

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**

13<sup>th</sup> November 2017

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **Monday 20<sup>th</sup> November 2017** at **6.30 p.m.**

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

Phil Davy  
TOWN CLERK

## A G E N D A

1. To note Members' attendance and to receive any apologies for absence.
2. Declarations of Interest in any item.
3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held on 16<sup>th</sup> October 2017.
4. Matters arising from the Minutes if not covered by the Agenda.
5. COMMUNITY SAFETY MATTERS
6. TOWN MAYOR'S DIARY
7. ENVIRONMENTAL MATTERS
8. TOWN CLERK'S REPORTS
  1. Reserves Policy.

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

2. Budget Estimates 2018/19.
3. Office Rent/Sub Lease.
4. Review of Town and Community Councils.
5. Model Local Resolution Protocol for Community and Town Councils.
6. Silent Soldier Coming Home.
7. Revised Local Government Scheme 2017.

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

10. **PAYMENTS AND FINANCIAL MATTERS**

- a) List of Payment.
- b) Bank Account Balances.
- c) Application for Financial Assistance
  - (i) Caerphilly RFC Mini & Junior Committee.
  - (ii) Caerphilly Disability Access Group.
  - (iii) Benefice of Eglwysilan and Caerphilly.

11. **CORRESPONDENCE**

1. Boundary Commission for Wales.
2. Cardiff Conservation Volunteers.
3. Cwmni (Welsh Language Community Magazine).
4. A & E at the Royal Gwent.
5. Caerphilly Armed Forces Champion.
6. Fireworks – Complaint.
7. Fireworks – Compliment.

12. Member requests for future reports / information.

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**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY  
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE ON  
MONDAY 16<sup>TH</sup> OCTOBER 2017**

**Present:**

Councillor C. Elsbury, S. Kent, J. Hibbert, J. Grenfell, M. Prew, S. Morgan.

**Apologies:**

Councillor P.J. Bevan, S. Hodder, H. Jackson, J. Fussell, J. Pritchard and R. Bidgood.

**In attendance:**

P.G. Davy, Town Clerk.  
J. McDonnell, Gwent Police.

The Mayor informed the Town Council that Councillors James Fussell and Roger Bidgood had both suffered family bereavements and as a mark of respect the Council held a minute's silence.

**52. MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY  
18<sup>TH</sup> SEPTEMBER 2017**

Minutes of the Ordinary Council Meeting held on Monday 18<sup>th</sup> September 2017 were received, confirmed and signed.

**53. MATTERS ARISING FROM THE MINUTES**

**Minute 40** Flowers had been sent to the former Town Clerk's wife. It was reported that his wife was recovering well from her accident.

**Minute 45 (1)** An invitation had been received for the Council representatives to meet with the Twyn Community Centre Management Committee on 19<sup>th</sup> October 2017 to discuss the rent and a new sub lease.

**Minute 45 (2)** The application for Business Online Banking had been returned by the Co-op as

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the mandate had still not been changed despite this request being made in July 2017. The matter will be pursued by the Town Clerk.

**Minute 45 (3)** No progress can be made with the fixed rate business bond until the bank mandate is resolved. The amount to be invested may need to be reviewed in light of the budget for 2018/19 and use of balances.

**Minute 45 (4)** The Independent Review Panel has commenced work.

**Minute 45 (9)** Contributions towards the cost of the Fireworks Display have been received from Aber Valley Community Council (£250) and Llanbradach and Pwllpant Community Council (£300).

**Minute 47 (4)** The Family Foundation Right from the Start has decided not to take up the offer of the concessionary hire of Caerphilly Castle.

**Minute 48** Roger Williams has been approached to undertake the internal audit for 2017/18.

**54** **COMMUNITY SAFETY MATTERS**

PCSO reported on the following matters:

1. There had been reports of a suspicious vehicle reported near to schools. All reports have been investigated but there is no firm evidence and no vehicle registrations to check. Advice has been provided to the schools.
2. Numerous complaints have been received about the traffic congestion at the Pwllpant roundabout due to the highway improvement works. However this is a matter for Caerphilly County Borough Council as the highway authority.
3. There is a building in Pentrebanne Street, "The Old Ladies Lounge" which is in a poor state of repair and is attracting anti-social behaviour. The owner has been issued with an order to make the building safe.
4. The main area of concern in the town centre is anti-social behaviour at the train/bus station. The area is the subject of a Public Safety Protection Order which enables a fixed penalty fine of £100 for anyone who has no legitimate business to be at the train /bus station.

**55.** **TOWN MAYOR'S DIARY**

The Mayor has attended the following:

1. Caerphilly Workmens Hall.
2. Caerphilly Ladies Choir.

**56.** **ENVIRONMENTAL MATTERS**

Members raised the following which will be taken up with Caerphilly County Borough Council:

1. Highway improvement works at Pwllpant roundabout and the extent of delays that are

causing problems for many workers and schoolchildren and the general adverse impact on the town and town centre.

2. Overgrown vegetation on the rear lanes at Bartlett Street and Goodrich Street.
3. Fly tipping at Bronrhiw Avenue and King Edward Avenue.
4. Length of time taken to get responses from CCBC when the Town Council raise environmental matters.

## **57. TOWN CLERK'S REPORT**

### 1 - Draft Estimates

The report highlighted a number of areas of additional expenditure during 2017/18 and the implications for the out turn forecast. There had been an increase in balances mainly due to the CIL receipt. The current budget does not consider reserve requirements as part of longer term financial planning. Reserves are a source of finance to be used in conjunction with the precept or to be set aside for future commitments. As appropriate reserves should be considered in terms of restricted (capital) reserves, earmarked reserves, and general reserves.

It was noted that one of the themes for the external auditors in 2017/18 will be how Councils manage their reserves and balances.

It was resolved:

1. The separate budget heads of "Tourism/Town Centre" and "Mega Day/Sponsored Events/Concurrent Function" and "Caerphilly In Bloom/Flower Festival" be merged into a single budget line of "Sponsored Events".
2. The Town Council should consider and adopt a reserves policy which reflects medium term financial planning.
3. A revised draft budget is prepared for the November meeting of the Town Council when consideration will be given to the precept for 2018/19.

### 2 - Q2 Budget Monitoring

Members noted the report.

### 3 - Community Infrastructure Levy – Project Proposals

In view of the discussion about the budget it was felt there should be a more strategic approach to the use of the CIL. Some of the proposals may be met via other means.

It was resolved:

The report be deferred until the 2018/19 financial year.

## **58. PLANNING MATTERS**

The following applications were considered and comments made as follows:

17/0651/COU – No objections.

17/0761/COU – Request the application is referred to the Planning Committee.

17/0786/ADV – No objections.

17/0796/FULL – No objections.

17/0797/FULL– No objections to the development but the access arrangements to the Gallagher Retail Park should be reviewed. There is concern about safety at the roundabout at the junction of Bedwas Road and Newport Road and access to the retail park should be limited or closed with the primary means of access to the retail park from the roundabout on the A468 adjacent to Wickes.

17/0792/FULL – No objections.

17/0793/ADV – No objections.

17/0804/OUT – Request the application is referred to the Planning Committee. Objections are raised due to the adverse impact of the development on existing infrastructure, including highways, schools, local medical facilities, loss of open space within the town and flood risk. There are alternative development sites allocated for residential development and or with extant planning permission within the Caerphilly Basin.

17/0817/FULL – No objections.

17/0838/FULL – No objections.

**59. PAYMENTS AND FINANCIAL MATTERS**

1. List of payments – Noted and approved.

2. Bank Account Balances – Noted.

3. Applications for Financial Assistance

	£	
(i) Caerphilly Boxing Club	250	Approved
(ii) Young Enterprise South Wales	100	Approved
(iii) Caerphilly and District Art Society	250	Approved

Councillor S. Morgan declared an interest in the Caerphilly and District Art Society and took no part in the discussions or decision making.

**60. CORRESPONDENCE**

The letter of thanks from the Secretary of Morgan Jones Park Allotments was noted.

**61. MEMBER REQUEST FOR FUTURE REPORTS/INFORMATION**

There were no requests.

The meeting closed at 7.50 p.m.

