

**CALDICOT TOWN COUNCIL**  
**Minutes of Full Council held at 6.30pm**  
**on Wednesday, 28<sup>th</sup> October 2020 at Caldicot Town Council**  
**(meeting held remote via Starleaf)**

<b>Present:</b>	<b>Clrs:</b>	D Evans	
		J Bond	RJ Higginson
		W Conniff	A Lloyd
		A Easson	M Mitchell
		R Garrick	F Rowberry

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

**10332 Apologies**

Apologies were received from Cllrs D Ashwin, K Harris, J Harris, M Stevens, P Stevens.

**10333 Declarations of Interest - to be identified under the relevant item/forms to be completed**

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

**10334 To Approve the Minutes:**

a) Minutes of the Annual Meeting 30<sup>th</sup> September 2020 - Mayor to sign the Minutes.

**The minutes of the Annual Meeting 30<sup>th</sup> September 2020 were approved as a true record and duly signed by the Mayor.**

b) Minutes of Full Town Council 30<sup>th</sup> September 2020 – Mayor to sign the Minutes.

**The minutes of Full Town Council 30<sup>th</sup> September 2020 were approved as a true record and duly signed by the Deputy Mayor, subject to the following amendments:**

Page 2 - Min: 10317 DM/2020/01225 **Delete** 'Refused' **Insert** 'Deferred'

Page 11 - Min: 10318i AU070920 19322 **Delete** 'Salaries/Tax/Ni/Superannuation August 20' **Insert** 'Gas/Electricity – July-September 20'

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

- ♦ Response required from Mon CC regarding application DM/2019/00646 (FTC query 30.9.2020)

## 10335 Planning

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

### A) Planning Applications Received:

**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 FTC 30.9.20]*

**Deferred \***

**\*Planning officer invited to attend meeting to address concerns regarding conditions of plan not being adhered to.**

**DM/2020/01370:** Householder. One/two storey rear extension containing dining area and WC at ground floor with bedroom at first floor with introduction of new window opening in the side elevation - 11 The Avenue, Caldicot, NP26 4AB

**Approved**

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

*Amendment: Changes have been made to have doors installed on the outbuilding in the rear garden*

*[Re-consultation]*

*(FTC 30.9.2020 Deferred)*

**Approved**

### B) Mon CC Planning Information:

#### i. Planning Permissions

**DM/2019/01255:** Outline Planning Permission – The erection of one dwelling house with garden and parking area.

New vehicular access to Woodstock Way (subject to s106)

**P&R Approved 10.9.19**

**DM/2020/01146:** Planning Permission. Change of use from hairdressers salon to residential use, associated with the main dwelling – 1 New Road, Caldicot, NP26 4HG

**P&R Approved 8.9.20**

**DM/2020/01040:** Householder. Two storey side extension – 32 Cae Mawr Grove, Caldicot, NP26 4EY

**P&R Approved 8.9.20**

**DM/2020/00836:** Householder. Widening of property access – 19 Chepstow Road, Caldicot, NP26 4HY

**P&R Approved 8.9.20**

**DM/2020/01124:** Householder. Demolition of existing porch and erection of two storey extension (previous consent DC/2013/00115) – 27 Keats Road, Caldicot

**P&R Approved 8.9.20**

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

**FTC Approved 30.9.20**

**DM/2020/01147:** Householder. Demolish porch and construct porch with WC – 21 Westfield, Caldicot, NP26 4HE

**P&R Approved 8.9.20**

## **i. Planning Refusals**

**DM/2019/01814:** Fast track householder. Conservatory to rear of garage and convert garage to form a study space – 18 Heol Sirhowy, Caldicot, NP26 4RD

**P&R Refused 10.12.19**

## **10336 Finance**

i. To Approve Cheque list October 2020

**Town Council resolved to approve cheque list October 2020.**

ii. To consider Financial Comparisons 1.4.20-30.9.20

**Town Council resolved to approve financial comparisons 1.4.20-30.9.20.**

iii. To consider Request for Financial Support – Citizens Advice Bureau (£13,000 precept)

**Town Council resolved to approve £13,000 financial support for Citizens Advice Bureau (£13,000 precept).**

iv. To consider Request from Dewstow School

Town Council received correspondence from Dewstow School, which thanked the Council for allowing pupils to visit the Council offices in December 2019. The school welcomed the opportunity for a similar socially distanced visit for 2020.

During discussion it was suggested that a small Christmas tree could be provided for the school.

**Town Council resolved to agree to obtain quotations for a small Christmas tree and that arrangements would be made for a socially distanced visit.**

v. To ratify Health and Safety Works to tree at Cemetery

The Chair advised that urgent health and safety works had been required to remedy and make safe Oak Tree, at Dewstow Cemetery, at a cost of £100.

**Town Council resolved to ratify cost for health and safety works, to remedy and make safe Oak Tree, at Dewstow Cemetery - £100.**

vi. To consider grounds maintenance and cemetery contracts [b/f FTC 30.9.2020]

*[subject to Council passing a resolution to extend a number of existing contracts and naming those contracts because of extenuating circumstances surround the COVID situation – Financial Regs 11aiv: for work to be executed or goods or materials to be supplied which constitute **an extension of an existing contract** by the Council]*

Town Council considered that grounds maintenance and cemetery contracts were due for renewal December 2020. Due to extenuating circumstances surrounding the COVID situation, there was a possibility of existing contracts being extended.

During discussion it was noted that some additional expenditure had been incurred for waste disposal at civic amenity sites.

Town Council agreed that contractors financial matters would be discussed, following exclusion of press and public, in closed meeting.

**Town Council resolved to approve an extension of 12 months, for grounds maintenance and cemetery contracts.**

vii. Request from Mon CC – grounds maintenance work (details to follow)

It was noted that no further details had been received.

**10338 To note date of Estimates Committee, Tuesday 10<sup>th</sup> November 2020 at 6.00pm**

**Town Council noted that Estimates Committee would be held at 6.00pm on Tuesday 10<sup>th</sup> November 2020.**

**10339 To note Annual Remembrance Service, Caldicot Cross - Sunday 8<sup>th</sup> November 2020**

- a) Town Council to lay wreaths (x3) – Town Council, Morières, Merchant Navy  
(previous donation £100)
- b) Arrive for 10.45am start (no parade), maximum attendees 30, social distancing rules to apply
- c) To consider request from RBL to erect flag at Caldicot Cross  
(NB. Mon CC permissions/cost)

Town Council were informed that the RBL had withdrawn the request to erect a flag at Caldicot Cross.

**Town Council noted that the Annual Remembrance Service would be held Sunday 8<sup>th</sup> November 2020, Caldicot Cross. It was agreed that, due to restricted attendee numbers, Town Council would be represented by the Mayor, Deputy Mayor and one other Councillor.**

**10340 To note casual vacancy – Green Lane Ward**

**Town Council noted the advertised casual vacancy, Green Lane Ward.**

**10341 To note vacancy on Town Council committees**

Town Council noted committee vacancies on, Personnel Committee, Grants Committee, User Sub-Committee KGVPF, Fairtrade Working Group and Caldicot Regeneration Stakeholder group

**Town Council resolved to appoint representatives as follows:**

**Cllr J Bond - User Sub-Committee KGVPF**

**Cllr R Garrick - Personnel Committee**

**Cllr F Rowberry - Grants Committee and Caldicot Regeneration Stakeholder group**

Town Council noted that there was a vacancy on Caldicot Castle Group and agreed that it would be added to the agenda of the next meeting.

## **10342 Reports**

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

Cllr Bond updated following a meeting of the Stakeholder Regeneration Group and discussions regarding Church Road development.

It was agreed that information was requested from Mon CC regarding Church Road development.

### **b) Governor's reports**

There were no governor reports.

### **c) Police Report**

Police report was circulated by email prior to the meeting. Town Council commended the informative report.

### **d) Other**

There were no other reports.

## **10343 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:

## **10344 Grounds maintenance and cemetery contracts**

Town Council discussed expenses incurred by contractors, following disposal of waste at civic amenity sites. Receipts had been received and it was suggested that the amount could be added to the monthly invoice.

