

## VAN COMMUNITY COUNCIL CYNGOR CYMUNED Y FAN

Chairman      Councillor Eileen Macey,      Clerk/R.F.O.      John Dilworth  
Vice-Chairman      Councillor Russell Deacon.

Minutes,  
Full Council Meeting,  
Friday, 20<sup>th</sup> April, 2018,  
Van Community Centre.

Present:	Councillors	Russell Deacon, Barbara Jones, Fay Gay, Tony Graham, Norma Graham, John Leek, Pam Nelder, Sheila Newbery, Linda Williams.
In attendance	Clerk/RFO	John Dilworth.
	Gwent Police	CSOs Sarah Mey, and Jonathan Spokes
	Public	Julie EE Dilworth.

**Public, any issues, and limited to ten minutes.**

**Clerk's advice, Arnold Baker, 9<sup>th</sup> 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 issues raised by the public.

167/18 **To receive apologies and whether to approve the reason for absence.**

There were apologies received from the following Council member, Councillor Jayne Keable. The Clerk reported that the member had previously provided reason for absence in a confidential email which may apply to two to three meetings, and it was **resolved** to

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approve the absence. (The Clerk did not read the email to members for Data Protection reasons).

- 168/18 **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).

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### **Chairman to read the following statement.**

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.

The Clerk declared an interest in items 9 and 16 (one of the items was a duplicate by omission) and left the room with Julie his wife.

- 169/18 **Police matters.**

The Chairman, Cllr Professor Russell Deacon, welcome CSOs Sarah Mey and Jonathan Spokes to the meeting. CSO Mey gave her report (the Clerk had previously circulated copies of her report to members).

### **"Van Community Council Police Update – 20/04/2018**

Car breaks – In March and beginning of April there were over 20 car breaks and some of the locations included Mornington Meadows, van road. Matthew Davies has handed himself in 2 days ago.

20<sup>th</sup> April - St. Helens school – Action day where community support officers are do high visibility patrols and handing out fixed penalty notices when necessary

We have experienced problems with ASB in Graham, Buxton and Snowden Court. At the beginning of the month, we had numerous calls about snowballs being thrown at residence and their accommodation. All have been spoken to and given reassurance. The new doors will help ease some of these issues.

Operation Bernie – Community support officers and the local fire service have been patrolling hotspot fire hazard areas of St. James for target hardening purposes. An awareness session/talk was carried out in the Van Centre as part of Op Bernie with the Youth Club.

16<sup>th</sup> June (or 30<sup>th</sup> – Unconfirmed) CO303 and PC221 Moore are arranging an Engagement day for Lansbury park – **With the objective of bringing outside organisations into Lansbury so we can encourage Lansbury Park out into the wider community.** We have asked various organisations to attend but this is very early days in trying to arrange it so not everyone has confirmed and we are open to more suggestions. However, so far the reception has been very positive.

Some that are invited to attend are –

- Fire service
- St. Johns Ambulance

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- Creazone Dance and fitness club
- Womens aid
- Loan Sharks
- Van community centre
- Scouts/beavers/cubs
- Football clubs
- Youth Club”

The following were raised:

Car break-ins in Caerphilly, small increase.

Your Voice surveys will be complete by the end of April and a new priority set”

Cllr Barbara Jones raised emails from the Clerk (cc to Cllr Barbara Jones) on the dead cat found on the bank of the Porset Brook, near the footbridge, and rear of Dol yr Eos. The Clerk responded that originally it had been thought that there were two dead cats but only one was found. The RSPCA officer, considered there was no reason to suspect foul play and may have been in collision with a vehicle and the body dumped. CSO Mey added that she had tried to contact the RSPCA officer on the matter.

Engagement Day, an invitation to Council to organize a stall with other agencies and the date to be advised. The Chairman, Cllr Professor Russell Deacon, asked for the matter to be put on the agenda of the May 18<sup>th</sup> meeting.

See minute 185/18, raised with the CSOs as part of this item.

