



**Minutes of Full Town Council held at 6-30pm on 29 October 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

**Present:** Cllr M Mitchell –Chair  
Cllr F Rowberry – Deputy Chair  
Cllr IR Shillabeer  
Cllr J Bond  
Cllr C Cochrane  
Cllr W Conniff  
Cllr A Easson  
Cllr R Grumbach  
Cllr RJ Higginson  
Cllr A Lewis  
Cllr A Mayo  
Cllr G Owen  
Cllr P Strong  
Cllr J Woodfield

**Also present** M Tredwin – Town Clerk

Monmouthshire County Councillor J Strong  
4 members of the public

**76/2025-26 Welcome**

**77/2025-26 Apologies for Absence**

Cllr R Wilsher  
Cllr J Davies  
Proposed Cllr Woodfield  
Seconded Cllr Cochran

**78/2025-26 Declarations of Interest**

**79/2025-26 Public Question Time and Participation**

Members of the public raised questions in relation to:

- Allotment access and security arrangements  
The Chair thanked them for their comments.
- Notice and communication of meetings was raised by members of the council.

The Council noted the comments. No resolutions were made under this item.

The Chair suspended the meeting at 06:55pm as at this point a number of councillors left the meeting and did not return. They were: Cllr J Woodfield, Cllr J Bond, Cllr A Easson, Cllr R Grumbach and Cllr A Lewis.

**The meeting restarted at 07:05pm**

The meeting remained quorate as there were 9 members still sitting.

**80/2025-26 Minutes**

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

- i) Minutes of Cemetery Working Group Meeting held Wednesday 17<sup>th</sup> September 2025 - **Noted**
- ii) Minutes of Full Town Council Meeting held on Wednesday 24<sup>th</sup> September 2025
- iii) Minutes of Grants Committee Meeting held on Tuesday 7<sup>th</sup> October 2025
  - i) **Monmouthshire Youth Service - £527.50**  
Members commended the initiative.  
Members **RESOLVED** to **recommend** to Council to award 100% of the requested grant – £527.50.
  - ii) **Caldicot Foodbank - £1,500.00**  
Members **RESOLVED** to **recommend** to Council to award 100% of the requested grant - £1,500.00.
  - iii) **Caldicot Castle Junior Football Club - £1,270.84**  
Members raised concerns regarding no further applications to other funding sources. Members noted that only part of the club consists of Caldicot residents.  
Members **RESOLVED** to **recommend** to Council to award 59.02% of the requested grant - £750.00.
  - iv) **Music for Memories Charity - £550.00**  
Members **RESOLVED** to **recommend** to Council to award 100% of the requested grant - £550.00.
  - v) **Severn Area Rescue Association - £900.00**  
Members **RESOLVED** to **recommend** to Council to award 100% of the requested grant - £900.00
  - vi) **Friends of Caldicot Library - £187.90**  
Members **RESOLVED** to **recommend** to Council to award 100% of the requested grant - £187.90
- iv) Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 14<sup>th</sup> October 2025

v) **Minutes of Personnel Committee Meeting held on Friday 17<sup>th</sup> October 2025**

In line with advice from an independent Human Resources professional it was:

- a) Resolved that as line manager, the CEO/Clerk should write to the staff member confirming a proposed course of action and the conditions around this matter.
- b) Resolved that IT equipment be examined to ensure continuity of business documentation and communication be maintained.

**Proposed:- Cllr A Mayo**

**Seconded:- Cllr C Cochran**

**81/2025-26 – Reports from Monmouthshire County Councillors**

Reports were received.

**Members noted the report.**

**82/2025-26 – Report from Council Governor Representatives**

No Reports were received in either a written or verbal format

**83/2025-26 – Report from Gwent Police**

The written report was received and apologies for being absent from the meeting were received from the police Sargeant

Members **noted** the report.

**84/2025-26 – Draft Annual Remuneration Report 2026–27**

Members considered the draft report commenting that they would consider what recommendations were put before them at the Annual meeting in May

Members noted the report Draft Annual Remuneration Report 2026–27.

**85/2025-26 – Lock for Sandy Lane Allotment**

Members considered options for installing a lock at Sandy Lane allotments. Discussion included:

- Health and safety considerations
- Access and security concerns
- Suitability of heavy-duty lock mechanisms
- Responsibility for control and maintenance

It was noted that a preferred option had been identified which would:

- Be robust and secure
- Limit unauthorised resetting
- Provide a controlled access solution

Members **resolved** to approve the purchase and installation of a suitable heavy-duty lock system for Sandy Lane and Oakley Way allotments. Officers were delegated authority to implement a solution.

**Proposed: Cllr F Rowberry**

**Seconded: Cllr G Owen**

**86/2025-26 – Commonwealth War Grave at Dewstow**

**Members considered the offer of a plaque.**

Members **resolved** To accept the offer of a plaque for the Commonwealth War Grave at Dewstow Cemetery.

**Proposed: Cllr A Mayo**

**Seconded: Cllr C Cochran**

**87/2025-26 – Planters in Caldicot Town Centre**

Members discussed concerns relating to:

- Ownership
- Maintenance responsibilities
- A need for action
- Add to Environment Working group agenda
- Needs to be linked with Section 6 Report that Cllr Coniff is liaising on

Members resolved to note the concerns and request further clarification on ownership and maintenance arrangements.

**Proposed: Cllr Higginson**

**Seconded: Cllr Strong**

**88/2025-26 – Date of Next Meetings**

Members noted the schedule of upcoming meetings.

The Mayor thanked everybody for their patience in trying circumstances

**Meeting ended at 8-20pm**

**Signed .....**      **Date .....**

**Chair**

**Caldicot Town Council**

**Tel: 01291 420441 Email: [towncouncil@caldicottc.org.uk](mailto:towncouncil@caldicottc.org.uk)**

**Minutes of a meeting of the Personnel Committee of  
Caldicot Town Council in Caldicot Town Council offices,  
held on Tuesday 24 March 2026**

**Present:**

Cllr. M. Mitchell – Chair

Cllr. R. Shillabeer

Cllr. C. Cochran

**Also Present:**

Mark Tredwin – Town Clerk

**Apologies for Absence:**

Cllr. G Owen

Cllr. P Strong

**Meeting commenced at 10:43**

**P178/2025-26 Welcome**

The Chair welcomed members to the meeting.