**Town Council agreed to reimburse costs to date, for disposal of waste at a cost of £133.**

**Town Council agreed to reimburse future additional waste disposal costs, subject to receipt of invoices.**

**The meeting ended at 7.45pm**

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Mayor/Deputy Mayor

# 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	FACS	J Ball
505127	19331	29/09/20	£24.00	£4.00	£20.00	FACS	J Ball
505127	29/09/20		£1,338.00	£223.00	£1,115.00		
505128	19332	29/09/20	£655.20	£0.00	£655.20	FACS	Merlin Waste
505129	19333	29/09/20	£871.43	£145.24	£726.19	ADMIN	Thomas Fattorini Ltd
505130	19334	29/09/20	£60.00	£10.00	£50.00	FACS	P&P Pest Control
505131	19335	06/10/20	£1,250.74	£208.46	£1,042.28	KGVPF	Peter Villars Landscapes
505132	19336	06/10/20	£312.50	£0.00	£312.50	KGVPF	R Morse
505132	19337	06/10/20	£28.33	£0.00	£28.33	KGVPF	R Morse
505132	19338	06/10/20	£40.00	£0.00	£40.00	FACS	R Morse
505132	06/10/20		£380.83	£0.00	£380.83		
505133	19339	06/10/20	£312.50	£0.00	£312.50	FACS	L Watkins
505134	19340	06/10/20	£144.00	£24.00	£120.00	ADMIN	Pinnaca
505135	19342	14/10/20	£320.00	£0.00	£320.00	KGVPF	Rob Lewis
505135	19343	14/10/20	£355.00	£0.00	£355.00	KGVPF	Rob Lewis
505135	19344	14/10/20	£400.00	£0.00	£400.00	KGVPF	Rob Lewis
505135	19345	14/10/20	£67.50	£0.00	£67.50	FACS	Rob Lewis
505135	19346	14/10/20	£33.00	£0.00	£33.00	FACS	Rob Lewis
505135	19347	14/10/20	£180.00	£0.00	£180.00	FACS	Rob Lewis
505135	19348	14/10/20	£80.00	£0.00	£80.00	FACS	Rob Lewis
505135	19349	14/10/20	£180.00	£0.00	£180.00	FACS	Rob Lewis
505135	19350	14/10/20	£80.00	£0.00	£80.00	FACS	Rob Lewis
505135	14/10/20		£1,695.50	£0.00	£1,695.50		
505136	19351	14/10/20	£130.78	£21.80	£108.98	ADMIN	Brighter Bills Ltd
505137	19352	14/10/20	£20.00	£0.00	£20.00	ADMIN	Playworks (Payroll Bureau)
505138	19353	20/10/20	£213.58	£34.52	£179.06	FACS	Jo Ashburner
AS201020	19360		£9,444.42	£0.00	£9,444.42	ADMIN	Salaries
AU201020	19361		£94.26	£4.47	£89.79	FACS	British Gas
Page Sub Total			£16,611.24	£671.49	£15,939.75		
Running Sub Total			£16,611.24	£671.49	£15,939.75		

12/11/20 09:31 AM Vs: 8.49.02

Caldicot Town Council

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

### **1. Request from ICON Training**

Council received correspondence from ICON Training, requesting for a contractor to access the compound area to rebuild fence between 61 Newport Road and playing field compound area.

In considering the request, Town Council recognised that there was a need to ensure that the compound area was safe to access. Council were informed that town centre contractors were using the area for storage of bus shelters.

**Town Council agreed that health and safety checks would be undertaken at the compound.**

### **2. Mon CC pre-application advice – MUGA development**

Town Council received pre-application advice for MUGA development at KGVPF.

**Town Council agreed to forward the advice to the project consultant, for advice and opinion.**

**The meeting ended at 7.55pm**

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Mayor/Deputy Mayor

**CALDICOT TOWN COUNCIL**  
**Minutes of Planning & Resources Committee held at 6.30pm**  
**on Tuesday, 10<sup>th</sup> November 2020 at Caldicot Town Council**

**Present:** Cllrs:    D Evans (Chair)                      RJ Higginson  
                         W Conniff                                A Lloyd (Remote)  
                         A Easson    M Mitchell  
                         O Edwards (Remote)                      F Rowberry  
                         J Harris

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

**1. Apologies**

Apologies received from Cllrs D Ashwin, J Bond, J Dobson-Pettican, R Garrick.

**2. Declarations of Interest - To be identified under the relevant item**

Cllrs A Easson, D Evans and RJ Higginson declared personal interests as members of Mon CC Planning Committee, in relation to agenda item 3.

**3. Planning**

**A) Planning Applications:**

**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]\***

***\*Planning Officer invited to attend meeting***

Planning Officer was unable to attend meeting. Town Council requested that Clerk write to Head of Planning to express disappointment that no officer was available to attend and answer questions. Request officer to attend next meeting to discuss issues.

**DEFERRED\***

**\*Clerk to write to Head of Planning to express disappointment and request officer to attend next meeting to discuss issues.**

**DM/2020/01487:** Planning Permission. This would be the change of use from estate agent's offices to a small children's day care nursery setting, with some fencing to enclose the front garden to provide a safe outdoor play area –  
Newland Rennie Wilkins Estate Agents, 24 Newport Road, Caldicot NP26 4BQ

**DEFERRED\***

**\*The following suggestions/concerns were put forward:**

- **Local member should be involved**
- **Concerns raised regarding play area and traffic safety at rear**



**DM/2020/01462:** Planning Permission. Replacement dwelling – The proposal is for the re-build of the 3-bedroom dwelling –  
16 Deepweir, Caldicot, Monmouthshire, NP26 5JG **APPROVED**

**DM/2020/01471:** Planning Permission. These proposals amount to: The replacement of existing render with through-colour variant, replacement of existing bay with bespoke timber version, complete with heritage type signage above, replacing the canopy to the first floor dwelling with a stone flanked porch, replacing roof tiles with natural slate, repair and upgrade the front boundary wall and additional work to re-rout some services away from the side elevation –  
4 Chepstow Road, Caldicot, NP26 4HY **APPROVED**

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

This plan was deferred until the actions from meeting with MCC/MHA/residents had been addressed. Town Council expressed disappointment that feedback had not been provided to residents. Concerns were raised that matters agreed at the meeting with MCC/MHA held 20.8.2020 had not been reflected within the amended plan. This included details such as concerns regarding driveway and access.

Council agreed that further explanations were required regarding the amended management plan and officers would be invited to attend a meeting. **DEFERRED\***

**\*MCC/MHA representatives to be invited to a meeting to explain why they had not adhered to agreements made at meeting held on 20.08.2020**

**B) Planning Information:**

**i) Planning Permissions**

**DM/2020/01107:** Section 106 to modify a planning obligation to application DM/2018/01957 (revised SPG) –  
246 Newport Road, Caldicot, NP26 4AE **P&R Approved 10.9.2020**

Town Council noted Mon CC Planning Permission.

**ii) Temporary Traffic Regulation Notice**

**Section 14 – Road Traffic Regulation Act 1984**

**Temporary Road Closure Station Road, Caldicot 7<sup>th</sup> – 10<sup>th</sup> December 2020, operating between 22:00-06:00 (4 nights)**

Town Council noted overnight temporary road closure, Station Road, Caldicot.

**iii) Section 14(1)(A) – Road Traffic Regulation Act 1984**

**Public Footpaths No. 37 (part), Caldicot**

**Temporary Traffic Regulation Order 2020**

Town Council noted extension to closure of Footpath No. 37 by the maximum allowable amount of 6 months.

- a) The Mayor advised that a late road closure notice had been received and would go beyond the start date for the works if not considered.

**Town Council resolved to accept the road closure notice onto the agenda:**

**Section 14 – Road Traffic Regulation Act 1984  
Caerwent Brook, Caerwent, Monmouthshire  
Temporary Traffic Regulation Notice 2020  
Temporary Road Closure 24<sup>th</sup> – 26<sup>th</sup> November 2020**

Town Council noted the temporary road closure at Caerwent Brook.

**iv) DM/2020/00646 Wesley Buildings – Response from Mon CC re: Planning Decision**

Town Council noted the comments and report from Mon CC Planning Department.

**v) Church Road Project – update**

Town Council received and noted the Church Road project update.

- 4. To Approve payment of contribution to MCC street cleaning services 2020/21 £21,012.50 +VAT – payment in 2 instalments for 2020/21, quarterly thereafter.**

**Town Council resolved to approve payment of contribution to MCC street cleaning services 2020/21 - £21,012.50 +VAT and agreed payment in 2 instalments for 2020/21, quarterly thereafter.**

- 5. To Consider Donation to RBL for wreaths (5)**

**Town Council resolved to make a donation of £200 to RBL for 5 wreaths.**

- 6. To Approve cost for Christmas Trees**

**Town Council approved the cost of 4x Christmas trees with safety fencing, £1,400 +VAT and supply only of 1x 6ft Christmas tree, £60 +VAT.**

- a) To consider location of town centre trees NB: electricity supply/blocks etc**

It was proposed to put a Christmas tree on the green by the old White Hart, in addition to a tree near the Methodist Church. However, blocks would be required to stabilise the trees. Mon CC had provided prices for the blocks, £1,259.25 +VAT.

