

Bedwas, Trethomas & Machen Community Council

Jolene Dalton
Clerk to the Council

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19th October 2017

To All Councillors of Bedwas, Trethomas & Machen Community Council. You are summoned to attend a monthly meeting of BEDWAS, TRETTHOMAS & MACHEN COMMUNITY COUNCIL to be held in the Council Chamber, Bedwas on **THURSDAY 2nd November 2017 at 6.30PM ** please note change of start time.**

The next meeting of Council will be Thursday 7th December 2017

Yours sincerely



Jolene Dalton
Clerk

AGENDA

Police & Road Safety

1. Monthly Police Report from Police Representative

Full Council

1. Declarations of interest – Members who consider that they have an interest to declare are asked to state: a. the item in which they have an interest, b. the nature of the interest.
Any Member who is unsure about the above should seek advice prior to the meeting in order to expedite matters at the meeting itself.
2. Apologies for Absence
3. To consider and sign the minutes of the meeting held on 5th October 2017
4. Chair's Announcements
5. Clerk's Announcement
6. Budget 2018/19 – to discuss projects and associated budgets.
7. Local Resolution Protocol – to consider adopting the model protocol as recommended by CCBC.
8. Review of Community and Town Council Sector in Wales – to consider a response to the consultation
9. Draft Annual Report of the Remuneration Panel – to consider the report.
10. Forward Plan of Council decisions/discussions this will be circulated at the meeting

Finance

1. Chair's report – to receive a verbal update
2. Payments made since last meeting – to note and approve
3. Quarterly budget monitoring – spending details attached
4. Ward Project Expenditure – to note
5. Applications for Financial Assistance – to determine grant requests

Land & Buildings

1. Chair's report – to receive a verbal report.
2. Workmen's Hall – to receive a verbal update on the problems with the drains and toilets
3. Workmen's Hall – to discuss the cleaning/caretaker needs at the Hall

Planning

1. Chair's report – to receive a verbal report.
2. Planning Applications – to consider the Community Council's response to planning applications in the Bedwas, Trethomas and Machen area.
3. Permission for Development – for information only

Environment & Leisure

1. Chair's report – to receive a verbal report.
2. Planned events for 2017/18
3. Litter Champions for BTM ward – to consider the proposal to sponsor litter champions in each of the wards
4. Remembrance Day – to discuss final arrangements

Bedwas, Trethomas & Machen Community Council

**Minutes of the meeting of FULL COUNCIL Council Offices, Newport Road,
Bedwas on Thursday October 5th 2017 at 6.30pm**

<u>Present</u>	<u>Apologies</u>
	E. Aldworth
E. Davies	
DJ. Davies	
J.Gale	
D.Havard	
L. Phipps (from 7pm)	
A McConnell	
C Morgan (Chair)	
K.Regan	
	P.Rosser
J. Walsh	
J. Winslade	

Also Present: PC Lawrence Carrington, Jolene Dalton (Clerk)

Declarations of Interest: Councillors

POLICE & ROAD SAFETY COMMITTEE

93. PC Lawrence Carrington attended the meeting and explained that it had been a very quiet month in the area. A number of Councillors had participated in the Enforcement Day, the next one was scheduled for 23rd October. Times and details would be circulated nearer the date.

Members raised concerns about parking issues in the area, although it was noted that in some instances they were legally parked and that increased yellow line marking was needed.

Members requested that the Clerk contact the new Police Inspector to ensure that he would be attending the next Council meeting and requested that the monthly crime figures continue to be reported.

FULL COUNCIL

94. **Apologies for absence-** The apologies were noted and accepted.

96. **Minutes of the meeting held on 7th September 2017**

The time of the meeting was 6.30pm, not 6.00pm as stated in the minutes

RESOLVED: That the minutes of 7th September 2017 be accepted as a true record for signing by the Chair.

97. Chair's Announcement and Report

The Chair thanked the Vice-Chair for standing in for him at the previous meeting and thanked all members for the patience and good wishes whilst he was recovering through the summer. He reported that he had attended Machen Road Watch, 2 Macmillan events and had begun to liaise Great Western Railway Trust regarding a grant application for the Machen Viaduct Community Project. The Chair expressed his thanks to Wayne David MP for informing him of the availability of the grant, which would pay for benches, public notices and information boards as well as helping to pay with expenses for volunteers to complete the project. He had also attended Machen primary to award the children with the new road safety banner and prizes.

98. Clerk's report

The Clerk reported that her update would be short as all items had instead been included on the agenda. The BBC would be filming in the Council Chamber on Friday 20th October for the whole day. The commemorative poppy seeds had been delivered, members were invited to take them for their wards once the BTM stickers had been attached.

Resolved: That the Council note the update.

99. Governor vacancy at Machen Primary School

Resolved: That Councillor Jan Walsh be appointed as Governor for Machen Primary School

100. External Audit Report 2016/17

The Clerk reported that the report had been received and in order to complete the legal audit process. The report contained some points which the Council needed to act on such as the completion of a Risk Assessment but some of the points made were not valid – the report found that the Council did not operate a payroll system or make payments to HMRC which is factually incorrect and evidence had been supplied to the auditors to adequately demonstrate this.

Resolved: That the Clerk write to the Auditors regarding the findings of the report

101. Insurance Renewal Policy

The Clerk reported that the insurance was now up for renewal. The Council had chosen to insure with Zurich previously for the level of cover and value for money it provided. This year the premium had decreased.

Resolved: To renew the Insurance Policy as set out in the agenda papers.

102. Budget setting 2017/18

The Clerk gave a short verbal presentation setting out the procedure for budget setting and the precept. Members were asked to consider any projects that they may wish to propose and the associated budget required for them. The November meeting would see a substantive discussion on these projects and spending priorities in order for a draft budget to be put together in time for the December meeting. The precept would be determined at the January meeting in line with previous years.

Members discussed the need to involve the community in this work to establish what the priorities of the electorate were.

Members asked the Clerk to arrange training on the Rialtas system to ensure that it was being used to maximum effect.

103. Forward Plan

Resolved: That Machen Show be added to the March meeting.

FINANCE COMMITTEE

104. Chair's Report

Nothing to report

105. Payments made since last meeting

Resolved: That the payments be noted and approved as set out in the paperwork.

106. Ward Project Expenditure

Resolved: To note the expenditure

107. Applications for Financial Assistance

Lisa Phipps, Emma Davies and Dave Davies all declared an interest in the application as the applicant was known to them.

RESOLVED: 1. To award £100 for each ward to Caerphilly Boxing Club

108. Notice Board

Resolved: To purchase the notice board as set out in the papers, with decorative lettering, in black and gold without pin boards or back painting.

109. Workmen's Hall Cleaning costs

Resolved: To defer the item until after the meeting with the Hall Committee

LAND & BUILDINGS COMMITTEE

110. Chairs Report

The Chair reported that an Asbestos Survey had been carried out in the Council Offices which found Asbestos to be present in the artexing. Governors Wales needed to have a small hole drilled in the wall to allow for the installation of a CCTV system. The Chair had been in touch with CCBC and had been told that he could complete the work.

