



**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 Councilor 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

Committee: FULL COUNCIL

Date: 10 March 2026

Title: Town Council Vacancies

Purpose of Report

For Members to be updated on the resignation of Caldicot Town Council members and to review The Co-option Policy adopted in September 2024. To also consider the replacement of members to the various Committees and Working Groups.

Recommendation:

Members to note the report.

Members to resolve appointments as agreed at the meeting and attached to the minutes.

Report:

1. On the 26 February 2026, the day after the February Full Council meeting, the mayor received notification from five members of the council that they had resigned from the council. These five members released a joint Press Statement to the press in which they stated their reasons for resigning. Amongst their reasons were comments regarding the need for councillors to abide by the Nolan Principles, openness and transparency.
2. The Clerk in conjunction with the Mayor released a press statement on behalf of the Town Council following discussions with several of the council who came into the Town Council Offices on the 27 February. **(Appendix 7A)**.
3. Having read the press release from the former councillors, members should take into consideration that, in the Full Council Meeting held on the **9 December 2025**, the Clerk made a Statement of Internal control. This statement publicly highlighted 34 actions that had occurred at least once, and in some instances on a few occasions, which breached the Nolan Principles, staff and councillor safe-guarding, employment law and Freedom of Information requirements. All of these had been traits demonstrated by some of the group of councillors that resigned. **(Appendix 7B)**. Following this there have been further examples of this behaviour demonstrated including potentially one of a much more serious nature.
4. It was also noted in his statement, that a number of the issues for which he and some of the councillors were being targeted had existed long before he was appointed and which he was employed to try and resolve.
5. As a result of their actions the clerk was obliged to write to three of the group informing them that they were having their access to the Council Building restricting as a result of safeguarding concerns involving staff and councillors. None were barred from attending meetings or carrying out functions of the council.

AGENDA ITEM 7

6. The resignations have been reported to Monmouthshire County Council (MCC) meaning that the council now has six "Casual Vacancies" and MCC have provided Notices for display in the Town Council Noticeboards. The vacancies have also been placed on the Town Council website.
7. If 10 electors in each ward write to MCC requesting an election then a by-election will take place in each of the wards where it has been requested. They need to do this by the **25th March 2026**. If this is requested then there will be a by-election by the **2nd June 2026**.
8. If an election is called then the Town Council will be liable for the costs for each ward by-election. There may be a possibility that this will be timed to coincide with the Senedd Elections in May in which case costs may be reduced significantly. If it is not then there could be a cost as high as £10,000 per Ward!
9. Should there not be an election called then the Town Council is required to notify the community that there will be a requirement for "Co-options" to the Town Council to be implemented.
10. In September 2024 a New Co-option Policy was put in place and this is due for review now. For this reason a slightly revised policy has been produced for members to consider. The revisions have been highlighted in red and Italics. **(Appendix 7C)**
11. Council will also need to at some point to appoint additional members to various committees, working groups and designated organisations. Members were notified at the last meeting that one of the former councillors had already notified Dewstow school. **(Appendix 7D)**
12. Members may wish to hold off until the May meeting of the Council before allocating as all places will be reallocated at that meeting and there is a possibility that new councillors will have been elected. All current committees and working groups remain quorate.
13. If MCC notify us of the need to co-opt I will bring a further report to members for their consideration.

Proposed Resolution

14. Members to note the report.
15. Members to resolve appointments as agreed at the meeting and attached to the minutes.
16. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Mark Tredwin
Town clerk
March 2026

Caldicot Town Council

Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



27 February 2026

Statement

Caldicot Town Council acknowledges receipt of the joint resignation statement issued by five councillors.

With the sad passing of an honourable Councillor, Cllr Wyndham Conniff, the council will now have 6 vacancies. This will have no detrimental impact at all on the way the council functions. This was illustrated by the efficient and constructive Full Council meeting that took place on Wednesday evening without those who have now resigned.

Resignations are always a matter of regret, and we thank those members for their service to the community.

The Council does not recognise the suggestion that there are ongoing governance failings. It operates in accordance with its statutory duties, Standing Orders, Financial Regulations and Members' Code of Conduct. Where concerns are raised, established procedures have been and are being followed.

Over the past period, a number of external bodies have been contacted. Where matters have been considered, the Council has engaged fully and appropriately. As some processes remain confidential and, in certain instances, ongoing, it would not be appropriate to comment further.

Like many councils, Caldicot has experienced periods involving employment matters which have placed pressure on administrative capacity. Members have consistently been advised that the greatest risk to the Council's effectiveness arises not from governance structures themselves, but from divisions within the membership and any failure to adhere collectively to agreed governance procedures, Standing Orders and the Code of Conduct.

The Council remains committed to transparent decision-making and to serving the residents of Caldicot. Work continues to ensure stability, continuity and effective service delivery.

Further comment on individual matters would not be appropriate.

Committee: FULL COUNCIL

Date: 9 December 2025

Title: Clerks Statement of Internal Control

Purpose of Report

Members to note the Statement of Internal Control

Recommendation:

Members to note the Clerk's statement of internal control.

Background:

1. As part of Risk Management, the Clerk is required to identify risks to the council and make a Statement of Internal Control. At the Full Council meeting on the 26 March 2026, members were given information that informed them that the biggest risk to the council was "Reputational Risk". That is even more true now than it was then.
2. I will not be naming any councillors in this statement but I am sure that a number will be able to recognise themselves from the behaviour that is being described. Any examples provided will be backed up by evidence and verification. After all, even the youngest children I used to teach were aware of the need to consider "**the reliability, validity and bias**" of all information that is provided.
3. This Town Council was in March at a clear crossroads in its life. All members were made aware that a small number of councillors were in danger of bringing the Town Council's reputation and operational capability into question.
4. Members had already been notified that nineteen potential breaches of The Council's Standing Orders, Code of Conduct, council policies and the Nolan Principle had been identified. It stated very clearly that just three of these breaches would be bad enough. All members of the council had previous to the meeting on the 26 March been made aware of them. This list has now been updated and is appended (**App 11A**) to the report along with the various Councillors who have been involved. Once again, no names have been specified but you will see that it is a small number.

Report:

5. This council has for many months been in a situation where the actions of a small number of councillors has increasingly brought the council into disrepute and has raised questions over the ability of it to continue operating as a fully functioning council. So why is this the case.

