



Minutes of CWG held at 10.30am on 02.02.2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present:

Cllr M Mitchell –Chair
Cllr Gaynor Owen Deputy Chair
Cllr F Rowberry
John Ball Sexton
Vivienne Thomas Cemetery Administrator

25-26 19

The Chair welcomed those present to the meeting.

25-26 20 Apologies for absence
Cllr Bob Shillabeer & Cllr Wyndham Conniff

25-26 21 **Declarations of Interest**
None

25-26 22 Public Question Time and Participation
No members of the public were present.

25-26 23. Minutes of Previous Meeting

The minutes of the meeting held on 17 September 2025 were reviewed and agreed as an accurate record.

25-26 24. Cemetery Boundary Fence and Hedge
Members discussed the need for a new fence and replacement hedge along the roadside boundary of the cemetery. Costings will be obtained together with two additional quotations and referred to the Planning and Resources Committee.

25-26 25. Green Waste
Members discussed challenges associated with green waste removal, particularly during the Christmas period. The Environment Working Group will be approached to explore recycling options.

25-26 26. Memorial Wall



Members considered proposals for a memorial wall accommodating approximately sixty plaques. Additional quotations will be obtained before referral to Full Council.

25-26 27. Toilet Facility

Members noted that mains water has been installed. The existing facility may be cleaned and brought into use with motion-sensitive sanitiser. Further quotations will be obtained.

25-26 28. Commonwealth War Grave Plaque

Members agreed a location on the right hand side of the tower and will submit application forms. A commemorative event may be considered once installed.

25-26 29. Future Burial Area

Members noted limited remaining burial capacity and agreed that the new burial area should be measured and planned.

25-26 30. Date of Next Meeting

The next meeting will be arranged in due course.



Minutes of Full Town Council (Planning and Resources) Meeting held at 18:30 on Tuesday 10th March 2026 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 A Lewis
Cllr A Mayo
Cllr G Owen
Cllr IR Shillabeer
Cllr P Strong

Also present: M Tredwin – Town Clerk
L Wallington – Administrative Officer
Members of the Public x 5

FTCPR86/2025-26 Welcome

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

FTCPR87/2025-26 Apologies for Absence

RESOLVED to receive apologies for absence from Cllr RJ Higginson.

FTCPR88/2025-26 Declarations of Interest

Cllr A Mayo declared a personal prejudicial interest relating to Item 6i) Planning Applications for Consideration DM/2026/00094, due to a personal connection with a neighbouring resident.

FTCPR89/2025-26 Public Question Time and Participation

A member of the public made a statement expressing hope that Council meetings would proceed in a constructive manner. Members acknowledged the comment.

FTCPR90/2025-26 Minutes

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

- i) **Minutes of Full Town Council Meeting held on 25th February 2026**
Proposed by Cllr IR Shillabeer, seconded by Cllr F Rowberry.

FTCPR91/2025-26 Planning

i) **Planning Applications for Consideration**

- **DM/2026/00094:** Demolition of existing commercial buildings and erection of a new building providing three residential flats. 84 Newport Road, Caldicot, NP26 4BR

Members considered concerns raised regarding the proximity of the development to a neighbouring property and concerns regarding sewerage and drainage.

Members **RESOLVED** to **recommend** support of **refusal** for application **DM/2026/00094**.
Proposed by Cllr P Strong, seconded by Cllr A Lewis.
Cllr A Mayo abstained from the vote.

- **DM/2026/00087**: Proposed first floor dormer extension. 11 Troddi Close, Caldicot, NP26 4PW

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2026/00087**.
Proposed by Cllr F Rowberry, seconded by Cllr G Owen.

- **DM/2026/00131**: Removal of outbuilding and construction of side extension. 36 Green Lane, Caldicot, NP26 4HD

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2026/00131**.
Proposed by Cllr G Owen, seconded by Cllr C Cochrane.

- **DM/2026/00223**: Extension to existing first floor dormers. 13 Kestrel Close, Caldicot, NP26 5RA

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2026/00223**.
Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer.

ii) **MCC Approved Planning Applications**

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

- **DM/2025/01501**: Change of use of bedroom at 33 The Avenue to additional coffin storage in connection with existing funeral directors premises at 168/170 Newport Road. Modifications to existing cold room facility currently part of funeral directors business premises. Improvements to existing off street parking area currently being used by the funeral cars and visitors parking. Proposed 1.8m high fence to rear of parking area with double gate opening. 33 The Avenue, Caldicot, NP26 4AB
- **DM/2025/01600**: Change of use to class D2 Fitness and Training Gym (no external alterations). 14 Beacon Business Park, Norman Way, Severn Bridge Industrial Estate, Portskewett, NP26 5PY
- **DM/2026/00065**: The demolition of a single storey garage building and erection of a two storey side extension in its place. 3 Clos Aled, Caldicot, NP26 4JB
- **DM/2024/01105**: Access, appearance, landscaping, layout and scale. Land At Severn Bridge Industrial Estate, Pill Row, Caldicot

FTCPR92/2025-26 Town Council Vacancies

Members raised concerns that the associated report had not been fully circulated with the agenda documents. The Chair sought the views of Members on how they wished to proceed.

Members **RESOLVED** to receive a verbal report from the Clerk, summarising the contents of the report.

Proposed by Cllr C Cochrane, seconded by Cllr F Rowberry.

The Clerk outlined the key points of the report including confirmation that five councillors had resigned from the Council and that those councillors had issued a public statement explaining their reasons for resignation. Members were also informed that a response had been issued on behalf of the Town Council following discussions between the Mayor, Clerk and Members.

During discussion, Members referred to correspondence received earlier that day suggesting potential legal action if Members accepted the report. It was clarified that noting a report does not imply agreement with its contents, only that the information has been received by Council.

Members **RESOLVED** to note the report.

Members considered the revised Co-option Policy and the amendments proposed to clarify the co-option process.

Members **RESOLVED** to approve the revised Co-option Policy.
Proposed by Cllr C Cochrane, seconded by Cllr IR Shillabeer.

Members considered the vacancies on Committees, Working Groups and Outside Bodies and were advised that, although vacancies may be reviewed and amended at the Annual Meeting in May, it would be prudent to fill key vacancies to mitigate the risk of future meetings becoming inquorate. Members proceeded to appoint the vacancies identified as priorities and which could not be reasonably deferred until May.

Members **RESOLVED** to elect C Cochrane and Cllr IR Shillabeer to Allotments Working Group.
Proposed by Cllr P Strong, seconded by Cllr A Lewis.

