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

C A E R P H I L L Y T O W N C O U N C I L

**CLERC Y TREF: MAER Y TREF:**

**TOWN CLERK: TOWN MAYOR:**

**P G Davy Cllr M Prew**

8th April 2024

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 15th April 2024** 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 18th March 2024. .

4. Matters arising from the Minutes if not covered by the Agenda.

5. **COMMUNITY SAFETY MATTERS**

6. **TOWN MAYOR’S ANNOUNCEMENTS**

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 Q4 Budget Monitoring 2023/24 Financial Year.

 8.2 Budget Outturn 2023/24.

 8.3 Annual Report 2023/24.

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 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 TREF: MAER Y TREF:**

**TOWN CLERK: TOWN MAYOR:**

**P G Davy Cllr M Prew**

**MINUTES OF THE ORDINARY MEETING OF THE CAERPHILLY TOWN COUNCIL HELD BY MULTI LOCATION ON 18TH MARCH 2024**

**Present:**

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

**Apologies:**

Councillor M Prew, C Elsbury

**In Attendance:**

P G Davy, Town Clerk

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

**100 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 19TH FEBRUARY 2024**

Minutes of the Ordinary Town Council Meeting held on 19 February 2024 were received and confirmed and signed by the Mayor when practical.

**101 MATTERS ARISING**

Minute 91 Homeless individuals were using the shop doorway at 69/71 Cardiff Road. Police had advised the installation of a roller shutter security screen.

Minute 94.2.3 CCBC will not support a full day closure of the Twyn car park for the Christmas Lights switch on event on 15.11.24. Car park can only be closed from 5.00pm to 8.30pm, the same as previous years. Event will therefore have to remain in the location in front of the Twyn community centre.

**Address: Twyn Community Centre The Twyn Caerffili CF83 IJL**

**Telephone: 07950 935822**

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

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

**102 COMMUNITY SAFETY MATTERS**

 Gwent Police were not in attendance and no written report had been received.

**103 TOWN MAYOR’S ANNOUNCEMENTS**

An invitation had been received to the official opening of Ffos Caerffili but this had been postponed to April.

**104 ENVIRONMENTAL MATTERS**

Concern was raised at the poor condition of many roads in the town and the failure rate of patched potholes requiring further repair. A response from CCBC to the issue raised at the last meeting regarding the number of potholes on Crescent Road was still awaited.

**105 TOWN CLERK’S REPORTS**

1 Newsletter

The draft newsletter was approved and the quotation of £398-00 for printing and £468-00 for distribution was accepted. The expenditure will be incurred in the new financial year and a budget of £900 has been approved. Expenditure is authorised under the Local Government Act 1972, section 142. It was agreed that Members should submit suggestions for topics to be included in a future newsletter.

2 Policy on Financial Assistance

The maximum levels of grant were set when the policy was approved in March 2019. In view of inflation over the last 5 years it was agreed to increase the maximum levels as below:

Tiered Structure

 Existing £ New £

Less than 15 members up to 150 up to 200

16 to 40 members up to 250 up to 300

41 members up to 400 up to 500

Local organisations with more than £10,000 bank balance will not normally be considered for a grant. (No change).

Where the application relates to major capital expenditure (eg building project) a higher level of grant may be considered but not exceeding a maximum of £1500 (existing £1000) and in this case the bank balance threshold will be disregarded.

Wales wide organisations will receive a maximum grant award of £150 (existing £100).

The new monetary amounts will be effective for grant applications received after 1st April 2024.

The current policy in respect of donations was reaffirmed, that other than the Mayor’s

charity, donations are not routinely made, and charities / organisations requesting a donation are referred to the policy on financial assistance.

3 Town Councillor Allowances for 2024/25

The Independent Remuneration Panel for Wales (IRPW) has set out the Determinations on the 2024/25 allowances, mandatory and optional, for town and community councils.

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 2024/25 as determined by the Independent Remuneration Panel for Wales.

2 The extra costs payments be paid as a single lump sum of £208 in April 2024.

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 for 2024/25 as budgeted (paid quarterly).

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.