It was also reported that the toilets at the back of the Hall were blocked and that the entire drainage system at the side of the Hall had collapsed. Quotes would be obtained for the work to be done.

The pigeons that had taken up residency at the Hall would need to be removed. It was suggested that Caerphilly Bird Rescue may assist with catching the birds.

111. Fire Safety Contracts at the Hall

After careful consideration of the quotes received it was:

Resolved: To award the contract to Brumble Fire & Security Systems. To ask the same company to provide quotes for the other systems at the Hall and at the Council Offices.

PLANNING COMMITTEE

112. Application 17/0692/FULL– No objection

Application 17/0716/FULL– No objection.

Application 17/0644/NCC– No objection

Although not on the agenda members raised concerns over the work at Rhyd Y Gwyn. It was understood that the permission had been transferred to a different contractor and lorries were causing significant problems. A meeting with the

sitieofficer would be arranged and members were invited to attend to express their issues.

It was also reported that all work had ceased at the Fwrrwmlshta site and the contractor had left. The Developers had agreed to 3 payments for a road crossing but there was no information on when the first payment would be made.

Members requested that a letter be sent to CCBC raising concerns about the site, the Clerk requested that the letter be member led to ensure that the details and location and nature of the complaint be accurate.

Minutes of the Meeting of the ENVIRONMENT & LEISURE COMMITTEE

113. Chair's Report and planned events

The Chair reported the following:

- The Queen Tribute act would be performing at the Hall on Saturday night.
- Contact had been made with Billy at the allotments regarding the Peace Garden Development, and also with Ground Works Wales and the Community Gardens Trust regarding any available funding.
- The Chair's Carol Concert would be attended by BTM band, held at the Council Offices on 12th December. Councillor Amanda offered to produce some posters for the event.
- The pantomime tickets were available for sale and all councillors were encouraged to attend.
- The Macmillan Coffee Morning had raised £206 which the Chair had topped up to £250. The chair had been the bingo caller for the event and his unique freestyling method of number calling had been well received.
- The Chair was very keen that a charity dog show be run in conjunction with Hope Dog Rescue to raise money and awareness of the charity.
- The Vice Chair of Council reported that she had attended a vintage car show in Ponypridd and felt that a similar event could work well in the area. It was proposed that the Community Council could work with Caerphilly Town Council to host the event. The event could also include the BTM vintage buses.

114. Christmas Lighting for BTM

The Clerk reported that a significant amount of work had been done by the Chair, the Chair of Land & Buildings and herself in order to bring the quote for lights to members. Although it was customary for 3 quotes to be presented this had not been possible because there were not 3 companies that could complete the end to end process of firstly carrying out the work needed to the lamp posts and then also supply and install the lights. Members were informed that the timescale for agreeing the lights was now tight and that further work could not now be undertaken.

It was explained that a series of meetings had taken place and that although some members may feel that the lights should be in other areas of the ward, professional advice had been sought and the areas indicated had been

deemed suitable for installations. It was not common practice to put lights in largely residential areas.

Resolved: 1. That the Council moves forward to supply Christmas lights as set out in the agenda papers. 2. That the Council again make contact regarding the supply of Christmas Trees as agreed at a previous meeting.

115. Remembrance Day 2017

Arrangements would remain as in previous years. Councillors Dave Davies and Lisa Phipps would liaise with the RBL members who had offered their assistance. The Chair would attend the Machen service and the Vice Chair would lay the Council wreath in Bedwas. Refreshments would be offered to all those attending any of the services in the Council Offices. Councillor Amanda McConnell undertook to produce a poster advertising the services and the refreshments.

Meeting End 8.45pm

.....CHAIR OF COUNCIL

Agenda Item 8



STANDARDS COMMITTEE – 28TH SEPTEMBER 2017

SUBJECT: MODEL LOCAL RESOLUTION PROTOCOL FOR COMMUNITY AND TOWN COUNCILS

REPORT BY: INTERIM HEAD OF LEGAL SERVICES AND MONITORING OFFICER

1. PURPOSE OF REPORT

- 1.1 To advise Members of the Model Local Resolution Protocol that had been drawn up by One Voice Wales for use by any Community and Town Council when dealing with low level complaints about its members.
- 1.2 To ask Members to endorse the proposal that all Town and Community Councils in Caerphilly be requested to consider adopting the Model Resolution Protocol attached at Appendix 1 or to use the Model version to develop their own Protocol.

2. SUMMARY

- 2.1 To consider the attached Model Protocol drawn up by One Voice Wales.

3. LINKS TO STRATEGY

- 3.1 The recommended course of action arising from this report contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015 as part of the role of the Standards Committee is to promote and maintain high standards of conduct of members and co-opted members of the Authority including Community Councils and their members:

- *A resilient Wales*
- *A more equal Wales*
- *A Wales of cohesive communities*
- *A globally responsible Wales*

4. THE REPORT

- 4.1 At a recent meeting of all-Wales Monitoring Officers, One Voice Wales gave a presentation on the Model Local Resolution Protocol for Community and Town Councils which they have prepared to assist such Councils when considering low level complaints. A copy of the Model is attached at Appendix 1.
- 4.2 Members will note from the background set out in the Model document that the Public Service Ombudsman for Wales has agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution. However to date there has not been a common process for Community and Town Councils to follow in dealing with such matters. To assist the sector, One Voice Wales has drawn up the attached as a model protocol which any Community and Town Council can use in dealing with such complaints.

- 4.3 The Model Protocol is meant as a starting point for Community and Town councils and is intended for use where complaints are low level and have been made by an officer (not the Clerk) or another member. Serious complaints or those made by the clerk or a member of the public are recommended for referral to the Ombudsman. Further details as to the use of process are set out in the Model. Individual Town or Community Councils may wish to add or amend the attached model to suit their particular needs.
- 4.4 The Protocol advises that a complaint would need to be sent to the Clerk / Proper Officer of the Council to undertake a first sift to ensure that the complaint is at a low level and should not be dealt with by way of a complaint to the Ombudsman. The Protocol sets out a proposed resolution process and possible results of the process together with the timing of the process with the intention that it is completed as quickly as possible to resolve the issue.
- 4.5 Members are asked to consider the recommendations set out in the report below.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 The recommendations set out in this report contribute to the Well-being Goals as set out in Links to Strategy above. It is consistent with the ways of working as identified as they promote high standards of conduct of members for Town and Community Councils.

6. EQUALITIES IMPLICATIONS

- 6.1 There are no equalities implications arising from this report.

7. FINANCIAL IMPLICATIONS

- 7.1 Whilst the Monitoring Officer provides governance advice to Town and Community Councils resources are insufficient to operate the Local Resolution Protocol on behalf of such Councils. As such Town and Community Councils will be responsible for the implementation and adoption of the Protocol individually.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications arising from this report.

