

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

K. Williams

TOWN MAYOR:
MEIR Y DREF:

Councillor
Steve Kent

8th May 2017

An Annual General Meeting of the Caerphilly Town Council will be held at the Twyn Community Centre on Monday 15th May 2017 at 6.30 p.m. to be followed immediately by the Ordinary Meeting of The Town Council to consider the following matters.

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

K. Williams
TOWN CLERK

A G E N D A

- 1.** To elect the Town Mayor for the year 2017/2018.
- 2.** To receive the Town Mayor's Declaration of Acceptance of Office.
- 3.** To elect the Deputy Town Mayor for the year 2017/2018.
- 4.** To receive the Deputy Town Mayor's Declaration of Acceptance of Office.
- 5.** To receive and if thought fit to confirm the minutes of the Annual General Meeting held on Monday 23rd May 2016 (herewith).
- 6.** Matters arising from the minutes.
- 7.** To determine the Town Mayor's Allowance for 2017/2018.
- 8.** Dates of Future Meetings.
- 9.** To appoint representatives (plus Town Clerk) to:
 - a)** The Town and Community Council Liaison Committee - Caerphilly

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

County Borough (two members).

- b) The Caerphilly County Borough Council Community and Town Councils Liaison Sub Committee (one member).
- 10. To appoint two representatives of the Council plus the clerk to serve on the following:-
 - a) Caerphilly County Borough Council Town Centre Management Group.
- 11. To appoint a representative to the Twyn Community Centre Management Committee.
- 12. To appoint representatives to the Caerphilly and District Twinning Association Management Committee (two members).
- 13. Events Sub Committee - to appoint a chairman and to determine representation to this sub committee together with co-opted persons.
- 14. To confirm or otherwise the Co-operative Bank plc as the Bankers for this Council. To nominate the members who, with the Town Clerk, be authorised to sign cheques drawn or issued on behalf of the Council (any two empowered to act at anyone time) and to approve allied arrangements.
- 15. To confirm the Clerk as the Council's Responsible Financial Officer as required under Section 151 of the Local Government Act 1972 and to authorise him to give instructions (e.g. transfer between accounts), request information and obtain answers to queries on the Bank Account on behalf of the Council.
- 16. To appoint an internal auditor for the Council for 2017/2018 year.

ORDINARY MEETING OF CAERPHILLY TOWN COUNCIL

A G E N D A

- 1. To note Members' attendance and to receive any apologies for absence.
- 2. Declarations of Interest in any item.
- 3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held on Monday 20th March 2017 (herewith).
- 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. **PROJECTS AND TOWN CLERK'S REPORT**
 - a. Independent Remuneration for Wales.
 - b. Concessionary hire of Caerphilly Castle.
 - c. Renewal of Council Insurance.
 - d. Wales Audit Office Annual Report.
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. Save The Children, Caerphilly.
 - ii. Caerphilly & District Twinning Association.
 - iii. Mount Carmel Church English Baptist Church.
 - d) Receipts and Payments Account, Financial Return & Annual Governance Statement 2016/2017.
11. **CORRESPONDENCE**

EXEMPT ITEM

Town Clerk's Final Salary

Under the terms of section 1 of the Public Bodies (Admission to Meetings) Act 1960 that because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted the public be excluded from the meeting during consideration of this report.

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Ken Williams

TOWN MAYOR:
MEIR Y DREF:

Councillor
Steve Kent

MINUTES OF THE ANNUAL GENERAL MEETING OF THE CAERPHILLY TOWN
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 23RD MAY 2016

Present:

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

In attendance:

Mr. K. Williams (Town Clerk)
Inspector Andy O'Keefe and Sgt C. Watkins.

1. ELECTION OF TOWN MAYOR 2016 – 2017

Councillor Steve Kent was elected as Town Mayor and duly read out and signed the Declaration of Acceptance of Office.

Voting was 7 for with 5 abstentions.

2. ELECTION OF DEPUTY TOWN MAYOR 2016 – 2017

Councillor Simon Morgan the only nomination.

Voting was 7 for with 5 abstentions.

3. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 11TH MAY 2015

Minutes of the Annual General Meeting held on Monday 11th May 2015 were received, confirmed and signed.

4. MATTERS ARISING FROM THE MINUTES

No matters arising.

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5. **TOWN MAYOR'S ALLOWANCE**

The Town Mayor's Allowance for 2016/2017 was set at £900.

6. **DATES OF FUTURE MEETINGS**

A list of future meetings was agreed by members.

7. **APPOINTMENT OF REPRESENTATIVES**

a. **Town and Community Council Liaison Committee**

The Town Clerk together with Councillors Jenny Hibbert and Colin Elsbury were appointed for this committee.

b. **The Caerphilly County Borough Council Community and Town Council's Liaison Sub Committee**

The Town Clerk together with Councillor Jenny Hibbert were appointed to this subcommittee.

c. **Caerphilly County Borough Council Town Centre Management Group**

Councillors Jenny Hibbert and Roger Bidgood were nominated and elected by 7 votes with 5 Abstentions.

d. **Twyn Community Centre Management Committee**

Councillor P. Bevan was appointed as the Town Council's representative by 7 votes with 5 abstentions.

e. **Caerphilly and District Twinning Association Management Committee**

Town Mayor plus Councillor J. Fussell were elected by 7 votes with 5 abstentions.

f. **Events Sub Committee**

Councillor P. Bevan was elected as Chairman and all members were invited to attend the sub-committee.

8. **Councils Approved Bankers and Cheque Signatories**

The Co-op Bank were confirmed as the Council's Bankers. Councillors P. Bevan, S. Kent and the Town Clerk, Mr. K. Williams were authorised to give instructions, request information and obtain answers to queries on behalf of the Town Council.

9. The Town Clerk, Mr. K. Williams was confirmed as the Council's Responsible Financial Officer under Section 151 of the Local Government Act 1972.