**P179/2025-26 Apologies for Absence**

Apologies for absence were received from Cllr Owen and Cllr Strong and were accepted.

**P180/2025-26 Declarations of Interest**

None declared.

**P181/2025-26 Public Question Time and Participation**

No members of the public were present.

**P182/2025-26 Minutes**

Members resolved to approve the minutes of the Personnel Committee meeting held on 13 February 2026 as a correct record.

**Proposed:** Cllr Shillabeer

**Seconded:** Cllr Cochran

**P183/2025-26 Staffing Matters**

Members resolved to move this item into Exempt Business.

**Proposed:** Cllr Shillabeer

**Seconded:** Cllr Cochrane

### **P184/2025-26 Date of Next Meeting**

The date of the next meeting to be confirmed as required.

### **P185/2025-26 EXCLUSION OF PUBLIC AND PRESS**

Members resolved that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items due to the confidential nature of the business to be transacted.

#### **Exempt Business**

### **P186/2025-26 Staffing**

Members received a further confidential update regarding staffing matters, including appraisal completion, staff wellbeing support, training priorities and workforce resilience.

The Committee noted the update.

### **P187/2025-26 Deputy Town Clerk / Responsible Financial Officer Recruitment**

Members considered the current recruitment position regarding the Deputy Town Clerk / Responsible Financial Officer post.

Members **RESOLVED** to re-advertise the vacancy, with a revised closing date of **24 April 2026 at 12 noon**.

**Proposed:** Cllr Shillabeer

**Seconded:** Cllr Cochrane

Members further **RESOLVED** to support the Proper Officer investigating interim locum support arrangements, within existing delegated authority and approved budget provision, pending appointment.

**Proposed:** Cllr Mitchell

**Seconded:** Cllr Shillabeer

### **P188/2025-26 Operational Resilience and Delegated Authority**

The Committee received an update regarding workforce resilience and related delegated operational arrangements.

Members discussed the use of delegated powers for urgent operational matters, noting that such powers would continue to be exercised in consultation with relevant members and reported back to Council as appropriate.

The Committee noted the update.

### **P189/2025-26 General Confidential Matters**

Members received further confidential verbal updates relating to associated staffing matters.

The Committee further discussed governance, staff wellbeing, confidentiality obligations and wider operational support arrangements.

**Meeting closed at 11:45**

Signed: .....  
Chair

Date: .....



**Minutes of Full Town Council Meeting held at 6:30 p.m. on Wednesday 29<sup>th</sup> April 2026 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 J Davies  
Cllr RJ Higginson  
Cllr A Lewis – arrived at 6:32 p.m.  
Cllr A Mayo  
Cllr G McIntyre  
Cllr G Owen  
Cllr M Peters  
Cllr IR Shillabeer  
Cllr P Strong

**Also present:** L Wallington – Community Development Officer  
G Thomas - Administrative Officer  
Members of the Public x 12  
Cllr J Strong – Monmouthshire County Councillor  
J Turner - Temporary Locum Deputy Clerk and Responsible Financial Officer

**146/2025-26 Welcome**

The Chair welcomed everyone to the meeting and informed Members that the meeting was being recorded.

The Chair welcomed and introduced two newly appointed Councillors, Cllr Gail McIntyre (Cross Ward) and Cllr Martin Peters (Dewstow Ward).

**147/2025-26 Apologies for Absence**

No apologies for absence were received.

**148/2025-26 Declarations of Interest**

Cllr M Peters declared a personal and prejudicial interest in Item 5i Minutes of Allotments Working Group Meeting held on Friday 10<sup>th</sup> April 2026 and Item 10 Allotment Water, as a Caldicot allotment holder.

Cllr A Lewis joined the meeting at 6:32 p.m.

**149/2025-26 Public Question Time and Participation**

Members received the following questions:

- Members were thanked for restoring the water supply to Sandy Lane and Oakley Way Allotments. Members of the public queried whether the revised tap locations and demographics had been considered. It was reported that some holders must walk further to access taps and that approximately 16% of holders have disabilities. It was suggested that

some people had left the allotments as a result. Members were asked whether equality and health and safety concerns had been considered and requested that the Council reinstate hosepipes and the original taps.

Members confirmed that equality and health and safety concerns had been considered. Members advised that the push-button taps are more accessible than the previous cross-head taps as they are easier to operate for those with limited dexterity. Members noted the concerns raised.

- A question was received regarding the delay of publication of Personnel Committee minutes and the duration, cost and justification of the appointment of the Temporary Locum Deputy Clerk and Responsible Financial Officer.

Members advised that the appointment was an interim measure pending recruitment of a permanent Deputy Clerk and RFO and that individual remuneration details were confidential.

- A question was received regarding the overflowing bins in the town centre and the lack of provision for weekend cleansing.

Members advised that the current contract provides cleansing services five days per week and does not offer weekend cleaning. Members noted that on special occasions, Monmouthshire County Council may undertake weekend cleansing when requested. Members considered options including additional bins and weekend cleansing. Members advised that a late collection on a Friday is the best option within the current service contract. Members advised that businesses had been asked to contribute to the costs, however, no response had been received. Members advised that more bins would increase collection costs. Cllr C Cochrane indicated a willingness to empty bins late on a Saturday. Members noted that some town councils may use alternative third-party contractors, however, improved services would require additional funding.

Members agreed to review the weekend cleansing and enquire with MCC regarding the additional cost.

- A question was received regarding the responsibility of cleansing the town centre.

Members advised that the service is devolved from MCC and that if the Town Council does not fund it, the service ceases.

- A question was received regarding whether Caldicot Town Council requests that MCC cleanse the town centre when events are being held.

Members confirmed that Caldicot Town Council does request the cleansing of the town centre and informed Members that MCC cannot force event organisers, only encourage.

#### **150/2025-26 Minutes**

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

- Minutes of Allotments Working Group Meeting held on Friday 10<sup>th</sup> April 2026**
- Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 14<sup>th</sup> April 2026**  
Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer.

