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Caldicot Town Council
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA
Tel: 01291 420441 Email: towncouncil@caldicottc.org.uk

Minutes of Full Town Council at 6:30pm on 29 July 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr IR Shillabeer – Mayor
Cllr P Strong – Deputy Mayor
Cllr M Mitchell – Assistant Deputy Mayor
Cllr B Barrett
Cllr J Harris (left meeting at 8:18pm)
Cllr RJ Higginson
Cllr A McIntyre
Cllr G McIntyre
Cllr M Peters
Cllr Rowberry
Cllr Owen
Cllr Cochrane

Also present: Alice Vaughan Locum Town Clerk
Gabby Thomas - Staff
County Councillor Strong

Members of the Public

1. Welcome and Mayors report

Confirmation of hybrid participation and reminder about the recording policy.
The Chair welcomed everyone to the meeting,

The mayor reported attending a school theatre production at Caldicot Comprehensive School and opening Archway Veterinary Shop/Surgery in the village. A sad announcement was made regarding the death of Sybil Powell, former mayor of Caldicott the funeral is at Langstone on 10 August at 12:00.

2. Apologies for Absence

RESOLVED to receive apologies for absence from Cllr Lewis, Cllr Mayo, Cllr Jones Cllr Davies

3. Declarations of Interest

Cllr Peters – Agenda item 19 Personal / Non-prejudicial - Declaration of interest that he is part of RBL
Cllr Barrett – Agenda item 19 -Personal/ Non prejudicial – Declaration of interest that he knows the stone mason

4.Public Question Time and Participation

Public questions included a query about whether the clerk or councillors "run" the council. The mayor explained that the clerk is qualified and provides guidance, but policy decisions are made by elected councillors. Alice clarified that she is an employee of the council, can place items on the agenda and guide, but cannot make decisions.

5.Minutes

Approval of minutes

Minutes of the Full Town Council Meeting held on Wednesday 24 June 2026

After clarification, the council agreed to accept the main meeting minutes. Members resolved to approve the minutes.

The discussion highlighted recurring uncertainty about how exempt/confidential material should be presented, signed off and recorded.

Mayor signed 24 June 2026 minutes.

Committee Minutes

Minutes of the Personnel Committee 10 July 2026 noted and received.

6.Reports from Monmouthshire Councillors

Members received a report from the Monmouthshire Councillors on matters pertaining to Monmouthshire Council and those relevant to Caldicot Town Council. – Noted and Received

7.Report from Gwent Police

Members received a written report from Gwent Police on matters pertaining to Caldicot. – June and July report Noted and received – Clerk to put on website and Facebook

8.Code of Conduct Training

Noted that the group mandatory Code of Conduct training for Members will take place on Tuesday 4 August at 6:30-8:00pm at Caldicot Town Council building.

9.Outside Body and Committee Appointments

Members noted and approved previous appointments to outside bodies and Council committees that was omitted from Annual meeting minutes.

Monmouthshire County CAB (2) - Cllr Mitchell and Cllr Strong

One Voice Wales Area Committee (2) (Precedent Mayor/Deputy) Mayor Shillabeer and Cllr Strong.

One Voice Wales Larger Local Councils Committees (Precedent Mayor/ Deputy) Mayor Shillabeer

Emergency Contact Mon CC (Incumbent Clerk/Mayor) – Mayor Shillabeer, Cllr Strong and Cllr Mitchel, Deputy Clerk.

10.Terms of Reference

Deferred to September 2026 meeting as previously scheduled, this is for member to have more time to look at each terms of reference before the meeting

11.Election of Chair for each Standing Committee

Members elected a Chair for each Committee.

Finance Committee:

It was noted that the Finance Committee was effectively not currently active and could be revived later. The council agreed that, for now the finance would be chaired by the mayor as will in included in FTC and a chair could be elected later if the committee was formally resurrected.

Health and Safety Committee:

There was strong criticism from Cllr Barrett about the committee's past inactivity and the lack of confidence in its performance. The mayor defended the committee's importance and said he was determined to put things right. A vote was taken between two nominees: Mayor Shillabeer was elected as Chair of Health and Safety.

Grants Committee:

Cllr Rowberry was elected Chair of Grants Committee

12.Allowances for Standing Committee

It was agreed to maintain a chair and allowance for the committee structure in line with previous years.

The council confirmed that standing committee chair allowances would apply to Finance, Health and Safety and Personnel, with the understanding that only one allowance can be claimed by any one councillor even if chairing more than one committee. £500 per chair allowance.

13.Finance

i) To receive and note the update on the Council's VAT reclaim.

Clerk presented a verbal update on the VAT claim. She reported that Councillor McIntyre's name had been removed from the VAT account after speaking to HMRC. The council has reclaimed £32,298.50 for the period from 1 April 2025 to March 2026. A discrepancy remained concerning the January–March 2025 VAT return:

HMRC showed the return as submitted and reclaimed, Edge Finance did not show it correctly, the amount involved was about £11,000 and the matter was still being checked to ensure the money had returned to the bank account. Members also noted there may be a small penalty still outstanding, with an estimated figure £200.50.

ii) Town Team Grant - To consider the direct payment of an invoice that was already pre-paid accordance with the grant conditions.

As per the minutes of FTC 24 June 2026, only one invoice had been paid directly to MCC for the grant. Members approved for the deposit already paid by Town Team to be reimbursed to them directly £139.50 (Town Team had to pay the deposit quickly before the grant was awarded to ensure the castle grounds was booked for the event)

14. Health & Safety Annual Report

Members considered the Annual Health & Safety Report provided by Citation.

A major section of the meeting dealt with the annual health and safety report and Citation inspection issues. Mayor Shillabeer presented the report, noting:

no immediate non-compliances but 13 high, 18 medium, and 6 low non-compliances remaining.

Actions already taken included: removing tape from a button outside the building, confirming fire extinguishers were up to date, checking and recording testing of the alarms and logging fire safety documentation in the office.

Outstanding issues included: missing records for electrical safety work, wedging open doors, emergency lighting checks that should be logged regularly, boiler certification confirmation, ladder inspection and registration and broader recordkeeping/documentation gaps. The discussion became urgent when it emerged that the building might not be insured at that moment with the non-compliances.

Cllr Harris reported that the Clerk has sent an email stating that the insurance broker had said they need a minuted plan approved by full council asap to be sent to the insurance provider. Cllr Barrett stressed that if the building was not insured, staff and public should not be in the building. Mayor Shillabeer said he believed the building was safe to use for the time being, but that the door required replacement and other issues needed rapid attention.

The council debated whether to wait until September or create an urgent action plan immediately.

The council agreed an action plan with timescales:

- high-priority issues: 12 weeks,
- medium: 20 weeks,
- and the lower-priority items; 26 weeks

It was noted that the Health and Safety Committee meeting scheduled for 6 August 2026 could help progress matters and extend on the action plan. The council agreed to proceed quickly so the minutes and action plan could be sent to the insurance broker within the required timeframe.

15. Policy Review

Members reviewed and considered the following Council policies:

i) Health & Safety Policy – created by Citation
Adopted and Approved

ii) Internal Control Policy – Adopted ad Approved – Statement of internal control to be brought back to AM May 2027

iii) Dog Friendly Policy – Adopted and Approved - Discussion focused on reasonable adjustments, allergies, phobias etc. It was clarified that the policy was intended for the council building and the community garden, not other premises such as the cemetery.

16. Town Council Flag

The council considered replacement of council flags, which were reported as frayed or in poor condition at several locations, including the council building, King George V Playing Field and the cemetery.

Cllr Barrett submitted a report for purchasing four higher-quality hand-sewn flags for a total of £439.00 + VAT, with the intention that they would last longer. The council also discussed earlier cheaper options Delivery time was estimated at about 20 working days. There was also discussion of how long flags should be flown at half-mast after a death and whether a formal policy should standardise that practice.

Approved to purchase the higher quality flags at £439.00 as the budget for flags Is currently d only £100– the other £339 to be vired from General Reserves.

17. Recommendations from the CAWG Working Group with regards to Remembrance 2026

Cllr Strong reported for the Commemoration Anniversary Working Group regarding Remembrance 2026.

The service arrangements were clarified: the parade will form up at Jubilee Way, there will be no morning service at the Cross, the morning service will be at the church, with speakers outside if needed, and the usual 4pm sunset service at the Cross will remain.

The main decision concerned road closure / diversion signage. Because demand for signs across the county is high, the working group recommended that the council buy its own stock rather than rely entirely on MCC. Councillors discussed borrowing signs from workplaces or MCC depots, but Peter emphasised the risk of shortages and the number of signs needed for Remembrance Sunday.

Estimated costs were discussed: road closed signs around £50 each, cones around £10 each, with a rough budget estimate reaching around £1,500. A formal proposal was passed to give delegated authority to the mayor, chair of the working group, and the clerk to spend up to £1,500 on the listed signs.

It was also suggested that owned signs could later be loaned to community groups for road closures.

18. Council Notice Board Renovation

Cllr Davies offered, as a volunteer, to repaint and improve the council notice board using his own paint and materials, with a small reimbursement for paint. The council discussed whether the cemetery notice board could also be brought back into use, as it had apparently not been opened for years. The council accepted Cllr Davies offer to renovate the notice board.

19. Repair of Caldicot War memorial – Update

Update with regards to 'Quick wins' Placemaking funding – not applicable doesn't fall under quick wins.

Council considered approving a financial contribution towards the repair works to the Caldicot War Memorial, to support Monmouthshire County Council in undertaking the work.The council reviewed options for repairs to the Caldicott War Memorial. MCC had a lower quote, while a higher quote offered better quality and longer-lasting work. Cllr Strong explained that the higher-quality approach was more appropriate, with the difference to be met from an existing budget line originally set aside for VE Day and VJ Day commemorations. Difference between the quotes is £2,478.75. The council approved to fund the difference so MCC could proceed with the better quote. - £2478.78

Suspension of standing orders 3v to extend to meeting's conclusion

20. Interment of Archaeological Human Skeletal Remains

Members considered the report with regards to Re-Burial/Re-Interment of Archaeological Human Skeletal Remains within Dewstow Cemetery Caldicot.

A detailed discussion took place on a proposal to bury archaeological human remains currently stored in boxes by an archaeology company. Cllr Strong explained the remains came from a dig near the former St Andrew's Church at Ifton Manor Farm, uncovered around 30 years ago during house-building works. The remains comprised 31 boxes of bones, not complete skeletons or named individuals. The archaeology company and diocese wanted them buried appropriately. Dewstow Cemetery was identified as a suitable and respectful place, partly because of the historical parish connections to Ifton. The remains were estimated to require only about one grave's worth of space. The council discussed whether to waive burial fees, whether the archaeology company should pay all associated costs and how a memorial might be funded. Cllr Barrett raised the need to confirm the company's licence and legal authority before proceeding. The question of exclusive right of burial was also discussed. John Ball offered to waive his fee for the burial work, and the council agreed to proceed with burial, to waive the grave fee, and to refer memorial arrangements to the cemetery committee. The need for an appropriate memorial and careful marking of the burial site was strongly supported.

