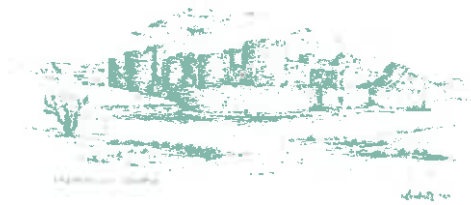


CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

K. Williams

TOWN MAYOR:
MEIR Y DREF:

Councillor
Steve Kent

10th October 2016

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **17th October** at **6.30 p.m.**

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

K. Williams
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 19th September 2016.
4. Matters arising from the Minutes if not covered by the Agenda.
5. **COMMUNITY SAFETY MATTERS**
6. **TOWN MAYOR'S DIARY**
7. **ENVIRONMENTAL MATTERS**

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

8. **PROJECTS AND TOWN CLERK'S REPORT**
 - a. Revenue Estimates 2017-2018.
9. **PLANNING MATTERS** (see list attached)
10. **PAYMENTS AND FINANCIAL MATTERS**
 - a) List of Payment.
 - b) Bank Account Balances.
 - c) Comparison of Expenditure & Income to Estimates.
 - c) Application for Financial Assistance
 - i. Eisteddfod y Cymoedd.
11. **CORRESPONDENCE**
12. **ANY OTHER BUSINESS**

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

Ken Williams

TOWN MAYOR:
MEIR Y DREF:

Councillor
Steve Kent

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY TOWN
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 19TH SEPTEMBER 2016**

Present:

Councillors Mr. P. J. Bevan, Mr. S. Kent (Town Mayor), Mr. S. Morgan, Mrs. J. Hibbert, Mr. J. Fussell, Mr. E. Talbot, Mr. G. Pratt, Mr. J. Pritchard and Mr. R. Bidgood.

Apologies:

Councillors Mr. R. Williams, Mr. C. Elsbury and Mr. S. Cook.

In attendance:

Mr. K. Williams (Town Clerk).
Andrew Taylor – Gwent Police.

39. **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 18TH JULY 2016 AND THE EVENTS WORKING GROUP MEETING ON 5TH SEPTEMBER 2016**

Minutes of the Ordinary Council Meeting held on Monday 18th July 2016 and the Events Working Group Meeting held on 5th September 2016 were received, confirmed and signed.

40. **MATTERS ARISING FROM THE MINUTES**

- a) Police shop in Caerphilly Town which it is hoped will be in operation before December 2016.
- b) C.I.L. Payment – Notification from Caerphilly C.B.C. informing council of a further £356 payment which was credited to the Town Council's bank account in September 2016.

41. **COMMUNITY SAFETY MATTERS**

- a. John MacDonald has now taken a post in the Custody Suite.
- b. A statistical report was presented to members.

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- c. Stabbing incident – Armed response within 2 minutes.
Victim is recovering in hospital and assailant has been charged.
- d. Gallagher Retail Park – Police and Fire Service are carrying out initiatives to educate boy racers. MacDonald's are setting up Alligator Teeth to allow vehicles in but not out.

Issues raised by Member:

- e. Speeding cars along St. Martin's Road.
- f. Accident at traffic lights junction of Nantgarw Road and St. Cenydd Ward.
- g. Request for covert speed monitoring on Pontygwindy Road.
Police said permission would not be granted for such operations.
- h. Nantgarw Road shed breakins.
- i. Assault on Bedwas Road (in rear lane).
- j. Speeding on Mill Road.
- k. Taxis waiting outside Green Lady causing an obstruction.

42. **TOWN MAYOR'S DIARY**

Caerphilly Male Voice Choir – 110th Birthday.
Cake Bake Off.

43. **ENVIRONMENTAL MATTERS**

- a. Weed seem out of control – C.C.B.C. have cut back on visits.
- b. Chris Howell's Wood Burning establishment behind Nantgarw Road. Planning and Environmental Agency have been involved because of the smell that comes from the unit.
- c. Land by Piccadilly is being cleared by Brinsons.

