

## VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Chairman	Councillor Elaine Forehead,	Clerk/R.F.O.	John Dilworth
Vice-Chairman	Councillor Marie Hall.		

Minutes,  
Full Council Meeting,  
Friday, 18<sup>th</sup> July, 2014,  
Van Community Centre.

Present:	Councillors	Russell Deacon, Chris Forehead, Elaine Forehead, Fay Gay, Marie Hall, Brain Jenkins, Barbara Jones, Eileen Macey.
----------	-------------	--

In attendance:	Clerk/R.F.O.	John Dilworth
----------------	--------------	---------------

The Clerk pointed out to the Chairman and members that an additional item has been inserted on the agenda, under finance, following receipt of the Audit Report, and submission before the 30<sup>th</sup> September, 2014, since the next meeting is scheduled for the 19<sup>th</sup> September, 2014 (tight timescale).

The Council meeting followed Play-scheme Registration.

39/14. **Apologies for absence.**

There were apologies for absence received from the following Council members: Barbara Jones, and David Hill.

40/14. **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).

No declarations were made.

41/14. **Police matters (P.C.S.O.s Jonathan Spokes and Steve Moore).**

No Police Officer was present.

It was noted, incident of vandalism, during the final Summer Play-scheme Registration, flooding to the male toilets. Child stood on the toilet tank (nearest to the outside wall) which moved from the wall and fracture the water supply to it. (The child is registered on the

Signed:.....

## VAN COMMUNITY COUNCIL MINIUTES, 18<sup>TH</sup> JULY, 2014

Summer Play-scheme). (During August Recess, the Clerk consulted with the Chairman and Vice-chairman and Council accepts its liability, however, the Clerk argued robustly with Mr. Stephen Hawkins, Community Leisure Officer.)

### 42/14 **To approve the minutes of the Council Meeting, 20<sup>th</sup> June (appendix 1.)**

The minutes were approved and signed by the Chairman with the following amendment to minute 33/14 viv to include the attendance of Councillor Brian Jenkins at the Van Partnership meeting.

### 43/14 **Matters arising from the minutes.**

No matters were raised.

### 44/14 **Correspondence.**

The Clerk tables a list of correspondence received since the last meeting.

- i. Letter, 17.06.2014, Miss Rhian Kyte, Team Leader, Regeneration and Planning, Caerphilly C. B. C. Introduction of the Community Infrastructure Levy within Caerphilly C. B., introduced on the 1<sup>st</sup> July, 2014. Presentation at the Joint Liaison Sub-committee, 30<sup>th</sup> July. The Clerk to attend and report to the September meeting.
- ii. Letter, 23.07.2014, Caerphilly Community Chorus, invitation to the Leader of Van Community Council or other council representatives. Clerk circulated to the Leader and Chairman. Clerk asked to attend with his wife.
- iii. E-mail, 24.06.2014, Health and Well Being Officer, advising eight week Foodwise programme, starting 15<sup>th</sup> July, 6.00 to 7.15p.m., at the Trecenydd Community Centre. Noted.
- iv. E-mail, 26.06.2014, Communities First, Breast Test Wales will be returning to Caerphilly to offer breast screening to eligible women in the area. Location: Asda Car park, Pontygwindy Road, Caerphilly, Dates: Mid July – Mid November 2014 Women aged 50 – 70 years registered at the following surgeries will receive automatic invitation: Ty Bryn Surgery, Tonyfelin Surgery and The Court House Medical centre. Women over 70 can request an appointment by telephoning the screening office on: 029 2039 7222. Clerk copied to all members. Noted.
- v. E-mail, 27.06.2014, Miss Helen Siphthorpe, APW, regarding Clerk's letter confirming child protection training on the 11th July. Miss Siphthorpe raised her Grandmothers 90<sup>th</sup> dinner party and she has child protection training within my university course. Clerk gave dispensation and proof of training required, and confirmation followed. The actions of the Clerk were confirmed.
- vi. E-mail, 30.06.2014, Miss Nicola Wheten, Nicola, Crimes & Consequences Project Manager, South Wales Fire and Rescue Service, Crimes and Consequences Project. Aimed at reducing the number of deliberated rites, arson etc. Organising workshops for

Signed:.....

## VAN COMMUNITY COUNCIL MINIUTES, 18<sup>TH</sup> JULY, 2014

Community and Town Councillors. Noted.

