

CAERPHILLY
TOWN
COUNCIL



CYNGOR
TREF
CAERFFILI

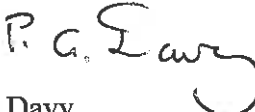
TOWN CLERK:
CLERC-Y-DREF:
P. G. Davy

TOWN MAYOR:
MEIR Y DREF:
Councillor
Mike Prew

11th March 2019

An Ordinary Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 18th March 2019 at 6.30 p.m.

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


Phil Davy
TOWN CLERK

A G E N D A

1. To note Members' attendance and to receive any apologies for absence.
2. Declarations of Interest in any item.
3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held on Monday 18th February 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 I.T. Issues.
- 8.2 Independent Remuneration Panel for Wales Annual Report 2019/20.
- 8.3 Policy on Financial Assistance/Grants.
- 8.4 CIL Working Group – Welsh National Anthem Memorial.

9. **PLANNING MATTERS**

10. **PAYMENTS AND FINANCIAL MATTERS**

- 10.1 List of Payments.
- 10.2 Bank Account Balances.
- 10.3 Applications for Financial Assistance

11. **CORRESPONDENCE**

- 11.1 Review of the Electoral Arrangements for the County Borough of Caerphilly.
- 11.2 Jill Evans MEP, CND Cymru Chairperson.

12. **MEMBER REQUESTS FOR FUTURE REPORTS**

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TOWN CLERK:
CLERC-Y-DREF:
Phil Davy

TOWN MAYOR:
MEIR Y DREF:
Councillor
Mike Prew

**MINUTES OF THE ORDINARY MEETING OF THE CAERPHILLY
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 18TH FEBRUARY 2019**

Present:

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

Apologies:

Councillors H. Jackson, P. J. Bevan.

In Attendance:

G. Clifton, J. McDonnell, Gwent Police

P. G. Davy, Town Clerk

86 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 21ST JANUARY 2019

Minutes of the Ordinary Council Meeting held on Monday 21st January 2019 were received, confirmed, and signed.

87 MATTERS ARISING FROM THE MINUTES

Minute 81.4 - For those Members who have not given written notice they wish to opt out of receiving the mandatory allowances the Town Clerk will require personal information for payments to be processed via the payroll. The anticipated processing cost for each individual will be £12.50.

88 COMMUNITY SAFETY MATTERS

Inspector Clifton gave an overview of policing. He reported that 4 additional police officers had been recruited and on average there were now 6 or 7 officers per shift. Around £150,000 of cannabis had been taken from a number of properties in the town. There had been a spate of

criminal damage in Bedwas Road, Pontywindy Road, and Park Avenue but there had been targeted activity at the individuals suspected of causing the damage. Certain businesses had been the subject of fraud by a gang operating from Liverpool. Generally crimes were averaging 50 to 60 a week which is lower than in previous years.

Members raised the following issues:

- 3 cars stolen at Castle View during cold mornings.
- Whether Big Issue sellers were subject of modern slavery.
- Increase in Anti-Social Behaviour in Virginia Grove area.
- Clarification whether public should use 101 or 999 to report ASB.

Arising from posts on Facebook Inspector Clifton commented on a sensitive matter in an adjacent ward.

Cllr S. Kent arrived at 6.37 pm during discussion on Community Safety Matters.

89 TOWN MAYOR'S DIARY

The Mayor had presented cheques to the winners of the Caerphilly Arts Competition.

The Mayor informed Members that he would be arranging a presentation evening for his two charities towards the end of his term of office.

90 ENVIRONMENTAL MATTERS

There were no matters raised.

91 TOWN CLERK'S REPORTS

1 Risk Management

The Town Council is under an obligation to identify and manage the risks to public money arising from all activities. The Town Council generally operates a low risk environment. There has been no significant change in the scope of activities since the last risk assessment. The highest risks relate to events, Welsh language, and cyber security. Arising from the response of Welsh Government to the review of the Town and Community Council sector and the unlikelihood of major legislative change the risk has been reduced. A new risk associated with Brexit has been added to the assessment but due to the scope of the Town Council activities the impact is considered to be low.

Members approved the annual review of the risk assessment.

2 Concessionary Hires of Caerphilly Castle

Where the Town Council approves a concessionary hire and agrees to meet the hire cost this will be by way of a retrospective grant to the charity after the event has taken place and for the avoidance of doubt no grant will be paid to meet any cancellation costs.

