**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 19TH MAY 2025**

**Present:**

Councillors P J Bevan, M Downes, J Fussell, J Grenfell, S Kent, A Broughton Pettit, J Pettit, M Prew, P Reed, D Roberts

**Apologies:**

Councillors C Elsbury, C Lewis

**In Attendance:**

D Greedy, D Soo, Gwent Police

P G Davy, Town Clerk

**14 MINUTES OF THE ORDINARY TOWN COUNCIL HELD ON 28TH APRIL 2025**

Minutes of the Ordinary Town Council meeting held on 28 April 2025 were received, confirmed and signed by the Mayor.

**15 MATTERS ARISING**

No matters arising

**16 COMMUNITY SAFETY MATTERS**

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

* An increase in shoplifting, a number of offenders had been caught
* Incidents of ASB and drug misuse around Castle View Lake, Castle Maen estate, park behind Bartlett Street

**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**

* Patrols continue in Churchill Park and number of incidents of ASB has reduced
* Working with St Martins Comprehensive to tackle knife crime
* Promoting use of smart water to mark tools and bikes

Members raised the following issues:

* Individual camped close to junction from Pontygwindy Road with Kingsmead Estate, police had spoken to person
* Calling out burglaries and shoplifting on Facebook
* Drivers smoking cannabis, police advised to pass on car registration numbers
* Police patrols requested in Dafydd Williams park due to alcohol drinking

**17 TOWN MAYOR’S ANNOUNCEMENTS**

There were no announcements.

**18 ENVIRONMENTAL MATTERS**

No matters raised.

**19 TOWN CLERK’S REPORTS**

1 Annual Return for the Year Ended 31 March 2025

The Town Council is subject to a Full Audit for 2024-25.

The Town Clerk presented the Annual Return. The main variances between 2023-24 and the 2024-25 were outlined. Payments for 2024-25 were £104951. Receipts were £109550. Income has therefore covered expenditure with no call on reserves. The bank reconciliation statement shows the balances at 31 March 2025 as £113571.

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

No issues were raised during the internal audit.

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

* 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
* Audit trail between the Ledger and the Accounting Statement
* The 2024-25 and 2025-26 budgets and precept demands
* Copy of VAT claim
* Town 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

The Accounting Statement had been certified by the Town Clerk in his capacity as Responsible Financial Officer (RFO).

It was resolved to approve the Annual Return, which comprises the Accounting Statement, the Annual Governance Statement, and the Internal Audit Report. The Town Mayor signed the Annual Return on behalf of the Town Council.

The Annual Return and additional information requested will be submitted to Audit Wales for the external audit, and the notice of the exercise of elector’s rights posted on the website and noticeboard.

2 Insurance Renewal

The three year agreement expires on 31 May 2025. Quotations had been sought from three companies specialising in the local council sector. Two quotes had been received.

It was resolved to accept the lowest premium offered through Gallagher Insurance Brokers Limited on a 3 year Long Term Agreement (LTA) with the year one premium in the sum of £1067.44

**20 PLANNING MATTERS**

A list of all planning applications received since the last Town Council in April 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 as a member of the CCBC Planning Committee.

**21 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 Applications for Financial Assistance

1 Menter Iaith Sir Caerffili – Ffiliffest

Financial support of £1300 had already been agreed (minute 85.1.5 CTC 17.2.25) from the Sponsored Events budget 2025/26. Expenditure authorised under the Local Government Act 1972, section 145.

Councillor J Grenfell declared an interest and took no part in the discussion and decision.

**22 CORRESPONDENCE**

There were no items of correspondence.

**23 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.20 pm.