



- It was suggested that a meeting could be arranged between residents, Mon CC (Housing and Planning) and Monmouthshire Housing Association (MHA).
- Town Council to contact Mon CC and MHA, regarding meeting with residents.

b) A member of the public advised that emergency vehicles were unable to park outside Cwrt Severn, due to indistinguishable road markings. It was requested that the road markings were restored to ensure that the area was clear for emergency vehicles only.

- The Mayor confirmed that the matter had been raised at the Severnside area committee meeting.
- Town Council would remind Mon CC officers of the urgency in addressing the matter.

c) A representative of Caldicot Squash Club highlighted that plans were in place to refurbish Caldicot Leisure Centre, which would affect the future of the squash club. The preferred option, identified by Mon CC, replaced the squash court with soft play facility and café. Concerns were expressed that removing the provision from Caldicot would have a negative impact on healthy communities. The squash club presented a petition to Caldicot Town Council.

- The Mayor received the petition and confirmed that it would be passed on to Mon CC.
- Town Council recognised that further discussions and consultation was required regarding the future of Caldicot Leisure Centre.
- It was suggested that a number of aspects should be considered, in refurbishment of the leisure centre e.g. development of swimming pool, upgrade of skate park, provision for senior swimming, disabled facilities and accessibility.
- Further information was required regarding development and refurbishment of the Leisure Centre.
- Town Council to contact Mon CC officers, to arrange public meeting at Caldicot Leisure centre.
- Clarification was requested regarding plans for development/refurbishment of the Leisure Centre.

*Cllr J Harris left at 7.40pm*

#### **10264 To Approve the Minutes:**

a) Minutes of Full Town Council 27th November 2019 - Mayor to sign the Minutes

**The minutes of Full Town Council 27th November 2019 were approved as a true record and duly signed by the Mayor.**

b) Minutes of Planning and Resources Committee 10th December 2019 - Mayor to sign the Minutes

**The minutes of Planning and Resources Committee 10th December 2019 were approved as a true record and duly signed by the Mayor.**

c) Minutes of Planning and Resources Committee 14th January 2020 - Mayor to sign the Minutes

**The minutes of Planning and Resources Committee 14th January 2020 were approved as a true record and duly signed by the Mayor.**

**10265 Planning - Plans may be viewed prior to the meeting at:**

<https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN>

*Cllrs D Evans, A Easson, RJ Higginson declared personal interests as members of Mon CC Planning Committee.*

**A) Planning Applications Received:**

**DM/2019/01041:** Reserved matters application for the erection of 271 dwellings with ancillary works - Land Development South of Crick Road, Crick Road, Portskewett  
**Amendment details:** *Revised site layout, landscaping and house elevations, additional ecological information submitted.* **TC Noted**

**DM/2019/01979:** Householder. Proposed double storey side extension and porch - 48 Westfield, Caldicot, Monmouthshire, NP26 4HE **TC Approved**

**10266 Finance**

1) To Approve Cheque List December 2019/January 2020

**Town Council resolved to approve Cheque List December 2019/January 2020.**

2) To Consider Financial Comparison 1.4.19 - 31.12.19

**Town Council considered and approved Financial Comparison 1.4.19-31.12.19.**

3) To receive Internal Audit Report 2019-20 Interim Report

**Town Council resolved to approve Internal Audit Report 2019-20 Interim Report.**

Members highlighted that the report was positive and commended office staff.

Town Council recognised that any MUGA project would need to adhere to European Procurement regulations.

4) To consider Re-investment £100,000/Investment £100,000 to CCLA

It was suggested that due to the nature of the item, it was considered after press and public were excluded from the meeting.

