

# Caldicot Town Council Annual Report 2018/19



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Town Council Office  
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## Contents

Mayor's Foreword	3
Why does the Council produce an Annual Report?	4
Introduction to the Council	6
Democracy and Decision Making	7
Meet your Councillors	8
Attendance at Meetings	9
Spending and Responsibilities	10
Budget 2018/19	11
Town Council Staff and Management	12
Engagement and Community Relationships	13
Town Council Priorities	14
Town Council Projects	15
Town Council Achievements	17
A Year in the life of the Mayor	22

## Mayor's Foreword



*Thank you to my Mum, as consort.*

It has been an honour and privilege to represent the Council for the past year as Mayor.

I would like to thank Councillors for electing me and for the opportunity. I would like to thank staff, for organising my diary and answering my queries.



*Thank you to Chloe Drew, an outstanding Mayor's cadet.*

During my year as Mayor, I have developed relationships with Mayors of other Town and Community Councils and the Chairman of Monmouthshire Council.

I have attended many events, including the presentation evening in London and Summer Reading Challenge. I'm pleased to see the impact that the donations make to work of the various groups.

Local groups are to be commended for events that have been organised, Caldicot Community Working Together and Caldicot Town Team. This demonstrates the value and engagement with the community.



I am pleased to say that I have raised a total of £1400, my charities are Teenage Cancer Trust Charity and Young Minds.



The experience has made me more confident and broadened my horizons. I hope that I have shown professionalism and been a good role model.

I have enjoyed my year as Mayor, although I have had to juggle with other commitments, it has been a pleasure.

**Councillor Oliver Edwards**

**Mayor, Caldicot Town Council, 2018-19**

Why does the Council produce an Annual Report?

Caldicot Town Council is committed to the future development of Wales and is required to produce an annual report, in accordance with the Well-being of Future Generations (Wales) Act 2015.

The Act covers 44 public bodies, Public Service Boards and Town and Community Councils (with turnover of £200k+). The Act has 7 goals, which are:



The Town Council Annual report highlights the areas in which the Council is achieving the seven goals and objectives.

Did you know?

...

That the Town Council supports the community groups and organisations within Caldicot.

The Council provides grants and financial assistance.

Check the website and social media.

Get in touch if you are a local group or organisation which may need support.

In addition, the Town Council is required to produce a well-being plan which aligns with Monmouthshire Public Service Board well-being objectives. This plan focuses, over a number of years, on the objectives and goals for well-being of young and older people. The well-being objectives for Monmouthshire are:



Well-being Objective - Provide children and young people with the best possible start in life



Well-being Objective - Respond to the challenges associated with demographic change



Well-being Objective - Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change



Well-being Objective - Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.

The Annual Report informs the community of the work of the Town Council and we welcome your feedback.

Please do not hesitate to contact us if you require further information.

You can pop into the Council Office, give us a call, visit the website, Facebook page or send an email.

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[Click here for Town Council Facebook page](#)



## Introduction to the Council

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 serve the residents of Caldicot and are responsible for a number of assets and facilities, which includes Dewstow Cemetery, Jubilee Way Toilets, King George V Playing Fields, Allotment sites and Dog Waste Bins.

The Town Council plays a vital role in supporting the work of different groups in the community.

The Town Council comprises of 17 members and the Mayor for 2019/20 is Councillor David Evans. The Council is required to set an annual budget, the precept for 2019/20 is £386,560. The Mayor and Deputy Mayor are elected at the annual meeting in May.

The town is divided into five wards - Castle, Dewstow, Green Lane, Severn and West End, with each having 3-4 Councillors.

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), meetings are held in the Council Offices, Sandy Lane, Caldicot.

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

Agendas are published on the Town Council website, other committees include Grants, Health and Safety and Personnel.

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

Monmouthshire Council can be contacted by telephone, email or popping into the local hub/library

<https://www.monmouthshire.gov.uk/>

## Did you know?

...

You are able to access all Council services in Caldicot.

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

Contact the Town Council for any queries relating to the Cemetery, Playing Fields, Allotments, Public Toilets and Dog Waste Bins.

## Democracy and Decision Making

Caldicot Town Council plays a vital part in representing the interests of the Caldicot community that it serves and works with groups within the community to develop and provide improved services to the electors.

Caldicot Town Council is made up of 17 individuals, who were publicly elected or co-opted to serve a term of office. All members sign a declaration of office on appointment and agree to observe the Council's Code of Conduct.

Details of the Mayor, Deputy Mayor and elected members are available on Caldicot Town Council website [www.caldicottc.org.uk](http://www.caldicottc.org.uk)

## Responsibilities of Elected Representatives on Caldicot Town Council

### Town Councillors:

Councillors are individuals, who are elected on to Caldicot Town Council through the democratic process. Caldicot Town Councillors are volunteers and not paid for work undertaken, however, Councillors can claim expenses for Council business.

Every Councillor is required to sign a declaration of acceptance of office, which has to be done in the presence of the Proper Officer and this includes an undertaking to observe the Council's Code of Conduct.

The role of an elected member is to effectively represent the interests of their Ward. Councillors cannot make decisions/promises individually, this has to be done by the Council as a corporate body. Councillors actively and constructively contribute to good governance and encourage community participation and citizen involvement in the work of the council.

Your local Councillor is a channel of communication, ensuring that constituents are informed of services available and dealing with enquiries fairly, without prejudice.

### The role of the Mayor:

The Mayor is elected every year at the annual meeting, held in May. The Mayor works with the Clerk to ensure that the Council is properly informed and making legal decisions. The Mayor acts as Chair at Council meetings and facilitates effective debate, in accordance with Standing Orders.

