**CAERPHILLY CYNGOR**

**TOWN TREF**

**COUNCIL CAERFFILI**

**TOWN CLERK: TOWN MAYOR: CLERC Y DREF: MAIR Y DREF:**

**P. G. Davy Councillor Mike Prew**

14th September 2020

**An Ordinary Meeting of the Caerphilly Town Council will be held on Monday**

**21st September 2020 by Remote Access**

**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.

The Town Clerk has declared an interest in agenda item 8.4

3. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held

on Monday 20th July 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 Revised Budget 2020.

8.2 CIL Working Group.

8.3 Coronavirus Update

8.4 Local Government Pay Award 2020-21

8.5 Newsletter

9. **PLANNING MATTERS**

10. **PAYMENT AND FINANCIAL MATTERS**

10.1 List of Payments.

10.2 Bank Account Balances.

10.3 Application for Financial Assistance.

10.4 Payroll Administration.

11. **CORRESPONDENCE**

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

This Meeting will be held in accordance with the Local Authorities (Coronavirus)

(Meetings) (Wales) Regulations 2020. The Regulations make temporary provision in relation to local authority meetings during the Covid 19 pandemic. Statutory requirements placed on local authorities by existing legislation to admit the public and press in person to certain meetings and to provide facilities to inspect certain documents in person at offices of the authority are relaxed for the duration of the Regulations.

All documentation about and relating to this and any other Town Council Meeting undertaken by remote access will be made available on the Town Council Website.

[www.caerphillytowncouncil.co.uk](http://www.caerphillytowncouncil.co.uk)

**CAERPHILLY CYNGOR**

**TOWN TREF**

**COUNCIL CAERFFILI**

**TOWN CLERK: TOWN MAYOR: CLERC Y DREF: MAIR Y DREF:**

**P. G. Davy Councillor Mike Prew**

**MINUTES OF THE ORDINARY MEETING OF CAERPHILLY TOWN COUNCIL HELD BY REMOTE ACCESS ON MONDAY 20 JULY 2020**

**Present:**

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

**Apologies:**

Councillors S Hodder, S Morgan

**In Attendance:**

P G Davy, Town Clerk

**14 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 15 JUNE 2020**

Minutes of the Ordinary Town Council Meeting held on 15 June 2020 were received and confirmed. Minutes to be signed by the Town Mayor when practical.

**15 MATTERS ARISING**

Minute 120.2 Additional IT Provision

The Dell items listed were not available and an alternative HP laptop and wireless mouse was purchased. The cost was only marginally more.

**16 COMMUNITY SAFETY MATTERS**

The following matters were raised

* Number of vehicles permanently parked in the Park and Ride car park and suspicion that they

may be lived in

* Speeding vehicles on Lon y Llwyn / Nantgarw Road
* Vehicle break ins Bloomfield Road

Address: The Twyn Community Centre The Twyn Caerphilly CF83 IJL

Telephone: Caerphilly 02920 888777

E-mail: [caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

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

Councillor R Bidgood joined the meeting at 6.55pm during this item.

Councillor J Pritchard lost connection to the meeting at 7.00pm and was unable to rejoin for the rest of the meeting.

**17 TOWN MAYOR’S DIARY**

Due to the ongoing restrictions the Mayor had not attended any events / functions.

The Autism Directory, one of the Mayor’s charities from 2018/19, had located a base in Caerphilly town centre.

The Mayor announced that his charities for 2020-21 would be Mind Cymru and Caerffili Lions.

**18 ENVIRONMENTAL MATTERS**

Concern was raised at a proposal from CCBC for a road closure on B4623 Mountain Road in both directions between entrance to the snack bar and the large layby to the south of the entrance to Cwmwbwb Lodge. The road would be closed to all vehicles, but pedestrian and cycle access would be maintained. The proposal may not proceed but this had not been confirmed by CCBC.

The litter on Caerphilly Common and the vacant Park Lane site were raised again. This had been referred at the last Town Council meeting to CCBC.

Confirmation was requested on the type of weed killer used by CCBC.

