**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 July 2024

An **Ordinary Meeting** of the **Caerphilly Town Council** will be held on **Monday 15th July 2024** at 6.30 pm **by Mult 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 17th June 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**

8. **TOWN CLERK’S REPORTS**

 8.1 Q1 Budget Monitoring 2024/25 Financial Year.

 8.2 Business Continuity Plan – Updated.

**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**

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 17TH JUNE 2024 BY MULTI LOCATION**

**Present:**

Councillors P J Bevan, M Downes, J Fussell, J Grenfell, S Kent, C Lewis, M Prew

**Apologies:**

Councillors C Elsbury, A Broughton Pettit, J Pettit, P Reed, D Roberts

**In Attendance:**

J Spokes, Gwent Police

P G Davy, Town Clerk

**24 MINUTES OF THE ORDINARY TOWN COUNCIL MEETING HELD ON 20TH MAY 2024**

Minutes of the Ordinary Town Council Meeting held on 20th May 2024 were received and confirmed and signed by the Mayor.

**25 MATTERS ARISING**

Minute 16 - no further information on availability of funding to upgrade CCTV in retail premises.

**26 COMMUNITY SAFETY MATTERS**

A written report had been received from Gwent Police. There had been incidences of youths gathering in the rear lanes in Churchill Park, and around the town centre. There

had been a break in at B&Q Gallagher Retail Park which was under investigation.

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Homeless individuals within the town centre have moved on. There had been no issues reported at Caerffili Pride, Ffillifest and Caerphilly 10K.

Members raised the following:

* Off road bikes being ridden around the town, strategy to address issue to be raised with PCC
* ASB / vandalism at vacant buildings in Pentrebane Street and Crescent Road
* Homeless individuals in tents at Gallagher Retail Park and Castle View
* Regular congregation and drinking adjacent to bus stop opposite Sports Direct
* Arson incidents, request for Fire Safety Liaison Officer to attend a future meeting
* Recent RTAs

**27 TOWN MAYOR’S DIARY**

The Mayor had attended the Caerphilly Ladies Football Festival at Virginia Park, toured the Flower Festival sites and visited Caerffili Pride. He would be attending a dinner to celebrate the support for Velindre Hospital.

**28 ENVIRONMENTAL MATTERS**

The following were raised:

* + Weed growth around the town centre
	+ Maintenance of flagpoles adjacent to Cenotaph

**29 TOWN CLERK’S REPORTS**

1 Community Infrastructure Levy (CIL) Update

The CIL payment for 2023/2024 was £6226-76 taking the total amount received to date of £43419-21. Currently there are no active projects. A CIL Working Group will be convened to review the use of the uncommitted sum of £16370-15.

**30 PLANNING MATTERS**

A list of all the planning applications received since the last Town Council in May 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.

**31 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 Art Society**

 A grant of £200 was approved. Expenditure authorised under the Local Government Act 1972, section 137.

**32 CORRESPONDENCE**

A letter had been received from Ken Skates, Cabinet Secretary for North Wales and Transport outlining how changes to the 20mph speed limit would be considered. This would require representations to be made to the highway authority (CCBC) if a specific road should:

* + Change from 20mph to 30mph
	+ Change from 30mph to 20mph
	+ Stay at 20mph

**33 MEMBER REQUESTS FOR FUTURE REPORTS**

There were no requests.

The meeting closed at 7.30 pm.

**Agenda Item 8.1**

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

**Q1 Budget Monitoring 2024/25 Financial Year**

Comparison of actual expenditure to annual estimates for the period 1st April 2024 to 30th June 2024.

