

Caldicot Town Council
Cil-Y-Coed



Minutes

23rd February 2022

10563 Planning

A) Planning Applications Received:

DM/2022/00176: Householder. Work to existing detached dormer bungalow, comprising the demolition of attached flat-roofed garage and the erection of a two-storey side extension to provide a garage and master bedroom suite.

- 3 Prospect Crescent, Caldicot NP26 4HP **APPROVED**

DM/2022/00139: Planning Permission. Refurbishment of existing shopfront to include façade upgrades and remodelling.

- Wye Valley Studios, 3-5 Newport Road, Caldicot NP26 4BG **APPROVED**

DM/2022/00124: Householder. Erect fence.

- 17 Grove Gardens, Caldicot, NP26 4GY **APPROVED**

DM/2021/01480: Reconsultation: Change of use to rear part of ground floor shop to create an apartment. Proposed extension to first floor apartment.

[Amendment details: Internal alterations only, no extension]

- Coral Betting, 32 Newport Road, Caldicot NP26 4BQ **APPROVED**

B) Mon CC Planning Information

i Planning Permissions:

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

- 104 Mill Lane, Caldicot NP26 5DD **Approved P&R 11.1.2022**

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

- Cwrt Severn, Caldicot NP26 4JZ **Approved FTC 24.11.2021**

DM/2021/01981: Planning Permission. Refurbishment.

- 1 Church Road, Caldicot NP26 4HY **Approved FTC 26.1.2022**

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

- 212 Newport Road, Caldicot NP26 4AE **Deferred FTC 11.1.21/ 26.1.21**

Town Council noted Planning Permissions.

10564 Finance

i. To approve cheque list February 2022

Town Council approved cheque list February 2022

ii. To Approve and Accept Annual Return Year End 31 March 2021

Town Council approved and accepted Annual Return Year End 31 March 2021

Town Council noted Conclusion of Audit displayed on 28.1.2022.

iii. To consider request for financial support from MIND Monmouthshire

Town Council noted that MIND was a worthwhile cause and the service would benefit residents of Caldicot. It was suggested that £15,000 could be donated for 2022/2023, following the request.

Town Council recognised that it would be the responsibility of Town Council annually to decide the budget and it would not be appropriate to agree funding for future financial years. It was suggested that MIND contact Caldicot Town Council on an annual basis, providing report each year to demonstrate the benefit of the service for residents of Caldicot.

Town Council resolved to donate £15,000 for 2022/2023 to MIND Monmouthshire and that reports were provided to evidence the benefit to Caldicot residents.

iv. To ratify repair to Town Council wall (following vehicle collision) £200

Town Council ratified repair to Town Council wall £200

v. To approve cost of One Voice Wales consultancy - £1138 (plus travelling expenses) [b/f P&R 8.2.2022]

Town Council approved cost of One Voice Wales consultancy - £1138 + travel

vi. To approve Mon CC invoice Jubilee Way toilets 2021/22 - £11,009.96 + VAT

Town Council approved Mon CC invoice Jubilee Way toilets 2021/22 - £11,009.96 +VAT

Further information requested from Mon CC regarding sanitary provision in toilets.

10565 To approve minutes and recommendations of Grants Committee 8th February 2022

Grants Committee Recommended:

- **£12,000 be granted to Caldicot Events Committee, for financial year 2022/23**
Spending Power – Local Government Act 1972, s145
- **£1,500 be granted to Noah's Ark Children's Hospital Charity**
Local Government Act 2000, s.2
- **£100 be granted to National Eisteddfod 2022**
Spending Power – Local Government Act 1972, s145

Town Council approved the minutes and recommendations of Grants Committee held on 8th February 2022.

10566 To receive notes of Community Thank You meeting held on 8th February 2022 and consider any recommendations

Town Council received notes of Community Thank You Working Party held on 8th February 2022.

Town Council approved recommendations:

- **3 benches (community bench project) to be located on grass area in front of Town Council building and plaques on benches.**
- **Price to be obtained for ground level plaque recognising 'Town Council greatly appreciated the efforts of the Caldicot community during the pandemic'**
- **Commemorative tree (weeping style tree) to be planted near benches – for 23rd March National Day of Reflection**
- **Community Thank You Working party task completed.**

10567 To receive notes of Town Council Building Working Group held 14th February 2022 and consider any recommendations

Town Council received the notes of Town Council Building Working Group and approved the recommendations.

a) Cllr R Wilsher expressed interest to join Town Council Building Working Group

Town Council appointed Cllr R Wilsher to Town Council Building Working Group

Cllr M Stevens left the meeting at 7:10pm

10568 To receive notes of Climate Change Working Group meetings held on 24th January 2022 and 14th February 2022 and consider any recommendations

The working group had held two meetings and discussed a number of items, which would assist in ensuring priorities for future generations. A member of the working group would contact schools to establish interest, at an educational level. Town Council received the notes of Climate Change Working Group meetings held on 24th January 2022 and 14th February 2022.

