

**Minutes of a Meeting of Full Council of Caldicot Town Council in Caldicot Room Suite 3,
Castlegate Business Park held on Wednesday 26th June 2024 at 6.30 p.m.**

Present: Cllr. M. Mitchell – Chairman

Cllr. W. Coniff
Cllr. R. Grumbach
Cllr. A. Easson
Cllr. A. Lewis
Cllr. A. Mayo
Cllr. F. Rowberry
Cllr. I.R. Shillibear
Cllr. P. Strong

Also present: Anne Wilson, Locum Town Clerk

Lucy Wallington, Communications and Admin Officer
Two members of the public

Members received a presentation from A Mason and J Crandon who addressed the Town Council at 5:30 p.m. before the formal meeting about CCTV and associated matters. Members agreed it was a very helpful and informative presentation.

51/2025 Welcome

The Mayor welcomed everyone to the meeting.

The Mayor thanked Cllr. P. Strong for putting together a well-attended ceremony for D Day. Members agreed with the Mayor.

52/2025 Apologies for Absence

RESOLVED to receive apologies of absence for this meeting from:

- Cllr. J. Bond – personal commitment
- Cllr. G. Owen – unwell
- Cllr. R. Wilsher
- Cllr. J. Woodfield

53/2025 Declarations of Interest

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

54/2025 Public Question Time and Participation

- 1) There was a complaint raised by a local resident about the state of the two planters at either end of the town. They are not at all welcoming and are the initial impression given of Caldicot. The Mayor stated that the plants that the Town Council had paid for last year were stolen very quickly. The resident said that there were volunteers available to plant and water it although it was pointed out that our SLA Contractor had it within his remit. The areas were due for planting shortly.
- 2) There were further complaints from residents about the waste land at the end of Garthalan Drive and Betjeman Avenue – it was acknowledged that they had been refused any planning down there. The railway has put their own security down there and Network Rail are patrolling down there with dogs. The Environmental Officers have been contacted about the rubbish. They are hoping that a Protection Order that is in place will encourage the Police to work with the Environmental people. It is not a public right of way so there have been no prosecutions, but it is a recognised path which has been allowed to overgrow. There is an original right of way from the kissing gate down the ash path to the rugby club and then it continues. The Police have not held the regular meeting as promised. The residents were encouraged to send what's app photos direct to Environmental health and to encourage others to do so too as they need to be recorded as individual complaints.
- 3) A resident pointed out that there are no collecting trays in the porch roof and that the windows need a trickle vent put in them.
- 4) A resident commented about the poor state and the broken parklets in the town centre. It was acknowledged that these were the responsibility of Monmouthshire County Council. The Town Council would liaise with Monmouthshire over their repair. The question was asked if CCTV had picked up whoever broke them – a question which would be asked of the Police.

55/2024 Minutes

The Town Mayor will identify the following appended minutes and invite the Committee Chairs to present recommendations that they would like the Council to confirm.

RESOLVED to confirm the recommendations contained therein:

- i) Minutes of the Annual Meeting held on Wednesday 22nd May 2024
- ii) Minutes of the Extraordinary meeting Full Council held on Wednesday 22nd May 2024
- iii) Minutes of a meeting of the Personnel Committee held on Thursday 23rd May 2024.
- iv) Minutes of the S106 Working Group meeting held on Wednesday 29th May 2024.
- v) Minutes of Full Council held on Wednesday 29th May 2024.
- vi) Minutes of the urgent Extraordinary Full Council held on Tuesday 4th June 2024.
- vii) Minutes of the Town Council Building Working Group held on Thursday 6th June 2024.
- viii) Minutes of an Extraordinary Full Council held on Wednesday 12th June 2024.
- ix) Minutes of a meeting of the Finance Committee held on Wednesday 12th June 2024.
- x) Minutes of a meeting of the Personnel Committee held on Wednesday 19th June 2024.
- xi) Minutes of a meeting of the Grants Committee held on Wednesday 19th June 2024.

56/2025 Reports from Monmouthshire Councillors

RESOLVED to receive a verbal report from the Monmouthshire Councillors on matters pertaining to Monmouthshire Council and those relevant to Caldicot Town Council.

- Pleased to see a Post office is coming to Caldicot and they encouraged residents to make representations about what services they wanted
- Tom Jones and Shania Twain are in Chepstow the weekend following the meeting, so it was expected to be very busy.
- There was concern about the amount of money spent on the Zone – was not regeneration of the building when funds were needed elsewhere in the town. Comments had been made that S106 money had been spent around the Cross and Church Road and up to the Castle not in other areas of the town.
- The dog exclusion zones come into effect officially on the 1st June 2024 but the signs are not up yet. The enforcement will be intelligence led with a common sense rather than authoritarian approach but they did remind people it is an offense not to pick up dog faeces.

57/2025 Report from Gwent Police

RESOLVED to receive a written report from Gwent Police on matters pertaining to Caldicot.

Concern was expressed that there was nothing about Garthallen Drive in the report where reports were being made from regularly.

58/2025 Finance

i) Payment Schedule

RESOLVED to consider and confirm the attached payment schedule. Members noted that Rob Lewis had cut down two trees but not yet removed the stumps.

ii) Internal Audit Report

RESOLVED to note the Internal Audit and the recommendations made within.

iii) End of Year Accounts

RESOLVED that Members approved the following:

- End of Year Accounts
- AGAR Form including the Accounting Statements
- Governance and Accountability Statement – each section was read out to the Council, and they agreed with the statements

Members noted the work that the Deputy Town Clerk / Deputy RFO had carried out on the end of year accounts and thanked her for her work.

iv) Bespoke Finance Training

RESOLVED Members agreed to having bespoke Finance Training via Zoom arranged through One Voice Wales. The training is booked and has been narrowed down to two dates and Members are asked to confirm which date we would like to make a definite booking for Wednesday 4th September or Thursday 5th September. E mails sent out about the dates have only been answered by a minority of Councillors.

A decision was needed to be made at this meeting and therefore Members **RESOLVED** to confirm that they would like to have the Finance Training by Zoom on Thursday 5th September 2024 at 6.30 p.m.

v) Mind Monmouthshire

RESOLVED to consider paperwork regarding the possibility of donating to Mind Monmouthshire and agreed that the Locum Town Clerk should find out how much work was carried out in Caldicot.

59/2025 Co-option of a Town Councillor

Following the resignation of Cllr. Maria Stevens the vacancy for a Councillor was advertised in the normal way and no election has been called. Members are therefore asked to note that the Co-option process will now be followed. Applications will be invited through advertisement on the website, social media and on the noticeboards with applicants being asked to make a short presentation at the July Full Council meeting before voting by Members.

Applicants will be asked to tell Members a bit about themselves, why they would like to be a Councillor, what they can bring to the Council and how they are involved in the local community.

Members noted this information.

60/2025 Town Council Matters

i) Official re-opening of the Town Council Offices

RESOLVED to note that it is planned that the official re-opening of the Town Council offices when official invites will be circulated as well as the building being open to the public will take place on Thursday 12th September 2024. This event will incorporate the Town Mayor's Civic Day and the presentations from the Best Kept Garden Competition.

ii) Town Council Wildlife and Community Garden

Members of the Town Council Building Working Group and Eco and Climate Working Party were invited to set a date for an initial meeting about the proposals to forward the work in the garden behind the Town Council offices.

RESOLVED that the meeting of the Town Council Building Working Group and Eco and Climate Working Group meet on Thursday 25th July 2024 at 10 a.m.

iii) S106 Working

Members were invited to set a date for a S106 Working Group meeting to progress the matters discussed at the last meeting.

RESOLVED the next meeting of the S106 Working Group be held on Wednesday 10th July 2024 at 10 a.m.

iv) Round Table Discussions

RESOLVED that a round table discussion and brainstorming session will be held on Friday 19th July 2024 starting at 1 p.m. It is hoped that all members will attend on this day. Location to be confirmed.

