

CALDICOT TOWN COUNCIL

Minutes of Annual Meeting of Full Town Council held at 18:30 p.m. on Wednesday 21st May 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr M Mitchell – Chair
Cllr F Rowberry – Deputy Chair
Cllr W Conniff
Cllr J Davies
Cllr A Easson
Cllr RJ Higginson
Cllr A Mayo
Cllr G Owen
Cllr IR Shillabeer
Cllr P Strong

Also present: M Tredwin – Town Clerk
L Wallington – Administrator
Members of the Public x6

1/2025-26 Election of Town Mayor

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

Cllr M Mitchell, as the incumbent Mayor, addressed Members and expressed thanks to Members, Deputy Mayor and staff for their continued service and support. Cllr M Mitchell informed Members of major events that had occurred in the 2024/25 Civic Year, with notable mention to the 50th Anniversary of Caldicot Town Council and the refurbished Town Council building. Cllr M Mitchell informed Members that they had attended 44 public events and had raised £1,500.00 for The Mayor's Charity of 2024/25, Ready Steady Go.

Cllr A Mayo joined the meeting at 18:34 p.m.

Cllr M Mitchell was proposed and duly seconded, for Town Mayor of Caldicot Town Council for the Civic Year 2025/2026. There were no further nominations.

Upon being put to the vote, Members **RESOLVED** to elect Cllr M Mitchell as Town Mayor for the Civic Year 2025/2026.

Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer.

2/2025-26 Mayor's Declaration of Office

The Town Mayor duly signed the Declaration of Acceptance of Office for Town Mayor.

3/2025-26 Election of Deputy Town Mayor

Cllr F Rowberry, as the incumbent Deputy Town Mayor addressed Members and thanked the Town Mayor, Members and staff for their work. Cllr F Rowberry gave notable thanks to Cllr M Mitchell for their service and commitment.

Members **RESOLVED** to elect an Assistant Deputy Mayor for the Civic Year 2025/2026.
Proposed by Cllr G Owen, seconded by Cllr F Rowberry.

Cllr F Rowberry was proposed and duly seconded, for Deputy Town Mayor of Caldicot Town Council for the Civic Year 2025/2026. Cllr IR Shillabeer was proposed and duly seconded, for Assistant Deputy Town Mayor of Caldicot Town Council for the Civic Year 2025/2026. There were no further nominations.

Upon being put to the vote, Members **RESOLVED** to elect Cllr F Rowberry as Deputy Town Mayor for the Civic Year 2025/2026 and Cllr IR Shillabeer as Assistant Deputy Town Mayor for the Civic Year 2025/2026.

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

4/2025-26 Deputy Mayor's Declaration of Office

The Deputy Town Mayor and the Assistant Deputy Town Mayor duly signed the Declaration of Acceptance of Office for Deputy Mayor.

5/2025-26 Welcome

The Mayor welcomed everyone to the meeting.

6/2025-26 Apologies for Absence

Apologies of absence were received from Cllr J Bond, Cllr C Cochrane, Cllr R Grumbach, Cllr A Lewis, Cllr R Wilsher and Cllr J Woodfield.

Members were informed that Cllr A Easson would be delayed.

7/2025-26 Declarations of Interest

There were no declarations of interest received.

8/2025-26 Public Question Time and Participation

Cllr P Strong was congratulated as the newly elected Chair of Monmouthshire County Council. Cllr M Mitchell was congratulated as the elected Town Mayor of Caldicot Town Council. Best wishes were given to the Mayor and Members.

Members were informed that a Community Safety Questionnaire was being conducted by Monmouthshire County Council and Members were asked to encourage the residents on their wards to complete.

Members were thanked for their assistance with the withdrawal of planning application DM/2025/00521 by MCC. It was suggested whether Caldicot Town Council were able to renovate the area in partnership with MCC.

Cllr A Easson joined the meeting at 18:46 p.m.

Members were informed that the Environmental and Climate Change Working Group would consider the request.

9/2025-26 Minutes

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

- i) Minutes of Annual Meeting held on Wednesday 22nd May 2024

10/2025-26 Nominations to Town Council Committees

Signatories

Members **RESOLVED** to elect Members for the Signatories for the Civic Year 2025/2026:

- Bank Signatory [not a cheque signatory or committee]
Cllrs F Rowberry, G Owen (reserve)
Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

- Cheque Signatories [not a committee] [Excluding Clerk - also to be a signatory. Excluding Deputy Clerk – also to be a signatory in the absence of the Clerk]
Cllrs C Cochrane, A Easson, M Mitchell, P Strong
Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

Internal Committees

Members **RESOLVED** to elect Members for the **Internal Committees** for the Civic Year 2025/2026:

- Finance Committee (7)
Cllrs C Cochrane, W Conniff, RJ Higginson, Cllr M Mitchell, Cllr G Owen, Cllr F Rowberry, IR Shillabeer
Proposed by Cllr W Conniff, seconded by Cllr G Owen.
- Grants Committee (7)
Cllrs C Cochrane, J Davies, W Conniff, Cllr RJ Higginson M Mitchell, F Rowberry, IR Shillabeer
Proposed by Cllr M Mitchell, seconded by Cllr P Strong.
- Health and Safety Committee (7)
Cllrs J Davies, A Easson, RJ Higginson, A Lewis, M Mitchell, F Rowberry, IR Shillabeer
Proposed by Cllr W Conniff, seconded by Cllr G Owen
- King George V Playing Fields Trustee
All Town Councillors as Town Council is a Trustee
- Personnel Committee (7)
Cllrs C Cochrane, W Conniff, M Mitchell, G Owen, F Rowberry, IR Shillabeer, P Strong
Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer
- Full Town Council Incorporating Planning and Resources (16)
All Town Councillors
Proposed by Cllr W Conniff, seconded by Cllr P Strong