Members **RESOLVED** to elect Cllr C Cochrane, Cllr G Owen and Cllr P Strong to Environmental and Climate Change Working Group.
Proposed by Cllr A Mayo, IR Shillabeer.

Members **RESOLVED** to elect Cllr M Mitchell and Cllr P Strong as the Town Council Representative on Monmouthshire County CAB.
Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to elect Cllr C Cochrane as the Town Council Representative on Durand Road Primary School Governors.
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry.

FTCPR93/2025-26 Durand Primary School

Members **RESOLVED** to note the report.

Members **RESOLVED** to recommend support of approval for the proposed changes to the early years provision at Durand Primary School.

FTCPR94/2025-26 Street Naming Report

Members considered the request from Monmouthshire Housing Association regarding street naming for the development on the former Caldicot School site.

Members **RESOLVED** to submit the names Hafren and Silurian as the Town Council's preferred options.
Proposed by A Lewis, seconded by Cllr IR Shillabeer.

FTCPR95/2025-26 Quotations For Work to be Carried Out at the KGVPF Entrance

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

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

FTCPR96/2025-26 Superannuation and Valuation Report

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

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

FTCPR97/2025-26 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 25th March 2026.

FTCPR98/2025-26 Exclusion of Public and Press

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

FTCPR99/2025-26 Item 10 - Quotations For Work to be Carried Out at the KGVPF Entrance

Members **RESOLVED** to delegate powers to Officers to obtain quotations and to select a quotation in accordance with Financial Regulations.

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

FTCPR100/2025-26 Item 11 - Superannuation and Valuation Report

Members **RESOLVED** to note the report.

Meeting ended at 8:01 p.m.

Signed Date

Chair

Monmouthshire CC report Caldicot Town Council March 2026

**The last Full Council meeting of MCC was held on 5th March.
The council approved the budget and a council tax rise of 5.95%.
Full details can be found here:**

<https://www.monmouthshire.gov.uk/2026/03/new-local-growth-fund-investment-to-boost-skills-and-opportunities-across-monmouthshire/>

Caldicot Placemaking Plans

There will be plenty of opportunities for residents and businesses to have their say on Caldicot's Placemaking Plans.

I have already started to talk to residents and local businesses, and I am also keen to ensure that the principles of 'Age Friendly Communities' underpin any new plans.

Affordable houses in Caldicot

Building has started on the site opposite Aldi and adjacent to the Comprehensive school.

Once finished this will provide a total of 46 affordable dwellings these include, 26 One bed and three bed apartments, 10 two bed, 5 three bed and 2 Four bed roomed houses.

Multi User Path

Work will shortly be starting on the accessible path through the Castle and Country Park linking to the Greenway and Portskewett.

Monmouthshire Consultations: Let's Talk Libraries: Young People's Survey

MCC are currently looking for feedback from those aged 8–16 on what they like, what could be improved, and what they'd love to see in the future. If they visit their local library to read, study with friends, join in activities, or spend time there, we want to hear from them.

Their ideas can help make our libraries even better, improving the spaces, books, resources, activities, and events for young people in Monmouthshire.

visit: www.letstalkmonmouthshire.co.uk/libraries-cyp-survey

The survey will run for two weeks, starting on Monday, 16 March.

Older Person's Champion /MCC Age Friendly Communities

**MCC Age Friendly Community event on the
Thursday 23 April 2026 - The Palmer Centre – 10am – 2pm**

Lots of public and third sector organisations will be present including:
Age Cymru, Care & Repair, Abergavenny 50+, Warm Wales, Gwent Dementia Friendly Communities, Chepstow U3A, ABUHB Engagement Team, South Wales Police (Fraud Awareness), Bowel Cancer UK, Fast Track Gwent, and the Alzheimer's Society.

Age Cymru Survey

Age Cymru have launched their seventh annual survey to better understand the experiences and views of people aged 50+ across Wales. Since 2020, nearly 8,000 people have shared their insights with us.

Have your say: National survey of the current experiences of people aged fifty or over in Wales.

This is your chance to share your experiences of health and social care, employment, transport, digital access, housing conditions and much more.

How to complete the survey:

- You can complete the survey online at: <https://bit.ly/agecymrusurvey>
- Call 029 2043 1555 for a paper copy of the survey, in English or Welsh and return via our freepost address: Age Cymru, FREEPOST RTZG-JHGC-RYJJ, Ground Floor, Mariners House, Age Cymru, Trident Court, East Moors Road, CARDIFF CF24 5TD.

The deadline for completed surveys is **Friday 17th April 2026**.

Jackie Strong
County Councillor Cross Ward
jackiestrong@monmouthshire.gov.uk

March 2026

Committee: FULL COUNCIL

Date: 25 March 2026

Title: Financial Regulations

Purpose of Report

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

Recommendation:

Members **Resolve** that the amended Financial Regulations and Standing Orders be adopted forthwith. (to be appended to minutes of this meeting).

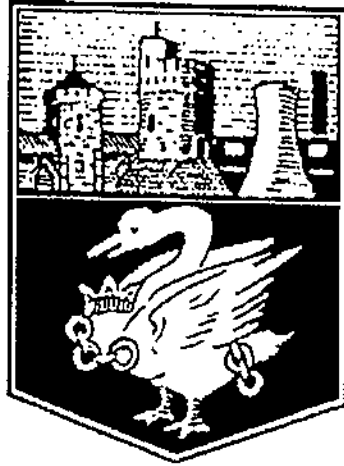
Report:

1. Members will have noted that the internal Auditor (IA) raised the matter that the Financial regulations had been updated in 2025. Upon examination of the OVW Model Standing Orders these had not been amended in line with these changes and as such CTC had not amended their Financial Regulations.
2. As a result of this the Internal Auditor suggested that the Financial Regulations and Standing orders be amended as recommended by the IA be amended as per Appendices 9A and 9B.
3. As a result section 18 a. v. of the Standing Orders has been amended to read:
 - a. *whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.*
4. Section 5.4 of the Financial Regulations has also been amended to reflect "The Procurement Act 2023 and the Procurement (Wales) Regulations 2024" legislation.
5. *For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract. Resolutions should be clear and specific so that there is no ambiguity.*
6. This now ensures that there is an alignment between both the Financial Regulations and the Standing orders of the council.

Proposed Resolution

7. Members **Resolve** that the amended Financial Regulations and Standing Orders be adopted forthwith. (to be appended to minutes of this meeting).
8. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Mark Tredwin
Town clerk
March 2026



CALDICOT TOWN COUNCIL

STANDING ORDERS 2024-25
Drafted February 2025
Approved 26 March 2025
Approved 21 May 2025

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INTRODUCTION

What are “Standing orders “

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

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

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

Drafting notes

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

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

1. RULES OF DEBATE AT MEETINGS

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

mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

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

the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

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

to the clerk and specify the postal address to which the summons should be sent.

