

VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Chairman	Councillor Eileen Macey	Clerk/R.F.O.	John Dilworth
Vice-Chairman	Councillor Elaine Forehead		

Minutes,
Full Council Meeting,
Friday, 18th October, 2013,
Van Community Centre.

Present: Councillors Russell Deacon,
Christine Forehead,
Maria Hall,
Brian Jenkins,
Eileen Macey,
Sheila Newbury.

In attendance: Clerk/R.F.O. John Dilworth, Mr. Gareth Winmill,
Ms Cath Davies, P.C.S.O.s
Jonathan Spokes, and Emily Iles.

To receive Mr. Gareth Winmill, Co-operative Membership, and he works for the street games project in Blaenau Gwent.

The Chairman welcomed Mr. Mr. Gareth Winmill who drew members attention to the opportunities of street games with seven sites now open in the Blaenau Gwent County Borough area. He went on to say that there are grants available. In response a member pointed out that a recent Caged Rugby session organized at the Van Community Centre raised issues through complaints from residents.

A further point was raised regarding multi-scope approach and Mr. Winmill replied that approach is not structured but coach assisted sessions and get active for two and a half hours per week.

The Clerk inquired if the Council was eligible to apply for grant assistance to the "Community Chest" fund, however, Mr. Winmill was unsure and the Clerk to make inquiries on the Sports Wales web site.

Mr. Winmill suggested that the Community Centre was a perfect venue for Street Games and to get Street Games on board. Mr. Winmill will contact Street Games and Mr. Paul Roberts, Legacy and Fieldwork Manager, Wales, will help as much as he can.

The Chairman thanked Mr. Winmill who left the meeting.

To receive Ms. Cath Davies, Holiday Scheme Coordinator.

The Chairman welcomed Ms. Cath Davies, Holiday Scheme Coordinator, G.A.V.O., and dealt with four topic areas:

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Job Description and Personal Descriptions – how we can make them more robust and fit for purpose, ensuring that we are completely frank on the documentation about what we require of the staff. Ensuring regular team meetings are part of the requirements.

Interview Process – Potentially look at using a different process for recruitment, sticking with the formal interview process but also diversifying things a bit. Maybe offering **on the job** interviews, utilising the play sessions in neighbouring communities and incorporating them into the interview process.

Interview panel of play professionals – Make use of the GAVO Play Team, professionals playworkers know what they are looking for in terms of recruiting Play Workers.

Training – Offering further training that is at the next level, more advanced than anything we have offered previously and extend to members of the interview panel, if they wish.

Ms. Davies promised to prepare a paper for members consideration at the next meeting.

Public, any issues, and limited to ten minutes.

No members of the public were present.

71/13 **Apologies for absence.**

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

72/13 **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 on any item.

73/13. **Police matters (P.C.S.O.s Jonathan Spokes and Steve Moore).**

The Chairman welcomed P.C.S.O.s Steve Moore and Emily Iles to the meeting.

P.C.S.O.s Steve Moore, with the permission of the Chairman, circulated his written report which he took members through and further he stressed that importance of attendance at PACT meetings. He went on to say that a Party in the Centre has been organized for the 30th October, 2013, and any ideas for the Mobile Police Stations.

In response to a question on whether a person phoning the Police can be scanned he replied that this was not technically possible.

He reported on the P.A.C.T. priorities and alerted members to the illegal sales of fireworks last year and one young male is now on a full A.S.B.O.

The discussion moved to parking issues at the Schools and also vehicles parking on the bend at Haldane Court, however, the officer pointed out that the Police are struggling to deal with parking outside schools.

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It was raised that double yellow lines are required in Haldane Court and members felt that more resources should be applied to tackling parking issues.

The Chairman thanked the Police Officers who left the meeting.

74/13. **To approve the minutes of the Council Meeting, 27th September, 2013, (appendix 1.)**

The minutes of the Council meeting (previously circulated with the agenda), were approved and signed by the Chairman.

75/13. **Matters arising from the minutes.**

Minute 67/13 Clerk's Report j. Van Partnership meeting, 9th September, 2013.

Councillor Eileen Macey pointed out that WFi provision will be available in the Van Community Centre.

Minute 69/13 World War One Centenary - Councillor Russell Deacon.

It was pointed out that there would be difficulties in writing about WW1 experiences and Councillor Brian Jenkins added that there may be WW1 references in an inherited diary, now in his possession.

