

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

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TOWN CLERK:  
CLERC-Y-DREF:

**P. G. Davy**

TOWN MAYOR:  
MEIR Y DREF:

**Councillor  
Mike Prew**

9<sup>th</sup> October 2019

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **Monday 21<sup>st</sup> October 2019** at **6.30 p.m.**

Any Member requiring further information on any item should contact me before the Meeting.

Phil Davy  
TOWN CLERK

## A G E N D A

1. To note Members' attendance and to receive any apologies for absence.
2. Declarations of Interest in any item.
3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held on Monday 16<sup>th</sup> September 2019.
4. Matters arising from the Minutes if not covered by the Agenda.
5. **COMMUNITY SAFETY MATTERS**
6. **TOWN MAYOR'S DIARY**
7. **ENVIRONMENTAL MATTERS**

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**Address: The Twyn Community Centre The Twyn Caerphilly CF83 1JL**  
**Telephone and Fax: Caerphilly 02920 888777**  
**E-mail: [towncouncil@tiscali.co.uk](mailto:towncouncil@tiscali.co.uk)**

**Office Hours: Monday, Tuesday and Wednesday mornings 9.30a.m. to 12.30p.m**

8. **TOWN CLERK'S REPORTS**

- 8.1 Budget Strategy and Draft Estimates 2020/21.
- 8.2 Q2 Budget Monitoring.
- 8.3 Environment (Wales) Act 2016.
- 8.4 Summer Sports Scheme 2020.

9. **PLANNING MATTERS** (see list attached)

10. **PAYMENTS AND FINANCIAL MATTERS**

- 10.1 List of Payments.
- 10.2 Bank Account Balances.
- 10.3 Application for Financial Assistance
  - 1. Eisteddfod Y Cymoedd/Valleys Eisteddfod.
- 10.4 External Audit Report 2018/19.

11. **CORRESPONDENCE**

- 11.1 Letter from Managing Director Stagecoach in South Wales in respect of Route 25 changes.

12. **MEMBER REQUESTS FOR FUTURE REPORTS**

13. **CONFIDENTIAL ITEM**

Public Bodies (Admission to Meetings) Act 1960

Under the terms of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted the public and press be excluded from the meeting during consideration of this item.

Community Service Award 2019.

**CAERPHILLY**

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**TOWN CLERK:  
CLERC-Y-DREF:**

**Phil Davy**

**TOWN MAYOR:  
MEIR Y DREF:**

**Councillor  
Mike Prew**

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY  
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE  
ON MONDAY 16<sup>TH</sup> SEPTEMBER 2019**

**Present:**

Councillors P J Bevan, C Elsbury, S Kent, J Hibbert, J Grenfell, H Jackson, S Morgan, J Fussell, J Pritchard, R Bidgood

**Apologies:**

Councillors M Prew, S Hodder

**In Attendance:**

J McDonnell Gwent Police

P G Davy Town Clerk

The meeting was chaired by the Deputy Mayor, Councillor H Jackson

Prior to the start of the meeting Sean Davies from Sports Caerphilly provided feedback on the Summer Sports Scheme. Due to the sponsorship from the Town Council 58 children were able to access free places, for two weeks.

**46 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON MONDAY  
15<sup>TH</sup> JULY 2019**

Minutes of the Ordinary Town Council Meeting held on Monday 15<sup>th</sup> July 2019 were received, confirmed, and signed.

**47 MATTERS ARISING**

There were no matters arising.

**48 COMMUNITY SAFETY MATTERS**

Gwent Police reported on the following:

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- There had been a spate of lead thefts from the roofs of shops in the town centre. Night time patrols had been increased. A request had been received from the CSO for funding additional security measures. However the Town Council was unable to provide funding for individual business premises.
- Thefts from vehicles in the St Martin's Road area and bulk shop thefts. An arrest had been made.
- Requests for extended opening times of licensed premises during the Rugby World Cup.
- The Irontrack operation had been deployed at the Cwtch public house. This involved swabbing customers as a condition of entry checking for evidence of drugs. Enforcement of the night time taxi rank was still causing a problem.
- Two homeless males were sleeping rough in the town centre. Both individuals were engaging with the police.
- Operational orders had been issued for Halloween and Bonfire Night. 8 officers would be deployed for the evening of the Fireworks Display at the Castle.
- An operation was current to address the car cruising problems on the Gallagher Retail Park
- Statistical information was provided on the number of traffic related incidents on Pontygwindy Road. CCBC had been requested to monitor weekly traffic flows.

In addition Members raised concerns on the following:

- Off road bikes
- Speeding on Van Road, St Martins Road, Llon y Llyn
- Crowds blocking the pavement outside the Cwtch
- Drug use at Churchill Park

#### **49 TOWN MAYOR'S DIARY**

The Mayor had attended Megaday.

The Caerffili in Bloom group had won their category in the Wales in Bloom competition and had been awarded a Silver Gilt. Members recorded their congratulations and thanks to all the community groups and businesses involved.

#### **50 ENVIRONMENTAL MATTERS**

Turn the Town Pink for Breast Cancer Awareness will be on 4<sup>th</sup> October. The Twyn Community Centre and the Castle will be lit accordingly.

Concerns were raised about streetlights being turned off between 12.00 midnight and 5.30am. However this was a cost saving measure introduced by CCBC due to budget pressures.

Councillor Simon Morgan left the meeting at 7.35pm during this agenda item.

Concerns were raised about overhanging trees onto the pavement at Llon y Llyn, Prince's Avenue and at the corner of St Martin's Road and Watford Road and will be referred to CCBC.

## **51 TOWN CLERK'S REPORTS**

### 1 Q1 Budget Monitoring

The Q1 budget monitoring report was noted.

