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**

14th November 2022

**An Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 21st November 2022 at 6.30pm** 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 17th October 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 Budget Estimates 2023/24.

8.2 Independent Remuneration Panel for Wales – Draft Annual Report 2023.

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

8.3 Public Notice Board Update (Verbal).

8.4 Local Government Pay Award 2022/23

9. **PLANNING MATTERS**

10. **PAYMENT AND FINANCIAL MATTERS**

10.1 List of Payments

10.2 Bank Account Balances

10.3 Applications for Financial Assistance

11. **CORRESPONDENCE**

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](mailto: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: MAER Y DREF:**

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

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

**HELD BY MULTI LOCATION ON 17TH OCTOBER 2022**

**Present:**

Councillors P J Bevan, M Downes, C Elsbury, J Fussell, S Kent, C Lewis, A Broughton Pettit, J Pettit, M Prew, P Reed, D Roberts

**Apologies:**

Councillor J Grenfell

**In Attendance:**

R Collins, Gwent Police

P G Davy, Town Clerk

44 **MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 26TH SEPTEMBER 2022**

Minutes of the Ordinary Town Council Meeting held on 26th September 2022 were received and confirmed and signed by the Town Mayor.

45 **MATTERS ARISING**

Minute 37 - It was noted that the success of the Caerffili in Bloom group was underpinned by the Town Council funding the summer floral decorations in the town centre.

46 **COMMUNITY SAFETY MATTERS**

Gwent Police reported on the following:

* Begging in the town centre
* Town Safe initiative
* Vehicle crime in Mill Road

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**Telephone: Caerphilly 07950 935822**

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

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

* Fire at rear of Starbucks
* Changes to CSO cover
* Planning for a Community Pride event in June 2023

47 **TOWN MAYOR’S DIARY**

The Mayor had attended an awards evening at Caerphilly Bowling Club.

48  **ENVIRONMENTAL MATTERS**

NRA was involved in a number of pollution incidents.

49 **TOWN CLERK’S REPORTS**

1 Training Plan

The draft of the Training Plan had been presented at the October meeting. No further comments had been received.

It was resolved to approve the Training Plan and publish on the website by the deadline required by Welsh Government of 5 November 2022.

2 Q2 Budget Monitoring 2022/23 Financial Year

Expenditure in the period 1st April 2022 to 30th September 2022 was £61,442 which represents 44% of the budget estimates approved in November 2021.

Members noted the report.

50 **PLANNING MATTERS**

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

22/0762/ADV – no objections

22/0768/ADV – no objections

22/0794/FULL – no objections

22/0825/FULL - no objections

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

51 **PAYMENTS AND FINANCIAL MATTERS**

1 List of Payments were noted and approved.

2 Bank account balances were noted.

**3 Applications for Financial Assistance**

Caerffili and District Twinning Association

A grant of £250 was approved. Expenditure authorised under the Local Government Act 1972, section 137.

Councillors P J Bevan, J Pettit, and M Prew declared an interest and took no part in the discussion or decision making on this application.

Save the Children Caerphilly Branch

A grant of £100 was approved. Expenditure authorised under the Local Government Act 1972, section 137.

Eisteddfod y Cymoedd

A grant of £400 was approved. Expenditure authorised under the Local Government Act 1972, section 145.

52 **CORRESPONDENCE**

Correspondence had been received from CCBC seeking views on the Parklets that had been introduced during Covid to assist hospitality establishments. It was agreed to support the retention of the Parklets on a permanent basis subject to ensuring appropriate access for pedestrians and disabled persons.

53 **MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.05 pm.

**Agenda Item 8.1**

**Report to Town Council 21 November 2022**

**Budget Estimates 2023/24**

The revised estimates for the current year project expenditure will exceed income by £12846 which will require a contribution from balances. However this is lower than the contribution from balances of £28124 projected in November 2021. Income will be lower due no fireworks sponsorship and no street collection, and the CIL contribution is lower than projected. This has been offset by a higher VAT reclaim.

The key changes on expenditure are savings on the election budget and the fireworks display which will not be taking place in 2022. There is also a saving on the summer sports scheme due to CCBC securing grant from Welsh Government.

The backdrop to the estimates for 2023/24 is inflation driven by the rise in energy costs which has impacted on all sectors of the economy. Undoubtedly there will be an increase in the costs of supplies and services and this will have to be taken into account in budgeting for events and other activities next year. However Members will be mindful of the difficulties that many households face due to the cost of living and in this respect an underlying assumption to the estimates is not to increase the precept and rely on balances to achieve a balanced budget. The balances have increased during the pandemic due to savings from cancelled events and the use of balances is a sensible strategy for 2023/24 in the current economic circumstances. This is of course subject to the usual caveat that balances can only be used once and are not normally the appropriate strategy for meeting recurring revenue expenditure.

