

## **CALDICOT TOWN COUNCIL**

**Minutes of an Extraordinary Meeting of the Town Council held on Thursday 13 March 2025 at 6.30pm at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA.**

**Present:** Cllr M. Mitchell (Mayor), Cllr F. Rowberry (Deputy Mayor), Cllr C. Cochran, Cllr W. Coniff, Cllr Cllr J. Higginson, Cllr A. Mayo, Cllr G. Owen, Cllr R. Shillabeer Cllr P. Strong,

**Also Present:** M. Tredwin (Part Meeting)  
P. Egan (One Voice Wales)

### **209/2024-25 Apologies for Absence**

Apologies for absence were received from Cllr J. Bond, Cllr J. Davies, Cllr A. Easson Cllr R. Grumbach, Cllr A. Lewis, Cllr R. Wilsher and Cllr J. Woodfield

### **210/2024-25 Declarations of Interest**

There were no declarations of interest received.

### **211/2024-25 Public Question Time and Participation**

There were no members of the public in attendance.

### **212/2024-25 Minutes**

**RESOLVED** that: The minutes of the full Council meeting held on 26 February 2025 be approved.

### **213/2024-25 Exclusion of the Press and the Public**

**RESOLVED** that: In view of the confidential nature of the business about to be transacted, the press and the public be excluded from the remainder of the meeting as their presence would be prejudicial to the public interest.

### **214/2024-25 Staffing Matters**

The Council considered a range of confidential staffing matters. A statement from the Town Clerk was circulated to those members present which he read out to the meeting. The statement included a range of concerns that he wished to bring to the attention of the Council. After reading the statement, he left the meeting and did not return.

A statement from a councillor who was not present at the meeting was read out by Paul Egan for the information of members. The statement raised concerns relating to governance, health and safety as well as a number of staffing concerns. The mayor considered that the concerns about governance would need further consideration noting that the Chairs of the referenced committees would have requested the Clerk to arrange meetings if there was business to be transacted and in any event any member could have liaised with the Committee Chairs about the need to arrange the meetings.

The mayor had prepared a statement giving details of the background relating to the request by five councillors for an extraordinary meeting to be held. In the statement she proposed a way forward in relation to the assessment of the Clerk's probationary period.

**RESOLVED** that:

- a) The matters raised at the 13 December 2024 meeting, reported back to full Council on 29 January 2025 and at today's meeting be concluded and that no more correspondence or communication on these matters be accepted.
- b) The Clerk's probationary period to proceed in accordance with the terms of his contract of employment.
- c) Any concerns relating to personnel matters to be referred in future to the Personnel Committee and not the full Council for consideration.
- d) Any concerns expressed to the Personnel Committee to be supported by relevant evidence.

(These resolutions were unanimously approved).

**215/2024-25 Date of Next Council Meeting**

The next Council meeting would be held on 26 March 2025 at 6.30pm.

## **CALDICOT TOWN COUNCIL**

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

**Present:** Cllr M Mitchell – Chair  
Cllr F Rowberry – Deputy Chair  
Cllr C Cochrane  
Cllr W Conniff  
Cllr J Davies  
Cllr RJ Higginson  
Cllr A Mayo  
Cllr IR Shillabeer

**Also present:** L Gillespie – Deputy Town Clerk/Responsible Financial Officer  
M Tredwin – Town Clerk  
L Wallington – Administrative Officer

### **PR45/2024 Welcome**

The Chair welcomed everyone to the meeting.

Members were informed that the meeting was being recorded for testing purposes and may be uploaded to a web-based site.

### **PR46/2024 Apologies for Absence**

**RESOLVED** to receive apologies of absence from Cllr J Bond, Cllr A Easson, Cllr R Grumbach, Cllr A Lewis, Cllr G Owen, Cllr P Strong, Cllr R Wilsher and Cllr J Woodfield.

### **PR47/2024 Declarations of Interest**

There were no declarations of interest received.

### **PR48/2024 Public Question Time and Participation**

There were no questions received from members of the public.

### **PR49/2024 Minutes**

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

- i) Minutes of Planning and Resources Meeting held on Tuesday 11<sup>th</sup> February 2025  
Proposed by Cllr RJ Higginson, seconded by Cllr W Conniff.

### **PR50/2024 Planning**

#### **i) Planning Applications for Consideration:**

- **DM/2025/00127:** Planning Permission Application for temporary planning permission (3 years) for the siting of three corrugated steel containers and corrugated steel office container, including staircase and first storey floor platform. Raptor Plant Ltd, Pill Row, Caldicot, NP26 5JP.

Members **RESOLVED** to recommend support of approval for application **DM/2025/00127**.  
Proposed by Cllr RJ Higginson, seconded by Cllr W Conniff.

- **DM/2025/00188:** Variation of condition no.2 (approved plans) of planning consent DM/2024/01502 in order to scale back development. 91 Newport Road, Caldicot, NP26 4BS.

Members **RESOLVED** to recommend support of **approval** for application **DM/2025/00188**. Proposed by Cllr F Rowberry, seconded by Cllr W Conniff.

ii) **MCC Approved Planning Applications:**

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

- **DM/2024/01505:** Single storey extension to the front of semi detached house for shower room including WHB and WC. 8 Ash Grove, Caldicot, NP26 4NG
- **DM/2025/00010:** Proposed rear extension and re-build garage. 90 Chepstow Road, Caldicot, NP26 4HZ

**PR51/2024 Emergency Electrical Health and Safety Work**

Members were informed that an emergency light and two external lights had stopped functioning. Members acknowledged that an electrical contractor has checked the lighting system and observed that wires have been cut.

Members were advised that an additional external light is to be installed outside the Cobb Chamber fire exit.

Members noted that the hearing loop will be reinstated. Members raised a question regarding the hearing loop and trialling alternative methods. Members were informed that an alternative method was trialled previously and was deemed ineffective as the microphone and speaker placement caused feedback. Members acknowledged that Officers would provide a solution and report back to Council in due course.

Members **RESOLVED** to note Clerk's authorisation for lighting reinstatement work to commence due to emergency health and safety concerns.

**PR52/2024 Fencing Work to Be Carried Out Around the Council Building**

Members **RESOLVED** to move the item into exempt business due to the contractual nature of the business.

**PR53/2024 Application to Vary Street Trading Consent**

Members **RESOLVED** to note the application and **RESOLVED** to note that any representations are to be provided to Monmouthshire County Council by 25<sup>th</sup> March 2025.

**PR54/2024 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 8<sup>th</sup> April 2025.

**PR55/2024 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.*

**COMMITTEE IN PRIVATE SESSION**

**PR56/2024 Item 8 - Fencing Work to Be Carried Out Around the Council Building**

Members were informed that the entire fence needs replacing due to the storm damage it endured during the previous storms. Members were advised that a stop and go fence is designed to be wind resistant and more durable.

Members considered the three quotations provided.

Members **RESOLVED** to install stop and go fencing and **RESOLVED** to approve the £3,000.00 + VAT quotation provided by J Ball.

Proposed by Cllr J Davies, seconded by Cllr C Cochrane.

Meeting ended at 18:51 p.m.

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

Chair

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council in Caldicot Town Council offices, held on Friday 21 March 2025 at 12.30pm**

**Present:** Cllr. M. Mitchell – Chair  
Cllr. J. Higginson  
Cllr. P. Strong  
Cllr. W. Coniff  
Cllr G Owen  
Cllr F Rowberry

**Also present:** M Tredwin – Town Clerk

Members of the Public  
Cllr J Woodfield  
Cllr R Grumbach  
One member of the press

**P57/2024-25 Welcome**

The Chairman welcomed everyone to the meeting.

**P58/2024-25 Apologies for Absence**

**RESOLVED** to receive apologies of absence for this meeting from: Cllr

Cllr A Easson

**P59/2024-25 Declarations of Interest**

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

**P60/2024-25 Public Question Time and Participation**

Cllr Grumbach asked a question about a complaint and was advised to put the question into writing so that a written response could be provided.

**P61/2024-25 Minutes**

**RESOLVED** to confirm the minutes of the meeting of the Personnel Committee held on Thursday 22 November 2024.

The Committee Resolved to move the session into exempt matters and members of the public and

the press were asked to leave.

#### **P62/2024-25**

##### **Exempt Agenda Item 11.i Probation updates**

The Town clerk updated the members of the committee on the probation appraisals of two members of staff. Confirming that in line with the delegated authority of the Town Clerk, both members of staff had in his opinion successfully completed their Probation periods.

Discussions followed on the role of employee no 17 and the way in which their role would be increasing over the coming year. It was agreed that from the 1<sup>st</sup> of April 2025 they would be moved to SCP 5 and that in-line with discussions at a meeting when their initial employment was considered their hours would increase from 18 hours per week to 24 hours per week.

- a. Members to **NOTED** the report and **RESOLVED** the permanent appoint of two members of staff, employees 16 and 17. Proposed Cllr Rowberry, Seconded Cllr Owen
- b. Members **RESOLVED** that employee No. 17 be moved to SCP level 5 from 1 April 2025 and from 18 hours per week to 24 hours per week. Proposed Cllr Owen, Seconded Cllr Coniff
- c. Members **RESOLVED** that all staff Appraisals should be carried out in February/March Each year. Proposed Cllr Strong, Seconded Cllr Owen

Members agreed to move **Exempt Agenda Item 13** forward at this point in the meeting.

12-53 The Town Clerk left the meeting and Cllr Strong took over minuting.

The Mayor reported that she and the Deputy Mayor had carried out the Clerk's appraisal. They had taken forward comments from a range of people and used these comments to ask questions at the appraisal. It was noted that this was the longest and most detailed appraisal that they had experienced and had been very time consuming. The role of the Staff Liaison Officer and the failure to use that person was noted.

All sections of the Appraisal form were noted and discussed.

It was **Resolved** that the Clerk's permanent appointment be approved and taken to Full Council for Formal Ratification. Proposed Cllr Strong, Seconded Cllr Rowberry

Cllr Rowberry left the meeting at 1-30pm

The Town Clerk returned at 1-45pm

#### **P63/2024-25**

##### **Exempt Agenda Item 11.ii Cover for Staff**

Members discussed the various issues that arise when certain staff are absent. These issues sit around engaging suitable cover for the period when they are on leave. A number of different possibilities were arrived at including the possibility of entering into an agreement to cover the opening and the closing of the Cemetery Gates during the weeks.

- a. Members **RESOLVED** that the Town Clerk is delegated authority to engage someone to open and close the gates at the Cemetery inline with the proposal in the report and to investigate possible solutions to cover other positions, bringing these solutions back to the Personnel committee for their consideration. Proposed Cllr Strong, Seconded Cllr Coniff

**P64/2024-25**

**Exempt Agenda Item 12 Role of Staff Liaison Councillor**

Members were informed that whilst the Staff Liaison Councillor had been created, this position had not been formally put into Policies and procedures of the Town Council. Councillors discussed that this was not ideal and that it would be a good idea to ensure that this was done thereby bringing about clarity to the role.

- a. Members **RESOLVED** that the Clerk work with the appointed Staff Liaison Councillor to ensure that the role is included in all appropriate Council Policies and documentation.  
Proposed Cllr Strong, Seconded Cllr Owen

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

Chairman



## CALDICOT TOWN COUNCIL

Notes of 50 Years of Caldicot Working Group held at 12:30 p.m. on Friday 7<sup>th</sup> February 2025  
at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

**Present:** Cllr P Strong – Chair  
Cllr W Conniff  
Cllr R Grumbach  
Cllr M Mitchell

**Also present:** L Wallington – Administration Officer

### 50YC32/2024-25 Welcome

The Chair welcomed everyone to the meeting.

### 50YC33/2024-25 Apologies for Absence

**RESOLVED** to receive apologies of absence from Cllr A Mayo, Cllr R Wilsher and Cllr F Rowberry.

### 50YC34/2024-25 Declarations of Interest

There were no declarations of interest received.

### 50YC35/2024-25 Public Question Time and Participation

There were no members of the public in attendance.

### 50YC36/2024-25 Minutes

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

- i) Notes of 50 Years of Caldicot Working Group Meeting held on Friday 25<sup>th</sup> October 2024

### 50YC37/2024-25 Update

- Members were informed that various items have been collated for the time capsule. Members wish to fill and bury one time capsule and keep the remaining time capsule, which will be filled with items from 2024 onwards. Members would like to install a plaque to mark the location of the time capsule, which will include wording similar to that of the tree planted to commemorate the 50<sup>th</sup> anniversary of Caldicot. Members requested that the date of burial for the time capsule coincides with the Caldicot Community Garden opening day. Members suggested including photographs of the first Mayor of Caldicot and the Mayor of Caldicot in place at the time when the time capsule is buried.

Members **RESOLVED** to recommend to Full Council to bury one time capsule in the Caldicot Community Garden and to delegate powers to Officers to organise and order a plaque to mark the location of the time capsule.

Members **RESOLVED** to recommend to Full Council to delegate powers to Officers to decide on the location of the time capsule.

Members **RESOLVED** to write a letter to Caldicot Comprehensive School Student Council, to invite them to be included in the 50 Years of Caldicot time capsule.

- Members were informed that the 1970s exhibition is in storage.

Members **RESOLVED** to recommend to Full Council for the 1970s exhibition to be displayed on the date the time capsule is buried.

- Members were informed that the tapestry is currently undergoing remedial work and will be returned to Caldicot Town Council once completed. Members requested that the tapestry be displayed on the date the time capsule is buried.

Members **RESOLVED** to enquire with Monmouthshire Arts Society to request if the tapestry could be returned before the date the time capsule is buried.

