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**

10th October 2022

**An Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 17th October 2022** at **6.30pm** by **Multi Location**

Any Member requiring further information on any item should contact me before the Meeting.

Prior to the start of the meeting a representative from Morrison’s supermarket will attend to discuss community support.

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 26th September 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 REPORTS**

 8.1 Training Plan (Final)

 8.2 Q2 Budget Monitoring 2022/23 Financial Year

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 Caerffili and District Twinning Association

 2 Save the Children Caerphilly Branch

11. **CORRESPONDENCE**

 11.1 Email from CCBC re Parklets

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

The 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

All documentation about and relating to this and any other Town Council meeting undertaken 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 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

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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

**Agenda Item 8.1**

**Report to Town Council 17 October 2022**

**Training Plan Final**

The draft of the Training Plan was considered at the Town Council on 26 September 2022. No additional comment has been received. The Welsh Government has set the deadline of 5November for the publication of the Training Plan

The Town Council has agreed to allocate £1000 to fund training over the remainder of the 2022/23 financial year and for the Town Clerk to liaise with individual Members to book appropriate courses having regard to the priorities identified in the Training Plan.

It is recommended that the Training Plan appended to the report is approved and published.

Phil Davy

Town Clerk

**Caerphilly Town Council**

**Training Plan**

The Local Government and Elections (Wales) Act 2021 introduced a statutory requirement for town and community councils to have a training plan for Members and staff (section 67). The intention behind this requirement is to support councillors with the relevant training to carry out their role. It is recognised that this should be carried out in a proportionate way, taking into account factors such as the activities undertaken by the council, and the current expertise of councillors and the clerk. The Town Council performs a limited range of functions and owns no land or buildings but notwithstanding Members need to be equipped to undertake their responsibilities which are set down in law. Training can take many forms and includes in person or remote access courses, webinars, attendance at conferences and seminars, in house briefings from the Town Clerk or representatives from other organisations, personal reading and research.

There are essential skills and knowledge that all councillors should have and to this end therefore all should attend the basic provision:

* Induction
* Code of Conduct
* Financial Management and Governance

Beyond these basics and to assess other priorities a self assessment questionnaire was issued to Members in May 2022. The purpose was to assess the skills and knowledge together with the coverage and depth. There was a limited response which has meant it has not been possible to build a complete picture. However the council benefits from Members who have extensive local government experience over many years, and experience gained from their respective careers in public and private roles, and one third of the Members are also Caerphilly County Borough Councillors which brings added benefits from a training perspective. Members who did respond to the self assessment questionnaire identified topics where they would like the opportunity of additional training.

Welcome packs were provided to all Members following the election in May 2022. Included in the packs were copies of the Register of Members Interests, the Code of Conduct, Standing Orders and Financial Regulations and the self assessment questionnaire.

The Town Clerk arranged an induction for all Members on 23rd May 2022 which was attended by 10 Members of the Town Council. This included an introduction to the council as a legal entity and to the governance provided through the Standing Orders and Financial Regulations.

Caerphilly County Borough Council will offer Code of Conduct training for town and community councils in September 2022. Any Member who hasn’t attended training on the Code of Conduct within the last 12 months will be encouraged to attend.

Feedback from Members suggests that the following are areas where Members would welcome training opportunities:

* Planning policies / planning applications
* Council as employer (HR policy and procedures)
* Local Government Law
* Local Government Finance
* Community engagement
* Climate change / biodiversity duty
* Governance
* Town/Community Councils Functions

The above topic areas can all be addressed either through the modules offered by One Voice Wales which are open to non member councils, or Planning Aid Wales.

Staff Training

The Town Clerk maintains up to date knowledge through membership of the Society of Local Council Clerks. From time to time remote access courses or webinars may be identified as an opportunity to get more detailed information. This could relate to topical issues that affect the running of the Town Council such as cyber security or legislation that imposes new duties on the sector.

Training for the Administrative Assistant is on the job.

When any new staff are recruited any training needs should be identified through a formal induction process.

Volunteer Training

The Town Council does not employ any regular volunteers. Volunteer stewards are appointed for the fireworks display and are briefed on the day and deployed in pairs to specific locations.

