

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

K. Williams

TOWN MAYOR:
MEIR Y DREF:

Councillor
Phil Bevan

16th May 2016

An Annual General Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 23rd May 2016 at 6.30 p.m. to be followed immediately by the Ordinary Meeting of The Town Council to consider the following matters.

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 elect the Town Mayor for the year 2016/2017.
2. To receive the Town Mayor's Declaration of Acceptance of Office.
3. To elect the Deputy Town Mayor for the year 2016/2017.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office.
5. To receive and if thought fit to confirm the minutes of the Annual General Meeting held on Monday 11th May 2015 (herewith).
6. Matters arising from the minutes.
7. To determine the Town Mayor's Allowance for 2016/2017.
8. Dates of Future Meetings.
9. To appoint representatives (plus Town Clerk) to:
 - a) The Town and Community Council Liaison Committee - Caerphilly

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

- County Borough (two members).
- b) The Caerphilly County Borough Council Community and Town Councils Liaison Sub Committee (one member).
10. To appoint two representatives of the Council plus the clerk to serve on the following:-
- a) Caerphilly County Borough Council Town Centre Management Group.
11. To appoint a representative to the Twyn Community Centre Management Committee.
12. To appoint representatives to the Caerphilly and District Twinning Association Management Committee (two members).
13. Events Sub Committee - to appoint a chairman and to determine representation to this sub committee together with co-opted persons.
14. To confirm or otherwise the Co-operative Bank plc as the Bankers for this Council. To nominate the members who, with the Town Clerk, be authorised to sign cheques drawn or issued on behalf of the Council (any two empowered to act at any time) and to approve allied arrangements.
15. To confirm the Clerk as the Council's Responsible Financial Officer as required under Section 151 of the Local Government Act 1972 and to authorise him to give instructions (e.g. transfer between accounts), request information and obtain answers to queries on the Bank Account on behalf of the Council.
16. To re-appoint Mr. Roger Barrie Williams as the internal audit for the Council for 2016/2017 year.

ORDINARY MEETING OF CAERPHILLY TOWN COUNCIL

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 18th April 2016 (herewith).
4. Matters arising from the Minutes if not covered by the Agenda.

5. COMMUNITY SAFETY MATTERS
6. TOWN MAYOR'S DIARY
7. ENVIRONMENTAL MATTERS
8. PROJECTS AND TOWN CLERK'S REPORT
 - a. Annual insurance renewal 2016/2017.
 - b. Revised Code of Conduct.
 - c. Concessionary hire of Caerphilly Castle.
 - d. Bollards adjacent to Nat West Bank.
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. Mount Carmel Baptist Church.
 - ii. Goldies Cymru.
 - iii. Aber Valley Wolves.
 - iv. Morgan Jones Litter Busters.
 - d) Accounting Statement and Annual Governance Statement 2015/16.
11. CORRESPONDENCE
12. ANY OTHER BUSINESS

CAERPHELLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

Ken Williams

TOWN MAYOR:
MEIR Y DREF:

Councillor
Mr. P. J. Bevan

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE CAERPHELLY TOWN
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 11TH MAY 2015**

Present:

Councillors M. Newman, C. Elsbury, E. Talbot, J. Hibbert, R. Williams, S. Cook, G. Pratt, S. Kent, P. J. Bevan, J. Fussell (Town Mayor), J. Pritchard and S. Morgan.

In attendance:

Mr. K. Williams (Town Clerk).

Councillor Simon Morgan was congratulated on being elected as a Town Councillor for the Watford Ward.

Councillor Fussell made his farewell speech as Town Mayor and said it had been a privilege to serve the Council. He particularly enjoyed representing the Council at various functions including the Walk for Life in aid of Kidney Research, Undercurrents, Y Galeri, St. Helens Rededication Service, St. John and St. Cenydd School.

1. **ELECTION OF TOWN MAYOR 2015 - 2016**

Councillor Philip James Bevan was elected as Town Mayor and duly read out and signed the Declaration of Acceptance of Office.

The vote was 7 for with 2 abstentions.

