

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

P. G. Davy

TOWN MAYOR:
MEIR Y DREF:

**Councillor
Mike Prew**

13th May 2019

An **Annual General Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **Monday 20th May 2019** at **6.30 p.m.** to be followed immediately by **The Ordinary Meeting** of the **Town Council**.

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 elect the Town Mayor for the year 2019/20.
2. To receive the Town Mayor's Declaration of Acceptance of Office.
3. To elect the Deputy Town Mayor for the year 2019/20.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office
5. To receive and if thought fit to confirm the minutes of the Annual General Meeting held on Monday 21st May 2018.
6. Matters arising from the minutes.
7. To confirm the Town Mayor's Allowance for 2019/20.
8. To appoint representatives to:
 1. The Town and Community Council Liaison Committee (two members).

Address: The Twyn Community Centre The Twyn Caerphilly CF83 1JL
Telephone and Fax: Caerphilly 02920 888777
E-mail: towncouncil@tiscali.co.uk
Office Hours: Monday, Tuesday and Wednesday mornings 9.30a.m. to 12.30p.m

2. The Caerphilly County Borough Community and Town Councils Liaison Sub Committee (one member).
 3. Caerphilly County Borough Council Town Centre Management Group (two members).
 4. Twyn Community Centre Management Committee (one member).
 5. Caerphilly and District Twinning Association Management Committee (two members).
9. To appoint a Chairperson for the Events Working Group (all Members and external invitees).
 10. To appoint a Chairperson for the Community Infrastructure Levy (CIL) Working Group (all Members).
 11. To confirm or otherwise the Cooperative Bank plc as the Bankers for the Town Council. To nominate the Members who, with the Town Clerk, be authorised to sign cheques drawn or issued on behalf of the Town Council (any two empowered to act at any one time).
 12. To confirm the Town Clerk as the Town Council's Responsible Financial Officer as required under Section 151 of the Local Government Act 1972 and to authorise the Town Clerk to give instructions (eg transfer between accounts), request information and obtain answers to queries on the Bank Accounts on behalf of the Town Council.

To confirm the Town Clerk as the authorised officer for internet banking and debit card.
 13. To appoint an internal auditor for 2019/20.
 14. Attendance 2018/19.
 15. Dates of Council Meetings 2019/20.

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

Ken Williams

TOWN MAYOR:
MEIR Y DREF:

Councillor
Simon Morgan

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE CAERPHILLY TOWN
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 21ST MAY 2018**

Present:

Councillors C. Elsbury, S. Kent, J. Hibbert, J. Grenfell, M. Prew, S. Hodder, H. Jackson, S. Morgan, J. Fussell, J. Pritchard, R. Bidgood.

Apologies:

Councillor P.J. Bevan.

In attendance:

Mr. P.G. Davy (Town Clerk).

Councillor S. Morgan thanked the Town Council for the opportunity to represent the Town as the Mayor and for the support that fellow Councillors had provided. He particularly highlighted his attendance at the Remembrance Service and Armed Forces Day.

Councillor J. Fussell thanked Councillor S. Morgan for the professional manner in which he had undertaken the duties of the Mayor.

1. ELECTION OF TOWN MAYOR 2018 – 2019

Councillor M. Prew was elected as Town Mayor and duly read out and signed the Declaration of Acceptance of Office.

2. ELECTION OF DEPUTY MAYOR 2018 – 20

Councillor H. Jackson was elected as Deputy Town Mayor and duly read out and signed the Declaration of Acceptance of Office.

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3. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 15TH MAY 2017

Minutes of the Annual General Meeting held on 15th May 2017 were received, confirmed and signed.

4. MATTERS ARISING FROM THE MINUTES

No matters arising.

5. TOWN MAYOR'S ALLOWANCE

The Town Mayor's Allowance for 2018-19 of £900 was approved.

6. TOWN COUNCILLOR ALLOWANCES

The Town Council was advised that the Independent Remuneration Panel for Wales (IPRW) has mandated the payment of certain allowances. Community and Town Council in Groups A and B must make available a payment to each of their members of £150 per year for the costs incurred in respect of telephone usage, information technology, consumables etc. Caerphilly Town Council is a Group B authority.

All Community and Town Councils must provide for the reimbursement of necessary costs for the care of dependent children and adults and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties and shall only be made on production of receipts from the carer.