Town Council approved recommendations:

- Investigate funding opportunities for jubilee celebrations - tree planting
- Welsh Government policy on Carbon Neutral/Energy
- Cost of trees (9-12ft) [*Hungarian Oak and Weeping Style suggested*]
- Planting to take place during Summer

10569 Members Items of Business:

a) Cllr F Rowberry – Dog Fouling at Castle Park

In presenting the item, Cllr Rowberry advised that a recent clean-up of the area around Castle Park Primary School had taken place. However, dog mess continued to be a major problem, particularly with pupils walking it into school. Support was requested from Town Council in an effort to resolve the issue. Following discussions, it was agreed to invite Mon CC Cabinet Member and Officer to attend a meeting to discuss a way forward to resolve the dog mess issue.

Town Council to invite Mon CC Cabinet member and Officer to attend a meeting to discuss a way forward to resolve the dog mess issue

Cllr J Harris left the meeting at 7:30pm

b) Cllr F Rowberry – Compound Gates

In presenting the item, Cllr Rowberry suggested that, following the demolition of the KGVPF compound, the gates could be used on a local community project (the Cornfield Project).

Town Council agreed in principle that gates could be donated, this was subject to a formal request being received from the Cornfield Project to Caldicot Town Council.

10570 Reports

a) Reports from Town Council Representatives on Outside Bodies

Caldicot Foodbank

Cllr M Mitchell provided an update on Foodbank. Currently, there are plenty of volunteers and stock levels are good. There is a possibility that a fuel voucher scheme may be introduced.

Smart Towns

Cllr M Mitchell had recently attended a remote Smart Towns meeting. Funding of £50,000 to be used by the end of this financial year. Ideas suggested for its use to date are: town wi-fi, sensor rubbish bins, digital notice boards, website for the whole of Caldicot and digital bus stops. Councillors should submit any ideas via the Town Council office.

b) Governor's reports

There were no Governor's Reports

c) Police Report

Town Council received and noted the Police Report

d) Members items for website

No items were put forward for the website

e) Other (Clerks Report)

Clerk's Report

Town Council noted the Clerks report.

10571 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 point was raised regarding actions/updates from previous meetings:

- Bus shelters – A member noted that the bus shelters had still not been installed and frequent communication had been made with Mon CC. An update was provided, Mon CC suggested that installation was delayed until after the outcome of a study into Active Travel. Town Council requested that one bus shelter was installed at Woodstock Way (near Woodstock Court) and the other shelter is stored in Mon CC compound. In addition, Mon CC should confirm that in installing the bus shelters, there would be no delay in providing a pedestrian crossing at Woodstock Way.

10572 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:

10573 To consider quotations for trees at Dewstow Cemetery

a) Town Council approved quotation for trees at Dewstow Cemetery - £2,200, R Lewis

b) Town Council approved quotation for Copper Beech and Hungarian Oak trees - £690

10574 To consider quotations for Defibrillator accessories

Town Council approved quotation for Defibrillator accessories - £235 +VAT, Steroplast Healthcare Ltd.

a) To note receipt of new defibs to be located in West End and Dewstow Wards
[FTC 28.7.21]

Town Council noted receipt of new defibs to be located in West End and Dewstow Wards

