

**CAERPHILLY  
TOWN  
COUNCIL**



**CYNGOR  
TREF  
CAERFFILI**

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

**K. Williams**

**TOWN MAYOR:  
MEIR Y DREF:**

**Councillor  
Steve Kent**

12<sup>th</sup> September 2016

**An Ordinary Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 19<sup>th</sup> September at 6.30 p.m.**

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

K. Williams  
TOWN CLERK

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

1. To note Members' attendance and to receive any apologies for absence.
2. Declarations of Interest in any item.
3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held on 18<sup>th</sup> July 2016 and the Events Working Group held on 5<sup>th</sup> September 2016.
4. Matters arising from the Minutes if not covered by the Agenda.
5. **COMMUNITY SAFETY MATTERS**
6. **TOWN MAYOR'S DIARY**
7. **ENVIRONMENTAL MATTERS**

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

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

- a. Planters at Churchill Park.
- b. Bollards adjacent to Nat West Bank.
- c. Concessionary Hire of Caerphilly Castle.

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

10. **PAYMENTS AND FINANCIAL MATTERS**

- a) List of Payment.
- b) Bank Account Balances.
- c) List of income received.
- d) Application for Financial Assistance
  - i. Caerphilly County Borough Access Group.
  - ii. Friends of Morgan Jones Community Allotments.
- e) External Audit Report for the year ended 31<sup>st</sup> March 2016.

11. **CORRESPONDENCE**

12. **ANY OTHER BUSINESS**

**CAERPHILLY**

**TOWN**

**COUNCIL**



**CYNGOR**

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

**Ken Williams**

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**TOWN MAYOR:**  
**MEIR Y DREF:**

**Councillor**  
**Steve Kent**

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY TOWN**  
**COUNCIL HELD AT THE TWYN COMMUNITY CENTRE**  
**ON MONDAY 18<sup>TH</sup> JULY 2016**

**Present:**

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

**Apologies:**

Councillor J. Pritchard.

**In attendance:**

Mr. K. Williams (Town Clerk).

29. **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 13<sup>TH</sup> JUNE 2016**

Minutes of the Ordinary Council Meeting held on Monday 13<sup>th</sup> June 2016 were received, confirmed and signed.

30. **MATTERS ARISING FROM THE MINUTES**

- i) Morgan Jones Gatekeeper – The County Borough has confirmed they have no funds available to employ a gatekeeper for Morgan Jones Park.

The gates will therefore be left open.

- ii) Environmental Matters – Culling of Birds is ongoing.

Councillor Williams will be writing to Assembly Members on the matter.

31. **COMMUNITY SAFETY MATTERS**

- a. Members raised the matter of the Police Station and asked if there was any news on a Police Station being located in Caerphilly Town.
- b. Speeding cars along St. Martin's Road and Pontygwindy Road, especially taxis.

It was agreed to write to Licensing asking if a letter could be sent to all taxi firms.

- c. Accident on corner of Tafys Walk and Mill Road.
- d. Gwent Now – Request for police to send a copy to the Town Council.

32. **TOWN MAYOR'S DIARY**

24<sup>th</sup> June - Flower Festival.

June – Caerphilly Ladies Choir.

27<sup>th</sup> June – County Borough Mayor's Charity Launch.

1<sup>st</sup> July - Memorial Service to Commemorate Battle of Somme.

5<sup>th</sup> July – Caerphilly Lions/Children's Wheelchair.

33. **ENVIRONMENTAL MATTERS**

- a. Pavilion in Owain Glyndwr Field Repainted.
- b. Fault in Spire Light opposite Coop Bank has been reported to C.C.B.C.
- c. Heol Trecastell has been resurfaced but it is of a poor quality. It was agreed to write to Terry Shaw of the Highways Department.
- d. Weeds around the town especially the back lanes.

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

i) Caerffili and District Twinning Association

Members considered the request and agreed to a donation of £300.

ii) Motion of Support against Racism and Xenophobia

The motion in the report was debated and two amendments were put up.