21. Recommendations for next/ future meetings

- Policy Reviews – ongoing
- Payment lists for each meeting will start in September as Clerk needs time to input every transaction for the current financial year to produce lists.
- Clerks Reports Monthly (at FTC end of Month) – start September
- Annual Report 2025/2026
- Standing order and Financial Regulations review – September meeting
- Insurance arrangements
- Street Cleaning teams (MCC)
- Finance meetings
- Tenders/ Contracts
- Bollard at King George V Playing Fields
- Environment (Wales) Act 2016 Part 1 Section 6 – Biodiversity Duty 2025 – report
- Video Conferencing equipment – Induction Loop System – improvements needed
- Flag policy
- Review of ex-employees' names on documents i.e bank statements

22. Dates of Next Meetings

Members are asked to note that the next meetings scheduled to be held on:

- 5 August 2026 – Personnel Committee
- 6 August 2026 – Health and Safety Committee
- 11 August 2026- Full Town Council Incorporating Planning and Recourses – if any planning applications received
- 8 September 2026 – Full Town Council Incorporating Planning and Recourses
- 11 September 2026 – Personnel Committee
- 14 September 2026 – Grants Committee
- 30 September 2026 - Full Town Council
- 23 September 2026 - Finance Committee
- 8 October 2026 – Health and Safety Committee
- November/ December – Finance Committee date to be confirmed for budget and precept

<u>Working Groups dates</u>

23. EXCLUSION OF PUBLIC AND PRESS

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

COMMITTEE IN PRIVATE SESSION

24. Staffing Matters

Members are asked to consider confidential staffing matters.

Recruitment and Employment Matters

Cllr Mitchell reported that the Personnel Committee had met the previous Friday and that minutes were not yet ready.

She gave a verbal update to avoid delaying matters until September.

The members were told that recruitment adverts were being prepared for:

Town Clerk /RFO and Deputy Clerk/RFO.

It was confirmed that: the roles would be advertised shortly, job specs would be emailed to councillors for comment, and the council could then approve the final versions.

Further details in exempt minutes.

Meeting Ended 10:00pm

Signed .... Date ....

Mayor/Chair

Caldicot Town Council
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA
Tel: 01291 420441 Email: towncouncil@caldicottc.org.uk

Minutes of Meeting of Personnel Committee held at 10:30am on 11 September 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present:

Cllr I R Shillabeer (PC)
Cllr M Mitchell (PC)
Cllr P Strong (PC)

Councillors (not Committee members)
Cllr A McIntyre
Cllr J Harris

One member of the public

Locum Clerk Alice Vaughan

1. Welcome
The Chair welcomed everyone to the meeting.

2. Apologies for Absence
Apologies received from Cllr Higginson and Owen.

3. Declarations of Interest

No declarations of interest were received.

4. Public Question Time and Participation

A member queried an invoice for £312.50 for opening and closing the cemetery gate over 91 days. The Chair explained that this was a fixed-fee contractual arrangement rather than hourly employment.

A question was asked about counselling and wellbeing support for staff and councillors. The Chair advised that a six-session remote counselling service was available through the Council's insurance and HR arrangements. Clerk confirmed she did not know about this additional support available Chair confirmed all other staff know about this service available to them.

A question was raised concerning an individual member of staff and referenced in published minutes on the 13 May 2026.The Chair advised that this concerned personal information and that advice would be sought before any response was given.

5. Minutes
Members considered the minutes of the Personnel Committee meeting as a true and accurate record of the meetings:

i) Minutes of the Personnel Committee Meeting held on 13 May 2026 and exempt minutes
ii) Minutes of the Personnel Committee Meeting held on 24 July 2026 - Exempt minutes already on PCM 5 August 2026
iii) Minutes of the Personnel Committee Meeting held on 5 August 2026 and exempt minutes

Members **RESOLVED** to approve the minutes of the Personnel Committees above (except for the exempt minutes of the 13 May 2026 as clerk has no copy).
The Chair signed the minutes as a correct record.

6. Volunteer Position at Caldicot Town Council

Members considered a request from Bridges Volunteer Service for a local person to gain two hours per week of office-based administrative experience. Bridges would provide insurance. Duties would be limited to basic, non-confidential tasks such as photocopying, stapling, preparing envelopes and cataloguing archive material.

Members noted the current pressure within the office and the need for suitable supervision, a proper briefing and a confidentiality undertaking.

RESOLVED: That the placement be supported in principle, subject to suitable supervision, confidentiality arrangements and approval by Full Council

7. Recruitment - Update Recruitment of Clerk/RFO and Deputy Clerk/RFO

There had been six enquiries for the Clerk/RFO post and seven for the Deputy Clerk/RFO post. One completed application had been received for the Deputy Clerk/RFO role and none for the Clerk/RFO role at the time of the meeting.

The vacancies had been circulated through One Voice Wales, the locum network and wider sector contacts. Members noted concerns that adverse discussion online might discourage applicants.

8. Review of Outstanding Personnel Committee Actions and Matters Arising

Members reviewed outstanding matters from the meeting held on 6 May 2026, in regard to the formers Clerks Statement of Internal Control published on the website and that is was noted to be reviewed at the meeting on the 6 May 2026. Chair confirmed that is was noted in the exempt minutes (Clerk confirmed that she has not seen the exempt minutes). Cllr Strong noted that his personal view for it to be taken down. Clerk asked if there is a right to reply from the people that were mentioned in the report. Committee recommend that the statement is taken down from website.

Recommendation from Committee that the former Clerks Statement of internal control be removed from website.

9. Date of Next Meeting

Members are asked to note that the next meeting of Personnel Committee tbc

10. EXCLUSION OF PUBLIC AND PRESS

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

COMMITTEE IN PRIVATE SESSION

Discussion about holiday pay and holidays carried over from 2025-2026 – to be agreed by FTC at the next FTC meeting.

Staff contracts and files to be updated and new contract and contracts to be updated for all members of staff.

Meeting ended at 12:10pm

Signed .... Date ....

Chair

Caldicot Town Council
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA
Tel: 01291 420441 Email: towncouncil@caldicottc.org.uk

Minutes of Grants Committee Meeting held at 10:00 a.m. on Monday 14th September 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr F Rowberry – Chair
Cllr M Mitchell – Deputy Chair
Cllr RJ Higginson
Cllr G Owen
Cllr IR Shillabeer

Also present: A Vaughan – Temporary Locum Clerk
L Wallington – Community Development Officer
Cllr B Barrett
Cllr J Harris
Cllr A McIntyre
Members of the Public x 4

G1/2026-27 Welcome
The Chair welcomed everyone to the meeting.

G2/2026-27 Apologies for Absence
No apologies for absence were received.

G3/2026-27 Declarations of Interest
Cllr RJ Higginson declared a personal prejudicial interest in Item 6 iv) Caldicot Rugby Club as a member of the club and Item 6 v) Caldicot Male Voice Choir as a previous Vice-President of the club.

Cllr M Mitchell declared a personal non-prejudicial interest in Item 6 xii) Caldicot Foodbank as the Town Council representative for Caldicot Foodbank.

Cllr G Owen declared a personal prejudicial interest in Item 6 v) Caldicot Male Voice Choir.

Cllr F Rowberry declared a personal prejudicial interest in Item 6 iii) Caldicot Town AFC.

A Vaughan declared a personal prejudicial interest in Item 6 xii) Caldicot Foodbank and would not advise on the matter.

G4/2026-27 Public Question Time and Participation
Members received the following questions:

- A question was raised regarding the process for confirming previous Committee minutes, as the minutes had been approved by Full Council.

  Officers advised that the process had been introduced previously and would be clarified.

- A question was raised regarding whether grant recipients from the previous financial year had submitted financial reports to Council in accordance with the grants policy.

  It was confirmed that none had been received. It was noted that this would be checked, particularly in respect of organisations that had submitted further applications.

- A question was received regarding the Caldicot Town AFC application and whether matters relating to King George V Playing Field should be considered by Full Council as trustee. Concerns were raised that the pitch report had not been forwarded to the trustees.

  It was agreed that clarification would be sought.

- A question was raised regarding the approved status of the Council budget and whether the grant applications could be considered.

  Officers advised that the Committee's role is to make recommendations to Full Council and that any decision would remain subject to ratification by Full Council. It was noted that the available budget appeared to be based on a draft budget and that clarification was required.

G5/2026-27 Minutes
Members **RESOLVED** to confirm the minutes contained therein:

i) Minutes of Grants Committee Meeting held on 13th May 2026

G6/2026-27 Grant Applications

i) Portskewett and Sudbrook Junior Football Club - £5,000.00

It was noted that approximately 47% of the club membership were Caldicot residents. Members considered whether the financial information supplied was sufficient under the grants policy, with concerns raised that bank statements and adequate financial information had not been provided.

Members raised concerns regarding Caldicot's boundary. Officers advised that, in accordance with the Grants Policy, applications from organisations outside Caldicot can be considered if they can demonstrate a substantial benefit to Caldicot residents. It was also noted that grants had previously been awarded to organisations based outside the boundary.

Members **RESOLVED** to **recommend** that the application be deferred pending further financial information, and that the application be referred to Full Council once the additional information had been received.
Proposed by Cllr IR Shillabeer, seconded by Cllr G Owen.

ii) TogetherWORKS Caldicot - £900.00

Members noted that the previously deferred application had since been superseded by a new grant application. Members were informed that a formal resolution was required in respect of the original application.

Members **RESOLVED** to **recommend** that the application be rejected as a new application had been submitted.
Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.

iii) Caldicot Town AFC - £7,000.00

Cllr F Rowberry left the meeting at 10:25 a.m.

It was noted that £25,000 was expected from the Welsh FA and that the club intended to contribute £6,612.40. Members considered the reserves held by the club, the project conditions and the risk that the Welsh FA funding could be withdrawn if conditions were not met.

Members **RESOLVED** to **recommend** to award 50% (£3,500.00) of the requested grant from budget code 3010, subject to the condition that if the Welsh FA funding was withdrawn, the Council grant would be returned.
Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.
(Power to spend – Local Government (Miscellaneous provisions) Act 1976 section 19)

iv) Caldicot Rugby Club - £15,306.90

Cllr F Rowberry returned at 10:36 a.m.
Cllr RJ Higginson left the meeting at 10:36 a.m.

