

**CAERPHILLY**

**TOWN**

**COUNCIL**



**CYNGOR**

**TREF**

**CAERFFILI**

---

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

**P. G. Davy**

**TOWN MAYOR:  
MEIR Y DREF:**

**Councillor  
Simon Morgan**

**9<sup>th</sup> April 2018**

**An Ordinary Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 16<sup>th</sup> April 2018 at 6.30 p.m.**

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

Phil Davy  
TOWN CLERK

## **A G E N D A**

1. To note Members' attendance and to receive any apologies for absence.
2. Declarations of Interest in any item.
3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held on 19<sup>th</sup> February 2018.
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 Remembrance Day Parade 2018.
- 8.2 Risk Management Update.
- 8.3 Draft Caerphilly Basin Masterplan (DCBM).
- 8.4 Strengthening Local Government: Delivering for People.
- 8.5 General Data Protection Regulation (GDPR).

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

10. **PAYMENTS AND FINANCIAL MATTERS**

- 10.1 List of Payments.
- 10.2 Bank Account Balances.
- 10.3 Concessionary Hire of Caerphilly Castle.
- 10.4 Applications for Financial Assistance
  - 1. 2<sup>nd</sup> Caerphilly Guides.
  - 2. Caerphilly Miners Centre for the Community.
  - 3. St. David's Foundation Hospice Care.
- 10.5 Budget Management 2018/19.

11. **CORRESPONDENCE**

- 11.1 Letter from Welsh Government – Funding Joint Arrangements.
- 11.2 Report from Wales Audit Office “Financial Management and Governance in Local Councils 2016/17. (previously circulated)

12. **MEMBER REQUESTS FOR FUTURE REPORTS**

**CAERPHILLY**

**TOWN**

**COUNCIL**



**CYNGOR**

**TREF**

**CAERFFILI**

**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 19<sup>TH</sup> FEBRUARY 2018**

**Present:**

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

**Apologies:**

Councillors C. Elsbury, S. Kent, J. Fussell, J. Pritchard.

**In attendance:**

A. Cotterill, C. Hales representing Gwent Police.

B. Duggan representing Arad Consultants.

P.G. Davy Town Clerk.

**84. MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY**  
**15<sup>TH</sup> JANUARY 2018**

Minutes of the Ordinary Council Meeting held on Monday 15<sup>th</sup> January 2018 were received, confirmed and signed.

**85. MATTERS ARISING FROM THE MINUTES**

Minute 74 - Cllr J. Grenfell reported there had been a mixed response from the local British Legion for a major Remembrance Day parade on 11<sup>th</sup> November 2018.

Minute 78.1 - The Town Council had been the victim of an internet scam and the donation intended for Parkinson UK had been diverted to a bogus account. The suspect fraud had been reported to the bank, to the Council's insurers and logged with Action Fraud. The Town Clerk will report in due course whether any money is recovered. Any loss will need to be included in the annual accounts.

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

**Telephone and Fax: Caerphilly 02920 888777**

**E-mail: [towncouncil@tiscali.co.uk](mailto:towncouncil@tiscali.co.uk)**

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

It was agreed that Parkinsons UK should not lose out as a consequence of the fraud and that arrangements are made to fund the donation from within the 2017/18 budget.

86. **COMMUNITY SAFETY MATTERS**

There has been a number of commercial burglaries and two suspects had been charged. Operation Garden has been extended another month to continue to gain intelligence on active criminals.

There had been a spate of car crime in the Van Road and Rectory Road area but a suspect had been caught.

The Action Day on 22<sup>nd</sup> January had focused on parking in the town centre and at 4 schools.

Problems were still occurring with the "Ladies Lounge" building on Pentrebane Street and discussions are ongoing in respect of safety and security of the building.

Youngsters have been purchasing the nitrogen oxide cartridge chargers intended for coffee machines and inhaling the gas. Retailers are being advised of the problem.

A distraction burglary in Maesglas had resulted in cash being stolen.

There is an initiative on Lansbury Park and Porset Park to obtain information on the organised gangs dealing drugs.

The homeless project Cornerstone is seeking funding to purchase sleeping bags, coats etc. A grant application can be made to the Town Council.

87. **CAERPHILLY CASTLE**

B. Duggan from Arad Research explained that CADW had commissioned a new tourism and marketing strategy for Caerphilly Castle. The brief to the consultants included

- Review of current offer
- Visitor experience
- Opportunities for future development
- Strengthen the links between the castle and community

The consultants were meeting with various interested parties and will be incorporating ideas and suggestions in an interim report that will be presented to CADW.

During the discussion the following suggestions were made by members:

- Living history experience
- Wider use of the castle for concerts and theatre productions
- Holiday accommodation at the Grove
- Refreshment/café facilities
- Improved Welsh quality products offer in shop
- Exhibition space within castle grounds
- Use of the water, boat on the moat
- Open air cinema

- Big screens for major sporting events
- Promotion and marketing, ticketing with other attractions
- Marketing the castle to university students
- Links between the castle and town with joined up approach

The Town Council thanked Mr. Duggan for attending the meeting and welcomed the opportunity for further discussion as the study progressed.

**88. TOWN MAYOR'S DIARY**

The Mayor had attended the Y Galeri to present the prizes to the winners of the Caerphilly Open Art Competition.

**89. ENVIRONMENTAL MATTERS**

Keep Wales Tidy is organising a litter clearance on land at the rear of Aldi and Halfords at the beginning of March and volunteers are required.

There was a request to approach Network Rail in respect of rubbish along the railway line at the rear of Trecenydd.

**90. TOWN CLERK'S REPORTS**

**1 Membership Organisations**

It was agreed:

1. The Town Clerk should become a member of the Society of Local Council Clerks and the joining fee and annual membership fee would be paid by the Town Council.
2. A representative from One Voice Wales is invited to attend a future meeting to explain the benefits of membership prior to making a decision about joining the organisation.

**2 Data Protection**

The Town Clerk advised of changes that are imminent to data protection laws. The General Data Protection Regulation (GDPR) sets out the requirements how organisations will need to handle personal data and will be effective from 25<sup>th</sup> May 2018. Under the GDPR a public authority must appoint a Data Protection Officer (DPO).

Members noted the report.

**3 Events Programme 2018**

The notes of the Events Working Group held on 29<sup>th</sup> January 2018 were accepted. The Events Working Group made a number of recommendations to the Town Council.

It was resolved:

1. To purchase new two way digital licensed radios to be funded from year end underspends

and a provisional budget of £3000 (ex VAT) was approved.

(Note that due to unforeseen circumstances there may be insufficient year end underspends and a budget provision may need to be reconsidered in the 2018/19 financial year).

2. To meet health and safety requirements a formal chain of command is implemented at Council organised events with the following designated roles:

Chief Steward/Security Supervisor Cllr C. Elsbury

Senior Stewards Cllrs J. Grenfell, H. Jackson

3. Traffic control barriers will not be extended to the Morgan Jones flats due to practical considerations of access for other occupiers and users.
4. To reappoint Rees Sound to provide the PA system at the Fireworks Display.
5. To accept other operational issues at the Fireworks Display as discussed by the Events Working Group that will be met from within the approved budget.
6. The Christmas Lights Switch On will remain at the Twyn.
7. To reappoint Sound Media Solutions to provide the PA system at the Christmas Lights Switch On.
8. To continue with the annual purchase of a real Christmas Tree but arrangements are made to inspect the tree prior to delivery from the supplier and new decorations are purchased.
9. The phased replacement of Christmas Lights is continued within the approved budget for the event.
10. The principle of enhancing the lighting scheme at The Twyn with laser projectors and the lighting of the trees in The Twyn car park is agreed but the budget will need to be examined in the context of the debate on capital projects and use of CIL and earmarked reserves in the new financial year 2018/19.
11. To confirm action taken to ensure Caerphilly in Bloom will proceed in 2018 following the withdrawal of Park Services from organising the event.
12. Funding of the coach for the Flower Show is discontinued and the cost saving is used to increase the grant to each of the participating organisations to £400.
13. To confirm financial sponsorship for the following events in 2018:

	£
Food Festival	1000
Big Cheese	750
Christmas Market	1500

Megaday (marquee and security)	4750
Caerphilly Arts Competition	1050

14. The Town Council website is used to promote events organised by local organisations, but at the discretion of the Town Council.
15. To commission re-useable bilingual banners for the Flower Festival, Fireworks Display and Christmas Lights Switch On, subject to cost and budget availability.

**91. Replacements of Town Council's Notice Board**

Due to wear and tear of the existing notice board it was resolved:

To support the principle of replacing the notice board and agree a budget of £800 for this purpose but the timing is left to the Town Clerk in view of other priorities and budget commitments. In addition members requested that when the noticeboard is replaced that a more prominent location is discussed with the Twyn Community Centre Management Committee.

