

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council in  
Caldicot Town Council offices, held on Friday 1 August at 12-30pm.**

**Present:** Cllr. M. Mitchell – Chair  
Cllr. R Shillabeer.  
Cllr. Cochran  
Cllr. W. Coniff  
Cllr. P Strong  
Cllr. G Owen

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

**P90/2025-26 Welcome**

The Chairman welcomed everyone to the meeting.

**P91/2025-26 Apologies for Absence**

Cllr Rowberry's apologies were accepted

**P92/2025-26 Declarations of Interest**

None

**P93/2025-26 Public Question Time and Participation**

No members of the public were present

**P94/2025-26 Minutes**

Members **Resolved** to agree the minutes from the last Personnel Meeting on 6 June 2025

**P95/2025-26 Staffing update**

To provide members of the committee with an update on the current staffing position

**P94/2025-26 To consider a request from a Councillor**

For members to discuss a request from a serving member of Caldicot Town Council.

**P95/2025-26 Members resolved to move both of the items above into exempt business**

**P96/2025-26 Date of Next Meetings**

Members were asked to note that the next meeting of **Full Town Council** incorporating Planning and Resources was scheduled to be held on 12 September 2025.

## **P97/2025-26 EXCLUSION OF PUBLIC AND PRESS**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

## **P98/2025-26**

### **Agenda item 7 - Staffing update**

Members were updated on the current progress of the member of staff's absence from work.

12-50 Members asked the clerk to leave the meeting so that all details could be discussed.

Members continued to debate the situation. A request was considered from the staff member and it was felt important that all matters be resolved first. This was in line with advice provided by an independent person.

**Resolved** that as the clerk is the line manager he should write to the staff member confirming the situation and the conditions around this matter.

The Clerk returned to the meeting 2-20pm

## **P99/2025-26 To consider a request from a Councillor**

For members to discuss a request from a serving member of Caldicot Town Council.

Members noted the request from a councillor with regards to the production of papers for meetings and commented upon the current workload of staff and the additional requests that had been made of them.

Members of the committee discussed the fact that a Cllr had put in his fourth Freedom of information (FOI) request to the Town Council. Two other Councillors had also put in FOI requests over the past few weeks. Members noted that these requests were slowing down the ability to carry out normal business. They also noted that several of these requests were because the councillors involved did not like having to follow legislation.

The clerk pointed out that all the requests do create additional work for staff.

Members **Noted** the information provided.

Meeting ended at 3-40pm.

Signed.....

Date .....

Chairman

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council in  
Caldicot Town Council offices, held on Friday 13 August at 10-00pm.**

**Present:** Cllr. M. Mitchell – Chair  
Cllr. R Shillabeer.  
Cllr. Cochran  
Cllr. P Strong  
Cllr. F Rowberry

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

**P100/2025-26 Welcome**

The Chairman welcomed everyone to the meeting.

**P101/2025-26 Apologies for Absence**

Cllr. W. Coniff apologies were accepted  
Cllr G. Owen's apologies were accepted

**P102/2025-26 Declarations of Interest**  
**None**

**P103/2025-26 Public Question Time and Participation**  
No members of the public were present

**P104/2025-26 Minutes**

Members **Resolved** to agree the minutes from the Personnel Meeting on the 3 April 2025  
Members **Resolved** to agree the minutes from the last Personnel Meeting on 1 August 2025

**P105/2025-26 Staffing update**

To provide members of the committee with an update on the current staffing position

**P106/2025-26 Members resolved to move the item above into exempt business**

**P106/2025-26 Date of Next Meetings**

Members agreed to hold a further **Personnel meeting** on the 27 August at 12-00pm  
Members were asked to note that the next meeting of **Full Town Council** incorporating Planning and Resources was scheduled to be held on 12 September 2025.

## **P107/2025-26 EXCLUSION OF PUBLIC AND PRESS**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

## **P108/2025-26**

### **Agenda item 7 - Staffing update**

Members were updated on the current progress of member of staff's absence from work.

The Clerk confirmed that he had written to the staff member confirming the situation and the conditions around their absence. The committee endorsed the wording of the confidential letter that had been sent to that staff member.

Members were made aware of several situations where councillor and staff information had been sent out in breach of Standing orders and the council's media policy on communicating with the press. It was agreed that the clerk would contact the Information Commissioners Officer to ensure that the Council would not be held liable for the breach.

The Clerk also made members aware that the content a recent email from a member was in fact libellous and that he was not prepared to accept any further communication from this member.

Members discussed this and agreed that a protocol would be established for dealing with requests from certain members.

Members **resolved** that the mayor should write to two members of the council regarding their current behaviour.

Meeting ended at 12-40pm.

Signed.....

Date .....

**Chairman**

**Minutes of a meeting of the Personnel Committee of Caldicot Town Council in  
Caldicot Town Council offices, held on Friday 27 August at 12-00pm.**

**Present:** Cllr. M. Mitchell – Chair  
Cllr. R Shillabeer.  
Cllr. Cochran  
Cllr. P Strong  
Cllr. F Rowberry  
Cllr. W. Coniff  
Cllr G. Owen

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

**P108/2025-26 Welcome**

The Mayor welcomed everyone to the meeting.

**P109/2025-26 Apologies for Absence**

All members were present

**P110/2025-26 Declarations of Interest**

None

**P111/2025-26 Public Question Time and Participation**

No members of the public were present

**P112/2025-26 Minutes**

Members **Resolved** to agree the minutes from the Personnel Meeting on the 13 August 2025

**P113/2025-26 Staffing update**

To provide members of the committee with an update on the current staffing position

**P114/2025-26 Members resolved to move the item above into exempt business**

**P115/2025-26 Date of Next Meetings**

Members agreed to hold a further **Personnel meeting** on the 12 September at 12-00pm should further developments have taken place

Members were asked to note that the next meeting of **Full Town Council** incorporating Planning and Resources was scheduled to be held on 12 September 2025.

**P116/2025-26 EXCLUSION OF PUBLIC AND PRESS**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**P117/2025-26**

**Agenda item 7 - Staffing update**

Members of the committee were made aware of an email to the Mayor from a member of the Council regarding the current staffing matter. A number of questions were raised and the Mayor had responded with answers to those questions. This was met with dissatisfaction even though the staffing matter is still matter that has to be kept confidential in order that due process is carried out.

Members of the Committee were given detail of the staffing matter, however they are still awaiting details to be provided to them. Members recognised that there is a sense of frustration being voiced but are acutely aware that the body of the council may need to be involved at a later date and as such should not be placed in a compromised position at this point.

Meeting ended at 2-10pm.

Signed.....

Date .....

Chairman





**Minutes of Allotments Working Group Meeting held at 10:00 a.m. on Wednesday 3<sup>rd</sup>  
September 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

**Present:** Cllr F Rowberry – Chair  
Cllr J Bond  
Cllr W Conniff  
Cllr G Owen

**Also present:** L Wallington – Administrator  
Oakley Way Representative x2  
Sandy Lane Representative x1

**A1/2025-26 Welcome**

The Chair welcomed everyone to the meeting.

**A2/2025-26 Apologies for Absence**

Members **RESOLVED** to receive apologies for absence from Cllr M Mitchell.

**A3/2025-26 Declarations of Interest**

There were no declarations of interest received.

**A4/2025-26 Minutes**

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

- i) Minutes of Allotments Working Group Meeting held on Friday 2<sup>nd</sup> May 2025  
Proposed by Cllr W Conniff, seconded by Cllr G Owen

**A5/2025-26 Election of Councillor Representatives**

Members were informed that the elected Councillor Representative would act as a liaison representative between the Allotment Holders and Town Council.

- i) KGVPF  
Members **RESOLVED** to elect Cllr G Owen as the KGVPF Councillor Representative.
- ii) Oakley Way  
Members **RESOLVED** to elect Cllr W Conniff as the Oakley Way Councillor Representative.
- iii) Sandy Lane  
Members **RESOLVED** to elect Cllr J Bond as the Sandy Lane Councillor Representative.

**A6/2025-26 Allotment Report**

Members **noted** the report.

Members **noted** that an allotment inspection would be conducted in due course.



Members **RECOMMENDED** that all Oakley Way allotment holders are to be contacted regarding Dwr Cymru's contact over water usage and the potential implications if the bills continue to rise.  
Proposed by Cllr W Conniff, seconded by Cllr G Owen

Members **RECOMMENDED** to enquire with Dwr Cymru regarding the location of the water meter and mains pipework at Oakley Way.  
Proposed by Cllr W Conniff, seconded by Cllr J Bond.

Members **RECOMMENDED** to enquire with Dwr Cymru regarding the five-year average trend of water usage at Oakley Way.  
Proposed by Cllr J Bond, seconded by Cllr W Conniff.

Members **RECOMMENDED** to enquire with Dwr Cymru regarding the source of the water at the Allotment Sites.  
Proposed by Cllr G Owen, seconded by Cllr J Bond

### **A7/2025-26 Allotments Update**

- i) KGVPF  
There were no representatives in attendance.

- ii) Oakley Way  
Representative expressed disappointment regarding the water management and were unaware of being on a meter. Representative expressed infuriation if they were to be charged per water usage. Representative informed Members that water butts are used, however, they are unable to collect the amount of water needed. Members were informed that a tap is leaking.

Representative suggested that the trees adjacent to the Allotment Site be cut back to enable more sunlight and more water to be collected. Members informed that Town Council are unable and that they belong to Highways.

Representatives informed Members that three plots need to be cleared and that grassed area at the bottom had not been cut.

Members were notified that there has been nine incidences of trespassing.

- iii) Sandy Lane  
Members were informed that there have been incidences of fly tipping at Sandy Lane and Allotment Holders would like the waste to be cleared.

Members were informed of an incident that occurred regarding a young person trespassing on the allotment site who was asked to leave by an allotment holder.

Members were informed of a petition for a lock.

Members **RECOMMENDED** to submit the petition compiled by Allotment Holders to Full Town Council.  
Proposed by Cllr J Bond, seconded by Cllr W Conniff.

Allotment Representatives expressed an interest in joining the National Allotment Society and enquired as to whether they can join via the Town Council membership.

Allotment Representatives requested a breakdown of expenditure for the allotments.

**A8/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next Allotments Working Group meeting is scheduled to be held on Friday 6<sup>th</sup> February 2026.

Meeting ended at 11:06 a.m.

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

Chair



**Minutes of Full Town Council (Planning and Resources) Meeting held at 18:30 p.m. on  
Tuesday 9<sup>th</sup> September 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot  
NP26 4NA**

**Present:** Cllr M Mitchell – Chair  
Cllr IR Shillabeer – Assistant Deputy Chair  
Cllr J Bond – via Teams  
Cllr C Cochrane  
Cllr J Davies  
Cllr A Lewis  
Cllr A Mayo  
Cllr G Owen  
Cllr P Strong  
Cllr R Wilsher  
Cllr J Woodfield

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrative Officer  
Member of the Public x1

**FTCPR22/2025-26 Welcome**

The Chair welcomed everyone to the meeting. Members were informed that the meeting was being recorded.

