

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

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TOWN CLERK:  
CLERC-Y-DREF:

**P. G. Davy**

TOWN MAYOR:  
MEIR Y DREF:

**Councillor  
Mike Prew**

8<sup>th</sup> April 2019

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **Monday 15<sup>th</sup> April 2019** 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 Monday 18<sup>th</sup> March 2019.
4. Matters arising from the Minutes if not covered by the Agenda.
5. COMMUNITY SAFETY MATTERS
6. TOWN MAYOR'S DIARY
7. ENVIRONMENTAL MATTERS
8. TOWN CLERK'S REPORTS
  - 8.1 Budget Outturn 2018/19.

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**Address: The Twyn Community Centre The Twyn Caerphilly CF83 1JL**  
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**Office Hours: Monday, Tuesday and Wednesday mornings 9.30a.m. to 12.30p.m**

- 8.2 Caerphilly Bus Station Public Convenience.
- 8.3 Paperless Town Council Meetings.
- 8.4 Q4 Budget Monitoring (2018/19 Financial Year).

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

10. **PAYMENTS AND FINANCIAL MATTERS**

10.1 List of Payments.

10.2 Bank Account Balances.

10.3 Application for Financial Assistance

- 1. Caerffili in Bloom.

11. **CORRESPONDENCE**

12. **MEMBER REQUESTS FOR FUTURE REPORTS**

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**MINUTES OF THE ORDINARY MEETING OF CAERPHILLY TOWN COUNCIL  
HELD AT THE TWYN COMMUNITY CENTRE  
ON MONDAY 18<sup>TH</sup> MARCH 2019**

**Present:**

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

**Apologies:**

Councillor S Kent.

**In Attendance:**

P G Davy, Town Clerk.

**96 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY  
18<sup>TH</sup> FEBRUARY**

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

**97 COMMUNITY SAFETY MATTERS**

In the absence of representatives from Gwent Police individual Members advised they were liaising with the police on various ongoing matters.

**98 TOWN MAYOR'S DIARY**

The Mayor had supported the miners in lobbying the government about better pensions.

There had been official openings of the Vetro Education Centre, and the Jamaican Takeaway, The Yard.

The Mayor had been involved in hosting a visiting rugby club from Argentina.

The Mayor announced that the formal presentation to his charities would take place on 18<sup>th</sup> April at Caerphilly Rugby Club.

Cllr J Fussell arrived at 6.35pm during the item on Town Mayor's Diary.

**99 ENVIRONMENTAL MATTERS**

Concerns were raised about the impending closure of the public convenience at the bus station. Given the location adjacent to the bus station, the taxi bay and the public house there was the possibility of a public health nuisance in the absence of the facility. The Taxi Association had been in contact with Members on the matter.

A query was raised about the impact of the development of new shops at Castle View. The proposal is the subject of a planning application.

**100 TOWN CLERK'S REPORTS**

1 IT Issues

The Town Council's business is dependent on reliable and secure IT. The reliability of IT and cyber security had been highlighted in the Risk Assessment 2019. The report covered IT equipment, domain name, email addresses for Members, and website accessibility.

It was resolved:

- 1 To confirm the ongoing support arrangements with CCBC for the website and maintenance of the desktop pcs for 2019/20.
- 2 When preparing the budget estimates for 2020/21 consideration is given to include provision for the replacement of the desktop pcs and upgrade to Windows 10.
- 3 To reject dedicated email addresses for Members linked to the domain name due to cost.
- 4 To request whether CCBC can provide business email addresses for the 7 Town Council Members who are not CCBC Councillors at no cost.
- 5 Should the decision in 4 not prove possible the 7 Members individually to set up free dedicated email addresses for Town Council business but on a similar basis (e.g. gmail, or outlook).
- 6 To note the new legal requirements for website accessibility and compliance by September 2020, also including that the website becomes bilingual, and the Town Clerk to provide a further report in due course.

Cllr P J Bevan arrived at 6.45pm during the item on Town Clerk's Reports relating to IT Issues.

2 Independent Remuneration Panel for Wales – Annual Report 2019/20

Members noted the report which was for information.

3 Policy on Financial Assistance / Grants

The tiered structure of grant amounts had been introduced in 2016. A new policy document had been prepared to provide additional information for prospective grant applicants. An additional higher level of grant category was proposed.

