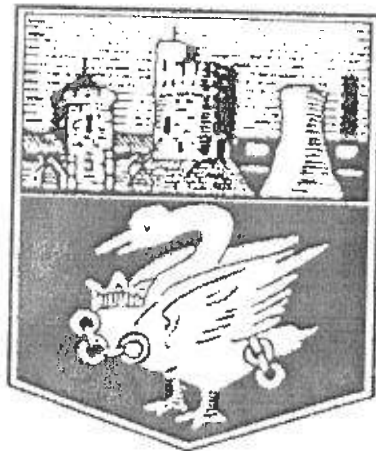


*Caldicot Town Council*  
*Cil-Y-Coed*



*Minutes*

**26<sup>th</sup> February 2020**

**CALDICOT TOWN COUNCIL**

**Minutes of Full Council held at 6.30pm**  
**Monday 26th May 2014**

on Wednesday, 26<sup>th</sup> February 2020 at Caldicot Town Council

**Present:** Cllrs: D Evans(Chair)  
D Ashwin  
J Bond  
W Conniff  
J Dobson-Pettican  
A Easson  
R Garrick

J Harris  
K Harris  
RJ Higginson  
M Mitchell  
D Nee  
F Rowberry  
P Stevens

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk; public]

**10276 Apologies**

Apologies were received from Cllrs O Edwards and M Stevens.

**10277** **Declarations of Interest - to be identified under the relevant item/forms to be completed**

Cllrs D Evans and RJ Higginson declared personal interests as members of Mon CC Planning Committee.

Cllr Easson advised that as a member of Caldicot Town Council and Mon CC Planning Committee, he would have an open mind when discussing applications that were to be considered by both Caldicot Town Council and Mon CC. Cllr Easson referenced planning application DM/2020/00276.

Town Council were advised that Planning Application item DM/2019/00061, should be corrected to **DM/2020/00061**.

The Mayor requested that an additional item be accepted during suspended proceedings, regarding Europe Day. **Town Council resolved to accept the additional item, which related to Europe Day in suspended proceedings.**

10278 To suspend proceedings

**a) Presentation: Armed Forces Covenant**

Officers were not in attendance to present the Armed Forces Covenant.

**b) Europe Day**

*'Proposal that Caldicot Town Council should recognise our continued friendship and cooperation with Europe by flying the flag of the 47 member Council of Europe on one or more of its flag poles on Europe Day (5<sup>th</sup> May) each year.'*

**Town Council agreed that the proposal would be considered at Planning and Resources Committee meeting, 10th March 2020.**

*Cllr J Harris did not support the proposal.*

**10279 Open Forum for public participation [max 15 mins at Mayor's discretion]**

During the open forum, the following issues were raised:

a) Clarification was requested regarding the status of the benches, stored at King George V Playing Fields compound, which had been purchased using S106 money allocated to Caldicot Town Team. It was understood that the benches had been purchased to be located in the town centre.

- Benches had been situated around Waitrose. Mon CC had advised none would be located in the Town Centre, due to regeneration.
- Benches had been stored by Mon CC in the compound, these had subsequently been donated to Town Council and would be utilised.

b) Planning application for Church Road had been approved and a proposed management plan was being considered by Mon CC, as an independent planning application. Concerns expressed regarding flood/drainage of site and vehicle access. Town Council views were requested.

- Confirmed that Town Council had received the original planning application for development, however, the management plan had not been received.
- Mon CC Planning Officers would be contacted to ensure that Town Council were consulted on the management plan.

c) Planning application DM/2019/2076 on Town Council agenda, meeting with residents (scheduled for 20.02.2020) had been deferred. Would Town Council make recommendations regarding the application, prior to the meeting with residents?

- Suggested recommendation deferred until after meeting with residents.
- Residents spokesperson would be contacted when meeting with Mon CC and MHA had been rearranged.

d) Planning application DM/2020/00061 on Town Council agenda, change of land. Similar application for neighbouring property had previously been considered and applicant requested that DM/2020/00061 was considered fairly.

*Cllr R Garrick left the meeting at 7.12pm*

- Town Council had deferred the application, subject to site visit by ward members.
- It was suggested that the resident contact their County Councillor.
- The ward Town Councillor advised that they would progress the matter with the resident.

*Cllrs D Ashwin and J Harris left the meeting at 7.15pm.*

**10280 To Approve the Minutes:**

a) Minutes of Full Town Council 29<sup>th</sup> January 2020 - Mayor to sign the Minutes

**The minutes of Full Town Council 29<sup>th</sup> January 2020 were approved as a true record and duly signed by the Mayor, subject to the following:**

***Cheque list amendment: Cheque No. 504982 should be 504988 (Mon CC – CCTV)***

b) Minutes of Planning and Resources Committee 11<sup>th</sup> February 2020 - Mayor to sign the Minutes

**The minutes of Planning and Resources Committee 11<sup>th</sup> February 2020 were approved as a true record and duly signed by the Mayor.**

## **10281 Planning**

Cllrs D Evans, RJ Higginson declared personal interests as members of Mon CC Planning Committee.

### **A) Planning Applications Received:**

**DM/2020/00061:** Planning Permission. Change of land by side of house to garden and parking (as in process of buying from MCC) – 55 Wentwood View, Caldicot, NP26 4QH  
*[Deferred P&R 11.2.20 - Subject to request for Ward Members to visit site]*  
**FTC deferred - subject to further information and site visit**

**DM/2019/02076:** Discharge of condition no. 5 of planning consent DM/2019/00595 (management plan) – 62 Chepstow Road, Caldicot, NP26 4HZ  
*[Deferred P&R 11.2.20]*

*Note: Meeting at Caldicot Town Council 20th February 2020 at 10 am with MCC, MHA, Residents (postponed)*

**FTC deferred until after meeting with MCC/MHA**

**DM/2020/00173:** Householder. Two storey side extension and rear single storey kitchen extension. Widen vehicular access to front of house – 199 Elan Way, Caldicot, NP26 4QB  
**FTC Refused\***

\*Reason for refusal:  
• **Restricted Access**

## **10282 Finance**

### **1) To Approve Cheque List February 2020**

Town Council were advised that the cheque list February 2020 was subject to the following amendments:

**Removal of Cheque no. 504988 (Mon CC CCTV) and  
Addition of Cheque no. 504982 (R Morse).**

Town Council were provided with the substituted Cheque List February 2020.

**Town Council resolved to approve amended Cheque List February 2020, as circulated.**

### **2) To Consider Membership of One Voice Wales 2020/21 - £1,447**

**Town Council considered and resolved to approve Membership of One Voice Wales 2020/21 - £1,447.**

3) To Approve Independent Remuneration Panel for Wales Annual Report 2020/21 – determinations 42-51.

- a) To Consider IRPW Draft Supplementary Report – Principles relating to the reimbursement of Costs of Care [deadline 9.4.2020]

**Town Council resolved to approve Independent Remuneration Panel for Wales Annual Report 2020/21 (determinations 42-51).**

Town Council noted the IRPW Draft Supplementary Report – Principles relating to the reimbursement of Costs of Care [deadline 9.4.2020].

4) To note Town Council utilities renewed for one year February 2020

**Town Council noted utilities renewed for one year February 2020.**

5) To Consider request from F Weston:

- a) MCC for Stroke Communication Group to meet at Town Council weekly free of charge

**Town Council resolved to approve Stroke Communication Group to meet at Town Council weekly free of charge.**

- b) Living Levels Project – Notes of meeting 18.2.2020 and costings

The list of equipment and seeds for the living levels £2,500 funding was circulated to Council. The list total was £2438.78 and included £840.80 support for the Oakley Way community garden, in partnership with MHA. It was agreed that school governors advise schools of the project.

**Town Council resolved that the list of planting equipment/seeds was sent to Living Levels - £2,438.78.**

6) To Consider Consultation on Future Audit Arrangements for Community Councils in Wales [deadline 19.3.20]

**Town Council noted Consultation on Future Audit Arrangements for Community Councils in Wales, deadline for responses Thursday 19 March 2020.**

7) To Consider Grant Application from Caldicot Community Working Together for Easter Event 2020 – requested £1,500.00.

**Town Council resolved to grant £1,500 to Caldicot Community Working Together for the Easter Event 2020.**

*Spending Power – Local Government Act 1972 s145*

8) To Consider Application for Support to Mind Monmouthshire

A member suggested that further information was requested from Mind Monmouthshire in relation to the request for support. It was suggested that a business plan and

budgets were provided, along with specific details which would evidence that there would be a Mind presence in Caldicot.

**Town Council resolved to request further information, business plan, accounts and indication of how the service would benefit the area. MIND would be invited to attend at 6 pm on 10<sup>th</sup> March 2020 prior to Planning & Resources Committee.**

9) To Ratify urgent Health and Safety work 17.2.2020 - £80.00 [tenant 9 Sandy Lane]

**Town Council resolved to ratify urgent Health and Safety work, 17.2.2020, tenant 9 Sandy Lane - £80.00.**

**10283 To Approve Minutes of Grants Committee meeting 11<sup>th</sup> February 2020:**

**i) To Approve Recommendations:**

- **West of England MS Therapy Centre - £400**  
*Spending Power – Local Government Act 2000, s.2 (s137)*
- **Mon CC Communities & Partnerships Development Team - £300**  
*Spending Power – Local Government Act 2000, s.2 (s137)*
- **Caldicot Events Committee - £9,000**  
*Spending Power – Local Government Act 1972 s145*
- **Community of Crick Residents Committee - £500**  
*Spending Power - Well-Being Local Government (Wales) Measure 2011 s.126*
- **Abergavenny Eistedfodd - £50.00**  
*Spending Power – Local Government Act 2000, s.2 (s137)*
- **Urdd National Eisteddfod - £50.00**  
*Spending Power – Local Government Act 2000, s.2 (s137)*

**The minutes and recommendations of Grants Committee meeting held on 11<sup>th</sup> February 2020 were approved.**

**10284 To Approve Minutes of Health and Safety Committee meeting 5<sup>th</sup> February 2020:**

**i) To Approve Recommendations:**

- **Mon CC fully re-inspect the wall to consider way forward.**
- **Quotations were obtained for industrial cleaning of toilet floors.**
- **Quotations were obtained for repair/replacement of area of fence at Dewstow Cemetery (near shelter/junior section).**
- **Town Council kitchen inspected, with a view to obtain quotations to undertake improvements.**

**The minutes and recommendations of Health and Safety Committee meeting held on 5<sup>th</sup> February 2020 were approved.**

**10285 To Approve Notes of VE Day Commemorations Meeting 11<sup>th</sup> February 2020**  
*a) Meeting Wednesday 26<sup>th</sup> February 2020, 6pm – Town Team, Events and CCWT*

Caldicot Town Team had arranged a street celebration for VE Day, on Friday, 8<sup>th</sup> May 2020 in Caldicot Town Centre and had requested representatives to attend a meeting. The Town Council agreed that any interested Councillors should put their names forward to the Clerk, so that Caldicot Town Team could be advised.

*Cllr J Dobson-Pettican left the meeting at 8.00pm.*

A member suggested that an event should be organised by Town Council, to celebrate VE/VJ day. Clarification was requested regarding who would be responsible for organising an event. It was noted that VJ day was the same date as Hoggin the Bridge weekend. Town Council had previously discussed holding a reception, for local people, to celebrate VE Day.

**Town Council resolved that:**

- Interested Councillors put names forward to the Clerk.
- Town Council building to host Caldicot Town Team VE day meeting.

## **10286 Reports**

### **a) Reports from Town Council Representatives on Outside Bodies**

There were no reports from Town Council Representatives on Outside Bodies.

### **b) Governor's reports**

There were no Governor reports

### **c) Police Report**

Town Council received and noted the police report, circulated at the meeting.

Town Council were advised that there had been a traffic incident outside Caldicot School (Mill Lane/Woodstock Way junction).

Members expressed concerns regarding the speed along Woodstock Way and that only one crossing point was available for pupils to use (near Waitrose); there were no 20mph or school signs and no 'child crossing' signs in the area.

**Town Council resolved to contact Mon CC, Police and Caldicot School to advise of concerns, requested that traffic management/safe routes to school were reviewed and that vehicle speed in the area was monitored.**

### **d) Members items for website**

There were no items suggested by members for the website.

### **e) Other (incl. Website Analytics)**

There were no other reports.

## **10287 To receive Clerk's report - Subscriptions, Correspondence, Publications, Minutes**

Town Council noted the content of the Clerk's Report and discussed the following items:-

### **Community Climate Champions**

Town Council agreed that representatives would be nominated at Town Council meeting 25<sup>th</sup> March 2020.

### **Armed Forces Day Grant Scheme**

A member highlighted that this was an excellent scheme for the Armed Forces Day, where funding was available up to £10,000. However, it was recognised that as the deadline approached, it would not be possible to apply for 2020.

Suggested ideas were noted as: celebratory mugs, speaker to primary schools, football match with Chepstow Rifles (and cup), army marching band, schools concert competition.

*Cllr M Mitchell left at 8.30pm*

It was suggested that Town Council could arrange football match and purchase a celebratory cup.

#### **Dog Fouling**

**Caldicot Castle:** Town Council considered correspondence sent on behalf of Caldicot Castle Football club, which suggested that an additional dog waste bin could be placed in the Country Park. It was noted that there were already a significant number of bins at the castle.

**Town Council agreed not to locate a new bin at Caldicot Castle and Country Park.**

**Wardens:** The Town Council representative on 'Give Dog Fouling the Red Card' meetings, advised that wardens his would be discussed at the next meeting (arranged for March 2020 at County Hall). It was suggested that an item could be included on the Mon CC Severnside Area Committee agenda.