**FTCPR23/2025-26 Apologies for Absence**

**RESOLVED** to receive apologies for absence from Cllr W Conniff, Cllr A Easson, Cllr R Grumbach, Cllr RJ Higginson and Cllr F Rowberry.

**FTCPR24/2025-26 Declarations of Interest**

Cllr J Bond declared a personal non-prejudicial interest relating to Item 6 Planning, as a member of the Monmouthshire County Council Planning Committee.

**FTCPR25/2025-26 Public Question Time and Participation**

There were no questions received from members of the public.

**FTCPR26/2025-26 Minutes**

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

- i) Minutes of Full Town Council Meeting held on Wednesday 30th July 2025  
Proposed by Cllr C Cochrane, seconded by Cllr IR Shillabeer
- ii) Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 12th August 2025  
Proposed by Cllr R Wilsher, seconded by Cllr C Cochrane

## **FTCPR27/2025-26 Planning**

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

- **DM/2025/00521:** Re-consultation. Creating a vehicular access over the footpath, adjacent to Newport Road B4245. Ty Pwll Ffynnon, 3 Green Lane, Caldicot, NP26 4HB

Members **RESOLVED** to recommend support of approval for application **DM/2025/00521**. Proposed by Cllr A Mayo, seconded by Cllr C Cochrane.

### **ii) MCC Approved Planning Applications**

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

- **DM/2025/00460:** Splitting the property into 2 self-contained units, with separate amenities. This includes internal partitions, division of amenities and separate access points. Small rear infill extension. 17 Denny View, Caldicot, NP26 5LS
- **DM/2025/00548:** Change of use application; changing existing first floor domestic accommodation to 4no letting rooms. 64 Church Road, Caldicot, NP26 4HW
- **DM/2025/00845:** Single storey rear flat roof extension. 20 Osprey Drive, Caldicot, NP26 5RL
- **DM/2025/00893:** Change of use from commercial to 2 dwellings. Hughes Isaac & Co, 86 Newport Road, Caldicot, NP26 4BR

## **FTCPR28/2025-26 Defibrillators in Caldicot**

Members considered the report.

Members **RESOLVED** that providing Caldicot Rugby Club agrees to cover the electricity costs, Town Council will adopt ownership of the defibrillator on the outside of the Rugby Club building and will endeavour to put it onto The Circuit thereby ensuring its continued availability to the general public should it be needed.

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

Members **RESOLVED** that providing St Mary's Church Hall agree to cover the electricity costs, Town Council will purchase the proposed defibrillator for the outside of St Mary's Church Hall building and will endeavour to put it onto The Circuit thereby ensuring its availability to the general public should it be needed.

Proposed by Cllr A Lewis, seconded by Cllr J Bond.

## **FTCPR29/2025-26 Royal British Legion Grant Request**

Members considered the report and **RESOLVED** to approve The Royal British Legion's grant request of £1,040.00 towards the purchase of a new Banner.

Proposed by Cllr A Mayo, seconded by Cllr A Lewis

Cllr J Bond left the meeting at 19:06 p.m.

## **FTCPR30/2025-26 Annual ROSPA Reports**

Members considered the report and acknowledged that urgent attention is required.

Members noted that the replacement of the surfer equipment would be incorporated into the budget setting.

Members noted the report and **RESOLVED** to delegate authority to Officers to get the entrance gate to the children's play area at KGVPF replaced as a matter of priority.  
Proposed by Cllr A Lewis, seconded by Cllr R Wilsher.

**FTCPR31/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 24<sup>th</sup> September 2025.

Members **RESOLVED** to note that a Christmas Lights Working Group meeting is scheduled to take place on Wednesday 10<sup>th</sup> September 2025.

Meeting ended at 19:20 p.m.

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

Chair

**Caldicot Town Council**

**Minutes of the Christmas Lights Working Group**

**Wednesday, 10 September 2025 3-30pm**



**CLWG 25-26 1. The Mayor welcomed all to the inaugural CWG meeting.**

**CLWG 25-26 2. Election of Chair and Vice Chair**

It was resolved that Mayor Cllr Maxine Mitchell was elected Chair and that Cllr Frank Rowberry would be Vice Chair.

**CLWG 25-26 3. Apologies for absence: -**  
None

**CLWG 25-26 4. Declarations of Interest. None.**

**CLWG 25-26 5. Public question time and Participation.** No members of the public

**CLWG 25-26 6. Minutes/Notes:** No previous minutes as first meeting of working group.

**CLWG 25-26 7. Consider Terms of Reference for the Working Group -** members agreed the proposed Terms of Reference .

**CLWG 25-26 8. Christmas Lights to be considered for the Town Centre and other areas.**

Two initial proposals to be looked at.

The CLWG asked that the proposals be looked at again in order to take into account the following:

No fixings to be made to the buildings in the town centre;

More of a traditional feel to some of the decorations

A Gobo could be purchased by CTC that could be used to transmit a display onto walls – Ellis to investigate

Wanted a greater variety of Colour

Consider three Christmas trees and a static photo opportunity

If possible want overhead strings

Really are at the last point to get something in place.

Try to keep the budget to £17,500

**Date of Next WG meeting: - 11-30am 19<sup>th</sup> September 2025**





**Minutes of Commemoration and Anniversaries Working Group held at 10:30 a.m. on  
Friday 19<sup>th</sup> September 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot  
NP26 4NA**

**Present:** Cllr P Strong - Chair  
Cllr W Conniff  
Cllr M Mitchell  
Cllr G Owen  
Cllr F Rowberry

**Also present:** L Wallington – Administrative Officer  
R Bennett  
Rev D Frett  
Cllr R Grumbach  
G Hill  
E Lee

**CA18/2025-26 Welcome**

The Chair welcomed everyone to the meeting.

**CA19/2025-26 Apologies for Absence**

Members **RESOLVED** to receive apologies for absence from I Quelch, A Roberts and J Valentine.

**CA20/2025-26 Declarations of Interest**

There were no declarations of interest received.

**CA21/2025-26 Public Question Time and Participation**

There were no questions received from members of the public.

**CA22/2025-26 Minutes**

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

- i) Minutes of Commemoration and Anniversaries Working Group held on Friday 18<sup>th</sup> July 2025  
Proposed by Cllr W Conniff, seconded by Cllr G Owen

**CA23/2025-26 To Receive an Update on Remembrance Sunday – 9<sup>th</sup> November 2025**

Members held a brief discussion regarding the VJ Day Commemoration Service. Members considered a memorial tree with plaque to mark the occasion. It was noted that the Environmental and Climate Change Working Group would consider the implementation of a memorial tree in KGVPF. Members acknowledged that the sound system worked well. Members stated that media from events need to be uploaded to social media and the Town Council website.

Members considered speaking in depth regarding one person from the list of the fallen. Members agreed that it would be carried out at the 11:00 a.m. service. Members agreed that the speech regarding one of the fallen would be carried out after the reading of Names of Fallen and before The Exhortation.

Members **RECOMMENDED** for Cllr P Strong and G Hill to decide the name of the fallen.

Members were informed that marshals are needed to staff the barriers at the road closures and noted that more barriers are needed along Jubilee Way and Church Road.

Members considered notifying The Cross Inn regarding moving their benches to enable more space during the 11:00 a.m. service and sunset service.

Members **RECOMMENDED** for Admin to contact The Cross Inn.

Members were informed that Cllr F Rowberry would liaise with Caldicot Football Club regarding the flagpole for The Cross.

Members were informed that the road closure process would start imminently and that Event Safety Advisory Group would be notified. Members considered the purchase of road closure signs to reduce complications when attaining them from Monmouthshire County Council. Members were informed that Town Council is unable to purchase road closure signs in the Financial Year 25-26, however, it could be considered for the next Financial Year.

Members **RECOMMENDED** for Finance Committee to consider implementing the purchase of road closure signs into the Budget for the Financial Year 2026-27.

Proposed by Cllr G Owen, seconded by Cllr W Conniff.

Members **RECOMMENDED** to contact Caldicot Football Club, The Castle Inn and Church Road residents in advance regarding the road closures.

Members were notified that Severnside Cleaning Team had been informed regarding cleaning of The Cross area prior to Remembrance Sunday.

Members were informed that a parade marshal has been attained.

Members considered whether St John's Ambulance could attend to provide first aid if required.

Members **RECOMMENDED** to enquire with St John's Ambulance regarding first aid provision.

Members considered purchasing poppies for signposts. Clerk provided authorisation for the Facilities Assistant to install them on Jubilee Way, Town Centre and Church Road.

Members **RECOMMENDED** to purchase 40 poppies at £190.00 including VAT.

Proposed by Cllr G Owen, seconded by Cllr W Conniff.

Members **RECOMMENDED** to contact The Measure Inn regarding organising a buffet.

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

Members **RECOMMENDED** to contact Caldicot Male Voice Choir regarding participation at the Sunset Service.

**CA24/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of the Commemoration and Anniversaries Working Group is scheduled to be held on Friday 24<sup>th</sup> October 2025 at 10:30 a.m.

Meeting ended at 11:25 a.m.

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

Chair

## **Report to Caldicot Town Council September 2025**

**MCC Full Council meeting was held on 18<sup>th</sup> September.**

**Link to council agenda below.**

**<https://democracy.monmouthshire.gov.uk/ieListDocuments.aspx?CId=143&MId=6083&Ver=4>**

**Four motions were debated and passed.**

**One of these motions of particular interest to me as Older Person's champion related to Monmouthshire becoming part of the WHO Global Age Friendly Community Network. The motion put to the council by Cllr Bryn ask for support to ensure that footpaths and other highway infrastructure are in line with the Council's aspirations of becoming more Age Friendly.**

**'This Council agrees that it will support towns and communities to becoming better places to grow older and resolves to increase its investment and focus on enhancing highway infrastructure to improve residents' mobility beyond private vehicles and to advance the reporting and recording of footway taxonomy required to achieve this within the county.'**

- **The next Full Council meeting will be on the 23<sup>rd</sup> October.**
- **The next Place Scrutiny meeting is on 25<sup>th</sup> September at 12.30.**

**The link to the meeting can be found here.**

**<https://democracy.monmouthshire.gov.uk/documents/g6161/Agenda%20frontsheet%2025th-Sep-2025%2012.00%20Place%20Scrutiny%20Committee.pdf?T=0>**

**This meeting will be discussing the consultation and responses to the Deposit Replacement Local Development Plan.**

**Monmouthshire County Council received more than 4000 responses to its RDLP.**

**<https://www.monmouthshire.gov.uk/2025/09/more-than-4000-responses-to-monmouthshire-rl dp/>**

**Other meetings planned are:**

- **The People scrutiny meeting will be held on the 30<sup>th</sup> of September at 10 am.**
- **Sevenside Forum 2<sup>nd</sup> October 5pm.**



## Current Consultations

There is also a consultation out asking for resident's views on the local libraries.



### Let's Talk Libraries.

Every three years, the Welsh Government requires libraries run by local authorities to run a consultation to gather feedback from on how the library services play a role in community life and what benefits they bring.

"Your feedback about how you use any aspect of the service would be invaluable. Whether you take your child to a storytelling session, use the computers in the library, borrow books, or pop in occasionally to access information about local services, your views matter."

