**C A E R P H I L L Y T O W N C O U N C I L**

 **C Y N G O R T R E F C A E R F F I L I**

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

**P. G. Davy Cllr Mike Prew**

18th April 2022

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 25th April 2022** at **6.30 p.m**. by **Multi Location**

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.

1. To receive and if thought fit to confirm the Minutes of the Ordinary Council Meeting held on Monday 21st March 2022.

4. Matters arising from the Minutes if not covered by the Agenda.

5. **COMMUNITY SAFETY MATTERS**

6. **TOWN MAYOR’S DIARY**

7. **ENVIRONMENTAL MATTERS**

**Address: The Twyn Community Centre The Twyn Caerphilly CF83 IJL**

**Telephone: Caerphilly 07950 935822**

 **E-mail: caerphillytowncouncil@outlook.com**

 **Office hours: By Appointment Monday to Friday**

8. **TOWN CLERK'S REPORT**

 8.1 Q4 Budget Monitoring 2021/22 Financial Year.

 8.2 Budget Out turn 2021/22.

 8.3 Annual Report 2021/22

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

10. **PAYMENTS AND FINANCIAL MATTERS**

 10.1 List of Payments.

 10.2 Bank Account Balances.

11. **CORRESPONDENCE**

 11.1 Email from Town Councillor S Hodder

12. **MEMBER REQUESTS FOR FUTURE REPORTS**

 There were no requests.

 This Meeting will be held in accordance with Section 47 of the Local Government

 and Elections (Wales) Act 2021 by multi location.

 Any Member of the public or media wishing to attend this meeting by remote access

 should contact the Town Clerk at :

caerphillytowncouncil@outlook.com

Anyone attending the meeting in person at the Twyn Community Centre will need to observe any Covid 19 precautions in force at the time.

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

[www.caerphillytown](http://www.caerphillytown)council.co.uk

**C A E R P H I L L Y T O W N C O U N C I L**

 **C Y N G O R T R E F C A E R F F I L I**

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

**P. G. Davy Cllr Mike Prew**

**MINUTES OF THE ORDINARY MEETING OF THE CAERPHILLY TOWN COUNCIL**

**HELD BY MULTI LOCATION ON MONDAY 21ST MARCH 2022**

**Present:**

Councillors P J Bevan, J Fussell, H Jackson, S Kent, M Prew, J Pritchard

**Apologies:**

Councillors R Bidgood, C Elsbury, J Grenfell, J Hibbert, S Hodder, S Morgan

**In Attendance:**

R Caddick, J McDonnell, Gwent Police

P Hudson, H Munro, CCBC

P G Davy, Town Clerk

Prior to the start of the meeting the Town Council received a presentation from CCBC officers on the proposals for Caerphilly Town 2035 The Town Council was updated on key development sites

* Ness Tar
* Transport Interchange
* Leisure Quarter, Cardiff Road
* Market Hall redevelopment for housing
* Park Lane including former Specsavers
* Crescent Road redevelopment
* New visitor hub Caerphilly Castle

The emphasis in the next few months would be feasibility studies, design, land acquisitions and funding. Members supported the aspirations for the town but recognised the long term nature of the proposals.

**Address: The "Twyn Community Centre The Twyn Caerphilly CF83 IJL**

**Telephone: Caerphilly 07950 935822**

 **E-mail: caerphillytowncouncil@outlook.com**

 **Office hours: By Appointment Monday to Friday**

**95 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 21ST FEBRUARY 2022**

Minutes of the Ordinary Town Council Meeting held on 21st February 2022 were received and confirmed. Minutes to be signed by the Town Mayor when practical.

**96 MATTERS ARISING**

There were no matters arising.

**97 COMMUNITY SAFETY MATTERS**

The Inspector outlined the limited resources available to cover the Town Council wards and current vacant positions were subject to recruitment. Recent focus had been on the Cwtch Public House where there would be a number of voluntary amendments to the licence; and ASB on the Kingsmead Estate where 9 youths had been identified and orders served. With the lighter evenings routine patrols would include Morgan Jones Park.