**92. PLANNING MATTERS**

The following applications were considered and comments made as follows:

18/0016/FULL – No objections.

18/0025/COU – No objections. It was observed that another food establishment in this location would exacerbate parking.

18/0038/FULL – No objections

18/0052/CLPU - No objections

18/0066/FULL – No objections

18/0067/FULL – No objections

17/0744/COU – No objections

18/0103/FULL – No objections

18/0119/FULL – No objections

18/0096/FULL – No objections

18/00116/Full – No objections

**93. PAYMENTS AND FINANCIAL MATTERS**

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

3. Applications for Financial Assistance

- (i) PTA at St. Martin's Comprehensive School - £300 approved, Cllr H. Jackson declared an interest and took no part in the discussion or decision making.
- (ii) Dance Unity Parent Support Group - £250 approved.
- (iii) 1223 (Caerphilly) Squadron Air Training Corps - £250 approved.
- (iv) Pandy Road Allotments Association - £250 approved.
- (v) Menter Iaith Sir Caerffili - £400 approved. Cllr H. Jackson declared an interest and took no part in the discussion or decision making. Cllr P. Bevan declared an interest and took no part in the discussion or decision making.

4. Concessionary Hire of Caerphilly Castle

Following research of files and e-mails it has been established that the correct number of concessionary hires agreed with Cadw is 9 for each calendar year of which 3 have to be between October and March.

- (i) Menter Iaith Sir Caerffili – concessionary hire approved and the Town Council will pay cost of the hire fee. Cllr H. Jackson declared an interest and took no part in the discussion or decision making. Cllr P. Bevan declared an interest and took no part in the discussion or decision making.
- (ii) Caerphilly Twinning Association – concessionary hire approved and the Town Council will pay the cost of the hire fee. Cllr P. Bevan declared an interest and took no part in the discussion or decision making.
- (iii) Welsh Hearts Charity – concessionary hire approved and Town Council will pay the cost of the hire fee.

81. CORRESPONDENCE

There were no items of correspondence to consider.

82. MEMBER REQUESTS FOR FUTURE REPORTS/INFORMATION

- 1. Remembrance Day Parade 2018 – for the Town Council to consider organising a main parade on the morning of 11<sup>th</sup> November in view of 2018 being the 100 year anniversary of the ending of the First World War.
- 2. Draft Caerphilly Basin Masterplan – to receive information on the masterplan prepared by Caerphilly County Borough Council.

The meeting closed at 8.30 pm.



## **Agenda Item 8.1**

### **Report to Town Council 16<sup>th</sup> April 2018**

#### **Remembrance Day Parade 2018**

The 11<sup>th</sup> November 2018 will mark 100 years since the ending of the First World War. A suggestion has been made that there should be a major parade to the Caerphilly Cenotaph and commemoration at 11.00am and that this is possibly an event that the Town Council may wish to organise.

The two main events organised by the Town Council take place in November, the Fireworks Display on 3<sup>rd</sup> November and the Christmas Lights switch on 23<sup>rd</sup> November, making this a busy month. November is also a critical time for the future budget planning and setting a precept for the following financial year as there is no Council meeting in December.

Members are aware that the Town Council has already taken on responsibility for organising a third event in 2018, Caerphilly in Bloom.

The critical considerations are capacity to organise another event and budget. Any event requires time input for planning, administration, and liaison with relevant statutory bodies. Consideration needs to be given to the availability of staff time and the extent to which members will be actively involved in taking on responsibility for organisation and planning. Given decisions already made in planning for events in 2018 and the outturn position for 2017/18 the budget will be under pressure with limited, if any, scope to meet the costs associated with another event. The only realistic source of funding would be from the general reserve of £10,000, which technically is for unforeseen operational costs. However, given the unique circumstances of the 2018 anniversary there could be justification to fund the event from this source on the proviso that the general reserve is restored in the following financial year 2019/20 as part of the budget process.

Members are invited to determine how they wish to proceed.

Phil Davy

Town Clerk

## **Agenda Item 8.2**

### **Report to Town Council 16<sup>th</sup> April 2018**

#### **Risk Management Update**

At the Town Council meeting on 15<sup>th</sup> January 2018 the risk assessment was approved and it was agreed there should be an annual review, except that any significant change in relation to risks arising from new circumstances should be reported to the Town Council when they arise.

In view of the recent internet fraud and recognising the Council regularly receives suspect e-mails and bogus invoices an additional operational risk should be added to the risk register relating to cyber security. Essentially this concerns the security of electronic data and related processes and transactions. Due to the extent of scams which are costing the UK billions of pounds each year this is a high risk area for the Town Council as the majority of business is transacted via the internet including e-mails, banking, orders, payments, etc.

It is recommended the additional risk and mitigating controls in the attached appendix are incorporated within the risk register.

Phil Davy

Town Clerk

## Caerphilly Town Council Risk Assessment 2018

Operational Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
O9	Equalities	3	5	15 Medium	Council will conduct business in a manner to ensure no discrimination arises to any individual with protected characteristics under the equalities legislation.
O10	Welsh Language	4	5	20 High	Policy to be put in place when advised by Welsh Government. Action plan to provide information/services in Welsh as necessary.
O11	Cyber Security	5	5	25 High	Vigilant staff to spot suspect emails, bogus invoices, scam letters. Compromised email accounts to be closed. Dedicated Town Council Business email accounts for use by members. New internet bank beneficiaries account details subject to secondary checks with organisation or individual. Supplier change of details subject to secondary checks with organisation. Maintain up to date understanding of cyber threats. Take prompt action when internet fraud suspected. Report to bank, insurer, Action Fraud, police as appropriate.

### **Agenda Item 8.3**

#### **Report to Town Council 16<sup>th</sup> April 2018**

##### **Draft Caerphilly Basin Masterplan (DCBM)**

A report was requested by the Town Council on the Draft Caerphilly Basin Masterplan (DCBM). A copy of the document has previously been circulated.

The DCBM has been prepared by Caerphilly County Borough Council in response to the Valleys Task Force Initiative (VTF) which identifies Caerphilly / Ystrad Mynach as one of 7 strategic hubs in the South Wales Valleys. The purpose of the strategic hubs will be to act as a focus for public money and promote opportunities for the private sector to invest and create jobs. The DCBM will be a supporting document to the updated Regeneration Strategy for the County Borough.

The strategy for the Caerphilly Basin is to enhance the role as a sub regional retail centre and maximise the potential as a tourist destination. There is also a recognition of the need to improve the infrastructure.

The DCBM was reported to the Regeneration and Environment Scrutiny Committee of CCBC on 13<sup>th</sup> February and it is understood will be subject to public consultation.

The DCBM contains many familiar projects / proposals that have appeared in previous plans and strategies. The masterplan sets out a range of opportunities for investment and improvement. However, with the notable exception of the Pwllypant roundabout highway improvement, there is no timescale or committed funding for any of the project proposals.

Members comments on the DCBM are invited.

Phil Davy

Town Clerk

## **Agenda Item 8.4**

### **Report to Town Council 16<sup>th</sup> April 2018**

#### **Strengthening Local Government: Delivering for People**

Welsh Government has issued a consultation document setting out “the desired approach for the future of local government to deliver stronger, more resilient and sustainable public services with democratic accountability at its core.”

In line with the recommendations of the Williams Commission Welsh Government has concluded there is a need to create larger local authorities to secure the financial viability of some councils, ensure the sustainability of services and provide a platform for transformation in delivery and outcomes for people.

Three possible options are outlined:

- Voluntary mergers

- A phased approach with early adopters merging first followed by other authorities

- A single comprehensive merger programme

Depending on the option the new structure could be in place by 2022 or by 2026. The process of creating fewer larger authorities would be based on a clear future blueprint which would be common to all the options. As part of the consultation Welsh Government has advocated through a series of mergers the creation of 10 new local authorities to replace the current 22. It is proposed that Caerphilly would merge with Newport.

The paper has no specific recommendations for town and community councils recognising there is a current review of the sector. The paper makes the following comments:

“Community councils are an integral part of local government. They are closest to people and local communities, and therefore uniquely placed to see and provide, services which can have a significant impact on people’s lives. However, there is enormous variation in current arrangements, not only in terms of coverage but in responsibilities, budgets, and ambition.”

The review panel will be providing their emerging findings in July 2018 and submitting their final report by October 2018.

The Welsh Government intend to include final proposals for mergers as part of a Local Government (Wales) Bill to be introduced into the National Assembly in the autumn.

The intention is that elections to community councils continue to mirror those for the principal authorities and take place in 2021 and 2025, subject to the outcome of the review of the community council sector. Welsh Government has also indicated an intention to legislate for the general power of competence for principal councils which

merge and for community councils which meet eligibility criteria. This will enable them to adopt more innovative approaches in meeting the needs of their communities.

