

Caldicot Town Council
Cil-Y-Coed



Minutes

24th November 2021

CALDICOT TOWN COUNCIL
Minutes of Full Council held at 6.30pm
on Wednesday, 24th November 2021 at Caldicot Town Council
(Hybrid meeting held in person and via Starleaf)

Present: **Cllrs:** RJ Higginson K Harris (*Starleaf*)
 J Bond A Lloyd (*Starleaf*)
 W Conniff M Mitchell
 A Easson (*Starleaf*) F Rowberry
 O Edwards C Watkins
 D Evans R Wilsher
 J Harris (*Starleaf*)

[In attendance: S King, Acting Clerk; B Hodges; Members of the public]

10516 Apologies

Apologies were received from Cllrs R Garrick, M Stevens, P Stevens.

10517 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.

Cllr C Watkins declared a personal interest as a Foodbank volunteer and as Chairman of Friends of Guiding.

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

10517a Open Forum for Public Participation [maximum 15 minutes at Mayor's Discretion]

A member of the public raised a query regarding tents that have been pitched near the Cricket Club and asked if the local authority was providing any assistance to the person(s). In response, it was noted that the person was receiving assistance from Mon CC.

10518 To Approve the Minutes:

i. Minutes of Full Town Council 27th October 2021 - Mayor to sign the Minutes.

The Minutes of Full Town Council 27th October 2021 were approved as a true record and duly signed by the Mayor

ii. Minutes of Planning and Resources 9th November 2021 – Mayor to sign the Minutes

The Minutes of Planning and Resources 9th November 2021 were approved as a true record and duly signed by the Mayor.

iii. Minutes of Estimates Committee 9th November 2021 – Mayor to sign the Minutes

The Minutes of Estimates Committee 9th November 2021 were approved as a true record and duly signed by the Mayor.

- 10519 To Fix the Precept for submission to Mon CC for 2022/2023 in the sum of £385,930 (three hundred and eighty-five thousand, nine hundred and thirty pounds)**

Caldicot Town Council resolved to fix the precept for submission to Mon CC for 2022/2023 in the sum of £385,930 (three hundred and eighty-five thousand, nine hundred and thirty pounds).

10520 Planning

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

A) Planning Applications Received:

DM/2021/01485: Reconsultation. Discharge of Conditions 5 and 11 of planning consent DM/2018/00696 (drainage strategy).

Amendment details: Section 104 plans received. Letter from Welsh Water

- Land Development South of Crick Road

NOTED

DM/2021/01803: Planning Permission. Window and door replacements

- Cwrt Severn, Caldicot NP26 4JZ

APPROVED

10521 Finance

- i. To approve cheque list November 2021

Town Council approved cheque list November 2021

- ii. To consider invoice Town Cleansing and Sweeping 2021/2022 (contribution towards manual sweeping) - £21,537.81 +VAT

Clarification was provided, Town Council contribute financially to support the cleaning service in the Town Centre and do not employ a specific individual to undertake the work. In the case of any absence, the Mon CC waste and cleansing team would provide cover for undertaking the cleaning service in the Town Centre.

- a) Town Council agreed payment in 2 instalments for 2020/2021, quarterly thereafter

Town Council deferred this item to a future meeting. Town Council agreed that discount should be requested, prior to payment of the invoice.

- iii. To note increase to dog waste bin collection 4.4.2022 – 25p per bin (£6.50)

Town Council approved increased dog bin collection from 4.4.2022 (25p per bin).

- iv. Appreciations for donations:

- a) Town Council noted the appreciation for donation Caldicot Youth Group - £5,000

10522 To consider vacancy on Personnel Committee

Town Council appointed Cllr A Easson to the vacancy on Personnel Committee

10523 To consider notes and recommendations of Town Council Building Working Group, held on Thursday 11th November at 11.30am

Town Council received the notes and recommendations of Town Council Building Working Group, held on Thursday 11th November at 11:30am.

10524 Members Items of Business:

a) Cllr A Easson – Caldicot Town Team Accounts

In presenting the item, Cllr Easson requested Town Council discuss the recent report presented to the AGM of Caldicot Town Team. At a recent briefing by Mr Reeks, Town Council was advised to forward any questions to him for answers (due to a clash of Full Town Council meeting and Town Team AGM). Town Council supported the proposal by Cllr Easson and agreed that questions should be forwarded to the Town Council office for submission to Town Team.

b) Cllr A Easson – Town Council building entrance doors

In presenting the item, Cllr Easson raised observations that visitors, especially those who are physically impaired, have difficulty opening the doors and accessing the Town Council Building. It was proposed that automatic power-assisted doors are installed to make the building more accessible. This scheme would be undertaken by the Town Council Building Working Group. The Acting Clerk was asked to investigate options and prices.

c) Cllr C Watkins – Caldicot Foodbank

Cllr C Watkins declared a personal interest as a Foodbank volunteer.

In presenting the item, Cllr Watkins advised that, despite several approaches by Foodbank, Aldi has been unresponsive to calls for a food collection point to be placed in its store.

Town Council agreed to contact Aldi on behalf of Foodbank to request a food collection point be placed in its Caldicot store.

d) Cllr W Conniff – Global Warming

In presenting the item, Cllr Conniff requested Town Council support to the UN Climate Change (COP26) to reduce the effects of global warming, recognising that no contribution is too small and we all have a part to play. It was proposed to:

1. Plant an oak tree by the two benches in the grassed area on the old White Hart site
2. Engage with schools to prepare a time capsule, not to be opened until 2121/2123
3. Set up a local climate change interest group/committee with action points

Town Council agreed in principle to plant an oak tree, involve schools to prepare a time capsule and set up a climate change committee. The following expressed an interest in joining the committee:

Cllr W Conniff
Cllr J Bond

Cllr M Mitchell
Cllr M Stevens

Cllr O Edwards
Cllr A Lloyd

Cllr R Wilsher

Any other interested in joining the committee should contact the Town Council office.

10525 To note successful applications, Mon CC Transforming Towns Funding – Caldicot Events Committee £1,100 and Caldicot Town Team £1,450

Town Council noted the successful applications for Transforming Towns Funding were Caldicot Events Committee (£1,100) and Caldicot Town Team (£1,450). U3A had unfortunately been unsuccessful on this occasion, due to the nature of the event.

10526 To note traffic prohibition order extension – Footpaths 6 and 13 in Caldicot and Rogiet

Town Council noted the traffic prohibition order extension – Footpaths 6 and 13 in Caldicot and Rogiet

10527 To consider request for alternative headstone at Dewstow Cemetery

Town Council discussed the request for an alternative headstone at Dewstow Cemetery and noted the unusual style, suitability of material and Health and Safety implications.

Town Council agreed to defer the item to Health and Safety Committee and to invite the cemetery groundsman to provide technical advice.

10528 To consider request from 'Stitched Together' regarding community quilt

The Stitched Together group had contacted Town Council regarding creation of a community quilt following the Covid pandemic. The group had contacted the creative writing group to create a booklet to sit alongside the quilt.

The Stitched Together Group requested support from Town Council and any interested parties to get involved.

Members were asked to send any ideas to the Town Council office.

10529 Reports

a) Reports from Town Council Representatives on Outside Bodies

No reports were received.

b) Governor's reports

Cllr F Rowberry advised that a Headteacher would be appointed soon at Dewstow Primary School.

c) Police Report

The Police Report was circulated to councillors prior to the meeting. The report was noted. Town Council requested that police representatives attend future meetings.

d) Other

No other reports were received.

10530 To note actions/updates from previous meetings

[The list includes updates on actions from previous meetings – where decisions are required on any matters, members should request that an item is included on a future agenda]

The following points were noted regarding actions/updates from previous meetings:

- Community Thank You Working Party - Chair advised meeting would be scheduled for early 2022.
- Fence at Cas Troggy Play Area - Acting Clerk advised that Mon CC had been contacted on 17.11.2021 for an update. Mon CC looking to programme the works some time in 2022/2023. Meeting to be arranged with Mon CC.
- Meeting to be arranged with MCC regarding local developments and school class numbers.
- It was noted that any members with email access issues should contact the Town Council office.

10531 Resolved - Exclusion of Press and Public

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

10532 To consider draft terms – dog bin emptying

Town Council resolved to accept the draft contract terms for dog bin emptying.

The meeting ended at 8.15pm

Mayor/Deputy Mayor

Cheque List

November 2021

Payment Reference	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505319	19863	29/10/21	£6.85	£0.00	£6.85 ADMIN	B Hodges	Expenses
505320	19864	29/10/21	£2,148.00	£358.00	£1,790.00 FACS	Steroplast Healthcare Ltd	Defibrillators x 2
505321	19875	29/10/21	£95.00	£0.00	£95.00 ADMIN	Caer	Health services
505322	19876	29/10/21	£180.00	£0.00	£180.00 KGVPF	Mon CC	Suds pre-application
505323	19877	29/10/21	£215.00	£35.83	£179.17 ADMIN	Brighter Bills Ltd	Telephone
505324	19878	29/10/21	£3,430.00	£0.00	£3,430.00 FACS	Mon CC	CCTV
505325	19880	29/10/21	£697.25	£116.21	£581.04 KGVPF	Mon CC	KGVPF play inspections
505326	19853	28/10/21	£1,800.00	£0.00	£1,800.00 CWB	Caldicot Walking Football Club	Grant Donation
505327	19854	28/10/21	£1,000.00	£0.00	£1,000.00 CWB	Caldicot Community Café	Grant Donation
505328	19855	28/10/21	£100.00	£0.00	£100.00 CWB	West of England MS Therapy	Grant Donation
505329	19858	29/10/21	£65.00	£0.00	£65.00 KGVPF	Fields In Trust	membership renewal
505330	19856	29/10/21	£104.26	£17.38	£86.88 ADMIN	Konica Minolta	Photocopying
505330	19857	29/10/21	£34.42	£5.74	£28.68 ADMIN	Konica Minolta	Photocopying
505330	29/10/21		£138.68	£23.12	£115.56		
505331	19859	29/10/21	£528.00	£88.00	£440.00 FACS	P&P Pest Control	Annual contract Dewstow Cemetery
505332	19860	29/10/21	£32.00	£0.00	£32.00 FACS	R Morse	TC Building
505332	19861	29/10/21	£55.65	£0.00	£55.65 FACS	R Morse	TC Building cleaning cover
505332	29/10/21		£87.65	£0.00	£87.65		
505333	19862	29/10/21	£11.22	£0.00	£11.22 ADMIN	S King	Expenses
505335	19897	03/11/21	£195.00	£0.00	£195.00 ADMIN	Post Office Ltd	postage
505336	19896	03/11/21	£1,050.00	£175.00	£875.00 FACS	Steroplast Healthcare Ltd	Defib external cases x 2
505338	19893	09/11/21	£28.00	£0.00	£28.00 FACS	G Harris	window cleaning
505339	19892	09/11/21	£95.00	£0.00	£95.00 ADMIN	Caer	Health services
505340	19890	09/11/21	£60.00	£10.00	£50.00 FACS	P&P Pest Control	Pest control (Dewstow Cemetery)
505340	19891	09/11/21	£528.00	£88.00	£440.00 FACS	P&P Pest Control	Pest control (o/s 2021)
505340	09/11/21		£588.00	£98.00	£490.00		
Total			£12,458.65	£894.16	£11,564.49		
Direct Debits/Bank Transfer payments							
AS201121	20/11/21		£12,325.28	£0.00	£12,325.28	Salaries	Salaries/Tax/NI November 2021
Bank Transfer payments (EstCttee101120)							
1.11.21	03/11/21		£137.84	£222.97	£1114.87	J Ball	Cemetery Maintenance Contract October 2021
1.11.21	03/11/21		£1250.74	£208.46	£1042.28	P Villars	Bowls Green Maintenance October 2021
1.11.21	03/11/21		£1343.75	£0.00	£1343.75	Merlin Waste	Merlin Waste Dog Bins November 2021
1.11.21	03/11/21		£1855.50	£0.00	£1855.50	R Lewis	Grounds Maintenance Contract October 2021

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1 Notes of Users Committee held Thursday 11th November 2021 at 1.00pm

Cllr K Harris advised that the meeting notice had not been received.