Any individual member may make a personal decision to elect to forgo part or all of the entitlement by giving notice to the Town Clerk.

There is a requirement on Community and Town Councils to publish details of all payments to individual members in an annual Statement of Payments.

It was resolved to accept the IRPW mandatory requirements and to introduce the payment of the allowances from the 2019-20 financial year.

7. APPOINTMENT OF REPRESENTATIVES

1. Town and Community Council Liaison Committee (2 members).

Councillors J. Hibbert and C. Elsbury were appointed to this Committee.

2. Caerphilly County Borough Council Community and Town Council Liaison Sub Committee (1 Member).

Councillor J. Hibbert was appointed to this Sub Committee.

3. Caerphilly County Borough Council Town Centre Management Group (two Members)

Councillors J. Hibbert and H. Jackson were appointed to serve on this Group.

4. Twyn Community Centre Management Committee (1Member)

Councillor P. Bevan was appointed to this Committee.

Councillor J. Fussell declared an interest and took no part in the discussion or decision making on this item.

5. Caerphilly and District Twinning Association Management Committee

Councillor M. Prew (Mayor) and P. Bevan were appointed to this Committee.

8. APPOINTMENT OF CHAIRPERSON FOR THE EVENTS WORKING GROUP

Councillor P. Bevan was elected as the Chairperson and the Working Group is open to all Members to attend together with external invitees.

9. BANKERS AND CHEQUE SIGNATORIES

The Cooperative Bank plc was confirmed as the Town Council's Bank. Councillors P. Bevan, S. Kent and the Town Clerk were authorised to sign cheques on behalf of the Town Council (any 2 from 3 signatures).

10. CONFIRMATION OF RESPONSIBLE FINANCIAL OFFICER

The Town Clerk was confirmed as the Town Council's Responsible Financial Officer under Section 151 of the Local Government Act 1972 and was authorised to give instructions, request information and obtain answers to queries on the bank accounts on behalf of the Town Council.

The Town Clerk was confirmed as the authorised officer for internet banking and debit card.

11. APPOINTMENT OF INTERNAL AUDITOR

It was agreed to appoint Mr. G. James as the internal auditor for 2018/19 and the fee will be negotiated by the Town Clerk.

12. ATTENDANCE 2017-18

Member attendance during 2017-18 was noted.

13. DATES OF COUNCIL MEETINGS 2018-19

The list of future meetings was approved.

The meeting closed at 6.50 p.m.

**Cyngor Tref Caerphilly
Caerphilly Town Council
Attendance 2018-19**

	AGM	21-05-18	18-06-18	16-07-18	17-09-18	15-10-18	19-11-18	21-01-19	18-02-19	18-03-19	15-04-19
73%	A	A	P	P	P	P	P	P	A	P	P
91%	P	P	A	P	P	P	P	P	P	P	P
82%	P	P	P	P	P	P	P	P	P	A	A
82%	P	P	A	P	A	P	P	P	P	P	P
82%	P	P	P	A	P	A	P	P	P	P	P
100%	P	P	P	P	P	P	P	P	P	P	P
64%	P	P	A	P	P	P	A	A	P	P	A
91%	P	P	P	P	P	P	P	P	A	P	P
91%	P	P	P	P	P	P	P	P	P	P	P
100%	P	P	P	P	P	A	P	P	P	P	P
73%	P	P	A	P	P	P	P	P	P	P	A
91%	P	P	P	P	P	A	P	P	P	P	P

P – Present

A - Apologies

Agenda Item 15

Report to Annual General Meeting of Caerphilly Town Council – 20th May 2019.

Calendar of Meetings 2019/2020

Monday 17th June 2019

Monday 15th July 2019

Monday 16th September 2019

Monday 21st October 2019

Monday 18th November 2019

Monday 20th January 2020

Monday 17th February 2020

Monday 16th March 2020

Monday 20th April 2020

Monday 18th May 2020 including AGM

All meetings will commence at 6.30 p.m. and will not continue after 9.00 p.m.

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TOWN CLERK:
CLERC-Y-DREF:

P. G. Davy

TOWN MAYOR:
MEIR Y DREF:

Councillor
Mike Prew

13th May 2019

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **20th May 2019** at **6.30 p.m.** to immediately follow the **AGM**.

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 15th April 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
8. TOWN CLERK'S REPORTS
 - 8.1 Annual Return for the year ended 31st March 2019.
 - 8.2 Insurance Renewal.