10. Mr. R. B. Williams was confirmed as the Council's Internal Auditor for 2016/17 at a remuneration of £200.

LIST OF MEETING 2017-2018

19TH JUNE 2017
17TH JULY 2017
18TH SEPTMEBER 2017
16TH OCTOBER 2017
20TH NOVEMBER 2017
15TH JANUARY 2018
19TH FEBRUARY 2018
19TH MARCH 2018
16TH APRIL 2018
21ST MAY 2018

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MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE ON
MONDAY 20TH MARCH 2017

Present:

Councillors Mr. C. Elsbury, Mr. E. Talbot, Mr. P. Bevan, Mrs. J. Hibbert, Mr. R. Williams, Mr. S. Cook, Mr. S. Kent (Town Mayor) and Mr. J. Pritchard.

Apologies:

Councillor R. Bidgood and S. Morgan.

In attendance:

Mr. K. Williams (Town Clerk).

85. MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY
27TH FEBRUARY 2017

Minutes of the Ordinary Council Meeting held on 27th February 2017 were received, confirmed and signed.

86. MATTERS ARISING FROM THE MINUTES

It was agreed the appointment for the post of Town Clerk would be before a full Town Council Meeting. It was also decided to ask an officer from Human Resources C.C.B.C. to advise on the appointment if possible.

87. COMMUNITY SAFETY MATTERS

- a. Crime figures and A.S.B. figures between March 2016 and 2017 were issued to members.
- b. Parking alongside Iceland – This has been monitored and no problems were identified.

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- c. Begging in Town – Orders can be made prohibiting begging. If an order is made on the spot fines can be issued by Council Enforcement Officers. For an order to be issued the police will need to record incidents and report to C.C.B.C. who can then apply for an order.
- d. A.S.B. in Asda Car Park – The police have kept an eye on the car park but haven't seen any problems although they appreciate there wasn't 24 hour surveillance.
- e. Youths congregating around the train station. Friday 10th March in excess of 60 youths aged from 14 years were seen drinking in this vicinity and throwing cans and bottles. Youths over 18 can be issued with on the spot fines for £100 (reduced to £75 if paid within a prescribed period).

Issues raised by members:

Youths have been running into Malcolm Uphill pub causing chaos.

88. **TOWN MAYOR'S DIARY**

8th March 2017 – Sense Cymru Oscars, Caerphilly Castle.

89. **ENVIRONMENTAL MATTERS**

- a. Wood incinerator on Nantgarw Road giving out a toxic smell. It is due to go back to Planning and Environmental Health have monitored the problem.

It was agreed the clerk would write to the Environmental Health to ascertain the outcome.

- b. Park and Ride Car Park – Part of the fencing has been broken and duvets have been dumped.

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

- a. Extension of Leave of Absence

Councillor J. Hibbert attended the meeting so the leave of absence extension was no longer required.

- b. Invitation to join One Voice Wales

Members decided because of the cost of membership to One Voice Wales not to take up the invite to become a member.

- c. National Pay Award

The clerk presented members with the agreed pay award for April 2016 and April 2017 which was noted by members.

91. PLANNING MATTERS

Councillor C. Elsbury declared an interest and took no part in the discussions or decision making.

No objections raised.

92. PAYMENTS AND FINANCIAL MATTERS

a. List of payments – Noted and approved.

b. Bank Account Balances – Noted.

c. Application for Financial Assistance

	£
i. Caerphilly Local History Society	250
ii. Walk for Life – Kidney Wales	200
iii. Bobath Children's Therapy Centre Wales	200

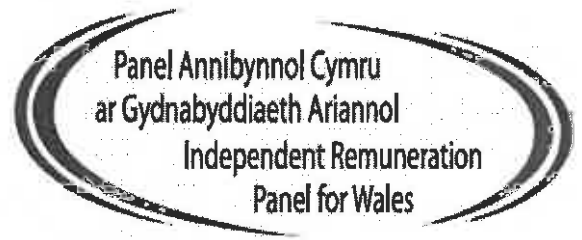
d. Fireworks Display 2016 -2017

Members agreed the accounts and confirmed Rees Sound be engaged to provide the P.A. System and Pendragon Fireworks and Pyrotechnics to provide the Fireworks Display.

Members also agreed that Pendragon Fireworks be paid 50% in April 2017 with the balances being paid after the display.

Meeting closed 7.15 p.m.

Next meeting 15th May 2017.



Eich cyf/ Your ref:

Ein cyf/Our ref: fA1077100

**To: Leaders and Chief Executives of County and County Borough Councils
Chairs and Chief Executives of National Park Authorities
Chairs and Clerks of Fire and Rescue Authorities
Chair and Chief Executive of One Voice Wales
Leader and Chief Executive of Welsh Local Government Association
Head of Democratic/Members Services of County and County
Borough Councils, National Park Authorities and Fire and Rescue Authorities
Community & Town Councils**

24 February 2017

Dear Colleague

Independent Remuneration for Wales – Annual Report 2017/18

The Panel is appreciative of those individuals and organisations that responded to the draft Report issued in September last year. We have considered the views and comments that were expressed and where appropriate have reflected them in this Annual Report.

Since last year there has been a significant change to the proposals of the Welsh Government for the future of local government in Wales and in due course we will be examining the potential implications for remuneration. However this Report deals with the current structure of local government that falls within our remit.

The Panel has decide to make a very modest increase in the basic salary for elected members of principal councils, the first increase for 3 years, with consequential increases for members of National Park and Fire and Rescue Authorities. Other changes to the remuneration framework are set out in the introduction to the Report. For most authorities the Report will take effect after the elections on the 4th May.

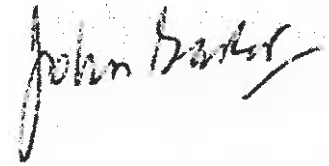
Ystafell /Room A05
Llawr Cystal/First Floor
Adeladau Coron/Crown Buildings
Parc Cathays/Cathays Park
Caerdydd/Cardiff
CF10 3ND

Ffôn/Tel: 029 2080 1047

E-bost/Email: irpmailbox@wales.gov.uk
www.remunerationpanelwales.org.uk
www.panelcymrugynabyddiaethariannol.org.uk

The Panel believes that it is vital to continue to have a constructive dialogue with those affected by its decisions. So during the Summer/Autumn we intend to visit each of the newly elected county/county borough councils which will provide an opportunity for members and officers of these newly elected councils to discuss matters relating to remuneration within the Panel's responsibility. We look forward to a mutually informative discussion.