61/2025 Planning

Plans may be viewed prior to the meeting at <https://www.monmouthshire.gov.uk/view-planning-applications>

i) Planning Applications for consideration:

Members considered the planning applications received:

- DM/2024/00536 14 Willow Close, Caldicot
Demolition of existing porch and side elevation single storey side flat roof extension and erection of new porch and 2 storey side elevation extension to semi-detached house.

RESOLVED that Members had no objections.

- DM/2024/00744 6 Wesley Buildings Newport Road
2 fascia signs, 1 projecting sign, new shop front, sun blinds, 2 extract vents and 2 air conditioning condenser units

RESOLVED that Members had no objections.

ii) MCC Approved Planning Applications

RESOLVED that Members noted that the following planning applications have been approved:

- Aluminium Panel with Vinyl graphic - Xylem x 1 sign. Unit 9 Symonds Cliff Way Severn Bridge Industrial Estate Portskewett
- Discharge of condition 5 relating to planning DM/2023/01051. (Surface drainage and foul drainage). 37A Longcroft Road Caldicot
- Change of Use from Class A2 (Financial and Professional) to a mixed-use comprising Class A1 and A3 uses. 6 Wesley Buildings Newport Road Caldicot Monmouthshire NP26 4LY

62/2025 KGPF May Inspection

RESOLVED that Members noted the inspection report and note that the Locum Town Clerk will arrange for any repairs to be conducted.

The gate to the entrance to the play area had still not been repaired, noting it was not on the inspection regime. The Locum Town Clerk would chase the repair as it had been sent to Monmouthshire CC to carry out the repair.

63/2025 Managing Flood Risk on the Severn Estuary

RESOLVED that Members noted the document which was raised as part of the Severnside meeting.

64/2025 CCTV

Members were asked to discuss the presentation made before the Town Council meeting and agreed that they felt it had been very helpful in terms of understanding where the cameras were and their vision splay, also the issues with two currently. There was concern raised about drug taking at Castroggy park and how this could be monitored. They noted the cost per electorate was £1 per annum with the daily cost being £2.91 per camera.

RESOLVED that the quote from Rob Lewis for £600 + VAT be accepted to carry out the work on the trees where required.

65/2025 Christmas Lights

Members were asked to note that the Locum Town Clerk has arranged to meet with City Illuminations – this is likely to be mid-July to discuss the replacement catenary brackets and their locations. The tender specification provided to City Illuminations by Caldicot Town Council did not provide the locations of the brackets.

From this meeting quotes will need to be obtained to put up the new brackets and have the remainder tested for safety.

The Christmas lights need to be tested by a qualified electrician.

City Illuminations are on their final year of a three-year contract in 2024.

RESOLVED that a meeting of the Christmas Lights Working Group will be held on Thursday 1st August 2024 at 10 a.m.

66/2025 Ahmadiyya Muslim Elders Association

Members noted that all Town Councillors have been invited to attend the Eid Dinner on Saturday 29th June 2024 at 12.30 p.m. at the Bay-den Scout Hall, Grange Town, Cardiff.

RESOLVED that Cllr. Mayo attends the Eid Dinner on behalf of the Town Council. He would confirm his availability to the Deputy Town Clerk.

67/2025 Victory in Europe

Members were asked to consider creating a Working Group to consider a Victory in Europe Event on Thursday 8th May 2025.

RESOLVED that Members noted that this anniversary would be the last one with a round number and should be commemorated.

Further **RESOLVED** that a reconstituted Remembrance Sunday be considered and that a community working group should be set up for this and other anniversaries including VJ Day, Falklands War.

Setting this group up when the Council is returned to their offices and some Councillors to be involved but noted that the existing committee lead until November then Cllr. Strong will lead going forward.

68/2025 Name Badges

The office has received requests that Town Councillors have name badges to wear when they represent the Town Council. It is considered that Town Council staff should also have them.

RESOLVED that Members agree to name badges for Town Councillors and staff at a cost of £5.92 + VAT per badge with the logo, name, and position, noting that there is also a one-off cost of £46.50 to set up the colour print.

69/2025 Cil-Y-Coed Community Garden

RESOLVED that Members noted the approved National Lottery Heritage Fund Grant.

70/2025 Annual Report

Caldicot Town Council is required to have an Annual Report published each year by the end of June. Although it will be slightly late, the report for Caldicot Town Council will initially be available through our website and social media and will be released into the town as hard copies afterwards.

71/2025 Any new matters relating to the town not included elsewhere on the agenda

Members brought up the following matters:

- A neutralised version of Standing Orders would be brought back to the July Council meeting for confirmation
- Is there a definitive list of the electoral register of Caldicot for Bands 3 or Band 2?
- RBL Wreath at a cost of £26 but asked for a donation of £33. £33 was agreed.
- Two quotes had been received for the hedge at the Bowls Club. No work can be done until the nesting season is over
- Radios has been purchased as agreed but the licensing and legislation around their use needs to be investigated. The ones agreed by Council are currently out of stock, but Luxy was keeping an eye for them
- The renewal of the allotment agreements was going well with a few people still to pay, There seemed to be a positive response to the bespoke key for the gate

72/2025 Date of Next Meeting

RESOLVED to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 31st July 2024.

73/2025 EXCLUSION OF PUBLIC AND PRESS

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

COMMITTEE IN PRIVATE SESSION

74/2025 Caldicot Cemetery

The Town Mayor gave a verbal report about the Dewstow Cemetery and the use of the new part of the cemetery. Members will be asked to agree the way forward.

Members discussed the use of the new part of the cemetery and **RESOLVED** that the new cemetery would be used with immediate effect as it is consecrated and that the plots available in the old cemetery could be used with the agreement of the council but possibly for those who already have relatives near the vacant plots. Funeral Directors would be encouraged to offer the new section.

RESOLVED that the Mayor, Deputy Mayor and the Locum Town Clerk meet with our contractors.

Further **RESOLVED** that other matters relating to the Cemetery be discussed with the relevant people.

The Town Mayor would like to present cheques to her chosen charities before the next Full Council meeting at the end of July.

Signed Date

Chairman

Minutes of a **Meeting of the Grants Committee** of Caldicot Town Council in **Caldicot Room Suite 3, Castlegate Business Park** held on
Thursday 11th July 2024 at 1 p.m.

Present: Cllr. F. Rowberry – Chairman
Cllr. R. Grumbach
Cllr. J. Higginson
Cllr. M. Mitchell
Cllr. B. Shillibear

Also present: Anne Wilson Locum Town Clerk by Zoom
Lisa Gillespie Deputy Town Clerk
Lucy Wallington Admin and Communications Officer

G12/2025 Welcome

The Chair welcomed everyone to the meeting.

G13/2025 Apologies for Absence

RESOLVED to receive apologies of absence for this meeting from:

- Cllr. G. Owen – unwell
- Cllr. P. Strong – personal commitment

G14/2025 Declarations of Interest

RESOLVED to note that the following Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda were received:

- Cllr. R. Grumbach – personal interest in agenda item no. 7.2
- Cllr. M. Mitchell – personal interest in agenda item no. 7.2

G15/2025 Public Question Time and Participation

There were no members of the public present.

G16/2025 Minutes

Members deferred the confirmation the minutes of Grants Committee held on Wednesday 19th June 2024 to make the following amendments:

- Cllr. Higginson was omitted from those attending

- There was a query over whether Cllr. Strong was present
- Cllr. Grumbach had an r omitted from her name

The Locum Town Clerk joined the meeting.

G17/2025 Updates on Grant Applications considered at the meeting held on Wednesday 19th June 2024

Members had asked for further information on the following applications and were asked to consider the report circulated by the Locum Town Clerk with further information on.

- i) Caldicot Ladies Football Club

This item was deferred as no reply had been received from the football club.

- ii) Sudbrook Cricket Club

RESOLVED to make a grant of £1000 based on the additional information.

- iii) Monmouthshire Veterans Support Hub

RESOLVED to make a grant of £500.

G18/2025 Grants Applications

Members were asked to consider the following grant applications received and agree the way forward:

- i) Brightwell

RESOLVED to make a grant of £100.

- ii) Caldicot Pride (Friends of TogetherWORKS)

RESOLVED to make a grant of £490 for first aid to enable the event to go ahead.

