

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

P. G. Davy

TOWN MAYOR:
MEIR Y DREF:
Councillor
Simon Morgan

8th January 2018

An Ordinary Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 15th January 2018 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

Prior to the commencement of the meeting representatives from the Aneurin Bevan University Health Board will be in attendance to discuss Local Health Services. This arises from concerns expressed by the Town Council about A&E provision for Caerphilly residents.

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 20th November 2017.
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

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

8. **TOWN CLERK'S REPORTS**

- 8.1 Caerphilly Fireworks Display 2017.
- 8.2 Q3 Budget Monitoring.
- 8.3 Confirmation of Town Clerk's Appointment.
- 8.4 Risk Management.
- 8.5 Business Credit Card Proposal.
- 8.6 IT Support Agreement.
- 8.7 Section 137 Expenditure Limit for 2018-19.
- 8.8 Review of Town and Community Councils (report deferred from 20th November 2017).

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
 - (i) Dance Unity Formation Teams.
 - (ii) Llamau.
 - (iii) Castel View Community Group.

11. **CORRESPONDENCE**

- 1. Parks and Countryside Operations Manager.
- 2. Council Tax Base Notification.

12. **MEMBER REQUESTS FOR FUTURE REPORTS**

CAERPHILLY

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**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 20TH NOVEMBER 2017**

Present:

Councillor C. Elsbury, S. Kent, J. Grenfell, H. Jackson, S. Morgan (Town Mayor), J. Fussell and R. Bidgood.

Apologies:

Councillor P.J. Bevan, J. Hibbert, M. Prew, S. Hodder and J. Pritchard.

In attendance:

P.G. Davy (Town Clerk).

62. MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 16TH OCTOBER 2017

Minutes of the Ordinary Council Meeting held on Monday 16th October 2017 were received, confirmed and signed.

63. MATTERS ARISING FROM THE MINUTES

Minute 53 – It was understood that Roger Williams was suffering ill health. He had not replied to the letter and may not be able to undertake the internal audit for 2017/18. The Town Clerk was investigating alternatives.

Minute 56 (1) – Cllrs Elsbury and Morgan and the Town Clerk had met with the Caerphilly CCBC Cabinet Member Cllr Sean Morgan to discuss the impact of the Pwllypant highway works on the town. It had been indicated that the intention was to introduce two lane running on the roundabout in the run up to Christmas (but would revert back to single lane after Christmas), and consideration was being given to temporary short term free parking in the town centre car parks. These arrangements were to be in place by the beginning of December 2017.

64. **COMMUNITY SAFETY MATTERS**

Gwent Police representatives were not in attendance but the following matters were raised.

- 1 - There had been a serious road traffic accident in Watford Road on 20th November 2017.
- 2 - The safety of pedestrians crossing Watford Road was discussed. Cllr Elsbury had already investigated whether the criteria could be met for a pedestrian crossing but would raise the matter again with CCBC Highways.
- 3 - Mobility scooters on the highway were a danger when normal traffic regulations and basic observance of the Highway Code were ignored by individuals riding the scooters.
- 4 - It had been noted that the police were providing a regular presence at the bus station/railway station.

65. **TOWN MAYOR'S DIARY**

The Mayor had attended the following:

1. Over 50's Forum at Caerphilly Castle.
2. Remembrance Day Parade.
3. School Children Remembrance Service.
4. Twinning AGM.

66. **ENVIRONMENTAL MATTERS**

The following matters were raised to be taken up with Caerphilly County Borough Council:

1. Cleaning of the steps by the Visitor Centre and pavement areas adjacent to the Cenotaph.
2. Cllr Grenfell had not received a response to the matters he raised at the last Council meeting (overgrown vegetation on the rear lanes at Bartlett Street and Goodrich Street; fly tipping at Bronrhiw Avenue and King Edward Avenue).

67. **TOWN CLERK'S REPORTS**

1 Reserves Policy

It was resolved to adopt the policy of designated reserves as an integral element of budget planning.

2 Budget Estimates 2018/19

The report outlined a number of variances in the current financial year and set out the assumptions behind the budget for 2018/19.

It was resolved:

1. To approve the budget for 2018/19.

2. To set the Council Tax precept for Band D properties at £14 for 2018/19.
3. The earmarked reserves of £30,000 will be reviewed in conjunction with the CIL funds in the new financial year.

3 Office Rent/Lease

It was resolved to accept the reduced rent, inclusive of utilities of £3,200 per annum proposed by The Twyn Community Centre Management Committee and enter a new 10 year sub lease with a rent review after 5 years. All other terms of the sub lease will remain unchanged.

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

4 Review of Town and Community Councils

The report was deferred to the Town Council meeting on 15th January 2018 to allow Members time to consider how they wish to respond to the review.

5 Model Local Resolution Protocol for Community and Town Councils

It was resolved to adopt the Model Local Resolution Process as amended to reflect the Town Council has a Mayor and Deputy Mayor. In circumstances where there is a lack of cooperation or a breakdown occurs between the parties during the process the matter will be referred to the Public Ombudsman for Wales.

6 Silent Soldier Coming Home

It was agreed to support the centenary of the ending of the First World War by sponsoring the £250 cost of a Silent Soldier to be erected on the outside of the Twyn Community Centre subject to agreement with the Management Committee.

7 Revised Local Government Scheme 2017

Members noted the report.

68 PLANNING MATTERS

The following applications were considered and comments made as follows:

17/0559/FULL – No objections.
17/0875/NCC – No objections.
17/0893/FULL – No objections.
17/0919/FULL – No objections.
17/0778/FULL – No objections.
17/0895/FULL – No objections.
17/0948/FULL – No objections.