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

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

b Multi-location meetings

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

Meetings Generally – Other.

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

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

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

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

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

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

considered;

vi. if there was a public participation session; and

vii. the resolutions made.

- s **A councillor or a non-councillor with voting rights who has a**
- **personal or prejudicial interest in a matter being considered at a**
- **meeting which limits or restricts their right to participate in a**
- **discussion or vote on that matter is subject to obligations in the**
- **code of conduct adopted by the Council.**

- t **No business may be transacted at a meeting unless at least one-**
- **third of the whole number of members of the Council are present**
- **and in no case shall the quorum of a meeting be less than three.**

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

- u **If a meeting is or becomes inquorate no business shall be**
- **transacted** and the meeting shall be closed. The business on the
- **agenda for the meeting shall be adjourned to another meeting.**

- v A meeting shall not exceed a period of 2½ hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;

 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

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

5. ORDINARY COUNCIL MEETINGS

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

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

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

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

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

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

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

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

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

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

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

12. DRAFT MINUTES

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

"The chair of this meeting does not believe that the minutes of the meeting of the (*Council*) held on [date] in respect of (*minute no.*) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."**
- e Subject to standing order 19(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.**

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

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

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

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

14. CODE OF CONDUCT COMPLAINTS

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

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

15. PROPER OFFICER

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

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

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

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

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
See also standing order 2 2.

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

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

18. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£60,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 ex VAT but less than the relevant thresholds referred to in standing order 17(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

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

19. HANDLING STAFF MATTERS

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

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

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 10.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

sign the deed as witnesses.

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

OR

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

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

24. COMMUNICATING WITH COUNTY COUNCILLORS

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

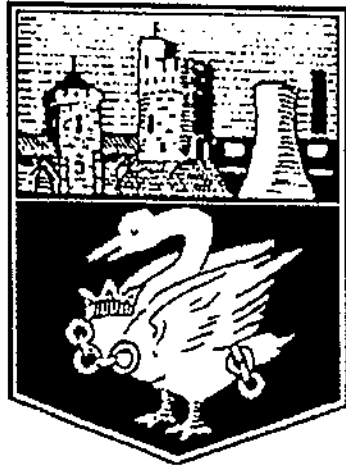
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

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



CALDICOT TOWN COUNCIL FINANCIAL REGULATIONS

Approved 26 March 2025

Approved 21 May 2025

To be reviewed May 2026

DRAFTED March 2026

(subject to other modifications before)

Introduction

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

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

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

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

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1. General

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

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

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

1.6. **The council must not delegate any decision regarding:**

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

1.7. In addition, the council shall:

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

2. Risk management and internal control

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

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

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

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

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

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

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

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

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

3. Accounts and audit

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

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

3.9. Internal may not under any circumstances:

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

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

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

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

4. Budget and precept

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

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

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

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

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

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

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

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

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

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

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Coop. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices

is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.
- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000]excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential

area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} OR {The RFO shall maintain a petty cash [float/imprest account] of [£250]}

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

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

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}
- 13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}
- 13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}
- 15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Committee: FULL COUNCIL

Date: 25 March 2026

Title: Internal Auditors report

Purpose of Report

Members to consider the contents of the internal auditor's report.

Recommendation:

Members are asked to formally note the Internal Auditor's interim audit report and resolve to approve the CEO's responses for 2025-2026.

Background:

1. The Internal Audit is an important part of the council's governance and managerial framework and, as such, it is important that the Town Clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. It was Resolved at the 8 October 2024 Extra Ordinary Meeting of the Full Council that IAC would be appointed as the Town Councils Auditor for a period of three years.

***RESOLVED** to appoint IAC Audit & Consultancy Ltd on a three-year contract, subject to a positive review after twelve months. Proposed by Cllr A Easson and seconded by Cllr J Woodfield*

3. In his proposal to the council Mr Rose estimated that he would need two days per year to carry out his audit, which would include a visit after year end to conclude the arrangements in respect of the year end. He visited the offices on the 12 January 2026, where he completed his mid-year checks.
4. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year end procedures, and controls are in place for payments, budgets, income, petty cash and assets as well as checks on governance. He also discussed with the CEO the councils current position at some lengths and was made aware that officers were endeavouring to satisfy the legal requirements.

Report:

5. As a result of the mid-year visit to the Council on the 12 January 2026 Mr Rose has provided a covering letter detailing the total number of tests that were carried out and the outcome of these tests. This has been attached to this report (**Appendix 9A**).

6. The outcome of his visit can be summarised as follows;

i.	Positive response	53
ii.	Negative response	10
iii.	Not applicable	17
iv.	Total tests	80

7. Members can see the areas that have been tested and the outcomes for each area within a more detailed report from this Mr Rose. In this he has made a total of 11 observations (**Appendix 9B**)

8. In the "Interim Internal Audit Observations" report provide by Mr Rose (**Appendix 9C**), the observations were categorised as following;

- i. 4 - medium priority (10 in 2024-25)
- ii. 6 – High priority (6 in 2024-25)

9. Last year at this point we were in non-compliance in one area. It is pleasing to note Mr Rose's comment that:

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

10. As a result of these observations, responses have been provided indicating the actions that need to be taken or have already been taken to rectify these areas. The biggest concern at this place is to ensure that we have a competent and qualified RFO in place as soon as possible.

Proposed Resolution

11. Members are asked to formally note the Internal Auditor's interim audit report and resolve to approve the CEO's responses for 2025-2026.

Mark Tredwin
Town clerk
March 2026



Mark Tredwin
Town Clerk
Caldicot Town Council
Council Office,
Sandy Lane,
Caldicot,
NP26 4NA

25th January 2026

Dear Mark,

Interim Audit Cover Letter

An audit was carried out by Kevin Rose on Monday 12 January 2026. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Council's website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 180 items. A total of 80 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. The balance of 100 items will be checked during the Year End audit.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

-Petty cash (Box 6)

Areas subject to audit were;

- the Accounting system and records (Box 1)
- the Payment system (Box 2)
- Risk and Insurance (Box 3)
- Budget and precept setting and monitoring (Box 4)
- Income billing, collection and VAT (Box 5)
- Bank reconciliations (Box 9)
- Accounting Statements (Box 10)
- Trust Funds (Box 11)

Of the 63 applicable items tested a Positive response was obtained in respect of 53 tests. There were 10 Negative responses identified and 11 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

Summary of tests undertaken during this audit

Positive response	53
Negative response	10
Not Applicable to your Council	17
Total tests carried out	<u>80</u>

