

CALDICOT TOWN COUNCIL

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

Present: Cllr M Mitchell – Mayor
Cllr F Rowberry – Deputy Mayor
Cllr J Bond
Cllr A Easson
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Mayo
Cllr W Sage
Cllr IR Shillabeer
Cllr P Strong
Cllr R Wilsher
Cllr J Woodfield

Also present: L Gillespie – Deputy Clerk
L Wallington – Admin
A Wilson – Locum Clerk
Public x2

1/2024 Welcome

The Town Mayor welcomed everyone to the meeting.

2/2024 Apologies for Absence

RESOLVED to note that apologies were received from:

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

3/2024 Declarations of Interest

There were no declarations of interest received.

4/2024 Retiring Town Mayor

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

5/2024 Election of Town Mayor

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

6/2024 Election of Deputy Town Mayor

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

7/2024 Nominations to Town Council Committees

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

RESOLVED to create a Finance Committee.

- ii) Members are asked to nominate representatives:

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

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

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

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

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

8/2024 Nominations to Outside Bodies

RESOLVED to elect representatives to the following outside bodies:

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

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

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

9/2024 Schedule of Meetings

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

10/2024 Review Terms of Reference

Locum Clerk provided a verbal report to Members.

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

11/2024 Council Policies

- i) Standing Orders

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

- ii) Financial Regulations

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

12/2024 Independent Remuneration for Wales Report

RESOLVED to note.

13/2024 General Power of Competence

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

RESOLVED to note.

Meeting ended at 7:50 p.m.

Signed Date

Town Mayor

INTERNAL COMMITTEES 2024/25**APPENDIX 10A**

Bank Signatory [not a cheque signatory]	Cllr F Rowberry
Cheque Signatories [Not a Committee] Excluding Clerk - also to be signatory Excluding Deputy Clerk - also to be signatory in the absence of the Clerk	(4) Cllrs A Easson, M Mitchell, P Strong
Estimates	(16) ALL TOWN COUNCILLORS
EXTREMELY URGENT COMMITTEE [PLENARY]	(3) Mayor/Deputy + 2 Cllrs
Finance Committee	(7) Cllrs W Conniff, A Easson, M Mitchell, G Owen, F Rowberry, IR Shillabeer, R Wilsher
Grants Committee	(7) Cllrs W Conniff, R Grumbach, RJ Higginson, M Mitchell, F Rowberry, IR Shillabeer, P Strong,
Health & Safety Committee	(7) Cllrs A Easson, RJ Higginson, A Lewis, M Mitchell, F Rowberry, IR Shillabeer, R Wilsher
King George V Playing Fields Trustee	TOWN COUNCIL IS TRUSTEE
Personnel Committee [Includes Mayor/Deputy]	(7) Cllrs W Conniff, A Easson, RJ Higginson, M Mitchell, G Owen, F Rowberry, P Strong
Planning & Resources	(16) ALL TOWN COUNCILLORS
Planning Applications of Urgent Nature [Including a holiday period]	(3) Mayor/Deputy + 2 Cllrs
Working Groups	
50 Years of Caldicot Working Group	(7) Cllrs W Conniff, R Grumbach, A Mayo, M Mitchell, F Rowberry, P Strong, R Wilsher
Allotments Committee	(5) Cllrs J Bond, W Conniff, M Mitchell, F Rowberry, J Woodfield
Compound Working Group	(7) Cllrs W Conniff, RJ Higginson, M Mitchell, F Rowberry, IR Shillabeer, P Strong, J Woodfield
Environmental and Climate Change Working Group	(7) Cllrs J Bond, W Conniff, RJ Higginson, A Mayo, M Mitchell, F Rowberry, R Wilsher
S106 Working Group	(5) Cllr J Bond, A Easson, A Lewis, M Mitchell, J Woodfield

Town Council Building Working Group
[plus Clerk/Deputy Clerk]

(6) Cllrs W Conniff, A Easson,
RJ Higginson, M Mitchell, F Rowberry,
R Wilsher

TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2024/25

Monmouthshire County CAB
[For Term of Council]

(2) Cllrs A Easson, M Mitchell

One Voice Wales Area Committee
[Precedent Mayor/Deputy]

(2) Cllrs M Mitchell, F Rowberry

One Voice Wales Larger Local Councils Cttee
[Precedent Mayor]

(1) Cllr M Mitchell + (F Rowberry - Deputy
non-voting)

Emergency Contacts Mon CC - Permanent Basis
[Incumbent Clerk/Mayor]

(5) Cllrs M Mitchell, F Rowberry, P Strong
Clerk/Deputy Clerk

User Sub-Committee King George V Playing Fields
*To include Health & Safety Member

(7)* Cllr J Bond, A Easson, RJ Higginson,
R Grumbach, M Mitchell, F Rowberry,
J Woodfield

School Governors [For Term of Council]

Dewstow Primary School

(1) Cllr W Sage

Durand Road Primary School

(1) Cllr R Wilsher

Castle Park Primary School

(1) Cllr F Rowberry

*Schools Admission Forum

(1) Cllr G Owen + [Cllr J Bond - deputy]

*Herbert Charity Trust [For Term of Council]

(2) Cllrs W Conniff, RJ Higginson

Mon CC CCTV Working Group

(2) Cllrs A Easson, P Strong

Severnside Area Committee

(1) Cllr F Rowberry + [J Woodfield -deputy]

Caldicot Foodbank Steering Committee

(1) Cllr M Mitchell

Mon CC Give Dog Fouling The Red Card Working
Group

(1) Cllr F Rowberry

Mon/Torfaen Youth Offending Team – Restorative
Justice

(1) Cllr A Lewis

Caldicot Youth Group

(1) Cllr M Mitchell + [Cllr J Bond - deputy]

Caldicot Town Team

(1) Cllr P Strong

GAVO

(1) Cllr G Owen

Caldicot Regeneration Stakeholder Group

(2) Cllrs J Bond, R Wilsher

Caldicot Business Forum

(7) Cllrs J Bond, A Easson, A Mayo,
M Mitchell, F Rowberry, W Sage,
J Woodfield

Bank Reconcillations [not a cheque signatory]		
Cheque/Electronic Signatories [Not a Committee]	(4)	
Clerk - also to be signatory RFO/Deputy Clerk - also to be signatory in the absence of the Clerk		
EXTREMELY URGENT COMMITTEE [PLENARY]	(3)	
Finance Committee	(7)	
Grants Committee	(7)	
Health & Safety Committee	(7)	
King George V Playing Fields Trustee	(16)	
Personnel Committee [Includes Mayor/Deputy]	(7)	
Planning & Resources	(16)	
Planning Applications of Urgent Nature [Including a holiday period]	(3)	
Working Groups		
CAWG	(7)	
Allotments WG	(5)	
KGVPF Planning WG	(7)	
Environmental and Climate Change WG	(7)	
S106 Working Group	(5)	
Town Council Building Working Group [plus Clerk/Deputy Clerk]	(6)	
Cemetery WG	(5)	

Monmouthshire County CAB [For Term of Council]	(2)	
One Voice Wales Area Committee [Precedent Mayor/Deputy]	(2)	
One Voice Wales Larger Local Councils Cttee [Precedent Mayor]	(1)	
Emergency Contacts Mon CC - Permanent Basis [Incumbent Clerk/Mayor]	(5)	
User Working Group King George V Playing Fields *To include Health & Safety Member	(7)*	
School Governors [For Term of Council] Dewstow Primary School Durand Road Primary School Castle Park Primary School	(1) (1) (1)	
*Schools Admission Forum	(1)	
*Herbert Charity Trust [For Term of Council]	(2)	
Mon CC CCTV Working Group	(2)	
Severnside Area Committee	(1)	
Caldicot Foodbank Steering Committee	(1)	
Mon CC Give Dog Fouling The Red Card Working Group	(1)	
Mon/Torfaen Youth Offending Team – Restorative Justice	(1)	
Caldicot Youth Group	(1)	
Caldicot Town Team	(1)	
GAVO	(1)	
Caldicot Regeneration Stakeholder Group	(2)	
Caldicot Business Forum	(7)	

Committee: FULL COUNCIL

Date: 21 May 2025

Title: Terms of Reference for 2025–2026

Purpose of Report

To consider and approve the Terms of Reference for all Caldicot Town Council standing committees for the 2025–2026 Governance year, in accordance with statutory duties and legislative frameworks governing local councils in Wales.

