



2 September 2026

Dear Councillors,

You are hereby summoned to attend a **Meeting of Full Town Council (Planning and Resources)** of Caldicot Town Council at **Caldicot Town Council Building, Sandy Lane** to be held on **Tuesday 8 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/379175108781896?p=rR47zSXAW48I21MDge>

to join the meeting

Yours sincerely,

Alice Vaughan
Temporary Locum Clerk to the Council

Agenda

1. Welcome

The Mayor 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 (P&R) held on 14 July June 2026.

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

6. Planning

Plans must 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:

DM/2026/00954

Construction of an enclosed shed between the existing bungalow and the neighbours existing garage and canopy. School bungalow, Alianore Road, Caldicot, NP26 5DF

DM/2026/00926

Erection of a two-storey extension to the existing industrial unit, providing storage space at ground floor and officer accommodation at first floor, Uni6 6a, Lodge Way, Severn Bridge Industrial Estate, Portskewett, Monmouthshire, NP265PS

DM/2026/0105

Change of use from A1 to A3
12 Westway Building, Caldicot NP26 4NY

ii) MCC Approved Planning Applications:

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

.None

7. Street Cleaning Review (SLA)

Members are requested to review the Street Cleaning Service (SLA with MCC) - meeting 20 August 2026.

8. Continuity Arrangements – End of Locum Clerk contract

Members are asked to consider interim arrangements should the appointment of a new Clerk not be confirmed before the end of the current Locum Clerk's contract. This will include the handover of duties, RFO responsibilities and any necessary delegation, together with arrangements to ensure the continued operation of the Council's administrative and financial functions. Update on recruitment.

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

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.

10. Amendment to Minutes – 23 December 2025

Members are requested to consider the minutes of the meeting held on 23 December 2025 and to consider a proposed amendment to the minutes.

11. Quotation from Events ML – Remembrance 2026 arrangements

Members are requested to consider the quotation received from Events ML Ltd for the arrangements required for the Remembrance event, including ESAG submission, crowd barriers, installation and removal, transportation of equipment and associated event support.

12. King George V entrance barrier.

Verbal update from Cllr Barrett

13. Recommendations for next/ future meetings

- Policy Reviews
- Payment lists for each meeting will start in at FTC meeting 30 September.
- Clerks Reports Monthly (at FTC end of Month) – start September
- Annual Report 2025/2026
- Terms of Reference update – September meeting
- Standing order and Financial Regulations review – September meeting

14. Date of Next Meeting

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

- 11 September 2026 – Personnel Committee
- 14 September 2026 – Grants Committee
- 30 September 2026 - Full Town Council
- 8 October 2026 – Health and Safety Committee
- November/ December – Finance Committee date to be confirmed for budget and precept