APPENDIX A 1.

CALDICOT TOWN COUNCIL

Minutes of Annual Meeting of Full Town Council held at 18:00 on Wednesday 22nd May 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell - Mayor

Cllr F Rowberry - Deputy Mayor

Clir J Bond

Clir A Easson

Cllr R Grumbach

Cllr RJ Higginson

Clir A Mayo

Cllr W Sage

Cllr IR Shillabeer

Cllr P Strong

Clir R Wilsher

Cllr J Woodfield

Also present: L Gillespie - Deputy Clerk

L Wallington - Admin

A Wilson – Locum Clerk

Public x2

1/2025 Welcome

The Town Mayor welcomed everyone to the meeting.

2/2025 Apologies for Absence

RESOLVED to note that apologies were received from:

- Cllr W Conniff personal commitment
- · Cllr A Lewis work commitment

3/2025 Declarations of Interest

There were no declarations of interest received.

4/2025 Retiring Town Mayor

Cllr M Mitchell addressed Members and gave thanks to Members, Deputy Mayor and staff for their service. Cllr M Mitchell provided a verbal update regarding progress and charity work that has been achieved.

5/2025 Election of Town Mayor

RESOLVED to elect Cllr M Mitchell as Town Mayor for the Civic Year 2024/2025. Cllr M Mitchell duly signed the Acceptance of Office for Mayor.

6/2025 Election of Deputy Town Mayor

RESOLVED to elect Cllr F Rowberry as Deputy Town Mayor for the Civic Year 2024/2025. Cllr F Rowberry duly signed the Acceptance of Office for Deputy Mayor. The Town Mayor invested Cllr F Rowberry with their Chain of Office. Cllr F Rowberry addressed Members as Deputy Mayor and thanked the Mayor for their service.

7/2025 Nominations to Town Council Committees

i) Members are asked to consider the setting up of a Finance Committee for the Town Council to meet every six weeks.

RESOLVED to create a Finance Committee.

ii) Members are asked to nominate representatives:

RESOLVED for Committees to consist of seven Councillors, including the Mayor and Deputy Mayor.

RESOLVED to elect Members to the following Committees / Working Groups:

- Finance Committee: Cllr W Conniff, Cllr A Easson, Cllr M Mitchell, Cllr G Owen, Cllr F Rowberry, Cllr IR Shillabeer and Cllr R Wilsher.
- · Planning and Resources: All Councillors
- Personnel Committee: Cllr W Conniff, Cllr A Easson, Cllr RJ Higginson, Cllr M Mitchell, Cllr G Owen, Cllr F Rowberry and Cllr P Strong
- Grants Committee: Cllr W Conniff, Cllr R Grumbach, Cllr RJ Higginson, Cllr M Mitchell, Cllr F Rowberry, Cllr P Shillabeer and Cllr P Strong
- Health and Safety Committee: Cllr A Easson, Cllr RJ Higginson, Cllr A Lewis, Cllr M Mitchell, Cllr F Rowberry, Cllr IR Shillabeer and Cllr R Wilsher
- Allotments Committee: Clir J Bond, Clir W Conniff, Clir M Mitchell, Clir F Rowberry and Clir J Woodfield
- 50 Years of Caldicot Working Group: Cllr W Conniff, Cllr R Grumbach, Cllr A Mayo, Cllr M Mitchell, Cllr F Rowberry, Cllr P Strong and Cllr R Wilsher
- Town Council Building Working Group: Cllr W Conniff, Cllr A Easson, RJ Higginson, Cllr M Mitchell, Cllr F Rowberry and Cllr R Wilsher
- Compound Working Group: Cllr W Conniff, Cllr RJ Higginson, Cllr M Mitchell, Cllr F Rowberry, Cllr IR Shillabeer, Cllr P Strong and Cllr J Woodfield

- RESOLVED to approve Environmental and Climate Change Working Group to be added:
- Environmental and Climate Change Working Group: Cllr J Bond, Cllr W Conniff, Cllr RJ Higginson, Cllr A Mayo, Cllr M Mitchell, Cllr F Rowberry and Cllr R Wilsher

Cllr R Wilsher left the meeting at 7:10 p.m.

8/2025 Nominations to Outside Bodies

RESOLVED to elect representatives to the following outside bodies:

- Monmouthshire County CAB [For Term of Council]: Cllr A Easson and Cllr M Mitchell
- One Voice Wales Area Committee [Precedent Mayor/Deputy]: Cllr M Mitchell and Cllr F Rowberry
- One Voice Wales Larger Local Councils Cttee [Precedent Mayor + Deputy non-voting]:
 Cllr M Mitchell and Cllr F Rowberry (Deputy non-voting)
- User Sub-Committee King George V Playing Fields: Cllr J Bond, Cllr A Easson, Cllr RJ Higginson, Cllr R Grumbach, Cllr M Mitchell, Cllr F Rowberry and Cllr J Woodfield
- School Governors [For Term of Council] o Dewstow Primary School Clir W Sage o
 Durand Road Primary School Clir R Wilsher o Castle Park Primary School Clir F
 Rowberry
- · Schools Admission Forum: Cllr G Owen (Cllr J Bond, deputy)
- Herbert Charity Trust [For Term of Council]: Cllr W Conniff and Cllr RJ Higginson
- Mon CC CCTV Working Group: Cllr A Easson and Cllr P Strong
- Caldicot Foodbank Steering Committee: Cllr M Mitchell
- Mon CC Give Dog Fouling The Red Card Working Group: Cllr F Rowberry
- Caldicot Youth Group: Clir M Mitchell (Clir J Bond, deputy)
- Caldicot Town Team: Cllr P Strong
- GAVO: Cllr G Owen

- Caldicot Regeneration Stakeholder Group: Cllr J Bond and Cllr R Wilsher
- Caldicot Business Forum: Cllr J Bond, Cllr A Easson, Cllr A Mayo, Cllr M Mitchell, Cllr F Rowberry, Cllr W Sage and Cllr J Woodfield

RESOLVED to defer the nomination of representatives on the following outside bodies to the next Full Town Council Meeting:

- Severnside Area Committee
- Mon/Torfaen Youth Offending Team Restorative Justice

9/2025 Schedule of Meetings

RESOLVED to confirm the schedule of meetings, subject to amendments of certain 2024 dates to 2025.

10/2025 Review Terms of Reference

Locum Clerk provided a verbal report to Members.

RESOLVED to defer for each Committee and Working Group to consider their Terms of Reference.

11/2025 Council Policies

i) Standing Orders

RESOLVED for Locum Cklerk to make amendments to Standing Orders and provide back to Council for ratification.

ii) Financial Regulations

RESOLVED to defer to Finance Committee to consider and report back to Full Town Council.

12/2025 Independent Remuneration for Wales Report

RESOLVED to note.

13/2025 General Power of Competence

Locum Clerk gave a verbal report regarding the reasons for no longer having the General Power of Competence from this meeting onwards.

RESOLVED to note.

Meeting ended at 7:50 p.m.

Signed	Date
Town Mayor	



APPENDIX AZ

CALDICOT TOWN COUNCIL

Minutes of Extraordinary Full Town Council Meeting held at 20:05 p.m. on Wednesday 22nd May 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell - Mayor

Clir F Rowberry - Deputy Mayor

Cllr J Bond

Cllr A Easson

Clir R Grumbach

Cllr A Mayo

Cllr IR Shillabeer

Cllr W Sage

Cllr P Strong

Clir J Woodfield

Also present: L Gillespie – Deputy Clerk L

Wallington - Admin

A Wilson - Locum Clerk

Public x1

14/2025 Welcome

The Town Mayor welcomed everyone to the meeting.

15/2025 Apologies for Absence

RESOLVED to note that apologies were received from:

- Clir W Conniff personal commitment
- Clir A Lewis work commitment
- Clir RJ Higginson personal commitment
- Cllr R Wilsher personal commitment

16/2025 Declarations of Interest

Locum Clerk A Wilson declared a personal and prejudicial interest in the Minutes of Personnel Committee Meeting held on Tuesday 30th April 2024.

17/2025 Public Question Time and Participation

There were no questions received.

18/2025 Minutes

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

- i) Minutes of Personnel Committee Meeting Tuesday 30th April 2024
- ii) Informal notes of Personnel Committee Meeting Thursday 9th May 2024

RESOVED to approve the following minutes / notes and the recommendations contained therein, subject to the following amendment:

Minutes of Personnel Committee Meeting Wednesday 15th May 2024 iii)

Amendment: add that Clir J Woodfield was asked to leave the meeting and left the meeting, not on their own accord, before the confidential session commenced.

19/2025 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

20/2025 Staffing Matters

Members received a verbal report.

RESOLVED to approve the verbal report.

ii) The role of the Deputy Town Clerk

Members received a verbal report.

RESOLVED to note the verbal report.

iii) Update on the Cleaner role

Members received a verbal report.

RESOLVED to note the verbal report.

iv) Appointment of Facilities Assistant

Members received a verbal report.

RESOLVED to note the verbal report.

	Town Mayor
Signed .	Date
	Meeting ended at 8:35 p.m.
	RESOLVED to note the verbal report.
	Members received a verbal report.
V)	Appointment of a Cemetery Administrator

APPENDIXB .

CALDICOT TOWN COUNCIL

Minutes of the Personnel Committee held on Thursday 23rd May 2024 in the Caldicot Room Suite3, Castlegate Business Park at 1 p.m.

Present: Clir. M. Mitchell - Chair

Clir. F. Rowberry Clir. P. Strong

Also present: Anne Wilson, Locum Town Clerk

1/2025 Welcome

Cllr. Mitchell welcomed Members to the meeting.

2/2025 Apologies for Absence

RESOLVED that Members received apologies for absence from:

Cllr. W. Coniff – personal commitment

3/2025 Declarations of Interest

RESOLVED to note that there were no declarations of interests received.

4/2025 Public Question Time and Participation

There were no members of the public present.

5/2025 Minutes

RESOLVED to confirm the from the Personnel Committee meetings held on:

- Informal Meeting held on Thursday 9th May 2024
- Wednesday 15th May 2024, noting that Cllr. Woodfield left the meeting before the confidential session which is omitted from the minutes

6/2025 Date of next meeting

This item was deferred, and a meeting would be called when required.

