

CAERPHILLY
TOWN
COUNCIL



CYNGOR
TREF
CAERFFILI

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

TOWN MAYOR:
MEIR Y DREF:
Councillor
Mike Prew

An Ordinary Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 21st January 2019 at 6.30 p.m.

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

A handwritten signature in black ink that reads "P. G. Davy". The signature is fluid and cursive.

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 19th November 2019.
4. Matters arising from the Minutes if not covered by the Agenda.
5. COMMUNITY SAFETY MATTERS
6. TOWN MAYOR'S DIARY
7. ENVIRONMENTAL MATTERS
8. TOWN CLERK'S REPORT
 - 8.1 Complaints Policy and Procedure.
 - 8.2 Section 137 Expenditure Limit for 2019-20.

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

- 8.3 Q3 Budget Monitoring (2018/19 Financial Year).
- 8.4 Budget Estimates 2019/20.
- 8.5 CIL Working Group.

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

10. **PAYMENTS AND FINANCIAL MATTERS**

- 10.1 List of Payments.
- 10.2 Bank Account Balances.
- 10.3 Application for Financial Assistance.
- 10.4 Concessionary Hire of Caerphilly Castle.

11. **CORRESPONDENCE**

- 11.1 Letter from South Wales Classic Motorcycle Club.
- 11.2 Caerphilly Castle Improvements Programme. Invitation to attend Programme Validation Workshop.

12. **MEMBER REQUESTS FOR FUTURE REPORTS**

CAERPHILLY

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**MINUTES OF THE ORDINARY MEETING OF THE CAERPHILLY
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 19TH NOVEMBER 2018**

Present:

Councillors P J Bevan, C Elsbury, S Kent, J Hibbert, J Grenfell, M Prew, H Jackson, S Morgan, J Fussell, J Pritchard, R Bidgood.

Apologies:

Cllr S Hodder

In Attendance:

N McLain, J Pursey, I Adams, B Ennis, Gwent Police
P G Davy, Town Clerk

66 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 15TH OCTOBER 2018

Minutes of the Ordinary Council Meeting held on Monday 15th October were received, confirmed, and signed.

67 MATTERS ARISING FROM THE MINUTES

Minute 58.2 Closure of front desk Caerphilly Police Station

Superintendent N McLain outlined the financial pressures facing Gwent Police and how resources were being redirected to front line policing which had included an additional 170 front line officers over the last 18 months taking the total establishment of the Gwent force to 1300. The nature of crimes and the focus of investigations had changed.

To ensure value for money and funding is prioritised there had been a review of front office counters across all police stations. The front offices cost £1.2m per annum the equivalent of employing 24 detectives. The footfall was particularly low at Caerphilly. Over the course of a week only 33 people had called at the front desk and of these only 3 were reporting incidents requiring police enquiries. There was

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a similar pattern across other stations in Gwent. In order to make savings there would be a number of front office closures, including Caerphilly and other stations would have reduced hours. It was anticipated that the closures would take effect in early 2019. Confirmation received following the meeting that Caerphilly police station front desk will close 2nd January 2019. The Caerphilly police station will continue to be periodically staffed by the Neighbourhood Team and when officers are present the public can still call at the police station using an external phone to speak to officers present in the building. The Neighbourhood Team will continue to hold surgeries in different locations and it was requested these should be well publicised.

Members thanked Superintendent McLain for attending and explaining the reasons for the front office station closures.

68 COMMUNITY SAFETY MATTERS

Members raised the following issues:

- Groups of people collecting around NatWest and Sports Direct with reports of drinking and drugs.
- Off road motorbikes on Caerphilly Mountain.
- Social media reports of dog thefts (police had no reported incidents).
- Traffic management issues at St Martins Road (speeding), obstructive parking Bedwas Road, and failure to observe the turning and one way restrictions at Dol y Felin Street.
- Problems from cold callers and scammers targeting vulnerable elderly people.
- Anti-social behaviour including late night activity in Morgan Jones park.

Following discussion it was agreed that the priority for the next six months would be to target the anti social behaviour in the town centre particularly around Sports Direct, NatWest and the Kings Arms.

69 TOWN MAYOR'S DIARY

The Mayor had attended the following:

- Street pastors celebration.
- Caerphilly Art Society exhibition and presenting the winner's prize.
- Dance Unity presentation evening at Virginia Park Golf Club.
- Shining Stars fund raising event at Caerphilly Castle.
- Chaired the Caerphilly Twinning Association AGM.
- St Martins Church commemorative exhibition of WW1.
- Fireworks Display.
- Three Remembrance Day services.

The Mayor recorded his thanks to all colleagues on the Town Council who had helped to organise events and the support provided to the Mayor.

70 ENVIRONMENTAL MATTERS

- 1 There had been a successful litter pick and grubbing out exercise organised through the newly established Caerphilly in Bloom group. The Town Council wished to place on record thanks to the individuals and organisations who attended or supported this action.

- 2 Concerns were raised again about dog waste bins not being emptied and the need for additional bins. Despite making a number of requests and suggesting additional locations no information had been forthcoming from CCBC. In order that the matter can be pursued again Members were requested to provide the Town Clerk with the specific locations where problems were being experienced.
- 3 There is a proliferation of cigarette waste outside the betting shops, Kings Arms, and Clive Street where better facilities are required for the disposal of butts.

71 TOWN CLERK'S REPORTS

1 Standing Orders – Duration of Council Meetings

Arising from a number of recent lengthy meetings of the Town Council there had been a request to consider the introduction of a time limit.

It was resolved to amend Standing Orders to include the following which will take effect from the next Ordinary Meeting of the Town Council in January 2019:

- “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”

In the interests of transparency, a further amendment was proposed to Standing Orders to record in the minutes if a Member arrives late or leaves early so it is clear which Members were present when decisions / votes are taken on agenda items.

- “The minutes of Town Council meetings will record in chronological order the time if a Member arrives late or leaves before the end of the meeting, so it is clear which Members are present when decisions/votes are made on agenda items.”

A further proposal was made that the start time of Council meetings should be brought forward to 6.00pm with meetings not continuing past 8.00pm. Any change to the start time for meetings and/or day when meetings are held should be referred to the AGM in May 2019 when the calendar of meetings is agreed for the ensuing Mayoral year.

2 Complaints/Representations

The advice of the Town Clerk was noted in respect of complaints, representations, and comments emanating from outside the Town Council area.

It was agreed that the Town Clerk should prepare a Complaints Policy/Procedure for consideration at a future meeting of the Town Council.

