

CALDICOT TOWN COUNCIL
Minutes of Annual Meeting held at 6.00pm
on Wednesday, 30th September 2020 at Caldicot Town Council
(meeting held via Starleaf Remote Meetings)

Present: Cllrs: RJ Higginson, Deputy Mayor (Chair)

J Bond

W Conniff

J Dobson-Pettican (remote)

A Easson (remote)

K Harris [6.20pm]

A Lloyd (remote)

M Mitchell

D Nee (remote)

F Rowberry

P Stevens (remote)

In attendance: G. McIntyre, Clerk; S. King, Deputy Clerk;

1. Apologies

Apologies were received from Cllrs D Ashwin, O Edwards, D Evans, J Harris and M Stevens.

In the absence of the Mayor, the Deputy Mayor took the Chair.

Town Council agreed to send regards and best wishes to the Mayor.

2. Declarations of Interest

Cllr J Dobson-Pettican declared a personal interest, as an employee of Caldicot School.

3. Election of Mayor/Deputy Mayor – To Ratify Decision of Annual Meeting 2019

[Note: FTC 24.6.20 approved IRPW senior allowances]

Town Council resolved to agree to ratify the decision of Annual Meeting 2019.

Town Council resolved that Cllr D Evans was elected as Mayor for 2020/2021.

Town Council resolved that Cllr RJ Higginson was elected as Deputy Mayor for 2020/2021.

(i) Mayor to Sign Declaration of Acceptance of Office

In the absence of the Mayor, the declaration of acceptance of office was not signed at the meeting.

4. Review of Terms of Reference for Committees

Town Council reviewed its Terms of Reference for Committees and made no amendments.

Town Council approved Terms of Reference for Committees – see Appendix A.

5. Election of Internal Committees 2020/2021

Health & Safety Committee

(6) Cllrs D Evans, O Edwards, R Garrick,
F Rowberry, RJ Higginson, M Mitchell

Twinning Committee

(5) Cllrs M Stevens, D Evans, O Edwards,
RJ Higginson, P Stevens

Personnel Committee
[Includes Mayor/Deputy]

(7) Cllrs D Evans, A Easson, O Edwards,
F Rowberry, RJ Higginson, W Conniff,
M Mitchell

Planning & Resources	FULL TOWN COUNCIL
Cemetery, Finance, Estimates	FULL TOWN COUNCIL
Cheque Signatories [Not a Committee] Excluding Clerk - also to be signatory Excluding Deputy Clerk - also to be signatory in the absence of the Clerk	(4) Cllrs P Stevens, D Evans R Garrick, M Mitchell
Monmouthshire Building Society signatories	(3) Cllrs D Evans, M Mitchell, P Stevens
Bank Signatory [not a cheque signatory]	Cllr F Rowberry
EXTREMELY URGENT COMMITTEE [PLENARY]	(3) Mayor/Deputy + 2 Cllrs
Planning Applications of Urgent Nature [Including a holiday period]	(3) Mayor/Deputy + 2 Cllrs
Grants Committee	(7) Cllrs O Edwards, P Stevens, D Evans, A Easson, R Garrick M Mitchell, W Conniff
King George V Playing Fields Trustee	FULL TOWN COUNCIL IS TRUSTEE
6i) Working Groups	
Compound Working Group	(7) Cllrs W Conniff, O Edwards, D Evans, RJ Higginson, A Lloyd, M Mitchell, F Rowberry
Caldicot United	(5) Cllrs O Edwards, R Garrick, K Harris, M Mitchell, P Stevens
Wellbeing Plan	(2) Clerk + Cllrs W Conniff, M Mitchell
6. To Elect Representatives of Town Council on Outside Bodies 2020/2021	
Monmouthshire County CAB [For Term of Council]	(2) Cllrs A Easson, M Mitchell
One Voice Wales Area Committee [Precedent Mayor/Deputy]	(2) Cllrs D Evans, R J Higginson
One Voice Wales Larger Local Councils Cttee [Precedent Mayor]	(1) Cllr D Evans + (<i>RJ Higginson - Deputy non-voting</i>)
Emergency Contacts Mon CC - Permanent Basis [Incumbent Clerk/Mayor]	(5) Cllrs P Stevens, D Evans, W Conniff G McIntyre - Clerk, S King - Deputy Clerk
User Sub-Committee King George V Playing Fields *To include Health & Safety Member	(5)* Cllrs D Evans, M Mitchell, O Edwards, A Easson, RJ Higginson

School Governors [For Term of Council]

Dewstow Primary School	(1) Cllr F Rowberry
Durand Road Primary School	(1) Cllr M Stevens
Castle Park Primary School	(1) Cllr O Edwards
Schools Admission Forum	(1) Cllr W Conniff + <i>[P Stevens - deputy]</i>
Herbert Charity Trust [For Term of Council]	(2) Cllrs RJ Higginson, W Conniff
CAIR	(1) Cllr M Mitchell + <i>[A Lloyd - deputy]</i>
Problem Solving Group [previously CSAT]	(1) Cllr D Evans + <i>[P Stevens - deputy]</i>
Mon CC CCTV Working Group	(2) Cllrs D Evans, P Stevens
Tidal Strategy Environment	(1) Cllr P Stevens + <i>[A Easson - deputy]</i>
Severnside Area Committee	(1) Cllr F Rowberry + <i>[M Mitchell - deputy]</i>
Caldicot Castle & Country Park Advisory Group	(2) Cllrs VACANCY, R Garrick
Mon CC Caldicot Castle Steering Group Cttee	(1) Cllr F Rowberry
Mon CC Cluster Meeting	(2) Cllrs D Evans, P Stevens
Caldicot Foodbank Steering Committee	(1) Cllr M Mitchell
Mon CC Give Dog Fouling The Red Card Working Group	(1) Cllr F Rowberry
Mon/Torfaen Youth Offending Team – Restorative Justice	(1) Cllr M Stevens
Caldicot Youth Group	(1) Cllr O Edwards + <i>[M Mitchell – deputy]</i>
Caldicot Town Team	(1) Cllr F Rowberry
GAVO	(1) Cllr P Stevens
Fairtrade	(5) Cllrs A Easson, O Edwards, K Harris, M Mitchell, P Stevens
Caldicot Regeneration Stakeholder Group	(2) Cllrs J Bond, D Nee

The meeting closed at 6.25pm.

Mayor/Deputy Mayor

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TERMS OF REFERENCE FOR TOWN COUNCIL COMMITTEES

'Council and Committee meetings must all be advertised and open to the press and public'

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
Extremely Urgent Committee [Plenary] Mayor/Deputy Mayor + 2 Cllrs	<p>To be called when an urgent decision is required that has either financial, health and safety or operational implications for Town Council and/or a decision that is deemed by the Mayor/Deputy Mayor and/or Clerk/Deputy Clerk that needs to be made before the minimum notice for a full council meeting to be called. This committee's powers are to make agreed decisions on behalf of the Council under the prevailing circumstances.</p> <ul style="list-style-type: none"> • To be ratified by Full Council
Planning Applications of Urgent Nature [eg holiday period] Mayor/Deputy Mayor + 2 Cllrs	<p>To make recommendations to Mon CC on behalf of Town Council in respect of planning applications where a decision is required within a statutory time period.</p> <ul style="list-style-type: none"> • To be ratified by Full Council
Grants Committee Mayor/Deputy Mayor + 5 Cllrs	<ul style="list-style-type: none"> • To review the grant application process, as necessary • To consider grant application requests for assistance to local bodies • To review every grant application submitted to Caldicot Town Council and ensure it meets requirements, as stated within the policy • To make recommendations for awarding financial grants to local organisations, within an overall budget approved by the Town Council • To make recommendations to Full Council
King George V Playing Fields Charity Trustee	<ul style="list-style-type: none"> • Full Town Council

[The Good Councillor's Guide for Community and Town Councillors Part 3 - 8. Meetings]

CALDICOT TOWN COUNCIL
Minutes of Full Council held at 6.30pm
on Wednesday, 30th September 2020 at Caldicot Town Council
(meeting held via Starleaf Remote Meetings)

Present:

Cllrs: RJ Higginson, Deputy Mayor (Chair)	K Harris
J Bond	A Lloyd (remote)
W Conniff	M Mitchell
J Dobson-Pettican (remote)	D Nee (remote)
A Easson (remote)	F Rowberry
R Garrick (remote)	P Stevens (remote)

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk]

In the absence of the Mayor, the Deputy Mayor took the Chair.

10313 Apologies

Apologies were received from Cllrs D Ashwin, O Edwards, D Evans, J Harris and M Stevens.

10314 Declarations of Interest - to be identified under the relevant item/forms to be completed

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

Cllr J Dobson-Pettican Cllr J Dobson-Pettican declared a personal interest, as an employee of Caldicot School.