The amendment by Councillor Williams was:

We, in Caerffili, are proud to live in a diverse and tolerant society. Racism and xenophobia are unacceptable and will not be tolerated. Caerffili Town Council condemns racist or xenophobic speech including that directed at our English neighbours.

Caerffili Town Council also condemns attacks, whether verbal or physical, on grounds of gender or sexual orientation, even under the pretext of religious or cultural beliefs.

We reassure all people living in the council area, of whatever race, gender, sexual orientation or religion that they are valued members of our community and will be treated equally in accordance with the laws of the land.

Following a vote by a show of hands it was defeated by 6 votes to 2 with 2 abstentions.

An amendment was put forward by Councillor Elsbury which was:

We are proud to live in a diverse and tolerant society. Racism, xenophobia and hate crimes have no place in our country. We Caerphilly Town Council condemn racism, xenophobia and hate crimes unequivocally. We will not allow hate to become acceptable.

We reassure all people living in the Caerphilly Town area that they are valued members of our community.

The Caerphilly Town Council condemn any such attacks and will report all such attacks to the police.

Following a vote by a show of hands the motion was passed by 9 votes to 2.

iii) CIL Income 2015/2016

Members noted the report regarding the Community Infrastructure Levy for 2015/2016.

iv) Letter from the Police and Crime Commissioner for Gwent.

Members agreed that the 3 representatives will be:

Councillor Steve Kent	-	Town Mayor
Councillor Simon Morgan	-	Deputy Town Mayor
Councillor Shayne Cook		

v) Family Fun Day – 14<sup>th</sup> August

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

Members agreed to a donation of £100 towards the cost of putting on this event.

35. PLANNING

Councillor J. Fussell and C. Elsbury declared an interest and took no part in the discussions or decision making and Councillor S. Kent declared an interest in Planning Application 16/0525 as he knows the applicant.

Objections were raised to the following applications:

16/0391/COU	-	Reduction of number of family homes in town centre.
16/0158/FULL	-	Out of character with town.

Members also asked why 16/0226/CLPU was required.

16/0158/FULL - Out of character with town.

Members also asked why 16/0226/CLPU was required.

### 36. PAYMENTS AND FINANCIAL MATTERS

- a. List of Payments - Noted and Approved.
- b. Bank Account Balances – Noted.

Councillors J. Hibbert and C. Elsbury declared an interest in the Caerphilly Miners Centre and took no part in the discussions or decision making.

#### c. Application for Financial Assistance

	£
i) Kidney Wales Foundation	100
ii) Ruperra Castle Preservation Trust	200
iii) Caerphilly Miners Centre for the Community	423
iv) HomeStart	200

#### d. Reinvestment of Fixed Rate Account

Members agreed to reinvest for a 12 month period at an interest rate of 1.12%.

#### e. Comparison of Expenditure to Budget

Members noted the report.

### 37. CORRESPONDENCE

#### Ombudsman annual Report 2015/2016

Members noted the report from the Ombudsman.

### 38. ANY OTHER BUSINESS

The Clerk informed Members he would be arranging a meeting for the Events Working Group.

Meeting closed at 7.30 pm.

Next meeting 19<sup>th</sup> September 2016.

**CAERPHILLY**

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**Ken Williams**

**TOWN MAYOR:**  
**MEIR Y DREF:**

**Councillor**  
**Mr. Steve Kent**

**MINUTES OF THE EVENTS WORKING GROUP MEETING HELD AT THE TWYN  
COMMUNITY CENTRE ON MONDAY 5<sup>TH</sup> SEPTEMBER 2016**

**Present:**

Councillors Mr. C. Elsbury, and S. Morgan also in attendance, Mr. P. Winslett, Mrs W. Winslett and Mrs. J. Morgan ( St. John Ambulance) and Mr. S. Wright, Elsbury Access Platforms.

**Apologies:**

Councillor J. Fussell and Ray Hughson.

**In attendance:**

Mr. K. Williams (Town Clerk).

**Fireworks 5<sup>th</sup> November 2016**

1. Stewards – It was agreed to employ 16 Stewards in total. Any additional Stewards required after volunteers will be paid £30 for the night.
2. Temporary Car Park – YGG Pontygwindy Road will be requested as a temporary car park.
3. Electric Cable – This will be moved to Councillor Hibbert's garage and PAT tested there.
4. Parking Permits – Parking permits will be issued to Brynccenydd and Heol Trecastell.