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

### **Report to Town Council 20<sup>th</sup> November 2017**

#### **Reserves Policy**

Arising from consideration of the Draft Estimates at the Town Council meeting on 16<sup>th</sup> October 2017 it was agreed that a policy should be adopted on the reserves. The current financial strategy is based on an annual budget of income and expenditure and general balances which are held in various bank accounts. After taking account of the precept and any income from other sources there is a drawdown from the balances, if necessary, to ensure the estimated expenditure can be met from within the Council's financial resources. If income exceeds the estimate or there is an underspend against the budget heads the balances will increase. To date budgeting has been based on an annual cycle with no consideration to the medium term.

Designated reserves have an important part to play in the overall financial management of the Council to aid the management of risks, ensure business continuity, fulfil statutory responsibilities, and respond to unforeseen issues that incur unplanned expenditure. Budgeting should consider reserve requirements as a source of finance to support the precept or as a provision for future commitments.

Reserves are usually split by type such as restricted reserves, earmarked reserves, and general reserves.

For the general financial and business stability of the Town Council and in particular to respond to unforeseen operating costs and act on unplanned urgent expenditure it is advocated that a minimum general reserve of £10,000 is maintained. If it is necessary to utilize the general reserve during the financial year the budget for the following year should reimburse the general reserve.

The receipt from the Community Infrastructure Levy of £11,300 will be designated as restricted reserves as the funds can only be used for capital infrastructure projects.

A decision was made at the Town Council Meeting in September to reinvest £31,715 in a one year fixed rate business deposit account. This fund should be considered as earmarked reserves towards a future major project. This is the means to accrue funds for a more significant expenditure in the longer term which would not be possible based on a single year's budget. These funds could be increased annually from any uncommitted balances. Alternatively there could be a specific allocation to the earmarked reserves each year as part of the budget. However this would be easier to justify if there was a defined project for which funds were being accrued. But note that that some of this money may need to be used for the 2018 /19 budget dependent on the level of the precept ( see report on estimates)

Adopting a policy on reserves identifies a specific purpose for the funds currently identified as balances. Furthermore once the budget heads have been agreed any

shortfall on projected income will then be the basis for determining the level of the precept.

**Recommendation**

Members adopt the policy of designated reserves as outlined in the report. An explanatory note will be included within the estimates in respect of the reserves.

The earmarked reserves will be adjusted once the budget and precept is agreed for 2018/19.

Phil Davy

Town Clerk



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

### **Report to Town Council 20<sup>th</sup> November 2017**

#### **Budget Estimates 2018/19**

The budget estimates show a number of variances for 2017/18.

#### Income

The estimated income for 2017/18 shows an increase of £10,519 from the original budget which is largely due to the CIL receipt.

#### Expenditure

The revised outturn expenditure for 2017/18 is now forecast to be £111,001 an increase of £7,811 on the original budget.

The main areas of additional expenditure are:

	£
Sponsored events	832
Fireworks Display - dedicated police resources	1000
Fireworks Display - lorry blockade	750
Election recharges	5130

#### Balances

The balance brought forward from 2016/17 was £5,373 more than the forecast. Taking this together with the increase in income in 2017/18 the balance at the year end is forecast to be £55,048 which is £8,081 more than the original forecast. This improved position is due to the CIL receipt.

#### Budget 2018/19

The assumptions for 2018/19 are:

- The scope of events/activities supported will remain the same as the current year.
- The budget will reflect the increase in costs associated with the Fireworks Display.
- There is an increased allocation for Caerphilly in Bloom.
- Provision is included for IT support.
- Provision is included for one newsletter.
- Adoption of the reserves policy and integration as part of the budget strategy.
- Achievement of a balanced budget through a combination of an increase in the precept to £14 for Band D properties and a contribution from balances.

Recommendations:

1. Members approve the budget set out as attached for 2018/19.
2. The Council Tax for Band D properties is set at £14 for 2018/19.
3. Consideration be given to the use of the earmarked reserves during 2018/19 and the extent to which funds will continue to be accrued in the longer term. This should be undertaken in conjunction with the consideration of the CIL funds.

Phil Davy  
Town Clerk

**CAERPHILLY TOWN COUNCIL**

**CYNGOR TREF CAERFFILI**

**ESTIMATES 2018/2019 – INCOME**

	Actual Received 2016/2017	Estimate 2017/2018	Revised Estimate 2017/2018	Estimate 2018/2019
	£	£	£	£
Precept	79577	80000	80077	86236
Bank Interest	386	350	350	20
V.A.T.	5733	5000	5000	5000
C.I.L.	456	450	11292	450
Flower Festival Grant	1888	400	-	-
Fireworks Sponsorship	2800	3100	3100	3100
	90840	89300	99819	94806
<u>Miscellaneous</u> Fireworks Collection	6955	4000	4000	4000
TOTAL INCOME	97,795	93,300	103,819	98806
Contribution from balances				3710
				102,516

**CAERPHILLY TOWN COUNCIL**  
**CYNGOR TREF CAERFFILI**

**ESTIMATES 2018/19 - EXPENDITURE**

	Actual 2016/2017	Gross Estimate 2017/2018	Revised Gross Estimate 2017/2018	Gross Estimate 2018/2019
	£	£	£	£
<u>Members</u>				
Town Mayor's Allowance	600	900	900	900
Civic Regalia/Travelling	-	10	10	10
	600	910	910	910
<u>Election Costs</u>	-	4000	9130	2000
<u>Staff</u>				
Salaries/Statutory Deductions/Pensions	18527	23950	23950	18750
Travelling	125	150	150	150
Payroll Admin	132	130	130	150
Pension	76	-	78	156
	18860	24230	24308	19206
Audit Fee	392	600	600	600
Insurance	2615	2650	2675	2750
	3007	3250	3275	3350
<u>Administration</u>				
Office Rental/Business Rates	4592	4100	4836	4950
Telephone/Postage/Stationery	356	500	500	500
Furniture/Equipment	-	1200	460	500
IT Support				1000
	4948	5800	5796	6950
Carried Forward	27,415	38,190	43,419	32,416

	Actual 2016/2017	Gross Estimate 2017/2018	Revised Gross Estimate 2017/2018	Gross Estimate 2018/2019
	£	£	£	£
Brought Forward	27415	38190	43419	32416
<b>Sponsored Events</b>	20226	24800	25632	26500
Fireworks Display	13258	13000	14750	15000
Christmas Lights	7868	8000	8000	8500
	41,352	45,800	48,382	50,000
Financial Assistance Grants	8493	8000	8000	8000
Junior Recreation Scheme	4800	4800	4800	4800
Splash Pool Equipment	-	1500	1500	1500
Fireworks Charity Donation	7000	4000	4000	4000
Floodlighting – St Martins Church	-	350	350	350
Subscriptions	264	250	250	250
Twining	300	300	300	300
Newsletter	-	-	-	700
Miscellaneous	-	-	-	200
VAT	5164	( included in above figures )		
<b>Total Expenditure</b>	<b>94,788</b>	<b>103,190</b>	<b>111,001</b>	<b>102,516</b>

**CAERPHILLY TOWN COUNCIL**

**CYNGOR TREF CAERFFILI**

**ESTIMATES 2018/2019 - SUMMARY OF BALANCES**

	<b>2016/2017 Actual £</b>	<b>2017/2018 Estimates £</b>	<b>2017/2018 Revised Estimates £</b>	<b>2018/2019 Estimates £</b>
Balances B/F	59222	56857	62230	55048
Excess of Expenditure over Income	-	9890	7182	3710
Surplus of Income over Expenditure	3008	-	-	-
Balances c/forward	62,230	46,967	55,048	51,338

Explanatory note to the balances

The balances are made up as follows:

	£
Restricted reserves	11,300 (1 see note below)
General reserves	10,000 (2 see note below)
Earmarked reserves	<u>30,000</u> (3 see note below)
	51,300

- 1 The restricted reserves are the Community Infrastructure Levy funds which can only be used for capital expenditure or permanent infrastructure works. The funds are held in a separate 14 /day Business Select Account.
2. The general reserves are in accordance with the reserves policy to respond to unforeseen operating costs and to be maintained on an ongoing basis. The funds are held in a 14 Day Business Select Account.
3. The earmarked reserves are being accrued to support more significant expenditure in the longer term. There has been a slight adjustment to the amount that will be reinvested in a one year fixed rate business deposit account.
4. A contribution of £3,710 has been made from balances to the 2018/19 estimates to achieve a balanced budget taking account of an increase in the precept to £86,236 (provisional and subject to the tax base for Band D properties being confirmed by Caerphilly CBC).