**19 TOWN CLERK’S REPORTS**

1 Events 2020

The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 had been further amended to reflect the latest relaxations introduced by Welsh Government. Regulation 8.1 had now become Regulation 14, and a new Regulation 15 had been incorporated which introduces an exception for organised outdoor activities consisting of no more than 30 persons.

The Coronavirus Regulations were enacted on an emergency basis which lasts until the Welsh Ministers revoke the provisions or 26th September 2020, whichever happens first. Depending on the circumstances the emergency regulations may be enacted for a further period of time, especially if there is a second wave of the coronavirus.

The Town Council can only make lawful decisions which have to be based on the Coronavirus Regulations current at the date of decision.

Cancellation of the Fireworks Display, Christmas Lights switch on, and Lantern Parade will result in savings of circa £22,000.

It was resolved:

1 Having regard to the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 current at the date of the Town Council meeting the following events are cancelled for 2020:

Fireworks Display

Christmas Lights switch on

Christmas Lantern Parade

This does not include the erection of the Christmas Lights / Christmas Tree which are expected to proceed as normal.

2 Suppliers for the 2020 events are notified of the cancellations.

3 Consideration of the budget savings was deferred to the September meeting of the Town Council.

4 Information is posted on the website on the cancellation of the events.

2 Q1 Budget Monitoring (2020/21 Financial Year)

Attention was drawn to the expenditure of £1750 (net) on the Fireworks Display which relates to the cost of the traffic management at the 2019 event due to receipt of invoice after the end of the financial year.

First quarter expenditure is 17% of annual budget.

Members noted the information.

**20 PLANNING MATTERS**

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

20/0468/FULL – no objections

20/0473/TPO – no objections

20/0503/COU – no objections

200421/FULL – no objections

20/0495/FULL – no objections

20/0529/FULL – no objections

20/0540/FULL – no objections

20/0545/COU – no objections

20/0546/FULL – no objections

20/0557/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 M Prew declared an interest in application 20/0540/FULL and took no part in the discussion or decision making on this application.

Councillor P J Bevan declared an interest in application 20/0540/FULL and took no part in the discussion or decision making on this application.

Councillor J Grenfell declared an interest in application 20/0540/FULL and took no part in the discussion or decision making on this application.

**21 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2. Bank account balances were noted.

3 Application for Financial Assistance

Ruperra Castle Preservation Trust – a grant of £150 was approved. Expenditure authorised under the Local Government Act 1972, section 145.

**22 CORRESPONDENCE**

The following items of correspondence were noted:

1 Letter from Llamau dated 28.5.20 thanking the Town Council for the donation

2 Email form Peachkey Ltd in respect of measures to address takeaway litter

**23 MEMBERS REQUESTS FOR FUTURE REPORTS**

Information was requested on the speed monitoring results for Caerphilly town over the last

5 years.

The meeting closed at 7.40pm

**Agenda 8.1**

**Report to Town Council 21st September 2020**

**Revised Budget 2020/21**

The budget for 2020/21 was approved by the Town Council prior to the onset of the coronavirus epidemic. The period commencing with lockdown in March 2020 has been unprecedented. The cancellation of the Town Council’s main events together with many of the sponsored events has resulted in significant savings against the budget. There have however been additional items of unbudgeted expenditure which have affected the net savings. A revised budget is set out in the attached appendix to the report. The projected outturn and increase in balances projected at 31st March 2021 are based on known circumstances at the time of writing the report. There may be further unforeseen changes before the end of the financial year which could affect the projection either way. The narrative below explains the key changes that result in the revised budget.

**Income**

Income will be lower than the original budget as there will be no fireworks sponsorship, and no fireworks collection. However, this reduction in income is offset by a higher CIL receipt. The net effect is income will be lower by £1774.

**Expenditure**

Significant items of unbudgeted expenditure now included in the revised budget are:

£

Security upgrade to office door (yet to be arranged) 2262

Virement to IT budget 1100

Donations 1500

Distribution cost for newsletter 270

Savings on events are estimated as follows:

Sponsored events 12000

Fireworks display 12900

Lantern Parade 8500

Summer sports scheme 5000

A sum of £2550 has been left in the budget for sponsored events which will cover the annual Arts Competition, contribution to Christmas Fair, and sponsorship of Cadw Christmas Ice Rink. It is not known at this time if all these events will go ahead as planned.