9. CONSULTATIONS

- 9.1 The report reflects the views of the consultees.

10. RECOMMENDATIONS

That the Standards Committee

- 10.1 The Committee note the content of the report
- 10.2 The Committee endorse the proposal that all Town and Community Councils in Caerphilly be requested to consider adopting the Model Resolution Protocol or to use the Model version to develop their own Protocol.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To inform Members of the Standards Committee and Clerks of Town and Community Councils of the availability of the model Local Resolution Protocol.

12. STATUTORY POWER

- 12.1 Local Government Act 2000.

Author: Lisa Lane, Corporate Solicitor
Consultees: Chris Burns, Interim Chief Executive
Nicole Scammell Acting Director Corporate Services and S151 Officer
Gail Williams, Interim Head of Legal Services and Monitoring Officer
Diane Holdroyd, Chair of Standards Committee
Cllr Barbara Jones, Deputy Leader and Cabinet Member for Finance, Performance and Governance

Appendices:
Appendix 1 Model Resolution Protocol from One Voice Wales

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Review of Community and Town Council Sector in Wales



Llywodraeth Cymru
Welsh Government

About Community and Town Councils



Community and town councils are the **grassroots** level of local governance in Wales.

There are over **735** Community and Town Councils in Wales, but not every community has a council.



Community and Town Councils **raise money through taxation** (precepts) to carry out activities and services for your community.

The job of your council is to represent the **interests of the whole community** – and to represent the interests of different parts of the community equally.



Community and town councils can use their **legal powers** to provide many services from community centres to buses. They also provide services **in partnership** with other bodies.

Independent Review Panel

An Independent Review Panel has been set up to consider the future role of Community and Town Councils.

The review will:

- explore the potential role of local government below Local Authority councils, drawing on best practice
- define the most appropriate model(s)/structure(s) to deliver this role
- consider how these models and structures should be applied across Wales. This will include consideration of any situations in which they would not be necessary or appropriate.

The review is expected to take around a year.

The Panel want to hear your views...

The Panel are keen to hear all views – from Community and Town Councils themselves, from the communities they serve, from the people they work with, from areas that have councils and areas that don't. They want your thoughts on:



Q) What should Community and Town Councils be responsible for?

Q) How should they operate?

Q) What's standing in their way to deliver for the local community?

Q) How do councils ensure they best represent their local community?

Share your views with the Panel.

Email: Adolygiad.CTC.Review@gov.wales

 @WG_localgov





Adolygiad o'r Sector Cynghorau Cymuned a Thref yng Nghymru



Llywodraeth Cymru
Welsh Government

Cynghorau Cymuned a Thref



Lefel **llawr gwlad** llywodraeth leol yng Nghymru yw cynghorau cymuned a thref.

Mae dros **735** o Gynghorau Cymuned a Thref yng Nghymru, ond nid oes gan bob cymuned gyngor.



Mae Cynghorau Cymuned a Thref yn **codi arian drwy drethi** (praeseptau) er mwyn cynnal gweithgareddau a gwasanaethau ar gyfer eich cymuned.

Rôl eich cyngor yw cynrychioli **buddiannau'r gymuned gyfan** - a chynrychioli buddiannau gwahanol rannau o'r gymuned yn gyfartal.



Mae cynghorau cymuned a thref yn gallu defnyddio eu **pwerau cyfreithiol** i ddarparu llawer o wasanaethau o ganolfannau cymunedol i fysiau. Maent hefyd yn darparu gwasanaeth **mewn partneriaeth** â chyrrff eraill.

Panel Adolygu Annibynnol

Mae Panel Adolygu Annibynnol wedi ei sefydlu i ystyried rôl Cynghorau Cymuned a Thref yn y dyfodol.

Bydd yr adolygiad:

- yn ymchwilio i rôl bosib llywodraeth leol ar lefel islaw cynghorau Awdurdod Lleol, gan edrych ar arferion da
- yn diffinio'r model(au)/strwythur(au) mwyaf priodol ar gyfer cyflawni'r rôl hon
- yn ystyried sut y dylid rhoi'r modelau a'r strwythurau hyn ar waith ledled Cymru. Bydd hyn yn cynnwys ystyried unrhyw sefyllfaoedd lle na fyddent yn angenrheidiol nac yn briodol.

Disgwylir i'r adolygiad gymryd oddeutu blwyddyn.

Mae'r Panel eisiau clywed gennych...

Mae'r Panel yn awyddus i glywed gan bawb - gan Gynghorau Cymuned a Thref eu hunain, gan eu cymunedau, gan y bobl y maent yn gweithio gyda hwy, gan ardaloedd sydd â chynghorau a chan ardaloedd hebddynt. Maent am gael eich barn ynghylch:



Rhannwch eich barn â'r Panel.

E-bost:
Adolygiad.CTC.Review@gov.wales

@WG_localgov

- C)** Am beth y dylai Cynghorau Cymuned a Thref fod yn gyfrifol?
- C)** Sut y dylent weithredu?
- C)** Beth sy'n eu hatal rhag cyflawni dros y gymuned leol?
- C)** Sut y mae cynghorau'n sicrhau eu bod yn cynrychioli'r gymuned leol yn y ffordd orau bosibl?



13. Payments to Members of Community and Town Councils

- 13.1. The Panel has had responsibility for the remuneration of community and town councils since the Measure of 2011 and its first determinations for such members came into effect in the financial year 2013/2014. Subsequent Annual Reports have developed ideas for remuneration of community and town councillors, allowing flexibility to meet appropriate responsibilities.
- 13.2. The Panel recognises a wide variation in geography, scope and scale across 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.3 Since producing its last report, the Panel met with 104 Councillors and Clerks representing 68 Community and Town Councils in 4 meetings it held across Wales. The discussions confirmed the widely held view that the roles individual councils undertake vary significantly. Subsequent research the Panel undertook into councils' income and expenditure and councillor to population ratios further supported the wide variation.
- 13.4 The Panel is of the view that in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1m and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of £10,000.
- 13.5 Therefore the Panel is proposing to form groups of Community and Town Councils to reflect these differences. The Panel examined a range of measures the Panel could use as the basis for any groupings and it considers that 4 groups based on the level of income *or* expenditure, whichever is the highest, in the previous financial year, is most appropriate. Using income *or* expenditure figures better reflects the activity levels of a council than population ratios which the Panel found did not correlate to income or expenditure. It is also easy for councils to understand which group they belong to.