Phil Davy  
Town Clerk

## **Agenda Item 8 (3)**

### **Report to Town Council 20<sup>th</sup> November 2017**

#### **Office Rent / Lease**

Further to the decision of the Town Council on 18<sup>th</sup> September 2017 Cllr Hibbert, Cllr Pritchard, and the Town Clerk met with the Twyn Community Centre Management Committee on 19<sup>th</sup> October 2017. The Town Council wants to renew the sub lease and remain in occupation at The Twyn. However the current rent is significantly above market rents in the town as evidenced by the report prepared by the Town Clerk. The Management Committee had been given copies of the report.

The Town Council as custodians of taxpayers money has to demonstrate expenditure offers value for money. The report had shown, based on an average of current market rents, that a reasonable rental to renew the lease, inclusive of utilities costs, would be £3000 per annum.

The Management Committee deliberated on the matter in private and then advised the Council's representatives that they would accept a reduced rental of £3200. This would represent a 20% reduction on the current rental. All other terms and conditions of the sub lease will remain unchanged. The sub lease would be for a new ten year period with a rent review after five years.

#### **Recommendation**

Members are invited to consider the proposal from the Management Committee and decide how they wish to proceed.

Phil Davy

Town Clerk

## **Agenda Item 8 (4)**

### **Report to Town Council 20<sup>th</sup> November 2017**

#### **Review of Town and Community Councils**

Further to the information item at the Council Meeting on 18<sup>th</sup> September 2017 the Independent Review Panel has been set up and is now inviting views from Town and Community Councils, the communities they serve, from the people they work with, from areas that have councils and areas that don't.

As a starting point the Panel has posed four high levels questions:

Q What should Town and Community Councils be responsible for ?

Q How should they operate ?

Q What's standing in their way to deliver for the local community ?

Q How do councils ensure they best represent their local community ?

As well as these questions more detailed views and thoughts are welcomed.

Views are required by early 2018 to help inform the Panel's thinking. The Panel will be hosting other opportunities to engage with stakeholders in due course. The Panel will make recommendations to the Cabinet Secretary for Finance and Local Government in the autumn of 2018.

#### **Recommendation**

The Council consider how they wish to respond to the Independent Review Panel.

Phil Davy

Town Clerk



## **Agenda Item 8 (5)**

**Report to Town Council 20<sup>th</sup> November 2017**

### **Model Local Resolution Protocol for Community and Town Councils**

The Public Service Ombudsman for Wales has agreed to refer some complaints against Members back to Community and Town Councils for a local resolution. A Model Local Resolution Protocol has been drawn up by One Voice Wales for use by Community and Town Councils when dealing with low level complaints.

The Standards Committee of Caerphilly County Borough Council has proposed that all Community and Town Councils should adopt the Model Local Resolution Protocol or one based on the Model version.

Investigations of possible breaches of the Code of Conduct are matters for the Ombudsman. The Council has no legal authority to undertake such investigations or make findings of a breach of the Code of Conduct, which are decisions that can only be reached by a Standards Committee or the Adjudication Panel for Wales. It will be the responsibility of the Clerk to decide that a complaint is at low level and can be dealt with locally.

The Local Resolution Process is set out in the appendix. The Monitoring Officer of Caerphilly County Borough Council provides governance advice to Community and Town Councils but has insufficient resources to operate the Local Resolution Protocol on behalf of such Councils. Therefore Community and Town Councils will be responsible for the adoption and implementation of the Protocol individually.

#### **Recommendation**

The Town Council adopt the Model Local Resolution Process. In circumstances where there is a lack of cooperation or a breakdown occurs during the process the matter will be referred to the Public Ombudsman for Wales.

Phil Davy

Town Clerk

## **Appendix**

### **Model Local Resolution Protocol for Community and Town Councils**

#### **Issues which should be considered under this process**

Low level complaints about Members, including:

- Minor complaints from Members about Members
- Minor complaints from Officers about Members
- Members alleged to have not shown respect and consideration for others, either verbally or in writing

#### **Issues which should not be considered under this process**

Complaints which must be directed to the Public Services Ombudsman for Wales, including:

- Complaints instigated by a member of the public
- Serious complaints – breaches of the Code of Conduct / failure to disclose interests / bullying / abuse of position of trust / repeated breaches
- Complaints made by the Clerk / Proper Officer
- Vexatious, malicious or frivolous complaints
- Members' complaints about officers which should be dealt with using the Council's internal complaints process
- Repetitive low level complaints

## **The Process**

### *The Complaint*

The complaint would need to be sent to the Clerk / Proper Officer of the Council to undertake a first sift to ensure that the complaint is at a low level and should not be dealt with by way of a complaint to the Ombudsman. If appropriate, therefore, the Clerk / Proper Officer should firstly seek an early resolution of any such dispute by liaising informally with the individual members concerned prior to the resolution process described below. It is vitally important that the "accused" Member is given full details of the complaint against them so that in the interests of natural justice they are in a position to prepare their response to the accusation.

### *Resolution Process*

The involvement of the Mayor / Deputy Mayor of the Council in the following process is not to adjudicate on the complaint, but to attempt to get the Members / Officers involved to come to an agreement as to how the issue(s) could be resolved on an amicable basis.

The Clerk / Proper Officer will act as a facilitator for the resolution process.

If the complaint is between Members other than the Mayor, the Clerk / Proper Officer and the Mayor will meet individually with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint is between Members, one of whom is the Mayor, but not the Deputy Mayor, the Clerk / Proper Officer and the Deputy Mayor will meet the complainant and the Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an officer / employee, but not the Clerk / Proper Officer, against a Member other than the Mayor, the Clerk / Proper Officer and the Mayor will meet with the officer and the Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an officer / employee, but not the Clerk / Proper Officer, against the Mayor, the Clerk / Proper Officer and the Deputy Mayor will meet with the officer and the Mayor to seek an agreed resolution.

If the complaint has been made by the Clerk / Proper Officer this complaint should be forwarded to the Ombudsman.

### *Possible Outcomes*

If an agreement is reached by Members and / or officers then no further action is required.

If agreement cannot be reached the aggrieved Member / officer would have the opportunity of referring the matter to the Ombudsman.

Examples of agreements might be a letter of apology, a commitment to undertake training, or on the basis of the evidence no further action is necessary and the matter is closed.

### *Time for the Process*

The process involved in this protocol should be completed as quickly as possible to resolve the issue. However exact timing will depend on the availability of individuals to attend meetings and circumstances that arise.

## **Agenda Item 8 (6)**

**Report to Town Council 20<sup>th</sup> November 2017**

### **Silent Soldier Coming Home**

The Royal British Legion in Wales is commemorating 100 years after the end of the First World War during 2018 and is promoting the "Silent Soldier" to be widely displayed throughout Wales during all of next year. The cost of each soldier is £250 and can be fixed to buildings and walls, or stand upright fixed to posts. Although the Town Council does not own any land or buildings it may be possible to sponsor a soldier to be displayed at a suitable location within the town by agreement with the landowner.

#### **Recommendation**

Members to determine whether they wish to support the centenary and sponsor the cost of a "Silent Soldier" at £250 subject to finding a suitable location to display.

Phil Davy

Town Clerk

## **Agenda Item 8 (7)**

**Report to Town Council 20<sup>th</sup> November 2017**

### **Revised Local Government Scheme 2017**

An updated scheme setting out the basis of a new relationship between the Welsh Government and local government has been published. A copy of the Minister's Statement is attached.

The Local Government Scheme looks at how the Welsh Government, local government and the wider public service will deliver services according to the principles of the Well Being of Future Generations Act 2015. This means a more holistic approach to decision making in public services, recognising the importance of working together and with citizens.

Better policy making is central to the scheme with the Welsh Government working closely with local authorities on legislative, national or strategic policy implications.

A draft annual report on the scheme's progress next year will be co produced between the Welsh Government and local government, shared with associations representing local government and then considered by the Partnership Council for Wales – a body that that promotes joint working and cooperation between Welsh Government and local government.

Although of more relevance to principal councils, Town and Community Councils are part of the local government family and may take on more responsibilities in the future as a result of the review of the sector.

The report is for information.