### 2 Events Working Group

The actions outlined in the notes from the Events Working Group were confirmed.

### 3 Replacement of Multi Function Printer (MFP)

As a result of upgrading the PCs to Windows 10 it has been discovered that there are compatibility issues with the MFP. The latter is six years old and now an obsolete model. The cost options of outright purchase or lease were discussed. It was resolved to replace the MFP with a new model by outright purchase at £3500 (plus VAT). This is unbudgeted expenditure which will be funded from unrestricted reserves.

## **52 PLANNING MATTERS**

The following planning applications were considered and comments made as follows:

19/0706/FULL – no objections

19/0712/FULL – no objections

19/0722/ADV – no objections

19/0726/FULL – no objections

19/0744/FULL – deferred as Members wished to view site before making comments

19/0750/FULL – no objections

19/0755/FULL – no objections

Councillor J Fussell declared an interest and took no part in the discussion or decision making on any of the applications.

Councillor C Elsbury declared an interest and took no part in the discussion or decision making on any of the applications.

Councillor J Grenfell declared an interest in application 19/0726/FULL and took no part in the discussion or decision making on this application.

**53 PAYMENTS AND FINANCIAL MATTERS**

- 1 List of payments were noted and approved.
- 2 Bank account balances were noted. The 2019 CIL receipt of £7379 was being held in the Community Direct Plus Account pending receipt of an invoice.
- 3 There were no applications for financial assistance.

**54 CORRESPONDENCE**

An email had been received from Stagecoach explaining the changes to the routing and frequency of route 25. The changes came into effect on 1<sup>st</sup> September 2019. Members had received complaints from residents about the increased length of time to get to the Heath hospital using this service. It was resolved that a letter be sent to Stagecoach requesting reinstatement of the original service as the changes were detrimental to residents of Caerphilly and inviting a representative to meet with the Town Council.

**55 NOTICE OF MOTION**

The motion was proposed by Councillor J Pritchard and seconded by Councillor S Kent. The Town Council voted in favour of the motion:

“The Town Council commits to plastic free alternatives and supports Plastic Free Caerphilly in its journey towards plastic free status with Surfers Against Sewage”

**56 MEMBER REQUESTS FOR FUTURE REPORTS**

Arising from the discussion about the Summer Sports Scheme a report was requested on possible changes to the way the Town Council sponsorship is applied to enable more children to benefit from free places.

The meeting closed at 8.00pm

## **Agenda Item 8.1**

### **Report to Town Council 21<sup>st</sup> October 2019**

#### **Budget Strategy and Draft Estimates 2020/2021**

##### Budget Variances 2019/20

###### *Income*

The revised estimated income for 2019/20 of £118,834 shows an increase of £5601 from the original budget which is due to a higher CIL receipt and higher VAT reimbursement. There is some uncertainty whether the fireworks sponsorship figure will be achieved, so the final income for the year could be lower.

###### *Expenditure*

The revised outturn expenditure for 2019/20 is now forecast to be £116,850 an increase of £3617 on the original budget. The increase is due to the purchase of new IT (PCs and MFP) offset by a saving on Members allowances and insurance.

A significant part of the Council's expenditure is in the later part of the year associated with the Fireworks Display, the Christmas Lights and additional to this year the Lantern Parade. The outturn position is therefore subject to change.

###### *Reserves*

The carried forward balances into 2019/20 were £53,931. As income is projected to exceed expenditure there will be a positive effect on the balances. Based on the revised projections the balances would increase to £55,915. However, a significant amount of the balances (£36,459) are made up of restricted reserves (CIL receipts), and expenditure is anticipated before the end of the financial year that will reduce these reserves. There are commitments of £18,000 against the restricted reserves.

##### Budget Strategy 2020/21

As the unrestricted reserves are limited a prudent principle for the budget strategy for 2020/21 should aim to keep expenditure to within income. The general reserves for operational purposes need to be maintained as previously agreed at £10,000. The restricted reserves (CIL receipts) are principally limited to capital expenditure. The earmarked reserves provide some flexibility for one off items of expenditure.

Draft estimates for 2020/21 are appended and are based on the following assumptions

- No increase in the precept which will be kept at £15.50 for Band D properties
- Events / activities supported will be the same as the current year
- Mandatory Members allowances will be included in the budget
- No provision for carers costs
- No provision for any significant equipment purchase

- No provision to fund concessionary hires due to refurbishment at the Castle in 2020, in effect a budget saving of £2970
- Provision for pay increase of 3%
- No new areas of expenditure
- Christmas lights budget reduced to £8500, following purchase of 20 motifs in 2019/20 financial year

Members have previously indicated that the sponsored events (events not organised directly by the Town Council but which receive financial support) should be reviewed for 2020/21. The events supported in the current financial year are:

	£
- Food festival	500
- Flower Festival	5750
- Big Cheese	1750
- Megaday	4000
- Cadw Ice Rink	500
- Christmas market	1000
- Arts Competition	1050
 Total	 14550

Members are invited to consider whether:

- 1 To endorse the budget strategy outlined for 2020/21
- 2 To propose changes to the draft estimates, including the sponsored events
- 3 To identify any new areas of expenditure and whether this should be funded by an increase in the precept or by making savings, or a combination of both

#### Recommendation

Members to indicate their views having regard to the information in the report in order that the Town Clerk can amend the draft estimates and report back to the November Town Council meeting when the budget for 2020/21 should be agreed and the precept set.