Taking the above into account together with other minor adjustments results in an estimated expenditure of £72,013 which is £38,394 less than the original estimate.

The revised estimates of income and expenditure have been used to prepare a projection of the balances at 31st March 2020. Assuming the operational reserves and the restricted reserves remain unchanged from the position at September 2020 this will result in a balance of £53,877 in the current account. Normally it is helpful to have around £20,000 in the current account for cash flow purposes during April as the first tranche of the precept is not received until the end of April. It may be prudent to set aside a further £10,000 to absorb any increase in costs in 2021/22 and to avoid the need to increase the precept. This would leave a sum of £23,877 to reallocate during the remainder of 2020/21. Alternatively, the total balances could be carried forward to future years projects / events / to manage the precept.

Members views are invited.

Phil Davy

Town Clerk

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

**Revised Budget Estimates 2020/2021 Income**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Actual**  **2019/20**  **£** | **Original**  **Estimate**  **2020/21**  **£** | **Revised**  **Estimate**  **2020/21**  **£** |
| Precept | 97053.72 | 97053 | 97125.02 |
| Bank Interest | 115.09 | 10 | 70.49 |
| VAT | 7142.23 | 5000 | 5000.00 |
| CIL | 7379.79 | 4000 | 9344.03 |
| Fireworks Sponsorship | 2950.00 | 3250 | 0.00 |
| Fireworks Collection | 2021.02 | 4000 | 0.00 |
| Miscellaneous | 8000.00 | 0 | 0.00 |
|  | | | |
| **TOTAL** | 124,661.85 | 113,313.00 | 111,539.54 |

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

**Revised Budget Estimates 2020/2021 Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Actual**  **2019/20**  **£** | **Original**  **Estimate**  **2020/21**  **£** | **Revised**  **Estimate**  **2020/21**  **£** |
| **Members** |  |  |  |
|  |  |  |  |
| Town Mayors Allowance | 900.00 | 900.00 | 900.00 |
| Members Allowances | 450.00 | 1800.00 | 450.00 |
| Civic Regalia / Travelling | 0.00 | 0.00 | 0.00 |
| Election Costs | 0.00 | 0.00 | 0.00 |
|  |  |  |  |
| **Staff** |  |  |  |
|  | | | |
| Salaries / Deductions | 18968.16 | 19241.00 | 19241.00 |
| Travelling | 0.00 | 500.00 | 500.00 |
| Payroll Admin | 132.00 | 150.00 | 150.00 |
| Pension (Employer) | 139.92 | 140.00 | 144.72 |
| Employer NJ |  | 690.00 | 743.52 |
| Audit Fee | 402.90 | 400.00 | 400.00 |
| Insurance | 1586.94 | 1586.00 | 1685.00 |
|  |  |  |  |
| **Administration** |  |  |  |
|  | | | |
| Office Rent / Business Rates | 4227.85 | 6000.00 | 6000.00 |
| Tel/Postage/Stationery/Subs | 1329.15 | 1000.00 | 1000.00 |
| Furniture/Equipment  IT / IT Support | 5113.84 | 200.00 | 2500.00 |
|  | 1100.00 | 2200.00 |
|  | | | |
| **Sub total** | 33,250.76 | 33,707.00 | 35,913.64 |

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

**Revised Budget Estimates 2020/2021 Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Actual**  **2019/20**  **£** | **Original**  **Estimate**  **2020/21**  **£** | **Revised**  **Estimate**  **2020/21**  **£** |
| **Brought forward** | 33,250.76 | 33,707.00 | 35,913.64 |
|  | | | |
| Sponsored Events  Concessionary Hires | 14171.76 | 14550.00 | 2550.00 |
|  | 0.00 | 0.00 |
| Fireworks Display | 14648.85 | 15000.00 | 2100.00 |
| Fireworks Decorations | 10591.00 | 13500.00 | 13500.00 |
| Christmas Lights | 9714.32 | 8500.00 | 8500.00 |
| Lantern Parade | 7125.31 | 8500.00 | 0.00 |
| Financial Assistance (Grants) | 3130.00 | 6000.00 | 7500.00 |
| Summer Sports Scheme | 4800.00 | 5000.00 | 0.00 |
| Fireworks Charity Donation | (inc. in Display) | 4000.00 | 0.00 |
| Floodlighting – St Martins | (inc. in Sponsored Ev) | 350.00 | 350.00 |
| Subscriptions | (inc. in Admin) | 250.00 | 250.00 |
| Twinning |  | 250.00 | 250.00 |
| Newsletter | (inc. in Admin) | 600.00 | 900.00 |
| Misc | 79.00 | 200.00 | 200.00 |
| VAT | 12784.12 | VAT included in above figures | |
| CIL Projects | 21000.00 |  | |
|  | | | |
| **TOTAL** | 131,295.12 | 110,407.00 | 72,013.66 |