7/2025 Exclusion of Public and Press

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

8/2025 Staffing Matters

Members were asked to note and consider the following:

i) Appointment of Town Clerk

Members noted that the new Town Clerk, Mark Tredwin, has signed his Particulars of Employment and would commence work on Monday 2nd September 2024. His Contract of Employment was being completed.

ii) Update on Cleaner Role

Pat Morse, our cleaner of 20 years, after following due process and with HR advice taken from The HR Company who were in attendance with the Council at all meetings, is to be made redundant. The opportunity had been given to Pat to apply for the new Facilities Assistant post, which incorporates her current role but meets the future needs of the Council at the offices. Pat had been thanked for her many years' service to the Town Council and further recognition would be given at the proposed Open Day following refurbishment of the office.

RESOLVED that the Facilities Assistant post be advertised.

iii) Appointment of Cemetery Administrator

RESOLVED that the Job Description for the role be confirmed and that the post for 8 hours per week be advertised.

iv) Any other staffing matter

Members were informed of other staffing matters.

Signed	Date
Chairman	

APPENDIX C ...

Meeting to discuss where to use \$106 money

4.6.24 @11:00hrs (delayed to 11:30 hrs due to urgent meeting)

Attendees: Maxine Mitchell, Frank Rowberry, Tony Easson, John Woodfield, Amanda Lewis, Jill Bond.

Agreed Actions and decisions to take to TC:

- Meeting agreed to proposal to use remainder of budget for Caldicot Regeneration to
 ensure that the Post Office and Hub offering is pursued. Remaining £140k plus the £50k
 already assigned. This need is the focus of many conversations with Caldicot residents.
- Request Daniel Fordham to come to TC to discuss progress on Caldicot PO.
- Check cut off dates for budget spend
 – thought to be long enough to use for Regeneration/this purpose.
- Take to TC to ratify this decision, then communicate proposal to residents and collate feedback.
- Put placemaking plan on next agenda as members item (Jill not available).

Meeting finished at 12:00hrs



CALDICOT TOWN COUNCIL

Minutes of Full Town Council Meeting held at 18:30 p.m. on Wednesday, 29th May 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell - Mayor

Cllr F Rowberry - Deputy Mayor

Cllr J Bond 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 P Strong

Cllr R Wilsher Cllr J Woodfield

Also present: L Gillespie – Deputy Clerk

L Wallington – Admin PC Adam Jenkins

Public x9

21/2025 Welcome

The Town Mayor welcomed everyone to the meeting.

22/2025 Apologies for Absence

There were no apologies received.

23/2025 Declarations of Interest

Clir J Bond and Clir A Easson declared personal non-prejudicial interests relating to item 14, as members of the Monmouthshire County Council Planning Committee.

Cllr R Grumbach declared a personal non-prejudicial interest relating to item 8i, as a member of Caldicot Events Committee.

24/2025 Report from Gwent Police

RESOLVED to move Item 7 Report from Gwent Police to the beginning of the agenda due to time constraints of persons.

Members were provided with a verbal report from Gwent Police regarding crime statistics and reports in the Caldicot area. Members noted that there will be an increase in Gwent Police foot patrols on Newport Road, Caldicot.

Members raised the following concerns:

 A Member raised a concern regarding stop and search of minors. Members were advised that a stop and search can be carried out on minors due to the monitoring of body camera footage and safeguarding procedures.

- A Member raised a concern regarding the laws around electric scooters. Members were
 informed that electric scooters are difficult to pursue, but further work on education is being
 delivered to schools on the laws regarding use and ownership of electric scooters.
- A Member raised a concern regarding the installation of traffic islands on B4245 between the junctions of Caldicot Rd and Crick Rd. Members were informed that this is a matter of the Local Authority.

25/2025 Public Question Time and Participation

Members of the Public presented the following queries:

Garthalan Drive and Betjeman Avenue

Several Members of the Public attended Town Council and relayed the issues occurring at West End. Members were provided with a verbal update on the matter from Gwent Police. It was acknowledged that Gwent Police, Monmouthshire County Council Environmental Health and South Wales Fire and Rescue are involved. Members noted that the Public Right of Way has been obstructed, causing issues for the South Wales Fire and Rescue Service accessing the site and surrounding area. Members were informed that Gwent Police are gathering evidence. Members noted that the site location is private property. Residents were advised to speak to the Crime Prevention Officer, Police Inspector, Cllr J Bond and the Environmental Health Officer. They were also advised to report anti-social behaviour and incidents to the emergency services. Members noted that Gwent Police will add the site location to their hotspot patrol and will speak to residents regarding the situation.

RESOLVED to contact A Jones and C O'Connor at Monmouthshire County Council regarding preventative measures.

RESOLVED for Town Council to offer a facility for residents to meet with Gwent Police.

Caldicot Bowls Club Hedge

Members of the Public informed Town Council of the overgrown hedge at Caldicot Bowls Club and Cae Mawr Grove. Members acknowledged that Caldicot Bowls Club receive a grant for the maintenance of the land, as it is situated on KGVPF. Members noted that the maintenance of the hedge is the responsibility of Caldicot Bowls Club. Members were informed that only the Caldicot Bowls Club side is maintained.

RESOLVED to agree a way forward during the confidential session of the agenda, Item 20 Caldicot Bowls Club Hedge.

RESOLVED to inform resident of decision.

Caldicot School Leavers Celebrations

Members were informed of the concerns regarding the school leavers celebration at Caldicot Castle.

RESOLVED to contact MonLife to request that the vehicular gate is open next year on the Caldicot School leavers day.

26/2025 Minutes

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

i) Minutes of Full Town Council Meeting held on Wednesday 24th April 2024

Amendment: Minute number 10966) Report from Monmouthshire Councillors "A member informed Council that the motion for S106 monies to be utilised on Cas Troggy Park had been refused by Mon CC." To include terminology to clarify that it is historical and not recent.

- ii) Minutes of Extraordinary Full Town Council Meeting held on Wednesday 30th April 2024
- iii) Minutes of Adjourned Full Town Council Meeting held on Wednesday 30th April 2024

Amendment: Minute number 10985) Town Council Building, to include that Clir J Bond objected to the proposal of timber balustrade due to "health and safety issues and structural concerns".

- iv) Notes of 50 Years of Caldicot Working Group Meeting held on Friday 17th May 2024
- V) Minutes of Annual Meeting of Caldicot Town Council held on Wednesday 22nd May 2024

RESOLVED to check Cllr P Strong is a member on Mon CC CCTV Working Group.

Amendment: minute number 7/2025 ii) Environmental and Climate Change Working Group to include Cllr M Mitchell and Cllr F Rowberry

Amendment: minute number 7/2025 ii) User Sub-Committee King George V Playing Fields to include Cllr A Easson

vi) Minutes of Extraordinary Full Town Council Meeting Wednesday 22nd May 2024

Amendment: Minute number 18/2025 iii) Minutes of Personnel Committee Meeting Wednesday 15th May 2024, to include that "Cllr J Woodfield was asked to leave the meeting and left the meeting, not on their own accord, before the confidential session commenced."

vii) Minutes of Personnel Committee Meeting held on Thursday 23rd May 2024

RESOLVED to note a decision regarding 8/2025 iii) Appointment of Cemetery Administrator was made with incomplete information.

Amendment: Minute number 5/2025 Minutes, to include that Cllr J Woodfield was asked to leave the meeting of Personnel Committee on Wednesday 15th May 2024.

27/2025 Reports from Monmouthshire Councillors

Members received the following updates:

 Members were updated on the Active Travel Plan in Caldicot regarding Caldicot Castle and Woodstock Way.

RESOLVED to request Active Travel Plan from Monmouthshire and distribute to Members at the next Full Town Council meeting.

- Members were updated on the matters relating to the traffic islands on B4245 between the
 junctions of Caldicot Rd and Crick Rd. Members noted that Monmouthshire County Council
 had been contacted and a reply was received, however, the location is within the
 parameters of Portskewett.
- Members were informed that P Griffiths is scheduling an Active Travel Regeneration Stakeholder Group meeting.

28/2025 Members Item of Business

i) Cllr P Strong – Communication radios

Members noted that Town Council currently borrow communication radios when required for events.

RESOLVED to agree in principle, to purchase the radios depending on the ability to securely store and safely maintain the communication radios.

RESOLVED for Town Council to lend the communication radios to community groups, upon request and approval by Town Council.

RESOLVED for Mayor, Deputy Mayor and Admin to decide on a suitable communication radio, not exceeding the cost of that already agreed.

ii) Cllr J Woodfield – Durand Primary School

RESOLVED to defer item to the next Full Town Council meeting.

iii) Cllr J Woodfield - Councillor Nominations

Cllr J Woodfield provided a verbal report to Members regarding the nomination process of Members to Committees, Working Groups and Outside Bodies. A concern was raised regarding the balance of Members on Committees and Working Groups and the distribution of Members across the Committees and Working Groups.

RESOLVED to note the written report provided by Locum Clerk.

RESOLVED to consult with Members regarding availability prior to scheduling meetings, to increase Member attendance.

29/2025 EDGE IT Systems Contract

RESOLVED to approve the renewal of the AdvantEDGE three-year contract.

30/2025 KGVPF Play Area Inspection

RESOLVED to note the KGVPF Play Area scheduled inspection.

31/2025 One Voice Wales & Friends of the Earth Cymru

RESOLVED to defer the item to the next Environmental and Climate Change Working Group meeting.

Cllr M Mitchell declared Standing Orders at 20:45 p.m.

RESOLVED to agree that the Full Town Council meeting would be extended to no later than 21:15 p.m.

Cllr A Easson left the meeting at 20:45 p.m.

32/2025 D-Day Remembrance

Members considered a proposed D-Day service.

RESOLVED to approve the D-Day 80th Anniversary Remembrance Service, scheduled to be held on Thursday 6th June 2024 at 11:00 a.m. at The Cenotaph, Sandy Lane, Caldicot.

RESOLVED for Admin to promote the service on social media and website.

33/2025 Finance

RESOLVED to approve the attached payment schedule.

