

(A)

Caldicot Town Council
Minutes of Town Council held at 18:30
on Wednesday, 31st January 2024 at Caldicot Town Council

Present: Cllr M Mitchell – Town Mayor
Cllr F Rowberry - Deputy Mayor
Cllr W Conniff
Cllr A Easson
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Mayo
Cllr G Owen
Cllr W M Sage
Cllr IR Shillabeer
Cllr M Stevens
Cllr P Strong,
Cllr J Woodfield

Also present: L Gillespie - Deputy Clerk
L Wallington – Admin
A Wilson - Locum Clerk,
2 members of the public

10885 Welcome

The Town Mayor welcomed everyone to the meeting.

A minute silence was held for former Mayor, P Watts.

The Town Council acknowledged a Governor's report from Durand School and noted that a breakfast club will be implemented.

10886 Apologies for Absence

RESOLVED to note that apologies were received from:

- Cllr A Lewis – work commitment
- Cllr J Bond – personal commitment

10887 Declarations of Interest

RESOLVED to note that Cllr A Easson declared a personal non-prejudicial interest as a member of Monmouthshire County Council Planning Committee.

10888 Public Question Time and Participation

Questions were raised in relation to S106 contributions on play area equipment for Caldicot.

RESOLVED to write a letter to Mon CC regarding new play area equipment

10889 Minutes

RESOLVED to approve the following minutes / notes and the recommendations contained therein:

- i) Notes of 50 Years of Caldicot Working Group Meeting 13th October 2023
- ii) Notes of Allotments Committee Meeting 31st October 2023

- iii) Notes of 50 Years of Caldicot Working Group Meeting 10th November 2023
- iv) Minutes of Full Town Council Meeting 29th November 2023
- v) Minutes of Personnel Committee Meeting 12th December 2023
- vi) Minutes of Extraordinary Full Town Council Meeting 12th December 2023
- vii) Minutes of Extraordinary Full Town Council Meeting 11th January 2024
- viii) Notes of 50 Years of Caldicot Working Group Meeting 12th January 2024
- ix) Minutes of Extraordinary Full Town Council Meeting 16th January 2024
- x) Minutes of Grants Committee Meeting 25th January 2024

10889 Reports from Monmouthshire Councillors

Members were informed of:

- Mill Lane road closure during the school half term.
- The CCTV consultation on the proposed new SLA.
- Thursday 2nd May day closure of Durand School for election. Council acknowledged the requirement for a polling station in every ward, but questions were raised why there was a need for a school to be closed for the day when there were other suitable locations in the town.

RESOLVED that Cllr M Stevens contact J Pearson regarding polling station locations.

10890 Report from Gwent Police

RESOLVED to note that the Town Council received the December 2023 and January 2024 Police Report. Council noted no police attendance at meeting.

10891 Appoint representatives on Committees and Outside Bodies (following vacancies)

RESOLVED that the following Councillors be appointed to the Outside Bodies:

- xi) Compound Working Group – Cllr. I R Shillabeer
- xii) Climate Change Working Group – Cllr. A Mayor
- xiii) Allotments Committee – Cllr. R Grumbach and Cllr. W Conniff
- xiv) 50 Years of Caldicot Working Group – Cllr. A. Mayo
- xv) User Sub-Committee King George V Playing Fields – Cllr. R. Grumbach
- xvi) Caldicot Business Forum – Cllr. A Easson and Cllr. A. Mayor

10892 Caldicot Town Council Building

Members acknowledged a verbal update of renovation works to Caldicot Town Council building. Contractors have commenced renovation work. Fencing is to be erected at the entrance to the site to prevent access to residents for health and safety reasons. Plumbing for radiators to be upgraded, return and flow pipework is required. Quote will be provided to Council once received. Fortnightly TC Building Working Group meetings to be held on site with contractors, to assess progress.

10893 Training for Councillors and Staff

As part of the Locum Contract the Locum Town Clerk is able to carry out training. All Councillors were encouraged to engage in training.

Members acknowledged the amendment in the date of training, to be corrected to *Friday 9th February*.

RESOLVED that Councillors should contact the Locum Clerk to confirm their attendance at which event.

10894 Bridges Dental Surgery

Members acknowledged the response from Aneurin Bevan University Health Board and expressed concern for lack of NHS dental provision in Caldicot.

RESOLVED that a letter be written to all parties involved to express deep concern of loss of NHS dental services in Caldicot

10895 Finance

a) Payment schedule

Members were informed that the account system was not working correctly. True figures are correct. Amended payment schedule to be sent out once available.

RESOLVED to accept the payment schedule, subject to amendment.

b) Grant application from Youth Group

Members considered the grant application from Caldicot Youth Group. The Town Council was advised that grant is not able to be given for capital funding. Council acknowledged that Caldicot Youth Group is supported annually by Council.

RESOLVED to refuse grant application from Caldicot Youth Group

10896 Planning

a) Planning Applications for consideration:

i. DM/2023/01739

Members noted that Cllr Easson declared an interest.

RESOLVED to approve the planning application.

ii. DM/2023/01633

Members acknowledged the planning application was for Caldicot Town Council Building and **RESOLVED** to make no comment..

b) MCC Approved Planning Applications

i. DM/2023/01606

Members noted the approved planning application

10897 Footpath 8, Portskewett

Members acknowledged that the footpath is closed for health and safety purposes.

The Locum Clerk was asked to contact Monmouthshire CC regarding the yard next to the path is causing the problems with overhanging equipment.

Members noted the closure of footpath 8, Portskewett.

10898 Strategic Equality Plan Consultation

Members expressed full support for objectives listed in the Strategic Equality Plan. Members acknowledged an adult Changing Places facility is a future ambition for Caldicot.

RESOLVED to write a letter endorsing the Strategic Equality Plan.

10899 SLA Update

Members received a verbal update from the Town Mayor. Council was informed that a deep clean of the Village pavements would be performed monthly. Council acknowledged that regular meetings being held with Severnside Team are beneficial and enable concerns to be raised. Council expressed thanks to the Severnside Team for their assistance in the removal of items from the Town Council building.

10900 Town Centre Report

Members were advised that an additional bin should be installed within the walkway between the Village and Jubilee Way Car Park. It was recommended to Council that installation of a cigarette bin should be considered due to littering concerns. Council raised concerns regarding the presence of pigeons in the Village. Council raised health and safety concerns of utilising a bird of prey to deter pigeons.

RESOLVED to agree the following points:

- Council agreed to defer utilising a bird of prey for the Village to Health and Safety Committee to consider
- Council resolved to agree to write to all property owners, shops and businesses in the Village regarding the correct disposal of business waste and cigarette butts
- Council resolved to agree to publish a post on social media and website regarding correct disposal of waste and cigarette butts

10901 Any new matters relating to the town not included elsewhere on the agenda

Concern had been raised regarding the pedestrian crossing at The Cross.

RESOLVED to note that Cllr A Easson asked that the item be added to the next agenda.

10902 Date of next meeting

RESOLVED to note that the date of the next meeting of Full Council be held on Wednesday 28th February 2024.

