



Caldicot Town Council

Minutes of the Cemetery Working Group Wednesday, 17th September 2025 at 6.00pm

Attendance

Attendees: Clerk Mark Tredwin, Mayor Maxine Mitchell, Deputy Mayor Frank Rowberry, Assistant Deputy Mayor Bob Shillabeer, Gaynor Owen, Wyndham Conniff, Jim

Higginson, John Ball (Sexton).

Guests: Jo Hume and Ben Barrett Funeral Directors (Jo Hume & Son Ltd).

Philip Blatchly attended for a period via Teams link.

CWG 25-26 12. The **Mayor** welcomed all to the CWG meeting.

CWG 25-26 13. Apologies for absence: -

Mr Philip Blatchly Funeral Director, reasons provided.

CWG 25-26 14. Declarations of Interest. None.

CWG 25-26 15. Public question time and Participation. No members of the Public.

CWG 25-26 16. Minutes/Notes:

To be taken by Cemetery Administrator Viv Thomas. Minutes from previous meeting agreed.

CWG 25-26 17. Discussions on possible aims/objectives of the working group as well as possible items for future meetings:

CWG 25-26 18. Items discussed:

- a) Agreed unable to provide additional access to new area for vehicles, current access will continue to be used. Sexton to measure area to confirm maximum yield, large graves to be placed on end of each row. John to advise in due course.
- b) CRS area. The area needs to be extended only 8 plots currently left, Viv to plan new plots by 17th December 2025, current hedge being removed and replaced by fencing to be put in place by Sexton, new hedge to be planted alongside current Burial area, Mr Ball(sexton) to provide costing for replacement hedge, new fence and replacement planting no later than 17th December 2025

- c) It was discussed a new toilet facility should be provided, current toilet to be updated and could re install hand sanitiser. Facility only to be open on Funeral days. Costings to be provided and to look into availability of grants to cover costs. Coordinated plan needed with set budget as a phased programme.
- d) Benches. Must be uniform in style and need to identify where they can be placed and how many. Need to be considerate of cost to public and should be ECO friendly.
- e) Items acceptable for placement on graves and Tablets. Cemetery guidelines need to be updated to include removal of wreaths within 3 months of Christmas period, Funeral Directors in attendance (Jo Hume & Son Ltd), to email copy of Chepstow guidelines for us to peruse. A formal notice to be placed on notice board regarding removal of Wreaths.
- f) Tablets being placed on graves. Ben raised question asking if both Headstone and Tablet can be placed on grave. Nothing in current guidelines. Also questioned size of tablet as there seems to be some sort of variance, a report needs to be prepared and this will then need to go to FTC for agreement/discussion.
- g) Leaflet to be produced for members of public to be provided by Funeral Directors at point of contact with families, to include updated rules/regulations and advising Benches also an option. Details within leaflet to be agreed before production.
- h) Memorial Wall. John to provide costing ready for next meeting 17th December 2025.
- i) Ben raised issue with current Cemetery fees wants prices looked at again as feels now excessive he asked that Council re visit pricing. Agreed will be re visited but current prices will stand to year end. Item to go on next Agenda for fuller discussion.

CWG 25-26 19. Date of Next CWG meeting 17th December 2025 at 10.30am.



**Minutes of Full Town Council held at 18:30 p.m. on Wednesday 24th September 2025 at the
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

Present: Cllr M Mitchell – Chair
Cllr F Rowberry – Deputy Chair
Cllr J Bond
Cllr C Cochrane
Cllr W Conniff
Cllr J Davies
Cllr A Easson
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Mayo – joined at 18:50 p.m.
Cllr G Owen
Cllr IR Shillabeer
Cllr P Strong
Cllr R Wilsher
Cllr J Woodfield

Also present: M Tredwin – Town Clerk
L Wallington – Administrative Officer
Members of the Public x11

59/2025-26 Welcome

The Chair welcomed everyone to the meeting and notified Members that the meeting was being recorded.

60/2025-26 Apologies for Absence

Apologies for absence were received from Cllr A Lewis.

61/2025-26 Declarations of Interest

Cllr R Grumbach declared a personal and prejudicial interest in Item 11 Service Level Agreement between the Council and the Events Committee and Item 12 Firework Grant Application.

62/2025-26 Public Question Time and Participation

Members received the following questions:

- A question was received regarding vacant allotment plots and when they would be cleared. Members were informed that the Contractor had been contacted for a quotation and were awaiting the outcome.
- A question was received regarding a petition at Sandy Lane Allotments. Members were informed that a recommendation was made at the Allotments Working Group meeting held on Wednesday 3rd September 2025 and would be considered during Item 5iv on the agenda.

Cllr A Mayo arrived at 18:50 p.m.

- A question was received regarding a padlock at Sandy Lane Allotments and that items were being stolen. Members acknowledged that the majority of the allotment holders would like a padlock, however, a padlock cannot be implemented without consent from all allotment plot holders as this would deny access, and to do so would be unlawful by reason of tenancy agreement in place between the Town Council and allotment plot holder.
- A question was received regarding S106 monies from Monmouthshire County Council and where the funding had gone.

63/2025-26 Minutes

Members **RESOLVED** to approve the following recommendations contained therein and **NOTED** Committee and Working Group minutes:

- i) **Minutes of Personnel Committee Meeting held on Friday 1st August 2025**
- ii) **Minutes of Personnel Committee Meeting held on Wednesday 13th August 2025**
- iii) **Minutes of Personnel Committee Meeting held on Wednesday 27th August 2025**
- iv) **Minutes of Allotments Working Group Meeting held on Wednesday 3rd September 2025**
Members agreed the recommendations emanating from the Allotments Working Group:

Members **RESOLVED** to approve the recommendation from the Allotments Working Group 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 G Owen, seconded by Cllr RJ Higginson.

Members **RESOLVED** to approve the recommendation from the Allotments Working Group to enquire with Dwr Cymru regarding the location of the water meter and mains pipework at Oakley Way.
Proposed by Cllr G Owen, seconded by Cllr RJ Higginson.

Members **RESOLVED** to approve the recommendation from the Allotments Working Group to enquire with Dwr Cymru regarding the five-year average trend of water usage at Oakley Way.
Proposed by Cllr G Owen, seconded by Cllr RJ Higginson.

Members **RESOLVED** to approve the recommendation from the Allotments Working Group to enquire with Dwr Cymru regarding the source of the water at the Allotment Sites.
Proposed by Cllr G Owen, seconded by Cllr RJ Higginson.

Members **RESOLVED** to approve the recommendation from the Allotments Working Group, to submit the petition compiled by Allotment Holders to Full Town Council.
Proposed by Cllr G Owen, seconded by Cllr RJ Higginson.

- v) **Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 9th September 2025**
Proposed by Cllr P Strong, seconded by Cllr RJ Higginson.
- vi) **Minutes of Christmas Lights Working Group Meeting held on Wednesday 10th September 2025**
It was noted that attendance was not included in the minutes.

vii) Minutes of Commemoration and Anniversaries Working Group Meeting held on Friday 19th September 2025

Members agreed the recommendations emanating from the Commemoration and Anniversaries Working Group:

Members **RESOLVED** to approve the recommendation from the Commemoration and Anniversaries Working Group for Cllr P Strong and G Hill to decide the name of the fallen. Proposed by Cllr P Strong, seconded by Cllr G Owen.

