

CAERPHILLY
TOWN
COUNCIL



CYNGOR
TREF
CAERFFILI

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

TOWN MAYOR:
MEIR Y DREF:
Councillor
Mike Prew

11th February 2019

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **Monday 18th February 2019** at **6.30 p.m.**

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

A handwritten signature in black ink that reads "P. G. Davy". The signature is written in a cursive, flowing style.

Phil Davy
TOWN CLERK

A G E N D A

1. To note Members' attendance and to receive any apologies for absence.
2. Declarations of Interest in any item.
3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held on Monday 21st January 2019.
4. Matters arising from the Minutes if not covered by the Agenda.
5. COMMUNITY SAFETY MATTERS
6. TOWN MAYOR'S DIARY
7. ENVIRONMENTAL MATTERS

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

8. **TOWN CLERK'S REPORTS**
 - 8.1 Risk Management.
 - 8.2 Concessionary Hires of Caerphilly Castle.
 - 8.3 Events Working Group.
9. **PLANNING MATTERS** (see list attached)
10. **PAYMENTS AND FINANCIAL MATTERS**
 - 10.1 List of Payments.
 - 10.2 Bank Account Balances.
 - 10.3 Application for Financial Assistance.
 - 10.4 Concessionary hire of Caerphilly Castle.
11. **CORRESPONDENCE**
12. **MEMBER REQUESTS FOR FUTURE REPORTS**

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**MINUTES OF THE ORDINARY MEETING OF THE CAERPHILLY
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 21ST JANUARY 2019**

Present:

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

Apologies:

Councillors J Pritchard, S Hodder

In Attendance:

M. Kerswell CPO, Gwent Police
P G Davy, Town Clerk

76 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 19TH NOVEMBER 2018

Minutes of the Ordinary Council Meeting held on Monday 19th November 2018 were received, confirmed, and signed.

77 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

78 COMMUNITY SAFETY MATTERS

The Police are carrying out stop searches of the individuals congregating adjacent to the Natwest and dispersing the groups. Although a fight had occurred at The Cwtch the Christmas and New Year Period had been relatively quiet with few arrests. There are ongoing anti social behaviour problems at the allotments and Morgan Jones Park. A number of youths have been caught. Additional security measures are being investigated although this is unlikely to include CCTV.

Members raised the following issues:

- Traffic speeding on St Martins Road and Watford Road.
- Drug dealing at the railway station between 8.00am and 9.30am.
- Cannabis use amongst the groups opposite Sports Direct.
- Activities at Bron Rhiw Avenue.

It was noted that the Police are holding surgeries at the Caerphilly police station on Mondays between 2-4pm and Thursday 6-8pm. They are currently planned to run to June although this may change if there is limited attendance. Members agreed to promote via social media.

79 TOWN MAYOR'S DIARY

The Mayor had attended the following:

- Visits to aged persons complexes with Caerffili Lions.
- Christmas Lights switch on.
- Caerphilly Castle Christmas ice rink.
- Christmas Market.
- Christmas Lantern Parade.

The surplus selection boxes had been donated to Caerphilly Women's Services.

80 ENVIRONMENTAL MATTERS

- 1 Blocked drains and overflowing dog bins should be reported directly to CCBC for action.
- 2 There had been a successful litter pick on Caerphilly Mountain on 15th January in conjunction with Keep Wales Tidy when 33 bags of litter had been collected. A further litter pick will take place on 6th April.
- 3 The CCBC Town Centre Manager was pursuing additional facilities for the disposal of cigarette butts with the owners of various premises.

81 TOWN CLERK'S REPORTS

1 Complaints Policy and Procedure

The policy applies to complaints about administration, action or lack of action, or about the standard of service. Complaints against Town Councillors are covered by the Code of Conduct. Staff complaints are dealt with through disciplinary and grievance procedures. It was agreed to amend the procedure such that complaints would be acknowledged within 5 working days and a response provided within 28 days. This is to recognise that the office is only staffed on a part time basis.

It was resolved to approve the Complaints Policy and Procedure and place this on the Town Council website, subject to the procedure amendments.

2 Section 137 Expenditure Limit for 2019-20

It was noted that the maximum expenditure that can be incurred under section 137(1) and (3) for the financial year 2019-20 will be £8-12 per elector.

3 Q3 Budget Monitoring (2018-19 Financial Year)

The Q3 expenditure against annual estimate was noted.