Town Council noted that a socket and electrical connection had been included as part of the town centre regeneration. Further work was required to ensure that the facility was suitable, the prepared socket was significantly larger than a tree trunk or flag pole and this raised concerns.

Mon CC had not advised in relation to accessing power from a nearby lamppost.

Town Council agreed to locate one block on the white hart grassed area and one near the Methodist church. It was agreed to write to Mon CC regarding cost of the

blocks and see if an arrangement could be made, particularly in relation to partnership working.

**b) To consider correspondence from City Illuminations Re: Christmas Lighting Installation**

Town Council noted the correspondence from City Illuminations.

**7. Re: Caldicot Castle advisory group representative [b/f TC 28.10.20]**

Town Council noted the response from Mon CC that both the Caldicot Castle and Country Park Advisory Group and the Mon CC Caldicot Castle Steering Group Committee had not held any meetings since November 2017. Town Council resolved to contact Mon CC to raise concerns that these committees no longer meet, since it is an important part of engagement with the public.

**Town Council resolved to contact Mon CC to raise concerns that these committees no longer meet, since it is an important part of engagement with the public.**

**8. To Consider outcome of further MCC inspection re: urgent H&S works to building**

Town Council was advised that, following a visit from Mon CC Property Services to inspect the building, quite a lot of work has to be undertaken to remedy the damp problems. Property Services to supply a quotation for the works.

Town Council resolved to contact Mon CC Property Services and chase up the quotation. A Health & Safety Committee meeting to be held as soon as possible.

**Town Council resolved to contact Mon CC Property Services and chase up the quotation. A Health & Safety Committee meeting to be held as soon as possible.**

**The meeting ended at 7:15pm.**

## CALDICOT TOWN COUNCIL

Minutes of Estimates Committee held at 6.00pm on Tuesday,  
10<sup>th</sup> November 2020 at Caldicot Town Council via Starleaf Remote Meetings

**Present:**

<b>Cllrs:</b> D Evans, Mayor	R Garrick (Remote - left 6.20 pm)
R J Higginson, Deputy Mayor	J Harris
W Conniff	A Lloyd (Remote)
A Easson	M Mitchell
O Edwards (Remote)	F Rowberry

[In attendance: G McIntyre, Clerk (Remote) S King, Deputy Clerk; B Hodges (Remote)]

- 1 **Apologies** - Cllrs: D Ashwin, J Bond, J Dobson-Pettican
- 2 **Declarations of Interest** - Forms to be completed – No Declarations of interest
- 3 **To Consider Independent Remuneration Panel for Wales Draft Annual Report February 2021 - NB: consultation response by 23rd November 2020** [Circ]

**It was resolved to Accept the Independent Remuneration Panel for Wales Draft Annual Report.**

- 4 **To Consider Draft Estimates for Precept 2021/2022:** [Circ]

Draft estimates for precept 2021/2022 were considered in detail as circulated.

- (i) **To Consider any Increase in Town Council Burial, Allotment, Hire Fees** [P3]

**It was resolved that there be no increase in Town Council burial, allotment and hire fees for 2021/2022.**

- (ii) **To Consider Draft Revised Estimates 2020/21** [P4-11 Column 2]

Ref: P7 - 2310 – Caldicot Youth Group *delete* £9,000.00 *insert* £5,000.00

Total *delete* £42,220.00 *insert* £38,220.00

P11 – Total Expenditure *delete* 387,369 *insert* 383,369

*delete* 362,259 *insert* 358,259

**It was resolved that the draft revised estimates 2020/21 be revised as above (ii)**

- (iii) **To Consider Draft Estimates 2021/22** [P4-11 Column3]

Ref: P6 – 2260 – Citizen's Advice Bureau – *delete* £13,000.00 *insert* £15,000.00

Total *delete* £113,690.00 *insert* £115,690.00

P7 – 2310 – Caldicot Youth Group *delete* £9,000 *insert* £5,000

P7 *Insert* MIND £2,000.00

Total – *delete* £47,400.00 *insert* £45,400.00

**It was resolved that the draft estimates 2021/22 be revised as above (iii)**

**(iii) TO CONSIDER RESERVES POSITION**

[P 12]

**NB: Internal Audit comment re: Reserves Position – P12**

**Town Council's Reserves position was considered for 2021/2022.**

**It was resolved to earmark £10,000 to CCTV; additional £15,000 to KGVPF compound area = £80,000; additional £10,000 to play equipment = £30,000; unearmarked reserves £194,018 (based on 2019/20 audited accounts)**

**5 TO RESOLVE FOR CALDICOT TOWN COUNCIL TO FIX THE PRECEPT FOR SUBMISSION TO MON CC FOR 2021/2022**

**It was resolved that Caldicot Town Council fix the Precept for submission to Mon CC for 2021/2022 in the sum of £385,930 (three hundred and eighty-five thousand nine hundred and thirty pounds) – see *Final Accounts attached***

**6 To Consider Annual Investment and Reserves Strategies for 2021/2022 [Circ]**

**NB: To Consider Re-investment CCLA [1 year Dec 2020]**

**It was resolved to approve annual Investment and Reserves strategies for 2021/2022 - CCLA re-investment 1 year December 2020 and investment with Monmouthshire Building Society – see *update attached***

**7 To Consider and Approve Financial Risk Assessments [Circ]**

**It was resolved to Approve Financial Risk Assessments as circulated.**

**8 To Consider and Approve Financial Regulations [Circ]**

**It was resolved to Approve Financial Regulations as circulated.**

**(a) To Consider making payments to regular suppliers via internet bank transfer with usual controls in place ie 2 member signatories + Clerk/Deputy Clerk and cheque/payments lists to Council**

**[Ref: Regs 6 - Instructions for the making of payments]**

**(b) To Consider accepting payments from regular customers eg funeral directors via bank transfer with usual controls in place**

**[Ref: Regs 9 – Income]**

**It was resolved to approve (a) and (b) above, with usual controls in place.**

**9 To Consider and Approve Standing Orders [Circ]**

**It was resolved to Approve Standing Orders as circulated.**

**Members expressed appreciation to staff for work undertaken during a difficult time.**

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**(Mayor/Deputy)**



**CALDICOT TOWN COUNCIL**

**ESTIMATES FOR PRECEPT 2021/2022**

**FINAL**

**G McIntyre**  
**Clerk to the Council/RFO**

**CALDICOT TOWN COUNCIL  
ESTIMATES FOR PRECEPT YEAR 2021/2022**

**INTRODUCTION**

The format presentation shows the previous year actual **audited 2019/2020**, the original estimate as prepared November 2019 for 2020/2021, the revised estimate 2020/2021 based on actual figures to date giving a better estimate for outturn year. The final column showing the estimate for year 2021/2022 (The Precept Year) based on the most informed information available.

**Town Council to consider its perceived future objectives and amend accordingly.  
The estimates are initially in DRAFT for the consideration of Town Council.**

The net figure arrived at as adjusted would be the precept sum to be levied onto Mon CC to add to its Council tax levy for that year and that precept must be made known to the County Council within a prescribed timescale.

