

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

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TOWN CLERK:  
CLERC-Y-DREF:

**K. Williams**

TOWN MAYOR:  
MEIR Y DREF:

**Councillor  
James Fussell**

13th April 2015

An Ordinary Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 20th April 2015 at 6.30 p.m.

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

K. Williams  
TOWN CLERK

## A G E N D A

1. To note Members' attendance and to receive any apologies for absence.
2. Declarations of Interest in any item.
3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held on 23rd March 2015 (herewith).
4. Matters arising from the Minutes if not covered by the Agenda.
5. COMMUNITY SAFETY MATTERS
6. TOWN MAYOR'S DIARY
7. ENVIRONMENTAL MATTERS
8. PROJECTS AND TOWN CLERK'S REPORT
  - a) Caerphilly Animates.

9. PLANNING MATTERS (see list attached)

10. PAYMENTS AND FINANCIAL MATTERS

a) List of Payment.

b) Bank Account Balances.

c) Application for Financial Assistance

i) St. Martin's Neighbourhood Watch.

ii) Aber Valley Wolves - Caerphilly RFC.

iii) Caerphilly Horticultural.

d) Receipts and Payments A/c 2015 and Associated Documents.

e) Annual Governance Statement and Accounting Statement for year ending 31st March 2015.

f) Workplace Pensions.

11. CORRESPONDENCE

Velothon Wales.

12. ANY OTHER BUSINESS

CAERPHILLY

TOWN

COUNCIL



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TOWN CLERK:  
CLERC-Y-DREF:

Ken Williams

TOWN MAYOR:  
MEIR Y DREF:

Councillor  
Mr. James Fussell

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY TOWN  
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE  
ON MONDAY 23RD MARCH 2015**

**Present:**

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

**Apologies:**

Councillors M. Newman and C. Elsbury.

**In attendance:**

Mr. K. Williams (Town Clerk).  
Sgt Sarah Greening and PCSO John McDonnell.

89. **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 16TH  
FEBRUARY 2015**

Minutes of the Ordinary Council Meeting held on Monday 16th February 2015 were received, confirmed and signed.

90. **MATTERS ARISING FROM THE MINUTES**

Parking on match day for Caerphilly RFC. Councillor Pritchard has tried to contact the club to resolve the problem but with no success to date.

91. **COMMUNITY SAFETY MATTERS**

- a. There is one rough sleeper in town causing concern and various organisations are trying to help him. He has moved from Connect Life Church and is currently behind Tesco's, Cardiff Road. Last year there were 6 rough sleepers in the town but through multi agency approach most of these have found accommodation.
- b. Cardiff Kicks and Fab Fridays initiatives has helped reduce anti social behaviour by giving youths sporting activities to keep them occupied.

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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**

- c. PACT has now been replaced by Your Voice but where PACT was working it will remain much the same. There will be an open meeting in St. Martin's Ward to be held around the end of April. It was believed good publicity is the key to a successful change over.
- d. Increase to car damage in Morgan Jones Ward with vehicles being sprayed.

**Member Issues:**

- i. Quad biker causing problems around town.
- ii. **Park Watch will restart for the Summer Period.**
- iii. Boy racers around B & M on Bedwas Road.
- iv. **Garages in Park Avenue have been broken into although this was not reported.**
- v. Barrier to be put between Dol y felin Street and Celyn Avenue.  
A request was made for a police presence when barrier is established.
- vi. **Parking on Crescent Road on Disabled drop kerb and on bus stop.**
- vii. A quad was seen being pushed up Watford Road and freewheeling down.
- viii **Parking outside Twyn School on yellow lines.**

92. **TOWN MAYOR'S DIARY**

- a. Y Galeri Art Showing.
- b. Fund raiser for Urdd in Caerphilly Castle.

