

CALDICOT TOWN COUNCIL

Minutes of Full Town Council held at 6:30 p.m. on Wednesday 29th January 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr M Mitchell – Chair
Cllr F Rowberry – Deputy Chair
Cllr J Bond – via Teams
Cllr C Cochrane
Cllr W Conniff
Cllr J Davies
Cllr A Easson
Cllr A Mayo
Cllr IR Shillabeer
Cllr P Strong
Cllr R Wilsher

Also present: M Tredwin – Town Clerk
L Wallington – Administration Officer
S Hayward – Gwent Police
Members of the Public x4 – x1 via Teams

179/2024-25 Welcome

The Chair welcomed everyone to the meeting.

180/2024-25 Apologies for Absence

RESOLVED to receive apologies of absence from Cllr R Grumbach, Cllr RJ Higginson, Cllr A Lewis, Cllr G Owen and Cllr J Woodfield.

181/2024-25 Declarations of Interest

Cllr P Strong declared a personal and prejudicial interest in Item 12 Grant Application From The Friends of Caldicot Library, as Chair of Friends of Caldicot Library.

182/2024-25 Public Question Time and Participation

Members received the following questions:

- A question was received regarding a planning application at 90 Newport Road. Members were informed that the planning application had been approved by Monmouthshire County Council despite the recommendation of refusal from Caldicot Town Council. Members acknowledged that there is an issue regarding rear access and right of way to the property. Members were notified that it is a matter for the resident, Enforcement Officials and Monmouthshire County Council Planning Committee. Members noted that Caldicot Town Council do not have any powers to act on the matter. Officers were thanked for their work.
- A question was received regarding Monmouthshire Citizen's Advice Bureau and funding and the reasoning that Caldicot Town Council give significantly more compared to other surrounding towns. Members were informed that the majority of clients that benefit are Caldicot residents and the CAB building is situated within Caldicot. Members acknowledged the importance of the building remaining open.
- A question was received regarding the difference in funding that Caldicot Bowls Club receive compared to Caldicot Town Football Club. Members acknowledged that Caldicot Bowls Club maintain certain parts of the Bowling Area using the funding from Caldicot Town Council. Members were informed that as trustees, Caldicot Town Council maintain the middle field of Caldicot Town Football Club. Members noted that Caldicot Town Football Club received a

£4,000.00 grant from Caldicot Town Council in the financial year 2024-25, as well as receiving a sponsored accessible bench from Caldicot Town Council.

183/2024-25 Report from Gwent Police

It was suggested that Item 8 Report from Gwent Police be moved forward due to time constraints.

RESOLVED to approve to move Item 8 Report from Gwent Police forward.

Proposed by Cllr F Rowberry, seconded by Cllr M Mitchell.

Members noted the following points from Gwent Police:

- Gwent Police provided a verbal update on crime statistics within Caldicot and provided clarification on the crime categories.
- Members were informed of the various operations that have been conducted recently, including Operation Lumley, stop and search and speed operations.
- Members were informed of the recent increase in reports of anti-social behaviour in December and January. It was noted that groups are congregating within Caldicot Town Centre, although there is no evidence of anti-social behaviour. Gwent Police urged residents to report all incidents to Gwent Police on 101 and emphasised the importance of accurately stating the location of the incident as it will enable more officers to be deployed.
- Members were informed of the recent shoplifting operation conducted by Gwent Police in Caldicot. Members were informed that the Neighbourhood Policing Team Cadets procured over £1,000 worth of items from various retail establishments within Caldicot and as a result, the retailers are improving their security measures.
- Members were informed of the recent operation regarding sales of age-restricted items conducted by Gwent Police in Caldicot. Members noted that certain retail establishments in Caldicot sold age-restricted items to minors. Gwent Police informed Members that Trading Standards are now involved.
- Members were informed that a lamppost had recently been damaged in Jubilee Way Car Park. CCTV evidence identified the persons responsible and consequently they have been charged.
- Members asked Gwent Police whether members of the public challenged the operatives that were part of the shoplifting operation. Members were informed that a few members of the public were reporting the incidents to the Police Officers.
- Members raised a concern regarding the streetlights not operating in the Aldi carpark. Members were informed that two cars collided recently in the carpark due to poor visibility. Members acknowledged that the car parking company are responsible for the operation of the streetlights in the carpark. Gwent Police informed Members that they will investigate the matter as an area of vulnerability.
- Members raised a concern regarding the high number of reports in Mill Lane, Norman Court and Oakley Way. Gwent Police will investigate the reasoning and report back to Caldicot Town Council.

- Members raised a query regarding the wording of one paragraph. Members noted the error in the December 2024 Police Report and acknowledged that it should state on the first page *"For November/December 24 Caldicot, as you can see Violence without injury is top of the list...."* instead of *"For November/December 24 Caldicot, as you can see Violence with injury is top of the list...."*
- Members thanked Gwent Police for their work.

Cllr P Strong left the meeting at 7:04 p.m.

184/2024-25 Minutes

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

- i) Minutes of Extra Ordinary Full Town Council Meeting held on Tuesday 14th January 2025
Proposed by Cllr A Easson, seconded by Cllr R Wilsher.
- ii) Notes of Allotments Working Group Meeting held on Friday 10th January 2025
Proposed by Cllr F Rowberry, seconded by Cllr W Conniff.

185/2024-25 Reports from Monmouthshire Councillors

Cllr J Strong informed Members of the error in the third sentence of the first paragraph of the report (appended to these minutes). Members noted that it should state *"2 pm"* instead of *"10 am"*. Members were invited to attend the Place Scrutiny Committee meeting on 6th February 2025.

Cllr P Strong entered the meeting at 7:07 p.m.

Members were informed that Monmouthshire County Council are presently holding a draft budget consultation at Caldicot Library and on their website until Saturday 22nd February 2025. Members emphasised the importance of providing feedback and submitting individual views.

Members thanked Cllr J Strong.

186/2024-25 Verbal Update from the Clerk

Clerk provided a verbal update and Members noted the following points:

- Questions were put forward to Monmouthshire County Council regarding the precept being delivered as one, instead of three stages.
- Consideration to be given to the necessity of meetings. Meetings consume a lot of Officer time. A Full Town Council meeting can take the week to prepare for, have and follow up on. Small meeting can use up to 10 hours per week of officer time. Numerous stages involved.
- Governor's reports will return to the agenda in Feb, email will be sent to Members for their written report to be included in the agenda.
- Cost of posting expensive, members advised to come and collect agendas when ready.

