**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**

12th May 2025

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 19th May** **2025** to immediately follow the **AGM** **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 28th April 2025. . .

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

5. **COMMUNITY SAFETY MATTERS**

6. **TOWN MAYOR’S ANNOUNCEMENTS**

7. **ENVIRONMENTAL MATTERS**

8. **TOWN CLERK’S REPORTS**

8.1 Annual Return for year ended 31st March 2025.

8.2 Insurance Renewal.

**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. **PAYMENTS AND FINANCIAL MATTERS**

10.1 List of Payments.

10.2 Bank Account Balances.

10.3 Application 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](mailto: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 28TH APRIL 2025**

**Present:**

Councillors P J Bevan, M Downes, C Elsbury, J Fussell, J Grenfell, S Kent, C Lewis, M Prew, P Reed, D Roberts

**Apologies:**

Councillors A Broughton Pettit, J Pettit

**In Attendance:**

L Gibbs, Gwent Police

P G Davy, Town Clerk

Due to internet connectivity problems which were resolved the meeting commenced at 6.40pm.

**100 MINUTES OF THE ORDINARY TOWN COUNCIL HELD ON 17TH MARCH 2025**

Minutes of the Ordinary Town Council held on 17th March 2025 were received, confirmed and signed by the Mayor.

**101 MATTERS ARISING**

There were no matters arising.

**102 COMMUNITY SAFETY MATTERS**

A written report had been received from Gwent Police which highlighted:

* Youths congregating around the Glynderw senior persons complex on Churchill Park, patrols and visits to the complex have increased

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* Working with the fire service due to number of incidents of grass fires
* Thefts from Asda, investigations ongoing

Members raised the following issues:

* Continuing problems caused by electric bikes and quad bikes
* Attempted break ins at abandoned building Crescent Road
* Incident at Castle View and social media
* U tube promotion of council estates
* Pavement parking

**103 TOWN MAYOR’S ANNOUNCEMENTS**

The Mayor had attended a charity event with Aber Valley Male Voice Choir, the Ukraine tree planting ceremony, and the celebration of the promotion of Caerphilly RFC.

**104 ENVIRONMENTAL MATTERS**

There had been a complaint about litter in the wooded area adjacent to Starbucks.

**105 TOWN CLERK’S REPORTS**

1 Q4 Budget Monitoring 2024/25 Financial Year

Expenditure in the period 1st April 2024 to 31st March 2025 was £104951.24 which represents 75% of the original budget approved in November 2023. The report was noted.

2 Budget Outturn 2024/25

Payments for 2024/25 were £104951.24 representing 92% of the revised budget estimates agreed in November 2024. Income was £109550.40 and as projected in the revised estimates. Income has covered expenditure with no call on balances. The balances at the financial year end are £113571.97.

There has been a minor adjustment to the asset value of £86465 due to IT changes.

The Town Council has kept the precept of £15.50 for a Band D property for 6 years.

Members noted the financial outturn position for 2024/25.

3 Annual Report 2024/25

The Local Government and Elections (Wales) Act 2021, section 52, imposes a statutory requirement for town and community councils to prepare and publish an annual report about the council’s priorities, activities, and achievements over the year, and publish this as soon as practicable after the end of the financial year. The report for 2024/25 is now due.

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

**106 PLANNING MATTERS**

A list of all planning applications received since the last Town Council meeting in March 2025 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 J Grenfell declared an interest.

**107 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

**108 CORRESPONDENCE**

A request had been received to put a memorial plaque on a bench originally provided by the Town Council near the East Gate entrance. It was agreed to support the request subject to the applicant meeting all costs with the plaque and its installation on the bench. Two similar requests were approved in 2024.

**109 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.40 pm.

**Agenda Item 8.1**

**Report to Town Council 19 May 2025**

**Annual Return for the Year Ended 31 March 2025**

The following are enclosed with the agenda papers:

Appendix 1 Accounting Statement

Appendix 2 Annual Governance Statement

Appendix 3 Annual Internal Report

Appendix 4 Income and Expenditure Account (as Ledger)

Appendix 5 Bank Reconciliation Statement

Appendix 6 Asset Register

The Town Council will be subject to a Full Audit for 2024-25 in accordance with the three year cycle.