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

69. **PAYMENTS AND FINANCIAL MATTERS**

1. List of payments noted and approved.

2. Bank Account Balances noted.

3. Application for Financial Matters

(i) Caerphilly RFC Mini and Junior Section - £400 approved.

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

(ii) Caerphilly CCBC Access Group – application refused as grant already awarded in June 2017.

(iii) Benefice of Eglwysilan and Caerphilly - £100 approved.

70. **CORRESPONDENCE**

1 The 2018 Review of Parliamentary Constituencies in Wales Revised Proposals

Information noted and Members to respond on individual basis if appropriate.

2 Cardiff Conservation Volunteers

Information noted and Members will refer to any local groups where appropriate.

3 Cwmni – Welsh Language Magazine

It was agreed to take an advert to promote the 2018 programme of events sponsored by the Town Council.

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

4 A&E at the Royal Gwent

It was agreed to seek confirmation that A&E services will be maintained at the Royal Gwent when the Critical Centre at Cwmbran is completed.

5 Caerphilly Armed Forces Champion

The Town Council has agreed to purchase a “Silent Soldier” – see minute 67 (6).

6 Fireworks Complaint

It was accepted that not everyone likes fireworks, but equally there are many people who do enjoy the display which only lasts thirty minutes. The Town Clerk will reply to the complainant.

7 Fireworks Compliment

The email of appreciation was noted.

71 **MEMBER REQUESTS FOR FUTURE REPORTS/INFORMATION**

A request for a debrief on the 2017 Fireworks Display was received. The Town Clerk will convene a meeting of the Events Working Group early 2018 to review the organization and planning of events in 2018 in light of issues raised at the events in 2017.

72. The Mayor placed on record his thanks to all the Town Council Members, volunteers and staff who helped and supported the Fireworks event on 4th November 2017.

The meeting closed at 7.40 pm.

Agenda Item 8 (1)

Report to Town Council 15th January 2018

Caerphilly Fireworks Display 2017

The estimated out turn cost for the Fireworks Display in November 2017 is £15,500 (see attached appendix for cost breakdown). This cost was offset by £3,300 in sponsorship. This is mainly from the adjacent Community Councils but £500 came from Norman Sayers. Strictly this sum related to the previous display in 2016 but arrived after the 2016/17 accounts had been closed so the contribution will need to be included in the current financial year. A sum of £15,000 has been approved in the budget for the Fireworks Display in 2018.

There has been a net increase in costs in 2017 of approximately £2,200 when compared to 2016. This is largely due to the extra security measures (additional police officers, lorry blockade and overtime payments to CCBC staff).

The street collection for the Town Mayor's charities raised £5,307.63. The two charities to benefit are Parkinson's UK and Popsy. In previous years Members have agreed to make up the collection to the nearest £500 which will take the total to £5,500. However Parkinson's UK requested their contribution before the end of December 2017 and 50% of the actual collection has been paid over (£2653.50)

Caerffili Lions helped to organise the street collection. There had been a suggestion for a street collection at the Christmas Lights Switch On for the Caerffili Lions but due to other commitments this did not proceed. As an alternative the Council could make a donation to the organisation in recognition of the help provided.

A meeting of the Events Working Group will be convened to undertake a debrief on the 2017 events and consider issues raised in planning for the 2018 events

It is recommended

1 Members agree to round up the street collection to £5,500 with £2,750 being presented to each of the Town Mayor's charities, noting the amount already paid to Parkinson's UK.

2 Members consider making a donation to Caerffili Lions.

3 In order to make an early booking Members indicate if they wish to reappoint Pendragon Fireworks and Pyrotechnics to undertake the fireworks display in 2018.

Phil Davy

Town Clerk

Appendix

Fireworks Display 2017

Expenditure (net of VAT)

	£
Fireworks	10,000
Portable toilets	475
Printing	0
Ancillary	177
Stewards	480
PA system	943
Paramedic (NHS)	291
St John Ambulance	345
Hire of Command Tent	300
Crowd barriers	106
Policing	972
CCBC lorry blockade	750 (est)
Parks overtime	250 (est)
Presentation evening	400 (est)
 Total	 15,489
Less sponsorship	3,300
Net cost	12,189

The 2017/18 budget estimate for the Fireworks Display was £13,000.

Agenda Item 8 (2)

Report to Town Council 15th January 2018

Q3 Budget Monitoring

Comparison of Actual Expenditure to Estimate for period 1st April to 20th December 2017

Budget Heads	Actual	Estimate
	£	£
Salaries	17,654	24,230
Insurance	2,675	2,650
Office costs	4,199	5,800
Audit fee	389	600
Sponsored events	5,055	11,000
Flower festival / Caerphilly in Bloom	13,726	13,800
Fireworks	16,742	13,000
Christmas Lights	3,795	8,000
Financial assistance	4,552	8,000
Election costs	9,130	4,000
Junior recreation	4,800	4,800
VAT	4,069	5,000

Budget for 2017/18 £103,190

Total expenditure to 20.12.17 £89,204 inclusive of Vat (86% of budget)

Members are asked to note the report.

Phil Davy

Town Clerk

Agenda Item 8 (3)

Report to Town Council 15th January 2018

Confirmation of Town Clerk's Appointment

The Town Clerk was appointed on 1st July 2017. The contract of employment was subject to a probationary period of 26 weeks during which time the appointee had to establish the suitability for the post. The Council has raised no issues with the performance of the Town Clerk during the probationary period.

It is recommended:

In accordance with the terms of the contract the Town Clerk having satisfactorily completed the probationary period is confirmed in the post.

