

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

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

**Phil Davy**

**TOWN MAYOR:  
MEIR Y DREF:**

**Councillor  
Simon Morgan**

11<sup>th</sup> September 2017

An Ordinary Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 18<sup>th</sup> September 2017 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 17<sup>th</sup> July 2017.
4. Matters arising from the Minutes if not covered by the Agenda.
5. Representative for the Community Health Council.
6. COMMUNITY SAFETY MATTERS
7. TOWN MAYOR'S DIARY

8<sup>th</sup> September - Official opening of Caerphilly Police Station.

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

8. **ENVIRONMENTAL MATTERS**

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

- (1) Office Accommodation/Rent.
- (2) Proposal to introduce Internet Banking.
- (3) Investment Account.
- (4) Review of Town and Community Councils.
- (5) Welsh Government Consultation Document – Electoral Reform in Local Government in Wales.
- (6) Q1 Budget Monitoring.
- (7) Community Infrastructure Levy – Project Proposals.
- (8) Minor Authority Governor Vacancy.
- (9) Notes of the Events Working Group held on 4<sup>th</sup> September 2017.

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

11. **PAYMENTS AND FINANCIAL MATTERS**

- (1) List of Payments.
- (2) Bank Account Balances.
- (3) Application for Financial Assistance
  - i. Friends of Morgan Jones Park and Community Allotments.
  - ii. Right from the Start.
  - iii. Eisteddfod y Cymoedd.
- (4) Concessionary Hire of Caerphilly Castle
  - (i) Right from the Start.
  - (ii) Caerphilly 50 + Forum.
  - (iii) Carers Rights Day.
  - (iv) Charity Christmas Concert.
- (5) External Audit Report 2016/17
  - (i) Annual Return.
  - (ii) Issues Arising Report.

12. **CORRESPONDENCE**

1. Letter from Mrs M. S. Smith, Cardiff.

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**TOWN CLERK:**  
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**Councillor**  
**Simon Morgan**

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY**  
**TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE ON**  
**MONDAY 17<sup>TH</sup> JULY 2017**

**Present:**

Councillors, P.J. Bevan, C. Elsbury, S. Kent, J. Hibbert, J. Grenfell, M. Prew, H. Jackson, and J. Pritchard.

**Apologies:**

Councillors, J. Fussell, S. Hodder, S. Morgan and R. Bidgood.

**In attendance:**

K. Williams and Phil Davy (Town Clerk), P.C. Carrington and PCSO Hales.

**In the absence of the Mayor Councillor M. Prew took the chair.**

29. **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY**  
**19<sup>TH</sup> JUNE 2017**

Minutes of the Ordinary Council Meeting held on Monday 19<sup>th</sup> June 2017 were received, confirmed and signed.

30. **MATTERS ARISING FROM THE MINUTES**

No Matters Arising.

31. **Presentation by Bedwas Community Group**

Amanda McConnell is chair of Machen Community Road Watch. The organisation was set up 18 months ago and their aim is to make the roads safer.

**Who benefits:** Residents, children, visitors and businesses.

To start a new community road watch you need committed volunteers who agree to DBS checks. You also need somewhere to store the equipment.

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The speed watch in Machen was launched in March 2016. There have been 3 public meetings to date.

Police attended the launch and trained and supported the volunteers, currently there are 17 volunteers in Machen. Risk assessments carried out by the police. It needs 3 volunteers at each location all with hi viz jackets.

11 Speed Watch Sessions with 144 vehicles over the limit. Fundraising is by bag packing, raffles, sponsored walks, organ recital and Tea Party.

32. **COMMUNITY SAFETY MATTERS**

Town area – There has been a number of commercial burglaries (St. Helen's Church, Lazorou and Chinese restaurant). There has been one arrest for the St. Helen's Church.

Trouble on Pentreban Street. Youths have been getting in at back of chip shop and empty premises next door. Police are visiting Clark's Chip Shop to increase security. The empty shop next door is causing more problems and the landlord will be approached to improve security and restrict access.

Police station to open on 25<sup>th</sup> July 2017. It will be open to the public 9am to 5pm Monday to Friday but there will not be response officers there.

Traffic Enforcement Day next Wednesday

Morgan Jones Ward – Police still getting calls on Pizza Hut with youths break ins. It is the owners responsibility to make the building safe.

Attempted breakings on Pontygwindy Industrial Estate. Police have requested metal shuttering on these buildings.

Issues raised by members:

- a. Off road bikes at Catnic sites
- b. P.C. Carrington was complimented for moving taxis on in town and P.C.S.O. C. Hales for the work she did on Bondfield Park. Residents were very grateful.
- c. Youths gathering at bus station.
- d. Vans parking in Caerphilly Town narrowing road.
- e. Double parking at Mill Road.
- f. Your Voice meeting – Morgan Jones, it is now 6 monthly.

33. **TOWN MAYOR'S DIARY**

Mayor attended the opening of a new Italian restaurant in Caerphilly.

34. ENVIRONMENTAL MATTERS

Bronrhiw Avenue and King Edward Avenue – Land is overgrown despite the promise it would be cut back.

The Borough Council are due to start spraying to clear weeds by the middle of July for the next 6 weeks.

35. PROJECTS AND TOWN CLERK'S REPORT

a. Community Infrastructure Levy

Members noted the report and asked for a list of potential projects to be sent to Town Clerk.

b. Rent of Council Officers

Members asked for comparative information on market rents to be able to consider the next increase requested by the Twyn Management Committee.

Councillor P. Bevan declared an interest and took no part in the discussions or decision making.

c. Sponsored Events

Members agreed to look at the budget in November. It was also agreed to sponsor the Caerphilly Arts Competition again this year and for the Town Council to make the payments to the winners.

d. ESAG Meeting – 5<sup>th</sup> September 2017

Councillors, P. Bevan, S. Kent and C. Elsbury were nominated to attend the meeting together with the Town Clerk.

A request was made for the ward Sergeant Richard Tovey to attend the Events Working Group Meeting.

e. Concessionary Hire of Caerphilly Castle

Members agreed to the concessionary hire and to pay the hire fee for Shining Stars hire of the Castle on 13<sup>th</sup> October 2017.

Councillor C. Elsbury declared an interest and took no part in the discussions or decision making.

36. PLANNING MATTERS

Councillors J. Grenfell and C. Elsbury declared an interest and took no part in the discussions or decision making.

## **Agenda Item 9 (1)**

### **Report to Town Council 18<sup>th</sup> September 2017**

#### **Office Accommodation / Rent**

The Town Council occupies space on the first floor of the Twyn Community Centre comprising a single office with attached storeroom which extends to 210 sq ft internal floor area. An annual rental is payable to the Twyn Community Centre Management Committee of £4,000 per annum inclusive of utility costs, excluding business rates, under the terms of a sub lease between the Management Committee and the Town Council. The term for the sub lease was 10 years from June 2007. There was provision in the sub lease for a rent review on the fifth anniversary but it is understood that no review took place. The Management Committee has confirmed they are agreeable to renew the sub lease but wish to increase the annual rent to £4,500 representing a 12.5% increase for the Town Council.

As the sub lease has expired the Town Council is "holding over". This means all the terms of the original sub lease that were applicable including the passing rental will continue to have effect until either the Town Council vacate or a new sub lease is agreed. There can be some risks associated with holding over due to the lack of clarity of the legal position particularly if conflict arises between the parties.

In current market conditions any tenant in a similar position to the Town Council and wishing to remain may make an application to the Court if the market rental is less than the rent under the lease. This is because unlike a rent review within a lease which is invariably an upwards only basis the Court can grant a lease at a lower figure than the current passing rental if it can be demonstrated that the market rental is lower. The majority of the commercial property sector is now achieving rentals significantly lower than what was being achieved a few years ago. The expiry of a lease could therefore be an opportunity for a tenant to force a landlord to agree a new lease at a reduced rent.

There is a wide range of office suites of varying sizes on the market in or close to the Caerphilly town centre from which comparisons can be drawn on current office market rents. The appendix to the report shows the current commercial listings that can be found on the Rightmove website. It would be normal for private landlords to add a service charge but this is not always stated in the advertising literature. However where this is given it has been added to the rentals quoted and included in the calculations to derive an average cost per sq ft. Utility costs will be additional to the rentals quoted.

Most of the listings are in modern purpose built office accommodation. Britannia House is at the top of the range but offers additional facilities and Unit 3-4 De Clare Court is at the bottom of the range where the very low rental quoted is probably intended to encourage a potential occupier. These two locations have been discounted from the average cost calculations. All the remaining listings provide a good basis for comparative cost analysis. The average cost works out at around £11-50 per sq ft.

If this average cost is applied to the space the Council occupies at the Twyn Community Centre the rental would be £2,415. A reasonable allowance for utility costs for the floorspace occupied would be £500 per annum. This would result in an overall rental of £2,915, or say £3,000 per annum.

The Twyn has the advantage of a prime location at the very centre of the town. However it is an old building with configuration constraints and poor environmental controls.