Phil Davy

Town Clerk



**CAERPHILLY TOWN COUNCIL**  
**CYNGOR TREF CAERFFILI**  
**DRAFT ESTIMATES 2020/2021 – INCOME**

	Actual Received 2018/19	Estimate 2019/20	Revised Estimate 2019/20	Estimate 2020/21
	£	£	£	£
Precept	87128	97053	97053	97053
Bank Interest	458	10	10	10
V.A.T.	5129	5000	7142	5000
C.I.L.	6719	3920	7379	4000
Fireworks Sponsorship	3350	3250	3250	3250
Fireworks Collection	3427	4000	4000	4000
Miscellaneous	142			
<b>TOTAL INCOME</b>	<b>106,353</b>	<b>113,233</b>	<b>118,834</b>	<b>113,313</b>

**CAERPHILLY TOWN COUNCIL**  
**CYNGOR TREF CAERFFILI**  
**DRAFT ESTIMATES 2020/21 - EXPENDITURE**

	Actual 2018/19	Estimate 2019/20	Revised Estimate 2019/20	Estimate 2020/21
	£	£	£	£
<b><u>Members</u></b>				
Town Mayor's Allowance	900	900	900	900
Members Allowances	0	1800	450	1800
Civic Regalia/Travelling	157	0	39	0
Election Costs	0	0	0	0
<b><u>Staff</u></b>				
Salaries/Statutory Deductions	18026	18300	18300	19241
Travelling	0	500	500	500
Payroll Admin	132	200	132	150
Pension (Employer)	200	140	140	140
Employer NI	0	660	690	690
Audit Fee	463	400	400	400
Insurance	1718	2000	1586	1586
<b><u>Administration</u></b>				
Office Rental/Business Rates	4106	6000	6000	6000
Telephone/Postage/Stationery	1139	1000	1000	1000
Furniture/Equipment	1135	230	5685	200
IT Support	0	1100	1100	1100
<b>Sub total</b>	<b>27,976</b>	<b>33,230</b>	<b>36,922</b>	<b>33,707</b>

**CAERPHILLY TOWN COUNCIL**  
**CYNGOR TREF CAERFFILI**  
**DRAFT ESTIMATES 2020/21 - EXPENDITURE**

	Actual 2018/19	Estimate 2019/20	Revised Estimate 2019/20	Estimate 2020/21
	£	£	£	£
Brought Forward	27976	33230	36922	33707
Sponsored Events	15528	14550	14550	14550
Concessionary Hires	0	2970	2970	0
Fireworks Display	13810	15000	15000	15000
Floral Decorations	21978	12000	12000	13500
Christmas Lights	5402	10533	10533	8500
Caerphilly Lantern Parade	0	8500	8500	8500
Financial Assistance (Grants)	4710	6000	6000	6000
Summer Sports Scheme	4727	4800	4800	4800
Fireworks Charity Donation	3500	4000	4000	4000
Floodlighting - St. Martin's Church	0	350	350	350
Subscriptions	156	250	250	250
Twinning	125	250	250	250
Newsletter	525	600	525	600
Miscellaneous	125	200	200	200
VAT	7142	VAT included in above figures		
<b>TOTAL EXPENDITURE</b>	<b>105,704</b>	<b>113,233</b>	<b>116,850</b>	<b>110,207</b>

**CAERPHILLY TOWN COUNCIL**  
**CYNGOR TREF CAERFFILI**  
**DRAFT ESTIMATES 2020/2021 - SUMMARY OF BALANCES**

	<b>Actual 2018/19 £</b>	<b>Estimate 2019/20 £</b>	<b>Revised Estimate 2019/20 £</b>	<b>Estimate 2020/21 £</b>
Balances B/F	53285	53931	53931	55915
Excess of Expenditure over Income	0	0	0	0
Surplus of Income over Expenditure	646	0	1984	3106
Balances c/forward	53,931	53,931	55,915	59,021

The balances are made up as follows:

	£
Balance B/F 2019/20	53931
Revised income 2019/20	<u>118834</u>
	172765
Less revised expenditure 2019/20	<u>116850</u>
	55,915

The balances at March 2020 are projected to be made up as follows assuming no expenditure of restricted reserves.

Restricted reserves	25886
General reserves	10573
Earmarked reserves	19456

Note there are commitments of £18,000 against the restricted reserves.



the size and type of the organisation. The first report is due by the end of 2019 and then every third year after 2019. There is no standard form that the plan or report should take, and each authority is free to decide on the format to use, whether it be a standalone document or incorporated into existing planning and reporting publications. The Welsh Government will be shortly publishing guidance to assist public authorities in the reporting requirements of the duty.”

The scope of actions that the Town Council can take is limited and will be indirect but could include the following:

- Where grants are offered applicants should be encouraged or required to incorporate biodiversity considerations into their projects where this is appropriate
- The hanging baskets and planters funded by the Town Council should be specified to include pollinator attractive flowers and be sourced from local suppliers
- Adopt sustainable procurement practices eg products from sustainable resources, recycled material, and locally sourced.

To discharge the duty under the Act it is recommended that the Town Council publishes the attached Biodiversity Statement and attached report for Welsh Government.

Phil Davy

Town Clerk

## **Agenda Item 8.3**

### **Report to Town Council 21<sup>st</sup> October 2019**

#### **Environment (Wales) Act 2016**

It is a sobering fact that in the last 50 years half of the UK's wildlife has disappeared. The State of Nature 2016 report recorded that 13% of native species are under threat of extinction and 53% in decline. The major reason for this loss of biodiversity is modern intensive farming practices. It is therefore not surprising that Welsh Government should introduce policies to halt and reverse this trend.

Section 6 of the Environment (Wales) Act 2016 imposes a new duty that requires public authorities to maintain and enhance biodiversity, and in so doing promote the resilience of ecosystems in the exercise of their functions.

“Section 6.1 A public authority must seek to maintain and enhance biodiversity in the exercise of functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions.”