The Annual Return has to be supported with an explanation of variances between the 2023-24 and the 2024-25 accounts.

There was an increase in other receipts in 2024-25 of £5896 which is mainly due to the CIL receipt. There was no CIL receipt in 2023-24.

In respect of expenditure other payments show a small increase of £3766 (5%) which is due to a number of variances (Appendix 4 shows where variances have occurred across the main budget heads).

Payments for 2024-25 were £104951-24representing 92% of the revised estimate of £114364-63 approved in November 2024. Income was £109550-40 which is close to the original estimate of £108,600. Income has therefore covered expenditure with a surplus of £4599-16 that will be added to the carry forward balances. The bank reconciliation statement shows the balances carried forward to 2025-26 are £113571-97.

There has been a minor change in the value of assets due to IT hardware changes.

The Annual Governance Statement has been revised with some new questions. There are two negative responses. Where “no” has been given to the answer the following explanations are provided to Audit Wales.

Question 1

The principal council, Caerphilly County Borough Council, is leading and consulting the community on the Caerphilly Town 2035 Placemaking Plan. The principal council is also preparing a replacement Local Development Plan which involves community consultation at key stages. The Town Council owns no land or buildings, and delivers no direct services, and there are no proposals to do so. Community consultation is therefore considered to have little purpose at the present time and may well be confusing to the public given the actions of the principal council in taking forward the vision for Caerphilly Town.

Question 10

The Town Council does not meet the eligibility criteria to resolve adoption of the General Power of Competence.

In respect of the new format Annual Governance Statement Audit Wales has advised they do not qualify opinions for negative responses.

The Annual Internal Audit Report has been completed and no issues have been raised.

As part of the Full Audit the following additional information has been requested:

* Copy of the council’s Training Plan
* Link to the council’s website page where the audit completion notice for 2023-24 has been published
* Copy of the Ledger showing receipts and payments
* Full audit trail between the Ledger and the Accounting Statement
* The 2024-25 and 2025-26 budgets and precept demands
* Copy of VAT claim
* Clerk’s contract of employment
* PAYE records
* Bank statements for 1 April 2024 to 30 June 2025 inclusive
* Invoices supporting payments made
* Asset register
* Copy of insurance schedule
* Copy of Standing Orders and Financial Regulations
* Council’s arrangements for making payments

Further documents may be requested during the audit.

The Town Clerk in his capacity as Responsible Financial Officer (RFO) has certified the accounting statement.

It is recommended:

The Town Council approves the Annual Return which includes the Accounting Statement, the Annual Governance Statement, and the Internal Audit Report, and the Annual Return is signed by the Mayor on behalf of the Town Council. The Annual Return for year ended 31 March 2025 will then be submitted to Audit Wales and arrangements made for the notice of the date appointed for the exercise of electors’ rights under the Public Audit (Wales) Act 2004 to be placed on the noticeboard and the website.

Phil Davy

Town Clerk

Note

The Accounting Statement, Annual Governance Statement and Annual Internal Report (Appendices 1,2,3) constitute the Annual Return which is enclosed with the agenda papers as a separate document.

Appendices 4,5,6 are attached to the report.

Practically the submission of the Full Audit documentation may be delayed until July 2025 due to the request to include bank statements to 30 June 2025. The purpose is to reconcile unpresented cheques at 31 March 2025 to subsequent bank statements.