The Acting Clerk advised that all Town Council members had been provided with working email addresses and any members with email access issues should contact the office.

Town Council received the notes of the Users Committee held on Thursday 11th November 2021 at 1:00pm.

2 Members item, Cllr C Watkins – Playing Field Gates

Cllr C Watkins declared a personal interest as Chairman of Friends of Guiding.

In presenting the item, Cllr Watkins noted that the King George V Playing Fields gates were being locked at 5pm during the winter period, which caused issues for Guiding groups. Several different guiding groups meet on different evenings and some finish at 9pm, use of one key would be difficult for group leaders to manage and it was suggested that Town Council consider alternative arrangements.

a) To consider correspondence regarding 5pm locking of gates during winter months

Correspondence was received and noted.

Following discussions, it was agreed to hold a meeting of the Users Committee on Monday 29th November 2021 at 10am at Town Council to try and resolve the issues raised regarding gate access.

3 Correspondence from Caldicot Friends of Guiding regarding Boundary Fence *[Groundsman tensioned fence May and November 2021]*

Town Council received correspondence from Caldicot Friends of Guiding regarding the repair of the boundary fence and agreed to discuss the matter at Users Committee, to be held on Monday 29th November 2021 at 10am at Town Council.

4 To consider STRI Bowls Green Report

Cllr K Harris declared a personal interest as a member of the Bowls Club.

Town Council noted the STRI Bowls Green Report.

5 MUGA Project SUDS advice *[Recommending ground testing – see item 'exclusion press and public']*

Town Council received and noted the MUGA Project SUDS advice.

6 Resolved - Exclusion of Press and Public

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

7 To consider quotation for ground testing – MUGA project

Town Council resolved to accept the quotation for the MUGA Project ground testing - £1,650.00 +VAT

The meeting ended at 8.25pm

Mayor/Deputy Mayor

CALDICOT TOWN COUNCIL
Minutes of Extraordinary Full Town Council held at 11.00am
on Wednesday, 15th December 2021 at Caldicot Town Council
(Hybrid meeting held in person and via Starleaf)

Present: **Cllrs:** RJ Higginson M Mitchell
 W Conniff F Rowberry
 A Easson (Starleaf) C Watkins (Starleaf)
 D Evans R Wilsher

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

10533 Apologies

Apologies were received from Cllrs O Edwards, R Garrick, J Harris, K Harris, M Stevens, P Stevens.

Cllrs M and P Stevens wished it to be noted that whilst they would have liked to attend, they had to provide apologies due to personal and prejudicial interests in personnel items.

10534 Declarations of interest

There were no declarations of interest.

10535 To approve minutes and consider recommendations of Personnel Committee meetings held:

a) 10th November 2021 *[confidential report agenda item 5a]*

Town Council approved the minutes and recommendations of Personnel Committee meeting held on 10th November 2021

b) 23rd November 2021 *[confidential report agenda item 5b]*

Town Council approved the minutes and recommendations of Personnel Committee meeting held on 23rd November 2021

10536 Resolved - Exclusion of Press and Public

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

10537 To approve confidential reports of Personnel Committee meetings:

a) 10th November 2021

Town Council approved the confidential report of Personnel Committee meeting held 10th November 2021

b) 23rd November 2021

Town Council approved the confidential report of Personnel Committee meeting held 23rd November 2021

Town Council resolved to approve cost of £1995 for independent specialist service.

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1 To consider notes from Users Committee meeting held on Monday 29th November 2021 at 10am

Town Council received and approved the notes and recommendations of Users Committee meeting held on Monday 29th November 2021.

It was suggested that signs could be placed on the KGVPF gate pillars and in the car parking area regarding closing times.

Town Council agreed the following:

- **Cost a replacement padlock for KGVPF gates and an additional 8 keys – Town Council approved cost of £300**
- **Guides to keep a register of key holders and share with council**
- **To look at the possibility of additional lighting for the footpath between KGVPF Bowls Club and Longcroft Road**
- **Request the town centre street cleaners to include the footpath at KGVPF**
- **The possibility of CCTV signage at both ends of the footpath**
- **Council to cost replacing the existing wire fence between the Guide hut and allotments. Council to also cost a fire gate (one way) included in the fence**

2 To consider request from Chepstow and Caldicot Lions, Charity Event 22nd May 2022

Town Council agreed to the request from Chepstow and Caldicot Lions to hold a charity event at King George V Playing Fields on 22nd May 2022.

a) Subject to confirmation regarding Town Council insurance

Town Council agreed to provide evidence of its liability insurance.

3 To approve cost of £175 for Health and safety works, KGVPF top pitch (not fenced area)

[b/f FTC 24.11.2021 – dips in pitch and goal areas]

Town Council approved cost of £175 for Health and Safety works

The meeting ended 11.40am

CALDICOT TOWN COUNCIL

Minutes of Planning & Resources Committee held at 6.30pm

on Tuesday, 11th January 2022 at Caldicot Town Council

[Remote meeting via Starleaf]

Present: Cllrs: RJ Higginson (Chair)

J Bond

A Easson

D Evans

R Garrick

M Mitchell

F Rowberry

M Stevens

C Watkins

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

1. Apologies

Apologies received from Cllrs W Conniff, J Harris, K Harris, P Stevens, R Wilsher

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

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

3. Planning

A) Planning Applications:

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

DM/2021/01494: Householder. Proposed single storey rear extension. Hip to gable roof with rear dormer.

– 212 Newport Road, Caldicot, NP26 4AE

DEFERRED*

**Deferred - abuts against neighbouring property - further information required*

DM/2021/01918: Planning Permission. Single storey rear extension.

– 104 Mill Lane, Caldicot, NP26 5DD

APPROVED

DM/2021/01946: Planning Permission. We are proposing to renovate, conserve and extend the Grade II listed property that is Court House Farm.

– Court House Farm, Castle Lea, Caldicot, NP26 4GZ

APPROVED

DM/2021/01947: Listed Building Consent Heritage. We are proposing to renovate, conserve and extend the Grade II listed property that is Court House Farm.

– Court House Farm, Castle Lea, Caldicot, NP26 4GZ

APPROVED

DM/2021/02020: Householder. 2 storey side extension, single storey rear extension and first floor dormer extension to the front.

– 1 Wentwood View, Caldicot, NP26 4QG

APPROVED

4. To note consultation Seawall Caldicot Rogiet [end 31st January 2022]

Town Council noted the consultation on the Seawall between Caldicot and Rogiet.

5. To receive Internal Audit Report 2021-2022 Interim Report

Town Council noted the Interim Internal Audit Report 2021-2022. Council was pleased to note that the auditor had commended the Acting Clerk/RFO for the exemplary manner in which documents were presented and complimented members of staff who have worked strenuously to maintain services for their constituents during challenging, unsettling and unprecedented times. Town Council noted the two recommendations and agreed to discuss R2 (Review of Investments and Loans) at the Full Town Council meeting on 26th January 2022.

Town Council agreed to agenda the report for Town Council meeting 26th January 2022. Town Council requested options regarding Recommendation 2 (Review of Investments and Loans).

6. To approve delegated powers for Acting Clerk to transfer funds to Cooperative Bank Instant Access Account (Precept 3 – December 2021)

Town Council approved delegated powers for Acting Clerk to transfer funds to Cooperative Bank Instant Access Account (Precept 3 – December 2021).

7. Police Attendance

Concerns were raised that the police no longer attend meetings. Town Council resolved to invite the Police Commissioner and Inspector to a meeting to discuss future attendance and to ask what can be done to address the increased anti-social behaviour and drug use in the town.

Town Council resolved to invite the Police Commissioner and Inspector to a meeting to discuss future attendance and to ask what can be done to address the increased anti-social behaviour and drug use in the town.

