



ANNUAL REPORT 2021-22

Caldicot Town Council

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INTRODUCTION

Welcome 2022! The past two years has brought uncertainty in unprecedented times, the whole world has been affected by the Covid 19 pandemic. Covid has had a significant impact on the provision of public services, management of assets and facilities. During the pandemic Caldicot Town Council modified working practices to comply with Central and Devolved Government public health directives.

- *The implication of the directives required that the Council take swift action to ensure that all directives, that were amended from time to time, were complied with by the Council and its Staff as far as it was reasonably possible to do so.*
- *The Town Council approved policies which enabled staff to home-work. Staff were provided with relevant equipment, to facilitate home-working and to ensure that attendance at the Town Council's offices remained flexible, in order to comply with the devolved government's public health directives as amended from time to time;*
- *The Council developed the capability to host remote and hybrid Council meetings, using Starleaf technology; both to protect staff, members, and members of the public and to ensure that the democratic process continued to be as widely available as possible;*
- *Whilst adapting to challenges of the public health measures imposed by Central and Devolved Government, Caldicot Town Council continued to provide facilities and maintain services for the community and ensured that ordinary Council business was fulfilled;*
- *Dewstow Cemetery remained open for visitation and graveside services with limited attendance. The Town Council staff worked closely with funeral directors, to ensure that regulations, as amended from time to time, were adhered to;*
- *The play area and public toilets were reopened during the financial year, in accordance with the prevalent public health directives;*
- *The Town Council building has reopened to the public;*
- *Groups resumed hall bookings during the period from the 1st April to the 30th September 2021 in accordance with the prevalent public health directives as amended from time to time.*
- *The Council has demonstrated its commitment to supporting residents in setting the budget for 2022/23 has retained the level of precept same as 2021/22. This decision was made to assist the community as the Covid recovery continues*

The law requires that Community and Town Councils produce Annual Reports to inform and engage with residents, this report explains what services have been provided by Caldicot Town Council during 2021-2022.



Councillor M Mitchell, Deputy Mayor and Councillor RJ Higginson, Mayor - 2012/2

MISSION STATEMENT

'Caldicot Town Council is determined to make a place for all residents whatever their background, a fairer community to build connections with residents and local businesses for a brighter future working together'

Strategic Highlights

As a public body, Caldicot Town Council is required to report on activities over the year. The Annual Report of Caldicot Town Council, is a legal requirement in accordance with Section 52 of the Local Government and Elections (Wales) Act 2021. The report sets out the council's priorities, activities and achievements during the year, with reviews undertaken and being able to think ahead to future priorities.

Strategic Highlights

Bilingual website
 External Defibs
 Environmental Working Group
 Tree planting

Financial Highlights

No budget increase
 Grant donations
 Contributions to support groups and mental health orgs

Operating Highlights

Development of MUGA works
 Supporting organisations
 Community Engagement
 Cemetery extension/works
 Accessibility and inclusion

The Council has been continuing to work through the Covid pandemic and managing 'business as usual' as we try to get into normality. As we reflect on the past two years, we look ahead to challenges and opportunities:

Looking Ahead

Lifting of Covid restrictions
 ASB and CCTV
 New Council following May Election 2022
 Continued training for staff and members - training programme
 Eco solutions - car charging point and energy efficiency

DRAFT

OVERVIEW

Caldicot is located in the South of Monmouthshire, with approximately 12,000 residents, surrounded by the smaller communities of Rogiet, Portskewett and Caerwent.

Caldicot Town Council is one of the Councils in Monmouthshire required to demonstrate how the authority is working towards the Monmouthshire Public Service Board well-being plan objectives. The Annual Report 2021-2022 highlights progress that Caldicot Town Council has made in relation to tackling local issues and working with partners, in order to benefit communities.

Caldicot is split into wards and these were changed prior to the 2022 Election. The Town Council comprises of 16 members covering six wards of Caldicot castle, Caldicot Cross, Dewstow, Severn, Village and west End. 15 members were elected to the Town Council in May 2022, with one member co-opted later that month.