You can take part in the consultation by visiting your local library and picking up a paper survey or completing the survey online at

[www.letstalkmonmouthshire.co.uk/libraries-2025](http://www.letstalkmonmouthshire.co.uk/libraries-2025).

The consultation will run until 5pm on Friday, 17 October 2025 and is open to residents aged 17 and above. A consultation for those aged 16 and under is planned for March 2026.

To find out more about Monmouthshire's libraries, visit [www.monmouthshire.gov.uk/community-hubs-and-libraries/](http://www.monmouthshire.gov.uk/community-hubs-and-libraries/)

**As part of my role as County Councillor and The Older Person's Champion for Monmouthshire County I have attended the following events:**

- **Talk to Caldicot U3A about Age Friendly Communities**
- **The Launch of Music for Memories Charity at Chepstow Hospital**
- **The Forget-Me-Nots group at Magor Baptist Church a get together anyone affected by or caring for someone with dementia.**
- **Caldicot Male Voice Choir Gala Concert**
- **St Briavels Music Café**

**Jackie Strong**  
**County Councillor for Caldicot Cross**  
**September 2025**





# PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Monmouthshire South Monthly Update

**September 2025**



## WARD NAME

Caldicot

Crime in Caldicot in August/September 25

### † Crime Category

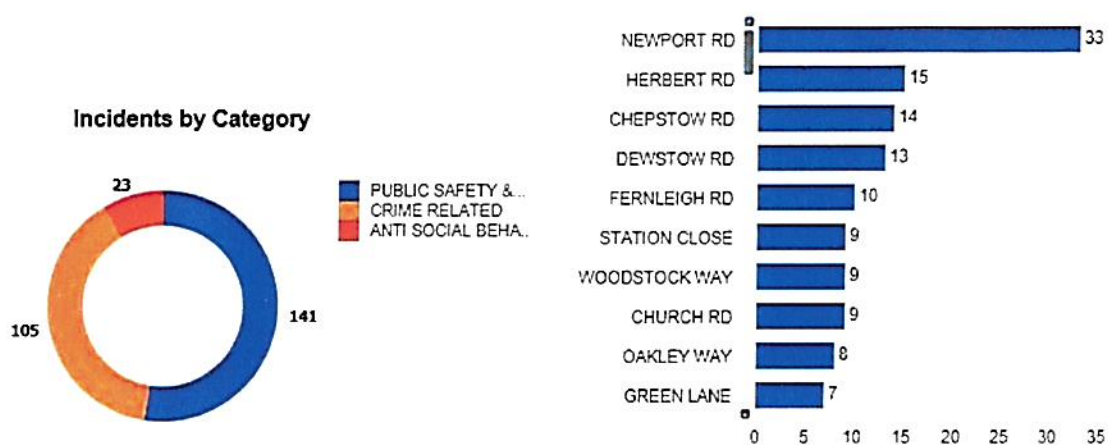
	# of Crimes	%
<b>Total</b>	<b>110</b>	<b>100%</b>
Violence Without Injury	38	35%
Violence With Injury	15	14%
Criminal Damage & Arson	11	10%
Public Order Offences	11	10%
Drug Offences	8	7%
Residential Burglary	7	6%
All Other Theft	4	4%
Misc Crimes Against Society	4	4%
Shoplifting	4	4%
Other Sexual Offences	3	3%
Non Notifiable Offences	2	2%
Rape	1	1%



# PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

## Top Crime Categories

For August/September 25 Caldicot, as you can see Violence without injury is top of the list again.



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

We have been dealing with several different incidents through the last month. We have continued working with partner agencies to educate and stop people parking on the zig zags outside the cross pub, several warnings have been issued and two fix penalty notice, to date. We have continued to engage with the community through patrols and surgeries and feedback is positive. After receiving reports about off road bikes over the last two-months we have conducted several operations and seized two off road bikes and two electric scooters from the Caldicot and Portskewett area. Also, with the new school term starting and have conducted mobile and foot patrols in the area to help educate parents about how they park and will be going into the schools soon to reenforce this.

We have also arrested a number of prolific shoplifters and they are all awaiting sentencing.



## PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

One thing to be aware of is the Moped and Motorbike thefts are on the rise and to let the local community know to secure their Motorbikes and if anyone need any advice please to get in contact

Police Surgery 6<sup>th</sup> October 11am Aldi.  
Report completed by Michael Martin CO164

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### Monmouthshire South Neighbourhood POLICING TEAM

Social media



@gwent.pnn.police.uk

**Committee: FULL COUNCIL**

**Date: 24 September 2025**

**Title: Christmas Lights Working Group Terms of Reference**

**Purpose of Report**

Members to agree Terms of Reference agreed by the Working Group.

**Recommendation:**

Members Resolve to accept the Terms of Reference proposed by the Christmas Lights Working Group.

**Report:**

1. At the meeting of the Christmas Lights Working Group, on the 10 September 2025, considered and recommended that the Terms of Reference were taken to Full Town Council.
2. The Terms of Reference are contained in Appendix 9A for members to consider and approve.

**Proposed Resolution**

3. Members Resolve to accept the proposed Terms of Reference for the Christmas Lights Working Group.
4. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

**Mark Tredwin**  
**Town clerk**  
**January 2025**



# Caldicot Town Council

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## **Christmas Lights Working Group – Terms of Reference**

### **Document Control**

- Adopted by Full Council: 24 September 2025
- Review Date: Annually – May 2026
- Responsible Body: Caldicot Town Council

### **1. Purpose**

The Christmas Lights Working Group ("the Working Group") is established by Caldicot Town Council to plan, coordinate and oversee arrangements for the provision, installation, and removal of Christmas lights, trees and decorations within the town.

### **2. Status**

- The Working Group is an advisory body with no delegated decision-making powers.
- It reports to Full Council and makes recommendations for consideration and approval.
- All contractual and financial commitments shall only be made by resolution of Full Council.

### **3. Membership**

- Membership shall comprise Town Councillors appointed by resolution of Full Council.
- The Working Group may invite non-councillor participants (e.g. community representatives or business members) to attend in an advisory capacity, but they shall have no voting rights.
- Membership shall be reviewed annually at the Annual Meeting of the Council.

### **4. Chairing**

- A Chair shall be elected by members of the Working Group at its first meeting of each municipal year. A deputy chair may also be elected from the members of the working group.
- The Chair, or another nominated councillor, shall report to Full Council on the Working Group's activities and recommendations.

### **5. Responsibilities**

The Working Group will:

- a) Develop proposals for the scope, design, and placement of Christmas lights and decorations.

- b) Liaise with commercial contractors regarding installation, maintenance, and removal.
- c) Ensure compliance with all relevant health and safety, insurance, and risk management requirements.
- d) Work within the budget allocation approved by Full Council and demonstrate best value in all recommendations.
- e) Consider opportunities for external funding, sponsorship, or partnership working, subject to Council approval.
- f) Provide regular updates and recommendations to Full Council.

#### **6. Meetings**

- Meetings shall be held as necessary to fulfil the responsibilities of the Working Group.
- Notes of meetings shall be taken and submitted to Full Council for information.

#### **7. Quorum**

- The quorum of the Working Group shall be three councillors.

#### **8. Duration**

- The Working Group shall continue until Full Council resolves otherwise, subject to annual review at the Annual Meeting of the Council.

Adopted by Caldicot Town Council on: To be adopted on 24 September 2025



**Committee: FULL COUNCIL**

**Date: 24 September 2025**

**Title: Council Expenditure 2026**

**Purpose of Report**

To update members on Town Council Expenditure.

**Recommendation:**

Members to note the report..

**Report:**

1. In line with Financial Regulations The Town Council should be receiving a minimum of quarterly reports on the financial position of the Town Council. Ideally you would have reports each month on both the income and expenditure transaction that have taken place along with the Bank reconciliations taking place each month. This involves the checking and signing off of the various transactions that take place each month.
2. As a result of the Current RFO being unavailable to carry out this work, it has not been possible to be able to do this to my satisfaction. There will be a Finance Committee Meeting held in October when this will be brought to their attention and when a six month Budget report will also be brought to them.
3. I can confirm that all salaries are now being signed off by the Mayor of the Council, and that all payments are being checked for their validity by two nominated signatories. One of these will also counter authorise the payments that are raised electronically.
4. I am able to provide members with the regular schedule of Payments that is taking place and provide members with the current state of accounts. The Expenditure for the council for the period up until the beginning of September can be seen in **Appendix 10A**. There is also a summary of the total expenditure for salaries, National Insurance and Pension contributions that the Council has paid up until the end of September.
5. The only salary that can be legitimately reported is that of the Town Clerk as this is in excess of £50,000. His annual salary is currently set at £51,356, SCP level 40. The total amount spent on payroll has amounted to £87,690.12. All other staffing information is covered under GDPR in a public session.

## AGENDA ITEM 10

6. I can confirm that we have had two of the three Precept Payments paid in that amounts to a total of £327,887 having been deposited. The current holdings of the town council can be seen below.

Accounts	31/03/2025	19/09/2025
Current account	£25,486.82	£170,102.05
CCLA	£416,630.26	£424,360.36
Instant	£0.00	£ 8.62
Mayors account	£1,439.04	£ 1,441.24
	<b>£442,117.08</b>	<b>£594,471.03</b>

7. It should be noted that the Mayors account is being brought into the accounting software even though it is not an account that is officially audited by the Internal Auditor or Audit Wales. It is good financial practice to have this included.
8. I would ask that if members have any specific questions regarding this report that they bring them to my attention before 9-00 on Wednesday morning 24 September in order to give me an opportunity to bring accurate information to the meeting in the evening.