Table 7 Community and Town Council Groupings

Community and Town Council Group	Income <i>or</i> Expenditure of:
A	£200,000 and above
B	£60,000 - £199,999
C	£10,000 - £59,999
D	Below £9,999

Reimbursement of subsistence costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Staying with friends and/or family

- 12.7. These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.
- 12.8. All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.
- 12.9. There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.
- 12.10. It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

- 13.6. The Panel is of the view that Community and Town Councillors are not volunteers because further to the democratic process they have accepted formal responsibilities and they all face some degree of liability, in respect of the Council functions they are running. Also, the Panel wants any member who has personal support needs and or caring responsibilities to be able to fulfil their role. To reflect this, the Panel is mandating payment of a contribution to costs and expenses, and reimbursement of the costs of care, for all members of Community and Town Councils as set out in Determinations 44 and 51.
- 13.7 The Panel is also of the view that Councils in Group A are likely to have a greater number of committees, reflecting its level of activity; and therefore is additionally mandating the payment for senior roles as set out in Determination 45. Where not mandated, each determination requires a formal decision by each of these community or town councils' annually. A Council can adopt any or all of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.8 In all cases, any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.
- 13.9 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive payment for a senior role from any Community or Town Council.

Payments towards costs and expenses

- 13.10. In order to compensate members of community and town councils for expenses and costs involved in carrying out their duties, the Panel has determined that councils must make a payment to each member.

Determination 44: Community and town councils must make a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

Senior roles

- 13.11 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that the larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make a payment for a minimum of one senior role and a maximum of five senior roles. Councils in Groups B, C and D are authorised to pay up to five responsibility payments for specified roles.

Determination 45: Community and town councils in Group A must make an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 46: Community and town councils in Groups B, C or D are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is made.

Reimbursement of travel costs and subsistence costs

13.12. The Panel recognises that there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area.

Determination 47: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties.⁸ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 48: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.

⁸ Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

- **£30 – staying with friends and/or family overnight.**

Compensation for financial loss

13.13 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties.

Determination 49: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- **Up to £34.00 for each period not exceeding 4 hours:**
- **Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.**

Reimbursement of the costs of care

13.14 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.

13.15 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of Costs of Care.

Determination 50: Community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Civic Head / Deputy Civic Head Payment

- 13.16. Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils should be authorised to make a payment for these roles. In its previous annual reports the Panel did not determine a maximum level of payment to mayors/chairs and their deputies.
- 13.17 The Panel's consultation meetings this year, confirmed that the majority of community and town councils make no or very modest payments to their civic leaders and that some of them are reporting the budget allocated for civic functions and civic expenditure rather than the amount paid as personal senior salary to the individual.
- 13.18 The Panel is concerned only with the amount paid to the mayors/chairs as a salary or honorarium, to be used or retained at their discretion. The Panel has determined that the maximum amount to be paid to a chair/mayor of a community or town council in this way shall be £1,500. The maximum amount to be paid to a deputy mayor/chair in this way shall be £500.

Determination 51: Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.

Determination 52: Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.

Publicity requirements

- 13.19. There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments. This information must be published on council noticeboards and/or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the year to which the payments relate. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are in breach of this requirement.

FORWARD PLAN OF COUNCIL DECISIONS

<u>DECEMBER</u>
Budget Discussion Risk Assessment

<u>JANUARY</u>	<u>FEBRUARY</u>
Precept decision Internal auditor appointment	

<u>MARCH</u>	<u>APRIL</u>
Machen Show	

<u>MAY</u>	<u>JUNE</u>
ANNUAL MEETING Annual Statement of Accounts Code of Conduct	Christmas events

<u>JULY</u>	<u>SEPTEMBER</u>
Remembrance Day MacMillan Coffee Morning	Council Insurance

<u>OCTOBER</u>	<u>NOVEMBER</u>
	Annual Risk Assessment

List of Payments made between 01/09/2017 and 17/10/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
*04/09/2017	self	CREDIT	298.20		chubb refund
08/09/2017	Welsh Water	DD	10.50		sept payment
12/09/2017	DJ Boulter	SO	50.00		August payment
15/09/2017	machen show	205996	250.00		sponsorship money
15/09/2017	British Gas	DD	39.08		Maintainence charge
15/09/2017	Caerphilly County Borough Coun	DD	64.00		rates
18/09/2017	Chubb	SO	120.00		engineer visit - lights
18/09/2017	jolene dalton	SO	14.30		postage
18/09/2017	Caerphilly County Borough Coun	SO	2,110.00		sports scheme & flyers
18/09/2017	Caerphilly County Borough Coun	SO	1,952.60		Election charges 2017
25/09/2017	southern electric	DD	91.04		office electricity
28/09/2017	DJ Boulter	SO	50.00		caretaker - sept
28/09/2017	Pension fund bank	SO	428.83		pension september
28/09/2017	Jolene Dalton	SO	1,391.41		Salary - Sept
Total Payments			<u>6,869.96</u>		

* This should have been a credit not a payment.

**Bank Reconciliation Statement as at 17/10/2017
for Cashbook 1 - Current/Instant Access A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/08/2017	875	62,414.28
			<u>62,414.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			62,414.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			62,414.28
		Balance per Cash Book is :-	62,116.08
		Difference Excluding Adjustments is :-	298.20
<u>Adjustments to Reconciliation</u>			
		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	<u>298.20</u>

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Revised	Actual YTD	Budget	EMR	Carried Forward
100	Income										
1002	0	858	0	0	0	0	0	1,038	0	0	0
1076	65,160	67,114	0	0	65,160	0	65,160	67,786	0	0	0
	65,160	67,972	0	0	65,160	0	65,160	68,824	0	0	0
	65,160	67,972	Movement to/(from) Gen Reserve								
	65,160	67,972	0								
101	Administration										
4100	20,000	21,334	0	0	20,000	0	20,000	8,592	20,000	0	0
4101	5,000	3,637	0	0	5,000	0	5,000	1,217	5,000	0	0
4102	0	1,336	0	0	0	0	0	2,702	0	0	0
4110	1,500	700	0	0	1,500	0	1,500	1,700	1,500	0	0
4115	1,200	1,197	0	0	1,200	0	1,200	625	1,200	0	0
4118	2,500	0	0	0	2,500	0	2,500	1,953	2,500	0	0
4120	800	570	0	0	800	0	800	1,125	800	0	0
4121	800	213	0	0	800	0	800	1,520	1,000	0	0
4122	1,500	1,746	0	0	1,500	0	1,500	220	1,500	0	0
4148	600	307	0	0	600	0	600	61	400	0	0
4149	250	76	0	0	250	0	250	41	200	0	0
4150	900	1,332	0	0	900	0	900	620	1,000	0	0
4151	2,800	3,268	0	0	2,800	0	2,800	0	3,500	0	0
4155	800	345	0	0	800	0	800	1,460	1,000	0	0
4160	500	0	0	0	500	0	500	83	0	0	0
4161	0	440	0	0	0	0	0	492	0	0	0