It was agreed to confirm the new administrative arrangements which will have immediate effect.

3 Events Working Group

The Events Working Group met on 28th January to review operational issues arising from the 2018 events. The Working Group advocated that existing arrangements should continue in 2019 for the events organised by the Town Council.

It was resolved:

- 1 To accept the operational recommendations from the Working Group.
- 2 To note the request that any underspends in the current financial year be allocated to the purchase of new digital radios, and bilingual banners, but any decision will be subject to a report in April on the outturn for 2018/19.
- 3 To confirm the allocation of funding to the sponsored events for 2019.
- 4 To accept the request from Caerphilly CBC for a reallocation of the Town Council's funding between the Food Festival (£500); Big Cheese (£1750); and Christmas Market (£1000).

92 PLANNING MATTERS

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

19/0003/FULL – no objections

19/0021/RET – no objections

19/0025/FULL – no objections

19/0038/FULL – no objections

19/0051/ADV – no objections

19/0064/CLPU – no objections

18/1083/OUT – no objections

19/0073/FULL – no objections

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

93 PAYMENTS AND FINANCIAL MATTERS

- 1 List of payments were noted and approved
- 2 Bank account balances were noted. Unrestricted reserves of circa £20,000 are currently held in the Community Direct Plus Account pending the 2018/19 financial year outturn.

3 Applications for Financial Assistance

1 Caerphilly Library

A grant of £160 was approved. Expenditure authorised under Local Government Act 1972, section 137.

2 Dance Unity Formations Teams Parent Support Group

A grant of £150 was approved. Expenditure authorised under Local Government Act 1972, section 137.

Cllr M Prew declared an interest and took no part in the discussion or decision making on this application.

4 Concessionary Hire of Caerphilly Castle

The request from Tenovus Cancer Care was granted and the Town Council will meet the cost of the concessionary hire fee. In accordance with the new administrative arrangements (minute 91.2) a retrospective grant will be made to the charity following the event to cover the hire cost.

94 CORRESPONDENCE

There were no items of correspondence.

95 MEMBERS REQUESTS FOR FUTURE REPORTS

There were no requests for future reports.

The meeting closed at 7.20 pm

Agenda Item 8.1

Report to Town Council 18th March 2019

IT Issues

The Town Council's business is dependent on reliable and secure IT. Business continuity is vulnerable to any failure of IT. There is a constant threat from cyber attacks that could immobilise the IT equipment.

IT Equipment

The IT equipment consists of two desktop pcs which are linked to Caerphilly CBC servers; a laptop and a multi function printer. The latter is maintained by the supplier Digital Systems UK. There is, in addition two desktop printers which are used as backup if the MFP fails.

The Town Council has two separate arrangements with Caerphilly CBC one relating to the hosting and support of the website at a cost of £500 per annum; and one relating to the support for the two desktop pcs also at a cost of £500 per annum. The latter covers up to 5 support calls to the Helpdesk per year and quarterly attendance on site to update the pcs. Provision has been made in the budget for 2019/20 to maintain these arrangements.

The two desktop pcs are around six years old and operate with Windows 7. The laptop which is a newer machine operates with Windows 10. While there is no current threat it is anticipated that at some point in the future Microsoft may withdraw support for Windows 7 in the same way as Windows XP.

It is understood that within CCBC replacement pcs are being supplied with Windows 10. It will be prudent for the Town Council to plan an upgrade to Windows 10 at some point. This could potentially be achieved by upgrading the software on the two existing desktop pcs. However given the age of the computers and the rate at which technology develops and improves this is likely to be false economy and a better long term solution would be to purchase two new pcs already loaded with Windows 10. An estimated cost for two new pcs is £1000 to £1200 depending on specification. There will also be licence costs for Windows 10 software. There is no current budget for IT replacement but this should be considered as part of the estimates for 2020/21.

Domain Name

The Town Council has been making quarterly payments to 123Reg.co.uk of £21.56 which was assumed to be for the domain name *caerphillytowncouncil.org.uk*. Recently there was a request for a separate payment of £23.98. On investigation it transpires that this latter sum represents the renewal of the domain name which occurs every two years.