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

Based on revised income/expenditure 2020/21

Balances projected at March 2021

(assumes no re allocation of savings beyond adjustments already made)

**£**

Balance b/f from 2019/20 47,298.39

Revised income 2020/21 111,539.54

158,837.93

Less revised expenditure 2020/21 72,013.64

86,824.29

Balances allocated as follows March 2021

**£**

Community Direct Plus A/C 53877.63

Operational Reserves 10625.68

Restricted Reserves 22320.98

Note current account requires £20,000 to manage cash flow at start of 2021/22 as first tranche precept not received until end of April 2021. If additional £10,000 set aside to maintain precept at £15.50 for a Band D property in 2021/22 there is £23,877.63 of savings that can potentially be re allocated in 2020/21.

**Agenda Item 8.2**

**Report to Town Council 21 September 2020**

**Community Infrastructure Levy (CIL) Working Group**

A meeting of the CIL Working Group took place on 7 September 2020 by remote access. The notes from the meeting are attached.

The position on CIL was reviewed and taking account of commitments yet to be paid there is an available balance of £16841. A number of project ideas were suggested but the Working Group felt that public consultation should take place inviting proposals before committing any of the available CIL to new projects.

The Working Group considered the report presented under agenda item 8.1 (Revised Budget 2020/21) and made the following recommendations to the Town Council in respect of allocating some of the budget savings in the current financial year.

1 To allocate an additional £8,000 for the purchase of Christmas lights to cover the Piccadilly and the Twyn

car park. This is in addition to approximately £3,000 already in the Christmas Lights budget for the purchase of new lights.

2 To make donations of £2,500 to each of the Mayor’s charities, Caerffili Lions and Mind Cymru.

3 To make a donation of £2,500 to Velindre Hospital as Megaday was cancelled this year.

Phil Davy

Town Clerk

**Notes of Community Infrastructure Ley (CIL) Working Group held on 7th September 2020 by remote access**

**Present:**

Councillors P J Bevan, C Elsbury, J Fussell, J Hibbert, S Hodder, H Jackson, S Kent, S Morgan, M Prew

**Apologies**

Councillors R Bidgood, J Grenfell, J Pritchard

**In Attendance:**

P G Davy, Town Clerk

**1 Review of CIL expenditure**

A spreadsheet had been circulated which showed the total receipts to date, and expenditure incurred on two projects, namely the Welsh National Anthem Memorial and Electric Vehicle charge points in the Twyn car park. Total project expenditure was £21,000 with a CIL contribution of £13,000. There was an available balance of £22,191.

In June 2019 the Town Council agreed to fund £5,000 from CIL to meet the cost of the two door coin entry systems at the Station public toilets. CCBC as the building owner had agreed to procure the works with reimbursement from the Town Council. The works were carried out but to date CCBC has not invoiced the Town Council.

Also in June 2019 it was agreed to commit £350 for a new directional sign to the War Memorial on Caerphilly Common. There have been a number of unsuccessful attempts to progress this with CCBC.

Once these commitments are reserved the available balance reduces to £16,841

**2 CIL Project Ideas**

A number of ideas were suggested:

* Memorial / plaque to Llewellyn Bren, Lord of Senghenydd, who led a rebellion against the Normans in 1316
* Memorial / plaque to acknowledge the contribution of all key workers during the coronavirus pandemic
* Street works enhancements to aid social distancing within the town centre subject to discussion with CCBC
* 20mph signage outside primary schools subject to discussion with CCBC
* Twyn School orchard

There was a general view that consultation should take place with the public to generate project ideas before committing any more of the CIL money. There is a specific item on the website relating to CIL which does invite suggestions for future projects. The next newsletter to residents, which will be reported to the Town Council on 21 September 2020, will also have an item inviting suggestions.