93. **ENVIRONMENTAL MATTERS**

- a. Floodlights being left on at Y Castell School.  
A new caretaker has been employed and these have now been switched off.
- b. **Gully in White Street full of rubbish.**
- c. Hand over of pitch at Castle Maen.
- d. **Local Development Plan - Concern over use of green field site for development. The L.D.P. has gone out for consultation.**

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

- a. Caerphilly County Borough Events 2015

Members considered the report and agreed to make the following contribution to 2015 Events run by the Caerphilly County Borough Council.

Event	Funding £
Caerphilly Food Festival	1000
Big Cheese	750
Caerphilly Christmas Market	1500

- b. **Cast Iron Ornate Litter Bin - Morgan Jones Park**

Members agreed to pay the £60 plus VAT to site the cast iron litter bin in Morgan Jones Park.

**c. Concessionary use of Caerphilly Castle - Shining Stars**

The clerk tabled a report requesting a concessionary use of Caerphilly Castle and for the Town Council to meet the hire charge.

Members were reminded that the Town Council has 6 concessionary uses in a calendar year and so far 4 have been granted.

Members agreed to the request to the concession and to pay the hire charge.

**d. Bands in the Park 2015**

The Caerphilly County Borough Council has requested funding from the Town Council to enable it to put in a Bands in the Park concert in the Summer of 2015. The cost of the concert is £346 which members agreed to pay.

**e. Megaday 2015**

Members agreed to sponsor the Marquee for this year's Megaday Event.

**95. PLANNING MATTERS**

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

The Town Clerk took members through the applications.

Members objected to 14/0855 due to overdevelopment and lack of residential amenities.

**96. PAYMENTS AND FINANCIAL MATTERS**

List of Payments - Noted and Approved.

Bank Account Balances - Noted.

Walk For Life - Agreed to a donation of £200 to be given to the Mayor to present at the walk.

**97. CORRESPONDENCE**

Play for Wales Magazine - Noted.

**98. ANY OTHER BUSINESS**

Councillor Talbot asked if there was any information regarding the use of the site on Park Lane following the demolition of the buildings there.

Members believe the income received from the sale of the land will be used as a capital receipt to fund any future developments in the Borough.

Next meeting 20th April 2015.

Meeting closed 7.15 p.m.

**From:** Poyner, John [POYNEJ@CAERPHILLY.GOV.UK]

**To:** <dwrcommunitycouncil@gmail.com>, <towncouncil@tiscali.co.uk>, <john@jdilworth49.plus.com>

**Date:** 30/03/2015 16:11

**Subject:** Caerphilly Animimates

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Dear Sir/Madam,

I write in relation to the above.

It is with great pleasure that I am able to inform you that Caerphilly County Borough Council has been successful in obtaining part funding from the Arts Council towards the provision of the "Caerphilly Animimates" project. Caerphilly animimates will feature once weekly two hour sessions over a thirty two week period. The purpose of the project will be to produce an animated film based on the history of Caerphilly Castle whilst at the same time there is the potential for the attendees to obtain a qualification! The exciting and vibrant world of animation will be introduced to the young people of Caerphilly by a professional animator and the Head of Art at St Martins School Darren Latham. Darren has built up St Martins as a hotbed for animation with four former pupils currently employed in the industry!

I am very keen to extend this project not just to pupils at St Martins School but also to its feeder primary schools. Therefore, ten pupils from each of the four feeder primary schools, Twyn, St James, Rudry and Cwrt Rawlin will attend the Caerphilly Animimates project at St Martins School for one eight week period which will commence in September during a weekday evening probably between the hours of 3.30 and 5.30pm.

As the scheme is part funded, I still have the responsibility to obtain the remaining monies and to that end, I am asking that your Council considers providing a contribution towards the remaining £250 sought. This amounts to £83 per council. In return for your support, a film will be provided to you which will make reference to your council.

It is obviously very important that I progress this project particularly with regards to funding so I would therefore be grateful if you could confirm that you are able to provide the relevant finance by the end of April.

Many thanks for your time.