**Christmas Light Switch On – 25<sup>th</sup> November 2016**

1. The P.A. System will be supplied by SMS as in previous years.
2. Entertainment by 5 local Junior Schools and C.C.B.C. Ukulele Band and Only Boys Aloud (if available). Frozen Characters will also be employed this year.
3. Selection boxes and sweets to be supplied to choirs and children.
4. Christmas Lights – A further 6 Christmas figurines together with rope lights for Twyn Car Park is required.

Meeting closed at 6.45 pm.

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### **Planters – Churchill Park**

A request has been received for planting and maintenance of planters at Churchill Park.

There is an environmental programme within the County Borough Council that is looking to pay for the planting and maintenance in the first year.

However this programme will not cover ongoing maintenance after year 1.

The Caerphilly Town Council has been asked if it will be prepared to pay for future maintenance.

The cost of 11 maintenance visits throughout the year has been costed by the Parks Department to be £322.74.

Members are asked to consider this report and decide if this is something it is prepared to support.

### **Bollards Adjacent to Nat West Bank, Cardiff Road**

Members will recall a report asking to consider the installation of bollards alongside Nat West Bank, Cardiff Road.

At the time the request was for a contribution towards the supply and installation by the County Borough Council.

Members deferred the decision until the final costs were known.

The work has now been completed at a cost of £735.08 and the Borough Council has asked for a contribution.

Members are asked to consider this report and decide how much monies, if any, should be made.

### **Concessionary Hire of Castle**

A request has been received from Osian Rowlands for a concessionary hire of Caerphilly Castle on 22nd December 2016.

Funds raised by the Gala Dinner will be used for Eisteddfod y Cymoedd, the Urdd Eisteddfod at Bridgend and the Gala Dinner costs run by Menter Iaith (for artists costs).

Members will recall an additional 3 concessions have been allowed by CADW but these must be used between October and March.

Members are asked to consider this request and to decide on the hire payment.

<b>Case Ref.</b>	<b>16/0466/NCC</b>	<b>Site Area:</b>	<b>1281m<sup>2</sup></b>
<b>Location:</b>	<b>Fast Track Hand Car Wash 224 Pontygwindy Road Caerphilly CF83 3HY</b>		
<b>Proposal:</b>	Remove condition 6 (height restriction barrier) of planning consent 08/0148/COU - APP/K6920/A/10/2121395/WF (Change the use from petrol filling station to car valeting centre)		
<b>Applicant:</b>	Mr P Aulakh 10 Cowbridge Road Pontyclun CF72 9ED		
<b>Agent:</b>	Robert Rogers Architect Mr R Rogers 105 Talbot Road Talbot Green Pontyclun CF72 8AE		
<b>Case Officer:</b>	Mr C Powell	☎ 01495 235019	✉ powelc2@caerphilly.gov.uk
<b>Ward:</b>	Morgan Jones	<b>Map Ref:</b> 315415 (E) 188330 (N)	<b>Target Date:</b> 20.09.2016

**Community Council:** Caerphilly Town Council

**Expected Decision Level:** Delegated

<b>Case Ref.</b>	<b>16/0536/FULL</b>	<b>Site Area:</b>	<b>406m<sup>2</sup></b>
<b>Location:</b>	<b>11 Corbett Crescent Caerphilly CF83 1HP</b>		
<b>Proposal:</b>	Erect extension to the rear of the property to house level access bathroom and utility room		
<b>Applicant:</b>	Mr G Mapp 11 Corbett Crescent Caerphilly CF83 1HP		
<b>Agent:</b>			
<b>Case Officer:</b>	Mr A Pyne	☎ 01495 235197	✉ pynea@caerphilly.gov.uk
<b>Ward:</b>	St Martins	<b>Map Ref:</b> 315811 (E) 186282 (N)	<b>Target Date:</b> 22.09.2016