Working Groups

Members **RESOLVED** to elect Members for the **Working Groups** for the Civic Year 2025/2026:

- Commemoration and Anniversaries Working Group (7)
Cllrs W Conniff, R Grumbach, A Mayo, M Mitchell, G Owen, F Rowberry, P Strong
Proposed by Cllr A Easson, seconded by Cllr P Strong
- Allotments Working Group (5)
Cllrs J Bond, W Conniff, M Mitchell, G Owen, F Rowberry
Proposed by Cllr P Strong, seconded by Cllr W Conniff
- King George V Playing Fields Planning Working Group (7)
Cllrs J Bond, C Cochrane, J Davies, A Mayo, M Mitchell, F Rowberry, IR Shillabeer
Proposed by Cllr A Easson, seconded by Cllr F Rowberry
- Environmental and Climate Change Working Group (7)
Cllrs J Bond, W Conniff, RJ Higginson, A Lewis, A Mayo, IR Shillabeer, R Wilsher,
Proposed by Cllr F Rowberry, seconded by Cllr W Conniff
Cllr A Mayo left the meeting at 19:39

Cllr A Mayo rejoined the meeting at 19:40

Members were informed that the S106 Working Group was changed to a standing item at Finance Committee meetings.

- Community Garden Working Group (6)
Cllrs W Conniff, R Grumbach, M Mitchell, F Rowberry, IR Shillabeer, R Wilsher
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry
- Cemetery Working Group (5)
Cllrs W Conniff, M Mitchell, G Owen, F Rowberry, IR Shillabeer
Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry

11/2025-26 Nominations to Outside Bodies

Members **RESOLVED** to elect Members for the Town Council Representatives on Outside Bodies for the Civic Year 2025/2026:

Proposed by Cllr G Owen, seconded by Cllr F Rowberry

- Monmouthshire County CAB (2)
Cllrs A Easson, J Bond
- One Voice Wales Area Committee [Precedent Mayor/Deputy] (3)
Cllrs M Mitchell, F Rowberry, IR Shillabeer
- One Voice Wales Larger Local Councils Cttee [Precedent Mayor] (1)
Cllrs M Mitchell + F Rowberry, IR Shillabeer (Deputy non-voting)
- Emergency Contact Mon CC [Incumbent Clerk/Mayor] (5)
Cllrs M Mitchell, F Rowberry, IR Shillabeer, Clerk, Deputy Clerk
- School Governors [For Term of Council]
Dewstow Primary School (1) – Cllr R Grumbach
Durand Primary School (1) – Cllr R Wilsher
Castle Park Primary School (1) – Cllr F Rowberry
- Schools Admission Forum (1)
Cllr G Owen + [Cllr J Bond – Deputy]
- Herbert Charity Trust (2)
Cllrs W Conniff, RJ Higginson
- MCC CCTV Working Group (2)
Cllrs A Easson, J Bond
- Severnside Area Committee (1)
Cllr F Rowberry + [Cllr J Woodfield – Deputy]
- Caldicot Foodbank Steering Committee (1)
Cllr M Mitchell
- MCC Give Dog Fouling The Red Card Working Group (1)
Cllr F Rowberry

- Mon/Torfaen Youth Offending Team – Restorative Justice (1)
Cllr A Lewis
- Caldicot Youth Group (1)
Cllr M Mitchell + [Cllr J Bond – Deputy]
- Caldicot Town Team (1)
Cllr P Strong
- GAVO (1)
Cllr G Owen
- Caldicot Business Forum (7)
Cllrs J Bond, C Cochrane, J Davies, A Easson, A Mayo, M Mitchell

Cllr W Conniff left the meeting at 20:02 p.m.

Members **RESOLVED** to create a User Sub-Committee King George V Playing Fields Working Group and elected the following Members for the Civic Year 2025/2026:

- User Sub-Committee King George V Playing Fields [To include Health & Safety Member] (7)
Cllrs J Bond, C Cochrane, J Davies, A Easson, RJ Higginson, A Lewis, IR Shillabeer
Proposed by Cllr F Rowberry, Cllr M Mitchell

Cllr W Conniff rejoined the meeting at 20:04 p.m.

12/2025-26 Terms of Reference Report

Members noted that Budgeted Expenditure (7. Delegation Scheme - Appendix 12a) would be confirmed.

Members **RESOLVED** to approve the Terms of Reference for the Civic Year 2025/2026 for the following Committees: Full Town Council, Finance Committee, Planning and Resources Committee, Personnel Committee and Health and Safety Committee
Proposed by Cllr A Easson, seconded by Cllr W Conniff

13/2025-26 Standing Orders

Members **RESOLVED** to approve the Standing Orders for the Civic Year 2025/2026, as presented at this Full Town Council Meeting (Appendix 13A).
Proposed by Cllr A Easson, Cllr IR Shillabeer

14/2025-26 Financial Regulations

Members **RESOLVED** to note that the Financial Regulations adopted in February 2025 remain unchanged and **RESOLVED** to adopt them for the Civic Year 2025/2026.
Proposed by Cllr A Easson, seconded by Cllr W Conniff

15/2025-26 To Confirm Banking Arrangements for 2025-26

Members **RESOLVED** to note the contents of Appendix 15, including the legal responsibilities associated with banking signatories and **RESOLVED** to maintain the existing signatories.
Proposed by Cllr A Easson, seconded by Cllr P Strong

16/2025-26 Direct Debit and Regular Payments

Cllr M Mitchell left the meeting at 20:12 p.m.