The meeting ended at 7.55pm

Mayor/Deputy Mayor

Payment Reference list

February 2022

Payment Reference	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505360	19986	20/01/22	£219.86	£36.64	£183.22	Brighter Bills Ltd	Telephone
505361	19987	20/01/22	£9.64	£1.61	£8.03	Complete Business Solutions Group Ltd	Stationery
505362	19988	20/01/22	£17.99	£3.00	£14.99	DJB Cleaning Supplies Ltd	Supplies
505363	19989	20/01/22	£77.56	£0.00	£77.56	Dwr Cymru	Town Council building water
505363	19990	20/01/22	£485.72	£0.00	£485.72	Dwr Cymru	Jubilee way toilets water
505363	19991	20/01/22	£72.96	£0.00	£72.96	Dwr Cymru	Allotmnts SL water
505363	19992	20/01/22	£157.60	£0.00	£157.60	Dwr Cymru	Allotmnts OW water
505363		20/01/22	£793.84	£0.00	£793.84		
505364	19993	20/01/22	£270.00	£0.00	£270.00	SLCC	Membership
505365	20009	09/02/22	£0.00	£0.00	£0.00	Cancelled	Cancelled cheque 505365
505366	19995	20/01/22	£4,380.00	£730.00	£3,650.00	City Illuminations	Completion christmas lighting display
505367	19996	20/01/22	£2,294.24	£0.00	£2,294.24	One Voice Wales	Consultancy fee
505368	20025	09/02/22	£0.00	£0.00	£0.00	Cancelled	Cancelled cheque 505368
505369	20006	02/02/22	£30.00	£0.00	£30.00	Country Flowers	Bouquet
505370	20007	02/02/22	£16.94	£2.82	£14.12	DJB Cleaning Supplies Ltd	cleaning supplies
505371	20008	02/02/22	£310.00	£51.67	£258.33	Car Care	Locks/keys
505372	20010	03/02/22	£45.00	£0.00	£45.00	R Morse	TC security
505373	20026	09/02/22	£0.00	£0.00	£0.00	Cancelled	Cancelled cheque 505373
505374	19994	09/02/22	£3,430.00	£0.00	£3,430.00	Mon CC	CCTV Jan-March 2022
505374	20004	09/02/22	£5,000.00	£0.00	£5,000.00	Mon CC	Contribution to play activities
505374	20005	09/02/22	£25,845.37	£4,307.56	£21,537.81	Mon CC	Town cleansing and sweeping 2021/22
505374	20027	09/02/22	£2,500.00	£0.00	£2,500.00	Mon CC	CCTV Jan-March 2022 (Credit for downtime for service)
505374		09/02/22	£31,775.37	£4,307.56	£27,467.81		
505375	20029		£3,816.00	£0.00	£3,816.00	CWBS Ltd	TC Wall and repair
505378	20028		£30.00	£0.00	£30.00	Country Flowers	Bouquet
Total			£44,008.88	£5,133.30	£38,875.58		

Direct Debits/Bank Transfer payments

AS200222	Feb 22	£29238.02	£0.00	£29238.02	Salaries	Salaries/Tax/NI February 2022
AU170222	Feb 22	£357.98	£17.87	£375.85	British Gas	Utilities Dec 2021/Jan/Feb 2022
Bank Transfer payments (EstCttee101120)						
3.2.2022	Feb 22	£20.00	£0.00	£20.00	Playworks	Payroll Bureau January 2022
3.2.2022	Feb 22	£1386.94	£231.15	£1155.79	J Ball	Cemetery Maintenance Contract January 2022
3.2.2022	Feb 22	£1250.74	£208.46	£1042.28	P Villars	Bowl's Green Maintenance January 2022
3.2.2022	Feb 22	£1290.00	£215.00	£1075.00	Merlin Waste	Merlin Waste Dog Bins February 2022
3.2.2022	Feb 22	£1550.50	£0.00	£1550.50	R Lewis	Grounds Maintenance Contract January 2022

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1. Compound project – to consider and receive recommendations of Ecologist report

Town Council received and considered recommendations of Ecologist Report. It was agreed that demolition of the compound could now proceed. Town Council agreed to go ahead and purchase some low-cost bat boxes, bird boxes, as recommended in the report.

Town Council resolved to accept the Ecologist report and purchase some low-cost bat and bird boxes.

2. Resolved – Exclusion of the 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:

3. To consider quotations for trees at KGVPF (following H&S Tree Inspection reports)

Town Council accepted quotation from R Lewis, for trees at KGVPF - £150

The meeting ended at 8:05pm

Mayor/Deputy Mayor

CALDICOT TOWN COUNCIL
Minutes of Extraordinary Full Town Council held at 6.30pm
on Tuesday 8th March 2022 at Caldicot Town Council
(Hybrid meeting held in person and via Starleaf)

Present: **Cllrs:** RJ Higginson
 J Bond (*Starleaf*)
 W Conniff M Mitchell
 A Easson F Rowberry
 D Evans M Stevens
 J Harris C Watkins

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

10575 Apologies

Apologies were received from Cllrs K Harris and P Stevens

The Mayor advised that in discussing Personnel matters, a matter had been brought to the attention of Personnel Committee panel relating to NJC National Salary Award 2021/22.

