consider residents request to fit a handrail by the steps of Kind George VII playing fields entrance.

22. CAWG working group recommendations.

Members to consider any recommendations/ updates from CAWG working groups notes from the 18 September 2026.

23. Cemetery Bench Application

For members to consider a request from a member of the public for placement of a Memorial Bench within the Cemetery.

24. Outgoing Locum Report

25. Recommendations for next/ future meetings

- Approval of monthly payment list for July to September 2026
- Policy Reviews – ongoing
- Annual Report 2025/2026
- Environment (Wales) Act 2016 Part 1 Section 6 – Biodiversity Duty 2025 – report
- Video Conferencing equipment – Induction Loop System – improvements needed
- KGPF – Trustee meeting to be scheduled
- Flower Bed design competition – Caldicot School (Cllr Jones)
- Memorial Tree/Time Capsule
- Westend Play Park
- Budget and Precept Setting
- Welsh Water Site – World War II anti-aircraft gun battery (Cllr Mayo)
- Environmental Working Group
- Cllr Harris questions
- Rent review
- Defib – arrangements for checking etc
- Glass bin for cemetery

26. Dates of Next Meetings

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

- 8 October 2026 – Health and Safety Committee
- TBC – Personnel Committee
- 13 October 2026 – Full Town Council (Planning and Resources)
- 26 October 2026 – Full Town Council
- November/ December – Finance Committee date to be confirmed for budget and precept
- 10 November 2026- Full Town Council (Planning and Resources)
- 25 November 2026 – Full Town Council
- 8 December 2026 – Full Town Council (Planning and Resources)

Working Groups dates

27. 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

28. Staffing Matters

Members are asked to consider confidential staffing matters:

Recruitment update

Current Employment Matters – updates

29. Holiday pay/carrying over days from 2025/2026 for current and former employee.

Members to consider and approve if agreed recommendations from Personnel Committee meeting.