Budget

The estimates for 2022/23 financial year do not include any budget provision for training. Circumstances have changed with the new duty imposed by Welsh Government through the LGE(Wales) Act 2021. It is anticipated that savings may arise during 2022/23 and it is suggested that £1000 is approved in order to progress the specific training needs identified above in the current financial year. For future years a separate budget head will be established. Modules offered by One Voice Wales which are delivered remotely are charged at £55 for non members. Planning Aid Wales have an online session “An Introduction to Planning” specifically focused on the role of town and community councils in the planning system which costs £35 per place.

Review

The LGE (Wales) Act 2021 imposes a duty to review the training plan from time to time and as a minimum within 3 months of every ordinary election. However a more frequent

 review may be necessary if there is a change in circumstances such as following a by election or taking on new responsibilities.

Setting aside the formal review requirements a flexible approach will be maintained such that at any time Members can request support to pursue additional training where it can be demonstrated this will be a benefit to the management and governance of the council.

Approved October 2022

**Agenda Item 8.2**

**Report to Town Council 17th October 2022**

**Q2 Budget Monitoring 2022/23 Financial Year**

Comparison of actual expenditure to annual estimates for the period 1st April 2022 to 30th September 2022.

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q1 Actual £** | **Annual Estimate £** |
| Mayor’s Allowance | 450.00 | 900.00 |
| Members Allowances | 1050.00 | 1800.00 |
| Staff Costs | 10807.65 | 21470.00 |
| Travelling Expenses | 0 | 500.00 |
| Audit Fees | 200.00 | 600.00 |
| Insurance | 1110.61 | 2000.00 |
| Office Costs | 3835.30 | 11250.00 |
| Sponsored Events | 11910.00 | 16000.00 |
| Concessionary Hires | 0 | 0 |
| Fireworks Display | 0 | 16000.00 |
| Fireworks Charity Donation | 0 | 4000.00 |
| Floral Decorations | 14066,50 | 16000.00 |
| Christmas Lights | 0 | 10000.00 |
| Lantern Parade | 0 | 10000.00 |
| Financial Assistance  | 1850.00 | 6000.00 |
| Sports Scheme | 0 | 9000.00 |
| Newsletter | 0 | 900.00 |
| Elections | 9932.67 | 12000.00 |
| Miscellaneous | 2677.75 | 1100.00 |
| VAT | 3551.61 |  |
| CIL Projects | 0 |  |
| **TOTAL** | 61442.09 | 139520.00 |

 £

Budget 2022/23 139.520

Actual expenditure to 30.09.22 61.442

(44% of budget)

Members are invited to note the report

**Agenda Item 9**

**Report to Town Council 17 October 2022**

**Planning Matters**

The following planning applications have been received:

22/0762/ADV Long Play Coffee, Unit 3 Castle Court, Caerphilly CF83 1NU

Erect a hand painted fascia sign and non illuminated projecting sign

22/0768/ADV The Clarks Shop, Unit 26 Castle Court, Caerphilly CF83 1NU

Install replacement non illuminated fascia sign and replacement non illuminated projecting sign

22/0794/FULL 65 Half Acre Court, Caerphilly, CF83 3SU

Convert attic with new dormer windows to the front and rear elevations

**Agenda Item 10.1**

**Report to Town Council 17th October 2022**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | EE Ltd | Mobile Phone | 22.98 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Debit Card | Currys Business | Mouse | 21.57 |
| Internet | BT (Broadband) | Broadband Service | 24.91 |
| Internet | HMRC | Income Tax & NI | 577.31 |
| Internet | Admin Assistant | Salary (September) | 390.03 |
| Internet | Town Clerk | Salary (September) | 753.38 |
| Internet | JS Lee Services Ltd | Maintenance of Floral Decorations | 10032.00 |
| Direct Debit | NEST | Pension September | 28.44 |
| Internet | Notetop Office Supplies | Printer Paper | 119.76 |
| 304169 | 1223 (Caerphilly) ATC | Grant | 400.00 |
| Internet | Twyn CC | Rent & Room Hire | 808.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 17th October 2022**