**NOTE OF DEBARMENT FROM TAKING PART IN THE ESTIMATES COMMITTEE NOVEMBER 2020**

Under Local Government legislation any member who is 2 months in arrears with payment of Council tax must make that declaration and not take part, speak or vote at the meeting when the estimates for 2021/2022 are being discussed

## SCALE CHARGES – 2021/2022

### A) BURIAL FEES

	1.4.14	1.4.15	1.4.16	1.4.17	1.4.18	1.4.19	1.4.20	1.4.21
	£	£	£	£	£	£	£	£
Opening New Single Grave	270	270	270	300	300	300	300	300
Opening New Double Grave	270	270	270	300	300	300	300	300
Opening New Triple Grave	270	270	270	300	300	300	300	300
Re-opening Existing Grave	270	270	270	300	300	300	300	300
Burials upto 18 years	0	0	0	0	0	0	0	0
Burials for serving members of the armed forces					0	0	0	0
Scattering of Cremated Remains	50	55	55	60	60	60	60	60
Cremated Remains in CRS Area	120	120	120	120	120	120	120	120
Cremated Remains in Existing Grave	120	120	120	120	120	120	120	120
Cremated Remains in New Grave	270	270	270	300	300	300	300	300
Reserved Spaces	275	n/a	n/a	n/a	n/a	n/a	275	275
Reserved Cremation Area	110	110	110	n/a	n/a	n/a	110	110
Headstones								
New Headstone (to place)	120	120	120	130	130	130	130	130
CRS Headstone	120	120	120	130	130	130	130	130
New Inscription	120	120	120	130	130	130	130	130

### There is a cessation of New Graves/CRS Spaces for Non-residents\*

\*exceptions to the rule would be persons who have had long term residence with family links within Caldicot and have moved out of the area; any members of armed forces with family links in Caldicot

### B) ALLOTMENT FEES

	1.4.14	1.4.15	1.4.16	1.4.17	1.4.18	1.4.19	1.4.20	1.4.21
Full charge for working ploholders	£30	£30	£40	£40	£40	£40	£40	£40
Abated charge for retired/unemployed	£20	£20	£20	£20	£20	£20	£20	£20

To note 1 year's notice must be given for increase in rentals

### C) TOWN COUNCIL BUILDING HIRE FEES

1.4.14	1.4.15	1.4.16	1.4.17	1.4.18	1.4.19	1.4.20	1.4.21
£8 [hr/part]	£8 [hr/part]	£8 [hr/part]	£8 [hr/part]	£8 [hr/part]	£8 [hr/part]	£8 [hr/part]	£8 [hr/part]

Business Organisations - £30.00/hour/part hour

Weekend rates [if permitted] – As above



# Budget Headings

Start of year 01/04/20

Heading		Account	2020/21	Revised	2021/22	Last year's actual
KGVPF Trustee Land Expenditure						
5010	Child Play Area Materials Etc	5008534700	£5,000.00	£5,000.00	£5,000.00	£2,937.42
5020	Playarea Safety Inspections	5008534700	£1,000.00	£1,000.00	£1,000.00	£732.04
5030	Playarea Gates Attendant	5008534700	£1,250.00	£1,250.00	£1,250.00	£1,250.00
5040	Compound Elect Supply	5008534700	£165.00	£150.00	£0.00	£195.11
5050	Welsh Water	5008534700	£110.00	£100.00	£0.00	£45.63
5060	Security/fire alarm systems	5008534700	£600.00	£0.00	£0.00	£540.00
5070	Compound Repairs	5008534700	£100.00	£0.00	£0.00	£0.00
5081	Compound Plans/Project Manager	5008534700	£5,000.00	£5,000.00	£0.00	£0.00
5090	Grounds Maintenance Contractor	5008534700	£13,500.00	£13,500.00	£14,000.00	£11,520.00
5095	Waste Removal	5008534700	£200.00	£200.00	£200.00	£0.00
5100	Fields in Trust Affiliation	5008534700	£65.00	£65.00	£70.00	£65.00
5110	Green Flag Award/signs	5008534700	£1,000.00	£0.00	£1,000.00	£0.00
5120	External repairs	5008534700	£200.00	£0.00	£0.00	£10.00
5125	Trees/Bushes	5008534700	£4,000.00	£4,000.00	£1,000.00	£335.00
5135	Litter Bins	5008534700	£500.00	£200.00	£1,000.00	£0.00
5140	Bowling Green Contractor	5008534700	£15,000.00	£13,500.00	£14,000.00	£12,322.44
5150	STRI Subscription/Inspection	5008534700	£700.00	£750.00	£800.00	£690.07
5155	Works to Bowls Club	5008534700	£1,000.00	£0.00	£0.00	£5,750.00
5160	Pest Control	5008534700	£100.00	£0.00	£100.00	£50.00
5180	Repairs to wall KGVPF	5008534700	£1,000.00	£0.00	£1,000.00	£0.00
5200	Replace bollards	5008534700	£1,000.00	£0.00	£1,000.00	£0.00
5230	Asbestos re-inspect Bowls Club	5008534700	£0.00	£0.00	£0.00	£0.00
5260	Legionella inspect Bowls Club	5008534700	£1,000.00	£220.00	£1,000.00	£807.17
5275	Fixed wiring testing (5 years)	5008534700	£0.00	£0.00	£0.00	£0.00
5285	Upgrade Bowls Club Benches	5008534700	£0.00	£0.00	£0.00	£1,380.00
5295	Inclusive Roundabout	5008534700	£0.00	£0.00	£0.00	£9,898.00
5300	KGVPF Entrance Gates Attendant	5008534700	£0.00	£675.00	£1,250.00	£620.00
Total			£52,490.00	£45,610.00	£43,670.00	£49,147.88

# Budget Headings

Start of year 01/04/20

Heading		Account	2020/21	Revised	2021/22	Last year's actual
<b>Town Facilities Income</b>						
200	Burial Fees	5008534700	£15,000.00	£15,000.00	£15,000.00	£15,445.00
205	Allotment Rents	5008534700	£2,000.00	£2,000.00	£2,000.00	£1,960.00
210	Town Council Building Hire	5008534700	£2,000.00	£0.00	£2,000.00	£2,044.00
215	Nursery Rent/Recharge Insurance	5008534700	£6,100.00	£6,025.00	£6,100.00	£6,022.73
220	Refund Business Rates 9SL 16/17 (M	5008534700	£0.00	£85.00	£0.00	£0.00
Total			£25,100.00	£23,110.00	£25,100.00	£25,471.73
<b>Town Facilities Expenditure</b>						
2000	Allotments	5008534700	£2,895.00	£2,195.00	£2,910.00	£1,669.48
2000/1	Rent of Land from MCC	5008534700	£15.00	£15.00	£15.00	£15.00
2000/2	Affiliation Fees	5008534700	£60.00	£60.00	£65.00	£55.00
2000/3	Water Supply	5008534700	£1,000.00	£800.00	£1,000.00	£572.17
2000/4	Grounds Maintenance	5008534700	£1,000.00	£800.00	£1,000.00	£610.00
2000/5	Pest Control	5008534700	£100.00	£100.00	£100.00	£0.00
2000/6	Repairs/Works	5008534700	£500.00	£200.00	£500.00	£132.98
2000/7	Legionella testing	5008534700	£220.00	£220.00	£230.00	£284.33
2100	Cemetery	5008534700	£27,700.00	£20,790.00	£28,580.00	£25,743.69
2100/1	Rates	5008534700	£780.00	£775.00	£800.00	£762.70
2100/2	ICCM/Green Flag	5008534700	£200.00	£95.00	£200.00	£95.00
2100/3	Cemetery Attendant Gates	5008534700	£1,250.00	£1,250.00	£1,250.00	£1,250.00
2100/4	Grounds Maintenance	5008534700	£13,000.00	£13,500.00	£15,000.00	£11,440.00
2100/5	Grave Levelling & Marking	5008534700	£1,000.00	£1,000.00	£2,000.00	£2,161.00
2100/6	H&S Headstone Inspection	5008534700	£1,000.00	£0.00	£1,000.00	£0.00
2100/7	Vermin & Pest Control	5008534700	£450.00	£450.00	£500.00	£0.00
2100/8	Repairs/Works	5008534700	£200.00	£200.00	£200.00	£188.00
2100/9	Trees	5008534700	£3,000.00	£3,000.00	£1,000.00	£160.00
2100/10	Hedges/Strimming/floral	5008534700	£100.00	£100.00	£200.00	£0.00
2100/13	Benches	5008534700	£500.00	£200.00	£200.00	£0.00
2100/14	Cemetery Land works	5008534700	£5,000.00	£0.00	£5,000.00	£9,460.00
2100/16	Cemetery hedge/fence	5008534700	£1,000.00	£0.00	£1,000.00	£0.00
2100/17	Asbestos re-inspect	5008534700	£0.00	£0.00	£0.00	£0.00
2100/18	Legionella testing	5008534700	£220.00	£220.00	£230.00	£226.99

