

**VAN COMMUNITY COUNCIL
CYNGOR CYMUNED Y FAN**

Chair
Vice-Chair

Councillor Barbara Jones,
Councillor Tony Graham.

Clerk/R.F.O.

John Dilworth

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Minutes,
Council Meeting,
Thursday, 15th November, 2018,
Van Community Centre.

Present:	Councillors	Fay Gay, Norma Graham, Tony Graham, Sheila Jones, John Leek, Pam Nelder, Linda Williams.
In attendance	Clerk/RFO	John Dilworth.
	Gwent Police	Sergeant Pursey, PC Moore, and CSO Sarah Mey.

In the absence of the Chair, Cllr Barbara Jones, the Vice-Chair, Cllr Tony Graham progressed to the Chair, for this meeting only (*Council's Standing Order 15, states: "In the absence of the Chair at a meeting of the Council, the Vice-chair shall preside..."*).

Public, any issues, and limited to ten minutes.

Clerk's advice, Arnold Baker, 9th Edition on Access to Council Meetings states:

"Many local councils set aside a period when the public can ask questions or even make statements. This is an excellent practice as long as the period is defined, and is clearly understood that the public must not take part at any other time."

It is not a public meeting but a council meeting and legally constituted to discuss published business.

No member of the public were present.

101/18 To receive apologies and whether to approve the reason for absence.

There were apologies received from the following Council members, Cllr Barbara Jones, Chair, Sheila Newbury and Jayne Keable and reasons for absence were approved. (Cllrs Newbury and Keable have dispensation due to medical circumstances).

102/18 Declarations of interests. To receive disclosures of personal interests from Members in accordance with the Code of Conduct (**Note:** Members are requested to give written notice of the item number and subject matters that their interest relates to and signify the nature of the personal interest).

Chair to read the following statement.

Signed:.....

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Members are referred to, and shall observe, the provisions of the Van Council's Code of Conduct. If a Councillor has a Disclosable Prejudicial Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote and it shall be incumbent upon members who know of that interest to disclose it to the meeting and if another member present believes that there may be a conflict of interest with another member(s) present they should notify the meeting of this fact. This in order that the potential interest is clarified before the meeting proceeds.

Clerk/RFO declared an interest in item 5.4, Employment Committee and left the meeting and the room.

103/18 **Police matters, to receive the Inspector and local CSO with regard to the following: "... we will ask you to gather information for the month of October from your local constituents as to what they believe the Local Police priorities should be for the next 6 months. Either I or Inspector Clifton will be attending the next meeting with your designated ward Officer, to ensure the process is embedded and alleviate any concerns or issues that are raised."**

The following report had been received by the Clerk/RFO and he circulated hard copies:

"Van Community Council Police Update – 15/11/2018"

Changes to Your Voice – Sgt Pursey and PC MOORE

Bike Maintenance – We are being given 15 old bicycles which are not being used at St James Primary so we will be opening the garages soon.

We are still holding the residents meeting once a month – Residents meeting this month is Monday 19th November in Trevelyan Court.

We have had a number ASB issues over October half term and with it being Halloween we had a few windows smashed with stones – The youths have not been identified but a few possible names have been mentioned and parents spoken to by PC MOORE.

Intergeneration club at St James Primary is on **15th November 2.15pm-3pm**. If councillors would like to join us for the engagement, please contact me via email or phone to arrange a place. The following one will be in January.

Crimes and Crackers at Cole Court will be **Thursday 6th December at 10am**. This will be an engagement event where we discuss the possible Fraud and things to be aware of around this time of year.

The NET team are still carrying out successful drug warrants in Lansbury Park

We are getting a lot of ASB calls to Buxton court so will be monitoring it more closely with High Visibility patrols and police presence.

Mini Police will be starting at St James Primary – They have received their uniforms, PC MOORE and I will be attending the assembly on Friday 16th November to deliver a talk in order to start recruiting students.

Signed:.....

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CO303 Mey - 07464647476 sarah.mey@gwent.pnn.police.uk

The report was considered and a discussion ensued on its contents and other matters, ie.

Cllr Sheila Jones referred to the Intergenerational Club organized at St James Primary School which she considered was a good interactional opportunity for young and mature persons.

Sergeant Pursey added to "Your Voice" and pointed out that one hundred people had been surveyed but there were twenty returns on the feedback. He considered that there must be a better way of doing it to establish what the six priorities are for the next six months.

