



**CALDICOT TOWN COUNCIL**  
**Minutes of Town Council held at 18:30 on Wednesday,**  
**28th February 2024 at Caldicot Room Suite 3, Castlegate Business Park**

**Present:** Cllr M Mitchell – Town Mayor  
Cllr F Rowberry - Deputy Mayor  
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 R Wilsher  
Cllr J Woodfield

**Also present:** L Gillespie – Deputy Clerk  
L Wallington – Admin  
J Crandon – Community Safety Officer  
A Mason – Community Safety Officer  
E Sowery – Police Inspector  
Public x2

**10916 Welcome**

The Town Mayor welcomed everyone to the meeting.

**10917 Apologies for Absence**

**RESOLVED** to note that apologies were received from:

Cllr W Conniff – personal commitment  
Cllr W Sage – personal commitment  
Cllr P Strong – personal commitment

Cllr M Stevens would like it noted that they will never provide a reason for an apology.

**10918 Declarations of Interest**

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

**10919 Public Question Time and Participation**

A question was received from a member of the public regarding a heat source pump and if a grant can be applied for. Council informed the public that the building refurbishment would need to be paused to apply for a grant, as a grant is not able to be applied for retrospectively.

## **10920 Minutes**

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

- i) Minutes of Full Town Council Meeting 31st January 2024
- ii) Minutes of Extraordinary Full Town Council Meeting 9th February 2024
- iii) Notes of 50 Years of Caldicot Working Group Meeting 16th February 2024

**RESOLVED** to approve subject to the following amendments:

- Apologies were received from Cllr M Stevens
  - Cllr R Grumbach declared an interest as a member of Caldicot Events Committee
- iv) Minutes of Personnel Committee Meeting 21st February 2024

## **10921 Report from Monmouthshire Councillors**

Members noted the following updates:

- Replacement Local Development Plan successful, 50% of properties will be affordable or rent supported.
- Mon CC planned charge for food waste bags will be scrapped.
- Precept to increase by 7.8%.
- Personnel safety training undertaken by a Cllr recommended to be given to all Cllrs.

**RESOLVED** to distribute training booklet to office for sharing with Cllrs.

## **10922 Report from Gwent Police**

Members received a verbal report from Gwent Police on matters pertaining to Caldicot. Members raised concerns and noted the following points:

- There has been a national increase in shoplifting and theft
- There are six Police Community Support Officers for south Monmouthshire, three of which cover Caldicot
- Incidents of parking at The Cross are being observed
- A concern was raised regarding public morale and the Police. Council acknowledged that demand determines Police presence and reports from the public are needed in order to investigate. Caldicot has a low demand for Police presence.
- Positive information is not being communicated to the community. Council noted that not all information can be publicised. Council acknowledged that information would only be statistics with no context.

**RESOLVED** for Mayor and Deputy Mayor to meet with E Sowery to discuss distribution of leaflets and publications.

### **10923 Room Hire Cost for Interviews**

**RESOLVED** to note the room hire cost for interviews at £20 for half a day and £40 for a full day.

### **10924 WHO Age Friendly Survey**

**RESOLVED** to note the WHO Age Friendly Survey.

### **10925 CCTV Service Provision**

Members received a presentation from the Community Safety Officers and noted the following points:

- Members noted the quantity of cameras within Caldicot and their locations
- Previous issues with cameras have been resolved
- Signal links have been upgraded to provide a more robust, stronger signal
- Meetings are held with Police to understand crime trends
- Cameras are set on a viewpoint. Operators can concentrate on an issue when reported and provide updates to the Police.
- GDPR restricts camera coverage and access. Police, legal solicitors and insurance companies can access information. Public must make a request to Police.
- Upgrades and additional cameras continue

**RESOLVED** for Caldicot Town Council to be informed of all faults on cameras.

**RESOLVED** for Council to discuss camera positions before 13th April.

**RESOLVED** for J Crandon to provide presentation to clarify cameras and coverage.

### **10926 Gwent Music**

**RESOLVED** to note the invitation to Gwent Music's Charity Music Showcase.

### **10927 King Charles III Portrait**

Members considered purchasing a portrait of King Charles III.

**RESOLVED** to purchase King Charles III portrait.

### **10928 Caldicot Town Council Building**

Members received the following updates in relation to the refurbishment of the Caldicot Town Council building:

- The office hatch will be accessibility friendly, however it will not have to conform to legal requirements as it is not a counter surface.
- Damp has been identified in the cavity wall. The bricks are being tested to determine if the wall will dry out. Council noted that the cavity wall may need to be removed. Council acknowledged the duty of care it has to staff and members of the public.
- Refurbishment works are still on target to be completed in April and remain within budget

**RESOLVED** to approve the additional cost for the heating system at £10,667.00 + VAT

**10929 Review of current contract obligations of CTC of the requirement of Mon CC in relation to the Forward Plan 2023-2027 of the objectives and values therein**

Council were informed that a monthly Clerk report was previously distributed in Full Town Council reports, covering actions, outcomes and achievements. Council acknowledged that an informal meeting is being held with contractors to discuss various issues and concerns within Caldicot.

**RESOLVED** to approve for Clerk's report to continue once a Clerk is appointed.

**10930 Finance**

- i) Members are asked to consider and confirm the attached payment schedule

Council noted the error in the document name being the financial comparison and not the payment schedule.

**RESOLVED** to accept the payment schedule.

- ii) Members are asked to consider a Grant application received by the 50 Years of Caldicot Working Group in relation to a time constraint request from Caldicot Musical Theatre Society

**RESOLVED** to approve the £150.00 grant request from Caldicot Musical Theatre Society for the '70s quiz'.

**10931 Planning Applications**

- i) **Planning Applications for consideration:**

- **DM/2024/00151:** The project proposes updates to the façade of Holman House. The proposal is only related to the external face and associated areas. Holman House, 36-38 Newport Road, Caldicot, NP26 4BQ

**RESOLVED** to approve.

- **DM/2024/00163:** New signage and lighting to replace existing as per visual supplied. The Haywain, 34 Sandy Lane, Caldicot NP26 4NE

**RESOLVED** to approve with observations about position of signage.

- **DM/2024/00095:** Single storey wrap around extension. 12 Castle Gardens, Caldicot NP26 4QP

**RESOLVED** to approve.

- **DM/2024/00109:** Single-storey rear extension to provide Dining Room, Utility and Shower Room. Enlargement of existing dormers. Alterations to previously converted attached garage including raising the height of the flat roof. Erection of a detached garage within the curtilage. 14 Kestrel Close Caldicot Monmouthshire NP26 5RA

**RESOLVED** to approve.

## ii) **MCC Approved Planning Applications**

- Members noted the following approved planning applications:
- **DM/2023/01739:** Change of use from Class A3 (Café/Restaurant) to a Tanning Salon. 13 Wesley Buildings, Newport Road, Caldicot, NP26 4LY
  - **DM/2023/01768:** Single storey rear extension with a gable pitched roof and velux rooflights, and a single storey side extension to an existing side extension to form a ground floor wc. The application also includes a flat roofed outbuilding to incidental to the host dwelling, it measures 40sqm internally. 9 The Avenue Caldicot Monmouthshire NP26 4AB
  - **DM/2023/01633:** Internal alterations and block up side entrance and provide new front entrance. Caldicot Town Council Offices, Sandy Lane, Caldicot, NP26 4NA Members noted the approved planning application

### **10932 Any new matters relating to the town not included elsewhere on the agenda**

Council were informed that Paul Matthews, Chief Executive of Monmouthshire County Council has been diagnosed with a serious illness.

**RESOLVED** to send a letter of support to Paul Matthews.

**RESOLVED** for Cllr Lewis to add item of business to next agenda, relating to the matters of Active Travel on Church Road, Caldicot.

### **10933 Date of Next Meeting**

- i) **RESOLVED** to note that the date of the next meeting of Full Council be held on Wednesday 20th March 2024 at 5:00pm.

**RESOLVED** to note the date of future meetings.

- ii) **RESOLVED** to reconsider date of Climate Change Working Group due to Chair being absent.

**RESOLVED** to agree that the date of the next Grants Committee be held on Friday 15th March 2024.

### **10934 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.*

## **COUNCIL IN PRIVATE SESSION**

### **10935 Appointment of part-time short-term contract for administrative assistant**

**RESOLVED** to approve.

Meeting ended at 20:45pm

Signed ..... Date .....

**Town Mayor**

**CALDICOT TOWN COUNCIL**

**Minutes of Health and Safety Committee Meeting held at 10:00 a.m. on  
Wednesday, 6<sup>th</sup> March 2024 at Caldicot Room Suite 3, Castlegate Business Park**

**Present:** Cllr F Rowberry - Chair  
Cllr A Easson  
Cllr RJ Higginson  
Cllr M Mitchell

**Also present:** L Gillespie – Deputy Clerk  
L Wallington – Admin  
A Wilson – Locum Clerk  
Cllr J Woodfield - Observer

**HS1/2024 Welcome**

The Chair welcomed everyone to the meeting.

