

Minutes of a meeting of the Personnel/Staffing Committee of Caldicot Town Council in Caldicot Town Council, Castlegate Business Park held on Tuesday 30th January 2024 at 10.00 a.m.

Present: Cllr. M. Mitchell – Chairman
Cllr. W. Conniff
Cllr. F. Rowberry

Also present: Anne Wilson Locum Town Clerk
Cllr. J. Woodford

P1/2023 Welcome

The Chairman welcomed everyone to the meeting and confirmed that Cllr. Woodford was an observer only at the meeting.

P2/2023 Apologies for Absence

RESOLVED to receive apologies from:

- Cllr. A. Easson – attendance at Monmouthshire CC meeting
- Cllr. P. Strong – attendance at Monmouthshire CC meeting

P3/2023 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.

P4/2023 Public Question Time and Participation

There were no members of the public present.

P5/2023 Minutes

RESOLVED to confirm the minutes of the meeting of the Personnel Committee held on Tuesday 12th December 2023.

P6/2023 Staff Training

The Locum Town Clerk reported that it is good practice to allow members of staff who are undertaking training to assist them with their role to be given study leave. It was stated that there was not objection at all to study leave but a concern about the additional workload upon their return to work. It was noted that there were online events as well as self-study to carry out these courses. It is noted that there is a year to complete each course once someone has signed up to do it.

RESOLVED to agree that three days study leave be given for ILCA and five days study leave be given for CILCA to the Deputy Town Clerk and the Communications, Media, and Administrative Officer at the appropriate time to enable them to complete the two qualifications already agreed by the Council.

P7/2023 Date of next meeting

RESOLVED to note that the next meeting of the Personnel Committee of Caldicot Town Council will be held on Wednesday 21st February 2024 at 10 a.m.

P8/2023 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

P9/2023 Recruitment of Town Clerk

Members were asked to consider the schedule and timetable for the recruitment of the Town Clerk.

RESOLVED to confirm the following:

- i) That One Voice Wales (OVW) will:
 - Prepare a draft job advertisement and co-ordination of its circulation £220 (The Town Council would fund the costs of advertising in selected media).

Due to the difficulty in recruitment of Clerks asking OVW to put together an advert is a good idea given their extensive experience of the market.

Members agreed apart from the places suggested by One Voice Wales – County Councils (including a few in England), all Town and Community Councils in Wales, Ad Warrior that the advert goes on the SLCC Website and that the Clerk sends the advert out to the local branches of the SLCC including over the border into England.

- Prepare the guidelines for the Chair of the Shortlisting and Recruitment Panel ensuring full compliance and equality law £27.
- ii) The Locum Town Clerk will carry out the following:
 - Supply a person specification and job description for approval by the Personnel Committee asap
 - Provide a suitable application form
 - Act as the main point for issue and receipt of application forms
 - Provide a set of questions and written exercises for the shortlisting panel to agree
 - Prepare application packs for Members of the Recruitment Panel
 - Attend shortlisting panel meeting
 - Obtain references – where possible before the interviews

- Attend the interviews, acting as an advisor to the panel and manage the process on the day
- Contact unsuccessful candidates
- Manage the whole process of recruitment

iii) Also, Members agreed:

- That the role be 37 hours per week not 35 per week as previously and also that the option be given for some home working (this may attract applicants from a wider area)
- To appoint a Recruitment Panel – to be confirmed at the next meeting
- A timetable for recruitment:

Job Advert – to be placed as soon as possible

Closing Date – Friday 8th March 2024

Shortlisting – all the Personnel Committee – Wednesday 13th March 2024

Interviews – Wednesday 27th March 2024 - in the Conference Room and adjacent room

- Agreed the interview process including written exercises
- Agree how Members will be kept up to date on the process – Members of the Personnel Committee will be kept updated by e mail where possible

P10/2023 Staffing at the Town Council Offices and Community Centre, Sandy Lane

Lengthy discussion was held about the future staffing needs of the Community Centre, the future needs of the building, legal requirements, the health and safety needs of the building and the community expectations going forward with the refurbished building.

RESOLVED that the Locum Town Clerk meet with the current cleaner of the building.

Further **RESOLVED** that further discussion be held at the meeting of the Personnel Committee due to be held on Wednesday 21st February 2024.