Members noted that the application exceeded the remaining available budget and that the club held significant reserves. It was further noted that previous concerns had been raised regarding the high level of reserves, the effectiveness of the proposed fencing and the absence of applications to external funding sources.

Members **RESOLVED** to **recommend** that the application be rejected.
Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.

v) Caldicot Male Voice Choir - £1,768.32

Cllr G Owen left the meeting at 10:47 a.m.

It was noted that supporting information was incomplete. Members considered whether the application could be considered under its discretion but concluded that the required information had not been provided.

Members **RESOLVED** to **recommend** that the application be rejected.
Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer.

vi) SARA - £800.00

Cllr RJ Higginson returned at 10:50 a.m.
Cllr G Owen returned at 10:50 a.m.

It was noted that the organisation had received support previously.

Members **RESOLVED to recommend** to award 50% (£400.00) of the requested grant under Section 137.
Proposed by Cllr M Mitchell, seconded by Cllr RJ Higginson.

vii) Monmouthshire Youth Service - £1,855.00

Members noted that the applicant formed part of Monmouthshire County Council and considered whether the grants policy permitted funding to organisations operated or funded mainly by a statutory body. It was further noted that several sections of the application form had been left blank and no financial information had been supplied.

Members **RESOLVED** to **recommend** that the application be deferred to Full Council, with a request for a completed application and supporting documentation to be provided.
Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.

viii) Caldicot Musical Theatre Society - £2,500.00

Members noted the benefit of supporting local arts, performance and community participation. Members raised concerns regarding the level of charges imposed for the hire of school facilities for community use.

Members **RESOLVED** to **recommend** to award 100% (£2,500.00) of the requested grant from budget code 2280.
Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

Members **RESOLVED** to **recommend** that the Town Council write to the relevant authority to enquire as to why the hire charges for school facilities were so high for community use.
Proposed by Cllr M Mitchell, seconded by Cllr G Owen.
(Power to spend Local Government Act 1972, section 145)

ix) Friends of Caldicot Library - £318.96

Members noted the increase in newspaper costs and the benefit to residents in providing free access to newspapers.

Members **RESOLVED** to **recommend** to award 100% (£318.96) of the requested grant, under Section 137.
Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

x) Jack Hallett - Team Wales Individual Athlete - £500.00

Members considered a request submitted by email rather than application form, in relation to an individual Caldicot resident. Officers advised that the grants policy did not ordinarily permit applications from individuals and that the application had not been submitted on the standard application form.

Members acknowledged the importance of supporting local residents representing Caldicot at a high level, whilst also noting the policy implications and the risk of setting a precedent.

Members **RESOLVED** to **recommend** that the application be deferred to Full Council for consideration.

xi) Caldicot Events Committee - £10,000.00

Members noted the significant community benefit of the event, including the Town Council's contribution to maintaining affordable ticket prices.

Members **RESOLVED** to **recommend** that Full Council be requested to vire unused funds from other appropriate budget headings, including the Play Scheme budget, where available.
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry.

Members **RESOLVED** to **recommend** to award 100% (£10,000.00) of the requested grant from budget code 2280 and other approved appropriate budget headings.
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry.
(Power to spend Local Government Act 1972 act section 145)

Members thanked the Events Committee for its work in organising community events.

xii) Caldicot Foodbank - £3,000.00

Members noted the direct benefit to residents experiencing hardship and the level of support provided to families and children.

Members **RESOLVED** to **recommend** to award 100% (£3,000.00) of the requested grant, under Section 137.
Proposed by Cllr F Rowberry, seconded by Cllr G Owen.
Cllr M Mitchell declared a personal non-prejudicial interest and abstained from the vote.

xiii) TogetherWORKS Caldicot - £1,500.00

Members acknowledged the information provided regarding previous Christmas Day meals, the involvement of volunteers and the benefit to residents who may otherwise be alone. Members noted that the project was primarily for Caldicot residents and that reusable table linen and equipment may also benefit other community groups.

Members **RESOLVED** to **recommend** to award 100% (£1,500.00) of the requested grant under Section 137.
Proposed by Cllr G Owen, seconded by Cllr IR Shillabeer.

G7/2026-27 Date of Next Meeting
Members **RESOLVED** to note that the next meeting of the Grants Committee is scheduled to be held on Wednesday 10th February 2027.

Locum Clerk Recommendation to Full Town Council: That, as part of its budget review, Council confirms whether a budget line exists for expenditure under section 137. If no provision exists, Council need to review budget allocation from general reserves for any section 137 payments. The Locum Clerk advised that she had not been able to review the relevant budgets during her appointment.

Meeting ended at 11:37 a.m.

Signed .... **Date** ....

Chair

Caldicot Town Council
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA
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Minutes of Health and Safety Committee held at 10:30am on 16 September 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Committee Members:

Mayor Shillabeer
Cllr Mitchell
Cllr Peters
Cllr Rowberry

Also Present: Alice Vaughan - Locum Clerk

Lucy Wallington - Administrator

Present – Members of Council (Not Committee Members)
Cllr Harris

1.. Welcome
The Chair welcomed everyone to the meeting.

2. Apologies for Absence
No apologies received

3. Declarations of Interest

Cllr Peters declared a personal interest as a member of the allotments.

4. Public Question Time and Participation

Cllr Harris asked the question when did the last Legionella Risk assessment took place – the clerk confirmed the last Legionella Risk Assessment that she could find was in 2019 (but couldn't confirm if another one had taken place in between).

Also it was asked when the last Fire risk assessment took place and the clerk confirmed that she had not seen another Fire Risk assessment (but couldn't confirm if another had taken place in between).

Clerk also asked the question as part of her handover where the Mayors chains where being kept – and she stipulated that they must be kept locked away in the Council building for insurance purposes. Mayor confirmed he will bring the chains back to the office.

5. Minutes

The Committee considered the minutes of the Health and Safety Committee meeting held on 6 August 2026.
RESOLVED: The minutes were approved as a true and accurate record the Chair signed them

6. Health and Safety Report Update

The Committee received an update on progress against the actions and recommendations in the Citation Health and Safety Report. Members noted that an action plan had been prepared and reordered to prioritise the highest-risk matters.

- The weekly disabled toilet alarm checks and written log were confirmed as being in place.
- The 5-year electrical report was undertaken on 1 September 2026; the related report was still to be forwarded to council as not received. Mayor Shillabeer to chase document.
- The fire alarm had been serviced. Confirmed that up to June all fire alarms checks and disabled toilet pull checks had been carried out by LW.
- A quotation had been obtained for replacement of fire exit door. As only one suitable quotation had been secured following attempts to obtain three, the expenditure would require consideration by Full Council on 30 September 2026.
- The Health and Safety Policy had been approved but still required signature and publishing signed copy on website.
- The location and contents of the first-aid boxes were discussed. A notice identifying the first aider and emergency contact numbers should be displayed if a designated first aider is appointed. A new first aid kit to be ordered for office.
- The condition of office workstations and chairs was discussed in advance of permanent staff recruitment. Display screen equipment assessments would be required for staff.
- Parking, pedestrian access, wheelchair access, fire access and keep-clear markings at the Council building were discussed.
- The Chair would contact Citation to establish what health and safety support was available, together with access and login-sharing arrangements. Then FTC can delegate authority to use Citation until new Permanent Clerk employed.

7. Fire Risk Assessment

The Committee received and considered the Fire Risk Assessment and discussed fire detection, emergency lighting, evacuation arrangements, record keeping, the assembly point and information for hirers.

- At least two people should be trained so that fire marshal or fire warden cover remained available during absence.
- A fire assembly-point marker would be installed near the flagpoles.
- Clear, laminated fire-safety instructions would be provided to hall users and incorporated into the hire arrangements.
- A fire drill would be arranged without prior notice, preferably before the end of September or otherwise within the next few weeks.
- A price would be obtained to replace the office final-exit lock with a suitable quick-release or thumb-turn mechanism.

8. Legionella Risk Assessment

The Committee received and considered the Legionella Risk Assessment. It was clarified that the recent visit was a risk assessment and did not include water sampling. Members discussed the need for a trained responsible person and deputy, written controls, temperature monitoring and remedial works across the Council building, nursery, Jubilee Way toilets, cemetery, allotments and bowls club arrangements.

- Mayor Shillabeer was proposed as the temporary Legionella responsible person until a permanent Town Clerk was appointed, - to be confirmed by FTC subject to completing the required training; a deputy would also be trained – Cllr Peters
- Morgan Environmental would be asked to quote the higher-risk remedial items and any appropriate sampling or testing. To be brought to FTC for approval once received.
- A suitable water-temperature probe would be purchased from a supplier able to provide an invoice for payment.
- For the allotments, the Committee discussed replacement taps and suitable valves, winter water shut-off, pipework protection and rules requiring hoses and sprinklers' I was confirmed by LW that small Holdings and Allotments Act 1908 does not say the council must supply water and that public money has already be spent on taps installed a few months ago. This is to be brought to an allotments Working Group and discussed before any action taken.
- The Mayor could also meet the bowls club to explain the findings and distinguish the club's responsibilities from those of the Council.

Recommended: Training would be arranged for a temporary Legionella responsible person and a deputy and a water temperature probe purchased.

Cllr Mitchell left meeting 12:00pm

9. Health and Safety Any Other Matters

Members discussed the Jubilee Way public toilets, noting that the building was owned by Monmouthshire County Council, while the Town Council met electricity, water and cleaning costs under an arrangement for which the service-level agreement had expired. It was agreed that Monmouthshire County Council should be contacted to discuss the agreement, costs and respective responsibilities. Any meeting should or involve full Council.

Cllr Rowberry left meeting 12:17pm

Meeting ended 12:18 pm as no longer quorate

Signed .... **Date** ....

Chair

8

DRAFT

CALDICOT TOWN COUNCIL

PERSONNEL COMMITTEE

Terms of Reference: Personnel Committee

Adopted on: [redacted]

Review Date: May 2027

Reporting to: Full Council
Membership: 7 Members of the Council

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1. Purpose

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

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2. Membership

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

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3. Quorum

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

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4. Meetings

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

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5. Responsibilities

The Committee shall have responsibility for the following areas:

5.1 Staffing Structure and Appointments

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

5.2 Terms and Conditions of Employment

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

5.3 Appraisals and Performance Management

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

5.4 Staff Welfare and Development

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

- Staff liaison Member provides reports on all Staff Well-being to the personnel committee.