10315 To suspend proceedings – Mr Colin Phillips, Mon CC (remote)

a) Proposal from Mon CC regarding Transforming Towns Funding
See Appendix A

10316 To Approve the Minutes:

a) Minutes of Full Town Council 29th July 2020 - Mayor to sign the Minutes

The minutes of Full Town Council 29th July 2020 were approved as a true record and duly signed by the Deputy Mayor.

b) Minutes of Planning and Resources Committee 8th September 2020 - Mayor to sign the Minutes

The minutes of Planning and Resources Committee 8th September 2020 were approved as a true record and duly signed by the Deputy Mayor.

Following the minutes being approved, the following matter was raised:

- Clarification required from MCC regarding application DM/2019/00646, as to why the decision was made remotely by a delegated panel and disappointment that Caldicot representatives did not have an input to the decision.

10317 Planning

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

A) Planning Applications Received:

DM/2019/02076: Discharge of condition no. 5 of planning consent DM/2019/00595 (management plan) – 62 Chepstow Road, Caldicot, Monmouthshire, NP26 4HZ

[deferred P&R 8.9.20]

TC Noted – application to be reconsulted

DM/2020/00230: Discharge of Condition No. 10 of planning consent DM/2018/00880 (construction environmental management plan) – Land to the East of Church Road

[deferred P&R 8.9.20]

TC Deferred – Invite planning officer to provide further details (P&R 8.9.20 CEMP tree clearance towards SSI)

DM/2020/01026: Householder. Single storey rear extension and first floor side extension – 72 Wentwood View, Caldicot, NP26 4QH

[deferred P&R 8.9.20]

TC Approved

DM/2020/01256: Householder. Proposed single story side/front wrap around extension – 22 Birbeck Road Caldicot Monmouthshire NP26 4DX

TC Approved

DM/2020/01225: Householder. Hot tub and changing room enclosure. Single storey timber enclosure. 27 Wentwood View, Caldicot, Monmouthshire, NP26 4QG

TC Refused *

- * **overdevelopment and wall overlooking neighbouring property – site visit requested**

DM/2020/01336: Householder. Single storey rear extension to provide new kitchen and dining room, and first floor side extension to provide an additional bedroom – 61 Taff Road, Caldicot, NP26 4PX

TC Approved

DM/2020/01328: Outline Planning Permission. Construction of 2 semi-detached 2 bedroom houses in the garden of no. 73 Park Road, Caldicot NP26 4EL**TC Approved**

B) Mon CC Planning Information:

i. Planning Permissions:

DM/2020/00850: Householder. Proposed single storey extension and replace single garage with double garage – 108 Longfellow Road, Caldicot, NP26 4LD

FTC Approved 29.7.20

DM/2020/00871: Householder. Single storey living room extension and parking area – 35 Elan Way, Caldicot, NP26 4PZ

P&R Approved 8.9.20

DM/2020/00764: Planning Permission. We intend to change the use of the premises to include a bar for sale of alcohol for consumption on site including outdoor seating area, and as a shop for the sale of alcohol for consumption off site - Unit 51B Symondscliff Way

FTC Approved 29.7.20

DM/2020/00804: Planning Permission. Two storey side extension including a rear dormer. Two front dormers on existing property – 5 Greenfield, Caldicot, NP26 4NB

TC Approved 29.7.20

- ii. **Temporary traffic regulation notice –**
3rd November 09:30-15:30, B4245 Newport Road

Town Council noted the temporary traffic regulation notice on 3rd November 9:30-15:30.

Town Council agreed that information could be published on social media/website.

10318 Finance

- i. To Approve Cheque list July - September 2020

Town Council resolved to approve cheque list July - September 2020.

- ii. To consider re-investment with Monmouthshire Building Society – investment matures 7.10.20 (£100,000)

Town Council resolved to re-invest with Monmouthshire Building Society – Business 90 – Issue 2 - projected maturity value of £101,100.60.

- iii. To Approve 2020-21 National Salary Award from 1.4.20

Town Council resolved to approve 2020-21 National Salary Award from 1.4.20 - spinal column points circulated.

- iv. To Ratify cost of Starleaf Remote Meeting App (OVW recommend) - £144 pa

Town Council resolved to ratify cost of Starleaf Remote Meeting App (OVW recommend) - £144pa inc VAT

It was agreed that feedback would be conveyed to Starleaf, as it had not appeared to be fully effective during the meeting and it appeared that the system had not upgraded from the free trial to the annual licence.

- v. To Ratify cost of replacement hand sanitiser, Town Centre units - £195 + VAT

Town Council resolved to ratify cost of replacement hand sanitiser, Town Centre units - £195 + VAT

- vi. To consider Annual Service Contract, Trident Water Solutions £1424 [H&S]

Town Council resolved to approve the Annual Service Contract, Trident Water Solutions £1424 [H&S].

- vii. To consider proposal from Mon CC – Transforming Towns Funding £4,662

Town Council resolved to approve the proposal from Mon CC and support Transforming Towns Funding, at a cost of £4,662 (Ref: 10315 above).

- viii. To consider Monmouthshire Summer Activities 2020 – Interim Report [£5,000 in precept]

Town Council resolved to approve Monmouthshire Summer Activities 2020 – Interim Report, £5,000 in precept.

- ix. To Approve additions to cemetery map (Pear Technology) - £150 + VAT

Town Council resolved to approve additions to cemetery map (Pear Technology) - £150 +VAT.

- x. To consider cost for two replacement flags TC building - £178.50 [incl postage]

Town Council resolved to approve cost for two replacement flags for TC building (Union Jack and Welsh Dragon) from Red Dragon Flagmakers - £178.50.

- xi. To consider cost for replacement door closer *[recommended by glazier]* [TC building main entrance]:

- a) Standard door closer - £114.49 + VAT
- b) Superior door closer - £199.99 +VAT

Town Council resolved to approve option for superior replacement door closer, TC building main entrance from Caldicot Glass & Glazing – £199.99 + VAT

- xii. To note appreciation for donations:

- a) Caldicot Community Working Together (audited accounts received) - £1,500
- b) Crick Care Home - £500
- c) MCC Communities and Partnerships (Yarn Bomb) - £300
- d) West of England MS Therapy Centre - £400

Town Council noted appreciations for donations as above.

10319 To consider Tree Inspection reports [H&S]

- a) To obtain quotations for works, if appropriate

Town Council considered tree inspection reports and resolved to agree to obtain quotations for works, as required.

10320 To consider date of Estimates Committee

Town Council resolved Estimates Committee, Tuesday 10th November 2020.

Cllr W Conniff left the meeting at 8.10pm

10321 To consider draft annual report 2019/20

Town Council approved the draft annual report 2019/20.

10322 To consider arrangements for Remembrance Sunday 2020 – 11am Caldicot Cross (open air event, social distancing, restricted numbers, no parade)

Town Council welcomed correspondence from the Royal British Legion (RBL), in relation to Remembrance Sunday 2020. The RBL proposed changes to the 2020 commemoration, this was due to the Covid-19 pandemic, restrictions and social distancing rules.

There would not be a parade, numbers would be limited and it was unlikely that an indoor event could be held. It was suggested that the morning Remembrance at 11am was transferred from St Mary's Church to the Cross.

Town Council resolved to agree proposal for 11am at Caldicot Cross, there would be no 4pm Sunset Service.

10323 To consider Christmas Trees 2020

Town Council noted usual locations of Christmas trees at Caldicot Cross, West End and Oakley Way. It was suggested that as Waitrose would be closed, a tree could be located near the Methodist church.

Town Council resolved to obtain quotations for 4 x Christmas Trees for 2020

10324 Caldicot Cross Regeneration

A member updated that the Cross Regeneration had been completed and safety concerns had been raised due to the shared space element of the development.

It was highlighted that signage was required to ensure that drivers were aware of the mixed use with pedestrians and vice versa.

Town Council agreed to contact MCC to request what measures were in place to ensure that the public are informed of how the shared space should be used.

Concerns were also raised regarding the number of cyclists in the town centre and that signage was not present to inform of 'no cycling' in the pedestrianised town. It was understood that Mon CC would install bike racks and erect 'no cycling' signs as part of the regeneration project.

Town Council agreed to contact MCC for update on bicycle racks and 'no cycling' signage.

10325 Closure of Waitrose Store

The Chairman agreed to take the item with the Members item of business, relating to Closure of Waitrose Store. Town Council agreed to accept members item of business (c), in conjunction with closure of Caldicot Waitrose store.

In presenting the item of business, Cllr M Mitchell highlighted that Caldicot Waitrose store would close in December 2020 and that partners of the store should be recognised. Town Council were informed that Waitrose had supported the community through various initiatives, staff had worked hard and particular recognition was provided for the Covid-19 period.

