

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

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

**K. Williams**

**TOWN MAYOR:  
MEIR Y DREF:**

**Councillor  
Steve Kent**

14<sup>th</sup> February 2017

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **Monday 27<sup>th</sup> February 2017** 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 16<sup>th</sup> January 2017.
4. Matters arising from the Minutes if not covered by the Agenda.
5. COMMUNITY SAFETY MATTERS
6. TOWN MAYOR'S DIARY
7. ENVIRONMENTAL MATTERS

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

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

- a) Caerphilly Flower Festival.
- b) Sponsored Events.
- c) Letter of Resignation.

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. Castle View Community Group.
  - ii. GAVO.
  - iii. 1<sup>st</sup> Caerphilly Guides.
  - iv. Dance Unity Parent Support Group.

11. **CORRESPONDENCE**

Letter from Bob Barry.

12. **ANY OTHER BUSINESS**

CAERPHILLY

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TOWN CLERK:  
CLERC-Y-DREF:

Ken Williams

TOWN MAYOR:  
MEIR Y DREF:

Councillor  
Steve Kent

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY TOWN  
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE  
ON MONDAY 16<sup>TH</sup> JANUARY 2017**

**Present:**

Councillors, Mr. P. J. Bevan, Mr. C. Elsbury, Mr. E. Talbot, Mr. S. Cook, Mr. S. Kent (Town Mayor), Mr. S. Morgan, Mr. J. Fussell, Mr. R. Bidgood and Mr. R. Williams.

**Apologies:**

Councillors G. Pratt, J. Hibbert and J. Pritchard.

**In attendance:**

Mr. K. Williams (Town Clerk).

67. **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 21<sup>ST</sup>  
NOVEMBER 2016**

Minutes of the Ordinary Council Meeting held on Monday 21<sup>st</sup> November 2016 were received, confirmed and signed.

68. **MATTERS ARISING FROM THE MINUTES**

The Clerk informed members, Mr. Jeff Cuthbert is prepared to come along to a future meeting.

It was agreed to invite Mr. Cuthbert to the February or March Meeting.

69. Presentation from Aneurin Bevan Health Board Engagement Team by Julian Hayman.

The Health Board was established in 2009 and the Engagement Team has been operational for a year with an aging population the Health Board are facing an increasingly difficult time.

A new hospital looking at Specialist Critical Care will start to be built next year. It will be located at Croes y Celiog.

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Office Hours: Monday, Tuesday and Wednesday mornings 9.30a.m. to 12.30p.m

A new breast care facility is to be opened in Ysbyty Ystrad Fawr.

All members were critical of the lack of an A & E facility at Ysbyty Ystrad Fawr and felt that as a new hospital it should be carrying out many more procedures.

70. **COMMUNITY SAFETY MATTERS**

Caroline Hales from the Gwent Constabulary presented members with crime and anti-social behaviour statistics for December and January 2015 and 2016.

An operation to curb shoplifting was carried out between 6<sup>th</sup> December and 31<sup>st</sup> December. Only 4 incidents were recorded during this period.

Caerphilly Police Station is due to open in April 17 and it will be manned from 9 am to 5 pm Monday to Friday.

**Issues raised by members:**

- a. Members praised the police for issuing parking tickets in the town centre to vehicles parked illegally.
- b. There's a problem at the pubs in Caerphilly, particularly between the Cwtch and Malcolm Uphill with youngsters trying to incite older clientele of the pubs into fights.

71. **TOWN MAYOR'S DIARY**

Visit to Nursing Homes in the Town with Caerphilly Lions.

72. **ENVIRONMENTAL MATTERS**

- a. Contractors cut down 2 mature trees in park by Castle. They were stopped from cutting down 2 more trees and a Freedom of Information request has been made to find out why these trees were cut down.
- b. David Williams obelisk – requires refurbishment. CIL payments are available and Town Centre Management may have funds available.

It was agreed the monument needs maintenance and in the first place, to request the Caerphilly Town Centre Management Group to undertake this work.

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

- a. Sec. 137 Expenditure – Noted.
- b. Comparison of Actual Expenditure to Estimates – Agreed.
- c. Meeting with Independent Remuneration Panel for Wales

Members have already considered remuneration for Council work and have resolved not to make any claims.

d. Youth Activity Project

Members agreed to fund the course and to make a donation of £260.

e. Subscriptions

Members agreed to renew the subscriptions to SLCC and Playwales at a cost of £139 and £25 respectively.

