

**CAERPHILLY**

**TOWN**

**COUNCIL**



**CYNGOR**

**TREF**

**CAERFFILI**

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

**P. G. Davy**

**TOWN MAYOR:  
MEIR Y DREF:**

**Councillor  
Simon Morgan**

**7<sup>th</sup> February 2018**

**An Ordinary Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 19<sup>th</sup> February 2018 at 6.30 p.m.**

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

Phil Davy  
TOWN CLERK

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

Prior to the commencement of the meeting representatives from consultants acting on behalf of CADW will attend to discuss the marketing strategy for Caerphilly Castle.

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 15<sup>th</sup> January 2018. .
4. Matters arising from the Minutes if not covered by the Agenda.
5. **COMMUNITY SAFETY MATTERS**
6. **TOWN MAYOR'S DIARY**
7. **ENVIRONMENTAL MATTERS**

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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. **TOWN CLERK'S REPORTS**

- 8.1 Membership Organisations.
- 8.2 Data Protection.
- 8.3 Events Programme 2018.
- 8.4 Replacement of Town Council Notice Board.

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

10. **PAYMENTS AND FINANCIAL MATTERS**

10.1 List of Payments.

10.2 Bank Account Balances.

10.3 Applications for Financial Assistance

- (i) PTA at St. Martin's Comprehensive School.

- (ii) Dance Unity Formation Teams

Application was deferred at the meeting on 15<sup>th</sup> January 2018 for confirmation of the number of dancers resident within the Town Council area. Number confirmed as 26.

- (iii) 1223 (Caerphilly) Squadron Air Training Corps.

- (iv) Pandy Road Allotments Association.

10.4 Concessionary Hire of Caerphilly Castle

- (i) Menter Iaith Sir Caerffili.
- (ii) Twinning Association.
- (iii) Welsh Hearts Charity.

11. **CORRESPONDENCE**

12. **MEMBER REQUESTS FOR FUTURE REPORTS**

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**Phil Davy**

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

**Councillor**  
**Simon Morgan**

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY**  
**TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE**  
**ON MONDAY 15<sup>TH</sup> JANUARY 2018**

**Present:**

Councillor P.J. Bevan, C. Elsbury, S. Kent, J. Hibbert, J. Grenfell, M. Prew, H. Jackson, S. Morgan (Town Mayor), J. Fussell, J. Pritchard.

**Apologies:**

Councillor S. Hodder, R. Bidgood.

**In attendance:**

G. Clifton, J. McDonnell representing Gwent Police

P.G. Davy (Town Clerk).

**73. MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 20<sup>TH</sup> NOVEMBER 2017**

Minutes of the Ordinary Council Meeting held on Monday 20<sup>th</sup> November 2017 were received, confirmed and signed.

**74. MATTERS ARISING FROM THE MINUTES**

Minute 63 - Gwyn James, Clerk Risca East Community Council has agreed to undertake the internal audit for 2017/18.

Minute 71 – Cllr J. Grenfell had requested an item on the agenda for this Council meeting on the Remembrance Day Parade arrangements in 2018. The Mayor allowed the matter to be discussed. Cllr Grenfell requested the support of the Town Council to make representations to the British Legion to have a major parade at the Caerphilly Cenotaph as 2018 was the centenary of the ending of the First World War. The Council agreed to support the request and Cllr Grenfell would pursue the matter with British Legion.

75. **COMMUNITY SAFETY MATTERS**

Inspector Clifton provided an overview of policing activity. Reported crimes were running at an average level. He referred to the Townsafe initiative with a focus on the night time economy with officers working shifts into the early hours of the morning. Operation Garden would be operating for 4 weeks from 14.01.18 with plain clothes officers gathering intelligence on local criminals. He was pleased to report an increase in establishment of the Neighbourhood Policing Team and a reduction in long term sickness absence which meant that 6 or 7 officers would now be on shift.

Issues raised by members:

1. Parking in the town centre – widespread long term parking on double yellow lines.
2. Congestion and safety at school pick up times caused by indiscriminate parking by parents.
3. Inconsiderate parking in residential streets causing obstruction to traffic flow.
4. Use of Caerphilly Police Station – only operates 9 to 5 weekdays for public access. Encouragement being given for response officers to use as a base when operating in the town.
5. Speeding on Lon y Llyn – no reports had been received by police but arrangements will be made for speed camera to be used.
6. Traffic lights at St. Martin's Farm junction – this was a CCBC Highways matter.
7. Extent of drug use within the town – Operation Irontrack was one means to identify drug use in pubs and clubs.

The next Action Day was scheduled for 22<sup>nd</sup> January but the area and focus had still to be determined.

It was noted that Richard Tovey had moved to another role and had been replaced by Alan Cotterill.

76. **TOWN MAYOR'S DIARY**

The Mayor had attended the following:

1. Christmas Light Switch On.
2. Castle View elderly persons home.
3. Brodawl elderly persons home.
4. Castel Maen elderly persons home.

77. **ENVIRONMENTAL MATTERS**

No specific issues were raised.

Cllr S. Kent referred to the challenge of plastics recycling and the need for a deposit scheme.

## 78. TOWN CLERK'S REPORTS

### 1 Caerphilly Fireworks Display 2017

It was resolved:

1. To round up the street collection to £5,500 with £2,750 being donated to each of the Town Mayor's charities.
2. To make a donation of £500 to Caerffili Lions in recognition of the help provided in organising the street collection.
3. To reappoint Pendragon Fireworks and Pyrotechnics to undertake the fireworks display in 2018.

### 2 Q3 Budget Monitoring

Members noted the report.

### 3 Confirmation of Town Clerk's Appointment

It was resolved:

In accordance with the terms of the contract the Town Clerk having satisfactorily completed the probationary period be confirmed in the post.

The Town Clerk, Mr. P. G. Davy, declared an interest and took no part in the discussion.

### 4 Risk Management

The Town Council is under an obligation to identify and manage the risks to public money arising from all activities. Risks have been assessed in terms of likelihood and impact across four categories – strategic, compliance, financial, operational.

It was resolved:

To approve the risk assessment and review on an annual basis, except that any significant change in relation to risks arising from a change in circumstances should be reported to the Town Council when they arise.

### 5 Business Debit Card Proposal

It was resolved:

1. To accept the use of a Business Debit Card on the Community Direct Plus Account (current account) and an application is made to the Coop Bank.
2. The Town Clerk (Responsible Finance Officer) is the authorised user of the Business Debit Card with a daily limit of £750.
3. To approve the amendments to Financial Regulations in respect of the introduction of the

Business Debit Card.