The meeting ended at 7:15pm

Mayor/Deputy Mayor

Payment Reference list

December 2021/January 2022

Payment Reference	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505341	19888	11/11/21	£52.48	£8.75	£43.73 ADMIN	Konica Minolta	photocopying (o/s july)
505342	19940	23/12/21	£48.00	£0.00	£48.00 FACS	R Morse	TC Building security
505343	19941	23/12/21	£90.31	£15.05	£75.26 KGVPF	STRI	Bowls green inspection Nov
505344	19942	23/12/21	£218.22	£36.37	£181.85 ADMIN	Brighter Bills Ltd	Telephone
505344	19943	23/12/21	£219.17	£36.53	£182.64 ADMIN	Brighter Bills Ltd	Telephone
505344		23/12/21	£437.39	£72.90	£364.49		
505345	19944	23/12/21	£4,482.00	£747.00	£3,735.00 FACS	City Illuminations	remote switch on equipment - christmas lights switch on
505345	19945	23/12/21	£13,140.00	£2,190.00	£10,950.00 FACS	City Illuminations	install and removal of christmas lights for switch on event
505345		23/12/21	£17,622.00	£2,937.00	£14,685.00		
505346	19946	23/12/21	£73.57	£12.26	£61.31 FACS	Trident Water	quarterly contract
505346	19947	23/12/21	£73.57	£12.26	£61.31 FACS	Trident Water	quarterly contract
505346	19948	23/12/21	£73.57	£12.26	£61.31 FACS	Trident Water	quarterly contract
505346	19949	23/12/21	£73.57	£12.26	£61.31 FACS	Trident Water	quarterly contract
505346	19950	23/12/21	£73.57	£12.26	£61.31 FACS	Trident Water	quarterly contract
505346	19951	23/12/21	£73.58	£12.27	£61.31 KGVPF	Trident Water	quarterly contract
505346		23/12/21	£441.43	£73.57	£367.86		
505347	19952	23/12/21	£90.00	£15.00	£75.00 KGVPF	J Reece	connifer hedge maintenance KGVPF
505347	19953	23/12/21	£306.00	£51.00	£255.00 FACS	J Reece	annual cutting copse sandy lane
505347		23/12/21	£396.00	£66.00	£330.00		
505348	19954	23/12/21	£41.26	£6.88	£34.38 ADMIN	Complete Business Solutions Group Ltd	Stationery
505349	19925	23/12/21	£552.00	£92.00	£460.00 ADMIN	Auditing Solutions	Interim audit 2021-2022
505350	19926	23/12/21	£15.00	£0.00	£15.00 FACS	Mon CC	Allotment rent
505351	19927	23/12/21	£375.00	£0.00	£375.00 ADMIN	St David's Hospice Care	Mayors Charity donation 2020/2021
505352	19928	23/12/21	£375.00	£0.00	£375.00 ADMIN	Wales Air Ambulance	Mayors Charity donation 2020/2021
505353	19968	12/01/22	£107.98	£18.00	£89.98 FACS	Mon CC	Energy and maintenance - lighting
505354	19969	12/01/22	£40.00	£0.00	£40.00 ADMIN	Information Commissioner	Data protection fee renewal
505355	19970	12/01/22	£312.50	£0.00	£312.50 KGVPF	R Morse	KGVPF gates
505355	19971	12/01/22	£150.00	£0.00	£150.00 KGVPF	R Morse	KGVPF gates
505355	19972	12/01/22	£56.00	£0.00	£56.00 FACS	R Morse	TC building attendance
505355		12/01/22	£518.50	£0.00	£518.50		
Page Sub Total			£21,112.35	£3,290.15	£17,822.20		
Running Sub Total			£21,112.35	£3,290.15	£17,822.20		

Payment Reference list

December 2021/January 2022/21

Payment Reference	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505356	19973	12/01/22	£312.50	£0.00	£312.50 FACS	L Watkins	Cemetery gates
505357	19975	12/01/22	£6,814.08	£1,135.68	£5,678.40 ADMIN	Pinnaca (BCS Global Ltd)	Remote meeting equipment
505357	19976	12/01/22	£144.00	£24.00	£120.00 ADMIN	Pinnaca (BCS Global Ltd)	Remote meeting equipment
505357	12/01/22		£6,958.08	£1,159.68	£5,798.40		
505358	19965	12/01/22	£1,450.00	£0.00	£1,450.00 ADMIN	Caldicot Town Team	Transforming Towns funding MCC
505359	19974	12/01/22	£1,100.00	£0.00	£1,100.00 ADMIN	Caldicot Events Committee	Transforming Towns Funding MCC
Total			£30,932.93	£4,449.83	£26,483.10		
Direct Debits/Bank Transfer payments							
AS200122		Dec 21/Jan 22	£24,650.56	£0.00	£24,650.56	Salaries	Salaries/Tax/Nl December 2021 – January 2022
Bank Transfer payments (EstCttee101120)							
18.11.21/10.12.21		Nov/Dec 21	£20.00	£0.00	£20.00	Playworks	Payroll Bureau November/December 2021
10.12.21/10.1.22		Dec 21/Jan 22	£2652.00	£442.00	£2210.00	J Ball	Cemetery Maintenance Contract November/December 2021
10.12.21/10.1.22		Dec 21/Jan 22	£2501.48	£416.92	£2084.56	P Villars	Bowls Green Maintenance November/December 2021
10.12.21/10.1.22		Dec 21/Jan 22	£2902.50	£483.75	£2418.75	Merlin Waste	Merlin Waste Dog Bins December 2021/January 2022
10.12.21/10.1.22		Dec 21/Jan 22	£2711.00	£0.00	£2711.00	R Lewis	Grounds Maintenance Contract November/December 2021

Financial Budget Comparison

Comparison between 01/04/21 and 31/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
INCOME					
Town Facilities					
200	Burial Fees	£15,000.00	£0.00	£11,695.00	-£3,305.00
205	Allotment Rents	£2,000.00	£0.00	£1,920.00	-£80.00
210	Town Council Building Hire	£2,000.00	£0.00	£64.00	-£1,936.00
215	Nursery Rent/Recharge Insurance	£6,100.00	£0.00	£4,500.00	-£1,600.00
220	Refund Business Rates 9SL 16/17 (MCC)	£0.00	£0.00	£0.00	£0.00
Total Town Facilities		£25,100.00	£0.00	£18,179.00	-£6,921.00
Administration					
100	Precept	£0.00	£0.00	£385,930.00	£385,930.00
105	Agency Services Provided	£0.00	£0.00	£0.00	£0.00
115	Sale of Assets	£0.00	£0.00	£0.00	£0.00
120	Insurance claim	£0.00	£0.00	£74.96	£74.96
125	Bank Interest (current)	£0.00	£0.00	£0.00	£0.00
130	VAT Receivable	£0.00	£0.00	£6,582.11	£6,582.11
140	Contra	£0.00	£0.00	£1.32	£1.32
600	Loan/Capital Receipt	£0.00	£0.00	£0.00	£0.00
620	Bank Interest Select Instant Access Acct	£1,000.00	£0.00	£0.00	-£1,000.00
630	Investment interest CCLA	£1,000.00	£0.00	£34.68	-£965.32
640	Investment interest Mon BS	£0.00	£0.00	£364.27	£364.27
Total Administration		£2,000.00	£0.00	£392,987.34	£390,987.34
Total Income		£27,100.00	£0.00	£411,166.34	£384,066.34
EXPENDITURE					
KGVPF Trustee Land					
5010	Child Play Area Materials Etc	£5,000.00	£0.00	£0.00	£5,000.00
5020	Playarea Safety Inspections	£1,000.00	£0.00	£763.54	£236.46
5030	Playarea Gates Attendant	£1,250.00	£0.00	£625.00	£625.00
5040	Compound Elect Supply	£0.00	£0.00	£58.48	-£58.48
5050	Welsh Water	£0.00	£0.00	£12.59	-£12.59
5060	Security/fire alarm systems	£0.00	£0.00	£0.00	£0.00
5070	Compound Repairs	£0.00	£0.00	£0.00	£0.00
5081	MUGA Project/Maintenance	£0.00	£0.00	£5,490.00	-£5,490.00
5090	Grounds Maintenance Contractor	£14,000.00	£0.00	£10,162.28	£3,837.72
5095	Waste Removal	£200.00	£0.00	£0.00	£200.00
5100	Fields in Trust Affiliation	£70.00	£0.00	£65.00	£5.00
5110	Green Flag Award/signs	£1,000.00	£0.00	£0.00	£1,000.00
5120	External repairs	£0.00	£0.00	£0.00	£0.00
5125	Trees/Bushes	£1,000.00	£0.00	£395.00	£605.00
5135	Litter Bins	£1,000.00	£0.00	£0.00	£1,000.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
5140	Bowling Green Contractor	£14,000.00	£0.00	£8,338.24	£5,661.76
5150	STRI Subscription/Inspection	£800.00	£0.00	£705.26	£94.74
5155	Works to Bowls Club	£0.00	£0.00	£0.00	£0.00
5160	Pest Control	£100.00	£0.00	£0.00	£100.00
5180	Repairs to wall KGVPF	£1,000.00	£0.00	£0.00	£1,000.00
5200	Replace bollards	£1,000.00	£0.00	£0.00	£1,000.00
5230	Asbestos re-inspect Bowls Club	£0.00	£0.00	£0.00	£0.00
5260	Legionella inspect Bowls Club	£1,000.00	£0.00	£179.99	£820.01
5275	Fixed wiring testing (5 years)	£0.00	£0.00	£0.00	£0.00
5285	Upgrade Bowls Club Benches	£0.00	£0.00	£0.00	£0.00
5295	Inclusive Roundabout	£0.00	£0.00	£0.00	£0.00
5300	KGVPF Entrance Gates Attendant	£1,250.00	£0.00	£300.00	£950.00
Total KGVPF Trustee Land		£43,670.00	£0.00	£27,095.38	£16,574.62
Town Facilities					
2000	Allotments	£2,910.00	£0.00	£1,034.48	£1,875.52
2100	Cemetery	£28,580.00	£0.00	£13,275.03	£15,304.97
2200	CCTV	£14,500.00	£0.00	£10,290.00	£4,210.00
2210	Christmas Lighting	£22,000.00	£0.00	£14,685.00	£7,315.00
2220	Floral Displays	£1,000.00	£0.00	£0.00	£1,000.00
2230	Grounds maintenance Orchard Close	£500.00	£0.00	£264.00	£236.00
2240	Dog Waste Bin Collection/Bins	£10,000.00	£0.00	£8,889.25	£1,110.75
2250	Bus shelter maintenance	£1,000.00	£0.00	£0.00	£1,000.00
2260	Citizen's Advice Bureau	£15,000.00	£0.00	£15,000.00	£0.00
2270	Town Twinning	£0.00	£0.00	£0.00	£0.00
2400	Town Council Building	£16,700.00	£0.00	£5,083.96	£11,616.04
2450	9 Sandy Lane	£500.00	£0.00	£179.97	£320.03
2460	Land Top Sandy Lane	£1,000.00	£0.00	£255.00	£745.00
2495	Defibrillators	£0.00	£0.00	£2,665.00	£-2,665.00
2496	Hand Sanitiser Units	£2,000.00	£0.00	£0.00	£2,000.00
2497	Town Regeneration	£0.00	£0.00	£0.00	£0.00
Total Town Facilities		£115,690.00	£0.00	£71,621.69	£44,068.31
Community Well-Being					
2280	Entertainments & Arts	£7,000.00	£0.00	£0.00	£7,000.00
2290	Events Committee	£9,000.00	£0.00	£9,000.00	£0.00
2300	Playscheme	£5,000.00	£0.00	£0.00	£5,000.00
2310	Caldicot Youth Group	£5,000.00	£0.00	£5,000.00	£0.00
2340	St Mary's Church Luncheon Fund	£3,000.00	£0.00	£0.00	£3,000.00
3010	General/Community Groups	£9,000.00	£0.00	£14,685.00	£-5,685.00
3030	Garden Competition	£500.00	£0.00	£290.00	£210.00
3040	Royal British Legion	£600.00	£0.00	£100.00	£500.00
3045	Merchant Seaman Day	£100.00	£0.00	£0.00	£100.00
3050	Flowers/Spray/Cards Etc	£200.00	£0.00	£30.00	£170.00
3090	Elderly & Disabled Initiative	£2,000.00	£0.00	£0.00	£2,000.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/12/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
3100	Children & Young People's Initiative	£2,000.00	£0.00	£0.00	£2,000.00
3130	Flags/Flagpole	£0.00	£0.00	£0.00	£0.00
3140	MIND and other mental health support projects	£2,000.00	£0.00	£5,000.00	-£3,000.00
Total Community Well-Being		£45,400.00	£0.00	£34,105.00	£11,295.00
Projects					
4030	Bus shelter project	£0.00	£0.00	£0.00	£0.00
4040	CCTV Cameras	£0.00	£0.00	£0.00	£0.00
4050	Community Benches	£0.00	£0.00	£8,710.00	-£8,710.00
4096	Provision of Dog Waste Bins	£0.00	£0.00	£0.00	£0.00
Total Projects		£0.00	£0.00	£8,710.00	-£8,710.00
Administration					
1000	General Administration	£124,200.00	£0.00	£109,802.21	£14,397.79
1100	Other Administration	£34,070.00	£0.00	£24,137.25	£9,932.75
1310	Advertising	£0.00	£0.00	£395.00	-£395.00
1320	Agency Services	£0.00	£0.00	£0.00	£0.00
1330	Prov for Bad/Doubt Debts	£0.00	£0.00	£0.00	£0.00
1340	Street Lighting	£0.00	£0.00	£0.00	£0.00
1350	Community Hall	£0.00	£0.00	£0.00	£0.00
Total Administration		£158,270.00	£0.00	£134,334.46	£23,935.54
Devolution of Service					
4080	Grounds Maintenance MCC	£3,000.00	£0.00	£3,110.00	-£110.00
4085	Devolution MCC Street cleaning	£22,000.00	£0.00	£0.00	£22,000.00
4090	Devolution of Service - Toilets	£25,000.00	£0.00	£9,930.33	£15,069.67
Total Devolution of Service		£50,000.00	£0.00	£13,040.33	£36,959.67
Total Expenditure		£413,030.00	£0.00	£288,906.86	£124,123.14
Total Income		£27,100.00	£0.00	£411,166.34	£384,066.34
Total Expenditure		£413,030.00	£0.00	£288,906.86	£124,123.14
Total Net Balance		-£385,930.00		£122,259.48	