74. PLANNING MATTERS

Councillors J. Fussell and C. Elsbury declared an interest and took no part in the discussions or decision making. Councillor Bevan and R Bidgood declared an interest in 16/0871/FULL.

16/087/FULL – Members asked if there was a Covenant on the land restricting use to leisure activities.

75. PAYMENTS AND FINANCIAL MATTERS

List of payments - Noted and approved.

Bank Account Balances - Noted.

Application for Financial Assistance

i) Llamau - £250.

Councillor C. Elbury declared an interest in the Shining Stars application and took no part in the discussions or decision making.

ii) Shining Stars

Members agreed to pay the funding for the hire of Caerphilly Castle.

iii) Caerphilly Open Arts Competition

The clerk informed members that they had previously agreed to be the main sponsors of the Art Exhibition run at Y Galeri.

He also explained that under Sec 137 of the Local Government Act 1972 members had the right to make a payment providing it was to the benefit of the community and the benefit was commensurate to the expenditure.

Members discussed the funding in detail and agreed to fund a prize of £1000. It was also agreed to ask if the monies could be made direct to the prize winner or Y Galeri who organise the event.

Meeting closed at 7.45 pm.

Date of next meeting, 27<sup>th</sup> February 2017

## **Caerphilly Flower Festival 2017**

A meeting has been held with the churches to discuss this year's Flower Festival.

It has been agreed that the Flower Festival should be on Friday 14<sup>th</sup> July, Saturday 15<sup>th</sup> July and Sunday 16<sup>th</sup> July with an open theme.

The Town Council has been the main sponsors for the event for the past 3 years only receiving a grant of £1,500 from the Town Centre Management Group.

This year this grant will not be available and therefore it will be on the Town Council to fund the whole event.

Each organisation received £350 to help with the cost of supplying flowers and plants and the total cost will be in the region of £5,530.

Members are asked to consider this level of funding or if it should be increased to £400 for each organisation. The total cost will then be in the region of £6,180.

A decision on the level of funding is sought from members.

## **Sponsored Events 2017/2018**

The Town Council has sponsored events run by the Caerphilly County Borough Council and has set up a budget provision for the Big Cheese, Caerphilly Food Festival and the Caerphilly Christmas Market.

Last year the funding was £750, £1,000 and £1,500 respectively and the County Borough has asked if the same funding will be made available for these events in 2017.

Members are asked to consider this report and agree the level of funding.

**Case Ref.** 16/1047/FULL **Site Area:** 163m<sup>2</sup>  
**Location:** 51 Small Meadow Court Caerphilly CF83 3RT (UPRN 000043086180)  
**Proposal:** Garage to side of property and provide altered access  
**Applicant:** Mr D Anderson 51 Small Meadow Court Caerphilly CF83 3RT  
**Agent:** JCWdesign&build Mr J Walker 42 Oakland Terrace Cilfynydd PONTYPRIDD CF37 4HB  
**Case Officer:** Mrs A Wilcox ☎ 01443 864217 ✉ wilcoa@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315737 (E) 187876 (N) **Target Date:** 13.03.2017

**Case Ref.** 16/1082/FULL **Site Area:** 498m<sup>2</sup>  
**Location:** 13 Lon Isaf Caerphilly CF83 1BT (UPRN 000043013462)  
**Proposal:** Erect a detached garage  
**Applicant:** Mr M Parker The Old Bakery R/O 53 Shingrig Road Nelson Treharris CF46 6DY  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314776 (E) 186846 (N) **Target Date:** 10.03.2017

**Case Ref.** 17/0028/FULL **Site Area:** 749m<sup>2</sup>  
**Location:** 5 St Margarets Road Caerphilly CF83 1DB (UPRN 000043013644)  
**Proposal:** Raising ridge height to create first floor accommodation including side dormer, single storey rear extension and detached garage to side  
**Applicant:** Mr J Oliver 5 St Margarets Road Caerphilly CF83 1DB  
**Agent:** Mr M Morgan 9 School Street Aberbargoed CF81 9DA  
**Case Officer:** Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314748 (E) 186700 (N) **Target Date:** 16.03.2017

**Case Ref.** 17/0029/FULL **Site Area:** 206m<sup>2</sup>  
**Location:** 6 Celyn Grove Caerphilly CF83 3FN (UPRN 000043005433)  
**Proposal:** Construct single storey rear extension for bedroom and bathroom  
**Applicant:** Mr C Sargent 6 Celyn Grove Caerphilly CF83 3FN  
**Agent:** CCBC (Private Sector Housing) Mr C Watts Tredomen Business And Technology Centre Parc Tredomen Tredomen Ystrad Mynach Hengoed CF82 7FN  
**Case Officer:** Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315374 (E) 187553 (N) **Target Date:** 09.03.2017