The Chairman brought up the following item:

Discussion had been held previously that the office could benefit from an additional administrator to work one or two days per week, perhaps within school hours, to assist with the administration in the office. Members agreed with this but needed to understand what the role is and the salary that should be attached to such a role. The Locum Town Clerk would speak with the Deputy Town Clerk and the Administrator, Social Media and Communications about their role to be brought for further consideration.

Signed **Date**

Chairman



monmouthshire
sir fynwy

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Allotment grant expression of interest form (2023/24)

Basic details

Allotment group and location: Caldicot Town Council – 3 allotment sites at Sandy Lane, Oakley Way and King George V Playing Field

Main contact: Sarah King 01291 420441 clerk@caldicottc.org.uk

Project title: Allotment Regeneration

Brief description of project (approx. 100 words):

Caldicot Town Council manage 3 allotment sites in Caldicot – Sandy Lane, Oakley Way and King George V Playing Fields. There are 77 plots in total and these have been really important for the wellbeing of the population of Caldicot. There is a waiting list for allotments and we want to maximise the facility available for residents by; bringing derelict plots back into use, improving accessibility, improving site services (e.g. water supply), improving site security (e.g. code lockable gates), increasing recycling and biodiversity through composting.

The numbers

Please fill in the table as best you can (we understand that the numbers will be estimates). There are some examples at the end of this document to give you ideas of what each objective could involve.

You can count plots in more than one row. For example, if you were creating 10 new plots and 5 of these will be accessible, you should put '10' in the 'Creation of new plots' column and '5' in the 'Improving accessibility' column. The 'Total number of plots affected' would be '10'.

Funding objective	Number of plots affected	Estimated cost (£)
Create new plots		
Bring derelict plots back into use	19	1,000
Improve accessibility	Whole site	8,000
Improve site services	21	500
Improve site security	Whole site	500
Improve site management	21	1,000
Increase recycling/renewability	Whole site	1,000
Increase biodiversity/pollinators	Whole site	1,000
Total number of plots affected	77	13,000

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Town Council

From: Mason, Andrew J. <AndrewMason@monmouthshire.gov.uk>
Sent: 30 January 2024 14:22
To: Lucy Allen; Town Council; Abergavenny Town Council
Cc: Crandon, John
Subject: CCTV MoU Renewal April 1st 2024

Afternoon all

Just putting on your radar that the three year MoU agreement, 2021-24, for the provision of CCTV is due to be renewed on April 1st 2024.

I will discuss the MoU at the next CCTV User Group with members and will circulate to you for passing through your council process.

Can you get this item on your appropriate committee agenda so it can be discussed and agreed prior to the end of March, please.

Many thanks

PS If you wish to discuss CCTV with myself or John please give us a shout.

Kind Regards / Cofion Cynnes,

Andrew Mason

Community Safety Lead – Arweinydd Diogelwch Cymunedol

Partnership Team - Tîm Phartneriaethau

Monmouthshire County Council / Cyngor Sir Fynwy

Tel / Ffôn: 01633 64(4210)

Mobile / Ffôn Symudol: 07872 696 361 – *not currently in use*

Email / Epost: andrewmason@monmouthshire.gov.uk

Please Note: My work days are Monday, Tuesday and Wednesday.

My colleague: johncrandon@monmouthshire.gov.uk works – Monday, Tuesday, Wednesday and Thursday.

