

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

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

**Phil Davy**

**TOWN MAYOR:  
MEIR Y DREF:**

**Councillor  
Simon Morgan**

14<sup>th</sup> May 2018

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **Monday 21<sup>st</sup> May 2018** to immediately follow the AGM.

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

P. 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 16<sup>th</sup> April 2018 (herewith).
4. Matters arising from the Minutes if not covered by the Agenda.
5. COMMUNITY SAFETY MATTERS
6. TOWN MAYOR'S DIARY
7. ENVIRONMENTAL MATTERS
8. TOWN CLERK'S REPORT
  - 8.1 Local Government Pay Award.
  - 8.2 Document Retention Policy.
  - 8.3 Financial Accounts 2017/18.
  - 8.4 Insurance.

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**Address: The Twyn Community Centre The Twyn Caerphilly CF83 1JL**  
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**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**

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

[In accordance with Minute 103.4 all applications for financial assistance are deferred until the June meeting of the Town Council]

11. CORRESPONDENCE

12. MEMBERS REQUESTS FOR FUTURE REPORTS

CAERPHILLY  
TOWN  
COUNCIL



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TOWN CLERK:  
CLERC-Y-DREF:

Phil Davy

TOWN MAYOR:  
MEIR Y DREF:

Councillor  
Simon Morgan

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY  
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE  
ON MONDAY 16<sup>TH</sup> APRIL 2018**

**Present:**

Councillors P.J. Bevan, S. Kent, J. Hibbert, J. Grenfell, M. Prew, H. Jackson, S. Morgan (Town Mayor), J. Fussell, R. Bidgood.

**Apologies:**

Councillors C. Elsbury, S. Hodder, J. Pritchard.

**In attendance:**

G. Clifton, R. Ennis, M. Kerswell representing Gwent Police.

P.G. Davy Town Clerk.

96. **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY  
19<sup>TH</sup> FEBRUARY 2018**

Minutes of the Ordinary Council Meeting held on Monday 19<sup>th</sup> February 2018 were received, confirmed and signed.

97. **MATTERS ARISING FROM THE MINUTES**

Minute 85 (78.1) - No money had been recovered as a result of the internet fraud.

Minute 89 - Network Rail had been contacted about the rubbish along the railway line but there had been no substantive reply.

Minute 90.1.2 - It had provisionally been arranged for a representative from One Voice Wales to attend the June meeting of the Council.

98. **COMMUNITY SAFETY MATTERS**

There was a discussion about speeding at various locations in the town including Bartlett Street, Lon y Llwyn and St. Martins Road and the impact of cruiser activities. Particular locations where the cruisers collect are the car park at the train station, at McDonalds Bedwas Roundabout and Asda car park. The Police explained actions taken to monitor and control these activities. Individuals who are served with a S59 Notice are given the opportunity to go on a training course on more responsible driving. On completion of the course the penalty notice is cancelled. Targeted operations are possible involving the Air Support Unit.

Members raised the possibility of 20MPH zones and whether the Police would support the Town Council when making representations to the Highway Authority.

Other highway matters raised were the junction at Mill Road and Dol-y-Felin Street and the ongoing problem of parking in the town centre. Civil parking enforcement is due to pass to CCBC in April 2019.

A question was asked about begging in the town but there are limited powers to move individuals on if they are not asking for money.

99. **TOWN MAYOR'S DIARY**

The Mayor had officially opened the Help for Wales charity shop; and attended a presentation of a public access defibrillator at Caerphilly Golf Club.

100. **ENVIRONMENTAL MATTERS**

Due to the amount of dog fouling it was suggested that CCBC is requested to provide additional bins. Members to identify suitable locations in order that a comprehensive list can be agreed at a future meeting.

Rubbish had been dropped on Nantgarw Road. CCBC to be notified.

The gates at Morgan Jones Park are left permanently open and it was felt that there should be arrangements to close and lock the gates at night, this would be even more important when the new skate board facility was open.

Arising from site works at Virginia Park mud was being carried onto the road.

There has been further fly tipping at the rear of Bron Rhiw.

101. **TOWN CLERK'S REPORTS**

**1 Remembrance Day 2018**

As this year was the centenary of the ending of the First World War it was agreed that the Town Council would arrange a commemoration at the Caerphilly Cenotaph at 11.00 am on 11<sup>th</sup> September 2018. Cllr Fussell would approach the Minister at St. Martin's Church and a letter would be sent from the Mayor to CCBC to invite their participation. There was also the possibility of inviting local schools to be involved.

## 2 Risk Management Update

In view of the recent internet fraud and recognising the Council regularly receives suspect emails, bogus letters and invoices, it was agreed to incorporate an additional risk to the risk register relating to cyber security together with mitigating controls. Members noted this is a high risk area for the Town Council.

## 3 Draft Caerphilly Basin Masterplan (DCBM)

A copy of the document that had been issued by CCBC for consultation had been circulated to Members. The general view was that this was an aspirational document but lacking in terms of implementation with no timescale for the project proposals and no committed funding (with the exception of the Pwlypant roundabout highway improvement). It was agreed that Cllr Jackson would provide specific comments to be sent to CCBC.

