**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 27th September 2017 at Caldicot Town Council**

 Present: Cllrs: P Stevens, Mayor M. Mitchell

 D. Ashwin F. Rowberry

 A. Easson M. Stevens

 D. Evans S. Tovey

 R. Garrick J.J. Williams

 J. Harris

 R.J. Higginson

 A. Lloyd

[In attendance: G. McIntyre Clerk, S. King Deputy Clerk, C. Till, , Members of Public, Press]

##### 9833 Apologies

##### Apologies were received from Councillors O Edwards, W Conniff, K Harris, J Williams

**9834 Declarations of Interest – To be identified under the relevant item/Forms to be completed**

Cllrs D Evans, RJ Higginson declared personal interests in Planning Matters in relation to Minute 9839

 Cllrs P Stevens, M Stevens declared an interest in Personnel Committee.

 Cllrs F Rowberry, M Stevens, P Stevens, declared personal interests in relation to KGVPF Item -

 Caldicot Football Club.

 The Mayor requested if Council would agree for the police report to be brought forward onto the agenda and considered prior to suspended proceedings. Town Council resolved to agree to receive the police report (circulated at the meeting) and that the police report item was brought forward on the agenda.

**9835 Police Report**

Members welcomed Sergeant N. Callard and PCSO H. Brown.

 Clarification was sought regarding shoplifting in Severn Ward; Town Council were advised that the Ward included the Asda store.

 A member raised questions regarding recent vehicle crime in Caldicot. Councillors were advised that anyone who had witnessed an offence in progress should report to 999, subsequent reports should go to 101.

 Town Council were reminded of the offer to undertake ‘Ward Walks’, with the police, in order to discuss issues.

 The public were encouraged to report crime through appropriate routes.

 The Mayor thanked the police for coming to the meeting and presenting the report.

**9836 Open Forum for Public Participation**

There were no questions raised by Members of the Public.

**9837 Suspended Proceedings**

 **a) iNeed presentation**

Representatives of iNeed presented a picture to Council, drawn by a refugee for the “From Syria, With Love” art exhibition. iNeed thanked Caldicot Town Council for support over the past 18 months and the temporary use of the compound facility for storage. Town Council thanked iNeed for presentation of the picture and agreed that it would be displayed in the Town Council building.

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**b) T Lewis – Mon CC Events – see Appendix A**

**9838 To Approve the Minutes:**

a) Minutes of Full Town Council 26th July 2017 – Mayor to sign the Minutes

**The Minutes were approved as a true record and duly signed by the Mayor.**

b) Minutes of Planning and Resources 8th August 2017 – Mayor to sign the Minutes

**The Minutes were approved as a true record and duly signed by the Mayor.**

c) Minutes of Planning and Resources 12th September 2017 – Mayor to sign the Minutes

**The Minutes were approved as a true record and duly signed by the Mayor.**

**9839 Planning [Displayed]**

**Cllrs D Evans and RJ Higginson, declared personal interests in planning matters, as members of Mon CC Planning Committee.**

1. **Planning Applications Received**

**DC/2017/01057:** New dwelling with associated works and access –

2 Woodstock Way, Caldicot, NP26 5DB **TC Approved**

**9840 Finance**

(1) To Approve Cheque list August and September 2017

 **Town Council approved the cheque lists August and September 2017, as circulated.**

(2) To consider application for Grant – 2012 Caldicot Squadron Air Training Corps

 **Town Council approved a £1,000 donation to 2012 Caldicot Squadron Air Training Corps.**

 ***Spending Power - Well-Being Local Government (Wales) Measure 2011 s.126***

(3) To Note appreciation for Donation:

1. Summer Reading Challenge 2017 - £200
2. Monmouthshire County Citizens Advice Bureau - £10,000

 **Town Council noted the appreciations for donations, as listed.**

(4) To consider meeting with Mark Davies, CCLA (via SLCC conference) 2.11.17 am

 Re: Public Sector Deposit Fund/CCLA

 The Clerk advised that CCLA would be in the area on 2nd November and that it would be an

 opportunity to consider Town Council investments.

The Mayor advised that an email would be sent regarding the date and Councillors would respond to the Clerk regarding availability.

**Town Council agreed to hold a meeting with CCLA and Councillors would confirm availability with the Clerk.**

(5) To Note Instalment of Precept (2) received end August –

 £100,000 transferred into Business Select 14 Day Account [53]

 *[NB: Bank error – transferred into current account – resolved same day – verified and noted by audit]*

The Clerk made Council aware that a bank error had resulted in transfer to the incorrect account. The error had been rectified the same day and verified by internal audit.