The Mayor encourages participation amongst members and ensures that views are expressed freely, whilst maintaining focus which is fair and balanced. The Mayor signs the minutes of meetings, which are a legal record of decisions made by Caldicot Town Council.

The Mayor undertakes civic duties and represents the Council at events and can appoint a charity for the year of service. Cllr Oliver Edwards was elected as Mayor for civic year 2018/19 and his chosen charities were Teenage Cancer Trust and Young Minds.



## Did you know?

...

You can get involved with Caldicot Town Council.

Contact the Council by phone, email, social media or pop into the office.

The Council welcomes attendance from the public at meetings

## MEET YOUR COUNCILLORS



**Cllr D Evans**  
Mayor 2019/20

**WEST END WARD**  
Welsh Labour  
[DavidEvans@Caldicottc.org.uk](mailto:DavidEvans@Caldicottc.org.uk)



**Cllr R J Higginson**  
Deputy Mayor 2019/20

**SEVERN WARD**  
Welsh Labour  
[JimHigginson@Caldicottc.org.uk](mailto:JimHigginson@Caldicottc.org.uk)



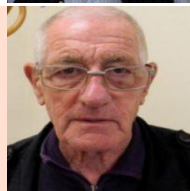
**Cllr D Ashwin**

**GREEN LANE WARD**  
Plaid Cymru  
[DavidAshwin@Caldicottc.org.uk](mailto:DavidAshwin@Caldicottc.org.uk)



**Cllr W Conniff**

**GREEN LANE WARD**  
Welsh Labour  
[WyndhamConniff@Caldicottc.org.uk](mailto:WyndhamConniff@Caldicottc.org.uk)

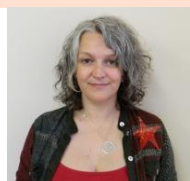


**Cllr A Easson**

**DEWSTOW WARD**  
Welsh Labour  
[AnthonyEasson@Caldicottc.org.uk](mailto:AnthonyEasson@Caldicottc.org.uk)



**Cllr O Edwards**  
*Mayor 2018/19*  
**CASTLE WARD**  
Welsh Labour  
[OliverEdwards@Caldicottc.org.uk](mailto:OliverEdwards@Caldicottc.org.uk)



**Cllr R Garrick**

**CASTLE WARD**  
Welsh Labour and Cooperative  
[RachelGarrick@Caldicottc.org.uk](mailto:RachelGarrick@Caldicottc.org.uk)



**Cllr J Harris**

**SEVERN WARD**  
Caldicot First  
[JamesHarris@Caldicottc.org.uk](mailto:JamesHarris@Caldicottc.org.uk)



**Cllr K Harris**

**WEST END WARD**  
Independent  
[KayHarris@Caldicottc.org.uk](mailto:KayHarris@Caldicottc.org.uk)



**Cllr J Dobson-Pettican**  
[Co-opted 29.5.19]  
**WEST END WARD**  
Welsh Labour  
[Jessica@Caldicottc.org.uk](mailto:Jessica@Caldicottc.org.uk)



**Cllr A Lloyd**

**SEVERN WARD**  
Welsh Labour  
[AlunLloyd@Caldicottc.org.uk](mailto:AlunLloyd@Caldicottc.org.uk)



**Cllr M Mitchell**

**DEWSTOW WARD**  
Welsh Labour  
[MaxineMitchell@Caldicottc.org.uk](mailto:MaxineMitchell@Caldicottc.org.uk)



**Cllr F Rowberry**  
**DEWSTOW WARD**  
Welsh Labour

[FrankRowberry@Caldicottc.org.uk](mailto:FrankRowberry@Caldicottc.org.uk)



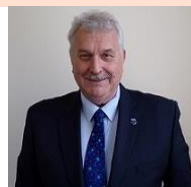
**Cllr S Tovey**

**CASTLE WARD**  
Plaid Cymru  
[SharonTovey@Caldicottc.org.uk](mailto:SharonTovey@Caldicottc.org.uk)



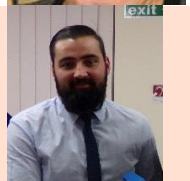
**Cllr M Stevens**

**GREEN LANE WARD**  
Welsh Labour  
[MariaStevens@Caldicottc.org.uk](mailto:MariaStevens@Caldicottc.org.uk)



**Cllr Philip Stevens**

**DEWSTOW WARD**  
Welsh Labour  
[PhilipStevens@Caldicottc.org.uk](mailto:PhilipStevens@Caldicottc.org.uk)



**Cllr Joel Williams**

**GREEN LANE WARD**  
Welsh Labour  
[JoelWilliams@Caldicottc.org.uk](mailto:JoelWilliams@Caldicottc.org.uk)



## Attendance at meetings

Councillor	Planning Meetings Attended	Planning Meetings Expected to Attend	Full Council Meetings Attended	Full Council Meetings Expected to Attend (including Estimates and Annual meeting)	TOTAL ATTENDED	TOTAL EXPECTED
David Ashwin	3	11	4	12	7	23
Wyndham Conniff*	5	11	4	12	9	23
Anthony Easson	10	11	12	12	22	23
Oliver Edwards	9	11	11	12	20	23
David Evans	11	11	12	12	23	23
Rachel Garrick	4	11	9	12	13	23
Kay Harris	8	11	8	12	16	23
James Harris	4	11	7	12	11	23
Jim Higginson	6	11	11	12	17	23
Alun Lloyd	2	11	5	12	7	23
Maxine Mitchell	10	11	10	12	20	23
Frank Rowberry	9	11	12	12	21	23
Maria Stevens	3	11	8	12	11	23
Philip Stevens	4	11	6	12	10	23
Sharon Tovey	1	11	3	12	4	23
Jeff Williams (resigned 31.3.19)	7	11	10	12	17	23
Joel Williams	7	11	10	12	17	23

\*Apologies accepted

## Town Council Spending and Responsibilities

In setting the budget the Town Council aims to provide services, manage facilities (detailed in table below) and meet priorities. The budget is considered at Estimates Committee, held each year and subsequently approved through full Council.