6. Before starting with Caldicot Town Council I was asked to attend a Personnel Meeting of the council on the 19 July 2024, as the incoming Clerk, to provide suggestions on how a matter that had been troubling the council could be resolved as amicably as possible going forward. During this meeting **Councillor A** made slanderous and inappropriate comments about someone connected to the council to cast doubt about that person's integrity.
7. They were stopped by the Mayor and Deputy Mayor and warned it was not appropriate to make such comments. Later in the meeting I was asked for my opinion about a way forward and as a result a Resolution was passed which would require me to take certain actions once I started. During my thoughts I made it clear that it was highly inappropriate for anyone to be making comments that were libellous or slanderous in their nature and were very much against the Council's Code of Conduct.
8. On the 16 August I met with both staff and a few councillors in the council office where it was again clear that there were a few matters that would need addressing from the start. These included the matter brought to my attention in July as well as matters linked to policy and practice that were on the website. No council is perfect and able to always keep abreast of changes and this was made clear at that meeting. It was also made clear by me that the staff would be the priority along with the legality of the council.
9. In my first two months at the council, it was obvious that people were selecting what aspects of the council's rules and regulations they were wishing to follow and this is still true to this day. This culminated in request for an informal meeting with **Cllr A** to discuss the following matters on an informal basis with the Mayor and Deputy Mayor.

- a. Interference in a competition where a member of the public had won the top prize, but which **Cllr A** thought fit to ring them up and tell them they had not. It meant the member of the community came into the office extremely angry confronting staff and demanding to know what was going on. We were unable to answer as we did not have all the information.

The following day the Deputy Mayor and I arranged to visit the member of the community and award them the prize which they had indeed won. **Cllr A's** interference meant that the Council's reputation had been severely damaged. Something that was rectified but is still in that person's memory and those of their family.

- b. Discussing Town Council's sovereign and confidential business with people outside of the Town Council to such an extent that the clerk was told to contact the Monitoring Officer even though matters were settled and under control. Advice which was also inaccurate as the Monitoring Officer has no say over Town Council matters.

- c. Being involved in investigations into members of staff without council's express request or Resolution. In this case it was not myself and occurred even before I started but which has become all too familiar to myself.
 - d. Against standing orders and the Code of Conduct trying to influence staff into taking courses of action involving outside organisations and individuals.
 - e. Making statements at council meetings that were factually inaccurate and uncorroborated. Evidence of which was and is available.
10. At the meeting on the **30 October 2025**, **Cllr A** refused to acknowledge any of the actions and since that time has been instrumental in actions against members of the council and myself despite best efforts to work with them. Instead becoming argumentative and threatening in their behaviour
 11. At a Planning and Resources meeting **Cllr B** accused a member of staff of not having acted as directed by the council at a previous meeting and was insistent that something had not taken place when it had. This was a highly inappropriate way to treat a member of staff in private let alone in a public meeting. The member was called out on this by the Mayor and others at the time.
 12. Two weeks later I asked to speak to **Cllr B** privately to try and explain that it was an unacceptable way to deal with a matter. That it would be more appropriate in future if there was an issue to go through the line manager and it would be investigated. It was explained in a very amicable manner that there would be times when frustrating issues would raise their head because it might be unlawful or against the rules of the council to act in a particular way. The right way forward was to work together as officers and members to sort out alternatives if possible.
 13. This meeting was later reported by **Cllr B** at an extraordinary meeting on 17 December 2024, as me having been threatening in my approach. I was never given an opportunity at that meeting to tell it the true version of what took place and that it was not confrontational in any way. This meeting was called because issues had been raised about me.
 14. The meeting was demanded by a small group of councillors to try and block the completion of my probationary period. At the meeting **Cllr A** produced a letter for all councillors to consider with some libellous comments about myself and which all members present at the meeting were able to read. These statements were withdrawn without reasons being provided and in fact without any evidence to support the accusations being made.
 15. **Cllr C** also provided a letter at the meeting signed by six members of the council, however two members knew nothing of the existence of the letter and asked for their name to be withdrawn. This behaviour from **Cllr C** in including factually inaccurate or

even confidential information without permission is something that has been repeated a few times by the same group of councillors over the past 15 months.

16. At this meeting medical information which had been discussed with **Cllr C** openly was shared to all members of the council. This was despite the person who it was about not being asked to give their permission. That person has always maintained that it is their right to divulge when and where that information was shared. This action by **Cllr C** has been confirmed as a breach of their GDPR rights.
17. It became clear in November and December that there were people involved with the council who were going around to staff and councillors actively seeking them to make complaints against staff. This was continued in January with councillors meeting with outside contractors and reporting on a meeting which they were not at, but which had already been reported to other councillors on the Council.
18. This has been evidence through discussions with the staff members and in electronic messages that have been recovered from a laptop and mobile phone. The evidence recovered so far shows impropriety from even before the Clerk started. These devices are still to undergo further action to recover council documents and information.
19. This action to try and coerce members of staff into making complaints against other staff is still on going and was most recently in evidence in the past two months when **Cllr C** tried to get two staff members to raise a complaint when there was no reason for a complaint to be made.
20. This was amplified when **Cllr A** reported an accusation that a member of staff had been upset by **Cllr A**. **Cllr A** stated the complaint came from a member of the Public; it was **Cllr C** who had seen a member of staff upset. The member of staff was upset because the pressure of work had gotten to them and not because of any actions from a colleague. The pressure that day was enormous as it was the Civic Day for the council and the day before a major deadline for that staff member. It was not surprising that all staff members were stressed out including the Clerk and councillors who actively making the day a remarkable success.
21. Shortly afterwards **Cllr C** endeavoured to get a member of staff to complain against the clerk by telling them that a third member of staff was willing to make a complaint when they had not intention of doing so as there was nothing to complain about. **Cllr C** was trying to get a staff member to lie by telling a lie herself.
22. To continually seek out staff and actively try to coerce them to make complaints is in fact a criminal offence under the Harassment Act of 1997. A summary of the legislation that impact upon this harassment is attached in **Appendix 11C**.
 - A course of conduct (repeated acts)
 - Targeted behaviour towards an identifiable individual
 - Conduct causing or likely to cause alarm, distress, or psychological harm.

- Manipulative attempts to damage reputation through false allegations.
23. This is something that has been happening since before the clerk started. There is evidence to show through electronic messages that people connected to the council were sharing information and making comments to undermine him before he even started. This has continued to this day. Cllr D making statements that showed they were predetermined over certain matters.
 24. It is not lawful to share information that can identify individuals with regards to employment or investigations of their employment. This has not only been done to the public but has been placed upon public websites. When brought to the attention of the Information Commissioners Office, the ICO contacted the website owners as did I, to have the information removed on the grounds it was defamatory, potentially libellous and revealed personal information belonging to an individual. In addition, the information being put across was inaccurate and untrue.
 25. There have been repeated Freedom of Information (FOI) requests from Councillors on employment matters that have been legitimately delegated to a committee to deal with. Some councillors do not like it because they have a misguided opinion that they should be involved in all aspects of employment. This notion has been proven to be incorrect on numerous occasions by not only the clerk, but also by One Voice Wales, The ombudsman, The Internal auditors and the external company brought in to ensure matters are handled appropriately.
 26. That company is paid a monthly retainer by the council and all members have been made aware of this and whilst additional costs have been incurred it is nothing like the £100,000 that some are councillors are leading people to believe. There is a disingenuous manner in which the four members noted in this report have acted on a regular basis.
 27. Councillors have attempted to have sight of confidential staffing documents when they have not been allocated a role or task for seeing said documents, either by the Full Council or the Personnel committee. Some members of CTC do not like or are unwilling to accept the word "No". There seems to be a belief that by bullying and harassing people they will eventually get their own way. One of the very first meeting I participated in, saw Cllr C shouting and interrupting Senior Members of Monmouthshire County Council. It was both embarrassing, confrontational and damaging reputationally for the Town Council.
 28. Confidential Information has been leaked deliberately to the press including personal email addresses. The information once again has contained factually inaccurate information that is designed to undermine the reputation of staff and councillors. This is genuinely concerning due to the malicious and defamatory nature of the information and the illegality of the actions. Equally concerning is that there is evidence that some contractors have been implicated in these actions to undermine the workings of the council.