**Town Council noted the instalment of precept received end of August and £100,000 transferred into Business Select 14 Day Account.**

(6) To Consider Closure of Business Select Instant Access Account [50] –

 Balance £2.75 - No activity

Town Council noted no activity on the Business Select Instant Access Account and that closure of the account would avoid further confusion, in the future.

 **Town Council resolved to agree to close the Business Select Instant Access Account.**

(7) To Approve and accept Annual Return Year Ended 31st March 2017

Town Council were informed that the Annual Return had been received after the agenda had been despatched. The documentation had been awaited from BDO and audited accounts had to be publicised no later than 30 September 2017.

Town Council noted that the report recommended separate accounts for the King George V Playing Field Charity. It was proposed and duly seconded that the recommendation was referred to personnel committee.

**Town Council resolved to approve and accept the Annual Return Year End 31st March 2017 and to move the recommendation to Personnel Committee.**

**The Mayor signed the Annual Return Year Ended 31st March 2017.**

**9841 To Approve Minutes of Health & Safety Committee 7th September 2017 [Circ] and consider quotations – see Item 22(iii) and Part B (6)**

 **Town Council approved the minutes and recommendations of Health & Safety Committee**

 **7th September 2017, which incorporated the Annual Risk Assessment/Inspection report.**

 **Town Council resolved to agree that quotations would be considered within exempt items, as stated.**

**9842 To approve Minutes of Personnel Committee 14th September 2017 [Circ]**

 **Confidential report – see Item 21**

 **Town Council approved the minutes of Personnel Committee 14th September 2017.**

 **Town Council resolved to agree that recommendations, within the confidential report, would be considered within exempt item 21, as stated.**

**9843 To approve draft Caldicot Town Council Annual Report 2016/17 [Circ]**

Town Council thanked the Deputy Clerk for producing the Annual Report 2016/17.

 **Town Council approved the Annual Report 2016/17.**

1. **To appoint representative to PSB Well-being Workshop – 9th October 2017 9.30-15.30 [Circ]**

It was proposed and duly seconded that Cllr P Stevens attend the PSB Well-being Workshop.

 **Town Council agreed that Cllr P Stevens would attend PSB Well-being Workshop 9th October 2017.**

**9844 To consider Monmouthshire CCTV Scheme Strategy 2017/19 [Circ]**

A member requested clarification regarding whether a developer, within the Town Centre, had met the obligation regarding provision of CCTV.

Representatives of the CCTV group would report issues back to the CCTV meeting.

 **a) To note Agenda Monmouthshire CCTV User Group – 5th October 2017 10am [Circ]**

Town Council noted the agenda for the Monmouthshire CCTV User Group – 5th October 2017.

**9845 To consider response from Oberbürgermeister, Waghaüsel, regarding Town Twinning [Circ]**

The Mayor advised that the Council had received a letter from Waghäusel, interested in a twinning visit.

 **Town Council agreed to arrange a meeting of the Twinning Committee to consider the correspondence.**

**9846 To approve Mayor and Deputy Mayor attendance at One Voice Wales’ Conference and AGM**

Saturday 30th September 2017 - Royal Welsh Showground, 9.30am for 10.15am start

 **Town Council approved attendance of Mayor, Cllr P Stevens and Deputy Mayor, Cllr O Edwards to One Voice Wales Conference and AGM, on Saturday 30th September 2017.**

**9847 To consider Code of Conduct training – to be arranged by Monitoring Officer**

[NB: SO 13b All councillors shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form]

 **Town Council agreed that Code of Conduct Training would be arranged.**

Town Council would be notified of dates by the Clerk.

**9848 To Consider fees from NRW Discretionary Planning Service to review Hydrogeo Report on Proposed Cemetery Land – to follow**

The Clerk advised that the Hydrogeo report, relating to the proposed cemetery land, had been submitted to National Resources Wales (NRW). NRW would have to review the document, this could be done in the near future at a fee of £850 + VAT. However, the report would be reviewed as part of standard consultation during the planning process.

 Council agreed that all works had been undertaken and the planning process should commence and the report reviewed by NRW as part of the process. Members recognised that specialist assistance would be required in terms of drawings and application.