4 Budget Estimates 2019-20

A report was presented to the October 2018 meeting of the Town Council on the budget strategy and draft estimates for 2019-20. Due to changing circumstances the budget assumptions have been revised as follows:

- Expenditure will be managed against the projected income and as far as practical not to call on reserves to balance revenue expenditure.
- Events / activities supported will be the same as in 2018-19 but with the addition of funding for the Caerphilly Lantern Parade
- Provision will be made for mandatory Members allowances and processing costs (excluding any carers costs)
- Separate budget line for concessionary hires of Caerphilly Castle
- Sponsorship for Fireworks Display assumed at £3250
- Pay increase already approved
- Increase in Christmas Lights budget for replacement of failed units
- An increase in the precept to fund increased expenditure.

It was resolved:

- 1 To approve the budget estimates for 2019-20 as set out in the report
- 2 The Council Tax for Band D properties is set at £15.50 for 2019-20
- 3 The budget is updated following completion of the year end accounts in April 2019

5 Community Infrastructure Levy (CIL)

The CIL Working Group met on 23rd July 2018 and agreed a list of potential projects. These were reported to the Town Council on 17th September 2018 when the projects were approved for further investigation, with the exception of “Christmas Lights” which has been ruled ineligible for CIL funding. The Working Group met again on 7th January 2019 to review the projects and arising from the recommendations from the Working Group the Town Council resolved:

- 1 To approve the “Brief to Artists” for the Welsh National Anthem Memorial subject to the following amendments:
 - No remuneration to be made for the initial design and tender submission
 - The project budget will be set at £16000, leaving a contingency of £1222 from the combined Town Council and CCBC funds
 - The completion date will be 31st March 2020
 - Five artists will be approached to confirm their interest in tendering for the commission
- 2 A sum of £5000 is earmarked from the CIL to contribute to the match funding contribution for a grant application for electric vehicle charge points subject to the town centre car parks being identified as a priority location.

- 3 The proposal for station concourse signage and a comprehensive scheme of QR codes is referred to the Town Centre Management Group.
- 4 Free wifi in the town centre is not pursued at this time due to the capital set up costs exceeding the available CIL funding and no immediately identified sources of grant funding.
- 5 Play equipment at Churchill Park is not pursued any further as this is not supported by CCBC.
- 6 The Living Christmas Tree is not pursued at either the Twyn or any other location.

82 PLANNING MATTERS

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

18/1040//RET – no objections

18/1050/ADV – no objections

18/1077/FULL – concerns raised at the lack of parking given the number of residential units

18/1053/NCC – removal of condition not justified as condition and protection of trees is important requirement.

18/1067/FULL – concerns over impact on amenity and traffic of 24 hour use.

18/1068/ADV – concerns over visual impact of signage.

18/1022/RET – no objections

19/0001/FULL – no objections

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

83 PAYMENTS AND FINANCIAL MATTERS

- 1 List of payments were noted and approved
- 2 Bank account balances were noted The Town Council was informed that the Business Bond had matured generating £450 in interest. The capital and interest had been repaid into the Community Direct Plus Account. A sum of £10,000 had been transferred from the Community Direct Plus Account to the 14 Day Business Select Account to restore the operational reserve as previously agreed reducing the unrestricted reserves to circa £20000. The position on the reserves will be reviewed as part of the year end accounts in April 2019.

3 Applications for Financial Assistance

1 The Old Library Community Coffee Shop

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

2 Caerphilly Boxing Club

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

3 Mount Carmel Baptist Church

A grant of £400 was approved. Expenditure authorised under Local Government Act 1972, section 133

4 Concessionary Hire of Caerphilly Castle

The request from Menter Caerffili was granted and the Town Council will meet the cost of the concessionary hire fee.

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

Councillor P J Bevan declared an interest and took no part in the discussion or decision making on this request.

84 CORRESPONDENCE

1 South Wales Classic Motor Cycle Club

Correspondence about the proposed event on 16th June 2019 noted. Mayor to attend.

2 Caerphilly Castle Improvement Programme Workshop

An invitation to attend the workshop had been received from Welsh Government. It was agreed that Councillors J Fussell, P J Bevan and S Kent would attend on behalf of the Town Council.

85 MEMBERS REQUESTS FOR FUTURE REPORTS

There were no requests.

The meeting closed at 7.35 pm

Agenda Item 8.1

Report to Town Council 18th February 2019

Risk Management

The Town Council is under an obligation to identify and manage the risks to public money arising from all activities. Risk management is an essential part of good governance and applies to all aspects of the Council's work.

A risk assessment was undertaken in January 2018 and updated in April 2018 to include cyber security. The risk assessment is subject to annual review.