Yours sincerely



John Bader
Chair of the Panel

13. Payments to Members of Community and Town Councils

- 13.1. The Panel has had responsibility for the remuneration of community and town councils since the Measure of 2011 and its first determinations for such members came into effect in the financial year 2013/2014. Subsequent Annual Reports have developed ideas for remuneration of community and town councillors, allowing flexibility to meet appropriate responsibilities.
- 13.2. The Panel recognises a wide variation in geography, scope and scale across 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.3. Therefore determinations 44 to 51 are permissive powers, each of which requires a formal decision by each community or town council annually. A community or a town council can adopt any or all of the determinations but if it does make such a decision, it must apply to all its members.
- 13.4. An individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these allowances by giving notice in writing to the proper officer of the council.
- 13.5. In arriving at its determinations this year, the Panel actively engaged with Community and Town Councils. The Panel met with representatives of One Voice Wales and presented the draft determinations for discussion at their annual conference. The Panel also met with a representative of the Society of Local Council Clerks. During early 2017 the Panel is holding 3 regional meetings across Wales and is meeting the North and Mid Wales Association of Local Councils to further discuss Community and Town Councils' remuneration.

Payments to Community and Town Councillors

- 13.6. In order to compensate members of community and town councils for expenses and costs involved in carrying out their duties, the Panel has determined that councils should be authorised to make a payment to each member.

Determination 44: Community and town councils are authorised to make a payment to each of their members of a maximum amount of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

Senior roles

- 13.7. The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, can involve greater responsibility. It has therefore determined that councils should be authorised to pay up to three responsibility payments for specified roles.

Determination 45: Community and town councils are authorised to make an annual payment not exceeding £500 each to up to 3 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is made.

Civic allowance

- 13.8. Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils should be authorised to pay an allowance for these roles.

- 13.9. In its previous annual reports the Panel determined no maximum levels of payment to mayors/chairs and their deputies. The Panel's research indicates that the majority of community and town councils make no or very modest payments to their civic leaders.
However, there are indications that some community and town councils are reporting the budget allocated for civic functions rather than the amount paid as personal civic allowance to the individual. The Panel will take further steps to establish accurate figures for payments made to mayors/chairs with the intention of setting an appropriate level for such payments in its 2018 Annual Report.

Determination 46: Community and town councils are authorised to provide a civic allowance to the mayor/chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made

Determination 47: Community and town councils are authorised to provide a civic allowance to the deputy mayor/deputy chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made

Reimbursement of travel costs

- 13.10. The Panel recognises that there can be significant travel costs associated with the work of community and town council members, especially where the

council area is geographically large and/or when engaging in duties outside this area. It has therefore made provision for travel costs to be met.

Determination 48: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties.⁹ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Reimbursement of subsistence

Determination 49: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Other Allowances / Payments

13.11. Previously the Panel had determined that an Attendance Allowance could be paid to each of its members for attending approved duties outside the area of the council. Very few community or town councils made this payment and therefore this allowance has been removed. However, the Panel has retained the facility and increased the amount which councils may pay as compensation to their members where they suffer financial loss when attending approved duties.

⁹ Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Determination 50: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £34.00 for each period not exceeding 4 hours:
- Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.

Reimbursement of the costs of care

13.12. In order to address issues of democratic participation and diversity, the Panel has decided to permit reimbursement of costs to members for the care of dependent children and others, or costs incurred relating to a personal assistance need, whilst attending meetings and other approved duties.

Determination 51: Community and town councils are authorised to provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.

Publicity requirements

13.13. There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments. This information must be published on council noticeboards and/or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the year to which the payments relate. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are in breach of this this requirement.

Application for Concessionary Hire of Caerphilly Castle

An application has been received for one of the Town Council's concessionary hire of Caerphilly Castle.

The event is planned for the 6th October 2017 and all monies raised will go to Noah's Ark Children's Hospital for Wales.

Members are asked to consider this request.



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enterprise@aon.co.uk

Mr Ken Williams
Caerphilly Town Council
Twyn Community Centre
The Twyn
Caerphilly
Mid Glamorgan
CF83 1JL

12 April 2017

MLCRINOLTA.05.16.CS

Dear Mr Ken Williams

Your Local Council Insurance Renewal

Premium: £2,674.76 including Insurance Premium Tax at 12.00%
Renewal Date: 01 June 2017
Policyholder: Caerphilly Town Council
Policy Number: LC/M/002883

The above policy is due for renewal and we have pleasure in confirming the terms for this year. We have only approached your existing insurer.

This renewal quotation is subject to there being no claims reported or changes in material information which may cause the insurer to reassess their ratings and/or terms, and is based on the information you have provided to us as detailed within the attached schedule.

As we are not making a recommendation to you, we would ask that you consider the information included within the enclosed documents carefully to ensure that your sums insured, limits and estimates are up to date and meet your business requirements. Please contact us if any of your circumstances or requirements have changed and we will be happy to provide alternative quotations for your consideration. Your renewal information pack contains details of any optional additional covers or increased cover limits associated with the insurance. Please check your policy schedule to see the cover you have selected. These may be removed or amended on your request if they no longer meet your needs.

Your Policy

Your Local Council insurance scheme will continue to be underwritten by Maven Underwriting (Maven), who is the only provider we have approached. Don't forget, your policy still continues to offer the following cover:

- Set covers that protect against risks faced by Councils, including legal liabilities, money, theft by employees, accidental wrongdoing by council officials and libel and slander
- Legal Expenses at a standard limit of £250,000
- Officials Indemnity at a standard limit of £500,000
- Personal Accident cover with a capital benefit amount of £100,000, and a weekly benefit of £200
- Set limits for property cover so there is no need to contact us and pay extra premiums every time there is a change to the council's asset register unless the set limit is exceeded

Community councils in Wales hold in excess of £32 million in reserves and balances, and the 2017-18 audit will examine how councils plan to use these reserves for the public benefit

3.11 Community councils hold in excess of £32m in reserves and balances. In some cases these reserves will include capital receipts which have restricted uses. However, audit work in 2015-16 identified that many councils do not take their reserves into account when setting their annual precept.