Cllr Simon Morgan

Mayor

Agenda Item 8.4

Report to Town Council 15th January 2018

Risk Management

The Council is under an obligation to identify and manage the risks to public money arising from all activities. Risk management is an essential part of good governance and applies to all aspects of the Council's work. The objectives of risk management are:

- Early warning mechanism
- Confidence that key threats are being identified and managed
- Consistent consideration and visibility of risks across the organisation
- Culture that understands risk taking alongside risk aversion
- Limit bad outcomes and facilitate good ones
- Learn from past risks
- Satisfy an external audience

There are many types of risk but a typical classification would include:

Strategic Risk – long term adverse impacts from poor decision making or poor implementation causing reputational damage and loss of public confidence.

Compliance Risk – failure to comply with the law, procedural requirements and lack of documentary evidence to demonstrate compliance. This could result in judicial review, employment tribunals, contract disputes, and exposure to prosecution.

Financial Risk – fraud and corruption, waste, and bad debts. This could lead to additional audit investigation, qualified accounts, impact on reserves, increased precept to cover losses.

Operating Risk – failure to manage activities effectively, inadequate or malfunctioning equipment, health and safety of councillors, staff, and public, damage to property. This could result in insurance claims, increased premiums, lengthy investigation processes.

Risk management should be embedded as an integral part of the Council's culture and management processes. The Council should ensure there is a strategy in place for risk management, monitor and review the risk assessment on a regular basis, and consider, and if appropriate endorse the Annual Governance Statement. The Town Clerk as the Council's Proper Officer, and Responsible Finance Officer is responsible for the effective implementation of the control environment to manage risks on a daily basis. The Internal Audit provides an independent check on the management of the financial accounts. If in the future the Council takes on a wider range of activities / functions the internal audit function may need to be broadened to review risk management systems and control procedures.

It is not possible to eliminate all risks but the control environment seeks to minimise the likelihood of the risk arising but also to mitigate the impact if the risk does materialise.

A risk assessment for the Council is appended which examines the impact and likelihood of risks occurring and applies a numeric value to establish low, medium and high risks.

Risk Scoring

Likelihood of risk occurring is scored from 1 to 5 where 1 is very unlikely and 5 very likely.

Impact of risk is scored from 1 to 5 where 1 is minimal to 5 major in terms of cost, impact on health, safety etc

By multiplying the two scores together will give a score between 1 and 25. Scores below 10 are viewed as low risk, 11 to 15 medium risk, 16 to 25 high risk.

Recommendation

The risk assessment is approved and be subject to annual review but any significant change in relation to risks arising from a change in circumstances should be reported to the Town Council when they arise.

Phil Davy

Town Clerk

Caerphilly Town Council Risk Assessment 2018

Strategic Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
S1	Reputational damage due to Conduct of Council, Councillors or Staff; or mismanagement of Council affairs	2	5	10 Low	Code of Conduct adopted and copies provided to Councillors and Staff. Members advised by Town Clerk or Monitoring Officer. Control procedures met to avoid mismanagement or unlawful activities.
S2	Loss of public confidence	1	5	5 Low	Council conducts business in open transparent manner, meetings open to public and press. Agendas and minutes published on Council Website. Accessibility to Councillors with published telephone numbers and email addresses.
S3	Poor Event Management resulting in adverse publicity, public safety and accidents	4	5	20 High	Events Working Group to plan and debrief events. Risk assessments for each event. Event Management Plans. Compliance with statutory requirements.
S4	Communications	1	5	5 Low	Up to date in formation maintained on Council Website. Nominated spokesperson to respond to media enquiries or provide media statements (note: The Council does not have Facebook or Twitter accounts).

Caerphilly Town Council Risk Assessment 2018

Strategic Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
S5	Agenda, minutes, statutory documents, reports	1	3	3 Low	Fully documented and easily accessible. Council decision making is open and transparent.
S6	Conflict of Interest	1	3	3 Low	Maintain a Register of Members Interests. Procedure in place to record any Members interest in items on Council agenda and to publish on Council website. Where interest declared Members do not take part in the debate or decision making.
S7	Member Training – lack of knowledge could lead to poor decision making	2	4	8 Low	Suitable training will be arranged where a need is identified.
S8	Changes to responsibilities of Town Council; or merger proposals emanating from Welsh Government review of sector	3	5	15 Medium	Respond to any proposals from Welsh Government to change responsibilities of Town Council. Action plan and budget review.

Caerphilly Town Council Risk Assessment 2018

Compliance Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
C1	Failure to set a balanced budget	1	5	5 Low	Procedures in place to ensure annual budget setting is undertaken, precept determined and CCBC informed. Budget will be balanced through combination of balances (reserves) and precept.
C2	Employment law, legal action by employees	1	5	5 Low	Employees have contracts of employment. Council applies terms and conditions for local government staff (Note: Council employs 2 part time staff, does not have its own HR policies but use CCBC policies for guidance in any dispute that arises with staff).
C3	Unlawful activities leading to audit investigation	1	5	5 Low	Comply with local government legislation. Ensure Standing Orders and Financial Regulations are followed.
C4	Complaint from electors that Council has failed to comply with law or breached its Standing Orders and Financial Regulations leading to public interest report	3	4	12 Medium	Ensure all activities are lawful and within scope of Town Council responsibilities. Comply with Standing Orders and Financial Regulations, review as necessary to meet changes in legislation or Council's operational needs.

