


21st January 2021

Dear Councillor

You are summoned to a meeting of Caldicot Town Council to be held at **6.30pm** on **Wednesday, 27th January 2021** at Town Council for the purpose of transacting the following business. * **Please note that this meeting will be held via Starleaf Remote Meetings** *

Yours faithfully


Gail McIntyre
Clerk to the Council

PART A - CALDICOT TOWN COUNCIL

1 Apologies

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

3 To Approve the Minutes [CIRC]:

- i. Minutes of Full Town Council 25th November 2020 – Mayor to sign the Minutes
- ii. Minutes of Planning and Resources 8th December 2020 – Mayor to sign the Minutes
- iii. Minutes of Planning and Resources 12th January 2021 – Mayor to sign the Minutes

4 Planning – Plans may be viewed prior to the meeting at:
<https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN>

A) Planning Applications Received:

DM/2020/01872: Planning Permission. Change of use of retail shop A1 to A3 take-away (hot) food. (resubmission of DM/2019/01648).

- Coblers Pride, 9 Newport Road, Caldicot NP26 4BG

DM/2020/01753: Planning Permission. Planning Application for external alterations to the Waitrose unit, car park, and public walkway, and new external plant

- Waitrose, Caldicot **[deferred P&R 12.01.2021]**

DM/2020/00230: Discharge of Condition. Discharge of Condition No. 10 of planning consent DM/2018/00880 (construction environmental management plan)

- Land to the East of Church Road, Caldicot **[deferred P&R 11.11.2020]**

B) Mon CC Planning Information

(includes decided applications whether permitted or refused):

i. Planning Permissions:

DM/2019/02076: Discharge of Condition. Discharge of Condition No. 5 of planning consent DM/2019/00595 (management plan) – [Amendment Reconsultation]

- 62 Chepstow Road, Caldicot NP26 4HZ **[deferred P&R 11.11.2020]**

DM/2020/01336: Single storey rear extension to provide new kitchen and dining room, and first floor side extension to provide an additional bedroom.

Reconsultation: Amendments to design of proposal

- 61 Taff Road, Caldicot NP26 4PX

[approved FTC 25.11.2020]

5 Finance [Circulated unless marked*]

i. To Approve Cheque list December 2020/January 2021

ii. To consider financial comparison 1.4.20-31.12.20

iii. To receive Internal Audit Report 2020-2021 Interim Report

* iv. To approve Mon CC Monthly Playground Inspections 2021/22 - £581.04

* v. To ratify additional costs relating to water heaters in TC building toilets - £450+VAT
[H&S - plumbing works to modify kitchen supply pipework and remove excess and redundant pipework and new electrical supply to water heaters. Additional water heater under sink in kitchen (P&R 9.1.2019)[Trident report low water temperatures FTC 25.11.20]

6 To approve Health and Safety Minutes 19th January 2021 and approve recommendations [Circ]

* a) To consider request from tenant (Oakley Way allotment) for polytunnel (3m x 4m x 2m)

7 Members item of business [Circ]:

a) Cllr M Mitchell – ward benches

b) Cllr M Mitchell – Birbeck Road parking

8 To receive consultation information (available via website links):

i. The Local Democracy and Boundary Commission for Wales

Review of County Electoral Arrangements for Monmouthshire *[Ends 10.03.2021]*

<https://ldbc.gov.wales/reviews/12-20/monmouthshire-electoral-review>

ii. Mon CC - Replacement Local Development Plan 2018-2033

[Ends 1.2.2021]

<https://www.monmouthshire.gov.uk/planning-policy/planning-policy-current-consultations/>

iii. Mon CC - Proposals to increase the number of Primary School places in Caldicot

<https://www.monmouthshire.gov.uk/caldicot-town-consultation/>

[Ends 2.03.2021]

iv. Mon CC – Budget 2021/2022

[Ends 17.2020]

<https://www.monmouthshire.gov.uk/budget-2021-2022/>

9 To receive Mon CC proposals [Circ]:

i. Covid19 Recovery – Caldicot

ii. Cas Troggy Caldicot - GI Improvement Works

10 Reports

a) Reports from Town Council Representatives on Outside Bodies

b) Governor's reports

c) Police report

d) Members items for website

e) Other

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

12	To approve Personnel Committee Minutes and consider recommendations: <ul style="list-style-type: none"> i) Personnel Committee 14th December 2020 ii) Personnel Committee 18th December 2020
13	To consider process for contract renewal 2021 Grounds Maintenance, Cemetery Maintenance Contract, Christmas Lighting Contract (supply and install) <i>[2020 contracts extended due to Covid-19 pandemic FTC 30.9.2020]</i>
14	To consider quotation for installation of benches at green area (between Longfellow Road and Cae Mawr clinic) [to follow]

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1	<i>To Resolve – Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:</i>
2	To consider correspondence from consultant and terms of engagement – compound project
3	To consider quotation for installation of benches at King George V Playing Field [to follow]

CALDICOT TOWN COUNCIL
Minutes of Full Council held at 6.30pm
on Wednesday, 25th November 2020 at Caldicot Town Council
(meeting held remote via Starleaf)

Present:	Cllrs:	D Evans	R Garrick
		D Ashwin (7.05pm)	RJ Higginson
		J Bond	M Mitchell
		W Conniff	F Rowberry
		J Dobson-Pettican	M Stevens
		A Easson	P Stevens

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

10345 Apologies

Apologies were received from Cllrs O Edwards, K Harris, J Harris, A Lloyd.

10346 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.

Cllrs M Stevens and P Stevens declared personal interests in Personnel Committee.

10347 To Approve the Minutes:

- i. Minutes of Full Town Council 28th October 2020 - Mayor to sign the Minutes.

The minutes of Full Town Council 28th October 2020 were approved as a true record and duly signed by the Mayor.

- ii. Minutes of Planning and Resources 10th November 2020 – Mayor to sign the Minutes.

The minutes of Planning and Resources Committee 10th November 2020 were approved as a true record and duly signed by the Mayor.

- iii. Minutes of Estimates Committee 10th November 2020 – Mayor to sign the Minutes.

The minutes of Estimates Committee 10th November 2020 were approved as a true record and duly signed by the Deputy Mayor, subject to the following amendment:

Page 1, Min: 4 iii) P7 *Insert* ‘...and other mental health support projects’

10348 To 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)

Town Council resolved to fix the 2021/2022 precept at £385,930 for submission to Mon CC.

10349 Planning

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

A) Planning Applications Received:

DM/2020/01467: Householder. Two storey side and rear extension –
12 The Avenue, Caldicot NP26 4AB **Approved**

DM/2020/01336: 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
Reconsultation: Amendments to design of proposal **Approved**

Mayor advised additional update and Council agreed to receive from Cllr R Garrick regarding plan DM/2020/00230. Town Council discussed site traffic management issues relating to the planning application at Land to the East of Church Road. Complaints had been received regarding non-compliance. Town Council agreed that photos and correspondence would be sent to Mon CC officers and it was requested that a site meeting was arranged.

B) Mon CC Planning Information:

i. Planning Permissions

DM/2019/01256: Householder. Proposed single storey side/front wraparound extension.
22 Birbeck Road, Caldicot NP26 4DX **FTC Approved 30.9.20**

10350 Finance

i. To Approve Cheque list November 2020

Town Council resolved to approve cheque list November 2020.

ii. To Approve and Accept Annual Return Year Ended 31 March 2020
(To note Conclusion of Audit displayed on 13.11.2020)

Town Council approved and accepted Annual Return Year Ended 31 March 2020 and noted that Conclusion of Audit notice displayed on 13 November 2020.

10351 To consider Trident Water correspondence – water temperatures (H&S)

Town Council approved Trident Water correspondence relating to water temperatures, that the engineer had reported several low water temperatures and water heaters may need temperatures increased.

10352 To consider request from Mon CC – Green Infrastructure projects

Town Council agreed to the request from Mon CC for enhancement planting at the three sites identified around Sandy Lane, Jubilee Way and the old White Hart green. In addition, some tree planting on the Town Council grounds would be appreciated.

It was also suggested that Mon CC should consider planting trees to reduce noise from the M4 motorway and Prince of Wales Bridge, particularly around the Denny View area.

Town Council agreed to the request from Mon CC for enhancement planting at the three sites identified around Sandy Lane, Jubilee Way and the old White Hart green. Tree planting on the Town Council grounds would be appreciated.

10353 To consider request from Mon CC to close Jubilee Way public toilets at 5pm during winter months

Town Council agreed that during winter months, toilets would be closed at 5pm. Town Council suggested that a meeting was arranged with Mon CC to discuss any issues relating to Jubilee Way toilets.

10354 To note casual vacancy – Green Lane Ward

Town Council noted confirmation from Mon CC that a request for an election had been received. The election will be held after January 2021, likely between February and April 2021.

10355 Member's Item of business

a) Cllr A Easson – seating for pedestrians

In presenting the item, Cllr Easson highlighted that requests had been received from residents that there are no places to rest on the way to the town centre. It was suggested that benches could be installed on the green space between Cae Mawr Road clinic and Longcroft Road churches.

Town Council agreed to the proposal for seating to be provided on the green space between Cae Mawr Road Clinic and the churches in Longcroft Road.

Permission to be sought from MHA for Town Council to place 2 benches at the site in support of residents' requests.

It was suggested that commemorative plaques were fixed to the benches.

Discussions took place regarding placing Friendship Benches in each Ward, Councillors were asked to look for suitable areas in each Ward and bring suggestions back to Town Council for future consideration.