“Section 6.2 In complying with sub section 1, a public authority must take account of the resilience of ecosystems, in particular the following aspects:

- (a) Diversity between and within ecosystems
- (b) The connections between and within ecosystems
- (c) The scale of ecosystems
- (d) The condition of ecosystems (including their structure and functioning)
- (e) The adaptability of ecosystems”

Town and Community Councils are public authorities for the purpose of Section 6 and are therefore required to comply with the duty. Biodiversity considerations should therefore be taken into account in business planning and day to day activities across all functions. The Town Council owns no land or buildings and therefore the Council will be limited in the actions it can take.

Advice has been sought from Welsh Government in respect of how the Town Council may be able to discharge the duty under the Act.

The ability of each public authority to take actions to maintain and enhance biodiversity will vary depending on their size and functions but even those with no land will still need to consider each of the aspects of resilience as decisions and actions can influence ecosystems indirectly.

Welsh Government has advised:

“The duty requires the Town Council to publish a plan of the actions it proposes to take to maintain and enhance biodiversity, but note the plan should be proportionate to the activities and functions of the Council. The plan must also include what has been done to comply with the duty. This should not be burdensome and should be proportionate to

## **Biodiversity Statement**

The Town Council recognises the importance of biodiversity. Biodiversity is recognised as underpinning human health and can contribute to physical and mental well being.

The widespread reduction in species across the UK coupled with the impact of climate change threatens a major environmental disaster.

Section 6 of the Environment (Wales) Act 2016 introduces a new duty on public authorities in Wales to maintain and enhance biodiversity and in so doing promote the resilience of ecosystems in the exercise of their functions. The Town Council as a public authority will comply with this duty in relation to the scope of its activities. The Town Council owns no land or buildings and its decisions and actions will only indirectly influence ecosystems.

The Town Council has identified four specific areas where it will take proactive action:

### **1 Financial Assistance**

The Town Council provides grants to local organisations for a variety of purposes. Depending on the nature of the proposal it may be appropriate to ask the applicant to incorporate biodiversity considerations, or impose conditions on the grant. Given that the maximum grant available under the financial assistance scheme is £1000 any conditions should be proportionate.

### **2 Floral Decorations**

The Town Council funds the hanging baskets and planters in the Town Centre which enhance the street scene between May and September. The plants are and will continue to be sourced from suppliers in South Wales. The type of plants used will be reviewed to ensure they are pollinator friendly.

The Town Council works closely with the Caerffili in Bloom group which involves various community groups and local businesses. The group undertakes additional planting and enhancement to the town. They will be encouraged to review their contribution to biodiversity.

### **3 Sustainable Procurement**

Due to the scope of the Town Council's activities expenditure on goods and services is very limited. Where it is practical to do so and consistent with achieving value for money the Town Council will use local suppliers (defined as within South Wales), will look to use products made from sustainable resources or that use recycled materials. In addition, the Town Council has made a commitment to plastic free alternatives and supports Plastic Free Caerphilly. The Town Council will adopt arrangements to ensure packaging and end of life equipment is recycled.



#### 4 Awareness Raising

The Town Councillors have well established networks with local community groups, schools, and businesses and use social media to impart information. They can raise awareness about the serious challenge of tackling biodiversity, which is as important as climate change, plastic pollution, and carbon neutral, issues which are all inter linked.

If the scope of the Council's functions changes in the future the biodiversity statement will be reviewed.

Approved by Town Council

Date: 21.10.19

## **Report to Welsh Government**

### **Caerphilly Town Council**

The Town Council covers two unitary authority wards within the centre of Caerphilly Town (Morgan Jones and St Martins). It covers a population of 15,000 and approximately 6,200 households. The precept for 2019/20 is £15-50 for a band D property and raises £97,000. The Council has received £7,379 in Community Infrastructure Levy for 2019/20 which will be added to the restricted reserves to fund specific projects (match funding for artwork, public toilets, electric charge points). The Council owns no land or buildings and employs 0.7FTE administrative staff. Around a third of the Council's annual expenditure is on the administration of the Council. The Council's main expenditure is on running its own events (Fireworks Display and Christmas Lights), providing sponsorship for events organised by others, funding the summer floral displays (hanging baskets and planters), and providing grants to local community groups. In relation to biodiversity the Town Council only has indirect influence due to the scope of its activities.

### **Actions Carried Out**

A report was submitted to the Town Council in October 2019 outlining the duty imposed by Section 6 of the Environment (Wales) Act 2016.

The Town Council has published a Biodiversity Statement in October 2019. This outlines 4 specific areas where the Council has undertaken to embed biodiversity considerations. These will be subject to monitoring by the Town Clerk.

If the scope of the Town Council's activities change, in particular through the acquisition of land and buildings, the Biodiversity Statement will be reviewed.

## **Agenda Item 8.4**

### **Report to Town Council 21<sup>st</sup> October 2019**

#### **Summer Sports Scheme 2020**

Following the feedback on the Summer Sports Scheme 2019 a report was requested on possible changes to the way the Town Council sponsorship is applied to enable more children to benefit from free places.

The Town Council has sponsored free places over a number of years and Members may be more familiar with an earlier title of Junior Recreation Scheme. In the last two years the sponsorship has been capped at £4800 each year. The scheme is organised and run by Sport Caerphilly. Free places are offered to children who are residents of the Town Council area on a first come basis up to the limit of the sponsorship. Applications are made direct to Caerphilly Leisure Centre and parents have to provide proof of address within the Town Council area.

Due to limited take up in previous years free places have been offered on the basis of two weeks out of the 6 weeks school holidays for each child. This time enables participants to sample a variety of sports. Outside of the two week free period parents have the option of extending the placement on a paid basis. 58 children were able to access free places in 2019 for 2 weeks which maximised the available sponsorship (£82.75 per child).

