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**

12th June 2023

**An Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 19th June 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 15th May 2023. .

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 External Audit Report 2021-22 – Certified Annual Return

 8.2 Community Infrastructure Levy (CIL) Payment 2022/23

 8.3 Fireworks Display 4 November 2023

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 Caerphilly and Aber Valley Ministry Area.

 2 Caerphilly Miners Centre for the Community

 3 Caerphilly Art Society

11. **CORRESPONDENCE**

 11.1 Caerphilly Sports Awards 2023

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 15th MAY 2023**

**Present:**

Councillors P J Bevan, M Downes, C Elsbury, J Fussell, J Grenfell, S Kent, C Lewis,

A Broughton Pettit, M Prew, P Reed

**Apologies:**

Councillor J Pettit, D Roberts

**In Attendance:**

R Collins, R Taylor, Gwent Police

P G Davy, Town Clerk

**14 MINUTES OF THE ORDINARY MEETING OF TOWN COUNCIL HELD ON 20TH MARCH 2023**

Minutes of the Ordinary Meeting of Town Council held on 20 March 2023 were received, confirmed, and signed by the Town Mayor.

**15 MINUTES OF THE ORDINARY MEETING OF TOWN COUNCIL HELD ON 17TH APRIL 2023**

Minutes of the Ordinary Meeting of Town Council held on 17 April 2023 were received, confirmed, and signed by the Town Mayor.

**16 MATTERS ARISING**

No matters arising.

**17 COMMUNITY SAFETY MATTERS**

The police reported on the following matters:

* There has been a number of thefts including from the Bike Shed

**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**

* ASB in Churchill Park had diminished following regular patrolling, but ASB was increasing in Morgan Jones Park. Coordinated action will be taken with the Community Safety Wardens
* Parking patrols had been undertaken outside the Twyn and Plasyfelin Primary Schools
* Speed checks were planned for St Martins Road

Members raised parking issues outside Abigail’s Nursery, and safety concerns with the Cwm Rhymni school crossing at Pontygwindy Road.

**18 TOWN MAYOR’S DIARY**

The Mayor had presented cheques to his two charities Latch and Shining Stars, and thanks had been received for the donations. He had attended the U 14s Dragon Cup Final and judged a dog show arranged by Castle View residents.

**19 ENVIRONMENTAL MATTERS**

There was a lack of maintenance to the play area at Morgan Jones Park with railings in need of repainting, broken seats and overflowing litter bins. The matter will be referred to CCBC.

**20 TOWN CLERK’S REPORTS**

1 Q4 Budget Monitoring 2022/23 Financial Year

Report deferred from Town Council meeting on 17th April 2023. Expenditure in the period 1st April 2022 to 31st March 2023 was £114471 which represents 82% of the original budget approved in November 2021. The report was noted.

2 Budget Outturn 2022/23

Report deferred from Town Council meeting on 17th April 2023. Payments for 2022/23 were £114471 representing 96% of the revised budget agreed in November 2022. This included £8328 spent on CIL projects and funded from the restricted reserves. Income was in line with the revised estimate at £106733. Taking account of the CIL spend on the current account then income covered the expenditure. The balances at year end are £105580.

Inflation pressures will impact on expenditure during 2023/24. To achieve a balanced budget for 2023/24 and maintain the precept at £15-50 for a Band D property it has been necessary to allocate £27154 from the balances in the estimates.

Members noted the financial outturn position for 2022/23.

3 Annual Report

Report deferred from Town Council meeting on 17th April 2023. The Local Government and Elections (Wales) Act 2021 (section 52) imposes a statutory requirement for town

and community councils to prepare and publish an annual report about the council’s priorities, activities, and achievements over the year, and publish this as soon as practicable after the end of each financial year. The report for 2022/23 is now due.

Members considered and approved the Annual Report for publication on the Town Council website.

4 Annual Return for the Year Ended 31st March 2023

The Town Clerk presented the Annual Return. The main variances between 2021/22 and 2022/23 were outlined. Payments for 2022/23 were £114471. Income was £106733. However, when adjusted for CIL expenditure funded from restricted reserves the income covered the expenditure. The bank reconciliation statement shows the balances at

31st March 2023 are £105580. Additional information has been requested by Audit Wales relating to Members allowances paid in 2022/23 and evidence of publication of the Statement of Payments.

No substantive issues were raised during the internal audit.