### Proposed Resolution

9. Members to note the report.
10. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Mark Tredwin  
Town clerk  
September 2025

**CALDICOT TOWN COUNCIL**

**Grant Payments 11 June 2025**

Date Received	Recipient	Reference	Nett Amount	£ VAT	Gross Amount	Transaction Detail
02/08/2024	Caldicot Youth Group	Youth Provision	£6,000.00		£6,000.00	LGA 1972 S133, LG (MP) act 1976 S19,Charities Act 1972S297 ff
04/03/2025	Caldicot Community Café	Community Café Facility	£1,500.00		£1,500.00	LGA 1972 1972 S133, LG (MP) Act 1976 S19
03/04/2025	Caldicot Pride	Entertainment	£1,200.00		£1,200.00	Entertainment LGA 1972 S145
15/04/2025	Kids Cancer Charity	Charity	£500.00		£500.00	Charities Act 2011 S297ff
29/04/2025	Caldicot Motorcycle Club	Tourism event				LGA 1972 S144
08/05/2025	TogetherWORKS Caldicot	Community Facility	£300.00		£300.00	LGA 1972 S133, LG (MP) act 1976 S19,Charities Act 1972S297 ff
			£9,500.00	£0.00	£9,500.00	

## **CALDICOT TOWN COUNCIL**

Payment run 12-06-25 to 16-06-2025

[illegible]

CALDICOT TOWN COUNCIL						
Invoices from 01-04-25 to 14-04-25						
Date Received	Payee Name	Reference	Gross Amount	£ VAT	Net Amount	Transaction Detail
03/04/2025	DJB Cleaning	245879	£ 67.07	£ 11.18	£ 55.89	Cleaning Materials, toilet rolls
04/04/2025	Rob Lewis	237	£ 1,822.50	£ -	£ 1,822.50	Daily, Weekly & Monthly Grounds Duties March
07/04/2025	British Gas	724603738	£ 53.91	£ 6.82	£ 47.09	Office Electricity 15-03-25 to 25-03-25
07/04/2025	British Gas	724603729	£ 312.32	£ 14.87	£ 297.45	Offices Gas 25-02-25 to 25-04-25
08/04/2025	Apex Computers	64120	£ 187.68	£ 31.28	£ 156.40	Mailbox and spam filtering
09/04/2025	British Gas	724664867	£ 62.77	£ 2.98	£ 59.79	Jubilee Way Toilets Electricity 13-03-25 to 03-04-25
10/04/2025	Chepstow Accountancy	3048	£ 55.00	£ -	£ 55.00	Payroll services
11/04/2025	Brighter Bills	1051762	£ 206.64	£ 34.44	£ 169.02	Office phones and mobiles
18/04/2025	Payroll	Payroll	£ 9,515.02		£ 9,515.02	Payroll April 2025
07/04/2025	Citation	CT0088965	£ 326.39			HR and H&S support
				£ 101.57	£ 12,178.16	
			£ 12,609.30			

# CALDICOT TOWN COUNCIL

Invoices from 15 April 2025 to 6 May 2025

Date Received	Payee Name	Reference	Nett Amount	£ VAT	Gross Amount	Transaction Detail
01/04/2025	John Ball	2878	£ 1,778.05	£ 355.61	£ 2,133.66	Monthly Contract@cemetery. 2 ext' cemetery cuts.Waste
21/03/2025	OWW	9170C	£ 233.14	£ -	£ 233.14	Clerking support 13 March EX FTC meeting
06/02/2025	Welsh water	5083589795	£ 1,951.18	£ -	£ 1,951.18	Toilet Block Jubilee Way
18/03/2025	British Gas	813246398	£ 150.30	£ 7.51	£ 157.81	TC Offices Electric 15-02-25 to 14-03-25!!
01/04/2025	Peter Villars	5052	£ 827.91	£ 165.58	£ 993.49	Bowling Green Maintenance - April
23/04/2025	British Gas	813277080	£ 99.59	£ 4.97	£ 104.56	TC Offices Electric 26-03-25 to 14-04-25
28/03/2025	MCC	70255485	£ 173.15	£ 34.63	£ 207.78	Materials and consumables for contract work? Query
17/04/2025	MCC	70257110	£ 3,785.00	£ -	£ 3,785.00	CCTV Quarterly Payment
01/04/2025	Merlin environmental	1998	£ 1,293.60	£ 258.72	£ 1,552.32	Dog Bins April 25
01/04/2025	Solutions in Technology	139593	£ 100.28	£ 20.06	£ 120.34	March 2025 Photocopying
02/05/2025	Clarke Electrical	1415	£ 280.00	£ 56.00	£ 336.00	Electrical Testing - Outstanding safety check
05/05/2025	Merlin environmental	2026	£ 1,293.60	£ 258.72	£ 1,552.32	Dog Waste May 2025
05/05/2025	John Ball	288	£ 1,755.00	£ 351.00	£ 2,106.00	Monthly Contract@cemetery. 2 ext' cemetery cuts.
05/05/2025	John Ball	288	£ 75.00	£ -	£ 75.00	Ballard Cremated Remains
30/04/2025	Rob Lewis	238	£ 2,582.50	£ -	£ 2,582.50	Grounds maintenance, cemetery open/close, April Contract
30/04/2025	Peter Villars	5072	£ 827.91	£ 165.58	£ 993.49	Bowling Green Maintenance - May
02/04/2025	Chepstow accountancy	3039	£ 255.00	£ -	£ 255.00	EoY Processing Preparation Payroll 2025
			£ 17,461.21	£ 1,678.38	£ 19,139.59	



# CALDICOT TOWN COUNCIL

Invoices from 7 May to 15 May 2025

Date Received	Payee Name	Reference	Nett Amount	£ VAT	Gross Amount	Transaction Detail
06/05/2025	Vision ICT	Inv 20213	£ 220.00	£ 44.00	£ 264.00	Annual web hosting fee
12/05/2025	John Ball	Inv 481	£ 3,600.00	£ 600.00	£ 3,600.00	Wooden Fence repair
13/05/2025	Brighter Bills	Inv 1052073	£ 169.02	£ 34.22	£ 205.31	Telephone- April 2025
08/05/2025	Zenith Printing	Proforma P12789	£ 308.00	£ 61.60	£ 369.60	Sign and cards
12/05/2025	Clarke Electrical	1421	£ 1,600.00	£ 320.00	£ 1,920.00	Electrical - Health and Safety work
05/05/2025	Apex Computers	64302	£ 156.40	£ 31.28	£ 187.68	Mailbox and spam filtering - May
15/05/2025	MBC	CALD01	£ 1,630.00	£ 326.00	£ 1,956.00	Web hosting camera and hearing loop
12/05/2025	D Kirkby	Expenses	£ 70.20	£ -	£ 70.20	Mileage Cemetery and Screwfix
13/05/2025	D Kirkby	Expenses	£ 2.29	£ 0.46	£ 2.75	VE day materials
14/05/2025	D Kirkby	Expenses	£ 26.82	£ 5.37	£ 32.19	Toilet parts
15/05/2025	D Kirkby	Expenses	£ 17.99		£ 17.99	Work Trousers
		Expenses total	£ 117.30	£ 5.83	£ 123.13	
15/05/2025	M Tredwin	Expenses	£ 91.02	£ 18.22	£ 109.24	VE day - Flag, logos, banners
15/05/2025	M Tredwin	Comm Garden	£ 232.36	£ 46.47	£ 278.83	Bird, Bat boxes, Water Butts, compost, bark
					£ 9,013.79	
08/05/2025	British Gas	601163540140217000	£ 87.13	£ 17.43	£ 104.56	TC Offices Electric 26-03-25 to 14-04-25
12/05/2025	British Gas	601163540140217000	£ 36.83	£ 7.37	£ 44.20	TC Offices electric
14/05/2025	British Gas	600188702140217000	£ 132.68	£ 26.54	£ 159.22	
			£ 8,380.75	£ 1,538.95	£ 9,321.77	

**CALDICOT TOWN COUNCIL****Invoices from 16 May to 22 May 2025**

Date Received	Payee Name	Reference	Nett Amount	£ VAT	Gross Amount	Transaction Detail
01/04/2025	ICCM	4556/2025/26	£ 105.00	£ -	£ 105.00	Annual Membership
19/05/2025	Rob Lewis	239	£ 2,950.00	£ -	£ 2,950.00	Concrete base/pedestrian area Comm Garden
19/05/2025	Events ML	450	£ 180.00	£ 36.00	£ 216.00	VE Day Sound system
29/05/2025	British Gas	601163540140217	£ 146.66	£ 2.10	£ 148.76	TC offices Electric
24/05/2029	British Gas	600188702140217	£ 151.64	£ 7.58	£ 159.22	TC Offices Gas
02/05/2025	Banner Business	SINV04253254	£ 30.35	£ 6.07	£ 36.42	Stationery
01/05/2025	DEKA Sheds	Proforma CTC	Payments carried fwd to next payment run 27/05/25			7 Planters Comm Garden
20/05/2025	NAS	S592A	Payments carried fwd to next payment run 27/05/25			National allotment Society Membership
20/05/2025	Total Net Salaries	May Payroll		£	£ 9,575.25	Payroll - May
20/05/2025	HMRC	May NI and Tax		£	£ 3,530.08	National Insurance and Tax
			£ 3,563.65	£ 51.75	£ 16,720.73	

**CALDICOT TOWN COUNCIL****Invoices 27/05/25**

Date Received	Payee Name	Reference	Nett Amount	£ VAT	Gross Amount	Transaction Detail
01/05/2025	DEKA Sheds	Proforma CTC	£ 945.00	£ -	£ 945.00	7 Planters Comm Garden
20/05/2025	NAS	S592A	£ 70.00	£ 14.00	£ 84.00	National allotment Society Membership
19/05/2025	Events Committee	Annual Grant/SLA	£ 5,500.00	£ -	£ 5,550.00	Payment one for the summer event.
20/04/2025	Torfaen	April Pension Fund	£ 1,858.69	£ -	£ 1,858.69	April Pension payments
20/04/2025	Torfaen	May Pension Fund	£ 1,871.20	£ -	£ 1,871.20	May Pension payments
			£ 10,244.89	£ 14.00	£ 10,308.89	

**CALDICOT TOWN COUNCIL**

**Invoices 29-05-25**[illegible]

**CALDICOT TOWN COUNCIL**

**Invoices 02-06-25 to**[illegible]





**Payroll Summary 2025**

Month	Salaries	HMRC	Pension	
Apr-25	£ 9,575.25	£ 3,494.96	£ 1,871.20	
May-25	£ 9,575.25	£ 3,530.08	£ 1,871.20	
Jun-25	£ 759.00	£ 3,530.08	£ 1,871.20	
Jul-25	£ 10,699.58	£ 3,633.90	£ 1,864.94	
Aug-25	£ 12,134.48	£ 4,459.48	£ 2,163.29	
Sep-25	£ 10,948.17	£ 3,783.45	£ 1,924.61	
Oct-25				
Nov-25				
Dec-25				
Jan-26				
Feb-26				
Totals	£ 53,691.73	£ 22,431.95	£ 11,566.44	£ 87,690.12

# CALDICOTT TOWN COUNCIL

Invoices 01-07-25 to 05-07-2025

Date Received	Payee Name	Reference	Gross Amount	£ VAT	Net Amount	Transaction Detail
30/06/2025	Rob Lewis	INV - 0243	£ 2,612.50		£ 2,612.50	Monthly Duties
30/06/2025	Solutions in Technology	140838	£ 106.85	£ 17.81	£ 89.04	Photocopier
01/07/2025	ICCM	19805	£ 108.00	£ 18.00	£ 90.00	ICCM online Exhumation training
01/07/2025	Mark Tredwin	Expenses	£ 182.13		£ 182.13	Garden Supplies & DIY
01/07/2025	Merlin Environmental Service	2076	£ 1,552.32	£ 258.72	£ 1,293.60	Dog waste collection July
01/07/2025	John Ball - Care-fully Memorial	290 JUNE	£ 2,235.12	£ 372.52	£ 1,862.60	Cemetery Maintenance
01/07/2025	STRI	IW11104	£ 1,068.00	£ 178.00	£ 890.00	Annual Sports Turf Full
04/07/2025	Banner Business Solutions	SINV04294403	£ 2.87	£ 0.48	£ 2.39	Rapesco Staples
05/07/2025	Apex Computer Services	64707	£ 187.68	£ 31.28	£ 156.40	Mailbox & Spam filter
			£ 8,055.47	£ 876.81	£ 7,178.66	

