

CAERPHELLY
TOWN
COUNCIL



CYNGOR
TREF
CAERFFILI

TOWN CLERK:
CLERC-Y-DREF:
P. G. Davy

TOWN MAYOR:
MEIR Y DREF:
Councillor
Mike Prew

10th February 2020

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **Monday 17th February 2020** 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 20th January 2020.
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 Events Working Group 27th February 2020.
 - 8.2 Health and Safety at Work.
 - 8.3 VE Day 75th Anniversary.

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

- 10. **PAYMENTS AND FINANCIAL MATTERS**
 - a) List of Payments.

 - b) Bank Account Balances.

 - c) Application for Financial Assistance
 - 1. St Martins Ward OAP.

- 11. **CORRESPONDENCE**

- 12. **MEMBER REQUESTS FOR FUTURE REPORTS**

**CAERPHILLY
TOWN
COUNCIL**



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**MINUTES OF THE ORDINARY MEETING OF THE CAERPHILLY TOWN
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE
ON MONDAY 20TH JANUARY 2020**

Present:

Councillors C Elsbury, S Kent, J Hibbert, J Grenfell, M Prew, H Jackson, J Fussell, J Pritchard, R Bidgood

Apologies:

Councillors P J Bevan, S Hodder, S Morgan

In Attendance:

C Eyles, J Spokes Gwent Police and P G Davy, Town Clerk

**78 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 18TH
NOVEMBER 2019**

Minutes of the Ordinary Town Council Meeting held on 18th November 2019 were received, confirmed and signed.

79 MATTERS ARISING

Minute 73.3.1. - A presentation evening for the Mayor's charities would be arranged for early March 2020.

80 COMMUNITY SAFETY MATTERS

The police representatives reported on the following:

- Vehicle dumped on Kingsmead estate
- Drugs search of property Churchill park
- Anti social behaviour of youths at Castle Court shopping centre
- Public engagement events at Halfords and Castle Court shopping centre focused on vehicle crime
- Public consultation on Your Voice priorities

Members raised the following:

- Spate of vehicle break ins at Station Terrace, Northview Terrace and Watford Farm. Police acknowledged there had been increase in vehicle crime. There was a discussion about police response and frustration from residents about the 101 service. Police advised importance of logging incidents with contact centre as the neighbourhood officers reviewed all logs to identify patterns of crime and where to focus resources.
- Concerns were raised about the proposals from CCBC to shut down CCTV cameras to save money, which included the cameras in the Crescent Road car park. It was resolved to inform CCBC that the Town Council is opposed to the shutting down of the cameras in Crescent Road.

Councillor J Pritchard left the meeting at 7.00pm

81 TOWN MAYOR'S DIARY

The Mayor reported on his attendance at the following:

- Christmas Lights switch on and Christmas Market
- River of Light Lantern Parade
- Caerffili Lions visit to Care Homes in the run up to Christmas
- The opening of the Christmas Ice Rink at Caerphilly Castle
- Church View Christmas Party
- Opening of a new recruitment business

82 ENVIRONMENTAL MATTERS

Concerns were raised about the phasing of the traffic lights adjacent to the Cenotaph which were giving pedestrians little opportunity to cross. It was agreed to refer to CCBC.

83 TOWN CLERK'S REPORTS

1 Representative on Governing Body of Twyn Primary School

It was agreed to appoint Shelly Hodder as the representative.

2 Risk Management

Members reviewed the Risk Assessment for 2020. It was noted that two new risks have been added:

C5 New duty under Section 6 Environment (Wales) Act 2016

O12 Website Accessibility – to meet the requirements of “The Public Sector Bodies (Websites and Mobile Applications) No 2 Accessibility Regulations 2018”

The highest risks continue to be around event management, and cyber security underlining the importance of the mitigating controls.

It was resolved to approve the risk assessment for 2020.

3 Q3 Budget Monitoring (2019/20 Financial Year)

The budget monitoring report was noted. Attention was drawn to the office costs being in excess of the estimate. This was due to the in-year decision to purchase a new MFP.

