**C Y N G O R T R E F C A E R F F I L I**

**C A E R F F I L I T O W N C O U N C I L**

**CLERC Y DREF: MAER Y DREF:**

**TOWN CLERK: TOWN MAYOR:**

**P G Davy Cllr M Prew**

9th October 2023

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 16th October 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

Prior to the start of the meeting P Hudson, Business Enterprise and Renewal Team Manager, and J Hillier Raikes, Town Centre Manager from CCBC will attend to discuss engagement with the business community.

**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 18th September 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: Twyn Community Centre The Twyn Caerffili CF83 IJL**

**Telephone: 07950 935822**

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

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

8 **TOWN CLERK’S REPORTS**

8.1 Tender Summer Floral Displays 2024

8.2 CIL / Events Working Group.

 8.3 Q2 Budget Monitoring 2023 – 24 Financial Year.

 8.4 External Audit Report 2022 – 23.

 9. **PLANNING MATTERS**

10. **PAYMENTS 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

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 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 Castle 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.

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**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 extent 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 of £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.

**Agenda Item 8.1**

**Report to Town Council 16 October 2023**

**Tender for the supply of summer floral displays (2024)**

The tender opportunity was posted on the website and alerts sent to nine companies on 1 August 2023. The contract will be awarded for the summer of 2024 with the option to extend a further two years (2024 and 2025). The closing date for the return of tenders was 29 August 2023. The tenders received were opened by the Town Clerk but due to unforeseen circumstances only one tender was witnessed by Councillor P Reed.

The tender evaluation process was pre determined and had been set out in the tender document so those submitting bids would be aware how they would be assessed.

The evaluation comprises three stages:

 Stage 1 – Compliance (pass / fail)

 Stage 2 – Quality (50%)

 Stage 3 – Price (50%)

Two tenders were received from South Wales businesses.

 Company A

 Company B

Stage 1 Compliance

Company A did not submit all the information requested but this was less critical information to the quality / price evaluation. Company B had submitted all the information requested and this was therefore a fully compliant tender.

Stage 3 Price

The tender sum is made up of the Core Service Requirements (the planting of 75 hanging baskets, 57 rail planters, and 3 three tier fountains) and Additional Items Turnkey Proposal. The Town Council invited interest from suppliers who could offer the complete turnkey solution of growing, planting, erecting, watering and maintaining and removing. This would simplify matters for the Town Council in only having to deal with one supplier. Company A did not tender for the turnkey proposal only the supply of the planted containers. Company B submitted a tender for both the core service and the turnkey proposal. To ensure a like for like comparison the price evaluation is based on the core service.

The comparable tender sums are, excluding vat:

 Company A £6900-50

 Company B £5600-00

The basis on which the tender prices would be scored was set out in the tender document:

“For the Tender sum the Tenderer with the most competitive price will receive the

maximum points available (50 points). Each remaining Tenderer’s price will be awarded a score based on the percentage difference between their price and that of the most competitive price. Tenderer’s will not be awarded negative scores and if this should arise will be awarded 0 points.”

Applying this methodology Company B is awarded 50 points. Based on the percentage difference of 23% Company A is awarded 39 points.

Stage 2 Quality

The following factors have been taken into account in the Quality Assessment:

* Company B has submitted a fully compliant tender whereas Company A had some missing bits of information
* Company A provided more in depth information about growing of the plants and quality control, although the structure of the information could have been better organised. Where the information was more comprehensive Company A gain a higher score than Company B
* Company A did not price for the turnkey option whereas Company B did. There are real benefits in only dealing with one contractor for the supply of plants and the ongoing watering and maintenance. Company B therefore gain a higher score on programme management and Company A lose marks as they are only supplying the plants and the delivery date was qualified
* Neither Company score a 10 on any quality element as this is only applied where the submission is outstanding
* Points awarded follow the scoring system that was outlined in the tender documentation

The points awarded for the Quality Assessment are:

 Company A Company B

1 Mobilisation 8 5

2 Health and Safety 8 5

3 Risk Management 5 5

4 Quality Control 8 5

5 Programme Management 3 8

Total 32 28

Conclusion

The aggregate score for Company A is 71 and for Company B is 78. The updated financial regulations adopted at the Town Council in September 2023 require that for contracts in excess of £5000 three tenders are required to evidence that value for money is being obtained. However financial regulation 11.9 states:

“If less than three tenders are received for contracts valued at exceeding £5000, or if all

the tenders are identical (if based solely on price) the council may make such arrangements as it thinks for the procuring the goods or materials or executing the works.”

Company B has offered a more competitive price for the plants and has tendered for the turnkey solution. The cost of the watering and maintenance of the baskets and planters is £8400 which compares with £8544 in the current year. There is a benefit in one contractor being responsible for all aspects of the floral displays as this avoids conflicts that can arise when different contractors are involved. Notwithstanding that Company A has a higher score on the quality assessment than Company B it is the overall assessment based on price and quality that should determine the outcome.

Recommendations

1 That the tender for the summer floral displays in 2024 is awarded to Company B, J S Lee Services Ltd for the turnkey proposal at a total cost of £14000 ex vat and with the option to extend for a further two years (2025 and 2026).

2 The continuation of the contract for 2025 and 2026 will be dependent on the quality of the floral displays supplied and maintained in 2024 and any uplift in costs due to inflation will be negotiated based on CPI in the preceding September for the relevant year.

Phil Davy

Town Clerk

**Agenda Item 8.2**

**Report to Town Council 16 October 2023**

**CIL / Events Working Group**

The notes of the above Working Group held on 11 September 2023 are appended.

The Working Group agreed to make the following recommendations to the Town Council:

1 To obtain information on the frequency of emptying the remaining floor mounted waste bins in conjunction with the town centre audit. (Note the Town Centre Manager is due to attend the October meeting when this matter can be raised.)

2 To further consider whether there are any hotspots within the town centre where extra floor mounted bins could be placed.

3 No other previously identified potential CIL projects are to be taken forward unless initiated by third parties.

4 Due to the size of attendance at the 2022 Christmas Lights switch on event and the crowd spilling out from The Twyn onto Cardiff Road to scale back the entertainment to limit numbers attending. (Note at time of preparation of the report three primary schools had confirmed attendance at the event which would provide about 20 minutes entertainment).

5 If the fireworks display at Caerphilly Castle is unable to take place again in 2024 an alternative location should not be pursued as this has previously been ruled out due to practical and safety considerations.

6 To note that a tender procurement process will be required for the fireworks display when the event next takes place.

7 The budget estimates for 2024/25 should take into account the additional sponsored events in order that there can be continuing support.

Phil Davy

Town Clerk

**Notes of CIL / Events Working Group held on 11 September 2023 by remote access**

**Present:**

Councillor P J Bevan, M Downes, C Elsbury, J Fussell, S Kent, C Lewis, M Prew

**In Attendance:**

P G Davy, Town Clerk

CIL

1 The budget estimates for 2023/24 had included a £1000 CIL income. However CCBC has confirmed that no payment is due in this financial year. The uncommitted CIL balance is £9990.

2 The post mounted limited capacity waste bins in Cardiff Road had been removed following concerns raised by the Town Council about overflowing litter onto the pavement. It had been agreed not to replace these but to consider additional floor mounted bins. There are a number of existing floor mounted bins in Cardiff Road and concerns were raised about the frequency of emptying. This would be raised in conjunction with the audit carried out by the Town Centre Manager. Members were to consider if there were any particular hotspots in the town centre where an extra bin might be useful.

3 The proposed EV charge point in the car park at Caerphilly Miners was a project that should be initiated by the CM management. If a formal approach for financial support was received this could be considered for CIL subject to views of CCBC.