"Mini Police", children from St James Primary School and recruiting in November, Cllr Tony Graham, Chair, referred to the initiative and Sergeant Pursey replied that the police wish to engage with young people so when "out and about" they will speak to us (police).

The Chair asked, if off road motorbikes are still an issue in reply he was informed that John McDonald has been designated person for off road biking.

Cannabis or marijuana/grass, the cultivation of plants is now sophisticated and a plant has significant value and the cultivators of these plant sell them to satisfy their drug cravings. The discussion led to recreational smoking of cannabis, person in Dol yr Eos, with a child, Social Services would want to know about it since drugs should not be taken or smoked around children, however, the possession of cannabis (marijuana) is a criminal offence (up to fourteen years imprisonment and or unlimited fine, see link; Drugs penalties – GOV.UK). Police officers would not comment, except that it was noted that the recent complaint had been logged, since it is a matter of intelligence to be properly investigated and has yet to come through to the local officers, down to staffing resources.

Traffic problems at Clos Guto accessing St Helens RC Primary School. The Head Teacher has been given phone numbers and signage is an option.

Raised, children on Lansbury Park breaking windows, drugs, off road motorbikes and anti-social behaviour

The question was raised: How do we stop children wanting to break windows and a discussion ensued?

Traffic Enforcement has been delayed since from the 31st December, 2018, CCBC should have taken over enforcement but unable to meet the timescale which is now set for April, 2019.

The Chair thanked the police representatives for their attendance and updating members who took their leave at 7.50pm. It was noted that in six months' time the police report should be confined to a measured amount of time.

104/18 **To approve the minutes, Council Meeting, 18th October, 2018 (appendix 1).**

The minutes were approved as an accurate record of the proceedings and signed by the Chair, for this meeting only, with the following insertion raised by Cllr Tony Graham, Chair, to minute 96/18 "To consider a carnival." Cllr John Leek to put down his thoughts on paper,

Signed:.....

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about half a page, for members perusal.

105/18 **Matters arising.**

The following matters were raised:

Page | 4 5.2 **Minute 90/18.2 Flyer, Cllr Barbara Jones, Chair.** The deferment in producing the A5 flyer was noted and how to proceed. It was suggested that drafting the flyer should be shared since the Chair is extremely busy and accordingly Cllr John Leek to email the Chair to share the work in producing the A5 flyer; Education Grant, Council Awards etc. Further, the Clerk/RFO to review the minutes for the contents of the "Flyer" and advise Cllr Leek.

5.4 "By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item, 5.3, on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted." THE CLERK DECLARES HIS INTERESTS IN THE ITEM AND WILL LEAVE THE MEETING AND THE ROOM (minute 43/18 ii).

It was **resolved** to exclude the press and public since the next item of business is an employment matter.

5.6 **Minute 90/18.4** Discussion with Cllrs Tony Graham, Chair of the Employment Committee, John Leek, committee member and the Clerk/RFO, 5th November, 2018. CLERK/RFO WILL LEAVE THE MEETING AND THE ROOM.

The Clerk/RFO declared an interest and left the meeting and the room.

On his return the Chair, Cllr Tony Graham (Chair of the Employment Committee) advised the Clerk/RFO of members deliberations, i.e. as follows:

- i Pay the Clerk/RFO an ex gratia net figure (less tax due to HMRC) of £500 (gross figure £624.95).
- ii The Chair of the Employment Committee to receive monthly timesheets from the Clerk/RFO to examine or monitor and these will be copied to Cllr John Leek, member of the Committee.
- iii Commendation on the work done by the Clerk/RFO and members expressed their support for his "good offices". Members want to be supportive but do not want the Clerk/RFO doing work outside of his contractual hours.

Minute 95/18 "Plastic Free Community". The Clerk/RFO reported that the letter calling on CCBC to be a "Plastic Free Community" was delivered by hand to the Chair, Cllr Barbara Jones on Friday, 2nd November, 2018, for signing and delivering to CCBC, and nothing further to report. Cllr Fay Gay to inquire if the letter had been signed and delivered.

106/18 **Correspondence.**

The Clerk/RFO circulated a list of correspondence received since the last meeting.

"6.To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the

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Council.”

