**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 20TH MAY 2024 BY MULTI LOCATION**

**Present:**

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

**Apologies:**

Councillor C Lewis

**In Attendance:**

R Collins, D Greedy, Gwent Police

P G Davy, Town Clerk

**14 MINUTES OF THE ORDINARY TOWN COUNCIL HELD ON 15 APRIL 2024**

Minutes of the Ordinary Town Council meeting held on 15 April 2024 were received and 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 identified ongoing issues related to ASB, homelessness, and shoplifting. There have been arson attacks on the building site adjacent to Caerphilly Leisure Centre. A new PCSO had been appointed to cover St Martins Ward.

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

**Telephone: 07950 935822**

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

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

 Members raised the following:

* Safety of pedestrian crossing on Market Street adjacent to the Twyn
* Quality of some CCTV and whether funds may be available from PCC to upgrade
* Dol y Felin Street one way signage being ignored

**17 TOWN MAYOR’S ANNOUNCEMENTS**

 The Mayor reported on a photo presentation to his charity AP Cymru, presentation evening with Caerphilly RFC, and attendance at the 150 Year Anniversary Concert at Mount Carmel Church which included a performance by Cwrt Rawlins School Choir.

**18 ENVIRONMENTAL MATTERS**

 Concerns were raised again about the pedestrian railway bridge where the safety barriers were continually being removed.

**19 TOWN CLERK’S REPORTS**

 1 Annual Return for the Year ended 31 March 2024

 The Town Clerk presented the Annual Return. The main variances between 2022-2023 and 2023-2024 were outlined. Payments for 2023-2024 were £100181. Income was £103574. Income has therefore covered expenditure with no call on reserves. The bank reconciliation statement shows the balances at 31 March 2024 are £108972.

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

 No issues were raised during the internal audit.

 Additional information has been requested by Audit Wales relating to the Council’s Standing Orders and Financial Regulations and copies of minutes when they were adopted by the Council.

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

 It was resolved to approve the Annual Return, which includes the accounting statements, 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 electors’ rights posted on the website and noticeboard.

 2 Insurance Renewal

 The premium renewal received from Zurich Municipal was £1231-27. This is a 7%

 increase on the previous year and is the final year of a three year agreement. The

 premium excludes any fireworks display at Caerphilly Castle as the event will not take place in 2024.

 It was resolved to accept the quotation from Zurich Municipal in the sum of £1231-27 for 12 months commencing 1 June 2024.

 3 Town Council Office IT

 There are functionality issues with the current office desktop computers which are hosted on CCBC servers. For the reasons outlined in the report it was agreed to terminate the current hosting arrangements for the two desktop computers and purchase a new Windows 11 desktop computer and Microsoft 365 office software with internet connectivity via the Town Council broadband. This will be funded from the IT Budget.

**20 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.

**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 Gateway Church Caerphilly

 A grant of £500 was approved. Expenditure authorised under the Local Government Act 1972, section 137.

 Councillor S Kent declared an interest and took no part in the discussion or decision.

 2 2nd Caerphilly Guides

 A grant of £200 was approved. Expenditure authorised under the Local Government Act

 1972, section 137.

**22 CORRESPONDENCE**

 Annual Review of Caerphilly Town CCTV System

 Having regard to the statistical information presented it was agreed to inform CCBC that the Town Council is fully supportive of the retention of the CCTV system due to benefits in deterring and providing evidence to pursue crime and anti social behaviour.

**23 MEMBER REQUESTS FOR FUTURE REPORTS**

 There were no requests.

 The meeting closed at 7.30 pm.