3.12 The 2017-18 audit will therefore consider what plans community councils have for their reserves and balances and how they manage these resources effectively.

Looking forward to 2018-19 and beyond, the Auditor General's programme will continue to look at common issues arising during the annual audit, and will also incorporate a review of the sector's response to the Well-Being of Future Generations Act 2015

Each year, the Auditor General identifies a number of common or recurring issues as part of the annual audit work, and these will be considered as part of the future audit programme

3.13 As reported above, auditors continue to identify recurring issues as part of their normal audit work. The Auditor General will incorporate themed governance reviews of these issues as part of his annual audit programme.

3.14 The issues identified for review will be those that are commonly identified, or those that have a significant potential impact on community councils and their effective use of public funds.

For community councils, the Auditor General will discharge his responsibilities under the Well-Being of Future Generations Act 2015 in a proportionate manner by integrating his work within the statutory audit process

3.15 Community councils in Wales with gross income or expenditure over £200,000 each year have a duty under the Well-Being of Future Generations Act 2015 to take all reasonable steps towards meeting the objectives included in the wellbeing plan in effect in its area. Each financial year, relevant councils must publish a report on the progress it has made in meeting the local objectives.

- 1.16 The Auditor general also has responsibilities under the Act to carry out an examination of each public body at least once every five years. The Auditor General's approach will be proportionate to the scale of the sector, and details have yet to be worked out. We do, however, propose that an initial examination will take place during 2020-21.

The Auditor General's future programme of themed governance reviews is set out in a four year plan, although, this may be subject to change as issues emerge over time

- 1.17 The objective of the new audit arrangements introduced for 2015-16 is to examine and assess the effectiveness of community councils' governance arrangements over a period of years. The reviews will focus on recurring themes identified as part of the annual audit cycle and will help councils to improve their arrangements where required over time. Exhibit 13 sets out my current proposed timetable for future governance themes, although, these may change over time.

Exhibit 13 – Future governance themes

The Auditor General's future governance themes for community councils will broadly follow a four year plan, although, this may be subject to change as issues emerge

2017-18	2018-19	2019-20	2020-21
Effectiveness of Internal Audit	Compliance with Standing Orders	Use of s137 Local Government Act 1972	Employment of staff
Use of reserves	Delegation to committees	Arrangements for making payments	Well-Being of Future generations

Case Ref. 17/0216/CLPU **Site Area:** 227m²
Location: 7 Lon Hafren Watford Caerphilly CF83 1NR (UPRN 000043013553)
Proposal: Obtain a Lawful Development Certificate for the proposed conversion of existing garage to bedroom
Applicant: Mr C Morgan 7 Lon Hafren Watford Caerphilly CF83 1NR
Agent:
Case Officer: Mrs R Amundson ☎ 01495 235120 ✉ amundrh@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314732 (E) 186045 (N) **Target Date:** 22.05.2017

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Case Ref. 17/0215/COU **Site Area:** 539m²
Location: Unit D De Clare House 4 Sir Alfred Owen Way Pontygwindy Industrial Estate Caerphilly CF83 3HU (UPRN 000043166077)
Proposal: Change the use to an indoor sports community hire facility
Applicant: Pro Zone Park Ltd Mr M Evans Oxford House Clos-Y-Cedr Pwllypant Caerphilly CF83 3RL
Agent:
Case Officer: Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315290 (E) 188367 (N) **Target Date:** 26.05.2017

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Case Ref. 17/0265/FULL **Site Area:** 250m²
Location: 5 St Ilan's Way Watford Caerphilly CF83 1EW (UPRN 000043025847)
Proposal: Erect two storey rear extension providing basement storage and ground floor lounge and raised deck area and steps
Applicant: Mr M Coates 5 St Ilan's Way Watford Caerphilly CF83 1EW
Agent: Mr R Smith 51 Foreland Road Whitchurch Cardiff CF14 7AS
Case Officer: Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315025 (E) 186270 (N) **Target Date:** 25.05.2017

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Case Ref. 17/0114/LBC **Site Area:** 480m²

Location: **Caerphilly Workmens Hall And Institute 20 Castle Street Caerphilly CF83 1NY** (UPRN 000043088122)

Proposal: Convert existing toilet off lobby into accessible toilet facilities, remove and replace toilet and washbasin, install metal handrails, board up external door with plaster board, remove stud wall, alteration to door frame to allow wheelchair access and create platform at rear of main hall for hirers to use for refreshment or merchandise sales by removing three rows of seating and moving wood partition

Applicant: Caerphilly Workmens Hall And Institute Mrs K Lye 20 Castle Street Caerphilly CF83 1NY

Agent:

Case Officer: Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk

Ward: Morgan Jones **Map Ref:** 315741 (E) 187250 (N) **Target Date:** 09.05.2017

Case Ref. 17/0208/FULL **Site Area:** 194m²

Location: **63 Cwrt Nant-Y-Felin Caerphilly CF83 1TP** (UPRN 000043008846)

Proposal: Convert loft to include two dormer windows facing the rear of the property

Applicant: Mrs D Murphy 63 Cwrt Nant-Y-Felin Caerphilly CF83 1TP

Agent:

Case Officer: Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk

Ward: St Martins **Map Ref:** 313894 (E) 186061 (N) **Target Date:** 12.05.2017

Case Ref. 17/0209/FULL **Site Area:** 195m²

Location: **43 Heol-Y-Parc Brynccenydd Caerphilly CF83 1AY** (UPRN 000043014546)

Proposal: Erect single-storey rear extension

Applicant: Mr S Evans 43 Heol-Y-Parc Brynccenydd Caerphilly CF83 1AY

Agent: Mr A G Reed 38 Birchgrove New Tredegar NP24 6AH

Case Officer: Mrs A Wilcox ☎ 01443 864217 ✉ wilcoa@caerphilly.gov.uk

Ward: Morgan Jones **Map Ref:** 314949 (E) 187324 (N) **Target Date:** 12.05.2017