The consultation paper can be viewed on the Welsh Government website

<https://beta.gov.wales/strengthening-local-government-delivering-people>

The report is for information.

Phil Davy

Town Clerk

## **Agenda Item 8.5**

### **Report to Town Council 16<sup>th</sup> April 2018**

#### **General Data Protection Regulation (GDPR)**

A report to the Town Council on 19<sup>th</sup> February 2018 outlined impending changes to data protection legislation. The General Data Protection Regulation (GDPR) sets out the requirements for how organisations will need to handle personal data from 25<sup>th</sup> May 2018. Prior to this date it is essential to review the personal data held by the Council, ensure that the Council has the necessary privacy notices, and adopts a data protection policy that reflects the new requirements relating to data processing and protection.

The Town Council, as a corporate body, is the formal Data Controller, and members must understand their obligations in this respect, and act appropriately. There is a useful guide to the GDPR on the Information Commissioner's website. The Society of Local Council Clerks has published a suite of guidance documents which are very helpful and will assist the Council to put in place the documentation to demonstrate compliance with the GDPR.

All local authorities, including Town Councils, must appoint a Data Protection Officer (DPO). This person will have responsibility for data protection compliance. Currently there are different opinions as to whether this role can be fulfilled by the Clerk. The SLCC has offered the view that in certain circumstances a Clerk to a smaller council can be the DPO. However, the National Association of Local Councils (NALC) has advised member authorities that DPO must be independent of the Clerk. Until there is definitive guidance the position of the DPO will have to remain in abeyance. Although for all practical purposes and in preparing for the GDPR the responsibilities of the DPO have been subsumed by the Clerk.

There are a number of important documents appended to this report.

Appendix 1 is a review of the personal data held by the Council. Personal data means any writing, image or recording which identifies a person. In general terms the amount of personal data is limited but it does include employees, members, suppliers, community organisations, residents and general contacts for events. The information is held on paper files, or computers. The latter are password protected and all information is kept in a locked office with a limited number of individuals with key access.

Appendix 2 sets out a Privacy Notice to be included on the Council's website. The Council does not currently have such a notice and in this respect is not compliant with data protection legislation. Reference to this statement should be included in future e-mail correspondence.

Appendix 3 The SLCC has prepared a model Data Protection Policy which has been adapted for the Town Council. The Council does not currently have a policy but going

forward it is necessary to document how personal data will be used and protected and to meet legal obligations.

The overriding responsibility on the Council is to minimise risk to information privacy, and the risk of harm through use or misuse of personal information. Serious data breaches can lead to significant financial penalties as well as loss of confidence in the organisation.

The Town Council is not currently registered with the Information Commissioner. Although there are several exemptions which would appear to cover the scope of the Town Council's current activities involving the processing of personal data, the Town Clerk has undertaken the registration self assessment on the ICO website which concluded that registration is necessary. There is a fee payable which currently is £35 per annum, but due to increase following the enactment of the GDPR.

It is recommended:

1 The personal data held by the Town Council is noted and should only be held for operational requirements and in accordance with the data protection policy. Security of that data should be maintained at all times.

2 The Privacy Notice is approved and communicated in an appropriate manner in conducting Town Council business.

3 The Data Protection Policy is approved and a copy placed on the Town Council website. The Policy will be subject to review in the light of experience and future advice and guidance from the ICO and other bodies.

4 The Town Council registers with Information Commissioner's Office to be compliant with data protection legislation.

Phil Davy

Town Clerk



## Cyngor Tref Caerffili

### Caerphilly Town Council

#### Data Protection – Personal Data Audit

Personal Data held	Purpose	Content/Sharing	Internal Processes
1. Employee Information Contract of Employment PAYE Bank details Pension details Lease records Appraisals	HR administration including payroll PAYE and pension are legal obligations	Employment contracts issued Employees consent to use of data Information shared with company that processes payroll	Information retained for duration of employment plus 6 years Information in paper files stored in locked office Payroll processed via email and bank transfers Responsibility Town Clerk
2. Councillors Declarations of interest Personal contact details Email addresses	Legal obligation and democratic purpose	Consent not applicable Information in public domain	Updated at elections Information held on paper files and electronically Responsibility Town Clerk
3. Contractors/Suppliers Contract details Invoices Purchase orders Quotations Bank account details Insurance References	To enable the conduct of Council business enabling purchases of goods & services and payments to be processed.	Contractual arrangements and implied consent. Information shared with bank and auditors.	Financial records retained for 7 years. Information held in paper files and electronically in locked office. Computers pass word protected. Cyber security part of Risk Management Responsibility Town Clerk

<b>Personal data held</b>	<b>Purpose</b>	<b>Consent/Sharing</b>	<b>Internal Processes</b>
4. Residents Names and addresses Complaints FoI requests General correspondence from public	Democratic purpose Business activity Fols are a legal obligation Privacy Notice relevant	No contract and no consent as approach generally initiated by individual Information may be shared with other bodies in order to provide response, or individual referred to more appropriate organisation	Information held in paper files and electronically in locked office. Computer pass word protected Information deleted/shredded after 12 months other than FoI requests which will be retained for 5 years. Responsibility Town Clerk
5. Community Organisations Email addresses Name and addresses of key contacts Grant application forms Bank details Volunteer details	Democratic purpose Business activity providing grants. Privacy Notice relevant  Business Activity relating to Events	No contract Information no normally shared  Deemed consent	Financial records retained for 7 years Information held in paper files and electronically Computers pass word protected Grant application form updated to include privacy notice Re data protection Responsibility Town Clerk
6. Planning Applicant details Neighbour/resident objections	Democratic purpose Town Council is statutory consultee on planning applications Legal obligation	Any comments on the planning application are part of the public record	Information held in paper files, deleted/shredded after 2 years Responsibility Town Clerk

## Council Profile

### Town Council

Councillors 12

Staff 2 Part time (Clerk & Administrative Assistant)

Electors 12,110

Precept 2018/19 £87,128

The Town Council owns no land or buildings

An office is leased in the Twyn Community Centre

## Appendix 2

### **Cyngor Tref Caerffili Caerphilly Town Council**

#### **Data Protection Privacy Notice**

##### **When you contact us**

The information you provide (personal information such as name, address, email address, phone no, organization) will be processed and stored to enable us to contact you and respond to correspondence, provide information and any services. Your personal information will not be shared or provided to any other third party.

##### **The Council's Right to Process Information**

General Data Protection Regulations Article 6(1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

##### **Information Security**

Caerphilly Town Council has a duty to ensure the security of personal data. The Council will make sure that your information is protected from unauthorized access, loss, manipulation, falsification, destruction or unauthorized disclosure. This is done through appropriate technical measures and appropriate policies. A copy of the Council's Data Protection Policy is available on request.

Personal data will only be kept for the purpose it was collected and only for as long as is necessary, after which it will be deleted. You may request the deletion of your data held by the Council at any time.

##### **Children**

The Council will not process any data relating to a child (under 13) without the express parental / guardian consent of the child concerned.

##### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Town Clerk.

### **Information Correction**

If you believe that the information the Council has about you is incorrect you may request to update it and keep your data accurate. You can do this by contacting the Town Clerk.

### **Information Deletion**

If you wish the Council to delete the information about you contact the Town Clerk with this request.

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected you may object by contacting the Town Clerk.

### **Rights related to Automated Decision Making and Profiling**

Caerphilly Town Council does not use any form of automated decision making or the profiling of individual personal data.

In accordance with the law, the Council will only collect a limited amount of information about you that is necessary for correspondence, information and service provision. The Council does not use profiling, does not sell or pass your data to third parties. The Council does not use your data for purposes other than those specified. Your data is stored securely. All information deemed to be no longer necessary is deleted / shredded. The Council has adopted a Data Protection Policy which is available on request.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Caerphilly Town Council and the Information Commissioner's Office

### **Contact Details**

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

Telephone: 02920888777

Email: [caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

Information Commissioner Wales Regional Office

Telephone: 02920678400

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

## Appendix 3

### **Cyngor Tref Caerffili Caerphilly Town Council**

#### **Information and Data Protection Policy**

##### **Introduction**

In order to conduct its business, services and duties, Caerphilly Town Council processes a range of data, relating to its operations. This data can be classified as :

- Data shared in the public arena about the activities / services, its mode of operation and other information it is required to make available to the public
- Confidential information and data not yet in the public arena
- Confidential information about other organisations because of commercial sensitivity
- Personal data concerning its current, past and potential employees, councillors, and volunteers
- Personal data concerning individuals who contact it for information, to access its services, or to make a complaint

Caerphilly Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to other organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioner's Office.

The Town Council will be as transparent as possible about its operations and will work closely with public, community, and voluntary organisations. Any information which is not personal or confidential will be made available to partners and members of the public. Details of information which is routinely available is contained in the Town Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

##### **Protecting Confidential or Sensitive Information**

The Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy to meet its legal obligations.