29. Their behaviour, I have realised is the norm when they do not get their own way with constant interruptions of meetings even leading to a meeting having to be paused whilst **Cllr C** was asked to leave unless an apology was given. There are a number of people from who are unwilling to attend meetings if **Cllr C** is in attendance. This is not just staff and members of CTC.
30. **Cllr C** is not alone in thinking that it is acceptable to shout at people, with **Cllr B** having been overheard to shout at the Mayor and at officers from MCC. **Cllr A** has rung up a fellow councillor and has engaged in quite abusive and unwarranted language during the telephone conversation and **Cllr D** can be seen to be gesticulating wildly and shout at the camera in another meeting.
31. Members, I should not need to advise you that shouting abusively at people, whether in a meeting, in a public place or down a telephone line is also liable for being a criminal act, under either Public Order Act (s5) or at common law as common assault if an intent is there. I will leave your solicitors to explain why.
32. **Cllr C** endeavoured to get a Town Council contractor to carry out work clearing the outside walls of a domestic property. Property the council did not own or manage. When questions surrounding this were raised by staff, **Cllr B** requested of a member of staff "if in the interim, he could cut back the overgrowth that is closest to the rear of the garages, thereby allowing residents to take any remedial action of repairs / maintenance". At no time did either **Cllr C** or **Cllr B** indicate that a relative of **Cllr B** was involved with one of the properties that required working on. Both are aware that no individual councillor can direct a member of staff. (Appendix 11D)
33. It should also be noted that **Cllr A** tried to get the police to investigate an assault allegedly carried out by myself on them when they were touched on the elbow by myself, in order to get their attention to discuss payment of their council allowances. **Cllr C** raced across the square screaming repeatedly at me to "Get my hands off" when in fact my hands were not touching **Cllr A**. **Cllr C** was told quite bluntly by myself to go away as my hands were not touching **Cllr A** and that this was nothing to do with her. This malicious complaint is another example of the unwarranted attacks that are taking place on staff and on councillors.
34. Following on from the attempts of Councillors to get staff to make false and untrue complaints I have now taken advice on safeguarding measures. I was advised earlier this year to introduce safeguarding for reasons unknown to myself. Just who was involved. At a recent meeting I was made aware that **Cllr C** who was not involved in any way in the reasons for the Safeguarding notification spoke to another Councillor trying to find out who had made a complaint. It was no business of theirs and they should not even have been aware of any circumstances relating to the matter.
35. I am so concerned for the wellbeing and stress levels of all staff that three members of the council whose actions have been identified in this statement will only be

AGENDA ITEM 11

allowed access to the Town Council Building if they have a formally organised meeting or they are accompanied by the Mayor or one of the Deputy Mayors. Those who will be affected by this decision will be notified formally by the end of the week. This action will be reviewed at the end of this Fiscal year.

36. I am also increasingly concerned that confidential information from the office has been provided to a few unauthorised councillors. They have misconstrued or misrepresented the information, not just to other councillors but also to bodies outside of the Town Council including the press, The Auditor, MCC and other bodies.
37. Recently Cllr B was seen to be "staking out" a highly confidential and sensitive meeting. The date, time and location of the meeting were only known to a few people and Cllr B's presence confirmed that Councillors were actively involved in matters that they had no remit to be involved in.
38. Two weeks ago, the Clerk received a letter from HMRC notifying him that the date for the submission of the VAT return. By 5-15pm Cllr B had emailed another councillor asking why had the Council been fined £200.
39. There are a few issues here.
 - a. Who provided them with the information?
 - b. Why did Cllr B then pass on erroneous information?
 - c. Why did Cllr B not look to carry out any "reliability, validity or bias" checks?
 - d. Had the Council been fined £200?
40. Because of the leak of confidential information, the Auditor for Wales has been in touch with me to double check the information. Something that others should have done. Contrary to the assertion from Cllr B that the council has been fined I can confirm that the council has **NOT** been fined but has received a penalty point for not getting the return in on time. This is due to us finalising the Bank Reconciliations for September which will hopefully enable the Finance Committee to be updated fully along with the Precept and budget preparations. More precious time wasted on inaccuracies.
41. Members have been warned on multiple occasions that the sharing and/or leaking of confidential information is a GDPR issue and can have criminal consequences.
42. To those councillors that feel that I am not authorised to bar them from the premises, the everyday management of the building falls under the delegated authority of the CEO/Clerk/Proper officer of the council. I am increasingly concerned for the wellbeing of staff and councillors.
43. The Mayor has endeavoured to meet with each of the councillors involved as chair of the Personnel Committee, to establish a way forward. Each of the three councillors has declined multiple invitations to meet with the Mayor or the deputies instead they

have chosen to carry out further unwarranted attacks on the everyday minutiae of council business.

44. The clerk has sent multiple emails advising ALL members of the council of the need for them to abide by the code of conduct as well as bringing matters to the Personnel Committee. It is the clerk's job to ensure that Staff are free to carry on working without fear of being targeted or coerced.
45. This decision does not contradict "R (Harvey) v Ledbury Town Council [2018] EWHC 1151 (Admin)". The councillors are not being prevented from carrying out their duties as they are still free to attend all meetings of the council be they of the Full Council or of any of its Standing Committees or Working Groups.
46. The actions of these councillors are creating a situation where members of MCC are now questioning the viability and suitability of Caldicot Town Council to receive financial assistance to help develop and improve the town. I had to reassure a member of MCC last week that this was not the case. Was I right to, I really do not know? Only time will tell.
47. I make no apologies for the fact that we are unable to deliver the full service to the community of Caldicot that they deserve. Nor for the fact that the rectifications to the various policies that are long overdue have not taken place. The staff in the building have been working well together contrary to the opinion of some and are carrying out excellent work with community groups and providers to the council.
48. To have Cllr C complain that I had spent time with a community group making them feel welcome and learning about a service that is available to the elderly in Caldicot is bizarre. Especially as a different complaint stated that I was not welcoming enough to the groups using the community facilities! Perhaps that groups concerns might have had something to do with Cllr C's involvement. But bearing in mind the evidence that shows I was being undermined even before starting and regularly since I started meant it came as no surprise.
49. Throughout this document are examples of breaches of the Code of Conduct of Public servants. Do the councillor's mentioned exhibit actions that reflect the Nolan Principles? For those that cannot recall, the Nolan Principles are.
 - **Selflessness:** Act solely in terms of the public interest.
 - **Integrity:** Avoid any obligation to people or organizations that might try inappropriately to influence them in their work.
 - **Objectivity:** Act and take decisions impartially, fairly, and on merit, using the best evidence and without discrimination or bias.
 - **Accountability:** Be accountable to the public for decisions and actions and submit to necessary scrutiny.