## 4 Strengthening Local Government: Delivering for People

Welsh Government had issued a consultation document on local government reorganisation based on the view that there should be a smaller number of principal local authorities. The paper had no specific recommendations for town and community councils as there is a separate review of the sector, which is due to report by October 2018. A Local Government (Wales) Bill may be introduced into the National Assembly in the autumn.

Members noted the report.

## 5 General Data Protection Regulation GDPR

The GDPR sets out the requirements for how organisations will need to handle personal data from 25<sup>th</sup> May 2018. There is a need to review the personal data held by the Town Council and adopt a data protection policy that reflects the new requirements relating to personal data processing and protection.

It was resolved:

1. To note the personal data held by the Town Council set out in the data audit and that this should only be held for operational requirements and in accordance with the data protection policy.
2. To approve the Privacy Notice and that it is communicated as necessary and a copy placed on the Town Council website.
3. To approve the Data Protection Policy and a copy is placed on the Town Council website. The Policy will be subject to review in the light of experience and advice and guidance from the ICO and other bodies.
4. To register with the ICO to be compliant with data protection legislation.
5. To defer a decision on the appointment of the DPO pending further information.

102. **PLANNING MATTERS**

The following applications were considered and comments made as follows:

- 18/0181/RET - No objections
- 18/0189/RET - No objection.
- 18/0191/CLPU - No objections
- 18/0206/FULL - No objections
- 18/0230/CLPU - No objections
- 18/0218/FULL - No objections
- 18/0245/FULL - No objections
- 18/0246/ADV - No objections
- 18/0255/OUT - No objections
- 18/0259/FULL - No objections
- 18/0277/FULL - No objections

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

103. **PAYMENTS AND FINANCIAL MATTERS**

1. List of payments noted and approved.
2. Bank Account Balances noted.

The Town Clerk reported that it had been necessary to move the operational reserve into the current account and as at the date of the meeting the balance in the current account was £2122 due to payments made during April including an invoice from CCBC for £10655 relating to Caerphilly in Bloom. The first tranche of the precept would not be paid until the end of April.

The updated position on the account balances was noted.

3. **Concessionary Hire of Caerphilly Castle**

Dementia Day – concessionary hire approved and the Town Council will pay the cost of the hire fee.

4. **Application for Financial Assistance**

In view of the current pressure on the Town Council finances and the updated position on balances it was agreed to defer the applications from the following three organisations:

1. 2<sup>nd</sup> Caerphilly Guides.
2. Caerphilly Miners Centre for the Community. Cllr H. Jackson declared an interest and took no part in the discussion or decision making.
3. St. David's Foundation Hospice Care.

The applications will be reported back to the Town Council meeting in June 2018 following a review of the budget. Any other applications received will also be held until the June meeting. The Town Clerk will advise the applicants accordingly.

5. Budget Management 2018/19

The report outlined the reasons why two year costs for Caerphilly in Bloom would have to be met within the 2018/19 financial year resulting in £10,655 of unbudgeted expenditure. Due to expenditure exceeding income in the 2017/18 financial year there had already been a reduction in balances. The operational reserve had been used to manage outgoings in April pending receipt of the first tranche of the precept. The Town Clerk advised that cash flow and expenditure during 2018/19 will have to be tightly managed.

It was resolved:

- 1 The £10,655 of unbudgeted expenditure will be met from the earmarked reserves accepting that the funds will not be released into the current account until January 2019 when the business bond matures.
2. The following areas of additional expenditure agreed in February 2018 are deferred:
  - Minute 90.3.1 Two way radios.
  - Minute 90.3.9 Phased replacement of Christmas Lights.
  - Minute 90.3.10 Laser enhancements of Christmas Lights.
  - Minute 90.3.15 Bilingual banners.
  - Minute 91 Replacement of Notice Board.
3. No new commitments will be made against the earmarked reserves until the financial position has stabilised and the operational reserve has been restored.
4. In view of the commitment to Caerphilly in Bloom in 2018 to enter the Wales in Bloom competition, Cllr J. Fussell agreed to coordinate the application.

104. CORRESPONDENCE

1. Letter from Welsh Government – Funding Joint Arrangements.

The letter was noted but it was agreed not to pursue an application.

2. Report from Wales Audit Office “Financial Management and Governance in Local Councils 2016/17”.

The report had been circulated to Members. The report highlighted various issues arising from the audit of town and community councils.

105. MEMBER REQUESTS FOR FUTURE REPORTS

There were no requests. The meeting closed at 8.00 pm

## **Agenda Item 8.1**

### **Report to Town Council 21<sup>st</sup> May 2018**

#### **Local Government Pay Award**

The employers side and trade unions have agreed a two year pay offer covering the period April 2018 to March 2020. The key features of the pay offer are a 4% increase over 2 years for those above the current Spinal Column Point SCP 29 (Town Clerk SCP 31) and an increase of between 15% and 4.3% for those on the current SCPs 7 to 28 (Administrative Assistant SCP 17). There will be a new pay spine from 2019 with new scale points.

The Town Clerk and Administrative Assistant work part time hours and applying the pro rata calculations to the relevant SCP will result in an increase in the salaries bill for 2018/19 of £473 and a further £388 in 2019/20 if the Council agrees to implement the pay award.