In preparing the budget estimates for 2023/24 the following assumptions are made:

* No increase in the precept which is kept at £15-50 for Band D properties
* Budget heads increased to reflect likely higher costs, particularly for events
* Mandatory allowances included but not attendance allowance
* No provision for carers costs
* No new areas of expenditure
* Provision for local government pay award of 3%

Taking these assumptions into account a budget expenditure of £135711 is proposed. This is an increase of £16163 on the revised projected expenditure for the current financial year. There will be no provision for elections in 2023/24 but this saving is offset by the budget increases due to inflation. Income is projected at £108,577 (90% relates to precept) resulting in an excess of £27154 of expenditure over income. A contribution of an equivalent amount from balances will be required to achieve a balanced budget. Even with this contribution balances will remain healthy. However the outturn position for 2022/23 is a projection and is subject to change over the remaining part of the financial year which will affect the carried forward balances (either plus or minus).

Recommendations

1 Members approve the budget estimates for 2023/24 set out in the attached tables

2 The Council Tax for Band D properties is set at £15-50 for 2023/24.

3 The budget is updated as necessary following completion of the year end accounts in April 2023.

Phil Davy

Town Clerk

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

**Estimates 2023/2024 - Income**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Actual Received**  **2021/22**  **£** | **Original**  **Estimate**  **2022/23**  **£** | **Revised**  **Estimate**  **2022/23**  **£** | **Estimate**  **2023/24**  **£** |
| Precept | 97356.28 | 97356.00 | 97547.39 | 97547.00 |
| Bank Interest | 10.35 | 40.00 | 5.23 | 10.00 |
| VAT | 5649.69 | 5000.00 | 7777.08 | 5000.00 |
| CIL | 629.96 | 4000.00 | 1371.35 | 1000.00 |
| Fireworks Sponsorship | 0 | 3000.00 | 0 | 3000.00 |
| Fireworks Collection | 0 | 2000.00 | 0 | 2000.00 |
| Miscellaneous | 45.00 | 0 | 0 | 0 |
|  | | | |  |
| **Total Income** | 103691.28 | 111,396.00 | 106,701.05 | 108,557.00 |

**£**

Expenditure 2023/24 135,711.06

Income 2023/24 108,557.00

Shortfall 27,154.06

To achieve a balanced budget for 2023/24 a contribution of £27,154.06 will be required from balances.

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

**Estimates 2023/2024 Expenditure**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Actual**  **2021/22**  **£** | **Original**  **Estimate**  **2022/23**  **£** | **Revised**  **Estimate**  **2022/23**  **£** | **Estimate**  **2023/24**  **£** |
| **Members** |  |  |  |  |
|  |  |  |  |  |
| Town Mayors Allowance | 900.00 | 900.00 | 900.00 | 900.00 |
| Members Allowances | 600.00 | 1800.00 | 1050.00 | 2500.00 |
| Civic Regalia | 0 | 0 | 0 | 0 |
| Travelling | 149.59 | 0 | 0 | 0 |
| Election Costs | 0 | 12000.00 | 9932.67 | 0 |
|  |  |  |  |  |
| **Staff** |  |  |  |  |
|  | | | |  |
| Salaries /Statutory Deductions | 19601.73 | 20300.00 | 20942.00 | 21570.26 |
| Travelling | 0 | 500.00 | 500.00 | 500.00 |
| Payroll Admin | 69.30 | 150.00 | 100.80 | 100.80 |
| Pension (Employer) | 143.76 | 150.00 | 154.00 | 160.00 |
| Employer N.I. | 823.23 | 870.00 | 950.00 | 980.00 |
| Audit Fee | 480.00 | 600.00 | 600.00 | 600.00 |
| Insurance | 1766.53 | 2000.00 | 1110.61 | 1500.00 |
|  |  |  |  |  |
| **Administration** |  |  |  |  |
|  | | | |  |
| Office Rent / Business Rates | 9443.07 | 6000.00 | 6000.00 | 6000.00 |
| Tel/Postage/Stationery/Subs | 1500.00 | 1500.00 | 1500.00 |
| Furniture/Equipment | 1000.00 | 1000.00 | 1000.00 |
| IT / IT Support | 2500.00 | 2500.00 | 2500.00 |
| Training | 0 | 0 | 1000.00 | 1000.00 |
| **Sub total** | 33,971.21 | 50,270.00 | 48,240.08 | 40,811.06 |