6 IT Support Agreement.

The Council's business is dependent on reliable and secure IT. The report outlined a formal support agreement with CCBC IT Service.

It was resolved:

To approve the IT support agreement with CCBC at an annual cost of £500.

7 Section 137 Expenditure: Limit for 2018-19

The maximum expenditure that can be incurred under both section 137 (1) and (3) for the financial year 2018-19 will be £7.86 per elector.

Members noted the report.

8 Review of Town and Community Councils

The report was deferred to enable a separate meeting to be arranged to discuss a response to the questions posed by the Review Panel.

**79. PLANNING MATTERS**

The following applications were considered and comments made as follows:

17/0944/FULL – No objections.

17/1081/FULL– No objections.

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

**80. PAYMENTS AND FINANCIAL MATTERS**

1. List of payments noted and approved.

2. Bank Account Balances noted.

The closure of the Business Select Instant Access Account is linked to funds being moved to a one year fixed rate business bond (minute 67.2)

**3. Applications for Financial Assistance**

(i) Dance Unity Formation Teams – application deferred to seek confirmation on the number of dancers resident with the Town Council area.

(ii) Llamau - £250 approved.

(iii) Castel View Community Group - £250 approved. Cllr S. kent declared an interest

and took no part in the discussion or decision making. Cllr C. Elsbury declared an interest and took no part in the discussion or decision making.

81. **CORRESPONDENCE**

1 Parks and Countryside Operations Manager

Parks Services has withdrawn from organising floral displays on behalf of Town and Community Councils. The Town Council will have to take full responsibility for organising Caerphilly in Bloom from 2018.

2 Council Tax Base Notification

The Council Tax base for the Town Council in 2018/19 is 6223.46 Band D equivalent dwellings.

82. **MEMBER REQUESTS FOR FUTURE REPORTS/INFORMATION**

There were no requests.

83. The Mayor advised the Council that Cllr Shelly Hodder had been ill including a period of hospitalisation. It was agreed that flowers and best wishes should be sent on behalf of the Town Council.

The meeting closed at 8.00 pm.

## **Agenda Item 8 (1)**

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

#### **Membership Organisations**

The previous Town Clerk was a member of the Society of Local Council Clerks and the annual membership fee was paid by the Town Council. The membership expired at the end of 2017 and the SLCC has been notified that Ken Williams is no longer employed by the Council.

Currently the Council is not subscribing to any umbrella organisation. There is a benefit in belonging to at least one organisation which can provide a source of information on matters pertinent to the business of the town and community council sector. In addition there may be occasions when technical advice may be needed to address a particular issue and it is useful to have recourse to an umbrella organisation.

As well as the SLCC the other body that would be relevant is One Voice Wales. There is some overlap between the two organisations in terms of the services provided but the fundamental difference is the SLCC is a professional body specifically for Clerks and other staff in Local Councils, whereas One Voice Wales serves Councils in Wales as corporate bodies.

The subscription rate for the SLCC is based on the gross (pro rata) annual salary of the Clerk. For 2018 this would equate to £147 plus a joining fee of £12.

The normal annual subscription rate for One Voice Wales for financial year 2018/19 would be £2164. However this is abated by 50% during the first twelve months of membership making the fee £1082.

Each organisation promotes the benefits of membership and a summary is attached for information.

Members are requested to consider whether membership of either organisation should be pursued.

Phil Davy

Town Clerk



# Benefits of Membership

**Look at the benefits available to members:**

**Free advice** - provision of legal advice and general advice in respect of improving service delivery. Many Councils have avoided costly mistakes as a result of the advice we provide. At the very least, the advice provided can give peace of mind to Councils as well as an invaluable 'insurance' fall-back if things are about to go wrong.

**Employment matters** - support and guidance on a range of employment matters.

**Financial guidance** - expert support on all council financial matters.

**Audit advice** - general advice on audit matters.

**Low Cost Consultancy Services** – covering employment law, HR and health & safety

**Representation with the Welsh Government** - One Voice Wales works closely with Government Ministers and officials which means that we are always up to date on developments affecting councils. We also work with a range of other partners promoting the interests of councils.

**Training courses and seminars** - Provided at subsidised rates and supported by a bursary scheme for the smaller councils. The modules on offer are continually being expanded as we respond to the needs of our members.

**E-bulletin**- published monthly and issued to member councils, highlighting current developments in the sector at a national and local level and sharing good practice.

**Annual Conference** - an annual conference is organised for our members, enabling them to hear directly about developing policy and service delivery agendas. This is supplemented by an Annual Conference for Larger Councils.

**Annual Awards and Best practice** - gathering and sharing information on best practice for councils on all sorts of issues. Recognised at the Annual Awards Conference and Ceremony and shared at Area Committees and the Larger Councils Committee.

**Website** - with a dedicated Members' Area full of useful information for councils and councillors in Wales.

**External Consultations** - Advice and guidance on external consultations and in many cases submitting views on behalf of our members and on behalf of our sector

**Sharing information with other councils** - member councils are encouraged to share information about their news and activities through One Voice Wales' website, Committees and newsletters - they can then contact each other directly to learn from each others' experience.

# YOUR 2018 RENEWAL INFORMATION

# SLCC

Society of Local Council Clerks

Professional Supportive Innovative

## 10 Reasons to Renew



1. Contact our team of experienced advisors by telephone or email for answers to your professional queries.



2. Review our bi-monthly magazine called 'The Clerk' packed with advice, information and case studies from fellow members.



3. Discover the latest legislation and regulation at our conferences and events at a discounted rate.



4. Network with fellow clerks and discuss current issues at regular county based branch meetings.



5. Representation with Government, sector partners and stakeholders in respect of practical issues in your day to day work.



6. Save on a range of council products and services, including office stationery, books and energy supplies.



7. Read our bi-weekly news bulletin containing the latest sector news and information.



8. Access best practice advice on a range of topics in the members' area of our website.



9. Maintain good practice by studying for a sector qualification or attending a continuous professional development course at a discounted rate.



