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**

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on Monday 16th May 2022 immediately following the AGM **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.

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

held on Monday 25th April 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**

8. **TOWN CLERK’S REPORTS**

8.1 Annual Return for the Year Ended 31st March 2022.

8.2 Insurance Renewal.

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

9. **PLANNING MATTERS**

10. **PAYMENT AND FINANCIAL MATTERS**

10.1 List of Payments

10.2 Bank Account Balances

10.3 Applications for Financial Assistance

1. Caerphilly and District Floral Society

2. Castle View Community Group

11. **CORRESPONDENCE**

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

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](mailto:caerphillytowncouncil@outlook.com)

Anyone attending the meeting in person at The Twyn Community Centre will need to observe the 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 format or fully by remote access will be made available on the Town Council Website.

[www.caerphillytowncouncil.co.uk](http://www.caerphillytowncouncil.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 25TH APRIL 2022**

**Present:**

Councillors P J Bevan, C Elsbury, J Fussell, J Grenfell, J Hibbert, S Hodder, H Jackson, S Kent,

**Apologies:**

Councillor J Pritchard, M Prew, R Bidgood, S Morgan

**In Attendance:**

P G Davy, Town Clerk

The meeting was chaired by Councillor H Jackson, Deputy Mayor.

105 **MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 21ST MARCH**

**2022**

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

106 **MATTERS ARISING**

There were no matters arising

107 **COMMUNITY SAFETY MATTERS**

Anti social behaviour at Mill Road Community Garden was raised where a greenhouse had been vandalised.

Police had responded to the report of an attempted theft of buggies at Caerphilly Golf Club.

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108 **TOWN MAYOR’S DIARY**

The Deputy Mayor read a statement from the Mayor.

“The Mayor undertook the official opening of the new Lit Fires Showroom on Pontygwindy Road. The Mayor had attended Caerphilly RFC Under 13s semi final at Abertillery when they beat Chepstow Under 13s and will now progress to the Dragons Cup Final in May.

The Mayor offered congratulations to J Grenfell and his cycling colleagues for raising £50,000 for Velindre and Latch charities on a sponsored bike ride from Caerphilly Castle to Edinburgh Castle.

The Mayor thanked Councillors and staff for the support during his time in office and offered best wishes to those Councillors standing down and those seeking re-election.”

109  **ENVIRONMENTAL MATTERS**

No matters raised.

110 **TOWN CLERK’S REPORTS**

1 Q4 Budget Monitoring 2021/22 Financial Year

Expenditure in the period 1st April 2021 to 31st March 2022 was £86,281which represents 88% of the revised budget estimate approved in September 2021.

Members noted the report.

2 Budget Outturn 2021/22

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. This results in a surplus of income over expenditure of £17,395 which increases the balances carried forward into 2022/23. The total balances at year end is £111,793.

Sums have been set aside in the balances to cover the election costs in May 2022, a new public notice board, and back pay following late approval of the local government pay award for 2021/22. The balances will also be a cushion against inflation which is likely to result in increased costs for supplies and services in 2022/23.

Members noted the financial outturn position for 2021/22.

3 Annual Report

The Local Government and Elections (Wales) Act 2021 (section 52) introduces a new statutory requirement for town and community councils 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.

Members considered and approved the annual report which will be published on the Town Council website.

111 **PLANNING MATTERS**

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

22/0187/FULL – no objections

22/0289/FULL – no objections

22/0293/FULL – no objections

22/0294/FULL – no objections

22/0278/FULL – no objections

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

112 **PAYMENTS AND FINANCIAL MATTERS**

1 List of Payments were noted and approved.

2 Bank account balances were noted.

113 **CORRESPONDENCE**

Notification had been received from Councillor S Hodder that she had left the Labour Party and had joined Plaid Cymru. The change in political party affiliation does not affect the position as Town Councillor. Councillor Hodder’s term, in common with all other existing councillors, will end on the fourth day after the day of the election on 5th May 2022 at which time the newly elected councillors succeed them.

114 **MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests for future reports.

Thanks were recorded to all those Members standing down at the election.

The meeting closed at 7.00 pm.