It was resolved:

- 1 To approve the policy document and place this on the website alongside the grant application form.
- 2 To maintain the current grant levels in the tiered structure but to add the higher grant level category for projects involving capital expenditure.

4 Community Infrastructure Levy (CIL) – Welsh National Anthem Memorial

The CIL Working Group met on 4<sup>th</sup> March 2019 to evaluate the tenders received from four artists for the proposed Welsh National Anthem Memorial artwork.

The Town Council accepted the recommendation from the Working Group and it was resolved to appoint Rubin Eynon to undertake the Welsh National Anthem Memorial artwork within the approved budget of £16,000.

**101 PLANNING MATTERS**

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

- 19/0069/RET – no objections
- 19/0102/FULL – no objections
- 19/0126/COU – no objections
- 19/0134/COU – no objections
- 19/0144/FULL – no objections
- 19/0162/FULL – no objections

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

**102 PAYMENTS AND FINANCIAL MATTERS**

- 1 List of payments were noted and approved.
- 2 Bank account balances were noted.
- 3 Applications for Financial Assistance  
Twyn School PTA.

A grant of £300 was approved. Expenditure authorised under Local Government Act 1972, section 137.

Cllr S Morgan declared an interest and took no part in the discussion or decision making.

Cllr H Jackson declared an interest and took no part in the discussion or decision making.

### **103 CORRESPONDENCE**

#### 1 Review of the Electoral Arrangements for the County Borough of Caerphilly

The Local Democracy and Boundary Commission for Wales are to review the electoral arrangements for the County Borough of Caerphilly and have launched a consultation. The electoral arrangements should be based on existing communities and community wards but it is possible that the boundaries of the County Borough electoral wards might change in places. The correspondence was noted.

Cllr J Pritchard declared an interest and took no part in the discussion or decision making.

#### 2 Jill Evans MEP CND Cymru Chairperson

A request had been received for the Town Council to pass a motion stating the community will not volunteer to host an underground nuclear waste dump.

It was agreed to make the following comments to CND Cymru:

“The Town Council does not own any land but supports that no nuclear waste should be stored within its area.”

Cllr J Pritchard declared an interest and took no part in the discussion or decision making.

### **104 MEMBERS REQUESTS FOR FUTURE REPORTS**

The following reports were requested and agreed:

- 1 Caerphilly bus station public convenience.
- 2 Paperless Town Council meetings.

The meeting closed at 7.20pm.

## **Agenda Item 8.1**

### **Report to Town Council 15<sup>th</sup> April 2019**

#### **Budget Outturn 2018/19**

The original estimate of expenditure for 2018/19 was £112,171 set against an estimated income of £100,128. A contribution of £12,043 from reserves was therefore required to achieve a balanced budget.

The outturn expenditure for 2018/19 was lower than the estimate at £105,707 and the income was higher than the estimate at £106,353.

This results in a surplus of income over expenditure of £646. This position arises due to savings during the year across a number of budgets including the Fireworks Display, Christmas Lights, and Financial Assistance; and more CIL income than budgeted. The net effect will be a slight adjustment to the carried forward balances into 2019/20 but essentially the position will be very similar to the start of 2018/19 (b/f £53,285-18).

The balances at 31<sup>st</sup> March 2019 are summarised as follows:

	£
Community Direct Plus Account (current account)	24,894-40
14 Day Business Select Account (operational reserves)	10,562-96
14 Day Business Select Account (restricted reserves)	18,474-30
Total	53,931-66

The funds held in the Community Direct Plus Account (current account) include the £20,000 from the business bond which matured in January 2019. This represents unrestricted reserves. However, the funds in the current account have to cover all outgoings during April 2019 as no income will be received until the end of the month when the first tranche of the precept is due from CCBC. Expenditure during April 2019 is circa £10,000 due to a number of payments falling due before the end of this month. This is a cash flow issue as all the payments are within the budget for 2019/20.

No decisions have been made about the utilisation of the unrestricted reserves. The money can continue to be held but ideally should be identified against a specific proposal. This would avoid any possible criticism from the auditors and demonstrate that the Town Council has reasons for holding all the balances. Alternatively, the unrestricted reserves could be used to fund previously identified requirements. The Events Working Group requested the Town Council to consider using any underspends from the 2018/19 financial year to purchase new digital radios and bilingual events banners (minute 91.3.2). Although there have been savings in 2018/19 on several budget allocations overall expenditure has equated more or less to income received and as such, there is no budget underspend.