4 Section 137 Expenditure Limit 2020-21

It was noted the maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 will be £8.32 per elector.

5 Local Government and Elections (Wales) Bill

The Welsh Government has published a new Bill relating to local government in Wales. The report outlined the main provisions of the Bill and drew attention to specific proposals relating to community councils - the General Power of Competence, Promoting Access to Local Government and Community Council Annual Reports. The Bill may be amended during the Committee stages and is expected to become law in the summer of 2020.

The report was for information.

Arising from discussion it was agreed to invite the Caerphilly Constituency representative of the Welsh Government Youth Parliament to attend a future Town Council meeting to speak about their role.

84 PLANNING MATTERS

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

19/0926/TPO – no objections
19/0937/FULL – no objections
19/0940/COU – no objections
19/0941/ADV – no objections
19/0945/FULL – no objections
19/0950/FULL – no objections
19/0952/FULL – no objections
19/0955/FULL – no objections
19/0966/TPO – no objections
19/0978/RM – no comments
19/0982/ADV – no objections
19/1002/FULL – no objections
19/0958/FULL – no objections
19/1006/FULL – no objections
19/1022/FULL – no objections
19/1025/RM – no comments
20/0002/FULL – no objections
20/0007/FULL – no objections
20/0023/FULL – no objections

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

Councillor J Grenfell declared an interest in application 19/1006/FULL and took no part in the discussion or decision making on this application.

85 PAYMENTS AND FINANCIAL MATTERS

- 1 List of payments were noted and approved. Attention was drawn to the sponsorship of the Christmas Ice Rink being subject to VAT.
- 2 Bank account balances were noted.
- 3 No applications for financial assistance had been received.

86 CORRESPONDENCE

There were no items of correspondence.

87 MEMBER REQUESTS FOR FUTURE REPORTS

There were no requests.

The meeting closed at 7.35pm

Agenda Item 8.1

Report to Town Council 17th February 2020

Events Working Group

The Events Working Group met on 27th January 2020 to review operational issues arising from the 2019 events. There were no significant issues raised and existing arrangements should largely continue in 2020 for events organised by the Town Council. The notes of the meeting are attached.

Members are invited

1 To approve the tender document for the fireworks contract.

2 To agree that tenders received will be evaluated by the Events Working Group and to expedite the process the Town Clerk be given delegated authority to award the contract to the fireworks company selected from the evaluation process.

3 To endorse operational adjustments arising from the discussion at the Working Group.

4 To confirm the allocation of funding to the sponsored events for 2020.

5 To support the merger of the Christmas Market and Lantern Parade for 2020.

Phil Davy

Town Clerk

Notes of the Events Working Group held at the Twyn Community Centre on Monday 27th January 2020

Present:

Councillors C Elsbury, J Hibbert, H Jackson, M Prew, J Fussell

Apologies:

Councillors P J Bevan, S Kent, J Grenfell, S Hodder, S Morgan, J Pritchard, R Bidgood

In attendance:

P G Davy, Town Clerk

The purpose of the Working Group was to review the 2019 events and to identify specific issues that arose and that would be relevant to the 2020 events programme

1 Fireworks Display

Very close to the date of the event Cadw had raised queries about fire fighting arrangements if there was accidental ignition. This matter had been covered by the fireworks contractor risk assessment. CCBC decided to introduce traffic management arrangements on Caerphilly mountain. The Town Clerk had approved the requirement as an additional operational cost.

Attendance was down due to atrocious wet weather, and this reflected in the charity collection. A small percentage of the fireworks had failed to ignite due to the rain and the display was slightly shorter than usual. Radios were hired for the event enabling all stewards to be in radio contact with the supervisors.

Gross expenditure up to the date of the meeting was £14760. This was offset by sponsorship of £2950. The largest sponsor is PTE Community Council (£1750).

