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 July 2023

**An Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 17th July 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 19th June 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**

8. **TOWN CLERK’S REPORTS**

 8.1 Q1 Budget Monitoring 2023/24 Financial Year.

 8.2 The Finance and Governance Toolkit for Community and Town Councils –

The Health Check Action Plan Update.

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

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. Vanguard Centre
2. Castle View Community Group

11. **CORRESPONDENCE**

 11.1 Caerphilly Miners Centre - Note of Appreciation

 11.2 Caerphilly Art Society – Note of Thanks

12. **MEMBERS REQUESTS FOR FUTURE REPORTS**

13. **NOTICE OF MOTION SUBMITTED BY COUNCILLOR D ROBERTS**

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 CAERPHILLY TOWN COUNCIL HELD BY MULTI LOCATION ON 19TH JUNE 2023**

**Present:**

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

**Apologies:**

Councillors J Pettit, P Reed, C Elsbury

**In Attendance:**

P G Davy, Town Clerk

**25 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 15TH MAY 2023**

Minutes of the Ordinary Town Council meeting held on 15th May 2023 were received and confirmed and signed by the Town Mayor.

**26 MATTERS ARISING**

Minute 19. The matter had been referred to CCBC and although there had been no reply, it had been noted that work was in progress on site to repair the benches.

**27 COMMUNITY SAFETY MATTERS**

The police were not in attendance but had issued a written report (circulated to Members prior to the meeting) which included the following:

* Continuing ASB in Morgan Jones Park and Churchill Park which is being addressed with increased patrols and assistance from the Community Safety Wardens and mobile CCTV

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**Telephone: Caerphilly 07950 935822**

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

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

* Shoplifting at major retail stores. There is an action plan involving liaison with store managers and crime prevention advice
* Parking issues at Twyn Primary School
* Vehicle crime and interference with vehicles on Castle View Estate
* Homeless issues in town centre appear to have reduced
* Caerphilly Pride event on 24.06.23
* Morgan Jones Park Summer Fun Day 26.08.23

Members requested information be requested from the police in respect of break ins to properties and vehicles on the Kingsmead Estate, and vandalism to vehicles in St Martins Road.

**28 TOWN MAYOR’S DIARY**

The Mayor had attended the Malcolm Uphill Memorial event which involved 120 motorbikes and £600 had been raised for the Falklands Veterans Charity.

The Mayor had toured all the venues involved with the Flower Festival and he commented on the excellent displays.

The Mayor announced his charity for the year will be AP Cymru which supports autistic young people and their families.

**29 ENVIRONMENTAL MATTERS**

Members raised concern about the amount of litter and rubbish around the town and the poor impression this gives to residents and visitors. There is currently no evidence the mini sweeper is cleaning the pavements. There had been a poor response from CCBC to the bins that had been tipped over at the Twyn School.

Specific requests were raised for cleansing of the lane off Rectory Road, and a dog waste bin at Bartlett Street park.

Members requested information on Manchester House, Market Street which is in a poor condition.

The No Mow May initiative resulted in litter hidden in the long grass.

**30 TOWN CLERK’S REPORTS**

1 External Audit Report 2021-22 – Certified Annual Return

The Auditor General for Wales had issued a qualified audit opinion. 7 transactions had been identified where it was considered there was a failure to comply with financial regulations. The Town Clerk outlined the transactions he believed to be at issue. It will be necessary to allocate more resources to competitive tendering to demonstrate value for money. To ensure lawful expenditure immediate action is required in relation to the Christmas Lights for 2023 and the floral displays for 2024.

Following discussion it was resolved:

1 For clarity to request Audit Wales to confirm the 7 transactions referred to in the opinion.

2 To establish a Procurement Advisory Panel consisting of 4 Members (3 Plaid and 1 Labour) to advise and assist the Town Clerk in competitive tendering of contracts. The

authority to award contracts will remain with the Town Council, but otherwise authority is delegated to the Town Clerk to progress matters in consultation with the Advisory Panel.

The Members appointed to the Procurement Advisory Panel are Councillors J Fussell, C Elsbury, P Reed and the Labour representative to be confirmed.