The Chairman, Professor Russell Deacon, thanked the two CSOs who left the meeting.

### 170/18 **To approve the minutes, Council Meeting, 16<sup>th</sup> March, 2018 (appendix 1).**

The minutes were approved as an accurate record of the proceedings and signed by the Chairman with the following amendment raised by Cllr Barbara Jones:

Delete “Grail” and insert “Graig,” and to read: “Discussion moved to security doors at Graig yr Rhacca which have proved successful and are to be introduced at Lansbury Park...”

### 171/18 **Matters arising.**

No matters were raised.

172/18	<b><u>Correspondence.</u></b>
	The Clerk circulated a list of correspondence received since the last meeting. Correspondence with a ✓ were brought to member's attention.
	Clerk's Specific responsibilities, correspondence:

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	"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 Council."
i	Email, 21-March-2018, Senior Services Officer, CCBC, first Clerk's Workshop, GDPR, later amended to the 10th April, 2018, and the Clerk attended.
ii	<p>√Email, 26-March-2018, Plant Kids Club, Childcare Business Development Officer (previous Play Development officer, GAVO. Offer a range of support for the implementation of a summer holiday scheme. CCBC were looking to run a School Holiday Enrichment Program (SHEP) in St James over the summer.</p> <p>Clerk contacted CCBC and they advised: SHEP (School Holiday Enrichment Programme) is being run within the exceptions and not CSSIW registered since it is not childcare and for three hours/day. Miss Sarah Mutch, Early Years Manager, CCBC, is leading the project and will advise if Van Community Council will be invited to send a representative to the Steering Group. It may be run at St James Primary School during this summer. The Clerk was previously criticized by CCBC for running the 2017 scheme within the exceptions insofar that the Council was at risk. Noted.</p>
iii	√Email, Chairman, Miss Rowlands, Connect Life Elim Church, Caerphilly Food Bank, follows on from Clerk's letter, unable to release grant cheque. Chairman, delay....procedural issues...decision...April 20th." Noted.
iiii	√Email, 3-April-2018, OVW, their response to the Community and Town Council Review. Noted.
v	√Email, 4-April-2018, Wales Audit Office, the importance of External Audit. Noted.
vi	<p>√Email, 4-April-2018, Valuation Support Officer, CCBC, read: "SUBJECT TO CONTRACT...I am due to refer this matter to our legal department for the transfer of land from Caerphilly County Borough Council to Van Community Council for the consideration of £1.00. However, please confirm the Community Council will cover this Council's costs of £900 beforehand.</p> <p>Can you please let me know the solicitors who will be undertaking your part of the legal process?" See agenda 11 Finance v.</p>
vii	Email, 5-April-2018, Age Alliance Wales, number of events are planned for the area. Noted.
viii	√Email, 6-April-2018, OVW, agenda and papers for the forthcoming Area Committee meeting, 18th April, 2018. Note to members, Council has not appointed representatives to the Area Committee. Chairman or Vice-Chairman to attend.
viii	√Letter, 6-April-2018, BDO, papers for the yearend audit, 31st March, 2018. Noted that the Clerk is progressing the matter.
x	√ Email, 6-April-2018, Age Cymru, grants available of up to £1,000 to provide for activities in local communities to mitigate isolation and loneliness. Noted.