Members were informed that an updated schedule of direct debits, regular payments and subscriptions would be brought to a Finance Committee Meeting.

Members **RESOLVED** to approve the current schedule of Direct Debits and Regular Payments for Financial Year 2025/2026 and **RESOLVED** to note that where payments vary or require additional scrutiny, such changes will be brought to Council or Finance Committee for further review and approval.

Proposed by Cllr A Easson, seconded by Cllr P Strong.

Cllr A Easson left the meeting at 20:14 p.m.

Cllr M Mitchell rejoined the meeting at 20:14 p.m.

Cllr A Easson rejoined the meeting at 20:15 p.m.

17/2025-26 Calendar of Meeting 2025-26

Members **RESOLVED** to note the legislative requirement to publish a calendar of Council meetings for the next eighteen months at the Annual Meeting and **RESOLVED** to approve the calendar of meetings for the next eighteen months is published in accordance with statutory obligations.

Proposed by Cllr M Mitchell, seconded by Cllr F Rowberry

18/2025-26 Reaffirm the Meeting Allowances for 2025-26

Members **RESOLVED** to approve a Meeting Allowance of £30.00, claimable for Full Town Council and Full Town Council Incorporating Planning and Resources Meetings with a minimum of ninety minutes attendance or the duration of the meeting.

Proposed by Cllr M Mitchell, seconded by Cllr A Easson

Members **RESOLVED** to approve the implementation of mandatory allowances under Determinations 44 – 45 and **RESOLVED** to defer Optional Payments under Determinations 46 – 52 to the next Finance Committee Meeting.

Proposed by Cllr W Conniff, seconded by Cllr IR Shillabeer

19/2025-26 Insurance Renewal 2025-26

Members **RESOLVED** to move the item to confidential session.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer

20/2025-26 Accounting Software Quotation 2025-26

Members **RESOLVED** to move the item to confidential session.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer

21/2025-26 Exclusion of Public and Press

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

COUNCIL IN PRIVATE SESSION

22/2025-26 Agenda Item 19 – Insurance Renewal 2025-26

Members **RESOLVED** to approve the insurance renewal for 2025-26 by James Hallam and **RESOLVED** to approve the renewal of all insurance policies on a one-year basis for the period 1st June 2025 to 31st May 2026.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer

23/2025-26 Agenda Item 20 - Accounting Software Quotation 2025-26

Members **RESOLVED** to approve the three-year contract quotation of £2,152.26 (including VAT) with AdvantEDGE software system.

Proposed by Cllr A Easson, seconded by Cllr F Rowberry

Meeting ended at 20:47 p.m.

Signed Date

Town Mayor

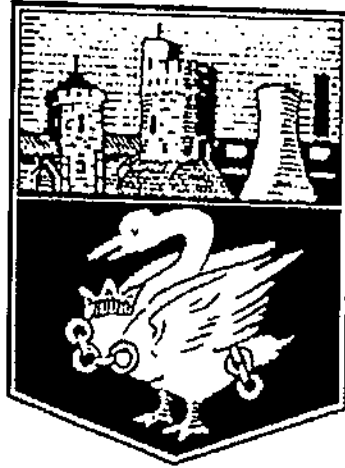
INTERNAL COMMITTEES 2025 - 2026

Committees

Full Town Council	(16) ALL TOWN COUNCILLORS
Full Town Council Incorporating Planning and Resources	(16) ALL TOWN COUNCILLORS
Finance Committee	(7) Cllrs C Cochrane, RJ Higginson, M Mitchell, G Owen, F Rowberry, IR Shillabeer, VACANCY
Grants Committee	(7) Cllrs C Cochrane, J Davies, RJ Higginson, M Mitchell, F Rowberry, IR Shillabeer, VACANCY
Health & Safety Committee	(7) Cllrs J Davies, RJ Higginson, A Lewis, M Mitchell, F Rowberry, IR Shillabeer, VACANCY
King George V Playing Fields Trustee	ALL TOWN COUNCIL IS TRUSTEE
Personnel Committee	(7) Cllrs C Cochrane, M Mitchell, G Owen, F Rowberry, IR Shillabeer, P Strong, VACANCY
Working Groups	
Allotments Working Group	(5) Cllrs M Mitchell, G Owen, F Rowberry, C Cochrane, I R Shillabeer
Cemetery Working Group	(5) Cllrs M Mitchell, G Owen, F Rowberry, IR Shillabeer, VACANCY
Commemoration and Anniversaries Working Group (CAWG)	(7) Cllrs A Mayo, M Mitchell, G Owen, F Rowberry, P Strong, VACANCY, VACANCY
Environmental and Climate Change Working Group	(7) Cllrs RJ Higginson, A Lewis, A Mayo, IR Shillabeer, C Cochrane, G Owen, P Strong
King George V Playing Fields Planning Working Group	(7) Cllrs C Cochrane, J Davies, A Mayo, M Mitchell, F Rowberry, IR Shillabeer, VACANCY
Town Centre Environment Improvement Working Group	
User Sub-Committee King George V Playing Fields [To include Health & Safety Member]	(7) Cllrs C Cochrane, J Davies, RJ Higginson, A Lewis, IR Shillabeer, VACANCY, VACANCY

TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2025 - 2026

Monmouthshire County CAB [For Term of Council]	(2)	Cllrs M Mitchell, P Strong
One Voice Wales Area Committee [Precedent Mayor/Deputy]	(3)	Cllrs M Mitchell, F Rowberry, IR Shillabeer
One Voice Wales Larger Local Councils Cttee [Precedent Mayor]	(1)	Cllrs M Mitchell + [F Rowberry, IR Shillabeer - Deputy non-voting]
Emergency Contacts MCC - Permanent Basis [Incumbent Clerk/Mayor]	(5)	Cllrs M Mitchell, F Rowberry, IR Shillabeer, Clerk, Deputy Clerk
School Governors Dewstow Primary School Durand Road Primary School Castle Park Primary School	(1) (1) (1)	VACANCY Cllr C Cochrane Cllr F Rowberry
Schools Admission Forum	(1)	Cllrs G Owen + [VACANCY - Deputy]
Herbert Charity Trust	(2)	Cllrs RJ Higginson, VACANCY
MCC CCTV Working Group	(2)	VACANCY, VACANCY
Severnside Area Committee	(1)	Cllrs F Rowberry + [VACANCY - Deputy]
Caldicot Foodbank Steering Committee	(1)	Cllr M Mitchell
MCC Give Dog Fouling The Red Card Working Group	(1)	Cllr F Rowberry
Mon/Torfaen Youth Offending Team – Restorative Justice	(1)	Cllr A Lewis
Caldicot Youth Group	(1)	Cllr M Mitchell + [VACANCY - Deputy]
Caldicot Town Team	(1)	Cllr P Strong
GAVO	(1)	Cllr G Owen
Caldicot Business Forum	(7)	Cllrs C Cochrane, J Davies, A Mayo, M Mitchell, VACANCY, VACANCY



CALDICOT TOWN COUNCIL

STANDING ORDERS 2024-25
Drafted February 2025
Approved 26 March 2025
Approved 21 May 2025
Amended March 2026
Approved 25 March 2026

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INTRODUCTION

What are “Standing orders “

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

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

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

Drafting notes

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

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

1. RULES OF DEBATE AT MEETINGS

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

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

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

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

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ○
- Sub-committee meetings ○

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

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

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

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

b Multi-location meetings

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

Meetings Generally – Other.

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

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

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

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

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

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

considered;

vi. if there was a public participation session; and

vii. the resolutions made.

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

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

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

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

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

4. COMMITTEES AND SUB-COMMITTEES

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

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

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

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

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

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

5. ORDINARY COUNCIL MEETINGS

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

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

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

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

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

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

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

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

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

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

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

12. DRAFT MINUTES

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

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

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

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

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

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

14. CODE OF CONDUCT COMPLAINTS

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

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

15. PROPER OFFICER

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

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

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

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

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

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

18. FINANCIAL CONTROLS AND PROCUREMENT

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

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

19. HANDLING STAFF MATTERS

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

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

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 10.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

sign the deed as witnesses.

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

OR

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

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

24. COMMUNICATING WITH COUNTY COUNCILLORS

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

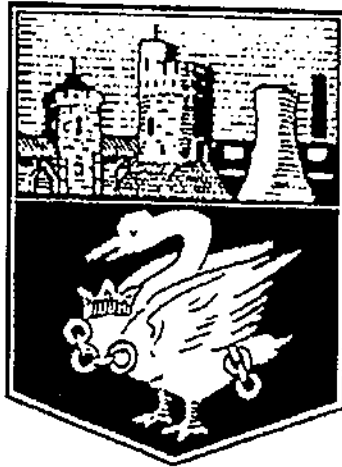
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

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



CALDICOT TOWN COUNCIL FINANCIAL REGULATIONS

Approved 21 May 2025

To be reviewed May 2026

DRAFTED March 2026

Approved 25 March 2026

(subject to other modifications before)

Introduction

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

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

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

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

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1. General

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

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

- produces financial management information as required by the council and legislation.
- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

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

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk, with the RFO, shall prepare, for approval by the council a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk, along with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter but preferably monthly, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign

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

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

3. Accounts and audit

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

- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council.
- 3.9. Internal may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.
- 4. Budget and precept**
- 4.1. **Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.
- 4.3. No later than November each year, the RFO along with the Clerk shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years where possible, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

- 4.5. In appropriate cases, each committee may review its draft budget and submit any proposed amendments to the council or finance committee not later than the end of November each year.
 - 4.6. The draft budget with any committee proposals and two-year forecast, including any recommendations for the use or accumulation of ear-marked reserves, shall be considered by the finance committee and a recommendation made to the council.
 - 4.7. Having considered the proposed budget and two-year forecast, the council shall determine its budget requirement by formally setting a budget. The council shall set a precept for this amount no later than the end of January or the date set by Monmouthshire County Council for notification for the ensuing financial year.
 - 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
 - 4.9. The RFO or Town Clerk shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
 - 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
 - 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be notified by the RFO or Town Clerk to the council or relevant committee as soon as practicable thereafter.
- 5. Procurement**
- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
 - 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
 - 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
 - 5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.
 - 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