The Town Clerk received an increment in April 2018 and will receive a further increment in April 2019. Incremental progression is a contractual commitment and the increased costs are built into the budget on an annual basis. The additional costs associated with the pay award as quoted above are the amounts over and above the incremental progression. Note the Administrative Assistant is already on the top of the scale for the post.

Members are invited to determine whether they wish to implement the local government pay award.

Phil Davy

Town Clerk



## **Agenda Item 8.2**

**Report to Town Council 21<sup>st</sup> May 2018**

### **Document Retention Policy**

The review of personal data associated with the introduction of the GDPR identified that personal data that is no longer required for legal reasons or business purposes should be deleted. The review also identified there is no retention policy relating to other forms of documentation. The Town Council should have an approved retention schedule.

The appendix sets out the minimum length of time of retention for various types of records and the action which should be taken when it is of no further administrative use. The retention period is relevant to all records regardless of the media in which they are stored.

Legal proceedings are governed by the Limitations Act which state that legal claims may not be commenced after a specified period. Retention will be dependent on the individual circumstances.

There also has to be a degree of practicality about how much information is stored dependent on space available for hard copy documents and IT arrangements for electronic storage.

All information received and created by Councillors acting on behalf of the Town Council and in their role as an elected member is subject to data protection legislation and the Freedom of Information Act 2000. It is advisable for Councillors to delete any correspondence once a matter has come to a natural conclusion rather than hold the information indefinitely. If you believe the correspondence should be retained then a copy should be sent to the Town Clerk who will retain / destroy in accordance with the retention schedule.

It is recommended that the document / record retention schedule is approved.

Phil Davy

Town Clerk

Appendix

**DOCUMENT/RECORD RETENTION SCHEDULE**

<b>Type of Record</b>	<b>Minimum Retention Period</b>	<b>Action/Comment</b>
<b>Administration</b>		
Signed Council/Committee Minutes	Permanent	Currently stored in paper files in office Recorded on website since 2013
Council/Committee Agendas	Permanent	Currently stored in paper format in office Space becoming a problem Recorded on Website since 2013 Investigate transfer to Gwent Archives or electronic & cloud storage See comment above
Reports/documents circulated with agendas	Permanent as part of agenda Duplicates stored on other files	Destroy in accordance with minimum retention periods in this schedule
Councillors declarations of office	2 years from end of term of office	Destroy
Councillors register of interests	2 years from end of term of office	Destroy
Councillors declarations of interest on specific items on agendas	Permanent	Currently stored in paper files Recorded on website since 2015
Routine correspondence and papers	12 months after end of administrative use	Destroy subject to discretion of Town Clerk if matters raised likely to reoccur
Correspondence and papers on important local issues or activities	2 years after and of administrative use	Destroy subject to discretion of Town Clerk
Planning applications	Permanent record of applications received and comments made contained within Council agendas/minutes	There are no requirements to keep planning documents referred to the Council as consultee. Consultation process now dealt with by weekly list so generally more detailed information not received. Where details are obtained on any major or controversial application details may be retained for 2 years from decision. Refer any public enquiries to Planning Authority.

Type of Record	Minimum Retention Period	Action/Comment
<b>Elections</b>		
Ballot papers for Town Council elections	6 months from close of poll	Destroy to comply with Local Election Rules. Information may not be held by Town Council.
Nomination forms for candidates for election to Town Council	6 months from close of poll	Destroy
Register of Electors	End of administrative use	Not routinely held by Town Council
<b>LEGAL &amp; PROPERTY</b>		
Insurance Policies	Until expiry (usually 12 months)	There is no longer a legal requirement to keep out of date Certificates of Employers Liability. It may be prudent to retain evidence to show that Council has maintained Employers Liability and Public Liability for the preceding 10 years
Maps, plans and surveys of property owned by the Council	Permanent	The Council does not currently own land or property but if it should do so in the future records will need to be kept on a permanent basis
Leases	6 years after lease expires if not renewed	The Council has two leases – office accommodation in the Twyn and for the store adjacent to The Visitor Centre
Tenders and quotations (successful) for contracts under hand	6 years after term of contract has expired	Destroy in accordance with Limitations Act
Tenders and quotations (successful) for contracts under seal	12 years after term of contract has expired	Destroy in accordance with Limitation Act (only likely to apply if Town Council let a major capital project).
Tenders and quotations unsuccessful	6 months after start of contract	Destroy
<b>Financial</b>		
Ledgers and income and expenditure accounts	7 years	Ledgers are generally retained as part of historical records
Financial returns to external auditors	7 years	Destroy
VAT records	7 years	Destroy
Paid invoices	7 years	Destroy

Type of Record	Minimum Retention Period	Action/Comment
Cheque Book stubs/paying in books	7 years	Destroy
Bank Statements	7 years	Destroy
<b>HUMAN RESOURCES</b>		
Employee Information	6 years after termination of employment	If a pension is payable salary details should be kept until 2 years after former employee dies
Applicants for posts who are unsuccessful	6 months after appointment of successful candidate	Destroy
<b>MISCELLANEOUS</b>		
FOI Requests	5 years following issue of reply	Destroy
Ombudsman investigations	5 years following referral	Destroy
Town Council newsletters	Permanent	One copy should be retain as part of historical archive
Photographs	Permanent	Preserve where they have been identified and dated. Note no photographic archive of the Town Council, Town Councillors and Mayors has been kept.

