

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

P. G. Davy

TOWN MAYOR:
MEIR Y DREF:

Councillor
Mike Prew

12th November 2018

An Ordinary Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 19th November 2018 at 6.30 p.m.

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

Phil Davy
TOWN CLERK

A G E N D A

1. To note Members' attendance and to receive any apologies for absence.
2. Declarations of Interest in any item.
3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held on Monday 15th October 2018..
4. Matters arising from the Minutes if not covered by the Agenda.

Minute 58.2 Superintendent Nick Mclain will attend the Council meeting.
5. **COMMUNITY SAFETY MATTERS**
6. **TOWN MAYOR'S DIARY**
7. **ENVIRONMENTAL MATTERS**

8. **TOWN CLERK'S REPORT**
 - 8.1 Standing Orders – Duration of Council Meetings.
 - 8.2 Complaints/Representations.
 - 8.3 Budget 2019/20.
 - 8.4 Caerphilly Fireworks Display 2018.
9. **PLANNING MATTERS** (see list attached)
10. **PAYMENTS AND FINANCIAL MATTERS**
 - 10.1 List of Payments.
 - 10.2 Bank Account Balances.
 - 10.3 Applications for Financial Assistance
 - 10.4 Concessionary Hire of Caerphilly Castle.
11. **CORRESPONDENCE**

CCBC Events Review 2017.
Letter and report from Head of Regeneration and Planning.
12. Members Requests for Future Reports.

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MINUTES OF THE ORDINARY MEETING OF CAERPHILLY
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 15TH OCTOBER 2018

Present:

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

Apologies:

Councillors J Grenfell, S Morgan and R Bidgood

In Attendance:

P Cooke, Caerphilly County Borough Council

G Clifton and Iwan Adams, Gwent Police

P G Davy, Town Clerk

Prior to the meeting P Cooke outlined the current position in respect of electric vehicle infrastructure. CCBC are leading on a Gwent Regional Electric Vehicle Charge Point feasibility study to identify potential sites across Gwent for the location of charge points. Potential sites include:

- Crescent Road car park
- Caerphilly train station car park
- Aber train station car park
- The Twyn car park

The results of the feasibility study (Jan / Feb 2019) will be used for a funding bid via the OLEV On Street Residential Charge Point Scheme which will meet 75% of the capital costs up to a maximum of £100,000 in OLEV funding, with 25% match funding required.

56 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 17TH SEPTEMBER 2018

Minutes of the Ordinary Council Meeting held on Monday 17th September were received, confirmed, and signed.

57 MATTERS ARISING FROM THE MINUTES

Minute 51.3.2 Morgan Jones Flats

Since the last meeting of the Town Council further consideration has been given to extending the stewarding to restrict car parking at the Morgan Jones Flats to residents during the Fireworks Display on 3rd November 2018.

It was resolved to rescind the decision taken at the Town Council meeting on 17th September and to confirm that arrangements will now be made for barrier controls and stewarding at the Morgan Jones Flats. Additional barriers will need to be ordered and permits issued to residents on Nantgarw Road and at Morgan Jones Flats.

Minute 46 (Minute 38.3) Refuse collection arrangements resolved following surfacing of the access road.

Minute 46 (Minute 39.3) John Child Deputy Lieutenant has been allocated for the Town Council Remembrance Day Commemoration at 11.00am on 11th November 2019.

58 COMMUNITY SAFETY MATTERS

1 Review of Your Voice System

Inspector Clifton outlined the changes which involved comparing the demand analysis with issues raised by residents with Town Councillors and agreeing a priority target for the next six months. The process would be initiated at the Town Council meeting in November. This will not affect the normal planned campaigns that focus on specific issues such as Christmas Drink Drive; Shoplifting etc.

2 Potential Station Closures

There was a Gwent wide review of the role of Station Enquiry Officer and the footfall at stations. This may result in front office closures as part of the ongoing rationalisation of service provision arising from the need to make budget savings. The Caerphilly station may be affected but there are no firm decisions at this time. There was a discussion about the current operations from the Caerphilly station and possible longer term changes and the relationship with Bedwas the current main hub.

Given the concerns raised by members it was agreed to invite the Chief Constable or other senior officer to meet with the Town Council.

3 Sports Direct / NatWest

Groups were continuing to collect in the area next to the NatWest bank with reports of drinking and drugs. The Police are aware of the problem and there has been some success in addressing the homeless individuals. Patrols are in place but the Police are not receiving calls about this matter.

4 Parking issues were raised at Van Road and Virginia Grove estate. Police will respond as resources allow but their responsibility for parking enforcement will end in December 2018.

5 Possible abandoned vehicle in the B&M car park.

6 The mobile phone and seatbelt campaign had resulted in 44 individuals being caught in one day. The campaign will be repeated in December.

59 TOWN MAYOR'S DIARY

There had been a launch of the Mayor's charities and both of the charities had given a presentation of their work.

60 ENVIRONMENTAL MATTERS

Despite a number of requests no further information had been forthcoming from CCBC in respect of dog litter bins.

61 TOWN CLERK'S REPORTS

1 Budget Strategy and Draft Estimates 2019/20

The report outlined budget variances for the current financial year and set out a budget strategy for 2019/20. A key principle was to match expenditure against income without relying on reserves and to ensure the earmarked and restricted reserves can be used for capital expenditure. The assumptions underlying the draft estimates for 2019/20 were explained including provision for mandatory Members allowances.

It was resolved:

- 1 To endorse the budget strategy and underlying assumptions.
- 2 To confirm there should be no new areas of expenditure.
- 3 At the maturity date of the business bond in January 2019 the funds will be held in a 14 Day Business Account.
- 4 A budget report will be presented to the November Town Council when the precept will be agreed for 2019/20.

2 Q2 Budget Monitoring Report (2018/19 Financial Year)

At 30th September 2018 53% of the budget had been spent.

Members noted the report.

3 Christmas Tree 2018

In addition to the quotations in the report, a third quote had been received in the sum of £2348-50 plus vat. There was a discussion about the suppliers and the quotes.

It was resolved:

To accept the quote from J S Lee in the sum of £750 plus vat.

62 PLANNING MATTERS

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

18/0787/FULL – No objections.

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

18/0844/COU – No objections.

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

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

63 PAYMENTS AND FINANCIAL MATTERS

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 External Audit Report 2017/18

1 Annual Return

Following the satisfactory outcome of the external audit it was resolved to approve and accept the Annual Return

2 Issues Arising Report

The Council had incorrectly recorded items of expenditure as Section 137 payments when there are other statutory powers. A payment cannot be recorded under Section 137 if another statutory power exists.

It was resolved:

When any report is made to the Council that will involve expenditure the relevant statutory provision to authorise the payment will be included in the minutes. Where no specific statutory provision can be established reliance will be placed on S137 Local Government Act 1972 subject to the legal limitations.

Future recording of expenditure within the ledger will be suitably amended to correctly record S137 authorisations.

64 CORRESPONDENCE

Correspondence had been received from the Interim Head of Marketing and Tourism Development at CADW seeking sponsorship of the Christmas Ice Rink in Caerphilly Castle. It was agreed to offer sponsorship of £500 towards the cost of the event which would enable the Town Council's logo to be included on marketing material. Although this is unbudgeted expenditure it can be accommodated from savings elsewhere in the budget for 2018/19.

This expenditure is authorised under S145 Local Government Act 1972.

65 MEMBERS REQUESTS FOR FUTURE REPORTS

The following requests were received:

Duration of Town Council Meetings.

Dealing with Complaints / Representations from non residents of the Town Council area.

The meeting closed at 8.55pm

Agenda Item 8.1

Report to Council 19th November 2018

Standing Orders – Duration of Council Meetings

A request has been made to consider the introduction of a time limit for Council meetings.

The Council's Standing Orders were approved in July 2011 and cover a limited range of procedural matters. Currently there is no rule relating to time limits on the length of meetings.

The duration of Council meetings has generally not been a problem. However, the meeting on 17th September 2018 did not finish until 9.10pm due to a lengthy presentation from the Aneurin Bevan University Health Board (total time for meeting 2 hours and 40 minutes). The meeting on 15th October did not finish until 8.55pm due to a detailed discussion with Gwent Police on the future of Caerphilly Police Station (total time of meeting 2 hours 25 minutes) Prior to these two meetings and over the preceding 12 months the average time of Council meetings has been an hour and half with no meeting lasting longer than 2 hours.

Caerphilly County Borough Council has adopted a set of Procedure Rules which includes the following:

"Any meeting of the Council or committee or sub committee which has sat for a total period of three hours shall stand adjourned unless the majority of the Members present, by vote without discussion, determine to continue to sit. Provided that the meeting may not be extended by longer than one hour and that no meeting in any event continue beyond 9.00pm"

CCBC meetings start earlier than the Town Council. If the Town Council adopts the 9.00pm threshold and the start time remains unchanged the maximum time of Council meetings would be two and half hours.

The following should be taken into account:

- The Town Council only meets 10 times a year
- All decision making is generally made by the Council (although note the Town Clerk can make certain decisions), there are no standing committees with delegated powers
- Council meetings have averaged an hour and half over the last 12 months up until the two recent meetings on 17th September and 15th October
- If it is necessary to adjourn the meeting due to a cut off time any remaining business would have to be held over to the next month, and possibly two months in the case of the August and December recess periods

If Members consider that there should be a time limit the following could be added to Standing Orders and, if adopted, would take effect from the next ordinary meeting of the Council.