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

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

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

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

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

6. Banking and payments

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

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

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

7. Electronic payments

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

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

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

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

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

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

11. Payment of salaries and allowances

11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2. Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

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

13. Income

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

14. Payments under contracts for building or other construction works

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

15. Stores and equipment

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

16. Assets, properties and estates

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

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

17. Insurance

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

18. [Charities]

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

19. Suspension and revision of Financial Regulations

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

Appendix 1 - Tender process

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

INTERNAL COMMITTEES 2025-26

Signatories

Bank Signatory [not a cheque signatory]

(2) Cllrs F Rowberry + [G Owen - Reserve]

Cheque Signatories

[Excluding Clerk - also to be signatory]

[Excluding Deputy Clerk - also to be signatory in the absence of the Clerk]

(4) Cllrs C Cochrane, M Mitchell, P Strong,
VACANCY

Committee: FULL COUNCIL

Date: 20th May 2026

Title: Calendar of Meetings 2026-27

Purpose of Report

To consider the legislative obligation placed on town councils in Wales to produce and publish a calendar of council meetings for the forthcoming 18 months at their Annual Meeting.

Recommendation:

Members to **note** the legal requirements and **RESOLVE** that the calendar of meetings for the next 18 months is published, in accordance with statutory obligations.

Background:

1. Town and Community Councils in Wales are subject to various legislative frameworks that dictate how they must operate in terms of transparency, governance and public accountability. One such requirement is the statutory duty to produce and publish a forward-looking calendar of meetings covering the next 18 months. This requirement stems from the Local Government and Elections (Wales) Act 2021 and its accompanying statutory guidance.
2. Legislative Basis: Under Section 47 of the Local Government and Elections (Wales) Act 2021, and supported by guidance issued by the Welsh Government, community councils are required to publish a schedule of intended council meetings. This is designed to provide the public with adequate notice and allow them to engage meaningfully with local democracy.
3. Specifically, the Local Government (Democracy) (Wales) Act 2013 and later reforms further strengthened this obligation by placing greater emphasis on transparency and accessibility. The 2021 Act updated this position by requiring that councils:
 - Must prepare and publish a schedule of full council meetings, as well as meetings of committees and sub-committees (if any), covering a period of at least 18 months.
 - Should agree this schedule at the Annual Meeting of the council, typically held in May each year.
 - Must publish this calendar in a way that is accessible to the public, typically via the council's website and noticeboards.

AGENDA ITEM 17

4. The Statutory Guidance on the Local Government and Elections (Wales) Act 2021, issued under Section 49 of the Act, provides clarity on expectations. It states:

“Community councils should set out their intended schedule of meetings for a minimum period of 18 months. This should be agreed and published following the Annual Meeting. The schedule should include the date, time, and location of each meeting, and should be published on the council’s website and in other formats accessible to members of the public.”

5. The rationale for the legislative requirement is rooted in principles of transparency, forward planning, and community engagement. By publishing an 18-month schedule:
- Councils demonstrate good governance.
 - Members of the public are empowered to attend and participate.
 - Councils support accessibility for members and officers to plan attendance and workload.
 - It supports the wider ambition of the Welsh Government to increase democratic participation at the local level.

Proposed Resolution

6. Members to **NOTE** the legislative requirement to publish a calendar of council meetings for the next 18 months at the Annual Meeting.
7. Members **RESOLVE** that the calendar of meetings for the next 18 months is published, in accordance with statutory obligations.
8. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Lucy Wallington
Community Development Officer
May 2026

Calendar of Meetings May 2026 – October 2027

Committees

Full Town Council - (once a month)

Wednesday 20th May 2026 (Annual Meeting)
Wednesday 24th June 2026
Wednesday 29th July 2026
Wednesday 30th September 2026
Wednesday 26th October 2026
Wednesday 25th November 2026
Wednesday 27th January 2027
Wednesday 24th February 2027
Wednesday 31st March 2027
Wednesday 28th April 2027
Wednesday 26th May 2027
Wednesday 30th June 2027
Wednesday 28th July 2027
Wednesday 29th September 2027
Wednesday 27th October 2027

Full Town Council (Planning and Resources Committee) - (once a month)

Tuesday 9th June 2026
Tuesday 14th July 2026
Tuesday 11th August 2026
Tuesday 8th September 2026
Tuesday 13th October 2026
Tuesday 10th November 2026
Tuesday 8th December 2026
Tuesday 12th January 2027
Tuesday 9th February 2027
Tuesday 9th March 2027
Tuesday 13th April 2027
Tuesday 11th May 2027
Tuesday 8th June 2027
Tuesday 13th July 2027
Tuesday 10th August 2027
Tuesday 14th September 2027
Tuesday 12th October 2027

Finance Committee - (minimum of 4 per year)

Tuesday 4th August 2026
Wednesday 18th November 2026
Wednesday 20th January 2027
Wednesday 21st April 2027
Tuesday 3rd August 2027
Friday 17th September 2027

Grants Committee - (minimum of 2 per year)

Monday 14th September 2026

Wednesday 10th February 2027

Tuesday 18th May 2027

Health and Safety Committee - (2 per year)

Thursday 6th August 2026

Thursday 18th February 2027

Thursday 5th August 2027

King George V Playing Fields Trustee - (2 per year)

Tuesday 21st July 2026

Friday 4th December 2026

Thursday 8th July 2027

Personnel Committee - (minimum of 4 per year)