The accounting statements had been certified by the Town Clerk in his capacity as Responsible Financial Officer (RFO).

It was resolved to approve the Annual Return, which includes the accounting statements, the annual governance statement, and the internal audit report. The Town Mayor signed the Annual Return on behalf of the Town Council.

The Annual Return and additional information requested will be submitted to Audit Wales for the external audit, and the notice of the exercise of electors’ rights posted on the website and noticeboard. (At the time of report preparation Audit Wales still had to confirm the external audit timetable for the 2022/23 accounts.)

The Town Clerk was thanked for all the work on the year end accounts and the preparation of the Annual Return.

5 Insurance Renewal

The premium renewal received from Zurich Municipal was £1149-22. This will be the second year of a three year agreement. This does not include for the fireworks display at Caerphilly Castle. If the event does proceed in 2023 there may be an additional premium payable.

It was resolved to accept the quotation from Zurich Municipal in the sum of £1149-22 for 12 months commencing 1st June 2023.

**21 PLANNING MATTERS**

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

23/0180/HH – no objections

23/0220/HH – no objections

23/0218/COU – no objections

23/0240/HH – no objections

23/0223/HH – no objections

23/0261/FULL – no objections

23/0273/FULL – no objections

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

**22 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 Applications for Financial Assistance

 1 Aber Valley Wolves Rugby League Club

Grant approved £400. Expenditure authorised under the Local Government Act 1972 section137. Councillor J Grenfell declared an interest and took no part in the discussion or decision making on the application.

2 Gwent Police Fun Day Morgan Jones Park

Event sponsorship of £400 approved. Expenditure is authorised under the Local Government Act 1972 section 137.

3 CCBC – Pride Caerffili Working Group

Event sponsorship of £400 approved. Expenditure is authorised under the Local Government Act 1972 section 137. Councillor J Grenfell declared an interest and took no part in the discussion or decision making on the application.

4 Caerphilly Table Top and Gamers Society – Library Event

Grant approved £300. Expenditure is authorised under the Local Government Act 1972 section 137.

**23 CORRESPONDENCE**

There were no items of correspondence.

**24 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests for future reports.

The meeting closed at 7.30 pm.

**Agenda Item 8.1**

**Report to Town Council**

**External Audit Report 2021-22 - Certified Annual Return**

The external audit for the year ending 31 March 2022 was completed on 23 May 2023. The Certified Annual Return and audit opinion are included with the agenda papers. The Auditor General for Wales has issued a qualified audit opinion.

“In my opinion the Council does not have proper arrangements in place to secure value for money and the accounts contain expenditure that in my opinion is contrary to law:

* The Council has established standing orders and financial regulations to ensure that the Council achieves value for money when procuring goods and services. However, my audit identified that the Council disregards its own standing orders and financial regulations on a recurring basis. I identified 7 transactions with a combined value of £39,778 for which the Council failed to comply with its own regulations. There is no evidence that the Council decided to waive the standing orders and financial regulations for these payments and no adequate explanation was provided.
* Therefore, in my opinion, the Council acted unlawfully in awarding these contracts.”

This is a disappointing outcome to the audit. It is important to recognise that this opinion is about process and interpretation of the Council’s Financial Regulations. The 7 transactions are not specified (although guessed at below) and consequently there is no reason given for each transaction as to why it is not compliant, and which Financial Regulation has been disregarded. All the expenditure listed below is recorded in the Council’s accounts and documented with quotations, invoices, and as appropriate specific reports and minuted council decisions. It is also worth noting that considerable information was provided to Audit Wales with the background to the transactions. Three of the transactions are for budgeted revenue expenditure with existing suppliers.

The audit opinion appears to revolve around Financial Regulation 11 (b) appertaining to contracts:

11 (b) states

“Where it is intended to enter into a contract:

1. Exceeding £2000 in value for the supply of goods or materials or for the execution of works or specialist services **other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a)** the Clerk shall invite tenders from at least three firms.”

Note the words highlighted in bold. There are two interrelated parts to Regulation 11 Contracts. Regulation 11 (a) states provisions in 11 (b) do not apply to contracts for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council; or for the extension of work / services by an existing supplier. There is no requirement in the Financial Regulations that states a decision is

required to waive standing orders / financial regulations where an existing supplier is being extended for a further period and the value of that work exceeds £2000.