**iii) Minutes of Commemoration and Anniversaries Working Group Meeting held on Wednesday 15<sup>th</sup> April 2026**

Members **RESOLVED** to approve the recommendation from the Commemoration and Anniversaries Working Group to delegate authority to Officers and the Chair, to arrange the burial of the time capsule and the planting of a memorial tree for Cllr W Conniff, in consultation with the family.

Proposed by Cllr P Strong, seconded by Cllr G Owen.

**151/2025-26 Reports from Monmouthshire County Councillors**

Members **RESOLVED** to note the report.

Members thanked Cllr J Strong for their work.

**152/2025-26 Report from Council School Governor Representatives**

No reports were received.

Members were informed of the recent Estyn inspection of Caldicot Comprehensive School and noted that the report confirmed sufficient improvement had been made.

Members **RESOLVED** to write to Caldicot Comprehensive School congratulating them.

Proposed by Cllr P Strong, seconded by Cllr IR Shillabeer.

**153/2025-26 Report from Gwent Police**

Members **RESOLVED** to note the report.

Members thanked Gwent Police for their work.

**154/2025-26 Civility and Respect Charter**

Members raised concerns regarding evidence of existing governance, training and a Dignity at Work Policy.

Members **RESOLVED** to defer signing the Charter until the necessary items are in motion.

Proposed by Cllr P Strong, seconded by Cllr G McIntyre.

**155/2025-26 Allotment Water**

Members **RESOLVED** to note the report.

**156/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of Full Town Council (Planning and Resources) is scheduled to be held on Tuesday 12<sup>th</sup> May 2026.

Members **RESOLVED** to note that the Annual Meeting of Full Town Council is scheduled to be held on Wednesday 20<sup>th</sup> May 2026 at 6:00 p.m.

Members noted that the Caldicot Town Council By-Election is scheduled to be held on Thursday 14<sup>th</sup> May 2026 and that the newly elected Councillors would be invited to attend an introduction prior to the Annual Meeting.

Meeting ended at 7:15 p.m.

Signed ..... Date .....  
Chair

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council held in Caldicot Town Council Offices, on Wednesday 6 May 2026 at 10.30am.**

**Present:**

Cllr. M. Mitchell – Chair  
Cllr F Rowberry  
Cllr. R. Shillabeer  
Cllr. C. Cochran  
Cllr. G. Owen  
Cllr. P. Strong

**Also Present:**

Mark Tredwin – Town Clerk (left -11.00am)  
J Turner - Locum Deputy Town Clerk and Responsible Financial Officer

**P190/2025-26 Welcome**

The Chair welcomed Members to the meeting.

**P191/2025-26 Apologies for Absence**

There were no apologies for absence.

**P192/2025-26 Declarations of Interest**

None declared.

**P193/2025-26 Public Question Time and Participation**

No public questions were received.

**P194/2025-26 Minutes**

Members **RESOLVED** to approve the minutes of the Personnel Committee meeting held on 24 March 2026 as a correct record.  
(Unanimously Agreed)

**P195/2025-26 Staffing Matters**

- a. Members **RESOLVED** that agenda items 6 and 7 be considered during Exempt Business as agenda items 10 and 11 respectively.
- b. Members **RESOLVED** to move agenda item 9 accordingly. (Unanimously Agreed)

**P196/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that a further meeting of the Personnel Committee would be held on Wednesday 13 May 2026 at 2:00pm.

**P197/2025-26 EXCLUSION OF PUBLIC AND PRESS**

Members **RESOLVED** that, under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items due to the confidential nature of the business to be transacted.

## Exempt Business

### P198/2025-26 Staffing Matters

Members received an update from the Town Clerk regarding the current staffing situation and recruitment arrangements for the Deputy Town Clerk / Responsible Financial Officer role.

It was noted that interviews had been arranged for 7 May 2026.

**RESOLVED** that all Members of the Personnel Committee participate in the interview process for the candidate for the Deputy Town Clerk / Responsible Financial Officer role and that the Panel's decision following interview be communicated directly to the Full Town Council (Planning and Resources Committee) on 12 May 2026 for ratification.

(Unanimously Agreed)

It was further noted: that the Clerk had no prior knowledge of the applicant; that the applicant had only come to the attention of the Clerk during the previous week; and that the proposed commencement date would be early June 2026.

Members then considered a report in which a formal complaint had been submitted against a former councillor.

The Clerk raised concerns regarding correspondence received by both the Chair and the Clerk which contained allegations against the Clerk. Members noted that concerns regarding unacceptable behaviour had commenced prior to the appointment of the current Town Clerk and that similar behaviour had previously been evidenced towards a former Locum Clerk.

Members noted: the submission of a complaint to the Ombudsman; and the Council's position as set out in paragraph 12 of the report. .

(Unanimously Agreed)

The Clerk left the meeting at approximately 11:00am.

The Committee further noted that, prior to leaving the meeting, the Clerk had stated that the attacks should not be allowed to continue.

Committee agreed the following:

- a) **NOTE** the submission of the complaint to the Ombudsman
- b) **CONFIRM** the Council's governance position as set out in paragraph 12
  - i. all future correspondence relating to the matter is handled through a designated alternative contact and decision maker;
  - ii. staff are not to engage directly with the **accused** outside formal processes.
- c) **APPROVE** the creation of a Vexatious / Unreasonable Complaints Policy which will then be taken to Full Council

### P199/2025-26 Letter from Members of the Public to the Mayor

Members considered correspondence received from five members of the public concerning the governance of Caldicot Town Council.

The Committee considered the concerns raised. The Chair advised Members that a further email

had been received from a former councillor relating to the complaint raised by the five former members. Receipt of the correspondence had been acknowledged.

The Locum RFO advised that the complainants should be informed that the matter remained under review.

Members **RESOLVED** that the complaint be considered in accordance with the Council's policies and procedures relating to staff matters.  
(Unanimously Agreed)

Members further **RESOLVED** that a further meeting of the Personnel Committee be held on Wednesday 13 May 2026 at 2:00pm, with the Locum RFO in attendance.  
(Unanimously Agreed)

Meeting closed at 12:08pm

Signed: .....

Chair

Date: .....

