

CALDICOT TOWN COUNCIL



ANNUAL REPORT

2016/2017

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WELCOME TO CALDICOT TOWN COUNCIL

Background

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 unpaid members of the local community, publicly elected to serve a five year term of office.

The Mayor and Deputy Mayor are elected by Caldicot Town Council at the Annual Meeting held in May each year. All members sign a declaration of office on appointment and agree to observe the Councils Code of Conduct.

Details of the Mayor, Deputy Mayor and elected members are available on Caldicot Town Council website www.caldicottc.org.uk

Elected members are required to attend meetings of the Town Council and its committees, as follows:

Committee	Scope
Health & Safety Committee [6 members/Quorum 3]	<ul style="list-style-type: none">• MCC Health & Safety officer undertaking role of Health and Safety consultant• To carry out an assessment of risks facing the council and recommend appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required on an annual basis• To meet on an ad hoc basis as required• To take on the role of Allotments Committee• To make recommendations to Council
Twinning Committee [5 members/Quorum 3]	<ul style="list-style-type: none">• To meet to consider twinning exchanges with Town Council's twin towns of Waghäusel & Morières-les-Avignon• To make recommendations to Council
Planning & Resources Committee	<ul style="list-style-type: none">• Full – Decision making [17 members/Quorum 6]• To meet on second Tuesday of month• To make recommendations to Mon CC in respect of planning applications• To consider urgent items at discretion of Mayor
Cemetery, Finance, Estimates	Full Town Council [17 members/Quorum 6]
Personnel Committee [7 members/Quorum 3]	<ul style="list-style-type: none">• To establish and keep under review the staffing structure of the Town Council and to make recommendations for any changes to the Town Council.• To draft, implement and review, monitor and revise policies for staff.• To establish and review salary paycales and to be responsible for their administration and review.• To oversee the recruitment and appointment of staff.• To arrange the execution of new employment contracts and changes to contracts.• <i>Town Council establish an Appeals Panel, as and when required, to deal with grievance and disciplinary matters - in accordance with Town Council policies.</i> To make recommendations to Council

Caldicot Town Council employs:

- Clerk & Responsible Financial Officer
- Deputy Clerk & Deputy Responsible Financial Officer
- Business Administration Apprentice
- Cleaner

The administration of the Town Council is managed by the Town Clerk appointed by the Council. As the Proper Officer and Responsible Financial Officer the Clerk must carry out all of the functions required by law. The Town Council Clerk implements the decisions of the Council and provides independent, objective and professional advice, information and administrative support to the Council.

The clerk is employed by the Council and answers to the Council as a whole. All other staff, although employed by the Council, answer directly to the Clerk who is their manager and responsible for their performance.

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.

CALDICOT TOWN COUNCIL – ATTENDANCE AT MEETINGS 2016/17

Councillor	Plannning Meetings Attended	Planning Meetings Expected to Attend	Full Council Meetings Attended	Full Council Meetings Expected to Attend	TOTAL ATTENDED	TOTAL EXPECTED
David Ashwin	4	10	7	12	11	22
Wyndham Conniff	6	10	9	12	15	22
Anthony Easson	10	10	11	12	21	22
Oliver Edwards (Elected 4/8/16)	8	8	8	8	16	16
David Evans	9	10	12	12	21	22
Janet Harvey	5	10	10	12	15	22
Julia Haskey (Resigned prior 22.2.17)	1	8	1	9	2	17
Jim Higginson	5	10	10	12	15	22
Alun Lloyd	3	10	5	12	8	22
Gaynor Owen	0	10	2	12	2	22
Frank Rowberry	9	10	11	12	20	22
Maria Stevens	7	10	7	12	14	22
Philip Stevens	9	10	9	12	18	22
Ron Stewart	4	10	7	12	11	22
Pauline Watts	4	10	3	12	7	22
Sue Webb	7	10	8	12	15	22
Jeff Williams	7	10	9	12	16	22

Civic Year 2016-17

Message from Town Council Mayor, Councillor D Evans

'Firstly, I would like to thank the Deputy Mayor, Phil Stevens, for all his support during the last twelve months. Also I'd like to thank my niece Natalie for assisting me during functions and the councillors and office staff for their hard work, dedication and support.'