There has been no significant change in the scope of activities undertaken by the Town Council since the risk assessment in January 2018.

The Wales Audit Office issued a report in January 2019 "Financial Management and Governance – Town and Community Councils 2017-18" which raised concerns about the current standard of financial management and governance. As a result of failings 340 councils received qualified audit opinions. This is a doubling in number and not far off half of all councils. Fortunately the Town council had an unqualified audit opinion for the 2017-18 financial year. But it remains important that the financial risks continue to be effectively managed. There are statutory responsibilities for preparing accounts and ensuring compliance with the statutory audit.

The Wales Audit Office has also highlighted the need to develop the internal audit function in a report also issued in January 2019 "Internal Audit Arrangements at Town and Community Councils in Wales". The Accounts and Audit (Wales) Regulations 2014 require town and community councils to have adequate and effective arrangements in place for an internal audit of their accounting records and their systems of internal control. Internal audit is one of the mitigating controls in relation to financial risks and provides an independent check on the management of the financial accounts.

The Town Clerk, as the Proper Officer and Responsible Finance Officer, is responsible for the effective implementation of the control environment to manage risks on a daily basis. However it is the Town Council's responsibility to ensure there is a strategy for risk management, to monitor and review the risk assessment on an annual basis, and consider, and if appropriate endorse the Annual Governance Statement.

It is not possible to eliminate all risks but the control environment seeks to minimise the likelihood of the risk arising but also to mitigate the impact if the risk does materialise.

The 2019 risk assessment is appended

Recommendation

Members are invited to review the impact and likelihood of risks occurring and approve the annual review of the risk assessment.

Phil Davy

Town Clerk

Caerphilly Town Council Risk Assessment 2019

Risk Scoring

Likelihood of risk occurring is scored from 1 to 5 where 1 is very unlikely and 5 very likely.

Impact of risk is scored from 1 to 5 where 1 is minimal to 5 major in terms of cost, impact on health, safety etc.

By multiplying the two scores together will give a score between 1 and 25. Scores below 10 are viewed as low risk, 11 to 15 medium risk, 16 to 25 high risk.

Caerphilly Town Council Risk Assessment 2019

Strategic Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
S1	Reputational damage due to Conduct of Council, Councillors or Staff; or mismanagement of Council affairs	2	5	10 Low	Code of Conduct adopted and copies provided to Councillors and Staff. Members advised by Town Clerk or Monitoring Officer. Control procedures met to avoid mismanagement or unlawful activities.
S2	Loss of public confidence	1	5	5 Low	Council conducts business in open transparent manner, meetings open to public and press. Agendas and minutes published on Council Website. Accessibility to Councillors with published telephone numbers and email addresses.
S3	Poor Event Management resulting in adverse publicity, public safety and accidents	4	5	20 High	Events Working Group to plan and debrief events. Risk assessments for each event. Event Management Plans. Compliance with statutory requirements.
S4	Communications	1	5	5 Low	Up to date in formation maintained on Council Website. Nominated spokesperson to respond to media enquiries or provide media statements (note: The Council does not have Facebook or Twitter accounts).

Caerphilly Town Council Risk Assessment 2019

Strategic Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
S5	Agenda, minutes, statutory documents, reports	1	3	3 Low	Fully documented and easily accessible. Council decision making is open and transparent.
S6	Conflict of Interest	1	3	3 Low	Maintain a Register of Members Interests. Procedure in place to record any Members interest in items on Council agenda and to publish on Council website. Where interest declared Members do not take part in the debate or decision making.
S7	Member Training – lack of knowledge could lead to poor decision making	2	4	8 Low	Suitable training will be arranged where a need is identified.
S8	Changes to responsibilities of Town Council; or merger proposals emanating from Welsh Government review of sector	2	4	8 Low	Respond to any proposals from Welsh Government to change responsibilities of Town Council. Indications that changes will be incremental and dependent on individual councils. Action plan and budget review if necessary.
S9	Brexit	5	1	5 Low	Due to scope of Town Council activities minimal direct impact.

