

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:

Phil Davy

TOWN MAYOR:
MEIR Y DREF:

Councillor
Simon Morgan

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE CAERPHILLY
TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE ON
MONDAY 18TH SEPTEMBER 2017**

Present:

Councillor C. Elbury, S. Kent, J. Hibbert, J. Grenfell, M. Prew, S. Hodder, H. Jackson, S. Morgan, J. Fussell, J. Pritchard and R. Bidgood.

Apologies:

Councillor P.J. Bevan.
Gwent police.

In attendance:

P.G. Davy, Town Clerk.
P. Allen, Representative of Aneurin Bevan Community Health Council.

39. **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY
17TH JULY 2017**

Minutes of the Ordinary Council Meeting held on Monday 17th July 2017 were received, confirmed and signed.

40. **MATTERS ARISING FROM THE MINUTES**

Minute 38

The former Town Clerks wife has had an accident. It was agreed to send flowers and best wishes from the Town Council.

41. **Representative for the Community Health Council**

Peter Allen explained his role as a co-opted member of the Aneurin Bevan Community Health Council.

CHC's were set up in 1974 to monitor and review the operation of local health services and to recommend improvements. CHC's have a legal duty to represent the interests of the patient and the public in the NHS.

Aneurin Bevan Community Health Council is one of 7 CHC's in Wales and covers the Greater Gwent area.

The CHC can act as the patients advocate by giving advice, information and assistance when making a complaint.

There is currently a Welsh Government consultation "Services Fit for the Future" which proposes to abolish the CHC's and replace with new mechanism to engage the "citizens voice". The CHC's are concerned about the lack of detail and will be making representations to Welsh Government.

The members raised concerns about accessibility to 24 hour A and E services for Caerphilly residents. Peter explained he would welcome feedback on any issues of concern for the CHC's consideration.

Peter was thanked for attending and providing information about the Aneurin Bevan CHC.

42. **COMMUNITY SAFETY MATTERS**

In the absence of Gwent Police the Town Clerk drew attention to the e-mail received from PCSO Hales.

There are no specific trends or patterns apart from the usual ASB hotspots such as the Bus/Train Station. There is an ongoing operation relating to fuel theft.

The use of Bonfield Park as a vehicle short cut has been raised again with the police.

43. **TOWN MAYOR'S DIARY**

The Mayor has attended the following:

1. Opening of Caerphilly Police Station.
2. Castle to Castle run for Mega Day.

44. **ENVIRONMENTAL MATTERS**

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

1. Overgrown vegetation in the car park at Bartlett Steet.
2. Fly posting for the fair at Crescent Road.
3. Gully cleaning, St Margaret's Road area.
4. Knotweed in back lanes and at Bronrhiw .
5. Graffiti at rear of Aldi Store and blocked footpath.
6. Mud on road from building site at Watford Road.

45. **TOWN CLERK'S REPORTS**

1. **Office Accommodation/Rent**

Cllr J. Fussell declared an interest and took no part in the discussions or decision making.

It was resolved

Cllrs J. Hibbert and J. Pritchard together with the Town Clerk to meet with the Twyn Community Centre Management Committee to discuss the rent and a new sub lease and report back to the Town Council.

2. **Proposal to introduce Internet Banking**

It was resolved

1. To establish a Business Online Banking Facility and the Town Clerk was authorised to make the application to the Coop Bank.
2. The Town Clerk/Responsible Finance Officer will be the authorised user for internet banking.
3. The amendments to Standing Orders/Financial Regulations were approved.

3. **Investment Account**

It was resolved

1. The maturity funds should be reinvested in a fixed rate business bond with another bank to obtain a better rate of interest.
2. A fixed rate 1 year term is the most appropriate to the needs of the Town Council.
3. The funds to be placed with a UK regulated bank covered by the Financial Services Compensation Scheme.

The Town Clerk (as the Responsible Financial Officer) is authorised to select the best business bond at the time of placing the funds in consultation with the Mayor and Deputy Mayor.

4. **Review of Town and Community Councils**

Members noted the report.