Caldicot Town Council (Cil-y-Coed)

Internal Audit Report 2021-22: Interim

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 first of the Internal Audit Reviews for the 2021-22 financial year; the Interim review which took place on the 10th December 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 2020-21 reports and acknowledge that the members have noted and considered these in their deliberations. We note that the Council has continued to make business processes and performance improvements throughout the financial year to date and recognise the Council's modified practices implemented to comply with the Government's Covid-19 directives. We report that, on the basis of the work undertaken to date, the Council continues to operate adequate and effective internal controls in all areas examined to date. Resultantly, only two recommendations for improvement have been made. This is detailed in the main body of the report and the appended action plan.

We note that the Clerk/RFO is currently undergoing a phased return to work after returning from long-term sick leave and that the Deputy Clerk/RFO continues to act in the capacity as Acting Clerk/RFO, and has prepared all the required documentation for the Interim Review for the 2021-22 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, once again, 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

Caldicot Town Council currently operates two bank accounts with the Co-op Bank: The Current Account, and a Business Select Instant Access account. The Council also has fund on deposit with the Monmouthshire Building Society and the CCLA Public Sector Deposit Fund. The 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 is not yet in receipt of the External Auditor's report and certificate for the 2020-21 financial year;
- 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 2020-21 Statement of Accounts and certified Annual Return, have been correctly rolled forward as the opening balances for 2021-22 by reference to the Council's Opening Trial Balance report from Edge;
- Examined transactions on all the Council's financial accounts for two months' transactions, April and September 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; and,
- Checked and verified the bank reconciliations for all the Council's financial accounts for the period from the 1st April to the 30th September 2021 with no issues arising.

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 actioned all recommendations made in the two Internal Audits conducted during 2020-21;
- Noted that Standing Orders were reviewed and formally readopted, unamended, at the 9th November 2021 Estimates Committee meeting under Minute Reference 8.
- Noted that the Financial Regulations were formally reviewed and readopted, amended, at the 9th November 2021 Estimates Committee meeting under Minute Reference 7;

- 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 30th September 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 Deputy Clerk/RFO, (currently Acting Clerk/RFO) has undertaken all reasonable steps to ensure the Council's continued 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 Covid-19 working practices

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 have enabled staff to home-work. Staff have been provided with relevant equipment, to facilitate home-working and to ensure that attendance at the Town Council's offices remained flexible, in order to comply with the devolved government's public health directives which have changed from time to time;
- The Council developed the capability to host remote and hybrid Council meetings, using Starleaf technology; both to protect staff, members, and members of the public and to ensure that the democratic process continued to be as widely available as possible;
- Whilst adapting to challenges of the Covid-19 pandemic, Caldicot Town Council has continued to provide facilities and maintain services for the community and ensured that ordinary Council business was fulfilled.
- Dewstow Cemetery has remained open for visitation and graveside services with limited attendance. The Town Council staff worked closely with funeral directors, to ensure that regulations, which have been amended from time to time, were adhered to;
- The play area and public toilets were reopened during the financial year, in accordance with public health directives issued by central and devolved governments;
- The Town Council building has remained closed to the public, with staff members returning to work in a phased approach in accordance with central and devolved government public health directives which have been amended from time to time.
- Groups have been able to resume hall bookings during the period from the 1st April to the 30th September 2021 in accordance with central and devolved government public health directives which have been amended from time to time.
- The Council has demonstrated its commitment to supporting residents in setting the budget for 2022/23 has retained the level of precept same as 2021/22. This decision was made to assist the community as the Covid recovery continues.

The Acting Clerk/RFO and Members has continued to implement modified working practices, in consultation with the Members, to ensure that Caldicot Town Council continued to provide high quality services to its Constituents. The Council's Standing Orders and Financial Regulations in mind at all times.

Conclusion and recommendation

There is one matter arising in our review of Corporate Governance concerning the Minutes. We have noted that the Grants Committee have considered multiple requests for Grant Aid during the financial year to date and have undertaken the Award process in accordance with the Council's Standing Orders and Financial Regulations. However, there is clear evidence that the Grants Committee and the Full Council have not properly considered under what Power these awards should be made. All Awards of Grant Aid, as recorded in the relevant minutes, having been made under the Local Government Act 2000, s.2 (s.137).

We take this opportunity to remind the Acting Clerk/RFO and Members that the Local Government Act 2000, s.2 (s.137) is the 'Power of last resort' and may only be used where no other Power exists to make the Award of Grant funding.

For example:

- *Resolution to Award Grant Aid to a Bowling Club to assist with the restoration of the bowling green - (Local Government (Misc. Prov.) Act 1976, s.19).*
- *Resolution to Award Grant Aid to local events, i.e., a fireworks display, community event, event promoting the local area - (Local Government Act 1972, s.145).*
- *Resolution to Award Grant Aid to a Climate Change initiative/organisation which is a non-political body - (Climate Change and Sustainable Energy Act 2006, s.20).*
- *Resolution to Approve the Award of Grant Aid to a Citizens Advice Bureau - (Local Government Act 1972 s.142 (2A)).*
- *Resolution to Approve the Award of Grant Aid to a Search & Rescue organisation - (Public Health Act s.234).*
- *Resolution to Approve the Award of Grant Aid to a Sports Club: Rugby/Football/Gymnastics etc., - (Local Government Act 1972 s.145).*

We also remind the Acting Clerk/RFO and Members that organisations that are in receipt of direct government funding, i.e., the NHS and associated medical services providers, Schools, Armed Services, Police Services, Fire Services and individuals are not eligible to receive any funding whatsoever from Town, Community or Parish Councils under any circumstances whatsoever.

R1. The Responsible Officer and Members must ensure that when making the Award of Grant Aid the Power under which all Awards are made is properly considered and formally recorded in the Minutes of the Full Town Council and its Standing Committees with the Local Government Act 2000, s.2 (s.137) only being used as the 'Power of last resort.'

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 19 payments, including all those individually in excess of £2,000 plus every 25th payment, ensuring that all payments in the above sample were supported by an appropriate invoice, receipt or minute approving payment of a grant. The total value of the sample reviewed was £60,215.02 equating to 52.7% of non-pay related payments to 30th September 2021 with no issues arising. 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 checked single tender for the MUGA facility and quotations completed during the period of the 1st April to the 30th September 2021 and verified that these were undertaken according to the processes defined in the Council's Standing Orders and Financial Regulations and with the tender being correctly entered onto the Government's Contracts Finder tender portal.

We have noted that the first two of the four quarterly VAT reclaims submitted annually 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, in accordance with statutory requirements, the Council's Risk Registers have again been reviewed in conjunction with Monmouthshire County Council's Health & Safety Officer, Laurence Dawkins and were formally Reviewed and Approved at the meeting of the Estimates Committee of the 9th November 2021 under Minute Reference 6.

We have examined the Council's insurance policy, which has been placed by WPS Hallam placed underwritten by The Military Mutual, under a 'Council Guard Policy', No CAL001263CCP which is active from the 1st June 2021 to the 31st May 2021 (a three-year arrangement).

We note the headline details of the new cover as:

- Employers' Liability £10M
- Public & Products Liability £15M
- Hirers Indemnity £2M

- Fidelity Guarantee £300K
- Libel & Slander £250K
- Officials Liability £250K
- Legal Defence £250
- Business Interruption £50K

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 Acting Clerk/RFO and Council members have again undertaken a robust Budget setting and Precept determination process in respect of the 2022 financial year. This resulted in the draft Budget and Precept in the amount of £385,930, being Endorsed and Recommended to the Full Council at the 9th November 2021 meeting of the Estimates Committee under Minute Reference 4.

It should be noted that the Council has elected to retain its Budget and Precept at the 2021-22 financial year level with no increase, in order to assist the community during the hardships being caused by the continued public-health directives associated with Covid.

A number of the projects which had been budgeted for and which were scheduled to take place during the 2020-21 are now moving forward, including the long-planned MUGA project, and the Council's Earmarked reserves are being properly utilised in this regard.