In order to effectively manage public funds Caldicot Town Council:

- Monitors and controls expenditure (governing document Standing Orders and Financial Regulations)
- Considers budget comparison (actual against planned spend)
- Considers rates of fees for Town Council building, Cemetery and Allotment
- Provides grant funding, in accordance with policy
- Revises budget to reflect the Council's priorities and objectives
- Identifies future projects, as required
- Engages with projects and publishes details of Town Council Finances

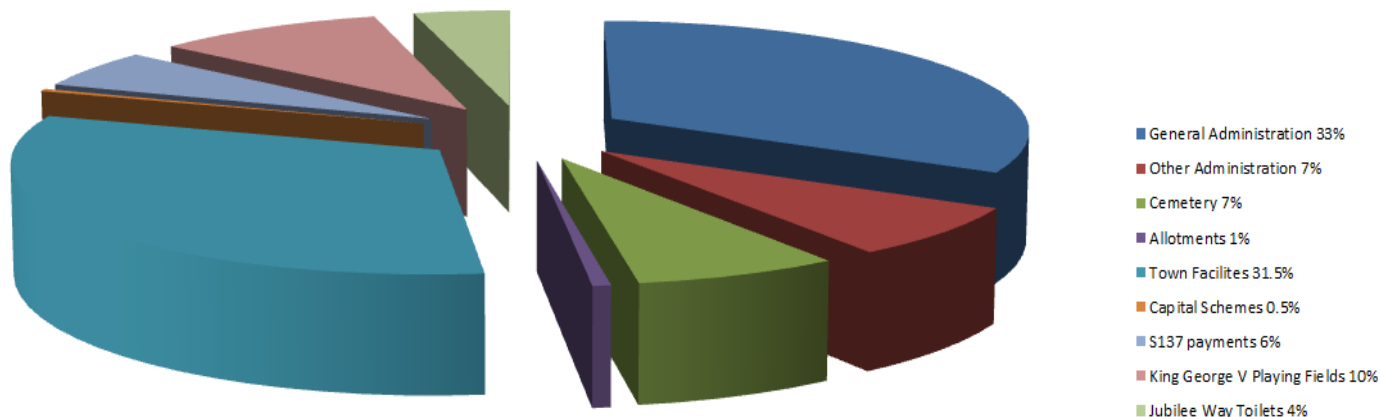
The 2018/19 internal audit congratulated the Council for recent achievements and commended the Council's investment strategy. The audit recognised that the Council appropriately managed resources and operated in accordance with the Financial Regulations and Standing Orders (approved annually by Town Council), as well as taking reasonable steps to ensure immediate and ongoing compliance with the General Data Protection Regulation (GDPR). Council had put in place appropriate arrangements for both Financial and Health and Safety risk management.

### **RESPONSIBILITIES AND FUNCTIONS**

<ul style="list-style-type: none"><li>• Caldicot Cemetery</li><li>• King George V Playing Fields</li><li>• Allotments – Sandy Lane, Oakley Way, King George V Playing Fields</li><li>• Town Council Building, Sandy Lane</li><li>• Provides Christmas Lighting and Trees in town centre, West End, Oakley Way</li><li>• Provides Summer Floral Displays</li><li>• Annual Garden Competition/ Citizens' Awards</li><li>• Provides Play Equipment and Adult Exercise Equipment at KGVPF</li><li>• Maintains Caldicot Bowling Green</li><li>• Contributed to town signs</li><li>• Refurbished Sandy Lane allotments</li><li>• Supported Fireworks Event</li><li>• Funding to Summer Reading Challenge</li><li>• Providing Bus Shelters</li><li>• Jubilee Way Public Conveniences</li><li>• Provided Caldicot skatepark</li><li>• Considers Planning Applications and submits recommendations</li></ul>	<ul style="list-style-type: none"><li>• Twinned with Waghausel, Germany and Morieres-les-Avignon, France</li><li>• Works in Partnership with Monmouthshire County Council</li><li>• Represented on Outside Bodies</li><li>• Provides funding to CCTV</li><li>• Maintains King George V Playing Fields</li><li>• Hires Town Council Building</li><li>• Provides major funding to the Citizen's Advice Bureau</li><li>• Provides funding to Summer Playscheme</li><li>• Provides funding to the community youth – The Zone</li><li>• Provides funding to the Thursday Community Meal at St Mary's Church Hall</li><li>• Provides funding to Caldicot Events Committee – Carnival and Christmas Lights</li><li>• Provides grants to local organisations</li><li>• Provides dog waste receptacles</li><li>• Provision of 5 Defibrillators in Caldicot</li></ul>
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## Budget 2018/19