**Agenda Item 8.1**

**Report to Town Council 16 May 2022**

**Annual Return for the Year Ended 31st March 2022**

The following are enclosed with the agenda papers:

Appendix 1 Accounting Statements

Appendix 2 Annual Governance Statement

Appendix 3 Annual Internal Report

Appendix 4 Income and Expenditure Account (as ledger)

Appendix 5 Bank Reconciliation Statement

Appendix 6 Asset Register

The Annual Return has to be supported with an explanation of variances between the 2020-21 and the 2021-22 accounts.

There was a reduction in other receipts in 2021-22 of £15,889 compared with the previous year. This was due to a reduced VAT reclaim and a significantly reduced CIL payment.

In respect of expenditure staff is a significant cost but is on a par with the previous year. Other payments show an increase of £13,725. The two years are not directly comparable as in 2021 some activities occurred that had been cancelled the previous year such as the Art Competition and the Autumn Sports Scheme. As a result of savings within the budget a number of virements were made to fund one off items of expenditure including the video door entry security to the office, and video conference equipment to facilitate hybrid meetings. Expenditure was also incurred from the CIL account to upgrade the floodlights at St Martins Church. There are some offsetting savings in relation the fireworks display and financial assistance.

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 £103,691. This results in a surplus of income over expenditure of £17,410 which increases the balances carried forward to £111,808.

The increase in the value of the assets is due to the purchase of new Christmas lights, the new floodlights at St Martins Church, new replacement planters, the video door entry system for the office, and the video conference equipment.

Additional information has been requested by Audit Wales on the Town Council’s arrangements for making payments:

* Cash and bank accounts
* Payment methods (cheque, debit card, direct debits, bank transfers)
* Reporting payments to the council

The annual internal audit report has been completed and one minor issue was raised relating to the receipt of a £15 credit received on 30.3.22 from the Coop Bank which should have been included in the 2021/22 accounts. The year end reconciliation had been completed before documentation was received in April relating to this credit. Given the very small amount involved it had been the intention to include the £15 as a receipt at the start of the 2022/23 financial year to avoid altering the already completed and reported year end reconciliation. However, in view of the internal auditor’s comments the accounting statements have been amended to reflect the £15 receipt within the 2021/22 financial year, including the figures referenced within this report.

The Town Clerk in his capacity as Responsible Financial Officer (RFO) has certified the accounting statements.

It is recommended:

The Town Council approves the Annual Return which includes the accounting statements, the annual governance statement, and the internal audit report, and the Annual Return is signed by the Mayor on behalf of the Town Council. The Annual Return for the year ended 31st March 2022 will then be submitted to the external auditors and arrangements made for the notice of date appointed for the exercise of electors’ rights under the Public Audit (Wales) Act 2004 to be placed on the notice board and the website.

Phil Davy

Town Clerk

Notes:

The Accounting Statements, Annual Governance Statement, and Annual Internal Report (appendices 1,2,3) constitute the Annual Return which is enclosed with the agenda papers as a separate document.

Appendices 4,5,6 are attached to the report.

