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 April 2023

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 17th April**

**2023** at **6.30 pm** 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 20th March 2023. .

1. Matters arising from the Minutes if not covered by the Agenda.
2. **COMMUNITY SAFETY MATTERS**

1. **TOWN MAYOR’S DIARY**
2. **ENVIRONMENTAL MATTERS**
3. **TOWN CLERK’S REPORTS**

8.1 Q4 Budget Monitoring 2022/23 Financial Year.

**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 Member request for leave of absence.

8.3 Review of Community Arrangements of Caerphilly.

8.4 Budget Out turn 2022/23.

8.5 Annual Report.

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**

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)

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 20TH MARCH 2023**

**Present:**

Councillor P J Bevan, M Downes, J Fussell, J Grenfell, S Kent, P Reed, D Roberts

**Apologies:**

Councillor M Prew, J Pettit, C Elsbury, A Broughton Pettit, C Lewis

**In Attendance:**

R Collins, A Morgan, Gwent Police

B Miller, Play Sufficiency Officer, CCBC

P G Davy, Town Clerk

In the absence of the Town Mayor the meeting was chaired by the Deputy Town Mayor, Councillor D Roberts.

Prior to the commencement of the meeting B Miller, Play Sufficiency Officer, CCBC attended to outline her role, the play sufficiency assessment, and planned actions. Ensuring children have play opportunities is a statutory duty. Initiatives being pursed include pop up play in community locations and at events, street play pilots with temporary road closures, and wider use of school grounds.

**84 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 20TH FEBRUARY**

**2023**

Minutes of the Ordinary Town Council meeting held on 20 February 2023 were received and confirmed. Minutes to be signed by the Town Mayor when practical.

**85 MATTERS ARISING**

Minute 79.2.4 A meeting had taken place with CCBC officers and proposals were awaited in respect of the waste bins in Cardiff Road. Consent had been sought from Cadw for locating two seats to the north of the Caerphilly Castle Lake. Advice has been received this will require a formal application for Scheduled Monuments Consent due to the archaeological sensitivity of the area, permission of the Bute Estate, and the appointment of an archaeologist to supervise the construction works once the necessary approvals

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have been obtained. In view of the time and cost involved it was decided not to proceed with the two seats and the available funding be referred back to the CIL Working Group.

**86 COMMUNITY SAFETY MATTERS**

Gwent Police representatives reported on extensive youth ASB in the Churchill Park estate which had included vandalism damage to parked vehicles. Indiscriminate parking around the town was a major problem with drivers ignoring signage on restricted areas. There had been a serious road traffic accident on Nantgarw Road. Members raised concerns about speeding on this road and wider traffic management issues. From September 2023 the default 20mph may apply to Nantgarw Road but would need to be enforced.

**87 TOWN MAYOR’S DIARY**

In the absence of the Town Mayor there was no report.

**88 ENVIRONMENTAL MATTERS**

No matters raised.

**89 TOWN CLERK’ S REPORTS**

1 Newsletter

The draft newsletter was approved and the quotation of £480 for printing and £390 for distribution was accepted. Expenditure is authorised under the Local Government Act 1972.

2 Town Councillor Allowances for 2023/24

The Final Annual Report of the Independent Remuneration Panel for Wales (IRPW) and the Determinations on the allowances for town and community councils in 2023/24 was noted.

Members were reminded that mandated payments will be paid automatically unless individual Members confirm in writing to the Town Clerk that they wish to forego the payments.

It was resolved:

1 To note the mandatory payments for 2023/24 as determined by the Independent Remuneration Panel for Wales.

2 The extra costs payments to be paid as a single lump sum of £208 in April 2023.

3 A clawback of the annual payment based on a monthly pro rata calculation will apply to any Member who leaves the Town Council during the financial year or changes role where there is a financial implication relating to allowances.

4 To confirm the annual payment to the Town Mayor of £900.

5 In accordance with past practice not to adopt any of the optional determinations other

than applying the HMRC mileage allowance of 45p per mile in respect of out of Caerphilly County Borough travel on Town Council business.