Meeting ended at 8:05pm

Signed **Date**

Town Mayor

B

Caldicot Town Council
Extraordinary Minutes of Town Council held at 13:30
on Friday, 9th February 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell – Town Mayor
Cllr F Rowberry - Deputy Mayor
Cllr W Conniff
Cllr A Easson
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Lewis
Cllr A Mayo
Cllr G Owen
Cllr IR Shillabeer
Cllr M Stevens
Cllr P Strong
Cllr J Woodfield

Also present: L Gillespie – Deputy Clerk
L Wallington – Admin
A Wilson – Locum Clerk

10903 Welcome

The Town Mayor welcomed everyone to the meeting.

10904 Apologies for Absence

RESOLVED to note that apologies were received from:

- Cllr J Bond – work commitment
- Cllr W Sage – work commitment
- Cllr R Wilsher – personal commitment

10905 Declarations of Interest

No declarations of interest were received.

10906 Public Question Time and Participation

There were no members of the public in attendance.

10907 Minutes

RESOLVED to approve the following minutes / notes and the recommendations contained therein:

- i) Minutes of Personnel Committee Meeting 30th January 2024

10908 Additional Increase to Utilisation of Allotment Support Grant - £3,000

RESOLVED to approve the additional increase of £3,000.00 for allotment improvements.

10909 Planning Applications

a) MCC Approved Planning Applications

DM/2024/00005: Proposed ground and first floor rear extension. 1 Severn View, Caldicot, NP26 4AD

Members noted the approved planning application

10910 CCTV and Service Provision

Members raised concerns over cameras and service provision. Members acknowledged the CCTV service provision is currently unsatisfactory.

Members proposed to consult with MCC Community Safety Leads regarding the CCTV service. Members were informed that a review of the CCTV service contract will be undertaken after the consultation.

RESOLVED to invite MCC Community Safety Leads to subsequent Full Town Council meeting in February 2024

Cllr A Lewis left the meeting at 2:10pm.

10911 Pedestrian Crossing at Woodstock Way and The Cross

Members considered the pedestrian crossings at Woodstock Way and The Cross.

- Members acknowledged Mon CC are due to install a sophisticated pedestrian crossing as part of the Active Travel plan following five years of campaigning. Cllr Mitchell would like it noted that Council attended a meeting regarding the installation of a safety crossing at Woodstock Way. Members were informed that the agenda was altered at the meeting and comments were made by an MCC officer, who was not aware of the pedestrian crossing concern.

RESOLVED for Locum Clerk to move item forward

- Members were informed that cars parking on pavement at The Cross are causing a blind spot for the pedestrian crossing. Members noted police are unable to respond to reports due to staffing. Members acknowledged a safety report has been completed.

RESOLVED to ask to receive the safety report and write to Gwent Police about illegal parking

Cllr M Stevens left the meeting at 2:35pm

10912 Street Cleaning Costs 2024/25

RESOLVED to note the street cleaning costs of £26,000.00 + VAT for 2024/25

10913 Public Toilet Costs 2024/25

RESOLVED to note the public toilet costs of £11,000.00 + VAT for 2024/25

RESOLVED to approve for Locum Clerk to arrange a meeting with contractor in relation to maintenance of Public Toilets.

10913 Date of Next Meeting

RESOLVED to note that the date of the next meeting of Full Council be held on Wednesday 28th February 2024

10914 To Resolve – Exclusion of Press and Public

Resolved 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.

10915 Caldicot Town Council Building

Members acknowledged a verbal update on matters relating to the refurbishment of the Caldicot Town Council building. Members were informed of the cost to upgrade the heating system pipework to a more efficient system.

RESOLVED for TC Building Working Group to meet with project manager to discuss heating system.

RESOLVED to ratify costs paid for the Town Council building to date, following receipt of the first stage certificate.

Meeting ended at 2:50pm

Signed Date

Town Mayor



Caldicot Town Council
Notes of 50 Years of Caldicot Working Group held at 12:30pm on
Friday, 16th February 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr P Strong - Chair
Cllr W Conniff
Cllr F Rowberry

Also present: L Wallington – Admin
Caldicot Events Committee x3
Cllr A Easson
Cllr J Woodfield

1. Welcome

The Chair welcomed everyone to the meeting.

2. Apologies for Absence

Apologies were received from Cllr A Mayo and Cllr M Mitchell.

3. Declarations of Interest

Cllr P Strong declared a personal prejudicial interest as Chairman of Caldicot Community Hub.

4. Public Question Time and Participation

No members of the public were in attendance.

5. Notes

RESOLVED to approve the following notes and the recommendations contained therein:

- i. Notes of 50 Years of Caldicot Working Group Meeting 13th October 2023
- ii. Notes of 50 Years of Caldicot Working Group Meeting 10th November 2023
- iii. Notes of 50 Years of Caldicot Working Group Meeting 12th January 2024

6. 50 Years of Caldicot Events

Members received the following updates:

- **Time capsule**

Working Group suggested two time capsules to be made. WG were informed that a letter has been sent to schools informing them of the time capsule project, schools require clarification on contents. It was suggested that Rogiet and Portskewett schools should be invited to participate, due to Caldicot residents attending those schools.

RESOLVED to include Rogiet and Portskewett schools in school activities within the 50 Years of Caldicot Festival

- **Tree planting and plaque**

WG considered the date in which to plant the tree. It was suggested that the planting of the tree should be in accordance with the Caldicot Town Council building refurbishment. WG acknowledged that a decision would be made closer to the completion date of TC building refurbishment. Admin informed WG that it is not viable for a plaque to go on the tree trunk or be produced by the contractor. It was suggested that the cemetery contractor can produce the plaque and secure it to the ground. WG suggested encasing the tree in a metal frame to protect the tree from vandalism.

RESOLVED for J Ball to produce the plaque and for it be secured in the ground in front of the tree.

- **Exhibition**

An exhibition on the history of Caldicot to be organised with no cost to Council. Exhibition will be held at Caldicot Town Council, building refurbishment permitting.

- **Voice article**

Representative from Voice Magazine joined meeting at 12:45pm. WG were informed that front cover and a double page spread written by the Voice editorial team, a professional photographer at events and professional photos of Caldicot would cost £1,200 + VAT. WG acknowledged that circulation includes 7,000 hard copies distributed across South Wales and a permanent e-edition uploaded on to the South Wales Argus website.

WG were informed that a banner on the front page of the South Wales Argus for one day would cost £150 + VAT. WG noted that the £150 package included coverage of events. WG acknowledged that circulation includes 6,000 copies per day. WG considered the demographic of outreach and concluded wide circulation is not required.

WG noted the coverage could be included on Mon-Life, Visit Monmouthshire and Forest Review media.

RESOLVED to not pursue advertising due to cost

RESOLVED for Cllr Strong to approach Chepstow Voice

RESOLVED for Cllr Strong and Admin to liaise with South Wales Argus with articles and pictures

- **Castle**

WG were informed of the details to host an open-air cinema or a colour clash festival for the youth. It was suggested that the colour clash festival would be held within the Castle walls. A concern was raised over the use paint powder being used in the Castle grounds. It was suggested that a plain white t-shirt with the 50 Years of Caldicot logo would be supplied to all ticket holders. WG suggested the following points:

- Caldicot Events Committee to approach Mon Life regarding approval for a colour clash festival.
- If refused, research other venues for hosting colour clash festival
- If the colour clash festival is not feasible, research open-air cinema event

- Research possibility of hiring Caldicot Castle for an additional day

RESOLVED for Caldicot Events Committee to research all options and gather costings

- **Sporting Events**

WG noted that Sudbrook Cricket club expressed an interest in hosting an event for the 50 Years of Caldicot Festival.