Members thanked Officers for their work.

187/2024-25 Internal Auditors Report

Clerk provided clarification on all the points raised in the Internal Auditors report. Members were advised that a third bank signatory should be included in the financial regulations. Clerk informed

Members that certain stages and risks have been addressed and are no longer a concern. Members were advised that the allocation of grants needs to be strengthened and KPIs should be implemented into the process. Members were informed that the Council must receive three clear audits in order to attain general power of confidence, as well as two thirds of Members having been elected and a Clerk with CICLA.

Members **RESOLVED** to formally note the Internal Auditor's interim audit report and **RESOLVED** to approve the CEO's responses for 2024-2025.

Proposed by Cllr P Strong, seconded by Cllr C Cochrane.

188/2024-25 Place Making Steering Group Meeting Updates

Members were informed that consultants are submitting proposals which will be evaluated and finalised in due course. Members noted that Monmouthshire County Council are supporting Caldicot Town Council in this project. Members are consulting with stakeholders in Caldicot, taking into consideration that Caldicot Town Council do not own the buildings in the Town Centre.

Members were asked to submit Place Making concepts that will benefit and improve Caldicot. Members were informed that concepts will be collated and evaluated and were advised to contact residents to understand their desires and requirements. Concepts should be carefully considered with a pragmatic approach. Members were informed that proposals are to be submitted by Monday 10th February 2025.

Cllr A Easson left the meeting at 8:05 p.m.

Members **RESOLVED** to approve for Cllr P Strong and Cllr W Conniff to join the Place Making Steering Group.

Proposed by Cllr M Mitchell, seconded by Cllr C Cochrane.

Cllr W Conniff left the meeting at 8:09 p.m.

189/2024-25 To Consider the Citizens Advice Request for Funding

Members noted that more information was requested from Monmouthshire County Citizens Advice Caldicot Branch following the discussion from the Full Town Council meeting held on Wednesday 27th November 2024.

Cllr W Conniff rejoined the meeting at 8:11 p.m.

Members acknowledged that that statistics in the CAB report are for all of the four offices within Monmouthshire. Members considered the benefits that Caldicot residents receive. Members noted that Cllr M Mitchell and Cllr A Easson are Caldicot Town Council representatives for Monmouthshire County CAB and should be able to attend their meetings to observe their expenditure.

Members **RESOLVED** to approve the requested £12,000.00 to be paid to Monmouthshire County Citizens Advice Bureau Caldicot.

Proposed by Cllr A Mayo, seconded by Cllr R Wilsher.

190/2024-25 Grant Application From the Friends of Caldicot Library

Cllr P Strong declared a personal and prejudicial interest and left the meeting.

Cllr P Strong left the meeting at 8:20 p.m.

Members noted the error in point four of the report. The available balance should state "£7,082.10" instead of "£5,370.00". Members considered the benefits to the Caldicot residents that do not have the means of access to newspapers.

Members **RESOLVED** to accept the grant application from Friends of Caldicot Library and award £187.90, using the Local Government (Miscellaneous Provisions) Act 1976 s.19.
Proposed by Cllr W Conniff, seconded by Cllr F Rowberry.

Cllr P Strong entered the meeting at 8:25 p.m.

191/2024-25 Date of Next Meetings

Members **RESOLVED** to note that the dates of the following meetings:

- i) Personnel Committee Meeting to be scheduled for February.
- ii) Planning and Resources Committee Meeting to be held on Tuesday 11th February 2025.
- iii) Finance Committee Meeting to be held on Wednesday 19th February 2025.
- iv) Full Town Council Meeting to be held on Wednesday 26th February 2025.

Members agreed to temporarily suspend the meeting for a five-minute respite.

Meeting suspended at 8:28 p.m.

Meeting resumed at 8:33 p.m.

192/2024-25 Allotment Meeting Update

Members **RESOLVED** to move the item into exempt business.
Proposed by Cllr F Rowberry, seconded by Cllr C Cochrane.

193/2024-25 Staffing Matters

Members **RESOLVED** to move the item into exempt business.
Proposed by Cllr F Rowberry, seconded by Cllr C Cochrane.

194/2024-25 Exclusion of Public and Press

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

195/2024-25 Agenda Item 14 – Allotments Meeting Update

Members considered the allotment report. Members noted that it would need to be obligatory for all Sandy Lane allotment holders to possess a key under health and safety and insurance grounds. Members noted the expense for a padlock and fifty-five keys.

Members acknowledged that a padlock cannot be placed without consent from all allotment plot holders, as this would deny access to the allotment plot holders and by doing so would be unlawful.

Members raised concerns regarding the constitution of a free key and that other allotment holders may contest if they learn that keys have been supplied free of charge.

Members raised health and safety concerns regarding what would happen if a person were to get locked in and did not have their key. Members noted that the office would not be contactable if this were to happen outside of office hours. Members raised concerns regarding whether a person may not have the means to contact an outside person. Members acknowledged the duty of care and health and safety implications of a keyed padlock being installed.

Members **RESOLVED** after due consideration that the introduction of a new keyed padlock for allotments is administratively and health and safety wise unacceptable and therefore reject the request for a lock.
Proposed by Cllr IR Shillabeer, seconded by Cllr A Mayo.

Members considered the plot immediately on the right-hand side of the entrance gates. Members acknowledged that it cannot be rented out due to its proximity, lack of sunlight and the incline of the ground.

Members **RESOLVED** to reject the quotation to extend the car park by 70m² at a cost of £850.00 and will reconsider the recommendation in the financial year 2025-26.
Proposed by Cllr M Mitchell, seconded by Cllr W Conniff.

Members **RESOLVED** to approve the quotation of £500.00 for all thirteen vacant allotment plots to be rectified and returned to a manageable state.
Proposed by Cllr M Mitchell, seconded by Cllr W Conniff.

Members **RESOLVED** to approve that should the plots not be cleared by the contractor by Friday 14th February 2025, the vacant allotment plots will be offered to those on the waiting list free of charge until 1st April 2025, on the condition that the new allotment plot holder clears the plot before 31st March 2025.
Proposed by Cllr M Mitchell, seconded by Cllr W Conniff.

The Mayor declared Standing Orders at 9:00 p.m.

Members **RESOLVED** to extend the meeting.
Proposed by Cllr P Strong, seconded by Cllr F Rowberry.

196/2024-25 Agenda Item 15 – Staffing Matters
Members were made aware of concerns regarding the current HR provider.