Key points arising from the discussion:

- Traffic management on Caerphilly mountain to be retained and further extended with cooperation of CCBC
- Brynccenydd estate to be included in formal street closure notice
- PTE Community Council as a major sponsor be invited to be more actively involved
- More volunteers required for the Sunday litter pick and general tidy up

The Town Council has already decided that the fireworks should be retendered for 2020. The Working Group discussed the content of the tender document. Over the years a few complaints have been received about the noise and requests for silent fireworks. By definition there are no silent fireworks as they all contain gunpowder. However there are low noise fireworks which are free from loud bangs. The Working Group viewed video clips of a low noise fireworks display and a traditional noisy display. It was immediately obvious that to create the spectacular aerial display over Caerphilly

Castle would not be possible with low noise fireworks. The Working Group decided against including low noise fireworks within the tender specification. The Town Clerk advised that it would be an open tender advertised on the Council's website. Tender alerts would be sent to a number of BPA members within a reasonable travel distance.

2 Christmas Lights

In line with the budget for 2019-20 £5000 had been spent on new figurines to replace life expired stock.

There had been more choirs / performers than in previous years which resulted in a slight delay to the switch on time for the lights.

Gross expenditure had exceeded the budget by around £1000 but will be met by savings on other budget heads.

Due to changes affecting the company providing the PA system an alternative company will be investigated for 2020.

3 Town Centre Floral Decorations

There were no issues raised. J S Lee was contracted to install water and remove the hanging baskets and planters. J S Lee has offered to maintain the same prices for 2020 as in 2019.

4 Sponsored Events 2020

The Working Group agreed to recommend to the Town Council continued sponsorship of the following events in 2020 for which budget provision has been made (as approved by the Town Council on 18th November 2019).

| | £ |
|--|---------------------|
| - Food Festival (May) | 500 |
| - Flower Festival (June) | 5750 |
| (Each participating organisation to receive a grant of £400) | |
| - Big Cheese (July) | 1750 |
| - Megaday (August) | 4000 (marquee hire) |
| - Cadw Ice Rink (Dec) | 500 |
| - Christmas Market | 1000 |
| - Lantern Parade (Dec) | 8500 |
| - Arts Competition (Jan) | 1050 |
| Total | 23050 |

CCBC has suggested reducing the Christmas Market to one day (Saturday) and combining this with the Lantern Parade for 2020. This would reduce costs and result in a more effective event. The Working Group discussed the merits of these proposed changes and felt it would be worth trying.

The Town Clerk drew attention to issues that had arisen in respect of invoices received for Megaday that exceeded the approved sponsorship. Expenditure incurred was limited to the budget agreed.

VAT had been charged on the Cadw Ice Rink sponsorship. HMRC rules state that sponsors should be charged VAT where the sponsor derives significant benefit. In future there should be a formal agreement between Cadw and the Town Council which sets out the benefits if VAT is to be charged.

Councillor M Prew declared an interest and took no part in the discussion or decision making relating to Megaday.

The Working Group closed at 6.45pm

Caerphilly Town Council

Tender for the Supply of Firework Display 2020

Caerphilly Town Council organises an annual firework display at Caerphilly Castle. This is a longstanding event which has been going for 30 years. The event is held on the nearest convenient Saturday to 5th November. It is free and attracts between 5000 and 10000 people. In recent years a street collection has been held to raise money for the Town Mayor's charities. After a number of years of using the same contractor it is necessary to retender the contract to comply with the Town Council's responsibilities as a public body.

The Town Council is inviting suitably experienced contractors to submit proposals for the event which will be held on Saturday 31st October 2020.

The primary requirement is an aerial display against the backdrop of Caerphilly Castle in South Wales together with a musical accompaniment. A selection of different aerial fireworks should be used to deliver a varied and spectacular display. These could include aerial repeaters (cakes), aerial shells, skyrockets, roman candles, flying spinners etc. The display will be timed to last 25 to 30 minutes with the event commencing promptly at 7.00pm. Access will be available to the Castle grounds during the day to enable the set up. The site should be cleared and vacated by 9.00pm. Contractors must be able to demonstrate experience of putting on similar displays, use trained and qualified personnel, and be a member of the British Pyrotechnists Association (BPA).