- vii. E-mail, 30.06.2014, Mrs. Allison Jones, Secretary of the Van Communities First Partnership, on meeting, Monday 21<sup>st</sup> July, 6.00p.m., and Participation Meeting, 7<sup>th</sup> July, 6.00p.m. Noted.
- viii. E-mail, 5.07.2014, Mr. Nick Rutter, Website Editor, Caerphilly County Borough Council, minutes added to the Council Web site and events page for the Summer Play scheme. Link to the web site: <http://your.caerphilly.gov.uk/vancc/content/news-and-events>. The link through Caerphilly County Borough web sites has to be used for the present time till Google sets up the web site name. To be considered at a later meeting and noted that progress with the web site has been made.
- viii. E-mail, 07.07.2014, Miss Jennifer Carbis, Senior Play-worker, sorting out her timetable and more questions for the Clerk etc. She is in the planning process as to how she will manage the Summer Play-scheme. The Clerk organised; trips, paid deposits, paid for resources, organised sports coaches etc.
- x. E-mail, 10.07.2014, Miss Emma Cane, *Reforming Local Government Programme, Welsh Government*, link to the Reforming Local Government White Paper:<http://wales.gov.uk/consultations/localgovernment/white-paper-reforming-local-government/?lang=en>. To be considered at the next meeting.
- xi. E-mail, 10.07.2014, Miss Emma Cane, *Reforming Local Government Programme, Welsh Government*, link to the Reforming Local Government White Paper:<http://wales.gov.uk/consultations/localgovernment/white-paper-reforming-local-government/?lang=en>
- xii. Letter, 14.07.2014, Mazars, reporting on the Annual Return, 2013/15, no Qualification Issues, drew attention to Section 2 missing from submission to Mazars but forwarded later. Clerk to circulated copies of the report at Council meeting, 18<sup>th</sup> July, 2014.
- xiii. E-mail, 14.07.2014, Mr. James Kemp, Communities First, free child car seat testing events, 2014. Poster attached. Noted.
- xiii. E-mail, 14.07.2014, Mrs. Pam Lyons, Secretary, Caerphilly Community Chorus, thanking the Clerk for his continued support of their choirs.
- xviii. E-mail, 15.07.2014, Miss Jennifer Carbis, SPW, attachments, different printouts for the children and quantities; Charlie and the Chocolate Factory: 25, Despicable Me: 15 of each, Frozen: 15 of each, Harry Potter: 25, Lego Sheets: 15 of each, Moshi Monsters: 20, Spiderman: 20, How to Train your Dragon: 15 of each, Summer Wordsearch: 30, and more to follow. Clerk progressed photocopying.
- xviii. E-mail, 15.07.2014, Mrs Jennifer Firth, Community Librarian, Caerphilly Library, Librarian attending the Summer Play-scheme Registration to promote the Library Service. She attended the Registration and the Play-scheme will attend the Library, Monday, 21<sup>st</sup> July,

Signed:.....

## VAN COMMUNITY COUNCIL MINIUTES, 18<sup>TH</sup> JULY, 2014

2014.

- xx. E-mail, 15.07.2014, Mr. James Kemp, Communities First, and Summer Holidays for Children, starting 21st July, for children aged 11-12 13-14. Children learn to be calm and focused & happier as a result of practicing Mindfulness. Course is 4 Mondays. Noted.
- xxi. E-mail, 16.07.2014, 13:26, Mr. Stephen Harris, Acting Head of Corporate Finance, Caerphilly County Borough Council, and Councillor Chris Forehead has asked me to forward you this email trail so that you can agenda this matter for discussion at the next meeting of the Community Council. Councillor Chris Forehead will sponsor an appropriate motion for the September meeting.
- xxii. E-mail, 17.07.2014, 11:34, Miss Helen Morgan, Senior Committee Services Officer, Caerphilly County Borough Council, Draft Conservation Strategy Document and response by 29th August, 2014. Listed in the Van area; Bridge over the river Rhymney and partly in the Van, attributed to David Edwards, son of William Edwards (1719 - 89), who built the bridge at Pontypridd, Van House, Dovecote, gatehouse and attached wall, and Van House, all are listed grade two.

The Clerk to refer the listing to the relevant officer pointing out that it is not "Van House," but "Van Mansion," and the appropriate changes to be made in their listings.

### 45/14 **Finance.**

- i. To consider payment of creditors (appendix 2).

The Clerk reported payments and it was resolved to sign cheques accordingly (A-T).