3 Budget Estimates 2019/20

The budget report was deferred to the January meeting of the Town Council as Members felt there was now additional expenditure to be incorporated that would require an increase in the precept.

4 Fireworks Display 2018

The report confirmed the amount of money raised by the street collection for the Mayor's charities and additional sponsorship money that had been received. It was noted that an Events Working Group will be convened early in 2019 to debrief on the 2018 events and plan ahead for events in 2019.

It was agreed:

- 1 To round up the street collection to £3500 with £1750 being presented to each of the Town Mayor's charities, Noah's Ark and The Autism Directory.
- 2 To make a donation of £500 to Caerffili Lions in recognition of the assistance provided with the street collection.
- 3 To agree the date of Saturday 2nd November for the Fireworks Display in 2019.
- 4 To confirm the reappointment of Pendragon Fireworks and Pyrotechnics to undertake the Fireworks Display in 2019.

72 PLANNING MATTERS

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

18/0762/NCC – concerns were raised that the variation of the condition was to allow larger vehicles to use the site which will increase the nuisance to adjoining residents.

18/0853/FULL – the design should be in keeping with the character of the area.

18/0873/NOTD – no objections.

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

18/0874/NOTD – no objections

18/0894/FULL – no objections

18/0907/FULL – the site is considered unsuitable for a dwelling and is subject to flooding.

18/0858/FULL – the external alterations should reflect the character of the area.

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

73 PAYMENTS AND FINANCIAL MATTERS

1 List of payments were noted and approved

2 Bank account balances were noted

3 Applications for Financial Assistance

1 The Old Library Community Coffee Shop

The application was deferred to seek clarification on the status of the organisation.

2 Home Start Caerphilly Borough

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

3 St Cenydd Community School

A grant of £500 was approved. Expenditure is authorised under Local Government Act 1972, section 137.

4 Caerphilly Art Society

A grant of £250 was approved. Expenditure is authorised under Local Government Act 1972, section 145. The Mayor declared an interest and took no part in the discussion or decision making on this application.

5 St Martin's Ward OAP

A grant of £250 was approved. Expenditure is authorised under Local Government Act 1972, section 137.

6 Talking Books Wales/Llyfrau Llafar Cymru

No grant awarded as there are no beneficiaries within the Town Council area. The organisation be advised that if circumstances change a new application can be made in the future.

4 Concessionary Hire of Caerphilly Castle

1 Caerphilly Fire Station

Concession granted, and the Town Council will meet the cost of the concessionary hire fee.

Cllr C Elsbury declared an interest and took no part in the discussion or decision making on this request.

2 Maggie's Cancer Centre

Concession granted, and the Town Council will meet the cost of the concessionary hire fee.

74 CORRESPONDENCE

A letter and report had been received from the Head of Regeneration and Planning on the CCBC Events Review 2018. Due to budget pressures a number of events organised by CCBC are at risk of being discontinued. CCBC was consulting Community and Town Councils on whether further financial support would be forthcoming. Within Caerphilly it was proposed to cease funding the Caerphilly Lantern Parade. Members were sympathetic to the idea of funding this event which in 2017 had cost £5789. This would have to be considered as part of the budget for 2019/20 which had been deferred to the January meeting of the Town Council (minute 71.3). A holding reply would be sent to CCBC.

75 MEMBERS REQUESTS FOR FUTURE REPORTS

There were no requests.

The meeting closed at 8.52pm

Agenda Item 8.1

Report to Council 21st January 2019

Complaints Policy and Procedure

Arising from a report to the Town Council at the meeting on 19th November 2019 it was agreed to request the Town Clerk to prepare a Complaints Policy and Procedure. The document attached in the appendix to the report applies to complaints about administration and procedures, action or lack of action by the Town Council. It does not cover complaints about Town Councillors which are dealt with under the Code of Conduct, nor does it relate to staff complaints which are more appropriately dealt with through disciplinary and grievance procedures.

Members are invited to approve the Complaints Policy and Procedure, which will then be published on the Town Council website.

Phil Davy

Town Clerk

Caerphilly Town Council

Complaints Policy and Procedure

The Town Council is committed to doing its best for the benefit of the people who live or work in its area, or who are visitors to the town. However occasionally things do go wrong and if you are dissatisfied with the standard of service you have received from the Town Council, or unhappy about an action or lack of action, the complaints procedure sets out how you may complain and how the Town Council will try and resolve your complaint.

Scope of the Policy

A complaint is

“An expression of dissatisfaction by one or more members of the public about the Town Council’s action or lack of action, or about the standard of service, whether the action was taken or the service provided by the Town Council itself, or a person or body acting on behalf of the Town Council.”

The policy applies to complaints about administration and procedures and may include complaints about how Town Council employees have dealt with your concerns. The policy does not cover complaints by employees about another employee or the Town Council as employer. These matters are dealt with under the disciplinary and grievance procedures. Complaints against Town Councillors are covered by the Code of Conduct.

The Town Council will:

- Take complaints seriously
- All parties will be treated equitably and fairly
- Follow its complaints procedure where a formal complaint has been made
- Accept complaints on the complaints form, or in person, by phone, or email (note the information requested on the complaints form will be required in all cases)
- Comply with the Freedom of Information Act 2000, and obligations under the Data Protection Act 2018
- Give due consideration to its various obligations as a local authority, public body, employer, service provider, and landowner, where these are relevant, and in the case of any conflicts seek appropriate advice
- Dismiss any complaints it deems to be vexatious or unreasonable
- Not consider anonymous complaints
- Learn from complaints where this can improve the Town Councils procedures

Complaints Procedure

Making a Complaint

When a member of the public contacts the Town Council to make a complaint, they will be directed to this policy and procedure, and complaint form. Where the complainant chooses not to use the form, they will still be required to provide the information that is required on the form to enable the complaint to be investigated. All complaints should be directed to the Town Clerk. Where the complaint is concerning the Town Clerk the complaint form should be used and sent directly to the Mayor of the Town Council in an envelope marked "private and confidential"

Responding to a complaint

Wherever possible the Town Clerk will try to resolve the complaint immediately. If this is not possible the Town Clerk will acknowledge the complaint, normally within five working days.

Where it is necessary to carry out an investigation possibly interviewing parties involved the complainant will be given a response within 28 days of receipt of the complaint. In exceptional cases the 28 days timescale may have to be extended. If this is necessary the complainant will be kept informed. If the complainant is dissatisfied with the outcome of the Town Clerk's investigation a request may be made for the complaint to be referred to the Town Council.

