

CALDICOT TOWN COUNCIL

Minutes of Annual Meeting of Full Town Council held at 18:30 p.m. on Wednesday 21st May 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr M Mitchell – Chair
Cllr F Rowberry – Deputy Chair
Cllr W Conniff
Cllr J Davies
Cllr A Easson
Cllr RJ Higginson
Cllr A Mayo
Cllr G Owen
Cllr IR Shillabeer
Cllr P Strong

Also present: M Tredwin – Town Clerk
L Wallington – Administrator
Members of the Public x6

1/2025-26 Election of Town Mayor

The Mayor welcomed everyone to the meeting and notified Members that the meeting was being recorded.

Cllr M Mitchell, as the incumbent Mayor, addressed Members and expressed thanks to Members, Deputy Mayor and staff for their continued service and support. Cllr M Mitchell informed Members of major events that had occurred in the 2024/25 Civic Year, with notable mention to the 50th Anniversary of Caldicot Town Council and the refurbished Town Council building. Cllr M Mitchell informed Members that they had attended 44 public events and had raised £1,500.00 for The Mayor's Charity of 2024/25, Ready Steady Go.

Cllr A Mayo joined the meeting at 18:34 p.m.

Cllr M Mitchell was proposed and duly seconded, for Town Mayor of Caldicot Town Council for the Civic Year 2025/2026. There were no further nominations.

Upon being put to the vote, Members **RESOLVED** to elect Cllr M Mitchell as Town Mayor for the Civic Year 2025/2026.

Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer.

2/2025-26 Mayor's Declaration of Office

The Town Mayor duly signed the Declaration of Acceptance of Office for Town Mayor.

3/2025-26 Election of Deputy Town Mayor

Cllr F Rowberry, as the incumbent Deputy Town Mayor addressed Members and thanked the Town Mayor, Members and staff for their work. Cllr F Rowberry gave notable thanks to Cllr M Mitchell for their service and commitment.

Members **RESOLVED** to elect an Assistant Deputy Mayor for the Civic Year 2025/2026.

Proposed by Cllr G Owen, seconded by Cllr F Rowberry.

Cllr F Rowberry was proposed and duly seconded, for Deputy Town Mayor of Caldicot Town Council for the Civic Year 2025/2026. Cllr IR Shillabeer was proposed and duly seconded, for Assistant Deputy Town Mayor of Caldicot Town Council for the Civic Year 2025/2026. There were no further nominations.

Upon being put to the vote, Members **RESOLVED** to elect Cllr F Rowberry as Deputy Town Mayor for the Civic Year 2025/2026 and Cllr IR Shillabeer as Assistant Deputy Town Mayor for the Civic Year 2025/2026.

Proposed by Cllr G Owen, seconded by Cllr P Strong.

4/2025-26 Deputy Mayor's Declaration of Office

The Deputy Town Mayor and the Assistant Deputy Town Mayor duly signed the Declaration of Acceptance of Office for Deputy Mayor.

5/2025-26 Welcome

The Mayor welcomed everyone to the meeting.

6/2025-26 Apologies for Absence

Apologies of absence were received from Cllr J Bond, Cllr C Cochrane, Cllr R Grumbach, Cllr A Lewis, Cllr R Wilsher and Cllr J Woodfield.

Members were informed that Cllr A Easson would be delayed.

7/2025-26 Declarations of Interest

There were no declarations of interest received.

8/2025-26 Public Question Time and Participation

Cllr P Strong was congratulated as the newly elected Chair of Monmouthshire County Council. Cllr M Mitchell was congratulated as the elected Town Mayor of Caldicot Town Council. Best wishes were given to the Mayor and Members.

Members were informed that a Community Safety Questionnaire was being conducted by Monmouthshire County Council and Members were asked to encourage the residents on their wards to complete.

Members were thanked for their assistance with the withdrawal of planning application DM/2025/00521 by MCC. It was suggested whether Caldicot Town Council were able to renovate the area in partnership with MCC.

Cllr A Easson joined the meeting at 18:46 p.m.

Members were informed that the Environmental and Climate Change Working Group would consider the request.