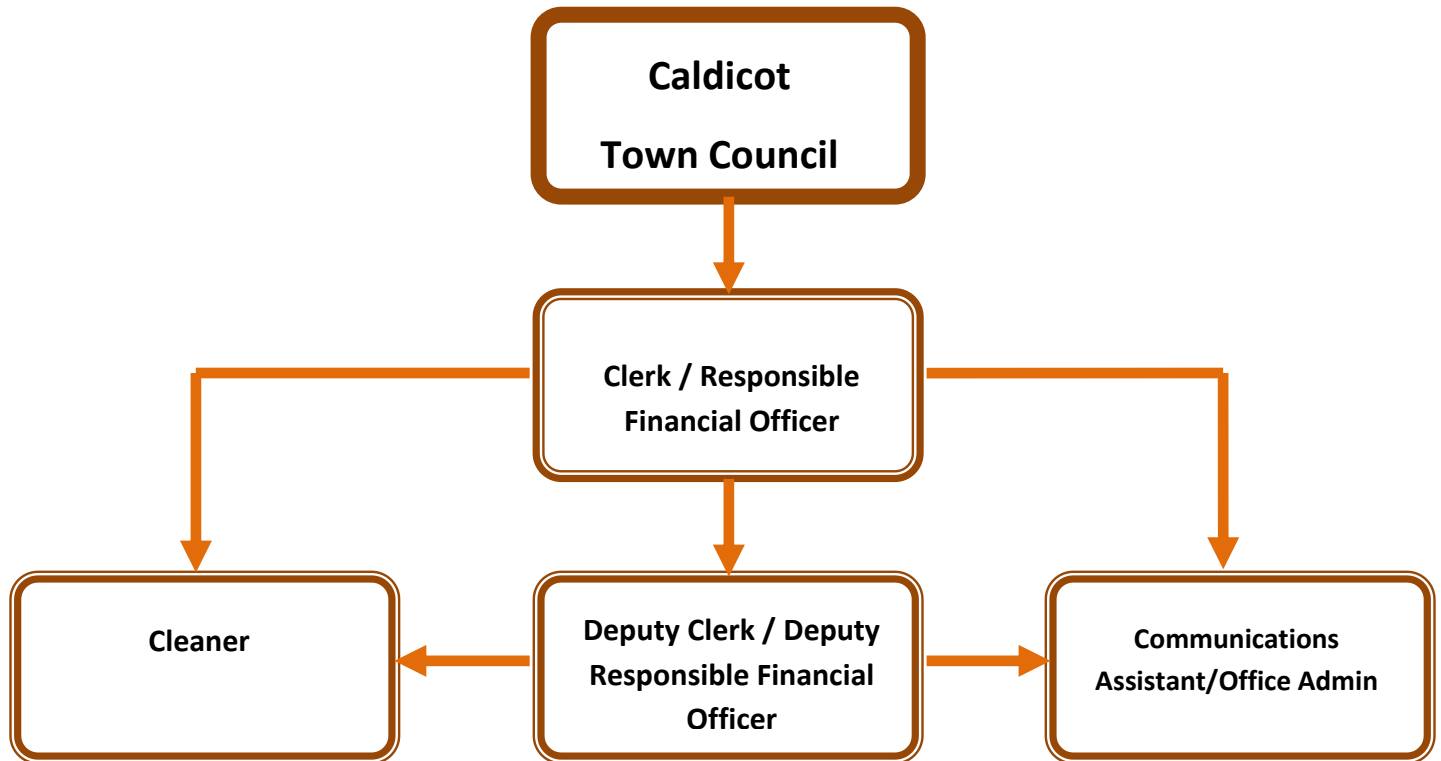
In 2018/19 the precept was £364,360. Where did the money go?



Areas of spend included:

- **Administration** - Administering Town Council services/assets (burials, public toilets, allotments, administering council meetings, member support and training, dealing with telephone and queries, staff support and training.
- **Cemetery** – Dewstow Cemetery has approximately 1000 burial plots and 280 cremated remains plots. The Council is committed to providing the burial facility and have extended the existing cemetery.
- **Allotments** – The Town Council provides 3 allotment sites for use by Caldicot residents, the sites encourage and allow people to cultivate their own gardens, growing produce for their own consumption.
- **Town Facilities** – Town Council building frequently used by community groups and volunteer support groups. Supply and install of Christmas lights. CCTV: contribution through Mon CC for CCTV within Caldicot. Dog waste bins: 40 bins located around the town, responsibility of town council through contractor to empty bins and safely dispose of waste, Bus Shelters: provision and maintenance of 9 bus shelters within Caldicot.
- **Community well-being/S137** – budget area targets the priorities for the town council, commitment to local groups, organisations, charities, in accordance with objectives. Includes support to groups within the town, financial support through grant funding to event organisers and community groups.
- **King George V Playing Fields** - No income is received from the playing fields, however, Council continue to invest into the playing fields and ensures that play equipment is updated, facilities on the playing field are maintained (e.g. bowls, play area) and health and safety standards are achieved (tree inspections, play equipment inspections, pest control, signage, bins, repairs and security).

## Town Council Staff and Management



Caldicot Town Council has a number of rules, procedures and guidance in place. This ensures that the Council is a safe and efficient place of work and safeguards both employees and the Council.

The Council has agreed policies which are in place to assist and protect employees and set out how matters, that affect employees, can be managed. These are reviewed and changed periodically to reflect developments.

Caldicot Town Council is the overall employer, however, it would not be practical for the whole of the Council to line manage staff. Therefore, line management would remain with the Town Council Clerk.

Caldicot Town Council as a body, made up of 17 individual members, employs 4 staff, these include:

- Clerk/Responsible Finance Officer
- Deputy Clerk/Deputy Responsible Finance Officer
- Communications Assistant/Office Administrator
- Cleaner

The Clerk is employed by the Council as a whole. Individual members cannot give instruction to the Clerk and the Clerk, as designated Proper Officer, answers to Council as a whole.