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i	Invoice, 17th October, 2018 (received on the 23rd October, 2018), OVW, Clerk/RFO provisionally booked a place on the LG Finance module and cancelled due to a clash of engagements. Clerk/RFO advised OVW that place was cancelled on the 22nd August, 2018. Clerk/RFO will be attending the advanced LG Finance and funding the course in 2019. Noted.
ii	Email, 19th October, 2018, Secretary, Van Centre, offering the following dates for Soup and Carols regarding kitchen coverage. This has been resolved and the date returns to Friday, 7th December, 2018. Noted.
iii	<p>√ Email, 19th October, 2018, Mrs. Emma Sullivan, Committee Services Officer, CCBC, read: “I will forward your concerns on to the Monitoring Officer and Chief Executive and ask for them to provide further information on the question raised at Council.</p> <p>On viewing the Webcast, it appears that Councillor...made the statements in question – however the second part of the debate the Mayor states ‘you say they don’t meet, I think that needs to be reported to the appropriate authorities so if you can please follow that up with the Chief Executive.’</p> <p>I would assume that Councillor...following the meeting would have given further information on the Community Council he references to the Chief Executive, but I will ask for this to be clarified.</p> <p>The link to webcast is below: -</p> <p>https://caerphilly.public-i.tv/core/portal/webcast_interactive/366724.”</p> <p>No discussion.</p>
iiii	<p>√ Email, 23rd October, 2018, Mrs. Shan Bowden, OVW, Clerk/RFO inquired if they have a template for Safeguarding policy, and they replied they do not and provided attachments. The Clerk/RFO to investigate further on the internet.</p>
v	<p>√ Email, 25th October, 2018, OVW, training modules: Law, Community Engagement, Advance LG Finance, Health Safety, Information Management, Use of IT Website, Code of Conduct, and LG Finance. Noted.</p>
vi	Email, 29th October, 2018, CCBC, Committee Services officers, CCBC, provided contact details for companies supplying CCBC re. viz waistcoats. Clerk/RFO contacted PK Safety and can do, Viz waistcoat, with logo and wording: Van Community Council, Councillor. Clerk/RFO to seek quotations.
vi	<p>√ Email, 30th October, 2018, Independent Internal Auditor, fee for 2018/19 audit at £300. Noted that the creditor raised for payment.</p>
vii	<p>√ Email, 31st October, 2018, Costley and Partners Solicitors, completion of registration, land at Van Terrace. Clerk/RFO reported to Council.</p>
viii	<p>√ Email, 31st October, 2018, Education Service for South East Wales, minor authority vacancies and ensure that the vacancy is discussed at the next council meeting. Clerk/RFO placed it on the agenda. Clerk/RFO reported to Council and the two School Governor</p>

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	vacancies filled at tonight's meeting.
viii	√ Emails 5th November, inquiries use of land at Van Terrace and request to join in the discussion on the use of the land. "... Council has not made a decision on the land which has now come back into its ownership but will investigate potential recreational usage."
x	Email, 7th November, 2018, OVW, understanding place names project. Proposed to create a website that provides useful information. Noted.
xi	Email, 7th November, 2018, WAO, thanking the Clerk/RFO for providing additional information for the survey into the Independent Internal Audit process. Noted.
xii	√ Email, 8th November, 2018, Web Specialist, CCBC, carrying upgrade to the Community and Town Council websites to the latest version of the Drupal CMS. This upgrade must be completed between 15th and 30th November and will be result in your website being unavailable for a day. This upgrade will be completed by an external company. To minimise disruption to your website users, could you please confirm if there is any date between 15th and 30th November when it would not be convenient for your website to be unavailable so that we can liaise with the company performing the upgrade. Please could you respond to me by Monday 12 November? Noted that the Council's web site is now operating on a higher grade version of the Drupal CMS. Noted.
xiii	√ Email, 1st November, 2018, OVW, attached draft copy of the minutes of the RCT, Merthyr, and Caerphilly Area Committee, 24th October, 2018. Passed to Cllr Barbara Jones, Chair who is the Council's representative.
xiv	√ Email, 1st November, 2018, Area Regeneration Coordinator, CCBC, candidate to the Welsh Government Youth Parliament, wishes to meet the St Ward members. Clerk/RFO, meet the Community Councillors on the agenda. To a future meeting (not elected to the Youth Parliament).
xv	√ Email, 7th November, 2018, Committee Services officers, CCBC, attached the draft budget proposals for 2019/20, agenda item for the Community Council Joint Liaison Committee on the 21st November, 2018. Discussed in the meeting and noted.
xvi	√ Email, 7th November, 2018, Committee Services officers, CCBC, attached the draft budget proposals for 2019/20, agenda item for the Community Council Joint Liaison Committee on the 21st November, 2018. Noted, insufficient time to discuss at the Liaison meeting.
xvii	√ Email, 1st November, 2018, Area Regeneration Coordinator, CCBC, candidate to the Welsh Government Youth Parliament, wishes to meet the St Ward members. Clerk/RFO, meet the Community Councillors on the agenda. Noted.
xviii	Email, 8th November, 2018, Sarah Mey, CO 303, attached the Police Report for November 15th, 2018, Council meeting. Clerk/RFO copied the report and distributed copies to members at the start of the meeting.
xvii	√ Email, 13th November, 2018, P. Hannah, St James Primary School, read: "I have spoken to Mrs. Dargie (Head Teacher) and the good news is the mud kitchens, have ordered,