Members **RESOLVED** to approve the recommendation from the Commemoration and Anniversaries Working Group for Admin to contact The Cross Inn. Proposed by Cllr P Strong, seconded by Cllr G Owen.

Members **RESOLVED** to approve the recommendation from the Commemoration and Anniversaries Working Group for Finance Committee to consider implementing the purchase of road closure signs into the Budget for the Financial Year 2026-27. Proposed by Cllr P Strong, seconded by Cllr G Owen.

Members **RESOLVED** to approve the recommendation from the Commemoration and Anniversaries Working Group to contact Caldicot Football Club, The Castle Inn and Church Road residents in advance regarding the road closures. Proposed by Cllr P Strong, seconded by Cllr G Owen.

Members **RESOLVED** to approve the recommendation from the Commemoration and Anniversaries Working Group to enquire with St John's Ambulance regarding first aid provision. Proposed by Cllr P Strong, seconded by Cllr G Owen.

Members **RESOLVED** to approve the recommendation from the Commemoration and Anniversaries Working Group to purchase 40 poppies at £190.00 including VAT. Proposed by Cllr P Strong, seconded by Cllr G Owen.

Members **RESOLVED** to approve the recommendation from the Commemoration and Anniversaries Working Group to contact The Measure Inn regarding organising a buffet. Proposed by Cllr P Strong, seconded by Cllr G Owen.

Members **RESOLVED** to approve the recommendation from the Commemoration and Anniversaries Working Group to contact Caldicot Male Voice Choir regarding participation at the Sunset Service. Proposed by Cllr P Strong, seconded by Cllr G Owen.

viii) Minutes of Christmas Lights Working Group Meeting held on Friday 19th September 2025

Cllr R Grumbach left the meeting at 19:14 p.m.

Cllr R Grumbach returned to the meeting at 19:16 p.m.

Members were shown a presentation of Christmas lights from Blachere Illumination UK Ltd.

Cllr C Cochrane left the meeting at 19:28 p.m.

Members agreed the recommendations emanating from the Christmas Lights Working Group:

Members **RESOLVED** to approve the recommendation from the Christmas Lights Working Group that Company B's tender for providing Christmas Lights be accepted for Christmas 2025.

Proposed by Cllr P Strong, seconded by Cllr J Davies.

64/2025-26 Reports from Monmouthshire County Councillors

Members noted the report from Cllr J Strong. Cllr J Strong was thanked for their report.

Members noted the verbal report from Cllr J Bond.

65/2025-26 Report from Council Governor Representatives

Cllr A Mayo left at 19:38 p.m.

Members noted an amendment to a previous statement, that redundancies at Dewstow Primary School are voluntary.

66/2025-26 Report from Gwent Police

Cllr A Mayo returned to the meeting at 19:39 p.m.

Members acknowledged the query regarding the West End camera. Members noted that this would be taken to the MCC CCTV Working Group.

Members noted the report from Gwent Police.

67/2025-26 Christmas Lights Working Group Terms of Reference

Cllr J Bond left the meeting at 19:43 p.m.

Members **RESOLVED** to accept the proposed Terms of Reference for the Christmas Lights Working Group.

Proposed by Cllr G Owen, seconded by IR Shillabeer.

68/2025-26 Council Expenditure 2026

Members **RESOLVED** to note the report.

69/2025-26 Service Level Agreement between the Council and the Events Committee

Members were informed that the Auditor has advised to have a SLA in place in order to comply with legislation.

Members **RESOLVED** to accept and implement the three year Service Level Agreement and authorise the Clerk and Mayor to sign it on behalf of the "Council."

Proposed by Cllr F Rowberry, seconded by Cllr W Conniff

Cllr R Grumbach declared an interest and abstained from the vote.

70/2025-26 Firework Grant Application

Clerk was thanked for their work regarding the budget for fireworks.

Cllr A Easson left the meeting at 19:57 p.m.

Members noted that it is a well-received event.

Members **RESOLVED** to ask the Caldicot Events Committee to organise the fireworks and to provide an additional £10,000.00 of funding under the Service Level Agreement. Members **RESOLVED** to ask for a report to be provided by the Caldicot Events Committee upon the conclusion of the event. The Clerk is delegated to vire funds from suitable budgets. Cllr R Grumbach declared an interest and abstained from the vote.

71/2025-26 SharePoint Migration of Data

Clerk provided a presentation to Members regarding Microsoft SharePoint.

Cllr W Conniff left the meeting at 20:03 p.m.

Cllr W Conniff returned to the meeting at 20:06 p.m.

Cllr RJ Higginson left the meeting at 20:17 p.m.

Cllr RJ Higginson returned to the meeting at 20:18 p.m.

Members **RESOLVED** 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.

72/2025-26 Christmas Shutdown

Members were informed that J Ball and R Lewis will continue to open and close Dewstow Cemetery during the Winter.

Members were informed that emails will be checked in the morning and that users of the building will be contacted. Members noted that Monmouthshire County Council have a twenty-four seven helpline.

Members **RESOLVED** to agree to the closure of the Caldicot Town Council offices from midday on Wednesday 24th December until Friday 2nd January, unless any rooms are booked for community functions when arrangements will be made for their opening by Officers.

Cllr R Grumbach left the meeting at 20:25 p.m.

73/2025-26 Community Garden Update

Admin provided an update regarding the Caldicot Community Garden.

Members **RESOLVED** to note the report.

74/2025-26 Request for a Memorial Bench at the Cemetery

Members **RESOLVED** to delegate to Officers, authority to proceed with the installation of a memorial bench in the cemetery along with suitable wording on the bench.

Proposed by Cllr P Strong, seconded by Cllr G Owen.

75/2025-26 Date of Next Meetings

Members **RESOLVED** to note that the next meeting of Full Town Council (Planning and Resources) is scheduled to be held on Tuesday 14th October 2025.

Cllr J Woodfield provided apologies for this meeting.

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 29th October 2025.

Meeting ended at 20:32 p.m.

Signed Date

Chair



**Minutes of Grants Committee Meeting held at 10:00 a.m. on Tuesday 7th October 2025 at the
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

Present: Cllr M Mitchell – Chair
Cllr W Conniff
Cllr RJ Higginson
Cllr IR Shillabeer

Also present: M Tredwin – Town Clerk
L Wallington – Administrative Officer

G1/2025-26 Welcome

The Chair welcomed everyone to the meeting and notified Members that the meeting was being recorded.

G2/2025-26 Apologies for Absence

Apologies for absence were received from Cllr C Cochrane and Cllr F Rowberry.

G3/2025-26 Declarations of Interest

There were no declarations of interest received.

G4/2025-26 Public Question Time and Participation

There were no questions received from members of the public.

G5/2025-26 Minutes

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

- i) Minutes of Grants Committee Meeting held on Tuesday 14th May 2025

G6/2025-26 Grant Applications

- i) **Monmouthshire Youth Service - £527.50**
Members commended the initiative.

Members **RESOLVED** to recommend to Council to award 100% of the requested grant – £527.50.

Proposed by Cllr W Conniff, seconded by Cllr RJ Higginson

- ii) **Caldicot Foodbank - £1,500.00**

Members **RESOLVED** to recommend to Council to award 100% of the requested grant - £1,500.00.

Proposed by Cllr W Conniff, seconded by Cllr RJ Higginson

iii) **Caldicot Castle Junior Football Club - £1,270.84**

Members raised concerns regarding no further applications to other funding sources.
Members noted that only part of the club consists of Caldicot residents.