## Engagement and Community Relationships



Town Council has developed engagement and community relationships, through communication and support to a number of groups and organisations.

In 2018/19, organisations were supported in the following way:

- Royal British Legion (RBL)** – support for Remembrance Sunday Parade, Town Council arranged Sunset Service and grant funding provided for . In addition, the Royal British Legion Promotion through website and social media regarding the ceramic poppies displayed at Caldicot Castle and Country Park. Chairman, RBL Caldicot & District branch - Royal British Legion:  
*'During last year Magor and Caldicot Scouts produced a number of ceramic poppies. The idea spread to the whole of Monmouthshire and all the poppies were installed in Raglan Castle last November at a Remembrance Service. The display is now touring the County. At present they are on display in Abergavenny Castle but will be coming to Caldicot during July. From 7th July the poppies will be on display at Caldicot Castle before moving on to Tintern Abbey during August. It is hoped that many people from the Caldicot and Magor areas will take the time to visit the site as it is a wonderful display of a once only event.'*
- The Mayor's Cup** – an initiative introduced by Town Council in 2016/17 for awards to be presented to groups. The group would advise Town Council of a nominated person, the cup would then be presented to the individual. Groups that have been presented with the Mayor's Cup included; Caldicot Scouts, Caldicot Girlguides, Air Cadets, Army Cadets, Caldicot Rugby Club, Caldicot Castle Football Club, Caldicot Town Football Club and Caldicot Bowls Club.
- Support to local organisations** – Gazebo purchased on behalf of Caldicot Community Working Together volunteer group. Support provided through grants to: Caldicot Youth Group, Monmouthshire Citizens Advice, Caldicot Events Committee, Caldicot Castle Events Team, Summer Reading Challenge, St Marys Church Lunches, Caldicot RFC, Wye Gymnastics and Galaxy Cheerleading, Blue Phoenix Children's Marching Band, Caldicot Musical Theatre Society, Caldicot Town AFC Twinning Fund, Caldicot Bowls Club.
- Support to charities and other organisations** – Support provided through grants to: Abergavenny Eisteddfod, MS Therapy centre, Conwy National Eisteddfod, Llangollen International Music Eisteddfod, Urdd National Eisteddfod, Wales Air Ambulance. Support to Scope charity through location of textile recycling bin outside Caldicot Town Council building.
- Mayor's Cadet** – initiative with Caldicot Air Cadets, each Mayor when elected at the Annual Meeting has the opportunity for a Mayors cadet.



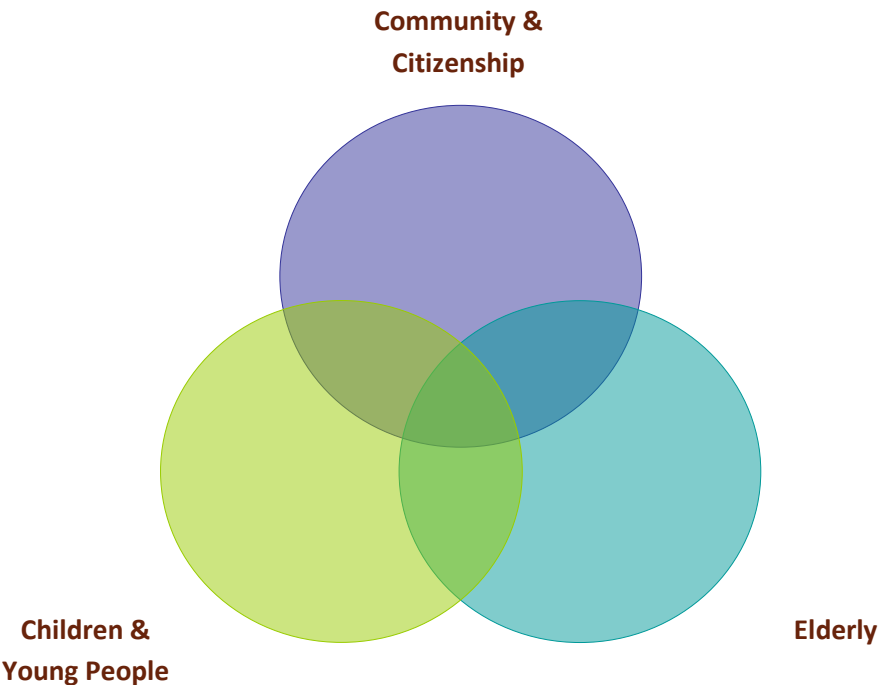


Town Council Priorities

Individual local authorities may determine the types of activities that will promote or improve the well-being of their area. Local authorities are best placed to make an assessment of what is needed to promote well-being and can provide a solid foundation for the overall well-being of their area that responds directly to local, regional and national issues. Actions taken under the power should be informed by and responsive to, the views of the community.

The well-being power is wide ranging and enables local authorities to do anything that they consider is likely to promote or improve the well- being of their area and/or persons in it. The Breadth of the power is such that local authorities can regard it as a “power of first resort” if they are in any doubt about whether existing powers would enable them to take a particular course of action or deliver a particular service.

In exercising the power to promote well-being, local authorities should have regard to the community strategy for their area, which should be part of their single integrated plans. Priorities for Caldicot Town Council are:



Did you know that the Council contributes to Well-being? ...

Town Council allocate approximately one third of the budget to Community Well-Being.

The power of well-being is wide ranging and enables local authorities to do anything that they consider is likely to promote or improve the well- being of their area and/or persons in it.

This extends support to community groups, organisations, events, community grants, best kept garden and citizen awards.

In exercising the power to promote well-being, the Council are committed to providing the best possible facilities and services for the community.