- **Openness:** Act and take decisions in an open and transparent manner, with information not withheld from the public unless there are clear and lawful reasons.
 - **Honesty:** Be truthful in all duties.
 - **Leadership:** Exhibit these principles in behavior, actively promoting and supporting them, and being willing to challenge poor behavior wherever it occurs
50. These are Public Servants whom it would seem to think that they are above accountability yet repeatedly quote openness and transparency. Councillors unless this behaviour ceases then this council can only face less support from staff and those organisations which we need to rely upon for support and additional finance.
51. So where are we right now? This statement has been shared with both my own solicitors and with the police as part of a complaint of Harassment going back to before I started. It involves Harassment of myself, staff and councillors. I have asked them to investigate the leaking of confidential information and the publishing of abusive and defamatory information on public websites with the intent to cause irreparable damage to people's reputations unjustly.
52. I am a National Ambassador for the eradication of Polio globally throughout Great Britain and Ireland raising awareness for its eradication. I regularly speak to organisations about the need for the vaccination to continue and what will be the outcomes if it is not. I do not intend to let anyone try to damage the work that I do on this and therefore will work to make sure that does not happen.
53. This statement will also be shared publicly as part of the minutes for this meeting and made available on the council's website as part of the requirement for the Clerk to make a "Statement of Internal Control." It has been shared with the Police and was produced in consultation with my own solicitor.

Proposed course of action

54. Members are asked to note the statement and where appropriate modify their behaviour so that it is in line with the council's policies and Standing Orders.
- a) **Note this Statement of Internal Control,**
 - b) **Reflect on their conduct,**
 - c) **Modify behaviour to align with Standing Orders, council policies and the Nolan Principles.**

Mark Tredwin
Town clerk
December 2025

BREACHES OF CODE OF CONDUCT, STANDING ORDERS, COUNCIL POLICIES AND THE NOLAN PRINCIPLES AS OF 9 DECEMBER 2025

Certain Councillors behaviour and actions are out of control and as a result bringing the council into disrepute. They have been warned by myself in my Internal Statement of control in March 2025 that the behaviour that the behaviour needed to change.

Instead they have intensified the harassment, bullying, intimidation and number of breaches of conduct, legislation and protocol to such an extent that staff, councillor and others welfare is at risk.

They include for example :

1. Councillors behaving in a way that breach the code of conduct.
2. Providing Confidential, legally sensitive information to the Press and others.
3. Bully of Female members of the Council by shouting at them in such a way others in the building came out of other rooms to check.
4. Abusing staff members in public meetings:
5. Shouting at MCC Planning Officers in a Public place so that it was overheard by others.
6. The Council of signing off statements in previous years AGAR that were factually inaccurate.
7. Disingenuous representations of actual events to achieve their own objectives.
8. Failure to disclose personal interest in works which could benefit a relative.
9. Governance that had not been in place for six years.
10. Governance that was out of date and inaccurate.
11. Failure to ensure Financial Regulations were followed.
12. Repeated attempts to breach employment laws.
13. Attempts to breach the Equality Act.
14. Claims for openness and transparency when its suits but then try to hide other information.
15. Leaving officers open to accusations of malpractice.
16. Documents not shared with members that should have been.
17. Information shared with members that should not have been.
18. Failing to follow clear instructions from councillors in the form of Resolutions.
19. Members libelling, slandering and defaming Staff.
20. Staking out highly confidential meetings, the details of which had not been provided to them by council, thus begging the question who did?
21. Carrying out what is in effect vendettas because they do not like the word NO.
22. Throwing the toys out of the pram because they don't like legitimate decisions of the council.
23. Bullying and intimidatory emails.
24. FOI requests designed to create stress and additional work for staff already under pressure to elicit information that they should not be party to.
25. Shouting and swearing at other councillors down the phone.
26. Ignoring legal advice and describing it as "diatribe" because it confirmed that answers to requests were not to their liking.
27. A failure to recognise that relationships between a staff member and a councillor had moved away from a business relationship.
28. Shouting and raging at senior MCC councillors in a public meeting.

APPENDIX 11A

29. A member Ignoring questions from a Senior officer and deliberately walking away in front of other officers.
30. A member constantly interrupting and bullying chairs of multiple committees.
31. Refusing to follow the instructions of the Chair of the Council, resulting in them being asked to leave the meeting.
32. Endeavouring to undermine the authority of the Council's Proper Officer.
33. Approaching staff to try and get them to make complaints.
34. Acting in such a way as to bring the council into disrepute by getting involved in matters they had not been authorised to by the Full Council.

EMAIL TO ALL COUNCILLORS 25 MAY 2025

Dear Councillors,

I have already shared a version of this letter to one member of the council who has been quite insistent about the need for my email to be available for checking by others. I write in response to recent correspondence and comments made during Council discussions regarding potential access to my email account as CEO and Clerk of Caldicot Town Council by other staff members or elected members.

Following careful review, and with reference to statutory obligations, information governance standards, and best practice in data protection and information security, I must respectfully state that such access would be both inappropriate and potentially unlawful.

As the Council's Proper Officer and Data Controller, I routinely process confidential and sensitive correspondence. This includes personal data relating to residents, staff, and third parties; legally privileged communications; HR matters including grievances and disciplinary procedures; whistleblowing reports; and other confidential material. In accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, access to such data must be strictly limited to those with a demonstrable lawful basis and a legitimate need to know. Routine or unrestricted access by other individuals would likely breach these legal requirements and expose the Council to liability and reputational risk.

Furthermore, the Clerk's role requires independence and impartiality in implementing the lawful decisions of the Council. Any system that allows other members or officers access to the Clerk's email would risk undermining that independence, compromise confidentiality, and blur the essential distinction between strategic oversight (Councillors) and operational delivery (Officers). This division is fundamental to the proper functioning of local government.

From an IT and organisational security standpoint, shared or routine access to individual email accounts poses unacceptable risks, including data breaches, loss of accountability, authorship ambiguity, and increased vulnerability to cyber threats. Restricting access to individual work accounts preserves the integrity of audit trails and helps ensure legal compliance.

The Council already operates with mechanisms that provide transparency and accountability—formal reporting, Freedom of Information access, publication of decisions and financial data, and shared drives for routine communications. These existing channels are appropriate and lawful. There is no justification to compromise email privacy in pursuit of transparency, particularly when proper alternatives exist.

In exceptional circumstances, such as prolonged absence, appropriate protocols are in place to allow temporary and controlled access to essential communications, in line with legal and procedural safeguards.