As you know, this town council has taken on services such as the toilets and town centre cleaning and grass cutting.

Achievements over the past year have included:



- Purchase of new play equipment in King George play area
- 5 defibrillators for the town
- Contributions to the CAB, fireworks, carnival, Christmas lights, events and the castle
- Continuing support for hosting foodbank and provision of meeting space for community groups
- New website and Facebook page

As Mayor, I have had the privilege of opening the new Castle Play area and the MHA new housing complex at West End.



I attended the National Eisteddfod in Abergavenny, which I thoroughly enjoyed and represented Town Council at the Good Funeral Awards, as we were finalists in the Best Kept Cemetery category.

In the twelve months, I have gone to some functions and met some nice people whom I hope to keep in touch with during the next few years.

I am pleased to say that I have raised over £1000 for my Mayor's charities which are St David's Hospice and Parkinson's.

Over the next few years, it's going to get more difficult for town councils to operate because the pressures which are going to be put on them to take on more control of the services in the area. I think it's about time Councillors look at the wider picture. If we don't Caldicot could lose out in a big way.

Whoever takes over as Mayor, I hope that during the last year I have taken a lot of pressure off.

I would like to thank everybody for their support and wish the council all the best for the coming year. I will continue to support Caldicot overall and also the ward I represent.'

Councillor D Evans, Mayor of Caldicot



RESPONSIBILITIES AND FUNCTIONS

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

The Council adopted a 5 year strategy which identified three priorities; community well-being, children and young people and elderly and disabled. The Council is committed to supporting these groups and has done so through contributions to the CAB, Playscheme and Church Lunches, as well as availability of the Town Council buildings as venues for community groups to use (hosting Foodbank and 'I-Need' charity).

Through devolution of services, Caldicot Town Council has adopted the Jubilee Way Toilets from Monmouthshire County Council and will continue to support services, such as cleaning of the town, grass cutting and maintenance.

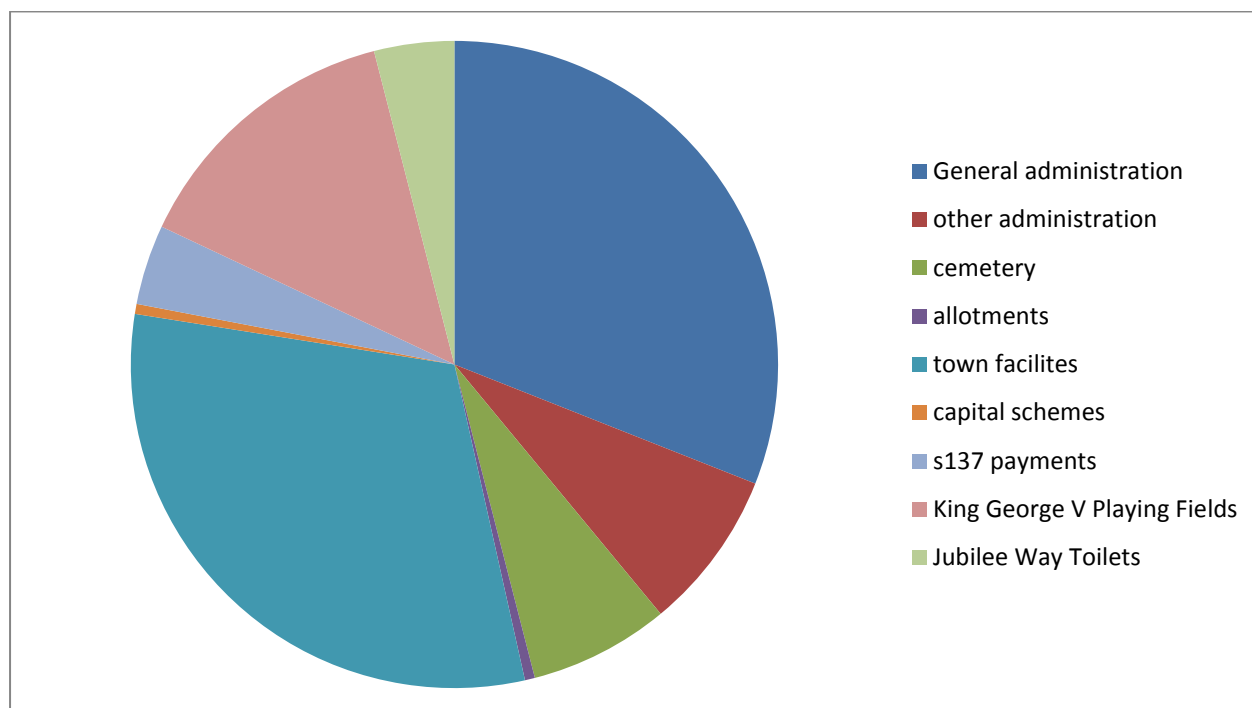
Budget is set by Town Council and is split between a variety of areas which include:

- Contributions to Events, Carnival, Christmas Light switch On, Firework Display and Caldicot Castle
- Purchase of Christmas trees and lights for Caldicot (Town Centre, Oakley Way, West End wards)
- CCTV cameras
- Community Well Being
- Dog Waste Bins
- Public Toilets
- Grants to support local groups and projects
- King George V Playing Field Play area – Child and Adult equipment
- Contribution to Citizens Advice Bureau
- Management of cemetery, allotments, playing fields, bowls green
- Annual Garden Competition/Citizens' Awards

Caldicot Town Council Finance 2016/ 17

Caldicot Town Council had a precept of £294,935.00, where did the money go?

- General Administration – 31%
- Other Administration – 8%
- Cemetery – 7%
- Allotments – 0.5%
- Town Facilities – 31%
- Capital Schemes – 0.5%
- S137 payments – 4%
- King George V Playing Fields – 14%
- Jubilee Way Toilets – 4%



Each civic year, Caldicot Town Council undertake a number of functions and activities, which benefit the people of the Town and surrounding areas. Specific achievements for 2016/17:

Shortlisted for Cemetery of the Year – Good Funeral Awards

Investigation into Land for Cemetery extension

Purchase of 5 defibrillators for Caldicot

Approved costs of new CCTV camera on existing pole

Bus Shelter – Green Lane Ward

Website upgrade and Facebook page

Supporting Royal British Legion Remembrance Sunday

Christmas Light displays

Item of new play equipment – KGVPF play area

Donations: Castle - £5000, Events/Fireworks - £3000, Big Friendly Read - £100, CAB - £10000, Scouts - £1145, Youth - £5000, Caldikidz – £200, Jazz band - £395, Shelter - £500: St. Mary's Church Hall Lunches - £2500, Events Committee - £2000, MAGIC - £100

Caldicot Town Council – Commitment to Wellbeing

The Well-being of Future Generations (Wales) Act is about improving the social, economic, environmental and cultural well-being of Wales. The Act encourages public bodies to think more about

the long-term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach.

To work towards a common vision, the Act puts in place seven well-being goals. The seven well-being goals ('the goals') provide a shared vision for public bodies within Wales.

The Wellbeing Act is clear that public bodies must work to achieve all of the goals, not just one or two.

Goal	Description of the goal
A prosperous Wales	An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.
A resilient Wales	A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).
A healthier Wales	A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.
A more equal Wales	A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).
A Wales of cohesive communities	Attractive, viable, safe and well-connected communities.
A Wales of vibrant culture and thriving Welsh language	A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.
A globally responsible Wales	A globally responsible Wales. A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being and the capacity to adapt to change (for example climate change).