Fundamentally there is a choice to carry forward the full balances (£53,931-66) into 2019/20 or to utilise part, or all, of the unrestricted reserves to meet specific expenditure, but taking into account the cashflow management required during April. As well as the items from the Events Working Group attention is drawn to agenda item 8.2 which is the report requested at the last meeting of the Town Council on Caerphilly bus station public convenience. Dependent on the decisions arising from the report there may be a call on the unrestricted reserves. The reserves can only be used once.

Members are invited:

1 To note the financial outturn position for 2018/19

2 To determine whether any of the unrestricted reserves should be committed to identified expenditure priorities or continue to be held against a future proposal / project, yet to be determined.

Phil Davy

Town Clerk



## **Agenda Item 8.2**

**Report to Town Council 15<sup>th</sup> April 2019**

### **Caerphilly Bus Station Public Convenience**

Members will be aware that as part of the budget savings for 2019/20 Caerphilly County Borough Council (CCBC) has decided to close a number of public conveniences with effect from 1<sup>st</sup> April 2019 including those at the Caerphilly bus station. While CCBC undertook a consultation process on the proposed budget savings no direct approach was made to the Town Council about the possible transfer of the public convenience in order to explore whether the facility could be retained for public benefit.

Town and Community Councils have a wide range of discretionary powers defined in legislation. The powers to provide public conveniences derive from Section 116 of the Public Health (Wales) Act 2017. A local authority (which includes a town or community council) may provide toilets in its area for use by the public.

Consideration must be given to the local toilets strategy when determining whether to provide toilets and the type of toilets to be provided. The duty to prepare the local toilets strategy sits with the principal council but there is no requirement for local authorities to provide and maintain public toilets directly. CCBC is currently consulting on a draft local toilets strategy which will look at the wider provision of toilet facilities across the county borough.

The Caerphilly Basin Masterplan has proposals to develop the bus / railway station as a Metro hub. This may include selective redevelopment of key areas and buildings around Station Terrace and may well affect the public convenience. Detailed plans have yet to be published and the timescale is uncertain. Until such time as the plans for the new transport hub have been finalised and a contract for the development awarded it would be practical for the public convenience to remain open if a source of funding can be found to replace the budget cut made by CCBC.

The main cost is staff to open and close the building and to undertake the cleaning. But there are other costs including electricity, NNDR, consumables, maintenance, and water. The annual running costs can vary year to year depending on usage. CCBC has indicated annual costs are between £14000 and £20000. If the Town council was to consider meeting the full running costs this would broadly equate to an increase in the precept of £3-00 for a Band D property. There may be options to reduce the running costs with some voluntary / community involvement in looking after the toilets (eg opening and closing, cleaning) although this would introduce health and safety considerations.

The Town Council has already set a budget for 2019/20 with an estimated expenditure of £113,233. The precept has been set and it is not practical to change the budget at this point in time. The Town Council is not allowed to levy a

supplementary precept. Therefore the only possible source of funding in 2019/20 is the unrestricted reserves (see agenda item 8.1 on the budget outturn for 2018/19). There are other calls on the unrestricted reserves and Members may have to prioritise how the available resources are used. The reserves can of course only be used once. From 2020/21 it will be possible to review the budget allocations and potentially make savings which could then be redirected to provide continued funding for the public convenience.

The Town Council has adopted a reactive approach to budget savings in CCBC which impact on the town. This has resulted in the Town Council fully funding the Flower Festival, directly meeting the costs and organisation of the summer floral decorations and from 2019/20 funding the Caerphilly Lantern Parade. In the case of the latter the arrangement is that CCBC will still organise and manage the event but with all costs being met by the Town Council. A similar arrangement could be proposed in the case of the public convenience, especially as the Town Council has no current structure in place for the management of building assets.

Consideration of this issue opens the question about the role the Town Council wants to undertake in the future. There is likely to be continuing budget savings facing CCBC over the next few years increasing the prospect of the further reduction in discretionary services. Subject to the willingness on the part of CCBC this may create the opportunity to take on some control / management / ownership of facilities especially in circumstances where there is community support. However this will require the Town Council to ensure it has the capacity, skills and financial resources to go beyond its current activities.