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

**Estimates 2023/2024 Expenditure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Actual**  **2021/22**  **£** | **Original**  **Estimate**  **2022/23**  **£** | **Revised**  **Estimate**  **2022/23**  **£** | **Estimate**  **2023/24**  **£** |
| **Brought forward** | 33,977.21 | 50,270.00 | 48,240.08 | 40,811.06 |
|  | | | |  |
| Sponsored Events | 1114.46 | 16000.00 | 16000.00 | 17600.00 |
| Concessionary Hires | 0 | 0 | 0 | 0 |
| Fireworks Display | 0 | 16000.00 | 0 | 18000.00 |
| Floral Decorations | 12847.50 | 16000.00 | 16879.80 | 18000.00 |
| Christmas Lights | 12147.55 | 10000.00 | 10000.00 | 10000.00 |
| Lantern Parade | 0 | 10000.00 | 10000.00 | 10000.00 |
| Financial Assistance (Grants) | 650.00 | 6000.00 | 6000.00 | 6000.00 |
| Autumn/Summer Sports Scheme | 3480.00 | 9000.00 | 4000.00 | 9000.00 |
| Fireworks Charity Donations | 5000.00 | 4000.00 | 4000.00 | 4000.00 |
| Floodlighting – St Martin’s Church | 0 | 350.00 | 350.00 | 400.00 |
| Subscriptions | 0 | 250.00 | 250.00 | 250.00 |
| Twinning | 0 | 250.00 | 250.00 | 250.00 |
| Newsletter | 679.00 | 900.00 | 900.00 | 900.00 |
| Miscellaneous | 2488.00 | 500.00 | 2677.75 | 500.00 |
| VAT | 7777.08 | VAT included in above figures | | |
| CIL Projects | 6120.00 | Only recorded when expenditure incurred | | |
|  | | | |  |
| **TOTAL** | 86,280.80 | 139,520.00 | 119,547.63 | 135,711.06 |

**Caerphilly Town Council**

**Cyngor Tref Caerffili**

**Estimates 2023/2024 Balances**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Actual**  **2021/22**  **£** | **Original**  **Estimate**  **2022/23**  **£** | **Revised**  **Estimate**  **2022/23**  **£** | **Estimate**  **2023/24**  **£** |
| **Balances B/F** | 94397.75 | 100527.15 | 111808.21 | 98961.63 |
|  |  |  |  |  |
| Excess of Expenditure  over Income |  | - 28124.00 | - 12846.58 | - 27154.06 |
| Surplus of Income  over Expenditure | + 17410.46 |  |  |  |
|  | | | | |
| **Balances C/F** | 111808.21 | 72403.15 | 98961.63 | 71807.57 |

Balances Projection:

£

Balance B/F from 2021/22 111808.21

Revised Income 2022/23 106701.05

218509.26

Less revised expenditure 2022/23 119547.63

98961.63

Bank account balances projected at 31.03.23

£

Current A/C 70093.13

Operational Reserves 10,641.62

Restricted Reserves 18226.88

98961.63

**Agenda Item 8.2**

**Report to Town Council 21 November 2022**

**Independent Remuneration Panel for Wales – Draft Annual Report 2023**

The IRPW has published draft proposals for 2023. The Panel considers members of Community and Town Councils should not be out of pocket for carrying out their duties.

The basic mandatory payment will be £156 and in addition councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

This appears to be unnecessarily administratively cumbersome. It would be easier to just to increase the basic mandatory payment to £208.

Summary of Payments

**Group 2 Electorate 10,000 to 13,999**

Extra Costs Payment Mandatory for all members

Senior Role Mandatory for 1 member, optional up to 5

Mayor of Chair Optional – up to maximum of £1500

Deputy Mayor / Chair Optional – up to maximum of £500

Attendance Allowance Optional

Financial Loss Optional

Travel and Subsistence Optional

Cost of Care or Personal Assistance Mandatory

Any comments on the proposals have to be made by 1st December 2022.

Phil Davy

Town Clerk

**Agenda Item 8.4**

**Report to Town Council 21 November 2022**

**Local Government Pay Award 2022/23**

The National Joint Council for Local Government Services (NJC) has agreed a pay award for a flat rate payment of £1925 on each scale point with effect from 1 April 2022. Provision was made in the budget for 2022/23 for a pay increase of 3% (minute no 70.2 15.11.21). The application of the flat rate payment results in a differential percentage increase as below:

Administrative Assistant 9.6%

Town Clerk 5.9%

If the new pay scales are adopted by the Town Council the annual increase in salary costs will be £1352-71 (based on pro rata hours for the Administrative Assistant and Town Clerk). A 3% increase on current salaries would be £598-34. The pay award will therefore require an additional £754-37 virement to salaries to meet the full costs in 2022/23.