Caerphilly Town Council Risk Assessment 2018

Financial Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
F1	Failure to submit Annual Return	1	3	3 Low	Procedure and timescale for completing Annual Return is followed by Town Clerk.
F2	Failure to set precept and agree budget	1	5	5 Low	Budget approval process in place. Budget prepared for Council meeting in November. Precept determined and CCBC notified
F3	Expenditure not in accordance with budget	1	5	5 Low	Quarterly budget monitoring Variances reported and approved
F4	Unlawful expenditure resulting in public interest report	1	5	5 Low	Compliance with legislation. S137 expenditure is not exceeded. Internal and external audit.
F5	Loss of cash	1	3	3 Low	Council has no petty cash. All payments authorised by Town Clerk, recorded in cash book or equivalent and reported to Council on monthly basis.
F6	Adequacy of Reserves	1	3	3 Low	Council has approved policy for general, earmarked and restricted reserves. Reserves are part of medium term financial planning and integral to budget planning.
F7	Poor Management of Finances	1	5	5 Low	Quarterly budget monitoring. Monthly reporting of payments. Reconciliation of bank accounts to cash book.

Caerphilly Town Council Risk Assessment 2018

Financial Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
F8	VAT requirements not met resulting in loss of income	1	3	3 Low	Maintain VAT invoices. Annual VAT claim made in timely manner at end of financial year.
F9	Incorrect salary payment/deductions	1	4	4 Low	Monthly salary, NI and tax deductions for staff prepared by Accountant. Monthly statement. Annual increments within approved pay scale. Annual salary review in accordance with Local Government pay award.
F10	Payment of allowances/expenses	1	4	4 Low	No allowances paid other than Mayors allowance which is approved as part of budget. Expenses claims supported by receipts and authorised by Town Clerk. Included in monthly reporting of payments.
F11	Financial assistance grants	3	4	12 Medium	In accordance with S137 and other legislation. Awards should be in accordance with criteria set by Council policy. Reasons recorded in minutes if there is a departure from policy. Monitoring of budget.

Caerphilly Town Council Risk Assessment 2018

Operational Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
O1	Annual Risk Assessment	3	5	15 Medium	Up to date risk assessment and evidence of regular review as risks change over time and new risks may be identified
O2	Health & Safety Non compliance	4	4	16 Medium	Maintain adequate procedures and document as necessary. Council occupies rented accommodation but will inform building manager of any concerns identified. Council managed events to have separate risk assessments and event plans to include health and safety.
O3	Maintenance and security of records – minutes, financial records, leases	4	4	16 Medium	Hard copy record of minutes and financial information stored in locked area. Council owns no land or buildings but has 2 leases. Migration of accounts from cash book to spreadsheet will need to be backed up.
O4	Register of members interests, gifts, hospitality rigorously acknowledged and recorded	3	3	6 Low	Register maintained by Town Clerk. Declaration of Office signed and copies held by Town Clerk. Declaration of interest in any item on Council agenda recorded at each meeting and published on website.

Caerphilly Town Council Risk Assessment 2018

Operational Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
O5	Events management to address detailed matters for individual events organised directly.	4	5	20 High	Application for road closures made to Highway Authority. Application for street collection permit made to Licensing. Consultation with police in respect of crowd safety. Employment of stewards. Publicity. Placing orders with appropriate suppliers.
O6	Maintenance of assets	1	2	2 Low	Maintain register of office equipment. Insurance cover as appropriate (Note: The Council owns no land or buildings).
O7	Reliability of IT	3	5	15 Medium	The Council business is dependent on reliable and secure IT. Maintain pc virus security, delete suspect scams. Support agreement with CCBC.
O8	Business Continuity Affected by prolonged absence of staff	3	5	15 Medium	Long term absence of one or both part time employees would require temporary cover to maintain business continuity. Consider the possibility of formal arrangement with adjacent Community Council.

Caerphilly Town Council Risk Assessment 2018

Operational Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
O9	Equalities	3	5	15 Medium	Council will conduct business in a manner to ensure no discrimination arises to any individual with protected characteristics under the equalities legislation.
10	Welsh Language	4	5	20 High	Policy to be put in place when advised by Welsh Government. Action plan to provide information/services in Welsh as necessary.

Agenda Item 8 (5)

Report to Town Council 15th January 2018

Business Debit Card Proposal

At the September 2017 meeting of the Town Council it was agreed to establish a Business Online Banking facility with the Coop Bank and to make the Town Clerk (Responsible Finance Officer) the authorized user for internet banking. This facility is now operational. Progressively more suppliers will be paid by internet payment rather than by cheque.

During the last six months the Town Clerk has used his own debit or credit card to make purchases on behalf of the Town Council. This has included items for the events purchased online or locally, and the purchase of stamps from the post office. This has then necessitated the issue of cheques to reimburse the Town Clerk. These are listed in the Payments Reports to the Town Council. These purchases would be better managed by the Town Council having its own Business Debit Card. Purchases made with the Debit Card would be reported in the normal way through the monthly payments report.

Similar to the arrangements for internet banking the Town Clerk (Responsible Finance Officer) will be the authorized user of the Debit Card.

Amendments to Standing Orders to incorporate a Business Debit Card are set out in the appendix to the report.

Recommendations

- 1 The Council agrees to the use of a Business Debit Card on the Community Direct Plus Account (current account) and an application is made to the Coop Bank by the Town Clerk.
- 2 The Town Clerk (Responsible Finance Officer) will be the authorized user of the Business Debit Card with a daily limit of £750.
- 3 The Council approves the amendments to Financial Regulations.

Phil Davy

Town Clerk

Appendix

Amendments to Financial Regulations to incorporate Business Debit Card

5 Banking Arrangements and Cheques

5.1 The Council's banking arrangements including the Bank Mandate shall be made by the Town Clerk / Responsible Finance Officer and approved by the Council. The Council will operate a Business Online Banking facility. Banking arrangements will be regularly reviewed for efficiency.

5.2 A schedule of the payments forming part of the Agenda for the Meeting shall be prepared by the Town Clerk / Responsible Finance Officer, and be presented to the Council. If the schedule is in order it shall be authorized by resolution of the Council and shall be initialed by the Chairperson of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 shall be signed by two of the three signatories.