The Town Clerk will notify the complainant of the date of the Town Council. The Town Clerk will provide the Town Council with a written report of the investigation undertaken and the findings together with any recommendations. The complainant will be offered the opportunity to explain the nature of the complaint to the meeting and why the outcome of the Town Clerk's investigation is not satisfactory. The Town Clerk will consult with the Mayor to consider whether the complaint warrants discussion at the Town Council in the absence of the press and public. Following the Town Council the Town Clerk will formally notify the complainant within 14 days the outcome of the Town Council's consideration and the action, if any, the Town Council proposes to take.

If the complainant is still dissatisfied they may refer the complaint to the Public Services Ombudsman for Wales.

If the complaint is made against the actions of the Town Clerk, the Mayor will present the complaint to the Town Council for consideration at a meeting held in the absence of the press and public.

Unreasonable and Vexatious Complaints

In circumstances where the Town Clerk considers:

- The complaint has no reasonable basis

- The Town Council has already taken reasonable action in response
- Some other procedure should or has been taken
- The complaint has been repeatedly or obsessively pursued

no further action will be taken.

Recording of complaints

A record of all complaints received will be kept by the Town Clerk and retained in accordance with the Town Council's data retention policy

Contacts

Town Clerk

Caerphilly Town Council

The Twyn Community Centre

The Twyn

Caerphilly CF83 1JL

Tel No: 02920888777

Email: caerphillytowncouncil@outlook.com

Public Services Ombudsman for Wales

1 Ffordd y Hen Gae

Pencoed

CF35 5LJ

Tel No: 03007900203

Email: ask@ombudsman-wales.org.uk

CAERPHILLY TOWN COUNCIL
COMPLAINT FORM

NAME	
ADDRESS	
TELEPHONE NO	
EMAIL	
Details of your complaint (continue on separate sheet if necessary) Please be factual, concise and objective as possible	
What action would you like the Town Council to take to put things right?	

Caerphilly Town Council will hold your personal information for the sole purpose of dealing with your complaint. Information will be held in line with our privacy policy and data retention policy.

Agenda Item 8.2

Report to Town Council 21st January 2019

Section 137 Expenditure Limit for 2019-20

Section 137(1) of the Local Government Act 1972 permits each Community and Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) of the 1972 Act to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2019-20 will be £8-12 per elector. (£7-86 in financial year 2018-19).

The report is for information.

Phil Davy

Town Clerk

Agenda Item 8.3
Report to Town Council 21st January 2019
Q3 Budget Monitoring (2018/19 Financial Year)

Comparison of actual expenditure to annual estimate (as revised budget agreed on 18th June 2018) for period 1st April 2018 to 31st December 2018.

Main budget heads	Q3 Actual	Annual Estimate
	£	£
Salaries	13520	18750
Mayors Allowance	450	900
Audit Fee	463	600
Insurance	1718	2750
Office Costs	4362	6950
Sponsored Events	12097	14800
Fireworks Display	13810	15000
Caerphilly in Bloom	21978	22855
Christmas Lights	2242	8500
Financial Assistance	3300	7000
Summer Play Scheme	4727	4800
Elections	0	1500
Newsletter	525	700
VAT	6387	5000
Budget for 2018/19	£112,171	
Total expenditure to 31.12.18	£86,195 (77% of budget)	

Members are asked to note the report.

Phil Davy
Town Clerk

Agenda Item 8.4

Report to Town Council 21st January 2019

Budget Estimates 2019/20

A report was presented to the October 2018 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. The budget estimates and recommended precept were presented at the November 2018 meeting of the Town Council. However, the report was deferred as Members felt that due to changing circumstances additional expenditure would need to be incorporated in the budget and this would have implications for the precept.

Caerphilly County Borough Council (CCBC) has to make significant savings for 2019/20 and it is expected this will include cutting back on the number of events. A final decision will be made by the Cabinet in January 2019 but following debate at the Regeneration Scrutiny Committee this is likely to end funding for the Caerphilly Lantern Parade. As this is a local community event Town Council Members have indicated a wish to see this continue. The CCBC budget for the event in 2018/19 was £8,500. If the Town Council budget proposals are approved to include the funding of the Caerphilly Lantern Parade the organisation of the event will need to be discussed with CCBC.

Members will be aware that 25% of the Christmas Lights figurines failed the PAT testing in 2018, resulting in a reduced display in the town centre. Due to the age of the lights repair is not practical, and financial provision will be needed for replacements. It is probable that there will be further failures when the lights are next PAT tested in 2019. The budget for the Christmas Lights should be increased in order that there can be a phased replacement of the lights on an annual basis.

Savings are still expected at the end of the current financial year which taken with an increase in income due to additional CIL receipt may avoid the need to utilise any reserves to balance the revenue expenditure for 2018/19.

The updated 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
- Events / activities supported will be the same as 2018/19 but with the addition of funding for the Caerphilly Lantern Parade
- Provision will be made for mandatory Members allowances and processing costs (but no provision has been included for carers costs)
- Separate budget line for concessionary hires of Caerphilly Castle
- Sponsorship for Fireworks Display assumed at £3250
- Pay increase already approved and built in
- Increase in Christmas Lights budget for phased replacement of failed units
- Precept will need to be increased by £1-50 to fund increased expenditure

Total expenditure for 2019/20 is now estimated as £113,233 which is an increase of £13,223 when compared with the October draft estimates. The income projection has been adjusted to achieve a balanced budget without the use of reserves, although this will need to be monitored during the year. The main expenditure increases relate to the addition of the Caerphilly Lantern Parade and the budget increase for the Christmas Lights to commence the phased replacement of failed figurines. The administration budget has also been increased to reflect a further reassessment of costs.

Adjustments to the revised estimates for 2018/19 result 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 will affect the position 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 £15.50 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	97053
Bank Interest	375	450	450	10
V.A.T.	5163	5000	5129	5000
C.I.L.	11292	450	6718	3920
Fireworks Sponsorship	3300	3100	2850	3250
Fireworks Collection	5307	4000	4000	4000
Miscellaneous	820			
TOTAL INCOME	106,334	100,128	106,275	113,233
Reserves	-	12,043	1,144	0
	-	112,171	107,419	113,233

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	6000
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	33,230

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	33230
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	10533
Caerphilly Lantern Parade	0	0	0	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	113,233

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 8.5

Report to Council 21st January 2019

Community Infrastructure Levy (CIL) Working Group

The CIL Working Group met on 23rd July 2018 and agreed a list of potential projects. These were reported to the Town Council on 17th September 2018 when the projects were approved for further investigation, with the exception of "Development of Christmas Lights" which has been ruled ineligible for CIL funding.