Members **RESOLVED** to **recommend** to Council to award 59.02% of the requested grant - £750.00.

Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.

iv) **Music for Memories Charity - £550.00**

Members **RESOLVED** to **recommend** to Council to award 100% of the requested grant - £550.00.

Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer

v) **Severn Area Rescue Association - £900.00**

Members **RESOLVED** to **recommend** to Council to award 100% of the requested grant - £900.00

Proposed by Cllr W Conniff, seconded by Cllr RJ Higginson

vi) **Friends of Caldicot Library - £187.90**

Members **RESOLVED** to **recommend** to Council to award 100% of the requested grant - £187.90

Proposed by Cllr RJ Higginson, seconded by Cllr W Conniff

G7/2025-26 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of Grants Committee is scheduled to be held on a date to be agreed dependent upon the number of grant applications.

Meeting ended at 10:50 a.m.

Signed Date

Chair



**Minutes of Full Town Council (Planning and Resources) Meeting held at 18:30 p.m. on
Tuesday 14th October 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot
NP26 4NA**

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

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

FTCPR32/2025-26 Welcome

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

FTCPR33/2025-26 Apologies for Absence

RESOLVED to receive apologies for absence from Cllr J Bond, Cllr A Easson and Cllr J Woodfield.

FTCPR34/2025-26 Declarations of Interest

Cllr P Strong declared a personal prejudicial interest in Item 7 as a member of Friends of Caldicot Library.

FTCPR35/2025-26 Public Question Time and Participation

There were no questions received from members of the public.

FTCPR36/2025-26 Minutes

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

- i) **Minutes of Personnel Committee held on Friday 3rd October 2025**

FTCPR37/2025-26 Planning

i) Planning Applications for Consideration

- **DM/2025/01173:** First floor extension and garage conversion. 73 Wentwood View, Caldicot, NP26 4QH

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/01173**.
Proposed by Cllr RJ Higginson, seconded by Cllr G Owen.

- **DM/2025/01068:** I am proposing to build an insulated, habitable garden room with shower and toilet. 5 Castle Gardens, Caldicot, NP26 4QP

Members raised concerns regarding Dŵr Cymru Welsh Water's comments.

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/01068**, subject to the approval of the application from Dŵr Cymru Welsh Water.
Proposed by Cllr P Strong, seconded by Cllr G Owen.

- **DM/2025/01273:** Multi Use Path. Caldicot Castle Country Park, Chepstow Road, Caldicot

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/01273**.
Proposed by Cllr RJ Higginson, seconded by Cllr G Owen.

ii) MCC Approved Planning Applications

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

- **DM/2025/00452:** Demolition of existing lean-to side extension and garden store, and erection of new single storey extensions to provide new porch / entrance arrangement, utility room and garage as part of refurbishment works aimed at improving accessibility. Works to include new rendered external wall insulation system, replacement windows and roof covering to improve thermal performance. Careg Wen, 11 Dewstow Road, Caldicot, NP26 4AG
- **DM/2025/00521:** Reconsultation. Creating a vehicular access over the footpath, adjacent to Newport Road B4245. Ty Pwll Ffynnon, 3 Green Lane, Caldicot, NP26 4HB

FTCPR38/2025-26 Grants Meeting Award Recommendations

Members raised concerns regarding acknowledgement of grants by applicants.

Members **RESOLVED** that the following grants are awarded:

- a) Monmouthshire Youth Service: £527.50
Proposed by Cllr W Conniff, seconded by Cllr C Cochrane.
- b) Caldicot Foodbank: £1,500.00
Proposed by Cllr A Lewis, seconded by Cllr C Cochrane.
- c) Caldicot Castle Junior Football Club: £750.00
Proposed by Cllr G Owen, seconded by Cllr C Cochrane.
- d) Music for Memories Charity: £550.00
Proposed by Cllr F Rowberry, seconded by Cllr R Grumbach.

- e) Severn Area Rescue Association: £900.00
Proposed by Cllr G Owen, seconded by Cllr R Grumbach.
- f) Friends of Caldicot Library: £187.90
Cllr P Strong declared an interest and left the meeting at 18:59 p.m.

Proposed by Cllr A Mayo, seconded by Cllr G Owen.

Cllr P Strong rejoined the meeting at 19:01 p.m.

FTCPR39/2025-26 Staffing Update

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

FTCPR40/2025-26 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 29th October 2025.

FTCPR41/2025-26 Exclusion of Press and Public

RESOLVED By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

COMMITTEE IN PRIVATE SESSION

FTCPR42/2025-26 Item 8 – Staffing Update

Members were provided with a verbal update on staffing matters and were informed that information could not be disclosed at this point in time.

Meeting ended at 19:18 p.m.

Signed Date

Chair

**Minutes of a meeting of the Personnel Committee of
Caldicot Town Council in Caldicot Town Council offices,
held on Friday 17 October 2025 at 10.00am.**

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

Also present: M Tredwin – Town Clerk

P128/2025-26 Welcome

The Chairman welcomed everyone to the meeting.

P129/2025-26 *Apologies for Absence*
All member present

P130/2025-26 Declarations of Interest
None

P131/2025-26 Public Question Time and Participation
No members of the public were present

P132/2025-26 Minutes

Members **Resolved** to agree the minutes from the last Personnel Meeting on 3 October 2025

P133/2025-26 Staffing update
To provide members of the committee with an update on the current staffing position

P135/2025-26 Members resolved to move the above item into exempt business

P136/2025-26 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 Wednesday 29 October 2025.

P137/2025-26 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.

P138/2025-26

Agenda item 6 - Staffing update

Members were updated on the current progress of the member of staff's absence from work and of discussions with independent HR consultants.

Confidentiality meant that as frustrating as it is that the whole council is not made fully aware of the current situation, matters should still continue to be the subject of the strictest confidentiality.

Cllr G Owen left the meeting at 11-14

Discussions continued on how to deal with the ongoing situation.

In line with advice from an independent Human Resources professional it was:

- a) **Resolved** that as line manager, the CEO/Clerk should write to the staff member confirming a proposed course of action and the conditions around this matter.
- b) **Resolved** that IT equipment be examined to ensure continuity of business documentation and communication be maintained.

Members were also made aware of a concern that the Full Council Meeting held on the 21 October 2025 had not been conducted appropriately during the item on staffing matters. It was agreed the Mayor would respond with the correct protocol for raising any concerns to that member of the council.

The Mayor gave her personal thanks to all for the support and work that they had given to her and the staff at this difficult time and at the Civic day on the previous Thursday.

Meeting ended at 12-45.

Signed.....