5.4 Business Online Banking transactions will be authorized by the Town Clerk / Responsible Finance Officer, and any other user authorized by the Council, and such transactions will be included in the schedule referred to in paragraph 5.2.

5.5 Business Debit Card transactions will be authorized by the Town Clerk / Responsible Finance Officer, and any other user authorized by the Council, and such transactions will be included in the schedule referred to in paragraph 5.2.

5.6 The appointment of Bankers, cheque signatories, and authorized users for online banking and the debit card will be reaffirmed at the AGM.

Payment of Accounts

6.1 All payments shall be effected by cheque, debit card, order drawn on the Council's bankers, or by internet banking transactions.

Agenda Item 8 (6)

Report to Town Council 15th January 2018

IT Support Agreement

The Council's business is dependent on reliable and secure IT. The IT equipment consists of two desktop pcs which are linked to CCBC servers, a laptop, and a multi function printer. The latter is maintained by a third party.

The Council's business continuity is vulnerable to any failure of IT. There is a constant threat from cyber attacks that could immobilise the IT equipment.

The Council has an arrangement with CCBC to support for the website at a cost of £500 per annum, but currently has no support for the IT equipment.

Discussion has taken place for a formal arrangement with CCBC IT and the following level of support is proposed.

- 5 support calls per year (additional calls can be purchased if necessary)
- Quarterly attendance on site to update PCs
- Cost £500

Provision has been made in the budget for 2018-19 for funding IT support.

Recommendation

That the level of IT support outlined is approved at an annual cost of £500.

Phil Davy

Town Clerk

Agenda Item 8 (7)

Report to Town Council 15th January 2018

Section 137 Expenditure: Limit for 2018-19

Section 137 (1) of the Local Government Act 1972 permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137 (3) of the 1972 Act to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137 (1) and (3) for the financial year 2018-19 will be £7.86 per elector.

The report is for information.

Phil Davy

Town Clerk

Agenda Item 8 (8)

Report to Town Council 15th January 2018

Review of Town and Community Councils

The attached report was deferred at the last Town Council meeting on 20th November 2017 to allow Members time to consider how they wish to respond to the review.

Phil Davy

Town Clerk

Agenda Item 8 (4)

Report to Town Council 20th November 2017

Review of Town and Community Councils

Further to the information item at the Council Meeting on 18th September 2017 the Independent Review Panel has been set up and is now inviting views from Town and Community Councils, the communities they serve, from the people they work with, from areas that have councils and areas that don't.

As a starting point the Panel has posed four high levels questions:

Q What should Town and Community Councils be responsible for ?

Q How should they operate ?

Q What's standing in their way to deliver for the local community ?

Q How do councils ensure they best represent their local community ?

As well as these questions more detailed views and thoughts are welcomed.

Views are required by early 2018 to help inform the Panel's thinking. The Panel will be hosting other opportunities to engage with stakeholders in due course. The Panel will make recommendations to the Cabinet Secretary for Finance and Local Government in the autumn of 2018.

Recommendation

The Council consider how they wish to respond to the Independent Review Panel.

Phil Davy

Town Clerk

Review of Community and Town Council Sector in Wales

December Newsletter



Llywodraeth Cymru
Welsh Government



What we've been up to...

Since our first meeting in September, we've held monthly evidence sessions hearing from a variety of stakeholders including One Voice Wales, the Wales

Audit Office, and a few Community and Town Councils themselves.

We want to hear as many views as possible from the wider community and our next meeting will focus on community engagement. We will hear evidence on the role Community and Town Councils can play as the voice of the community and how they engage their communities.

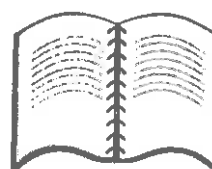
Exploring Community and Town Councils across Wales

This month, we have visited a number Community and Town Councils in various locations across Wales. While it will be impossible for us to reach all 735, we will be holding regional engagement events in the new year and hope to see you there.

We also want to encourage local people to share their views. If you have ways of engaging, please get in touch.

Responses to date

71
responses to
our four key
questions



13 items of
written
evidence from
stakeholders

Over **100**
stakeholders
engaged
with



We want to hear your views...

We want to hear all views – from Community and Town Councils themselves, from the communities they serve, from the people they work with, from areas that have councils and areas that don't.

Get involved!*

Website: <http://gov.wales>
(Search Community and Town Councils)

Email: Adolygiad.CTC.Review@gov.wales

 **@WG_localgov**



* Comments will be included as part of the Review, however all personal information will not be stored on our system and will be deleted with immediate effect.

About us...

An Independent Review Panel has been set up to consider the future role of Community and Town Councils.

The review will:

- explore the potential role of local government below Local Authority councils, drawing on best practice
- define the most appropriate model(s)/structure(s) to deliver this role
- consider how these models and structures should be applied across Wales. This will include consideration of any situations in which they would not be necessary or appropriate.

The review is expected to take around a year.