10356 Reports

a) Reports from Town Council Representatives on Outside Bodies

- i) Cllr M Mitchell provided an update report from Caldicot Foodbank, this included:
 - Staffing update
 - Good volunteer numbers
 - Adequate donations and stock levels
 - Estimate to pack 100 Christmas parcels for families and individuals
 - Will be operating from Town Council building Christmas Eve and New Year's Eve
- ii) Cllr Easson reported on Citizens Advice Bureau.

It was reported that the CAB Annual Report was recently published and its AGM is scheduled to take place on 7th December 2020.

b) Governor's reports

Cllr M Stevens provided a report on Durand Primary School. The Headteacher has asked parents and children not to send cards or presents in for teaching staff. It was suggested that donations were made to Caldicot Foodbank.

Cllr D Ashwin joined the meeting at 7.05pm.

c) Police Report

The Police report was circulated by email prior to the meeting. The increase in drug-related crime and anti-social behaviour was noted. Town Council commended the informative report.

d) Other

Cllr D Evans provided an update on Events Committee and Christmas Lights. The lights would be installed prior to Friday 27th November and would be switched on immediately, as there was no 'switch-on event' this year. The Events Committee were decorating a shop window, this supported Kre8ive Kids Magical Christmas Window Hunt (05/12/2020 to 01/01/2021). Presents would be donated to every local primary school in Caldicot, there would be a gift for each child. every child in local primary schools will receive a visit and a present from Father Christmas.

10357 RESOLVED - 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:

10358 To approve minutes of Personnel Committee 17th November 2020 and consider recommendations

Cllrs M Stevens and P Stevens declared personal interests in Personnel Committee. They left the meeting and took no part in discussions.

Cllrs M and P Stevens left at 7.15pm.

Town Council approved the minutes and recommendations of Personnel Committee 17th November 2020.

Town Council resolved that correct procedures were followed and payments were correct.

Town Council approved detail within the minutes and thanked staff for their hard work.

The meeting ended at 7.25pm

Mayor/Deputy Mayor

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	ADMIN	Post Office Ltd	Postage
505140	19361	29/10/20	£25.10	£4.18	FACS	DJB Cleaning Supplies Ltd	Cleaning supplies
505141	19362	29/10/20	£1,314.00	£219.00	FACS	J Ball	Cemetery contract Oct
505141	19363	29/10/20	£24.00	£4.00	FACS	J Ball	Cutting veger o/s cemetery
505141	19364	29/10/20	£133.92	£0.00	FACS	J Ball	Waste disposal
505141	29/10/20	£1,471.92	£223.00				
505142	19365	29/10/20	£819.00	£0.00	FACS	Merlin Waste	Dog waste collection Nov
505143	19366	29/10/20	£32.00	£0.00	FACS	R Morse	TC Building attend Oct
505144	19367	29/10/20	£104.26	£17.38	ADMIN	Konica Minolta	Photocopier rental Oct-Jan
505144	19368	29/10/20	£60.11	£10.02	ADMIN	Konica Minolta	Photocopying
505144	29/10/20	£164.37	£27.40				
505145	19369	29/10/20	£510.18	£85.03	KGVPF	Mon CC	Monthly playground inspections (9)
505146	19370	29/10/20	£3,345.60	£0.00	FACS	Mon CC	CCTV Oct-Dec 20
505147	19372	17/11/20	£1,250.74	£208.46	KGVPF	Peter Villars Landscapes	Bowls green contract Oct
505148	19374	17/11/20	£13,000.00	£0.00	FACS	Monmouthshire County Citizens Advice Bureau	Annual contribution - TC 28.10.20
505149	19375	17/11/20	£71.20	£11.87	FACS	Trident Water	Annual contract
505149	19376	17/11/20	£71.20	£11.87	FACS	Trident Water	Annual contract
505149	19377	17/11/20	£71.20	£11.87	FACS	Trident Water	Annual contract
505149	19378	17/11/20	£71.20	£11.87	FACS	Trident Water	Annual contract
505149	19379	17/11/20	£71.20	£11.86	FACS	Trident Water	Annual contract
505149	19380	17/11/20	£71.20	£11.86	KGVPF	Trident Water	Annual contract
505149	17/11/20	£427.20	£356.00				
505150	19381	17/11/20	£286.61	£47.77	ADMIN	Brighter Bills Ltd	Tels/internet Nov
505151	19383	17/11/20	£5,000.00	£0.00	CWB	Mon CC	Summer activity hubs July/Aug 2020
505152	19382	17/11/20	£42.60	£7.10	FACS	DJB Cleaning Supplies Ltd	Cleaning supplies
505153	19385	17/11/20	£320.00	£0.00	KGVPF	Rob Lewis	Grounds maint Oct - kgvpf play area
505153	19386	17/11/20	£355.00	£0.00	KGVPF	Rob Lewis	Grounds maint Oct - kgvpf fields
505153	19387	17/11/20	£400.00	£0.00	KGVPF	Rob Lewis	Grounds maint Oct - kgvpf
505153	19388	17/11/20	£67.50	£0.00	FACS	Rob Lewis	Grounds maint Oct - allotments
505153	19389	17/11/20	£33.00	£0.00	FACS	Rob Lewis	Grounds maint Oct - orchard close
Page Sub Total			£27,625.82	£674.14			
Running Sub Total			£27,625.82	£674.14			

19/11/20 11:33 AM Vs: 8.50.00

Caldicot Town Council

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
505153	19391	17/11/20	£80.00	£0.00	£80.00	FACS	Rob Lewis
505153	19392	17/11/20	£180.00	£0.00	£180.00	FACS	Rob Lewis
505153	19393	17/11/20	£40.00	£0.00	£40.00	FACS	Rob Lewis
505153	19394	17/11/20	£100.00	£0.00	£100.00	FACS	Rob Lewis
505153	17/11/20		£1,755.50	£0.00	£1,755.50		Grounds maint Oct - TC building
505154	19384	17/11/20	£200.00	£0.00	£200.00	CWB	Grounds maint Oct - cut jubilee way
505155	19395	17/11/20	£534.00	£89.00	£445.00	ADMIN	Grounds maint Oct - cut birbeck park
505156	19396	17/11/20	£12,607.50	£2,101.25	£10,506.25	FACS	Grounds maint Oct - cut 'white hart' area
Total			£41,547.32	£2,864.39	£38,682.93		Grounds maint Oct -h&S cemetry tree remedial works
							5 x wreaths (VENJ day, Remembrance) donation
							Interim audit 2020/21
							Annual contrib to street cleaning 2/4

Page Sub Total
Running Sub Total

£13,921.50
£41,547.32

£2,190.25
£2,864.39

£11,731.25
£38,682.93

19/11/20 11:34 AM Vs: 8.50.00

Caldicot Town Council

CALDICOT TOWN COUNCIL
Minutes of Planning & Resources Committee held at 6.30pm
on Tuesday, 8th December 2020 at Caldicot Town Council
[remote meeting held via Starleaf]

Present: Cllrs: D Evans (Chair) RJ Higginson
 J Bond F Rowberry
 A Easson M Stevens
 K Harris P Stevens

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

1. Apologies

Apologies received from Cllrs D Ashwin, W Conniff, O Edwards, R Garrick, A Lloyd, J Harris, M Mitchell.

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:

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

DM/2020/00930: Householder. Lower kerb and creation of additional parking space – 41 Church Road, Caldicot NP26 4HW

APPROVED

DM/2020/01695: Planning Permission. New garden facade improvements. The frontage of the shop has become outdated. These involve including a traditional wooden shop frontage, new garage doors, new windows, new signage, and rendering to the brick areas; on the front and both sides. The fencing for the side gate and bin area will be updated –

The New Garden Takeaway, 2 Church Road, Caldicot NP26 4HN

APPROVED

B) Planning Information:

i) Planning Permissions

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

FTC Approved 28.10.2020

Town Council noted Mon CC Planning Permission.

ii) Land to the East of Church Road

Traffic management update – Land to the East of Church Road [b/f FTC 25.11.20]

Town Council received correspondence from Mon CC, Head of Planning, which advised that steps were being taken to ensure compliance by the developer. The Head of Planning confirmed that a site meeting would be arranged and Town Councillors would be invited to attend.

Deputy Clerk to follow up site meeting and request town councillors be invited.

In addition, concerns were raised regarding water maintenance works on Church Road and the effect on the Highway. Town Council requested that the issue was reported to Mon CC.

**4. To ratify cost for moving Christmas Tree - £100
(White Hart area to Caldicot Cross to enable power connection)**

Town Council ratified cost for moving Christmas Tree - £100.

Town Council noted that there had been a lot of positive feedback regarding the Christmas lights this year. Some comments had been received regarding the appearance of the concrete blocks used to stabilise the trees, however, it was noted that this was a temporary arrangement. A query was raised whether it would be possible to cover the blocks in future.

5. To receive Green Infrastructure Project Proposals – Mon CC [b/f FTC 25.11.2020]

'2-3 trees and a hedge adjacent to the new fence (next to the new houses) along the edge of the grassed area by the old "White Hart" (where town sign has moved to).

Area 1 = a row of 5x pyramidal hornbeams with mixed bulb planting around bases.

Area 2 = seed the mound with a pictorial meadow mix all around existing tree and mixed bulbs around tree base.

Around CTC office = 5x small trees around back of office near to fence adjacent to path (cherry plum, field maple, bird cherry, crab apple, whitebeam). 1x small tree (whitebeam) immediately in front of office in grass square adjacent to office and path.'

Town Council received and confirmed Mon CC Green Infrastructure Project proposals.