Members **RESOLVED** to agree the payments to SLCC regarding the Locum Clerk.

Members **RESOLVED** to agree the payment to Urban Recreation.

Members **RESOLVED** to note the verbal report from The Mayor regarding the resolutions from the Extra Ordinary Full Town Council meeting held on Tuesday 17th December 2024.

Meeting ended at 9:17 p.m.

Signed Date
Town Mayor

CALDICOT TOWN COUNCIL

Minutes of Planning and Resources Committee Meeting held at 6:30 p.m. on Tuesday 11th February 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr M Mitchell – Chair
Cllr F Rowberry – Deputy Chair
Cllr J Bond
Cllr C Cochrane
Cllr W Conniff
Cllr J Davies
Cllr A Easson
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Mayo
Cllr G Owen
Cllr IR Shillabeer
Cllr R Wilsher
Cllr J Woodfield

Also present: L Gillespie – Deputy Town Clerk/Responsible Financial Officer – via Teams
M Tredwin – Town Clerk
L Wallington – Administration Officer
Members of the Public x1 – via Teams

PR34/2024 Welcome

The Chair welcomed everyone to the meeting.

PR35/2024 Apologies for Absence

RESOLVED to receive apologies of absence from Cllr P Strong.

PR36/2024 Declarations of Interest

Cllr A Easson and Cllr J Bond declared a personal non-prejudicial interest relating to Item 5 Planning, as members of the Monmouthshire County Council Planning Committee.

PR37/2024 Public Question Time and Participation

There were no questions received from members of the public.

PR38/2024 Planning

i) Planning Applications for Consideration:

- **DM/2023/01402:** To modify condition 1 of planning DC/2009/01132. (Property shall be used as sheltered housing only and shall be occupied by persons aged 55 years or older). 1-33 Monarch Court, 125 Newport Road, Caldicot, NP26 4AJ

Members raised concerns regarding condition one and the modification.

Members **RESOLVED** to **recommend** support to **defer** application **DM/2023/01402** and requested further information on the modification.

Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry.

- **DM/2025/00044:** Removal of Car port and construction of single storey extension. Removal of garage and construction of single storey building to rear. 17 Tennyson Road, Caldicot, NP26 4LJ

Members **RESOLVED** to recommend support of the **approval** application **DM/2025/00044**.
Proposed by Cllr RJ Higginson, seconded by Cllr R Grumbach.

ii) **MCC Approved Planning Applications:**

Members **RESOLVED** to note the following approved planning applications:

- **DM/2024/01362:** Installation of an air source heat pump unit to reduce the dwelling's carbon footprint by 70%. 2 Court House Close, Castle Lea, Caldicot, NP26 4GZ
- **DM/2024/01396:** Proposed development of an outbuilding into a self contained granny apartment. Consisting of kitchen, lounge, bedroom, bathroom and store. 33 Budden Crescent, Caldicot, NP26 4PP.
- **DM/2024/01502:** Single storey rear extension and roof conversion to form new room. 91 Newport Road, Caldicot, NP26 4BS.
- **DM/2024/01199:** Change of use from funeral directors at ground floor and first floor flat to a 6 bedroom, 6 person house in multiple occupation (C4 Use). 90 Newport Road, Caldicot.

PR39/2024 Warm Spaces – Cool Space

Members were informed that a grant of £1,500.00 from Monmouthshire County Council had been awarded to Caldicot Town Council to assist with the setting up of the Warm and Cool Space in the Town Council building.

Members were advised that hot extremities should be considered as well as cold extremities. Members noted a trial period should take place to identify the optimum opening times and dates to benefit the public.

Deputy Clerk was thanked for their work.

Members **RESOLVED** to accept the grant for £1,500.00 towards the creation of a Warm and Cool space for members of the community.

Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry.

Members **RESOLVED** that Officers should be delegated authority to plan a Warm and Cool Space on a basis that will allow members of the public to access an area that is warm or cool when there are extreme weather conditions.

Proposed by Cllr J Bond, seconded by Cllr R Grumbach.

PR40/2024 Dog Waste Bin Contract

Members **RESOLVED** to move the item to exempt business.

Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry.

PR41/2024 Dewstow Cemetery

Members were advised that it would be beneficial to create a Cemetery Working Group to report back to Planning and Resources Committee in order to establish a closer working relationship between Councillors, the Cemetery Administrator, Funeral Directors and the Cemetery Contractor.

Members raised concerns regarding time constraints on the current workload for staff in creating a new working group. Members were informed that Dewstow Cemetery falls under the remit of the Health and Safety Committee, however more external individuals can be invited to a working group.

Members expressed how exquisite and well-kept Dewstow Cemetery is.

Members **RESOLVED** to defer the item to the Annual Meeting for consideration.
Proposed by Cllr J Woodfield, seconded by Cllr R Grumbach.

PR42/2024 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of the Planning and Resources Committee is scheduled to be held on Tuesday 11th March 2025.

PR43/2024 Exclusion of Public and Press

***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.*

COMMITTEE IN PRIVATE SESSION

PR44/2024 Item 7 – Dog Waste Bin Contract

Members noted the annual cost of the dog waste bin contract, including the two new dog waste bins. Members raised concerns regarding the annual cost of the collections and considered means to reduce the cost by reducing the total number of dog waste bins or by replacing dog waste bins with black bins.

Cllr R Grumbach left the meeting at 7:17 p.m.

Members noted it is unlikely that Monmouthshire County Council will install black bins.

Cllr R Grumbach entered the meeting at 7:18 p.m.

Members acknowledged that the dog waste bin service cannot be terminated within a matter of weeks and should be reconsidered in preparation for the contract renewal next year.

Members noted that there are nine dog waste bins on the Caldicot Castle grounds that Caldicot Town Council pay to have collected.

Cllr W Conniff left the meeting at 7:25 p.m.

Members were informed that dog waste bins are often damaged and vandalised, incurring additional costs to replace.

Cllr W Conniff entered the meeting at 7:26 p.m.

Members suggested conducting a review of the dog waste bins on their ward to assess their usage and placement.

Members **RESOLVED** to recommend to Full Council that Merlin Environmental Services LTD be awarded the contract for emptying the Dog Waste Bins for 2025-26, on the understanding that the dog waste bin provision is reviewed and reconsidered before the renewal of contract.
Proposed by Cllr J Bond, seconded by Cllr R Wilsher.

Meeting ended at 7:28 p.m.