**HS2/2024 Apologies for Absence**

**RESOLVED** to note that apologies were received from:

- Cllr R Wilsher – personal commitment

**HS3/2024 Declarations of Interest**

There were no declarations of interest.

**HS4/2024 Public Question Time and Participation**

There were no members of the public in attendance.

**HS5/2024 Pedestrian Slope at KGVPF**

Item deferred from Extraordinary Full Town Council Meeting held on Thursday 11th January 2024.

Members considered the installation of a pedestrian slope at the entrance of a height restricted barrier at KGVPF. The following points were noted:

- Members acknowledged that a height restricted barrier prevents unauthorised vehicle access and thus damage to the grass.
- Members noted that the most important issue was accessibility to KGVPF for all Caldicot residents.
- Members acknowledged that the previously agreed height restricted barrier was insufficient as the structure of the walls were unable to support the total weight of the barrier. Furthermore, Members were advised that the barrier may attract anti-social behaviour and thus damage to the barrier, resulting in a cost to Town Council for repairs.
- Members identified two concerns; a permanent pedestrian slope for public access and a height-restricted barrier to prevent unauthorised vehicular access.

- Members suggested a swivel barrier with height restriction allowing gates to be open permanently, providing accessibility for all pedestrians and permitting authorised vehicular access only. It was noted that vehicular access is required for maintenance vehicles.
- Members noted that the barrier must be ornate in design to conform to with the historic environment of KGVPF.
- It was recommended that a height-restrictive structure could be situated behind the current gate with blockades on either side.
- Members suggested installing rising bollards behind the gate. It was noted that this would be difficult to manage due to the quantity of keys to be issued and the staff resources.

**RESOLVED** to approve for Locum Town Clerk to research all options suggested herein and to provide details and costings of such at the next Health and Safety Committee meeting.

**RESOLVED** for gates to remain closed.

### **HS6/2024 Pigeons in Caldicot Town Centre**

Item deferred from Full Town Council Meeting held on Wednesday 31st January 2024.

Members considered the utilisation of a bird of prey to deter pigeons in Caldicot Town Centre. The following points were noted:

- Members noted that a bird of prey is undesirable due the graphic nature that may result, as well as the regular cost involved to sustain.
- Members acknowledged that the pigeons swarm in the town and continue to be fed by residents. Members noted that feeding birds is a littering offence.
- Members suggested using an artificial bird of prey to deter pigeons. Permission would be needed from landlords to install fake birds on roofs.

**RESOLVED** for Locum Clerk to research utilisation of an artificial bird of prey.

### **HS7/2024 Review of Nursey Premises**

**RESOLVED** to note that Locum Town Clerk is to carry out an interim inspection of the nursey in line with the lease.

### **HS8/2024 KGVPF Report**

Members acknowledged that the majority of the report included low risk concerns.

**RESOLVED** to note the KGVPF Report and agreed for Locum Clerk to pursue.



**HS9/2024 Scouts Hut**

Members considered the request from Caldicot District Guides.

Members acknowledged that they would like to offer assistance for the community. Members noted that Caldicot District Guides were previously helped by Council to install a fence.

Members were advised that Caldicot District Guides could apply for Community Payback Fund.

**RESOLVED** for Locum Town Clerk to advise Caldicot District Guides on Community Payback Fund.

Meeting ended at 11:00 a.m.

**Signed** ..... **Date** .....

**Chair**

(C)

## CALDICOT TOWN COUNCIL

Notes of Town Council Building Working Group held at 11:00 a.m. on Wednesday,  
6<sup>th</sup> March at Caldicot Room Suite 3, Castlegate Business Park

**Present:** Cllr M Mitchell – Chair  
Cllr F Rowberry - Deputy Chair  
Cllr W Conniff  
Cllr RJ Higginson  
Cllr A Easson

**Also present:** L Gillespie – Deputy Clerk  
L Wallington – Admin  
A Wilson – Locum Clerk  
Cllr J Woodfield - Observer

### TCB1/2024 Welcome

The Chair welcomed everyone to the meeting.

### TCB2/2024 Apologies for Absence

**RESOLVED** to note that apologies were received from:

- Cllr R Wilsher – personal commitment

### TCB3/2024 Declarations of Interest

There were no declarations of interest.

### TCB4/2024 To consider progress and discuss requirements for Town Council Building

Members considered the arrangements for Insulation and weather proofing of the Town Council Building. The following points were noted:

- Members were informed that the current cavity wall insulation is absorbing water, causing damp and mould to develop, thus it must be removed. The issue was only identified once the brickwork was exposed.
- Members were advised that the current cavity wall insulation will need to be removed for health and safety reasons.
- Members acknowledged that due to the method of removal, all cavity wall insulation will be removed. Members were informed that there was no insulation in the ceiling and it was not up to standard legislation.
- Members were informed of the recent energy heating bill and were advised that this will increase without insulation.
- Members noted three options:
  - Option One – To leave at the moment with no insulation. Once damp insulation is removed, apply for a possible grant to reinsulate, however heating bills are high and will be higher with no insulation.

- Option Two – wrap the building with an insulation or rendering. This option has a large cost to it but low maintenance for the return. This technique can be performed whilst the Town Council building is in operation.
- Option Three – to add insulation and paint with a waterproof seal to prevent moisture entering the brickwork.

**RESOLVED** for heating engineer to advise on all options.

**RESOLVED** for Locum Clerk to research grant funding available.

Meeting ended at 11:40 a.m.

**Signed** ..... **Date** .....

**Chair**



**CALDICOT TOWN COUNCIL**  
**Minutes of Allotments Committee held at 11:00 a.m. on Friday, 8<sup>th</sup> March 2024 at**  
**Caldicot Room Suite 3, Castlegate Business Park**

**Present:** Cllr F Rowberry - Chair  
Cllr W Conniff  
Cllr R Grumbach  
Cllr M Mitchell

**Also present:** L Gillespie – Deputy Clerk  
L Wallington – Admin  
Cllr J Woodfield - Observer  
SL Allotment Holders x3

**A1/2024 Welcome**

The Chair welcomed everyone to the meeting.

**A2/2024 Apologies for Absence**

**RESOLVED** to note that apologies were received from:

- Cllr J Bond – work commitment

**A3/2024 Declarations of Interest**

There were no declarations of interest.

**A4/2024 Allotment Update**

**i) Sandy Lane Allotments**

Members received a verbal update from the Sandy Lane allotment representatives on matters pertaining to the Caldicot Town Council allotments. The following points were noted:

- Members acknowledged the concern of Sandy Lane allotment holders regarding security and a lock on the gate. Members informed that a combination padlock previously trialled was compromised, causing health and safety concerns. Members were informed that if a lock were to be installed, holders could acquire insurance for allotment equipment. Members noted that a keyed padlock would be unfeasible due to the practicality and magnitude of the allotment.
- Members noted the concern regarding the utilisation of glass at Sandy Lane allotments. Members informed that the utilisation of glass is a breach of the tenancy agreement, of which allotment holders signed. Members acknowledged that due to health and safety concerns, Town Council would be liable if such an accident were to occur involving glass.
- Members informed that allotment holders must abide by the rules of the tenancy agreement therein and that permission must be granted by Town Council for changes other than quoted on the Tenancy Agreement.

- Members noted the concern regarding biodiversity and informed that the implementation of biodiversity is in process in a separate location.
- Members acknowledged the concern regarding the condition of certain allotment plots. Members informed the Committee of the 'three stage process,' recommended by Allotments Committee on 31<sup>st</sup> October 2023 and approved by Full Town Council on 31<sup>st</sup> January 2024. The Committee were advised that information regarding allotment holders and plot conditions is confidential and cannot be divulged.
- Members noted the concern regarding lack of communication between Council and the allotment holders. Allotment holders would like a noticeboard to be installed at Sandy Lane allotments, to include notices and minutes from Allotment Committee meetings.

**RESOLVED** to improve communication with allotment holders.

**RESOLVED** for Deputy Clerk to correspond with allotment holder regarding installation of noticeboard. Notices added must be approved by Council.

**RESOLVED** to obtain options of padlocks and provide details to the next meeting.

## ii) Oakley Way Allotments

- Members acknowledged the query regarding beehives on allotment plots. Members noted the previous decision recommended in the Allotments Committee Meeting on 31<sup>st</sup> October 2023 and approved in the Full Town Council Meeting on 31<sup>st</sup> January 2024. *"Question raised regarding installation and maintenance of beehive. Committee informed that Health and Safety Committee advised bees are not manageable due to multiple challenging factors. Committee suggested installation of beehive at community garden development. Allotment Committee recommended to enquire with Beekeepers Association regarding beehive at community garden."*
- Members noted the query regarding the extension of allotment plots to the edge of the pathways.

**RESOLVED** to note the previous recommendation made in Allotments Committee Meeting 31<sup>st</sup> October 2023.

**RESOLVED** to approve for Oakley Way allotment holders to extend their plots to the edge of the pathways.

## iii) KGVPF Allotments

There was no representative to attend.

