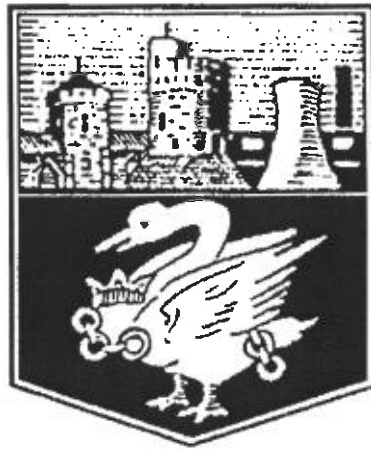


***Caldicot Town Council***  
***Cil-Y-Coed***



***Minutes***

**28<sup>th</sup> April 2021**

**CALDICOT TOWN COUNCIL**  
**Minutes of Full Council held at 6.30pm**  
**on Wednesday, 28<sup>th</sup> April 2021 at Caldicot Town Council**  
**(meeting held remote via Starleaf)**

<b>Present:</b>	<b>Cllrs:</b>	D Evans	RJ Higginson
		J Bond	A Lloyd
		W Conniff	M Mitchell
		A Easson	F Rowberry
		R Garrick	M Stevens
		J Harris	P Stevens
		K Harris	

[In attendance: S King, Acting Clerk; B Hodges; Insp. N Hughes (Police)]

**10395 Apologies**

Apologies were received from Cllrs J Dobson-Pettican, C Watkins.

**10396 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.

**10397 Open Forum for Public Participation [maximum 15 minutes at Mayor's Discretion]**

There were no members of the public present.

**10398 To suspend proceedings**

**a) To introduce new Police Inspector**

Town Council welcomed Inspector Nikki Hughes to the meeting. Following introductions, Inspector Hughes answered questions on the following items:

- Incident in The Avenue – councillors were advised there is no cause for concern
- CCTV not providing sufficient cover in Caldicot
- Stalking Protection Orders
- Cars parking by town centre bollards

Inspector Hughes thanked Council for raising the issues and agreed to provide further information in due course. Councillors were asked to email with any other concerns.

**10399 To Approve the Minutes:**

- i. Minutes of Full Town Council 31<sup>st</sup> March 2021 - Mayor to sign the Minutes.

**The minutes of Full Town Council 31<sup>st</sup> March 2021 were approved as a true record and duly signed by the Mayor.**

- ii. Confidential Minutes of Full Town Council 31<sup>st</sup> March 2021 - Mayor to sign the Minutes

**Confidential Minutes of Full Town Council 31<sup>st</sup> March 2021 were approved as a true record and duly signed by the Mayor.**

iii. Minutes of Planning and Resources 13<sup>th</sup> April 2021 - Mayor to sign the Minutes.

**The minutes of Planning and Resources Committee 13<sup>th</sup> April 2021 were approved as a true record and duly signed by the Mayor.**

a) To note actions from previous meetings

Concerns were raised that it was not possible to hold a site visit regarding a planning application, as only remote options were offered. It was requested that Mon CC were asked whether any officers were holding on site visits.

Town Council expressed disappointment that Mon CC had not responded to the request for a meeting regarding CMTS accommodation. It was requested that the email was resent to Mon CC using the single point of contact.

It was requested that the Action Sheet be amended to include progress of items.

## **10400 Planning**

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

### **A) Planning Applications Received:**

**DM/2021/00373:** Householder. Two storey side extension.

- 3 Swan Close, Caldicot NP26 5RG

**APPROVED**

**DM/2021/00464:** Advertisement Consent. Four illuminated Aldi wall hanging signs mounted to the face of the building (sign A). One non-illuminated building trance Aldi sign (sign B). One bilingual internally illuminated freestanding 6m high double faced double post mounted sign (sign C). One internally illuminated Aldi letters roof mounted (sign D). One internally illuminated Aldi letters roof mounted (sign E). One non-illuminated bilingual opening times panel and image sign (sign F). Seven Bilingual nonilluminated Aldi building shopfront signage vinyl graphics applied to glass shopfront (sign J). Four non-illuminated temporary vinyl graphics applied to existing shopfront glazing (sign G). Two non-illuminated temporary Aldi bilingual temporary double 'Opening Soon' banners (sign H).

- Aldi Stores Ltd, Wesley Buildings, Newport Road, Caldicot NP26 4BR

**APPROVED**

**DM/2021/00479:** Planning Permission. The erection of one two-storey two bed house.

- 1 Tennyson Road, Caldicot NP26 4LJ

**DEFERRED\***

#### **\* Reason for deferral:**

*Too close to boundary. Access issues. More information and request site meeting.*

**DM/2019/01485:** [Re-consultation] Discharge of conditions 5 and 11 of planning consent DM/2018/00696 (drainage strategy).

*Amendment details: S104 Plans received. Letter from Welsh Water*

- Land Development South of Crick Road, Portskewett

**NOTED**

## 10401 Finance

- i. To Approve Cheque list March 2021

Town Council noted that the circulated cheque list had been approved at FTC 31.3.2021. The cheque list for end March 2021 would be included on the May meeting agenda.

- ii. To consider Financial Comparisons 01.01.2021 - 31.03.2021

**Town Council considered and approved Financial Comparison 1.1.21-31.3.21**

- iii. To Consider 2021 (June) inclusion in Standbrook Guides Ltd - £395 + VAT

Town Council discussed full-page advert in Standbrook Guides and suggested that the design differed to previous years. It was agreed that the design detailed Town Council achievements.

**Town Council resolved to agree inclusion in Standbrook Guides Ltd -- £395 +VAT. Draft design to be considered at next Town Council meeting.**

- iv. To approve SLCC ILCA Course - £120 (Communications Assistant/Admin Officer)

**Town Council resolved to approve SLCC ILCA Course – £120.**

## 10402 To consider attendance at Independent Remuneration Panel for Wales – Review of the Remuneration Framework for Community and Town Councils [b/f FTC 24.2.21]

Town Council agreed Cllr J Bond to attend IRP Review meeting, with Acting Clerk - Group A Councils Session – 10 May 2021: 10.00 to 12.00 (Microsoft Teams).

## 10403 Members' items of business

- a) Cllr M Stevens – Closure of Durand Primary School for use as a Polling Station

Cllr M Stevens withdrew this item.

- b) Cllr J Harris – Strategic Review of CCTV

In presenting the item, Cllr J Harris advised Council that a strategic review of CCTV is needed in Caldicot and Severnside to deliver better community safety. Council noted:

- Reporting system for CCTV in town centre – concerns regarding vehicles in town
- Clarification whether CCTV cameras are watched on a 24-hour basis
- Community cohesion – more CCTV needed
- Should be included in Mon CC Local Development Plan
- Cameras should be picking incidents up and reporting live
- Town Council representatives to raise issue at CCTV Group

Town Council was supportive of a strategic plan and agreed to contact Mon CC to ask questions and raise the issue of a review.

*Cllr J Harris left the meeting at 7:40pm.*

c) Cllr J Bond – Community Thank You

Cllr J Bond withdrew this item. Town Council noted that Councils could not redistribute tax funds to individuals.

Town Council agreed to set up a Working Party - Cllrs J Bond, K Harris and M Mitchell.

**10404 To consider existing locations of defibrillators in Caldicot**

*5x provided by Caldicot Town Council:*

*Castle Inn, Co-op, Town Council Office, Oakley Way Stores, Caldicot Castle AFC/JFC.*

Town Council discussed locations and accessibility of defibrillators. It was suggested that an exercise was carried out and the matter be considered by Health and Safety Committee.

**Town Council resolved to refer defibrillator locations to Health and Safety Committee for consideration.**

**10405 To Consider Date for Annual Meeting**

**Town Council resolved date of Annual Meeting - Wednesday 19<sup>th</sup> May 2021, 6pm.**

**10406 To Note Closing Date 28<sup>th</sup> April 2021 – Vacancy Green Lane Ward**

Town Council noted closing date 28<sup>th</sup> April 2021 for the vacancy Green Lane Ward.

Council requested a letter was sent to Cllr D Ashwin to recognise the contribution made during years of service as a Town Councillor.

**10407 Caldicot Regeneration Update – Notice Board and Maintenance of Planters**

Councillors were provided with an update regarding the location of the notice board, which would be placed temporarily opposite Wye Valley Studios. Mon CC is looking to replace the old notice board with a digital one, which will be sited near the old bus stop. Further information would be provided to Town Council, at a future date.

*Cllr A Lloyd left the meeting at 8:00pm*

Town Council were advised that parklets would be placed in the Town Centre, with planting in each parklet area. It was noted that small planters had been placed outside retail units as part of a community volunteer group project, it was requested that clarification was obtained whether these were maintained by the groups. Town Council commended volunteer efforts in boosting the town centre.

It was agreed that the Town Council groundsman was invited to provide a quotation for maintenance/upkeep of the parklets, in accordance with Mon CC request.

It was noted that some works at Caldicot Cross had yet to be completed, relocation of bus stop, bus timetables for visually impaired, works outside printers and takeaway.

It was suggested that Town Council contact Mon CC for an update.

**10408    Reports**

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

There were no Reports.

**b) Governor's reports**

There were no Governor's Reports.

**c) Police Report**

Town Council requested that the police report was circulated via email. Councillors noted the invitation to undertake Ward walks.

**d) Members items for website**

No items were put forward.

**e) Other**

There were no other reports.

**The meeting ended at 8.05pm**

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Mayor/Deputy Mayor

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

### **1 Members Item of Business**

#### **a) Cllr M Stevens – Safety of children and users of KGVPF Play Area**

In presenting the item, Cllr M Stevens advised Town Council of the dangers posed to children and users of the Play Area, particularly at the large lockable main gates. It was proposed that Council investigate the inclusion of an alternative, smaller gate/entrance along the pathway, to keep children safe. This would also increase Health and Safety during construction of the MUGA (multi use games area).

**Town Council resolved to refer this item to Health and Safety Committee for further consideration.**

### **2 To note MUGA project update – Tender submission closing date 24<sup>th</sup> May 2021**

Town Council noted that the tender submission closing date for the MUGA Project was 24<sup>th</sup> May 2021

**The meeting ended at 8.10pm**

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Mayor/Deputy Mayor

# CALDICOT TOWN COUNCIL – Actions from previous meeting

28.4.2021			
Item	Action/Description		Status
2	Completed declaration forms published on website	<input checked="" type="checkbox"/>	
4	Suspended proceedings – introduction of police inspector	<input checked="" type="checkbox"/>	Matters raised sent to police inspector 29.4. Response agenda FTC 26.5
5	Approved minutes on website – action sheet noted: <ul style="list-style-type: none"> <li>Awaiting response from Mon CC regarding CMTS accommodation</li> <li>Permissions for community benches (requested MHA/MCC 1.4.2021, 12.4.2021, 20.4.2021, 29.4.2021)</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Email 12.4, followed up 29.4, CEO responded 29.4. Meeting arranged 18.5.21 – County Councillors/MCC to progress with options for accommodation MHA permissions 30.4 (MHA) Awaiting MCC following visit 12.5.21
6	<ul style="list-style-type: none"> <li>Planning application recommendations to MCC</li> <li>Site visit requested – DM/2021/00391 (officer response proposed teams meeting w/c 4<sup>th</sup> May)</li> <li>Deferred planning application DM/2021/00479</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Teams dates provided 21.4. Officer contacted for site visit 29.4 site visit held 26.5.21. Officer contacted 29.4 requesting additional information and site visit. Response not yet received
7	<ul style="list-style-type: none"> <li>Agreed £395 + VAT full page advert standbrook guides (TC to agree format)</li> <li>SLCC ILCA £120 agreed</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Draft design for standbrook guides – agenda FTC 26.5.21 Booking made on course 30.4.21
8	IRPW, Remuneration framework review – SK/Cllr JB 10.05.21	<input checked="" type="checkbox"/>	Confirmed attendance to IRPW 29.4. Meeting held 10.5.21 – IRPW to review remuneration prior to election 2022
9	Members item of business –strategic CCTV review	<input checked="" type="checkbox"/>	Relevant officers contacted 29.4 (copied police inspector). Response agenda 26.5
10	Existing locations of defibrillators in Caldicot – H&S meeting	<input checked="" type="checkbox"/>	Added to H&S agenda 10.5.2021 –FTC 26.5.21
11	Date of annual meeting – agreed 19 <sup>th</sup> May 2021 at 6pm	<input checked="" type="checkbox"/>	Agenda published 13.5.2021
12	Vacancy closing date – 28 <sup>th</sup> April Agreed letter to past member to acknowledge service	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Elections office contacted 29.4. Awaiting election date Letter sent Mayor on behalf of Town Council
13	Regeneration update – Groundsman to be asked to give quotation Volunteers/groups to be emailed if interested	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Invited to quote 29.4 Small planters (outside shops) maintained by retail units
15	Reports – police report to be circulated by email	<input checked="" type="checkbox"/>	Emailed to members 29.4
KGVPF	Item of business – additional gate for play area. H&S meeting	<input checked="" type="checkbox"/>	Added to H&S agenda 10.5.2021 –FTC 26.5.21