The General Data Protection Regulation (GDPR) became law on 25<sup>th</sup> May 2018 and will like the Data Protection Act 1998 seek to strike a balance between the rights of

individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

**The Policy is based on the premise that personal data must be:**

- Processed fairly, lawfully and in a transparent manner in relation to the data subject
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and, where necessary, kept up to date
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures

### **Data Protection Terminology**

*Data subject* – means the person whose personal data is being processed. That may be an employee, prospective employee, councillor or volunteer, or persons transacting or contracting with the Town Council

*Personal data* – means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, an address, date of birth, email address, bank details, posts on social networking sites, or a computer IP address.

*Sensitive personal data* – includes information about racial, or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data, or information related to offences or alleged offences where it is used to uniquely identify an individual

*Data controller* – means a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data is to be processed. The Town Council as a corporate body is the data controller.

*Data processor* – in relation to personal data, means any person who processes the data on behalf of the data controller

*Processing information or data* – means obtaining, recording, or holding the information or data or carrying out any operation or set of operations on the information or data, including

- Organising, adapting, or altering it

- Retrieving, consulting or using the information or data
- Disclosing the information or data by transmission, dissemination or otherwise making it available
- Aligning, combining, blocking, erasing, or destroying the information or data, regardless of the technology used

The Town Council processes personal data in order to:

- Fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding employees and maintaining information required by law
- Pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law
- Monitor its activities, including the equality and diversity of its activities
- Fulfil its duties in operating in compliance with the lease terms relating to the office accommodation
- Assist regulatory and law enforcement agencies
- Process information including the recording and updating details about its councillors, employees, and volunteers
- Process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint
- Undertake surveys, and questionnaires to fulfil the objectives and purposes of the Town Council
- Undertake research, audit and quality improvement work to fulfil its objects and purposes
- Carry out Town Council administration

Where appropriate and governed by necessary safeguards the Town Council may carry out the above processing jointly with other bodies from time to time.

**The Town Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:**

- *The individual has consented to the processing*
- *Processing is necessary for the performance of a contract or agreement with the individual*
- *Processing is required under a legal obligation*
- *Processing is necessary to protect the vital interests of the individual*
- *Processing is necessary to carry out public functions*



- *Processing is necessary in order to pursue the legitimate interests of the data controller or third parties*

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- *Explicit consent of the individual*
- *Required by law to process the data for employment purposes*
- *A requirement in order to protect the vital interests of the individual or another person*

### **Who is responsible for protecting a person's personal data**

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with data protection legislation. The Town Council has delegated this responsibility day to day to the Town Clerk.

Contact:

Email: [caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

Telephone: 02920888777

Postal address: Town Clerk, The Twyn Community Centre, The Twyn, Caerphilly  
CF83 1JL

The Town Council has appointed a Data Protection Officer to ensure compliance with data protection legislation. *(details to be added once definitive advice available)*

### **Diversity Monitoring**

Diversity information will always be treated as confidential. It will only be accessed by authorised individuals within the Town Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria for employee appointments and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Town Council will give guidance on personal data to employees, councillors, volunteers, individuals contacting the Council, through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

## **Information provided to Town Council**

The personal information provided (name, address, email address, phone number) will be processed and stored so that it is possible for the Town Council to contact, respond to, or conduct the transaction requested by the individual. By transacting with the Town Council individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up to date. The personal information will not be shared or provided to any third party or be used for any other purpose other than that for which it was provided.

## **The Town Council's right to process information**

General Data Protection Regulation (GDPR) Article 6(1) (a) (b) and (e) and Data Protection Act 2018.

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation, or

Processing is necessary for the legitimate interests of the Town Council.

## **Information Security**

The Town Council will ensure the security of personal data. Your information will be protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Your personal data will only be kept for the purpose it was collected and only for as long as is necessary, after which it will be deleted / shredded.

## **Children**

The Town Council will not process any personal data relating to a child (under 13) without the express parental / guardian consent of the child concerned.

## **Rights of a Data Subject**

*Access to Information* – an individual has the right to request access to the information held by the Town Council by contacting the Town Clerk

*Information Correction* – if you believe information held about you is incorrect contact the Town Clerk so it can be updated and kept accurate

*Information Deletion* - if you wish the Town Council to delete information held about you contact the Town Clerk with your request

*Right to Object* – if you believe your personal data is not being processed for the purpose it has been collected you may object by contacting the Town Clerk

**Complaints** – if an individual has a complaint regarding the way their personal data has been processed a complaint can be made to the Town Clerk and the Information Commissioner's Office.

The Town Council does not use automated decision making or profiling of individual personal data.

### **Making Information Available**

All formal meetings of the Town Council are subject to statutory notice being given on the notice board outside The Twyn Community Centre and on the Town Council website. The Town Council meetings are monthly (except for August and December). The Town Council meetings are open to the public and press, and reports to those meetings and any relevant background papers are available for the public to view. Draft minutes are published as soon as practical following each Town Council meeting.

Occasionally the Town Council may need to consider matters in private. This may involve personal details of staff, or a member of the public, or details of commercial / contractual sensitivity. This will only happen after a formal resolution has been passed to exclude the press and public and the reasons for the decision stated and recorded. Minutes from Town Council meetings, including any confidential items, are public documents.

The Town Council will be pleased to make special arrangements on request for persons who do not have English as their first language, or those with hearing or sight difficulties.

Adopted by the Town Council (*add date*)

*This policy is based on a model document issued by the Society of Local Council Clerks.*

**Case Ref.** 18/0181/RET **Site Area:** 727m<sup>2</sup>  
**Location:** Mapledene 10 Dan-y-coed Caerphilly CF83 1HU (UPRN 000043089007)  
**Proposal:** Retain and complete works to roof to change from hip to gable and external alterations  
**Applicant:** Mr D Parsons 76 Heol Uchaf Rhiwbina Cardiff CF14 9SR  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315930 (E) 186366 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 18/0189/RET **Site Area:** 258m<sup>2</sup>  
**Location:** 68 Half Acre Court Caerphilly CF83 3SU (UPRN 000043078022)  
**Proposal:** Retain garage conversion into study  
**Applicant:** Mr J Morris 68 Half Acre Court Caerphilly CF83 3SU  
**Agent:**  
**Case Officer:** Mrs R Amundson ☎ 01495 235120 ✉ amundrh@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315810 (E) 187915 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 18/0191/CLPU **Site Area:** 295m<sup>2</sup>  
**Location:** 49 Lon-Y-Gors Caerphilly CF83 1DP (UPRN 000043013706)  
**Proposal:** Obtain a Lawful Development Certificate for proposed single storey rear extension  
**Applicant:** Mr S Charlesworth 49 Lon-Y-Gors Caerphilly CF83 1DP  
**Agent:** Zenith Design & Build Ltd Mr F Sama Bromfield Westra Dinas Powys CF64 4HA  
**Case Officer:** Mrs R Amundson ☎ 01495 235120 ✉ amundrh@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314350 (E) 186688 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 18/0206/FULL **Site Area:** 281m<sup>2</sup>

**Location:** 20 Hazel Grove Caerphilly CF83 3BN (UPRN 000043035619)

**Proposal:** Convert existing detached garage into a habitable room and erect a single storey link extension to join the converted garage with the existing house

**Applicant:** Mrs P Clay 20 Hazel Grove Caerphilly CF83 3BN

**Agent:** Mr D Lewis 65 Princes Avenue Caerphilly CF83 1HS

**Case Officer:** Mrs R Amundson ☎ 01495 235120 ✉ amundrh@caerphilly.gov.uk

**Ward:** Morgan Jones **Map Ref:** 316307 (E) 188104 (N)

**Community Council:** Caerphilly Town Council

**Expected Decision Level:** Delegated

**Case Ref.** 18/0230/CLPU **Site Area:** 527m<sup>2</sup>

**Location:** 6 Lon-Y-Garwa Watford Caerphilly CF83 1NL (UPRN 000043012846)

**Proposal:** Obtain a Lawful Development Certificate for proposed single storey rear extension

**Applicant:** Mr & Mrs J Davies 6 Lon-y-Garwa Watford Caerphilly CF83 1NL

**Agent:** Penrose Architectural Services Mr D Watkins 46 High Street Pengam Blackwood NP12 3SZ

**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk

**Ward:** St Martins **Map Ref:** 314657 (E) 185998 (N)

**Community Council:** Caerphilly Town Council

**Expected Decision Level:** Delegated

**Case Ref.** 18/0218/FULL **Site Area:** 498m<sup>2</sup>  
**Location:** 13 Lon Isaf Caerphilly CF83 1BT (UPRN 000043013462)  
**Proposal:** Erect replacement dormer bungalow  
**Applicant:** Mr M Parker Old Bakery Rear Of 53 Shingrig Road Nelson Treharris CF46 6DU  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314776 (E) 186846 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 18/0245/FULL **Site Area:** 110m<sup>2</sup>  
**Location:** Nationwide Building Society 36 Cardiff Road Caerphilly CF83 1UQ (UPRN 000043024432)  
**Proposal:** Upgrade shopfront  
**Applicant:** Mr Pawlin 36 Cardiff Road Caerphilly CF83 1UQ  
**Agent:** HLN Architects Ltd Mr J Bennett Floor 3 14 Cathedral Road Cardiff CF11 9LJ  
**Case Officer:** Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315546 (E) 186822 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 18/0246/ADV **Site Area:** 110m<sup>2</sup>  
**Location:** Nationwide Building Society 36 Cardiff Road Caerphilly CF83 1UQ (UPRN 000043024432)  
**Proposal:** Upgrade of shopfront signage  
**Applicant:** Mr Pawlin 36 Cardiff Road Caerphilly CF83 1UQ  
**Agent:** HLN Architects Ltd Mr J Bennett Floor 3 14 Cathedral Road Cardiff CF11 9LJ  
**Case Officer:** Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315546 (E) 186822 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 18/0255/OUT **Site Area:** 2597m<sup>2</sup>