5.5 Disciplinary and Grievance

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

5.6 Salaries and Pensions

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

5.7 Health & Safety

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

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6. Delegated Authority

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

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7. Confidentiality

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

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8. Review

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

Approved by Caldicot Town Council on [redacted]

DRAFT

Caldicot Town Council

Planning and Resources Committee: Terms of Reference

1. Introduction

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

2. Membership

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

3. Quorum

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

4. Meetings

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

5. Functions and Responsibilities

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

- A. Planning

- Consider and make representations on planning applications referred to the Town Council by the Local Planning Authority (Monmouthshire County Council).
- Monitor and respond to consultations on Local Development Plans, planning policy documents, and strategic infrastructure developments.
- Represent the Council's views at planning-related meetings and inquiries as required.

- B. Resources and Asset Management

- Oversight of Council properties and assets, including Council Offices, King George V Playing Fields, Play Parks, 9 Sandy Lane, and Caldicot Cemetery.
- Make recommendations on maintenance, improvement, and use of assets.

10. Compliance and Ethics

All Committee decisions must align with:

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

Adopted by Caldicot Town Council on: [redacted]

Next Review Due: May ~~2026~~ 2027

Draft

Caldicot Town Council
Finance Committee – Terms of Reference

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1. Introduction

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

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

2. Membership

• The Committee shall consist of seven Councillors.

• The Mayor and Deputy Mayor shall be ex officio members of the Committee with full voting rights. Council

• The ~~Committee~~ shall elect its own Chair and Vice-Chair from among its members at the first meeting following the Annual Meeting of the Council.

3. Quorum

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

4. Meetings

• The Committee shall meet at least quarterly, but ideally monthly.

• Meetings shall be convened in accordance with the Council's Standing Orders, with three clear days' notice given.

• Draft minutes of each meeting shall be submitted to the next ordinary meeting of the Council.

5. Scope and Responsibilities

5.1 Budgeting and Financial Planning

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

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

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

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

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

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

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

6. Delegation to the Responsible Financial Officer (RFO)
In accordance with Section 151 of the Local Government Act 1972 and the Accounts and Audit (Wales) Regulations 2014:

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

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

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

7. Legislative and Regulatory Framework
The Finance Committee and the RFO shall operate under the following legislation and statutory guidance:

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

- Data Protection Act 2018 (incorporating UK GDPR)

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

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

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

Adopted by Caldicot Town Council on [redacted]

Review Date: May.~~2026~~ 2027

Caldicot Town Council
Health and Safety Committee

Terms of Reference

1. Purpose and Scope

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

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

2. Composition and Membership

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

3. Legal Framework and Governance

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

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

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

B. Devolved and Local Government Legislation (Wales):

- Local Government Act 1972

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

4. Roles and Responsibilities

A. Committee Responsibilities:

The Health and Safety Committee shall:

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

5. Delegation of Authority

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

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

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

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

B. Deputy Clerk:

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

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

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

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

Full Town Council

Wednesday 30th September 2026 at 18:30

Agenda Item: Contractors

Council to review and advertise new tenders for: Grounds Maintenance (Town Council Facilities and Devolved Services), Cemetery Maintenance, Bowls Green Maintenance, and the SLA for the Town Centre Cleaning, as all contracts have expired.

If tenders or quotations are required, these can be agreed at the Full Town Council meeting and advertised promptly, with a deadline determined by Council, ideally allowing approximately 3–6 weeks for submissions.

This would allow the contracts to be considered and agreed at either the Full Town Council meeting on 28 October or the Planning & Resources meeting on 10 November. This will ensure that the contracts are agreed before the November budget meeting, allowing Council to have certainty over the exact costs of all contracts when setting the budget.

Council should consider whether gate unlocking and locking should be considered, either on its own contract, or within any of the contracts below, for cemetery gates, and KGV Play Park.

Cllr Ben Barrett

Grounds Maintenance – Town Council Facilities

(Current contractor R Lewis)

Current contract – 3 years

King George V Playing Field (includes non-fenced football area and play park)

"Carry out daily, weekly, monthly, and other tasks as specified on the general worksheet".

Allotments

6 cuts at Sandy Lane and Oakley Way allotments, trim hedge at Oakley Way and trim trees to right of gate. Weed spray fence.

Town Council Building

"Carry out daily, weekly, monthly, and other tasks as specified on the general worksheet".

Consider whether the locking and unlocking of KGV Play Park gates be considered within this contract.

Estimated value to be in excess of £60,000, therefore Financial Regulation 5.6 and Standing Order 18(d)(iii) applies.

Proposal: Council to consider any amendments needed, and then advertise the tender.

Cllr Ben Barrett

Grounds Maintenance – MCC Devolved Services

(Current contractor R Lewis)

Current contract – 3 years

Orchard Close

2-weekley grass cuts March-October. Prune shrubs on 4 occasions.

Jubilee Way

17 cuts per year

Birbeck Park

17 cuts per year

White Hart

17 cuts per year

The value of the tender is likely to be greater than £5000, and less than £30,000, therefore Financial Regulation 5.8 applies.

Proposal: Council to consider any amendments needed, and then advertise the tender. Council to decide whether to request three fixed-price quotations, or advertise an open tender (for example, via Sell2Wales).

Cllr Ben Barrett

Cemetery Maintenance

(Current contractor J Ball – Care-Fully Memorials)

Current contract

All of cemetery including the extension section:

Litter picking – daily

Strim around cremated remains section – two-weekly

Cut grass – two-weekly

Clear dead flowers – when appropriate

Empty bins – check daily, empty when appropriate

Top up graves – when appropriate

Paths, check, tidy – daily

Weed control – as necessary

Hedges – annually, in season

Benches – check regularly

Reserve spaces – as required

Pruning – in season

Plants in borders – to be supplied

Weed beds – monthly

Level new graves – after 6 months

Clear leaves – daily

Visually check headstones – when grass cutting

Top up graves – when sunk

Additional to contract:
Headstone testing
Level headstones
NB. This work must be completed by a registered stone mason, and so, may not be able to be included within the cemetery maintenance contract.

Consider whether the locking and unlocking of gates be considered within this contract.

Estimated value to be in excess of £60,000, therefore Financial Regulation 5.6 and Standing Order 18(d)(iii) applies.

Proposal: Council to consider any amendments needed, and then advertise the tender.

Cllr Ben Barrett

Bowls Green Maintenance

(Current contractor P Villars – Sportsground Maintenance)

Current contract

Cutting grass – twice a week for 50 weeks

Verti-cut green x6

Aerate green x4

Fertilise green x 6

Scarify green x 2

Cut amenity grassed areas x 17

Cutting hedges around green x 5

Supply materials for green

Spray weeds on hard surfaces x 2

Winter cutting x 6

The value of the tender is likely to be greater than £5000, and less than £60,000, therefore Financial Regulations 5.7 and 5.8 apply.

Proposal: Council to consider any amendments needed, and then advertise the tender. Council to decide whether to request three fixed-price quotations, or advertise an open tender (for example, via Sell2Wales).

Cllr Ben Barrett

Town Centre Street Cleaning

(SLA with MCC)

Current contract:

Monday early morning (as early as possible) - 4hrs

Tuesday early morning - 2hrs

Wednesday early morning - 2hrs

Thursday early morning - 2hrs

Friday later afternoon (as late as possible) - 2hrs

Areas to be covered:

Alongside Town Council building and playing fields

Extending across to Monarch Court/Newport Road,

Including pathway adjacent to the guide hut;

Town Centre;

Walkway along Bargain Booze, Aldi, Library, Jubilee Way car park, Asda;

Footpath alongside Guide Hut (leading to Longcroft Road);

Church Road/Cross regeneration area.

Weed management

As discussed by council, consider weekend street cleaning, which will mean the 4-hour clean on a Monday would likely not be needed.

Estimated value to be in excess of £60,000, therefore Financial Regulation 5.6 and Standing Order 18(d)(iii) applies.

Proposal: Council to consider any amendments needed, and then advertise the tender, whilst (as previously agreed) engaging with MCC for an itemised quotation and presentation.

Cllr Ben Barrett

Clarification needed:

Planting

(Unknown who current contractor is or if there is a contract, but this was previously awarded to for one year in 2023)

Library, Church Rd, Entrance signs

Council to confirm if there is a contract in place for planting around the Library, Church Road, and the entrance signs to Caldicot.

Cllr Ben Barrett

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CALDICOT TOWN COUNCIL

<u>Civic Birthday Recognition Policy</u>

Adopted Full Town Council …………

To be reviewed at AM 2027

1. Purpose

The purpose of this policy is to provide a consistent, transparent and lawful approach to recognising significant milestone birthdays of residents of Caldicot.

The Council recognises the contribution that older residents make to the community and wishes to acknowledge significant milestone birthdays in a fair and consistent manner.

2. Objectives

The objectives of this policy are to:

- ensure public funds are used in a transparent and accountable manner.
- provide consistency in the Council's approach.
- ensure expenditure is supported by an appropriate statutory power.
- provide a clear audit trail for all expenditure.

3. Eligibility

The scheme shall apply to residents of Caldicot celebrating the following milestone birthdays:

- 90th Birthday
- 95th Birthday
- 100th Birthday
- Every birthday thereafter.

The Council may consider other exceptional circumstances at its discretion.

4. Recognition

Eligible residents will receive:

- a bouquet of flowers (maximum value to be agreed annually by Council).
- a birthday card from the mayor on behalf of Caldicot Town Council.

Where appropriate and with the resident's consent, the mayor may arrange a presentation.

5. Budget

An annual budget shall be approved by Full Council as part of the Council's annual budget setting process.

The Clerk shall ensure expenditure remains within the approved budget.

6. Administration

The Clerk shall:

- verify eligibility.
- arrange the purchase of flowers.
- maintain records of expenditure.
- retain receipts.
- ensure expenditure is reported through the Council's normal payment procedures.

7. Data Protection

Residents' personal information shall be processed in accordance with UK GDPR and the Data Protection Act 2018.

No personal information or photographs shall be published without consent.

8. Statutory Power

Full Council shall determine the appropriate statutory power under which expenditure will be incurred.

9. Review

This policy shall be reviewed every year at the Annual meeting of Council, or sooner if legislation or Council requirements change.

To be removed from policy – below notes for Members

Recommended Council Resolution if FTC agree to continue with current arrangements

Members considered the Civic Birthday Recognition policy

Resolved that:

1. Caldicot Town Council approves the continuation/introduction of a Civic Birthday Recognition Scheme.
2. The scheme shall apply to residents celebrating their 90th, 95th, 100th and subsequent birthdays.
3. The maximum value of flowers shall be £30 (or such other amount as approved by Council).
4. An annual budget of £_____ be allocated.
5. The appropriate statutory power be confirmed by the Council.
6. The Civic Birthday Recognition Policy be adopted.
7. The Clerk be authorised to administer the scheme in accordance with this policy.

Caldicot Town Council

Equality and Diversity Policy

Adopted FTC ......

