



Minutes of Extra Ordinary Full Town Council Meeting held at 10:00 a.m. on Friday 4th July 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 R Grumbach
Cllr RJ Higginson
Cllr G Owen
Cllr P Strong
Cllr R Wilsher
Cllr J Woodfield

Also present: M Tredwin – Town Clerk
L Wallington – Administrative Officer

38/2025-26 Welcome

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

39/2025-26 Apologies for Absence

Apologies for absence were received from Cllr A Easson and Cllr IR Shillabeer.

40/2025-26 Declarations of Interest

There were no declarations of interest received.

41/2025-26 Public Question Time and Participation

There were no questions received from members of the public.

42/2025-26 End of Year and Annual Return

a) To consider and resolve each of the annual AGAR Statements

Members **RESOLVED** to agree Statement 1 – In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.

Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

Members **RESOLVED** to agree Statement 2 – We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.

Proposed by Cllr RJ Higginson, seconded by Cllr C Cochrane.

Members **RESOLVED** to disagree Statement 3 – We have ensured that we electronically publish the information the Council is required to publish by law, on its website.

Proposed by Cllr F Rowberry, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 4 – We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to its members.

Proposed by Cllr C Cochrane, seconded by Cllr R Wilsher.

Members **RESOLVED** to agree Statement 5 – We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.

Proposed by Cllr C Cochrane, seconded by Cllr F Rowberry.

Members **RESOLVED** to agree Statement 6 – We have put in place arrangements for: Effective financial management including the setting and monitoring of the Council's budget. Maintenance and security of accurate and up to date accounting and other financial records. Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.

Proposed by Cllr W Conniff, seconded by Cllr RJ Higginson.

Members **RESOLVED** to agree Statement 7 – We have maintained an adequate system of internal control and management of risk, including: Measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments. Assessment and management of risks facing the Council. An adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.

Proposed by Cllr W Conniff, seconded by Cllr G Owen.

Members **RESOLVED** to agree Statement 8 – We have taken appropriate action on all matters raised in previous reports from internal and external audit.

Proposed by Cllr C Cochrane, seconded by Cllr RJ Higginson.

Members **RESOLVED** to agree Statement 9 – We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.

Proposed by Cllr C Cochrane, seconded by Cllr G Owen.

Members **RESOLVED** to disagree Statement 10 – General Power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 202.

Proposed by Cllr R Grumbach, seconded by Cllr R Wilsher.

Members **RESOLVED** to agree the Trust Funds Statement – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.

Proposed by Cllr R Wilsher, seconded by Cllr G Owen.

Members **RESOLVED** to authorise the Mayor and Town Clerk to sign the AGAR document.

Proposed by Cllr C Cochrane, seconded by Cllr G Owen.

b) To reconfirm the dates set for the exercise of public rights

Members **RESOLVED** to reconfirm the dates set for the exercise of public rights to commence on 30th June 2025 and end on 25th July 2025.

43/2025-26 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Tuesday 8th July 2025.

Meeting ended at 10:56 a.m.

Signed **Date**

Chair