

CALDICOT TOWN COUNCIL

Minutes of Full Town Council held at 18:30 p.m. on Wednesday, 26 March 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present:

Cllr M Mitchell (Mayor)

Cllr F Rowberry (Deputy Mayor)

Cllr J Bond, Cllr W Conniff, Cllr A Easson, Cllr R Grumbach, Cllr RJ Higginson, Cllr A Mayo, Cllr G Owen, Cllr IR Shillabeer, Cllr P Strong, Cllr R Wilsher, Cllr J Woodfield,

Also present:

M Tredwin – Town Clerk, L Wallington – Administrator/Communications Officer, Members of the Public x2

Welcome

The Mayor welcomed everyone to the meeting. She also apologised on behalf of the Clerk for the late sending out of some of the reports to members of the council.

216/2024-25 Apologies for Absence

RESOLVED to receive apologies of absence from Cllr A Lewis,

217/2024-25 Declarations of Interest

Cllr Strong declared an interest in Item 20 as lead for MCC.

Cllr Grumbach declared an interest in Item as personal connections.

218/2024-25 Public Question Time and Participation

A member of the public enquired what was happening to the flower planters in the Town Centre.

The response was given that these are intended to form part of the Place Maing “quick wins” that are in the process of being put in place. They would be restocked and there were plans to ensure that they were regularly watered.

Cllr Easson requested that “Standing Orders be suspended”. It was pointed out that there was no mechanism to suspend all Standing Orders and that there was a procedure to follow to suspend any specific standing orders.

Cllr Bond stated she had not received the Reports until just before the meeting. This was repeated at several points when various items were discussed. It was pointed out that she had in fact been sent the reports at the same time all other members received them.

The meeting continued.

219/2024-25 Minutes

- a) Minutes of Extra Ordinary Full Town Council Meeting held on Thursday 13th March 2025
RESOLVED that: the above Minutes be approved: Proposed Cllr. Strong. Seconded Cllr. Higginson
- b) Minutes of Planning and Resources Committee Meeting held on Tuesday 11th March 2025
RESOLVED that: the above Minutes and all resolutions contained therein be approved: Proposed Cllr. Owen. Seconded Cllr. Cochrane
- c) Minutes of Personnel Committee Meeting held on Friday 21st March 2025

RESOLVED that: the above Minutes be approved: RESOLVED that: the above Minutes and all resolutions contained therein be approved: Proposed Cllr. Strong. Seconded Cllr. Cochrane

Cllr Bond requested a recorded vote;

For Cllr M Mitchell (Mayor), Cllr F Rowberry (Deputy Mayor), Cllr W Conniff, Cllr RJ Higginson, Cllr A Mayo, Cllr G Owen, Cllr IR Shillabeer, Cllr P Strong,

Against; Cllr J Bond, Cllr A Easson, Cllr R Grumbach, Cllr J Woodfield,

Abstained: Cllr R Wilsher

- d) Notes of 50 Years of Caldicot Working Group Meeting held on Friday 7th February 2025
Members **Noted** the minutes.

220/2024-25 Reports from Monmouthshire Councillors

A written report from Members of Monmouthshire County Council was provided and further information was also given with regards to CCTV Cameras.

An update was also provided with regards to an Enforcement Notice that had been issued in Caldicot. Environmental Health were following up. A Ward Town Councillor asked to be kept informed about any actions such as this that were happening in her ward.

221/2024-25 Meeting Suspension

19:07

The meeting was suspended following Cllr Bond being asked to leave the meeting. She had been warned three times by the chair that interruptions were not acceptable.

19:17

The meeting resumed with Cllr Bond making an apology to the councillors for her interruptions.

222/2024-25 Report from Council Governor and Other Representatives

No written reports were received due to the proximity of Governors Meetings.
Dewstow School have collected items for the Time Capsule and are also looking forward to getting involved with the Planters in the community Garden once they are ready.

223/2024-25 Report from Gwent Police

Members received a written report from Gwent Police on matters pertaining to Caldicot. A member of the Police also updated members with regards to increased enforcement of parking on the cross and that 12 tickets had been issued. They are also involved in a school's program involving a visit to Castle Park.

A dangerous dog was also seized.

They had also played a football match against Mon Life which they won.

Electric scooters are becoming an issue and they have seized several.

Members raised issues with regards Cas Troggi play park, the Town centre and Operation Lumley. It was noted that there had appeared to be a big improvement up until now as a result of Operation Lumley, but concerns were raised that with the arrival of warm weather and the end of Operation Lumley greater vigilance was going to be needed.