Bedwas, Trethomas & Machen PC 2016/17
Annual Budget - By Centre

	<u>Last Year</u>		Brought Forward	Net Virement	<u>Current Year</u>					<u>Next Year</u>		
	Budget	Actual			Agreed	EMR	Revised	Actual YTD	Budget	EMR	Carried Forward	
Overhead Expenditure	39,150	36,500	0	0	39,150	0	39,150	22,411	39,600	0	0	
Movement to/(from) Gen Reserve	<u>(39,150)</u>	<u>(36,500)</u>			<u>(39,150)</u>		<u>(39,150)</u>	<u>(22,411)</u>	<u>(39,600)</u>			
102 Grants												
4170 Ward Projects	7,500	2,425	0	0	7,500	0	7,500	2,665	10,000	0	0	
4172 Christmas Grants	1,200	1,100	0	0	1,200	0	1,200	0	1,300	0	0	
4173 Summer Playscheme	1,700	2,294	0	0	1,700	0	1,700	2,310	2,500	0	0	
4175 General Grants	1,500	1,550	0	0	1,500	0	1,500	2,944	1,500	0	0	
Overhead Expenditure	11,900	7,369	0	0	11,900	0	11,900	7,919	15,300	0	0	
Movement to/(from) Gen Reserve	<u>(11,900)</u>	<u>(7,369)</u>			<u>(11,900)</u>		<u>(11,900)</u>	<u>(7,919)</u>	<u>(15,300)</u>			
201 Council Offices												
1000 Office Rental	0	4,025	0	0	0	0	0	3,234	0	0	0	
Total Income	0	4,025	0	0	0	0	0	3,234	0	0	0	
4200 Office - Cleaner	0	2,693	0	0	0	0	0	1,484	2,500	0	0	
4201 Office - Rent/Rates	300	289	0	0	300	0	300	381	300	0	0	
4202 Office - Water/Sewerage	200	242	0	0	200	0	200	63	200	0	0	
4203 Office - Gas	3,000	2,331	0	0	3,000	0	3,000	579	3,000	0	0	
4204 Office - Electric	2,000	727	0	0	2,000	0	2,000	558	2,000	0	0	
4206 Cleaning	0	336	0	0	0	0	0	0	0	0	0	
4209 Office Alarm System	1,000	747	0	0	1,000	0	1,000	79	1,000	0	0	
4210 Office - Telephone	1,000	1,098	0	0	1,000	0	1,000	555	1,000	0	0	
4211 Office - Cleaning Materials	150	37	0	0	150	0	150	7	100	0	0	

Continued on next page

Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Revised	Actual YTD	Budget	EMR	Carried Forward
4212 Petty Cash	200	0	0	0	200	0	200	0	0	0	0
4220 Office - Maintenance/Equipment	10,000	3,610	0	0	10,000	0	10,000	1,525	10,000	0	0
Overhead Expenditure	17,850	12,110	0	0	17,850	0	17,850	5,231	20,100	0	0
Movement to/(from) Gen Reserve	(17,850)	(8,085)			(17,850)		(17,850)	(1,996)	(20,100)		
301 Workmen's Hall											
1000 Office Rental	0	5,344	0	0	0	0	0	0	0	0	0
Total Income	0	5,344	0	0	0	0	0	0	0	0	0
4300 WHall - Cleaning	0	6,479	0	0	0	0	0	2,818	0	0	0
4302 WHall - Water/Sewerage	750	130	0	0	750	0	750	0	0	0	0
4303 WHall - Gas	5,000	3,943	0	0	5,000	0	5,000	0	0	0	0
4304 WHall - Security System	1,000	1,188	0	0	1,000	0	1,000	461	0	0	0
4305 WHall - Grant	2,000	0	0	0	2,000	0	2,000	0	0	0	0
4310 WHall - Maintenance	13,000	4,999	0	0	13,000	0	13,000	293	0	0	0
4311 WHall - Improvements	0	0	0	0	0	0	0	450	0	0	0
4312 WHall - equipment purchase	0	0	0	0	0	0	0	606	0	0	0
Overhead Expenditure	21,750	16,739	0	0	21,750	0	21,750	4,628	0	0	0
Movement to/(from) Gen Reserve	(21,750)	(11,395)			(21,750)		(21,750)	(4,628)	0		
401 Adult Education Centre											
4400 AEd - Caretaker	0	534	0	0	0	0	0	0	0	0	0
4403 AEd - Gas	0	1,441	0	0	0	0	0	0	0	0	0
4405 AEd - Alarm	0	198	0	0	0	0	0	0	0	0	0

Continued on next page

Bedwas, Trethomas & Machen PC 2016/17
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Revised	Actual YTD	Budget	EMR	Carried Forward
4420 AEd - Maintenance	0	0	0	0	0	0	0	376	0	0	0
Overhead Expenditure	0	2,173	0	0	0	0	0	376	0	0	0
Movement to/(from) Gen Reserve	0	(2,173)			0		0	(376)	0		
999 VAT Data											
515 VAT on Payments	0	-201	0	0	0	0	0	-2,955	0	0	0
Overhead Expenditure	0	-201	0	0	0	0	0	-2,955	0	0	0
Movement to/(from) Gen Reserve	0	201			0		0	2,955	0		
Total Budget Income	65,160	77,341	0	0	65,160	0	65,160	72,058	0	0	0
Expenditure	90,650	74,691	0	0	90,650	0	90,650	37,610	75,000	0	0
Movement to/(from) Gen Reserve	(25,490)	2,651			(25,490)		(25,490)	34,448	(75,000)		



Bedwas, Trethomas & Machen Community Council

Council Offices, Bedwas, Caerphilly CF83 8YB

Tel: (029) 2088 5734 Mobile: 07972 924023 E-mail: btmCouncil@btconnect.com

APPLICATION FOR FINANCIAL ASSISTANCE

Policy Note – The Councils preference is to support grant applications which have a particular impact within or benefit for the communities of Bedwas, Trethomas and Machen areas. The Council is unable to make grants to individuals or companies.

Please note failure to complete any section of the form will void the application.

Name of Organisation / Club: Machen Monkeys

Name and Address of Contact Person: Sara Geake 11, Tyn Y Wain Road

Telephone: (Home) 01633 441567
(Work).....
(Mobile) 07805 122763

Machen
Caerphilly
CF83 8UA

Position with Organisation: Volunteer/Group Leader

Amount of Grant applied for: £315.88

APPLICATION DETAILS

1. How will this grant contribute towards the aims/purpose of your organisation/club?

We require small tables to enable craft
activities and also snack-time.

FOR OFFICE USE ONLY

Application Received & Acknowledged:

Minute No:

Cheque No:

Ref No:

2. Please summarise the costs which you have to meet as an organisation/club?

We need to pay rent to Macher Village Hall of £10 per weekly session (term-time only). Tea/coffee, snacks etc are provided by members.

3. Please summarise the income which you have as an organisation/club?

Our income is only from those who attend. Subs of £1.50 are requested over the last academic year we averaged £9.91 per session from subs, making a total of £376.67. We also did a cake sale at a Christmas fete raising £30.67.