Furthermore, Financial Regulation 3.1 states:

“Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget”.

Expenditure on the annual floral decorations, watering and maintenance of the floral decorations and Christmas lights all fall within budgeted revenue expenditure.

Financial Regulation 3.6 states:

“All capital works shall be administered in accordance with the Council’s standing orders and financial regulations relating to contracts.”

Arguably a distinction is being drawn between revenue and capital works with 3.1 relevant to revenue spend and 11 (b) applicable to capital works. In the list below 1,5, and 7 are revenue expenditure which are within the approved budget for 2021-22.

Interpretation of the audit opinion is that value for money can only be demonstrated through competitive tendering. In this respect attention is drawn to Financial Regulation 10.2 which states:

“All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure **as far as reasonable and practicable** that best available terms are obtained in respect of each transaction, **usually** by obtaining three or more quotations or estimates from appropriate suppliers, **subject to any de minimus provisions in Regulation 11 (a).**”

The words emphasised in bold indicate scope for practical application of the regulations.

The “unlawful” contracts are assumed to be the following:

**1 Boverton Nurseries** supply of plants for hanging baskets and planters (summer 2021).

 Amount £5418.50 +vat. Extension of existing supply arrangement, budgeted revenue expenditure.

**2 Drake AV Video Ltd** for supply and installation of AV equipment.

Amount £2051.85 +vat. Separate 2 year service contract £892.50 +vat.

Subject of report to Town Council (2 quotes) 19.7.21 (minute 40.5 CTC 19.7.21)

**3 Lite** for supply of replacement Christmas lights

Not a tender situation as dependent on sourcing stock where available which was a particular problem in 2021 due to the impact of the pandemic on supply chains.

Amount £6004.00 +vat. Report to Town Council 20.9.21 included additional budget provision for replacement Christmas Lights (minute 50.1 CTC 20.9.21)

**4 BPS Facilities Ltd** for upgrade of floodlights at St Martins Church

Company engaged for urgent electrical remedial works which would have been less than £2000. However decision made to upgrade lights at same time as remedial work. Subject of report to Town Council 18.10.21 (minute 60.3 CTC 18.10.21). Although there was a decision to proceed on the basis of a single tender for the upgrade to the lights the words “and to waive financial regulations” were not included in the minute.

Amount £7898.00 +vat.

**5 J S Lee Ltd** for watering and maintenance of hanging baskets and planters (summer 2021)

Amount £6608.00 +vat. Extension of existing supply arrangement, budgeted revenue expenditure.

**6 CDS Ltd** for supply and installation of office door security

Amount £1930.00 +vat

Subject to report to Town Council 16.3.20 (minute 103.2 CTC 16.3.20)

As there were three quotations reported to Town Council, albeit one verbally due to late receipt, it is difficult to understand why this expenditure is considered unlawful, especially as the net expenditure approved is below the £2000 threshold. (Vat is reclaimed and evidence of the claim was provided to Audit Wales).

**7 Elsbury Access Platforms** for installation, de installation, and storage of Christmas Lights

Amount £4758.20 +vat. Extension of existing supply arrangement, budgeted revenue expenditure.

The audit opinion is based on the value of the transactions, whether three tenders were obtained and whether the council made a lawful decision. There is no regard to the practical reality around obtaining tenders, the nature of the work activities involved that dictates a locally based supplier, or the resource implications for the council. For example, the expenditure with Lite for replacement Christmas lights has been cited as unlawful. This despite the fact that there was an approved budget and additional monies vired to replace failed stock, and an explanation that replacement could only be sourced from suppliers with stock as during the pandemic supply chain problems led to limited sources of supply that were quickly exhausted by other customers. This is a purchase where suitable motifs are selected from a catalogue and even in normal circumstances doesn’t lend itself to a tender process.