**Town Council resolved to consider re-investment of £100,000 in committee.**

5) To approve Website Accessibility Statement from Vision ICT - £85.00 + VAT

**Town Council resolved to approve Website Accessibility Statement from Vision ICT - £85.00 + VAT.**

6) To approve Clerk and Deputy Clerk attendance at SLCC Regional Training Seminar - Conference for Wales, Newport, 23rd September 2020 - £75 per delegate

**Town Council resolved to approve Clerk and Deputy Clerk attendance at SLCC Regional Training Seminar - Conference for Wales, Newport, 23rd September 2020 - £75 per delegate.**

7) To note Appreciation from Dewstow School, Caldicot re: visit to Town Council by pupils

**Town Council resolved to note appreciation from Dewstow School, Caldicot re: visit to Town Council by pupils.**

**10267 Members item of business:**

**a) Cllr D Nee - Development of Caldicot Sports Centre**

In introducing the item of business, Cllr Nee highlighted that the issue had been discussed during, the public open forum.

Town Council recognised the importance of consultation regarding future plans for development of Caldicot Leisure Centre.

**Town Council resolved that Mon CC would be contacted, in order to arrange a public meeting at Caldicot Leisure Centre.**

Community and Town Councils in Severnside, would be advised when the meeting had been arranged. Details of the meeting would be publicised by Caldicot Town Council.

**b) Cllr M Mitchell - Gates at entrance to King George V Playing Fields**

In introducing the item of business, Cllr Mitchell highlighted that issues had been discussed during, the police representatives item.

Town Council recognised that there had been instances of anti-social behaviour at King George V Playing Fields, which may be discouraged if gates were present at the main entrance to the field.

It was noted that the gates were stored in Town Council compound building.

Town Council agreed that the gates should be reinstated, in an attempt to alleviate some issues of antisocial behaviour. It was suggested that mechanisms could be installed on the gates to increase security.

**Town Council resolved to obtain a quotation for the gates to be reinstated at the main entrance to King George V Playing Fields.**

**10268 Caldicot Town Centre Regeneration Scheme [report to Severnside Area Committee 29.1.20]**

Town Council noted the Caldicot Town Centre Regeneration Scheme report which was discussed at the Severnside Area Committee meeting 29th January 2020.

**a) To receive notes Town Centre Regeneration meeting held 15.1.2020 and subsequent correspondence**

Town Council received the notes of the Town Centre Regeneration meeting held on 15th January 2020 and subsequent correspondence.

Officers were commended for the accurate content.

Town Council recognised that the regeneration works had caused some disruption, particularly in relation to public transport. A query was raised regarding bus timetables and whether the public had been made aware of bus service changes. Concerns were expressed that passengers had been waiting on bus stops, where the service was temporarily not in operation.

**Town Council resolved that Newport Bus and Mon CC were contacted, to ensure that details of any changes were conveyed to passengers, all bus timetables and notices were updated and displayed in all bus shelters.**

**b) Temporary footpath closure (between the Library and Bridges Dental Practice)**

Caldicot Town Council noted that a temporary footpath closure had occurred from 8am Sunday 26<sup>th</sup> January until 7.30am on Monday 27<sup>th</sup> January.

**10269 Reports**

**a) Reports from Town Council Representatives on Outside Bodies**

Dog Fouling - Town Council representative, Cllr Rowberry, suggested that dog fouling could be discussed following exclusion of press and public. This was due to the fact that commercially sensitive issues could be discussed.

The Mayor requested that Town Council considered the matter after press and public had been excluded. **Town Council resolved to receive the update on Dog Fouling in Committee.**

Cluster meeting - The Mayor updated, the agenda of the cluster meeting had included Mon CC budget proposals.

**b) Governor's reports**

Durand School - Cllr M Stevens updated that school budgets could be affected by Mon CC proposals. Members were aware that this would be subject to funding received from Welsh Government.

**c) Police Report**

Town Council noted that the police report had been discussed during suspended proceedings.

d) Members items for website

There were no items suggested by members for the website.

e) Other (incl. Website Analytics)

There were no other reports.

## **10270 To receive Clerk's report - Subscriptions, Correspondence, Publications, Minutes**

Town Council noted the content of the Clerk's Report and discussed the following items:-

### **CCTV - Dog Fouling on King George V Playing Field**

Town Council discussed issues and raised concerns regarding increased dog fouling in the area. Members highlighted the need for monitoring and queried which agencies were responsible for taking action.

It was recognised that unitary authorities had powers to enforce fixed penalty notices.

Town Council agreed to contact environmental health, to raise concerns that dog fouling had increased in Caldicot and there was a need to target offenders.