10. Access the free confidential 24hr counselling service for any personal issues.

[www.slcc.co.uk](http://www.slcc.co.uk)

Follow Your Society on Twitter @SLCCnews and LinkedIn

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## **Agenda Item 8 (2)**

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

#### **Data Protection**

Members will be familiar with the requirements of the Data Protection Act 1998 which imposes a responsibility to protect personal data stored on computers or in an organised paper filing system. Organisations should

- Only collect information that is needed for a specific purpose
- Keep it secure
- Ensure it is relevant and up to date
- Only hold as much information as needed, and only for as long as needed
- Allow the subject of the information to see it on request

Most organisations that process personal data must notify the Information Commissioner's Office of certain details about the processing. However the Act provides exemptions from notification for:

- Organisations that process personal data for staff administration (including payroll); advertising, marketing, and public relations (in connection with their own business activity); accounts and records
- Organisations that process personal data only for maintaining a public register

These exemptions appear relevant to the Town Council. There is a limited amount of personal data held on the two part time employees for administrative purposes. The information held on members is in the public domain as a consequence of undertaking the role of community councillor (eg name, address, telephone, email address).

The law is changing. The General Data Protection Regulation (GDPR) is a new, Europe wide law that replaces the Data Protection Act 1998. The GDPR sets out requirements for how organisations will need to handle personal data from 25<sup>th</sup> May 2018. The GDPR is intended to strengthen and unify data protection for all individuals within the EU. There will be a new UK Data Protection Act which when passed will define "public authority". Given the status of the Town Council it is very likely that it will be a public authority for the purposes of the GDPR. The significance of this definition is that under the GDPR a public authority must appoint a Data Protection Officer (DPO).

The person appointed as a DPO can be an existing employee, provided the professional duties of the employee are compatible with the duties of the DPO and do not lead to a conflict of interest. On the assumption that the existing exemptions for registration will still apply, and given the limited amount of personal data held by the Town Council, it appears the role of the DPO can be fulfilled by the Town Clerk.

The GDPR requires personal data to be processed in a manner that ensures its security. This includes protection against unauthorised or unlawful processing and accidental loss, destruction or damage. It requires that appropriate technical or organisational measures are used. If the scope of activities undertaken by the Town Council should change in the future resulting in the processing of personal data the functions of “controllers” and “processors” would need to be defined to ensure compliance with the GDPR.

The GDPR is an evolution of the data protection legislation but fundamentally is concerned with how organisations look after personal data. Failure to comply risks reputational damage and fines.

Members will be updated as advice and information emerges about the new legal requirements for data protection and the implications for town and community councils, including the need to formally resolve the appointment of a DPO.

The report is for information.

Phil Davy

Town Clerk

## **Agenda Item 8.3**

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

#### **Events Programme 2018**

The Events Working Group met on 29<sup>th</sup> January to undertake a debrief on the 2017 events organised by the Town Council and to consider the events programme for 2018, including both the events directly organised and other events where the Town Council provides financial sponsorship.

One of the biggest changes for 2018 is that the Town Council has now taken on full responsibility for organising Caerphilly in Bloom.

The notes from the Events Working Group are attached to this report. The Working Group is advisory and a number of recommendations need to be considered by the Council including additional expenditure beyond that budgeted for the events.

#### **Recommendations**

1 To agree the purchase of new two way digital licensed radios, to be funded from anticipated year end underspends. A provisional budget of £3000 (ex VAT) should be approved for this purpose.

2 Having regard to safety and welfare considerations there is a formal chain of command at Council organised events with the following designated roles:

Chief Steward / Security Supervisor

Cllr C Elsbury

Senior Stewards

Cllrs J Grenfell, H Jackson

3 Notwithstanding representations received the traffic control barriers should not be extended to the Morgan Jones flats for practical reasons of access for other occupiers and users.

4 To agree the reappointment of Rees Sound to provide the PA system at the Fireworks Display.

5 To note other operational issues discussed for the Fireworks Display but which will be addressed within the approved budget.

6 To confirm that the Christmas Lights switch on should remain at The Twyn.

7 To agree the reappointment of Sound Media Solutions to provide the PA system at the Christmas Lights switch on.

8 The Council will continue to purchase a Christmas Tree on an annual basis and suitable arrangements are made to inspect the tree prior to delivery whichever supplier may be used. New decorations should be purchased for 2018.

9 The programme of phased replacement of Christmas Lights is continued within the approved budget for the event.

10 Approval is given to enhancing the lighting scheme at The Twyn with laser projectors and lighting of trees in The Twyn Car Park in 2018. A provisional additional budget of £3000 (ex VAT) should be approved for this purpose. (Note this may be a first phase of a more ambitious lighting scheme for the town centre which can be considered as part of the discussions on future capital investment from earmarked funds).

11 To note the actions taken to ensure that Caerphilly in Bloom will proceed in 2018.

12 To agree the Events Working Group proposals for the Flower Show sponsorship that the coach is discontinued and the cost saving is used to increase the grant to each of the participating organisations to £400.

13 To confirm financial sponsorship of other events in 2018 as follows:

	£
Food Festival	1000
Big Cheese	750
Christmas Market	1500
Megaday (marquee & security)	4750
Caerphilly Arts Competition	1050

14 To agree to promote on the Town Council website events arranged by local organisations in the town, subject to the discretion of the Town Council.

15 Subject to cost to commission re useable bilingual banners for the Flower Festival, Fireworks Display, and Christmas Lights Switch On.

Phil Davy

Town Clerk

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

**Phil Davy**

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

**Councillor**  
**Simon Morgan**

**MINUTES OF THE EVENTS WORKING GROUP MEETING HELD AT THE TWYN  
COMMUNITY CENTRE ON MONDAY 29<sup>TH</sup> JANUARY 2018**

**Present:**

Councillors Mr. C. Elsbury, J. Hibbert, J. Grenfell, H. Jackson, J. Fussell, R. Bidgood.

**Apologies:**

Councillors P.J. Bevan, S. Kent, M. Prew, S. Hodder, S. Morgan, J. Pritchard.

**In attendance:**

P. G. Davy (Town Clerk).

**Fireworks Display**

A wide range of issues were discussed including:

- Crowd control, pedestrian flow, and deployment of stewards
- Stewards briefing / training
- Policing
- Communications
- Signage
- Equipment deployment on the day of the event and availability of CCBC tractor
- Music
- Power constraints for PA system
- Street sellers
- Extension of barrier controls to Morgan Jones flats
- Fairground rides

There were invoices outstanding but the outturn cost for the 2017 event was projected as £16,173. The cost was offset by sponsorship of £3,300 resulting a net cost to the Council of £12,873. The budget for the event in 2018 is £15,000.