This helps to develop community relationships and is informed by and responsive to, the views of the community.

## Town Council Projects

In demonstrating further commitment to well-being objectives, Caldicot Town Council has projects in progress, as follows:

### Dewstow Cemetery Extension

Caldicot Town Council realised the importance of burial space and under the Open Spaces Act 1906, ss. 9 and 10, the Council has power as a burial authority, to acquire and provide a cemetery with a duty to maintain. The field adjacent to the existing cemetery was earmarked as a cemetery extension.

The Town Council had been aware for a number of years that limited burial space was available within Caldicot, Church Yards had reached capacity and there were no cemeteries in the immediate area.

Dewstow Cemetery is unique as it is the only municipal burial ground, in Monmouthshire, which is managed by a Town or Community Council. Other municipal burial grounds across the County are managed by Monmouthshire County Council.

Caldicot Town Council agreed in March 2014 to commence with initial investigative work. Several stages were required and the third stage was completed in June 2017, with results submitted to Natural Resources Wales (NRW).

Caldicot Town Council do not employ officers who are experts in cemetery development, planning, building and unfortunately the unitary authority were not permitted to provide recommendations. Therefore, the officers of the Council looked into recent developments in the area to gain an insight into where expertise could be established. The Town Council found assistance through the recently developed crematorium in Newport and appointed assistance from the Planning Agent, due to very specific and specialised experience in crematoria and cemetery development.

Planning permission was granted in May 2018. The permission was subject to discharge conditions and these were satisfied through Town Council working with an ecologist.

The Council have progressed significantly within the last year, initial works were undertaken and the extension has been levelled. The whole area provides a natural continuation of the existing lawn area space.

There is space remaining in the existing cemetery area. It is anticipated that the extension will provide approximately 400 additional burial spaces, in addition to cremated remains areas.

Notwithstanding, the extension to Dewstow Cemetery is integral in ensuring that residents of Caldicot have an essential facility for those and their loved ones. Extending the cemetery will enable further opportunities for development and addressing changing demand for burying loved ones.

### King George V Playing Field - Compound Building

Town Council have established a Compound Working Group, in order to develop the compound building at King George V Playing Field. A suggested project was for the building to be converted, to provide toilets and community room area for the general public using the playing fields.



However, the Council will continue consultation and gather evidence to demonstrate what the public would like in the space. It has been suggested that the compound building is demolished and a Multi-Use Games Area (MUGA) is built within the area.

The Council will continue consultation with the youth service and local residents, this is to ensure effective engagement and evidence of need for the project.

At present, the building is occupied by a charity called iNeed. iNeed are an action group from Monmouth in Wales set up to help refugees in Syria and elsewhere and to support refugees and asylum seekers in south Wales. In early 2018 became a registered charity (number 1176589).



iNEED relies on volunteers to:

- \* Sort through items in the warehouse
- \* Arrange fundraising events
- \* Deliver aid

iNeed previously used the compound from November 2015 to end August 2017. The building was used by the charity for storage and sorting of donations. In September 2017 the charity moved to a building in Chepstow, focus was on reducing the scale of collections and becoming a registered charity.

Caldicot Town Council granted permission for iNeed to return to the compound building, for storage and sorting of donations. The use of the building has benefited the charity as a base to operate, the use of the building has benefited the Town Council as the area is kept well maintained and tidy and flowers/shrubs planted.

The base of Caldicot for iNeed was of benefit to the town and its residents, due to the experience of volunteering and community projects, as well as the friendly community reputation. The benefits of building use for iNeed and gratitude has been expressed in a letter to Caldicot Town Council

## Town Council Achievements

### Green Flag Award

The Town Council was very pleased to have been awarded Green Flag Awards for both King George V Playing Fields and Dewstow Cemetery.

Keep Wales Tidy unveiled this year's Green Flag Award winners – the international mark of a quality park or green space.



221 parks and green spaces have met the high standards needed to receive the coveted Green Flag Award and Green Flag Community Award. They include a diverse range of sites, from urban parks and housing estates, to university campuses and farms.

The recognition of the Green Flag Award is the mark of a quality park or green space, given in recognition of achieving the international standard for parks and green spaces.

The Mayor attended a presentation event on behalf of the Council and was presented with a plaque and flag for each site. The awards were presented by Councillor Sheila Woodhouse, Chairman Monmouthshire County Council and Lesley Jones, Keep Wales Tidy Chief Executive.



Lesley Jones, Cllr David Evans and Cllr Sheila Woodhouse

The Mayor, Cllr D Evans commented: "Caldicot Town Council is very pleased to receive Green Flag awards for Dewstow Cemetery and King George V Playing Fields. It's an honour to receive the flags and plaques, which will be displayed. Credit and thanks go to the office staff for preparing the management plans."

### What is the Green Flag Award?

...

The Green Flag Award programme is delivered in Wales by environmental charity, Keep Wales Tidy, with support from Welsh Government. It is judged by green space experts, who volunteer their time to visit applicant sites and assess them against eight strict criteria, including biodiversity, cleanliness, environmental management and community involvement.

Lucy Prisk, Green Flag Coordinator at Keep Wales Tidy said:

*"The Green Flag Award programme continues to go from strength to strength in Wales, thanks to the commitment and enthusiasm of staff and volunteers across the country."*

*"We can't underestimate how important high-quality parks and green spaces are to our communities, our health and wellbeing, nature and economy. We want to encourage everyone to explore their local area and make the most of the award-winning sites on their doorstep."*



Both sites were awarded as Green Flag winners for 2019/20, as a result of meeting international standards in the following areas: **A Welcoming Place; Healthy Safe and Secure; Well Maintained and Clean; Environmental Management; Biodiversity, Landscape and Heritage; Community Involvement; Marketing and Communication; Management.**



The Flags will be displayed on both sites, Dewstow Cemetery and King George V Playing Field, Caldicot.