Source: Welsh Government *'Well-being of Future Generations (Wales) Act 2015 – The Essentials*

The Town Council are committed to acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. In making decisions, the Council will take into account the impact on people living their lives in Wales in the future.

Caldicot Town Council has identified how the Council are making progress towards achieving the well-being goals and objectives.

PROSPEROUS

Caldicot Town Council is committed to working actively with partners to encourage and promote the town.

Caldicot Town Council has developed the website and set up a Facebook page, the website provides key contact information and responsibilities of the Council and promotes activities of local voluntary groups and organisations. Both website and social media are used to inform and communicate with residents, publicising meeting information, events and signposting to other service providers.

The Town Council financially supports a number of events and activities within Caldicot, through the grants process and as part of the agreed budget, these include Christmas Lighting, Fireworks, Carnival, Caldicot Castle, Youth Group, Church Lunches, Playscheme, Civic Ceremony, Royal British Legion parade, Best Kept Garden/Citizens Awards, Competition, Citizens Advice Bureau.

The Town Council is committed to development of young people in the area and supported the new school development, library reading initiatives and competitions, as well as contributions to the Youth Group.

Town Council grants are available for local groups and organisations.

RESILIENT

Caldicot Town Council is committed to ensuring that the town remains a pleasant clean and safe environment. The Town Council is not responsible for any highways or street cleaning, however, has developed excellent working relationships with the responsible authority, Monmouthshire County Council.

Caldicot Town Council provides public toilets, bus shelters, dog waste bins, whilst contributing to street cleaning, grass cutting and CCTV.

Street Cleaning, litter collection, refuse and recycling are the responsibility of Monmouthshire County Council. However, in supporting these services and engaging with colleagues at the County Council, Caldicot Town Council can assist in addressing areas of concern.

The Town Council acts as consultee on Planning matters and observations will be made, to the Local Planning Authority, on any issues which are perceived to be a detriment to the town.

HEALTHIER

Providing outdoor space as Trustees of King George V Playing Fields, the Council is committed to the health of residents in Caldicot. Ensuring the playing fields are regularly maintained and safe, for use by the public. The playing fields encompass a children's play area, adult outdoor exercise equipment and sports associations (Caldicot Bowls Club, Caldicot Town AFC)

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.

The Town Council actively supports wellbeing through use of town council building for groups and organisations within the community, such as Foodbank, AA, MIND, Community Connections (patients with dementia).

EQUAL

The Town Council office is based centrally within the town, within a ground floor building, services are accessible.

Town Council provide use of the building to groups and organisations, which enable a wide range of people to enhance their skills and fulfil their potential through taking part in activities.

Development of the KGVPF Compound building will encourage health and wellbeing, through availability of increased facilities on the playing fields.

Providing financial support for the operation of summer play schemes, ensuring that a facility is available for children to develop and enhance skills.

COHESIVE COMMUNITIES

Caldicot Town Council is responsible for the delivery of a number of services and amenities.

Town Council manage Dewstow Cemetery and work with local funeral directors to provide a considerate and respectable service to residents.

Through devolution of services, the Town Council now manage the public toilets, taken on from Monmouthshire County Council. In addition, the Town Council provide bus shelters and dog waste bins.

The Town Council support services, operated by Monmouthshire County Council, these include provision of CCTV, street cleaning, Caldicot Castle events.

Caldicot Town Council is committed to working with partners to create an attractive, viable, safe and well-connected community.

VIBRANT CULTURE AND THRIVING WELSH LANGUAGE

The Town Council support a number of events throughout the town, which ensure vibrant surroundings.

Caldicot Town Council annually supply Christmas lights for the town centre, as well as financially supporting the event.

Heritage within the town is paramount and the Town Council have contributed and supported events at Caldicot Castle, this includes the Eisteddfod proclamation ceremony.

Caldicot Town Council operates in accordance with the Welsh language policy and adheres to legislative requirements

GLOBALLY RESPONSIVE

Caldicot Town Council has responded to a number of surveys, primarily from Welsh Government, which demonstrates a commitment to global well-being and the capacity to adapt to change.