**3 Projected 2020/21 Budget Savings**

The Town Clerk outlined a revised budget report for 2020/21 that will be presented to the Town Council on 21 September 2020. The cancellation of the Town Council’s main events together with many of the sponsored events has resulted in significant savings against the original budget. Revised estimates of income and expenditure had been used to prepare a projection of the balances at 31 March 2020. Taking account of the operational and restricted reserves will result in a balance of £53,877 in the current account. The Town Clerk advised on the need to retain £20,000 in the current account for cash flow purposes at the start of the next financial year and advocated a further £10,000 is carried forward into balances to absorb any increase in costs in 2021/22 and to avoid the need to increase the precept. This left a sum of £23,877 for potential reallocation.

The Working Group decided to make the following recommendations to the Town Council

1 To allocate an additional £8,000 for the purchase of Christmas lights to cover the Piccadilly, and

the Twyn car park. This is in addition to approximately £3,000 already in the Christmas Lights

budget for purchase of new lights.

2 As there will be no fireworks collection this year for the Mayor’s charities it was proposed to

make donations of £2,500 each to Caerffili Lions and Mind Cymru.

3 The Town Council has provided £4000 sponsorship towards Megaday in the last two years. As

the 2020 event was cancelled it was proposed to make a donation of £2,500 to Velindre Hospital.

**Agenda Item 8.3**

**Report to Town Council 21st September 2020**

**Coronavirus Update**

Since July 2020 there has been a considerable relaxation of the lockdown restrictions that were implemented in March 2020. However, this has been accompanied by the need for risk assessments and the implementation of measures to control the spread of the virus.

The Town Council has responsibilities as an employer under health and safety legislation and this includes taking reasonable steps to protect employees, councillors, and visitors from coronavirus. The Welsh Government has issued special requirements due to the specific risks from coronavirus. Under the Health Protection (Coronavirus Restrictions) (No 2) (Wales) Regulations 2020 businesses and organisations must:

* Take all reasonable measures to ensure that a distance of 2m between all persons is maintained
* Ensure that other reasonable measures are taken to minimise risk of exposure to the virus, in particular by limiting close face to face interaction and by improving hygiene
* Provide information to those entering or working at the premises about how to minimise risk
* Collect and retain contact details from people who have been at the premises

As society returns to a new form of normality the key considerations for the Town Council will relate to:

1. Reopening of the office at The Twyn
2. Reinstatement of face to face Town Council meetings
3. Reinstatement of regular programme of activities and events

Both 1 and 2 require risk assessments and measures to demonstrate they can be made Covid secure. The specific hazards are:

* Contracting or spreading the virus by not social distancing
* Getting or spreading coronavirus by not cleaning surfaces, equipment, and workstations
* Getting or spreading coronavirus by not washing hands or not washing them adequately

Reopening the office at The Twyn

Any consideration of reopening the office is complicated by the situation with the community centre. The community centre will have to put in place measures to comply with the Regulations referred to above. As an occupier the Town Council will need to follow the measures in order to protect staff and councillors. Quite separately the office itself will need to be risk assessed. Due to the limited size and configuration of the office the most effective way of minimising the risk of exposure to coronavirus is for the employees to continue to work from home. The face to face distance between the two desks is less than 2m and it would therefore be necessary to consider a Perspex screen together with daily cleaning of all surfaces and a supply of hand sanitiser as mitigation measures at such time as the office is reopened. It may be possible to stagger the timing of attendance by the Town Clerk and Administrative Assistant to ensure only one person is present in the office to overcome the social distancing. However, the enhanced lone working security measures as reported to the February meeting of the Town Council would need to be addressed.

Face to Face Town Council Meetings

The only space within the community centre where it would be practical to consider a face to face meeting would be the main hall where the social distancing could be achieved. This would also be dependent on measures implemented by the community centre which may involve following floor markers, an entry / exit system and washing hands or sanitising on arrival. Normally the main hall is in use on dates that the Town Council meets.