In addition, members of the public had expressed disappointment in relation to closure of the store. It was recognised that closure of the store would be detriment to the town centre. It was suggested that this could be communicated to the John Lewis partnership. Letters would be discussed with Cllr M Mitchell.

Town Council agreed to write to Waitrose and Partners, Caldicot to express appreciation for their hard work and to write to John Lewis to express disappointment at store closure.

10326 Members Item of Business:

a) Cllr D Nee – Request for dog waste bin at Woodstock Way

In presenting the item of business, Cllr D Nee advised that a member of the public had queried why there were no dog waste bins in the town centre. The resident had not been able to dispose of dog waste from Mill Lane and throughout the town centre. It was requested that a dog waste bin was located along Woodstock way.

It was highlighted that the Town Council provided over 40 dog waste bins in Caldicot, however, dog mess on pavements/walkways still appeared to be an issue.

Town Council agreed to purchase a dog waste bin, to be located on Woodstock Way, near the energy substation.

b) Cllr J Bond – Request for use of Town Council meeting room for School Uniform and clothes exchange/Request for one or more Councillor from each ward to be first contact for social services for volunteering support for vulnerable residents

Cllr J Bond presented two items of business as follows:

i. Request for use of Town Council meeting room:

Cllr Bond highlighted that the meeting room had recently been used to donate school uniform. It was anticipated that school uniform exchanges would take place again during October half term and onwards, with donations to St David's Hospice.

Permission was requested to use the Town Council meeting room, when it was not in use by others.

Town Council agreed for use of the meeting room for school uniform exchange.

Town Council thanked Cllr Bond for involvement in the initiative.

ii. Ward Councillor as volunteer support contact:

Cllr Bond advised that during Covid-19 lockdown, Mon CC had contacted individuals and ward Councillors, who had subsequently contacted area coordinators in order to support vulnerable residents.

Mon CC had conveyed that there was a continued need for assistance and Councillors were invited to volunteer to provide support, when available to vulnerable individuals.

Town Councillors J Dobson-Pettican, R Garrick, RJ Higginson, D Nee, M Mitchell, agreed to volunteer for support, when available.

Any other interested councillors were invited to contact Cllr Bond directly.

c) Cllr M Mitchell - a letter of thanks to the Waitrose partners for all their service and community support

Town Council considered item c) as part of minute 10325.

10327 Reports

a) Reports from Town Council Representatives on Outside Bodies

There were no reports from Town Council Representatives on Outside Bodies.

b) Governor's reports

Cllr Nee updated that schools had been busy, following the return in September.

c) Police Report

Town Council received and noted the police report.

d) Other

There were no other reports.

10328 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:

10329 To consider fee for opening and locking gates KGVPF

Town Council noted opening and closing times for King George V Playing Field (KGVPF) gates had been agreed. Opening and locking was undertaken by the play area gates contractor, at no fee.

Town Council considered the fee for play area gates and discussed fee options for locking KGVPF main entrance gates.

Town Council agreed to resolve fee of £150 per quarter (£600pa) for opening and locking of KGVPF main entrance gates.

10330 To consider costs for mobile phones for office staff (x3) [*£22.95 per user per month*]

Town Council agreed the importance of phones for staff.

Town Council resolved to agree to purchase 3 x mobile phones at £22.95 each per month.

10331 To consider

- (i) Grounds Maintenance Contract ends 30.11.20**
- (ii) Cemetery Maintenance Contract ends 30.11.20**

Town Council considered that Grounds Maintenance and Cemetery Maintenance contracts would end in 2020. Due to the Covid-19 pandemic, it was suggested that the Council could consider current contracts being extended for a period of 3 months.

Town Council agreed with existing contracts being extended and requested that the Clerk obtain clarification regarding the potential for existing contracts to be extended for a period of 12 months.

(iii) Christmas Lighting Contract – installation 2020 [supply 2018-2020]

Town Council considered that the contract was in place for supply of Christmas lighting, via City Illuminations, however, installation was to be renewed for 2020.

Town Council resolved that, due to the Covid-19 pandemic, the existing contract continued for supply and installation of Christmas Lighting 2020.

The meeting ended at 8.45pm

Mayor/Deputy Mayor

Cheque list July – September 2020

Start of year 01/04/20

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505089	19222	31/07/20	£219.00	£36.50	£182.50	KGVPF	ROSPA annual inspection June 2020
505090	19223	31/07/20	£131.15	£21.86	£109.29	ADMIN	Telephone June 2020
505090	19257	04/08/20	£131.15	£21.86	£109.29	ADMIN	Telephone June 2020 AMEND RECORD
505090	19258	04/08/20	£131.15	£21.86	£109.29	ADMIN	Telephone July
505090	31/07/20		£131.15	£21.86	£109.29		
505091	19224	31/07/20	£20.00	£0.00	£20.00	ADMIN	Payslips July 2020
505092	19227	31/07/20	£28.00	£0.00	£28.00	FACS	Windows July 20
505093	19228	31/07/20	£98.34	£16.39	£81.95	ADMIN	Hand sanitiser and masks
505093	19229	31/07/20	£114.48	£19.08	£95.40	ADMIN	Stationery
505093	31/07/20		£212.82	£35.47	£177.35		
505094	19230	31/07/20	£278.97	£46.49	£232.48	FACS	Christmas lights 2019
505095	19231	31/07/20	£298.02	£0.00	£298.02	FACS	Water - toilets
505096	19236	31/07/20	£104.26	£17.38	£86.88	ADMIN	copying
505096	19237	31/07/20	£31.80	£5.30	£26.50	ADMIN	copying
505096	31/07/20		£136.06	£22.68	£113.38		
505097	19235	31/07/20	£940.80	£156.80	£784.00	ADMIN	laptop, office and set up
505098	19232	31/07/20	£232.46	£0.00	£232.46	FACS	Water - allotments
505098	19233	31/07/20	£90.78	£0.00	£90.78	FACS	Water - TC building
505098	19234	31/07/20	£45.49	£0.00	£45.49	KGVPF	Water - KGVPF
505098	31/07/20		£368.73	£0.00	£368.73		
505099	19278	07/08/20	£300.00	£0.00	£300.00	CWB	yarn bomb 505099 (replaced chq 505007)
505100	19269	10/08/20	£72.00	£0.00	£72.00	FACS	TC building June July
505101	19276	07/08/20	£70.82	£0.00	£70.82	FACS	Water - allotments (S/L)
505102	19272	07/08/20	£1,338.00	£223.00	£1,115.00	FACS	Cemetery contract
505102	19273	07/08/20	£102.00	£17.00	£85.00	FACS	Cemetery tap and fence repair
505102	19274	07/08/20	£66.00	£11.00	£55.00	FACS	Cemetery new bench
505102	19275	07/08/20	£450.00	£75.00	£375.00	FACS	Cemetery new CRS marked spaces and slabs
505102	07/08/20		£1,956.00	£326.00	£1,630.00		
505103	19271	07/08/20	£1,250.74	£208.46	£1,042.28	KGVPF	Bowls green maintenance
505104	19270	10/08/20	£819.00	£0.00	£819.00	FACS	Dog Waste Bins August
Page Sub Total			£7,102.11	£854.26	£6,247.85		
Running Sub Total			£7,102.11	£854.26	£6,247.85		