Mae'r neges e-bost yma a'r ffeiliau a anfonir gyda hi yn gyfrinachol ac fe'i bwriedir ar gyfer yr unigolyn neu gorff y'u cyfeiriwyd atynt yn unig. Gall gynnwys gwybodaeth freintiedig a chyfrinachol ac os nad chi yw'r derbynydd bwriadedig, rhaid i chi beidio copïo, dosbarthu neu gymryd unrhyw gamau yn seiliedig arni. Os cawsoch y neges e-bost yma drwy gamgymeriad hysbyswch ni cyn gynted ag sydd modd os gwelwch yn dda drwy ffonio 01633 644644. Cafodd y neges e-bost yma sgan firws gan Microsoft Exchange Online Protection . Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. Byddwn yn cyfathrebu â chi yn ôl eich dewis. Ni fydd gohebu yn Gymraeg yn arwain at oedi. Gwybodaeth preifatrwydd: Os ydych wedi gofyn am wasanaeth neu wybodaeth gennym, byddwn yn cofnodi eich data ar gyfer dibenion prosesu a chaiff hyn ei gadw yn ein system gwybodaeth cwsmeriaid Fy Sir Fynwy. I gael gwybodaeth preifatrwydd, cyfeiriwch at y dudalen Gwefan a Chwcis ar ein gwefan - <https://www.monmouthshire.gov.uk/cy/eich-preifatrwydd/43785-2/>. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It may contain privileged and confidential information and if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you have received this email in error, please notify us as soon as possible by telephone on 01633 644644. This email has been virus scanned by Microsoft Exchange Online Protection. The Council welcomes correspondence in English or Welsh or both, and will respond to you according to your preference. Corresponding in Welsh will not lead to a delay. Privacy Information: If you have requested a service from us, your data will be processed via our customer services management system called 'My Monmouthshire'. For privacy information, please refer to the Website & Cookies page on our website - <https://www.monmouthshire.gov.uk/your-privacy/website-cookies/>.



Caldicot Town Council
 The Clerk
 Caldicot Town Council Offices
 Sandy Lane
 Caldicot
 Monmouthshire
 NP26 4NA

INVOICE	Invoice Number 70231182	Invoice Date 31/01/2024
Customer Reference 100233	Customer Name Caldicot Town Council	
Contact Number 01633 644432	Contact Name Nigel Leaworthy	

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT IN GBP
Charge for Towns cleansing and sweeping under original rate April 2023 to October 2023 inclusive (7 months)	1.00	14,165.62	14,165.62
Charge for Towns Cleansing and sweeping with New Town Team for the months November 2023 to March 2024 inclusive (5 Months)	1.00	11,518.00	11,518.00
King George Playing Fields Monthly Playground Inspections 2023/2024	1.00	655.12	655.12

Net Amount 26,338.74
 VAT Total 5,267.74
 Total Amount in £ 31,606.48

Immediate Payment is Due
 Please see below for payment details

VAT Reg No GB 655 5436 19

Invoice Number 70231182

*VAT charged at Standard Rate where applicable

Payment can be made by the following methods:-

Direct Debit -The fastest and most efficient way to pay. Please contact the Sundry Debtor Team on 01633 644350 for details.

By Telephone - Debit and Credit Card payments are accepted by this method by telephoning 0800 0237406 (Select option 4, Council Invoices reference 7). This facility is available 24 hours a day, 7 days a week. Ensure you quote the invoice number and have your Debit and Credit Card details at hand when telephoning.

On Line - Payments can be made by Debit and Credit Card by using our online secure payment website www.monmouthshire.gov.uk Pay for it (Council Invoices Ref 7). You will need to quote the invoice number and have your Debit or Credit card details at hand.

Bank Transfer - You can make payment by this method if you have internet banking or telephone banking with your bank account. Please instruct your bank to make payment to the Council's Bank Account: (Sort code 20-18-23 Account number 13996565) and quote the invoice number.

N.B. INVOICES CAN BE ISSUED VIA E-MAIL. Please contact us at sundrydebtors@monmouthshire.gov.uk if you wish to use this service.

Please allow 24 Hours after the date of the invoice before making payment.



Caldicot Town Council
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Sandy Lane
Caldicot
Monmouthshire
NP26 4NA

INVOICE	Invoice Number 70231182	Invoice Date 31/01/2024
Customer Reference 100233	Customer Name Caldicot Town Council	
Contact Number 01633 644432	Contact Name Nigel Leaworthy	

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16 JAN 2024



Caldicot Town Council
The Clerk
Caldicot Town Council Offices
Sandy Lane
Caldicot
Monmouthshire
NP26 4NA

1090/2.

INVOICE	Invoice Number 70229685	Invoice Date 16/01/2024
Customer Reference 100233	Customer Name Caldicot Town Council	
Contact Number 07831 168572	Contact Name Jan Baldwin	

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT IN GBP
Caldicot Town Council - Jubilee Way Public Convenience Costs 2023/24	1.00	11,009.96	11,009.96

Net Amount 11,009.96
 VAT Total 2,201.99
 Total Amount in £ 13,211.95

Immediate Payment is Due
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VAT Reg No GB 655 5436 19

Invoice Number 70229685

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