**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**

13th May 2024

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 20th May 2024** immediately following 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 Monday 15th April 2024. . .

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

5. **COMMUNITY SAFETY MATTERS**

6. **TOWN MAYOR’S DIARY**

7. **ENVIRONMENTAL MATTERS**

8. **TOWN CLERK’S REPORTS**

8.1 Annual Return for year ended 31st March 2024.

8.2 Insurance Renewal.

8.3 Town Council Office IT.

**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 Applications for Financial Assistance.

11. **CORRESPONDENCE**

 11.1 Annual Review of Caerphilly town CCTV system. (See email from CCBC separately circulated.)

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 ON MONDAY 15TH APRIL 2024 BY MULTI LOCATION**

**Present:**

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

**Apologies:**

Councillor M Downes, A Broughton Pettit, J Pettit, P Reed

**In Attendance:**

J Spokes, Gwent Police

P G Davy, Town Clerk

**110 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 18 MARCH 2024**

Minutes of the Ordinary Town Council Meeting held on 18 March 2024 were received and confirmed and signed by the Mayor when practical.

**111 MATTERS ARISING**

No matters arising.

**112 COMMUNITY SAFETY MATTERS**

A written report from the police on the Morgan Jones ward highlighted continuing problems with youth ASB at Asda, an incident with off road bikes on Mill Road, and shoplifting in Aldi.

Members discussed with the police incidents of homelessness on land at Castle View, Gallagher Retail Park, and vacant retail premises in Cardiff Road. The individuals

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Members discussed with the police incidents of homelessness on land at Castle View, Gallagher Retail Park, and vacant retail premises in Cardiff Road. The individuals involved were all known to the police and had been referred to Cornerstone.

Members requested consideration be given to a special operation to tackle the number of incidents of off road motorbikes in the town.

**113 TOWN MAYOR’S ANNOUNCEMENTS**

The Mayor had presented the donation cheque to his charity AP Cymru.

**114 ENVIRONMENTAL MATTERS**

Concern was raised at the noise from the Virginia Park housing development due to pile driving.

Members queried the purpose of the of the junction improvements at Pontygwindy Road and Heol Bro Wen as this had made turning movements for vehicles more difficult.

Charity donations of old clothes had been dumped near the collection point at Castle Court.

**115 TOWN CLERK’S REPORTS**

1 Q4 Budget Monitoring 2023/24 Financial Year

Expenditure in the period 1 April 2023 to 31 March 2024 was £100181.96 which represents 74% of the original budget approved in November 2022. The report was noted.

2 Budget Outturn 2023/24

Payments for 2023/24 were £100181.96 representing 86% of the revised budget estimates agreed in November 2023. Income was £103574.16 and as projected in the revised estimates. Income has covered expenditure with no call on the balances. The balances at the financial year end are £109122.81.

There have been no acquisitions or write offs during the year and the asset value remains unchanged at £86465.

The Town Council has kept the precept of £15.50 for a Band D property for 5 years.

Members noted the financial outturn position for 2023/24.

In view of the amount of money held in the current account it was agreed to transfer £40000 to the Corporate Instant Deposit (operational reserves) account where it would earn interest. It was noted that with this account there would still be instant access to the money when required.

3 Annual Report 2023/24

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 each financial year. The report for 2023/24 is now due.

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

**116 PLANNING MATTERS**

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

**117 PAYMENTS AND FINANCIAL MATTERS**

1 List of payments were noted and approved.

2 Bank account balances were noted.

3 Applications for Financial Assistance

 **1 Caerphilly Eco Hub**

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 making on this application.

**2 Climate Action Caerffili Gweithredu Hinsawdd (CACGH**)

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

**3 Menter Iaith Sir Caerffili, Ffiliffest**

Financial support of £1300 had already been approved (minute 94.2.5 CTC 19.2.24) from the Sponsored Events budget for 2024/25. Expenditure authorised under the Local Government Act 1972, section 145.

**118 CORRESPONDENCE**

There were no items of correspondence.

**119 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.15 pm.

**Agenda Item 8.1**

**Report to Town Council 20 May 2024**

**Annual Return for the Year Ended 31 March 2024**

The following are enclosed with the agenda papers:

Appendix 1 Accounting Statements

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 Basic Audit for 2023-24 in accordance with the three year cycle.

The Annual Return has to be supported with an explanation of variances between the 2022-23 and the 2023-24 accounts.

There was a reduction in other receipts in 2023-24 of £3017 compared with the previous year. This due to lower VAT reclaim and no CIL receipt.

In respect of expenditure other payments show a net reduction of £13889. This reflects there were no costs on elections or CIL projects, only one Mayor’s charity donation, and lower miscellaneous expenditure. This was offset by increased spend on Member allowances, staff costs (due to local government pay award), sponsored events and the summer sports scheme.