The Working Group met again on 7th January to review the projects. The notes from that meeting are attached as an appendix to this report. The Working Group has made the following recommendations to the Town Council:

1 To approve the "Brief to Artists" for the Welsh National Anthem Memorial subject to the following amendments:

- No remuneration to be made for the initial design and tender submission
- The project budget will be set at £16000, leaving a contingency of £1222 from the combined Town Council and CCBC funds
- The completion date will be 31st March 2020
- Five artists will be approached to confirm their interest in tendering for the commission

2 A sum of £5000 be earmarked from the CIL to contribute to the match funding contribution for a grant application for electric vehicle charge points subject to the town centre car parks being identified as a priority location.

3 The proposal for station concourse signage and a comprehensive scheme of QR codes is referred to the Town Centre Management Group to engage wider support and consider implementation options.

4 Free wifi in the town centre is not pursued at this time due the capital set up costs exceeding the available CIL funding and no immediately identified sources of grant funding. Further enquiries to be made about the European funded WiFi4EU initiative which is to specifically establish free wifi in public spaces.

5 Play equipment at Churchill Park is not pursued any further in light of the response from CCBC.

6 In view of the divided opinions on the Living Christmas Tree the Council is requested to determine whether to pursue this idea any further at The Twyn and or other locations.

Phil Davy

Town Clerk

Notes of the Community Infrastructure Levy (CIL) Working Group held at the Twyn Community Centre on Monday 7th January 2019

Present:

Councillors P J Bevan, J Hibbert, J Grenfell, M Prew, S Hodder, H Jackson, J Fussell, J Pritchard

Apologies:

Councillors C Elsbury, S Kent, S Morgan, R Bidgood

In Attendance:

R Llewellyn, CCBC

P G Davy, Town Clerk

The Working Group reviewed the projects that had been approved for further investigation at the Town Council on 17th September 2018. The Working Group was informed that the cumulative total of CIL receipts is £18467. Under the CIL Regulations any levy not spent by the Town Council within 5 years of receipt must be repaid to the charging authority (CCBC). The earliest repayment will become due in 2021 if not spent.

1 Welsh National Anthem Memorial

At the Town Council meeting on 17th September 2018 it was agreed, that in view of the availability of funds within CCBC for the Welsh National Anthem Memorial, to commit up to £8000 from the CIL to enhance the project. It was also agreed that with the support of CCBC the Town Council would take on the client role for the project.

R Llewellyn from CCBC outlined the draft "Brief to Artists" and discussion ensued on the content. It was agreed to recommend approval of the brief to the Town Council subject to the following amendments:

- No remuneration to be made for the initial design and tender submission
- The project budget will be set at £16000, leaving a contingency of £1222 from the combined Town Council and CCBC funds
- The completion date will be 31st March 2020
- Five artists will be approached to confirm their interest in tendering for the commission.

The tender evaluation process was explained, and the evaluation will be undertaken by the Working Group.

The formal agreement with the selected artist will be with the Town Council as the client. Prior to entering the agreement written confirmation will be required from CCBC that their financial contribution will be available to support the project.

2 Electric Car Charging Points

CCBC is 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

Given the costs involved in both fast and rapid charge points and that CCBC intends to adopt a strategic approach to the introduction of charging infrastructure the Working Group accepted it was not practical for the Town Council to proceed independently. If the Town Centre car parks are prioritised following the outcome of the feasibility study, it was agreed to recommend that £5000 of the CIL should be earmarked as a contribution to the match funding that will be necessary to support a grant funding bid.

3 Pedestrian Signage and QR Codes

There is comprehensive pedestrian signage within the Town Centre. However the station concourse has no directional / you are here signage and this would be an obvious enhancement.

There are some QR codes in the Town Centre (Twyn Community Centre) which link to a history website. The Working Group felt a comprehensive scheme of QR codes around the town centre could benefit businesses and tourism.

There is a need to engage wider support to pursue these matters and it was recommended they should be referred to the Town Centre Management Group.

4 Free WiFi in the Town Centre

There are significant capital set up costs that are beyond the available CIL funding and unless grant opportunities can be identified it will not be practical to pursue this initiative.

It is understood that Caerphilly CBC may have secured an award under a European funded project WiFi4EU which is specifically to establish free wifi in public spaces.

5 Play equipment at Churchill Park

CCBC has no proposals for play park at Churchill Park and furthermore due to the proximity to the premier park at Morgan Jones the estate would not be considered as an additional location for a play park. Nor is there any formally constituted residents group pursuing this project and willing to take responsibility for management and maintenance. The Working Group agreed to recommend that this proposal is not pursued any further at this time.

6 Living Christmas Tree

The paved area in front of the Twyn Community Centre may not be the most suitable location due to the uncertain ground conditions and risk of failure for the transplanted tree. There may be other more suitable locations where the transplanted tree would have more favourable conditions. But proximity to power is another consideration in order to light the tree at Christmas. The Town Council does not own any land and the landowner's permission will be required for any site including at The Twyn.

Opinions are divided about the merits of the proposal and it was agreed to request the Town Council to determine whether this idea should be further pursued.

7 RHS in Bloom in 2019

An independent group has been formed to take forward Wales / RHS in Bloom competitions in 2019. It is possible that some CIL funding could be allocated to support the group if there are project proposals that involve landscaping of vacant or underused sites across the town centre. However, there are no specific proposals at this time.

Councillors J Fussell and PJ Bevan declared an interest in this item and took no part in the discussion.