The tender information that must be submitted:

1 Company information including registered address, no of employees, latest annual accounts, experience of operating firework displays, and evidence of current membership of BPA.

2 Description of proposed display itemising the number and types of fireworks that will be deployed, arrangements for musical soundtrack, and achievement of display time. (Note the Town Council will separately contract a PA / sound system).

3 No of individual personnel who will operate the display and for each person their training, qualifications and experience.

4 Reference site where the company has organised a similar aerial display and of similar length of display time.

5 A minimum of two client references.

6 Health and safety policy.

7 Hazard and risk assessment.

8 Insurance cover.

9 Fire precautions at event and response to accidental ignition.

10 Arrangements for clearance of firework debris after the event

11 Fee proposal

The tender submission must be received by the Town Council no later than 12 noon on 10th March 2020. Late tenders will not be considered.

The tenders will be assessed by the Town Council on the basis of the information provided. The quality of the fireworks display is particularly important to maintain the reputation that has been established for the event. There will therefore be a 50:50 split assessment between price and the quality of the other information provided to support the tender, and extra weight will be given to the information provided in response to 2 and 3 above. The Town Council will not necessarily accept the lowest cost or any tender. It is anticipated that the contract award will be made before the end of March.

Tenders are to be returned by post in a sealed envelope and clearly marked "Tender" to

Town Clerk

Caerphilly Town Council

The Twyn Community Centre

The Twyn

Caerphilly CF83 1JL

Any queries concerning this tender should be addressed to the Town Clerk by email to caerphillytowncouncil@outlook.com before the tender submission date. As this is an open tender any additional information provided to a potential tenderer will be posted on the Town Council website.

PGD January 2020

Agenda Item 8.2

Report to Town Council 17th February 2020

Health and Safety at Work

The Town Council has responsibilities as an employer under health and safety legislation.

The Health and Safety at Work Act 1974

Generally, the employer has a duty to ensure the health, safety and welfare of employees. The requirements cover safe systems of work, health and safety policies, information and training, and a safe working environment.

The Management of Health and Safety at Work Regulations 1999

The regulations require employers to make suitable and sufficient assessments of risks to their employees.

The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995

The regulations state employers must notify the enforcing authority (HSE) in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. This includes any act of violence done to a person at work.

The Health and Safety (First Aid) Regulations 1991

The regulations require the employer to provide access to First Aid.

As a result of an incident that took place in the Community Centre on 23rd January 2020 it is incumbent on the Town Council to review the arrangements relating to the health and safety of employees, especially as both the Town Clerk and Administrative Assistant are frequently on their own in the office. The HSE definition of lone workers are "those who work by themselves without close or direct supervision"

Lone workers face increased risks and for the Town Council employees this would particularly include:

- Fire
- Verbal abuse
- Physical violence
- Theft / Intruders
- Sudden illness / emergencies

It is the responsibility of the employer to ensure that the risks are assessed, and control measures implemented. The fact that the Town Council is only a tenant in the Community Centre does not diminish these responsibilities.

The incident in January demonstrated that a major risk arises from the complete lack of building security. When the external doors to the Community Centre are open anyone can enter the building and roam at will. The majority of public buildings / offices have entry controls to prevent unauthorised access. This may present practical problems for the Community Centre as there is no permanent caretaker presence at the building when it is open to users. Electronic access controls may not be suitable given the number of different user groups. This is clearly a matter for the Management Committee to consider but the Town Council may wish to make a request to improve building security.

Notwithstanding any action that the Management Committee may take the Town Council must address its own responsibilities and within the limitations of the tenancy implement appropriate controls for the employees.

A lone worker risk assessment has been prepared and to accompany this a Lone Worker Policy Statement.