**Town Council agreed to request an item for wardens (dog fouling) on the Severnside Area Committee agenda.**

#### **Caldicot Town Centre Regeneration**

**Caldicot Bus Service:** Town Council received correspondence that, information boards would be at the library, (displaying all diverted bus route details and timetables) and signage had been displayed on affected bus stops.

A member highlighted that this had not been done and changes had not been displayed clearly or adequately. Appropriate signage was required, as not all users obtain information from the website.

Town Council noted that the responsibility was with the bus Company and Mon CC transport department. **Town Council agreed to contact Mon CC, to reiterate concerns.**

#### **Event advertising – signage/notices**

Town Council noted response from MCC regarding event advertisement and that Cllr D Evans, Mayor, had supported the fairground event at Caldicot RFC.

#### **CCTV**

Town Council noted information available in Town Council office.

#### **GAVO – Active Citizenship Event**

Town Council agreed that Cllrs J Bond and RJ Higginson would attend 'GAVO – Active Citizenship Event', Cwrt Bleddyn Hotel, Usk, 9.30am-1pm, Wednesday 4<sup>th</sup> March 2020 (official duty).

#### **Longfellow Road Bus Shelter**

Town Council noted appreciation from Cllr Easson, regarding bus shelter installed at Longfellow Road.



**10288 To Resolve - Exclusion of Press and Public**

Town Council resolved to exclude Press and Public – 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:

**10289 a) To Consider Tenders for Bowls Green Maintenance**

Town Council were advised that tenders for the bowls green maintenance had been advertised, with closing date as Monday 24<sup>th</sup> February.

The Clerk advised that one had been received.

**Town Council resolved to accept the Tender for Bowls Green Maintenance, £12,507.36 per annum (for 3 years) – P Villars.**

**b) To Consider Quotation for 'Remote' switch-on of Christmas Lights**

***NB: MCC permissions required***

Town Council received a quotation for remote switch on of Christmas Lights.

**Town Council resolved to accept the quotation for remote switch on of Christmas Lights, subject to Mon CC permissions, City Illuminations:**

- £135 per lighting column and wall switching points (20 columns)
- £75 each for 2 hand held transmitters

**£2,850 + VAT**

The meeting ended at 9.00pm

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Mayor/Deputy Mayor

# Cheque list – February 2020

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504982	18982	28/01/20	£32.00	£0.00	£32.00	R Morse	TC Security
504983	18983	28/01/20	£104.26	£17.38	£86.88	Konica Minolta	Photocopier rental
504983	18984	28/01/20	£36.62	£6.10	£30.52	Konica Minolta	Photocopies
504983	18984	28/01/20	£140.88	£23.48	£117.40		
504984	18987	04/02/20	£569.28	£0.00	£569.28	Dwr Cymru	Water supply toilets
504984	18988	04/02/20	£111.43	£0.00	£111.43	Dwr Cymru	Water supply TC
504984	18989	04/02/20	£64.33	£0.00	£64.33	Dwr Cymru	Water supply SL allot
504984	18990	04/02/20	£154.55	£0.00	£154.55	Dwr Cymru	Water supply OW allot
504984	18991	04/02/20	£43.44	£0.00	£43.44	Dwr Cymru	Water supply KGVPF
504984	18991	04/02/20	£943.03	£0.00	£943.03		
504985	18992	04/02/20	£615.00	£0.00	£615.00	Merlin Waste	Dog waste collection Feb
504985	18993	04/02/20	£23.98	£4.00	£19.98	Complete Business Solutions Group Ltd	Office supplies
504987	18994	04/02/20	£23.85	£0.00	£23.85	Clir F Rowberry	Trav exps Raglan 20 1.20
504989	18996	05/02/20	£102.00	£17.00	£85.00	Vision ICT Ltd	Accessibility statement
504990	18997	05/02/20	£17,520.00	£2,920.00	£14,600.00	City Illuminations	Supply & Install Christmas Lights 2019
504991	18998	05/02/20	£1,314.00	£219.00	£1,095.00	J Ball	Cemetery maintenance Jan
504991	18999	05/02/20	£12.00	£2.00	£10.00	J Ball	fix soap dispensers TC
504991	18999	05/02/20	£1,326.00	£221.00	£1,105.00		
504992	19000	06/02/20	£138.00	£0.00	£138.00	Aztec Alarms & Electrical Services	PAT Testing Jan 20
504993	19001	10/02/20	£80.00	£0.00	£80.00	Post Office Ltd	Postage
504994	19002	10/02/20	£54.00	£0.00	£54.00	Clir R J Higginson	Trav exps OVW 5.2.20
504995	19004	10/02/20	£1,232.24	£205.37	£1,026.87	Peter Villars Landscapes	Bowls green contract Jan 20
504996	19005	12/02/20	£400.00	£0.00	£400.00	Rob Lewis	Contract fee January 20 - KGVPF
504996	19006	12/02/20	£355.00	£0.00	£355.00	Rob Lewis	Contract fee January - Open field
504996	19007	12/02/20	£320.00	£0.00	£320.00	Rob Lewis	Contract fee January - Children's playarea
504996	19008	12/02/20	£180.00	£0.00	£180.00	Rob Lewis	Contract fee January - TC Building
504996	19009	12/02/20	£67.50	£0.00	£67.50	Rob Lewis	Contract fee January - allotments
504996	19010	12/02/20	£33.00	£0.00	£33.00	Rob Lewis	Contract fee January - Orchard Close
504996	19011	12/02/20	£20.00	£0.00	£20.00	Rob Lewis	Supply/grit TC grounds
504996	19011	12/02/20	£1,375.50	£0.00	£1,375.50		
AS200220	19012		£5,675.83	£0.00	£5,675.83	Salaries	Salaries Feb 20
AS2002201	19013		£2,012.25	£0.00	£2,012.25	HMRC	Tax-NI Feb 20
AS2002202	19014		£1,971.19	£0.00	£1,971.19	Torfaen CBC	Superannuation Feb 20
Total			£33,265.75	£3,390.85	£29,874.90		

## **PART B – KING GEORGE V PLAYING FIELDS TRUSTEE**

### **1 To Consider Notes of Compound Working Group – 11<sup>th</sup> February 2020**

Town Council received notes of the Compound Working Group meeting, held on 11<sup>th</sup> February 2020. The Chair updated, that the group had met with a play consultant and information had been provided regarding project management for the MUGA build (Stage 2).

Town Council were informed that there would be a need for the site to be cleared and levelled, as Stage 1. The Council would be required to shut down the utilities (electric and water) and alarm system.

**Town Council resolved to advertise for quotations for demolition of the compound building:**

**Demolish building, clear and level site, remove and dispose of waste (via appropriately licensed waste carrier), health and safety fencing to be included.**

**Utility companies to be contacted to arrange disconnection of electricity, water and alarms prior to demolition work.**

### **2 To Consider Notes of Users Sub Committee – 18<sup>th</sup> February 2020**

Town Council considered notes of Users Sub Committee meeting held on 18<sup>th</sup> February 2020. The meeting had been held in order to consult with users regarding locking of gates at King George V Playing Fields, open and locked in accordance with play area times. Some users had identified that there was a need for gates to remain open as vehicles were parked in the playing fields until 9pm in Winter and 11pm in Summer.

In addition, users had expressed a need for CCTV at the playing fields. A meeting had been arranged with CCTV officers and the Mayor, 10am Friday 28<sup>th</sup> February 2020.

Town Council discussed times for opening and locking gates at the entrance to King George V Playing Fields. It was suggested that users were provided with a key, so that they could access as required. However, this was not supported by users.

**Town Council resolved to open and shut the gates. The matter of locking gates was supported in principle, however, this was subject to someone being available to lock.**

### **3 To Resolve - Exclusion of Press and Public**

Town Council resolved to exclude Press and Public – 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:

**4 To consider proposal for services to project manage Stage 2 (re. Compound Working Group)**

Town Council considered the quotation for project management of compound project Stage 2, MUGA. Council had been informed that the current building would need to be demolished and all waste material disposed of (Stage 1), the area would need to be level with no debris.

Stage 2 quotation included project management, procurement and installation of MUGA.

**Town Council resolved to accept the quotation from Sports and Play Consulting - £5,300.**

The meeting ended at 9.05pm

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Mayor/Deputy Mayor

**CALDICOT TOWN COUNCIL**  
**Minutes of Planning & Resources Committee held at 6.30pm**  
**on Tuesday, 10 March 2020 at Caldicot Town Council**

**Present:** Cllrs: D Evans(Chair) J Harris  
J Bond RJ Higginson  
W Conniff M Mitchell  
A Easson D Nee  
O Edwards F Rowberry

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk; B Hodges, public]

**1 Apologies**

Apologies received from Cllrs D Ashwin, J Dobson-Pettican, R Garrick, K Harris, A Lloyd, M Stevens and P Stevens.

**2 Declarations of Interest - To be identified under the relevant item**

Cllrs D Evans and RJ Higginson declared personal interests as members of Mon CC Planning Committee, in relation to agenda item 4.

Cllr Easson advised that his position remained, as stated at Town Council meeting 26.2.2020 *[as a member of Caldicot Town Council and Mon CC Planning Committee, would have an open mind when discussing applications that were to be considered by both Caldicot Town Council and Mon CC]*.

**3 Suspended Proceedings**

a) Presentation of cheques – Town Council Donations 26.2.2020

Cllr D Evans, Mayor, presented donations to the following groups:

- i) MCC Communities & Partnership Development Team (Yarn Bomb) - £300
- ii) Crick Care Home Residents Committee (Sensory Unit) - £500
- iii) Caldicot Community Working Together (Egg-cellent Adventure) - £1,500

**4 Planning**

**A) Planning Applications:**

**DM/2020/00061:** Planning Permission. Change of land by side of house to garden and parking (as in process of buying from MCC)  
- 55 Wentwood View, Caldicot, Monmouthshire, NP26 4QH

It was noted that the application had been deferred, from P&R 11.2.2020 and FTC 26.2.2020, as local members had requested a site visit. A response was received from Mon CC:

*Response from Mon CC Planning: It is not our usual practice to meet with the Town Council prior to the determination of an application. May I ask why you feel that a site visit is necessary. If you have any specific questions maybe I can answer them in an email for you. Alternatively, if you wish to discuss the application with me please give me a call.*

**Council agreed to contact the ward County Councillor, to request site visit.**

**5 Street naming and numbering – site of former White Hart Public House, Caldicot – White Hart Mews**

Town Council noted the street name for site of former White Hart Public House, Caldicot – 'White Hart Mews'.

**6 To Note Give Dog Fouling the Red Card meeting 2pm Thursday, 5<sup>th</sup> March 2020 at MCC Usk [TC Rep – Cllr F Rowberry]**

Town Council noted Give Dog Fouling the Red Card meeting 2pm Thursday, 5<sup>th</sup> March 2020 at MCC Usk. Cllr F Rowberry attended meeting – minutes to follow. Cllr A Easson attending Strong Communities Committee to discuss Public Space Protection Orders.

**a. To note Merlin Waste increase in dog waste collection 15p per bin from 1.4.2020 [44 bins x £3.90]**

Town Council noted the increase in dog waste collection 15p per bin from 1.4.2020.

**7 VE Day celebrations – Notes of meeting:**

- a. Caldicot Town Council at 6pm Wednesday, 26<sup>th</sup> February 2020**
- b. Caldicot Town Team 6.30pm Tuesday, 3<sup>rd</sup> March 2020**
- c. To Consider Grant Application from Town Team**

Notes of the Caldicot Town Team meeting 6.30pm 3<sup>rd</sup> March 2020 were circulated to members at the meeting. In addition, members were provided with business case and financial statements to support the Town Team grant application.

Notes of the VE Day meeting held at 6pm on Wednesday 26<sup>th</sup> February 2020 and Caldicot Town Team meeting held at 6:30pm on Tuesday, 3<sup>rd</sup> March 2020 were noted.

Town Council considered Grant Application from Town Team, along with accounts and business case.

A member suggested that Caldicot Town Council could cover cost of the screen for the VE Day event. This would be subject to the supplier sending a quotation and invoice direct to the Town Council office.

Council requested that the Clerk contact Town Team for supplier details. Council highlighted that it was the responsibility of Caldicot Town Team to ensure that appropriate risk assessments, health & safety and installation undertaken.

It was proposed and duly seconded, in principle to fund the screen for the VE Day event, quotation and invoice to be sent directly to the Town Council office.

**Town Council resolved to agree in principle, to fund the screen for the VE Day event, subject to quotation and being invoiced directly by the supplier.**

*Cllr J Harris left the meeting at 7:15pm.*

**8 To Consider Flying Europe Day Flag 5<sup>th</sup> May 2020 [b/f/TC 26.2.2020]**

Town Council considered flying Europe Day Flag 5<sup>th</sup> May 2020.  
It was noted that Town Council Commonwealth Flag was flown at Caldicot Castle on Commonwealth Day 9<sup>th</sup> March, as in previous years.

**Town Council resolved to agree to fly Europe Day Flag 5<sup>th</sup> May 2020.**

**a. To Consider Press Release**

**Town Council approved the Press Release.**

**9 To Note invitation to all Councillors to Caldicot Food Bank AGM 12 noon Friday, 20<sup>th</sup> March 2020 at Town Council offices [TC Rep – Cllr M Mitchell]**

Town Council noted invitation to Caldicot Food Bank AGM 12noon Friday 20<sup>th</sup> March 2020 at Town Council offices.