The meeting closed at 7.30pm

Case Ref.	18/1040/RET	Site Area:	350m²
Location:	Brierley 9 Underwood Caerphilly CF83 1HW (UPRN 000043033326)		
Proposal:	Retain and complete single storey front extension		
Case Officer:	Mr A Pyne	☎ 01443 864523	✉ pynea@caerphilly.gov.uk
Ward:	St Martins	Map Ref:	316005 (E) 186446 (N)
Community Council: Caerphilly Town Council		Expected Decision Level:	Delegated

Case Ref.	18/1050/ADV	Site Area:	147m²
Location:	Unit 18 Castle Court Caerphilly CF83 1NU (UPRN 000043000566)		
Proposal:	Erect 2 No. fascia signs, 1 No. hanging sign and 1 No. panel sign		
Case Officer:	Mrs R Amundson	☎ 01443 864347	✉ amundrh@caerphilly.gov.uk
Ward:	Morgan Jones	Map Ref:	315806 (E) 187096 (N)
Community Council: Caerphilly Town Council		Expected Decision Level:	Delegated

Case Ref.	18/1077/FULL	Site Area:	1138m²
Location:	Llys Ifor Crescent Road Caerphilly (UPRN 000043024450)		
Proposal:	Demolish an existing office building and construct 42 affordable housing apartments together with a ground floor retail unit and associated external works and parking		
Case Officer:	Mrs M Davies	☎ 01443 866690	✉ daviem2@caerphilly.gov.uk
Ward:	St Martins	Map Ref:	315297 (E) 186865 (N)
Community Council: Caerphilly Town Council		Expected Decision Level:	Delegated

Agenda Item 9

Council 21.1.19

Case Ref. 18/1053/NCC **Site Area:** 3170m²
Location: Land Within The Curtilage Of Mountain House 41 Mountain Road Caerphilly CF83 1HH (UPRN 000043024404)
Proposal: Remove condition 9 (Arboricultural Impact Assessment) of planning consent 17/0527/FULL (Construct four detached dwellings and external works)
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315791 (E) 185952 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 18/1067/FULL **Site Area:** 3127m²
Location: Unit 6 Gallagher Retail Park Parc Pontypandy Caerphilly CF83 3GX (UPRN 000043085328)
Proposal: Partially demolish and make external alterations to existing building, create drive through lane, outdoor seating area and associated works and remove condition 4 of planning consent P/03/0956 in respect of opening hours
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 316153 (E) 188466 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 18/1068/ADV **Site Area:** 3119m²
Location: Unit 6 Gallagher Retail Park Parc Pontypandy Caerphilly CF83 3GX (UPRN 000043085328)
Proposal: Display various signage
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 316153 (E) 188466 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Agenda Item 10. 1
Report to Town Council 21st January 2019

CHEQUE NO.	PAYEE	IN RESPECT OF	AMOUNT £
303936	M. Prew	Mayor's Allowance	225.00
Internet	P.G. Davy	Reimbursement Sundry Purchases	18.48
Debit Card	Makro	Sweets (Christmas Lights Switch On)	78.69
Debit Card	Cadbury Gifts Direct	Selection boxes (Christmas Lights Switch On)	198.50
303937	J. Hibbert	Refreshments Fireworks Display	39.10
Internet	Pendragon Fireworks	Fireworks Display	6000.00
303938	Rees Sound Systems Ltd	PA Fireworks Display	1141.50
303939	St. John Cymru Wales	First Aid Fireworks Display	711.60
303940	C. Elsbury	Paint Christmas Sleigh	31.04
Internet	Playworks	November Salaries	1512.17
303941	1223 Air Cadets	Command Tent Fireworks Display	300.00
Direct Debit	NEST (November)	Pension Contributions	16.66
303942	C. Elsbury	Reimbursement Sweets for Christmas Lights Switch On	18.00
303943	Speedy Asset Services	Crowd Barriers for Fireworks Display	93.36
303944	Sound Media Solutions	PA Christmas Lights Switch On	714.00
Internet	Welsh Government	Sponsorship Ice Rink	600.00
Internet	Twyn Community Centre	Room Hire	148.00
303945	Wales Audit Office	External Audit	263.40
303946	St. John Cymru Wales	First Aid Christmas Lights Switch On	86.40
303947	Caerffili Lions	Donation for Assistance with Street Collection	500.00
303948	St. Martins Ward OAP	Grant	250.00
303949	Caerphilly Art Society	Grant	250.00
303950	St. Cenydd Community School	Grant	500.00
304001	Homestart Caerphilly Borough	Grant	150.00
304002	Digital Systems UK	Printing	53.42
Internet	Playworks	December Salaries	1513.17
304003	JS Lee Ltd	Christmas Tree	900.00
304004	Speedy Asset Services	Crowd Barriers for Christmas Lights Switch On	116.04
Direct Debit	NEST (December)	Pension Contributions	16.66
Internet	Caerphilly CBC	Lorry blocked at Fireworks Display	900.00
Direct Debit	123 Reg	Domain Name	23.98

Recommendation:

Members are invited to note and approve the payments

Agenda Item 10.2
Report to Town Council 21st January 2019

Bank Account Balances

Bank Account Balances as at 2nd January 2019

	£
Community Direct Plus Account	24,811.10
14 Day Business Select Account	562.96
14 Day Business Select Account (Restricted Reserves)	18474.30
One Year Business Bond	30000.00

Members are invited to note the balances

Agenda Item 10.3

Report to Town Council 21st January 2019

Applications for Financial Assistance

	£
Budget	7000
Commitment to date	3300
Available	3700

1 The Old Library Community Coffee Shop

The application was deferred at the last Town Council meeting on 19th November 2018 for clarification on the status of the organisation. The applicant is the Old Library Caerphilly which has been established as a social enterprise. The relationship with the Old Library Trust is explained in the correspondence attached. A grant is sought for the purchase of litter picking equipment. If Members wish to support the application, it is recommended that the grant is within the lowest category of up to £150. In the absence of any specific power this expenditure would be authorised under the Local Government Act 1972, section 137.

2 Caerphilly Boxing Club

The application is for assistance with the purchase of equipment to enable the club to expand. On the basis that 30 members of the club are resident within the Town Council area a grant of up to £250 could be awarded. In the absence of any specific power this expenditure would be authorised under the Local Government Act 19072, section 137.

3 Mount Carmel Baptist Church

The application is for financial assistance towards the cost of renovating the tea room roof. The tea room is part of the community facilities associated with the church. The estimated cost of the roof repairs is circa £33,000. The church has to date raised £12,600 towards the cost. The church has 48 members the majority from within the Town Council area and additional families make use of the community facilities. Grants have normally been awarded to support activities rather than building projects and the grant structure is not really designed with building projects in mind. However on the basis of the current criteria a grant of up to £400 could be awarded. This expenditure would be authorised under the Local Government Act 1972, section 133.

Phil Davy

Town Clerk

From: Angela Crabtree [angela.crabtree@hotmail.co.uk]
To: "towncouncil@tiscali.co.uk" <towncouncil@tiscali.co.uk>
Date: 26/11/2018 20:03
Subject: RE: grant application

Thank you for the update.

I will try and provide some clarification.