**98 TOWN MAYOR’S DIARY**

The Mayor had officially opened the new restaurant at Ystrad College which is operated by catering students. The restaurant is open to the public on certain days.

The Mayor referred to an inclusion initiative between the Dragons and Autism Directory.

**99 ENVIRONMENTAL MATTERS**

No matters raised.

**100 TOWN CLERK’S REPORTS**

1 Community Infrastructure Levy (CIL)

Since 2016 the Town Council had received £35,821 in CIL receipts, had spent £19,120 on projects, and committed a further £12,500. This left an uncommitted balance of £4,201 on the CIL account.

The position was noted, and it was agreed to convene a meeting of the CIL Working Group following the June 2022 payment.

2 Local Government Pay Award 2021/22

The National Joint Council for Local Government Services (NJC) had agreed new rates of pay applicable from 1st April 2021 based on an increase of 1.75% on spinal column points. The effect of adopting the new rates will increase the annual salary costs by £343-04 (based on pro rata hours for the Town Clerk and Administrative Assistant).

It was resolved to implement the local government pay award effective from 1st April 2021 as recommended by the NJC. (It was noted the back pay would be paid in April 2022).

The Town Clerk declared an interest and offered no advice on the matter.

3 Coronavirus Update – Pandemic to Endemic

The Welsh Government had indicated that legal rules on wearing masks and self isolation were expected to end on 28th March 2022. Notwithstanding the emergency regulations relating to coronavirus ending the Town Council would have continuing duties under health and safety law to manage occupational risks from coronavirus which are created in the workplace.

As a consequence of the pandemic the Town Council had implemented permanent flexible working arrangements and multi location council meetings. From April 2022 the mandatory requirement for mask wearing for those attending council meetings in person at the Twyn would be removed.

The report was for information.

4 Events Working Group

A meeting of the Events Working Group had taken place on 7th March 2022 and the notes from the meeting were submitted for information.

**101 PLANNING MATTERS**

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

22/0130/NCC – no objections

22/0134/NMA – no objections

22/0137/FULL – no objections

22/0144/ADV – no objections

22/0153/RM – no objections

22/0172/TPO – no objections

22/0173/ADV – no objections

22/0178/FULL – no objections

22/0189/FULL – no objections

22/0194/FULL – no objections

22/0195/FULL – no objections

Councillor 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.

**103 CORRESPONDENCE**

There were no items of correspondence.

**104 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests for future reports.

The meeting closed at 7.55 pm.

**Agenda Item 8.1**

**Report to Town Council 25th April 2022**

**Q4 Budget Monitoring 2021/22 Financial Year**

Comparison of actual expenditure to revised annual estimate (approved September 2021) for the period to 1st April 2021 to 31st March 2022.

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q4 Actual £** | **Revised****Annual Estimate £** |
| Mayor’s Allowance | 900.00 | 900.00 |
| Members Allowances | 600.00 | 600.00 |
| Staff Costs | 20638.02 | 20850.00 |
| Travelling Expenses | 149.59 | 500.00 |
| Audit Fees | 480.00 | 500.00 |
| Insurance | 1766.53 | 1766.53 |
| Office Costs | 9443.07 | 15700.00 |
| Sponsored Events | 1114.46 | 10550.00 |
| Concessionary Hires | 0 | 0 |
| Fireworks Display | 0 | 0 |
| Fireworks Charity Donation | 5000.00 | 5000.00 |
| Floral Decorations | 12847.50 | 16000.00 |
| Christmas Lights | 12147.55 | 14000.00 |
| Lantern Parade | 0 | 0 |
| Financial Assistance  | 650.00 | 6000.00 |
| Autumn Sports Scheme | 3480.00 | 3480.00 |
| Newsletter | 679.00 | 900.00 |
| Elections | 0 | 0 |
| Miscellaneous | 2488.00 | 800.00 |
| VAT | 7777.08 | 0 |
| CIL Projects | 6120.00 |  |
| **TOTAL** | 86280.80 | 97546.53 |