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

The working group agreed the following:

- 1 To support the purchase of new two way digital radios for use at Town Council events.
- 2 As part of the safety and welfare arrangements to implement a formal chain of command involving the designation of a Chief Steward / Security Supervisor (Cllr C Elsbury) with responsibility for liaising with the police; and two senior stewards / supervisors (Cllrs J Grenfell and H Jackson) with responsibility for on site direction of the stewards and communicating messages to the Chief Steward.
- 3 Due to practical considerations the traffic control barriers should not be extended to the Morgan Jones flats.
- 4 To continue with Rees Sound for the PA system but explore the use of a generator due to the power constraints of the cable connection to the castle.
- 5 To investigate the hire of a quad bike with tow hitch as alternative to CCBC tractor.
- 6 To arrange for an experienced and trained steward to provide the stewards briefing on the day of the event.
- 7 To provide pedestrian signage and additional Crescent Road closure notices at Clyde Street and Ludlow Street.
- 8 To review with Pendragon alternative musical accompaniments to the fireworks display.

### **Christmas Lights Switch On**

The following issues were discussed:

Father Christmas and Christmas Sleigh  
School choirs and other entertainment  
Timing of entertainment and need for better management of gaps between entertainment and switch on to coincide with 7.00pm chimes  
Christmas Tree and decorations  
Replacement lights  
Enhancement of lighting scheme and use of laser projectors  
Relocation of event to Castle Court  
Engagement with businesses in the town

The invoice for electricity is outstanding but the cost for the event in 2017 is £8,528, which is just over the budget of £8,000. The expenditure includes £2,526 spent on replacement lights. The budget for the event in 2018 is £8,500.

The working group agreed the following:

- 1 Father Christmas and Christmas Sleigh to remain the same for 2018.



- 2 Location of the event to remain at The Twyn, but coordination of the Christmas Lights switch on with Castle Court.
- 3 All the primary schools will be invited to perform again but planning will be on the basis that only 2 or 3 will turn up on the night. Additional entertainment to be arranged and Master of Ceremonies to be prepared to do fill in sections as necessary up to the switch on to coincide with the 7.00pm chimes.
- 4 Christmas Tree to be continued but closer liaison with supplier over the tree and viewing of tree before delivery. Supplier has agreed to hold the 2017 quote for 2018.
- 5 New decorations for the tree to be purchased.
- 6 Replacement lights to be identified and ordered.
- 7 Lighting scheme at The Twyn to be enhanced with laser projections and possible lighting of trees in The Twyn Car park. Additional funding will be necessary but this may be a first phase of a more ambitious lighting scheme in the town centre and castle which could become an attraction itself.

### **Caerphilly in Bloom**

The Town Council will take on full responsibility for this event in 2018. Orders have been placed for 77 baskets, 51 rail planters and 3 three tier planters for delivery to Morgan Jones Park around the end of May. A contract has been placed for the erection, watering and removal at the end of the season. This involves a financial commitment of £11,150. The budget for this event in 2018 is £12,200. Additional costs might arise due to:

Any new or replacement fixtures / fittings  
Any new or replacement baskets / planters (excluding the plants)  
Offloading the delivery at Morgan Jones Park

The working group agreed:

- 1 That all locations should be pre inspected to check fixtures and fittings.
- 2 That there should be a designated member to act as liaison with the contractor at delivery and erection.
- 3 That Caerphilly in Bloom should be retained as a key event in the town going forward and 2018 should be used as an opportunity to review the planting scheme and consider enhancements / improvements for future years.

### **Sponsored Events**

#### **Flower Festival**

It had been difficult to find a convenient date for the 2018 event but this was now agreed with the majority of organisations for 22<sup>nd</sup> to 24<sup>th</sup> June.

The working group agreed:

- 1 The date of the Flower Festival should be fixed for future years as the fourth weekend in June.
- 2 Due to the very limited use made of the coach in 2017 that this is dispensed with and the cost saving used to increase the individual grants to the participating organisations to £400.
- 3 There was considerable wastage of the printed advertising material in 2017 and for 2018 printed material should be limited to posters and reliance placed on the website and social media to promote the event.

It was noted that no contact had been made with Caerphilly Connect Life Pentecostal Church or Bethel Congregational Church despite several attempts by email and post. Members agreed to pursue.

#### Other sponsored events

The working party supported that financial sponsorship for the following events should continue at the same level as in 2017:

Food Festival (12<sup>th</sup> May)  
Big Cheese (27<sup>th</sup> to 29<sup>th</sup> July)  
Christmas Market (8<sup>th</sup> 9<sup>th</sup> December)  
Megaday (Marquee and contribution to security)  
Caerphilly Arts Competition

#### Website Event Promotion

The website "Whats On" page had almost 17,000 views in 2017. Work is in hand to enhance the information available and or provide links to other websites.

The working group supported the idea of offering local organisations that arrange events in the town to advertise / promote the event on the Town Council website. A short form will be placed on the website to enable organisations to provide information about their event. The promotion of any event would be at the absolute discretion of the Town Council.

## **Agenda Item 8.4**

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

#### **Replacement of Town Council Notice Board**

The existing Town Council notice board mounted on the external wall of The Twyn has been subject to wear and tear. The locking mechanism operated by Allen key is particularly fiddly and awkward. The notice board is prone to internal condensation making the notices difficult to read and causing them to become damp. It has one large single door that gets caught by the lightest wind when putting up notices. A replacement robust wall mounted notice board has been costed at £648 (ex VAT). This would be dual door with key locks and include a bilingual header panel "Cyngor Tref Caerffili Caerphilly Town Council". The price quoted is for a notice board 1050mm high x 1400mm wide to accommodate 12 A4 sheets.

The Town Council is under an obligation to publish agendas, minutes, and other public notices. Although greater reliance is now placed on the website for this purpose, not everyone has access to the internet or is able to use a computer. There is still a need to retain the notice board to ensure the Council can reasonably meet its legal obligations for publicity of its affairs.

There is the possibility that the replacement notice board could be funded from year end underspends. A budget of £800 should cover the cost of purchase, delivery, erection and disposal of the old noticeboard. However, this expenditure should be a lower priority than other proposals for underspends that arise from agenda item 8.3, namely new two radios, and Christmas lighting enhancements at The Twyn.

#### **Recommendation**

That the principle of replacing the Town Council noticeboard is approved and a budget of £800 agreed for this purpose. The timing of the replacement is left to the Town Clerk to determine dependent on the position with underspends at the end of the financial year.