19:39 Councillor Easson left the meeting.

224/2024-25 Members Resolved to move Agenda Item 20 to this point of the meeting.

225/2024-25 Armed Forces Day

Joe Skidmore and Gareth Llewellyn both officers from MCC attended to update members on the outline of events in place for Armed Forces Day 2025. It is being seen as a family fun day with as much Armed Forces input as possible. The budget is not as high as has been in previous years but they are still confident of delivering a successful day.

The day will run from 11-00am to 4-00pm and will involve bringing in people from outside the area of Caldicot. There will be four entrances in use with the main carpark at the equestrian centre and the disabled carpark at Castle gate. There will be a parachute drop at 2-00pm.

Tickets are available on-line via a portal and are free of charge. Some have been printed off and are available in the council offices and also from Hubs in various towns.

Members raised the following points;

- Had Town Parking been considered? Events have in past been geared to keep people away from town.
- Could the Traffic Management Plan be Shared with the Town Council when Ready? Yes
- How many people are expected? Estimate there will be in excess of 8,000.
- Was the event free and what was the budget? No figures from Newport in the past but funding was being provided by Welsh Government
- Could the Leisure Centre and School not be used? Not really an option
- Want people to be attracted to the town centre whilst they are visiting. This was felt that it would be a difficult matter to achieve, but both Cllr Strong and the clerk were working hard to achieve something.
- Would items be made available for the Time Capsule? It was hoped they would.
- Could the schools be involved and would MCC use "Scoop" to help publicise the event? There is a Monmouthshire wide competition running for all schools.
- Could the Jigsaw Pieces be made available for the "Town Centre"? This would be looked into.

Member **Resolved** to take the resolutions together.

Members **Resolved**: -

- a) to authorise Officers to use up to £5,000 from the Armed Forces Day Budget to MCC in order to support Armed Forces Day 2025.
- b) to authorise officers to use some of the allocated Armed Forces Day Budget for assisting with attracting activities to Caldicot Town Centre over the Friday and weekend.

- c) that delegated authority be given to officers to work with Cllr P Strong to organise the Armed Forces day celebrations. Other Councillors may be asked to assist.

Proposed Cllr Conniff Seconded Cllr Cochrane

Cllrs Strong and Grumbach did not vote.

226/2024-25 Schedule of Payments Report

Members **Resolved** the Schedule of Payments for the period identified 20/02/25 to 19/03/25.
Proposed Cllr Mayo. Seconded Cllr Owen

227/2024-25 Financial Regulations

Members were made aware that there was a need to formally agree the Financial Regulations in preparation for the new Governance Year and to comply with legislation for the current year.

Members **RESOLVED** to approve the Financial Regulations presented to the Full Council Meeting.

Proposed Cllr Mayo. Seconded Cllr Owen

228/2024-25 Standing Orders

Members were made aware that there was a need to formally agree the Standing Orders in preparation for the new Governance Year and to comply with legislation for the current year.

Members **RESOLVED** to approve the standing orders presented to the Full Council Meeting.

Proposed Cllr Strong. Seconded Cllr Woodfield

Members **RESOLVED** that any proposed changes to standing orders be notified to the Town Clerk by 30 April 2025.

Proposed Cllr Strong. Seconded Cllr Woodfield

229/2024-25 Bank Signatory Arrangements

Members were made aware that having just two electronic signatories was causing an issue when it came to making electronic payments. The clerk requested that two additional Councillors be appointed as Signatories.

Members **Resolved** that Cllr Cochrane and Cllr Woodfield become electronic signatories.

Proposed Cllr Grumbach. Seconded Cllr Higginson

230/2024-25 Caldicot Town Council's Investment Strategy

The report was brought to members attention and it was pointed out that with the environmental concerns high on the Councils agenda, that a fresh look should be taken at where the council is investing its funds. Concerns were noted that a number of banks do not open Town Council accounts.

The need to ensure that a Reserve was held was raised and it was pointed out that this was discussed a number of times in the budget preparations. The Investment Policy decisions would be made by the Finance Committee and then brought to the attention of Full Council.

Member **Noted** the report.

231/2024-25 Commemoration and Anniversaries Working Group

Members agreed to set a Commemoration and Anniversaries Working Group (CAWG) that would encompass the 50th Anniversary and Remembrance activities. The remit of the group could be extended should the need arise to cover any other activities such as the VE/VJ Commemorations.