 **Town Council resolved to agree that:**

 **i) Advice was sought from Mon CC Head of Planning regarding process for cemetery extension.**

 **ii) NRW review was undertaken as part of the planning process.**

 **9849 Members Items of Business**

1. **Cllr D Ashwin & S Tovey – Support Black Rock Lave Net Fishermen**

Cllr Ashwin presented the item of business and asked that Council support the Lave Net fishermen, to continue fishing and write to NRW asking that Lave Net Fishermen are not subject to NRW proposals of returning their catch. It was recognised that some of the fishermen were residents of Caldicot.

 **Town Council agreed to write to NRW in support of the Black Rock Lave Net Fishermen.**

1. **Cllr F Rowberry – Exit/Entrance Jubilee Way Car Park**

Cllr Rowberry presented the item of business and highlighted that Jubilee Way Car Park had become busier, vehicles appeared to be entering and exiting the car park at speed and the ‘No Entry’ sign was missing. It was proposed that the sign was replaced, possible alligator teeth installed at the no entry and spaces remarked.

**Town Council agreed to write to Mon CC highlighting issues regarding Jubilee Way Car Park.**

1. **Cllr F Rowberry – Roadside signs, Church Road**

Cllr Rowberry presented the item of business and advised Council that the original request related to roadside signs, which now appeared to have been repaired. However, the overgrown hedgerow near the school required maintenance as it covered some road signs.

**Council agreed to write to Mon CC regarding Church Road hedgerow and signs.**

1. **Cllr P Stevens – Trophies for community groups**

**Cllrs D Ashwin and RJ Higginson declared personal interests in relation to Caldicot Rugby Club.**

**Cllr RJ Higginson declared a personal interest in relation to Caldicot Cricket Club**.

Cllr P Stevens presented the item and highlighted that the purpose was for local groups and sports organisations to be recognised, this included ATC, Army Cadets, Brownies/Guides, Scouts, Football Club, Rugby Club, and Bowls Club.

Town Council noted that the item of business proposed the cost of the cups to be donated by Cllr Stevens and the awards named ‘Philip Stevens Caldicot Town Council Cup’. Members felt it appropriate that the cups should be ‘Mayors Cup’ donated and paid for by Caldicot Town Council. It was suggested that smaller sized cups were provided for the younger groups and larger cups for sports clubs

**Caldicot Town Council resolved to agree to obtain prices for Caldicot Town Council Mayors Cups.**

1. **Cllr D Ashwin – Photograph past service persons**

Cllr Ashwin presented the item of business, which invited Council to have an enlarged photograph of past service personnel displayed in the Town Council Building. The photograph would be framed and presented to the Mayor, on behalf of Caldicot Town Council. Approximate cost of £55 had been obtained.

**Town Council agreed to have the photograph enlarged and framed, to be presented to Caldicot Town Council at November meeting.**

1. **Cllr A Easson – Painting of street furniture in Town Centre**

Cllr Easson presented the item and proposed that Mon CC ensure work continued regarding painting of town centre furniture, the town centre and furniture was responsibility of Mon CC. This included the bus shelter, which required cleaning.

**Town Council resolved to agree to contact Mon CC, regarding painting of street furniture to be completed and bus shelter to be cleaned, repaired and timetables displayed.**

*Cllr D Ashwin left 7.45pm*

**9850 Reports**

1. Reports from Town Council Representatives on Outside Bodies

 **Fairtrade**

Cllr P Stevens reported that he had met with Mon CC officer regarding Caldicot becoming a Fairtrade Town. In order for the criteria to be met there was a need for one additional retailer to sell Fairtrade products and one additional food outlet/café. A committee would be established by Mon CC, the council would be represented and would be required to support the initiative and that there would be a possible contribution required of £200 per annum, for literature and materials.

**Caldicot Town Council agreed to support Caldicot becoming a Fairtrade Town, the Council nominated and agreed it would be represented by Cllrs P Stevens and D Evans.**

1. Governor’s Reports

There were no governor’s reports

1. Other

**Citizens Advice Bureau (CAB)**

Cllr A Easson advised that the CAB AGM would be held in Monmouth w/c 2nd October. Feedback would be reported at the next Town Council meeting.

 **Severnside**

Cllr P Stevens reported as the appointed representative on Severnside Area Committee. The committee had received updates regarding Heavy Goods Vehicles travelling through Caldicot and this was being investigated.

The early stages, of the planning application process, for proposed development of treatment plant in Portskewett were being considered by Mon CC. There had been a number of objections received and a member highlighted that a local group had been established.