34/2025 Planning

i) Planning Applications for consideration:

DM/2024/00624: Aluminium Panel with Vinyl graphic – Xylem x 1 sign. Unit 9, Symondscliff Way, Severn Bridge Industrial Estate, Portskewett, Monmouthshire, NP26 5PW

RESOLVED to approve.

ii) MCC Approved Planning Applications

RESOLVED to note the following approved planning application:

 DM/2023/00819: Proposed detached new build dwelling and double garage. 50 Lapwing Avenue, Caldicot, NP26 5RN

iii) MCC Refused Planning Applications

RESOLVED to note the following refused planning application:

 DM/2024/00222: Proposed construction of two storey side extension to extend above existing garage. 17 Stafford Road, Caldicot, NP26 5DE

35/2025 Any new matters relating to the town not included elsewhere on the agenda

The following matters were considered:

- **RESOLVED** to consult in advance with landlords of establishments and properties in Caldicot Town Centre, regarding fixtures and fittings for Christmas lights.
- RESOLVED to organise an appointment with City Illuminations.
- RESOLVED to create an 80th Anniversary of Victory in Europe Working Group at the next Full Town Council meeting, in readiness for May 2025.
- RESOLVED to schedule a meeting with co-organisers of the Remembrance Sunday Service 2023.

36/2025 Date of next meeting

RESOLVED to note that the next meeting of Full Town Council is scheduled to be held on 26th June 2024.

37/2025 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

38/2025 Sandy Lane Allotments Padiocks

RESOLVED to agree in principle, subject to insurance criteria.

RESOLVED for Admin to implement the padlock.

39/2025 Unkept Allotments

RESOLVED to contact R Lewis (Grounds Contractor) to request quotations to clear the specified allotment plots at Sandy Lane and KGVPF.

40/2025 Caldicot Bowls Club Hedge

RESOLVED to defer to the next User Sub-Committee King George V Playing Fields meeting and to invite Caldicot Bowls Club.

RESOLVED to acquire quotes for the hedge to be trimmed once only, to assist the residents of Cae Mawr Grove.

RESOLVED to note that the cost to maintain the hedge will be taken into consideration during the grant allocation process.

41/2025 CCTV Service Provision

RESOLVED to note the CCTV Scheme Strategy Report.

RESOLVED to invite J Crandon and A Mason to present to Members regarding the CCTV Service Provision at the next Full Town Council Meeting on 26th June 2024.

	M	eeting ended at 2	1:15 p.m.	
Signed			Date	
	Town Mayor			



APPENDIX E

CALDICOT TOWN COUNCIL

Minutes of Extremely Urgent Meeting of Town Council held at 11:00 a.m. on Tuesday, 4th June 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell - Mayor

Cllr F Rowberry - Deputy Mayor

Cllr J Bond Cllr A Lewis Cllr J Woodfield

Also present: L Gillespie - Deputy Town Clerk

42/2025 Town Council Insurance

The meeting had been arranged to consider the Town Council insurance renewal quote. The insurance renewal had been received with a date of 1st June 2024.

It was noted that late notice gave limited time for Town Council to consider renewal options and it was essential that Caldicot Town Council had the insurance provision.

Meeting ended at 11:30 a.m.

Members would like it noted that concerns were raised over the lateness of notice to Members.

RESOLVED to approve the insurance renewal quote from James Hallam Council Guard - £8,128.95 to provide cover from 1st June 2024 until 31st May 2025.

RESOLVED to implement a prompt for future renewal.

			9		
Signed	 ••••••	•••••		. Date	
	Town Mav	or			

ADDENDUM TO THE MINUTES:

Whist the minutes reflect what happened at the meeting it has been confirmed that the Caldicot Town Council insurance had in fact been renewed in a timely manner by the Locum Town Clerk and cover was already in place for the period 1st June 2024 - 31st May 2025 before this meeting was held. There is an e-mail trail which confirms this. The renewal of the insurance is usually the responsibility of the Town Clerk, who would make sure that there is adequate cover in place for the assets and services of the Town Council as well as liability and cyber insurance and any other areas specific to the council that needed insuring before reporting the cost to Council through the normal channels. The Clerk would update the insurance throughout the year, where additional costs may be incurred, if the council has new assets or needs any additional cover.



Caldicot Town Council

Temporary Address: Caldicot Room Suite 3,

Castlegate Business Park, Caldicot Road, Caldicot, NP26 5YR Tel: 01291 420441 Email: towncouncil@caldicottc.org.uk

Minutes of an Extraordinary Meeting of Caldicot Town Council in Caldicot Room Suite 3, Castlegate Business Park to be held on Wednesday, 12th June 2024 at 6 p.m.

Present: Cllr. M. Mitchell - Town Mayor

Cllr. W. Coniff

Cllr. R. Gumbach – on Zoom Cllr. A. Easson – arrived late

Cllr. A. Mayo Cllr. F. Rowberry Cllr. I. Shillabeer

Also present: Anne Wilson - Locum Town

Lisa Gillespie – Deputy Town Clerk and Deputy RFO Lucy Wallington – Communications and Admin Officer

43/2024 Welcome

The Chair welcomed everyone to the meeting.

44/2024 Apologies for Absence

RESOLVED to receive apologies of absence for this meeting from:

- Cllr. J. Bond personal commitment
- Cllr. A. Lewis work commitment
- Clir. G. Owen unwell
- Cllr. W. Sage work commitment
- Cllr. P. Strong alternative meeting
- Cllr. J. Woodfield family commitment

45/2024 Declarations of Interest

RESOLVED to note that there were no Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.

47/2024 Public Question Time and Participation

There were no members of the public present.

APPENDIXG.

48/2024 Planning Application

Members had been reminded that plans could be viewed prior to the meeting at https://www.monmouthshire.gov.uk/view-planning-applications

i) Planning Applications for consideration:

Members were asked to consider the planning applications received:

 DM/2024/00699: 2 Storey Extension to end of terrace and addiction of detached timber frame double garage. 130 Chepstow Road, Caldicot, NP26 4JA

RESOLVED that Members had no objections to this application.

i) MCC Approved Planning Applications

RESOLVED that Members noted that the following planning application had been approved, subject to S106:

 DM/2023/00470: Erection of pair of semi-detached two storey 3no. bedroom dwellings with landscaped access and parking area. 2A Woodstock Way, Caldicot NP26 5DB [FTC Approved – 24.05.23]

49/2024 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

50/2024 Refurbishment of Caldicot Town Council Offices

i) CCTV and Alarm in the Town Council Building

Members were asked to receive a verbal update from the Deputy Town Clerk and consider the only quote received for the update of CCTV and the alarm at the Town Council offices as part of the refurbishment. Members noted that two other quotes had been sought – the original contractors within the building were not able to quote and the other local company invited to quote had not submitted a quotation.

Members considered other options for the alarm and CCTV in the Town Council offices but after some discussion **RESOLVED** that in light of the fact that only one quote had been received and the time constraints on the work as the Council would like to move back into the building very soon that to meet health and safety requirements that the quote from Bemrig for £10,875 + VAT.

ii) Blinds for Caldicot Town Council offices

Members were talked through the three quotes received for replacement blinds at the Town Council offices.

Members spoke about the initial quote for the blinds which Members had received at a previous meeting from which Members had asked for other quotes to be obtained. Members poke about all the quotes and the quality and thickness of the blinds given that users of the hall would open and close them too.

Following lengthy discussion members **RESOLVED** that the quote for £1990.00 + VAT be accepted, noting this included the safely hooks for the cords, but Lisa was asked to negotiate with the supplier over price. Members noted that this included the taking down and removal from site of the old blinds.

The Mayor reported that it looked like the Internal Audit Report was going to be good with only a few matters raised and that the Audit part of the End of Year AGAR would be filled in and retuned by the Internal Auditor. The Council were very pleased and thanked Lisa for all her hard work.

Signed	Date
Chairman	



F6/2025 Public Question Time and Participation

There were not members of the public present.

F7/2025 Terms of Reference

RESOLVED that Members considered the draft Terms of Reference for the Finance Committee and **RECOMMENDED** the following:

- 1. The Committee to meet six weeks and to comprise of up to eight Councillors including the Town Mayor or Deputy Town Mayor as ex-officio with voting rights.
- To monitor the finances of the Council including the Annual Budget. All Finance
 paperwork will be placed on the agenda of the monthly meeting of full council for
 approval.
- 3. Once each Standing Committee has considered the items relevant for inclusion in the annual budget discussion the Finance Committee will consider the budget and precept and make a recommendation to Council.
- 4. To undertake a regular review of the banking and investment arrangements.
- 5. To make recommendations on fees and charges in relation to the Town Hall, sports facilities and buildings and any changes as necessary.
- To consider the schedule of debtors and any action which may need to be taken to recoup the debt if required.
- 7. To consider any matters referred from other Committees and Full Council to the Finance Committee.
- 8. To consider any other financial matters as required in relation to the business of the Town Council.

F8/2025 Wages Signing

Members were asked to consider a report from the Locum Town Clerk which outlined the corporate responsibility of the Town Councillors for all aspects of the Town Council finances and one of those is the confirmation of the wages of the staff. To ensure that all Members are responsible for the confirmation of the wages of the staff there should be a collaborative approach to the signing the paperwork for this on a monthly basis to confirm acceptance. The total for the staff wages needs to be agreed by Full Council as part of the payments made but not the exact amounts to paid to staff, HMRC and pensions.

RECOMMENDED that Members agree to the setting up of a rota to include all Councillors, two per month, to come into the office and sign off the wages of the staff.

Caldicot Town Council

Temporary Address: Caldicot Room Suite 3,

Castlegate Business Park, Caldicot Road, Caldicot, NP26 5YR Tel: 01291 420441 Email: towncouncil@caldicottc.org.uk

Minutes of a **Meeting of the Finance Committee of** Caldicot Town Council in **Caldicot Room Suite 3, Castlegate Business Park** upon the rise of the Extraordinary Town Council meeting on **Wednesday 12**th **June 2024.**

Present: Cllr. W. Coniff - Chair

Cllr. A. Easson Cllr. A. Mayo Cllr. M. Mitchell Cllr. F. Rowberry Cllr. I. Shillabeer

Also present: Anne Wilson – Locum Town

Lisa Gillespie – Deputy Town Clerk and Deputy RFO Lucy Wallington – Communications and Admin Officer

F1/2024 Welcome

The Chair welcomed everyone to the meeting.