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	and we are waiting for the delivery of them. The delay has been the six week summer holidays, then a new school council had to be elected and at there first meeting they chose the mud kitchens they would like to see on their playground ("There first meeting..." should read "Their first meeting..." When the delivery is made we will send all the paperwork you require."
	This response follows two reminder letters asking when the receipts will be provided. The Clerk/RFO to monitor the situation but a condition of any council grant is that receipts are to be provided.
xx	Email, 13th November, 2018, Secretary, Van Centre, regarding receipts for the grant award and attached copy of the PVS license. Attached to the grant form.
xxi	Email, 14th November, 2018, Mrs. Emma Sullivan, Committee Services officer, CCBC, date of Clerk's Workshop, on finance. Need permission from council to attend. Members approved the attendance of the Clerk/RFO at the free workshop.
xxii	Invoice/Report, 14th November, 2018, Brinsons, valuation of land at Van Terrace. Payment, added to Creditors list, 14 days from 13th November to pay. Noted.
xxiii	Emails (2), 14th November, 2018, Area Regeneration Coordinator, CCBC, invitation to the "The Big Thing," talent show on Wednesday, 21st November, 2018, judges; Cllrs Tony Graham, Linda Williams, and Sheila Jones to be at the Caerphilly Workmen's Hall by 5.50pm. The relevant members noted the information.
xxiv	Agenda/papers, 14th November, 2018, arrived, 15th November, Liaison Committees, 21st November, 2018. Not on the list circulated to members. Clerk/RFO passed the information to Cllr Barbara Jones, Chair, Council representative.

107/18 **Planning:** rear extension, rebuild garage and new flat roof, 67, Haldane Crt., Caerphilly.

It was **resolved** to make no comments to the Planning Authority.

108/18 **Reports and local matters.**

It was raised that Soup/Carols should be a ticket event and limited to one hundred tickets. The Clerk/RFO was instructed to contact Miss Tammy Nelder, Secretary, Van Centre, if she would print the tickets.

109/18 **Clerk's Report (appendix 2).**

The Clerk/RFO circulated copies of the report (Cllrs Tony Graham, Vice-Chair, John Leek, Norma Graham, and Barbara Jones, Chair, they receive an electronic copy twenty-four hours before the Council meeting).

Cllr John Leek left the meeting at 7.30pm.

A	Clerk/RFO reports, former Van Terrace Play area land and the TR1, Property	Clerk/RFO reports, Brinson's have received instructions to proceed with the valuation in accordance to the procedures of the "Red Book." Interest has been shown by a person on the land registered to Van
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Signed:.....