Caerphilly Town Council Risk Assessment 2019

Compliance Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
C1	Failure to set a balanced budget	1	5	5 Low	Procedures in place to ensure annual budget setting is undertaken, precept determined and CCBC informed. Budget will be balanced through combination of balances (reserves) and precept.
C2	Employment law, legal action by employees	1	5	5 Low	Employees have contracts of employment. Council applies terms and conditions for local government staff (Note: Council employs 2 part time staff, does not have its own HR policies but use CCBC policies for guidance in any dispute that arises with staff).
C3	Unlawful activities leading to audit investigation	1	5	5 Low	Comply with local government legislation. Ensure Standing Orders and Financial Regulations are followed.
C4	Complaint from electors that Council has failed to comply with law or breached its Standing Orders and Financial Regulations leading to public interest report	3	4	12 Medium	Ensure all activities are lawful and within scope of Town Council responsibilities. Comply with Standing Orders and Financial Regulations, review as necessary to meet changes in legislation or Council's operational needs.

Caerphilly Town Council Risk Assessment 2019

Financial Risks						
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls	
F1	Failure to submit Annual Return	1	3	3 Low	Procedure and timescale for completing Annual Return is followed by Town Clerk.	
F2	Failure to set precept and agree budget	1	5	5 Low	Budget approval process in place. Budget prepared for Council meeting in November. Precept determined and CCBC notified	
F3	Expenditure not in accordance with budget	1	5	5 Low	Quarterly budget monitoring Variances reported and approved	
F4	Unlawful expenditure resulting in public interest report	1	5	5 Low	Compliance with legislation. S137 expenditure is not exceeded. Internal and external audit.	
F5	Loss of cash	1	3	3 Low	Council has no petty cash. All payments authorised by Town Clerk, recorded in cash book or equivalent and reported to Council on monthly basis.	
F6	Adequacy of Reserves	1	3	3 Low	Council has approved policy for general, earmarked and restricted reserves. Reserves are part of medium term financial planning and integral to budget planning.	
F7	Poor Management of Finances	1	5	5 Low	Quarterly budget monitoring. Monthly reporting of payments. Reconciliation of bank accounts to cash book. Internal and external audit.	

Caerphilly Town Council Risk Assessment 2019

Financial Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
F8	VAT requirements not met resulting in loss of income	1	3	3 Low	Maintain VAT invoices. Annual VAT claim made in timely manner at end of financial year.
F9	Incorrect salary payment/deductions	1	4	4 Low	Monthly salary, NI and tax deductions for staff prepared by Accountant. (PAYE) Monthly statement. Annual increments within approved pay scale. Annual salary review in accordance with Local Government pay award.
F10	Payment of allowances/expenses	1	4	4 Low	Mayors allowance which is approved as part of budget paid quarterly. Provision made for mandatory allowances, some members may opt out. Expenses claims supported by receipts and authorised by Town Clerk. Included in monthly reporting of payments.
F11	Financial assistance grants	3	4	12 Medium	In accordance with S137 and other legislation. Awards should be in accordance with criteria set by Council policy. Reasons recorded in minutes if there is a departure from policy. Monitoring of budget.

Caerphilly Town Council Risk Assessment 2019

Operational Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
O1	Annual Risk Assessment	3	5	15 Medium	Up to date risk assessment and evidence of regular review as risks change over time and new risks may be identified
O2	Health & Safety Non compliance	4	4	16 Medium	Maintain adequate procedures and document as necessary. Council occupies rented accommodation but will inform building manager of any concerns identified. Council managed events to have separate risk assessments and event plans to include health and safety.
O3	Maintenance and security of records – minutes, financial records, leases	4	4	16 Medium	Hard copy record of minutes and financial information stored in locked area. Council owns no land or buildings but has lease on office. Migration of accounts from cash book to spreadsheet will need to be backed up.
O4	Register of members interests, gifts, hospitality rigorously acknowledged and recorded	3	3	9 Low	Register maintained by Town Clerk. Declaration of Office signed and copies held by Town Clerk. Declaration of interest in any item on Council agenda recorded at each meeting and published on website.

Caerphilly Town Council Risk Assessment 2019

Operational Risks					
Ref	Nature of Risk	Likelihood 1 – 5	Impact 1 – 5	Score/ Severity	Mitigating Controls
O5	Events management to address detailed matters for individual events organised directly.	4	5	20 High	Application for road closures made to Highway Authority. Application for street collection permit made to Licensing. Consultation with police in respect of crowd safety. Employment of stewards. Publicity. Placing orders with appropriate suppliers.
O6	Maintenance of assets	1	2	2 Low	Maintain register of office equipment. Insurance cover as appropriate (Note: The Council owns no land or buildings).
O7	Reliability of IT	3	5	15 Medium	The Council business is dependent on reliable and secure IT. Maintain pc virus security, delete suspect scams. Renew support agreement with CCBC.
O8	Business Continuity Affected by prolonged absence of staff	3	5	15 Medium	Long term absence of one or both part time employees would require temporary cover to maintain business continuity. Consider the possibility of formal arrangement with adjacent Community Council or use of locum via SLCC.