The options open to the Council are:

1 To accept the rent increase requested by the Management Committee on the basis of a new 10 year lease.

2 Notwithstanding any increase in utility costs to advise the Management Committee that on the basis of current market rents the Council is paying a significant premium and there is no justification for any rent increase at this time.

3 If there is a failure to negotiate an amicable settlement with the Management Committee on the rent an application could be made to the Court, or alternative accommodation could be actively pursued.

The more the Council incurs on operational overheads the less discretionary funding is available to spend on community projects / activities. However any benefit gained on the rent by relocation needs to be weighed against the possibility of the asset transfer of the Twyn building and the implications for the Town Council.

#### Recommendation

Two representatives of the Town Council be appointed together with the Town Clerk to meet with the Community Centre Management Committee to discuss the rent and a new sub lease and report back to the Town Council. Dependent on the outcome of the meeting the Town Council can then determine an appropriate course of action.

Phil Davy

Town Clerk

## Appendix

### Property Listings from Rightmove

		£ sq ft
The Octagon, Caerphilly Business Park	Rent	13.00
	Service Charge	0.65
Cambria House, Caerphilly Business Park	Rent	11.50
De Clare Business Park, Pontygwindy IE	Rent	9.00
	Service Charge	3.54
Britannia House, Caerphilly Business Park	Rent	17.56
	Service Charge	2.20
Llys Ifor, Crescent Road	Rent	10.50
Ty Cenydd, Castle Street	Rent	10.00
Unit 3-4, De Clare Court, Pontygwindy IE	Rent	5.00
Van Court, Caerphilly Business Park	Rent	10.00
Offices at St Fagans Street	Rent	12.00



## **Agenda Item 9 (2)**

### **Report to Town Council 18<sup>th</sup> September 2017**

#### **Proposal to introduce Internet Banking**

Currently all payments are made by cheque and account balances are checked over the telephone which can sometimes mean being held in a queue until the call is answered. An internet banking facility will offer more efficient payment methods for some transactions. For example a cheque is drawn each month for the payment of salaries for the Town Clerk and Administrative Assistant together with the payroll processing fee. The cheque is sent or taken to Playworks on the Western Industrial Estate who administer the payroll. The cheque has to be paid into a Playworks account and cleared before a BACS payment is then made to staff. Due to cheque signatories being away the August salaries were paid late. With internet banking the necessary funds can be transferred directly to Playworks, normally within a matter of minutes on receipt of the monthly invoice.

Online services include transactional activities such as funds transfer and bill pay; and non transactional activities such as cheque book request, online statements, stop payment, and updating of contact information.

There are both advantages and disadvantages:

#### **Advantages**

- Convenience
- Available 24/7 subject to internet connection
- Fast and efficient
- Easy to monitor transactions and account balances all the time

#### **Disadvantages**

- Dependent on a reliable internet connection
- Security / hacking of account
- No access if bank server is down

The Council's Standing Orders state that the banking arrangements "shall be regularly reviewed for efficiency". They also state that all payments shall be effected by cheque signed by two of the three cheque signatories.

The current arrangements for cheque payments will remain and a number of payments will continue to be made by cheque.

With internet banking the authorised users, acting alone, will be permitted to use Business Online Banking and make transactions on behalf of the Council regardless of any different signing instructions or authority on the account mandate held by the bank. This is a condition of the Business Online Banking Service. The users will be

able to see details of all the accounts that are linked when using the Business Online Banking Service.

The Town Clerk / Responsible Finance Officer will be authorised for online banking. It would be possible to notify the two Members who are currently cheque signatories by e-mail each time an internet transaction is made but this would seem an unnecessary administrative task given that all payments are reported to the Council meetings.

It would be possible to designate a second authorised user for online banking. This would however increase the security risks and possible duplication of payments and is not therefore advocated.

Amendments to Standing Orders to incorporate internet banking are set out in the appendix to the report.

#### Recommendations

- 1 The Council agrees to establish a Business Online Banking facility and an application is made to the Coop Bank by the Town Clerk
- 2 The Town Clerk / Responsible Finance Officer will be the authorised user for internet banking
- 3 The Council approves the amendments to Standing Orders

Phil Davy

Town Clerk

## Appendix

### **Amendments to Standing Orders to incorporate Business Online Banking**

#### **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 authorised by resolution of the Council and shall be initialled 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 authorised by the Town Clerk / Responsible Finance Officer, and any other user authorised by the Council, and such transactions will be included in the schedule referred to in paragraph 5.2.

5.5 The appointment of Bankers, cheque signatories, and authorised users for online banking will be reaffirmed at the AGM.

#### **6 Payment of Accounts**

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

## **Agenda Item 9 (3)**

### **Report to Town Council 18<sup>th</sup> September 2017**

#### **Investment Account**

The Council placed £31,015- 71 into a one year fixed rate deposit account with the Coop Bank in July 2016. The interest rate was 1.12%. The account matured on 4<sup>th</sup> August 2017 and the interest earned was £347-97. The funds can no longer be invested in this product as it has been withdrawn. The only alternative product on offer from the Coop would be a Business Select 14 Day Notice Account which has an interest rate of 0.03%. If the total maturity sum of £31,363-68 was placed into this account the interest earned after 12 months would be just £9-40.

There are much better rates available with other banks although these would not generally be well known household names (eg United Trust Bank, Hampshire Trust Bank, Aldermore, Cambridge and Counties Bank). They are all UK regulated banks and eligible customer deposits are covered by the Financial Services Compensation Scheme. At the time of writing the report the range of fixed interest rates business bonds for a 1 year term were between 1.2% and 1.5%.

If Members preference is only to invest with a household name the Nationwide was offering a Business 1 Year Saver at 0.75% for a minimum investment of £10,000.

Money held in a business bond may fall under the protection of the Financial Services Compensation Scheme subject to meeting two of the following:

- It has 50 or fewer employees
- It has a turnover of £6.5m or less
- It has a balance sheet total of £3.62m or less

The Financial Services Compensation Scheme protects the first £85,000 an eligible business has held under a single UK banking licence.

Note that the interest rates offered are subject to constant change and a final decision on the most suitable product will need to be made at the time of placing the funds.

#### **Recommendations**

1 The Council determines whether the maturity funds should be reinvested in a fixed rate business bond with another bank or held in the Business Select 14 Day Notice Account with the Coop.

2 To confirm a fixed rate 1 year term as the most appropriate to the needs of the Town Council if the money is reinvested.

3 The funds should only be placed with a UK regulated bank covered by the Financial Services Compensation Scheme but Members should indicate whether they are happy to use a less well known bank or only a household name.

4 Subject to the above the Responsible Financial Officer (the RFO is the Town Clerk) be authorised to select the best business bond at the time of placing the funds in consultation with the Mayor and Deputy Mayor.

Phil Davy

Town Clerk

## **Agenda Item 9 (4)**

### **Report to Town Council 18<sup>th</sup> September 2017**

#### **Review of Town and Community Councils**

The Welsh Government published a White Paper early in 2017 on “Reforming Local Government”. While the major part of the White Paper is concerned with the functions of principal councils and, in particular, proposals to mandate regional working across a number of service areas there was also a proposal to commission a comprehensive review of the Town and Community Council sector.

Town and Community Councils are closest to people and local communities, and therefore uniquely placed to see, and provide, those services which can have a significant impact on an individual’s well being. However the size, responsibilities, and community involvement across this lowest tier of local government is varied.

It is understood the review will:

- Explore the potential role of local government below principal councils, drawing on examples of effective arrangements
- Define the most appropriate models / structures to effectively deliver the role
- Consider how these models / structures should be applied across Wales

The review is expected to take around a year and will be conducted by a panel chaired by former Assembly Members Gwenda Thomas and Rhodri Glyn Thomas. It is anticipated that there will be an opportunity to contribute during the consultation process. A key issue will be the future financial arrangements if a wider range of responsibilities / services are proposed.

This report is for information.

Phil Davy

Town Clerk

## **Agenda Item 9 (5)**

**Report to Town Council 18<sup>th</sup> September 2017**

### **Welsh Government Consultation Document – Electoral Reform in Local Government in Wales**

The Welsh Government is consulting on proposals that are designed to make it easier to vote and easier to be entitled to vote. If enacted they would result in the biggest change to the Welsh electoral system since 1970 when the voting age was lowered to 18.

One of the main proposals is for 16 and 17 year olds in Wales to be given the right to vote in council elections under powers transferred to the National Assembly for Wales under the Wales Act. The consultation looks ahead to when the UK is due to leave the EU in 2019 and asks whether all foreign citizens normally resident in Wales should have the right to vote in local elections.

Different options to make it easier for people to vote and modernising the voting system are set out in the consultation. These include electronic voting at polling stations and remotely, mobile polling stations, and voting at places other than polling stations such as supermarkets, local libraries, leisure centres and railway stations; also whether voting could take place on other days of the week rather than just Thursdays.

Changes would also be made to the voting system itself, with each council being given the option of using a First Past the Post or Single Transferable Vote system. Councils would have to consult with local residents before deciding which system to use.

Members can view the consultation document on the Welsh Government website.