“Town Council meetings will not continue after 9.00pm and any business not dealt with shall stand adjourned to the next ordinary meeting of the Town Council”

This proposal presupposes there is no change to the current start time. It is open to the members to consider if there is a consensus to change the start time. However, as the calendar of meetings has been agreed and publicised for the current Mayoral year any change to the start time and / or day when meetings are held should only be introduced from the AGM in May 2019.

Members are invited to determine how they wish to proceed.

Phil Davy

Town Clerk

Agenda Item 8.2

Report to Town Council 19th November 2018

Complaints / Representations

Complaints, representations, comments can emanate from individuals, businesses and organisations from outside the Town Council area and clarification has been sought as to whether these should be treated differently to those that arise from residents, businesses and organisations within the Town Council area.

In principle all communications from whatever source should be treated fairly and equally. It is the nature of the issue raised which determines an appropriate response, not the geographical location of the individual or organisation raising the issue. The internet and social media has made instant communication possible and comments on matters of public interest can be made by anybody even if not directly affected by any particular issue.

The Town Council as a democratically elected body should act in the best interests of the community it serves and within the law. It is conceivable that there could be circumstances where particular views expressed from outside the area would adversely affect those within the town and the Town Council would need to balance the differing opinions.

It is reasonable to ignore anonymous comments and dismiss anything which is deemed as vexatious.

The scope of the Town Council's responsibilities is limited and issues may need to be referred to other bodies such as Gwent Police and Caerphilly County Borough Council.

On a related matter the Town Council does not currently have a formal complaints policy / procedure. It is good practice to have such a document which should be published on the website. This should cover complaints made about the Town Council's action or lack of action, or the standard of any service provided.

Recommendation

1 To note the advice

2 The Town Clerk to prepare a Complaints Policy / Procedure for approval at a future meeting of the Town Council

Phil Davy

Town Clerk

Agenda Item 8.3

Report to Town Council 19th November 2018

Budget Estimates 2019/20

A report was presented to the October meeting of the Town Council on the budget strategy and draft estimates for 2019/20. The assumptions that had been used to prepare the draft estimates were accepted.

It is still anticipated that there will be savings at the end of the current financial year which taken with an increase in income due to additional CIL receipt should result in a reduction in the use of reserves.

The budget assumptions for 2019/20 are:

- Expenditure will be managed against the projected income and as far as practical not to call on reserves to balance revenue expenditure
- No change to the precept which will be kept at £14 for Band D properties
- Events /activities supported will be the same as 2018/19
- Provision will be made for mandatory Members allowances (but no provision has been included for carers costs)
- Separate budget line for concessionary hires of Caerphilly Castle
- Sponsorship for Fireworks Display same as 2018/19
- Pay increase already approved
- No new areas of expenditure (other than mandatory Members allowances)

There have been a small number of adjustments to the draft estimates presented in October. Total expenditure is now estimated as £101,700, this is an increase of £1690. The income projection has been adjusted to achieve a balanced budget without use of reserves. The main expenditure increases are within the administrative costs to reflect a more realistic budget.

Minor adjustments to the revised estimate for 2018/19 results in a variation to the carried forward reserves into 2019/20 now estimated at £52,141. This figure is subject to change as a significant part of the Council's annual expenditure is in the later part of the financial year associated with the Fireworks Display and Christmas Lights and the outturn position may affect the call on reserves.

Recommendations

- 1 Members approve the budget estimates for 2019/20 in the attached tables
- 2 The Council Tax for Band D properties is set at £14 for 2019/20
- 3 The budget is updated following completion of the year end accounts in April 2019

Phil Davy

Town Clerk

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI
ESTIMATES 2019/2020 – INCOME

	Actual Received 2017/18	Estimate 2018/19	Revised Estimate 2018/19	Estimate 2019/20
	£	£	£	£
Precept	80077	87128	87128	87120
Bank Interest	375	450	450	10
V.A.T.	5163	5000	5129	5000
C.I.L.	11292	450	6718	2720
Fireworks Sponsorship	3300	3100	2850	2850
Fireworks Collection	5307	4000	4000	4000
Miscellaneous	820			
TOTAL INCOME	106,334	100,128	106,275	101,700
Reserves	-	12,043	1,144	0
	-	112,171	107,419	101,700

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI
ESTIMATES 2019/20 - EXPENDITURE

	Actual 2017/18	Estimate 2018/19	Revised Estimate 2018/19	Estimate 2019/20
	£	£	£	£
<u>Members</u>				
Town Mayor's Allowance	800	900	900	900
Members Allowances	0	0	0	1800
Civic Regalia/Travelling	0	10	0	0
Election Costs	9130	1500	0	0
<u>Staff</u>				
Salaries/Statutory Deductions	19571	18750	17508	18300
Travelling	0	150	0	500
Payroll Admin	150	150	132	200
Pension (Employer)	2288	156	91	140
Employer NI	0	0	630	660
Audit Fee	389	600	400	400
Insurance	2675	2750	1718	2000
<u>Administration</u>				
Office Rental/Business Rates	6197	4950	4950	5000
Telephone/Postage/Stationery	916	500	800	1000
Furniture/Equipment	0	500	218	230
IT Support	0	1000	500	1100
Sub total	42,116	31,916	27,847	32,230

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI
ESTIMATES 2019/20 - EXPENDITURE

	Actual 2017/18	Estimate 2018/19	Revised Estimate 2018/19	Estimate 2019/20
	£	£	£	£
Brought Forward	42116	31916	27847	32230
Sponsored Events	9205	14800	13982	14550
Concessionary Hires	-	-	2310	2970
Fireworks Display	18674	15000	15000	15000
Caerphilly in Bloom	13725	22855	22855	12000
Christmas Lights	8177	8500	8500	8500
Financial Assistance (Grants)	6481	7000	6500	6000
Junior Recreation Scheme	4800	4800	4800	4800
Splash Pool Equipment	0	1500	0	0
Fireworks Charity Donation	5500	4000	4000	4000
Floodlighting - St. Martin's Church	330	350	350	350
Subscriptions	259	250	250	250
Twinning	460	300	300	250
Newsletter	0	700	525	600
Miscellaneous	438	200	200	200
VAT	5129	VAT included in above figures		
TOTAL EXPENDITURE	115,294	112,171	107,419	101,700

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI
ESTIMATES 2019/2020 - SUMMARY OF BALANCES

	2017/18 Actual £	2018/19 Estimate £	2018/19 Revised Estimate £	2019/20 Estimate £
Balances B/F	62230	53285	53285	52141
Excess of Expenditure over Income	8945	12043	1144	0
Surplus of Income over Expenditure	0	0	0	0
Balances c/forward	53,285	41,242	52,141	52,141

The balances are made up as follows:

	£
Restricted reserves	18470
Earmarked reserves	20000
General reserves	<u>13671</u>
	52,141
Balance B/F	53285
Revised income 2018/19	<u>106275</u>
	159560
Less revised expenditure	<u>107419</u>
	52,141

Phil Davy
Town Clerk

Agenda Item 8.4

Report to Town Council 19th November 2018

Caerphilly Fireworks Display 2018

The street collection for the Town Mayor's charities raised £3427-09. The two charities to benefit are Noah's Ark and The Autism Directory. In previous years Members have agreed to make up the collection to the nearest £500 which will take the total to £3500. This will mean each charity will receive £1750.

Caerffili Lions helped to organise the street collection, provided collectors, and assisted with the collection count. Last year the Council made a donation of £500 to Caerffili Lions in recognition of the help provided in organising the street collection.

A cash payment of £500 was made by Sayers Amusements to the Town Clerk on the Saturday evening of the event which covers both 2017 and 2018 although the contribution will be shown in the 2018/19 accounts. The total sponsorship in 2018 which can be used to defray the Town Council's event costs is £3350. The budget report (agenda item 8.3) shows a lower sponsorship figure which will need to be adjusted at the outturn.

As a result of the non delivery of the portable toilets for the Saturday evening there will be a saving of £495 net of vat. The company, PTL, has apologised and has indicated that no confirmation of the order was received. The Town Council can evidence an e-mail confirmation of acceptance of the quotation and that a purchase order and credit application were posted to the company on 29th May 2018.

A meeting of the Events Working Group will be convened early in 2019 but in the meantime Members may wish to agree the date for the Fireworks Display in 2019. The 5th November falls midweek next year so the options are Saturday 2nd November or Saturday 9th November. Members may also wish to confirm whether they wish to reappoint Pendragon Fireworks and Pyrotechnics to undertake the Fireworks Display in 2019.

It is recommended

1 To round up the street collection to £3500 with £1750 being presented to each of the Town Mayor's charities.

2 To make a donation of £500 to Caerffili Lions in recognition of the assistance provided with the street collection.

3 To agree a date for the Fireworks Display in 2019.

4 In order to make an early booking Members confirm the reappointment of Pendragon Fireworks and Pyrotechnics to undertake the Fireworks Display in 2019.

