



**Minutes of Health and Safety Committee held at 1:00pm on [REDACTED] 9 July 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

Present – Members of Council (Not Committee Members)

Cllr A McIntyre
Cllr Harris

Members of the Public – x1

1. To elect a Chair and Vice Chair of the Committee

Clarification that the meeting required a temporary Chair. Decision to defer appointment of a permanent Chair to the end of the Month Full Town Council Meeting.

Resolved Mayor Shillabeer to be Temporary Chair for today's meeting.

Election of Vice-Chair

RESOLVED: To defer till next meeting

2 . Welcome

The Chair welcomed everyone to the meeting.

3. Apologies for Absence

RESOLVED to receive apologies for absence from Cllr Davies, Cllr Higginson and Cllr Lewis

4. Declarations of Interest

No declarations of interest were received.

5. Public Question Time and Participation

Allotment Taps

Allotment holder concerned over the delayed completion of tap installations.

Issues: Only two taps fitted; distribution has required some people to walk long distances to access water. Interim solutions (joining multiple hoses) are inefficient and time-consuming. Frustration over waiting for contractors to complete additional standpipes/posts due to hard ground. Contractor claims equipment hire delay due to hard soil conditions.

Members questioned why the contractor had not anticipated the need for appropriate digging equipment when quoting.

Offer from Cllr Harris to dig the holes himself, raising the issue of insurance indemnity for volunteers – Cllr Harris confirmed that he can do the work.

Health and Safety Assessments for Tap Installation – Absence of accessible documentation showing that health and safety (especially for disabled or elderly individuals) was considered in the new tap placements.

Past H&S Actions and Follow-ups

Reference to a previous H&S meeting at Castle Gate addressing:

Vehicle barriers at King George playing fields (to be added to end of month agenda).

Lock gates—still noted as remaining locked.

Nursery insurance, confirmed via broker as covered.

Play Area Inspections

Discussion on the need for weekly play area inspections, with logs kept for three years as per insurance guidance.

Explanation that "competent person" does not mean "qualified," just reasonably able to visually inspect equipment.

Council's workers are currently logging inspections; log to be completed

Play area inspections extend to other facilities (floodlights, barriers, etc.) noting concern that council as trustee could ultimately be responsible, even if another club operates the equipment. Request to obtain inspection records from football club.

Trustees' Indemnity and Responsibilities

Debate over personal indemnity for councillors also acting as trustees under charity law with reference to Charity Commission guidelines on personal liability.

Action: Clerk to clarify indemnity with insurance/provider and report back by next council meeting.

6. General Health and Safety Issues

Members with significant H&S experience (nuclear, rail industries) stressed a "safety first" culture, structured planning and clear policies.

Suggested establishment of:

A comprehensive risk register—including but not limited to fire, legionella, accessibility and risk assessments.

Agreement to develop a phased plan:

Start with internal risk identification.

External audits/risk assessments to follow as needed.

Estimated timeframe to reach baseline compliance of 2-3 months.

Audits and Documentation

Noted that a recent (November 2025 45-50 page) professional H&S audit exists but was not fully circulated or easily located.

Clerk to find and share this document among relevant members.

Office Systems: Signing In and Out

Issue: Inadequate signing-in system for both staff and visitors; significant for fire safety and in emergency.

Suggestion: Single logbook for everyone, establish or nominate fire marshals and ensure first aiders are appropriately trained.

Legionella Risk Assessment

Recommendation to FTC to Proceed (pending full council approval) with Morgan Environmental for legionella risk assessment £1,440 at all council sites.

Resolved: That in accordance with the Council's Financial Regulations, the Council suspends 5.9 non-statutory Financial Regulation requiring the obtaining of three quotations for this item only. The Council is satisfied that the works are urgent and necessary to address an immediate health and safety risk. Due to the urgency of the works, only one quotation has been obtained. Members are satisfied that the quotation represents value for money and authorise the Clerk to instruct the contractor to proceed immediately. The suspension applies solely to this agenda item. (after FTC approval)

Fire Safety and Risk Assessments

Three quotes considered for fire risk assessments (Citation: £949; Walker Fire: £594; Direct365: £299 for up to 10 rooms).

General thoughts are that the mid-range quote likely represents best practice/quality.

Recommendation to full council to proceed with quote from Walker Fire - £594.00

Discussion over nursery and other non-office buildings; nursery is required to provide proof of compliance for their own fire extinguishers, PAT, etc. - council to obtain and keep records.