**Case Ref.** 17/0033/RET **Site Area:** 177m<sup>2</sup>  
**Location:** 18 Ludlow Street Caerphilly CF83 1GG (UPRN 000043024674)  
**Proposal:** Retain existing garage building to provide additional living accommodation associated with the main house (C3 use class)  
**Applicant:** Ocean Community Services Ltd Mr T Griffiths 5th Floor Harlech Court Bute Terrace Cardiff CF10 2FE  
**Agent:** CW Architects Ltd Miss Kirsty Sullivan Grosvenor House 8 Park Grove Cardiff CF10 3RN

**Case Ref.** 17/0003/COU **Site Area:** 71m<sup>2</sup>  
**Location:** 62 Cardiff Road Caerphilly CF83 1JQ (UPRN 000043040305)  
**Proposal:** Change of use from shop to a police station for use by Gwent Police  
**Applicant:** Gwent Police Police Headquarters Turnpyke Road Cwmbran Torfaen NP44 2XH  
**Agent:** Monmouthshire County Council Mr D Watson Innovation House Wales 1 Business Park Magor Monmouthshire NP26 3DG  
**Case Officer:** Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315563 (E) 186715 (N) **Target Date:** 31.03.2017

**Case Ref.** 17/0046/COU **Site Area:** 932m<sup>2</sup>  
**Location:** Caenant House Mill Road Caerphilly (UPRN 000043005657)  
**Proposal:** Convert existing ground floor to 2 No. two bedroom apartments with necessary parking spaces, outdoor area and access  
**Applicant:** Mr P Robbins Caenant House Mill Road Caerphilly CF83 3FE  
**Agent:**  
**Case Officer:** Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315164 (E) 187576 (N) **Target Date:** 28.03.2017

**Case Ref.** 17/0070/ADV **Site Area:** 71m<sup>2</sup>  
**Location:** 62 Cardiff Road Caerphilly CF83 1JQ (UPRN 000043040305)  
**Proposal:** Installation of main fascia sign, display screen and door/window graphics to front elevation  
**Applicant:** Gwent Police Police Headquarters Turnpyke Road Cwmbran Torfaen NP44 2XH  
**Agent:** Monmouthshire County Council Mr D Watson Innovation House Wales 1 Business Park Magor Monmouthshire NP26 3DG  
**Case Officer:** Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315563 (E) 186715 (N) **Target Date:** 24.03.2017  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 17/0067/FULL **Site Area:** 323m<sup>2</sup>  
**Location:** Mynydd Bychan 5 Cae Uwchlllyn Caerphilly CF83 1TY (UPRN 000043079974)  
**Proposal:** Raise ridge height of detached garage to create home gym with balcony, new timber decking and balustrade  
**Applicant:** Mr A Kidner Mynydd Bychan 5 Cae Uwchlllyn Caerphilly CF83 1TY  
**Agent:** Mr L Evans 2 Craig Ysguthan The Rise Llanbradach Caerphilly CF83 3PY  
**Case Officer:** Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314633 (E) 186217 (N) **Target Date:** 04.04.2017  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated



**Case Ref.** 16/0852/CLPU **Site Area:** 183m<sup>2</sup>  
**Location:** 12 Goodrich Avenue Caerphilly CF83 1LG (UPRN 000043033220)  
**Proposal:** Obtain a Lawful Development Certificate for the proposed garage and gate  
**Applicant:** Ms K Hynes 12 Goodrich Avenue Caerphilly CF83 1LG  
**Agent:**  
**Case Officer:** Mrs R Amundson ☎ 01495 235120 ✉ amundrh@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 316193 (E) 186869 (N) **Target Date:** 23.03.2017  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 17/0037/FULL **Site Area:** 202m<sup>2</sup>  
**Location:** 17 Cwrt Nant-Y-Felin Caerphilly CF83 1TP (UPRN 000043009986)  
**Proposal:** Erect two storey side extension, rear dormer and new steps and gate in boundary wall  
**Applicant:** Mr & Mrs A Cale 17 Cwrt Nant-Y-Felin Caerphilly CF83 1TP  
**Agent:** MP Architects Mr Matthew Parsons 31 Cae Brynton Road Newport NP20 3FY  
**Case Officer:** Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 313875 (E) 186098 (N) **Target Date:** 23.03.2017  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