- **Caldicot Castle Cannon**

WG suggested hosting an exhibition at Caldicot Castle on the history of the cannon and HMS Foudroyant.

RESOLVED for Caldicot Events Committee to gather information on hosting the exhibition

- **School Competition**

WG were informed that schools have been informed of the competitions. It was suggested that schools should be approached before the summer to accumulate ideas. Deadline for school competitions to be set at the end of November 2024 and to join with the burial of the time capsule.

RESOLVED for Cllr Strong and Cllr Wilsher to organise

RESOLVED for winners to be announced at the Christmas Lights Switch On 2024

- **Website and Social Media**

WG were informed that Local History Society are hosting a talk on Caldicot in the 1970s at 7:30pm on the 6th March 2024 at Caldicot Scout Hut.

RESOLVED for Admin to advertise on social media and website

7. Applications

Members considered the following applications:

- i. The Arts Society Monmouthshire

RESOLVED to approve £650 for the material costs.

RESOLVED for Locum Clerk to explain legislation on refusal of grant for training provision.

- ii. Crick Care Home

RESOLVED to purchase and retain equipment to then loan to Crick Care Home when required.

iii. Caldicot Musical Theatre Society

WG identified event as a key note event within the 50 Years of Caldicot Festival.

RESOLVED to contact Caldicot Musical Theatre Society and request more information regarding financial cost

iv. Caldicot Community Hub

Cllr Strong declared an interest and left the meeting at 1:50pm. Cllr Strong rejoined the meeting at 1:58pm.

RESOLVED to contact Caldicot Community Hub requesting clarification on the timings of *"half a day."*

8. Date of Next Meeting

RESOLVED to note that the date of the next meeting of 50 Years of Caldicot Working Group to be held on Friday 8th March 2024.

Meeting ended at 2:10pm.

Signed Date

Chair

Minutes of a Meeting of Personnel Committee of Caldicot Town Council held in Caldicot Room Suite 3, Castlegate Business Park to be held on Wednesday, 21st February 2024 at 10:00 a.m.

Present: Cllr. M. Mitchell – Chair
Cllr. W. Conniff
Cllr. A. Easson
Cllr. J. Higginson
Cllr. G. Owen
Cllr. F. Rowberry
Cllr. P. Strong

Also present: Anne Wilson Locum Town Clerk

P11/2024 Welcome

The Chair welcomed everyone to the meeting.

P12/2024 Apologies for Absence

RESOLVED to note that there were no apologies of absence for this meeting.

P13/2024 Declarations of Interest

RESOLVED to note that there were no declarations of interest under consideration on this agenda in accordance with Part III of the Local Government Act 2000 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

P14/2024 Public Question Time and Participation

There were no members of the public present.

P15/2024 Minutes

RESOLVED to confirm the minutes of the meeting of the Personnel Committee held on Tuesday 30th January 2024

P16/2024 EXCLUSION OF PUBLIC AND PRESS

RESOLVED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

COMMITTEE IN PRIVATE SESSION

P17/2024 Appointment of Town Clerk

RESOLVED that Members received an update from the Locum Town Clerk on the appointment of the new Town Clerk.

RESOLVED that Members confirmed the Job Specification, Job Description and Application Form for the post of Town Clerk.

Members confirmed that all Committee members would be involved in the shortlisting.

P18/2024 Staffing at the Town Council Offices

RESOLVED that Members noted the updates given by the Locum Town Clerk about matters relating to staffing and instructed the Town Clerk on how to move matters forward.

P19/2024 Administration Assistant

The Locum Town Clerk updated Members on the appointment of an Administration Assistant.

Following discussion Members **RESOLVED** to appoint a 16 hours per week part-time Administrative Officer for a fixed term of three months.

Further **RESOLVED** that the Town Clerk put together a Job Description based on the needs identified by the staff and also agreed by the Committee. The appointment would be put on the Full Council Agenda for confirmation.

P20/2024 Any Other Staffing Matter

There were no other staffing matters discussed at the meeting.

Members raised the matter of appointing contractors but not always having the opportunity to meet with them, discuss their contract, any issues from either side and any future liabilities.

RESOLVED that the Locum Clerk set up meetings with the contractors.

Further **RESOLVED** that Cllr. Mitchell, Cllr. Rowberry, Cllr. Conniff and Cllr. Owen, the Locum Clerk and Deputy Clerk meet with the contractors.

Signed Date

Chairman



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Monmouthshire South Monthly Update

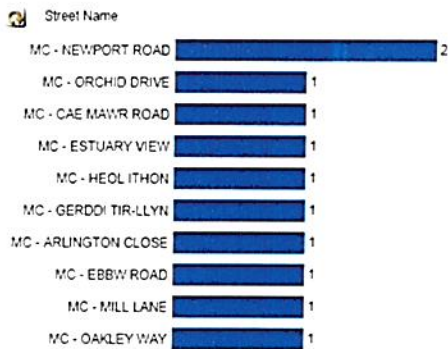
FEBRUARY 2024



WARD NAME

Caldicot

Crime in Caldicot in January/February 24

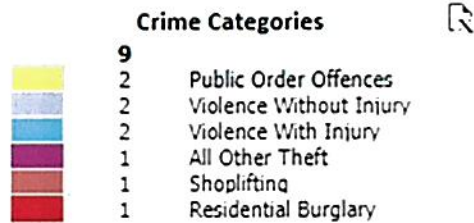


For January/February 24Caldicot the main bulk of the crime has been in the town centre around the pubs and the supermarkets.



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

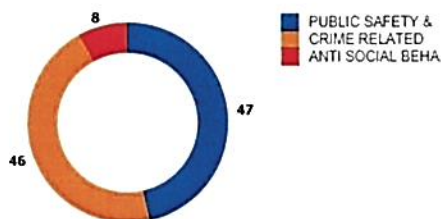
Top Crime Categories



The above is the top crime types for the Caldicot.

For January/February, Caldicot has had several different crimes. As police we are seeing a rise in motor bike thefts in our community, we are working hard to set up a policing operation to focus on this. To date one person has been arrested for the motorbike thefts and bailed pending further investigations another person has been dealt with by an out of court disposal following attendance at court.

Incidents by Category





PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

As you can see from the above chart and mapping to show where the crime related incidents have taken place in Caldicot.

Report completed by Michael Martin CO164

Monmouthshire South Neighbourhood POLICING TEAM

Social media



@gwent.pnn.police.uk



monmouthshire
sir fynwy Annwyl /

Cyngor Sir Fynwy
Neuadd y Sir, Y Rhadyr,
Brynbuga, Sir Fynwy
NP15 1GA
Monmouthshire County Council
County Hall, Y Rhadyr, Usk,
Monmouthshire
NP15 1GA

Ffôn/Tel: 01633 644344
E-bost/E Partnerships@monmouthshire.gov.uk
Web/Gwefan: www.monmouthshire.gov.uk
Ein Cyf/Our ref:
Eich Cyf/Your ref:
Dyddiad/Date: 18th February 2024

To Member.
20/2/24.