76/13. **Correspondence.**

The Clerk reported the following correspondence:

- i. E-mail, 30th September, 2013, Mr. J. Jones, Democratic Services Manger, C.C.B.C., confirming confirmation of Council's decision to go with C.C.B.C. for the web site (option 1).
- ii. Letter, 30th September, 2013, CTC, reference to purchase of a Speed Gun for use by officers of the Caerphilly Police in the Caerphilly Basin area. Secondhand, £1,600 and contribution to costs would be shared on pro rata basis.
- iii. Letter, 30th September, 2013, Mazars, completion of Annual Return and clean audit.

Letter, 1st October, 2013, Independent Remuneration Panel for Wales, draft Annual Report, 2014/15. Electronic copy on www.remunerationpanelwales.org.uk.
- iv. E-mail, 1st October, 2013, Mrs. Helen Hudson (Serin), confirming date for Serin at Soup and Carols, with repertoire attached. Hard and electronic copies to all members seeking their views.
- v. E-mail, 4th October, 2013, Welsh National Mining Memorial, formal invitations to Councillor Eileen Macey and friend, reaffirming address details for correspondence.
- vi. E-mail, 4th October, 2013, Ms. Cath Davies, Holiday Scheme Coordinator.
- vii. E-mail, 10th October, 2013, Cllr. Russell deacon, WW1 booklet.
- viii. E-mail, 11th October, 2013, Miss Helen Morgan, Stoptober 2013.

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- ix. E-mail, 14th October, 2013, Ms. Bethan Jones, Eco-council Coordinator, inquiring, at what stage is the St. James Wall (Memorial Garden at St. James Primary School). Replied, c.c. to Head teacher, Chair of Governors, and Healthy Villages team. To take forward application to the Partnership, costings and supplier for statue whether school or council. No acknowledgement from school regarding £150 paid for hire of dumper.
- x. E-mail, 15th October, 2013, Came & Company Parish Council Insurance, Parish Matters Autumn, 2013.
- xi. E-mail, 16th October, 2013, CSO Jon Spokes, CSO Steve Moore attending Council meeting, 18th October, 2013.
- xii. E-mail, 16th October, 2013, Mr. Matthew Simpson, Capita Conferences, Delivering Services for Older People in Wales.
- xiii. Notification (agenda) 15th October, 2013, Town and Community Councils Liaison Committee meeting, 23rd October, 2013, and minutes of the previous meeting.
- ivx E-mail, 18th October, 2013, Mr. Keith, Healthy Villages, completion of wall and gate, down to the school to finalize the design and materials for the statue and health Villages Team will complete the project from that point on.

77/13. **Planning matters.**

13/0711/RET – Retain use of class D1 at first floor block C, Van Court, Caerphilly Business Park, Caerphilly.

It was **resolved** to make no comments.

78/13. **Reports and local matters.**

Dedication Service, Welsh National Mining Memorial – Councillor Eileen Macey reported on here attendance and pointed out that there was a marvelous atmosphere at the event. She drew members attention to the sponsored children's walk and the evening's entertainment.

79/13. **Clerk's Report (appendix 2).**

The Clerk took members through his report, previously circulated.

- a. Educational Trust. Report, down loaded draft constitution off the Charity Commission web site and reviewing Educational Constitution.

Members noted.
- b. Late submission, Annual Return, 2012/13. The Clerk reported a clean audit (appendix A).

Members noted.
- c. Council web site. The Clerk reported, he informed Mr. Jonathan Jones, Democratic

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Services Manager That Council will be taking up option one and he awaited correspondence from Mr. Nick Rutter, Website Manager, to make the arrangements.

Members noted.

- d. Code of Conduct Training. The Clerk reported, he will be contacting the relevant officer for the next Code of Conduct Course; Councillors David Hill, Brian Jenkins, and Eileen Macey.

- e. Soup and Carols. The Clerk reported, consultation with members, and referred to the draft programme and further developments:

Brass Band, he inquired with Caerphilly Music Services, and there is a Brass Band Concert on the 6th December which classes with Soup and Carols. Therefore, he will be making inquiries with the Salvation Army.

Programme:

- Clerk to welcome everyone on behalf of the Council. Few words about Soup and Carols and thanks to School, Tesco etc.
- Hands over to SERIN to take the music forward with audience participation (see their repertoire, circulated to all members).
- Soup is served; Father Christmas gives out chocolate and raffle.
- School Choir, carols (*if they are prepared to sing, last year I was informed by Ms. Bethan Jones that they would not sing on themselves, but later changed their minds, and the decision was theirs*).
- Chairman brings the proceedings to an end and wishes everyone Merry Christmas.

