Caldicot Town Council
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA
Tel: 01291 420441 Email: towncouncil@caldicottc.org.uk

8 July 2026

Dear Councillors,

You are hereby summoned to attend a **Meeting of Full Town Council (Planning and Resources)** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **Tuesday 14 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/375328774661978?p=2CIXSu1TgKtD2vjZF9
to join the meeting

Yours sincerely,

Alice Vaughan
Temporary Locum Clerk to the Council

Agenda

1. Welcome and Mayor's Report

The Mayor will welcome everyone to the meeting and present the Mayor's Report for information.

1. Apologies for Absence
Members are asked to receive apologies of absence for this meeting.

2. Declarations of Interest
Members are asked to receive Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.

3. 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**.

4. 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.

ii) Minutes of the Extraordinary Meeting of the Full Town Council held on Monday 29 June 2026.

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 Health and Safety Committee meeting held on 9 July 2026 and to consider and approve any recommendations contained therein.

5. 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/2026/00666
Caldicot Castle Country Park Chepstow Road Caldicot Monmouthshire
NMA relating to planning DM/2025/01273.
Between chainages 230m and c290m (approximately), the width of the shared-use path is proposed to increase from 2.5m to 3.0m. The embankments are proposed to locally steepen from 1:3 to 1:2.5 (approximately), to retain the original footprint of the work extents.

ii) MCC Approved Planning Applications:

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

DM/2026/00566
33 The Avenue Caldicot Monmouthshire NP26 4AB - Change of use of bedroom at 33 The Avenue to additional coffin storage in connection with existing Funeral Directors Premises at 168/170 Newport Road. Modifications to the existing cold room facility currently part of the Funeral Directors Business premises. Improvements to existing off street parking currently used by the funeral cars and visitors parking. Proposed 1.8m high fence to the rear of the parking area with double gate opening.

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 Council School Governor Representatives – if available
Members are asked to receive a written report from each of the Governor Representatives.

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

10. Finance
To receive a verbal update from the Clerk regarding the VAT reclaim and any other financial matters.

11. Recruitment of Deputy Clerk / Responsible Financial Officer (RFO)
Members to consider the recommendations of the Personnel Committee regarding the Deputy Clerk/RFO vacancy, including the job advertisement, duration of the advert, salary scale, and any other related matters.

12. **Health and Safety Committee Recommendations**

Members to consider the recommendations for staff training and any other recommendations from the Health and Safety Committee on the 9 July 2026

13. Outside Body Committee Appointment

Members to review the appointment to the Outside Body Committee from the Annual Meeting held on 20 May 2026.

Officer Update:

Further to the query raised at the Full Town Council meeting on 24 June 2026 regarding a possible omission from the minutes relating to the Outside Body Committee appointments, additional time is required to undertake a full review of the meeting recording.

The minutes published on the Council's website include the Outside Body Committee nominations. However, the recording will need to be reviewed to verify that all nominations, together with the proposer and seconder for each nomination and any associated decisions have been accurately reflected in the published minutes.

It is therefore recommended that this item be deferred to the next meeting to allow the review to be completed and any findings or recommended amendments to the minutes to be reported back to Members.

14. Election of Chair of the Personnel Committee
Members to consider re-electing the Chair of the Personnel Committee due to the Standing Orders v Financial Regulations. This is to ensure transparency until the Standing Orders and Financial Regulations are reviewed in September 2026.

15. Flags - Caldicot Town Council Building
Members to consider and approve the cost of purchasing replacement flags for outside the Town Council building.

16. Repair of Caldicot War Memorial
Members to consider and approve the quotation for the repair of the Caldicot War Memorial.

17. Christmas Lights

Members to consider the recommendations of the Christmas Lights Working Group meeting held on 10 July 2026 regarding the supply and installation of Christmas lights and decorations for 2026.

18. Training Plan

To review the Training Plan prepared by the Clerk and if appropriate, approve its adoption.

19. Contract Renewals – John Ball (Care-fully Memorial) and Rob Lewis (Grass Cutting and Maintenance)

Members to consider renewing the current contracts for John Ball and Rob Lewis for a further six months. Permanent arrangements will be subject to new contracts and/or a tender process.

20. Establishment of a Cool Hub at Caldicot Town Council

Members To consider the installation of air-conditioning within Caldicot Town Hall to enable the building to function as a designated community "Cool Hub" during periods of extreme heat.

21. Recommendations for next/ future meetings

- Policy Reviews
- 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
- Terms of Reference update – September meeting
- Standing order and Financial Regulations review – September meeting
- Remembrance Day Parade – recommendations from Working Group
- Insurance arrangements
- Street Cleaning teams (MCC)
- Finance meetings

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21. Date of Next Meeting

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

- 21 July 2026 - Extra Ordinary Meeting Full Town Council
- 29 July 2026 - Full Town Council
- 4 August 2026 – Finance Committee
- 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