

## **CALDICOT TOWN COUNCIL**

**Minutes of Full Town Council held at 6:30 p.m. on Wednesday 30<sup>th</sup> April 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

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

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrator  
Sergeant S Hayward – Gwent Police  
Cllr J Strong – Monmouthshire County Councillor  
Members of the Public x7

### **233/2024-25 Welcome**

The Chair welcomed everyone to the meeting.

Members were informed that the meeting may be recorded and may be uploaded to a web-based site.

### **234/2024-25 Apologies for Absence**

**RESOLVED** to receive apologies of absence from Cllr A Lewis.

### **235/2024-25 Declarations of Interest**

Cllr R Grumbach declared a personal and prejudicial interest in Item 13 Caldicot Events Committee Application for Funding, as a member of Caldicot Events Committee.

### **236/2024-25 Public Question Time and Participation**

Members received the following questions:

- It was mentioned that the previous Full Town Council meeting held on Wednesday 26<sup>th</sup> March 2025 was embarrassing and a question was received regarding what action was being taken regarding the matter. Cllr M Mitchell apologised on behalf of the Councillors and informed the public that improvements are being made.
- A question was received regarding the installation of the hearing loop. Members were informed that there has been a delay with the contractor's supplier and that the hearing loop will be fitted in due course.
- A question was received regarding the state of the Town Centre. Members were informed that the planters are managed by Monmouthshire County Council and that Caldicot Town Council are working with MCC to improve the planters.

- A question was received regarding the planters at the two entrances to Caldicot. Members were informed that the planters are managed by Caldicot Town Council and a contract is in place with a contractor to maintain the planters.
- A question was received regarding the health and safety work at Dewstow Cemetery. Members were informed that the Clerk needs to contact the Cemetery contractor. The Cemetery contractor raised concerns and was informed to contact the Clerk regarding the matters.

### **237/2024-25 Minutes**

**RESOLVED** to approve the following minutes / notes and the recommendations contained therein, subject to the following amendments:

- i) Minutes of Full Town Council Meeting held on Wednesday 26th March 2025

#### **Amendments:**

- To include Cllr C Cochrane in the attendance of Members.
- To remove L Wallington from the attendance.
- To change the number of members of the public in attendance from "2" to "7".
- Minute number 211/2024-25 Declarations of Interest, to include "number 20" after item in "Cllr Grumbach declared an interest in Item as personal connections."
- Minute number 215/2024-25 Meeting Suspension, to amend "The meeting resumed with Cllr Bond making an apology to the councillors for her interruptions" to "The meeting resumed with Cllr Bond making an apology to Cllr G Owen."
- Minute number 219/2024-25 Armed Forces Day, to amend "Scoop" to "Shoop."

Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer.

- ii) Minutes of Planning and Resources Meeting held on Tuesday 15<sup>th</sup> April 2025  
Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer.

### **238/2024-25 Reports from Monmouthshire Councillors**

Members were informed that planning application is expected regarding a property on Dewstow Ward and Members were advised of the importance of reviewing the application.

Members noted that there are a number of residents within Caldicot that are concerned and disappointed regarding the change in the level and service of care within Monmouthshire. Members were informed that the service provider is changing to a non-local provider due to the procurement process. Members were asked to encourage residents to provide feedback expressing concerns to Cllr J Strong.

Members were informed of MCC's Cultural Strategy and were advised that Caldicot do not have sufficient art facilities. Members noted that an arts festival is scheduled to take place in Caldicot. Members and community arts groups were encouraged to get involved.

A question was raised regarding the allocation of Active Travel funds. Members were informed that MCC have to prioritise active travel projects as they can only have one major active travel project at one time due to the bidding process.

### **239/2024-25 Report from Gwent Police**

It was suggested that Item 8 Report from Gwent Police be moved forward due to time constraints.

Members noted the following points from Gwent Police:

- Gwent Police provided a verbal update on crime statistics with Caldicot. It was noted that crime has reduced slightly, specifically thefts, with only twenty-three crimes recorded.
- Members were informed of the issues regarding parking at the junction of The Cross and noted that Gwent Police are continuing to monitor the situation. One fixed penalty notice had been issued.
- Members were informed of an upcoming knife crime initiative Operation Skepta that is focusing on knife crime intervention with juniors.
- Members were informed of two warrants that were conducted recently, one involved drugs and the other involved a dangerous dog which had to be destroyed. Members noted that safeguarding measures were in place and that Members needn't be worried.
- Members were informed of the recent anti-social behavioural events at The Zone. It was noted that disciplinary procedures had been followed and strike letters had been issued to those involved.
- Members were informed that Cas Troggi Park is still a concern with Gwent Police regularly patrolling. It was noted that groups of youth are congregating with the park.
- Members were informed of issues regarding bicycles, motorcycles and electric scooters within Caldicot Town Centre. A few bicycles have been seized. Members were asked to install additional signage and assess the restriction of access.
- Members raised a concern regarding the number of officers and if Gwent Police had been affected by budget cuts. Members were informed that Gwent Police have two Police Constables reduced from three and three Community Support Officers reduced from eight. Gwent Police informed Members that the number of Community Support Officers are expected to increase in the following weeks.
- Members raised a concern regarding HGV drivers reversing through Caldicot Town Centre to deliver to establishments, despite certain establishments having service areas and rear access. Gwent Police noted the concern and informed Members that they will investigate the matter.
- Members raised a concern regarding drug paraphernalia and supply within Caldicot. Gwent Police urged residents to report all incidents to Gwent Police on 101 or social media and emphasised the importance of reporting incidents as it will enable more evidence to be collated. Gwent Police informed Members that reports of incidents enabled recent warrants to occur.
- A concern was raised regarding incidents on Herbert Road. Members were informed that the situation is being monitored and is ongoing.
- Cllr R Grumbach was thanked by Sergeant S Hayward for her work regarding the search of a local missing person.

Members thanked Gwent Police for their work.

#### **240/2024-25 Report from Council Governor Representatives**

Members were informed of the recent passing of a young pupil at Dewstow Primary School.

Members **RESOLVED** for The Mayor to send a letter of condolence to the family of the young pupil on behalf of Town Council.

Proposed by Cllr F Rowberry, seconded by Cllr R Grumbach.

Members were informed that Durand Primary School would like to be involved in the VE Day commemoration service. The Council Governor Representative would report to Durand Primary School encouraging them to contact Cllr P Strong.

Members were informed that South Wales Agency have provided £10,000 to schools for environmental projects.

#### **241/2024-25 Finance Report**

Clerk informed Members that financial end of year had not been completed. Clerk notified Members that an update regarding the finance accounts will be provided at the end of financial year, although the accounts are in a strong position with a substantial amount reserved for contingencies.

Members raised a query regarding the community garden project and the non-closure of the financial year. Members were informed that this would not be affected as it funded by a grant.

Members raised a query regarding the number of debtors and creditors. Members would be provided with a response in due course.

Clerk left the meeting at 7:34 p.m.

Members **RESOLVED** to note the update on financial matters.

#### **242/2024-25 Regional Transport Plan**

Members considered scheduling a meeting to draft a response for submission on the regional Transport Plan.

Clerk rejoined the meeting at 7:39 p.m. Clerk apologised to Members for their behaviour and apologised to Cllr J Woodfield.

Members **RESOLVED** to approve for a statement to be submitted by a working group of Members on behalf of the Town Council, detailing their thoughts and concerns with the plan. Members **RESOLVED** to elect Cllr J Bond, Cllr A Easson, Cllr G Owen, Cllr A Mayo, Cllr M Mitchell, Cllr F Rowberry, Cllr IR Shillabeer, and Cllr J Woodfield.

Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer.

#### **243/2024-25 Caldicot Events Committee Application for Funding**

Cllr R Grumbach declared an interest and left the meeting at 7:40 p.m.

Members considered the application for funding from Caldicot Events Committee regarding the organisation of the Caldicot Summer Event and the Caldicot Christmas Lights Switch On event.

Clerk advised Members that a Service Level Agreement must be created in order for funding to be devolved lawfully to the community organisation.

Members **RESOLVED** that Caldicot Events Committee are provided with £11,550.00 in accordance with a Service Level Agreement to deliver two major events on behalf of the Town Council. The SLA will also include the possibility that other events may be organised if agreed by both parties.

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

Cllr R Grumbach rejoined the meeting at 7:44 p.m.

#### **244/2024-25 Christmas Lights Presentation**

Clerk provided a presentation to Members by a Christmas lights supplier regarding their products and services.

Members were informed that certain products were interchangeable enabling them to be adapted to summer and winter decorations. Clerk informed Members that this is being considered with MCC for Quick Wins.

Members raised a query regarding damage and insurance cover. Members were informed of the risks of damage associated.

Members were advised that products would be reusable and therefore Christmas trees would not need to be cut down and there would not be a need for fencing to secure the tree.

Cllr C Cochrane left the meeting at 8:02 p.m.

Members were informed that brackets would not be needed for the Christmas lights. Members noted that this was an issue previously due to the cost involved of the consultation with the property owner and the installation of the brackets.

Cllr W Conniff left the meeting at 8:03 p.m.