Councillor Chris Forehead advised that the St. James School Choir have agreed to sing.

Members approved the programme and the following:

- No raffle
- Soup/chuck of bread served at 8.00p.m.(ish) and Father Christmas
- SERIN to sing traditional carols and Christmas songs from Carol sheet.

- f. Van Partnership meeting, 7th October, 2013. A number issues discussed:
Area Development Budget, balances of £2,746, and an application for funding the statue for the Memorial Garden, however, he posed two questions regarding the application to the Van Partnership for funding for the statue (the Clerk is not privy to what the statue will be):

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1. Is the School making the application to the Van Partnership?
- or
2. Is the Community Council making the application to the Van Partnership?

If the Community Council is making the application then it will hold the funds in its account and pay the contractor or the School?

If he answered his own question then he requires from Mr. Paul Samuel, Head Teacher, a letter requesting the Council to proceed with the application for audit purposes. Incidentally, the application can only be approved if the meeting is quorate.

Further:

The Kadens Trust is now fully constituted.

Morocco Expedition, Partnership to apply for funding.

Groundwork Team, Woodland Way, and Brush Cutting course.

Presentation by the Caerphilly Library staff deferred to the next Partnership meeting.

Refer to h for decision.

- g. Council application to send young people to Morocco, 11th October, 2013.

The Clerk reported, he had informed Miss Kelly Van Koningsveld that the Council could not take the application forward and that it was due to the amount of complexity it would incur.

Mrs. Zoë Williams, G.A.V.O., reported this to the recent meeting of the Van Partnership.

In passing he contacted Miss Kelly Van Koningsveld to inquire if any members of the Lansbury Youth Club would like to volunteer to work on the Memorial Garden. He did not have a reply (personally speaking, wrong location.)

Members noted.

- h. Memorial Garden, St. James Primary School.

The project commenced on Monday, 30th September, 2013, with the Healthy Villages Team, myself (volunteer), and Mr. Nathan Lloyd (volunteer).

He reported, several tonnes of cut stone were moved from the School Wood to the site, below the car parks and in front of the School entrance. Whilst a dumper was used it still had to be loaded manually and he and the Team worked tirelessly, in the rain, till the job of transporting the stone was complete. He reported (public record) his thanks to the head Teacher for allowing the Team to use the Staff Room, since it was raining.

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The work commenced all that week and he attended, Tuesday, Wednesday and Friday (the only volunteer) and assisted the Team who dug the wall footings and laid several courses of stone. They also gave demonstrations to groups of school children who braved the rain to help in the construction of the walls.

To keep the project going required volunteers and that is the reason why he attended on several days and stated, he pointed out that we had no parent volunteers. Later it was pointed out to the Clerk that it was predictable, they would not have parent volunteers (personally speaking, I must be naïve).

Ms. Angharad Jones, Head Community Investment Coordinator sent out a small flyer to all their Together Members through United Welsh in the Caerphilly area asking them to come forward and volunteer for this great cause. She also put it to the staff asking them as part of their Can Do leave to help.

Following a conversation with Councillor Elaine Forehead who visited the site to help, he contacted "The Unpaid Work Team," Probation Trust, and on Wednesday, 9th October, 2013, who provided five volunteers from the Probation Trust, their supervisor, dry stone walling experience, the Healthy Villages Team and the Clerk.

He summarized developments, the site has a low wall, gate, entrance and path, as the first phase. Phase two, statue, bench and water feature and he awaits consultation with the School Eco-coordinator how this is to be taken forward. He requested from the School Eco-coordinator the cost and supplier for Mr. Damian Owen, Cluster Manager.

Completion of phase one on Wednesday, 16th October, 2013, however, due to the rain this has been extended.

Members noted.

A discussion followed on the design of the sculpture. The Clerk advised that this is subject to a competition with the winning design to be selected and would be in hard wood.

It was **resolved** that the Community Council will apply for the funds, subject to the School's authorization, and hold them in their account for the St. James Primary School statue and payable to the sculptor.

In the event of a short fall in the cost of the statue that the Community Council will give consideration at a future meeting.

80/13. **Finance.**

Standing Orders suspended for ten minutes from 8.15p.m.