**90 PLANNING MATTERS**

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

23/0046/HH – no objections

23/0112/TPO – subject to the tree not having any disease it should be retained

23/0131/HH – no objections

23/0118/NOTT – no objections

23/0128/FULL – no objections

23/0129/ADV – no objections

23/0137/NCC – the property is outside any commercial area and adjacent to residential properties and objections are raised to the variation of the condition due to impact on residential amenity

23/0152/HH – no objections

23/0163/COU – no objections

23/0170/HH – no objections

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

**91 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved

2 Bank account balances were noted

3 Applications for Financial Assistance

Ffiliffest

It was agreed to provide a grant of £1300 from the Sponsored Events budget. The financial assistance expenditure would be authorised under the Local Government Act 1972 section 145.

Councillor J Grenfell declared an interest and took no part in the discussion or decision making on this application.

**92 CORRESPONDENCE**

There were no items of correspondence.

**93 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests for future reports.

The meeting closed at 7.35 pm.

**Agenda Item 8.1**

**Report to Town Council 17th April 2023**

**Q4 Budget Monitoring 2022/23 Financial Year**

Comparison of actual expenditure to annual estimates for the period 1st April 2022 to 31st March 2023.

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q4 Actual £** | **Annual/Estimate £** |
| Mayor’s Allowance | 900.00 | 900.00 |
| Members Allowances | 1050.00 | 1800.00 |
| Staff Costs | 22802.24 | 21470.00 |
| Travelling Expenses | 0 | 500.00 |
| Audit Fees | 200.00 | 600.00 |
| Insurance | 1110.61 | 2000.00 |
| Office Costs | 7761.77 | 11250.00 |
| Sponsored Events | 13056.06 | 16000.00 |
| Concessionary Hires | 0 | 0 |
| Fireworks Display | 0 | 16000.00 |
| Fireworks Charity Donation | 4000.00 | 4000.00 |
| Floral Decorations | 14221.50 | 16000.00 |
| Christmas Lights | 7375.73 | 10000.00 |
| Lantern Parade | 11000.00 | 10000.00 |
| Financial Assistance | 2750.00 | 6000.00 |
| Sports Scheme | 0 | 9000.00 |
| Newsletter | 0 | 900.00 |
| Elections | 9932.67 | 12000.00 |
| Miscellaneous | 2752.75 | 1100.00 |
| VAT | 5877.93 |  |
| CIL Projects | 8328.31 |  |
| **TOTAL** | 113119.57 | 139520.00 |

£

Total                                           113119.57

Transfer to restricted reserves        1371.35

                                                  114490.92

BT Credit                                             19.00

Adjusted expenditure                  114471.92

£

Budget 2022/23 139520.00

Actual expenditure to 31.03.23 114471.92

(82% of original budget)

Members are invited to note the report

**Agenda Item 8.2**

**Report to Town Council 17 April 2023**

**Member Request for Extended Leave of Absence**

A request has been received from Councillor John Pettit for an extended period of absence from the Town Council due to ill health. Councillor Pettit has submitted information from his Doctor in support of the request.

Members will be aware that if a councillor fails to attend council meetings over a consecutive period of six months that councillor will automatically cease to be a member of the council, unless there is a resolution approving the reason for absence before the expiration of the six months.

This is a legal provision within the Local Government Act 1972. Section 85 (1) states:

“----------if a member of a local authority fails throughout a period of six consecutive months from the date of the last attendance to attend any meeting of the authority that person shall, unless the failure was due to some reasons approved by the authority before the expiry of that period, cease to be a member of the authority”

Councillor Pettit’s last attendance was in November 2022. Therefore by the time of the April meeting he will have had a consecutive period of absence of five months. It is therefore necessary to pass an appropriate resolution at this meeting prior to the six months period taking effect in May.

The Town Clerk has viewed the medical information and is satisfied the request for an extended period of leave is justified.

It is recommended that the Town Council resolves to accept the ill health reasons for absence, agrees a period of extended leave of absence, and the position is reviewed in six months (October 2023).

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to Town Council 17 April 2023**

**Review of Community Arrangements of Caerphilly**

The Local Democracy and Boundary Commission for Wales will review the community arrangements of Caerphilly and formulate proposals for future arrangements. There is an initial 8 week consultation period (24 March to 18 May) and it is open to the Town Council to identify any specific boundary issues that should be addressed by the Commission.