 £

Revised Budget 2021/22 97,546

Actual expenditure to 31.03.22 86,281

(88% of budget)

Members are invited to note the report

**Agenda Item 8.2**

**Report to Town Council 25th April 2022**

**Budget Outturn 2021/22**

The budget for 2021/22 was approved by the Town Council in November 2020 on the assumption that it would be a near normal year in respect of expenditure. This has not proved to be the case and a revised budget was approved in September 2021 that took account of decisions to cancel the fireworks display, Christmas lights switch on event and Christmas Lantern Parade for the second year. The revised estimate of expenditure was £97,546 set against an estimated income of £103,675. It was therefore projected that a saving of £6129 would arise. (Note the original estimates approved in November 2020 had required a contribution from reserves to achieve a balanced budget).

The outturn expenditure for 2021/22 was £86,281 which is lower than the September 2021 revised estimate. Income was in line with the revised estimate at £103,676. The result is a surplus of income over expenditure of £17,395 which will increase the balances carried forward into 2022/23.

The balances at 31st March 2022 are summarised as follows:

 £

Community Direct Plus Account (current account) 84,301-31

Corporate Instant Deposit (operational reserves) 10,639-83

Corporate Instant Deposit (restricted reserves) 16,852-09

Total 111,793-23

The funds held in the current account include the savings that have built up over the last two financial years during the pandemic when the Town Council’s normal activities have been curtailed. It has been the practice to ensure there is a always a minimum of £20,000 for cash flow purposes as the income from the precept is received in two payments at the end of April and the end of August. Sums have been earmarked to cover the election costs in May 2022 (£12,000) and a new public notice board (£2000). Reserved creditors are not applied to the accounts and therefore any late invoices will have to be paid in the 2022/23 financial year. The local government annual pay award for 2021/22 was approved in March 2022 backdated to April 2021. The back pay will be paid from balances in the current account in April 2022. Inflation pressures are likely to be seen in the Town Council’s expenditure during 2022/23 which will also need to be absorbed. For example, BT/EE has advised an increase of 9.3% in charges from April 2022. All suppliers are increasing prices which will impact on events and other activities.

The precept has not been increased in the last two years but due to circumstances the Town Council has strengthened the balances which will provide some flexibility during 2022/23. The balances can be carried forward to be applied to future years budgets, to fund projects / events, or to limit the precept by ensuring the budget can be balanced. However, balances can only be applied once, they are not recurring, and can only be replenished through a deliberate policy of generating surpluses via the annual budget process.

Members are invited to note the financial outturn position for 2021/22.

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to the Town Council 25th April 2022**

**Annual Report**

The Local Government and Elections (Wales) Act 2021 (section 52) introduces a new statutory requirement for town and community councils, as soon as reasonably practicable after the end of each financial year, to prepare and publish an annual report about the council’s priorities, activities and achievements over the previous year. The first annual report is required for the 2021/22 financial year and is due for publication as soon as practicable after 1st April 2022.

There is no prescribed template for a community council annual report, but the format should reflect what the council does. Generally, the report is expected to provide information about the council, explain the work, reflect on the past year’s activity and look ahead to the coming year. It is for the full council to consider and approve the annual report, the approval decision cannot be delegated to a committee or officer.

It is recommended that Members consider and subject to any amendments approve the annual report in the attached appendix and publish the document on the website.

Phil Davy

Town Clerk

## Appendix

## Annual Report 2021/22 – Caerphilly Town Council

## Council Organisation

The Town Council comprises the two principal wards of Morgan Jones and St Martins and includes Caerphilly town centre and Caerphilly Castle. There are 12 town councillors representing the community areas of Tonyfelin, Parcyfelin, Bryncenydd, Watford, Twyn, Castle and Cwrt Rawlins (see website for details). The full council meets once a month (apart from August and December) and agendas and minutes can be viewed on the website. All council meetings are open to the public. The council has been meeting remotely during the pandemic but with the lifting of restrictions hybrid meetings were introduced in February 2022. The council has no sub committees and all decisions are made by the full council. There are two working groups - the Events Working Group and Community Infrastructure Levy (CIL) Working Group. They discuss operational issues and can make recommendations to the full council when member decisions are required.

