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**

9th January 2023

**An Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 16th January 2023 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 21st November 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 Local Government Act 1972.

Section 137 Expenditure Limit for 2023 – 24.

**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**

8.2 Events Programme 2023.

8.3 Risk Management.

8.4 Community Infrastructure Levy (CIL) Update.

8.5 Q3 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

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 21ST NOVEMBER 2022**

**Present:**

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

**Apologies:**

Councillor P Reed

**In Attendance:**

P G Davy, Town Clerk

54 **MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 17TH OCTOBER 2022**

Minutes of the Ordinary Town Council Meeting held on 17th October 2022 were received and confirmed. Minutes to be signed by the Town Mayor when practical.

55 **MATTERS ARISING**

There were no matters arising

56 **COMMUNITY SAFETY MATTERS**

Police representatives were not in attendance, but a written report had been circulated. The current main issues in the St Martins ward were parking, particularly on Bradford Street and Clive Street, and homeless individuals. In Morgan Jones there has been a spate of vehicle break ins and theft from vehicles mainly affecting Pontygwindy Road, Mill Road, and Dol y Felin Street. In the run up to Christmas the Police will be mounting an operation involving high visibility foot and vehicle patrols to deter shoplifting.

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57 **TOWN MAYOR’S DIARY**

The Mayor had attended the Remembrance Day service, and officiated with Santa at switching on the Christmas Lights. The Mayor recorded thanks to all those involved in the organisation of both events.

58 **ENVIRONMENTAL MATTERS**

There were no environmental matters raised.

59 **TOWN CLERK’S REPORTS**

1 Budget Estimates 2023/24

The Town Clerk outlined the assumptions on which the budget estimates were based drawing particular attention to the impact of inflation and the effect on household finances. A budget expenditure of £135,711 is proposed for 2023/24 which is an increase of £16,163 on the revised projected expenditure for the current financial year.

Income is projected at £108,577 resulting in a contribution from balances of £27,154 to achieve a balanced budget.

It was resolved:

1. To approve the budget estimates for 2023/24 as set out in the tables attached to the

report.

2 To set a precept of £15-50 for Band D properties for 2023/24.

3 To update the budget following completion of the year end accounts in April 2023.

4 There had been no street collection as the fireworks display did not take place but

the budget for 2022/23 included provision of £4000 for donations to the Town

Mayor’s charities. It was agreed that this amount be divided equally between Latch

and Shining Stars.

The Mayor declared an interest in the donations to his charities and took no part in the discussion or decision on this matter.

2 Independent Remuneration Panel for Wales – Draft Annual Report 2023

The proposed Member payments (mandatory and optional) for 2023 were noted. It was agreed that an additional payment to cover office consumables was unnecessarily administratively cumbersome and that this payment should be incorporated within the basic mandatory payment. The comment to be passed to the IRPW.

3 Public Notice Board Update

A new public notice board was ordered and paid for in June 2022 with the Noticeboard Company Cumbria Ltd. The Town Clerk reported it has been difficult to communicate with the company and impossible to obtain a delivery and installation date. As time has gone on there is an increasing concern that the company may default on the order putting at risk the £3060 paid to the company. A further update will be provided in due course.

4 Local Government Pay Award 2022/23

The National Joint Council for Local Government Services (NJC) has agreed a pay award involving a flat rate payment of £1925 on each scale point with effect from 1st April 2022. 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). Provision had been made in the budget for a 3% pay increase which equates to £598-34. The pay award will therefore require an additional £754-37 virement to salaries to meet the full costs in 2022/23.

The NJC has also 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.

It was resolved:

1 To implement the local government pay award effective from 1st April 2022 as agreed by the NJC (back pay to be paid in December 2022) and including the virement of the necessary additional monies to the salaries budget.

2 Given that the annual leave entitlement (pro rata) for the Administrative Assistant and Town Clerk is higher than the minimum that will apply from April 2023 it was agreed not to award an additional day of annual leave to the employees.