Town Council were asked whether to accept the item, which related to the NJC National Salary Award 2021/22.

Town Council resolved to accept the item relating to salary awards (see minute 10581).

10576 Declarations of interest

Cllr M Stevens declared an interest in agenda items 10578 and 10580.

10577 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:

10578 To consider recommendations from Interview Panel – appointment of Clerk/Responsible Financial Officer

The Acting Clerk and Acting Deputy Clerk left the meeting.

Cllr M Stevens declared an interest as a relative of a member of staff and took no part in the meeting or decisions.

See Confidential Report

The Acting Clerk and Acting Deputy Clerk returned to the meeting.

10579 Resolved – To readmit press and public

Town Council resolved to readmit the press and public.

10580 To ratify appointment of Clerk/Responsible Financial Officer

Cllr M Stevens declared an interest as a relative of a member of staff and took no part in the meeting or decisions.

Town Council accepted the recommendations from the Interview Panel and ratified the appointment of S King to the post of Clerk/Responsible Financial Officer.

S King accepted the post and was congratulated on the appointment by Town Council.

a) To note Clerk signatory for bank accounts and cheques

Town Council agreed that Clerk signatory be amended on bank accounts and cheques.

10581 To approve the NJC National Salary Award 2021/22 – 1.75%

Town Council approved the NJC National Salary Award 2021/22 – 1.75% and agreed to implement the pay award in March salary.

Town Council agreed that, in accordance with guidance, backpay for any employees who had left employment would be paid if requested by the ex-employee.

Town Council noted the conflict affecting Ukraine and offered support to the local collection point. A member suggested flying the Ukrainian flag in support.

Town Council agreed to fly a flag, recognising conflict affecting Ukraine.

The meeting ended at 6:50pm

Payment Reference list

March 2022

Payment Reference	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505379	20044	24/02/22	£395.00	£0.00	KGVPF	A Sanders Ecology	Ecology report compound project
505380	20045	24/02/22	£28.00	£0.00	FACS	G Harris	window cleaning
505381	20046	24/02/22	£95.00	£0.00	ADMIN	Caer	Health Services
505382	20047	24/02/22	£7,985.27	£1,330.88	ADMIN	BCS Global	Pinnaca Starleaf meeting room equipment
505383	20048	24/02/22	£11.26	£0.00	ADMIN	Complete Business Solutions Group Ltd	stationery
505384	20049	24/02/22	£14.88	£0.00	KGVPF	Dwr Cymru	KGVPF water
505385	20065	08/03/22	£256.00	£0.00	ADMIN	Post Office Ltd	postage
505386	20063	08/03/22	£52.00	£0.00	FACS	R Morse	TC building security
505386	20064	08/03/22	£55.65	£0.00	FACS	R Morse	TC building security
505386	08/03/22	£107.65	£0.00				
505387	20062	08/03/22	£50.40	£8.40	ADMIN	Edge IT Systems	Finance support
505388	20061	08/03/22	£528.00	£88.00	FACS	P&P Pest Control	Contract Feb 2022 one year
505389	20060	08/03/22	£85.04	£14.17	ADMIN	Complete Business Solutions Group Ltd	stationery
505390	20073	11/03/22	£13,211.95	£2,201.99	FACS	Mon CC	Jubilee way toilets
505391	20076	15/03/22	£911.00	£0.00	ADMIN	One Voice Wales	Consultancy fees - recruitment
505392	20077	15/03/22	£100.00	£0.00	CWB	Urdd National Eisteddfod	Grant donation
505393	20078	15/03/22	£1,500.00	£0.00	CWB	Noahs Ark Childrens Hospital Charity	Grant donation
505394	20079	15/03/22	£282.00	£47.00	FACS	Steroplast Healthcare Ltd	Replacements pads/batteries for defibs
505395	20080	18/03/22	£441.43	£73.57	FACS	Trident Water	Quarterly legionella testing
505396	20081	18/03/22	£312.50	£0.00	FACS	L Watkins	Cemetery gates
505397	20082	18/03/22	£312.50	£0.00	KGVPF	R Morse	KGVPF gates
505397	20083	18/03/22	£150.00	£0.00	KGVPF	R Morse	KGVPF gates
505397	20084	18/03/22	£32.00	£0.00	FACS	R Morse	TC building security
505397	20085	18/03/22	£111.30	£0.00	FACS	R Morse	Cleaning cover
505397	18/03/22	£605.80	£0.00				
Total			£26,921.18	£3,764.01			
Direct Debits/Bank Transfer payments							
AS200322		March 22	£9,842.33	£0.00		Salaries	Salaries/Tax/NI March 2022
Bank Transfer payments (EstCttee101120)							
02.3.22/18.3.22		Feb/March 22	£40.00	£0.00		Playworks	Payroll Bureau February/March 2022
8.3.22		February 22	£1,789.99	£298.33		J Ball	Cemetery Maintenance Contract February 2022
8.3.22		February 22	£1,250.74	£208.46		P Villars	Bowls Green Maintenance February 2022
8.3.22		March 22	£1,290.00	£215.00		Merlin Waste	Merlin Waste Dog Bins March 2022
8.3.22		February 22	£1,355.50	£0.00		R Lewis	Grounds Maintenance Contract February 2022
8.3.22		February 22	£13,512.00	£2,252.00		J Reece	KGVPF – MUGA project demolition