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

One matter that I would particularly like to draw to the Council's attention is the review of Risk. It is a requirement of the Annual Governance Statement and Annual Internal Audit report to confirm that a review of Risk has been carried out during the financial year. As at the date of the Interim audit this has not yet been done. The Council must ensure that such a review is conducted and formally recorded in the Minutes prior to the end of the financial year.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA
Director

**Caldicot Town Council
Financial Year 2025-26**

Interim Internal Audit Observations



IAC Audit and Consultancy Ltd

Audit date: 12 January 2026

2 Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have payments been approved as required under Council Financial Regulations?	No	<i>From a review of Minutes it does not appear that the Council is complying with Financial Regulation 6.10 which requires that payments are subject to review by Full Council, or nominated Committee.</i>	The Council, as a priority, to review how it complies with Financial Regulation 6.10.	High	This is in the process of being reviewed and the council will be provided with monthly where possible and at least quarterly financial reports detailing the Income and expenditure for the council/Finance Committee. Members are aware that the turbulence in staffing and membership have brought unwelcome pressures on all aspects of the councils work.
2	Is the tender level in Financial Regulations and Standing Orders set at the same level?	No	<i>Set at £60,000 in Financial Regulations, Standing Orders refer to a limit of £25,000. Standing Orders also still refer to Public Contract Regulations which have now been superseded by the Procurement Act.</i>	The Council to review the tender level set in its Financial Regulations and Standing Orders and ensure that they are set at the same value. The Council to clarify with One Voice Wales whether an updated version of the Model Standing Orders is available.	Medium	Amended Standing orders and Financial Regulations are being taken to the March Full council meeting. This will be reaffirmed at the Annual May meeting and has already been placed in the Draft Financial Regulations. OVV Model Standing Orders are dated 2023 and Financial Regulations 2025.
3	Are Powers under which grants are made clearly specified in Council Minutes?	No	<i>The Council does not formally record the Powers under which grants are awarded in Minutes, although this is recorded in the Councils accounting system.</i>	The Council to ensure that the appropriate Power under which grants are made is recorded in the Minutes of the meeting in which the grants are approved.	Medium	Moving forwards minutes will cover the appropriate powers and this will also be included in the reports prepared for the Grant considerations of the council.

3 The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	As at the date of the Interim Audit the Council had not formally Minuted a review of Risk	The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.	Advisory	This is to be covered in the March meeting.

4 The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Reserves have been subject to review by Council as part of the budget setting process.	No	It is not clear, from a review of Minutes, that the Council considered the level of its reserves when setting the precept for 2025/26.	On an annual basis, as part of the budget setting process, the Council should conduct a review of its Reserves to ensure that their purpose is identified and that they are adequate and not excessive.	Medium	Reserves were covered when the Budget was set and this has been reinforced in the minutes for this years precept meeting.
2	Regular budget reports have been presented to council and there is evidence that corrective actions have been taken as a result of review	No	It was noted that the Council has not received regular budget control reports during the year. One report, for half yearly income and expenditure against budget, was available for review at the date of the audit visit.	The Council should ensure that progress against budget is subject to regular review during the year, at least quarterly, either through meetings of Full Council or a nominated Committee.	High	This is in the process of being reviewed and the council will be provided with monthly where possible and at least quarterly financial reports detailing the income and expenditure for the council/Finance Committee. Members are aware that the turbulence in staffing and membership have brought unwelcome pressures on all aspects of the councils work.
3	Any significant variations from budget have been subject to review by Council?	No	See above.	See above.	High	This is in the process of being reviewed and the council will be provided with monthly where possible and at least quarterly financial reports detailing the

5 Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Cash income is promptly banked	No	It was noted that cash income received has not been promptly banked. There were unbanked receipts from September as at the date of the interim audit.	Council to note that cash income is not promptly banked. Council to consider setting a maximum value of unbanked cash that may be held and/or the maximum duration that cash may remain unbanked. The Council should ensure that the Council insurance coverage is adequate to cover the value of any cash held.	Medium	A different process is to be introduced so that all receipts are banked at the end of the week in they are received. Coverage is sufficient in the insurance to ensure cash held in the safe is always under the insurance limit.
2	VAT has been promptly reclaimed	No	It was noted that VAT has not been promptly reclaimed. There had been no receipts of VAT refunds during the current year.	Council to review the arrangements in place for VAT reclaims to ensure that VAT is claimed promptly. [Council to arrange to submit outstanding claim as soon as possible.]	High	Claims have been held back due to exceptional circumstances regarding staffing and members. This will be addressed

9 Periodic and year-end bank account reconciliations were properly carried out.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Bank reconciliations have been carried out regularly and in a timely manner (Interim)	Yes	It was noted that bank reconciliations had been made up to the end of September 2025 as at the date of the interim audit. These were pending independent review.	The Council to ensure that bank reconciliations are carried out regularly and in a timely manner. This is a key control to ensure the accuracy of the Councils financial reports and to identify potential errors or anomalies.	High	Bank reconciliations should be carried out in the month following the month underconsideration. This has not been the case for the past two years due to staffing issues and this will be a matter of priority for the incoming RFO.
2	Bank reconciliation have been subject to independent review (not by a bank signatory). (Interim)	No	Bank reconciliation have not been subject to independent review (not by a bank signatory).	Bank reconciliations should be subject to independent review.	High	This is carried out by an independent councillor who is not named on the Banking management or signatories.

Interim audit summary Caldicot Town Council

(shaded Internal Control Objectives are not applicable to your Council)



Interim Audit Date 12 January 2026

Internal Control Objective	N/A	Tested	Positive	Negative	Observations	Non Compliance
Box 1 <i>Appropriate books of account have been properly kept throughout the year.</i>		4	4	0	0	
Box 2 <i>Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.</i>	2	26	23	3	3	
Box 3 <i>The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>		3	2	1	1	
Box 4 <i>The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.</i>	3	9	6	3	3	
Box 5 <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for</i>		14	12	2	2	
Box 6 <i>Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.</i>	9	N/A	N/A	N/A	N/A	
Box 7 <i>Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.</i>		0	0	0	0	
Box 8 <i>Asset and investment registers were complete, accurate, and properly maintained.</i>		0	0	0	0	
Box 9 <i>Periodic and year-end bank account reconciliations were properly carried out.</i>	2	4	3	1	2	
Box 10 <i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.</i>		1	1	0	0	
Box 11 <i>Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee.</i>	1	2	2	0	0	
Totals	17	63	53	10	11	0

Committee: FULL COUNCIL

Date: 25 March 2025

Title: Caldicot Town Council Investment Strategy

Purpose of Report

For members of the council to consider how it wishes to allocate its finances in a way that maximises its potential whilst at the same time minimising its risks.