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	Transfer Deed, to transfer ownership of the land from Caerphilly County Borough Council to Van Community Council for one pound (£1) and now completed.	<p>Community Council as of the 1st October, 2018.</p> <p>The person would like to be involved in discussions on the future proposals for the land (emails have been copied to the Chair and Vice-Chair). <u>Valuation report has been received.</u></p> <p><u>The Clerk/RFO reported the valuation of the land "...in the region of five £500. Five hundred pounds."</u></p> <p>The Clerk/RFO instructed to reply to the person and advise that no decision has been taken on the usage of the land, under the ownership of Van Community Council, "... Council has not made a decision on the land which has now come back into its ownership but will investigate potential recreational usage."</p> <p>It was noted that the reports and deeds have been received and are located in the Council office at 3, School Street, Pontyclun. Cllr Tony Graham, Chair, queried the safeguarding of the documents regarding flooding or fire. The Clerk/RFO pointed out that the registered ownership is recorded on the Land Registry data base as the proof of ownership.</p> <p>The Clerk/RFO was instructed to investigate safe storage of the documents with the solicitor who acted for them in the transaction.</p>	
B	Clerk/RFO reports, Annual Audit, year ended accounts, 2018.	<p>Clerk/RFO reports: no further developments except requested for further information from the WAO in pursuant of their survey i.e. Council minutes evidencing that council received the Independent Audit Report and it was considered at the Council meeting, 18th May, 2017, minute 25/18 iii.</p> <p>Members noted.</p>	
C	Clerk/RFO reports Walkabout, 22 nd October, 2018, Dol yr Eos, Dol Fran, and Porset Brook.	<p>Clerk/RFO reports attended by Mrs Rebekah Drobac, UW, Cllrs Norma Graham and the Clerk/RFO. Number of letters have been sent by UW to tenants about the fly tipping close to their rented dwellings.</p> <p>Member's noted.</p>	
D.	Grant applications.	i	St James Primary School PFA. Requested receipts and responded after two letters.
		ii	Home-start Caerphilly Borough, have provided a copy of their Safeguarding Policy.
		iii.	Lamau. Not filled in grant form.
E	Clerk/RFO reports, contacted by Sovereign Playground who wish to do a free quote on the former	Clerk/RFO reports, no further developments.	

	play area at Van Terrace and update.	Member's noted.
F	Clerk/RFO's attendance at outside bodies; Caerphilly Town Centre Management Group, whether he should continue to attend?	<p>Email, 30th October, 2018, CCBC, reads: "I have spoken to Andrew Highway, the Council's Town Centre Development Manager who has provided me with the following information.</p> <p>The Town Centre Management Groups Terms of Reference provides for the following:</p> <p>Membership <i>The Community/Town council will be able to send <u>two Members</u> to each meeting of the Town Centre Management Group. Each member will have one vote, but will not be permitted to send a deputy.</i></p> <p>Voting <i>On occasions when the Chair of the Group deems a vote is necessary, only organisations that belong to the Group may vote. Each organisation will have one vote, as will the Cabinet Member and each Local Member present. <u>The Community/Town Council are able to send two Members, each having one vote.</u> In the event of a tie, the Chair will have a casting vote.</i></p> <p>I am advised that the practice is that the Town/Community Clerks do attend TCMG meetings but do not have a vote. The membership of the TCMG relates to Members of a Town/Community Council.</p> <p>I hope I have understood and answered your query however if you have any further concerns please do not hesitate to contact me. If you would like to see the full terms of reference for the TCMG please let me know."</p> <p>Clerk/RFO has attended these meetings since 2012 and it is for members to decide if they wish the Clerk/RFO to continue, however, there is a mileage cost at HMRC rate and not NJC rate.</p> <p>The Chair pointed out that it is for council to decide who attends meetings and why it is necessary for a third person when council is represented by Cllrs Linda Williams and himself at the Caerphilly Town Centre Management Group.</p> <p>The Clerk was instructed when next contacted regarding the 2019 meeting that he inform the officer that Cllrs Williams and Graham will attend.</p> <p>The Clerk/RFO referenced the constitution of the TCCLC section 8, i.e. as reproduced:</p> <p>"Two appointed community council representatives are expected to attend the committee and Town Councils Liaison Committee meetings and appointed Community Council representatives and their Clerk are expected to attend the Caerphilly CBC Joint Liaison Sub-Committee meetings."</p> <p>Cllr John Leek verified the position stated by the Clerk/RFO and it was</p>