2. **ELECTION OF DEPUTY TOWN MAYOR 2015 - 2016**

Both Councillors E. Talbot and Steve Kent were proposed for the post of Deputy Town Mayor.

Following a vote by a show of hands Councillor S. Kent was elected by 6 votes to 4.

3. **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 19TH MAY 2014**

Minutes of the Annual General Meeting of Caerphilly Town Council held on 19th May 2014 were received, confirmed and signed.

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4. **MATTERS ARISING FROM THE MINUTES**

No matters arising.

5. **TOWN MAYOR'S ALLOWANCE**

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

The Town Mayor's Allowance for 2015 -2016 was set at £900.

6. **DATE OF FUTURE MEETINGS**

A list of future meetings was presented and agreed by members.

7. **APPOINTMENT OF REPRESENTATIVES**

a. Town and Community Council Liaison Committee

The Town Clerk together with Councillor Jenny Hibbert and Councillor C. Elbury were appointed to this Sub Committee.

b. Caerphilly County Borough Community/Town Liaison Sub Committee

The Town Clerk together with Councillor Jenny Hibbert were appointed to this Sub Committee.

c. Caerphilly County Borough Council Town Centre Management Committee

Both Councillors S. Cook and J. Hibbert were proposed to serve with the Town Clerk on this committee.

Following a vote by a show of hands Councillor J. Hibbert was appointed by 7 votes to 4.

d. Twyn Community Centre Management Committee

Councillor P. J. Bevan was appointed to serve on this committee.

e. Caerphilly and District Twinning Association Management Committee

Councillor S. Cook and J. Fussell were nominated to serve with the Town Mayor, Councillor P. Bevan.

Following a vote by a show of hands Councillor Fussell was elected by 7 votes to 5.

f. Events Working Group

Councillor Bevan will carry on chairing this group.

The Clerk informed members that their group consisted of co-opted members and all Town Councillors were welcome to become involved.

8. Councils approved Bankers and Cheque Signatories

The Co-op Bank were confirmed as the Council's Bankers. Councillors P. Bevan, Mark Newman and the Town Clerk, Mr. K. Williams, were authorised to sign cheques (any two from three). The Clerk was authorised to give instructions, request information and obtain answers to queries on behalf of the Town Council.

9. The Town Clerk, Mr. K. Williams was confirmed as the Council's Responsible Financial Officer under section 151 of the Local Government Act 1972.

10. Mr. R. B. Williams was confirmed as the Council's Internal Auditor for 2015/2016 at a remuneration of £200.

List of Meetings 2016/2017

Caerphilly Town Council Ordinary Meetings are usually held monthly on a Monday with a recess in August and December.

The following dates are suggested for Town Council Meetings.

13TH JUNE 2016
18th JULY 2016
19TH SEPTEMBER 2016
17TH OCTOBER 2016
21ST NOVEMBER 2016
16TH JANUARY 2017
20TH FEBRUARY 2017
19TH MARCH 2017
16TH APRIL 2017

Members are asked to approve this report.

CAERPHILLY
TOWN
COUNCIL



CYNGOR
TREF
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TOWN CLERK:
CLERC-Y-DREF:

K. Williams

TOWN MAYOR:
MEIR Y DREF:

Councillor
Phil Bevan

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY TOWN
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 18TH APRIL 2016**

Present:

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

Apologies:

Councillors Mrs. J. Hibbert, Mr. C. Elsbury.

In attendance:

Mr. K. Williams (Town Clerk).
Inspector G. Jones and PC 1234 Watkins.

93. **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 21ST MARCH
2016**

Minutes of the Ordinary Council Meeting held on Monday 21st March 2016 were received, confirmed and signed.

94. **MATTERS ARISING FROM THE MINUTES**

The clerk informed members that CADW had refused to provide any financial assistance towards the cost of providing bollards alongside Nat West Bank but had requested a key should bollards be installed.

95. **COMMUNITY SAFETY MATTERS**

Inspector Gareth Jones passed around crime statistics. In particular the Inspector pointed out there was a 66% reduction in Ant-Social Behaviour in St. Martin's Ward.

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Your Voice priorities for St. Martin's Ward. It is a four monthly cycle with residents being surveyed. The results of this survey together with police knowledge determines the priorities.