**Community Council:** Caerphilly Town Council

**Expected Decision Level:** Delegated

<b>Case Ref.</b>	<b>16/0640/FULL</b>	<b>Site Area:</b>	<b>697m<sup>2</sup></b>
<b>Location:</b>	<b>Land Adjacent To Swyn-y-Nant 76A Heol-Y-Ddol Caerphilly</b>		
<b>Proposal:</b>	Erect a two-storey four bedroom house		
<b>Applicant:</b>	Mr & Mrs Lees 44 Pandy Road Bedwas Caerphilly CF83 8EJ		
<b>Agent:</b>	Elbowroomspaces Mr P Santos 8 Heol Derlwyn Rhiwbina Cardiff CF14 6JU		
<b>Case Officer:</b>	Mr C Powell	☎ 01495 235019	✉ powelc2@caerphilly.gov.uk
<b>Ward:</b>	Morgan Jones	<b>Map Ref:</b> 315605 (E) 188159 (N)	<b>Target Date:</b> 19.09.2016

**Community Council:** Caerphilly Town Council

**Expected Decision Level:** Delegated

**Case Ref.** 16/0712/FULL **Site Area:** 340m<sup>2</sup>  
**Location:** 8 Badham Close Caerphilly CF83 1SH  
**Proposal:** Erect a two-storey extension to the rear of the property and small porch to front  
**Applicant:** Mr D Summers 8 Badham Close Caerphilly CF83 1SH  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 313925 (E) 186322 (N) **Target Date:** 12.10.2016

**Case Ref.** 16/0718/ADV **Site Area:** 179m<sup>2</sup>  
**Location:** HSBC 37 Cardiff Road Caerphilly CF83 1WE  
**Proposal:** Erect two halo illuminated letters and logo fascia signs, one internally illuminated projecting roundel sign and two vitreous enamelled branch nameplates  
**Applicant:** HSBC Holdings PLC Mr B French 8 Canada Square London  
**Agent:** AQP Mr M Anthony The Lux Building 2-4 Hoxton Square London N1 6NU  
**Case Officer:** Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315516 (E) 186836 (N) **Target Date:** 12.10.2016

**Case Ref.** 16/0741/FULL **Site Area:** 324m<sup>2</sup>  
**Location:** Plasfelin 18 Morgan Street Caerphilly CF83 3FQ  
**Proposal:** Erect detached garage  
**Applicant:** Mr Jones Plasfelin 18 Morgan Street Caerphilly CF83 3FQ  
**Agent:** Ferrier Hart Thomas Mr M Daniels Scimitar Court Cardiff Road Taffs Well CF15 7RF  
**Case Officer:** Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315269 (E) 187663 (N) **Target Date:** 20.10.2016

**Community Council:** Caerphilly Town Council

**Expected Decision Level:** Delegated

**Case Ref.** 16/0745/LA **Site Area:** 27524m<sup>2</sup>  
**Location:** Plasfelin Primary School Lewis Drive Caerphilly CF83 3FT  
**Proposal:** Erect single-storey extension to junior block  
**Applicant:** Caerphilly County Borough Council Mr B Hopkins Assistant Director - Education Ty Penallta Tredomen Park Ystrad Mynach Hengoed CF82 7PG  
**Agent:** Caerphilly County Borough Council Mr P Gargaro Building Consultancy Ty Penallta Tredomen Park Ystrad Mynach Hengoed CF82 7PG  
**Case Officer:** Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315218 (E) 187689 (N) **Target Date:** 13.10.2016

## LIST OF PAYMENTS

<b>CHEQUE NO.</b>	<b>PAYEE</b>	<b>IN RESPECT OF</b>	<b>AMOUNT £</b>
303693	S. Kent	Town Mayor's Allowance	40.00
303694	R. Price	Steward- Flower Festival	93.60
Direct Debit	NEST	Pension Payment	6.34
303695	Twyn Community Centre	Lease of Office	1024.00
303696	Playworks	July's Salaries	1535.91
303697	Portable Toilets	Hire of Portaloos	546.00
303698	Caerffili & District Twinning	Donation	300.00
303699	Team Caerphilly	Donation	100.00
303700	Kidney Wales Foundation	Donation	100.00
303701	Ruperra Castle Preservation Trust	Donation	200.00
303702	Caerphilly Miner's Centre for the Community	Donation	423.00
303703	HomeStart	Donation	200.00
Direct Debit	1.2.3. Reg	Domain Name	17.96
Direct Debit	B.T.	Telephone A/c	53.74
Direct Debit	NEST	Pension Payment	6.34
303704	Playworks	August Salaries	1554.93
303705	Caerphilly County Borough Council	Big Cheese Sponsorship	750.00