**10 To Note meeting of Regeneration Stakeholder Group Thursday, 26<sup>th</sup> March 2020 – venue tbc [TC Reps – Cllrs J Bond, D Nee]**

Town Council noted meeting of Regeneration Stakeholder Group Thursday 26<sup>th</sup> March 2020.

**11 Resolved - Exclusion of Press and Public. 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:**

The Mayor advised that information had been received, in relation to an urgent Health and Safety item, Town Council Building Gents Toilets. **Town Council resolved to agree to accept the item regarding Town Council Building Gents Toilet [Health and Safety].**

**a. Gents Toilet Wall – Town Council Building [Health and Safety]**

Following treatment and repainting, the condition of the Gents toilet wall had not improved. Concerns were raised as the issue had appeared in the Town Council office.

Mon CC Property Services had suggested taking a section out of the wall to carry out a cavity inspection. Town Council agreed to proceed with the cavity inspection.

**Town Council resolved to agree to contact Mon CC to proceed with cavity wall inspection works.**

**b. Health & Safety - To consider quotation to supply and fit two holding back posts for King George V Playing Field entrance gates**

The Clerk informed Council that a query had been received regarding emergency vehicle access to the playing fields, in the event that the gates were locked.

Council recognised that the purpose for gates being installed was to reduce anti-social behaviour.

It was suggested that chains and padlocks were required, in order to secure the gates to the posts.

The Mayor confirmed that discussions had been held at Users Committee meeting regarding CCTV. Quotations were expected at Town Council March 2020.

**Town Council resolved to accept the quotation to supply and fit two holding back posts for KGVPF entrance gates - £260 + VAT, KRL Services**

**Town Council resolved that prices were obtained for chains and padlocks, in order to secure the gates.**

**c. To consider recommendation Estate Agent Re; Rent Review 9SL**

Town Council considered the Estate Agent recommendation regarding rent review 9SL. Council resolved not to increase rent for 2020. It was agreed to carry out a rent review in 2021.

**Town Council resolved not to increase rent, 9SL and this would be reviewed in 2021.**

**The meeting ended at 7.35pm.**



**Public Path Diversion Order 2020**  
**Town and Country Planning Act 1990, s257**  
**Monmouthshire County Council**  
**Public Footpath No. 37 (part), Caldicot**

**SCHEDULE**

**PART 1**

<b>Section as indicated on map</b>	<b>Description of site of existing path or way</b>
A-D-K-J	Footpath continues from A (ST4838789403) in a South South Westerly direction a distance of 162m to point D (ST4833089252). From point D the Footpath continues in a Southerly direction a distance of 73m to point K (ST4832389181). From point K the Footpath continues in a South South Easterly direction a distance of 84m to unaffected Footpath 37 at point J (ST4835689103).

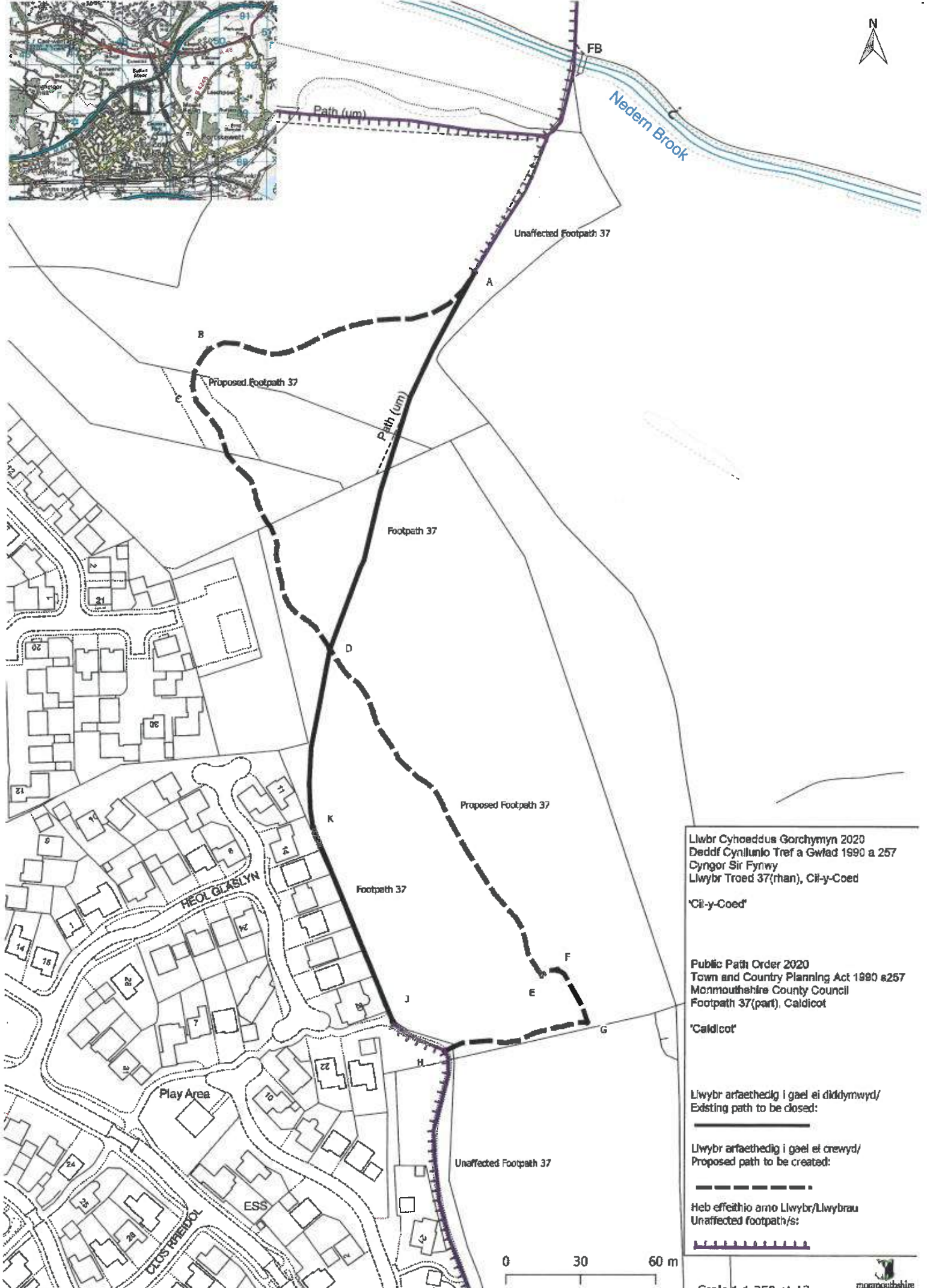
**PART 2**

<b>Section as indicated on map</b>	<b>Description of site of alternative highway</b>
A-B-C-D-E-F-G-H	Footpath continues from point A (ST4838789403) at a width of 2m along an unmade path in a West South Westerly direction a distance of 118m to point 'B' (ST4828089372). From point B the footpath continues at a width of 2m along a made path in a South South Westerly direction a distance of 22m to point C (ST4827589352). From point C the Footpath continues at a width of 2m along a made path in a South South Easterly direction a distance of 118m to point D (ST4833089252). From point D the Footpath continues at a width of 2m along a made path in a South South Easterly direction a distance of 160m to point E (ST4841589122). From point E the Footpath continues at a width of 2m along a roadside footway in an East North Easterly direction a distance of 8m to point F (ST4842289124). From point F the Footpath continues at a width of 2m along a roadside footway in a South South Easterly direction a distance of 26m to point G (ST4843389104). From point G the footpath continues at a width of 3m along a made path in a Westerly direction a distance of 59m to unaffected Footpath 37 at point H (ST4837689092).

**PART 3**

**Description of site of existing highway to be improved**

None.



Llwybr Cyhoeddus Gorchymyn 2020  
Deddf Cynllunio Tref a Gwlad 1990 a 257  
Cyngor Sir Fynwy  
Llwybr Troed 37(rhan), Cili-y-Coed

'Cili-y-Coed'

Public Path Order 2020  
Town and Country Planning Act 1990 s257  
Monmouthshire County Council  
Footpath 37(part), Caldicot

'Caldicot'

Llwybr arfaethedig i gael ei diddymwyd/  
Exsting path to be closed:



Llwybr arfaethedig i gael ei crewyd/  
Proposed path to be created:



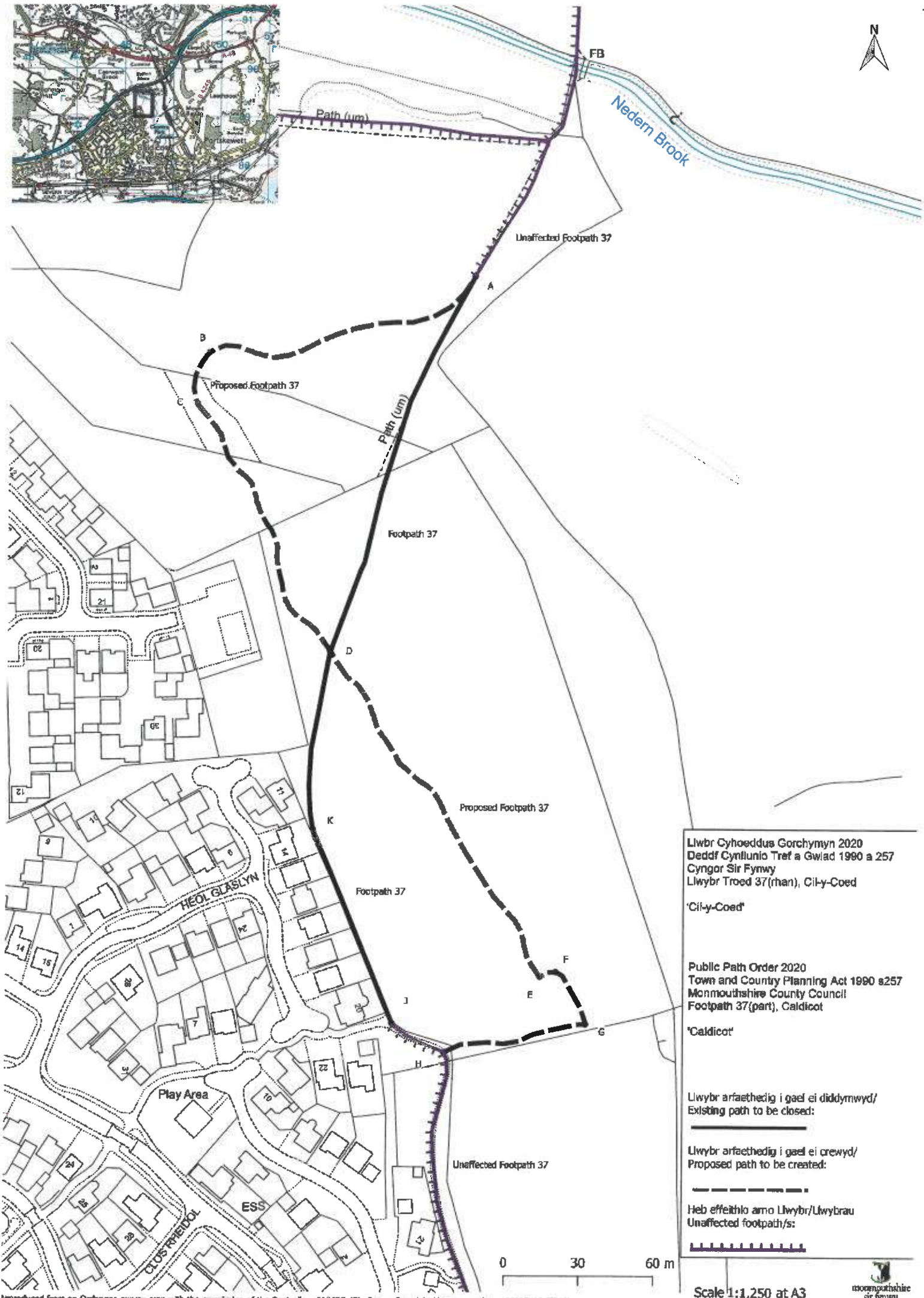
Heb effeithio arno Llwybr/Llwybrau  
Unaffected footpath/s:



0 30 60 m

Scale 1:1,250 at A3





Llwybr Cyhoeddus Gorchymyn 2020  
 Deddf Cynllunio Tref a Gwlad 1990 a 257  
 Cyngor Sir Fynwy  
 Llwybr Troed 37(rhan), Cil-y-Coed

'Cil-y-Coed'

Public Path Order 2020  
 Town and Country Planning Act 1990 s257  
 Monmouthshire County Council  
 Footpath 37(part), Caldicot

'Caldicot'

Llwybr arfaethedig i gael ei diddymwyd/  
 Existing path to be closed:

Llwybr arfaethedig i gael ei crewyd/  
 Proposed path to be created:

Heb effeithio arno Llwybr/Llwybrau  
 Unaffected footpath/s:

Scale 1:1,250 at A3







**CALDICOT TOWN COUNCIL**  
**Sandy Lane Caldicot**

**FINAL ACCOUNTS**  
**2019/2020**

**[subject to audit]**

## CONTENTS

Page 1	Income and Expenditure Account
Page 2	Balance Sheet
Page 3 - 4	Supporting Financial Data
Page 5	Section 137 Payments
Page 6	Analysis of Creditors/Debtors
Page 7	King George V Playing Fields Trustee