Kind Regards

**John Poyner**

Connecting Communities Manager | Rheolwr Cysvlltu Cymunedau

**Case Ref.** 15/0169/FULL **Site Area:** 289m<sup>2</sup>  
**Location:** 24 Cwrt Draw Llyn Caerphilly CF83 1RZ  
**Proposal:** Erect two-storey side extension to provide lounge, dining room, two bedrooms and en-suite  
**Applicant:** Mr R Alden 24 Cwrt Draw Llyn Caerphilly CF83 1RZ  
**Agent:**  
**Case Officer:** Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314538 (E) 185892 (N) **Expected Decision Level:** Delegated  
**Community Council:** Caerphilly Town Council

**Case Ref.** 15/0176/FULL **Site Area:** 129m<sup>2</sup>  
**Location:** Ridgeway Golf Club Thornhill Caerphilly CF83 1LY  
**Proposal:** Erect a marquee adjacent to existing club house  
**Applicant:** Mr B Fitzgerald Ridgeway Golf Club Thornhill Caerphilly CF83 1LY  
**Agent:**  
**Case Officer:** Mrs M Davies ☎ 01495 235227 ✉ daviem2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315591 (E) 184632 (N) **Expected Decision Level:** Delegated  
**Community Council:** Caerphilly Town Council

## LIST OF PAYMENTS

<b>CHEQUE NO.</b>	<b>PAYEE</b>	<b>IN RESPECT OF</b>	<b>AMOUNT £</b>
303523	Playworks	March Salaries	1556.55
303524	Play Wales	Subscriptions	25.00
303525	Digital Systems UK	Photocopying	8.70
303526	James Fussell	Town Mayor's allowance	500.00
303527	Bath Bus Company Ltd	Hire of Open Top Bus	550.00

### **Bank Account Balances as at 31st March 2015**

£

<b>Community Direct Plus Account</b>	<b>2794.96</b>
<b>Business Select 14 day Account</b>	<b>22475.37</b>
<b>Business Select 14 day Gratuity Account</b>	<b>4035.66</b>
<b>Fixed Term Investment Account</b>	<b>30558.59</b>



As Neighbourhood watch coordinator for St Martins Estate, I wish to make a request to the Town Council, that if granted/implemented, will improve the road safety for pedestrians on the estate.

The bend in the road on St Christophers Drive (Ring road) running past the Moat House Pub, is a big "blind spot" to pedestrians.

Crossing the road is both hazardous and dangerous for pedestrians.

There have been several near misses, as the bend is "blind" to traffic travelling clockwise past the Moat pub.

The problems are also often compounded by large lorries and vans delivering goods to the Moat pub and they park on the bend.

The double yellow lines there being ignored. This forces other vehicles into the middle of the road at the point highlighted.

A good and inexpensive solution are Convex mirrors.

A convex mirror would provide much improved visibility for both vehicles and pedestrians.

Greatly improving the safety of pedestrians (and vehicles) at that point on the estate and only one is required

Looking at costs, they are available complete with post brackets for between £100 and £200.

Please would you consider my request and advise on how it could be taken forward.

Many thanks

Best Regards

109 Thomas Street  
Abertidwr  
Caerphilly  
CF83 4AY  
Tel : 07817 525860

Mr Ken Williams  
Clerk to the Council  
Caerphilly Town Council  
Twyn Community Centre  
The Twyn  
Caerphilly CF83 1JL

9<sup>th</sup> April 2015

Dear Mr Williams

The Aber Valley Wolves is a Rugby League club playing at Caerphilly Rugby Club. All newcomers are welcome and we have players from numerous Rugby Union clubs, such as Caerphilly, Senghenydd, Bedwas and Penallta.

Rugby League is a relatively new sport in our area and an Under 15's side was formed in 2012 and an U14's and U15's formed last year. Rugby League is played in the summer months when Union rugby has finished for the season. In our first year we formed an U15's side and had 22 players on our books. We are very proud to say that the U15's came runners-up in the Grand Final in their first season and were Grand Final Champions last year. The U14's were also Grand Final Champions in their first year of playing, which is a great accolade for the town of Caerphilly. We are also very proud to say that eight players went on to represent East Wales and six players were offered scholarships with the South Wales Scorpions and, who knows, may be playing for the likes of Wigan one day. The Coach and Team Manager were also chosen to coach the Wales Rugby League Women's team and another Coach has been asked to coach the South East Origins side.