### **Agenda Item 8.3**

#### **Report to Town Council 21<sup>st</sup> May 2018**

#### **Financial Accounts 2017/18**

The following are attached to the report:

Appendix 1 Accounting Statements 2017/18

Appendix 2 Annual Governance Statement

Appendix 3 Annual Internal Audit Report

Appendix 4 Income and Expenditure Account (as ledger)

Appendix 5 Financial Accounts Summary

Appendix 6 Bank Reconciliation

Appendix 7 Section 137 Expenditure

Appendix 8 Asset Register

The 2017/18 financial year has presented a number of financial management issues. Expenditure has increased significantly over the previous financial year with an outturn of £145,330 (16/17 £94,787). Income was £106,336 (16/17 £97,795). However £30,000 of the expenditure relates to the transfer of funds to a one year business bond reducing the net expenditure for the year to £115,330, but still £8,994 in excess of income. This has resulted in a call on balances. The balances to be carried forward into 2018/19 are £53,285. But note this figure includes the CIL receipt of £11,300 which is included in the restricted reserves. Once this is taken into account general balances have reduced by circa £20,000.

There have been a number of items of exceptional expenditure including the election expenses, and the gratuity payment to the former Town Clerk. There have been increased costs associated with the Fireworks Display and other Sponsored Events. The Council has also been the subject of an internet fraud resulting in the loss of £2653 intended as the donation to Parkinson's UK. As the Council resolved to cover the loss of the charity donation, this resulted in additional unforeseen expenditure at the year end. It has not been possible to recover any of the loss from the bank or under the Council's insurance.

An invoice received in March from Caerphilly CBC for the Caerphilly in Bloom 2017 in the sum of £10655 was deferred for payment in the 2018/19 financial year.

In order to manage April 2018 outgoings until the first tranche of the 2018/19 precept was received it has been necessary to utilise the operational reserve (transferred from

the 14 Day Business Account to the current account). In due course it will be necessary to restore the operational reserve.

The accounts have been the subject of internal audit and no issues have been raised.

The Town Clerk in his capacity as Responsible Financial Officer has certified the accounting statements and it is recommended that the Council approves the annual return including the accounting statements, and the accounts are signed by the Mayor on behalf of the Town Council. The accounts will then be submitted to the external auditor.

Phil Davy

Town Clerk

# Appendix 1

## Accounting statements 2017-18 for:

Name of body: Insert name of body CAERPHILLY TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2017 (£)	31 March 2018 (£)	

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

### Statement of income and expenditure/receipts and payments

1. Balances brought forward	59222	62230	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	79577	80077	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	18218	26259	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	18860	19572	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	0		Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	75927	95709	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	62230	53285	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

### Statement of balances

8. (+) Debtors and stock balances	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	62230	53285	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	62230	53285	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	52726	55925	The original asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

# Appendix 2

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/~~Board/Committee~~, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2018, that:

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

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



## Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Body
	Yes	No*	
1. We have considered the adequacy of reserves held by the body in setting the budget for 2017-18 and 2018-19 and have appropriate plans in place for the use of these reserves.	✓		Has met the requirements of the Local Government Finance Act 1989 in setting the budget requirement and precept for the financial years.
2. When awarding grants under section 137 of the Local Government Act 1972, we have kept a separate account of such grants and considered whether or not the benefits arising from such payments are commensurate with the sums paid.	✓		Has kept an appropriate record of grants awarded and ensured that the expenditure is commensurate with the benefit to the community.
3. The council has ensured that it has a lawful obligation to pay a service gratuity to employees* or <del>The council has no obligation or intention to pay a gratuity to employees.*</del>	✓		Has ensured that where it has an arrangement to provide a gratuity to staff, it has ensured that there is a legal obligation to provide the gratuity.

\* Please delete as appropriate.

### Council/Board/Committee approval and certification

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

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/<del>Board/</del><del>Committee</del>, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018.</p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
	Insert minute reference and date of meeting
RFO signature: signature required <i>P.G. Davy</i>	Chair signature: signature required
Name: name required <i>P.G. DAVY</i>	Name: name required
Date: dd/mm/yyyy <i>25.4.18</i>	Date: dd/mm/yyyy

### Council/Board/Committee re-approval and re-certification (only required if the annual return has been amended at audit)

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018.</p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
	Insert minute reference and date of meeting
RFO signature: signature required	Chair signature: signature required
Name: name required	Name: name required
Date: dd/mm/yyyy	Date: dd/mm/yyyy

## Auditor General for Wales' Audit Certificate and report

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

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2018 of:

### External auditor's report

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

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

### Other matters and recommendations

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

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

# Appendix 3

## Annual internal audit report to:

Name of body: **Insert name of body** CAER PHILLY TOWN COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2018.

