**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 26TH SEPTEMBER 2022**

**Present:**

Councillors M Downes, J Fussell, J Grenfell, S Kent, C Lewis, A Broughton Pettit, J Pettit, M Prew, D Roberts

**Apologies:**

Councillors P J Bevan, C Elsbury, P Reed

**In Attendance:**

G Thomas, CCBC

N Jones, CCBC

P G Davy, Town Clerk

34 **MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 20TH JUNE 2022**

Minutes of the Ordinary Town Council Meeting held on 20th June 2022 were received and confirmed and signed by the Town Mayor.

35 **MATTERS ARISING**

There were no matters arising

36 **COMMUNITY SAFETY MATTERS**

The Police were not in attendance and no matters were raised.

37 **TOWN MAYOR’S DIARY**

The Mayor had attended the opening of two new businesses in Cardiff Road, Bwythyn Candles and Al’s Sandwich Shop. He had taken part in the twinning visit with guests from Lannion, had attended the Megaday event which had raised £20,000 for cancer charities, and visited the Church House Home. The Mayor offered congratulations to the

**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**

Caerffili in Bloom group which had secured a gold award in the Wales in Bloom. City and Town Centre Category.

38  **ENVIRONMENTAL MATTERS**

CCBC officers outlined the cleansing schedules in the town centre which are based on a 7 days a week service, with extra collections after major events. Litter bins are emptied daily and the mechanical sweepers (one for the highway and one for the pedestrian areas) operate on a 7 day rota. There are notable hotspots at the bus station, Clive Street, Park Lane, and outside charity shops. They are regularly visited by the litter enforcement officer.

CCBC acknowledged that problems can sometimes arise when pool staff are used due to absence of the regular operatives who know their areas. There have also been staff shortages, but recruitment is underway to appoint another 16 operatives, also Covid protocols are still in place within the local authority which can limit staff availability when spikes occur. There have been instances when 10-15 members of staff within the waste service can be ruled out of the workplace in one day which can cause difficulty with continuity and resources.

Discussion focused on the design and capacity of litter bins and dog waste bins, and concerns about commercial waste bins that dominated certain locations and were often overflowing.

Members reaffirmed views previously expressed that the litter bins in the town centre were unsatisfactory and should be replaced with higher capacity bins. CCBC will advise on the bins they hold in stock (plastic). However the Regeneration Team may want any replacement bins to be in keeping with the design of other street furniture (heritage). Members requested a service schedule sheet which shows the rotas which they could refer to when they get complaints from residents.

Members placed on record thanks to the cleansing team and the prompt response when they had reported overflowing bins.

39 **TOWN CLERK’S REPORTS**

1 Q1 Budget Monitoring 2022/23 Financial Year

Expenditure in the period 1st April 2022 to 30th June 2022 was £28,983 which represents 21% of the budget estimates approved in November 2021.

Members noted the report.

2 Floral Decorations – Confirmation of Action

J S Lee Services Ltd is engaged to undertake the watering of the floral decorations in the town centre over a period of 16 weeks from end of May to mid September 2022. Notification was received from the contractor on 22nd June 2022 that the cost per visit for watering would have to be increased from £100 to £140 +vat per visit due to escalating costs of fuel and labour.

Following consultation with Members the Town Clerk informed the contractor that the

Town Council will meet the additional cost which will be funded from either savings in the

budget or from reserves.

Action taken by the Town Clerk was confirmed.

3 The Finance and Governance Toolkit for Community and Town Councils – The Health Check

The toolkit has been developed jointly by One Voice Wales, the Society of Local Council Clerks and Welsh Government, with commentary from Audit Wales. The toolkit is to support:

* Review of the financial management, governance and accountability arrangements
* Consider how effective these arrangements are and how they might be improved

The Town Clerk had undertaken the health check and had assessed there was a positive rating of 84%. There were a number of specific actions that flowed from the health check requiring action by the Town Council, individual Members, and by the Town Clerk

It was agreed to endorse the action plan arising from the health check but to defer a decision whether any elements of the Part 2 Self Assessment should be pursued until the report from Audit Wales on the full audit for 2021-22 has been received (minute 39.10 refers).

4 Events Working Group / CIL Working Group

The Town Council agreed to accept the recommendations from the Events Working Group.

1 The fireworks display at Caerphilly Castle will not take place in 2022 due to works at the Castle and the non-availability of the launch site.

2 The proposal from CCBC for a combined event of Christmas Market and River of Light Lantern Parade was supported. In addition total sponsorship of £11,000 was confirmed which is the sum budgeted for the separate events, and preference was for the parade to commence at Crescent Road.