Inferno scheduled for Monday to check fire extinguishers and alarms and train staff in weekly testing/logging.

PPE for Staff

Request to provide new work boots (possibly also wellies) for Maintenance staff estimated at £70-£100. - £100 budget approved

Reminder that providing PPE is a legal obligation.

Query regarding other staff's PPE needs; clerk agreed to double-check and authorise as needed.

7. Staff Health and Safety Training

Discussion about online and in-person H&S training (fire, first aid, legionella, safeguarding).

Emphasis on balancing staff workload with the impact of required training (not overloading given current staffing shortfalls).

Recommendation to Council to approve the online training for staff by High Speed Training – see attached – Total Cost £1016.00

7. Date of Next Meeting

Working Group 22 July 2026 at 10:00am

Meeting ended at 2:43pm

Signed Date

Chair



12

QUOTE

Caldicot Town Council
Caldicot Town Council
Council Offices
Sandy Lane
Caldicot
Monmouthshire
NP26 4NA
GBR

Date
8 Jul 2026

Expiry
7 Aug 2026

Quote Number
QU-1932

Reference
Legionella Risk
Assessment At Caldicot
Town Council

VAT Number
139 2654 96

Morgan Environmental
Limited
Units 41,51 & A1 Port
Talbot Business Units
Addison Road
Port Talbot
Wales
UK SA12 6HZ
Email:
accounts@morganenviron
mental.co.uk
Tel: 01639 262001 Mob:
07588045914

Description	Quantity	Unit Price	VAT	Amount GBP
Legionella Risk Assessment At Caldicot Town Council	1.00	1,200.00	20%	1,200.00
Subtotal				1,200.00
TOTAL VAT 20%				240.00
TOTAL GBP				1,440.00

Terms

Terms & Conditions:

The quote is valid for 30 days from date of quote.

Payment terms are strictly 30 days.

Please note that you have a statutory obligation to maintain and retain records with respect to legionella control activities in accordance with Control of Substances Hazardous to Health Regulations, Management of Health & Safety at Work Regulation and Health & Safety at Work etc. Act. We recommend these are maintained in a central location e.g. a logbook

You are required to hold your records for 5 years from date of expiry

We hold all records of our activity at your site for a 5 year period which are available to you on request, even if we no longer work on you site.

Any Trade Effluent Application remains the responsibility of the client not Morgan Environmental.

All works quoted are for normal working hours unless stated otherwise.

This is a quotation on the goods named, subject to the conditions noted below: All goods supplied remain the property of the Company until paid for in full.

Morgan Environmental reserves the right to charge an Abortive Visit Charge of £170 or 20% of the quote value (whichever is greater) if the engineer arrives on site within the appointed time slot but is unable to carry out work through no fault of Morgan Environmental, either because they do not have access, or an escort is not available, or the customer is not ready for the work to be completed etc.

All our services provided within the scope of control of legionella are registered with the LCA.
Please see the LCA website www.legionellacontrol.org.uk to view our LCA membership, and the LCA's Code of Conduct.
In accordance with HSE ACoP L8, all water sampling analysis is Sub Contracted to UKAS accredited laboratories.

Legionella Legislation:

You are legally responsible as the duty holder, to fully comply with Approved Code of Practice L8 and more specifically the obligations under the Control of Substances Hazardous to Health Regulations 2002, the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Act Regulations 1999.

We confirm we have made you aware of the Law in respect to Legionella control. For more detail please see <https://www.legionellacontrol.org.uk/standards/>

Certificate of Registration

This is to certify that the following company has submitted a registration under the Conditions of Compliance as laid out in the LCA's Code of Conduct for Service Providers

Name of Company: **Morgan Environmental Limited**

Registration Number: **2011/2200**

Registration under the following services categories:

(1) Legionella Risk Assessment Services

- 1.1 Hot and Cold Water Systems Risk Assessment
- 1.2 Evaporative Cooling Systems Risk Assessment
- 1.3 Process and Other Systems Risk Assessment
- 1.4 Healthcare Risk Assessment

(2) Water Treatment Services

- 2.1 Hot and Cold Water Systems Water Treatment

(3) Hot and Cold Water Monitoring and Inspection Services

(4) Cleaning and Disinfection Services

- 4.1 Hot and Cold Water Systems Cleaning and Disinfection
- 4.2 Evaporative Cooling Systems Cleaning and Disinfection
- 4.3 Process and Other Systems Cleaning and Disinfection