Caldicot Town Council are concerned with energy consumption at all premises and ensure that the best value for money is obtained when renewing utility contracts and undertaking procedures to ensure that energy is not unnecessarily used.



BEST KEPT GARDEN AND SPORTS AWARDS 2016

Caldicot Town Council
Councillor D Evans, Mayor 2016/17





In 1936, after the king's death, the Lord Mayor of London formed a committee to determine a memorial that was not solely based on the idea of a statue. They arrived the same year at the concept of funding and erecting a single statue in London and setting up the King George's Fields Foundation to carry the late king's name forward through future generations with the aim:

To promote and to assist in the establishment throughout the United Kingdom of Great Britain and Northern Ireland of playing fields for the use and enjoyment of the people.

Each of the playing fields would:

Be styled 'King George's Field' and to be distinguished by heraldic panels or other appropriate tablet medallion or inscription commemorative of His Late Majesty and of a design approved by the Administrative Council.



Money was raised locally to buy the land, with a grant made by the foundation. After purchase the land was passed to the **Fields in Trust**, to "preserve and safeguard the land for the public benefit". Land was still being acquired for the purpose during the 1950s and early 1960s.

When the King George's Fields Foundation was dissolved in 1965, there were 471 **King George Playing Fields**, all over the country. They are now owned by Fields in Trust Association and managed on their behalf by either the council or a board of local trustees.

There are strict **covenants** and conditions that all go to ensure that the public will continue to benefit from these open play areas.



King George V Playing Fields are an asset to Caldicot and contribute to the principles of wellbeing, through the ethos of the Charity being outdoor recreation. The playing fields are open to the public and used throughout the year, various sports clubs are located on the playing fields, including the Bowls Club and Caldicot Town AFC.

The playing field has an excellent childrens play park, which is maintained by the Town Council and is secure and safe.

There is a selection of adult exercise equipment, which is well used, by residents and groups within the town.