Signed Date
Chair

MONMOUTHSHIRE COUNTY COUNCIL REPORT TO CALDICOT TOWN COUNCIL

FEBRUARY 2025

Caldicot Zebra Crossing Petition

Place committee 6th February, the petition was presented to the scrutiny committee. Caldicot was also represented by Caldicot Mayor Maxine Mitchell and a representative from CAB.

As a result of the petition a task and finish group of MCC officers has been set up to look at both the crossing and Church road. I asked if they would come back to Place scrutiny to give us an update of any plans. At the meeting we also got an assurance that there would be adjustments to the way consultations would be carried out in future.

Cabinet Member also made a statement about Woodstock Way and confirmed that work would be started shortly including the installation of a crossing next to the surgery and school.

This work will only cover the section from Mill Lane to the corner at Aldi. The Cabinet Member Sara Burch has agreed to consider amendments to the scheme to include Norman Court.

At the next Place scrutiny in March there will be representative from NRW (Natural Resources Wales) the committee would welcome any questions from Town Cllrs re the Neddern.

Place Scrutiny met on the 18th February

The policy on ALN and Inclusion was discussed and Monmouthshire plans for ensuring all children are supported to learn.

I have asked for a report to be presented with an update re Age Friendly Community Status.

Togetherworks Caldicot

Although Together Work's funding under the Shared Prosperity Fund was not renewed, it was saved from closure on 31st March by an allocation of £46,000 that had been held in reserved from the MCC allocation. This, along with a further grant arranged through GAVO will allow it work on a sustainable business model.

UNDY TO ROGJET SHARED PATH

Severnside councillors received an update from MCC on progress of the multi-user routes between Undy and Caldicot.

The scheme to create safe walking and cycling routes between Undy and Caldicot is 3 sections, Phase 1 – Undy-Rogiet, Phase 2 – Rogiet-Severn Tunnel Junction (STJ) and Phase 3 – STJ-Caldicot. All phases of the scheme were well supported in the local consultation in October 2023.

Older Person's Champion Role

As part of my role as Older Person's Champion I carried out the following visits.

7th February I attended a celebration of Volunteering at County Hall and met a range of volunteers, many of whom have continued volunteering in their retirement.

February 10-15th was Wales National Apprenticeship week. On 10th February I met with John Griffiths MS, Paul Griffiths MCC Cabinet member and some of the staff currently undertaking apprenticeships at Severn View Park Care Home.

On 15th February I also visited Severn View Park with the Older Person's Commissioner Rhian Bowen-Davies with Ian Chandler MCC cabinet member for Health and Social Care. Rhian was keen to meet the residents and to get their views. Rhian was keen to visit as Severn View Park had just been awarded a RIBA MacEwen Award for Architecture.

On 20th February I was invited to the Abergavenny Mother's union to discuss Age Friendly Communities and the plans MCC has for gaining Age Friendly status.

Engagement

On 19th February Cllr Angela Sandles MCC Cabinet member for Engagement and Inclusion and I met with young people from Caldicot Comprehensive School Council. To talk about Council services and democracy.

Jackie Strong 23.2.2025

Monmouthshire County Councillor

Cross Ward



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Monmouthshire South Monthly Update

January 2025



WARD NAME

Caldicot

Crime in Caldicot in Jan 25/Feb 25

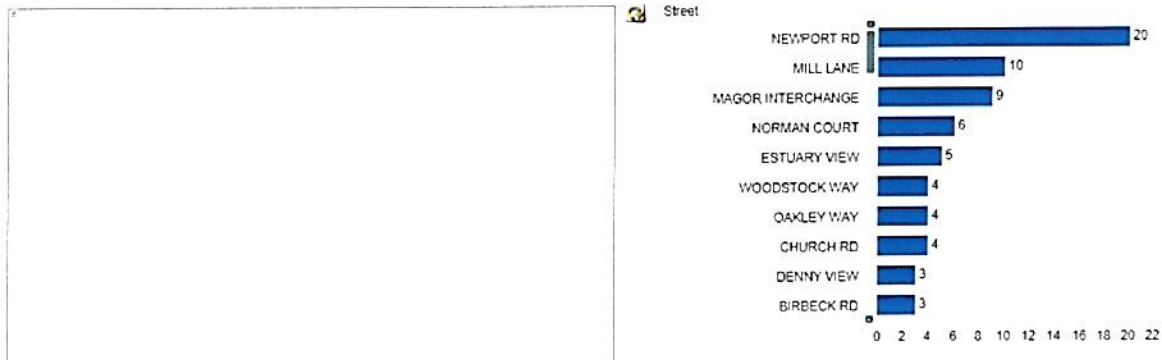
† Crime Category	# of Crimes	%
Total	60	100%
Violence Without Injury	19	32%
All Other Theft	12	20%
Public Order Offences	9	15%
Violence With Injury	7	12%
Criminal Damage & Arson	5	8%
Misc Crimes Against Society	3	5%
Other Sexual Offences	2	3%
Drug Offences	1	2%
Non Notifiable Offences	1	2%
Shoplifting	1	2%



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Top Crime Categories

For January/February 25 Caldicot, as you can see Violence with injury is top of the list again.



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

Throughout January and February, we have had a number of different incidents and have made a number of significant arrests. We have arrested two males that have been wanted and commit many different offences from shoplifting to burglary, one has been sentenced to 22 weeks in prison and the other charged and is in court later this week. We have been patrolling all the areas where youths have been gathering and not had many calls for ASB and will be playing a joint funded football tournament on the 28th of February where the Police will take on about 50+ youths to keep breaking down barriers. We have also been patrolling the town centre and educating drivers about how and where they are parking, there has been several complaints about drivers parking on the zig zags on the crossing by The Cross Public House. Lastly there was a serious incident on the town centre where 5 officers were assaulted by a young male, this male was detained and we are in contact will all the supporting partners to help stop incidents like this happening again.

Police Surgery 7th March Castle Park Primary 3pm

Report completed by Michael Martin CO164

Committee: FULL COUNCIL

Date: 26th February 2025

Title: Payment Schedule – 22nd November 2024 to 19th February 2025

Purpose of Report:

For Members to receive an updated payment schedule for the period 22nd November 2024 – 19th Feb 2025.

Recommendation:

Members **Resolve** to accept the payment schedule for period 22nd November 2024 – 19th February 2025 and to note the account balance for period ending 31st January 2025.