## A5/2024 Renewal of Allotment Terms for Tenancy Agreement 2024/25

**RESOLVED** for Locum Clerk to inspect and update Allotment Tenancy Agreement 2024/25.

Meeting ended at 12:40pm.

Signed ..... Date .....

Chair



## CALDICOT TOWN COUNCIL

Notes of 50 Years of Caldicot Working Group of Town Council held at 12:30 p.m. on Friday,  
8<sup>th</sup> March 2024 at Caldicot Room Suite 3, Castlegate Business Park

**Present:** Cllr P Strong - Chair  
Cllr W Conniff  
Cllr A Mayo  
Cllr M Mitchell  
Cllr F Rowberry

**Also present:** L Wallington – Admin  
Cllr R Wilsher – Observer  
Cllr J Woodfield – Observer  
Cllr R Grumbach – Observer  
Caldicot Events Committee x1

### 50YC1/2024 Welcome

The Chair welcomed everyone to the meeting. It was agreed for item 7 to be discussed first due to Cllr availability.

### 50YC2/2024 Apologies for Absence

There were no apologies received.

### 50YC3/2024 Declarations of Interest

There were no declarations of interest.

### 50YC4/2024 Public Question Time and Participation

There were no members of the public in attendance.

### 50YC5/2024 Notes

**RESOLVED** to approve the following notes and the recommendations contained therein subject to amendment:

- i) Notes of 50 Years of Caldicot Working Group Meeting 16<sup>th</sup> February 2024

Amendment: Caldicot Community Hub to Friends of Caldicot Library

### 50YC7/2024 Applications

- i) Caldicot Musical Theatre Society

WG acknowledged that item two '70s quiz' had been approved at Full Town Council Meeting at 28<sup>th</sup> February 2024.

**RESOLVED** to approve item Saved by the Bell Bottoms - £921.90

**RESOLVED** to agree in principle Sing Along Cinema Evening (Grease) - £190.00

## 50YC6/2024 50 Years of Caldicot Events

Members received the following updates:

- Caldicot Castle

WG were informed that Colour Clash Festival has been refused. WG suggested pursuing other facilities for Colour Clash Festival or hosting a cinema night.

**RESOLVED** for Cllr R Grumbach (Caldicot Events Committee) to pursue Colour Clash Festival and provide costings for next 50 Years of Caldicot meeting.

Cllr A Mayo left the meeting at 1:00pm.

- Time Capsule

Working Group were informed that the time capsule can be manufactured within a month, after which, the time capsule can be presented to schools.

**RESOLVED** to determine exact location of planting at a future date.

- Tree Planting

It was recommended to the WG to install a magnolia tree due to being aesthetic and low-maintenance. WG were informed of the quote received to procure and plant a magnolia tree. WG considered the revelation of the magnolia tree and suggested coinciding with the Town Council building open day on Tuesday 30<sup>th</sup> April 2024. WG suggested inviting schools, MPs and Mon CC reps.

**RESOLVED** to approve the £100.00 quote to procure and install a magnolia tree.

Cllr W Conniff left the meeting at 1:15pm.

- History Exhibition

WG were informed that the exhibition will be ready to coincide with the opening of the Town Council building and will launch the 50 Years of Caldicot Festival.

- Voice Magazine

Members considered available options and concluded that options were unfeasible due to time constraints and costings. WG suggested that events can be advertised on social media and distributed amongst Caldicot residents via flyers/posters etc. Admin informed WG about the website update and advertisement of 50 Years of Caldicot Festival on there.

**RESOLVED** to not pursue magazine articles of costings and ability to advertise elsewhere.

- Caldicot Castle Cannon

WG were informed that the exhibition is still in the planning process.

- School Competition

**RESOLVED** for Cllr Wilsher and Cllr Strong to contact local schools before summer term concludes to prepare for November deadline.

- Wombles Litter Picking

WG suggested a Womble appearance at all 50 Years of Caldicot Festival events, with an emphasis on litter picking events.

**RESOLVED** for Admin to research legality of litter picking events and provide information to the next meeting.

- Crick Care Home

WG acknowledged the health and safety aspects and liability of lending outdoor BBQ equipment to Crick Care Home.

**RESOLVED** to contact Crick Care Home to amend application requirements.

- Arts Society Monmouthshire

WG acknowledged the previous approval of the application and would like St Mary's Church, Caldicot to be included.

**RESOLVED** for Cllr Strong to contact Arts Society Monmouthshire.

Cllr F Rowberry left the meeting at 1:30 p.m.

Cllr M Mitchell left the meeting at 1:30 p.m.

Meeting inquorate.

Meeting ended at 1:30 p.m.

Signed ..... Date .....

Chair



F

## CALDICOT TOWN COUNCIL

Minutes of Grants Committee of Caldicot Town Council held at 11:00 a.m. on Friday, 15<sup>th</sup> March 2024 at Caldicot Room Suite 3, Castlegate Business Park

**Present:** Cllr F Rowberry - Chair  
Cllr W Conniff  
Cllr RJ Higginson  
Cllr M Mitchell  
Cllr M Stevens  
Cllr P Strong

**Also present:** L Gillespie – Deputy Clerk  
L Wallington – Admin

### **G1/2024 Welcome**

The Chair welcomed everyone to the meeting.

### **G2/2024 Apologies for Absence**

There were no apologies received.

### **G3/2024 Declarations of Interest**

The following interests were declared:

- Cllr F Rowberry declared a personal and prejudicial interest as a member of Caldicot Town Football Club.
- Cllr M Mitchell declared personal and prejudicial interests as a relative of a member of Queerspace Severnside and in Caldicot Community Café as one of The Mayor's Chosen Charities.

### **G4/2024 Public Question Time and Participation**

No members of the public in attendance.

### **G5/2024 Minutes**

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

- i) Minutes of Grants Committee Meeting Thursday 25<sup>th</sup> January 2024

### **G6/2024 Grants Applications**

Members received a verbal update on financial position of grants.

- i) Queerspace Severnside

Cllr M Mitchell declared an interest and left the meeting at 11:05 a.m.

**RESOLVED** to defer to the next Grants Committee meeting and request more information.

Cllr M Mitchell rejoined the meeting at 11:20 a.m.

ii) Walk, Talk, Move

**RESOLVED** to award 50% of requested grant for catering provisions - £750.00

iii) Caldicot Events Committee – Caldicot Summer Event/Christmas Lights Switch On

**RESOLVED** to defer to the next Grants Committee meeting and request more information.

iv) Caldicot Events Committee – Caldicot Fireworks

**RESOLVED** to defer to the next Grants Committee meeting and request more information.

v) Caldicot Community Café

Cllr M Mitchell declared an interest and left the meeting at 11:40 a.m.

**RESOLVED** to award 100% of requested grant - £1,000.00

Cllr M Mitchell rejoined the meeting at 11:43 a.m.

vi) Caldicot Musical Theatre Society

**RESOLVED** to defer to the next Grants Committee meeting and request more information.

vii) Caldicot Town Association Football Club

Cllr F Rowberry declared an interest and left the meeting at 11:46 a.m.

**RESOLVED** to defer to the next Grants Committee meeting and request more information.

viii) Caldicot Town Association Football Club

Cllr F Rowberry declared an interest and did not re-join the meeting.

**RESOLVED** to defer to the next Grants Committee meeting and request more information.

Cllr F Rowberry rejoined the meeting at 11:57 a.m.

Meeting ended at 12:25 p.m.

Signed ..... Date .....

Chair



**Caldicot Town Council**  
**Temporary Address: Caldicot Room Suite 3,**  
**Castlegate Business Park, Caldicot Road, Caldicot, NP26 5YR**  
**Tel: 01291 420441 Email: townCouncil@caldicotcc.org.uk**

**Minutes of a Meeting of the Personnel Committee of Caldicot Town Council in Caldicot Room Suite 3, Castlegate Business Park to be held on Tuesday, 19<sup>th</sup> March 2024 at 9:30 a.m.**

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

**Also present:** Anne Wilson Locum Town Clerk

#### **P21/2024 Welcome**

The Chair welcomed everyone to the meeting to the meeting and said that the main point of the meeting today was to consider the applications for the post of Town Clerk after the shortlisting last week.

#### **P22/2024 Apologies for Absence**

**RESOLVED** that Members received apologies of absence for this meeting from:

- Cllr. P. Strong – Council commitment

#### **P23/2024 Declarations of Interest**

**RESOLVED** to receive the following declaration 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:

- Cllr. A. Easson – Personal and Prejudicial Interest – Appointment of the Town Clerk

#### **P24/2024 Public Question Time and Participation**

There were no members of the public present.

#### **P25/2024 Minutes**

Members deferred the item to confirm the minutes of the meeting of the Personnel Committee held on Wednesday 21st February 2024

#### **P26/2024 Disability Confident**

Members deferred the item to consider the attached paperwork about disability confident and whether they would like to be part of this scheme until the next meeting.