6. To receive details regarding Mon CC Children's Services 2020 Christmas Wishes Appeal [Circ]

Town Council received details of Mon CC Children's Services 2020 Christmas Wishes Appeal, which would help disadvantaged children and care leavers throughout Monmouthshire.

The purpose would be to ensure that Monmouthshire's most vulnerable would not be forgotten at Christmas, especially important due the pandemic.

All donations collected would pay for gift cards, amazon vouchers and gift hampers, to be delivered throughout Monmouthshire in the run up towards Christmas.

During discussion Town Councillors considered the importance of the appeal and it was agreed that the Town Council would make a donation. It was suggested that a significant number of people in Caldicot would benefit and the appeal should be extended to any one in need.

Due to the important nature of the appeal and implications of Covid-19 pandemic, it was proposed and duly seconded to make a donation of £1,000.

Town Council agreed to make a donation of £1,000.

Town Council resolved to make a donation of £1,000 to Mon CC Children's Services 2020 Christmas Wishes Appeal.

7. To consider locations of Town Council defibrillators

Town Council considered locations of defibrillators. Council requested a list and map be emailed to all councillors showing locations of all defibrillators within the town. A review of Ward defibrillator locations to be undertaken in January 2021.

Council requested a list and map be emailed to all councillors showing locations of all defibrillators within the town. A review of Ward defibrillator locations to be undertaken in January 2021.

It was noted that the defibrillator and hand sanitiser unit from Waitrose had been returned to Town Council.

Caldicot Castle AFC had requested support to obtain an external defibrillator. Town Council resolved to offer the spare internal defibrillator to Caldicot Castle AFC; the club would have to purchase its own external case.

Town Council resolved to offer the spare internal defibrillator to Caldicot Castle AFC; the club would have to purchase its own external case.

The meeting ended at 7:05pm

Mayor/Deputy Mayor

CALDICOT TOWN COUNCIL
Minutes of Planning & Resources Committee held at 6.30pm
on Tuesday, 12th January 2021 at Caldicot Town Council
[remote meeting held via Starleaf]

Present: Cllrs: D Evans (Chair) K Harris
 J Bond RJ Higginson
 W Conniff M Mitchell
 R Garrick F Rowberry
 A Easson M Stevens
 J Harris P Stevens

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

1. Apologies

Apologies received from Cllr D Ashwin.

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:

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

DM/2020/00691: Erection of a concrete manufacturing facility (B2 Use)

– Pill House Units, The Pill, Caldicot, Monmouthshire

[Amended application for reconsultation – change from temporary to permanent facility]

APPROVED

DM/2020/01269: Non-Material Amendment. Amendment to the precise wording of condition 3 of planning consent DM/2019/00595, which should be amended to read, 'No more than six people shall occupy the building at any one time and it shall be occupied by families only (including lone parent families) but no lone adults

– 62 Chepstow Road, Caldicot, NP26 4HZ

REFUSED*

* The amendment to the precise wording of condition 3 of Planning Consent DM/2019/00595 is not what was agreed. In the notes of the meeting of MCC, MHA and residents held on 20th August 2020, the following was noted: *'Residents insisted that 'no single people' should be included in the statement, as directed by Planning Committee. KT (MHA) had no objection to the request and agreed to make the amendment to include 'no single people' in the statement'.*

Town Council to seek advice from MCC Monitoring Officer regarding calling in decisions.

DM/2020/01471: Replace existing render with through-colour variant, replace existing bay with bespoke, timber version with 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-route some services away from the side elevation *[Amended elevations and floor plans received]*
– 4 Chepstow Road, Caldicot, NP26 4HY **APPROVED**

DM/2020/01486: Certificate of Prop Lawful Use or Dev. Loft conversion with rear dormer – 6 Dunlin Avenue, Caldicot NP26 5DL **APPROVED**

DM/2020/01519: Certificate of Prop Lawful Use or Dev. Proposed loft conversion with dormer to rear
– 48 Clos Ystwyth, Caldicot, NP26 4RE **APPROVED***

** Planning Department to consider residents' concerns regarding privacy and parking.*

DM/2020/01653: Householder. Two storey extension to rear of property
– 14 Mill Lane, Caldicot, NP26 5DD **APPROVED**

DM/2020/01753: Planning Permission. Planning application for external alterations to the Waitrose unit, car park, and public walkway, and new external plant
– Waitrose, Caldicot **DEFERRED***

**Town Council requested further information relating to access, layout and car park:*

- *Car parking – not enough disabled spaces*
- *Access to store*
- *Street scene/3D drawing of proposed development (to show steps to Woodstock way)*
- *Blocked windows causing dark walkway*
- *Electric charging points not needed, as car park has time restrictions*
- *Site meeting requested with Mon CC Planning Officer*

B) Planning Information:

i) Planning Permissions

DM/2018/01349: Construction of one bungalow. Change of use of land
– Plot between 4 and 5 Ebbw Road, Caldicot **P&R REFUSED 08.01.19**

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, 24Caldicot, NP26 4BQ
P&R DEFERRED 10.11.20

Town Council noted Mon CC Planning Permissions.

ii) Planning Refusals

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
FTC APPROVED 30.09.20

Town Council noted Mon CC Planning Refusal.

4. **Temporary Traffic Regulation Notice Section 14 – Road Traffic Regulation Act 1984. Temporary Road Closure Newport Road, Caldicot 12th-25th January 2021**

Town Council noted the temporary road closure, Newport Road, Caldicot.

5. **To approve delegated powers for Deputy Clerk to transfer funds to Cooperative Bank Instant Access Account (Precept 3 – December 2020)**

Town Council resolved to delegate powers for Deputy Clerk to transfer funds to Co-operative Bank Instant Access Account (Precept 3 – December 2020).

6. **To note Merlin Waste increase in dog waste collection from £3.90 to £4.10 per bin from 06.04.2021**

Town Council noted Merlin Waste increase in dog waste collection from £3.90 to £4.10 per bin from 06.04.2021.

7. **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:**

8. **To consider quotation for remedial works to Town Council Building**

Town Council considered the quotation and commented that a surveyor should be asked to look at the problem and provide recommendations, prior to carrying out any work.

Town Council resolved to request a building surveyor to look at the building and provide recommendations.

The meeting ended at 7:35pm

Mayor/Deputy Mayor

Cheque list

November/December 2020 – January 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505156	19396	17/11/20	£12,607.50	£2,101.25	£10,506.25	FACS	Annual contrib to street cleaning 2/4
505157	19397	30/11/20	£20.00	£0.00	£20.00	ADMIN	Paylips Nov 2020
505158	19399	11/12/20	£0.00	£0.00	£0.00	ADMIN	Cancelled 505158
505159	19398	30/11/20	£655.20	£0.00	£655.20	FACS	Dog waste collection Dec
505160	19400	30/11/20	£108.00	£0.00	£108.00	ADMIN	Postage
505161	19403	30/11/20	£28.00	£0.00	£28.00	FACS	Windows Nov 20
505162	19404	30/11/20	£1,314.00	£219.00	£1,095.00	FACS	Cemetery maintenance contract Nov
505163	19405	30/11/20	£1,250.74	£208.46	£1,042.28	KGVPF	Bowls green contract Nov
505163	19477		£1,250.74	£208.46	£1,042.28	KGVPF	Grounds maintenance cancelled cheque 505163
505163	30/11/20		£0.00	£0.00	£0.00		
505164	19406	30/11/20	£48.00	£0.00	£48.00	FACS	TC Building attend Nov
505165	19413	11/12/20	£1,684.76	£280.79	£1,403.97	KGVPF	CCTV power connection
505166	19427	22/12/20	£80.00	£0.00	£80.00	FACS	Ground maint Nov -Jubilee Way Prune
505166	19428	22/12/20	£67.50	£0.00	£67.50	FACS	Ground maint Nov -allotments
505166	19429	22/12/20	£180.00	£0.00	£180.00	FACS	Ground maint Nov -TC Building
505166	19430	22/12/20	£320.00	£0.00	£320.00	KGVPF	Ground maint Nov -KGVPF play area
505166	19431	22/12/20	£355.00	£0.00	£355.00	KGVPF	Ground maint Nov -KGVPF field
505166	19432	22/12/20	£400.00	£0.00	£400.00	KGVPF	Ground maint Nov -KGVPF
505166	19433	22/12/20	£33.00	£0.00	£33.00	FACS	Ground maint Nov -Orchard Close
505166	22/12/20		£1,435.50	£0.00	£1,435.50		
505167	19415	23/12/20	£1,000.00	£0.00	£1,000.00	CWB	Christmas appeal donation
505168	19416	11/12/20	£20.00	£0.00	£20.00	ADMIN	paylips dec 2020
505169	19417	11/12/20	£212.88	£35.48	£177.40	ADMIN	telephone nov 2020
505170	19418	11/12/20	£3,345.60	£0.00	£3,345.60	FACS	CCTV July-Sept 20
505171	19420	22/12/20	£59.99	£10.00	£49.99	ADMIN	Returned safe
505171	19421	22/12/20	£83.16	£13.86	£69.30	ADMIN	Stationery
505171	19422	22/12/20	£17.32	£2.89	£14.43	ADMIN	Stationery
505171	22/12/20		£40.49	£6.75	£33.74		
505172	19440	22/12/20	£40.00	£0.00	£40.00	ADMIN	ICO Annual registration renewal 2021
505173	19444	23/12/20	£0.00	£0.00	£0.00	ADMIN	cancelled
Page Sub Total			£22,559.93	£2,643.27	£19,916.66		
Running Sub Total			£22,559.93	£2,643.27	£19,916.66		