Report:

1. In the agenda for this meeting members will see that there is an item for Financial Regulations consideration. In the Regulations that are currently in force and also in the forthcoming proposed regulations members will see that there is a need for members to note any Payments that have been made.
2. As we develop our systems so members will be brought these payment schedules on a regular basis so that members and the public are aware of all payments being made.
3. The payment schedule (**Appendix 8b**) lists payments made for the named period above. Amount paid out is £181,841.35 inc VAT. The previous payment list was dated for the period 15th Oct - 1st Nov 2024. All payments have either been signed off for two councillors or have been brought for approval to council for payments to be made.
4. The bank reconciliations have been carried out and members are asked to consider the following bank balances.
5. Bank Account figures balanced as at 31st January 2025 as follows: -
 - CCLA - £463,045.72
 - Co-op – £ 78,853.34

Proposed Resolution

6. Members **Resolve** to approve the payment schedule for period 22nd November 2024 – 19th February 2025 and to approve the bank account balances for period ending 31st January 2025 as per bank reconciliations.

**Lisa Gillespie
RFO / Deputy Town Clerk
February 2025**

Payment Schedule

paid between 22/11/24 and 19/02/25

Start of year 01/04/24

Payment Ref Paid	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS041224	04/12/24	21254	£2,400.00	£400.00	£2,000.00	PROJ	Maison Design	TC Building Refurb - Oversee Valuation 11,
BACS041224	04/12/24	21384	£482.10	£80.35	£401.75	PROJ	Caldicot Glass & Glazing	Option 3 Sliding glass doors (reception)
BACS041224	04/12/24	21385	£3,750.00	£0.00	£3,750.00	KGVPF	Rob Lewis	Reduction of laurel hedge at Caldicot
BACS041224	04/12/24	21387	£2,368.86	£465.48	£2,402.38	TC Fac	Carefully Memorials	Bowls Clubs, removal - 22.11.24
BACS041224	04/12/24	21401	£10.09	£1.68	£8.41	ADMIN	Complete Business Solutions	Devistow Cemetery Maintenance & Works
BACS041224	04/12/24	21402	£428.88	£71.48	£357.40	CWB	Events ML Limited	Stationery
BACS041224	04/12/24	21403	£62.50	£0.00	£62.50	ADMIN	Chepstow Accountancy	Gazabo / sound Equip Rem Serv 10.11.24
BACS041224	04/12/24	21404	£173.64	£28.34	£144.70	ADMIN	Apex Computer Services	Salaries - Nov 24 x 7 staff & 1 leaver
BACS041224	04/12/24	21405	£78.00	£13.00	£65.00	ADMIN	SLCC	Monthly 365, mailbox & Spam filtration
BACS041224	04/12/24	21406	£1,900.80	£316.80	£1,584.00	FACS	Merlin Waste	SLCC & QVA Joint Virtual Conf - JMT
BACS041224	04/12/24	21407	£13,500.00	£2,250.00	£11,250.00	FACS	City Illuminations	Dog Waste Collection - Dec 2024
BACS041224	04/12/24	21408	£120.06	£20.01	£100.05	ADMIN	Solutions in Technology Ltd	Installation (75%) of festive lighting
BACS041224	04/12/24	21409	£983.49	£165.38	£818.11	KGVPF	Peter Villars Landscapes	further Inv (25%) to follow on
BACS041224	04/12/24	21410	£2,272.50	£0.00	£2,272.50	KGVPF	Rob Lewis	Photocopier - Nov 2024
BACS041224	04/12/24	21463	£62.50	£0.00	£62.50	ADMIN	Chepstow Accountancy	Maintenance of Bowling Green
BACS041224	04/12/24	21464	£428.88	£0.00	£428.88	ADMIN	Events ML Limited	Maint Contract - Nov 24 & Tree Felling Cem
BACS05061224	05/12/24	21371	£35,328.01	£5,888.00	£29,440.01	FACS	Mon CC	Salaries - Dec 24 x 7 staff
DD051224BG	05/12/24	21386	£163.14	£7.76	£155.38	FACS	British Gas	Invoice 0270 paid twice in error - new finance
BACS051224cf	05/12/24	21400	£1,800.00	£310.00	£1,550.00	FACS	Churchfield Construction	processes. Reimbursed 05.12.24
BACS051224	05/12/24	21411	£34.00	£9.00	£45.00	ADMIN	Caldicot Printing	Annual Contract for Town cleansing
BACS061224	06/12/24	21465	£59.60	£0.00	£59.60	ADMIN	HMRG	Repair of roof - Tenant
DD091224BG	09/12/24	21368	£100.07	£4.76	£95.31	FACS	British Gas	Mayor's photos A4 re-scan/ re-size & print
BACS091224	09/12/24	21398	£238.40	£0.00	£238.40	ADMIN	Clr R Wisher	HRMC - RM Late pay slip
DD091224Cr	09/12/24	21417	£315.48	£0.00	£315.48	ADMIN	Citation Ltd	Elec - Jubilee Way Toilets (15.10.14.11.24)
DD121224BG	12/12/24	21399	£244.51	£11.64	£232.87	FACS	British Gas	Bi-Annual allowance
BACS171224D	15/12/24	21412	£6.05	£0.00	£6.05	PROJ	D Kirby	HR & HS Support
BACS171224	17/12/24	21087	£4,000.00	£0.00	£4,000.00	CWB	Caldicot AFC Twinning	TC Building - Gas
BACS171224f	17/12/24	21413	£282.72	£47.12	£235.60	PROJ	Infemo Fire Safety & Security	Reimburse snagging - 3 collars - toilets
BACS171224	17/12/24	21416	£173.64	£28.94	£144.70	ADMIN	Apex Computer Services	Grant - pitches
BACS171224	17/12/24	21418	£144.00	£24.00	£120.00	ADMIN	SLCC	Supply & Installation of Panic Button (off)
BACS171224	17/12/24	21419	£23.16	£3.86	£19.30	ADMIN	Complete Business Solutions	Monthly 365, mail boxes & spam filtration
BACS171224	17/12/24	21428	£173.64	£28.94	£144.70	ADMIN	S R Thomas	FLCA - L Gillespie
BACS171224	17/12/24	21427	£800.00	£0.00	£800.00	PROJ	Apex Computer Services	Stationery
BACS191224	19/12/24	21422	£186.23	£31.04	£155.19	ADMIN	Brighter Bills Ltd	Monthly 365, mail box & spam filter
BACS191224	19/12/24	21423	£362.00	£0.00	£362.00	ADMIN	One Voice Wales	Deposit for materials re: Storage (Cobb) f
BACS191224	19/12/24	21424	£15.00	£0.00	£15.00	FACS	Mon CC	Phone Charges Inv 1050449
BACS191224	19/12/24	21429	£377.00	£0.00	£377.00	ADMIN	SLCC	Local Government Finance - Module 6
								Allotment Rent
								Membership Fee - Mark Tredwin