### Bank Account Balances as at 3<sup>rd</sup> August 2016

£

Community Direct Plus Account	7933.80
14 Day Business Select Account	30523.96
Business Select 14 Day Gratuity Account	5041.92
Guaranteed Investment Account	31015.71

### INCOME RECEIVED FOR PERIOD 01/04/16 TO 01/08/16

<b>Date</b>	<b>Received from</b>	<b>In Respect of</b>	<b>£</b>
12/04/16	CCBC	Grant for Flower Festival	1500.00
25/04/16	Customs & Excise	VAT Claim	5732.76
03/05/16	CCBC	Precept	39788.52
06/06/16	Twyn Community Centre	Donation	308.00
28/06/16	Glanmors	Donation	80.00
05/07/16	CCBC	CIL	100.00
12/07/16	Llanbradach & Pwll y Pant CC	Donation for Fireworks	300.00
01/08/16	Aber Valley CC	Donation for Fireworks	250.00



Tel . 029 2086 5657

E-mail [ccbagsecretary@yahoo.co.uk](mailto:ccbagsecretary@yahoo.co.uk)

Charity Number 1062933

**PRESIDENT LORD TOUHIG**

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Mr K Williams  
Caerphilly Town Council  
Twyn Community Centre  
The Twyn  
Caerphilly  
CF83 1JL

5 Pen-y-Cae  
Mornington Meadows  
Caerphilly  
CF83 3BS  
18.8.16

Dear Mr Williams,

The Access Group is seeking funding for our running costs of approximately £1000 per year. These costs are vital if the work of the Group is to continue. The Group has no permanent source of income and relies on contributions from organisations such as yours. We would be grateful if your Council could consider contributing towards these cost. We enclose our last audited accounts and a leaflet which tells more of our work.

Yours Sincerely

JA Cooper  
Treasurer

# CAERPHILLY COUNTY BOROUGH ACCESS GROUP ANNUAL ACCOUNTS

MARCH 1ST 2014 TO FEBRUARY 28TH 2015

INCOME	£	EXPENDITURE	£
GRANTS		AFFILIATION	0.00
[Restricted Fund]	0.00	[Disability Wales]	
		CENTRE FOR ACCESS.	
		ENVIROMENTS	0.00
		CAPITAL ITEMS	0.00
		CONF. TRN. TRVL.	550.00
Non Restricted Fund	0.00	POST. TPHN. STAT	51.98
DONATIONS	20.00	MISCELLANEOUS	0.00
FUND RAISING	39.36	SEC. PERS. EXPNS.	90.00
CONSULT. DON.	160.00	INTERNET CHARGES	0.00
Sub Total	219.36		
Bal. C/F Feb. 2014	1,735.35		
TOTAL INCOME	1,954.71	TOTAL EXPEND.	691.98

TOTAL INCOME	£	1,954.71
TOTAL EXPEND	£	691.98
BALANCE C/F	£	1,262.73

BANK OF SANTANDER	407.27
BANK OF MIDDLESBURY	855.46
BANK OF 15.09.15	1,262.73

Accounts prepared by Treasurer.