Members considered the design, aesthetic appeal and risk of damage.

Cllr W Conniff rejoined the meeting at 8:05 p.m.

Concerns were raised regarding damage of ground level ornaments.

Cllr C Cochrane rejoined the meeting at 8:07 p.m.

Members **RESOLVED** to note the presentation.

Members **RESOLVED** to create a Christmas Lights Working Group with a remit to produce a definitive scheme for adoption by the Full Town Council. Members **RESOLVED** to elect Cllr C Cochrane, Cllr W Conniff, Cllr R Grumbach, Cllr RJ Higginson, Cllr M Mitchell, Cllr F Rowberry and Cllr IR Shillabeer.

Proposed by Cllr RJ Higginson, seconded by Cllr J Bond.

#### **245/2024-25 King George V Playing Field**

Cllr A Mayo provided Members with a presentation regarding the renovation of the compound area at KGVPF. Members considered the ideas presented by Cllr A Mayo and were informed of the potential funding from the Lawn Tennis Association for tennis courts.

A concern was raised regarding what land is owned by Caldicot Town Council and what land is owned by Monmouthshire County Council.

Cllr A Easson left the meeting at 8:25 p.m.

Members noted that a Compound Working Group is already in place. Members acknowledged that a proposal must be inclusive for all members of society and that a consultation must be held with schools and the public to engage and understand their requests and desires. Members noted that Caldicot Youth Group should be consulted.

Cllr R Wilsher left the meeting at 8:34 p.m.

Members were informed that the constitution of the Compound Working Group will be ratified at the Annual General Meeting and the Members of the group may change. Members were advised to include the project proposal in the Compound Working Group.

Cllr R Wilsher rejoined the meeting at 8:36 p.m.

Members **RESOLVED** for the Compound Working Group to undertake the project following the constitution at the Annual General Meeting.

Proposed by Cllr R Grumbach, seconded by Cllr J Woodfield.

Cllr J Bond left the meeting at 8:43 p.m.

#### **246/2024-25 King George V Playing Field Entrance**

Members considered the proposal of a bollard at the entrance gates. Members were informed that access would remain restricted to motorised large vehicles. Keys would be provided to contractors to enable vehicular access to assist with carrying out their duties.

Members were informed that the entrance was assessed and the central point of the wall was deemed too weak to withstand a substantial height restricted barrier.

Members **RESOLVED** to delegate authority to Officers to proceed with purchasing and installing a bollard at KGVPF entrance in consultation with the Mayor and Deputy Mayor.

Proposed by Cllr A Mayo, seconded by Cllr IR Shillabeer.

#### **247/2024-25 VE Day and Armed Forces Update**

Members were informed of the 80<sup>th</sup> Anniversary of VE Day Commemoration event taking place at 11:00 a.m. on 8<sup>th</sup> May 2025 at The Cross, Sandy Lane. Members noted that the local schools would be participating and that decorations, including bunting, roundels and a flag, have been ordered. Members were advised that the event will be advertised in the Town Council noticeboards and on social media. Cllr R Grumbach and Cllr P Strong were thanked for their work.

Members were informed of VJ Day plan to host a community picnic within the Caldicot Community Garden. Members noted that this would be undertaken by the Commemorations and Anniversaries Working Group.

Members were informed of the Armed Forces Day at Caldicot Castle which will include but is not limited to, a fly past, assault courses, band parade and parachute jump. It was noted that MCC will not be hosting an event in Caldicot Town Centre. Members were advised that Caldicot Town Team are organising an event within Caldicot Town Centre and have requested financial assistance from Caldicot Town Council.

Standing Orders were declared and suspended at 9:00 p.m.

Members were informed that monies for an event in Caldicot Town Centre will be paid directly to MCC for pitch licenses and that money would not be paid to Caldicot Town Team. A concern was

raised regarding liability over health and safety for travel between two Caldicot Town Council sponsored events. Members were informed that £5,000.00 has been allocated in the budget for assistance with Armed Forces Day.

Members **RESOLVED** to allocate £4,000.00 for the Armed Forces Day event at Caldicot Castle and £1,000.00 to be allocated for community groups to apply for funding to assist with hosting events in Caldicot Town Centre.

**248/2024-25 Pension Update 2025-26**  
Deferred to the next Finance Committee meeting.

**249/2024-25 Date of Next Meetings**  
Members **RESOLVED** to note that the Annual General Meeting is scheduled to be held on Wednesday 21<sup>st</sup> May 2025 at 6:30 p.m. with any business not dealt with at that meeting to be considered on Wednesday 28<sup>th</sup> May 2025.