Sport Caerphilly believe that more children would take up the free places if only a week free placement is offered. This is based on experience with Risca East Community Council which sponsors 10 free places per week for the 6 weeks of the school holidays so a total of 60 children can access the scheme. On this basis a possible alternative for the Town Council would be 20 free places per week for 6 weeks enabling 120 children to access the scheme. As this will involve a marginal increase in the total number of free places over the 6 weeks and there is likely to be an increase in the cost per child next year the budget estimate for sponsorship in 2020 should be increased to £5000. (Note the draft estimates Agenda Item 8.1 maintains the sponsorship at £4800).

Members are requested:

1 To indicate whether the current arrangements should be changed, and the free places offered to each child restricted to one week only, enabling more children to take up the scheme during the school holidays.

2 If the changes referred to in 1 are agreed to increase the capped sponsorship to £5000 for 2020 and make provision in the annual estimates.

3 To confirm the current administrative arrangements are maintained with the booking process being handled by Caerphilly Leisure Centre.

Phil Davy Town Clerk

Agenda Item 9

Town Council Meeting 21.10.19

<b>Case Ref.</b>	<b>19/0751/CLEU</b>	<b>Site Area:</b>	<b>306m<sup>2</sup></b>
<b>Location:</b>	<b>19 Cae Nant Goch Caerphilly CF83 1TR</b> (UPRN 000043009781)		
<b>Proposal:</b>	Obtain a Lawful Development Certificate for existing garage conversion		
<b>Case Officer:</b>	Mr J Cooke	☎ 01443 864347	✉ cookej1@caerphilly.gov.uk
<b>Ward:</b>	St Martins	<b>Map Ref:</b>	313845 (E) 186166 (N)
<b>Community Council:</b>	Caerphilly Town Council	<b>Expected Decision Level:</b>	Delegated

# Agenda Item 9 Council Meeting 21.10.19

<b>Case Ref.</b>	<b>19/0776/FULL</b>	<b>Site Area:</b>	<b>202m<sup>2</sup></b>
<b>Location:</b>	<b>3 St Ilan's Way Watford Caerphilly CF83 1EW</b> (UPRN 000043025827)		
<b>Proposal:</b>	Demolish existing garage and erect two storey side extension, two storey rear extension and carry out internal and external alterations		
<b>Case Officer:</b>	Mr C Powell	☎ 01443 864424	✉ powelc2@caerphilly.gov.uk
<b>Ward:</b>	St Martins	<b>Map Ref:</b>	315021 (E) 186272 (N)
<b>Community Council:</b> Caerphilly Town Council		<b>Expected Decision Level:</b>	Delegated

<b>Case Ref.</b>	<b>19/0782/FULL</b>	<b>Site Area:</b>	<b>363m<sup>2</sup></b>
<b>Location:</b>	<b>11 Bronrhiw Avenue Caerphilly CF83 1HF</b> (UPRN 000043024904)		
<b>Proposal:</b>	Erect single storey rear extension		
<b>Case Officer:</b>	Mr J Cooke	☎ 01443 864347	✉ cookej1@caerphilly.gov.uk
<b>Ward:</b>	St Martins	<b>Map Ref:</b>	315802 (E) 186456 (N)
<b>Community Council:</b> Caerphilly Town Council		<b>Expected Decision Level:</b>	Delegated

# Agenda Item 9 Council Meeting 21.10.19

**Case Ref.** 19/0791/FULL **Site Area:** 381m<sup>2</sup>  
**Location:** 17 Corbett Grove Caerphilly CF83 1SZ (UPRN 000043017011)  
**Proposal:** Erect a single storey rear extension and extension of existing bedroom over former garage to private dwelling and erect a single storey extension to create snug  
**Case Officer:** Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314084 (E) 186325 (N)

**Community Council:** Caerphilly Town Council

**Expected Decision Level:** Delegated

Agenda Item 10.1  
 Report to Town Council 21<sup>st</sup> October 2019  
 List of Payments

<b>Cheque No.</b>	<b>Payee</b>	<b>In Respect of</b>	<b>Amount £</b>
Internet	Playworks	Salaries (September)	1576.13
Internet	CCBC	Contribution to Food Festival	500.00
Direct Debit	Nest	Pension (September)	27.21
304053	Digital Systems Ltd	Printing	8.35
304054	Atlantic Marquees	Megaday	1899.96
Internet	Twyn Community Centre	Rent/Room Hire	832.00
Internet	CCBC	Contribution to Big Cheese	1750.00

It is recommended that Members note and approve the payments

Agenda Item 10.2  
Report to Town Council 21<sup>st</sup> October 2019  
Bank Account Balances

Bank Account Balances as at 1<sup>st</sup> October 2019

£

Community Direct Plus Account	93,913-87
14 Day Business Select Account	10,572-89
14 Day Business Select Account (Restricted reserves)	18,506-96

Members to note the information



### **Agenda Item 10.3**

#### **Report to Town Council 21<sup>st</sup> October 2019**

#### **Applications for Financial Assistance**

	£
Budget	6000
Commitment	1870
Available	4130

#### 1 Eisteddfod Y Cymoedd / Valleys Eisteddfod

The application is to support a local event that celebrates the Welsh Language, culture and heritage across the Caerphilly County Borough. Although not a membership organisation the application states that around 100 residents from the Town Council area support the Eisteddfod. On this basis a grant of £400 could be awarded. The event has previously been supported and last year received a grant of £400. Note the event took place on 18<sup>th</sup> October 2019 but the Town Council can approve a grant retrospectively. The expenditure would be authorised under the Local Government Act 1972, section 145.