The quarterly payment of £21.56 is for a web hosting service. However the Town Council website is hosted by CCBC and the web hosting by 123Reg is not required and has now been terminated resulting in an annual saving of £86.24. It has been confirmed that the domain name is configured to forward to :

<http://your.caerphilly.gov.uk/caerphillytc/content/welcome>

Email Addresses

Members may recall previous discussion about email addresses. Having regard to Data Protection and Freedom of Information legislation it is not ideal for Members to be using private email addresses for Town Council business purposes. It is understood that some Members may have set up their own dedicated private email address for business use.

There are five Members of the Town Council who are also Members of Caerphilly CBC and they generally use their *caerphilly.gov.uk* for the business of both councils. The IT Service has been approached about the possibility of providing business email addresses for the other seven Members, but no response has been forthcoming.

As a result of looking into the services provided by 123Reg it has been established that the company can offer an email hosting service that would enable a personalised email address for Members linked to the domain name eg

arthurbloggs@caerphillytowncouncil.org.uk

This would clearly present a more professional approach for the Town Council and avoid the need for private email addresses.

The cost for each individual webmail address created would be the equivalent of £2.99 per month plus vat, although an annual upfront payment is required for each address created. The options are therefore to provide seven Councillors who are not CCBC Members with dedicated email addresses for Town Council business at an annual cost of £251.16 plus vat; or to provide all twelve Councillors with a dedicated email address at an annual cost of £430.56 plus vat.

There is no current budget for these arrangements but depending on Member views the costs could be absorbed within 2019/20 and the IT budget increased in the estimates for future years.

Website Accessibility

New regulations called "The Public Sector Bodies (Websites and Mobile Applications) No 2 Accessibility Regulations 2018" have come into force, which means that from 23rd September 2019 every new public sector website and app will need to meet certain accessibility standards and publicise a statement saying they have been met. Existing websites will have until 22nd September 2020 to comply.

The aims of these regulations is to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. This includes those with impaired vision, motor difficulties, cognitive impairments or learning disabilities, deafness or impaired hearing.

Common accessibility problems include websites that cannot be navigated using a key board, inaccessible PDF forms that cannot be read out on screen readers, and poor colour contrast that makes text difficult to read for visually impaired people.

The new legal requirements build on existing obligations to disabled people under the Equality Act 2010. These state that all UK service providers must make reasonable adjustments for disabled people.

The Town Council website was designed and is hosted by CCBC and advice is being sought as to what reasonable measures may be necessary to upgrade the website to comply with the new regulations.

Recommendations

- 1 To confirm the ongoing support arrangements with CCBC for the website and maintenance of the desktop pcs for 2019/20 for which budget provision has been made.
- 2 To make provision for replacement of the desktop pcs and upgrade to Windows 10 as part of the estimates for 2020/21.
- 3 To consider the options for dedicated Town Council email addresses linked to the domain name and determine whether to proceed with implementation in the 2019/20 financial year.
- 4 To note the new legal requirements for website accessibility and compliance by September 2020, and to receive a further report in due course when the Town Clerk is in a position to advise on the implications for Town Council website.

Phil Davy

Town Clerk

Agenda Item 8.2

Report to Town Council 18th March 2019

Independent Remuneration Panel for Wales – Annual Report 2019/20

The final version of the annual report was published in February 2019 setting out the remuneration to elected members in 2019/20. This now confirms the mandatory payments to town and community councillors of £150 per year as a contribution to costs and expenses unless individual members confirm in writing they wish to opt out. In addition all town and community councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. The report also sets out a range of discretionary payments that can be made. The remuneration determined is personal to each member who individually can decide not to take some or all by going through the proper procedure. Once received it is also a personal decision on the use of any payments from the council.

The annual report can be viewed on the IRPW website.

The report is for information.

Agenda Item 8.3

Report to Town Council 18th March 2019

Policy on Financial Assistance / Grants

The Town Council has agreed a policy for the determination of grants based on a tiered structure depending on how many people living within the Town Council area will benefit. The policy document has been updated with additional narrative to provide more information to potential grant applicants.

The original policy was approved in March 2016 and Members may wish to consider whether the tiered amounts should be increased.

A distinction has now been drawn between national UK wide organisations and Wales wide organisations. In the case of the former no grants will be awarded unless it has a locally based group that is raising funds for its own projects.

An additional category of higher grant has been added relating to capital expenditure.