Caerphilly Town Council Risk Assessment 2019

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 8.2

Report to Town Council 18th February 2019

Concessionary Hires of Caerphilly Castle

There is a longstanding arrangement where the Town Council has up to 9 concessionary hires of the Great Hall at Caerphilly Castle each calendar year.

There is a distinction to be made between the concessionary hire and the hire fee, the latter being a discounted cost on the normal rates charged by Cadw. In many cases where a concessionary hire is approved the Town Council has also agreed to pay the hire fee. But this is discretionary and there have been occasions where the organisation applying for the concessionary hire has been requested to pay the hire fee. As most requests for the concessionary hire come from local charities it is more normal for the Town Council to pay the fee and it has been administratively convenient for Cadw to invoice the Town Council directly.

Once the charitable organisation has been informed of the Town Council's decision the booking arrangements are between the charity and Cadw. The Town Council is not generally informed if there is a date change or a cancellation and may only find out by chance.

Recently a charity has cancelled an event due to poor ticket sales and Cadw requested payment of the hire fee from the Town Council in accordance with their booking conditions. The Town Clerk challenged this request as the Town Council did not make the booking and has entered no contractual relationship with Cadw to pay cancellation fees. Cadw did agree on this occasion not to pursue the payment but stipulated that all future concessionary events will be non refundable. This potentially exposes the Town Council to abortive payments for events that do not take place. As these payments are being made on behalf of third parties it makes the arrangements challengeable. The Town Council cannot be placed in a position of accepting liabilities when it has no control as to whether an event proceeds or not. It will therefore be necessary to change the current administrative arrangements. In future the hire fee will become the responsibility of the charity with the Town Council reimbursing the cost to the charity by way of a grant after the event has taken place. This will remove the liability from the Town Council to pay abortive costs and there will be a clear contractual relationship between the organisation making the booking and Cadw, with the charity being responsible for any cancellation costs. The Town Council will no longer pay the hire fee direct to Cadw.

For information Cadw has the following booking conditions:

“In the event of cancellation of any booking after written confirmation by Cadw, the client shall pay Cadw a cancellation fee calculated as follows:

- (a) If notice is received less than 2 months prior to the date of the function, the total fee will act as the cancellation fee, unless the date can be relet, in which case, the cancellation fee shall be 20% of the deposit
- (b) If notice is received more than 2 months prior to the date of the function, the deposit will act as the cancellation fee unless the date can be relet, in which case the cancellation fee shall be 20% of the deposit"

Members may wish to note that the Great Hall will be closed to all bookings in 2020/2021 for development / conservation work. Cadw has indicated that during this period all aspects of the business which involve the Great Hall will be reviewed including concessionary hires.

Members are asked to note the new administrative arrangements in circumstances where the Town Council approves a concessionary hire and agrees to meet the hire cost. In order to protect to public money this will be by way of a retrospective grant to the charity after the event has taken place and for the avoidance of doubt no grant will be paid to meet any cancellation costs. These arrangements will take immediate effect for all new concessionary hire requests

Phil Davy

Town Clerk

Agenda Item 8.3

Report to Town Council 18th February 2019

Events Working Group

The Events Working Group met on 28th January to review operational issues arising from the 2018 events. Generally existing arrangements should continue in 2019 for events organised by the Town Council. The notes of the meeting are attached.

Members are invited

1 To endorse the operational recommendations arising from discussion at the Working Group.

2 To consider using any underspends to purchase new digital radios to improve communications at events; and bilingual banners.

3 To agree the allocation of funding to the sponsored events for 2019.

4 To consider the request from CCBC for a reallocation between the Food Festival, Big Cheese and Christmas Market.

	Existing	Proposed
	£	£
Food Festival	1000	500
Big Cheese	750	1750
Christmas Market	1500	1000

Phil Davy

Town Clerk

Notes of the Events Working Group held at the Twyn Community Centre on Monday 28th January 2019

Present:

Councillors S Kent, J Grenfell, S Hodder, J Fussell

Apologies:

P J Bevan, C Elsbury, J Hibbert, M Prew, H Jackson, S Morgan, J Pritchard, R Bidgood

In attendance:

PG Davy

Councillor J Grenfell chaired the Working Group

The purpose of the Working Group was to review the 2018 events and identify any specific issues that arose and that would be relevant to the 2019 events programme.