Phil Davy

Town Clerk

Case Ref. 18/0762/NCC **Site Area:** 1009m²
Location: Fast Track Hand Car Wash 224 Pontygwindy Road Caerphilly CF83 3HY (UPRN 000043027661)
Proposal: Vary condition 6 (height restriction barrier) of planning consent 08/0148/COU - APP/K6920/A/10/2121395/WF (Change the use from petrol filling station to car valeting centre) to amend the siting of the sign to face oncoming traffic and increase the height of barrier to 2.5 metres to allow for vehicles with roof racks or roof mounted luggage boxes
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315415 (E) 188330 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 18/0853/FULL **Site Area:** 174m²
Location: Bake Station 3 Station Terrace Caerphilly CF83 1HD (UPRN 000043174607)
Proposal: Erect single storey extension to rear
Case Officer: Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315608 (E) 186603 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Agenda Item 9 Council Meeting 19.11.18

Case Ref. 18/0873/NOTD **Site Area:** 188m²
Location: Garage Site 1-16 Bronrhiw Avenue Caerphilly (UPRN 000043176149)
Proposal: Demolish sectional/prefabricated garages
Case Officer: Miss E Rowley ☎ 01443 864776 ✉ rowlee@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315742 (E) 186462 (N)

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

Case Ref. 18/0874/NOTD **Site Area:** 140m²
Location: Garage Site 2-9 Heol Trecastell Caerphilly (UPRN 000043176331)
Proposal: Demolish sectional/prefabricated garages
Case Officer: Miss E Rowley ☎ 01443 864776 ✉ rowlee@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 314918 (E) 187006 (N)

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

Case Ref. 18/0894/FULL **Site Area:** 272m²
Location: 57 St Tello's Way Watford Caerphilly CF83 1FA (UPRN 000043013325)
Proposal: Erect a two storey side extension
Case Officer: Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314983 (E) 186180 (N)

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

Agenda Item 9 Council Meeting 19.11.18

Case Ref.	18/0907/FULL	Site Area:	1432m ²
Location:	Land At Grid Ref 315569 188254 Heol-Y-Ddol Caerphilly (UPRN 000043169319)		
Proposal:	Erect bungalow		
Case Officer:	Mr C Powell	☎ 01443 864424	✉ powelc2@caerphilly.gov.uk
Ward:	Morgan Jones	Map Ref:	315569 (E) 188254 (N)
Community Council: Caerphilly Town Council		Expected Decision Level:	Delegated

Agenda Item 10.1**Report to town Council 19th November 2018**

Cheque No.	Payee	In Respect Of	Amount £
Debit Card	Post Office	Stamps	174.00
303931	Octo Pie Ltd	Printing Newsletter	525.00
Direct Debit	123 Reg	Domain Name	21.56
303932	SSE	Electricity Supply Christmas Lights 2017	421.92
Internet	Playworks	Salaries (October)	1514.17
303933	J.S. Lee Ltd	Caerphilly in Bloom	1581.60
Internet	Welsh Government	Concessionary hire Caerphilly Castle	330.00
Direct Debit	NEST	Pension Contributions	16.66
Debit Card	Wilko	Black Bags	4.00
Internet	Caerphilly C.B.C.	Summer Play Scheme	4727.00
Direct Debit	B.T.	Telephone	41.69
303934	B. Kelly	PAT Testing	55.00
303935	Cash	Stewards Fireworks	420.00

Recommendation:

Members are invited to note and approve the payments

Agenda Item 10.2**Report to Town Council 19th November 2018****Bank Account Balances**Bank Account Balances as at 29th October 2018

	£
Community Direct Plus Account	37,329.87
14 Day Business Select Account	562.96
14 Day Business Select Account (Restricted Reserves)	18,474.30
One Year Business Bond	30,000.00

Members are invited to note the balances

Agenda Item 10.3

Report to Town Council 19th November 2018

Applications for Financial Assistance

Budget	7000
Commitment to date	2150
Available	4850

1 The Old Library Community Coffee Shop

The application states that the coffee shop attracts around 60 customers a day. However the grant application is for litter picking equipment that will be borrowed by small groups. The cost of the equipment is £330-50. It is difficult to determine which threshold category this would fit but it would be prudent to adopt the lowest category of up to £150, if members wish to provide a grant. In the absence of any specific power this expenditure would be authorised under the Local Government Act 1972, section 137.

2 Home Start Caerphilly Borough

Home Start provides practical and emotional support to families with young children under the age of five. No specific amount of grant is requested but on the basis that 15 families within the Town Council area are supported a grant of up to £150 could be awarded. In September 2017 a grant of £200 was awarded to the organisation. In the absence of any specific power this expenditure would be authorised under the Local Government Act 1972, section 137.

3 St Cenydd Community School

The application is to support extra curricular activity which the school cannot fund. There are 5 pupils resident in the Town Council area. Based on the policy this would fall within the category of up to £150. However the cost of the BSL course is £133.50 for each pupil, making a total of £667-50 for the pupils residing in the Town Council area. Members may therefore wish to consider offering a higher level of grant than £150. In the absence of any specific power this expenditure would be authorised under the Local Government Act 1972, section 137.

4 Caerphilly Art Society

The application is for assistance with the costs of a week long art exhibition. On the basis that 15 members of the Art Society are resident within the Town Council area a grant of up to £150 could be awarded. The Society previously received a grant in

October 2017 of £250. There is a specific power to provide support to the arts under the Local Government Act 1972, section 145.

5 St Martin's Ward OAP

Financial assistance is requested to pay for talks and trips. The number of members resident in the Town Council is 34 and on this basis a grant of up to £250 could be awarded. The Association received a grant of £250 in 2016. In the absence of any specific power this expenditure would be authorised under the Local Government Act 1972, section 137.

6 Talking Books Wales / Llyfrau Llafar Cymru

This is an all Wales charity based in Camarthen providing a service for blind and partially sighted people. Currently there are no beneficiaries within the Town Council area. The organisation currently has funds of around £70,000 in the bank. It is recommended that no grant is awarded at this time as no residents from Caerphilly will benefit.

Phil Davy

Town Clerk

**CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI**

FINANCIAL ASSISTANCE

APPLICATION FORM

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

The Old Library Caerphilly,
Nantgarw Road, Caerphilly, CF83 1AP

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

The Old Library is a community coffee shop which acts as a
social hub for the community, with profits being gifted back into the local
community via The Old Library Trust

3. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Number of members/beneficiaries who are resident in the Town Council area (St. Martins and Morgan Jones Wards see attached map) The coffee shop is available to all members of the community as will the litter picking equipment we are hoping to acquire with this grant. We are open 7 days a week and see roughly 60 customers a day.

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

4. MEMBERSHIP FEES, if applicable NA

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

Please see attached Financial Statements of the period 01 May 2017
to 30 April 2018

6. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS: (Costs attached)
At The old library we would like to hold a full set of litter picking equipment which can be borrowed by members of the public in small groups when ever convenient for them. The hope is that this will take alot of the organisational logistics out of the larger scale community litter picks and make it easier and more convenient for people to get involved. I have been in touch with Keep Wales Tidy, but unfortunately they are unable to gift us the required equipment. We are therefore hoping to be awarded this grant in order to purchase the equipment from keep Wales tidy to help us get this facility up and running
Please ensure both pages of the application form have been completed. The completed application and enclosures should be returned to: Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL.

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

Basket: £330.50 (23) [Our approach](#)

[Cymraeg](#)

[Shop](#)

[Login](#)

[Contact us](#)

[Donate](#)

[About us](#)







[Our work](#)

[News & events](#)

[Our services](#)

[Support us](#)

Basket

Item	Quantity	Price	Remove
 Graptor Children's Litterpicker	<div>▼ 5 ▲</div>	£15.00	✕
 Handihoop Bag Opener	<div>▼ 10 ▲</div>	£10.00	✕
 Kids Gloves - Pack of 5	<div>▼ 1 ▲</div>	£22.00	✕
 Keep Wales Tidy Litterpicker - Pack of 5	<div>▼ 1 ▲</div>	£68.50	✕
 Adult Gloves - Pack of 10	<div>▼ 1 ▲</div>	£30.00	✕
 Kids Hi-Vis Vest	<div>▼ 5 ▲</div>	£7.00	✕

Delivery

-- Please select a delivery method -- ▼

Promo code

Apply code

VAT

£0.00

Total

£330.50

The Old Library Caerphilly Limited
Profit & Loss Report
Period Ended 30 April 2018

		2018	2017
		£	£
Turnover		81,801	81,416
Other income		0	0
Cost of raw materials and consumables		(27,568)	(25,705)
Staff costs		(46,634)	(52,288)
Depreciation	o/s	(3,667)	(3,667)
Other charges		(13,601)	(13,506)
Tax		0	0
Profit/(Loss) after tax		<u>(9,669)</u>	<u>(13,750)</u>

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

Home-Start Caerphilly Borough - Unit A Charter House, 45 Elk Cardiff Road, Bangor - CF81 8NZ

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

Provide practical and emotional support to families throughout the Caerphilly Borough.

3. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Number of members/beneficiaries who are resident in the Town Council area (St. Martins and Morgan Jones Wards see attached map) 15 families supported.

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

4. MEMBERSHIP FEES, if applicable N/A

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

Ⓢ See attached income/exp 2017-2018

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

to offer families new experiences for free or low cost price. We have organised a christmas party and playdays / Summer fete for the families and children

Please ensure both pages of the application form have been completed. The completed application and enclosures should be returned to: Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL.