The areas police have looked at are:

- a. Non dwelling burglaries.
- b. Advice to residents on how to secure their properties.
- c. Speeding in the Castle View Estate.

The two areas highlighted from Your Voice are:

Youth Anti-Social Behaviour and thefts.

The bulk of anti-social behaviour calls was about youths free running around the town.

It was agreed the police would send a list of those shops that are being targeted by free runners to the clerk.

Issues raised by members:

- a) Drivers texting whilst driving.
- b) Members raised the question of a police station in Caerphilly.

The inspector confirmed the police are looking for a base back in town.
- c) Taxi speeding along Pontygwindy Road.
- d) Children throwing stones at cars on Cardiff Road together with damage to roof at Jones Fruiterers.

96. **TOWN MAYOR'S DIARY**

Eisteddfod Concert on 9th April 2016.

97. **ENVIRONMENTAL MATTERS**

- a) Public Meeting on dog control consultation particularly moves to stop dogs on Council owned marked pitches.
- b) Wildfowl on the castle moat. There appears to be people culling the birds. Councillor Williams has put in a Freedom of Information request to CADW and is awaiting photographs proving birds have been killed at the castle.

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

- a. Caerphilly Armed Forces Day

Members discussed the request to help with funding for the Armed Forces Day on

Saturday 25th June 2016 and agreed to a donation of £100.

b. Walk of Life

Members were informed this year's Walk For Life in support of Kidney Wales Cymru will be held at Morgan Jones Park on Sunday 8th May.

Members agreed to support the event and to make a donation of £100.

c. Morgan Jones Gates

The clerk presented members with a report on the park gates at Morgan Jones Park.

Following a discussion members decided to support the report and to identify funds at a future meeting.

99. PLANNING MATTERS (see list attached)

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

16/0208/OUT Catnic Pontypandy Industrial Estate will be taken to the Planning Committee.

16/0225/FULL – This application is to go before the Planning Committee.

No objections were raised.

100. PAYMENTS AND FINANCIAL MATTERS

a) List of Payment – Noted and Approved.

b) Bank Account Balances – Noted.

c) Application for Financial Assistance

	£
i. Mentercaerffili.org	500
ii. Windsor Road Presbyterian Church	500
iii. Caerphilly and District Floral Society	150
iv. Family Fun Day – St. Catherine's Church	300
v. Girlguiding	250
vi. St. Martin's Ward Pensioners Association	250
vii. Benefice of Eglwysilan and Caerphilly	400
viii. Morgan Jones Litter Busters	Deferred to next Meeting

Councillors J. Pritchard, Gareth Pratt and Shayne Cook declared an interest in this application and took no part in the discussions or decision making.

d) Financial Accounts and Supporting Documents 2015/2016

The clerk presented members with the Financial Accounts for 2015/2016 together with the Sec 137 Expenditure, list of donations and Council Assets.

Members approved the accounts and supporting documents.

101. CORRESPONDENCE

Resource Efficient Wales – Members agreed to put the notice on the website and notice board.

102. ANY OTHER BUSINESS

The following questions were raised by Councillor G. Pratt on behalf of an elector.

Q. Why did the Town Council go ahead with the Fireworks Display and Flower Festival when the majority of the people who completed the survey were against it?

A. Because only 0.5% of the electors completed the survey members decided it was too small a percentage to change an event that had run successfully for 25 years.

Q. Why was £1000 given to Y Galeri, a local shop?

A. The money was not given to a shop but as sponsorship for an Arts Competition.

Q. What criteria is used for awarding grants?

A. The policy was agreed at the March 2016 meeting and is on the website.

Meeting closed at 7.40 p.m.

Next meeting 23rd May 2016.

Insurance Renewal 2016/2017

The Town Council has received its insurance renewal from AON. The premium for 2016/2017 is £2615.06 including Insurance Premium Tax at 9.5%.

Should members agree to a 3 year agreement the company offers a 5% discount which will bring the premium down to £2484.59.

Last year's premium was £2531.47.

Members are asked to consider this report and decide which premium if any it will take up.