Recommendation:

1. Members to review and approve the Terms of Reference for each standing committee, in compliance with legal and governance requirements, as outlined below.

Background:

2. Under Welsh law, local councils are required to maintain proper governance arrangements, including a clear delegation scheme, committee structure, and decision-making transparency. The Terms of Reference (ToR) for each committee provide the formal basis for their operation and are supported by the following legislation:
 - I. Relevant Statutory and Legal Framework (Wales)
 - II. Local Government Act 1972 – Establishes the powers, structure, and duties of local councils, including committee delegation (Sections 101–106).
 - III. Local Government (Wales) Measure 2011 – Introduces key governance and improvement measures for Welsh councils.
 - IV. The Local Government and Elections (Wales) Act 2021 – Strengthens local democracy, governance, and public participation duties.
 - V. Accounts and Audit (Wales) Regulations 2014 – Governs the financial reporting, audit, and accountability processes for community councils.
 - VI. Well-being of Future Generations (Wales) Act 2015 – Embeds sustainable development principles in council functions and decision-making.
 - VII. Public Bodies (Admission to Meetings) Act 1960 – Establishes public access and transparency requirements for council meetings.

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- VIII. The Local Authorities (Model Code of Conduct) (Wales) Order 2008 – Sets the standards for ethical conduct of councillors.
- IX. Employment Rights Act 1996, Health and Safety at Work etc. Act 1974, and Equality Act 2010 – Provide the employment and welfare framework applicable to council staff.

Full Town Council – General Terms of Reference (App 12A)

- 3. Legal Basis:
 - Local Government Act 1972, Sections 101 & 111
 - Local Government (Wales) Measure 2011
 - Local Government and Elections (Wales) Act 2021
- 4. Purpose:
 - Establishes the full Council's remit, composition, officer roles, and delegation scheme. Ensures transparency, accountability, and legal compliance across the Council's work.
- 5. Requirement:
 - To meet statutory governance obligations and ensure proper conduct, ethical standards, and effective delegation.

Finance Committee (App 12B)

- 6. Legal Basis:
 - Accounts and Audit (Wales) Regulations 2014
 - Local Government Finance Act 1992
 - Public Audit (Wales) Act 2004
 - Governance and Accountability for Local Councils in Wales: A Practitioners' Guide
- 7. Purpose:
 - Provides robust financial oversight, including budget setting, internal controls, audits, and financial risk management.
- 8. Requirement:
 - Ensures compliance with statutory financial duties, promotes sound management of public funds, and supports audit accountability.

Planning and Resources Committee (App 12C)

9. Legal Basis:

Local Government Act 1972

Local Authorities Cemeteries Order 1977

Well-being of Future Generations (Wales) Act 2015

Charities Act 2011 (for King George V Playing Fields Trust)

10. Purpose:

Coordinates the Council's responses to planning consultations and oversees assets, infrastructure, and resource allocation.

11. Requirement:

To participate in the statutory planning process and ensure effective management of council-owned land and property in line with public duties and charitable trust obligations.

Personnel Committee (App 12D)

12. Legal Basis:

Employment Rights Act 1996

Equality Act 2010

Health and Safety at Work etc. Act 1974

The Local Authorities (Model Code of Conduct) (Wales) Order 2008

13. Purpose:

Manages staffing structures, recruitment, HR policy, performance, and staff welfare.

14. Requirement:

Ensures legal compliance with employment law and the Council's responsibilities as an employer, while protecting both staff and the Council from legal and procedural risk.

Health and Safety Committee (App 12E)

15. Legal Basis:

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Social Partnership and Public Procurement (Wales) Act 2023

16. Purpose:

Ensures the Council meets its health and safety duties toward staff, members, contractors, and the public.

17. Requirement:

Mandated by health and safety law to assess, manage, and review risks in all areas of Council activity. Supports legal compliance and protects the Council from liability.

Proposed Resolution

18. Members to approve the Terms of Reference for the 2025–2026 civic year for the following Committees:

- a) Full Town Council
- b) Finance Committee
- c) Planning and Resources Committee
- d) Personnel Committee
- e) Health and Safety Committee

19. These ToRs are compliant with the relevant Welsh and UK legislation and form the legal foundation of Caldicot Town Council's corporate governance structure.

20. Members are free to propose amendments to the draft resolution or to substitute it with a revised version.

Mark Tredwin

Town Clerk

May 2025

Caldicot Town Council: Terms of Reference



1. Introduction

This Terms of Reference (ToR) outlines the responsibilities, powers, structures, and governance arrangements for Caldicot Town Council ("the Council"), a community council located in Monmouthshire, Wales. It is designed to ensure compliance with relevant legislation, promote transparency, and support effective local governance.

2. Legal Framework

2.1 Legislation Specific to Wales

- Local Government Act 1972 (as amended)
- Local Government (Wales) Measure 2011
- Well-being of Future Generations (Wales) Act 2015
- The Local Government and Elections (Wales) Act 2021
- Accounts and Audit (Wales) Regulations 2014
- The Local Authorities (Model Code of Conduct) (Wales) Order 2008

2.2 Applicable Legislation from England (applied in Wales)

- Public Bodies (Admission to Meetings) Act 1960
- Freedom of Information Act 2000
- Data Protection Act 2018 / UK GDPR
- Health and Safety at Work etc. Act 1974
- Employment Rights Act 1996
- Equality Act 2010

3. Composition of the Council

The Council consists of:

- 16 Elected Councillors
- 1 Mayor (elected annually by councillors at the Annual General Meeting)
- 1 Deputy Mayor (elected annually)

- Town Clerk/Chief Executive Officer (CEO) – Full time
- Deputy Town Clerk / Responsible Financial Officer (RFO) – Full time
- Administration Officer – Full time
- Facilities Officer – Part time
- Cemeteries Officer – Part time

4. Purpose and Functions of the Council

4.1 Purpose

To act as the democratic voice and civic leader of Caldicot, promoting well-being, economic vitality, and community cohesion through ethical and lawful decision-making.

4.2 Functions

- Represent the interests of the local community
- Manage public assets and facilities
- Allocate financial resources prudently
- Support local services and partnerships
- Deliver community engagement and consultation
- Promote environmental, cultural, and economic sustainability

5. Governance Structure

The Council meets regularly (as defined by Standing Orders) to:

- Set policy and strategy
- Approve budgets and precepts
- Review reports and committee recommendations
- Engage in civic representation

Standing Committees (subject to local resolutions) may include:

- Finance & Policy Committee
- Planning & Development Committee
- Environment & Amenities Committee
- Staffing & HR Committee

Sub-committees and working groups may be established as needed.