Phil Davy

Town Clerk



Llywodraeth Cymru  
Welsh Government

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**WRITTEN STATEMENT  
BY  
THE WELSH GOVERNMENT**

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**TITLE**        **Revised Local Government Scheme 2017**

**DATE**        **27 October 2017**

**BY**            **Cabinet Secretary for Finance and Local Government, Prof. Mark Drakeford AM**

Section 73 of the Government of Wales Act 2006 requires Welsh Ministers to make, keep under review, and from time to time remake or revise a Local Government Scheme. That Scheme sets out how the Welsh Ministers propose, in exercise of their functions, to sustain and promote local government in Wales.

I am pleased to present the remade Local Government Scheme to the National Assembly today <http://gov.wales/topics/localgovernment/partnership-with-local-government/lgps08/?lang=en> . The previous Local Government Scheme was published in 2008. It reflected the public services reform agenda as it then was, which recognised that effective public services must be provided by a wide range of collaborations between public service providers working across geographical boundaries. While there is much that is still relevant in the Scheme, a lot has changed since then.

This new Scheme is framed in the context of the Well-being of Future Generations Act and reflects the themes which underpin the Welsh Government's approach to reform and the model of service delivery we want to see in the future. It has been developed in partnership with the Partnership Council itself and reflects our shared agenda and agreed ways of working.

The Welsh Ministers are required to publish an annual report on how the Scheme was implemented in the previous financial year and lay a copy of the report before the National Assembly for Wales. In reporting on this new scheme, we will co-produce the report with members and observers of the Partnership Council for Wales.

As part of this, the Partnership Council for Wales provides a forum for the Welsh Government and wider public services to offer advice and make representations to Welsh

Ministers about matters affecting local government and agree how they can improve outcomes for citizens in Wales.

I intend to continue to build a new relationship between the Welsh Government and local government as part of a broad programme of local government reform which aims to bolster resilience and renewal in local government. The new Scheme also provides an opportunity to articulate this new relationship and to properly reflect the distinctive relationships Welsh Government has with other bodies represented at Partnership Council.

# Agenda Item 9

**Case Ref.** 17/0559/FULL **Site Area:** 1152m<sup>2</sup>  
**Location:** Sunningdale 244 Pontygwindy Road Caerphilly CF83 3HY (UPRN 000043027995)  
**Proposal:** Demolish existing single storey dwelling and adjacent detached garage and replace with a new one and a half storey residential property with adjoining double garage and associated increased width to driveway and entrance and erection of gates  
**Applicant:** Mr S Goss 9 Van Road Caerphilly CF83 1JZ  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315388 (E) 188559 (N) **Target Date:** 13.12.2017  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 17/0875/NCC **Site Area:** 11294m<sup>2</sup>  
**Location:** Castle View Shopping Centre Cae Meillion Caerphilly (UPRN 000043175059)  
**Proposal:** Vary conditions 10 (hours of opening) and 11 (odour - scheme of control) of planning consent 17/0389/FULL (Erect three single storey commercial units with use class A1/A3, landscaping, fencing, create additional parking, re-organising existing parking and internal access) to change the opening hours from 07.30 to 07.00 and change the condition from 'Prior to the commencement of the development' to 'Prior to the occupation of a unit'  
**Applicant:** Safely One Ltd And Safely Two Ltd C/o Agrarian Ltd L Hall Walgaston Farm Mobley Berkeley GL13 9EN  
**Agent:** Agrarian Ltd L Hall Walgaston Farm Mobley Berkeley GL13 9EN  
**Case Officer:** Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314054 (E) 186503 (N) **Target Date:** 14.12.2017  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated



# Agenda Item 9

<b>Case Ref.</b>	<b>17/0893/FULL</b>	<b>Site Area:</b>	<b>232m<sup>2</sup></b>
<b>Location:</b>	<b>36 Clos Gwastir Caerphilly CF83 1TD (UPRN 000043041794)</b>		
<b>Proposal:</b>	Erect two-storey rear extension		
<b>Applicant:</b>	Mrs J Coward 36 Clos Gwastir Caerphilly CF83 1TD		
<b>Agent:</b>	Carreg Consulting Mr A Bailey Pencarreg Crawshay Road Penygraig Tonypanydy CF40 1TD		
<b>Case Officer:</b>	Mr A Pyne	☎ 01443 864523	✉ pynea@caerphilly.gov.uk
<b>Ward:</b>	St Martins	<b>Map Ref:</b> 314297 (E) 186169 (N)	<b>Target Date:</b> 12.12.2017
<b>Community Council:</b>	Caerphilly Town Council	<b>Expected Decision Level:</b>	Delegated

<b>Case Ref.</b>	<b>17/0919/FULL</b>	<b>Site Area:</b>	<b>437m<sup>2</sup></b>
<b>Location:</b>	<b>Hillcrest 114 Mill Road Caerphilly CF83 3FE (UPRN 000043076166)</b>		
<b>Proposal:</b>	Erect extension to rear of bungalow		
<b>Applicant:</b>	Mrs M Reed Hillcrest 114 Mill Road Caerphilly CF83 3FE		
<b>Agent:</b>			
<b>Case Officer:</b>	Mr A Pyne	☎ 01443 864523	✉ pynea@caerphilly.gov.uk
<b>Ward:</b>	Morgan Jones	<b>Map Ref:</b> 315124 (E) 187580 (N)	<b>Target Date:</b> 18.12.2017
<b>Community Council:</b>	Caerphilly Town Council	<b>Expected Decision Level:</b>	Delegated

# Agenda Item 9

**Case Ref.** 17/0778/FULL **Site Area:** 16m<sup>2</sup>  
**Location:** Land North East Of Heol Trecastell (G7 - Garage) Caerphilly (UPRN 000043086446)  
**Proposal:** Build a garage on existing plot  
**Applicant:** Mr A Apsey 41 Heol Trecastell Caerphilly CF83 1AE  
**Agent:**  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315041 (E) 187040 (N) **Target Date:** 14.12.2017

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

**Case Ref.** 17/0895/FULL **Site Area:** 749m<sup>2</sup>  
**Location:** 12 Heol-Y-Dreflan Caerphilly CF83 3ES (UPRN 000043028118)  
**Proposal:** Erect detached garage  
**Applicant:** Mrs I Langley 12 Heol-Y-Dreflan Caerphilly CF83 3ES  
**Agent:**  
**Case Officer:** Mrs A Wilcox ☎ 01443 864217 ✉ wilcoa@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315544 (E) 188078 (N) **Target Date:** 28.12.2017

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

**Case Ref.** 17/0948/FULL **Site Area:** 259m<sup>2</sup>  
**Location:** 33 Heol Trecastell Caerphilly CF83 1AE (UPRN 000043013405)  
**Proposal:** Erect second storey rear extension above existing ground floor extension  
**Applicant:** Mrs J Hillier 33 Heol Trecastell Caerphilly CF83 1AE  
**Agent:** Mr A G Reed 38 Birchgrove New Tredegar NP24 6AH  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 314998 (E) 186886 (N) **Target Date:** 27.12.2017

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

## Agenda Item 10 (1)

### LIST OF PAYMENTS

CHEQUE NO.	PAYEE	IN RESPECT OF	AMOUNT £
303837	Playworks	October Salaries	1443.20
Direct Debit	123 Reg	Domain Name	21.56
303838	Town & Community Council Liaison Committee	Subscription	100.00
303839	P.G. Davy	Stamps	177.00
303840	P.G. Davy	Face Masks	19.02
Direct Debit	NEST	Pension Contribution	6.50
303841	B. Kelly	PAT Testing	45.00
303842	Parkinson UK	Donation	275.00
303843	POSY	Donation	275.00
303844	Welsh Government	Hire of Castle	330.00
303845	Welsh Government	Hire of Castle	330.00
Direct Debit	British Telecom	Telephone	12.50
303846	Cash	Stewards Payments	480.00
303847	Caerphilly Boxing Club	Grant	250.00
303848	Young Enterprise – South Wales	Grant	100.00
303849	Caerphilly & District Arts Society	Grant	250.00
303850	Twyn Community Centre	Room hire	8.00

## Agenda Item 10 (2)

### Bank Account Balances as at 1<sup>st</sup> November 2017

£

Community Direct Plus Account	17,812.78
14 Day Business Select Account	30,559.33
14 Day Business Select Account (CIL)	11,751.22
Business Select Instant Access Account	31,717.12

Agenda Item

10 c (1)

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

Caerphilly RFC Mini & Junior Section

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

Sarah Morgan, Caerphilly RFC  
Mini & Junior Committee

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

Rugby club providing coaching and opportunities to children age 6 to 16.