Anyone wishing to contact the Town Council can do so through the Town Clerk by email or telephone. The Town Council operates flexible office hours. It is possible to arrange a meeting with the Town Clerk Mon to Fri in person, although most enquiries can usually be dealt with over the telephone or by email.

 Email: caerphillytowncouncil@outlook.com

 Tel: 07950935822

**Financial Information**

The budget for 2021/22 was approved by the Town Council in November 2020 on the assumption that it would be a near normal year in respect of expenditure. This has not proved to be the case and at the July meeting of the Town Council the decision was taken to cancel the fireworks display at Caerphilly Castle, the Christmas lights switch on event, and Christmas Lantern Parade for the second year, in light of the prevailing circumstances with the pandemic. This proved to be the right call with emergence of the omicron variant towards the end of 2021.

Income was lower than the original budget as there was no fireworks sponsorship and no street collection. Income was £103,676. The majority (94%) of the income is from the council tax precept This is the equivalent of £15-50 for Band D property. The running costs for the council (staff costs, member allowances, administration, rent, rates, IT insurance, audit fees) amounted to £34,000. Around £52,000 was spent on various activities which included the floral decorations in the town centre during the summer, the Christmas lights, autumn sports scheme, donations to the Mayor’s charities (as there was no fireworks street collection), and renewal of the floodlights at St Martins Church.

Savings arose on a number of budget headings including sponsored events, the cancellation of the fireworks display and the Christmas Lantern Parade. The savings were offset by various virements including video conference equipment, office door security video intercom and repairs to the floodlights at St Martins Church. There was a surplus of income over expenditure of £17,395. Total balances carried forward into 2022/23 are £111,793 made up of operational reserves, restricted reserves and money held in the current account. The Town Council does not own any land or buildings but has office equipment and other items with a net asset value of £85,500.

**Relationship With Principal Council**

A charter governing the relationship between the principal council (CCBC) and the town and community councils within Caerphilly County Borough has been agreed. This sets out the responsibilities for exchange of information, liaison, and consultation on specific subjects. There is an established Community Council Liaison Sub Committee which holds quarterly meetings. The Town Council’s nominated representative on this committee was town councillor J Hibbert.

The Town Council has not entered any discussions with the principal council in respect of asset or service transfers.

**Training Plan**

After the election in May 2022 a training needs assessment will be undertaken to help inform the preparation of a training plan. To meet the new statutory requirement the training plan will be published prior to the deadline of 5th November 2022.

**Audit**

The audit of accounts for the year ended 31st March 2021 was completed on 25th January 2022. The Annual Return can be viewed on the Town Council’s website. The Auditor General for Wales gave an unqualified audit opinion.

“No matters have come to my attention giving cause for concern that in any material respect the information reported in the Annual Return:

* has not been prepared in accordance with proper practices
* that relevant legislation and regulatory requirements have not been met
* is not consistent with the Council’s / Committee’s governance arrangements;
* that the Council / Committee does not have proper arrangements in place to

secure economy, efficiency, and effectiveness in the use of resources.”

**Activities**

The Town Council undertakes a range of activities. The council is responsible for arranging the floral displays in the town centre during the summer, organising the fireworks display at Caerphilly Castle, the Christmas lights, Christmas tree, and funding the Lantern Parade. Sponsorship is provided to a number of other events in the town organised by other organisations. The council operates a small grants scheme to support local clubs and societies that include members who are resident in the town area covered by the council. The council is a consultee on planning applications that are submitted within the council’s area. It may also be consulted on other policies and proposals by the principal council. The town councillors liaise closely with Gwent Police on community safety and will pursue issues of concern raised by residents.

