



Minutes of Full Town Council (Planning and Resources)
at 6:30pm on 14 July 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot
NP26 4NA

Present: Cllr IR Shillabeer – Mayor
Cllr P Strong – Deputy Mayor
Cllr M Mitchell – Assistant Deputy Mayor
Cllr B Barrett
Cllr J Harris
Cllr RJ Higginson
Cllr C Jones
Cllr A Mayo
Cllr A McIntyre
Cllr G McIntyre
Cllr M Peters

Also present: Alice Vaughan Locum Town Clerk

Members of the Public x 3

Welcome and Mayors report

Confirmation of hybrid participation and reminder about the recording policy.

The Chair welcomed everyone to the meeting, Mayor's report noted and the mayor reported on the death of Sybil Powell a former mayor.

1. Apologies for Absence

RESOLVED to receive apologies for absence from Cllr Cochrane, Cllr Lewis, Cllr Rowbery, Cllr Owen and Cllr Davies

2. Declarations of Interest

Cllr Barrett – Personal Declaration of interest that he knows the MCC Cemeteries Officer who has provided a quote.

3. Public Question Time and Participation

Allotments

Ongoing dissatisfaction with reinstatement of water supply at the allotments. Contractor missed the agreed June 26 deadline as of the meeting the work was still pending with final cementing happening the day of the meeting and taps due on tomorrow.

Discussion on why the specific contractor was awarded the work. Debate over whether the contractor's delay represents a breach of contract. Acknowledgment of distress caused to allotment holders and need for transparent communication. Proposal to obtain more explanation from the contractor before any action.

Allotment Correspondence

Unresolved queries regarding an April announcement at the allotment; referred to the allotment committee, Cllr Rowberry to pick up the matter in a Working group. General agreement on the importance of collaboration and inclusion of plot representatives.

Cemetery CCTV Request

Public question raised in public forum about a Facebook post about installing CCTV at the cemetery due to thefts from graves. Objection voiced by councillors and public members citing privacy concerns during funerals and quiet visits. Consensus: The matter should be formally added to a future agenda should an official approach be made to the council.

4. Minutes

Discussion about confirming minutes as accurate records, especially regarding confidential staffing items. Consensus that while confidential details should remain private, figures relating to locum clerk costs need to be minuted for transparency and audit.

Approval of minutes (i) deferred

- i) Minutes of the Full Town Council Meeting held on Wednesday 24 June 2026

deferred for updates and clarification until next meeting. Suggestion that decisions made must be included as a summary even if details remain confidential.

Members **RESOLVED** to approve the following minutes, and the recommendations contained therein with the following amendments noted for accuracy references for agenda items 6.1 should be 6.3.

- ii) Minutes of the Extraordinary Meeting of the Full Town Council held on Monday 29 June 2026.

Mayor signed 29 June 2026 minutes.

Committee Minutes

Minutes and recommendations Noted. Temporary Chair read out recommendations - see agenda items below for recommendations/ approvals.

- i) Minutes of the Health and Safety Committee meeting held on 9 July 2026 - noted and received.

5. Planning

i) Planning Applications for Consideration

DM/2026/00666

Members **RESOLVED** to recommend support of approval for application.

ii) MCC Approved Planning Applications

Members **RESOLVED** to note the following approved planning applications:

DM/2026/00566

6. Reports from Monmouthshire Councillors

As County Councillor Strong was unable to attend the meeting, County Councillor Peter Strong gave an update on her behalf

Travellers Encampments and Impact on Community Events

Travellers occupied the cricket ground for 10 days and then moved to Caldicot Castle football pitches this also is impacting the upcoming Dubs event and causing community concerns, event delays, financial losses for organisers etc. Court orders issued for removal with the timeline: court order for removal by 5 pm (on meeting day), further legal action if not complied with, bailiffs to be employed post-risk assessment. Frustration at lack of police engagement, only minimal police presence reported.

Proposal (approved unanimously): Council to write to the Police and Crime Commissioner regarding lack of police action during criminal and anti-social behaviour by the encampment.

Calls for faster legal processes for evictions and establishment of a transit site; prevention measures (physical and administrative) needed for future. Acknowledgment both distress to residents and the humanity of those encamped, with objections raised about tone when discussing the Traveller community. Discussion about challenges in enforcing removal, police resource shortages, and the need for legal or structural changes.

7. Report from Council School Governor Representatives

No reports received.

8. Report from Gwent Police – Deferred to next Full Town Council meeting

10. Finance

VAT reclaim issues – verbal update from Locum Clerk.

Previous Clerk unable to reclaim VAT since Jan 2025 due to HMRC access issues estimated figure from Edge Software - £44,108.20 outstanding. Council facing late submission penalties (three points as of Nov 2025) possible fines up to £1,000 total - unconfirmed

Criticism from members about historical inaction and unclear internal responsibilities, lack of communication between staff and council cited as a systemic issue.

Proposal: Finance Committee meetings to be held at full council meetings until staffing is resolved, increasing transparency and oversight.

