

CALDICOT TOWN COUNCIL

Minutes of Full Town Council Meeting held at 18:30 p.m. on Wednesday 26th February 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr M Mitchell – Chair
Cllr F Rowberry – Deputy Chair
Cllr J Bond
Cllr C Cochrane
Cllr W Conniff
Cllr J Davies
Cllr A Easson
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Lewis
Cllr A Mayo
Cllr G Owen
Cllr IR Shillabeer
Cllr P Strong
Cllr R Wilsher
Cllr J Woodfield

Also present: L Gillespie – Deputy Town Clerk/Responsible Financial Officer
M Tredwin – Town Clerk
L Wallington – Administration Officer
Cllr J Strong
Members of the Public x4

197/2024-25 Welcome

The Chair welcomed everyone to the meeting.

Members were informed that the meeting may be recorded for testing purposes and may be uploaded to a web-based site.

198/2024-25 Apologies for Absence

There were no apologies received.

199/2024-25 Declarations of Interest

There were no declarations of interest received.

200/2024-25 Public Question Time and Participation

Members received the following questions:

- A question was received regarding National Armed Services Day and whether the planters in the town centre and the condition of the town centre could be improved.

Members informed the member of the public that meetings had been held with Monmouthshire County Council regarding quick wins and the condition of Caldicot town centre. Members noted that summer planting is being considered and that Caldicot Town Council are working with MCC to implement this. Members acknowledged that there would be a cost involved to Caldicot Town Council for the maintenance of the planters.

Members were informed that a request has been made to Monmouthshire County Council to have the bunting in the town centre removed due to the appearance. MCC requested if CTC could remove the bunting as MCC do not have the resources to do so. Members raised

concerns regarding utilising CTC resources to remove the bunting on behalf of MCC. Members requested to request again for MCC to remove the bunting.

- A question was received expressing disappointment regarding a visit from two Monmouthshire County Councillors, Cllr J Bond and Cllr A Easson.

Members were informed that the Councillors in question visited the residential property as Monmouthshire County Council Councillors on Monmouthshire County Council business, on behalf of another County Councillor in their absence. Members were advised to contact Monmouthshire County Council should further action wish to be taken.

- A question was received regarding the trial recording of meetings and elation was expressed regarding the recording of Full Town Council meetings. Clerk informed Members that legislation needs to be checked to clarify whether meetings can be recorded in Wales.

201/2024-25 Minutes

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

- i) Minutes of Full Town Council Meeting held on 29th January 2025
Proposed by Cllr P Strong, seconded by Cllr RJ Higginson.

Members held an indicative vote regarding notifying all Sandy Lane Allotment holders of the refusal of a padlock.

- ii) Minutes of Planning and Resources Committee Meeting held on 11th February 2025
Proposed by Cllr IR Shillabeer, seconded by Cllr RJ Higginson.

202/2024-25 Reports from Monmouthshire Councillors

Members **RESOLVED** to note the written report and thanked Cllr J Strong.

203/2024-25 Report from Gwent Police

Members noted the apologies from Gwent Police.

Members raised concerns regarding parking at The Cross, Sandy Lane and noted mention to it in the Gwent Police report.

Members noted the date of the Gwent Police surgery that is scheduled to be held at Castle Park Primary School on Friday 7th March at 3:00 p.m. and requested that it be advertised on the Caldicot Town Council website and social media.

Members thanked Gwent Police for their work.

204/2024-25 Schedule of Payments Report

Members raised a question regarding Locum fees and the hourly rate. Members were advised that the figure includes additional substance and should not be discussed during the meeting as it is confidential. Members were invited to speak with the Clerk to discuss the matter.

Members raised a question regarding British Gas expenditure. Members were informed that the issue has been queried and the fault has been rectified. Members acknowledged that the account has been credited.

Members raised a question regarding expenditure for services at KGVPF. Members were informed that as trustees of the land, Caldicot Town Council have an obligation to maintain certain aspects

of KGVPF. Members were informed that this matter would be discussed at a User Sub-Committee King George V Playing Fields.

