



22nd June 2026

Dear Councillors,

You are hereby invited to attend an **Extraordinary Meeting of Full Town Council** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **Monday 29 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 to join the meeting

<https://teams.microsoft.com/meet/323987817600538?p=KX5HqK3qfiyT3uWNk3>

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. External Audit from Audit Wales 2024-2025

For members to receive the External Audit Report.

To consider any issues, recommendations or qualifications raised by Audit Wales.

6. 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.

7. Date of Next Meeting

Members are asked to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 29th July 2026.

8. 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