**Location:** Virginia Park Garage Melville Terrace Caerphilly CF83 3HE (UPRN 000043027112)

**Proposal:** Demolish existing buildings and erect residential development with associated works and seek approval of access

**Applicant:** Mrs D Williams C/o LHS Planning Miss L Hughson-Smith Gold Tops Newport NP20 4PH

**Agent:** LHS Planning Miss L Hughson-Smith Gold Tops Newport NP20 4PH

**Case Officer:** Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk

**Ward:** Morgan Jones **Map Ref:** 315713 (E) 187547 (N)

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

**Case Ref.** 18/0259/FULL **Site Area:** 639m<sup>2</sup>

**Location:** 3 Parc Avenue Caerphilly CF83 3AZ (UPRN 000043035504)

**Proposal:** Erect two storey rear extension

**Applicant:** Mr A Pepperall 3 Parc Avenue Caerphilly CF83 3AZ

**Agent:**

**Case Officer:** Mrs R Amundson ☎ 01495 235120 ✉ amundrh@caerphilly.gov.uk

**Ward:** Morgan Jones **Map Ref:** 316374 (E) 188233 (N)

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

Agenda Item 9

Council 16.4.18

<b>Case Ref.</b>	<b>18/0277/FULL</b>	<b>Site Area:</b>	<b>142m<sup>2</sup></b>
<b>Location:</b>	<b>65 Princes Avenue Caerphilly CF83 1HS</b> (UPRN 000043025033)		
<b>Proposal:</b>	Erect kitchen extension to the rear of the property		
<b>Applicant:</b>	Mr D Lewis 65 Princes Avenue Caerphilly CF83 1HS		
<b>Agent:</b>			
<b>Case Officer:</b>	Mrs A Wilcox	☎ 01443 864217	✉ wilcoa@caerphilly.gov.uk
<b>Ward:</b>	St Martins	<b>Map Ref:</b>	315911 (E) 186321 (N)
<b>Community Council:</b> Caerphilly Town Council		<b>Expected Decision Level:</b>	Delegated



## Agenda Item 10 (1)

Report to Town Council 16<sup>th</sup> April 2018

### LIST OF PAYMENTS

CHEQUE NO.	PAYEE	IN RESPECT OF	AMOUNT £
Internet	Caerphilly County Borough Council	Contribution to Events	2,500
Internet	Playworks	February Salaries	1443.20
Debit Card	Amazon	Office Sundries	57.15
Debit Card	Amazon	Office Sundries	6.65
Debit Card	Amazon	Office Sundries	4.55
Debit Card	Post Office	Stamps	65.00
Internet	Caerphilly County Borough Council	Lorry Blockade Fireworks	891.00
Direct Debit	NEST	Pension Contribution	6.50
303884	St. Martin's PTA	Grant	300.00
303885	Dance Unity Formation Teams	Grant	250.00
303886	1223 (Caerphilly) Air Training Corps	Grant	250.00
303887	Pandy Road Allotments Association	Grant	250.00
303888	Menter Iaith Sir Caerffili	Grant	400.00
Debit Card	SLCC	Membership	159.00
Internet	Welsh Government	Concessionary Hire Caerphilly Castle	330.00
Internet	Twyn Community Centre	Rent	824.00
Internet	Twyn Community Centre	Room Hire	8.00
Internet	Playworks	March Salaries	1443.20
Internet	Caerphilly County Borough Council	Fireworks Parks staff	298.59
303889	Digital Systems UK	Printing	21.06
303890	Parkinsons UK	Donation	2653.50
Internet	Welsh Government	Concessionary Hire Caerphilly Castle	330.00
Direct Debit	Nest	Pension Contribution	6.50

## Agenda Item 10 (2)

Report to Town Council 16<sup>th</sup> April 2018  
Bank Account Balances

Bank Account Balances as at 3<sup>rd</sup> April 2018

£

Community Direct Plus Account	13,628.13
14 Day Business Select Account	559.33
14 Day Business Select Account (CIL)	11,751.22
One Year Business Bond	30,000.00

### **Agenda Item 10.3**

#### **Report to Town Council 16<sup>th</sup> April 2018**

##### **Concessionary Hire of Caerphilly Castle**

A request has been received from the Dementia Coordinator at Ysbyty Ystrad Fawr for a concessionary hire of Caerphilly Castle in September 2018 for a Dementia Day. This will be for those living with dementia, their carers and the general public seeking information. Support services will be present including Social Services, Age UK, Alzheimer's Society and the local hospital.

The Town Council has up to 9 concessionary hires for each calendar year. Three have already been approved. There was a concessionary hire approved for the Fire Service in 2017 but the event has been brought forward to March 2018. There are therefore 5 concessionary hires that remain available for 2018.

Members are asked to decide whether the concession should be granted and whether to meet the cost of the hire fee.

(Note the current concessionary hire fee is £275-00 plus VAT)

Phil Davy

Town Clerk

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILIFINANCIAL ASSISTANCEAPPLICATION FORM

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

2ND CAERPHILLY GUIDESGUIDE HALL, REAR OF NANTGARW RD, CAERPHILLY

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

LISA HILES, UNIST LEADER, 11 CWRT TYNEWYDD  
NEWBRIDGE, NP11 4QH (TEL: 07834817845)

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

TO PROVIDE ACTIVITIES FOR GIRLS AGED 10-14  
WITH AN AIM TO IMPROVE INDEPENDENCES + SOCIAL  
SKILLS

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Total No. 18 Number Resident in Town Council area (see attached map) 6

5. MEMBERSHIP FEES, if applicable
- £30 PER TERM

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 FIND ATTACHED FINANCIAL STATEMENT:  
MAIN ACCOUNT PROVIDES FUNDS TO COVER  
RUNNING COSTS. AT THE MOMENT WE ARE SAVING  
TO COVER THE COSTS OF A NATIONAL PROGRAMME  
CHANGE. WE EXPECT IT TO COST AROUND £150 FOR  
NEW BOOKS + RESOURCES. THE CAMP ACCOUNT  
PROVIDES FUNDS FOR TRIPS + CAMPS.

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

THIS SUMMER WE ARE ATTENDING THE NATIONAL  
WELSH CAMP AT BUILTH WELSH. WE TRYING TO  
RAISE FUNDS FOR A BUS TO + FROM THE CAMP (£245.50)  
AND A REPLACEMENT TENT (£129.99).PLEASE SEE ATTACHED BUDGET SHEET..

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.

# 2018 Accounts to date.

Income		Outgoings			
	2018		2018	2017	2018
Carried Over	£ 522.55	Carried Over		Cash	£ 31.42 £ 60.88
SUBS	£ 360.00	MATERIALS	£ 16.86	Main Account	£ 389.85 £ 113.50
Wow	£ 762.50	Wow	£ 835.00	Camp Account	£ 101.28 £ 18.78
UNIFORM	£ 40.00	UNIFORM & BADGES	£ 57.35	Total	£ 522.55 £ 193.16
BADGE SALES	£ 25.80	TRAINING	£ 4.00		
RANGERS	£ 35.00	GIFTS	£ 9.00		
	£ -	RENT	£ 100.00		
	£ -	CENSUS	£ 528.00		
	£ -	ADMIN	£ 2.48		
	£ -		0		
			0		
			0		
			£ -		
Total	£ 1,745.85	Total	£ 1,552.69	Balance	£ 193.16

#

£129.99

ADD TO TROLLEY

## Trespass Camping Event Shelter by [Trespass](#) 483/3369

WOW



[Click to zoom](#)

£129.99\*

Save £50.00 | Was £179.99

[Read reviews \(164\)](#)

[View Special Offers](#)

### CHECK STOCK

Tell us where you are to check stock:

Postcode or town

CHECK

**CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI**

**FINANCIAL ASSISTANCE**

**APPLICATION FORM**

**1. NAME OF ORGANISATION**

Caerphilly Miners Centre for the Community operates across the Caerphilly Basin and its environs. It is located in the old Caerphilly District Miners Hospital, St Martin's Ward.