Phil Davy

Town Clerk

## Agenda Item 9

**Case Ref.** 18/0016/FULL **Site Area:** 356m<sup>2</sup>  
**Location:** Chartwell 11 Underwood Caerphilly CF83 1HW (UPRN 000043033327)  
**Proposal:** Erect single-storey extension to rear of the property  
**Applicant:** Mr K Anthony Chartwell 11 Underwood Caerphilly CF83 1HW  
**Agent:** Richard Andrews Architects Ltd Ms A Mariani The Stables The Estates Office 25-26 Gold Tops Newport NP20 4PG  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 316052 (E) 186478 (N)

**Community Council:** Caerphilly Town Council

**Expected Decision Level:** Delegated

**Case Ref.** 18/0025/COU **Site Area:** 73m<sup>2</sup>  
**Location:** 2 Clive Street Caerphilly CF83 1GE (UPRN 000043025920)  
**Proposal:** Change the use of ground floor to A3 Cafe/Takeaway from A1/A2 shop  
**Applicant:** I & M Jaura 48 Penylan Road Penylan Cardiff CF24 3PF  
**Agent:** STP Architects Mr D Poole Old School House Hengoed Road Hengoed CF82 7JS  
**Case Officer:** Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315531 (E) 186660 (N)

**Community Council:** Caerphilly Town Council

**Expected Decision Level:** Delegated

**Case Ref.** 18/0038/FULL **Site Area:** 280m<sup>2</sup>  
**Location:** 6 Heol-Yr-Onen Caerphilly CF83 1AR (UPRN 000043026314)  
**Proposal:** Erect two-storey rear extension and convert loft  
**Applicant:** Mr J Bater 6 Heol-Yr-Onen Caerphilly CF83 1AR  
**Agent:** K J Lloyd Architect Mr K Lloyd 49 Coed Y Pia Llanbradach Caerphilly CF83 3PT  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315002 (E) 187178 (N)

**Community Council:** Caerphilly Town Council

**Expected Decision Level:** Delegated

**Case Ref.** 18/0052/CLPU **Site Area:** 152m<sup>2</sup>  
**Location:** 7 Princes Avenue Caerphilly CF83 1HR (UPRN 000043025002)  
**Proposal:** Obtain a Lawful Development Certificate for proposed loft conversion with rear dormer and three velux windows to front roof  
**Applicant:** Mr M Attwood 7 Princes Avenue Caerphilly CF83 1HR  
**Agent:** Mr D Hill 201 Risca Road Newport NP20 3PQ  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315859 (E) 186496 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 18/0066/FULL **Site Area:** 371m<sup>2</sup>  
**Location:** 35 Meadow Way Caerphilly CF83 1TQ (UPRN 000043009743)  
**Proposal:** Erect single storey rear extension  
**Applicant:** Mr C Butt 35 Meadow Way Caerphilly CF83 1TQ  
**Agent:** PAH Building Design & Technology Mr P Hayes 36 Moy Road Taffs Well Cardiff CF15 7PX  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 313837 (E) 186277 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 18/0067/FULL **Site Area:** 127m<sup>2</sup>  
**Location:** 88 Sir Stafford Close Caerphilly CF83 3BB (UPRN 000043035763)  
**Proposal:** Erect porch to front of house  
**Applicant:** Mr O Williams 88 Sir Stafford Close Caerphilly CF83 3BB  
**Agent:** JCWdesign&build Mr J Walker 42 Oakland Terrace Cilfynydd Pontypridd CF37 4HB  
**Case Officer:** Mrs R Amundson ☎ 01495 235120 ✉ amundrh@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 316103 (E) 188260 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

## Agenda Item 10 (1)

### LIST OF PAYMENTS

CHEQUE NO.	PAYEE	IN RESPECT OF	AMOUNT £
303865	Llamau	Donation	50.00
Direct Debit	NEST	Pension Contribution	6.50
303866	St John Cymru Wales	First Aid Christmas Lights	72.00
303867	Elsbury Access Platforms	Christmas Lights	168.00
303868	Welsh Ambulance Trust	Paramedic Fireworks	349.31
303869	Digital Systems UK	Printing	27.31
303870	Notetop Office Solutions	Printer Paper	53.82
303871	Police & Crime Commissioner	Policing Fireworks	972.00
303872	Speedy Asset Services	Crowd Barriers Christmas Lights	116.04
303873	Megaday	Security	750.00
Internet	Caerphilly Characters	Christmas Lights	100.00
Direct Debit	NEST	Pension Contribution	6.50
Internet	Twyn Community Centre	Room Hire	148.00
Direct Debit	123 Reg	Domain Name	21.56
Internet	P.G. Davy	Stamps	119.25
303874	St. Martin's Church	Floodlighting	330.13
Internet	Playworks	January Salaries	1443.20
Internet	United Trust Bank	One year business bond	30,000.00
303875	Parkinson's UK	Donation	96.50
303876	POPSY	Donation	2750.00
303877	Caerffili Lions	Donation	500.00
Internet	P.G. Davy	Flowers	35.00
303878	Greenleif Landscapes	Christmas Tree	600.00
Direct Debit	NEST	Pension Contribution	6.50
Direct Debit	British Telecom	Telephone	41.69
303879	Llamau	Grant	250.00
303880	Castel View Community Group	Grant	250.00
Internet	S. Morgan	Presentation Evening	391.00
Internet	Twyn Community Centre	Rent Q3	1000.00
303881	Ian Fisher	Arts Competition	750.00
303882	Haf Weighton	Arts Competition	250.00
303883	Lorraine Howells	Arts Competition	50.00
Internet	Elsbury Access Platforms	Christmas Lights	4539.36

## **Agenda Item 10.2**

### **Bank Account Balances**

Bank account balances as at 7<sup>th</sup> February 2018

	£
Community Direct Plus Account	14,069-03
14 Day Business Select Account	10,599-33
14 Day Business Select Account (CIL)	11,751-22
One Year Business Bond	30,000-00

The bank accounts are now aligned with the reserves policy approved by the Council in November 2017.

# Agenda Item 10.3 (i)

## CAERPHILLY TOWN COUNCIL CYNGOR TREF CAERFFILI

### FINANCIAL ASSISTANCE

#### APPLICATION FORM

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

PTA at St Martins comprehensive School

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

Karen Harvey 58 Heol Ysgubor Castle View Caerphilly CF831SR PTA Secretary.

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

Please see attached Document.

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Total No. 900 children Number Resident in Town Council area (see attached map) 900 children

5. MEMBERSHIP FEES, if applicable not applicable

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

Please see last financial Statement attached

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

To Establish a weather Station in the St Martins School area we will need to raise £500.00 - 600.00

Please see attached supporting letter.