 **106 PLANNING MATTERS**

A list of all the planning applications received since the last Town Council in February 2024 was included on the agenda as confirmation of consultation by the Local Planning Authority. The applications are circulated as soon as received from CCBC on an individual basis and it is for Members to identify any matters they wish to raise before the expiry of the 21 day consultation period. No comments have been made on any of the applications listed.

Councillor J Fussell declared an interest.

Councillor S Kent declared an interest in application 24/0128/RET.

**107 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 Applications for Financial Assistance

 1 The Aloud Charity

A grant of £150 was approved. Expenditure authorised under the Local Government Act 1972, section 137.

2 Caerphilly and District Twinning Association

A grant of £400 was approved. Expenditure authorised under the Local Government Act 1972, section 137.

Councillor P J Bevan declared an interest and took no part in the discussion or decision.

**108 CORRESPONDENCE**

1 Free Portrait of His Majesty the King

It was agreed not to take up the offer as the Town Council has no suitable location where the portrait could be displayed.

2 Caerphilly Rugby Club Roof

It was agreed to provide a letter of support for the Rugby Club application to the Community Ownership Fund to secure grant funding towards the roof repairs.

Councillors P J Bevan, M Downes, and J Grenfell declared an interest.

**109 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.10 pm.

**Agenda Item 8.1**

**Report to Town Council 15th April 2024**

**Q4 Budget Monitoring 2023/24 Financial Year**

Comparison of actual expenditure to annual estimates for the period 1st April 2023 to 31st March 2024.

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q4 Actual £** | **Annual/Estimate £** |
| Mayor’s Allowance | 900.00 | 900.00 |
| Members Allowances | 2288.00 | 2500.00 |
| Training | 0.00 | 1000.00 |
| Staff Costs | 23912.34 | 22811.06 |
| Travelling Expenses | 41.68 | 500.00 |
| Audit Fees | 455.00 | 600.00 |
| Insurance | 1149.22 | 1500.00 |
| Office Costs | 6630.89 | 11500.00 |
| Sponsored Events | 14038.24 | 17600.00 |
| Floodlighting St Martins Church | 126.52 | 400.00 |
| Fireworks Display | 0 | 18000.00 |
| Fireworks Charity Donation |  2000.00 | 4000.00 |
| Floral Displays | 14803.80 | 18000.00 |
| Christmas Lights | 8291.39 | 10000.00 |
| Lantern Parade | 11000.00 | 10000.00 |
| Financial Assistance  | 3400.00 | 6000.00 |
| Sports Scheme | 5000.00 | 9000.00 |
| Newsletter | 805.00 | 900.00 |
| Elections | 0 | 0 |
| Miscellaneous | 164.99 | 500.00 |
| VAT | 5174.89 | (included above) |
| CIL Projects |  |  |
| **TOTAL** | 100181.96 | 135711.06 |

 £

Budget 135711.06

Actual expenditure to 31.03.24 100181.96

(74% of original estimate)

Members to note the report

**Agenda Item 8.2**

**Report to Town Council 15 April 2024**

**Budget Outturn 2023/24**

The budget for 2023/24 was approved by the Town Council in November 2022. Activities / events have returned to normal following the pandemic. The most notable exception is the absence of the fireworks display for a fourth year due to the ongoing building and conservation works at the Castle resulting in the non availability of the launch sites.

The original estimate of income was £108,557-00. Actual income was lower at £103,574-16 reflecting there was no fireworks display income (sponsorship and street collection), no CIL receipts, and lower VAT reclaim.

The original estimate of expenditure was £135,711-06. This was revised in November 2023 to £115,827-30 to reflect the saving on the fireworks display. The outturn expenditure was £100,181-96 representing 86% of the revised estimate. The result is that income has covered the expenditure with no call on the balances. The Town Council approved the production and distribution of a newsletter in March 2024. The costs will be met in the new financial year.