Recommendation:

Members are asked to resolve to:

- a. Approve the Interim Investment and Reserves Strategy;
- b. Agree that a full strategy be developed for 2027/28.

Background

1. Under the Local Government Act 2003 and Welsh Government guidance, the Council is required to maintain an Investment Strategy.
2. Whilst the Council has operated prudently, a formally adopted standalone document is required to demonstrate full compliance and transparency. This report therefore introduces an interim strategy reflecting current practice.

Report

3. The Council's financial arrangements are as follows:
 - Banking is held with the Co-operative Bank, reflecting ethical considerations.
 - Investments are held with CCLA, a recognised local authority investment provider.
 - Approximately £430,000 is invested, primarily representing Earmarked Reserves.

The Council currently prioritises security, liquidity, and yield (in that order).

Key Features of the Interim Strategy

4. The strategy:
 - Formalises the Council's existing approach
 - Confirms a low-risk investment appetite
 - Defines General and Earmarked Reserves
 - Reinforces the role of the Responsible Financial Officer
 - Aligns with Welsh Government and CIPFA guidance

The document is proportionate and suitable for the Council's scale.

Governance and Next Steps

5. This is an interim strategy. A full Investment Strategy will be developed during 2026/27 for adoption alongside the 2027/28 budget, including expanded criteria and ethical considerations.
6. There are no direct financial implications. The strategy reflects existing arrangements and ensures they are formally governed.

Risk Implications

7. Adoption reduces governance and financial risk by ensuring compliance and providing a clear framework. Failure to adopt would present a governance risk. This interim strategy Supports compliance with the Local Government Act 2003 and Welsh Government Investment Guidance.

Proposed Resolution

Members are asked to:

- a. Approve the Interim Investment and Reserves Strategy;
- b. Agree that a full strategy be developed for 2027/28.

Mark Tredwin
March 2026

Temporary Investment and Reserves Strategy Caldicot Town Council

This document is intended as an interim strategy pending the development of a full Investment Strategy for the 2027/28 financial year.

1. Investment Strategy

This Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by Welsh Government.

All cash, bank balances, financial assets, borrowings and credit arrangements are defined as part of the Council's treasury management activities. This Strategy focuses on the Council's temporarily surplus resources and financial assets.

The Council confirms that, for all investments, priority will be given to:

- Security
- Liquidity
- Yield (in that order)

The Council will ensure appropriate arrangements are in place for:

- Risk identification, management and control
- Budgeting, accounting and audit
- Cash flow management
- Segregation of duties and clear officer responsibility
- Corporate governance
- Anti-money laundering awareness

2. Current Investment Arrangements

The Council currently utilises the Co-operative Bank for its day-to-day banking arrangements, reflecting its strong ethical credentials.

Surplus funds are invested through CCLA, which is widely used within the local government sector and provides a secure and liquid investment vehicle.

As at the date of this strategy, approximately £430,000 is held in investments. These funds primarily represent Earmarked Reserves identified through the Council's budget setting process.

Investments will remain short-term and readily accessible to ensure alignment with planned expenditure.

3. Risk Approach

The Council adopts a prudent and low-risk approach to investment.

No speculative investments will be undertaken. All investments will be limited to institutions and vehicles considered appropriate for local authority funds, with particular regard to security and liquidity.

4. Reserves Strategy

Caldicot Town Council is required to maintain adequate financial reserves to meet the needs of the organisation.

The Local Government Finance Act 1992 requires local authorities to consider the level of reserves required to meet future expenditure. The Responsible Financial Officer (RFO) will advise the Council accordingly.

General Reserves:

These are held to manage financial risk, support budget stability and respond to unforeseen events.

Earmarked Reserves:

These are established on a needs basis for specific projects or liabilities. When created, the Council will define:

- Purpose of the reserve
- Conditions for use
- Management arrangements
- Review timescales

Earmarked reserves will not normally be replenished once used for their intended purpose.

5. Review and Governance

The level of reserves and investment arrangements will be reviewed annually as part of the budget setting process.

This interim strategy will remain in place until a comprehensive Investment Strategy is developed and approved.

The Council will ensure that reserve levels remain appropriate, proportionate and fit for purpose, taking into account:

- Strategic risks
- Operational pressures
- Financial uncertainties
- Potential future service delivery changes

Committee: FULL COUNCIL

Date: 25 March 2026

Title: Asset register

Purpose of Report

To inform members of the additions and deletions on the Asset Register

Recommendation:

Members **Resolve** to accept the Asset Register for 2025-2026.

Background:

1. The purpose of this Report is to present to Members a draft Asset Register for Caldicot Town Council, and to seek approval for its adoption and ongoing management arrangements. The Council is required to maintain an up-to-date Asset Register in accordance with:
 - The Accounts and Audit (Wales) Regulations
 - Guidance issued by Audit Wales
 - Proper Practices for Community and Town Councils in Wales

2. The Asset Register forms a key component of the Council's governance framework and supports:
 - Financial reporting (Annual Return – Fixed Assets)
 - Insurance arrangements
 - Risk management
 - Asset maintenance and planning

3. A review of existing records has identified the need to consolidate and standardise the Council's asset information into a single, structured document aligned with current best practice. This will require us to carry out a Benchmarking process in the forthcoming year.

4. We will look to create a draft Asset Register which has been prepared, which demonstrates:
 - A clear categorisation of assets
 - Consistent valuation methodology (insurance value)
 - Inclusion of community and operational assets
 - Structured tabular format suitable for audit and inspection

5. The Caldicot asset register as you will see currently consists of two documents that will need to be combined. **Appendices 12A and 12B.** It will take into account local needs and variations as we work our way through the council's assets. This will require a full audit of the council's assets to be undertaken and establish the long term viability of some of them. For

AGENDA ITEM 12

example we are aware that several laptops are a number of years old. They may need to be reconfigured or replaced entirely.