Date

Chairman



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Monmouthshire South Monthly Update October 2025



WARD NAME

Caldicot

Crime in Caldicot in September/October 25

† Crime Category

	# of Crimes	%
Total	64	100%
Violence Without Injury	16	25%
All Other Theft	12	19%
Public Order Offences	9	14%
Violence With Injury	8	13%
Criminal Damage & Arson	6	9%
Shoplifting	5	8%
Misc Crimes Against Society	2	3%
Rape	2	3%
Other Sexual Offences	1	2%
Residential Burglary	1	2%
Robbery	1	2%
Vehicle Crime	1	2%

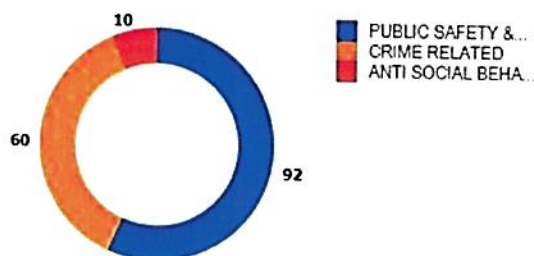


PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Top Crime Categories

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

Incidents by Category





PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE



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. Also, it is believed that there will be a restructuring of the lines on the junction of the Church Road into Chepstow Road around The Cross area making it clearer for road users and where they can and can't park. 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 have been going into the schools soon to reinforce this. We have also given many lessons in the primary schools around safety and interacted with the children to give them a better understanding of the police and how and why we do our jobs.

There has also been an increase in egg throwing in the area where a few households have hit, to date we have identified 5 youths in question and they have all received ASB strike letters, with the lead up to Halloween and Bonfire Night this is to be expected but we have caught a few early this year so hopefully this will have a positive impact.



PLISMONA CYMDOGAETH – Y NEWYDDION DIWEDDARAF NEIGHBOURHOOD POLICING UPDATE

Anyone that wants to print a **“No callers please”** poster please follow the link below:

[3017 06 halloween 2025 no callers please poster a4p eng.pdf](#)

Police Surgery 10th November 10am Asda.

Report completed by Michael Martin CO164

Monmouthshire South Neighbourhood POLICING TEAM

Social media



@gwent.pnn.police.uk

Committee: FULL COUNCIL

Date: 24 September 2025

Title: Draft Annual Remuneration Report 2026–27 Consultation

Purpose of Report

To inform members of the publication of the Draft Annual Remuneration Report 2026–27 by the Democracy and Boundary Commission Cymru (DBCC), and to invite consideration of any comments or responses the Council may wish to submit as part of the consultation process.

Recommendation:

- a) Members may wish to **NOTE** the contents of this report and the determinations proposed for 2026–27.
- b) Members may wish to consider whether Caldicot Town Council should provide a formal response to the consultation, either collectively through the Officers on behalf of the Council, or for members to each submit their own before the consultation closing date of 18 November 2025.

Background:

- 1. The Democracy and Boundary Commission Cymru (DBCC) has published its Draft Annual Remuneration Report for 2026–27. **Appendix 9A**. This is the first such report following the transfer of responsibilities from the Independent Remuneration Panel for Wales (IRPW).
- 2. The report sets out proposed determinations on pay, expenses, and benefits for members of principal councils, community and town councils, fire and rescue authorities, and national park authorities, effective from 1 April 2026.
- 3. The DBCC intends to retain the existing remuneration framework during this cycle, focusing primarily on annual uprating of allowances in line with the Annual Survey of Hours and Earnings (ASHE).
- 4. The Commission is inviting comments on the proposals by 18 November 2025, ahead of final determinations expected to be published before the end of the year.
- 5. At the Full Council Meeting on the 25 June 2025, Council adopted resolution **33/2025–26**. This confirmed implementation of the mandatory allowances outlined in Determinations 44 and 45, and optional payments under Determinations 46–52. Senior Role payments were applied to the Finance, Health and Safety, and Personnel Committees.

Report:

6. For community and town councils (CTCs), the DBCC proposes to maintain the current framework with only minor amendments. The optional financial loss compensation rate is increased to £67.45 for periods not exceeding 4 hours, and £134.90 for periods exceeding 4 but not 24 hours. All other payments remain unchanged.
7. Caldicot Town Council is classified within Group 2/3 for remuneration purposes, meaning the mandatory and optional payments set out in the report—such as the £156 homeworking allowance, £52 consumables allowance, and optional Chair/Deputy Chair payments—remain consistent with previous years.
8. The Commission confirms that local flexibility continues to apply, allowing councils to decide which of the optional payments they wish to adopt. Reporting requirements remain simplified, with councils only required to record totals for mandatory payments and expenses.
9. The consultation document also highlights ongoing work by the Commission to review remuneration frameworks for senior roles across principal councils and corporate joint committees, and to assess whether remuneration should continue to be linked to the ASHE data set.
10. No immediate changes are proposed for principal councils or for the framework governing community and town councils beyond the minor rate adjustments described.

Proposed Resolutions

- a) Members may wish to **NOTE** the contents of this report and the determinations proposed for 2026–27.
- b) Members may wish to consider whether Caldicot Town Council should provide a formal response to the consultation, either collectively through the Officers on behalf of the Council, or for members to each submit their own before the consultation closing date of 18 November 2025.
- c) Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Mark Tredwin
Town clerk
October 2025



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Democracy
and Boundary
Commission Cymru

Draft annual remuneration report

2026 - 2027

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The Commission welcomes correspondence and telephone calls in Welsh or English.

Mae'r ddogfen ar hon ar gael yn y Gymraeg.

This document has been translated into Welsh by Calan.

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Foreword

Welcome to the Draft Annual Remuneration Report of the Democracy and Boundary Commission Cymru, setting the determinations on pay, expenses and benefits for members of principal councils, community and town councils, fire and rescue authorities and national park authorities from 1 April 2026. It is important that we recognise the contribution of those who represent us. This area of work contributes to the wider role of the Commission in supporting the democratic health of Wales.

You can find more about the Commission on our website [Democracy and Boundary Commission Cymru | DBCC](#).

This is the first draft report since this important area of work was added to our remit. This role previously resided with the Independent Remuneration Panel for Wales. I would like to thank the Panel members for handing over a robust remuneration framework and to also thank them and the Welsh Government for their support in the transfer of the work to the Commission.

My thanks also go to the secretariat to the Commission who have supported this work area, and the production of the draft report.

The coming year will see us looking at some significant topics in addition to our annual uprating:

The [Democracy and Boundary Commission Cymru etc. Act 2013](#) requires the Commission to consider resettlement payments for those elected members who lose their seats at an election, and brief colleagues in the Welsh Government on what we think would be an appropriate payment scheme.

We will be reviewing the framework for how senior roles are remunerated in principal councils and corporate joint committees to ensure that it remains fit for purpose and make changes where appropriate.

We will be looking at the measure we use to decide the annual uprating of remuneration levels to assess whether or not it remains the most relevant index for us to use, and to reassess members workloads.

In all of these things, we will consult with and take account of the views of the Welsh Local Government Association and other stakeholders before making any decisions.

This draft report is now published for consultation. We welcome any comments on either the detail of our proposed determinations or any other relevant areas you think we should consider.

The consultation period ends on 18 November 2025. You can send us your comments in writing or by email. Your views are important to us, and everything you send us will be considered as we shape our final determinations, which we aim to publish in our annual report by the end of 2025.

Beverley Smith

Chair

Chapter 1. Introduction

1. The Commission has taken on the functions of the Independent Remuneration Panel for Wales (IRPW). We are mindful of the past work of the IRPW and thank them for their legacy report¹.
2. We plan to make substantive changes to the remuneration framework only once in each electoral cycle. The report prior to each local government election will give consideration to major changes to the framework, with those in between focusing on annual uprating. This means that this draft report for 2026-27 considers uprating amounts where appropriate but leaves the framework unchanged. The next report, for 2027-28, which we are required to publish by the end of February 2027, will update the framework for those members who will be elected at the May 2027 local elections.
3. The Welsh Government's remit letter for 2025-26 outlines several key objectives for the Commission regarding remuneration:
 - To assess the potential need for resettlement payments and support officials with briefing materials for any related regulatory considerations.
 - To revisit the Framework and Methodology for Remuneration of Senior Roles across Principal Councils and Corporate Joint Committees.
 - To examine the current benchmark linked to the Annual Survey of Hourly Earnings, alongside an evaluation of members' workloads.