The balances at 31st March 2024 are summarised as follows:

 £

Community Direct Plus Account 88283-52

Corporate Instant Deposit (operational reserves) 10777-87

Corporate Instant Deposit (restricted reserves) 10061-42

Total 109122-81

Funds held in the current account at end of March 2024 reflect savings that have accrued 2020 to 2024 as a result of curtailed activities. It has been the practice to ensure there is a minimum of £20,000 in the current account at year end 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. In view of the amount of money held in the current account Members may wish to consider transferring some into the Corporate Instant Deposit (operational reserves) which is an interest account. Alternatively, funds could be placed in a one or two year fixed interest rate bond (£10,000 to £50,000). The exact amount should have due regard for the budget estimates for 2024/25 which include a call on the balances. The main consideration is between instant access to the funds or time limited access to gain higher interest.

Reserved creditors are not applied to the accounts and therefore any late invoices will have to be paid in the 2024/25 financial year.

The healthy position with the balances which has been due to the circumstances prevailing since 2020 has meant that the precept has not increased for five years. When the original budget for 2023/24 was approved this was on the basis that £27,154 would be required from balances to achieve a balanced budget to enable the precept to be maintained at

£15-50. 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. As outlined there has been no call on balances in 2023/24.

There have been no acquisitions or write offs during the year and the asset value remains unchanged at £86,465.

The Annual Return is in preparation and following completion of the internal audit will be reported to the Town Council in May 2024.

Members are invited to note the financial outturn position for 2023/24.

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to Town Council 15 April 2024**

**Annual Report 2023/24**

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 the financial year, to prepare and publish an annual report about the council’s priorities, activities and achievements over the previous year. The report for the financial 2023/24 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 2023/24 – Caerphilly Town Council**

**Council Organisation**

The Town council covers 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. The last elections were held in May 2022 and the next elections will be held in May 2027. Contact details for Town Councillors can be found on the website. 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 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 make recommendations to the Town Council when decisions are required.

Anyone wishing to contact the Town Council can do o 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

 Telephone: 07950935822

**Financial Information**

The budget for 2023/24 was approved by the Town Council in November 2022. Activities / events have returned to normal following the pandemic. The most notable exception is the absence of the fireworks display for a fourth year due to the ongoing building and conservation works at the Castle resulting in the non availability of the launch sites.

Income of £103,574 was lower than the original budget due primarily to the absence of the fireworks display as there was no sponsorship or street collection. In addition there was no CIL receipt. The majority of the income (94%) is from the council tax precept, 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 £35,342. Around £58,000 was spent on various activities which included the Flower Festival, the town centre summer floral decorations, the Christmas lights and switch on event, the Lantern Parade, grants to local organisations and a donation to the Mayor’s charity (AP Cymru). VAT on supplies and services was £5174. Total expenditure was £100,182 which was met by income resulting is a small surplus carried forward within balances. Total balances carried forward into 2024/25 are £108,972.

Notwithstanding inflation during 2023 and recognising the cost of living pressures on households, in setting a budget for 2024/25 the Town Council decided not to increase the precept which has now been held at the same level for 5 years. However in order to set a balanced budget it was necessary to allocate £32,140 from the balances. The estimates show that if this call on balances materialises will result in a 33% reduction which may have implications for the precept in the future.

The Town Council does not own any land or buildings but has office equipment and other items with an asset value of £86,000.

**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 the Morgan Jones and St Martins Wards.

The Town Council responded to the CCBC consultation on their budget savings proposals for 2024/25 which will have an impact on residents.

**Training Plan**

A training plan has been published on the website and will be reported annually at the AGM. No expenditure has been incurred on training during 2023/24.

**Audit**

The audit of accounts for the year ended 31 March 2023 has been completed by Audit Wales and reported to the Town Council in October 2023. 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 the 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
* That the Council does not have proper arrangements in place to secure economy, efficiency, and effectiveness in its use of resources.”

The Certified Annual Return can be viewed on the website.

**Review of Community Arrangements County Borough of Caerphilly**

During the course of 2023 the Local Democracy and Boundary Commission published Draft Proposals in relation to the community review. The Town Council currently has 7 wards with a total electorate of 12071 and is represented by 12 community councillors. The Commission has proposed four minor internal community boundary changes, no change to the total electorate, and the town area should be represented by 14 community councillors with Tonyfelin and Watford each gaining an additional member. The Town Council has supported the changes which if adopted will be implemented for the next local council elections in 2027.