### Dewstow Cemetery

Caldicot Town Council manages and maintains Dewstow Cemetery in Caldicot. The Cemetery is a lawn cemetery located on the outskirts of the town, near to Dewstow House. It covers approximately 1.8 acres of land. The Cemetery contains a Cremated Remains Section, a children's section and an area for standard grave burials.



Dewstow Cemetery was opened by the district council in March 1962.

The first interment took place on 21<sup>st</sup> March 1962. We currently have approximately 1010 grave spaces and 280 Cremated Remains Spaces. Many of the spaces contain two or even three sets of remains, with many more intended for more than one set of remains.

Dewstow Cemetery is managed from the Town Council Office on Sandy Lane, Caldicot. The Clerk and Deputy Clerk are responsible for the cemetery. The council employs a contract groundsman to undertake the grounds keeping. Funeral Directors employ grave diggers and would notify the office regarding arrangements for burials, administration is undertaken by the Town Council office staff.



In 2016, the Caldicot Town Council was entered into the Good Funeral Awards. Dewstow Cemetery was nominated by a Funeral Director, for the category of UK's Best Kept Cemetery. The Town Council was successful in reaching final stages and representatives attended a ceremony in London. Town Council representatives were presented with a certificate, for Dewstow Cemetery 2016 Good Funeral Awards finalist, category Best Kept Cemetery.

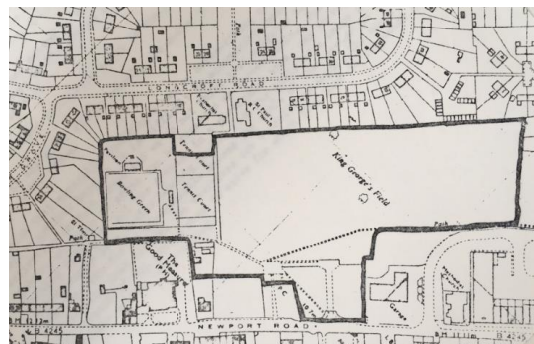


## King George V Playing Fields



The King George's Fields Foundation ("the foundation") was established by declaration of trust on 3 November 1936. It has objects directed to promoting the establishment of playing fields (each to be styled "King George's Field" and physically distinguished by the placing of panels or an inscription). Its trustee is the National Playing Fields Association (incorporated by charter in 1933).

In 1935 Caldicot Parish Council held a meeting to consider a celebration of the Silver Jubilee of King George V, a committee was established to arrange a church service, parade, fete, teas, sports and carnival ball. Following the celebrations the committee had a funding balance remaining and a proposal was made that this formed the basis of a fund for a Playing Field.



Over a number of years the committee (now named 'The Caldicot Jubilee Playing Fields Association') held discussions with the National Playing Fields Association, operations were suspended during the war and recommenced in 1946, by 1950 the Association had sufficient funds and a number of sites were considered.

On consultation with Planning Officers, 7 acres of land at Longcroft, owned by Mr W.P. Anstey, was approved and purchased. In 1951 a meeting was held between the Association, Parish Council and District Council and a resolution passed to vest the land in perpetuity to the Rural District Council. The conveyance agreement was signed on 17<sup>th</sup> November 1952.



Grants were obtained from the National Playing Fields Association and King George V memorial fund, a plan was drawn to provide cricket and football pitches, tennis courts, bowling green and children's area. These facilities were included on the playing fields, along with an old army hut for changing rooms and toilets. The small bowling green pavilion was erected by the bowlers.

Management was transferred from the District Council to Caldicot Community Council in 1976 and subsequently, Caldicot Town Council were appointed as sole Trustee, of King George V Playing Fields, in 1983.

## One Voice Wales - Innovative Practice Annual Awards

Caldicot Town Council was awarded Best Annual Report at the One Voice Wales Innovative Practice and National Awards Conference held in March 2019.

This is the third year One Voice Wales has run its National Awards Scheme for the benefit of Community and Town councils and collaboration partners including Unitary Authorities and Third Sector organisations.

The event showcased the work of the community and town councils sector across a range to thematic areas including: Best Annual Report; Best Environmental Project; Best Website; Best Community Engagement; Best Tourism; Best Sustainability; Best Youth Engagement; Best Heritage Project; Best Devolution of Service/Asset Project and finally Local Council Service of the Year. The day ended with an Awards Ceremony based on the above categories with community and town councils receiving recognition for the work they do for their communities.

Caldicot Town Council submitted its first Annual Report in 2018 and the report was developed for 2019. As part of a series of innovative practice sessions, presentations were made to Community and Town Council colleagues, highlighting the work that had been undertaken by the Council in order to formulate the annual report, details included:

*'The Council continues to undertake work to develop connections with the public, engage with residents and focus on well-being of future generations. The Annual Report demonstrates the Councils achievement in progressing towards the objectives of the Monmouthshire PSB wellbeing plan:*