☒action complete





**CALDICOT TOWN COUNCIL**  
**Sandy Lane Caldicot**

**FINAL ACCOUNTS**  
**2020/2021**

**[subject to audit]**

## **CONTENTS**

Page 1	Income and Expenditure Account
Page 2	Balance Sheet
Page 3 - 4	Supporting Financial Data
Page 5	Section 137 Payments
Page 6	Analysis of Creditors/Debtors
Page 7	King George V Playing Fields Trustee

# Income and Expenditure Account

Unaudited

31/03/20  
£

31/03/21  
£

	INCOME	
0	Agency Services reimbursements	0
1,960	Allotment Rents	1,920
15,445	Burial Fees	16,060
1,503	Interest on Investments	2,230
0.00	Jubilee Way Toilets	0.00
0	KGVPF Trustee Land	0.00
0	Loan/Capital Receipts	0.00
9,461	Miscellaneous Income	6,935
386,560	Precept	384,605
0	Sale of Assets	0.00
2,044	Town Council Building Hire Fees	0.00
416,973	<b>INCOME TOTAL</b>	411,750
	EXPENDITURE	
0	Agency Services	0.00
1,669	Allotments	1,833
3,236	Capital Equipment/Schemes	0.00
25,819	Cemetery	16,554
0	Community Well Being	0.00
115,202	General Administration	118,177
13,801	Jubilee Way Toilets	2,142
49,148	KGVPF Trustee Land	37,385
24,983	Other Administration Expenditure	21,217
0	Other Expenditure	0.00
0	Provision for Bad/Doubtful Debts	0.00
33,914	S. 137 Payments	25,847
87,187	Town Facilities	86,843
354,958	<b>EXPENDITURE TOTAL</b>	309,998
0	Balance as at 01/04/20	0.00
416,973	Add Total Income	411,750
416,973		411,750
354,959	Deduct Total Expenditure	309,998
0	Stock Adjustment	0.00
-62,015	Transfer to/ from reserves	-101,752
0.00	Balance as at 31/03/21	0.00

# Consolidated Balance Sheet

31/03/20  
£

Unaudited  
31/03/21  
£

	Long Term assets		
0.00	Investments		0.00
0.00	Long Term Debts		0.00
	LONG TERM Investment Accounts		0.00
0.00	<b>TOTAL LONG TERM ASSETS</b>		<b>0.00</b>
	<b>Current assets</b>		
442,553.48	Investments	512,952.52	
0.00	Loans Made	0.00	
0.00	Investments	0.00	
0.00	Stocks	0.00	
5,975.16	VAT Recoverable	8,960.51	
0.00	Debtors	32.83	
0.00	Payment in Advance	0.00	
1,109.49	Cash in Hand & at Bank	29,444.72	
449,638.13	<b>TOTAL CURRENT ASSETS</b>		<b>551,390.58</b>
449,638.13	<b>TOTAL ASSETS</b>		<b>551,390.58</b>
	<b>Current liabilities</b>		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
620.00	Creditors	620.00	
0.00	Receipts in Advance	0.00	
620.00	<b>TOTAL CURRENT LIABILITIES</b>		<b>620.00</b>
449,018.13	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>550,770.58</b>
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
449,018.13	<b>NET ASSETS</b>		<b>550,770.58</b>
	<b>Represented by</b>		
0.00	Revenue Account		0.00
20,000.00	General Balance/Contingency		20,000.00
229,018.13	Reserves		318,770.58
40,000.00	Repairs/H&S Works		40,000.00
0.00	Provisions		
0.00	CCTV System		0.00
0.00	Bus Shelters		0.00
20,000.00	Play Equipment		20,000.00
65,000.00	Compound		65,000.00
75,000.00	Cemetery Land		75,000.00
0.00	Community Bench project		12,000.00
449,018.13			550,770.58

# **ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2021** **SUPPORTING STATEMENT**

## CALDICOT TOWN COUNCIL

	£
<b>PURCHASES</b>	
Laptop	490
Hand sanitiser units (x7)	2,005
<b>DISPOSALS</b>	0

As at 31.3.2021 the following assets were held [itemised in accordance with RSA Insurance Schedule]

## **ASSETS - LAND**

Allotments at Sandy Lane and Oakley Way (Leased)  
 Copse at Sandy Lane [former allotments]  
 Dewstow Road Cemetery [Leased]

	£
Town Council Cemetery Shelter/Shed and Toilet	19,772
Town Council Offices and Building	272,031
Town Council Building – 9 Sandy Lane	63,587
Jubilee Way Toilets	1
	<b>355,391</b>

	£
Street Furniture [including bus shelters]	32,452
Gates, Fences & Wall	10,000
Regalia	9,728
Town Council Building/Office Contents	12,068
	<b>64,248</b>

**Total £422,134**

## **BORROWINGS**

There were no outstanding loans to the Council as at 31.3.21

## **LEASES**

Town Council leases land for the Allotment site Oakley Way - fixed annual rental of £15; and Cemetery from Mon CC. The leases were in existence as at 31.3.21

## **DEBTS OUTSTANDING**

Debts outstanding at 31.3.21 were as follows:

	£
HM Customs [VAT]	8,960.51
Co-op Bank Interest	32.83

#### TENANCIES

Lease, children's nursery, 9 Sandy Lane, Caldicot

Tenant	Property	* Rent p.a	Repairing/Non Repairing	Insurance Tenant
	9 Sandy Lane	£6,000		

Town Council Solicitors: Blake Morgan, Cardiff/Consultancy: Newlands, Chepstow

#### TOWN COUNCIL AS A TENANT

Town Council is not a tenant of any property

#### AGENCY WORK

During the year 2020/2021 the Town Council did not undertake any work on behalf of any other Authority or bodies on any agency basis.

#### ADVERTISING AND PUBLICITY

During the year 2020/2021 the town Council did not pay for any advertising.

#### CONTINGENT LIABILITY

There was no contingent liability as at 31.3.2021 and no matters outstanding which might involve potential litigation and financial penalty etc.

#### PENSIONS

For the year ending 31.3.2021, the Town Council's contribution for superannuable employees was 17.9% of pensionable pay. The pension contribution is in respect of the Clerk/RFO, Deputy Clerk/RFO and Communications Assistant/Office Administrator.

MOVEMENT OF RESERVES 2020/2021	£
Opening Balance	449,018
Add transfer to reserves/provisions for the year	101,752
<b>TOTAL</b>	<b>550,770</b>

## SECTION 137 (LOCAL GOVT ACT) 1972

Section 137 of the 1972 Act permits a Community Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of and will bring direct benefit to the area or any part of it or all of some of its inhabitants, providing that the benefit is commensurate with the expenditure. The maximum sum for 2020-2021 was £8.32 per elector. The limit for the Council in the year ended 31.3.21 was [£7474 x £8.32 = £62,183.68] and the payments were as follows:

## Section 137 transactions

Start of year 01/04/20

Tn no	Paid date	Gross	Vat	Net	Accrued Payee Amount
19110	05/05/20	-£500.00	£0.00	-£500.00	£0.00 Community of Crick Residents Committee
19117	05/05/20	£9,000.00	£0.00	£9,000.00	£0.00 Caldicot Events Committee
19127	05/05/20	£500.00	£0.00	£500.00	£0.00 Crick Residents Fund
19141	19/05/20	£5,000.00	£0.00	£5,000.00	£0.00 Caldicot Youth Group
19277	07/08/20	-£300.00	£0.00	-£300.00	£0.00 Mon CC
19278	07/08/20	£300.00	£0.00	£300.00	£0.00 Mon CC
19323	22/09/20	£30.00	£0.00	£30.00	£0.00 Country Flowers
19383	17/11/20	£5,000.00	£0.00	£5,000.00	£0.00 Mon CC
19384	17/11/20	£200.00	£0.00	£200.00	£0.00 Royal British Legion
19415	23/12/20	£1,000.00	£0.00	£1,000.00	£0.00 Mon CC
19516	26/02/21	£35.00	£0.00	£35.00	£0.00 Country Flowers
19529	26/02/21	£2,000.00	£0.00	£2,000.00	£0.00 Wales Air Ambulance
19530	26/02/21	£2,700.00	£0.00	£2,700.00	£0.00 Caldicot Musical Theatre
19531	26/02/21	£882.00	£0.00	£882.00	£0.00 Caldicot Castle AFC
		£25,847.00	£0.00	£25,847.00	£0.00 <b>Total</b>

## Closing Creditors

Start of year 01/04/20

Tn no	Gross	Vat	Net	Accrued	Closing adjustment	Inv. date	Cheque no.	Details
Audit Commission								
19582		£0.00	£0.00	£0.00	£200.00	£200.00	31/03/21	Audit 2020/21
Total		£0.00	£0.00	£0.00	£200.00	£200.00		
Auditing Solutions								
19583		£0.00	£0.00	£0.00	£420.00	£420.00	31/03/21	Final Audit 20/21
Total		£0.00	£0.00	£0.00	£420.00	£420.00		
<b>Total</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£620.00</b>	<b>£620.00</b>		
							VAT Creditor	£0.00
							All Other Creditors	£620.00

## Closing Debtors

Start of year 01/04/20

Tn no	Gross	Vat	Net	Accrued	Closing adjustment	Inv. date	Invoice no.	Details
Co-op Bank								
9740	£0.00	£0.00	£0.00	£32.83	£32.83	31/03/21		Bank interest
Total	£0.00	£0.00	£0.00	£32.83	£32.83			
HM Customs								
9741	£8,960.51	£0.00	£8,960.51	£0.00	£8,960.51	31/03/21		VAT refund
Total	£8,960.51	£0.00	£8,960.51	£0.00	£8,960.51			
Total	£8,960.51	£0.00	£8,960.51	£32.83	£8,993.34			
							VAT Debtor	£8,960.51
							All Other Debtors	£32.83



## KING GEORGE V PLAYING FIELDS TRUSTEE

### ASSETS – TRUSTEE LAND

Playing Fields King George V Land Approx 8 Acres (Trust)

Children's Play Area/Outdoor Exercise Equipment KGVPF

Bowls Green/Allied areas KGVPF

<u>Trustee</u>	£	
Bowling Green Clubhouse/Pavilion/Bowls Green	114,179	
Bowling Green Changing Room	36,926	
Town Council Storage Compound	53,620	
Play Equipment & Surfaces [exc bowls green]	102,105	
Fixed outdoor exercise equipment	9,635	
CCTV camera	5,629	
Street Furniture [includes]		
Seats	440	
2 signs	563	
Gates, fences, Bins	5,693	
Bollards	5,352	
Fingerposts	934	
Information board, flagpoles, benches (via MCC)	2,800	
2 dog bins	<u>305</u>	
	16,087	
		<b>Total <u>£338,181</u></b>

# Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2021

## 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
ENGLISH	✓	

	Yes	No
WELSH		✓

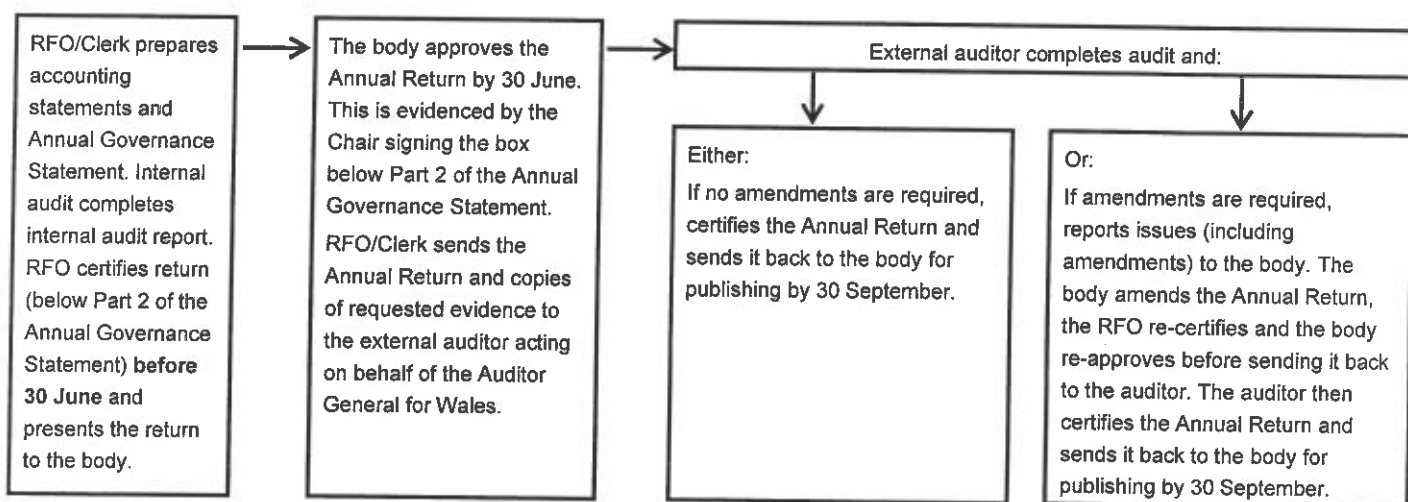
	Yes	No
BILINGUALLY		✓

## 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.

## APPROVING THE ANNUAL RETURN

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 2020-21 for:

Name of body: **CALDICOT TOWN COUNCIL**

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	

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	387,003	449,018	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	386,560	384,605	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	30,413	27,145	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	115,202	118,177	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	239,756	191,821	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	449,018	550,770	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

### Statement of balances

8. (+) Debtors	5,975	8,993	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	443,663	542,397	<b>All accounts:</b> 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	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	449,018	550,770	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	419,639	422,134	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).
	✓			✓			

## Annual Governance Statement

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 2021, 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>	√		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.	√		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.	√		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.	√		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.	√		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.	√		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.	√		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.	√		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>	√		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.

## Additional disclosure notes\*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

### 1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £25,847.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

## Council/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<b>Certification by the RFO</b> 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 2021.	<b>Approval by the Council/Board/Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: <i>[Signature]</i>	Minute ref:
Name: SARAH KING	Chair signature:
Date: 18TH MAY 2021	Name: Date:

## Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

### Auditor General's report

#### Audit opinion

[Except for the matters reported below]\* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

#### Other matters arising and recommendations

I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: **Caldicot 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 2021.

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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.
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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Caldicot Town 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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.



	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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.
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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.

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. No additional risks identified	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.
13. No additional risks identified	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.
14. No additional risks identified	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see Final Update Internal Audit report dated 29 <sup>th</sup> April 2021.

\* 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 29 APRIL 2021 \* Delete if no report prepared.

### Internal audit confirmation

I confirm that as the Council's internal auditor, I 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 2019-20 and 2020-21. 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:

29<sup>th</sup> April 2021

*Chloe Lupton* for and on behalf of  
Auditing Solutions Ltd



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## **Caldicot Town Council (Cil-y-Coed)**

***Internal Audit Report 2020-21: Final Update Report***

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***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 Internal Audit Reviews for the 2020-21 financial year; the Interim review which took place on the 09<sup>th</sup> November 2020, supplemented by the Final Update review which took place on the 29<sup>th</sup> April 2021.

## Internal Audit Approach

In completing our review of the financial 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 was made, during the year, in the Review of Salaries

We note that the Clerk/RFO is currently on long-term leave and that the Deputy Clerk/RFO is now acting in the capacity as Clerk/RFO, and has prepared all the required documentation for the Final Update review for the 2020-21 financial year. We commend the Acting Clerk/RFO for her efforts and the exemplary manner in which the documents were presented for this review process. We also compliment the Council's Members and Staff who have worked strenuously to maintain services for their constituents during challenging, unsettling and unprecedented times.

We have noted that the Council has taken all reasonable steps both to comply with both Central and Devolved government and public health directives re: Covid-19, which have been amended from time to time, whilst ensuring that the Council's service provision remains at a consistently high standard. The Council has taken all reasonable and proportionate steps to ensure that both the health and safety of its Employees, Members, Tenants and 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 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 11<sup>th</sup> 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 three months' transactions, April and June 2020, and March 2021, 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 unrepresented 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 reviewed and formally readopted, unamended, in the November 2020 Estimates Committee meeting under Minute Reference 9.
- Noted that the Financial Regulations were formally reviewed and readopted, amended, in the November 2020 Estimates Committee meeting under Minute Reference 8;
- 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 31<sup>st</sup> March 2021, including the Council's Confidential Minutes pertaining to personnel matters, 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 and the Deputy, now Acting Clerk/RFO have 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.

**Exceptional Statements concerning modified working practices under Central and Devolved Government's directives concerning Covid-19**

Caldicot Town Council modified its working practices to comply with Central and Devolved Government public health directives concerning Covid-19. The implication of the directives required that the Council take swift action to ensure that all directives, that were amended from time to time, were complied with by the Council and its Staff as far as it was reasonably possible to do so.

- The Town Council approved policies which enabled staff to home-work. Staff were provided with relevant equipment, to facilitate this and to ensure that attendance at the Town Council's offices was strictly limited. Staff workloads changed significantly to adapt to public health measures as amended from time to time;
- The Council moved to remote meetings; to protect staff, public and members. The meetings are open and transparent, with agendas and minutes publicised in the normal way;
- There were significant implications for the Town Council, pertaining to asset management and closure of certain facilities (e.g. public toilets and play area);
- Dewstow Cemetery remained open for visitation and graveside services with limited attendance. The Town Council staff worked closely with funeral directors, to ensure that regulations were adhered to;
- The play area and public toilets were closed: This decision was taken due to Central government directives and advice from the unitary authority and One Voice Wales. Subsequently facilities were safely reopened, with relevant signage displayed, and in accordance with Central and Devolved government directives;
- The Town Council building was closed. Groups were unable to meet due to Central and Devolved government directives. However, support services (i.e. Caldicot Foodbank) continued to operate from the building, ensuring that people in need could obtain food parcels and support.

During the unprecedented public health directives, the Deputy, now Acting Clerk/RFO and Members have implemented modified working practices to ensure that Caldicot Town Council continued to provide high quality services to its Constituents. The Deputy, now Acting Clerk/RFO and Members kept the Council's Standing Orders and Financial Regulations in mind at all times.

### ***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.

During the Interim review we commenced testing in this area for compliance with the above criteria examining a sample of 14 payments, and that all payments in the above sample were supported by an appropriate invoice, receipt or minute approving payment of a grant.

During the Final Update review of the 2020-21 financial year, we extended testing in this area for compliance with the above criteria examining a further sample of 16 payments (30 payment transaction in total), including all those individually in excess of £2,000 plus every 25<sup>th</sup> payment:

The completed annual sample examined totals £116,205.90, equating to 54% of non-pay related payments in the year to the 31<sup>st</sup> March 2021. We record that all payments in the above sample were supported by an appropriate invoice, receipt or minute approving payment of a grant and have been subject of formal review and authorisation process as defined in the Council's Standing Orders and Financial Regulations.

We have noted that all tenders and quotations completed during the 2020-21 financial year were undertaken according to the processes defined in the Council's Standing Orders and Financial Regulations.

We note that the four 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 Acting 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 Acting 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.

A well-defined and implemented budgetary reporting protocol is in place at the Council, with Members receiving regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We note that the Deputy, now Acting Clerk/RFO and Council members have undertaken a robust Budget setting and Precept determination process in respect of the 2021-22 financial year. This resulted in the draft Budget and Precept in the amount of £384,605, being recommended to Full Council in the November 2020 meeting of the Estimates Committee under Minute Reference 4. Subsequently, Members Adopted the Budget and Established the 2021-22 financial year Precept

at the November 2020 meeting of the full Town Council, in the amount of £385,930, under Minute Reference 10348.

A number of the projects which had been budgeted for and which were scheduled to take place during the 2020-21 financial year were delayed as a result of the Central and Devolved governments' public-health directives re: Covid-19 and the corresponding lockdowns which brought the Country's economy to a near close. The Council has properly rolled forward the unused budgeted funds to the 2021-22 financial year which has resulted in a somewhat higher than usual General Reserve.

We note that the Council maintains specific funds, set aside in formally Resolved and active Earmarked reserves and that these reserves have increased at the 2020-21 financial year-end as unspent budgetary amounts have been rolled forward. The Council's Earmarked reserves as at the 31<sup>st</sup> of March 2021 are recorded as follows:

#### Active Earmarked reserves

Contingency	£20,000
CCTV	£10,000
Repair & Works	£40,000
Play Equipment	£20,000
Compound	£80,000
Play Equipment	£10,000
Cemetery Land	£75,000
Bench Project	£12,000

Total Earmarked reserves = £267,000

The Council's overall reserves as at 31<sup>st</sup> March 2021 stood at £542,397 (£449,018 prior year), with Earmarked reserves of £267,000 (£220,000 prior year) leaving a General Reserve fund of £275,397 (£229,018 prior year), which equates approximately 11 months' revenue spending at the average monthly level of FY2020-21.

Although this level of General Reserve is somewhat higher than the current CiPFA guidance of between 3-6 months spending held as reserve based on the monthly average FY2020-21 expenditure, it must be remembered that the current economic situation is unprecedented.

The negative effect of the Central and Devolved government lock-down directives was the near economic closure of the parts of the country for almost 8 out of 12 months. This has not only had a significant impact on the Council's income, but also on its planned expenditure which is reflected in the higher than usual General and Earmarked Reserve balance.

Having considered the year-end outturn for FY2021, the Council's budgetary response to the economic downturn in the year, this auditor considers Caldicot Town Council's level of retained reserve appropriate to secure the delivery of the Councils primary services and planned projects during the 2021-22 financial year.

#### Conclusions

*There are no matters arising in this area of our review warranting formal comment or recommendation. We commend the Clerk/RFO, Deputy, now Acting Clerk/RFO and the Members for their prudent financial management during this period.*

## 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. As in previous year, the Council formally review its fees and charges in the November 2020 of the Estimates Committee under Minute reference 4.i., and Resolved to roll-forward the FY2020-21 Fees and Charges without increase to the 2021-22 financial year in order to assist local community organisations and other regular business clients to re-establish themselves.

Due to the minimal level of hall hire income during the financial year, we have examined the income streams from all Cemetery and Allotment related fees and charges.