Members **RESOLVED** to note that the Planning and Resources Meeting is scheduled to be held on Tuesday 13<sup>th</sup> May 2025.

Members **RESOLVED** to note that the Allotments Working Group Meeting is scheduled to be held on Friday 2<sup>nd</sup> May 2025.

Members **RESOLVED** to note that the Grants Committee Meeting is scheduled to be held on Wednesday 14<sup>th</sup> May 2025.

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

Meeting ended at 9:09 p.m.

Signed ..... Date .....

Chair

## **CALDICOT TOWN COUNCIL**

**Minutes of Planning and Resources Committee held at 6:30 p.m. on Tuesday 13<sup>th</sup> May 2025  
at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

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

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrator  
Members of the Public x2

### **PR69/2024-25 Welcome**

The Chair welcomed everyone to the meeting.

The Chair provided explanation regarding the new hybrid meeting system and informed Members that the new hearing loop has been installed and cannot be reached outside the confinements of the magnetic hearing loop field.

Members were informed that the meeting was being recorded.

### **PR70/2024-25 Apologies for Absence**

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

### **PR71/2024-25 Declarations of Interest**

Cllr A Easson declared a personal non-prejudicial interest relating to Item 5 Planning, as a member of the Monmouthshire County Council Planning Committee.

Cllr RJ Higginson declared a personal prejudicial interest in Item 5 Planning, due to a personal connection to planning application DM/2025/00460.

Cllr IR Shillabeer declared a personal prejudicial interest in Item 5 Planning, due to a personal connection to planning application DM/2025/00514.

### **PR72/2024-25 Public Question Time and Participation**

There were no questions received from members of the public.

### **PR73/2024-25 Planning**

#### **i) Planning Applications for Consideration**

- **DM/2025/00521:** Creating a vehicular access over the footpath, adjacent to Newport Road B4245. Ty Pwll Ffynnon, 3 Green Lane, Caldicot, NP26 4HB



Cllr A Easson addressed Members to provide information regarding the planning application, as the Monmouthshire County Councillor for Dewstow Ward.

Members raised concerns regarding the vehicular access increasing traffic congestion due to being situated adjacent to a busy pedestrian crossing and between two sets of traffic lights and regarding the request for forward access inwards and outwards.

Members **RESOLVED** to **recommend** support of **deferral** for application **DM/2025/00521**, pending further information and a site visit.  
Proposed by Cllr P Strong, seconded by Cllr C Cochrane.  
Cllr A Easson abstained from voting.

- **DM/2025/00460:** Splitting the property into 2 self-contained units, with separate amenities. This includes internal partitions, division of amenities and separate access points. Small rear infill extension. 17 Denny View, Caldicot, NP26 5LS

Cllr RJ Higginson addressed Members to provide information regarding the planning location.

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/00460**.  
Proposed by Cllr C Cochrane, seconded by Cllr G Owen.  
Cllrs A Easson, RJ Higginson and A Mayo abstained from voting.

- **DM/2025/00514:** Demolition of existing garage and erection of two storey detached dwelling, car parking and associated works. 11 Kestrel Close, Caldicot, NP26 5RA

Cllr IR Shillabeer addressed Members to provide information regarding the planning location.

Members raised concerns regarding parking access for the property and neighbouring properties and concerns of drainage issues and flooding.

Members **RESOLVED** to **recommend** support of **deferral** for application **DM/2025/00514**, pending a site visit.  
Proposed by Cllr G Owen, seconded by Cllr F Rowberry.  
Cllrs A Easson and IR Shillabeer abstained from voting.

#### **PR74/2024-25 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of the Planning and Resources Committee is scheduled to be held on Tuesday 10<sup>th</sup> June 2025.

Meeting ended at 7:18 p.m.

Signed ..... Date .....

Chair

## **CALDICOT TOWN COUNCIL**

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

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

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

### **250/2024-25 Welcome**

The Chair welcomed everyone to the meeting.

Members were informed that the meeting may be recorded.

### **251/2024-25 Apologies for Absence**

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

### **252/2024-25 Declarations of Interest**

There were no declarations of interest received.

### **253/2024-25 Public Question Time and Participation**

There were no questions received from members of the public.

### **254/2024-25 Staffing Matter**

Members **RESOLVED** to move the item into exempt business.  
Proposed by Cllr P Strong, seconded by Cllr C Cochrane.

### **255/2024-25 Date of Next Meetings**

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

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

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

## 256/2024-25 Exclusion of Public and Press

**RESOLVED** By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## COMMITTEE IN PRIVATE SESSION

### 257/2024-25 Agenda Item 5 Staffing Matter

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

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

Members considered the proposals put forward by Cllr J Woodfield.