The Commission aims to ensure that community boundaries reflect the identities and interests of communities across the Council’s area and the boundaries are as conducive as possible to effective and convenient local government. Boundary changes may mean adjusting the boundary of an existing community, or the abolition of an existing community, and /or the creation of a new community. A particular focus for the Commission may be the 7 existing community wards ( Ton y Felin, Parc y Felin, Bryncenydd, Watford, Twyn, Castle, Cwrt Rawlins) covering the Town Council.

The boundary review has been initiated by Caerphilly County Borough Council.

Following the initial consultation period the Commission will publish a Draft Proposals Report. There will be a further period of consultation between July and September 2023. Final recommendations are anticipated by June 2024. If the Commission’s recommendations are implemented by the Welsh Ministers (with or without modification) any changes would usually come into effect for the next Local Government Elections.

There is a link on the Councillors page of the Town Council website to a map which shows existing boundaries for the CCBC electoral, and the community wards using overlays.

The full terms of reference for the review were attached to an email circulated to Members on 20 March 2023.

Members views are invited.

Phil Davy

Town Clerk

**Agenda Item 8.4**

**Report to Town Council 17 April 2023**

**Budget Outturn 2022/23**

The budget for 2022/23 was approved by the Town Council in November 2021. Much of the normal activities / events have recovered in 2022/23 following the pandemic, with the exception of the fireworks display which was cancelled for a third year. This time it was due to building and conservation work at the Castle resulting in the non-availability of the launch site on the hornwork. The original estimate of expenditure was £139,520 and was revised in November 2022 to £119,547 to reflect the saving on the fireworks, the lower than budgeted election costs, and savings on the summer sports scheme.

The original estimate of income was £111,396 and this was revised down to £106,701 in November 2022. This reflected that there would be no income from the fireworks (sponsorship and street collection). There was also a lower than budgeted CIL receipt. The reductions were offset by a higher VAT reclaim from the previous year.

The outturn expenditure for 2022/23 was £114,471 representing 96% of the revised estimate. This included £8328 spent on CIL projects and funded from the restricted reserves. Taking this into account reduces expenditure on the current account to £106,143. Income was in line with the revised estimate at £106,733. The result is that income has covered the expenditure with no call on balances. Although note invoices for the printing and distribution of the newsletter had not been received by 31st March 2023 and will be paid in the new financial year. This would have only made a marginal difference increasing the expenditure to £107,013.

The balances at 31st March 2023 are summarised as follows:

£

Community Direct Plus Account 87,007-91

Corporate Instant Deposit (operational reserves) 10,653-79

Corporate Instant Deposit (restricted reserves) 9,918-91

Total 107,580-61

Funds held in the current account at end of March 2023 are higher than pre pandemic and reflects savings that have accrued 2020 to 2022 as a result of curtailed activities. Further savings have arisen during 2022/23 offset by a reduced level of income. It has been the practice to ensure there is always a minimum of £20,000 for cash flow purposes as the income from the precept is received in two payments at the end of April and the end of August. Reserved creditors are not applied to the accounts and therefore any late invoices will have to be paid in the 2023/24 financial year.

Inflation pressures will impact on expenditure during 2023/24 and it can be anticipated that all suppliers will be increasing prices which will impact on events and other activities.

The healthy position with the balances which has been due to the circumstances prevailing since 2020 has meant that the precept has not had to be increased for the last three years. However in setting the budget for 2023/24 it has been necessary to allocate £27,154 from the balances to achieve a balanced budget and maintain the precept at £15-50 for a Band D property. Balances

can only be applied once, they are not recurring, and can only be replenished through a deliberate policy of generating surpluses via the annual budget process.

Members are invited to note the financial outturn position for 2022/23.

Phil Davy

Town Clerk

**Agenda Item 8.5**

**Report to Town Council 17 April 2023**

**Annual Report**

The Local Government and Elections (Wales) Act 2021 (section 52) imposed a statutory requirement for town and community councils, as soon as reasonably practicable after the end of each financial year, to prepare and publish an annual report about the council’s priorities, activities and achievements over the previous year. The first annual report for the 2021/22 financial year was published in April 2022. The report for the financial year 2022/23 is now due.