Case Ref. 17/0241/COU **Site Area:** 154m²

Location: **Unit A Clive Chambers 2A Clive Street Caerphilly CF83 1GE** (UPRN 000043025919)

Proposal: Convert first floor offices to 2 No. residential apartments with bin and bike stores on ground floor

Applicant: Mr N Starr Unit A Clive Chambers 2A Clive Street Caerphilly CF83 1GE

Agent: CLC The Design Office 19 Heol Y Deri Rhiwbina Cardiff CF14 6HA

Case Officer: Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk

Ward: St Martins **Map Ref:** 315524 (E) 186660 (N) **Target Date:** 10.05.2017

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Case Ref. 17/0309/COU **Site Area:** 157m²
Location: 7 Market Street Caerphilly CF83 1NX (UPRN 000043025355)
Proposal: Convert existing property into two flats
Applicant: Mr J Child 49 Somerset Street Abertillery NP13 1DL
Agent: Mr M Morgan 9 School Street Aberbargoed Bargoed CF81 9DA
Case Officer: Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 315739 (E) 186914 (N) **Target Date:** 01.06.2017

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

Case Ref. 17/0318/RET **Site Area:** 197m²
Location: 9 St Donat's Court Caerphilly CF83 1DF (UPRN 000043013136)
Proposal: Retain and complete single-storey rear extension
Applicant: Mr E Adams 9 St Donat's Court Caerphilly CF83 1DF
Agent: Mr M Morgan 9 School Street Aberbargoed Bargoed CF81 9DA
Case Officer: Mrs A Wilcox ☎ 01443 864217 ✉ wilcoa@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314831 (E) 186585 (N) **Target Date:** 01.06.2017

Case Ref. 17/0325/RET **Site Area:** 327m²
Location: 9 Castell Y Fan Caerphilly CF83 3JL (UPRN 000043036044)
Proposal: Retain and complete detached garage
Applicant: Mr M Prosser 9 Castell Y Fan Caerphilly CF83 3JL
Agent: Pixel Puzzle Mr R Williams 66 Fair Woodroad Llandaff Cardiff CF5 3QJ
Case Officer: Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 316129 (E) 188341 (N) **Target Date:** 08.06.2017

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

Case Ref. 17/0298/FULL **Site Area:** 364m²
Location: 105 St Martin's Road Caerphilly CF83 1EH (UPRN 000043013769)
Proposal: Convert a rear single storey extension to extend kitchen and diner
Applicant: Mr & Mrs Jewell 105 St Martins road Caerphilly CF83 1EH
Agent: Mr Justin Walker JCW Design And Build 42 Oakland Terrace Cilfynydd Pontypridd CF37 4HB
Case Officer: Mr A Pyne ☎ 01495 235197 ✉ pynea@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 314881 (E) 186394 (N) **Target Date:** 05.06.2017

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Case Ref. 17/0304/NCC **Site Area:** 7905m²
Location: Land At Austin Grange Maes Glas South UL Caerphilly CF83 1LN (UPRN 000043085867)
Proposal: Vary condition 03 of planning consent P/05/1683 (Erect residential development) to extend the period of time for the submission of reserved matters by a further three years and extend the planning permission by a further five years
Applicant: Griffiths C/O Boyer Mr A Muir Third Floor Park House Greyfriars Road Cardiff CF10 3AF
Agent: Boyer Mr A Muir Third Floor Park House Greyfriars Road Cardiff CF10 3AF
Case Officer: Mr C Powell ☎ 01495 235019 ✉ powelc2@caerphilly.gov.uk
Ward: St Martins **Map Ref:** 316081 (E) 186569 (N) **Target Date:** 30.05.2017

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

LIST OF PAYMENTS

CHEQUE NO.	PAYEE	IN RESPECT OF	AMOUNT £
303763	Speedy Asset Services	Hire of Crowd Control Barriers	6.80
303764	Playworks	March Salary	1554.93
303765	1223 Caerphilly Air Cadets	Command Tent	300.00
303766	Digital Systems UK	Photocopying	15.23
303767	Caerphilly CBC	Web Hosting & Maintenance	600.00
DD	Nest	Pension Payment	6.34
303768	Caerphilly Local History Society	Grant	250.00
303769	Bobath Children's Therapy Centre	Grant	200.00
303770	K. Williams	Travelling Expenses	65.25
303771	Twyn Community Centre	Lease of Office	1024.00
303772	Caerphilly CBC	Printing leaflets for Flower Festival	232.00
303773	Kidney Wales	Grant	200.00
DD	123 Reg	Domain Name	17.96
303774	Playworks	April Salary	1785.34
303775	Caerphilly CBC	Caerphilly in Bloom	8853.92

Bank Account Balances as at 10th April 2017

£

Community Direct Plus Account	16651.68
14 Day Business Select Account	14554.39
Business Select 14 Day Gratuity Account	457.87
Guaranteed Investment Account	31363.68

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.
Save the Children Caerphilly
(meet monthly at Caerphilly Fire Station).
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION
Mrs Dorothy Phillips - Chair
1 Maes-y-Pandy Bedwas CF83 8HQ. 029 20862732
3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution
to raise money for the charity by holding
regular community events. (Twyn CC, TIC, Golf Club etc).
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:
Total No. 12 Number Resident in Town Council area (see attached map) All local residents
5. MEMBERSHIP FEES, if applicable £5 per year and £1 per meeting.
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.
Approx £120 - (£2,000 has recently been
transferred to the charity) for help in
Wales and abroad.
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:
publicity material for our events. New
banner and an 'A' board
Cost approx (£70 A' board £130 banner) = £200 ^{Please see} _{attached *}

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.