We note that the Council maintains specific funds, set aside in formally Resolved and active Earmarked reserves which, as at the 30th September 2021 stood at:

Active Earmarked reserves

Contingency	£20,000
CCTV	£00,000
Repair & Works	£40,000
Bus shelters	£00,000
Play Equipment	£20,000
Compound	£65,000
Cemetery Land	£75,000
Com Bench Proj.	£12,000

Total Earmarked reserves =£231,991

Finally, in this area of our review we have noted that there is clear evidence in the Minutes of the Full Town Council that Members give proper scrutiny to budgetary reports and other financial information at each meeting, thereby ensuring robust financial management and controls are in place.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation. Once again, we commend the Acting Clerk/RFO and the Members for their continued prudent financial management.

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 reviewed its fees and charges at the November meeting of the Estimates Committee. Members Resolved to roll-forward the FY2021-22 Fees and Charges to the 2022-23 financial year, without increase, in order to assist local community organisations and other regular business clients to re-establish themselves, under Minute reference 3 i) of that meeting.

Due to the minimal level of hall hire income during the financial year, we have again 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 30th September 2021, including all statutory certification pertaining to burials and interments. The Acting Clerk/RFO provided all supporting evidence including burial/cremation certificates electronically for the purposes of review.

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 revenue

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 30th September 2021, cross referencing this to the Allotment Contract via the Allotment Plot control spreadsheet, noting the receipt of the 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 the Deputy Clerk/RFO continues to operate as the Acting Clerk/RFO and the Communications & Administration Officer continues to operate as the Acting Deputy/Clerk/RFO with pay grades confirmed in the Minutes of the Personnel Committee of the 9th March 2021, subsequently approved at Full Council;
- Examined the complete payroll for the period from April to September 2021 inclusive;
- Examined employees' payslips for July 2021 and agreed each employee's basic pay to their terms and conditions of employment and the 'Acting-up' agreement;
- 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: Torfaen County Borough Council.

Conclusion

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

Review of Investments and Loans

Our aim in this area of review is 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 have reviewed and formally readopted its Investment Strategy in line with the guidance issued by the National Assembly for Wales, at the 9th November 2021 meeting of the Estimates Committee under Minute reference 5, also reconfirming the Council's investments in the Monmouthshire Building Society and the CCLA Public Sector Deposit Fund.

The Council holds its funds in a Co-op Current and Reserve Account, a Monmouthshire Building Society account, and the CCLA Public Sector Deposit Fund on which monthly interest is received: as indicated earlier in this report, we have verified the appropriate receipt of that interest and the 30th September 2021 account balances with reference to electronic copies of the prime supporting documentation and cross-checking the disclosed balances in the corresponding Edge account reconciliations.

As at the 30th September, the Town Council held funds, totalling circa £338,720 in its Co-op bank accounts, £101,464 in its Monmouthshire Building Society Account and £201,545 in its CCLA Public Sector Deposit Fund (PSDF), as follows:

Account	Cashbook Number	Reconciled Value as at 30-09-21
Co-op current account		£128,349.67
Co-op (14 day) deposit account		£210,370.63
Monmouthshire Building Society		£101,464.87
CCLA PSDF		£201,545.15
		Total £641,730.32

The detail of each account has been checked and verified against the prime documentation, i.e. bank statements as at the 30th September 2021, cashbook entries and corresponding bank reconciliations.

We take this opportunity to remind the Town Council that it is obliged to protect, as far as is reasonably possible, the public funds under its management. Currently the Government's Financial Services Compensation Scheme (FSCS)

<https://www.bankofengland.co.uk/prudential-regulation/authorisations/financial-services-compensation-scheme>

provides protection for to £85,000 invested in one institution. Resultantly, as of the 30th September 2021, approximately £277,184.17 of funds under the Council's management were not fully protected by the FSCS.

Co-Op 14 day deposit account	£210,370.63
Co-Op current account	<u>£128,349.67</u>
Total	£338,720.30
FSCS guarantee	<u>-£ 85,000.00</u>
Exposure	£253,720.30

Mon'shire BS account	<u>£101,464.87</u>
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Total	£101,464.87
FSCS guarantee	<u>-£ 85,000.00</u>
Exposure	£ 16,464.87
 Total exposure Co-op	 £253,720.30
Total exposure Mon'shire BS	<u>£ 16,464.87</u>
Total exposure	<u>£270,184.17</u>

We note that the CCLA PSDF continues to provide highly efficient investment solution, used by many councils in Wales & England, which spreads the risk of the council's investment amongst 'A' rated financial institutions.

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

Conclusion & recommendation

Given the volatility in the market and future uncertainty due to the ongoing and dynamic global public health situation, we strongly recommend that the Town Council take steps to ensure that the public funds under its management are protected to the extent that it is possible to do so, with the objective of ensuring that each of the Town Council's deposits is covered by the Government's FSCS. To this end, we strongly recommend that the Council reviews its current investment holdings in line with its Adopted Annual Investment Strategy.

R2 The Town Council should expediently consider the level of funds it has invested in its accounts with the Co-op Bank and Monmouthshire Building Society and consider how the Council can best protect the public funds under its management, seeking independent financial advice in this matter, if Members deem such action appropriate.

Note to report

We confirm that all confidential & sensitive information, supplied for the purposes of this audit including Personnel Minutes and Employment data have been permanently deleted from Auditing Solutions Ltd's servers and any printouts made have been destroyed in accordance with the Company's data and document retention policies and with the General Data Protection Legislation.

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	The Responsible Officer and Members must ensure that when making the Award of Grant Aid the Power under which all Awards are made is properly considered and formally recorded in the Minutes of the Full Town Council and its Standing Committees with the Local Government Act 2000, s.2 (s.137) only being used as the 'Power of last resort.'	
Review of Investments and Loans		
R2	The Town Council should expediently consider the level of funds it has invested in its accounts with the Co-op Bank and Monmouthshire Building Society and consider how the Council can best protect the public funds under its management, seeking independent financial advice in this matter, if Members deem such action appropriate.	

The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AAmmf
Fact Sheet – 31 December 2021

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short term credit rating or an equivalent and correspondingly strong long term rating.

The weighted average maturity of the investments will not exceed 60 days. The Fund will not invest in derivatives or other collective investment schemes.

Target investors

The Fund is designed for local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

Who can invest?

Any public sector organisation can invest in the Fund.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Ethical and Responsible Investment Team.

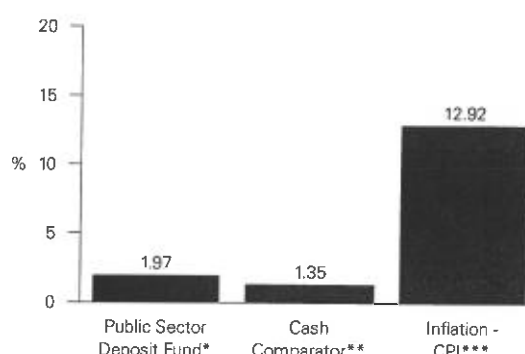
Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

Share class 4 yield as at 31 December 2021

0.1300%

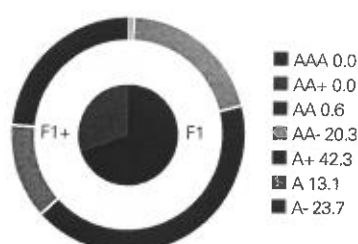
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 counterparty exposures (%)

9.7%	Landesbank Baden-Wuerttemberg
9.7%	Landesbank Hessen-Thueringen Girozentrale
9.7%	National Bank of Canada
9.1%	DBS Bank Limited
7.0%	Nationwide Building Society
5.2%	Coventry Building Society
4.2%	SMBC Bank International plc
4.1%	Lloyds Bank Corporate Markets plc
3.9%	Yorkshire Building Society
3.2%	Barclays Bank plc

Top 10 country exposures (%)

31.1%	United Kingdom
19.4%	Germany
13.7%	Canada
9.4%	Singapore
8.5%	Japan
5.6%	France
3.0%	Switzerland
2.5%	Netherlands
2.2%	Finland
1.2%	Sweden

*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. **Comparator Benchmark - Sterling Overnight Index Average (SONIA) from 1 January 2021. Prior to that, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). ***Consumer Price Index (CPI) is lagged one month. †Using Fitch Ratings methodology.

Income - period to end December

Average yield over the month	0.0898%
Yield at the month end	0.1300%

Discrete year total return performance

12 months to 31 December	2021	2020	2019	2018	2017
The Public Sector Deposit Fund	+0.04%	+0.31%	+0.75%	+0.57%	+0.24%
Comparator Benchmark	+0.05%	+0.06%	+0.58%	+0.46%	+0.16%
Relative	-0.01%	+0.25%	+0.17%	+0.11%	+0.08%

Annualised total return performance

Performance to 31 December	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.04%	+0.36%	+0.38%
Comparator Benchmark	+0.05%	+0.23%	+0.26%
Relative	-0.01%	+0.13%	+0.12%

Net performance shown after management fees and other expenses with gross income reinvested. Comparator Benchmark - SONIA from 1 January 2021. Prior to that, the comparator benchmark was 7-Day LIBID. Past performance is not a reliable indicator of future results. Source: CCLA

Market update

The Bank of England (BoE) wrong footed market expectations once again, this time by raising interest rates to 0.25%. The vote of the Monetary Policy Committee was 8:1 in favour of a hike, compared to the 7:2 decision to leave rates unchanged back in November; the pressure of rising inflation within an already tight labour market apparently trumping concerns over the impact on growth of the new Omicron variant. The BoE said that 'modest' rises in rates are likely to be required in the coming months and expectations now are for another increase in the New Year, probably in February, to take the rate to 0.5%.

Inflation rose to 5.1% from 4.2% in October. 80% of the upward pressure on prices came from just three factors: dearer energy, rising food prices and the increased cost of goods. RPI rose to 7.1%, the highest rate since 1991. The IMF, in its latest review of UK economic prospects, suggested that price pressures could peak at 5.5% but this now looks too low. The BoE raised its forecast to about 6% and even that may prove to be below the peak, now expected to be recorded in April. The strength in global energy prices, particularly gas, implies a 45%+ rise in domestic bills in the Spring with only a modest correction to follow in the Autumn.

The other side of the BoE dilemma, weak growth, was evident in GDP data. Growth estimates for the third quarter were revised down to 1.1% and the data for October showed activity expanding at just 0.1%, compared with estimates of 0.4%. Some improvement should be possible in the remainder of the quarter but 1% growth for the period is probably the best achievable. Unemployment fell again, to 4.2%. The data will still have been impacted by the furlough scheme but there were no signs of any significant rise in job losses. Indeed, vacancies continued to rise, up to 1.2m. Unsurprisingly, survey data suggested rising expectations of higher wages.