Recommendations

1 The Town Council considers and endorses the lone worker risk assessment

2 The Lone Worker Policy Statement is approved

3 The Town Council considers whether a formal request is made to the Management Committee to review and improve building security and that the Management Committee acts promptly on this request in the interest of users / occupiers

Phil Davy

Town Clerk

Caerphilly Town Council

Lone Working Policy Statement

Introduction

The Town Council has two part time employees who frequently work on their own in a rented office in the Twyn Community Centre a building that has no entry controls to prevent unauthorised access. The purpose of the policy is to protect staff so far as is reasonably practical from the risk of lone working. There is no legal prohibition on working alone, however the Town Council recognises there are obligations under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 for health, safety and welfare of its employees. These require identifying hazards at work, assessing the risks involved, and putting measures in place to reduce those risks as far as is reasonably practical.

Definition of Lone Workers

The Health and Safety Executive defines lone workers as “those who work by themselves without close or direct supervision” and is applicable whether within an office or outside.

Aims of Policy

The aim of the policy is to:

- Increase staff awareness of safety issues relating to lone working
- Recognising and reducing risk by ensuring that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as reasonably practicable
- Ensure that appropriate training is available to staff that equips them to recognise risk and provides practical advice on safety when working alone
- Ensure that appropriate support is available to staff who work alone
- Encourage reporting and recording of all adverse incidents relating to lone working

Responsibilities

The Town Council is responsible for:

- Ensuring there are arrangements for identifying, evaluating, and managing risk associated with lone working
- Ensuring employees are aware of this policy
- Ensuring that risk assessments are carried out and reviewed regularly, having procedures and safe systems in place which are designed to eliminate or reduce risks associated with working alone
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents

- Ensuring that employees are given appropriate information, instruction and training
- Ensuring appropriate support is given to employees involved in any incident
- Ensuring the effectiveness of this policy is reviewed

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions
- Cooperating with their employer in meeting their legal obligations
- Following guidance and safe working procedures
- Reporting danger or potential dangers they identify or any concerns they may have in respect of working alone

Risk Assessment

Risk assessment is essential to managing risks associated with lone working. Assessments will be carried out and recommendations made to eliminate or to reduce the risk to the lowest level reasonably practicable. Recommendations that relate to the security of the building will need to be referred to the landlord (Twyn Community Centre Management Committee). Where the landlord is unwilling or unable to undertake any specific measures requested by the Town Council it will be necessary to reassess the risk to employees and the lone working arrangements.

Incident Reporting

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health, or damage.”

It will be the responsibility of the Town Clerk to maintain an appropriate record of incidents that have implications for lone working in the building and as necessary report to the Town Council on the effectiveness of current controls.

Contacting / Involving the Police

The Town Council is committed to protecting staff from violence and assault. Violent incidents should be reported to the police and staff will be supported throughout any criminal proceedings.

RIDDOR and Insurer

It will be the responsibility of the Town Clerk to submit any report required under The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) and to alert the Town Council’s insurers as appropriate.

Support for Employees

Employees working for the Town Council should know that their safety is a priority. Employees should be aware of how to deal with situations where they feel they are at risk, or unsafe. Employees should be able to recognise how their own actions could

influence or even trigger an aggressive response. The need for appropriate training will be kept under review.

Policy approved by Town Council 17.2.2020

Caerphilly Town Council

The Management of Health and Safety at Work Regulations 1999 Lone Worker Risk Assessment

The Town Council has 2 part time employees who frequently work on their own in a rented office in the Twyn Community Centre. The Community Centre has no entry controls to prevent unauthorised access.

Risk Scoring

Likelihood of risk occurring is scored from 1 to 5 where 1 is very unlikely and 5 very likely.

Impact of risk is scored from 1 to 5 where 1 is minimal to 5 major in terms of cost, impact on health and safety.