# Income and Expenditure Account

Unaudited

31/03/19 £		31/03/20 £
	<b>INCOME</b>	
0	Agency Services reimbursements	0
1,960	Allotment Rents	1,960
21,876	Burial Fees	15,445
822	Interest on Investments	1,503
0.00	Jubilee Way Toilets	0
0.00	KGVPF Trustee Land	0
0.00	Loan/Capital Receipts	0
8,901	Miscellaneous Income	9,461
364,360	Precept	386,560
0	Sale of Assets	0
2,048	Town Council Building Hire Fees	2,044
399,968	<b>INCOME TOTAL</b>	416,972
	<b>EXPENDITURE</b>	
0	Agency Services	0
2,088	Allotments	1,669
1,216	Capital Equipment/Schemes	3,236
23,272	Cemetery	25,819
0	Community Well Being	0.00
108,355	General Administration	115,202
13,545	Jubilee Way Toilets	13,801
32,239	KGVPF Trustee Land	49,148
24,278	Other Administration Expenditure	24,983
0	Other Expenditure	0
0	Provision for Bad/Doubtful Debts	0
18,484	S. 137 Payments	33,914
104,453	Town Facilities	87,187
327,929	<b>EXPENDITURE TOTAL</b>	354,958
0	Balance as at 01/04/19	0
399,968	Add Total Income	416,973
399,968		416,973
327,929	Deduct Total Expenditure	354,958
0	Stock Adjustment	0
-72,039	Transfer to/ from reserves	-62,015
0	Balance as at 31/03/20	0

# Consolidated Balance Sheet

Unaudited

31/03/19 £			31/03/20 £
	<b>Long Term assets</b>		
0.00	Investments		0.00
0.00	Long Term Debts		0.00
0.00	<b>TOTAL LONG TERM ASSETS</b>		0.00
	<b>Current assets</b>		
370,569.26	Investments	442,553.48	
0.00	Loans Made	0.00	
0.00	Investments	0.00	
0.00	Stocks	0.00	
5,588.89	VAT Recoverable	5,975.16	
481.64	Debtors	0.00	
581.91	Payment in Advance	0.00	
10,402.21	Cash in Hand & at Bank	1,109.49	
387,623.91	<b>TOTAL CURRENT ASSETS</b>		449,638.13
387,623.91	<b>TOTAL ASSETS</b>		449,638.13
	<b>Current liabilities</b>		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
620.00	Creditors	620.00	
0.00	Receipts in Advance	0.00	
620.00	<b>TOTAL CURRENT LIABILITIES</b>		620.00
387,003.91	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		449,018.13
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
387,003.91	<b>NET ASSETS</b>		449,018.13
	<b>Represented by</b>		
0.37	Revenue Account		0.00
20,000.00	General Balance/Contingency		20,000.00
167,003.54	Reserves		229,018.13
40,000.00	Repairs/H&S Works		40,000.00
	Provisions		
0.00	CCTV System		0.00
0.00	Bus Shelters		0.00
20,000.00	Play Equipment		20,000.00
65,000.00	Compound		65,000.00
75,000.00	Cemetery Land		75,000.00
387,003.91			449,018.13

# **ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2020** **SUPPORTING STATEMENT**

## CALDICOT TOWN COUNCIL

£

### **PURCHASES**

CCTV system Town Council Office

1495

Flag pole at cemetery

798

### **DISPOSALS**

0

As at 31.3.2020 the following assets were held [itemised in accordance with RSA Insurance Schedule]

### **ASSETS - LAND**

Allotments at Sandy Lane and Oakley Way (Leased)

Copse at Sandy Lane [former allotments]

Dewstow Road Cemetery [Leased]

£

Town Council Cemetery Shelter/Shed and Toilet

19,772

Town Council Offices and Building

272,031

Town Council Building – 9 Sandy Lane

63,587

Jubilee Way Toilets

1

**355,391**

£

Street Furniture [including bus shelters]

32,452

Gates, Fences & Wall

10,000

Regalia

9,728

Town Council Building/Office Contents

12,068

**62,248**

**Total £419,639**

### **BORROWINGS**

There were no outstanding loans to the Council as at 31.3.20

### **LEASES**

Town Council leases land for the Allotment site Oakley Way - fixed annual rental of £15; and Cemetery from Mon CC. The leases were in existence as at 31.3.20

### **DEBTS OUTSTANDING**

Debts outstanding at 31.3.20 were as follows:

£

HM Customs [VAT]

5,975.16



## TENANCIES

Lease, children's nursery, 9 Sandy Lane, Caldicot

Tenant	Property	* Rent p.a	Repairing/Non Repairing	Insurance Tenant
	9 Sandy Lane	£6,000		

Town Council Solicitors: Blake Morgan, Cardiff/Consultancy: Newlands, Chepstow

## TOWN COUNCIL AS A TENANT

Town Council is not a tenant of any property

## AGENCY WORK

During the year 2019/2020 the Town Council did not undertake any work on behalf of any other Authority or bodies on any agency basis.

## ADVERTISING AND PUBLICITY

During the year 2019/2020 the town Council did not pay for any advertising.

## CONTINGENT LIABILITY

There was no contingent liability as at 31.3.2020 and no matters outstanding which might involve potential litigation and financial penalty etc.

## PENSIONS

For the year ending 31.3.2020, the Town Council's contribution for superannuable employees was 20.8% of pensionable pay. The pension contribution is in respect of the Clerk/RFO, Deputy Clerk/RFO and Communications Assistant/Office Administrator.

MOVEMENT OF RESERVES 2019/2020	£
Opening Balance	387,003
Add transfer to reserves/provisions for the year	62,015
<b>TOTAL</b>	<b>449,018</b>

## SECTION 137 (LOCAL GOVT ACT) 1972

*Section 137 of the 1972 Act permits a Community Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of and will bring direct benefit to the area or any part of it or all of some of its inhabitants, providing that the benefit is commensurate with the expenditure. The maximum sum for 2019-19 was £7.57 per elector. The limit for the Council in the year ended 31.3.20 was [£7180 x £7.86 = £56,435] and the payments were as follows:*

# Section 137 transactions

Start of year 01/04/19

Tn no	Paid date	Gross	Vat	Net	Accrued Payee Amount
18551	16/04/19	£9,000.00	£0.00	£9,000.00	£0.00 Caldicot Events Committee
18552	16/04/19	£5,000.00	£0.00	£5,000.00	£0.00 Caldicot Youth Group
18569	21/05/19	£500.00	£0.00	£500.00	£0.00 GAVO
18585	21/05/19	£10.00	£0.00	£10.00	£0.00 R Atkins
18586	21/05/19	£10.00	£0.00	£10.00	£0.00 R Huff
18587	21/05/19	£10.00	£0.00	£10.00	£0.00 E Ashwell-Lewis
18588	21/05/19	£10.00	£0.00	£10.00	£0.00 S Rogers
18627	06/06/19	£177.79	£29.63	£148.16	£0.00 Red Dragon Manufacturing Ltd
18673	09/07/19	£200.00	£0.00	£200.00	£0.00 Bobath Children's Therapy Centre Wales
18674	03/07/19	£1,000.00	£0.00	£1,000.00	£0.00 St Josephs Amateur Boxing Club
18732	12/08/19	£27.00	£0.00	£27.00	£0.00 Country Flowers
18741	12/08/19	£4,000.00	£0.00	£4,000.00	£0.00 Caldicot Youth Group
18742	28/08/19	£2,653.00	£0.00	£2,653.00	£0.00 Caldicot Community Working Together
18765	04/09/19	£9.65	£0.00	£9.65	£0.00 S King
18770	10/09/19	£957.60	£159.60	£798.00	£0.00 Red Dragon Manufacturing Ltd
18785	10/09/19	£25.00	£0.00	£25.00	£0.00 Mr Mrs A Shaw
18786	10/09/19	£15.00	£0.00	£15.00	£0.00 Mr Mrs M Simmonds
18787	10/09/19	£15.00	£0.00	£15.00	£0.00 Mrs S Edwards
18788	10/09/19	£15.00	£0.00	£15.00	£0.00 Mr Mrs Nicholson
18789	10/09/19	£15.00	£0.00	£15.00	£0.00 Mr Mrs Shute
18790	10/09/19	£15.00	£0.00	£15.00	£0.00 M Commins
18791	10/09/19	£25.00	£0.00	£25.00	£0.00 Ian Watts & Son Ltd
18793	10/09/19	£20.00	£0.00	£20.00	£0.00 G Hackett
18794	10/09/19	£27.80	£0.00	£27.80	£0.00 S King
18795	10/09/19	£15.00	£0.00	£15.00	£0.00 G McIntyre
18797	12/09/19	£135.00	£0.00	£135.00	£0.00 K Rix
18809	30/09/19	£3,000.00	£0.00	£3,000.00	£0.00 Caldicot Community Lunches
18810	30/09/19	£4,000.00	£0.00	£4,000.00	£0.00 Mon CC
18841	10/10/19	£500.00	£0.00	£500.00	£0.00 Mon CC
18887	19/11/19	£234.00	£39.00	£195.00	£0.00 Eyewitness Protection Ltd
18907	03/12/19	£140.00	£0.00	£140.00	£0.00 Royal British Legion
19028	27/02/20	£400.00	£0.00	£400.00	£0.00 West of England MS Therapy
19029	27/02/20	£300.00	£0.00	£300.00	£0.00 Mon CC
19030	27/02/20	£500.00	£0.00	£500.00	£0.00 Community of Crick Residents Committee
19031	27/02/20	£50.00	£0.00	£50.00	£0.00 Abergavenny Eisteddfod
19032	27/02/20	£50.00	£0.00	£50.00	£0.00 Urdd National Eisteddfod
19034	27/02/20	£920.00	£0.00	£920.00	£0.00 KRL Services
19070	20/03/20	£192.00	£32.00	£160.00	£0.00 Treecare Consulting Ltd
		£34,173.84	£260.23	£33,913.61	£0.00 <b>Total</b>
		£34,173.84	£260.23	£33,913.61	£0.00 Payments in current year

## Closing Creditors

Start of year 01/04/19

Tn no	Gross	Vat	Net	Accrued	Closing Inv. date adjustment	Cheque no.	Details
<b>Audit Commission</b>							
19095	£0.00	£0.00	£0.00	£200.00	£200.00	31/03/20	Audit 2019/20
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£200.00</b>	<b>£200.00</b>		
<b>Auditing Solutions</b>							
19094	£0.00	£0.00	£0.00	£420.00	£420.00	31/03/20	Final Audit 2019/2020
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£420.00</b>	<b>£420.00</b>		
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£620.00</b>	<b>£620.00</b>		
						VAT Creditor	£0.00
						All Other Creditors	£620.00

## Closing Debtors

Start of year 01/04/19

Tn no	Gross	Vat	Net	Accrued	Closing	Inv. date adjustment	Invoice no.	Details
<b>HM Customs</b>								
9553	£5,975.16	£0.00	£5,975.16	£0.00	£5,975.16	31/03/20		VAT Reclaim Jan-Mar 20
<b>Total</b>	<b>£5,975.16</b>	<b>£0.00</b>	<b>£5,975.16</b>	<b>£0.00</b>	<b>£5,975.16</b>			
<b>Total</b>	<b>£5,975.16</b>	<b>£0.00</b>	<b>£5,975.16</b>	<b>£0.00</b>	<b>£5,975.16</b>			VAT Debtor £5,975.16
								All Other Debtors £0.00

## KING GEORGE V PLAYING FIELDS TRUSTEE

### ASSETS – TRUSTEE LAND

Playing Fields King George V Land Approx 8 Acres (Trust)

Children's Play Area/Outdoor Exercise Equipment KGVPF

Bowls Green/Allied areas KGVPF

<u>Trustee</u>	<u>£</u>	
Bowling Green Clubhouse/Pavilion/Bowls Green	114,179	
Bowling Green Changing Room	36,926	
Town Council Storage Compound	53,620	
Play Equipment & Surfaces [exc bowls green]	102,105	
Fixed outdoor exercise equipment	9,635	
Street Furniture [includes]		
Seats	440	
2 signs	563	
Gates, fences, Bins	5,693	
Bollards	5,352	
Fingerposts	934	
Information board, flagpoles, benches (via MCC)	2,800	
2 dog bins	<u>305</u>	
	16,087	
		<b>Total <u>£332,552</u></b>

# Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2020

## LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

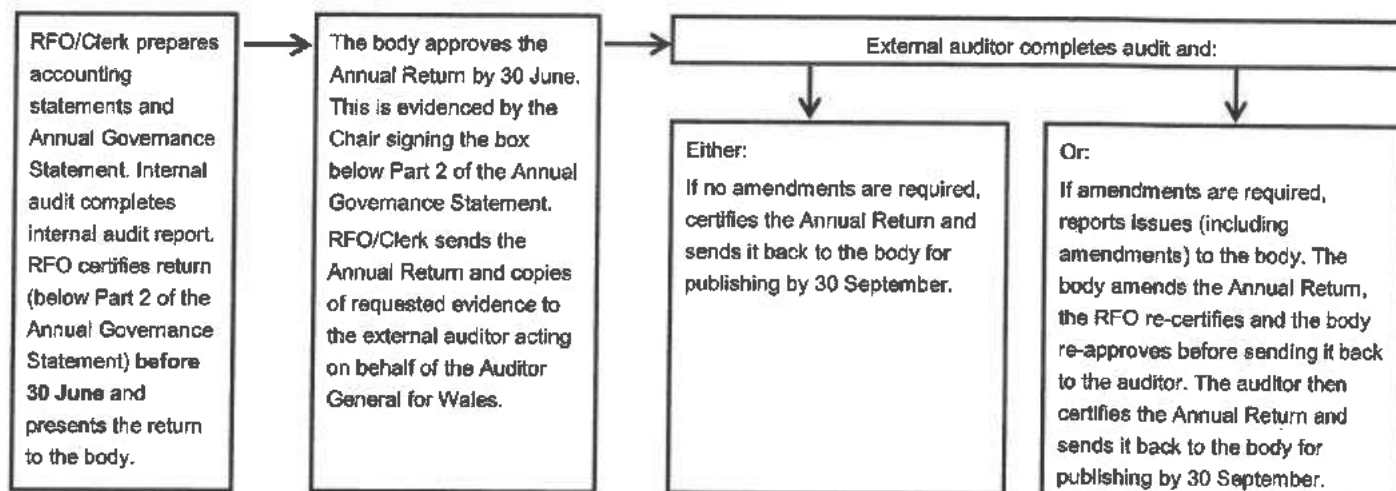
	Yes	No		Yes	No		Yes	No
ENGLISH	<input checked="" type="radio"/>	<input type="radio"/>	WELSH	<input type="radio"/>	<input type="radio"/>	BILINGUALLY	<input type="radio"/>	<input type="radio"/>

## THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted pink including BOTH sections of the Annual Governance Statement.

## APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

# Accounting statements 2019-20 for:

Name of body: **Caldicot Town Council**

	Year ending		Notes and guidance for compilers
	31 March 2019 (£)	31 March 2020 (£)	

Please round all figures to nearest £.  
Do not leave any boxes blank and report £0 or nil balances.  
All figures must agree to the underlying financial records for the relevant year.

## Statement of income and expenditure/receipts and payments

1. Balances brought forward	314,965	387,003	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	364,360	386,560	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	35,607	30,413	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	108,355	115,202	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	219,574	239,756	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	387,003	449,018	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

## Statement of balances

8. (+) Debtors and stock balances	6,652	5,975	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	380,971	443,663	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	620	620	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	387,003	449,018	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	417,971	419,639	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2020, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – In our capacity as trustee, we have: <ul style="list-style-type: none"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

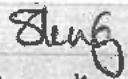
## Annual Governance Statement (Part 2)

	Agreed?			'YES' means that the Council/Board/ Committee:
	Yes	No*	N/A	
1. We have prepared and approved minutes for all meetings held by the Council (including its committees) that accurately record the business transacted and the decisions made by the Council or committee.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has kept and approved minutes in accordance with Schedule 12, Paragraph 41 of the Local Government Act 1972.
2. We have ensured that the Council's minutes (including those of its committees) are available for public inspection and have been published electronically.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has made arrangements for the minutes to be available for public inspection in accordance with section 228 of the Local Government Act 1972 and has published the minutes on its website in accordance with section 55 of the Local Government (Democracy) (Wales) Act 2013.

\* Please delete as appropriate.

### Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.	<b>Approval by the Council/Board/Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute ref:
Name: SARAH KING	Chair of meeting signature:
Date: 1ST JUNE 2020	Name:
	Date:

### Council/Board/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.	<b>Approval by the Council/Board/Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature:	Minute ref:
Name:	Chair of meeting signature:
Date:	Name:
	Date:



## Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2020 of:

### External auditor's report

[Except for the matters reported below]\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated \_\_\_\_\_.]

### Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: Caldicot Town Council

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2020.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No	N/A	Not covered	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	The Council does not operate a Petty Cash System.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.

*Ching Lingard*  
 Ching Lingard for and on behalf of  
 Auditing Solutions Ltd  
 22<sup>nd</sup> May 2020

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our Internal Audit Report dated 22 <sup>nd</sup> May 2020.

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No additional risks identified.
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No additional risks identified.
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No additional risks identified.

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated \_\_\_\_\_.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date:

22<sup>nd</sup> May 2020

C V Lingard for and on behalf of  
Auditing Solutions Ltd

*C V Lingard*

## Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2019) equals the balance brought forward in the current year (line 1 of 2020). Explain any differences between the 2019 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers all your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?	✓	
	Does the bank reconciliation as at 31 March 2020 agree to Line 9?	✓	
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2020?	✓	
	Has the body approved the accounting statements before 30 June 2020 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?	✓	
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?	✓	
	Has all the Information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	
If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

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## **Caldicot Town Council (Cil-y-Coed)**

***Internal Audit Report 2019-20: Final Update Report***

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***Claire Lingard***

***Consultant Auditor***

***For and on behalf of  
Auditing Solutions Ltd***

## Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to the Internal Audits for the 2019-20 financial year; the interim review which took place on the 28<sup>th</sup> November 2019 and was supplemented by the final update review which took place on the 22<sup>nd</sup> May 2020.

## Internal Audit Approach

The final update review of the 2019-20 financial year, necessary to complete the Internal Audit process has been undertaken remotely due to the Covid-19 virus situation and in accordance with Government advice. All files and supporting document required to complete the audit have been supplied by the Clerk and Deputy Clerk, as requested, electronically.

In undertaking our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's Annual Return (AR) process, which requires independent assurance over a number of internal control objectives.

## Overall Conclusion

Based on the satisfactory completion of our programme of work for the year, we have concluded that the Council has, again maintained adequate and effective internal control arrangements. We made two recommendations for improvement during the Interim Review. Members have reviewed and noted these recommendations and the responses have been appended to this report and to the attached action plan. No further recommendations were made during the final review of the year.

We understand that the last few months of the 2019-20 financial year have been particularly challenging for all councils, both in terms of their day to day operational and administrative functions during this unprecedented crisis. We take this opportunity to acknowledge the exemplary quality of records maintained by the Clerk/RFO and the Deputy Clerk who should both be commended for their swift transition into an irregular working regime which has proven suitable and effective for the Council's needs. We would like to thank the Clerk/RFO and the Deputy Clerk both, for their assistance during this final update review which has ensured the smooth and successful progress of the Internal Audit.

We have completed and signed the 'Internal Audit Report', having concluded that the control objectives set out in that Report have been achieved within the financial year to a standard adequate to meet the needs of the Council.

## Detailed Report

### Review of Accounting Records, Banking & Reconciliations

The Council currently operates two bank accounts with the Co-op Bank: The Current Account, and a Business Select Instant Access account. The Co-operative Bank Bond account and the Instant Access account in use previously have both been closed. The Council has deposited £100,000 with the Monmouthshire Building Society and also holds deposits with the CCLA Public Sector Deposit Fund. Caldicot Town Council continues to utilise Edge accounting software to maintain the Council's financial records and assist in the preparation of the year-end Statement of Accounts.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have: -

- Noted that the council has received an Unqualified External Audit certificate from BDO;
- Ensured that an appropriate chart of accounts has been established and is being applied on the Edge accounting system;
- Considered the security of the Edge software, as regards back-up and restore capabilities;
- Verified that the closing balances, as reported in the 2018-19 Statement of Accounts and certified Annual Return, have been correctly rolled forward as the opening balances for 2019-20;
- Examined transactions on the Council's Current account for two months' transactions, July and September 2019, together with the resultant month-end bank reconciliations produced by the accounting software for those same months, agreeing detail to the supporting bank statements, noting that there were no long-standing unrepresented cheques or anomalous entries; and,
- Verified the accuracy of the year-end bank reconciliations, ensuring the accurate disclosure of the year-end combined cash and bank balances in the year's Annual Return.

#### **Conclusions and recommendations**

*There are no issues arising in this area of our review warranting formal comment. However, we take this opportunity to make two recommendations: We have noticed that there is an increasing number of unprocessed cheques at the end of each month, recorded in the Council's bank reconciliations. This is largely due to the closure of local Banks making the paying-in process more challenging for suppliers. This has a detrimental effect on cashbook control. Accordingly, we once again recommend the introduction of secure internet banking with a supplier such as Unity Trust Bank. This would provide a secure authorisation process at the Council's office premises, reduce the cost of processing and issuing cheques and ensure that the Council is in total control of its accounts cashbooks.*

*As discussed with the Clerk/RFO we have been made aware of a special Council's Barclay Card scheme which has been negotiated by the Welsh Government. This allows a Council to obtain a Barclaycard with no Annual charges or processing fees and which the Council receives cash rebates for payments made using the card. We suggest that the Council avails itself of this service, which would gain better value for money when making internet or ad-hoc purchases. Details of the scheme can be obtained from Janet Reed, Barclaycard Commercial*

**Payments, Senior Account Development Manager Telephone 07468 714862, Email: Janet.Reed@barclaycard.co.uk**

- R1. The Clerk/RFO and Members should consider moving to secure internet banking with a secure banking services supplier such as the Unity Trust Bank. Response: Members have noted this recommendation.**
- R2. The Clerk/RFO and Members should consider availing the Council of a Barclaycard Credit card under the Welsh Government scheme to achieve cost savings in relation to its internet and ad-hoc purchases. Response: Members have noted this recommendation**

## **Review of Corporate Governance**

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted that the Council has actioned all recommendations made in the two Internal Audits conducted during 2018-19;
- Noted that Standing Orders were reviewed in line with the new model from One Voice Wales and were re-approved at the Full Town Council meeting in July 2019;
- Noted that the Financial Regulations were reviewed in line with the new model from One Voice Wales, and were re-approved at the Full Town Council meeting in April 2019;
- Noted that the Council correct published the Notice for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.
- Examined the Council and standing committee's minutes for the financial year to the 31<sup>st</sup> March 2020, ensuring that no issues exist or may be being considered by the Council that may have an adverse effect, through litigation or other causes, on the Council's future financial stability; and,
- Noted that the Clerk/RFO has undertaken all reasonable steps to ensure the Council's continuing compliance with the General Data Protection Regulation (GDPR). This includes, but is not limited to, arranging secure off-site backup facilities hosted by Microshade for the Council's accounting records and General data backup hosted by Apex.

### **Conclusions**

***There are no matters arising in this area of our review warranting formal comment or recommendation.***

## **Review of Expenditure & VAT**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;



- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have completed testing in this area for compliance with the above criteria examining a sample of 30 payments, including all those individually in excess of £2,000 plus every 25<sup>th</sup> payment: the sample totals £149,997 and equates to 61% of non-pay related payments in the year to the 31<sup>st</sup> March 2020. We record that all payments in the above sample were supported by an appropriate invoice, receipt or minute approving payment of a grant.

We have noted that all tenders and quotations completed during the 2019-20 financial year were undertaken according to the processes defined in the Council's Standing Orders and Financial Regulations.

We note that the four quarterly VAT reclaims have been completed, automatically from the Edge accounting software and submitted to HMRC. The detail has been checked and verified against the underlying control account.

### *Conclusions*

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## **Review of Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We note that the Council's Risk Registers have been reviewed and were Adopted at the Full Town Council meeting in November 2019.

We have examined the Council's insurance policy, which continues to be placed with Royal Sun Alliance (RSA), arranged by WPS in year 2 of a 3 year arrangement, noting that appropriate cover remains in place with Employer's Liability standing at £10 million, Public Liability standing at £15 million, Terrorism at £5 million, Fidelity Guarantee at £300,000, Business Interruption at £50K and Loss of Money at £2K. This level of cover is considered appropriate for the Council's current requirements.

We note that the Council's play areas are inspected monthly by Monmouthshire Council, which subsequently supplies inspection reports that are forwarded to and maintained by the Clerk/RFO. Additionally, daily visual inspections of the play areas are conducted by the contract groundsman with written reports again forwarded to and maintained by the Clerk/RFO. RoSPA now undertake an annual inspection of the play areas and open spaces, the resultant report is forward to the Health and Safety Committee for their review.

### **Conclusions**

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## **Review of Budgetary Control & Reserves**

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council, also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

A well-defined and implemented budgetary reporting protocol is in place at the Council, with Members receiving regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We note that the Clerk/RFO and Council members have undertaken a robust Budget setting and Precept determination process in respect of the 2020-21 financial year. This resulted in Members Resolving to set the Precept in the amount of £384,605 in the November 2019 meeting of the Full Town Council.

We further note that the Council maintains specific funds, set aside in specific and active Earmarked reserves.

The Council's overall reserves as at 31<sup>st</sup> March 2020 stood at £449,018 with Earmarked reserves of £220,000 leaving a General Reserve fund of £229,018, which equates approximately seven-and-a-half months' revenue spending at the 2019-20 level, sitting only somewhat higher the generally recognised CIPFA guideline of retaining between three and six months' revenue expenditure.

### **Conclusions**

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## **Review of Income**

Our objective in this area is to ensure that the Council has robust arrangements in place to identify all income due, to ensure that it is both invoiced (where appropriate) and recovered within a reasonable time frame. The Council's major income sources, apart from the Annual Precept, are burial and memorial fees, allotment rents and hall hire income.

We are pleased to note that Members regularly review the level of fees and charges during the Budget setting and Precept determination process, in accordance with the requirements of its adopted Financial Regulations. The Council formally review its fees and charges in the November 2019 meeting of the Full Council as confirmed in its Minutes.

We have examined a sample of hall bookings and allotment rents from the current year's financial records including the receipt of income and the subsequent banking of the payments noting that all supporting documentation for bookings is filed appropriately with a bookings voucher. No issues were identified.