**Town Council agreed to invite the group to Planning & Resources Committee October, to receive information regarding the development.**

**Town Team –** Successful events had been organised by Caldicot Town Team, including Street Feast and 999 day. Recognised landlords charging high rates for tenants and retailers not encouraged to use units. Town Team have pop up shop in HSBC unit. Project Manager had been appointed to look at Town Centre development, funds available through Mon CC Cabinet. Communication, to be developed between Town Team and Town Council. Cllr M Mitchell had attended the partnership review meeting.

 **Mayor’s Report *[b/f 26.7.17]***

Cllr P Stevens had verbally presented a report to Town Council at the meeting on 26th July 2017 and Council had requested the written report for consideration.

 In presenting the report the following points were highlighted:

* **Western Power –** Assistance and guidance available to assist residents in reducing energy bills.

**Town Council agreed that the information would be displayed on the Town Council website.**

*Cllr A Lloyd left 8.00pm*

* **Green Flag (Cemetery and Playing Fields) –** suggested project for office apprentice, guided by Clerk and Deputy Clerk. Recognised that successful application would result in requirement of new flags and planning permissions.

**Town Council agreed to apply for Green Flag Status, for Cemetery and King George V Playing Fields. Project work to be undertaken by office apprentice, guided by Clerk and Deputy Clerk.**

* **Grants –** Grants were available for Town Councils to apply. Officers advised that forms were detailed and Town Council would need project plan in place prior to application.
1. Other (incl. Website Analytics)

There were no other reports.

1. To Note Report of Best Kept Garden Competition 12th September 2017

The Mayor highlighted that the award evening had been a successful event. Members of Health Board and CARIAD in attendance regarding purchase of defibrillators, suggested that article was published on website and Facebook regarding defibrillators.

**Town Council noted the report of the Best Kept Garden Competition 2017 and agreed that information was published regarding defibrillators within the town.**

**9851 To Receive Clerk’s Report – Correspondence, Publications**

*[NB: One Voice Wales responds on WG consultations on behalf of Town Councils via a network of volunteer responders: interested councillors contact Clerk]*

1.3 – Mayor and Deputy Mayor approved to attend OVW conference and AGM. Caldicot Town Council and Talgarth, joint motion regarding dog fouling, which would be considered on the day.

2.1 – Communications with MCC through single point of contact, if required. Cluster meetings being held to increase dialogue between Mon CC and Town/Community Councils. Highlighted that some Clerks were in attendance at Cluster meetings, suggested that the Clerk attended.

4.1 – Herbert Protocol was identified as a valuable initiative for assisting vulnerable people within the community.

5.1 – GAVO Network Agenda representative Cllr P Stevens, was nominated and duly seconded.

**Town Council agreed that Cllr P Stevens would attend the GAVO Network Agenda on Friday 13th October.**

5.4 – Suggested that email to go to Arriva Trains Wales, regarding ATW Timetable Consultation.

**Town Council agreed to write to Arriva Trains Wales**

**Caldicot Town Council received and noted the Clerks Report.**

**9852 To Note Annual Remembrance Parade Sunday 12th November 2017 – leaving Jubilee Way Car Park 10.15am**

 a) To note Sunset Service 4pm on Sunday, 12th November 2017

 b) To note RBL Flag at Caldicot Cross

 The Clerk gave apologies for the Remembrance Parade and the Sunset Service.

 **Town Council noted Sunset Service 4pm on Sunday 12th November 2017 and agreed for annual contribution to the cost of buffet at £140.**

 **Town Council noted the RBL flag at the Caldicot Cross. This would be erected by the preferred contractor.**

**9853 To confirm mixed selection and colours of Christmas Lighting in Town Centre**

 *FTC 30.09.15 - It was resolved to accept the quotation from City Illuminations for hire of Christmas lights as previously supplied on a 3-year contract*

 *Christmas Lights 2016/17 included 6 large displays -*£5050 + VAT

 **Town Council resolved to agree a mixed selection and colour of Christmas lights, at a cost of £5050 + VAT.**

*Cllr J Harris left 8.20pm*

**9854 To Resolve – Exclusion of Press and Public – It was resolved that by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:**

**9855 Town Council resolved to agree that confidential report of Personnel Committee 14th September 2017, would be moved to the end of the meeting.**

**9856 To Consider quotations:**

(i) To treat bind weed growing to the perimeter of allotments at end of Sandy Lane Caldicot (inclusive materials and labour)