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

Total No. 250 junior playing members Number Resident in Town Council area (see attached map) \_\_\_\_\_

5. MEMBERSHIP FEES, if applicable £10 per player per season

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.

Mini and Junior bank account in credit  
All money is generated via subs or fundraising  
We receive a community chest grant for coaching and referee qualification fees

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

We are hoping to provide a children's play area at Caerphilly RFC to provide a safe, fun environment for our 250 playing members and other teams from across the district \*

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.

\*who attend our facility on a weekly basis.



## PROJECT SUMMARY

Caerphilly RFC have a thriving minis & juniors section with over 250 children members from age 6 to 16. On Sundays we regularly host 20+ teams from across the region and our local community.

Unfortunately, there are currently no facilities at the rugby club for the children, who spend the majority of their weekends there. Friday – M&J training, Saturday – Senior/2<sup>nd</sup>/Youth games, Sunday – M&J matches.

We would like to raise enough money to provide a play area for the children to enhance their experience at the facility and provide a safe, fun environment for them to play.

Aside from the hundreds of children who play and watch rugby here, our facility is also home to Caerphilly Runners and Caerphilly Cycling Club who would have full access to the play area.

We are committed to developing an improved, sustainable environment for our children and the local children we host at the club.

## VOLUNTEERS INVOLVED WITH THE PROJECT

Caerphilly RFC hosted the Guinness Pro 12 game between Newport Gwent Dragons and Cardiff Blues on Saturday 6<sup>th</sup> May. Upgrading our facility to be able to host the game required hundreds of hours from volunteers within the club. We achieved this through a huge commitment from members, parents, coaches and players from the M&J section. We certainly proved our #togetherasone by volunteers pulling together to achieve one goal through hard work and determination.

We are ready for the next challenge and would support this project with as many volunteers as we need.

This project will bring us all together again to achieve a shared goal which will make a real long term difference to families in our local community.



Your account statement  
 Statement sheet number: 56  
 Issue date: 29 September 2017  
 Page: 2 of 3

MR P STRAITON  
 CAERPHILLY MINI AND JUNIOR  
 32 CAE NANT GLEDYR  
 MOUNTAIN VIEW  
 CAERPHILLY  
 CF83 2BB

Write to us at:  
 PO Box 1000  
 Andover  
 BX1 1LT

Call us on: 0345 072 5555 (from UK)  
 +44 1733 347338 (from Overseas)  
 Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: CAERPHILLY  
 Sort code: 30-90-91  
 Account number: 03844913  
 BIC: LOYDGB21331  
 IBAN: GBO8 LOYD 3090 9103 8449 13

TREASURERS ACCOUNT  
 CAERPHILLY MINI AND JUNIOR RFC



Account Activity

PF1UBW00000000

Date	Payment type	Details	Paid out (£)	Paid In (£)	Balance (£)
21 Sep 17		BALANCE BROUGHT FORWARD			4,045.40
21 Sep 17	Faster Payment	MORGAN S A & N CAERPHILLY BEARS 52200006153234000N 504237 10 21SEP17 20:00		✓ 250.00 ✓ 25	4,295.40
21 Sep 17		BALANCE CARRIED FORWARD			4,295.40

26 Sep 17      20€ EMAIL FROM MEETING      1,690      5,985.40

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.  
 For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>

Att Sarah Addis  
C/o Caerphilly Rugby Club  
Virginia Park  
Caerphilly,  
Mid Glamorgan, CF83 3JA.

17<sup>th</sup> March 2017  
Ref:- NP170317  
Client Tel - 07977 403737

Dear Sarah

### Caerphilly Rugby Club – Play Area

Following on from our meeting on site and our telephone conversations, I have put together some ideas for play equipment along with some budget pricings for your consideration. As we discussed the ideas and costings are preliminary and are intended to give you an idea of potential project costs.

This proposal has been built around the idea of using the existing 12m long shipping container as a backdrop to the play area and incorporating a climbing traverse wall along the length of the container as a specific play feature. The area identified for the scheme is approximately 110m<sup>2</sup> and we have assumed that a play safer surfacing area of c.98m<sup>2</sup> is to be provided

We spoke about the choice of surfacing to be used and I think that this is a key financial decision for you. The three main surfacing options are grass mats, rubber mulch or wetpour. As discussed grassmats will retain the area as grass, however, there will be an issue of mud clogging the cells of the mats which will result in annual (at least) maintenance requirements. Rubber mulch is a resin bonded rubber surface which can be applied directly onto grass but is considered not as long wearing as wetpour. Wetpour ("rubber tarmac") is considered a maintenance free safer surface (sweeping and periodic cleaning aside) and which I think is best suited for your site. Wetpour is installed onto a layer of subbase/chippings, which will alleviate some of the drainage issues you have; however, you may want to include some extra drainage works into the scheme as appropriate.

Budget costings for the three different types of surfacing for a 98m<sup>2</sup> play area are as follows:-

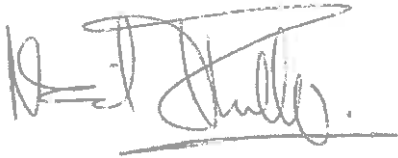
- Grassmats – c.£2.1k
- Mulch – c.£7.1k
- Wetpour (single colour - black) – c.£8.8k

I have included with this quote a tentative layout plan that incorporates play equipment which is focused on toddler play but also has some interest for older children; this includes provision for a climbing traverse wall along the length of the existing shipping container. You mentioned that we could use some volunteer help from the club members with the installation of this feature in particular, which is a great way to get people involved with the project and has significant benefits with regards to long term care of the equipment. Our proposal also includes our Canyon Net Climbing Hut unit, a Mini Basket Swing and a Spinning bowl. I note your comment on providing for older children, so have also included some images details of our Rubicon Adventure Logs Mini Pilsdon and Jackdaw units which you may be interested in.

I would be happy to discuss with you further options for the play area as appropriate. Similarly I would be happy to attend any meetings you may have scheduled to outline further the scheme to interested parties and to answer any questions that they may have with regards the proposal.

I hope that you find our proposal of interest and very much look forward to being able to help you and Caerphilly Rugby Football Club further.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Neil Phillips', with a horizontal line underneath.

Neil Phillips





## Quotation

**Client:-** Caerphilly Rugby Football Club  
**Project Reference:-** Caerphilly RFC  
**Date:-** 17th March 2017  
**Quote Reference** NP170317

Qty	Code	Product Name	Unit Price	Install Cost	Total Line Price
1		Traverse wall provided to existing container wall substrate (note this item includes an element of client installation participation)	£1,739.00		£1,739.00
1		Canyon Net Climbing Hut	£6,555.00	inc	£6,555.00
1		Spinning Bowl	£2,083.00	inc	£2,083.00
1		Mini Basket Swing	£2,606.00	inc	£2,606.00
1		Wetpour safer surfacing to play area (98m <sup>2</sup> )	£8,782.00	inc	£8,782.00