6. Roles and Responsibilities

6.1 Councillors

- Attend meetings and make decisions in the public interest
- Engage with constituents and represent their views
- Comply with the Code of Conduct
- Promote good governance and uphold democratic principles

6.2 Mayor and Deputy Mayor

- Chair full council meetings (Mayor)
- Represent the Council at civic events
- Uphold the dignity and impartiality of the office
- Act as a figurehead for the town

6.3 Chief Executive Officer / Town Clerk

Statutory Role: Proper Officer of the Council under the Local Government Act 1972.

Delegated Responsibilities:

- Implement Council policy and decisions
- Overall administration of the Council and staff
- Convene meetings and prepare agendas/minutes
- Custodian of legal records and documentation
- Oversight of statutory compliance and governance
- Lead officer for strategic and operational planning
- Represent the Council in partnerships and inter-agency work
- Act as line manager for all other staff
- Exercise delegated authority in emergency situations or where authorised by Standing Orders, Financial Regulations or Council resolution

Delegated Financial Responsibilities:

- Authorise expenditure within budget limits
- Manage contracts and procurement processes
- Oversee insurance, risk management, and asset registers

6.4 Deputy Town Clerk / Responsible Financial Officer (RFO)

Statutory Role: Responsible Financial Officer under the Accounts and Audit (Wales) Regulations.

Delegated Responsibilities:

- Prepare and manage the annual budget and precept calculations
- Maintain accurate and timely financial records
- Prepare accounts for audit (internal and external)
- Ensure compliance with financial regulations
- Advise on financial risk and reporting
- Bank reconciliation and cash flow management
- VAT administration and HMRC returns
- Manage payroll, pensions, and staff reimbursements
- Provide financial reports to the Council and committees

In the absence of the CEO/Town Clerk, the Deputy Clerk may act as interim Proper Officer if authorised by the Council.

6.5 Administration Officer

- Provide administrative support to the Clerk and Deputy Clerk
- Assist with meeting organisation, correspondence, and filing
- Maintain the Council's website and communications (where required)
- Support councillor communications and event planning

6.6 Facilities Officer (Part-Time)

- Responsible for the maintenance of Council facilities and property
- Liaise with contractors and suppliers as needed
- Carry out routine inspections and minor repairs
- Report health and safety concerns to the Clerk

6.7 Cemeteries Officer (Part-Time)

- Administer all matters relating to burials, grave ownership, and cemetery records
- Liaise with funeral directors and families
- Maintain cemetery documentation and registers
- Ensure cemetery is maintained in accordance with regulations and public expectations

7. Delegation Scheme

The Council delegates day-to-day management, decision-making and financial authority to the Town Clerk and RFO, within the limits of Financial Regulations and Standing Orders. All decisions must be reported to the Council or relevant committee as appropriate.

Authority	Delegated To	Scope of Delegation
Implementation of Policy	CEO/Town Clerk	Enact decisions and manage service delivery

Emergency Decisions	CEO/Town Clerk	Act in urgent matters, report retrospectively
Budgeted Expenditure	CEO/Town Clerk	Up to £1,000 per item (or as amended by Council)
Financial Management	RFO	Maintain and report on all financial records
Staff Management	CEO/Town Clerk	Line management, appraisal, minor HR decisions
Procurement	CEO/Town Clerk	In accordance with Financial Regulations
Routine Administration	Admin Officer	As directed by the Clerk/Deputy Clerk

All delegations are subject to:

- Budgetary provision
- Reporting requirements to the Council or committee
- Oversight and audit compliance

8. Meetings and Procedures

- Meetings shall be conducted in accordance with Standing Orders and the Public Bodies (Admission to Meetings) Act 1960.
- Agendas will be published in advance in accordance with statutory notice requirements.
- Members of the public are entitled to attend and participate where permitted.
- Draft minutes will be published and formally approved at the next meeting.

9. Review and Amendment

This Terms of Reference shall be reviewed at least annually by the Council or upon significant organisational or legislative change. Any amendments must be approved by resolution of Full Council.

Caldicot Town Council Finance Committee – Terms of Reference



1. Introduction

The Finance Committee is a standing committee of Caldicot Town Council, established to oversee all financial matters, ensure effective budgetary control, and safeguard the Council's financial integrity in accordance with statutory regulations and proper practices.

These Terms of Reference are made under the Council's Standing Orders and reviewed annually at the Annual Meeting of the Council.

2. Membership

- The Committee shall consist of seven Councillors.
- The Mayor and Deputy Mayor shall be ex officio members of the Committee with full voting rights.
- The Committee shall elect its own Chair and Vice-Chair from among its members at the first meeting following the Annual Meeting of the Council.

3. Quorum

- The quorum of the Finance Committee shall be three members or one-third of its membership, whichever is greater, in accordance with Standing Orders.

4. Meetings

- The Committee shall meet at least quarterly, but ideally monthly.
- Meetings shall be convened in accordance with the Council's Standing Orders, with three clear days' notice given.
- Draft minutes of each meeting shall be submitted to the next ordinary meeting of the Council.

5. Scope and Responsibilities

5.1 Budgeting and Financial Planning

- Recommend the annual budget and precept to Full Council.
- Review and recommend the Medium-Term Financial Plan.
- Monitor performance against the annual budget and recommend corrective

actions as needed.

- Review and recommend any proposed changes to earmarked reserves or the general reserve.

5.2 Financial Monitoring

- Review quarterly financial reports, including budget comparisons, bank reconciliations, and income/expenditure statements.
- Monitor internal controls and ensure the implementation of financial procedures.
- Authorise all payments in accordance with Financial Regulations.

5.3 Governance and Audit

- Recommend the Annual Governance and Accountability Return (AGAR) for approval by Full Council.
- Oversee arrangements for both internal and external audit and ensure responses to auditors' recommendations.
- Monitor the effectiveness of the system of internal controls, including risk management procedures.

5.4 Policy and Procedures

- Review and recommend updates to the Council's Financial Regulations and Standing Orders.
- Recommend financial policies, including Reserves Policy, Procurement Policy, and Grant Policy.
- Ensure compliance with public procurement law and transparency legislation.

5.5 Asset and Investment Management

- Review the Asset Register annually and make recommendations on acquisitions and disposals.
- Oversee the Council's insurance arrangements.
- Recommend policies on investments in accordance with the Statutory Guidance on Local Government Investments.

5.6 Grants and Donations

- Consider and make recommendations regarding applications for financial grants from community groups and other external organisations.

6. Delegation to the Responsible Financial Officer (RFO)

In accordance with Section 151 of the Local Government Act 1972 and the Accounts and Audit (Wales) Regulations 2014:

6.1 Designation

- The RFO shall be appointed by the Council and is the Deputy Town Clerk at Caldicot Town Council
- The Deputy RFO will be the Town Clerk act in the absence.

6.2 Duties

- Responsible for the proper administration of the Council's financial affairs.
- Prepare the annual budget, accounts, and the Annual Governance and Accountability Return (AGAR).
- Maintain accurate records of all income and expenditure.
- Ensure compliance with Financial Regulations, Standing Orders, and relevant legislation.
- Monitor cash flow and maintain appropriate banking arrangements.
- Present regular financial reports to the Finance Committee and Full Council.
- Ensure the safe and proper use of public funds, including the prevention of fraud.
- Administer payroll and pension contributions.

6.3 Delegated Authority

- Authorise routine payments up to a limit agreed in the Council's Financial Regulations.
- Manage banking and investment arrangements.
- Undertake virements within budget heads, within limits agreed by Council.
- Initiate emergency expenditure up to a specified amount as agreed in the Financial regulations and Standing orders of the Council, to be reported at the next meeting.