4. Please give a full explanation as to what the grant will be used for. to cover the shortfall for rent.

We need new tables for craft and snack time as our current ones are broken.

5. Have you secured any other funding to assist with this particular expenditure, and if so how much?

No.

6. How will this grant help your organisation to support people who live in, work in, visit and / or use facilities in the BTM area? (Please be as clear as you can in responding to this question, and include an indication of numbers if this is relevant)

We provide a friendly and fun place for children and parents/carers to come and meet/play. Supporting parents/carers.

Please detail any further information in support of your application. (You are welcome to append leaflets or other documents that may assist the Council in understanding your answers to the above questions)

We do not have an account but I ~~am~~ have ~~supplied~~ a copy of the ~~as~~-cash book I use ~~on~~ ~~report~~. I have enclosed a printout of ~~the~~ tables.

Signed: JAGeate

Date: 22/9/17. needed

Applications are considered by the Council on a monthly basis. Successful applicants will receive grants 4+ weeks after the awarding Council meeting.

Please return your application form by post to: The Clerk to BTM Community Council, Council Offices, Newport Road, Bedwas, Caerphilly, CF83 8YB

Please complete the Income and Expenditure and Expenditure figures for the last Financial Year. Alternatively you may provide a copy of your own Statement of Accounts for the last Financial Year. However, there MUST be TWO SIGNATORIES on this form.

Income	£	Expenditure	£
Surplus b/f from previous year.....	—	Deficit c/f from previous year	—
Total Membership Subscriptions.....	376.67	Rent	3800.00
Other Income	30.60	Rates	—
		Heating/Lighting	—
		Other expenditure	—
Investment Income	—		
*Deficit C/f to next year		*Surplus c/f to next year	£27.27

*Note: The deficit c/f to next year and the surplus c/f to next year, figures should be the same.

Please list individually and include all Donations/Grants.

WE CERTIFY THAT THE DETAILS GIVEN ABOVE, OR ATTACHED, ARE CORRECT.

Signed: *JHyeake*

Signed:

Date: *22/9/17*

Position: *Volunteer/Group*

Position:

Leader

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🔍 Search

🔍 Basket

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Ideal folding table for nurseries and playgroups

£78.97

(£65.81 excluding VAT)

[Read reviews](#)



Sale price: £78.97

~~Original price: £87.74~~

Price ex. VAT: £65.81

Quantity

1

Add to basket

Description **Delivery**

Contour Folding Table at reduced price

This weeks offer is for Contour folding tables 915 x 685 x 584mm high this is ideal for nurseries and playgroups in the popular colour Lime. We have a limited number in stock, available for immediate despatch.

This size of table is incredibly versatile and will prove to be a really useful size for all sorts of tasks in your organisation or home.

Buy today at this special price which offers an extra 10% off our standard prices. Hurry though as once the stock has gone, it has gone.

Strong yet light
Versatile and easy to use
Fold flat for storage

With it's lightweight aluminium frame, the popular Contour range of folding table is ideally suited for all applications. This product is light to handle (8.00kg) and simple to fold

This Contour table features an attractive ribbed outer extrusion. Surface abrasions that can become apparent after prolonged and heavy use are better concealed by this contoured aluminium. The corner mouldings fitted to this product add extra protection against the rigours of daily use and are finished in matt black.

Feefo Reviews **Our Reviews**

No reviews have been submitted.



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Registered No. 536385



Site by Lightmaker

2010

Date	Description	out (£)	In (£)	Total	Date	Description	Out	Total
	carried forward			87.42		carried forward		19.99
11	cash count.			85.74	7/6	Group Subs	6.00	25.99
12	Group subs		13.80	99.54	14/6	Group Subs	4.00	29.99
12	Group Subs		11.40	110.94	21/6	Group Subs	10.60	40.59
2	Rent	60.00		50.94	28/6	Group Subs	6.00	46.59
12	Group Subs		7.50	58.44	5/7	Group Subs	7.50	54.09
3	Group Subs		6.00	64.44	6/9	Subs	6.50	—
3	Group Subs		12.10	76.54	13/9	Subs	2.00	—
13	Group Subs.		12.00	88.54	—	Kyrie	7.50	76.09
13	Easter Eggs + WOLG	9.00		79.54	20/9	Subs	13.00	89.09
3	Subs		10.00	89.54	27/9	Subs	7.60	96.69
14	Business Cards	10.18		78.76	4/10	Subs	19.50	116.19
7	Rent	50.00		28.76	11/10	Subs	6.00	122.19
4	Group Subs		11.82	40.58	18/10	Subs	10.40	132.59
14	Group Subs		10.61	51.19			8.50	141.09
4	Group Subs		9.00	60.19	8/11	Subs	137.01	137.01
5	Group Subs		3.50	63.69	11/11	Tin count	6.10	143.11
5	Group Subs		9.50	73.19	15/11	Subs.	5.00	148.11
5	Group Subs		9.50	82.69	17/11	Donation	4.50	152.61
5	Group Subs Rent	70.00		3.19	22/11	Subs	6.50	159.11
15	Group Subs		9.50	12.69				
5/5	Group Subs		7.30	19.99	29/11	Subs		
			cf	19.99				

Date	Description	Out	In	Total	Date	Description	Out	In	Total
12/16	Subs		14.30	159.11	2/4/17	Subs			
12/16	Rent to oct 16 HT.	130.00		178.41	2/5/17	Subs			
12/16	Christmas fete		30.80	43.41	5/4/17	Rent	120.00		131.9
12/16	Rent to end 2016	60.00		74.81	25/4/17	Subs			
	→ 2 left			14.21	2/5/17	Subs		7.30	11.9
1/17	Group subs		11.00	25.21	9/3/17	Tin Count			
1/17	Coffee + biscuits	2.38		22.83	9/5/17	Subs.		6.00	25.22
1/17	Subs		6.50	29.33	16/5/17	Subs		35.46	
4/17	Subs		7.50	36.83	23/5/17	Subs		6.50	41.96
1/17	Bisc + fruit	2.86		33.97	6/6/17	Subs.		14.50	56.46
1/17	Subs		10.95	44.92	6/6/17	Raffle tickets	1.96	12.00	68.46
2/17	Subs		7.00	51.92	13/6/17	Subs.		14.08	82.54
2/17	Subs		3.00	54.92	20/6/17	Subs.		80.88	
2/17	Subs		13.00	67.92	21/6/17	Subs.		16.44	97.04
3/17	Subs		14.00	81.92	4/7/17	Subs		12.00	109.04
3/17	Subs		5.50	87.42	11/7/17	Subs		16.00	125.04
3/17	Subs		12.50	99.92	11/7/17	Rent		7.00	132.04
3/17	Bananas	2.00		97.92			120.00	9.50	141.54
3/17	Subs		9.00	106.92				21.54	
14/17	Coffee Morn. Rent		25.00	131.92					

date Description
c/f.