Concessionary Hire of Castle

The Town Council has received 3 requests for a concessionary hire of Caerphilly Castle. Two of the requests are for concessionary hire in 2016 and one for a concessionary hire in 2017.

The application for 2017 is from Menter Caerffili who are working with Osion Rowlands to organise the St. David's Day Gala dinner.

The other 2 applications are from Osian Rowlands who is hoping to hold a Christmas Concert at the Castle and Tom Clark who is raising money for 3 separate disability charities.

Members are reminded that the Town Council has 6 concessions per calendar year and all have been used for 2016.

Members are asked to consider this report.

Bollards Adjacent to Nat West Bank, Cardiff Road

Members will recall a report was presented on the renewal of bollards alongside Nat West Bank, Cardiff Road.

The decision was deferred at that time pending any funding from CADW and the County Borough.

CADW has declined because it is not on their land but the County Borough has indicated it is willing to install two bollards with the same specifications as others located in the town.

Costs for these two bollards will be around £1,500 and the County Borough has asked how much the Town Council is prepared to contribute.

Members are asked to consider this report.

Case Ref. 16/0167/FULL **Site Area:** 656m²
Location: 19 St Margarets Road Caerphilly CF83 1DB
Proposal: Erect a rear extension and erect an outbuilding at the bottom of the garden
Applicant: Mr A Jones 20 Van Terrace Caerphilly CF83 3EE
Agent:
Case Officer: Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314900 (E) 186739 (N) **Target Date:** 31.05.2016

Case Ref. 16/0234/COU **Site Area:** 714m²
Location: Unit A De Clare House 4 Sir Alfred Owen Way Pontygwindy Industrial Estate Caerphilly CF83 3HU
Proposal: Change the use from light industrial B2 use to a health and fitness centre D2 use
Applicant: Power Athletics - Caerphilly Mr G Wiltshire 36 Heol Graig Wen Penyrheol Caerphilly CF83 2JQ
Agent:
Case Officer: Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315283 (E) 188341 (N) **Target Date:** 22.06.2016

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

LIST OF PAYMENTS

CHEQUE NO.	PAYEE	IN RESPECT OF	AMOUNT £
303649	Town & Community Council Joint Liaison Committee	Subscription	100.00
303650	Playworks	April's Salaries	1561.28
Direct Debit	123.Reg	Domain Name	17.96
303651	Van Road URC	Flower Festival	350.00
303652	Windsor Road Presbyterian Church	Flower Festival	350.00
303653	St. Martin's Church	Flower Festival	350.00
303654	Caerphilly Connect Life Pentecostal Church	Flower Festival	350.00
303655	Wesley Methodist Church	Flower Festival	350.00
303656	St. Helen's Catholic Church	Flower Festival	350.00
303657	Bethel Congregational Church	Flower Festival	350.00
303658	Mount Carmel English Baptist Church	Flower Festival	350.00
303659	St. Catherine's Church	Flower Festival	350.00
303660	Glynderi Bonsai Club	Flower Festival	350.00
303661	Caerphilly Horticultural Society	Flower Festival	350.00
303662	Caerphilly & District Floral Society	Flower Festival	350.00
303663	Caerphilly Players	Flower Festival	350.00
303664	Caerphilly CBC	Grant (Armed Forces Day)	100.00
303665	Kidney Wales Cymru	Donation	100.00
303666	Mentercaerffili	Donation	500.00
303667	Windsor Rd Presbyterian Church	Donation	500.00
303668	Caerphilly & District Floral Society	Donation	150.00
303669	St. Catherine's Church	Donation	300.00
303670	Girlguiding	Donation	250.00
303671	St. Martin's Ward Pensioners Association	Donation	250.00
303672	St. Martin's Church	Donation	400.00
303673	Welsh Government	Hire of Castle	550.00
303674	Caerphilly County Borough Council	Non Domestic Rates, Splash Pad and Hanging Baskets	3725.70
303675	SWALEC	Electricity for Christmas Lights	535.60
303676	Pendragon Fireworks & Pyrotechnics	Deposit for Fireworks Display	6000.00
Direct Debit	British Telecom	Telephone Bill	51.40