7. Legislative and Regulatory Framework

The Finance Committee and the RFO shall operate under the following legislation and statutory guidance:

UK-Wide and England & Wales Legislation:

- Local Government Act 1972
- Accounts and Audit (Wales) Regulations 2014
- Local Government and Elections (Wales) Act 2021
- Local Government Finance Act 1992
- Public Audit (Wales) Act 2004
- Local Government (Wales) Measure 2011
- The Well-being of Future Generations (Wales) Act 2015
- Freedom of Information Act 2000

- Data Protection Act 2018 (incorporating UK GDPR)

Statutory Guidance and Codes:

- Governance and Accountability for Local Councils in Wales: A Practitioners' Guide
- NALC Model Financial Regulations (tailored to Wales)
- The Good Councillor's Guide to Finance and Transparency

8. Reporting

- The Chair of the Finance Committee shall report to Full Council on all decisions and make recommendations where required.
- The RFO shall prepare written financial reports to each meeting of the Committee and Full Council as required.

9. Review

- These Terms of Reference shall be reviewed annually, or sooner if required, and amended with the approval of Full Council.

Adopted by Caldicot Town Council on

Review Date: May 2026

Caldicot Town Council

Planning and Resources Committee: Terms of Reference

1. Introduction

The Planning and Resources Committee is a standing committee of Caldicot Town Council, established to oversee and manage the Council's planning consultation functions and its resource management, including finance, personnel, and asset oversight. This Terms of Reference defines the scope, membership, responsibilities, and legal framework governing the Committee.

2. Membership

- The Committee shall consist of the full membership of Caldicot Town Council.
- The Mayor and Deputy Mayor of Caldicot Town Council shall be ex officio members with full voting rights.
- The Committee shall elect its own Chair and Vice-Chair at its first meeting following the Annual Meeting of the Town Council each municipal year.
- All members must comply with the Council's adopted Code of Conduct.

3. Quorum

- The quorum for any meeting of the Committee shall be four members.

4. Meetings

- Meetings will be held as required, with a minimum of four meetings per year.
- The meetings shall be convened in accordance with the Local Government Act 1972, with proper public notice and publication of agendas and minutes.
- Members of the public may attend meetings unless excluded under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

5. Functions and Responsibilities

The Planning and Resources Committee shall have delegated authority from the Town Council to carry out the following:

- **A. Planning**
 - Consider and make representations on planning applications referred to the Town Council by the Local Planning Authority (Monmouthshire County Council).
 - Monitor and respond to consultations on Local Development Plans, planning policy documents, and strategic infrastructure developments.
 - Represent the Council's views at planning-related meetings and inquiries as required.
- **B. Resources and Asset Management**
 - Oversight of Council properties and assets, including Council Offices, King George V Playing Fields, Play Parks, 9 Sandy Lane, and Caldicot Cemetery.
 - Make recommendations on maintenance, improvement, and use of assets.

- Review and propose relevant capital works and infrastructure projects.
- Ensure compliance with health and safety, risk assessment, and accessibility standards.

- **C. Finance and Budget Monitoring**

- Monitor expenditure and income within the Committee's responsibility areas.
- Review and recommend annual budgets.
- Consider grant applications and funding proposals.
- Recommend resource allocation in accordance with Financial Regulations.

- **D. Personnel (if delegated)**

- Provide oversight of staffing resources and training (within budgetary limits).
- Monitor compliance with Council employment policies.

6. Delegated Authority

- The Committee has delegated authority to make decisions within its remit, except where:
 - Expenditure exceeds thresholds set in Standing Orders or Financial Regulations.
 - Major policy changes are involved.
 - Matters are reserved to Full Council.

7. Reporting

- The Committee will report its decisions and recommendations to the next Full Council meeting.
- Minutes of meetings shall be circulated to all Councillors.

8. Review of Terms of Reference

- These Terms of Reference shall be reviewed annually following the Annual Meeting or as required.

9. Governing Legislation

The Committee operates under the following legislation and statutory guidance:

- Local Government Act 1972
- Local Government and Housing Act 1989
- Local Government Act 2000
- Local Authorities (Model Code of Conduct) (Wales) Order 2008
- Local Government (Wales) Measure 2011
- Well-being of Future Generations (Wales) Act 2015
- Public Bodies (Admission to Meetings) Act 1960
- Openness of Local Government Bodies Regulations 2014
- Local Government Finance Act 1992
- Local Authorities Cemeteries Order 1977 (as amended)
- Charities Act 2011 (for King George V Playing Fields Trust)

10. Compliance and Ethics

All Committee decisions must align with:

- The Council's Standing Orders and Financial Regulations.
- The Council's strategic objectives and corporate plans.
- The Nolan Principles of public life.

Adopted by Caldicot Town Council on:

Next Review Due: May 2026

CALDICOT TOWN COUNCIL

PERSONNEL COMMITTEE

Terms of Reference: Personnel Committee

Adopted on: XXXXXX

Review Date: May 2026

Reporting to: Full Council

Membership: 7 Members of the Council

1. Purpose

The Personnel Committee is established to oversee all staffing matters relating to the Town Council's employees. It ensures the Council operates within legal, fair, and ethical human resource practices and maintains a positive working environment for its staff.

2. Membership

- The Committee shall consist of 7 members drawn from the full membership of the Town Council.
 - The Committee will elect a Chair and Vice Chair annually at its first meeting following the Annual Meeting of the Council.
 - In the interest of efficient working practices, the Committee may delegate specific tasks to a Sub-Committee or Working Group, composed of no fewer than 3 and no more than 7 members, provided that all decisions made under delegation are reported to the full Committee.
-

3. Quorum

- The quorum for a Personnel Committee meeting shall be **one-third** of the total membership (i.e., 3 members).
 - For any Working Group or Sub-Committee, the quorum shall be a **simple majority** of its appointed members.
-

4. Meetings

- The Committee shall meet **at least quarterly**, with additional meetings arranged as required.
 - Meetings will be conducted in accordance with the Council's Standing Orders and the Local Government Act 1972.
 - The Committee may enter into confidential session where appropriate to consider sensitive staffing matters under the Public Bodies (Admission to Meetings) Act 1960.
-

5. Responsibilities

The Committee shall have responsibility for the following areas:

5.1 Staffing Structure and Appointments

- Review and recommend the staffing structure of the Council.
- Lead the recruitment process for new staff, including drafting job descriptions, advertising, shortlisting, interviewing, and making recommendations to Council.
- Approve appointment of temporary staff or contractors within agreed budget limits.

5.2 Terms and Conditions of Employment

- Review and recommend employee terms and conditions, including contracts, policies, and staff handbook updates.
- Ensure the Council complies with all relevant employment legislation and codes of practice.

5.3 Appraisals and Performance Management

- Ensure an annual appraisal system is in place and carried out for all employees.
- Monitor performance and address capability issues in line with Council policies.

5.4 Staff Welfare and Development

- Ensure appropriate training and development opportunities are provided for staff.
- Promote staff well-being and a healthy working environment.

5.5 Disciplinary and Grievance

- Consider staff grievances and disciplinary matters in accordance with Council policy.
- Convene formal panels (drawn from the Committee or Council) to hear appeals as required.

5.6 Salaries and Pensions

- Make recommendations to the Council regarding salary levels, pay progression, and pension matters.
- Ensure compliance with NJC terms and local government pension regulations where applicable.