We would like to start up an U13's side this year and are therefore actively seeking donations/grants in order to purchase essential items such as water bottles, water, kit (shorts and socks), balls, cones, tackle pads, tackle shields and coaching, refereeing and child protection courses etc. All the managers, coaching staff, physio and referees give their time free of charge.

Rugby League is a fantastic way for the boys to maintain/improve their fitness during the summer months (crucial to a healthy lifestyle) when the rugby Union season is closed. When the Union season ends, the boys find themselves at a loss and Rugby League helps keep them off the streets and plays a huge part in occupying and engaging the boys who are all at the very vulnerable age of 13/14/15/16.

Cont/d .....

We are once again holding an open day at the end of April and we now hope to go from strength to strength.

We would be so grateful for any help you could give us and I look forward to hearing from you and thank you in anticipation. If you need any further information, please do not hesitate to contact me at the address/telephone number above.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G. Short', written in a cursive style.

Gareth Short  
Direct of Rugby, Aber Valley Wolves

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

Aber Valley Wolves - Caerphilly RFC

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

Mr Gareth Short, Director of Rugby, 109 Thomas Street, Abertridwr, Caerphilly CF83 1AY

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

Rugby League

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Total No. 80 Number Resident in Town Council area (see attached map) 30

5. MEMBERSHIP FEES, if applicable £25 per season

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 see attached

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

Start-up of new U13's side - Coaching courses, new kit, balls, cones, tackle pads, water bottles, ~~the~~ safeguarding children courses, DBS checks - Approx £500

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.

Rugby League Main Account

Date	Transaction	In	Out	Receipt No	Balance	Remarks
01/04/2014	Balance Bought Forward	3268.73			3268.73	
17/04/2014	CC Sports	200.00	ORFC 150.414		3068.73	17 x Training Balls, 10 x Water bottles & 2 x Match Balls.
01/05/2014	CC Sports	1032.00	AW020514		2036.73	Senior Squad - New Kit. Cheque no 000071
02/05/2014	Front 5 Supplies	158.38	FF2178		1878.35	Sports Tape - Various sizes. Cheque no 000072
06/05/2014	Deposit	495.00			2373.35	Membership fees senior / Juniors
06/05/2014	Post Office	24.00	354458.00		2349.35	40 1st class stamps @ 62p each Cheque no 000070
06/05/2014	Beech Farm	46.80	8870.00		2302.55	Burgers / Hot dogs sausages for open day Cheque no 000070
06/05/2014	Makro	52.81	802511.00		2249.74	Tea / Coffee / sugar / etc for open day Cheque no 000070
17/05/2014	G.J.G Construction	250.00	pro18		2499.74	Cash donation
17/05/2014	Deposit	150.00			2649.74	Senior membership
17/05/2014	Deposit	250.00			2899.74	Junior membership
20/05/2014	Deposit	200.00			3099.74	Pentheal & Treceyndd Energy'n com council
20/05/2014	Deposit	250.00			3349.74	Donation unknown
20/05/2014	Deposit	110.00			3459.74	Gale Takings for Bktgend game( home game)
20/05/2014	Tuckers	400.00			3859.74	Cash Donation
20/05/2014	G.J.G Construction	100.00			4349.74	Cash donation
20/05/2014	Deposit	390.00			3646.02	T-Shirts /Shorts /Polo Shirts /etc Cheque no.000 073
19/05/2014	CC Sports		703.72	AW 160514	3598.02	Changing room fees
22/05/2014	Salnt R U Club	125.00		000075	3723.02	5 JUNIOR MEMBERSHIP fees
29/05/2014	Deposit	25.00			3748.02	Junior membership
30/05/2014	Withdrawal		150.00		3598.02	Petty cash float
04/06/2014	Front 5 Supplies		155.00	FF2239	3443.02	Stock supply of strapping etc .000 075
09/06/2014	Deposit	50.00			3493.02	Junior membership 1 cash (cheque/ Mr D Miles)
09/06/2014	Deposit	42.50			3535.52	Proceeds from food at friendly 16/6/2014
06/06/2014	CC Sports	289.74	AVW050614		3245.78	11 poles- 7Shorts- 8 T-Shirts -15 Sponsors logo 000077
07/06/2014	Coach Hire	260.00	C3956		2985.78	Llanelli £260.00 bus. minus £110 supporters fee 000076
13/06/2014	Lottery C Chest	1500.00			4485.78	Lottery Community Chest (Sports Wales)
21/06/2014	Front 5 Supplies		18.80	FF2344	4466.98	Adhesive Spray/ £18.80 Should have been £26.80) 000078
26/07/2014	CC Sports		2619.49		1847.49	Quotation for Junior section kit etc. receipt to follow 000079
29/07/2014	Withdrawal		150.00		1697.49	Into petty cash account for payment B/Boys Socks etc.000080
11/09/2014	CC Sports		82.04		1615.45	Tee shirts for senior squad 000081
18/09/2014	Ref Viv		125.00		1490.45	Repayment to U-16 squad members cash withdrawn 000082
<b>Total =</b>		<b>7606.23</b>	<b>6115.78</b>			