The consultation response form has 46 questions. Members can respond on an individual basis if they wish. Alternatively if the Town Council wishes to present a collective view then a working group of 2 or 3 Members could be nominated to agree replies to the questions in conjunction with the Town Clerk. The deadline is 10<sup>th</sup> October 2017.

#### **Recommendation**

Members to determine whether any response to the consultation document is left to individuals if they wish to express views; or alternatively a small working group can be nominated to agree a response on behalf of the Town Council.

Phil Davy

Town Clerk

**Agenda Item 9 (6)**  
**Report to Town Council 18<sup>th</sup> September 2017**  
**Q1 Budget Monitoring**

**Comparison of Actual Expenditure to Estimate**  
**For period 1<sup>st</sup> April 2017 to 30<sup>th</sup> June 2017**

<b>Budget Heads</b>	<b>Actual</b>	<b>Estimated</b>
Salaries	7179	24230
Insurance	2675	2650
Office Costs	2038	5800
Audit Fee	200	600
Sponsored Events/ Concurrent Function/Twinning	575	11000
Flower Festival	13636	13800
Fireworks	5000	13000
Financial Assistance	1650	8000

Members are asked to note the report.



## **Agenda Item 9 (7)**

### **Report to Town Council 18<sup>th</sup> September 2017**

#### **Community Infrastructure Levy – Project Proposals**

At the last meeting of the Council held on 17<sup>th</sup> July 2017 it was reported that £11,292 of CIL receipts had been received from the County Borough Council. It was advised that the funds had to be used for capital works and could not be used for revenue expenditure. Furthermore the works should be of a permanent nature which had ruled out the purchase of new Christmas lights. It was agreed that a list of potential projects would be compiled and reported back for consideration. The following proposals have been received:

**1 Three planters on Churchill Park to be maintained by a local group The Wild Bunch**

Estimated cost £825

**2 Litter bin adjacent to 70 Half Acre Court (access route to Leisure Centre)**

Estimated cost £450

**3 Grit boxes at Bronrhiw Avenue, Princes Avenue, and Corbett Crescent**

Estimated cost £900

**4 Electric car recharging bollard (2 hook ups) at Crescent Road car park**

Estimated cost £5,000 to £6,000

**5 Boat on the Castle Moat**

Estimated cost not known. There will be ongoing revenue costs. Unlikely to be eligible for CIL funding.

**6 Free Wi Fi in Town Centre**

Estimated cost not known. Eligibility for CIL funding doubtful.

**7 Purchase of community cinema equipment in conjunction with Workmens Hall**

Estimated cost not known. There will be ongoing revenue costs. Unlikely to be eligible for CIL funding.

**8 Solar lighting columns on selected footpaths**

Estimated cost say £1500 per column installed

**9 Cyclists charging points**

Estimated cost say £2000 per bollard with 2 hook ups

**10 Brown tourist information signs on main routes into Caerphilly**

Estimated cost say £4000 per sign installed

**11 Play equipment in Churchill Park**

Estimated cost £8000 to £11000

#### **Recommendation**

Members to decide which of the above should be the priorities and taken forward for more detailed consideration / consultation having regard to the available funding.

Phil Davy

Town Clerk

**Agenda Item 9 (8)**

**Report to Town Council 18<sup>th</sup> September 2017**

**Minor Authority Governor Vacancy**

Notification has been received that there is a vacancy for a Minor Authority Governor at Plasyfelin Primary School as Cllr Mike Prew's term of office came to an end in June 2017.

The Council is invited to nominate a new representative to fill the vacancy.

Phil Davy

Town Clerk

## Agenda Item 9(a)

### Caerphilly Town Council

#### Notes of the Events Working Group held at The Twyn Community Centre on 4<sup>th</sup> September 2017

##### Present:

Cllr Phil Bevan (Chairperson); Cllr Colin Elsbury; Cllr Simon Morgan; Cllr Huw Jackson; Cllr Steve Kent; Cllr James Fussell

Caroline Hales; Richard Tovey; John McDonnell (Gwent Police)

Colin Thomas (Castle Court Manager)

Ray Hughson (Caerphilly Lions)

Phil Davy (Town Clerk)

##### Apologies:

Elsbury Access Platforms; St John Ambulance

#### Fireworks Display – 4<sup>th</sup> November 2017

##### 1 Security and Safety

Additional security measures to include three 7.5 ton vehicles to block off Crescent Road. Cllr Elsbury will pursue loan of vehicles from Caerphilly CBC. Drivers to be paid overtime.

Dedicated policing will be paid for the event. Six officers for three hours between 5.30pm and 8.30pm at a total cost of £972. Town Clerk to confirm with Police.

No of stewards to be increased to minimum of 18. In addition to volunteers 8 paid stewards confirmed to date. Cllr Morgan to pursue students being trained.

Arrangements to be made for Simon Beecham (CCBC) to relocate electric cable to Cllr Hibbert's garage. Cllr Bevan to organize PAT testing.

Communications to be improved – Police will loan a radio to member of Town Council. CCBC only has 12 working radios to loan for the event.

Crowd control barriers to be increased to 18 – Town Clerk to place order.

Town Clerk to contact Air Cadets re command tent.

##### 2 Parking and Highway Management

Application for road closure at Crescent Road has been made to CCBC Highways and response awaited. Cllr Bevan to chase Highways.

Notification to residents and parking permits in preparation.

Cllr Bevan will make arrangements for the temporary car park at Pontygwindy School.

### 3 Welfare

Order placed for portaloos (same no as in 2016).

Cllr Bevan to pursue extension to opening hours of the public toilets at Caerphilly Visitor Centre to 8.00pm.

Arrangements confirmed with St John Ambulance, and request made to NHS for paramedic.

### 4 Street Collection

Awaiting issue of amended permit.

Ray Hughson to arrange collectors from Caerphilly Lions. The Mayor's charities, Parkinson UK and Popsy have been approached to provide collectors.

On receipt of amended permit the collection buckets will be prepared.

Collectors to be briefed at sign in on 4<sup>th</sup> November and be given a location

Cllr Kent to set up a donation Paypal account.

Collection count is arranged for 6<sup>th</sup> November 2017

### 5 Catering

Norman Sayers will provide food outlets as in previous years

### 6 Sponsorship

Sponsorship letters have been sent to adjacent Community Councils but no response received to date.

### 7 Publicity

There will be no flyers produced. Event is well known. Cllr Elsbury and Cllr Kent will promote via social media. Note to be added to Town Council website that sparklers are banned and parking available at Pontygwindy school site.

### 8 Litter clean up

Arrangements as in previous years including volunteer turn out on Sunday 5<sup>th</sup> November 2017.

## **Christmas Lights Switch On – 24<sup>th</sup> November 2017**

### **1 Security and Safety**

No additional measures.

Concern raised about adequacy of PA system. Town Clerk will advise company that equipment needs to be suitable for the school choir performances.

36 crowd control barriers will be sufficient. Town Clerk to place order.

### **2 Parking and Highway Management**

Application for road closure at The Twyn has been made to CCBC Highways and a response is awaited. Cllr Bevan to chase Highways.

Notification to local businesses to be arranged by Town Clerk.

CCTV monitoring of Twyn Square to be arranged by Town Clerk.

### **3 Welfare**

Cllr Bevan to request late opening of public toilets at the Caerphilly Visitor Centre.

Arrangements confirmed with St John Ambulance.

### **4 Entertainment**

The five primary schools have been approached in respect of choirs performing and response awaited. Other entertainment (Boys Aloud and Treble C) will be dependent on how many school choirs decide to take part.

Once there is an indication of numbers of school children taking part in the entertainment Town Clerk to approach Morrisons in respect of selection boxes.

### **5 Coordination with Castle Court**

Colin Thomas confirmed that he wanted to coordinate the switch on of lights at Castle Court. He was exploring a youth band performing in the bandstand.

### **6 Sleigh / Santa**

Cllr Elsbury will make the necessary arrangements, and will also contact Caerphilly Mascots.

### **7 Christmas Tree / Christmas Lights**

Elsbury Access Platforms had indicated to Cllr Bevan a number of replacement lights are required. Cllr Elsbury will meet with Town Clerk and agree figurines and other lights that need to be ordered.

Town Clerk to procure Christmas tree. Colin Thomas indicated he may have a suitable supplier.

### 8 Street Collection

It was suggested that there should be a street collection at the Christmas Lights event for the Caerphilly Lions.

A street collection permit will be required – Town Clerk to action.

Collectors will need to be arranged – Ray Hughson.