(6) Training Services

(7) Legionella Monitoring Services

- 7.1 Sampling
- 7.2 In Field Analysis
- 7.4 Interpretation of Analysis

(8) Plant and Equipment Services

- 8.1 Design and Supply
- 8.2 Installation
- 8.3 Servicing/maintenance
- 8.4 Refurbishment

This Certificate is only valid if the Company named is listed on the LCA website www.legionellacontrol.org.uk/directory.php



Signed: *John Smith* Chairman, Executive Committee

Verflood

Certificate Secretary



Legionella Control Association Limited. www.legionellacontrol.org.uk

Registered in England and Wales No. 8502723

The legal duty to comply with relevant health and safety legislation (including avoidance or control of risk to exposure to Legionella bacteria) rests solely with the statutory dutyholder, being either the employer or the person in control of the premises or systems where any relevant risk is present, and this cannot be delegated. Specific functions (e.g. carrying out risk assessment) can be delegated and the Legionella Control Association (LCA) Code of Conduct is designed to help service providers, who also have duties under health and safety legislation, to establish appropriate management systems for the prevention or control of risk from Legionella bacteria. The LCA assesses the management systems of LCA members upon initial registration, reviews annually upon re-registration, and re-assesses by annual company audits. The LCA cannot and does not carry out other regular supervision of its members' commitments to the Code of Conduct nor their compliance with other LCA guidelines. A valid LCA certificate of registration (which is only valid if the Company named is listed on the LCA website www.legionellacontrol.org.uk/directory.php) confirms only that a service provider has satisfied LCA requirements at registration and its most recent company audit. It does not confirm the service provider's actual or continuing compliance with their commitments to the LCA Code of Conduct and/or other LCA guidelines. The LCA does not approve specific products or services as being effective in controlling Legionella or verify the competence of service providers' staff and sub-contractors, which is the duty of the service provider and the statutory dutyholder. The LCA accepts no liability for any omission or any act carried out in reliance on the LCA Code of Conduct or other LCA guidelines, or any loss or damage resulting from non-compliance with such documents.



Units A1, 51 & 41 Port Talbot Business Units, Addison Road, Port Talbot SA12 6HZ
Tel: 01639 262001 Fax: 01639 262000 Mob: 07588045914
Email: info@morganenvironmental.co.uk Website: www.legionellacontrolwales.co.uk

Caldicot Town Council
Sandy Lane
Caldicot
NP26 4NA

Quote Ref: QU-1932

8th July 2026

FAO: Alice Vaughan

Legionella risk assessment quotation for Caldicot Town Council – Sites as Listed Below

Dear Alice

Following our recent email conversation please find enclosed our proposals for conducting a Legionella risk assessment on the buildings and water systems detailed in our scope of works and our standard terms and conditions.

To allow the client **Caldicot Town Council** to comply with their legal duties and on behalf of those with responsibilities for the control of the premises Morgan Environmental Limited will undertake a legionella risk assessment on their behalf. Under general health and safety law building operators must consider the potential of exposing employees, contractors and the general public to potentially harmful waterborne bacteria. The water systems in premises owned, managed, rented or operated by the client **Caldicot Town Council** need to be, as far as reasonably practical, operated and maintained so as to control any such risk. The proposed legionella risk assessment will give practical advice on the requirements of the following documents, concerning the risk from exposure to legionella bacteria: -

- The Health and Safety at Work etc. Act 1974 (HSWA) In particular sections 2, 3, 4 and 6 (as amended by the Consumer Protection Act 1987) of HSWA.
- Control of Substances Hazardous to Health Regulations (COSHH) regulations 6, 7, 8, 9 and 12 of COSHH.
- Relevant parts of the Management of Health and Safety at Work Regulations 1999 (MHSWR).
- The Approved Code of Practice and guidance on regulations, The Control of Legionella Bacteria in Water Systems (L8).
- HSG 274 part 2 The control of Legionella bacteria in hot & cold water systems
- BS 8580-1:2019 Water quality. Risk assessments for Legionella control. Code of practice

Our objective is to identify and assess the possible sources of legionella risk - this includes checking whether conditions are present that may encourage bacteria to multiply, such as deadend pipes, bad design or poor internal condition of tanks, etc.