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

Home-Start Caerphilly Borough

Treasurers Report Year Ending 31 March 2018

Income	
Supporting People	£152,502
Flying Start	£38,840
Families First	£17,717
Regeneration	£717,682
Local Council and others	£1,098

£188,200

Expenditure	
Salaries	£162,381
Pensions	£1,484
Payroll Management	£1,568
Organisers and Project Worker expenses	£9,363
Volunteer Expenses	£807
Office	£2,172
Petty Cash	£1,170
Training	£3,329
IT and Telephone	£10,835
Rent, light and heat	£8,277
Other Costs - Insurance etc...	£3,646
Children's Trips and Activities	£1,795
Governance Costs	£600
Resources	£600

£207,907

Audited by Adrian Menear

Melanie Snowden
Scheme Manager

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

ST CENYDD COMMUNITY SCHOOL

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

EDUCATION

3. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Number of members/beneficiaries who are resident in the Town Council area (St. Martins and Morgan Jones Wards see attached map)

16 in catchment area.. 5 Resident in Town Council Area.

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

4. MEMBERSHIP FEES, if applicable

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

The school is not able to fund this
extracurricular activity.

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

BSL Level 1 Qualification for 17 students

Cost of course and external examination

$£133.50 \times 17 = £2,269.50$

Please ensure both pages of the application form have been completed. The completed application and enclosures should be returned to: Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL.

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

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

CAERPHILLY ART SOCIETY
TWYN COMMUNITY CENTRE

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

ART DEMONSTRATIONS IN ALL MEDIA + ART
WORKSHOPS CONDUCTED BY ART TEACHERS

3. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Number of members/beneficiaries who are resident in the Town Council area (St. Martins and Morgan Jones Wards see attached map) 15

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

4. MEMBERSHIP FEES, if applicable £30 PER ANNUM

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

INCOME + EXPENDITURE A/C FOR THE LAST
FINANCIAL YEAR ATTACHED. LATEST BALANCES
£2453 DEB A/C + £2706 CREDIT A/C

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

TO ASSIST WITH COSTS OF WEEK LONG EXHIBITION
OF MEMBERS WORK. COST OF HIRE OF HALL, AND
OPENING OF EXHIBITION

Please ensure both pages of the application form have been completed. The completed application and enclosures should be returned to: Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL.

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

**CAERPHILLY ART SOCIETY
INCOME AND EXPENDITURE ACCOUNT**

Year ending 31 December 2017

	2016	2017
<i>INCOME</i>		
Membership Fees	1245.00	1115.00
Grants: Caerphilly CBC	250.00	250.00
Exhibition Income	680.80	549.00
Teas/Raffles	685.83	785.00
Miscellaneous		-
Interest:		
Current Account	-	
Deposit Account	1.50	.91
	2,861.63	2702.91
EXPENDITURE		
Demonstrators' Fees	1260.63	16235.00
Exhibition Costs	465.70	443.58
Printing/Stationery/Postage/Phone	63.12	33.92
Insurance	75.50	75.50
Miscellaneous Expenses	75.00	159.18
Rent	302.00	302.00
Balance	2,324.03	2649.18
Profit/Loss for year	537.60	53.73

BALANCE SHEET

	Year End 31.12.2016	Year End 31.12.2017
Current Account	2,890.81	2,883.74
Deposit Account	2,451.56	2,451.91
Cash in Hand		
Balance	5,342.37	5,335.65

Prepared by Pam Seward, Treasurer, Caerphilly Art Society
Audited by Maralyn Clash

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.
ST. MARTINS WARD, CAERPHILLY PENSIONERS NEUADD PARK HALL
PARK LANE CAERPHILLY
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION
MAIYON LEWIS, CHAIRMAN, 29 MARSH COURT, ABERBARGOED
BARGOED, CF81 9BF
3. PURPOSE OR ACTIVITIES OF ORGANISATION – if possible attach copy of Constitution
MEETINGS OF PENSIONERS, WITH TALKS AND TRIPS
SEE ATTACHED
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:
Total No. 52 Number Resident in Town Council area (see attached map) 34
5. MEMBERSHIP FEES, if applicable £1 PER WK
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.
ATTACHED ACCOUNTS FOR 2017
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:
TO PAY FOR TALKS AND TRIPS SUCH AS
LIONS CLUB, ST MARTINS ~~CH~~ SCHOOL ETC.

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.

**St Martins Ward OAP
Year end Accounts
31st December 2017**

Income & Expenditure Account

2017

1-Jan-17	Balance at current account bank B/f	50030169	4,713.52
	Balance at deposit account bank B/f	50081998	2,025.76
	Savings account interest		2.26
	Net monies		6,741.54
	Income(credits)		
	Subscription	2,607.20	
	Registration fee	126.00	
	Books & videos	105.83	
	Bingo	34.90	
	Donations / Raffles	473.00	
	Xmas dinner	392.00	
	Trips	2,282.00	
	Bring & buy	141.26	
	Savings account interest	27.01	
	Total	6,189.20	
	Expenditure(debits)		
	80th Birthday	40.00	
	Entertainment	586.50	
	Trips	2,292.00	
	Donations	0.00	
	Parties	2,143.22	
	Halls	297.50	
	Petty cash	40.00	
	Bank charges	41.40	
	Total	5,440.62	
	Net income for the year	748.58	
	Balance of income		7,490.12
31-Dec-17	Balance at Bank current account	5,436.66	
	Balance at Bank deposit account	2,026.45	
	Savings account interest	27.01	
	Net balance as at 31 Dec 2016		7,490.12

This Income and expenditure account was prepared from information given by Mrs Susan Lewis treasurer

To the best of my knowledge this account shows a fair and accurate statement of affairs as at 31st December 2017

Signed

Date

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

TALKING BOOKS WALES / LLYFRAU LLAFAR CYMRU
BUILDING 23, ST DAVID'S PARK, CARMARTHEN
SA31 3HB

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

PLEASE SEE ATTACHED.

3. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Number of members/beneficiaries who are resident in the Town Council area (St. Martins and Morgan Jones Wards see attached map)

SEE ATTACHED.

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

4. MEMBERSHIP FEES, if applicable

N/A

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

FINANCIAL STATEMENT ATTACHED.

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

SEE ATTACHED

Please ensure both pages of the application form have been completed. The completed application and enclosures should be returned to: Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL.

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

2.

We are a voluntary organisation, developed from a simple exercise in 1979 when a friend read and recorded a book for our founder, Rhian Evans. She was losing her sight and felt there were no books available from libraries and commercial outlets in the Welsh Language. The Welsh Cassette Scheme was born and developed with a Government grant. Our project is exactly the same- to provide audio versions of Welsh books and books written in the English language with a Welsh bearing. Since those humble beginnings well over 2500 books have been read and recorded. Last year we completed 52 recordings for our 450+ faithful listeners. Cassettes have been replaced by Compact discs. We now record digitally and older cassettes are being transferred and digitized. We also record community newspapers and provide a magazine of the best Welsh contributions to various publications. The aim is to replicate the services that are available in the English language. We are aware that there many organisations that provide a similar service in English, so we feel it is important that we concentrate our efforts on what is not available in Welsh. Llyfrau Llafar Cymru/ Talking Books Wales is based in Carmarthen, serving all the counties in Wales where there are people who have difficulty in reading print.

This is an ongoing project; run by volunteers; with no official financial backing from Government funds in Wales or beyond.

3.

We keep a log of all our recipients and we can identify that at the moment we do not have any recipients In your catchment area. Although we are not based in your area we feel that it is incumbent on you to assist us financially as this is a all -Wales charity providing a worthwhile service for blind and partially sighted people,

We do not expect you to contribute a large amount of money because we are not active in your area at the moment but it should be noted that many people who live in your catchment area could very well be needing our service in the future. We are aware that many people are very loathe to admit that they have sight problems.

While the numbers may not be spectacular, one should realise that there could be many more if members of your council and staff could, through social services departments, details of those who could benefit from our service. We find that many blind and partially sighted people are loathe to admit any deterioration and are possibly too proud to admit that their eyesight is failing. It is our belief that in every area in Wales there are potential "customers". Who knows how many could be in your area needing our service as a welcome diversion from their daily routine? We estimate that we need to raise £50,000 a year to pay for accommodation, equipment, disks etc as well as paying two part time staff. Around 35 volunteers help our with the readings and Some office duties, but the constant postal traffic(in excess of 4000 units per year, sent free of charge to recipients) means that the administrative aspect of the exercise warrants at least two part time staff and ensures consistency. While we have received generous donations, Big Lottery funding and a Welsh Government grant to relaunch the service in 2012, we are now having to battle on on our own and seek financial aid wherever possible. This year we are hoping that councils such as yourselves will come to our aid.

6. We rent Ty Llafar, our base, from Carmarthenshire County Council. Although we share certain costs with the Carmarthen Talking Newspaper for the Blind, we still need to find around £3,000 per month. We need to replenish the cd's and covers; and pay our two part time staff. Their dedication is exemplary: their wages do not equate to the hours and work load that they really deserve. By placing a ceiling of £50,000, we feel that a little bit extra each year should be set aside for a "rainy day". That could mean paying for new equipment for future recordings.