Cheque list

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505174	19445		£150.00	£0.00	£150.00	KGVPF	KGVPF gates Oct to end Dec 2020
505174	19446		£64.00	£0.00	£64.00	FACS	TC Security December 2020
505174	19447		£55.64	£0.00	£55.64	FACS	Cleaning cover 14-18.12.20
505174	19448		£312.50	£0.00	£312.50	KGVPF	Play area gates Oct - end Dec 2020
505174			£582.14	£0.00	£582.14		
505175	19449		£655.20	£0.00	£655.20	FACS	Dog bin waste collection
505176	19450		£1,250.74	£208.46	£1,042.28	KGVPF	Grounds maint
505177	19451		£15.00	£0.00	£15.00	FACS	Annual rent OW allotments
505178	19095		£261.75	£0.00	£261.75	ADMIN	Audit 2019/20
505179	19452		£239.99	£40.00	£199.99	FACS	new door closer TC Building
505180	19453		£95.00	£0.00	£95.00	KGVPF	call out to compound fire alarm
505181	19457		£312.50	£0.00	£312.50	FACS	Cemetery gates Oct - end Dec 2020
505182	19458		£262.00	£0.00	£262.00	ADMIN	Membership renewal S King
505183	19469		£67.50	£0.00	£67.50	FACS	Grounds Maint Dec - Allotments
505183	19470		£180.00	£0.00	£180.00	FACS	Grounds Maint Dec - TC Building
505183	19471		£320.00	£0.00	£320.00	KGVPF	Grounds Maint Dec -KGVPF play area
505183	19472		£355.00	£0.00	£355.00	KGVPF	Grounds Maint Dec -KGVPF field
505183	19473		£400.00	£0.00	£400.00	KGVPF	Grounds Maint Dec -KGVPF
505183	19474		£33.00	£0.00	£33.00	FACS	Grounds Maint Dec - orchard close
505183	19475		£20.00	£0.00	£20.00	FACS	Grounds Maint Dec - winter gritting
505183			£1,375.50	£0.00	£1,375.50		
505184	19476		£1,250.74	£208.46	£1,042.28	KGVPF	Grounds maintenance (replaced cheque 505163)
AS200121	19468		£9,712.50	£0.00	£9,712.50	ADMIN	Salaries/Tax/NI January 21
AS20112020	19465		£11,602.59	£0.00	£11,602.59	ADMIN	Salaries/Tax/NI November 20
AS201220	19466		£9,712.50	£0.00	£9,712.50	ADMIN	Salaries/Tax/NI December 20
AS201220a	19467		£472.58	£22.46	£450.12	FACS	Gas/Electricity - November/December 2020
Total			£60,360.66	£3,122.65	£57,238.01		
Bank Transfer payments [EstCttee101120]							
05.01.21			£1330.87	£219.00	£1111.87		Cemetery Maintenance Contract December 2020
14.01.21			£2268.00	£378.00	£1890.00	J Ball J Reece	Christmas Trees/Cutting of copse and compound hedge

Financial Budget Comparison

Comparison between 01/04/20 and 31/12/20 inclusive. Includes due and unpaid transactions.

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	£11,855.00	-£3,145.00
205	Allotment Rents	£2,000.00	£0.00	£1,920.00	-£80.00
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	£4,525.87	-£1,574.13
220	Refund Business Rates 9SL 16/17 (MCC)	£0.00	£0.00	£82.97	£82.97
Total Town Facilities		£25,100.00	£0.00	£18,383.84	-£6,716.16
Administration					
100	Precept	£0.00	£0.00	£384,605.00	£384,605.00
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	£676.19	£676.19
125	Bank Interest (current)	£0.00	£0.00	£0.00	£0.00
130	VAT Receivable	£0.00	£0.00	£4,906.65	£4,906.65
140	Contra	£0.00	£0.00	£150.00	£150.00
600	Loan/Capital Receipt	£0.00	£0.00	£0.00	£0.00
620	Bank Interest Select Instant Access Acct	£1,000.00	£0.00	£698.14	-£301.86
630	Investment interest CCLA	£1,000.00	£0.00	£351.92	-£648.08
640	Investment interest Mon BS	£0.00	£0.00	£2,201.20	£2,201.20
Total Administration		£2,000.00	£0.00	£393,589.10	£391,589.10
Total Income		£27,100.00	£0.00	£411,972.94	£384,872.94
EXPENDITURE					
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	£607.65	£392.35
5030	Playarea Gates Attendant	£1,250.00	£0.00	£625.00	£625.00
5040	Compound Elect Supply	£165.00	£0.00	£1,542.64	-£1,377.64
5050	Welsh Water	£110.00	£0.00	£45.49	£64.51
5060	Security/fire alarm systems	£600.00	£0.00	£95.00	£505.00
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	£8,860.00	£4,640.00
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

Financial Budget Comparison

Comparison between 01/04/20 and 31/12/20 inclusive. Includes due and unpaid transactions.

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

		2020/21	Reserve Movements	Actual Net	Balance
5135	Litter Bins	£500.00	£0.00	£0.00	£500.00
5140	Bowling Green Contractor	£15,000.00	£0.00	£9,380.52	£5,619.48
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	£116.68	£883.32
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
5300	KGVPF Entrance Gates Attendant	£0.00	£0.00	£85.00	-£85.00
Total KGVPF Trustee Land		£52,490.00	£0.00	£22,283.98	£30,206.02
Town Facilities					
2000	Allotments	£2,895.00	£0.00	£1,079.94	£1,815.06
2100	Cemetery	£27,700.00	£0.00	£11,311.33	£16,388.67
2200	CCTV	£13,500.00	£0.00	£10,036.80	£3,463.20
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	£231.00	£319.00
2240	Dog Waste Bin Collection/Bins	£9,500.00	£0.00	£5,733.00	£3,767.00
2250	Bus shelter maintenance	£1,000.00	£0.00	£0.00	£1,000.00
2260	Citizen's Advice Bureau	£13,000.00	£0.00	£13,000.00	£0.00
2270	Town Twinning	£0.00	£0.00	£0.00	£0.00
2400	Town Council Building	£16,670.00	£0.00	£4,966.07	£11,703.93
2450	9 Sandy Lane	£220.00	£0.00	£116.66	£103.34
2460	Land Top Sandy Lane	£1,000.00	£0.00	£0.00	£1,000.00
2495	Defibrillators	£1,000.00	£0.00	£0.00	£1,000.00
2496	Hand Sanitiser Units	£0.00	£0.00	£2,820.00	-£2,820.00
2497	Town Regeneration	£0.00	£0.00	£0.00	£0.00
Total Town Facilities		£110,035.00	£0.00	£49,767.28	£60,267.72
Community Well-Being					
2280	Entertainments & Arts	£7,000.00	£0.00	£0.00	£7,000.00
2290	Events Committee	£9,000.00	£0.00	£9,000.00	£0.00
2300	Playscheme	£5,000.00	£0.00	£5,000.00	£0.00
2310	Caldicot Youth Group	£9,000.00	£0.00	£5,000.00	£4,000.00
2340	St Mary's Church Luncheon Fund	£3,000.00	£0.00	£0.00	£3,000.00
3010	General/Community Groups	£9,000.00	£0.00	£1,000.00	£8,000.00
3030	Garden Competition	£500.00	£0.00	£0.00	£500.00
3040	Royal British Legion	£600.00	£0.00	£200.00	£400.00
3045	Merchant Seaman Day	£100.00	£0.00	£0.00	£100.00
3050	Flowers/Spray/Cards Etc	£200.00	£0.00	£30.00	£170.00
3090	Elderly & Disabled Initiative	£2,000.00	£0.00	£0.00	£2,000.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/12/20 inclusive. Includes due and unpaid transactions.

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

		2020/21	Reserve Movements	Actual Net	Balance
3100	Children & Young People's Initiative	£2,000.00	£0.00	£0.00	£2,000.00
3130	Flags/Flagpole	£0.00	£0.00	£0.00	£0.00
3140	MIND	£0.00	£0.00	£0.00	£0.00
Total Community Well-Being		£47,400.00	£0.00	£20,230.00	£27,170.00
Projects					
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	£119,200.00	£0.00	£89,039.36	£30,160.64
1100	Other Administration	£32,580.00	£0.00	£18,890.96	£13,689.04
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	£107,930.32	£43,849.68
Devolution of Service					
4080	Grounds Maintenance MCC	£3,885.00	£0.00	£2,053.00	£1,832.00
4085	Devolution MCC Street cleaning	£21,115.00	£0.00	£10,506.25	£10,608.75
4090	Devolution of Service - Toilets	£25,000.00	£0.00	£1,531.25	£23,468.75
Total Devolution of Service		£50,000.00	£0.00	£14,090.50	£35,909.50
Total Expenditure		£411,705.00	£0.00	£214,302.08	£197,402.92
Total Income		£27,100.00	£0.00	£411,972.94	£384,872.94
Total Expenditure		£411,705.00	£0.00	£214,302.08	£197,402.92
Total Net Balance		-£384,605.00		£197,670.86	

Caldicot Town Council (Cil-y-Coed)

Internal Audit Report 2020-21: Interim Report

Claire Lingard

Consultant Auditor

***For and on behalf of
Auditing Solutions Ltd***

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to the interim Internal Audit for the 2020-21 financial year, which took place on the 09th November 2020.

Internal Audit Approach

In commencing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover, which has been modified in light of the Covid-19 directives under which Councils are required to operate, is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's Annual Governance and Accountability Return process, which requires independent assurance over a number of internal control objectives.