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

60 **PLANNING MATTERS**

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

22/0837/NOTR – no objections

22/0846/FULL – no objections

22/0787/FULL – no objections

22/0864/RET – no objections

22/0811/COU – no objections

22/0868/FULL – no objections

22/0884/FULL – no objections

22/0809/FULL – no objections

22/0802/RET – no objections

22/0905/FULL – no objections

22/0916/FULL – no objections

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

61 **PAYMENTS AND FINANCIAL MATTERS**

1 List of Payments were noted and approved.

2 Bank account balances were noted.

62 **CORRESPONDENCE**

No correspondence reported

63 **MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 6.52 pm.

**Agenda Item 8.1**

**Report to Town Council 16 January 2023**

**Local Government Act 1972 Section 137 Expenditure Limit for 2023-24**

Section 137(1) of the Local Government Act 1972 permits each Community and Town Council to incur expenditure for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure incurred. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 will be £9-93 per elector (£8-82 in financial year 2021-22).

The report is for information.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 16 January 2023**

**Events Programme 2023/24**

The budget for 2023/24 was approved at the Town Council meeting on 21 November 2022. This includes provision for directly organised events and sponsored events. The programme for 2023 is outlined:

*Town Council Directly Organised Events*

1 Floral Decorations May to September 2023

Budget £18000

The order for plants was placed in November 2022 with Boverton Nurseries. Arrangements have to be contracted for placing, watering and maintaining the baskets and planters.

2 Fireworks Display at Caerphilly Castle Saturday 4 November 2023

Budget £18000

This event has not been held for three years. In reinstating the event there is the opportunity to consider an alternative display using drones and laser lights instead of fireworks. Initial investigation suggests the costs will be prohibitive. An early decision will be required from Cadw in respect of the availability of the hornwork for the launch site to determine whether planning for the event should proceed.

The contract for the supply, set up and management of the fireworks was the subject of a tender exercise at the beginning of 2020 but was abandoned when it became clear that the event would have to be cancelled in that year due to the Covid pandemic. Only two companies submitted compliant tenders and Members favoured the tender submitted by the local company due to the familiarity with the event and the type of display required. Members will need to decide whether to undertake a full tender again or negotiate a single tender with the local company. If, following investigation, drones and laser lights are a practical alternative then quotations will be required from appropriate companies.

The last time the event ran in 2019 traffic management costs had increased due to the need to provide no waiting controls on Caerphilly Mountain. Road closures are required on Crescent Road and at the entrance to the Bryncenydd Estate.

Due to the scale of the event the Town Council employed volunteer stewards and paid £30-00 to each volunteer on the evening. A minimum of 12 volunteers is required to supplement those Members who are also involved on the evening. The volunteer list will need to be updated and new volunteers recruited. Consideration should be given to increasing the payment as it has been held at £30-00 for some years.

3 Christmas Lights Switch On 17 November 2022

Budget £10000

After a very successful and well attended event in 2022 Members may wish to follow the same format for 2023. Note the budget includes some provision for replacing Christmas Lights figurines which are damaged or fail the PAT test.

4 Christmas Lantern Parade 2nd December 2023 (provisional)

Budget £10000

The Town Council funds the event but the organisation, planning and running the event is undertaken by the CCBC Events Team. In 2022 the event was combined on the same date with the Christmas food and craft market. Members will need to consider whether the combined approach should be adopted in 2023.

*Town Council Sponsored Events*

Budget £17600

The following allocations are proposed:

£

Food Festival (May) organiser CCBC 500

Flower Festival (June) organiser local churches 6950\*

Big Cheese / Little Cheese (July) organiser CCBC 1750

Megaday (August) organiser private 4000

Christmas Market (December) organiser CCBC 1000

Caerphilly Arts Competition (timing and organiser tbc) 1050

\*Allocation to each church increased to £500 (£400 in 2022)

Members are invited to consider whether they wish to continue to support all the above events in 2023. The budget has some flexibility with £2350 unallocated which may be used to support other events that arise during the year.