**2. NAME AND ADDRESS AND OFFICIAL POSITION OF PERSON MAKING APPLICATION**

Katherine Hughes, 26 Bryngwyn, Caerphilly CF83 1ET – Company Secretary and Project Manager

**3. PURPOSE OR ACTIVITIES OF ORGANISATION**

Our Charity works to restore 'The Miners' as a social enterprise delivering services to support learning, well-being and social inclusion. A copy of our constitution is enclosed. An estimated 5000+ visits are made to the Caerphilly Miners Centre each year

**4. MEMBERSHIP OF ORGANISATION / OR BENEFICIARIES OF ACTIVITIES**

Total membership: 180 members. Number resident in town council area 7000

**5. MEMBERSHIP FEES: £8 per year. Currently generated £1250 for 2017 Members are 'friends' of the Miners and use of the building is not restricted to members.**

**6. PRESENT FINANCIAL POSITION:**

We have had reasonably successful and very busy years since we opened our doors in September 2015. However, whilst we still occupy only the ground floor, the costs of running the building and the project exceed our income by over £10,000. In the past year, the difference has been made up with a Health Trust Lottery Grant. The centre is run by over 50 volunteers, including café volunteers, keyholders and project support volunteers. As we have to adhere to environmental health and health and safety standards, maintaining the training of volunteers is a cost. Hitherto we had a three year tapered grant from WCVA to develop our volunteering scheme, but this has finished. We are not eligible to apply to Communities First or Bridges into Work for training. We are applying for £400 towards the cost of a Food Hygiene course for 12 people, which we would like to run in April 2018. A copy of our last year's accounts is enclosed.

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

We need to train 12 of our volunteers (café volunteers, key holders, and project volunteers) in Food Hygiene and update the training for a further 6 people. The cost of the Level 2 course including certificates will be £400.

Any help that you can give us will be much appreciated.

Form to be returned to Town Clerk, Caerphilly Town Council. The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL.

**CAERPHILLY MINERS CENTRE FOR THE COMMUNITY LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2017**

	Note	Un-Restricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
	2				
Christmas Cards		-	-	-	206
Memberships		928	-	928	1,967
Buy A Brick		378	-	378	949
Fundraising		-	-	-	983
Three Peaks		868	-	868	1,748
Other Events		881	-	881	1,158
Concert		1,160	-	1,160	894
Café		2,968	-	2,968	-
Elderberries		2,115	-	2,115	-
Cinema		1,238	-	1,238	-
Welsh Group		250	-	250	-
Stay & Play		412	-	412	-
Line Dance		1,217	-	1,217	-
Gardening		75	-	75	-
Exercise		134	-	134	-
Craft Events		1,072	-	1,072	-
Interest		15	-	15	110
Seniors Events		-	-	-	887
Refunds		-	-	-	720
Room Hire		14,640	-	14,640	1,460
Youth Activities		358	-	358	-
Bag Pack		1,196	-	1,196	392
		29,905	-	29,905	11,474
<b>Incoming resources from charitable activities:</b>					
Donations & Grants	3	1,024	15,334	16,358	11,672
<b>Total incoming resources</b>		30,929	15,334	46,263	23,146
<b>Resources expended</b>					
Governance costs	4	(25,861)	(19,189)	(45,050)	(32,295)
<b>Net incoming resources before other recognised gains</b>		5,068	(3,855)	1,213	(9,149)
<b>Reclassification of Expenses:</b>		-	(250)	(250)	(11,074)
<b>Total funds brought forward</b>		31,830	10,872	42,702	62,925
<b>Total funds carried forward</b>	8	36,898	6,767	43,665	42,702



**CAERPHILLY MINERS CENTRE FOR THE COMMUNITY LIMITED**

**BALANCE SHEET**

**AS AT 31ST MARCH 2017**

	Note	2017		2016	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	7		78,567		52,801
<b>Current Assets</b>					
Debtors/Prepayments		-	-	-	-
Cash at bank and in hand		15,183		42,939	
		<u>15,183</u>		<u>42,939</u>	
Creditors: amounts falling due within one year		<u>780</u>		<u>3,038</u>	
Net current assets			<u>14,403</u>		<u>39,901</u>
Total assets less current liabilities			92,970		92,702
Creditors: amounts falling due after more than one year			49,305		50,000
<b>Net Current Assets</b>					
<b>Net Assets</b>	8		<u>43,665</u>		<u>42,702</u>
<b>Unrestricted funds</b>					
General funds	9		36,898		31,830
<b>Restricted funds</b>	9		6,767		10,872
<b>Total Funds</b>			<u>43,665</u>		<u>42,702</u>

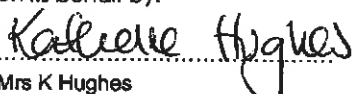
The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The Financial Report and Accounts were approved by the Board of Directors on 2nd July 2017 and signed on its behalf by:

  
Mrs K Hughes

**CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI**

**FINANCIAL ASSISTANCE**

**APPLICATION FORM**

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

ST DANIS HOSPICE CARE, Blackett Avenue, Newport, NP20 6NH.  
Providing Hospice care at home & in day hospice environments  
Access Grant including Newport, Caerphilly, Monmouthshire & Tŷ Fawr

2. NAME, EMAIL ADDRESS, TELEPHONE NUMBER, POSTAL ADDRESS AND OFFICIAL POSITION OF PERSON MAKING APPLICATION

Neil Jones, ST DANIS HOSPICE CARE, Blackett Avenue, Newport NP20 6NH  
Neil.Jones@stdanishospicecare.org 01633 851051  
Grants & Legacies Fundraiser

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

See Page 2 & 3 in annual Report

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Total No. \_\_\_\_\_ Number Resident in Town Council area (see attached map) \_\_\_\_\_

5. MEMBERSHIP FEES, if applicable \_\_\_\_\_

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 full annual Report is enclosed

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

To continue to provide hospice at home care & day hospice care to residents within Caerphilly area who are suffering from a life limiting illness. Last year we provided 54,063 hours of hospice at home care & 443 patients receiving day hospice provision.  
We rely on our fundraising & donations to continue to provide this care

This form should be returned to: Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL.

N.B. If insufficient space is provided for the information requested, please continue on another sheet.

We would be so grateful if you would consider funding some of the following:

£10	Pays for a patient to have lunch and afternoon tea in our day hospice.
£20	Could pay for a hospice at home nurse to care for someone in their own home for one hour, giving all the care they so desperately need at the end of their life.
£20	Gives one patient a half-hour complementary therapy session.
£25	Pays for a session with one of our welfare rights workers, helping patients through a very difficult time.
£25	Pays for toys, arts, crafts for the Unicorn team at St David's. The materials can be used to help children come to terms with their loss.
£25	Gives a group of patients a 45 minute movement and dance session.
£25	Gives a group of patients a 45 minute visualisation session.
£30	Would buy 2 therapy music CDs for patients
£35	Gives a group of patients an hour singing therapy session.
£45	Gives a group of patients a one hour art therapy session.
£50	Would give a one hour yoga or mindfulness session.
£100	Would buy art and craft material for the 4 day hospices for one month.
£160	Could pay for a hospice at home nurse to stay with a patient overnight and give all the care they need in their own home surrounded by loved ones.
£200	Pays for a clinical nurse specialist to visit a patient and their family twice in a week to help stabilise their symptoms.
£800	Would supply one year of essential oils for the 4 day hospices.
£1,000	Pays for a new syringe driver for use by our patients when they need it most

The Trustees are pleased to present their annual report with the audited, consolidated financial statements of St David's Foundation Hospice Care ("the hospice") for the year ending 31 March 2017.

This Trustees report incorporates the requirements of a Directors' report required by company law.

## Objectives and activities

The principal objective of the hospice is to relieve sickness and pain among persons who are suffering from any chronic or life-threatening illness in England and Wales. The hospice currently confines its work to the Unitary Authorities of Caerphilly, Monmouthshire, Newport and Torfaen and South and Mid Powys.

The hospice provides a specialist, multi-professional palliative care service in community, Day hospice and in-patient settings.

The main focus of our work is to provide 24-hour supportive palliative nursing care in patients' own homes via our Clinical nurse specialists, Hospice at home team, our In-patient unit, our Day hospices and to provide support through our Family support team.

