**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 18th SEPTEMBER 2023**

**Present:**

Councillor P J Bevan, M Downes, C Elsbury, J Grenfell, S Kent, C Lewis, M Prew, D Roberts

**Apologies:**

Councillor J Fussell, A Broughton Pettit, J Pettit, P Reed

**In Attendance:**

L Gibbs, Gwent Police

P G Davy, Town Clerk

**46 MINUTES OF THE ORDINARY MEETING OF TOWN COUNCIL HELD ON 17TH JULY 2023**

Minutes of the Ordinary Town Council meeting held on 17 July 2023 were received and confirmed and signed by the Town Mayor.

**47 MATTERS ARISING**

Minute 39 The results of the Wales in Bloom had been announced. There were two Silver Gilt awards, one to Friends of Morgan Jones Allotments, and one to Caerffili yn ei Blodau “Large Town Category. All the other entries were under the “Its Your Neighbourhood” category. Caerffili Miners Centre achieved a National Certificate of Distinction, a level 5 award. All other entrants Catle View Residents Association, St Martins and St Andrews Church, Friends of Morgan Jones Allotments, Caerffili Railway Station and U3A Gardening Group received level 4 awards. The Town Council recorded congratulations to all those taking part and thanks to Councillor J Fussell for organising and coordinating the entries.

**Address: The "Twyn Community Centre The Twyn Caerphilly CF83 IJL**

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

**48 COMMUNITY SAFETY MATTERS**

Gwent Police had provided a written report which had been circulated to Members. The current main issues were:

* Homelessness, Community Protection Warnings are in place.
* Shoplifting at all the major stores including Castle Court and Gallagher Retail Park
* ASB at Morgan Jones Park, Asda / Starbucks store and car park, derelict building Pentrebane Street and Beechtree View

Regular patrols are in place for Asda store and car park, Castle Court Shopping Centre and Morgan Jones Park.

Around 200 people attended the Morgan Jones Park Summer Fun Day on 26 August.

The footbridge over the railway had been closed for repairs but the barriers were being removed and the bridge was still being used. CCBC to be requested for information on programme for repairs and time the bridge will be closed.

There had been vandalism damage to parked cars in Dol y Felin Street and there had been a road traffic accident at the Piccadilly. Gwent Police were requested to provide an update.

Gwent Police provided an explanation of how they respond to calls about shoplifting. While there had been an increase it was not to the same extend as larger towns and cities.

**49 TOWN MAYOR’S DIARY**

The Town Mayor had attended a number of events over the summer:

* Caerphilly Ladies Football Tournament at Virginia Park
* A charity event with the Redwood City band
* Megaday which was expected to raise around £20000 for Velindre Hospital
* Caerphilly Bowling Club 80th birthday
* Started the Castle to Castle Fun Run
* Attendance at the Tour of Britain

**50 ENVIRONMENTAL MATTERS**

Concern was raised about the difficulty of getting information from CCBC about cleansing arrangements in the town. It was noted that a mini sweeper had been re- introduced.

**51 TOWN CLERK’S REPORTS**

1 Tender for the installation, removal, and storage of Christmas Lights

Two tenders had been received. There was a price difference of 215% between the two tenders and the company submitting the higher price had failed to supply all the information requested. The company with the lowest price had also tendered the supply

of a Christmas Tree. It was noted that lamp post WT922 in the Twyn car park will be

removed from the contract as this column was required for the installation of the free

wi fi in the town centre.

It was resolved:

1 To award the tender for the installation, removal, and storage of the Christmas Lights to Elsbury Access Platforms in the sum of £4771-80 +vat for 2023 which includes for 9 motifs on Crescent Road, and with the option to extend for a further two years (2024 and 2025).

2 That the contract should include the supply, erection, and removal of a 25ft Christmas Tree at an additional cost pf £1580 for 2023.

3 To note the call out charge of £65 for the first hour and £35 per hour thereafter was additional to the tender sum in recommendation 1.

2 Financial Regulations

Community and Town Councils are entrusted with the 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.

The financial regulations have been comprehensively reviewed and in light of inflation since they were adopted in 2011 procurement thresholds have been raised.

It was resolved to adopt the updated Financial Regulations and to publish them on the website.

3 Health and Safety Policy Statement

The Town Council has an overall responsibility for health and safety as a corporate body. The application of The Finance and Governance Toolkit Health Check had identified the absence of a Policy Statement.

It was resolved to adopt the Health and Safety Policy Statement and publish on the website.

4 Business Continuity Plan

The application of The Finance and Governance Toolkit Health Check had identified the absence of a Business Continuity Plan. The Town Council does not deliver any direct services and therefore any disruption by whatever cause will have minimal impact on the public. The biggest risk to business continuity is the non availability of the Town Clerk due to an unplanned extended period of absence. The Town Council is unable to legally fulfil its responsibilities as a public body without a Proper Officer and S151 Responsible Financial Officer, both statutory functions performed by the Town Clerk.

It was resolved to adopt the Business Continuity Plan and publish on the website.

5 Document Retention and Disposal Policy

File records are created and maintained in electronic and paper form. However information should only be retained where it is essential and for the correct amount of time. The application of The Finance and Governance Toolkit Health Check has identified the absence of a Policy Statement.

It was resolved to adopt the Document Retention and Disposal Policy and publish on the website.

**52 PLANNING MATTERS**

A list of all the planning applications received since the last Town Council in July 2023 was included in the agenda as confirmation of consultation by the Local Planning Authority. The applications are now circulated as soon as received on an individual basis from CCBC and it is for Members to identify any matters they wish to raise before the expiry of the 21 day consultation period.

It was resolved to object to application 23/0606/COU as the proposal for the HMO was considered unsuitable for the terrace property and would have an adverse effect on the residential amenity of the area.

**53 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted

3 Applications for Financial Assistance

Eisteddfod y Cymoedd

It was agreed to provide a grant of £400. The financial assistance expenditure is authorised under the Local Government Act 1972, section 145.

**54 CORRESPONDENCE**

A letter from Plaid Cymru Caerffili Branch had raised issues concerning the Caerffili 2035 Plan. It was agreed to inform CCBC that the Town Council supported the views expressed in the letter. Councillor C Lewis did not support this action and requested this was recorded.

**55 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.35 pm.