Payments for 2023-24 were £100181representing 86% of the revised estimate of £115827 approved in November 2023. Income was £103574 which was in line with the revised estimate in November 2023 of £103426. Income has therefore covered expenditure with no call on reserves. The bank reconciliation statement shows the balances carried forward to 2024-25 are £108972.

There have been no changes in the value of assets as there has been no purchases or write offs during the year.

The annual internal audit report has been completed and no issues have been raised.

The following additional information has been requested by Audit Wales:

1 A copy of the Council’s Standing Orders and Financial Regulations applicable to the 2023-24 financial year

2 A copy of the minutes of the meeting at which the Council adopted the Standing Orders and Financial Regulations

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

It is recommended:

The Town Council approves the Annual Return which includes the Accounting Statements, 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 the year ended 31 March 2024 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 Statements, 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.

**Appendix 4 Income and Expenditure Account (from ledger)**

**1st April 2023 to 31st March 2024**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2023/24** | **2022/23** | **Variance** |
| **Income** | **£** | **£** | **£** |
| Precept | 97404.64 | 97547.39 | -142.75 |
| VAT Refund | 5877.93 | 7777.08 | -1899.15 |
| CIL | 0 | 1371.35 | -1371.35 |
| Other | 25.00 | 0 | + 25.00 |
| Bank Interest | 266.59 | 37.74 | + 228.85 |
| **Total** | 103574.16 | 106733.56 | -3159.40 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **£** | **£** | **£** |
| Mayor’s Allowance | 900.00 | 900.00 | 0 |
| Member Allowances | 2288.00 | 1050.00 | + 1238.00 |
| Staff costs (including payroll admin) | 23505.53 | 22422.31 | + 1083.22 |
| Pension contributions | 406.81 | 379.93 | + 26.88  |
| Training | 0 | 0 | 0 |
| Travelling expenses | 41.68 | 0 | + 41.68 |
| Audit Fees | 455.00 | 200.00 | +255.00 |
| Insurance | 1149.22 | 1110.61 | +38.61 |
| Office costs | 6630.89 | 7761.77 | - 1130.88 |
| Sponsored Events | 14164.76 | 13056.06 | +1108.70 |
| Fireworks Display | 0 | 0 | 0 |
| Fireworks Charity Donation | 2000.00 | 4000.00 | - 2000.00 |
| Floral Displays | 14803.80 | 14221.50 | +582.30 |
| Christmas Lights | 8291.39 | 7375.73 |  +915.66 |
| Lantern Parade | 11000.00 | 11000.00 | 0 |
| Financial Assistance | 3400.00 | 2750.00 | + 650.00 |
| Sports Scheme | 5000.00 | 0 | + 5000.00 |
| Newsletter | 805.00 | 0 | +.805.00 |
| Elections | 0 | 9932.67 | - 9932.67  |
| Miscellaneous  | 164.99 | 2752.75 | -2587.76 |
| VAT | 5174.89 | 5877.93 | - 703.04 |
| CIL | 0 | 8328.31 | - 8328.31 |
| **Total** | 100181.96 | 113119.57 |  |
| Transfer to restricted reservesBT CreditRevised Total |   1371.35 19.00 100181.96 114471.92 - 14289.96 |

**A**

**Appendix 5**

**Caerphilly Town Council**

**Bank Reconciliation Statement**

**Financial Year 2023-24**

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

Balances as bank accounts at 31 March 2024

 £ £

Community Direct Plus Account 88283.52

Unpresented cheque 304220 150.00

 88133.52 88133.52

Corporate Instant Deposit (operational reserves) 10777.87

Corporate Instant Deposit (restricted reserves) 10061.42

Net balances at 31.3.24 108972.81

Cash Book (Ledger)

Opening balance B/F 1.4.23 105580.61

Add receipts 103574.16

 209154.77

Payments as cash book 100181.96

Closing balances at 31.3.24 108972.81

Signed: P G Davy

Date: 3.5.24

**APPENDIX 6 CAERPHILLY TOWN COUNCIL ASSETS AS AT**

**APRIL 2024 (replacement cost net of VAT)**

|  |  |
| --- | --- |
| **Item** | **£** |
| Olivetti MFP (2019) | 3490 |
| I.T. EQUIPMENTComputers/Monitors (2019)PrinterLaminator 2019 Laptop and Software (2020)Laptop and Software (2022) | 1045 200 21 560 510 |
| CHRISTMAS LIGHTSExisting 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** | 86,465 |

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**Agenda Item 8.2**

**Report to Town Council 20 May 2024**

**Insurance Renewal**

The Town Council’s insurance is due for renewal on 1 June 2024. 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. The 12 month period commencing on 1 June 2024 will be the third year of the agreement. The premium renewal does not include the fireworks display at Caerphilly Castle as the event will not take place in 2024.