WARDS / COUNCILLORS

- Caldicot Castle - Councillors B Harris, J Watkins and R Wilsher
- Caldicot Cross - Councillors W Conniff, P Strong and K Wreford-Bush
- Dewstow - Councillors A Easson, M Mitchell and F Rowberry
- Severn - Councillors K Harris, R J Higginson and M Stevens
- Village - Councillors M Stevens and C Watkins
- West End - Councillors J Bond, J Dobson-Pettican and D Evans

The Mayor for 2021/22 was Councillor RJ Higginson, supported by Deputy Mayor Councillor F Rowberry.

The Mayor for 2022/23 is Councillor Maxine Mitchell supported by Deputy Mayor Cllr Frank Rowberry.

The Council is required to set an annual budget, the precept for 2022/23 is £385,930.00.

The Council employs 4 officers. The Clerk/Responsible Financial Officer is Sarah King and is supported by a Deputy Clerk/Deputy RFO, Administrative Officer and cleaner.

Caldicot Castle Ward		
<p>Cllr B Harris</p>  <p>24 Sandy Lane Caldicot NP26 4NE 07592 313286 benharris@caldicottc.org.uk</p>	<p>Cllr J Watkins</p>  <p>20 Longcroft Road Caldicot NP26 4EX 07810 681903 jowatkins@caldicottc.org.uk</p>	<p>Cllr R Wilsher</p>  <p>Sharpy Cottage Caerwent Rd Caldicot NP26 5BE 01291 421508 robwilsher@caldicottc.org.uk</p>
Caldicot Cross Ward		
<p>Cllr W Conniff</p>  <p>94 Taff Road Caldicot NP26 4PY 01291 423013 wyndhamconniff@caldicottc.org.uk</p>	<p>Cllr P Strong</p>  <p>8 Deepweir Caldicot NP26 5JG 07926 597765 peterstrong@caldicottc.org.uk</p>	<p>Cllr K Wreford-Bush*</p>  <p>(Term end 13.12.22)</p>
Dewstow Ward		
<p>Cllr A Easson</p>  <p>60 Castle Lodge Crescent Caldicot NP26 4JS 01291 421250 AnthonyEasson@caldicottc.org.uk</p>	<p>Cllr M Mitchell</p>  <p>40 Firs Road Caldicot NP26 4DQ 01291 421445 MaxineMitchell@caldicottc.org.uk</p>	<p>Cllr F Rowberry</p>  <p>149 Elan Way Caldicot NP26 4QB 01291 423672 FrankRowberry@caldicottc.org.uk</p>
Severn Ward		
<p>Cllr K Harris</p>  <p>4 Blackbird Road Caldicot NP26 5RF 01291 425319 KayHarris@caldicottc.org.uk</p>	<p>Cllr RJ Higginson</p>  <p>31 Eagle Close Caldicot NP26 5FA 01291 420663 JimHigginson@caldicottc.org.uk</p>	<p>Cllr M Stevens</p>  <p>24 Durand Road Caldicot NP26 5BZ MariaStevens@caldicottc.org.uk</p>
Village Ward		
<p>Cllr M Stevens (see above)</p>	<p>Cllr C Watkins*</p>  <p>(Term end 10.01.23)</p>	
West End Ward		
<p>Cllr J Bond</p>  <p>52 Wentwood View Caldicot NP26 4QH 01291 420188 JillianBond@caldicottc.org.uk</p>	<p>Cllr J Dobson-Pettican</p>  <p>55 Longfellow Road Caldicot NP26 4LB 07305267076 Jessica@caldicottc.org.uk</p>	<p>Cllr D Evans*</p>  <p>(Term end 19.12.22)</p>

*Illustrated Councillors are the elected members at the time of writing (Summer 2023) –

At the time of writing, Caldicot Town Council had vacancies in Cross, Village and Est End Wards

DECISION MAKING

Caldicot Town Council, as a body, is responsible for making decisions and managing public money.

The Council is open and transparent in decision making and spending, all decisions are published within 7 days of a meeting being held.

Town Council meetings are held monthly at 6.30pm (last Wednesday of each month - except August and December), Planning & Resources Committee meetings are held monthly at 6.30pm (second Tuesday of each month) - further details can be found on the website www.caldicottc.org.uk

All meetings are open to the public and there is an opportunity for the public to contribute, to matters on the agenda.