The Old Library Caerphilly is a social enterprise, meaning it is a self sufficient business that does not rely on charitable donations or grants to operate but generates its own revenue via its own enterprise, but that profits received are not provided to share holders, and instead put towards social interests. To achieve this The Old Library Caerphilly, as well as the community space we have created, groups we host and facilities we offer, we have formed The Old Library Trust to distribute any profits made back into the local community. The Old Library as of yet has still not achieved actual profits but our determination to give back to the community has led us to putting on activities in order to raise money for the Trust and we distributed our first round of funding last year and will be entering our second round early next year.

It is The Old Library Caerphilly that has applied for the grant in this instance not The Old Library Trust. The current constitution of the trust means it is not an asset holding organisation and is purely set up to raise funds (predominately from the Old Library Caerphilly) to distribute as grants for local community projects. It is The Old Library Caerphilly which would use the grant to purchase the litter picking equipment, The Old Library Caerphilly which would hold the litter picking equipment and The Old Library Caerphilly which would manage the litter picking equipment.

I understand that the social enterprise model for business is still fairly new and the number of legal structures a social enterprise business can take can make it had for decisions involving grants difficult, but I hope that the town council can support this grant request as the grant requested is for equipment purely to help serve the community by offering a 7 day a week facility where small groups of people, without prior planning, can access a full set of litter picking equipment free of charge to help tidy up the local area, with no profit making facilities for us as a business.

I hope this can help with the decision making process, if there is any other information you require please do not hesitate to get in touch.

Look forward to hearing from you

Angela

Sent from Mail for Windows 10

From: towncouncil@tiscali.co.uk <towncouncil@tiscali.co.uk>
Sent: Thursday, November 22, 2018 6:57:23 PM
To: angela.crabtree@hotmail.co.uk
Subject: Re: grant application

Angela

I will be writing to you but I am not in the office for a few days.

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 Boxing Club, Station Terrace,
Caerphilly

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

Amateur not-for-profit boxing club

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) 30

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 per week or for 4 sessions

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.

£4521.34 in bank £1500 estimate owed for
gas/elec

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

20 ropes @ £4 each. 10 pairs of gloves @ £30
each 5 headguards @ £30 each. Club is very
popular, has a waiting list and more equipment needed

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.

1

We have worked really hard to get the club up and running and we are proud to be keeping youngsters off the street. We now need financial assistance to grow the club.



309091 70464060

DATE	CODE	REFERENCE	DEBIT	CREDIT	BALANCE
310818		Brought Forward			3105.70
060918	DEP	500015		362.00	3467.70
060918	PAY	CAERPHILLY	192.83		3274.87
240918	DEP	500016		290.00	3564.87
151018	DEP	500017 13OCT18		386.00	3950.87
221018	PAY	CAERPHILLY	93.53		3857.34
261018	FPI	PENYRHEOL & TRECEN PTE COMM COUNCIL 000000000130530228 089003 10 26OCT18 16:01		200.00	4057.34
081118	DEP	500018		239.00	4296.34
141118	DEP	500019		225.00	4521.34

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

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278.

6130-0818

**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.**

MOUNT CARMEL BAPTIST CHURCH, BONTY GWINDY ROAD,
CAERPHILLY CF83 3AD.

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

We, at Mount Carmel, are a family rooted in the Word of God and prayer, whose love for Christ and for one another is evident in the sharing of the Gospel with all – those friends, family, neighbours and members of the wider community whom God has given us as a unique opportunity to reach.

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) *PLEASE SEE MY COVERING LETTER WHICH DEALS WITH NUMBERS AND FINANCE.*
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.

Please find, attached, the following:
(i) ANNUAL CHURCH FINANCIAL ACCOUNTS, 2017
(ii) STATEMENT OF ACCOUNTS TO END OF OCTOBER, 2018.
(iii) DETAILS OF FUND-RAISING FOR THIS PROJECT.

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

• RENOVATION OF TEAROOM ROOF (the room is integral to the Church's MISSION WORK in the community). PLEASE SEE ATTACHED PURPOSE OF APPLICATION
• I have included the project's costs (2 in total).

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.

Mount Carmel Baptist Church

Printed: 03/12/2018

Balance date to end of November 2018


All account codes

All fund codes

With fund codes shown

<u>A/C Code</u>	<u>Fund code</u>	<u>Name</u>	<u>Balance</u>	<u>Year Movement</u>
B6100	Agri	Bank current account	321.90	321.90
B6100	Benevolent	Bank current account	753.52	234.92
B6100	BMS	Bank current account	385.00	385.00
B6100	Building	Bank current account	3,178.99	-448.75
B6100	C.F.W.	Bank current account	1,041.01	-120.19
B6100	CoffeeTime	Bank current account	0.00	-32.53
B6100	Flr Fest	Bank current account	192.78	5.47
B6100	General	Bank current account	34,688.04	11,038.92
B6100	HMF	Bank current account	100.00	100.00
B6100	Maint	Bank current account	982.15	379.32
B6100	Messychure	Bank current account	1,748.68	-140.05
B6100	Roof	Bank current account	12,628.50	12,628.50
B6100	Spiritual	Bank current account	2,861.94	-940.18
B6100	SWBC	Bank current account	0.00	-10.00
B6200	Benevolent	Deposit account	1,000.00	0.00
B6200	General	Deposit account	7,673.82	55.06
B6200	Spiritual	Deposit account	957.42	0.00
B6300	Spiritual	Deposit Account	10,100.00	100.00
			78,613.75	0.00
			<u>78,613.75</u>	<u>25,249.09</u>
				<u>-1,691.70</u>
				<u>23,557.39</u>

Mount Carmel Baptist Church Accounts December 2017

Fund	From 2015	from 2016	Receipts	Payments	to 2018
Agri	181.61	0.00	157.75	157.75	0
Benevolent	1,927.24	1,692.90	425.70	425.70	1,518.60
	1,927.24	1,692.90	425.70	425.70	1,518.60
	1,000.00	1,000.00		1,000.00	1,000.00
Bible Society	116.50	10.00	10.00	20.00	0.00
B.M.S.	593.80	0.00	1,219.29	1,219.29	0.00
Building Pledg	6276.70	2,443.08	17,684.66	10,500.00	3,627.74
C Aid	0.00	0.00	347.00	347.00	0.00
C.F.W.	0.00	0.00	1,256.00	44.80	1,161.20
Coffee Time	0.00	249.37	180.00	306.84	32.53
Flower Festival	193.76	113.76	473.55	473.55	187.31
General	15,018.62	32,031.44	37,934.90	27,494.80	32,267.88
	7,473.41	24,436.60	7,461.50	37,465.50	24,649.12
	7,545.21	7,594.84	31.92	0	7,513.30
Gideons	55.00	0.00	-	0	0.00
H.M.F.	129.25	0.00	582.11	582.11	0
Maintenance	7,558.32	2,948.47	2,108.88	2,354.57	602.83
Messy Church	0.00	2,063.73	473.18	548.18	1,888.73
Rainbow of hope	10.00	0.45	150.00	150.00	0
Spiritual	12,356.02	12,372.05	13,000.00	10,412.50	14,759.54
	1,501.82	1,414.61	3,000.00	3,231	1,000.13
	10,854.20	10,957.44		20,000.00	207.42
	0.00	0.00	1,000.00	1.00	1,000.00
S.W.B.C.	0.00	0.00	140.00	140.00	10.00
Total	44,541.82	53,925.25	76,143.02	74,011.91	56,056.36
Verified by:					