## LIST OF PAYMENTS

CHEQUE NO.	PAYEE	IN RESPECT OF	AMOUNT £
303734	Digital Systems UK	Photocopying	14.32
Direct Debit	123 Reg	Domain Name	16.78
303735	Playworks	January Salary	1554.93
303736	Twyn Community Centre	Lease of Office	1056.00
303737	St. Martin's Church	Payment for Electricity	278.95
303738	Caerphilly C. B. Council	Splash Pad	1500.00
Direct Debit	123 Reg	Domain Name	17.96
Direct Debit	NEST	Pension Payment	6.34
303739	Elsbury Access Platforms	Christmas Lights	6111.66
303740	S. Kent	Mayor's Allowance	160.00
303741	Llamau	Donation	250.00
303742	SLCC	Subscriptions	139.00
303743	Play Wales	Subscriptions	25.00
303744	GAVO	Subscriptions	260.00
303745	Green Leif Landscapes	Christmas Tree	680.00
303746	Welsh Government	Hire of Castle-Shining Stars	275.00
303747	Caerphilly C.B. Council	Christmas Market	1500.00

### Bank Account Balances as at 30<sup>th</sup> January 2017

£

Community Direct Plus Account	11776.93
14 Day Business Select Account	32540.23
Business Select 14 Day Gratuity Account	5044.29
Guaranteed Investment Account	31363.68

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.  
"CASTLE VIEW COMMUNITY GROUP"
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION  
CLARE NAYLOR - CHAIR  
54 CLOS ENFYS, CAERPHILLY, CF83 1SB
3. PURPOSE OR ACTIVITIES OF ORGANISATION – if possible attach copy of Constitution  
MAINTAIN AND ENHANCE OUTSIDE ENVIRONMENT  
OF CASTLE VIEW FOR THE BENEFIT OF ALL USERS  
LITTER PICK, MAINTAINING GREEN PLAYING AREAS, TRAFFIC ISSUES
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:  
HOUSES: 2000+ PEOPLE  
Total No. 1100 Number Resident in Town Council area (see attached map) JD2
5. MEMBERSHIP FEES, if applicable NONE AT PRESENT
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.  
ZERO BALANCE SINCE ONLY CONSTITUTED 7.12.2016.
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:  
TO PROVIDE INSURANCE COVER AS REQUIRED TO  
PARTICIPATE WITH KNT PROGRAMME OF EVENTS AND  
ADD HOOR PROVISION OF MARKETING/FLYERS MATERIAL FOR  
FIRST YEAR OF ESTABLISHING TOTAL = £200
- 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.

## CONSTITUTION

### CASTLE VIEW COMMUNITY GROUP

#### **A. Name**

The name of the association is Castle View Community Group, Caerphilly.

#### **B. Aims**

The association's aims are: -

To organise and manage areas of Castle View estate for members' use and to promote them as a leisure and social pastime for the whole community.

The association shall be non-political, have no committee members who are politically affiliated, be non-religious and promote equal opportunities in all activities.

#### **C. Carrying out the aim**

In order to carry out the aims of the association, the committee may: -

- (1) Raise funds and receive contributions, provided the association does not undertake any substantial permanent trading activities.
- (2) Buy or sell property, take on leases and employ staff.
- (3) Co-operate with other charities, voluntary bodies and statutory authorities.
- (4) Do all such other lawful things as are necessary for the achievement of the aims.
- (5) Activities to reclaim, remediate or otherwise bring land back into social, environmental or economic use. The proposed use must have been prevented or restricted by an activity, which has now ceased.  
If the land was polluted, the polluter of the land must not benefit from the project.

#### **D. Membership**

Membership of the association shall be open to any person interested in supporting the aims of the association.

#### **E. Equal Opportunities**

The group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **F. Meetings**

### **a. Annual General Meeting**

- (1) There shall be an Annual General Meeting in the month of March each year with 14 days' notice given to all members.
- (2) The committee shall present the annual report and accounts.
- (3) The members shall elect the Chair, Treasurer and Secretary for the coming year, together with not more than 3 Committee members(s). Every member shall have one vote.
- (4) Nominations for election to the committee may be made at the AGM.

### **b. Committee**

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

### **c. Rules of procedure**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached, a vote will be taken, and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the Chair of the meeting shall have an additional casting vote.