G19/2025 Date of Next Meeting

RESOLVED to note that as per the minutes of the 19th June 2024 the meetings of the Grant Committee will now be held quarterly so the next meeting will be held in, with the actual date to be agreed:

- September 2024
- December 2024
- March 2025
- June 2025

Signed Date

Chairman

Minutes of a **Meeting of the Personnel Committee** of Caldicot Town Council in **Caldicot Room Suite 3, Castlegate Business Park** to be held on **Thursday 27th June 2024 at 1 p.m.**
(Due to an emergency situation the meeting the meeting was rescheduled from 2.15 p.m.)

Present: Cllr. M. Mitchell – Chair
Cllr. W. Coniff
Cllr J. Higginson
Cllr. F. Rowberry

Also present: Anne Wilson Locum Town Clerk

P19/2025 Welcome

The Chair welcomed everyone to the meeting and thanked them for being so accommodating about the change of time.

P20/2025 Apologies for Absence

RESOLVED to receive apologies of absence for this meeting from:

- Cllr. A. Easson – personal commitment
- Cllr. G. Owen – unwell
- Cllr. P. Strong – personal commitment

P21/2025 Declarations of Interest

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

P22/2025 Public Question Time and Participation

There were no members of the public present:

P23/2025 Minutes

RESOLVED to confirm the minutes of the Personnel Committee held on Wednesday 19th June 2024

P24/2024 Date of Next Meeting

RESOLVED to note that the next meeting of the Personnel Committee will be held on a date to be agreed.

P25/2025 EXCLUSION OF PUBLIC AND PRESS

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

COMMITTEE IN PRIVATE SESSION

P26/2025 Staffing Matters

Members were asked to:

- i) Members received an update on the interviews which had taken place for the posts of Cemetery Administrator and Facilities Assistant. The fields were both jobs were strong, and Members had carried out a stringent interview process.

RESOLVED to make the following appointments:

- Appointment of a Facilities Assistant for a minimum of 18 hours per week
 - Appointment of a Cemetery Administrator for 8 hours per week
 - Offer one of the applicants for the Cemetery Administrator post the previously advertised without filling the post position of Temporary Administrator
- ii) Receive an update on any other staffing matter and agree the way forward if necessary.
 - That an element of the contract for the new Town Clerk be confirmed.
 - Following an update on the new role of Deputy Town Clerk and RFO that Cllr. Coniff meets with the member of staff immediately after the meeting.

Signed **Date**

Signed



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

Minutes of a meeting of Allotments Committee of Caldicot Town Council
in Caldicot Room Suite 3, Castlegate Business Park
held on Tuesday 23rd July 2024 at 10:00 a.m.

Present: Cllr. M. Mitchell
Cllr. F. Rowberry
Cllr. J. Woodfield

Also: Mr Peters
Mr Donoghue
Mr Meed
Mr Spencer

A1/2025 Welcome

The Chair welcomed everyone to the meeting.

A2/2025 Apologies for Absence

RESOLVED to note that there were no apologies of absence for this meeting.

A3/2025 Election of Chair

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

A4/2025 Election of Vice-Chair

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

A5/2025 Declarations of Interest

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

A6/2025 Minutes

RESOLVED to confirm the minutes of Allotments Committee held on held on Friday 8 th March 2024.

A7/2025 Allotment Update

RESOLVED to receive a verbal update from the Allotment representatives on matters pertaining to the Caldicot Town Council allotments.

i) KGVPF Allotments

There was no update.

ii) Oakley Way Allotments

Members noted the appendices and discussed and noted the following:

- There was a lack of light due to trees in MHA gardens and highways tree were causing darkness too. Plot 17 only has light between 10 a.m. and 3 p.m.

It was suggested that:

- a) A letter was sent to Highways highlighting the issues and ask them to clear the overhanging and higher branches oof the trees and to clear the brambles too
- b) Letter to MHA regarding the trees at the front of the allotments
- c) A site meeting be organised to inspect the trees
- Some allotment holders were unhappy about the new terms and conditions and the changes with concessions – some were not happy with the new price and the lack of definition over the size of the large/small plots.
- Water on the Oakley Way site
- Request for a combination lock on the gate at Oakley Way – ultimately with taller gates

iii) Sandy Lane Allotments

- 18 plots are not maintained – 4 have been cut back
- Tenant has swopped to smaller than 3rdplot – not working that either
- Concern was expressed about litter in black bags and asked for a message to be sent to allotment holders about the rubbish collections by MCC
- The tenants would like to be included on the inspections
- Request to change the annual renewal date to December to allow for re-allocation in time for the growing season
- Meeting Schedule to be three times per year
- Health and Safety meeting requested with our provider regarding glass
- This years' agreements are signed but would like consultation with plot holders on next years' agreement.

- Offer existing empty plots for free if proven by the end of the year they will work the plot with a signed agreement
- Agreement with new plot holders to agree a set time to start work on the plots and comply with the rules. Make the terms and conditions plainer

A8/2025 Date of Next Meeting

RESOLVED to note that the next meeting of the Allotments Committee will be held on Thursday 5th September 2024 at 10 a.m.

A9/2024 EXCLUSION OF PUBLIC AND PRESS

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

COMMITTEE IN PRIVATE SESSION

A10/2024 Sandy Lane Allotments Padlock

Members received a verbal update regarding the implementation of a restricted padlock at Sandy Lane.

???????????

A11/2024 Allotment Plot Clearances

Members received a verbal update regarding the restoration of allotment plots.

??????????????

Signed Date

Chairman



Minutes of a meeting of the Staffing Committee of Caldicot Town Council in Caldicot Town Council, Castlegate Business Park to be held on Thursday 25th July 2024 at 10.00 a.m.

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

Also present: Anne Wilson Locum Town Clerk
Mark Tredwin – new Town Clerk

P27/2025 Welcome

The Chairman welcomed everyone to the meeting.

P28/2025 Apologies for Absence

RESOLVED to note that there were no apologies of absence for this meeting.

P29/2025 Declarations of Interest

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

P30/2025 Public Question Time and Participation

There were no members of the public present.

P31/2025 Minutes

RESOLVED to confirm the minutes of the meeting of the Personnel Committee held on Thursday 27th June 2024.

P31/2025 Update on the appointment of new staff

Members received an update and report on the appointment of new staff, the induction programme and future training.

P32/2025 Date of next meeting

RESOLVED to note that the next meeting of the Personnel Committee of Caldicot Town Council will be scheduled when required.

P33/2025 EXCLUSION OF PUBLIC AND PRESS

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

COMMITTEE IN PRIVATE SESSION

P34/2025 Staffing Matters

i) Emergency Meeting w/c 1st July 2025

Members noted that the meeting was not called in accordance with legal requirements and no agenda had been produced. The Locum Town Clerk, who did not call the meeting, stated that all matters agreed at that meeting could not be agreed and that they would have to be considered again.

The Locum Town Clerk spoke to each of the items and Members therefore agreed to the items raised noting the comments and concerns made.

RESOLVED to rescind a recommendation made at the meeting of the Personnel Committee on Thursday 27th June 2024.

RESOLVED that the items raised be agreed.

ii) Staffing Matters

RESOLVED to note that Lisa Gillepsie, Deputy Town Clerk has resigned, and her last working day would be 19th September 2024.

iii) Report from the Locum Town Clerk

Members received a report from the Locum Town Clerk about her role and the challenges she had encountered during her role to date.

The Locum Town Clerk left the meeting to allow Members to consider the report.

RECOMMENDED:

- i) That a report be put to Full Council for agreement following the discussion at this meeting.
- ii) That the Deputy Town Clerk be advertised as soon as possible. The Locum Town Clerk and the new Town Clerk would liaise over this.

Signed Date

Chairman

G.

Clerk

From: John Woodfield
Sent: 07 June 2024 17:06
To: Clerk
Subject: Barrier info YD - Quotation [REDACTED] 2 of 2

FYI

Cofion Cynnes/ Kind Regards

Cllr John Woodfield

Town Councillor for Caldicot, Castle Ward.
Cyngorydd Tref Cil-y-Coed am Ward Castell

[REDACTED]

From: [REDACTED]
Sent: 07 March 2024 16:31
To: John Woodfield <JohnWoodfield@caldicottc.org.uk>
Subject: FW: YD - Quotation [REDACTED]

From: Quotes <quotes@barriersdirect.co.uk>
Sent: Wednesday, March 6, 2024 4:31 PM
To: [REDACTED]
Subject: YD - Quotation [REDACTED]

Dear John,

I hope this email finds you well.