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

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

	Cheque no.	Details of payment	£	£
A.	101544	St. James Primary School, hire of the dumper for the Memorial Garden.		150.00
B.	101545	C.T.C. Firework Display, 2 nd November, 2013, grant.		250.00
C.	101546	Shelter Cymru – grant.		50.00
D.	101547	Caerphilly C. B. C., Leisure and Amenities Facilities agreement, 1 st October, to the 31 st December, 2013.		926.34
E.	101548	Mazars, external audit of accounts, 2012-13, audit fee.		180.00
F.	101549	Caerphilly C. B. C., DBS checks for Mr. Tom Garland and Sarah Harries, Summer Play-scheme Workers (paid off).		128.00
G.	101550	John Dilworth, Clerk. Reimburse for Credit Card payments: TradeTek, open notice-board at Pen y Cae, near Convenience Store. FitzpatrickWoolmer, two replacement locks. Allen Keys and Locks, re-open notice-board and fit new locks.	106.80 49.20 45.00	201.00
H.	101551	John Dilworth, salary (inc. progression to SCP 21 from 1 st April, 2013), month 7.		653.64
I.	101552	John Dilworth, Clerk. Reimburse for expenses, supported by receipts: Postage, Post Office phonecards. Stationary inc. inkjet cartridge Photocopying. Flowers Gloves – Memorial Garden. Mileage	13.42 10.00 32.84 16.45 0.00 11.44 94.71	
		17 th September, 2013, meeting with Ms. Cath Davies, Holiday Scheme Co-ordinator, Duffryn Business Park, Ystrad Mynach, 34 miles.	15.30	
		19 th September, 2013, Trustmark, Talbot Green, and return, photocopying documents, 2.5 miles.	1.12	
		20 th September, 2013, distribute agenda and papers, last member, 35. Trevelyn Crt., 39 miles.	17.55	

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Journey 4	27 th September, 2013, Trustmark, Talbot Green, and return, stationary, 2.5 miles.	1.12
Journey 5	27 th September, 2013, Van Community Centre, and return, Council meeting, 26 miles.	11.70
Journey 6	30 th September, 2013, St. James Primary School, Memorial Garden, and return, 26 miles.	11.70
Journey 7	1 st October, 2013, St. James Primary School, Memorial Garden, and return, 26 miles.	11.70
Journey 8	2 nd October, 2013, St. James Primary School, Memorial Garden, and return, 26 miles.	11.70
Journey 9	3 rd October, 2013, Barclays Bank, Talbot Green, and return, change of accounts, 2.5 miles.	1.12
Journey 10	4 th October, 2013, St. James Primary School, Memorial Garden, and return, 26 miles.	11.70

178.86

ii. **Accounts, 2013/14 (appendix 4a, 4b, and 4c).**

The accounts were received

iii. **Grant applications.**

No applications had been received.

iv. **Council's Bankers, in view of media speculation on the stability of the Cooperative Bank.**

Further to telephone discussions with representatives of Barclays Bank p.l.c. the Clerk reported that a Charity and Community account can be opened with Barclays Bank plc and also a savings account (higher interest). Free banking if not overdrawn and same signatories then Barclays will mirror the account. However, he recommended formal confirmation that the funds are secured if the bank collapses.

It was **resolved** that when written confirmation is received from Barclays Bank p.l.c. that the Council's fund will be secured if the bank collapsed, the Clerk is authorized to proceed with the transfer of all monies held by the Council's bankers.

v. **Payment to members, maximum of £100 per year (telephone usage, information technology, and consumables).**

In view of early departure of members (four members in attendance) it was **resolved** that the matter be deferred to the next meeting.

vi. **To consider, C.T.C.'s invitation to contribute to the cost of a Speed Gun.**

It was **resolved** not to contribute to the cost of a Speed Gun and the Clerk to inform Caerphilly Town Council of the decision.

81/13. **World War One Centenary - Councillor Russell Deacon.**

It was **resolved** the defer since Councillor Russell deacon had previously left the meeting.

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- 82/13. **Soup and Carols; raffle prizes, programme, and preference, if songs in English or Welsh.**

It was **resolved**, If songs in English and Welsh then the preference will be English.

- 83/13. **Newsletter** – Councillor Eileen Macey.

It was **resolved** to proceed with further discussions to follow and publication, mid-June, 2014.

- 84/13. **Items for the next agenda.**

World War One Centenary - Councillor Russell Deacon.

W.I.F.I. (any wireless local area network) – Councillor Eileen Macey.

Meeting closed at 825p.m.

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