### **Cemetery related income including interment and memorial fees.**

We have examined this income stream for the financial year to the 31<sup>st</sup> March 2021, including all statutory certification pertaining to burials and interments. We have noted the receipt of payments from Invoice/Receipt to the receipt of income, subsequent banking and the recording of these transactions in the Edge cashbooks with no issues arising.

### **Allotment fees.**

We have examined the standard Allotment Contract which remains unamended from the prior review. Additionally, we have examined this income stream for the financial year to the 31<sup>st</sup> March 2021, cross referencing this to the Allotment Contract via the Allotment Plot control spreadsheet, noting the receipt of the a rents from the current year's financial records and confirming the subsequent banking of the payments noting that all supporting documentation for bookings is filed appropriately and transactions recorded in the Edge Cashbooks with no issues arising.

### **Conclusions**

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

## 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 30<sup>th</sup> September 2020 meeting of the Town Council, under Minute reference 10318 iii), with the award to be made retrospectively, effective of 1<sup>st</sup> April 2020. The Clerk/RFO 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. Response: Recommendation implemented.***

## **Review of Fixed Asset Register**

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. The Council maintains a simple Fixed Asset Register which contains all the detail required by the Practitioners Guide.

The Acting Clerk/RFO has undertaken a formal review of all the Council's assets during the year; checking each asset appearing on the Council's register and verifying its correct value. Acquisitions and disposals are properly recorded making the Asset Register easy to use, understand, audit and validate.

We have checked and verified the information recorded in the Fixed Asset Register, checking the total asset value recorded in the 2020-21 Annual Return against the value of all assets recorded in the register, less disposals, plus additions and have agreed the declared Fixed Asset Register value of £422,134 as at the 31<sup>st</sup> March 2021 accordingly (£419,639) in the prior year.

### **Conclusions**

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

## **Review of 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 had resolved to adopt an Investment Strategy for 2020-21 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 and in the Monmouthshire Building Society. We further note that at the 10<sup>th</sup> November 2020 meeting of the Estimates Committee, Members approved the reinvestment of the original capital and interest paid in the Monmouthshire Building Society 90 day Fund and the CCLA Public Sector Deposit Fund respectively, under Minute reference 4i:

- We have agreed the balance as at the 31<sup>st</sup> March 2021, on the Co-op Business Select Instant Account in the amount of £210,337.80;
- We have noted that the investment placed with the Monmouthshire Building Society has been reinvested, with interest, as Resolved in the meeting of the Estimates Committee and have agreed the balance as at the 31<sup>st</sup> March 2021, in the amount of £101,100.60 with the Monmouthshire Building Society to prime documentation; and,
- We further noted that the investment placed with the CCLA Public Sector Deposit Fund has been reinvested, with interest, as Resolved in the meeting of the Estimates Committee, and have agreed the balance as at the 31<sup>st</sup> March 2021, in the amount of £201,514.12 with the CCLA Public Sector Deposit Fund 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.*

## **Statement of Accounts and Annual Return**

The Council continues to maintain its Income and Expenditure accounts within the Edge Accounting Software Package. We have examined the Final Accounts for the 2020-21 financial year, which we consider reflects accurately the year's transactions as recorded in Edge. The underlying data is relied upon to generate the detail for inclusion in the year's Annual Return, which we have also verified as being consistent with the accounting and other relevant supporting records.

We have also reviewed the procedures in place for identifying year-end debtors, creditors and accruals and agreed the detailed values recorded in the year-end Balance Sheet to the underlying records with no long-standing unpaid accounts or other issues arising.

### **Conclusions**

*We are pleased to record that no matters arise in this area of our review and, on the basis of the work undertaken during the course of our internal audit for the 2020-21 financial year, we have duly signed off the Internal Audit Report in the year's return assigning positive assurances in all areas.*

*Finally, we take this opportunity to remind the Acting Clerk/RFO of the requirement to display the Internal Audit documentation on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.*

Rec. No.	Recommendation	Response
<b>Review of Accounting Records, Banking and Bank Reconciliations</b>		
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.	<i>Response: Recommendation implemented.</i>

# Cheque list

End March 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505215	19571	30/03/32	£6,754.80	£1,125.80	£5,629.00	KGVPF AVA Fire & Security Ltd	CCTV KGVPF
Bank Transfer payments (EstCttee101120)							
30.03.21			£1400.07	£219.00	£1181.07	J Ball	Cemetery Maintenance Contract March 2021
30.03.21			£1250.74	£208.46	£1042.28	P Villars	Bowls Green Maintenance March 2021
30.03.21			£2305.50	£0.00	£2305.50	R Lewis	Grounds Maintenance Contract March 2021

# Cheque list

April/May 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505216	19593	07/04/21	£775.75	£0.00	£775.75 FACS	Mon CC	Jubilee Way Toilets - Rates demand notice
505216	19594	07/04/21	£775.75	£0.00	£775.75 FACS	Mon CC	Dewstow Cemetery - Rates demand notice
505216	19595	07/04/21	£422.65	£0.00	£422.65 FACS	Mon CC	Town Council building - Rates demand notice
505216		07/04/21	£1,974.15	£0.00	£1,974.15		
505217	19596	25/04/21	£2,655.00	£0.00	£2,655.00 KGVPF	Sports & Play Consulting	Project Manager MUGA KGVPF Stage 1
505218	19597	07/04/21	£5,000.00	£0.00	£5,000.00 CWB	Caldicot Youth Group	Grant 2021/2022
505219	19598	07/04/21	£9,000.00	£0.00	£9,000.00 CWB	Caldicot Events Committee	Grant 2021/2022
505220	19599	07/04/21	£1,515.00	£0.00	£1,515.00 ADMIN	One Voice Wales	Membership 2021-2022
505221	19600	25/04/21	£216.35	£36.06	£180.29 ADMIN	Brighter Bills Ltd	Telephone April 2021
505222	19601	07/04/21	£30.00	£0.00	£30.00 CWB	Country Flowers	Floral bouquet 60th Anniversary
505223	19603	26/04/21	£119.00	£0.00	£119.00 ADMIN	Post Office Ltd	Stamps/postage
505224	19604	30/04/21	£38.99	£6.50	£32.49 ADMIN	Konica Minolta	photocopying/printing
505224	19605	30/04/21	£104.26	£17.38	£86.88 ADMIN	Konica Minolta	photocopying/printing
505224		30/04/21	£143.25	£23.88	£119.37		
505225	19606	30/04/21	£209.33	£34.89	£174.44 ADMIN	Brighter Bills Ltd	Telephone (o/s January invoice 2021)
505226	19607	30/04/21	£20.00	£0.00	£20.00 ADMIN	Playworks (Payroll Bureau)	Payslips April 2021
505227	19608	07/04/21	£95.00	£0.00	£95.00 ADMIN	ICCM	Membership 2021/2022
505228	19609	30/04/21	£66.00	£11.00	£55.00 ADMIN	National Allotment Society	Membership 2021/2022
505229	19610	30/04/21	£58.20	£9.70	£48.50 ADMIN	Complete Business Solutions Group Ltd	Stationery
505230	19611	30/04/21	£26.77	£4.46	£22.31 ADMIN	DJB Cleaning Supplies Lite	cleaning materials
505231	19612	07/04/21	£3,430.00	£0.00	£3,430.00 FACS	Mon CC	CCTV 1.4.2021-30.6.2021
505232	19617	30/04/21	£144.00	£24.00	£120.00 ADMIN	SLCC	ILCA qualification
505233	19620	14/05/21	£144.00	£24.00	£120.00 ADMIN	BCS Global	Starleaf (replacement cheque 505134)
505234	19629	14/05/21	£0.00	£0.00	£0.00 ADMIN	Cancelled	Chq 505234
505235	19621	14/05/21	£297.60	£49.60	£248.00 ADMIN	DJB Cleaning Supplies Lite	Cleaning supplies/hand sanitiser
505236	19622	14/05/21	£40.00	£0.00	£40.00 FACS	R Morse	TC building security
505236	19623	14/05/21	£44.51	£0.00	£44.51 FACS	R Morse	TC building cleaning cover
505236		14/05/21	£84.51	£0.00	£84.51		
505237	19624	14/05/21	£102.00	£17.00	£85.00 ADMIN	Pear Technology Services Ltd	Cemetery map technical support
505238	19583	14/05/21	£534.00	£89.00	£445.00 ADMIN	Auditing Solutions	Final Audit 2020/21
Page Sub Total			£25,864.16	£323.59			
Running Sub Total			£25,864.16	£323.59			

# Cheque list

April/May 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505239	19627	14/05/21	£13,211.95	£2,201.99	£11,009.96	FACS Mon CC	Cleaning jubilee way toilets April 2021
505239	19628	14/05/21	-£3,302.99	-£550.50	-£2,752.49	FACS Mon CC	Cleaning jubilee way toilets April 2021 (reduction due to Covid)
505239		14/05/21	£9,908.96	£1,651.49	£8,257.47		
Total			£35,773.12	£1,975.08	£33,798.04		

Page Sub Total  
Running Sub Total

£9,908.96  
£35,773.12  
£8,257.47  
£33,798.04

AS200521  
AU200521

Salaries/Tax/NI April/May 2021  
Utilities – April/May 2021

Salaries  
British Gas

£40099.29  
£263.62  
£0.00  
£12.52  
£40099.29  
£251.10

Bank Transfer payments (EstCttee101120)

30.4.21  
30.4.21  
30.4.21  
05.05.21  
11.05.21

Merlin Waste Dog Bins May 2021  
Cemetery Maintenance Contract April 2021  
Community benches supply  
Bowls Green Maintenance April 2021  
Grounds Maintenance Contract April 2021

Merlin Waste  
J Ball  
J Ball  
P Villars  
R Lewis

£860.00  
£1338.00  
£8112.00  
£1250.74  
£615.50  
£0.00  
£223.00  
£1352.00  
£208.46  
£0.00  
£860.00  
£1115.00  
£6760.00  
£1042.28  
£1615.50



## Caldicot Town Council

Caldicot Town Council is a tier of local government in the county of Monmouthshire. The Council comprises of 17 individuals who have been elected or co-opted to represent the community of Caldicot.

Caldicot is split into 5 wards - Castle, Dewstow, Green Lane, Severn, West End.

Details for your local Councillor can be found at <http://www.caldicottc.org.uk/> (Your Council/Your Councillors)

### **Governance and meetings**

The Mayor and Deputy Mayor are elected at the annual meeting, held in May each year.

Town Council meetings are held monthly at 6.30pm (last Wednesday of each month - except August and December), Planning & Resources Committee meetings are held monthly at 6.30pm (second Tuesday of each month) – see the website for further details [www.caldicottc.org.uk](http://www.caldicottc.org.uk)

During the Covid-19 pandemic, there was a lot of pressure on public services and the Council changed its ways of working. The Town Council expresses thanks to volunteers and the community for the support to residents during the crisis.