Bank Account Balances as at 26th April 2016

£

Community Direct Plus Account	12736.95
14 Day Business Select Account	4523.96
Business Select 14 Day Gratuity Account	5041.92
Guaranteed Investment Account	31015.71

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.
MOUNT CARMEL BAPTIST CHURCH, PONTY GWINDY ROAD,
CAERPHILLY CF83 3AD.
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION
DAVID GRAY CHURCH SECRETARY
41 CELYN AVENUE, CAERPHILLY CF83 3PL.
3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution
WORSHIPPING AND PRAISING JESUS CHRIST, OUR LORD AND SAVIOUR,
SIMULTANEOUSLY SERVING THE COMMUNITY AND SPREADING THE WORD THEREIN.
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:
Total No. 60 ^{150+ WHO BENEFIT FROM USE OF BUILDING & ACTIVITIES.} Number Resident in Town Council area (see attached map) ALMOST ALL.
5. MEMBERSHIP FEES, if applicable NONE.
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 ADDITIONAL NOTES PROVIDED AND THE FINANCIAL
DOCUMENTATION ATTACHED.
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:
PURPOSE: CREATION OF MISSY GARURU WORSHIP, PROBABLY
TAKING PLACE 8/9 TIMES ANNUALLY. PLEASE ADDITIONAL NOTES
ATTACHED. COSTS: PLEASE SEE ESTIMATE ATTACHED.

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.

MOUNT CARMEL BAPTIST CHURCH

MESSY CHURCH PROJECT

ESTIMATE FOR RESOURCES REQUIRED:

1. Publicity:

Messy Church Banner: £50

Messy Church Flyers: £50

2. Resources:

Messy Church Books: £32.98

Cardboard, Coloured paper, felt pens, pencils, paint, brushes,

Plasticine: £40

Foodstuffs (each session ends with a meal) £50 per session (9 per year):
£450

3. Hardware Resources:

Panasonic Viera TX -50 A300B 50" LED TV: £348.98

Installed: £45

Panasonic SC - HTE80- EBK DVD Player: £124.99

Sony SRS -X11B Portable Speakers (Black) x 2: £99.98

DVD Licence: £150

Total: £1297.03

Mount Carmel Baptist Church

Printed: 07/04/2016

Balance date to end of March 2016

All account codes

All fund codes

With fund codes shown

<u>A/C Code</u>	<u>Fund code</u>	<u>Name</u>	<u>Balance</u>	<u>Year Movement</u>
B6100	Agri	Bank current account	0.00	-181.61
B6100	Benevolent	Bank current account	1,018.77	91.53
B6100	Bible Soc	Bank current account	0.00	-116.50
B6100	BMS	Bank current account	593.80	0.00
B6100	Building	Bank current account	8,927.70	2,651.00
B6100	Fir Fest	Bank current account	193.76	0.00
B6100	General	Bank current account	7,895.71	422.29
B6100	Gideons	Bank current account	0.00	-55.00
B6100	Gift Day	Bank current account	125.00	0.00
B6100	HMF	Bank current account	309.05	179.80
B6100	Maint	Bank current account	8,049.90	491.58
B6100	RoH	Bank current account	10.00	0.00
B6100	Spiritual	Bank current account	1,501.82	0.00
B6100	SWBC	Bank current account	189.30	189.30
B6200	Benevolent	Deposit account	1,000.00	0.00
B6200	General	Deposit account	7,545.20	0.00
B6200	Spiritual	Deposit account	10,899.40	45.20
			48,259.41	0.00
			<u>48,259.41</u>	<u>3,717.59</u>

