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 (Planning and Resources) at 6:30pm on 14 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
Cllr RJ Higginson
Cllr C Jones
Cllr A Mayo
Cllr A McIntyre
Cllr G McIntyre
Cllr M Peters

Also present: Alice Vaughan Locum Town Clerk

Members of the Public x 3

Welcome and Mayors report
Confirmation of hybrid participation and reminder about the recording policy.
The Chair welcomed everyone to the meeting, Mayor's report noted and the mayor reported on the death of Sybil Powell a former mayor.

1. **Apologies for Absence**

RESOLVED to receive apologies for absence from Cllr Cochrane, Cllr Lewis, Cllr Rowbery, Cllr Owen and Cllr Davies

2. **Declarations of Interest**

Cllr Barrett – Personal Declaration of interest that he knows the MCC Cemeteries Officer who has provided a quote.

3. Public Question Time and Participation

Allotments

Ongoing dissatisfaction with reinstatement of water supply at the allotments. Contractor missed the agreed June 26 deadline as of the meeting the work was still pending with final cementing happening the day of the meeting and taps due on tomorrow.

Discussion on why the specific contractor was awarded the work. Debate over whether the contractor's delay represents a breach of contract. Acknowledgment of distress caused to allotment holders and need for transparent communication. Proposal to obtain more explanation from the contractor before any action.

Allotment Correspondence

Unresolved queries regarding an April announcement at the allotment; referred to the allotment committee, Cllr Rowberry to pick up the matter in a Working group. General agreement on the importance of collaboration and inclusion of plot representatives.

Cemetery CCTV Request

Public question raised in public forum about a Facebook post about installing CCTV at the cemetery due to thefts from graves. Objection voiced by councillors and public members citing privacy concerns during funerals and quiet visits. Consensus: The matter should be formally added to a future agenda should an official approach be made to the council.

4. Minutes

Discussion about confirming minutes as accurate records, especially regarding confidential staffing items. Consensus that while confidential details should remain private, figures relating to locum clerk costs need to be minuted for transparency and audit.

Approval of minutes (i) deferred

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

deferred for updates and clarification until next meeting. Suggestion that decisions made must be included as a summary even if details remain confidential.

Members **RESOLVED** to approve the following minutes, and the recommendations contained therein with the following amendments noted for accuracy references for agenda items 6.1 should be 6.3.

ii) Minutes of the Extraordinary Meeting of the Full Town Council held on Monday 29 June 2026.

Mayor signed 29 June 2026 minutes.

Committee Minutes

Minutes and recommendations Noted. Temporary Chair read out recommendations - see agenda items below for recommendations/ approvals.

i) Minutes of the Health and Safety Committee meeting held on 9 July 2026 - noted and received.

5. Planning

i) Planning Applications for Consideration

DM/2026/00666
Members **RESOLVED** to recommend support of approval for application.

ii) MCC Approved Planning Applications
Members **RESOLVED** to note the following approved planning applications:

DM/2026/00566

6. Reports from Monmouthshire Councillors

As County Councillor Strong was unable to attend the meeting, County Councillor Peter Strong gave an update on her behalf

Travellers Encampments and Impact on Community Events

Travellers occupied the cricket ground for 10 days and then moved to Caldicot Castle football pitches this also is impacting the upcoming Dubs event and causing community concerns, event delays, financial losses for organisers etc. Court orders issued for removal with the timeline: court order for removal by 5 pm (on meeting day), further legal action if not complied with, bailiffs to be employed post-risk assessment. Frustration at lack of police engagement, only minimal police presence reported.

Proposal (approved unanimously): Council to write to the Police and Crime Commissioner regarding lack of police action during criminal and anti-social behaviour by the encampment.

Calls for faster legal processes for evictions and establishment of a transit site; prevention measures (physical and administrative) needed for future. Acknowledgment both distress to residents and the humanity of those encamped, with objections raised about tone when discussing the Traveller community. Discussion about challenges in enforcing removal, police resource shortages, and the need for legal or structural changes.

7. Report from Council School Governor Representatives

No reports received.

8. Report from Gwent Police – Deferred to next Full Town Council meeting

10. Finance

VAT reclaim issues – verbal update from Locum Clerk.

Previous Clerk unable to reclaim VAT since Jan 2025 due to HMRC access issues estimated figure from Edge Software - £44,108.20 outstanding. Council facing late submission penalties (three points as of Nov 2025) possible fines up to £1,000 total - unconfirmed

Criticism from members about historical inaction and unclear internal responsibilities, lack of communication between staff and council cited as a systemic issue.

Proposal: Finance Committee meetings to be held at full council meetings until staffing is resolved, increasing transparency and oversight.

Approved

11. Recruitment of Deputy Clerk / Responsible Financial Officer (RFO)

Discussing about the recommendations of the Personnel Committee regarding the Deputy Clerk/RFO vacancy, including the job advertisement, duration of the advert, salary scale – last Personnel Meeting was 10 July 2026 –minutes not done as of time of meeting as still within the 7 days

Extended debate on appropriate model for staffing: Clerk/RFO/deputy roles discussed at length, referencing advice from One Voice Wales.