6. The proposed Asset Register will be presented in a tabular format and will potentially include the following fields:
 - Asset ID
 - Asset Name / Description
 - Category (e.g. Land & Buildings, Street Furniture, Equipment)
 - Location
 - Ownership Status
 - Date Acquired (where known)
 - Purchase Value (historic or nominal where appropriate)
 - Insurance Value
 - Condition (Good / Fair / Poor)
 - Responsible Officer
 - Notes / Maintenance Information
7. This structure will ensure clarity, consistency, and alignment with audit expectations.
8. The draft register includes (or will include upon completion):
 - Council-owned land and buildings
 - Play areas and recreational facilities
 - Allotment infrastructure
 - Street furniture (benches, bins, planters)
 - Memorials and community assets
 - Machinery (if applicable)
 - Office equipment and IT assets
9. Where assets are of historic origin or community value, nominal values may be applied in accordance with proper practices. Unusually all of the assets for a local authority are recorded in a "Historical Cost" format. Unlike most other businesses where the assets usually undergo some form of depreciation over a period of years. This can be carried out as a "Declining Balance" or "Straight-line" form of depreciation.
10. In line with standard local authority practices we will carry out the following:
 - Insurance values will be used as the primary valuation basis
 - Purchase values will be recorded where available
 - Nominal values (e.g. £1) will be applied where historic cost is unknown
11. This approach ensures consistency with the Annual Return and avoids unnecessary revaluation complexity.

12. It is proposed that:
 - The Asset Register is reviewed annually prior to completion of the Annual Return
 - Updates are made throughout the year as assets are acquired, disposed of, or improved
 - Responsibility for maintaining the register sits with the Responsible Financial Officer, with oversight from the clerk and then from the Council.

13. The register will also be used to support:
 - Insurance renewals
 - Budget planning for repairs and replacements
 - Risk assessments

14. Members should note:
 - The register is a live document and will continue to be refined
 - Some data may require further verification
 - A phased approach may be required to confirm all assets and align insurance schedules fully

15. 9. Financial Implications
 - No direct financial implications arising from adoption of the register
 - Improved asset visibility will support better financial planning and insurance accuracy

16. Maintaining an accurate Asset Register reduces risks associated with:
 - Loss or mismanagement of Council assets
 - Inadequate insurance coverage
 - Audit challenge or non-compliance
 - Lack of asset oversight

Resolutions

Members are requested to:

17. Members **Resolve** to accept the Asset Register for 2025-2026.

Mark Tredwin
Town clerk
March 2026

Fixed assets list

Asset No.	Ref.	Description	Location	Purchased from	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
Consolidated Stock											
33	33					£0.00	£0.00	£0.00	£0.00		
Land & Buildings											
4	4	Cemetery Shelter/Shed & Toilet				£0.00	£19,772.00	£19,772.00	£23,815.00	01/06/22	
5	5	Town Council Office				£0.00	£272,031.00	£272,031.00	£327,644.00	01/06/22	
6	6	TC Building - 9 Sandy Lane (tenant)				£0.00	£63,587.00	£63,587.00	£88,458.00	01/06/22	
25	25	Jubilee Way Toilets		MCC		£0.00	£1.00	£1.00	£164,501.00	01/06/22	
26	26	Copse top of Sandy Lane (previous allotments)				£0.00	£0.00	£0.00	£0.00		
						Total Values	£355,391.00	£355,391.00	£604,418.00		
Miscellaneous											
18	18	Gates, Fences and walls				£0.00	£10,000.00	£10,000.00	£18,902.00	01/06/22	
19	19	Mayor/Deputy Mayor Pendant and Chain of Office				£0.00	£9,728.00	£9,728.00	£11,650.00	01/06/22	
20	20	Christmas Tree Lights				£0.00	£0.00	£0.00	£0.00		
34	34	7 x defibrillators (community)			15/11/2021	£2,665.00	£2,665.00	£2,665.00	£7,520.00	01/06/22	
40	40	6 x external hand sanitiser units (community)	community		06/08/2020	£1,770.00	£1,770.00	£1,770.00	£2,035.00	01/06/22	
41	41	1 x hand sanitiser Internal (TC building)	Town Council building		06/08/2020	£235.00	£235.00	£235.00		01/06/22	
						Total Values	£4,670.00	£24,398.00	£40,107.00		

Asset No.	Ref.	Description	Location	Purchased from	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
Miscellaneous office furniture											
3	3	TC Building/Office Contents					£8,176.00	£8,176.00	£31,138.00	01/06/22	
21	21	Office camera					£135.00	£135.00		01/06/22	
22	22	PA System					£244.00	£244.00		01/06/22	
24	24	Toshiba Laptop					£449.00	£449.00		01/06/22	
27	27	Acer Laptop					£469.00	£469.00		01/06/22	
28	28						£0.00	£0.00	£0.00	01/06/22	
37	37	CCTV system - TC office			03/12/2019	£1,495.00	£1,495.00	£1,495.00	£1,526.00	01/06/21	
38	38	Fireproof Cabinet					£1,100.00	£1,100.00		01/06/21	
42	42	Laptop			22/07/2020	£490.00	£490.00	£490.00		01/06/21	
43	43	5 x mobile phones		Brighter Bills (rental)		£0.00	£0.00	£0.00	£750.00		
46	46	Meeting Room equipment - multi location meetings			03/02/2022	£10,182.00	£10,182.00	£10,182.00		01/06/22	
48	48	Laptops x 2 (Lucy & Viv)			24/07/2024	£490.00	£980.00	£980.00			
						Total Values	£23,720.00	£23,720.00	£33,414.00		
Miscellaneous street furniture											
7	7					£0.00	£0.00	£0.00	£54,358.00	01/06/22	
10	10	7 Flower planters				£0.00	£1,207.00	£1,207.00		01/06/22	
11	11	2 Flag Poles [TC Grounds]				£0.00	£1,368.00	£1,368.00		01/06/22	
12	12	8 Bus shelters				£0.00	£19,286.00	£19,286.00		01/06/22	
13	13	Noticeboard Cemetery					£972.00	£972.00		01/06/22	
15	15	44 Dog waste bins		1 via MCC Jan 20			£5,677.00	£5,677.00		01/06/22	
32	32	5 signs Allotments, TC				£0.00	£844.00	£844.00		01/06/22	