## **G. Conflicts of Interest, Code of Conduct and Ethical Behaviour**

### **a. Conflicts of Interest**

#### **i. Possible Conflicts of Interest**

When a possible conflict of interest is inherent in the situation. Example: a member is related to a person raising the issue being discussed, or has organisational links.

#### **ii. Actual Conflict of Interest:**

When opposing loyalties must be confronted.

Example: a member works for an organisation linked to an issue affecting the association's aims, or to promote that organisation via links with the association.

### **iii. Self-interested Decision:**

When a course of action is chosen which represents personal advantage.

Example: a member intervenes to influence a decision on behalf of a party who is a personal friend, relative, or co-worker.

### **b. Guidelines for Members to Avoid Conflicts of Interest, and to ensure Ethical Behaviour**

i. **Selflessness:** Members must never use their position as members of the association to improperly confer an advantage on, or to avoid a disadvantage for, themselves, nor to improperly confer an advantage or disadvantage on others.

ii. **Honesty:** Members must declare any private interests relevant to the association and take steps to resolve any conflict in a way that protects the aims of the association.

iii. **Integrity and Propriety:** Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their activities linked to the association. Members must on all occasions avoid the appearance of such behaviour.

### **c. Code of Conduct**

For all meetings, members must act courteously, and remain respectful of other member's viewpoints, even if those viewpoints differ from their own. All speakers will be given the opportunity to present their view without interruption and will afford other speakers the same opportunity.

All members shall :

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and any emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
  - Listen to what others have to say and keep an open mind.
  - Contribute positively to the discussions.
  - Try to be concise and avoid soliloquies.

- Help others concentrate on the meeting. Discourage side conversations.
- Have the best interests of the organisation/beneficiaries in mind at all times
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

## **H. Finances**

- (1) Funds will be held in a bank account operated by the committee in the name of the association. All cheques must be signed by two committee members. The signatories must not be related, nor members of the same household.
- (2) Funds shall only be used to support the Aims of the association.
- (3) Records of income and expenditure will be maintained by the Treasurer, and a financial statement given at the AGM.

## **I. The Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting, which must be called with 14 days' notice. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting. Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

If a meeting, by simple majority, decides that it is necessary to wind up the association, it may call a Special General Meeting to do so, with 14 days' notice. The sole business of this meeting will be to dissolve the association.

If it is agreed to dissolve the association, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation with similar Aims. The benefitting local charitable organisation would be agreed at the meeting which agrees the dissolution.

**J. Arrangements until first Annual General Meeting**

This constitution was adopted by the people whose signatures appear below, who will act as the committee until the first AGM.

Adopted on the.....

Signed by (Print name and address aswell)

Chair.....

Secretary.....

Treasurer.....

Members of Committee.....

.....

.....

.....

.....





**Gwent  
Association of  
Voluntary  
Organisations**

Registered Charity No.1113558  
Company Limited by Guarantee 5590517

Gwent Association of Voluntary Organisations  
Douglas House,  
Pontygwindy Industrial Estate  
Caerphilly CF83 3HU

Jackie Prosser  
Senior Play Officer  
02921 321511  
jackie.prosser0@gavowales.org.uk

26<sup>th</sup> January 2017

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

Dear Sir/Madam

We are developing a new and innovative project for disabled children, young people and families in your area and would like to give your organisation the opportunity to be part of it.

The project will be delivered by GAVO's Inclusive Play Team who have a nine year proven and demonstrable track record of achieving positive outcomes for disabled children, young people and their families. This is an innovative pilot project that has been developed with, and for, families who have expressed their concerns and frustration at the lack of activities available for their disabled and non-disabled children to attend together as there are no agencies/organisations in the borough that offer these opportunities for families. The project will be delivered in the following ways:

**Disabled children and their siblings aged 5 – 11 years:** The Inclusive Play team will use existing resources, to deliver quality play sessions – 2 hours per week for 48 weeks in two communities (96 sessions in total for this age group). Staff will encourage disabled children to interact with each other on their own terms which will lead to improved social skills, confidence, self-esteem and behaviour. Play opportunities on offer during the sessions will include soft play, circus skills, art & craft, dressing up and a sensory area.

**Disabled young people and their siblings aged 12 – 18 years:** The Inclusive Play team will work with disabled young people aged 12 years – 18 years in two communities - 2 hours per week for 48 weeks (96 sessions in total for this age group also). The sessions will offer age, and ability, related play and leisure opportunities but will also offer life skills that disabled young people need to develop e.g. communication skills, basic cooking, identifying college courses, handling money, catching a bus. The sessions will also include siblings to give support and prepare the disabled young people for independent living and enable them to deal more effectively with the demand and challenges of everyday life.