9/2025-26 Minutes

RESOLVED to note the following minutes and the recommendations contained therein:

- i) Minutes of Annual Meeting held on Wednesday 22nd May 2024

10/2025-26 Nominations to Town Council Committees

Signatories

Members **RESOLVED** to elect Members for the Signatories for the Civic Year 2025/2026:

- Bank Signatory [not a cheque signatory or committee]
Cllrs F Rowberry, G Owen (reserve)
Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

- Cheque Signatories [not a committee] [Excluding Clerk - also to be a signatory. Excluding Deputy Clerk – also to be a signatory in the absence of the Clerk]
Cllrs C Cochrane, A Easson, M Mitchell, P Strong
Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

Internal Committees

Members **RESOLVED** to elect Members for the **Internal Committees** for the Civic Year 2025/2026:

- Finance Committee (7)
Cllrs C Cochrane, W Conniff, RJ Higginson, Cllr M Mitchell, Cllr G Owen, Cllr F Rowberry, IR Shillabeer
Proposed by Cllr W Conniff, seconded by Cllr G Owen.
- Grants Committee (7)
Cllrs C Cochrane, J Davies, W Conniff, Cllr RJ Higginson M Mitchell, F Rowberry, IR Shillabeer
Proposed by Cllr M Mitchell, seconded by Cllr P Strong.
- Health and Safety Committee (7)
Cllrs J Davies, A Easson, RJ Higginson, A Lewis, M Mitchell, F Rowberry, IR Shillabeer
Proposed by Cllr W Conniff, seconded by Cllr G Owen
- King George V Playing Fields Trustee
All Town Councillors as Town Council is a Trustee
- Personnel Committee (7)
Cllrs C Cochrane, W Conniff, M Mitchell, G Owen, F Rowberry, IR Shillabeer, P Strong
Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer
- Full Town Council Incorporating Planning and Resources (16)
All Town Councillors
Proposed by Cllr W Conniff, seconded by Cllr P Strong

Working Groups

Members **RESOLVED** to elect Members for the **Working Groups** for the Civic Year 2025/2026:

- Commemoration and Anniversaries Working Group (7)
Cllrs W Conniff, R Grumbach, A Mayo, M Mitchell, G Owen, F Rowberry, P Strong
Proposed by Cllr A Easson, seconded by Cllr P Strong
- Allotments Working Group (5)
Cllrs J Bond, W Conniff, M Mitchell, G Owen, F Rowberry
Proposed by Cllr P Strong, seconded by Cllr W Conniff
- King George V Playing Fields Planning Working Group (7)
Cllrs J Bond, C Cochrane, J Davies, A Mayo, M Mitchell, F Rowberry, IR Shillabeer
Proposed by Cllr A Easson, seconded by Cllr F Rowberry
- Environmental and Climate Change Working Group (7)
Cllrs J Bond, W Conniff, RJ Higginson, A Lewis, A Mayo, IR Shillabeer, R Wilsher,
Proposed by Cllr F Rowberry, seconded by Cllr W Conniff
Cllr A Mayo left the meeting at 19:39

Cllr A Mayo rejoined the meeting at 19:40

Members were informed that the S106 Working Group was changed to a standing item at Finance Committee meetings.

- Community Garden Working Group (6)
Cllrs W Conniff, R Grumbach, M Mitchell, F Rowberry, IR Shillabeer, R Wilsher
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry
- Cemetery Working Group (5)
Cllrs W Conniff, M Mitchell, G Owen, F Rowberry, IR Shillabeer
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry

11/2025-26 Nominations to Outside Bodies

Members **RESOLVED** to elect Members for the Town Council Representatives on Outside Bodies for the Civic Year 2025/2026:

Proposed by Cllr G Owen, seconded by Cllr F Rowberry

- Monmouthshire County CAB (2)
Cllrs A Easson, J Bond
- One Voice Wales Area Committee [Precedent Mayor/Deputy] (3)
Cllrs M Mitchell, F Rowberry, IR Shillabeer
- One Voice Wales Larger Local Councils Cttee [Precedent Mayor] (1)
Cllrs M Mitchell + F Rowberry, IR Shillabeer (Deputy non-voting)
- Emergency Contact Mon CC [Incumbent Clerk/Mayor] (5)
Cllrs M Mitchell, F Rowberry, IR Shillabeer, Clerk, Deputy Clerk
- School Governors [For Term of Council]
Dewstow Primary School (1) – Cllr R Grumbach
Durand Primary School (1) – Cllr R Wilsher
Castle Park Primary School (1) – Cllr F Rowberry
- Schools Admission Forum (1)
Cllr G Owen + [Cllr J Bond – Deputy]
- Herbert Charity Trust (2)
Cllrs W Conniff, RJ Higginson
- MCC CCTV Working Group (2)
Cllrs A Easson, J Bond
- Severnside Area Committee (1)
Cllr F Rowberry + [Cllr J Woodfield – Deputy]
- Caldicot Foodbank Steering Committee (1)
Cllr M Mitchell
- MCC Give Dog Fouling The Red Card Working Group (1)
Cllr F Rowberry

- Mon/Torfaen Youth Offending Team – Restorative Justice (1)
Cllr A Lewis
- Caldicot Youth Group (1)
Cllr M Mitchell + [Cllr J Bond – Deputy]
- Caldicot Town Team (1)
Cllr P Strong
- GAVO (1)
Cllr G Owen
- Caldicot Business Forum (7)
Cllrs J Bond, C Cochrane, J Davies, A Easson, A Mayo, M Mitchell

Cllr W Conniff left the meeting at 20:02 p.m.