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9. **ITEM REQUESTED BY MEMBERS**
Cadw Events and late night transport.
10. **PLANNING MATTERS** (see list attached)
11. **PAYMENTS AND FINANCIAL MATTERS**
 1. List of Payments.
 2. Bank Account Balances.
 3. Applications for Financial Assistance.
 4. Concessionary Hire of Caerphilly Castle.
12. **CORRESPONDENCE**
13. **MEMBER REQUESTS FOR FUTURE REPORTS**

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Phil Davy

TOWN MAYOR:
MEIR Y DREF:
Councillor
Mike Prew

MINUTES OF THE ORDINARY MEETING OF CAERPHILLY TOWN COUNCIL
HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 15TH APRIL 2019

Present:

Councillors P J Bevan, C Elsbury, J Hibbert, J Grenfell, M Prew, H Jackson, S Morgan, J Fussell, R Bidgood.

Apologies:

Councillors S Kent, S Hodder, J Pritchard.

In Attendance:

P G Davy, Town Clerk.

105 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 18TH MARCH

Minutes of the Ordinary Council Meeting held on Monday 18th March were received, confirmed and signed.

106 MATTERS ARISING

Minute 100.1.5 Town Clerk to suggest consistent format for 7 Town Councillors to set up free dedicated email address for Town Council business.

107 COMMUNITY SAFETY MATTERS

There are continuing concerns about the congregation of youths adjacent to the NatWest Bank and drug use. The police are monitoring the situation but Members were advised to report any issues they observe via 101.

108 TOWN MAYOR'S DIARY

1 The Mayor had attended the Caerphilly RFC under 12s game at Hafodrynys which was

drawn but the team go through to the final at Rodney Parade. The Mayor will send letter of support.

- 2 The Mayor had met 26 Dutch cyclists at Visitor Centre. They were undertaking a 400 mile tour to commemorate the 75th anniversary of Welsh soldiers liberating s'Hertogenbosch in the Netherlands.
- 3 The Mayor congratulated Roger Bidgood on being inducted into the Hall of Fame at Newport RFC.
- 4 The Mayor offered best wishes to Geoff Grenfell who would be undertaking a charity cycle ride to Paris to raise funds for Velindre Hospital.
- 5 The Mayor reminded Members that the formal presentation to his charities would take place on 18th April at Caerphilly Rugby Club.

109 ENVIRONMENTAL MATTERS

It had been observed that rubbish had been dumped in the town particularly at Pentrebane Street and Stockland Street. It was thought this was due to bins being deliberately tipped over to search for personal information.

110 TOWN CLERK'S REPORTS

1 Budget Outturn 2018/19

The outturn expenditure for 2018/19 was lower than the estimate and the income was higher than the estimate resulting in a surplus of income over expenditure of £646. The balances carried forward into the 2019/20 financial year will be £53,931. The latter includes unrestricted reserves of £20,000.

It was resolved:

- 1 To note the financial outturn position for 2018/19.
- 2 To defer any decision about the utilisation of the unrestricted reserves until the outcome of the discussion on the Caerphilly bus station public convenience is determined.

2 Caerphilly Bus Station Public Convenience

Information had been received that CCBC was in an advanced stage of discussion with the Taxi Association about entering a tenancy agreement with the Association to manage, operate, clean, and maintain the toilets.

In view of this information it was agreed to defer consideration of the report. It would only be necessary to put the report back on the agenda for a future meeting if the tenancy agreement does not proceed.

3 Paperless Town Council Meetings

The report examined the practicality of moving to paperless meetings. However a number of Members expressed a preference for a hard copy of the agenda papers. It was agreed that it would be for each individual Member to decide whether to have an electronic or paper copy. The Town Clerk will email Members for confirmation of their requirements.

4 Q4 Budget Monitoring (2018/19 Financial Year)

The report compared actual expenditure to the annual estimate for the period 1st April 2018 to 31st March 2019. The total expenditure for the financial year was 94% of the original budget.

Members noted the report which was for information.