F2/2025 ELECTION OF CHAIR

RESOLVED to elect Cllr. W. Coniff as Chair of the Finance Committee for the ensuing municipal year.

F3/2025 ELECTION OF VICE-CHAIR

RESOLVED to elect Cllr. A. Easson as Vice-Chair of the Finance Committee for the ensuing municipal year.

F4/2025 Apologies for Absence

RESOLVED to receive apologies of absence for this meeting from:

- Cllr. G. Owen unwell
- Cllr. W. Sage work commitment
- Cllr. J. Woodfield family commitment

F5/2025 Declarations of Interest

RESOLVED to note that there were no Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.

F9/2025 Scrutiny by Members

Members were asked to consider a report from the Locum Town Clerk with regard to the payment of invoices, direct debits and standing orders at each Full Council meeting as part of the business of that meeting. While Full Council agree to the payment of invoices, direct debits and standing orders at each Full Council only three Town Councillors are signatures on the bank account and one to sign off the Bank Reconciliation each month. In a Town Council of this size, it is recommended that you have a large number of Members available to have access to the online bank account (for payments only) and are able to sign cheques or other paperwork related to payments or the bank if needed. Members are corporately responsible for finances of the Town Council, and it is recommended that more Councillors become involved in the signing and confirmation of the accounts. The paperwork created by Edge which gives the monthly Income and Expenditure figures, the Bank Reconciliation and the invoices, direct debit's and standing orders should be signed by Members on a monthly basis as an audit type process.

RECOMMENDED that Members agreed that Caldicot Town Council should:

- i) Have more Councillors as bank signatures this will mean that there will be more choice as to who signs off the payments online therefore sharing the responsibility among the council.
- ii) Set up a monthly rota for all Councillors, two per month, to come into the office and sign the monthly paperwork checking invoices against orders and delivery notes.
- On a quarterly basis two councillors carry out a spot check (mini-internal audit) of the accounts being able to ask for any information accounts based to check e.g. orders, delivery notes, invoices, payments, minute where a finance decision is made etc and scrutinise the process followed.

F10/2025 Date of Next Meeting

RESOLVED to note that the next meeting of the Finance Committee is scheduled to be held on Wednesday 31st July 2024.

F11/2025 EXCLUSION OF PUBLIC AND PRESS

RECOMMENDED 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

F12/2025 Debtors

RESOLVED that Members noted the list of Debtors and agr	eed no action needs to be taken.
Signed	Date

Chairman



APPGNDIX I

Caldicot Town Council Temporary Address: Caldicot Room Suite 3, Castlegate Business Park, Caldicot Road, Caldicot, NP26 5YR

Tel: 01291 420441 Email: towncouncil@caldicottc.org.uk

Minutes of a Meeting of the Personnel Committee of Caldicot Town Council in Caldicot Room Suite 3, Castlegate Business Park held on Wednesday 19th June 2024 at 10 a.m.

Present: Cllr. M. Mitchell - Chair

Cllr. W. Coniff Cllr. J. Higginson Cllr. F. Rowberry Cllr. P. Strong

P09/2024 Welcome

The Chair welcomed everyone to the meeting.

P10/2024 Apologies for Absence

RESOLVED to receive apologies of absence for this meeting from:

- Cllr. A. Easson personal commitment
- Cllr. G. Owen unwell

P11/2024 Election of Chairman

RESOLVED to elect Cllr. M. Mitchell as Chairman of the Personnel Committee for the ensuing municipal year.

P12/2024 Election of Vice-Chairman

RESOLVED to elect Cllr. F. Rowberry as Vice-Chairman of the Personnel Committee for the ensuing municipal year.

P13/2024 Declarations of Interest

RESOLVED to note that there were no Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.

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 following meetings:

- i) Personnel Committee held on Wednesday 15th May 2024
- ii) Personnel Committee held on Thursday 23rd May 2024

P016/2024 Date of Next Meeting

RESOLVED to note that the next meeting of the Personnel Committee will be held on Thursday 26th June 2024 at 2 p.m.

P17/2024 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

P18/2024 Staffing Matters

RESOLVED to note that members considered the following:

- i) Staffing Report
- Appointment of the Town Clerk

RESOLVED that Members noted that the new Town Clerk has confirmed that he is able to commence employment at the Town Council on Monday 2nd September 2024 and discussed other matters.

Confirmation of the Post of Deputy Town Clerk and RFO

Members received an update on the post of Deputy Town Clerk and RFO and agreed a start date for the new role to meet the needs of the Town Council.

Further RESOLVED that Cllr. W. Coniff and the Locum Town Clerk would meet with the post holder.

iv) Appraisals

Members were asked to note that the appraisals of both the Deputy Town Clerk and the Communications and Administration Officer will take place during July – due to the office move. The Tonw Mayor will accompany the Locum Town Clerk to the physical appraisal to give continuity from 2023. The staff will have a good opportunity to have their say in writing before meeting face to face. This will be a three-stage process – one where the staff write their comments on the Appraisal Form, the second is the actual appraisal meeting and the third is to confirm what was said at the appraisal meeting and to read the final paragraph that the member of staff has written about them, their role and training before Managers sign off.

•	Locking	Uр
-		~ ~

RESOLVED that the person who locks up some of the gates in the town be employed by the Town Council instead of as a contractor to ensure that there is adequate insurance, a risk assessment, and a lone working policy in place. The post holder would be paid on LC2 SPC2.

Any other Staffing Matter

Various other staffing matters were discussed throughout the meeting.

ii) Short list for the positions of Facilities Assistant and Cemetery Administrator

Members shortlisted for the posts of Facilities Officer and Cemetery Administrator after this agenda item.

RESOLVED that Members that the interviews would take place in the morning of Wednesday 26th and Thursday 27th June.

Signed	Date	
Chairman		



Caldicot Town Council

Temporary Address: Caldicot Room Suite 3, Castlegate Business Park, Caldicot Road, Caldicot, NP26 5YR Tel: 01291 420441 Email: towncouncil@caldicottc.org.uk

Minutes of a meeting of the Grants Committee of Caldicot Town Council in Caldicot Room Suite 3, Castlegate Business Park to be held on Wednesday 19th June 2024 at 12:00 noon

Present: Clir. F. Rowberry - Chair

Cllr. W. Coniff Cllr. R. Gumbach Cllr. M. Mitchell Cllr. P. Strong Cllr. R. Shillabeer Cllr. P. Strong

Also present: Anne Wilson - Locum Town Clerk

G1/2025 Welcome

The Chair welcomed everyone to the meeting.

G2/2025 Apologies for Absence

There were no apologies for absence received.

G3/2025 Election of Chair

RESOLVED to elect Cllr. F. Rowberry as Chair of the Grants Committee for the ensuing municipal year.

G4/2025 Election of Vice-Chair

RESOLVED to elect Cllr. M. Mitchell as Vice-Chair of the Grants Committee for the ensuing municipal year.

G5/2025 Declarations of Interest

RESOLVED to receive one Declaration of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda:

 Cllr. P. Strong – Personal Interest but left the meeting for the discussion – Monmouthshire Veterans Support Club

G6/2025 Public Question Time and Participation

There were no members of the public present.

G7/2025 Minutes

RESOLVED to confirm the minutes of Grants Committee held on:

- Friday 15th March 2024
- Wednesday 20th March 2024

G8/2025 Grants Applications

The Locum Town Clerk was asked to explain to Members what funding was still available in the Grants Budget for this financial year. The Locum Clerk explained that, although not good practice, the Town Council had allocated £32,500 from this financial year's budget of £43,000 in the previous financial year. This meant that there was only £10,500 remaining in the expenditure budget heading. It was noted that an item about viring money from General Reserves into the Grants Budget was being brought to the next meeting of the Finance Committee for consideration.

RESOLVED to note that members considered the following grant applications received and agreed the following:

Caldicot Town Ladies Football Club

RECOMMENDED that although the Town Council felt it may be able to support the Ladies Football Club to some level, they did not have enough information to make an informed decision. The Club was to be asked for:

- A copy of the Constitution and a copy of last year's accounts
- Information about other grants applied for or where they hope to obtain that remainder of the funding required from
- Evidence of their charity registration as a Ladies Football Club
- It is not clear what the club would like to spend the money on the Council should not pay towards employed posts through grants

 2

ii) Monmouthshire Veterans' Support Hub

Cllr. P. Strong left the room for this item.

RECOMMENDED that although not opposed to the application they would like more information and were to be asked:

- Further information is needed about how many people in Caldicot benefit and how the Veterans are supported in this area
- They be asked if the Veterans' Support Hub have approached other councils across Monmouthshire
- iii) Mon Life

RECOMMENDED that this grant application be rejected as Mon Life is part of Monmouthshire County Council and the council should not fund other authorities.

iv) Sudbrook Cricket Club

RECOMMENDED that the Club be asked for more information before any further discussion took place on this grant application:

- i) How many members does the cricket club have and what are the membership fees?
- ii) What proportion of the club membership are Caldicot residents?
- iii) What other grants are being applied for, noting that you are asking the Council for around 75% of the total cost?
- iv) How are your club going to fund the shortfall of 25%?
- v) Have you approached Community Councils in the school areas you say your club also covers?

G9/2025 Date of Next Meeting

RESOLVED to note that the next meeting of the Grants Committee is scheduled to be held on Thursday 11th July 2024 at 1 p.m.

G10/2025 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

G11/2025 Grants Policy

RESOLVED to note that Members considered the report from the Locum Town Clerk with regard to amendments to the Grants Policy to ensure transparency and equality across the giving of grants by Caldicot Town Council.