I have sent over quotation [REDACTED] This is for supply only.

Should you not receive it, please let me know.

See link below for the product quoted;

www.barriersdirect.co.uk/barriers-c1157/car-park-barriers-c1257/height-restrictor-swing-opening-single-leaf-barrier-3-to-6m-sturdy-robust-p46169

Kindest Regards

Yvonne - Sales
Barriers Direct

DDI 01256 597 778
Email quotes@barriersdirect.co.uk

Clerk

From: John Woodfield
Sent: 07 March 2024 16:38
To: Clerk
Subject: Barriers Direct Info from research Quotation [REDACTED] Re KGVPF legal accessibility options

Hi Anne,

This is one of three messages (detail below) in follow up to my advice to the H&S committee, whereby i have received correspondence which is best left with you as part of your research. I will reply to all, with confirmation that this has now been placed in our research model whereby any future action will be followed up

Cofion Cynnes/ Kind Regards

Cllr John Woodfield

Town Councillor for Caldicot, Castle Ward.
Cynghorydd Tref Cil-y-Coed am Ward Castell

[REDACTED]

From: info@barriersdirect.info <info@barriersdirect.info>
Sent: Wednesday, March 6, 2024 4:31 PM
To: [REDACTED]
Subject: Quotation [REDACTED]

If you cannot read this email, please [click here](#)



Thanks for using Barriers Direct. Here's your **Quotation**

This Quotation is valid for 30 days, until April 05, 2024

Order Details

Quotation No

Quotation Date
06/03/2024

Customer Contact Name

Invoice to

Invoice address
TBC
TBC
TBC
TBC

Deliver to

TBC
TBC
TBC
TBC

Site Contact Telephone Number

Your Order Items

No.	Product Description	Item Price	Nett Total
1	Height Restrictor Swing Opening Single Leaf Barrier (3 to 6M) 'Sturdy & Robust'	£1,569.83	£1,569.83
	<ul style="list-style-type: none"> Barrier Width & Finish : 6 Metre – Galvanised Only (£1,245.13) Choose Barrier Height: 2.2 Metres Choose Mounting Option: Concrete In (Recommended) Latch Back Post Option: Latch Back Post (Recommended) (+£324.70) Colour: Not Required – Galvanised Only Signage: No Signage Required DELIVERY: Normally delivered in 8 working days* I Made to Order - non refundable please see terms and conditions 		
		Total GBP Excl. VAT	£1,569.83
		Delivery	FREE
		20% VAT	£313.97
		Total amount to Pay	£1,883.80

Order Notes

Whilst we endeavour to deliver goods within the timescales quoted, please note that due to circumstances beyond our control, we cannot promise or guarantee that goods will arrive at a specific date or time.

This Quotation has been prepared based on our best understanding of the site and customer requirements. If additional works and/or products are required additional fees may apply.

For latest order updates - including up to date delivery information - please visit 'Track My Order' at any time.

[Track My Order](#)

How To Pay**BACS payments**

Bank Account

Sort Code
ReferenceIBAN
SWIFTBIC

Pay Online Credit/debit card, PayPal or Apple Pay

Send a cheque to:
Barriers Direct, Accounts,
18 New Horizon Business Centre,
Barrows Road, Harlow,
Essex, CM19 5FN

Remittances- Barriers
Direct Accounts, 18 New
Horizon Business Centre,
Barrows Road, Harlow,
Essex CM19 5FN

3. **Pay Online** by credit card, debit card or paypal.

4. Pay using a credit account or local authority account. [Find Out More](#)

Please Note

*Delivery times given are approximate only and may be significantly longer for large orders or orders that have additional finishes. As we use National Carriers, we cannot guarantee that there will not be delays beyond our control, please do not arrange for contractors to attend site until products are received.

Order Acceptance Policy When placing this order you are agreeing to accept that it is subject to our [Terms and Conditions](#). This does not affect your statutory rights.



Search over 20,000 products



FREE DELIVERY Within Great Britain

[< Back to Car Park Barriers](#)

Height Restrictor Swing Opening Single Leaf Barrier (3 to 6M) 'Sturdy & Robust'



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Technical Information

Specifications

- + Uprights 100 x 100 x 3mm Box Section
- + Crossbar 100 x 60 x 3mm Box Section
- + Concrete In - 760mm Below Ground
- + Bolt Down - Holes are 16mm diameter, fixings not supplied
- + Gate has 180 degree opening, depending on hinge post positioning
- + If ordering signage height chosen will be applied eg. 2.1 Metres selected, signage will read "Maximum Height 2.1 Metres"
- + Lock Shrouds will be manufactured on to the closing post as standard
- + Can be used in conjunction with the [Fixed version](#)
- + Nudge bar Depth information: It is designed to hang 100mm below the Horizontal Top Rail Bar & is in depth 100mm so this in total is 200mm.

Product Description

Product ID: 46169

Product Description

An ideal solution for the control of access to unauthorised areas such as staff or public car parks. Height Restrictors are designed to restrict access to high-sided vehicles such as HGV's and caravans. Swing height restrictors can be used where occasional entrance by high-sided vehicles may be required.

£1139.84 inc VAT **£949.87** inc VAT

Add to Cart



60mm box section, this single leaf, heavy duty design is available from 3 to 6 metres.

- + The barrier uprights are manufactured from 100 X 100mm steel box section and have the option to be a sunken fixture (concrete in) or surface mounted (bolt down). Please note, we recommend the concrete in option.
- + As standard it is powder coated however, a galvanised or double finish (Galvanised and powder coated) is available at extra cost. Please note double finish will extend lead time by 5 to 7 working days.
- + This single leaf barriers is supplied with a heavy-duty self-locking padlock facility (padlock not supplied).
- + Additional (Catch) latch back post is recommend & purchased with the barrier to enable the barrier to be secured when in the open position.

More Information

Warranty Information

This product comes with a 1 year warranty as standard

Product Documents

- + [SB23E - With Nudge Bar - Example](#)
- + [SB23E - With Sign - Example](#)

Information about installation

www.barriersdirect.co.uk/info/installation

[Send to a friend](#)

Payment Options

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Please select from below ▼

- 1 +

Quantity required

[View Variations](#)

[View Accessories](#)

Would you like this product installed?

☒ No ☐ Yes

Can we help choose the best option for you?

Call us on

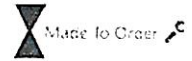
£1139.84 inc VAT **£949.87** exc VAT



Product Total

FREE DELIVERY Within Great Britain

You could have this delivered by
Wed 10 Apr



Bulk Discounts

5% off order 2 + units

£902.38

Discounts only apply to multiples of the same product, and exclude accessories.

Help and Advice

What happens after I submit my order?

For BACs, credit card and Paypal payments: As soon as your order has been processed, you will receive an email confirmation containing the details of your order, plus a VAT invoice. If you notice anything in the order confirmation that isn't how you expected it, contact us right away, so we can make it right. [Track the status of your order online here] [/https://www.barriersdirect.co.uk/order-checks/new](https://www.barriersdirect.co.uk/order-checks/new) Paying by cheque or pre-forma? You'll receive an email confirmation

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locksmith. To arrange additional sets of keys via our team, please contact us via email at support@barriersdirect.co.uk or by telephone 01279 933019 to arrange copies, quoting your order number.

Does the price I pay include VAT?

Yes, we always include VAT in the final price you pay. For ease, the calculation breakdown (excluding and including VAT) is displayed before you pay online.

How long does delivery take?