111 PLANNING MATTERS

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

19/0091/FULL – no objections
19/0092/ADV – no objections
19/0222/FULL – no objections
19/0171/RET – no objections
19/0203/FULL – no objections
19/0230/CLPU – no objections
19/0210/ADV – no objections
19/0228/FULL – no objections
19/0235/FULL – no objections
19/0189/FULL – no objections
19/0252/NOTA – no objections

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

112 PAYMENTS AND FINANCIAL MATTERS

- 1 List of payments were noted and approved.
- 2 Bank account balances were noted.
- 3 Applications for Financial Assistance

Caerffili in Bloom Group.

A grant of £1000 was approved. Expenditure authorised under Local Government Act 1972, section 137.

Cllr J Fussell declared an interest and took no part in the discussion or decision making.

113 CORRESPONDENCE

There were no items of correspondence.

114 MEMBERS REQUESTS FOR FUTURE REPORTS

The following item to be included on the agenda for discussion at the next meeting:

Cadw events and late night transport.

The meeting closed at 7.10pm

Agenda Item 8.1

Report to Town Council 20th May 2019

Annual Return for the Year Ended 31st March 2019

The following are attached to the report:

Appendix 1	Accounting Statements
Appendix 2	Annual Governance Statement
Appendix 3	Annual Internal Report
Appendix 4	Income and Expenditure Account (as ledger)
Appendix 5	Bank Reconciliation Statement
Appendix 6	Asset Register

During the course of the financial year 2018/19 it has been possible to address the financial management issues that arose in the previous financial year. As a result of savings across a number of budgets including the Fireworks Display, Christmas Lights, and Financial Assistance and more CIL income than budgeted, expenditure did not exceed income. There was a small surplus of £646. It was not necessary to utilise any balances as had been forecast at the start of the year. The finances have therefore been stabilised and the operational reserve has been restored. There are no exceptional items to report.

As part of the annual governance statement the external auditors (BDO acting on behalf of Auditor General for Wales) have requested information on the committees established by the Town Council and the terms of reference for each committee. The Town Council has not established any committees. There are two working groups (Events Working Group and Community Infrastructure Levy Working Group) but they have no decision making powers.

The auditors have requested a copy of the Town Council's standing orders and financial regulations and evidence that all contracts awarded during 2018-19 are in compliance.

Only one new contract has been tendered in 2018-19 relating to the Welsh National Anthem Memorial Artwork. The tender process was in compliance with Financial Regulation 11(b) and the contract was awarded on 27th March 2019.

Service contracts related to the Fireworks Display, Christmas Lights switch on and the town centre Floral Displays were extended with existing suppliers (Financial Regulation 11(a)).

The accounts have been the subject of internal audit and no issues have been raised.

The Town Clerk in his capacity as Responsible Financial Officer has certified the accounting statements and it is recommended that the Town Council approves the Annual Return which includes the accounting statements, the annual governance statement, and internal audit report, and the Annual Return is signed by the Mayor on behalf of the Town Council. The Annual Return for the year ended 31st March 2019 will then be submitted to the external auditors.

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.

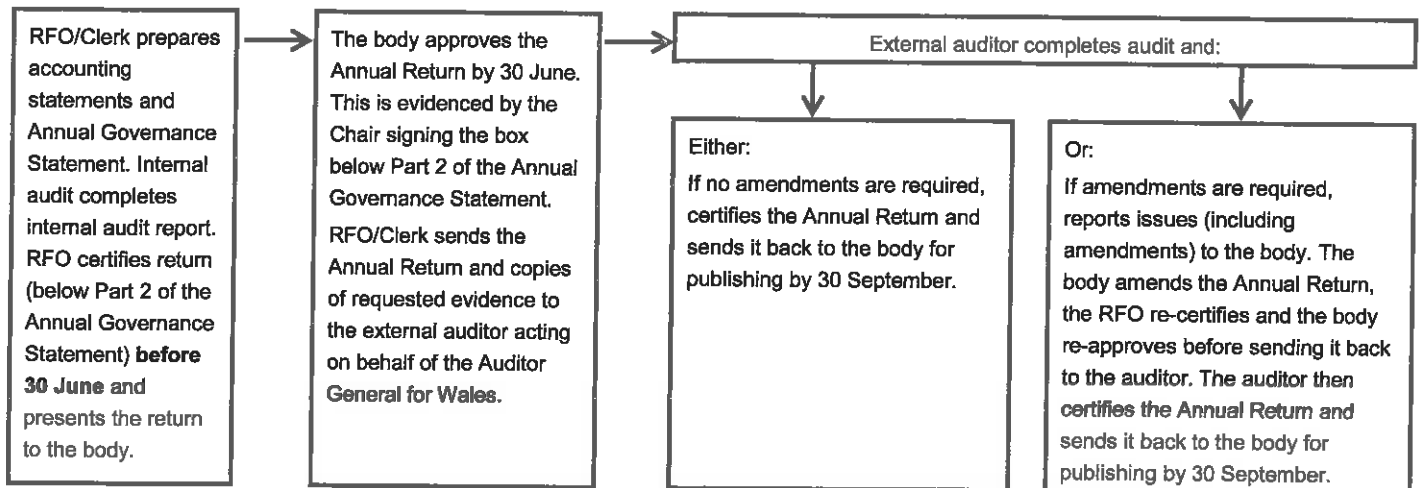
	Yes	No		Yes	No		Yes	No
ENGLISH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WELSH	<input type="checkbox"/>	<input type="checkbox"/>	BILINGUALLY	<input type="checkbox"/>	<input type="checkbox"/>