Further **RESOLVED** that members recommend that the following Caldicot Town Council new documents be adopted:

- Community Grant Policy
- ii) Community Grant Application Form
- iii) Letter to grant applicants to accompany paperwork sent out to enable a grant application to be sent to the Town Council

Further RESOLVED that:

- i) That the Committee meets every three months with dates set in advance
- ii) The community will be made aware of the dates when grants are to be considered with applications welcomed for a particular meeting up to a month before
- iii) The Council will be vigilant in ensuring that all paperwork requested to be attached to the application is attached before taking the application forward for consideration
- iv) More than one application per year would be allowed form any group or organisation as the new application forms asked for what funding has been given by the Town Council in the previous five years

Signed	Date
Chair	

PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

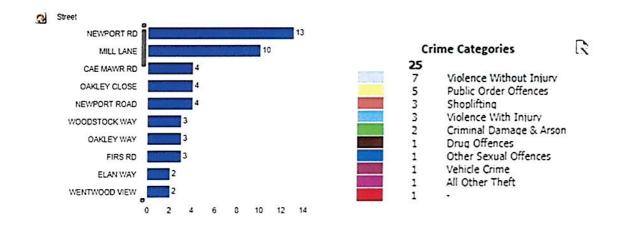
Monmouthshire South Monthly Update

June 2024



WARD NAME Caldicot

Crime in Caldicot in May/June 2024

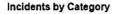


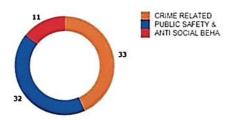
Top Crime Categories

For May/June 24 Caldicot the main bulk of the crime has been in the Newport Road and the supermarkets. This is shoplifting from Co-op and few incidents involving someone with Mental health episodes who has now getting the care they need from the relevant agencies.



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE





As you can see from the above chart to show the incidents that we deal with throughout the month.

We have been dealing with a lot of vehicles with no insurance and no tax over the last month, we have also run speeding operations throughout the area and educating road users about the speed in the area. Also there has been ASB in Castroggy Park and Birbeck park, we are patrolling and in contact with the local council to help get things in place to prevent the ASB.

Report completed by Michael Martin CO164

Monmouthshire South Neighbourhood POLICING TEAM

Social media





@gwent.pnn.police.uk

Payment Schedule

paid between 01/05/24 and 20/06/24 Payment Reference

Start of year 01/04/24

H contraction	
	Cernetery Maintenance Contract/ waste Grave Levelling x 24 Clerk Accommodation - 17th & 18th April 24 Clerk Accommodation - 29 April 2024 To Renovation works - Oversee valuation 7 Dog waste collection - May 2024 Maintenance of Bowling Green & surrounds Maintenance of Bowling Green & surrounds Maintenance Contract weekly/monthly April 24 Photocopier/software/annual admin - 29.03.25 Laptop replacement - staff Phone Charges inv: 1048116 Grants - awarded Lease Suite 3 - Castlegate Bus Park Rates for Cemetery 100 m of custom Logo fabric bunting Quotation for Allotment Fence - Oakley Way / Bayes for Cemetery Clerk Accom - 22.05.24 Dog Waste collection - June 2024 Maint Contract - May 2024 Maint Contract - May 2024 Locum Fees - April 2024 Insurance renewal - GVA/Sickness/Business/combined. Policy no: 100760285CCI Renovation works - Valuation No: 9 Meeting Room Hire - Interviews (Chepstow) Payment re: Valuation 08 (10.05.24)
Details	Carefully Memorials Carefully Memorials The Lychgate Guest House Maison Design Merlin Waste Peter Villars Landscapes Rob Lewis Solutions In Technology Ltd Apex Computer Services Brighter Bills Ltd Blue Phoenix Jazz Band Mon CC Mon CC Mon CC Mon CC Mon CC Acefully Memorials Carefully Memorials Carefully Memorials The Lychgate Guest House Merlin Waste Peter Villars Landscapes Mon CC Rob Lewis Solutions In Technology Ltd SLCC James Hallarn Bemrig Group Ltd SLCC Co-Operative Bank Plc Bemrig Group Ltd
Net Cttee	E1,738.18 E360.00 FACS E130.00 ADMIN E2,000.00 PROJ E1,267.20 FACS E2,282.50 E1,66.75 ADMIN E490.00 ADMIN E750.00 CWB E600.00 FACS E1,099.97 FACS E329.33 CWB E600.00 FACS E1,099.97 FACS E2,018.20 E69.00 ADMIN E1,267.20 FACS E2,126.50 ADMIN E8,128.95 ADMIN E8,128.95 ADMIN E8,128.95 ADMIN E25.00 ADMIN E25.00 ADMIN
Vat	£347.63 £72.00 £0.00 £0.00 £253.44 £165.58 £0.00 £33.72 £0.00 £65.87 £117.00 £65.87 £117.00 £65.87 £117.00 £65.87 £165.58 £0.00 £403.64 £165.58 £0.00 £48.26 £826.84 £0.00 £48.26 £826.84 £0.00 £48.26 £826.84 £0.00 £9.00 £9.00 £9.00 £9.00
Gross	£2,085.81 £432.00 £130.00 £2,400.00 £2,400.00 £1,520.64 £993.49 £2,282.50 £188.10 £2,222.31 £750.00 £1,099.97 £395.20 £702.00 £1,099.97 £395.20 £1,046.44 £2,402.50 £2,402.50 £2,402.50 £2,402.50 £2,402.50 £2,402.50 £2,895.3 £4,961.04 £8,1728.95
Tn no Order	21105 21105 21106 21107 21107 21103 21103 21109 21119 21119 21138 21138 21131 21131 21131 21131 21134 21135 21136 21137 21136 21137 21136 21137 21136 21137 21137 21136 21137 21137 21136 21137 21137 21136 21137
Paid date	03/05/24 03/05/24 03/05/24 03/05/24 03/05/24 03/05/24 03/05/24 03/06/24
Reference	BACS030524 03/05/24 BACS030524 03/05/24 BACS030524L 03/05/22 BACS030524L 03/05/22 BACS030524 03/05/22 BACS030524 03/05/24 BACS030524 03/05/24 BACS030624 03/06/24

1100/11 1000/3	1000/2 1100/23 1100/14	1100/5 1100/7 1100/1	1100/11 2290 2290	1100/20 1000/3	1100/11	1100/33	1000/1	1100/2	2400/4	1100/20	4090/7 2400/4	4090/7
End of Year support package Clerk Accommodation - 9th May 2024	Underpayment of pensions 23/24. Website Hosting Support Jul 24 - 25 Clfr Travelling Exps - CAB Meeting	Monthly 365, mailboxes and spam filtration End of Year Audit 23/24 (Internal) Phone Charges inv: 1048457	Allotment Training - L Wallington Grant Awarded for Fireworks 2024 Grant Awarded for Summer event (part paynt)	HR Support - 5 hours in total Clerk Accommodation - 11.06,2024	Clir Training - J Woodfield (12) Creating a Community Place Plan	May 2024 Payroll	May 2024 Salaries/HMRC/NI	Stationery (paper/files)	TC Building Elec 15.03 - 14.04.2024	HR & H&S Support	Jubilee Way Toilets - Electricity TC Building - Electricity	Jubilee Way Toilets - Electricity
Edge IT Systems The Lychgate Guest House	Torfaen CBC Vision ICT Ltd Cilr A Easson	Apex Computer Services Auditing Solutions Brighter Bills Ltd	Edge IT Systems Events ML Limited Events ML Limited	Vogue HR Ltd The Lychgate Guest House	One Voice Wales	Chepstow Accountancy Services Limited	HMRC	Complete Business Solutions Group Ltd	British Gas	Citation Ltd	British Gas British Gas	British Gas
£150.00 ADMIN £65.00 ADMIN	£505.82 ADMIN £220.00 ADMIN £12.60 ADMIN		£82.00 ADMIN £12,000.00 CWB £9,000.00 CWB	£500.00 ADMIN £69.00 ADMIN	£40.00 ADMIN	£30.00 ADMIN	£7,695.93 ADMIN	£37.07 ADMIN	£65.77 FACS	£315.48 ADMIN	£74.09 FACS £62.73 FACS	£74.43 FACS
£30.00 £0.00	£0.00 £44.00 £0.00	£28.94 £100.00 £47.16	£16.40 £0.00 £0.00	£100.00 £0.00	60.00	50.00	£0.00	£7.41	£3.28	£0.00	£3.70 £3.13	£3.72
£180.00 £65.00	£505.82 £264.00 £12.60	£173.64 £600.00 £282.98	£98.40 £12,000.00 £9,000.00	£600.00 £69.00	£40.00	530.00	£7,695.93	£44.48	£69.05	£315.48	£77.79 £65.86	51.873
21118 21117	21114 21116 21120	21151 21159 21149	2115 <i>2</i> 2115 <i>7</i> 21156	21154 21150	21153	21123	21127	21141	21108	21112	21113 21129	21130
14/05/24 14/05/24	14/05/24 14/05/24 15/05/24	17/06/24 17/06/24 17/06/24	17/06/24 17/06/24	17/06/24 17/06/24	17/06/24	20/05/24	20/05/24	03/06/24	03/05/24	07/05/24	09/05/24 09/06/24	17/06/24
BACS140524 BACS140524L	BACS140524 BACS140524 BACS150524	BACS170624 BACS170624 BACS170624	BACS170624 BACS170624 BACS170624	BACS170624 Bacs170624	BACS170624	BACS2005202	BAC\$200524	BACS300624	DD030524BG	DD070524Cita	DD090524Ele DD090624BG	DD170624BG

Total

£126,025.68 £13,340.78 £112,684.90



Caldicot Town Council (Cil-y-Coed)

Internal Audit Report 2023-24: Final-update

Claire Lingard

Consultant Auditor

For and on behalf of Auditing Solutions Ltd

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to the Internal Audit Review for the 2023-24 financial year; the Interim review took place, onsite, on the 10th of October 2023 and supplemented by the year-end review which took place remotely on the 13th of June 2024 due to the originally scheduled audit being cancelled.

Internal Audit Approach

In completing our review of the financial year, we have again had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover is designed to afford appropriate assurances that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's Annual Return process, which requires independent assurance over a number of internal control objectives.

Overall Conclusions

We have followed up the recommendations made in our prior-year and current-year interim reports and acknowledge that the members have noted and considered these in their deliberations. We note that the Council has continued to make business processes and performance improvements throughout the financial year to date. We report that, on the basis of the work undertaken to date, the Council continues to operate generally adequate and effective internal controls in all areas examined. Subsequently, we have made two recommendations for Best Practice improvements as a result of our work during the year-end review.