All grants are discretionary and determined on their merits. To ensure consistency and transparency grant awards should normally be determined in accordance with the policy criteria. However circumstances may arise from time to time to justify a departure from the normal level of grant and where this arises reasons should be recorded for the departure.

Members are invited to review the grant levels and approve the policy. The final approved policy should be placed on the website.

Phil Davy

Town Clerk

Caerphilly Town Council

Policy on Financial Assistance / Grants

The Town Council's grant scheme is intended to provide financial support to assist community organisations active within the town that work for the benefit of the residents. Grants can be made to existing and newly formed organisations. The types of organisation that will be considered for grants include:

- Charitable groups
- Sports clubs
- Youth groups
- Playgroups
- Arts groups
- Free advice organisations
- Environmental groups
- Community / Voluntary transport schemes

Organisations must be properly constituted, non profit making, based within the Town Council area, or can demonstrate a benefit to the residents who live within the Town Council area. National UK wide organisations will not be eligible for a grant unless they have a locally based group. Wales wide bodies will be eligible to apply for a grant but must be able to show there are beneficiaries within the Town Council area.

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

An application must be made on the form provided and be accompanied by accounts, or a budget in the case of a new organisation, together with any supporting information about the purpose for which assistance is required. Each application will be considered on its merits. Applications can be made at any time of the year and will be reported to the next available Town Council meeting for decision. The Town Council allocates a limited budget each financial year for grants and awards will be made on a first come first served basis.

Examples of what can be supported:

- Supporting the provision of opportunities for older people
- Activities for young people and helping to meet their social, educational, and leisure needs
- Supporting community involvement in local arts and cultural activities
- Supporting community participation in local sports and leisure activities and enabling clubs to develop and improve sporting infrastructure
- Supporting access and sustainable transport schemes by community and voluntary groups

- Supporting schemes that improve the appearance of the town eg nature conservation, planting, decorations

Grants to local organisations will be made on the basis of a tiered structure depending on how many people living within the Town Council area will benefit.

	£
15 members	up to 150
16 to 40 members	up to 250
41 members plus	up to 400

Local organisations with more than £10,000 bank balance will not normally be considered for a grant.

Where the application relates to major capital expenditure (eg building project) a higher level of grant may be considered but not exceeding a maximum of £1000 and in this case the bank balance threshold of £10,000 will be disregarded.

Wales wide organisations will receive a maximum grant award of £100.

The Town Council will normally follow the criteria as set out but does have the discretion to vary the amounts awarded depending on the individual circumstances of each application.

Policy approved by Town Council on *(add date)*

Agenda Item 8.4

Report to Town Council 18th March 2019

Community Infrastructure Levy (CIL) Working Group – Welsh National Anthem Memorial

The CIL Working Group met on 4th March 2019 to evaluate the tenders received for the proposed Welsh National Anthem Memorial. The notes of the Working Group are attached.

Five artists were invited to submit outline design proposals based on a budget for the commission of £16,000, together with their portfolio experience. Four submissions were received by the deadline of 22nd February 2019 from the following:

Sebastien Boyesen

Rubin Eynon

Gideon Petersen

Barry Lewis

The tenders have been assessed on the basis of two pass / fail requirements and three scored criteria. The pass / fail requirements related to a cost breakdown within the budget; and evidence of public liability insurance.

The scored criteria covered competencies and quality of work; artists' response to the brief; and deliverability. Each artist has submitted their initial design ideas.

All four artists submitted satisfactory information for the pass / fail requirements. Following detailed discussion of the submissions by the Working Group, and assessment of the outline designs the ranked scores for the artists out of 20 were:

1 Rubin Eynon	17
2 Sebastien Boyesen	16
3 Gideon Petersen	13
4 Barry Lewis	9

Arising from the tender evaluation the Working Group has selected a preferred artist and it is recommended that the Town Council agrees the appointment of Rubin Eynon to undertake the Welsh National Anthem Memorial within the approved budget of £16,000.

Phil Davy

Town Clerk

Notes of the Community Infrastructure Levy (CIL) Working Group held at the Twyn Community Centre on Monday 4th March 2019

Present:

Councillors C Elsbury, S Kent, J Hibbert, J Grenfell, M Prew, S Hodder, H Jackson

Apologies:

Councillors P J Bevan, S Morgan, J Fussell, J Pritchard, R Bidgood

In Attendance:

R Llewellyn, CCBC

P G Davy, Town Clerk

The working group was chaired by Councillor C Elsbury.