Minutes of Personnel Committee held at 11.00 am on 11am on Monday, 21st March 2022 at Caldicot Town Council (hybrid meeting)

Present: Cllrs D Evans, W Conniff, A Easson, RJ Higginson, M Mitchell, F Rowberry (remote)

P Egan – One Voice Wales (remote)

[S King – Clerk]

1 Apologies

There were no apologies received.

2 Declarations of Interest

There were no declarations of interest.

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

4 To discuss staffing matters

Personnel Committee discussed recruitment of Town Council, Deputy Clerk (agreed FTC 8.3.2022).

P Egan, One Voice Wales, advised personnel committee regarding interview process and timeline.

See confidential Report A

The meeting ended at 11.15am.

CALDICOT TOWN COUNCIL

Minutes of Health & Safety Committee held at 1.00pm, Tuesday, 22nd March 2022 at Caldicot Town Council

Present: Cllrs: RJ Higginson (Chair)
D Evans
K Harris
F Rowberry

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

1 Apologies

Apologies were received from Cllr M Mitchell.

2 Declarations of Interest

No declarations of interest were made.

3 Health & Safety Inspection of Town Council Facilities

(i) Town Council Building

It was noted that the Town Council Building Working Group had been set up.

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

a) Allotment/Guide Hut Fence

Quotation for Guide Hut/Allotment fence, expected for Town Council.

b) Additional Play Area Gate

Town Council had requested further information from Mon CC regarding DDA requirements for an additional gate. The contractor had confirmed that the gate would be DDA compliant (minimum width 1.2mtr and yellow or red for visibility).

No concerns had been raised regarding the location of the gate, although it was noted that it would have to open inwards to the park because of the footpath. A councillor expressed concern that the location of the gate could be a health and safety issue.

Health and Safety Committee recommended proceeding with gate.

(iii) Cemetery

a) Extension

The contractor was undertaking work at the cemetery, which included markings for new pathway. It was noted that limited space remained within the existing burial area and that the cemetery extension would be marked for spaces in the near future. Illustrations would be forwarded to Town Council office showing location of new pathways.

b) Alternative headstone/benches

The Committee noted that requests had been received in relation to alternative headstones and benches, the requests were discussed with the contractor. Health and Safety concerns were raised due to: stability of ornamental pieces, quality/type of material (e.g pre-cast concrete would deteriorate), continuity of lawn cemetery rules, maintenance and longevity of alternative items.

Health and Safety Committee recommended that, due to the nature of the cemetery alternative items/materials would not be permitted.

(iv) Allotments

The Clerk and Acting Deputy Clerk advised that they would undertake visits of each allotment sites to check plot conditions as rents are due on 1st April.

(v) Copse

No matters were raised. It was suggested that a litter bin would be useful, located near the copse/Brookside development.

(vi) Jubilee Way Toilets

There were no urgent matters raised regarding the toilets. Clarification would be requested from Mon CC regarding light switch on timers.

(vii) Crossway Nursery

No matters raised.

4 Other – at Discretion of Chairperson

No other items were put forward.

The meeting ended at 1.55pm

CALDICOT TOWN COUNCIL

Report of Town Clerk

FULL TOWN COUNCIL 30TH MARCH 2022

1. CORRESPONDENCE

1.1 One Voice Wales

Pre-Election Period

The Pre -Election Period before the forthcoming local government elections in May begins for all Councils from 16th March 2022.