1 Fireworks Display

- Stewards briefing needs to be better arranged, briefing notes to be drafted, and more than one person needs to be prepared to do briefing.
- There was a shortage of stewards on the night due to two people cancelling at short notice.
- Gates were not unlocked at Pontygwindy School site for car parking. There needs to be designated individual with key to open car park and lock up after event.
- Portable toilets were not delivered, company apologised for the failure.
- Complaint from ice cream seller who has licence to trade from Dafydd Williams Park. Suitable alternative location to be designated for the event where no obstruction will be caused.
- Catering to be reviewed and option of local traders to have opportunity to tender should be investigated
- Temporary directional signing should be used to direct visitors along suitable routes to main viewing areas at Crescent Road and Dafydd Williams Park.

Generally it was felt that attendance was down on previous years, which was reflected in the charity collection. Radio communications and bilingual banners had been items that the Working Group had discussed following the 2017 events but had been put on hold due to other financial commitments. The Working Group advocated these should be revisited if there are underspends on the current financial year.

The outturn cost for the 2018 event is likely to be lower than 2017 due to savings on policing and the portable toilets.

2 Christmas Lights

The Christmas Lights switch on was a well attended event on the same evening as the ice rink opened at Caerphilly Castle and had been coordinated with events at Castle Court shopping centre. The main issue was the high failure rate of the Christmas light figurines with 25% of the stock written off. Further failures are anticipated when the PAT testing is undertaken in 2019. The budget has been increased for 2019 in order to commence the phased renewal of the Christmas lights.

There were some concerns about the PA system and whether this had been correctly set up for the range of performers.

It is anticipated there will be a saving on the Christmas Lights budget.

3 Caerphilly Town Centre Summer Planters and Hanging Baskets

It was noted there is an independent Caerphilly in Bloom group that will be responsible for additional planting schemes and entering the Wales and UK competitions. In 2018 the Town Council took on full responsibility from CCBC for arranging the planters and hanging baskets. J S Lee was contracted to install water and remove the planters. The Working Group recommended the same arrangements for 2019.

Two years cost had to be absorbed in 2018/19 but the 2018 cost will be around the figure budgeted.

4 Sponsored Events

The Working Group agreed to recommend to the Town Council continued sponsorship of the following events in 2019 for which budget provision has been made (as approved by the Town Council on 21st January 2019).

	£
- Food Festival (May)	1000
- Flower Festival (June)	5750
(Note each participating organisation to receive grant of £400)	
- Big Cheese (July)	750
- Megaday (August)	4000
(Note to meet cost of marquee hire)	
Cadw Ice Rink (Nov-Dec)	500
Christmas Market	1500
Caerphilly Lantern Parade	8500
Caerphilly Arts Competition	1050

Total

23050

CCBC has approached the Town Council about the possibility of reallocating the funds between the Food Festival, Big Cheese, and Christmas Market, with a larger contribution to the Big Cheese. The Working Group felt this was acceptable in principle. However there was a view expressed that continued sponsorship of the Big Cheese and Megaday should be reviewed after 2019. Sponsorship of the Caerphilly Lantern Parade is new for 2019 and it was noted that the planning and organisation of the event will remain with CCBC officers for 2019.

The Working Group closed at 7.40pm

Case Ref. 19/0003/FULL **Site Area:** 210m²
Location: 17 Clos Gwastir Caerphilly CF83 1TD (UPRN 000043013282)
Proposal: Erect a single storey rear extension along with a loft conversion and construction of front and rear dormer roofs to create an attic bedroom
Case Officer: Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314366 (E) 186171 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 19/0021/RET **Site Area:** 977m²
Location: Nantygledyr 231 Bedwas Road Caerphilly CF83 3AR (UPRN 000043077087)
Proposal: Retain and complete the sub-division of one dwelling to create two dwellings
Case Officer: Mrs R Amundson ☎ 01443 864347 ✉ amundrh@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 316400 (E) 187846 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 19/0025/FULL **Site Area:** 186m²
Location: 38 Linden Grove Caerphilly CF83 3BH (UPRN 000043035579)
Proposal: Erect single storey rear extension
Case Officer: Mrs R Amundson ☎ 01443 864347 ✉ amundrh@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 316181 (E) 188296 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