**Committee:** FULL COUNCIL

**Date:** 12 May 2026

**Title:** Release of First Service Level Agreement Payment 2026-27 – Caldicot Events Committee

**Purpose of Report**

For Members to consider the release of the first stage payment under the agreed Service Level Agreement between Caldicot Town Council and the Caldicot Events Committee for the 2026-27 financial year.

**Recommendation:**

- a. Members note the contents of the report and the attached post-event reports submitted by the Caldicot Events Committee.
- b. Members resolve to approve the release of the first instalment of the 2026-27 Service Level Agreement funding to the Caldicot Events Committee in accordance with the agreed SLA.
- c. Members note that the remaining balance of the SLA allocation will only be released upon receipt of satisfactory post-event reporting and financial information in accordance with the terms of the Service Level Agreement.

**Background:**

1. On 24 September 2025, Full Council resolved to enter into a three-year Service Level Agreement (SLA) with the Caldicot Events Committee for the delivery of community events on behalf of Caldicot Town Council.
2. The SLA covers the period from 1 April 2025 until 31 March 2028 and was introduced following advice from the Clerk and Internal Auditor that the previous grant arrangement should be replaced with a formalised agreement structure.
3. The SLA provides for the annual funding of two principal community events, namely the Caldicot Summer Fayre and the Caldicot Christmas Lights Switch-On.
4. The original annual allocation for 2025-26 was £11,550. In accordance with Clause 4.2 of the SLA, the 2026-27 allocation increases in line with the Consumer Prices Index (CPI) published in October 2025.
5. The SLA further provides that approximately 50% of the annual allocation shall be released initially to support the Summer Event, with the remaining balance only being released following satisfactory reporting and financial accountability relating to the Summer Event.

6. The Events Committee has now submitted detailed post-event reports covering both the Caldicot Summer Fayre 2025 and the Christmas Lights Switch-On 2025, copies of which have been circulated to Members.

**Report**

7. The submitted reports demonstrate that both events were successfully delivered and attracted significant community attendance and engagement. The Summer Fayre 2025 took place on Sunday 13 July 2025 at Caldicot Castle and Country Park and attracted an estimated attendance of approximately 1,000 people despite exceptionally high temperatures and a Met Office heat warning.
8. The report highlights that the Summer Fayre continued to provide a free and inclusive community event with a wide range of activities, entertainment, local traders, charities and community groups participating throughout the day.
9. The Christmas Lights Switch-On 2025 took place on Saturday 29 November 2025 within Caldicot Town Centre and attracted an estimated attendance of approximately 2,500 people. The report identifies very positive feedback from residents, businesses and stallholders.
10. The Events Committee has provided financial summaries within the reports demonstrating how the funding allocation was utilised for event delivery, including security, insurance, waste management, infrastructure, medical provision, entertainment and children's activities.
11. The reports also identify areas for future improvement, including technical arrangements associated with the Christmas Lights Switch-On and the continued development of activities for younger residents aged between 13 and 17 years of age.
12. Officers are satisfied that the reports submitted meet the requirements set out within the Service Level Agreement and demonstrate appropriate use of the funding previously allocated by the Council.
13. Members should note that the release of this first payment will allow the Events Committee to continue planning and organising the 2026 Summer Event in accordance with the agreed SLA arrangements.
14. The remaining balance of the annual SLA allocation will remain subject to the submission of further satisfactory reporting and financial information following the Summer Event, in line with the monitoring and accountability arrangements contained within the SLA.

**Financial Implications:**

15. Funding for the Service Level Agreement has been included within the approved 2026-27 budget provision. The release of the first instalment is in accordance with the agreed funding arrangements contained within the SLA.

**Equality and Community Impact:**

16. The events supported through the SLA provide inclusive, accessible and free community activities for residents of all ages and backgrounds within Caldicot and surrounding areas.

**Environmental Impact:**

17. The Events Committee continues to incorporate recycling, waste management and sustainable event management practices within event planning and delivery arrangements where reasonably practicable.

**Proposed Resolution**

- a. Members **note** the contents of the report and the attached post-event reports submitted by the Caldicot Events Committee.
- b. Members **RESOLVE** to approve the release of the first instalment of the 2026-27 Service Level Agreement funding allocation to the Caldicot Events Committee in accordance with the approved Service Level Agreement.
- c. Members **note** that the remaining balance of the annual allocation will remain subject to the submission of satisfactory post-event reporting and financial information in accordance with the terms of the SLA.

**Mark Tredwin**  
**Town Clerk**  
**May 2026**

## Caldicot Events Committee – Post-Event Report



<b>Event Name</b>	Caldicot Christmas Lights 2025
<b>Event Date</b>	Saturday 29 <sup>th</sup> November 2025
<b>Event Venue</b>	Caldicot Town Centre
<b>Date of Report</b>	Thursday 15 <sup>th</sup> January 2026

28 APR 2026

CALDICOT TOWN COUNCIL

## Event Overview

The Caldicot Christmas Lights Switch-On 2025 took place in Caldicot town centre and was organised by the Caldicot Events Committee. The event was fully funded by Caldicot Town Council, ensuring that it remained free and accessible to all members of the local community.

The primary aim of the event is to provide an inclusive and festive occasion for the residents of Caldicot, centred around the switching on of the town's Christmas lights. This event has been delivered successfully for over 10 years and continues to be a key highlight in the town's annual calendar, bringing the community together at the start of the festive season.

## Activities and Main Goals

The event focused on creating a welcoming and enjoyable environment for families and residents to gather and celebrate. A total of 14 local stallholders and a small funfair attended, offering a variety of goods, refreshments, and activities. Feedback from all traders was extremely positive, with all stallholders reporting that they were very happy with the event and the level of engagement from attendees.

The core objective of the event remains to provide a free, community-focused celebration that encourages local participation, while supporting small businesses and community groups. This objective was successfully achieved, with strong attendance and a positive atmosphere throughout the evening.

A free Santa's Grotto was delivered as part of the event, providing a memorable festive experience for younger attendees. Over 500 free children's activity packs were distributed as gifts from Santa, which were extremely well received by families. It was noted that families preferred these activities over the chocolate selections boxes that have been offered in the past.

This element of the event played a key role in reinforcing the committee's commitment to accessibility and inclusivity, ensuring that all children, regardless of background, were able to take part in the festivities without it being a major financial burden. Multiple additional learning facility's local to the event were also invited to visit Santa during the quieter period of the day, to which one group did attend. The popularity of the grotto highlights the importance of continuing to provide free, family-focused activities as part of future events.