There is no prescribed template for a community council annual report, but the format should reflect what the council does. Generally, the report is expected to provide information about the council, explain the work, reflect on the past year’s activity and look ahead to the coming year. It is for the Town Council to consider and approve the annual report, the decision cannot be delegated to a committee or officer.

It is recommended that Members consider and subject to any amendments approve the annual report in the attached appendix and publish the document on the website.

Phil Davy

Town Clerk

**Appendix**

**Annual Report 2022/23 – Caerphilly Town Council**

**Council Organisation**

The Town Council comprises the two principal wards of Morgan Jones and St Martins and includes Caerphilly town centre and Caerphilly Castle. There are 12 town councillors representing the community areas of Tonyfelin, Parcyfelin, Bryncenydd, Watford, Twyn, Castle, and Cwrt Rawlins. Elections were held in May 2022 and as a result 6 councillors were re elected from the previous administration and 6 new councillors were elected (see website for detail). The Town Council meets once a month (apart from August and December) and agendas and minutes can be viewed on the website. All Town Council meetings are open to the public. Since February 2022 meetings are arranged on a multi location basis enabling in person attendance at the Twyn Community Centre or remote access via the internet. For virtual attendance the Town Council uses Zoom.

The Town Council has no sub committees and all decisions are made by the full council. There are two working groups – Events Working Group and Community Infrastructure Levy (CIL) Working Group. They discuss operational issues and can make recommendations to the Town Council when member decisions are required.

Anyone wishing to contact the Town Council can do so through the Town Clerk by email or telephone. The Town Council operates flexible office hours. It is possible to arrange a meeting with the Town Clerk Mon to Fri in person, although most enquiries can usually be dealt with over the telephone or by email.

Email: [caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

Telephone: 07950035822

**Financial Information**

The budget for 2022/23 was approved by the Town Council in November 2021. Events and activities are almost back to normal after the pandemic. The one exception was the fireworks display at Caerphilly Castle which did not take place for a third year. The event was unable to take place in 2022 due to building and conservation works at the Castle resulting in the non-availability of the launch site on the hornwork.

Income of £106,733 was lower than the original budget due primarily to the absence of the fireworks display as there was no sponsorship or street collection. There was also a lower than budgeted CIL receipt. The reductions were offset by a higher VAT reclaim from the previous year. The majority of the income (91%) is from the council tax precept. This the equivalent of £15-50 for Band D property. The running costs for the council (staff costs, Member allowances, administration, rent, rates, IT, insurance, audit fees) amounted to £33,800. Around £50,000 was spent on various activities which included the Flower Festival, the town centre summer floral decorations, the Christmas lights switch on event, the Lantern Parade and donations to the Town Mayor’s charities (as there was no fireworks street collection). The elections in May 2022 incurred a cost of £9932. Total expenditure was £114471. This included £8328 on projects funded from restricted reserves (CIL account). When this is taken into account expenditure was

matched by income. Total balances carried forward into 2023/24 are £107,850.

Inflation pressures will impact on expenditure during 2023/24 and it can be anticipated that all suppliers will be increasing prices which will impact on events and other activities. In setting a budget for 2023/24 the Town Council decided not to increase the precept which has now been held at the same level for the last three years. However in order to achieve a balanced budget it will be necessary to allocate £27,154 from the balances.

The Town Council does not own any land or buildings but has office equipment and other items with a net asset value of £86,465.

**Relationship with principal council**

A charter governing the relationship between the principal council (CCBC) and the town and community councils within Caerphilly County Borough has been agreed. This sets out the responsibilities for exchange of information, liaison, and consultation on specific subjects. There is an established Community Council Liaison Sub Committee which holds quarterly meetings. The Town Council’s nominated representative on this committee is town councillor P J Bevan.

The Town Council has not entered any discussions with CCBC in respect of asset or service transfers.

The Town Council is a statutory consultee on planning applications within Morgan Jones and St Martins Wards.

**Training Plan**

The majority of town councillors attended an induction following the election in May 2022. A training plan has been published on the website and will be reported annually at the AGM.