The insurer has made changes to the Legal Expenses cover. Previously Debt Recovery and Contract Disputes cover were included in the policy. These covers are now optional at additional cost. To add Debt Recovery will cost an extra £35 plus IPT; and to add Contract Disputes will cost an extra £17.50 plus IPT. Neither of these are considered to be essential to the Town Council insurance requirements.

Under the Insurance Act 2015 there is a duty to provide a “fair presentation” of risk to insurers. There has been no material change to the Town Council insurance requirements.

There is a need to maintain continuous insurance cover. The renewal premium for 2024-25 is £1231-27, an increase of £82.05 (7%) compared to the premium in 2023-24.

It is recommended that the insurance is renewed with Zurich Municipal for 12 months commencing 1 June 2024 in the sum of £1231-27.

Phil Davy

Town Clerk

**Agenda Item 8.3**

**Report to Town Council 20 May 2024**

**Town Council Office IT**

The IT in the Town Council office was last updated in 2019 with the purchase of 2 new desktop computers and monitors with Windows 10, and a multi function printer networked with the computers. The computers were supplied by CCBC and are hosted on CCBC servers and are dependent on CCBC for internet access. The MFP was supplied by Digital Systems.

Since 2020 and the impact of the pandemic on operating practices there have been significant changes with the introduction of homeworking and the Town Clerk and Administrative Assistant are now dependent on laptops. The laptops are more recent purchases than the office desktops and are operating with Windows 11. To facilitate the remote access for Town Council meetings the office is now equipped with dedicated superfast broadband which is separate to the CCBC broadband that is used by the desktop computers.

The desktop computers are used intermittently when staff are in the office. However, the functionality of the desktop computers has deteriorated due to the security protections imposed by CCBC. Internet access is no longer readily available which means that the Town Council’s emails on Outlook cannot be accessed. There is no scanning function from the MFP to the desktop computers and despite several attempts to get this problem fixed there appears to be some unidentified software issue. CCBC was charging the Town Council £500 per year for their IT support service. Fortunately, this has not been billed for the last 2 years otherwise this charge would have been disputed. Microsoft has announced that support for Windows 10 will end in October 2025 which means there will be no more security updates, and any upgrade to Windows 11 will be dependent on CCBC timescales.

The circumstances outlined lead to the conclusion that it is timely to terminate the desktop arrangements with CCBC. But it will still be beneficial to have functional IT in the office that is freestanding and not dependent on staff having to bring laptops to the office. To this end it is proposed that one new desk top computer preloaded with Windows 11 is purchased. It should be possible to utilise one of the existing monitors, keyboard and mouse. The computer can be connected to the Town Council router for internet connectivity (wifi or hard wire) and linked to the MFP for printing and scanning. A reasonable mid range specification desktop is likely to be around £500 to £600. It will also be necessary to purchase the Microsoft 365 office software package.

It is recommended that the current CCBC hosting arrangements for the two desktop computers is terminated and that a new Windows 11 desktop computer and software is purchased to be funded from the 2024/25 IT budget (£2500).

The redundant IT equipment should be offered back to CCBC for recycling as all items have CCBC asset numbers, but excluding the monitors, keyboards, and mouse which can continue to be used.

Phil Davy

Town Clerk

**Agenda Item 9**

**Report to Town Council 20 May 2024**

**Planning Matters**

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

**24/0282/COU** Watford Congregational Church, Watford Road, Watford, Caerphilly

Change the use from D1 (Non residential institution) to C3 (Dwellinghouse), also convert existing Grade 2 Listed Chapel to a single dwelling.

**24/095/LBC** Watford Congregational Church, Watford Road, Watford, Caerphilly

Change the use from D1 (Non residential institution) to C3 (Dwellinghouse), also convert existing Grade 2 Listed Chapel to a single dwelling.

**24/0303/HH** 6 Llys Nant Pandy, Caerphilly CF83 3JB

Demolish existing garage, replace with 2 storey side extension and single storey rear extension.

**24/0322/FULL** Ysgol Gynradd Gymraeg Y Castell, Crescent Road, Caerphilly CF83 1WH

Construct a small pre fabricated extension to enlarge existing school kitchen facilities.