Wednesday 8th July 2026

Friday 11th September 2026

Thursday 14th January 2027

Wednesday 7th April 2027

Wednesday 7th July 2027

Wednesday 6th October 2027

Working Groups

Allotments Working Group - (2 per year)

Tuesday 1st September 2026

Wednesday 3rd March 2027

Friday 3rd September 2027

Cemetery Working Group (as required)

Commemoration and Anniversaries Working Group - (every 2 months)

Wednesday 17th June 2026

Wednesday 5th August 2026

Friday 18th September 2026

Wednesday 21st October 2026

Wednesday 2nd December 2026

Wednesday 3rd February 2027

Wednesday 14th April 2027

Wednesday 16th June 2027

Wednesday 4th August 2027

Friday 24th September 2027

Wednesday 20th October 2027

Environmental and Climate Change Working Group - (minimum of 4 per year)

Tuesday 30th June 2026

Tuesday 22nd September 2026

Tuesday 3rd November 2026

Tuesday 16th March 2027

Tuesday 1st June 2027

Tuesday 7th September 2027

Town Centre Environmental Working Group – (as required)

King George V Playing Fields Planning Working Group - (as required)

User Sub-Committee King George V Playing Fields – (as required)

May 2026

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4				1	2	3	
	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	19	21	22	23	24	
25	26	27	28	29	30	31	
		Annual Meeting					

June 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Planning and Resources Committee

Commemoration and Anniversaries Working Group

Full Town Council

Environmental and Climate Change Working Group

July 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
		Personnel Committee				
13	14	15	16	17	18	19
	Planning and Resources Committee					
20	21	22	23	24	25	26
	KGVPF Trustee					
27	28	29	30	31		
		Full Town Council				

September 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 Allotments Working Group	2	3	4	5	6
7	8 Planning and Resources Committee	9	10	11 Personnel Committee	12	13
14	15 Grants Committee	16	17	18 Commemoration and Anniversaries Working Group	19	20
21	22 Environmental and Climate Change Working Group	23	24	25	26	27
28	29	30 Full Town Council				

October 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	Planning and Resources Committee					
19	20	21	22	23	24	25
		Commemoration and Anniversaries Working Group				
26	26	26	29	30	31	
		Full Town Council				

November 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
	Environmental and Climate Change Working Group					
9	10	11	12	13	14	15
	Planning and Resources Committee					
16	17	18	19	20	21	22
		Finance Committee				
23	24	25	26	27	28	29
		Full Town Council				
30						

December 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
		Commemoration and Anniversaries Working Group		KGVPF Trustee		
7	8	9	10	11	12	13
		Planning and Resources Committee				
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2027

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
	Planning and Resources Committee		Personnel Committee				
18	19	20	21	22	23	24	
		Finance Committee					
25	26	27	28	29	30	31	
		Full Town Council					

February 2027

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
		Commemoration and Anniversaries Working Group				
8	9	10	11	12	13	14
	Planning and Resources Committee					
15	16	17	18	19	20	21
			Health and Safety Committee			
22	23	24	25	26	27	28
		Full Town Council				

March 2027

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1		2	3	4	5	6	7
			Allotments Working Group				
8	9	10	11	12	13	14	
	Planning and Resources Committee						
15	16	17	18	19	20	21	
	Environmental and Climate Change Working Group						
22	23	24	25	26	27	28	
29	30	31	Full Town Council				

April 2027

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	
5	6	7	8	9	10	11
		Personnel Committee				
12	13	14	15	16	17	18
	Planning and Resources Committee	Commemoration and Anniversaries Working Group				
19	20	21	22	23	24	25
		Finance Committee				
26	27	28	29	30		
		Full Town Council				

May 2027

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3		4	5	6	7	8	9
10		11	12	13	14	15	16
17		18	19	20	21	22	23
24		25	26	27	28	29	30
31							

Planning and Resources Committee (Tuesday 11, Wednesday 12)

Grants Committee (Tuesday 18, Wednesday 19)

Full Town Council (Wednesday 26)

June 2027

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2 Environmental and Climate Change Working Group	3	4	5	6	
7	8 Planning and Resources Committee	9	10	11	12	13
14	15	16 Commemoration and Anniversaries Working Group	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Full Town Council				

July 2027

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	
5	6	7	8	9	10	11
		Personnel Committee	KGVPF Trustee			
12	13	14	15	16	17	18
	Planning and Resources Committee					
19	20	21	22	23	24	25
26	27	28	29	30	31	
		Full Town Council				

August 2027

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
	Finance Committee	Commemoration and Anniversaries Working Group	Health and Safety Committee			
9	10	11	12	13	14	15
	Planning and Resources Committee					
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2027

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5		
					Allotments Working Group		
6	7	8	9	10	11	12	
	Environmental and Climate Change Working Group						
13	14	15	16	17	18	19	
	Planning and Resources Committee				Grants Committee		
20	21	22	23	24	25	26	
				Commemoration and Anniversaries Working Group			
27	28	29	30				
		Full Town Council					

October 2027

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3	
4	5	6	7	8	9	10	
		Personnel Committee					
11	12	13	14	15	16	17	
	Planning and Resources Committee						
18	19	20	21	22	23	24	
		Commemoration and Anniversaries Working Group					
25	26	27	28	29	30	31	
		Full Town Council					

Committee: FULL COUNCIL

Date: 20 May 2026

Title: Reaffirm Member Allowances 2026–27

Purpose of Report

To confirm the levels of allowances and expenses payable to Members of Caldicot Town Council for the municipal year 2026–27, as required under the annual determinations made by the Democracy and Boundary Commission Cymru (DBCC).