3 It was agreed that the limited staff resources would need to be prioritised to tender the Christmas Lights for 2023, and as soon as time permits to tender for the floral displays for summer 2024.

4 It was agreed to undertake a review of the staff resources in view of the increased workload of the Town Clerk.

2 Community Infrastructure Levy (CIL) Payment 2022/23

It was noted there will be no CIL payment for 2022/23 in the absence of CIL receipts by CCBC. There is currently an uncommitted balance of £9,990-31. A meeting of the CIL Working Group will be convened to review use of the available funds.

3 Fireworks Display at Caerphilly Castle 4 November 2023

Cadw had advised that building works at the Castle are ongoing and the launch sites on the horn work and inside the castle will not be available in November 2023. Had it been possible for the event to proceed it would have been necessary to undertake a competitive tender process to appoint a fireworks contractor. The Town Council confirmed that the fireworks display will not proceed in November 2023.

It was agreed to investigate the possibility of a St Davids Day celebration fireworks display on Saturday 2 March 2024.

**31 PLANNING MATTERS**

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

23/0341/HH – no objections

23/0351/HH – no objections

23/0357/HH – no objections

23/0359/TPO – no objections

23/0361/HH – no objections

23/0366/HH – no objections

23/0368/FULL – no objections

23/0369/ADV – no objections

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

**32 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 Applications for Financial Assistance

Caerphilly and Aber Valley Ministry Area

It was agreed to provide a grant of £400. The financial assistance expenditure is authorised under the Local Government Act 1972 section 137.

Caerphilly Miners Centre for the Community

It was agreed to provide a grant of £400. The financial assistance expenditure is authorised under the Local Government Act 1972 section 137.

Caerphilly Art Society

It was agreed to provide a grant of £150. The financial assistance expenditure is authorised under the Local Government Act 1972 section 137.

**33 CORRESPONDENCE**

Caerphilly Sports Awards 2023

The Town Council agreed to sponsor a table at a cost of £50 funded from the Sponsored Events budget. Members felt it would be appropriate for a representative of the Town Council to be invited by CCBC to attend the event.

**34 MEMBER REQUESTS FOR FUTURE REPORTS**

A request was made for a “Notice of Motion” to be considered at the next Town Council to adopt the Welsh name for the Town Council.

The meeting closed at 7.40 pm

**Agenda Item 8.1**

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

**Q1 Budget Monitoring 2023/24 Financial Year**

Comparison of actual expenditure to annual estimates for the period 1st April 2023 to 30th June 2023.

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q1 Actual £** | **Annual/Estimate £** |
| Mayor’s Allowance | 225.00 | 900.00 |
| Members Allowances | 2288.00 | 2500.00 |
| Training | 0.00 | 1000.00 |
| Staff Costs | 5543.14 | 22811.06 |
| Travelling Expenses | 0 | 500.00 |
| Audit Fees | 200.00 | 600.00 |
| Insurance | 1149.22 | 1500.00 |
| Office Costs | 2995.20 | 11500.00 |
| Sponsored Events | 8100.00 | 17600.00 |
| Floodlighting St Martins Church | 0 | 400.00 |
| Fireworks Display | 0 | 18000.00 |
| Fireworks Charity Donation |  0 | 4000.00 |
| Floral Decorations | 6259.80 | 18000.00 |
| Christmas Lights | 0 | 10000.00 |
| Lantern Parade | 0 | 10000.00 |
| Financial Assistance  | 1650.00 | 6000.00 |
| Sports Scheme | 0 | 9000.00 |
| Newsletter | 0 | 900.00 |
| Elections | 0 | 0 |
| Miscellaneous | 0 | 500.00 |
| VAT | 1561.17 | (included above) |
| CIL Projects |  |  |
| **TOTAL** | 29971.53 | 135711.06 |

 £

Budget 2023/24 135711.06

Actual expenditure to 30.06.23 29971.53

(22% of original estimate)

Members are invited to note the report

**Agenda Item 8.2**

**Report to Town Council 17 July 2023**

**The Finance and Governance Toolkit for Community and Town Councils – The Health Check Action Plan Update**

A report was presented to the Town Council in September 2022 which outlined that the toolkit was to support:

* Review of the financial management, governance and accountability
* Consider how effective these arrangements are and how they might be improved

The Town Clerk had undertaken the health check and this had identified a number of actions for the Town Council, individual Members, and the Town Clerk. The Town Council endorsed the action plan but deferred considering any elements of the Part 2 Self Assessment until the report from Audit Wales on the full audit for 2021-22 had been received (minute 39.3 TC 26.9.22). The Auditor General for Wales has issued a qualified audit opinion for the financial year 2021-22 which was reported to the Town Council in June 2023. In light of this the action plan has been reviewed and updated.

One of the main themes in the toolkit relate to Resources and Financial Management.

“Community and town councils are entrusted with management of public funds and assets. All councils should have appropriate financial governance arrangements in place to ensure the security of these resources and to ensure that they achieve economy, efficiency and effectiveness in the use of those resources”

Additional action points have added (toolkit reference nos E24, E25, E26, E27).

**Action Plan Update**

**A1 A vision and purpose statement has been agreed by the council**

This was left to be determined how to take forward but is yet to be progressed.

**B4 All councillors have a council email address or a separate email address for council business**

Remains outstanding as not all councillors followed the advice.

**B5 All councillors have received training on their role and training needs are regularly reviewed**

A training plan has been agreed and a budget established. A number of councillors have undertaken training modules offered by One Voice Wales. A training record is being maintained. The initiative to pursue further training is with Members.

**B11 All staff have been given a copy of employee code of conduct**

Employee code of conduct approved and issued. Action completed.

**B12 The council has core employment policies in place**

Twenty employment policies had been listed and it was considered that it would be an

administrative burden to prepare Town Council policies that might only be referred to infrequently if ever. As necessary ACAS model policies and procedures would be adopted. No further action required.

**C1 The council has an agreed community engagement strategy**

The Town Council has a website updated on a regular basis with news, events, tender opportunities and statutory notices. An Annual Report is also published on the website. A periodic newsletter is circulated to residents. Any further action may be linked to A1.

**C7 The council has a social media policy published on its website**

There is no staff capacity to maintain a social media presence and no action will be taken to introduce this in the foreseeable future.

**D13 The council produces and approves an annual business plan**

The scope of the Town Council’s activities is limited and there is insufficient staff capacity to prepare an annual business plan. No further action.

**D20 The council has a document retention policy published on its website**

This was identified as an action for the Town Clerk but is a low priority due to other workload pressures.

**D21 The council periodically purges information which it no longer needs to keep**

The last major purge was in 2017/18. A further purge is now due but is a low priority due to other workload pressures.

**D22 The council keeps information disposal records**

This has not been the practice but should be considered as part of D20.

**D23 The council has published an accessibility statement on its website**

Action completed.

**D24 The council has a business continuity plan to help it continue to function should it encounter loss**

The real risk is the sudden long term unavailability of the Town Clerk. Currently there are no contingency plans for business continuity. The Town Council cannot legally function without a Proper Officer and a S151 Responsible Financial Officer. A business continuity plan should be prepared as soon as practical.

**D26 The council has an extant Health and Policy Statement**

The Town Council must provide a safe working environment for employees and other persons affected by its actions including contractors and members of the public. There are also health and safety issues to be addressed at events organised by the Town

Council. The Town Council does address health and safety but there is no documented policy. This was identified as an action for the Town Clerk but is a low priority due to other workload pressures.

**E5 There are documented arrangements for the transfer of documents on change of responsible financial officer**

This was identified as an action for the Town Clerk but is low priority due to other workload pressures. This can be linked to the action required under D24.

**E24 Standing orders are in place specifically for the procurement of the supply of goods, materials, works and services**

The Local Government Act 1972 section 135 requires all councils to make standing orders covering contracts for the supply of goods, materials and the execution of works. The standing orders must make provision to secure competition and to regulate the way in which tenders are invited. Section 135 allows for small contracts to be exempt and to make an exemption in a particular case. The qualified audit opinion has raised questions about the financial regulation relating to contracts and the circumstances in which an existing contract can be extended without further competition. The financial regulations need to be reviewed and updated and should now be added as a further action for the Town Clerk.