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xi	√Email, 8-April-2018, Cllr Lindsey Harding, Gilfach Ward, will pass on the condolences of the Chairman, members, and personal condolences of the Clerk to the family of the former leader of Caerphilly County Borough Council, Harry Andrews, MBE. Members noted the actions of the Clerk and the sad loss of a great leader of Caerphilly C. B. C.
xii	√Email, 13th April-2018, Waste Strategy and Operations Manager, CCBC, cleansing programme in area, week commencing the 7th may, 2018. Noted.
xiii	√Email, 16-April-2018, Clerk to BTM, acknowledged Council's invitation to BTM members to the Safeguarding course either, 11th or the 18th May, 2018 at the Van Community Centre. The course is free as arranged by Miss Tammy Nelder, from 9.30am to 4.00pm. (If arranged for the 18th the Clerk unable to attend due to pressure of work for the evening AGM and ordinary meeting). Response from BTM awaited.
xiii	√Email, 16-April-2018, Race Council Cymru, partners forms for attention and completion by the 30th April, 2018. Minute 160/18 "It was resolved to assist with expenses speakers to local schools" Clerk requests clarification form members as to what is expected of him. Chairman to prepare answer for the Clerk to forward to them.
xv	Email, 16-April-2018, CCBC, Gwent Best Kept Village and School Competition, closing date, 18th May, 2018. Noted.
xvi	Email, 16-April-2018, CCBC, papers on last week's Clerks Workshop on GDPR. Noted, Clerk attended.
xvii	√Email, 17-April-2018, Historic Environment, Welsh Government, views on the draft legislative order, follow link: <a href="https://beta.gov.wales/ecclesiastical-exemption-and-guidance-scheduled-monuments">https://beta.gov.wales/ecclesiastical-exemption-and-guidance-scheduled-monuments</a> . Consultation ends on the 13th July, 2018. Noted.
xviii	√Email, 18-April-2018, OVW, Atlantic College, leadership course for young people.
xviii	√ Email, 18-April-2018, CSO Sarah Mey, Gwent Police, Police Report, Council meeting, 20th April, 2018. Clerk made copies and distributed to members prior to the commence of the meeting.
xx	√ Email, 19-April-2018, OVW, attached reply from the Legal Policy Officer, IC, on GDPR, and following extract: "In the meantime, we recognize that there's still plenty of work parish and town councils need to do to implement the necessary steps to comply with GDPR. We've already provided a lot of tools and support to help with these steps, including our Guide to the GDPR, frequently asked questions, toolkit and helpline for smaller organizations. We're also committed to working closely with the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) to consider

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	alternative solutions to the specific issue of appointing DPOs. For example, we see promise in the idea of developing a shared DPO service allowed under Article 37(3). Whilst such a shared service may not be an immediate fix in time for 25 May, it could in the long term enable smaller councils to manage their data protection requirements effectively.” Noted.
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173/18 **Planning.**

The Clerk report planning application 18/0315/FULL to construct new private drive to serve existing properties at The Paddocks, Caerphilly.

It was **resolved** to make comments on the application.

174/18 **Reports and local matters.**

The Clerk reminded members, 30<sup>th</sup> April, 2018, Open Garden event, 10.00am to 2.00pm at Trevelyan Court.

Cllr Barbara Jones looking for members to join the Over 50s Forum.

175/18 **To receive a report on the sub-group meeting of the following councilors: Cllrs Professor Russell Deacon, Chairman, John Leek, Vice-Chairman, and Tony Graham. THE CLERK WILL LEAVE THE ROOM.**

The Clerk, previously declared an interest, left the room with Julie his wife.

Following consideration of the report the Chairman left the room and invited the Clerk and Julie his wife to return to the room and the Clerk to rejoin the Council meeting. The Clerk was handed, by the Chairman, a piece of paper which he read and agreed to the findings and recommendations, i.e. as reproduced in italics:

***“Findings***

- 1. The clerk had run all previous play schemes without known incident*
- 2. The council members had very limited interaction with the scheme*
- 3. The situation of running a play scheme has become ever more onerous and complex*
- 4. The clerk and the chair have made representation to CCBC, Welsh Gov, AMs etc in this respect*
- 5. The current play scheme came unstuck over an appointment and related safeguarding issue on which the clerk used his judgement, which included the advice of Zoe Williams*
- 6. This resulted in a permanent barring of the clerk from St James School by Nikki Dargie, Head Teacher*
- 7. There was a fundamental breakdown of trust between the clerk, the CCBC officers and the Head Teacher.*
- 8. This resulted in the play scheme being cancelled early.*

***Recommendations***

- 1. That the council records its thanks for the clerk in managing to run successful play*