**24/0279/COU** Unit 3E, 37 Sir Alfred Owen Way, Pontygwindy Industrial Estate, Caerphilly

Change the use from warehouse to Leisure D2

**24/0334/COU** 47 Cardiff Road, Caerphilly CF83 1FP

Change of use of vacant retail unit (A1 Use Class) into restaurant and take away (A3 Use Class) including installation of extraction flue system to rear, new shop front and new fascia signs

**Agenda Item 10.1**

**Report to Town Council 20th May 2024**

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| Internet | CCBC | NNDR – Business Rates | 927.30 |
| Internet | EE Ltd | Mobile phone | 11.12 |
| 304221 | M Downes | Mandatory Allowance | 208.00 |
| 304222 | C Elsbury | Mandatory Allowance | 208.00 |
| 304223 | J Fussell | Mandatory Allowance | 208.00 |
| 304224 | J Grenfell | Mandatory Allowance | 208.00 |
| 304225 | S Kent | Mandatory Allowance | 208.00 |
| 304226 | C Lewis | Mandatory Allowance | 208.00 |
| 304227 | A Broughton Pettit | Mandatory Allowance | 208.00 |
|  304228 | J Pettit | Mandatory Allowance | 208.00 |
| 304229 | M Prew | Mandatory Allowance | 208.00 |
| 304230 | P Reed | Mandatory Allowance | 208.00 |
| 304231 | D Roberts | Mandatory Allowance | 208.00 |
| Debit Card | Post Office | Recorded delivery & Stamps | 138.80 |
| Internet | Digital Systems | Printing | 51.18 |
| Debit Card | Amazon Business | Stationary | 36.10 |
| Internet | BT | Broadband Service | 42.13 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 9.60 |
| Internet | HMRC | Income Tax & NI | 561.20 |
| Internet | Admin Assistant | Salary (April) | 464.95 |
| Internet | Town Clerk | Salary (April) | 841.99 |
| Direct Debit | NEST | Pension (April) | 33.90 |
| Internet | Transfer between Accounts | To Operational Reserves | 40,000.00 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

**Report to Town Council 20th May 2024**

**Bank Account Balances**

Bank account balances as at 1st April 2024

 £

Community Direct Plus Account (current account) 96,852.76

Corporate Instant Deposit (operational reserves) 50,865.68

Corporate Instant Deposit (restricted reserves) 10,143.39

Members to note the information.

**Agenda Item 10.3**

**Report to Town Council 20 May 2024**

**Applications for Financial Assistance**

 **£**

Budget 6000

 Commitment 800

 Available 5200

1 Gateway Church Caerphilly

The application is to support a family weekend event at Owain Glyndwr Playing Fields to promote community youth activities in conjunction with 7 other churches. The cost of the weekend event is £14000 and around half the funding has been raised. The number of beneficiaries of the event is given as 1000 to 1500. In accordance with the policy a grant of £500 could be awarded. The financial assistance expenditure would be authorised under the Local Government Act 1972, section 137.

**Financial Assistance – Application Form**

**Name of Organisation**

Gateway Church Caerphilly

**Purpose or Activities of Organisation**

To provide faith based activities that are open to all and to build a greater sense of community in the local area.

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

1000 / 1500

**Membership Fees**

None

**Present Financial Position**

Bank balance at 1 March 2024 £44000. Net reserves are currently high due to a fundraising boost at the end of 2023. Reserves will end 2024 at around £35000 the target level for statutory obligations to employees.

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

The project involves strengthening links with our local primary schools by running sports workshops and team building activities, followed by a family invitation to a weekend celebration at Owain Glyndwr Playing Fields. The weekend will involve activities similar to previous years (youth nights, tea parties, chat shows and funday with bouncy castle, burgers and more), plus some team challenge activities as part of the Saturday fun day, helping people connect with others, as they strive to help their team win. Previous years have allowed us to raise awareness and successfully connect people to local youth groups, food banks, well being groups and other support agencies in the town. The weekend will cost approximately £14000 of which we have already raised £7500. The project is being run in conjunction with 7 other churches.

2 2nd Caerphilly Guides

The application is to raise funds for the group’s summer residential trip, in particular the hire of minibus which will cost £900. In accordance with the policy based on the number of members resident within the Town Council area a grant of £200 could be awarded. The group previously received a grant of £150 in June 2018. The financial assistance expenditure would be authorised under the Local Government Act 1972, section 137.

**Financial Assistance – Application Form**

**Name of Organisation**

2nd Caerphilly Guides

**Purpose or Activities of Organisation**

We are a Guide group that has been running for over 100 years, supporting young girls aged 10 – 14 years, in activities that develop life skills, creativity and self confidence.

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

10

**Membership Fees**

£35 per term

**Present Financial Position**

At 15 April 2024 the group had £637 with approximately £400 owed from a gift aid claim.

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

We need to raise funds to pay for a bus to PGL Liddington for our summer residential trip. The minibus hire is costing £900 and any funds received will be used towards this bill.