# Budget Headings

Start of year 01/04/20

Heading		Account	2020/21	Revised	2021/22	Last year's actual
2200	CCTV	5008534700	£13,500.00	£13,500.00	£14,500.00	£13,056.00
2210	Christmas Lighting	5008534700	£22,000.00	£22,000.00	£22,000.00	£15,882.77
2220	Floral Displays	5008534700	£1,000.00	£500.00	£1,000.00	£200.00
2230	Grounds maintenance Orchard Close	5008534700	£550.00	£400.00	£500.00	£308.00
2240	Dog Waste Bin Collection/Bins	5008534700	£9,500.00	£9,000.00	£10,000.00	£7,326.45
2250	Bus shelter maintenance	5008534700	£1,000.00	£600.00	£1,000.00	£0.00
2260	Citizen's Advice Bureau	5008534700	£13,000.00	£13,000.00	£15,000.00	£13,000.00
2270	Town Twinning	5008534700	£0.00	£0.00	£0.00	£0.00
2400	Town Council Building	5008534700	£16,670.00	£10,287.00	£16,700.00	£7,922.14
2400/1	Rates	5008534700	£450.00	£422.00	£450.00	£415.54
2400/2	Town Council Building Attendant	5008534700	£550.00	£400.00	£500.00	£472.00
2400/3	Water Supply	5008534700	£750.00	£350.00	£500.00	£221.49
2400/4	Electricity Supply	5008534700	£1,800.00	£1,200.00	£1,500.00	£644.83
2400/5	Gas Supply	5008534700	£1,800.00	£1,200.00	£1,500.00	£883.22
2400/6	Security & Fire Systems	5008534700	£600.00	£695.00	£700.00	£540.00
2400/7	Service Boiler/Repairs	5008534700	£1,000.00	£600.00	£1,000.00	£0.00
2400/8	PAT Testing	5008534700	£100.00	£100.00	£120.00	£138.00
2400/9	Cleaning Cover/Materials & Windows	5008534700	£600.00	£600.00	£1,000.00	£530.82
2400/10	Fixed Wire Testing [5 years]	5008534700	£0.00	£0.00	£0.00	£0.00
2400/11	Works to Building/Repairs	5008534700	£5,000.00	£1,000.00	£5,000.00	£1,849.25
2400/14	Grounds Maintenance	5008534700	£2,500.00	£2,500.00	£2,800.00	£1,980.00
2400/15	Winter Gritting	5008534700	£100.00	£100.00	£100.00	£20.00
2400/18	MCC Adopted Lights	5008534700	£100.00	£100.00	£100.00	£0.00
2400/19	Flags/Flagpoles	5008534700	£100.00	£200.00	£200.00	£0.00
2400/20	External repairs	5008534700	£1,000.00	£600.00	£1,000.00	£0.00
2400/21	Legionella testing	5008534700	£220.00	£220.00	£230.00	£226.99
2450	9 Sandy Lane	5008534700	£220.00	£350.00	£500.00	£456.99
2460	Land Top Sandy Lane	5008534700	£1,000.00	£1,000.00	£1,000.00	£330.00
2495	Defibrillators	5008534700	£1,000.00	£0.00	£0.00	£0.00
2496	Hand Sanitiser Units	5008534700	£0.00	£4,000.00	£2,000.00	£0.00
2497	Town Regeneration	5008534700	£0.00	£4,662.00	£0.00	£0.00
Total			£110,035.00	£102,284.00	£115,690.00	£85,895.52

# Budget Headings

Start of year 01/04/20

Heading			Account	2020/21	Revised	2021/22	Last year's actual
Community Well-Being Expenditure							
2280	Entertainments & Arts	5008534700		£7,000.00	£7,000.00	£7,000.00	£15,000.00
2290	Events Committee	5008534700		£9,000.00	£9,000.00	£9,000.00	£0.00
2300	Playscheme	5008534700		£5,000.00	£5,000.00	£5,000.00	£5,000.00
2310	Caldicot Youth Group	5008534700		£9,000.00	£5,000.00	£5,000.00	£9,000.00
2340	St Mary's Church Luncheon Fund	5008534700		£3,000.00	£3,000.00	£3,000.00	£3,000.00
3010	General/Community Groups	5008534700		£9,000.00	£9,000.00	£9,000.00	£6,613.00
3030	Garden Competition	5008534700		£500.00	£0.00	£500.00	£322.80
3040	Royal British Legion	5008534700		£600.00	£100.00	£600.00	£335.00
3045	Merchant Seaman Day	5008534700		£100.00	£0.00	£100.00	£9.65
3050	Flowers/Spray/Cards Etc	5008534700		£200.00	£120.00	£200.00	£27.00
3090	Elderly & Disabled Initiative	5008534700		£2,000.00	£0.00	£2,000.00	£0.00
3100	Children & Young People's Initiative	5008534700		£2,000.00	£0.00	£2,000.00	£0.00
3130	Flags/Flagpole	5008534700		£0.00	£0.00	£0.00	£946.16
3140	MIND	5008534700		£0.00	£0.00	£2,000.00	£0.00
Total				£47,400.00	£38,220.00	£45,400.00	£40,253.61

# Budget Headings

Start of year 01/04/20

Heading		Account	2020/21	Revised	2021/22	Last year's actual
<b>Projects Expenditure</b>						
4030	Bus shelter project	5008534700	£0.00	£0.00	£0.00	£3,236.21
4040	CCTV Cameras	5008534700	£0.00	£8,000.00	£0.00	£0.00
4096	Provision of Dog Waste Bins	5008534700	£0.00	£0.00	£0.00	£0.00
		Total	£0.00	£8,000.00	£0.00	£3,236.21

# Budget Headings

Start of year 01/04/20

Heading		Account	2020/21	Revised	2021/22	Last year's actual
<b>Administration Income</b>						
100	Precept	5008534700	£0.00	£0.00	£0.00	£386,560.00
105	Agency Services Provided	5008534700	£0.00	£0.00	£0.00	£0.00
115	Sale of Assets	5008534700	£0.00	£0.00	£0.00	£0.00
120	Insurance claim	5008534700	£0.00	£0.00	£0.00	£1,181.74
125	Bank Interest (current)	5008534700	£0.00	£0.00	£0.00	£0.00
130	VAT Receivable	5008534700	£0.00	£0.00	£0.00	£16,214.47
140	Contra	5008534700	£0.00	£0.00	£0.00	£2,256.35
600	Loan/Capital Receipt	5008534700	£0.00	£0.00	£0.00	£0.00
620	Bank Interest Select Instant Access	5008534753	£1,000.00	£1,000.00	£1,000.00	£1,209.42
630	Investment interest CCLA	00000001	£1,000.00	£1,000.00	£1,000.00	£774.80
640	Investment interest Mon BS	14576608	£0.00	£0.00	£0.00	£0.00
Total			£2,000.00	£2,000.00	£2,000.00	£408,196.78
<b>Administration Expenditure</b>						
1000	General Administration	5008534700	£119,200.00	£120,000.00	£124,200.00	£115,201.78
1000/1	Tax and NI	5008534700	£25,000.00	£25,000.00	£26,000.00	£23,876.12
1000/2	Superannuation	5008534700	£25,000.00	£23,000.00	£24,000.00	£23,489.52
1000/3	Salaries	5008534700	£69,000.00	£72,000.00	£74,000.00	£67,733.44
1000/4	Travel	5008534700	£200.00	£0.00	£200.00	£102.70
1100	Other Administration	5008534700	£32,580.00	£23,965.00	£34,070.00	£24,400.65
1100/1	Telephone	5008534700	£1,400.00	£1,800.00	£2,000.00	£1,384.26
1100/2	Stationery	5008534700	£900.00	£700.00	£800.00	£566.99
1100/3	Postage	5008534700	£900.00	£800.00	£900.00	£745.00
1100/4	Photocopying	5008534700	£900.00	£800.00	£900.00	£499.72
1100/5	Computer back-up & agreements	5008534700	£4,000.00	£5,000.00	£5,000.00	£3,703.00
1100/6	Insurance	5008534700	£5,000.00	£4,500.00	£5,000.00	£4,213.46
1100/7	Audit Fees	5008534700	£1,600.00	£1,600.00	£1,600.00	£1,118.50
1100/8	Local Council Affiliation	5008534700	£1,500.00	£1,450.00	£1,500.00	£1,389.00
1100/9	Subscriptions & Publications	5008534700	£100.00	£100.00	£100.00	£40.00
1100/10	Office Sundries	5008534700	£200.00	£100.00	£200.00	£0.00
1100/11	Staff Training & SLCC Membership	5008534700	£2,000.00	£800.00	£2,000.00	£1,022.50
1100/12	Election Expenses	5008534700	£2,000.00	£0.00	£2,000.00	£0.00