During the pre-election period (or purdah as its also known), councils need to be careful to ensure their resources are not used to promote a particular candidate or party and that no advantage is given to existing councillors that other candidates wouldn't have access to

You should not:

Produce publicity on matters which are politically controversial or assist an existing councillor with re-election

Make references to individual candidates or parties in press releases

Arrange proactive media or events involving candidates

Issue photographs which include candidates

Supply council photographs or other materials to political group staff unless you have verified that they will not be used for campaigning purposes

Continue hosting third party blogs or e-communications including social media

Councils can continue to meet to carry out normal business, but they should not be making decisions and announcements on new projects/services/schemes.

Further guidance from the Local Government Association (LGA) which does reference elections in Wales can be found on the LGA website see link below: -

<https://www.local.gov.uk/our-support/guidance-and-resources/pre-election-period/what-pre-election-period-means-practice>

Two new duties for Councils under the 20201 Local Government and Democracy (Wales) Act

ANNUAL REPORTS

An annual report will be required for the 2021-2022 financial year, and will be due for publication as soon as practicable after 1 April 2022. These will be required annually thereafter.

There is no template for a community council annual report as the format will reflect what the council does. The level of detail is expected to reflect the size and scope of council activity. It is an opportunity to show the work of the council, reflecting on the past year's activity and to look ahead to its plans for the coming year.

Although there is no template, councils may wish to consider the following information within its report:

· Information on the organisation of the council, Councillors, Sub-committees and Key contact information

· Basic financial information including Income (including precept), Running costs, and money spent

· Audit – the outcome and dates of the latest internal audit, and the external audit by the Auditor General for Wales).

· Activities - Key council objectives for the year and progress against these objectives. Also how the Council engaged with its community

· Achievements - High points of the year including the outputs and outcomes of key services or activities delivered during the year. Also reflection on what worked well and not so well.

The first report will be due for publication as soon as practicable after 1 April 2022.

TRAINING PLAN

All Councils will now have to write a Training Plan. The purpose of the training plan Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities undertaken by that council, the current expertise of councillors and clerks and the nature and significance of any training needs identified.

There are areas which all councils should ensure that they have sufficient skills and understanding. These are:

- Basic induction for councillors
- The Code of Conduct for members of local authorities in Wales.
- Financial management and governance.

In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore, such as those offered by the general power of competence. In which case, it may decide there are new skills for councillors and clerks to attain.

The plan should provide, as a minimum, information about:

- The type of training,
- Numbers participating
- The timeframe over which the training is expected to be completed
- The overall cost of the training.

A new plan needs to be written after each set of full elections and reviewed regularly.

The first training plan must be ready and published by 5 November 2022.

1.2 MIND Monmouthshire

To note correspondence from MIND Monmouthshire

*[Appendix 1 –
MIND Monmouthshire requested that due to nature of correspondence, information is confidential]*

2. SUBSCRIPTIONS AND PUBLICATIONS

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

- **STRI Bulletin**
- **Clerks and Councils Direct**
- **ICCM**
- **OVW Agenda/Minutes/Bulletin**
- **CCTV User group – Agenda/Minutes**

**Minutes of Compound Working Group held at 2.00pm on Thursday 17th March 2022
at Caldicot Town Council**

Present: Cllrs F Rowberry, W Conniff, D Evans, M Mitchell, M Stevens

**M Carter (Sports & Play consulting),
L Wilson (Dragon Play & Sports)**

[S King - Clerk, B Hodges]

1 Apologies

Apologies received from Cllr RJ Higginson.

2 Declarations of Interest

There were no declarations of interest.

**3 To meet with Project Manager (Sports & Play Consulting) and
Contractors (Dragon Play), following demolition of compound
building**

Compound Working Group met with consultants on site, Sports & Play Consulting and Dragon Play & Sports.

It was noted that the compound had been demolished and the site would need to be cleared for the infiltration ground testing to take place.

4 To discuss next stage of MUGA project:

- Concrete hardstanding to be removed (with test dig to ascertain depth of footings)
- Infiltration tests to be undertaken (approved FTC November 2021)
- Drawings to be produced and revised costs to be submitted to Town Council
- Town Council to agree final project design
- Noted MUGA annual maintenance costs anticipated £4k per annum

Meeting end 2.50pm