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.



10-01-18

Dear Sir/Madam,

On behalf of St Martins P.T.A. We would like to put a bid in for a professional weather station to help bring Geography to life at St Martin's Comprehensive School.

Students study micro-climate lower down the school (and do fieldwork around the school site), and weather / climate is now a major part of the new GCSE. There are cheap Weather Stations on the market but they will not be robust and wouldn't last many Welsh winters!

A good quality Weather Station for educational purposes would cost around £500-£600. They include a unit that would need to be mounted around the school site and would wirelessly feedback live and recorded data to PC's/ units in the school which students can analyse, graph and interpret.

These Davis weather stations range in price up to £5000 for use in agriculture for example. Whilst there are many stations that are cheaper they are poorly constructed, and suffer problems with the range they can transmit data over- so would for example be more suitable for a small garden.

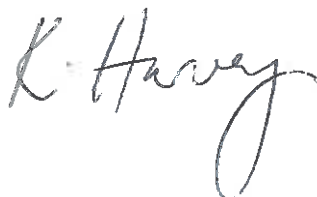
The Davis station would provide many years of service for St Martin's due to its construction quality. It would also allow great flexibility for the location of the units around the school as the wireless transmitter is more powerful. This has the real advantage that we could add components to it over time to expand what it can do. For example in the future the school could buy the unit to collect data on UV radiation levels from the sun which would provide a cross-curricular link with science. There is also a computer package available with it (£130) that allows all data collected to be available online.

This would allow students to not only analyse real-time data, but also enhance ICT skills by graphing collected data, and develop knowledge of Meteorology. The weather station would really bring learning to life and engage learners rather than just relying on textbooks. It would also extend learning beyond the classroom, which is really the teacher's ultimate goal.

We would be very grateful if Caerphilly Town Council would consider our Application for this Grant as it would make a significant improvement to the Positive learning experiences and outcomes of St Martins School Children and youth.

We look forward to your Reply,

Kind Regards Karen Harvey



THE OFFICIALS  
ST MARTIN'S PTA  
ST MARTINS SCHOOL  
HILLSIDE  
CAERPHILLY  
CF83 1UW





## Your Community Account

### ► Our UK ring-fencing plans

We plan to transfer UK retail and business banking customers to our ring-fenced bank in April 2018.

Learn more, including how to participate in the court process should you wish, at [\[home.barclays/ring-fencing-explained\]](http://home.barclays/ring-fencing-explained) or contact us via your usual point of contact at Barclays.

Date	Description	Money out £	Money in £	Balance £
16 Nov	Start Balance			2,202.11
	 Cheque Issued Ref: 100019	1,000.00		1,202.11
20 Nov	 Cheque Issued Ref: 100018	200.00		1,002.11
15 Dec	Balance carried forward			1,002.11
	Total Payments/Receipts	1,200.00	0.00	

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

## At a glance

### 16 Nov - 15 Dec 2017

Start balance	£2,202.11
Money out	£1,200.00
► Commission charges	£0.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£1,002.11

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

Over the next few months you may notice a change to the numbering of your statements. For each of the accounts you hold, the page numbering will start from page 1. The issue date at the top right hand corner will help you sequence your statements. Please be aware you may receive this message more than once

## Agenda Item 10.3 (ii)

Lisa Rawlings  
Chair - Dance Unity Parent Support Group  
6 Bryn Ffynnon  
Bedwas  
Caerphilly  
CF838JB

21 January 2018

Dear Mr Davy

Grant

My apologies there are currently 26 dancers that reside within the  
Caerphilly Town Council area.

Thank you for considering our application.

Kind regards.

Yours sincerely



Lisa Rawlings  
Chair

Agenda Item 10.3.4

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

DANCE UNITY FORMATION TEAMS - Dance Unity

46 Swanbridge Court, Bedwas House Ind Est, Bedwas  
Caerphilly CF83 8FW

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

Lisa Rawlings, CHAIR, 6 Bryn Brynmen, Bedwas,  
Caerphilly CF83 8JB

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

To compete in 3 major Dance Competitions, - Northern  
Masters, British Championship and Welsh Alliance.

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Total No. 34 Number Resident in Town Council area (see attached map) \_\_\_\_\_

5. MEMBERSHIP FEES, if applicable £25 per month

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.

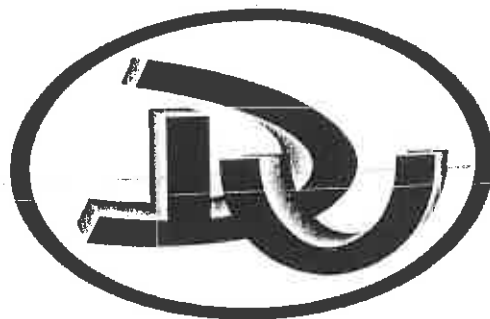
This year we need to raise in excess of £20,000  
as less teams. We currently have £14,000 through  
bagpicks, summer fees etc. Please see attached financials

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

Assistance is required towards costs of outfits  
each dress is £450 for under 12's and £1000  
for over 12's.

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.



## DANCE UNITY FORMATION TEAMS ACCOUNTS

	2016/2017	2015/2016
INCOME	£	£
Quiz/Disco/Parties	1,638	1627
Balloon Race	200	800
Tina Sparkle	709	1,000
Race night	1,023	1,145
Christmas Fair	1,300	1,077
Adult events	4,200	720
Summer Party	850	1,284
Bingo/Leigh Gameson	920	612
Lottery	0	1,010
Sale of Outfits	3,000	2,976
Demo	1,695	2,977
Sponsored Walk	1,200	1,830
Bagpacks/Shop/Presentations	5,200	8,955
Sponsorship	520	1,320
Subscriptions	18,156	22,360
Other	1,123	1,192
Cash transferred from TNT/Windsor	0	1,041
<b>Total Income</b>	<b>41,734</b>	<b>51,926</b>
EXPENDITURE		
Dance Unity Vests	0	1,700
Loren James - outfits	0	19,240
Pure Class	31,493	10,630
DSI	599	1,271
Contribution to shoes	869	2,062
Make-up	3,510	3,722
Practice Wear	1,418	3,820
Alterations/stones	896	1,682
Training	0	1,381
Tans - juv/juniors/adults	600	644
Donation to dancers'	0	1,680
Dressing gowns/Tracksuits	1,034	874
Other	990	2,213
<b>Total Expenditure</b>	<b>41,409</b>	<b>50,919</b>
<b>Surplus as at end of May 2017/2016</b>	<b>325</b>	<b>1,007</b>
<b>Cash at bank at end of May 2017/2016</b>	<b>1,332</b>	<b>1,007</b>

# Agenda Item 10.3 (iii)

## CAERPHILLY TOWN COUNCIL CYNGOR TREF CAERFFILI

### FINANCIAL ASSISTANCE

#### APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.  
1223 (Caerphilly) Squadron Air Training Corps  
Headquarters: Morgan Jones Park, Caerphilly
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION  
Flt Lt Thomas Beach - Officer Commanding  
- 2 Jamaica Grove, Newport, NP10 8AD
3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution  
See Annex A
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:  
Total No. 29 Number Resident in Town Council area (see attached map) 26
5. MEMBERSHIP FEES, if applicable £10 per month
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.  
See Annex B
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:  
See Annex A

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.