The normal range of activities have been affected by the pandemic and the events programme was cancelled, together with all the sponsored events apart from the Caerphilly Arts Competition. The normal range of events, launches, openings attended by the Mayor were significantly curtailed due to the pandemic.

The council has changed its working arrangements enabling remote access meetings, staff working from home and has invested in new IT to enable hybrid arrangements for a new post pandemic way of working offering greater flexibility for staff, councillors and the public.

The council has considered a report on the new duties that arise from the Local Government and Elections (Wales) Act 2021 and will be making arrangements to meet the new duties as these come into effect in 2022. These new duties cover:

* General power of competence
* Multi location meetings
* Public participation at public council meetings
* Preparing and publishing an annual report
* Preparing and publishing a training plan

The council does not intend to pursue the general power of competence at the present time. Reliance will continue to be placed on specific legal powers and the general power under section 137 (1) of the Local Government Act 1972.

**Priorities for 2022/23**

It is anticipated that Welsh government will have lifted most of the pandemic restrictions before the new financial year commencing in April 2022. The council is therefore planning to restore the events programme. A budget expenditure of £139,500 has been approved which is a higher projected expenditure than in 2021/22. However, provision has been made for the cost of the elections in May 2022 (£12000). Income is projected at £111,400 resulting in an excess of £28,100 of expenditure over income. A contribution of an equivalent amount from carried forward reserves has been agreed to achieve a balanced budget.

There is an unallocated amount of £4,200 in the restricted reserves (CIL) which is available to support a capital project.

An induction will be arranged for all members elected to the council in May 2022.

Mike Prew

Town Mayor on behalf of the Town Council

**Agenda Item 9**

**Report to Town Council 25th April 2022**

**Planning Matters**

The following planning applications have been received:

22/0187/FULL Anglefield, St Martins Crescent, Caerphilly CF83 1ER

Erect extensions and carry out alterations to convert bungalow to two storey house, including raising the ridge and extensions to the front and side and demolish existing detached garage

22/0289/FULL 2 Ceiriog Drive, Caerphilly CF83 3FW

Erect two storey front and rear extensions

22/0293/FULL 95 St Martins Road, Caerphilly CF83 1EH

Demolish existing rear extension and erect two storey rear extension with raised decking

22/0294/FULL Honan 97 St Martins Road, Caerphilly CF83 1EH

Erect single storey rear extension with raised patio and detached garage

**Agenda Item 10.1**

**Report to Town Council 25th April 2022**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| 304143 | Information Commissioner  | Registration Renewal  | 40.00 |
| Internet | HMRC | Income Tax & NI | 562.21 |
| Internet | Admin Assistant | Salary March | 383.31 |
| Internet | Town Clerk | Salary March | 740.59 |
| Internet | Twyn Community Centre | Rent and room hire | 840.00 |
| Direct Debit | NEST | Pension March | 27.95 |
| Internet | Audit Wales | Audit Fee | 280.00 |
| Internet | SSE | Energy Christmas Lights | 334.80 |

It is recommended that Members note and approve the payments

**Agenda Item 10.2**

**Report to Town Council 25th April 2022**

**Bank Account Balances**

Bank Account Balances as at 1st April 2022

 **£**

Community Direct Plus Account 84301.31

Business Select Account 10639.83

Business Select Account 16852.09

(Restricted Reserves)

Members to note the information

## Agenda Item 11

## Report to Town Council 25th April 2022

## Correspondence

11.1 Email received from Town Councillor S Hodder dated 12.4.22

“I have left the Labour Party and for my last Town Council meeting this month I wish to attend as a Plaid Councillor.

Could you advise me if this would be ok, and if so, what relevant steps I need to take.”

The Town Clerk has advised that the political party affiliation does not affect the position as Town Councillor but the change should be duly recorded. Councillor Hodder’s term, in common with all other existing councillors, will end on the fourth day after the day of the election at which time the newly elected councillors succeed them.