Motion carried to advertise for Clerk/RFO and Deputy Clerk/Deputy RFO (not Chief Executive and not separate roles) to ensure both positions are capable and that responsibilities covered - **Approved**

Agreed to seek further advice from One Voice Wales before finalising recruitment process

12. Health and Safety Committee Recommendations

Members considered the recommendations for staff training and any other recommendations from the Health and Safety Committee on the 9 July 2026.

Health and Safety Committee (next working group 22 July 2026)

Approval of quotes:

Legionella risk assessment (£1,440 incl. VAT)

Fire Risk assessment (decision between two providers) Inferno quote - £504 incl. VAT approved by casting vote.

Ongoing concerns about legacy H&S documentation, including asbestos and fire safety records—not all present digitally or readily available, prompting a search and potential archiving improvements.

PPE approved for staff.

13. Outside Body Committee Appointment

Members to review the appointment to the Outside Body Committee from the Annual Meeting held on 20 May 2026. – deferred as per officer update as per agenda.

14. Election of Chair of the Personnel Committee

Members considered re-electing the Chair of the Personnel Committee due to the Standing Orders v Financial Regulations.

Election of Cllr Mitchell as chair of Personnel Committee, confirmed by full council in accordance with standing orders.

Agreement to confirm chairs for other standing committees at next full council. Also, at a future meeting Council need to confirm which standing committee can claim allowances for chairs – 3 committees

15. Flags - Caldicot Town Council Building

Costs had been received but more prices for better quality flags will be looked at and brought to future meeting.

16. Repair of Caldicot War memorial

Discussion of quotations: one for basic repointing and one for comprehensive long-term repairs. MCC is responsible but asks the council to support additional costs for the more thorough repair. – not for full costs as clerk previously thought.

Decision: Approach to seek support through "Quick Wins" placemaking funding—if not possible, item returns to full council July 29 to ensure completion before November Remembrance events.

17. Christmas Lights 2026

Confirmation of Christmas lighting contract (like for like, £21,858.89 incl. VAT) discussed at Working Group - Concerns about lateness of decision-making, promise to schedule next year's decisions in January 2027.

Arrangements for three town Christmas trees to be purchased.

Approved: Quote from Blanchere Illuminations for one year contract – same as last year - £21,858.89 including VAT. To be added onto CTC insurance policy for the time the lights are in situ.

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

18 . Training Plan for Councillors and Staff

Approved with minor amendments – will be published on website

Amendments - Actual time frames for mandatory - CILCA to be within 12 months to start and complete within 2 years. Encourage uptake for new and existing staff and officeholders.

Recommended training for councillors to change when required too optional.

19. Contract Renewals: Ground and Cemetery Maintenance

Renewal of contracts for Cemetery and Ground Maintenance providers (John Ball and Rob Lewis) extended temporarily until December 31, 2026, with a review, tender or new arrangements expected to start in January 2027.

20. Establishment of a Cool Hub at Caldicot Town Council

Proposal for air conditioning/cool hub for elderly/vulnerable in heatwaves was strongly supported as a priority but referred (by vote) to the Environment and Climate Change Working Group with a wider remit to explore solar panels, heat pumps other energy efficiency.

Noted: meeting of the working group requested to be scheduled earlier than original September date, ideally in next 1–2 weeks. Consensus on need for greater action, council acknowledged the existential threat of climate change and its responsibility both for mitigation and adaptation.

Affirmed open, public-involving (and published) working group meetings in future.

21. Recommendations for next/ future meetings

- Policy Reviews
- 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
- Terms of Reference update – September meeting
- Standing order and Financial Regulations review – September meeting
- Remembrance Day Parade – recommendations from Working Group
- Insurance arrangements
- Street Cleaning teams (MCC)
- Finance meetings

22. Date of Next Meeting

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

- 21 July 2026 - Extra Ordinary Meeting Full Town Council
- 29 July 2026 - Full Town Council
- 4 August 2026 – Finance Committee – cancelled as now within Full Town Council meetings
- No scheduled Full Town Council meetings August 2026
- 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

Meeting Ended 9:23pm

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

Mayor/Chair

STREET CLEANING REVIEW 20th AUGUST 2026

Meeting between MCC and CTC representatives in line with terms of SLA.

PRESENT:
MCC: Nigel Leaworthy, Dave Cox, David Tucker.
CTC: Cllrs Bob Shillabeer, Peter Strong, Maxine Mitchell.

1.CONTINUATION OF SLA
Three year SLA expired 1st August 2026; continuing under existing terms until new arrangements made.
Options:
-continue SLA for 2 years.
-end SLA; manage own team.
CTC needs to deal with at September meeting.