Recommendation

- Notes the mandatory allowances as outlined within the Annual Remuneration Report and approves their implementation.
- Considers and **RESOLVES** whether to continue optional payments and allowances.
- Approves that payments due during the year are administered in two instalments: at the six-month point and at the end of the financial year.

Report

1. Under the Local Government (Wales) Measure 2011, the Democracy and Boundary Commission Cymru (DBCC) is responsible for setting the framework for Members' allowances and remuneration. These determinations are binding and must be implemented by Community and Town Councils in Wales.
2. The following allowances apply specifically to Community and Town Councils for the period 1 April 2026 to 31 March 2027.
 - **Mandatory Allowances** (must be offered, although Members may individually opt out in writing):
 - **Payment for Working from Home:** All Members must be offered £156 per year towards additional household costs associated with carrying out council duties from home.
 - **Office Consumables Allowance:** Members must either receive a £52 annual consumables payment or be able to claim actual office consumable costs up to that amount.

Total mandatory allowance per Councillor: £208 per annum.

AGENDA ITEM 18

3. Optional Payments (Council must determine whether to continue):

Senior Roles Allowance: Under the current framework Caldicot Town Council may pay qualifying senior role allowances where formally approved by Council.

Financial Loss Compensation: Up to £67.45 for periods not exceeding 4 hours and £134.90 for periods exceeding 4 hours up to 24 hours.

Travel and Subsistence: Travel and subsistence claims may be reimbursed in accordance with HMRC and DBCC rates.

Reimbursement of Costs of Care: Members who incur care costs to attend approved duties may claim reimbursement in accordance with the scheme.

4. To simplify administration, it is proposed that allowance payments are made in two instalments during the year: one at the six-month point and one at the end of the financial year.

5. Members may opt out of receiving payments by writing to the Town Clerk. Claims should be supported by appropriate documentation where required.

Proposed Resolutions

- a) Notes the mandatory allowances as outlined within the Annual Remuneration Report and approves their implementation.
- b) Considers and RESOLVES whether to continue optional payments and allowances.
- c) Approves that payments due during the year are administered in two instalments: at the six-month point and at the end of the financial year.
- d) Members are free to choose a resolution of their own.

Mark Tredwin
Town Clerk
May 2026



Comisiwn
Democratiaeth a
Ffiniau Cymru

Democracy
and Boundary
Commission Cymru

Annual Remuneration Report

2026-27

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remuneration@dbcc.gov.wales



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The Commission welcomes correspondence and telephone calls in Welsh or English.
Mae'r ddogfen ar hon ar gael yn y Gymraeg.
This document has been translated into Welsh by Calan.

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

Foreword

We are pleased to present the Annual Remuneration Report for 2026–27 from the Democracy and Boundary Commission Cymru. This report outlines the determinations regarding pay, expenses, and benefits for members of principal councils, community and town councils, fire and rescue authorities, and national park authorities, effective from 1 April 2026. Recognising the service of elected representatives is vital, as this work supports the broader democratic framework in Wales.

Further details about the Commission can be found on our website [Democracy and Boundary Commission Cymru | DBCC](https://www.democracymatters.gov.wales).

This is our first report since assuming responsibility for this area, previously managed by the Independent Remuneration Panel for Wales. We extend our thanks to the Panel for their comprehensive framework and to the Welsh Government for their assistance during the transition.

The determinations for 2026–27 are set out in this report. We have developed these within the framework established by the Panel. Our attention now turns to preparing the next report, which will involve a thorough review of both the remuneration framework and the mechanisms used for annual adjustments, as required by the Welsh Government.

In accordance with the [Democracy and Boundary Commission Cymru etc. Act 2013](#), we are required to consider appropriate resettlement payments for councillors who lose their seats in elections and to advise the Welsh Government accordingly.

We will also evaluate the current remuneration structure for senior roles within principal councils and corporate joint committees to ensure it remains relevant and effective.

Additionally, we will review the index used for annual remuneration adjustments and reassess the workload of elected members to ensure fair compensation.

Throughout this process, we will engage with the Welsh Local Government Association and other stakeholders to inform our decisions.

Finally, I would like to thank the Commission's secretariat for their valuable support in developing this report.

Karen Jones

Chair

Chapter 1. Introduction

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

Resettlement payments

4. The Welsh Government has asked us to consider what payments, if any, principal councils should make to councillors who stand for re-election but are unsuccessful. We have sought to balance the needs of elected members as they move away from being a councillor against the budgets of councils, taking account where appropriate of those receiving sums from senior roles within their council.
5. The Commission has determined that a resettlement payment scheme should be established. We have written to the Cabinet Secretary to ask if they are minded to draft regulations for this to be in place for the 2027 local elections. If they agree, we will then undertake a consultation on what a scheme should look like as part of our work for next year's report.

Senior roles

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

Community and town councils (CTC)

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

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

8. The rate at which returns have been submitted to the Commission has been significantly lower than when the IRPW had responsibility for this area. Less than 50% of councils submitted their returns to us. 9% of councils published their returns on their websites, while not sending them on to us. We will discuss this with the representative bodies to explore what additional support we can offer to councils in fulfilling their responsibilities.