Review Date AM 2027

CALDICOT TOWN COUNCIL

EQUALITY AND DIVERSITY POLICY

1. Commitment to Equality and Diversity

1.1 Caldicot Town Council is committed to promoting equality, diversity and inclusion and to improving the quality of life for local people through all aspects of its work.

1.2 Through the delivery of its services, the Town Council will, so far as is reasonably practicable, ensure that services are accessible to all members of the community and that the diverse needs of individuals are recognised and respected.

1.3 Through its leadership role within the community, the Town Council will work with partners to promote equality of opportunity and foster an environment where every individual is treated with dignity, fairness and respect.

2. Purpose

2.1 The purpose of this policy is to ensure that Caldicot Town Council complies with the Equality Act 2010 and demonstrates its commitment to promoting equality, diversity and inclusion whilst eliminating unlawful discrimination in all aspects of its work.

3. Scope

3.1 This policy applies to all Council activities including, but not limited to:

- Council decision-making.
- Service delivery.
- Employment.
- Recruitment and selection.
- Community engagement and consultation.
- Procurement and commissioning.
- Partnerships.
- Grants and funding.
- Democratic participation.

4. Legislation

4.1 The Equality Act 2010 provides the legal framework for protecting individuals from discrimination and promoting equality.

4.2 The Council recognises the following protected characteristics under the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

5. Policy Statement

5.1 Caldicot Town Council opposes all forms of unlawful discrimination, harassment, bullying and victimisation, whether direct or indirect, on the grounds of any protected characteristic.

5.2 The Council is committed to promoting equality of opportunity in employment, service delivery and all activities undertaken on behalf of the Council.

5.3 The Council will publish and promote this Equality and Diversity Policy to ensure councillors, employees, volunteers, contractors, suppliers, service users and members of the public understand the Council's commitment to equality.

5.4 The Council will seek to ensure equality of access to its services, facilities and activities and will consider equality implications when planning, commissioning, delivering or reviewing services.

5.5 The Council will challenge discrimination, harassment and inappropriate behaviour wherever it is identified within the Council or where appropriate, within the wider community.

5.6 The Council is committed to being an equal opportunities employer. Recruitment, promotion, training, development, dismissal and all other employment decisions will be based solely on merit, qualifications, experience and the operational needs of the Council.

5.7 Equality principles will also apply to contractors, consultants, suppliers and organisations working on behalf of or in partnership with the Council. Where appropriate, organisations receiving grants or entering into partnership arrangements with the Council will be expected to demonstrate their commitment to equality and diversity.

5.8 The Council values the diversity of its community and, where appropriate, will support initiatives that promote inclusion, equality, community cohesion and respect for all.

6. Roles and Responsibilities

Full Council

Full Council is responsible for:

- Approving and adopting this policy.
- Promoting equality, diversity and inclusion across all Council functions.
- Ensuring equality considerations form part of Council decision-making.

Mayor

The Mayor will support the Council in promoting equality, diversity and inclusion throughout the Council and the wider community.

Town Clerk

The Town Clerk is responsible for:

- Implementing this policy.
- Providing advice to councillors and employees.
- Ensuring employment practices comply with equality legislation.
- Ensuring appropriate training is provided where necessary.
- Investigating complaints relating to equality and discrimination.
- Reporting significant equality matters to Full Council where appropriate.

Councillors and Employees

All councillors and employees are personally responsible for:

- Treating everyone with dignity, fairness and respect.
- Complying with this policy and relevant legislation.
- Challenging discriminatory behaviour where appropriate.
- Reporting concerns relating to discrimination, bullying or harassment.

7. Acting on Discriminatory Behaviour

7.1 Any employee who believes they have been subjected to discrimination, harassment or victimisation should raise the matter in accordance with the Council's Grievance Policy.

Any member of the public, volunteer, contractor, consultant or supplier who has concerns regarding the application of this policy should follow the Council's Complaints Procedure.

Any breach of this policy by an employee may be dealt with under the Council's Disciplinary Procedure. Any breach by a councillor may be dealt with in accordance with the Members' Code of Conduct and any relevant statutory procedures.

8. Monitoring and Review

The Town Clerk will monitor the implementation of this policy and report any significant equality issues to Full Council.

This policy will be reviewed every three years, or earlier if required due to changes in legislation, guidance or Council practices.

Policy Owner: Town Clerk

Approved By: Full Town Council on ....

Responsible Officer: Town Clerk

Adopted: ....

Next Review Due: May 2027

Email and Electronic Communications Policy

Adopted FTC ....

Review date AM 2027

1. Purpose

This policy sets out the requirements for the use of email when conducting Caldicot Town Council business.

The purpose of the policy is to ensure that Council communications are appropriately managed, retained and accessible and that Council business is kept separate from personal communications.

2. Council Email Accounts

Caldicot Town Council provides official Council email addresses for Councillors and relevant members of staff.

All Council business must be conducted using a Council-provided email address.

Councillors and staff must not use personal email accounts to send, reply to, forward or otherwise conduct Council business where a Council email account has been provided.

3. Replies to Correspondence

Where an email or enquiry relating to Council business has been received by the Council office or another Council email address, any response made on behalf of, or in connection with, the Council must be sent from an official Council email account.

For example, if correspondence is received by the Council office and is forwarded to a Councillor for information or response, the Councillor must respond using their Council-provided email address and not a personal email account.

Where appropriate, the Council office should be copied into the response to ensure that a complete Council record is retained.

4. Council Records

Emails relating to Council business may constitute Council records and may be subject to legal requirements relating to:

- data protection;
- Freedom of Information;
- audit and governance;
- complaints and investigations; and
- document retention and disclosure.

Council business should therefore remain within the Council's official email and record-keeping systems wherever possible.

5. Confidential and Personal Information

Councillors and staff must take appropriate care when sending confidential, personal or sensitive information by email.

Information must only be shared with individuals who are authorised to receive it, and email addresses and attachments should be checked carefully before an email is sent.

6. Responsibilities

All Councillors and staff who have been provided with a Council email address are responsible for complying with this policy.

Council email accounts must be used appropriately and only for legitimate Council purposes.

Any accidental use of a personal email account for Council business should be corrected as soon as practicable by forwarding the correspondence to the appropriate Council email account so that an official record is retained.

7. Monitoring and Review

The Proper Officer is responsible for the administration of the Council's email arrangements and for providing guidance where required.

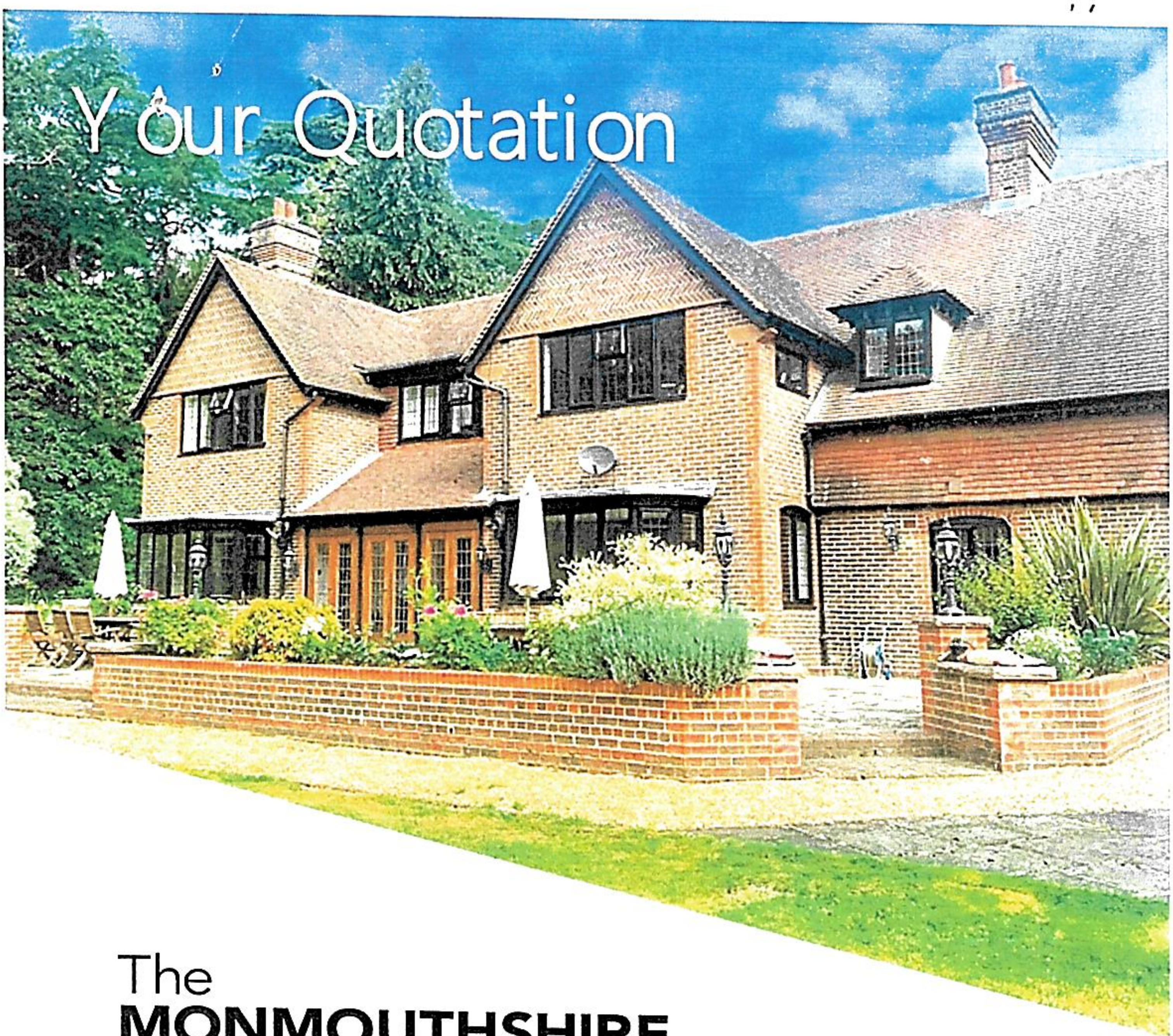
This policy will be reviewed periodically by Full Council and updated where necessary.

Adopted by Caldicot Town Council: ___________________

Minute Reference: ___________________

Review Date: ___________________

Your Quotation



The
MONMOUTHSHIRE
Window Company

Your Sales Consultant: Richard Ashe

Phone Number: 01291 630063

Office Number: 01291 630063

Customer: Caldicot Town Council

Reference: RET15347

Date: 07 September 2026

The Monmouthshire Window Company
Unit 3
Leeway Industrial Estate
Newport
Monmouthshire
NP19 4SL

The
MONMOUTHSHIRE
Window Company

Caldicot Town Council
Caldicot Town Council
Council Offices
Caldicot
Gwent
NP26 4NA

Tel: 01291420441

Ref: RET15347

07 September 2026

Dear Caldicot Town Council,

Re: Your Proposed Window and Door Products

Thank you for the opportunity to speak to you about your home improvement plans. We're certain we can add real value to your home and deliver a seamless and stress-free home improvement experience.