2.WEEKEND CLEANING
Could be made available at extra cost (one person two hours per day at overtime rate (1.25).
DC to provide costings.

3.BINS
Keys to bins could be provided to allow bags to be changed.
A large (e.g. "Biffa" could be provided to store full bags at weekend; DC to provide contact name for arranging this. (N.B. The bigger bins have locks.)
CTC/Placemaking to decide if more bins needed and design of bins (must have covers); best to do a trial first.

4.BENCHES
Refurbishment had greatly improved town centre.
Some deliberate gouging; MCC could carry out repairs but would be quicker if CTC did it.

5.GREGGS
The area outside Greggs is covered by their own landlord; floor area needs better cleaning; bin (not MCC's) often overflowing; need to discuss matter with Gregg's.

6.PLANTERS
Big planters have bulbs already in (all round planting); DC will send details; important to leave foliage on bulbs.
Bedding plants should be planted in May; MCC happy to advise.
Hanging baskets had been planted under Regeneration Fund.

7.CHURCH ROAD
NL checking the current situation.
Would be shared responsibility under separate contract.
MCC would do monthly/six weekly vegetation management from the Cross to the Castle Inn.
Need to contact Nathan Freeman (MCC Highways) if bollards need replacing.

DATE 1st November 2023

MONMOUTHSHIRE COUNTY COUNCIL

Severnside Team

and

Caldicot TOWN COUNCIL

PARTNERING AGREEMENT

for the provision of maintenance and management services

AGREEMENT

DATED: 1st November 2023

BETWEEN:

(1) **MONMOUTHSIRE COUNTY COUNCIL** of County Hall, The Rhadyr, Usk, NP15 1GA (the **"Council"**).

(2) **CALDICOT TOWN COUNCIL** of Council Office, Sandy Lane, Caldicot, NP26 4NA (**"CTC"**)

PARTNERING AIMS

(A) CTC wishes to see an improved street scene within the main wards of Caldicot.

(B) The Council will provide such additional Services (as set out in this agreement) to help improve the street scene in the locations required by CTC in addition to their statutory obligations in relation to street clean.

(C) The Council and CTC have decided to enter into a partnering arrangement to support the common goals noted in A and B and to share expertise and operational support to deliver these goals.

1 PARTNERING SERVICES

1.1 During the term of this Agreement, the Council shall provide the Services in accordance with and subject to the terms and conditions of this Agreement by the direct employment of a Town Team, namely a Team Leader and one Town Team operative to deliver the Services.

1.2 The Services shall incorporate:

1.2.1 Scheduled Work - as set out in the appendices and agreed between CTC and the Council.

1.2.2 Reactive Work – as set by CTC from time to time on a priority basis. Reactive works may also be set by the team leader.

1.2.3 Additional Works – any works not covered by Schedules or Reactive work, and that require additional support from the Council may still be delivered but there may be additional costs.

1.2.4 Supervision of the Town Crew – the Council shall provide all HR functions, administration, payroll support and training of the Team. A full training analysis and programme will be provided at the outset of the Agreement.

1.2.5 Daily Oversight – CTC will communicate with the Area Grounds Supervisor or Team Leader to request various ad hoc services.

2 TERM AND TERMINATION

2.1 Subject to earlier termination in accordance with its terms, this Agreement shall commence on the ...1st August 2023... and shall continue for 3 years.

2.2 No later than six (6) months prior to the expiration of this Agreement CTC may, in its absolute discretion, give written notice to the Council that it wishes the Agreement to continue for an additional defined period of no less than 2 years with continued options for extension, each no less than 2 years.

2.3 If CTC gives notice in accordance with clause 2.2 this Agreement shall continue, subject to the provisions for earlier termination contained in the Agreement.

2.4 This agreement may be terminated at any time by either party giving at least 12 months' clear written notice to the other party. Either party may terminate immediately in the event of a breach which is not resolved via the dispute process In 9.

2.5 There will be a review point every 12 months during the initial term of this agreement to assess the viability of the full transfer of Services under the partnering agreement and any proposed variations. Each party shall consider, in good faith, any such transfer arrangements or proposed variations [but which shall not be binding on the parties unless expressly agreed by both of them in writing].

3 OBLIGATIONS OF THE COUNCIL

3.1 The Council:

3.1.1 shall exercise all due skill, care and diligence in the performance of the Services and will carry out the Services in accordance with good industry practice, the Scheduled Work (as may be amended from time to time by agreement between the parties) and the terms of this Agreement;

3.1.2 warrants and represents to CTC that it has all necessary authorisations, consents, licences, accreditations and corporate powers to enter into this Agreement and entry into and performance of its obligations under this Agreement will not conflict with or result in any breach of any law, regulation or contract or document binding on it;

3.1.3 shall ensure all staff employed in the provision of the Services have the appropriate training for the services being delivered. Following termination of this Agreement the Council will still agree to train the staff but there will be an additional cost for this service in accordance with the Council's standard training rates applicable at the relevant time; and

3.1.4 shall ensure all staff employed in the provision of the Services are provided with the appropriate uniforms as agreed by the Council and CTC prior to the commencement of this Agreement.