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

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

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

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

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

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

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

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

### Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2016-17 and 2017-18. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: name required **GUYAN L. JAMES**

Signature of person who carried out the internal audit: signature required **G. L. James**

Date: dd/mm/yyyy **25/04/2018**

## Appendix 4

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

**INCOME AND EXPENDITURE ACCOUNT (as ledger)**  
**1<sup>ST</sup> APRIL 2017 TO 31<sup>ST</sup> MARCH 2018**

	2017/2018
<b>INCOME</b>	<b>£</b>
Precept	80077.01
Refund of VAT	5163.83
Fireworks Sponsorship	3300.00
Fireworks Collection	5307.63
Other	820.02
CIL	11292.37
Bank Interest	375.10
<b>TOTALS</b>	<b>106,335.96</b>
<b>EXPENDITURE</b>	
Town Mayor's Allowance	800
Salaries & Travelling	19571.66
Audit Charges	388.70
Office Costs	7113.65
Subscriptions	259.00
Insurance	2674.76
Christmas Lights	8177.82
Concurrent Function/Town Centre	363.12
Twinning	460.00
Sponsored Events	9205.00
Fireworks Display	24174.05
Flower Festival/Caerphilly in Bloom	13725.92
Financial Assistance	6481.00
Junior Recreation	4800.00
Payroll Admin	149.50
Pension Payments/Gratuity	2288.60
VAT	5129.53
Election Costs	9129.81
Miscellaneous	30438.50
<b>TOTALS</b>	<b>145,330.62</b>

Appendix 5

**Financial Accounts – Summary 2017/2018**

	£
Balance brought forward 1st April 2017	62229.84
Add Income	106335.96
Written back cheque 303750	<u>50.00</u>
	168,615.80
Less Expenditure	<u>145,330.62</u>
	23,285.18
Add back investment bond	<u>30,000.00</u>
	53,285.18
<b>Funds</b>	
Community Directplus Account	13,628.13
less unpresented cheques 303890	<u>2,653.50</u>
	10,974.63
14 Day Business Select Account	559.33
14 Day Business Select Account CIL	11,751.22
One Year Business Bond	<u>30,000.00</u>
	53,285.18

# Appendix 6

## Bank Reconciliation Statement

### Caerphilly Town Council

### Financial Year 2017/18

### Prepared by Phil Davy Town Clerk and R.F.O. 31st March 2018

#### Balance as per bank statements as at 31st March 2018

Current Account	13,628.13	
Less un-presented cheque - 303890	<u>2,653.50</u>	10,974.63
14 Day Business Select Account	559.33	
14 Day Business Select Account (CIL)	11,751.22	
One year Business Bond	<u>30,000.00</u>	42,310.55

Net balances as at 31st March 2018 53,285.18

#### Cash Book

Opening balances 1st April 2017		62,229.84
Add receipts		106,335.96
Less Payments As per cash book	145,330.62	
investment	-30,000.00	
cheque 303750 written back	<u>-50.00</u>	115,280.62

Closing balance as per cash book as at 31st March 2018 53,285.18

Signed

P. G. Davy

Date

25th April 2018

## Appendix 7

### Section 137 Expenditure

The appropriate sum for the purposes of section 137(4)(a) of the Local Government Act 1972 for Community and Town Councils in Wales for 2017-18 is £7.57 per elector.

The number of electors in the Caerphilly Town Council area is 12,110 which gives a discretionary spend for 2017-18 of £7.57 x 12,110 = £91,672.70

The following payments were made under the discretionary expenditure limits excluding vat :

	£
Christmas Lights	8,177.82
Fireworks Display (net of street collection)	18,866.42
Sponsored events (inc Caerphilly in Bloom)	22,930.92
Grants	6,481.00
Junior Recreation	4,800.00
	<hr/>
Total	61,256.16



Appendix 8

**CAERPHILLY TOWN COUNCIL ASSETS**  
**AS AT 31<sup>ST</sup> MARCH 2018 (replacement cost)**

	£
Olivetti Photocopier (net of VAT)	3000
<u>I.T. EQUIPMENT</u>	
Computers	700
Monitors	215
Printer	200
Laptop	500
Christmas Decorations	35000
Mayor's Chain of Office	6000
Deputy Mayor's Chain of Office	500
P.A. System	900
Electric Cable	700
Office Furniture	2000
External Notice Board	800
Telephone/Shredder	170
Road Closure Signs	175
Flood Lighting St. Martin's Church	4,000
Hanging Baskets	1065
<b>TOTAL</b>	<b>55925</b>

## **Agenda Item 8.4**

### **Report to Town Council – 21<sup>st</sup> May 2018**

#### **Insurance Renewal**

The Town Council's insurance is due for renewal on 1<sup>st</sup> June 2018. The insurance has previously been arranged through Aon UK Limited. However, the company gave notice in July 2017 that it would be withdrawing from the Local Council's market. It has therefore been necessary to seek quotations via other insurance brokers that provide for this sector of the market.

The core requirements are:

- Public liability
- Employers liability
- Officials indemnity
- Libel and slander
- Fidelity guarantee
- Personal accident
- Money cover (cash)
- Commercial legal expenses

Aon's business has been transferred to BHIB Insurance Brokers. BHIB indicated in September 2017 that subject to any change in IPT (Insurance Premium Tax) the coverage and premium would remain the same at the next renewal and the renewal premium would be confirmed three weeks before the renewal date. Notification has been received from BHIB that the premium renewal will be £2,408-74 which is a reduction of £266-02 on the 2017 premium. The policy will provide the same level of cover as previously.