Caldicot Town Council serve the residents of Caldicot and is responsible for a number of assets and facilities, which include Dewstow Cemetery, Jubilee Way Toilets (supported by Mon CC), King George V Playing Fields, allotment sites and Dog Waste Bins.

Details of finance, policy documents, Council activity and additional information about the Council can be found on the website.

Caldicot Town Council is a separate body to Monmouthshire County Council, therefore, manages different functions and responsibilities.

MONMOUTHSHIRE COUNTY COUNCIL

Monmouthshire County Council is responsible for services including education, health and social services, leisure, refuse and recycling, street cleaning, highways - both roads and pavements - street lighting and libraries.

The library/hub is the base for Monmouthshire County Council and officers would be able to assist with queries relating to Council Tax, Education, Health, Highways, Leisure, Social Care and Street Lighting.

Monmouthshire Council can be contacted by telephone, email or popping into the local hub/library. Visit the website at www.monmouthshire.gov.uk

Meeting attendance

ATTENDANCE AT MEETINGS 2021/22

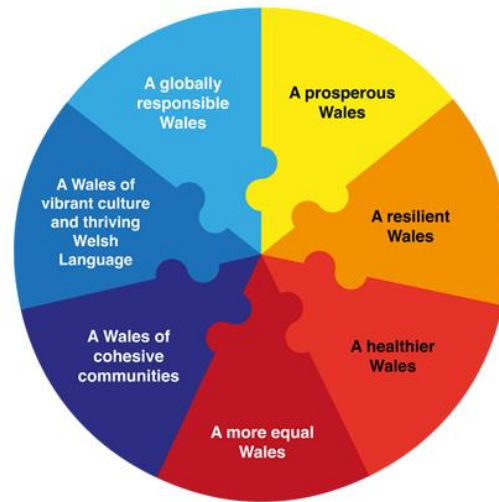
Councillor	Annual		Ex. Urgent		Estimates															
	28.04.21	19.05.21	26.05.21	23.06.21	30.06.21	13.07.21	28.07.21	14.09.21	29.09.21	06.10.21	27.10.21	09.11.21	24.11.21	15.12.21	26.01.22	31.01.22	23.02.22	08.03.22	30.03.22	27.04.22
J Bond	1	1	1		1	1	1	1			1		1		1			1		1
W Conniff	1	1	1			1	1	1	1	1		1	1	1	1	1	1	1	1	1
A Easson	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
O Edwards		1			1	1	1	1	1	1	1	1	1		1					
D Evans	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
R Garrick	1	1	1		1	1	1	1	1		1	1		1		1	1		1	1
J Harris	1	1			1	1			1	1	1	1	1			1	1	1	1	1
K Harris	1	1	1		1	1	1	1			1		1						1	
J Higginson	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
A Lloyd	1		1					1	1		1		1						1	
M Mitchell	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
J Dobson-Pettican		1										1								
F Rowberry	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1
M Stevens	1	1	1		1	1		1	1	1		1			1	1	1	1	1	1
P Stevens	1	1	1		1	1		1	1						1	1				
C Watkins		1	1		1				1			1	1	1			1	1		
R Wilsher					1	1	1	1				1	1	1	1		1			

P&R Meeting Attendance 2021-2022

Councillor	13.04.21	11.05.21	08.06.21	13.07.21	10.8.21	14.09.21	12.10.21	09.11.21	14.12.21	11.01.22	08.02.22	08.03.22	12.04.22
J Bond	1		1		1					1	1		
W Conniff	1				1		1	1			1		
A Easson	1		1				1	1		1	1		
O Edwards					1		1	1					
D Evans	1		1		1		1	1		1	1		
R Garrick			1		1		1	1		1			
J Harris	1						1				1		
K Harris							1				1		
J Higginson	1		1		1		1	1		1	1		
A Lloyd	1		1		1		1						
M Mitchell	1		1		1		1	1		1	1		
J Dobson-Pettican								1					
F Rowberry	1		1		1		1	1		1	1		
M Stevens	1				1					1	1		
P Stevens	1				1								
C Watkins	1		1					1		1			
R Wilsher								1			1		

WELL-BEING OF FUTURE GENERATIONS

The Well-being of Future Generations (Wales) Act is about improving social, economic, environmental and cultural well-being of Wales. Caldicot Town Council is one of the public bodies which is required to produce an annual report, demonstrating how the council is working towards the visions and well-being goals within the Well-being of Future Generations (Wales) Act. Covid-19 has had a significant impact on public services and has affected how services have been provided since early 2020.