5.7 Health & Safety

- Ensure that the Council complies with its duties under health and safety legislation in relation to staff.
 - Review risk assessments and occupational health provisions annually.
 - Shall appoint a Staff Liaison Councillor who along with the Clerk can discuss matters of wellbeing with the staff.
-

6. Delegated Authority

- The Committee has delegated authority to make decisions on day-to-day staffing matters within the Council's agreed budget.
 - Major changes to staffing structure, salary scales, or contractual terms must be referred to the Full Council for approval.
 - The Committee may form a Personnel Panel (typically 3-5 members) for sensitive matters such as staff recruitment, complaints, or disciplinary proceedings.
-

7. Confidentiality

All members must maintain strict confidentiality regarding sensitive personnel matters, both during and after their term of office. Breach of confidentiality may result in removal from the Committee.

8. Review

This Terms of Reference will be reviewed annually or as required to reflect changes in legislation or Council operations.

Approved by Caldicot Town Council on 19 May 2025

Caldicot Town Council Health and Safety Committee



Terms of Reference

1. Purpose and Scope

The Health and Safety Committee is a standing committee of Caldicot Town Council. Its purpose is to support and ensure the Council complies with its statutory duties in relation to health, safety, and welfare of its employees, councillors, contractors, volunteers, and members of the public affected by the Council's activities.

This committee will provide oversight, scrutiny, and guidance on health and safety matters, establish and review relevant policies, and ensure continuous improvement in health and safety performance.

2. Composition and Membership

- The Committee shall consist of seven (7) Town Councillors.
- The Mayor and Deputy Mayor of Caldicot Town Council shall be automatic (ex officio) members of the Committee.
- The Committee shall elect its own Chair and Vice-Chair from among its members at the first meeting following the Annual Meeting of the Council.

3. Legal Framework and Governance

The Health and Safety Committee shall conduct its business in accordance with:

A. Primary Legislation (UK-Wide and England & Wales Specific):

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Display Screen Equipment Regulations 1992
- Equality Act 2010

B. Devolved and Local Government Legislation (Wales):

- Local Government Act 1972

- Local Government (Wales) Measure 2011
- Well-being of Future Generations (Wales) Act 2015
- Social Partnership and Public Procurement (Wales) Act 2023
- Health and Safety Executive (HSE) guidance and codes of practice
- Employment law as it applies in Wales

4. Roles and Responsibilities

A. Committee Responsibilities:

The Health and Safety Committee shall:

1. Develop, review, and recommend to Full Council:
 - Health and Safety Policies
 - Risk Assessments
 - Safe working practices and procedures
2. Monitor implementation of Council's Health and Safety policy.
3. Receive and review:
 - Reports of accidents, incidents, and near misses
 - Inspection reports
 - Fire safety assessments and risk audits
4. Ensure that risk management strategies are in place across all Council activities.
5. Oversee through the Personnel Committee, training requirements and implementation for staff and Councillors.
6. Ensure proper systems are in place for:
 - Emergency planning and resilience
 - First Aid provision
 - Fire safety and evacuation
 - Display Screen Equipment (DSE) assessments
7. Monitor contractors' health and safety compliance.
8. Advise the Council on budgetary needs for health and safety provisions.
9. Liaise with external bodies (e.g., HSE, Monmouthshire County Council) as required.

5. Delegation of Authority

A. CEO (Town Clerk / Chief Executive Officer):

The Council delegates to the CEO (Town Clerk) the authority to:

- Implement the Council's Health and Safety Policy and associated procedures.
- Ensure daily compliance with health and safety regulations.
- Act as the Council's competent person, or appoint an appropriately qualified competent person.
- Report notifiable incidents to the HSE under RIDDOR.
- Commission risk assessments and external audits.

- Instruct contractors and staff in line with health and safety law.
- Suspend any work activity where there is an immediate risk.
- Allocate tasks as needed to manage risks.
- Prepare reports for the Committee and Council.
- Engage training providers.

B. Deputy Clerk:

The Deputy Clerk, under direction of the CEO, is authorised to:

- Support daily implementation of health and safety practices.
- Maintain documentation: risk assessments, training logs, etc.
- Coordinate routine inspections.
- Ensure first aid and PPE supplies are maintained.
- Monitor Display Screen Equipment compliance.
- Assist with emergency drills.
- Take emergency action in CEO's absence, with prompt reporting.

6. Meetings

- The Committee shall meet at least half-yearly.
- Additional meetings may be convened by the Chair or on request of the CEO.
- A quorum shall be three members.

7. Reporting and Accountability

- The Committee will report directly to Full Council.
- Minutes of all Committee meetings shall be submitted to Full Council.
- The Committee may make recommendations to Council, but does not hold executive authority over major policy decisions without Council ratification.

8. Review of Terms of Reference

- These Terms of Reference shall be reviewed annually at the first meeting of the Annual Meeting of the Council.
- Amendments must be approved by Full Council.

Committee: FULL COUNCIL

Date: 21 May 2025

Title: Standing Orders for Governance Year 2025–26

Purpose of Report

For members to formally approve the Standing Orders for the Governance Year 2025–26 in compliance with legislative requirements.

Recommendation

Members **RESOLVE** to approve the Standing Orders as attached in **Appendix 13A**.

Report

1. The Standing Orders of the Council regulate the conduct and structure of its meetings, delegation of powers, financial procedures (insofar as not covered by Financial Regulations), and various statutory and procedural requirements. Certain sections within the document are mandatory, as required by legislation, and are shown in bold as per the model produced by One Voice Wales (OVW).
2. The Standing Orders presented at this meeting are unchanged from those formally approved on 26 March 2025 (Appendix 11A at that time). The approved version has been redrafted as Appendix 13A for inclusion in this meeting, reflecting no alterations.
3. Under Standing Order 5.j.ix, the Council must annually undertake a "Review and adoption of appropriate standing orders and financial regulations". Compliance with this requirement ensures the Council operates within the legislative framework applicable to Town and Community Councils in Wales.

Relevant Legislation

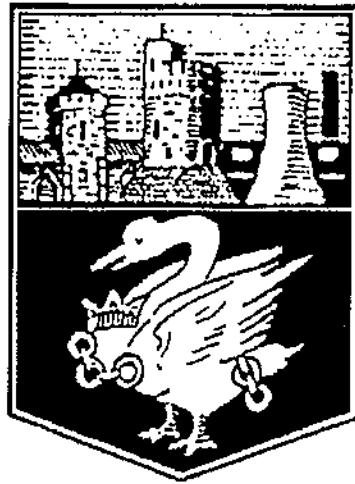
4. The adoption of Standing Orders ensures alignment with statutory obligations, including but not limited to:
 - Local Government Act 1972
 - Local Government (Wales) Measure 2011
 - The Local Government and Elections (Wales) Act 2021
 - Data Protection Act 2018 and UK GDPR

- Public Contracts Regulations 2015
 - Freedom of Information Act 2000
5. These Acts and Regulations underpin the Standing Orders and provide legal context to both the procedures and powers of the Council. For example, the 2021 Elections Act and related regulations place duties on councils for remote accessibility, transparency, and member conduct—provisions reflected throughout the current Standing Orders.
 6. It is good practice and a legislative requirement for all such governance documents (including the Training Plan, Annual Report, and Financial Regulations) to be reviewed and reapproved on an annual basis. Doing so ensures the Council remains compliant and accountable to its community.
 7. The Standing Orders are being presented for approval now, at the Annual Meeting, to ensure compliance. Any amendments suggested by Members should have been submitted to the Town Clerk by 30 April 2025, for review and possible incorporation at this meeting.