4 OBLIGATIONS OF CTC

4.1 CTC will work with the Council on the agreement of Scheduled Work .

4.2 CTC and the Council will ensure all Scheduled Works remain the priority of the Service and that any Reactive Works for CTC directly are not done at the detriment of scheduled works which form part of this Agreement.

5 PAYMENT FOR THE SERVICES

5.1 In consideration of the provision of the Services provided by the Council under this Agreement, including the provision of [all related] Management Services, CTC will pay

the fees noted in Schedule 2 in 12 monthly instalments payable in line with the Council's Sundry Debtors Policy.

5.2 Any Additional Works provided to CTC by the Council shall be charged on an ad-hoc basis, to be agreed in writing at the time. The Council shall not carry out any Additional Works except as agreed in advance in writing by the CTC.

5.3 CTC shall make payment in line with the Council's Sundry Debtors Policy.

5.4 The fees payable under this Agreement will be increased in line with the Council's salary increase, and the fee for management services will remain at 10% of the staffing fee.

5.5 All sums payable under this Agreement are exclusive of any applicable value added tax which will be added to each invoice at the applicable rate at the time and will be paid for by CTC.

6 VARIATION IN THE SERVICES

6.1 Should either party wish to significantly vary the Services delivered under this Agreement, each party's nominated representatives for the purposes of this Agreement shall meet to discuss in good faith such variations. Any significant agreed variations will be added to this Agreement as supplementary appendices.

7 REPRESENTATIVES AND PERFORMANCE MANAGEMENT

7.1 The Council and CTC shall each nominate a representative who shall be authorised to make decisions relating to the Services and this Agreement on their behalf.

7.2 Each party shall inform the other promptly of any change in the identity of its nominated representative during the course of this Agreement.

Initial Review Meetings

7.3 The parties' nominated representatives shall meet on a monthly basis for the first 6 months following commencement of this Agreement to discuss and review the working of this Agreement, ("**Initial Review Meetings**"). During these meetings, a review will be presented of all costs associated with the agreement for inspection by CTC.

7.4 **Ongoing Review Meetings** The parties' nominated rrepresentatives shall meet on quarterly basis following the Initial Review Meeting schedule to discuss and review the working of this Agreement in the preceding year and such other matters as the parties deem appropriate (an "**Ongoing Review Meeting**").

7.4.1 The Ongoing Review Meetings will include reviewing the Performance Measures as set out in Schedule Three.

7.5 **Annual Review Meetings** The parties nominated representatives shall meet on an annual basis, but this could form part of the Ongoing Review Meetings, to discuss fee adjustments as noted in 5.4 for the forthcoming year and viability of the transfer of the Services.

8 BREACH OF AGREEMENT TERMS

8.1 Should either party breach any of the terms of this Agreement in any material respect, and fail to rectify such breach within a 14 days of them becoming reasonably aware of their breach, the other Party shall be entitled to terminate with immediate effect.

8.2 Examples of the type of material breach that would cause such a breach as noted in 8.1 above include:

8.2.1 The town crew used to fulfil the Services being made redundant by the Council.

8.2.2 Continued or repeated failure to complete Scheduled Work at all or in accordance with the terms of this Agreement

8.2.3 A significant breakdown in communications between the Council and CTC that has not been resolved via the dispute resolution process.

8.2.4 More than 6 months of outstanding Fees.

9 RESOLUTION OF DISPUTES

9.1 If there is a dispute between the parties concerning any matter arising from or in connection with this Agreement, the parties will use reasonable endeavours to settle the matter in accordance with the dispute resolution procedure set out below.

9.2 Any dispute which has not been resolved between the nominated representatives within fourteen (14) days of the matter being raised, may be escalated by either party to the Head of Service or the Full Council", by notice in writing.

9.3 If following the escalation process in 9.2 the dispute remains unresolved within thirty (30) calendar days of a notice under clause 9.2, the parties will attempt to settle it by mediation in accordance with the CEDR Model Mediation Procedure. Unless otherwise agreed between the parties, the mediator will be nominated by CEDR. To initiate the mediation a party must give notice in writing to the other party to the dispute requesting a mediation. A copy of the request should be sent to CEDR. The mediation will start not later than twenty (20) days after the date of the ADR notice.

10 CONFIDENTIALITY

10.1 Except as otherwise provided under this Agreement, all confidential information, however recorded or preserved, communicated to one party by the other or learned by one party from the other, whether before or after the Agreement is in effect, shall be kept in confidence and shall be used for the purpose of this Agreement. Each party confirms to the other that all cconfidential IInformation of the other communicated or learned before the date of this Agreement has been kept in confidence and used only for the purpose of this Agreement.