## **Annex A**

Please find below answers to questions 3 and 7 on the application form

### **3. Purpose or Activities of Organisation**

The Air Training Corp provides a huge variety of activities for teenagers aged between 12-20. We provide flying, gliding, sports, adventure training, target shooting and fieldcraft skills. Cadets who join also gain an understanding of the Royal Air Force and gain skills valuable for their future careers either in the civilian world or the military. The squadron also assists at multiple local events including the Caerphilly Big Cheese, Caerphilly Fireworks Display, Remembrance Sundays and Armed Forces Days.

### **7. Purpose for which assistance is required and estimates of costs**

Our squadron has a ceremonial standard that is used at various public events, including Armed Forces Day and Remembrance Sunday. Our current standard is now 30 years old and has now reached such poor condition that it cannot be used. A replacement standard costs approximately £900 – this is too large an amount to be met from existing funds. We are asking if the Town Council is prepared to contribute 50% towards the costs of the standard – leaving our request at £450.

#### **Summary of Costs:**

• New Standard	£475.00
• New Pole	£100.00
• New Bronze Pike	£40.00
• Tassles	£50.00
• Case for Standard	£35.00
• Carrying Strap + Gloves + Belt	£95.00
• VAT	£158.00
	<b>£953.00</b>

# Air Training Corps Squadron Summary of Receipts and Payments

HQAC ACCTS FORM 60  
(Rev Mar 15)

## Squadron Account for the Year Ended 31 March 2017 of

No   Squadron ATC

I certify that all monies and other assets received on behalf of and for the use of:

No   Squadron ATC

from Investments, Permanent Endowments, Use of Land or Buildings (where applicable) and all other fund income sources, have been properly recorded and accounted for as shown on the summary overleaf and represents the total Assets, Receipts and Payments of the Squadron for the year ending 31 March 2017. The gross income to the account is less than £100,000 during this Financial Year.

Date:

Treasurer's Signature:

*Amanda Kingston*

Is the Squadron registered for Gift Aid

Yes ☐

No ☒

Treasurer's Name (in capitals):

AMANDA KINSTON

I concur with the above certificate.

Date:

Chairman's Signature:

*SE Hartland*

Chairman's Name (in capitals):

SE HARTLAND

HQ NO 1 WELSH WING ATC  
WING DATE STAMP  
TY WALTER CLEALL G.C.

29 JUN 2017

MAINDY BARRACKS  
CF14 3YE

### For Wing HQ Use Only

WgExO Signature:

*M. TELLIZA*

Name (in Capitals):

M. TELLIZA

### Notes:

1. In completing the Statement of Squadron Assets, do not include any Land owned by MOD, RFCA or any other Public Body nor buildings maintained by Public Authorities.
2. In completing this Account, Treasurers must ensure that all Receipts from outside Bodies, e.g. Parents' committees, other Sub-committees, or Supporting Associations are included.



RECEIPTS	
	£
1. Balance in hand as at 31 March 2016 - Welfare Account	3,833.08
2. Receipts from Interest & Grants	
a. Interest from Deposit accounts	
b. Legacies	
c. Permanent Endowment Receipts	
d. Local Subscriptions or Donations	
e. Receipts from Sub-letting of Land or Premises	
f. Grants from Education or Local Authority (state nature of Grant)	
g. Community Fund (National Lottery Grant)	1,800.00
3. General Receipts (if insufficient space continue on plain sheet)	
a. Cadet Subscriptions	1,843.77
b. Duke of Edinburgh	17.00
c. BBQ	42.80
d. Canteen	1,058.08
e. HQ AC - for use of Squadron Owned Vehicle (SOV)	143.28
f. Dining In	40.00
g. Fund-raising	1,257.00
h. Camps	762.10
i. Uniform	40.00
j. Airshows, museums	275.00
4. Other Receipts (specify)	
k. Activity Expenditure	11.75
5. Loan advance during the year (if applicable)	
<b>* TOTAL A</b>	<b>£11,123.86</b>

\* TOTALS A AND B MUST AGREE

PAYMENTS	
	£
<b>1. Finance</b>	
a. Loan or overdraft charges as at 31 Mar 20__ (if applicable)	
b. Loan repayments (if applicable)	
<b>2. Payments from Education or Local Authority Grants</b>	
<b>3. General Payments (if insufficient space continue on plain sheet)</b>	
a. Cadet Subscriptions to Wing	923.00
b. Duke of Edinburgh	83.00
c. BBQ	126.87
d. Canteen	935.63
e. Squadron Owned Vehicle (SOV)	1,398.01
f. Dining In	580.80
g. Furniture	126.00
h. Camps	699.00
i. Social	227.69
j. Uniform	103.05
k. Shooting	19.28
l. Postage & Stationery	37.49
<b>4. Other Payments (specify)</b>	
m. Activity expenditure	312.02
n. Computing	2,575.96
o. Aircraft modelling	138.56
p. Airshows, museums	345.95
q. Presentations	274.01
r. Miscellaneous	260.76
<b>5. Balance in hand as at 31 March 2017 - Welfare Account</b>	1,956.78
<b>* TOTAL B</b>	<b>£11,123.86</b>

**\* TOTALS A AND B MUST AGREE**

## STATEMENT OF SQUADRON ASSETS AND LIABILITIES

Total Value of Investments held (including date of purchase)	
Total Value of Land and/or buildings owned by the Squadron	
Total Value of all other Squadron Assets (Specify Assets at current value)	
Bank balances & cash held (this should equal Payments para 5)	1956.78
Any monies owed to the squadron as an asset	
Active Saver account	18.48
<b>TOTAL SQUADRON ASSETS</b>	<b>£1,975.26</b>
Any material liabilities that need to be met from the funds	
<b>TOTAL SQUADRON LIABILITIES</b>	<b>£0.00</b>
That is the end of the Squadron's Annual Statement of Account	