Key facts

Fund size	£1,647m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	50.07 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)***	0.10% (currently reduced to 0.06%)

*Dealing instructions (including cleared funds for purchases) must be received by 11.30 am. **The OCF includes the annual management charge and other costs and expenses of operating and administering the Fund such as depositary, custody, audit and regulatory fees. ***With effect from 12 May 2021 and until further notice, the OCF applied to the Fund was temporarily reduced to 0.06%.

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Risk warning and disclosures

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Senator House | 85 Queen Victoria Street | London | EC4V 4ET | Freephone: 0800 022 3505 | www.ccla.co.uk

Agenda Item for Town Council meeting planned for26th January 2022.....

Input by Cllr ...F Rowberry...

Issue

Merlin Waste and members of public are continually reporting that dog bins along the spinal path are always full/overflowing with bags left on top of bins and on the ground

Background

Dog bins appear to be used more since Covid-19 pandemic. Merlin Waste has advised that additional charges would have to be made to remove additional waste.

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

Proposal

To provide additional two bins along the spinal path to help alleviate the problems.

Desired Outcome

To alleviate the problems caused when bins are full/overflowing and stop people leaving bags on the ground.

Benefits of proposal

Cleaner environment along spinal path

Meeting with Mon CC and Caldicot Town Council to discuss Levelling Up Funding Bid and leisure developments in Caldicot, held Wednesday 24th November 2021 at 5.30pm

Present:

Cllrs RJ Higginson, M Mitchell, J Bond, W Conniff, O Edwards, D Evans, A Lloyd, F Rowberry, C Watkins, R Wilsher

MCC representatives: Cllr R. John, Leader MCC; F O'Brien, Chief Officer; Roger Hoggins

Public: Mr J Woodfield

Also in attendance: S King, Acting Clerk; B Hodges

Apologies were received from Cllrs R Garrick, M Stevens, P Stevens and Jessica Morden MP

Levelling up funding bid/Caldicot Leisure Developments

The purpose of the meeting was to discuss the recent bid for Welsh Government levelling up fund, which had been unsuccessful. Cllr R John, MCC Leader, provided an update:

- Time frame had been restricted, in relation to opportunity to bid for funding and bids were submitted per parliamentary constituency.
- Local MP's had endorsed and supported applications. Caldicot Town Council had submitted a letter of support for the bid. Disappointed that Caldicot area (Newport East) had been unsuccessful.
- Cabinet Members had met with the minister and senior officers were meeting with civil servants. Discussions would be held to ascertain where improvements could be made for future bids.
- Consideration to be given, for any additions which would strengthen the bid.
- Aim for the local area is regeneration and making the Leisure Centre the centre of the community, whilst addressing budget restrictions.

Town Council and members of the public were invited to ask questions, the following points were noted:

- Update was requested regarding success of Monmouth Leisure centre development. It was confirmed that membership levels had increased, however, external factors had significantly affected business such as flooding and Covid-19 pandemic.
- Concerns were expressed regarding the condition of the Leisure Centre and long awaited refurbishment. The building had deteriorated considerably and it was recognised that a large budget would be required for improvement.
- It was essential that Caldicot had a community leisure facility, suitable for the needs of residents. The provision of leisure and recreation was highlighted as a vital community asset.
- Clarification was requested regarding appropriation of funds to other areas in Monmouthshire, it was felt that Caldicot had been left behind.
- Development of a new facility should be considered with the needs of the community and this should involve in depth consultation with residents, which does not appear to have been the case so far.
- Budget shortfalls could be covered through income generation, which should be generated easily through a suitable facility.
- Consideration required regarding design and specification of new development. More modern and sophisticated building is required.
- Some concern expressed regarding reduction in sports courts, in favour of children's soft play. Justification for this was to ensure increased use by residents.
- Assurance requested that local residents would be consulted, along with Town Council.

Town Council thanked members and officers for attending.

Caldicot Town Council welcomed further partnership discussions regarding development for Caldicot Leisure Centre and progress regarding feedback following Levelling Up Funding bid.

Meeting ended 6.20pm.

Transforming Towns Business Fund
Project Funding Proforma SE Wales

Please complete the following for projects which are sufficiently developed to receive formal grant commitment.

Sufficiently developed Welsh Government endorsed projects will be included in the Regional Business Fund Project Pipeline which will be monitored closely by RCTCBC as Lead Body.

Local Authority	Monmouthshire County Council				
Responsible Officer	Frances O'Brien				
Welsh Government Regeneration Manager	Andrew Jacobs				
Project Name	Town Council led projects– Welsh Market – St David's Celebrations				
Project Address	Caldicot Town Centre				
Contact Name	Aaron Reeks				
Project Category	Events & Marketing				
Project Description	<p>Caldicot Town Team are planning on running a Welsh themed market and event in Caldicot Town Centre on 26th February 2022.</p> <p>The event will feature market traders from across Wales, celebrating and selling Welsh Products and produce.</p> <p>As part of the event, we are also decorating the town in welsh flags and theming the town centre.</p> <p>We will also be running a window competition with local businesses and will be promoting shop local.</p> <p>Caldicot Town Team are also looking at bringing in Welsh street performers, such as welsh dressers, dragons etc.</p> <p>We have spoken with St Fagan's museum to work with them to promote the local heritage in wales and hope to bring some welsh historical items to display.</p> <table border="1" style="width: 100%;"> <tr> <td>Total Project Cost/Grant requested</td> <td>£1,300</td> </tr> </table>			Total Project Cost/Grant requested	£1,300
Total Project Cost/Grant requested	£1,300				
Anticipated Outputs	Marketing - Events Held	Number			
		5 (1 in each town)			
Start Date					
End Date					
Payment Profile					
<i>Please provide an estimated forecast of grant spend for 2021-22.</i>					
June-July	Aug-Sept	Oct-Nov	Dec-Jan		
			Feb-Mar 1,300		

Check List	Welsh Government Endorsement	YES: <input checked="" type="checkbox"/> NO: <input type="checkbox"/> If no, please provide an explanation:
	Planning Approved (if applicable)	YES: <input type="checkbox"/> NO: <input type="checkbox"/> If no, please provide an explanation
	Tender Exercise complete/ Quotations received	YES: <input type="checkbox"/> NO: <input checked="" type="checkbox"/> If no, please provide an explanation Quotations will be sought as appropriate as project progresses. Costs are based on expenditure on 2020 campaign and costs for Street entertainers provided by Borough Theatre staff who frequently commission these services.
Please complete and return to CCRTRI@rctcbc.gov.uk and ensure this is copied to the Welsh Government Regeneration Manager who provided endorsement.		

CALDICOT TOWN COUNCIL

Report of Town Clerk

FULL TOWN COUNCIL 26TH JANUARY 2022

1. CORRESPONDENCE – TRANSPORT FOR WALES

1.1 Severn Tunnel Junction consultation briefing

The purpose of this email is to **invite you to join us for a virtual** briefing session to hear about a public consultation around improving public transport in South East Wales. The Burns Delivery Unit has been established by Welsh Government and Transport for Wales (TfW) to deliver the recommendations of the South East Wales Transport Commission (see [The Burns Delivery Unit | TfW](#) and [South East Wales Transport Commission: final recommendations | GOV.WALES](#) for more details). In collaboration with Monmouthshire County Council (MCC), a recommendation is being progressed to improve access to Severn Tunnel Junction train station, with a focus on inclusive and sustainable transport choices. This briefing is aimed at providing context and details of the public consultation around these plans. Your views on the actual proposals can be captured formally via the consultation process itself, which will be live by the time the session takes place.

This briefing will take place on Wednesday 2 February, 10am – 11am.

The consultation launches on the Tuesday 1 February, and runs for 6 weeks, until the 11th March. If you are unable to attend, please feel free to nominate a delegate in your place from your organisation. **If there are further attendees you think should be in attendance, please let us know.** Please use the diary marker attached to join the meeting. If you have any trouble please let us know at engagement@tfw.wales.

2. CORRESPONDENCE - MONMOUTHSHIRE COUNTY COUNCIL

2.1 M Moran

'Please find attached an overview report (Appendix 1) of the play activities that we have delivered in 2021, together with details of those that we intend to deliver for the remainder of this financial year.

This year has seen a significant increase in the number and type of activities that we have been able to promote. It has also been a year of unprecedented challenge, with us discontinuing to commission services through Torfaen Play and bringing the organisation and delivery of all supervised play provision back in-house within MonLife. In addition to taking on nearly 100 new part time staff to deliver activities, we have had to chart our way through a constantly changing raft of Covid regulations, with advice being updated on a weekly and sometimes daily basis. For example, the end of term activities that we delivered over the Easter period this year had to be risk assessed and planned right down to the last detail in anticipation of the legislation changing to allow us to deliver what had been planned. Fortunately, we received clearance on the Thursday (26th), which allowed us to contact over 170 families and begin delivery on the following Monday, 29th March.

Whilst the additional funding provided by the Welsh Government for the Summer of Fun and the Winter of Well-Being is welcome, there is no guarantee that this will be repeated next year so there is some uncertainty regarding the full programme of activities that we would like to deliver. With the continued help of your council we are confident that in 2022 we will be able to deliver the Monmouthshire Games, the SHEP programme, half term play in the park sessions and a range of disability provisions – we would also like to continue producing activity packs for the summer and autumn terms. If further funding is allocated to allow us to deliver more activities then we will of course let you know.

The autumn packs were developed by a small team of officers in MonLife, led by our Learning Manager, and they are centred around a new character called Harri the Hedgehog. Other members of the team included officers from Biodiversity, Ecology and Well-Being. In total we produced 1,250 packs. Just over 1,000 were delivered to Monmouthshire's primary schools immediately before the October half term break, so there was one pack specifically for every Year 4 pupil and a few spares for use in the classroom.

I hope that the attached report gives you enough information about the range of activities that we have delivered in 2021 to date and gives you the confidence that we can continue to deliver some meaningful

play provisions for the children and young people of Monmouthshire in the next financial year – but if you need any more information or clarification please just let me know.

I'll arrange to forward you an invoice shortly for your council's contribution to this year's play activities and at the same time can I ask if your council is able to continue to support the play provisions in Monmouthshire in 2022 at the same level as this year please?

2.2 R Joy

'As promised in our meeting yesterday morning, I walked the footpath by the girl guides hut last night, and to be honest I found the footpath to well lit you can stand at either end and look straight up the footpath no problem, if there is a problem it is coming out of the girl guides hut but that is down the hedge being so big.'

2.3 J Skidmore

'Please, see attached a letter (Appendix 2) regarding the Queen's Platinum Jubilee and the many activities with which it will be celebrated across the country.

I'm sure many of you will already be in the process of planning events and I'm more than happy to support you wherever possible using my connections with the Armed Forces Community and partner organisations.

