



**Minutes of Full Town Council held at 18:30 p.m. on Wednesday 25th June 2025 at the
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

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

Also present: M Tredwin – Town Clerk
L Wallington – Administrative Officer
Members of the Public x4

24/2025-26 Welcome

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

25/2025-26 Apologies for Absence

Apologies for absence were received from Cllr J Bond, Cllr W Conniff and Cllr A Lewis.

26/2025-26 Declarations of Interest

There were no declarations of interest received.

27/2025-26 Public Question Time and Participation

Members received the following questions:

- A question was received regarding the watering of the two planters at the entrance to Caldicot at Deepweir and Cherry Tree. Members were informed that the watering of those planters were the duty of Town Council and that the Contractor would be contacted.
- A question was received regarding Severn View Park Residential Care Home and that the garden would no longer be tended to. Members were informed that the building in question is Monmouthshire County Council property and separate to Caldicot Town Council.
- A question was received regarding the behaviour of all Councillors to act in an appropriate manner. Members noted the comments.

28/2025-26 Minutes

Members **RESOLVED** to approve the following minutes and the recommendations contained therein:

i) Allotments Working Group 2nd May 2025

Members **RESOLVED** to approve the recommendation of Option A to manage vacant allotment plots going forward. *Option A – Facilities Assistant installs and removes tarpaulin on the vacant plots. Tarpaulin and accessories would be purchased by the Town Council at an approximate cost of £30.00 - £75.00 per plot and retained by the Town Council for future use.*

Proposed by Cllr C Cochrane, seconded by Cllr G Owen.

Members **RESOLVED** to reject the recommendation to replace the entrance gate to Oakley Way allotments. Members **RESOLVED** to purchase and implement a combination lock.

Proposed by Cllr A Easson, seconded by Cllr A Mayo.

ii) Personnel Committee 27th May 2025

Members **RESOLVED** to approve the Caldicot Town Council Dog Policy, subject to clarification regarding a red zone on Public Spaces Protection Order.

Proposed by Cllr P Strong, seconded by Cllr IR Shillabeer.

Cllr R Grumbach and Cllr J Woodfield abstained from the vote.

iii) Commemoration and Anniversaries Working Group 29th May 2025

Proposed by Cllr IR Shillabeer, seconded by Cllr M Mitchell.

iv) Environmental and Climate Change Working Group 3rd June 2025

Members requested clarification regarding the planting on Church Road and the responsibility of Monmouthshire County Council.

Cllr A Mayo left the meeting at 19:15 p.m.

v) Personnel Committee 6th June 2025

Proposed by Cllr IR Shillabeer, seconded by Cllr M Mitchell.

Cllr A Mayo rejoined the meeting at 19:17 p.m.

vi) Full Town Council (Planning & Resources) 10th June 2025

Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer.

29/2025-26 Reports from Monmouthshire Councillors

Cllr J Strong circulated their report to Members. Members **RESOLVED** to note the report. Cllr J Strong was thanked for their work.

Members were informed of the concern regarding the condition of the Neddern River and flooding. Members were informed dredging affecting levels of the Severn Estuary. It was acknowledged that Members would be kept informed regarding the Caldicot levels.

30/2025-26 Report from Gwent Police

Members were informed that two youths were observed in the Caldicot Community Garden at the Town Council Building and were identified on CCTV.

Members were informed that parking concerns relating to The Cross, Sandy Lane should be reported to Gwent Police and Monmouthshire County Council via Cllr J Strong.

Members **RESOLVED** to note the report and thanked Gwent Police for their work.

31/2025-26 End of Year and Annual Return

a) To consider and resolve each of the annual AGAR Statements

Members **RESOLVED** to agree Statement 1 – Appropriate books of account have been properly kept throughout the year.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 2 – Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.

Proposed by Cllr IR Shillabeer, seconded by Cllr M Mitchell.

Members **RESOLVED** to agree Statement 3 – The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 4 – The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves were appropriate.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 5 – Expected income was fully received, based on correct prices properly recorded and promptly banked and VAT was appropriately accounted for. Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 6 – Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.

Members acknowledged that this statement does not apply to Caldicot Town Council as no petty cash is held.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 7 – Salaries to employees and allowances to Members were paid in accordance with contracts, minuted approvals and PAYE and NI requirements were properly applied.

Proposed by Cllr IR Shillabeer, seconded by Cllr RJ Higginson.

Members **RESOLVED** to agree Statement 8 – Asset and investment registers were complete, accurate and properly maintained.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 9 – Periodic and year-end bank account reconciliations were properly carried out.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 10 – Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records and where appropriate, debtors and creditors were properly recorded.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 11 (Trust Funds Including Charitable Trusts) – The Council has met its responsibilities as a trustee.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree the Accounting Statement for 2024/25 and authorise the Mayor and Town Clerk to sign the AGAR document.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

b) To confirm the dates set for the exercise of public rights

Members **RESOLVED** to agree the dates set for the exercise of public rights to commence on 30th June 2025 and end on 14th July 2025.

Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.

Members **RESOLVED** to note the report from Audit Wales regarding the 2022 – 2023 and 2023 – 2024 Annual Returns.

Clerk was thanked for their report.

32/2025-26 Christmas Lights Working Group

Members **RESOLVED** to establish a Christmas Lights Working Group and elected the following Members; Cllrs C Cochrane, W Conniff, J Davies, M Mitchell, F Rowberry and IR Shillabeer. Cllr R Grumbach to attend as an advisor.

33/2025-26 Councillor Allowances

Members were informed of their entitlements and the processes for claiming them.

Members **RESOLVED** to note the mandatory allowances as outlined in Determinations 44 and 45 and approved their implementation.

Members **RESOLVED** to implement optional payments under Determinations 46 – 52.

Members **RESOLVED** for Senior Role payments to be implemented Finance Committee, Health and Safety Committee and Personnel Committee.

Proposed by Cllr R Grumbach, seconded by Cllr A Easson.

34/2025-26 St Mary's Church Community Hall Defibrillator Request

Members considered the request from St Mary's Church Community Hall. Members were informed of The Circuit.

Members **RESOLVED** to agree in principle the request from St Mary's Church Community Hall for a defibrillator, subject to purchase cost and packages. Members **RESOLVED** to agree to supply, install, retain and maintain the equipment.

Proposed by Cllr A Easson, seconded by Cllr IR Shillabeer.

35/2025-26 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Tuesday 8th July 2025.

Members received acknowledgement from Children's Cancer Charity of the grant awarded.

36/2025-26 Exclusion of Press and Public

Members **RESOLVED** to consider item 5v Personnel Committee 6th June 2025 under exempt business.

Proposed by Cllr C Cochrane, seconded by Cllr A Easson.

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.*

COMMITTEE IN PRIVATE SESSION

37/2025-26 Any items that Members may feel should be discussed in private session during the course of the meeting

Clerk and Administrative Officer left the meeting at 20:30.

Meeting ended at 20:40 p.m.

Signed **Date**

Chair