**P27/2024 Date of Next Meeting**

**RESOLVED** to note that the next meeting of the Personnel Committee of Caldicot Town Council will be held on Wednesday 4<sup>th</sup> April 2024 at 10 a.m.

**P28/2024 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**

**P29/2024 Appointment of Town Clerk**

**RESOLVED** that following lengthy discussion about the applications received following the shortlisting and further scrutiny that no applicant be interviewed.

Members agreed that no applicant met the full Person Specification or had the necessary experience of a large Town Council felt to be needed to carry out the role of Town Clerk in Caldicot.

Members further considered the role of Town Clerk and RFO and how they could attract applicants to fulfil the role as per the needs of the Council.

Following lengthy discussions Members **RESOLVED** to recommend to Full Council that the Town Council advertise for a full-time Town Clerk role and also look at full-time Deputy Town Clerk / RFO role.

Subject to agreement at Full Council the Locum Town Clerk would write a Job Description for a Town Clerk role and also that of a Deputy Town Clerk/RFO role, noting that the Council already had a Deputy Town Clerk

**P30/2024 Staffing at Town Council Offices**

- i) Members noted the update from the Town Clerk on the way forward with regard to staffing at the Town Council Offices.
- ii) Engagement of HR Assistance

**RESOLVED** that Caldicot Town Council employ the services of The HR Department at a cost of £100 + VAT per hour to guide the Council through the necessary processes.

Signed ..... Date .....  
Chairman



## CALDICOT TOWN COUNCIL

Minutes of Grants Committee of Caldicot Town Council held at 9:30 a.m. on Wednesday,  
20<sup>th</sup> March 2024 at Caldicot Room Suite 3, Castlegate Business Park

**Present:** Cllr F Rowberry – Chair  
Cllr W Conniff  
Cllr RJ Higginson  
Cllr M Mitchell  
Cllr M Stevens  
Cllr P Strong

**Also present:** L Gillespie – Deputy Clerk  
L Wallington – Admin  
A Wilson – Locum Clerk  
Cllr J Woodfield – Observer  
Cllr R Grumbach – Caldicot Events Committee  
P Hayward – Caldicot Events Committee  
E Lee – Caldicot Events Committee  
J Postle – Caldicot Musical Theatre Society

### **G7/2024 Welcome**

The Chair welcomed everyone to the meeting.

### **G8/2024 Apologies for Absence**

No apologies were received.

### **G9/2024 Declarations of Interest**

The following declarations of interest were received:

- Cllr F Rowberry declared a personal and prejudicial interest as a member of Caldicot Town Football Club.
- Cllr M Mitchell declared a personal and prejudicial interest as a relative of a member of Queerspace Severnside.
- Cllr R Grumbach declared a personal and prejudicial interest as a member of Caldicot Events Committee.
- Cllr J Woodfield declared a personal and prejudicial interest as a member of Caldicot Town Football Club.

### **G10/2024 Public Question Time and Participation**

No members of the public were in attendance.

### **G11/2024 Grants Applications**

Grants Committee agreed to move item 5.iv) Caldicot Musical Theatre Society to the beginning due to timing restrictions.

iv) Caldicot Musical Theatre Society

Caldicot Musical Theatre Society provided a verbal report of their application to the Committee.

Caldicot Musical Theatre Society left the meeting at 09:50 a.m.

**RESOLVED** to award 50% of requested grant to be awarded in 2023/2024 financial year and for 50% of requested grant to be awarded in 2024/2025 financial year - £7,000.00

- i) Queerspace Severnside

Cllr M Mitchell declared an interest and left the meeting at 9:55 a.m.

**RESOLVED** to award 100% of requested grant - £900.00

Cllr M Mitchell rejoined the meeting at 10:10 a.m.

- ii) Caldicot Events Committee – Caldicot Summer Event/Christmas Lights Switch On

Cllr R Grumbach declared an interest and left the meeting at 10:10 a.m.

**RESOLVED** to award 100% of requested grant to be awarded in 2024/2025 financial year – £12,000.00

- iii) Caldicot Events Committee – Caldicot Fireworks

Caldicot Events Committee joined the meeting and Cllr R Grumbach rejoined the meeting at 10:30 a.m. and provided a verbal report of their application to the Committee.

Caldicot Events Committee and Cllr R Grumbach left the meeting at 10:50 a.m.

**RESOLVED** to award 66% of requested grant to be awarded in 2024/2025 financial year – £12,000.00

Cllr R Grumbach rejoined the meeting at 11:10 a.m.

Cllr RJ Higginson left the meeting at 11:10 a.m.

- v) Caldicot Town Association Football Club

Cllr F Rowberry and Cllr J Woodfield declared interests and left the meeting at 11:10 a.m.

**RESOLVED** to agree in principal 100% of requested grant subject to Locum Clerk inquiring the terms applicable re: FA - £4,000.00

- vi) Caldicot Town Association Football Club

**RESOLVED** to sponsor an accessible bench and to provide support acquiring additional benches.

Meeting ended at 11:30 a.m.

Signed ..... Date .....

Chair



# PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

## Monmouthshire South Monthly Update March 2024

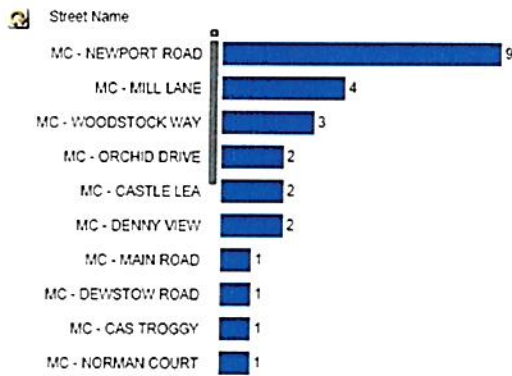
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### WARD NAME

Caldicot

### Crime in Caldicot in February/March 24



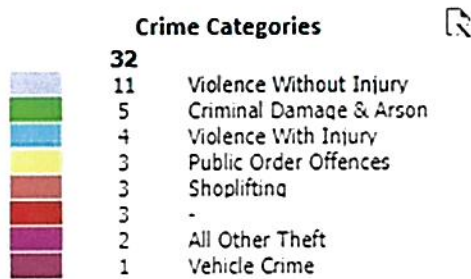
For February/March 24 Caldicot the main bulk of the crime has been in the Newport Road and the supermarkets. We have one person creating a few logs at the moment in that area, but we are dealing with the person and investigations are ongoing.





# PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

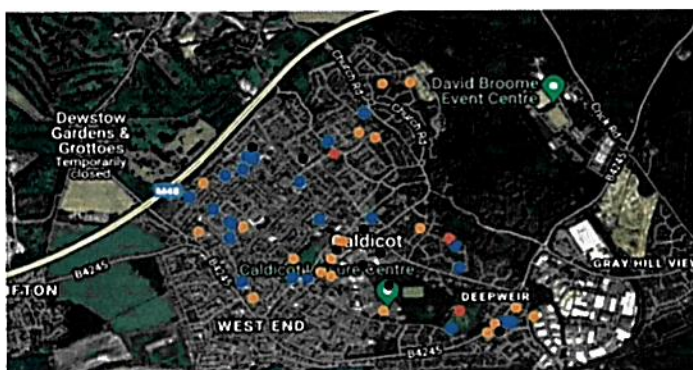
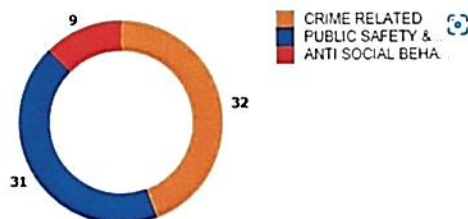
## Top Crime Categories



The above is the top crime types for the Caldicot.

For February/March, Caldicot has had several different crimes, the main one being violence without injury. This is mainly one person and we are actively engaging with them to resolve the matters.

## 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

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## Monmouthshire South Neighbourhood POLICING TEAM

Social media



@gwent.pnn.police.uk

5

## Agenda Item for Town Council meeting planned for

Input by Rachel Grumbach.

### Issue

Fly tipping at westend ward.

### Background

ISSUES of fly tipping, fires and bio-hazard materials.

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

### Proposal

To look at area being cleared of hazardous waste. Support residents with their issues.

### Desired Outcome

Support residents in having bio-hazard material removed asap.

### Benefits of proposal

Improve residents living environment.



**DATED: 1<sup>st</sup> April 2024**

**MONMOUTHSHIRE COUNTY COUNCIL**

And

**CALDICOT TOWN COUNCIL**

**CCTV PARTNERSHIP  
MEMORANDUM OF UNDERSTANDING**

Relating to the operation, development, maintenance and ownership of Town Centre CCTV

**THIS MEMORANDUM OF UNDERSTANDING is made between:**

- (1) **MONMOUTHSHIRE COUNTY COUNCIL** of County Hall, Rhadyr, USK NP15 1GA ("MCC") and
- (2) **CALDICOT TOWN COUNCIL** ("Town Council") Council Office, Sandy Lane, Caldicot NP26 4NA

**1. Intention**

- 1.1 To prevent and detect crime in the town centre utilising the CCTV system.
- 1.2 To reassure the public and reduce the fear of crime within the community.
- 1.3 To continue to jointly fund the CCTV system between MCC and the Town Council to provide ongoing support and development as set out in this Agreement.