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

Members considered the request made by the Personnel Committee.

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

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

Cllr R Grumbach was thanked for their help.

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

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

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

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

Meeting ended at 20:11 p.m.

Signed ..... Date .....

Chair

## **CALDICOT TOWN COUNCIL**

**Minutes of Grants Committee Meeting held at 10:00 a.m. on Wednesday 14<sup>th</sup> May 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

**Present:** Cllr F Rowberry – Chair  
Cllr M Mitchell – Deputy Chair  
Cllr W Conniff  
Cllr R Grumbach  
Cllr RJ Higginson  
Cllr IR Shillabeer  
Cllr P Strong

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

### **G20/2024-25 Welcome**

The Chair welcomed everyone to the meeting.

Members were informed that the meeting may be recorded.

### **G21/2024-25 Apologies for Absence**

There were no apologies for absence received.

### **G22/2024-25 Declarations of Interest**

Cllrs R Grumbach declared a personal and prejudicial interest relating to Item 6 Grant Applications, due to a professional connection to Caldicot Pride as the Health and Safety Event Consultant.

Cllr M Mitchell declared a personal and prejudicial interest relating to Item 6 Grant Applications, due to personal connections to Caldicot Pride.

### **G23/2024-25 Public Question Time and Participation**

There were no questions from the public received.

### **G24/2024-25 Minutes**

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

- i) Minutes of Grants Committee Meeting held on Friday 11<sup>th</sup> July 2025  
Proposed by Cllr IR Shillabeer, seconded by Cllr R Grumbach.

### **G25/2024-25 Grant Applications**

Members were advised to be considerate of other forthcoming applications and to consider the allocation of funding. Members were advised to retain at least 25% of the grants budget for potential applications. Members were informed of the different budget headings and the expenditure for each.

- i) Caldicot Community Cafe  
Members **RESOLVED** to recommend to Council to award 100% of the requested grant – £1,500.00.  
Proposed by Cllr R Grumbach, seconded by Cllr RJ Higginson.

- ii) Kids Cancer Charity  
Members **RESOLVED** to recommend to Council to award 100% of the requested grant - £500.00.  
Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer.

- iii) Caldicot Pride  
Cllrs R Grumbach and M Mitchell declared an interest and left the meeting at 10:36 a.m.  
  
Members raised concerns regarding the sustainability of funding. Members were informed that external support will be provided to assist with additional funding. Members would like the event to be unrestricted and non-political, as well as fully inclusive.

Members **RESOLVED** to recommend to Council to award 100% of the requested grant - £1,200.00.  
Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer.

Cllrs R Grumbach and M Mitchell rejoined the meeting at 10:44 a.m.

- iv) Caldicot Motorcycle Club  
Members raised concerns that previous accounts had not been submitted and the breakdown of expenditure had not been provided.

Members were pleased to acknowledge that more communication regarding the event would be given to local businesses to encourage catering facilities to be available. Members noted that the event is popular and considered the benefits for the town centre.

Members were pleased to note that Caldicot Motorcycle Club aim to be self-funding next year.

Members **RESOLVED** to recommend to Council to award 100% of the requested grant in principle, subject to receipt of the required documents stated in the Caldicot Town Council Community Grants Policy 2024 - £1,800.00  
Proposed by Cllr P Strong, seconded by Cllr R Grumbach.

- v) Caldicot Youth Group  
Members were informed that only £5,000.00 had been allocated for the Caldicot Youth Group in the 25/26 precept. Members were presented with the updated Grants Application Form submitted by Caldicot Youth Group. Members acknowledged that the application was the first request of an increase to grant funding since 2016/2017.

Members **RESOLVED** to recommend to Council to award 100% of the requested grant in principle, subject to receipt of the required documents stated in the Caldicot Town Council Community Grants Policy 2024 - £6,000.00.  
Proposed by Cllr P Strong, seconded by Cllr RJ Higginson.

- vi) TogetherWORKS  
Members were informed that the grant funding would be allocated to provide a breakfast club to support children during the summer holiday break.

Members **RESOLVED** to recommend to Council to award 100% of the requested grant - £300.00.  
Proposed by Cllr M Mitchell, seconded by Cllr R Grumbach.

**G26/2024-25 Date of Next Meeting**

Members **RESOLVED** to note that the next Grants Committee Meeting is scheduled to be held on a date dependent upon the number of grant applications.

Members **RESOLVED** to note that the next Full Town Council Meeting is scheduled to be held on Wednesday 21<sup>st</sup> May 2025.

Meeting ended at 11:16 a.m.

Signed ..... Date .....