### **Mind Monmouthshire**

It was noted that Town Council had provided the meeting room for Mind Monmouthshire to hold sessions free of charge.

Following the request and concerns regarding future funding, Town Council agreed to invite Mind Monmouthshire to Planning and Resources Committee on Tuesday 11th February 2020.

### **Request from Chepstow and Caldicot Lions**

*Cllrs M Stevens and P Stevens declared personal interests as members of Chepstow and Caldicot Lions.*

Chepstow and Caldicot Lions requested that a storage shed be placed in the grounds of the building. The Lions club had no available storage and were looking to purchase a metal shed (10x8 feet).

It was stipulated that vehicles were not able to drive on the grass at the rear of the town council building.

*Cllr M Mitchell left at 8.40pm*

Town Council agreed to allow the Chepstow and Caldicot Lions, shed to be sited within the Town Council grounds (size 10x8 feet). The Lions would be contacted to arrange a site meeting and discuss requirements.

**10271 To Resolve - Exclusion of Press and Public**

Town Council resolved to exclude 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:

- 10272** 1) To note Bowls Green contract expires April 2020  
- To consider specification [STRI] for re-tendering.

Town Council considered the specification for maintenance of the bowling green.

**Town Council resolved to approve the specification for maintenance of the bowling green for re-tendering of contract - expires April 2020.**

- 2) To note Rental review 9 Sandy Lane due April 2020  
- To consider quotation for assessing rental value.

Cllrs M Stevens and P Stevens declared personal interests in relation to 9 Sandy Lane

Town Council considered the quotation for assessing rental value 9 Sandy Lane, due April 2020.

**Town Council resolved to approve quotation for rental review £150+VAT, from Newland Rennie**

- 3) To consider quotation for Town Council tree inspections [H&S]

Town Council considered the quotation for tree inspections [Health and Safety].

**Town Council resolved to approve the quotation for Town Council tree inspections [H&S] at three sites - £480+VAT (KGVPF, Copse, Cemetery), from Treecare Consulting.**

Town Council requested that the Clerk obtain legal advice, in relation to sale of land at the copse.

- 4) To consider quotation for upgrade WI benches [VE Day]

It was noted that there were three benches at the bowls club and that two additional benches were located within the grounds of St Marys Church.

Town Council considered the quotation for full refurbishment of the benches. It was highlighted that all 5 benches should be refurbished.

**Town Council resolved to approve quotation for upgrade of five benches [VE Day] - £460+VAT (per bench) from KRL Services, work included shot blasting, galvanising, powder coating and transportation.**

**Town Council resolved to hold a meeting on Tuesday 11th February 2020, at 6pm, to discuss VE day.**

***The Mayor called Standing Orders at 9pm for 10 minutes.***

Town Council considered items which had been deferred from the main agenda, which related to CCLA investment and Dog Fouling.

**10273 To consider Re-investment £100,000/Investment £100,000 to CCLA**

**Town Council resolved to re-invest £100,000 and invest additional £100,000 to CCLA.**

**10274 Dog Fouling**

Cllr Rowberry provided an update, following recent meetings in relation to dog fouling related matters. Town Council confirmed that increased dog fouling had become a significant issue, however, there were no concerns raised regarding the number of available dog bins, provided by Town Council and associated service.

**10275 To Resolve to re-admit Press and Public**

Town Council resolved to re-admit Press and Public.