Building loan	paid 2015	paid 2016	paid 2017	Gen/F 2017	Balance
£85,000.00	2,500.00	29,600.00	45,500.00	12,900.00	28,500.00
2125.00 x13.4 payments	at 708.34 per mth April 2021				0.00
	current receiving 475.00 per mth Jan 2023				0.00
	received	church t/up			Total 2017
Agri	157.75	0.00			157.75
Bible Society	20.00	550.00			570.00
B.M.S.	1219.29	1300.00			2519.29
C/aid	347.00	0.00			347.00
H.M.F.	582.11	1300.00			1882.11
Rainbow of hope	150.00	0.00			150.00
S.W.B.C.	130.00	275.00			405.00
Club 707		240.00			240.00
Total	2606.15	3665.00			6271.15
Christmas Gift Day 2018	General	Building	F.C.W.	Total	
	247.20	1225.00	100.00	1572.20	
as at 31st December	2014	2015	2016	2017	
General current	12,250.91	7,473.42	24,446.60	24,649.12	
General deopisit	177.57	7545.2	7,584.84	7618.76	



A Seabourne

ROOFING & BUILDING



INITIAL ESTIMATE:

17 September 2018

Mountcarmel
Pontygwindy Road
Caerphilly.

- | | |
|---|---|
| <p>1.. Renew fibre glass pitched roof inc all timber works, GRP roof covering,
9 no velux windows, Replaster ceiling, Installation LED spot lights,
Extend boiler flue, make good.
Supply and lay loft Insulation.</p> | <p>V.A.T. 19,950.00.
3,990.00.
GRAND TOTAL £23,940.00.</p> |
| <p>2.. Renew fibre glass pitched roof inc all timberwork
GRP Roof covering form 2 no window openings inc new windows.
Replaster ceiling installation Led spot lights, extend boiler flue
Make good.
Supply and lay loft insulation.</p> | <p>V.A.T. 17,950.00.
3,590.00.
GRAND TOTAL £21,540.00.</p> |

Yours Faithfully

A. Seabourne





A Seabourne

ROOFING & BUILDING



EXTRA WORK NOW REQUIRED DUE TO INCREMENT WEATHER, REQUIRING EXTRA PLANT (SCAFFOLDING + CANOPY) TO COMPLETE THE NECESSARY WORK DURING JANUARY, 2019

December 4 2018

F.A.O. Mr Phil Black
Mount Carmel
Pontygwindy Road
Caerphilly

Additional works not inc on original quote.

- 1.. Take down defective ceiling to tea room, cart away inc skips, Protection, cleaning, make good. £880.00.
- 2.. Supply and fix 12.5 mm plasterboard ceiling inc noggin And make good. £2,250.00.
- 3.. Difference in cost for celotex or similar, rigid insulation £960.00.
- 4.. The best quotation for scaffolding, screening and roof over To make water tight to complete the flat roof. £3,990.00

8080.00 + VAT = 9696

All prices excluding vat.

Yours Faithfully

A. Seabourne

TOTAL: £8080.00 + V.A.T
Final Total: £9696.00



MINISTER: Pastoral Vacancy

SECRETARY: Mr David Gray
Tel: 029 2088 4510
davidnvicky@gmail.com

TREASURER: Mt Phil Black
Tel: 0292081 1734
Phip_blk@yahoo.co.uk

41 Celyn Avenue,
Caerphilly.
CF83 3FL

December 6th, 2018

The Town Clerk
Caerphilly Town Council
The Twyn Community Centre
The Twyn
Caerphilly
CF83 1JL

Dear Sir,

[Capital Grant Application from Mount Carmel Baptist Church, Caerphilly.](#)

When you look at the Church Financial Statement, end of November, 2018, at first sight it seems that the Church has sufficient funds to cover the entire cost of the roof renovation in our Tea Room (£31,236.00). However, the end of November sum in evidence (£78,613.75) is not a true reflection of the funds available to cover the running costs of the Church and capital sums required for renovation work as at present.

Please allow me to explain. The statement shows individual accounts most of which are ring-fenced for specific purposes and therefore cannot be used for renovating the building. These are they:

1. Benevolent Fund: used to support needy cases in the Church and the community

Current Account: £753.52

Deposit Account: £1,000

2. Home Mission Fund: collected by the Church to date for future donation

£100

3. Baptist Missionary Society: collected by the Church to date for future donation

£385

4. Messy Church Fund: to provide resources for Messy Church services

£1,748.68

5. Children and Family Worker's Fund: to provide resources for Children's ministry in the Church

£1,041.01

6. Spiritual Current Account: to support payment of the Children and Family Worker should the need arise

£2,861.94

7. Spiritual Deposit Account: to finance spiritual work in the Church and community

£957.42

Spiritual Deposit Account: as above

£10,100

8. Building Fund: this contains the funds from the Church Pledges Scheme organised to repay the £85,000 loan incurred for building refurbishment (2013/14), repaid in quarterly payments of £2,150

£3,178.99

Please note at December 31st, 2018 the deficit of the loan will stand at £13,000

9. Flower Festival Fund: funds held in preparation for Caerphilly Flower Festival, 2019

£192.78

10. Operation Agri: charity donations from the Church for Third World projects

£321.90

11. Maintenance Fund: essential funds for the day-to-day maintenance of the Church and Manse

£982.15

Therefore, the funds available to meet the day-to-day running costs of the Church and essential remedial building work are as follows:

General Current Account: £34,688.04

General Deposit Account: £7,673.82

Tea Room Roof Fund: £12,628.50 – this sum is a combination of donations from the Fellowship, Current Gift Aid Returns, and proceeds from Fund – Raising Events which will continue next year.

I trust that my explanation of the financial figures has clarified the current financial situation of the Church.