- Members noted that the informal Remembrance Group will become a Remembrance and Commemorative Working Group, instead of being taken over by the 50 Years of Caldicot Working Group.
- Members raised a question regarding the 50 Years of Caldicot expenditure and enquired whether the monies allocated for the Schools Competition, which had been reassigned to the Environmental and Climate Change Working Group, had been removed from the 50 Years of Caldicot expenditure.

Members thanked Cllr P Strong for their work.

#### **50YC38/2024-25 Date of Next Meeting**

Members **RESOLVED** to schedule a meeting in due course for Spring 2024.

Meeting ended at 1:10 p.m.

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

Chair

## **COUNTY COUNCIL REPORT TO CALDICOT TOWN COUNCIL**

**MARCH 2025**

### **MCC Council meeting 6th March 2025**

MCC has approved a 7.8% increase in council tax, generating nearly £6 million in funding. The budget includes increased funding for education, social care, and £2 million for highway improvements.

Support for council tax is available for eligible residents. More information can be found at:

<https://www.monmouthshire.gov.uk/home/counciltaxandbenefits/>

**Active travel building work has begun on Woodstock way.**

### **People Committee Scrutiny Call in.**

Call in by MCC Cllrs T Easson, Jill Bond, and Independent Cllr S Howarth.

The call in related to projects funded by the Shared Prosperity Fund.

<https://democracy.monmouthshire.gov.uk/documents/s41192/Call-in%20Request%20Guidance%20and%20Form.pdf>

**Reports and background to Shared prosperity Fund can be found here.**

<https://democracy.monmouthshire.gov.uk/documents/g6341/Public%20reports%20pack%2004th-Mar-2025%2010.00%20People%20Scrutiny%20Committee.pdf?T=10>

**The committee agreed that the Share Prosperity Fund would be included in the Forward Work Plan for the appropriate scrutiny committee.**

**Place Committee to be held on 27.3.2025.**

The next Place Scrutiny meeting is on Thursday 27<sup>th</sup> March. I have submitted several questions to the invited representatives from Natural Resources Wales.

1 'Health ' of the Neddern

2 NRW and the maintenance of the Neddern

3 NRW and flooding prevention along Neddern in relation to properties in Castle Lodge Cres and businesses in the trading estate.

4 The responsibility of NRW in relation to the Country Park grounds and how the

## **Visits in March**

### **Corporate Parent Role**

On 12th March, I attended the Festival of Family Support, where MCC Children teams and other organisations showcased support for children and families in Monmouthshire.

### **Older Person's Champion**

On 18th March, as part of my role as Older Person's Champion, I attended the launch of the new memory box service. These boxes, funded by the Welsh Federation of Museums and Galleries and created by MCC Monlife heritage staff, can be borrowed like library books and are designed to bring history to life.

10<sup>th</sup> March Commonwealth Day at County Hall I attended the flag raising day to celebrate and reaffirm our commitment to peace, democracy, and development.

On 9th March, for Covid Memorial Day, I had the opportunity to bring the Caldicot Covid Memories Quilt to County Hall for display in the foyer. This quilt was created by local women in Severnside to ensure that their experiences of living through the pandemic are not forgotten.

For more information click on QR code.



On 7th March, I attended the event at County Hall to recognise the contributions and achievements of women. The event featured a talk by Olga Matveiuk, an artist from Ukraine and a member of Artists in Exile. Additionally, the Herstory Theatre Company presented a segment of their play "Daughter of Bala," which highlights the pioneering efforts of Betsi Cadwaladr, a nurse who travelled to Crimea to care for injured soldiers.

---

**Jackie Strong**

**Monmouthshire County Councillor**

**Cross Ward**

**24.3.2025**

**Committee: FULL COUNCIL**

**Date:** 26<sup>th</sup> March 2025

**Title:** Payment Schedule – 20<sup>th</sup> February 2025 to 19<sup>th</sup> March 2025

**Purpose of Report**

For Members to receive an updated payment schedule for the period 20<sup>th</sup> February – 20<sup>th</sup> March 2025.

**Recommendation:**

Members **Resolve** that access the payment schedule for period 20<sup>th</sup> February – 19<sup>th</sup> March 2025 and to note the account balance for period ending 28<sup>th</sup> February 2025.

**Report:**

1. The payment schedule (Appendix 9) lists payments made for the named period above. Amount paid out is £23,990.75 inc VAT. The previous payment list was dated for the period 22<sup>nd</sup> Nov – 19<sup>th</sup> Feb 2025. All payments have either been signed off by two councillors or have been brought for approval to council for payments to be made.
2. The bank reconciliations have been carried out and members are asked to consider the following bank balances.
3. Bank Account figures balances as 28<sup>th</sup> February 2025 as follows:
  - CCLA - £440,048.55
  - Co-op - £39,074.31

**Proposed Resolution**

4. Members to Resolve to approve the payment schedule for period 20<sup>th</sup> February – 19<sup>th</sup> March 2025 and to approve the bank account balance ending 28<sup>th</sup> February 2025 as per bank reconciliations.

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

# Payment Schedule

paid between 20/02/25 and 19/03/25

## Agenda Item 9

Payment Reference	Tn no	Order no	Gross	Vat	Net Cttee	Details	Heading	
BACS200225	20/02/25	21516	£45.00	£0.00	£45.00	ADMIN	Chapstow Accountancy Services Limited	1100/33
BACS200225	20/02/25	21517	£14,450.83	£0.00	£14,450.83	ADMIN	Salaries	1000/1
BACS050325	05/03/25	21527	£528.00	£88.00	£440.00	FACS	P&P Pest Control	2100/7
BACS050325	05/03/25	21528 222464	£48.46	£8.08	£40.38	ADMIN	Complete Bus Solutions Group Ltd	1100/2
BACS050325	05/03/25	21530	£993.49	£165.58	£827.91	KGVPF	Peter Villars Landscapes	5140
BACS050325	05/03/25	21532	£103.37	£17.23	£86.14	ADMIN	Solutions In Technology Ltd	1100/4
BACS050325	05/03/25	21533	£128.64	£2.02	£126.62	ADMIN	SLCC	1100/9
BACS050325	05/03/25	21534	£2,572.50	£0.00	£2,572.50		Rob Lewis	5090
BACS050325	05/03/25	21537	£1,900.80	£316.80	£1,584.00	FACS	Merlin Waste	2240
BACS060325	05/03/25	21538	£2,151.81	£358.63	£1,793.18		Carefully Memorials	2100/4
BACS050325	05/03/25	21542 222467	£51.60	£8.60	£43.00	FACS	Steroplast Healthcare Ltd	2495
DD070325BG	07/03/25	21529	£117.10	£0.00	£117.10	FACS	British Gas	2400/4
DD070325Cit	07/03/25	21544	£326.39	£0.00	£326.39	ADMIN	Citation Ltd	1100/20
BACS130325	13/03/25	21296 222435	£0.96	£0.16	£0.80		Complete Bus Solutions Group Ltd	1100/2
DD130325BG	13/03/25	21552	£571.80	£95.30	£476.50	FACS	British Gas	2400/5
Total			£23,990.75	£1,060.40	£22,930.65			

Salaries - Feb 25 (6 staff)  
February 2025 Salaries x 6  
Annual Service at Dewstow Cemetery  
Stationery  
Maintenance of Bowling Green & Surrounds  
Photocopier - Feb 25  
Publications: 1) Law of Allotments;  
2) Clerk's Manual; 3) VAT Guide  
Maintenance Contract - February & SL  
Allotments clearing & Stump grind at  
Dewstow Cemetery  
Dog Waste Collection - March 2025  
Contract - Dewstow Feb 25/ Waste/Leveling  
ZOLL AED Pads  
TC Building Elec (28.01-14.02.25) AC: 601163540  
HR & H S Support  
Stationery  
TC Building Gas ( 28.01-24.02.25)  
Acc no: 600188702

**Committee: FULL COUNCIL**

**Date: 26 March 2026**

**Title: Financial Regulations**

**Purpose of Report**

For members to consider a final draft of the Financial Regulations in preparation for the new Governance Year and to comply with legislation.

**Recommendation:**

Members Resolve to Approve the Financial Regulations.

**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 defer the item so that the OVW Exemplar document could be used to set the Council's own.
4. At the Full Council Meeting on the 26 February members were presented with the OVW Exemplar Financial Regulations with amendments added to suit Caldicot Town Council.
5. Members were asked to bring any changes or concerns regarding these Draft Regulations to the notice of the Town Clerk by Friday 7 March 2025 so that they could be looked at and where appropriate amendments made to the draft regulations. No members have been in touch either by the deadline or in fact after the deadline seeking clarification of any points or for any changes to be made. The deadline Friday 7 March 2025 was questioned at the meeting and it was reconfirmed.



## AGENDA ITEM 10

6. 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.
7. 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 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.
8. Elsewhere in the meeting there is a report that asks for you to agree additional online banking signatories so that we can ensure that payments are made promptly and efficiently. It also serves to provide a fallback situation if one of the two authorised officers is off for any reason. It is also important that wherever possible two independent signatories sign off any payments and that no one person can make payments from the bank accounts.
9. Members were informed at the February meeting that if they did not approve the Financial Regulations at this meeting, then they would be in breach of legislation and Standing orders. This will be the last opportunity for members to adopt the regulations.
10. 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**.

### Proposed Resolution

11. Members Resolve to Approve the Financial Regulations.
12. Members are free to suggest alterations to the proposed resolution or to come up with one of their own. In this instance if you do it may well put the council in breach of its legal obligations as I have outlined in the main body of the report.

Mark Tredwin  
Town clerk  
March 2025



**CALDICOT TOWN COUNCIL FINANCIAL REGULATIONS**

**DRAFTED FEBRUARY 2025**

**Approved XXXXXX**

**To be reviewed May 2025**

**(subject to other modifications before)**

## **Introduction**

These Financial Regulations<sup>1</sup> 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](http://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.

---

<sup>1</sup> Copies of adopted Financial Regulations can be downloaded from the Town Council's website.  
[Caldicottc.org.uk](http://Caldicottc.org.uk)

## **Contents**

1. General.....	4
2. Risk management and internal control.....	5
3. Accounts and audit.....	6
4. Budget and precept.....	7
5. Procurement.....	8
6. Banking and payments .....	10
7. Electronic payments.....	12
8. Cheque payments .....	13
9. Payment cards .....	13
10. Petty Cash .....	13
11. Payment of salaries and allowances .....	135
12. Loans and investments.....	14
13. Income.....	15
14. Payments under contracts for building or other construction works.....	15
15. Stores and equipment.....	157
16. Assets, properties and estates .....	16
17. Insurance .....	16
18. [Charities].....	16
19. Suspension and revision of Financial Regulations.....	17
Appendix 1 - Tender process .....	18

## 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 Orders<sup>2</sup>.
- 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

---

<sup>2</sup> Copies of Caldicot's Standing Orders are available on request or online at [caldicottc.org.uk](http://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 Legislation<sup>3</sup> 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).

---

<sup>3</sup> 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 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: FULL COUNCIL**

**Date: 26 March 2025**

**Title: Standing Orders**

**Purpose of Report**

For members to Formally agree the standing orders in preparation for the new Governance Year and to comply with legislation.

**Recommendation:**

Members **RESOLVE** to approve the standing orders presented to this Full Council Meeting.

Members **RESOLVE** that any proposed changes to standing orders be notified to the Town Clerk by 30 April 2025.

**Report:**

1. The standing orders of the council organises its affairs and functions. It covers procedures during meetings, financial matters that are not covered in the financial regulations, delegations to council officers and other matters. Members will be aware that some sections of the standing orders are mandatory.
2. The Town Council's existing standing orders require that under Section 5.j.ix the Town Council should "Review and adoption of appropriate standing orders and financial regulations".
3. At the May 2024 meeting the matter of the standing orders was deferred. It would appear that they were then not brought back for members to reconsider at the June Meeting.
4. Legislation requires that the Town Council approves its standing orders along with other important documentation each year. As this has not yet happened the standing orders are being presented to members for their approval. The council is currently operating on standing orders that were last approved in the 2023-24 governance year. This is the last opportunity for the council to meet its legislative requirement with regards to this document.
5. It is intended that all annual documents will be brought to Members in May thus satisfying the legislative requirements. Where items are deferred at the May meeting then they should be added to the June Meeting if at all possible.
6. The proposed standing orders are included as **Appendix 11A** and **members** are asked to approve these. They will then be brought to the May 2025 meeting so that any further changes can be considered. You are asked to bring notification of any amendments that you would like made to the standing orders for 2025-26 to the Clerks attention by

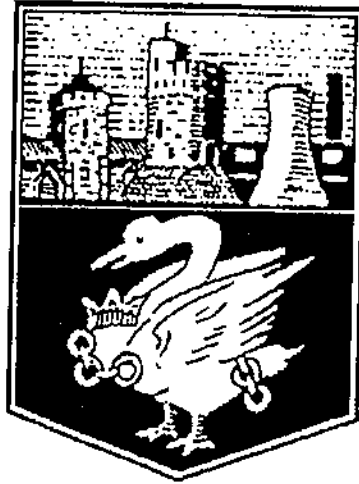
## **AGENDA ITEM 11**

Wednesday the 30 April so that they can be considered for inclusion and brought to Members at the 28 May 2025 Annual Meeting.