### **Conclusions**

*There are no matters arising in this area of our review warranting formal comment or recommendation. Due to the remote nature of this final review of the year, it was not possible to inspect the Council's Burial Records as planned. We will conduct a review of the Burial Records during the interim Internal Audit for FY 2020-21.*

## **Review of Petty Cash Account**

*The Council does not operate a petty cash account. Accordingly, there are no issues arising in this area of our review warranting formal comment or recommendation.*

## **Review of Salaries**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme. To meet that objective, we have: -

- Noted that the Council continues to outsource its payroll function to 'Playworks one' (originally outsourced in November 2014);
- Noted that pay awards were properly approved in the meetings of the Personnel Committee and the full Town Council and the resolutions accurately recorded in the minutes of the respective meetings;
- Examined employees' timesheets and payslips for May 2019 and agreed each employee's basic pay to their terms and conditions;
- For the same month, checked that tax and NI deductions have been made accurately applying the appropriate tax code and NI Table; and,
- Ensured that the appropriate employee contributions to the pension scheme have been determined and paid over to the Pension Fund Administrators.

### **Conclusions**

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## **Review of Fixed Asset Register**

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. The Council maintains a simple Fixed Asset Register which contains all the detail required by the Practitioners Guide.

Once again, the Clerk/RFO has undertaken a formal review of all the Council's assets during the year; checking each asset appearing on the Council's register and verifying its correct value. Acquisitions and disposals are properly recorded making the Asset Register easy to use, understand, audit and validate.

We have checked and verified the information recorded in the Fixed Asset Register, checking the total asset value recorded in the 2019-20 Annual Return against the value of all assets recorded in the register, less disposals, plus additions and have agreed the declared Fixed Asset Register value of £419,639 as at the 31<sup>st</sup> March 2020 accordingly (£417,971) in the prior year).

### **Conclusions**

*There are no matters arising in this area of our review warranting formal comment or recommendation.*

## **Review of Investments and Loans**

We aim here to ensure that the Council has appropriate investment and borrowing strategies in place and that the most advantageous interest rates are being obtained.

We note that Members had resolved to adopt an Investment Strategy for 2018-19 in line with the guidance issued by the National Assembly for Wales. Surplus funds are now held in the Co-op Business Select Instant Access account, the CCLA Public Sector Deposit Fund and in the Monmouthshire Building Society.

We have noted the an investment of £100,000, has been placed with the Monmouthshire Building Society, and have agreed the transfer of funds and current balance on the Monmouthshire Building Society to prime documentation.

We further noted that the Council Resolved to reinvest £100,000 and make an additional investment of £100,000 with the CCLA Public Sector Deposit Fund as confirmed under Minute reference 10273 of the Full Town Council meeting of the 29<sup>th</sup> January 2020.

The Council has no loans repayable by or to it currently.

### **Conclusions**

*There are no issues arising in this area of our review warranting formal comment or recommendation.*

## **Statement of Accounts and Annual Return**

The Council continues to maintain its Income and Expenditure accounts within the Edge Accounting Software Package. We have examined the Final Accounts for the 2019-20 financial year, which we consider reflects accurately the year's transactions as recorded in Edge. The underlying data is relied upon to generate the detail for inclusion in the year's Annual Return, which we have also verified as being consistent with the accounting and other relevant supporting records.

We have also reviewed the procedures in place for identifying year-end debtors, creditors and accruals and agreed the detailed values recorded in the year-end Balance Sheet to the underlying records with no long-standing unpaid accounts or other issues arising.

***Conclusions***

***We are pleased to record that no issues arise in this area and, on the basis of the work undertaken during the course of our review for the year, we have "signed off" the Internal Audit Report in the year's Annual Return assigning positive assurances in all areas.***

Rec. No.	Recommendation	Response
<b>Review of Accounting Records, Banking and Bank Reconciliations</b>		
R1	The Clerk/RFO and Members should consider moving to secure internet banking with a secure banking services supplier such as the Unity Trust Bank.	<i>Response: Members have noted this recommendation.</i>
R2	The Clerk/RFO and Members should consider availing the Council of a Barclaycard Credit card under the Welsh Government scheme to achieve cost savings in relation to its internet and ad-hoc purchases.	<i>Response: Members have noted this recommendation.</i>



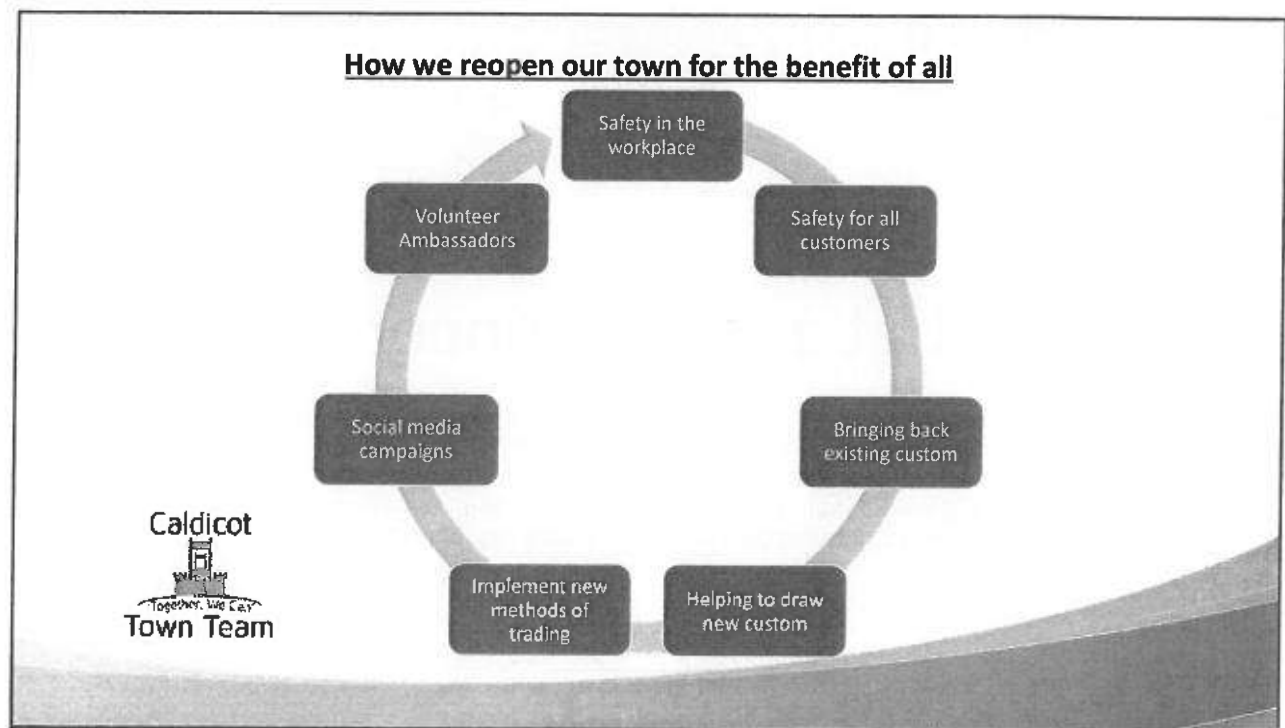
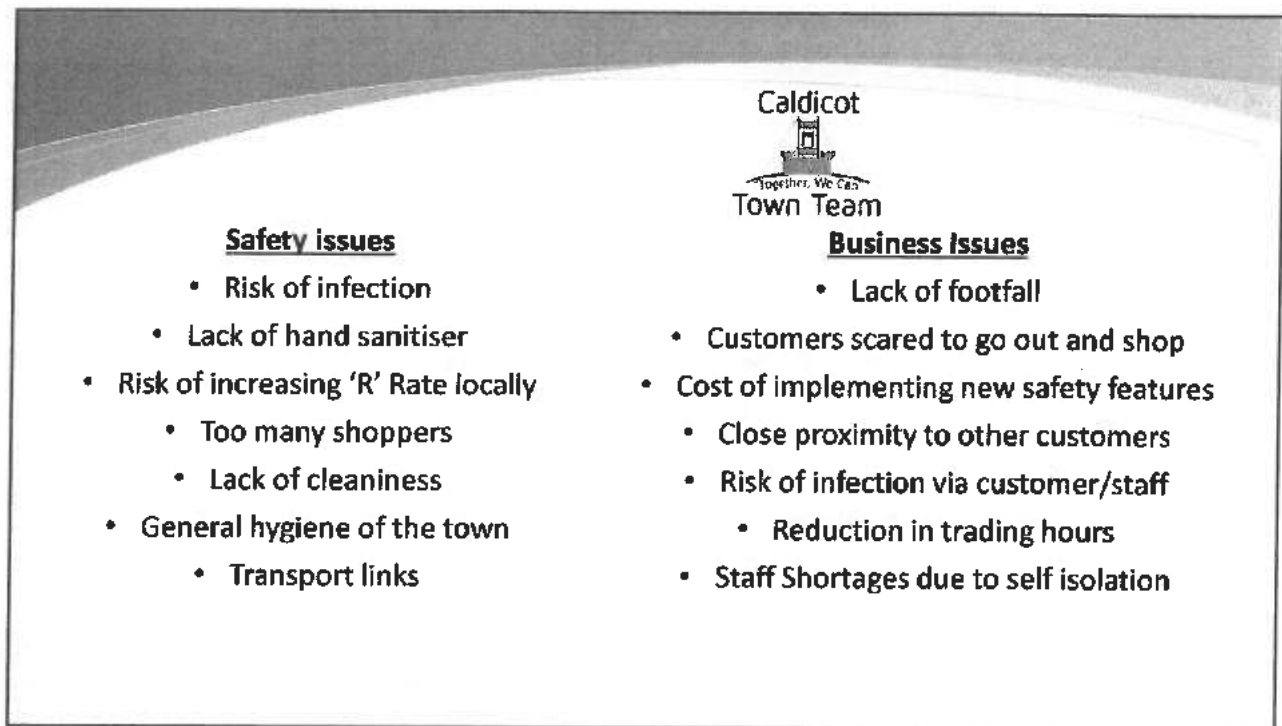
## Re-Opening Caldicot

A joint collaboration in how to safely, speedily and successfully reopen  
our town centre for the future of our local businesses and residents



## What are the concerns?

There are a variety of concerns that have become factors in how and why we  
need a dedicated approach to reopen our town centre, some of which are  
based on the consumer side as well as from the business community. These  
are all valid points that need to be taken into account when we reopen our  
town centre following the lock down during the CO-VID 19 Pandemic





## Safety in the workplace

Safety in the workplace is paramount, not just for retailers and staff members but also for all members of the public. Things that will need to be in place before businesses can safely reopen their doors for the public and other staff members.

- Hand Sanitiser for customers as well as staff
- 2 meter distance signage for customers
- Floor stickers for customer waiting areas
- Outdoor queuing system (if needed)
- Banners advising of hand hygiene
- Other materials as required by The Senedd



## Safety in the workplace



Caldicot Town Team have managed to negotiate a deal with local suppliers, Kudos Printing who are able to offer a discounted package deal on all the items listed on the previous slide.

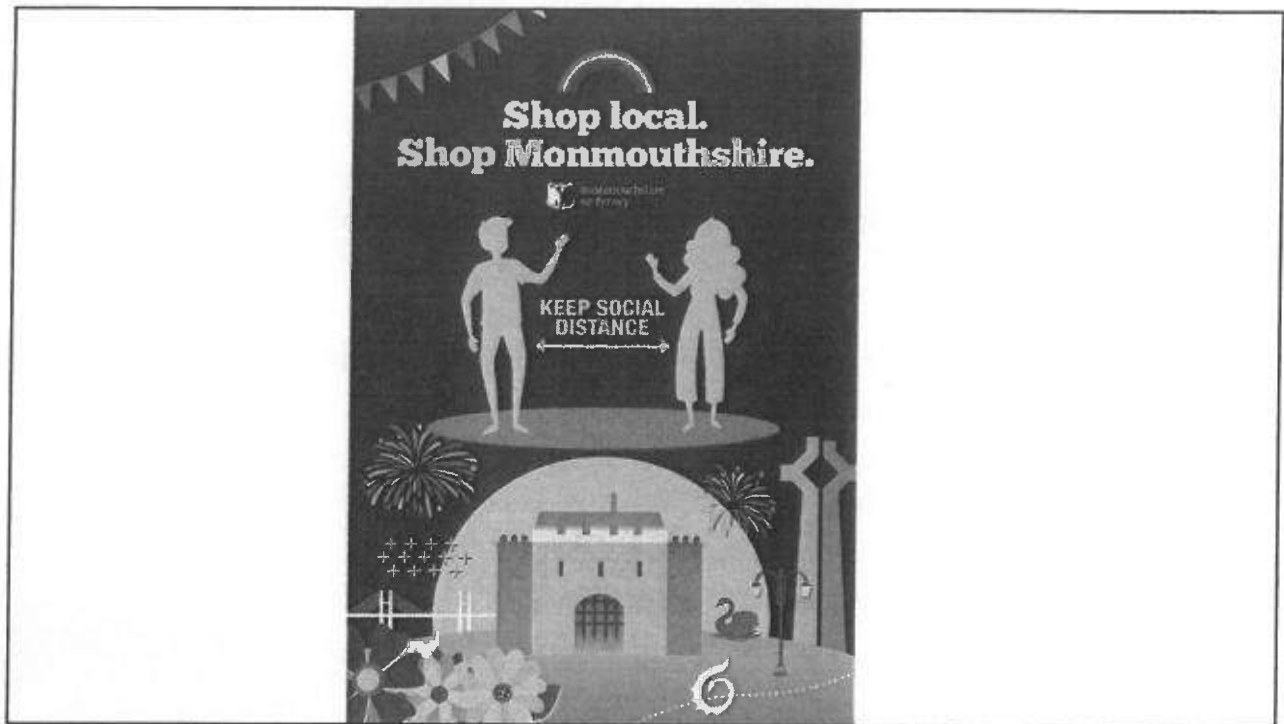
The cost varies dependent on what is required per business, with a full list of prices made available shortly.