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 (£)					
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	Income and expenditure accounts only: 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	All accounts: 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	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.				
11. (=) Balances carried forward	53 285	53 931	Total balances should equal line 7 above: 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			
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
<p>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.</p>	✓		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	
<p>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.</p>	✓		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
<p>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.</p>	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
<p>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.</p>	✓		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	
<p>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.</p>	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
<p>9. Trust funds – in our capacity as trustee, we have:</p> <ul style="list-style-type: none"> discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	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>Certification by the RFO</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>Approval by the Council/Board/Committee</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 <i>P.G. Davy</i>	Chair signature: signature required
Name: name required <i>P. G. Davy</i>	Name: name required
Date: dd/mm/yyyy <i>1.5.19</i>	Date: dd/mm/yyyy

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

<p>Certification by the RFO</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>Approval by the Council/Board/Committee</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:

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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: **Insert name of body** CARRPHILL 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	GUYNN L. JAMES
Internal Auditor address:	13 CHERRY TREE ROAD, BLACKWOOD, NY 12 207
Signature of person who carried out the internal audit: signature required	
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
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 2019 agree to Line 9?		
Approval	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?		
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?		

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

INCOME AND EXPENDITURE ACCOUNT (as ledger)
1ST APRIL 2018 TO 31ST MARCH 2019

	2018/19	2017/2018
INCOME	£	£
Precept	87128.44	80077.01
Refund of VAT	5129.53	5163.83
Fireworks Sponsorship	3350.00	3300.00
Fireworks Collection	3427.09	5307.63
Other	141.56	820.02
CIL	6718.95	11292.37
Bank Interest	457.76	375.10
TOTALS	106,353.33	106,335.96
EXPENDITURE		
Town Mayor's Allowance	900.00	800
Salaries & Travelling	18182.63	19571.66
Audit Charges	463.40	388.70
Office Costs	6904.73	7113.65
Subscriptions	156.00	259.00
Insurance	1718.21	2674.76
Christmas Lights	5401.52	8177.82
Concurrent Function/Town Centre	0	363.12
Twinning	125.00	460.00
Sponsored Events	15528.47	9205.00
Fireworks Display	17309.60	24174.05
Flower Festival/Caerphilly in Bloom	21977.59	13725.92
Financial Assistance	4710.00	6481.00
Junior Recreation	4727.00	4800.00
Payroll Admin	132.00	149.50
Pension Contributions	199.88	2288.60
VAT	7142.23	5129.53
Elections	0	9129.81
Miscellaneous	125.00	438.50
TOTALS	105,706.85	115,330.62

Bank Reconciliation Statement

Caerphilly Town Council
Financial Year 2018/19

Prepared by Phil Davy Town Clerk and Responsible Financial Officer 31st March 2019.

Balance as bank statements as 31st March 2018.