It was considered opportune to test the market and discussion has taken place with Came and Company another broker specialising in the Local Council sector. They have been able to provide three quotations from their panel of insurers.

Companies in alphabetical order:

- Ecclesiastical
- Hiscox
- Inspire

Quotations in ascending order:

- £1668-21
- £1689-05
- £2475-79

The quotations are all inclusive of IPT but there would be an additional £50 administration fee to be added to each quotation. The insurance premium in 2017 was £2674-76.

The lowest quotation will provide the necessary cover required by the Town Council, is within budget and offers a saving over the premium paid in 2017. The policy includes internet and e-mail cover which is designed to cover claims made against the Council arising from the e-mail system or website being hacked. In addition there will be access to an online business resource relating to compliance and risk management.

It is recommended that the insurance is renewed with Inspire (via Came and Company) at a total cost of £1718-21.

It would be possible to take out a comprehensive cyber crime and data policy to cover events such as a data breach, cyber business interruption, cyber extortion, hacker damage, cyber crime, and telephone hacking. This is a specialised area of insurance and it would be necessary to submit an application to obtain a quotation. As a guide the premium is likely to be in the region of £1000 to £1250. This would of course be in addition to the premium for the Local Council's policy as above and would result in a total cost in excess of the budget for insurance.

Members are invited to consider whether they wish to extend the insurance cover to include cyber crime and data breaches.

Phil Davy

Town Clerk

# For Information

## **Firework displays and bonfires condition**

You must ensure that in connection with fireworks displays or bonfires organised by you that:

1 you consult the relevant authorities at least seven days before the event

2 you comply with any recommendations or instructions of the

a relevant authorities

b fireworks manufacturers.

3 you organise the event in accordance with the latest guidance from the Health and Safety Executive in particular

a storing fireworks in a safe manner

b keeping spectators a safe distance from the display and bonfire

c providing an adequate number of marshals or stewards to control spectators

d having available means of extinguishing a fire

e providing sufficient first aiders.

4 fireworks must be supplied by a reputable manufacturer and not modified by you

5 the display and bonfire must be at least 75 metres away from the premises or vehicles which you do not own, hire or rent or any flammable or other dangerous materials.

If you do not comply with this condition you will not be covered and we will not pay your claim.

**Case Ref.** 18/0256/OUT **Site Area:** 2348m<sup>2</sup>  
**Location:** Treetops Lodge Waunwaelod Way Caerphilly CF83 1BD (UPRN 000043085877)  
**Proposal:** Erect detached 4 bedroom dwelling with integral garage and new site access  
**Applicant:** Mr & Mrs G Dodd Treetops Lodge Waunwaelod Way Caerphilly CF83 1BD  
**Agent:** Le Guilcher Architecture Mr C Le Guilcher 1 Powys Road Penarth Cardiff CF64 3PB  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314847 (E) 185205 (N)

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

**Case Ref.** 18/0279/FULL **Site Area:** 451m<sup>2</sup>  
**Location:** 22 Morgan Street Caerphilly CF83 3FQ (UPRN 000043088433)  
**Proposal:** Erect two storey rear extension  
**Applicant:** Mr D Cantello 22 Morgan Street Caerphilly CF83 3FQ  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315306 (E) 187668 (N)

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

**Case Ref.** 18/0285/FULL **Site Area:** 181m<sup>2</sup>  
**Location:** 66 Pontygwindy Road Caerphilly CF83 3HA (UPRN 000043026930)  
**Proposal:** Demolish existing garage and re-build  
**Applicant:** Mr I Mortimore 66 Pontygwindy Road Caerphilly CF83 3HA  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315659 (E) 187609 (N)

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

# Agenda Item 9 Council Meeting 21.5.18

**Case Ref.** 18/0293/FULL **Site Area:** 292m<sup>2</sup>  
**Location:** Cefn Carnau Uchaf Farm Cefn Carnau Lane Thornhill Caerphilly (UPRN 000043168376)  
**Proposal:** Erect agricultural barn and a timber animal field shelter on an existing hardstanding  
**Applicant:** Ludlow Street Investment Corporation Mr T Griffiths 5th Floor Harlech Court West Bute Terrace Cardiff CF10 2FE  
**Agent:** Hoole & Walmsley Architects K Hoole 17 Baker Street Abergavenny Monmouthshire NP7 5BB  
**Case Officer:** Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 316035 (E) 184948 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 18/0308/FULL **Site Area:** 311m<sup>2</sup>  
**Location:** Beverley Bungalow 61 Pontygwindy Road Caerphilly CF83 3HD (UPRN 000043026949)  
**Proposal:** Construct driveway to front of property including dropped kerbs  
**Applicant:** Mr & Mrs Cotterell Beverley Bungalow 61 Pontygwindy Road Caerphilly CF83 3HD  
**Agent:** Mr D Lewis 65 Princes Avenue Caerphilly CF83 1HS  
**Case Officer:** Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315616 (E) 187611 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