By multiplying the two scores together will give a score between 1 and 25. Scores below 10 are viewed as low risk, 11 to 15 medium risk, 16 to 25 high risk.

| Ref | Nature of Risk | Likelihood 1 – 5 | Impact 1 – 5 | Score/Severity | Mitigating Controls |
|------------|-----------------------|-----------------------------|-------------------------|-----------------------|---|
| LW1 | Fire | 2 | 5 | 10 Low | Adopt fire precautions, limit fire hazards and ignition sources. PAT testing electrical equipment. Ensure familiarity with escape routes, if fire alarm activates leave building immediately. Call for help once outside building (Fire Service and /or Caretaker). Under no circumstances should attempt be made to fight any fire when working alone. |

| Ref | Nature of Risk | Likelihood 1 – 5 | Impact 1 – 5 | Score/Severity | Mitigating Controls |
|-----|------------------------------------|---------------------|-----------------|----------------|--|
| LW2 | Verbal abuse from member of public | 3 | 5 | 15 Medium | Access control to office to only allow entry to authorised people. Provide panic alarm in office, regularly check and renew batteries. Training in de escalation of angry/abusive individuals. Call for assistance as soon as practical. |
| LW3 | Physical Violence | 3 | 5 | 15 Medium | Access control to office to only allow entry to authorised people. Provide panic alarm in office, regularly check and renew batteries. Training in de escalation of angry/violent individuals. Call for assistance as soon as practical. |
| LW4 | Theft/Intruders | 3 | 5 | 15 Medium | Any indication that building/office has been broken into do not enter alone but await backup from caretaker and or police. Access control to office to only allow entry to authorised people. Provide panic alarm in office, regularly check and renew batteries. When theft discovered from Town Council office Town Clerk to prepare report for Town Council, notify police and insurer as appropriate. |
| LW5 | Sudden Illness/Emergencies | 2 | 5 | 10 Low | Text alert system between Town Clerk and Admin Assistant and nominated Town Councillor. Access to up to date first aid kit. Call for assistance as appropriate. |

Agenda Item 8.3

Report to Town Council 17th February 2020

VE Day 75 Anniversary

This year marks the 75th Anniversary of the end of the Second World War in Europe. Friday 8th May 2020 has been designated a Bank Holiday (in lieu of the May Day Bank Holiday on 4th May 2020) with licensing hours extended to enable as many towns, parishes, district, community, and other councils along with individuals, voluntary organisations, the holiday and hospitality industry to join the VE Day 75 celebrations.

There will be events taking place across the UK to pay tribute and remember the contribution of the British, Commonwealth and Allied armed forces personnel, and those civilian organisations who contributed to the war effort and safeguarded the Home Front. As well as marking the Allies victory in 1945 the Bank Holiday will serve as an opportunity to pay tribute to those who have served and continue to serve in the UK Armed Forces and their families.

Members are invited to consider whether to arrange a local commemorative event and or support other local organisations that may be planning events.

Phil Davy

Town Clerk

Agenda Item 9 Council Meeting 17.2.20

Case Ref: 19/0981/FULL **Site Area:** 193m²
Location: 25 Heol-Y-Ddol Caerphilly CF83 3JF (UPRN 000043027907)
Proposal: Erect two storey side extension and convert rear conservatory into habitable room with tiled roof to match existing
Case Officer: Mr A Pyne ☎ 01443 864523 ✉ pynea@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315671 (E) 188213 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Agenda Item 9 Council Meeting 17.2.20

Case Ref. 20/0076/COU **Site Area:** 90m²
Location: 16 Castle Street Caerphilly CF83 1NY (UPRN 000043026422)
Proposal: Change the use from Insurance Broker to a Beauty Parlour
Case Officer: Mr C Powell ☎ 01443 864424 ✉ powelc2@caerphilly.gov.uk
Ward: Morgan Jones **Map Ref:** 315728 (E) 187266 (N)