## Promotion

Promotion for the Christmas Lights was undertaken both locally and online. Posters were distributed in schools across the Caldicot area and displayed in key community locations. In addition, social media campaigns on Facebook helped to raise

awareness, though these were deliberately targeted to maintain the local feel of the event and ensure the greatest benefit to Caldicot residents. As with all of our events, word of mouth also plays a significant role in generating interest, with many attendees reporting that they had first heard about the event through friends, family, or school communications.

## Local Engagement and Performances

This year, the Caldicot Christmas Lights Switch on featured an array of local groups and performances, reinforcing the event's local focus.

A range of community groups also contributed to the programme, including Kre8tive Kidz & Adults, whose performances added energy and variety to the event. Musical entertainment was provided by groups such as Dixieland Jazz, the VB Samba Band, offering a broad mix of styles that appealed to a wide audience.

The evening also included a performance from Caldicot Musical Theatre Society (CMTS), who took to the stage following the Christmas lights switch-on, helping to maintain the festive atmosphere.

Overall, the programme demonstrated a strong level of local engagement, providing valuable opportunities for community participation while enhancing the atmosphere and success of the event.

## Financial Summary

Caldicot Town Council kindly allocated a total budget of £6,050 to support the delivery of the Caldicot Christmas Lights Switch-On 2025. The event was delivered at a total cost of £6,045.17, representing a very marginal underspend.

Expenditure was allocated across key areas as follows:

Acts and entertainment: £360.00

Medical provision: £522.00

Security: £827.28

Event insurance: £462.00

Site infrastructure (including fencing, lighting, and crew for gazebo installation):  
£789.90

Children's activity packs (free distribution as gifts from Santa): £550.00

Waste management and recycling stations: £580.00

Stage, PA, lighting, crew, and full band equipment: £900.00

Miscellaneous costs (including radio hire, safety sign-off, snow fluid, and Santa provision): £1,053.99

We believe that the event delivered excellent value for money, providing a free, safe, and inclusive experience for approximately 2,500 attendees, while also supporting local traders and delivering high-quality entertainment and infrastructure.

## Attendance & Footfall

It is estimated that approximately 2,500 people attended the event. This represents a strong turnout and demonstrates the continued popularity and importance of the Caldicot Christmas Lights Switch-On within the local community.

## Issues, Incidents and Challenges

We are pleased to report that no major medical or security incidents occurred during the Caldicot Christmas Lights Switch-On 2025. The only real issue was related to the actual activation of the lighting collum's.

In previous years, the Christmas lights have not required manual activation by the event team. However, for this event, the responsibility fell to the event management team, who provided six staff members positioned at the base of selected lampposts to manually switch the lights on. Unfortunately, the lampposts that were expected to be operated by the Christmas light installation company did not activate as planned. This resulted in a partial delay and some inconsistency in the light switch-on moment.

While this caused a degree of embarrassment for the organisers, the situation was received positively by the crowd and did not negatively impact the overall enjoyment of the event.

This issue does, however, highlight the need for clearer planning, communication, and responsibility allocation regarding the technical delivery of the light switch-on for future events.

## Feedback & Impact

Feedback from attendees and stallholders was overwhelmingly positive, reinforcing the value of the Caldicot Christmas Lights Switch-On as a key community event.

With an estimated attendance of approximately 2,500 people, the event created a vibrant and festive atmosphere within the town centre. The strong turnout demonstrates the continued popularity of the event and its importance in bringing the local community together at the start of the festive season, for a free entry evening of entertainment.

All 14 stallholders reported that they were very happy with the event, highlighting good levels of footfall, strong engagement from visitors, and an enjoyable trading environment. The opportunity to trade at a well-attended, free community event was particularly valued, supporting local businesses and community groups alike, with local shops even commenting on how much better their footfall and sales were on the

evening. One shop holder even stated that they had an estimated 60% increase on sales.

Attendees responded positively to the overall organisation and atmosphere of the event. Despite the minor issue with the Christmas lights switch-on, this was received in good spirit by the crowd and did not detract from the overall experience. The event maintained a strong sense of community, with families and residents able to enjoy a safe, inclusive, and festive evening.

The introduction of additional lighting to improve access from Woodstock Way car park had a noticeable positive impact, with improved visibility and safer pedestrian movement being evident throughout the event. This contributed to a smoother flow of people between key areas and enhanced the overall visitor experience.

The only slight negative feedback we have received has been from local teenagers, who don't feel as included in the festivities, claiming that the grotto & small funfair rides cater mainly to younger members of the community. They would like to see some bigger funfair rides, similar to what we provided about 4 years ago. The main issue with this is that there is a large cost attached to bringing larger rides (HGV's, generators, carpark closures etc.) which the funfair suppliers cannot absorb, when it was only attended by a few individuals. We have taken these comments on and are seeing what we can implement for 2026 to cater for 13 to 17 year olds.

Overall, the event delivered significant social and community impact by providing a free, accessible celebration that brought together residents of all ages, supported local traders, and strengthened community spirit within Caldicot.

## Reflection and Forward Planning

Overall, the event was highly successful, with strong attendance, positive feedback from stallholders, and a safe and well-managed environment.

Key improvements for future events include:

Establishing a clear and tested procedure for the Christmas lights switch-on

A new activity or simar for those aged between 13 and 17

Confirming responsibilities with the Christmas light installation company in advance

Continuing the use of additional lighting for improved access routes

The Caldicot Events Committee remains committed to delivering high-quality, inclusive events for the community and looks forward to building on the success of this year's Christmas Lights Switch-On.

## Conclusion

The Caldicot Christmas Lights Switch-On 2025 successfully achieved its aim of providing a free, festive event for the local community. With approximately 2,500 attendees, excellent feedback from stallholders, and no safety concerns, the event continues to be a valued and well-supported tradition in Caldicot.

While minor issues were encountered with the technical delivery of the light switch-on, these have been identified and will be addressed in future planning. Overall, the event was a strong success and a positive reflection of the ongoing partnership between the Caldicot Events Committee and Caldicot Town Council.