BACS191224	19/12/24	21430	£13.06	£0.00	£13.06	FACS	J M Tredwin	Snagging item - safety tape, bolts / chalk	2400/11
BACS191224	19/12/24	21431	£37.50	£0.00	£37.50	ADMIN	Chapstow Accountancy	Payslips Dec 24 (5 x staff)	1100/33
BACS191224	19/12/24	21432	£568.00	£98.00	£490.00	ADMIN	Apex Computer Services	Laptop new staff member (V Thomas)	1100/10
BACS191224	19/12/24	21448	£209.00	£0.00	£209.00	PROJ	P Walsh & Sons	85 trees for Oil-y-Coed Comm Garden	4089
BACS201224	20/12/24	21440	£17,416.32	£0.00	£17,416.32	ADMIN	Salaries	December salaries / HMRC Pay award	1000/1
BACS201225	02/01/25	21507	£25.00	£0.00	£25.00	ADMIN	Co-Operative Bank Plc	Fee for Transfer of Funds Co-op - CCLA	1100/34
DD Beard	08/01/25	21510	£129.84	£14.97	£114.87	ADMIN	Barclaycard	ICO Renewal/ toilet door locks / Cem keys x 5	1100/9
DD070125CIL	07/01/25	21508	£316.48	£0.00	£316.48	ADMIN	Citation Ltd	HR & HS Support	1100/20
DD100125BG	10/01/25	21520	£4,325.27	£0.00	£4,325.27	TC FACS	British Gas	Jubilee Way Toilets	
BACS200125J	20/01/25	21456	£45.00	£0.00	£45.00	ADMIN	Chapstow Accountancy	Payslips Jan 25 (6 x staff)	1100/33
DD210125BG	21/01/25	21515	£401.59	£19.12	£382.47	FACS	British Gas	TC Building Gas - (26th Nov - 2nd Jan 25)	2400/5
BACS230125	23/01/25	21449	£137.68	£31.28	£156.40	ADMIN	Apex Computer Services	Monthly 365, mail box & spam filter	1100/5
BACS230125	23/01/25	21450	£1,520.64	£253.44	£1,267.20	FACS	Merlin Waste	Dog Waste Collection - Jan 2025	2240
BACS230125L	23/01/25	21451	£450.30	£75.05	£375.25	ADMIN	IAC Audit and Consultancy Ltd	Interim Audit 24/25	1100/7
BACS230125	23/01/25	21452	£2,268.00	£366.00	£1,902.00	ADMIN	Carefully Memorials	Dewstow Cemetery Maint. Grave levelling	2100/4
BACS230125J	23/01/25	21453	£336.00	£56.00	£280.00	FACS	Carefully Memorials	Cemetery gates 26th Oct 24 - 5th Jan 25	2100/3
BACS230125	23/01/25	21454	£203.48	£33.91	£169.55	ADMIN	Brighter Bills Ltd	Phone Charges Invoice 1050771	1100/1
BACS230125	23/01/25	21455	£3,693.00	£0.00	£3,693.00	FACS	Mon CC	CCTV Charges 01.01.25 - 31.03.25	2200
BACS230125	23/01/25	21457	£18.49	£3.08	£15.41	FACS	DJB Cleaning Supplies Ltd	Cleaning materials	2400/9
BACS230125	23/01/25	21458	£25.00	£0.00	£25.00	CWB	Elizabeth Anne Floral Design	90th Birthday Flowers	3050
BACS230125	23/01/25	21459	£14.66	£2.44	£12.22	ADMIN	Complete Business Solutions	Stationery	1100/2
BACS270125	27/01/25	21472	£77.04	£12.84	£64.20	ADMIN	Solutions In Technology Ltd	Photocopier - Dec 24	1100/4
BACS270125	27/01/25	21425	£17.35	£2.89	£14.46	ADMIN	Complete Business Solutions	Stationery	1100/2
BACS270125	27/01/25	21428	£20.76	£3.46	£17.30	ADMIN	Complete Business Solutions	First Aid consumables	1100/10
BACS270125	27/01/25	21441	£993.48	£165.58	£827.91	KGVPF	Peter Villars Landscapes	Maintenance of Bowling Green	5140
BACS270125	27/01/25	21444	£195.84	£9.32	£186.52	FACS	British Gas	TC Building Elec (15th Nov-14th Dec 24)	2400/4
BACS270125	27/01/25	21445	£360.00	£60.00	£300.00	FACS	City Illuminations	Call out - replace lights at Xmas Tree	2210
BACS270125	27/01/25	21446	£11.04	£1.84	£9.20	FACS	Complete Business Solutions	Cleaning Materials	2400/9
BACS270125	27/01/25	21460	£2,012.50	£0.00	£2,012.50	FACS	Rob Lewis	Maint Contract - Dec 24 & Fence CTC	5090
BACS030225	03/02/25	21461	£23.18	£3.86	£19.32	ADMIN	Complete Business Solutions	Stationery	1100/2
BACS030225L	03/02/25	21473	£174.00	£29.00	£145.00	ADMIN	ICCM	VT training course - Cemetery Management	1100/11
BACS030225L	03/02/25	21474	£5,449.62	£908.27	£4,541.35	ADMIN	SLCC	Locum Fees - June 2024 (100 hours)	1100/20
BACS030225L	03/02/25	21475	£4,059.30	£876.55	£3,382.75	ADMIN	SLCC	Locum Fees - July 2024 (79 hours)	1100/20
BACS030225	03/02/25	21476	£3,697.08	£616.18	£3,080.90	ADMIN	SLCC	Locum Fees - Sept 2024 (67 hours)	1100/20
BACS030225L	03/02/25	21477	£1,216.92	£202.82	£1,014.10	ADMIN	SLCC	Locum Fees - October 2024 (22 hrs)	1100/20
BACS030225	03/02/25	21478	£222.00	£37.00	£185.00	FACS	Clarke Electrical & Security	Supply, install new LED light fitting - Tenant	2450
BACS030225	03/02/25	21479	£4,500.00	£750.00	£3,750.00	FACS	City Illuminations	Removal of festive lighting (remainder 25%)	2210
BACS030225	03/02/25	21480	£62.98	£10.50	£52.48	FACS	Screwfix UK Trade Account	Basic Tool Kit & Pliers - Facilities	2400/11
BACS030225	03/02/25	21481	£19.98	£3.33	£16.65	FACS	Screwfix UK Trade Account	De-icing Salt	2400/15
BACS030225	03/02/25	21482	£99.99	£16.67	£83.32	FACS	Screwfix UK Trade Account	A Frame Step Ladder - Facilities	2400/11
BACS030225	03/02/25	21483	£115.78	£19.30	£96.48	FACS	Screwfix UK Trade Account	Combi Drill & Drill Set - Facilities	2400/11
BACS030225	03/02/25	21484	£52.90	£8.82	£44.08	FACS	Screwfix UK Trade Account	Snagging items (dust sheets, sand paper, filler & paint brushes etc)	2400/11
BACS030225	03/02/25	21485	£2,395.40	£399.23	£1,996.17	KGVPF	Carefully Memorials	Maintenance Contract - Jan 2025	2100/4
BACS030225	03/02/25	21486	£993.49	£165.58	£827.91	KGVPF	Peter Villars Landscapes	Maintenance of Bowling Green - KG	5140