44. **PROJECTS AND TOWN CLERK'S REPORT**

i) Planters at Churchill Park

Members agreed to fund the maintenance at a cost of £322.74.

ii) Bollards adjacent to Nat. West Bank

Members agreed to a contribution of £200 towards the cost of the bollards.

iii) Concessionary Hire of Caerphilly Castle

Members agreed to grant a concessionary hire of Caerphilly Castle to Osia Rowlands for a

Gala Dinner on 22nd December 2016 and to pay the hire fee.

45. **PLANNING MATTERS**

Councillor J. Fussell declared an interest and took no part in the discussions or decision making.

Councillor J. Pritchard declared an interest in the Planning Application for Plas y felin and took no part in the discussions or decision making.

No objections were raised by members.

46. **PAYMENTS AND FINANCIAL MATTERS**

a. List of Payments - Noted and Approved.

b. Bank Account Balances – Noted.

c) List of income – Noted.

d. Application for Financial Assistance

i) Caerphilly County Borough Access Group – Deferred.

ii) Friends of Morgan Jones Community Allotments.
Members agreed to a grant of £450.

iii) Caerphilly Arts Society - £250.

e. External Audit Report 2015/2016

Members approved and accepted the Annual Return.

The issues raised by the external auditor were also considered and the actions taken by the Clerk namely.

i. To send a Letter of Appointment to the Internal Auditor, Mr. R.B. Williams.

ii. To produce a report showing expenditure to date.

iii. Letter to the External Auditor disputing the illegality of the Council's Gratuity Scheme.

Were approved.

47. **CORRESPONDENCE**

Letter from Boundary Commissioner for Wales - Noted

Meeting closed at 7.30 pm.

Next meeting 17th October 2016.

CAERPHILLY TOWN COUNCIL

CYNGOR TREF CAERFFILI

ESTIMATES 2017/2018 – INCOME STATEMENT

| | Actual Received 2015/2016 | Estimate 2016/2017 | Revised Estimate 2016/2017 | Estimate 2017/2018 |
|--|---------------------------------|-----------------------|----------------------------------|-----------------------|
| | £ | £ | £ | £ |
| Precept | 78651 | 79580 | 79580 | 80000 |
| Bank Interest | 499 | 300 | 400 | 350 |
| V.A.T. | 5550 | 5000 | 5000 | 5000 |
| C.I.L. | - | - | 450 | 450 |
| Christmas Lighting Grant | 1000 | - | - | - |
| Flower Festival Grant | 1500 | - | 1900 | 400 |
| Fireworks Sponsorship | 3300 | 3000 | 3100 | 3100 |
| | 90500 | 87880 | 90430 | 89300 |
| <u>Miscellaneous</u> Fireworks Collection | 3153 | 5000 | 4000 | 4000 |
| TOTAL INCOME | 93,653 | 92,880 | 94,430 | 93,300 |

K. Williams
TOWN CLERK

CAERPHILLY TOWN COUNCIL

CYNGOR TREF CAERFFILI

ESTIMATES 2017/2018 - SUMMARY OF BALANCES

| | 2015/2016 Actual £ | 2016/2017 Estimates £ | 2016/2017 Revised Estimates £ | 2017/2018 Estimates £ |
|---|-----------------------------------|--------------------------------------|--|--------------------------------------|
| Balances B/F | 58914 | 59222 | 59222 | 56857 |
| Excess of Expenditure over Income | - | 3830 | 2365 | 9890 |
| Surplus of Income over Expenditure | 308 | - | - | - |
| Balances c/forward | 59,222 | 55,392 | 56,857 | 46,967 |