Chair

## **CALDICOT TOWN COUNCIL**

**Minutes of Annual Meeting of Full Town Council held at 18:30 p.m. on Wednesday 21<sup>st</sup> May 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

**Present:** Cllr M Mitchell – Chair  
Cllr F Rowberry – Deputy Chair  
Cllr W Conniff  
Cllr J Davies  
Cllr A Easson  
Cllr RJ Higginson  
Cllr A Mayo  
Cllr G Owen  
Cllr IR Shillabeer  
Cllr P Strong

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrator  
Members of the Public x6

### **1/2025-26 Election of Town Mayor**

The Mayor welcomed everyone to the meeting and notified Members that the meeting was being recorded.

Cllr M Mitchell, as the incumbent Mayor, addressed Members and expressed thanks to Members, Deputy Mayor and staff for their continued service and support. Cllr M Mitchell informed Members of major events that had occurred in the 2024/25 Civic Year, with notable mention to the 50<sup>th</sup> Anniversary of Caldicot Town Council and the refurbished Town Council building. Cllr M Mitchell informed Members that they had attended 44 public events and had raised £1,500.00 for The Mayor's Charity of 2024/25, Ready Steady Go.

Cllr A Mayo joined the meeting at 18:34 p.m.

Cllr M Mitchell was proposed and duly seconded, for Town Mayor of Caldicot Town Council for the Civic Year 2025/2026. There were no further nominations.

Upon being put to the vote, Members **RESOLVED** to elect Cllr M Mitchell as Town Mayor for the Civic Year 2025/2026.

Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer.

### **2/2025-26 Mayor's Declaration of Office**

The Town Mayor duly signed the Declaration of Acceptance of Office for Town Mayor.

### **3/2025-26 Election of Deputy Town Mayor**

Cllr F Rowberry, as the incumbent Deputy Town Mayor addressed Members and thanked the Town Mayor, Members and staff for their work. Cllr F Rowberry gave notable thanks to Cllr M Mitchell for their service and commitment.

Members **RESOLVED** to elect an Assistant Deputy Mayor for the Civic Year 2025/2026.  
Proposed by Cllr G Owen, seconded by Cllr F Rowberry.

Cllr F Rowberry was proposed and duly seconded, for Deputy Town Mayor of Caldicot Town Council for the Civic Year 2025/2026. Cllr IR Shillabeer was proposed and duly seconded, for Assistant Deputy Town Mayor of Caldicot Town Council for the Civic Year 2025/2026. There were no further nominations.

Upon being put to the vote, Members **RESOLVED** to elect Cllr F Rowberry as Deputy Town Mayor for the Civic Year 2025/2026 and Cllr IR Shillabeer as Assistant Deputy Town Mayor for the Civic Year 2025/2026.

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

#### **4/2025-26 Deputy Mayor's Declaration of Office**

The Deputy Town Mayor and the Assistant Deputy Town Mayor duly signed the Declaration of Acceptance of Office for Deputy Mayor.

#### **5/2025-26 Welcome**

The Mayor welcomed everyone to the meeting.

#### **6/2025-26 Apologies for Absence**

Apologies of absence were received from Cllr J Bond, Cllr C Cochrane, Cllr R Grumbach, Cllr A Lewis, Cllr R Wilsher and Cllr J Woodfield.

Members were informed that Cllr A Easson would be delayed.

#### **7/2025-26 Declarations of Interest**

There were no declarations of interest received.

#### **8/2025-26 Public Question Time and Participation**

Cllr P Strong was congratulated as the newly elected Chair of Monmouthshire County Council. Cllr M Mitchell was congratulated as the elected Town Mayor of Caldicot Town Council. Best wishes were given to the Mayor and Members.

Members were informed that a Community Safety Questionnaire was being conducted by Monmouthshire County Council and Members were asked to encourage the residents on their wards to complete.

Members were thanked for their assistance with the withdrawal of planning application DM/2025/00521 by MCC. It was suggested whether Caldicot Town Council were able to renovate the area in partnership with MCC.

Cllr A Easson joined the meeting at 18:46 p.m.

Members were informed that the Environmental and Climate Change Working Group would consider the request.

#### **9/2025-26 Minutes**

**RESOLVED** to note the following minutes and the recommendations contained therein:

- i) Minutes of Annual Meeting held on Wednesday 22<sup>nd</sup> May 2024

#### **10/2025-26 Nominations to Town Council Committees**

##### **Signatories**

Members **RESOLVED** to elect Members for the Signatories for the Civic Year 2025/2026:

- Bank Signatory [not a cheque signatory or committee]  
Cllrs F Rowberry, G Owen (reserve)  
Proposed by Cllr M Mitchell, seconded by Cllr G Owen.