Parents will be able to stay at the sessions, but will be offered a separate area to the children, as networking with other parents has also been identified as a benefit. Because disabled children are usually transported to school and back, their parents are unable to interact with others in a similar situation so we will be offering them the opportunity to meet as a group on a regular basis in a supportive environment. While the Inclusive Playworkers deliver the play sessions, the Senior Play Officer will work with the parents that attend the sessions and encourage them to become

volunteers with the project. They will be offered a package that will include a DBS check, Child Protection & POVA training, a 'Volunteers in Play' course and Inclusive Play training. With that support the parents will be able to deliver the sessions which will allow the Inclusive Play team to withdraw and move on to other areas at the end of the project, potentially to repeat and develop the model in different areas with different young people.

To ensure that the project is sustainable in the future, a Development Officer from GAVO will support the original group/s to become constituted and open their own bank account/s so that they can apply for any funding they may need to continue the sessions.

We would welcome any financial sponsorship you may be able to give to enable us to provide this quality new service in your locality for your local community. We would ensure your sponsorship is acknowledged and publicised on promotional materials or at any events and an end of project report will be sent to you.

Should you wish to discuss the project further or require additional information, please do not hesitate to contact me by telephone on 02921 321511 or by email on [Jackie.prosser@gavowales.org.uk](mailto:Jackie.prosser@gavowales.org.uk).

Thank you for taking the time to read this request.

I look forward to hearing from you.

Yours sincerely,

*J Prosser*

Jackie Prosser  
Senior Play Officer

**From:** Jackie Prosser [jackie.prosser@gavowales.org.uk]  
**To:** "towncouncil@tiscali.co.uk"<towncouncil@tiscali.co.uk>  
**Date:** 02/02/2017 12:09  
**Subject:** Match Funding Information

Hello Mr Williams

Further to our telephone conversation earlier this week, please see below the information you requested:

Total project costs for one year - £61,241

Application to Community Regeneration Fund - £30,000

Match funding required - £31,241

I appreciate that the match funding we need is a large amount, but any contribution towards it would be very much appreciated.

Regards

Jackie

Jackie Prosser

Senior Play Officer

Gwent Association of Voluntary Organisations

Douglas House, Pontygwindy Business Park, Caerphilly, CF83 3HU

Mobile: 07483 128 051

Office: 02921 321 511

Email: jackie.prosser@gavowales.org.uk

Website: <http://www.gavowales.org.uk/play-caerphilly>

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.  
1<sup>st</sup> Caerphilly Guides and 2<sup>nd</sup> Brownies  
Guide Hall, Aber station, Caerphilly.
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION  
Rebecca Easterby Leader of 1<sup>st</sup> Caerphilly Guides  
109 Pen Road, Caerphilly, CF83 1LA 3 Chaplow Court, Heddonemy CF83 2TF
3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution  
Girlguiding organisation. Helping girls to develop skills.
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:  
12 Brownies  
Total No. 15 Guides Number Resident in Town Council area (see attached map) \_\_\_\_\_
5. MEMBERSHIP FEES, if applicable £90 a year
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.  
We are an organisation where girls pay £30 a term (190 a year) to join and this covers  
£30 a year subscriptions to HQ, rent for the use of the hall & any activities  
the girls undertake. We are a charity & non profit making.
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:  
An activity weekend in our Welsh Headquarters near Newtown.  
We are looking for some help towards the cost of the bus which has  
been quoted as £900 for dropping up and picking up 52 of us for the weekend.

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.

Your account statement  
 Statement sheet number: **87**  
 Issue date: **17 August 2016**  
 Page: 1 of 2

1ST CAERPHILLY GUIDES  
 109 VAN ROAD  
 CAERPHILLY  
 MID GLAMORGAN  
 CF83 1LA

Write to us at:  
**PO Box 1000**  
**Andover**  
**BX1 1LT**

Call us on: **0345 072 5555** (from UK)  
**+44 1733 347338** (from Overseas)

Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: **CAERPHILLY**  
 Sort code: **30-90-91**  
 Account number: **04020531**  
 BIC: **LOYDGB21331**  
 IBAN: **GB70 LOYD 3090 9104 0205 31**