**Total**

**£21,765.00**

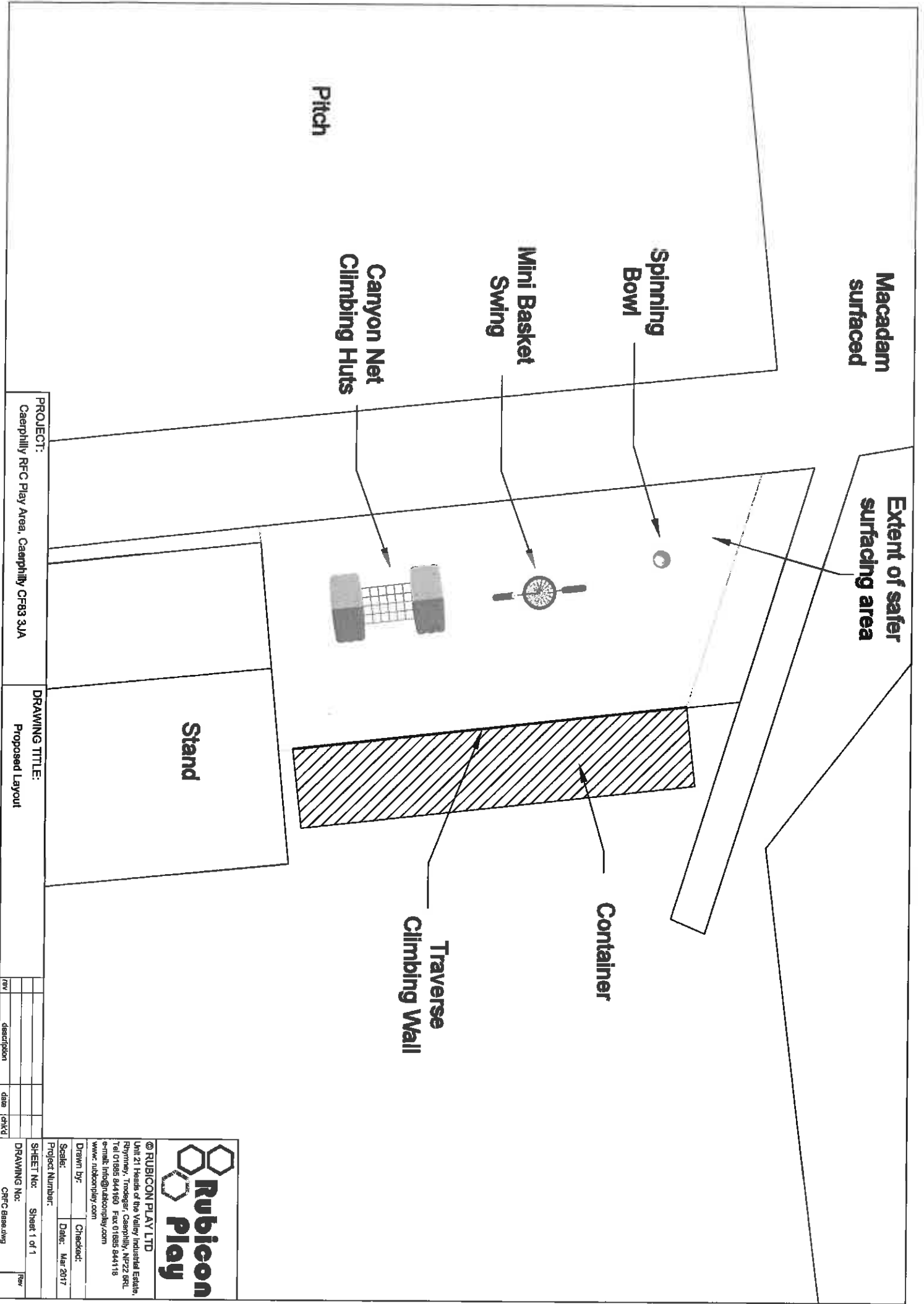
### Notes:-

1. Prices exclude VAT. Delivery of equipment is included within quotation
2. Rubicon Play standard Conditions of Quote apply
3. Quote is valid for 6 weeks from the date shown at the top of the page



**Rubicon Play Ltd.** Unit 21, Heads of the Valley Industrial Estate, Rhymney, Tredegar. NP22 5RL  
Tel +44 (0) 1685 844160 Fax +44 (0) 1685 844118 • [www.rubiconplay.com](http://www.rubiconplay.com) •  
Reg No - 05993575 VAT No - 900 6596 33





PROJECT:  
Caerphilly RFC Play Area, Caerphilly CF83 3JA

DRAWING TITLE:  
Proposed Layout

REV	description	date	CHKD

SHEET No: Sheet 1 of 1  
DRAWING No: CRFC Base.dwg

**Rubicon Play**

© RUBICON PLAY LTD  
Unit 21 Heads of the Valley Industrial Estate,  
Rhydymey, Trosegar, Caerphilly, NP22 9RL  
Tel: 01895 844160 Fax: 01895 844118  
e-mail: info@rubiconplay.com  
www: rubiconplay.com

Project Number:  
Scale:  
Drawn by:  
Checked:  
Date: Mar 2017

Agenda Item 10 c (ii)  
FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.  
CAERPHILLY CCBC ACCESS GROUP
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION  
CHAIRMAN
3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution  
THE NUMBORS IS DEDICATION TO DEALING WITH ACCESS ISSUES THAT AFFECT ENJOYMENT OF LIFE IN THE BOROUGH WE EXIST TO SUPPORT PEOPLE IN SOLVING PROBLEMS SUCH AS IMPROVEMENT ACCESS ACCESS TO BUILDING ROAD CROSSINGS
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:  
Total No. 15 Number Resident in Town Council area (see attached map) 15
5. MEMBERSHIP FEES, if applicable NONE
6. PRESENT FINANCIAL POSITION:- This should be as full as possible, but should at least detail funds held and outstanding debts and credits; if possible attach latest Financial Statement of Organisation.  
I HAVE SENT FINANCIAL ANNUAL ACCOUNTS WITH MY LETTER
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:  
RUNNING COST

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.

19, Church Road  
Gelligaer  
Hengoed  
Caerphilly  
CF82 8EH

8<sup>th</sup> October 2017

Dear Clerk,

As you may be aware the Caerphilly Disability Access group is a user led group dedicated to dealing with access issues that affect the enjoyment of life in the borough of Caerphilly.

We exist to support people in solving problems such as the improvement of access to buildings and exit from them, safer road crossing and improved public transport.

We provide this support in a number of ways such as:

- Highlighting good practice around access issues
- Raising access issues and concerns with planners and providers
- Involving disabled people in the work of the Access Group
- Carrying out a number of Access Audits for organisations and checking plans for various building.

The running cost for the Access group is £2,000 per year, however we receive little finance from anyone. At present we have £1,124 in funds so we need to secure funding in order that the group can continue.

We are writing to you today to ask you to please acknowledge the good work that we do and consider providing us with financial assistance.

Your help and support would be much appreciated.

Yours Sincerely



Roger Bevan  
For, and on behalf of the Caerphilly Disability Access Group

**CAERPHILLY COUNTY BOROUGH ACCESS GROUP  
ANNUAL ACCOUNTS  
MARCH 1ST 2015 TO FEBRUARY 29TH 2016**

INCOME	£	EXPENDITURE	£
GRANTS [Restricted Fund]	0.00	AFFILIATION DWAC NRAC	0.00 0.00
		CAPITAL ITEMS	0.00
		CONF. TRN. TRVL.	515.00
Non Restricted Fund	0.00	POST. TPHN. STAT	142.91
DONATIONS	0.00	MISCELLANEOUS	0.00
FUND RAISING	0.00	SEC. PERS. EXPNS.	0.00
CONSULT. DON.	540.00		
		INTERNET CHARGES	0.00
Sub Total	540.00		
Bal. C/F Feb 2015	1,262.73		
<b>TOTAL INCOME</b>	<b>1,802.73</b>	<b>TOTAL EXPEND.</b>	<b>657.91</b>

TOTAL INCOME	£	1,802.73
TOTAL EXPENDITURE	£	657.91
BALANCE C/F	£	1,144.82

Accounts prepared by Treasurer.

Signed 

Dated. 9.9.16

Accounts Audited by MRS. S. V HOPKINS

Signed Mrs S. V. Hopkins

Dated. 11.9.16

Accounts accepted on behalf of the Access Group by Chairperson

Signed 

Dated. 21/9/17

# Agenda Item 10 c (iii)

## CAERPHILLY TOWN COUNCIL CYNGOR TREF CAERFFILI

### FINANCIAL ASSISTANCE

#### APPLICATION FORM

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

BENEFICE OF EGLWYSILAU + CAERPHILLY

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

DERYN McANDREW

BENEFICE BOARD - SI. ST. MARTIN'S ROAD  
CAERPHILLY CF83  
IEG

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

CHURCH IN LOANES - RELIGIOUS + COMMUNITY  
ACTIVITIES - SEE CONSTITUTION WEBSITE LINK ID

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

EMAIL  
ATTACHED

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

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

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

FINANCIAL STATEMENT FOR 2016  
IS ATTACHED

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

CHRISTMAS TREE FESTIVAL ON 2/12/17 AT  
ST. MARTIN'S CHURCH. WE PLAN FOR  
"FATHER CHRISTMAS" TO GIVE FREE GIFTS

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.

TO CHILDREN - £200 ESTIMATED.