In addition the NJC has agreed that from 1st April 2023 all employees covered by the National Agreement, regardless of the current leave entitlement or length of service will receive a permanent increase of one day (pro rata for part timers) to their annual leave entitlement. This may require local agreement as leave arrangements vary between local authorities. The National Green Book will with effect from 1st April 2023 be amended to read:

“With effect from 1st April 2023 the minimum paid annual leave entitlement is 23 days with a further 3 days after 5 years of service”

Due to local agreements and length of service both the Administrative Assistant and Town Clerk have 28 days leave entitlement (pro rata). An extra day would increase the Administrative Assistant annual leave by 1 hour and 48 minutes, and the Town Clerk by 3 hours 24 minutes.

Recommendations

1 Members are invited to determine whether they wish to implement the local government pay award effective from 1st April 2022 as approved by the NJC.

2 Given that the annual leave entitlement (pro rata) for employees is higher than the minimum level, and the Administrative Assistant and Town Clerk enjoy considerable flexibility due to home working, the leave entitlement remains at 28 days (pro rata).

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 21 November 2022**

**Planning Matters**

The following planning applications have been received:

22/0837/NOTR

Footbridge at Grid Ref: 315747 186546 Station Terrace, Caerphilly

Request prior approval for alteration of bridge

22/0846/FULL

Heatherdene, 62 Mill Road, Caerphilly CF83 3FH

Construct a drop kerb to public pavement and create access to private driveway

22/0787/FULL

36 Hazel Grove, Caerphilly CF83 3BP

Convert attic to provide bedrooms and shower room

22/0864/RET

Brew Monster Brewing Co, 1 Lon-Y-Twyn, Caerphilly CF83 1NW

Retain and complete the erection of a new boundary wall, storage shed and raised keg storage area

22/0811/COU

244 and 244B Bedwas Road, Caerphilly, CF83 3AR

Change the use from A1 (carpet shop) to B2 (car preparation and vehicle repair) and sui generis (car showroom)

22/0868/FULL

53 Ludlow Street, Caerphilly, CF83 1GH

Erect single and two storey rear extension

22/0884/FULL

Land at Grid Ref 315481 186875 Park Lane, Caerphilly

Erect temporary container market for up to five years including outdoor seating, vehicle parking, access and associated works

22/0809/FULL

Checkfire, 13 Sir Alfred Owen Way, Pontygwindy Industrial Estate, Caerphilly CF83 3HU

Erect new warehouse

22/0802/RET

39 Heol Y Felin, Caerphilly CF83 1AU

Retain new garden shed at the rear of property

22/0905/FULL

26 St Teilo’s Way, Watford, Caerphilly CF83 1FA

Erect single storey rear extension and front porch and convert integral garage into office

22/0916/FULL

5 Lon Y Garwa, Watford, Caerphilly CF83 1NL

Erect two storey side extension

**Agenda Item 10.1**

**Report to Town Council 21st November 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 |
| Internet | BT (Broadband) | Broadband Service | 24.91 |
| Internet | Planning Aid Wales | Course Fee | 35.00 |
| Internet | HMRC | Income Tax & NI | 577.31 |
| Internet | Admin Assistant | Salary (October) | 390.03 |
| Internet | Town Clerk | Salary (October) | 753.38 |
| Direct Debit | NEST | Pension October | 28.44 |
| Debit Card | Hancocks Cash & Carry Ltd | Mini bags (buttons) | 85.12 |
| Debit Card | Cadbury Gifts Direct | Selection packs | 272.83 |
| 304170 | Caerphilly & District Twinning Association | Grant | 250.00 |
| 304171 | Save The Children, Caerphilly Branch | Grant | 100.00 |
| 304172 | Eisteddfod y Cymoedd | Grant | 400.00 |
| Internet | T & CCLC | Subscription 22/23 | 100.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 21st November 2022**

**Bank Account Balances**

Bank account balances as at 1st November 2022

                                                                           £

Community Direct Plus Account (current account)                           126,400.29

Corporate Instant Deposit (operational reserves)                               10,653.79

Corporate Instant Deposit (restricted reserves)                                  18,247.22

Members to note the information