**E25 The council reviews procurement thresholds in its standing orders and financial regulations to ensure they remain relevant**

The review of the financial regulations will examine the thresholds, action required by Town Clerk.

**E26 Significant items of expenditure and all contracts are reviewed to ensure compliance with standing orders / financial regulations**

Action has been initiated with the Christmas Lights 2023 and the floral displays 2024 subject to competitive tender. These are high priority actions for the Town Clerk between July and October 2023 to progress the tender procedures.

**E27 Exemptions to the standing orders/ financial regulations are only applied in exceptional circumstances**

Standing orders / financial regulations must be followed as a matter of course, any exceptions are expected to be rare and the reasons for departure should be documented / recorded in the minutes of the council. Action required by Town Clerk to ensure minutes are explicit and record where financial regulations are suspended and the reasons.

Recommendations

1 Members are invited to note the position with the updated Health Check Action Plan, the addition of E24, E25, E26, and E27 to the Action Plan as a consequence of the qualified audit opinion, and the additional workload for the Town Clerk. No timescale

targets have been included in this update as the immediate priorities are focused on ensuring lawful expenditure on Christmas Lights in 2023 (and following two years) and floral displays 2024 (and following two years) through competitive tendering.

2 Progress with the Action Plan is reviewed in 12 months (July 2024)

Phil Davy

Town Clerk

**Agenda Item 9**

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

**Planning Matters**

The following planning applications have been received:

**23/0382/HH**

19 Heol Y Cwm, Watford, Caerphilly CF83 1NN

Erect single storey side and rear extension with associated internal works

**23/0389/HH**

203 Bedwas Road, Caerphilly CF83 3AR

Relocate 2 No car parking spaces

**23/0399/COU**

Brew Monster Brewing Co., 1 Lon y twyn, Caerphilly CF83 1NW

Change the use of brewery yard to permit A3 use (food and drink) on weekends only between the hours of 12.00 and 21.00

**23/0401/HH**

30 Castell Morgraig, Caerphilly CF83 3JH

Erect two storey rear extension

**23/0299/RET**

87 Van Road, Caerphilly CF83 1LA

Retain and complete the erection of single storey rear garage

**23/0334/VCOU**

1 Clos Cae’r Wern, Caerphilly CF83 1SQ

Change the use and convert existing garage into nail salon

**23/0379/RET**

Braeside, Watford Road, Watford, Caerphilly CF83 1NE

Retain and complete the rebuilding of perished existing boundary walls to the front of the property

**23/0436/COU**

Shop Unit, Castle View Shopping Centre, Cae Meillion, Caerphilly CF83 1SN

Change the use of A1 retail store to mixed use retail and tanning salon

**Agenda Item 10.1**

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

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Debit Card | Post Office Ltd | Recorded Delivery | 3.75 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 8.40 |
| Internet | BT | Broadband Service | 31.52 |
| Internet | CCBC | Pride Caerphilly Sponsorship  | 480.00 |
| Internet  | Boverton Nurseries Ltd | Floral Displays | 7511.76 |
| Internet | HMRC | Income Tax & NI | 768.58 |
| Internet | Admin Assistant | Salary (June) | 427.49 |
| Internet | Town Clerk | Salary (June) | 797.48 |
| Direct Debit | NEST | Pension (June) | 31.17 |
| 304207 | Benefice of Eglwysilan & Caerphilly | Grant | 400.00 |
| 304208 | Caerphilly Miners Centre | Grant | 400.00 |
| 304209 | Caerphilly Arts Society | Grant | 150.00 |
| Internet | CCBC | Sponsorship Food Festival | 600.00 |
| Internet | Digital Systems UK | Printing | 44.60 |
| Debit Card |  Zoom Video Communications Inc | Annual Subscription  | 143.88 |
| Internet | Twyn Community Centre | Rent & Room Hire | 984.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

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

**Bank Account Balances**

Bank account balances as at 1st July 2023

 £

Community Direct Plus Account (current account) 110,566.63

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 17 July 2023**

**Applications for Financial Assistance**

 Budget 6000

 Commitment 1650

 Available 4350

1 VAN guard Centre

The application is for financial assistance to assist with the cost of staging the David Hawthorn Memorial Gala Concert, specifically the travel costs of choir and artists at £450 and refreshments for performers. The number of beneficiaries is given as 50. 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. The VAN guard Centre had a grant of £150 in June 2018.