GLANT

BACS030225T 03/02/25	21488	£14,115.89	£0.00	£14,115.89	ADMIN	Salaries	Salaries January 2025 / HMRC	1000/2
BACS040225	21482	£12,840.00	£2,140.00	£10,700.00	PROJ	Urban Creations	Pathway work for City-Coord Garden (funded) 4089	4089
DD070225Ck	21509	£326.39	£0.00	£326.39	ADMIN	Citation Ltd	HR & HS Support	1100/20
BACS110225	21489	£1,822.50	£0.00	£1,822.50	KGVPF	Rob Lewis	Maintenance Contract - January 2025	5090
BACS110225	21490	£193.23	£0.00	£193.23	FACS	Dwr Cymru	SL Allotments Water 01.08.2024 - 28.01.2025	2000/3
BACS110225	21491	£213.76	£0.00	£213.76	FACS	Dwr Cymru	OW Allotments Water 01.08.24 - 28.01.2025	2000/3
BACS110225	21494	£1,520.64	£253.44	£1,267.20	FACS	Merlin Waste	Dog Waste Collection - Feb 2025	2240
BACS110225	21495	£114.62	£19.10	£95.52	ADMIN	Solutions In Technology Ltd	Photocopier - Jan 25	1100/4
BACS110225	21496	£34.98	£5.84	£29.14	FACS	Screwfix UK Trade Account	Paint and Primer - Cobb Storage	2400/11
BACS110225	21497	£9.25	£0.00	£9.25	ADMIN	J M Tredwin	Reim of Tea/Coffee for officia/visitors	1100/10
BACS110225	21500	£1,607.65	£0.00	£1,607.65	PROJ	S R Thomas	Supply & Fit purpose made storage - Cobb	4097
BACS110225	21501	£12,000.00	£0.00	£12,000.00	CWB	Citizens Advice	Invoice for period 1st Apr 25 - 31 Mar 26	3150
BACS110225	21502	£45.00	£0.00	£45.00	FACS	S R Thomas	Catch repair to Jubilee Way toilets	4080/3
BACS110225	21503	£44.80	£7.47	£37.33	FACS	DJB Cleaning Supplies Ltd	Cleaning supplies	2400/9
DD130225BG	21492	£243.37	£83.33	£160.04	FACS	British Gas	TC Gas - Gas Period 15-27 Jan 25	400/4
BACS130225	21493	£409.89	£88.31	£341.58	FACS	British Gas	TC Gas - Elec (03.01 - 27.03.25)	2400/5
BACS180225	21506	£69.00	£11.50	£57.50	FACS	Mon CC	Management fee & boiler maint at TC	2400/7
BACS180225	21511	£204.00	£34.00	£170.00	KGVPF	J Reece	Cutting conifer hedge btwn compound & The Good Measure. (2023 & 2024)	5125
BACS180225J	21512	£612.00	£102.00	£510.00	FACS	J Reece	3 x cutting Sandy Lane Hedge (2023 & 2024)	2460
BACS180225J	21513	£1,980.00	£330.00	£1,650.00	FACS	J Reece	Supply 4 (& 1) Christmas Trees / Fencing	2210
BACS180225	21514	£14.60	£0.00	£14.60	KGVPF	Dwr Cymru	KG Allotments (01.08.24 - 31.01.25)	5050
BACS180225	21519	£187.90	£0.00	£187.90	CWB	Friends of Caldicot Library	Grant awarded - Newspapers	3010
Total		£181,841.35	£18,320.70	£163,520.65				

CPASST

Committee: FULL COUNCIL

Date: 26 February 2025

Title: Financial Regulations

Purpose of Report

For members to consider the first draft of the Financial Regulations

Recommendation:

Members to note the draft Financial Regulations and **Resolved** that members submit any proposals for change to the clerk by Friday 7 March 2025 for possible inclusion in the Financial Regulations being brought for consideration at the March Full Council meeting.

Report:

1. Each year the Council is required to formally adopt its Financial Regulations in accordance with the Standing orders of the Town Council. Standing order 5.j.ix states the Council;

"Review and adoption of appropriate standing orders and financial regulations"

2. One Voice Wales introduced a revised set of Exemplar Financial Regulations in late 2024 and the council has in the past used these to set the financial regulations upon which the council operates.
3. The last time that Council approved their regulations was in 2023-2024. At the Annual Meeting in May 2024, the Town council made the decision to differ the item so that the OVW Exemplar document could be used to set the Council's own.
4. Appended to this Report is Appendix 9a that shows through "Track Changes" the alterations that have been made. Because the exemplar document covers all of the councils at this tier a number of changes are required to consider the different ways that town councils operate.
5. It is standard practice to make sure that wherever possible payments are made in local authorities within two weeks of having received an invoice. It is for this reason that we are looking at the value and the frequency of the payment summaries.
6. In recent months there have been a number of payments that have been held back because of the need to bring them to full council and so some of the maximum delegated

AGENDA ITEM 9

figures have been increased so that where there is already authority from the council for work to be carried out invoices can be paid accordingly.

7. Members are being asked to look at the proposed changes and to agree that any possible amendments are sent through to officers for consideration for inclusion at the March Full Council meeting. This will be the last opportunity for members to adopt the regulations and not be in breach of Standing Orders and legislation.
8. There are some changes that cannot be made to regulations as they are a statutory requirement and as such must not be altered. These are generally in **Bold** type. Other changes are proposed in order that efficient financial is carried out without compromising the security and fidelity of the council. It is also important that wherever possible two signatories sign off any payments and that no one person can make payments from the bank accounts.