J9188101HDSUAA0000003354001002000



**TREASURERS ACCOUNT**  
 1ST CAERPHILLY GUIDES

### Account Summary

Balance On 17 May 2016	£975.08
Total Paid In	£825.90
Total Paid Out	£440.50
<b>Balance On 3 August 2016</b>	<b>£1,360.48</b>

### Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
17 May 16		<b>BALANCE BROUGHT FORWARD</b>			<b>975.08</b>
27 May 16	Deposit	500090		188.50	1,163.58
20 Jul 16	Cheque	000134	15.00		1,148.58
20 Jul 16	Cheque	000136	16.95		1,131.63
20 Jul 16	Cheque	000133	408.55		723.08
3 Aug 16	Deposit	500091		637.40	1,360.48
3 Aug 16		<b>BALANCE CARRIED FORWARD</b>			<b>1,360.48</b>

### Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.  
 For our data privacy notice, please see: [www.lloydsbank.com/legal/mypersonaldata.asp](http://www.lloydsbank.com/legal/mypersonaldata.asp)

# Girlguiding UK

## Receipts and Payments Account

## 2nd Caerphilly Brownies

1st Jan 2015 to

31st Dec 2015

Receipts [In]	This Year	Last Year
Subs under Gift Aid	£210.00	
Subs - non Gift Aid	£558.50	
Gift Aid received	£0.00	
Camps / Outings / Events	£210.00	
Fete	£0.00	
Details 6	£150.00	
Foxlease/PGL	£0.00	
Details 8	£0.00	
Details 9	£0.00	
Details 10	£0.00	
<b>Totals</b>	<b>£1,128.50</b>	<b>£0.00</b>
<b>Payments [Out]</b>		
Rent	£50.00	
Materials	£882.94	
Fund Raising	£390.00	
Camps / Outings / Events	£1,037.40	
Census	£756.00	
Uniform	£0.00	
Foxlease/PGL	£176.82	
Details 8	£0.00	
Details 9	£0.00	
Details 10	£0.00	
Details 11	£0.00	
Details 12	£0.00	
<b>Totals</b>	<b>£3,293.16</b>	<b>£0.00</b>
<b>Surplus or deficit for the year</b>	<b>-£2,164.66</b>	<b>£0.00</b>
<b>Balances brought forward</b>		
Bank - 1	£762.73	
Bank - 2	£0.00	
Cash	£10.01	
	<b>£772.74</b>	<b>£0.00</b>
<b>Balances in hand at year-end</b>		
Bank - 1	£1,112.20	£762.73
Bank - 2	£0.00	£0.00
Cash	£108.10	£10.01
	<b>£1,220.30</b>	<b>£772.74</b>

Assets and Liabilities: In addition to the above cash balances the unit has equipment to the value of \_\_\_\_\_ and there are no other assets or liabilities

Prepared by \_\_\_\_\_ Unit Guider \_\_\_\_\_

Reviewer's Certificate: The above statements agree with the records and vouchers of  
**2nd Caerphilly Brownies** for the financial year ended **31st Dec 2015**

\_\_\_\_\_ Independent Reviewer



CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.  
Dance Unity Parent Support Group  
-Caerphilly County - B, T, M, Caerphilly
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION  
Lisa Rowlinas - Chair Parent Support Group.  
6 Bryn Ffynnon, Bedwas, Caerphilly CF83 5JB
3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution  
To fundraise to help to get children to the British  
Formation Championships - APR 17 (Juniors) Nov 17 (Adults)  
16+
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:  
Total No. 74 Number Resident in Town Council area (see attached map) 60
5. MEMBERSHIP FEES, if applicable £25 per month
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 form included.
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:  
To help towards costs of Outfits. Each  
team requires new. Under 12s are £300 per outfit  
and over 12s are a £1000 per outfit.

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.

We fundraise so every child can go to the British Formation Championship regardless of home life financial position



## DANCE UNITY FORMATION TEAMS ACCOUNTS 2015/2016

INCOME	£
Disco/Parties	
Balloon Race	1627
Tina Sparkle	800
Race night	1,000
Christmas Fair	1,145
Adult night	1,077
Summer Party	720
Leigh Gameson	1,284
Lottery	612
Sale of Outfits	1,010
Demo	2,976
Sponsored Walk	2,977
Bagpacks/Shop/Presentations	1,830
Sponsorship	8,955
Subscriptions	1,320
Other	22,360
Cash transferred from TNT/Windsor	1,192
<b>Total Income</b>	<b>1,041</b>
<b>EXPENDITURE</b>	<b>51,926</b>
Dance Unity Vests	1,700
Loren James - outfits	19,240
Pure Class	10,630
DSI	1,271
Contribution to shoes	2,062
Make-up	3,722
Practice Wear	3,820
Alterations/stones	1,682
Training	1,381
Tans - juv/juniors/adults	644
Donation to dancers	1,680
Tracksuits for Adults	874
Other	2,213
<b>Total Expenditure</b>	<b>50,919</b>
<b>Surplus as at end of May 2016</b>	<b>1,007</b>
<b>Cash at bank at end of May 2016</b>	<b>1,007</b>



To Caerphilly Town Councillors,

17.1.2017.