Resettlement payments

4. The Welsh Government has asked us to consider what payments, if any, principal councils should make to councillors who stand for re-election but are unsuccessful. We will need to balance the needs of elected members as they move away from being a councillor against the budgets of councils, taking account if appropriate of those receiving sums from senior roles within their council.
5. If the Commission determines that a resettlement payment scheme should be established, it is anticipated that the Welsh Government would lay regulations for this to be in place for the 2027 local elections.

Senior roles

6. The Commission will be surveying authorities, their members and representative bodies to ascertain whether the current framework of remuneration for those with senior roles appropriately recognises the time commitment and responsibilities of those roles. We will include any determination to follow from this research in our annual report for 2027-28.

Community and town councils (CTC)

7. The IRPW had previously simplified the reporting requirements for CTCs to encourage members to accept allowances to which they are entitled, and work will continue to monitor the impact of this.

¹ [Independent Remuneration Panel for Wales: legacy report | GOV.WALES](#)

Corporate Joint Committees (CJC)

8. CJs are a relatively new type of body. Each of the four committees are made up the leaders of the principal councils within its area and the chair of any national park authority that lies wholly or partly within its boundary. These leaders are in receipt of remuneration for their role within their respective bodies.
9. Each committee has established a number of sub-committees to deal with specialist areas and in one instance a Joint Overview and Scrutiny Committee. These are made up of councillors and co-opted members.
10. The Commission will consult on whether any additional remuneration is appropriate to reflect the additional time commitment and responsibilities relating to CJs, and include any determination in its 2027-28 annual report.

Co-opted and lay members

11. The IRPW last updated the remuneration of co-opted members of principal councils, national park authorities (NPA) and fire and rescue authorities (FRA) in its 2022 annual report² and included lay members of corporate joint committees (CJC) in its 2024 supplementary report³. The rates were linked to the public appointment rates paid by Welsh Government, which have not been updated in some years.
12. Welsh Government have begun a review of these rates and the Commission will consider the outcome of that review before making any determination in respect of co-opted and lay members of relevant authorities.

Link with the Annual Survey of Hours and Earnings (ASHE)

13. The Commission will consider whether it continues to be appropriate for remuneration to be linked with the Office for National Statistics data from the Welsh element of their Annual Survey of Hours and Earnings.

Engagement

14. We will continue the Panel's engagement with the Welsh Local Government Association, One Voice Wales, the Society of Local Council Clerks, and the North & Mid Wales Association of Local Councils as the representative bodies across the local government family, as well as individual authorities, and consider their views in reaching our determinations, whilst continuing to take account of the impact of our decisions on the budgets of authorities.

² [Independent Remuneration Panel for Wales: annual report 2021 to 2022 | GOV.WALES](#)

³ [Independent Remuneration Panel for Wales: review of remuneration for lay members of corporate joint committees | GOV.WALES](#)

Chapter 2. Determinations for 2026-27

Determination 1/2026: Basic salary for elected members of principal councils

15. The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of 3 days a week. The Commission has reviewed this time commitment, and no changes are proposed for 2026-27.
16. The Commission is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of principal councils. The Commission is also mindful of our aims and objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation.
17. The Commission has determined that for the financial year 1 April 2026 to 31 March 2027 it is right to retain the link between the basic salary of councillors and the average salaries of their constituents. The basic salary will be aligned with three fifths of the all-Wales 2024 ASHE⁴, the latest figure available at the time of writing. The basic salary will be £21,044, an increase of 6.4% on 2025-26.

Determination 2/2026: Salaries paid to senior, civic and presiding members of principal councils

18. All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. No changes to banding are proposed this year.
19. The basic pay element will be uplifted in line with ASHE and the same uplift will also apply to the role element of Bands 1, 2, 3, 4 and 5, giving all roles a 6.4% increase.
20. The salary of a leader of the largest (Group A) council will therefore be £78,917. All other payments have been determined with reference to this and are set out in Tables 1 and 2 below.

⁴ [Annual survey of hours and earnings: 2024 \[HTML\]](#) | GOV.WALES

Table 1: salaries payable to basic, senior, civic and presiding members of principal councils

Description	Amount
Group A	
Band 1 leader	£78,917
Band 1 deputy leader	£55,242
Band 2 executive member	£47,350
Group B	
Band 1 leader	£71,025
Band 1 deputy leader	£49,717
Band 2 executive member	£42,615
Group C	
Band 1 leader	£67,079
Band 1 deputy leader	£46,955
Band 2 executive member	£40,247
All principal councils	
Basic salary	£21,044
Band 3 committee chair (if paid)	£31,567
Band 4 leader of the largest opposition group	£31,567
Band 5 leader of other political groups (if paid) and deputy civic head	£25,253
Civic head (if paid)	£31,567
Deputy civic head (if paid)	£25,253
Presiding member (if paid)	£31,567
Deputy presiding member (basic only)	£21,044

Table 2: Council groups by population

Group A Population over 200,000	Group B Population 100,000 to 200,000	Group C Population up to 100,000
Cardiff	Bridgend	Blaenau Gwent
Rhondda Cynon Taf	Caerphilly	Ceredigion
Swansea	Carmarthenshire	Denbighshire
	Conwy	Isle of Anglesey
	Flintshire	Merthyr Tydfil
	Gwynedd	Monmouthshire
	Newport	Torfaen
	Neath Port Talbot	
	Pembrokeshire	
	Powys	
	Vale of Glamorgan	
	Wrexham	

There are no further changes to the payments and benefits paid to elected members.

Determination 3/2026: Salaries for Joint Overview and Scrutiny Committee (JOSC) members

21. The salary of a chair of a JOSC will continue to be aligned to Band 3 and will be set at £10,522.
22. The salary of a vice-chair is set at 50% of the Chair and will be £5,261.
23. There are no other changes in this area.

Determination 4/2026: Payments to NPA and FRA members

24. The 3 national parks in Wales; Eryri, Pembrokeshire Coast and Bannau Brycheiniog, were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a NPA for each park. NPAs comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the public appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.
25. The three FRAs in Wales; Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the principal councils within each fire and rescue service area.
26. In line with the Commission's decision to increase the basic salary of elected members of principal councils, the remuneration level for ordinary members of both NPAs and FRAs is also increased in line with ASHE.
27. The remuneration for chairs will remain linked to a principal council Band 3 senior salary. Their role element will increase accordingly. Deputy chairs, committee chairs and other paid senior posts will remain linked to a Band 5. Full details of the levels of remuneration for members of NPAs and FRAs is set out in Table 3.

Table 3: Payments to NPA and FRA members

NPAs	Amount
Basic salary for ordinary member	£5,936
Chair	£16,458
Deputy chair (where appointed)	£10,144
Committee chair or other senior post	£10,144
FRAs	Amount
Basic salary for ordinary member	£2,968
Chair	£13,490
Deputy chair (where appointed)	£7,177
Committee chair or other senior post	£7,177

28. Other than the above increases, there are no changes proposed this year.

Determination 5/2026: Co-opted members of principal councils, National Park Authorities and Fire and Rescue Authorities and lay members of Corporate Joint Committees

29. Principal councils, NPAs and FRAs must pay their co-opted members who have voting rights fees at the rates in Table 4 below.