money in 7606-23  
money out 6115-78  
BALANCE 1490-50  
0.55p In change (coppers) at home  
Ref bank statement =  
31st July to 30th Sept2014  
Sheet No 16

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.  
CAERPHILLY HORTICULTURAL  
TWYN COMMUNITY CENTRE
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION  
CLAUDETTE STONE, SECRETARY  
3 HEOL Y GROS, CAERPHILLY
3. PURPOSE OR ACTIVITIES OF ORGANISATION – if possible attach copy of Constitution  
To encourage and share an interest and knowledge  
of gardening for all ages, abilities and size of garden.
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:  
Total No. 20 Number Resident in Town Council area (see attached map) 12
5. MEMBERSHIP FEES, if applicable £12 pa
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.  
BANK - £1201.97 CASH IN HAND £64.26 (SPENDING ACC F40)
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:  
For help with show costs  
Judges' 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.

Sheet2

<b>Income and Expenditure for year ending 30 September 2014</b>		
<b>Income</b>		
Membership Fees	162.00	
Raffle	108.00	
Flower festival	294.31	
Grants and Donations	265.00	
		829.31
<b>Expenditure</b>		
Speakers fees	125.00	
Hall rent	64.00	
Stationery	10.48	
NVS Membership	19.00	
Garden news	13.00	
RHS Insurance	70.00	
RHS Annual subscription	33.00	
Annual show	65.24	
		399.72
Income over expenditure		429.59
<b>BALANCE SHEET AS AT 30 Sept 2014</b>		
<b>CURRENT ASSETS</b>		
Coop Current account	1400.97	
Cash in hand	45.26	
		<u>1446.23</u>
<b>FINANCED BY</b>		
Accumulated funds		
Coop Current acc	1011.97	
Cash in hand	4.67	
Income over expenditure	429.59	
		<u>1446.23</u>