## BENEFICE OF EGLWYSILAN & CAERPHILLY

### Statement of Financial Activities Benefice for the year 2016

	Unrestricted Funds£	Restricted Funds£	Designated Funds£	Total £	Total last year
<b>Incoming resources</b>					
DIRECT GIVING	93250			93250	90354
DONATIONS	2584	7282	2130	11997	19841
FOR MISSION	5329			5329	5777
TAX REFUNDS	20422	957	15	21394	21389
LEGACY GIFTS RECEIVED		197269		197269	0
GRANTS RECEIVABLE		48502	4680	53182	6330
MONEY RAISING	10907	381	18489	29776	25558
FEES FOR SERVICES	21580	455		22035	20197
INVESTMENT INCOME	951			951	8144
OTHER - PROPERTY & MISC	21838	54	-61	21831	25428
<b>Total incoming resources</b>	<b>176861</b>	<b>254900</b>	<b>25253</b>	<b>457014</b>	<b>223017</b>
last year	162259	37846	22912	223017	
<b>Resources expended</b>					
PARISH SHARE	94570			94570	92398
PAROCHIAL EXPENSES OF CLERICS	8399			8399	7511
OTHER SUPPORT FOR MINISTRY (DBF)					697
MAINTENANCE OF SERVICES	5480		480	5960	8956
GENERAL PARISH EXPENSES	12864	2572	2958	18394	16842
MAINTENANCE OF CHURCHES (INC CY)	32067	4455	474	36995	37152
MAINTENANCE OF HALLS/PROPERTY	9788	786	1017	11591	11297
EXCEPTIONAL EXPENDITURE	7	193621	50760	244388	61710
MISSIONS - WORLD & HOME	10933		309	11242	11004
COST OF MONEY RAISING	500		551	1051	1333
<b>Total resources expended</b>	<b>174609</b>	<b>201434</b>	<b>56548</b>	<b>432591</b>	<b>248900</b>
last year	161460	82905	4535	248900	
<b>Net of incoming/outgoing resources b</b>	<b>2252</b>	<b>53466</b>	<b>-31296</b>	<b>24422.56</b>	<b>-25883</b>
REVALUATION OF ASSETS		6078		6078	0
<b>Net increase/decrease of funds</b>	<b>2,252</b>	<b>59,544</b>	<b>-31,296</b>	<b>30,501</b>	<b>0</b>
<b>Fund balances b/f at 1st January</b>	<b>59,700</b>	<b>89,673</b>	<b>123,009</b>	<b>272,382</b>	
<b>Fund balances c/fwd</b>	<b>61,952</b>	<b>149,217</b>	<b>91,713</b>	<b>302,882</b>	

**Benefice of Eglwysilan and Caerphilly**

**BALANCE SHEET AT 31ST DECEMBER 2016**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	This Year Total £	Last Year Total £
<b>Fixed assets</b>							
Tangible assets	7	0				0	0
Investments	8			47,108		47,108	41,030
<b>Total of Fixed Assets</b>		<b>0</b>	<b>0</b>	<b>47,108</b>	<b>0</b>	<b>47,108</b>	<b>41,030</b>
<b>Current assets</b>							
Debtors and stocks		6,726				6,726	5,599
Short term investments						0	0
Cash & bank balances		60,520	91,713	218,575		370,808	349,890
		67,247	91,713	218,575	0	377,535	355,489
					check	377,535	
<b>Current Liabilities</b>							
Creditors, short term		5,045				5,045	7,671
Bank account		250				250	0
<b>Net Current Assets</b>		<b>61,952</b>	<b>91,713</b>	<b>218,575</b>	<b>0</b>	<b>372,240</b>	<b>347,818</b>
					check	372,240	
<b>Total assets less current liabilities</b>		<b>61,952</b>	<b>91,713</b>	<b>265,683</b>	<b>0</b>	<b>419,348</b>	<b>388,848</b>
					check	302,882	
<b>LESS</b>							
Creditors falling due after one year				116,466		116,466	116,466
N.B. this is the D8F loan which is understood to be payable from the proceeds of the sale of ST Martin's Church Hall							
<b>TOTAL NET ASSETS</b>		<b>61,952</b>	<b>91,713</b>	<b>149,217</b>	<b>0</b>	<b>302,882</b>	<b>272,382</b>
					check	302,882	
<b>Capital funds</b>							
Permanent endowments						0	0
Expendable endowments						0	0
<b>Income funds</b>							
Restricted	9			149,217		149,217	89,673
Unrestricted: Ordinary	9	61,952				61,952	59,700
Designated	9		91,713			91,713	123,009
<b>TOTAL FUNDS</b>		<b>61,952</b>	<b>91,713</b>	<b>149,217</b>	<b>0</b>	<b>302,882</b>	<b>272,382</b>
					check	302,882	

APPROVED by the Parochial Church Council  
and signed on its behalf by

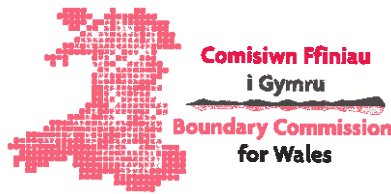
(date) 15 MAR. 2017.  
(name) M. GREENAWAY-ROBBINS

(Signature) M. Greenaway-Robbins.



Tŷ Hastings  
Llys Ffitsalan  
Caerdydd  
CF24 0BL

Agenda Item 11(1)



Hastings House  
Fitzalan Court  
Cardiff  
CF24 0BL

[comffin.cymru@cymru.gsi.gov.uk](mailto:comffin.cymru@cymru.gsi.gov.uk)  
[www.comffin-cymru.gov.uk](http://www.comffin-cymru.gov.uk)

(029) 2046 4819  
Ffacs/Fax (029) 2046 4823

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[www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk)

Town or Community Council Chair

16 October 2017

## THE 2018 REVIEW OF PARLIAMENTARY CONSTITUENCIES IN WALES REVISED PROPOSALS

The Commission is writing to you to announce that it has published its Revised Proposals for changes to Parliamentary constituencies in Wales.

The Commission's Revised Proposals Report was published on 17 October 2017 and is available on the Commissions' website: [www.bcomm-wales.gov.uk](http://www.bcomm-wales.gov.uk) or at 54 public locations across Wales.

Representations about the Revised Proposals should be made within 8 weeks of publication. As revised proposals have been published on an all-Wales basis, the Commission ask that all representations make it clear which area or areas they concern. All representations received by the Commission will be acknowledged. The representation period will end on 11 December 2017.

Yours faithfully

**Steve Halsall**  
Secretary



# Cardiff Conservation Volunteers

Company Registration No. 3197781

Charity No. 1056148

Ian Gibblet  
39 Gilwern Crescent  
Llanishen  
Cardiff  
CF14 5AL

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

Dear Mr K. Williams

If you are not already familiar with our work, I would like to introduce you to Cardiff Conservation Volunteers. The registered charity group has more than 35 years of experience of working with people and local authorities, voluntary organisations and landowners to enhance and protect our local environment. Every Sunday and on occasional weekends we organise conservation tasks across Cardiff and South Wales. In 2010 we won the Queen's Award for Voluntary Service. Work has been undertaken for organisations including Rhondda Cynon Taff County Borough Council, Cardiff County Council and Brecon Beacons National Park.

Cardiff Conservation Volunteers has nearly 100 members from all walks of life who volunteer on Sundays and occasional full weekends to help manage the green spaces and countryside of South Wales, and keep skills such as hedgelaying, coppicing, and drystone walling alive. Our primary aim is to promote the conservation, protection and improvement of the physical and natural environment anywhere, whilst having an enjoyable time doing so. We are always seeking to expand the list of organisations on behalf of which we undertake this work. This is in order to maintain a viable and interesting quarterly programme of work in advance for our volunteers. You may be unfamiliar with the group or not considered us for work before but we may be able to assist you in your important and essential work.

The range of practical countryside skills offered by the group is considerable including removal of invasive vegetation, woodland management and footpath management. There is always a core of experienced trained volunteers and a leader within each work party which normally consists of between 6 and 12

volunteers. We possess an extensive and impressive array of tools and equipment for all types of countryside work, which we bring to the worksite with us in our own especially adapted minibus. The countryside skills base in the group for a wide range of work activities is therefore high. Our activities are covered by the necessary insurances.

The level of supervision and organisation required by you on the day is therefore minimised by the above; which is an important consideration in these days of financial constraints. The work co-ordinator for the group would meet you and/or discuss the work with you before the date of the task. We always welcome the on site presence of staff from an organisation throughout the day but recognise this is not always possible these days.