Overall Conclusions

We have followed up the recommendations made in our 2019-20 reports and acknowledge that the members have noted and considered these in their deliberations but have not yet Resolved to implement these. The Council has continued to make business processes and performance improvements, even in these challenging times and we have reviewed the Council's modified practices implemented to comply with the Government's Covid-19 directives, and report that, on the basis of the work undertaken to date in the current year, the Council continues to operate adequate and effective internal controls in all areas examined to date. Resultantly, only one recommendation for improvement have been made in the Review of Salaries

We have noted that the Council has taken all reasonable steps both to comply with both central Government and Welsh Assembly Covid-19 directives, also ensuring that the Council's service provision remains at a consistently high standard; ensuring both the health and safety of the Employees, Members, Tenants and members of the public availing themselves of the Council's and facilities. All modified practices being formally Reviewed, Resolved and Recorded in the Council's Minutes.

We commend not only the Clerk / RFO for her continued professional management and administration of the Council's finance and governance functions, but also the Members and Staff who have worked strenuously to maintain services for their constituents during these unprecedented and challenging times. Once again, the manner in which the requested electronic documents and backup files were presented by the Clerk / RFO and Deputy Clerk for audit was exemplary, making the interim Internal Audit review process straightforward.

We ask that members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by Council.

Detailed Report

Review of Accounting Records, Banking & Reconciliations

The Council currently operates two bank accounts with the Co-op Bank: The Current Account, and a Business Select Instant Access account. The Co-operative Bank Bond account and the Instant Access account in use previously have both been closed. The Council has deposited £100,000 with the Monmouthshire Building Society and also holds deposits with the CCLA Public Sector Deposit Fund. Caldicot Town Council continues to utilise Edge accounting software to maintain the Council's financial records and assist in the preparation of the year-end Statement of Accounts.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have: -

- Noted that the council received the External Auditor's report and certificate, with one matter raised on the 11th November 2020 (submitted post internal audit and report amended);
- Ensured that an appropriate chart of accounts has been established and is being applied on the Edge accounting system;
- Considered the security of the Edge software, as regards back-up and restore capabilities;
- Verified that the closing balances, as reported in the 2019-20 Statement of Accounts and certified Annual Return, have been correctly rolled forward as the opening balances for 2020-21 by reference to the Council's April bank reconciliations, the Month Zero report being unavailable due to a software issue; and,
- Examined transactions on the Council's Current account for two months' transactions, April and June 2020, together with the resultant month-end bank reconciliations produced by the accounting software for those same months, agreeing detail to the supporting bank statements, noting that there were no long-standing unpresented cheques or anomalous entries.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendations.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted that the Council has not actioned all recommendations made in the two Internal Audits conducted during 2019-20, in particular the recommendations made in the prior year Interim Audit;
- Noted that Standing Orders were last re-approved at the Full Town Council meeting in July 2019;

- Noted that the Financial Regulations were last re-approved at the Full Town Council meeting in April 2019;
- Noted that the Council correctly published the Notice for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.
- Examined the Council and standing committee's minutes for the financial year to the 30th September 2020, ensuring that no issues exist or may be being considered by the Council that may have an adverse effect, through litigation or other causes, on the Council's future financial stability; and,
- Noted that the Clerk/RFO has undertaken all reasonable steps to ensure the Council's continuing compliance with the General Data Protection Regulation (GDPR). This includes, but is not limited to, arranging secure off-site backup facilities hosted by Microshade for the Council's accounting records and General data backup hosted by Apex.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation.

Review of Expenditure & VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have completed testing in this area for compliance with the above criteria examining a sample of 14 payments, including all those individually in excess of £2,000 plus every 25th payment: the sample totals £30,369.81 (Approximately 40% of the prior year total) and equates to 31% of non-pay related payments in the year to the 30th September 2020. We record that all payments in the above sample were supported by an appropriate invoice, receipt or minute approving payment of a grant.

We note that the first two quarterly VAT reclaims have been completed, automatically from the Edge accounting software and submitted to HMRC. The detail has been checked and verified against the underlying control account.

Conclusions

There are no matters arising in this area of our review requiring formal comment or recommendation.

Review of Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We note that the Council's Risk Registers are in the process of being reviewed and updated at the time of this Interim Internal Audit.

We have examined the Council's insurance policy, which continues to be placed with Royal Sun Alliance (RSA), arranged by WPS in the final year of a three-year arrangement, noting that appropriate cover remains in place with Employer's Liability standing at £10 million, Public Liability standing at £15 million, Terrorism at £5 million, Fidelity Guarantee at £300,000, Business Interruption at £50K and Loss of Money at £2K. This level of cover is considered appropriate for the Council's current requirements.

We note that the Council's play areas are inspected monthly by Monmouthshire Council, which subsequently supplies inspection reports that are forwarded to and maintained by the Clerk/RFO. Additionally, daily visual inspections of the play areas are conducted by the contract groundsman with written reports again forwarded to and maintained by the Clerk/RFO. RoSPA now undertake an annual inspection of the play areas and open spaces, the resultant report is forward to the Health and Safety Committee for their review.

The Council's Minutes confirm that it took all reasonable actions to comply with Public Health Wales directives concerning Covid-19 and play area management.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation.

Review of Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council, also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note that the Clerk/RFO and the Council Members are currently in the process of undertaking robust Budget setting and Precept determination process in respect of the 2021-22 financial year. It is anticipated that the Budget setting and Precept determination process will be concluded by December 2020.

We are pleased to note that Members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation. We shall extend this area of our review to examine the year-end outturn, the

level of the Council's Reserves and to follow up any significant variances, seeking appropriate explanations should such variances exist.

Review of Income

Our objective in this area is to ensure that the Council has robust arrangements in place to identify all income due, to ensure that it is both invoiced (where appropriate) and recovered within a reasonable time frame. The Council's major income sources, apart from the Annual Precept, are burial and memorial fees, allotment rents and hall hire income.

We are pleased to note that Members regularly review the level of fees and charges during the Budget setting and Precept determination process, in accordance with the requirements of its adopted Financial Regulations.

During this review we would usually have examined a sample of hall bookings and allotment rents from the current year's financial records including the receipt of income and the subsequent banking of the payments. We have not done so at this point due to the remote nature of this audit and the significant reduction in the Council's income in the period to 30th September 2020.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation: It is our hope that we shall be able to conduct a physical, onsite audit for the 2020-21 financial year, where we shall conduct a confirmatory review of all income sources and in particular the burial and memorial fees and the allotment fees and contracts.

Review of Petty Cash Account(s)

The Council does not operate a petty cash account. Accordingly, there are no issues arising in this area of our review warranting formal comment or recommendation.

Review of Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme. To meet that objective, we have: -

- Noted that the Council continues to outsource its payroll function to 'Playworks one' (originally outsourced in November 2014);
- Noted that National Pay Awards for the 2020-21 financial year were not Approved and Adopted until the 30th September 2020 meeting of the Town Council, under Minute reference 10318 iii), with the award to be made retrospectively, effective of 1st April 2020. The Clerk has advised me that the calculations have now been made and will be applied in the November 2020 payroll;
- Noted that the Minutes of the single Personnel Committee meeting of the year to date detail an exceptional Covid-19 related staff payment made to two members of staff. Subsequently, the Recommendation of the Personnel Committee was formally approved at Full Council;

- Examined the complete payroll for the period from April to September inclusive due to anomalies in the processing of the Pension contributions and the major payroll variance in July 2020;
- Examined employees' payslips for July 2020 and agreed each employee's basic pay to their terms and conditions, excluding the exceptional Covid-19 related staff payments, noting that all payments made during that period were based on the 2019-20 National Pay Award;
- For the same month, verified that tax and NI deductions have been made accurately applying the appropriate tax code and NI Table; and,
- Ensured that the appropriate employee contributions to the pension scheme have been determined and paid over to the Pension Fund Administrators. We have noted that the Employer Pension contribution reduced in April 2020 from 20.8% to 17.9%, this was reduced in August 2020. Torfaen CBC documentation confirms that the initial overpayment has now been rectified.

Conclusions and recommendation

We have noted that the Employer Pension contributions were not correctly administered during the period from April to September 2020 inclusive.

R1. Close attention should be paid to the correct processing of the Council's Pension contributions with prompt remedial action taken when an error is identified.

Investments and Loans

We aim here to ensure that the Council has appropriate investment and borrowing strategies in place and that the most advantageous interest rates are being obtained.

We note that Members continue to maintain an appropriate Investment Strategy in line with the guidance issued by the National Assembly for Wales. Surplus funds are now held in the Co-op Business Select Instant Access account, the CCLA Public Sector Deposit Fund (PSDF) and in the Monmouthshire Building Society.

We have noted that the Minutes of the 30th September 2020 meeting of the Full Council, reference 10318 ii), confirm that Members have Resolved to reinvest the Monmouthshire Building Society Business 90 fund upon maturation on the 7th October 2020 with a Projected value of £101,100.60 at that time.

We have confirmed the balances of both the CCLA PSDF and the Monmouthshire Building Society, as at the 30th September 2020 to prime documentation.

The Council has no loans repayable by or to it currently.

Conclusions

There are no issues arising in this area of our review warranting formal comment or recommendation.

Rec. No.	Recommendation	Response
Review of Accounting Records, Banking and Bank Reconciliations		
R1	Close attention should be paid to the correct processing of the Council's Pension contributions with prompt remedial action taken when an error is identified.	