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 make temporary provision for meetings to be held remotely using video or telephone conferencing technology. As part of the risk assessment it would have to be demonstrated there is a reasonable business need or a legal need to hold a meeting in person at the present time. The Town Council has already conducted business by remote access meetings in May, June, and July and all were well attended.

There would need to be exceptional circumstances to convene a face to face meeting and this would have to be based on a risk assessment and that with mitigating actions it is considered safe and appropriate to meet.

Reinstatement of Regular Programme of Activities and Event

The Regulations that are current (September 2020) make gatherings of more than 30 people unlawful. Although by exception larger outdoor gatherings of no more than 100 people can be allowed but only with express approval of Welsh Ministers and subject to conditions. Decisions have already been taken to cancel all the Town Council’s events for the remainder of 2020. It is hoped that the events programme can be fully reinstated in 2021 but the position will have to be reviewed in the early part of 2021 in light of the spread of the coronavirus, the Regulations at that time, and progress with a vaccine that would make social distancing unnecessary.

Recommendations

1 Staff continue to work from home for the remainder of 2020 and the position is reviewed in

December prior to the start of 2021.

2 Town Council meetings for the remainder of 2020 (October and November) be held by remote

access and the position is reviewed in December prior to the January 2021 meeting of the Town

Council.

3 The events programme is reinstated for 2021 subject however to the prevailing circumstances

relating to the spread of the coronavirus and any current Welsh Government Regulations.

4 Subject to the agreement to recommendations 1 and 2 the risk register is updated to include

Covid 19 as the attached appendix.

Phil Davy

Town Clerk

**Footnote**

This report was drafted before the local lockdown in Caerphilly County Borough was introduced on 8th September 2020. However the recommendations are even more pertinent given the local spike in coronavirus cases.

**Caerphilly Town Council**

**Risk Assessment 2020**

**Operational Risks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Nature of Risk** | **Likelihood** | **Impact** | **Score/Severity** | **Mitigating Controls** |
| 013 | Covid 19 | 3 | 5 | 15 Medium |  |
|  | Contracting or spreading the virus by not social distancing |  |  |  | Employees to work from home |
|  | Getting or spreading the virus by not cleaning surfaces, equipment and workstations |  |  |  | Town Council Meetings held by remote access |
|  | Getting or spreading the virus by not washing hands or sanitising |  |  |  | Events programme cancelled for 2020 |

Note mitigating controls relate to all three of the risks

**Agenda Item 8.4**

**Report to Town Council 21 September 2020**

**Local Government Pay Award 2020-21**

The National Joint Council for Local Government Services (NJC) has agreed new pay scales for 2020-21 to be implemented from 1st April 2020. The pay award is for a 2.75% increase and an additional day’s leave bringing it to 22 days for full time employees with less than 5 years service. Application of the pay award will result in an increase in the annual salary cost for the Town Clerk and Administrative Assistant of £513.68. Provision was made in the budget approved by the Town Council for 2020-21 for a pay award of up to 3%.

The Administrative Assistant is on SCP 6 and is at the top of her grade. The Town Clerk is on SCP 27 and will move to SCP 28 and the top of his grade in April 2021.

It is recommended that the Town Council approve the pay award for the staff including the backdating to April 2020.

Phil Davy

Town Clerk

The Town Clerk has declared an interest in this agenda item.

**Agenda Item 8.5**

**Report to Town Council 21 September 2020**

**Newsletter**

A sum of £600 has been allocated in the 2020/21 budget for the production of a newsletter to residents. A draft of the newsletter will be issued separately. A quotation of £395 has been received for the printing of a four page full colour newsletter with a print run of 7,500. There will be an additional cost of £360 for the distribution. In previous years distribution has been undertaken by Members and volunteers at nil cost. However given the current circumstances with the coronavirus epidemic and the rise in the number of cases locally it is considered prudent to outsource the distribution this year.

Expenditure on newsletters is authorised under the Local Government Act 1972 section 142.

The Town Council is invited to approve the newsletter and agree to increase the budget from £600 to £800 to cover the cost of both printing and distribution.