Agenda Item 10 (1)

LIST OF PAYMENTS

CHEQUE NO.	PAYEE	IN RESPECT OF	AMOUNT £
303851	P.J. Bevan	Sundry Items Fireworks	97.52
303852	J. Hibbert	Catering Fireworks	34.59
303853	Rees Sound Systems Ltd	PA Fireworks	1,131.00
303854	Pendragon Fireworks	Fireworks Display	6,000.00
303855	P.G. Davy (Makro)	Haribo Sweets	78.69
Internet	Playworks	November Salaries	1,443.20
Direct Debit	NEST	Pension Contribution	6.50
303856	P.G. Davy (Cadbury)	Selection Boxes	163.46
303857	Air Cadets	Hire Command Tent (Fireworks)	300.00
303858	Speedy Asset Services	Crowd Barriers (Fireworks)	126.91
303859	Sound Media Solutions Ltd	P.A. Christmas Lights	714.00
303860	Royal British Legion	Remembrance Day Wreath	18.50
303861	P.G. Davy	Sundry Items Christmas Lights	48.28
303862	Caerphilly Mini & Junior RFC	Grant	400.00
303863	Benefice of Eglwysilan & Caerphilly	Grant	100.00
303864	St. John Cymru Wales	First Aid Fireworks	414.00
Internet	Playworks	December Salaries	1,443.20
Internet	Parkinsons UK	Fireworks Collection	2,653.50
Internet	Royal British Legion	Silent Soldier	250.00

Agenda Item 10 (2)

Bank Account Balances as at 15th December 2017

£

Community Direct Plus Account	39,614.70
14 Day Business Select Account	30,559.33
14 Day Business Select Account (CIL)	11,751.22
Business Select Instant Access Account – Closed	24,11.17 and funds transferred to Community Direct Plus Account

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

DANCE UNITY FORMATION TEAMS - Dance Unity

46 Swanbridge Court, Bedwas House Ind Est, Bedwas
Caerphilly CF83 8FW

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

Lisa Rawlings, CHAIR, 6 Bryn Ffynnon, Bedwas,
Caerphilly CF83 8JB

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

To compete in 3 major Dance Competitions, - Northern
Masters, British Championship and Welsh Alliance.

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Total No. 34 Number Resident in Town Council area (see attached map) _____

5. MEMBERSHIP FEES, if applicable £25 per month

6. PRESENT FINANCIAL POSITION:- This should be as full as possible, but should at least detail funds held and outstanding debts and credits; if possible attach latest Financial Statement of Organisation.

This year we need to raise in excess of £20,000
as less teams. We currently have £14,000 through
bag picks, summer fees etc Please see attached financials

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

Assistance is required towards costs of outfits
each dress is £450 for under 12's and £1000
for over 12's.

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

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



DANCE UNITY FORMATION TEAMS ACCOUNTS

	2016/2017	2015/2016
INCOME	£	£
Quiz/Disco/Parties	1,638	1627
Balloon Race	200	800
Tina Sparkle	709	1,000
Race night	1,023	1,145
Christmas Fair	1,300	1,077
Adult events	4,200	720
Summer Party	850	1,284
Bingo/Leigh Gameson	920	612
Lottery	0	1,010
Sale of Outfits	3,000	2,976
Demo	1,695	2,977
Sponsored Walk	1,200	1,830
Bagpacks/Shop/Presentations	5,200	8,955
Sponsorship	520	1,320
Subscriptions	18,156	22,360
Other	1,123	1,192
Cash transferred from TNT/Windsor	0	1,041
Total Income	41,734	51,926
EXPENDITURE		
Dance Unity Vests	0	1,700
Loren James - outfits	0	19,240
Pure Class	31,493	10,630
DSI	599	1,271
Contribution to shoes	869	2,062
Make-up	3,510	3,722
Practice Wear	1,418	3,820
Alterations/stones	896	1,682
Training	0	1,381
Tans – juv/juniors/adults	600	644
Donation to dancers'	0	1,680
Dressing gowns/Tracksuits	1,034	874
Other	990	2,213
Total Expenditure	41,409	50,919
Surplus as at end of May 2017/2016	325	1,007
Cash at bank at end of May 2017/2016	1,332	1,007

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.
LLAMAU, HEAD OFFICE -
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION
MRS. ANN DAVIES, SUPPORT WORKER,
LLAMAU, GARTH OWEN, ONE TERRACE, LLANBRADACH,
CF83 3LA.
3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution
Constitution attached.
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:
Total No. _____ Number Resident in Town Council area (see attached map) 1 but
we have 6 young people living in Supported Housing Projects who are
from Town Council area.
5. MEMBERSHIP FEES, if applicable _____
6. PRESENT FINANCIAL POSITION:- This should be as full as possible, but should at least detail funds held and outstanding debts and credits; if possible attach latest Financial Statement of Organisation.
financial statement for Llamau enclosed but we
fundraise locally for activities | Christmas etc.
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:
Christmas meal and presents for Caerphilly
Supported Housing Project young people and
3 starter flats in the community.

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

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



LLATAU LIMITED

A company limited by guarantee

Report and Financial Statements

Year Ended 31 March 2017

Charity Number 701772

Company Number 2396224

**LLAMAU LIMITED
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (Including the Income and Expenditure Account)
Year Ended 31 March 2017**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Income and Endowments from:					
Donations and Legacies	4	228,619	249,008	477,627	253,925
Investment Income	3	15,192	-	15,192	24,588
Charitable Activities	4	7,032,134	2,772,969	9,805,103	11,094,795
Total Incoming Resources		7,275,945	3,021,977	10,297,922	11,373,308
Resources Expended on:					
Raising Funds		179,079	-	179,079	108,139
Charitable Activities	5	7,117,069	2,943,390	10,060,459	11,148,073
Total Resources Expended		7,296,148	2,943,390	10,239,538	11,256,212
Net Gain on Investments	3	110,538	-	110,538	11,132
Net Movement in Funds		90,335	78,587	168,922	128,228
Reconciliation of Funds					
Total funds brought forward	14, 15	3,330,198	535,581	3,865,779	3,737,551
Total funds carried forward	15, 16	3,420,533	614,168	4,034,701	3,865,779

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The Statement of Financial Activities also complies with the requirement for an income and expenditure account under the Companies Act 2006.