30. All determinations in this section that relate to co-opted members will apply equally to CJC lay members with voting rights from 31 July 2024.
31. The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day, the fee will be paid on this basis even if the meeting finishes within 4 hours.
32. The Commission has determined there should be local flexibility for the appropriate officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings.

Table 4: Fees for co-opted and lay members (with voting rights)

Role	Hourly rate payment	Up to 4 hours payment rate	4 hours and over payment rate
Chairs of standards, and audit committees	£33.50	£134	£268
Lay chairs of CJsCs	£33.50	£134	£268
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary lay members of CJsCs	£29.75	£119	£238
Ordinary Members of Standards Committees; Education Scrutiny Committee; Crime and Disorder Scrutiny Committee and Audit Committee	£26.25	£105	£210
Community and Town Councillors sitting on Principal Council Standards Committees	£26.25	£105	£210

Determination 6/2026: Payments to community and town council (CTC) members

33. CTCs can opt to pay financial loss compensation to their members, where such loss has occurred for attending approved duties. The Commission has determined to maintain the alignment with the daily rate of ASHE as follows:
- Up to £67.45 for each period not exceeding 4 hours.
 - Up to £134.90 for each period exceeding 4 hours but not exceeding 24 hours.
34. Other than this change to the financial loss compensation, no changes are made to payments to CTC members. Remuneration is due as set out in Tables 5 and 6 below.

Table 5: Extra costs payment (per group) for all members of CTCs

Type of payment	Group 1	Group 2 and 3	Group 4 and 5
Extra costs payment	Mandatory £156 for all members	Mandatory £156 for all members	Mandatory £156 for all members
Senior role	Mandatory £500 for 1 member; optional for up to 7	Mandatory £500 for 1 member; optional up to 5	Optional up to 3 members
Mayor or chair	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500
Deputy mayor or chair	Optional up to a maximum of £500	Optional up to a maximum of £500	Optional up to a maximum of £500

Attendance allowance	Optional up to a maximum of £30	Optional up to a maximum of £30	Optional up to a maximum of £30
Financial loss	Optional	Optional	Optional
Travel and subsistence	Optional	Optional	Optional
Costs of care or personal assistance	Mandatory	Mandatory	Mandatory
Office consumables	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members

Table 6: CTC groups by electorate

Group	Electorate
1	over 14,000
2	10,000 to 13,999
3	5,000 to 9,999
4	1,000 to 4,999
5	below 1,000

If the annual income or expenditure of a community or town council permanently exceeds £200,000, they will be moved to the next largest group.

Chapter 3. Summary of determinations for 2026-27

1/2026

35. The basic salary for elected members of principal councils is set at £21,044.

2/2026

36. The salary of a leader of the largest (Group A) council will be £78,917. All other payments have been determined with reference to this and are set out in Table 1.

3/2026

37. The salary of a chair of a JOSC will be set at £10,522. The salary of a vice-chair will be £5,261.

4/2026

38. The basic pay of NPA and FRA members has been increased as set out in Table 3.

5/2026

39. The fees for co-opted members of principal councils, National Park Authorities and Fire and Rescue Authorities and lay members of Corporate Joint Committees are set out in Table 4.

6/2026

40. The optional financial loss compensation for CTC members is increased to:

- up to £67.45 for each period not exceeding 4 hours
- up to £134.90 for each period exceeding 4 hours but not exceeding 24 hours

41. All other payments to members of CTCs are unchanged from previous years.

Chapter 4. Current determinations from previous years

42. The following determinations are unchanged from previous years, but are restated here for completeness.

Salaries payable to senior, civic and presiding members of Principal Councils

43. The limit on the number of senior salaries payable, known as the cap, remains in place. This is set out in Table 7 below.

Table 7: Maximum numbers of council membership eligible for payment of a senior salary

Council	Group	Number of councillors	Maximum senior salaries payable
Cardiff	A	79	19
Rhondda Cynon Taf	A	75	19
Swansea	A	75	19
Bridgend	B	51	18
Caerphilly	B	69	18
Carmarthenshire	B	75	18
Conwy	B	55	18
Flintshire	B	67	18
Gwynedd	B	69	18
Neath Port Talbot	B	60	18
Newport	B	51	18
Pembrokeshire	B	60	18
Powys	B	68	18
Vale of Glamorgan	B	54	18
Wrexham	B	56	18
Blaenau Gwent	C	33	16
Ceredigion	C	38	17
Denbighshire	C	48	17
Isle of Anglesey	C	35	17
Merthyr Tydfil	C	30	15
Monmouthshire	C	46	17
Torfaen	C	40	17

Group A councils: population over 200,000

Group B councils: population 100,000 to 200,000

Group C councils: population up to 100,000

Restrictions on senior post remuneration

44. Posts within the principal council (Determination 7 of 2022)

- An elected member must not be remunerated for more than 1 senior post within their authority.
- An elected member must not be paid a senior salary and a civic salary.
- All senior and civic salaries are paid inclusive of basic salary.
- If a council chooses to have more than 1 remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be

divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.

Restrictions on payment for posts outside the principal council

- 45. Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed.
- 46. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the NPA or FRA. (Determination 8 of 2022)
- 47. Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a community or town council of which they are a member. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the community or town council. Where this situation applies, it is the responsibility of the individual member to comply. (Determination 9 of 2022)

Support to elected members of principal councils

- 48. Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information. (Determination 10 of 2022)
- 49. Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members. (Determination 11 of 2022)

Specific or additional senior salaries and assistants to the executive

- 50. Principal councils can apply for specific or additional senior salaries that do not fall within the current Framework (Determination 12 of 2022).
- 51. The Commission will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive (Determination 13 of 2022).
- 52. Guidance to local authorities on the application process was issued in April 2014.

Local Government Pension Scheme

- 53. The entitlement to join the Local Government Pension Scheme shall apply to all eligible elected members of principal councils (Determination 16 of 2022).

Family absence provisions for elected members of principal councils

- 54. In this section, "family absence" refers to maternity, newborn, adoption and parental absences from official business.
- 55. These different categories are defined in [The Family Absence for Members of Local Authorities \(Wales\) Regulations 2013](#). The Welsh Government has published guidance on the different kinds of absence at [Absence from local authority meetings: family absence \[HTML\]](#) | GOV.WALES.
- 56. An elected member is entitled to retain a basic salary when taking family absence under the original regulations or any amendment to the regulations irrespective of the attendance

- record immediately preceding the commencement of the family absence. (Determination 17 of 2022)
57. When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence. (Determination 18 of 2022)
 58. It is a matter for the authority to decide whether to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary if the authority so decides. (Determination 19 of 2022)
 59. If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the IRPW's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to Merthyr Tydfil County Borough Council if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances. (Determination 20 of 2022)
 60. Isle of Anglesey County Council was included in Determination 20 of 2022, but subsequent changes to the number of councillors for Isle of Anglesey County Council made its inclusion in this exception unnecessary.
 61. When a council agrees a paid substitution for family absence the Commission must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution (Determination 21 of 2022).
 62. The council's schedule of remuneration must be amended to reflect the implication of the family absence (Determination 22 of 2022).