**Activities**

The highlights of the year have been the Flower Festival in June, winning a Silver Gilt Medal in the Wales in Bloom competition, a well attended Christmas Lights switch on event with entertainment from local school choirs and the combined Christmas Market and Lantern Parade. 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 Town Council. Grants range from £150 to £400. The levels were set in 2019 and the tiered grant structure will be increased with effect from April 2024.

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 Council has met with CCBC officers to be updated on progress with the Caerphilly 2035 Plan. 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.

There has been progress with the action plan that resulted from the application of the Health Check in the Finance and Governance Toolkit. This has resulted in the review and adoption of updated Financial Regulations, and the adoption of Health and Safety Policy Statement, Business Continuity Plan, and Document Retention and Disposal Policy. All these documents can be viewed on the website.

Tender exercises were undertaken for the supply and maintenance of floral displays in 2024, and for the installation, removal, and storage of Christmas lights in 2023.

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 2024/25**

Activities / events have returned to normal following the pandemic. The one notable exception is the absence of the fireworks display which will be unable to take place in 2024

due to the ongoing building and conservation works at the Castle resulting in the non availability of the launch sites.

The budget estimates for 2024/25 were approved in November 2023 and did include provision for the fireworks display. The estimate of expenditure at that time was £140,740 against an estimated income of £108,600. To balance the budget required the allocation of £32,140 from balances. As there will be no expenditure on the fireworks display there will be a significantly reduced impact on the balances.

There is an unallocated amount of £10,000 in the restricted reserves (CIL receipts). There may be a further CIL receipt form CCBC in June 2024. The CIL Working Group will review whether to make any recommendations on use of the available funds or continue to build up the reserves against future projects.

Mike Prew

Town Mayor on behalf of the Town Council

**Agenda Item 9**

**Report to Town Council 15 April 2024**

**Planning Matters**

This is a list of all planning applications received since the last Town Council meeting in March 2024. The applications were circulated to Members as soon as received from CCBC. 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 response has already passed. Where representations have been made on any planning application they are noted.

**24/0192/HH 2 Herons Way, Caerphilly CF83 1SW**

Demolition of the existing conservatory and the construction of a single storey ground floor rear extension in lieu with internal alterations

**24/0200/COU Dental Practice, 4 Clive Street, Caerphilly CF83 1GE**

Change the use from dental practice (Class D1) to proposed Chinese traditional massage and well being centre

**24/0201/ADV Dental Practice, 4 Clive Street, Caerphilly CF83 1GE**

Replace existing signage

**24/0197/CLEU Cwm Ffrwd Ddu, Blackbrook Road, Caerphilly CF83 1NF**

Obtain a Lawful Development Certificate to establish that the continued occupation of the bungalow at Cwm Ffrwd Ddu in breach of an agricultural occupancy condition is lawful.

(Note this application appeared on the weekly list but has not been previously circulated)

**24/0213/HH 11 Coggins Close, Caerphilly CF83 1ST**

Erect a summer house in rear garden

**24/0236/HH 14 Station Terrace, Caerphilly CF83 1HD**

Erect single storey flat wrap around extension to rear / side elevation

**Agenda Item 9**

**Report to Town Council 15 April 2024**

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Erect single storey flat wrap around extension to rear / side elevation

**Agenda Item 10.1**

**Report to Town Council 15th April 2024**

**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 |
| Internet | United Graphic Design Ltd | Website Hosting | 181.61 |
| Debit Card | Information Commissioner | Registration Renewal | 40.00 |
| Internet | BT | Broadband Service | 38.70 |
| Internet | Twyn Community Centre | Rent & Room Hire | 832.00 |
| Internet | HMRC | Income Tax & NI | 650.24 |
| Internet | Admin Assistant | Salary (March) | 464.95 |
| Internet | Town Clerk | Salary (March) | 841.99 |
| Direct Debit | NEST | Pension (March) | 33.90 |
| Internet | Twyn Community Centre | Room Hire | 8.00 |
| 304219 | Caerphilly & District Twinning Association | Grant | 400.00 |
| 304220 | The Aloud Charity | Grant | 150.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 15th April 2024**

**Bank Account Balances**

Bank account balances as at 1st April 2024

 £

Community Direct Plus Account (current account) 88283.52

Corporate Instant Deposit (operational reserves) 10777.87

Corporate Instant Deposit (restricted reserves) 10061.42

Members to note the information.