The notes on pages 23 – 38 form part of these financial statements

LLAMAU LIMITED
COMPANY LIMITED BY GUARANTEE


COMPANY NUMBER 2396224
BALANCE SHEET
At 31 March 2017

	Note	2017 £	2017 £	2016 £	2016 £
FIXED ASSETS					
Tangible Assets	9		997,768		929,764
Investments	3		<u>1,647,379</u>		<u>1,536,841</u>
			2,645,147		2,466,605
CURRENT ASSETS					
Debtors	10	983,081		879,165	
Cash at Bank / In Hand		<u>836,761</u>		<u>1,669,703</u>	
		1,819,842		2,548,868	
CURRENT LIABILITIES					
Creditors: Amounts falling due within one year	11	<u>(430,288)</u>		<u>(1,149,694)</u>	
NET CURRENT ASSETS			<u>1,389,554</u>		<u>1,399,174</u>
NET ASSETS	16		<u>4,034,701</u>		<u>3,865,779</u>
FUNDS					
Unrestricted - General Funds	14		3,420,533		3,330,198
Restricted	15		<u>614,168</u>		<u>535,581</u>
	16		<u>4,034,701</u>		<u>3,865,779</u>

These financial statements were approved by the members of the committee on the 14th September 2017 and are signed on their behalf by:



Dr Peter Mackie – Vice Chair



Ms C Ravenscroft - Treasurer

LLAMAU LIMITED
COMPANY LIMITED BY GUARANTEE

Page 22

STATEMENT OF CASH FLOWS
YEAR ENDED 31 MARCH 2017

	2017	2016
	£	£
Net Cash provided by Operating Activities	(681,025)	432,206
Cash Flows from Investing Activities		
Interest Received	15,192	24,588
Purchase of Fixed Assets	(167,678)	(42,300)
Disposal of Fixed Assets	569	-
Transfer to Investment	-	(1,525,709)
Net Cash provided by Investing Activities	(151,917)	(1,543,421)
Change in Cash and Cash Equivalents in the Reporting Period	(832,942)	(1,111,215)
Cash and Cash Equivalents at the beginning of the Reporting Period	1,669,703	2,780,918
Cash and Cash Equivalents at the end of the Reporting Period	836,761	1,669,703

RECONCILIATION OF NET INCOMING RESOURCES TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2017	2016
	£	£
Net Income/(expenditure) for the reporting period	168,922	128,228
Interest Received	(15,192)	(24,588)
Gain on Investments	(110,538)	(11,132)
Depreciation Charges	98,535	151,501
Loss on sale of a fixed asset	569	-
Increase/decrease in debtors	(103,916)	229,335
Increase in creditors	(719,405)	(41,709)
Decrease in stock	-	571
Net Cash Inflow from Incoming resources	(681,025)	432,206

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

Agenda Item 10.3 (iii)

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

Castel View Community Group, Castle View and surrounding area.

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

Lynne Morgan, 12 Rowland Drive, Caerphilly, CF83 1TX - Chairperson.

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

Building strong community links within the estate, alleviating loneliness and social exclusion through community

based activities. Planted over 4000 Daffodil bulbs and established 3xWild Flower beds around lake area and roundabout grass islands within the Castle View Estate. Litter picking, community events, book and craft club.

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Total No. 2000 Number Resident in Town Council area (see attached map)

5. MEMBERSHIP FEES, if applicable None

6. PRESENT FINANCIAL POSITION:- This should be as full as possible, but should at least detail funds held and outstanding debts and credits; if possible attach latest Financial Statement of Organisation.

Current bank statement attached, balance as of submission £394.46

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

Annual renewal of Liability Insurance via Keep Wales Tidy £100. Purchase of Wild Flower Seeds £300 (for 3 kilos)

Bluebell bulb purchase £200. Equipment Hire £70.00 for the forthcoming years objectives. 2018.

Grant would be welcomed to service all or part of the above as the community have achieved a great deal in the first year since being formed with the assistance of Town Council, CCBC Parks department & Keep Wales Tidy and local businesses

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

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



Treasurers Account Statement

Printed: 06 December 2017

Castle View Community Group Sort code 30-98-97 Account number 48917768
12 ROWLAND DRIVE BIC: LOYDGB21031 IBAN: GB26LOYD30989748917768
CAERPHILLY
MID GLAMORGAN
CF83 1TX

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
29 Nov 17	000004	CHQ		14.99	394.46
01 Nov 17	000001	CHQ		58.96	409.45
01 Nov 17	000002	CHQ		14.59	468.41
19 Oct 17	000003	CHQ		160.00	483.00
21 Aug 17	500001	DEP	193.00		643.00
08 Aug 17	K JAMES T/A STUTT G KEVIN JAMES 00156521632BHBGVPC 090666 10 08AUG17 18:32	FPI	250.00		450.00
18 May 17	TREFOREST IND EST	DEP	200.00		200.00

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

CONSTITUTION

CASTLE VIEW COMMUNITY GROUP

A. Name

The name of the association is Castle View Community Group, Caerphilly.

B. Aims

The association's aims are: -

To organise and manage areas of Castle View estate for members' use and to promote them as a leisure and social pastime for the whole community.

The association shall be non-political, have no committee members who are politically affiliated, be non-religious and promote equal opportunities in all activities.

C. Carrying out the aim

In order to carry out the aims of the association, the committee may: -

- (1) Raise funds and receive contributions, provided the association does not undertake any substantial permanent trading activities.
- (2) Buy or sell property, take on leases and employ staff.
- (3) Co-operate with other charities, voluntary bodies and statutory authorities.
- (4) Do all such other lawful things as are necessary for the achievement of the aims.
- (5) Activities to reclaim, remediate or otherwise bring land back into social, environmental or economic use. The proposed use must have been prevented or restricted by an activity, which has now ceased.
If the land was polluted, the polluter of the land must not benefit from the project.