Caldicot Town Team are also able to help subsidise the cost of this with a non repayable donation of 30%<sup>1</sup>

Any orders placed through the Kudos Printing Website for bespoke town centre designed <https://kudoscompanies.co.uk/collections/covid-19> under the category Co-VID<sup>2</sup> will be eligible for the discount.<sup>3</sup>

Caldicot Town Team will look to make payment direct to business accounts within 7 working days.

This is the first step Caldicot Town Team are taking in ensuring that the confidence is there for our businesses and the public to come back and shop safely in Caldicot.



## Safety in the workplace



To help make the experience better, more pleasing to the customers eye and to create a sense of uniformity, Caldicot Town Team have been working closely with Monmouthshire County Council to create a 'brand image' for Caldicot

The major benefits to this is that there is no conflicting information and signage in different shops, the text and instructions are easy to read and understand and businesses do not have to order from different companies to obtain the required materials needed to open safely.

Thanks goes to the designers at Monmouthshire County Council for creating this brand image, which we have been able to tweak so that all products purchased are of a matching and unique identity for Caldicot.

## Safety for all customers

How our town centre will look in the short term will have a real impact on how safe our customers feel. With this firmly at the forefront of our minds we have planned, in collaboration with Monmouthshire County Council a way that we can provide a safe area for all visitors to the town centre, whatever their purpose.

The plans includes a list of materials that will be purchased by Caldicot Town Team and ways that we can help keep the area safe and as clean as possible for all of its users.



## Safety for all customers

- Fixed location Hand sanitizer stations throughout the town centre
- Weekly deep cleaning of all areas throughout the town centre
  - Queuing systems where needed in the town centre
    - Indoor markets (when approved by MCC)
    - Extra Temporary bins where needed
- Safety information on empty shop fronts
  - Bins and signage in car parks
  - One way walking areas (if required)



## Safety for all customers



This measures will help ensure that every visitor to Caldicot town centre is reducing the risk of spreading or catching Co-Vid 19.

We ask both businesses and the public to take their role in keeping this risk down seriously but following some simple guidelines.

- Dispose of litter correctly
- Don't touch windows or doors if possible
  - Wear a mask if possible
- Use hand sanitiser before and after visiting any shops
  - Pay by card wherever possible

These 5 ways will help you reduce the risk of catching or spreading the virus and could help save lives



## Bringing back existing custom



Repeat custom is the life blood of many businesses, whether it be a regular hairdressing appointment, a monthly treat from the butchers, a bunch of flowers for an anniversary or something a little special for a birthday from a gift shop. Businesses up and down the country rely on our shopping habits to remain broadly similar to enable them to plan, calculate and run effectively.

A lot of that has changed because of the virus, more and more people than ever have been turning to their local stores, some to avoid queues in the supermarkets, some because they aren't driving to work, some because they see how amazingly dedicated local shops are to its community and some because they just feel that the local superhero's of our high streets deserve our custom.

Whatever it may be, we need to keep those customers coming back, for the vitality, viability and to keep our local economy running.

## Bringing back existing/drawing new custom

We have said many times before that social media is one of, if not the biggest way to promote, advertise and distribute your products to both existing and new customers.

In one month, between March and April 2020 E-Commerce saw an uplift of 83% year on year, due to the impact of co-vid 19



## Bringing back existing/drawing new custom

Some of our businesses have already taken advantage and are part of those statistics, offering home delivery, or click and collect, moving forward promoting these methods of shopping can increase turnover and trade and well as reach new customers that have yet to discover you.

Of course, however, we want customers to visit our high street, again, social media plays a huge part in this, by offering 'in store only' discounts as well as loyalty cards for returning customers we can increase the amount of footfall through our town centre



## Drawing new custom



Working with the space we have is also playing a big part in the reopening of town centres, outside seating for Cafés and restaurants being just one of them. We are working with Monmouthshire County Council to be able to provide that safely in the town centre, while still allowing easy access through the town for pedestrians.

There is also the chance of businesses being able to offer outside shopping areas if its required, again this is being looked at by Monmouthshire County Council, information for this will be announced as soon as possible.

## Drawing in new custom

Caldicot



Our monthly markets throughout the summer months and leading up to Christmas are a successful low cost way of bringing in new traders as well as footfall into the town, with this in mind, we are currently exploring the real possibility of running markets fortnightly on a Saturday in the town centre, with social distancing guidelines in place.

We will be providing sneeze screens for the protection of the traders and the public, (shown to the right) and will ensure that our markets do not interfere with any existing queuing system for businesses or the 2 meter rule.

We are also looking at the possibility of reopening some of our pop up shops within the town centre to allow traders to make use of the space we have available, this is be on slightly different terms that usual to allow us to adhere to safety rules and deep cleansing. More information on these will follow soon.



## Drawing new custom



Again, working with Monmouthshire County Council we have helped to develop a plan to advertise and market Caldicot as a place to visit and shop with ease and confidently.

- Local radio advertising
- Social media adverts
- Short videos showcasing our independent businesses
- Regular promotion of local offers and discounts from businesses

## Markets



Caldicot Town Team are currently reviewing how we can successfully run our markets in the town centre, which we know brings in extra footfall into our town. It is fair to say that they may well look a little different to usual, when factoring in 2 meter distancing measures, existing shop queuing areas etc, but we will be bringing our markets back to Caldicot as soon as possible.

We are also working on the possibility that our markets may run fortnightly for the time being, again depending on logistics.

More information will be available soon on our website,  
[www.caldicottownteam.co.uk](http://www.caldicottownteam.co.uk)



## Volunteer Ambassadors

We have the fantastic opportunity to introduce volunteer ambassadors for Caldicot Town centre who will enhance the vibrancy of Caldicot town centre and provide a warm welcome to visitors and shoppers, tasks of an ambassador are as follows and is an excellent opportunity to learn and give back to the local community, whilst learning new skills and meeting new friends.

- To provide a warm welcome to visitors to the Town Centre and key local attractions.
- To provide visitor information and promote the wide range of activities / events taking place in the local area.
- To encourage and inform visitors of the new restrictions for safe shopping during COVID-19.
- To encourage visitors to explore as much of the county as possible during their visit.

The training has been funded through **Be. Community Leadership Programme** will cover the costs of any training delivered to volunteers and also offer them developmental opportunities through the suite of learning opportunities on offer.

Caldicot Town Team are really looking forward to working with new volunteer ambassadors and will be on hand, alongside Caldicot Town Council to provide help and support.



Branded items will be made available for volunteer ambassadors to use throughout the program.



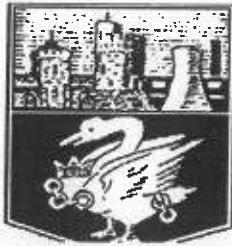
## Overall Benefits



- A town centre that is safe and secure to shop at
  - Easy reading and understanding of all signage using one theme
  - Simple understanding of rules and confidence to shop with ease
- Increased footfall with more regular markets, whilst being socially distanced
  - All towns working from the same base model, shows consistency and commitment to the whole county
- Town Council and Community groups working with each other to provide a safe environment for businesses and public.
  - Clean, safe, useable public realm areas
- Online promotion highlighting the number of organisations working together and involved in creating a blueprint for a thriving town and community.



Proud to be working in collaboration with



Caldicot Town Council

&

Monmouthshire  
County Council



## Appendix and Terms of Funding

1. 30% donation up to a maximum of £300 per business in total (\*Currently under review based on Grant Success)
2. Caldicot branded products will at all times be at least 10% that the current standard pricing on Kudos Printing Website
3. Only orders of bespoke Caldicot branded products will be eligible for the 30% donation from Caldicot Town Team
4. The fund is based on a first come first served basis and is limited in value.
5. Businesses outside Caldicot town centre but within Caldicot will still be eligible to receive funding from Caldicot Town Team
6. Funding applications will close on August 31<sup>st</sup> 2020
7. Payments will be made within 7-10 business days into the business account associated with the business
8. Caldicot Town Team will look at businesses who have traded throughout Co-vid lockdown to recoup of of the funds spent on co-vid related products, but this will be on a case by case basis
9. Caldicot Town Team will not fund the following items, Gloves, Hand sanitizer, masks or full face masks for resale (staff members only)
10. A copy of the invoice must be sent in along with the request for funding
11. Orders must be placed through Kudos Printing Website or over the phone – using other companies may invalidate discount

# Costings

## Standing Hand Sanitisers

Includes branding signage (per town)

1-9 = £225 + VAT (ea)

10-25 = £200 + VAT (ea)

26-50 = £185 + VAT (ea)

## Market Screens

0-9 = £100 inc VAT (ea)

10 = £1,000 inc VAT ( x 5 free)

## Deep Cleaning Materials

£224.50 – 50 Liters (Disinfectant)

£50.00 – 200 Gloves

£25.00 – 4 x Face Masks

Caldicot



Town Team

Total Est Costs: £3,229.50 (not inc 30% rebate for businesses)



**Notes of Meeting Re: Town Centre – 12 noon, Wednesday 17.06.2020**

Cllr D Evans - Mayor; R Hoggins, S Beer – MCC; A Reeks – Caldicot Town Team

[In attendance: S King, Deputy Clerk]

Cllr D Evans welcomed attendees to the meeting and advised that the purpose of the meeting was to have an informal discussion regarding Mon CC plans to reopen Caldicot Town Centre.

Caldicot Town Team updated:

- Town Team markets would be held fortnightly rather than monthly. 3x3 pitches would enable social distancing to operate effectively as well as safety screens.
- Welcome further discussions with Mon CC regarding developing Tuesday and Saturday markets (RH would feedback to relevant Mon CC officers regarding management and promotion of markets).
- Town Council to be informed.

Mon CC updated:

- Concerns regarding re-opening of Town Centre had related to management of traffic and pedestrians in the town.
- Suggested barriers to be installed, with one removable for access. Barrier could be opened by Caldicot Town Team (10am-3pm) and Mon CC standby officer outside hours (barrier key to be available for Town Council office). Contact details for barrier to be Mon CC and Caldicot Town Team.
- Businesses to be encouraged to receive deliveries before 8am and after 5pm.
- Mon CC/Caldicot Town Team to contact businesses.
- Civil parking enforcement to assist with monitoring parking in town centre and at cross area.
- Signage for cyclists and cycle grids to be located at either end of the town.
- Mon CC to consider plans for West End, suggested one way entrance/exit and barrier. Matters would be discussed with retailers.
- Discussed removal of one pedestrian crossing, this would not be considered as part of the reopening of town centre plans.

Caldicot Town Team proposals for re-opening town centre:

- Weekly deep clean of town centre, including sanitising of seating.
- Purchase of relevant materials:
  - 10 free standing hand sanitisers, 10 market screens plus deep cleaning materials
- Request Town Council support – total £3,229.50.

Cllr Evans advised that this would be considered at the next Town Council meeting and payment could be made direct to supplier. It was suggested that Town Council support should be identified as part of the project.

Mon CC to consider whether any assistance could be provided through street cleaning operations.

Information to be considered by Caldicot Town Council meeting, 24<sup>th</sup> June 2020.

**From:** Fallon, Cath  
**Sent:** 18 June 2020 14:18  
**To:** Evans, David J.; Caldicot Town Council  
**Subject:** RE: Shop Local, Shop Monmouthshire

Further to our meeting last week regarding the **re-opening of Caldicot** I promised that I would come back to you with an update on the 'Shop Local, Shop Monmouthshire' campaign and also a proposal for a Visitor Ambassador Programme.

### **Shop Local, Shop Monmouthshire**

As explained at our meeting the purpose of the campaign is to:

- Reassure people that it is safe to shop locally again;
- Educate people about what measures are in place to keep them safe (whilst reminding people what they need to do to keep themselves safe)
- Disrupt online shopping behaviours by celebrating the benefits of exploring local towns and villages to shop instead
- Celebrate the varied (and incredibly important) reasons to shop in Monmouth

As you we have produced a family of posters, one for each town, that have been considered and approved by the Monmouthshire Business Resilience Forum, which Aaron attends, and we would be grateful if we could **call on your support in printing and distributing the Caldicot poster around the town**. Ideally we would have preferred to do this for you but unfortunately time and budget is against us. I have also attached the Usk poster for reference to demonstrate that we are trying to deliver a light, bright, engaging campaign to celebrate Monmouthshire, which is unique to each town, with a view to providing a warm welcome to people returning to shop local.

We are preparing for an announcement from the First Minister later this week who may announce the re-opening of Town Centres on Monday 22<sup>nd</sup> June so if the posters could be circulated prior to then in readiness that would be great.

We will also be pushing out some **social media communications over the next few days to support the campaign** so if you are able to support this too that would be very much appreciated. We are also working on a Digital Toolkit for businesses and shoppers to enable them to find information quickly, I will provide you with a link to this later in the week.

Finally, as an authority we have submitted a funding bid for a wider supporting campaign to include street banners, window wraps and a local radio campaign but are currently awaiting approval of the funds. Should this be given the green light then we will be supporting all our towns with this activity as we move forward.

### **Visitor Ambassador Programme**

You mentioned at the meeting that you would like a Visitor Ambassador Programme so shoppers will be able to shop confidently and safely.

I have attached an outline proposal for your consideration. If you wish to take this forward please let me know and I will ask Owen to contact you.