		resolved that the Clerk/RFO attend the T&CCsLC and the CCBC CCsL subcommittee.
G	Clerk/RFO barring by Mrs Nikki Dargie, Head Teacher, and St James Primary School has not been lifted, however, the Clerk/RFO has attended safeguarding training.	<p>Clerk/RFO reports, attended safeguarding training, with members, and written confirmation from Mrs. Nikki Dargie, Head Teacher, St James Primary School must now follow otherwise the Clerk/RFO is at risk in entering the School premises.</p> <p>The Clerk/RFO pointed out that he has undergone Safeguarding training with members however the barring remains in place in the absence of a formal notification by Mrs. Nikki Dargie that it has been lifted so that the Clerk/RFO is not at risk.</p> <p>The Chair (for this meeting only), Cllr Tony Graham or Cllr Barbara Jones, Chair, would contact the Head Teacher to formalize the lifting of the bar (one year and four months old) following the Clerk/RFOs safeguarding training along with members.</p> <p>It was noted that a member is attending pediatric first aid training.</p>
H	DBS Update Service	<p>Clerk reports that it is a Government Service and Council would have to register at a fee of thirteen pounds (£13) which is an annual fee. Clerk is returning this matter to council since it is not a one-off fee. However, this council has an umbrella agreement with CCBC and according the Clerk/RFO refers to the "Legal Topic Note, LTN 86, October, 2013", regarding umbrella bodies, i.e. as reproduced:</p> <p>"Should councils use umbrella bodies?</p> <p>18. The advice of the DBS's website is for an organization to use an umbrella body of it will require fewer than 100 checks a year. Such organizations cannot register directly with the DBS. This is likely to apply to the vast majority of local councils. As with the case with CRB checks, principal authorities are umbrella bodies."</p> <p>It was resolved that the Clerk/RFO renew his DBS with CCBC which will incur a cost.</p>

Standing Orders were suspended till 8.30pm.

110/18 **Finance.**

i. **To consider payment of creditors (appendix 3).**

The list of credits was considered and the bills and invoices outlined be paid and cheques signed accordingly (A-D).

A	100382	Rio Scibona, professional singer and performance at Soup and Carols, 7 th December, 2018.	100.00
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Signed:.....

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B	100383	John Dilworth, Clerk/RFO's net salary (less tax deductions to HMRC), 2018/19, month 8, including the 2018 pay award and arrears dating from April, 2017 on the gross salary with no overtime payment included as none were claimed.			852.88
C	100384	John Dilworth, expenses.			
		Postage	9.54		
		Photocopying	30.62		
		Ink jet cartridges(2)	60.00		
		Stationary	17.27		
		Post Office Phone Card			
		Get well card	1.80		
		Mileage (see breakdown)	80.28		
			Total claimed.		199.51
		Journeys/breakdown: Charged at the HMRC rate of 45pence per mile.			
	1	28 th September, 2018	Travelled to Van and return, displayed audit notice 26 miles.	11.70	
	2	9 th October, 2018	Travelled to Trustmark @ Talbot Green and return, copying agenda and papers and Review Reports (2.4 miles).	1.11	
	3	11 th October, 2018	Travelled to Van and return, delivered agenda and papers 26 + 7 miles. Members from; Churchill Park, Rudry, Mornington Meadows and Van Road.	14.85	
	4	16 th October, 2018	Travelled to Maesycwmmmer OAP Hall, Maesycwmmmer and return, TCCsLC (34 miles).	15.30	
	5	18 th October, 2018	Travelled to Trustmark, Talbot Green, and return, copying (2.4miles).	1.11	
	6	18 th October, 2018	Travelled to Van and return, Council meeting 26 miles.	11.70	
	7	22 nd October, 2018	Travelled to Van and return, Walkabout, DolyrEos (26 miles).	11.70	
	8	25 October, 2018	Travelled to Trustmark @ Talbot Green and return, copying & purchased ink cartridges (2.4 miles).	1.11	
	9	2 nd November, 2018	Travelled to Van and return delivered records to the filing cabinet at Van Centre and return (26 miles).	11.70	
D	100385	Brinsons Ltd, fee for preparing the valuation of the land at Van Terrace.			780.00

ii. **Accounts, 2018/19, bank rec. 1st November, 2018, (appendix 4a, 4b, 4c).**

Accounts (appendix 4a to 4c) noted and confirmed.

iii. **Grants and the legislative powers authorizing them.**

Home-start Caerphilly Borough seek any amount to offer families new experiences.

It was **resolved**, to grant £400.00 to Home-start Caerphilly Borough having considered the grant request. Council considered that it is in the interests of, and will bring direct

Signed:.....

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benefit to, their area or a part of it.

There being no other powers to incur this expenditure the Council approved the request under the Local Government, Section 145 (provision of refreshments) with the following condition: Council be mentioned in any promotional material and social media (Facebook or Twitter).