Annwyl / Dear Town & Community Councillors,

At Monmouthshire County Council's full Council meeting in January, Councillors voted to work towards Monmouthshire becoming an Age-Friendly County and to support joining the World Health Organisation's global network of Age-Friendly Communities. As you will be aware, Monmouthshire has an ageing population, with over a quarter of residents aged 65 and over, so future proofing an age friendly county for citizens now and in the future, has never been more important.

The Council has committed to work with all partners and the wider community to foster healthy and active ageing and as such, would welcome Town & Community Councils considering nominating an Age Friendly Champion who can represent your respective area and join with us in driving forward the WHO Age Friendly status.

Your Council will have already received the WHO Age Friendly survey, which invites all residents aged 50 and over to share their thoughts and views on everyday life in Monmouthshire. This is a fantastic opportunity for your residents to provide feedback on what matters to them. This information will help inform what works well and what needs improvement, and how we can strengthen our collaboration to deliver for our residents and across our communities.

The survey runs until 7th March 2024, and I would be grateful for any help you can provide in sharing this survey. I would also welcome any nominations you may have for an Age Friendly Champion who can join us and our wider partners in making Monmouthshire a great place to age well. We intend hosting a special briefing/discussion event later in the year for local Councillors.

If you would like any additional information regarding this, or would like to discuss this further, please contact the Strategic Partnership Team at email: Partnerships@monmouthshire.gov.uk

We look forward to hearing from you.

Yr Eiddoch yn gywir/Yours sincerely

County Councillor Ian Chandler
Cabinet Member for Social Care, Safeguarding & Accessible Health Services



***Gwent Music
Chair's Charity Showcase
Monmouth Comprehensive School
Tuesday 12th March 2024 at 7 p.m.***

Gwent Music are kindly holding a Charity Music Showcase at Monmouth Comprehensive School on Tuesday 12th March 2024 at 7pm in aid of my chosen charity for my year of office:

St David's Hospice Care

This is an excellent opportunity to support both our talented youngsters in Monmouthshire and my chosen charity.

This is a Music Showcase not to be missed, tickets are available at £8.00 for adults and £1 for children. For tickets or further information please contact the Chair's Office telephone 01633 644020 or email: lindagreer@monmouthshire.gov.uk

Should you be unable to attend but would like to donate to St David's Hospice Care, please use this link to the Chair's Just Giving Page: <https://www.justgiving.com/campaign/chairofmonmouthshirecouncil>

I very much hope you can join me on what I am sure will be a delightful evening.

***County Councillor Meirion Howells
Chair
Monmouthshire County Council***





Town Council

Subject: FW: Portrait of the King

The opportunity to purchase a portrait of the King has now come for Town and Community Council started today so if the Council would like one then please order it very soon.

Thank you.

Kind Regards

Anne

20:04



Get them while they're hot..

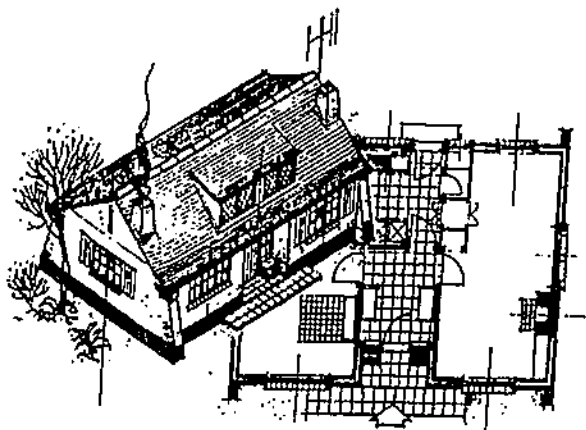
<http://tpc-portraitscheme.cubiquityonline.com/>

The closing date for applications is
Thursday 28 March 2024.



MAISON DESIGN

ARCHITECTURE AND PLANNING
CONSULTANCY



25 Caldicot Road
Rogiet
Caldicot
Monmouthshire
NP26 3SE
TEL 01291 422712
Email
mark@maisondesign.biz
www.maisondesign.biz

16th February 2024

Deputy Town Clerk
Caldicot Town Council
Council Offices
Sandy Lane
Caldicot
NP26 4NA

Dear Lisa Gillespie

Re Refurbishment at Council Offices Sandy Lane

In Attendance

Mark Harry
Scott Pritchard Bemrig
Dominique Wesley Site Agent
Maxine Mitchell
Frank Rowberry
Tony Easson
Tracey
Wyndham Conniff

Progress Report

Works started on site Monday 22nd January 2024. Works are progressing as expected

Matters Arising.

1. It was agreed that the extra over heating alterations will go ahead

2. The hatch window ref W3 from reception to the Office has been specified as 1140 high x 900 wide with a cill height of 700mm.

Discussions were made about raising of cill height. The 700mm cill height is standard disability height for a counter top. Tracey pointed out that this hatch is not a hatch with a counter but only to talk to the person. Therefore, this height can be raised. I cannot find a height to talk only cill height. Considering a desk is 700mm high there is reference for a counter height to be 840mm max, but as this is not a counter it is open for common sense. 840 to 900mm would be advisable.

3. Within the old male toilets there was damp on the floor from the previous nights rain. The render and plaster has been hacked away. We have had a lot of rain during the month of January and again to the start of February but no signs of damp. This has come over night. One of the builders took out a sample of cavity fill insulation for the side cavity wall via the hole left by the whb waste. It was foam infill and appeared to be damp. Scott to remove the bottom row of blocks to investigate the cavity as a matter of urgency so I can evaluate the problem further.

Summing Up

1. Next valuation Friday 1st March at 10-00am

Yours sincerely

Mark Harry



Caldicot Town Council Refurbishment - Additional Heating and Pipework Costs

Hi Lisa, DATE 25th January 2024

As per our brief discussion earlier this afternoon, please see below costs to undertake the proposed works;

- Strip out old heating pipework = £850.00
- Install new "hot water pipework" to all locations from boiler (3 toilets, 2 tea stations, 1 Belfast sink) = £2,970.00
- Install new flow and return pipework throughout building to service all radiators = £3,850.00
- Extra cost to include for new radiators throughout building not previously allowed for within tender (i.e. radiators in meeting room etc.) = £1,950.00