We offer a standard delivery service free of charge within Great Britain on most of our products. We aim to get most items to you between 3 and 5 working days, unless otherwise stipulated. Please note, some products such as made to order goods and bulk orders may take additional time to be dispatched - see product page for more information. Delivery usually takes place any time between 09:00 and 17:00 on the date of delivery - please ensure someone is in to take safe receipt of your order. Express Delivery We offer an express delivery service on certain products - see individual product details for more information. This service may also apply to other products, on request. For more information please call our sales team on 01279 933019. Please note: all express delivery orders must be placed before 12pm the day before to ensure a timely delivery. *On occasion, certain products may require a separate delivery charge, for example if they are particularly heavy or require additional lifting equipment. This delivery cost, if applicable, will be agreed with you before completion of the order and dispatch. The Highlands, Islands of Scotland and other remote locations may on occasion take longer to deliver than the published anticipated delivery date. Don't forget you can [Track My Order] (/order_checks/new) here.

£1139.84 inc VAT £949.87 inc VAT

Clerk

From: John Woodfield
Sent: 07 March 2024 16:43
To: Clerk
Subject: Final message of 3 - Monmouthshire County Council - A new Other - Highways, Roads & Transport report has been submitted - [REDACTED]
Attachments: New Footpath Photo 1 260224.jpg
Follow Up Flag: Follow up
Flag Status: Completed

Hi Anne,

This is the follow up from Mon CC in regard to my research upon contacting Magor Hyb, which i discussed with H&S and to which i have received the below response of advice. I will respond to Mr Moran as previously described in my earlier e-mail

Cofion Cynnes/ Kind Regards

Cllr John Woodfield

Town Councillor for Caldicot, Castle Ward.
Cynghorydd Tref Cil-y-Coed am Ward Castell

[REDACTED]

From: Moran, Mike [REDACTED]
Sent: Thursday, March 7, 2024 11:45 AM
To: John Woodfield [REDACTED]
Cc: MCC - CarParking [REDACTED]; Price, Geoffrey D.

Subject: RE: Monmouthshire County Council - A new Other - Highways, Roads & Transport report has been submitted [REDACTED]

Hi John,

My colleague Geoff Price in Highways has contacted me in relation to your query about car park height barriers.

I've only been involved in one contract where we've installed a height barrier and that's at the lower wireworks car park in Forge Road, Tintern – please see attached photo. This installation was completed a couple of weeks ago. I know that a similar barrier was also installed at a new car park in Wyebridge Street, Monmouth towards the end of last year.

The barrier has a restriction of 2.4m in height and has an opening mechanism, which we have secured with a padlock. You'll see from the photo that there is a "receiving post" so that when the barrier is opened it can be locked in place securely whilst open. The barriers come in a variety of shapes, sizes and colours – the one in Tintern is located on the car park access road which is 6m wide.

The cost of purchase and fitting of the barrier at Tintern, including fitting by the main contractor, was £6,733.52 and we sourced ours (and the one at Monmouth) from Barriers Direct – please see link below:

Height Restrictor with Low Level Locking - Effortless Swing Opening (1.9-2.3m Height, 3-6m Width) - Sturdy & Robust Design | Barriers Direct - or once on the website search for:

"Height Restrictor with Low Level Locking - Effortless Swing Opening". Also you can either ring them on 01256 597778 or email on quotes@barriersdirect.co.uk for advice on the most suitable barrier for the location you have in mind.

One thing to watch out for is delivery and storage, as the barriers are delivered already assembled – so if you do proceed, its best to find a delivery/storage location close to the intended installation point. The one used in Tintern was delivered to the main contractor's depot in Pontyclun, so they had to wait for a suitable vehicle to come free from another contract before they could arrange transport to the Tintern site.

Although I was involved in the Magor Hub project, I didn't deal with letting and managing the contract, so if you wanted further details of the height barrier installed there the best contact would be Ben Thorpe [REDACTED]

Hope this is helpful – please let me know if you need any more info from me.

All the best
Mike
[REDACTED]

From: MCC - CarParking [REDACTED]
Sent: 07 March 2024 09:38
To: Moran, Mike [REDACTED]
Subject: FW: Monmouthshire County Council - A new Other - Highways, Roads & Transport report has been submitted - [REDACTED]

Hi Mike,

I'm after you're help please if that's okay, would it be possible for you to forward any information you have on car park height barriers to Cllr Woodfield.

Sorry to ask.

Thank you
Kind Regards
Geoff

Geoff Price
Interim Civil Enforcement Manager
Monmouthshire County Council/Cyngor Sir Fynwy

From: [REDACTED]
Sent: Monday, March 4, 2024 2:03 PM
To: MCC - CarParking [REDACTED]
Subject: Monmouthshire County Council - A new Other - Highways, Roads & Transport report has been submitted - [REDACTED]

Hello Civil Enforcement/Car Parking,

A new service request has been submitted.
Please review the below information.

Number [REDACTED]
Type Other - Highways, Roads &
Transport

Customer Details

Name [REDACTED]
Mobile [REDACTED]
Phone [REDACTED]
Home [REDACTED]
Phone [REDACTED]
Email [REDACTED]
Address [REDACTED]
Address [REDACTED]
[REDACTED]

Information

What are you reporting?

Query from Town Cllr John Woodfield regarding the height restriction barrier going into the car park of the new Caldicot and Magor Hub

Please give any further details you feel necessary

Cllr Woodfield was asking for any details on pricing etc for a height restriction barrier like the one at the new hub as they are looking for solutions to control entry into the car park at King Henry V Playing Fields . Would the parking section have any information on those type of barriers which we may have on the Council's own car parks . His no is [REDACTED]

Service Area

Car Parking

Specific description of incident location including nearby house number or name, street or road name and landmarks etc.

Clerk

From: Town Council
Sent: 07 March 2024 14:02
To: Clerk
Subject: FW: KGvPF gates 07.03.24

Gates measurements as per pictures below -

Each gate = 5ft wide (little over 10ft wide entrance pillar to pillar, allowing for hinges)

Pillars – 6ft H x 2ft.7 W x 2ft D

From: [REDACTED]
Sent: Thursday, March 7, 2024 1:47 PM
To: Town Council [REDACTED]
Subject: KGvPF gates 07.03.24







Sent from my iPhone



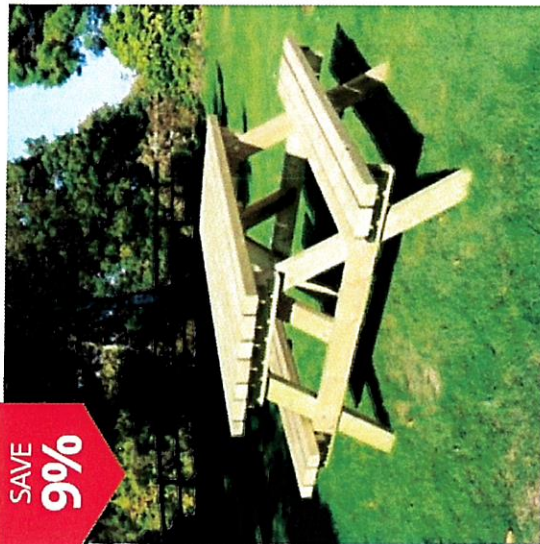


Picnic Benches

Deluxe Picnic Table

Deluxe Picnic Table

SAVE
9%



Brand: Churnet Valley
Product Code: CVG028B
Availability: In Stock
Delivery: Pallet Delivery: Direct from the manufacturer within 5 to 10 working days.

WAS: £228.95

£208.95

Save **£20.00 (9%)**

Size Option Special Offer

*Size

8 Seater (Sale Price: £208.95)



Free Delivery*

Qty

1

Add to Order

(£208.95)



YOU MIGHT ALSO LIKE



TIMBER ECO SHIELD - 1 LITRE

£22.95

Handwritten mark: a circle with a cross inside.



PRODUCT DESCRIPTION

DELIVERY*

REVIEWS (0)

The Deluxe Picnic Table from Churnet Valley offers a strong and sturdy piece of garden furniture which features smooth edges and offers the perfect place to enjoy a drink or picnic on a summers day. Available in either a six or eight seater option the slatted design and durable frame is hand made in the UK from pressure treated Scandinavian redwood which is fully braced and is designed to last with little or no maintenance. The chunky construction of this item enables its suitability for domestic or commercial use, therefore making it perfect for a park, gardens, restaurant, hotel or bar terrace. The table also includes a hole for a parasol (sold separately). Some home assembly required.