**The meeting ended at 9.05pm**

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Mayor/Deputy Mayor



# Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504943	18897	25/11/19	£135.00	£0.00	£135.00	FACS Willow Landscapes	Mow Birbeck Park Oct - MCC works
504943	18898	25/11/19	£60.00	£0.00	£60.00	FACS Willow Landscapes	Mow Jubilee Way - MCC works
504943	18899	25/11/19	£60.00	£0.00	£60.00	FACS Willow Landscapes	Mow White Hart - MCC works
504943		25/11/19	£255.00	£0.00	£255.00		
504944	18900	25/11/19	£79.00	£13.17	£65.83	ADMIN Bevan Foundation	Cllr RG attend conference 28.11.19 Merthyr Tydfil
504945	18906	29/11/19	£535.00	£0.00	£535.00	ADMIN SLCC	Renew Clerk/Deputy Clerk membership 20/21
504946	18901	26/11/19	£40.00	£0.00	£40.00	FACS R Morse	TC Security Oct
504946	18903	26/11/19	£54.12	£0.00	£54.12	FACS R Morse	Cleaning we 8.11.19
504946		26/11/19	£94.12	£0.00	£94.12		
504947	18908	03/12/19	£3,372.00	£562.00	£2,810.00	KGVPF Dragon Play & Sports Ltd	Repairs to playarea - ROSPA
504948	18909	03/12/19	£1,495.00	£0.00	£1,495.00	FACS Aztec Alarms & Electrical Services	Replace CCTV system TC
504949	18910	03/12/19	£13,542.25	£2,257.04	£11,285.21	FACS Mon CC	Cleaning toilets 2019/20
504950	18911	03/12/19	£11.70	£0.00	£11.70	ADMIN Cllr A Easson	Travel exps CAB AGM 2.12.19
504951	18937	16/12/19	£0.00	£0.00	£0.00	ADMIN Cancelled	Cancelled cheque
504952	18907	03/12/19	£140.00	£0.00	£140.00	CWB Royal British Legion	Buffet Remembrance Sunday 10.10.19
504953	18913	03/12/19	£50.00	£0.00	£50.00	ADMIN Cllr J Bond	IRP allowance 4/12 2019/20
504954	18914	03/12/19	£50.00	£0.00	£50.00	ADMIN Cllr D Nee	IRP allowance 4/12 2019/20
504955	18927	11/12/19	£880.00	£0.00	£880.00	KGVPF Rob Lewis	Contract fee - November KGVPF
504955	18928	11/12/19	£180.00	£0.00	£180.00	FACS Rob Lewis	Contract fee - November TC Building
504955	18929	11/12/19	£880.00	£0.00	£880.00	FACS Rob Lewis	Contract fee - November cemetery
504955	18930	11/12/19	£35.00	£0.00	£35.00	FACS Rob Lewis	Contract fee - November allotments
504955	18931	11/12/19	£22.00	£0.00	£22.00	FACS Rob Lewis	Contract fee - November Orchard Close
504955	18932	11/12/19	£45.00	£0.00	£45.00	FACS Rob Lewis	Mark grave spaces
504955		11/12/19	£2,042.00	£0.00	£2,042.00		
504956	18915	11/12/19	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips December 19
504957	18916	11/12/19	£534.00	£89.00	£445.00	ADMIN Auditing Solutiions	Interim internal audit November
504958	18917	11/12/19	£1,232.24	£205.37	£1,026.87	KGVPF Peter Villars Landscapes	Bowls green fee November
504959	18920	11/12/19	£68.80	£11.47	£57.33	FACS Trident Water	Legionella testing 1/4 allotments
504959	18921	11/12/19	£68.80	£11.47	£57.33	FACS Trident Water	Legionella testing 1/4 cemetery
504959	18922	11/12/19	£68.80	£11.47	£57.33	FACS Trident Water	Legionella testing 1/4 TC Building
Page Sub Total			£23,658.71	£3,160.99	£20,497.72		
Running Sub Total			£23,658.71	£3,160.99	£20,497.72		

# Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504959	18923	11/12/19	£68.80	£11.47	£57.33	FACS Trident Water	Legionella testing 9 SL
504959	18924	11/12/19	£68.80	£11.46	£57.34	KGVPF Trident Water	Legionella testing 1/4 - KGVPF
504959	18925	11/12/19	£68.80	£11.46	£57.34	FACS Trident Water	Legionella testing 1/4 - toilets
504959		11/12/19	£412.80	£68.80	£344.00		
504960	18918	11/12/19	£4.25	£0.00	£4.25	FACS S King	Re-imburse re: batteries kitchen door
504960	18919	11/12/19	£23.30	£0.00	£23.30	ADMIN S King	Trav exps Monmouth 9.12.19 re: wellbeing plan
504960		11/12/19	£27.55	£0.00	£27.55		
504961	18935	11/12/19	£46.80	£0.00	£46.80	ADMIN Cllr R Garrick	Travel exps Bevan Foundation Conf 28.11.19 Merthyr Tydfil
504961	18945	11/12/19	-£46.80	£0.00	-£46.80	ADMIN Cancelled	Stop cheque 504961
504961		11/12/19	£0.00	£0.00	£0.00		
504962	18912	16/12/19	£11,877.60	£1,979.60	£9,898.00	KGVPF Dragon Play & Sports Ltd	Installation of inclusive roundabout playarea
504963	18933	11/12/19	£131.00	£0.00	£131.00	ADMIN Post Office Ltd	Postage
504964	18934	11/12/19	£130.36	£21.73	£108.63	ADMIN Brighter Bills Ltd	Tels/internet December
504965	18946	06/01/20	£46.80	£0.00	£46.80	ADMIN Cllr R Garrick	Trav exps Merthyr 28.11.19 - replace ch 504961
504966	18948	06/01/20	£10.44	£1.74	£8.70	FACS DJB Cleaning Supplies Lte	Cleaning supplies
504967	18949	06/01/20	£15.00	£0.00	£15.00	FACS Mon CC	Annual rental OW allotment site
504968	18950	06/01/20	£40.00	£0.00	£40.00	ADMIN Information Commissioner	Annual registration Data Protection Fee
504969	18951	06/01/20	£20.99	£3.50	£17.49	ADMIN Complete Business Solutions Group Ltd	Stationery
504969	18952	06/01/20	£17.94	£2.99	£14.95	FACS Complete Business Solutions Group Ltd	Cleaning materials
504969		06/01/20	£38.93	£6.49	£32.44		
504970	18953	06/01/20	£600.00	£0.00	£600.00	FACS Merlin Waste	Dog waste collection Jan 20
504971	18954	06/01/20	£48.00	£0.00	£48.00	FACS R Morse	TC Security Dec 19
504971	18955	06/01/20	£312.50	£0.00	£312.50	KGVPF R Morse	Playarea gates Oct-Dec 19
504971		06/01/20	£360.50	£0.00	£360.50		
504972	18956	06/01/20	£312.50	£0.00	£312.50	KGVPF L Watkins	Playarea gates Oct-Dec 19
504973	18957	07/01/20	£72.00	£12.00	£60.00	FACS Caldicot Glass & Glazing	Repairs to TC windows
504974	18958	08/01/20	£1,314.00	£219.00	£1,095.00	FACS J Ball	Cemetery fee Dec 19
504975	18959	08/01/20	£5,125.00	£0.00	£5,125.00	FACS Mon CC	Contrib to street cleaning Qtr 4
504976	18960	16/01/20	£1,232.24	£205.37	£1,026.87	KGVPF Peter Villars Landscapes	Bowls Green fee December 19
504977	18961	16/01/20	£1,200.00	£200.00	£1,000.00	FACS J Reece	Supply/erect 3 x Christmas Trees/fencing
Page Sub Total			£22,740.32	£2,680.32	£20,060.00		
Running Sub Total			£46,399.03	£5,841.31	£40,557.72		

# Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504978	18962	16/01/20	£128.44	£21.41	£107.03	ADMIN Brighter Bills Ltd	Tels/internet
504979	18963	16/01/20	£400.00	£0.00	£400.00	KGVPF Rob Lewis	Contract fee December 19 - KGVPF
504979	18964	16/01/20	£355.00	£0.00	£355.00	KGVPF Rob Lewis	Contract fee December 19 - Open field
504979	18965	16/01/20	£320.00	£0.00	£320.00	KGVPF Rob Lewis	Contract fee December 19 - Children's playarea
504979	18966	16/01/20	£180.00	£0.00	£180.00	KGVPF Rob Lewis	Contract fee December 19 - TC Building
504979	18967	16/01/20	£67.50	£0.00	£67.50	FACS Rob Lewis	Contract fee December 19 - allotments
504979	18968	16/01/20	£33.00	£0.00	£33.00	FACS Rob Lewis	Contract fee December 19 - Orchard Close
504979		16/01/20	£1,355.50	£0.00	£1,355.50		
504980	18978	20/01/20	£59.99	£10.00	£49.99	ADMIN Complete Business Solutions Group Ltd	Replace office safe
504981	18979	20/01/20	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Pay slips January 20
504982	18980	20/01/20	£3,264.00	£0.00	£3,264.00	FACS Mon CC	CCTV Jan-Mar
AS200120	18983		£5,676.23	£0.00	£5,676.23	ADMIN Salaries	Salaries January 20
AS2001201	18984		£2,011.85	£0.00	£2,011.85	ADMIN HMRC	Tax-NI January 20
AS2001202	18985		£1,971.19	£0.00	£1,971.19	ADMIN Torfaen CBC	Superannuation January 20
AS201219	18982		£5,675.83	£0.00	£5,675.83	ADMIN Salaries	Salaries December 19
AS2012191	18969		£2,012.25	£0.00	£2,012.25	ADMIN HMRC	Tax-NI December 19
AS2012192	18970		£1,971.19	£0.00	£1,971.19	ADMIN Torfaen CBC	Superannuation December 19
Total			£70,545.50	£5,872.72	£64,672.78		

Page Sub Total	£24,146.47	£31.41	£24,115.06
Running Sub Total	£70,545.50	£5,872.72	£64,672.78



## **PART B – KING GEORGE V PLAYING FIELDS TRUSTEE**

### **1 To Resolve - Exclusion of Press and Public**

Town Council resolved to exclude 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:

### **2 To consider quotation regarding play surfacing repairs - complete play area KGVPF [Circ]**

Town Council considered the quotation for complete play surfacing replacement, in the play area on King George V Playing Field.

The Clerk confirmed that repairs had been undertaken, in accordance with play inspections and the quotation presented to Council related to complete resurfacing under equipment.

**Town Council agreed that the quotation would not be accepted as the works were non-urgent.**

**The meeting ended at 9.10pm**

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Mayor/Deputy Mayor

## Police Report

Town Council welcomed Sgt D Waite and CSO H Brown to provide the Police Report.

Points noted as follows:-

### Crime – December 2019

43 crimes reported

### Crime – January 2020

42 crimes reported

### Notable arrests

- Male arrested and put before court for theft of toolbox
- Male arrested in relation to a stabbing
- 5 people arrested for burglary and theft of a car
- Male arrested for anti-social behaviour and public order offences in town centre.

### Operations

- Shoplifting operations in Caldicot and Chepstow during December.
- Local officers worked with Heddlu Bach (Mini Police). Theme was crime prevention and pupils designed their own Christmas Crime posters.
- Pupils, police and partner agencies held a crime prevention table at Asda, Caldicot.
- Neighbourhood Team having an action week this week, starting with a joint initiative with South Wales Fire and Rescue Service. Stopped motorists not wearing seatbelts and checking for mobile phone offences.
- Officers have been out in some of the local speeding hotspots.
- Community Speed Watch Group has also been active, providing figures to determine if the static speed van is required.

### Other Information

- Reminder to lock and secure garden sheds and outbuildings at this time of year. Also lock vehicles at night after removing all valuables – do not leave them on display.
- Complaints received from residents and shopkeepers in town centre regarding youths hanging around, kicking footballs and being rowdy. Patrols have been increased and will continue to monitor the situation. Current ASB hotspots are Green Lane and town centre.
- Police have started to tweet what the team is doing. Please retweet anything of interest in your area.
- More high visibility foot patrols to engage more with the public. CSOs also looking to attend more local groups and venues. Councillors offered to go on a Ward Walk if required. An email will be sent out to councillors.

Councillors were invited to ask questions and the following were noted:

- Dog fouling issues are a matter for Mon CC, not the police.
- Following a query regarding the gates at King George V Playing Fields, the police representatives agreed that it may help with issues experienced at the site.
- Police confirmed that there are not currently any problems in this area with county lines, although it was acknowledged that there are drugs issues.
- Police representatives stressed the importance of the public reporting any incidents.

Town Council thanked Sgt Waite and CSO Brown for attending and providing the police report.