1/9/17 Subs.
1/9/17 Subs
2/9/17 Subs

out

In

Total.
21.54

22.70
12.50
14.60

44.24

56.74

71.34



Bedwas, Trethomas & Machen Community Council

Council Offices, Bedwas, Caerphilly CF83 8YB

Tel: (029) 2088 5734 Mobile: 07972 924023 E-mail: btmcouncil@btconnect.com

APPLICATION FOR FINANCIAL ASSISTANCE

Policy Note – The Councils preference is to support grant applications which have a particular impact within or benefit for the communities of Bedwas, Trethomas and Machen areas. The Council is unable to make grants to individuals or companies.

Please note failure to complete any section of the form will void the application.

Name of Organisation / Club: *Home Start Caerphilly Borough*

Name and Address of Contact Person: *Melanie Snowden*

Telephone: (Home).....

(Work).....*01443 875220*

(Mobile).....

Position with Organisation: *Scheme Manager*

Amount of Grant applied for: *Any donation is greatly received.*

APPLICATION DETAILS

1. How will this grant contribute towards the aims/purpose of your organisation/club?

The grant will enable the organisation to offer Vulnerable families supported by Home-Start, new experiences - trips and events at a low cost.

FOR OFFICE USE ONLY

Application Received & Acknowledged:

Minute No:

Cheque No:

Ref No:

2. Please summarise the costs which you have to meet as an organisation/club?

See attached financial accounts 16/17.

3. Please summarise the income which you have as an organisation/club?

See attached financial accounts 16/17.

4. Please give a full explanation as to what the grant will be used for.

The grant will enable Home-Start to offer families new experiences, events and trips free or at a low cost price.

5. Have you secured any other funding to assist with this particular expenditure, and if so how much?

We receive local donations from throughout the Caerphilly Borough. We find raise events to raise funds as an organisation.

6. How will this grant help your organisation to support people who live in, work in, visit and / or use facilities in the BTM area? (Please be as clear as you can in responding to this question, and include an indication of numbers if this is relevant)

Home Start supports vulnerable families living in BTM area within in their home. The support is dependent on their needs: isolation, emotional, practical or financial support. Supporting the families to give their children the best possible start in life.

Please detail any further information in support of your application. (You are welcome to append leaflets or other documents that may assist the Council in understanding your answers to the above questions)

Please find attached Supporting Letters/Case Studies from the families we have helped over the year.

Signed: M. Snowden

Date: 11.09.2017

Applications are considered by the Council on a monthly basis. Successful applicants will receive grants 4+ weeks after the awarding Council meeting.

Please return your application form by post to: The Clerk to BTM Community Council, Council Offices, Newport Road, Bedwas, Caerphilly, CF83 8YB

Please complete the Income and Expenditure and Expenditure figures for the last Financial Year. Alternatively you may provide a copy of your own Statement of Accounts for the last Financial Year. However, there MUST be TWO SIGNATORIES on this form.

Attached.

Income	£	Expenditure	£
Surplus b/f from previous year.....		Deficit c/f from previous year	
Total Membership Subscriptions.....		Rent	
Other Income		Rates	
		Heating/Lighting	
		Other expenditure	
Investment Income			
*Deficit C/f to next year		*Surplus c/f to next year	

*Note: The deficit c/f to next year and the surplus c/f to next year, figures should be the same.

Please list individually and include all Donations/Grants.

WE CERTIFY THAT THE DETAILS GIVEN ABOVE, OR ATTACHED, ARE CORRECT.

Signed: *M. Snarden*

Signed: *B. Lewis*

Date: *11.09.2017*

Position: *Manager*

Position: *TROSTEE*

HOME-START CAERPHILLY BOROUGH
COMPANY LIMITED BY GUARANTEE
NOTES TO THE ACCOUNTS
YEAR ENDED 31 MARCH 2017

2 DONATIONS		Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Caerphilly County Borough Council	Supporting People	133,479		133,479	110,206
Caerphilly County Borough Council	Flying Start	28,753		28,753	33,862
Caerphilly County Borough Council	Families First/ Families Play	17,717		17,717	14,815
Caerphilly County Borough Council	Community regeneration		7,376	7,376	0
Caerphilly County Borough Council	Health	0		0	3,000
Various	Donations	0		0	0
Local councils & others	Children's activities	875		875	5,495
		<u>180,824</u>	<u>7,376</u>	<u>188,200</u>	<u>167,378</u>

All income related to its primary purpose activities.

Details of large unrestricted grants:

Caerphilly County Borough Council

Grant from Supporting People for supporting families in their homes at high level of support.

Caerphilly County Borough Council

Grant from Flying Start for supporting families in group settings.

Caerphilly County Borough Council

Grant from Families First / Families Play programme.

Caerphilly County Borough Council

Grant from GAVO for community regeneration.

3 INVESTMENT INCOME	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Bank deposit interest	4	0	4	8
		<u>4</u>	<u>0</u>	<u>4</u>
		<u>4</u>	<u>0</u>	<u>8</u>



Bedwas, Trethomas & Machen Community Council

Council Offices, Bedwas, Caerphilly CF83 8YB

Tel: (029) 2088 5734 E-mail: btmcouncil@btinternet.com

Jolene Dalton Clerk to the Council

APPLICATION FOR FINANCIAL ASSISTANCE

Policy Note – The Councils preference is to support grant applications which have a particular impact within or benefit for the communities of Bedwas, Trethomas and Machen areas. The Council is unable to make grants to individuals or companies.

Please ensure that a balance sheet or recent copy of bank statement is also submitted.

APPLICANT DETAILS

Name of Organisation / Club:.....BTM Brass Band Society.....

Name and Address of Contact Person:..Carolyn Jones.....

Telephone: (Home).....

(Work).....

(Mobile)..07963 393454.....

Position with Organisation:...Secretary.....

Amount of Grant applied for :...£300.....

APPLICATION DETAILS

1. How will this grant contribute towards the aims / purpose of your organisation/club?

..This grant will go towards new sheet music for that will be used for performances in the local community.....
.....
.....
.....

2. Please summarise the costs which you have to meet as an organisation/club?

Our total annual income needs to reach £30-£35k to meet the costs of running and maintaining the band-room, such as utilities, a high insurance bill to ensure the safety of the instruments and equipment, to cover the costs of new and refurbishment of instruments and music, transport to events and competitions, plus tuition fees for both junior sections.