CAERFFILI AND DISTRICT TWINNING ASSOCIATION

CAERFFILI-LANNION

LLANBRADACH-PLOUBEZRE

CHAIRMAN
John Reardon
Tel: 029 22210321

JOINT SECRETARY
Miss Jayne ~~Reardon~~ Reardon
Tel: 029 22210321

TREASURER
David Pugh
Tel: 02920 86 2488

38, Glyn Bedw
Llanbradach
Caerphilly
CF83 3PG

Ken Williams
Clerk of the Council
Caerphilly Town Council
The Twyn Community Centre
The Twyn
Caerphilly
CF83 1JL

10 January 2017

Dear Ken,

The Caerffili and District Twinning Association was established 25 years ago to promote and foster friendship and understanding between the people of Caerphilly and its districts, and those of Lannion and its districts in Brittany. As such, its members come from various communities in and around Caerphilly, including the Caerphilly Town Council area.

Over the years, your council has been very supportive of the association, and its activities, by enabling us to use your facilities without cost, and by granting us financial aid each year. Without this help, and those of our members, we would find it impossible to carry out our valuable work in encouraging contact between Caerphilly residents and our Breton cousins in Lannion. We are continuing to make great efforts to raise sufficient funds ourselves by holding regular fund raising social events in the area, throughout the year, but alas the reality is that these fund raising activities will be insufficient to meet our yearly costs. This year we will be travelling to Lannion, and whilst those members visiting will be paying their own transport costs, this will not cover the other expenses we will be incurring.

To ensure that we are able to continue with our activities, we would like to request financial assistance from your Council. This would be greatly appreciated as it would help us to secure the future of our association, and continue this most worthwhile relationship with the people of Lannion.

We look forward to hearing from you.

Yours sincerely,

David Pugh
Treasurer

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

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

MOUNT CARMEL ENGLISH BAPTIST CHURCH, PONTY GWINDY ROAD,
CAERPHILLY CF83 3AD

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

DAVID GRAY, CHURCH SECRETARY, 41, CELYN AVENUE,
CAERPHILLY CF83 3FL

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

Mount Carmel is a safe place to worship God, to hear and receive the Good News of
Jesus, to share Christian fellowship, to be discipled and grow spiritually, and to
serve in the Mission of Christ's Church in the local community.

4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:

+ 28 non-members & 16 regular attendees at the church
Total No. 52 members Number Resident in Town Council area (see attached map) 50 of the members

5. MEMBERSHIP FEES, if applicable NONE.

the majority of the non-members.

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 the detailed finance statement for April 2017
attached.

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

To assist primarily in the running costs of Merry Church.

However, this project is integral to the CHILDREN'S MINISTRY in the
Church and could culminate in the organisation of a regular Youth Club at
the Church sometime in the future. COST: £1,186.36 p.

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.

* Please see additional information for full details
and the approximate costing of resources required, both attached.

MOUNT CARMEL BAPTIST CHURCH

REQUEST FOR FUNDING

Equipment required:

Item One:

2 Packs of Radio Microphones – KAM 940. Each pack contains a hand-held and lapel microphone, at a cost of £140 approximately.

1 VHF hand-held radio microphone: from £99.

Total cost of radio equipment: £379.00

Item Two:

3-Panel Display Board (free-standing) essential to display collage work of Messy Church children. At present, the collages on display are scattered around the Church.

Cost: £777.36p Cat. No: NB150073 (available from Notepad, Caerphilly).

Total Cost: Item One: £379.00

Item Two: £777.36

Total: £1,156.36

Thanks for your kind consideration.

David Gray 
Church Secretary

Mount Carmel Church, Caerphilly.

Paxton

Trial Balance

Page 1 of 3

Mount Carmel Baptist Church

Printed: 06/04/2017

Balance date to end of March 2017

All account codes

All fund codes

With fund codes shown

A/C Code	Fund code	Name	Balance	Year Movement
B6100	Benevolent	Bank current account	609.43	-83.47
B6100	Bible Soc	Bank current account	10.00	0.00
B6100	BMS	Bank current account	350.00	350.00
B6100	Building	Bank current account	4,633.08	2,190.00
B6100	C Aid	Bank current account	20.00	20.00
B6100	CoffeeTime	Bank current account	294.37	45.00
B6100	Fir Fest	Bank current account	113.76	0.00
B6100	General	Bank current account	24,035.10	-411.50
B6100	HMF	Bank current account	463.11	463.11
B6100	Maint	Bank current account	3,094.47	146.00
B6100	Messychure	Bank current account	1,926.59	-137.14
B6100	RoH	Bank current account	0.00	-0.45
B6100	Spiritual	Bank current account	1,347.92	-66.71
B6100	SWBC	Bank current account	130.00	130.00
B6200	Benevolent	Deposit account	1,000.00	0.00
B6200	General	Deposit account	7,584.84	0.00
B6200	Spiritual	Deposit account	10,957.42	0.00
			56,570.09	0.00
			56,570.09	3,344.11
				-699.27
				2,644.84

MOUNT CARMEL BAPTIST CHURCH, CAERPHILLY

Additional Information:

In June 2015, you awarded the Church a grant of £850 which was used to refurbish the flooring in our Vestry. In June 2016, you gave us a generous grant of £400 which enabled us to purchase essential electrical equipment for the launch of Messy Church at Mount Carmel on July 16th 2016. That Saturday there were 44 children and their parents "worshipping" in our Church from 2.30 4.30 pm and what a wonderful time we had together. Those grants provided us with the means to resource opportunities for us to engage with groups of all-ages in the local community, and so fulfil our Church Mission ethos of 'Serving God and the Community'.

Messy Church at Mount Carmel is held on a bi-monthly basis and since July 16th 2016, we have joined with 200 children and their parents/grandparents, enjoying reverent fun as we worship our Lord and Saviour, Jesus Christ. Although we have created a stable "customer" base using social media (including a Mount Carmel Facebook page) and leaflet drops, we seem to be attracting new children on each occasion, thus bringing the Lord Jesus into their lives, the lives of their families, the lives of their friends. Obviously, now we must concentrate on sustaining this form of worship which is costly - physically, emotionally and financially.

You will see from the Church Financial Statement, April 6th 2017, that there seems to be sufficient reserves in the Messy Church Fund (£1,926.59 currently minus expenses for our projected Messy Church on Saturday, May 20th 2017.) However, this sum is there to finance the resources for each Messy Church Saturday in 2017. Each session costs the Church between £150- £200! Everything is free for those attending. We must pay for the publicity, the resources for the main story and each activity on offer, and of course, a meal at the end of our worship for all who attend- children and parents alike.