**CALDICOT TOWN COUNCIL**

## Invoices

[illegible]

# CALDICOT TOWN COUNCIL

Invoices 15-07-25 to 28-07-25

Date Received	Payee Name	Reference	Gross Amount	£ VAT	Net Amount	Transaction Detail
16/07/2025	Amazon	GB55EFJP4AEUI	£ 83.45	£ 13.91	£ 69.54	Community Garden - Cultivator
17/07/2025	Amazon	GB55F4ZD7AEUI	£ 42.38	£ 7.07	£ 35.31	Community Garden - Cultivator Battery
15/07/2025	British Gas	600188702	£ 42.30	£ 2.01	£ 40.29	Utility Bill: Gas
16/07/2025	British Gas	601163540	£ 130.86	£ 6.23	£ 124.63	Utility Bill: Electricity
22/07/2025	British Gas	602276517	£ 129.60	£ 6.17	123.43	Utility Bill: Electricity
16/07/2025	Chepstow Acc	3113	£ 52.50	£ -	£ 52.50	Processing of July 2025 Payroll
21/07/2025	David Kirby	CC Expenses	£ 24.84	£ 4.14	£ 20.70	Community Garden - Stone Dust, Wood, Weed Membrane
21/07/2025	David Kirby	CC Expenses	£ 5.81	£ -	£ 5.81	Community Garden - Fuel Milage
21/07/2025	David Kirby	CC Expenses	£ 4.05	£ -	£ 4.05	Community Garden Fuel Milage for Garden Waste Disposal
22/07/2025	David Kirby	CC Expenses	£ 1.75	£ -	£ 1.75	Office Sundries - Milk
22/07/2025	David Kirby	CC Expenses	£ 3.78	£ -	£ 3.78	Community Garden - Fuel Milage
28/07/2025	David Kirby	CC Expenses	£ 8.49	£ 1.41	£ 7.08	Community Garden - Cement
	<b>Total</b>		<b>£ 48.72</b>	<b>£ 5.55</b>	<b>£ 43.17</b>	
25/07/2025	Deka Sheds	CTC	£ 310.00	£ 0.00	£ 310.00	Community Garden - Planters and Lock for Shed
25/07/2025	Lucy Wallington	CC Expenses	£ 1.80	£ 0.00	£ 1.80	Community Garden - Vegetable Grow Bags
28/07/2025	Lucy Wallington	CC Expenses	£ 67.99	£ 11.33	£ 56.66	Community Garden - Seeds
	<b>Total</b>		<b>£ 69.79</b>	<b>£ 11.33</b>	<b>£ 58.46</b>	
21/07/2025	Mark Tredwin	CC Expenses	£ 52.47	£ 5.41	£ 47.06	Community Garden - Miscellaneous
21/07/2025	Mark Tredwin	CC Expenses	£ 34.99	£ 5.83	£ 29.16	Community Garden - Watering Hose
21/07/2025	Mark Tredwin	CC Expenses	£ 91.00	£ 15.17	£ 75.83	Community Garden - Landscaping Items
22/07/2025	Mark Tredwin	CC Expenses	£ 260.48	£ 43.41	£ 217.07	Community Garden - Landscaping Items
22/07/2025	Mark Tredwin	CC Expenses	£ 4.94	£ 0.82	£ 4.12	Community Garden - Ant Deterrent
22/07/2025	Mark Tredwin	CC Expenses	£ 102.00	£ -	£ 102.00	Community Garden - Plants & Shrubs
24/07/2025	Mark Tredwin	199411	£ 201.89	£ 33.63	£ 168.26	Community Garden - Variety of Plants and Seeds
	<b>Total</b>		<b>£ 747.77</b>	<b>£ 104.27</b>	<b>£ 643.50</b>	
21/07/2025	Vivinne Thomas	Staff Expenses	£ 7.16	£ -	£ 7.16	Cemetery Working Group Meeting - Cake & Biscuits
			<b>£ 1,664.53</b>	<b>£ 156.54</b>	<b>£ 1,507.99</b>	

# **CALDICOT TOWN COUNCIL**

**Invoices 30-07-2025 to 06-08-2025**[illegible]

**CALDICOT TOWN COUNCIL**

**Invoices 16-07-2025 to 18-08-2025**

Date Received	Payee Name	Reference/Invoice	Gross Amount	£ VAT	Net Amount	Transaction Detail
16/07/2025	Monmouthshire County Council	70261277	£ 3,785.00	£ -	£ 3,785.00	CCTV Charges
29/07/2025	Elizabeth Anne	90th Birthday	£ 25.00	£ -	£ 25.00	Handtied Bouquet for 90th Birthday
01/08/2025	Brighter Bills	1053000	£ 205.28	£ 34.21	£ 171.07	Phone Bill
01/08/2025	Welsh Water	3304852001	£ 375.54	£ -	£ 375.54	Water Bill: 29th Jan - 31st Jul 2025 Oakley Way
01/08/2025	Welsh Water	3627159501	£ 17.86	£ -	£ 17.86	Water Bill: 1st Feb - 31st Jul 2025 KGVPF
06/08/2025	Welsh Water	4455344101	£ 2,820.56	£ -	£ 2,820.56	Water Bill: 28th Jan to 31st Jul 2025 Toilets
06/08/2025	Phs Group	71510756	£ 480.48	£ 80.08	£ 400.40	Sanitary Disposal
07/08/2025	Lucy Wallington	Staff Expenses	£ 41.00	£ -	£ 41.00	Community Garden: Sprayer, Bird Food, Grass Seed
08/08/2025	Amazon	GB501K7YBKHZHI	£ 99.98	£ 16.66	£ 83.32	Community Garden: Parasols
08/08/2025	David Kirkby	Staff Expenses	£ 8.49	£ 1.41	£ 7.08	Community Garden: Cement
09/08/2025	Vivienne Thomas	Staff Expenses	£ 156.93	£ -	£ 156.93	Community Garden: Herbs and Mileage
09/08/2025	Vivienne Thomas	Staff Expenses	£ 49.20	£ 7.00	£ 42.20	Community Garden: Compost and Mileage
	<b>Vivienne Thomas</b>	<b>Exp Total</b>	<b>£ 206.13</b>	<b>£ 7.00</b>	<b>£ 199.13</b>	<b>Total</b>
11/08/2025	Amazon	GB50EZRSIDTF9I	£ 27.98	£ 4.66	£ 23.32	Community Garden: Parasol Base
15/08/2025	Mark Tredwin	Staff Expenses	£ 18.24	£ 0.18	£ 18.06	Office Sundries: Coffee and Biscuits
18/08/2025	David Kirkby	Staff Expenses	£ 1.75	£ -	£ 1.75	Office Sundries: Milk
18/08/2025	Events Ml Ltd	VJ Day sound	£ 228.00	£ 38.00	£ 190.00	VJ Day sound system at Cross
			<b>£ 8,341.29</b>	<b>£ 189.20</b>	<b>£ 8,358.22</b>	

**CALDICOT TOWN COUNCIL**

**Grant Payments 11 June 2025**

Date Received	Recipient	Reference	Nett Amount	£ VAT	Gross Amount	Transaction Detail
29/04/2025	Caldicot Motorcycle Club	Tourism event	£1,800.00		£1,800.00	LGA 1972 S144
			£9,500.00	£0.00	£9,500.00	



**CALDICOT TOWN COUNCIL**

**Invoices 19-08-25 to 02-09-25**

Date Received	Payee Name	Reference/Invoice	Gross Amount	£ VAT	Net Amount	Transaction Detail
07/08/2025	Edge IT Systems Ltd	38740	£ 73.44	£ -	£ 73.44	Balance due - AdvantEDGE - 3 Year
13/08/2025	British Gas	600188702	£ 32.78	£ 1.56	£ 31.22	Gas (Sandy Lane) 07-07 to 7-08-25
18/08/2025	British Gas	601163540	£ 148.45	£ 7.06	£ 141.39	Electricity (Sandy Lane) 15-07 to 14-08-25 est
20/08/2025	British Gas	602276517	£ 81.03	£ 3.85	£ 77.18	Electricity (Newport Road) 15-07 to 14-08 Est
26/08/2025	British Gas	601163540	£ 51.04	£ 2.43	£ 48.61	Electricity Bill (Sandy Lane) 15-08 to 26-08-25
	<b>British Gas</b>	<b>Total</b>	<b>£ 313.30</b>	<b>£ 14.90</b>	<b>£ 298.40</b>	
26/08/2025	One Voice Wales	1341	£ 1,941.00	£ -	£ 1,941.00	Membership Fee from 1st April to 31st March
27/08/2025	David Kirby	Staff Expenses	£ 3.04	£ 0.51	£ 2.53	Community Garden: Compost
28/08/2025	Lucy Wallington	Staff Expenses	£ 40.37	£ -	£ 40.37	Community Garden: Bird seed and Mileage
28/08/2025	Welsh Water	3304849501	£ 512.46	£ -	£ 512.46	Welsh Water: Allotments, Sandy Lane
29/08/2025	Solutions in Technology Ltd	141676	£ 90.49	£ 15.08	£ 75.41	Photocopier services
30/08/2025	Lucy Wallington	Staff Expenses	£ 19.80	£ -	£ 19.80	Community Garden: Vegetable Seeds
30/08/2025	Peter Villars	5186	£ 993.49	£ 165.58	£ 827.91	Monthly maintenance of Bowling Green/Surrounds
31/08/2025	Rob Lewis	INV0245	£ 2,272.50	£ -	£ 2,272.50	August Maintenance
31/08/2025	Rob Lewis	INV0246	£ 790.00	£ -	£ 790.00	Community Garden: Installation of trellis, guttering
	<b>Rob Lewis</b>	<b>Total</b>	<b>£ 3,062.50</b>	<b>£ -</b>	<b>£ 3,062.50</b>	
01/09/2025	Care-Fully Memorial	300	£ 2,058.00	£ 343.00	£ 1,715.00	Cemetery Maintenance for August
01/09/2025	Care-Fully Memorial	301	£ 450.00	£ 75.00	£ 375.00	Community Garden: 3 Planters
01/09/2025	Care-Fully Memorial	302	£ 372.00	£ 62.00	£ 310.00	Opening and Closing Cemetery Gates June to August
	<b>Care-Fully Memorial</b>	<b>Total</b>	<b>£ 2,880.00</b>	<b>£ 480.00</b>	<b>£ 2,400.00</b>	
01/09/2025	Merlin Environmental Services Ltd	2126	£ 1,940.40	£ 323.40	£ 1,617.00	Dog Waste Collection September
01/09/2025	Chepstow Accountancy Services Ltd	3153	£ 52.50	£ -	£ 52.50	Processing September 2025 Payroll
29/08/2025	Banner Business Solutions Ltd	SINV04326071	£ 38.63	£ 6.44	£ 32.19	Office Sundries: Stationary
01/09/2025	Banner Business Solutions Ltd	SINV04326906	£ 29.36	£ 4.89	£ 24.47	Recycling Bins (Pack of 3)
	<b>Banner Business Solutions Ltd</b>	<b>Total</b>	<b>£ 67.99</b>	<b>£ 11.33</b>	<b>£ 56.66</b>	
02/09/2025	David Kirby	Staff Expenses	£ 1.75	£ -	£ 1.75	Office Sundries: Milk
31/08/2025	Inferno	INV-23059	£ 384.00	£ 64.00	£ 320.00	Alarm Monitoring Annual Charge
			<b>£ 12,376.53</b>	<b>£ 1,074.80</b>	<b>£ 11,301.73</b>	

**Committee: FULL COUNCIL**

**Date: 24 September 2025**

**Title: Service Level Agreement between the Council and the Events Committee**

**Purpose of Report**

For members to agree the terms of an Service Level Agreement.