10.2 No confidential information, including without limitation, the provisions of this Agreement, shall be disclosed or used otherwise than for the purposes of this Agreement by the recipient party, its agents, sub-contractors, suppliers or employees without the prior written consent of the other party except:

10.2.1 as may be necessary by reason of binding legal requirements which were involuntarily incurred;

10.2.2 to the extent such cconfidential information is known (or becomes known) to the public otherwise than by a breach of the provisions of this clause 10;

10.2.3 to the extent such cconfidential information has been independently developed by persons who have had no access to or knowledge of the cconfidential information of the disclosing party;

10.2.4 to the extent such cconfidential iinformation has been received from a third party without a duty of confidence;

10.2.5 to the professional advisers (including bankers) of the recipient party in connection with the interpretation or operation of this Agreement or any dispute arising therefrom;

10.2.6 in accordance with the provisions of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 or any amendment, addition to or replacement of the Act or the Regulations or

10.2.7 as may be required by any regulator.

10.3 This clause 10 shall survive the termination of this Agreement.

11 CONSEQUENCES OF TERMINATION

11.1 Any equipment (with the exception of the vehicle) used in the provision of these Services shall remain the property of the Council upon termination.

11.2 This agreement envisages that subsequent to the commencement of this agreement, the identity of the provider of the Services (or any part of the Services) may change (whether as a result of termination of this agreement, or part, or otherwise) resulting in a transfer of the Services in whole or in part ("Service Transfer") to CTC or any third party supplier of the Services or services which are substantially similar to the Services ("Replacement Supplier"). If a Service Transfer is a relevant transfer for the purposes of the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("Employment Regulations") then, in such event, CTC or a Replacement Supplier would inherit liabilities in respect of those employees whose contract of employment will be transferred to CTC or a Replacement Supplier ("Transferring Employees"). Accordingly, on a Service Transfer the following provisions apply:

a. the Council shall perform and discharge all its obligations in respect of all the Transferring Employees and their representatives for its own account up to and including the date upon which the Services or any part of the Services for whatever reason transfer from the Council to CTC or a Replacement Supplier ("Service Transfer Date"). The Council shall indemnify CTC and any Replacement Supplier in full for and against all claims, costs, expenses or liabilities whatsoever and howsoever arising, incurred or suffered by CTC or any Replacement Supplier including without limitation all reasonable legal expenses and other professional fees (together with any VAT thereon) in relation to:
    i. the Council's failure to perform and discharge any such obligation (save where such failure is caused by a failure by CTC or a Replacement Supplier);
    ii. any act or omission by the Council on or before the Service Transfer Date or any other matter, event or circumstance occurring before the Service Transfer Date;
    iii. all and any claims in respect of all emoluments and outgoings in relation to the Transferring Employees (including without limitation all wages, bonuses, PAYE, National Insurance contributions, pension contributions and otherwise) payable in respect of any period on or before the Service Transfer Date;
    iv. any claim made at any time by any employee of the Council other than the Transferring Employees who claim to have become an employee of or have rights against CTC by virtue of the Employment Regulations.
b. the Council shall indemnify CTC and any Replacement Supplier in respect of any

claims arising from any act or omission of the Council in relation to any other Council employee who is not a Transferring Employee during any period whether before, on or after the Service Transfer Date.

c. the Council shall provide CTC with all information required by Regulation 11 of the Transfer Regulations together with all contractual information relating to the Transferring Employees and shall warrant that such information is true and accurate at the date of provision and shall keep such information updated until the Service Transfer Date.

d. the Council shall not, following notice of termination of this agreement, reassign any employees who are assigned to the Service for the purpose of the Employment Regulations nor make any changes to those employees' terms and conditions.

e. CTC shall indemnify the Council against all claims arising from CTC's or the Replacement Supplier's failure to perform and discharge any obligation and against any claims in respect of any Transferring Employees arising from or as a result of:

   i. any act or omission by CTC or the Replacement Supplier relating to a Transferring Employees occurring on or after the Service Transfer Date (save where any act of omission before the Service Transfer Date is caused by a failure by the Council); and

   ii. all and any claims in respect of all emoluments and outgoings in relation to the Transferring Employees (including without limitation all wages, bonuses, PAYE, National Insurance contributions, pension contribution and otherwise) accrued and payable after the Service Transfer Date.

f. The parties shall co-operate to ensure that any requirement to inform and consult employee representatives in relation to any relevant transfer as a consequence of a Service Transfer will be fulfilled.

11.3 CTC must obtain adequate insurance for the provision of the Services upon termination and may wish to seek independent advice in relation to the level of insurance required.

12 INSURANCE

12.1 The Council shall maintain policies of insurance (and produce certified copies to CTC on request together with satisfactory evidence of their existence and renewal) in respect of any insurances which the Council is obliged to carry under any applicable laws, including (without limitation) insurance against public liability (which covers, without limitation, damage to property) to a maximum of £25,000,000 and employers liability to a maximum of £25,000,000.