For these reasons, and in accordance with my statutory responsibilities, I cannot authorise or support any arrangement in which my email account is made routinely accessible to others. Such action would contravene data protection law and undermine the integrity of the Clerk's office.

Serious Concern Regarding Email Disclosures

I am also writing to point out a serious concern regarding the potential unauthorised access to or disclosure of confidential email communications to previous Clerks and locum clerks. A recent statement made during council correspondence suggests that there may have been instances where such sharing occurred or was deemed acceptable:

"I am asking for this information from that source, because I understand that you keep that portal personal. If not then there would be no need to request the information from you."

This implication is deeply troubling. If any confidential information—written or verbal—has been disclosed without appropriate authorisation or a lawful basis, this could constitute a data breach under the UK GDPR. Any individual responsible for such a breach may be held personally liable under the law. Moreover, such conduct poses a serious risk to the Council's governance responsibilities and compromises the statutory independence of the Clerk's office.

It is essential that, if any such disclosures have occurred—either historically or are ongoing—they cease immediately. I urge all members to reaffirm their commitment to protecting confidential communications and to upholding the legal and ethical obligations that underpin our shared responsibilities.

Failure to adequately address these concerns may lead to formal regulatory scrutiny or legal proceedings.

Should there be a need to discuss this matter further, I am available to meet following tomorrow's Council meeting. I remain committed to open, transparent, and constructive dialogue and would welcome the opportunity to work together to resolve this issue cooperatively. I had attempted to address related concerns informally during a meeting request in October with the Mayor and Deputy Mayor, but those efforts were not progressed. Since then, I have continued to face challenges relating to my role and professional integrity

Legal Assessment Summary: Councillor Conduct Involving Attempts to Solicit False Allegations Against a Staff Member

1. Overview

This assessment outlines the legal frameworks engaged when a councillor repeatedly attempts to persuade staff members to make malicious or false complaints against a specific employee. Such behaviour is serious, potentially unlawful, and exposes the Council to legal, ethical, and employment-related liabilities.

2. Key Legislation Engaged

2.1 Protection from Harassment Act 1997

This Act is the most directly applicable legislation. The behaviour described constitutes:

- - A course of conduct (repeated acts)
 - Targeted behaviour towards an identifiable individual
 - Conduct causing or likely to cause alarm, distress, or psychological harm
 - Manipulative attempts to damage reputation through false allegations

Under the 1997 Act, harassment does not require physical proximity. Behind-the-scenes conduct intended to intimidate or cause harm still meets the statutory threshold.

2.2 Equality Act 2010

This Act applies if the councillor's behaviour is connected to any protected characteristic, such as sex, race, disability, age, or other listed grounds. If no protected characteristic is involved, the Act may not apply directly, but the Council must still act to protect staff under other statutory duties.

2.3 Health and Safety at Work etc. Act 1974

As the employer, the Council has a statutory duty to safeguard staff from risks to their physical and mental health, including bullying, intimidation, and psychologically harmful environments. Failure to intervene may constitute a breach of this duty.

2.4 Employment Rights Act 1996

If the employee subjected to such conduct resigns due to the Council's failure to protect them, they may claim constructive unfair dismissal. The councillor's behaviour therefore creates clear legal risk for the employer.

3. Council Responsibilities and Governance Frameworks

Although councillors are not employees, the Council remains responsible for preventing harassment from any third party, including elected members. Governance and conduct requirements under the Local Government Act 2000, the Members' Code of Conduct, and the oversight of the Public Services Ombudsman for Wales further reinforce the expectation that such behaviour must be addressed promptly.

4. Conclusion

The councillor's repeated attempts to induce malicious allegations against a staff member constitute behaviour that aligns closely with harassment under the Protection from Harassment Act 1997 and may also engage additional statutory and employment duties. The Council must take decisive steps to protect staff, mitigate risk, and ensure compliance with legal and ethical standards.

Supporting Information for Referral to the Public Services Ombudsman for Wales

1. Purpose of This Document

This document provides a factual and governance-based assessment of concerns relating to a councillor's actions in directing or insisting that work be carried out by a council-appointed contractor on a private property occupied by their relative, where the council holds no ownership, management responsibility, or statutory duty.

The information is intended to assist the Public Services Ombudsman for Wales in assessing whether there has been a breach of the Members' Code of Conduct and/or other misconduct.

2. Summary of Concern

It is alleged that a councillor:

- Insisted that work be undertaken by a contractor engaged by the council;
- Directed, pressured, or influenced staff to facilitate this work;
- Did so for the benefit of a relative residing at a property not owned, managed, or legally connected to the council;
- Did not declare an interest in the matter; and
- Acted outside their legitimate role by intervening in operational matters.

These actions raise concerns of improper use of position, potential misuse of public resources, and failure to comply with ethical and governance standards.

3. Relevant Standards and Governance Framework

3.1 Code of Conduct for Members (Local Government Act 2000)

The following principles and requirements may have been breached:

- Integrity & Objectivity – Members must not use their authority to obtain advantage for themselves, family, or close associates.
- Using Position Improperly – Members must not use or attempt to use their position to confer a benefit or disadvantage improperly.
- Use of Council Resources – Resources must only be used for authorised council purposes.
- Personal and Prejudicial Interests – Members must declare personal interests and withdraw from involvement where such interests arise.

4. Potential Governance and Legal Issues Identified

4.1 Improper Use of Position

Directing or insisting on contractor involvement for a relative's private benefit constitutes a potential breach under the Code of Conduct.

4.2 Failure to Declare an Interest

If the councillor did not declare a personal and prejudicial interest, this would constitute a clear breach.

4.3 Misuse of Council Resources

Arranging or attempting to arrange contractor work using a council-funded resource for private purposes may amount to unauthorised expenditure or misuse of public funds.

4.4 Inappropriate Involvement in Operational Matters

Councillors must not direct staff or make operational decisions. Overstepping this boundary is a governance breach even where no financial loss occurs.

4.5 Potential Criminal Concerns (for completeness)

If evidence demonstrated deliberate intent to obtain benefit for a relative through council funds or contractor time, potential risks include:

- Fraud by Abuse of Position (Fraud Act 2006)
- Misconduct in Public Office (Common Law)

This document does not assert that such offences have occurred, only that the circumstances may raise these questions.

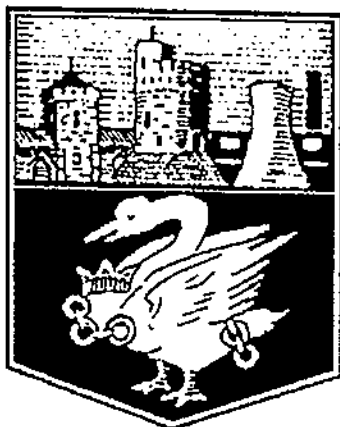
5. Impact on the Council

The alleged conduct may have:

- Exposed the council to reputational risk;
- Undermined officer confidence and the Member–Officer Protocol;
- Risked unlawful expenditure;
- Compromised public trust in the impartiality of decision-making.