|  |  |  |
| --- | --- | --- |
| **Main Budget Heads** | **Q1 Actual £** | **Annual Estimate £** |
| Mayor’s Allowance | 225.00 | 900.00 |
| Members Allowances | 2288.00 | 2500.00 |
| Training | 0.00 | 1000.00 |
| Staff Costs | 5908.20 | 23990.00 |
| Travelling Expenses | 00.00 | 100.00 |
| Audit Fees | 200.00 | 600.00 |
| Insurance | 1231.27 | 1500.00 |
| Office Costs | 2145.81 | 11550.00 |
| Sponsored Events | 7800.00 | 19800.00 |
| Floodlighting St Martins Church | 0 | 400.00 |
| Fireworks Display | 0 | 20000.00 |
| Fireworks Charity Donation |  0 | 4000.00 |
| Floral Displays | 0 | 17000.00 |
| Christmas Lights | 0 | 10000.00 |
| Lantern Parade | 0 | 11000.00 |
| Financial Assistance  | 1700.00 | 6000.00 |
| Sports Scheme | 0 | 9000.00 |
| Newsletter | 788.00 | 900.00 |
| Elections | 0 | 0 |
| Miscellaneous | 0 | 500.00 |
| VAT | 287.80 | 0 |
| CIL Projects |  |  |
| **TOTAL** | 22,574.08 | 140,740.00 |

 £

Budget 140,740.00

Actual expenditure to 30.06.24 22,574.08

(16% of original estimate)

Members to note the report

**Agenda Item 8.2**

**Report to Town Council 15 July 2024**

**Business Continuity Plan Update**

The Business Continuity Plan has been updated to reflect the changes to office IT following the decision at the Town Council in May 2024 (minute 19.3 20.5.24) to terminate the CCBC hosting arrangements for the two desktop computers. A new Windows 11 desktop computer is operational and connected to the Town Council router for internet access. Printing and scanning have been restored via the MFP. The Town Council is now fully independent to maintain its own IT facilities. A copy of the Business Continuity Plan is attached and the amendments are in section 7.

Members to approve the updated Business Continuity Plan.

Phil Davy

Town Clerk

**Caerphilly Town Council**

**Business Continuity Plan**

The Town Council does not deliver any direct services and therefore any disruption by whatever cause will have minimal impact on the public. The biggest risk to business continuity is the non availability of the Town Clerk due to an unplanned extended period of absence. The Town Council is unable to legally fulfil its responsibilities as a public body without a Proper Officer and S151 Responsible Financial Officer, both statutory functions performed by the Town Clerk. There are other disruptions that may affect business. The most recent was the Covid 19 pandemic which led to the introduction of remote access to meetings, home working of employees, and advanced the migration of day to day business online.

**Response to Disruption Events**

1 Loss of Town Clerk due to illness, incapacity, resignation or dismissal

Town Mayor to call extraordinary meeting of Town Council to agree appropriate actions.

Temporary replacement recruited via SLCC locum service. Recruitment of permanent replacement initiated as appropriate.

Key documents collected from Town Clerk’ s home:

* Income and expenditure ledger
* Cheque book
* Paying in book
* Debit card
* Internet banking access
* Bank mandate
* Payroll records / access to payroll software / HMRC PAYE
* Bank statements / reconciliations
* Invoices
* Mobile phone (EE)
* Broadband information (BT)
* Office keys
* Laptop
* Personnel records
* Member allowances
* VAT records
* CIL records
* Insurance cover
* Budget and budget monitoring reports
* Audit files
* Event files
* Website administration access

2 Loss of Town Councillors due to multiple resignations

If the number of councillors falls to less than a third of the total membership the Town Council will not be able to make decisions (inquorate). The Town Clerk will discuss with CCBC by elections to fill vacancies and / or co option. The Town Clerk will make any urgent decisions in consultation with the remaining members.

3 Unavailability of office due to fire, theft etc

This will have limited impact as employees are primarily home based. There may be some loss of files or office equipment. Business broadband may be affected with loss of internet connection to office. Make insurance claim if appropriate.

4 Unavailability of meeting room for Town Council meetings due to damage to building

This will have limited impact as remote access meetings are a legal requirement and Town Council meetings can be held online until such time as the meeting room is available, or alternative identified.

5 Loss of Council documents due to fire, flood, theft or other causes

Business critical documents are held by the Town Clerk at home. Agendas and minutes are posted to the website. The electronic archive goes back to 2013. The hard copy archive of agendas and minutes back to when the Town Council was established in 1985 is held in the locked office store. While the risk to the historical archive is low consideration could be given to a fireproof storage system. Copies of approved policy documents are also held on the website.