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

ESTIMATES 2017/18 - EXPENDITURE

| | Actual 2015/2016 | Gross Estimate 2016/2017 | Revised Gross Estimate 2016/2017 | Gross Estimate 2017/2018 |
|--|---------------------|--------------------------------|---|--------------------------------|
| | £ | £ | £ | £ |
| <u>Members</u> | | | | |
| Town Mayor's Allowance | 900 | 900 | 900 | 900 |
| Civic Regalia/Travelling | - | 10 | 10 | 10 |
| | 900 | 910 | 910 | 910 |
| <u>Election Costs</u> | - | 2500 | 2000 | 4000 |
| <u>Staff</u> | | | | |
| Salaries/Statutory Deductions/Pensions | 18578 | 18700 | 18760 | 23950 |
| Travelling | 164 | 200 | 150 | 150 |
| Payroll Admin | 120 | | 130 | 130 |
| | 18862 | 18900 | 19040 | 24230 |
| Audit Fee | 550 | 620 | 600 | 600 |
| Insurance | 2531 | 2530 | 2615 | 2650 |
| | 3081 | 3150 | 3215 | 3250 |
| <u>Administration</u> | | | | |
| Office Rental | 4100 | 4100 | 4100 | 4100 |
| Telephone/Postage/Stationery | 501 | 500 | 500 | 500 |
| Furniture/Equipment/Rates | 1610 | 1200 | 1000 | 1200 |
| | 6211 | 5800 | 5600 | 5800 |
| Carried Forward | 29,054 | 31,260 | 30,765 | 38,190 |

| | Actual 2015/2016 | Gross Estimate 2016/2017 | Revised Gross Estimate 2016/2017 | Gross Estimate 2017/2018 |
|--|---------------------|--------------------------------|---|--------------------------------|
| | £ | £ | £ | £ |
| Brought Forward | 29054 | 31260 | 30765 | 38190 |
| Subscriptions | 274 | 250 | 250 | 250 |
| Miscellaneous | 62 | - | - | - |
| Tourism/Town Centre | 1026 | 3000 | 3000 | 3000 |
| Christmas Lights | 6302 | 8000 | 8000 | 8000 |
| Caerphilly in Bloom/Flower Festival | 6005 | 14850 | 14850 | 13800 |
| Floodlighting - St. Martin's Church | 329 | 350 | 330 | 350 |
| | 13724 | 26200 | 26180 | 25150 |
| Mega Day/Sponsored Events/Concurrent Function | 8538 | 6400 | 8000 | 8000 |
| Fireworks Display | 13392 | 13000 | 13000 | 13000 |
| Twinning | 275 | 300 | 300 | 300 |
| Splash Pool Equipment | 1500 | 1500 | 1500 | 1500 |
| Financial Assistant Grants | 12555 | 8000 | 8000 | 8000 |
| Junior Recreation Scheme | 4800 | 4800 | 4800 | 4800 |
| Fireworks Charity Donation | 3500 | 5000 | 4000 | 4000 |
| VAT | 5733 | (included in above figures) | | |
| TOTAL EXPENDITURE | 93,345 | 96,710 | 96,795 | 103,190 |

| | | | | |
|---|--|-----------------|---------------------------------|--------------------------------|
| Case Ref. | 16/0766/CLPU | | Site Area: | 9195m² |
| Location: | Block H - Withey Court Western Industrial Estate Caerphilly CF83 1BF | | | |
| Proposal: | Obtain a Lawful Development Certificate for the proposed cladding on the exterior of this single storey factory and the increase in the height of the building from approximately 3 metres to approximately 4 metres | | | |
| Applicant: | Direct Healthcare Services Mr G Ewart Withey Court Western Industrial Estate Caerphilly CF83 1BF | | | |
| Agent: | Celf Creative Mr M Thomas 58 Mount Stuart Square Cardiff CF10 5LR | | | |
| Case Officer: | Mr A Pyne | ☎ 01495 235197 | ✉ | pynea@caerphilly.gov.uk |
| Ward: | St Martins | Map Ref: | 314383 (E) 186556 (N) | Target Date: 31.10.2016 |
| Community Council: Caerphilly Town Council | | | Expected Decision Level: | Delegated |

| | | | | |
|----------------------|---|-----------------|-----------------------|--------------------------------|
| Case Ref. | 16/0786/OUT | | Site Area: | 674m² |
| Location: | Land To The Rear Of Bedwas Road Caerphilly | | | |
| Proposal: | Construct seven apartment units on a derelict site accessed from Bedwas Road and seek approval of the access, landscaping, layout and scale | | | |
| Applicant: | Mrs Morley C/o Agent | | | |
| Agent: | DPS Architecture Ltd Mr J Duggan Sophia House 28 Cathedral Road Cardiff CF11 9LJ | | | |
| Case Officer: | Mr C Powell | ☎ 01495 235019 | ✉ | powelc2@caerphilly.gov.uk |
| Ward: | Morgan Jones | Map Ref: | 316141 (E) 187583 (N) | Target Date: 14.11.2016 |