All above costs are subject to VAT **TOTAL £9620 plus vat**

Lisa, DATE 9th February 2024

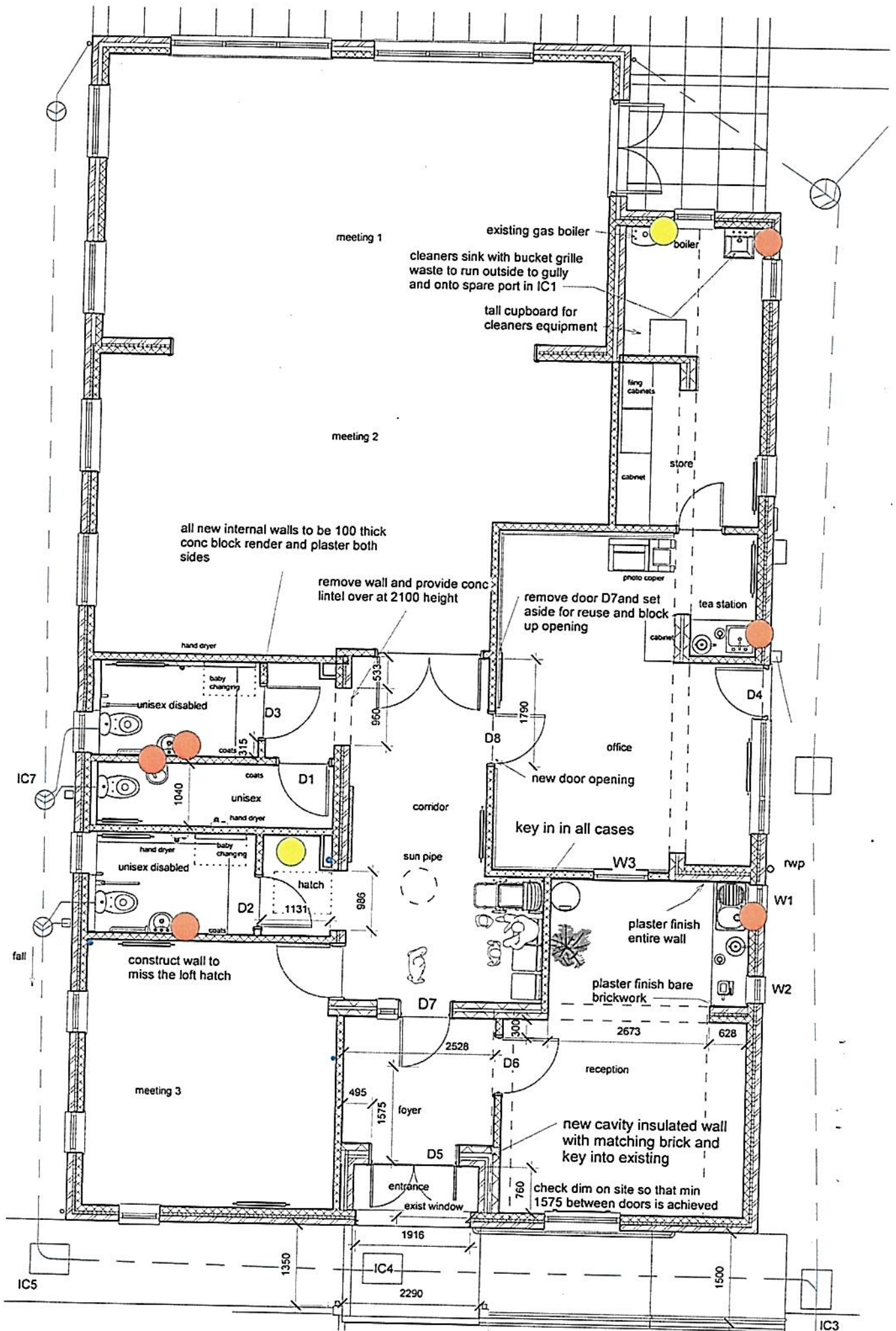
Following on from my initial quotation below, please see below a revised "proposal" of additional works;

- Strip out old heating pipework = £850.00
- Allowance for stripping out existing water heaters (3no) = £150.00
- Install new flow and return pipework throughout building to service all radiators = £3,850.00
- Extra cost to include for new radiators throughout building not previously allowed for within tender (i.e. radiators in meeting room etc.) = £1,950.00
 - Supply and install new large water heater to feed the 3 new toilets including running pipework to location = £2,550.00
 - Fit new hot water feed from boiler to new Belfast sink = £120.00
 - Fit new hot water feed from boiler to first Kitchenette = £220.00
 - Use existing water heater and install to second Kitchenette = £320.00

Also, see the additional cost to plasterboard and skim the brickwork wall as discussed;

- Dot and Dab 12.5mm plasterboard and skim finish (also inclusive of additional painting and skirting now needed) = £657.00

All above costs are subject to VAT. **TOTAL £10667 plus vat**



Agenda Item for Town Council meeting planned for

28th February 2024

5

Input by Cllr ... WOODFIELD
Issue / SUBJECT.

Review of current contract obligations of CTC
of the requirement of Mon CC in relation to the forward
plan 2023-2027 + the objectives & values therein (copy attached)

Background

Views have been expressed in regards to CTC contracts + the
costs/performance including concerns over Mon CC responsibilities
leaving CTC paying for services we should not be.

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

Proposal

That CTC have at each F.T.C meeting this continuous
agenda item which allows FTC on 12 occasions to
review, plan, recognise progress towards the achievement
of the objectives & or actions required to deliver the
objectives.

Desired Outcome

Monthly measurement of performance against the
objectives agreed by CTC

Benefits of proposal

Monthly recognition of performance or actions required
to maintain achievements of the targeted goals.



CALDICOT TOWN COUNCIL

FORWARD PLAN 2023-2027





PRIORITIES

longer-term priorities for the council that need to be considered in budget setting and consideration of resources

❖ TOWN COUNCIL BUILDING

Maximising the use for the community, taking into consideration the residents needs through survey results (September 2023)

❖ DEWSTOW CEMETERY

Maintaining a significant community asset and providing burial space for the community. Continually reviewing changes in trends/demand and maximising development of the asset.

❖ KING GEORGE V PLAYING FIELD/COMPOUND PROJECT

Using data from Welsh Index of Multiple Deprivation, maximising available green space for residents. Considering residents needs through survey results (September 2023)

❖ CALDICOT TOWN CENTRE

Under the responsibility of Monmouthshire County Council - Caldicot Town Council will work with partners and landlords to help facilitate improvement of Caldicot Town.

GOALS AND OBJECTIVES

shorter-term goals and objectives can be achieved day to day, by staff, councillors and the community – budget and resource implications are minimal in some areas

<input type="checkbox"/> Transport Links	<input type="checkbox"/> Building relationships
<input type="checkbox"/> Dementia friendly	<input type="checkbox"/> Engagement/community surveys/communication/newsletter
<input type="checkbox"/> Accessible	<input type="checkbox"/> Youth Council/Meet the Mayor
<input type="checkbox"/> Facilities for all ages/intergenerational	<input type="checkbox"/> Addressing resident concerns
<input type="checkbox"/> Accessible	<input type="checkbox"/> Environmental/Green matters
<input type="checkbox"/> Clean and safe	<input type="checkbox"/> Promoting the Council and democracy
<input type="checkbox"/> Nice environment	<input type="checkbox"/> Attractive and welcoming
<input type="checkbox"/> Healthier/sport/play	

How and Why

Caldicot Town Council is at the grassroots level of local government in Wales. The Council is required to report annually on activities throughout the year (via the annual report). The Council needs to formally set the aims and objectives, to form a business case for the Town Council going forward.