### **Proposed Resolution**

- a. Members **RESOLVE** to approve the Standing Orders Presented to this Full Council Meeting
  - b. Members **RESOLVE** that any proposed changes to standing orders be notified to the Town Clerk by 30 April 2025.
7. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

**Mark Tredwin**  
**Town clerk**  
**March 2025**



## **CALDICOT TOWN COUNCIL**

**STANDING ORDERS 2024-25**  
**Drafted February 2025**  
**Approved XXXXX**

Introduction	3
Rules for debate at meetings	4
Disorderly conduct at meetings	6
Meetings generally	6
Committees and sub-committees	10
Ordinary council meetings	11
Extraordinary meetings of the council, committees and sub-committees	14
Previous resolutions	14
Voting on appointments	14
Motions for a meeting that requires written notice to be given to the proper officer	15
Motions at a meeting that do not require written notice	15
Management of information	16
Draft minutes	17
Code of conduct and dispensations	18
Code of conduct complaints	18
Proper officer	19
Responsible financial Officer	21
Accounts and accounting statements	21
Financial controls and procurement	22
Handling staff matters	23
Responsibilities to provide information	24
Responsibilities under data protection legislation	25
Relations with the press/media	25
Execution and sealing of legal deeds	25
Communicating with county borough or county council councillors	26
Restrictions on councillor activities	26
Standing orders generally	26

## INTRODUCTION

### What are “Standing orders “

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. The model standing orders from OVW, upon which these Standing Orders are based upon, incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which Caldicot Town Council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW) and Caldicot Town Councils Financial Regulations have been drafted around these.

### Drafting notes

Model standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. Whilst all Councils have to follow the same legislative requirements, some councils because of their size adapt rules that allow their councils operate more efficiently but still satisfying legislation.

For convenience, the word “councillor” is used standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights



## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the

- mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
    - i. to speak on an amendment moved by another councillor;
    - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
    - iii. to make a point of order;
    - iv. to give a personal explanation; or
    - v. to exercise a right of reply.
  - p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
  - q A point of order shall be decided by the chair of the meeting and their decision shall be final.
  - r When a motion is under debate, no other motion shall be moved except:
    - i. to amend the motion;
    - ii. to proceed to the next business;
    - iii. to adjourn the debate;
    - iv. to put the motion to a vote;
    - v. to ask a person to be no longer heard or to leave the meeting;
    - vi. to refer a motion to a committee or sub-committee for consideration;
    - vii. to exclude the public and press;
    - viii. to adjourn the meeting; or
    - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
  - s Before an original or substantive motion is put to the vote, the chair of

- the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the chair of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. MEETINGS GENERALLY**

- Full Council meetings •
- Committee meetings ◦
- Sub-committee meetings ◦

- a Notices of meetings
- i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
  - ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing

- to the clerk and specify the postal address to which the summons should be sent.
- iii. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
- iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

b Multi-location meetings

- i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.
- ii. The minimum requirement is that members are able to hear and be heard by others.

Meetings Generally – Other.

- a **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential**

**nature of the business to be transacted or for other special reasons. The public and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.**

- d The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.
- e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed **15 minutes** unless directed otherwise by the chair of the meeting.
- f Subject to standing order 3(e), a member of the public shall not speak for more than **2 minutes**.
- g In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- h A person shall raise their hand when requesting to speak and stand when speaking. Caldicot has agreed that councillors be seated when speaking.
- i A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- k **Photographing, recording, broadcasting or transmitting the**  
◦ **proceedings of a meeting by any means is not permitted without the Council's consent.**
- l **The press shall be provided with reasonable facilities for the**  
◦ **taking of their report of all or part of a meeting at which they are entitled to be present.**

- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.**
- n **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- p **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- r **The minutes of a meeting shall include an accurate record of the following:**
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being

considered;

vi. If there was a public participation session; and

vii. the resolutions made.

- s **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.**
- t **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.*

- u **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- v A meeting shall not exceed a period of 2½ hours.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**



- d In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;

- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of the eligibility criteria for the use of the general power of competence
- xi. Review and adoption of the council's annual report
- xii. Review and adoption of the council's training plan
- xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xiv. Review of representation on or work with external bodies and arrangements for reporting back;
- xv. Review of inventory of land and other assets including buildings and office equipment;
- xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- xix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xx. Review of the Council's policy for dealing with the press/media;
- xxi. Review of the Council's employment policies and procedures;
- xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- xxiii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

**9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal**

**data and encryption of personal data. Such data will include recordings of meetings held by the Council.**

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.**
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 9(a)(i).**
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.**
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:**

**"The chair of this meeting does not believe that the minutes of the meeting of the ( *Council* ) held on [date] in respect of (*minute no.* ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."**

- e Subject to standing order 19(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.**

f) **no later than seven working days of a council meeting, the council must publish electronically a note setting out:**

- **The names of the members who attended the meeting, and any apologies for absence;**
- **Any declarations of interest; and**
- **Any decisions taken at the meeting, including the outcomes of any votes.**

**The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.**

### **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(s).*

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c **Dispensation requests shall be in writing and submitted to the standards committee of the County Council as soon as possible before the meeting that the dispensation is required for.**

### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council.
- b Where the notification in standing order 13(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

## 15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
  - i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee** or a sub-committee:
    - a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
    - b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
    - c) The notice must provide details about how to access the meeting remotely , and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
    - d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

*See standing order 3(b)(a) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;*
- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at



- least (7 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;
  - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
  - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);
  - xii. arrange for legal deeds to be executed;
- See also standing order 22;*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
  - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;
  - xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Planning and Resources Committee within two working days of receipt to facilitate an extraordinary

meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning and Resources committee or it can be taken to the next Full Town Council meeting;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

*See also standing order 2 2.*

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide."
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's

receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000 ex VAT** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 ex VAT but less than the relevant thresholds referred to in standing order 17(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. OVW can supply Council's with further information in this regard.**

## **19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel committee is subject to standing order 10.

- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council, or, if they are not available, the vice-chair of Council of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c The chair of Personnel committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel committee or in their absence, the vice-chair of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by The Town Clerk/Chief Executive relates to the chair or vice-chair of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 10(a), persons with line management responsibilities shall have access to staff records referred to in standing order 18(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 10.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 14(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 22(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall**

**sign the deed as witnesses.**

*The above is applicable to a Council with a common seal.*

**OR**

**Subject to standing order 22(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a Council without a common seal.*

## **24. COMMUNICATING WITH COUNTY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of Monmouthshire County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 8.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



**Committee: FULL COUNCIL**

**Date: 26<sup>th</sup> March 2025**

**Title: Bank Signatory Arrangements**

**Purpose of Report**

For Members of the Town Council to consider the current Signatory Arrangements and consider any necessary alterations.

**Recommendation:**

Members to consider the current Signatory Arrangements and consider necessary alternations.

**Resolution:**

Members to consider the current Signatory Arrangements and to **Resolve** that members nominate a third or if members wished a fourth signatory to have access to the bank portal to enable payments to be made through the bank account should officers be unavailable to do so. Authorising payments only.

**Report:**

1. The current signatory arrangements are 2 councillors approve prior and post any payments made. Currently there are 3 signatories for written approval but no one councillor with access to online payments that require approval. Two officers currently have approval rights to approve payments through the bank account held with the Co-operative Bank.
2. There is a need for one councillor to be agreed that is currently not a signatory, to have access to approve payments online through the bank account.
3. This would enable payments to be made in the event of both officers not able to process payments due to leave or sickness absence.
4. The current bank signatories x 3 and bank reconciliation signatory x1 should not considered for online approval access. The access should be carried out by an additional member of the council to be given access for payments approval.
5. In addition if there is an issue with one of the current Authorisers, officers have back up to go to.
6. Also, additional signatories will not be able to set up payments on the system, they will only authorise payments.

## Proposed Resolution

## Agenda Item 12

7. Members to consider the current Signatory Arrangements and to **Resolve** that members nominate a third or if members wished a fourth signatory to have access to the bank portal to enable payments to be made through the bank account should officers be unavailable to do so. Authorising payments only.

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

**Committee: FULL COUNCIL**

**Date:** 26<sup>th</sup> March 2025

**Title: Caldicot Town Council Investment Strategy**

**Purpose of Report**

For Members to note the Current Investment Strategy as November 2023.

**Recommendation:**

Members to note the current Investment Strategy that listed CCLA Investments Accounts and Monmouthshire Building Society. Mon Building Society was closed in March 2023 however Council Investments remain with CCLA.

**Report:**


1. The Investment Strategy dated November 2023 needs to be revised to comply with Financial Regulations and show investments within CCLA only.
2. A revised Investment Strategy to be brought to Full Town Council in May 2025 for consideration and approval.
3. Officers will also look at ethical and environmental banking.

**Proposed Resolution**

4. Members to note the current Investment Strategy as Nov 23 and to await the revised Strategy in May 2025.











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

## Risk assessment for : Caldicot Town Council

<b>Risk assessment name</b>	Basic Office	<b>Assessment type</b>	 General
<b>Assessor name</b>	Sarah King	<b>Affected site(s)</b>	Caldicot Town Council (NP26 4NA)
<b>Assisted by</b>	Tim Lay		
<b>Assessment date</b>	18/05/23	<b>Review period</b>	Annually
<b>Approved by</b>		<b>Review date</b>	17/05/24
<b>Approved date</b>		<b>Reference</b>	RA 001
















## Description

This Risk Assessment covers office activity at Caldicot Town Council













Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Access doors Risk of injury due to the inadvertent trapping of fingers, clothes etc. in closing doors.	All staff, Contractors, Members of the public, visitors  How? Risk of injury due to the inadvertent trapping of fingers, clothes etc. in closing doors.	 <b>Routine Maintenance Undertaken</b> Routine maintenance is undertaken in accordance with the manufacturer's requirements   <b>Warning &amp; Information Signage Displayed</b> Relevant warning & information signage displayed relative to the work activity, hazard & risks	1 x 2  Low
 Challenging Behaviour (Potential of Assault) Risk of injury and distress to victims and to those assisting victims of violent conduct.	All staff  How? Risk of injury and distress to victims and to those assisting victims of violent conduct.	 <b>Access Into The Premises is Controlled</b> Access into the premises is controlled so no unauthorised persons can enter.   <b>Lone Worker Risk Assessment is Carried Out</b> Lone Worker risk assessment is carried out and appropriate control measures applied accordingly   <b>CCTV installed</b> CCTV installed for training, supervision & security purposes   <b>Visitor Rules System Operated</b> Visitor Rules System Operated	1 x 3  Medium

Basic Office














## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Display Screen Equipment Risk of Repetitive Strain Injury, Eye Strain &amp; other Work Related Upper Limb Disorders</p>	<p>All staff</p> <p>How? Risk of Repetitive Strain Injury, Eye Strain &amp; other Work Related Upper Limb Disorders</p>	<div>  <p>Adequate Breaks Taken By DSE "Users"</p> </div> <div>  <p>Adequate Breaks Taken By DSE "Users"</p> </div> <div>  <p>DSE - Suitable Chair Provided At The Workstation</p> </div> <div>  <p>Suitable seating is provided at the workstation</p> </div> <div>  <p>Eye tests</p> </div> <div> <p>Eye and eyesight tests and examination on taking up post and at regular intervals not exceeding 2 years provided to all users, with glasses provided where necessary for working with display screen equipment.</p> </div> <div>  <p>Footrests Provided When Required By DSE Users</p> </div> <div> <p>Footrests provided when required by DSE Users</p> </div> <div>  <p>Workstation Assessment</p> </div> <div> <p>Display screen assessments are carried out by suitably trained and competent person(s) every 3 years or sooner if changes occur.</p> </div> <div>  <p>Display screens provided with height and position adjustability to suit user</p> </div> <div> <p>Screens are positioned so that they are free from glare.</p> </div> <div>  <p>DSE Training Given</p> </div> <div> <p>Users are provided with information &amp; trained with regards to the requirements of workstation set-up</p> </div>	<p>1 x 2</p> <p></p> <p>Low</p>
 <p>Electricity (240 volts) Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<p>All staff</p> <p>How? Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<div>  <p>Electrical Fixed Mains Wiring Inspection Performed</p> </div> <div> <p>Fixed mains wiring inspection carried out to the requirements of BS 7671</p> </div> <div>  <p>Electrical Sockets Not Overloaded</p> </div> <div> <p>Electrical Sockets Not Overloaded</p> </div> <div>  <p>Electrical Safety Check (PAT) Undertaken</p> </div> <div> <p>Electrical safety check undertaken for portable appliances</p> </div>	<p>1 x 3</p> <p></p> <p>Medium</p>















## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Fire</p> <p>Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How?</p> <p>Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.</p>	<div>  <p><b>Fire Alarms and equipment maintained, serviced &amp; tested by competent persons</b></p> <p>Regular checks are undertaken to ensure that alarms and equipment remain suitable for use.</p> </div> <div>  <p><b>Fire Exits &amp; Fire Exit Signage Maintained</b></p> <p>Fire exits &amp; signage maintained &amp; displayed to show the way to the nearest safe final exit.</p> </div> <div>  <p><b>Fire Extinguishers Provided In Areas of High Risk</b></p> <p>Fire extinguishers provided in areas of higher risk due to the work activity (e.g. welding booths).</p> </div> <div>  <p><b>Fire Marshals In Place</b></p> <p>The appointment of fire marshals and appropriate training given</p> </div> <div>  <p><b>Fire Training Carried Out</b></p> <p>Fire training (including evacuation) carried out at induction and refreshed periodically</p> </div> <div>  <p><b>Fire Emergency Call Points Provided</b></p> <p>Fire Emergency Call Points Provided</p> </div> <div>  <p><b>Fire exits unobstructed</b></p> <p>Periodic checks are undertaken to ensure that fire exits remain free from obstructions.</p> </div> <div>  <p><b>Fire Log Book In Place</b></p> <p>Fire log book records alarm/emergency lighting testing c/w other fire provision monitoring &amp; testing</p> </div> <div>  <p><b>Fire Risk Assessment In Place</b></p> <p>A fire risk assessment has been carried out denoting the fire hazards &amp; appropriate control measures</p> </div> <div>  <p><b>Regular Fire Drills Undertaken</b></p> <p>Regular Fire Drills Undertaken</p> </div>	<p>1 x 3</p>  <p>Medium</p>

## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Gas Appliances Risk of injury, fire &amp; explosion from incorrect usage and/or poorly maintained gas appliances.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Risk of injury, fire &amp; explosion from incorrect usage and/or poorly maintained gas appliances.</p>	<div>  <p>Carbon Monoxide Gas (CO) Detector Fitted Carbon Monoxide (CO) detector fitted with the fuel burning devices to alert of malfunction.</p>  <p>Routine Maintenance Undertaken Routine maintenance is undertaken in accordance with the manufacturer's requirements</p> </div> <div>  <p>Only Gas Safe Engineers Used To Maintain Equipment All installation, repair and maintenance work is carried out by Gas Safe registered engineers</p> </div>	<p>1 x 3</p>  <p>Medium</p>
 <p>Manual Handling Of Office Materials Risk of injury whilst undertaking the manual handling of materials &amp; hazards along the route</p>	<p>All staff</p> <p>How? Risk of injury whilst undertaking the manual handling of materials &amp; hazards along the route</p>	<div>  <p>Manual Handling Training Given All relevant employees have received training on correct manual handling techniques</p> </div> <div>  <p>Split Loads To Reduce The Manual Handling Risks Loads are split into lighter load weights to reduce manual handling risks</p> </div>	<p>1 x 2</p>  <p>Low</p>
 <p>Office Storage Risk of injuries associated with poor positioning &amp; stocking/overstocking of office storage systems</p>	<p>All staff</p> <p>How? Risk of injuries associated with poor positioning &amp; stocking/overstocking of office storage systems</p>	<div>  <p>Aisles &amp; Gangways Kept Clear For Good Housekeeping All aisles and gangways kept clear to avoid slips and trips</p> </div> <div>  <p>Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.</p> </div>	<p>1 x 1</p>  <p>Low</p>














## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>People Movement (Risk of Trips &amp; Falls)</p> <p>Risk of injury due to a variety of access/egress hazards that can cause trips &amp; falls</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How?</p> <p>Risk of injury due to a variety of access/egress hazards that can cause trips &amp; falls</p>	<div>  <p><b>All aisles and gangways kept clear</b> All aisles and gangways kept clear to avoid slips and trips</p> </div> <div>  <p><b>Trailing Wires/Cables Made Safe To Prevent Trips</b> Leads &amp; extension cables are routed and/or secured/taped to minimise trip risks</p> </div>	<p>1 x 3</p>  <p>Medium</p>
 <p>Poor Housekeeping</p> <p>Area/activity may be subject to poor housekeeping, increasing risk of other hazards occurring (i.e. slips, trips and falls)</p>	<p>All staff, Contractors, visitors</p> <p>Staff and visitors</p> <p>How?</p> <p>Poor cable management and cluttered desk areas can lead to restricted walkways and escape routes, people can trip on these items causing cut, bruises, musculoskeletal and other serious injuries.</p>	<div>  <p><b>All Staff Trained In Good Housekeeping Techniques</b> All staff are trained in good housekeeping techniques &amp; the standards expected in the workplace</p> </div> <div>  <p><b>Good Housekeeping Observed</b> All personal belongings are stored in the cloakroom area or placed carefully under your desk to one side as not cause a hazard. Loose and trailing cables should be removed or suitable covers fitted. Desk area should be kept clean, tidy and free from clutter.</p> </div> <div>  <p><b>Regular Housekeeping Inspections Are Carried Out</b> Regular housekeeping inspections are carried out in the workplace.</p> </div> <div>  <p><b>Spillages cleaned up immediately</b> All spillages in kitchens and at work station should be cleaned up immediately, any electrical equipment affected by the spill should be isolated from the electrical supply.</p> </div>	<p>1 x 3</p>  <p>Medium</p>
 <p>Poor Lighting</p> <p>Risk of injury during access &amp; egress due to poor lighting.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How?</p> <p>Risk of injury during access &amp; egress due to poor lighting.</p>	<div>  <p><b>Reporting Procedures Followed</b> Poor lighting levels should be reported to the office manager or supervisor.</p> </div> <div>  <p><b>Suitable &amp; Sufficient Internal Lighting Provided</b> Suitable &amp; sufficient lighting provided for the workplace activities</p> </div>	<p>1 x 3</p>  <p>Medium</p>

Basic Office










## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Work Equipment (Office) Risks associated with the use of office equipment	All staff How? Risks associated with the use of office equipment	<div>  <b>All Employees Receive Induction Training</b>            All employees receive induction training upon commencement with the Company         </div> <div>  <b>Electrical Cable Management In Place</b>            Electrical cable management in place ensuring no trailing wires in the workplace reducing trip risks         </div> <div>  <b>Individual DSE Assessment Carried Out</b>            Each workstation has had an adequate assessment of equipment, working practices, environment etc.         </div> <div>  <b>DSE Training Given</b>            Users are provided with information &amp; trained with regards to the requirements of workstation set-up         </div> <div>  <b>Electrical Safety Check (PAT) Undertaken</b>            Electrical safety check undertaken for portable appliances         </div> <div>  <b>Only Competent Persons Can Operate The Equipment</b>            Only designated personnel are allowed to use the work equipment         </div>	1 x 2  Low
 Work Equipment (Shredding/Recycling Machinery) Risk of injuries associated with the use of shredding/re-cycling equipment	All staff How? Risk of injuries associated with the use of shredding/re-cycling equipment	<div>  <b>Electrical Safety Check (PAT) Undertaken</b>            Electrical safety check undertaken for portable appliances         </div> <div>  <b>Only Competent Persons Can Operate The Equipment</b>            Only office personnel can operate the equipment.         </div> <div>  <b>Fixed Guards in Place At All Times - Paper Slot &lt; 6 mm</b>            Fixed guards in place at all times &amp; regularly checked         </div>	1 x 2  Low


















## Risk assessment for : Caldicot Town Council

<b>Risk assessment name</b>	Car Park & External Areas	<b>Assessment type</b>	<b>General</b>
<b>Assessor name</b>	Sarah King	<b>Affected site(s)</b>	Caldicot Town Council (NP26 4NA)
<b>Assisted by</b>	Tim Lay		
<b>Assessment date</b>	18/05/23	<b>Review period</b>	Annually
<b>Approved by</b>		<b>Review date</b>	17/05/24
<b>Approved date</b>		<b>Reference</b>	RA 002

<b>Workspace(s)</b>	<b>Description</b>
 Access / Egress	This Risk Assessment is for carparking and external areas at Caldicot Town Council






<b>Hazard</b>	<b>Who could be harmed and how?</b>	<b>Existing controls</b>	<b>Risk rating (L x S)</b>
 Adverse Weather Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice.	All staff, Contractors, Members of the public, visitors  How? Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice.	<div>  CCTV installed            CCTV installed for training, supervision &amp; security purposes         </div> <div>  Suitable &amp; Sufficient External Lighting Provided            Suitable &amp; sufficient external lighting provided for the workplace activities         </div> <div>  Pathways Treated            Pathways treated with rock salt to reduce the risk of slips as required         </div> <div>  Weather Conditions Checked &amp; Planned For            Weather conditions are considered, planned for and suitable clothing and equipment are provided.         </div>	1 x 2  Low

## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>People Movement (Risk of Slips) Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<div>  <p>All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques &amp; the standards expected in the workplace</p>  <p>Spillages Cleaned Up Immediately Spillages Cleaned Up Immediately</p> </div> <div>  <p>Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.</p>  <p>Weather Conditions Checked &amp; Planned For (e.g. Gritting) Weather conditions are considered, planned for and walkways/traffic routes gritted &amp; made safe</p> </div>	<p>1 x 2</p>  <p>Low</p>
 <p>Vehicle Movement Risk of injury through coming into contact with vehicles</p>	<p>All staff, visitors</p> <p>How? Risk of injury through coming into contact with vehicles and plant moving around the area.</p>	<div>  <p>CCTV installed CCTV installed for training, supervision &amp; security purposes</p>  <p>Pedestrian Pathway Provided For Traffic Management Pedestrian pathways are provided and used as part of the Traffic Management Plan</p>  <p>Vehicle Park Has Suitably Marked Out Parking Bays Vehicle Park Has Suitably Marked Out Parking Bays</p> </div> <div>  <p>Controlled Entry To Authorised Persons Controls are in place so only authorised persons can enter the area</p>  <p>Suitable &amp; Sufficient External Lighting Provided Suitable &amp; sufficient external lighting provided for the workplace activities</p> </div>	<p>1 x 3</p>  <p>Medium</p>
 <p>Vehicle Movement (Reversing) Risk of injury/collisions etc. associated with reversing vehicles in the working area.</p>	<p>All staff, visitors</p> <p>How? Risk of injury/collisions etc. associated with reversing vehicles in the working area.</p>	<div>  <p>Suitable &amp; Sufficient External Lighting Provided Suitable &amp; sufficient external lighting provided for the workplace activities</p> </div> <div>  <p>Vehicle Park Has Suitably Marked Out Parking Bays Vehicle Park Has Suitably Marked Out Parking Bays</p> </div>	<p>1 x 3</p>  <p>Medium</p>

Car Park &amp; External Areas

## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Waste Removal Activities Risk of injury/ill health whilst carrying out waste removal activities</p>	<p>All staff</p> <p>How? Risk of injury/ill health whilst carrying out waste removal activities</p>	<div>  <p>Correct Disposal Contaminated Material/Waste Contaminated material is disposed of in accordance with current guidelines.</p> </div> <div>  <p>Waste Bins Are Provided Within The Premises Waste Bins Are Provided Within The Premises</p> </div> <div>  <p>Regular Waste Collection &amp; Duty Of Care Notes Kept Regular waste collections are made and the Duty Of Care Notes are kept for at least 2 years</p> </div>	<p>1 x 2</p> <p></p> <p>Low</p>

## Further control measures

None required

## Risk assessment for : Caldicot Town Council

















Risk assessment name	Cash Handling	Assessment type	General
Assessor name	Sarah King	Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay		
Assessment date	13/05/23	Review period	Annually
Approved by		Review date	17/05/24
Approved date		Reference	RA 003

## Description

This risk assessment is for cash handling at Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
--------	------------------------------	-------------------	------------------------

## Risk assessment for : Caldicot Town Council

 <p>Assault / Aggressive behaviour Risk of injury and distress to victims and to those assisting victims of violent conduct.</p>	<p>All staff</p> <p>How? Risk of injury and distress to victims and to those assisting victims of violent conduct.</p>	<p> <b>Alternate Methods Of Banking Used</b> Customers are encouraged to use non cash transactions where possible.</p> <p> <b>Cash Handling Procedures</b> Procedures to ensure safe, regular processing of cash from the premises &amp; that cash stored in a secure area where only authorised person are permitted. Money is carried in discrete bags which do not draw attention to the contents. Banking is conducted on different days and times.</p> <p> <b>CCTV installed and monitored with clear signs</b> Appropriate CCTV in place which is monitored and signs displayed to advise others of its use.</p> <p> <b>First Aid Procedures</b> First aid arrangements in place.</p> <p> <b>Lone Working Is Avoided/Kept To A Minimum</b> Lone work policy produced and implemented.</p> <p> <b>Provision Of Written Safe Systems of Work In Place</b> Provisions of written Safe Systems of Work to control the process with the minimum risk of injury</p>	<p>1 x 3</p> <p></p> <p>Medium</p>
 <p>Driving At Work Risk of injury/ill-health whilst driving at work</p>	<p>All staff</p> <p>How? Risk of injury/ill-health whilst driving at work</p>	<p> <b>Driving Risk Assessment - Driver Considerations</b> Competent drivers with the appropriate licence and level of insurance cover used</p> <p> <b>Driving Risk Assessment - Vehicle Considerations</b> Correct vehicle type, kept roadworthy c/w regular checks as to condition</p> <p> <b>Driving Risk Assessment - Journey Considerations</b> Consider traffic conditions, weather, lighting, road surface, length of journey, rest stops etc.</p> <p> <b>Mobile phones are not used whilst driving</b> Drivers are not expected to take calls whilst driving - unless using suitable hands free equipment</p>	<p>1 x 3</p> <p></p> <p>Medium</p>

Cash Handling

## Risk assessment for : Caldicot Town Council


















<b>Risk assessment name</b>	Cleaning General Office Building	<b>Assessment type</b>	General
<b>Assessor name</b>	Sarah King	<b>Affected site(s)</b>	Caldicot Town Council (NP26 4NA)
<b>Assisted by</b>	Tim Lay		
<b>Assessment date</b>	18/05/23	<b>Review period</b>	Annually
<b>Approved by</b>		<b>Review date</b>	17/05/24
<b>Approved date</b>		<b>Reference</b>	RA 006

## Description

This risk assessment is for undertaking site cleaning duties at Caldicot Town Council











Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p>Cleaning Activity (Chemical Usage) Risk of injury/ill-health due to exposure to harmful chemicals</p>	<p>All staff</p> <p>How? Staff may suffer ill health or injury due to exposure to harmful chemicals</p>	<p>CoSHH Assessments Communicated &amp; Training Provided Suitable chemicals are selected for the task, COSHH assessments are communicated, and all staff are trained.</p> <p> </p> <p>Surfaces Not Left With Excess Cleaning Chemicals Minimal product is used to prevent residue being left on surfaces</p>	<p>1 x 2</p> <p></p> <p>2</p> <p>Low</p>

## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Electricity (General) Risk of injury due to faulty equipment, contact with live electrical components or improper use.	Cleaner How? Injury may occur due to contact with live electrical components	<div>  <b>Chemicals Not Sprayed Near Electrical Equipment</b>            Care is taken not to spray chemicals on or near electrical equipment         </div> <div>  <b>Electrical Fixed Mains Wiring Inspection Performed</b>            Fixed mains wiring inspection carried out to the requirements of BS 7671         </div> <div>  <b>Electrical Safety Check (PAT) Undertaken</b>            Electrical safety check undertaken for portable appliances         </div> <div>  <b>Electrical Equipment Visually Checked Before Use</b>            Electrical equipment is visually examined for damage before use.         </div> <div>  <b>Electrical Multi-plugs &amp; Leads Not Over-loaded</b>            Multi-gang extension sockets and adaptors are not over-loaded due to fire risk         </div>	1 x 3  Medium
 Manual Handling Activities (General) Risk of injury whilst undertaking general manual handling activities.	All staff How? Injury may occur due to poor manual handling technique	<div>  <b>Good Manual Handling Techniques/Postures Used</b>            All staff are provided training on safe lifting techniques and recommended postures         </div> <div>  <b>Manual Handling Training Given</b>            All relevant employees have received specific manual handling training for the work environment         </div>	1 x 2  Low
 People Movement (Risk of Slips) Risk of injury due to a variety of hazards that can cause slips.	All staff How? Injury may occur due to slipping on wet/contaminated surfaces	<div>  <b>Spillages Cleaned Up Immediately</b>            Any water or chemical spillages are cleaned up immediately         </div> <div>  <b>Visual Inspection Of Work Area Floor</b>            Staff conduct a visual inspection of the work area floor before starting each task to identify any slip hazards         </div>	1 x 2  Low



## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 People Movement (Risk of Trips & Falls) Risk of injury due to a variety of hazards that can cause trips & falls	All staff How? Injury may occur due to tripping on objects left in walkways or other areas	<div>  <b>Awareness of Environment</b>            Workers are trained and remain aware that low furniture and other trip hazards may be present         </div> <div>  <b>Visual Inspection of Work Area</b>            A visual inspection of the work area is made to identify and avoid any trip hazards such as wires or loose carpet tiles         </div> <div>  <b>Changes in Level and Steps</b>            Changes in level and steps are approached with caution if using/manoeuvring cleaning equipment         </div>	1 x 2  Low
 Working On Site Risk of injury/ill health etc. due to the lack of safety awareness of unfamiliar surroundings.	Cleaner How? Injury may occur due to lack of safety awareness of unfamiliar surroundings	<div>  <b>All Employees Receive Specific Induction Training</b>            All employees receive specific induction training upon commencement of work at the site         </div> <div>  <b>Fire Exits &amp; Fire Exit Signage</b>            Staff familiarise themselves with the fire exits and routes of escape         </div> <div>  <b>Fire Assembly Point Known</b>            Staff are aware of the place of safety in the event of a fire or another emergency situation         </div>	1 x 2  Low

## Further control measures

None required

## Risk assessment for : Caldicot Town Council



<b>Risk assessment name</b>	Cleaning High Risk Areas (RED - Urinals, Toilets, Washroom Floors etc.)		<b>Assessment type</b>	General
<b>Assessor name</b>	Sarah King		<b>Affected site(s)</b>	Caldicot Town Council (NP26 4NA)
<b>Assisted by</b>	Tim Lay		<b>Review period</b>	Annually
<b>Assessment date</b>	18/05/23		<b>Review date</b>	17/05/24
<b>Approved by</b>			<b>Reference</b>	RA 007

Workspace(s)

Description



Processing

This Risk Assessment is an example only and must be reviewed/amended to suit your own business practices and working environment.

Hazard












Who could be harmed and how?

Existing controls












Risk rating  
(L x S)

Cleaning High Risk Areas (RED - Urinals, Toilets, Washroom Floors etc.)

## Risk assessment for : Caldicot Town Council
















 <p><b>Bio-Hazards</b> Risk of ill health/disease/death due to exposure to infectious agents/pathogens from bodily fluids</p>	<p><b>Cleaner</b> <b>How?</b> Ill health/disease/death may occur due to exposure to infectious agents/pathogens from bodily fluids</p>	<div>  <p><b>Cover All Cuts And Open Wounds.</b> Keep cuts and open wounds covered to prevent access to contaminants</p> </div> <div>  <p><b>Gloves Worn - EN 374-3</b> Gloves complying with EN 374-3 are worn when required to reduce contact of contaminants with the skin</p> </div> <div>  <p><b>Method Statements for Task In Place</b> Method statements are in place detailing how to deal with bio-hazards safely and effectively.</p> </div> <div>  <p><b>Protective Clothing Must Be Worn</b> Protective clothing is worn to reduce contact of contaminants with skin</p> </div> <div>  <p><b>Suitable Waste Receptacles Provided Sanitary Purposes.</b> Biohazardous waste is removed to suitable waste receptacles to prevent further contamination.</p> </div> <div>  <p><b>Eye Protection Worn</b> Eye protection is worn when necessary to prevent against splashes and droplets contacting the eyes</p> </div> <div>  <p><b>Good Hand Washing/Hygiene Procedures Observed</b> Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div>  <p><b>Only Competent Persons Can Carry Out The Task</b> Only personnel with sufficient information, instruction and training can carry out the task.</p> </div> <div>  <p><b>Suitable Sanitiser Used</b> Only suitable sanitisers is used that fully remove bacteria &amp; compliant with BS EN 1276 or BS EN 13697</p> </div>	<p>1 x 2</p> <p> <b>2</b></p> <p>Low</p>
--	--	--	---

## Risk assessment for : Caldicot Town Council












Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Chemicals Used In The Cleaning Activity Risk of injury/ill-health due to exposure to harmful chemicals</p>	<p>Cleaner</p> <p>How? Injury and ill-health may occur due to exposure to harmful chemicals</p>	<div>  <p>All Chemical Containers Properly Labelled. All substances hold a clear and legible label of instructions.</p> </div> <div>  <p>Chemical/CoSHH Assessments Communicated CoSHH assessments have been communicated to relevant employees with a record of acknowledgement kept.</p> </div> <div>  <p>Employees Trained in Chemicals/CoSHH Procedures. Employees have been trained in how to use the chemicals and in the safe system of work.</p> </div> <div>  <p>Gloves Worn - EN 374-3 Gloves complying with EN 374-3 are worn to reduce chemical to skin contact</p> </div> <div>  <p>Spillages Cleaned Up Immediately. Spillages of chemicals are cleaned up immediately to reduce the risk of slips and further contamination of work area.</p> </div> <div>  <p>Appropriate First Aid Provided Casualties treated by first aider until emergency help arrives</p> </div> <div>  <p>Chemicals Correctly Stored Chemicals correctly stored in accordance with the supplier &amp; MSDS information</p> </div> <div>  <p>Eye Wash Station Provided Eye wash station provided for first aid treatment for debris/dust etc. in eyes.</p> </div> <div>  <p>Safety Data sheets. All Data sheets are up to date, current, and accessible to staff</p> </div>	<p>1 x 2</p> <p> 2</p> <p>Low</p>







Cleaning High Risk Areas (RED - Urinals, Toilets, Washroom Floors etc.)

## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Electricity (240 volts) Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<p>Cleaner</p> <p>How? Injury and death may occur due to contact with faulty equipment, live electrical components or improper use.</p>	<div>  <p><b>Electrical Faults Reported Immediately</b> Any electrical faults noticed by cleaning staff are reported immediately</p> </div> <div>  <p><b>Electrical Safety Check (PAT) Undertaken</b> Electrical safety check undertaken for portable appliances both provided by the premises and supplied by cleaning company</p> </div> <div>  <p><b>Electrical Fixed Mains Wiring Inspection Performed</b> Evidence of a fixed wiring inspection is provided by the owner of premises before cleaning contract is undertaken.</p> </div>	<p>1 x 3</p>  <p>Medium</p>
 <p>Manual Handling Of Waste Bags Risk of injury whilst undertaking the manual handling of tall, awkward &amp; unwieldy loads.</p>	<p>Cleaner</p> <p>How? Injury may occur while undertaking the manual handling of tall, awkward &amp; unwieldy loads.</p>	<div>  <p><b>Manual Handling Training Given</b> All relevant employees have received training on correct manual handling techniques</p> </div> <div>  <p><b>Suitable &amp; Sufficient Internal Lighting Provided</b> Suitable &amp; sufficient lighting provided for the workplace activities</p> </div> <div>  <p><b>Split Loads To Reduce The Manual Handling Risks.</b> Loads are split into lighter load weights to reduce manual handling risks.</p> </div>	<p>1 x 2</p>  <p>Low</p>
 <p>People Movement (Risk of Slips) Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<p>All staff</p> <p>How? Injury may occur due to a variety of access/egress hazards (wet floors, chemical spillage etc) that can cause slips.</p>	<div>  <p><b>Spillages Cleaned Up Immediately</b> Spillages are cleaned up immediately to prevent slipping</p> </div> <div>  <p><b>Wet Floors Are Taken Out Of Traffic Routes</b> During cleaning operations, wet surfaces are kept from traffic routes by barriers and/or signage</p> </div> <div>  <p><b>Warning &amp; Information Signage Displayed</b> Relevant warning &amp; information signage displayed relative to the work activity, hazard &amp; risks</p> </div>	<p>1 x 2</p>  <p>Low</p>

## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>People Movement (Risk of Trips &amp; Falls) Risk of injury due to a variety of access/egress hazards that can cause trips &amp; falls</p>	<p>All staff</p> <p>How? Injury may occur due to a variety of access/egress hazards (trailing cables, loose tiles etc) that can cause trips &amp; falls</p>	<div>  <p>All aisles and gangways kept clear All aisles and doorways kept clear to avoid slips and trips</p> </div> <div>  <p>Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.</p> </div> <div>  <p>The Use Of Trailing Cables Is Avoided/Minimised The use of trailing cables is avoided/minimised</p> </div> <div>  <p>Good Housekeeping Observed During The Task Good housekeeping standards observed &amp; maintained by operatives throughout the duration of the task</p> </div> <div>  <p>Sensible Footwear Policy In Force Selecting the correct shoes c/w a suitable sole is important in preventing slips in the workplace.</p> </div> <div>  <p>Warning &amp; Information Signage Displayed Relevant warning &amp; information signage displayed relative to the work activity, hazard &amp; risks</p> </div>	<p>1 x 2</p> <p> 2</p> <p>Low</p>
 <p>Very Hot Water &gt; 44 deg C Risk of injury due to scalding from contact with uncontrolled hot water with temperatures &gt; 44 deg C</p>	<p>Cleaner</p> <p>How? Scalding and skin damage may occur due to contact with uncontrolled hot water with temperatures &gt; 44 deg C</p>	<div>  <p>Only Competent Persons Can Carry Out The Task Only personnel with sufficient information, instruction and training can carry out the task.</p> </div>	<p>1 x 2</p> <p> 2</p> <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Work Equipment & Cross-Contamination. Risk of ill-health due to poor hygiene controls and cleaning down procedures.	All staff, Members of the public  How? Ill health may occur due to poor hygiene controls and cleaning down procedures.	<div>  <p><b>Cleaning of Equipment on Task Completion</b> Mops and cloths are cleaned on completion of task and allowed to dry</p> </div> <div>  <p><b>Good Hand Washing/Hygiene Procedures Observed</b> Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene</p> </div> <div>  <p><b>Colour Coding Of Cleaning Equipment Used - Red</b> Cleaning equipment is colour coded in terms of risk areas:- RED - Higher Risk Areas</p> </div> <div>  <p><b>Information, Instruction And Training Given On Hygiene &amp; Colour Coding.</b> Information, instruction and training to be provided to staff on the importance of good hygiene.</p> </div>	1 x 2  Low


## Further control measures

None required

## Operating procedures









Refer to supporting evidence sheet attached - Section 6

## Risk assessment for : Caldicot Town Council

<b>Risk assessment name</b>	Display Screen Equipment	<b>Assessment type</b>	 General
<b>Assessor name</b>	Sarah King	<b>Affected site(s)</b>	Caldicot Town Council (NP26 4NA)
<b>Assisted by</b>	Tim Lay		
<b>Assessment date</b>	19/05/23	<b>Review period</b>	Annually
<b>Approved by</b>		<b>Review date</b>	18/05/24
<b>Approved date</b>		<b>Reference</b>	RA 009

## Description








This Risk Assessment is for use of display screen equipment by designated users at Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Display Screen Equipment. Use of DSE/computer equipment.	All staff  How? Risk of eye strain, musculoskeletal injury to back, neck and shoulders and RSI / CTS .	<div>  <b>Adequate leg room</b>            Adequate leg room provided under desk to ensure correct sitting posture.         </div> <div>  <b>All Employees Receive Induction Training</b>            All employees receive induction training upon commencement with the Company         </div> <div>  <b>Breaks taken</b>            Staff instructed to take regular breaks spread over a 1-hour period during continuous keyboard work.         </div> <div>  <b>Adequate lighting provided</b>            Screens are positioned to prevent glare. Natural lighting is provided where possible however additional lighting may be used, if necessary.         </div> <div>  <b>Avoid Trailing Cables</b>            Display screen equipment is set up to avoid trailing cables that may pose a risk of injury from tripping over cables.         </div> <div>  <b>DSE - Suitable Chair Provided At The Workstation</b>            Suitable seating with 5 leg base, height adjustable lumbar support and adjustable seat height is provided at the workstation to enable sufficient support and correct posture.         </div>	1 x 2  Low