Members raised a question regarding the expenditure and fencing of the Christmas trees supplied by Caldicot Town Council. Members were informed that the fencing is installed due to health and safety reasons and to ensure that the electrical sockets and lights are not tampered with. Members were advised that the Christmas lights on The Cross Christmas tree were vandalised last year. Members were informed that this matter would be discussed at a Health and Safety Committee meeting.

Members thanked Officers for their work.

Members **RESOLVED** to approve the payment schedule for period 22nd November 2024 – 19th February 2025 and **RESOLVED** to approve the bank account balances for period ending 31st January 2025 as per bank reconciliations.

Proposed by Cllr W Conniff, seconded by Cllr C Cochrane.

205/2024-25 Financial Regulations

Clerk informed Members that the generalised Financial Regulations have been amended to adapt to Caldicot Town Council.

Members noted that CCLA investments should be included.

Members raised a query regarding the risk register. Members were informed that the risk register will be provided to Full Town Council in due course in the form of a report for consideration.

Clerk advised Members that should Members wish to discuss the Financial Regulations, they should do so by Friday 7th March 2025.

Members **RESOLVED** to note the draft Financial Regulations and **RESOLVED** that Members submit any proposals for change to the Clerk by Friday 7th March 2025 for possible inclusion in the Financial Regulations being brought for consideration at the March Full Town Council meeting.

Proposed by Cllr J Woodfield, seconded by Cllr F Rowberry.

206/2024-25 Warm and Cool Spaces Report

Members were informed that a six-week trial of 'Warm Spaces' will commence from Friday 7th March 2025 and end on Friday 11th April 2025. Members noted that it will be promoted on the Caldicot Town Council website, social media and noticeboards.

Cllr A Easson left the meeting at 7:35 p.m.

Members were informed that the awarded grant funding must be allocated to providing a safe warm space and last the duration of the year. Members acknowledged that a safe 'Warm Space' has not cost Caldicot Town Council any monies.

Members raised a concern regarding safeguarding. Members were informed that a safeguarding policy and risk assessment will be in place.

Members **RESOLVED** to agree a trial period of six weeks, if appropriately risk assessed, to test Warm Spaces Hub following the grant awarded of £1500.00 for the members of the community.

Proposed by Cllr A Mayo, seconded by Cllr P Strong.

Members **RESOLVED** that Officers should be delegated authority to set up a Warm and Cool Space on a basis that will allow members of the public to access an area that is warm or cool when there are extreme weather conditions.

Proposed by Cllr A Mayo, seconded by Cllr P Strong.

207/2024-25 Payment Authorisations Report

Clerk informed Members that work is proceeding to ensure more efficient process and will be brought to Full Town Council in due course.

208/2024-25 Date of Next Meetings

Members requested to change the scheduled Extra Ordinary Full Town Council meeting being held on Thursday 13th March 2025 due to inability to attend. Members noted that advice had been sort from One Voice Wales regarding the change of date of the scheduled meeting. Members were informed that a further meeting can be requested.

Full Town Council received a proposal to cancel the scheduled Extra Ordinary Full Town Council meeting for Thursday 13th March 2025 and to arrange an alternative date.

Proposed by Cllr J Woodfield, seconded by Cllr R Grumbach.

5 votes for, 10 votes against. Members rejected the proposal.

Members **RESOLVED** to note the Extra Ordinary Full Town Council meeting scheduled to be held on Thursday 13th March 2025.

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 26th March 2025.

Members **RESOLVED** to note that the next meeting of Planning and Resources Committee is scheduled to be held on Tuesday 11th March 2025.

Cllr R Grumbach left the meeting at 8:00 p.m.

Members were informed that the report and Members Item of Business format had changed and were invited to remain after the meeting had ended to receive a presentation on how to submit the documents.

Meeting ended at 8:06 p.m.

Signed **Date**

Chair