Caldicot Town Council changed working practices to comply with Central and Devolved Government public health directives.

Caldicot Town Council has used the four Monmouthshire Public Service Board (PSB) Wellbeing Objectives to structure the strategy together with an additional priority area concerned with changes to the operation of the Town Council. The outcomes are reported annually to the PSB.

<p><i>'Provide children and young people with the best possible start in life'</i></p> 	<p><i>'Respond to the challenges associated with demographic change'</i></p> 	<p><i>'Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change'</i></p> 	<p><i>'Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county'</i></p> 
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2021 / 2022

PROGRESS

'Provide children and young people with the best possible start in life'



CHILDREN & YOUNG PEOPLE

- Authority appointed representatives on school governing boards.
- Financial support and prize presentations at Summer Reading Challenge.
- Working with schools and Community Hub.



- Financial support to playscheme and youth service in Caldicot
- Management of play area and provision of play equipment
- Continued commitment to ensure Town Council representatives on governing bodies.
- Development of MUGA project (Multi Use Games Area) to extend play provision in the town

'Respond to the challenges associated with demographic change'





DEMOGRAPHIC CHANGE

- Hosting support groups to improve and promote health and wellbeing
- Working in partnership to help to reduce loneliness and isolation
- Supporting events which improve health and well being



- Financial support to MIND Monmouthshire 2022/23 to ensure provision of support service for Caldicot residents
- Financial support to Citizens Advice Bureau
- Working with partner organisations, free use of Town Council building for support groups (advice, assistance, preventing isolation and loneliness)
- Partnership working with organizations, AA, Foodbank, Bridges Centre, U3A

		<ul style="list-style-type: none"> ➤ Community projects, installation of benches around the Town for community use
<p><i>'Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change'</i></p> 	<p>ENVIRONMENT</p> <ul style="list-style-type: none"> • Wildflowers and planting • Keep Wales tidy – litter hub, green flag • Monitoring the need for alternative energy source. • Duty under the Environment (Wales) Act 2016 to maintain and enhance biodiversity 	<ul style="list-style-type: none"> ➤ Litter hub for loaning equipment, during and post pandemic – engaging with the public to undertake activities as part of the daily exercise ➤ Increased tree planting (queens jubilee and post pandemic) ➤ Continually exploring alternative energy solutions, particularly in relation to efficient operation of the Town Council premises ➤ Consultant ecologist appointed, to assist and advise with duty relating to biodiversity ➤ Dialogue with Mon CC to ensure climate change aims/objectives are aligned ➤ Annual reporting on duty under the Environment (Wales) Act 2016