D. Membership

Membership of the association shall be open to any person interested in supporting the aims of the association.

E. Equal Opportunities

The group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

iii. Self-interested Decision:

When a course of action is chosen which represents personal advantage.

Example: a member intervenes to influence a decision on behalf of a party who is a personal friend, relative, or co-worker.

b. Guidelines for Members to Avoid Conflicts of Interest, and to ensure Ethical Behaviour

- i. **Selflessness:** Members must never use their position as members of the association to improperly confer an advantage on, or to avoid a disadvantage for, themselves, nor to improperly confer an advantage or disadvantage on others.
- ii. **Honesty:** Members must declare any private interests relevant to the association and take steps to resolve any conflict in a way that protects the aims of the association.
- iii. **Integrity and Propriety:** Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their activities linked to the association. Members must on all occasions avoid the appearance of such behaviour.

c. Code of Conduct

For all meetings, members must act courteously, and remain respectful of other member's viewpoints, even if those viewpoints differ from their own. All speakers will be given the opportunity to present their view without interruption and will afford other speakers the same opportunity.

All members shall :

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and any emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
 - Listen to what others have to say and keep an open mind.
 - Contribute positively to the discussions.
 - Try to be concise and avoid soliloquies.

J. Arrangements until first Annual General Meeting

This constitution was adopted by the people whose signatures appear below, who will act as the committee until the first AGM.

Adopted on the.....

Signed by (Print name and address aswell)

Chair.....

Secretary.....

Treasurer.....

Members of Committee.....

.....

.....

.....

.....

J. Arrangements until first Annual General Meeting

This constitution was adopted by the people whose signatures appear below, who will act as the committee until the first AGM.

Adopted on the..... 7 DECEMBER 2016

Signed by (Print name and address aswell)

Chair..... C Naylor CLARE NAYLOR, 54 CLOS ENFIS, CAERPHILLY CF83 1SB

Secretary..... R L Morgan LYNNE MORGAN 12 ROWLAND DRIVE, CAERPHILLY CF83 1TX

Treasurer..... C Martell CECILIA MARTELL, 19 WESLEY ROAD, CAERPHILLY CF83 1SS

Members of Committee.....

..... CLAIRE ILLAR

.....

.....

.....

caerphillytowncouncil@outlook.com

From: Davies, Jonathan <DAVIEJ27@CAERPHILLY.GOV.UK>
Sent: 13 December 2017 14:20
Cc: Hammond, Justine; Beacham, Simon
Subject: Floral Baskets and Troughs for Town Councils
Importance: High

Dear Town Councils

Due to ongoing financial cuts and reduced resources I am afraid Parks Services can no longer arrange for floral baskets and troughs to be sourced and installed on behalf of Town Councils. All arrangements will now have to be made by the Town Councils. Full details for your information are below to assist you. You may wish to consider any contractor, but I have added contact details of contractors we have used previously.

Can I recommend you make contact with Boverton Nursery very soon.

- Supply of plants
 - Boverton Nurseries Ltd, Mill Road, Boverton, Llantwit Major, Vale of Glamorgan, CF61 1UH
 - Chris Roberts – 07971422206
 - chris@bovertonnurseries.co.uk
- Watering
 - JS Lee Ltd (Jennie Thomas - 07967588153)
- Erecting baskets/troughs etc.
 - FI Walters Ltd (Francis Walters - 07836627246)
 - or
 - JS Lee Ltd (Jennie Thomas - 07967588153)

If you require any further information, please contact myself, Simon Beacham or Justine Hammond.

Many thanks

Jonathan Davies
Parks & Countryside Operations Manager
Caerphilly County Borough Council | Cyngor Bwrdeistref Sirol Caerffili

01443 863409

Tŷ Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Agenda Item 11.2



www.caerffili.gov.uk
www.caerphilly.gov.uk

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

Interim Head of
Corporate Finance
Stephen Harris

Pennaeth Cyllid
Corfforaethol Dros
Dro
Stephen Harris

Your Ref/Eich Cyf:

Our Ref/Ein Cyf:

Contact/Cyslltwch â:

Telephone/Ffon:

E Mail/E Bost:

Date/Dyddiad:

ACS/NR/GG

Mrs N Roberts

01443 863245

robernj@caerphilly.gov.uk

20 December 2017

Dear Sir/Madam,

PRECEPT 2018/19

COUNCIL TAX BASE NOTIFICATION

I hereby give notice that the council tax base for your area is 6,223.46 Band D equivalent dwellings.

I would remind you that the precept will be paid for the new financial year in two equal instalments, the second adjusted for any balance, on the last working day of April and August, as in previous years.

Under current legislation, the Community Council is not required to submit its precept until 28th February.

However, I should be grateful if you were able to provide me with the figure for 2018/19 by the 1st February 2018 in order to expedite the setting of next year's Council Tax.

Yours faithfully

for Interim Head of Corporate Finance

Man gwyrddach A greener place

Gallwch ohebu mewn unrhyw iaith neu fformat | Correspondence may be in any language or format
Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi | Corresponding in Welsh will not lead to any delay

Caerphilly Town Council

Calendar of Meetings for 2018

All meetings of the Town Council will be held at 6.30pm at The Twyn Community Centre, The Twyn, Caerphilly.

Monday 15th January 2018

Monday 19th February 2018

Monday 19th March 2018

Monday 16th April 2018

Monday 21st May 2018 including AGM

Monday 18th June 2018

Monday 16th July 2018

Monday 17th September 2018

Monday 15th October 2018

Monday 19th November 2018

Phil Davy

Town Clerk