How has the Council supported the community?		
<b>Supporting local events through grant funding:</b> <ul style="list-style-type: none"> <li>➤ Christmas Light switch on</li> <li>➤ Carnival</li> <li>➤ Easter Egg Adventure</li> <li>➤ Halloween Event</li> <li>➤ Fireworks at Caldicot Castle</li> <li>➤ Summer reading challenge</li> <li>➤ Caldicot Youth Pride</li> </ul>	<b>Providing a venue for Foodbank and support groups</b>	
	<b>Partnership with Monmouthshire Housing (MHA) and Monmouthshire Council (MCC), to enable community garden at Town Council allotment sites</b>	
<b>Working with the community during Covid-19 pandemic, volunteering and supporting residents</b>	<b>Promoting environmental 'clean up' with schools and local groups taking part in litter pick</b>	<b>Santa visit for local school</b>
<b>Working with MIND Monmouthshire and Citizens Advice, to ensure that residents can obtain support</b>		<b>Providing hand sanitiser units around Caldicot, for public use</b>
<b>Promoting and advertising donation sessions, publicising details for Welsh Blood Service</b>	<b>Supporting Merchant Navy Day and Royal British Legion, through arrangement of ceremonies</b>	<b>Commitment to armed forces community, through signing of armed forces covenant with Abergavenny, Monmouth Usk and Chepstow</b>
<b>Community recognition through Best Kept Garden, Business and Citizens Awards. Presentation of celebration flowers on 100<sup>th</sup> Birthdays and 60<sup>th</sup> Wedding Anniversaries</b>		<b>Venue to host first aid training</b>
<b>Funding donations to: Mon CC Community partnership team yarn bomb, crick care home CCWT, church lunches, CAB, Bobath, GAVO</b>		<b>Installed new accessible roundabout in play area</b>

CALDICOT TOWN COUNCIL

[towncouncil@caldicottc.org.uk](mailto:towncouncil@caldicottc.org.uk) 01291 420441



Caldicot Town Council



@CaldicotTown



**Minutes of Health and Safety Committee held at 11.00 am on Tuesday 11<sup>th</sup> May 2021 at Caldicot Town Council**

**Present: Cllrs D Evans, K Harris, RJ Higginson, R Garrick, M Mitchell, F Rowberry**

**S Palmer (Mon CC Property Services), J Ball (Cemetery Groundsman)**

**[S King - Acting Clerk, B Hodges]**

**1. Apologies**

No apologies were received.

**2. Declarations of Interest**

Cllr K Harris declared an interest as a member of Caldicot Bowls Club.

**3. Review locations of defibrillators**

Bethany Baptist Church was suggested as a location for a defibrillator. It was suggested that further information was required regarding external defibrillator cases.

**Recommended that Bethany Baptist church contacted and costs obtained.**

**4. Annual Health & Safety Inspection of Town Council Facilities**

**a) Town Council Health & Safety Policy [Statement Circ]**

The Committee received and approved the Health and Safety Policy.

**i) Town Council Building**

**(a) Re-opening of meeting room**

Health and Safety Committee considered the risk assessment and checklist, regarding re-opening of the Town Council building for community group use.

It was noted that from 17<sup>th</sup> May 2021 organised indoor activities for up to 30 people would be allowed, subject to social distancing.

Health and Safety highlighted that damp in the gents disabled toilets remained a concern. Committee suggested that the use of the meeting room should be considered by Town Council 26<sup>th</sup> May 2021.

**Health and Safety Committee deferred this item to FTC meeting 26<sup>th</sup> May 2021 for consideration regarding re-opening of meeting room.**

**(b) Gents toilet wall (b/f FTC 19.1.2021)**

S Palmer, Mon CC provided an update regarding work required in the gents toilet and wall of Town Council building. Mon CC had attended site with a damp specialist and provided a quotation for works, Town Council had not approved the quotation as further information had been requested regarding alleviating the issue – rather than covering/insulating with thermal board.

It was recognised that the problem could not be identified without investigative work being undertaken, removing a section of wall to investigate source of damp.

Health and Safety committee expressed concern that the problem had appeared to be affecting the Town Council office area and external wall.

**Health and Safety Committee recommended that Mon CC undertake preliminary investigative works, to ascertain source of the problem.**

**ii) King George V Playing Fields – Bowls Club, Play Area, AFC, Compound**

**(a) Allotment/Guide Hut fence**

A report had been received relating to a broken fence between the Guide Hut and the allotments. In addition, the Guides had requested a gate be fitted to allow escape into the allotments in case of a fire.

It was noted that there was a large amount of soil, weighing against the fence.

Some concerns were expressed regarding safeguarding, with a fence being installed allowing access to the allotments from the guide hut and vice versa.

**Health and Safety Committee recommended that quotes were obtained for fence repair and advice to be sought from the Fire Service relating to fire escape and the need for a gate.**

The request for a Play Area access gate to be fitted along the KGVPF path between the Guide Hut and the Compound was discussed. The committee noted the suggestion for a smaller safety gate, such as a self-closing gate.

In relation to Health and Safety of the MUGA development, the compound demolition works would not take very long to complete. All contractors would ensure safety of the area and minimal disruption.

Health and Safety Committee considered that additional gate was not required.

**iii) Cemetery**

The cemetery groundsman met with the Committee and advised that recycling of surplus soil, at the usual source, was no longer possible. It was suggested that soil could be placed along the perimeter of the cemetery extension, just beyond the hedge. Clarification would be obtained from Mon CC.

**Health and Safety Committee recommended Town Council contact Mon CC for permission to place soil just beyond the cemetery extension hedge on Dewstow Road.**

Health and Safety Committee noted the need for a footpath for visitors to access the new CRS area and requirement for water supply in the vicinity.

**Health and Safety Committee recommended that the contractor provide quotation for footpath and water supply.**

**(a) Development of extension**

The groundsman provided suggestions regarding development of the cemetery and extension, these included, plaques, memorial wall and signage.

**Health and Safety Committee recommended that the contractor provide a quotation for the suggestions, in order to develop the cemetery and extension.**

**iv) Allotments – Oakley Way, Sandy Lane, Rear Bowls Club**

This item was deferred.

**v) Copse – top of Sandy Lane**

This item was deferred.

**vi) Jubilee Way Toilets**

This item was deferred.

**vii) Crossway Nursery**

This item was deferred – appointment to be made.

**5. Other – at Discretion of Chairperson**

The Committee discussed the housing development on Land to the East of Church Road. Traffic lights on the estate at the T-junction are causing a narrowing of the lane and lorries are constantly mounting the pavement, causing cracking and a danger to pedestrians and schoolchildren. Whilst residents have reported the issue, it was asked if Town Council could contact Mon CC Planning and Highways.

**Health & Safety Committee recommended that Mon CC were contacted and that further information was requested from Highways and Planning.**

The meeting ended at 12.25pm

## Responses following Health and Safety Committee – 11.5.21

### **Fire Service regarding gate – KGVPF allotment/guides hut**

From a legislative perspective there are no requirements for a gate in a fence. All relevant persons will be outside of the structure and therefore the Regulatory Reform (Fire Safety) Order 2005 does not apply.

Regarding emergency lighting, all external escape routes should be illuminated, however borrowed light may be adequate in this instance.

### **Police regarding Church Road**

I have spoken with an MCC Civil Enforcement Officer who attended Caldicot yesterday 04/05/21 to carry out a site visit to look at the new road layout outside Caldicot Police Station (Chepstow Road/Church Road).

The new signage relates to a **Traffic Regulation Order** which means **no waiting/Stopping or loading** between the two signs all day every day. This will be enforceable by MCC officers going forward.

a

**MONMOUTHSHIRE COUNTY COUNCIL  
TEMPORARY TRAFFIC REGULATION NOTICE  
SECTION 14 - ROAD TRAFFIC REGULATION ACT 1984**

**MONMOUTHSHIRE COUNTY COUNCIL  
(LEVEL CROSSING, PILL ROW, CALDICOT, MONMOUTHSHIRE)  
TEMPORARY TRAFFIC REGULATION NOTICE 2021**

**NOTICE IS HEREBY GIVEN** that **MONMOUTHSHIRE COUNTY COUNCIL** of County Hall, The Rhadyr, Usk, NP15 1GA ("the Council") pursuant to the powers conferred by Section 14(1)(a) of the Road Traffic Regulation Act 1984 do **HEREBY ORDER AND DIRECT** that for the purpose of the following regulations shall be observed:

1. The Order will come into operation on the **14th June 2021** and will continue to be in force for a period not exceeding 18 months or until the works which it is proposed to carry out have been completed, whichever is the earlier. The works are expected to be completed in two phases:  
Phase 1: **Between 14th and 16th June 2021, operating between 22:30 – 06:00.**  
Phase 2: **18th July 2021, operating between 00:25 – 08:40.**  
It is anticipated that the closure will only be in operation during these times.
2. The order is necessary for **level crossing maintenance works to take place** in a safe manner at the location. Reasonable access will be maintained for properties fronting the affected lengths of road during the period of the closure.
3. The effect of the order will be to temporarily close a section of **Level Crossing, Pill Row, Caldicot, Monmouthshire.**
4. Due to the location of the closure, there will be no signed diversion route.
5. This order may be cited as the **Level Crossing, Pill Row, Caldicot, Monmouthshire** Temporary Traffic Regulation Order 2021
6. By virtue of Section 16(1) of the Road Traffic Regulation Act 1984 a person who contravenes a restriction or prohibition imposed under Section 14 of the Act shall be guilty of an offence.

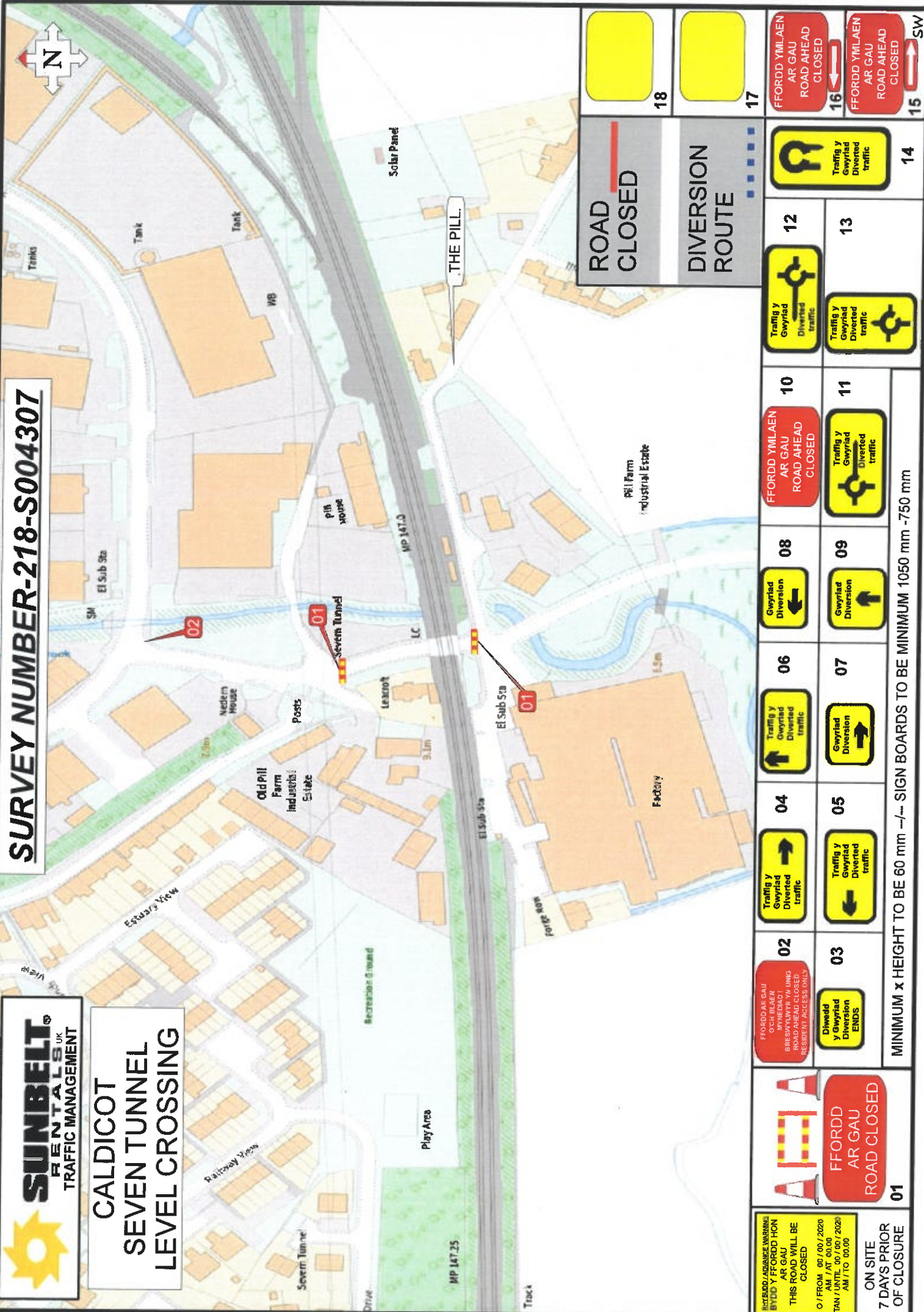
Dated: **2<sup>nd</sup> June 2021**

Mark Hand  
Head of Placemaking, Housing, Highways, Flooding and Planning  
Monmouthshire County Council  
PO Box 106  
Caldicot  
Monmouthshire  
NP26 9AN