Signed *[Signature]* Dated. 15.9.15

Accounts Audited by MRS SHEILA HOPKINS

Signed Mrs S.V. Hopkins Dated. 15-09-2015

Accounts accepted on behalf of the Access Group by Chairperson

Signed *[Signature]* Dated. 15.9.15

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.  
(FRIENDS OF) MORGAN JONES'S COMMUNITY ALLOTMENTS  
MILL ROAD, CAERPHILLY
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION  
MRS. ELIZABETH THOMAS - SECRETARY  
1 WERNDDU ROW, VAN, CAERPHILLY, CF83 3DB.
3. PURPOSE OR ACTIVITIES OF ORGANISATION -- if possible attach copy of Constitution  
TO ENGAGE A WIDE RANGE OF COMMUNITY IN HEALTHY OUTDOOR ACTIVITIES  
RELATED SPECIFICALLY TO GARDENING ORGANICALLY, OBTAINING SKILLS IN - eg. STRIMMING,  
BASIC WOODWORK. ALSO TO PROMOTE CONFIDENCE, SOCIAL EVENTS - ABOVE ALL TO HAVE FUN  
IN DOING SO!
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:  
VERY VARIABLE X SEE LETTER  
Total No. \_\_\_\_\_ Number Resident in Town Council area (see attached map) 50%
5. MEMBERSHIP FEES, if applicable N/A
6. PRESENT FINANCIAL POSITION:- This should be as full as possible, but should at least detail funds held and outstanding debts and credits; if possible attach latest Financial Statement of Organisation.  
IN PROCESS OF SETTING UP CO-OPERATIVE BANK ACCOUNT BUT  
HAVE £25 in cash from fundraising and £250 awarded by  
POLICE - GOOD DEEDS AWARD.
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:
- |   |              |
|---|--------------|
| <u>TOOLS (eg. spades, forks, rakes, shears, hoes)</u> | <u>£ 300</u> |
| <u>TOP SOIL/ COMPOST MIX - (LOOSE)</u>                | <u>£ 100</u> |
| <u>PAINT</u>  | <u>£ 50</u>  |

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.

1 Wernddu Row,

Van,

Cerphelly.

OF83 3DB.

July 21<sup>st</sup>, 2016.

Dear Town Clerk,

To Secretary of Morgan Jones's Community Allotments

I am writing to ask if you would be kind enough to offer us some financial assistance.

Until the present day, we have managed to get by because of invaluable help from Communities First / Groundwork Officer Mr. Mark Kelly who has supported us by transportation of a comprehensive range of gardening tools for us to use. However, in the not so distant future he will be moving on to help with other projects so, in effect, we will be left toolless! We have the option to bring in whatever tools we have at home - but certainly not enough to supply all volunteers,

We have been really very fortunate in that we have had a partnership donated to us, with many thanks to Councillor Phil Bever, and the Pwera Trust so now we have a wonderful storage space for all allotment requisites! To make the partnership more attractive we need to paint it before growing plants up trellises to blend in with the local environment - hence request for paint funds!

Up until today, we've had volunteers from Plesyfeiri Primary, Cerphelly, Ysgol Gymreg, Ceoffiti, St. Mabri's, Rhymney Comprehensive (Top of Valley), Dargaid, Job St. Sekeo, Llanau and disappled pupils from different areas - hence the difficulty in providing exact numbers of participants. We also have a number of individual volunteers, some of whom have gone on to obtain full time employment. Of course, we are very pleased for these individuals, and miss them, but all have called in to see us and have remarked on the growing improvements (literally) on site

Some of our volunteers came from as far afield as Larkhall, also from  
Nortgarth Road, Traws Cribbe.

To date, we've had volunteers who have increased skills in carpentry  
having made composters, salad frames from recycled pallets and with Mark's  
help, a shelter, bench and table have been designed and constructed. Volunteers  
have options of observing courses and last night there was a Japanese Knotweed  
Awareness session.

We have great plans for the future, including a Wildlife area,  
with a pond (a recycled bath - already installed), a contemplative area and  
we wish to build an area of raised beds (just inside the gates) for  
order to facilitate gardening for those with physical disabilities.

The local community has supported us (i.e. Cephally Garden Centre  
supplying seeds, neighbouring people donating fruit trees etc) and we've  
gone for the Green Flag and entered the RHS. 'It's Your Neighbourhood'  
Scheme' in which an RHS judge came to see our efforts - so far!  
No results as yet!

With support from you we can make this an even better Community  
Space where we can continue to hold events such as Bushcraft sessions,  
for young people, sunflower growing competitions. The list is endless.