**Bank Account Balances**

Bank account balances as at 1st October 2022

                                                                                                 £

Community Direct Plus Account (current account)                           128,700.80

Corporate Instant Deposit (operational reserves)                               10,641.62

Corporate Instant Deposit (restricted reserves)                                  18,226.88

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 17th October 2022**

**Applications for Financial Assistance**

Budget 6000

 Commitment 1850

 Available 4150

1 Caerffili and District Twinning Association

The purpose of the application is to raise funds towards the cost of hosting visitors from Lannion and to financially support member organisations who exchange with citizens and organisations in Lannion. The Association has 40 members who are resident in the Town Council area. In accordance with the policy a grant of £250 could be awarded. In April 2022 the Association has a balance of £6000 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 September 2021.

**Financial Assistance - Application Form**

**Name of Organisation**

Caerffili and District Twinning Association

**Purpose or Activities of Organisation**

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

**Membership of Organisation or Beneficiaries of Activities**

40 adults 9 children

**Membership Fees**

£20 per annum family; £10 per annum single

**Present Financial Position**

Current account balance £6000-08

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

To contribute towards the expense of hosting our Breton visitors this year and to financially support our member organisations who exchange with citizens and organisations in Lannion. Last year 2021 marked the 30th anniversary of our twinning, launched by Caerphilly Town council and the Municipal Authority of Lannion and we will, belatedly, celebrate the anniversary with our Breton friends who wil visit in July 2022.

2 Save the Children Caerphilly Branch

The purpose of the application is for £100 to cover the venue and refreshments costs of the fund raising evening at the Tourist Information Centre in December. The local branch has 15 regular members many of whom reside within the Town Council area. Although funds raised are passed to the national organisation it can be stipulated that profits from the evening are directed at assist families within Caerphilly. It is recommended that a grant of £100 is awarded. The financial expenditure would be authorised under the Local Government Act 1972, section 137. A similar grant was awarded in 2019.

**Financial Assistance – Application Form**

**Name of Organisation**

Save the Children Caerphilly Branch

**Purpose or Activities of Organisation**

The local organisation was formed in Caerphilly over 60 years to raise awareness and fund raise for Save the Children. We aim to involve the local community in all our fundraising events (afternoon tea at Twyn Community Centre, quiz nights at Caerphilly Golf Club and events at the Tourist Information Centre)

**Membership of Organisation or Beneficiaries of Activities**

15 regular members many of whom reside within the Town Council area

**Membership Fees**

£5 annually, or £1 monthly

**Present Financial Position**

At September the Branch account held £3148. It was indicated that £3000 is due to be transferred to the Save the Children main account

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

A grant of £100 is requested towards the annual fund raising event at the Tourist Information Centre in December. The money will be used to fund the cost of the venue and refreshments.

Anyone is welcome to attend our meetings or events and this one will be advertised locally. All profits raised will be donated to Save the Children. As a local branch we regularly transfer funds to the main Save the Children account but we are able to make a decision on where funds are distributed and will request that the profits from the evening are spent on local projects to help struggling families within Caerphilly.

**Agenda Item 11**

**Report to Town Council 17 October 2022**

**Correspondence**

11.1 Consultation on Parklets

The following email has been received from CCBC:

“Firstly, I would like to introduce myself as the newly appointed Principal Town Centre Officer for CCBC. I have been in post since last month (how time flies) and slowly but surely getting to know the area and businesses. I have not had the pleasure of meeting any town councillors to date but I’m sure it won’t be long before I am able to meet some of you.

My previous post was Town Centre Manager for another LA, and this experience and skill set will contribute to assisting towns within CCBC through the difficult times, creating places for the benefit of all stakeholders.

Currently I am carrying out a consultation regarding the Parklets that were introduced during Covid to assist hospitality establishments. I have started the consultation with businesses and would also like to consult with town council members to ensure that we are getting a fair and accurate insight into the Parklets.

The main questions are:

Have the Parklets has a negative or positive effect on the town?

Would you support any of the Parklets on a permanent basis?

Do you have any additional comments?

Please could you either circulate to the relevant town councillors or provide email details so that I am able to forward on”

Members are invited to agree a response to CCBC on the Parklets.