- Strong and Sturdy
- Rectangular Picnic Table
- Available in a 6 or 8 seater option
- Hand made in the UK
- Pressure treated
- Fully Braced
- Sustainably sourced timber
- Scandinavian redwood
- Parasol hole diameter 50mm
- Suitable for domestic or commercial use
- Manufacturer's 20 year anti rot guarantee
- Some home assembly required

Dimensions

6 Seater

Overall Width 150cm (59in)

Overall Depth 150cm (59in)

8 Seater

180cm (71in)

150cm (59in)



Dimensions

	6 Seater	8 Seater
Overall Width	150cm (59in)	180cm (71in)
Overall Depth	150cm (59in)	150cm (59in)
Overall Height	76cm (30in)	76cm (30in)
Seat Width	150cm (59in)	180cm (71in)
Seat Depth	30cm (12in)	30cm (12in)
Seat Height	42cm (16.5in)	42cm (16.5in)

Warranty & Maintenance

All Churnet Valley items are handmade and supplied with a 12 month manufacturer's warranty. As this item is pressure treated, it has a life expectancy of up to 20 years with little or no maintenance. The pressure treatment leaves the wood with a temporary green tint. If left to weather, the wood will fade to a silvery grey colour; however you can change the colour straight away by staining the wood using Protek Timber Eco Shield, or it can be painted or stained after it has been allowed to weather for at least 3 months using a product compatible for use with pressure treated timber. This is a natural product made from wood that will include natural features like knots and veins through the grain. The wood will react to exposure to sunlight and changing moisture levels that can cause cracks or splits in the wood. These natural characteristics are due to the wood losing moisture during warm and dry seasons, during colder and wetter seasons the wood will uptake moisture again which will reduce these splits or cracks. This natural process will not affect the longevity nor structure of the product.

Delivery

This item is delivered on a non returnable pallet. The pallet is unloaded from the delivery vehicle using a tail lift and a hand pump truck which requires a flat, firm surface for unloading. In some cases, this may mean kerbside delivery only. Please make us aware of any vehicle access restrictions such as height, width or weight limits as failed deliveries due to access issues may incur a failed delivery charge.



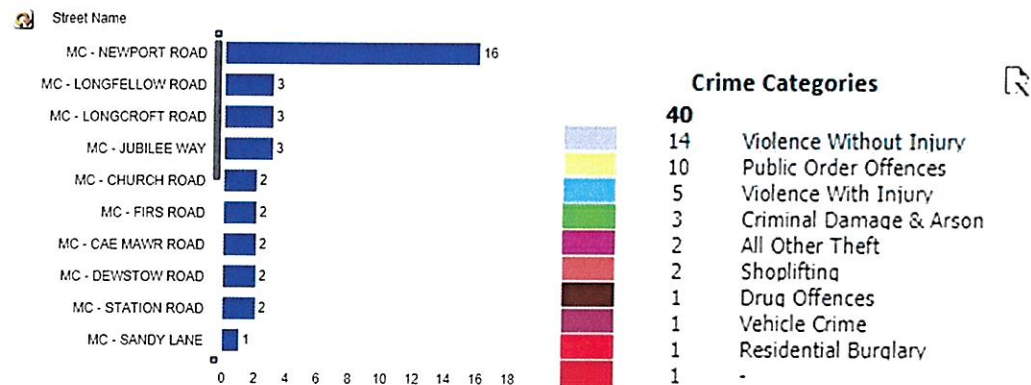
PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF
NEIGHBOURHOOD POLICING UPDATE

Monmouthshire South Monthly Update
July 2024



WARD NAME
Caldicot

Crime in Caldicot in June/July 2024



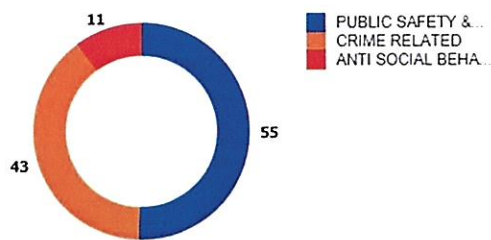
Top Crime Categories

For June/July 24 Caldicot the main bulk of the crime has been in the Newport Road. There were a few incidents of shoplifting but not as many as pervious months, due to us arresting the two main individuals that had been involved. There has been a number of allotment thefts in the area during the month as well, all allotments have been spoken to and crime prevention advice given and smart water signs and packs handed to all allotment leaders.



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Incidents by Category



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

We have been dealing with a lot of vehicles with no insurance and no tax over the last month, we have also run speeding operations throughout the area and educating road users about the speed in the area. Also there has been ASB in Castroggy Park and Birbeck Park, we are patrolling and in contact with the local council to help get things in place to prevent the ASB. These patrols continue but things seem to be slowing down the area, but we will continue to keep an eye on it. We also conducted two warrants in the area on this period where a male was arrested for drug related offences.

Report completed by Michael Martin CO164

Monmouthshire South Neighbourhood POLICING TEAM

Social media



@gwent.pnn.police.uk

Customer:	CALDICOT TOWN COUNCIL	Date:	12/07/2024
	SANDY LANE	Quote Number:	990566
	CALDICOT	Revision:	01
	NP26 4NA	Our Reference:	CTC/1/MH

For the attention of: LISA

Following the recent site survey carried out at the above location, please find the costs below for the Fire Extinguishers and optional costs of Monitoring for the Intruder Alarm

3 x 6L Water Fire Extinguishers

3 x 2KG CO2 Fire Extinguishers

1 x 1.2m Fire Blanket

7 x Fire Equipment I.D Signs

1 x Engineer Labour for Commission & Installation

The total cost for the Supply, Commission and Installation of the above

Fire Fighting equipment will be: **£402.50 + Vat**

Optional Intruder Alarm Monitoring – With our External Alarm Monitoring Centre

1 x Grade 2 Dualcom Monitoring Dual-Path Insurance Approved Radio/Radio - **£320.00 + Vat (per Annum)**

1 x One off ARC Connection Fee - **£90.00 + Vat**

Police Response is also available for Confirmed Intruder Activations if required at a one off cost of £56.10 + Vat

Additional Works: (Not Priced)

Any variations to this quotation or additional works that may be deemed necessary would only be carried out following a further consultation and agreement of cost with the client. (Followed by a written purchase order) No verbal instruction for works of any kind will be accepted by our service technicians.

General:

All quotations are valid for a period not exceeding 14 days. (Following that period, they may be revised)

All prices quoted are subject to value added tax that is charged at the current rates that prevail

We retain title to all goods & certification until paid for in full, as agreed upon receipt of order

Working Hours:

The above quotation for works has been provided on the basis that these works would be carried out during normal working hours of between 8.00 am – 16.00 pm (Monday –Friday)

If we can be of any further assistance to you, in any other matter, please do not hesitate to contact us.