Our price for one off risk assessment amounts to £1195.00 plus VAT @ 20%

Sites Included

Town Council Building, Sandy Lane, Caldicot, NP26 4NA
Crossway Nursery & Pre School, 9 Sandy Lane, Caldicot, NP26 4NA
Bowls Club NP26 4BR
Toilets ,Jubilee Way Car Park, Caldicot, NP26 4NA
Dewstow Cemetery, Dewstow Road, Caldicot, NP26 4AG
Sandy Lane Allotments
Oakley Way Allotments
King George V Playing Field Allotments



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Email: info@morganenvironmental.co.uk Website: www.legionellacontrolwales.co.uk

Payment is strictly due within 30 days of date of invoice.

If you wish to appoint us to complete the quoted works please issue a written order number referencing our specific quotation number.

We look forward to hearing from you in the near future.

Yours sincerely

Carl Willis WMSoc.

Sales & Service Delivery Manager

Mobile 07391 975821



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Caldicot Town Council

1. SCOPE OF SERVICE

- 1.1. To conduct a pre-works task related general safety risk assessment.
- 1.2. To conduct a, site based survey of water systems, inspecting all plant, pipes and valves where access is reasonably practicable. Within an operational building full access above false ceilings is not usually considered acceptable and this has been assumed.
- 1.3. To inspect any previous risk assessment, site logbooks and assess management systems and staff competence.
- 1.4. To provide a written risk assessment indicating the degree of risk, remedial actions required and a suggested control program. (One PDF master file per site. Hard copies are an additional cost of £25.00 and are on request of the client at quotation stage)
- 1.5. To provide simple CAD schematics of systems that currently do not have drawings, or we were unable to get hold of during the risk assessment. Asset registers are also included of all hot & cold water systems.
- 1.6. We will also take into consideration other guidance and legislation such as
1.6.1. The Water Supply (Water Fittings) Regulations 1999.

2. ASSUMPTIONS

- 2.1. Site will provide access to all areas occupied by the water systems covered.
- 2.2. The quotation is based on the assumption that we would be appointed on all buildings & systems quoted as a combined contract.

3. EXCLUDED SERVICES

- 3.1. CAD "As Installed" drawings are not included within supply (Such drawings would show physical pipe locations and lengths).
- 3.2. Consultation or subsequent future visits to site once works have been completed and the report supplied has been accepted by site.
- 3.3. Additional survey time outside the scope of works is priced at £300 per day.

4. FEE PROPOSAL

- 4.1. The fees are based on per risk assessment, the estimated time commitment coming from simple estimation of the size and number of water services present.
- 4.2. Fees will be charged for the whole risk assessment projected on completion of the works.
- 4.3. Fees include expenses & disbursements including travel, subsistence, and stationary / printing where requested as indicated in 1.5.
- 4.4. Payment terms – Strictly within 30 days of date of invoice.
- 4.5. Should the commission be aborted at any later stage, we would require our fees to be settled on a pro-rata basis.
- 4.6. Should we complete the project in less time than anticipated we are prepared to reduce the fees accordingly.

5. TIMESCALE

- 5.1. We shall, wherever possible and with circumstances under our control, make every endeavour to satisfy any agreed programme.
- 5.2. Proposed survey dates – TBC
- 5.3. We would supply all paperwork and drawings within 35 working days of on-site completion.



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SYSTEMS FOR RISK ASSESSMENT

Location	SYSTEMS	DRAWINGS	TIME / DAYS	COST / £
Town Council Building, Sandy Lane, Caldicot, NP26 4NA Crossway Nursery & Pre School, 9 Sandy Lane, Caldicot, NP26 4NA Bowls Club NP26 4BR Toilets ,Jubilee Way Car Park, Caldicot, NP26 4NA Dewstow Cemetery, Dewstow Road, Caldicot, NP26 4AG Sandy Lane Allotments Oakley Way Allotments King George V Playing Field Allotments	Mains Water	Morgan Environmental to produce CAD schematic drawings.	1 day survey 2.5 days write up and production of Schematic Drawing	<i>Additional survey time is priced at £300 per day out of the scope of survey</i>
	CWDS			
	HWS			
	Fire systems (if applicable) N/A			
	Other risk systems – N/A			
	Management			
	Lead Assessor			
TOTALS			3.5 days	£1195

Plus VAT at 20%

Water system owners are reminded that while they can delegate some or most of the tasks required for safe operation of water systems, the ultimate responsibility cannot be passed on and remains with the building owner or operator.