At the time of drafting this report it is understood that a third party organisation may be in discussion with CCBC about the public convenience. By the time of the April Town Council meeting CCBC may have either closed the public convenience or entered an alternative management arrangement. If the latter does materialise or remains as a possible option, and depending on maintaining a public benefit, a third party organisation may be able to make an application to the Town Council for a grant to support the running costs. However the Town Council would need to be satisfied that it could lawfully make a grant to a third party organisation which would depend on its constitution and status.

Members may like to be aware that when the Vale of Glamorgan County Borough Council made service cuts Porthcawl Town Council reopened the public convenience in the town entering into a service level agreement with the County Borough Council; and Pencoed Town Council has taken on the running of the public convenience after Bridgend County Borough Council proposed to close them.

It is suggested that consideration is given to the principle of meeting the running costs of the public convenience, in full or part, taking account of the implications on the Town Council's finances, and if this is generally supported a meeting could be

arranged with CCBC to explore whether there is a mutually agreeable course of action that will keep the public convenience open until the transport hub proposals are finalised and funded. However Members will need to be updated on any developments that have arisen by the time of the Town Council meeting as this may affect what, if any, action can or should be taken.

Members are invited to consider the report and determine how they wish to proceed.

Phil Davy

Town Clerk

### **Agenda Item 8.3**

#### **Report to Town Council - 15<sup>th</sup> April 2019**

##### **Paperless Town Council Meetings**

A request was made at the last Town Council meeting for a report to examine the practicality of moving to paperless meetings.

The Town Council agenda is an important document. It represents the formal summons to attend and sets out the business to be discussed. It has both formality and legality. The current practice is send to all 12 Town Councillors a hard copy of the agenda. This incurs cost in terms of paper, printing, and postage. In 2018/2019 expenditure on these items was:

	£ (ex vat)
Paper	145
Printing	117
Postage (estimated)	200

The above expenditure represents 0.4% of the original budget for 2018/19. From the expenditure on paper and printing it is not practical to isolate just the cost for the agendas as this would require every page over the last 12 months to be counted, but a guesstimate would be around 75% of the costs above. There is therefore a potential cost saving estimated at around £400 per annum if paper copies of the agenda are discontinued.

Generally, where organisations instigate this type of policy change it is accompanied by an investment in IT to ensure that everyone concerned has the right type of equipment to receive and follow reports electronically at home and at meetings, and no one is disadvantaged by having to rely on unsuitable personal devices.

Apart from those 5 Town Councillors who have been provided with suitable IT equipment by also being Councillors with CCBC, the other 7 Town Councillors are likely to have a variety of personal devices of varying age which are used for Town Council business, and the ability to print more than a few pages may be limited.

Ideally, as part of a strategy to move to paperless meetings all Members should be provided with suitable tablets / laptops for business purposes. A suitable device might cost from £250 to £500 depending on specification. The potential outlay would therefore be between £1750 and £3500 for 7 Members, or £3000 and £6000 for all 12 Members. Based on recent discussion on other IT matters these costs are likely to be unacceptable to the Town Council as they represent a significant call on limited financial resources.

A possible alternative approach would be to email the agendas to all Members rather than send hard copies (recognising previous issues about e-mail addresses still to be resolved). At the Town Council meeting the agenda / reports could be displayed on the electronic screen. The Town Council owns a laptop which has Office software which would enable the agendas to be held on the laptop and then simply connected to the screen for the Council meeting. There will be some administrative adjustments required but the principle advantage of this approach is that there is no additional cost involved.

This may not suit all Members and some may prefer to have a hard copy in front of them rather than try and follow the agenda on the screen. It may also be necessary to circulate some hard copy information at the meeting (eg additional planning applications received after the agenda has been issued electronically), and it will still be necessary to have a limited number of hard copies of the agenda for office use. There has to be a hard copy of the minutes for the Mayor to sign.

Depending on the views of Members about the option outlined, a possible compromise might be for each individual Member to decide whether they are happy to just have an electronic copy and to continue to supply a hard copy to those who require it. It would then be for Members to decide what they want to bring to a meeting (ie a hard copy or electronic device). As circumstances change over time members could be asked to re confirm their choice on an annual basis. This represents the easiest solution to implement but depending on the numbers may not achieve the maximum savings.

Members are invited to consider the report and decide how they wish to proceed.