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Case Ref. 19/0038/FULL **Site Area:** 171m²
Location: 34 Meadow Way Caerphilly CF83 1TQ (UPRN 000043009727)
Proposal: Erect rear dormer roof extension and insertion of front rooflights
Case Officer: Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 313795 (E) 186253 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Case Ref. 19/0051/ADV **Site Area:** 2246m²
Location: Moat House Inn 30 Lon-Y-Llyn Caerphilly CF83 1BY (UPRN 000043013903)
Proposal: Display various signage
Case Officer: Mrs R Amundson ☎ 01443 864347 ✉ amundrh@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314724 (E) 186614 (N)
Community Council: Caerphilly Town Council **Expected Decision Level:** Delegated

Agenda Item 9 Council Meeting 18.2.19

Case Ref.	19/0064/CLPU	Site Area:	452m²
Location:	4 Beechgrove Caerphilly CF83 3BQ (UPRN 000043035660)		
Proposal:	Obtain a Lawful Development Certificate for proposed single storey extension to the side of the dwelling		
Case Officer:	Mrs R Amundson	☎ 01443 864347	✉ amundrh@caerphilly.gov.uk
Ward:	Morgan Jones	Map Ref:	316279 (E) 188048 (N)
Community Council:	Caerphilly Town Council		Expected Decision Level: Delegated

Agenda Item 10.1

Report to Town Council 18th February 2019

List of payments

Cheque No.	Payee	In Respect Of	Amount £
304005	St. Martin's Church	Flood Lighting (energy cost)	331.47
Internet	Playworks	January Salaries	1513.17
Direct Debit	NEST (January)	Pension Contributions	16.66
Debit Card	Post Office	Stamps	250.00
Direct Debit	123 Reg	Web hosting	21.56
Internet	Caerphilly CBC	Christmas Market	1500.00
Debit Card	SLCC	Membership renewal	156.00
Direct Debit	BT	Telephone	41.69
Internet	Elsbury Access Platforms	Christmas Lights	3790.92
304006	Ashburne Dry Cleaners	Laundering of Hi Viz vests	30.00
304007	Warren Williams	Caerphilly Art Competition	750.00
304008	Haf Weighton	Caerphilly Art Competition	250.00
304009	Elin Sian Blake	Caerphilly Art Competition	50.00
304010	The Old Library	Grant	150.00
304011	Caerphilly Boxing Club	Grant	250.00
304012	Mount Carmel Baptist Church	Grant	400.00
304013	M. Prew	Mayor's Allowance Third Tranche	225.00
Internet	Welsh Government	Concessionary Hire of Caerphilly Castle	330.00
Internet	Welsh Government	Concessionary Hire of Caerphilly Castle	330.00

Agenda Item 10.2
Report to Town Council 18th February 2019
Bank Account Balances

Bank Account Balances as at 4th February 2019

	£
Community Direct Plus Account	35,704.63
14 Day Business Select Account	10,562.96
14 Day Business Select Account (Restricted Reserves)	18,474.30

Members are invited to note the balances

Agenda Item 10.3

Report to Town Council 18th February 2019

Applications for Financial Assistance

	£
Budget	7000
Commitment to date	4100
Available	2900

1 Caerphilly Library

To celebrate the National Harry Potter book event Caerphilly Library wish to invite the Ebbw Vale Owl Sanctuary and are seeking financial support for this visit of £160. The Library anticipates over 100 children attending with their parents and carers from within the Town Council area. On the basis of the number of children involved a grant of £160 could be awarded. In the absence of any specific power the expenditure would be authorised under the Local Government Act 1972, section 137.

A grant of £127-20 was awarded to Caerphilly Library in July 2017 to support a visit by Zoolab. The grant was used to pay the Zoolab directly.

2 Dance Unity Formations Teams Parent Support Group

The application is for financial assistance towards the cost of outfits. On the basis that 15 members of the dance group are resident within the Town Council area a grant of up to £150 could be awarded. A grant of £250 was awarded to the Support Group in February 2018. In the absence of any specific power the expenditure would be authorised under the Local Government Act 1972, section 137.

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

CAERPHILLY COUNTY BOROUGH COUNCIL, PENALLTA HOUSE,
TREDOMEN PARK, YSTRAD MYNACH, HENGOED. CF82 7PG.

Application for :- CAERPHILLY LIBRARY, 2, THE TWYN, CAERPHILLY, CF83 1JL

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

The Library Service provides recreational and learning services to residents of the County Borough and all those who work, study or are visiting the area. This includes lending books, audio-visual materials, providing information in book & electronic form, ICT

3. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:
facilities and study space. Library Service Strategic Action Plan 18,
Number of members/beneficiaries who are resident in the Town Council area (St. Martins and Morgan Jones Wards see attached map) 15,214 +

Note without this information your application will not be considered. National organisations may be unable to provide this information but grant awards will be capped to a maximum £100.