Thankyou for reading my letter, written on behalf of all our hard  
working volunteers (some inspired by the Liberator - I forgot to add!)  
and hope you will add your support to our wonderful projects.

Yours, very sincerely,

Elizabeth Thomas. (Mo)  
(eng)

email - ejt 1 aug@yahoo.com

## CONSTITUTION

### FRIENDS OF MORGAN JONES PARK & COMMUNITY ALLOTMENT

#### **A. Name**

The name of the association is **Friends of Morgan Jones Park & Community Allotment.**

#### **B. Aims**

The associations aims are: -

To organise and manage areas of Morgan Jones Park & Community Allotment for members use and to promote them as a leisure and social pastime for the whole community.

The association shall be non-political and non-religious and promote equal opportunities in all activities.

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

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

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

#### **D. Membership**

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

#### **E. Annual General Meeting**

- (1) There shall be an Annual General Meeting in the first quarter of each year with 14 days notice given to all members.
- (2) The committee shall present the annual report and accounts.
- (3) The members shall elect the Chair, Treasurer and Secretary for the coming year, together with not more than 6 Committee members(s).

Every member shall have one vote.

- (4) Nominations for election to the committee may be made at the AGM.

#### F. Committee

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

#### G. Money

- (1) Funds will be held in a bank account operated by the committee in the name of the association. All cheques must be signed by two committee members.
- (2) Funds shall only be used to support the aims of the association.

#### H. The Constitution

Changes to the constitution or a decision to wind up the association must be confirmed by a majority of members present and voting at a general meeting for all members called with 14 days notice. Any assets remaining will be given to a charity with similar aims.

#### 1. Arrangements until first Annual General Meeting

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

Adopted on the.....

Signed by (Print name and address aswell)

Chair.....  DENIS BLADEN 142 NANTGARWAL CF83 1AP.

Secretary..... G. J. Thomas ELIZABETH THOMAS 1 WERN ODU ROW, VAN, CAERPHILLY, CF83 3J

Treasurer..... DJONES..... DILYS JONES 15 CAE LLWYD CAERPHILLY CF83 3HB

Members of Committee.....  CHRIS NOTTINGHAM 2 WARREN DRIVE, CF83 1HQ

Cheryl Campbell 18, Station Terrace CF83 1HD.....

Seren Thomas, 6 Wern Odu Row, CF83 3DB.....

.....  
.....



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Mr K Williams  
Twyn Community Centre  
The Twyn  
CAERPHILLY  
CF83 1JL

02 September 2016

our ref: 2016/J3/CAER04/FINAL

Dial: 023 8088 1737

Email: councilaudits@bdo.co.uk

Dear Mr Williams

**Caerphilly Town Council - Audit for the year ended 31 March 2016**

On behalf of the Auditor General for Wales, we have now completed the above audit. Please find enclosed the following documents;

- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Issues arising from the audit
- Date selection form for 2016/17
- Contact details
- Survey 2015/16
- Annual Return

We will be raising an invoice on behalf of the Auditor General for Wales in accordance with the Public Audit (Wales) Act 2004, at the end of the month.

The enclosed annual return should be presented to the council, now that our audit opinion has been given, and a minute should be made to show that the Annual Return has been approved and accepted by the council. The issues arising report should also be presented to the council and an action plan produced, if required, to indicate how the issues raised will be addressed. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before the 30 September 2016.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

Mrs Emma Prince  
For and on behalf of BDO LLP

Enc.



# Accounting statements 2015-16 for:

Name of body: **CAERPHILLY TOWN COUNCIL**

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

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

## Statement of income and expenditure/receipts and payments

1. Balances brought forward	56758	58915	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	77726	78651	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	14985	15001	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	18443	18742	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	72111	74603	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	58915	59222	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

## Statement of balances

8. (+) Debtors and stock balances	NIL	NIL	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.				
9. (+) Total cash and investments	58915	59222	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.				
10. (-) Creditors	NIL	NIL	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.				
11. (=) Balances carried forward	58915	59222	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).				
12. Total fixed assets and long-term assets	51661	51661	The <b>original</b> asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.				
13. Total borrowing	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The Body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

## Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

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

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

## Annual Governance Statement (Part 2)

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


\* Please delete as appropriate.