**Audit**

The audit of accounts for the year ended 31 March 2022 has not been completed by Audit Wales as they continue to seek information from the Town Council on transactions undertaken during 2021-22. The audit has been ongoing since the submission of the Annual Return in May 2022. All the financial records for the year subject to audit were deposited with Audit Wales in August 2022. The Annual Return can be viewed on the Town Council’s website.

**Activities**

The highlights of the year have been the return of the Flower Festival in June, winning a Gold Medal in the Wales in Bloom competition, a very well attended Christmas Lights switch on event with entertainment from local school choirs, and the combined Christmas Market and Lantern Parade in early December. Sponsorship was provided to the Food Festival, Megaday, and the Little Cheese.

The Town Council operates a small grants scheme to support local organisations and societies that include members who are resident in the town area covered by the council. Grants range from £150 to £400.

As well as a consultee on planning applications CCBC may consult on other policies and proposals such as the development plan, and the regeneration strategy for Caerphilly town. The

town councillors liaise closely with Gwent Police on community safety and will pursue issues of concern raised by residents.

The Town Mayor attends events, launches, openings and welcomes invitations.

The Town Council has adopted the duties that have come into effect from the Local Government and Elections (Wales) Act 2021. Working arrangements have been changed enabling remote access meetings, home working, and invested in IT offering greater flexibility for staff, councillors, and the public.

The Town Council does not intend to pursue the general power of competence at the present time. Reliance will continue to be placed on specific legal powers and the general power under section 137(1) of the Local Government Act 1972.

**Priorities for 2023/24**

The Town Council is hoping to run a full events programme in 2023/24 including the fireworks display at the Castle. A decision on the latter will be made in June 2023 and is dependent on the position with the ongoing works programme at the Castle. The Town Council is hoping for another successful entry into the Wales in Bloom competition. There will be a challenge to manage the inflationary pressures within the budget. The approved expenditure estimate for 2023/24 is £135,711. The income estimate is £108,557. As the income is less than the expenditure a contribution from the carried forward balances is necessary for a balanced budget.

There will be a review of unallocated CIL funds following the annual contribution from CCBC in June and current priority projects will be reassessed.

Progress with the action plan that resulted from the application of the Health Check in the Finance and Governance Toolkit will be updated and this will be considered alongside the outcome of the audit on the 2021/22 financial year.

The Local Democracy and Boundary Commission for Wales will be undertaking a review of the community arrangements during 2023. Boundary changes may mean adjusting the boundary of an existing community, or the abolition of an existing community, and / or the creation of a new community. Draft proposals are expected to be published in the summer. The Town Council will respond as appropriate to any proposed changes that impact on the 7 existing community wards (Ton y Felin, Parc y Felin, Bryncenydd, Watford, Twyn, Castle, Cwrt Rawlins) covering the Town Council area.

Mike Prew

Town Mayor on behalf of the Town Council

**Agenda Item 10.1**

**Report to Town Council 17th April 2023**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | EE Ltd | Mobile Phone | 22.98 |
| Debit Card | Amazon | Office Supplies | 32.98 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | BT | Broadband Service | 24.91 |
| Debit Card | Information Commissioner | Registration Renewal | 40.00 |
| Internet | Twyn Community Centre | Rent & Room Hire | 832.00 |
| Internet | CCBC | Public toilet’s door entry equipment | 3000.00 |
| Internet | HMRC | Income Tax & NI | 610.46 |
| Internet | Admin Assistant | Salary (March) | 427.49 |
| Internet | Town Clerk | Salary (March) | 797.88 |
| Direct Debit | NEST | Pension (March) | 31.17 |
| Internet | CCBC | Website Hosting | 200.00 |
| Internet | Digital Systems UK | Printing | 44.60 |
| Internet | CCBC | Contribution Little Cheese | 1000.00 |
| Internet | CCBC | Lantern Parade | 11000.00 |
| Internet | Drake AV Video Ltd | Acoustic Panels | 1474.80 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 17th April 2023**

**Bank Account Balances**

Bank account balances as at 1st April 2023

                           £

Community Direct Plus Account (current account)                           87007.91

Corporate Instant Deposit (operational reserves)                              10653.79

Corporate Instant Deposit (restricted reserves)                                  9918.91

Members to note the information