**Appendix 4**

**Income and Expenditure Account (from ledger)**

**1st April 2021 to 31st March 2022**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2021/22** | **2020/21** | **Variances** |
| **Income** | **£** | **£** | **£ +/-** |
| Precept | 97356.28 | 97125.02 | +231.26 |
| Refund of VAT | 5649.69 | 12784.12 | -7134.43 |
| CIL | 629.96 | 9344.03 | -8714.07 |
| Other | 45.00 | 0 | +45.00 |
| Bank Interest | 10.35 | 95.44 | -85.09 |
| **Total** | 103691.28 | 119348.61 | -15657.33 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **£** | **£** | **£** |
| Mayor’s Allowance | 900.00 | 900.00 | 0 |
| Member Allowances | 600.00 | 450.00 | +150.00 |
| Staff costs (including payroll admin) | 20302.62 | 19995.54 | +307.08 |
| Pension contributions | 335.40 | 335.51 | -0.11 |
| Travelling expenses | 149.59 | 0 | +149.59 |
| Audit Fees | 480.00 | 504.85 | -24.85 |
| Insurance | 1766.53 | 1684.55 | +81.98 |
| Office costs | 9443.07 | 3977.15 | +5465.92 |
| Sponsored Events | 1114.46 | 101.10 | +1013.36 |
| Fireworks Display | 0 | 1750.00 | -1750.00 |
| Fireworks Charity Donation | 5000.00 | 5000.00 | 0 |
| Floral Decorations | 12847.50 | 12208.48 | +639.02 |
| Christmas Lights | 12147.55 | 12865.88 | -718.33 |
| Lantern Parade | 0 | 0 | 0 |
| Financial Assistance | 650.00 | 6050.00 | -5400.00 |
| Summer/Autumn Sports Scheme | 3480.00 | 0 | +3480.00 |
| Newsletter | 679.00 | 687.50 | -8.50 |
| Elections | 0 | 0 | 0 |
| Miscellaneous | 2488.00 | 89.00 | +2399.00 |
| VAT | 7777.08 | 5649.69 | +2127.39 |
| CIL | 6120.00 | 0 | +6120.00 |
| **Total** | 86280.80 | 72249.25 |  |

**Appendix 5**

Bank Reconciliation Statement

Caerphilly Town Council

**Financial Year 2021/22**

Prepared by Phil Davy, Town Clerk/RFO

Balance as bank accounts at 31st March 2022

£

Community Direct Plus Account 84316.31

Business Select Account (operational reserves) 10639.83

Business Select Account (restricted reserves) 16852.09

\_\_\_\_\_\_\_\_

Balances 111808.23

Cash Book

Opening balance 94397.75

Add receipts 103691.28

\_\_\_\_\_\_\_\_\_

198089.03

Less payments as per cash book 86280.80

\_\_\_\_\_\_\_\_\_

Closing balance as per cashbook 31st March 2022 111808.23

Signed: P G Davy

Date: 1.5.22

**Appendix 6 CAERPHILLY TOWN COUNCIL ASSETS AS AT**

**APRIL 2022 (replacement cost net of VAT)**

|  |  |
| --- | --- |
| **Item** | **£** |
| Olivetti MFP (2019) | 3490 |
| I.T. EQUIPMENT  Computers/Monitors (2019)  Printer  Laptop  Laptop and Software (2020)  Laminator 2019 | 1045  200  500  560  21 |
| CHRISTMAS LIGHTS  Existing Stock  New Stock 20 motifs (2019)  New Stock 25 motifs (2020)  New Stock (misc) (2021) | 21700  4500  6504  6004 |
| Mayor’s Chain of Office | 6000 |
| Deputy Mayor’s Chain of Office | 500 |
| P.A. System | 900 |
| Electric Cable | 700 |
| Office Furniture | 2000 |
| External Notice Board | 800 |
| Telephone/Shredder | 170 |
| Road Closure Signs | 175 |
| Flood Lighting St Martin’s Church | 7898 |
| Hanging Baskets/Planters | 1779 |
| Welsh National Anthem Memorial | 16000 |
| Video Door Entry Security System | 1930 |
| Video Conference Equipment | 2129 |
| **TOTAL** | 85,505 |

**Agenda Item 8.2**

**Report to Town Council 16 May 2022**

**Insurance Renewal**

The Town Council’s insurance is due for renewal on 1st June 2021. The Town Council’s core requirements are:

* Public Liability
* Employers Liability
* Officials Indemnity
* Libel and Slander
* Fidelity Guarantee
* Personal Accident
* Money Cover (limited cash)
* Commercial Legal Expenses

Employers Liability is set at a minimum £10m and Public Liability is set at a minimum £10m.

In 2019 the insurance policy was renewed through brokers Came and Company on a three year agreement which expires on 31st May 2022. Came and Company are now part of the Gallagher Insurance Group.

Under the Insurance Act 2015 there is a duty to provide a “fair presentation” of risk to insurers. There has been no material change to the Town Council’s insurance requirements.