**SCHEDULE**

**Level Crossing, Pill Row, Caldicot, Monmouthshire**  
Closed for the entirety of the level crossing.

**CALDICOT  
SEVEN TUNNEL  
LEVEL CROSSING**



<p><b>ON SITE 7 DAYS PRIOR OF CLOSURE</b></p> <p>FFORDD YMLAEN AR GAU ROAD CLOSED</p> <p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p> <p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p>	<p><b>01</b></p>	<p><b>02</b></p> <p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p> <p><b>03</b></p> <p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p>	<p><b>04</b></p> <p>Traffig y Gwyriad Diverged traffic</p> <p><b>05</b></p> <p>Traffig y Gwyriad Diverged traffic</p>	<p><b>06</b></p> <p>Traffig y Gwyriad Diverged traffic</p> <p><b>07</b></p> <p>Gwyriad Diverged traffic</p>	<p><b>08</b></p> <p>Gwyriad Diverged traffic</p> <p><b>09</b></p> <p>Gwyriad Diverged traffic</p>	<p><b>10</b></p> <p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p> <p><b>11</b></p> <p>Traffig y Gwyriad Diverged traffic</p>	<p><b>12</b></p> <p>Traffig y Gwyriad Diverged traffic</p> <p><b>13</b></p> <p>Traffig y Gwyriad Diverged traffic</p>	<p><b>14</b></p> <p>Traffig y Gwyriad Diverged traffic</p>	<p><b>15</b></p> <p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p> <p><b>16</b></p> <p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p> <p><b>17</b></p> <p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p> <p><b>18</b></p> <p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p>
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MINIMUM x HEIGHT TO BE 60 mm +/- SIGN BOARDS TO BE MINIMUM 1050 mm -750 mm



b.

**MONMOUTHSHIRE COUNTY COUNCIL  
TEMPORARY TRAFFIC REGULATION NOTICE  
SECTION 14 - ROAD TRAFFIC REGULATION ACT 1984**

**MONMOUTHSHIRE COUNTY COUNCIL  
(DEWSTOW ROAD AND C71-1, CAERWENT, MONMOUTHSHIRE)  
TEMPORARY TRAFFIC REGULATION NOTICE 2021**

**NOTICE IS HEREBY GIVEN** that **MONMOUTHSHIRE COUNTY COUNCIL** of County Hall, The Rhadry, Usk, NP15 1GA ("the Council") pursuant to the powers conferred by Section 14(1)(a) of the Road Traffic Regulation Act 1984 do **HEREBY ORDER AND DIRECT** that for the purpose of the following regulations shall be observed:

1. The Order shall come into operation on the **14th June 2021** and will continue to be in force for a period not exceeding 18 months or until the works which it is proposed to carry out have been completed, whichever is the earlier. It is anticipated that the works will be completed **between 14th June and 2nd July 2021**.
2. The order is necessary for **electricity cabling works to take place** in a safe manner at the location. Reasonable access will be maintained for properties fronting the affected lengths of road during the period of the closure.
3. The effect of the order will be to temporarily close a section of **Dewstow Road and C71-1, Caerwent, Monmouthshire**.
4. A signed diversionary route will be in place as follows:  
Phase 1: **C71-1, C72-4, C71-2, Dewstow Road and vice versa.**  
Phase 2: **Dewstow Road, B4245, Chepstow Road, Church Road and vice versa.**
5. This order may be cited as the **Dewstow Road and C71-1, Caerwent, Monmouthshire Temporary Traffic Regulation Order 2021**
6. By virtue of Section 16(1) of the Road Traffic Regulation Act 1984 a person who contravenes a restriction or prohibition imposed under Section 14 of the Act shall be guilty of an offence.

Dated: **2<sup>nd</sup> June 2021**

Mark Hand  
Head of Placemaking, Housing, Highways, Flooding and Planning  
Monmouthshire County Council  
PO Box 106  
Caldicot  
Monmouthshire  
NP26 9AN

**SCHEDULE**

**Phase 1:**

**C71-1, Caerwent, Monmouthshire**

Closed from its junction with Dewstow Road for ~20m.

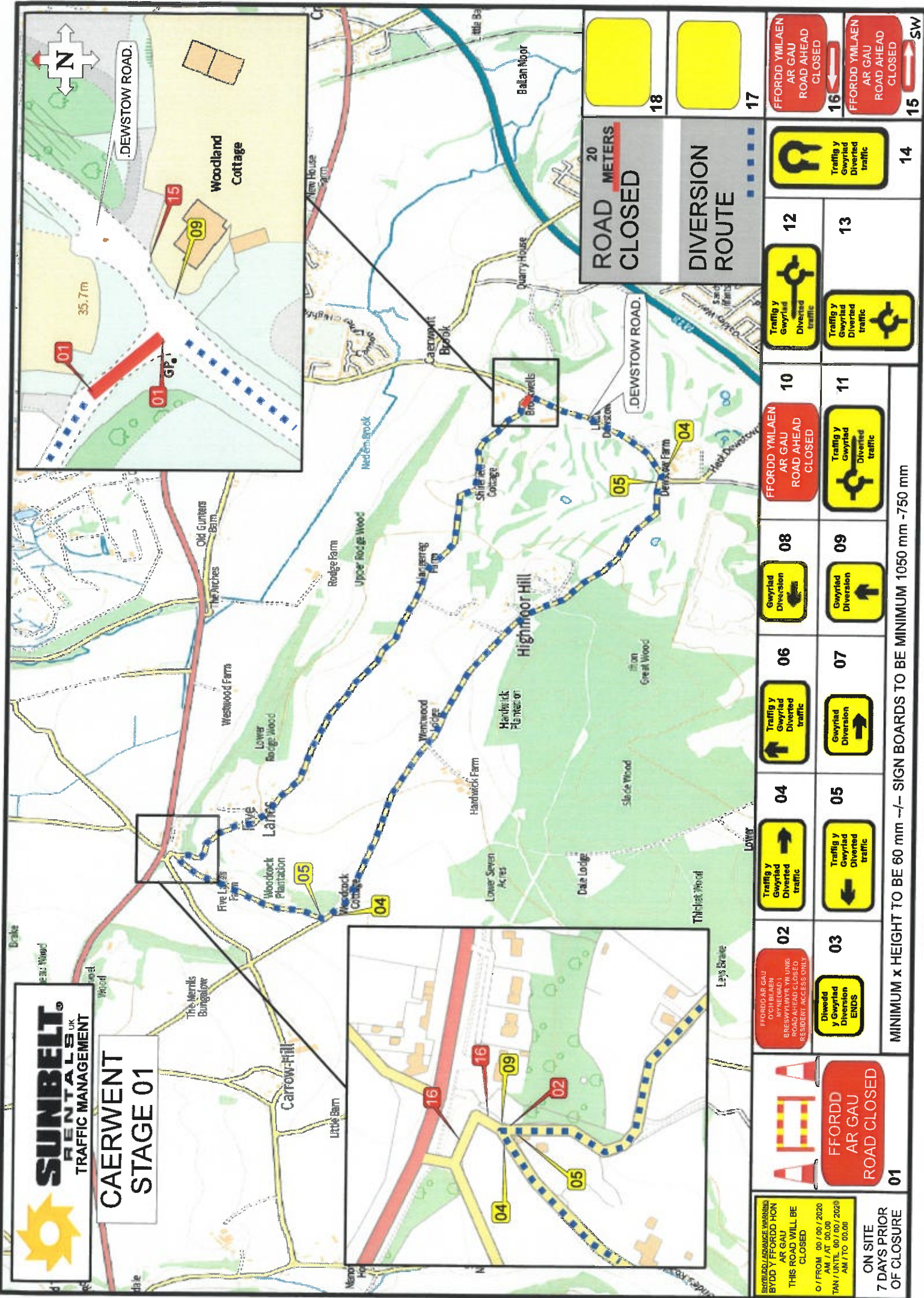
**Phase 2:**

**Dewstow Road, Caerwent, Monmouthshire**

Closed ~20m north-east of its junction with C71-7 for ~170m.



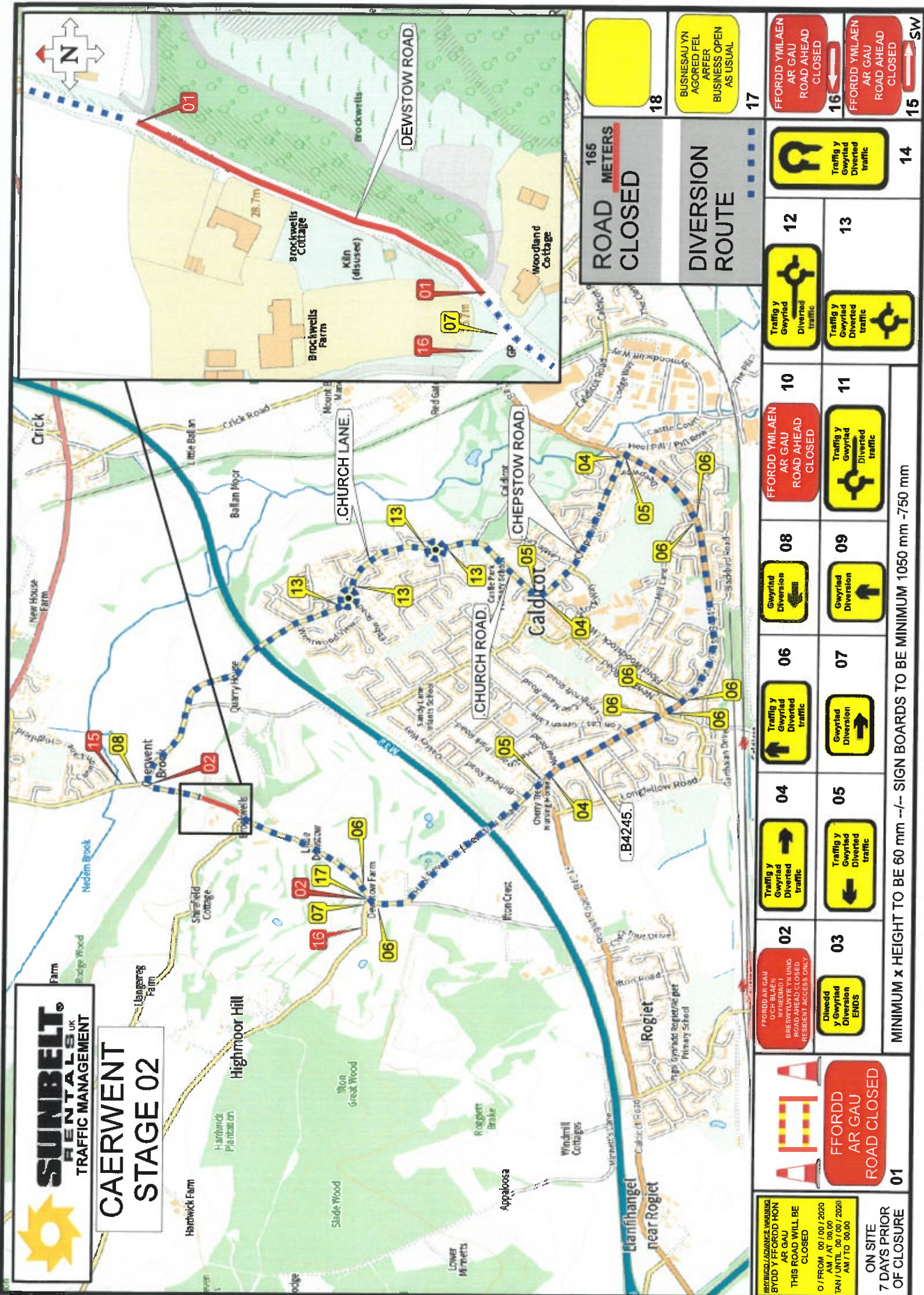
CAERWENT  
STAGE 01







**CAERWENT  
STAGE 02**





C.