# A genda Item 9 Council Meeting 21.5.18

**Case Ref.** 18/0287/FULL **Site Area:** 240m<sup>2</sup>  
**Location:** 10 Bryngwyn Watford Caerphilly CF83 1ET (UPRN 000043013225)  
**Proposal:** Erect a single storey rear extension and a parking bay to front of dwelling  
**Applicant:** Mr S Jenkins 10 Bryngwyn Watford Caerphilly CF83 1ET  
**Agent:** Mr C Headon 4 Llwyn Helyg Waunceirch Neath West Glamorgan SA10 7BZ  
**Case Officer:** Mrs R Amundson ☎ 01495 235120 ✉ amundrh@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314833 (E) 186243 (N)

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

**Case Ref.** 18/0343/FULL **Site Area:** 677m<sup>2</sup>  
**Location:** 7 St Margarets Road Caerphilly CF83 1DB (UPRN 000043013646)  
**Proposal:** Erect single storey side extension, replacement windows, doors and cladding associated external works and alterations to front garden to enlarge driveway and widen access  
**Applicant:** Mr Cross 7 St Margarets Road Caerphilly CF83 1DB  
**Agent:** Evans Architectural Services Mr D Evans 4 Gibson Way Penarth Vale Of Glamorgan CF64 1TA  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314775 (E) 186709 (N)

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

**Case Ref.** 18/0356/FULL **Site Area:** 444m<sup>2</sup>  
**Location:** 76 Heol Ysgubor Caerphilly CF83 1SR (UPRN 000043042537)  
**Proposal:** Erect single-storey side extension  
**Applicant:** Mr A Hathaway 76 Heol Ysgubor Caerphilly CF83 1SR  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314467 (E) 186117 (N)

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

# Agenda Item 9 Council Meeting 21.5.18

**Case Ref.** 18/0364/FULL **Site Area:** 418m<sup>2</sup>  
**Location:** Verlands 16 Mountain Road Caerphilly CF83 1HJ (UPRN 000043005100)  
**Proposal:** Erect single storey rear/side kitchen extension  
**Applicant:** Mr L Hobrough Verlands 16 Mountain Road Caerphilly CF83 1HJ  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315682 (E) 186279 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

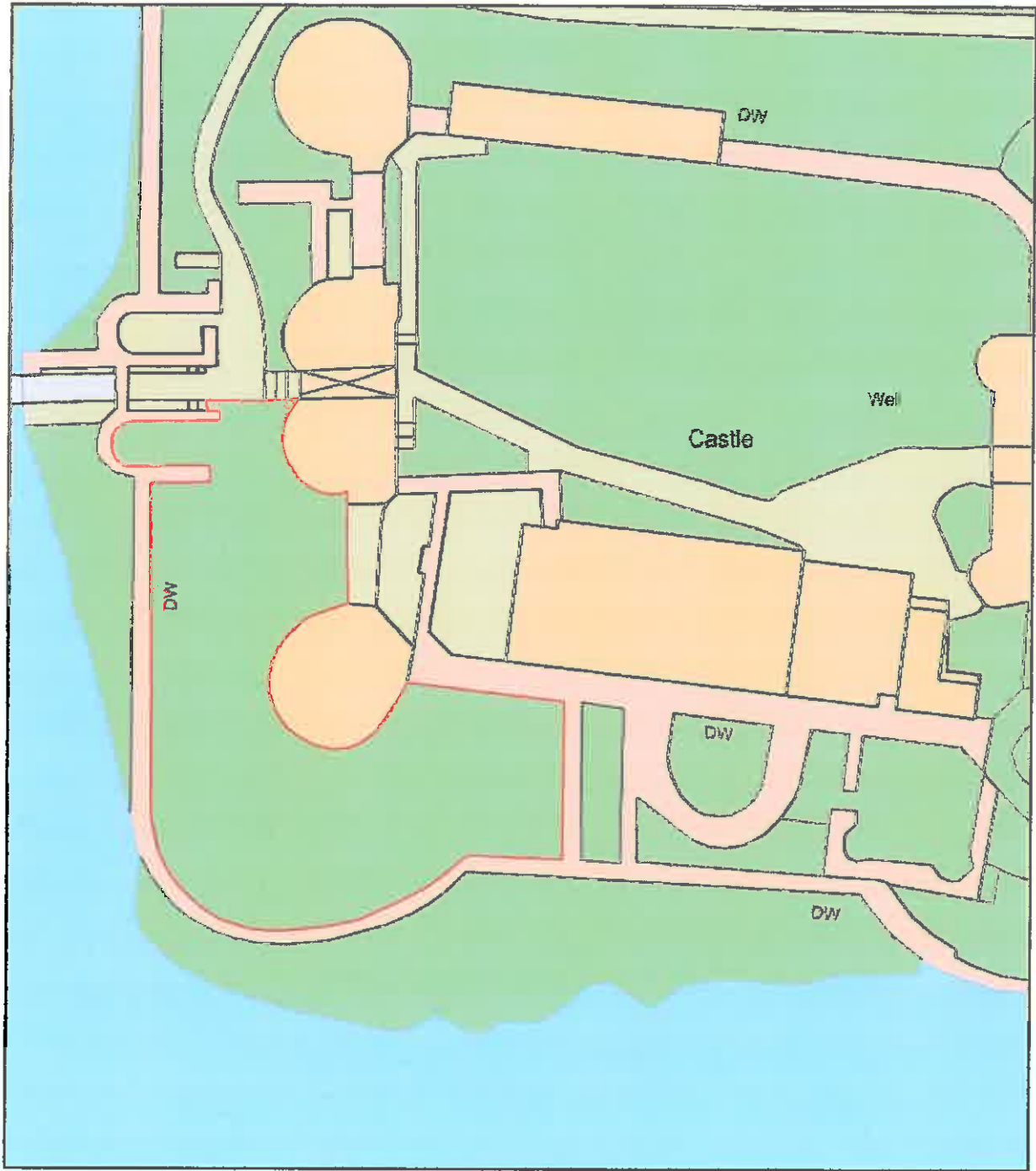
**Case Ref.** 18/0370/FULL **Site Area:** 919m<sup>2</sup>  
**Location:** Caerphilly Castle Castle Street Caerphilly CF83 1JD (UPRN 000043024407)  
**Proposal:** Create a new attraction at Caerphilly Castle - Gilbert's Maze  
**Applicant:** Cadw Miss C Elis Plas Carew Cardiff CF15 7QQ  
**Agent:** Equinox Mr J Robins 9 Cwrt Y Parc Llanishen Cardiff CF14 5GH  
**Case Officer:** Mrs R Amundson ☎ 01443 864347 ✉ amundrh@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315526 (E) 187051 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 18/0371/FULL **Site Area:** 149m<sup>2</sup>  
**Location:** Caerphilly Castle Castle Street Caerphilly CF83 1JD (UPRN 000043024407)  
**Proposal:** Create a new attraction at Caerphilly Castle - Dragons' Lair  
**Applicant:** Cadw Mrs C Elis Plas Carew Unit 5/7 Cefn Coed Parc Nantgarw Cardiff CF15 7QQ  
**Agent:** Mr J Robins 100 Fairwater Grove West Earlswood Road Llanishen Cardiff CF5 2JR  
**Case Officer:** Mrs R Amundson ☎ 01443 864347 ✉ amundrh@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315526 (E) 187051 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated



# Gilbert's Maze

Application 18/0370



Plan Produced for: Cadw  
Date Produced: 24 Apr 2018  
Plan Reference Number: TQRQM18114094537943  
Scale: 1:500 @ A4

**Agenda Item 10. 1**  
**Report to Town Council 21<sup>st</sup> May 2018**  
**List of Payments**

<b>CHEQUE NO.</b>	<b>PAYEE</b>	<b>IN RESPECT OF</b>	<b>AMOUNT £</b>
<b>Direct Debit</b>	<b>123 Reg</b>	<b>Domain Name</b>	<b>21.56</b>
<b>Direct Debit</b>	<b>Nest (April)</b>	<b>Pension Contribution</b>	<b>15.84</b>
<b>Internet</b>	<b>Caerphilly County Borough Council</b>	<b>Website Support</b>	<b>600.00</b>
<b>Internet</b>	<b>Welsh Government</b>	<b>Concessionary Hire of Caerphilly Castle</b>	<b>330.00</b>
<b>Internet</b>	<b>Playworks</b>	<b>April Salaries</b>	<b>1471.26</b>
<b>Internet</b>	<b>Caerphilly County Borough Council</b>	<b>NNDR</b>	<b>758.15</b>
<b>Internet</b>	<b>Caerphilly County Borough Council</b>	<b>Caerphilly in Bloom</b>	<b>10654.99</b>
<b>Debit Card</b>	<b>Information Commissioner</b>	<b>Ico Registration</b>	<b>35.00</b>
<b>Direct Debit</b>	<b>British Telecom</b>	<b>Telephone</b>	<b>41.69</b>
<b>303891</b>	<b>Gwyn James</b>	<b>Internal Audit</b>	<b>200.00</b>
<b>Internet</b>	<b>Pendragon Fireworks &amp; Pyrotechnics</b>	<b>Fireworks Display 2018</b>	<b>6000.00</b>
<b>Internet</b>	<b>Welsh Government</b>	<b>Concessionary Hire of Caerphilly Castle</b>	<b>330.00</b>
<b>303892</b>	<b>Notetop Office Solutions</b>	<b>Stationery</b>	<b>56.40</b>
<b>303893</b>	<b>Notetop Office Solutions</b>	<b>Stationery</b>	<b>83.38</b>
<b>Internet</b>	<b>Playworks</b>	<b>May Salaries</b>	<b>1471.26</b>

**Agenda Item 10.2**  
**Report to Town Council 21<sup>st</sup> May 2018**  
**Bank Account Balances**

**Bank Account Balances as at 9<sup>th</sup> May 2018**

**£**

<b>Community Direct Plus Account</b>	<b>37,738.63</b>
<b>14 Day Business Select Account</b>	<b>562.87</b>
<b>14 Day Business Select Account (CIL)</b>	<b>11,753.05</b>
<b>One Year Business Bond</b>	<b>30,000.00</b>