We have noted that the Council continues to take all possible measures to assist the community as it works towards economic recovery, with the Clerk/RFO, Deputy Clerk and Members have, once again, working tirelessly to ensure that the Council's service provision remains at a consistently high standard.

We commend the Deputy Clerk for their efforts and, once again, the exemplary manner in which the documents were presented for this review process.

We ask that members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by Council

Detailed Report

Review of Accounting Records, Banking & Reconciliations

Caldicot Town Council currently operates two bank accounts with the Co-op Bank: The Current Account, and a Business Select Instant Access account. The Council also has a CCLA Public Sector Deposit Fund. The Town Council continues to utilise Edge accounting software to maintain the Council's financial records and assist in the preparation of the year-end Statement of Accounts.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have: -

- Noted that the Council was not in receipt of the External Auditor's report and certificate for the 2022-23 financial year as of the 14th of June 2024;
- > Ensured that an appropriate chart of accounts has been established and is being applied on the Edge accounting system;
- > Considered the security of the Edge software, as regards back-up and restore capabilities;
- Verified that the closing balances, as reported in the 2022-23 Statement of Accounts and certified Annual Return, have been correctly rolled forward as the opening balances for the 2023-24 financial year, by reference to the Council's Opening Trial Balance report from Edge and prime documentation;
- Examined transactions on all the Council's financial accounts for four months: April, September and December 2023 and March 2024, together with the corresponding month-end bank reconciliations produced by the accounting software, agreeing detail to the supporting bank statements, noting that there were no long-standing unpresented cheques or anomalous entries; and,
- ➤ Checked and verified the bank reconciliations for all the Council's financial accounts for the period from the 1st of April 2023 to the 30th of September 2023, December 2023 and March 2024 with no issues arising.

Conclusion

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

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted that the Council has actioned all recommendations made in the two Internal Audits conducted during the 2022-23 financial year;
- ➤ Noted that the Financial Regulations were formally reviewed and readopted, unamended, at the 25th of May 2022 Estimates Committee meeting under Minute Reference 10608 ii;
- Noted that amended Standing Orders were reviewed and formally readopted, during the 24th of May 2023 Meeting of the Full Council under Minute Reference 10776;

- ➤ Subsequently, both the Standing Orders and Financial Regulations reviewed again and readopted during the 27th of September 2023 Meeting of the Full Council, under Minute Reference 10825. The amendments in relation to the most recent review were to permit the use of a prepayment card;
- ➤ Noted that the Council correctly published the Notice for the exercise of Elector's Rights, from the 26th of July to the 22nd of August 2023, in accordance with the requirements of the Accounts and Audit Regulations.
- Concluded the examination of the Council's and its standing committee's minutes for the financial year to 31st March 2024, ensuring that no issues exist or may be being considered by the Council that may have an adverse effect, through litigation or other causes, on the Council's future financial stability;
- ➤ Noted that the Clerk/RFO has undertaken all reasonable steps to ensure the Council's continued compliance with the General Data Protection Regulation (GDPR). This includes, but is not limited to, arranging secure off-site backup facilities hosted by Microshade for the Council's accounting records and General data backup hosted by Apex; and,
- Noted that the Council maintains an official website which is published on the http://caldicottc.org.uk domain and is not hosted on a secure server. The website, although it contains a wealth of information, is somewhat dated, challenging to navigate and to identify documentation that should be readily available. The website does not appear, in all cases, to be compliant with current accessibility legislation.

Conclusion and recommendations

There are no matters arising in this area of review warranting formal comment or recommendation. However, we take this opportunity to advise the Locum Clerk, Deputy Clerk and Members that is its considered Best Practice for Councils to acquire a .gov.wales domain name, and such domains should be hosted on a secure server, i.e. https://caldicottc.gov.wales.

Further the website should be redesigned to ensure that information is simply and easily available, integrated with the Council's social media accounts and is compliant with Accessibility legislation, as amended from time to time.

- R1 The Locum Clerk, Deputy Clerk and Members should consider acquiring a '.gov.wales' domain name to be hosted on a secure serve as is considered Best Practice.
- R2 The Locum Clerk, Deputy Clerk and Members should consider redeveloping the Council's official website to bring it up to date, and to ensure that it is fully compliant with Accessibility legislation, as amended from time to time.

Review of Expenditure & VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- > Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- > The correct expense codes have been applied to invoices when processed; and,
- > VAT has been appropriately identified and coded to the control account for periodic recovery.

During the Interim review for the 2023-24 financial year, we commenced testing in this area for compliance with the above criteria, examining a total sample of twenty-six (26) payment documents, including all those individually in excess of £2,000 plus every 25th payment, ensuring that all payments in the above sample were supported by an appropriate invoice, receipt or minute approving payment of a grant. The total value of the Interim review sample was £85,782, equating to 64% of non-pay related payments to 30th September 2023 with no issues arising.

During the year-end review we increased the test sample by thirty-six (36) payment documents, with a total value of £214,249.46 We record that all payments in this sample were supported by an appropriate invoice, receipt or minute approving payment of a grant and have been subject of formal review and authorisation process as defined in the Council's Standing Orders and Financial Regulations.

The total sample for the year comprised of sixty-two (62) payment documents, with a total value of £300,032 and representing 82% of all non-pay related payments for the 2023-24 financial year from the 1st of April 2023 to the 31st of March 2024.

We have checked and verified the formal Tender process which has been undertaken in relation to the Town Council Office redevelopment. Noting that the Tender was formally advertised on the Senedd's formal contracts portal: 'Sell2Wales' under reference number ocds-kuma6s-132750.

We have noted all four quarterly VAT reclaims, which are submitted annually, have been completed automatically from the Edge accounting software and submitted to HMRC. The detail has been checked and verified against the underlying control account with no issues arising. The year-end VAT reclaim has been submitted to HMRC in the amount of £21,102.14.

Conclusion

There are no matters arising in this area of review requiring formal comment or recommendation.

Review of Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We note that the Council operates a continuous risk assessment process, using a specialist Risk Management Consultancy: 'Citation Ltd' to undertake all Risk Assessments for the Council, and to maintain the Council's Risk Registers.

Additionally, there is a fully constituted Health & Safety Committee which meets on a bi-monthly basis to review and approve all Risk Matters. The Current Risk Registers were last reviewed during the 07th of September 2023 meeting of the Health & Safety Committee, under Minute Reference HS-

We have examined the Council's insurance policy, which due to increases in proposed insurance fees, was placed by James Hallam Ltd and underwritten by Aviva, under Policy No: 100760285CCI which is active from the 1st of June 2023 to the 31st of May 2024.

We note the headline details of the new cover as:

- > Employers' Liability £10M
- Public & Products Liability £10M
- ➤ Commercial Legal Protection £250K
- Directors & Officials Liability £250K
- ➤ Corporate Legal Liability £250
- Business Interruption £50K.
- > Business all risks cover £50K

This level of cover is considered appropriate for the Council's current requirements.

We note that the Council's play areas are inspected monthly by Monmouthshire Council, which subsequently supplies inspection reports that are forwarded to and maintained by the Clerk/RFO. Additionally, daily visual inspections of the play areas are conducted by the contract groundsman with written reports again forwarded to and maintained by the Clerk/RFO.

RoSPA now undertake an annual inspection of the pay areas and open spaces, the resultant report is forward to the Health and Safety Committee for their review.

Conclusion

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

Review of Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council, also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

In this area of our review, we have noted that there is clear evidence in the Minutes of the Full Town Council that Members are provided with proper budgetary reports and other financial information at each meeting. This information is sufficient to ensure that there should be no confusion as to the Council's budgetary position, that robust financial management and internal controls remain in place, and that Council Members are fully informed of the Council's approved and projected expenditure.

We have noted that once again, the Clerk/RFO and Members undertook a detailed and robust Budget Setting and Precept determination process for the 2024-25 financial year requirements. As in previous years, this process was managed by the Estimates Committee which endorsed the 2024-25 financial year fees, draft budget and precept during its 14th of November 2023 meeting, under Minute reference 3(i-iv) - 4.

Subsequently the draft Budget and Precept were presented to the Full Town Council during its 29th of November 2023 meeting, under Minute reference 10853 with the Precept established for the 2024-25 financial year in the amount of £451,890. We have checked and verified that the Precept request was duly submitted to Monmouthshire County Council.

We note that the budget includes funds retained in nine formally Resolved and active Earmarked reserves which, as at the 31st of March 2024 were recorded as follows:

Active Earmarked reserves during the 2023-24 financial year as the 31st of March 2024

CCTV	£10,000.00
Repair & Works	£85,592.42
Bus shelters	£ 00.00
Play Equipment	£30,000.00
Compound	£30,000.00
Cemetery Land	£34,580.00
Community Bench Project	£ 0.00
50 years of Caldicot	£ 3,738.10
KC3 Coronation	£ 0.00
Total EMRs	£193,910.52

Finally, in this area of review we have examined the year-end out-turn. We note that the Council's reserves, at the 31st of March 2024 stood at £512,911.45 (*Prior year £494,814*) including EMRs of £193.911 (*Prior year £247,705*) leaving a General Reserve fund of £319,001 (*Prior year £247,109*) which equates to approximately 8 months net revenue expenditure based on current levels, sitting only slightly above the generally recognised CiPFA guidelines to maintain between three and six months' revenue spending.

Conclusion

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

Review of Income

Our objective in this area is to ensure that the Council has robust arrangements in place to identify all income due, to ensure that it is both invoiced (where appropriate) and recovered within a reasonable time frame. The Council's major income sources, apart from the Annual Precept, are burial and memorial fees, allotment rents and hall hire income.

We are pleased to note that Members regularly review the level of fees and charges during the prior year Budget setting and Precept determination process, in accordance with the requirements of its adopted Financial Regulations. As in previous years, the Council will formally review its fees and charges at the November meeting of the Estimates Committee.

Due to the minimal level of hall hire income during the financial year, we have again examined the income streams from Allotment related fees and charges.