**CAERPHILLY TOWN COUNCIL**  
**CYNGOR TREF CAERFFILI**

**RECEIPTS AND PAYMENTS ACCOUNT (as per cash book)**  
**1<sup>ST</sup> APRIL 2014 TO 31<sup>ST</sup> MARCH 2015**

	2014/2015	2013/2014
<b>EXPENDITURE</b>		
Clerks Salary/Travelling	18443.58	18425.63
Town Mayor Allowance	900.00	1272.40
Audit Fee	550.00	625.00
Telephone/Printing/ Postage/Copying	645.87	669.74
Accommodation/Rates/Equipment	5187.28	8527.70
Subscription	374.00	172.00
Insurance	2531.47	2513.59
Christmas Lights	5505.09	6213.50
Christmas Festival	2037.63	1570.20
Tourism/Town Centre	345.82	6345.00
Concurrent Function	-	3225.00
Sponsored Events	17851.89	8038.12
Fireworks Display	17484.15	16080.89
Twinning/Hospitality	610.50	340.00
<b>FINANCIAL ASSISTANCE</b>		
Youth/Sport	1122.50	1600.00
Pensioners/Disabled	850.00	1500.00
Section 137	4250.00	4640.00
Junior Recreation	3600.00	3705.00
VAT	5550.18	5347.17
Miscellaneous	50.00	-
Payroll Admin	96.00	159.00
Election Costs	2568.94	-
<b>TOTALS</b>	<b>90554.90</b>	<b>90969.94</b>
<b>INCOME</b>		
Refund of VAT	5347.17	5801.74
Precept	77725.57	76241.36
Firework Sponsorship	2700.00	2700.00
Grant/Donations	2330.00	1300.00
Bank Interest	478.89	190.26
Fireworks Collection	4129.12	2613.11
<b>TOTALS</b>	<b>92710.75</b>	<b>88846.47</b>



## Balance Sheet as at 31st March 2015

	£		
INCOME (as per cash book)	92710.75		
EXPENDITURE (as per cash book)	<u>90554.90</u>		
Surplus Income over Expenditure	<u>2155.85</u>		
Bal b/forward 01/04/14	56758.73		
Add Surplus Income	<u>2155.85</u>		
Balance c/forward 31/03/15	<u>58914.58</u>		
	£		£
Funded by:			
Community Direct plus A/c	2794.96		
Less unrepresented cheques			
303403 - 400.00			
303515 - 50.00			
303526 - <u>500.00</u>			
	<u>950.00</u>		
Business Select 14 day A/c		1844.96	
Business Select 14 day Gratuity A/c		22475.37	
Fixed Rate Deposit A/c		4035.66	
		<u>30558.59</u>	
		<u>58914.58</u>	

**Sec 137 Expenditure**

	£
Donations	4250.00
Fireworks Display (Net of Income)	10655.03
Christmas Lights	7542.72
Junior Recreation	3600.00
Sponsored Events	<u>18197.71</u>
	44245.46

Approved Level of Expenditure 2014/15

Electorate	11548
Amount per Elector	£7.20

Total allowed expenditure under Sec 137 of L.G. Act 1972

£83145.60

### LIST OF DONATIONS

	<b>£</b>
Kidney Wales Foundation	<b>200</b>
Mount Carmel English Baptist Church	<b>1000</b>
Parish of Caerphilly	<b>250</b>
Mayor's Charity Appeal	<b>500</b>
Cardiac Fitness Solutions	<b>200</b>
Windsor School of Dance	<b>200</b>
Caerphilly & District Arts Society	<b>250</b>
Shelter Cymru	<b>200</b>
Ruperra Castle Preservation Trust	<b>400</b>
Windsor Road Presbyterian Church	<b>500</b>
2nd Caerphilly Brownies	<b>322.50</b>
Aber Valley YMCA	<b>600</b>
Golden Oldies	<b>200</b>
St. Martin's Ward OAP'S	<b>400</b>
Disability Can Do Organisation	<b>250</b>
Menter Iaith Sir Caerffili	<b>500</b>
St. Martin's Neighbourhood Watch	<b>250</b>
Caerffili Lions - Peace Poster	<b>250</b>
Undercurrents	<b>150</b>
Megaday	<b>2250</b>
Y Galeri	<b>1050</b>
Urdd Eisteddfod	<b>5000</b>
Shining Stars	<b>275</b>

**CAERPHILLY TOWN COUNCIL ASSETS**  
**AS AT 31<sup>ST</sup> MARCH 2015 (at cost)**

	£
Olivetti Photocopier (net of VAT)	3000
<u>I.T. EQUIPMENT</u>	
Computer	700
Monitor	215
Printer	200
Laptop	500
Christmas Decorations	32361
Mayor's Chain of Office	5990
Deputy Mayor's Chain of Office	500
P.A. System	900
Electric Cable	700
Office Furniture	2000
External Notice Board	250
Telephone/Shredder	170
Road Closure Signs	175
Flood Lighting St. Martin's Church	4,000
<b>TOTAL</b>	<b>51661</b>

Annual Statement of Accounts and Annual Governance Statement for Year Ending  
31st March 2015

The Annual Statement of Account and Annual Governance Statement are attached to this report for consideration by members.

