



**Minutes of Full Town Council Meeting held at 6:30 p.m. on Wednesday 25th February 2026
at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

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

Also present: M Tredwin – Town Clerk
G Thomas – Administrative Officer
Monmouthshire County Council J Strong
Members of the Public x

109/2025-26 Welcome

The Chair welcomed Members and members of the public to the meeting.

110/2025-26 Remembrance for Cllr Wyndham Conniff

Members stood for a minute's silence in remembrance of Cllr Wyndham Conniff and acknowledged his valued service to the community.

111/2025-26 Apologies for Absence

RESOLVED to receive apologies for absence from Cllr C Cochrane and Cllr A Lewis.

112/2025-26 Declarations of Interest

There were no declarations of interest received.

113/2025-26 Public Question Time and Participation

Members received matters relating to a memorial tree for Cllr Wyndham Conniff, allotment rents, water leaks and a request to bring forward the next Allotments Committee meeting.

Members confirmed allotment water arrangements remain temporary pending identification of the leak and that a meeting would be held in due course. No resolutions were made under this item.

114/2025-26 Minutes

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

- i) Members **RESOLVED** to approve the Full Town Council Minutes – 3rd February 2026 (Proposed Cllr P Strong, seconded Cllr J Davies).

- ii) Members **RESOLVED** to note the minutes and approve any recommendations for the Commemoration & Anniversaries Working Group – 4th February 2026.
- iii) Members **RESOLVED** to note the minutes and approve any recommendations for the Allotments Working Group – 6th February 2026.
- iv) Members **RESOLVED** to note the minutes and approve any recommendations for the Planning & Resources meeting – 10th February 2026
(Proposed Cllr J Davies, seconded Cllr F Rowberry).
- v) Members **RESOLVED** to note the minutes and to discuss recommendations for the – 13th February 2026
(Proposed Cllr F Rowberry, seconded Cllr P Strong) in Exempt Business.

115/2025-26 Citizen Advice Bureau – Service Level Agreement

Members received a presentation regarding a proposed three-year Service Level Agreement commencing April 2026. Questions were asked about how help and advice was delivered to residents of the Caldicot Community.

RESOLVED to approve the Service Level Agreement as presented and to authorize this years budgeted payment.
(Proposed Cllr F Rowberry, seconded Cllr G Rowberry – Unanimous).

116/2025-26 Royal British Legion – Bench & Remembrance Sunday

Members supported installation of a commemorative bench adjacent to the Celtic Cross War Memorial and endorsed the proposed Remembrance Sunday arrangements for 2026.

RESOLVED to delegate administrative arrangements to the Clerk and Officers.
(Proposed Cllr P Strong, seconded Cllr F Rowberry – Unanimous).

117/2025-26 Reports from Monmouthshire County Councillors

Members received updates including leisure centre improvements and NRW actions regarding the Neddern.

RESOLVED to note the report submitted by County Cllr J Strong.

118/2025-26 Report from Council Governor Representatives

Members noted the resignation of Cllr R Grumbach as Dewstow Primary School Governor and agreed to seek expressions of interest from Members.

119/2025-26 Report from Gwent Police

Members received the written police report and discussed the attendance of Police at future meetings.

RESOLVED to note the report.

120/2025-26 Correspondence

Members discussed the issues that had been raised by a member of the public and circulated to them ahead of the meeting along with responses from the Clerk.

Members **noted** correspondence from a resident and accepted the responses issued.

121/2025-26 Energy Update

Members confirmed Scottish Power as the Council's three-year energy supplier.
(Proposed Cllr J Davies, seconded Cllr G Rowberry – Unanimous).

122/2025-26 Date of Next Meeting

Members noted that the next Full Town Council (Planning & Resources) meeting will be held on Tuesday 10th March 2026.

123/2025-26 Exclusion of Press and Public

RESOLVED that the press and public be excluded for exempt business.
(Proposed Cllr J Davies, seconded Cllr F Rowberry).

COMMITTEE IN PRIVATE SESSION

124/2025-26 Staffing Restructure Proposals (Exempt)

A staffing Restructure was outlined that would allow the recruitment of a Deputy Town Clerk/Responsible Finance Officer on a part time basis of 20-25 hours per week. They also agreed the appointment of a Part-time Administrative Officer and that the current administrative Officers Role would change to that of a Community Development Officer. They agreed that the proposed Model circulated to members allowed for a much more effective way of engaging with the community for minimal cost increases.

Members also asked for their thanks to all staff for the work that had been in the very difficult circumstances.

Members **RESOLVED** the staffing restructure proposals as presented in Model 2.
(Proposed Cllr Higginson, seconded Cllr Owen).

Meeting ended at 8:54 p.m.

Signed Date

Chair