- *Supporting community cohesion, addressing isolation - allowing free use of the Town Council building for support groups, financial support for community lunches*
- *Promoting well-being for active older generation - use of Town Council facilities*
- *Working with partners supporting the physical activity, mental health, emotional wellbeing of children and young people - financial contributions to playscheme, youth group, summer reading challenge, Air Cadets, Brownies/Girl Guides, Scouts, management of playing fields and play areas*
- *Developing networks, recognising citizen contributions - Best Kept Garden/Citizen Awards, Mayors Cup presentations, 60<sup>th</sup> Wedding Anniversary presentations, Mayors Civic Service*
- *Encouraging, supporting entertainment and the arts - financial support to community events, the events committee, Eisteddfod, Fireworks, Jazz band, celebrating Caldicot School, Christmas lighting*
- *Recognising importance of local volunteers and charities - financial contributions to SARA, Children's Wales Air Ambulance, Bobath, Kidney Wales, Citizens Advice Bureau, St Johns Ambulance - First Aid Training*
- *Supporting the armed forces legacy and commitment - arrangement of the Remembrance Day service and contribution to Royal British Legion*
- *Protecting, enhancing natural environment - provision of green spaces, 'no smoking', dogs on leads on playing fields/play areas, provision of 40 dog waste bins, additional recycling bins, CCTV (x8)*
- *Enabling, assisting fair prices to producers - supporting Caldicot to become a Fairtrade Town*
- *Enabling active travel, sustainable transport - provision of 10 bus shelters*

*The Council manages a number of assets and has projects in the pipeline:*

- Dewstow Cemetery extension - planning application obtained for extending Dewstow Cemetery. Caldicot are the only Community/Town Council which does so in Monmouthshire, the rest are provided by the unitary authority.
- Green Flag status – The Council had applied for Green Flag status for the King George V Playing Fields and Dewstow Cemetery.

- *Compound project - the Town Council will extend public consultation to ascertain requirements and need for the building on King George V Playing Fields. Currently occupied by iNeed, a charity supporting refugees.'*

The Awards Ceremony was held in the afternoon of the Conference where the winners and the runners up were presented with the awards and certificates.

The Annual Report will be developed each year and this report illustrates the Council achievements.



## A YEAR IN THE LIFE OF THE MAYOR 2018/19



## Mayor's Highlights 2018/19

<p><b>May 2018</b></p> <p>Honoured to be elected as Mayor of Caldicot Town Council, representing the people of Caldicot:</p> <ul style="list-style-type: none"> <li>• Following in fathers footsteps, Bill Edwards Mayor of Caldicot 1997/98</li> <li>• Introduced consort, Mrs N Edwards</li> <li>• Expressed appreciation to retired Mayor, Cllr P Stevens and consort Cllr M Stevens.</li> <li>• Nominated charities for 2018/19 - Teenage Cancer Trust and Young Minds.</li> <li>• During the year appointed as chair of two Town Council committees</li> <li>• Continued council imitative of Mayors Cadet – Chloe Drew an outstanding cadet</li> </ul>	<p><b>June 2018</b></p> <p>Civic Service for Mayor of Usk</p> <p>As member of Caldicot Male Voice Choir privileged to perform for celebrations starting Prince Charles 70<sup>th</sup> Birthday at Royal Albert Hall and attend Buckingham Palace Garden party</p> <p>Opening helping hands care office in Caldicot</p> <p>Caldicot Carnival, presenting awards to floats and walkers.</p>	<p><b>July 2018</b></p> <p>Annual meeting for Chairman of Monmouthshire Council</p> <p>Civic Service for Mayors of Abergavenny, Chepstow, Monmouth and Newport</p> <p>Caldicot Town Council Civic Service – as Mayor, this provided the opportunity to thank the community and organisations in Caldicot. Entertainment performed by Caldicot Muscial Theatre Society</p> <p>Presented flowers to Mr &amp; Mrs Thomas – celebrating 60<sup>th</sup> Wedding Anniversary</p>	<p><b>August 2018</b></p> <p>First time Caldicot Town Council had flown the Ensign Flag, celebrating Merchant Navy Day – service held at Caldicot Cross area</p>
<p><b>September 2018</b></p> <p>Best Kept Garden Competition and citizens awards</p>	<p><b>October 2018</b></p> <p>St Davids Foundation AGM</p> <p>Summer reading challenge</p> <p>Caldicot Community Working Together Halloween event at Caldicot Castle</p>	<p><b>November 2018</b></p> <p>Remembrance Sunday and sunset service</p> <p>Monmouthshire Remembers, Centenary Poppies, Raglan castle</p> <p>Presentation of gazebo to CCWT</p>	<p><b>December 2018</b></p> <p>BBC Radio Wales interview regarding Severn Bridge Tolls</p> <p>Charity Walk for Peace cheque presentation evening London</p> <p>Reading at 'lighten our darkness' service - in remembrance, people invited who suffered bereavements over the last year. Caldicot Methodist</p> <p>Caldicot Town Centre Christmas lights</p>
<p><b>January 2019</b></p> <p>Hoggin the bridge charity cheque presentation event</p> <p>Attended launch of Youth Council event at Cardiff Senedd</p>	<p><b>February 2019</b></p> <p>Chepstow and Caldicot Lions Dinner</p> <p>New play equipment - KGVPF</p>	<p><b>March 2019</b></p> <p>Mon CC fly the flag for commonwealth at usk and deputy mayor attended undy community council commonwealth service</p> <p>Appointed Youth Group representative by Town Council, attended meetings at the Zone and met with youth reps throughout the year</p>	<p><b>April/May 2019</b></p> <p>Council supported Scope charity, through siting of textile recycling bin outside Town Council Office</p> <p>Opened season for Caldicot Bowls Club</p> <p>Easter Market Town Centre and Castle Easter event, judging competitions</p> <p>Town Council awarded Best Annual Report one voice wales Innovative Practice and National Awards Conference</p> <p>Mayors cups presented to local sports clubs and organisations</p>