Proposed Resolution

8. Members are being asked to **RESOLVE** to approve the Standing Orders presented at this Full Council Meeting (**Appendix 13A**).
9. Members are free to suggest any alternative resolution of their own.

Mark Tredwin
Town Clerk
May 2025



CALDICOT TOWN COUNCIL

STANDING ORDERS 2024-25
Drafted February 2025
Approved 26 March 2025

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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: 21 May 2025

Title: Review of Financial Regulations

Purpose of Report

To advise Town Councillors that the current version of Caldicot Town Council's Financial Regulations remains unchanged since its formal adoption in February 2025, and to confirm that no amendments have been brought to the attention of the Town Clerk.

Recommendation:

Members to note that the Financial Regulations, as adopted in February 2025, continue to apply in full and **RESOLVE** to adopt them for the Governance Year 2025-26.

Background:

1. The Financial Regulations govern the proper financial management of Caldicot Town Council, ensuring compliance with statutory responsibilities and providing a framework for accountability, transparency, and prudent use of public funds.
2. The Regulations were most recently reviewed and approved by the Council in February 2025. Since that date, no amendments or updates have been proposed or submitted by any Member, Committee, or Officer. As Town Clerk and Proper Officer, I confirm that no legislative changes have occurred which would necessitate a mandatory revision of the document at this time.
3. The Council's Financial Regulations are structured to ensure consistency with statutory responsibilities under both Welsh and English legislation, as summarised below:

Relevant Legislation

4. Welsh Legislation:

- Local Government Act 1972 (as amended)
- Accounts and Audit (Wales) Regulations 2014
- Local Government (Wales) Measure 2011
- Well-being of Future Generations (Wales) Act 2015
- The Local Government and Elections (Wales) Act 2021

5. Applicable English Legislation (applied in Wales):

- Public Bodies (Admission to Meetings) Act 1960
- Freedom of Information Act 2000
- UK GDPR / Data Protection Act 2018
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Employment Rights Act 1996

6. Confirmation of No Amendment

As of 21 May 2025:

- The Town Clerk has received no requests or notifications for changes to the Financial Regulations.
- No Council resolution or Committee recommendation has been made proposing amendments.
- The version currently in force is the one approved in February 2025.
- No statutory requirements have changed which would compel an update of the document at this time.

The Responsible Financial Officer (RFO) continues to operate within the scope of these regulations, ensuring that:

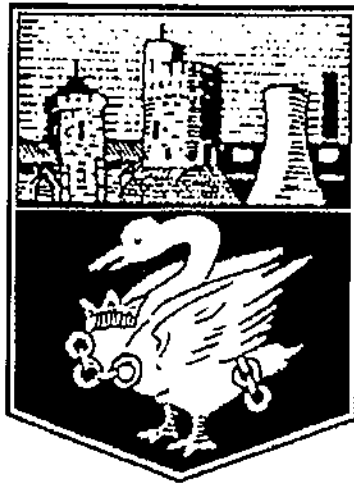
- Budgetary controls are applied
- Expenditure approvals follow delegated authority thresholds
- Internal and external audit requirements are met in line with the Accounts and Audit (Wales) Regulations 2014

This ongoing compliance also supports the Town Council's duties under the Well-being of Future Generations Act, in ensuring sustainable and lawful use of public funds.

Proposed Resolution

7. Members to note that the Financial Regulations adopted in February 2025 remain unchanged, and **RESOLVE** to adopt them.
8. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Mark Tredwin
Town Clerk
May 2025



CALDICOT TOWN COUNCIL FINANCIAL REGULATIONS

DRAFTED FEBRUARY 2025

Approved 26 March 2025

To be reviewed May 2025

(subject to other modifications before)

Introduction

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

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

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

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

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1. General

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

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

- produces financial management information as required by the council and legislation.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

- **determine and regularly review the bank mandate for all council bank accounts;**
- **authorise any grant or single commitment in excess of £10,000.**

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk, with the RFO, shall prepare, for approval by the council a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk, along with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter but preferably monthly, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign

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

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

3. Accounts and audit

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

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

3.9. Internal may not under any circumstances:

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

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

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

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

4. Budget and precept

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

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

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

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

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

5. Procurement

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

- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation³ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes.
- 5.9. Where the value is between £1,000 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
 - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}

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

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

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

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} 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.
- 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 £2,000 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.

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. 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/cheque], 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] may 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 {or a duly delegated committee} may authorise in advance for the year}.
- 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 {only} in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000]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 [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

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 [a number of] 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.}
- 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 [councillors who are] 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}.
- 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/approved online] 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 {or approved online} 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 [two of] the Clerk and [the RFO] [a member]. 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 {other than secure password stores requiring separate identity verification} 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 and countersigned by the Clerk.

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. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. 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 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.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250]

and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

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 a duly delegated 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 relevant 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 form the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}

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. 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. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}
- 15.2. 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.
- 15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}
- 15.4. {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 [insert reference of the council's relevant standing order] 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: 21 May 2025

Title: Banking Signatories – Legislative Requirements and Current Position

Purpose of Report

To consider the legislative background, rationale, and current arrangements concerning authorised banking signatories for Caldicot Town Council in relation to both electronic payments and physical cheque signing.

Recommendation:

Members to note the contents of this report, including the legal responsibilities associated with banking signatories and **RESOLVE** to maintain existing Signatories and adding Cllr XXX as an additional Signatory.

Background:

1. In accordance with financial governance and transparency requirements, Caldicot Town Council maintains a system of authorised signatories for the approval and execution of payments. This includes:
 - Signing of physical cheques
 - Authorisation of electronic banking transactions
2. The following councillors are currently designated signatories:
 - Cllr Mitchell
 - Cllr Easson
 - Cllr Strong
 - Cllr Cochran
3. Cllr Woodfield has withdrawn from being a signatory. Members may wish to add one more signatory to cover the his withdrawal.

Legal and Regulatory Framework:

4. The appointment and function of signatories for Town Councils in Wales are governed by several sources of legislation and good practice, which include:
 - a) Local Government Act 1972
 - I. Section 150(5) (now repealed): Historically required that cheques be signed by two councillors.
 - II. Section 151 places the responsibility for proper financial management on the council.
 - b) Accounts and Audit (Wales) Regulations 2014

Mandates effective systems of risk management and oversight by the Responsible Financial Officer (RFO).
 - c) Standing Orders of Caldicot Town Council (2024-25)

Section 17: Requires all payments to be authorised per financial regulations.

Section 21: Reinforces transparency and accountability.
 - d) One Voice Wales / SLCC Model Financial Regulations
 - a. Recommend dual-authorisation for all payments, including electronic transfers.

5. These frameworks ensure compliance with audit standards and statutory duties.

Reasons for Using Signatories

- a. Risk Management and Fraud Prevention
 - Ensures independent dual authorisation of payments.
- b. Transparency and Accountability
 - Reinforces public trust in council's financial procedures.
- c. External Audit Compliance
 - Auditors verify adherence to internal controls and procedures.

6. Legal Execution of Documents

- Standing Order 22 allows two councillors to sign deeds, witnessed by the Proper Officer.

Electronic Payments

7. Electronic payments are supported under Standing Orders and Financial Regulations, provided:
- a) Dual authorisation is enabled on banking platforms.
 - b) Transaction audit trails are maintained.
 - c) Adequate cyber and access controls are in place.

Cheque Payments

8. Physical cheques, while less commonly used, remain valid and require:
- a) Two councillor signatures as per financial control practices.
 - b) Serve as contingency where online systems are not accessible.