**Agenda Item 10.3**

**Report to Town Council 15 April 2024**

**Applications for Financial Assistance**

 Budget 6000

 Commitment 0

 Available 6000

1 Caerphilly Eco Hub

The application is for funding to support the creation of a website to promote the activities of the organisation. The group is spearheading the development of a circular route around Caerphilly Castle. The cost for establishing the website is £392. This is being undertaken as a collaborative project with Climate Action Caerffili who have made a similar application to establish their own website. No indication has been given of the number of members in the organisation or beneficiaries that relate directly to the application. But clearly the organisation has support from residents and community groups for the circular route which also has in principle support from the Town Council. The organisation had a bank balance of £1037 in February 2024. Within the principles of the policy a grant of £400 could be awarded for the website. The financial assistance expenditure would be authorised under the Local Government Act 1972, section 137.

**Financial Assistance – Application Form**

**Name of Organisation**

Caerphilly Eco Hub

**Purpose or Activities of Organisation**

A centre of activity promoting the delivery of well being and sustainability goals in Caerphilly Borough.

Empowering a community to carve out local solutions to the climate emergency and nature emergency.

**Membership of Organisation / or Beneficiaries of Activities**

Over 100 people have taken part in consultation so far in the meeting at Caerphilly Miners Centre for the Community and the pop up consultation at Coffi Vista. The circular route will benefit the whole town of Caerphilly, visitors and tourists.

**Membership Fees**

Not applicable

**Present Financial Position**

The organisation had a bank balance of £1037 in February 2024.

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

Caerphilly Eco Hub (CIC) serves as a community led centre of activity actively championing and delivering sustainability and well being goals within Caerphilly town and borough. Our mission revolves around fostering local resilience to climate change and protecting our natural heritage for future generations to come.

One of key endeavours has been spearheading the development of a “circular route” encircling Caerphilly Castle. This initiative stemmed from grassroots gatherings, inclusive of residents, community groups, and social enterprises, convened to brainstorm innovative solutions beneficial to both locals and visitors alike. Thanks to funding from the National Lottery community Fund (UK) and facilitation by Cwmpas as part of a community tourism initiative, these discussions have borne fruit.

Dubbed “Cylchdaith Y Castell” the envisioned circular route promises to offer an enticing boardwalk around currently inaccessible sections of the castle. Beyond its aesthetic appeal the route is envisioned as a safe passage, encouraging active travel for pedestrians and joggers while catering to families with strollers and individuals with mobility challenges. Moreover it presents an educational platform for local schools to engage their surroundings.

This grassroots concept has garnered widespread support from local schools, parents, and the general public. In addition to soliciting feedback through surveys, a public engagement event was hosted at the Miners Centre on December 9th to gauge community interest in this innovative endeavour. Visual representations of the proposed boardwalk are currently on display at Coffi Vista.

In order to enhance our visibility, facilitate successful grant applications, and effectively promote our services, the need for a dedicated website has become apparent. To address this need, we’ve initiated a collaborative effort with Climate Action Caerffili Gweithredu Hinsawdd and The Off Grid Cat, a community website creator, to develop and online platform.

 £

Domain Name 12

WIX Domain Fee – 3 years 180

Off Grid Cat Tutorials 10 hours 200

Total 392

2 Climate Action Caerffili Gweithredu Hinsawdd (CACGH)

The application is for funding to support the creation of a website to promote The Tiny Forest and enable online bookings. The cost for establishing the website is £392. This is

being undertaken as a collaborative project with Caerphilly Eco Hub. The application

indicates that 140 members form a Facebook Group. The organisation had a bank balance of £1020 in March 2024. Within the principles of the policy on financial assistance a grant of £400 could be awarded for the website. The financial assistance expenditure would be authorised under the Local Government Act 1972, section 137.