**2. Definitions**

The terms below have the following meanings:

- 2.1 'Cameras' mean closed circuit television cameras already in situ in the town together with any additional approved cameras installed into the scheme.
- 2.2 'CCTV Monitoring Services' means the services provided in respect of the monitoring and recording of CCTV images by the contracted Control Room for MCC.
- 2.3 'Code' means the Code of Practice for CCTV operators as issued by the Information Commissioner Office or any code or guidance which is designed to replace the Code.
- 2.4 'Commencement Date' means the date on front page of this Memorandum of Understanding document.
- 2.5 'Equipment' means all cameras, radio links and associated equipment situated in the town and in the designated control room.
- 2.6 'MCC's Role and Responsibilities' means the role and responsibilities to be performed by Monmouthshire County Council which are set out in Clauses 3 and 6 of this agreement.
- 2.7 'Town Council's Role and Responsibilities' means the role and responsibilities which are set out in Clause 4 of this agreement.
- 2.8 'Payment' means the amount listed in Clause 4 or such other amounts as the council may agree to pay MCC for providing the CCTV Monitoring Services.
- 2.9 'Principle' means a Data Protection principle as set out in General Data Protection Regulations and the Data Protection Act 2018 (or any re-enactment or replacement of that Act).
- 2.10 'Purposes' means the purposes for which the system is used are referred to in ***Schedule 1*** of this agreement.

- 2.11 'System' means the cameras, monitors, associated cabling and wireless equipment serving the system wherever it may be situated.
- 2.12 'Term' means the period of **three years** from the Commencement Date.
- 2.13 'CCTV User Group' is the committee of representatives of the County and Town Councils which meets three times a year in February, June and October to monitor and scrutinise the provision of CCTV.

### **3. Monmouthshire County Council's Role and Responsibilities**

#### **3.1 Insurance**

- 3.1.1 To maintain a comprehensive policy of insurance to cover the liability of MCC and the Town Council in respect of any act or default for which either council may become liable through the provision of services covered by this agreement.
- 3.1.2 To arrange that the minimum cover per claim of that policy is £5,000,000. (subject to review, as advised by the Principal Insurances and Risk Management Officer)

#### **3.2 Equipment and Cameras**

- 3.2.1 To make ensure that cameras and equipment are maintained properly in good working order by suitably qualified and experienced engineers.
- 3.2.2 Before any new camera becomes operational there is sufficient signage in appropriate locations to ensure compliance with the first principle as set out in Schedule 1 of the Data Protection Act 2018 that conforms with the Code.
- 3.2.3 To make sure that all cameras across the network are positioned, monitored and operated in accordance with the Code.
- 3.2.4 To develop the CCTV scheme in accordance with the Monmouthshire CCTV Scheme strategy document. (As amended Feb 2024)

#### **3.3 Reporting**

- 3.3.1 To provide the Town Council with a monthly operational incidents log and any other information as agreed between MCC and the Town Council.
- 3.3.2 To facilitate, administer and report to the CCTV User Group which meets three times a year in February, June and October.
- 3.3.3 To circulate the minutes to all members of the CCTV User Group and Town Clerks at earliest convenience.
- 3.3.4 To discuss the annual budget in the October meeting of the CCTV User Group.

### **4. Town Council's Roles and Responsibilities**

- 4.1 MCC shall invoice the Town Council each quarter in advance and the Town Council shall make a quarterly payment of **£3,693.00 (Annual amount £14,772)** to MCC as a contribution towards the monitoring, maintenance and operating costs of the scheme.

- 4.2 The payment to be made to MCC by the Town Council under clause 4.1 shall increase by 2.5% annually and reviewed at the October meeting of the CCTV User Group.
- 4.3 The cost of any additional CCTV cameras to the system will be negotiated and agreed between the town council and MCC.
- 4.4 The Town Council shall avoid creating obstructions to the camera's field of view using street decorations or by any other action on their behalf. For the avoidance of doubt, it is accepted that nothing in this clause will prevent the display of Christmas decorations. However, it is understood that such decorations may adversely impact the effectiveness of the cameras.
- 4.5 To nominate two Town Councillors to represent their organisation on the Monmouthshire CCTV User Group at the three meetings, if one is unavailable, arrange to send a fully briefed colleague to stand in.

## **5. Statutory Obligations**

The councils will comply with:

- 5.1 The requirements of the Health and Safety at Work Act 1974 and any other Acts, Regulations, Orders, Directives and Circulars pertaining to health and safety of employees or any re-enactment or replacement of those.
- 5.2 The provisions of the Equality Act 2010 and any amendments thereof or any such Act as may from time to time be in force and should use all reasonable endeavours to comply with any Code of Practice issued there under by the Commission for Racial Equality or any similar body thereof.

## **6. Management**

- 6.1 MCC will manage the day-to-day operation of the CCTV Scheme and agree with the Town Council any action required to improve the system and its future development including identifying additional costs incurred as a result of changes and how those costs are funded.
- 6.2 The CCTV Scheme is open to new members joining with the full agreement of the CCTV User Group, upon signing this document.

## **7. Confidentiality**

Except with the prior written approval of the other party to this agreement at any time during or after the Term not to divulge or allow to be divulged to any person any confidential information.

## **8. Delegation**

Not to delegate any duties or obligations arising under this agreement otherwise than with the express written permission of the other party.

**9. Responsibility for scheme**

The responsibility for operating the scheme shall rest with MCC and the Town Council.

**10. Data Protection Act and Code**

MCC shall ensure that the provisions of the Data Protection Act, General Data Protection Regulations and the Code are adhered to.

**11. Status of Memorandum of Understanding**

The purpose of this Memorandum of Understanding is to record the intention of MCC and the Town Council to work together to continue to provide an effective CCTV Scheme in the town and is not intended to create any legally binding relationship between the councils.

**12. Termination of Agreement**

12.1 The agreement may be terminated annually, by either party. This will require three months' prior notice to the other party before the anniversary of this agreement.

12.2 Where a council has purchased equipment that equipment will be returned to the respective council on termination of the agreement.

**SCHEDULE 1**

**(The Purposes)**

The Purpose for which the system has been established are set out below:

**PURPOSE**

Following assessment by MCC and the Town Councils it has been agreed that it is appropriate that CCTV Cameras will be located and operated in accordance with this agreement in the towns of Abergavenny, Caldicot, Monmouth and Chepstow to:-

- 1. Prevent and detect crime and maintenance of public order.**  
*(H.O Public Service Agreement 1)*
- 2. Enhance community safety, reduce the fear of crime and to encourage greater use of the area covered.**  
*(H.O Public Service Agreement 2)*
- 3. Assist the local authority and town council in the overall management of the town centre; in the enforcement of any regulatory function; general traffic management and the provisions for the emergency services.**  
*(H.O Public Service Agreement 3)*
- 4. Use and develop CCTV in accordance with the Monmouthshire CCTV Scheme strategy document. (2024)**

**SIGNED on behalf of** ) Signature: \_\_\_\_\_  
**MONMOUTHSHIRE COUNTY COUNCIL** )

By Name: \_\_\_\_\_ ) Date: \_\_\_\_\_

**SIGNED on behalf of** ) Signature: \_\_\_\_\_  
**CALDICOT TOWN COUNCIL** )

By Name: \_\_\_\_\_ ) Date: \_\_\_\_\_





## **Contract**

This is a Contract between Caldicott Town Council and Merlin Environmental Services Ltd (The Contractor).

### **1. Scope of the Agreement**

1.1 The Contract is for the collection and disposal of dog waste from dog waste bins across Caldicott Town Council geographical area. The bins currently number 44 as at 1<sup>st</sup> April 2024, but may increase or decrease over time in agreement with the Contractor. The bins are the property of Caldicott Town Council. The collection schedule is set out in Appendix 1. The collected material must be disposed or treated in line with the EPA 1990 Legislation and all other waste legislation directives.

1.2 The bins are predominantly 45ltrs in capacity and any existing bins that are larger will be replaced with 2 x 45ltr bins where necessary.

### **2. Collection and disposal/treatment process.**

2.1 The Contractor will collect the waste from the bins as set out in Collection Schedule in Appendix 1 and dispose of all material at a facility that meets current waste management legislation and standards. Where available the process should look to maximise the value of any resource eg. Anaerobic Digestion, Energy from Waste.

2.2 The collection vehicle/s will be of suitable design to contain all waste safely to reduce any pollution or associated risks. All staff collecting waste will be suitably trained and provided with suitable PPE. The Contractor will ensure that they meet the full responsibilities for Health and Safety of their staff. The Contractor is required to hold an up to date First Aid + F certificate to service dog bins on Natural Resources Wales land.