 **Town Council resolved to accept the quotation from Mon CC of £120 to treat bindweed.**

 (ii) Quotation for Christmas Trees x 3

 Cllr F Rowberry advised council that a resident had offered a tree to the Council. **Town Council agreed that the size of the tree must be considered, as the usual height was approximately 20-25ft. Town Council agreed to designate responsibility to the Clerk and Mayor, to consider appropriateness of the tree and whether to accept.**

 **Town Council resolved to accept the quotation, from J Reece, preferred contractor, of £970 + VAT for the installation of three Christmas Trees.**

 (iii) Quotations, following Health and Safety Committee meeting 7th September 2017:

1. Repair/removal of bus stop at Mill Lane, Caldicot

**Town Council resolved to have the bus shelter removed at a cost of £440, from KRL, preferred contractor; the shelter would be stored in the compound.**

1. Dewstow Cemetery building – condition survey

Town Council considered the condition survey and associated quote. A member suggested that financial assistance may be available for DDA compliant works.

**Town Council agreed to obtain three quotes for the recommended works.**

1. Removal of metal sheeting/bunds of earth along Oakley way allotment hedge – to follow

 **Town Council resolved to accept the quotation, from J Reece, preferred contractor, £350 + VAT.**

**9857 Confidential report of Personnel Committee 14th September 2017**

Cllr P Stevens confirmed that he would resign from Personnel Committee, due to advice received. Town Council agreed that a replacement member would be appointed at Planning and Resources in October.

 **Cllr M Stevens and Cllr P Stevens declared personal and prejudicial interests in the Personnel Committee report and left the meeting.**

 **Mr C Till left the meeting during discussion of the item.**

 **In the absence of the Deputy Mayor, Town Council appointed Cllr R Garrick as Chair for the item.**

Town Council considered the confidential report of the Personnel Committee dated 14th September 2017.

 **Town Council resolved that:**

 **i) the recommendations regarding Apprentice/Update Review were approved**

 **ii) in order to support work/life balance, flexible working was possible ensuring that Town Council**

 **office covered during opening hours**

 **iii) the contribution of officers attendance at meetings was recognised, in terms of providing advice**

 **and taking minutes**

 **iv) the Town Council required a lone working policy to be established**

 **v) sickness would be managed within existing policy**

 **vi) a visitors book would be required at the entry to the building**

 **vii) health and safety member to be notified of meeting with Health and Safety Officer**

Town Council confirmed that it was satisfied with current office operation and that any appraisals/development plans, had been conducted in accordance with current Standing Orders.

 **Cllr M Stevens, Cllr P Stevens and Mr Till were readmitted to the meeting.**

**9858 To re-admit press and public for KGVPF Trustee Meeting**

 **Town Council resolved to readmit press and public**

 **The meeting closed at 9pm.**

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Mayor/Deputy Mayor

**Appendix A – see 9837 (b)**

Town Council welcomed T Lewis, Mon CC and were provided with an update regarding events at Caldicot Castle. Council were advised that there had been a number of successful events held during the summer months and feedback had been positive.

The Fireworks event was planned for Sunday 5th November and would be launched with a media campaign, Capital FM were involved. Improvements were being made each year, taking account of operation of previous events. It was recognised that Caldicot Town Council had previously contributed to the event.

Members were invited to ask questions and during discussion the following points were noted:

* Council welcomed the events and recognition of Caldicot Castle as a venue. It was recognised that traders had benefited from events being held within the town. Town Council welcomed the forthcoming ‘Hoggin’ the Bridge’ event and wished the team success. Town Council were informed that the event was being operated and managed by Caldicot Town Team and Caldicot Castle would be the hosting venue.
* Discussions ensued regarding the Fireworks event, a query was raised whether there would be discount for Caldicot residents. The officer responded that there would be a presale for local residents, one week prior to general ticket sale. In addition, there would be increased ticket price, due to inflated expenditure for the event, however, specific detail regarding level of increase per ticket was not yet available.
* A Councillor requested information regarding income and expenditure for the events, as well as profit and loss accounts. Clarification was required regarding whether profit from events was invested into the infrastructure of the Castle. The information had been requested by Town Council at a previous meeting, but had not been received. The officer confirmed that work was being undertaken to compile the information and it would be provided to Caldicot Town Council.
* A member reiterated that investment was required into the structure of Caldicot Castle. The officer replied that due to Cadw regulations, Mon CC were guided on what works could be undertaken. Caldicot Castle would be closed end of February and early March for complete maintenance. The team were in frequent communication with Cadw.
* The Mayor confirmed that clarification would be required prior to funding being donated.
* Further information would be provided by the officer in relation to, Firework Ticket pricing (this included discounted and family ticket).
* A member enquired whether there was a possibility to increase capacity of the fireworks display, rather than increase ticket prices. The officer recognised the validity of the point and confirmed that this had been considered, however, there was a risk regarding whether an event of that size would be successful.
* In response to a question regarding Caldicot Castle fitting into an alternative delivery model, Council were informed that officers were leading on this and information would be available at the end of November.
* Councillors raised some concerns regarding last minute road closure at Church Road, for recent events. The Officer advised that the decision had been undertaken by the Police Chief Constable, due to avoidance of unnecessary risk and emergency procedures following recent incidents.
* A Councillor asked whether a contingency plan could be put in place, for future large events, which addressed concerns raised by residents. The officer reassured Town Council that the venue was first and foremost a Castle and Country Park. It was not going to be utilised as a continued events venue with a full calendar and large events would not be frequent.
* The fireworks event had improved year on year, there was competition in the surrounding area. The key issue was a community focused event and it was an offer for young families, admission would be kept as low as possible.
* The event covered itself in terms of expenditure, with support from Mon CC and Town Council and the focus was not on profit.

The Mayor thanked the officer for attending and giving a presentation to Town Council.

**PART B - MINUTES OF KING GEORGE V PLAYING FIELDS TRUSTEE MEETING HELD ON 27th September 2017 at 9.00pm**

**Cllrs M Stevens, P Stevens and F Rowberry declared personal interests in relation to Caldicot Town AFC.**

1. To consider STRI Advisory Report on the Bowling Green

**Trustees agreed to approve the STRI Advisory Report on the Bowling Green**

2. KGVPF Compound working party:

 a) 8th August 2017 – To receive notes and consider recommendations [CIRC]

Cllr M Stevens provided an update on the progress of the compound working party.

**Trustees approved the notes and agreed to obtain quotes for drainage and cesspit, information would be obtained from the Compound Development Project Manager.**

 b) 5th September 2017 – To receive notes and consider recommendations [CIRC]

 Note: correspondence (x3) received regarding use of compound

**Trustees approved the notes and recognised that the compound building was used by a charity for storage purposes.**

c) Update from MCC Community Wellbeing Development Lead – to follow

 No update had been received.

3. Cllr P Stevens, Item of Business – Bandstand

In presenting the item, Cllr P Stevens highlighted increased use of the King George V Playing Fields and proposed building of a bandstand.

 **Trustees agreed to obtain costs and planning information in relation to development of a bandstand.**

4. To receive notes and consider recommendations of KGVPF User Committee meeting, 12th September 2017

 Cllr D Evans, Chairman, advised Town Council that the agreement had been signed, as per renewal period.

 Town Council recognised that the King George V Playing Fields should be open to the public and gates should be accessible.

 **Trustees approved the notes and recommendations of the KGVPF User Committee 12th September 2017.**

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

**6. To receive estimate of costs for designs and project management of Compound**

**Trustees received and accepted the costs in relation to estimated project management of the Compound.**

**7. To consider quotations, following Health and Safety Committee meeting 7th September 2017:**

 i) Repair/removal of gate

A member queried who was responsible for the gate on the football pitch. In response, the Clerk confirmed that Caldicot AFC was responsible for all structures around the football pitch.

A discussion ensued and Town Council recognised responsibility for Health and Safety on

 King George V Playing Fields.

Cllr D Evans proposed that the Town Council accepted the quote for replacement gate, for health and safety purposes. This was duly seconded.

Cllr R J Higginson proposed an amendment that the cost was recharged. The amendment was not seconded.

Upon being put to the vote, Town Council agreed to replace the gate.

**Trustees agreed to replace the gate, at a cost of £1420.**

 ii) Hedge and overhanging tree (adjacent to Longcroft Road) - to follow

 **Trustees agreed for cutting of hedge and overhanging tree, at a cost of £125 +VAT.**

 iii) Hedge rear football stand – to follow

 **Trustees noted the quote and agreed not to progress with the works.**

**8. To consider quotation for removal of bushes at entrance to playing fields.**

**Trustees agreed quotation for removal of bushes at entrance to playing fields, with town council contractor, at a cost of £125 +VAT.**

**The meeting closed at 9.10pm.**