Sickness absence payments for senior salary holders of principal councils

63. The framework provides arrangements for long term sickness absence for senior salary holders. These arrangements are set out in the Annex to this report.

Corporate Joint Committees (CJCs)

64. The payment of contribution to costs of care and travel and subsistence for CJC related activities has applied to all members of CJCs since 2022.
65. Payments to CJC co-opted lay members are covered below under the heading Co-opted Members of Principal councils, NPA and Fire and Rescue Authorities and lay members of Corporate Joint Committees.

Payments to National Parks Authorities and Fire and Rescue Authorities

66. Members must not receive more than one NPA senior salary (Determination 27 of 2022).
67. A NPA senior salary is paid inclusive of the NPA basic salary (Determination 28 of 2022).
68. Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed. Where this situation applies, it is the responsibility of the individual member to comply (Determination 29 of 2022).
69. Members must not receive more than one FRA senior salary (Determination 34 of 2022).
70. An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility (Determination 35 of 2022).
71. Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated. Where this situation applies, it is the responsibility of the individual member to comply (Determination 36 of 2022).

Co-opted members of principal councils, National Park Authorities and Fire and Rescue Authorities and lay members of Corporate Joint Committees

72. Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate). (Determination 39, 2022)
73. Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend. (Determination 41 of 2022)
74. Reasonable time for pre meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting (Determination 5 of 2023).
75. Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member (Determination 42 of 2022).
76. Co-opted and lay members of relevant authorities with voting rights are also able to claim travel, subsistence, care and personal assistance payments as set out in the sections below.

Travel and subsistence expenses

77. The rates of reimbursement of mileage, other travel costs and subsistence costs that can be claimed by members of principal councils, NPAs, FRAs, and their co-opted members, and to members of CJsCs and their lay members is set out below.
78. Community and Town Councils can opt to reimburse travel and or subsistence costs. Where the option to reimburse has been made, this must be as specified in the Travel and subsistence guidance.

Mileage costs

79. Reimbursement must be at the current HM Revenue and Customs (HMRC) rates.⁵

Other travel costs

80. All other claims for travel, including by taxi if this is the only or most appropriate method of transport, must only be reimbursed on actual cost as shown on receipts.

Subsistence costs

81. The maximum rates for subsistence payments are set out below on the basis of receipted claims:
- £28 per 24-hour period allowance for meals, including breakfast where not provided
 - £200 London overnight
 - £95 elsewhere overnight
 - £30 staying with friends and or family overnight

⁵ [Travel — mileage and fuel rates and allowances - GOV.UK](#)

Costs of Care and Personal Assistance Payments

82. All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:
- formal (registered with Care Inspectorate Wales or equivalent) care costs to be paid as evidenced
 - informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation⁶ at the time the costs are incurred
83. This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider (Determination 43 of 2022).

Community and town councils

84. The Panel has determined that from September 2024, reporting returns due from all community and town councils need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid. This brings these in line with the reporting of the costs of care and personal assistance allowances. (Determination 8 of 2024)
85. Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. (Determination 53 of 2022)
86. Community and town councils can decide to reimburse their members in respect of travel and or subsistence costs for attending approved duties. Where the option to reimburse has been made, the Travel and subsistence expenses guidance must be applied. (Determination 46 and 47 of 2022)

⁶ [What is the real Living Wage? | Living Wage Foundation](#)

Annex: sickness absence payments for senior salary holders of principal councils

The Commission's framework provides arrangements for long term sickness absence for senior salary holders as follows:

- Long term sickness is defined as certified absences in excess of 4 weeks.
- The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
- Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
- It is a decision of the authority whether to make a substitute appointment, but the substitute will be eligible to be paid the senior salary appropriate to the post.
- If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority, as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However, this would not apply to Merthyr Tydfil County Borough Council if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts, the statutory maximum).
- When an authority agrees a paid substitution, the Commission must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authorities' Schedule of Remuneration must be amended accordingly.
- It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least 6 months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

What happens next

All observations on these draft determinations should be sent to:

Democracy and Boundary Commission Cymru
4th Floor
Welsh Government Building
Cathays Park
Cardiff
CF10 3NQ

Or by email to:

remuneration@dbcc.gov.wales

no later than 18 November 2025.

For further information on remuneration and the determination process please refer to the Commission webpage: www.dbcc.gov.wales

Committee: Allotments Working Group

Date: 24 October 2024

Title: Lock for Sandy Lane Allotments

Purpose of Report

Members to reconsider a lock for Sandy Lane Allotments.

Proposed Recommendations

Members asked to **RESOLVE** that Officers purchase a suitable lock and chain for the purpose of securing the Sandy Lane Allotments.

Members asked to **RESOLVE** to approve the Padlock Agreement Form **Appendix Item 10A**.

Report:

1. Following the receipt of a petition from Sandy Lane Allotment Holders members agreed at the last Full Council meeting to consider the request from the Sandy Lane Allotment holders to have a padlock on the gates to the allotments once again.
2. During this meeting, it was agreed that the Administration officer would contact Allotment Holders who have not signed the petition. At this point in time, this has not been managed due to extensive workload and other deadlines. From looking at the petition, there are 9 allotment holders that have not signed it as opposed to only 1, which was originally indicated at the previous Full Town Council meeting.
3. In addition, an Allotment Grant available via Welsh Central Government has been applied and we have not heard a response yet to see if this has been successful. This followed up on a number of occasions, but we have still not received a reply.
4. The main objective of the grant is to improve site security across the three allotment sites, with Sandy Lane taking preference. We have asked for enhanced galvanised fencing, new palisade gates and CCTV to be installed. The enhanced fencing, gate and CCTV would provide additional security and will cost an estimated £60,000.
5. This information has been conveyed on several occasions both at the last Full Council meeting and at Allotment Working Group meetings.
6. The request for a padlock was last considered at the Full Council meeting on Wednesday 29th January 2025 when Councillors raised a number of concerns

regarding Health and Safety and Safeguarding for allotment holders. A number of these have been put to members of the Allotment Working Group and holders still believe that the security of items and protection from people getting into the site, outweigh those concerns. The minutes from the Full Town Council meeting held on Wednesday 29th January 2025 are as follows:

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

Members noted that it would need to be obligatory for all Sandy Lane allotment holders to possess a key under health and safety and insurance grounds. Members acknowledged that a padlock cannot be placed without consent from all allotment plot holders, as this would deny access to the allotment plot holders and by doing so would be unlawful.

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

*Members **RESOLVED** after due consideration that the introduction of a new keyed padlock for allotments is administratively and health and safety wise unacceptable and therefore reject the request for a lock.*

7. As a result, Officers identified a suitable lock as far back as 5th May 2025 that could be used for the gate **Appendix 10B**. This is a combination lock that will prevent the need for keys and would mean that a code can be set by Officers only. This will be through a reset key that will be held by officers. Details of an example lock are appended to the end of this report.
8. The reason for a combination lock as opposed to a keyed lock is that it will reduce the risk of being locked in the allotment plot due to forgetting a key, reduce the workload for Officers, reduce administrative costs and will reduce the previous concerns raised regarding the constitution of a free key and that other allotment holders may contest if they learn that keys have been supplied free of charge.
9. This lock will be of marine quality in order that it is able to stand up to the harshest of weather and also of a quality that would make it very difficult to be destroyed. There is still however the risk associated with someone trying steal or remove the lock. It is intended that investigations would be made into finding a way to secure both the chain and lock so that it will not be easily removed.
10. However, it is important to note that measures will need to be put in place to prevent someone from being locked in as the code may be forgotten. A Padlock Agreement Form has been created and would need to be signed by all allotment holders before the padlock can be implemented, **Appendix 10A**. The code will be changed on an

annual basis on the conclusion of the allotment tenancy renewal period, typically the first day of May. Notification of such code will be provided to Tenants during the renewal period.

