

CALDICOT TOWN COUNCIL

Minutes of Extremely Urgent Meeting of Town Council held at 11:00 a.m. on Tuesday, 4th June 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell – Mayor
Cllr F Rowberry – Deputy Mayor
Cllr J Bond
Cllr A Lewis
Cllr J Woodfield

Also present: L Gillespie – Deputy Town Clerk

42/2024 Town Council Insurance

The meeting had been arranged to consider the Town Council insurance renewal quote. The insurance renewal had been received with a date of 1st June 2024.

It was noted that late notice gave limited time for Town Council to consider renewal options and it was essential that Caldicot Town Council had the insurance provision.

Members would like it noted that concerns were raised over the lateness of notice to Members.

RESOLVED to approve the insurance renewal quote from James Hallam Council Guard - £8,128.95 to provide cover from 1st June 2024 until 31st May 2025.

RESOLVED to implement a prompt for future renewal.

Meeting ended at 11:30 a.m.

Signed **Date**

Town Mayor

ADDENDUM TO THE MINUTES:

Whist the minutes reflect what happened at the meeting it has been confirmed that the Caldicot Town Council insurance had in fact been renewed in a timely manner by the Locum Town Clerk and cover was already in place for the period 1st June 2024 - 31st May 2025 before this meeting was held. There is an e mail trail which confirms this. The renewal of the insurance is usually the responsibility of the Town Clerk, who would make sure that there is adequate cover in place for the assets and services of the Town Council as well as liability and cyber insurance and any other areas specific to the council that needed insuring before reporting the cost to Council through the normal channels. The Clerk would update the insurance throughout the year, where additional costs may be incurred, if the council has new assets or needs any additional cover.