There is a need to maintain continuous insurance cover. However, at the time of preparing the report the insurance premium renewal had not been received. This will be reported verbally at the Town Council meeting on 16th May 2022.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 16 May 2022**

**Planning Matters**

The following planning applications have been received:

22/0229/COU Shop Unit 27 Bartlett Street, Caerphilly CF83 1JS

Change the use of the existing ground floor front shop into a living room, adapt the street facing façade to incorporate a new doo and window. All to form a new residential dwelling / house.

22/0244/FULL Moorlands, 74 St Martin’s Road, Caerphilly CF83 1EN

Erect single storey rear extension with roof alterations.

22/0354/NOTD The Rhos, Bedwas Road, Caerffili

Demolish single storey units.

22/0357/COU Kip McGrath Education Centre, Unit 1 Castle Court, Caerphilly CF83 1NU

Change the use from A1 to A3.

22/0372/FULL 25 Howard Drive, Caerphilly CF83 3GS

Erect single storey rear extension and raise flat roof.

**Agenda Item 10.1**

**Report to Town Council 16th May 2022**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | CCBC | NNDR | 789.13 |
| Internet | EE | Mobile Phone | 21.20 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | CCBC | Website Support | 200.00 |
| Internet | CCBC | Eisteddfod Arch Plaque | 127.75 |
| Debit Card | The Works | Stationery | 30.50 |
| Internet | BT | Broadband | 5.91 |
| Internet | HMRC | Income Tax & NI | 605.60 |
| Internet | Admin Assistant | Salary April | 470.67 |
| Internet | Town Clerk | Salary April | 909.26 |
| Direct Debit | NEST | Pension April | 34.32 |
| Internet | Digital Systems | Printing | 38.87 |

It is recommended that Members note and approve the payments

**Agenda Item 10.2**

**Report to Town Council 16th May 2022**

**Bank Account Balances**

Bank Account Balances as at 1st May 2022

**£**

Community Direct Plus Account (current account) 129848.40

Corporate Instant Deposit (operational reserves) 10641.62

Corporate Instant Deposit (Restricted Reserves) 16855.53

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 16th May 2022**

**Applications for Financial Assistance**

**£**

Budget 6000

Commitment 0

Available 6000

1 Caerphilly and District Floral Society.

The Caerphilly and District Floral Society has applied for a grant to assist with running costs of paying tutors. Based on the number of members of the Society resident within the Town Council a grant of £150 could be made in accordance with the policy for financial assistance. Note the Society has received a grant of £400 towards participation in the Flower Festival in June 2022.

**Financial Assistance – Application Form**

**Name of Organisation**

Caerphilly and District Floral Society

**Purpose or Activities of Organisation**

To arrange classes in the art of flower arranging

**Membership of Organisation / or Beneficiaries of Activities**

Number of members resident in town 8

**Membership Fees**

£45 per annum

**Present Financial Position**

We have £1671-97 in our account, we have 3 more classes this year which will cost £440 for the tutor and room hire

**Purpose for which assistance is required and estimate of costs**

To help pay for flower arranging tutors to take the class. At present the cost is £60 per class and we hold 18 classes per year. The cost of these classes is not fully met by membership fees and we have to raise funds by other means to meet the shortfall eg fundraising and grants

2 Castle View Community Group

The Castle View Community Group has applied for a grant of £250 for the purchase of materials, equipment and seeds to implement the wildflower display at the pond greenspace area on the estate. The beneficiaries are wider than the members of the group as the greenspace benefits residents of the estate. A grant of £250 could be approved in accordance with the policy on financial assistance. The Group previously had a grant of £250 in January 2021.

**Financial Assistance – Application Form**

**Name of Organisation**

Castle View Community Group, Castle View Estate

**Purpose or Activities of Organisation**

We are constituted to promote the interests of people living on the Castle View housing estate and represent matters concerning the whole community

**Membership of Organisation / or Beneficiaries of Activities**

Persons living on Castle View estate and surrounding areas who use the communal community greenspace and pond area

**Membership Fees**

Not applicable

**Present Financial Position**

At 31st March 2022 the Group had £1055 in the bank account minus a payment of £79 for insurance.

**Purpose for which assistance is required and estimate of costs**

Materials (compost, top soil), equipment (wheelbarrow), and wildflower seeds to create

our yearly wildflower display at the pond greenspace area, Estimate £250 is