Community Council: Caerphilly Town Council

Expected Decision Level: Delegated

Agenda Item 10.1
 Report to Town Council 17th February 2020
 List of Payments

| Cheque No | Payee | In Respect Of | Amount £ |
|------------------|--------------------------|--|---------------------|
| Internet | Playworks | Salaries (January) | 1576.13 |
| 304077 | St Martin's Church | Floodlighting | 333.74 |
| Direct Debit | Nest | Pension (January) | 27.21 |
| 304078 | Osian Rowlands | Grant | 330.00 |
| 304079 | Speedy Asset Services | Crowd Barriers | 116.04 |
| 304080 | Speedy Asset Services | Crowd Barriers | 93.36 |
| 304081 | Daniel Pisani | Grant | 330.00 |
| Debit Card | SLCC | Membership renewed | 161.00 |
| 304082 | J.S.Lee | Floral Decorations (watering) | 5959.20 |
| Internet | Elsbury Access Platforms | Erection, dismantling, Storage Christmas Lights | 3726.24 |
| 304083 | Kim Colebrook | Art Competition Winner | 750.00 |
| 304084 | Sid Head | Art Competition Winner | 250.00 |
| 304085 | Graham Vincent | Art Competition Winner | 50.00 |
| Direct Debit | BT | Telephone | 41.69 |

It is recommended that Members note and approve the payments.

Agenda Item 10.2
Report to Town Council 17th February 2020
Bank Account Balances

Bank Account Balances at 3rd February 2020

| | £ |
|--|-----------|
| Community Direct Plus Account | 50,256.61 |
| Business Select Account | 10,599.25 |
| Business Select Account (Restricted Reserves) | 18,553.10 |

Members to note the information

Agenda Item 10.3

Report to Town Council 17th February 2020

Applications for Financial Assistance

| | |
|------------|------|
| Budget | 6000 |
| Commitment | 2670 |
| Available | 3330 |

1 St Martins OAP Association

The application is for financial support towards the cost of various trips for the members. Based on the number of members resident within the Town Council area a grant of £250 could be awarded. A similar grant was approved in November 2018. 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.
ST MARTINS WARD, CAERPHILLY OAP.
2. NAME AND ADDRESS AND OFFICIAL POSITION, OR PERSON MAKING APPLICATION
H. LEWIS, 29 MARSH COURT ABERBARGOED
CF81 9BF - CHAIRMAN
3. PURPOSE OR ACTIVITIES OF ORGANISATION - if possible attach copy of Constitution
OAP MEETINGS / TRIPS / TALKS ETC
4. MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:
Total No. 61 Number Resident in Town Council area (see attached map) 39
5. MEMBERSHIP FEES, if applicable £ 1 PW
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.
ATTACHED.
7. PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:
5 TRIPS TO ORGANISE AT A COST OF
APPROXIMATELY £ 2000.

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.

**St Martins Ward OAP
Year end Accounts
31st December 2017**

Income & Expenditure Account

2019

| | | |
|--|-----------------|----------|
| 1-Jan-19 Balance at current account bank B/f | 50030169 | 5,757.65 |
| Balance at deposit account bank B/f | 50081998 | 2,027.09 |
| Net monies | | 7,784.74 |
| Income(credits) | | |
| Subscription | 2,910.00 | |
| Registration fee | 128.00 | |
| Books & videos | 94.81 | |
| Bingo | 46.10 | |
| Donations / Raffles | 50.00 | |
| Xmas dinner | 316.23 | |
| Trips | 1,991.00 | |
| Bring & buy | 122.37 | |
| Savings account interest | 8.64 | |
| Total | <u>5,667.15</u> | |
| Expenditure(debits) | | |
| 80th Birthday | 20.00 | |
| Entertainment | 1,056.50 | |
| Trips | 3,040.00 | |
| Donations | 0.00 | |
| Parties | 2,299.97 | |
| Halls | 588.68 | |
| Petty cash | 0.00 | |
| Bank charges | 66.60 | |
| Total | <u>7,071.75</u> | |
| Net income for the year | -1,404.60 | |
| Balance of income | | 6,380.14 |
| Balance at Bank current account | 4,344.41 | |
| Balance at Bank deposit account | 2,035.73 | |
| Savings account interest | | |
| Net balance as at 31 Dec 2019 | | 6,380.14 |
| Savings account members interest | | 49.02 |

This Income and expenditure account was prepared from information given by Mrs Susan Lewis treasurer

To the best of my knowledge this account shows a fair and accurate statement of affairs as at 31st December 2019

Signed

Date