Asset No.	Ref.	Description	Location	Purchased from	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
36		Flag pole - cemetery			09/09/2019	£798.00	£798.00	£798.00		01/06/21	
45		Community Benches			15/11/2021	£6,600.00	£6,600.00	£6,600.00		01/06/22	
47		2 Dog waste bins	Both in Castle Ward	2 via MCC Feb 2025	28/02/2025	£258.00	£258.00	£258.00			
Total Values						£7,398.00	£37,010.00	£37,010.00	£54,358.00		
Trustee Assets											
1	1	Bowling Club				£0.00	£114,179.00	£114,179.00	£145,795.00	01/06/22	
2	2	Changing Room, Bowls Club				£0.00	£36,926.00	£36,926.00	£45,148.00	01/06/22	
8	8	4 seats [KGVPF]				£0.00	£440.00	£440.00		01/06/22	
14	14	151 Bollards - KGVPF				£0.00	£5,352.00	£5,352.00		01/06/22	
16	16	Various items of play equipment/play surfaces			01/12/2019	£15,669.00	£102,105.00	£102,105.00	£124,020.00	01/06/22	
17	17	Adult Exercise equipment [Dec 2013]				£0.00	£9,635.00	£9,635.00	£11,516.00	01/06/22	
23	23	Fingerpost KGVPF				£0.00	£934.00	£934.00		01/06/22	
29	29	2 x dog bins				£0.00	£305.00	£305.00		01/06/22	
30	30	Gates, fences, bins etc				£0.00	£5,693.00	£5,693.00		01/06/22	
31	31	2 x Signs				£0.00	£563.00	£563.00		01/06/22	
35	35	Information Board, flagpoles, benches (via MCC)	KGVPF	supplied via MCC	01/06/2019	£0.00	£2,800.00	£2,800.00		01/06/22	
39	39					£0.00	£284,561.00	£284,561.00			
44	44	CCTV camera	KGVPF		31/03/2021	£5,629.00	£5,629.00	£5,629.00	£5,663.00	01/06/22	
Total Values						£21,298.00	£0.00	£0.00	£332,142.00		

Asset No.	Ref.	Description	Location	Purchased from	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal Value	Previous Value
				Grand Total		£46,023.00	£440,519.00	£440,519.00	£1,064,439.00		
		+ assets disposed during year						£0.00			
								£440,519.00			

Fixed assets purchased

Fixed assets purchased between 01/04/2025 and 24/03/2026 inclusive.

No.	Ref.	Purchase date	Description	Location	Purchase cost	Current value
1	1		Bowling Club		£0.00	£114,179.00
2	2		Changing Room, Bowls Club		£0.00	£36,926.00
3	3		TC Building/Office Contents			£8,176.00
4	4		Cemetery Shelter/Shed & Toilet		£0.00	£19,772.00
5	5		Town Council Office		£0.00	£272,031.00
6	6		TC Building - 9 Sandy Lane (ten		£0.00	£63,587.00
7	7				£0.00	£0.00
8	8		4 seats [KGVPF]		£0.00	£440.00
10	10		7 Flower planters		£0.00	£1,207.00
11	11		2 Flag Poles [TC Grounds]		£0.00	£1,368.00
12	12		8 Bus shelters		£0.00	£19,286.00
13	13		Noticeboard Cemetery			£972.00
14	14		151 Bollards - KGVPF		£0.00	£5,352.00
15	15		44 Dog waste bins			£5,677.00
17	17		Adult Exercise equipment [Dec		£0.00	£9,635.00
18	18		Gates, Fences and walls		£0.00	£10,000.00
19	19		Mayor/Deputy Mayor Pendant a		£0.00	£9,728.00
20	20		Christmas Tree Lights		£0.00	£0.00
21	21		Office camera			£135.00
22	22		PA System			£244.00
23	23		Fingerpost KGVPF		£0.00	£934.00
24	24		Toshiba Laptop			£449.00
25	25		Jubilee Way Toilets		£0.00	£1.00
26	26		Copse top of Sandy Lane (previ		£0.00	£0.00
27	27		Acer Laptop			£469.00
28	28					£0.00
29	29		2 x dog bins		£0.00	£305.00
30	30		Gates, fences, bins etc		£0.00	£5,693.00
31	31		2 x Signs		£0.00	£563.00
32	32		5 signs Allotments, TC		£0.00	£844.00
33	33				£0.00	£0.00
38	38		Fireproof Cabinet			£1,100.00
39	39				£0.00	-£284,561.00
43	43		5 x mobile phones		£0.00	£0.00
Total					£0.00	£304,512.00

**CALDICOT TOWN COUNCIL
ALLOTMENT TENANCY AGREEMENT 2026**



The Allotment Plot is to be let on a yearly tenancy, from 1st April 2026 to 31st March 2027, as set out in the schedule below:

Allotment Plot refers to the individual land leased by the Tenant.

Allotment Site refers to all land contained within the boundary of the Allotment Site.

RENTAL FEES AND TERMS

1. The Tenant shall pay a yearly rent of:
 - 1.1. Small plot: £66.00 (£33.00 concession rate)
 - 1.2. Large plot: £82.50 (£44.00 concession rate)
2. Concession rate comprises of in receipt of state pension only or unemployment.
3. A year's notice is hereby given for allotment rental in 2027:
 - 3.1. Small plot: £69.00 (£34.00 concession rate)
 - 3.2. Large plot: £86.00 (£46.00 concession rate)
4. Payment will be due annually, 1st April each year and within 28 days of the invoice date. For an Allotment Plot taken on during the financial year, the payment will be due upon accepting the tenancy.
5. The Council will review the rental fees on an annual basis and revise the method on which rental fees are calculated. A year's notice must be given for allotment rental increase.
6. Allotments will be allocated, in accordance with the waiting list, by the Council.
7. All enquires must be directed to the Council Office during designated working hours. Enquiries shall not be made to, or responded to by, individual staff members or Council Members outside the Council Office. This includes, but is not limited to, correspondence submitted via telephone, email, written communication, online platforms, or in-person requests.

OBLIGATIONS AND CONDUCT

The Tenant shall:

8. Reside within the Caldicot Town Council Electoral List Boundary during the continuance of this tenancy.
9. Keep the allotment in a clean, decent, and well-kept condition and properly cultivated.
10. Not cause nuisance or annoyance to any tenant of any other part of the allotments provided by the Council and consideration must be shown to adjoining neighbours.
11. Not keep livestock, poultry, or animals of any kind upon the Allotment Site.
12. Not bring or allow dogs into the Allotment Site (this includes the tenant or anyone acting on their authority or approval), with the exception of service dogs, of which written notice must be given to the Council prior to entry.
13. Not assign the tenancy nor sublet or part with the possession of any land within the Allotment Plot.
14. Not erect any building or other structure on the Allotment Plot, nor fence the Allotment Plot without first obtaining the written consent of the Council.
15. Maintain in decent order all fences, ditches and pathways bordering the Allotment Plot and shall keep in decent and trim order all hedges and vegetation forming and surrounding the boundary of the Allotment Plot.
16. Not cut, lop, or fell any tree growing on the Allotment Plot, without first obtaining the written consent of the Council.