2.3 The Contractor will report any issues noted during servicing of bins including damage, disposal of litter in bin, disposal of bulk dog waste, insufficient capacity or under-use of bin. The contractor will also inform Caldicott Town Council as soon as possible if service visits are missed for any reason, and when normal service will resume.

The Council will carry out bi-annual safety checks of the bins unless highlighted by the contractor and may also complete random monitoring against Contract schedules to ensure work is completed satisfactorily.

**4. Pricing**

4.1 The cost is £7.20 plus VAT per bin per empty. The cost will be fixed for 12 months. The Contractor may charge extra for additional material collected from outside bin and provide evidence to the Council/customer where applicable. The Contractor may charge extra for installing or moving bins at the request of the Town or Community Council.

4.2 Caldicott Town Council will pay Merlin ES Ltd for the dog bin servicing contract monthly, by the end of the second week of each month.

**5.Term**

5.1 This agreement is for a maximum period of 12 months commencing on April 1<sup>st</sup> 2024.

**6. Signatures**

**Signed for**

Name: .....

Position: .....

Date: .....

**Signed for Merlin Environmental Services Ltd**

Name: Neil Ivall .....

Position: Director .....

Date: 11<sup>th</sup> March 2024 .....



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

**MONMOUTHSHIRE COUNTY COUNCIL  
(PILL HOUSE FARM, CALDICOT, MONMOUTHSHIRE)  
TEMPORARY TRAFFIC REGULATION NOTICE 2024**

**NOTICE IS HEREBY GIVEN** that **MONMOUTHSHIRE COUNTY COUNCIL** of County Hall, The Rhadyr, Usk, NP15 1GA ("the Council") **Intends to make** an order pursuant to the powers conferred by Section 14(1)(a) of the Road Traffic Regulation Act 1984

1. The Order shall come into operation on the **19th March 2024** and will continue to be in force for a period not exceeding 18 months or until the works which it is proposed to carry out have been completed, whichever is the earlier. It is anticipated that the works will be completed **between 19th March 2024 and 21st March 2024, operating between 23:00 – 06:00 (nights)**.
2. The order is necessary for **level crossing inspection works to take place** in a safe manner at the location. Reasonable access will be maintained for properties fronting the affected lengths of road during the period of the closure.
3. The effect of the order will be to temporarily close a **section of Pill House Farm, Caldicot, Monmouthshire, ~90m** from its junction with Symondscliff Way for ~65m.
4. There is no signed diversion route.
5. This order may be cited as the **Pill House Farm, Caldicot, Monmouthshire Temporary Traffic Regulation Order 2024**
6. By virtue of Section 16(1) of the Road Traffic Regulation Act 1984 a person who contravenes a restriction or prohibition imposed under Section 14 of the Act shall be guilty of an offence.

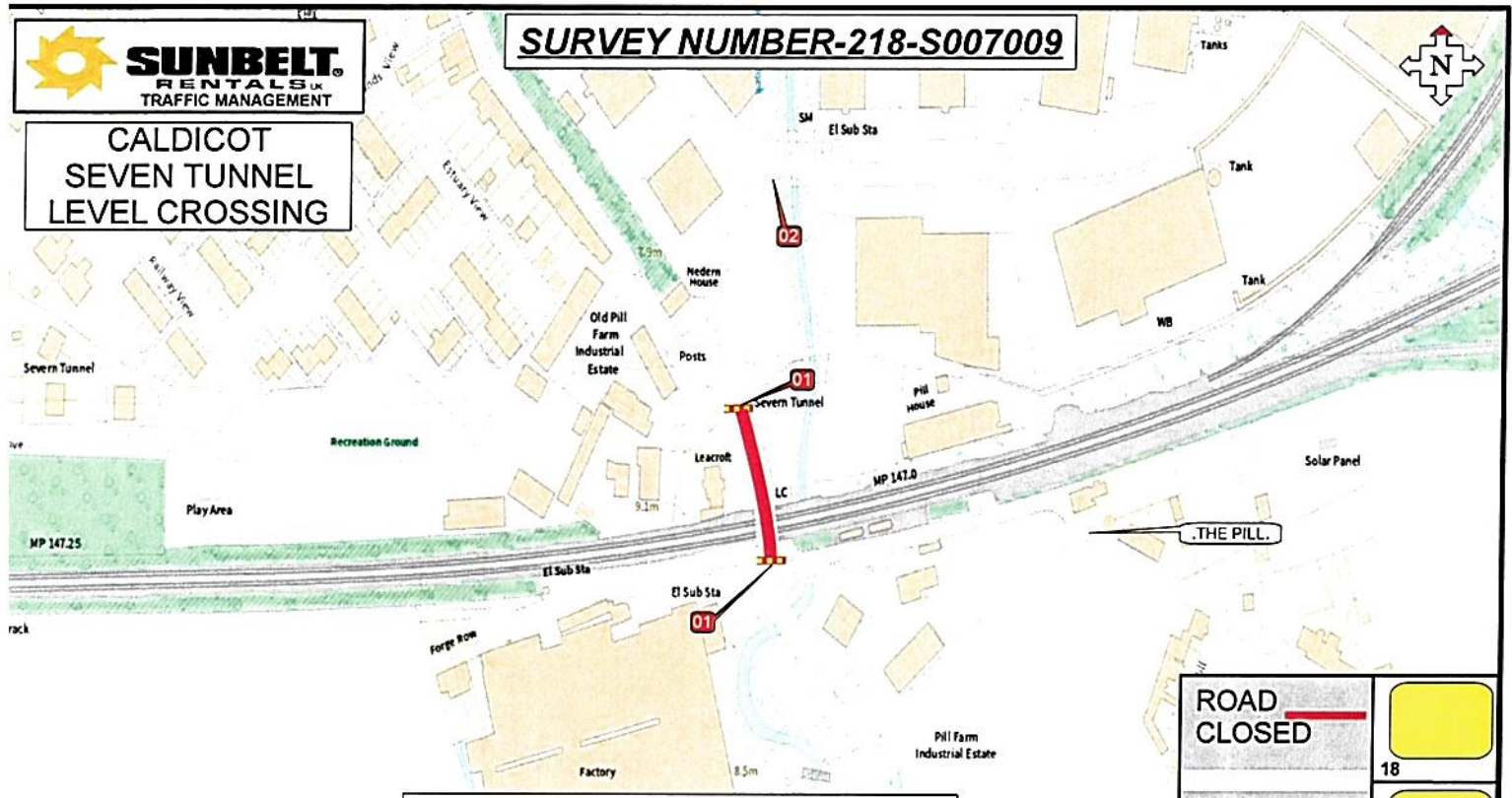
**Dated: 6<sup>th</sup> March 2024**

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



**SURVEY NUMBER-218-S007009**

**CALDICOT SEVEN TUNNEL LEVEL CROSSING**



**NO DIVERSION ROUTE AVAILABLE**

<b>ROAD CLOSED</b>	18
<b>DIVERSION ROUTE</b>	17

<p>FFORDD YMLAEN AR GAU THIS ROAD WILL BE CLOSED</p> <p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p> <p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p>	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18
	<p>ON SITE DAYS PRIOR OF CLOSURE</p>	<p>Traffig y Owyrtiad Diverted traffic</p>	<p>Dwedd y Owyrtiad Diversion ENDS</p>	<p>Traffig y Owyrtiad Diverted traffic</p>	<p>Traffig y Owyrtiad Diverted traffic</p>	<p>Traffig y Owyrtiad Diverted traffic</p>	<p>Owyrtiad Diversion</p>	<p>Owyrtiad Diversion</p>	<p>Owyrtiad Diversion</p>	<p>Owyrtiad Diversion</p>	<p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p>	<p>Traffig y Owyrtiad Diverted traffic</p>	<p>Traffig y Owyrtiad Diverted traffic</p>	<p>Traffig y Owyrtiad Diverted traffic</p>	<p>Traffig y Owyrtiad Diverted traffic</p>	<p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p>	<p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p>	<p>FFORDD YMLAEN AR GAU ROAD AHEAD CLOSED</p>

MINIMUM x HEIGHT TO BE 60 mm — SIGN BOARDS TO BE MINIMUM 1050 mm -750 mm

Apex Computer Services Wales  
 Unit 2 St Michael's Court  
 Church Street  
 Newport  
 Gwent  
 NP20 2BY  
 Tel: 01633 215123



**VAT Reg No:** 615 9816 17

CALDICOT TOWN COUNCIL  
 COUNCIL OFFICE  
 SANDY LANE  
 CALDICOT  
 NP26 4NA

**INVOICE** Page 1

<b>Invoice No</b>	61274
<b>Invoice Date</b>	05/03/2024
<b>Order No</b>	
<b>Account Ref</b>	C211

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	Annual Maintenance Contract Period 01.04.24 - 31.03.26 2 Year Subscription Renewal As Per Previous Schedule	820.00	820.00	20.00	164.00
1.00	Supply:- 2 Year Domain Name Hosting - caldicott.org.uk As Per Previous Schedule	238.00	238.00	20.00	47.60