<p><i>'Develop opportunities for communities and businesses to be part of an economically thriving and well-</i></p>  <p><i>connected county'</i></p>	<p>ECONOMY</p> <ul style="list-style-type: none"> • Working in partnerships with groups, organisations and community volunteers. • Supporting community economy and activities  <p>for residents.</p>	<ul style="list-style-type: none"> ➤ Financial contribution to community events, Christmas Lights, Carnival, Fireworks ➤ Provision of Christmas lights and remote switch on system ➤ Keeping the Town Centre clean, through support of Mon CC street cleaning service ➤ Provision of CCTV throughout the Town ➤ Devolution of services in maintaining public toilets, planting/maintenance of Town Centre displays ➤ Support to volunteer groups to assist in providing services to the community ➤ Maintaining relationship with the community, through regular civic (Mayor/Deputy Mayor) attendance at events
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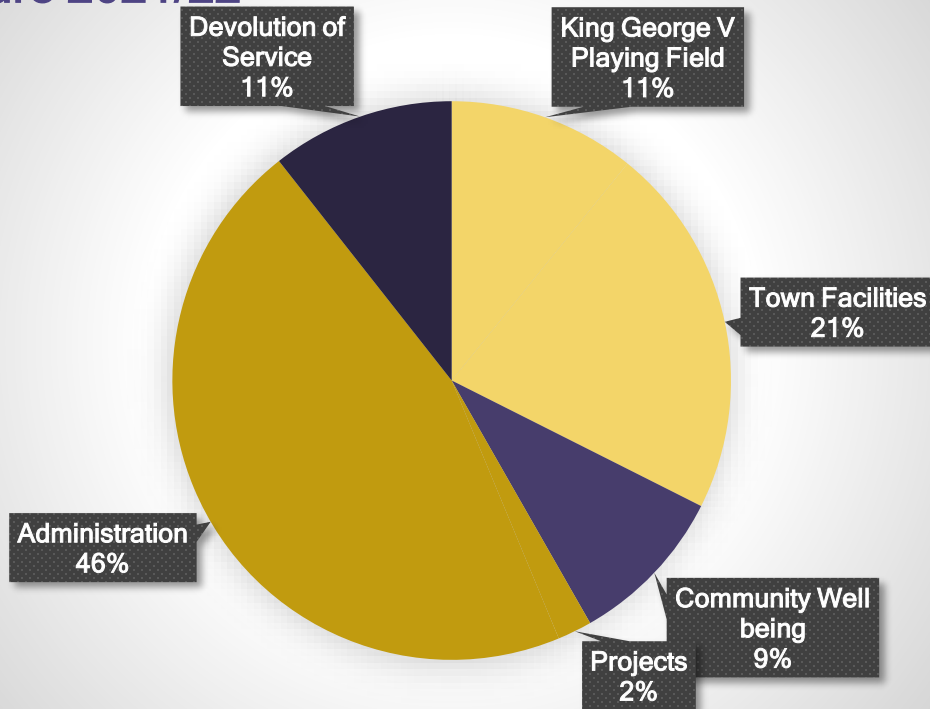
LOOKING AHEAD 2022/23

In the current year, Caldicot Town Council will consider it's priorities and objectives in line with needs of the community and residents and the progress will be measured and identified in the 2022/23 annual report.

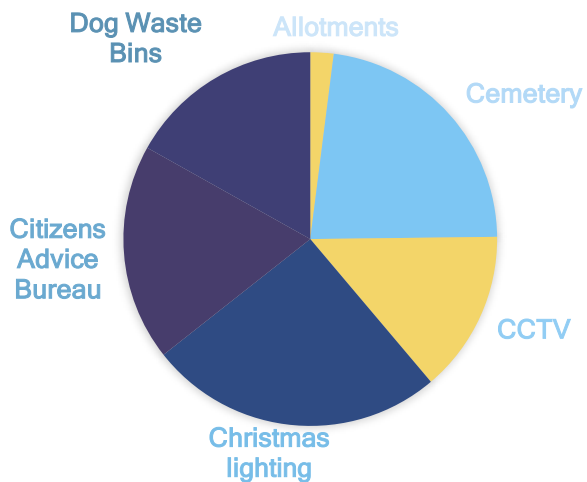
“Working for the future generations and building the community of Caldicot.”

BUDGET AND AUDIT

Expenditure 2021/22



TOWN FACILITIES



ADMINISTRATION



Finance and governance management

Community and town councils in Wales can:

- review the financial management, governance and accountability arrangements they have in place; and
- consider how effective these arrangements are, and how they might be improved.

Community and town councils are a tier of local government, with individuals working at a local level for community engagement and improvement.

Caldicot Town Council has to meet a number of legal requirements, this includes setting a budget and managing public money. By law, councils need to ensure they safeguard, properly account for, and use the public money they have been entrusted with economically, efficiently and effectively. The Town Council budget includes provision for a cemetery, public toilets, dog waste bins, playing fields, play areas, CCTV, christmas decorations and events.

The Town Council office is located centrally within the town and managed by the Clerk, the Town Council staff administer decisions made by Caldicot Town Council as a body. Community and town councils are also responsible, and accountable, for the conduct of public business and for spending public money.