6. Evidence Available

- Emails or messages indicating pressure or direction from councillors;



CALDICOT TOWN COUNCIL CO-OPTION POLICY
Adopted September 2024
To be reviewed February 2026
(or prior to this if legislation requires)

CONTENTS	Page
1 Introduction	3
2 Co-Option (Stage 1)	3
3 Co-Option (Stage 2)	4
4 Eligibility of Candidates	4
5 Applications	5
6 At the Co-Option Meeting	5
7 Elected Councillors (Co-option)	7
8 Applying for a Casual Vacancy	7
Appendix A – Co-Option Criteria	8
Appendix B – Co-Option Eligibility Form	9
Appendix C – Co-Option Application Form	11

1 INTRODUCTION

1.1 This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to the Town Council. The co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and equitable process is carried out. It endeavours to cover the requisite legislation as well as what has been custom and practise in Caldicot.

1.2 Whenever the need for co-option arises Caldicot Town Council will seek and encourage applications from anyone in the Town who is eligible to stand as Town Councillor. Councillors or members of the community can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.

1.3 The Town Council will advertise the vacancies in the local area via the Town Council noticeboards, the Town Council website and as a media release if time allows.

1.4 The advertisement to co-opt will include: • The method by which applications can be made; • The closing date for all applications; • A contact point to obtain more information; • Show that further information is available electronically via the website.

1.5 The co-option policy will be reviewed every 2 years, or more frequently should a need arise.

2 CO-OPTION (Stage 1)

2.1 The co-option of a Town Councillor occurs when a **casual vacancy** has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified;
- A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.¹

2.2 The Town Council must notify Monmouth County Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten (10) electors write to Monmouth County Council stating that an election is requested in each of the wards in which a vacancy has arisen.

2.3 If a by-election is called, a polling station will be set up by Monmouth County Council and the people of Caldicot will be asked to go to the polls to vote for those candidates who have put themselves forward by way of a nomination paper. The Town Council will in all likelihood be required to pay the costs of the election. The people of

¹ More detail can be found in The Local Government Act 1972 s 87(1)

Caldicot have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the electoral officer will advise the Clerk of the closing date.

2.4 If more than one (1) candidate is then nominated a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.

2.5 If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised Monmouth County Council, the Town Council is able to co-opt a member of the community.

2.6 On receipt, of written confirmation, from Monmouth County Council Democratic Services, the casual vacancy can be filled by means of co-option. The Town Clerk will:

- Advertise the vacancy for four weeks on the Council notice boards and website
- Advise the council that the co-option policy has been instigated.

3 CO-OPTION (Stage 2)

3.1 Insufficiency of candidates at an ordinary election does also provide the Town Council with authority to exercise its rights to co-opt any person or persons to fill any vacancies within 35 days following the date of said ordinary election.

4 ELIGIBILITY OF CANDIDATES

4.1 The Town Council can consider any person to fill a vacancy provided that:

- he/she is an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land in the parish; or
- had his/her principal place of work in the parish; or
- has lived within three miles (direct) of the parish.

4.2 There are certain disqualifications for election, of which the main are (Local Government Act 1972):

- holding a paid office within the local authority (Caldicot TC);
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

4.3 Eligibility of the candidate(s) will be confirmed by the Clerk.

4.4 All eligible candidates may be invited, by letter or email, to attend the next full Town Council meeting following the application deadline. If candidates are unable to attend, this meeting will not be rearranged but their application can be considered.

5 APPLICATIONS

5.1 To assist candidates

Appendix A provides a guide of those criteria that the Town Council might expect from Town Councillors. This is not an exhaustive list but provides candidates with guidance on areas they may wish to include in their application forms.

5.2 Candidates will be requested to:

- Confirm their eligibility for the position of Councillor within the statutory rules, (a copy of the Eligibility Form is attached at Appendix B).
- Submit information about themselves, by way of completing a short application form (a copy of the application form is attached at Appendix C)
- A Curriculum Vitae can also be submitted in addition to the application form

5.3 Following receipt of applications, the next suitable council meeting will have an agenda item in which it will receive applications for the office of Town Councillor and to Co-opt a candidate or candidates to fill the existing vacancy or vacancies.

5.4 Copies of the candidates' applications will be made available to all Councillors by the Clerk at least 3 clear days prior to the meeting of the full Council, when the co-option will be considered. If 3 days is not practicable, due to the timetable laid down by Monmouth County Council for co-opting, information will be made available to allow sufficient time for Councillors to consider all applications. All application forms must be submitted at least five clear days ahead of the Co-option meeting. They will not be considered after this period and before the meeting. All such documents will be treated by the Clerk, officers and all Councillors as **Strictly Private and Confidential**.

6 AT THE CO-OPTION MEETING

6.1 At the Start of the Co-option Meeting agenda item, candidates will be asked to wait in the De Bohun room until such time they are called to give their presentations.

6.2 Each candidate will have three minutes to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of the Town Council;

6.3 After presentations, members may ask candidates a few questions before proceeding to vote. (If a candidate is unable to attend the meeting, this process will still

take place and voting will subsequently be based on this meeting and the application form)

6.4 The process will be carried out in the public session and there will be **no private discussions between members** prior to a vote being taken.

6.5 If a candidate is a relative of a Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.

6.6 As soon as all candidates have finished giving their submissions, the council will proceed to a vote without any further debate. The vote will be through a secret ballot. Each candidate's name will be put on a voting slip and members will be given the same number of votes as there are vacancies.

6.7 In order for a candidate to be elected to the Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). ²

6.8 If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

6.9 If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies **may** be filled by a single composite resolution. However, if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.

6.10 Only Town Councillors physically present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled. The Chair has the casting vote.

6.11 The Council is not obliged to fill all vacancies but must take steps to advertise for further co-options or hold an election (where applicable) to fill vacancies.

6.12 The Clerk will notify Electoral Services of the new Councillor appointment, initiate 'acceptance of office' paperwork and 'registration of interests' within 28 days of being elected.

6.13 If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

6.14 Any candidate(s) found to be offering inducements of any kind will be disqualified.

² (Local Government Act 1972, Sch 12, Para 39)

7 ELECTED COUNCILLORS (CO-OPTION)

7.1 Successfully co-opted candidates become Councillors in their own right, with immediate effect. Because they have not been summonsed to the meeting they will have no voting rights at the meeting at which they are appointed.

7.2 Co-opted members will be asked to sign a Declaration of Acceptance of Office to agree to be bound by the Local Government Code of Conduct. They may then take their seat at Council at the next meeting and are then able to be appointed to a committee and/or as a representative to local organisations.

7.3 Any application can be considered in a candidate(s) absence, but if successful, members would need to agree for him/her to sign the Declaration of Office either before or at the next Council meeting.