Fund Raiser  
62 Bryn Siriol  
Caerffili  
CF83 2AJ

Benamary2000@yahoo.co.uk

☎ 02920862428/ 07891916046

8th September 2019

Mr P. Davey  
Clerc Cyngor Tref Caerffili  
Twyn Community Centre  
The Twyn  
CAERFFILI CF831JL

Dear Phil,

### **EISTEDDFOD Y CYMOEDD / VALLEYS EISTEDDFOD**

We are again organising what has now become an annual feature in our area,. The event now has a new, modern approach aimed at broadening its appeal in order to further celebrate the Welsh Language, culture and heritage across the Caerphilly Borough and the Valleys of Rhymney, Sirhowy, Ebbw, Aber and Darran.

I am writing on behalf of the Eisteddfod y Cymoedd Committee to appeal for any financial assistance that your Council may be able to contribute towards the Eisteddfod.

This year's Eisteddfod will be held on the evening of Friday 18<sup>th</sup> October at the Gwyndy Campus of Ysgol Gyfun Cwm Rhymni at Caerphilly.

The Eisteddfod's objectives are as follows:

- To create an opportunity for people of all ages to participate in a community activity whilst promoting the use of the Welsh language in an inclusive setting within the County Borough.
- To strengthen the community's cultural and linguistic identity by encouraging participation by Welsh speakers, Welsh learners and non-Welsh speakers.
- To encourage a varied cross section of people from within the County Borough to assist in the organisation and management of the event.

In these difficult economic times, it is important that we encourage local performing arts by providing an opportunity for them to be staged before an enthusiastic and supportive community who are very appreciative of a lively evening's entertainment. There has been a steady increase in audience numbers each year with last year breaking all records as the Eisteddfod increases its profile and attracts more competitors. Having launched a modernised Eisteddfod last year, we now appeal to a wider audience and attract competitors and audience of all linguistic background from across the County Borough and beyond.

We are grateful to your council for supporting this event over the years and look forward to a favourable response to our request this year.

Yours sincerely

**Ben Jones**  
*Fund Raiser Eisteddfod y Cymoedd/Valleys Eisteddfod*

**CAERPHILLY TOWN COUNCIL**  
**CYNGOR TREF CAERFFILI**

**FINANCIAL ASSISTANCE      APPLICATION FORM**

1. **NAME OF ORGANISATION and Headquarters and principal area of place of operation**  
*The organisation is Eisteddfod y Cymoedd and we hold our annual eisteddfod at the Gwyndy site of Ysgol Gyfun Cwm Rhymini on Pontygwindy Road*
2. **NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION**  
*Ben Jones, 62 Bryn Siriol, Caerffili, CF83 2AJ and I help by applying for financial aid.*
3. **PURPOSE OR ACTIVITIES OF ORGANISATION – if possible attach copy of Constitution**  
*Please refer to covering letter.*
4. **MEMBERSHIP; OF ORAGNISATIN/ OR BENEFICIARIES OF ACTIVITIES**  
*We are not a membership organisation as such but these are approximate attendance figures.*  
Total No. c.400    Number Resident in Town Council Area c.100 (see attached map)
5. **MEMBERSHIP FEES, if applicable** N/A
6. **PRESENT FINANCIAL POSITION:** This should be as full as possible, but should at least detail funds and outstanding debts and credits; if possible attach latest Financial Statement of Organistaion  
*Please find attached our current financial situation as presented by the Eisteddfod Treasurer.*
7. **PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS**  
*The financial statement details the costs incurred by the 2017 and 2018 eisteddfodau. Costs include prize money, advertising, venue admin, judges fees etc.*

This form should be returned to: Town Clerk, Caerphilly Twon Council, The Twyn Community Centre, The Twyn, Caerphilly, CF83 1JL

## Eisteddfod y Cymoedd

### Incwm a Gwariant /Income & Expenditure

Am y flwyddyn hyd at 31 Rhagfyr 2018  
For the year to 31st December 2018

	2018	2017
Arall/Otyer	40	50
Arian Drws/Admission	1,178	1,224
Bar	609	692
Llinell Goll/Poetry	17	0
Pantfyedwen	472	366
Rhoddion/Gifts	<u>2,330</u>	<u>3,448</u>
	<u>4,646</u>	<u>5,780</u>
Amrywiol/Various	30	20
Argraffu/Printing	290	289
Bar	402	290
Beirniaid/Adjudicators	680	580
Bwyd a Chynhaliaeth Food and Sustenance	50	50
Cymdeithas Eisteddfodau Cymru 15 Wales' Eisteddfodau Association		15
Gwobrau/Prizes	2,020	1,575
Marchnata a'r we Marketing and internet	162	13
Medalau a Thlysau	82	484
Sain / Ffotograffiaeth Sound and Photography	100	100
Tiwnio Piano Tuning	<u>200</u>	<u>0</u>
	<u>4,032</u>	<u>3,416</u>
	<u>614</u>	<u>2,365</u>

## Eisteddfod y Cymoedd

Asedau/Assets @ 31/12/2017 4,970

Elw/Profit 2018 614  
Asedau/ Assets @ 31/12/2018 5,584

### Cynrychiolir gan/ Represented by:

Arian yn y banc/Money in the Bank	5,578
Talebion llyfr/Book Receipts	6
Costau i'w Talu/ Costs to pay	<u>0</u>
<b>Cyfanswm asedau/ Total Assets</b>	<b><u>5,584</u></b>

Paratowyd gan/Prepared by Mair Gwynant FCA

## **Agenda Item 10.4**

### **Report to Town Council 21<sup>st</sup> October 2019**

#### **External Audit Report 2018/19**

##### Annual Return

The external audit for the year ending 31<sup>st</sup> March 2019 has been completed by BDO LLP acting on behalf of the Auditor General for Wales. The Annual Return and audit opinion are attached. The auditor has concluded:

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

The auditor has drawn the Council's attention to a specific matter in the accompanying Issues Arising Report (see below) but this does not affect the audit opinion.