Mount Carmel Baptist Church

Printed: 07/04/2016

<u>A/C Code</u>	<u>Fund code</u>	<u>Name</u>	<u>Balance</u>	<u>Month Movement</u>
C1100	Benevolent	Donations received	-91.53	-33.90
C1100	Building	Donations received	-2,611.00	-721.00
C1100	General	Donations received	-7,217.17	-2,199.24
C1100	HMF	Donations received	-179.80	-165.00
C1100	Maint	Donations received	-428.75	-66.00
C1100	SWBC	Donations received	-189.30	0.00
C1200	Maint	Gift aid tax received	-8,461.99	-8,461.99
C2100	Building	Grants received	-40.00	-40.00
C4200	Spiritual	Interest received	-45.20	0.00
C4300	General	Rent income	-617.00	-617.00
D5100	Bible Soc	Gifts/grants given	116.50	0.00
D5100	Gideons	Gifts/grants given	55.00	0.00
D5101	General	Club 707	60.00	20.00
D6101	General	Salary Costs Minister	210.00	70.00
D6102	General	Salary Costs Cleaner	387.39	129.13
D6103	General	Salary Costs (Fees)	43.50	14.50
D6104	General	Visiting Speaker Costs	690.00	190.00
D6160	General	Pension Costs Minister	863.10	287.70
D6170	General	Staff training costs	45.00	45.00
D6530	General	Subsistence costs	37.72	0.00
D7101	General	Manse Utility Bills	179.94	52.03
D7102	General	Mt Carmel Utility Bills	1,949.95	1,901.49
D7300	General	Insurances	1,642.00	1,642.00
D7400	General	Caretaking	50.64	21.27
D7501	General	Manse R & M	789.27	18.00
D7501	Maint	Manse R & M	8,115.00	7,973.00
D7502	General	Mt Carmel R & M	10.98	0.00
D7502	Maint	Mt Carmel R & M	284.16	43.80
D8200	General	Telephone/fax/email	70.10	70.10
D8520	General	Equipment repairs	244.98	0.00
D9320	General	Fees paid	318.92	318.92
X9990	Agri	Transfers between funds	181.61	181.61
X9990	General	Transfers between funds	-181.61	-181.61
			16,345.76	-20,063.35
			-3,717.59	12,978.55
				-12,485.74
				492.81

DONATIONS (HIRE CHARGES) FOR CHURCH BUILDING,
 JAN - DEC 2015

Jan-15									£0.00
Feb-15	417.60			15.00					£432.60
Mar-15				15.00	50.00	82.50	20.00		£242.50
Apr-15				15.00		157.20			£195.20
May-15	348.00								£399.00
Jun-15				15.00					£51.01
Jul-15	243.60								£252.60
Aug-15			105.00	15.00		36.00			£156.00
Sep-15				15.00		36.00			£0.00
Oct-15				15.00		55.00			£61.00
Nov-15					60.00			120.00	£190.00
Dec-15					110.00	366.70	80.00	20.00	£470.00
Total	1009.20	210.00	429.01	105.00				20.00	£2,449.91



t: 7796 714816 e: rachel@goldiescymru.org.uk

42 CHARLES STREET, CARDIFF, CF10 2GE

PATRON: SIR CLIFF RICHARD

"Making a difference to people's lives"
"Gwneud gwahaniaeth i fywydau pobl"

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

Grant Application Ref – Contribution to Goldies Cymru

Dear Town Clerk

Please accept my thanks once again for the support that Caerphilly Town Council gave in January 2015 towards the continuation and development of the Caerphilly Goldies Singing and Activity Sessions.

As you'll see in our report the session leader has informed us of a need to advertise the session locally after the unfortunate dispensation of the Caerphilly Day Centre. We would be delighted if you would consider the application for new flyers to advertise the session across Caerphilly which is included with this letter. We would appreciate any support you could offer in terms of advertising the group, a mention on your website would be welcome and details about any free local papers or parish magazines would be greatly appreciated.

Should you require any further information please feel free to contact the Programme Area Leader Rachel Parry on 07796 714816 or email her at Rachel@goldiescymru.org.uk

Kind regards


Granville Jones D.Litt
Founder and Chief Officer



LOTTERY FUNDED

Goldies CYMRU is Funded by the National Lottery through the Big Lottery Fund
Ariennir Goldies Cymru gan y Loteri Genedlaethol drwy'r Gronfa Loteri Fawr

12th April 2016 Goldies CYMRU is supported by the Moondance Foundation



*'An elderly person needs a bit of something to look forward to. We do a lot of looking backwards when we get older'.
86 year old Nancy never misses her Goldies Session.*

The results of this evaluation have clearly indicated how participation in the Golden-Oldies enhances a participant's health and well-being, strengthens and stimulates communities and can potentially be a cost-saving programme to society by reducing social isolation and improving overall health.