It is Morgan Environmental Limited's policy to carry out all works in accordance with the guidelines written in HSG 274 parts 1,2&3, BS8580-1:2019 & HSE's ACoP L8.

Under the requirements of HSE L8 there will be other managerial and operational practices required for you to fully comply, which are not included in the work quoted. The carrying out of the actions recommended in the risk assessment do not form part of the risk assessment process. The risk assessment is a one off process detailing the risks identified at the time of survey, no on-going consultancy service is provided as part of the service unless otherwise contracted.



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Email: info@morganenvironmental.co.uk Website: www.legionellacontrolwales.co.uk

Terms & Conditions:

The quote is valid for 30 days from date of quote.

Payment terms are strictly 30 days.

Please note that you have a statutory obligation to maintain and retain records with respect to legionella control activities in accordance with Control of Substances Hazardous to Health Regulations, Management of Health & Safety at Work Regulation and Health & Safety at Work etc. Act. We recommend these are maintained in a central location e.g. a logbook
You are required to hold your records for 5 years from date of expiry

We hold all records of our activity at your site for a 5 year period which are available to you on request, even if we no longer work on your site.

As the customer you are required to adhere to the following

- The duty holder must ensure there is a Legionella risk assessment record that includes all systems where water is stored or used in any premises controlled by the duty holder (COSHH Regs). This risk assessment should be regularly reviewed to ensure it is valid and reassessed when required. (See L8 paras 32 and 47).
- Any invitation to potential service providers to quote/tender for Legionella risk assessment services should have a clear scope of work defined by the duty holder or their representative.
- Make reasonable enquiries of the service provider regarding proof of competence of individuals involved in carrying out the Legionella risk assessment e.g. provision by the service provider of: training records, competence evaluations, examples of previous work, etc. (See LCA Buyers Guide 702.17 06-17)
- Schematic diagrams and asset registers should be available in order to inform and help the risk assessor (See L8 paras 38 and 40). Pipework engineering drawings may be too detailed to allow simple communication of Legionella risk but schematic diagrams must show detail relevant to Legionella control.
- The findings of the risk assessment including the required corrective actions and the control measures should be implemented. The output from the scheme of control should be recorded and used in any subsequent review of risk.
- A written scheme of control should be produced and maintained and the output from this should be recorded and used in any subsequent review of risk.
- Regular reviews of the effectiveness of Legionella control activities should be carried out to verify the written scheme of control remains adequate.

h. The duty holder should have change management procedures and/or regular review procedures should be in place to determine if the existing risk assessment remains valid, suitable and sufficient. If it is not, then a reassessment of the risk is required.

Any Trade Effluent Application remains the responsibility of the client not Morgan Environmental.

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Morgan Environmental reserves the right to charge an Abortive Visit Charge of £170 or 20% of the quote value (whichever is greater) if the engineer arrives on site within the appointed time slot but is unable to carry out work through no fault of Morgan Environmental, either because they do not have access, or an escort is not available, or the customer is not ready for the work to be completed etc.

All our services provided within the scope of control of legionella are registered with the LCA.

Please see the LCA website www.legionellacontrol.org.uk to view our LCA membership, and the LCA's Code of Conduct.

In accordance with HSE ACoP L8, all water sampling analysis is Sub Contracted to UKAS accredited laboratories

Legionella Legislation:

You are legally responsible as the duty holder, to fully comply with Approved Code of Practice L8 and more specifically the obligations under the Control of Substances Hazardous to Health Regulations 2002, the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Act Regulations 1999.

We confirm we have made you aware of the Law in respect to Legionella control. For more detail please see <https://www.legionellacontrol.org.uk/standards/>

Quote Reference: WF016169

Caldicot Town Council
Council Office, Sandy Lane,

Caldicot
NP26 4NA

Technician

Quote Date

24-06-2026

Valid until

08-08-2026

Customer ID

346246

Job No.

Qty	Description	Unit Price	VAT	Total
1.00	Level 1 non intrusive fire risk assessment Risk Assessment	£ 495.00	£ 99.00	£ 495.00

Summary

Site details

379489 - Caldicot Town Council
Council Office, Sandy Lane,
Caldicot
NP26 4NA

Total excl. VAT £ 495.00
VAT 20.0% £ 99.00
Total incl. VAT £ 594.00

Order procedure

Please review this quotation and, where applicable, indicate your chosen options before signing and returning it to sales@walkerfire.com. Once we receive your acceptance, we will be in touch to arrange the work at a time that suits you. For any questions regarding this quotation, our sales department is available at sales@walkerfire.com or by telephone at 01772-693777.