The Council must formally approve the return and duly certify Section 3 before the return is sent to the auditors.

Section 1 – Accounting statements for: **CAERPHILLY TOWN COUNCIL**

	Year ending		Notes and guidance for compilers				
	31 March 2014 (£)	31 March 2015 (£)					
1. Balances brought forward	58882	56758	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. (+) Annual precept	76241	77726	Total amount of precept income received in the year.				
3. (+) Total other receipts	12605	14985	Total income or receipts recorded in the cashbook minus the precept. Includes support, discretionary and revenue grants.				
4. (-) Staff costs	18426	18443	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.				
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the Council's borrowing (if any).				
6. (-) Total other payments	72544	72111	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	56758	58915	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).				
8. (+) Debtors and stock balances	NIL	NIL	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to and stock balances held at the year-end.				
9. (+) Total cash and investments	56758	58915	<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 Council (except borrowing) at the year-end.				
11. (=) Balances carried forward	56758	58915	<b>Total balances should equal Line 7 above:</b> Enter the total of (8+9-10).				
12. Total fixed assets and long-term assets	50587	51661	The recorded current book value at 31 March of all fixed assets owned by the Council and any other long-term assets – eg, loans to third parties, other investments to be held for the long term ie, more than 12 months.				
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 Council 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).

## Section 2 – Annual Governance Statement

We acknowledge as the members of the Council 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 Council's accounting statements for the year ended 31 March 2015, that:

	Agreed?		'YES' means that the Council:	PG Chap.					
	Yes	No							
1. We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and proper practices.	✓ YES		Prepared its accounting statements in the way 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.	✓ YES		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 to conduct its business or on its finances.	✓ YES		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.	✓ YES		Has given all persons interested the opportunity to inspect and ask questions about the Council's accounts.	6, 23					
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓ YES		Considered the financial and other risks it faces in the operation of the Council and has dealt with them properly.	6, 9					
6. We have maintained an adequate and effective system of internal audit of the Council's accounting records and control systems throughout the year and have received a report from the internal auditor.	✓ YES		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 Council.	6, 8					
7. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓ YES		Has responded to matters brought to its attention by internal and external audit.	6, 8, 23					
8. 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 and, where appropriate, have included them on the accounting statements.	✓ YES		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6					
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>	<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> <tr> <td></td> <td></td> <td>✓ N/A</td> </tr> </table>	Yes	No	N/A			✓ N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
Yes	No	N/A							
		✓ N/A							

\* 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.

## Pension Regulations

The Town Council has received a notification from the Pensions Regulator informing it that the law on workplace pensions has changed. Under the Pensions Act 2008 every employer with staff in the UK must automatically enrol those who meet certain criteria into a workplace pension scheme and contribute to it.

The staging date for Caerphilly Town Council is 1st April 2016. It must nominate its contact by 1st May 2015. This person may be a member of staff or the payroll provider.

All staff must be assessed for eligibility. Anyone earning less than £486 a month has a right to join a pension scheme. Those earning over £486 up to £833 has a right to opt in. Anyone earning over £833 aged between 16 and 21 can opt in, 22 to SPA is automatically enrolled; SPA to 74 has a right to opt in.

The employer's contribution is 1% before 30/09/17, 2% from 01/10/17 to 30/09/18 and 3% from 01/10/18 onwards.

If an employee has a right to join a pension scheme you must provide one but you don't have to pay contributions. If an employee has a right to opt in or is automatically enrolled you must put them in your automatic enrolment pension scheme and pay regular contributions.

The Town Council employs a payroll agency for its payroll service and it is recommended any pension service also be provided by them.

Members are asked to consider this report.