# Budget Headings

Start of year 01/04/20

Heading			Account	2020/21	Revised	2021/22	Last year's actual
1100/13	Cllr Training & Seminars	5008534700		£2,000.00	£0.00	£2,000.00	£245.83
1100/14	Councillors Expenses	5008534700		£5,000.00	£3,000.00	£5,000.00	£2,943.35
1100/15	Mayor Allowance	5008534700		£1,500.00	£1,500.00	£1,500.00	£1,500.00
1100/16	Civic Reception	5008534700		£700.00	£0.00	£700.00	£522.50
1100/17	Mayoral Chain & Engraving	5008534700		£100.00	£725.00	£100.00	£1,137.66
1100/18	Mayor's Board	5008534700		£10.00	£20.00	£20.00	£8.33
1100/19	Photographs	5008534700		£100.00	£100.00	£100.00	£64.20
1100/20	Prof Advice Solicitors, etc	5008534700		£1,000.00	£0.00	£1,000.00	£0.00
1100/23	Website	5008534700		£250.00	£220.00	£250.00	£305.00
1100/25	CONTRA	5008534700		£0.00	£0.00	£0.00	£2,256.35
1100/26	Cancelled cheque	5008534700		£0.00	£0.00	£0.00	-£5.00
1100/29	Newsletter	5008534700		£600.00	£0.00	£600.00	£0.00
1100/32	Deputy Mayor Allowance	5008534700		£500.00	£500.00	£500.00	£500.00
1100/33	Payroll Bureau	5008534700		£320.00	£250.00	£300.00	£240.00
1310	Advertising	5008534700		£0.00	£0.00	£0.00	£0.00
1320	Agency Services	5008534700		£0.00	£0.00	£0.00	£0.00
1330	Prov for Bad/Doubt Debts	5008534700		£0.00	£0.00	£0.00	£0.00
1340	Street Lighting	5008534700		£0.00	£0.00	£0.00	£0.00
1350	Community Hall	5008534700		£0.00	£0.00	£0.00	£0.00
Total				£151,780.00	£143,965.00	£158,270.00	£139,602.43

# Budget Headings

Start of year 01/04/20

Heading			Account	2020/21	Revised	2021/22	Last year's actual
Devolution of Service Expenditure							
4080	Grounds Maintenance MCC	5008534700		£3,885.00	£2,000.00	£3,000.00	£1,865.00
4085	Devolution MCC Street cleaning	5008534700		£21,115.00	£21,115.00	£22,000.00	£20,500.00
4090	Devolution of Service - Toilets	5008534700		£25,000.00	£22,175.00	£25,000.00	£13,800.62
4090/2	Cleaning, etc	5008534700		£14,500.00	£14,500.00	£16,000.00	£11,285.21
4090/3	Maintenance, etc	5008534700		£7,600.00	£5,000.00	£5,600.00	£0.00
4090/4	NNDR	5008534700		£0.00	£775.00	£800.00	£762.70
4090/6	Water Supply	5008534700		£1,300.00	£1,300.00	£1,300.00	£1,149.83
4090/7	Electricity	5008534700		£1,300.00	£600.00	£1,000.00	£375.87
4090/8	Inspections/surveys	5008534700		£300.00	£0.00	£300.00	£227.01
Total				£50,000.00	£45,290.00	£50,000.00	£36,165.62

£

£

**Total Income**

**25,110**

**27,100**

**Total Expenditure**

**383,369**

**413,030**

**358,259**

**PRECEPT REQUIRED \* £385,930**

**Divided by Tax Base 2020/21 - £3997.43 = £96.54**

**[2021/2022 Tax Base not available to date]**

## Tax Bases 2013 - 2021 - For information

2020/21 - £384,605 - £3997.43 - £96.21

2019/20 - £386,560 - £3957.66 - £97.67

2018/19 - £364,360 - £3973.42 - £91.70

2017/18 - £331,134 - £4007.55 - £82.62

2016/17 - £294,935 - £3987.91 - £73.96

2015/16 - £256,418 - £3956.03 - £64.82

2014/15 - £238,742 - £3,938.97 - £60.61

2013/14 - £202,762 - £3,929.34 - £51.60



## TOWN COUNCIL RESERVES POSITION

**NB: Internal Audit comment 2019/20:**

*The Council's overall reserves as at 31<sup>st</sup> March 2020 stood at £449,018 with Earmarked reserves of £220,000 leaving a General Reserve fund of £229,018, which equates approximately seven-and-a half months' revenue spending at the 2019-20 level, sitting only somewhat higher than the generally recognized CiPFA guideline of retaining between three and six months' revenue expenditure.*

### Reserves Analysis based on 2019/2020 Audited Accounts

	Actual Audited
	19/20
	£
General Balance/Contingency	20,000
Reserves (un-earmarked)	194,018
Repairs/Health & Safety Works	40,000
- Maintenance of Buildings	
Provisions:	
CCTV	10,000
Bus Shelters	0
Cemetery Land	75,000
<u>King George V Playing Fields</u>	
Compound	80,000
Play Equipment	30,000
	449,018

## **ANNUAL INVESTMENT STRATEGY FOR CALDICOT TOWN COUNCIL**

This Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by Welsh Government.

All cash, bank balances, financial assets, borrowings and credit arrangements are defined as part of the Council's treasury management activities. This Annual Investment Strategy will concentrate on the Council's temporarily surplus resources (or other financial assets it holds) and the investments it undertakes of these resources.

The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than to yield. In drafting this Annual Investment Strategy the Council has made appropriate arrangements for:

- Identification, management and control of risks in the investments/treasury management activities it undertakes,
- Budgeting, accounting and audit arrangements
- Its cash and cash flow management requirements,
- Segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities,
- Corporate governance,
- Procedures to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving the laundering of money.

All investments undertaken by this Council will be made and repaid in Sterling and will be in the name of the Council for a maximum of 6 months/12 months with a recognised banking institution.

### **SUMS INVESTED - As at 10<sup>th</sup> NOVEMBER 2020**

#### **CCLA**

<b>TC 11.09.18</b>	<b>£100,000 investment CCLA for 6 months</b>
<b>TC 29.05.19</b>	<b>£100,000 re- investment CCLA</b>
<b>TC 29.01.20</b>	<b>£100,000 re-investment CCLA + additional £100,000</b>
<b>TC 10.11.20</b>	<b>£201,467.74 re-investment CCLA</b>

#### **Monmouthshire Building Society**

<b>TC 31.07.19</b>	<b>£100,000 investment Monmouthshire Building Society</b>
<b>TC 30.9.20</b>	<b>Re-invest £101,100.60 Mon BS 7.10.20</b>

### **NEW INVESTMENTS**

If any new investment instruments proposed during the financial year 2021-2022,, before such an investment is undertaken it will need to be first approved by Caldicot Town Council.