**Appendix 4**

**Income and Expenditure Account (from ledger)**

**1st April 2024 to 31st March 2025**

**(Variance from 2023 – 24)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2024/25** | **2023/24** | **Variance** |
| **Income (receipts)** | **£** | **£** | **£** |
| Precept | 97485.24 | 97404.64 | + 80.60 |
| VAT Refund | 5174.89 | 5877.93 | -703.04 |
| CIL | 6226.76 | 0 | + 6226.76 |
| Other | 0 | 25.00 | - 25.00 |
| Bank Interest | 663.51 | 266.59 | + 396.92 |
| **Total** | 109550.40 | 103574.16 | + 5976.24 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **£** | **£** | **£** |
| Mayor’s Allowance | 900.00 | 900.00 | 0 |
| Member Allowances | 2288.00 | 2288.00 | 0 |
| Staff costs (including payroll admin) | 24486.80 | 23505.53 | + 981.27 |
| Pension contributions | 428.77 | 406.81 | + 21.96 |
| Training | 0 | 0 | 0 |
| Travelling expenses | 0 | 41.68 | - 41.68 |
| Audit Fees | 1907.00 | 455.00 | +1452.00 |
| Insurance | 1231.27 | 1149.22 | +82.05 |
| Office costs | 5845.19 | 6630.89 | -785.70 |
| Sponsored Events | 13953.82 | 14164.76 | -210.94 |
| Fireworks Display | 48.00 | 0 | +48.00 |
| Fireworks Charity Donation | 2000.00 | 2000.00 | 0 |
| Floral Displays | 14000.00 | 14803.80 | -803.80 |
| Christmas Lights | 10044.82 | 8291.39 | +1753.43 |
| Lantern Parade | 11000.00 | 11000.00 | 0 |
| Financial Assistance | 4700.00 | 3400.00 | +1300.00 |
| Sports Scheme | 5000.00 | 5000.00 | 0 |
| Newsletter | 788.00 | 805.00 | -17.00 |
| Elections | 0 | 0 | 0 |
| Miscellaneous | 960.37 | 164.99 | +795.38 |
| VAT | 5369.20 | 5174.89 | +194.31 |
| CIL | 0 | 0 | 0 |
| **Total** | 104951.24 | 100181.96 |  |

**Appendix 5**

**Caerphilly Town Council**

**Bank Reconciliation Statement**

**Financial Year 2024-25**

Prepared by Philip G Davy, Town Clerk and Responsible Financial Officer

Bank account balances at 31 March 2025

£ £

Community Direct Plus Account 46342.41

Unpresented cheque 304254 500.00

45842.41 45842.41

Corporate Instant Deposit (operational reserves) 51247.56

Corporate Instant Deposit (restricted reserves) 16482.00

Net balances at 31.3.25 113571.97

Cash Book (Ledger)

Opening balance B/F 1.4.24 108972.81

Add receipts 109550.40

218523.21

Payments as cash book 104951.24

Closing balances at 31.3.25 113571.97

Signed: P G Davy

Date: 2.5.25

**Appendix 6**

**CAERPHILLY TOWN COUNCIL ASSETS AS AT**

**APRIL 2025 (replacement cost net of VAT)**

|  |  |
| --- | --- |
| **Item** | **£** |
| Olivetti MFP (2019) | 3490 |
| I.T. EQUIPMENT  Computers returned to CCBC, monitors retained  Printer  Laminator 2019  Laptop and Software (2020)  Laptop and Software (2022)  Desktop HP Pro 290 & Software (2024) | 400  200  21  560  510  826 |
| CHRISTMAS LIGHTS  Existing Stock  New Stock 20 motifs (2019)  New Stock 25 motifs (2020)  New Stock (misc) (2021) | 21700  4500  6504  6004 |
| Mayor’s Chain of Office | 6000 |
| Deputy Mayor’s Chain of Office | 500 |
| P.A. System | 900 |
| Electric Cable | 700 |
| Office Furniture | 2000 |
| Notice Board | 1750 |
| Telephone/Shredder | 170 |
| Road Closure Signs | 175 |
| Flood Lighting St Martin’s Church | 7898 |
| Hanging Baskets/Planters | 1779 |
| Welsh National Anthem Memorial | 16000 |
| Video Door Entry Security System | 1930 |
| Video Conference Equipment | 2129 |
| **TOTAL** | 86,646 |

**Agenda Item 8.2**

**Report to Town Council 19 May 2025**

**Insurance Renewal**

The Town Council’s insurance is due for renewal on 1 June 2025. The Town Council’s core requirements are:

* Public Liability
* Employers Liability
* Officials Indemnity
* Libel and Slander
* Fidelity Guarantee
* Personal Accident
* Money Cover (limited cash)
* Commercial Legal Expenses

Employers Liability is set at £10m and Public Liability is set at £10m

In 2022 the insurance was renewed with Zurich Municipal on a three year agreement which expired on 31 May 2025.

Quotations have been sought from three companies specialising in the local council sector.