Members **RESOLVED** to create a User Sub-Committee King George V Playing Fields Working Group and elected the following Members for the Civic Year 2025/2026:

- User Sub-Committee King George V Playing Fields [To include Health & Safety Member] (7)
Cllrs J Bond, C Cochrane, J Davies, A Easson, RJ Higginson, A Lewis, IR Shillabeer
Proposed by Cllr F Rowberry, Cllr M Mitchell

Cllr W Conniff rejoined the meeting at 20:04 p.m.

12/2025-26 Terms of Reference Report

Members noted that Budgeted Expenditure (7. Delegation Scheme - Appendix 12a) would be confirmed.

Members **RESOLVED** to approve the Terms of Reference for the Civic Year 2025/2026 for the following Committees: Full Town Council, Finance Committee, Planning and Resources Committee, Personnel Committee and Health and Safety Committee
Proposed by Cllr A Easson, seconded by Cllr W Conniff

13/2025-26 Standing Orders

Members **RESOLVED** to approve the Standing Orders for the Civic Year 2025/2026, as presented at this Full Town Council Meeting (Appendix 13A).
Proposed by Cllr A Easson, Cllr IR Shillabeer

14/2025-26 Financial Regulations

Members **RESOLVED** to note that the Financial Regulations adopted in February 2025 remain unchanged and **RESOLVED** to adopt them for the Civic Year 2025/2026.
Proposed by Cllr A Easson, seconded by Cllr W Conniff

15/2025-26 To Confirm Banking Arrangements for 2025-26

Members **RESOLVED** to note the contents of Appendix 15, including the legal responsibilities associated with banking signatories and **RESOLVED** to maintain the existing signatories.
Proposed by Cllr A Easson, seconded by Cllr P Strong

16/2025-26 Direct Debit and Regular Payments

Cllr M Mitchell left the meeting at 20:12 p.m.

Members were informed that an updated schedule of direct debits, regular payments and subscriptions would be brought to a Finance Committee Meeting.

Members **RESOLVED** to approve the current schedule of Direct Debits and Regular Payments for Financial Year 2025/2026 and **RESOLVED** to note that where payments vary or require additional scrutiny, such changes will be brought to Council or Finance Committee for further review and approval.

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

Cllr A Easson left the meeting at 20:14 p.m.

Cllr M Mitchell rejoined the meeting at 20:14 p.m.

Cllr A Easson rejoined the meeting at 20:15 p.m.

17/2025-26 Calendar of Meeting 2025-26

Members **RESOLVED** to note the legislative requirement to publish a calendar of Council meetings for the next eighteen months at the Annual Meeting and **RESOLVED** to approve the calendar of meetings for the next eighteen months is published in accordance with statutory obligations.

Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry

18/2025-26 Reaffirm the Meeting Allowances for 2025-26

Members **RESOLVED** to approve a Meeting Allowance of £30.00, claimable for Full Town Council and Full Town Council Incorporating Planning and Resources Meetings with a minimum of ninety minutes attendance or the duration of the meeting.

Proposed by Cllr M Mitchell, seconded by Cllr A Easson

Members **RESOLVED** to approve the implementation of mandatory allowances under Determinations 44 – 45 and **RESOLVED** to defer Optional Payments under Determinations 46 – 52 to the next Finance Committee Meeting.

Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer

19/2025-26 Insurance Renewal 2025-26

Members **RESOLVED** to move the item to confidential session.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer

20/2025-26 Accounting Software Quotation 2025-26

Members **RESOLVED** to move the item to confidential session.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer

21/2025-26 Exclusion of Public and Press

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

22/2025-26 Agenda Item 19 – Insurance Renewal 2025-26

Members **RESOLVED** to approve the insurance renewal for 2025-26 by James Hallam and **RESOLVED** to approve the renewal of all insurance policies on a one-year basis for the period 1st June 2025 to 31st May 2026.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer

23/2025-26 Agenda Item 20 - Accounting Software Quotation 2025-26

Members **RESOLVED** to approve the three-year contract quotation of £2,152.26 (including VAT) with AdvantEDGE software system.

Proposed by Cllr A Easson, seconded by Cllr F Rowberry

Meeting ended at 20:47 p.m.

Signed Date

Town Mayor