Proposed Recommendations

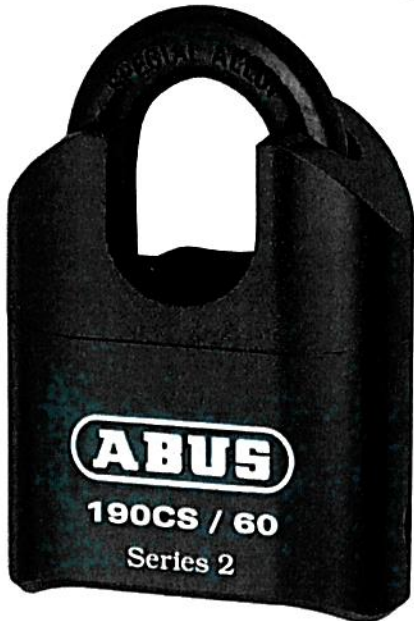
11. Members asked to **RESOLVE** that Officers purchase a suitable lock and chain for the purpose of securing the Sandy Lane Allotments.
12. Members asked to **RESOLVE** to approve the Padlock Agreement Form as presented in **Appendix 10a**.
13. Members are free to suggest alterations to the proposed recommendation or to come up with one of their own.

Lucy Wallington
Administrative Officer
October 2025

Suggested style of Padlock

Dimensions (mm)





ABUS
190CS / 60
Series 2

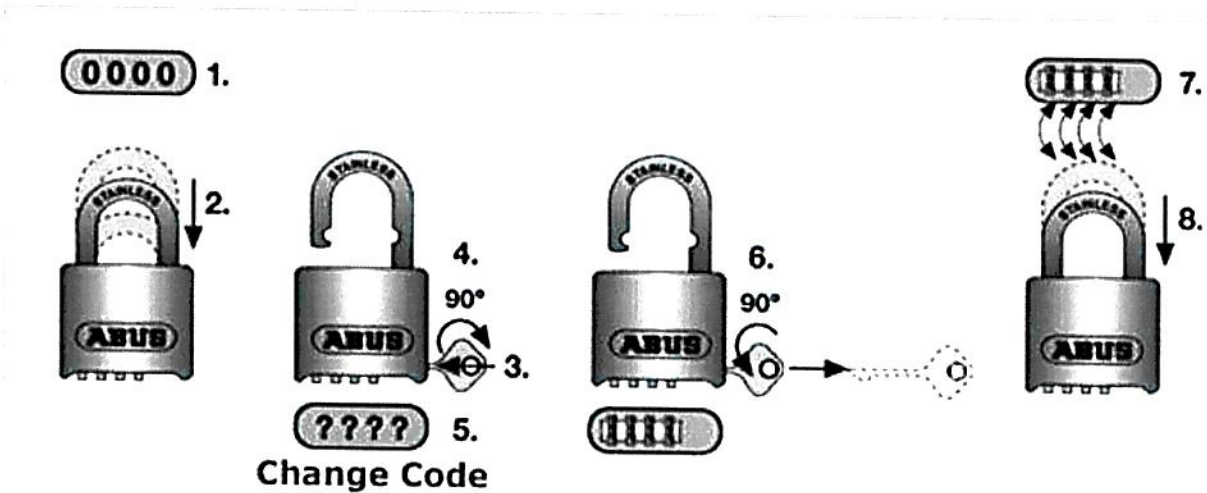
£89.21
£107.05 inc vat

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- 1 +

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21+	£78.71 ex vat

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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



Padlock Agreement Form

Please read the terms and conditions stated herein carefully and sign the agreement. The padlock will not be implemented until all Tenants have agreed to the terms and conditions.

- 1.1. The Tenant shall be issued with a code to access the Allotment Site. No codes shall be passed to anyone other than the person authorised by the Tenant to work on their Allotment Garden.
- 1.2. The code is to be used by the Tenant only or by an authorised person.
- 1.3. The main access gate shall be closed and locked at all times, for the protection of lone tenants and prevention of unauthorised visitors. the emergency services will be provided with the code.
- 1.4. Ensure that the gate is locked at all times after you enter and after you leave the Allotment Site.
- 1.5. The Tenant must make arrangements to meet personally at the entrance of the site any persons visiting them or vehicles making deliveries to them on the site and to ensure that the entrance is locked securely before and after.
- 1.6. The Council have the right to refuse admittance to any person other than the Tenant or a member of their family or household to the allotment unless accompanied by the Tenant or a member of their family.
- 1.7. The code must be kept in a secure location and not to be shared with any persons other than a member of their family or household.
- 1.8. The Town Council shall not be liable for any incidences or occurrences that arise as a result of the implementation of the padlock.
- 1.9. The Town Council will not be contactable should an incident occur whereby a Tenant is locked within the Allotment Site. An emergency contact provided by the Allotment Representative is to be used in an emergency situation only whereby the Tenant is locked within the Allotment Site unable to leave and not to gain access or entry to the Allotment Site.
- 1.10. The lock will not be replaced or repaired under any circumstances.
- 1.11. The code will be changed on an annual basis on the conclusion of the allotment tenancy renewal period, typically the first day of May. Notification of such code will be provided to Tenants during the renewal period.

Telephone/Ffôn: (01291) 420441

e-mail/e-bost: towncouncil@caldicottc.org.uk

website/gwefan: www.caldicottc.org.uk Facebook: Caldicot Town Council

VAT Registration Number: 713 5894 21

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



'The Tenant'

I hereby agree to all the terms and conditions stated herein.

I understand that the information contained within this document will form part of the allotments records and will be retained indefinitely.

I understand that my personal data **will not** be shared with any third parties.

Print Name: _____

Plot Number: _____

Sign: _____ Date: _____

5 May 2025

Good morning,

Thank you for this thought. The idea of a key safe was also part of the discussions at the Full Council meeting but was discounted for a number of reasons.

You now introduce two points of weakness. Remembering the code for the safe and then relying on somebody to actually put the key back. It is not unheard of for Community Carers to forget to put the key back or to take the key with them when they arrive putting it back when they leave. The latter is not an issue if they are the only person arriving, however if multiple people arrive then it means the gate is either locked with the key left inside or the gate is left open. The person with the key leaves, putting it back in the box and locking the gate. Somebody is now left inside, locked in!

I have however had a look at different combination locks as promised and have in fact found one where the code can only be reset by someone with a reset key (a tad ironic). This would have 10,000 combinations and is heavy duty.

<https://www.padlocks.co.uk/products/combination-padlocks/abus-190-60-closed-shackle#padlockInfo>

A marine version is available which would be more resistant to weather again.

<https://www.padlocks.co.uk/products/combination-padlocks/weatherproof-combination-padlock#padlockInfo>

Finally there is a slightly different variation that allows for the lock to be reset using a spike, not as secure but still more difficult to reset requiring malice afore thought.

All of this of course comes back to the six month rule for members to consider.