On this occasion, then, I am applying for specific equipment which will enhance performances and thus the enjoyment and the learning process. At present, we depend entirely on the Church's microphones (some of them rather dated) and we desperately need stand- alone Display Boards to display to great effect the work the children complete during Messy Church sessions. Once again, I would like to point out that our Church Children's Ministry is developing and any resources which you fund could also be used in the near future in a weekly youth club with Plasfelin Primary pupils as our target audience. Indeed, 37 Plasfelin Year 6 pupils will be at the Church for a morning session full of activities on Thursday, May 18th 2017. I have listed on a separate sheet a summary of what equipment we need for future Messy Church sessions.

You will possibly be aware from our previous grant applications that over the past 3/4 years, we have had to refurbish the Church building, paying £250,000.00 for that privilege. To fund an £85,000 loan which we had to incur, we have in place a Pledges Scheme (over a 10-year period) which involves most of the Fellowship at Mount Carmel. Over a three-year period that debt has been reduced to £55,000 approximately. Added to this problem is the fact that we are without a minister (for the last 18 months) and although our Manse has now been leased, we have recently paid £10,000.00 for remedial work before the premises could be leased. Accordingly, we are attempting to accrue as much money as possible in the next two years in order to be able to employ a full-time/part-time minister at our Church. As you can imagine, there is little left in the "pot" to finance initiatives from within.

When you examine our financial statement enclosed, at first sight the balance seems quite healthy - April balance, 2017 - £56,570.09p. However, once you deduct "ring-fenced" funds, it seems less so. To clarify the situation, the following funds cannot be used for new initiatives:

Building (£4,633.08) - the Pledges Scheme to repay in stages the £85,000 loan;

The Maintenance Fund (£3,094.47p) for essential maintenance work on Church and Manse;

Spiritual Funds (£10,957.42 + £1,347.92) - a donation (2014) to enhance the spiritual life of the Church;

The Benevolent Fund - used to support needy cases in the Church or the community;

Agri, BMS, HMF, Gideons, ROH, Bible Society are references to different organisations and the amounts collected by the Church in their support which will be sent off when the collection period is over.

Once these deductions have been made, there is little in the Church General Fund for sustaining initiatives.

The following list provides a brief description of the current community groups and activities/events which take place at Mount Carmel:

- 1. An independent Art Group, led by an Artistic Director of a local gallery, meets regularly on Tuesday mornings to produce large and small art works for display in the Church, particularly supporting the Caerphilly Flower Festival;**
- 2. An ESOL group meets on Tuesday evenings for 2 hours; adult students attend an evening Advanced Spanish Class for 2 hours in a different room in the building**
- 3. Tots & Tunes, for pre-school children and their parents, meets weekly on Wednesday mornings through term-time. Sessions are led and staffed by Church members in the recently refurbished chapel sanctuary.**
- 4. Coffee Time on Wednesdays (11.15am – 12.30pm) is an initiative, managed and staffed by Church Members, which provides the opportunity for senior members of the locality to meet for companionship, conversation and refreshment. Numbers vary, but 20 regularly attend, many from the sheltered housing complex adjacent to the church. Recently Coffee Time has been visited and approved by Community Connectors;**
- 5. Once monthly (Wednesday afternoons, 2pm – 4.30pm), an Independent Retired Teachers' Group uses the Church premises;**
- 6. Members of our Church Fellowship contribute to the work of/donations to the local 'Bridging the Gap' Food Bank (at Connect Life), the Caerphilly Street Pastors Initiative, the Caerphilly Flower Festival (preparation currently underway), and Rainbow of Hope, Cardiff. We also support the Caerphilly Church Council stand at the Big Cheese Festival, and provide refreshments for spectators near the chapel during the annual 10K Charity Run;**
- 7. Club 707, a local community- based interdenominational church youth group often use the chapel during Holy Week for a Prayer Vigil, for Hallelujah Parties in October as an alternative to Hallowe'en, and most recently, Mount Carmel hosted their "Easter Cracked" programme for three days in March. Also, church members are involved in Club 707's Easter, Christmas and other school projects – a weekly Literacy Project at Plasyfelin and Y Gwyndy, supported by six members of the Church Fellowship;**
- 8. This year, Plasyfelin Primary (Year 6 pupils) are visiting our Church on May 18th (9.00pm – 12 noon) a session which we anticipate with excitement;**
- 9. Other Church events: Games and Quiz Nights (the latest – Friday, May 19th 2017), Spanish Evening Slide Show (February, 2012), an Italian Evening timed for June this year, Harvest Supper and Entertainment (October 2013/2014/2015/2016), a Film Club launched on Wednesday, April 12th 2017 with the film, "The Passion of The Christ" (free), Fellowship Meals at the Green Lady, Winter and Summer Prayer Walks (11 during the last three years, the most recent being Saturday, May 14 2016th when 27**

ons walked and 35 (including the walkers) attended a tea later at Mount Carmel) and in December, Carol Singing in Cardiff Road before visiting Church View Nursing Home. Though we organize these events for the Church, we have a policy of inviting and including anyone who cares to join with us

Obviously, we derive a certain amount of income from some of these activities. However, this covers only part of our costs and we continue to rely heavily on Church funds in circumstances made more difficult since embarking on necessary refurbishment of the Church Building/Manse, (financed to a degree by fund-raising events during the course of the year), and saving for a new minister.

In conclusion, any donation which you can provide for our Church will present us with the opportunity to continue God's work, specifically in this instance via Messy Church, not just in our Church but in the local community, thus enabling us to continue our extensive community programme and spread the Word to those who may not know Jesus, our Lord and Saviour.

David Gray 
Church Secretary, Mount Carmel Church, Caerphilly.