# Cheque list - November 2020

Start of year 01/04/20

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505139	19360	29/10/20	£75.00	£0.00	£75.00 ADMIN	Post Office Ltd	Postage
505140	19361	29/10/20	£25.10	£4.18	£20.92 FACS	DJB Cleaning Supplies Ltd	Cleaning supplies
505141	19362	29/10/20	£1,314.00	£219.00	£1,095.00 FACS	J Ball	Cemetery contract Oct
505141	19363	29/10/20	£24.00	£4.00	£20.00 FACS	J Ball	Cutting vege o/s cemetery
505141	19364	29/10/20	£133.92	£0.00	£133.92 FACS	J Ball	Waste disposal
505141	29/10/20		£1,471.92	£223.00	£1,248.92		
505142	19365	29/10/20	£819.00	£0.00	£819.00 FACS	Merlin Waste	Dog waste collection Nov
505143	19366	29/10/20	£32.00	£0.00	£32.00 FACS	R Morse	TC Building attend Oct
505144	19367	29/10/20	£104.26	£17.38	£86.88 ADMIN	Konica Minolta	Photocopier rental Oct-Jan
505144	19368	29/10/20	£60.11	£10.02	£50.09 ADMIN	Konica Minolta	Photocopying
505144	29/10/20		£164.37	£27.40	£136.97		
505145	19369	29/10/20	£510.18	£85.03	£425.15 KGVPF	Mon CC	Monthly playground inspections (9)
505146	19370	29/10/20	£3,345.60	£0.00	£3,345.60 FACS	Mon CC	CCTV Oct-Dec 20
505147	19372	17/11/20	£1,250.74	£208.46	£1,042.28 KGVPF	Peter Villars Landscapes	Bowls green contract Oct
505148	19374	17/11/20	£13,000.00	£0.00	£13,000.00 FACS	Monmouthshire County Citizens	Annual contribution - TC 28.10.20
505149	19375	17/11/20	£71.20	£11.87	£59.33 FACS	Trident Water	Annual contract
505149	19376	17/11/20	£71.20	£11.87	£59.33 FACS	Trident Water	Annual contract
505149	19377	17/11/20	£71.20	£11.87	£59.33 FACS	Trident Water	Annual contract
505149	19378	17/11/20	£71.20	£11.87	£59.33 FACS	Trident Water	Annual contract
505149	19379	17/11/20	£71.20	£11.86	£59.34 FACS	Trident Water	Annual contract
505149	19380	17/11/20	£71.20	£11.86	£59.34 KGVPF	Trident Water	Annual contract
505149	17/11/20		£427.20	£71.20	£356.00		
505150	19381	17/11/20	£286.61	£47.77	£238.84 ADMIN	Brighter Bills Ltd	Tels/internet Nov
505151	19383	17/11/20	£5,000.00	£0.00	£5,000.00 CWB	Mon CC	Summer activity hubs July/Aug 2020
505152	19382	17/11/20	£42.60	£7.10	£35.50 FACS	DJB Cleaning Supplies Ltd	Cleaning supplies
505153	19385	17/11/20	£320.00	£0.00	£320.00 KGVPF	Rob Lewis	Grounds maint Oct - kgvpf play area
505153	19386	17/11/20	£355.00	£0.00	£355.00 KGVPF	Rob Lewis	Grounds maint Oct - kgvpf fields
505153	19387	17/11/20	£400.00	£0.00	£400.00 KGVPF	Rob Lewis	Grounds maint Oct - kgvpf
505153	19388	17/11/20	£67.50	£0.00	£67.50 FACS	Rob Lewis	Grounds maint Oct - allotments
505153	19389	17/11/20	£33.00	£0.00	£33.00 FACS	Rob Lewis	Grounds maint Oct - orchard close
Page Sub Total			£27,625.82	£674.14	£26,951.68		
Running Sub Total			£27,625.82	£674.14	£26,951.68		

# Cheque list

Start of year 01/04/20

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505153	19390	17/11/20	£180.00	£0.00	£180.00	FACS	Rob Lewis Grounds maint Oct - TC building
505153	19391	17/11/20	£80.00	£0.00	£80.00	FACS	Rob Lewis Grounds maint Oct - cut jubilee way
505153	19392	17/11/20	£180.00	£0.00	£180.00	FACS	Rob Lewis Grounds maint Oct - cut birbeck park
505153	19393	17/11/20	£40.00	£0.00	£40.00	FACS	Rob Lewis Grounds maint Oct - cut 'white hart' area
505153	19394	17/11/20	£100.00	£0.00	£100.00	FACS	Rob Lewis Grounds maint Oct -h&S cemetry tree remedial works
505153	17/11/20		£1,755.50	£0.00	£1,755.50		
505154	19384	17/11/20	£200.00	£0.00	£200.00	CWB	Royal British Legion 5 x wreaths (VE/VJ day, Remembrance) donation
505155	19395	17/11/20	£534.00	£89.00	£445.00	ADMIN	Auditing Solutions Interim audit 2020/21
505156	19396	17/11/20	£12,607.50	£2,101.25	£10,506.25	FACS	Mon CC Annual contrib to street cleaning 2/4
Total			£41,547.32	£2,864.39	£38,682.93		

Page Sub Total

£13,921.50

£2,190.25

£11,731.25

Running Sub Total

£41,547.32

£2,864.39

£38,682.93



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Fax: +44 (0)23 8088 1701  
www.bdo.co.uk

Arcadia House  
Maritime Walk  
Ocean Village  
Southampton  
SO14 3TL

By Email

11 November 2020  
our ref: 2020/FINAL  
Dial: 023 8088 1737  
Email: welshcouncilaudits@bdo.co.uk

Dear Clerk

**Audit for the year ended 31 March 2020**

On behalf of the Auditor General for Wales, we have now completed the above audit. Please find attached the following documents;

- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Issues arising from the audit
- Annual Return

Audit Wales will be raising the invoice in accordance with the Public Audit (Wales) Act 2004, in due course.

The enclosed annual return should be presented to the council, now that our audit opinion has been given, and a minute should be made to show that the Annual Return has been approved and accepted by the council. The issues arising report should also be presented to the council and an action plan produced, if required, to indicate how the issues raised will be addressed. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible. If the body has a website, the last approved statement of accounts and auditor's report to be published on that website.

If you have any questions please contact Louise Caplen in the first instance. BDO LLP will not be undertaking your audit in 2020/21, we would like to thank you for your assistance over the few years we have worked with you.

Yours sincerely

Martin Angel  
For and on behalf of BDO LLP

Enc.

## Introduction

The following matters have been raised to draw items to the attention of Caldicot Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2020.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

## Issues Raised

- Accounting Statements - Trust Funds Disclosure Note
-

The following issue(s) have been raised to assist the body. The body is recommended to take action on the following issue(s) to ensure that the body acts within its statutory and regulatory framework.

#### **Accounting Statements - Trust Funds Disclosure Note**

##### *What is the issue?*

The council has not answered box 14 in error in the Accounting Statements of the annual return. We believe based on prior year's information that the council should have answered 'Yes' for both years.

##### *Why has this issue been raised?*

The disclosure on the annual return has not been completed, as we believe that the council is the sole trustee of charities.

##### *What do we recommend you do?*

The council should ensure in future years that it answers 'Yes', that the council does act as the sole trustee for and is responsible for managing trust funds or assets.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in Wales - A Practitioners' Guide, OVW/SLCC

No other matters came to our attention.

For and on behalf of  
BDO LLP

Date: 03 November 2020

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# Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2020

## LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

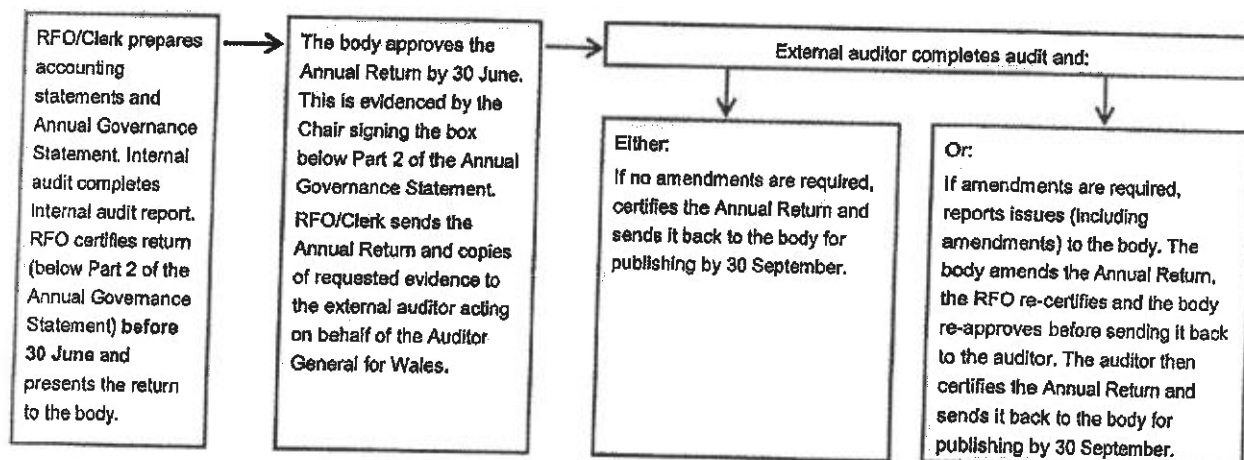
	Yes	No		Yes	No		Yes	No
ENGLISH	<input checked="" type="radio"/>	<input type="radio"/>	WELSH	<input type="radio"/>	<input type="radio"/>	BILINGUALLY	<input type="radio"/>	<input type="radio"/>

## THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted pink including BOTH sections of the Annual Governance Statement.

## APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.



# Accounting statements 2019-20 for:

Name of body: **Caldicot Town Council**

	Year ending		Notes and guidance for compilers
	31 March 2019 (£)	31 March 2020 (£)	

Please round all figures to nearest £.  
Do not leave any boxes blank and report £0 or nil balances.  
All figures must agree to the underlying financial records for the relevant year.