CALDICOT TOWN COUNCIL

**Minutes of Health & Safety Committee held at 9:30am,
Tuesday, 19th January 2021 at Caldicot Town Council**

Present: Cllrs: D Evans (Chair)
R Garrick M Mitchell
RJ Higginson F Rowberry

Representatives of Mon CC, Western Power Distribution (WPD), AVA Security
[In attendance: S King, Deputy Clerk, B Hodges]

1 Apologies

There were no apologies.

2 Declarations of Interest

There were no declarations of interest.

3 Meeting with contractor regarding CCTV, KGVPF

The Committee met at King George V Playing Field compound to discuss installation of CCTV with Mon CC, WPD and AVA.

The committee agreed suggested location on grassed area outside play area (near street light). The location would enable power connections and install, with minimal disruption to walkways and compound development.

Works would take place early March. Contractor to display signage on walkways.

CCTV camera would be operated through the control room and would focus on activity on King George V Playing Fields and surrounding pathways. Technology within the camera would ensure privacy for neighbouring properties.

4 To consider response from surveyor and damp specialist re. TC building

The Committee discussed response from surveyor and damp specialist, following request at Planning & Resources meeting 12th January. A quotation had been provided for remedial works at the Council building, following inspection by a damp specialist (arranged by Mon CC).

Concerns were expressed that the suggested works were not guaranteed to alleviate the issues identified by the damp specialist. It was suggested that a site meeting was held with the experts to identify specific benefits of the proposed work.

Deputy Clerk to contact Mon CC for further information regarding required work.

The meeting ended at 9.55am

Agenda Item for Town Council meeting planned for Wednesday 27th January 2021

Input by Cllr M Mitchell

Issue

Benches suggested on each Ward

Background

Following Cllr Easson's request, councillors were asked to suggest sites on each Ward for benches

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

Proposal

Benches to be sited at the corner of Firs Road and Green Lane. Benches to be used to mark the community effort during the Covid crisis.

Desired Outcome

Benches sited near the senior residents' bungalows

Benefits of proposal

Providing a rest stop for residents between Dewstow Ward and the Town Centre

b)

Agenda Item for Town Council meeting planned for Wednesday 27th January 2021

Input by Cllr M Mitchell

Issue

Birbeck Road Parking on grass area

Background

Resident has requested Council to ask MCC if there are any plans for the grassed area at the centre of Birbeck Road. Following many conversations between councillors, residents and MCC, there still seems to be no decision made. Grassed area has been used for parking which is breaking up the surface.

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

Proposal

Caldicot Town Council to write to MCC regarding parking issues on this site, requesting any conclusions or plans.

Desired Outcome

Clarity of the situation and any decisions on future plans.

Benefits of proposal

To inform residents of decisions or solutions.

Covid19 Recovery - Caldicot

Please find attached the proposals that have been put together by Chris Gentle (Roberts Limbrick) for the Caldicot Town Centre Covid Recovery project.

You will see that the proposals include installing parklets outside The Baguette Shop, Lite Bite's/weeks/Aroma and Fratellis.

Initially we discussed funding just the parklets and interested businesses could apply for an individual grant through the TCOAG (Town Centre Outdoor Adaptation Grants) scheme for the furniture, heaters etc. We have since had feedback from the businesses that they are reluctant to proceed with the individual grants due to the fact they have to purchase the goods upfront and then claim the 80% grant back from us, unfortunately the majority of them are not in the position to do this.

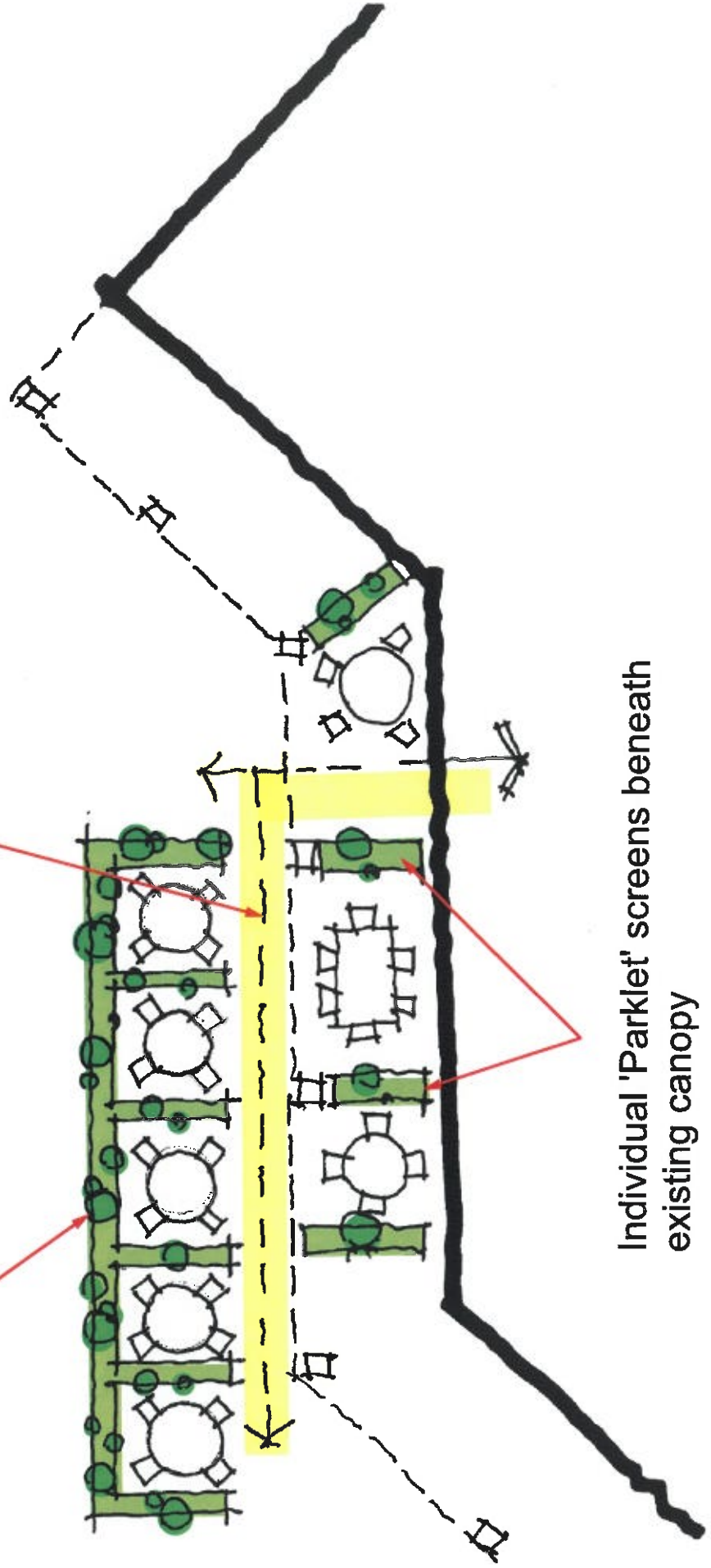
With this in mind we have put a bid in to Welsh Government for additional funding so that we can also install the furniture as well as the parklets but businesses would be responsible for the cleaning and maintenance of the areas.

If we are to continue with this proposal we need to pin down interest from businesses so that we know the parklets will be used.

5 bay 'Parklet'

Free zone for waiter
service

Individual 'Parklet' screens beneath
existing canopy





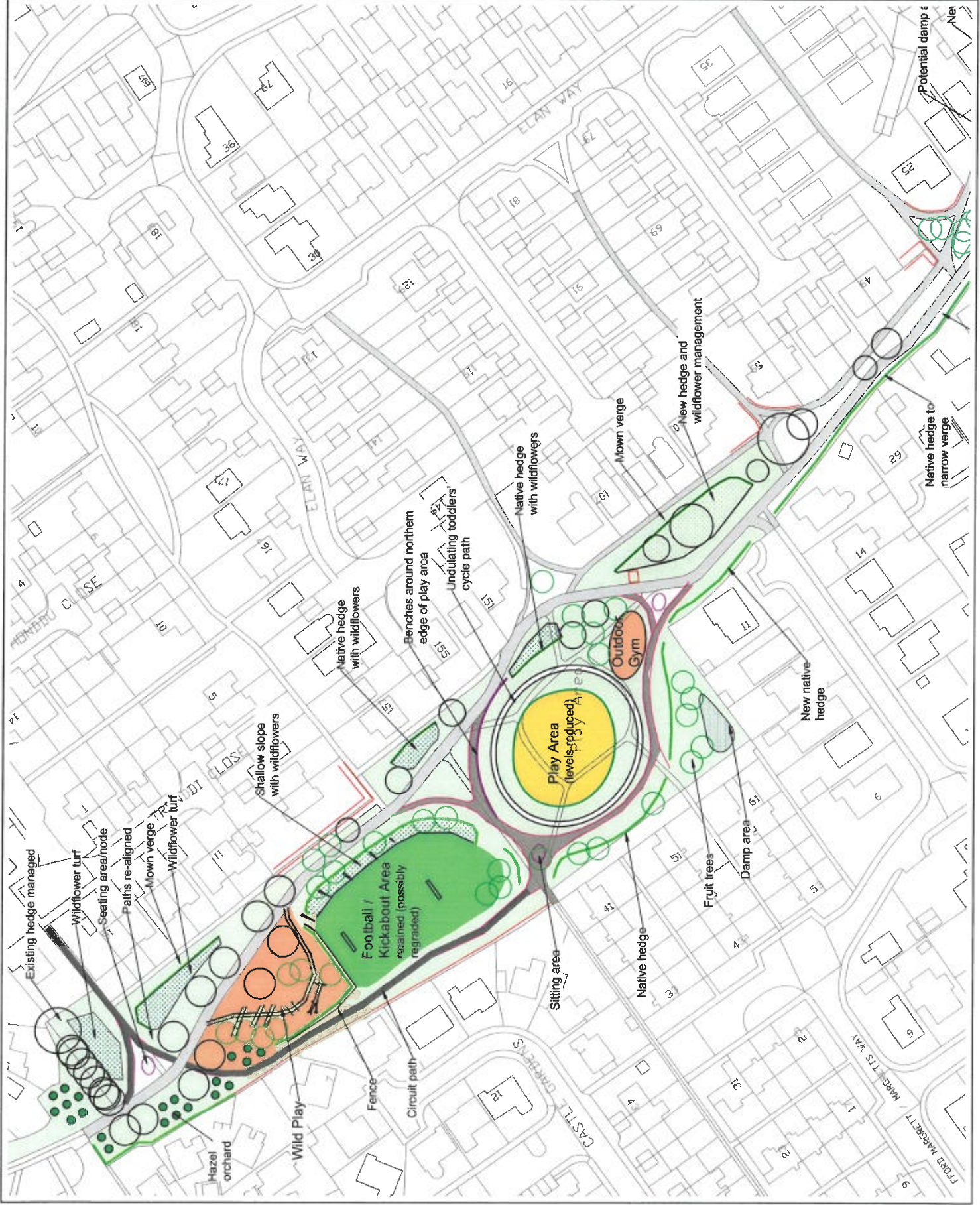
Landscape Improvements – Cas Troggy Caldicot