5. **Welsh Government Consultation Document
Electoral Reform in Local Government in Wales**

It was felt there would be differing views about the matters raised and it

was agreed that it should be left to members individually to respond to the consultation document.

Members were informed that the consultation document can be viewed on the Welsh Government Website.

6. **Q1 Budget Monitoring**

Members noted the report.

7. **Community Infrastructure Levy – Project Proposals**

Following discussions it was agreed that the report would be deferred to allow Members to pursue further investigation/consideration of the project proposals.

8. **Minor Authority Governor**

Cllr M. Prew was nominated to continue as the Council's representative on the Governing Body of Plas y felin Primary School.

9. **Notes of the Events Working Group Meeting held on 4th September 2017**

Members noted the discussions that had taken place concerning the arrangements for the Fireworks Display on 4th November 2017 and the Christmas Lights Switch On on 24th November 2017.

The Town Clerk advised that sponsorship of £1750 had been received from Penyrheol Community Council towards the Fireworks Display. There will be no street collection at the Christmas Lights Event as the Caerphilly Lions have other commitments.

46. **PLANNING MATTERS**

Cllr J. Fussell declared an interest and took no part in the discussions or decision making.

The following applications were considered and no objections were raised:

17/0717/FULL
17/0742/FULL
17/0743/ADV
17/0748/CLPU
17/0753/FULL

47. **PAYMENTS AND FINANCIAL MATTERS**

1. List of Payments – Noted and approved.
2. Bank Account Balances – Noted.

3. Applications for Financial Assistance

(i) Friends of Morgan Jones Park and Community Allotments

Cllr J. Pritchard declared an interest and took no part in the discussions or decision making. A sum of £325 was approved.

(ii) Right from the Start

Having regard to the Council's policy on financial assistance/grants and the amount of funds held by the organisation the application was rejected.

(iii) Eisteddfod y Cymoedd

Cllr J. Grenfell declared an interest and took no part in the discussions or decision making. A sum of £400 was approved.

(iv) Caerphilly Community Chorus

Cllr J. Hibbert declared an interest and took no part in the discussions or decision making.

A sum of £250 was approved.

(v) Home Start Caerphilly

A sum of £200 was approved.

4. Concessionary hire of Caerphilly Castle

(i) Family Foundation Right from the Start

It was agreed to grant the concessionary hire but the organisation should meet the hire fee.

(ii) Caerphilly 50 + Forum

Action taken by Town Clerk was noted.

(iii) Carers Rights Day

It was agreed to grant the concession and to pay the hire fee.

(iv) Charity Christmas Concert

It was agreed to grant the concession and to pay the hire fee.

5. External Audit Report 2016/17

(i) Annual Return

Following the completion of the external audit it was resolved:

To approve and accept the Annual Return.

(ii) Issues Arising Report

The auditor raised concern about the gratuity bank account.

It was resolved.

1. The Council does not operate a gratuity scheme for staff and consequently no bank account is operated for this purpose.
2. The 14 Day Business Select Account is retained for the purpose of holding the Community Infrastructure Levy funds and may be referred to as the CIL account.
3. To advise the external auditor of the action in respect of the bank account.

48. **Internal Audit 2017/18**

At the AGM Ken Williams former Town Clerk was appointed to undertake the internal audit for 2017/18. However the certification requires that the internal auditor has not been involved in a management or administrative role within the Council during the financial years 2016/17 and 2017/18. It is therefore not practical for Ken Williams to undertake the internal audit for 2017/18.

It was agreed to approach the previous internal auditor Roger Williams to undertake the internal audit for 2017/18.

49. The Council is required by law to publish in advance an agenda for all formal meetings of the Council. It is not appropriate to include an item of "Any Other Business" on the agenda.

It was agreed to include a standing item on future agendas to enable Members to request a report or information on specific issues subject to advice from the Town Clerk as to the appropriateness of such requests.

50. **CORRESPONDENCE**

The letter of thanks relating to the Flower Festival was noted.

51. The Council placed on record their thanks to the Town Clerk for all the work involved in researching and preparing the reports for the agenda.

The meeting closed at 8.20 p.m.