<b>Total Net Amount</b>	£	1,058.00
<b>Carriage Net</b>	£	0.00
<b>Total Tax Amount</b>	£	211.60
<b>Invoice Total</b>	£	1,269.60

# Payment Schedule

paid between 01/01/24 and 22/03/24

Start of year 01/04/23

**P**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net Citee	Details	Heading
DD050124	05/01/24	20929		£25.00	£0.00	£25.00 ADMIN	Co-Operative Bank Plc	1100/34
DD080124	08/01/24	20939		£300.00	£50.00	£250.00 ADMIN	Citation Ltd	1100/20
BACS0801243	08/01/24	20919		£993.49	£165.58	£827.91 KGVPF	Peter Villars Landscapes	5140
BACS0801244	08/01/24	20920		£1,848.00	£308.00	£1,540.00 FACS	Merlin Waste	2240
BACS0801245	08/01/24	20921		£1,972.50	£0.00	£1,972.50	Rob Lewis	5090
BACS0801242	08/01/24	20922		£96.00	£16.00	£80.00 PROJ	Maison Design	4097
BACS0801241	08/01/24	20944		£367.99	£61.33	£306.66	Solutions In Technology Ltd	1100/4
DD1201244	10/01/24	20923		£185.22	£8.82	£176.40 FACS	British Gas	2400/4
BACS1201243	12/01/24	20925		£173.64	£28.94	£144.70 ADMIN	Apex Computer Services	1100/5
BACS1201242	12/01/24	20927		£390.00	£0.00	£390.00 ADMIN	The Lychgate Guest House	1000/3
DD160124	16/01/24	20931		£319.38	£15.20	£304.18 FACS	British Gas	2400/5
BACS1601241	16/01/24	20932		£216.00	£0.00	£216.00 CWB	Events ML Limited	3040
BACS1601242	16/01/24	20933		£312.50	£0.00	£312.50 FACS	L Watkins	2100/3
BACS18012C	18/01/24	20934		£30.00	£0.00	£30.00 ADMIN	Chepstow Accountancy Services Limited	1100/33
BACS180124	18/01/24	20936		£720.00	£120.00	£600.00 FACS	Mon CC	2200
BACS190124	19/01/24	20937		£3,603.00	£0.00	£3,603.00 FACS	Mon CC	1100/9
BACS1901241	19/01/24	20938		£40.00	£0.00	£40.00 ADMIN	Information Commissioner	1000/1
BACS190124	19/01/24	20939		£6,472.46	£0.00	£6,472.46 ADMIN	Salary - Jan 2024	4090/7
DD250124BG	22/01/24	20965		£121.88	£5.80	£116.08 FACS	British Gas	
BACS0202202	02/02/24	20964		£5,177.50	£0.00	£5,177.50	Rob Lewis	5090
BACS050224	05/02/24	20951		£201.77	£0.00	£201.77 FACS	Dwr Cymru	2000/3
BACS050224	05/02/24	20952		£993.49	£165.58	£827.91 KGVPF	Peter Villars Landscapes	5140
BACS050224	05/02/24	20955		£100.00	£0.00	£100.00 ADMIN	Complete Business Solutions	1100/3
Group Ltd								1st & 2nd Stamps



BACS050224	05/02/24	20956	£7.58	£1.26	£6.32	ADMIN	Complete Business Solutions Group Ltd	Stationary	1100/2
BACS050224	05/02/24	20959	£118.54	£5.64	£112.90	FACS	British Gas	TC Building - Electricity	2400/4
BACS050224J	05/02/24	20960	£150.00	£0.00	£150.00	PROJ	JAC Structural Engineering Ltd	Structural engineering TC site visit	4097
BACS050224	05/02/24	20961	£152.58	£25.43	£127.15	ADMIN	Solutions In Technology Ltd	Photocopier	1100/4
05/02/24		20962	£2,331.81	£388.63	£1,943.18		Carefully Memorials	Maintenance & plot levelling	2100/4
DD070224Cita	07/02/24	20966	£315.48	£52.58	£262.90	ADMIN	Citation Ltd	Health & Safety / HR Support	1100/20
BACS120224	12/02/24	20966	£196.80	£32.80	£164.00	ADMIN	Edge IT Systems	Finance Training	1100/11
BACS120224	12/02/24	20967	£40.80	£6.80	£34.00	KGVPF	Mon CC	Caldicot Play area repairs	5010
BACS120224	12/02/24	20968	£1,478.40	£246.40	£1,232.00	FACS	Merlin Waste	Dog Waste Collection - Feb 2024	2240
BACS120224	12/02/24	20969	£173.64	£28.94	£144.70	ADMIN	Apex Computer Services	Monthly 365 office, email and spam filtration	1100/5
BACS120224	12/02/24	20970	£8,323.43	£1,387.24	£6,936.19	PROJ	Bemrig Group Ltd	Caldicot Town Council Refurb - Val 01	4097
BACS120224L	12/02/24	20971	£130.00	£0.00	£130.00	ADMIN	The Lychgate Guest House	Locum Clerk Accommodation - Feb 2024.	1000/3
BACS140224J	14/02/24	20949	£13,211.95	£2,201.99	£11,009.96	FACS	Mon CC	Jubilee Way Public Convenience Costs	4090/2
BACS140224	14/02/24	20957	£36.04	£6.01	£30.03	ADMIN	Complete Business Solutions Group Ltd	Printer paper/stationary	1100/2
BACS140224	14/02/24	20972	£160.44	£26.74	£133.70	ADMIN	Brighter Bills Ltd	Telephone charges	1100/1
BACS140224	14/02/24	20973	£74.97	£9.16	£65.81		Viking Office UK Limited	Stationary	1100/3
505502	16/02/24	20979	£107.50	£0.00	£107.50	ADMIN	Post Office Ltd	Stamps	1100/3
BACS200224	20/02/24	20974	£47.40	£2.25	£45.15	FACS	British Gas	TC Building - Electricity. 806502488	2400/4
BACS200224T	20/02/24	20975	£291.81	£13.89	£277.92	FACS	British Gas	TC Building Gas - Inv: 801734380	2400/5
BACS2002243	20/02/24	20976	£118.74	£0.00	£118.74	FACS	Dwr Cymru	TC Building water bill	2400/3
BACS2002244	20/02/24	20977	£109.45	£0.00	£109.45	FACS	Dwr Cymru	Allotments water bill	2000/3
BACS200224	20/02/24	20978	£590.92	£0.00	£590.92	FACS	Dwr Cymru	Toilets water bill 21st Jul 2023 - 10th Jan	4090/6
BACS200224	20/02/24	20980	£6,522.46	£0.00	£6,522.46	ADMIN	Salaries	Salaries - February 2024	1000/3

BACS200224	20/02/24	20986	£720.00	£120.00	£600.00	FACS	Mon CC	Licence fee for Suite 3, Castlegate Feb	2500
BACS200224	20/02/24	20987	£6,113.53	£1,018.92	£5,094.61	PROJ	Bemrig Group Ltd	Town Council Building Refurb – Val 02 -	4097
BACS230224	23/02/24	20988	£2,400.00	£400.00	£2,000.00	PROJ	Maison Design	PM Valuation Stage 2.	4097
BACS230224	23/02/24	20989	£1,053.60	£175.60	£878.00	ADMIN	Ad Warrior	Town Clerk advert	1100/35
BACS230224	23/02/24	20991	£4,647.48	£774.58	£3,872.90		SLCC	Locum Fees/Expenses - January 2024	1000/3
BACS		20995/1	£30,820.34	£5,136.72	£25,683.62	FACS	Mon CC	Town cleansing and sweeping Apr - Oct 23	4085
BACS		20995/2	£786.14	£131.02	£655.12	KGVPF	Mon CC	KGVPF Inspections 2023/2024	5020
DD280224Gas	28/02/24	20998	£107.76	£5.13	£102.63	FACS	British Gas	Toilets electricity - 06.01.24 to 08.02.24	4090/7
BACS040324	04/03/24	20992	£4,500.00	£750.00	£3,750.00	FACS	City Illuminations	Installation/removal of festive lighting.	2210
BACS040324	04/03/24	20994	£21.29	£3.55	£17.74	ADMIN	Viking Office UK Limited	Stationary	1100/2
BACS040324	04/03/24	20996	£40.90	£6.82	£34.08	ADMIN	Viking Office UK Limited	Stationary	1100/2
BACS040324	04/03/24	20999	£134.75	£22.46	£112.29	ADMIN	Solutions In Technology Ltd	Photocopier/printer/scanner.	1100/4
BACS040324	04/03/24	21000	£1,478.40	£246.40	£1,232.00	FACS	Merlin Waste	Dog Waste Collection - March 2024.	2240
BACS040324	04/03/24	21001	£993.49	£165.58	£827.91	KGVPF	Peter Villars Landscapes	Maintenance of Bowling Green & surrounds for the month.	5140
Bacs040324B	04/03/24	21002	£154.38	£25.73	£128.65	ADMIN	Brighter Bills Ltd	Phones charges	1100/1
BACS040324	04/03/24	21003	£15.46	£2.58	£12.88	FACS	DJB Cleaning Supplies Ltd	Cleaning supplies	2400/9
BACS040324	04/03/24	21004	£2,130.00	£355.00	£1,775.00		Carefully Memorials	Contract maintenance & levelling	2100/4