**Financial Assistance – Application Form**

**Name of Organisation**

The VAN guard Centre, Van Road URC, Caerphilly CF83 1JZ

**Purpose or Activities of Organisation**

To provide our facilities for the benefit of the community eg concerts, events, and room rental for local groups

**Membership of Organisation or Beneficiaries of Activities**

Open to all in the Town Council area. Concerts attract about 50 people. Group bookings average 12 to 40+.

**Membership Fees**

Not applicable

**Present Financial Position**

In April 2023 the bank account had a balance of £8574-22.

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

To assist with the cost of staging the David Hawthorn Memorial Gala Concert. Travelling cost of choir and artists £450. Pre and post concert refreshments available to performers.

2 Castle View Community Group

The application is for financial support to continue maintaining and improving the pond area on the Castle View estate, including the cost of the public liability insurance to enable volunteers to work safely on the site. A grant of £250 is requested. The insurance premium for 2023 was £100-40. The beneficiaries are residents of the estate. Volunteers

and attendees at events vary from 5 to 150. In accordance with the policy on financial assistance a grant of £250 could be awarded. The financial assistance expenditure would be authorised under the Local Government Act 1972 section 137. The Castle View Community Group had a grant of £250 in May 2022.

**Financial Assistance – Application Form**

**Name of Organisation**

Castle View Community Group

**Purpose or Activities of Organisation**

To improve and maintain the Pond Area on Castle View Estate

**Membership of Organisation or Beneficiaries of Activities**

The group is open to the entire estate. No membership is required as all are welcome, and the volunteers and attendees can vary from 5 to 150 depending on the event.

**Membership Fees**

Not applicable

**Present Financial Position**

In April 2023 the bank account had a balance of £790-52

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

To continue to maintain and improve the Pond area and to fund a payment of Public Liability insurance to enable volunteers to work safely on the site. A grant of £250 is requested.

**Agenda Item 11**

**Report to Town Council 17 July 2023**

**Correspondence**

11.1 Caerphilly Miners Centre – Note of Appreciation

“I just wanted to drop you a quick note on behalf of the Miners Centre to express our thanks for the recent grant of £400 from the Town Council. It will help us to continue with one of our most popular activities the Dance 50+ and Seated Dance classes that we run every Monday.

Once again many thanks for the generous grant and we will also express our thanks to the Council on our Facebook account.

I have banked the cheque today and posted the receipt back.

Anthony Bending, Finance Officer, Caerphilly Miners Centre for the Community

28.6.23”

11.2 Caerphilly Art Society – Note of Thanks

“Thank you so much for the cheque, we are all very grateful to the Council for your support and help over the years.

Julie Matthews, Secretary”

**Agenda Item 13**

**Report to Town Council 17 July 2003**

**Notice of Motion**

The following notice of motion has been submitted by Councillor D Roberts:

“My motion is to use the Welsh spelling “Caerffili” in the title of the Town Council. We would be Caerffili Town Council or Cyngor Dref Caerffili. I have no wish to make anything else that doesn’t need to be either Welsh or Bilingual”

For Information:

Currently the Town and Community Council sector is under no legal obligation to conduct business bilingually. The Town Council does have a bilingual letterhead which uses both “Caerphilly” and “Caerffili”. There is a Welsh language version of the website but this has not been satisfactorily maintained due to lack of resources. The newsletter is published in bilingual form. The Town Council logo has the names “Cyngor Dref Caerffili” and “Caerffili Town Council”. The email address and website use the English spelling of Caerphilly.

caerphillytowncouncil@outlook.com

[www.caerphillytowncouncil.co.uk](http://www.caerphillytowncouncil.co.uk)