**Recommendation:**

Members **Resolve** to accept and implement the three year service Level Agreement and authorise the Clerk and Mayor to sign it on behalf of the "The Events Committee".

**Report:**

1. During the budget setting process, it was agreed that a budget line would be set up for the Events Committee to paid allocated £11,550 to put on two events for the Caldicot Community.
2. These two events have traditionally been organised by the "The events Committee" for which they have received a Grant to do so. It has been pointed out by the Council's Clerk and internal auditor that this is not an acceptable way in which to carry out the funding. Both have advised that there should be a Service Level Agreement put in place.
3. At the meeting on the 30 April, members resolved the Following;

*Members **RESOLVED** that Caldicot Events Committee be provided with £11,550 in accordance with a service Level Agreement to deliver on behalf of the Town Council Two major events. The SLA will also include for the possibility that other events may be organised if agreed by both parties.*

4. Members are being asked to agree the Proposed Service Level Agreement which has been drawn up (**Appendix 11A**) and which meets with the approval of "The Events Committee". There is a clause in the SLA that sees the amount to be allocated by the Council set to include each year an increase that would be based upon inflation.
5. It is normal for agreements between council such as this to use the nationally declared CPI (Consumer Price Index). This is due to a combination of **legislation + regulation + government policy** rather than one law that does it all. The legal grounds include:
  - The *Pensions Act 2011* for pension-indexation;
  - The Government's formal inflation target set via the Treasury;
  - Statistical legislation (e.g. Statistics and Registration Services Act) giving authority to the ONS and designating CPI (and CPIH) as National Statistics.

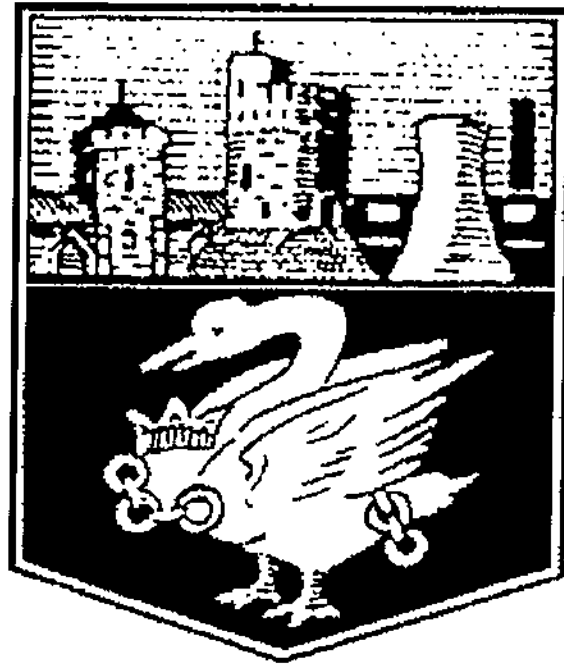
## AGENDA ITEM 11

6. The timing of this is usually taken from the declared September rate so as to enable authorities to use the figure during their budget setting Process. This is generally announced in the middle of October.
7. The proposed SLA will be backdated to start from 1 April 2025 and run for three years. This will allow for both organisation to plan for the medium term and allow for an element of stability to take place. A fresh agreement should be put in place in preparation for the 2028-29 financial year.
8. There is a provision in the SLA for other possible events to be run with the mutual agreement of both the Events Committee and the Town Council. This might require the town council to underwrite an event. More details would however be provided to the town council for this to happen.
9. As members can see from the next agenda item this is being brought for consideration with regards to the Fireworks Display in November. Members will need to consider that item separately.
10. In the meantime an event report has been provided as required for the release of the second payment and this is contained in **Appendix 11B**. I am happy to confirm that I believe the criteria has been achieved for the release to take place as delegated to officers.

### Proposed Resolution

11. Members **Resolve** to accept and implement the three year service Level Agreement and authorise the Clerk and Mayor to sign it on behalf of the "The Events Committee".
12. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

**Mark Tredwin**  
**Town clerk**  
**September 2025**



# Service Level Agreement (SLA)

Between Caldicot Town Council and Caldicot Events Committee

**APRIL 2025 TO MARCH2028**

## **1. Parties**

This Service Level Agreement ("the Agreement") is made between:

- **Caldicot Town Council ("the Council")**, having its offices at Council Office, Sandy Lane, Caldicot, NP26 4NA

- **Caldicot Events Committee ("the Committee")**, Address to be added an independent organisation responsible for planning, coordinating and delivering community events within Caldicot.

## **2. Purpose**

The purpose of this Agreement is to establish the terms under which the Council will provide financial support to the Committee for the delivery of community events that promote social, cultural and economic benefits for Caldicot residents.

## **3. Term**

This Agreement shall commence on 1 April 2025 and continue for a period of three (3) years, unless terminated earlier in accordance with Section 10 of this Agreement. The Agreement will therefore expire on 31 March 2028.

## **4. Funding**

4.1 The Council agrees to make an annual payment ("the Grant") to the Committee for the duration of this Agreement.

4.2 The Grant shall be:

- Year 1 (April 2025 – March 2026): £11,550
- Year 2 (April 2026 – March 2027): £11,550 plus the rate of annual inflation (as measured by the Consumer Prices Index – CPI) published in October 2025
- Year 3 (April 2027 – March 2028): The Year 2 payment plus the rate of annual inflation (CPI) published in October 2026

#### **4.3 Funding allocation:**

- Approximately 50% of the annual Grant will be allocated to the Caldicot Summer Event.
- The remaining balance will be allocated to the Caldicot Christmas Lights Switch on.

#### **4.4 Payment Conditions:**

- An initial payment will be made to support delivery of the Summer Event.
- The balance of the Grant for the Christmas Lights Switch on will only be released upon submission of a written report to the Council's officers (for circulation to Members) demonstrating that funds provided for the Summer Event have been used appropriately.

#### **4.5 Additional Funding:**

The Committee may be requested to assist the Council with other events or activities. Where this occurs, the Council may, at its discretion, provide additional funding beyond the Grant specified above.

### **5. Key Performance Indicators (KPIs)**

The following KPIs shall apply to this Agreement:

#### **i. Delivery of Two Core Events**

- The Caldicot Summer Event shall be planned and delivered each year.
- The Caldicot Christmas Lights Switch on shall be planned and delivered each year.

#### **ii. Financial Accountability**

- Evidence must be provided that all Grant monies have been used appropriately.
- Post-event financial summaries must be submitted, showing that the events have been managed in a financially viable manner.

## **ii. Reputation and Safety**

- Events must be organised and delivered in a manner that ensures public safety and protects the reputation of both the Town and the Council.
- Reports following each event must confirm that no incidents of a significant nature occurred that have had a negative effect on the reputation of the Council or Caldicot as a whole.

## **6. Responsibilities of the Committee**

The Committee shall:

- a) Organise and deliver the Caldicot Summer Event and the Christmas lights turn on annually, in line with the KPIs.
- b) Ensure that all events are properly managed, risk assessed, insured, and compliant with health and safety and licensing requirements.
- c) Provide the Council with:
  - A post-Summer Event report, including a financial summary, before release of the Fireworks funding.
  - A post-Christmas Lights Switch on Event report, including details of attendance, incidents of significance (if any), outcomes, financial viability, and community benefits.
- d) Acknowledge the financial support of Caldicot Town Council in publicity and promotional materials.
- e) Ensure proper financial governance, keeping clear records of how the Grant is spent, and making these records available to the Council on request.

## **7. Responsibilities of the Council**

The Council shall:

- a) Provide the Grant to the Committee in accordance with Section 4.



- b) Release the balance of funds only upon receipt of satisfactory reports and financial evidence.
- c) Offer support and guidance where reasonably requested in relation to governance, compliance, and event planning.
- d) Monitor the use of the Grant through review of annual reports and, if required, meetings with Committee representatives.

## **8. Review and Monitoring**

8.1 The Council reserves the right to review the Committee's performance annually.

8.2 Continuation of funding each year shall be conditional upon satisfactory delivery of the KPIs and receipt of acceptable reports.

## **9. Variation**

This Agreement may be varied only by written agreement between both parties.

## **10. Termination**

10.1 Either party may terminate this Agreement by giving six (6) months' written notice.

10.2 The Council reserves the right to suspend or withdraw funding where:

- The Committee fails to meet its obligations or KPIs under this Agreement,
- The Grant is used for purposes other than those agreed, or
- The Committee becomes insolvent or ceases operation.

## **11. Dispute Resolution**

In the event of a dispute arising from this Agreement, both parties shall seek to resolve the matter through negotiation in good faith. If unresolved, the matter may be referred to independent mediation.

## **12. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of England and Wales.

### **13. Signatures**

Signed on behalf of Caldicot Town Council:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of Caldicot Events Committee:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## Caldicot Events Committee – Post-Event Report



<b>Event Name</b>	Caldicot Summer Fayre 2024/5
<b>Event Date</b>	Sunday 13 <sup>th</sup> July 2024/5
<b>Event Venue</b>	Caldicot Castle & Country Park
<b>Date of Report</b>	Thursday 4 <sup>th</sup> September 2025

## **Event Overview**

Caldicot Summer Fayre 2025 took place on Sunday 13th July at the stunning grounds of Caldicot Castle and Country Park. The event was organised by the Caldicot Events Committee and funded entirely by Caldicot Town Council, whose generous contribution enabled the Fayre to go ahead without entry fees, ensuring that it remained accessible to all members of the community.

The primary aim of the Fayre was to provide a free day of entertainment and family activities for the local residents of Caldicot, while also supporting local charities through their involvement as stallholders.

This event has now been running for over 10 years and has become a staple in the town's summer calendar, with a reputation for strong attendance and community spirit. Many families see the Fayre as one of the highlights of the summer holidays, offering an opportunity to enjoy live entertainment, discover local groups, and spend quality time together in a welcoming environment.

## **Activities and Main Goals**

The Fayre offered a wide variety of activities designed to appeal to all ages, while also meeting its broader community and economic objectives. Visitors enjoyed a range of stalls, from charity organisations such as the History Society and Veterans Group, to commercial vendors including the much-loved Midnight Pizza, who provided freshly prepared wood-fired pizzas.

The stage programme featured performances from local community groups, with Caldicot Music Theatre Society (CMTS) entertaining the crowds. Although unfortunately, under-16s were unable to perform this year due to BOPA legislation which was only brought to the committee's attention a week or so before the event, this matter is already being addressed to ensure young performers are able to participate in future events, such as the Christmas Light Switch-On.