There is a nominal fee of £150 charged by the group for each task to primarily cover the basic but essential cost of maintaining the minibus, for fuel, public liability insurance and tools etc. Organisations have found using the group to be a useful and productive means of carrying out work and complementing their existing staff and contractor management activities where present. Promoting work on sites especially at weekends is another benefit. There is of course also the added bonus of introducing and encouraging people to take an interest in managing the countryside and maintaining essential practical skill levels.

Thank you for taking the time to read this information. I would be happy to provide further information if you think we could assist in your work. You can also obtain further information on the work of the group at our website:  
<http://www.cardiffconservation.org.uk>

Yours Sincerely

Ian Gibblett  
CCV Project Coordinator

Tel: 07709814253  
[ccv@live.co.uk](mailto:ccv@live.co.uk)



Agenda Item 11 (3)



62 Bryn Siriol  
Tŷ Isaf  
CAERFFILI  
CF83 2AJ

16<sup>th</sup> September 2017

Clerk to the Council  
Cyngor Tref Caerffili  
Twyn Community Centre  
CAERFFILI  
CF83 1JL

Dear Phil,

James Fussell asked me to write to you about the possibility of Caerffili Town Council sponsoring, or otherwise supporting, "Cwmni" our "papur bro".

A "papur bro" is a Welsh language community magazine we publish 10 months of the year. It contains articles, pictures, puzzles, news items, advertisements etc that we hope are of interest to Welsh speakers and learners in the area. Indeed, it's a way of promoting the language by keeping those who speak the language in touch with each other and with groups who use the language.

It seems to me that there are two ways you could support us. Either by inserting a monthly advertisement or by purchasing a number of copies each month.

The cost of advertising in the paper is £100 per full page per edition then, pro rata, £50 per half page down to £12.50 per one eighth of a page. These multiplied by 10 give the annual cost, except that we negotiate a reduction for a regular contribution e.g. a quarter page would be £220 rather than the full £250.

The other question with an advertisement is the form that it should take. A box including the council crest, contact details, date of council meetings and range of activities/ responsibilities would seem the more practical way. This could then be varied each month to feature specific activities such as the fireworks display, Christmas lights etc.

To purchase a specific number of copies, the cost is 80p per copy per month or £8 per year. Thought would then need to be given as to where the paper would be distributed e.g. the library. Our treasurer would then invoice the council annually.

There is also the possibility of coming to some arrangement where we could devise an amalgam of both ideas: purchase so many copies/ insert a smaller advert.

Perhaps you could place these ideas in front of your council and I would be more than willing to come along to one of your meetings to discuss possibilities.

Please do not hesitate to contact me should you feel that I can be of any assistance.

I look forward to hearing from you.



Ben Jones  
Golygydd/ Editor

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**Ffôn: 029 20 862428      Symudol 07891916046**  
**e-bost/: [benamary2000@yahoo.co.uk](mailto:benamary2000@yahoo.co.uk) / [Golygydd@papurcwmni.cymru](mailto:Golygydd@papurcwmni.cymru)**

Agenda Item 11 (4)

From: Peter Allen [peterallen48@hotmail.com]  
To: "towncouncil@tiscali.co.uk"<towncouncil@tiscali.co.uk>  
Date: 27/10/2017 9:26  
Subject: A and E at the Royal Gwent

Good Morning Phil

I was speaking to the Mayor yesterday (at the 50+ Forum AGM) and we discussed the potential impact of the proposed Specialist and Critical Care Centre in Cwmbran (to be known as the Grange) on the A&E department at the Royal Gwent.

From the comments I had at the council meeting I attended, and yesterday's discussion, it would appear that many people believe that the Royal Gwent's A&E department will be move entirely to the Grange and the Royal Gwent would be left with a 'Minor Injuries' unit only. My understanding is that only major/critical patients would go to the Grange and that the Royal Gwent A&E would continue to function as it does now.

I have already raised, informally, this potential issue with the Aneurin Bevan CHC but would like to pursue this further to get a definite statement from the **Aneurin Bevan Health Board** to clarify the position.

To that end I should be grateful if you would raise this matter with the Town Councillors and seek their constituents understanding/comments and feed back to me a single Town Council response. Once I have received that information, I shall formally seek a response from the **Aneurin Bevan Health Board** on this single question on behalf of Caerphilly residents.

I appreciate that, for Caerphilly residents, there are other issues with the existing Royal Gwent A&E facility and the lack of an A&E at YYF, but in this instance only, I should be grateful if councillor's comments could be restricted to this one issue in order to get (hopefully) a speedy clarification.

Could I suggest a timetable of end of November for the Town Council's response, to me.

Regards

Peter Allen

07968 438 459

Agenda Item 11 (5)

**Councillor  
Cynghorydd**

**Councillor A.G. Higgs, 29 Dyffryn Street,  
Aberbargoed, Bargoed. CF81 9ET**



**www.caerphilly.gov.uk  
www.caerffili.gov.uk**

Our Ref/Ein Cyf:	AGH
Contact/Cysylltwch â:	Councillor Alan Higgs
Telephone/ Ffôn:	01443 829670 / 07950956550
E Mail/E Bost:	higgsa@caerphilly.gov.uk alanhiggs1@gmail.com
Date/Dyddiad:	24 <sup>th</sup> October 2017

Dear Town and Community Councillors,

I wanted to make you aware of the Royal British Legion's 'Silent Soldier' concept, which marks the sacrifice of those who fell in the four years leading up to the Armistice in November 2018. The concept refers to those who sadly came home 'silently'.

The Royal British Legion in Wales is keen to ensure that as many communities as possible, in their own way, pay their respects to those who gave so much during the First World War. The 'Silent Soldier' scheme is intended to support communities with this.

I'm writing to ask for your support, and to consider purchasing a 'Silent Soldier' and displaying it somewhere prominent within your community. Each soldier is priced at £250 and are available now for display up to December 2018. I have attached an image which illustrates how the 'Silent Soldier' could look on display.

If you would like to consider purchasing one of these poignant items, please contact Lynne Woodyatt, the Royal British Legion's Community Fundraiser for South East and Mid Wales – [lwoodyatt@britishlegion.org.uk](mailto:lwoodyatt@britishlegion.org.uk) or by calling 01685 389103.

One point to note – please can you ensure that prior to erecting a Silent Soldier on public land, that you get express permission from the council's Highways team. They are aware of the concept but will need to approve the location of any on public land.

As Armed Forces Champion, I hope this is something that you will find of interest and hope that you are able to support this concept.

Kind regards.

**Councillor A.G. Higgs  
Caerphilly Armed Forces Champion**

**This correspondence is from an individual member and is not written on behalf of the Council.  
Mae'r llythyr hwn oddi wrth aelod unigol ac nid wedi ei ysgrifennu ar ran y Cyngor.**





## Complaint

**From:** Debbie Bardo [debbie.bardo@yahoo.co.uk]  
**To:** "towncouncil@tiscali.co.uk"<towncouncil@tiscali.co.uk>  
**Date:** 04/11/2017 19:12  
**Subject:** Fireworks display

To whom it may concern, I am writing once again this year about your fireworks display at Caerphilly Castle. It is plainly obvious to me and to many that your lack of compassion for pets, wildlife and to those who suffer from PTSD and chronically and terminally ill people is all too evident as also is fireworks environmentally unfriendly and dangerous whether in a fireworks display held by the council or otherwise. I feel very strongly at your negligence in not taking in the consideration and needs of all habitants of the borough. Every year we have to suffer the same loud noise which lasts for hours. I am terminal and I need rest but unable to because of the disturbance caused by your fireworks display also it has a great effect on a great many pets including mine who has high anxiety and stresses out. I find it appalling that you cannot even be bothered to source the noiseless fireworks that are available, makes one believes that it's just all about the bang and not the actual sparkle. You would be far better raising money for charity in other directions. I am very angry and very annoyed that our money is wasted in fireworks which just goes up in smoke. It's like a war zone here as I am writing this. You need to start taking responsibility for all of the people not just the few. Yours D S Bardo

Sent from Yahoo Mail on Android

# Compliment

**From:** Jason Oliver [ollie131170@googlemail.com]  
**To:** <towncouncil@tiscali.co.uk>  
**Date:** 06/11/2017 10:27  
**Subject:** Fire works display

To whom this concerns .

A quick message of thank you for a fabulous fire work display 4th November 2017 I travelled from Wolverhampton and stopped in the premier in there just to watch the fantastic display you put on . I'm planning in a group visit next year to watch the display .

Please keep up the phenomenal work that make a this night so great .

Big thanks

Regards

Jason Oliver