However, there is a secondary reason for the grant application. Again, please allow me to explain. Since November 2012, the Church has spent almost £250,000 to renovate and maintain the Church buildings, including £10,000 spent on the Church Manse after the retirement of Rev Howard Jones in October 2015. On December 31st, 2018, the outstanding amount on the £85,000 loan incurred in £2013/14 will be £13,000. It was hoped that this amount could have been repaid by March 2019 after which the Church had decided to begin its search for a part-time minister, fully intending to send the Church Profile to the Regional Selection Panel sometime in the New Year (spring -summer). This hope has now been thwarted by the necessary renovation of the Tea Room roof.

I am not suggesting that the Church has stood still during our pastoral vacancy. Indeed, our Children's Ministry has certainly gathered momentum in this time: our Messy Church is well-established; our Children's Club going from strength to strength; our inaugural Family Service on December 2nd, 2018 indicating that we may be on the cusp of something special, something very exciting happening at Mount Carmel. However, we do need a figure head at the Church, someone to instruct, to guide, and to encourage us, leading us in the right direction, ensuring that Mount Carmel remains a powerful missional force in the community.

Finally, I would like to indicate those who have benefitted and will benefit in future (the vast majority from the Caerphilly Town area displayed on the map provided) from the use of our Tea Room.

Members: 48

Additional Church Attendees: 12-16

Tots & Tunes: currently 20 families represented

Carmel Kidz Club: currently 16 different families represented

Messy Church services (bi-monthly): 25 different families represented

The community in the immediate area: all those who attend the monthly Retired Teachers' Group, the Tuesday Art Class, the Tuesday Evening Spanish Class, attendees at Flower Festival weekend, the Christmas Carols by Candlelight, and the children from Plasfelin Primary and Ysgol Gynradd Gymraeg who attend the Club 707



the

Christmas/ Easter programmes in the Church. For all of these, a fully-functional Tea Room, is essential for our escalating missional work.

It would be true to say that if the Tea Room roof had remained intact, I would now be modifying our existing Church Profile in preparation for our quest for a part-time minister. This is exactly why I am making this grant application. On behalf of the Diaconate and the entire Fellowship at Mount Carmel, I dearly hope and fervently pray that you can help us in some way.

I thank your kind consideration.

Blessings.

David Gray



Church Secretary



Agenda Item 10.4

Report to Town Council 21st January 2019

Concessionary Hire of Caerphilly Castle

A request has been received from Menter Caerffili for a concessionary hire of Caerphilly Castle to celebrate St David's Day on 1st March 2019, the Welsh language and local culture. A similar request was approved for 2018 but the event was cancelled due to snow.

The Town Council has up to 9 concessionary hires for each calendar year. Three have already been approved for 2019. There are therefore 6 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 11.1 Council Meeting 21. 1. 19

3 Heol-Y-Parc

Caerphilly

CF83 1AY

07527 891730

www.southwalesclassicmotorcycleclub.com

Hello, I'm the Chairman of the South Wales Classic Motorcycle Club, we are group of lifelong friends mostly from Caerphilly and last year we launched the South Wales Classic Motorcycle Club. We meet fortnightly in the Station inn Caerphilly, we've been attending both national and international events for years and organised many events, we now have more than 20 members and it's growing monthly, 2019 marks a significant milestone for one of our local heroes, namely Malcolm Uphill, we would welcome your views and opinion on what we are proposing to celebrate Malcolm's win.

2019 will see the 50th anniversary of Malcolm Uphill's amazing achievement of becoming the first person in history to lap the Isle of Man TT races with an average speed 100mph on a production Motorcycle, the Production class at the IOM is standard shop bought machines, Dunlop tyres were so impressed they named a range of their tyres after Malcolm namely the TT100, and that name is still used today, it would be difficult to achieve these speeds now let alone in 1969! January also sees the 20th anniversary of Malcolm's passing.

This is an important milestone in TT history and for Caerphilly, and we intend to mark this anniversary with a ride out, we are planning to assemble if possible in the taxi rank area adjacent to the Caerphilly cwtch, The Manager of the Malcolm Uphill Wetherspoon's would like to be involved and pledged their support in the form of a free buffet and coffee for participants, we intend to cover a 100 mile route to mark the 100mph lap, taking in some of the places we know Malcolm used to frequent, Usk glider club for example and Abergavenny. This isn't a race or time trial in any shape or form it's simply a group of friends who knew and used to ride with Malcolm, and feel Caerphilly doesn't make enough of its famous son

We expect to see over 100 participants and we'd like the event to take place on Sunday 16th June, final dates would obviously depend on what else is on in Caerphilly that weekend, maybe Mike Prew the Lord Mayor could start the run, and the run could possibly end on Crescent road or even the Twyn car park.

We intend to charge £5.00 for entry with proceeds going to whatever charity Malcolm's widow would suggest, Malcolm nephew is one of our members and even talking about getting his actual winning bike on display, (the bike is still owned by the Uphill family and is maintained by the national motorcycle museum in Birmingham)

Best Regards and Merry Christmas

Alwyn Dart

Agenda Item 11.2

Council Meeting 21. 1. 19

From: Christopher.Jeynes@gov.wales

To: <morgas@CAERPHILLY.GOV.UK>, <KYTER@CAERPHILLY.GOV.UK>, <Dallia@caerphilly.gov.uk>, <towncouncil@tiscali.co.uk>

Date: 11/01/2019 14:47

Subject: Caerphilly Castle Improvement Programme Workshop/ Gweithdy Rhaglen Wella Castell Caerffili

Dear colleague,

As part of Cadw's Caerphilly Castle Improvements Programme we would like to invite you to an initial Programme Validation Workshop on the 29th of January at 9.30am (Venue TBC). This workshop forms part of a new assurance methodology which tries to ensure that programmes or projects have a better basis and footing, helping improve the chances of successful delivery. The workshop will include a range of stakeholders who will be key in facilitating and delivering both Cadw's and Caerphilly Borough Council's strategic aspirations as noted in their recently completed master plan documents. An executive summary of Cadw's Master plan document for the Castle is attached.

The event will be facilitated by a professional review team who will then undertake further more detailed interviews during the week with a small number of participants. This information will help inform a short concise report that will include recommendations to help improve the programme. Further guidance on this newly established whole government assurance approach is attached for your information as well as draft code of conduct which outlines the open, transparent and constructive approach.

We would be extremely grateful if you could attend and if you could confirm your attendance by the 22nd of January. Further information will be presented nearer the event.