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*schemes for previous years and the effort he and his wife put into last year's scheme.*

2. *That the council recognises that too great a burden was put on the clerk for running a play scheme under the new procedures and it could have supported him more beforehand*
3. *That mechanisms also be put in place for the clerk to be able to report back to the Chair if he feels he needs additional support or time on a specific activity and that this is accommodated with agreement of full council*
4. *That no future play scheme should therefore be undertaken without the full safeguarding and necessary procedures being understood and agreed by the council*
5. *In any future play scheme the clerk would operate in a supportive team structure, with both member and professional external support to help them*
6. *That there should be a second person for the clerk and external bodies to go to in the event of the same breakdown of trust that occurred over the last play scheme to ensure that matters do not escalate in the manner that they did*
7. *That the chair writes to Nikki Dargie to request the barring be lifted on the clerk"*

176/18 **Clerk's Report (appendix 2).**

The Clerk tabled copies of his report for member's consideration.

A.	Former Van Terrace Play area land, transfer.	Email, 4-April-2018, Valuation Support Officer, CCBC, read:  " <b><u>SUBJECT TO CONTRACT</u></b>  Dear Mr Dilworth  I am due to refer this matter to our legal department for the transfer of land from Caerphilly County Borough Council to Van Community Council for the consideration of £1.00. However, please confirm the Community Council will cover this Council's costs of £900 beforehand.  Can you please let me know the solicitors who will be undertaking your part of the legal process?  I look forward to hearing from you."  See minute 177/18 v.  Member's instructions.
B.	Educational grant criteria.	Clerk, application form needs to carry privacy statement.  Clerk is looking into this.
C.	Data Protection Reforms, Clerk's recommendation; Council appoint an	Clerk, ICO states:  "The GDPR introduces a duty for you to appoint a data protection officer (DPO) if you are a public authority, or if you

	external Data Protection officer.	<p>carry out certain types of processing activities. DPOs assist you to monitor internal compliance, inform and advise on your data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority.</p> <p>The DPO must be independent, an expert in data protection, adequately resourced, and report to the highest management level.</p> <p>A DPO can be an existing employee or externally appointed. In some cases several organisations can appoint a single DPO between them.</p> <p>DPOs can help you demonstrate compliance and are part of the enhanced focus on accountability.”</p> <p>The impending legislation, coming into force on the 25<sup>th</sup> May, 2018, requires that Council (public body) appoint a Data Protection Officer (DPO). The Clerk processes data and has an interest so it is unlikely that the Clerk would qualify to be the DPO and ICO has stated that it is unlikely that Clerk’s would be DPOs in view of their interests in the data.</p> <p>Attached information from last week’s Clerks Workshop on GDPR.</p> <p><b>Recommendation:</b> To appoint Microshade as Council’s DPO deferred to the Council meeting of the 18<sup>th</sup> May.</p> <p>Clerk to make further inquiries with regard to member mandatory training.</p>
D.	Rescinding motion with reference to advice from One Voice Wales.	<p>Clerk instructed: “... to write to One Voice Wales telling them of the issues in the respective case and what Council should do and also to write to the “Connect Life Church (Elim) (Caerphilly Food Bank)”, to inform them, there are procedural issues and the grant cheque for five hundred pounds (£500) cannot be released to them at the moment.”</p> <p>Email reply, 27-March-2018, Mrs. Shan Bowden, Development Officer, One Voice Wales, read:</p> <p>“Thank you for your email setting out the background to your query asking how the Council can rescind (change/amend) a confirmed minute.</p> <p>I assume that the Council wishes to revisit the application for financial assistance from Caerphilly Foodbank in light of full information and clarification of facts that were not available at the time the original decision was made.</p> <p>A motion to rescind a previous resolution should arise in exceptional circumstances because there is an assumption that the previous resolution was made upon consideration of all the</p>