4 The proposal for safety security fencing to the Castle Moat should not be pursued by the Town Council. If considered a health and safety requirement this would have to be undertaken by CCBC / Cadw.

5 A causeway across the Castle lake is an aspiration. If this gained momentum a funding contribution from CIL was a possibility.

Events

6 The Christmas Lights switch on event in 2022 had attracted the largest attendance ever (estimated at 1000) and while the event had been very successful there had been concerns about the crowd spilling out onto Cardiff Road and whether there had been sufficient stewards to manage the event. The entertainment programme had been around 2 hours involving both schools and community choirs and therefore involving a large number of performers. The CCBC ESAG had requested attendance at a meeting to discuss the event. A request had been made for notification of any particular issues of concern. Arising from the discussion it was agreed to recommend to the Town Council to scale back the entertainment which would limit numbers attending.

7 A tender report on the Christmas Lights was on the agenda for the Town Council on 18 September 2023. This also included a recommendation about the procurement of the Christmas Tree in 2023.

8 The Town Clerk outlined the planning to date for the Christmas Lights Switch On:

* Twyn Community Centre booked
* Event Notification Form sent to CCBC
* Medical request cover submitted to St John Ambulance
* Application for road closure submitted to CCBC
* PA System / Shelter booked
* Order placed for crowd barriers
* Five primary schools contacted re performing at event

Three primary schools had responded confirming attendance. This would provide approximately 30 minutes entertainment before the switch on.

9 CCBC had notified the Town Council that they have identified lighting column WT922 located in the Twyn car park as suitable for equipment required for the free wifi in the town centre. It will not therefore be available for a Christmas figurine and will need to be deleted from the Christmas Lights contract.

10 In addition to the sponsored events that had been agreed in January 2023 the following had also been provided with financial support:

* Menter Iaith
* Gwent Police Fun Day at Morgan Jones Park
* CCBC Pride Caerphilly
* Sports Awards

The budget estimates for 2024/25 will take account of provision for continued support for these events.

11 The floral displays for 2024 have been the subject of a tender and will be reported to the Town Council at the October meeting.

12 There is some uncertainty about whether the fireworks display will be possible at the Castle in 2024 and a suggestion had been made to consider an alternative site. This has been considered in the past and ruled out for practical and safety reasons. The USP is the fact the display takes place over the Castle. It was agreed to recommend to the Town Council that if the fireworks cannot take place at the Castle an alternative site should not be pursued.

13 The fireworks display will need to be subject to a tender process if the event proceeds in 2024. The 4 year absence will mean the event planning will be more onerous. The Town Council resource capacity is an issue that has yet to be discussed. Any additional resources should be considered during the preparation of the estimates.

14 The budget estimates for 2024/25 will be reported to the November meeting of the Town Council.

The Working Group ended at 7.45pm

**Agenda Item 8.3**

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

**Q2 Budget Monitoring 2023/24 Financial Year**

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

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q2 Actual £** | **Annual/Estimate £** |
| Mayor’s Allowance | 450.00 | 900.00 |
| Members Allowances | 2288.00 | 2500.00 |
| Training | 0.00 | 1000.00 |
| Staff Costs | 11168.14 | 22811.06 |
| Travelling Expenses | 0 | 500.00 |
| Audit Fees | 200.00 | 600.00 |
| Insurance | 1149.22 | 1500.00 |
| Office Costs | 2447.54 | 11500.00 |
| Sponsored Events | 12285.00 | 17600.00 |
| Floodlighting St Martins Church | 0 | 400.00 |
| Fireworks Display | 0 | 18000.00 |
| Fireworks Charity Donation |  0 | 4000.00 |
| Floral Displays | 14803.80 | 18000.00 |
| Christmas Lights | 447.01 | 10000.00 |
| Lantern Parade | 0 | 10000.00 |
| Financial Assistance  | 2700.00 | 6000.00 |
| Sports Scheme | 0 | 9000.00 |
| Newsletter | 805.00 | 900.00 |
| Elections | 0 | 0 |
| Miscellaneous | 124.99 | 500.00 |
| VAT | 3326.57 | (included above) |
| CIL Projects |  |  |
| **TOTAL** | 52195.27 | 135711.06 |