The working group had been convened to consider the tenders received for the Welsh National Anthem Memorial. The tenders were invited in line with the decision of the Town council in January 2019 (Minute 81.5.1).

The evaluation criteria were based on three scored elements of the submission covering:

Competencies and Quality of Work (Marks Available 5)

The artists were required to submit a CV demonstrating their skills and expertise along with photos of previous work.

Response to the Brief (Marks Available 10)

The artists were required to submit their design approach for the artwork.

Deliverability (Marks Available 5)

The artists were required to present their methodology and a timetable for the implementation of the works.

There were two pass / fail questions.

- Confirmation that the overall cost was within the project budget of £16,000 and a cost breakdown
- Evidence of Public Liability Insurance

It was agreed by the Members present that they would score the submissions on a group consensus basis.

Five artists had been invited to tender for the commission but only four submissions were received by the tender deadline date of 22nd February 2019 from the following:

1 Sebastien Boyesen (SB)

2 Rubin Eynon (RE)

3 Gideon Petersen (GP)

4 Barry Lewis (BL)

The working group was advised that all four artists had submitted satisfactory information in respect of the pass / fail questions.

The working group considered each of the submissions in turn and scored the criteria. The outcome of the scoring was:

	SB	RE	GP	BL
CV / Competences	4	5	3	2
Response to Brief	8	8	6	4
Deliverability	4	4	4	3
Total score	16	17	13	9

Based on the above evaluation the working group recommend to the Town Council the appointment of Rubin Eynon.

The selected outline design is a bronze casting combining the forms of a dragon and Welsh harp with the soundbox of the harp formed from the words of the anthem. However the working group felt the plinth needed further design consideration and that this should be pursued at the inception meeting with the artist following appointment.

The meeting closed at 7.10pm

Agenda Item 9 Council Meeting 18.3.19

Case Ref. 19/0069/RET **Site Area:** 2929m²
Location: Moat House Inn 30 Lon-Y-Llyn Caerphilly CF83 1BY (UPRN 000043013903)
Proposal: Retain smoking shelter and three posts for festoon lighting
Case Officer: Mrs R Amundson ☎ 01443 864347 ✉ amundrh@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314724 (E) 186614 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 19/0102/FULL **Site Area:** 498m²
Location: 10 Lon Uchaf Caerphilly CF83 1BR (UPRN 000043013425)
Proposal: Erect Edwardian style conservatory to rear
Case Officer: Mrs R Amundson ☎ 01443 864347 ✉ amundrh@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314814 (E) 186893 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Agenda Item 9 Council Meeting 18.3.19

Case Ref. 19/0126/COU **Site Area:** 124m²
Location: 5 Bradford Street Caerphilly CF83 1GA (UPRN 000043024596)
Proposal: Change the use of dwelling to a house in multiple occupation
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315463 (E) 186647 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 19/0134/COU **Site Area:** 238m²
Location: Castle House Southern Street Caerphilly CF83 1LH (UPRN 000043039194)
Proposal: Change the use from non-residential education and training centre (Use Class D1) to Offices (B1)
Case Officer: Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315970 (E) 186852 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 19/0144/FULL **Site Area:** 556m²
Location: 4 Cae Uwchilyn Caerphilly CF83 1TY (UPRN 000043009879)
Proposal: Erect first floor bedroom and en-suite extension
Case Officer: Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314609 (E) 186204 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Agenda Item 10.1
Report to Town Council 18th March 2019
List of Payments

Cheque No	Payee	In Respect Of	Amount £
Internet	Playworks	February Salaries	1513.17
Direct Debit	NEST (February)	Pension Contributions	16.66
304014	Owl Sanctuary	Grant	160.00
304015	Dance Unity Formation Teams	Grant	150.00
304016	The Autism Directory	Donation	1750.00
304017	Noah's Ark Charity	Donation	1750.00

It is recommended that Members note and approve the payments

Agenda Item 10.2
Report to Town Council 18th March 2019
Bank Account Balances

Bank Account Balances as at 27th February

	£
Community Direct Plus Account	32,466.36
14 Day Business Select Account	10,562.96
14 Day Business Select Account (Restricted Reserves)	18,474.30