A sum of £50,000 has been mentioned as the ideal figure for one year's total. We should place that in perspective. We have communicated with all the local and community councils throughout Wales, hoping that a favourable response from each one, would contribute to the ultimate target. We believe one superstore slogan says it all "Every Little Helps", so whatever your council deems to be an appropriate response is fine with us. We stage fund raising events ourselves, but we cannot reach the above target on our own.

LLYFRAU LLAFAR CYMRU CYF

**(COMPANY LIMITED BY GUARANTEE WITHOUT SHARES)
REGISTERED CHARITY**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017**

	Unrestricted Funds £	Design ated funds £	Restricted Funds £	Total 2017 £	Total 2016 £
INCOME AND EXPENDITURE - RESOURCES RECEIVED					
Donations	50,762	-	-	50,762	14,663
Gift Aid	-	-	-	-	-
Carmarthenshire County Council	1,290	-	-	1,290	1,954
Talking Paper	4,503	-	-	4,503	4,102
Grant from the Lottery Fund	-	-	-	-	37,798
Resources received - total	56,555	-	-	56,555	58,517
RESOURCES USED					
Depreciation	616	-	4,935	5,551	5,164
	616	-	4,935	5,551	5,164
Professional Costs	1,725	-	-	1,725	-
Activity Costs	1,000	-	-	1,000	241
Maintenance Costs	48,383	-	-	48,383	47,493
	51,108	-	-	51,108	47,734
Resources used - total	51,724	-	4,935	56,659	52,898
Net incoming resources	4,831	-	(4,935)	(104)	5,619
Transfers between funds	-	-	-	-	-
Net movement in funds	4,831	-	(4,935)	(104)	5,619
FUNDS - BROUGHT FORWARD	32,990	27,885	7,981	68,856	63,237
FUNDS - CARRIED FORWARD	£37,821	£27,885	£7,981	£68,752	£68,856

Movements in reserves are shown in notes 8, 9 and 10 to the financial statements.

LLYFRAU LLAFAR CYMRU CYF (COMPANY NUMBER: 07612921)
(COMPANY LIMITED BY GUARANTEE WITHOUT SHARES)
REGISTERED CHARITY

BALANCE SHEET AT 31 MARCH 2017

	Note	£ 2017	£ 2016
FIXED ASSETS			
Tangible Assets	2 & 4	15,385	20,396
CURRENT ASSETS			
Other debtors	5	500	1,428
Cash at bank and in hand		<u>70,206</u>	<u>69,525</u>
		<u>70,706</u>	<u>70,953</u>
CREDITORS: amounts falling due within one year	6	<u>8,886</u>	<u>12,000</u>
NET CURRENT ASSETS		<u>61,820</u>	<u>58,953</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>77,205</u>	<u>79,549</u>
Provision for obligations	7	<u>(8,453)</u>	<u>(10,693)</u>
NET ASSETS		<u>£68,752</u>	<u>£68,856</u>
RESERVES			
Funds – unrestricted	8	37,621	32,990
Funds – designated	9	27,885	27,885
Funds – restricted	10	<u>3,046</u>	<u>7,981</u>
TOTAL RESERVES		<u>£68,752</u>	<u>£68,856</u>

For the financial year in question, the company was entitled to exemption under Section 477 of the Companies Act 2006 in relation to small firms. No member has insisted that the company carry out an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act in relation to accounting records and for preparing accounts.

These accounts have been prepared in accordance with the provisions relating to companies subject to the arrangement for small firms.

The financial statements on pages 8 to 14 were approved by the board of directors and signed on its behalf by:

[signature]
RHIAN MAIR EVANS

TRUSTEE

[signature]
DAVID SULWYN THOMAS

DATE7.12.17.....

Agenda Item 10.4

Report to Town Council 19th November 2018

Concessionary Hire of Caerphilly Castle

1 A request has been received from Caerphilly Fire Station for a concessionary hire of Caerphilly Castle for a fundraising event in January or February 2019. The fund raising is to support the Blazing to Serbia project which provides help to the Serbian Fire Services through the donation of vehicles, equipment, and training, and to support the Serbia Red Cross. The latter has involved supplying 300 pairs of new children's shoes, refurbishing two houses, Christmas gifts for needy children and hygiene packs for parents.

The Town Council has up to 9 concessionary hires for each calendar year. One has already been approved for 2019. There are therefore 8 concessionary hires that remain available for 2019.

Members are asked to decide whether the concession should be granted and whether to meet the cost of the hire fee. The current concessionary hire fee is £275 plus VAT.

2 A request has been received for a charity fundraising event in aid of Maggie's Cancer Centre, Cardiff in February 2019. This will be a Harry Potter themed event in memory of Emily Dunn. Maggie's support centre will be opening in the grounds of Velindre Cancer Care, Cardiff in early 2019. The charity offers practical, emotional, and social support free to anyone affected by cancer diagnosis.

The Town Council has up to 9 concessionary hires for each calendar year. One has already been approved for 2019. There are therefore 8 concessionary hires that remain available for 2019.

Members are asked to decide whether the concession should be granted and whether to meet the cost of the hire fee. The current concessionary hire fee is £275 plus VAT.

Phil Davy

Town Clerk

Agenda Item 11 Council Meeting 19.11.18

Tŷ Tredomen,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7WF

Tredomen House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7WF



Cyfarwyddwr Corfforaethol Dros Dro - Cymunedau
Interim Corporate Director - Communities

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

Community / Town
Councils

Your Ref/Eich Cyf:

Our Ref/Ein Cyf:

Contact/Cysylltwch â: Paul Hudson

Telephone/Ffon: 01443 866228

E Mail/E Bost: hudsop@caerphilly.gov.uk

Date/Dyddiad: 24 October 2018

Dear Community / Town Council

CCBC Events Review - 2018

I am writing with reference to the attached report that is scheduled as an agenda item for discussion at the Council's Regeneration and Environment Scrutiny Committee on Tuesday 30 October 2018.

The Council's Destination & Events Manager has been asked to appear at the next Community Council Liaison Sub Committee meeting on 14 November 2018 to discuss future funding of the Council's event programme and follows a report that was presented by the Destination & Events Manager at a meeting of the Community Council Liaison Sub Committee on 11 July 2018.

With regard to the scheduled meetings of the Sub Committee on 14 November 2018 and the Council's Regeneration and Environment Scrutiny Meeting on 30 October 2018 I would be grateful if your Community / Town Council could review the attached report and its recommendations. With regard to the recommendations outlined in Section 10 please confirm to Paul Hudson (hudsop@caerphilly.gov.uk) by **Monday 19 November 2018** whether your Community / Town Council is willing to make a financial / further financial contribution to any of the events listed in Table 1 of the report that are within / adjacent to your ward. If so please advise how much in pounds or percentage of cost of the event you are prepared to contribute.

If you would like to discuss any element of the attached report further then please do not hesitate to contact Paul Hudson on 01443 866228.

Yours sincerely

HEAD OF REGENERATION & PLANNING

Att.



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE

SUBJECT: REVIEW OF TOURISM/TOWN CENTRE EVENTS PROGRAMME

REPORT BY: CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To provide Scrutiny Committee with information and seek views on proposed options for future delivery and re-profiling of the tourism events programme.
- 1.2 For the Scrutiny Committee to make recommendation(s) for consideration by Cabinet as part of the 2019/20 budget process.

2. SUMMARY

- 2.1 The report provides information on the existing event programme organised and supported by the Destination & Events Team within the Council and proposes a number of options that can deliver against the requirements of the MTFP to reduce budgets.
- 2.2 In support of the Council's 'Unique Places' model of Town Centre Management, the Events programme has more recently focussed on delivering events, where practical, in the heart of our principal town centres at Caerphilly, Blackwood, Bargoed, Ystrad Mynach and Risca. This report is focussed on the 15 events delivered and supported through the 2018/19 Destination and Events service budget of £125,902, supplemented by an additional £12,000 from central funds to deliver the Bargoed Ice Rink.

3. LINKS TO STRATEGY

- 3.1 A number of events within the events programme support the delivery of Objective SQL4 of the Council's Regeneration Strategy 2018 – 2023, "A Foundation for Success".
- 3.2 Events feature as a tool to increase the number of visitors and visitor spend to the Valleys as part of Welsh Government's "Our Valleys, Our Future" delivery plan.
- 3.3 The Well-being of Future Generations (Wales) Act 2015 sets out seven Well-being Goals which aim to make a positive impact upon the social, economic, environmental or cultural well-being of the area or community concerned. This report aligns with the following Well-being Goals:
 - A prosperous Wales
 - A resilient Wales
 - A healthier Wales
 - A more equal Wales
 - A Wales of cohesive communities
 - A Wales of vibrant culture and thriving Welsh language
 - A globally responsible Wales.

- 3.4 Effective financial planning and the setting of a balanced budget also supports the above well-being goals. It is a requirement for the Council to set a balanced budget and in this regard, Caerphilly has just received its worst draft Welsh Government settlement since its inception in 1996. The review of the events programme is therefore one of a number of fundamental service reviews that will need to be undertaken if the Council is to set a balanced budget for 2019/20 and beyond.