3 Sponsorship of £1000 towards the Little Cheese event organised by CCBC on 3rd and 4th September 2022. (Note minute 39.5)

4 The action of the Town Clerk to arrange payment of the sponsorship of £4000 to Megaday as per the budget was noted.

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

The Town Council agreed to accept the recommendations from the CIL Working Group to prioritise the plaque recognising key workers during the pandemic; and to progress dialogue with CCBC regarding replacement waste bins, and gaps in the location of dog waste bins. It was also agreed to add two new potential projects to the CIL schemes:

* Electric vehicle charge point in the car park at Caerphilly Miners
* Safety security fencing to the Castle Moat

Members to agree wording for plaque and give further consideration to design and location. Possibility of plate to be bolted to new noticeboard will be investigated as alternative to a wall mounted plaque.

5 Little Cheese – Confirmation of Action

Due to the timing of the event before the September meeting of the Town Council and following consultation with Members on the recommendation from the Events Working Group the Town Clerk had informed CCBC that sponsorship funding of £1000 would be provided towards the costs of the Little Cheese event.

Action taken by the Town Clerk was confirmed.

Members reported that the event had been a great success and traders in the town felt this had brought more footfall to the benefit of town centre businesses than was the case with the Big Cheese event. Members agreed that they should indicate a preference for the Little Cheese rather than the Big Cheese in future, and more attention should be given to attracting Caerphilly based bands.

6 Town Council Community Service Award Scheme

The Award Scheme was introduced in 2019 but has been in abeyance because of the pandemic. It was agreed to reinstate the scheme on the basis of the original decision as a single annual award for 2023 to be presented in early 2024. Arrangements would be made for the outstanding presentations for the award winners from 2019.

7 Training Plan (Draft)

The Local Government and Elections (Wales) Act 2021 requires town and community councils to make and publish a plan about training provision for Members and staff.

A draft Training Plan was presented and discussed.

It was resolved:

1 Members will inform the Town Clerk of additional content / amendments to be incorporated within the draft Training Plan which will then be presented to the October meeting for final approval to enable publication by the deadline of 5th November 2022.

2 To allocate £1000 to fund training over the remainder of the 2022/23 financial year.

3 The Town Clerk to liaise with individual Members to book appropriate courses having regard to the priorities identified in the Training Plan.

4 Notwithstanding the resolution in 3 above the Town Clerk be delegated to deal with any individual training request where it can be demonstrated there will be a clear benefit to the management and governance of the Town Council and the costs can be met from within approved financial allocation.

8 Environment (Wales) Act 2016 – Biodiversity Statement Review

To comply with the duty under the Environment (Wales) Act 2016 the three year review

of the Biodiversity Statement was considered. The activities of the Town Council are unchanged from 2019 when the Biodiversity Statement was first drafted. It was noted that the scope for action on the part of the Town Council is very limited as no land is owned or

managed. It was agreed to make no substantive changes to the Biodiversity Statement,

but to include some additional detail on the Caerffili in Bloom planting schemes and benefits to pollinators.

9 Employee Code of Conduct

Application of Finance and Governance Heath Check (minute 39.3) identified the absence of an Employee Code of Conduct.

It was resolved to adopt the Employee Code of Conduct appended to the report.

10 Full External Audit 2021-22

The Town Council is subject to a full audit under the Auditor General’s new audit arrangements for the financial year 2021-22. The scope was outlined which is a comprehensive transactional review of the underlying records that support the financial accounting statements. A further report will be submitted following receipt of the Auditor General’s findings and recommendations.

The information was noted.

40 **PLANNING MATTERS**

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

22/0650/FULL – no objections

22/0650/FULL – no objections

22/0676/COU – concern was raised at the number of A3 establishments located on Cardiff Road and the general impact that this created.

22/0724/RET – no objections

22/0715/LBC – no objections

22/0723/FULL – no objections

22/0755/FULL – no objections

22/0757/FULL – no objections

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

41 **PAYMENTS AND FINANCIAL MATTERS**

1 List of Payments were noted and approved.

2 Bank account balances were noted.

3 Applications for Financial Assistance

**1223 Caerphilly) Air Training Corps**

A grant of £400 was approved. Expenditure authorised under Local Government Act 1972, section 137.

42 **CORRESPONDENCE**

Correspondence had been received from CCBC inviting the Town Council to be a table sponsor at the forthcoming Sport Caerphilly Awards. The Town Council agreed to sponsor a table at a cost of £50 funded from the sponsored events budget.

43 **MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests for future reports.

The meeting closed at 8.05 pm