Please find enclosed your quotation – please do contact me if you have any questions and I'll be happy to discuss further with you.

Thank you once again and if you have any questions at any time don't hesitate to contact me on 01291 630063 or email at Richard.Ashe@monwindows.co.uk.

Yours Sincerely,

Richard Ashe

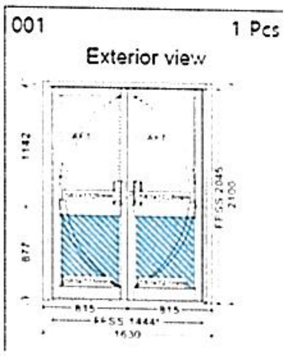
Richard Ashe
Sales Consultant
Phone Number: 01291 630063
Office Number: 01291 630063

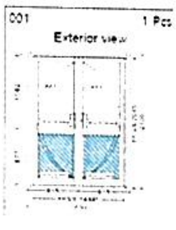
The
MONMOUTHSHIRE
Window Company

Customer:	Caldicot Town Council
Address:	Caldicot Town Council Council Offices Caldicot Gwent NP26 4NA

Reference:	RET15347
Sales Advisor:	Richard Ashe
Quotation Date:	07 September 2026
Fitting Type:	Supply & Fit
Customer Tel:	01291420441

Location:	N/A
Product:	French Doors - Aluminium
Colour:	White
Glazing:	(1, 2) A-Rated - 4mm Toughened - Clear
Furniture:	White
Extras:	Open Out - Master Right
Door Master:	Open Out - Master Richt
Size:	1630w x 2100h
Glazing:	A-Rated [4/16/4 Tgh Clear]
Door Frame:	Alu Chamfered Frame
Threshold:	Alu Chamfered Frame
Sash (Door):	Alu Chamfered Sash
Handle (Door):	Balmoral Inline Lever/Lever
Lock (Door):	Standard Door Lock
Hinge (Door):	3 Hinges
Cylinder:	Yale Cylinder
Door Price:	£4,900.00





Viewed Internally

Viewed Externally

All images are computer generated and are for illustrative purposes only. Due to the way the images are generated, there will inevitably be differences to the products supplied.

Powered by Pricepoint - v2.75

Price Summary

The
MONMOUTHSHIRE
Window Company

Customer:	Caldicot Town Council	**Reference:**	RET15347
Address:	Caldicot Town Council Council Offices Caldicot Gwent NP26 4NA	**Sales Advisor:**	Richard Ashe
		Quotation Date:	07 September 2026
		Fitting Type:	Supply & Fit
		Customer Tel:	01291420441

Total Price excluding VAT	£4,083.33
VAT @ 20%:	£816.67
Grand Total:	£4,900.00

Powered by Pricepoint - v2.75

1. Terms & Conditions

1.1. "Company" means The Monmouthshire Window Company Ltd. Company Registration No:
15370369 Unit 3 Leeway Industrial, Newport, NP19 4SL

1.2. "Purchaser" means any person at whose request goods and/or services are supplied by the
Company.

1.3. "Premises" shall mean the installation address.

2. Parties

This agreement is made between the Company and the Purchaser(s) and shall not be assigned without the Company(s) written agreement.

3. Variation

3.1. Any variation to this agreement will be subject to the Company(s) approval and must be in writing and signed by both parties and by confirmation email from the purchaser after a quotation for the variation by the Company. Any variation will be subject to the terms and conditions of this contract with the agreed, increase or decrease in costs due for payment on practical completion unless otherwise agreed.

4. Survey and Premises

4.1. This agreement is conditional upon the Company(s) surveyor approval of the Schedule of Work following inspection (not applicable in the case of supply only goods)

4.2. The Company reserves the right to discuss any such modifications to the Schedule of Work with the purchaser(s), as their surveyor deems necessary.

4.3. The survey is for the sole purpose of conducting the installation detail in this order and the Company is not responsible for defects, movement, or structural failures arising from pre-existing conditions within the property that were not reasonably apparent during the survey or were not caused by the Company's work. Nothing in this agreement excludes or limits the Company's liability for defects arising from its own negligence, breach of contract, or failure to exercise reasonable care and skill. The cost for conducting such, works before, during or after the installation is the Purchaser's responsibility. Any movement to building works not conducted by the Company before or after installation is the Purchaser's responsibility.

5. **Product**
Demonstration windows, doors, and other products are used to demonstrate the working of a typical product and its composition and are sample products only. The windows or other products detailed in the schedule overleaf will be manufactured and installed, using such manner and materials as the Company considers suitable. Under the Company policy of continuous improvement of the products, the Company reserves the right to make any minor modifications in design, specification, or composition, as it shall see fit.

6. **Delivery**
6.1 The Company shall use reasonable endeavours to complete the works within any estimated timescales provided. However, all dates are estimates only and time shall not be of the essence unless expressly agreed in writing. The Company shall not be liable for delays caused by events beyond its reasonable control, including but not limited to adverse weather conditions, supplier delays, transportation difficulties, labour shortages, illness, government restrictions, planning or building regulation requirements, or other unforeseen circumstances. Nothing in this clause excludes or limits liability for delays caused by the Company's negligence or failure to exercise reasonable care and skill.
6.2. Upon receipt of notice that the goods are ready for installation by The Company, the Purchaser shall by arrangement grant access to the premises. The Purchaser will not be liable for any delay, and the Company shall have no claim or recourse against the Purchaser for unavoidable circumstances.
The Company can, however, ask for a fair balance to be paid for, less the installation costs, which would be 85% of the order value.
7. Installation
7.1. All items from around the working area, including furniture, ornaments, plant pots, electrical goods, blinds and curtains, should be removed by the Purchaser before installation unless otherwise stated in this contract.
7.2. The Company will protect the areas around the installation with floor protector and dust sheets. We will hoover up afterwards and clear away any rubbish and debris from the installation process. Due to the nature of the works, the Purchaser may find that dust will settle. We will endeavour to keep this to a minimum. We will protect furniture around the immediate area with dust sheets if they are free from ornaments, lamps, and breakables.
7.3. The Purchaser, their children, and visitors must keep clear from working areas for health and safety reasons.
It is the Purchaser's responsibility to ensure this happens. If you require any information or have any questions regarding the installation for the installers, please find a safe opportune time.
7.4. The Company does not undertake to move services, fixtures, or fittings,

which is ancillary to the basic structure of the property, e.g. radiators, pipes, electricity, telephone, television cables, burglar alarms, or gas services unless specifically itemised in this written contract.

7.5. The Company will endeavour to ensure that the works match existing finishes but will not be liable for non-matching of existing materials and cannot guarantee the matching of external specialist finishes such as pebble-dashing, Tyrolean finish, or similar material. When variations occur in existing plaster lines the Company cannot guarantee that equal amounts of the frame will be visible all round.

7.6. The Company will make good, ready for decorating, any damage caused in the course of installation to plaster, floor, rendering or pointing immediately surrounding any window or door installed. The Company cannot, however, guarantee to avoid causing superficial damage to surrounding wallpaper and paintwork, or to avoid damage to ceramic tiles in the same area (unless caused by our negligence, the making good of this damage is the Purchaser's responsibility). No painting or decorating will be undertaken unless specified in the contract.

7.7. Should there be any damage caused to external brickwork due to any defect (i.e. no supporting lintel) the Purchaser will be liable for any repair work and costs this may incur. If during the survey, installation or after installation it is found that the support above a frame (the Company is going to or has installed) is required this is to be conducted at the Purchaser(s) cost.

7.8. The Company cannot undertake to remove intact, any existing glass, frames or secondary double-glazing units or guarantee to remove or replace existing secondary double-glazing units without causing damage.

7.9. All materials removed during installation will be cleared from the site and cannot be retrieved thereafter. If any materials are required to be retained *(but see condition 7.8) this must be clearly stated on the contract.

7.10 The Company cannot guarantee that existing blinds, curtains and fixtures and fittings will fit in or around its new products. At time of survey please ask our surveyor for clarification. If it is agreed that the Company will conduct the removal and refitting of blinds etc, then this must be clearly stated in this contract. When fitting products, not supplied by the Company, we are not liable for damage to the product or surrounds (i.e. tiles etc) caused when removing or refitting. We will however endeavour to take due care and attention to avoid such damage.

7.11 Where additional works become necessary due to site conditions, structural issues, hidden defects, or circumstances that were not reasonably apparent during the survey, such works shall be subject to a separate written quotation and agreement. The Purchaser shall not be obliged to accept such quotation. If the additional works are necessary for the safe or compliant completion of the installation and are not accepted, the Company reserves the right to suspend or terminate the affected part of the works.

7.12. Additional works do not have to be conducted by the Company but this may, in certain circumstances, affect your warranty.

8. V.A.T.

Will be payable by the Purchaser at the appropriate rate.

9. Payment

9.1 Retention of Title – subject and without prejudice to condition 9.3 (Installed Goods) and condition 9.7, ownership of any goods supplied under this contract shall remain with the Company until the Purchaser has paid for such goods in cleared funds. Nothing in this clause affects the Purchaser's statutory rights under applicable consumer legislation.

9.2 **Non-Payment** - If the Purchaser fails to make any undisputed payment when due, the Company reserves the right to pursue all lawful remedies available to recover the outstanding debt, including court proceedings where appropriate. The Company will first make reasonable efforts to resolve any payment dispute directly with the Purchaser.

9.3 **Installed Goods** - Where goods have been installed at the Purchaser's property, the Company acknowledges that such installed goods become the Purchaser's property. The Company will not enter the property or remove installed goods without the Purchaser's express written consent, a court order, or other lawful authority. Nothing in this agreement limits the Company's right to seek payment of any outstanding sums through lawful debt recovery procedures.

9.4. Subject to condition 9.7, the outstanding balance (after the initial deposit and any stage payments are paid) is due for payment on the day the installation is completed subject to the conditions 9.5 and 9.6 and no later than one banking day after satisfactory completion.