## CHARITY FUNDRAISING

The following supplementary question relates to charitable donations made by the squadron during the financial year. The donations may be amounts paid directly to the charity from squadron funds (itemised on page 3) or indirectly by using collecting tins, in which case the charity concerned would normally inform the squadron of the proceed. This section is not subject to scrutiny by the independent examiner. The total amount donated or collected on behalf of should be stated below:

Name of Charity	Amount Donated	Amount
<b>TOTAL</b>		

## INDEPENDENT EXAMINER'S REPORT

...dependent examiners report to the members of the civilian committee (trustees) of

No   Squadron ATC for the year ending 31 March 20\_

### Respective responsibilities of committee and examiner

The charity's committee is responsible for the preparation of the accounts.

It is the independent examiner's responsibility to:

- a) examine the accounts,
- b) to confirm they agree with the squadron records, and
- c) to state whether particular matters have come to his/her attention.

### Basis of independent examiner's statement

An examination includes a review of the accounting records kept by the charity and the comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below\*):

a. which gives me reasonable cause to believe that, in any material respect, the requirements:

to keep accounting records

• to prepare accounts which accord with the accounting records and comply with the accounting

• requirements have not been met; or

b. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in brackets if they do not apply.

Give here brief details of any items that the examiner wishes to disclose.  
Only complete if the examiner needs to highlight material problems (use a separate sheet as necessary)

--

Signed



Date

24.6.17

Name

STEVEN JOHN ABBOTT MBE

Relevant professional qualification(s) or body (if any)

Registered book-keeper

Address

151 Heol Llanishen Fâch

Rhiwbina

Cardiff

Postcode

CF14 6RF

### Notes:

1. An independent examiner is an independent person who is reasonably believed by the squadron committee (trustees of the account) to have the requisite ability and practical experience to carry out a competent examination of the accounts.

2. This person must be someone other than a signatory of the treasurer's or chairman's certificate and must have no direct role in the direction of the fund.

# Agenda Item 10.3 (v)

## CAERPHILLY TOWN COUNCIL CYNGOR TREF CAERFFILI

### FINANCIAL ASSISTANCE

### APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.  
PANDY ROAD ALLOTMENTS ASSOCIATION, CAERPHILLY
2. NAME, EMAIL ADDRESS, TELEPHONE NUMBER, POSTAL ADDRESS AND OFFICIAL POSITION OF PERSON MAKING APPLICATION  
D. J. WATKINS, 2 ST CENYDD CLOSE, CAERPHILLY CF83 2TS  
ASISTANT SECRETARY
3. PURPOSE OR ACTIVITIES OF ORGANISATION – if possible attach copy of Constitution  
ALLOTMENT GARDENS
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:  
Total No. 37 Number Resident in Town Council area (see attached map) 24
5. MEMBERSHIP FEES, if applicable PLEASE SEE ATTACHED NOTE
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.  
BROADLY SPEAKING OUR ANNUAL INCOME EQUATES TO  
ANNUAL RENTAL WITH LITTLE OR NO SURPLUS, BEARING IN  
MIND THAT OCCUPANCY IS NOT ALWAYS 100%. ACCOUNTS  
ARE THEREFORE KEPT ON AN INFORMAL BASIS
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:  
TO UNDERTAKE A FEASIBILITY STUDY TO ENABLE  
A FAIRLY MAJOR IMPROVEMENT SCHEME. PLEASE  
SEE ATTACHED SUPPORTING NOTE.

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.

SUPPORTING NOTE TO APPLICATION  
FOR FINANCIAL ASSISTANCE

We have viewed improvement schemes at other allotments in the area and have learned that these arise by funding from voluntary sources such as the National Lottery and European funding.

At the Pandy Road (Caerphilly) Allotment we wish to undertake a similar programme of improvements, which include: -

A new replacement block built building to house the following functions:

Office, Meeting Room Storage of allotment materials, machinery, seeds  
Etc., Community use if possible.

We also wish to improve our entrance gate in terms of better security

Improvement/tar macadam of main driveway to take larger delivery vehicles.

Our present membership includes a number of handicapped and elderly persons and we wish to encourage and develop this aspect as well as spreading the activity to younger persons for example, via schools.

The overall cost of our proposals has been estimated at some £40,000, but the actual will obviously depend on tenders. This project will, of course provide a useful amount of local labour.

The first stage is our feasibility study, from which applications for planning approval and funding can be made. For this we have been fortunate to obtain a Technical Assistance Grant of £3,700 but the overall cost is at some £4,800.

We have to find the balance and we would be grateful if consideration could be given to a grant of this kind but we would be happy to receive any help, which may be possible.

Many thanks for your kind consideration of this application.

31.01.2018

## **Agenda Item 10.4 (i)**

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

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

A request has been received from Menter Iaith Sir Caerffili for a concessionary hire of Caerphilly Castle on 2<sup>nd</sup> March 2018 for a dinner to celebrate St David's Day, the Welsh Language and local culture, and to raise funds for the National Eisteddfod.

The Town Council has up to 12 concessionary hires for each calendar year. No requests have been approved as yet for 2018.

Cadw has indicated that their hire fees are under review for 2018 but no notification has been received about any increase.

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

Phil Davy

Town Clerk

## **Agenda Item 10.4 (ii)**

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

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

A request has been received on behalf of the Twinning Association for a concessionary hire of Caerphilly Castle on 31<sup>st</sup> July 2018 to host a twinning visit.

The Town Council has up to 12 concessionary hires for each calendar year. No requests have been approved as yet for 2018.

Cadw has indicated that their hire fees are under review for 2018 but no notification has been received about any increase.

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

Phil Davy

Town Clerk



**Agenda Item 10.4 (iii)**

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

**Concessionary Hire of Caerphilly Castle**

A request has been received from Welsh Hearts Charity for a concessionary hire of Caerphilly Castle on 5<sup>th</sup> October 2018 for a fund raising dinner and celebration of the 5<sup>th</sup> anniversary of the Charity.

The Town Council has up to 12 concessionary hires for each calendar year. No requests have been approved as yet for 2018.

Cadw has indicated that their hire fees are under review for 2018 but no notification has been received about any increase.

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

Phil Davy

Town Clerk