Councils can monitor and review the activities throughout each year, these can be identified within annual report and further reviews can be done through a self-assessment. Caldicot Town Council is committed to serving the community and engaging with residents.

In demonstrating openness and transparency for the future, Caldicot Town Council will monitor the financial and governance management by reporting findings within the annual, along with planned actions.

Financial Statements and Auditor's Report

For a number of years Caldicot Town Council has received an unqualified opinion from External Audit. This means that the Auditor is satisfied with the Council's financial reporting and management.

All documents relating to the financial management of the Town Council are publicly available, this includes; Internal and External Audit reports, Annual Accounts, Budgets, Members Expenses.

General Power of Competence

Legislation was introduced in 2021 which provided additional powers to qualifying Councils. The legislation introduced the General Power of Competence (GPOC) under the Local Government and Elections (Wales) Act 2021,

GPC gives local councils confidence to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

Criteria for eligibility and reaffirming eligibility

The freedom of the GPC is available to local councils that meet three criteria for eligibility:

1. That at least two thirds of the total number of Councillors of the council have been declared elected.
2. A qualified clerk.
3. The council has unqualified accounts which have been received by the council during the previous twelve month period ending on the day that the resolution to adopt GPC is considered by the council.



Caldicot Town Council, at the meeting on 29th June 2022, resolved eligibility and adopted the General Power of Competence (GPOC) (Wales). This will be reviewed by the Council at the Annual Meeting (usually held in May).

*Councillor F Rowberry, Deputy Mayor and
Councillor M Mitchell, Mayor 2022/23*

DRAFT

Environment Wales Act 2016

Section 6-The Biodiversity and Resilience of Ecosystems Duty Report 2022

Caldicot Town Council

Introduction and Context

- Caldicot Town Council is a public body within the South of Monmouthshire. Caldicot is a built-up area with approximately 12,000 residents and a variety of buildings and land.
 - The Council assets include its own building, a small woodland area, playing fields, play area, allotment sites, cemetery and public toilets.
 - Caldicot Town Council is subject to reporting under the Well-being of Future Generations Act and links into Monmouthshire Public Service Board, all aspects of the Well-being of Future Generations are presented within the Annual Report.
- Based within Monmouthshire, Caldicot links in with the Local Nature Partnership, climate champions and Keep Wales Tidy.
- The Council obtains advice from an ecologist in aspects of work, as required.
- The Council is registered as a litter picking hub, through Keep Wales Tidy.
- The Community orchard has been developed and plans are in place to develop further and increase biodiversity
- Cemetery land has been developed, with increased planting of trees/hedges
- Environmental group, linking in with Monmouthshire County Council priorities
- Tree planting for queen's jubilee and following covid pandemic
- The Environmental and Climate Change working group has been established to look at priorities further, going into 2022/23.
- The Town Council is a consultee on planning applications and will comment as requested.

Barriers and challenges

- The covid pandemic was a major barrier. However, it demonstrated how facilities such as allotments and open spaces were still well used and could improve mental health.
- Resources are limited, therefore, relationships have been developed with Keep Wales Tidy, One Voice Wales – in order to share information and best practice with others.
- How enhancing biodiversity contributes to and is affected by your organisation's functions and strategic objectives. For public bodies subject to the WFG Act, how is the duty linked to delivery of the goals, particularly for a Resilient Wales, and the 5 ways of working.

Future ambitions

- Developing the Town Council building, including green energy considerations
- Facilities for Electric vehicle charging point
- Looking ahead, Caldicot Town Council is committed to environmental issues and developing biodiversity, through the community orchard project (partnership with Keep Wales Tidy), tree planting (Welsh Government initiative), woodland trail (developing Town Council asset).

Councillor RJ Higginson, Mayor 2021/2022 - year in pictures



Councillor Higginson was Mayor of Caldicot during 2021/2022, the year was difficult as the world was still affected by the Covid-19 pandemic. Councillor Higginson continued to Chair meetings of Caldicot Town Council and represent the Council at events, supported by the Deputy Mayor Councillor Mitchell.