	<p>relevant facts and issues (it appears that the original decision was made without sight of the application form which may have affected the decision that was made at the time).</p> <p>If a previous resolution created legal rights or affected a third party a motion to rescind the previous resolution needs careful thought.</p> <p>In your letter you inform me that the Council's Standing Order No 41 Rescinding of Resolutions states " No motion to rescind any resolution which has been passed within the preceding six months, nor any motion or amendment to the same effect as the one which has been negated within the preceding six months shall be in order unless the notice thereof shall have been given and specified in the summons to the meeting and the notice shall bear in addition to the name of the member who proposed the motion the names of six other members and when any such motion has been disposed of by the Council it shall not be appropriate for any member to propose a similar motion within a further period of six months".</p> <p>If the Council wishes to reconsider the application from the Foodbank having access to full and further information it can use Standing Order 41 to do so, a member will need to propose a motion in writing asking that the minute be rescinded in light of full and clarified information concerning the application, the motion will need to be signed by six other members as per the Standing Order and passed to the Clerk to be included as an agenda item at the next meeting. The Council can then reconsider its decision in light of the further and clarified information regarding the application.</p> <p>It will be necessary to carefully consider the decision to be minuted when rescinding the confirmed minute because the matter cannot be revisited within the next six months."</p> <p><b>The advice received from One Voice Wales is similar to the advice provided by the Clerk.</b></p> <p>Cllr Professor Russell Deacon, has advised, he will move the rescinding motion and Cllr John Leek who chaired the meeting of the 17<sup>th</sup> November, 2017, will take it forward, however, the notice must be signed by six members in addition to the mover of the motion to rescind and to be received by the Clerk for entering it on the agenda for the Council meeting of the 20<sup>th</sup> April.</p> <p>Clerk, there are three minutes to be rescinded:</p> <p>Meeting, 17<sup>th</sup> November, 2017, minute 12(iii) – grant award.</p> <p>Meeting, 19<sup>th</sup> January, 2018, minute 104/18V-advance the payment of £500.</p>
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		<p>Meeting, 16<sup>th</sup> March, 2018, minute 135/18 A - payment of creditor.</p> <p>Since the agenda and supporting papers are now required earlier the deadline would be the 11<sup>th</sup> April to allow time to photocopy papers for distributing on the 13<sup>th</sup> April.</p> <p>The deadline has been missed and further advice from One Voice Wales has been sought.</p> <p>The Clerk was informed that Connect Life Church (Elim) (Caerphilly Food Bank) has joined the Trussell Trust and to reissue the grant cheque for five hundred pounds (£500.00) and to take appropriate action.</p>
E.	Easter Event, Friday, 23 <sup>rd</sup> March, 2018, 6.00pm, Van Community Centre.	<p>Fantastic evening and the Clerk wishes to thank Cllr Barbara Jones for compering the event.</p> <p>Members reaffirmed their appreciation for Cllr Barbara Jones in compering the event and the Clerk to email the singer to thank him for an excellent performance and engaging with the audience across the age barrier.</p>
F.	Grant applications.	Grant application submitted, Tenovus, Clerk to table to application and accounts. Clerk to obtain further information from Tenovus.
G.	Walkabout, Tuesday, 19 <sup>th</sup> February (should read 19 <sup>th</sup> March), 2018, Dol yr Eos, Dol Fran, and Porset Brook.	<p>Clerk, cancelled due to hazardous underfoot conditions (snow).</p> <p>Next Walkabout, Monday, 19<sup>th</sup> March, 2018, 12.00 noon to meet at 68, Dol yr Eos. Councillors Sheila Newbury and Linda Williams attended with Miss Laura Price, UW, and the Clerk. Photographs were taken by the Clerk and passed to Miss Laura Price.</p> <p>Reported to the Clerk, two dead cats, rear of Dol-yr-Eoes.</p> <p>Liaised with Cllr Sheila Newbury and reported one confirmed dead cat to the RSPCA, Sunday, 15<sup>th</sup> April, 2018, and the following have been also informed; Chairman, Vice-Chairman, CSOs Eyles and Mey, and Cllr Barbara Jones.</p> <p>It is a criminal offence to kill a cat unless by a licensed Vet.</p> <p>Members noted and the next Walkabout, Monday, 21<sup>st</sup> May, 2018, to meet at Sheila's home, 12.00 noon.</p>
H.	Notice-board at Brynau	Clerk, decision: "... resolved to revisit it at a future meeting