## Caldicot Events Committee – Post-Event Report



<b>Event Name</b>	Caldicot Summer Fayre 2025
<b>Event Date</b>	Sunday 13 <sup>th</sup> July 2025
<b>Event Venue</b>	Caldicot Castle & Country Park
<b>Date of Report</b>	Thursday 4 <sup>th</sup> September 2025

2.8 APR 2026

CALDICOT TOWN COUNCIL

## **Event Overview**

Caldicot Summer Fayre 2025 took place on Sunday 13th July at the stunning grounds of Caldicot Castle and Country Park. The event was organised by the Caldicot Events Committee and funded entirely by Caldicot Town Council, whose generous contribution enabled the Fayre to go ahead without entry fees, ensuring that it remained accessible to all members of the community.

The primary aim of the Fayre was to provide a free day of entertainment and family activities for the local residents of Caldicot, while also supporting local charities through their involvement as stallholders.

This event has now been running for over 10 years and has become a staple in the town's summer calendar, with a reputation for strong attendance and community spirit. Many families see the Fayre as one of the highlights of the summer holidays, offering an opportunity to enjoy live entertainment, discover local groups, and spend quality time together in a welcoming environment.

## **Activities and Main Goals**

The Fayre offered a wide variety of activities designed to appeal to all ages, while also meeting its broader community and economic objectives. Visitors enjoyed a range of stalls, from charity organisations such as the History Society and Veterans Group, to commercial vendors including the much-loved Midnight Pizza, who provided freshly prepared wood-fired pizzas.

The stage programme featured performances from local community groups, with Caldicot Music Theatre Society (CMTS) entertaining the crowds. Although unfortunately, under-16s were unable to perform this year due to BOPA legislation which was only brought to the committee's attention a week or so before the event, this matter is already being addressed to ensure young performers are able to participate in future events, such as the Christmas Light Switch-On.

Families particularly appreciated the free children's games, including crazy golf, connect 4, ring toss, and beanbag throwing, which helped to create a fun and welcoming atmosphere across the site. These activities contributed to one of the event's central goals - ensuring accessibility and inclusivity, so that families could enjoy a full day out without additional financial burden.

Beyond the entertainment value, the Fayre also sought to deliver meaningful community and economic benefits. By showcasing local charities and community groups, the event helped them to raise awareness, recruit new members, and generate much-needed funds. At the same time, local businesses and traders were provided with a valuable platform to promote their goods and services to a wide audience. This combination of social and economic impact is at the heart of the committee's purpose, reinforcing Caldicot's identity as a vibrant town with a strong sense of community.

## **Promotion**

Promotion for the Fayre was undertaken both locally and online. Posters were distributed in schools across the Caldicot area and displayed in key community locations, while printed leaflets provided further visibility. In addition, social media campaigns on Facebook helped to raise awareness, though these were deliberately targeted to maintain the local feel of the event and ensure the greatest benefit to Caldicot residents. Word of mouth also played a significant role in generating interest, with many attendees reporting that they had first heard about the event through friends, family, or school communications. We did, however, release this promotional information later than we would have liked, due to uncertainty around budgets and the viability of the event.

## **Financial Summary**

Caldicot Town Council kindly provided a total of £5,500 in funding for the Fayre. Unlike in previous years, where a small income is generated from traders, it was decided not to charge stallholders this year due to the extreme heat on the day. This decision was well received by the traders, who appreciated the gesture under difficult trading conditions.

Major expenditure for the Fayre included security provided by Rubicon (£834.16 + VAT), medical support from SEMS Medical (£360.00 + VAT), event public liability insurance (£385.00 + VAT), waste management including event specific recycling, delivered by Event Clean (£431.67 + VAT), power generation with electrical safety sign-off (£655.00 + VAT) site hire fees to MCC (£542.50 + VAT), and free circus skills for families (£600). Overall, while the event required significant investment, the value delivered to the community through free access and inclusive entertainment demonstrates the importance of this particular event.

## **Attendance & Footfall**

It is estimated that approximately 1,000 visitors attended the Fayre over the course of the day. This number is slightly lower than previous years, which can largely be attributed to the extreme heatwave conditions.

On the day of the event, temperatures reached highs of almost 29°C, and the Met Office had issued a yellow heat-health alert across Wales. These conditions inevitably discouraged some families from attending, particularly those with younger children or elderly relatives. Despite the reduced attendance, those who did attend stayed for long periods, enjoying both the shaded areas provided by us, and the range of activities available.

## **Feedback & Impact**

Feedback from attendees was overwhelmingly positive, with many highlighting the free children's games as a standout feature of the day. Parents praised the affordability of the event and the opportunity to enjoy safe, family-friendly entertainment without large additional costs. Attendees were also happy with the decision to provide free drinking water on site. Stallholders also reported good engagement from visitors, with charity groups in particular benefiting from the exposure and fundraising opportunities. Several traders noted

that, although overall numbers were slightly lower, the atmosphere was relaxed and friendly, which encouraged meaningful conversations and community connections.

In particular, Red Robbins Nursery used the money raided on their stall to cover the cost of their nursery leavers party. They reported that without the fundraising from the Summer Fayre, the end of year party wouldn't have happened.

## **Issues and Challenges**

The most significant challenge faced on the day was the weather. The extreme heat created additional demands during the event set-up, though close cooperation with the venue team ensured that these were effectively managed. Attendance was lower than in previous years, again due to the weather, and the inability to include under-16 performers due to BOPA legislation was also disappointing. Nevertheless, the professional delivery of the event and the flexibility of both volunteers and partners ensured that the day ran smoothly.

## **Reflection and Forward Planning**

Looking ahead, the Caldicot Events Committee is committed to ensuring the continued success of the Summer Fayre. We intend to resolve the performer licensing issue to allow children and young people to take part in future events. In addition, we will continue to explore additional contingency planning to help mitigate the impact of extreme weather, such as providing shaded seating areas and free water stations across upcoming events.

We are extremely grateful to Caldicot Town Council for their ongoing financial support and are eager to continue this positive relationship. With the council's partnership, we believe the Summer Fayre can continue to grow in popularity, providing an inclusive, celebratory, and safe community event that benefits residents and local organisations alike.