- What three things really matter?
- What is within these that we are uniquely placed to do?
- Are we prepared to finance it?
- Are the resources in place to support projects and ambitions?
- Is it sustainable to manage going forward?



REALISTIC EXPECTATIONS

Mission Statement: *Caldicot Town Council is determined to make a place for all its residents whatever their background to be a fairer, cleaner and safe community to build connections with residents and local business for a brighter future working together.*

-
- **Specific:** The goals need to be focused and identify a tangible outcome. Specify what is to be achieved and the resources required to achieve success.
 - **Measurable:** There should be a method of evaluating achievement, progress and success.
 - **Attainable:** Goals are challenging but reasonable. This helps to identify potential barriers and use as a planning tool to achieve the goal.
 - **Relevant:** Ensure that the goal is worthwhile and aligned to values, providing a focus for the organisation.
 - **Timing:** Work to a target date and apply focus for achievement – set a realistic time frame.
-

In working towards its forward plan and objectives, Caldicot Town Council has a set of values which will be continually considered and will inform the decision-making process:

-
- **CLEANER** - Creating a welcoming, attractive and clean atmosphere for residents and visitors to Caldicot.
-
- **SAFER** - Promoting respect in all aspects of the work within the community, working with partners and assisting residents to ensure they feel safe within the town.
-
- **GREENER** – Putting in place initiatives and creating a more sustainable environment for the future generations.
-

(K)

Financial Budget Comparison

Comparison between 01/04/23 and 14/02/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
INCOME				
Town Facilities				
200 Burial Fees	£18,000.00	£0.00	£15,710.00	-£2,290.00
205 Allotment Rents	£2,000.00	£0.00	£2,050.00	£50.00
210 Town Council Building Hire	£2,000.00	£0.00	£640.00	-£1,360.00
215 Nursery Rent/Recharge Insurance	£6,100.00	£0.00	£5,500.00	-£600.00
220 Refund Business Rates 9SL 16/17 (MCC)	£0.00	£0.00	£0.00	£0.00
Total Town Facilities	£28,100.00	£0.00	£23,900.00	-£4,200.00
Administration				
100 Precept	£400,020.00	£0.00	£400,020.00	£0.00
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	£5,001.66	£5,001.66
125 Bank Interest (current)	£0.00	£0.00	£0.00	£0.00
130 VAT Receivable	£0.00	£0.00	£15,670.02	£15,670.02
140 Contra	£0.00	£0.00	£3,268.79	£3,268.79
225 Grant income received	£0.00	£0.00	£0.00	£0.00
600 Loan/Capital Receipt	£0.00	£0.00	£0.00	£0.00
620 Bank Interest Select Instant Access Acct	£1,000.00	£0.00	£570.15	-£429.85
630 Investment interest CCLA	£1,000.00	£0.00	£11,303.23	£10,303.23
640 Investment interest Mon BS (Acc Closed)	£1,000.00	£0.00	£0.00	-£1,000.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/02/24 inclusive. Includes due and unpaid transactions.
 Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
Total Administration	£403,020.00	£0.00	£435,833.85	£32,813.85
Total Income	£431,120.00	£0.00	£459,733.85	£28,613.85

Financial Budget Comparison

Comparison between 01/04/23 and 14/02/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
EXPENDITURE				
KGVPF Trustee Land				
5010	Child Play Area Materials Etc	£3,000.00	£3,579.70	-£579.70
5020	Playarea Safety Inspections (Rospa & MCC)	£1,000.00	£850.62	£149.38
5030	Playarea Gates Attendant	£1,250.00	£833.33	£416.67
5050	Welsh Water (KG Allots)	£0.00	£15.06	-£15.06
5081	MUGA Project/Maintenance	£1,000.00	£4,200.00	-£3,200.00
5090	Grounds Maintenance Contractor	£16,000.00	£16,620.50	-£620.50
5095	Waste Removal	£200.00	£0.00	£200.00
5100	Fields in Trust Affiliation	£70.00	£0.00	£70.00
5110	Green Flag Award/signs	£1,000.00	£0.00	£1,000.00
5120	External repairs	£1,000.00	£0.00	£1,000.00
5125	Trees/Bushes	£2,500.00	£2,700.00	-£200.00
5135	Litter Bins	£1,000.00	£0.00	£1,000.00
5140	Bowling Green Contractor	£12,000.00	£8,922.21	£3,077.79
5150	STRI Subscription/Inspection	£800.00	£774.00	£26.00
5160	Pest Control	£100.00	£0.00	£100.00
5180	Repairs to wall KGVPF	£0.00	£0.00	£0.00
5200	Replace bollards	£1,000.00	£0.00	£1,000.00
5230	Asbestos re-inspect Bowls Club	£0.00	£0.00	£0.00
5260	Legionella inspect Bowls Club	£500.00	£0.00	£500.00
5275	Fixed wiring testing (5 years)	£0.00	£0.00	£0.00
5300	KGVPF Entrance Gates Attendant	£600.00	£304.17	£295.83