Approved

11. Recruitment of Deputy Clerk / Responsible Financial Officer (RFO)

Discussing about the recommendations of the Personnel Committee regarding the Deputy Clerk/RFO vacancy, including the job advertisement, duration of the advert, salary scale – last Personnel Meeting was 10 July 2026 –minutes not done as of time of meeting as still within the 7 days

Extended debate on appropriate model for staffing: Clerk/RFO/deputy roles discussed at length, referencing advice from One Voice Wales.

Motion carried to advertise for Clerk/RFO and Deputy Clerk/Deputy RFO (not Chief Executive and not separate roles) to ensure both positions are capable and that responsibilities covered - **Approved**

Agreed to seek further advice from One Voice Wales before finalising recruitment process

12. Health and Safety Committee Recommendations

Members considered the recommendations for staff training and any other recommendations from the Health and Safety Committee on the 9 July 2026.

Health and Safety Committee (next working group 22 July 2026)

Approval of quotes:

Legionella risk assessment (£1,440 incl. VAT)

Fire Risk assessment (decision between two providers) Inferno quote - £504 incl. VAT approved by casting vote.

Ongoing concerns about legacy H&S documentation, including asbestos and fire safety records—not all present digitally or readily available, prompting a search and potential archiving improvements.

PPE approved for staff.

13. Outside Body Committee Appointment

Members to review the appointment to the Outside Body Committee from the Annual Meeting held on 20 May 2026. – deferred as per officer update as per agenda.

14. Election of Chair of the Personnel Committee

Members considered re-electing the Chair of the Personnel Committee due to the Standing Orders v Financial Regulations.

Election of Cllr Mitchell as chair of Personnel Committee, confirmed by full council in accordance with standing orders.

Agreement to confirm chairs for other standing committees at next full council. Also, at a future meeting Council need to confirm which standing committee can claim allowances for chairs – 3 committees

15. Flags - Caldicot Town Council Building

Costs had been received but more prices for better quality flags will be looked at and brought to future meeting.

16. Repair of Caldicot War memorial

Discussion of quotations: one for basic repointing and one for comprehensive long-term repairs. MCC is responsible but asks the council to support additional costs for the more thorough repair. – not for full costs as clerk previously thought.

Decision: Approach to seek support through “Quick Wins” placemaking funding—if not possible, item returns to full council July 29 to ensure completion before November Remembrance events.

17. Christmas Lights 2026

Confirmation of Christmas lighting contract (like for like, £21,858.89 incl. VAT) discussed at Working Group - Concerns about lateness of decision-making, promise to schedule next year's decisions in January 2027.

Arrangements for three town Christmas trees to be purchased.

Approved: Quote from Blanchere Illuminations for one year contract – same as last year - £21,858.89 including VAT. To be added onto CTC insurance policy for the time the lights are in situ.

Suspension of standing orders 3v to extend to meeting's conclusion

18 . Training Plan for Councillors and Staff

Approved with minor amendments – will be published on website

Amendments - Actual time frames for mandatory - CILCA to be within 12 months to start and complete within 2 years. Encourage uptake for new and existing staff and officeholders.

Recommended training for councillors to change when required too optional.

19. Contract Renewals: Ground and Cemetery Maintenance

Renewal of contracts for Cemetery and Ground Maintenance providers (John Ball and Rob Lewis) extended temporarily until December 31, 2026, with a review, tender or new arrangements expected to start in January 2027.

20. Establishment of a Cool Hub at Caldicot Town Council

Proposal for air conditioning/cool hub for elderly/vulnerable in heatwaves was strongly supported as a priority but referred (by vote) to the Environment and Climate Change Working Group with a wider remit to explore solar panels, heat pumps other energy efficiency.

Noted: meeting of the working group requested to be scheduled earlier than original September date, ideally in next 1–2 weeks. Consensus on need for greater action, council acknowledged the existential threat of climate change and its responsibility both for mitigation and adaptation.

Affirmed open, public-involving (and published) working group meetings in future.

21. Recommendations for next/ future meetings

- Policy Reviews
- Payment lists for each meeting will start in September as Clerk needs time to input every transaction for the current financial year to produce lists.
- Clerks Reports Monthly (at FTC end of Month) – start September
- Annual Report 2025/2026
- Terms of Reference update – September meeting
- Standing order and Financial Regulations review – September meeting
- Remembrance Day Parade – recommendations from Working Group
- Insurance arrangements
- Street Cleaning teams (MCC)
- Finance meetings

22. Date of Next Meeting

Members are asked to note that the next meetings scheduled to be held on:

- 21 July 2026 - Extra Ordinary Meeting Full Town Council
- 29 July 2026 - Full Town Council
- 4 August 2026 – Finance Committee – cancelled as now within Full Town Council meetings
- No scheduled Full Town Council meetings August 2026
- 8 September 2026 – Full Town Council Incorporating Planning and Recourses
- 11 September 2026 – Personnel Committee

- 14 September 2026 – Grants Committee
- 30 September 2026 - Full Town Council
- 23 September 2026 - Finance Committee
- 8 October 2026 – Health and Safety Committee
- November/ December – Finance Committee date to be confirmed for budget and precept

Meeting Ended 9:23pm

Signed Date

Mayor/Chair