**MONMOUTHSHIRE COUNTY COUNCIL  
TEMPORARY TRAFFIC REGULATION NOTICE  
SECTION 14 - ROAD TRAFFIC REGULATION ACT 1984**

**MONMOUTHSHIRE COUNTY COUNCIL  
(CHURCH ROAD, CALDICOT, MONMOUTHSHIRE)  
TEMPORARY TRAFFIC REGULATION NOTICE 2021**

**NOTICE IS HEREBY GIVEN** that **MONMOUTHSHIRE COUNTY COUNCIL** of County Hall, The Rhadyr, Usk, NP15 1GA ("the Council") pursuant to the powers conferred by Section 14(1)(a) of the Road Traffic Regulation Act 1984 do **HEREBY ORDER AND DIRECT** that for the purpose of the following regulations shall be observed:

1. The Order shall come into operation on the **1st June 2021** and will continue to be in force for a period not exceeding 18 months or until the works which it is proposed to carry out have been completed, whichever is the earlier. It is anticipated that the works will be completed **between 1st and 3rd June 2021, operating between 18:00 – 02:00 (nights)**.
2. The order is necessary for **highway resurfacing works to take place** in a safe manner at the location. Reasonable access will be maintained for properties fronting the affected lengths of road during the period of the closure.
3. The effect of the order will be to temporarily close a section of **Church Road, Caldicot, Monmouthshire**.
4. A signed diversionary route will be in place as follows: **Church Road, Dewstow Road, B4245 Newport Road, Newport Road, Jubilee Way, Sandy Lane, Church Road and vice versa**.
5. This order may be cited as the **Church Road, Caldicot, Monmouthshire** Temporary Traffic Regulation Order 2021
6. By virtue of Section 16(1) of the Road Traffic Regulation Act 1984 a person who contravenes a restriction or prohibition imposed under Section 14 of the Act shall be guilty of an offence.

Dated: **19<sup>th</sup> May 2021**

Mark Hand  
Head of Placemaking, Housing, Highways, Flooding and Planning  
Monmouthshire County Council  
PO Box 106  
Caldicot  
Monmouthshire  
NP26 9AN

**SCHEDULE**

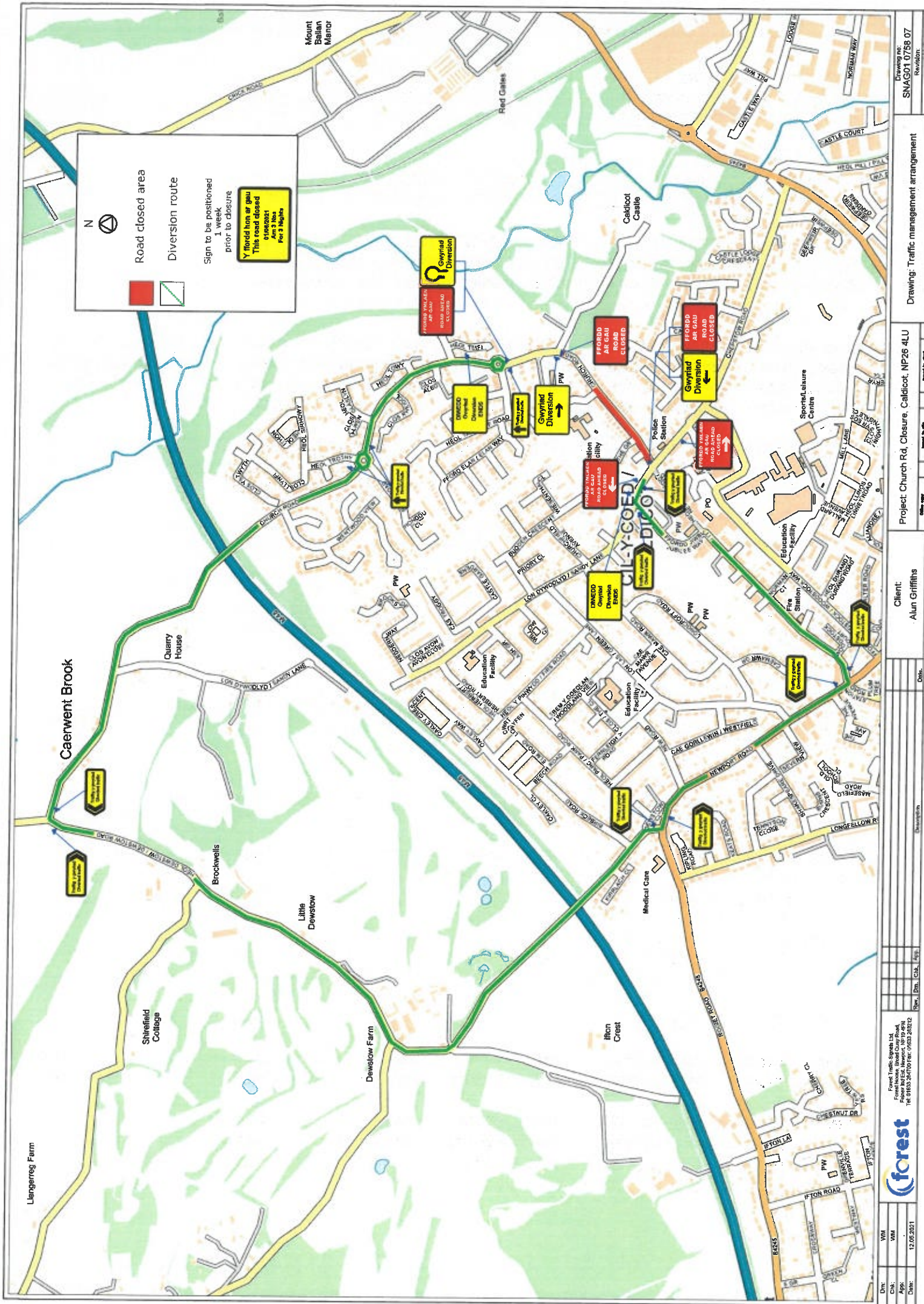
**Church Road, Caldicot, Monmouthshire**

Closed from its junction with Sandy Lane to its junction with Church Close.

Resurfacing works will take place at three locations on Church Road:

- Caldicot Castle Entrance Junction
- Junction with Llanthony Close
- Junction with The Cross





Road closed area

Diversion route

Sign to be positioned  
1 week  
prior to closure

Y ffordd hona ar gau  
This road closed  
01/04/2021  
Am 2 Nos  
Por 2 Signes

d.

**MONMOUTHSHIRE COUNTY COUNCIL**  
**SECTION 14(1)(b) - ROAD TRAFFIC REGULATION ACT 1984**  
**Footpath 13 (part), Rogiet & Footpath 6(part), Caldicot**  
**West Pill (ST473867)**

**TEMPORARY TRAFFIC PROHIBITION ORDER 2020**

**NOTICE IS HEREBY GIVEN** that on 23/12/2020 **MONMOUTHSHIRE COUNTY COUNCIL** made an Order under Section 14 (1)(b) of the Road Traffic Regulation Act 1984. The order was made because of the likelihood of danger to the public due to the substandard condition of the paths.

The effect of the Order is to temporarily close Footpath 13 (part), Rogiet & Footpath 6(part), Caldicot adjacent to West Pill and the two firing ranges. An alternative route following the Wales Coast Path is available.

The Order came into force 23/12/2020 and will remain in force for six months or until the path is longer a danger to the public, whichever is the earlier.

By virtue of Section 16(1) of the Road Traffic Regulation Act 1984 a person who contravenes a restriction or prohibition imposed under Section 14 of the Act shall be guilty of an offence.

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In December, MCC made a Traffic Prohibition order to temporarily close Footpaths 6 and 13 in Caldicot and Rogiet respectively. The legal closure is currently due to end on 23<sup>rd</sup> June, but as the issues at the site are likely to take some time to resolve MCC is looking to extend it by six months.

**I would like to ask Caldicot Town Council for its view on the proposed extension and any comments it might have about its impact on businesses and the local economy?**

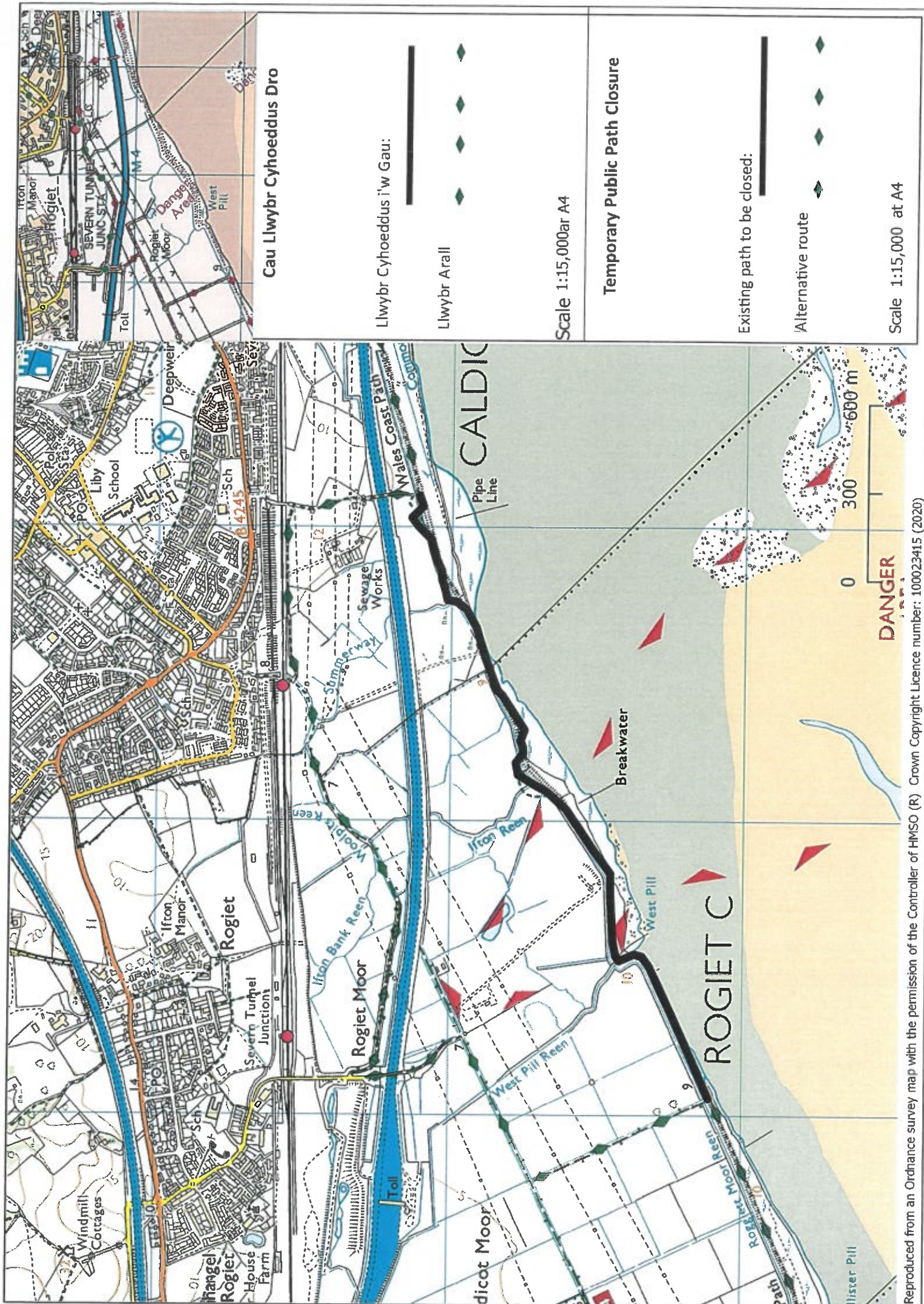
MCC would also be grateful to receive any information that might be useful about the history of the site and how it has been used by the public. Any information about the works to the sea wall, how the path has been used by the public and any interruptions in its availability would be most welcome.