Phil Davy

Town Clerk 5.9.17

## EVENTS PLAN 2017

DATE	TIME	ACTION	BY
3 <sup>rd</sup> November	3.00 p.m.	Fireworks Crates delivered to Castle. Collect Keys from Castle staff for Castle Gates. Collect keys for Y.G.G. Caerffili. Collect Tractor from Morgan Jones Park. Barriers to be delivered	Pendragon Steve Kent Colin Elsbury James Fussell Speedy Services
4 <sup>th</sup> November	9.30 a.m.	Pick up Electric Cable.	Steve Kent/Colin Elsbury
	10.00 a.m.	Air Cadets arrive to set up Command Tent.	Phil Davy
	10.30 a.m.	Rope off Moat.	Steve Kent
	11.00 a.m.	Breakfast.	Phil Bevan
	11.00 a.m.	Pendragon Arrive & Set up Fireworks.	
	12.00 p.m.	Collect sandwiches for ATC & helpers.	Jenny Hibbert
	2. p.m.	PA System arrives.	Rees Sound
	2.30 p.m.	Norman Sayers Fairground/food outlets arrive.	
	5 p.m.	St Johns Ambulance & Paramedic to arrive on site. Portable toilets set up on Crescent Road. Road Closure Crescent Road. Barrier opened Heol Trecastell. Stewards Meet at Twyn Centre. Lorry Barriers	}Phil }Davy }Steve Kent/Colin }Elsbury Phil Davy Colin Elsbury
	5.15 p.m.	Open gates Y.G.G. Caerffili.	Colin Elsbury
	5.30 p.m.	Official collectors go out with collection buckets. Brynccenydd - closed to non-residents.	Ray Hughson
	7 p.m.	Fireworks Display begins.	Pendragon
	7.30 p.m.	Fireworks Display ends and clean up begins.	Pendragon
	7.45 p.m.	Collectors return to Twyn Centre/Collection buckets secured.	Phil Davy
	8 p.m.	P.A. System dismantled and removed. Barriers removed from Brynccenydd.	Rees Sound Steve Kent/Colin Elbury
	8.30 p.m.	Toilets taken away.	Portable Toilet Ltd
	9 p.m.	Crescent Road re-opened. Fireworks company vacates site. All doors secured.	Steve Kent/Colin Elsbury
	9.30 p.m.	Lock gates Pontygwindy School.	Phil Bevan
5 <sup>th</sup> November	10.a.m.	Meet at Castle. Remove stakes around lake. Clean up around Castle. Re lock drop barrier at Heol Trecastell. Remove cable. Remove Command Tent.	All }Steve Kent/Colin }Elsbury Air Cadets



Agenda Item 11(1)

**LIST OF PAYMENTS**

CHEQUE NO.	PAYEE	IN RESPECT OF	AMOUNT £
303808	Playworks	July salaries	1588.34
303809	Hampshire Flag Co	Play	39.59
303810	Playworks	July salaries	1087.35
303811	Twyn Community Centre	Rent	1104.00
303812	Notetop	Stationery	35.88
Direct Debit	NEST	Pension payment	6.50
303813	Portable Toilets Ltd	Toilets for fireworks	570.00
Direct Debit	123 Reg	Domain Name	17.96
303814	R Price	Flower Festival	90.00
303815	Caerphilly OAP (St Martins)	Donation	250.00
303816	Aber Valley Wolves	Donation	250.00
303817	Zoolab	Donation	127.20
Direct Debit	British Telecom	Telephone	70.90
303818	Y Galeri	Twinning Gift	160.00
303819	Playworks	August salaries	1981.05
303820	P. G. Davy	Laptop software	258.98
Direct Debit	NEST	Pension payment	6.50
Direct Debit	NEST	Pension payment	6.50
303821	Atlantic Marquees	Megaday	3906.00
Direct Debit	NEST	Pension payment	6.50
303822	Welsh Government	Concessionary Hire of Castle	330.00
303823	Caerphilly C.B.C.	Summer Sports Scheme	4800.00
303824	Digital Systems	Printing/Photocopies	18.00
303825	Playworks	September salaries	1443.20

Agenda Item 11 (2)

Bank Account Balances at 4<sup>th</sup> September 2017

	£
Community Direct Plus Account	43,863.69
14 Day Business Select Account	30,554.39
14 Day Business Select Account (C I L)	11,750.24
Business Select Instant Access Account	31,715.55

Agenda Item 11 (3) (i)

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

Friends of Morgan Jones Park and Community Allotments

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

Ms Elizabeth Thomas - Secretary

c/o I Wernddu Row, Van, Caerphilly, CF83 3DB.

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

To promote gardening skills, basic construction, garden design, maintainability but also to nurture self confidence, inclusion and friendship.

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Total No. 12 (regular) Number Resident in Town Council area (see attached map) 5

5. MEMBERSHIP FEES, if applicable N/A

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.

See photocopy of statement.

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

We need financial assistance to purchase a strimmer to avoid  
employing paid employees who already have been extremely kind to us.

\* The recommended model of strimmer is the STIHL <sup>professional</sup> costing £650.

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

FS410 c.k

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

\* This one will also cut through thick bramble at back of allotment site. It's very durable.

Thank you for reading.

## CONSTITUTION

### FRIENDS OF MORGAN JONES PARK & COMMUNITY ALLOTMENT

#### **A. Name**

The name of the association is **Friends of Morgan Jones Park & Community Allotment.**

#### **B. Aims**

The associations aims are: -

To organise and manage areas of Morgan Jones Park & Community Allotment for members use and to promote them as a leisure and social pastime for the whole community.

The association shall be non-political and 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. Annual General Meeting**

- (1) There shall be an Annual General Meeting in the first quarter of each year with 14 days notice given to all members.
- (2) The committee shall present the annual report and accounts.
- (3) The members shall elect the Chair, Treasurer and Secretary for the coming year, together with not more than 6 Committee members(s).

Every member shall have one vote.

- (4) Nominations for election to the committee may be made at the AGM.

F. Committee

- (1) The committee shall hold at least two ordinary meetings each year.
(2) At least three members of the committee must be present at a meeting to be able to take decisions.
(3) The committee shall keep minutes and maintain accounts, which can be viewed by any member on request.
(4) Committee members must not be paid or gain financially from the association.

G. Money

- (1) Funds will be held in a bank account operated by the committee in the name of the association. All cheques must be signed by two committee members.
(2) Funds shall only be used to support the aims of the association.

H. The Constitution

Changes to the constitution or a decision to wind up the association must be confirmed by a majority of members present and voting at a general meeting for all members called with 14 days notice. Any assets remaining will be given to a charity with similar aims.

1. 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 March, 2015

Signed by (Print name and address aswell)

Chair Denis Slade, 142 NANTGARW LG, CF83 1AP.

Secretary G. J. Thomas, ELIZABETH THOMAS, 1 WERN DDU ROW, VAN, CAERPHILLY, CF83 3J

Treasurer D. Jones, DILYS JONES, 15 CAE LLWYD, CAERPHILLY CF83 3HB

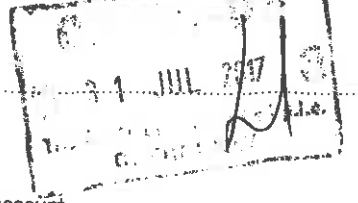
Members of Committee Chris Nottingham, 2 WARREN DRIVE, CF83 1HQ

Cheryl Campbell, 18, Station Terrace, CF83 1HD.

Seren Thomas, 6 Llyn Ddu Row, CF83 3DB.

ADVICE OF BALANCE

The **co-operative** bank



At the close of business on .....

the balance of your current / deposit account

was £ 644.52 .....

in credit / overdrawn

PRINTED ON 100% RECYCLED PAPER

FORM 1035 (03/08)

Amount of grant in 2016

£ 450.00

Agenda Item 11 (3)(ii)

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.  
Right From The Start, offices based  
in Aberbargoed but work throughout CCBC
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION  
Carlie Loring, 86 Lewis Street, Aberbargoed  
Bargoed, Caerphilly, CF81 9EA (Project Co-ordinator)
3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution  
To support vulnerable families and children  
throughout Caerphilly, Please see attached.
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:  
Total No. 1454 Number Resident in Town Council area (see attached map) 62 over 3 years
5. MEMBERSHIP FEES, if applicable N/A
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.  
Funding from Flying Start - £88,668 per annum  
Funding from ABHB - £6599 per annum  
Funding from Supporting People varies - average £130,000  
per annum
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:  
Our computer system is failing and affecting the  
work we do. We need £6000 to install  
new computers and a server.

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.

**CHARITY NUMBER 1056113**

**RIGHT FROM THE START  
PARENT PROGRAMME**

**UNAUDITED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017**

**JLS & CO ACCOUNTANTS LIMITED**

**CHARTERED CERTIFIED ACCOUNTANTS**

**RIGHT FROM THE START PARENT PROGRAMME**

**INDEPENDENT EXAMINERS REPORT  
YEAR ENDED 31 MARCH 2017**

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the Accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- Examine the accounts under section 145 of the 2011 Act,
- To follow procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- To state whether particular matters have come to our attention.

**Basis of independent examiner's statement**

Our examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with our examination, no matter has come to our attention

1. Which gives me reasonable cause to believe that in, any material respect, the requirements:
  - a. To keep accounting records in accordance with section 130 of the 2011 Act: and
  - b. To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 ActHave not been met; or
2. To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**JLS & Co Accountants Limited  
Chartered Certified Accountants  
112 Gilfach Street  
Bargoed  
CF81 8LQ**

**Dated** .....



**RIGHT FROM THE START PARENT PROGRAMME  
NOTES TO THE ACCOUNTS  
YEAR ENDED 31 MARCH 2017**

**1. ACCOUNTING POLICIES**

These accounts have been prepared in accordance with the Charities Act 1993, the Statement of Recommended Practice (SORP 2005) - 'Accounting and Reporting by Charities' and with applicable accounting standards. The accounts have been drawn up on the historical cost basis.