	£
Community Direct Plus Account (current account)	24,894.40
14 Day Business Select Account (operational reserves)	10,562.96
14 Day Business Select Account (restricted reserves)	<u>18,474.30</u>
Net Balances	53,931.66

Cash Book

Opening balance 1 st April 2018	53,285.18
Add receipts	106,353.33
Less payments as per cash book	<u>105,706.85</u>
Closing balances as cash book at 31 st March 2019	53,931.66

Signed *P. G. Davy*

Dated *1.5.19*

CAERPHILLY TOWN COUNCIL ASSETS
AS AT 31ST MARCH 2019 (replacement cost)

	£
Olivetti Photocopier (net of VAT)	3000
<u>I.T. EQUIPMENT</u>	
Computers	700
Monitors	215
Printer	200
Laptop	500
Christmas Decorations	35000
Mayor's Chain of Office	6000
Deputy Mayor's Chain of Office	500
P.A. System	900
Electric Cable	700
Office Furniture	2000
External Notice Board	800
Telephone/Shredder	170
Road Closure Signs	175
Flood Lighting St. Martin's Church	4,000
Hanging Baskets	1065
TOTAL	55925

Agenda Item 8.2

Report to Town Council 20th May 2019

Insurance Renewal

The Town Council's insurance is due for renewal on 1st June 2019. Following a tender exercise in 2018 insurance was placed with Inspire through Local Council sector brokers Came and Company. The premium was £1718-21 which represented a significant saving on the previous year.

The Town Council's core requirements are:

- Public Liability
- Employers Liability
- Officials Indemnity
- Libel and slander
- Fidelity guarantee
- Personal accident
- Money cover (limited cash)
- Commercial legal expenses

At the time of writing the report a renewal premium had not been received from Came and Company. This will be reported verbally at the Town Council meeting.

An alternative quotation has been obtained from Zurich Municipal which includes an increase in Public Liability to £15m (currently £10m). In other respects, the proposal offers comparable cover to that with Inspire. Zurich Municipal is an established insurer of the local government sector. The premium for 12 months will be 1904-77. It is possible to make a saving by entering a three year agreement at an annual cost of £1738-10. However note the premium could increase if changes are made to the level of cover.

Subject to receipt of the renewal premium from Came and Company and comparison with the quotation from Zurich Insurance a decision will be required on the insurance renewal.

Phil Davy

Town Clerk

Agenda Item 10 Council Meeting 20.5.19

Case Ref. 19/0009/OUT **Site Area:** 977m²
Location: 202 Bedwas Road Caerphilly CF83 3AU (UPRN 000043034968)
Proposal: Erect 4 new semi-detached dwellings with associated car parking and amenity space
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 316301 (E) 187760 (N)

Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 19/0283/FULL **Site Area:** 663m²
Location: 70 Hazel Grove Caerphilly CF83 3BP (UPRN 000043078600)
Proposal: Erect single storey annex to front
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 316254 (E) 187797 (N)

Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Agenda Item 10 Council Meeting 20.5.19

Case Ref. 19/0284/COU **Site Area:** 89m²
Location: William Hill 42 Cardiff Road Caerphilly CF83 1JQ (UPRN 000043166471)
Proposal: Change the use from A1 to A3
Case Officer: Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315554 (E) 186798 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Agenda Item 10 Council Meeting 20.5.19

Case Ref.	19/0293/FULL	Site Area:	463m²
Location:	5 Clos Dwyerw Caerphilly CF83 1TE (UPRN 000043014037)		
Proposal:	Demolish existing conservatory & erect full width single storey dual pitch gable kitchen/diner extension		
Case Officer:	Mr C Powell	☎ 01443 864424	✉ powelc2@caerphilly.gov.uk
Ward:	St Martins	Map Ref:	314515 (E) 186335 (N)
Community Council: Caerphilly Town Council		Expected Decision Level:	Delegated

Case Ref.	19/0309/COU	Site Area:	189m²
Location:	8 St Fagans Street Caerphilly CF83 1FZ (UPRN 000043025496)		
Proposal:	Change the use from A1/A2 to A3 class		
Case Officer:	Mr C Powell	☎ 01443 864424	✉ powelc2@caerphilly.gov.uk
Ward:	St Martins	Map Ref:	315494 (E) 186811 (N)
Community Council: Caerphilly Town Council		Expected Decision Level:	Delegated

Case Ref.	19/0321/CLPU	Site Area:	324m²
Location:	24 Lon Fawr Caerphilly CF83 1DA (UPRN 000043013517)		
Proposal:	Obtain a Lawful Development Certificate for proposed erection of a single storey rear extension		
Case Officer:	Mr A Pyne	☎ 01443 864523	✉ pynea@caerphilly.gov.uk
Ward:	St Martins	Map Ref:	314703 (E) 186838 (N)
Community Council: Caerphilly Town Council		Expected Decision Level:	Delegated