The hospice aims to meet this objective by:

### **Putting patients and their carers first**

- delivering excellent high quality and responsive care, free of charge at the right time and in the right place;
- providing bespoke care that meets the individual needs of patients, carers and their families;
- working with Health Boards and other health and social care professionals to support and care for those who need our service;

### **Supporting and empowering staff and volunteers**

- developing a workforce with the skills and ability to deliver our purposes;
- creating a supportive, respectful, listening environment for our valued staff and volunteers;

### **Strengthening our foundations as a charitable organisation**

- making the best use of existing resources to ensure efficiency and effectiveness;
- maximising and diversifying our income generation to fund and develop our services;

### **Engaging with our communities**

- working with and developing mutually beneficial relationships;
- building on and enhancing our excellent reputation and profile;
- being committed to widening access and being inclusive;

### **Looking forward**

- responding and adapting to external influences and changing in a timely manner;
- being innovative and pro-active leaders in our field;
- developing a hospice for the future by always seeking to improve methods and practices;

### **Striving to be the best at what we do**

- aspiring to always exceed quality standards for all aspects of the care and services that we deliver;
- listening and responding to the needs of our patients and communities to keep them at the heart of everything we do;
- being a developing and learning organisation through evaluating our delivery and sharing best practice.

The hospice undertakes 6 core charitable activities to meet its objectives:

- Community clinical nursing specialists
- Hospice at home
- The Day hospices
- Fifteen bed In-patient unit
- The Family support team
- Education

## Community clinical nursing specialists

The hospice employs 19 Clinical Nurse Specialists. They are highly trained, skilled palliative care professionals. The Clinical Nurse Specialists are allocated to GP practices and work as core members of the primary healthcare team. The role of the Clinical Nurse Specialists is to:

- support the patient and family by managing symptom control such as pain and nausea;
- provide information regarding diagnosis and treatment;
- liaise with the Primary Healthcare Team on a plan of care;
- be the key worker within the hospice and refer patients to other hospice services and other community services.

## Hospice at home

The hospice at home team aims to provide end of life care at home and to enable patients to have choice about where they die. The service also provides respite care to patients to help relieve carer fatigue. The service is delivered with a skill mix of qualified palliative care nurses and health care assistants. Each patient and their family are assessed individually to ensure the hospice develops the best possible package of care for each situation.

## Day hospices

We have 4 Day hospices which run throughout the week with patients attending between 10am and 4pm at the one most local to them. They are:

- Ysbyty Ystrad Fawr, Ystrad Mynach
- County Hospital, Pontypool
- Usk House, Brecon
- Blackett Avenue, Newport

Day hospice is a friendly and comfortable place for patients to meet and gain support from others who are in a similar situation, and take part in a range of activities and interests. Patients are able to choose breakfast and lunch from our menu and can enjoy a relaxing bath at any of the locations. Group or individual relaxation sessions and complementary therapy treatments are also available.

There is always a Palliative Care Nurse on hand for patients to discuss their condition or medication.

## In-patient unit

The In-patient unit is a Consultant led Specialist Palliative Care unit with 10 beds for adult patients who suffer from progressive life limiting conditions and live within the five localities of Aneurin Bevan University Health Board (ABUHB). The service is free for patients and families who fulfil the criteria for admission, which include short term care for the management of complex symptoms, assessment, emotional/psychological distress, rehabilitation following treatment and care at the end of life. The In-patient unit does not provide long term nursing care. Holistic care is co-ordinated by a multi-professional team, with a mix of skills that encompass the physical, spiritual, psychological and social requirements of patients and families.

## The Family support team

The Family Support Team are part of the multi-professional team supporting patients and their families with a wide range of social, financial, practical and emotional needs. The team includes:

- Complementary Therapists;
- Social Workers;
- Welfare Rights Advisors;
- Carer support;
- Bereavement support;
- The Unicorn Service supporting children, young people and their families.

Social workers work across the community and in patient services supporting patients, families and carers with a wide range of issues. Quote: "I dread to think what quality of life I would have had if I hadn't met you, you helped me so much".

Welfare rights workers ensure that our patients and families have support to navigate the welfare reforms, access their full entitlements and have less money worries.

The bereavement service provides support to anyone coping with the loss of a patient of the hospice.

*"..without this support I fear I may have become very depressed. I will always be extremely grateful that you helped me find my way at such a difficult time in my life"*

*A bereaved relative*

## Education

The Education Department works closely with local Universities both from endorsements of specific courses and mentoring of student nurses. A wide range of teaching strategies are used to improve the knowledge and skills of staff to care for people, their families and carers facing a progressive life-threatening illness which is no longer

curable. Regular courses are provided for nursing and residential homes in palliative care.

## Public benefit

Our charitable services are provided without charge to all members of the public with a life threatening illness who are referred by a health care professional and who live in the Unitary Authorities of Caerphilly, Monmouthshire, Newport and Torfaen and South and Mid Powys.

The Trustees are of the opinion that they have complied with their duties to have due regard for the guidance on public benefit. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the hospice's aims and objectives and in planning our future activities.

## Statement of purpose

St. David's Hospice Care aims to:

- provide a comprehensive range of holistic hospice and palliative care services within the unitary authorities of Caerphilly, Monmouthshire, Newport, Torfaen and in South & Mid Powys;
- ensure all staff are appropriately trained and encouraged to participate in continued professional development;
- respect the dignity and privacy of service users at all times and respect the individuals' rights and choice in their care;
- receive referrals of patients who have a diagnosis of a life-threatening illness (either cancer or non-cancer of patients aged 17 years and over);
- promote and disseminate current research and good practice to the wider healthcare community;
- work within the requirements of the Care Standards Act 2000, the Nurses Agencies (Wales) Regulations 2003, the Domiciliary Care Agencies (Wales) Regulations 2004 and the National Minimum Standards for Independent Health Care Services in Wales 2011;
- support the need of patients' carers and families during the patients' illness and into bereavement;
- provide personal care to young people and adults (aged 17 years and over) within an agreed criteria;
- provide respite care through Day hospice, Hospice at Home, in-patient care and carer support.

## Strategic report

The strategic report required under company law comprises the three sections *Achievements and performance*, *Financial review* and *Plans for future periods* below.

## Key performance indicators

The hospice uses a range of performance measures to monitor its performance. The key measures related to its charitable work are given in the achievements and performance section starting on page 4. The key financial performance indicators, including the hospice's reserves, are disclosed in the financial review starting on page 8.

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure Account)

YEAR ENDED 31 MARCH 2017

		Unrestricted funds 2017 £000	Restricted funds 2017 £000	Total funds 2017 £000	Unrestricted funds 2016 £000	Restricted funds 2016 £000	Total funds 2016 £000
	Note						
<b>Income</b>							
Donations and legacies	3	1,946	3,571	5,517	1,776	709	2,485
Charitable activities	4	2,067	-	2,067	2,042	-	2,042
Other trading activities	5	4,239	2	4,241	4,119	1	4,120
Investments	6	26	-	26	22	-	22
Other		9	-	9	31	-	31
<b>Total Income</b>		<b>8,287</b>	<b>3,573</b>	<b>11,860</b>	<b>7,990</b>	<b>710</b>	<b>8,700</b>
<b>Expenditure</b>							
Raising funds	8	3,064	-	3,064	2,968	1	2,969
Charitable activities	9	4,535	70	4,605	4,373	87	4,460
Other	11	(28)	-	(28)	(10)	-	(10)
<b>Total expenditure</b>		<b>7,571</b>	<b>70</b>	<b>7,641</b>	<b>7,331</b>	<b>88</b>	<b>7,419</b>
Net gains / (losses) on investments	13	27	-	27	(3)	-	(3)
<b>Net income</b>		<b>743</b>	<b>3,503</b>	<b>4,246</b>	<b>656</b>	<b>622</b>	<b>1,278</b>
Transfers between funds	20	20	(20)	-	5	(5)	-
<b>Net movement in funds</b>		<b>763</b>	<b>3,483</b>	<b>4,246</b>	<b>661</b>	<b>617</b>	<b>1,278</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward	20	6,461	628	7,089	5,800	11	5,811
<b>Total funds carried forward</b>		<b>7,224</b>	<b>4,111</b>	<b>11,335</b>	<b>6,461</b>	<b>628</b>	<b>7,089</b>

**BALANCE SHEETS**

YEAR ENDED 31 MARCH 2017

		Group 2017 £000	Group 2016 £000	Charity 2017 £000	Charity 2016 £000
	Note				
<b>FIXED ASSETS</b>					
Tangible assets	13	8,818	4,811	8,955	4,873
Investments	14	287	254	287	254
		<b>9,105</b>	<b>5,065</b>	<b>9,242</b>	<b>5,127</b>
<b>CURRENT ASSETS</b>					
Stock and work in progress	16	40	58	2	3
Debtors	17	1,353	1,158	1,130	1,075
Cash at bank and in hand	18	1,982	1,820	1,979	1,819
		<b>3,375</b>	<b>3,036</b>	<b>3,111</b>	<b>2,897</b>
<b>LIABILITIES</b>					
Creditors: Amounts falling due within one year	19	1,012	938	760	799
<b>NET CURRENT ASSETS</b>		<b>2,363</b>	<b>2,098</b>	<b>2,351</b>	<b>2,098</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>11,468</b>	<b>7,163</b>	<b>11,593</b>	<b>7,225</b>
Creditors: Amounts falling due after more than one year	20	133	74	133	74
<b>TOTAL NET ASSETS</b>		<b>11,335</b>	<b>7,089</b>	<b>11,460</b>	<b>7,151</b>
<b>THE FUNDS OF THE CHARITY</b>					
Restricted income funds	21	4,111	628	4,111	628
Unrestricted income funds	21	7,224	6,461	7,349	6,523
<b>TOTAL CHARITY FUNDS</b>		<b>11,335</b>	<b>7,089</b>	<b>11,460</b>	<b>7,151</b>

Signed and authorised for issue on behalf of the Board of Trustees



Mr M Davies OBE CStJ

Approved and authorised for issue by the Board on 27 July 2017.