**Cash Flow Statement**

The charity has taken advantage of the exemption permitted for small entities by Financial Reporting Standard 1 and has not published a cash flow statement.

**Incoming Resources**

Incoming resources are recognised in general when the charity becomes entitled to the resources, when receipt is virtually certain and when the monetary amount can be measured with sufficient reliability. Specific policies relating to the charity's particular income sources are as follows:

- **Donations** are included in the Statement of Financial Activities gross of any related tax claim.
- **Grants**, including capital grants, are included when the charity has unconditional entitlement to the resources.
- **Contractual income and performance related grants** are included once the related goods or services have been delivered.

**Resources Expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**Leases**

Assets subject to operating leases are charged to the SOFA as the charges are incurred.

**Tangible Fixed Assets and Depreciation**

Tangible fixed assets costing more than £500 are capitalised.

Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life:

Motor vehicles	- 20% straight line
Furniture	- 20% straight line
IT equipment	- 33% straight line

**Funds Structure**

Unrestricted funds are those funds expendable at the discretion of the trustees in accordance with the charitable objects. Restricted funds may only be utilised in accordance with the wishes of the donor.

**RIGHT FROM THE START PARENT PROGRAMME  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE YEAR ENDED 31 MARCH 2017**

	Note	Unrestricted Fund £	Restricted Income Funds £	Total 2017 £	Total 2016 £
<b>INCOME RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Activities for generating funds		-	-	-	150
Voluntary income		1,025	-	1,025	419
<b>Incoming resources from Charitable activities</b>					
		109,279	121,960	231,239	217,732
<b>Total incoming resources</b>	2	<u>110,304</u>	<u>121,960</u>	<u>232,264</u>	<u>218,301</u>
<b>RESOURCES EXPENDED</b>					
Wages, salaries, pensions & NI Resources	12	95,532	86,285	181,817	173,905
Volunteer expenses		-	-	-	1,209
Rent, rates & insurance		3,149	8,177	11,326	10,705
Repairs & maintenance		606	3,606	4,212	4,985
Utilities		1,766	6,292	8,058	7,717
Postage & stationery		987	2,811	3,798	5,381
Publicity		170	85	255	-
Costs of activities & travel		6,262	5,916	12,178	11,055
Training		275	4,232	4,507	564
Accountancy		-	1,392	1,392	1,356
Depreciation		190	222	412	698
Subscription		20	659	679	158
Bank charges		108	-	108	-
Minibus reserve		1,096	-	1,096	-
Professional fees		579	2,598	3,177	4,142
<b>Total resources expended</b>	7	<u>110,740</u>	<u>122,275</u>	<u>233,015</u>	<u>221,875</u>
Net (outgoing) resources before transfers		(436)	(315)	(751)	(3,574)
<b>Transfers between funds</b>		<u>(56)</u>	<u>56</u>	<u>-</u>	<u>-</u>
Net (outgoing) / incoming resources before other recognised gains		(492)	(259)	(751)	(3,574)
<b>NET MOVEMENT IN FUNDS</b>		<u>(492)</u>	<u>(259)</u>	<u>(751)</u>	<u>(3,574)</u>
<b>TOTAL FUNDS BROUGHT FORWARD</b>		<u>21,611</u>	<u>961</u>	<u>22,572</u>	<u>26,146</u>
<b>TOTAL FUNDS C/FWD</b>	7	<u>21,119</u>	<u>702</u>	<u>21,821</u>	<u>22,572</u>

**RIGHT FROM THE START PARENT PROGRAMME**

**BALANCE SHEET AS AT 31 MARCH 2017**

	Note	£	2017 £	£	2016 £
<b>FIXED ASSETS</b>					
Tangible Assets	4		283		695
<b>CURRENT ASSETS</b>					
Debtors & prepayments	5	10,247		17,826	
Cash at bank & in hand		<u>12,683</u>		<u>5,407</u>	
Total current assets			22,930		23,233
<b>CREDITORS: amounts falling due within 1 year</b>					
Net current assets	6		<u>1,392</u>		<u>1,356</u>
			<u>21,538</u>		<u>21,877</u>
Net assets			<u>21,821</u>		<u>22,572</u>
<b>FUNDS OF THE CHARITY</b>					
Unrestricted funds	7		21,119		21,611
Restricted income funds	7		702		961
<b>TOTAL FUNDS</b>			<u>21,821</u>		<u>22,572</u>

Signed by two trustees on behalf of all the trustees:

.....

.....

..... Date

**RIGHT FROM THE START PARENT PROGRAMME  
NOTES TO THE ACCOUNTS  
YEAR ENDED 31 MARCH 2017**

**1. ACCOUNTING POLICIES**

These accounts have been prepared in accordance with the Charities Act 1993, the Statement of Recommended Practice (SORP 2005) - 'Accounting and Reporting by Charities' and with applicable accounting standards. The accounts have been drawn up on the historical cost basis.

**Cash Flow Statement**

The charity has taken advantage of the exemption permitted for small entities by Financial Reporting Standard 1 and has not published a cash flow statement.

**Incoming Resources**

Incoming resources are recognised in general when the charity becomes entitled to the resources, when receipt is virtually certain and when the monetary amount can be measured with sufficient reliability. Specific policies relating to the charity's particular income sources are as follows:

- **Donations** are included in the Statement of Financial Activities gross of any related tax claim.
- **Grants**, including capital grants, are included when the charity has unconditional entitlement to the resources.
- **Contractual income and performance related grants** are included once the related goods or services have been delivered.

**Resources Expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**Leases**

Assets subject to operating leases are charged to the SOFA as the charges are incurred.

**Tangible Fixed Assets and Depreciation**

Tangible fixed assets costing more than £500 are capitalised.

Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life:

Motor vehicles	- 20% straight line
Furniture	- 20% straight line
IT equipment	- 33% straight line

**Funds Structure**

Unrestricted funds are those funds expendable at the discretion of the trustees in accordance with the charitable objects. Restricted funds may only be utilised in accordance with the wishes of the donor.

**RIGHT FROM THE START PARENT PROGRAMME  
NOTES TO THE ACCOUNTS  
YEAR ENDED 31 MARCH 2017**

**2 ANALYSIS OF INCOMING RESOURCES**

	Unrestricted Funds £	Restricted Funds £	Total 2017	Total 2016
<b>Voluntary Income</b>				
Donations	1,025	-	1,025	419
<b>Activities for Regenerating Funds</b>				
Rental income	-	-	-	150
<b>Charitable Activities</b>				
Supporting People Grant	101,714	-	101,714	91,400
LHB Grant	6,599	-	6,599	6,599
Supporting People Family Unit	-	29,267	29,267	29,494
Flying Start Grant	-	92,443	92,443	88,587
Family Resources Room	-	-	-	106
Buttle Trust	-	250	250	-
Family Unit Repayment	966	-	966	1,546
	109,279	121,960	231,239	217,732
<b>TOTAL INCOMING RESOURCES</b>	110,304	121,960	232,264	218,301

**RIGHT FROM THE START PARENT PROGRAMME  
NOTES TO THE ACCOUNTS  
YEAR ENDED 31 MARCH 2017**

**3 TRUSTEE EXPENSES** No payments were made in either year to trustees, either by way of remuneration or expenses.

**4 TANGIBLE FIXED ASSETS**

	<b>Furniture &amp; Equipment</b>	<b>IT Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>COST</b>			
At 1 April 2016	4,570	19,123	23,693
Additions	-	-	-
Disposals	-	-	-
At 31 March 2017	<u>4,570</u>	<u>19,123</u>	<u>23,693</u>
<b>DEPRECIATION</b>			
At 1 April 2016	4,216	18,782	22,998
Charge for year	71	341	412
At 31 March 2017	<u>4,287</u>	<u>19,123</u>	<u>23,410</u>
 Net book value 31 March 2016	 <u>354</u>	 <u>341</u>	 <u>695</u>
 Net book value 31 March 2017	 <u>283</u>	 <u>-</u>	 <u>283</u>

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>DEBTORS – due within 1 year</b>		
<b>5 Debtors</b>	10,247	17,826
	<u>10,247</u>	<u>17,826</u>

**RIGHT FROM THE START PARENT PROGRAMME  
NOTES TO THE ACCOUNTS  
YEAR ENDED 31 MARCH 2017**

**6 CREDITORS & ACCRUALS**

due within one year

	2017 £	2016 £
Accruals	1,392	1,356
	<u>1,392</u>	<u>1,356</u>

**7 MOVEMENTS ON FUNDS**

	B/F 01/04/16 £	Incoming £	Outgoing £	Transfers £	C/F 31/03/17 £
<b>UNRESTRICTED FUNDS:</b>	21,611	110,304	(110,740)	(56)	21,119
<b>RESTRICTED FUNDS:</b>					
Supporting People Family Unit	-	29,267	(29,323)	56	-
Flying Start Grant	316	92,443	(92,702)	-	57
Dads Group	645	-	-	-	645
Training Grant	-	-	-	-	-
Buttle Trust	-	250	(250)	-	-
	<u>961</u>	<u>121,960</u>	<u>(122,275)</u>	<u>56</u>	<u>702</u>
<b>Total Funds</b>	<u>22,572</u>	<u>232,264</u>	<u>(233,015)</u>	<u>-</u>	<u>21,821</u>

**8 ANALYSIS OF FUNDS**

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	283	-	283
Other net assets	20,836	702	21,538
	<u>21,119</u>	<u>702</u>	<u>21,821</u>

**RIGHT FROM THE START PARENT PROGRAMME  
NOTES TO THE ACCOUNTS  
YEAR ENDED 31 MARCH 2017**

9 In common with many organisations of our size and nature, we use our accountants to assist in the preparation of the financial statements.