Yours sincerely,

Mathew Hill

For and on behalf of;

Inferno Fire Safety & Security Solutions Limited



Paid Expenditure Transactions

paid between 21/06/24 and 26/07/24

Payment

Reference	Paid date	Tn no	Order no	Gross
BACS240624	24/06/24	21173		£650.00
BACS280624	28/06/24	21166		£8,643.80
BACS280624	28/06/24	21167		£69.00
BACS280624	28/06/24	21168		£69.00
BACS280624	28/06/24	21169		£720.00
BACS280624L	28/06/24	21170		£14.29
BACS280624	28/06/24	21171		£3,693.00
BACS280624	28/06/24	21172		£2,276.29
Grant - Chq	02/07/24	21066		£1,000.00
BACS050724	05/07/24	21175		£1,900.00
BACS050724	05/07/24	21178		£2,747.50
BACS050724	05/07/24	21179		£1,900.80
BACS050724	05/07/24	21180		£2,400.00
DD050724BG	05/07/24	21189		£106.08
DD070724Cit	07/07/24	21181		£315.48
BACS070724	07/07/24	21182		£1,855.00
BACS080724	08/07/24	21185		£881.76
BACS090724	09/07/24	21174		£138.26
BACS090724	09/07/24	21176		£993.49
BACS090724	09/07/24	21177		£4,639.02
BACS080724	09/07/24	21183		£47.05
BACS090724	09/07/24	21186		£26.12
BACS090724	09/07/24	21188		£312.50
160724Com	16/07/24	21191		£32.93
BACS160724	16/07/24	21193		£30.00
BACS160724	16/07/24	21194		£162.52
BACS160724	16/07/24	21195		£720.00
BACS160724	16/07/24	21196		£173.64
BACS160724	16/07/24	21197		£60.00
BACS160724	16/07/24	21198		£618.00
BACS160724	16/07/24	21199		£244.80
BACS190724	19/07/24	21201		£6,198.70
BACS230724	24/07/24	21204		£312.50
Grant - Chq	19/07/24	21205		£755.00
Grant - Chq	19/07/24	21206		£755.00

Total

£45,461.53

£4,108.12

£41,353.41



Start of year 01/04/24

Vat	Net	Cttee	Details	Heading
£0.00	£650.00	CWB	The Arts Society Mon	2280
£1,440.63	£7,203.17	PROJ	Bemrig Group Ltd	4097
£0.00	£69.00	ADMIN	The Lychgate Guest House	1000/3
£0.00	£69.00	ADMIN	The Lychgate Guest House	1000/3
£120.00	£600.00	FACS	Mon CC	2500
£0.00	£14.29	ADMIN	L Gillespie	1100/2
£0.00	£3,693.00	FACS	Mon CC	2200
£379.38	£1,896.91		Carefully Memorials	2100/4
£0.00	£1,000.00	CWB	Caldicot Community Café	3010
£0.00	£1,900.00	PROJ	Premier Blinds	4097
£0.00	£2,747.50		Rob Lewis	5090
£316.80	£1,584.00	FACS	Merlin Waste	2240
£400.00	£2,000.00	PROJ	Maison Design	4097
£5.05	£101.03	FACS	British Gas	2400/4
£0.00	£315.48	ADMIN	Citation Ltd	1100/20
£0.00	£1,855.00	PROJ	C Jones (Hoggin)	4098
£146.96	£734.80	ADMIN	SFI Mobile Radio Ltd	1100/10
£23.04	£115.22	ADMIN	Solutions In Technology Ltd	1100/4
£165.58	£827.91	KGVPF	Peter Villars Landscapes	5140
£773.17	£3,865.85	ADMIN	SLCC	1000/3
£7.84	£39.21	ADMIN	Complete Business Solutions	1100/2
£4.35	£21.77	ADMIN	Complete Business Solutions	1100/2
£0.00	£312.50	KGVPF	R Morse	5030
£5.49	£27.44	ADMIN	Complete Business Solutions	1100/2
£0.00	£30.00	ADMIN	Chepstow Accountancy	1100/33
£27.09	£135.43	ADMIN	Brighter Bills Ltd	1100/1
£120.00	£600.00	FACS	Mon CC	2500
£28.94	£144.70	ADMIN	Apex Computer Services	1100/5
£0.00	£60.00	ADMIN	Mon CC	1100/10
£103.00	£515.00	KGVPF	Mon CC	5010
£40.80	£204.00	KGVPF	Play-safety Ltd	5020
£0.00	£6,198.70	ADMIN	Salaries	1000/3
£0.00	£312.50	FACS	L Watkins	2100/3
£0.00	£755.00	ADMIN	Caldicot Community Café	1100/25
£0.00	£755.00	ADMIN	Help For Dogs	1100/25

(L)

Clerk

To: Fordham, Daniel; Admin; CALDICOT TOWN COUNCIL
Cc: Maxine Mitchell
Subject: RE: Potential placemaking plan discussion

Good afternoon,
Thank you for your e mail.

What I will do is place this request as an item on our July Council meeting agenda to ask for a few Councillors and myself to meet with you in the first instance. We can then look to take this to the relevant committee or full council in September.

I will be in touch after our meeting on 31st July 2024.

Kind Regards,



Anne Wilson

Locum Town Clerk & Responsible Financial Officer

Tel/Ffôn: 01291 420441
Mobile/Symudol: 07423 654271
Email: towncouncil@caldicottc.org.uk

Sandy Lane,
Caldicot NP26 4NA
www.caldicottc.org.uk



[@CaldicotTown](https://twitter.com/CaldicotTown)



[Caldicot Town Council](https://www.facebook.com/CaldicotTownCouncil)

Possible dates for a
meeting are on
the next page

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From: Fordham, Daniel <DanielFordham@monmouthshire.gov.uk>
Sent: Wednesday, July 17, 2024 10:50 AM
To: Clerk <clerk@caldicottc.org.uk>; Admin <admin@caldicottc.org.uk>
Subject: FW: Potential placemaking plan discussion

Hi. I emailed Lisa this morning to follow up the below but got an out of office message – I wondered if anyone else would be able to advise on this. Very happy to talk through with officers first if that would be helpful.

Many thanks,

Daniel Fordham
Regeneration Manager
Monmouthshire County Council | Cyngor Sir Fynwy

07890 024489
danielfordham@monmouthshire.gov.uk
www.monmouthshire.gov.uk

From: Fordham, Daniel
Sent: Thursday, July 4, 2024 2:54 PM
To: Caldicot Town Council <towncouncil@caldicottc.org.uk>
Subject: Potential placemaking plan discussion

Hi Lisa, how's things? Hope you're well! Are you back in the town council building yet?

At a recent Severnside forum meeting, members agreed that we would seek to develop a new placemaking plan for Caldicot, to replace the 2018 town centre regeneration strategy and reflect the current context in terms of delivery so far, anticipated development etc. All of the recent placemaking plans have been developed and are being delivered in partnership with the relevant town council, and I'd very much hope that would be the case for Caldicot as well – this was also members' view.

I assume that in order to take that forward we would need bring this to a meeting of the council or a relevant committee – is that right, and if so what's the process for me to request a slot at one of those?

Thanks very much,

Dan

Daniel Fordham
Regeneration Manager
Monmouthshire County Council | Cyngor Sir Fynwy

07890 024489
danielfordham@monmouthshire.gov.uk
www.monmouthshire.gov.uk

Mae'r neges e-bost yma a'r ffeiliau a anfonir gyda hi yn gyfrinachol ac fe'i bwriedir ar gyfer yr unigolyn neu gorff y'u cyfeiriwyd atynt yn unig. Gall gynnwys gwybodaeth freintiedig a chyfrinachol ac os nad chi yw'r derbynnydd bwriadedig, rhaid i chi beidio copïo, dosbarthu neu gymryd unrhyw gamau yn seiliedig arni. Os cawsoch y neges e-bost yma drwy gamgymeriad hysbyswch ni cyn gynted ag sydd modd os gwelwch yn dda drwy ffonio 01633 644644. Cafodd y neges e-bost yma sgan firws gan Microsoft Exchange Online Protection . Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. Byddwn yn cyfathrebu â chi yn ôl eich dewis. Ni fydd gohebu yn Gymraeg yn arwain at oedi. Gwybodaeth preifatrwydd: Os ydych wedi gofyn am wasanaeth neu wybodaeth gennym, byddwn yn cofnodi eich data ar gyfer dibenion prosesu a chaiff hyn ei gadw yn ein system gwybodaeth cwsmeriaid Fy Sir Fynwy. I gael gwybodaeth preifatrwydd, cyfeiriwch at y dudalen Gwefan a Chwcis ar ein gwefan - <https://www.monmouthshire.gov.uk/cy/eich-preifatrwydd/43785-2/>. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It may contain privileged and confidential information and if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you have received this email in error, please notify us as soon as possible by telephone on 01633 644644. This email has been virus scanned by Microsoft Exchange Online Protection. The Council welcomes correspondence in English or Welsh or both, and will respond to you according to your preference. Corresponding in Welsh will not lead to a delay. Privacy Information: If you have requested a service from us, your data will be processed via our customer services management system called 'My Monmouthshire'. For privacy information, please refer to the Website & Cookies page on our website - <https://www.monmouthshire.gov.uk/your-privacy/website-cookies/>.