4. THE REPORT

- 4.1.1 The Council has been running a varied and expanding events programme across different departments since its inception in 1996 as a tool to help meet its regeneration, leisure and tourism objectives. The events programme varies in size, nature and net expenditure and has evolved over time in terms of the profile and scale of the programme. Table 1 identifies the events organised and supported by the Destination & Events Team and their main funding sources.
- 4.1.2 The events programme is constantly evolving with some events thriving and growing, some stagnating and others that have reached a decline and are either in need of reviving or of cessation.
- 4.1.3 The events programme that is organised/supported by the Destination and Events Team includes 3 major events which are deemed to be of regional significance in terms of attracting tourism to the County Borough (The Big Cheese Summer event and The Caerphilly Medieval Winter Market, and Caerphilly Food Festival).
- 4.1.4 In terms of regional significance, the Big Cheese attracts between 50,000 and 100,000 visitors from a wider catchment area and has a social media reach of circa 500,000.
- 4.1.5 The Caerphilly Medieval Market attracts between 8,000 and 13,000 visitors to the town and will now be a joint event with CADW as a result of their recent announcements in relation to Caerphilly Castle investments with the aim of boosting the profile of the castle as a major Welsh Tourist attraction.
- 4.1.6 The 3rd regionally significant event is the Caerphilly Food Festival which is held in the Spring and attracts between 8,000 and 12,000 visitors to the town.
- 4.1.7 These 3 regionally significant events also support the fact that Caerphilly town has been designated as a strategic hub by the Welsh Government Valleys Taskforce and is currently the subject of a number of investment strategies.
- 4.1.8 In addition to these regionally significant tourism events, the Council's destination and events team currently organise/support 11 other events. These include:
- The Big Screen, Bargoed – April & September
 - Bargoed Spring Fayre
 - Blackwood Summer Festival
 - Risca Summer Music in the park
 - Ystrad Mynach Christmas Market
 - Bargoed Christmas Market
 - Risca Parade and Christmas Market
 - Blackwood Christmas Market
 - Caerphilly Lantern Parade
 - Bargoed Ice Rink (funded by Bargoed Town Council and Central Finance Fund)
 - St David's Day events in Bargoed, Caerphilly, Ystrad Mynach, Blackwood and Risca

4.2 EVENT BENEFITS

4.2.1 The benefits of staging events are varied but the most significant are:

- Economic benefit through visitor and contractor spend
- Increased town centre footfall
- Attract visitors from outside the local area
- Advertising Equivalent spend (raising profile of destination)

There are many softer benefits that are less quantifiable such as:

- Presenting an area as an attractive location, adding life and interest and creating positive experiences for visitors
- Fostering community pride
- Value of PR
- Cost effective positive social media coverage and sharing
- Volunteering opportunities
- Community infrastructure improvements
- Participation in sporting / art / cultural activity
- Local stewarding employment opportunities

4.3 EVENT COSTS / RISKS

4.3.1 The financial costs of running existing events are indicated in Table 1. As with the benefits there are also unquantifiable costs associated with events such as the disruption to the local community, displacement of visitor spend in the local economy, etc.

Table 1 – Funding / cost of Events 2017/18

EVENT	FUNDING SOURCES			TOTAL
	CCBC	TOWN / COMMUNITY COUNCILS	FEE INCOME	EVENT COST
St David's Day – 5 town centres	£3,512	£0	£0	£3,512
% of total Funding	100%	0%	0%	100%
TOTAL	£3,512	£0	£0	£3,512
BARGOED				
Bargoed Big Screen (* 2)	£2,767	£2,000	£0	£4,767
% of total Funding	58%	42%	0%	100%
Bargoed Spring Fayre	£2,830	£1,400	£761	£4,991
% of total Funding	57%	28%	15%	100%
Bargoed Ice Rink ¹	£14,347	£10,000	£4,049	£28,396
% of total Funding	51%	35%	14%	100%
Bargoed Christmas Market	£3,968	£2,000	£1,395	£7,363
% of total Funding	54%	27%	19%	100%
TOTAL	£23,912	£15,400	£6,205	£45,517
BLACKWOOD				
Blackwood Summer Festival	£11,227	£750	£3,928	£15,900
% of total Funding	71%	5%	25%	100%
Blackwood Christmas Market	£8,982	£750	£4,328	£14,060
% of total Funding	64%	5%	31%	100%
TOTAL	£20,209	£1,500	£8,256	£29,965
CAERPHILLY				
Caerphilly Medieval Market ²	£15,860	£1,500	£21,389	£38,749
% of total Funding	41%	4%	55%	100%

¹ Funded from Central Finance Budget to support Community Match Funding events

² One day cancelled by snow, resulting in partial fee refunds

Caerphilly Lantern Parade	£5,789 ³	£0	£0	£5,789
% of total Funding	100%	0%	0%	100%
Caerphilly Food Festival	£8,213	£1,000	£11,300	£20,513
% of total Funding	40%	5%	55%	100%
Caerphilly Big Cheese ⁴	£27,118	£0	£134,837	£161,955
% of total Funding	17%	0%	83%	100%
TOTAL	£56,980	£2,500	£167,526	£227,006
RISCA				
Risca Summer Music in the Park	£7,964	£0	£3,590	£11,554
% of total Funding	69%	0%	31%	100%
Risca Christmas Market	£5,570	£0	£1,285	£6,855
% of total Funding	81%	0%	19%	100%
TOTAL	£13,534	£0	£4,875	£18,409
YSTRAD MYNACH				
Ystrad Mynach Christmas Market	£1,565	£2,000	£2,504	£6,069
% of total Funding	26%	33%	41%	100%
TOTAL	£1,565	£2,000	£2,504	£6,069
MISC				
Miscellaneous events	£13,425	£0	£54	£13,479
% of total Funding	100%	0%	0%	100%
Miscellaneous equipment	£12,326	£0	£460	£12,786
% of total Funding	96%	0%	4%	100%
TOTAL	£25,751	£0	£514	£26,265
CUMULATIVE TOTAL	£145,463	£21,400	£189,880	£356,743

Event risks and non-financial costs are not easily quantifiable and can include the following:

- Traffic disruption through road closures;
- The cumulative impact of events in terms of multiple road closures on the local community;
- Disruption from infrastructure build;
- Reputational risk from negative impact;
- Security risks arising from current global climate;
- Health and Safety risk of accidents and incidents occurring on an event site;
- Potential ground re-instatement disrupting use of park venues.

4.4 EXTERNAL FACTORS

4.4.1 In recent years the Health & Safety Executive have started to apply the Construction Design & Management Regulations to the events industry. This has resulted in an additional work load and additional expertise requirements for a reduced in house delivery team.

4.4.2 Additional security and related traffic management costs have also been incurred at higher profile events as a consequence of current world affairs, with some events having Armed Response Police personnel dedicated to them.

4.5 EXTERNAL EVENTS

4.5.1 The Council has previously supported externally organised major events such as the Tour of

³ Includes workshop invoice miscoded to cost centre 2761

⁴ Significantly increased security related cost increases

Britain cycle race, Armed Forces Day, Proms in the Park and the Velothon Wales cycling event. There is a preference for external event organisers to request Caerphilly Town as an Event Location because of its iconic attraction in respect of the Castle and its easily accessible location.

- 4.5.2 At a local level, there is a desire to organise and manage the Traffic Management needed for the annual Armistice Parades in-house in order to support the community groups & Royal British Legion to de-risk this element of the event planning process that would involve identifying a budget that does not exist at the moment.
- 4.5.3 Whilst budget implications are a key driver for change, it is essential to provide a range of assessment criteria for establishing the events that the Council wants to organise in support of the Council's key objectives moving forward.

4.6 EVENT FOOTFALL

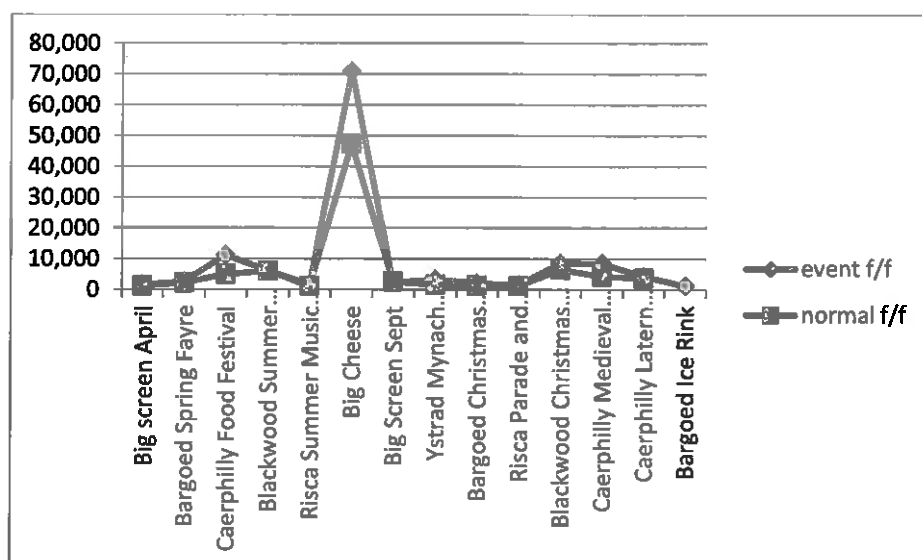
- 4.6.1 The events programme has grown organically over time and is focussed on generating additional town centre footfall, measured using the footfall counters that are located at strategic points within the town centres. The footfall during an event is then compared with a two week average for the time of year to provide a rudimentary indication of the impact of the event on the footfall in the town centre. This does have limitations, depending on the location of the camera and the layout of an event and its associated attractions within the town centre, relative to the location of the footfall camera.
- 4.6.2 The footfall information recorded in Table 2 is for the period 2017/18 and includes a number of proxy figures from previous years due to cameras being inactive at that time. Generally these figures are taken from one camera in each town. The exception to this is for The Big Cheese. The Big Cheese is not located within the town centre and it has three entry routes, two of which have footfall cameras. The Bargoed Ice Rink is a ticketed event and the figures recorded are for non-school admissions.