**10 RELATED PARTY TRANSACTIONS**

There have been no related party transactions in the last 2 years.

**11 FEES FOR EXAMINATION OF THE ACCOUNTS**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Independent Examiner's fee for reporting on the accounts	572	556
Other fees paid to the Independent Examiner	820	800
	<hr/>	<hr/>
	1,392	1,356
	<hr/> <hr/>	<hr/> <hr/>

**12 PAID EMPLOYEES**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Gross wages & salaries	172,544	162,655
Employer's National Insurance costs	9,229	10,269
Staff Expenses	44	981
	<hr/>	<hr/>
	181,817	173,905
	<hr/> <hr/>	<hr/> <hr/>

**AVERAGE NO. OF FULL-TIME EQUIVALENT  
EMPLOYEES IN THE YEAR**

	<b>2017</b>	<b>2017</b>
	<b>No.</b>	<b>No.</b>
Flying Start	2	3
LHB	1	0
Supporting People	4	4
Supporting People – Family Unit	2	1
	<hr/>	<hr/>
	9	8
	<hr/> <hr/>	<hr/> <hr/>



Agenda Item 11 (3)(ii)

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

EISTEDDFOD Y CYMDED

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

BEN JONES 62 BRYN SIRIGL CAERFFILI CF832AJ  
COMMITTEE MEMBER i/c SPONSORSHIP

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

PLEASE FIND CONSTITUTION ATTACHED (pink sheets)

4. MEMBERSHIP OF ORGANISATION OR BENEFICIARIES OF ACTIVITIES:

NOT A MEMBERSHIP ORGANISATION BUT NOS INCLUDED  
Total No. 400 Number Resident in Town Council area (see attached map) c.100

5. MEMBERSHIP FEES, if applicable N/A

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.

PLEASE FIND ATTACHED FINANCIAL REPORTS

• BALANCE SHEET

• PROFIT and LOSS ACCOUNT

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

SEE ABOVE. THE EVENT COSTS c. £1500+  
TO RUN EACH YEAR: PRIZE MONEY, ADVERTISING,  
VENUE and ADMIN COSTS PLUS FEES

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.

## Eisteddfod y Cymoedd Constitution

1. The committee to be known as Pwyllgor Eisteddfod y Cymoedd.
2. Aims: The aim of Eisteddfod y Cymoedd (herein known as "The Charity") is to educate the public about Welsh culture and to add to the public's taste for the arts, particularly through the following means:
  - (a) to hold, from time to time, as appropriate, an eisteddfod in the Rhymney valley (known herein as "the valley")
  - (b) to hold other concerts, meetings and activities in connection with the Eisteddfod and
  - (c) to add to and to create an interest in the Eisteddfod by suitable means according to need

To attain the above aims, and nothing else, the Committee will enjoy the following rights:

- (1) to take and accept gifts and assets associated with or not with the particular Trust to promote the Committee's aims
- (2) to raise a voluntary fund in support of the aims and to accept and welcome gifts through subscription, contributions and otherwise to the same purpose, as long as the Committee doesn't undertake permanent trade, with the sole aims of raising finance
- (3) to partake and action any legal charitable trust to promote the Committee's aims
- (4) to borrow or raise money for the Committee's purposes with an appropriate warrant
- (5) to sell, let, mortgage or dispose of or sell all or some of the Committee's assets according to need in order to promote its aims
- (6) to offer information and advice
- (7) to hold meetings, lectures and exhibitions
- (8) to do all that is necessary to attain the above aims.

3. Trustees: All the Committee's assets or investments to be transferred to the care of the charity's Trustees. The Trustees not to number more than four (4) members of the Committee or other people acceptable to the Committee who are willing to undertake the work
4. The Committee: The Committee to include not more than 15 members, representatives of various societies etc in the valley, A third (5) shall form a quorum. The Committee shall have the right to co-opt as necessary.
5. Officers: The honorary officers of the Committee shall be the Chairperson, Deputy Chairperson, Secretary, Treasurer, Marketing Officer and Accounts Auditor. Officers to be elected at the AGM

6. **Term of Office:** Members of the Committee will hold office for a period of three (3) years and be available for re-election at the end of the period or to be moved by a majority decision at an AM
7. **Committee Meetings:** The Committee to meet at least four (4) times a year
8. **Sub-committees:** The Committee will have the right to appoint a sub-committee from among the members and the sub-committees shall have the right to co-opt according to specialised needs. The sub-committee's decisions have to be ratified by the full committee as soon as possible
9. **Annual General Meeting:** The AGM will usually be held in January and to be open to all persons over 16 years old who live in the valley or have a connection with a society in the valley. The following matters have to be discussed:
  - (a) Election of honorary Officers
  - (b) Present a report on the Committee's work
  - (c) Agree and accept the accounts
10. **Bank Account:** There has to be a bank account in the Committee's name and every cheque to be signed by at least two Committee officials
11. **Income and Possessions:** The Charity's income and assets will be allocated towards promoting the Charity's aims. The officials will have the right to pay an honorarium to its officials
12. **Investments:** The Committee will invest in the name of the Trustees for the Charity any monies not required by the Charity at the time, in securities into which charitable monies can be paid, but to retain the right to change and transfer such investments
13. **Minutes and Accounts:** The Committee must keep and display a Minute Book and ensure that correct accounts are kept showing in detail the Charity's receipts and expenditure and all its assets, credits and debts.
14. **Financial Year:** to run from 1<sup>st</sup> January to 31<sup>st</sup> December
15. **Audit:** the Charity's accounts to be audited annually

## APPENDIX ONE

### Child Protection Policy

To work closely with children and young people and to establish a specific relationship with the valley's schools our policy is to, at all times, when children and youths are connected to eisteddfod activities, to ensure that parents or other responsible family adults are included.

To safeguard and offer security to all we'll be implementing the following guidelines:

- That performers, artistes, adjudicators or other visitors to the eisteddfod are never on their own with children who are strangers to them in a group or individually
- a nominated eisteddfod committee member will be on hand to deal with children or young people's requirements in every activity

- children and young people will not be associated with out of school activities without the written permission of their parents

A member of the care-staff or teacher will be present at all times during school practices for the eisteddfod and they will be responsible for the welfare and benefit of those in their care.

#### Disabled Policy

Wherever possible we will provide suitable locations for the disabled, including wheelchair access, toilets and other facilities and audio-circuits. In circumstances where this may not be possible every effort will be made to seek those with special needs and to allocate a volunteer to respond to their needs. A note will be included on every promotional document indicating the disabled facilities that are available to them to participate, be they performers or volunteers. We will also connect pro-actively with fringe groups to produce publicity material, in bold print where possible.

#### Equal Opportunities Policy

The organisation's activities will be through the medium of Welsh, but non Welsh speakers will be encouraged to participate, where appropriate, in their own language. All the organization's promotional material and communications will be in Welsh, but English translations of key elements will enable learners and potential learners to be part of the activities. The opportunity to subscribe to the organization's activities are open to all, whatever their age, gender, disability or religion.

