

CALDICOT TOWN COUNCIL

Minutes of Extra Ordinary Full Town Council Meeting held at 19:30 p.m. on Tuesday 13th May 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr M Mitchell – Chair
Cllr F Rowberry – Deputy Chair
Cllr C Cochrane
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 J Woodfield

Also present: M Tredwin – Town Clerk
L Wallington – Administrator

257/2024-25 Welcome

The Chair welcomed everyone to the meeting.

Members were informed that the meeting may be recorded.

258/2024-25 Apologies for Absence

Members **RESOLVED** to receive apologies of absence from Cllrs J Bond, A Lewis and R Wilsher.

259/2024-25 Declarations of Interest

There were no declarations of interest received.

260/2024-25 Public Question Time and Participation

There were no questions received from members of the public.

261/2024-25 Staffing Matter

Members **RESOLVED** to move the item into exempt business.

Proposed by Cllr P Strong, seconded by Cllr C Cochrane.

262/2024-25 Date of Next Meetings

Members **RESOLVED** to note that the date of the Annual Full Town Council Meeting is scheduled to be held on Wednesday 21st May 2025, with any business not dealt with at that meeting to be considered at an Extra Ordinary Full Town Council Meeting on Wednesday 28th May 2025.

Members **RESOLVED** to note that the date of the Grants Committee Meeting is scheduled to be held on Wednesday 14th May 2025.

Members **RESOLVED** to note that the date of the Commemorative and Anniversaries Working Group Meeting is scheduled to be held on Thursday 29th May 2025.

263/2024-25 Exclusion of Public and Press

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

264/2024-25 Agenda Item 5 Staffing Matter

Clerk provided Members with an update on staffing matters and extensive workload.

Members thanked the Clerk and Administrator for their work. Members thanked the Administrator for their work regarding the Caldicot Community Garden project.

Members considered the proposals put forward by Cllr J Woodfield.

Cllr A Easson left the meeting at 19:47 p.m.

Members considered the request made by the Personnel Committee.

Members were informed that work is being prioritised. Members acknowledged the importance of Members being aware of various requests received by the office and the time-consuming nature of tasks.

It was noted that Members have offered to assist, however not all tasks can be delegated.

Cllr R Grumbach was thanked for their help.

Members **RESOLVED** to change the office public hours to 11:00 a.m. to 15:00 p.m. and Members **RESOLVED** that a part-time temporary Administrative Assistant position be advertised. Proposed by Cllr P Strong, seconded by Cllr C Cochrane.

Members requested a recorded vote: Cllrs M Mitchell, F Rowberry, A Mayo, IR Shillabeer, RJ Higginson, G Owen, C Cochrane, W Conniff and P Strong voted for the proposal. Cllrs R Grumbach and J Woodfield abstained from the vote.

Members **RESOLVED** to appoint an Administrative Assistant at LC1 SCP 4. Proposed by Cllr W Conniff, seconded by Cllr F Rowberry.

Members requested a recorded vote: Cllrs M Mitchell, F Rowberry, A Mayo, IR Shillabeer, RJ Higginson, G Owen, C Cochrane, W Conniff and P Strong voted for the proposal. Cllrs R Grumbach and J Woodfield abstained from the vote.

Meeting ended at 20:11 p.m.

Signed Date

Chair