Phil Davy

Town Clerk

Agenda Item 8.4  
 Report to Town Council 15<sup>th</sup> April 2019  
 Q4 Budget Monitoring (2018/19 Financial Year)

Comparison of actual expenditure to annual estimate (as revised budget agreed on 18<sup>th</sup> June 2018) for period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

Main Budget Heads	Q4 Actual £	Annual Estimate £
Salaries	18026	18750
Mayors Allowance	900	900
Audit Fee	463	600
Insurance	1718	2750
Office Costs	6536	6950
Sponsored Events	15528	14800
Fireworks Display	13810	15000
Caerphilly in Bloom (floral donations)	21978	22855
Christmas Lights	5402	8500
Financial Assistance	4710	7000
Summer Play Scheme	4727	4800
Elections	0	1500
Newsletter	525	700
VAT	7142	5000

Budget for 2018/19                                    £112,171  
 Total expenditure to 31.03.19                    £105,707 (94% of budget)

Members are asked to note the report.

Phil Davy  
 Town Clerk

**Case Ref.** 19/0091/FULL **Site Area:** 107m<sup>2</sup>  
**Location:** Castle View Shopping Centre (Unit C) Cae Meillion Caerphilly (UPRN 000043175059)  
**Proposal:** Install two new air conditioning condenser units in a security cage and two extract grilles  
**Case Officer:** Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314054 (E) 186503 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 19/0092/ADV **Site Area:** 107m<sup>2</sup>  
**Location:** Castle View Shopping Centre (Unit C) Cae Meillion Caerphilly (UPRN 000043175059)  
**Proposal:** Erect three fascia signs, two internal posters and two internal vinyl graphics  
**Case Officer:** Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314054 (E) 186503 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 19/0222/FULL **Site Area:** 81m<sup>2</sup>  
**Location:** 73 Cardiff Road Caerphilly (UPRN 000043164677)  
**Proposal:** Alterations to existing shop front to facilitate subdivision of existing shop (A1 Use) at ground floor level into 3 No. separate A1 retail units  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 315531 (E) 186722 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 19/0171/RET **Site Area:** 743m<sup>2</sup>  
**Location:** Western Motors Ltd Unit 9-10 Block C Western Industrial Estate Caerphilly CF83 1BQ (UPRN 000043170349)  
**Proposal:** Retain and complete garage extension on an area being used for parking of vehicles  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314331 (E) 186458 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 19/0203/FULL **Site Area:** 110m<sup>2</sup>  
**Location:** 10 Lllys Nant Pandy Caerphilly CF83 3JB (UPRN 000043027135)  
**Proposal:** Erect single storey extension providing shower and sun room  
**Case Officer:** Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk  
**Ward:** Morgan Jones **Map Ref:** 315029 (E) 187462 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated

**Case Ref.** 19/0230/CLPU **Site Area:** 274m<sup>2</sup>  
**Location:** 4 Heol-Y-Cwm Watford Caerphilly CF83 1NN (UPRN 000043013833)  
**Proposal:** Obtain a Lawful Development Certificate for proposed single storey extension to the side and rear of dwelling  
**Case Officer:** Miss E Rowley ☎ 01443 864776 ✉ rowlee@caerphilly.gov.uk  
**Ward:** St Martins **Map Ref:** 314648 (E) 186071 (N)  
**Community Council:** Caerphilly Town Council **Expected Decision Level:** Delegated



Agenda Item 10.1  
 Report to Town Council – 15<sup>th</sup> April 2019  
 List of Payments

<b>Cheque No</b>	<b>Payee</b>	<b>In Respect Of</b>	<b>Amount £</b>
304018	Digital Systems UK	Printing	15.13
Internet	Playworks	Salaries (March)	1513.17
Internet	P. G. Davy	Reimbursement for Stationery	4.00
Debit Card	Information Commissioners Office	Registration Renewal	40.00
Direct Debit	NEST (March)	Pension Contributions	16.66
304019	M. Prew	Mayor's Allowance	225.00
304020	Twyn School PTA	Grant	300.00
Internet	Twyn Community Centre	Rent/Room Hire	1648.00

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 15<sup>th</sup> April 2019**

**Bank Account Balances**

Bank Account Balances as at 31<sup>st</sup> March 2019

	£
Community Direct Plus Account	24,894.40
14 Day Business Select Account	10,562.96
14 Day Business Select Account (Restricted Reserves)	18,474.30