| | | | | |
|---|---|-----------------|---------------------------------|--------------------------------|
| Case Ref. | 16/0793/COU | | Site Area: | 108m² |
| Location: | 16 - 20 Clive Street Caerphilly CF83 1GE | | | |
| Proposal: | Convert first floor to two self contained apartments and make alterations at ground floor to form access, refuse and cycle storage facilities | | | |
| Applicant: | Mr K Jones C/o C2J Architects & Town Planners Mr R Chichester Unit 1A Compass Business Park Pacific Road Ocean Park Cardiff CF24 5HL | | | |
| Agent: | C2J Architects & Town Planners Mr R Chichester Unit 1A Compass Business Park Pacific Road Ocean Park Cardiff CF24 5HL | | | |
| Case Officer: | Mr C Powell | ☎ 01495 235019 | ✉ | powelc2@caerphilly.gov.uk |
| Ward: | St Martins | Map Ref: | 315489 (E) 186653 (N) | Target Date: 07.11.2016 |
| Community Council: Caerphilly Town Council | | | Expected Decision Level: | Delegated |

LIST OF PAYMENTS

| CHEQUE NO. | PAYEE | IN RESPECT OF | AMOUNT £ |
|-----------------------|---------------------------------|---------------------------|---------------------|
| 303706 | Playworks | September Salaries | 1554.93 |
| Direct Debit | NEST | Pension Payment | 6.34 |
| 303707 | Digital Systems UK | Photocopying | 23.14 |
| 303708 | Blachere Illuminations | Festive Lighting | 2348.16 |
| 303709 | S. Kent | Mayor's Allowance | 400.00 |
| 303710 | Caerphilly Art's Society | Donation | 250.00 |
| Direct Debit | NEST | Pension Payment | 6.34 |
| 303711 | Caerphilly C.B.C. | Summer Scheme | 4800.00 |

Bank Account Balances as at 26th September 2016

£

| | |
|--|-----------------|
| Community Direct Plus Account | 10726.45 |
| 14 Day Business Select Account | 65523.96 |
| Business Select 14 Day Gratuity Account | 5041.92 |
| Guaranteed Investment Account | 31363.68 |

Period – 01/04/16 to 30/09/16

EXPENDITURE

| <u>Budget Head</u> | <u>Expenditure</u> | <u>Budget</u> |
|--|----------------------------|---------------|
| | £ | £ |
| Flower Festival/Caerphilly in Bloom | 5124 | 14850 |
| Financial Assistance | 5633 (incl 450 allotments) | 8000 |
| Fireworks | 5455 | 13000 |
| Concurrent Function/Sponsored Event/ Town Centre/Twinning | 5422 | 9400 |
| Summer Scheme | 4800 | 4800 |
| <u>Tourism in Town Centre</u> | | |
| Salaries | 9264 | 18700 |
| Insurance | 2615 | 2530 |
| Christmas Lights | 2603 | 8000 |
| Audit Fee | 200 | 620 |
| Town Mayor's Allowance | 440 | 900 |
| Office Costs | 2121 | 5800 |

INCOME

| <u>Budget Head</u> | <u>Income</u> | <u>Budget</u> |
|----------------------|---------------|---------------|
| | £ | £ |
| Precept | 79577 | 79580 |
| VAT | 5733 | 5000 |
| Firework Sponsorship | 2800 | 3000 |
| Flower Festival | 1888 | - |
| CIL Income | 456 | - |
| Bank Interest | 367 | 300 |
| Fireworks Collection | | 4000 |

CAERPHILLY TOWN COUNCIL CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

Eisteddfod y Cymoedd (the Valleys Eisteddfod)

The annual event will be held at Ysgol y Gwyndy on Pontygwindy Road on the 4th November. It aims to draw wide support and participation from people from all across Caerphilly Borough and beyond, bringing them into the Centre of Caerphilly to participate in a celebration of Welsh culture.

2. **NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION**

Mair Gwynant, Treasurer

2 Cae Bedw, Caerphilly CF83 2UU

3. **PURPOSE OR ACTIVITIES OF ORGANISATION – if possible attach copy of Constitution**

The main aims and objectives of the organisation 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 Caerphilly 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 Caerphilly County Borough to assist in the organisation and management of the event.