8 APPLYING FOR A CASUAL VACANCY

8.1 Candidates who are interested in applying for a casual vacancy need not wait until the notice appears (**co-option, stage 2**) or its time limit has expired. Candidates can write to the Town Council directly expressing their interest in a casual vacancy and requesting an application pack be sent to them once a vacancy arises for completion.

8.2 Once an application has been considered by the council it will not normally be held for any future Casual Vacancies to arise.

APPENDIX A
CO-OPTION CRITERIA CALDICOT TOWN
COUNCIL
Caldicot Town Councillor

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education, Professional Qualifications & Training	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. 	
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Solid interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills. • Ability to communicate clearly both orally and in writing. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Good reading and analytic skills. • Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, principal authority, charities). • Ability and willingness to undertake relevant training. • Ability to work under pressure. 	<ul style="list-style-type: none"> • Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations. • Experience of working in another public body or not for profit organisation. • experience of working with voluntary and or local community/ interest groups. • Basic knowledge of legal issues relating to town and parish councils or local authorities. • experience of delivering presentations. • Experience of working with the media. • Experience in financial control/budgeting • Experience of staff management
Other requirements	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends. • Flexible • Enthusiastic 	

APPENDIX B

CO-OPTION ELIGIBILITY FORM

- Are you a British subject, citizen of the Commonwealth or citizen of the European Union? **YES/NO**
- On the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) are you 18 years of age or over? **YES/NO**

PLEASE TICK THOSE BELOW WHICH APPLY TO YOU

a) I am registered as a local government elector for the town of Caldicot; or	
b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the town of Caldicot; or	
c) My principal or only place of work has, during the whole twelve months preceding my co-option, been in the town of Caldicot; or	
d) I have during the whole of twelve months preceding my co-option lived in the town of Caldicot or within 3 miles of it.	

Under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if specific criteria are not met:

- a) Are you an employee of Caldicot Town Council? **YES/NO**
- b) Are you the subject of a bankruptcy restrictions order or interim order? **YES/NO**
- c) Have you within the last five years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine. **YES/NO**
- d) Are you disqualified by order of a court from being a member of a local authority? **YES/NO**

DECLARATION

Ihereby confirm that I am eligible for the vacancy
on the Ward of Caldicot Town Council and the information given on this
form is a true and accurate record.

Signed:

Print:

Date:

APPENDIX C
CALDICOT TOWN COUNCIL
CO-OPTION APPLICATION FORM

NAME	
ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	
<p>Please tell us something about what experience you can bring to Caldicot Town Council, for example; previous local government experience, work in the voluntary or charitable sector, business or trade union experience (please continue on an additional page if required).</p>	

Please tell us something about skills you can bring to the Council, for example; professional qualifications, financial or project management expertise (please continue on an additional page if required).

Please explain why you are interested in becoming a Town councillor

Please include any other information you would like to add in support of your application. (please continue on an additional page if required)

Are there any questions you would like to ask the Town Council?

Signed:

Print:

Date:

INTERNAL COMMITTEES 2025 - 2026

Signatories

Bank Signatory [not a cheque signatory]	(2)	Cllrs F Rowberry + [G Owen - Reserve]
Cheque Signatories [Excluding Clerk - also to be signatory] [Excluding Deputy Clerk - also to be signatory in the absence of the Clerk]	(4)	Cllrs C Cochrane, M Mitchell, P Strong, VACANCY

Committees

Full Town Council	(16)	ALL TOWN COUNCILLORS
Full Town Council Incorporating Planning and Resources	(16)	ALL TOWN COUNCILLORS
Finance Committee	(7)	Cllrs C Cochrane, RJ Higginson, M Mitchell, G Owen, F Rowberry, IR Shillabeer, VACANCY
Grants Committee	(7)	Cllrs C Cochrane, J Davies, RJ Higginson, M Mitchell, F Rowberry, IR Shillabeer, VACANCY
Health & Safety Committee	(7)	Cllrs J Davies, RJ Higginson, A Lewis, M Mitchell, F Rowberry, IR Shillabeer, VACANCY
King George V Playing Fields Trustee	ALL	TOWN COUNCIL IS TRUSTEE
Personnel Committee	(7)	Cllrs C Cochrane, M Mitchell, G Owen, F Rowberry, IR Shillabeer, P Strong, VACANCY

Working Groups

Allotments Working Group	(5)	Cllrs M Mitchell, G Owen, F Rowberry, VACANCY, VACANCY
Cemetery Working Group	(5)	Cllrs M Mitchell, G Owen, F Rowberry, IR Shillabeer, VACANCY
Commemoration and Anniversaries Working Group (CAWG)	(7)	Cllrs A Mayo, M Mitchell, G Owen, F Rowberry, P Strong, VACANCY, VACANCY
Community Garden Working Group	(6)	Cllrs M Mitchell, F Rowberry, IR Shillabeer, VACANCY, VACANCY, VACANCY
Environmental and Climate Change Working Group	(7)	Cllrs RJ Higginson, A Lewis, A Mayo, IR Shillabeer, VACANCY, VACANCY, VACANCY

King George V Playing Fields Planning Working Group	(7)	Cllrs C Cochrane, J Davies, A Mayo, M Mitchell, F Rowberry, IR Shillabeer, VACANCY
User Sub-Committee King George V Playing Fields [To include Health & Safety Member]	(7)	Cllrs C Cochrane, J Davies, RJ Higginson, A Lewis, IR Shillabeer, VACANCY, VACANCY

TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2025 - 2026

Monmouthshire County CAB [For Term of Council]	(2)	VACANCY, VACANCY
One Voice Wales Area Committee [Precedent Mayor/Deputy]	(3)	Cllrs M Mitchell, F Rowberry, IR Shillabeer
One Voice Wales Larger Local Councils Cttee [Precedent Mayor]	(1)	Cllrs M Mitchell + [F Rowberry, IR Shillabeer - Deputy non-voting]
Emergency Contacts MCC - Permanent Basis [Incumbent Clerk/Mayor]	(5)	Cllrs M Mitchell, F Rowberry, IR Shillabeer, Clerk, Deputy Clerk
School Governors Dewstow Primary School	(1)	VACANCY
Durand Road Primary School	(1)	VACANCY
Castle Park Primary School	(1)	Cllr F Rowberry
Schools Admission Forum	(1)	Cllrs G Owen + [VACANCY - Deputy]
Herbert Charity Trust	(2)	Cllrs RJ Higginson, VACANCY
MCC CCTV Working Group	(2)	VACANCY, VACANCY
Severnside Area Committee	(1)	Cllrs F Rowberry + [VACANCY - Deputy]
Caldicot Foodbank Steering Committee	(1)	Cllr M Mitchell
MCC Give Dog Fouling The Red Card Working Group	(1)	Cllr F Rowberry
Mon/Torfaen Youth Offending Team – Restorative Justice	(1)	Cllr A Lewis
Caldicot Youth Group	(1)	Cllr M Mitchell + [VACANCY - Deputy]
Caldicot Town Team	(1)	Cllr P Strong
GAVO	(1)	Cllr G Owen
Caldicot Business Forum	(7)	Cllrs C Cochrane, J Davies, A Mayo, M Mitchell, VACANCY, VACANCY

Committee: FULL TOWN COUNCIL (PLANNING & RESOURCES)

Date: Tuesday 10th March 2026

Title: Durand Primary School Consultation

Purpose of Report

To consider a response from Caldicot Town Council to the Durand Primary School Consultation from the Town Council.