## **Agenda Item 10.5**

### **Report to Town Council 19<sup>th</sup> March 2018**

#### **Budget Management 2018 /19**

An invoice was received in March from Caerphilly County Borough Council in the sum of £10,654 – 99 for Caerphilly in Bloom in 2017. This covers the cost for the supply, erection, watering, and removal of hanging baskets. Expenditure of circa £8,800 has already been incurred in the 2017/18 financial year against a budget of £9,000. On investigation it appears the expenditure is the cost of Caerphilly in Bloom in 2016.

There is no budget provision to meet the cost of this invoice in the 2017/18 financial year and based on past practice the invoice would be paid in April from the budget for the new financial year. A budget of £12,200 has been approved for 2018/19.

However, as the Town Council has taken over the management of Caerphilly in Bloom in 2018 a problem will arise as it will not be possible to defer payments for 2018/19 into the following financial year as the Council will need to pay contractors directly. The impact is that there will be £10,655 of unbudgeted expenditure that will need to be met. This will require full utilisation of the operational reserve or a draw from the earmarked reserves. The latter are committed to a one year bond which does not mature until January 2019. Depending on the decision in respect of agenda item 8.1 concerning the Remembrance Day Parade there may be another requirement to utilise part of the operational reserve.

The Council's finances are under additional pressure as a consequence of the recent fraud and the decision to cover the loss of the charity donation of £2653. The operational reserve of £10,000 has had to be moved into the current account to meet April outgoings as the first tranche of the precept will not be received until the end of April. There will be a report on the financial year end (2017/18) to the May meeting of the Council which will show a significant reduction in balances due to exceptional expenditure during the year.

In light of the above, cash flow and expenditure during 2018 /19 will have to be tightly managed and it is recommended that the £10,655 is covered from the earmarked reserves accepting that the funds will not be released into the current account until January 2019.

In addition, the following areas of expenditure discussed at the February 2018 meeting of the Council should be 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**

**It is also recommended that no further commitments should be made against the earmarked reserves until the financial position has stabilised and the operational reserve has been restored.**

**Phil Davy**

**Town Clerk**



1 March 2018

Dear Clerk to the Council,

**2018-19: FUNDING TO SUPPORT THE INITIAL SETTING UP OF JOINT ARRANGEMENTS.**

The Welsh Government recognises the potential benefits of the sector's existing interest in being able to address area wide issues, collaborate on specific areas, and achieve economies of scale. The Welsh Government's commitment to supporting the sector through the "agenda for action" was announced at the One Voice Wales conference in October 2016, and includes facilitating sector interest around joint working on particular common issues.

In 2017-18, in support of the "agenda for action" Welsh Government made 20k of funding available to support the sector's interest in setting up joint arrangements for clustering. The sector's response provided a sufficient number of eligible bids to allocate the budget in full. Further funding has been agreed for 2018-19 to help councils who are already considering options around a set of core themes to take their thinking forward into practical application.

Based on experience from last year's bidding round the funding in 2018-19 will continue to support setting up joint arrangements to address the core themes of **community engagement, increasing citizen participation and engagement in local democracy**, as well as continued support for **clustering**. The budget available has increased to **35k** for **2018-19** only. Some of the potential benefits for councils in considering joint activity around these core themes are listed at **ANNEX A**.

The Welsh Government contribution of support for joint proposals will be capped at £5k as a one-off grant. Proposals will need to demonstrate joint working between councils and commit to delivery of all activity and outputs before the end of 2018-19.

The support is *not* intended to "pilot" work for any of the three core themes for wider roll-out; it is simply recognition of sector appetite for developing their existing ideas – enabling development, not driving it. It provides an opportunity to encourage those

councils who have an interest in these areas but previously faced barriers in developing their ideas further.

All councils, except those who received support for clustering arrangements in 2017-18, are eligible to submit **proposals relating to delivery in 2018-19**, using the guidance note and application form enclosed with this letter, **ANNEXES B and C**. The closing date for applications is **20 April 2018**.

Please send your completed application form to [LGPartnerships@gov.wales](mailto:LGPartnerships@gov.wales) using "CTC Bids 2018-19" in the subject heading. Applications received after the closing date of 20 April will not be considered. We are happy to answer any queries you may have about the process or the application form, please get in touch using the email address above.

Yours sincerely

Joan Lockett  
Local Government Partnerships

## ANNEX A



### SUPPORT FOR INITIAL SETTING UP OF JOINT ARRANGEMENTS – CORE THEMES

The funding to support the initial setting of joint arrangements can be used for the following purposes:

- Undertaking community engagement,
- Increasing citizen participation and engagement in local democracy,
- Enabling clustering/ working together on a shared service.

#### **Core themes eligible for support - what do we mean?**

##### ***Undertaking community engagement***

Community and town councils (CTCs) are the tier of local government closest to local people, part of the local community, and directly accountable to its community. The work of a CTC directly affects its local surroundings and services.

Whilst there is no widely accepted definition of community engagement, and the meaning can vary in different contexts, one description is local people are 'engaged' when they play a meaningful role in the deliberations, discussions, decision-making and/or implementation of projects or services affecting them.

Through engaging people in local communities CTCs can look at ways of ensuring local people have a greater degree of control over the way local services and assets are managed and provided, and the way resources are utilised.

This theme could address, for example, finding innovative ways of consulting and engaging with local people about the work of the councils involved; making it easier and more convenient for local people to engage on a particular service or issue.

##### ***Increasing citizen participation and engagement in local democracy***

This theme is concerned with raising awareness of local people about the council's work with the aim of encouraging them to participate in the local democratic process by standing for election as councillors, or to consider putting themselves forward for co-option, where appropriate to do so.

Raising awareness and increasing participation in standing in local elections will increase the diversity of opinions, and contribute to a higher degree of legitimacy of decisions.

Support for proposals in this area recognises that raising awareness of the council's work and encouraging participation is not only about campaigns in an election year, rather, the need to build awareness and participation throughout the election cycle.

## ANNEX A



Activity under this theme could address, for example, be developing and implementing plans to increase representations on the councils involved from all sections of the community including younger people, or groups who have traditionally been viewed as seldom heard or hard to reach.

### ***Enabling clustering/working together on a shared service(s)***

In the context of CTCs clustering seems to be widely used to describe partnership, joint working, and co-operation.

There are at least two different types of clustering, including general clustering for a broad set of purposes and specific clustering for particular function/service.

The key determinant of a cluster approach is often a result of being better able to meet defined objectives. How the objectives are to be achieved dictates what the cluster will look and feel like.

### **Potential benefits of the core themes:**

#### ***Engaging communities effectively could:***

- Increase the likelihood that new proposals will be widely accepted.
- Offer more effective solutions.
- Empower and integrate people within the community
- Increase networking across the community.
- Provide a sense of working together to address issues.
- Address concerns before problems become too big.
- Increase trust in community and governance.

Well-designed engagement could allow local councils to identify and understand:

- Differing values and priorities
- Differing ways local people view the community or a particular issue
- Different ideas and potential solutions and actions

#### ***Increasing citizen participation and engagement in local democracy could:***

- Improve how local decisions respond to local needs
- Citizens can make creative and innovative proposals to solve challenges.

## **ANNEX A**

- Citizen participation is recognised as one of the main components of good governance
- Increased diversity of citizen background potentially offers wider scope for identify solutions

**A range of activities could be enhanced through clustering, for example:**

- collaboration in service delivery;
- addressing area wide issues;
- resource sharing: experience, skills and expertise, training opportunities, networking and exchanging ideas;
- sharing good practice;

Where CTCs are increasingly being asked to take on responsibility for local assets and service delivery; clustering may help build capacity and capability; help achieve economies of scale; and more successfully lever in funding and resources.