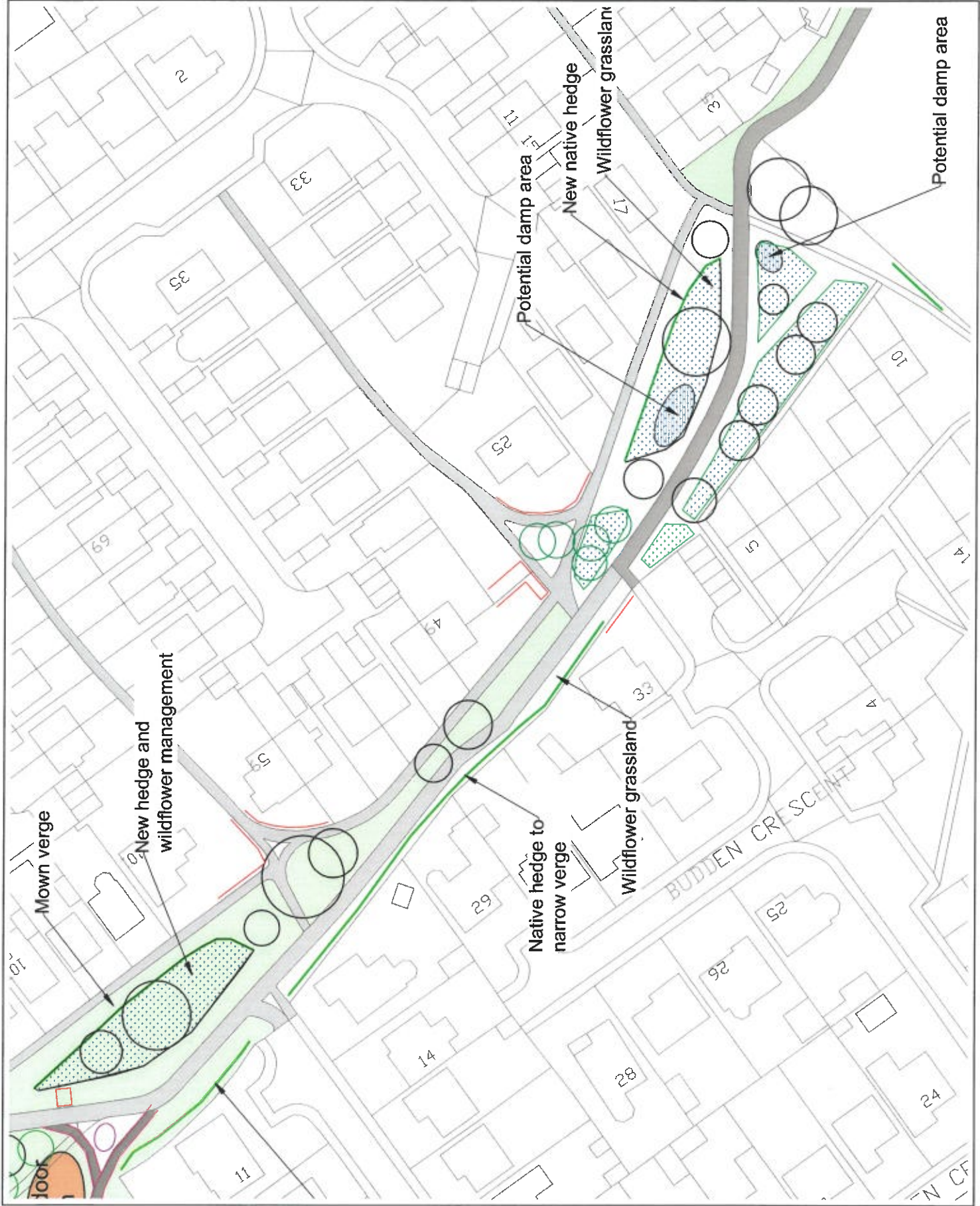
Further to previous discussions and emails about this site, please find attached the plans of the landscape improvements for Cas Troggy, which should bring some character to this well used open space.

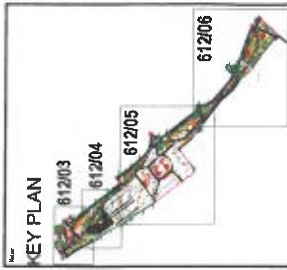
Work will commence as soon as possible so that it is completed by 31st March - which is the deadline for spending the budget set by the Welsh Government.

Apologies for the short deadline for completion – this has severely restricted our time for any wider consultation. If you are interested in being kept updated on all the project planting proposals then please contact Mike Moran or Phil Sutton.

We have appointed Laurel Landscapes of Cardiff to carry out the GI improvement works on the Cas Troggy open space.



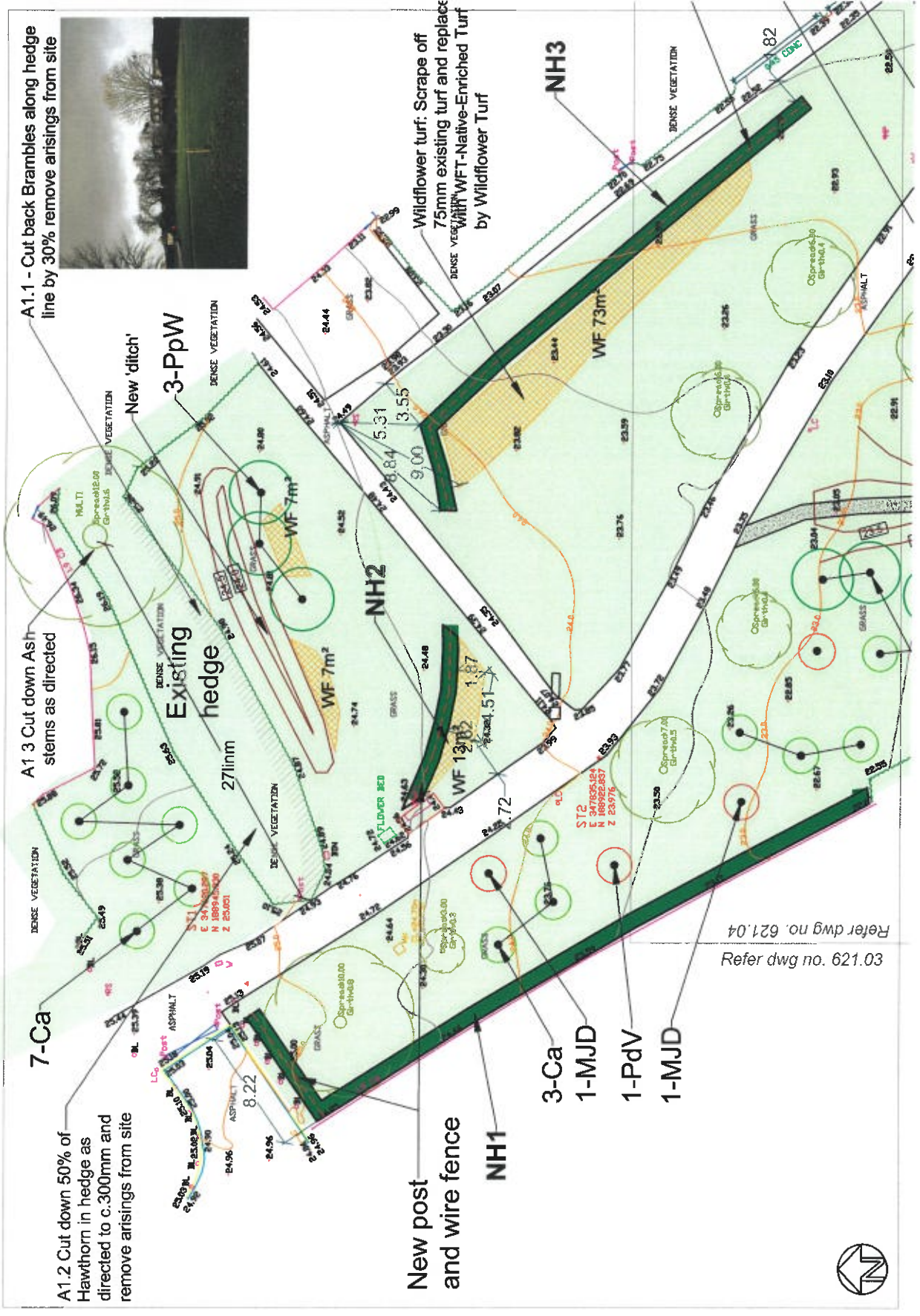




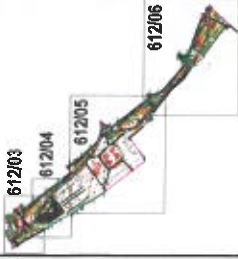
Note:
For tree pit detail, refer dwg no. 612.06
Refer dwg no. 612.07 for schedules and specification