Good afternoon gentlemen,

Firstly, thank you for your time on Monday evening and thank you for your support and kind words.

As promised, I met today with the staff and a service user at Action For Children, Caerphilly. I am now able to put some flesh on the bones of yesterday's plea.

The staff I met with are, Julia Evans, Systemic Psychotherapist and Elaine Simpson the Children's Services Manager for Action For Children, Elaine is also a CPN and Systemic Psychotherapist. Also in attendance was service user Lauren James, who I have spoken about and who first brought this issue to my attention and that of Councillor Bidgood.

To clarify, the Caerphilly service is the only one in the County Borough - if it is lost, there will be nothing. Currently service users travel from as far as Rhymney to access the service, already you can see that that's not easy. parents with children- school hours-public transport etc. The fact that they do make this journey is some demonstration of their need and the value that they place on this support and the expert guidance of mental health professionals.

The service is an early intervention, Families First Service. It currently receives 58k of funding and provides 96 group sessions including Wellbeing groups for parents with mental health problems, and Non Violent Resistance groups, 580 individual sessions per annum with children under the age of 18 supporting their emerging mental health needs. The service works with at least 70 families per annum. To date the project has met all of its targets and is highly respected within the borough.

Any letters of support or concern that you may decide to write will need to go to Hannah Williams, Families Division, Welsh Government, Cardiff Bay. 02920 852677.  
[hannah.williams@wales.gsi.gov.uk](mailto:hannah.williams@wales.gsi.gov.uk)

The paid workers are just one full-time Family Support Worker and one 12.5 hrs Systemic Family Therapist and one day of management. So, hardly overstaffed, I think it's fair to say, when we consider how vitally important this work is.

The Wellbeing group will be coming to an end as a part of this service. This is currently accessed by 14 parents. We estimate that this part of the service can be maintained in Caerphilly for approximately £6,000 pa.

Action For Children have offered for the Family Intervention Team building in Caerphilly to be used for the group – however they can no longer fund the facilitation of the group which is approximately £100 for 4 hours facilitation work per week. (2 hours of group time and 2 hours of planning, support and contact around the group.)

I have now had a response from the PCCs office and await a date, hopefully to meet.

As I have stated in my original missive, I will assist Julia to write a funding bid, in my own time and no charge. We have a meeting arranged to do that on Thursday 19.1.2017. This will ensure that the bid is received in good time for consideration.

However, it is my heartfelt belief that such a critical service, and I use the term advisedly, should continue to be core funded, without the need to take part in an annual bidding process. I think those with mental health issues need consistency and an assured support mechanism.

As elected public servants I'm sure that I can rely on your confidentiality when I tell you that several of the service users, have in the past, attempted to take their own lives. I believe this situation demonstrates the profound levels of needs of the service users. Mental Health has long been the Cinderella of the NHS, please don't let this travesty slip by us without a fight.

Service users are themselves victims of what Welsh Government refers to as ACEs or Adverse Childhood Experiences. These are often carried into adulthood.

I believe that this work gives great value for money. Delighted to be able to tell you that we have secured the money which I spoke about. Action for Children will be receiving £1,000 donation.

With the approval of all, I would suggest we invite Councillor Bidgood, if available, to attend the cheque presentation. I also applaud his immediate desire to assist when I first spoke to him. I also hope to invite Lauren also, in order to raise her self-esteem and knowledge going forward.

How good it would be if she were to write a bid next year? She is capable, she just needs faith shown in her and support given, to aid her development.

NB : We have now completed the funding bid, and it will be submitted Tuesday 24/1/2017.

Also delighted to inform you that the PCC will be visiting AFC on 23/2/2017 between 10am-11.30 am where he will talk to staff and service users as well as viewing a DVD created by service users.

We'd be delighted if a Town Councillor is able to attend also.

Diolch yn Fawr iawn,

Best regards,

Bob