Proposed Resolution

9. Members to note the draft Financial Regulations and **Resolve** that members submit any proposals for change to the clerk by Friday 7 March 2025 for possible inclusion in the Financial Regulations being brought for consideration at the March Full Council meeting.
10. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Mark Tredwin
Town clerk
February 2025



CALDICOT TOWN COUNCIL FINANCIAL REGULATIONS

DRAFTED FEBRUARY 2025

Approved XXXXXX

To be reviewed May 2025

(subject to other modifications before)

Introduction

These Financial Regulations¹ are based upon the Model Financial Regulations released by National association of Local Councils (NALC) for the purpose of One Voice Wales (OVW) in October 2024. There are also local variations to the Model Financial Regulations that can be made by Caldicot Town Council in order to reflect the decision-making process operated within the Town Council. There may be changes made to the Caldicot Financial Regulations as areas are found that require local modifications to be made. All changes will be brought to the Full Council for their ratification before being implemented.

Every effort has been made to ensure that the contents of this document are correct at the time of NALC's publication. NALC will not accept responsibility for errors, omissions and changes to information subsequent to publication.

The Financial Regulations for Caldicot Town Council are but one of a number of policy documents that the council produces and should adhere. Other documents are available upon request or can be viewed at caldicottc.org.uk and downloaded from there. Details of all the Town Council's meetings are also there and people are encouraged to come and attend these meetings.

¹ Copies of adopted Financial Regulations can be downloaded from the Town Council's website.
Caldicottc.org.uk

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1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders².
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. At Caldicot Town Council the Deputy Town Clerk has been appointed as RFO and these regulations apply accordingly. When the RFO is absent the Town Clerk will take on the Role of RFO. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and

² Copies of Caldicot's Standing Orders are available on request or online at caldicottc.org.uk

- produces financial management information as required by the council and legislation.
- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors.**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £10,000.

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk, with the RFO, shall prepare, for approval by the council a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk, along with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter but preferably monthly, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign

and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council but maybe requested to be looked at in Finance Committee meeting as well.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations and in consultation with the Town Clerk.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council or a committee of the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;

- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council.

3.9. Internal may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than November each year, the RFO along with the Clerk shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years where possible, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

- 4.5. In appropriate cases, each committee may review its draft budget and submit any proposed amendments to the council or finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and two-year forecast, including any recommendations for the use or accumulation of ear-marked reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and two-year forecast, the council shall determine its budget requirement by formally setting a budget. The council shall set a precept for this amount no later than the end of January or the date set by Monmouthshire County Council for notification for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO or Town Clerk shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be notified by the RFO or Town Clerk to the council or relevant committee as soon as practicable thereafter.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation³ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes.
- 5.9. Where the value is between £1,000 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The clerk under delegated authority, for any items below £1,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below £3,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 (excluding VAT).

³ The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency. Officers will be able to vire Earmarked Reserves to top up a budget heading if they are available in the area of expenditure. Any virement will be only take place following notification of the Mayor and/or the Deputy Mayor and must be notified to Full Council at the earliest opportunity.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above £250 excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO in consultation with the clerk.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Coop Bank . The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking and any cheque payments should be made in exceptional circumstances, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO should draw up a schedule of regular payments due in relation to a continuing contract or obligation such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items, which the council may authorise in advance for the year. This may be done at the May Annual Town Council meeting.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £1,500 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. A schedule of payments made, forming part of the agenda for the meeting shall be prepared by the RFO. The relevant invoices will be made available for inspection at the council's offices. If the schedule is in order, it shall be approved by a resolution of the council.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves without the authority of two signatories.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes. Noting of the payments should be formally recorded in the minutes
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**
- 11.3. Salary rates shall be agreed by the council, or Personnel committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or Personnel Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account or budget heading. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.2. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.3. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Committee: Ordinary FULL COUNCIL

Date: 26th February 2025

Title: Warm Space – Cool Space

Purpose of Report

For members of the committee to consider the suggestions for facilities as listed below in preparation for a Trial period of Warm and Cool Space in the council Building.

Recommendation:

- a) Members to **Resolve** to agree a trial period of 6 weeks to test Warm Spaces Hub following the grant awarded of £1500.00 for the vulnerable members of the community.
- b) Members to **Resolve** to accept facilities to set up and welcome members of the public to access an area that is warm or cool when there are extreme weather conditions.

Background:

1. In February 2025 the officers became aware that funding applied for had been successful to assist with the setting up of Warm Hub was being offered by Monmouthshire County Council (MCC) and £1500.00 had been awarded.
2. To provide a Warm Space members are asked to agree a trial period of 6 weeks commencing Friday 7th March 2025, offering with the following facilities as listed below from 10:00 am to 14:00pm: -
3.
 - *Worktop mini fridge* £100.00 approx
 - *TV Licence applied for* £169.50 (£14.12 a month)
 - *Amazon Firestick* £35.00 to provide such as Netflix, Amazon, BBC iplayer
 - *Sofa & Chairs* £90.00
 - *Tea/Coffee/milk* £50.00
 - *Pastries/biscuits/juice* £50.00
 - *Books, newspapers, magazines, board games or arts and craft supplies etc to support social activity.*
 - *Wi-Fi (costs being sort after)*
 - *Safeguarding Policy*
4. So, what are Warm Spaces? A warm space is a community building, open to all during advertised opening hours, where anyone can come and will be treated with dignity and respect. Individual reasons for seeking the warm space will be kept confidential and there will be no judgment on anyone needing to seek a warm space this winter.
5. The start date and following session to be held on Friday's that will also offer interaction with food bank services and Citizens Advice.
6. There will be a need for Safeguarding policies will be in place for the Warm Space.

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7. At the end of the trial period Friday 7th March – Friday 11th April 2025 feedback will be brought to council (FTC April 25) to consider negative/positive results from the trial.
8. On lessons learnt from feedback an option to a Cold Space could be offered for a further 6 week period (dates to be decided) during the warmer days of summer.
9. Members are asked to consider the following resolutions on the understanding that as always, they are free to amend them or arrive at an alternative resolution of their own.
10. Members **Resolve** that officers should be delegated authority to set up a Warm and Cool Space on a basis that will allow members of the public to access an area that is warm or cool when there are extreme weather conditions.

Lisa Gillespie
RFO/Deputy Town clerk
February 2025