Financial Budget Comparison

Comparison between 01/04/23 and 14/02/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
Total KGVPF Trustee Land	£43,020.00	£0.00	£38,799.59	£4,220.41
Town Facilities				
2000 Allotments				
2000/1 Rent of Land from MCC	£15.00	£0.00	£15.00	£0.00
2000/2 Affiliation Fees (Fields in Trust)	£65.00	£0.00	£65.00	£10.00
2000/3 Water Supply	£800.00	£0.00	£748.83	£51.17
2000/4 Grounds Maintenance	£1,000.00	£0.00	£1,295.00	-£295.00
2000/5 Pest Control	£50.00	£0.00	£0.00	£50.00
2000/6 Repairs/Works	£50.00	£0.00	£0.00	£50.00
2000/7 Legionella testing	£250.00	£0.00	£0.00	£250.00
2000 Total	£2,230.00	£0.00	£2,113.83	£116.17
2100 Cemetery				
2100/1 Rates	£800.00	£0.00	£993.16	-£193.16
2100/2 ICCM/Green Flag	£200.00	£0.00	£95.00	£105.00
2100/3 Cemetery Attendant Gates	£1,250.00	£0.00	£937.50	£312.50
2100/4 Grounds Maintenance	£18,000.00	£0.00	£16,552.79	£1,447.21
2100/5 Grave Levelling & Marking	£2,000.00	£0.00	£837.00	£1,163.00
2100/6 H&S Headstone Inspection	£1,000.00	£0.00	£0.00	£1,000.00
2100/7 Vermin & Pest Control	£500.00	£0.00	£0.00	£500.00
2100/8 Repairs/Works	£500.00	£0.00	£84.45	£415.55
2100/9 Trees	£2,000.00	£0.00	£2,450.00	-£450.00
2100/10 Hedges/Strimming/floral	£250.00	£0.00	£407.10	-£157.10
2100/13 Benches	£200.00	£0.00	£0.00	£200.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/02/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
2100/14	Cemetery Land works	£5,000.00	£115.82	£4,884.18
2100/16	Cemetery hedge/fence	£1,000.00	£4,705.00	-£3,705.00
2100/17	Asbestos re-inspect	£0.00	£0.00	£0.00
2100/18	Legionella testing	£250.00	£0.00	£250.00
2100/19	Returned plot	£0.00	£0.00	£0.00
2100	Total	£32,950.00	£27,177.82	£5,772.18
2200	CCTV	£14,500.00	£14,412.00	£88.00
2210	Christmas Lighting	£22,000.00	£11,250.00	£10,750.00
2220	Floral Displays	£500.00	£0.00	£500.00
2230	Grounds maintenance Orchard Close	£500.00	£567.00	-£67.00
2240	Dog Waste Bin Collection/Bins	£15,000.00	£15,068.50	-£68.50
2250	Bus shelter maintenance	£500.00	£1,248.04	-£748.04
2260	Citizen's Advice Bureau	£15,000.00	£12,000.00	£3,000.00
2400	Town Council Building			
2400/1	Rates	£450.00	£702.49	-£252.49
2400/2	Town Council Building Attendant	£500.00	£426.00	£74.00
2400/3	Water Supply	£500.00	£107.99	£392.01
2400/4	Electricity Supply	£1,500.00	£1,589.58	-£89.58
2400/5	Gas Supply	£1,500.00	£1,160.81	£339.19
2400/6	Security & Fire Systems	£800.00	£849.00	-£49.00
2400/7	Service Boiler/Repairs	£1,000.00	£0.00	£1,000.00
2400/8	PAT Testing	£150.00	£0.00	£150.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/02/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
2400/9	Cleaning Cover/Materials & Windows	£1,000.00	£331.17	£668.83
2400/10	Fixed Wire Testing [5 years]	£0.00	£0.00	£0.00
2400/11	Works to Building/Repairs	£5,000.00	£3,030.00	£1,970.00
2400/14	Grounds Maintenance	£2,800.00	£1,808.50	£991.50
2400/15	Winter Gritting	£100.00	£0.00	£100.00
2400/18	MCC Adopted Lights	£100.00	£0.00	£100.00
2400/19	Flags/Flagpoles	£200.00	£0.00	£200.00
2400/20	External repairs	£1,000.00	£0.00	£1,000.00
2400/21	Legionella testing	£250.00	£0.00	£250.00
2400	Total	£16,850.00	£10,005.54	£6,844.46
2450	9 Sandy Lane	£500.00	£0.00	£500.00
2460	Land Top Sandy Lane- Copse	£500.00	£0.00	£500.00
2495	Defibrillators	£1,000.00	£660.75	£339.25
2498	Toilet Disposal Units	£0.00	£382.20	-£382.20
2499	King III Coronation	£0.00	£337.22	-£337.22
2500	Castlegate Rental	£0.00	£600.00	-£600.00
	Total Town Facilities	£122,030.00	£95,822.90	£26,207.10
	Community Well-Being/Grant funding donations			
2280	Entertainments & Arts	£5,000.00	£5,000.00	£0.00
2290	Events Committee	£10,000.00	£10,000.00	£0.00
2300	Playscheme	£5,000.00	£5,000.00	£0.00
2310	Caldicot Youth Group	£5,000.00	£5,000.00	£0.00
3010	General/Community Groups	£9,000.00	£3,550.00	£5,450.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/02/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
3030	Garden Competition	£500.00	£217.00	£283.00
3040	Royal British Legion	£1,200.00	£771.00	£429.00
3050	Flowers/Spray/Cards Etc	£200.00	£90.00	£110.00
3090	Elderly & Disabled Initiative	£2,000.00	£0.00	£2,000.00
3100	Children & Young People's Initiative	£1,000.00	£0.00	£1,000.00
3130	Flags/Flagpole	£0.00	£0.00	£0.00
3140	Mental Health support projects	£5,000.00	£0.00	£5,000.00
Total Community Well-Being/Grant funding for 2023/24				£14,272.00
Projects				
4096	Provision of Dog Waste Bins	£0.00	£0.00	£0.00
4097	Community Centre Refurb	£0.00	£10,853.18	-£6,936.19
Total Projects				£10,853.18
Administration				-£6,936.19
1000	General Administration			
1000/1	Tax and NI	£29,000.00	£26,330.57	£2,669.43
1000/2	Superannuation	£27,000.00	£13,316.90	£13,683.10
1000/3	Salaries	£78,000.00	£63,038.94	£14,961.06
1000/4	Travel	£200.00	£86.90	£113.10
1000	Total	£134,200.00	£102,773.31	£31,426.69
1100	Other Administration			
1100/1	Telephone	£2,000.00	£1,420.60	£579.40
1100/2	Stationery	£800.00	£573.69	£226.31
1100/3	Postage	£900.00	£504.90	£395.10

Financial Budget Comparison

Comparison between 01/04/23 and 14/02/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
1100/4	Photocopying	£900.00	£706.09	£193.91
1100/5	Computer back-up & agreements	£5,500.00	£3,593.80	£1,906.20
1100/6	Insurance	£5,000.00	£8,144.37	-£3,144.37
1100/7	Audit Fees	£2,000.00	£500.00	£1,500.00
1100/8	Local Council Affiliation	£1,500.00	£1,734.00	-£234.00
1100/9	Subscriptions & Publications	£100.00	£40.00	£60.00
1100/10	Office Sundries	£200.00	£292.06	-£92.06
1100/11	Staff Training & SLCC Membership	£2,000.00	£1,511.50	£488.50
1100/12	Election Expenses	£2,000.00	£0.00	£2,000.00
1100/13	Cllr Training & Seminars	£1,000.00	£348.00	£652.00
1100/14	Councillors Expenses	£9,000.00	£2,802.30	£6,197.70
1100/15	Mayor Allowance	£1,500.00	£1,530.00	-£30.00
1100/16	Civic Reception	£700.00	£402.02	£297.98
1100/17	Mayoral Chain & Engraving	£100.00	£0.00	£100.00
1100/18	Mayor's Board	£20.00	£0.00	£20.00
1100/19	Photographs	£100.00	£0.00	£100.00
1100/20	Prof Advice Solicitors, etc	£1,000.00	£3,250.00	-£2,250.00
1100/23	Website	£250.00	£220.00	£30.00
1100/25	CONTRA	£0.00	£2,472.01	-£2,472.01
1100/26	Cancelled cheque	£0.00	£0.00	£0.00
1100/29	Newsletter	£600.00	£0.00	£600.00
1100/32	Deputy Mayor Allowance	£500.00	£0.00	£500.00
1100/33	Payroll Bureau	£300.00	£325.00	-£25.00

