



**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 Councillor 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**