Display Screen Equipment









## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>DSE assessment</b> Each workstation has had an adequate assessment i.e. an examination of equipment, working practices, environment etc.</p> <p> <b>DSE Equipment Fit For Purpose</b> Equipment routinely checked to ensure that it fit for purpose and that the user is satisfied. Where laptops are used for any extended length of time users are provided with a laptop riser and separate keyboard and mouse.</p> <p> <b>DSE training</b> Users are provided with basic information and trained accordingly with regard to the requirement of the Display Screen Equipment Regulations to allow them to make adjustments to their own workstations. Induction training is given to all DSE users. Users are made aware of the potential hazards and should report any concerns immediately to their line manager.</p> <p> <b>E-Learning Training Undertaken</b> Suitable e-Learning training is undertaken from the Atlas Platform</p> <p> <b>Eye tests</b> Eye and eyesight tests and examination on taking up post and at regular intervals not exceeding 2 years provided to all users, with glasses provided where necessary. Those experiencing headaches or eye strain are advised to have their eyes tested.</p> <p> <b>Footrests Provided When Required By DSE Users</b> Where an employee's feet cannot reach the floor when seated, footrests are provided to ensure correct posture and feet / legs are supported to reduce strain on the legs.</p> <p> <b>Laptops and tablets</b> Laptops and tablets are not left on combustible or hot surfaces where there may be a risk of over heating.</p>	














## Risk assessment for : Caldicot Town Council

<b>Risk assessment name</b>	Driving At Work	<b>Assessment type</b>	 General
<b>Assessor name</b>	Sarah King	<b>Affected site(s)</b>	Caldicot Town Council (NP26 4NA)
<b>Assisted by</b>	Tim Lay		
<b>Assessment date</b>	18/05/23	<b>Review period</b>	Annually
<b>Approved by</b>		<b>Review date</b>	17/05/24
<b>Approved date</b>		<b>Reference</b>	RA 005














<b>Workspace(s)</b>	<b>Description</b>
 Outside Area	This Risk Assessment is for driving on Council business

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Adverse Weather Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice.</p>	<p>All staff</p> <p>How? Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice.</p>	<div>  <p><b>Do Not Start Journey if Weather Conditions Are Severe</b> Journeys are not to be made if weather conditions make it dangerous to do so.</p> </div> <div>  <p><b>Weather Conditions Checked &amp; Planned For</b> Weather conditions are considered, planned for and suitable clothing and equipment are provided.</p> </div> <div>  <p><b>Travel Is Postponed In Adverse Weather Conditions</b> Travel shall be postponed if weather conditions endanger health or safety</p> </div>	<p>1 x 3</p>  <p>Medium</p>

## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Driving At Work - Driver Considerations Risk of injury/ill-health whilst driving at work (Driver considerations)</p>	<p>All staff, Members of the public</p> <p>How? Risk of injury/ill-health whilst driving at work (Driver considerations)</p>	<div>  <p><b>Alcohol and drugs policy in place</b> Drivers aware of requirements relating to driving while under the influence of alcohol or drugs</p> </div> <div>  <p><b>Driver Has Valid Insurance Cover In Place</b> The driver has a valid insurance certificate in place to cover the use of the vehicle</p> </div> <div>  <p><b>Mobile Phone Used In Emergencies</b> Mobile phone to be used for emergency contacts to ensure that there are no health &amp; safety issues.</p> </div> <div>  <p><b>New &amp; Expectant Mother Risk Assessment Carried Out</b> New &amp; Expectant Mother Risk Assessment Carried Out</p> </div> <div>  <p><b>Only Competent/Licensed Drivers Drive The Vehicles</b> Only licensed personnel with sufficient information, instruction &amp; training can drive the vehicles.</p> </div> <div>  <p><b>Vehicle Speed Limits Adhered To</b> Drivers to drive within the indicated speed limit for the type of road/access route</p> </div> <div>  <p><b>Driver Adheres To Road Traffic Act/Highway Code</b> Driver adheres to the regulations/rules required by the Road Traffic Act &amp; The Highway Code</p> </div> <div>  <p><b>Keys Removed From Unattended Vehicles</b> Keys are removed from unattended vehicles to prevent unauthorised use</p> </div> <div>  <p><b>Mobile phones are not used whilst driving</b> Drivers are not expected to take calls whilst driving - unless using suitable hands free equipment</p> </div> <div>  <p><b>No Alcohol Or Drugs</b> No worker is allowed to work under the influence of alcohol or non-prescription drugs.</p> </div> <div>  <p><b>Regular Breaks Taken</b> Regular breaks taken in accordance with Company Driving Policy &amp; Highway Code guidance</p> </div>	<p>1 x 3</p>  <p>Medium</p>

## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Driving at Work - Journey Considerations Risk of injury/ill-health whilst driving at work (Journey considerations)	All staff, Members of the public How? Risk of injury/ill-health whilst driving at work (Journey considerations)	<div>  <b>Sat-Nav Used</b>            Satellite navigation to be used as required         </div> <div>  <b>Weather Conditions Checked &amp; Planned For</b>            Weather conditions are considered, planned for and suitable clothing and equipment are provided.         </div> <div>  <b>Vehicle Park Has Suitably Marked Out Parking Bays</b>            Vehicle Park Has Suitably Marked Out Parking Bays         </div> <div>  <b>Work Is Postponed In Adverse Weather Conditions</b>            Work shall be postponed if weather conditions endanger health or safety         </div>	1 x 3  Medium
 Driving at Work - Vehicle Considerations Risk of injury/ill-health whilst driving at work (Vehicle considerations)	All staff, Members of the public How? Risk of injury/ill-health whilst driving at work (Vehicle considerations)	<div>  <b>First Aid Kit Carried In The Vehicle</b>            A first aid kit is carried in the vehicle for first aid requirements away from the workplace.         </div> <div>  <b>Routine Maintenance Undertaken</b>            Routine maintenance is undertaken in accordance with the manufacturer's requirements         </div> <div>  <b>Vehicle Engines Turned Off Whilst Parked</b>            To reduce the amount of fumes in the working area, vehicle engines are required to be turned off         </div> <div>  <b>No Smoking Signage Displayed In Smoke-Free Vehicle</b>            No Smoking Signage Displayed In Smoke-Free Vehicle         </div> <div>  <b>Vehicle Breakdown Procedure In Place</b>            Breakdown and recovery service card issued to vehicle drivers         </div>	1 x 3  Medium


<p><b>Operating procedures</b></p>	<p>Best Practice Considerations...</p> <p>Plan your route...keep a map in the vehicle</p> <p>Check if the place you are visiting has parking...if not, try and use a manned, well-lit car park</p> <p>Check you have enough fuel</p> <p>Check basic vehicle maintenance (e.g. oil, water, tyre pressures etc.)</p> <p>Check vehicle breakdown cover and keep the number with you</p> <p>Check you have something in the vehicle to keep you warm (e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather)</p> <p>Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan</p> <p>Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving)</p> <p>Keep any valuables, including handbags, mobile phones and laptops out of sight as they can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked</p> <p>Do not leave luggage or documents on display within your vehicle</p> <p>Ensure parking ticket(s) are on display...unless it is not a requirement of the car park facility</p> <p>When returning to your vehicle, immediately lock the doors and drive off promptly</p>
<p><b>Supporting evidence</b></p>	<p><a href="#">Driving licence check information.pdf</a></p> <p>18/05/23 -96603 kb</p>

## Risk assessment for : Caldicot Town Council





Risk assessment name	Facilities Management - External Areas	Assessment type	General
Assessor name	Sarah King	Affected site(s)	Bowling Green, play ground areas, sports fields and copse
Assisted by	Tim Lay		
Assessment date	19/05/23	Review period	Annually
Approved by		Review date	18/05/24
Approved date		Reference	RA 011

## Workspace(s)











## Description

Access / Egress  Outside Area




This Risk Assessment is for externally managed areas under the control of Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Adverse Ground Conditions Potential of vehicles, individuals, equipment and plant being unstable or striking users of the open spaces.	All users of the open spaces.  How? Struck by mobile plant	 Surface damage All vehicle and pedestrian routes are regularly checked for damage and maintained by approved contractors who work to Risk Assessments and Method Statements (RAMS) that are submitted to the council before works begin   Uneven or damaged areas Uneven or damaged areas are repaired as soon as is reasonably practical. Where necessary, poor or damaged areas may need to be barriered off. Maintained by approved contractors who work to Risk Assessments and Method Statements (RAMS) that are submitted to the council before	1 x 3  Medium


## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Anti-social gatherings on playing fields, cemetery, toilet block car park Danger from anti-social behaviour	All users of the spaces How? Danger of violence and aggression from anti-social behaviour	 <b>Control of access</b> Access to areas are prohibited and access gates locked overnight / during the hours of darkness. Locations around the sites and on the access road there is CCTV coverage.	1 x 3  Medium
 Building Maintenance for the council building Potential of accidents/incidents in and around the area	All staff, Contractors, Members of the public, visitors How? Potential of accidents/incidents in and around the area due to damage to the building and loose items falling or catching people	 <b>Approved Contractors only</b> Only those contractors who have been approved are permitted onto site. The approval will cover the presentation of suitable and sufficient Health and Safety Documentation as well as adequate liability insurance.  <b>Contractor Rules System Operated</b> Contractor will be monitored whilst on site.	1 x 3  Medium
 Inadequate and Poor Security Inadequate and poor security in the external areas	All staff, Members of the public, visitors How? Potential for violence aggression in open spaces	 <b>CCTV installed</b> CCTV installed and signs displayed around the site. Regular monitoring of media prior to erasure. This covers council building, playing fields, toilet block, etc. (Allotment and cemetery not covered)	1 x 3  Medium

## Risk assessment for : Caldicot Town Council


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Overgrown Foliage Lack of maintenance of the trees, bushes, lawns etc.	Contractors, Members of the public How? Injury from falling branches, cuts etc from overgrown hedges, slips/trips/falls due to uneven or overgrown walkway or grassed areas	 Gardening, Tree work, Ground work Activity Risk Assessments Completed by Competent Contractors Overgrown foliage and other gardening activities risk assessed by approved contractors who submit their Risk Assessments and Method Statements (RAMS) prior to work commencing	1 x 3  Medium

## Further control measures

Hazard	Action required	Assigned to	Planned completion date	Trainee
 Overgrown Foliage	Ensure all grounds maintenance contractors are vetted and records of insurances and health and safety documentation are kept up to date.	Sarah King	30/06/23	N/A



## Risk assessment for : Caldicot Town Council















Risk assessment name	Homeworking	Assessment type	 General
Assessor name	Sarah King	Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay		
Assessment date	19/05/23	Review period	Annually
Approved by		Review date	18/05/24
Approved date		Reference	RA 010

## Description





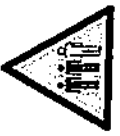






This Risk Assessment is for staff undertaking limited homeworking for Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
--------	------------------------------	-------------------	------------------------










## Risk assessment for : Caldicot Town Council

 <p>Display Screen Equipment Use of display screen equipment such as laptops</p>	<p>All staff</p> <p>How? DSE users can suffer aches and pains in the neck, shoulders, back or arms, as well as fatigue and eyestrain</p>	<div>  <p><b>Adequate Breaks Taken By DSE "Users"</b> Adequate Breaks Taken By DSE "Users"</p> </div> <div>  <p><b>DSE - Suitable Chair Provided At The Workstation</b> Suitable seating is provided at the workstation</p> </div> <div>  <p><b>DSE Training Given</b> Users are provided with information &amp; trained with regards to the requirements of workstation set-up</p> </div> <div>  <p><b>Footrests Provided When Required By DSE Users</b> Footrests provided when required by DSE Users</p> </div> <div>  <p><b>DSE - Suitable Chair Provided At The Workstation</b> Suitable seating is provided at the workstation</p> </div> <div>  <p><b>DSE Training Given</b> Users are provided with information &amp; trained with regards to the requirements of workstation set-up</p> </div> <div>  <p><b>Eye Tests</b> Eye and eyesight tests and examination on taking up post and at regular intervals not exceeding 2 years provided to all users, with glasses provided where necessary</p> </div> <div>  <p><b>Individual DSE Assessment Carried Out</b> Each workstation has had an adequate assessment of equipment, working practices, environment etc.</p> </div>	<p>1 x 2</p>  <p>2</p> <p>Low</p>
 <p>Electricity (Potential Fire Risks) Risk of fire due to faulty equipment, overloaded circuits or improper use.</p>	<p>All staff</p> <p>Members of the household</p> <p>How? Risk of fire due to faulty equipment, overloaded circuits or improper use.</p>	<div>  <p><b>Electrical Safety Check (PAT) Undertaken</b> Electrical safety check undertaken for portable appliances supplied by the company</p> </div> <div>  <p><b>Electrical Sockets, Multi-plugs &amp; Leads Not Over-loaded</b> Multi-gang extension sockets and adaptors are not over-loaded due to fire risk</p> </div>	<p>1 x 3</p>  <p>3</p> <p>Medium</p>


## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Lone working The health, safety &amp; welfare of Lone/Home Workers could be compromised without an assessment of risk.</p>	<p>All staff</p> <p>How? The health, safety &amp; welfare of Lone/Home Workers could be compromised without an assessment of risk.</p>	<div>  <p>Home Worker Risk Assessment Is Carried Out specific Home Worker risk assessment is carried out and appropriate control measures applied accordingly</p> </div> <div>  <p>Lone Workers In Regular Contact With Supervisor Lone Workers are in in regular contact with their Supervisor</p> </div> <p>Lone Workers Contactable By Mobile Phone Lone Workers contactable by mobile phone to ensure that there are no health &amp; safety issues.</p> <p>Reporting Procedures Followed Reporting Procedures Followed</p>	<p>1 x 3</p>  <p>Medium</p>
 <p>Members Of The Household Risk of injuries associated with other members of the household plus access to sensitive documentation</p>	<p>Members of the household</p> <p>How? Risk of injuries associated with other members of the household plus access to sensitive documentation</p>	<div>  <p>Sensitive Documentation Is Kept Secure Sensitive documentation is kept secure and is in electronic format only when working at home</p> </div>	<p>1 x 3</p>  <p>Medium</p>
 <p>People Movement (Risk of Trips &amp; Falls) Risk of injury due to a variety of access/egress hazards that can cause trips &amp; falls</p>	<p>All staff</p> <p>How? Risk of injury due to a variety of access/egress hazards that can cause trips &amp; falls</p>	<div>  <p>Good Housekeeping Observed During The Task Good housekeeping standards observed &amp; maintained by operatives throughout the duration of the task</p> </div> <div>  <p>Trailing Wires/Cables Made Safe To Prevent Trips Leads &amp; extension cables are routed and/or secured/flaped to minimise trip risks</p> </div> <p>The Use Of Trailing Cables Is Avoided/Minimised The Use Of Trailing Cables Is Avoided/Minimised</p>	<p>1 x 2</p>  <p>Low</p>


## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Poor Housekeeping Risk of injury during access & egress due to the obstruction of traffic routes	All staff How? Risk of injury during access & egress due to the obstruction of traffic routes	<div>  <b>All Office Equipment Stored Correctly</b>            All office equipment stored correctly and good housekeeping maintained         </div> <div>  <b>Good Housekeeping Observed During The Task</b>            Good housekeeping standards observed &amp; maintained by operatives throughout the duration of the task         </div>	1 x 2  Low
 Work Equipment (Office) Risks associated with the use of office equipment	Operators How? Risks associated with the use of office equipment	<div>  <b>Office Equipment Fit For Purpose</b>            Equipment routinely checked to ensure that it fit for purpose and that the user is satisfied         </div> <div>  <b>Only Competent Persons Can Operate The Equipment</b>            Only personnel with sufficient information, instruction and training can operate the equipment.         </div> <div>  <b>Office Equipment Taken &amp; Used At Home</b>            Office equipment can be taken from the Office and used at home if practicable         </div>	1 x 2  Low

## Further control measures










Hazard	Action required	Assigned to	Planned completion date	Trainee
 Display Screen Equipment	Ensure that homeworkers assessments are undertaken	Sarah King	30/06/23	N/A

## Risk assessment for : Caldicot Town Council

Risk assessment name	Lone Working	Assessment type	 General
Assessor name	Sarah King	Affected site(s)	Caldicot Town Council (NP26 4NA)
Assisted by	Tim Lay		
Assessment date	19/05/23	Review period	Annually
Approved by		Review date	18/05/24
Approved date		Reference	RA 008












## Description

This Risk Assessment is for limited lone worker activity at Caldicot Town Council








Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Fire Caused by naked flame, faulty electrical equipment or systems, arson, explosion or chemical means.	All staff How? Risk of serious injury, burns or fatality	<div>            Aisles &amp; Gangways Kept Clear For Good Housekeeping            All aisles and gangways kept clear to avoid slips and trips         </div> <div>            Fire Exits &amp; Fire Exit Signage Maintained            Fire exits &amp; signage maintained &amp; displayed to show the way to the nearest safe final exit.         </div> <div>            Fire Risk Assessment In Place            A fire risk assessment has been carried out denoting the fire hazards &amp; appropriate control measures         </div> <div>            Routine Fire Alarm Testing            Routine Fire Alarm Testing         </div> <div>            Fire Emergency Call Points Provided &amp; Maintained            Fire Emergency Call Points Provided &amp; Maintained         </div> <div>            Fire Extinguishers Provided In Areas of High Risk            Fire extinguishers provided in areas of higher risk due to the work activity         </div> <div>            Fire Training Carried Out            Fire training (including evacuation) carried out at induction and refreshed periodically         </div>	1 x 3  Medium

Lone Working

## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Interface With Customers/Members of the Public Risk of injury due to assault and/or verbal abuse from members of the public.</p>	<p>All staff</p> <p>How? Risk of injury due to assault and/or verbal abuse from members of the public.</p>	<div>   </div> <p>CCTV installed CCTV installed for training, supervision &amp; security purposes</p> <p>Personal Safety - Egress/Escape Route Awareness Staff to position themselves, where the door/escape route is behind them.</p>	<p>1 x 3</p>  <p>Medium</p>
 <p>Lone working Lone workers are those who work by themselves without close or direct supervision. Danger of accident or injury.</p>	<p>All staff</p> <p>How? Risk of serious injury if performing hazardous duties or exposure to violent / aggressive behaviour</p>	<div>      </div> <p>Emergency Plan/Procedures Are In Place An emergency plan/procedure is in place which is communicated to employees who have been trained</p> <p>Lone Working Is Avoided/Kept To A Minimum Lone Working Is Avoided/Kept To A Minimum Young Person's Risk Assessment Carried Out Young Person's RA is carried out c/w the company's induction &amp; information on their specific role.</p> <p>Lone Workers Contact System If locking up the site alone text to Mayor or Deputy once the site is secure and you are in locked stationary car. Contact numbers in place for emergency situations.</p> <p>New &amp; Expectant Mother Risk Assessment Carried Out New &amp; Expectant Mother Risk Assessment Carried Out</p>	<p>1 x 2</p>  <p>Low</p>

## Risk assessment for : Caldicot Town Council


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Manual Handling Activities - ARE NOT UNDERTAKEN WHEN LONE WORKING Manual handling activities, including lifting, lowering, pushing, pulling or carrying. Risk of injury due to sprain or strain.	All staff How? Risk of serious physical injury	 Manual Handling Activities - ARE NOT UNDERTAKEN WHEN LONE WORKING Manual Handling Activities - ARE NOT UNDERTAKEN WHEN LONE WORKING	1 x 1  Low
 Violence at Work Risk of physical injury and mental distress due to violence at work	All staff How? Risk of physical injury and mental distress due to violence at work	 Personal Safety/Security Procedures in Place Personal security measures are in place and all employees are trained in accordance with them. With access control in place for the whole building and the manned office  Reporting Procedures Followed Reporting Procedures Followed	1 x 3  Medium

## Further control measures

None required




Lone Working

## Risk assessment for : Caldicot Town Council

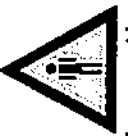












<b>Risk assessment name</b>	Opening and Closing Premises		<b>Assessment type</b>	 General
<b>Assessor name</b>	Sarah King		<b>Affected site(s)</b>	Caldicot Town Council (NP26 4NA)
<b>Assisted by</b>	Tim Lay		<b>Review period</b>	Annually
<b>Assessment date</b>	18/05/23		<b>Review date</b>	18/05/24
<b>Approved by</b>			<b>Reference</b>	RA 004

## Description









This Risk Assessment is for opening and closing Caldicot Town Council Premises

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Electricity (240 volts) Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<p>All staff</p> <p>How? Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<p>Electrical Fixed Mains Wiring Inspection Performed</p> <p>Fixed mains wiring inspection carried out to the requirements of BS 7671</p> 	<p>1 x 3</p>  <p>Medium</p>




Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Lone working The health, safety & welfare of Lone Workers could be compromised without an assessment of risk.	All staff How? The health, safety & welfare of Lone Workers could be compromised without an assessment of risk.	<div>  <b>CCTV installed</b>            CCTV installed for training, supervision &amp; security purposes         </div> <div>  <b>Opening Closing Site late (after evening council meetings)</b>            No lone working or locking up permitted and at least 2 team members will be on site to close the premises         </div> <div>  <b>Opening / Closing site</b>            Occasional lone worker opening and closing - text to Mayor or Deputy once site is secure         </div>	1 x 3  Medium
 People Movement (Risk of Slips, Trips & Falls) Risk of injury due to a variety of access/egress hazards that can cause slips, trips & falls	All staff How? Risk of injury due to a variety of access/egress hazards that can cause slips, trips & falls	<div>  <b>Aisles &amp; Gangways Kept Clear For Good Housekeeping</b>            All aisles and gangways kept clear to avoid slips and trips         </div> <div>  <b>Suitable &amp; Sufficient Lighting Provided</b>            Suitable &amp; sufficient lighting provided for the workplace activities         </div>	1 x 2  Low
 Poor Lighting Risk of injury during access & egress due to poor lighting.	All staff How? Risk of injury during access & egress due to poor lighting.	<div>  <b>External Lighting Provided</b>            External Lighting Provided         </div> <div>  <b>Routine Checking of E Lighting</b>            Routine Checking of E Lighting         </div>	1 x 2  Low

## Risk assessment for : Caldicot Town Council

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Threat from Public Risk of injury and distress to victims and to those assisting victims of violent conduct.	All staff How? Risk of injury and distress to victims and to those assisting victims of violent conduct.	 CCTV where available must be operational  Suitable & Sufficient External Lighting Provided Suitable & sufficient external lighting provided for the workplace activities	1 x 3  Medium
 Work Equipment - Roller Shutter Doors Risk of injury due to the collapse of structures due to mis-use or poor maintenance	All staff How? Risk of injury due to the collapse of structures due to mis-use or poor maintenance	 Only Competent Persons Can Carry Out The Task Only personnel with sufficient information, instruction and training can carry out the task.  Routine Maintenance Undertaken Routine maintenance is undertaken in accordance with the manufacturer's requirements	1 x 3  Medium

## Further control measures

Hazard	Action required	Assigned to	Planned completion date	Trainee
 Work Equipment - Roller Shutter Doors	Check to ensure that the roller shutter doors are maintained	Sarah King	30/06/23	N/A

**Committee: FULL COUNCIL**

**Date: 26 March 2025**

**Title: Victory in Europe and Victory in Japan Day**

**Purpose of Report**

To approve proposed arrangements for celebration of VE Day and VJ Day 80<sup>th</sup> anniversary

**Recommendation:**

Members **Resolve** that;

- a) Delegated authority be given to officers to work with Cllr P Strong to organise the VE/VJ day celebrations. Other Councillors may be asked to assist.
- b) The Town Council organises and finances, using the budget allocated, a celebration event to be held at Caldicot Cross at **11-000am on Thursday 8<sup>th</sup> May 2025**.
- c) The Town Council organises and finances, using the balance of the allocated budget, a celebration event to be held at the community orchard and town council building on 15<sup>th</sup> August 2025 under the auspices of the Commemoration and Anniversaries Working Group.

**Background:**

1. At the Full Town Council Meeting in December the Town Council Authorised that a sum of £3,000 be put in the 2025-26 budget to assist with the organisation and events. This was then passed at the Extra Ordinary Full Town Council meeting on the 14 January 2025.
2. At that point in time members asked that more detailed information be provided to ensure that the plans being considered would be supportive of the Caldicot Community.

**Report:**

3. It is intended that the main thrust of the VE Day Commemoration event on the 8 May 2025 will comprise a gathering at the Cross. The intention is to hold a small event with various groups being asked to participate.
4. The Local schools have been invited to send a group of pupils to sing a song from the period. A letter was sent by the Mayor to the schools to invite them and also to offer for a councillor to visit ahead of the event.
5. This will involve Cllr Strong going into the local schools to talk to the children about the importance of keeping the memory of how important Victory in Europe, was as well as in Japan, was back in 1945. Cllr Strong will also provide music for each of the schools to

## **AGENDA ITEM 19**

choose from along with the lyrics ensuring that the schools do not end up with choosing the same song.

6. It is intended that whilst this should not be seen as a religious event, that Local clergy will be invited to give a closing prayer. Representatives from all denominations represented in Caldicot will be invited to the event. In addition to this other local groups will be asked to attend and remember along with the children.
7. It is being considered as to whether Light refreshments could be served in The Town Council building after the event. Inevitably there will be some costs to putting on this event and these would be covered by the allocated budget. The main costs would be putting on refreshments and also ensuring that there is a suitable PA system in place.
8. In order to celebrate the VJ Day event a plan is being considered that an event could be held in the afternoon in the Community Garden and Town Council building. This will need to be given more thought in the coming months, but perhaps something that might take a 1940's themed event.
9. Detailed planning of the VJ Day event to be carried out under the auspices of the Commemoration and Anniversaries Working Group. This working group may be asked to assist in the overall planning of both of these events.

### **Proposed Resolutions**

10. Delegated authority be given to officers to work with Cllr P Strong to organise the VE/VJ day celebrations. Other Councillors may be asked to assist.
11. The Town Council organises and finances, using the budget allocated a celebration event to be held at Caldicot Cross at 11-000am on Thursday 8<sup>th</sup> May 2025.
12. The Town Council organises and finances, using the balance of the allocated budget, a celebration event to be held at the community orchard and town council building on 15<sup>th</sup> August 2025.

**Councillor Peter Strong**  
**Caldicot Town Council**  
**March 2025**

**Committee: FULL COUNCIL**

**Date: 26 March 2025**

**Title: Armed Forces Day Cymru 2025**

**Purpose of Report**

To consider the Town Council's support for Armed Forces Day Cymru 2025 being held in Caldicot Castle and Country Park.

**Recommendation:**

- a) Members **Resolve** to authorise Officers to use up to £5,000 from the Armed Forces Day Budget to MCC in order to support Armed Forces Day 2025.
- b) Members **Resolve** to authorise officers to use some of the allocated Armed Forces Day Budget for assisting with attracting activities to Caldicot Town Centre over the Friday and weekend.
- c) Members **Resolve** delegated authority be given to officers to work with Cllr P Strong to organise the Armed Forces day celebrations. Other Councillors may be asked to assist.