Financial Budget Comparison

Comparison between 01/04/23 and 14/02/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
1100/34 Bank charge	£0.00	£0.00	£50.00	-£50.00
1100 Total	£37,970.00	£0.00	£30,420.34	£7,549.66
1310 Advertising	£0.00	£0.00	£0.00	£0.00
1320 Agency Services	£0.00	£0.00	£0.00	£0.00
1330 Prov for Bad/Doubt Debts	£0.00	£0.00	£0.00	£0.00
1340 Street Lighting	£0.00	£0.00	£0.00	£0.00
1350 Community Hall	£0.00	£0.00	£0.00	£0.00
Total Administration	£172,170.00	£0.00	£133,193.65	£38,976.35
Devolution of Service				
4080 Grounds Maintenance MCC	£3,000.00	£0.00	£2,490.00	£510.00
4085 Devolution MCC Street cleaning	£22,000.00	£0.00	£25,683.62	-£3,683.62
4090 Devolution of Service - Toilets				
4090/2 Cleaning, etc	£16,000.00	£0.00	£11,009.96	£4,990.04
4090/3 Maintenance, etc	£5,600.00	£0.00	£0.00	£5,600.00
4090/4 NNDR	£800.00	£0.00	£0.00	£800.00
4090/6 Water Supply	£1,300.00	£0.00	£615.63	£684.37
4090/7 Electricity	£1,000.00	£0.00	£826.16	£173.84
4090/8 Inspections/surveys	£300.00	£0.00	£0.00	£300.00
4090 Total	£25,000.00	£0.00	£12,451.75	£12,548.25
Total Devolution of Service	£50,000.00	£0.00	£40,625.37	£9,374.63
Total Expenditure	£431,120.00	£3,916.99	£348,922.69	£86,114.30

Financial Budget Comparison

Comparison between 01/04/23 and 14/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
Total Income	£431,120.00	£0.00	£459,733.85	£28,613.85
Total Expenditure	£431,120.00	£3,916.99	£348,922.69	£86,114.30
Total Net Balance	£0.00		£110,811.16	



CALDICOT 50 YEARS OF CALDICOT EVENT SUPPORTED BY CALDICOT TOWN COUNCIL

2024 will mark the 50th Anniversary of Caldicot becoming a town. To celebrate this occasion, Caldicot Town Council is facilitating a 'Festival of the 1970s' event next year.

We are hoping that local groups, sports clubs, schools and businesses will organise events using a 1970s theme. The events could take place at any time during 2024.

Caldicot Town Council have set aside a small budget which will be used to buy items you may require for events you are organising. We will also provide a logo which we hope you will use as branding for your 'Festival of the 1970s' events.

Support from Caldicot Town Council

- Caldicot Town Council have a small budget available to purchase items, for community groups and organisations, to hold events for the 50th year celebrations
- Applicants must complete the form fully and include copy of constitution and breakdown of projected expenditure for all items.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Following successful application, an official receipt/acknowledgement (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any items if the operation ceases or the event does not take place.

Please return form to:

Clerk to the Council, Caldicot Town Council
Town Council Office, Sandy Lane, Caldicot, NP26 4NA
Email: admin@caldicottc.org.uk

IMPORTANT INFORMATION

To comply with the new **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Caldicot Town Council requires your consent to contact you in relation to this hire agreement:

- I consent to Caldicot Town Council contacting me by post, telephone, or e-mail

I understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

I understand that my personal data **will not** be shared with any third parties.

Signed

Date 22/12/24

ORGANISATION DETAILS

Name of organisation CMTS

Contact Name Jo Postle

Address (of organisation)

[REDACTED]
[REDACTED]
[REDACTED]

Post Code [REDACTED]

Tel No. [REDACTED]

E-mail Address

What are the aims and purposes of your organisation?

Promote, maintain, improve & advance education and appreciation of the arts in all forms among the people of Caldicot and surrounding area.

Is the organisation a registered charity?

YES/NO (please delete)

If YES, what is the registration number?

1172593

DETAILS OF EVENT

Title of event:

1. Saved by the Bell Bottoms
2. 70s Quiz
3. Sing Along Cinema Evening (Grease)

Description/date/venue of event

1. Original musical written by a member of the group based on the song "the Piano Man". Set in a bar in Caldicot with lots of amazing 70s music. To be performed at Caldicot School on 31 May, 1 & 2 June 2024.
2. 70s themed quiz night on Friday 20 April 2024 at Severn View Club, Caldicot.
3. Sing along cinema evening to Grease at Caldicot Choir Hall on either Friday 14 or Saturday 15 June 2024.

Who will benefit from the event?

The entire community of Caldicot and surrounding areas will benefit from the event. Together with the cast and crew who get the opportunity to perform. Local venues will gain revenue from the events, CMTS will receive ticket sales income which will help them to continue their charitable aims.

Approximately how many of those who will benefit are residents of Caldicot?

80% hard to estimate.

DETAILS OF SUPPORT REQUIRED

Items requested from Caldicot Town Council and how event will be supported

Please provide details (include cost of items and supplier details)

Please see attached detailed breakdown for each event.

What will be the total cost of the event?

1. Approximately £3,000
2. Approximately £200
3. Approximately £200

How will the event be funded in total?

The events will be funded by ticket sales and member contribution together with help from the Council to cover some of the costs.

DECLARATION

I declare that the above information is correct.

Signature



Name and position within organisation:

Jo Postle, Vice Chair

Date 22/2/2024

Item	Each	VAT	Qty	Total	Vendor
Tech					
Black Gaffer Tape	£ 7.99		2	£ 15.98	Screwfix
White Gaffer Tape	£ 6.19		1	£ 6.19	Screwfix
Electrical tape - white	£ 1.08		1	£ 1.08	Screwfix
Electrical tape - red	£ 1.08		1	£ 1.08	Screwfix
Electrical tape - blue	£ 1.08		1	£ 1.08	Screwfix
Batteries - pack of 24	£ 10.99		1	£ 10.99	Screwfix
Disco Ball Hire	£ 30.00	£ 6.00	1	£ 30.00	Protech/Stage Lighting
Haze Machine Hire	£ 25.00		1	£ 25.00	Protech/Stage Lighting
				<u>£ 91.40</u>	

Printing					
Flyers	£ 0.20		500	£ 100.00	Caldicot Printing
Posters	£ 0.20		50	£ 10.00	Caldicot Printing
Programmes	£ 1.20		100	£ 120.00	Caldicot Printing
Scripts	£ 6.00		30	£ 180.00	Caldicot Printing
Banner Artwork	£ 100.00	£ 20.00	1	£ 120.00	KaliPrint
Banner Printing	£ 20.00	£ 4.00	4	£ 96.00	KaliPrint
				<u>£ 626.00</u>	

Set and Props					
12mm Ply. 1220mm x 2440mm	£ 30.00		6	£ 180.00	Wickes
PSE whitewood timber 4 pack. 34mm x 34mm x 2.4m.	£ 31.00		3	£ 93.00	Wickes
2 x Optimaxx PZ Countersunk Wood Screw - 4 x 40mm - Pack of 200.	£ 7.00		2	£ 14.00	Wickes
1 x Gorilla Wood Glue - 532ml	£ 8.90		1	£ 8.90	Wickes
				<u>£ 295.90</u>	

Total				<u>£ 1,013.30</u>	
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CMTS - 70s Quiz (Friday 12 April)

Hire of Venue - Severn View Club (TBC) - hire per hour	£ 30.00		5	£ 150.00	
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CMTS - Sing Along 70s Cinema Night (14th or 15th June)

Hire of Venue - Caldicot Choir Hall (TBC)	£ 90.00			£ 90.00	
Hire Licence for Sing Along Grease	£ 100.00			£ 100.00	
				<u>£ 190.00</u>	