The audit opinion has significant implications for future processes as it brings into question the extension of any supply contract. Any expenditure in excess of £2000, even if included in the budget, will have to be subject to tender from at least three companies. Existing suppliers will not be able to be extended if the cost is in excess of £2000 and there will have to be a retender every year for the floral arrangements, watering and maintenance of the floral displays, the Christmas lights installation, deinstallation and

storage, as the council works on an annual budget. There was no fireworks display in the 2021-22 financial year and there were no transactions to be interrogated. But there will be supplier contracts that will have to be tendered annually in future due to the costs involved with this event. All this will generate a procurement activity beyond the available staff resource if the current range of activities is to be maintained. There is a time implication to draft specifications, identify suitable suppliers, run a tender exercise, organise tender opening with Members, agree tender evaluation and scoring criteria, undertake a panel assessment, report preparation, all to ensure the Council makes a decision that in the future cannot be challenged as unlawful by Audit Wales. Within the existing 0.7 FTE there is insufficient capacity to take on the procurement work that will now be required in addition to other responsibilities that have been added in the last five years to the Town Clerk / RFO responsibilities. There is the prospect of multiple tender exercises in the immediate future if the council’s programme of activities for 2023/24 is to be maintained and the expenditure to be considered lawful.

There is no date on the Financial Regulations to indicate when they were originally approved but they do go back some years. There may be a case for undertaking a complete review and in light of inflation to consider uplifting the thresholds for the future. However, this will not overcome the fundamental principle that the council should demonstrate how value for money is achieved when procuring goods and services through competitive tendering. To undertake a review of the Financial Regulations will also have a resource requirement.

Members are invited to consider the Certified Annual Return and determine a course of action.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 19 June 2023**

**Community Infrastructure Levy (CIL) Payment 2022/23**

CCBC has notified the Town Council that there will be no CIL payment for 2022/23 in the absence of 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. CIL payments since 2016 total £37,192-45. The current uncommitted balance is £9,990-31.

A meeting of the CIL Working Group will be convened in due course to review projects and use of the available funds.

The report is for information.

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to Town Council 19 June 2023**

**Fireworks Display at Caerphilly Castle 4 November 2023**

A decision on whether the fireworks display will be able to go ahead in 2023 remains pending and is dependent on the availability of the launch sites on the horn work and inside the castle grounds. An update on the position has been requested from Cadw and they have advised that work at the Castle remians ongoing and the launch sites will not be available for November 2023. Due to the lead in times for planning and organisation of the event a decision has to be made now.

Had it been possible for the event to go ahead there would have been another complication arising from the qualified audit opinion reported under agenda item 8.1. To ensure that expenditure would be lawful a full competitive tender process would have been necessary to appoint a fireworks contractor, and possibly other suppliers. This would have added to the pressures to plan and organise the event within the timescale available.

For information the Town Council’s insurer has confirmed separate insurance would be necessary for the fireworks display, but the premium payable can only be advised on receipt of full details of the event.

With other ongoing commitments and the consequences that arise from the audit opinion of ensuring value for money across a number of expenditure areas requiring multiple procurements the Town Council needs to consider whether there are sufficient staff resources to manage the workload effectively if the fireworks display proceeds in future years. The current staff resource equates to 0.7 FTE (Town Clerk / RFO 0.45)

It is recommended that the Town Council confirms the fireworks display will not proceed in 2023 due to the unavailability of the launch sites at Caerphilly Castle.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 19 June 2023**

**Planning Matters**

The following planning applications have been received:

23/0341/HH

Mapledene, 10 Dan y coed, Caerphilly CF83 1HU

Erect two storey rear extension and detached garage

**Agenda Item 10.1**

**Report to Town Council 19 June 2023**

**List of Payments**

**Cheque No Payee In Respect of Amount**

Internet EE Ltd Mobile Phone 25-99

Internet G James Internal Audit 200-00

304193 Van Road Church Grant 500-00

304194 Windsor Road Church Grant 500-00

304195 St Martins Church Grant 500-00

304196 Wesley Methodist Ch Grant 500-00

304197 St Helens RC Church Grant 500-00

304198 St Catherines Church Grant 500-00

304199 Connect Life Church Grant 500-00

304200 Glynderi Bonsai Club Grant 500-00

304201 Caerphilly Floral Society Grant 500-00

304202 Caerphilly Horticultural S Grant 500-00

Internet Bethel Congregational Ch Grant 500-00

Direct Debit Sage Global Services Ltd Payroll software 8-40

Internet BT Broadband service 31-52

Internet HMRC Income tax and NI 452-74

Internet Admin Assistant Salary May 427-49

Internet Town Clerk Salary May 797-88

Direct Debit Nest Pension May 31-17

Internet Zurich Municipal Insurance renewal 1149-22

304203 Aber Valley Wolves RL Grant 400-00

304204 Gwent Police Fun Day Morgan Jones Park 400-00

304205 Caerphilly Comic Con Grant 300-00

304206 M Prew Mayor’s Allowance (1) 225-00

Debit Card Timpson Duplicate office keys 13-50

Internet EE Ltd Mobile Phone 25-99

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 19 June 2023**

**Bank Account Balances**

Bank account balances as at 1 June 2023

 £

Community Direct Plus Account (current account) 123,433-25

Corporate Instant Deposit (operational reserves) 10,701-69

Corporate Instant Deposit (restricted reserves) 9,990-31

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 19 June 2023**

**Applications for Financial Assistance**

Budget 6000

 Commitment 700

 Available 5300

1 Caerphilly and Aber Valley Ministry Area

The application is for financial assistance to support a week of free community events at St Martins Church. The events are taking place 3 to 11 June 2023, details are included in the attachment. The application was received too late for the May meeting and is therefore retrospective. Specifically, the request was to cover the cost of paper (£432) used for promotional brochures. The application states the number of members as 144 with 80 resident in the Town Council area, although the beneficiaries of the week long events may well be higher. In accordance with the policy on financial assistance a grant of £400 could be awarded. The financial assistance expenditure would be authorised under the Local Government Act 1972 section 137.

2 Caerphilly Miners Centre for the Community

The application is for financial assistance to support the weekly Dance 50+ and Seated Dance sessions. The application states that the annual cost of the sessions is £3995 with an income of £2995 and assistance is required to meet the shortfall. It is indicated there are 100 beneficiaries. The organisation has a current bank balance of £6669.23. In accordance with the policy a grant of £400 could be awarded. The financial assistance expenditure would be authorised under the Local Government Act 1972, section 137. A grant of £400 was approved in June 2022 towards the cost of a summer holiday activities scheme for children aged 8 to 12.

**Financial Assistance – Application Form**

**Name of Organisation**

Caerphilly Miners Centre for the Community

**Purpose or Activities of Organisation**

To support the well being of our community, provide leisure and learning activities and celebrate our social heritage.

**Membership of Organisation or Beneficiaries of Activities**

100

**Membership Fees**

£8 per year

**Present Financial Position**

Project accounts show the need for most activities to be subsidised in order to ensure that our services are accessible – especially for older people and children. The bank balance in May 2023 was £6669.23.

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

Our weekly Dance 50+ and Seated Dance sessions are needed to support older people’s mobility, costs £3995, income £2995 pa. It needs a small annual subsidy of £1000 to support around 20 older people. £400 would make a big difference.

3 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 12 members who are resident in the Town Council area. In accordance with the policy a grant of £150 could be awarded. In December 2022 the bank balances were £3528-36. A grant of £150 was awarded in January 2023 which related to the annual exhibition in October 2022. The current application relates to the annual exhibition in June 2023.The date of the annual exhibition has been changed. 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 or Activities of Organisation**

We organise demonstrations and workshops with professional artists for members.

**Membership of Organisation or Beneficiaries of Activities**

12 members

**Membership Fees**

£45

**Present Financial Position**

Account balances of £3528-36 at 31.12.23

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

To support our annual exhibition costs and rent incurred for the week at the Twyn Community Centre.

**Agenda Item 11**

**Report to Town Council 19 June 2023**

**Correspondence**

**11.1 Caerphilly Sports Awards 2023**

An email has been received from CCBC inviting sponsorship at the Caerphilly Sports Awards 2023.

“After the success of our 2022 Caerphilly Sports Awards, where we had VIPs such as Lauren Price, Olympic Gold Medallist and Baroness Tani Grey Thompson in attendance, this year’s date has been set for Friday 10 November 2023. We were extremely grateful for your support last year and I ask if you would be interested in supporting us once again. We are currently seeking sponsorships for our table sponsors which is a cost of £50. Included in this sponsorship is the following:

* Your business featured in the event programme and evening presentation
* Table named after your busin-ess
* Table allocated for business promotional material which will be shared with potential customers such as flyers
* Promotion for your business via social media in the lead up to the event amd on the evening across Caerphilly CBC channels

If table sponsorship is not for you this year or alternatively, you would like to support further, please let me know as there are other ways you can get involved for example through donation of a raffle prize. Any support you can give would be greatly welcomed.”

Last year the Town Council agreed to sponsor a table at a cost of £50 funded from the sponsored events budget. Members need to decide whether to support again in 2023.