Please note that this issue is not just about the Severnside Range business owner blocking the footpath. The path issues involve several landowners. The route, which has become increasingly popular, has also been the site of fly-tipping, arson, vandalism illegal cycling, motorbike uses and gates being left open, which has allowed cattle to wander off. There are also issues involving the breach of the sea defence and environmental concerns.

Notices regarding the closure of the footpath and alternative route are available on our website and we have been endeavouring to keep them up on site. We would be grateful to the Community Council to help us promote the message that removing the signage is putting people at risk. An alternative route is in place following the Wales Coast Path which is well signed and maintained as shown on the closure plan.

Currently we are liaising with all parties involved, including Natural Resources Wales, the Police, Environmental Health and the landowners, to ensure the issues around this footpath can be resolved on site, whilst protecting and adhering to the many environmental and legislative constraints, maintaining the sea wall and establishing a safe legal route for the public to use.





Cau Llwybr Cyhoeddus Dro

Llwybr Cyhoeddus i'w Gau:

Llwybr Arall

Scale 1:15,000 at A4

Temporary Public Path Closure

Existing path to be closed:

Alternative route

Scale 1:15,000 at A4



a)

### **Proposals to Establish an all-through School in Abergavenny**

Monmouthshire County Council has a statutory duty to secure sufficient and suitable school places for children within the County, and in doing so ensure that resources and facilities are efficiently utilised to deliver the education opportunities that our children deserve.

On 14<sup>th</sup> April 2021, the Council's Cabinet agreed to commence statutory consultation processes on proposals outlined under Band B of Council's 21<sup>st</sup> Century Schools Programme.

As part of this programme, the Council proposes to establish an all-through School to be located on the current King Henry VIII Comprehensive School site, Abergavenny. The Council proposes to close Deri View Primary School and King Henry VIII Comprehensive School with effect from 1<sup>st</sup> September 2023.

The proposed new School will include facilities for:

- 1200 secondary age pupil places (aged 11-16)
- 200 post 16 pupil places (post 16 / 6<sup>th</sup> form)
- 420 pupil places for primary aged pupils
- 30 full time equivalent (FTE) Nursery pupils and 20 Flying Start places.
- Suitable accommodation for 71(16 primary and 55 secondary) pupils with complex neurodevelopmental and learning needs within the school.

Statutory consultation will commence on **26<sup>th</sup> April 2021** for a period of 42 days, concluding on **8<sup>th</sup> June 2021**. The Council has developed a consultation document, which can be accessed via the Monmouthshire County Council website, and specifically via the following link <https://www.monmouthshire.gov.uk/schoolreorganisation/>

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b)

### **Caldicot Castle informal discussion**

As you are aware, Caldicot Castle and Country Park is a fantastic local resource that meets the needs of many community members and is steeped in all aspects of our work and leisure time in the area. As the Attractions Group Manager, I am excited for the opportunities we have to enhance the visitor experience and community use by a series of linked transformational projects across the castle and the country park.

As someone who has already worked with or shared that you have an interest in Caldicot Castle and Country Park, we would like to invite you to an informal discussion where we will be able to discuss the current themes and projects in the pipeline; assist us in identifying potential gaps and highlight key areas of support that you or your organisation can offer.

The session will be held on **Thursday 27th May at 6pm at the Castle**. Weather permitting, will be meeting outside to respect current social distancing and covid restrictions. Please be mindful that if it is chilly to bring a warm waterproof jacket – we will go inside the banqueting hall if the weather is poor.

We look forward to seeing you on the 27th and sharing our vision and short, mid, and long term goals which will benefit the community of Caldicot and visitors from further afield. If you cannot make this time then please let us know and we will ensure you have an opportunity to share your views and also receive feedback.

c)

### **Land for Development**

I'm enquiring on behalf of Monmouthshire County Council whether there are any town or community councils that have land that could be used for housing development. We are keen to explore all options for development within Monmouthshire, we have a large number of people in temporary accommodation and there is a significant demand for housing.

I'd be grateful if you could let me know whether your council area has any opportunities that we could explore.

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d)

### **CCTV Strategic Review [FTC 28.4.2021]**

The Monmouthshire County Council CCTV User Group sits three times a year which provides a current strategic overview, the next meeting is in June. If the Town Council wish to bring any local issues to the meeting your representatives can present them and they will be discussed.

- The cameras are showing live images 24/7 in the control room where they are monitored by an operator. The cameras themselves are set up on patrols so they move around from one preset position to another. At least twice daily the operator will check each camera operation by taking control and moving it around, any faults picked up are reported. However, should the operator be alerted to an incident occurring on one of the cameras, either by observing it themselves or via an alert from police or other source, they can take immediate control and use the camera functions to obtain the best evidence required.
- From a CCTV/Crime perspective, I hold a monthly Crime & Disorder meeting, CAD, with police and a range of partners, where current crime trends and ASB hotspot issues are discussed. CCTV only covers Caldicot town centre, in the main, and is not present elsewhere in the Severnside area. There is a Community Cohesion Officer, Shaz Miah, who is part of CAD and would bring any issues of that nature to the meeting. As far as the LDP part of the question you have included Roger, Mark and Craig in this email, they would be best placed to answer on that.
- The current provision is 10 cameras in Caldicot Town Centre including West End. The new provision in King George V Playing Fields consists of one PTZ, movable camera and one static, fixed camera. The others are all PTZ and four have recently been upgraded to IP cameras which provide clearer images day and night. As the budget allows so the others will be upgraded. The Town Council supports the operation, maintenance and monitoring of the Monmouthshire CCTV Scheme by its annual contributions, paid quarterly, which with the other three Town Council is integral to maintaining the overall scheme. Occasionally, the council may be approached to chip in additional funding if a specific problem occurs with equipment in Caldicot which cannot be met from central budget.

Once we are through this pandemic, we will be able to offer the councillors a visit to the control room, if they wish to see the operational side first hand.



**Notes of User Sub-Committee KGVPF with Representatives of Caldicot AFC, Caldicot Bowls Club and Caldicot Guides held on Tuesday, 11<sup>th</sup> May 2020 at 2.00pm at Town Council**

**Present:** Cllrs RJ Higginson (Chair), D Evans, K Harris, M Mitchell  
A McKay, A Thomas - Caldicot Town AFC  
A O'Hara - Caldicot Guides  
G Thompson - Caldicot Bowls Club

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

**Apologies:** Cllr J Bond

**Declarations of interest:** Cllr K Harris declared an interest as a member of Caldicot Bowls Club.

**Users Update**

The Chairman welcomed Users

- Caldicot Town AFC
  - Season restarting – top pitch goal mouth poor state
  - Goal posts reaching end of life – possibility of enquiring with leisure centre if spares available
  - Training on main pitch from mid-July
  - Reports of people climbing fence - suggested anti-vandal paint
  - Old wooden bus shelter inside patio area
  - Noted CCTV camera in operation at KGVPF
- Caldicot Guides
  - Damaged fence – along KGVPF allotment and guide hut (mound of soil against fence). H&S Committee had discussed.
  - Request for gate into allotments for fire escape.
  - KGVPF gates locked. Access required for parents picking up children.
  - Concerns regarding demolition of compound and development of MUGA, would cause lack of parking.
- Caldicot Bowls Club
  - Concerns regarding reduction of car parking spaces when MUGA is built.
  - Bowls Club members require gates to be open later for away matches.
  - Suggest trial to see if CCTV prevents antisocial behaviour.
  - Option for one KGVPF gate key may be provided to Bowls Club

**MUGA development**

A member raised concerns that the development of the proposed MUGA (multi use games area) would eradicate all parking on KGVPF. It was clarified that consultation had been held, prior to the Covid pandemic. There would still be parking available and the proposal was subject to planning permission, designs had not been drawn up.

**King George V Playing Fields Gates**

Temporary arrangements had been put in place, to close the gates at 9.30pm during Summer months. Concerns were expressed by users regarding access later in the evenings and suggested that gates were unlocked on a trial basis. Committee listened to the concerns regarding parking and the closure of the KGVPF gates. Users were asked to write to Town Council with concerns, to be considered by Full Council on Wednesday 26<sup>th</sup> May.

**6 Month Review – KGVPF Trustee Agreement with Caldicot Town AFC**

Wording to be amended - item 6 of agreement – Caldicot Town Council to maintain perimeter and surround of enclosed football pitch.

Meeting ended at 2.55pm

## **Request from Users – King George V Playing Fields**

### **BOWLS CLUB**

I am writing on behalf of Caldicot Bowls Club, on the instruction of the acting Chairman Gary Thompson.

Gary attended the KGV user group meeting on Tuesday 11th May when there was a discussion regarding the locking of the gates.

As a result of subsequent discussion by members of Caldicot BC it has been decided that we are quite happy that the gates will be locked at 9.30 p.m. throughout the summer months.

We would like to exercise the given option to have access to a key 24 hours prior to the club holding a late evening function when it would be used to open the gates and allow members with cars to leave. This would be by a nominated key holder or deputy, who would return said key as soon as possible after the event.

### **CALDICOT DISTRICT GUIDES**

As discussed at the meeting this afternoon, I think it would be a good idea to have a trial period to see if the CCTV in the playing fields is enough to deter the antisocial behaviour and the gates no longer need to be locked.

This will solve the problem of groups having late night activities and the concern about the car park being locked.

# Agenda Item for Town Council meeting planned for

26<sup>th</sup> MAY 2021

Input by Cllr ...K. HARRIS.....

## Issue

Removal of car parking spaces in King George V Playing Fields

## Background

In the Summer of 2019 I brought to Town Council the need for additional parking to facilitate the increasing use of the playing fields

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

## Proposal

that no car parking spaces are removed from King George V Playing Field

## Desired Outcome

car parking spaces remain the same or increased

## Benefits of proposal

this benefits all users of the playing fields to have easy access. This includes

- ① Young footballers and their parents that watch
- ② Less able grandparents and parents that use

Mydocs/Forms/Agenda Format 2014 their cars to take children to the Park

P.T.O.

# Agenda Item for Town council meeting planned for

26<sup>th</sup> MAY 2021

Input by Cllr. K. HARRIS

## Issue

Inaccurate Information given to Fuel Town Council before it was agreed to go ahead with Muga Placement

## Background

At the meeting of Town Council in March I asked the question if there had been any consultation with all concerned. The answer given was yes there had been. At last weeks meeting with playing field users I was supised that the three users present knew nothing of any alterations to the car park. Two of these users were very unhappy with the loss of Car parking Spaces.

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

## Proposal

The implementation of the Muga should not go ahead until there has been proper consultations to assess any detrimental effect of losing the car parking Spaces to the existing users.

The effect has not been fully considered for present users of the car park.

### Desired Outcome

Placing Muga in alternative position in the playing field.

If the Muga goes ahead an alternative parking area should be provided.

### Benefits of Proposal

Town Council will not be responsible for making it more difficult for the amount of people who use the playing field car park and the possible devaluing of the adjacent properties because of noise and high fencing.