Signature

Date

Name

Purchase Order No.

Signature

By signing this quotation, the customer declares their agreement with the applicable **Terms & Conditions** and product specifications and agrees to be bound by them for the delivery of products and services by Walker Fire (UK) Ltd..



Fasteners & Engineering Supplies Ltd

Cowbridge (01446 774888) Sales@f-e-s.co.uk Caldicot Branch (01291 423628) Caldicot@f-e-s.co.uk

Unit 18 Beacon Business Park
Caldicot
Monmouthshire
NP26 5PY



Visit our website : www.f-e-s.co.uk

To: CALDICOT CASH SALES
CALDICOT CASH SALES

INVOICE		No. CAL124707 Sale	Your ref: CF	Date: 10 Jul 26 Tax point: 10 Jul 26
Quantity	Product	Description	Unit price Per	Total VAT
1 ***	APACHURCHIL L9	Apache Churchill Waterproof Boot - Wheat - Size 9 Apache SKU - Churchill Wheat 9	Eac 67.50 h	E 67.50
DAVID / ALICE / GABBY				

CLERK'S SIGNATURE

MEMBERS INITIALS

DATE OF PAYMENT

CH. No

PO No

ACCT CODE

VAT rate Taxable goods Tax payable
E 67.50

Nett total	67.50
VAT	0.00
Total due £	67.50



Member of BIAFD Accounts : Accounts@f-e-s.co.uk

Title of goods does not pass until payment has been received

Company Registration Number 1558363 Vat Registration Number GB 357 6484 15

Bank Details
Fasteners and Engineering Supplies Ltd
Nat West
Sort Code: 52-30-03
Account Number: 30135303

All Major Card Types Accepted

High Speed Training - online courses

Admin 1 Admin 2 Maintenance

Level 2 Health and Safety	£30.00	£30.00	£0.00
Online First Aid course	£26.00	£26.00	£26.00
Fire Warden (Fire Marshall)	£35.00	£35.00	£35.00
Fire Safety Training	£30.00	£30.00	£30.00
COSHH	£26.00	£26.00	£26.00
Office Health and Safety	£20.00	£20.00	£0.00
Manual Handling	£26.00	£26.00	£26.00
Level 3 Workplace Health and Safety	£0.00	£0.00	£150.00
Envrionemental Awareness	£26.00	£26.00	£0.00
Basic Life Support	£25.00	£25.00	£25.00
Minute Taking	£40.00	£40.00	£40.00
Stress Manaegement	£30.00	£30.00	£30.00
Total	£314.00	£314.00	£388.00
Overall Total	£1,016.00		

Staff training budget 26-27

£2,625



Blachere Illumination UK Ltd

Unit O, Baird Road
Eastfield Industrial Estate
Glenrothes
Fife, KY7 4PA
UNITED KINGDOM

T: +44 1337 832910
E: sales@blachere-illumination.co.uk
W: www.blachere-illumination.co.uk

Billing Address

Caldicot Town Council
Council Offices
Sandy Lane
Caldicot
Monmouthshire
NP26 4NA
UNITED KINGDOM

Original

Document No

203218

Customer No

CCALDTC

Account Reference

Sales Quotation

Document Date

18.06.2026

Valid Until

18.07.2026

Currency

GBP

Page

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Delivery Address

Caldicot Town Council
Council Offices
Sandy Lane
Caldicot
Monmouthshire
NP26 4NA
UNITED KINGDOM