Members **Resolved** that a Commemoration and Anniversaries Working Group be created and that the members would be Cllrs Mitchell, Rowberry, Woodfield, Davies, Strong, Wilsher, Conniff, Owen and Higginson.

Proposed Cllr Grumbach. Seconded Cllr Owen

232/2024-25 Asset Register Report

Members were informed that there had been no additions and deletions from the asset register in the report from the Responsible Financial Officer. It was intended to bring the asset register back to the council in May ideally.

Members **Resolved** to note the report.

233/2024-25 Risk Report The town clerk presented his report and pointed out that the council had been provided with approximately 40 pages of risk assessments and it was clear that these would need looking at through the year. Some would require a higher priority than others. Some of the assessments would not need to be looked at for another year but they should still however be noted.

It was agreed by members that the best way to take this forward was for the Health and Safety Committee should look at the Assessments and then take any alterations forward in due course to the Full Council.

The Clerk then went on to remind members that he was required to make a Statement of Internal control. that the biggest risk that the council currently faces is reputational risk.

The meeting was reminded that it was councillors who are in danger of bringing the Town Councils reputation into question. That this had been raised recently and that it will have to be dealt with in an official manner as it is clear that advice from the clerk and other councillors is not being heeded. It was pointed out 19 potential breaches were brought to full council recently and they are of the Council's standing orders, code of Conduct, Council policies and the Seven Nolan principles. Councillors were reminded that they cannot pick and choose which policies, which standing orders, they wish to obey and which they do not wish to obey.

It was raised by a member that they had concerns that this should be expedited as quickly as possible. That they believed some aspects needed looking at sooner rather than later.

Agreed to take both resolutions together.

- a. Members **RESOLVED** to agree it had reviewed its risks from 2024-25 and will examine the Risk reports over the coming months and for it to be further considered at a Health and Safety Committee in the next Governance year, 2025-26. Recommendations from the Committee to be taken to Full Council. Officers to look at providing a Risk Management Policy for the Council to consider.
- b. Members **RESOLVED** to acknowledge the Town Clerk's Statement of internal Control and consider the implications for the next Governance Year 2025-26.

Proposed Cllr Strong. Seconded Cllr Coniff

234/2024-25 Cemetery Report

The clerk informed members that he would like the item to be deferred to the Planning and Resources meeting in April. It was brought to the member attention that the fees could have been made a little clearer as a result of a comment from a members of the public.

It was pointed out that a decision had been made on the Fees and that they could not be revisited without a Rescinding motion until six months had passed.

The member of the public was thanked for their patience.

Cllr Mitchell Left the meeting at **21:00**

Cllr Rowberry took over as chair.

Returning at **21:05**

235/2024-25 Place Making Update

For members were given an update on the latest progress in respect of Placemaking and the quick wins. The clerk informed members that it was starting to take shape. Concerns were raised by several councillors that they had not been involved in the walkaround. The clerk did point out that this was discussed in a meeting that this would only involve officers, the Mayor and Deputy Mayor.

This was disputed by the members raising the point and the clerk stated that in that case he could not remember why. This was repeated a number of times.

Any additional items were asked to be brought to the clerk's attention and they can then be considered further. Some of the items were not suitable for the quick win requirement.

Members **NOTED** the report.

Councill Strong Proposed the extending of the meeting and Cllr Cochran seconded the motion. All agreed.

236/2024-25 Victory in Europe and Victory in Japan Days

Members were provided with an update an **Resolved** the following Resolutions.

- a) Delegated authority be given to officers to work with Cllr P Strong to organise the VE/VJ day celebrations. Other Councillors may be asked to assist.
- b) The Town Council organises and finances, using the budget allocated, a celebration event to be held at Caldicot Cross at 11-000am on Thursday 8th May 2025.
- c) The Town Council organises and finances, using the balance of the allocated budget, a celebration event to be held at the community orchard and town council building on 15th August 2025 under the auspices of the Commemoration and Anniversaries Working Group.

Proposed Cllr Strong Seconded Cllr Cochrane

237/2024-25 Period Hub

Members noted the report and asked that this be publicised as widely as possibly, recognising how important such initiatives are.

238/2024-25 Date of Next Meetings

Members were asked to note that the next meeting of **Full Town Council** was scheduled to be held on **Wednesday 23rd April 2025** agreed to alter the date to **30th April 2025** to allow for the Easter break.

There would be a meeting of the **Personnel Committee** on **Wednesday 3rd April 2025**.

There would be a **Planning and Resources Meeting** on **Tuesday 15th April 2025**.

Meeting ended at 21:20pm.

Signed Date

Town Mayor