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505105	19279	10/08/20	£0.00	£0.00	£0.00 ADMIN	Cancelled	Cancelled 505105
505106	19280	10/08/20	£3,150.00	£525.00	£2,625.00 FACS	Oillywood Ltd	Handsanitiser units for Caldicot (6x external, 1 x internal)
505107	19259	07/08/20	£320.00	£0.00	£320.00 KGVPF	Rob Lewis	KGVPF play area Contract July
505107	19260	07/08/20	£355.00	£0.00	£355.00 KGVPF	Rob Lewis	KGVPF field Contract July
505107	19261	07/08/20	£400.00	£0.00	£400.00 KGVPF	Rob Lewis	KGVPF Contract July
505107	19262	07/08/20	£67.50	£0.00	£67.50 FACS	Rob Lewis	Allotments Contract July
505107	19263	07/08/20	£33.00	£0.00	£33.00 FACS	Rob Lewis	Orchard close Contract July
505107	19264	07/08/20	£180.00	£0.00	£180.00 FACS	Rob Lewis	TC Building Contract July
505107	19265	07/08/20	£50.00	£0.00	£50.00 KGVPF	Rob Lewis	Removal of waste KGVPF
505107	19266	07/08/20	£80.00	£0.00	£80.00 KGVPF	Rob Lewis	Sanitising of play area (prior to re-opening)
505107	19267	07/08/20	£195.00	£0.00	£195.00 KGVPF	Rob Lewis	KGVPF grounds maint enclosed pitch (x3 cuts)
505107	19268	07/08/20	£260.00	£0.00	£260.00 FACS	Rob Lewis	Jubilee Way and Birbeck park
505107		07/08/20	£1,940.50	£0.00	£1,940.50		
505108	19281	14/08/20	£756.00	£126.00	£630.00 KGVPF	STRI	Subscription annual sports turf
505109	19282	14/08/20	£128.18	£21.36	£106.82 ADMIN	Brighter Bills Ltd	Telephone
505110	19291	08/09/20	£20.00	£0.00	£20.00 ADMIN	Playworks (Payroll Bureau)	Payslips August
505111	19295	08/09/20	£60.00	£10.00	£50.00 FACS	P&P Pest Control	Treatment of wasps Dewstow Cemetery
505112	19293	08/09/20	£655.20	£0.00	£655.20 FACS	Merlin Waste	Dog Waste Bins September
505113	19294	08/09/20	£64.00	£0.00	£64.00 FACS	R Morse	TC building
505114	19292	08/09/20	£1,338.00	£223.00	£1,115.00 FACS	J Ball	Cemetery contract
505115	19297	09/09/20	£695.00	£0.00	£695.00 FACS	Aztec Alarms & Electrical Services	Annual service alarms Town Council
505116	19298	09/09/20	£54.00	£9.00	£45.00 FACS	Caldicot Glass & Glazing	Repair to fire door
505116	19299	09/09/20	£66.00	£11.00	£55.00 FACS	Caldicot Glass & Glazing	Supply/fit new handle internal door TC
505116		09/09/20	£120.00	£20.00	£100.00		
505117	19300	09/09/20	£1,250.74	£208.46	£1,042.28 KGVPF	Peter Villars Landscapes	Bowls green maintenance August 20
505118	19301	09/09/20	£320.00	£0.00	£320.00 KGVPF	Rob Lewis	KGVPF play area contract August 20
505118	19302	09/09/20	£355.00	£0.00	£355.00 KGVPF	Rob Lewis	KGVPF field contract August 20
505118	19303	09/09/20	£400.00	£0.00	£400.00 KGVPF	Rob Lewis	KGVPF contract August 20
505118	19304	09/09/20	£67.50	£0.00	£67.50 FACS	Rob Lewis	Allotments contract August 20
505118	19305	09/09/20	£33.00	£0.00	£33.00 FACS	Rob Lewis	Orchard Close contract August 20
Page Sub Total			£11,353.12	£1,133.82	£10,219.30		
Running Sub Total			£18,455.23	£1,988.08	£16,467.15		

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505118	19306	09/09/20	£180.00	£0.00	£180.00	FACS	Rob Lewis
505118	19307	09/09/20	£80.00	£0.00	£80.00	FACS	Rob Lewis
505118	19308	09/09/20	£180.00	£0.00	£180.00	FACS	Rob Lewis
505118	19309	09/09/20	£240.00	£0.00	£240.00	FACS	Rob Lewis
505118	09/09/20		£1,855.50	£0.00	£1,855.50		Prep and Plant Flowers Caldicot signs August 20
505119	19310	21/09/20	£65.00	£0.00	£65.00	KGVPF	Fields In Trust
505120	19311	21/09/20	£129.42	£21.57	£107.85	ADMIN	Brighter Bills Ltd
505121	19312	21/09/20	£13.05	£0.00	£13.05	ADMIN	Clir F Rowberry
505122	19323	22/09/20	£30.00	£0.00	£30.00	CWB	Country Flowers
505123	19324	22/09/20	£234.00	£39.00	£195.00	FACS	Oillywood Ltd
505124	19325	22/09/20	£20.00	£0.00	£20.00	ADMIN	Playworks (Payroll Bureau)
505125	19326	22/09/20	£68.00	£11.33	£56.67	KGVPF	Mon CC
505126	19327	22/09/20	£121.20	£20.20	£101.00	KGVPF	STRI
							Expenses re: Inspection Bowls Green 13.8.20
AS200720	19319		£11,057.75	£0.00	£11,057.75	ADMIN	Salaries
AS200820	19320		£9,234.94	£0.00	£9,234.94	ADMIN	Salaries
AS200920	19321		£9,444.42	£0.00	£9,444.42	ADMIN	Salaries
AU070920	19322		£215.41	£10.23	£205.18	FACS	British Gas
							Salaries/Tax/Ni/Superannuation July 20
							Salaries/Tax/Ni/Superannuation August 20
							Salaries/Tax/Ni/Superannuation September 20
							Salaries/Tax/Ni/Superannuation August 20

Page Sub Total

£31,313.19 £102.33 £31,210.86

Total **£49,768.42** **£2,090.41** **£47,678.01**

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

- 1. To consider Tree Inspection Reports [H&S]**
 - a) To obtain quotations for works, if appropriate

Town Council considered tree inspection reports and resolved to agree to obtain quotations for works, as required.

- 2. To consider ROSPA play inspection reports**
 - a) To obtain quotations for KGVPF play area repairs, if appropriate

Town Council considered ROSPA play inspection reports and resolved to agree to obtain quotations for works, as required.

- 3. Resolved – 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:***

- 4. To consider quotation for connection of CCTV power at KGVPF**

Town Council resolved to agree quotation for connection of CCTV power at KGVPF, £1684.76 (incl. VAT) from Western Power Distribution.

- 5. To consider costs for signage – KGVPF gates opening times**

Town Council resolved to agree costs for signage – KGVPF gates opening times, from Blitz Media:

- **1 Qty 400mm x 300mm 'Park Time' Sign on Aluminium Composite Material with UV Protective Laminate and Backing Rails = £33.75 + VAT (Suitable for gate and post mount).**
- **1 Qty 400mm x 300mm 'Park Time' Sign on Aluminium Composite Material with UV Protective Laminate = £25.75 + VAT (Suitable for wall mount - no special fixings required)**
- **2 Qty 76mm O/D Clips and Fixings for Post Mount = £3.60 + VAT each
TOTAL = £7.20 + VAT (2 required per sign)**
- **2 Qty 400mm Fish Plates with bolts for Gate Rail Mount = £7.75 + VAT each
TOTAL = £15.50 + VAT (2 required per sign)**

- 6. To consider quotation for assembly and installation of benches**

Town Council were advised that this had not been received.

The meeting ended at 8.50pm

Mayor/Deputy Mayor

Mon CC Transforming Towns Funding

Town Council welcomed Colin Phillips – MCC, and were presented with details regarding the 'Transforming Towns Funding' proposal.

Points noted as follows:

- Welsh Government announced re-purposed funding for Covid response measures and targeted interventions.
- Roberts Limbrick proposal for Town Centres.
- Caldicot - £4,325 to cover detailed design, specification and branding for the following elements of the design:
 1. Parklet/Pocket park/Outdoor Eating Areas – Lite Bites/Aroma, Fratellis & Baguette shop
 2. Jubilee Way - Green Gateway – GI infrastructure intervention at Jubilee Way Junction
 3. Cross DS + CAB public realm – Including Baguette shop - Planter specification and planting schedule at locations identified on concept to complement existing material palette
- This figure excludes private grant applications where businesses can apply for up to 80% of eligible costs ie table, chairs, umbrellas etc (to a max of £8k)
- The funding covering the design and proposed interventions are also subject to 80% grant funding but only if they are delivered. Design is therefore 'at risk' and we would be grateful for the Town Council consideration to share that risk as well share the match costs of implementation of initial proposals on the following basis:
- The works would include consultation with premises affected, design detail, product specification, planting schedule and associated costs. With a view to immediate order of £30k of priority interventions that meet eligibility criteria. The work will also include the opportunity for adoption of new branding within these interventions.
- £30k budget is implementation. Match funding of 20% required.
- Seeking Town Council support of £4,662, of which £1,662 is at risk

Design		
MCC		£1,662.50
Caldicot Town Council		£1,662.50
Caldicot Town Team		£1,000.00
	Sub total	
Implementation		£30,000
MCC @ 10%		£3,000
Caldicot Town Council @ 10%		£3,000

Town Council comments:

- Welcomed proposals, appeared to be beneficial to town and traders.
- Concern regarding the level of rates and rent for shop keepers and retailers closing within the town centre. In response it was noted that rates were set by the valuation office. London and Cambridge set rent. Further discussions required regarding high rates and rent in Caldicot.
- A member asked for an indication regarding expectation of Town Council long term commitment. In response, Council were advised that this is the first stage of targeted intervention and a specific request relating to concept ideas.
- Timescale for implementation would be as quick as possible.
- Welcome further discussions at Caldicot Regeneration Stakeholder Group meeting.

Town Council thanked MCC for presenting proposals.