One ambition I'm in the process of planning is a schools-based competition, for primary and secondary, with some prizes and awards. One suggestion I've already received is to pick a winner to light a beacon in their local area. If any areas are planning on having beacon lighting ceremonies and would like to get involved in this, I'd love to hear from you.'

3. CORRESPONDENCE - OTHER

3.1 Chepstow and Caldicot Lions Club

Chepstow and Caldicot Lions Club express sincere gratitude to Town Council for allowing the club to erect a storage shed on Town Council property.

3.2 Mind Monmouthshire

'Back in February 2020 you may remember we presented to Caldicot full town council around the work we do as a local Monmouthshire charity, where we requested support to develop a two-year partnership agreement with funding from the town council similarly to what we have with Monmouth, Chepstow, and Abergavenny (prior to the meeting we sent information which was circulated). This seemed very positive where the town council was thankful for all the work we do. We were asked to then come back and go through finances in the resources and planning committee on 10th March, which we attended. Then the pandemic hit everyone, and some of your meetings were unable to happen. I'm aware you have had some meetings since and we appreciate how busy you are too, so we have been patiently waiting to hear hopefully some positive news but have not received anything to date. I have had a look through minutes of meetings but could not see any update regarding partnership funds, but it looked really promising regarding the partnership at the time.

Would someone from the town council be able to get back to us. We really need local funding to sustain and develop our work, we have been waiting patiently to hear the news and we hope we can work together to help support people's mental health in Caldicot.'

4. SUBSCRIPTIONS and PUBLICATIONS

To note Subscriptions, Correspondence, Publications, Minutes - available Town Council Office.

- **STRI Bulletin/ICCM/SLCC/Clerks and Councils Direct/One Voice Wales/Play Wales**

MONMOUTHSHIRE PLAY ACTIVITIES 2021

INTRODUCTION

This year the range of play activities has increased considerably on that which we have been able to deliver in previous years. Set out below is a summary of the activities that we have (and will be) undertaken in this financial year.

1. Easter 2021 (29th March to 9th April)

This year started by providing free outdoor open access play sessions on four leisure centre sites over the Easter period, against a difficult background of restrictions due to the pandemic. Final approval to deliver organised children's activities with effect from 27th March was only confirmed by Welsh Govt. on 26th March, and activities in Monmouthshire commenced on Monday 29th March. As a result of the guidance and advice received, this provision was limited to 30 places per site per day to ensure that the sessions were fully compliant with individual site risk assessments and with Covid regulations.

2. SHEP – Summer 2021 (2nd to 27th August)

The SHEP (School Holiday Enrichment Programme) sessions were delivered in five schools in summer 2021 over a period of 20 days. The sessions ran from 9.30am until 2.30pm daily and each child attending received a free healthy breakfast and lunch every day.

When we ran the SHEP scheme at two schools in 2019 (pre-Covid), the main focus was on children in receipt of free school meals (FSM) but this year the Welsh Government emphasis changed to vulnerable children and, as a result, referrals into the scheme were made by the appropriate headteachers in the first instance. The capacity at four schools was for 80 children per day and 40 children per day at the fifth school (Kymin View, Wyesham) – a daily capacity of 360 children per day, or 7,200 places over the four week period.

To deliver the SHEP sessions we employed 75 seasonal staff, in addition to the 26 existing catering staff that worked on the scheme to prepare and deliver the breakfasts and lunches in line with the School Catering Regulations 2013.

Although every place on the SHEP scheme was pre-booked, the actual attendances reduced in percentage terms to 50.2% of full capacity this year, compared to 76% when the scheme ran at two schools back in 2019. However, analysis of the attendances over the summer confirmed that 70% of vulnerable children referred by the respective headteachers did attend the scheme.

The SHEP scheme at Thornwell School in Chepstow was the focus of a news article by BBC Wales on 26th August and the item was broadcast on national TV on the BBC Wales lunchtime news that day. Please follow this a link to the article published by the BBC: <https://www.bbc.co.uk/news/uk-wales-58332312>. The photographs in the article are of staff and pupils at the Thornwell SHEP scheme.

3. The Monmouthshire Games 2021 (TMG) (26th July to 27th August)

The Monmouthshire Games took place at the four leisure centres offering a full programme of sports activities from 8.00am to 5.00pm over 25 days of the summer, with experience provided for participants in over 30 different sports. Although there is a charge for attending TMG sessions, we were able to support 36 vulnerable children, who each had ten days free access to the games. 899 children took part in the scheme with 4,131 attendances recorded over the 5 week period (total occupancy of 88%).

4. Summer of Fun 2021 (1st July to 30th September)

With additional Welsh Government funding, we ran an extensive Summer of Fun programme over a number of sites, including the following free activities:

Early Years (ages 0-4) trips & visits involving over 100 children and their families

Two additional hubs to provide activities specifically for children with disabilities and other support needs, involving in total 50 children aged 5 - 18 yrs. at three community venues

Thirty six additional youth sessions for children & young people aged 11 – 18 yrs. held at a number of different venues across the county.

Five family days held at five venues (Abergavenny Castle and Museum, Chepstow Museum, Monmouth Shire Hall, Caldicot Castle and Country Park and Tintern Old Station), generating 500 participants taking part in craft activities and self-guided walks.

Four rugby camps held at the four leisure centres in partnership with the Gwent Dragons, with 200 participants aged 8 – 13 yrs.

Delivery of children's activities on the Monmouthshire stand at the Usk Show on 11th September with attendance by over 150 children and young people.

A skate jam at the Monmouth Skatepark on 26th September involving 110 children and young people aged 8 – 25 yrs.

5. Autumn Half Term Activities 2021 (26th – 30th October)

During the autumn school half term holidays, we delivered twenty play in the park sessions at the following six community venues:

Bailey Park, Abergavenny	Gilwern Playing Field
Kymin View School Monmouth	Monmouth Chippenham Village Green
Castle Dell, Chepstow	Thornwell Playing Field, Chepstow
Newport Road, Caldicot	Magor Multi-Use Tennis Courts

In addition to these sessions, we produced Autumn Activity Packs that were delivered to every Year 4 pupil in Monmouthshire's primary schools, a total of 904 children, the week before the autumn half term break began. A copy of the pack,

centred around a new character called Harri the Hedgehog, has been sent to all participating town and community councils.

HEADLINES AND FEEDBACK TO DATE

Programme: SHEP (School Holiday Enrichment Programme)	
5	delivery sites
360	places available every day
423	children registered for the programme
3,620	attendances over four weeks
7,240	free healthy meals provided over the four weeks of the scheme
500	hours of support provided for vulnerable children
95%	of children said they had met a new friend during SHEP
89%	of children said they tried a new activity that they hadn't before
9.74	(out of 10) rating for how friendly the staff were
9.64	(out of 10) rating for how much fun the child had

(above ratings based on 225 responses received from children)

Programme: MONMOUTHSHIRE GAMES (TMG)	
899	children took part in TMG in summer 2021
4,131	attendances at TMG through the five weeks of the programme
25	days duration, delivering sessions in over 30 different sports
900	hours support provided throughout the summer
4,409	swimming session participations during TMG in the summer
93%	of children said they had met a new friend during TMG
71%	of children said they tried a new sport that they hadn't before
99%	of children said they would come back to TMG again
9.59	(out of 10) rating for how friendly the staff were
9.50	(out of 10) rating for how much fun the child had

(above ratings based on 206 responses received from children)

Programme: SUMMER OF SWIMMING	
1,368	Attendances at free Under 5s free swimming classes
24	Under 16s free swimming sessions
24	Over 60s free swimming sessions
400	children received water safety sessions and swimming kit bags
300	attended supporting swimming Masterclasses
1,500	children continued to learn to swim at the four leisure centres
12	learners were supported through their Level 1 swimming course

Staffing:

To deliver these play programmes over the summer and October half term periods, we employed 98 new staff – most of these were young people from Monmouthshire and many of these staff have followed an employment pathway starting with their early involvement with the school ambassador's initiative. Every year our Sport Development Team train all year 5 pupils in a 6 hour Sport Leadership Course, currently all year 5 through to year 9 pupils have received this training. This is the

start of our leadership pathway and volunteering opportunities through secondary school, creating a pathway from age 10 in to post 16 employment opportunities.

6. Winter of Well-Being (December 2021 – end March 2022)

Utilising additional Welsh Government funding we are delivering a programme of activities for children & young people aged 0 – 25yrs. Between January and the end of March 2022 we aim to engage with 2,123 children, providing 6,063 participant places. Of these we anticipate providing activities for 132 vulnerable children, providing at least 468 participant places. In addition to this we will be engaging with a further 60 children with disabilities providing 112 participant places at four community venues.

Some of these activities took place in the two weeks immediately prior to Christmas, with the Youth Service taking groups of young people to the Winter of Wonderland in Cardiff and Action for Children delivering festive party sessions for 52 disabled children at three venues in the week before Christmas.

Below is a brief summary of the activities we will be delivering as part of the Winter of Well-Being programme:

Age Group	Provision	Dates	Lead Officer
11 - 25	Additional activities, trips and visits for young people, including provisions for Young Carers and the LGBT+ community	Dec 2021 To end March 2022	Youth Service Manager
	Bridges QB provision – family activities for disabled children & young people with more complex needs from across the county	Jan to end March 2022	Bridges Community Centre Manager
3 - 11	Family activity sessions at five heritage sites	Jan to end March 2022	Learning Manager
3 - 11	Purchase of play resources and themed costumes for one site		
	Heritage sites (5) – Playful Assets Audit		
	Play training for Heritage Sites staff		
5 – 11	Resources for early years family play at Tintern Old Station	Feb 2022	Learning Manager
5 – 11	Purchase of spaces at TMG sessions	Dec 2021 Feb 2022	Youth Sport & Active Travel Manager
0 - 16	Free Leisure Centre Children's Activities	Jan to end March 2022	Leisure Centre Managers
All Year 3 Pupils	Spring Activity Packs to be distributed before Easter break	Complete by end Mar 22	Learning, Countryside and GI Teams
5 - 11	Ten play in the park sessions in rural communities	February 22 Half Term	Sport and Community Development Officer

A full report on the Winter of Well-Being activities will be provided when delivery of the programme has been completed.

PLANS FOR 2022

It's difficult to plan with any certainty in advance without knowing the total amount of funding that is going to be available to deliver play activities in the following financial year.

The partnership funding from the town and community councils that contribute towards the supervised play provisions in the county is the starting point for us to begin planning what we are likely to be able to deliver.

Welsh Government's budget for SHEP (the summer holiday Food and Fun activities) and for the Holiday Playworks Scheme (which we used this year for activities over the half term periods) has been confirmed and Families First funding will also be available to cover the cost of some of the activities that we deliver for disabled children and those with other support needs.

