



Minutes of Commemoration and Anniversaries Working Group held at 10:30 a.m. on Friday 24th October 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr P Strong - Chair
Cllr W Conniff
Cllr M Mitchell
Cllr G Owen

Also present: L Wallington – Administrative Officer
R Bennett
Rev D Frett
Cllr R Grumbach
J Valentine

CA25/2025-26 Welcome

The Chair welcomed everyone to the meeting.

CA26/2025-26 Apologies for Absence

RESOLVED to receive apologies for absence from Cllr A Mayo, Cllr F Rowberry, G Hill, E Lee and A Roberts.

CA27/2025-26 Declarations of Interest

There were no declarations of interest received.

CA28/2025-26 Public Question Time and Participation

There were no questions received from members of the public.

CA29/2025-26 Minutes

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

- i) Minutes of Commemoration and Anniversaries Working Group Meeting held on Friday 19th September 2025

CA30/2025-26 Remembrance Sunday 9th November 2025 Report

Members discussed the Names of Fallen and suggested Cllr M Mitchell to read the list of Names of Fallen and G Hill to read the in-depth information on the chosen Name of Fallen.

Members noted that more Orders of Service were needed during the 11:00 a.m. Service. Members **RECOMMENDED** to print and distribute 200 copies of the Order of Service.

Members were informed that a bugler could not be sourced for the 11:00 a.m. Service despite efforts and suggested that a recording be in place.

Members were informed that The Measure had been contacted and would provide refreshments after the parade had finished.

Members considered a sound system, gazebo and seating and suggested that it be implemented for both services.

Members **RECOMMENDED** to agree that a sound system, gazebo and seating be in place for both Remembrance Sunday Services.

Members were informed that the Caldicot Male Voice Choir would be attending the Sunset Service.

Members were informed that issues had arisen with the flagpole for The Cross and agreed to inquire next year.

Members considered the wreath laying order.

Members **RECOMMENDED** for R Bennett to call out the order of wreath laying.

Members **noted** the report.

CA31/2025-26 Remembrance Sunday Parade

Members discussed the road closure and were informed that an application had been submitted. Members noted that the ESAG needed to be completed and that Clerk would complete the ESAG in due course. Members acknowledged that more road marshals were needed and suggested contacting the Caldicot Motorcycle Club for volunteers. Members suggested changing the road closure time to cease at 13:00 p.m. as opposed to 12:05 p.m.

Members agreed that the parade will assemble at 10:15 a.m. and set off no later than 10:30 a.m.

Members **RECOMMENDED** to change the road closure time to cease at 13:00 p.m.

CA32/2025-26 Any other matters to consider

Members noted the 11:00 a.m. service in Caldicot Town Centre on Tuesday 11th November.

Members considered laying a wreath for Waghäusel, Germany twinned with Caldicot. Proposed by Cllr G Owen, seconded by Cllr M Mitchell.

CA33/2025-26 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of Commemoration and Anniversaries Working Group is scheduled to be held on Wednesday 12th November at 10:30 a.m.

Meeting ended at 11:31 a.m.

Signed Date

Chair

Draft Minutes of the Environment and Climate Change Working Group.

Minutes of the Environment and Climate Change Working Party held on Tuesday 4th November 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA.

ECC25-26 -1

Present: Cllr W Conniff – Chair

Cllr A Lewis

Cllr R Wilsher

Cllr A Mayo

Cllr R Shillabeer

Also Present: M Tredwin - Town Clerk

P Strong -Member of the Public

Apologies: Cllr J Bond.

ECC25-26 -2

Welcome

The Chair welcomed everyone to the meeting.

ECC25-26 -3

Apologies for Absence

Members were asked to receive apologies for absence for the meeting. Apologies were accepted for Cllr J Bond.

ECC25-26 -4

Declarations of Interest

There were no declarations of interest.

ECC25-26 -5

Public Question Time and Participation

Cllr P Strong, it was agreed that Cllr Strong could contribute as required. This was approved by the Working Group.

There were no questions arising.

ECC25-26 -6

Minutes

Members resolved to approve the minutes of the last Environment and Climate Change Working Group. Proposed by Cllr R Shillabeer, Seconded by Cllr R Wilsher.

ECC25-26 -7

Terms of Reference

The Town Clerk explained the situation surrounding the Working Groups terms of reference and distributed copies of the last TofC's and outlined the history and need to update and sign them off. A lengthy debate ensued.

Members **Recommended** to add the term Biodiversity into the TofC's for Full Town Council's Approval.

Proposed Cllr R Shillabeer Seconded Cllr R Wilsher. There was one Vote against.

ECC25-26 -8

To consider the disbanding of the Environment and Climate Change Working Group

The disbanding of the Environment and Climate Change Working Group was considered at length with various options examined. It was agreed that due to the stage of the current year and the length of time that the Planning and Resources Committee sits it would add additional time requirements to the meeting of the P&R meetings, it was:

Recommended to Full Town Council that the Environment and Climate Change should continue as it does currently.

Proposed by Cllr A Lewis Seconded by Cllr R Shillabeer.

ECC25-26 -9

Resolution from Full Council to carry out an Audit on Planters and Flower Beds in and around Caldicot

The Environment and Climate Change Working Group considered the resolution by Full Council to undertake an Audit of the planters and flower beds in Caldicot. It was agreed to undertake an audit of the planters and flower beds in Caldicot as a matter of urgency as the time left for planting the various planters and flower beds in the Town Centre and associated locations is short. It was agreed that officers would undertake an audit and would be assisted by Cllr A Lewis and Cllr R Shillabeer.

Proposed by Cllr A Lewis Seconded by Cllr R Wilsher.

ECC25-26 -10

Section 6 Report

The Town Clerk explained what The Town Council must do Legally to comply with the relevant Section 6 legislation. This must be completed by the end of the current year (December 2025). It was noted that this needed to be completed and should be created by January. Proposed A Lewis Seconded by Cllr R Shillabeer.

ECC25-26 -11

Removal of 20m Hedging from Caldicot Cemetery

The Cemetery Working Group requested the Environment and Climate Change Working Group to consider whether 20 metres of hedging should be removed and replaced by wooden fencing to form a memorial inside the cemetery.

Members **Recommended** that it considered the loss of the hedge was unacceptable and should be retained and that the proposed Wooden Fence be reconsidered by the Cemetery Working group.

ECC25-26 -12

Matters and Actions Arising from the Previous Environment and Climate Change Working Group Meeting.

Cllr Wilsher raise the issue of the role of Council sponsored School Governors to challenge the School Governors is their roles. It was noted that this could be done by individual Governors on an existing basis. That all Council School Governor representatives should be reminded of their role as a “Critical Friend” to the Headteachers of the schools.

ECC25-26 -13

Next Meeting of the Environment and Climate Change Working Group

It was agreed that the next meeting of the Environment and Climate Change Working Group would be held on Tuesday the 2nd of December 2025 at 3.30pm in the Caldicot Town Council offices.

The Meeting ended at 17.35pm.

Signed by.....Date.....

Chair