Families particularly appreciated the free children's games, including crazy golf, connect 4, ring toss, and beanbag throwing, which helped to create a fun and welcoming atmosphere across the site. These activities contributed to one of the event's central goals - ensuring accessibility and inclusivity, so that families could enjoy a full day out without additional financial burden.

Beyond the entertainment value, the Fayre also sought to deliver meaningful community and economic benefits. By showcasing local charities and community groups, the event helped them to raise awareness, recruit new members, and generate much-needed funds. At the same time, local businesses and traders were provided with a valuable platform to promote their goods and services to a wide audience. This combination of social and economic impact is at the heart of the committee's purpose, reinforcing Caldicot's identity as a vibrant town with a strong sense of community.

## **Promotion**

Promotion for the Fayre was undertaken both locally and online. Posters were distributed in schools across the Caldicot area and displayed in key community locations, while printed leaflets provided further visibility. In addition, social media campaigns on Facebook helped to raise awareness, though these were deliberately targeted to maintain the local feel of the event and ensure the greatest benefit to Caldicot residents. Word of mouth also played a significant role in generating interest, with many attendees reporting that they had first heard about the event through friends, family, or school communications. We did, however, release this promotional information later than we would have liked, due to uncertainty around budgets and the viability of the event.

## **Financial Summary**

Caldicot Town Council kindly provided a total of £5,500 in funding for the Fayre. Unlike in previous years, where a small income is generated from traders, it was decided not to charge stallholders this year due to the extreme heat on the day. This decision was well received by the traders, who appreciated the gesture under difficult trading conditions.

Major expenditure for the Fayre included security provided by Rubicon (£834.16 + VAT), medical support from SEMS Medical (£360.00 + VAT), event public liability insurance (£385.00 + VAT), waste management including event specific recycling, delivered by Event Clean (£431.67 + VAT), power generation with electrical safety sign-off (£655.00 + VAT) site hire fees to MCC (£542.50 + VAT), free circus skills for families (£600), and other miscellaneous costs of around £1000. Overall, while the event required significant investment, the value delivered to the community through free access and inclusive entertainment demonstrates the importance of this particular event.

## **Attendance & Footfall**

It is estimated that approximately 1,000 visitors attended the Fayre over the course of the day. This number is slightly lower than previous years, which can largely be attributed to the extreme heatwave conditions.

On the day of the event, temperatures reached highs of almost 29°C, and the Met Office had issued a yellow heat-health alert across Wales. These conditions inevitably discouraged some families from attending, particularly those with younger children or elderly relatives. Despite the reduced attendance, those who did attend stayed for long periods, enjoying both the shaded areas provided by us, and the range of activities available.

## **Feedback & Impact**

Feedback from attendees was overwhelmingly positive, with many highlighting the free children's games as a standout feature of the day. Parents praised the affordability of the event and the opportunity to enjoy safe, family-friendly entertainment without large additional costs. Attendees were also happy with the decision to provide free drinking water on site. Stallholders also reported good engagement from visitors, with charity groups in

particular benefiting from the exposure and fundraising opportunities. Several traders noted that, although overall numbers were slightly lower, the atmosphere was relaxed and friendly, which encouraged meaningful conversations and community connections.

In particular, Red Robbins Nursery used the money raided on their stall to cover the cost of their nursery leavers party. They reported that without the fundraising from the Summer Fayre, the end of year party wouldn't have happened.

## **Issues and Challenges**

The most significant challenge faced on the day was the weather. The extreme heat created additional demands during the event set-up, though close cooperation with the venue team ensured that these were effectively managed. Attendance was lower than in previous years, again due to the weather, and the inability to include under-16 performers due to BOPA legislation was also disappointing. Nevertheless, the professional delivery of the event and the flexibility of both volunteers and partners ensured that the day ran smoothly.

## **Reflection and Forward Planning**

Looking ahead, the Caldicot Events Committee is committed to ensuring the continued success of the Summer Fayre. We intend to resolve the performer licensing issue to allow children and young people to take part in future events. In addition, we will continue to explore additional contingency planning to help mitigate the impact of extreme weather, such as providing shaded seating areas and free water stations across upcoming events.

We are extremely grateful to Caldicot Town Council for their ongoing financial support and are eager to continue this positive relationship. With the council's partnership, we believe the Summer Fayre can continue to grow in popularity, providing an inclusive, celebratory, and safe community event that benefits residents and local organisations alike.

## **Conclusion**

In summary, the Caldicot Summer Fayre 2025 delivered on its aim of providing a free, family-oriented event for the people of Caldicot, despite the challenges posed by the hot weather. The event successfully promoted local charities, offered high-quality entertainment, and strengthened community engagement. We remain committed to working closely with Caldicot Town Council to build on this year's successes and to ensure the Fayre remains a cornerstone of the town's summer programme.

**Committee: FULL COUNCIL**

**Date: 24 September 2025**

**Title: Firework Grant Application**

**Purpose of Report**

Members to agree to support the request from the Caldicot Events Committee to support the Fireworks at the Castle for 2025

**Recommendation:**

Members resolve to ask the Events Committee to organise the Fireworks and to provide an additional £10,000 of funding under the Service Level Agreement. A report to be provided upon the conclusion of the event. The Clerk is delegated to vire funds from suitable budgets.

**Report:**

1. Each year the council has assisted with the funding for the Firework display at the Castle. This funding is being requested once again this year. **Appendix 12A**
2. As this is a request from the Events Committee it should fall under the proposed Service Level Agreement that is in Agenda Item 10. As you have already been made aware, this funding should be included as an addition to the two events covered by the SLA. Last year the council made an additional Grant of £12,500 to cover this and this anomaly was picked up by the internal auditor
3. This year there has been no defined amount put into the budget for allocation to the firework display. This does not mean that there is not funding available, but it will need to come from the Earmarked Reserves that have been included in the agreed budget and will mean that there may not be as much budget available for other projects.
4. That said as members were made aware at the end of the last financial year by making Earmarked Reserves available under general headings it is possible to do this without greatly impacting any one budget. Currently the total amount of Grants and support provided by this council amounts to **£11,300**. This is from a total amount available of **£48,610** plus an additional **£9,512** that has been put into General Reserves but which is able to be allocated to any of the **Community Wellbeing/Grants headings**.
5. The Events Committee are looking for Funding of **£10,000** and I have been led to believe that this may be the last time that they will require this funding.




**Proposed Resolution**

6. Members resolve to ask the Events Committee to organise the Fireworks and to provide an additional £10,000 of funding under the Service Level Agreement. A report to be provided upon the conclusion of the event. The Clerk is delegated to vire funds from suitable budgets.
7. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

**Mark Tredwin**  
**Town clerk**  
**September 2025**

## DONATION REQUEST – CHECK LIST

Name of Organisation / Applicant	CALDICOT EVENTS COMMITTEE
Date Application Received	11.09.2025
Constitution / Financial Statements / Audited Accounts Included	C✓ FS✓
Date considered by Town Council	
Amount requested	£10,000
Amount of donation received	
<b>Actions to be completed following receipt of donation:-</b>	
Receipt issued	
Signed audited accounts, financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made. [>£2,000]	

# Caldicot Town Council

## Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA  
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



### COMMUNITY GRANT APPLICATION FORM

1	<b>Applicant's Contact Details</b>	
Name of contact person:	PAULINE HAYWARD	
Position in organisation:	CHAIR / TREASURER	
Address:	[REDACTED]	
Home no:	[REDACTED]	
Mobile no:	[REDACTED]	
Email address:	[REDACTED]	

2	<b>Organisation or Group Details</b>	
Name of organisation/group:	CALDICOT EVENTS COMMITTEE	
Name of chairperson:	CURRENTLY SHARED	
Name of secretary:	PAULINE HAYWARD	
Name of treasurer:	PAULINE HAYWARD	
Address:	AS ABOVE	
Description of organisation/group:		
We put on free events for the people of Caldicot. - Summer Fayre, Fireworks & Christmas Events		

# Caldicot Town Council

## Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA  
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



What does your organisation/group offer to the town of Caldicot and how does the town benefit?:

We help local charities and organisations to raise money and/or display their talent through stage performance.

The events are free to the public and at Christmas we distribute selection packs to children via Santa Claus.

# Caldicot Town Council

## Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA  
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



Date when organisation/group was formed:	OVER 20 YEARS
Are you a registered charity? If so, what is the charity number?:	No
Where does your organisation/group normally meet?:	12 WENTWOOD VIEW
How often does your organisation or group meet?:	When necessary to stage an event.

3	<b>Grant Application Details</b>
<p>Briefly describe the project or purpose for which you require a grant. Please state how it will benefit the local community to meet the following criteria:</p> <p>i. Community Benefit</p> <p>Free entertainment &amp; charity fundraising</p> <p>ii. Sustainability</p> <p>Annual events</p>	

# Caldicot Town Council

## Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA  
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



### iii. Economic Viability

*We keep within our budget and hope we give value for money.*

### iv. Age Range Project / Grant Covers

*Babies to the Elderly, Veterans group we are non-discriminatory.*

### v. Any Environmental Benefits

What is the total cost of the project?:	£35,000 +
What percentage of the grant are you applying for?:	£10,000
How do you intend to fund the remaining balance of the project?	Charging a low cost entry to events + trader fees etc.
• Yourself, or your organisation/group:	£
• Local authorities	£

# Caldicot Town Council

## Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA  
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



- |                       |   |
|-----------------------|---|
| • Local organisations | £ |
| • Fundraising         | £ |
| • Other               | £ |
| • Total:              | £ |

Have you applied to any organisation for a grant for the same project?  
If so please give details, including unsuccessful applications:

No.

Have you applied to caldicot town council for grant funding before?

i) Yes ~~1, 100~~ *Fireworks*

ii) If yes, how much has the council given you in the last five years and for what?

2019/2020:

2020/2021:

2021/2022: £15,500.

2022/2023: £5,000

2023/2024: £12,000

# Caldicot Town Council

## Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA  
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



- |                       |   |
|-----------------------|---|
| • Local organisations | £ |
| • Fundraising         | £ |
| • Other               | £ |
| • Total:              | £ |

Have you applied to any organisation for a grant for the same project?  
If so please give details, including unsuccessful applications:

*Applying for the release of £6,000 already granted by the Council.*

Have you applied to caldicot town council for grant funding before?

i) Yes / ~~no~~

ii) If yes, how much has the council given you in the last five years and for what?

2019/2020:

2020/2021:

2021/2022: *£9,000.*

2022/2023: *10,000.*

2023/2024: *12,000*



# Caldicot Town Council

## Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA  
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



iii) If yes, please explain why you are applying again?

*The Fireworks event has become apart of the annual calendar of events in Caldicot frequently asked for by local population.*

Will the project incur ongoing maintenance and/or running costs?  
If yes, please give details of funding.