**Background:**

- 1. Armed Forces Day Cymru 2025 is to be held at Caldicot Castle on 28 June 2025 and will be organised under the auspices of Monmouthshire County Council (MCC). This event traditionally is organised by different Local Authorities in Wales each year. MCC has the task this year and are looking to bring people to the Caldicot area for a spectacular day.
- 2. Past events have included such things as:
  - a. Parachute displays
  - b. Air Displays and flypasts
  - c. Military bands
  - d. Vehicle displays
  - e. Inflatable assault course
- 3. As a result of the importance of the event Members agreed at the Budget Setting Process in January to allocate a £5,000 budget to support the event in Caldicot.

**Report:**

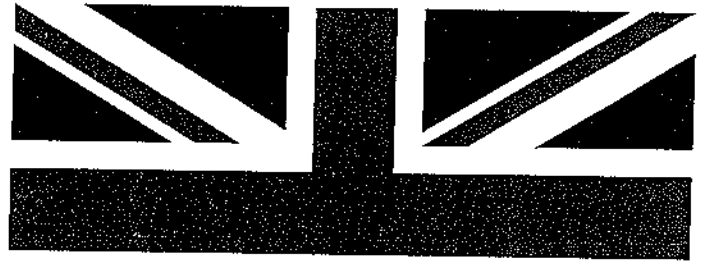
- 4. A member of the organising team has been invited to come along to the meeting in order to explain what activities and events will be taking place and to elaborate on what sort of activities may be able to be organised within the town centre here in Caldicot.

5. The council has recently received a document from MCC with regards to the Armed Forces Day outlining the different Sponsorship packages that are available. This has been appended to the Report as **Appendix 20A**.
6. As it currently stands there has been no commitment as to what can be put on display in the town centre. Hopefully we will hear from MCC representatives exactly what they feel would appropriate for the day.
7. It may be that some of the allocated budget is made available for specific activities to take place in the town centre with the balance then being given to MCC to help support the overall event. The town has a good number of its residents that have been involved in the armed forces. As soon as it was announced that it was being held in Caldicot, a member of the Blind Veterans here in Caldicot asked to meet with the clerk.
8. A meeting was arranged and as a result of this the organisers have made arrangements for the Blind Veterans to have a stall just inside the Castle Entrance. In addition it has been provisionally agreed that the Town Council can have a stand inside the History tent to promote the Anti-Aircraft site project which will enable residents to learn more about this project.
9. To have such an event as this in the town will lead to a higher profile for the town. Having the Town Council supporting it will ensure that the improving relationship between the two bodies continues to grow and will it is hoped lead to further benefits to the town through having shown the ability to work collaboratively on this.

### **Proposed Resolution**

10. Members **Resolve** to authorise Officers to use up to £5,000 from the Armed Forces Day Budget to MCC in order to support Armed Forces Day 2025.
11. Members **Resolve** to authorise officers to use some of the allocated Armed Forces Day Budget for assisting with attracting activities to Caldicot Town Centre over the Friday and weekend.
12. Members **Resolve** delegated authority be given to officers to work with Cllr P Strong to organise the Armed Forces Day celebrations. Other Councillors may be asked to assist.

**Councillor Peter Strong**  
**Caldicot Town Council**  
**March 2025**



**ARMED FORCES DAY**  
**SHOW YOUR SUPPORT**

# **Sponsorship Opportunities**

## **Be part of Armed Forces Day**

**Monmouthshire, Wales**

**Saturday 28th June 2025**

Event hosted by:



**monmouthshire**  
**sir fynyw**

**[armedforcesday.org.uk](http://armedforcesday.org.uk)**

# Be part of Armed Forces Day in Monmouthshire Wales 2025



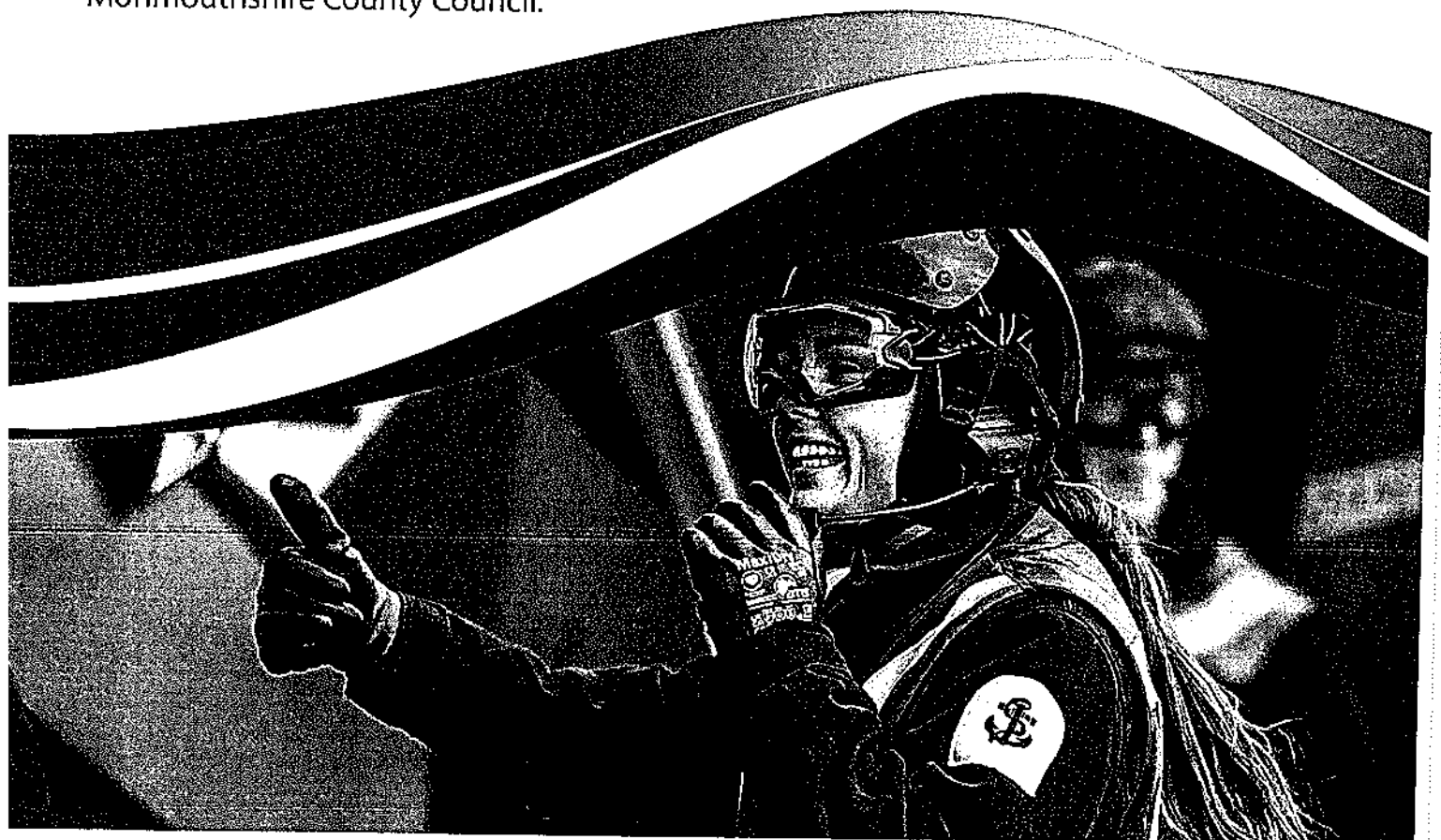
Armed Forces Day in Wales is a celebration that honours the Armed Forces community. This event is a collaboration between local authorities, the Welsh Government, the Armed Forces, and various partners.

On the 28th of June 2025, Monmouthshire will host National Armed Forces Day at the picturesque Caldicot Castle and Country Park. The event will be the focus of activity in Wales, celebrating and acknowledging the significant contribution of our serving Armed Forces personnel, Service Families, Reservists, Veterans and Cadets.

This is a not-for-profit event coordinated by Monmouthshire County Council and is funded by a combination of Welsh Government grant funding, sponsorship, in-kind support, and funding from Monmouthshire County Council.

The day-long event has been organised in partnership with senior leads within the Army, Navy, and RAF. It will be a thrilling day, featuring various assets from the Armed Forces (these are likely to be, but not yet confirmed, a fly-past, parachute drops, military vehicles, future capabilities, Naval dive tank, etc.) and Blue Light Services, family entertainment, live music, exhibitions, and food and drink.

There are several sponsorship opportunities available. Benefits include having a presence in all communications and marketing activity, including printed media, outdoor media, digital marketing, and press coverage.



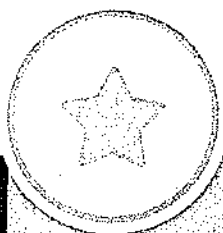


# There are several sponsorship opportunities available.

Bespoke packages can be considered, and packages can be tailored to best suit your business objectives and needs.



**ARMED FORCES DAY**  
**SHOW YOUR SUPPORT**



**2x**

**Gold Sponsor**  
**£5,000+VAT**

**Your organisation named in all PR and marketing activity.**  
*This includes:*

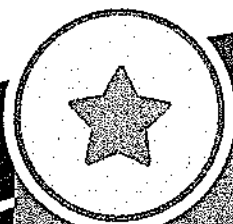
**Print: PR, acknowledgement of support and logo in print media:**

- Regular press releases announcing the involvement of our partners.
- Opportunity to align with specific activity throughout the day.
- Other print collateral including posters, leaflets etc.

**Digital: PR, support acknowledgement and logo on all digital platforms:**

- Social media (Facebook, X, Instagram, LinkedIn).
- Event Website.
- Visit Monmouthshire website.
- Digital displays at the Castle.

**The opportunity to have a branded stand on the day as the sponsor partner for your own messaging and engagement.**



**3x**

**Silver Sponsor**  
**£2,500+VAT**

**Your organisation named in some marketing activity.**  
*This includes:*

- Opportunity to align with specific activity throughout the day.
- Other print collateral including posters, leaflets etc.

**Digital: PR, support acknowledgement and logo on all digital platforms:**

- Social media (Facebook, X, Instagram, LinkedIn).
- Event Website.
- Visit Monmouthshire website.
- Digital displays at the Castle.

**The opportunity to have a branded stand on the day as the sponsor partner for your own messaging and engagement.**



**4x**

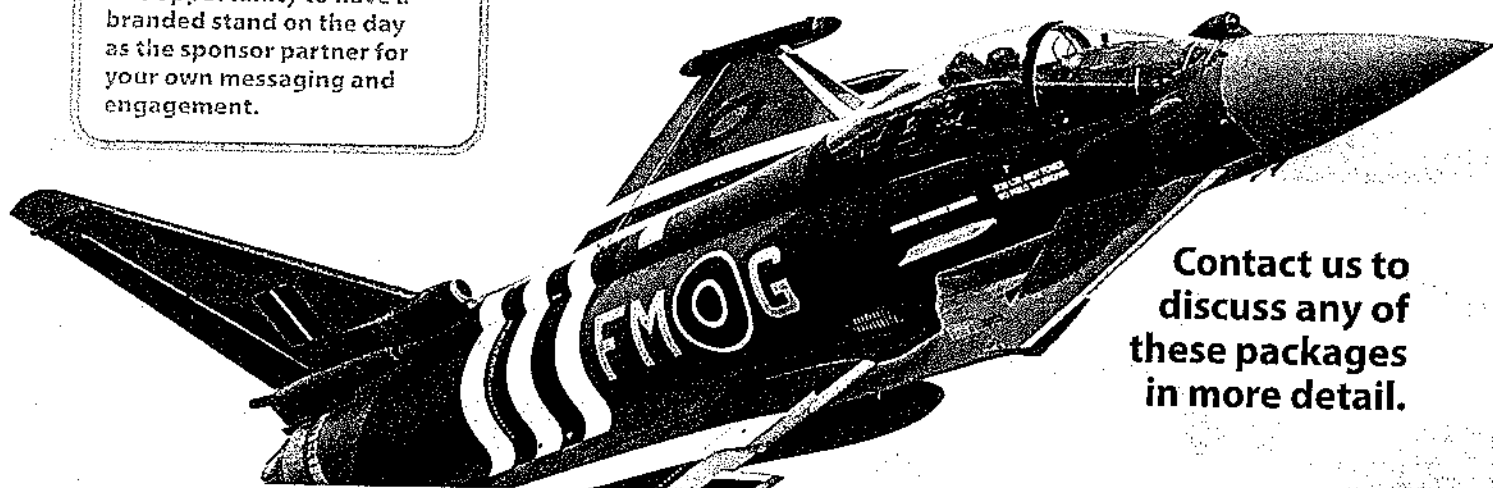
**Bronze Sponsor**  
**£1,000+VAT**

**Your organisation named in some marketing activity.**  
*This includes:*

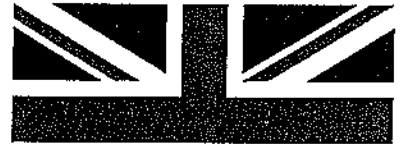
- Opportunity to align with specific activity throughout the day.
- Other print collateral including posters, leaflets etc.

**Digital: PR, support acknowledgement and logo on all digital platforms:**

- Event Website.
- Visit Monmouthshire website.
- Digital displays at the Castle.



**Contact us to discuss any of these packages in more detail.**



**ARMED FORCES DAY**  
**SHOW YOUR SUPPORT**

# Interested in sponsoring the event?

For more information, or to discuss sponsoring  
the event, please email:

**armedforces@monmouthshire.gov.uk**

**☎ 07976 947899**

Event hosted by:



**monmouthshire**  
**sir fynwy**