- Cheque Signatories [not a committee] [Excluding Clerk - also to be a signatory. Excluding Deputy Clerk – also to be a signatory in the absence of the Clerk]  
Cllrs C Cochrane, A Easson, M Mitchell, P Strong  
Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

### **Internal Committees**

Members **RESOLVED** to elect Members for the **Internal Committees** for the Civic Year 2025/2026:

- Finance Committee (7)  
Cllrs C Cochrane, W Conniff, RJ Higginson, Cllr M Mitchell, Cllr G Owen, Cllr F Rowberry, IR Shillabeer  
Proposed by Cllr W Conniff, seconded by Cllr G Owen.
- Grants Committee (7)  
Cllrs C Cochrane, J Davies, W Conniff, Cllr RJ Higginson M Mitchell, F Rowberry, IR Shillabeer  
Proposed by Cllr M Mitchell, seconded by Cllr P Strong.
- Health and Safety Committee (7)  
Cllrs J Davies, A Easson, RJ Higginson, A Lewis, M Mitchell, F Rowberry, IR Shillabeer  
Proposed by Cllr W Conniff, seconded by Cllr G Owen
- King George V Playing Fields Trustee  
All Town Councillors as Town Council is a Trustee
- Personnel Committee (7)  
Cllrs C Cochrane, W Conniff, M Mitchell, G Owen, F Rowberry, IR Shillabeer, P Strong  
Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer
- Full Town Council Incorporating Planning and Resources (16)  
All Town Councillors  
Proposed by Cllr W Conniff, seconded by Cllr P Strong

### **Working Groups**

Members **RESOLVED** to elect Members for the **Working Groups** for the Civic Year 2025/2026:

- Commemoration and Anniversaries Working Group (7)  
Cllrs W Conniff, R Grumbach, A Mayo, M Mitchell, G Owen, F Rowberry, P Strong  
Proposed by Cllr A Easson, seconded by Cllr P Strong
- Allotments Working Group (5)  
Cllrs J Bond, W Conniff, M Mitchell, G Owen, F Rowberry  
Proposed by Cllr P Strong, seconded by Cllr W Conniff
- King George V Playing Fields Planning Working Group (7)  
Cllrs J Bond, C Cochrane, J Davies, A Mayo, M Mitchell, F Rowberry, IR Shillabeer  
Proposed by Cllr A Easson, seconded by Cllr F Rowberry
- Environmental and Climate Change Working Group (7)  
Cllrs J Bond, W Conniff, RJ Higginson, A Lewis, A Mayo, IR Shillabeer, R Wilsher,  
Proposed by Cllr F Rowberry, seconded by Cllr W Conniff  
Cllr A Mayo left the meeting at 19:39

Cllr A Mayo rejoined the meeting at 19:40

Members were informed that the S106 Working Group was changed to a standing item at Finance Committee meetings.

- Community Garden Working Group (6)  
Cllrs W Conniff, R Grumbach, M Mitchell, F Rowberry, IR Shillabeer, R Wilsher  
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry
- Cemetery Working Group (5)  
Cllrs W Conniff, M Mitchell, G Owen, F Rowberry, IR Shillabeer  
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry

#### **11/2025-26 Nominations to Outside Bodies**

Members **RESOLVED** to elect Members for the Town Council Representatives on Outside Bodies for the Civic Year 2025/2026:

Proposed by Cllr G Owen, seconded by Cllr F Rowberry

- Monmouthshire County CAB (2)  
Cllrs A Easson, J Bond
- 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 Contact Mon CC [Incumbent Clerk/Mayor] (5)  
Cllrs M Mitchell, F Rowberry, IR Shillabeer, Clerk, Deputy Clerk
- School Governors [For Term of Council]  
Dewstow Primary School (1) – Cllr R Grumbach  
Durand Primary School (1) – Cllr R Wilsher  
Castle Park Primary School (1) – Cllr F Rowberry
- Schools Admission Forum (1)  
Cllr G Owen + [Cllr J Bond – Deputy]
- Herbert Charity Trust (2)  
Cllrs W Conniff, RJ Higginson
- MCC CCTV Working Group (2)  
Cllrs A Easson, J Bond
- Severnside Area Committee (1)  
Cllr F Rowberry + [Cllr J Woodfield – 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 + [Cllr J Bond – Deputy]
- Caldicot Town Team (1)  
Cllr P Strong
- GAVO (1)  
Cllr G Owen
- Caldicot Business Forum (7)  
Cllrs J Bond, C Cochrane, J Davies, A Easson, A Mayo, M Mitchell

Cllr W Conniff left the meeting at 20:02 p.m.