### Council/Board/Committee approval and certification

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


#### Certification by the RFO

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2016.

RFO signature:   
 Name: KENNETH WILLIAMS  
 Date: 26/4/16

#### Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute 18 of 23 MAY 2016  
 Chair signature:   
 Name: STEVE KENT  
 Date: 23/5/16

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

#### Certification by the RFO

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2016.

RFO signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

#### Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Chair signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Auditor General for Wales' Audit Certificate and report

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

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2016 of:

CAERPHILLY TOWN COUNCIL

### External auditor's report

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

~~[These matters along with]~~ Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated 9/8/16.

### Other matters and recommendations

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

Please see enclosed report

BDO LLP Southampton  
United Kingdom

(Continue on a separate sheet if required.)

External auditor's name:

BDO LLP Southampton  
United Kingdom

External auditor's signature:

BDO ul

Date:

9/8/16

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: **CAERPHILLY TOWN COUNCIL**

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2016.

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

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

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

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

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

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

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

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 30/04/2016.] Delete if no report prepared.

### Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2014-15 and 2015-16. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: ROGER BARRIE WILLIAMS

Signature of person who carried out the internal audit: [Signature]

Date: 30/04/2016

ISSUES ARISING REPORT FOR  
Caerphilly Town Council  
Audit for the year ended 31 March 2016

## Introduction

The following matters have been raised to draw items to the attention of Caerphilly Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- No engagement letter with internal auditor
  - Budgetary Process
  - Bank account
-

The following issue(s) have been raised to assist the body in improving its internal controls or working practices. The body is recommended to consider these but is under no statutory obligation to act upon them.

#### No engagement letter with internal auditor

##### *What is the issue?*

The council have been unable to provide a copy of an engagement letter with the internal auditor. The engagement letter should be provided by the internal auditor on initial appointment and updated periodically.

The engagement letter should agree the expectations of the two parties and should include the following:

- roles and responsibilities
- ▣ audit planning, scope and timing
- ▣ reporting requirements
- assurance around independence and competence
- access to information, members and officers
- ▣ remuneration

##### *Why has this issue been raised?*

In the absence of such a letter or similar document, the council cannot be certain that the internal auditor will fully meet their expectations and comply with the requirements of the Accounts and Audit Regulations. The engagement letter confirms expectations of the internal auditor and the council.

##### *What do we recommend you do?*

The council must ensure that an engagement letter or similar document is agreed prior to the commencement of the appointment for the next audit year. The letter or document should as a minimum set of the scope of the assignment to ensure all parties concur.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in Wales - A Practitioners' Guide, OVW/SLCC

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The following issue(s) have been raised to assist the body. The body is recommended to take action on the following issue(s) to ensure that the body acts within its statutory and regulatory framework.

### **Budgetary Process**

#### *What is the issue?*

Although a precept was set by the due date and a budget was prepared the council did not undertake adequate budget monitoring during the financial year.

#### *Why has this issue been raised?*

The council has potentially demonstrated a lack of financial control over the spending and receipt of public money and were exposed to the risk of overspending.

#### *What do we recommend you do?*

The council must regularly review, and ensure this review of the budget against the actual income and expenditure is minuted. We recommend that the council monitors the budget at least quarterly or more frequently if required. The amount of budget monitoring undertaken during the year will depend upon the size of the council and the complexity of its finances.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in Wales - A Practitioners' Guide, OVW/SLCC

### **Bank account**

#### *What is the issue?*

The Council has a Gratuity bank account.

#### *Why has this issue been raised?*

The Local Government Superannuation (Discretionary Payments) Regulations 1996 were repealed on 16 January 2012, by The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011. The Council now has no power to make any gratuity payments.

#### *What do we recommend you do?*

Before any payment is made the Council must seek legal advice in respect to any payments which it feels it may have to fulfill as these may have been made void by the 2011 Regulations and will therefore be ultra vires.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in Wales - A Practitioners' Guide, OVW/SLCC

No other matters came to our attention.

For and on behalf of  
BDO LLP

Date: 09 August 2016

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