Accounting statements 2016-17 for:

Name of body:

CAERPHILLY TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2016 (£)	31 March 2017 (£)	

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

Statement of income and expenditure/receipts and payments

1. Balances brought forward	58915	59222	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	78651	79577	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	15001	18218	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	18742	18860	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	74603	75927	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	59222	62230	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

Statement of balances

8. (+) Debtors and stock balances	NIL	NIL	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	59222	62230	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	NIL	NIL	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	59222	62230	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	51661	52726	The original asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
			✓			✓	

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/~~Board/Committee~~, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

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

Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No		
1. We have registered as an employer with HM Revenue and Customs and properly operate Pay As You Earn as part of our payroll arrangements; or We do not need to register for PAYE because none of our employees are paid £112 or more a week, get expenses and benefits, have another job or get a pension.	✓		Has registered as an employer and properly operates PAYE unless all of the exemption criteria are met.	13
2. We have maintained proper payroll records for each of our employees including deductions of tax and national insurance.	✓		Has kept records of payments made to employees including taxable expenses or benefits and of payments made to HMRC.	13
3. We have adopted a Code of Conduct setting out proper standards of behaviour expected of councillors and individually, have agreed to abide by the code.	✓		The body and its members have adopted and agreed to abide by a Code of Conduct as required by law.	8

* Please delete as appropriate.

Council/Board/Committee approval and certification

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

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
	Insert minute reference and date of meeting
RFO signature: <i>signature required</i>	Chair signature: <i>signature required</i>
Name: <i>name required</i>	Name: <i>name required</i>
Date: <i>dd/mm/yyyy</i>	Date: <i>dd/mm/yyyy</i>

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

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
	Insert minute reference and date of meeting
RFO signature:	Chair signature:
Name:	Name:
Date:	Date:

Annual internal audit report to:

Name of body: **CAERPHILLY TOWN COUNCIL**

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2017.

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

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

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

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

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

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

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

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

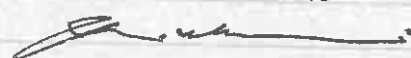
Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2015-16 and 2016-17. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

ROGER BARRIE WILLIAMS

Signature of person who carried out the internal audit:



Date:

24th APRIL 2017

CAERPHILLY TOWN COUNCIL
CYNGOR TREF CAERFFILI

RECEIPTS AND PAYMENTS ACCOUNT (as per cash book)
1ST APRIL 2016 TO 31ST MARCH 2017

	2016/2017
EXPENDITURE	£
Town Mayor's Allowance	600.00
Salaries & Travelling	18652.29
Audit Charges	392.30
Office Costs	4947.65
Subscriptions	264.00
Insurance	2615.06
Christmas Lights	9647.07
Concurrent Function/Town Centre	4343.95
Twinning	300.00
Sponsored Events	8207.00
Fireworks Display	20257.59
Flower Festival	5895.60
Financial Assistance	8493.00
Junior Recreation	4800.00
Payroll Admin	132.00
Pension Payments	76.08
VAT	5163.83
TOTALS	94787.42
INCOME	
Precept	79577.03
Refund of VAT	5732.76
Fireworks Sponsorship	2800.00
Fireworks Collection	6955.26
Flower Festival Donations	1888.00
CIL	456.00
Bank Interest	386.02
TOTALS	97795.07

Financial Accounts – Caerphilly Town Council 2016/2017

	£
Balance brought forward 1st April 2016	59222.19
Add Income	<u>97795.07</u>
	157017.26
Less Expenditure	<u>94787.42</u>
Balance carried forward 31st March 2017	<u>62229.84</u>

Funded by:

	£	£
Community Directplus Account	6869.64	
less unrepresented cheques		
	£	
303750	50.00	
303759	200.00	
303765	300.00	
303768	250.00	
303769	200.00	
	1000.00	5869.64
Business Select 14 Day Account		24540.23
14 Day Business Select Gratuity Account		456.29
Fixed Rate Deposit Account		<u>31363.68</u>
		62229.84

Bank Reconciliation as at 31st March 2017

	£	£
Community Directplus Account	6869.64	
less unpresented cheques		
	£	
303750	50.00	
303759	200.00	
303765	300.00	
303768	250.00	
303769	<u>200.00</u>	
	<u>1000.00</u>	
Cleared balance		5869.64
Business Select 14 Day Account		24540.23
14 Day Business Select Gratuity Account		456.29
Fixed Rate Deposit Account		<u>31363.68</u>
		62229.84

Sec 137 Expenditure

The appropriate sum for the purposes of section 137 of the Local Government Act 1972 for 2016 – 17 is £7.42 per elector.

The number of electors in the Caerphilly Town Council area is 11868 which gives a discretionary spend for 2016/17 of £7.42 x 11868 = £88060.56.

The following payments were made under the discretionary expenditure limits.

Amount of Expenditure

	£
Christmas Lights	9647.07
Fireworks Display (net of collections)	13302.33
Sponsored Events/Concurrent Functions	12550.95
Flower Festival (net of grants & donations)	4007.60
Grants	8493.00
Junior Recreation	<u>4800.00</u>
	52800.95

CAERPHILLY TOWN COUNCIL ASSETS
AS AT 31ST MARCH 2017 (at cost)

	£
Olivetti Photocopier (net of VAT)	3000
<u>I.T. EQUIPMENT</u>	
Computer	700
Monitor	215
Printer	200
Laptop	500
Christmas Decorations	32361
Mayor's Chain of Office	5990
Deputy Mayor's Chain of Office	500
P.A. System	900
Electric Cable	700
Office Furniture	2000
External Notice Board	250
Telephone/Shredder	170
Road Closure Signs	175
Flood Lighting St. Martin's Church	4,000
Hanging Baskets	1065
TOTAL	52726

TOWN CLERK'S FINAL SALARY

The Town Clerk is serving his 3 months notice after resigning from his post on 27th February 2017.

As part of his employment the Town Council agreed the post of Town Clerk would be included in the Gratuity Scheme paying 3.75% for each year of service from the start of his employment.

As the clerk was appointed in a permanent capacity on 1st May 2007 the entitlement period is for 10 years.

Clarification has been received from the Society of Local Council Clerks and confirmation has been received that the payment should be based on the lower N.I. Earnings Ltd and not actual salary.

The payment under the Gratuity Scheme is therefore $3/80 \times \text{[REDACTED]} \times 10$ years which amounts to [REDACTED] .

Members are asked to approve this report.