12.2 This clause 12 shall not be deemed to limit in any way the Council's liability under this Agreement.

13 COMPLIANCE WITH LAWS AND REGULATIONS

The Council warrants that it will comply in all respects with all applicable laws and relevant regulations.

14 DATA PROTECTION

14.1 The Council warrants that it will comply with each of the provisions of the Data Protection Act 1998 (the "**Act**") and GDPR as amended or replaced from time to time, as if it were a

data controller, including without limitation the data protection principles set out in Schedule 1 to the Act.

14.2 CTC warrants that upon expiry of this Agreement it will maintain the same levels of compliance with the Act as noted in 13 and 14.1.

15 STAFF

15.1 The Council shall:

15.1.1 Monitor the level and validity of the pre-eemployment checks for each member of staff;

15.1.2 Not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity or who may otherwise present a risk; and

15.1.3 Share any pre-employment checks or risk assessment in respect of any member of Staff who will be delivering the services to CTC.

15.1.4 Shall ensure that CTC, where possible, are involved in the recruitment process of staff who will be delivering the Services.

15.1.5 Shall only provide additional staff to cover existing staff absence in exceptional circumstances.

15.1.6 Shall ensure staff are provided with appropriate personal protective equipment, branded in agreement with CTC, and the costs for such equipment to be shared equally between both parties.

15.2 The Council warrants that at all time for the purposes of this Agreement it has no reason to believe that any person who is or will be employed or engaged by the Council in the provision of Services is barred from the activity in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 and any regulations made thereunder, as amended from time to time.

15.3 It is anticipated the town team will include a Team Leader and one operative. All staff will be employed and paid in line with the Council's usual terms and conditions. Staff will be subject to all Council policies in relation to behaviour, compliance and standards.

15.4 Staff will be monitored by MCC representative on a day to day basis until the expiry or termination of the Agreement.

15.5 The Council will include CTC in the recruitment and performance management process but the employees will be subject to Council policies and procedures.

16 ASSETS

16.1 All assets, including vans and equipment shall remain the sole property of the MCC

17. WELFARE FACILITIES

The Council (MCC) will provide welfare and lockup facilities.

18. GOVERNING LAW

This Agreement shall be subject to and constructed and interpreted in accordance with the law of England and Wales as applied in Wales and shall be subject to the exclusive jurisdiction of the courts of England and Wales.

Signed on behalf of **CALDICOT TOWN COUNCIL** by:)
)..... M Mitchell .....

Authorised signatory

Signed on behalf of **MONMOUTHSHIRE COUNTY COUNCIL** by)
)..... NIGEL LEAWORTHY

Authorised signatory

SCHEDULE 1

SCHEDULED SERVICES and REACTIVE WORKS

- Monday early morning (as early as possible) - 4hrs
- Tuesday early morning – 2hrs
- Wednesday early morning – 2hrs
- Thursday early morning – 2hr
- Friday later afternoon (as late as possible) – 2hr

- 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
- Monthly review, Clerk, Mayor, Nigel Leaworthy and team for first 6 months – councillors to report any issues directly to the Clerk. MCC wil monitor.

SCHEDULE 2

THE FEE

1 The Fee shall be as follows and subject to review in accordance with the terms of this Agreement ;

Element

Element	Total cost (£)
Band D Team Leader x1 salary costs	£26,195.40
Band D Team Leader x1 NI & Superann costs	£7,858.62
Band C Operative x 1 Salary Costs	£23,915.85
Band C Operative x 1 NI, Superann costs	£7,174.76
Estimated costs for 3.5 tonne tipper vehicle including maintenance and fuel	£10,250.00
Subtotal	£75,394.63
MCC Supervision and Management at 10% of total staff costs	£6,514.46
Total	**£81,909.09**

Equates to £44.30 per hour for two operatives and vehicle

Therefore: -

12 hours, (eg 24 operative hrs) per week would equate to £531.00/£27643.20 year

Annual Fee for CALDICOT Town Council:

12 (2) operative hours per week based on x2 operatives and vehicle @ £44.30 per hour = £531.00 per week or £27'643.20 per year

2 The Fee shall be paid in twelve equal monthly instalments.

SCHEDULE 3

PERFORMANCE MEASURES

KPI	Description	Target	Actual Performance	Commentary
Customer Service & Quality				
Visits carried out on time and successfully	Visits should be undertaken in accordance to the schedule provided by the contractor on a quarterly basis	90%		
Town Areas to be spot-checked by the contractor	Sample spot checks to be undertaken by an appropriately qualified supervisor and the results reported back to Town Clerk	10%		
Complaint resolution – on time	Complaints should be dealt with within the timescales set out in the contract.			
Complaint resolution – outcome	% of complaints successfully resolved by the contractor	100%		
Health and Safety				
Near miss incidents involving the Town Team wand/or members of the	Records to be kept of near miss incidents that happen within Town Area to ensure the appropriate controls	N/A	N/A	

public	and learning are put into place			
Adverse event incidents involving the contractor staff and/or members of the public	Records to be kept and Town Clerk to be immediately notified of any incidents causing harm to contractor staff and/or members of the public. This includes; unacceptable behaviour from members of the public	N/A	N/A	