**Minutes of Extremely Urgent Committee, Caldicot Town Council, held 10am  
Thursday 19<sup>th</sup> March 2020 at Caldicot Town Council**

**Present:** Cllrs D Evans (Mayor), RJ Higginson, W Conniff, A Easson, F Rowberry  
**[In attendance, S King – Deputy Clerk, B Hodges]**

The Mayor advised that the extremely urgent committee had been called in light of Government advice and announcements regarding Covid-19 pandemic.

The Committee were asked to consider the plans for future operations of Caldicot Town Council. Monmouthshire County Council and other partners had cancelled meetings until further notice.

The committee discussed a number of matters:

- Use of buildings by the public and groups. It was noted that most groups had already cancelled meetings at the Town Council building.
- Town Council meetings to be suspended, until further notice. Increased flexibility for staff in the current circumstances.
- Further information to be obtained regarding enabling staff to work from home.
- ESAG guidance had been issued that public events should cease.
- Extremely Urgent Committee could be convened, if required.
- Rental consideration discussed, re. 9 Sandy Lane. Government guidance, rental holidays for tenants.

The Committee recognised the importance of steps being put in place for staff, to ensure safety, security and protection from abuse.

Agreed that AA and Foodbank continue to operate. AA outside of normal working hours and Foodbank 2 hours Friday morning, using kitchen door.

**The Committee agreed:**

- No meetings of the Town Council would be held until further notice.
- Town Council building closed to the public and groups – access via email and telephone.
- Key to be given to iNeed, in order to complete ongoing Compound work.
- In the event of closure, tenant 9 Sandy Lane provided with 3 month rental holiday.
- Funeral Directors to be advised that Town Council office available via email/telephone.
- All Councillors to be advised of arrangements. Social media and website to be updated.
- Mayor to arrange Extremely Urgent Committee meeting, if required.

**The meeting ended at 10.30am**

**Minutes of the Extremely Urgent Committee meeting, held  
12.15pm on Tuesday, 24<sup>th</sup> March 2020 at Caldicot Town Council**

**Present:** Cllrs D Evans, W Conniff, J Dobson-Pettican, A Easson,  
RJ Higginson, F Rowberry

**[In attendance, S King – Deputy Clerk]**

**1. To consider the following items, deemed urgent due to Corona Virus pandemic:**

**a) Policy Adoption**

In view of the current situation regarding Coronavirus, Members are asked to consider and, if appropriate, agree the following policies and procedures:

- i. Crisis Management Policy;**
- ii. Home Working Policy;**
- iii. Coronavirus Procedure – Emergency Contingency Plan.**

The Committee recognised the seriousness of the current situation, specifically that the government had advised regarding social distancing and staying at home.

**The Committee agreed to approve policies and procedures: Crisis Management Policy; Home Working Policy; Coronavirus Procedure – Emergency Contingency Plan.**

**The Committee agreed to close Town Council building and that staff could work from home during the pandemic.**

It was noted that occasional visits would be required into the Town Council building for cemetery, post and banking, however, this would be done in accordance with social distancing guidance.

**The Committee agreed that the building would be closed for use by support groups (AA) due to restrictions on gatherings. The Foodbank would be permitted to continue to use the building on a Friday morning, caretaker to open and close the building.**

It was recognised that the Town Council were landlord to a tenant and considered government guidance on 3 month cessations of rental payments.

**The Committee agreed that the Town Council tenant, 9 Sandy Lane, would receive a 3 month rental holiday period, in the event that the business was forced to close.**



**b) Delegation of Powers**

**The Committee agreed to extend the delegation of Council decisions to the Clerk in consultation with the Mayor and Deputy, during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents. (Decisions made under delegated powers to be reported to the next meeting of Full Council).**

**The Committee were aware that various community activities were ongoing to support the vulnerable through the pandemic. It was agreed that the Council would support the community during the crisis. Councillors who were available to support would notify the Town Council office.**

**c) To note closure of King George V Play Area (as of 23<sup>rd</sup> March 2020)**

**The Committee noted that the King George V Play Area had closed, as of 23<sup>rd</sup> March 2020. This had followed government advice.**

**Closure of King George V Playing Fields and locking of gates was discussed, however, it was noted that Town Council had been unable to agree to times when gates should be locked. The Committee agreed that closure of the play area would be priority at present.**

**The Mayor advised that guidance had been received from Monmouthshire Council regarding closure of public toilets.**

**The Committee agreed to close public toilets at Jubilee Way.**

**d) To open and receive tender submissions for demolition of compound building – King George V Playing Fields**

**The Committee noted that the closing date was 12 noon on Tuesday 24<sup>th</sup> March 2020. One tender had been received and this was opened by the Mayor during the meeting.**

**The Committee agreed to accept the quotation (preferred contractor) for demolition of compound building and clearing of site.**

**It was noted that non urgent building work had been suspended during the current pandemic. Appropriate utilities would have to be disconnected before work commenced.**

**The meeting ended at 12.40pm.**

**Minutes of Extremely Urgent Committee, Caldicot Town Council, held 10am  
Wednesday 13<sup>th</sup> May 2020 at Caldicot Town Council**

**Present:** Cllrs D Evans (Mayor), RJ Higginson, J Bond, W Conniff, A Easson,  
M Mitchell, F Rowberry

**[In attendance, S King – Deputy Clerk]**

**1. Application for funding – Caldicot Youth Group (2020/21 precept £9,000)**

The Mayor presented the funding request from Caldicot Youth Group for £5,000 and advised that it had been included on the agenda, due to the annual donation.

The committee recognised that the group was annually supported by Caldicot Town Council and the Council had an allocated budget of £9,000, for the financial year 2020/21.

It was proposed and duly seconded to accept the application.

**The Committee agreed to donate £5,000 to Caldicot Youth Group.**

**2. Request from Caldicot Town AFC**

The Mayor had received a request from Caldicot Town AFC, in relation to a potential dispute regarding water usage. The bill had represented a significantly higher usage than normal.

Caldicot Town AFC requested support from Caldicot Town AFC.

The committee highlighted that as trustees of King George V Playing Fields, the Town Council should be aware of any matters relating to the playing fields.

It was suggested that a response was provided to Caldicot Town AFC, which advised that the Council support an inquiry into where supply of water is located and whether it was KGVPF. The matter would be discussed further once the supply was located.

**3. Caldicot Town AFC – enclosed pitch ground maintenance**

The committee discussed maintenance of the enclosed pitch on KGVPF.

The current contractor would be able to undertake maintenance of the surround of the enclosed pitch at KGVPF.

**The committee agreed a cost of £260, this amount should include cuts between May and end July plus weeding.**

#### **4. Covid-19 update from the Mayor**

The Mayor updated that the Welsh Government had announced a further period of 3 weeks lockdown for Wales.

Guidance had been obtained from One Voice Wales and advice had been received that the Councils annual meeting should be held prior to December 2020. It was understood that County Councils had been extended to May 2021.

Mon CC had appropriate measures in place regarding waste collections and re-opening of civic amenity sites.

It was highlighted that the community had been working collaboratively during the pandemic and all efforts were commended. The committee thanked the two active town council representatives for the work that had been undertaken.

**The meeting ended at 11.00am**

**Minutes of Extremely Urgent Committee, Caldicot Town Council, held 10.30am  
Thursday 14<sup>th</sup> May 2020 at Caldicot Town Council**

**Present:** Cllrs D Evans (Mayor), RJ Higginson, J Bond, W Conniff, A Easson,  
M Mitchell, F Rowberry  
Representatives of Caldicot Police  
[In attendance, S King – Deputy Clerk]

The committee welcomed police representatives and discussed the current Covid-19 pandemic and effect on the community.

The police advised that anti-social behaviour was being monitored and welcomed that gates had been installed on King George V Playing Fields (KGVPF).

The Mayor advised that Town Council intended to install a MUGA (multi use games area) at KGVPF and that CCTV should be part of the project.

Concerns had been raised regarding antisocial behaviour and vehicles at KGVPF, a query was raised whether the new gates would be locked. The Mayor confirmed that meetings had been held with users, prior to lockdown, however, a solution regarding appropriate times had not been reached.

A member suggested that during lockdown and until further advice was received from Welsh Government, the gates should be permanently locked.

**The Committee agreed to lock the gates at King George V Playing Fields, during the lockdown period. The position would be reviewed following guidance from Welsh Government, in the event of the lockdown lifting.**

The committee were advised that locks could be obtained at a cost of £68. **The Committee agreed to obtain three locks at a cost of £68 each.**

KGVPF users and allotment holders would be advised. It was suggested that activities of the Town Council during lockdown could be publicised.

**The meeting ended at 12.00 noon**

Tŷ Hastings  
Llys Ffitalan  
Caerdydd  
CF24 0BL

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## **Clerks of the Community and Town Councils in the County of Monmouthshire**

20 May 2020

### **Proposed limited consultation in relation to methodology for the County of Monmouthshire Electoral Review**

#### **Introduction**

##### **This consultation**

The Local Democracy and Boundary Commission for Wales ("**the Commission**") is consulting interested parties in relation to the methodology for its forthcoming County of Monmouthshire electoral review.

##### **Addressees**

This consultation is addressed to the following:

- Monmouthshire County Council
- Town and community councils within Monmouthshire;
- Police and Crime Commissioner for Gwent
- Trade Unions (PCS, Unite the Union, GMB, Prospect and UNISON)

##### **Question for consultation**

The Commission has described below a change to its standard methodology for electoral reviews which it proposes to adopt for the purposes of its County of Monmouthshire electoral review.

Addressees are asked:

- Whether they agree with the proposed approach described in this document;  
and

These proposals depart from the Commission's usual practice described in the 2016 Policy. The Commission is therefore consulting interested parties by means of this document.

### **Maps of the Monmouthshire community areas**

To help addressees to understand the impact of these proposals, the Commission has provided maps showing the new community areas in Monmouthshire that were recommended by the Commission in its January 2019 report arising out of the Monmouthshire community review. These community areas are expected to be created by the Order of the Welsh Ministers.

The Commission has also provided, maps showing the community areas in Monmouthshire as they currently stand. For the avoidance of doubt, the community areas shown in the '*Monmouthshire Pre Community Review*' map are expected to be amended by the Order of the Welsh Ministers. The Order is expected to replace the existing community areas shown the '*Monmouthshire Pre Community Review*' map with the new community areas shown in the '*Monmouthshire Post Community Review*' map.

### **Details of the Monmouthshire community areas**

To help addressees to understand the impact of these proposals, the Commission has provided details showing the new community areas in Monmouthshire that were recommended by the Commission in its January 2019 report arising out of the Monmouthshire community review. These community areas are expected to be created by the Order of the Welsh Ministers.

<https://ldbc.gov.wales/reviews/01-19/monmouthshire-final-recommendations>

Monmouthshire County Council and the Town and Community Councils have been provided with printed A0 maps.

### **The Commission's proposed approach**

The Commission therefore proposes, as an exception to its usual practice:

- to commence its Monmouthshire electoral review before Welsh Ministers have made the Order arising out of the Monmouthshire community review; and
- to conduct its Monmouthshire electoral review on the basis of the community areas as they are expected to be once the Order comes into force (as shown in the '*Monmouthshire Post Community Review*' map).

The Commission proposes to adopt this approach for the following reasons:

The Commission will consider all responses to this consultation that are submitted in advance of the deadline referred to above.

The Commission's final decision in relation to the methodology for its Monmouthshire electoral review will be announced thereafter.

**Contact details**

For any questions or further information in relation to this consultation, please contact [consultations@boundaries.wales](mailto:consultations@boundaries.wales)

A handwritten signature in black ink, appearing to read 'Shereen Williams', written in a cursive style.

**Shereen Williams MBE OStJ**

***Prif Weithredwr / Chief Executive***

**Comisiwn Ffiniau a Democratiaeth Leol Cymru**

**Local Democracy and Boundary Commission for Wales**

### **Caldicot Girl Guides**

I am writing to let you know that there has been damage to the steel mesh fence that separates the allotments at the King George V playing fields from the Guide Hut grounds.

Friends of Guiding understand that the fence is associated with the allotments (it runs the full length not just of the Guide Hut area but also the playground) and we assume therefore is the Town Council's responsibility to put this right.

We'd welcome advice on when you might be able to inspect and put right the damage. If you need to access the Guide Hut area please contact me as I live very nearby and am a keyholder. We can also provide photographs from before the tidy up, and afterwards, if that would negate the need for an inspection.

Friends of Guiding would also welcome the Town Council's consideration of installing a gate in the replacement fence, for emergency use. One of the allotment holders recently approached Friends of Guiding and observed that we only have one point of access/egress from the Guide Hut area, and said he felt the allotment holders would be happy if a second emergency gate were installed through to the allotments, so that the girls would have an alternate means of escape if there were a fire in our hall.

Town Council's consideration of both of these matters would be most welcome.

### **Caldicot Town AFC**

Can we please have permission from Caldicot Town Council to use a bouncy castle behind the main pitch barrier, it will be policed by our social committee under strict rules, and only purchased once we have been given permission.

I am writing to ask if the Council will give permission to the Football Club to use the small grassed area between our club house and the start of the main football pitch. We would like to put some wooden benches there to help us start up the club's business.

It is likely that only pub gardens will be allowed to open first and obviously we would want to be part of this because we are in desperate need of the cash that this would generate, plus a very thirsty and eager membership.

We already have benches on the patio but we would need more to accommodate what we expect will be a good response to us opening plus the need for distancing.

It is obviously in our best interest to ensure that no damage is done to this area with regard to us starting to play games there when this is allowed.

We would use plastic glasses to ensure that no glass will contaminate the area.

I hope that the Council will look favourably upon this suggestion and help us to restore some normality and to keep the club as a thriving and viable community asset.