Agenda Item 10.3

Report to Town Council 18th March 2019

Applications for Financial Assistance

Budget	7000
Commitment to date	4410
Available	2590

1 Twyn School PTA

The application is for the cost of materials for a raised planting area, plants and seeds. The sum requested is £300. Around 120 pupils are resident within the Town Council area and in accordance with the agreed criteria a grant of £300 could be awarded. It is understood that these costs would not be met from the school budget. The proposal will enhance the school grounds and give the pupils the opportunity to grow plants and vegetables from seed. In the absence of any specific power the expenditure would be authorised under the Local Government Act 1972.

Phil Davy

Town clerk

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.

Twyn School P.T.A

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

SEE CONT SHEET NUMBER 2)

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)

120 p.a. Approx.

Note without this information your application will not be considered. National organisations may be unable to provide this information but grant awards will be capped to a maximum £100.

4. MEMBERSHIP FEES, if applicable

5. 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.

SEE ATTACHED STATEMENT.

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

SEE ATTACHED CONT SHEET. NUMBER
6) AND 6A)

Please ensure both pages of the application form have been completed. The completed application and enclosures 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.

CONT SHEET

2) TO RAISE FUNDS FOR EQUIPMENT AND PAY FOR ACTIVITIES NOT FUNDED BY SCHOOL BUDGET. THIS ENABLES ALL CHILDREN IN THE SCHOOL TO HAVE ACCESS TO THESE.

6) TO MAKE THE PLANTED BORDER AREAS IN UPPER FOUNDATION BUILDING BEE FRIENDLY AND CREATE A 10 METRE RAISED PLANTING AREA WHERE CHILDREN CAN GROW PLANTS AND SMALL VEG FROM SEED.

(0A) MATERIALS FOR RAISED PLANTER £200.
PLANTS AND SEEDS. £100.

PLEASE FIND ATTACHED A COPY OF THE MOST RECENT BANK STATEMENT.

IT ~~TOO~~ ^{HAS} TAKEN THE TWYN SCHOOL PTA 3 YEARS TO RAISE THE TOTAL SHOWN IN THE BALANCE.

£1500 OF THE MONEY, SHOWN IN THE BALANCE HAS BEEN ALLOCATED ALREADY TO FUND A NUMBER OF SCHOOL TRIPS IN THE FORTHCOMING MONTHS, INCLUDING YEAR 5 CAMPING; THE PTA PAY FOR ALL THE FOOD, KEEPING THE COST OF THE TRIP LOW AND AFFORDABLE FOR MANY FAMILIES.

EVENTS THAT THE PTA HAVE PAID FOR INCLUDE: -

THE LOWER FOUNDATION PHASE CHRISTMAS PUPPET SHOW.

THE UPPER FOUNDATION PHASE CHRISTMAS MAGIC SHOW.


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THE OFFICIALS
TWYN SCHOOL PTA
THE TWYN SCHOOL
EAST VIEW
CAERPHILLY
MID GLAMORGAN
CF83 1UT

Your Community Account

At a glance

09 Jan - 08 Feb 2019

Date	Description	Money out £	Money in £	Balance £
9 Jan	Start Balance			3,863.38
	 Deposit Re 43Caerphilly 100027		262.00	4,125.38
8 Feb	Balance carried forward			4,125.38
	Total Payments/Receipts	0.00	262.00	

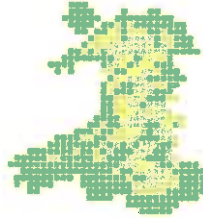
Start balance	£3,863.38
Money out	£0.00
▶ Commission charges	£0.00
Money in	£262.00
▶ Gross interest earned	£0.00
End balance	£4,125.38

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Agenda Item 11.1 Council Meeting 12.3.19

Tŷ Hastings
Llys Ffyzalan
Caerdydd
CF24 0BL



Comisiwn Ffiniau a
Democratiaeth Leol
Cymru
Local Democracy and
Boundary Commission
For Wales

Hastings House
Fitzalan Court
Cardiff
CF24 0BL

E-bost:

cffd.cymru@cymru.gsi.gov.uk
www.cffd.llyw.cymru

☎ (029) 2046 4819
Ffacs/Fax (029) 2046 4823

E-mail:
ldbc.wales@wales.gsi.gov.uk
www.ldbc.gov.wales

**Clerks of the Community and Town Councils in
the County Borough of Caerphilly**

27 February 2019

Dear Sir / Madam

**REVIEW OF THE ELECTORAL ARRANGEMENTS FOR THE COUNTY BOROUGH
OF CAERPHILLY**

I am writing to inform you that the Local Democracy and Boundary Commission for Wales are to review the electoral arrangements for the County Borough of Caerphilly with a view to considering and formulating proposals for future arrangements.