Cheque list - OCTOBER 2020

Start of year 01/04/20

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505127	19330	29/09/20	£1,314.00	£219.00	£1,095.00	J Ball	Cemetery maintenance contract Sept
505127	19331	29/09/20	£24.00	£4.00	£20.00	J Ball	Cut verge o/s cemetery
505127	29/09/20		£1,338.00	£223.00	£1,115.00		
505128	19332	29/09/20	£655.20	£0.00	£655.20	Merlin Waste	Dog waste collection Oct
505129	19333	29/09/20	£871.43	£145.24	£726.19	Thomas Fattorini Ltd	Repair to mayoral chain/engraving
505130	19334	29/09/20	£60.00	£10.00	£50.00	P&P Pest Control	Removal wasps nest hedge SL allots 11.9
505131	19335	06/10/20	£1,250.74	£208.46	£1,042.28	Peter Villars Landscapes	Bowls green contract Sept
505132	19336	06/10/20	£312.50	£0.00	£312.50	R Morse	Playarea gates July-Sept
505132	19337	06/10/20	£28.33	£0.00	£28.33	R Morse	KGVPF entrance gates Sept (part)
505132	19338	06/10/20	£40.00	£0.00	£40.00	R Morse	TC Security Attendant
505132	06/10/20		£380.83	£0.00	£380.83		
505133	19339	06/10/20	£312.50	£0.00	£312.50	L Watkins	Cemetery gates attendant July-Sept
505134	19340	06/10/20	£144.00	£24.00	£120.00	Pinnaca	Starleaf Remote Meetings annual licence
505135	19342	14/10/20	£320.00	£0.00	£320.00	Rob Lewis	Grounds maintenance Sept - KGVPF playarea
505135	19343	14/10/20	£355.00	£0.00	£355.00	Rob Lewis	Grounds maintenance Sept - KGVPF fields
505135	19344	14/10/20	£400.00	£0.00	£400.00	Rob Lewis	Grounds maintenance Sept - KGVPF
505135	19345	14/10/20	£67.50	£0.00	£67.50	Rob Lewis	Grounds maintenance Sept - Allotments
505135	19346	14/10/20	£33.00	£0.00	£33.00	Rob Lewis	Grounds maintenance Sept - Orchard Close
505135	19347	14/10/20	£180.00	£0.00	£180.00	Rob Lewis	Grounds maintenance Sept - TC Building
505135	19348	14/10/20	£80.00	£0.00	£80.00	Rob Lewis	Cut Jubilee Way
505135	19349	14/10/20	£180.00	£0.00	£180.00	Rob Lewis	Cut Birbeck Park
505135	19350	14/10/20	£80.00	£0.00	£80.00	Rob Lewis	Cut 'White Hart' area
505135	14/10/20		£1,695.50	£0.00	£1,695.50		
505136	19351	14/10/20	£130.78	£21.80	£108.98	Brighter Bills Ltd	Tels/Internet
505137	19352	14/10/20	£20.00	£0.00	£20.00	Playworks (Payroll Bureau)	Payslips Sept
505138	19353	20/10/20	£213.58	£34.52	£179.06	Jo Ashburner	Replacement flags TC Building
ASZ01020	19360		£9,444.42	£0.00	£9,444.42	Salaries	Salaries/Tax/N/Superannuation October 20
AUZ01020	19361		£94.26	£4.47	£89.79	British Gas	Gas/Electricity September/October 20
Total			£16,611.24	£671.49	£15,939.75		
Page Sub Total			£16,611.24	£671.49	£15,939.75		
Running Sub Total			£16,611.24	£671.49	£15,939.75		

Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/21	Reserve Movements	Actual Net	Balance
INCOME					
Town Facilities					
200	Burial Fees	£15,000.00	£0.00	£8,885.00	-£6,115.00
205	Allotment Rents	£2,000.00	£0.00	£1,840.00	-£160.00
210	Town Council Building Hire	£2,000.00	£0.00	£0.00	-£2,000.00
215	Nursery Rent/Recharge Insurance	£6,100.00	£0.00	£3,025.87	-£3,074.13
220	Refund Business Rates 9SL 16/17 (MCC)	£0.00	£0.00	£82.97	£82.97
Total Town Facilities		£25,100.00	£0.00	£13,833.84	-£11,266.16
Administration					
100	Precept	£0.00	£0.00	£256,403.00	£256,403.00
105	Agency Services Provided	£0.00	£0.00	£0.00	£0.00
115	Sale of Assets	£0.00	£0.00	£0.00	£0.00
120	Insurance claim	£0.00	£0.00	£0.00	£0.00
125	Bank Interest (current)	£0.00	£0.00	£0.00	£0.00
130	VAT Receivable	£0.00	£0.00	£1,599.78	£1,599.78
140	Contra	£0.00	£0.00	£0.00	£0.00
600	Loan/Capital Receipt	£0.00	£0.00	£0.00	£0.00
620	Bank Interest Select Instant Access Acct	£1,000.00	£0.00	£569.34	-£430.66
630	Investment interest CCLA	£1,000.00	£0.00	£329.50	-£670.50
640	Investment interest Mon BS	£0.00	£0.00	£0.00	£0.00
Total Administration		£2,000.00	£0.00	£258,901.62	£256,901.62
Total Income		£27,100.00	£0.00	£272,735.46	£245,635.46
EXPENDITURE					

Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance
KGVPF- Trustee Land				
5010 Child Play Area Materials Etc	£5,000.00	£0.00	£80.00	£4,920.00
5020 Playarea Safety Inspections	£1,000.00	£0.00	£182.50	£817.50
5030 Playarea Gates Attendant	£1,250.00	£0.00	£312.50	£937.50
5040 Compound Elect Supply	£165.00	£0.00	£56.82	£108.18
5050 Welsh Water	£110.00	£0.00	£45.49	£64.51
5060 Security/fire alarm systems	£600.00	£0.00	£0.00	£600.00
5070 Compound Repairs	£100.00	£0.00	£0.00	£100.00
5081 Compound Plans/Project Manager	£5,000.00	£0.00	£0.00	£5,000.00
5090 Grounds Maintenance Contractor	£13,500.00	£0.00	£5,635.00	£7,865.00
5095 Waste Removal	£200.00	£0.00	£50.00	£150.00
5100 Fields in Trust Affiliation	£65.00	£0.00	£65.00	£0.00
5110 Green Flag Award/signs	£1,000.00	£0.00	£0.00	£1,000.00
5120 External repairs	£200.00	£0.00	£0.00	£200.00
5125 Trees/Bushes	£4,000.00	£0.00	£0.00	£4,000.00
5135 Litter Bins	£500.00	£0.00	£0.00	£500.00
5140 Bowling Green Contractor	£15,000.00	£0.00	£5,211.40	£9,788.60
5150 STRI Subscription/Inspection	£700.00	£0.00	£731.00	£-31.00
5155 Works to Bowls Club	£1,000.00	£0.00	£0.00	£1,000.00
5160 Pest Control	£100.00	£0.00	£0.00	£100.00
5180 Repairs to wall KGVPF	£1,000.00	£0.00	£0.00	£1,000.00
5200 Replace bollards	£1,000.00	£0.00	£0.00	£1,000.00
5230 Asbestos re-inspect Bowls Club	£0.00	£0.00	£0.00	£0.00
5260 Legionella inspect Bowls Club	£1,000.00	£0.00	£57.34	£942.66
5275 Fixed wiring testing (5 years)	£0.00	£0.00	£0.00	£0.00
5285 Upgrade Bowls Club Benches	£0.00	£0.00	£0.00	£0.00
5295 Inclusive Roundabout	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance
5300 KGVPF Entrance Gates	£0.00	£0.00	£56.67	-£56.67
Total KGVPF Trustee Land	£52,490.00	£0.00	£12,483.72	£40,006.28
Town Facilities				
2000 Allotments				
2000/1 Rent of Land from MCC	£15.00	£0.00	£0.00	£15.00
2000/2 Affiliation Fees	£60.00	£0.00	£55.00	£5.00
2000/3 Water Supply	£1,000.00	£0.00	£303.28	£696.72
2000/4 Grounds Maintenance	£1,000.00	£0.00	£337.50	£662.50
2000/5 Pest Control	£100.00	£0.00	£50.00	£50.00
2000/6 Repairs/Works	£500.00	£0.00	£0.00	£500.00
2000/7 Legionella testing	£220.00	£0.00	£57.33	£162.67
2000 Total	£2,895.00		£803.11	£2,091.89
2100 Cemetery				
2100/1 Rates	£780.00	£0.00	£775.75	£4.25
2100/2 ICCM/Green Flag	£200.00	£0.00	£95.00	£105.00
2100/3 Cemetery Attendant Gates	£1,250.00	£0.00	£312.50	£937.50
2100/4 Grounds Maintenance	£13,000.00	£0.00	£6,690.00	£6,310.00
2100/5 Grave Levelling & Marking	£1,000.00	£0.00	£375.00	£625.00
2100/6 H&S Headstone Inspection	£1,000.00	£0.00	£0.00	£1,000.00
2100/7 Vermin & Pest Control	£450.00	£0.00	£50.00	£400.00
2100/8 Repairs/Works	£200.00	£0.00	£85.00	£115.00
2100/9 Trees	£3,000.00	£0.00	£0.00	£3,000.00
2100/10 Hedges/Strimming/floral	£100.00	£0.00	£0.00	£100.00
2100/13 Benches	£500.00	£0.00	£55.00	£445.00
2100/14 Cemetery Land works	£5,000.00	£0.00	£0.00	£5,000.00
2100/16 Cemetery hedge/fence	£1,000.00	£0.00	£0.00	£1,000.00
2100/17 Asbestos re-inspect	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/21	Reserve Movements	Actual Net	Balance
2100/18	Legionella testing	£220.00	£0.00	£57.33	£162.67
2100	Total	£27,700.00		£8,495.58	£19,204.42
2200	CCTV	£13,500.00	£0.00	£3,345.60	£10,154.40
2210	Christmas Lighting	£22,000.00	£0.00	£232.48	£21,767.52
2220	Floral Displays	£1,000.00	£0.00	£240.00	£760.00
2230	Grounds maintenance Orchard Close	£550.00	£0.00	£165.00	£385.00
2240	Dog Waste Bin Collection/Bins	£9,500.00	£0.00	£4,258.80	£5,241.20
2250	Bus shelter maintenance	£1,000.00	£0.00	£0.00	£1,000.00
2260	Citizen's Advice Bureau	£13,000.00	£0.00	£0.00	£13,000.00
2270	Town Twinning	£0.00	£0.00	£0.00	£0.00
2400	Town Council Building				
2400/1	Rates	£450.00	£0.00	£422.65	£27.35
2400/2	Town Council Building Attendant	£550.00	£0.00	£208.00	£342.00
2400/3	Water Supply	£750.00	£0.00	£90.78	£659.22
2400/4	Electricity Supply	£1,800.00	£0.00	£352.76	£1,447.24
2400/5	Gas Supply	£1,800.00	£0.00	£606.58	£1,193.42
2400/6	Security & Fire Systems	£600.00	£0.00	£695.00	£-95.00
2400/7	Service Boiler/Repairs	£1,000.00	£0.00	£0.00	£1,000.00
2400/8	PAT Testing	£100.00	£0.00	£0.00	£100.00
2400/9	Cleaning Cover/Materials & Windows	£600.00	£0.00	£28.00	£572.00
2400/10	Fixed Wire Testing [5 years]	£0.00	£0.00	£0.00	£0.00
2400/11	Works to Building/Repairs	£5,000.00	£0.00	£100.00	£4,900.00
2400/14	Grounds Maintenance	£2,500.00	£0.00	£900.00	£1,600.00
2400/15	Winter Gritting	£100.00	£0.00	£0.00	£100.00
2400/18	MCC Adopted Lights	£100.00	£0.00	£0.00	£100.00

Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance
2400/19	Flags/Flagpoles	£100.00	£0.00	£100.00
2400/20	External repairs	£1,000.00	£0.00	£1,000.00
2400/21	Legionella testing	£220.00	£0.00	£162.67
2400	Total	£16,670.00	£3,461.10	£13,208.90
2450	9 Sandy Lane	£220.00	£57.33	£162.67
2460	Land Top Sandy Lane	£1,000.00	£0.00	£1,000.00
2495	Defibrillators	£1,000.00	£0.00	£1,000.00
2496	Hand Sanitiser Units	£0.00	£2,820.00	£2,820.00
2497	Town Regeneration	£0.00	£0.00	£0.00
Total Town Facilities		£110,035.00	£23,879.00	£86,156.00
Community Well-Being				
2280	Entertainments & Arts	£7,000.00	£0.00	£7,000.00
2290	Events Committee	£9,000.00	£0.00	£9,000.00
2300	Playscheme	£5,000.00	£0.00	£5,000.00
2310	Caldicot Youth Group	£9,000.00	£5,000.00	£4,000.00
2340	St Mary's Church Luncheon Fund	£3,000.00	£0.00	£3,000.00
3010	General/Community Groups	£9,000.00	£0.00	£9,000.00
3030	Garden Competition	£500.00	£0.00	£500.00
3040	Royal British Legion	£600.00	£0.00	£600.00
3045	Merchant Seaman Day	£100.00	£0.00	£100.00
3050	Flowers/Spray/Cards Etc	£200.00	£30.00	£170.00
3090	Elderly & Disabled Initiative	£2,000.00	£0.00	£2,000.00
3100	Children & Young People's Initiative	£2,000.00	£0.00	£2,000.00
3130	Flags/Flagpole	£0.00	£0.00	£0.00
Total Community Well-Being		£47,400.00	£14,030.00	£33,370.00
Projects				

Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance
4030 Bus shelter project	£0.00	£0.00	£0.00	£0.00
4040 CCTV Cameras	£0.00	£0.00	£0.00	£0.00
4096 Provision of Dog Waste Bins	£0.00	£0.00	£0.00	£0.00
Total Projects	£0.00	£0.00	£0.00	£0.00
Administration				
1000 General Administration				
1000/1 Tax and NI	£25,000.00	£0.00	£12,427.85	£12,572.15
1000/2 Superannuation	£25,000.00	£0.00	£10,866.54	£14,133.46
1000/3 Salaries	£69,000.00	£0.00	£34,985.46	£34,014.54
1000/4 Travel	£200.00	£0.00	£0.00	£200.00
1000 Total	£119,200.00		£58,279.85	£60,920.15
1100 Other Administration				
1100/1 Telephone	£1,400.00	£0.00	£644.31	£755.69
1100/2 Stationery	£900.00	£0.00	£206.07	£693.93
1100/3 Postage	£900.00	£0.00	£141.00	£759.00
1100/4 Photocopying	£900.00	£0.00	£435.17	£464.83
1100/5 Computer back-up & agreements	£4,000.00	£0.00	£4,422.30	-£422.30
1100/6 Insurance	£5,000.00	£0.00	£4,281.99	£718.01
1100/7 Audit Fees	£1,600.00	£0.00	£0.00	£1,600.00
1100/8 Local Council Affiliation	£1,500.00	£0.00	£1,447.00	£53.00
1100/9 Subscriptions & Publications	£100.00	£0.00	£0.00	£100.00
1100/10 Office Sundries	£200.00	£0.00	£81.95	£118.05
1100/11 Staff Training & SLCC Membership	£2,000.00	£0.00	£0.00	£2,000.00
1100/12 Election Expenses	£2,000.00	£0.00	£0.00	£2,000.00
1100/13 Cllr Training & Seminars	£2,000.00	£0.00	£0.00	£2,000.00
1100/14 Councillors Expenses	£5,000.00	£0.00	£2,621.05	£2,378.95

Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance
1100/15 Mayor Allowance	£1,500.00	£0.00	£1,500.00	£0.00
1100/16 Civic Reception	£700.00	£0.00	£0.00	£700.00
1100/17 Mayoral Chain & Engraving	£100.00	£0.00	£726.19	-£626.19
1100/18 Mayor's Board	£10.00	£0.00	£0.00	£10.00
1100/19 Photographs	£100.00	£0.00	£0.00	£100.00
1100/20 Prof Advice Solicitors, etc	£1,000.00	£0.00	£0.00	£1,000.00
1100/23 Website	£250.00	£0.00	£220.00	£30.00
1100/25 CONTRA	£0.00	£0.00	£0.00	£0.00
1100/26 Cancelled cheque	£0.00	£0.00	£0.00	£0.00
1100/29 Newsletter	£600.00	£0.00	£0.00	£600.00
1100/32 Deputy Mayor Allowance	£500.00	£0.00	£500.00	£0.00
1100/33 Payroll Bureau	£320.00	£0.00	£120.00	£200.00
1100 Total	£32,580.00		£17,347.03	£15,232.97
1310 Advertising	£0.00	£0.00	£0.00	£0.00
1320 Agency Services	£0.00	£0.00	£0.00	£0.00
1330 Prov for Bad/Doubt Debts	£0.00	£0.00	£0.00	£0.00
1340 Street Lighting	£0.00	£0.00	£0.00	£0.00
1350 Community Hall	£0.00	£0.00	£0.00	£0.00
Total Administration	£151,780.00	£0.00	£75,626.88	£76,153.12
Devolution of Service				
4080 Grounds Maintenance MCC	£3,885.00	£0.00	£1,300.00	£2,585.00
4085 Devolution MCC Street cleaning	£21,115.00	£0.00	£0.00	£21,115.00
4090 Devolution of Service - Toilets				
4090/2 Cleaning, etc	£14,500.00	£0.00	£0.00	£14,500.00
4090/3 Maintenance, etc	£7,600.00	£0.00	£0.00	£7,600.00
4090/4 NNDR	£0.00	£0.00	£775.75	-£775.75
4090/6 Water Supply	£1,300.00	£0.00	£298.02	£1,001.98

Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance
4090/7 Electricity	£1,300.00	£0.00	£242.11	£1,057.89
4090/8 Inspections/surveys	£300.00	£0.00	£57.34	£242.66
4090 Total	£25,000.00		£1,373.22	£23,626.78
Total Devolution of Service	£50,000.00	£0.00	£2,673.22	£47,326.78
Total Expenditure	£411,705.00	£0.00	£128,692.82	£283,012.18
Total Income	£27,100.00	£0.00	£272,735.46	£245,635.46
Total Expenditure	£411,705.00	£0.00	£128,692.82	£283,012.18
Total Net Balance	-£384,605.00		£144,042.64	

20 OCT 2020



Monmouthshire County Citizens Advice

Cyngor ar Bopeth Sir Fynwy

Telephone Advice : 03444 77 20 20

Gwasanaeth Cwbl Achrededig sy'n cynnwys
adolygu gan gymheiriad
Fully Accredited Service with peer review



darparu gwybodaeth a chyngor o safon i bobl Cymru
a hynny mewn modd sy'n gyson
providing a consistent approach to quality information
and advice for the people of Wales

Company Limited by Guarantee - Registered Number 6532431 : Registered Charity Number 1125068
Authorised and regulated by the Financial Conduct Authority FRN: 617672

19th October 2020

Dear Sirs

I am writing to you as one of our valued funders to bring you up to date with changes we are making for the way forward for Monmouthshire Citizens Advice.

We have taken the occasion of the retirement of our former Chief Officer, Shirley Lightbound, to review the challenges and opportunities to help us ensure the future of the service that I know you value. Even before the disruption of the pandemic, we knew that with limited resources it was getting ever more difficult to ensure a stable and viable operation and while we could simply have turned to you to seek financial strengthening, we are mindful of the pressures you also work within.

To do this we have been collaborating with our neighbours in Torfaen Citizens Advice and have been able to draw on the services of their Chief Executive as consultant in reviewing our business plan and the scope for new bid opportunities to strengthen our service. Our Board has now decided to cement this relationship by appointing Torfaen CA's Chief Executive as our seconded part time Chief Executive while appointing to work with him a Chief Operating Officer to manage all day to day activities here in Monmouthshire.

I must emphasise that this is a collaborative venture designed to strengthen our service. Neither our Board nor that in Torfaen have any plan to merge. We remain an independent charity and our Board will be focussing on maintaining and as far as possible strengthening the service delivered by our team of staff and volunteers across the county of Monmouthshire with existing opportunities for face to face in the principal towns of the county as currently served.

None of this can be achieved without your continued support and that is why I wanted immediately to keep you informed on the changes we are making and their purpose. We will of course continue to feed back to you information on the help we have been able to give to your constituents and will also be available to discuss any of these matters further with you should you wish to do so.

I hope it is helpful for you to be brought up to date on these matters and want to re-iterate our thanks for your long-standing support.

Yours faithfully

Roger Chater
Chair of Trustee Board

Registered Offices:

19a & b Cross Street
Abergavenny
NP7 5EW
Tel: 01873 856466

5a Church Road
Caldicot
NP26 4BP
Tel: 01291 422119

The Gate House
High Street
Chepstow NP16 5LH
Tel: 01291 622185

23a Whitecross Street
Monmouth
NP25 3BY
Tel: 01600 773297



Monmouthshire County Citizens Advice Cyngor ar Bopeth

Telephone Advice : 03444 77 20 20

Company Limited by Guarantee - Registered Number 6532431 : Registered Charity Number 1125068
Authorised and regulated by the Financial Conduct Authority FRN: 617672

Please reply to the Caldicot Office

13th October 2020

Mrs Gail McIntyre
Clerk
Caldicot Town Council
Council Offices
Sandy Lane
Caldicot
NP26 4NA

Dear Mrs McIntyre

Please find attached our report on the service we provided to your residents during the year to 31 March 2020.

I would be grateful if you could pass this report to the members of the Town Council and ask that they consider funding us to continue to provide this service during this strange year and beyond.

Our current service is very different but I am pleased to be able to report that despite the fact our doors are not open to the public we are continuing to support people by phone, email and web chat. We have also signed up to be able to provide advice over a video platform (similar to that used by the NHS). We are now, Welsh Government restrictions permitting, able to offer face to face appointments to the more vulnerable clients who are unable to cope with digital communication. The clients will be the subject of a Risk Assessment before arriving and our office will have all of the required social distancing measures in place.

Despite these restrictions the number of clients helped remains in line with last year as our volunteers and staff work from home to ensure we continue to provide our service.

As requested I also attach a copy of our latest Annual Report and Accounts. The next Annual Report will be released in November in time for our AGM and I will ensure you receive a copy then.

Registered Offices:

19a & b Cross Street
Abergavenny
NP7 5EW
Tel: 01873 856466

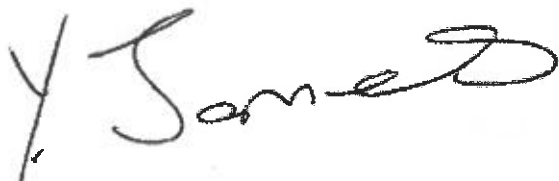
5a Church Road
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NP26 4BP
Tel: 01291 422119

The Gate House
High Street
Chepstow NP16 5LH
Tel: 01291 622185

23a Whitecross Street
Monmouth
NP25 3BY
Tel: 01600 773297

We trust that this letter and the information included with it will provide sufficient information for the Council to consider providing us with some funding this year but if you need anything further then please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Yvonne James', with a stylized flourish at the end.

Yvonne James
Chief Executive Officer
Monmouthshire County Citizens Advice
ceo@monmouthshirecountycab.cabnet.org.uk

Monmouthshire County Citizens Advice

Report to Caldicot Town Council

June 2020

We are very grateful to Caldicot Town Council for their support of our organisation which enables us to support the residents of the community in and around Caldicot.

For the year from 1st April 2019 to 31st March 2020 from the Caldicot office, we helped 1534 unique clients with a total of 2276 issues. This work and support helped to raise an income gain of £304,530 for these clients.

Telephone advice is available Monday to Friday 9am to 5pm on 03444 77 20 20. We contribute to this Wales wide service with volunteers.

We continued to be open 10am to 3pm Monday to Thursday day for drop in and generalist advice with advice from debt and welfare benefits caseworkers available by appointment.

We now have a caseworker specifically to provide assistance to clients who wish to make an initial claim for Universal Credit based in the Caldicot office for a half day every week.

As I am sure you are aware the majority of our advice is provided by volunteers and the Caldicot office has 16 regular volunteers providing 85 volunteer hours per week. National Citizens Advice provide us with a tool to show the value of volunteers and for the Caldicot Office the 16 volunteers are worth £82,947 to our service and for their time and support of our service we are extremely grateful.

Our advice areas remained consistent with what we would expect with 472 clients needing help with benefits and tax credits and a further 90 with Universal Credit. The other top areas of advice were housing (158 clients), employment (127 clients), relationships and family (116 clients) and debt (107 clients).

We are in the third year of a four year Service Level Agreement with Monmouthshire County Council with a 1% cut in the level of funding every year until March 2022.

We were also successful in obtaining Welsh Government funding to provide advice under their Single Advice Fund which is for a period of one year from 1st January 2020. Advice under this funding is provided by generalist and specialist caseworkers in benefits, debt, employment, discrimination and education.

As you can imagine with the outbreak of Covid 19 we had to change the way our service is offered.

From week commencing 16th March we stopped all face to face advice but immediately put some volunteers onto phone and web chat either in the office or remote working. The Caldicot Office has 5 volunteers regularly offering this type of advice for 27 hours per week.

The local office number of 01291 422119 is now manned on Monday to Thursday 10am to 1pm or clients can call 0300 330 2117 to ensure they can get advice during the Coronavirus outbreak.

We are not sure as yet when we will be able to offer face to face advice in our offices again but we are closely monitoring Government advice and advice from the National Citizens Advice service as to how and when we can do this safely for our staff, volunteers and clients.

During the period from 16th March to 30 June 2020 we have continued to support clients and the Caldicot Office has helped 234 clients with 295 issues with the top issues over the past two months being employment and benefits.

I hope that this report has provided the information you need but if you have any specific questions then please do not hesitate to get in touch with me.