6 Loss of Council electronic data due to corruption, fault or breakdown of hardware

The majority of business is undertaken on council owned laptops issued to the Town Clerk and Administrative Assistant. Agendas and minutes are passed between the two machines and when finalised posted to the website. The email account can be accessed from any device. Therefore if one machine goes down it should be possible to access all important information from the other. Cyber attacks are a daily occurrence and there is a need for constant vigilance to avoid the corruption or loss of data as the result of an attack. Security updates are regularly checked. Where a machine becomes corrupted as result of a virus it may need to be written off and replaced rather than repaired especially if it is several years old.

7 Loss of equipment due to theft, damage, fault or breakdown

In addition to the two laptops there is a desktop pc in the office. Any theft would be subject to an insurance claim. The desktop pc is password protected and any business critical information should be stored on the Cloud. Note the desktop equipment is not business critical due to the migration to laptops as consequence of home working.

There is sundry other equipment, including the MFP, held in the office and store which could be destroyed in a fire or stolen. All the main items are listed on the Asset Register and covered by the insurance. The Town Council is now solely responsible for IT solutions, maintenance, updating and security having severed links with CCBC IT.

8 Event Cancellation due to unforeseen issues

The Town Council directly organises and manages two significant events, the Christmas Lights switch on, and the annual fireworks display at Caerphilly Castle. Normally as part of the planning process it will be determined whether the events will be happening in a particular year. As a result of the pandemic events were cancelled 2020 and 2021. Building works at the Castle have also led to the fireworks not going ahead in 2022, 2023, and 2024.

Circumstances can arise when a late decision is required as to whether a planned event should go ahead, most notably if there is adverse weather conditions, or other incidents that could give rise to risks to the general public. It will be for the Chief Steward (nominated Town Councillor) to make the call, as appropriate in consultation with the emergency services. As the events are free the question of refunds of entry fees does not arise.

Adopted September 2023

Amended July 2024 to reflect IT changes

**Agenda Item 9**

**Report to Town Council 15 July 2024**

**Planning Matters**

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

**24/0452/HH 85 Bartlett Street, Caerphilly CF83 1JU**

Demolish and rebuild rear single storey extension, convert loft to accommodate an additional bedroom

**24/0457/LBC Twyn Primary School, East View, Caerphilly CF83 1UT**

Adapt 6 aluminium rainwater pipes which will flow into these new planters. Also a new bio retention feature will capture surface water run off from the playground area and will serve as a form of attenuation and treatment, prior to discharge off site as per current arrangement

**24/0456/FULL Tennis Pavilion, Caerphilly Leisure Centre, Virginia Park, Caerphilly**

Install floodlights to the 3 no courts

**24/0498/RET 42 Cardiff Road, Caerphilly**

Retain the change of use from Class A3 to Sui Generis

**24/0487/HH 13 Heol y berth, Caerphilly CF83 1SP**

Erect single storey side extension

**Agenda Item 10.1**

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

**List of Payments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque No** | **Payee** | **In Respect of** | **Amount £** |
| 304242 | R K Moore | Grant | 500.00 |
| Internet | EE Ltd | Mobile Phone | 11.84 |
| Internet | BT | Broadband Service | 42.13 |
| Direct Debit | Sage Global Services Ltd | Payroll Software | 9.60 |
| Internet | HMRC | Income Tax & NI | 650.24 |
| Internet | Admin Assistant | Salary (June) | 464.95 |
| Internet | Town Clerk | Salary (June) | 841.99 |
| Direct Debit | NEST | Pension (June) | 33.90 |
| 304243 | Caerphilly Art Society | Grant | 200.00 |
| Internet | Account Transfer | Restricted Reserves (CIL) | 6226.76 |
| 304244 | M Prew | Mayor’s Allowance 1 | 225.00 |
| Debit Card | Zoom Video Communications | Subscription | 155.88 |

It is recommended that Members note and approve the payments.

**Agenda Item 10.2**

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

**Bank Account Balances**

Bank account balances as at 1st July 2024

 £

Community Direct Plus Account (current account) 80,401.95

Corporate Instant Deposit (operational reserves) 50,865.68

Corporate Instant Deposit (restricted reserves) 16,370.15

Members to note the information.