## **Conclusion**

In summary, the Caldicot Summer Fayre 2025 delivered on its aim of providing a free, family-oriented event for the people of Caldicot, despite the challenges posed by the hot weather. The event successfully promoted local charities, offered high-quality entertainment, and strengthened community engagement. We remain committed to working closely with Caldicot Town Council to build on this year's successes and to ensure the Fayre remains a cornerstone of the town's summer programme.

**Caldicot Town Council**

**Committee:** Full Council – Planning and Resources

**Date:** 12 May 2026

**Title:-** Place and Growth Investment Fund

**Purpose of Report**

To update Members on the Monmouthshire County Council Place and Growth Investment Fund and seek approval for promotion, engagement and exploratory consideration of potential opportunities.

**Recommendations**

Members are asked to:

- a) Note the opening of the Place and Growth Investment Fund and the Expression of Interest (EOI) deadline of 31 May 2026.
- b) Agree that the Town Council promotes awareness of the fund locally through appropriate communication channels.
- c) Resolve to authorise officers to engage with Monmouthshire County Council (MCC) to explore potential opportunities.
- d) Resolve that any officer led Expressions of interest/submissions remain exploratory and non-committal unless approved by Full Council.
- e) Resolve that any developed proposal to be brought back to Council for formal approval.

**Background**

- 1) Monmouthshire County Council has launched the Place and Growth Investment Fund as a single access point for grant funding aimed at supporting regeneration, property improvement and economic growth across the County.
- 2) The fund consolidates previous grant approaches, including Town Centre Property Improvement Grants, into a more coordinated framework to deliver sustainable place-based investment.

- 3) The Expression of Interest window is time-limited, closing **on 31 May 2026**. Early engagement provides an opportunity to promote uptake locally and assess whether any suitable Caldicot-based opportunities exist.

### **Report**

- 4) The fund is designed to support:
- Regeneration of vacant or underused buildings
  - Improvement of town centre properties
  - Creation of employment space
  - Strengthening local economic resilience
- 5) Potential applicants include businesses, property owners, developers, community organisations and public sector bodies. Key stages of the process include:
- Expression of Interest deadline: 31 May 2026
  - Full application invitations: June 2026
  - Decisions: by September 2026
  - Project completion deadline: 31 March 2027
- 6) For Caldicot, the fund may support:
- Town centre regeneration
  - Bringing vacant premises back into use
  - Supporting local businesses and economic activity
  - Partnership opportunities with MCC and local stakeholders
- 7) At this stage, no specific project is proposed. The intention is to allow proportionate promotion and exploration only through member/officer/community collaboration. However with the current consultation work that is on-going with the

### **Risks**

- Limited timeframe for submissions
  - Potential for premature commitment to projects
  - Possible match funding requirements
  - Delivery timescale constraints
  - Eligibility uncertainties for public sector-led schemes
  - Current pressures on CTC staffing
- 8) There are no direct financial implications at this stage. Any future financial commitment would require separate approval by Full Council.

**Equality Implications**

- 9) The fund may support inclusive access to services, employment and improved town centre environments. Any future project would need to consider equality and accessibility.

**Environmental Implications**

- 10) The reuse of existing buildings and regeneration of town centres supports sustainability objectives and reduces pressure for new development.

**Proposed Resolution**

- 1) Members are asked to:
  - a) Note the opening of the Place and Growth Investment Fund and the Expression of Interest (EOI) deadline of 31 May 2026.
  - b) Agree that the Town Council promotes awareness of the fund locally through appropriate communication channels.
  - c) Resolve to authorise officers to engage with Monmouthshire County Council (MCC) to explore potential opportunities.
  - d) Resolve that any officer led Expressions of interest/submissions remain exploratory and non-committal unless approved by Full Council.
  - e) Resolve that any developed proposal to be brought back to Council for formal approval.

## **FULL COUNCIL REPORT**

**Committee:** Full Council – Planning and Resources

**Date:** 12 May 2026

**Title:** Town Centre Environment Improvement Working Group

### **Purpose of Report**

To consider the establishment of a Town Centre Environment Improvement Working Group to support and develop improvements to planting areas, planters and wider environmental presentation within Caldicot Town Centre.

### **Recommendations**

- a. Members resolve to establish a Town Centre Environment Improvement Working Group consisting initially of approximately 4–5 Councillors and agree the proposed Terms of Reference for this group.
- b. Members resolve that the purpose of the Working Group shall be to develop proposals and initiatives aimed at improving Town Centre planters, flower beds and associated environmental presentation within Caldicot.
- c. Members resolve that individual Councillors be invited, on a voluntary basis, to assist with monitoring or supporting individual Town Centre planters where willing.
- d. Members resolve that membership of the Working Group be reviewed following the May Council Meeting, with Members added or removed as deemed appropriate by Full Council.

### **Background**

1. Over recent years, a number of planters and flower beds within Caldicot Town Centre have provided seasonal planting and visual enhancement to the area. However, concerns have increasingly been raised regarding the general presentation, consistency and ongoing maintenance standards of some planting areas and associated public spaces.
2. There is a growing recognition that improving the appearance of the Town Centre can contribute positively to civic pride, public wellbeing, local business confidence and the overall perception of Caldicot as a welcoming and attractive place to live, visit and shop. It is therefore suggested that the Council establish a small Town Centre

Environment Improvement Working Group consisting initially of approximately 4–5 Councillors.

3. The Working Group would review the condition and presentation of existing planters and flower beds within the Town Centre and develop proposals for enhancement and improvement works. The Working Group would also explore opportunities for greater seasonal planting, biodiversity improvements and environmental enhancement initiatives.

**Report**

4. An important aspect of the Working Group's role would be to improve community ownership and participation within the Town Centre environment.
5. Local businesses would be invited to assist with maintaining or supporting individual planters or planting areas and, subject to future policy consideration, may be recognised through the installation of modest sponsorship plaques. It should be noted that the secondary school have expressed interest in taking on the responsibility of one of the planters. This might be widened to the Junior schools and the participation of their parents.
6. The Working Group would also be encouraged to develop opportunities for wider volunteer participation including community planting days, litter clearance initiatives and environmental improvement activities.
7. In the interim period, individual Councillors are also being invited, should they wish to do so voluntarily, to take informal responsibility for monitoring or assisting with an individual planter within the Town Centre area.
8. Monmouthshire County Council would be invited to participate in Working Group discussions to identify areas of joint support and collaboration. Members should note that Monmouthshire County Council has already committed to improvements to Town Centre benches, including replacement of benches considered beyond economic repair.
9. The proposed initiative has the potential to increase biodiversity, improve pollinator-friendly planting and contribute positively to local environmental quality. Additional planting and environmental improvements can contribute positively to public wellbeing, civic pride and wider Town Centre attractiveness.