 £

Budget 2023/24 135711.06

Actual expenditure to 30.09.23 52195.27

(38% of original estimate)

Members to note the report

**Agenda Item 8.4**

**Report to Town Council 16 October 2023**

**External Audit Report 2022-23**

The external audit of the Annual Return for the year ending 31 March 2023 has been completed by Audit Wales. The Auditor General for Wales has issued an unqualified audit opinion.

“On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

* has not been prepared in accordance with proper practices;
* that relevant legislative and regulatory requirements have not been met;
* is not consistent with the Council’s governance arrangements; and
* that the Council does not have proper arrangements in place to secure economy, efficiency, and effectiveness in its use of resources.”

Attention has been drawn to a typographical error on line 12 Fixed Assets. The value of assets should state £85,505 and not £8,550. This does not affect the audit opinion, but Audit Wales has recommended:

“The Council checks the consistency and arithmetic accuracy of the Accounting Statement before it approves the annual return.”

The error occurred when information was being transferred from a working draft to the final submission copy of the annual return.

A copy of the Certified Annual Return together with full text of the Auditor General’s report and opinion is separately circulated with the agenda papers.

The Notice of Conclusion of Audit and Right to Inspect has been published on the website and noticeboard together with a copy of the Certified Annual Return and Audit Opinion.

It is recommended that the Town Council approves and accepts the Certified Annual Return.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council – 16 October 2023**

**Planning Matters**

This is a list of all planning applications received since the last Town Council meeting in September 2023. The applications were circulated to Members as soon as received from CCBC but no comments have been made on any of the applications. They are included on the agenda as confirmation of consultation by the Local Planning Authority. No further discussion is required as in most cases the deadline for any response has already passed.

**23/0608/FULL 10 Caerbragdy, Caerphilly, CF83 3AL**

Erect rear extension and garage

**23/0381/OUT Workshop, 76 Bedwas Road, Caerphilly**

Demolish the existing disused coach house to the rear of the site and erect two bedroom residential dwelling

**23/0619/HH 224 Bedwas Road, Caerphilly CF83 3AW**

Erect a single storey extension to the side of the property, enclosing the existing porch area, and updating existing extension

**23/0615/HH Newgale House, 45 Mountain Road, Caerphilly CF83 1HH**

Convert loft and erect rear dormer to accommodate two extra bedroomswith a shared bathroom facility

**23/0631/CLPU 40 Princes Avenue, Caerphilly, CF83 1HS**

Obtain a Lawful Development Certificate for proposed rear single storey infill extension with flat roof

**23/0659/FULL 8-10 North View Terrace, Caerphilly CF83 1PE**

Amend single storey extension to rear, to replace extension as approval 21/0738/COU

**Agenda Item 10.1**

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

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | EE Ltd | Mobile Phone | 11.12 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 9.60 |
| Direct Debit | BT | Broadband Service | 31.52 |
| Internet | HMRC | Income Tax & NI | 610.46 |
| Internet | Admin Assistant | Salary (September) | 427.49 |
| Internet | Town Clerk | Salary (September) | 797.88 |
| Direct Debit | NEST | Pension (September) | 31.17 |
| 304213 | Eisteddfod y Cymoedd | Grant | 400.00 |
| Debit Card | Marks & Spencer | Flowers | 35.00 |
| 304214 | M Prew | Mayors Allowance Q2 | 225.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

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

**Bank Account Balances**

Bank account balances as at 1st October 2023

 **£**

Community Direct Plus Account (current account) 136,745.21

Corporate Instant Deposit (operational reserves) 10,701.69

Corporate Instant Deposit (restricted reserves) 9,990.31

Members to note the information.