**Eisteddfod y Cymoedd**  
**Balance Sheet**  
**As at 31 December 2016**

		2016		2015
		£		£
<b>Debtors</b>	<b>Sundry Debtors</b>	200		-
		<u>200</u>		<u>-</u>
<b>Bank</b>	<b>Bonus Saver account</b>	6		6
	<b>Current a/c</b>	2,499		1,318
	<b>Petty cash</b>	45		-
	<b>Talebion</b>	6		6
		<u>2,556</u>		<u>1,330</u>
		2,756		1,330
<b>Creditors</b>	<b>Accruals</b>	(150)		(150)
		<u>(150)</u>		<u>(150)</u>
		(150)		(150)
<b>Net assets</b>		<u>2,606</u>		<u>1,180</u>
		£		£
<b>Shareholders' funds</b>	<b>Profit and loss account</b>	1,180		572
	<b>Net profit</b>	<u>1,426</u>		<u>607</u>
		2,606		1,180
<b>Total funds</b>		<u>2,606</u>		<u>1,180</u>

**Eisteddfod y Cymoedd**  
**Profit And Loss Account**  
**For the year ended 31 December 2016**

		2016	2015
		£	£
<b>Income</b>	<b>Arian Drws</b>	1,032	363
	<b>Bar</b>	520	-
	<b>Pantymedwen</b>	176	187
	<b>Rhoddion</b>	2,505	1,450
		<u>4,233</u>	<u>2,000</u>
<b>Expenses</b>	<b>Amrywiad</b>	(3)	-
	<b>Anrheg Cydnabyddiaeth</b>	(133)	-
	<b>Argraffu</b>	(83)	-
	<b>Bar</b>	(341)	-
	<b>Beirniad</b>	(675)	(500)
	<b>Bwyd a Cynhallaeth</b>	(30)	(23)
	<b>Cymdeithas Eisteddfodau Cymru</b>	(15)	(15)
	<b>Gwobrau</b>	(1,220)	(585)
	<b>Llogi Ystafell</b>	-	(120)
	<b>Marchnata a'r wŷe</b>	(189)	-
	<b>Medalau</b>	(18)	(150)
	<b>Sain / Ffotograffiaeth</b>	(100)	-
		<u>(2,807)</u>	<u>(1,393)</u>
<b>Net profit</b>		<u>1,426</u>	<u>607</u>

**Agenda Item 11 (4) (i)**

**Report to Town Council 18<sup>th</sup> September 2017**

**Concessionary Hire of Caerphilly Castle**

A request has been received from the Family Foundation Right from the Start for a concessionary hire of Caerphilly Castle on Friday 14<sup>th</sup> September 2018.

The Town Council has up to 12 concessionary hires for each calendar year.

The event is to celebrate the 25<sup>th</sup> anniversary of the organisation and to raise funds to support vulnerable families. The organisation is a registered charity.

Members are asked to decide whether the concession should be granted and whether to meet the hire fee.

Phil Davy  
TOWN CLERK

**Agenda Item 11 (4) (ii)**

**Report to Town Council 18<sup>th</sup> September 2017**

**Concessionary Hire of Caerphilly Castle**

A request has been received from the Caerphilly 50 + Forum for a concessionary hire of Caerphilly Castle in October 2017 for their AGM.

The Town Council has up to 12 concessionary hires for each calendar year and has to date committed to support 3 organisations.

As the Council was in recess during August the Town Clerk consulted with all members. Replies were received from the majority of members all supportive of the request. The Town Clerk, as the Council's Proper Officer, has confirmed agreement to support the concessionary hire and to meet the hire fee.

Members to note the action taken by the Town Clerk.

Phil Davy  
Town Clerk



**Agenda Item 11 (4) (iii)**

**Report to Town Council 18<sup>th</sup> September 2017**

**Concessionary Hire of Caerphilly Castle**

A request has been received from the Carers Coordinator, Caerphilly County Borough Council for a concessionary hire of Caerphilly Castle for Carers Rights Day on 24<sup>th</sup> November 2017 which brings unpaid carers together to advise them on the support they can access and their rights.

The Town Council has up to 12 concessionary hires for each calendar year and has to date committed to support 4 organisations. This includes the decision made during the recess in respect of the Caerphilly 50+ Forum.

Members are asked to decide whether the concession should be granted and whether to meet the hire fee.

Phil Davy

Town Clerk

**Agenda Item 11 (4) (iv)**

**Report to Town Council 18<sup>th</sup> September 2017**

**Concessionary Hire of Caerphilly Castle**

A request has been received for a concessionary hire of Caerphilly Castle on 22<sup>nd</sup> December 2017 for a Charity Christmas Concert.

The concert will be Cor Osian Rowlands and Castle Brass and proceeds will be shared between the local Eisteddfodd y Cymoedd and the 2018 Cardiff National Eisteddfod. The Town Council supported a similar hire last year.

The Town Council has up to 12 concessionary hires for each calendar year and to date 4 have been used.

Members are asked to determine whether the concession should be granted and whether to pay the hire fee.

Phil Davy

Town Clerk

## **Agenda Item 11 (5)**

**Report to Town Council 18<sup>th</sup> September 2017**

**External Audit Report 2016/17**

### Annual Return

The external audit for the year ending 31<sup>st</sup> March 2017 has been completed by BDO acting on behalf of the Auditor General for Wales. The annual return and audit opinion are attached. The auditor has concluded

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

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

### Recommendation

The Council approves and accepts the Annual Return

### Issues Arising Report

A copy of the report is attached. The auditor has raised that the Council has a gratuity bank account. Following the introductions of new Regulations in 2011 the Council now has no power to make any gratuity payments. The bank account was established by the former Clerk which related to contractual arrangements agreed when he was appointed in April 2007 which predates the 2011 Regulations. The payment of the gratuity to the former Clerk was approved by the Council in May 2017. No current or future staff will be eligible for gratuity payments. The account is a standard 14 Day Business Select Account which is being retained to hold the Community Infrastructure Levy funds received from the County Borough Council. There is therefore no longer a gratuity bank account.

### Recommendation

1 For the avoidance of doubt it is resolved and minuted that the Council does not operate a gratuity scheme for staff.

2 The 14 Day business Select Account is retained for the purpose of holding the Community Infrastructure Levy funds, and may be referred to as the CIL Account.

3 The external auditor is advised of the action in respect of the bank account.

Phil Davy, Town Clerk

# Accounting statements 2016-17 for:

Name of body: **CAERPHILLY TOWN COUNCIL**

	Year ending		Notes and guidance for compilers:
	31 March 2016 (£)	31 March 2017 (£)	

Please round all figures to nearest £.  
Do not leave any boxes blank and report £0 or nil balances.  
All figures must agree to the underlying financial records for the relevant year.

## Statement of income and expenditure/receipts and payments

1. Balances brought forward	58915	59222	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	78651	79577	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	15001	18218	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	18742	18860	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	74603	75927	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	59222	62230	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

## Statement of balances

8. (+) Debtors and stock balances	NIL	NIL	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	59222	62230	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	NIL	NIL	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	59222	62230	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	51661	52726	The <b>original</b> asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
			✓			✓	

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/~~Board/Committee~~, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed?		'YES' means that the Council/ <del>Board/Committee</del> :	PG Ref		
	Yes	No*				
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12		
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7		
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/ <del>Board/Committee</del> to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6		
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect and to ask questions about the body's accounts.	6, 23		
5. We have carried out an assessment of the risks facing the Council/ <del>Board/Committee</del> and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9		
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8		
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/ <del>Board/Committee</del> and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6		
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23		
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>	Yes	No	N/A	✓	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

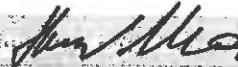
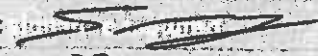
## Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have registered as an employer with HM Revenue and Customs and properly operate Pay As You Earn as part of our payroll arrangements; or We do not need to register for PAYE because none of our employees are paid £112 or more a week, get expenses and benefits, have another job or get a pension.	✓		Has registered as an employer and properly operates PAYE unless all of the exemption criteria are met.	13
2. We have maintained proper payroll records for each of our employees including deductions of tax and national insurance.	✓		Has kept records of payments made to employees including taxable expenses or benefits and of payments made to HMRC.	13
3. We have adopted a Code of Conduct setting out proper standards of behaviour expected of councillors and individually, have agreed to abide by the code.	✓		The body and its members have adopted and agreed to abide by a Code of Conduct as required by law.	8

\* Please delete as appropriate.

### Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.</p> <p>RFO signature: </p> <p>Name: <b>KENNETH WILLIAM</b></p> <p>Date: <b>15/5/17</b></p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p> <p style="text-align: center;"><b>MW 18 d Council 15/5/17</b></p> <p>Chair signature: </p> <p>Name: <b>SAM MORGAN</b></p> <p>Date: <b>15/5/17</b></p>
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### Council/Board/Committee re-approval and re-certification (only required if the annual return has been amended at audit)

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.</p> <p>RFO signature:</p> <p>Name:</p> <p>Date:</p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p> <p>Chair signature:</p> <p>Name:</p> <p>Date:</p>
---	--

X

## Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2017 of:

Caerphilly Town Council

### External auditor's report

~~[Except for the matters reported below]~~\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

~~[These matters along with]~~\* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated 18/8/17.

### Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

Please see enclosed report

BDO LLP Southampton  
United Kingdom

(Continue on a separate sheet if required.)

External auditor's name: BDO LLP Southampton  
United Kingdom

External auditor's signature:

BDO LLP

Date:

18/8/17

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

X

## Annual internal audit report to:

Name of body: **CAERPHILLY TOWN COUNCIL**

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2017.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				



	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.			N/A		

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.			✓		
13.			✓		
14.			✓		

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated N/A.] \* Delete if no report prepared.

### Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2015-16 and 2016-17. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

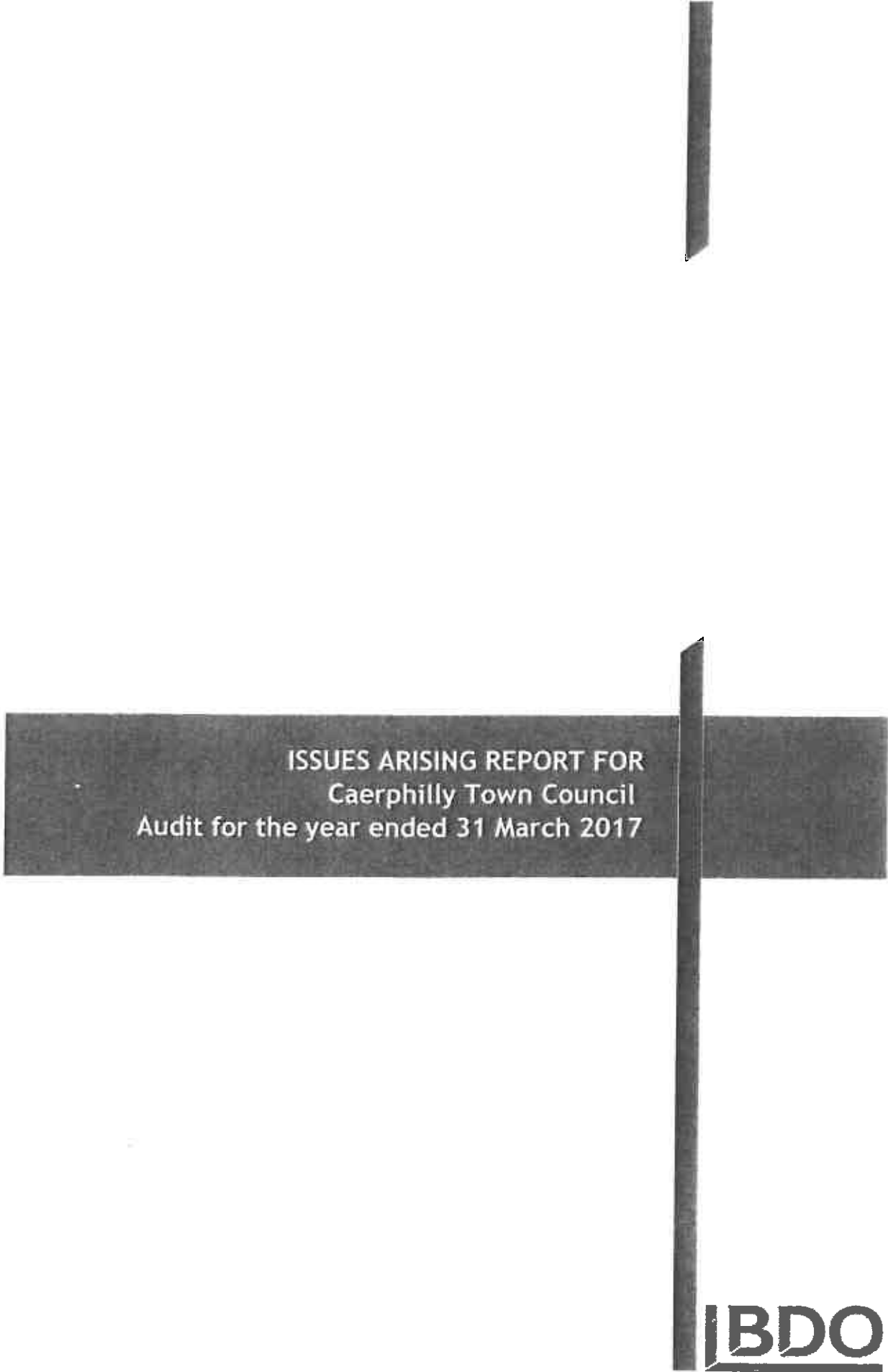
ROSE BARRE WILLIAMS

Signature of person who carried out the internal audit:



Date:

24<sup>th</sup> APRIL 1917



ISSUES ARISING REPORT FOR  
Caerphilly Town Council  
Audit for the year ended 31 March 2017

**BDO**

## Introduction

The following matters have been raised to draw items to the attention of Caerphilly Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2017.

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

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

- Bank account
-

---

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

**Bank account**

*What is the issue?*

The Council has a Gratuity bank account.

*Why has this issue been raised?*

The Local Government Superannuation (Discretionary Payments) Regulations 1996 were repealed on 16 January 2012, by The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011. The Council now has no power to make any gratuity payments.

*What do we recommend you do?*

Before any payment is made the Council must seek legal advice in respect to any payments which it feels it may have to fulfill as these may have been made void by the 2011 Regulations and will therefore be ultra vires.

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

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

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

For and on behalf of  
BDO LLP

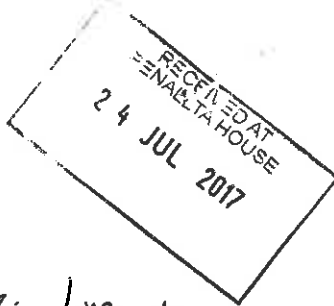
Date: 18 August 2017

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Agenda Item 12 (1)  
NO COMPUTER

PARKS

6 DAYBURGH AVE  
BIRCHGROVE  
CARDIFF  
CF14 4DN  
17/7/17



Dear Sir/Madam,

I visited the Churches involved in the Floral Festival once again. I look forward to this wonderful Festival every year. I live in the north of Cardiff and often take a bus ride over the mountain. What a fantastic array of floral displays. So much hard work and imagination had gone into them.

I am one of many who thank you for giving us (the public) this celebration, and also your continuing to water the towns flowers after this special week-end is over.

CCBC With gratefull thanks,  
24 JUL 2017  
PARKS SERVICES  
Yours sincerely,  
M. S Smith (Mrs)

# Agenda Item 10

<b>Case Ref.</b>	<b>17/0717/FULL</b>	<b>Site Area:</b>	<b>1674m<sup>2</sup></b>
<b>Location:</b>	<b>Land To The Rear Of 45-49 Bedwas Road Caerphilly CF83 3AP (UPRN 000043000719)</b>		
<b>Proposal:</b>	Demolish garages on southern boundary and removal of dairy cold rooms, provide new self catering holiday facility comprising five one bedroom apartments with communal games room and recreation room		
<b>Applicant:</b>	Mr D Simons Tyn Lon Groesfaen Pontyclun Rhondda Cynon Taff CF72 8NS		
<b>Agent:</b>			
<b>Case Officer:</b>	Mr G Powell	☎ 01443 864424	✉ powelc2@caerphilly.gov.uk
<b>Ward:</b>	Morgan Jones	<b>Map Ref:</b>	315952 (E) 187334 (N) <b>Target Date:</b> 13.10.2017
<b>Community Council:</b>	Caerphilly Town Council	<b>Expected Decision Level:</b>	Delegated
<b>Case Ref.</b>	<b>17/0724/FULL</b>	<b>Site Area:</b>	<b>424m<sup>2</sup></b>

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.  
CAERPHILLY COMMUNITY CHORUS MEETING WEEKLY  
AT VANGUARD CENTRE, VAN ROAD, CAERPHILLY
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION  
CAROLINE KITSON 39 CAE CARRADOG CAERPHILLY CF83 2AA  
PUBLICITY OFFICER (carolinekitson@btinternet.com)
3. PURPOSE OR ACTIVITIES OF ORGANISATION -- if possible attach copy of Constitution  
FORMED IN 2009 TO PROVIDE AN OPEN (NO AUDITION) ADULT  
CHOIR FOR THE CAERPHILLY AREA
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:  
Total No. 60 Number Resident in Town Council area (see attached map) 19
5. MEMBERSHIP FEES, if applicable £25 / term
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 INCLUDED.  
ANNUAL ACCOUNTS Y/E MARCH 2016 INCLUDED  
OUTSTANDING DEBT OF £150 FOR REHEARSAL VENUE RENTAL
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:  
ASSISTANCE PURCHASING MUSIC FOR THE CHOIR  
COSTS PER TERM IN THE REGION OF £100 - £300

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.

Caroline Kitson  
5.09.17.

**Caerphilly Community Chorus**  
**Annual Accounts (Year Ending 31 March 2016)**

2015-16

**Receipts**

Balance at Bank b/fwd		5047.12
Subscriptions	4603.00	
Donations	232.35	
Ticket Sales	1205.00	
Clothing	0	
Misc Sales	439.10	
Special Funds	550.00	
Events	270.50	
		7299.95

**Payments**

Rehearsal room hire	935.00	
Clothing Sales	71.00	
Publicity	145.88	
Admin	811.19	
Rehearsal costs	5988.50	
Music	517.73	
Social Events	0	
Concert costs	1373.77	
Misc.	2211.16	
		12054.23
Balance at bank c/fwd		292.84

**Miscellaneous Includes**

Donation to Vanguard	100	from sale of daffodils
Vocal tuition for children	1,013	
Vouchers and present for Nigel Jones	168	
Making music insurance and membership	242	

**Rehearsal costs Includes**

Adult choir accompanist	1,379
Adult choir conductor	1,955
Children's choir accompanist	1,448
Children's choir conductor	1,207

**Children's Choir (Included above)**

**Payments**

**Includes:**

Accompanist	1,448	
Conducting	1,207	
Room Hire	455	
Tuition	1,013	
		4,123

**Receipts**

**Includes:**

Subs	960	
Tuition fees	340	
		1300
Net cost of children's choir		<u><u>-£2,823</u></u>

*Joanne Talbot Treasurer*