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Monmouthshire County Council	
Cas Troggy Park	
General Arrangement North	
1:250@A3	Dec '20 KH
61203	



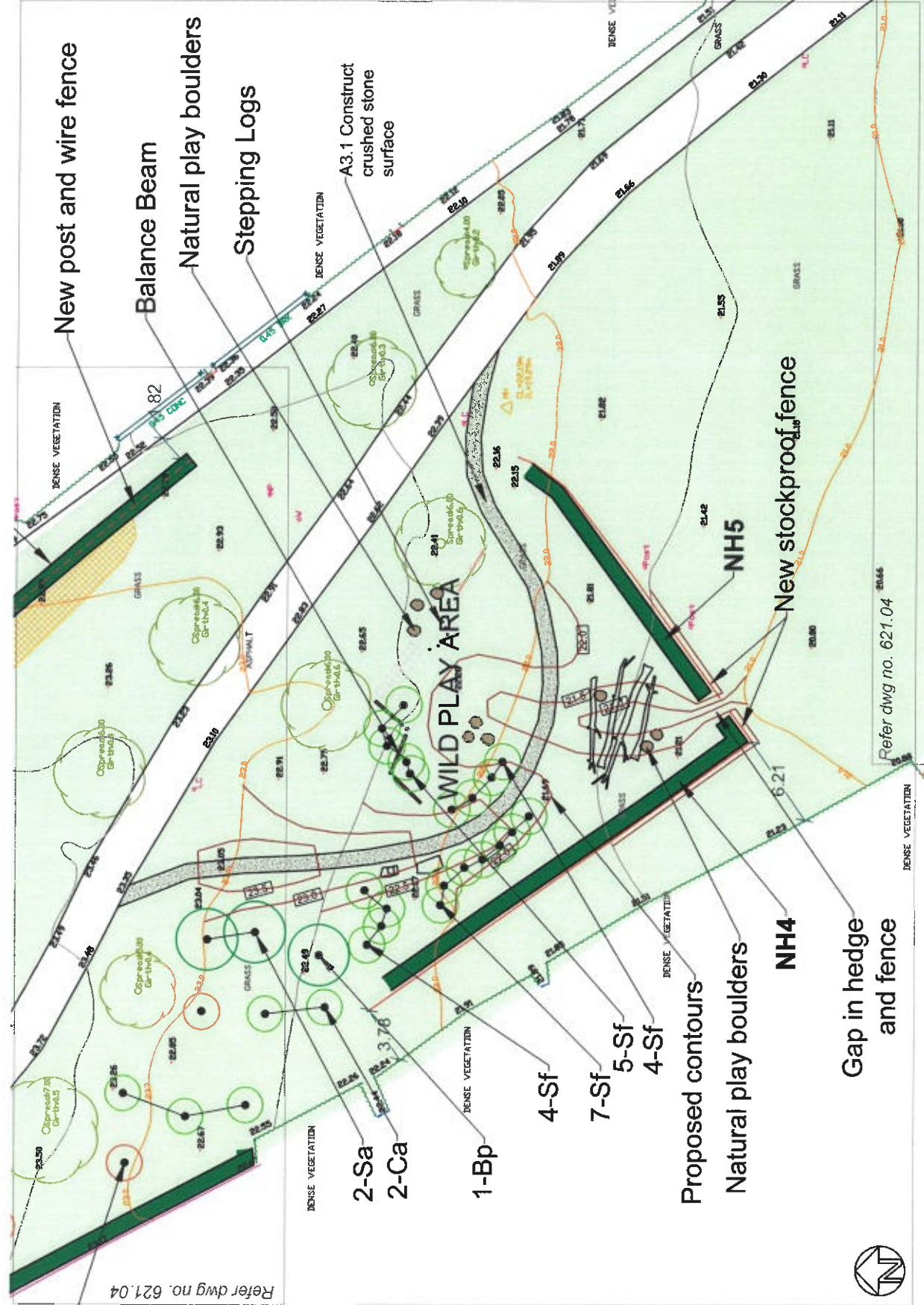
KEY PLAN



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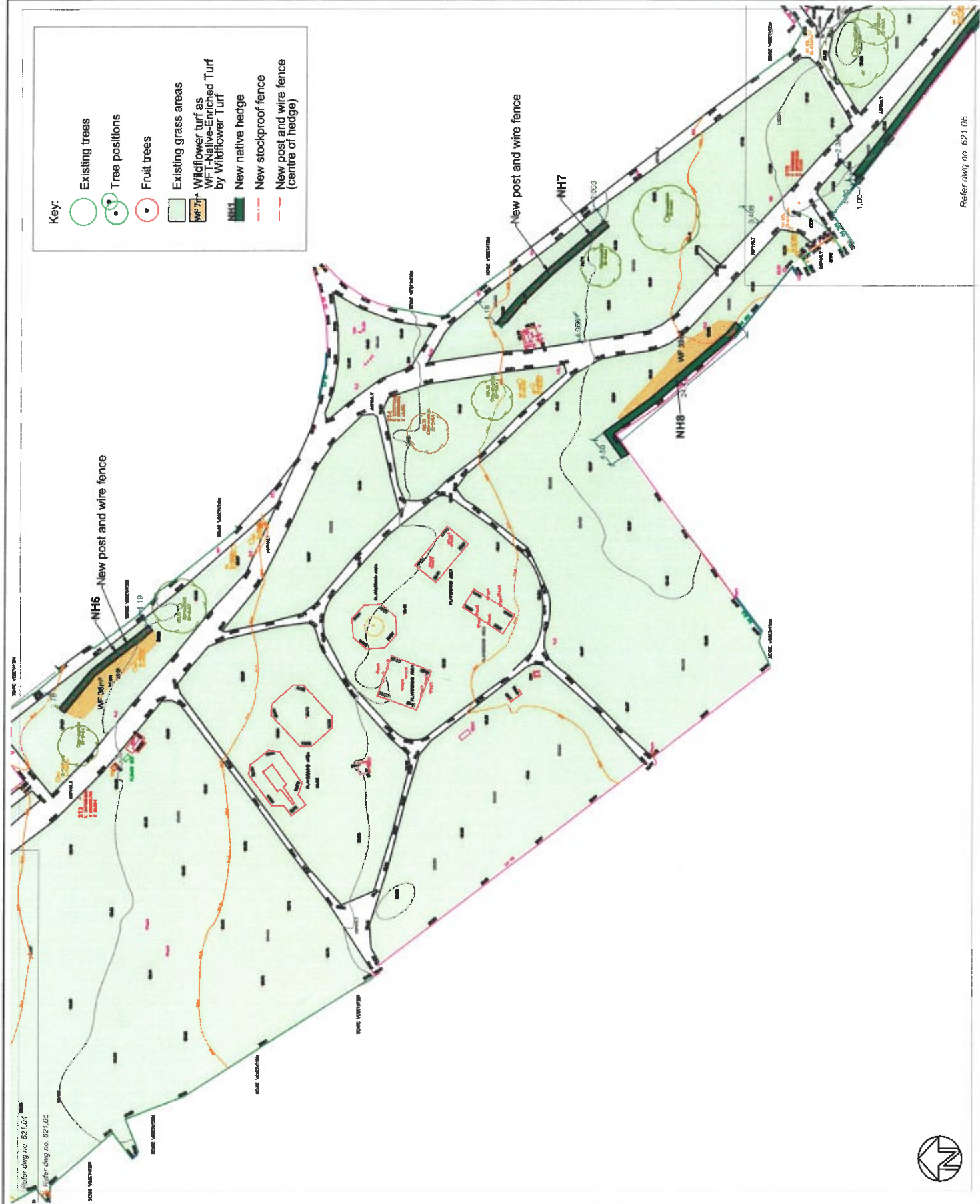
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Monmouthshire County Council	
Cas Troggy Park	
General Arrangement	
Wild Play	
12/06/03	Dec 20
61204	

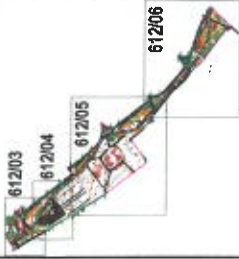


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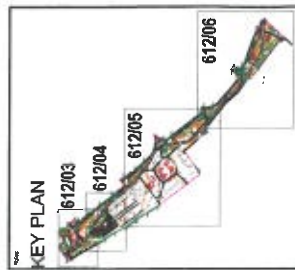
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Monmouthshire County Council	
Cas Troggy Park	
General Arrangement Centre	
1:500@A3	Dec 20
	RH
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Monmouthshire County Council	
Cas Troggy Park	
General Arrangement South	
1:500@A3	Dec '20 KH
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