Clerk

From: Fordham, Daniel <DanielFordham@monmouthshire.gov.uk>
Sent: 24 July 2024 15:50
To: Clerk; Admin; Town Council
Cc: Maxine Mitchell; Beer, Sadie L.
Subject: RE: Potential placemaking plan discussion

Hi Anne. Following up the below – will any of those dates work for Caldicot TC?

Thanks,

Dan

Daniel Fordham
Regeneration Manager
Monmouthshire County Council | Cyngor Sir Fynwy

07890 024489
danielfordham@monmouthshire.gov.uk
www.monmouthshire.gov.uk

From: Fordham, Daniel
Sent: Friday, July 19, 2024 1:46 PM
To: Clerk <clerk@caldicottc.org.uk>; Admin <admin@caldicottc.org.uk>; Caldicot Town Council <towncouncil@caldicottc.org.uk>
Cc: Maxine Mitchell <maxinemitchell@caldicottc.org.uk>; Beer, Sadie L. <SadieBeer@monmouthshire.gov.uk>
Subject: RE: Potential placemaking plan discussion

Hi again Anne. Cllr Paul Griffiths, who is MCC's Cabinet lead for regeneration and placemaking, would also like to attend the meeting if possible. My colleague Sadie Beer will join us too. As it stands in the weeks of 5 and 19 August we could do:

- Tues 6 August afternoon
- Thurs 8 August morning
- Mon 12 August afternoon
- Thurs 15 August morning

Let me know if any of these work at your end and we'll get it booked in – or if your members would prefer an evening meeting I'll look again at availability. Either way I assume we'll meet at your offices, which we're very happy to do.

Many thanks,

Dan

Daniel Fordham
Regeneration Manager
Monmouthshire County Council | Cyngor Sir Fynwy

07890 024489
danielfordham@monmouthshire.gov.uk
www.monmouthshire.gov.uk

From: Fordham, Daniel

Sent: Thursday, July 18, 2024 2:31 PM

To: Clerk <clerk@caldicottc.org.uk>; Admin <admin@caldicottc.org.uk>; Caldicot Town Council <towncouncil@caldicottc.org.uk>

Cc: Maxine Mitchell <maxinemitchell@caldicottc.org.uk>; Beer, Sadie L. <SadieBeer@monmouthshire.gov.uk>

Subject: RE: Potential placemaking plan discussion

Hi Anne, thanks for this. I'll check availability with relevant colleagues and get back to you shortly. I think it's more likely to be the weeks of 5 and 19 August though as next week is already looking difficult.

Look forward to meeting soon.

Thanks,

Dan

Daniel Fordham
Regeneration Manager
Monmouthshire County Council | Cyngor Sir Fynwy

07890 024489
danielfordham@monmouthshire.gov.uk
www.monmouthshire.gov.uk

From: Clerk <clerk@caldicottc.org.uk>

Sent: Thursday, July 18, 2024 1:58 PM

To: Fordham, Daniel <DanielFordham@monmouthshire.gov.uk>; Admin <admin@caldicottc.org.uk>; Caldicot Town Council <towncouncil@caldicottc.org.uk>

Cc: Maxine Mitchell <maxinemitchell@caldicottc.org.uk>; Beer, Sadie L. <SadieBeer@monmouthshire.gov.uk>

Subject: Re: Potential placemaking plan discussion

Good afternoon Daniel,

I will set up a meeting with the Mayor and relevant Councillors and officers initially in the next couple of weeks to talk about this before taking it to council.

We already have a guest speaker on the 31 st July at our council meeting.

What is your availability w/c 22nd July and w/c 5th and 19th August?

Look forward to hearing from you.

Kind Regards

Anne Wilson
Town Clerk

Sent from [Outlook for iOS](#)

From: Fordham, Daniel <DanielFordham@monmouthshire.gov.uk>
Sent: Thursday, July 18, 2024 1:48:07 PM
To: Clerk <clerk@caldicottc.org.uk>; Admin <admin@caldicottc.org.uk>; Town Council <towncouncil@caldicottc.org.uk>
Cc: Maxine Mitchell <maxinemitchell@caldicottc.org.uk>; Beer, Sadie L. <SadieBeer@monmouthshire.gov.uk>
Subject: RE: Potential placemaking plan discussion

Hi Anne, thank you for your reply. Let me know if it would be helpful for me to attend the meeting on the 31st, and/or if there's additional information you need in the meantime to inform that discussion.

Regards,

Daniel

Daniel Fordham
Regeneration Manager
Monmouthshire County Council | Cyngor Sir Fynwy

07890 024489
danielfordham@monmouthshire.gov.uk
www.monmouthshire.gov.uk

From: Clerk <clerk@caldicottc.org.uk>
Sent: Wednesday, July 17, 2024 2:58 PM
To: Fordham, Daniel <DanielFordham@monmouthshire.gov.uk>; Admin <admin@caldicottc.org.uk>; Caldicot Town Council <towncouncil@caldicottc.org.uk>
Cc: Maxine Mitchell <maxinemitchell@caldicottc.org.uk>
Subject: RE: Potential placemaking plan discussion

Good afternoon,
Thank you for your e mail.
What I will do is place this request as an item on our July Council meeting agenda to ask for a few Councillors and myself to meet with you in the first instance. We can then look to take this to the relevant committee or full council in September.
I will be in touch after our meeting on 31st July 2024.
Kind Regards,



Anne Wilson

Locum Town Clerk & Responsible Financial Officer

Tel/Ffôn: 01291 420441
Mobile/Symudol: 07423 654271
Email: towncouncil@caldicottc.org.uk

Sandy Lane,
Caldicot NP26 4NA
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From: Fordham, Daniel <DanielFordham@monmouthshire.gov.uk>
Sent: Wednesday, July 17, 2024 10:50 AM
To: Clerk <clerk@caldicottc.org.uk>; Admin <admin@caldicottc.org.uk>
Subject: FW: Potential placemaking plan discussion

Hi. I emailed Lisa this morning to follow up the below but got an out of office message – I wondered if anyone else would be able to advise on this. Very happy to talk through with officers first if that would be helpful.

Many thanks,

Daniel Fordham
Regeneration Manager
Monmouthshire County Council | Cyngor Sir Fynwy

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From: Fordham, Daniel
Sent: Thursday, July 4, 2024 2:54 PM
To: Caldicot Town Council <towncouncil@caldicottc.org.uk>
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Dan

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M

Clerk

From: Tracy Gilmartin <tgilmartin@onevoicewales.wales>
Sent: 26 June 2024 12:16
To: Tracy Gilmartin
Subject: New consultation: Draft priorities for Culture 2024-2030 / Ymgynghoriad newydd: Blaenoriaethau drafft ar gyfer Diwylliant 2024-2030

Dear Chair and Clerk

Welsh Government is currently consulting on draft priorities for Culture 2024-2030. Responses are invited by 4 September 2024.

In launching the consultation Lesley Griffiths MS, Cabinet Secretary for Culture and Social Justice said:

"We focus on three main priorities:

- Bringing people together through culture
- Promoting Wales as a nation of culture
- Ensuring the culture sector is resilient and sustainable.

These priorities are supported by a further twenty ambitions.

This consultation will be relevant to the entire culture sector in Wales, from national organisations to grassroots projects, all of which contribute to our rich cultural tapestry. The draft strategy is also relevant across the Welsh Government and to all other public sector organisations who are delivering the Well-being of Future Generations Act's goal of A Wales of Vibrant Culture and Thriving Welsh Language."

A copy of the consultation document can be found at:

[Draft Priorities for Culture in Wales 2024 to 2030 | GOV.WALES](#)

One Voice Wales will be preparing a response to this consultation. I would appreciate your response or draft response by 16 August so that a response can be submitted by the closing date of 4 September 2024.

I look forward to hearing from you.

Thanks very much

Yours sincerely

Catrin

Dr Catrin Jones
Policy Officer / Swyddog Polisi
One Voice Wales / Un Llais Cymru
24c College Street / Stryd y Coleg
Ammanford / Rhydaman
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01269 595400
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