Members **RESOLVED** to create a User Sub-Committee King George V Playing Fields Working Group and elected the following Members for the Civic Year 2025/2026:

- User Sub-Committee King George V Playing Fields [To include Health & Safety Member] (7)  
Cllrs J Bond, C Cochrane, J Davies, A Easson, RJ Higginson, A Lewis, IR Shillabeer  
Proposed by Cllr F Rowberry, Cllr M Mitchell

Cllr W Conniff rejoined the meeting at 20:04 p.m.

#### **12/2025-26 Terms of Reference Report**

Members noted that Budgeted Expenditure (7. Delegation Scheme - Appendix 12a) would be confirmed.

Members **RESOLVED** to approve the Terms of Reference for the Civic Year 2025/2026 for the following Committees: Full Town Council, Finance Committee, Planning and Resources Committee, Personnel Committee and Health and Safety Committee  
Proposed by Cllr A Easson, seconded by Cllr W Conniff

#### **13/2025-26 Standing Orders**

Members **RESOLVED** to approve the Standing Orders for the Civic Year 2025/2026, as presented at this Full Town Council Meeting (Appendix 13A).  
Proposed by Cllr A Easson, Cllr IR Shillabeer

#### **14/2025-26 Financial Regulations**

Members **RESOLVED** to note that the Financial Regulations adopted in February 2025 remain unchanged and **RESOLVED** to adopt them for the Civic Year 2025/2026.  
Proposed by Cllr A Easson, seconded by Cllr W Conniff

#### **15/2025-26 To Confirm Banking Arrangements for 2025-26**

Members **RESOLVED** to note the contents of Appendix 15, including the legal responsibilities associated with banking signatories and **RESOLVED** to maintain the existing signatories.  
Proposed by Cllr A Easson, seconded by Cllr P Strong

### **16/2025-26 Direct Debit and Regular Payments**

Cllr M Mitchell left the meeting at 20:12 p.m.

Members were informed that an updated schedule of direct debits, regular payments and subscriptions would be brought to a Finance Committee Meeting.

Members **RESOLVED** to approve the current schedule of Direct Debits and Regular Payments for Financial Year 2025/2026 and **RESOLVED** to note that where payments vary or require additional scrutiny, such changes will be brought to Council or Finance Committee for further review and approval.

Proposed by Cllr A Easson, seconded by Cllr P Strong.

Cllr A Easson left the meeting at 20:14 p.m.

Cllr M Mitchell rejoined the meeting at 20:14 p.m.

Cllr A Easson rejoined the meeting at 20:15 p.m.

### **17/2025-26 Calendar of Meeting 2025-26**

Members **RESOLVED** to note the legislative requirement to publish a calendar of Council meetings for the next eighteen months at the Annual Meeting and **RESOLVED** to approve the calendar of meetings for the next eighteen months is published in accordance with statutory obligations.

Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry

### **18/2025-26 Reaffirm the Meeting Allowances for 2025-26**

Members **RESOLVED** to approve a Meeting Allowance of £30.00, claimable for Full Town Council and Full Town Council Incorporating Planning and Resources Meetings with a minimum of ninety minutes attendance or the duration of the meeting.

Proposed by Cllr M Mitchell, seconded by Cllr A Easson

Members **RESOLVED** to approve the implementation of mandatory allowances under Determinations 44 – 45 and **RESOLVED** to defer Optional Payments under Determinations 46 – 52 to the next Finance Committee Meeting.

Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer

### **19/2025-26 Insurance Renewal 2025-26**

Members **RESOLVED** to move the item to confidential session.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer

### **20/2025-26 Accounting Software Quotation 2025-26**

Members **RESOLVED** to move the item to confidential session.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer

### **21/2025-26 Exclusion of Public and Press**

**RESOLVED** By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## **COUNCIL IN PRIVATE SESSION**

**22/2025-26 Agenda Item 19 – Insurance Renewal 2025-26**

Members **RESOLVED** to approve the insurance renewal for 2025-26 by James Hallam and **RESOLVED** to approve the renewal of all insurance policies on a one-year basis for the period 1<sup>st</sup> June 2025 to 31<sup>st</sup> May 2026.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer

**23/2025-26 Agenda Item 20 - Accounting Software Quotation 2025-26**

Members **RESOLVED** to approve the three-year contract quotation of £2,152.26 (including VAT) with AdvantEDGE software system.

Proposed by Cllr A Easson, seconded by Cllr F Rowberry

Meeting ended at 20:47 p.m.

Signed ..... Date .....

Town Mayor