Please find enclosed a copy of my recent letter to the Chief Executive of Caerphilly County Borough Council for your information.

The Commission would welcome any comments which you may wish to make. The 12 week consultation period begins on the 07 March 2019, and closes on 29 May 2019, and any representations should be sent to me at the above address. I have also written to those on the attached list.

The Commission will carefully consider any representations made to them before they prepare their Draft Proposals.

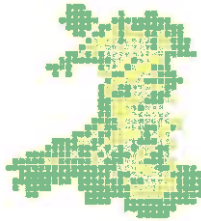
Yours faithfully

Shereen Williams
Chief Executive

Tŷ Hastings
Llys Ffitalan
Caerdydd
CF24 0BL

E-bost:

cffdl.cymru@cymru.gsi.gov.uk
www.cffdl.llyw.cymru



Comisiwn Ffiniau a
Democratiaeth Leol
Cymru
Local Democracy and
Boundary Commission
For Wales

☎ (029) 2046 4819
Ffacs/Fax (029) 2046 4823

Hastings House
Fitzalan Court
Cardiff
CF24 0BL

E-mail:

ldbc.wales@wales.gsi.gov.uk
www.ldbc.gov.wales

Ms Christina HARRY
Chief Executive
Caerphilly County Borough Council
Nelson Road
Tredomen, Ystrad Mynach
HENGOED CF82 7WF

27 February 2019

Dear Ms Harry,

REVIEW OF ELECTORAL ARRANGEMENTS FOR THE COUNTY BOROUGH OF CAERPHILLY

Following our meeting on 04 February 2019, I am writing to inform you that the Local Democracy and Boundary Commission for Wales are to review the electoral arrangements for the County Borough of Caerphilly with a view to considering and formulating proposals for future arrangements.

The review is to be carried out under Section 29 of the Local Government (Democracy) (Wales) Act 2013. In considering the electoral arrangements the Commission shall, as far as is reasonably practicable, comply with the rules set out in Section 30 of the Act. To this end the Commission has published an *Electoral Reviews: Policy and Practice* document setting out how it will conduct a review and the considerations in developing proposals. It also includes the Commission's Council Size Policy and the programme of reviews. This document, along with other information on its reviews, is available on the Commission's website: www.ldbc.gov.wales.

The Commission would welcome your Council's comments on the review before they formulate their Draft Proposals. In particular, they would like you to submit for consideration a scheme or schemes for electoral arrangements based on the existing communities and community wards. The Commission would also appreciate maps drawn to a suitable scale showing the boundaries of the suggested electoral wards.

As you are aware, I have written to your Electoral Services Manager asking for details of the present electorate in each community and community ward and also details of the electorates of the existing electoral wards. I should be grateful if you could ensure that these details are provided to the Commission as soon as possible.

The Commission would like to give the widest possible publicity to their intention to undertake the review so that they may receive comments and submissions from everyone interested. As a first step, they would be grateful for your assistance in posting notices in locations such as libraries, community centres etc. In anticipation of your co-operation, I enclose 30 notices for this purpose. Please could you let me have a list of places at which they have been posted.

In addition, I have sent a copy of this letter to all those on the attached list (Appendix 1) from whom the Commission would also welcome any comments.

Please provide your initial observations between 07 March 2019 and 29 May 2019 at the latest. After this date the Commission will prepare Draft Proposals for the electoral arrangements for the County Borough of Caerphilly. The second stage of the review will start with the publication of these Draft Proposals. This will present a further opportunity for comments and representations to be made. The Commission will then consider these representations and prepare their Final Proposals. These will be published and submitted to the Welsh Government, who may give effect to the proposals either as submitted or with modifications.

I look forward to your Council's participation in the review.