Table 2 – Event Footfall 2017

EVENTS 2017-18	EVENT FOOTFALL	NORMAL FOOTFALL	FOOTFALL IMPACT	ADDITIONAL VISITORS	
The Big Screen - April	1,568	1,256	25%	313	No information available for 2017 due to camera supplier change so 2015 information used.
Bargoed Spring Fayre	2,473	2,082	19%	392	
Caerphilly Food Festival	11,203	4,898	129%	6,306	Footfall Camera information not available for Lower Shopping Centre in 2016 & no information available for 2017 due to camera supplier change so 2015 information used.
Blackwood Summer Festival	6,069	6,042	8%	27	
Risca Summer Music in the park	1,645	1,094	50%	551	
The Big Cheese	70,721	47,216	50%	23,506	
The Big Screen - September	2,320	2,522	-8%	202	South Camera not in operation (used for previous events).
Ystrad Mynach Christmas Market	3,325	1,593	109%	1,733	
Bargoed Christmas Market	2,054	1,332	54%	722	(1 day only - Sunday cancelled due to snow).
Risca Parade and Christmas Market	1,398	1,097	27%	302	
Blackwood Christmas Market	8,525	6,570	30%	1,955	Cancelled due to snow and ice
Caerphilly Medieval Market	8,468	4,305	97%	4,163	
Caerphilly Lantern Parade	4,262	3,770	13%	492	
Bargoed Ice Rink (excluding school visits)	1,219	NA	NA	NA	
St David's Day	NA	NA	NA	NA	

It can be seen from Table 2 and Chart 1 that the biggest additional footfall is generated at the 3 regionally significant events (Big Cheese, Caerphilly Medieval Market and Caerphilly Food Festival) in absolute numerical terms.

Chart 1 - Uplift in event footfall 2017 compared to normal footfall



Although smaller in numerical terms, the percentage increase in footfall is significant for the Ystrad Mynach Christmas market event.

4.7 EVENT ATTRACTION

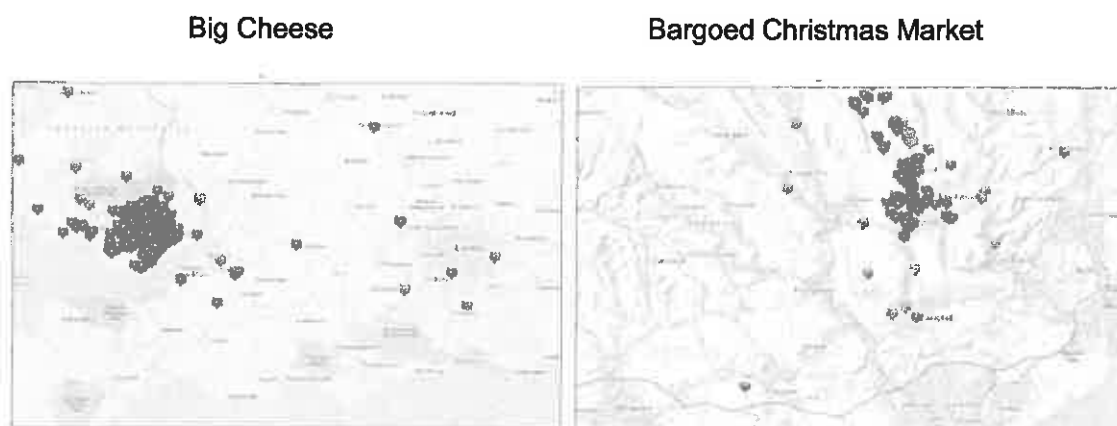
4.7.1 The events programme can effectively be split in terms of their event appeal into two categories:

- Regionally Significant Tourism events; and
- Community events.

Events staged in Caerphilly town are generally regarded as regionally significant Tourism events, as supported by the footfall data and the visitor distance travelled, recognising the town's appeal as a visitor destination and the fact that external event organisers are naturally drawn to the staging of events here as a result of its iconic status due to the presence of the Castle.

4.7.2 Chart 2 shows the distance that visitors travel to visit the Big Cheese and evidences its wider appeal outside of the County Borough when compared to a Community event such as the Bargoed Christmas Market.

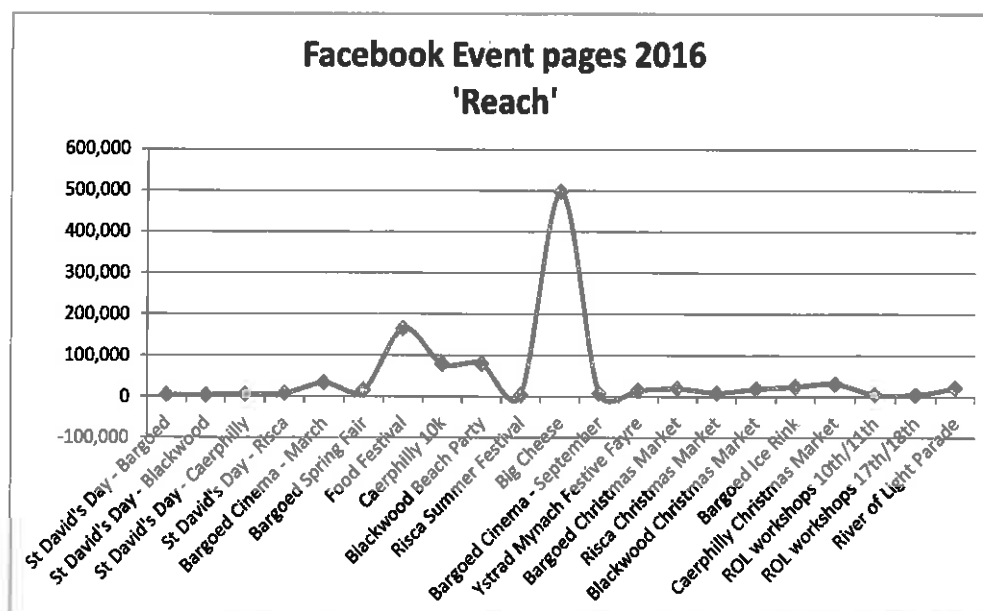
Chart 2 – Visitor catchment



The Tourism events attract visitors from further afield and have a bigger audience reach in terms of social media.

Chart 2 shows the number of people on social media (Facebook) that have seen the event on Facebook.

Chart 3 Facebook 'Reach' for 2016 event programme



4.8 EVENT SUSTAINABILITY

- 4.8.1 In financial terms each event has a different income profile with funding originating from a number of sources. The greater the share of costs that can be generated by consumers, traders and sponsors i.e. commercial income, the more sustainable the event is as there is less reliance on public funding and can be seen from Table 1 above (para 4.3.1).
- 4.8.2 Table 1 shows the percentage of the total income provided by the Council. In percentage terms the most subsidised events from the Council's perspective when compared against other funding sources are the St David's Day event and the Caerphilly Lantern Parade and the least subsidised event is the Big Cheese in Caerphilly.

4.9 In order to meet the requirements of the MTFP, there are a number of actions that will need to be implemented to make the future events programme more affordable and sustainable as follows:

- **Contribution from Town and Community Councils:**

There is scope to ask Town and Community Councils that have events located within their town centres to contribute toward the financial staging of the events programme. Some local Councils already contribute to the events programme as per Table 1, for example, Bargoed Town Council contributed over £15,000 to the Council's event programme in 2017/18, almost six times as much as the next highest contributor.

- **Cost reductions:** Event related costs can be reduced in certain areas such as entertainment costs, although this risks reducing the appeal of an event. Other areas of expenditure are increasing such as security and safety, especially at larger events such as The Big Cheese. This option should be explored in any event in order to ensure that the costs associated with each event are adding value to the event.
- **Sponsorship:** Work with businesses to actively sponsor events. If this option is to be pursued the Council will need to ensure that the sponsors are suitable sponsors that do not conflict with the Corporate Policies and objectives of the Council.
- **Alternative event delivery:** Work with town / community partners to support the delivery of an event as opposed to the Council being the main organiser. For example, Bargoed Town Council have taken a more active role in organising the Open Air cinema in the town, contracting the screen with an alternative supplier at greatly reduced rates and supported by event staff to arrange road closures etc. This option relies on finding suitable and willing partners with the resources to get involved in organising events.
- **Event programme rationalisation:** The events budget would be reduced by reducing the number of events that are held over multiple days. These events could be reduced or held on single days, in the same way that the fore runner for the Caerphilly Food Festival was the Caerphilly Flower Festival that ran over two days and now runs over a single day as a different event that attracts significant footfall to Caerphilly. Some events could be cancelled and the associated budget saved. Events that offer very little in the way of footfall additionality, event appeal, destination awareness and are therefore not considered to be sustainable are outlined in table 3 below.
- **Income Generation:** Income from fees and charges are at record levels, however, it is considered that they are currently set at the maximum rate achievable. Indeed at recent events, businesses have indicated that the fees and charges need to be reduced to ensure that existing participants can continue to attend events in the future.