17. Not obstruct or permit the obstruction of any of the paths of the Allotment Sites set out for the use of the tenants.
18. Not accumulate rubbish (including materials of any kind) on the Allotment Site (this includes dumping of rubbish/fly tipping).
19. Not light fires in the Allotment Site and/or surrounding area.
20. Not have glass and/or fragile materials of any kind within the allotments, as recommended by The National Allotment Society.
21. Use the Allotment Plot **only** for cultivation for the sole production of fruit, vegetables, and flowers for domestic consumption by the tenant and their family.
22. Understand that the Allotment Plot must not be used for any other purposes other than those stated herein, and that permission must be granted by the Council for such changes to the purpose of the Allotment Plot.

LEASE TERMS

23. The Tenant shall, as regards to the Allotment Plot, observe, and perform all conditions and covenants contained in the lease (if any) under which the Council holds the land.
24. In the first instance the Allotment Plot is let to the Tenant for a 3-month probationary period during which time they will need to demonstrate to the Council that they are able to keep the plot to the required standard.
25. The Tenant agrees that the Council may hold their personal details and records, subject to data protection.
26. The Tenant shall contact the Council, in writing, to obtain permissions for all permanent and temporary structures to be installed on the Allotment Plot.
27. Items stored within sheds and other structures, shall be for allotment cultivation only (no hazardous/flammable/chemical materials are permitted).
28. All structures must remain within the confines of the Allotment Plot.
29. Any chronic illness or long-term absence from the Allotment Plot and/or Allotment Site must be notified to the Council. Consideration of such reported absence will be regarded during allotment inspections.

LIABILITY

30. The Council shall pay all rates, taxes, dues, or other assessments which may at any time be levied or charged upon the Allotment Site and Allotment Plot.
31. The Council shall not be liable for any damage caused to the Allotment Plot and personal belongings of the Tenant, which includes but is not subject to, events termed acts of God, rodents/pests, and thefts.
32. The Council shall not be liable for the replacement of any materials, vegetation, belongings, equipment, or possessions of the Tenant.
33. The Tenant hereby agrees that all personal belongings are left at the Tenant's risk.
34. The Council is entitled to compensation, up to the value of and including £200.00, from the Tenant for the rectification of the land within the Allotment Plot, as a result from the Tenant's failure to keep it clean, clear of vegetation, and in a good state of fertility.
35. Tenants are required to contact the Council with any matters regarding the allotment.

ALLOTMENT INSPECTION

36. Any member or officer of the Council shall be entitled at any time, when directed by the Council, to enter and inspect the Allotment Site and Allotment Plot.

37. Inspections of the Allotment Plot and Allotment Site are to be conducted in quarterly instalments, as a minimum term, without notice to the Tenant.
38. Inspections will be conducted by one member and one officer of the Council, to enable an impartial and just inspection.
39. The Tenant will be given a minimum of 2 weeks' written notice to rectify any element of failure following an allotment inspection (see item 48.)

TERMINATION OF TENANCY

40. The tenancy may be terminated by either party to this agreement serving on the other not less than 12 months' written notice to quit, expiring on or before the 6th day of April or on or after the 29th day of September in any year. However, if payment has not been made within 40 days or breaks the terms of the tenancy agreement, notice to quit will be issued and the tenancy terminated after a further 30 days.
41. If the Tenant is found to have been in breach of any of the provisions stated herein, the tenancy shall thereupon come to an end, but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
42. Tenants will be contacted by the Council in respect of obligations within the tenancy and correspondence will address matters and timescales for rectification, where appropriate.
43. The Allotment Tenancy Agreement shall be renewed in April each year, subject to agreement of both parties and upon the Council's receipt of a signed Allotment Tenancy Agreement.
44. Any notice required by this Allotment Tenancy Agreement to be given to the Council shall be delivered to or sent by post to the Clerk of the Council. Any notice to be given to the Tenant shall be treated as sufficiently served if left at or delivered by recorded delivery post to the Tenant's address shown below or such other address as the Tenant shall have notified to the Council.
45. All tenancies revert to the Council on voluntary termination by the Tenant or upon their death or disablement.
46. Tenant's must abide by the terms and conditions herein and that permission must be requested by the Tenant and granted by Council for all changes other than quoted herein. Unauthorised changes will result in termination of the tenancy (see item 48.)
47. If a Tenant is found to have interfered with the water supply, they may be immediately required to surrender their allotment plot.
48. If an Allotment Plot is found to not conform with the Allotment Tenancy Agreement and/or the Tenant has broken any terms and conditions herein, then the following procedure will be implemented:
 - 48.1. The Tenant will be provided with 2 weeks' notice in writing, to rectify any element of failure.
 - 48.2. If no action is taken following the letter in 48.1, a further letter will be issued providing 2 weeks' notice to rectify any such element of failure.
 - 48.3. If no action is taken in relation to the letters set out in 48.1 and 48.2, the tenancy will be terminated. The Tenant will be given 30 days' notice to remove all belongings and the Allotment Plot will be returned to the waiting list. The Tenant will not be able to apply for an Allotment Plot in the future. No refunds or levies paid for an Allotment Plot will be made.

ACCESS

49. The Tenant shall be issued with a code/key to access the Allotment Site. No codes/keys shall be passed to anyone other than the person authorised by the Tenant to work on their Allotment Garden.
50. The code/key is to be used by the Tenant only or by an authorised person.
51. The main access gate shall be closed and locked at all times, for the protection of lone tenants and prevention of unauthorised visitors.
52. Ensure that the gate is locked at all times after you enter and after you leave the Allotment Site.
53. 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.
54. 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.
55. The code/key must be kept in a secure location and not to be shared with any persons other than a member of their family or household.
56. The Town Council shall not be liable for any incidences or occurrences that arise as a result of the locked entrance gate and padlock.
57. The Town Council will not be contactable should an incident occur whereby a Tenant is locked within the Allotment Site.
58. 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.
59. The lock will not be replaced or repaired under any circumstances.
60. For combination padlocks, 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.

PLEASE SIGN THE SCHEDULE AND RETURN TO THE TOWN COUNCIL OFFICE.

SCHEDULE

PARTIES:

1. "The Tenant"

Title: _____

First name: _____ Surname: _____

Address: _____

Town: _____ Postcode: _____

Email: _____

Contact number: _____

Allotment site: KGVPF / Oakley Way / Sandy Lane Plot number: _____

IMPORTANT INFORMATION

To comply with the **GENERAL DATA PROTECTION REGULATIONS (GDPR)** Caldicot Town Council requires your consent to contact you in relation to this Tenancy Agreement:

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.

I consent to Caldicot Town Council contacting me by post, telephone, or e-mail.

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

Print name: _____

Sign: _____ Date: _____

2. Caldicot Town Council, Council Office, Sandy Lane, Caldicot, NP26 4NA ("the Council") [For Office Use Only]

Title: _____

Payment Method: _____ Amount Received: _____

Sign: _____ Date: _____