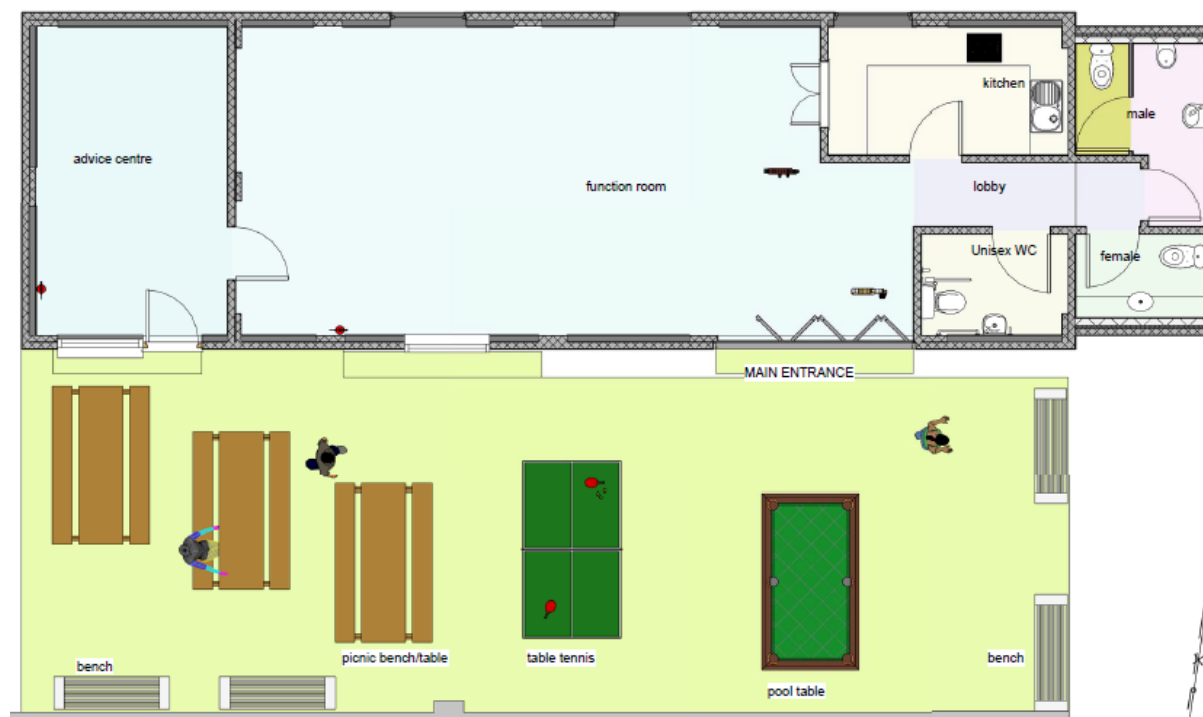


Compound Development Project

In 2014 Town Council commenced a project on the Compound Building at the Playing Fields. The compound was a disused building, historically used for equipment storage.

Town Council elected members felt that the residents of Caldicot would benefit from a facility within the playing fields which would complement outdoor recreation. The Town Council established a Compound Working group and through making recommendations to Council, plans have been drawn up and planning permission has been obtained.

The Town Council intend to gather residents views to ascertain the type of facility that the public would like to see on the playing fields, with a view to inviting builders to make the vision a reality.



MEET YOUR COUNCILLORS 2017/18

Following the Election in May 2017, the following Councillors were elected to Caldicot Town Council for a 5 year period

	<p>Cllr Philip Stevens Mayor 2017 /2018</p> <p>DEWSTOW WARD Welsh Labour PhilipStevens@Caldicottc.org.uk</p>		<p>Cllr O Edwards Deputy Mayor 2017 /2018</p> <p>CASTLE WARD Welsh Labour OliverEdwards@Caldicottc.org.uk</p>
	<p>Cllr D Ashwin</p> <p>GREEN LANE WARD Plaid Cymru DavidAshwin@Caldicottc.org.uk</p>		<p>Cllr W Conniff</p> <p>GREEN LANE WARD Welsh Labour WyndhamConniff@Caldicottc.org.uk</p>
	<p>Cllr A Easson</p> <p>DEWSTOW WARD Welsh Labour AnthonyEasson@Caldicottc.org.uk</p>		<p>Cllr D Evans</p> <p>WEST END WARD Welsh Labour DavidEvans@Caldicottc.org.uk</p>
	<p>Cllr R Garrick CASTLE WARD Welsh Labour and Cooperative RachelGarrick@Caldicottc.org.uk</p>		<p>Cllr J Harris</p> <p>SEVERN WARD Caldicot First JamesHarris@Caldicottc.org.uk</p>
	<p>Cllr K Harris</p> <p>WEST END WARD Independent KayHarris@Caldicottc.org.uk</p>		<p>Cllr R J Higginson</p> <p>SEVERN WARD Welsh Labour JimHigginson@Caldicottc.org.uk</p>
	<p>Cllr A Lloyd</p> <p>SEVERN WARD Welsh Labour AlunLloyd@Caldicottc.org.uk</p>		<p>Cllr M Mitchell</p> <p>DEWSTOW WARD Welsh Labour MaxineMitchell@Caldicottc.org.uk</p>
	<p>Cllr F Rowberry DEWSTOW WARD Welsh Labour FrankRowberry@Caldicottc.org.uk</p>		<p>Cllr M Stevens</p> <p>GREEN LANE WARD Welsh Labour MariaStevens@Caldicottc.org.uk</p>
	<p>Cllr S Tovey</p> <p>CASTLE WARD Plaid Cymru SharonTovey@Caldicottc.org.uk</p>		<p>Cllr Jeff Williams</p> <p>WEST END WARD Welsh Labour JeffWilliams@Caldicottc.org.uk</p>
	<p>Cllr Joel Williams [Co-opted 31.5.17]</p> <p>GREEN LANE WARD Welsh Labour JoelWilliams@Caldicottc.org.uk</p>		