##### Recommendation

The Town Council approves and accepts the Annual Return.

##### Issues Arising Report

A copy of the report is attached.

The issue raised is that the minute reference and date for the approval of the accounting statements and annual governance statement has not been entered onto the form, and therefore the annual return has not been fully completed in accordance with requirements.

The Mayor signed and dated the form at the time the annual return was considered by the Town Council on 20<sup>th</sup> May 2019. There is a timing difference between the date of the meeting and the production of the minutes. It was an oversight on the part of the Town Clerk not to add the minute reference (19.1- 20.5.19) to the annual return after the minutes had been completed. The omission could easily have been addressed had this been drawn to the attention of the Town Clerk by the auditor.

No further action is required as this information is unlikely to be missed at the next external audit.

Phil Davy

Town Clerk

# Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2019

## LANGUAGE PREFERENCE

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

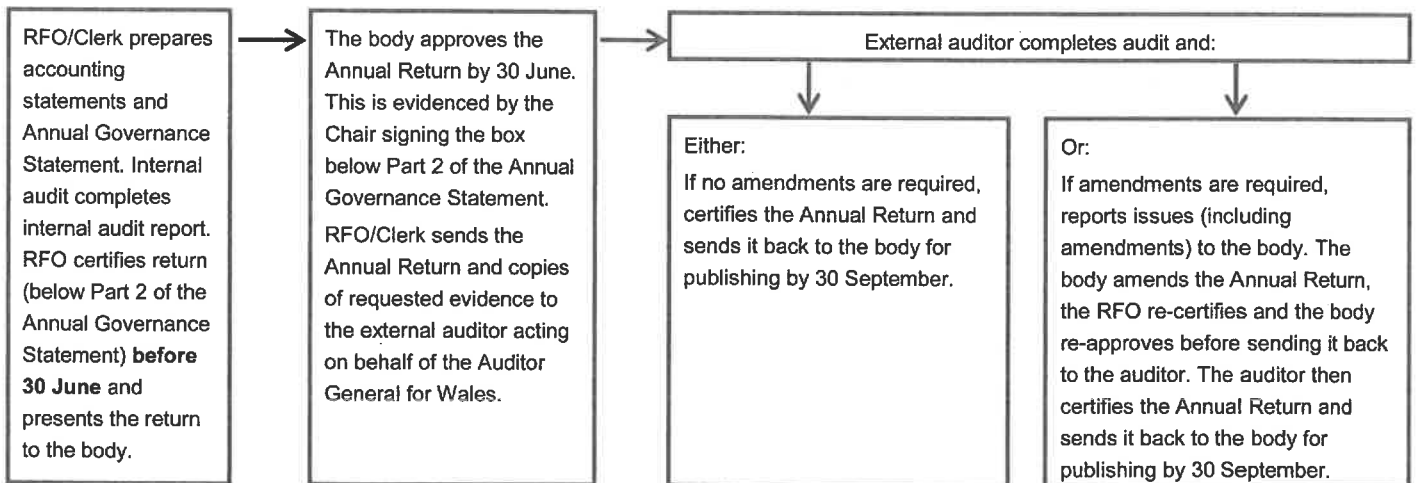
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%; background-color: #cccccc; text-align: center; font-weight: bold;">Yes</td> <td style="width: 25%; background-color: #cccccc; text-align: center; font-weight: bold;">No</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;"><b>ENGLISH</b></td> <td style="text-align: center; vertical-align: middle;">✓</td> <td></td> </tr> </table>		Yes	No	<b>ENGLISH</b>	✓		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%; background-color: #cccccc; text-align: center; font-weight: bold;">Yes</td> <td style="width: 25%; background-color: #cccccc; text-align: center; font-weight: bold;">No</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;"><b>WELSH</b></td> <td></td> <td></td> </tr> </table>		Yes	No	<b>WELSH</b>			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%; background-color: #cccccc; text-align: center; font-weight: bold;">Yes</td> <td style="width: 25%; background-color: #cccccc; text-align: center; font-weight: bold;">No</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;"><b>BILINGUALLY</b></td> <td></td> <td></td> </tr> </table>		Yes	No	<b>BILINGUALLY</b>		
	Yes	No																		
<b>ENGLISH</b>	✓																			
	Yes	No																		
<b>WELSH</b>																				
	Yes	No																		
<b>BILINGUALLY</b>																				

## 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 in red 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 2018-19 for:

Name of body: **Insert name of body** CAERTHILLY TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2018 (£)	31 March 2019 (£)	

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	62 230	53 285	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	80 077	87 128	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	26 259	19 225	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	19 572	18 226	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	95 709	87 481	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	53 285	53 931	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	0	0	<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	53 285	53 931	<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	0	0	<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	53 285	53 931	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	55 925	55 925	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).
			✓			✓	

## 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 2019, 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>	✓			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.	✓			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.	✓			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.	✓			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.	✓			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.	✓			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.	✓			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.	✓			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>	Yes	No	N/A	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 adopted standing orders and financial regulations as appropriate.	✓			Has properly established its internal rules setting out how it will conduct its business.
2. We have ensured that the Council's standing orders and financial regulations have been followed for all relevant transactions.	✓			Has followed its internal rules and reviewed its compliance with those rules
3. All committees and sub-committees of the council have been properly established and provided with appropriate terms of reference setting out the delegated responsibilities to make decisions or recommendations.			✓	Has ensured that where applicable, the Council has properly delegated its responsibilities to committees

\* 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.