10. An immediate sum of £525 is currently available within Budget Heading 2220 to support initial activities associated with this proposal. It is anticipated that this budget heading may receive additional funding following completion and finalisation of the end-of-year financial position.

**Proposed Resolution**

- a. Members resolve to establish a Town Centre Environment Improvement Working Group consisting initially of approximately 4–5 Councillors and agree the proposed Terms of Reference for this group.
- b. Members resolve that the purpose of the Working Group shall be to develop proposals and initiatives aimed at improving Town Centre planters, flower beds and associated environmental presentation within Caldicot.
- c. Members resolve that individual Councillors be invited, on a voluntary basis, to assist with monitoring or supporting individual Town Centre planters where willing.
- d. Members resolve that membership of the Working Group be reviewed following the May Council Meeting, with Members added or removed as deemed appropriate by Full Council.
- e. Members are free to suggest any resolutions of their own.

**Cllr Gaynor Owen**  
**May 2026**

**Caldicot Town Council**  
**Town Centre Environment Improvement Working Group**  
**Terms of Reference**

**1. Introduction**

The Town Centre Environment Improvement Working Group is established by Caldicot Town Council to support the enhancement, improvement and environmental presentation of Caldicot Town Centre.

The Working Group shall operate as an advisory working group to Full Council and Full Council – Planning and Resources Committee and shall not hold delegated decision-making powers unless specifically authorised by Full Council.

These Terms of Reference are made under the Council's Standing Orders and shall be reviewed annually by Full Council.

**2. Purpose**

The purpose of the Working Group is to:

- Develop proposals and initiatives to improve the appearance and environmental quality of Caldicot Town Centre;
- Review the condition and presentation of planters, flower beds and associated public planting areas;
- Encourage community pride and participation in Town Centre environmental improvements;
- Explore opportunities for partnership working with local businesses, community groups and Monmouthshire County Council;
- Support biodiversity, environmental sustainability and civic enhancement initiatives;
- Encourage volunteer participation in environmental improvement activities including litter clearance and planting schemes.

**3. Membership**

- The Working Group shall consist initially of approximately 4–5 Councillors appointed by Full Council.
- Membership may be amended by Full Council at any time.

- The Mayor and Deputy Mayor may attend meetings of the Working Group.
- The Working Group shall appoint a Chair from amongst its membership.
- Officers of the Council may attend meetings to provide professional and administrative support.
- Representatives from Monmouthshire County Council, local businesses, community organisations or volunteer groups may be invited to attend meetings where appropriate.

#### **4. Quorum**

A quorum of three members shall be required before any recommendation or proposal can formally be submitted to Full Council or Full Council – Planning and Resources Committee for consideration.

#### **5. Meetings**

- Meetings shall be arranged as required.
- Notes or minutes of meetings shall be produced and reported to Full Council where appropriate.
- Meetings shall operate in accordance with the Council's Standing Orders and Code of Conduct.
- The Working Group shall report recommendations and proposed actions back to Full Council or Full Council – Planning and Resources Committee for consideration and approval where appropriate.

#### **6. Scope and Responsibilities**

##### **6.1 Town Centre Planting and Presentation**

- Review existing Town Centre planters, flower beds and planting arrangements;
- Develop proposals for seasonal planting and environmental enhancements;
- Identify opportunities for improving visual presentation and consistency throughout the Town Centre;
- Consider sustainable planting approaches and biodiversity opportunities.

## **6.2 Environment Improvements**

- Encourage environmental enhancement initiatives;
- Explore opportunities for pollinator-friendly planting and increased biodiversity;
- Consider initiatives that contribute positively to air quality, environmental sustainability and urban greening;
- Support initiatives aimed at reducing litter and improving public cleanliness.

## **6.3 Community and Volunteer Engagement**

- Encourage community participation in environmental improvement activities;
- Explore opportunities for volunteer schemes relating to planting, watering and litter clearance;
- Engage with schools, youth groups and community organisations where appropriate;
- Encourage civic pride and community ownership of Town Centre spaces.

## **6.4 Business Engagement**

- Engage with local businesses regarding support and participation opportunities;
- Explore sponsorship arrangements for planters and flower beds;
- Consider the introduction of modest recognition plaques or sponsorship signage where appropriate and subject to Council approval.

## **6.5 Partnership Working**

- Liaise with Monmouthshire County Council regarding Town Centre improvements and Place Making initiatives;
- Explore opportunities for joint working and external funding;
- Assist in coordinating Town Council environmental initiatives with wider regeneration activities where appropriate.

## **7. Financial Arrangements**

- The Working Group shall not hold delegated spending powers.

- Any expenditure proposals shall be referred to Full Council or Full Council – Planning and Resources Committee for approval where appropriate.
- Where expenditure is approved by Full Council, delegated authority may be granted to the Town Clerk and/or Responsible Financial Officer to administer and implement agreed expenditure in accordance with Financial Regulations and Standing Orders.
- The Working Group may make recommendations regarding the use of existing environmental budgets and external funding opportunities.

## **8. Governance**

Members of the Working Group shall:

- Operate in accordance with the Members' Code of Conduct;
- Comply with the Council's Standing Orders and Financial Regulations;
- Declare any relevant interests in accordance with the Members' Code of Conduct.

## **9. Reporting**

- The Chair of the Working Group shall report to Full Council and/or Full Council – Planning and Resources Committee as required.
- Recommendations made by the Working Group shall remain advisory until approved by the appropriate committee or Full Council.

## **10. Review**

These Terms of Reference shall be reviewed annually by Full Council or sooner if required.

**Adopted by Caldicot Town Council on:** \_\_\_\_\_  
**Review Date:** May 2027