Proposed Resolution

9. Members to note the updated list of signatories and Resolve to add any additional :
- Cllr Mitchell
 - Cllr Easson
 - Cllr Strong
 - Cllr Cochran
10. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Mark Tredwin
Town Clerk
May 2025

Meeting: Full Council

Date: 21 May 2025

Report Title: Direct Debits and Regular Payments

1. Purpose of the Report

To provide a detailed explanation of the statutory and regulatory basis under which the Council makes regular payments and direct debits, including subscriptions to professional bodies and service contracts, in line with good governance and financial management practices.

Resolutions

That the Council:

1. RESOLVE to approve the schedule of Direct Debits and Regular Payments for financial year 2025–2026.
2. CONFIRM that all payments and memberships listed are authorised under relevant legislation and the Council's Standing Orders and Financial Regulations.
3. NOTE that where payments vary or require additional scrutiny, such changes will be brought to Council or Finance Committee for further review and approval.

2. Legal Framework and Governance

Caldicot Town Council operates under the powers and duties conferred by various acts of Parliament, in particular the Local Government Act 1972, the Local Government Finance Act 1992, and the Accounts and Audit (Wales) Regulations. These underpin the Council's authority to spend public funds and establish requirements for transparency, accountability, and effective financial control.

3. Standing Orders Compliance

Section 5.k.xv of the Council's Standing Orders states:

"Review of the Council's and/or staff subscriptions to other bodies."

This annual review process includes professional memberships such as:

- Society of Local Council Clerks (SLCC)
- One Voice Wales (OVW)

- Information Commissioner's Office (ICO)
- Institute of Cemetery and Crematorium Management (ICCM)
- National Allotment Society (NAS)
- Pear Technology – Cemetery Mapping

By including these payments in the Direct Debits and Regular Payments report, the Council fulfills its duty to conduct an annual review as required under its governance procedures.

4. Financial Regulations – Authorisation and Oversight

Under Section 6 (Banking and Payments) and Section 7 (Electronic Payments) of the Financial Regulations:

- The Council may authorise a schedule of regular payments due under continuing contracts, standing orders, or direct debits, such as utility bills, software subscriptions, and service agreements.
- These regular payments must be approved annually and reviewed periodically to mitigate the risk of fraud and ensure value for money.

Examples of authorised payments include:

- British Gas (Electricity/Gas)
- Dŵr Cymru (Water)
- MCC (Town Maintenance, CCTV, Toilet SLA)
- Payroll and cemetery contracts
- Digital and data services

Each payment must be presented in a monthly payment schedule and authorised by resolution, in line with Financial Regulations and Standing Orders.

5. Risk and Internal Control

The Council's Risk Management and Internal Control policy ensures that:

- All payments are supported by appropriate documentation.
- Bank reconciliations are independently verified.
- Subscription costs and utility bills are monitored for variance.

6. Delegated Authority and Emergency Expenditure

In cases where payments are required to meet urgent obligations or avoid penalties, the Clerk and RFO have delegated authority to:

- Authorise payments up to £500 within an agreed budget.
- Authorise emergency payments up to £2,000 to prevent service disruption or

address public safety risks.

All such payments must be reported to Council at the next available meeting.

7. Transparency and Accountability

Per the Accounts and Audit Regulations and reinforced by Financial Regulation 3.5:

"All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations."

A full list of direct debits and regular payments is reviewed and approved annually, then reported monthly to Council to ensure full transparency.

Recommendation

That the Council:

1. RESOLVE to approve the schedule of Direct Debits and Regular Payments for financial year 2025–2026.
2. CONFIRM that all payments and memberships listed are authorised under relevant legislation and the Council's Standing Orders and Financial Regulations.
3. NOTE that where payments vary or require additional scrutiny, such changes will be brought to Council or Finance Committee for further review and approval.

Mark Tredwin

Chief Executive Officer / Town Clerk

May 2025

Committee: FULL COUNCIL

Date: 21 May 2025

Title: Calendar of Meetings 2025-26

Purpose of Report

To consider the legislative obligation placed on town councils in Wales to produce and publish a calendar of council meetings for the forthcoming 18 months at their Annual Meeting.

Recommendation:

Members to note the legal requirements and **RESOLVE** the calendar of meetings for the next 18 months is published in accordance with statutory obligations.

Background:

1. Town and Community Councils in Wales are subject to various legislative frameworks that dictate how they must operate in terms of transparency, governance, and public accountability. One such requirement is the statutory duty to produce and publish a forward-looking calendar of meetings covering the next 18 months. This requirement stems from the Local Government and Elections (Wales) Act 2021 and its accompanying statutory guidance.
2. Legislative Basis: Under Section 47 of the Local Government and Elections (Wales) Act 2021, and supported by guidance issued by the Welsh Government, community councils are required to publish a schedule of intended council meetings. This is designed to provide the public with adequate notice and allow them to engage meaningfully with local democracy.
3. Specifically, the Local Government (Democracy) (Wales) Act 2013 and later reforms further strengthened this obligation by placing greater emphasis on transparency and accessibility. The 2021 Act updated this position by requiring that councils:
 - Must prepare and publish a schedule of full council meetings, as well as meetings of committees and sub-committees (if any), covering a period of at least 18 months.
 - Should agree this schedule at the Annual Meeting of the council, typically held in May each year.
 - Must publish this calendar in a way that is accessible to the public, typically via the council's website and noticeboards.

4. The Statutory Guidance on the Local Government and Elections (Wales) Act 2021, issued under Section 49 of the Act, provides clarity on expectations. It states:

"Community councils should set out their intended schedule of meetings for a minimum period of 18 months. This should be agreed and published following the Annual Meeting. The schedule should include the date, time, and location of each meeting, and should be published on the council's website and in other formats accessible to members of the public."

5. The rationale for the legislative requirement is rooted in principles of transparency, forward planning, and community engagement. By publishing an 18-month schedule:

- Councils demonstrate good governance.
- Members of the public are empowered to attend and participate.
- Councils support accessibility for members and officers to plan attendance and workload.
- It supports the wider ambition of the Welsh Government to increase democratic participation at the local level.

Proposed Resolution

6. Members to note the legislative requirement to publish a calendar of council meetings for the next 18 months at the Annual Meeting, and to ensure compliance by approving and disseminating the calendar in an accessible format.
7. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Lucy Wallington
Administrative officer
May 2025

Calendar of Meetings May 2025 – October 2026

Full Town Council (once a month)

Wednesday 28th May 2025
Wednesday 25th June 2025
Wednesday 30th July 2025
No scheduled August meeting
Wednesday 24th September 2025
Wednesday 29th October 2025
Wednesday 26th November 2025
No scheduled December meeting
Wednesday 28th January 2026
Wednesday 25th February 2026
Wednesday 25th March 2026
Wednesday 29th April 2026
Wednesday 27th May 2026
Wednesday 24th June 2026
Wednesday 29th July 2026
No scheduled August meeting
Wednesday 30th September 2026
Wednesday 28th October 2026

Finance Committee (once a month)

Wednesday 18th June 2025
Wednesday 23rd July 2025
No scheduled August meeting
Wednesday 17th September 2025
Wednesday 22nd October 2025
Wednesday 19th November 2025
No scheduled December meeting
Wednesday 21st January 2026
Wednesday 18th February 2026
Wednesday 18th March 2026
Wednesday 22nd April 2026
Wednesday 20th May 2026
Wednesday 17th June 2026
Wednesday 22nd July 2026
No scheduled August meeting
Wednesday 23rd September 2026
Wednesday 21st October 2026

