

CALDICOT TOWN COUNCIL

Minutes of Extraordinary Full Town Council Meeting held at 20:05 p.m. on Wednesday 22nd May 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell – Mayor
Cllr F Rowberry – Deputy Mayor
Cllr J Bond
Cllr A Easson
Cllr R Grumbach
Cllr A Mayo
Cllr IR Shillabeer
Cllr W Sage
Cllr P Strong
Cllr J Woodfield

Also present: L Gillespie – Deputy Clerk
L Wallington – Admin
A Wilson – Locum Clerk
Public x1

14/2025 Welcome

The Town Mayor welcomed everyone to the meeting.

15/2025 Apologies for Absence

RESOLVED to note that apologies were received from:

- Cllr W Conniff – personal commitment
- Cllr A Lewis – work commitment
- Cllr RJ Higginson – personal commitment
- Cllr R Wilsher - personal commitment

16/2025 Declarations of Interest

Locum Clerk A Wilson declared a personal and prejudicial interest in the Minutes of Personnel Committee Meeting held on Tuesday 30th April 2024.

17/2025 Public Question Time and Participation

There were no questions received.

18/2025 Minutes

RESOLVED to approve the following minutes / notes and the recommendations contained therein:

- i) Minutes of Personnel Committee Meeting Tuesday 30th April 2024
- ii) Informal notes of Personnel Committee Meeting Thursday 9th May 2024

RESOLVED to approve the following minutes / notes and the recommendations contained therein, subject to the following amendment:

iii) Minutes of Personnel Committee Meeting Wednesday 15th May 2024

Amendment: add that Cllr J Woodfield was asked to leave the meeting and left the meeting, not on their own accord, before the confidential session commenced.

19/2025 Exclusion of Press and Public

Resolved By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

COUNCIL IN PRIVATE SESSION

20/2025 Staffing Matters

i) Appointment of Town Clerk

Members received a verbal report.

RESOLVED to approve the verbal report.

ii) The role of the Deputy Town Clerk

Members received a verbal report.

RESOLVED to note the verbal report.

iii) Update on the Cleaner role

Members received a verbal report.

RESOLVED to note the verbal report.

iv) Appointment of Facilities Assistant

Members received a verbal report.

RESOLVED to note the verbal report.

v) Appointment of a Cemetery Administrator

Members received a verbal report.

RESOLVED to note the verbal report.

Meeting ended at 8:35 p.m.

Signed Date

Town Mayor