DD060324	Gas	06/03/24	21014	£31.52	£1.50	£30.02	FACS	British Gas	TC Building electricity	2400/4
BACS070324		07/03/24	21007	£11,633.36	£1,938.89	£9,694.47	PROJ	Bemrig Group Ltd	Town Council Building Refurb - Val 03	4097
BACS070324		07/03/24	21008	£2,272.50	£0.00	£2,272.50		Rob Lewis	Contract maint & Tree work - Feb 2024	5090
DD070324		07/03/24	21017	£315.48	£52.58	£262.90	ADMIN	Citation Ltd	Health & Safety / HR Support	1100/20
BACS090324		09/03/24	21009	£8,300.00	£0.00	£8,300.00	ADMIN	Rob Lewis	Installation of pathways at SL Allot (Grant)	1100/25
BACS130324		13/03/24	21016	£9,465.60	£1,577.60	£7,888.00	ADMIN	Carefully Memorials	Installation of pathways at OW Allot	1100/25
DD140324	Gas	14/03/24	21013	£242.87	£11.56	£231.31	FACS	British Gas	TC Building Gas - 01.02. - 23.02.2024	2400/5
BACS160324		16/03/24	20997	£5.18	£0.00	£5.18	KGVPF	Dwr Cymru	KGVPF water bill	5050
BACS160324		16/03/24	21005	£127.95	£0.49	£127.46		Viking Office UK Limited	Stamps	1100/3
BACS160324		16/03/24	21006	£173.64	£28.94	£144.70	ADMIN	Apex Computer Services	March - monthly 365 office, email, spam filtration	1100/5
BACS160324		16/03/24	21011	£158.72	£26.45	£132.27	ADMIN	Brighter Bills Ltd	Phone charges	1100/1
BACS160324JR			21018	£1,980.00	£330.00	£1,650.00	J Reece	Supply 4 + 1 xmas trees, fencing & removal		2210
BACS160324		16/03/24	21019	£720.00	£120.00	£600.00	FACS	Mon CC	License Fee - Suite 3, Mon CC- Jan 24	2500
BACS160324		16/03/24	21020	£720.00	£120.00	£600.00	FACS	Mon CC	License Fee - Suite 3, Castlegate - Mar 24.	2500

**Total**

£151,614.90    £18,929.11    £132,685.79

Easy Read



Llywodraeth Cymru  
Welsh Government

## Putting Things Right

Changes to the process of making a complaint

We want to know what you think



This document was written by the Welsh Government. It is an easy read version of 'NHS Wales concerns and complaints: proposed changes to the Putting Things Right process. Consultation document'.

January 2024

## How to use this document



This is an easy read document. You may still need support to read it. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. You can check what the words in blue mean on **page 27**.



Llywodraeth Cymru  
Welsh Government

Where the document says **we**, this means the **Welsh Government**. For more information contact:

Email: [QualityAndNursing@gov.wales](mailto:QualityAndNursing@gov.wales)



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## What this is about

**Putting Things Right** is the name given to the process of making a complaint about the NHS in Wales.



The complaint or concern will be looked into. We will try and make improvements.



We think some changes need to be made about the Putting Things Right process. This is to make sure it can still work well.



Please read through this document and answer the questions.



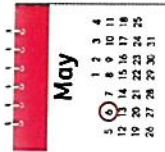
If you need more information please contact us,  
and return your answers to:



**Post:** Quality and Nursing Division  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ



**Email:** [QualityAndNursing@gov.wales](mailto:QualityAndNursing@gov.wales)



**Please return your answers by: Monday 6 May 2024.**

## Improving the care of patients



We have listened to what patients have said about making complaints.



We also have new rules in place to make sure the NHS is open and honest about mistakes they have made.



And rules about making sure patients are put first and improvements are made.



## How 'Putting Things Right' works at the moment

At the moment, a concern is put to the NHS organisation responsible for a patient's care.



They then have to respond. If the patient is not happy with what the NHS has said, they can contact an organisation called the **Public Services Ombudsman for Wales (PSOW)**.



There is also an organisation called **Llais**, who support people with making complaints about the NHS.

If it is found that the NHS has caused harm, a number of different things might happen. It depends on the situation.



For example, in some situations there might be an apology. In other situations, patients may be given money. Giving money is called **compensation**.



We want to make sure NHS Wales listens to patients and keeps improving. We also want people to feel confident in them.



Some new rules came out in 2023. Now, NHS Wales has to tell patients if they think they have caused them harm. And they must make changes to stop things happening again.



This survey gives people a chance to have a say about what needs to change with how **Putting Things Right** is run.

# What we want to see happen



- Patients are put first.



- Patients are listened to.



- Patients feel included.

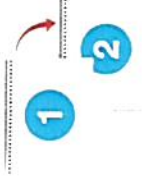


- Urgent concerns are dealt with better.



- Make changes to giving free legal advice and medical reports.

These are the changes we would like to make:



1. There is stage 1 and stage 2 of making a complaint. We want to make it clearer what is being done at each stage.



2. The patient has the chance to meet in person, online or on the phone. And given an offer of how to deal with the problem at stage 1.



3. Now, stage 1 complaints are meant to be dealt with in 2 days. This is not enough time and we think it should be longer.



4. Some complaints are very serious and should move straight to stage 2.



5. The patient should be asked if their complaint has been sorted out.



6. There needs to be more staff training on dealing with complaints. And being kind to patients when they make a complaint.



7. Make sure patients know how long it will take to look into their complaint.



8. Make sure letters sent to patients about complaints can be understood.



9. Offer to meet with the patient after the investigation.



10. Make sure other parts of NHS Wales are included in the redress process. For example, doctor's surgeries and chemists.

Redress means putting something right. It could mean getting money, called compensation. Or something else.



11. Make sure enough time is given to look into complaints.



12. Increase the amount of money that can be claimed through Putting Things Right. This is instead of going to court. It would increase from £25,000 to £50,000.



13. Update the guidance about getting advice on complaints. For example, legal advice.



14. Make healthcare providers pay higher legal fees.

### Question 1

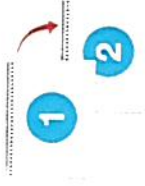
Please tell us about any complaint or concern you have raised with NHS Wales.



If you don't want anyone to know your name please tick here:

### Question 2

We talked above about stage 1 and stage 2 of the complaints process. And how there are only 2 days to deal with complaints at stage 1.



We want to have better rules about how stage 1 and 2 are managed through the law.

Do you agree with this?

Yes

No

Please give your reasons below:





### Question 3

Do you think it should be extended to:

10 days

15 days

I do not think it should be extended

Please tell us your reasons:



### Question 4

We think it is important for the patient to feel listened to when they first make a complaint. They should be offered a meeting to talk about how they feel.

Do you agree with this?

Yes

No

Please tell us your reasons:

### Question 5



Some patients have said the letters sent to them about their complaint have hard words in them. For example, legal terms. They find this confusing.



We would like to include a fact sheet with all letters that explains what they mean.

Do you think a fact sheet would be helpful?

Yes

No

Please tell us your reasons:

### Question 6



At the moment the NHS has to follow a number of rules when they write letters to patients about their complaint.



This can mean letters are long and confusing.

Do you think this should be changed to make letters easier to follow and understand?

Yes

No

Please tell us your reasons:



### Question 7

Do you think anything else should be included in the letters?

Yes

No

Please tell us your reasons:



### Question 8

We want patients to be offered a meeting after the complaint has finished being investigated.



This will talk about what was found. And give the patient the chance to ask questions.

Do you think this is a good idea?

Yes

No

Please tell us your reasons:

### Question 9



What do you think needs to be done to make sure children are better included in the Putting Things Right process?

Tell us in the box below:

### Question 10



If a patient died, and their loved ones had concerns about their care, do you agree that they should be offered a meeting with the NHS? This would be to solve their concerns quickly.

Yes

No

Please tell us your reasons:

**Question 11**

Do you think any of the changes we want to make would have any effects on the Welsh language? For example, it being treated less fairly than the English language?

Yes  No

Please tell us your reasons:



**Question 12**

Do you think there are any chances to make sure there are positive effects on the Welsh language?

Yes  No

Please tell us your reasons:



**Question 13**

Do you think there are any ways to reduce any bad effects on the Welsh language?

Yes  No

Please tell us your reasons:

### Question 14



Is there anything else you would like to add about the changes we want to make? Tell us in the box below.

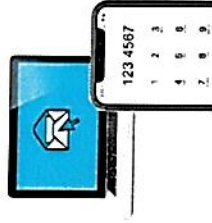
Your name:



Organisation (if replying for work):



Email or phone number:



Your address:





## **Hard words**

### **Redress**

This means putting something right. It could mean getting money, called compensation. Or something else.