Background:

1. Members were informed at the Full Town Council meeting held on Tuesday 3rd February 2026, that Monmouthshire County Council proposed to change the age range of Durand Primary School from 3-11 years to 4-11 years and replace the school nursery class with a non-maintained setting.

103/2025-26 Report from Council Governor Representatives

Members acknowledged that consultation is underway to change the age range from 3-11 to 4-11.

Report:

2. Caldicot Town Council have received a Consultee letter from Monmouthshire County Council regarding the proposed changes to early years provision at Durand Primary School (**App 8A**).
3. Responses must be received by MCC no later than 13th March 2026.
4. Members are asked to consider the proposed changes and provide a response to the Monmouthshire County Council statutory consultation as outlined in the consultee letter.

Proposed Resolution

5. Members **RESOLVED** to note the report.
6. Members **RESOLVED** to recommend support of approval/refusal for the proposed changes to the early years provision at Durand Primary School.

**Lucy Wallington
Administrative Officer
March 2026**



Dear Consultee,

29th January 2026

Proposed changes to Early Years provision at Durand Primary School

Monmouthshire County Council (the Council) has a statutory duty under the Childcare Act 2006 to ensure that all 3 and 4 year olds can access their entitlement to a minimum of 10 hours of funded early education a week during term time. This education can be provided by a local authority-maintained nursery or an approved non-maintained setting. The Childcare Act 2006 also places a duty on local authorities to secure, as far as is reasonably practicable, provision of childcare that is sufficient to meet the requirements of working parents.

As part of the School Standards and Organisation (Wales) Act 2013, the Council has a statutory duty to consult with members of the community and appropriate stakeholders when considering any significant school organisation proposals.

On 21st January 2026, the Council's Cabinet agreed to commence the required statutory consultation processes on the following proposal:

The Council proposes to change the age range of Durand Primary School from 3-11 years to 4-11 years and replace the school nursery class with a non-maintained setting offering funded early education places.

Statutory consultation on the proposal will commence on **Thursday 29th January 2026** and will remain open for a period of 42 days, concluding on **13th March 2026**.

The Council has developed a consultation document which offers more details on these proposals, and is available for you to access via the Monmouthshire County Council website, and specifically via the following link [Let's Talk Early Years Provision at Durand Primary School | Let's Talk Monmouthshire](#)

A hard copy of the consultation document can be provided on request by emailing strategicreview@monmouthshire.gov.uk.

You are encouraged to take some time to study the consultation document prior to submitting your formal response to this consultation. If you have any comments, observations and / or concerns in relation to the proposal, it is important that you let us know by completing the online response form, which is also available via [Let's Talk Early Years Provision at Durand Primary School | Let's Talk Monmouthshire](#)

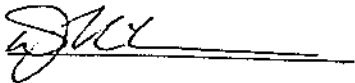
The Council will hold consultation sessions with parents, governors, staff and other interested parties during the 42-day consultation period, providing an opportunity to ask any questions on the proposals.

All views expressed throughout the consultation period will be considered in deciding next steps, so it is imperative that you take some time to share your views. Please make sure that your response clarifies whether or not you are in support of the proposals and is submitted prior to the closing date of **13th March 2026**. Unfortunately, the Council is unable to accommodate any responses received after this date.

Following the conclusion of the statutory consultation process, the Council's Cabinet will receive a consultation report analysing the feedback received during the consultation period. It is this report that will inform any decision taken on the next steps of the statutory process. Should the Cabinet undertake a decision to proceed with proposals, statutory notices will be published providing a 28 day notice period for formal objections to be made.

I look forward to receiving your observations. Please remember that all responses must be received by the Council no later than **13th March 2026**.

Yours Sincerely



Will McLean

Chief Officer for Children and Young People

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. Byddwn yn cyfathrebu â chi yn ôl eich dewis.

Ni fydd gohebu yn Gymraeg yn arwain at oedi.

The Council welcomes correspondence in English or Welsh or both, and will respond to you

1. Purpose of Report

This report outlines background details and proposed street-naming options for the new 46-home development at the Former Caldicot School site. While Monmouthshire County Council (MCC) will make the final naming decision, early input has been sought from Caldicot Town Council to draw on their local knowledge and insight.

2. Background

Initial research undertaken by MCC indicates that part of the former school site historically included a field known as “Old Walls.” This name is believed to relate to Roman remains in the area, aligning with Caldicot’s wider Roman heritage, including pottery kilns and nearby Caerwent’s significant Roman settlement.

To reflect this historical context, MCC have proposed that a Roman-themed street name would be appropriate. The following short-listed options draw from Roman mythology, local archaeological links, and broader Roman cultural references.

3. Suggested Naming Options

A. Roman Gods & Goddesses

These names offer strong heritage links while remaining suitable for residential environments.

- **Minerva** – Goddess of wisdom and crafts; directly linked to Caldicot’s Roman pottery kilns.
- **Ceres** – Goddess of agriculture; acknowledges Caldicot’s long agricultural history.
- **Pomona** – Goddess of orchards; relevant if any historical fruit cultivation is known locally.
- **Juno** – Goddess of community, guardianship, and wellbeing.
- **Portunus** – God of harbours and river crossings; a subtle nod to the region’s coastal geography.
- **Luna** – Goddess of the moon; soft, peaceful, and widely appealing.
- **Janus** – God of doorways and transitions; fitting for a new neighbourhood entrance.

B. General Roman Cultural References

These provide a heritage link without relying on mythological figures.

- **Amphora** – A Roman pottery vessel; appropriate given local kiln history.
- **Basilica / Basilika** – Reference to the Roman basilica at Caerwent.
- **Terra Sigillata** – High-quality Roman fineware pottery found across the region.
- **Centuria** – Roman land or military unit; subtly reflective of Roman land organisation.
- **Aurelia** – Popular Roman family name meaning “golden”; pleasant and widely recognisable.
- **Patera** – A Roman ceremonial bowl; refined and distinctive.

4. Practical Considerations

Once preferred names have been selected, MCC will undertake suitability checks, including:

- Avoiding duplication with existing street names.
- Ensuring clarity for postal and emergency services.
- Confirming Welsh language requirements for bilingual naming (e.g., Ffordd Minerva / Minerva Way, Tŷ Minerva / Minerva House).

5. Request to Caldicot Town Council

Town Council members are invited to:

- Review the suggested street names.
- Indicate three to five preferred options for further suitability checks by MCC.
- Provide any additional comments or alternative suggestions they believe reflect the area’s heritage.
- Response required by Friday 27th Feb 2026