Clerk

From: Cox, David <DavidCox@monmouthshire.gov.uk>
Sent: 27 August 2026 13:02
To: Peter Strong
Cc: Clerk; Leaworthy, Nigel; Tucker, David
Subject: Re: Caldicot Street Cleaning

Good morning Peter,

Please see my completed actions below:

2.WEEKEND CLEANING
Could be made available at extra cost (one person two hours per day at overtime rate (1.25).
DC to provide costings.

Hourly rates for Operatives: Standard rate: £23.66, Saturday rate: £29.57, Sunday rate: £35.49. All values based on this year's cost price.

3.BINS
Keys to bins could be provided to allow bags to be changed.
A large (e.g. "Biffa" could be provided to store full bags at weekend; DC to provide contact name for arranging this. (N.B. The bigger bins have locks.)

Contacts would be Kevin Bayliss and Sian Parry (both @monmouthshire.gov.uk)

6.PLANTERS
Big planters have bulbs already in (all round planting); DC will send details; important to leave foliage on bulbs.

36 Vinca minor
36 cyclamen
12 Cornus Sanguinea
12 Iris Unguicularis
12 Nerine
12 Alium
12 Paeoni
12 Echinacea
12 Aubrieta
12 annual rudbeckia

bulbs
Snow drops
Eranthis hyemalis
ornithogalum umbellatum
Daffodils

Hope this helps, please let me know if you need anything else.

Thanks

Kind Regards

David Cox

QUOTATION

I D M DOORS LTD

Rock Wharf
Mill Parade
Newport
Gwent
NP20 2JR
Tel : 01633 843098
Fax : info@idmdoorsltd.co.uk

Quotation No :	14181
Printed Date :	3-Aug-2026
Representative :	
Customer :	Trade
Pricing Method :	Cost plus (%)

Quotation Spec
Glazed / Supply & fix

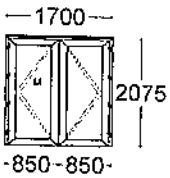
Quotation Reference
Caldicot Town Council Offices
ESTIMATED DIMS

Trade Customer
Council Office/Sandy La

Caldicot
NP26 4NA
Tel: 01291 420441 Fax:

1 Logik 70mm French Door — Meeting Room

O/A Sizes 1700mm x 2100mm (Logik Pvc F



Specification	
Frame (Head)	75mm Large Outerframe
Frame (Cill)	75mm Large Outerframe
Frame (Left Jamb)	75mm Large Outerframe
Frame (Right Jamb)	75mm Large Outerframe
Threshold	Pvc Low White
Sash drip bar	Not Required
Cill	No Sill - 4 Sided Frame
Add-on (Head)	25mm Add-on
Ventilator (Head)	2 x Simon HF 415mm 4000
Ventilator (Sash)	**Not Required**
Ventilator (Glass)	**Not Required**
Colour	White
Drainage	**Face Drain**
Bead type	28mm Ovolo Scribed Knock-In
Handle	**NOT REQUIRED**
Restrictor	*Door 90 Deg Friction Arm*
Door hinge	SFS Dynamic 2D White CE
Door lock	PH357 Panic Bar Dble 3 Pt
Cylinder	As Described (no price)
Master leaf	**Left leaf**
Door hinge quantity	**4 hinges**
Viewed from	OUTSIDE LOOKING IN
Open in/out	Out
SECURITY LEVEL	Standard Security
Finishing Make-Up Door	(fitters discretion)
WER Energy Rating	No Rating
FENSA Required?	No - by others
On Picture - Pointer:	To Hinge Position
Site Film Protection	Not Required
Door Fixing Cleats	no

Pricing	Qty	Gross	Disc.	Nett
Frame Price 1700 x 2100	1	£2,238.40	40.0%	£1,343.04
Glass	1	£484.50	40.0%	£290.70
Energy Surcharge	1	£14.25		£14.25
Total		£2,737.15		**£1,647.99**

Glazing Details & Apertures

WER A 6.8-18-4 Clear Lam/Pilk KS Tough : 18mm Thermal Spacer Filled Argon Gas

A1 F1

Notes :

Total	£1,647.99
VAT @ 20.00%	£329.60
Total (Incl. VAT)	£1,977.59

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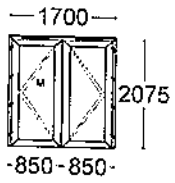
ESTIMATED DIMS

Trade Customer
Council Office/Sandy La

Caldicot
NP26 4NA
Tel: 01291 420441 Fax:

1	Logik 70mm French Door	Meeting Room
O/A Sizes 1700mm x 2100mm (Logik Pvc F		**Specification**



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FENSA Required?	No - by others
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Door Fixing Cleats	no

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A1 F1

Notes :

Total	£1,647.99
VAT @ 20.00%	£329.60
Total (Incl. VAT)	£1,977.59

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

Minutes of Extra Ordinary Full Town Council Meeting held at 10:30 a.m. on Tuesday 23rd December 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr M Mitchell – Chair
Cllr F Rowberry – Deputy Chair
Cllr J Bond
Cllr C Cochrane
Cllr W Conniff
Cllr A Easson
Cllr R Grumbach
Cllr A Mayo
Cllr G Owen
Cllr IR Shillabeer
Cllr P Strong
Cllr J Woodfield

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

89/2025-26 Welcome
The Chair welcomed everyone to the meeting.

90/2025-26 Apologies for Absence
RESOLVED to receive apologies for absence from Cllr J Davies and Cllr R Wilsher.

91/2025-26 Declarations of Interest
There were no declarations of interest received.

92/2025-26 Public Question Time and Participation
There were no questions from the public received.

93//2025-26 Members to Be Updated on Staffing
Members **RESOLVED** to move the item into exempt business.
Proposed by Cllr C Cochrane, seconded by Cllr P Strong.

94/2025-26 Date of Next Meeting
Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Tuesday 13th January 2026.

Members **RESOLVED** to note that on the rising of the meeting there would be a King George V Playing Fields Trustee meeting.

95/2025-26 Exclusion of Press and Public

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

Administrative Officer left the meeting at 10:34 a.m.

COMMITTEE IN PRIVATE SESSION

Cllr Easson left the meeting at 10:38.

96/2025-26 Members to Be Updated on Staffing
Members were updated on the various aspects of the staffing issue as far as legislation allowed. The HR Consultants had negotiated an agreement that had been put to the member of staff and which they had found to their agreement. The full details of the agreement were subject to confidentiality under the current employment laws. A summary of the agreement was provided to members of the points that had been approved by the Personnel Committee. As a result of the agreement the current staffing issue would be solved and the council could look forward to a more settled working environment for all staff.

During the course of the meeting, it was made clear by two councillors that an illicit recording of a private conversation between the HR consultant and the Mayor had been made without the knowledge or agreement of either person.

Following the discussion a request was made for a recorded vote.

Cllr M Mitchell - **For**
Cllr F Rowberry – **For**
Cllr J Bond - **Abstained**
Cllr C Cochrane - **For**
Cllr W Conniff - **For**
Cllr R Grumbach - **Against**
Cllr A Mayo - **For**
Cllr G Owen - **For**
Cllr IR Shillabeer - **For**
Cllr P Strong - **For**
Cllr J Woodfield - **Against**

Members **RESOLVED** to accept the agreement negotiated through the independent Human Resources consultants with the absent member of staff. The agreement would be effective from the 2 January 2026 (other subsequent date not withstanding). All details around the agreement are subject to GDPR regulations and staffing confidentiality.

Meeting ended at 11-08 am

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

Events ML Limited

3rd Floor
86-90 Paul Street
London
EC2A 4NE

QUOTATION

Customer Account
Caldicot Town Council
Caldicot town council
clerk@caldicotc.org.uk

Reference	Remembrance Sunday 2026
Quotation Date	25-08-26
UI Number	0451
Project Start Date	08-11-26
Project End Date	08-11-26
Project Location	Caldicot
Quotation Status	Query

Item & Description	Qty	Rate	Amount
Church Service AM			
PA Package 2 - Yamaha 2K Point Source 2 x DXR tops, all cables, stands, waterproof covers, mini mixer to plug in laptop for tracks and single wireless SM58 microphone with stand.	1 pcs	190.00	190.00
The Cross Service PM			
PA Package 2 - Yamaha 2K Point Source Same system as above, just moved to The Cross	1 pcs	0.00	0.00
Gazebo Structure Install of 6x3m gazebo structures for ceremony in Town Center. Covered area to be supplied with 4 x chairs on standby & post and rope to rope off performance area	1	0.00	0.00
Install and Transport Equipment Transport, installation and removal of all equipment. ETA for install - 6:30 ETA for de-rig - 19:30	1	187.40	187.40
Crowd Barrier 2.3m crowd barrier section for road closures	12 pcs	2.30	27.60
Site Management			

Item & Description	Qty	Rate	Amount
Safety & Management Event management officer for the day Road closure & ESAG submissions included.	1	2,000.00	2,000.00
Discount Discount to achieve agreed upon rate	1	-800.00	-800.00
		Sub Total	1,605.00
		Standard Rate (20%)	321.00
		Total	**£1,926.00**

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If your event is over 30 days away, a 20% deposit is required, the balance is then due 30 days prior to your event day. If your event is within 30 days, full payment is required in order to reserve the quoted goods and/or service.

*equipment tracking and maintenance use only.