Yours sincerely



Shereen Williams
Chief Executive

5th March 2019

Agenda Item 11.2

Council Meeting 18.3.19

Dear Councillors,

No Underground Nuclear Waste Dump in Wales

As you know, the government is currently looking for a Welsh community to "volunteer" to host an underground nuclear waste dump, officially described as a Geological Disposal Facility, to bury all the high-level nuclear waste from the UK's nuclear weapons and nuclear power programmes. Any volunteering host community would be rewarded financially.

We believe that leaving a legacy of nuclear waste, which needs to be isolated from humans and the environment for tens of thousands of years, cannot be justified by short term financial gain; indeed, we are borrowing the present from our children and future generations. Further information on nuclear waste can be found on the attached leaflet.

We are writing to you to urge your council to pass a motion stating that your community will not volunteer to host an underground nuclear waste dump. CND Cymru will keep a record of every community, town, and county council that passes such a motion, and submit the list to the government's consultation as part of our submission to the consultation. From the end of March, this list will also be available on our website www.cndcymru.org and will be released to the media.

Please consider passing such a motion, and inform us heddwch@cndcymru.org if you do. If you would like any further information, please get in touch.

Yours faithfully,



Jill Evans MEP

Agenda Item 8.3

Report to Town Council 18th March 2019

Policy on Financial Assistance / Grants

The Town Council has agreed a policy for the determination of grants based on a tiered structure depending on how many people living within the Town Council area will benefit. The policy document has been updated with additional narrative to provide more information to potential grant applicants.

The original policy was approved in March 2016 and Members may wish to consider whether the tiered amounts should be increased.

A distinction has now been drawn between national UK wide organisations and Wales wide organisations. In the case of the former no grants will be awarded unless it has a locally based group that is raising funds for its own projects.

An additional category of higher grant has been added relating to capital expenditure.

All grants are discretionary and determined on their merits. To ensure consistency and transparency grant awards should normally be determined in accordance with the policy criteria. However circumstances may arise from time to time to justify a departure from the normal level of grant and where this arises reasons should be recorded for the departure.

Members are invited to review the grant levels and approve the policy. The final approved policy should be placed on the website.

Phil Davy

Town Clerk

Caerphilly Town Council

Policy on Financial Assistance / Grants

The Town Council's grant scheme is intended to provide financial support to assist community organisations active within the town that work for the benefit of the residents. Grants can be made to existing and newly formed organisations. The types of organisation that will be considered for grants include:

- Charitable groups
- Sports clubs
- Youth groups
- Playgroups
- Arts groups
- Free advice organisations
- Environmental groups
- Community / Voluntary transport schemes

Organisations must be properly constituted, non profit making, based within the Town Council area, or can demonstrate a benefit to the residents who live within the Town Council area. National UK wide organisations will not be eligible for a grant unless they have a locally based group. Wales wide bodies will be eligible to apply for a grant but must be able to show there are beneficiaries within the Town Council area.

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

An application must be made on the form provided and be accompanied by accounts, or a budget in the case of a new organisation, together with any supporting information about the purpose for which assistance is required. Each application will be considered on its merits. Applications can be made at any time of the year and will be reported to the next available Town Council meeting for decision. The Town Council allocates a limited budget each financial year for grants and awards will be made on a first come first served basis.

Examples of what can be supported:

- Supporting the provision of opportunities for older people
- Activities for young people and helping to meet their social, educational, and leisure needs
- Supporting community involvement in local arts and cultural activities
- Supporting community participation in local sports and leisure activities and enabling clubs to develop and improve sporting infrastructure
- Supporting access and sustainable transport schemes by community and voluntary groups

- Supporting schemes that improve the appearance of the town eg nature conservation, planting, decorations

Grants to local organisations will be made on the basis of a tiered structure depending on how many people living within the Town Council area will benefit.

	£
15 members	up to 150
16 to 40 members	up to 250
41 members plus	up to 400

Local organisations with more than £10,000 bank balance will not normally be considered for a grant.

Where the application relates to major capital expenditure (eg building project) a higher level of grant may be considered but not exceeding a maximum of £1000 and in this case the bank balance threshold of £10,000 will be disregarded.

Wales wide organisations will receive a maximum grant award of £100.

The Town Council will normally follow the criteria as set out but does have the discretion to vary the amounts awarded depending on the individual circumstances of each application.

Policy approved by Town Council on *(add date)*