**Financial Assistance – Application Form**

**Name of Organisation**

Climate Action Caerffili Gweithredu Hinsawdd(CACGH)

**Purpose or Activities of Organisation**

Primarily serving Caerphilly Town Centre schools, community groups, and areas within walking distance of Tiny Forest, Caerphilly.

Over the past 3 years, Climate Action Caerffili have developed a Tiny Forest in Morgan Jones Park, close to the town centre, with help from Caerphilly County Borough Council, Friends of the Earth and WCVA. Several hundred local school children, parents and community groups helped to plant the trees in 2021, which are now established at 2-3 metres high. We have subsequently developed a beautiful classroom with log seating, a bug hotel, and a bee mound. The Old Library community café, situated at the park, has been involved from the planning stages.

As a constituted group, we are partnered with Caerphilly Friends of the Earth and we work closely with Caerphilly County Borough Council. It has been suggested by the Caerphilly in Bloom judge that we continue this type of environmental work in and around the town centre.

**Membership of Organisation / or Beneficiaries of Activities**

The Tiny Forest will benefit hundreds of members of the community when it is available for booking. We have had enquiries about and interest in the possibility of booking out the Tiny Forest to representatives of schools and community groups. Therapists have made enquiries (Talking Therapy whilst walking).

140 members on Facebook Group

269 followers on Facebook Page

**Membership Fees**

Not applicable.

**Present Financial Position**

The organisation had a bank balance pf £1020 in March 2024.

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

In 2021 we proudly established Wales’ first community led Tiny Forest, made possible by a grant from WCVA. After dedicated efforts our Tiny Forest is now ready to be enjoyed and booked out by the community, with the Old Library as the holder of the key.

To facilitate bookings for the Tiny Forest a functional website that effectively advertises our services is essential. Thus, we’ve embarked on a partnership with Caerphilly Eco Hub and The Off Grid Cat, a community web designer. Recognising the shared need Caerphilly Eco

Hub also requires a website, prompting us to pool our knowledge and experience, collaborating to produce both websites simultaneously.

 £

Domain Name 12

Wix Domain Fee – 3 years 180

Off Grid Cat tutorials 10 hours 200

Total 392

3 Menter Iaith Sir Caerffili, Ffiliffest

Ffilliffest is Menter Caerffili’s annual community event which will be held on the Owain Glyndwr Playing Fields on 8 June 2024. The event celebrates the Welsh language, local heritage and culture. Financial support is requested to support the event. The total cost of the event in 2024 is projected at £45000. A sum of £20000 has already been secured from the Art Council for Wales, sponsorship, and the Arts Development Team at CCBC.

Funding is sought towards the following:

 £

Activity and performance tipees 1300

Marquees for activities and food stalls 2200

Marketing signs and flyers 440

Local performers and artists 1800

In 2023 the Town Council provided sponsorship of £1300 (funded from the Sponsored Events budget) for Ffiliffest. In considering sponsorship for various events in 2024 the Town Council has already agreed to provide a similar sum for Ffiliffest (minute 94.2.5 CTC 19.2.24). The financial assistance expenditure is authorised under the Local Government Act 1972 section 145.

**Financial Assistance – Application Form**

**Name of Organisation**

Menter Iaith Sir Caerffili

**Purpose or Activities of Organisation**

Menter Caerffili’s principal aim is to increase the opportunities for people of all ages to use the Welsh language within their local communities. Details of all our services can be found on our website: [www.mentercaerffili.cymru](http://www.mentercaerffili.cymru)

**Membership of Organisation or Beneficiaries of Activities**

3500+

**Membership Fees**

N/A

**Present Financial Position**

The audited accounts to 31.3.23 show the organisation had total funds of £301,358. Menter Caerffili is in a stable financial position with a level of reserves to meet 6 months running costs in the event of closure. We do not have a permanent annual budget for the project costs and therefore need to raise funds annually in order to hold the project successfully and safely.

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

To help with the costs of the cultural and Welsh language summer festival, Ffilifest.

Supporting statement outlining funding requirements is circulated with the agenda papers for the Town Council meeting.