*No.*

# Caldicot Town Council

## Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA  
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



<b>4</b>	<b>Declaration</b>
<p>I declare that the information given in this application is correct and if the application is successful, I agree to adhere to the conditions laid out in the Caldicot Town Council's Community Grants Policy, a copy of which I have received.</p> <p>I enclose with this application:</p> <ul style="list-style-type: none"> <li>• A copy of our constitution, set of rules or statement of our aims and objectives</li> <li>• Copies of accounts for the last two years (preferably audited)</li> <li>• Supporting evidence of the cost of the project or reason for the grant application e.g. invoices or estimates</li> <li>• Copies of the minutes of the last AGM and the latest meeting</li> </ul> <p>Please note, applications sent without the above information may not be accepted.</p> <p>If you do not have these for your organisation or group, please explain why or why you have not attached them?</p> <p style="text-align: center;"><i>Small volunteer committee</i></p> <p>I confirm that I have authorisation to sign and submit this Community Grant application on behalf of the organisation/group mentioned herein:</p> <p>Name of Organisation or Group: <i>CALDICOT EVENTS COMMITTEE</i></p> <p>Print Name: <i>PAULINE HAYWARD</i></p> <p>Signed: <i>[Redacted Signature]</i></p> <p>Date: <i>11-09-2025</i></p> <p>Position in Organisation/Group: <i>Chair / Treasurer</i></p>	

After completion, please return to:  
The Town Clerk, Council Offices, Sandy Lane, Caldicot, Monmouthshire, NP26 4NA

# Caldicot Town Council

## Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA  
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



### For Town Council Use Only

Date Received: 12 SEP 2025 CALDICOT TOWN COUNCIL  
Date of Meeting: .....  
Decision: .....  
Minute no: .....  
Amount Awarded (If Applicable): .....

# Caldicot Community Fireworks 2024 Expenditure

Expenditure		Income
Stage and Lighting	£ 500.00	CTC
Site Lighting	£ 2,671.20	Ticket Income (minus ticketing fees)
Fencing	£ 1,291.08	Trader Income
PA & Audio	£ 1,539.12	Funfair
Power & Distro	£ 1,335.60	Car Parking Charges
Generators	£ 1,450.08	EM Charge Sponsorship Pledge
Security	£ 6,500.00	
Medical	£ 1,590.00	
Waste Management	£ 992.16	
Toilets	£ 1,526.40	
Install of equipment	£ 1,621.80	
Insurance	£ 1,062.65	
Fireworks Show 20 mins (inc cat 5)	£ 3,600.00	
Radios	£ 150.00	
Castle Site Hire	£ 2,029.60	
Band Fee	£ 100.00	
Extras (Castle Sign & Lighting, Tractor Use, Spo	£ 79.50	
Transport fees	£ 85.00	
Volunteer Refreshments	£ 128.89	
Castle Gate TM	£ 900.00	
Castle Gate Site Hire	£ 468.00	
Event Mgmt & H&S Charge	£ 5,400.00	
Fire Breather	£ 125.00	
Total Expenditure	£ 35,145.98	Total Income
		£ 35,145.98

TOTAL PROFIT £ -

**Committee: FULL COUNCIL**

**Date: 24 September 2025**

Title: SharePoint migration of data

### **Purpose of Report**

In line with the planned actions for 2025-26 members to be updated on the movement of the council data across to SharePoint.

### **Recommendation:**

Members Resolve That the Council adopts Microsoft SharePoint as the official platform for storage and management of all council files and papers, phasing out use of the local web-connected server to reduce risks of data breaches and ensure GDPR compliance.

### **Background:**

1. The Council currently stores many documents on a local web-connected server. In the budget for 2025-26 the council had allocated funds (£15,000) for the development of both SharePoint and a new website.
2. Concerns have been raised by members recently over access to council information. It has always had access for staff to use One-Drive but has never developed this further through the use of "Share-Point". All documents should be stored to the council's server or one OneDrive in order that security is maintained.
3. The key differences of the using OneDrive and SharePoint for storing data is as follows;

#### **OneDrive**

- Think of it like your **personal filing cabinet** in the cloud.
- Best for **individual storage** – files you are working on personally.
- You can share a file or folder with others if needed, but it's still "yours."
- Good for drafts, notes, or personal work before sharing with colleagues.
- All staff have had access to this over the past few years

#### **SharePoint**

- Think of it like the **council's filing room** where everyone who needs access has their own key.
- Best for **team or organisation-wide storage** – agendas, minutes, reports, policies, etc.
- Files are **owned by the council/site**, not by an individual.
- Has extra features: version history, workflows, permissions, team sites, and integration with Teams.

- Different permissions can be given to different staff according to their seniority and their need to know.
  - It also means that specific **filing drawers** can be created for councillors, chairs of committees and for public.
  - Designed for **collaboration and official record keeping**, ensuring data stays accessible even if staff leave.
  - **OneDrive** = "**My work**" (personal, private unless you share it).
  - **SharePoint** = "**Our work**" (shared, official, collaborative, secure)
4. As mentioned above all staff have and will continue to have access to OneDrive, however because these are provided to staff through specific email addresses, when staff leave or move roles, that information should be available for their successors. Any documents or information created by staff remains the "intellectual property" of the council and this is stated in all staff's contracts.
5. In light of GDPR responsibilities and ICO guidance, it is necessary to review and improve data security.
6. A recent penetration test on the server was carried out by the CEO exposing significant security weaknesses in the local system, showing potential risks of unauthorised access. He was able to access information on the system without going through the usual process of creating a Virtual Private Network. Had this been done by anyone from without the council then we would have had to report the breach to the ICO.
7. The breach occurred because there was not high enough security of the server being paid for to ensure that the server was adequately firewalled and protected. CGanges to file security and the complexity of security has improved greatly over the past decade but the council had not moved forward with this.
8. As it is no data was compromised and as a result the server has been taken out of action and information copied across to a secure area of the cloud. This action was reported to the Mayor and the deputies and an emergency decision was taken to go ahead and implement SharePoint as soon as possible.

**Report:**

9. The following information will it is hoped educate members into the reasons why it was necessary to move the data to a secure cloud-based storage method.
10. Local web-connected servers are vulnerable to cyberattacks, outdated security patches, and reliance on in-house IT resources. There were also concerns over the length of time that computer backups were being kept for.
11. Microsoft SharePoint, part of Microsoft 365, provides enterprise-grade encryption, threat monitoring, and secure UK/EU data centre storage.

12. In addition, SharePoint includes multifactor authentication, automatic backups, version control, and granular access permissions, ensuring councillors and officers only access files they need.
13. The penetration exercise on the Council's local server demonstrated how easily vulnerabilities could lead to a GDPR breach. Such a breach could expose personal or confidential information and lead to ICO sanctions.
14. SharePoint supports GDPR compliance by providing audit trails, retention policies, encryption, and data location guarantees within the UK/EU. The benefits of SharePoint include resilience, flexibility for remote working, and better collaboration.
15. It should be noted that whilst some training of staff is required to gain the full benefits of SharePoint, because we are already using Microsoft 365 licencing the costs of moving across to this service are minimal. The council already pays for "Microsoft Basic" licences for councillors and Microsoft "Business premium" licences for staff. This is required so all have council defined email addresses.
16. Staff have already been given some tuition into the SharePoint system and they have been shown how easy it is for them to access files even when they are working away from the offices. They are still able to view the files in a "File Explorer" window as before or through a web browser view. It actually makes remote working a lot easier to achieve.
17. By moving to SharePoint now it will also allow for a new website to take this into account and enable better site development to be carried out with more clearly accessible options for files and documents to be made available. Some consideration will need to be given into how the SharePoint site is developed but this can be done one step at a time.

**Proposed Resolution**

18. That the Council adopts Microsoft SharePoint as the official platform for storage and management of all council files and papers, phasing out use of the local web-connected server to reduce risks of data breaches and ensure GDPR compliance.
19. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

**Mark Tredwin**  
**Town clerk**  
**September 2025**

**Committee: FULL COUNCIL**

**Date: 24 September 2025**

**Title: Christmas Shutdown**

**Purpose of Report**

For members to consider the Christmas shutdown period.

**Recommendation:**

Members **Resolve** to agree to the Closure of the Caldicot Town Council offices from Midday Wednesday 24 December until Friday 2 January, unless any rooms are booked for Community Functions when arrangements will be made for their opening by Officers.

**Report:**

1. Staff are allocated two days which can be designated by the council as discretionary days for their own use. Many public bodies allocate these two days so that the places of work can be closed for the entire Christmas and New Year period. The intention is to close the office on Christmas eve at midday and reopen the Office on Friday 2 January.
2. In order for this to take place, members should formally agree for the offices to be closed over this. They will also be required to agree one extra discretionary day to be allocated to staff so that the offices can be closed over the period.
3. During the three day period being considered Town Council emails would be monitored each morning for a short period of time to allow for any urgent matters to be referred to the necessary individual or body. The answerphone message would also provide information.
4. The mayor and deputy mayors as well as staff will have the Town Clerks contact details so that he can be contacted as well.

**Proposed Resolution**

5. Members **Resolve** to agree to the Closure of the Caldicot Town Council offices from Midday Wednesday 24 December until Friday 2 January, unless any rooms are booked for Community Functions when arrangements will be made for the opening by Officers.
6. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

**Mark Tredwin**  
**Town clerk**  
**September 2025**



**Committee: FULL COUNCIL**

**Date: Wednesday 24<sup>th</sup> September 2025**

**Title: Community Garden Update**

**Purpose of Report**

To provide a brief update on matters relating to the Caldicot Community Garden

**Recommendation:**

Members to note the report.

**Report:**

1. As you may all be aware, the water fountains were stolen across the 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> August. CCTV captured the events and provided a clear picture of the perpetrator. This was reported to the Police and CCTV was supplied shortly after. We have not yet heard back from the Police following the report and CCTV submission. We enquired with them regarding an update on the matters last week. We are still awaiting a response.
2. The water fountains provided drinking and bathing water for animals as well as providing auditory sensory noises for visitors. Since the water fountains were stolen, we have noticed a decline in the number of birds visiting the garden.
3. As a result of the theft, it has been decided that the front rockery will include a "pot pond." This is a small pond created in a pot. It will be placed in the middle of the front rockery and will include oxygenating plants, both floating and deep rooted. Stones have been placed inside the pot to act as a ramp so that animals can escape should any fall in. The stones also act as cover, and we will be introducing frog spawn and water snails in the spring once the plants have provided appropriate conditions.
4. On the whole, the garden is starting to take shape and we captured an abundance of wildlife. We have nightly visits from two hedgehogs which can be seen to be eating out of the food bowls provided for them.
5. You may be aware that during the garden development a baby hedgehog was rescued. She was very young, severely dehydrated and suffering with parasites. She has since been nursed back to health by a local hedgehog rescuer, and she will be released back to the garden shortly.
6. The wildflowers are starting to flourish, along with the shrubbery, vegetables, herbs and fruit trees. The hedge is also starting to regenerate after the hot summer. We have noticed an increase in bees, butterflies and ladybirds in the garden, largely due to the wildflowers.

## **AGENDA ITEM 15**

7. We will start to prepare the garden soon ready for the Winter. The wildflowers will be cut down to a low level, to allow for the flowers to shed their seeds and regenerate in the Spring. The herbs and plants will also be protected from the frost.

### **Proposed Resolution**

8. Members to note the report.
9. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

**Lucy Wallington**  
**Administrative Officer**  
**September 2025**