* Zurich Municipal
* Gallager Insurance Brokers Limited
* Clear Insurance Management Limited

Quotations received for one year cover in ascending order:

£

* 1067-44
* 1374-49

There is a need to maintain continuous insurance cover. The lowest renewal premium represents a saving of £163-83 (13%) of the premium paid for last 12 months (June 2024 to May 2025).

The lowest premium is from Gallagher Insurance Brokers Limited and the insurance is with Hiscox Insurance Company Limited. To ensure rate stability there is the option of a three year agreement to fix the premium. Any change to the premium would be limited to the following reasons:

* When there are changes to the material facts concerning the policy.
* Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
* The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage
* The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

It is recommended that the insurance is renewed through Gallagher Insurance Brokers Limited on a 3 year Long Term Agreement (LTA) with the year one premium in the sum of £1067-44.

Note special conditions apply in relation to holding a fireworks display and an additional premium may be required.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 19 May 2025**

**Planning Matters**

This is the list of all planning applications received since the last Town Council meeting in April 2025. 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.

**25/0218/LA Plasyfelin Primary School, Lewis Drive, Caerphilly CF83 3FT**

Site temporary accommodation (portacabins) to facilitate the provision of a permanent school

**25/0253/CLPU 117 Pontygwindy Road, Caerphilly CF83 3HH**

Obtain a Lawful Development Certificate to erect a single storey side extension

**Agenda Item 10.1**

**Report to Town Council 19th May 2025**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | CCBC | NNDR | 937.20 |
| Internet | EE Ltd | Mobile Phone | 11.84 |
| Internet | LDP Services | Newsletter | 1300.00 |
| Internet | Digital Systems UK Ltd | Printing | 58.73 |
| 304255 | D Roberts | Mandatory Allowance | 208.00 |
| 304256 | P Reed | Mandatory Allowance | 208.00 |
| 304257 | M Prew | Mandatory Allowance | 208.00 |
| 304258 | J Pettit | Mandatory Allowance | 208.00 |
| 304259 | A Boughton Pettit | Mandatory Allowance | 208.00 |
| 304260 | C Lewis | Mandatory Allowance | 208.00 |
| 304261 | S Kent | Mandatory Allowance | 208.00 |
| 304262 | J Grenfell | Mandatory Allowance | 208.00 |
| 304263 | J Fussell | Mandatory Allowance | 208.00 |
| 304264 | C Elsbury | Mandatory Allowance | 208.00 |
| 304265 | M Downes | Mandatory Allowance | 208.00 |
| Internet | BT | Broadband Service | 45.44 |
| Direct Debit | Sage (UK) Ltd | Payroll Software | 12.00 |
| Direct Card | Amazon Business | Stationery | 38.73 |
| Internet | HMRC | Income Tax & NI | 678.40 |
| Internet | Admin Assistant | Salary (April) | 392.45 |
| Internet | Town Clerk | Salary (April) | 871.78 |
| Direct Debit | NEST | Pension (April) | 35.73 |
| Internet | G James | Internal Audit | 230.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 19th May 2025**

**Bank Account Balances**

Bank account balances as at 1st May 2025

                            £

Charity and Community Bank Account                44,935.31

Corporate Instant Deposit (operational reserves)                        51,631.61

Corporate Instant Deposit (restricted reserves)                           16,605.52

Members to note the information

**Agenda Item 10.3**

**Report to Town Council 19 May 2025**

**Applications for Financial Assistance**

£

Budget 6000

Commitment 0

Available 6000

1 Menter Iaith Sir Caerffili – Ffiliffest

Ffiliffest is Menter Caerffili’s annual community event which will be held on the Owain Glyndwr Playing Fields on 7 June 2025. 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 2025 is projected at £45000. A sum of £20000 has been secured from the Arts 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 2024 the Town Council provided sponsorship of £1300 (funded from the Sponsored Events budget) for Ffiliffest. In considering sponsorship for various events in 2025 the Town Council has already budgeted to provide a similar sum for Ffiliffest (minute 85.1.5 CTC 17.2.25). 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 31.3.24 show the organisation had total funds of £213,036.

Menter Caerffili is in a stable financial position at present with a level of reserves advised to meet 6 months running costs in the event of closure. We do not have a permanent

annual budget for the project costs we are applying for 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, Ffiliffest. A supporting statement outlining the funding requirements has been submitted with the application.