A.	100019	Mayor of Caerphilly C. B. C. Charity Appeal (grant, Sect. 137)	<b>150.00</b>
B.	100020	Blaenau Gwent C. B. C., Summer Play-scheme activities for 40 children (additional children paid on the day by the Clerk, through his personal credit card).	<b>400.00</b>
C.	100021	Town and Community Council Joint Liaison Committee, administration charge, 2013/14	<b>100.00</b>
D.	100022	Town and Community Council Joint Liaison Committee, administration charge, 2014/15	<b>100.00</b>
E.	100023	John Dilworth, Clerk, payment to Planet Ice, deposit for Summer Play-scheme skating.	<b>41.00</b>
F.	100024	John Dilworth, Clerk, payment to Makro, Summer Play-scheme resources (initial order)	<b>54.91</b>
G.	100025	John Dilworth, Clerk, payment to Consortium, Pool Table, Cues (2), and Giant Snakes and Ladders.	<b>340.76</b>
H.	100026	John Dilworth, Clerk, payment to Team South Wales Ltd., T-shirts, Summer Play-scheme (activity for the children, personalise their white T-shirt)	<b>63.95</b>
I.	100027	John Dilworth, Clerk, payment to What Caerphilly, Summer Play-scheme resources (further order).	<b>77.95</b>
J.	100028	John Dilworth, Clerk, payment to Makro, shelving, storage of Summer Play-scheme resources at Clerk's residence and Council Office.	<b>33.60</b>

Signed:.....

# VAN COMMUNITY COUNCIL MINIUTES, 18<sup>TH</sup> JULY, 2014

K.	100029	John Dilworth, Clerk, payment to Bowlplex, deposit, Summer Play-scheme.	<b>50.00</b>
L.	100030	John Dilworth, Clerk, payment to Pound world, Summer Play-scheme consumables.	<b>10.00</b>
M.	100031	John Dilworth, Clerk, payment to Only Global Ltd., Summer Play-scheme, bean bags.	<b>15.96</b>
N.	100032	John Dilworth, Clerk's salary, month 4.	<b>533.80</b>
O.	100033	John Dilworth, expenses.	<b>138.26</b>
		Postage	20.33
		Photocopying	8.92
		Stationery (inc. ink cartridge)	39.19
		Post Office Phone Card	10.00
		Mileage	59.82
		Journeys:	
1.	27 <sup>th</sup> June, 2014	Trustmark, Talbot Green, photocopying, and return (2.48 miles).	1.11
2.	30 <sup>th</sup> June, 2014	Trustmark, Talbot Green, photocopying, and return (2.48 miles).	1.11
3.	1 <sup>st</sup> July, 2014	What Caerphilly, and return, purchase Summer Play-scheme resources (26).	11.70
4.	5 <sup>th</sup> July, 2014	Macro, Nantgarw, and return, to purchase shelving to store Summer Play-scheme resources (16 miles).	7.20
5.	7 <sup>th</sup> July, 2014	Council Offices, Ty Penallta, and return, to attend for the Council, launch of the Mayors Charity (34 miles)	15.30
6.	11 <sup>th</sup> July, 2014	Van Community Centre and return, checking, arrangements for Child Protection Training in place i.e access and exit from the Centre (26 miles).	11.70
7.	14 <sup>th</sup> July, 2014	St James Primary School and return, to talk to the children about the Summer Play-scheme (26 miles).	11.70
Q.	100034	Miss Jennifer Carbis, expenses for attending Child Protection Training.	<b>15.00</b>
R.	100035	Mr. Geraint Roberts, expenses for attending Child Protection Training.	<b>15.00</b>
		Miss Kathryn Thorne, expenses for attending Child Protection Training. Awaiting confirmation of attendance (not received by 13 <sup>th</sup> July, raised cheques). Miss Helen Siphthorpe, attended 90 <sup>th</sup> birthday dinner, following dispensation from the Clerk and confirmation of Child Protection Training received from her lecturer at S. W. University.	
S.	100036	Miss Emma Woodhouse, expenses for attending Child Protection Training.	<b>15.00</b>
T.	100037	John Dilworth, Clerk, payment to Hobbycraft, Summer Play-scheme resources.	<b>119.06</b>

## ii. **Accounts, 2014/15 (appendix 3a, 3b, and 3c).**

The accounts were approved.

## iii. **Grant applications.**

No grant applications had been received since the last meeting.

Signed:.....

## VAN COMMUNITY COUNCIL MINIUTES, 18<sup>TH</sup> JULY, 2014

### iv. **Audit, Section 3, Annual Return.**

He Clerk tabled a letter from the External Auditor and members considered it implications. They noted that the Clerk has provided the External Auditor with the information to draw the Audit for 2013/14 to a close.

The External Auditor had stated that "There are no issues in respect of which we propose to qualify our audit opinion on the Annual Return for the year ended 31 March 2014."

However the Auditor did draw attention to other matters:

On the Annual Return the Council's final response had been left blank, however, this had been rectified by the Clerk: "A completed copy of Section 2 was subsequently submitted to us (External Auditor) by the Clerk."

### 46/14 **Items for the next agenda.**

Prince's Trust.

Council Web Site.

Leisure and Amenities Facilities agreement, between Van Community Council and Caerphilly C. B. C.

Meeting started at 7.00p.m and closed at 7.30p.m.

Signed:.....