4.10 The events programme has evolved to support the Council 'Unique Places' model of Town Centre Management by locating events within our town centres with the predominant aim of increasing footfall and awareness of our town centres for the benefit of stakeholders including the local and business communities.

From an economic benefit perspective our aim is to create **additional** footfall in a town centre when hosting an event that can be directly linked to the economic benefits derived from the event. Each of our principal town centres have footfall counters located within them and although they have limitations that can be affected by the layout of an event they are our best means of assessing and evaluating the success of an event in generating additionality.

When evaluating the overall success of an event we have taken into account the delivery cost of an event, visitor appeal, the economic benefit linked to the additional footfall created, the awareness and reach of an event using social media and the financial sustainability of the event which we have interpreted as the proportion of an event's funding that can be met by commercial revenue streams.

For example, when ranking the Big Cheese in terms of its event delivery cost it is the highest costed event that we run but it also creates the largest volume of additional footfall in the town even though the event is not located in the town centre. The Big Cheese also has the highest social media reach at just under half a million (Facebook), attracts visitors from a wider catchment area and generates over 80% of its funding from commercial revenues. Events based in Caerphilly town tend to generate the largest increase in footfall because of the town's profile, location, history and tourism appeal and subsequently they have the greatest economic impact and could be classed as "Regionally significant tourism" events.

A number of events such as the Caerphilly Lantern parade, and Bargoed Cinema events are very much based in the community and take place over a small duration of two hours or less and take place during the evening when the opportunities for event related expenditure are lower than daytime events over longer duration.

Generating significant additional footfall in our town centres through the events programme supports the Objectives of the Council's Regeneration Strategy, 'A Foundation for Success' which recognises the '*need to increase footfall and dwell time in town centres*' (SQL 7). In determining which events to support the Council could adopt 'criteria' for supporting events based on the key indicators of footfall uplift or additionality as outlined below:

PROPOSED CRITERIA FOR RATIONALISING THE SUPPORT FOR TOWN CENTRE EVENTS

- A. The Council will seek to have an equitable provision of one local community scale event per annum in each of its principal town centres.
- B. The Council will continue to support events that generate at least 30% uplift in footfall during the event;
- C. Where the uplift in footfall is below 30% the Council will no longer financially support the event. However, where resources allow, the destination and events team may be able to provide advice and guidance to the relevant town or Community Councils should they wish to fund and organise events outside those supported by the Council.

This will result in continued support for the 3 regionally significant tourism events in Caerphilly Town (Big Cheese, Caerphilly Food Festival and Caerphilly Medieval Market) as well as an equitable provision of community scale events in the other principal town centres (Blackwood, Bargoed, Ystrad Mynach and Risca). These include:

- Bargoed Christmas Market
- Blackwood Christmas Market
- Risca Summer Music in the Park
- Ystrad Mynach Christmas Market.

If these criteria were to be applied to the current events programme the following events would be supported / ceased.

Table 3 – Event footfall ranking by uplift % for 2017/18 excluding Regionally Significant Tourist Events

EVENTS 2017-18	FOOTFALL IMPACT	RETAIN	CEASE FUNDING
Ystrad Mynach Christmas Market	109%	✓	
Bargoed Christmas Market	54%	✓	
Risca Summer Music in the park	50%	✓	
Blackwood Christmas Market	30%	✓	
Risca Parade and Christmas Market	27%		✓
The Big Screen - April	25%		✓
Bargoed Spring Fayre	19%		✓
Caerphilly Lantern Parade	13%		✓
Blackwood Summer Festival	0%		✓
The Big Screen - September	-8%		✓
St David's Day	NA		✓
Bargoed Ice Rink (excluding school visits)	NA		☐

5. WELL-BEING OF FUTURE GENERATIONS

5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above in the following ways:

- *A healthier Wales* – visiting or participating in an event promotes physical exercise and encourages social interaction.
- *A more equal Wales* – events should strive to celebrate diversity and promote equal opportunity for all people regardless of their background or circumstances.
- *A Wales of cohesive communities* – relevant, accessible and well managed events are important to sustaining vibrant communities.
- *A Wales of vibrant culture and thriving Welsh language* – events such as St. David's Day can promote and reflect the cultural heritage of the area and places where the Welsh language can be used and promoted. The Council also supports the delivery of Welsh language and cultural events such as Filifest organised by Menter Caerffili.
- *A globally responsible Wales* – providing communities with access to local events can potentially reduce the necessity and frequency of vehicle use where events are placed in the local community and can be used to promote public transportation links.

6. EQUALITIES IMPLICATIONS

6.1 If the current events programme is to be reduced then further consideration will need to be given to the potential Equalities impacts.

7. FINANCIAL IMPLICATIONS

7.1 The Events budget is allocated as part of the annual revenue budget and has been cut in real terms successively since 2010 as part of the ongoing MTFP requirements. Income has reached record levels but there is a limit to how much more commercial and external income can be generated without further cutting back on the quality and appeal of an event.

If the recommendations are accepted in sections 10.1 to 10.3 then £47,494 could be saved from the events budget accepting that the unpredictable weather will always create a risk of

under achievement of income for outdoor events where event admission is free. Alternatively, the option at recommendation 10.4 could save circa £94,000 if chosen. If the events programme was ceased in its entirety then the full events budget saving of £125,902 would be realised initially and additional staff savings would also follow.

- 7.2 Table 4 below outlines the Council's budget relating to events for 2018/19 which totals £137,902 and consists of £125,902 core event funding and £12,000 central funding for the Bargoed Ice Rink.
- 7.3 The £12,000 central funding for the Bargoed Ice Rink is being separately considered as part of further proposed MTFP savings.

Table 4 – Event budget for 2018/19

EVENT	BUDGET 2018/19
St David's Day – 5 town centres	£5,000
TOTAL	£5,000
BARGOED	
Bargoed Big Screen (* 2)	£5,000
Bargoed Spring Fayre	£3,500
Bargoed Ice Rink	£12,000
Bargoed Christmas Market	£4,500
TOTAL	£25,000
BLACKWOOD	
Blackwood Summer Festival	£10,000
Blackwood Christmas Market	£11,500
TOTAL	£21,500
CAERPHILLY	
Caerphilly Medieval Market	£12,000
Caerphilly Lantern Parade	£8,494
Caerphilly Food Festival	£11,000
Caerphilly Big Cheese	£19,147
TOTAL	£50,641
RISCA	
Risca Summer Music in the Park	£7,500
Risca Christmas Market	£4,500
TOTAL	£12,000
YSTRAD MYNACH	
Ystrad Mynach Christmas Market	£2,000
TOTAL	£2,000
MISC	
Miscellaneous events	£7,000
Miscellaneous equipment	£14,761
TOTAL	£21,761

CUMULATIVE TOTAL	£137,902⁵
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8. PERSONNEL IMPLICATIONS

- 8.1 The events programme is delivered by two part time event officers with support from a number of part time events assistants. The increased role of safety in events and the external threats to the event programme coupled with a reduction in staff resource dedicated to event delivery in recent years has added to the workload burden on event staff and limited the scope for event development.

If the events programme is reduced this will aid the workload pressure on existing staff and depending on the level of reduction could result in either staff savings or a staff refocus on supporting events across the rest of the service area.

9. CONSULTATIONS

- 9.1 Officers attended a meeting of the Community Council Liaison Committee in July 2018 to discuss potential funding contributions for events across the county borough. A representative from Risca Town Council expressed support for a request for additional funding and a representative for Caerphilly Town Council expressed the view that Caerphilly were already fully committed to delivering a town council programme of events.

10. RECOMMENDATIONS

The Scrutiny Committee is asked to consider recommending one of 3 possible courses of action to Cabinet (set out in 10.1 to 10.3 below) having regard to section 3.4 of the report which outlines the pressures on the Authority's budget for 2019/20 and beyond.

- 10.1 That scrutiny recommends to continue to run the events set out in the "retain" column of table 3, along with the regional tourism events. This would lead to direct budget savings of circa £47,494 which would contribute to the MTFP. Also that the events team would continue to offer advice and guidance to Community/Town councils that wish to continue funding and running other events.
- 10.2 That the Scrutiny Committee recommends that all of the community events plus one of the regional tourism events are no longer provided. A total of £94,000 would be saved and could therefore contribute to the MTFP. Also that the events team would continue to offer advice and guidance to Community/Town councils that wish to continue funding and running other events.
- 10.3 That the Scrutiny Committee recommends to cease the events programme in its entirety, apart from continuing to offer advice and guidance to Community/Town councils that wish to continue funding and running other events. This would contribute savings of £125,902 plus a level of staff costs to the MTFP.
- 10.4 Where the recommendation of the Scrutiny Committee is in accordance with 10.1 or 10.2 above, the relevant actions outlined in paragraph 4.9 of this report will also be implemented.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To contribute revenue budget savings in support of the Councils Medium Term Financial Plan.

12. STATUTORY POWER

- 12.1 Local Government Act 2000. This is a Cabinet function.

⁵ Includes £12,000 centrally funded contribution to community match funding schemes

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Infrastructure, Sustainability & Wellbeing of Future Generations Champion
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Stephen Harris, Interim Head of Business Improvement Services
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