Recommendations

1 To confirm the events programme for 2023 and refer detailed operational planning including investigation of alternative display for the fireworks to the Events Working Group.

2 To approve the budget allocations to the sponsored events.

Phil Davy Town Clerk

**Agenda Item 8.3**

**Report to Town Council 16 January 2023**

**Risk Management**

Risk is the threat that an event or action will adversely affect an organisation’s ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated, and controlled.

The Town Council is under an obligation to identify and manage risks to public money arising from all activities. Risk management is an essential part of good governance and applies to all aspects of the Council’s work.

The risk assessment is undertaken on an annual basis and was last reviewed in February 2022. At that time the impact of the coronavirus pandemic on the Town Council’s activities was a major consideration and Covid 19 was included as an operational risk in the risk register. It appears that Covid 19 has moved from pandemic to endemic and will remain a risk but on a par with other health and safety considerations. It is assessed as low risk on the Council’s activities.

The risk assessment for 2023 is included as a separate document with the agenda papers. It is not possible to eliminate all risks, but the control environment seeks to minimise the likelihood of the risk arising but also mitigate the impact if the risk does materialise.

The highest risks continue to be cyber security and event management.

The Town Clerk, as the Proper Officer and Responsible Financial Officer (RF0), is responsible for the effective implementation of the control environment to manage risks on a daily basis. However, it is the Town Council’s responsibility to ensure there is a strategy for risk management, to monitor and review the risk assessment on an annual basis, and consider, and if appropriate endorse the Annual Governance Statement.

Recommendation

Members are invited to review the likelihood and impact of risks occurring and approve the annual review of the risk assessment.

Phil Davy

Town Clerk

**Agenda Item 8.4**

**Report to Town Council 16 January 2023**

**Community Infrastructure Levy (CIL) Update**

Since 2016 the Town Council has received £37192-45 in CIL receipts. CIL is levied on certain types of development. CCBC as the charging authority has made provision to pass 15% of CIL receipts, subject to a maximum amount equal to £100 per existing dwelling within the Town Council area. Under the CIL Regulations any levy not spent by the Town Council within 5 years of receipt must be repaid to the charging authority.

To date CIL funds have been spent on three projects:

* Welsh National Anthem Memorial sculpture
* EV charge points in Twyn car park
* Upgrade to floodlights at St Martins Church

CIL expenditure on the above three projects totals £19120.

In addition there are commitments as follows:

£

* Bus station public toilets (door entry controls) 7500
* 20mph signage Cwrt Rawlin Primary School 5000

The available uncommitted CIL is therefore £5572. A further CIL payment will be due in June 2023 but the annual sums can be significantly different from a few hundred pounds to several thousand pounds depending on development within the town.

A review of project ideas for use of CIL was undertaken in June 2022 and the list was undated and approved by the Town Council in September 2022 and currently includes the following:

1 Memorial / plaque to acknowledge the contribution of all key workers during the coronavirus pandemic.

2 Seats to the north of Caerphilly Castle Moat.

3 Additional and / or higher capacity replacement general waste and dog waste bins.

4 Explanatory plaque incorporating braille on Welsh National Anthem Memorial at the Twyn

5 Electric vehicle charge point in the car park adjacent to Caerphilly Miners

6 Security fencing to the Castle Moat

There has been no progress with any of the above since the report to the Town Council in July 2022.

Although the work at the public toilets and the 20mph signage at Cwrt Rawlin Primary School has been completed CCBC has not invoiced for the respective contributions from the Town Council. As time goes on there will be an increased risk of clawback if the

monies remain unspent. It is therefore suggested that the uncommitted sum is increased to £18072 and this be utilised on appropriate projects. If eventually CCBC do bill the Town Council any monies owed would be funded from balances. This will ensure there is no loss of funds to the Town Council.

It is recommended that a meeting of the CIL Working Group is convened to review the projects list and identify any new project proposals and report back to the Town Council on appropriate action to be taken.