Yvonne James

Chief Officer

June 2020



20 OCT 2020

Dewstow Primary and Nursery School,
Woodland View, Caldicot, NP26 4HD
Tel: 01291 636360
www.dewstowprimary.org.uk

Dear Councillors

Following the success of our visit to the Council offices last Christmas, we would love to arrange something for this year. I understand that we are in unprecedented times and so we would need to give this some thought but I just wanted to write to you to see if this could be an option. Maybe we could arrange for the Mayor to come and see the children outside at a socially appropriate distance. It was so lovely for the children to meet the Mayor last year and feel that this event supported the links between Dewstow Primary School and Caldicot Council.

I look forward to hearing from you soon.

Kind Regards

HJ Underwood

Heidi Underwood

Nursery Teacher

Dewstow Primary School

Monmouthshire County Council

Development Management Services

Pre-Application Advice – Written Response

1	Ref No: DM/2020/01115
2	<p>Site Address:</p> <p>King George V Playing Fields, NP26 4BG</p>
3	We understand your proposal to be: Demolish existing storage shed and propose to erect a multi use games area (MUGA)
4	What information our advice is based on: Site visit dated and the following supporting plans:
5	<p>Planning Policies you need to be aware of:</p> <p><u>Local Development Plan (LDP):</u></p> <p>S5 LDP Community and Recreation Facilities</p> <p>S12 LDP Efficient Resource Use and Flood Risk</p> <p>S13 LDP Landscape, Green Infrastructure and the Natural Environment</p> <p>S17 LDP Place Making and Design</p> <p>CRF3 LDP Safeguarding Existing Recreational Facilities and Public Open Space</p> <p>SD4 LDP Sustainable Drainage</p> <p>NE1 LDP Nature Conservation and Development</p> <p>DES1 LDP General Design Considerations</p> <p>EP1 LDP Amenity and Environmental Protection</p> <p>DES2 LDP Areas of Amenity Importance</p> <p><u>Supplementary Planning Guidance (if any):</u></p>

6 RELEVANT PLANNING HISTORY (if any)

Reference Number	Description	Decision	Decision Date
DM/2019/01648	Change of use of retail shop A1 to A3 take-away (hot) food.	Refused	28.11.2019
DC/2000/00526	Installation Of Satellite T.V Dish, 1300MM Dia To Rear Of Class A2 Shop Unit.	Approved	13.07.2000
DC/2000/00202	Change Of Use To Existing Shop Unit From Use Class A1 To Class A2.	Approved	06.04.2000

7 Our initial views about the proposal:

Principle of the proposed development

King George V playing fields have been designated within the Local Development Plan as an Area of Amenity Importance. There should be no loss of these recreational facilities. The Council supports the provision of recreational facilities and therefore the principal of providing the MUGA facilities within the playing fields is acceptable in policy terms and accords with the objectives of policy CRF3 of the LDP. The loss of the storage facility is not considered to be an issue unless new storage facilities are required to replace them. The council will support a planning application for a MUGA on the playing fields.

Design

We will require details plans of the proposal including the structures, surfaces and enclosure details. The fact that the scheme does not require floodlighting is welcomed.

Drainage

If the MUGA is to have an impermeable surface that is over 100 metres squared then you will have to provide details of the surface water drainage SAB approval will be required prior to any works commencing on site.

Following the implementation of the Sustainable Drainage (Approval and

Adoption) Order 2018 the applicant will require a sustainable drainage system (SuDS) designed in accordance with the Welsh Government Standards if the total construction area excess the 100m2 threshold. Total construction area includes existing buildings that are being replaced, removed or patio/driveway areas. The SuDS scheme will require approval by the SuDS Approving Body (SAB) prior to any construction work commencing on site. It is recommended that the applicant approach the SAB for Pre App discussion prior to formal submissions to the LPA as the SAB process can affect site layout. Details and application forms can be found at <https://www.monmouthshire.gov.uk/sab>. The SAB is granted a period of at least seven weeks to determine applications. If for any reason you believe your works are exempt from the requirement for SAB approval, I would be grateful if you would inform us on SAB@monmouthshire.gov.uk so we can update our records accordingly.

Highway Safety

There is no implications for highway safety.

Residential Amenity

You have not indicated when on the playing fields you wish to position the MUGA. Policy EP1 of the LDP says that new developments should have regard to the privacy, amenity and health of the occupiers of neighbouring properties. We will have to discuss the siting but I suggest that the MUGA is located away from residential properties.

Ecology

There is a potential for bats to roost in the storage building to be demolished and you may require an ecology survey report to be submitted with the application. As a first step I suggest that you submit a Bats in Buildings part A form and also include photographs of the building to be demolished. There may be a need to provide ecological enhancements to compensate for any loss of habitat. Mitigation may need to be provided for birds under the provisions of Planning Policy Wales 10 which provides that development must demonstrate net benefit for biodiversity.

- 8 Things we recommend you do, including information you need to submit with your application:

It is recommended that make a full planning application

Please submit the following:

Planning Application Forms
Application Fee (Please see

<http://www.monmouthshire.gov.uk/app/uploads/2013/06/Fees-Guide-New-Version-Amended-oct-15NEW.pdf>)

Block Plan Site Location Plan Proposed plans, layout, surfaces, boundaries Bats in Buildings Checklist Part A (Including Internal and External Photographs) Surface water drainage details Scale Parameters (Including minimum and maximum height, width, length and also indicative position of access) Landscaping Plan

NB: Please note that whilst all drawings should be to scale, all proposed plans should include external dimensions annotated on them.

Case officer: Ms Kate Young

Date: 19th October 2020

The views given are current at the time of giving the advice, but planning circumstances can change and will need to be taken into account when any subsequent application is determined.

NB: Sustainable Urban Drainage (SuDS)

From *January 7th 2019*, all detailed applications for residential development or where the construction area is 100m² or more, will require Sustainable Drainage Systems for surface water (SuDS), to be designed and built in accordance with the statutory standards. Local Authorities will be required to discharge their functions as a SuDS Approving Body (SAB) and approve SuDS schemes prior to the commencement of construction works. SABs will be required to adopt compliant SuDS that are built and function in accordance with the approved proposals, including any SAB conditions of approval. Further guidance is available on the Welsh Government's Website.

Fast Track Services

We now offer a Fast Track service for Householder applications and Lawful Development Certificates (LDCs) (existing and proposed). The Fast Track service will accelerate the administration and processing of your householder or LDC application for a small additional charge.

Please take a look at the services we offer here : -

<http://www.monmouthshire.gov.uk/fast-track-application-services>

Community Infrastructure Levy (CIL)

The Council is currently progressing the implementation of a Community Infrastructure Levy (CIL). If the planning application is approved after the adoption of CIL then the development could be liable to the payment of a CIL charge.

Affordable Housing

The sixth bullet point of Strategic Policy S4 relates to financial contributions to the provision of affordable housing in the local authority area for proposals below this threshold. Full details of the requirements of the Policy are outlined in the Affordable Housing Supplementary Planning Guidance document that was adopted in March 2016. Applications for residential development will need to be considered with reference to this SPG.

Network Rail

Should your development be likely to increase the level of pedestrian and/or vehicular usage at a level crossing any future planning application should be supported by a full Transport Assessment assessing such impact. Any required qualitative improvements to the level crossing as a direct result of the development proposed should be included within the Heads of Terms. Should you wish to discuss the impact of your proposal on the railway network you are advised to contact Network RailWesternLevelCrossings@networkrail.co.uk

Section 50 Agreement

MCC's Highway Department will not enter in to a Section 50 Agreement with anyone who needs to lay off site connections to a Public Utility (PU) apparatus which on completion will be adopted by the respective PU. Works which fall into this category must be noticed to MCC via the PU's EToN 6 noticing system.

If further clarification is required, please do not hesitate to contact Mike Jones (Highways Network Manager) on mikejones@monmouthshire.gov.uk or 01633 644749.

CUSTOMER FEEDBACK FORM

To enable us to monitor, review and where necessary change the pre-application service, we would appreciate you taking the time to complete this feedback form.

Reference/Enquiry Number:

Note: If completing in electronic format, please double-click boxes to check/uncheck.

	Yes	No	Comments (including any suggested improvements)
What is important ('what matters') to you as part of your pre-application discussions with us?			
Is the information available on the service useful? (website, guidance notes etc)	<input type="checkbox"/>	<input type="checkbox"/>	
Are you satisfied with the way your enquiry for pre-application advice was dealt with?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you satisfied with the timescales it took to meet with you and provide you with a written response?	<input type="checkbox"/>	<input type="checkbox"/>	
Is our response to your development scheme enquiry easy to understand and of benefit?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you intend to submit a planning application following the advice provided?	<input type="checkbox"/>	<input type="checkbox"/>	
Would you use the service again or recommend to others?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any other improvements you would like to suggest?	<input type="checkbox"/>	<input type="checkbox"/>	

Thank you!

Please return to:
Monmouthshire County Council

Planning Department
County Hall
The Rhyadr
Usk
NP15 1GA
Or email: planning@monmouthshire.gov.uk