We will again deliver the Monmouthshire Games sessions at the leisure centres over all school holiday periods, as these sessions are largely self-financing.

The additional resources allocated by the Welsh Government this year for the Summer of Fun and the Winter of Well-Being activities is welcome but much of this is short term funding, notified with little advance notice, which makes the pre-planning of activities particularly difficult.

We will of course provide updates as and when any funding is confirmed.

One other significant development is that we no longer commission the Torfaen Play Service to deliver sessions on our behalf. Other than the disability play sessions which are commissioned by the Children with Disabilities Team and delivered by Action for Children (AfC), all of the activities in 2021 have been delivered by staff employed directly by the county council. The vast majority of these staff live in Monmouthshire and many of them have come through an employment pathway starting with the young ambassadors' programme.

2022 is also the year in which we have to undertake a full Play Sufficiency Audit, which has to be produced by all local authorities in Wales every three years. This is an important opportunity to set the "direction of travel" for play provision in Monmouthshire for the period 2022 to 2025. The PSA this year has to be completed and delivered to Welsh Government by the end of June.

In conclusion and, as always, we are really grateful for the generous financial support provided by the town and community councils in Monmouthshire, without which many of these activities would not be possible.

January 2022



Department for Levelling Up, Housing & Communities

Rt Hon Michael Gove MP

*Secretary of State for Levelling Up, Housing
and Communities
Minister for Intergovernmental Relations*

To: All local authorities in the United Kingdom

**Department for Levelling Up, Housing and
Communities**

4th Floor, Fry Building
2 Marsham Street
London SW1P 4DF

6 January 2022

HER MAJESTY THE QUEEN'S PLATINUM JUBILEE

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee. To mark The Queen's historic 70-year reign, 2022 will see Platinum Jubilee celebrations throughout the UK and the Commonwealth as part of a year-long programme of events.

We want celebrations to be even bigger and better than previous national celebrations and for as many people as possible across the nation to participate, at any point from January to December 2022. You'll be aware that an announcement was made to extend the bank holiday weekend from Thursday 2 to Sunday 5 June 2022 to provide opportunities for communities throughout the UK to come together to celebrate this historic milestone.

We know that you and partnering organisations you work with understand your communities best and will support them to participate in celebrations. We also know you will want to make sure that this momentous occasion is marked fittingly, and many of you have already started planning exciting programmes of events for your local areas. To support your preparations, we wanted to highlight some of the opportunities for councils and your communities to engage with the Platinum Jubilee which are listed below:

- **Street Parties and 'The Big Jubilee Lunch'**
 - Street parties should be encouraged, and you can play an important role in supporting residents who want to organise parties for their neighbours. For example, relaxing road closure rules to enable street parties to take place as easily as possible will be important. Updated street parties' guidance on how to organise a street party can be found [here](#).
- **The Big Jubilee Lunch – 2 to 5 June 2022**
 - The Big Jubilee Lunch encourages communities to come together, celebrate their connections and get to know each other a little bit better and will bring the Jubilee celebrations into the heart of every community. More details can be found [here](#).
- **Beacon Lighting**
 - In keeping with the long tradition of celebrating Royal Jubilees, Weddings and Coronations, councils are encouraged to light beacons across the UK in the evening of 2 June 2022. Should you wish to take part, more information can be found in the specific Beacons website which can be found [here](#).
- **Platinum Jubilee Events/projects organised by Local Authority-owned civic amenities**
 - Libraries, museums, leisure centres, heritage sites etc are welcome to host their own individual events and projects to mark the Platinum Jubilee. For example, this could include exhibitions, concerts or special talks.

- **National Lottery Funding**
 - More than £22 million of National Lottery funding is being made available to help communities across the country come together to celebrate the Platinum Jubilee. More information on the different funds available can be found [here](#).
- **The Platinum Jubilee Emblem**
 - The official Platinum Jubilee Emblem is available for use for all activities associated with the Platinum Jubilee celebrations, including community and national events. It is free to download [from the Royal website](#), where detailed usage guidance can also be found.
- **The Queen's Green Canopy**
 - Everyone from individuals to community groups, villages, cities, counties, schools and corporations are encouraged to plant a tree for the Jubilee. The initiative runs from October 2021, when the tree planting season began, through to the end of the Jubilee year in 2022. More details can be found [here](#).
- **City Status Competition**
 - The Civic Honours competition launched on 8 June. These rare awards will grant winning towns and cities 'city status' and 'Lord Mayor or Provost status'. More details can be found [here](#).
- **Council led events**
 - Councils are welcome to organise and facilitate large scale Platinum Jubilee events and celebrations of their own choosing within their towns and cities, which could include their own civic occasion, for example, "The Mayor's Jubilee Party".
- **Local pageants**
 - Further guidance on how to host a local pageant will be available early in 2022.
- **Broadcast the TV feed.**
 - The use of local large screens in public places to show TV coverage of the Jubilee, which could include The Platinum Party at the Palace. These screenings could be complemented or enhanced by being a part of a wider event.

The Department for Digital, Culture, Media and Sport (DCMS) have launched a Platinum Jubilee website which includes useful related resources. The website includes an interactive map, for people and organisations to contribute to and others to search for information on activities taking place near to them. Please explore the website and submit events and activities to be included on the map, which can be found [here](#).

We look forward to seeing the exciting and creative ways in which you and your communities choose to mark the Queen's Platinum Jubilee.

With every good wish,



Rt Hon Michael Gove MP
Secretary of State for Levelling Up, Housing and Communities
and Minister for Intergovernmental Relations

CALDICOT TOWN COUNCIL – Items from previous meetings, for information

Meeting	Item Description	Office actioned	Outcome
FTC 24.2.21 FTC 30.6.21	J Bond Items of business Litter in Caldicot and Litter bins	N/A	Agreed that Cllrs Bond & M Stevens to discuss ideas for raising awareness FTC 30.6.21 all Cllrs to look at wards and advise where bins are required
FTC 31.3.21 FTC 30.6.21 FTC 29.9.21	Installation of two bus shelters at Woodstock Way – request to MCC (confirmed FTC 29.9.21) Installation of pedestrian crossing – request to MCC (FTC 30.6.21 for info. <i>Noted that letter of support would be sent from Caldicot School</i>)	<input checked="" type="checkbox"/>	TC Office contacted Doctors Surgery and Caldicot School 16.7.21 Awaiting response from GP surgery and Caldicot School Briefing 22.9.21 – MCC advised support in principle for crossing, prior to Newport Road West project Update received 13.10.2021 - awaiting MCC contractor date <ul style="list-style-type: none"> MCC contacted TC 19.1.2021 – highways to look at shelters prior to install
FTC 28.4.21 FTC 30.6.21	Community Thank You, Town Council agreed to set up a Working Party - Cllrs RJ Higginson (chair), J Bond, K Harris, M Mitchell, D Evans	<input checked="" type="checkbox"/>	Meeting held 23.6.21 – approved FTC 30.6.21. Recommendations/actions to next Community Thank You meeting (draft certificate/cost options for photo frames and art/mural) Nomination forms forwarded to Events Committee (18.8.2021) Meeting to be scheduled by Chair
FTC 28.4.21 FTC 24.11.21 P&R 11.1.22	Police/CCTV (members item of business)	<input checked="" type="checkbox"/>	Police commissioner and inspector available for special meeting – 1st February 2022 5pm (remote meeting)
P&R 8.6.21	Update requested date for inspection prior to works TC building wall/toilets	<input checked="" type="checkbox"/>	MCC confirmed scheduled works – after school summer holidays. Update received - awaiting MCC contractor date <ul style="list-style-type: none"> MCC contacted 12.11.2021
FTC 27.10.21	Request for item (FTC January 2021) Fence at Cas Troggy play area	<input checked="" type="checkbox"/>	TC office contacted MCC 17.11.2021 MCC Officer - 'looking to programme the works some time in 2022/23 when we have received the funding contribution from the developers. Happy to meet with Town Council' <ul style="list-style-type: none"> Dates for availability for meeting: Fri 4th Feb – 9.00-12.00 Thur 10th Feb – 9.00-2.30 Fri 11th Feb – 9.00-12.00
FTC 27.10.21 FTC 26.11.21	Community Defibrillators	<input checked="" type="checkbox"/>	Two defibrillators ordered – awaiting delivery and will subsequently contact Severn View and Bethany Baptist to arrange install <ul style="list-style-type: none"> Update 19.11: Defibrillators received – Health and Safety committee to meet to arrange install
FTC 28.7.21	Local school developments	<input checked="" type="checkbox"/>	Education officers to be invited to a future meeting
FTC 14.9.21 (extraordinary) FTC 27.10.21	Play area gate	<input checked="" type="checkbox"/>	Local contractor to provide options and costings for side access gate to play area KGVPF – Quotation and design FTC 27.10.21 <ul style="list-style-type: none"> 18.11.21 TC office contacted H&S officer to arrange site visit
FTC 27.10.21	Caldicot Leisure centre	<input checked="" type="checkbox"/>	Meeting held 24.11.2021 – Mon CC to update when further info available
FTC 27.10.21	Newport road trial closure	<input checked="" type="checkbox"/>	Mon CC to update when further info available

CALDICOT TOWN COUNCIL – Items from previous meetings, for information

FTC 24.11.21	Request for reduction to street cleansing invoice	<input checked="" type="checkbox"/>	Mon CC confirmed service had been covered and discount could not be applied (see Clerks report)
FTC 24.11.21	Town Team Accounts	<input checked="" type="checkbox"/>	Members item of business- questions regarding accounts sent to Caldicot Town Team (13.1.2022)
FTC 24.11.21	Caldicot Foodbank collection point	<input checked="" type="checkbox"/>	Request for foodbank collection point sent to Aldi Caldicot (25.11.21) Foodbank confirmed no response received (13.1.2022)
FTC 24.11.21	Climate change interest working group	<input checked="" type="checkbox"/>	Cllr W Conniff item of business – meeting arranged 11am Monday 24.1.2022
FTC 15.12.21	KGVPF gates	<input checked="" type="checkbox"/>	Replacement padlock and keys ordered (for guides) Additional lighting – response from Mon CC included in clerk report Mon CC asked to clean footpath/street sweep (16.12.21) CCTV signage – request to mon CC (20.1.22) Costing for replacement gate (guide hut/allotments) – price requested (16.12.21)

Note:

This list updates Town Council on decisions from previous meetings and is provided for information only.

Where decisions are required on any matters, members should request that an item is included on a future agenda.

(A Council cannot lawfully decide any matter which is not specified in the summons [agenda]. No decisions may lawfully be made on business brought up for discussion under 'Any Other Business') Charles Arnold-Baker