9.5 The Company shall use reasonable endeavours to agree an installation date with the Purchaser. If the Purchaser unreasonably refuses or fails to provide access on three reasonable installation dates offered by the Company, the Company may treat this as a breach of contract and recover its reasonable and demonstrable losses resulting directly from such breach.
9.6. In the event of any outstanding issues after practical completion of the contract, the Purchaser may withhold a reasonable sum of the contract value or the value of the issues (whichever is the lesser) until they are resolved.
9.7 Any undisputed sum that is due and outstanding following completion shall accrue simple interest from the due date until payment is made in full at a rate of 4% per annum above the Bank of England base rate. The Purchaser shall also be liable for any reasonable costs incurred by the Company in recovering overdue sums.
9.8. The Purchaser's failure to pay the balance on completion would be a breach of this agreement.
9.9. The preferred method of payment is by bank transfer, or by debit or card. Cheque and cash payments are accepted provided they are given to the Company on the final day.

10. **Warranties**
10.1. The Warranty will commence at the date of installation. However, any liability of the Company under this warranty will not arise where and to the extent that any undisputed sums that are due have been paid in accordance with this agreement.

However, the Purchaser may be able to seek redress by exercising their rights under the Consumer Rights Act 2015.
The Company will undertake the supply and installation of faulty parts (originally installed by the Company), adjustments to locks and hinges (to maintain products functionality) for the period specified (dependant on the product chosen) and subject to terms and conditions in sections 11 and 12. This warranty does not extend outside the UK. We cannot guarantee that parts replaced under warranty will be an exact match, for example where there has been a change to specification by Suppliers, products have been upgraded or parts are no longer readily obtainable.
10.2. Products will be warranted for the following periods from the date of initial installation:
10.3. uPVC products warranty against colourfastness, warping, workmanship, and functionality – 10 Years.
10.4. Residential Aluminium Products - 5 Years.
10.5. Sealed Units into uPVC and aluminium products - 5 Years warranty against obstruction of vision arising from deposition of moisture or deterioration of inner glass.
10.6. Double glazed units with integral blinds - 5 Years warranty against obstruction of vision arising from deposition of moisture or deterioration of inner glass 2 years on integral blind components. Replacement sealed units into existing frames - 5 Years warranty against obstruction of vision arising from deposition of moisture or deterioration of inner glass.
10.7 Furniture and locks functional warranty - 1 Year (please note, we cannot guarantee the coating on such products which are subjected to wear and tear, and corrosives and abrasives from the environment). Cat and dog flaps - Manufacturer's warranty.
10.8. Commercial Installations (shops, showrooms, offices, colleges, public buildings and rented accommodation) and Supply only Goods - 1 Year
10.9. Fascia, soffits, Guttering and cladding, have a product performance and workmanship warranty against any defect for - 5 Years and a colour fastness guarantee of 1 Year.
10.10. The Company issue an insurance backed warranty for all our supplied and installed windows and doors into residential dwellings. A FENSA certificate will be issued for all installations that require one.

11. Warranty Exclusions
11.1. Scratches or breakage of glass after installation.
11.2. Minor imperfections in glass that fall within the tolerances and guidelines published by the Glass & Glazing Federation.
11.3. Damage or faults due to accidents, misuse, neglect or attempted forced entry.
11.4. Premature failure of materials due to the purchaser failing to conduct adequate product maintenance.
11.5. The removal and/or re-positioning of the installation or part of the installation, if conducted by persons other than authorised the Company personnel.
11.6. Existing timber, adjacent to the installation of the Company products.
11.7. Leakage or damp around products when it is found that (I) guttering or down pipes is blocked (ii) flooding (iii) hosepipes or pressure washers have been used on or around products (iv) faulty plumbing (v) the door or window lock is not fully engaged (vi) Any other building fault that may have an influence.

11.8. Scratches and marks due to general wear and tear.
11.9. Furniture and hardware coatings.
11.10. The Company double glazed units are designed primarily to reduce heat loss, which occurs through single glazing and less insulated double glazing. The presence of condensation is dependent upon the environment within the dwelling. For the avoidance of misunderstanding, please refer to the Plastics Window Federation's leaflet about condensation. The Company gives no warranty concerning the incidence, prevention or elimination of condensation following the installation of its products nor do its employees, agents or representatives have authority.
11.11 The Company shall not be liable for any indirect or consequential loss except where such liability cannot lawfully be excluded. Nothing in this agreement limits or excludes liability for foreseeable losses arising directly from the Company's negligence, breach of contract, or failure to exercise reasonable care and skill.11.12. In the case of guttering and down pipes, the purchaser is responsible for ensuring no part of the installation becomes blocked or such a blockage has the potential to cause leakage or damp as detailed in
11.7 The Company will make a charge for any call out to a blockage which is not caused by a fault of the Company(s) installation, i.e. downpipes & guttering blocked with leaves, moss, etc.
11.13. Products supplied by the Purchaser for the Company to install.
11.14. Cracks in plaster.
11.15. Movement in brick work conducted by the Company that is due to work that has not been carried out under this contract.

12. **Warranty Claims**

The defect is to be reported as soon as reasonably practical upon which the discovery of the defect ought to have been made. Notification of claim under warranty can be by phone, initially and then backed up by written notice within 14 days to the Company. This written notice can be by post or email.
When making a claim please quote your invoice number, date of invoice, full name, and address and the product and room location for which you are making the claim.

13. **Notice of** the Right to Cancel

If this contract is entered into away from the Company's business premises, the Purchaser has the right to cancel this contract within 14 days of the date it is signed. To exercise the right to cancel, the Purchaser must inform the Company of their decision to cancel by a clear statement sent by post, email, or any other written method provided by the Company. The cancellation notice will be deemed received when sent by email to the Company's notified email address or when posted to the Company's registered address. The Purchaser is encouraged to retain proof of sending. Nothing in this clause affects the Purchaser's statutory cancellation rights.

13A. **Limitation of Liability**

Nothing in these Terms and Conditions excludes or limits the Company's liability for:
a) death or personal injury caused by negligence;
b) fraud or fraudulent misrepresentation;
c) breach of any rights implied by the Consumer Rights Act 2015; or

d) any other liability which cannot lawfully be excluded or limited.

14. Law
This agreement and any dispute or claim arising out of or in connection with it shall be governed by the laws of England and Wales. The courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising under or in connection with this agreement, save that other jurisdictions may apply to the enforcement of any judgment or decision given or made in the courts of England and Wales.

The Monmouthshire Window Company Unit 3 Leeway Industrial Estate, Newport. NP19 4SL No.
15370369 - Registered in England & Wales.

Clerk

Subject: FW: [PP-15347] Quotation
Attachments: Specification_Guide_-_GT55_NI_Datasheet_-_DIGITAL_1.0.pdf

Good Afternoon

Further to the below, please find attached specification sheet for the commercial aluminium system which you have been quoted for. This system is designed specifically for non-residential applications and for use with manually operated emergency egress systems.

Please let me know if you require anything further.

Many Thanks

The MONMOUTHSHIRE Window Company

Doorsale Ltd t/a The Monmouthshire Window Company
Unit 3 Leeway Industrial Estate.
Newport
NP19 4SL
Tel: 01291 430353
Mob:07542 505 666

GT55 NI Commercial Door

One of the most secure swing doors available on the market today, the GT55 NI has been specifically designed for high traffic environments where no insulation is required. This makes it a very robust and highly cost-effective choice when specifying applications such as shopping complexes and retail centres that require significant partitioning without the need for thermal insulation.

The GT55 NI can be easily integrated with our ground floor treatment system and is available in single colour options, with a choice of polyester powder coating and anodised finishes. A full range of security and customisable hardware is also available to suit the specific demands of your design.

DESIGN FEATURES

- Pocket and bead glazed for ease of site glazing
- Slim 55mm frame profile for increased glass appearance
- Ladder frame construction to enable easy on-site installation
- Fully compatible with other AluK systems
- Mullion drainage

OPTIONS

- Can accommodate 6mm-28mm sealed units for acoustic performance
- Wide range of hardware available offering full customisation
- Available in single colour polyester powder coating, texture and anodised finishes
- Internal and external screen application available

Secured by Design
SBD
Police Preferred Specification

BM TRADA

NBS

SPECIFICATIONS

Performance and accreditations	Single	Double	GT55 NI Screening
U-Value (Double Glazing) (Ug: 1.0 W/m²K)	3.6 W/m²K	3.0 W/m²K	2.0 W/m²K
Air Permeability	-	-	Class 4 (600 Pa)
Water Tightness	-	-	Class 8A (450 Pa)
Wind Resistance	-	-	Class 5 (2000 Pa)
Durability EN 1191 Category	50,000 Cycles	50,000 Cycles	-
Security	PAS 24 & SBD	PAS 24 & SBD	PAS 24 & SBD
System			
Depth	110mm	110mm	110mm
Size and weight limits			
Maximum Door Leaf Size (mm)	1250w x 2400h	2500w x 2400h	-
Maximum Door Leaf Weight	80kg	80kg	-
Glazing			
Glazing Thickness (Single Glazing)	6mm - 12mm	6mm - 12mm	6mm - 12mm
Glazing Thickness (Double Glazing)	24mm - 28mm	24mm - 28mm	24mm - 28mm
System Features			
Single Colour	✓	✓	✓
Dual Colour	x	x	x
Textured Finish	✓	✓	✓
Anodised Finish	✓	✓	✓
Fire Exit option	✓	✓	✓
Part M compliant low threshold	✓	✓	-
Anti-Finger Trap	✓	✓	-
Sightlines	144mm	176mm	55mm
Mid-Rail and Lay Bar	✓	✓	✓
Panel Door	✓	✓	-
Single Point Locking	✓	✓	-
Concealed Hinges	✓	✓	-
Barrel Hinges	-	-	-
Electro Mechanical Locking	✓	✓	-
Automatic Door	✓	✓	-

SBD CONFIGURATIONS

Single Door

Double Door

Single and Double Door With Side Light

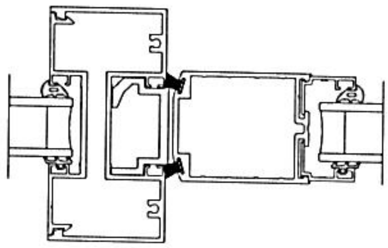
Single and Double Door With Fan Light

Screen

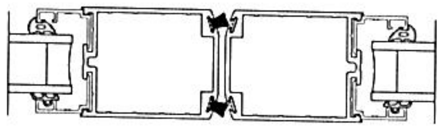
CAD CROSS SECTIONS

Additional details are available on request.