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/<del>Board/Committee</del>, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.</p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/<del>Board/Committee</del> under minute reference:</p> <p style="text-align: center;">Insert minute reference and date of meeting</p>
RFO signature: signature required <i>P. G. Davy</i>	Chair signature: signature required <i>Michael Rees</i>
Name: name required <i>P. G. DAVY</i>	Name: name required <i>MICHAEL REES</i>
Date: dd/mm/yyyy <i>1.5.19</i>	Date: dd/mm/yyyy <i>20.5.2019</i>

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

<p><b>Certification by the RFO</b></p> <p>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 2019.</p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p> <p style="text-align: center;">Insert minute reference and date of meeting</p>
RFO signature: signature required	Chair signature: signature required
Name: name required	Name: name required
Date: dd/mm/yyyy	Date: dd/mm/yyyy

# 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 2019 of:

Caerphilly Town Council

## 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 21/9/19.

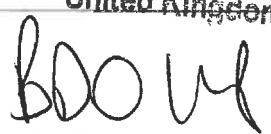
## Other matters and recommendations

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.

Please see enclosed report

**BDO LLP Southampton  
United Kingdom**

(Continue on a separate sheet if required.)

External auditor's name:	<b>BDO LLP Southampton United Kingdom</b>	
External auditor's signature:		Date: 21/9/19
For and on behalf of the Auditor General for Wales		

\* Delete as appropriate.

# Annual internal audit report to:

Name of body: Insert name of body **CARRPHILLY 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 2019.

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.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
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.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

	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.	✓				
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.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.			✓		

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.			✓		
13.			✓		
14.			✓		

\* 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 2017-18 and 2018-19. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: name required	QUINN L. JAMES
Internal Auditor address:	13 CHERRY TREE ROAD, BLACKWOOD, NY 12 2PY
Signature of person who carried out the internal audit: signature required	<i>Q. L. James</i>
Date: dd/mm/yyyy	1/5/19

## 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 2018) equals the balance brought forward in the current year (line 1 of 2019). Explain any differences between the 2018 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
<b>Accounts</b>	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 2019 agree to Line 9?	✓	
<b>Approval</b>	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2019?	✓	
	Has the body approved the accounting statements before 30 June 2019 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?	✓	
<b>All sections</b>	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
<b>Accounts</b>	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?		



**ISSUES ARISING REPORT FOR  
Caerphilly Town Council  
Audit for the year ended 31 March 2019**

**BDO**

## Introduction

The following matters have been raised to draw items to the attention of Caerphilly Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2019.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

## Issues Raised

- Approval of the annual return
-

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The following issue(s) have been raised to assist the body. The body is recommended to take action on the following issue(s) to ensure that the body acts within its statutory and regulatory framework.

**Approval of the annual return**

*What is the issue?*

The council have not entered the minute reference and date for the approval of the accounting statements and annual governance statement.

*Why has this issue been raised?*

The annual return has not been fully completed in accordance with requirements.

*What do we recommend you do?*

The council must ensure that all relevant boxes are fully complete before submitting the annual return for audit.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability for Local Councils in Wales, A Practitioners' Guide - OYW/SLCC

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 21 September 2019

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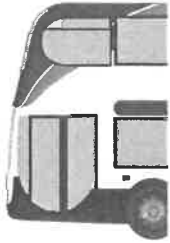


Mr. Phil Davy  
Town Clerk  
Caerphilly Town Council  
The Twyn Community Centre  
The Twyn  
Caerphilly  
CF83 1JL

1 St. David's Road  
Cwmbrân  
Torfaen  
NP44 1PD

T 01633 838856  
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stagecoachbus.com



Ref: NAW/arw Cph.CBC-25  
24<sup>th</sup> September 2019

Dear Mr. Davy,

RE: ROUTE 25 CHANGES

I refer to your letter of 18<sup>th</sup> September 2019 with regard to service 25 changes from 1<sup>st</sup> September 2019:

Although I am not available to attend your Town Council meeting of 21<sup>st</sup> October 2019, I thought you might find it helpful if I restate the circumstances that determined the need to change the 25 bus service :-

- During 2016/2017, the service 25 (formerly services A and B) was unpunctual and was the subject of a Public Inquiry, the outcome being an increase in resource to run the service of 33% in order to achieve a punctual service in the face of little effective bus priority measures along the route.
- Although the service improved punctual performance, it now became unsustainable due to the extra resources required to run it.
- The highway authority are Caerphilly County Borough Council and Cardiff County Council, who are enabled through Section 63 of the 1985 Buses Act to replace socially necessary bus services.
- The service 25 characteristics include:
  - 30% less passengers per journey than the average Stagecoach patronage per journey across South Wales
  - over 50% of passengers are concessionary pass holders
  - The concessionary reimbursement rate for Caerphilly is the lowest of all Stagecoach concessionary travel authority reimbursement rates
  - The service 25 has run at a direct loss for some time, due to all of the above factors
  - On average, 3 passengers per journey from Caerphilly to the University Hospital of Wales. This is not enough to sustain a service. Other customers are for points towards Cardiff which are provided by service 26.
  - Combining the services 25 and 86 together provides a sustainable solution, connecting Caerphilly with UHW, albeit less frequently, and through a longer routing.

We remain open for discussion with the highway authorities with regard to this subject. However, eleven weeks after first notifying Caerphilly Council of these changes, we have received no contact from either council, who are the highway authority and who, under Section 63 of the 1985 Buses Act, may opt to replace socially necessary bus services.

Having already met the Assembly Member and Member of Parliament for constituents concerned with these changes, I have had the opportunity to state these facts and reiterate that we remain open for discussion with the highway authority, should they be so inclined.

I hope the foregoing is of some assistance to you at your meeting in October.

Yours sincerely,

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

**Nigel Winter**  
Managing Director