Phil Davy

Town Clerk

**Agenda Item 10.1**

**Report to Town Council 21st September 2020**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | Digital Systems UK | Printing | 36.00 |
| Internet | Playworks | Salaries (July) | 1612.29 |
| Direct Debit | Nest | Pension (July) | 27.21 |
| 304101 | M Prew | Mayor’s allowance (1) | 225.00 |
| 304102 | Ruperra Castle  Preservation Trust | Grant | 150.00 |
| Direct Debit | BT | Telephone | 41.69 |
| Internet | Playworks | Salaries (Admin only) | 21.00 |
| Internet | HMRC | Income Tax & NI | 527.38 |
| Internet | Admin Assistant | Salary (August) | 373.05 |
| Internet | Town Clerk | Salary (August) | 700.86 |
| Direct Debit | Nest | Pension (August) | 27.21 |

It is recommended that Members note and approve the payments

**Agenda Item 10.2**

**Report to Town Council 21st September 2020**

**Bank Account Balances**

Bank Account Balances as at 1st September 2020

£

Community Direct Plus Account 110,690.68

Business Select Account 10,625.68

Business Select Account (Restricted Reserves) 22,320.98

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 21st September 2020**

**Application for Financial Assistance**

£

Budget 2020/21 6000

Commitment 1650

Available 4350

1. Caerffili and District Twinning Association

The application is part of the Twinning Associations fund raising towards the costs of

hosting exchange visits with citizens and organisations in Lannion. Due to the coronavirus epidemic the planned visit from Lannion in 2020 has been postponed until 2021. The association has 36 members who are resident in the Town Council area. In accordance with the policy a grant of £250 could be awarded. In May 2020 the Association had a balance of £4664 in their account. The financial assistance expenditure would be authorised under the Local Government Act 1972, Section 137.

The Association received a grant of £250 from the Town Council in June 2019.

**Financial Assistance – Application Form**

Name of Organisation

Caerphilly and District Twinning Association

Purpose or Activities of Organisation

To further cultural links between the people of Caerphilly and the twin town of Lannion in Brittany.

Membership of Organisation/or Beneficiaries of Activities

36 Members

Membership Fees

£20 family membership, £10 single adult.

Present Financial Position

At May 2020 the organisation had a balance of £4664 in the bank account.

Purpose for which assistance is required and estimate of costs

To contribute towards the expense of hosting our Breton visitors and to financially support our member organisations who exchange with citizens and organisations of Lannion.

**Agenda 10.4**

**Report to Town Council 21st September 2020**

**Payroll Administration**

The payroll for the Town Council employees is undertaken by Playworks. The arrangement was established by the previous Town Clerk. The service has been low cost at £11 per month. A comprehensive service is provided including the payment summary, payslips, bank transfer of salaries, and the HMRC PAYE payment. The Town Council receives a monthly invoice to cover all the bank transfers and the administration fee.

Playworks has notified the Town Council that due to restructuring within the company brought about in response to the impact of the coronavirus epidemic on the business it will no longer be possible to make the salary and HMRC payments. In addition, the monthly administration charge will increase to £21 per month.

As a consequence of these changes it is a good opportunity to review the payroll arrangements especially as there has been no review for several years. There are three basic options:

1 Continue with Playworks who will provide the monthly payment summaries and payslips, but the

Town Council will then be responsible for paying the salaries direct to the employees and to

HMRC. This will incur an increase in the monthly administration charge to £21. It will be

necessary to continue with this arrangement until such as time as any alternative is put in place.

2 Move the payroll to another provider. It is anticipated that this will involve a higher

administration cost to that charged by Playworks. The Clerk at Van / BTM has approached CCBC

to enquire whether they would offer a payroll service to community councils. Any progress with

this option will be reported to the meeting.

3 Bring the service in house. This will only be possible if appropriate payroll software is purchased.

This is necessary to meet HMRC requirements for electronic processing. There is a variety of

HMRC approved payroll software packages on the market. A suitable package would be Sage

Business Cloud Payroll for 1-25 employees at a cost of £7 a month +Vat. This would be cheaper

than the Playworks fee, but all the administration will then fall on the Town Clerk / Administrative

Assistant.

Members views are invited.

Phil Davy

Town Clerk