Planning and Resources Committee (once a month)

Tuesday 10th June 2025
Tuesday 8th July 2025
Tuesday 5th August 2025
Tuesday 9th September 2025
Tuesday 14th October 2025
Tuesday 11th November 2025
Tuesday 9th December 2025
Tuesday 13th January 2026
Tuesday 10th February 2026
Tuesday 10th March 2026
Tuesday 14th April 2026
Tuesday 12th May 2026
Tuesday 9th June 2026
Tuesday 14th July 2026
Tuesday 4th August 2026
Tuesday 8th September 2026
Tuesday 13th October 2026

Grants Committee (twice per year)

Monday 15th September 2025
Thursday 12th February 2026
Monday 14th September 2026

Health and Safety committee (minimum of 4 per year)

Thursday 10th July 2025
Thursday 9th October 2025
Thursday 15th January 2026
Thursday 2nd April 2026
Thursday 9th July 2026
Thursday 8th October 2026

Personnel Committee (minimum of 4 per year)

Friday 6th June 2025
Friday 12th September 2025
Wednesday 3rd December 2025
Wednesday 4th March 2026
Friday 12th June 2026
Friday 11th September 2026

**Allotments Working Group
(twice per year)**

Wednesday 3rd September 2025
Friday 6th February 2026
Wednesday 2nd September 2026

**Environmental and Climate Change
Working Group
(every 2 months)**

Thursday 29th May 2025
Friday 4th July 2025
Friday 5th September 2025
Friday 14th November 2025
Monday 19th January 2026
Monday 16th March 2026
Thursday 7th May 2026
Friday 3rd July 2026
Friday 4th September 2026

**Commemoration and Anniversaries
Working Group
(every 2 months)**

Thursday 29th May 2025
Friday 18th July 2025
Friday 19th September 2025
Friday 7th November 2025
Friday 9th January 2026
Friday 13th March 2026
Friday 1st May 2026
Friday 17th July 2026
Friday 18th September 2026

**King George V Playing Fields Trustee
(twice per year)**

Tuesday 15th July 2025
Friday 23rd January 2026
Monday 6th July 2025

Committee: FULL COUNCIL

Date: 21 May 2025

Title: Reaffirm Meeting Allowances 2025–26

Purpose of Report

To confirm the levels of allowances and expenses payable to Members of Caldicot Town Council for the municipal year 2025–26, as required under the annual determinations made by the Independent Remuneration Panel for Wales.

Recommendation

- a) Notes the mandatory allowances as outlined in Determinations 44 and 45 and approves their implementation.
- b) Considers and **RESOLVES** whether to implement optional payments under Determinations 46–52.
- c) Ensures all Members are informed of their entitlements and the process for claiming them.

Report

1. Under the Local Government (Wales) Measure 2011, the Independent Remuneration Panel for Wales (IRPW) is responsible for setting the framework for Members' allowances and remuneration. The determinations outlined in their Annual Report are binding and must be implemented by all community and town councils in Wales, including Caldicot Town Council.
2. The following allowances apply specifically to Town and Community Councils for the year 1 April 2025 to 31 March 2026. There are a number of allowances that are payable to councillors. There are Mandatory Allowances (Must be Paid) which the council must offer to members. Members however do not have to agree to accept these.

a. Payment to Members (Determination 44)

- Each Caldicot Town Councillor must receive an annual allowance of £150 to assist with expenses such as printing, telephone calls, and stationery.
- This is a personal allowance and is not optional for the Council to implement.

b. Working from Home Allowance (Determination 45)

- All Members must also receive £156 per year to contribute to the additional household costs of working from home (e.g., heating, electricity, broadband).
- This is paid in addition to the £150 general allowance.

Total Mandatory Allowance per Councillor: **£306 per annum.**

3. Optional Payments (Council Must Decide Whether to Offer)

a. Senior Roles Allowance (Determination 46)

- The Council may pay up to 5 Members an additional £500 each if they hold senior roles, such as:
 - Mayor or Chair
 - Deputy Mayor
 - Committee Chairs (if applicable)
 - Other leadership roles

The decision to implement this allowance must be agreed by Full Council and recorded in official minutes hence bringing this to the Annual Meeting..

b. Financial Loss Compensation (Determination 47)

- Councillors may be reimbursed for actual loss of earnings incurred while carrying out approved council duties:
 - Up to £63.37 for a half day (up to 4 hours)
 - Up to £126.74 for a full day (over 4 hours)

c. Travel and Subsistence (Determinations 48–50)

- Travel Costs:
 - Car mileage: 45p per mile
 - Bike: 20p per mile
 - Passenger supplement: 5p per passenger per mile
 - Public transport and taxi costs can also be reimbursed with receipts.
- Subsistence:
 - Breakfast: £8
 - Lunch: £11
 - Evening meal: £25
 - Overnight stays:
 - London: up to £200

- Elsewhere: up to £95
- Staying with friends/family: £30

d. Reimbursement of Costs of Care (Determination 51)

- Any Member who needs to arrange care for a dependent to attend council duties may claim back care costs:
 - Maximum of £403 per month
 - Covers professional care or informal carers (excluding immediate family members)
 - Receipts or written confirmation must be provided

e. Co-opted Members (Determination 52)

- If Caldicot Town Council appoints any co-opted members, they may be paid:
 - £33 per hour
 - Up to a maximum of £99 for half-day or £198 for a full day
4. As already noted earlier in the report, Members may opt out of receiving payments by writing to the Town Clerk. In addition to this all payments are subject to tax and national insurance where applicable. Claims for optional reimbursements must be supported by documentation and submitted within 3 months of the expense.

Proposed Resolution

That Caldicot Town Council:

1. **Notes** the mandatory allowances as outlined in Determinations 44 and 45 and approves their implementation.
2. Considers and **RESOLVES** whether to implement optional payments under Determinations 46–52.
3. Ensures all Members are informed of their entitlements and the process for claiming them.

Mark Tredwin
Town Clerk
May 2025

Caldicot Town Councillor Allowances 2025–26 – Summary

Mandatory Payments (Paid to Every Councillor Automatically)

Allowance Type	Amount	Purpose
Basic Allowance	£150/year	To cover general expenses (printing, calls)
Home Working Allowance	£156/year	To help with heating, electricity, broadband
Total (Mandatory)	£306/year	

Optional Payments (Council must approve; Councillor may claim)

Allowance Type	Amount	Who Can Claim / Conditions
Senior Role Payment	£500/year	For Mayor, Deputy Mayor, Chairs (up to 5 roles)
Financial Loss Compensation	£63.37 (half day)	If you lose income while attending duties
	£126.74 (full day)	
Travel Reimbursement	45p per mile (car)	For approved travel to meetings/training
	20p per mile (bike)	Must submit claim with receipts
Subsistence (Food)	£8 (breakfast)	For long-distance duties where food is not provided
	£11 (lunch), £25 (dinner)	
Overnight Stay	£95 (outside London)	Must be pre-approved and receipted
	£200 (London), £30 (with friends)	
Care Costs Reimbursement	Up to £403/month	For child/adult care while attending meetings
Co-opted Member Fee	£33/hour (max £198/day)	If appointed as a non-councillor committee member



Important Notes

- You can opt out of receiving payments by writing to the Town Clerk.
- Optional claims must be supported by receipts or documentation.
- Claims must be submitted within 3 months of the expense.
- All payments may be subject to tax/National Insurance.