Allotment revenue

We have examined the standard Allotment Contract which remains unamended from the prior review. Additionally, we have examined this income stream for the financial year to the 30th of September 2023, cross referencing this to the Allotment Contract via the Allotment Plot control spreadsheet, noting the receipt of the rents from the current year's financial records and confirming the subsequent banking of the payments noting that all supporting documentation for bookings is filed appropriately and transactions recorded in the Edge Cashbooks with no issues arising.

Cemetery revenue

We have examined the Cemetery Income for the 2023-24 financial year, noting a total of £18,065 income in relation to Burial Fees. We have checked and verified the corresponding transactions recorded in the Edge Cashbooks, with reference to the duly Approved fees for the 2023-24 financial year, Established at the 15th of November 2022 meeting of the Estimates Committee, under Minute reference 3(i).

We have Noted that there is no significant long-term aged debt.

Conclusion

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

Review of Petty Cash Account(s), Credit & Debit Card facilities

The Council does not operate a petty cash account. Staff and Members are required to submit an Expense Claim to obtain reimbursement of out of pocket expenses.

Although the Council does not current hold a credit or debit card, it acquired a pre-payment card, so that the Council could avail itself of online purchases, as required from time to time, during the 2023-24 financial year. The Council's Standing Orders and Financial Regulations were amended to permit such expenditure, in September 2023, as recorded earlier in this report.

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

Review of salaries and payroll

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme. To meet that objective, we have: -

- Checked and verified the Council's Establishment List for the 2023-24 financial year with no matters arising;
- > Checked and verified the One Voice Wales model employment contract issued to the new Communications and Administration officer with no issues arising;
- Noted that the Council Resolved to change its outsourced 25th of October 2023 meeting of the Full Town Council, under Minute reference 13(i);
- Noted that the Council continues to employ four persons: The Clerk/RFO, Deputy Clerk/RFO, Communications & Administration Officer and the Cleaner:
- ➤ Checked & Verified the complete payroll for the period from April to September 2023 inclusive, noting that there were several errors pertaining to pensions deductions which have been made by the outsourced payroll service provider. The Clerk/RFO has rectified these and resultantly no further comment has been made in this regard;
- Checked & Verified the employees' payslips for September 2023 and agreed each employee's basic pay to their terms and conditions of employment;
- Checked and verified that tax and NI deductions for September 2023 to ensure these have been made accurately applying the appropriate tax code and NI Table; and,
- > Ensured that the appropriate employee contributions to the pension scheme have been determined and paid over to the Pension Fund Administrators: Torfaen County Borough Council.

Conclusion

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

Review of the Fixed Asset Register

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. The Council maintains a simple Fixed Asset Register which contains all the detail required by the Practitioners Guide.

The Clerk/RFO has undertaken a formal review of all the Council's assets during the year; checking each asset appearing on the Council's register and verifying its correct value. Acquisitions and disposals are properly recorded making the Asset Register easy to use, understand, audit and validate.

We have checked and verified the information recorded in the Fixed Asset Register, checking the total asset value recorded in the 2023-24 Annual Return against the value of all assets recorded in the register noting that there have been no in-year acquisitions or disposals, and have agreed the declared Fixed Asset Register value of £439,281 as at the 31st of March 2024 accordingly (£439,281 Prior year).

Conclusion

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

Review of Investments and Loans

Our aim in this area of review is to ensure that the Council has appropriate investment and borrowing strategies in place and that the most advantageous interest rates are being obtained.

We note that Members formally readopted its Investment Strategy in line with the guidance issued by the National Assembly for Wales, during the 14th of November 2023 meeting of the Estimates Committee under Minute reference 5, also reconfirming the Council's investments in the CCLA Public Sector Deposit Fund.

The Council holds its funds in a Co-op Current and Reserve Account, and the CCLA Public Sector Deposit Fund on which monthly interest is received. As indicated earlier in this report, we have verified the appropriate receipt of that interest and the 31st of March 2024 account balances with reference to electronic copies of the prime supporting documentation and cross-checking the disclosed balances in the corresponding Edge account reconciliations.

We note that as at the 31st of March 2024 the Town Council has, as far as it is able to do so, met its obligation to protect, the public funds under its management with no funds in the Co-op bank at risk.

As at the 31st of March 2024, the Town Council held its funds as follows:

Account	Cashbook Number	Reconciled Value as at 30.09.23
Co-op current account		£42,562,29
Co-op (14 day) deposit account		£11,158.60
Total invested in the Co-op bank		£53,720.89
FSCS Guarantee	- - 	£85,000.00
Funds at risk as at 31st March 2024		£ 0.00
CCLA PSDF	 	£459,190.56
Total funds invested by Caldicot TC		£512,911.45

Currently, the <u>FSCS</u> provides protection for to £85,000 invested in one institution, where that institution has an annual turnover of less than €500,000.

We note that the Town Council continues to invest in the Churches, Councils and Local Authorities Public Sector Deposit Fund (CCLA PSDF) that provides a highly efficient investment solution, used by many councils in Wales & England which spreads the risk of the council's investment amongst 'A' rated financial institutions.

Finally, in this area of review we have confirmed that the Council has no loans repayable by it, or to it.

Conclusion

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

Statement of Accounts and Annual Return

The Council's Edge accounting system records the information required to generate the Management Accounts, Balance Sheet, Trial Balance, Income & Expenditure Accounts and Reserves reports; all detail for inclusion in the year's Annual Return, which we have also verified as being consistent with the accounting and other relevant supporting records.

We have also reviewed the procedures in place for identifying year-end debtors, creditors and accruals and agreed the detailed values recorded in the year-end Balance Sheet to the underlying records with no long-standing unpaid accounts or other issues arising.

We have checked and verified these reports, against prime documentation, and consider that the Council's Accounting reports accurately records the 2023-24 financial year's transactions.

We have also reviewed the procedures in place for identifying year-end debtors, creditors and accruals and agreed the detailed values recorded in the year-end Balance Sheet to the underlying records with no long-standing unpaid accounts or other issues arising.

Conclusion

We are pleased to record that there are no matters arising in this area of our review warranting formal comment or recommendation and, on the basis of the work undertaken during the course of our review for the year, we have "signed off" the Internal Audit Certificate in the Annual Return assigning positive assurances in all areas.

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NOTE TO REPORT

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

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

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Ref Recommendation Review of corporate governance	R1 The Locum Clerk, Deputy Clerk and Members should consider acquiring a '.gov.wales' domain name to be hosted on a secure serve as is considered Best Practice.	R2 The Locum Clerk, Deputy Clerk and Members should consider redeveloping the Council's official website to bring it up to date, and to ensure that it is fully compliant with Accessibility legislation, as amended from time	to time.



Annual internal audit report to:

Name of body:	Caldicot Town	Council
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The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether,

in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

		Agreed?				Outline of work undertaken as part of
		Yes	No*	N/A	Not covered**	the internal audit (NB not required if detailed internal audit report presente to body)
1.	Appropriate books of account have been properly kept throughout the year.					Please see the Independent Internal Audit report dated 14th of June 2024.
2.	Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	1				Please see the Independent Internal Audit report dated 14th of June 2024.
3.	The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.					Please see the Independent Internal Audit report dated 14 th of June 2024.
4.	The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	~				Please see the Independent Internal Audit report dated 14th of June 2024.
5.	Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	$\sqrt{}$				Please see the Independent Internal Audit report dated 14th of June 2024.
6.	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.				14	Please see the Independent Internal Audit report dated 14th of June 2024.
7.	Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	V				Please see the Independent Internal Audit report dated 14th of June 2024.
8.	Asset and investment registers were complete, accurate, and properly maintained.					Please see the Independent Internal Audit report dated 14th of June 2024.

		A	greed?		Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
Periodic and year-end bank account reconciliations were properly carried out.	\checkmark				Please see the Independent Internal Audit report dated 14th of June 2024.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	√				Please see the Independent Internal Audit report dated 14th of June 2024.
Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			1		Please see the Independent Internal Audit report dated 14th of June 2024.

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Agreed?

Outline of work undertaken as part of

		A	greed?		Outline of work undertaken as part of
	Yes	No*	N/A	Not covered**	the internal audit (NB not required if detailed internal audit report presented to body)
12.					No additional risks identified
13.			1		No additional risks identified
14.			V		No additional risks identified

My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated the 30th May 2024.

Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: C Li	ngard for and on behalf of Auditing Solutions Ltd
Signature of person who carried out the internal audit:	Claire V Qingard
Date: 14th June 2024	

APPENDIX N



Caldicot Town Council Mrs Sarah King Clerk Caldicot Town Council Council Offices Sandy Lane Caldicot NP26 4NA

29th April 2024

Dear Caldicot Town Council,

I am writing on behalf of Mind Monmouthshire, a local mental health charity based in Abergavenny. At Mind Monmouthshire we are dedicated to supporting individuals through the county with their mental health and wellbeing. We understand that our community faces challenges beyond what meets the eye and there exists poverty and hardship for many individuals.

Securing funding for our core operational costs remains a significant challenge for us. These costs are essential for the day to day functioning of the organisation, and include salary costs for a wellbeing team leader as well as utilities and general running costs.

I am contacting you to enquire whether you would consider making a donation to our charity to assist with our core costs? Among our services we provide a housing and tenancy related support team, a rural workers' project and a welfare rights worker. We also provide information, advice and assistance regarding mental wellbeing issues, and a counselling service. These services operate across the county of Monmouthshire and are open to all.

I'm attaching an information sheet which gives a breakdown of the type of work we undertook in the last year, and the difference we make to people's lives.

Should you have any questions, or would like to discuss further, please do not hesitate to contact me.

Yours sincerely

Bernadette Kelly Operations Manager

Bernaute Kelly

INVESTORS IN PEOPLE We invest in people Standard



mind Monmouthshire

Outcomes During Financial Year April 2022 - March 2023

Mind Monmouthshire is an independent local mental health charity serving the community for 40+ years.

Housing & Tenancy Support

13,851 hours of 1:1 support provided.

232 ipeople supported to maintain their tenancy and independent living.



supported independent

Housing up to 26 people.

"If it wasn't for this service, I'm not sure where I would be.99

Supported Self-Help Programme

289 people have received support, with an attendance rate of 92%

1.430 hours of telephone support provided.