Corporate Joint Committees (CJC)

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

Co-opted and lay members

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

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

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

Engagement

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

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

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

Chapter 2. Methodology

21. The Commission is committed to making evidence based decisions in respect of remuneration.
22. This year we prepared an evidence and research paper to pull together the various sources of information that the Commission considered in making its draft Determinations. This provided a wide range of data, evidence, and contextual factors to inform the Commission's decision-making process in relation to its Determinations for the 2026-27 financial year. This included:
 - Data on average UK and Wales weekly earnings, including ASHE.
 - Public and private sector pay trends
 - Annual CPIH and CPI inflation rates
 - Benchmarks, including councillor remuneration in Scotland
 - Research on councillor workload
 - Views and attitudes to remuneration and diversity (Welsh Government)
 - Data collected on the take up of remuneration and benefits packages by councillors
 - Data on local authority finances
23. The full set of evidence and research considered will be published on our website.
24. We attended the WLGA Annual Conference 2025, and will continue to do so in future years, so that councillors and leaders can hear about the full range of the Commission's role, include remuneration, and discuss their views with us.
25. We also attended the Society of Local Council Clerks and One Voice Wales Joint Conference 2025 during the consultation period for our draft report, and spoke to them about trends in the claiming of allowances by members of community and town councils.
26. During the year we heard concerns about a few issues.
27. Leaders in some of the larger community and town councils felt that their role was deserving of greater remuneration than was currently offered. They thought that we might consider something more on a par with that paid to ordinary councillors in principal councils. We note this concern and will seek a more detailed view from the community and town council sector as part of our research for the 2027-28 report.
28. Co-opted and lay members of principal councils expressed a view that their remuneration has not been increased in some years, and that its value has been eroded as a result. We await the outcome of the Welsh Government review of public appointment rates so that we can consider what impact that should have for co-opted and lay members.
29. The Commission would like to thank all those that contributed to our deliberations either directly or through feedback on our draft report.

Chapter 3. Consultation on the Draft Annual Remuneration Report 2026-27

30. We published our draft report on 23 September 2025 for an eight-week consultation, which closed on 18 November 2025.
31. Stakeholders and the public were asked to provide their feedback on our proposed determinations. A total of 26 responses were received, all by email to remuneration@dbcc.gov.wales. The Commission would like to thank those who responded and acknowledges the low response rate. We will be reviewing our engagement with stakeholders as part of the wider work being undertaken for the next report.
32. The Commission considered the representations carefully before it formulated its final determinations. All representations are published on the Commission's website in line with our publication and redaction policy.
33. A number of responses expressed concern with our continued application of ONS data on median salaries in Wales, and the increase that has indicated for the final year of the local government electoral cycle. We recognise that concern and are committed to carrying out research on the range of measures available. We are retaining the link to ASHE for this report as we, and the Panel before us, committed to do for this cycle, but we will consult on the index to be used for increases across the next electoral cycle as part of the work towards our report for 2027-28.
34. The Commission has considered the feedback received and concluded that the draft determinations will be adopted for 2026-27. They are included in the next chapter of this report.

Chapter 4. Determinations for 2026-27

35. The following determinations will apply to all payments due to be paid in the 2026-27 financial year.
36. Members retain the right to opt out of any payment, in full or in part. That is an individual decision for members. Authorities are not permitted to make a collective decision to opt out of mandatory payments.

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

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

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

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

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

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

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

Table 2: Council groups by population

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

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

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

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

Determination 4/2026: Payments to NPA and FRA members

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

Table 3: Payments to NPA and FRA members

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

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

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

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

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

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

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

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

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

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

Type of payment	Group 1	Group 2 and 3	Group 4 and 5
Extra costs payment	Mandatory £156 for all members	Mandatory £156 for all members	Mandatory £156 for all members
Senior role	Mandatory £500 for 1 member; optional for up to 7	Mandatory £500 for 1 member; optional up to 5	Optional up to 3 members
Mayor or chair	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500
Deputy mayor or chair	Optional up to a maximum of £500	Optional up to a maximum of £500	Optional up to a maximum of £500
Attendance allowance	Optional up to a maximum of £30	Optional up to a maximum of £30	Optional up to a maximum of £30
Financial loss	Optional	Optional	Optional
Travel and subsistence	Optional	Optional	Optional
Costs of care or personal assistance	Mandatory	Mandatory	Mandatory
Office consumables	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members

Table 6: CTC groups by electorate

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

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

Chapter 5. Summary of determinations for 2026-27

1/2026

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

2/2026

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

3/2026

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

4/2026

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

5/2026

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

6/2026

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

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

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

Chapter 6. Current determinations from previous years

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

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

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

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

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

Group A councils: population over 200,000

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

Group C councils: population up to 100,000

Restrictions on senior post remuneration

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

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

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

Restrictions on payment for posts outside the principal council

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

Support to elected members of principal councils

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

Specific or additional senior salaries and assistants to the executive

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

Local Government Pension Scheme

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

Family absence provisions for elected members of principal councils

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

record immediately preceding the commencement of the family absence. (Determination 17 of 2022)

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

Sickness absence payments for senior salary holders of principal councils

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

Corporate Joint Committees (CJCs)

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

Payments to National Parks Authorities and Fire and Rescue Authorities

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

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

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

Travel and subsistence expenses

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

Mileage costs

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

Other travel costs

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

Subsistence costs

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

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

Costs of Care and Personal Assistance Payments

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

Community and town councils

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

⁶ What is the real Living Wage? | Living Wage Foundation

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

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

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