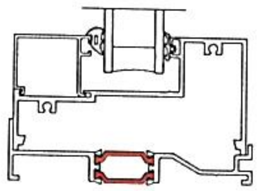
› GT55 NI JAMB LOCKING STILE



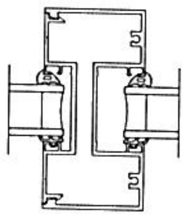
› GT55 NI MEETING STILE



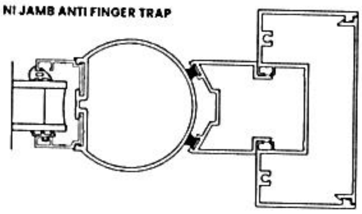
› GT55 NI SCREEN CILL



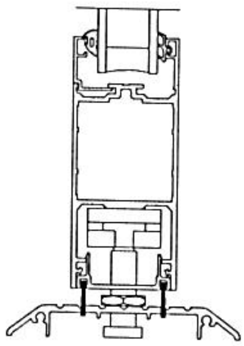
› GT55 NI SCREEN MULLION



› GT55 NI JAMB ANTI FINGER TRAP



› GT55 NI LOW THRESHOLD



MINUTES OF COMMEMORATION AND ANNIVERSARIES WORKING GROUP

18TH SEPTEMBER 2026

PRESENT:

Cllrs: P Strong (Chair), Ron Bennett, John Valentine, Ellis Lee (Events ML), Rachel Grumbach (Events ML), Rev Fortt.

APOLOGIES:

Andrew Roberts, Gordon Hill, Bob Shillabeer, Maxin Mitchell, Irene Quelch, Gordon Hill.

ARRANGEMENTS FOR REMEMBRANCE SUNDAY

ESAG

Town Council had accepted that Events ML Ltd would carry out all work in relation to EGAG.

Morning

Change of plans: all marchers to gather in Jubilee Way car park (which will be closed from 10 am) then form up in Jubilee Way and march all the way to the Church, via Caldicot Cross. No morning service at the Cross. After the service the march would return by the same route (i.e. via Jubilee Way) and on to the Measure pub.

N.B. The saluting base will be outside the Job Centre/Old Barclays Bank building

Timings: Step Off: no later than 10.15.
Church Service to start: no later than 10.50.
Andrew Roberts will lead further rehearsals as necessary.

Road closures needed: RG dealing with.

(All 10.00-13.30. Marshals will allow entry when roads not required by marchers.)
Newport Road (from Measure pub to Jubilee Way (for return journey).
Jubilee Way, including Jubilee Way carpark.
Sandy Lane from Jubilee Way to the Cross.
Church road from the Cross to the Church.
Closure signs: Town Council had agreed to purchase road signs. RG to speak to council staff to ensure correct specification and Welsh translation.
Since Jubilee Way car park will be closed, football club should be allowed to park in George V Playing Field. RG to speak to the football club.
Council will need to unlock the gate and lock it again later.
RG to draft letter to residents of roads to be closed.

Bugler

Severn Tunnel Band to be asked to provide bugler in morning (have already agreed to attend service).
Peter Bray to be asked for the afternoon. (RB to chase up).
RB to contact Lt Drew (Army Cadets) about drum to mark the beat during the march.

Service at the church

130 copies of order of service needed. Rev Fortt to contact town council if help needed with printing. Multiple pages)

Refreshments

The mayor has booked The Measure:

-squash and biscuits for 70-100 (?) children.
-teas/coffee and biscuits for adults for adults.

Will need to be paid a week in advance. RS/PS to visit Measure and confirm numbers. PS will pay and reclaim from council.

Marshalling

John Valentine in charge of marshals.
RG will arrange collection of radios from council.

SUNSET SERVICE (4.00)

Order of service as last year (but with hymns included: Amazing Grace and Guide Me O Thou Great Redeemer.). MVC have agreed to attend. Will need details of hymns.

Will also include reading about one of the names on the war memorial. PS provided details of Wilfred Porter, one of the names on the memorial, for special reading. GH to do reading. PS to send him details. The reading would take place after the reading of names and before the exhortation.

Names to be read by the mayor.
Exhortation and Kohima epitaph to be delivered by RB.
Wreaths laid in this order:

-Lord Lieutenant
-MP/MSs
-Mayor
-Armed forces and uniformed organisations
-Veterans organisations.
-Public

NB UK National Anthem sung before Welsh national anthem.
Council to be asked to provide copies of order of service for attendees.
Baptist Minister to be invited to lead.
PA and gazebo to be provided by Ellis.
RBL will provide two temporary flag poles and flags.
Mayor to ask Cross pub to move tables and barriers away.

First Aid cover

Need a first aider (morning and afternoon) who is not part of the march. May cost £250.

WREATHS

Town council needs to order appropriate number of wreaths, including one for the Lord Lieutenant.

WEDNESDAY 11TH NOVEMBER

RBL arranging short ceremony in the town centre for 11.00 on 11th November.

LAMP POST POPPIES

Need to check if we have a supply and if a volunteer will be putting them up.

ANY OTHER BUSINESS

a.RBL bench and plaque: bench will be installed on Tuesday 22nd September. Official unveiling to be arranged by RBL.

b.Falklands Anniversary: 2027 will mark 45th anniversary of Falklands War (any ceremonies likely to be in June). RBL to contact council with any proposals.

c.It was agreed that Town Council should be asked to allocate a higher budget for next year's CAWG events, allowing for possible additional costs relating to Remembrance Sunday and other possible anniversary events (e.g. 45th Anniversary of Falklands War).

NEXT MEETING

Friday 18th September 10.30.

Committee: Ordinary Full Town Council

Date: 8th September 2026

Title: Cemetery Bench Application

Purpose of Report:

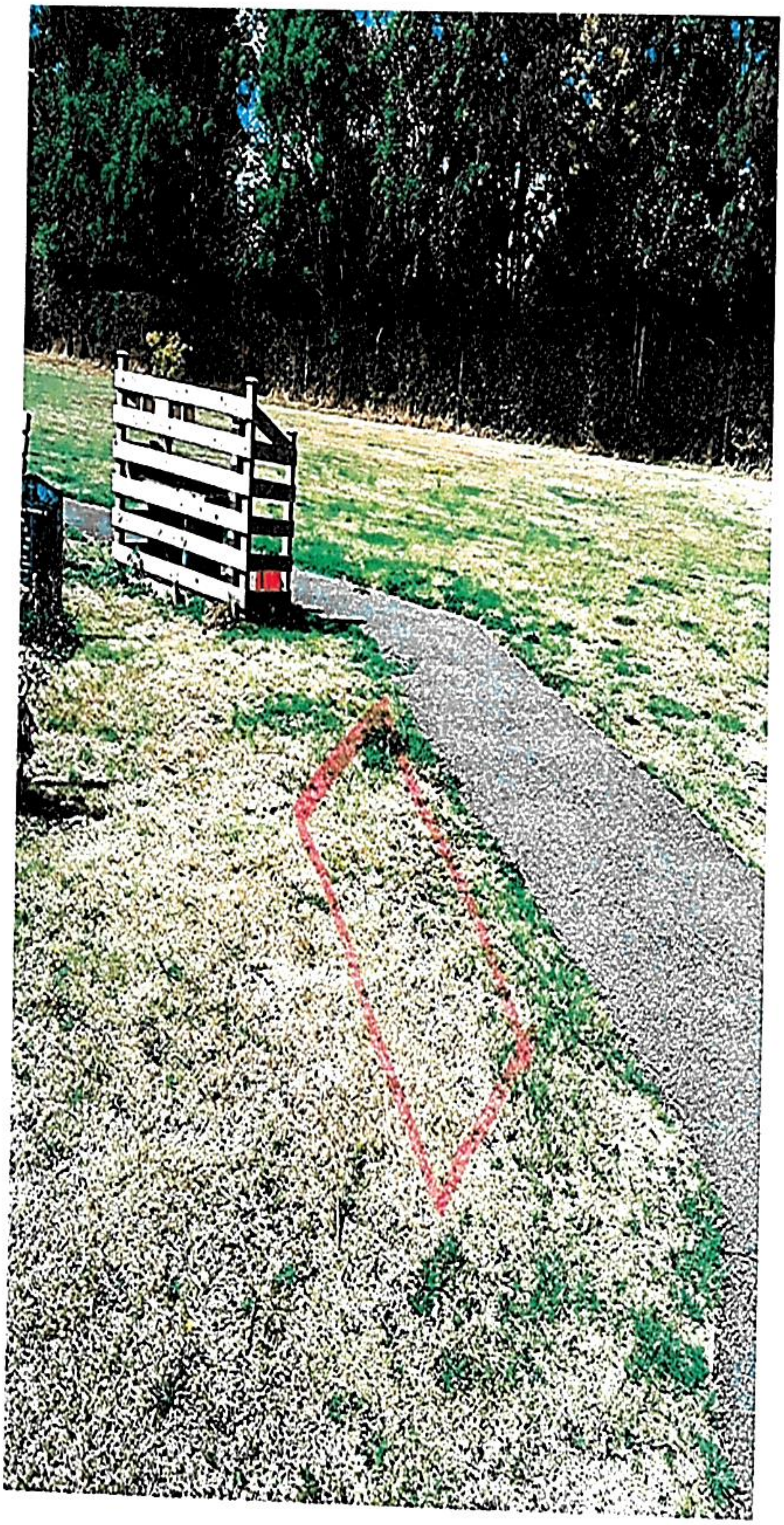
For members to consider a request from a member of the public for placement of a Memorial Bench within the Cemetery.

Recommendation:

1. Members resolve to delegate to officers the installation of a Memorial Bench in the Cemetery in a style commensurate with those neat to the intended location.
2. Currently there is no standard policy in place for the location or style of benches. It is planned to being to members a Policy for formal adoption in order to make this easier for relatives to submit requests and receive a response to their request.
3. Pending this Officers are asking for agreement for the requested location and that the bench request be granted. The costs of the Bench and locating/fixing it will be their responsibility and they must also agree to any required maintenance.

Proposed Resolution:

4. Members resolve to approve and delegate to officers the installation of a Memorial Bench in the Cemetery in a style commensurate with those near to the intended location.
5. Members are free to suggest alterations to the proposed resolution or to produce one of their own.



Alice Vaughan - Outgoing Locum Statement

As this is the final Full Council meeting I will be Locum Clerk, I would like to thank the Council for the opportunity to support Caldicot Town Council during a particularly challenging period.

Although the appointment has not always been easy, I will take many positive experiences from my time here. I am pleased to have helped identify and begin addressing several important financial, staffing, governance matters, and to leave the Council with clearer information about the work that remains outstanding.

One of the greatest positives has been working alongside the Council's staff. I have genuinely loved working with them. They are a dedicated and hardworking team who have continued to support the Council and the community through a difficult and uncertain period.

There remains a considerable amount of important work for the Council to progress. The outstanding matters are set out more fully within the handover information provided to the Council. It will be important that these are addressed promptly, transparently and through the appropriate governance arrangements.

I genuinely wish the Council, its staff and councillors every success for the future. I hope the Council can move forward positively and put the necessary arrangements in place to provide stability and continuity for the organisation and the community it serves.

Thank you, and I wish you all the very best.

Alice Vaughan