The annual Eisteddfod provides an additional community platform outside the local school setting to promote Welsh language and culture to the residents of the area. 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 made up of families and relatives, friends, neighbours and general community supporters

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

Total Number Resident in Town Council area (see attached map)

It is not a membership organisation. The beneficiaries of the activities include:

- Competitors: Many of the Eisteddfod's competitions are aimed at school age children, both primary and secondary. Ysgol y Castell, Ysgol Gynradd Caerffili and Ysgol Cwm Rhymni regularly participate and will be actively encouraged to support again this year, particularly as the Eisteddfod is being held in the town. English medium schools will also be contacted to encourage their involvement as will be local choirs, individuals and cultural groups

- Audience: the event will be marketed locally as an evening of Welsh culture, with the aim of providing an evening's entertainment whilst promoting the Welsh language and culture in Caerphilly Town

4. **MEMBERSHIP FEES, if applicable**

N/A

5. **PRESENT FINANCIAL POSITION: - should be as detailed as possible, but should at least detail funds held and outstanding debts and credits; if possible latest Financial Statements of Organisation.**

The organisation's financial position at the end of December 2015 is attached.

The organization is self-funding through grants and donations as well as entry fee to the event. This is kept low at £3 per adult (children free) in order to ensure inclusivity.

Requests have gone out to all community councils within the Borough for support. A local fundraising concert arranged by the organization raised £250. Further grants, donations and sponsorship are also actively being sought from local businesses

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

The annual event costs around £1,500 to stage each year with costs including prize money, advertising, venue hire and administrative costs. Financial assistance is requested towards these costs to ensure the continued viability of the Eisteddfod and to enable the entry fees to be kept at a reasonable level in order to attract a wide audience

The Eisteddfod is celebrating its 10th anniversary this year. Our aim is to relaunch the event, building on past success while modernizing competitions and activities to appeal to a wider range of people.

The relaunch will involve developing a new logo and branding to represent the area, new modern competitions geared towards today's young people and active use of social media in order to further raise the profile and reach of the event

The event will move to Ysgol y Gwyndy, Caerphilly in order to provide better facilities and amenities to participants and attendees

This form should be returned to: Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 IJL.

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

Eisteddfod y Cymoedd
Profit And Loss Account
For the year ended 31 December 2015

| | | 2015 £ | 2014 £ |
|-------------------|-------------------------------|----------------|----------------|
| Income | Arian Drws | 363 | 595 |
| | Donations | 1,450 | 180 |
| | Pantymedwen | 187 | 253 |
| | | <u>2,000</u> | <u>1,028</u> |
| Expenses | Advertising | - | (85) |
| | Beirniad | (500) | (550) |
| | Cymdeithas Eisteddfodau Cymru | (15) | (15) |
| | Gwobrau | (585) | (624) |
| | Medalau | (150) | (306) |
| | Refreshments | (23) | (25) |
| | Room hire | (120) | (120) |
| | | <u>(1,393)</u> | <u>(1,725)</u> |
| Net profit/(loss) | | <u>607</u> | <u>(697)</u> |

Eisteddfod y Cymoedd
Balance Sheet
As at 31 December 2015

| | | 2015 | 2014 |
|---------------------|-------------------------|--------------|------------|
| | | £ | £ |
| Bank | Bonus Saver account | 6 | 6 |
| | Current a/c | 1,318 | 542 |
| | Gift Vouchers | 6 | 4 |
| | Petty cash | - | 20 |
| | | <u>1,330</u> | <u>572</u> |
| | | 1,330 | 572 |
| Creditors | Accruals | (150) | - |
| | | <u>(150)</u> | <u>-</u> |
| | | (150) | - |
| Net assets | | <u>1,180</u> | <u>572</u> |
| | | | |
| | | £ | £ |
| Shareholders' funds | Profit and loss account | 572 | 1,269 |
| | Net profit/(loss) | 607 | (697) |
| | | <u>1,180</u> | <u>572</u> |
| Total funds | | <u>1,180</u> | <u>572</u> |