## Statement of income and expenditure/receipts and payments

1. Balances brought forward	314,965	387,003	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	364,360	386,560	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	35,607	30,413	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	108,355	115,202	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	219,574	239,756	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	387,003	449,018	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

## Statement of balances

8. (+) Debtors and stock balances	6,652	5,975	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	380,971	443,663	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	620	620	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	387,003	449,018	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	417,971	419,639	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2020, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

## Annual Governance Statement (Part 2)

	Agreed?			'YES' means that the Council/Board/ Committee:
	Yes	No*	N/A	
1. We have prepared and approved minutes for all meetings held by the Council (including its committees) that accurately record the business transacted and the decisions made by the Council or committee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has kept and approved minutes in accordance with Schedule 12, Paragraph 41 of the Local Government Act 1972.
2. We have ensured that the Council's minutes (including those of its committees) are available for public inspection and have been published electronically.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has made arrangements for the minutes to be available for public inspection in accordance with section 228 of the Local Government Act 1972 and has published the minutes on its website in accordance with section 55 of the Local Government (Democracy) (Wales) Act 2013.

\* Please delete as appropriate.

### Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

#### Certification by the RFO

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.

RFO signature:

Name:

Date:

*S King*

SARAH KING

1ST JUNE 2020

#### Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref: 10294 (5)

Chair of meeting signature:

Name: CLLR D. EVANS, MAYOR

Date: 24<sup>TH</sup> JUNE 2020

### Council/Board/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

#### Certification by the RFO

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.

RFO signature:

Name:

Date:

#### Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref:

Chair of meeting signature:

Name:

Date:

## Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2020 of:

CALDICOT TOWN COUNCIL

### External auditor's report

[Except for the matters reported below]\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated 03/11/20.]

### Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

Please see enclosed report

EDC LLP Southampton  
United Kingdom

(Continue on a separate sheet if required.)

External auditor's name:

EDC LLP Southampton  
United Kingdom

External auditor's signature:



Date:

3/11/20

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: Catdicot Town Council

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2020.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No	N/A	Not covered	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council does not operate a Petty Cash System.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.

*Clare Lingard*  
Lingard Joy and Partners Ltd  
Auditing Solutions Ltd  
22<sup>nd</sup> May 2020

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	

9. Periodic and year-end bank account reconciliations were properly carried out.

☒ Yes ☐ No ☐ N/A ☐ Not covered

Please see our Internal Audit Report dated 22<sup>nd</sup> May 2020.

10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.

☒ Yes ☐ No ☐ N/A ☐ Not covered

Please see our Internal Audit Report dated 22<sup>nd</sup> May 2020.

11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.

☒ Yes ☐ No ☐ N/A ☐ Not covered

Please see our Internal Audit Report dated 22<sup>nd</sup> May 2020.

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	

12. Insert risk area

☐ Yes ☐ No ☒ N/A ☐ Not covered

No additional risks identified.

13. Insert risk area

☐ Yes ☐ No ☒ N/A ☐ Not covered

No additional risks identified.

14. Insert risk area

☐ Yes ☐ No ☒ N/A ☐ Not covered

No additional risks identified.

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 22<sup>nd</sup> May 2020.] \* Delete if no report prepared.

#### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date:

22<sup>nd</sup> May 2020

CV Lingard for and on behalf of  
Auditing Solutions Ltd

*Clive Lingard*

## Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2019) equals the balance brought forward in the current year (line 1 of 2020). Explain any differences between the 2019 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers all your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?	✓	
	Does the bank reconciliation as at 31 March 2020 agree to Line 9?	✓	
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2020?	✓	
	Has the body approved the accounting statements before 30 June 2020 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?	✓	
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?	✓	
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

As I hope you are aware, MCC is currently delivering its £2.7 million Caldicot Green Connections Project around the town centre, improving Green Infrastructure, Biodiversity and Active Travel opportunities. This project builds upon previous work that included the enhancement of the Cross area.

Part of this project involves enhancing identified Green Route Ways down Chepstow Road, up the bypass, through Caldicot Castle and Country Park, up the old upper Church road, along Ebbw Road and around Cas Troggy park and the connecting path to the town centre. This work will include tree planting, planting for pollinators, general open space improvements and an element of education and interpretation. It also includes creating a new wild play provision at Cas Troggy park.

As part of this work I am looking at what enhancement planting we could do on some of the links in to these route ways and was looking at the two pieces of land shown on the plan below that I understand are owned by MCC but managed by Caldicot Town Council:



Area 1 = Grass verge between Caldicot AFC and Jubilee Way, opposite town car park. See Google street maps: [https://www.google.co.uk/maps/@51.5918406,-2.7524447,3a,75y,314.03h,66.08t/data=!3m7!1e1!3m5!1sKEK05Jt1aYILnZ2--faf4w!2e0!6s%2F%2Fgeo3.ggpht.com%2Fcbk%3Fpanoid%3DKEK05Jt1aYILnZ2--faf4w%26output%3Dthumbnail%26cb\\_client%3Dmaps\\_sv.tactile.gps%26thumb%3D2%26w%3D203%26h%3D100%26yaw%3D207.97699%26pitch%3D0%26thumbfov%3D100!7i16384!8i8192?hl=en-GB](https://www.google.co.uk/maps/@51.5918406,-2.7524447,3a,75y,314.03h,66.08t/data=!3m7!1e1!3m5!1sKEK05Jt1aYILnZ2--faf4w!2e0!6s%2F%2Fgeo3.ggpht.com%2Fcbk%3Fpanoid%3DKEK05Jt1aYILnZ2--faf4w%26output%3Dthumbnail%26cb_client%3Dmaps_sv.tactile.gps%26thumb%3D2%26w%3D203%26h%3D100%26yaw%3D207.97699%26pitch%3D0%26thumbfov%3D100!7i16384!8i8192?hl=en-GB)

Area 2 = Grass mound with tree next to junction of Sandy Lane and Jubilee Way and car park entrance for Cross Inn. See Google street maps: [https://www.google.co.uk/maps/@51.5921835,-2.7518981,3a,75y,156.97h,91.69t/data=!3m7!1e1!3m5!1s3nxtotfj23Ri5K1nqv68og!2e0!6s%2F%2Fgeo3.ggpht.com%2Fcbk%3Fpanoid%3D3nxtotfj23Ri5K1nqv68og%26output%3Dthumbnail%26cb\\_client%3Dmaps\\_sv.tactile.gps%26thumb%3D2%26w%3D203%26h%3D100%26yaw%3D102.02148%26pitch%3D0%26thumbfov%3D100!7i16384!8i8192?hl=en](https://www.google.co.uk/maps/@51.5921835,-2.7518981,3a,75y,156.97h,91.69t/data=!3m7!1e1!3m5!1s3nxtotfj23Ri5K1nqv68og!2e0!6s%2F%2Fgeo3.ggpht.com%2Fcbk%3Fpanoid%3D3nxtotfj23Ri5K1nqv68og%26output%3Dthumbnail%26cb_client%3Dmaps_sv.tactile.gps%26thumb%3D2%26w%3D203%26h%3D100%26yaw%3D102.02148%26pitch%3D0%26thumbfov%3D100!7i16384!8i8192?hl=en)

Also, planting 2-3 trees and a hedge adjacent to the new fence (next to the new houses) along the edge of the grassed area in front of the old "White Hart"

Would the Town Council be happy for MCC to plant some trees and flowers on these sites? Does the Town Council have its own ideas for improvement planting on these two sites?

Also, would the Town Council like any tree planting in the grounds of its office as this would benefit the public walkway that runs past it?

Any queries please get back to me.

I will need to know by the end of November to fit in to our grant funded work. All work will be completed by the end of March 2021.



# **Agenda Item for Town Council meeting planned for .....November 25<sup>th</sup> 2020.....**

**Input by Cllr A Easson**

## **Issue**

There is a lack of places for pedestrians to stop and rest between Dewstow Ward and across part of Green Lane Ward towards the Town Centre

## **Background**

I have been approached by elderly residents who regularly walk from their homes on the West side of Town to shop, about the lack of seating on the way.

**Proposal/What is the desired outcome? What is required of the Council?**

## **Proposal**

I propose that this Council seeks to gain permission from MHA, who own the land ,to have two seats installed alongside the footpath between No 24 and 26 Longcroft Road. If MHA are in agreement , perhaps they can be persuaded to support the idea by agreeing to install them. If MHA agree for us to have two seats installed ,I propose that we purchase them

## **Desired Outcome**

The desired outcome is to react positively to a public request

## **Benefits of proposal**

The benefits are to encourage residents to walk to the Town ,knowing that they will have somewhere to stop and rest on the way.