Phil Davy

Town Clerk

**Agenda Item 8.5**

**Report to Town Council 16th January 2023**

**Q3 Budget Monitoring 2022/23 Financial Year**

Comparison of actual expenditure to annual estimates for the period 1st April 2022 to 31st December 2022.

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q3 Actual £** | **Annual/Estimate £** |
| Mayor’s Allowance | 675.00 | 900.00 |
| Members Allowances | 1050.00 | 1800.00 |
| Staff Costs | 17180.24 | 21470.00 |
| Travelling Expenses | 0 | 500.00 |
| Audit Fees | 200.00 | 600.00 |
| Insurance | 1110.61 | 2000.00 |
| Office Costs | 4986.42 | 11250.00 |
| Sponsored Events | 11960.00 | 16000.00 |
| Concessionary Hires | 0 | 0 |
| Fireworks Display | 0 | 16000.00 |
| Fireworks Charity Donation | 0 | 4000.00 |
| Floral Decorations | 14221.50 | 16000.00 |
| Christmas Lights | 1249.28 | 10000.00 |
| Lantern Parade | 0 | 10000.00 |
| Financial Assistance | 2600.00 | 6000.00 |
| Sports Scheme | 0 | 9000.00 |
| Newsletter | 0 | 900.00 |
| Elections | 9932.67 | 12000.00 |
| Miscellaneous | 2712.75 | 1100.00 |
| VAT | 3865.90 |  |
| CIL Projects | 0 |  |
| **TOTAL** | 71744.37 | 139520.00 |

£

Budget 2022/23 139.520

Actual expenditure to 31.12.22 71.744

(51% of budget)

Members are invited to note the report

**Agenda Item 10.1**

**Report to Town Council 16th January 2023**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | EE Ltd | Mobile Phone | 22.98 |
| Internet | BT (Broadband) | Broadband Service | 24.91 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | HMRC | Income Tax & NI | 571.09 |
| Internet | Admin Assistant | Salary (November) | 390.03 |
| Internet | Town Clerk | Salary (November) | 753.38 |
| Internet | Digital Systems UK | Printing | 38.87 |
| Direct Debit | NEST | Pension November | 28.44 |
| Internet | JPL Sound & Communications | PA Christmas Lights | 1140.00 |
| Internet | CCBC | Sports Awards Table Sponsor | 50.00 |
| Internet | M Prew | Mayor’s Allowance (no 3) | 225.00 |
| Internet | EE Ltd | Mobile Phone | 22.98 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | BT | Broadband Service | 24.91 |
| Internet | Amberol | Brackets for Baskets | 186.00 |
| Internet | HMRC | Income Tax & NI | 927.83 |
| Internet | Admin Assistant | Salary December | 727.16 |
| Internet | Town Clerk | Salary December | 1151.48 |
| Direct Debit | NEST | Pension December | 53.02 |
| Internet | Twyn Community Centre | Rent & Room Hire | 880.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 16th January 2023**

**Bank Account Balances**

Bank account balances as at 1st January 2023

                                                                                           £

Community Direct Plus Account (current account)                           118054.80

Corporate Instant Deposit (operational reserves)                              10,653.79

Corporate Instant Deposit (restricted reserves)                                 18,247.22

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 16 January 2023**

**Applications for Financial Assistance**

Budget 6000

Commitment 2600

Available 3400

1 Caerphilly Art Society

The purpose of the application is to help with the costs of holding the annual exhibition in the Twyn community centre. The Society has 10 members who are resident in the Town council area. In accordance with the policy a grant of £150 could be awarded. In October 2022 the Society had a balance of £1118 in their account. The financial assistance expenditure would be authorised under the Local Government Act 1972 section 137.

**Financial Assistance – Application Form**

**Name of Organisation**

Caerphilly Art Society

**Purpose of Activities of Organisation**

To promote and encourage local artists to engage local peopleto produce and enjoy art.

**Membership of Organisation or Beneficiaries of Activities**

10

**Membership Fees**

£35

**Present Financial Position**

Current account balance £1118 October 2022

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

To help with costs related to the annual exhibition held in the Twyn community centre for one week