Source: University of Bath – Social & Policy Sciences Department / 2011

www.goldiescymru.org.uk Charity Registration No. 1121600.

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.
Goldies Cymru ~ 42 Charles Street, Cardiff CF10 2GE
Principally operating in South Wales
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION
Programme Leader Rachel Parry - rachel@goldiescymru.org.uk
Fundraising Support Officer Emma Shearman - emma@goldiescymru.org.uk
3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution
Goldies Cymru is a social initiative bringing positive change to marginalised vulnerable people through structured daytime singing + activity sessions.
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:
Total No. 700 ^{in South Wales} Number Resident in Town Council area (see attached map) Up to 15
5. MEMBERSHIP FEES, if applicable £2 Voluntary donation
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 accounts attached
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:
£100 is requested to support the cost of new flyers to readvertise the session. We would also appreciate being mentioned on your website and in any local period papers if possible.

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.

Please see the report included with this letter for further details on the Caerphilly Goldies singing + activity session.

GOLDEN-OLDIES

**Statement of Financial Activities
for the year ended 30 September 2014**

	Notes	Unrestricted fund £	Restricted funds £	2014 Total funds £	2013 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		222,656	56,010	278,666	172,598
Activities for generating funds	2	969	-	969	4,607
Investment income	3	20	-	20	10
Incoming resources from charitable activities					
Goldies Sessions		7,253	414	7,667	12,053
Total incoming resources		<u>230,898</u>	<u>56,424</u>	<u>287,322</u>	<u>189,178</u>
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		2,019	-	2,019	216
Fundraising expenditure		6,713	-	6,713	-
Charitable activities					
Expenditure to further the charitable aims and objectives		194,020	37,796	231,816	198,305
Governance costs		3,831	-	3,831	3,600
Total resources expended		<u>206,583</u>	<u>37,796</u>	<u>244,379</u>	<u>202,121</u>
NET INCOMING(OUTGOING) RESOURCES		24,315	18,628	42,943	(12,943)
RECONCILIATION OF FUNDS					
Total funds brought forward		4,437	3,796	8,233	21,176
TOTAL FUNDS CARRIED FORWARD		<u>28,752</u>	<u>22,424</u>	<u>51,176</u>	<u>8,233</u>

The notes form part of these financial statements

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

Alber Valley Wolves, Senghenydd RFC
Welfare Ground, Senghenydd

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

Mrs Helen Treherne, Secretary, 1 Lower Brynhyfod
Terrace, Senghenydd, Caerphilly CF83 4GR

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

Rugby league junior club

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Total No. 60 Number Resident in Town Council area (see attached map) 25

5. MEMBERSHIP FEES, if applicable £25 per annum

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 currently have £400 in the bank

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

We are a self-funding club and the purpose is to keep
young boys occupied during summer months and to keep them
off the streets. We have U13's, U15's and U17's teams.

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.

7. Purpose for which assistance is required and estimate of costs (continued)

We have boys from all over but many of them are from the Caerphilly wards.

As we are self-funding and do not get any financial assistance from any umbrella bodies, we need to purchase items ourselves, such as rugby balls, cones, first-aid equipment, coaching courses, referee courses, children's safeguarding courses etc.

Rugby league is an up and coming sport in Wales and we have more and more boys joining every year.

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.
Morgan Jones Litter Busters

2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION
Louise Kirton - 25 Charles Street, Caerphilly CF83 3AQ

3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution
Educating local children on litter and the dangers of it. Keeping the local area clean and free from litter.

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:
Total No. 200+ Number Resident in Town Council area (see attached map) _____

5. MEMBERSHIP FEES, if applicable n/a

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.
A grant was originally given from Keep Wales Tidy of £300 for safety equipment and litter picking equipment. This has now been spent.