4. MEMBERSHIP FEES, if applicable No charge to join the library.

5. PRESENT FINANCIAL POSITION:- This should be as full as possible, but should at least detail funds held and outstanding debts and credits; if possible attach latest Financial Statement of Organisation.

The service has limited funds to support a big event such as a visit from Ebbw Vale Owl Sanctuary.

The funds that are available must be shared between all libraries in the Borough.

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

To support a visit from the Ebbw Vale Owl Sanctuary at a cost of £160.00.
(Please see letter)

Please ensure both pages of the application form have been completed. The completed application and enclosures should be returned to: Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL.

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

Tŷ Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG



Cyfarwyddwr Corfforaethol - Addysg a Gwasanaethau Corfforaethol
Corporate Director - Education and Corporate Services

www.caerffili.gov.uk | www.caerphilly.gov.uk

Town Clerk
Tŵyn Community Centre
Caerphilly
CF83 1JL

Jen Firth
02920 853911

JF/WJ

15th January 2019

Dear Councillors

Re: Application for financial assistance to support an event at Caerphilly Library

I am the Community Librarian based at Caerphilly Library and am writing to you on behalf of the Library to seek financial assistance for an event that we plan to hold.

The Library has celebrated the National Harry Potter book night event since it began in 2014. This includes a range of activities including book readings, crafts, displays, competitions and quizzes which staff in the branch plan and organise. Classes of children are also invited to visit the Library throughout the day.

The event has proved increasingly popular year on year, with over 100 children attending with their parents and carers. The aim of the event is to encourage and develop a love of books and reading and to strengthen links with the community.

This year I wish to invite the Ebbw Vale Owl Sanctuary to the Library to support this event by giving the children the opportunity to learn about and handle the owls which fits in with the Harry Potter stories.

There will be an opportunity for all children and their families living in the Wards of Morgan Jones and St Martins to attend this free event

Please would you consider helping fund this event for the local residents at a cost of £160. Many thanks for considering this request.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Firth', written in a cursive style.

Jennifer Firth
Community Librarian

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

Dance Unity formation teams' Parent Support Group
~~Ward~~ 77 Waun Draw, Caerphilly, CF83 3SL

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

main studio: Bedwas House Industrial Estate, Caerphilly
To raise funds for the children to compete in 3 major UK Latin formation Competitions

3. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Number of members/beneficiaries who are resident in the Town Council area (St. Martins and Morgan Jones Wards see attached map) 15 minimum

Note without this information your application will not be considered. National organisations may be unable to provide this information but grant awards will be capped to a maximum £100.

4. MEMBERSHIP FEES, if applicable

NIL (They pay subs towards shoes & tracksuits)

5. PRESENT FINANCIAL POSITION:- This should be as full as possible, but should at least detail funds held and outstanding debts and credits; if possible attach latest Financial Statement of Organisation.

I have included last 3 months statements.
Please note we have to fundraise £30-40,000 annually. we have 11 teams

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

Money would go towards the costs of outfits which are £395 per child under 12 and £1000 per child 12-16 years

Please ensure both pages of the application form have been completed. The completed application and enclosures should be returned to: Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL.

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

Balance Sheet

Dance Unity

As at 14 January 2019

Account 14 Jan 2019

Current Assets

Cash at bank and in hand	
Fundraising Pots	11,922.32
Dancers Subs	4,458.44
Total Cash at bank and in hand	16,380.76
Accounts Receivable	21,239.19
Total Current Assets	37,619.95

Creditors: amounts falling due within one year

Accounts Payable	15,798.31
Subs	3,609.17
Total Creditors: amounts falling due within	19,407.48

Net Current Assets (Liabilities) 18,212.47

Total Assets less Current Liabilities 18,212.47

Net Assets 18,212.47

Capital and Reserves

Current Year Earnings	18,212.47
Total Capital and Reserves	18,212.47

Agenda Item 10.4

Report to Town Council 18th February 2019

Concessionary Hire of Caerphilly Castle

A request has been received on behalf of Tenovus Cancer Care for a concessionary hire of Caerphilly Castle on 30th November 2019 for a fund raising event.

The Town Council has up to 9 concessionary hires for each calendar year. There are 6 concessionary hires that remain available for 2019.

Members are asked to decide whether the concession should be granted and whether to meet the cost of the hire fee. The current concessionary hire fee is £275 plus VAT.

(Note the new administrative arrangements outlined in Agenda Item 8.2 will apply.)

Phil Davy

Town Clerk