Llamur, no grant application completed. Clerk/RFO to write to them.

vi. **External Audit, year ended the 31st March, 2018.**

Clerk/RFO nothing further to report.

- v. To appoint Mr. Mike Fisher (qualified auditor), Independent Internal Auditor for the year ending accounts, 2018/19, at a fee of three hundred pounds (£300). Mr. Fisher undertook the Council's audit for 2017/18.

The Clerk/RFO highly recommended Mr. Fisher and it was resolved to appoint him for the 2018/19 Independent Internal Audit at a fee of three hundred pounds (£300).

- vi. To set the date of the Precept Setting meeting.

Minute 104/18 iv, January 19th, 2018: "...resolved to hold a Precept Setting meeting in the first week of December 2018, to set the budget and precept for 2019/20." (Appendix 5).

Or to rescind the minute, Standing Order 41.

It was **resolved** to reaffirm the previous decision and to proceed with a Precept Setting Meeting in the first week of December, 2018.

The Clerk/RFO was instructed to make inquiries with the Van Centre Secretary and offer the following dates, 3rd, 4th, and 5th December, at 6.00pm.

It was **resolved** to hold the Precept Setting Meeting on one of the available dates at 6.00pm in the Van Community Centre.

111/18 **To consider a carnival.**

Clerk/RFO recommends: (i) Appoint a committee of at least three members (ii) Delegate to the Committee the task of looking at appropriate sites, dates (months of May or June), volunteers or Stewards (12) at £30/Steward, engagement with outside bodies and the structure of the Carnival to report to the January meeting (February meeting if January meeting a shortened agenda to facilitate "Precept Setting."

It was **resolved** to defer this item to the Precept Setting meeting.

112/18 **To consider the minor authority vacancies on St Helens R C Primary and St James Primary School Governing Bodies as requested by the Education Achievement Service for S E Wales.**

Following nominations it was **resolved** that Councillor Pam Nelder be nominated to fill the

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Minor Authority vacancy on the St James Primary School Governing Body and Councillor John Leek to fill the Minor Authority vacancy on the St Helens RC Primary School Governing Body. The Clerk/RFO to notify both Clerk's to the Governing Bodies of Council's nominees.

113/18 **Special award for promoting the environment.**

It was **resolved** to defer this item to the Council meeting of the 17th January, 2019.

114/18 **To consider ownership and or transfer of the Defibrillator Cabinet following the Chair of the Management Committee discussions with the Centre Management Committee and the Defibrillator application by the Van Centre to the Wales Ambulance Services NHS Trust (WAST).**

It was **resolved** to defer this item to the Council meeting of the 17th January, 2019.

115/18 **Members Remuneration, 2018/19. The draft annual report states i.e. as reproduced: "all community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses" - this is determination 37 on page 42 of the draft annual report, and determination 46, five members with specific responsibilities £500/member on top of the £150 (also applies to the Chair), and determination 47 mileage for "approved duties." The Clerk/RFO wishes to know what charges members will be making against the Council so that he can take appropriate action for payments.**

The Clerk/RFO to make payment of one hundred and fifty pounds (£150), remuneration payment for 2018/19; Cllrs Tony Graham, Vice-Chair, Fay Gay, Linda Williams, Sheila Jones, Sheila Newbury, and Norma Graham. Clerk/RFO to be advised by Cllr Barbara Jones, Chair, to confirm her payment of the aforementioned sum (also Chair's Allowance of four hundred pounds £400).

The Clerk/RFO to make inquiries if member's remuneration can be paid direct to a charity.

116/18 **A candidate for the Welsh Government Youth Parliament elections to be held in November and voting up to the 25th November, 2018, wishes to meet the Councillors.**

At a future meeting (person was not elected to the Youth Parliament)

117/18 **Council's Safeguarding Policy.**

It was **resolved** to defer this item to the Council meeting of the 17th January, 2019.

118/18 **CCBC Events Review for 2018 (appendix 6).**

It was **resolved** to note the Event Review document.

119/18 **CCBC draft budget report, 2019/20.**

It was **resolved** to note the draft budget report.

120/18 **Items for the next agenda.**

Carnival, Precept Setting meeting.

Signed:.....

17th January, 2019

Meeting closed at 8.30pm.