7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:
Funding is now required for the annual insurance fee of £70, Rain gear (ponchos) ££40, Refreshments for litter picks £30, Business cards £20. So a total of £160 is required to enable us to continue the good work.

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.



MORGAN JONES LITTER
BUSTERS

Sort Code 20-10-26

Account No [REDACTED]

SWIFTBICBARCGB22

IBANGB31 BARC 2010 2663 0662 23


Issued on 18 December 2015

THE OFFICIALS
MORGAN JONES LITTER BUSTERS
25 CHARLES STREET
CAERPHILLY
MID GLAMORGAN
CF83 3AQ

Your Community Account

At a glance

18 Sep – 17 Dec 2015

Date	Description	Money out £	Money in £	Balance £
18 Sep	Start Balance			129.10
11 Dec	 Deposit re Caerphilly		40.00	169.10
17 Dec	Balance carried forward			169.10
	Total Payments/Receipts	0.00	40.00	

Start balance	£129.10
Money out	£0.00
▶ Commission charges	£0.00
▶ Tax paid	£0.00
Money in	£40.00
▶ Gross interest received	£0.00
▶ Net interest received	£0.00
End balance	£169.10

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Accounting statements 2015-16 for:

Name of body: **CAERPHILLY TOWN COUNCIL**

	Year ending		Notes and guidance for compilers
	31 March 2015 (£)	31 March 2016 (£)	

Statement of income and expenditure/receipts and payments

1. Balances brought forward	56758	58915	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	77726	78651	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	14985	15001	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	18443	18742	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	72111	74603	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	58915	59222	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	NIL	NIL	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	58915	59222	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	NIL	NIL	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	58915	59222	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	51661	51661	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note

Yes	No	N/A	Yes	No	N/A
		✓			✓

The 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).

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 2016, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and proper practices.	✓		Prepared its accounting statements in the way prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		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/Board/Committee 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/Board/Committee 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/Board/Committee 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"> Discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	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.


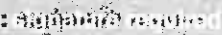
Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We calculated and approved the Council/Board/Committee's budget requirement for the 2015-16 financial year in accordance the Local Government Finance Act 1992 and proper practices [and issued the precept in accordance with Sections 39 to 42 of the Local Government Finance Act 1992.]*	✓		Properly planned its financial activities for the year and set a budget in accordance with statutory requirements.	13
2. We have received detailed financial reports setting out the [income and expenditure* receipts and payments*] and a summary of the Council/Board/Committee's financial position on a regular [monthly* / quarterly*] basis throughout the year.	✓		Effectively monitored its financial position, income and expenditure against that budget throughout the financial year.	13
3. We have ensured that the Council/Board/Committee's internal audit is independent of its day-to-day decision-making process and maintenance of the accounting records and have agreed appropriate terms of reference for the internal audit.	✓		Ensured that its internal audit function is able to undertake its work without potential conflicts of interest and with sufficient scope to provide an adequate and effective service.	8

* 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>Certification by the RFO</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 2016.</p> <p>RFO signature: </p> <p>Name: KENNETH WILLIAMS</p> <p>Date: 26/4/16</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p> <p style="text-align: center;"><i>(Minute reference to be completed at time of meeting)</i></p> <p>Chair signature: </p> <p>Name: <i>(Name of Chair)</i></p> <p>Date: <i>(Date)</i></p>
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Council/Board/Committee re-approval and re-certification (only required if the annual return has been amended at audit)

<p>Certification by the RFO</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 2016.</p> <p>RFO signature:</p> <p>Name:</p> <p>Date:</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p> <p style="text-align: center;"><i>(Minute reference to be completed at time of meeting)</i></p> <p>Chair signature:</p> <p>Name:</p> <p>Date:</p>
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Annual internal audit report to:

Name of body: **CAERPHILLY 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 2016.

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.	NO RISKS IDENTIFIED				
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 30/04/2016.] Delete if no report prepared.

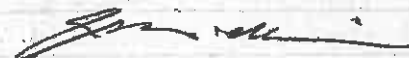
Internal audit confirmation

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 2014-15 and 2015-16. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

ROGER BARRIE WILLIAMS

Signature of person who carried out the internal audit:



Date:

30/04/2016