Agenda Item 10 Council Meeting 20.5.19

Case Ref. 19/0241/FULL **Site Area:** 383m²
Location: 28 Heol-Yr-Onen Caerphilly CF83 1AR (UPRN 000043014445)
Proposal: Erect a summer house/log cabin for the use of a tutoring business
Case Officer: Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 314892 (E) 187153 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Agenda Item 11.1
 Report to Town Council – 20th May 2019
 List of Payments

Cheque No	Payee	In Respect Of	Amount £
304021	Notetop Office Solutions	Printer Paper/Stationery	74.10
Internet	Caerphilly CBC	NNDR (Business Rates)	775.85
Internet	Caerphilly CBC	Website Support	600.00
Internet	Pendragon Fireworks	Fireworks Display 50% deposit	6000.00
Internet	Playworks	Salaries (April)	1576.13
Direct Debit	NEST (April)	Pension Contributions	27.21
304022	PJ Bevan	Mandatory Allowance	150.00
304023	S Hodder	Mandatory Allowance	150.00
304024	J Pritchard	Mandatory Allowance	150.00
304025	Caerffili in Bloom	Grant	1000.00
304026	Gwyn James	Internal Audit Fee	200.00
Direct Debit	British Telecom	Telephone	41.69
304027	Caerphilly RFC	Charity Presentation Evening	68.40

It is recommended that Members note and approve the payments

Agenda Item 11.2
Report to Town Council – 20th May 2019
Bank Account Balances

Bank account balances as at 1st May 2019

	£
Community Direct Plus Account	71,168.51
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 11.3

Report to Town Council 20th May 2019

Applications for Financial Assistance

	£
Budget	6000
Commitment to date	1000
Available	5000

1st Caerphilly Rangers

The application is to assist with the costs of a new start up group, in particular £120 for a new unit flag. Seven members of the new group are resident within the Town Council area. Based on the membership of the group a grant of up to £150 could be considered. In the absence of any specific power the expenditure would be authorised under the Local Government Act 1972, section 137.

CAERPHILLY TOWN COUNCIL/CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE - APPLICATION FORM

1. **NAME OF ORGANISATION** and Headquarters including address and principal area or place of operation.

Applications can only be considered from properly constituted groups. The Town Council's policy can be viewed on the website (<http://your.caerphilly.gov.uk/caerphillytc>).

1st Coerphilly Rangers, Aber Gwde Hut
Nantgarw Road, Coerphilly

2. **PURPOSE OR ACTIVITIES OF ORGANISATION** - attach copy of Constitution or website link

www.girlguiding.org.uk

3. **MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:**

Number of members/beneficiaries who are resident in the Town Council area (St. Martins and Morgan Jones Wards see attached map) 8 members in the unit, 7 reside in the Town Council area.
Note without this information your application will not be considered. Grant awards to Wales wide organisations will be capped to a maximum £100.

4. **MEMBERSHIP FEES**, if applicable £40 a term

5. **PRESENT FINANCIAL POSITION:-** This should be as full as possible, but should at least detail funds held and outstanding debts and credits; attach latest Bank Statement for Organisation; and/or accounts.

Account just being set up. Starting up grant from guiding of £250 has been applied for for stationary / badges.

6. **PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:**

Unit Flag, cost around £120 with bag etc, to be used at Remembrance Parade and other official events

Grants cannot be made to individuals, profit making organisations or UK wide organisations unless there is a local branch which can demonstrate a requirement to raise funds for its own projects. The Town Council does not make loans.

N.B. If insufficient space is provided for the information requested, please continue on another sheet.

Agenda Item 11.4

Report to Town Council 20th May 2019

Concessionary Hire of Caerphilly Castle

A request has been received on behalf of COR (Cor Osian Rowlands) and Castle Brass for a concessionary hire of Caerphilly Castle on 20th December 2019 for a Christmas Charity Concert. Proceeds are used to support Eisteddfod y Cymoedd and local charities.

The Town Council has up to 9 concessionary hires for each calendar year. There are 5 concessionary hires that remain available for 2019. This event has been supported in previous years.

Members are asked to decide whether the concession should be granted and whether to meet the cost of the hire fee. The current concessionary hire fee is £275 plus VAT. Members are reminded that the hirer will be responsible for paying the hire fee direct to Cadw and if agreed the fee will be reimbursed by way of a retrospective grant after the event has taken place.

Phil Davy

Town Clerk