Members to note the information

## **Agenda Item 10.3**

### **Report to Town Council 15<sup>th</sup> April 2019**

#### **Applications for Financial Assistance**

	£
Budget	6000
Commitment to date	0
Available	6000

#### 1 Caerffili in Bloom Group

The application is for the cost of materials (plants and compost) to renew several planters. The sum requested is £1000. The number of members of the group resident in the Town Council area is 17. The grant policy was updated and approved at the Town Council on 18<sup>th</sup> March 2019 (minute no 100.3) and is based on a tiered structure depending on how many people living in the Town Council area would benefit. Based on the membership of the Caerffili in Bloom group a grant of up to £250 could be considered. However given the nature of the proposal there will be a wider benefit to the town than just the 17 active members of the group. It is open to Members to consider the higher level of grant category up to a maximum amount of £1000. In the absence of any specific power the expenditure would be authorised under the Local Government Act 1972, section 137.

CAERPHILLY TOWN COUNCIL  
CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE

APPLICATION FORM

1. NAME OF ORGANISATION and Headquarters and principal area or place of operation.  
Caerffili in Bloom, Caerffili Town Centre and surrounding basin of Caerffili  
\_\_\_\_\_
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION  
James Fussell , 10 Clos Enfys, Caerffili, CF83 1SB - Chairperson  
\_\_\_\_\_
3. PURPOSE OR ACTIVITIES OF ORGANISATION – if possible attach copy of Constitution  
Copy of constitution attached, the group is focused on improving the town centre environment of Caerffili in establishing and maintaining flower displays throughout the year and entering the Wales in Bloom competition  
\_\_\_\_\_
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:  
Total No. 17 Number Resident in Town Council area (see attached map) \_\_\_\_\_
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.  
Received funds totalling £1,600 from Linc Cymru to purchase two new planters and associated compost and winter flowers, both of which are now placed at the Piccadilly and Bedwas road locations.  
\_\_\_\_\_
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:  
Summer flower purchase and additional compost for several planters in need of renewal £1000  
\_\_\_\_\_

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.

## CONSTITUTION

### CAERFFILI IN BLOOM

#### **A. Name**

The name of the group is Caerffili in Bloom - Caerffili yn ei Blodau

#### **B. Aims**

The groups aim is: -

- Organise and manage areas of Caerffili Town for the Caerffili in Bloom annual floral display
- To enter Wales in Bloom competition and as appropriate other UK wide competitions
- To promote participation as a leisure and social pastime for the whole community
- To consult and link with the Town Council, business, schools, community organisations and churches
- The group shall be non-political, non-religious and promote equal opportunities in all activities

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

In order to carry out the aims the group may: -

- Raise funds and receive contributions where appropriate to finance the work
- Publicise and promote the work
- Open a bank account
- Take out insurance
- Organise meetings, training and events
- Take any action that is lawful, which would help fulfil its aims

#### **D. Membership**

Membership of the group shall be open to any person interested in supporting the aims of the group without distinction of race, religion, politics, gender age or ability.

The group may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member where conduct is considered prejudicial to the aims of the group. Any individual should be given the right to speak to the group before any formal decision is made.

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

- There shall be an Annual General Meeting in the month of March each year with 14 days notice given to all members.
- The chair should present the annual report and accounts.
- The group shall elect the Chair, Treasurer and Secretary for the coming year.
- Every member shall have one vote.
- Nominations for election to the senior roles may be made at the AGM.

#### **F. Group**

- The group shall hold at least two ordinary meetings each year.
- At least three members of the group must be present at a meeting to be able to take decisions.
- The group shall keep minutes and maintain accounts, which can be viewed by any member on request.
- Members of the group must not be paid or gain financially.

#### **G. Money**

- Funds will be held in a bank account operated in the name of the group. All cheques must be signed by two members of the group.
- Funds shall only be used to support the aims of the group.
- Annual audit to be carried out independently and presented to the AGM

#### **H. The Constitution**

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



**STATEMENT OF ACCOUNT**

Caerffili In Bloom  
 17  
 Hafan Yr Ysgol  
 High Street  
 Penarth  
 CF64 1FA

**Member Number** 14216  
**Statement Date** 29/03/19

Share 1				
Date	Description	Deposited	Withdrawn	Balance
01/10/18	Brought forward			0.00
14/01/19	300373	5.00		5.00
14/01/19	Entrance fee		2.00	3.00
17/01/19	Admin Fee		3.00	0.00
04/03/19	linc cymru ha ltd	1,600.00		1,600.00

Smart Money Cymru Credit Union Ltd. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, registration number 213370