1 YEAR HIRE EXTENSION (Incl Install, Removal & Switch on)

Item Code	Description	Quantity	Price	Total	VAT
Hire Of Product					
HIREPROD	Hire of Product	1	8,329.14000	8,329.14	1,665.83
Subtotal				8,329.14	1,665.83
Installation and Switch On					
	Installation			5,852.50	1,170.50
	Switch on			1,304.00	260.80
Subtotal				7,156.50	1,431.30
Removal and Storage					
	Installation			2,730.10	546.02
Subtotal				2,730.10	546.02
NEWPORT ROAD (CENTRAL AREA) 3D ARCH					
SLO17	Ribbon (H: 4.8m x W: 5.15m) 108kg 310w	1	0.00000		
	Installation				
	Removal				
Subtotal				0.00	0.00
NEWPORT ROAD: 6 x SINGLE LAMP COLUMN MOTIFS					
LG2400425	Type IPL150 in Red & Warm White (H:2.00m x L:1.00m) 48w 8kg	6	0.00000		
	Installation				
	Removal				
Subtotal				0.00	0.00
NEWPORT ROAD: 6 x DOUBLE LAMP COLUMN MOTIFS					
LG1800133	Red Ribbon & Bow (H:3.00 x L:1.56m)	6	0.00000		
	Installation				
	Removal				
Subtotal				0.00	0.00
NEWPORT ROAD (CALDICOTT CROSS): 1 x MAIN FEATURE					
GX306L	Pere Noel Assis 3D (H: 3m x W: 2.58m) 120kg 185w	1	0.00000		
	Installation				
	Removal				
Subtotal				0.00	0.00

Company Reg No.: SC152939

VAT ID No.: GB651936618

Bank Account: 10268667

Bank Code: 804638

Please make cheques payable to Blachere Illumination UK Limited

Subject to our terms and conditions

Sales Quotation

Document No.

Document Date

Page

203,218

18.06.2026

2/3

Item Code	Description	Quantity	Price	Total	VAT
NEWPORT ROAD (CENTRAL AREA): 1 x 25FT CHRISTMAS TREE DRESSING					
FL555C	Cherrylight Garlands RGB 24V 20m Green PVC Cable	12	0.00000		
FY02-PVC	2m Extension Cord PVC Black 24v	5	0.00000		
FY2-PVC	Two Way Connector Black PVC 24v	3	0.00000		
	Installation				
	Removal				
			Subtotal	0.00	0.00
NEWPORT ROAD/COOP: 3 x SINGLE LAMP COLUMN MOTIFS					
IPL149B	Wild (H:2.30m x W:0.90m) 55w 7.8kg	3	0.00000		
	Installation				
	Removal				
			Subtotal	0.00	0.00
NEWPORT ROAD/COOP: 1 x 20FT CHRISTMAS TREE DRESSING					
FL555C	Cherrylight Garlands RGB 24V 20m Green PVC Cable	8	0.00000		
FY02-PVC	2m Extension Cord PVC Black 24v	4	0.00000		
FY2-PVC	Two Way Connector Black PVC 24v	2	0.00000		
	Installation				
	Removal				
			Subtotal	0.00	0.00
OAKLEY WAY/MINI MART: 3 x SINGLE LAMP COLUMN MOTIFS					
IPL149B	Wild (H:2.30m x W:0.90m) 55w 7.8kg	3	0.00000		
	Installation				
	Removal				
			Subtotal	0.00	0.00
OAKLEY WAY/MINI MART: 1 x 20FT CHRISTMAS TREE DRESSING					
FL555C	Cherrylight Garlands RGB 24V 20m Green PVC Cable	8	0.00000		
FY02-PVC	2m Extension Cord PVC Black 24v	4	0.00000		
FY2-PVC	Two Way Connector Black PVC 24v	2	0.00000		
	Installation				
	Removal				
			Subtotal	0.00	0.00
SWITCH ON SERVICES					
	Switch on				
			Subtotal	0.00	0.00
			Subtotal	0.00	0.00

THIS QUOTATION IS PROVIDED SUBJECT TO COMPLETION OF A FULL SITE SURVEY AND ON THE BASIS THERE IS SUITABLE ACCESS, THAT ALL ELECTRICAL AND MECHANICAL INFRASTRUCTURE NECESSARY IS IN PLACE, OF A SOUND NATURE AND IN FULL WORKING ORDER. THIS MAY RESULT IN QUANTITIES, PRODUCT OR VALUES BEING AMENDED.

Payment Terms - to be agreed

This quotation is valid for 30 days from the date of the quotation

Company Reg No.:

SC152939

Bank Account:

10268667

VAT ID No.:

GB651936618

Bank Code:

804638

Please make cheques payable to Blachere Illumination UK Limited

Subject to our terms and conditions

Sales Quotation

203,218

18.06.2026

3/3

Item Code	Description	Quantity	Price	Total	VAT
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Notes

Total Before Discount	£19,141.20
Total Discount	£925.46
Total Before Tax	£18,215.74
Total Tax Amount	£3,643.15
Total Amount	£21,858.89

Company Reg No.:

SC152939

Bank Account:

10268667

VAT ID No.:

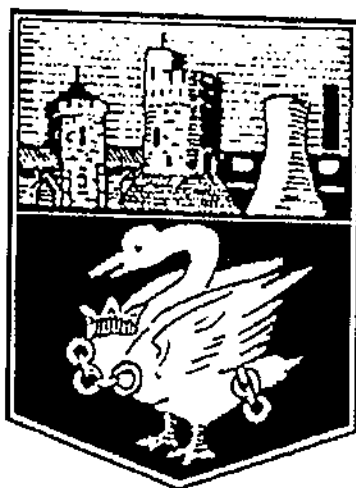
GB651936618

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Caldicot Town Council Training Plan

Introduction

The council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to develop a plan setting out what it proposes to do to address the training needs of its councillors and staff.

Caldicot Town Council training plan is designed to ensure that collectively, councillors and staff, possess the knowledge and awareness needed for the council to operate effectively.

A new training plan must be adopted after each ordinary election of Town Councillors to reflect the training needs resulting from changes to the Council. This is Caldicot Town Council's first training plan (after a temporary plan) but here after it will review the plan from time to time to keep it up to date and relevant.

With regards to Council Staff, annual performance appraisals identify individual training opportunities on an on-going basis. The training plan is designed to support Councillors to have the relevant training to carry out their roles, this applies to all Councillors and not just Councillors who take on roles such as Mayor/Chair etc.

There are essential areas that Councils should address to ensure the Council has sufficient skills and understanding.

These include:

- Basic induction for Councillors;
- The Code of Conduct for Members of local authorities in Wales;
- Financial Management and Governance;
- Good Councillor Guide;
- Data protection.

In addition to these areas, the Council will want to consider if there are new challenges and opportunities it may wish to explore for example, such as those offered by the General Power of Competence. In which case it may decide there are new skills for Councillors and Staff to attain going forward from the publication of this first training plan.

The plan has been developed for this moment in time and will be revisited and updated periodically over the next five years and leading up to the next set of Local Government ordinary elections planned for May 2027.

In terms of the Council's initial plans these are set out in the following table

Who	What	How	When	Outcome
All new councillors	Basic induction to the council	Informal session delivered by council staff and other experienced councilors	Within 1 month of acceptance of office	Good knowledge and understanding of the Council and its work, history and structure.
All Councillors	Code of Conduct	Formal Training OVW	Within 6 months of accepting office	Knowledge and understanding of the obligations within the Code of Conduct
All Councillors	Financial Management and Governance	Formal Training OVW	When required	Knowledge and understanding of obligations on Council.
All Councillors	The Council The Councillor, The Council Meeting, Council as Employer, Health and Safety	Formal Training OVW	When required	Knowledge and understanding of obligations on Council.
All Staff	Specialist Training where required	Formal Training	When required	Knowledge, skill and understanding for role.
Chairs and Vice Chairs of Council and Committees	Charing Skills	Formal Training	Within 6 months of accepting office as Chair/Vice Chair	Knowledge and understanding of obligations on you as Chair/Vice Chair Good practice
Town Clerk And Deputy Clerk	Local Council Administration (CILCA) or higher Formal qualification Basic First Aid; Fire; Data Protection Code of Conduct for Clerks; H & S in the Workplace	Formal Qualification	Within 12 months of appointment	Knowledge, understanding and skill necessary to undertake the role of Proper Officer. The Current Locum Town Clerk is CILCA qualified.

Responsible Financial Officer (RFO)	A recognised finance or accounting qualification and will also undertake the ILCA & FILCA qualification.	Formal Qualification	As part of the recruitment process Within 12 months of appointment	Knowledge, understanding and skill necessary to undertake the role of RFO
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MEMBERS RESPONSIBILITIES

Members are individually responsible for taking ownership of their own training, they need to identify and undertake any required initial/annual/refresher training. Members are sent a list of all available OVW Training events each month by the Clerk and members are required to advise the Clerk of any identified/required training.

Members are asked to inform the Clerk of any training accessed for inclusion within the training record. The Clerk will keep and up to date Training Record for all members and employees.

TRAINING BUDGETS

Training Budgets are reviewed/agreed annually, and the Training Budgets for 2026-2027 is.....

Written 06 July 2027

Adopted by Caldicot Town Council at Full Town Council meeting held on

Reviewed date next AM 2027

Sample

Caldicot Town Council - One Voice Wales Councillor Training Record

[illegible]