Contact tel 03457 60 60 60
 see reverse for call times
 Text phone 03457 125 563
 used by deaf or speech impaired customers
 www.hsbc.co.uk

Your Statement

Mark Hutcherson
 Bedwas Trethomas Silver Band
 [REDACTED]
 Bedwas
 Newport
 Gwent
 NP1 8EL



Account Summary

Opening Balance	1,952.38
Payments In	633.87
Payments Out	734.80
Closing Balance	1,851.45

2 September to 1 October 2017

Account Name
 Bedwas Trethomas Silver Band

International Bank Account Number
 GB98MIDL40160381002090

Branch Identifier Code
 MIDLGB2123T

Sortcode Account Number Sheet Number
 [REDACTED]

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
01 Sep 17	BALANCE BROUGHT FORWARD			1,952.38
07 Sep 17	CR CASH IN AT HSBC BANK PLC CAERPHILLY		63.00	
	CR CHQ IN AT HSBC BANK PLC CAERPHILLY		350.00	2,365.38
08 Sep 17	DD BNP PARIBAS LEASIN	309.40		2,055.98
13 Sep 17	CHQ 102482	348.18		1,707.80
18 Sep 17	DD YELL LTD	23.23		1,684.57
19 Sep 17	CR NPOWER		220.87	1,905.44
20 Sep 17	DD BT GROUP PLC	53.99		1,851.45
01 Oct 17	BALANCE CARRIED FORWARD			1,851.45

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34 %

Interest

Credit Interest is calculated daily on the cleared credit balance and is paid monthly if applicable (this is not paid on all accounts, eg, Basic Bank Account, HSBC Passport, Bank Account and HSBC Advance). Debit interest is calculated daily on the cleared debit balance of your account, it accrues during your charging cycle (usually monthly) and is deducted from your account following the end of your charging cycle.

The following references regarding debit cards only apply to personal customers, commercial customers please refer to your terms and conditions.

Your debit card

Using your card abroad

General: The exchange rate that applies to any foreign currency debit card payments (including cash withdrawals) is the wholesale market rate used by VISA applying on the day the conversion is made plus our foreign exchange charge, which is currently 2.75% of the applicable VISA wholesale rate. We will make the conversion and deduct the payment from your account once we receive details of the payment from VISA, at the latest the next working day. Details of the current wholesale market rates can be obtained by calling us on the usual telephone numbers.

Cash Machines: There is an ATM transaction fee currently 2% (minimum £1.75, maximum £5.00) for withdrawing cash at cash machines overseas. HSBC Advance and HSBC Premier MyAccount customers can make withdrawals at cash machines overseas free of ATM transaction fees from HSBC and will therefore not pay this fee. We will deduct the amount of the transaction fee from your account once we receive details of the payment from VISA at the latest the next working day. Some cash machine operators may apply a direct charge for withdrawals from their cash machines and this will be advised on screen at the time of withdrawal.

Shops and retailers: There is no transaction fee for using your debit card to pay for goods and services overseas.

The following references apply to all customers

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Financial Services Commissions in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

Telephone Banking Service

Customer representatives are available from 8am – 10pm everyday and 24 hours a day for HSBC Advance customers. Calls may be monitored or recorded for quality purposes. Alternatively for all your banking needs go to [hsbc.co.uk](https://www.hsbc.co.uk).

Disabled Customers

We offer a number of services such as statements in Braille or large print. Please contact us to let us know how we can serve you better.

Lost and stolen cards

If any of your cards issued by us are lost or stolen please call our 24-hour service immediately on **08456 007 010** or if you are calling from abroad, please call us on **44 1442 422 929**.

Bedwas, Trethomas & Machen Community Council

Meeting of the Planning Committee to be held at the Council Offices, Bedwas on Thursday 7th October 2017

- 1. MATTERS TO BE RAISED BY THE CHAIRMAN**
- 2. Town & Country Planning Act 1990**
Applications for Planning Approval – New Applications

Case Ref. 17/0741/RM Site Area: 170m²

Location: Land To The Rear Of 20 Church Street Bedwas Caerphilly CF83 8EB

(UPRN
000043050711)

Proposal: Seek approval of reserved matters regarding access, appearance, landscaping, layout and scale of planning consent 16/0622/OUT to construct a pair of semi detached 2 bed dwellings with on-site parking facilities

Applicant: Mr G Elliot 26 Warren Drive Caerphilly CF83 1HQ

Agent: Mr M Morgan 9 School Street Aberbargoed Bargoed CF81 9DA

Case Officer: Mr C Powell ☎ 01443 864424 ☎ powelc2@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

MapRef: 317039 (E) 188728 (N) **Target Date:** 16.11.2017

Community Council: Bedwas Trethomas & Machen Comm.Council

Expected Decision Level: Delegated

Case Ref. 17/0783/FULL Site Area: 2180m²

Location: Fwrrwm Ishta House 68 Commercial Road Machen Caerphilly CF83 8PG

(UPRN
000043065098)

Proposal: Convert garage to annexe lounge, erect external rear gates, and extend front wall with railings to provide boundary treatment

Applicant: Mr & Mrs Edwards Fwrrwm Ishta House 68 Commercial Road Machen Caerphilly CF83 8PG

Agent: Arden Kitt Associates Limited Mr C Brimble 7 Warren Drive Caerphilly CF83 1HQ

Case Officer: Mr A Pyne ☎ 01443 864523 ☎ pynea@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

Map Ref: 321248 (E) 189158 (N) **Target Date:** 22.11.2017

Community Council: Bedwas Trethomas & Machen Comm.Council

Expected Decision Level: Delegated

Case Ref. 17/0746/FULL Site Area: 425m²

Location: 192 Pandy Road Bedwas Caerphilly CF83 8EP (UPRN 000043045484)

Proposal: Remove existing rear single storey lean-to and replace with a two storey rear extension

Applicant: Mr R Jones 192 Pandy Road Bedwas Caerphilly CF83 8EP

Agent:

Case Officer: Mr A Pyne ☎ 01443 864523 ☎ pynea@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

MapRef: 316132 (E) 189087 (N) **Target Date:** 29.11.2017

Community Council: Bedwas Trethomas & Machen Comm.Council

Expected Decision Level: Delegated

Case Ref. 17/0839/TPO Site Area: 9m²

Location: 14 Oak Lane Royal Oak Machen Caerphilly CF83 8SQ (UPRN 000043064650)

Proposal: Remove primary lower branch over drive, crown lift/reduction by 2 to 2.5 metres, thinning and removal of deadwood and crossing branches of 1.5 to 2.5 metres (Tree Preservation Order 59/84/RVDC)

Applicant: Mr C Davies 14 Oak Lane Royal Oak Machen Caerphilly CF83 8SQ

Agent: Mr R Mence 8 Greenfield Avenue Whitchurch Cardiff CF14 1TF

Case Officer: Mrs R Amundson ☎ 01495 235120 ☎ amundrh@caerphilly.gov.uk

Ward: Bedwas, Trethomas & Machen

MapRef: 321956 (E) 188965 (N) **Target Date:** 21.11.2017

Community Council: Bedwas Trethomas & Machen Comm. Council

Expected Decision Level: Delegated

3. PERMISSION FOR DEVELOPMENT – FOR INFORMATION ONLY

None received.

4. REFUSAL OF PERMISSION – FOR INFORMATION ONLY

None received.