82% of people reported an improvement in feelings of anxiety.

83% of people reported an improvement in feelings of depression.

"The self help resources have been great, telephone calls have been consistant and it has been so valuble. 46



Supported Self-Help Programme for Young People at Monmouth Comprehensive (4 months data)

59 young people received support.





Farmers' Project

people received support.



drop in sessions delivered at Raglan 146 Livestock Market.

39% of people received suicide prevention*.

97% of people agreed the service made them more confident in managing things better*. * feedback evaluation report 2021-2023

Benefits Advice

people provided supported with benefit applications, mandatory reconsiderations, appeals and tribunals.

£385k+ total benefits awarded (over 3 years) and additional income not previously paid.

£54k+ total debt reduction for clients.

Cost of Living Project 6 months part-time

100 people supported with cost of living crisis.



£177k+ total benefit income maximised (over 3 years)

1-to-1 support (Information & Advice, Social Prescribing)

responding to over 1,000+ concerns.



560 1-to-1 sessions provided.

750 people supported.

"It's a place where I can talk about anything and feel safe.99

Counselling



656 subsidised counselling sessions provided.





King George Playing Fields

Inspection Ref: 2373515

Site Ref: 86096

Operational Inspection - 20-May-2024 - 12:18 Inspector Matthew Meredith

Risk Assessment: 12 Moderate Risk



Location:

The area is covered by CCTV cameras

Disabled Access:

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.



4

8 - Low Risk

Item:

Site General Not Applicable

Manufacturer: Surface Type:

N/A

Item Quantity: Equipment Compliance:

1 N/A

Total Findings:

Surface Area Compliance: N/A

3



Finding 1

There is algae or moss growth on the tiled surface resulting in slippery conditions - Clean and treat appropriately

Finding 2

The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface - Consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained for the equipment and replace as required

Finding 3

There are gaps opening in between the tiles - Monitor for any further deterioration and repair as required



0 - Risk Assessment not Undertaken

Item:

Sign

Manufacturer:

Not Identified

Surface Type:

N/A

Item Quantity:

1 N/A

Equipment Compliance:

Surface Area Compliance: N/A

Total Findings:

1



Finding 1

This item is satisfactory - no work required -



1 - Very Low Risk

Item: Gate - Pedestrian

Manufacturer: Not Identified

Surface Type: Grass Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

0 - Risk Assessment not Undertaken

Item: Palisade Fencing
Manufacturer: Not Identified

Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -





0 - Risk Assessment not Undertaken

Item: Fence - Chainlink
Manufacturer: Not Identified

Surface Type: Grass Item Quantity: 1 Equipment Compliance: N/A Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



8 - Low Risk

Item: Picnic Table
Manufacturer: Not Identified

Surface Type: Grass Item Quantity: 4 Equipment Compliance: N/A Surface Area Compliance: N/A

Total Findings: 2



Finding 1

The area around the item has eroded and may become

slippery - Reinstate eroded area

Finding 2

There is some graffiti present - Remove the graffiti





0 - Risk Assessment not Undertaken

Item:

Litter Bin

Manufacturer:

Not Identified

Surface Type:

Grass

Item Quantity:

8

Equipment Compliance:

N/A

Surface Area Compliance: N/A

Total Findings:

1



Finding 1

This item is satisfactory - no work required -



0 - Risk Assessment not Undertaken

Item:

Spring Elephant

Manufacturer:

Wicksteed Playgrounds

Surface Type:

Rubber Tiles

Item Quantity:

Equipment Compliance: Surface Area Compliance: Yes

Yes

Total Findings:

1



Finding 1

This item is satisfactory - no work required -



6 - Low Risk

Item:

1 Bay 2 Seat (Cradle)

Manufacturer:

Wicksteed Playgrounds **Rubber Tiles**

Surface Type: **Item Quantity:**

Equipment Compliance: Surface Area Compliance: Yes

No

Total Findings:

1



There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn



4 - Very Low Risk

Item:

Multi Play (Toddler)

Manufacturer:

Wicksteed Playgrounds

Surface Type:

Rubber Tiles

Item Quantity:

1

Equipment Compliance: Surface Area Compliance: Yes

Total Findings:

Finding 1

2



Finding 2

There is some graffiti present - Remove the graffiti

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required



5 - Very Low Risk

Item: Play Panel

Manufacturer: Sutcliffe Play Limited Surface Type: Grass Matrix Tiles

Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



0 - Risk Assessment not Undertaken

Item: Roundabout

Manufacturer: Sutcliffe Play Limited

Surface Type: Wet Pour

Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

This item is satisfactory - no work required -





0 - Risk Assessment not Undertaken

Item:

Misc Springer

Manufacturer:

Wicksteed Playgrounds

Surface Type:

Rubber Tiles

Item Quantity: 1 **Equipment Compliance:** Surface Area Compliance: Yes

Yes

Total Findings:

1



Finding 1

This item is satisfactory - no work required -



6 - Low Risk

Item:

1 Bay 1 Seat Swing

Manufacturer:

Wicksteed Playgrounds

Surface Type:

Grass Matrix Tiles

Item Quantity: **Equipment Compliance:** Surface Area Compliance: Yes

No

Total Findings:

1



There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn



5 - Very Low Risk

Item: Rotating Net Manufacturer: Tayplay Ltd Surface Type: **Rubber Tiles**

Item Quantity: **Equipment Compliance:** No Surface Area Compliance: Yes

Total Findings: 1

Finding 1

This item is satisfactory - no work required -



Item: **Ball Shoot**

Manufacturer: Wicksteed Playgrounds

Surface Type: Mixed Surface

Item Quantity: **Equipment Compliance:** Yes Surface Area Compliance: N/A

Total Findings: 2

Finding 1

There is algae or moss on the surface of the equipment -Clean and treat appropriately

Finding 2

There is minor damage to the chute - Monitor and repair if

required







8 - Low Risk

Item:

Crawling Tunnel

Manufacturer:

Not Identified

Surface Type:

Carpet System

Item Quantity:

Equipment Compliance:

Yes

Surface Area Compliance: Yes

Total Findings:

2



Finding 1

Finding 2

The paint is flaking off the metalwork - Rub down and re-

paint

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately



9 - Low Risk

Item:

Net Climber

Manufacturer:

Huck Nets (UK) Ltd

Surface Type:

Carpet System

Item Quantity:

Equipment Compliance:

Surface Area Compliance: Yes

Yes

Total Findings:

1



Finding 1

The rope has worn and wire strands are exposed - Replace rope or net





6 - Low Risk

Item:

Roundabout

Manufacturer:

Wicksteed Playgrounds

Surface Type:

Rubber Tiles

Item Quantity:

Yes

Equipment Compliance: Surface Area Compliance: Yes

Total Findings:

1



Finding 1

The safety surface around the area is beginning to wear - Monitor for any further deterioration and repair as required



6 - Low Risk

Item:

Adventure Trail

Manufacturer:

Not Identified

Surface Type:

Grass

Item Quantity:

Equipment Compliance:

No

Surface Area Compliance: Yes

Total Findings:

1



Finding 1

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required



6 - Low Risk

Surface Area Compliance: Yes

Item: Manufacturer: 1 Bay 2 Seat (Flat) Wicksteed Playgrounds

Surface Type:

Rubber Tiles

Item Quantity:

Equipment Compliance: No

Total Findings:

3



Finding 1

There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn

Finding 3

The safety surface around the area is beginning to wear -

Finding 2 The seat has minor damage or wear - Monitor for any further deterioration and replace as required

Monitor for any further deterioration and repair as required



6 - Low Risk

Item:

Multi Play (Junior) Wicksteed Playgrounds

Manufacturer: Surface Type:

Rubber Tiles

Item Quantity:

Equipment Compliance: No

Surface Area Compliance: Yes

Total Findings:

5



Finding 1

There is algae or moss on the surface of the equipment -

Clean and treat appropriately

Finding 2

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

Finding 3

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

Finding 5

Parts of the timber are rough or splintered - Remove all rough or sharp edges

Finding 4

There is some graffiti present - Remove the graffiti





0 - Risk Assessment not Undertaken

Item: Hip Twister

Manufacturer: Wicksteed Playgrounds

Surface Type: Concrete

Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



5 - Very Low Risk

Item: Air Walker

Manufacturer: Wicksteed Playgrounds

Surface Type: Concrete

Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -





0 - Risk Assessment not Undertaken

Item: Pull Up Station

Manufacturer: Wicksteed Playgrounds

Surface Type: Concrete

Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: No

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



5 - Very Low Risk

Item: Double Fitness Station
Manufacturer: Wicksteed Playgrounds

Surface Type: Concrete

Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



12 - Moderate Risk

Item:

Air Skier

Manufacturer:

Wicksteed Playgrounds

Surface Type:

Concrete

Item Quantity: **Equipment Compliance:**

No

Surface Area Compliance: N/A

Total Findings:

1



The buffers are worn or missing, 8 needed - Replace the buffers as required



6 - Low Risk

Item:

Cross Trainer

Manufacturer:

Wicksteed Playgrounds

Surface Type:

Concrete

Item Quantity:

Equipment Compliance:

Surface Area Compliance: N/A

No

Total Findings:



Finding 1

The bearing is showing signs of wear - Monitor for any further deterioration and replace as required



0 - Risk Assessment not Undertaken

Item:

Sit Up Station

Manufacturer:

Wicksteed Playgrounds

Surface Type:

Concrete

Item Quantity:

Equipment Compliance: Surface Area Compliance: N/A

Yes

Total Findings:

1



Finding 1

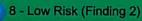
This item is satisfactory - no work required -



Findings information







Item: Ancillary Items - Site General

Manufacturer: Not Applicable Risk Level: Surface:

L - Low Risk

N/A



Finding: The grass mats are silted up and the soil is

compacted; this may have an effect on the impact absorbing ensure the correct surface qualities are maintained for the properties of the surface

Action: Consider HIC testing impact absorbing properties to equipment and replace as required

6 - Low Risk (Finding 3)

Item: Ancillary Items - Site General

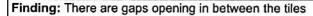
Not Applicable Manufacturer:

Risk Level:

L - Low Risk

Surface: N/A







Action: Monitor for any further deterioration and repair as required