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	Rd.	regarding the ownership of the building (sub-station). Member's confirmed.
I.	Insignia/office (pendant/ribbon and bars).	<p>Invoice for the art work was signed by the Chairman, Cllr Professor Russell Deacon, Vice-Chairman, John Leek, and the Clerk, 23<sup>rd</sup> March, 2018. The document was scanned and forwarded (electronically) to Petersens Designs, 24<sup>th</sup> March.</p> <p>Clerk to progress the matter and submit digital image to Fatorrini (Council name and Chairman, bilingual).</p>
J.	Food Bank cheque cancelled to preserve clarity of 2017/18 accounts and members instructions to reissue cheque in the current financial year.	<p>Cheque to the Food Bank was not presented in 2017/18 accounts and cannot be carried forward as an unrepresented cheque to the 2018/19 accounts. But it may be reissued and member instructions area required.</p> <p>Matter resolved with the Foodbank joining the Trussell Trust and a new cheque raised.</p>
K.	Financial Risk Assessment.	<p>Clerk, members of One Voice Wales, financial risk of £160.00 council contribution to the pension fund.</p> <p>Members note that it will be included in the Financial Risk Assessment to progress to the AGM, 18<sup>th</sup> May, 2018, are asked to note the actions of the RFO.</p>
L.	RCT/Merthyr/Caerphilly Area Committee, Council representation at the quarterly meetings.	<p>Clerk, received inquiry from the S. Wales Development officer, OVW, if Van Community Council are to elect representatives to the Area Committee?</p> <p>Members are reminded of their decision, 21<sup>st</sup> July, 2017 regarding representation on the Area Committee:</p> <p>"No nominations were received."</p> <p>The Chairman and Vice-chairman to attend, however, the Clerk to send the apologies of the Chairman, Cllr Professor Russell Deacon to the Secretary of the Area Committee.</p>
M.	Welsh Government 2019 Index of Multiple Deprivation, autumn consultation.	<p>Informal inquiries have been made and members may wish to register council with them to be on the mailing list.</p> <p>Council to be included on the mailing list.</p>

177/18 **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-I).

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A.	100342	One Voice Wales (OVW) affiliation fee for 2018 to 2019.	<b>677.00</b>
B.	100343	Petersen's Designs, design artwork for Van Community Council logo.	<b>200.00</b>
C.	100344	Information Commissioner, registration, 2018/19.	<b>35.00</b>
D.	100345	John Dilworth, Clerk's net salary (less deductions and the rate payable for the 1 <sup>st</sup> April, 2016, as the first part of a two year pay agreement), 2018/19, month 1.	<b>627.00</b>
E.	100346	John Dilworth, expenses.	
		Postage	
		Photocopying	24.50
		Ink jet cartridge	
		Stationary	
		Post Office Phone Card	10.00
		Mileage (see breakdown)	94.26
		<b>Total claimed.</b>	<b>128.76</b>

F.	100347	John Dilworth, Clerk, reimburse for purchase of consumables; Easter Eggs, finger rolls, hot dog sausages, onions, tea and coffee, made at Morrison's Supermarket, Caerphilly, for the Easter Event (2 receipts).	<b>132.40</b>
G.	100348	John Dilworth, Clerk, reimburse for purchase of cups, plates, squash, kitchen towels and milk, at Makro Self Service, Nantgarw, for the Easter Event.	<b>21.05</b>
H.	100349	John Dilworth, Clerk, reimburse for payment to HMRC for tax incurred by council for months; 10, 11, and 12. The Clerk has taken this action to protect the Council against possible penalties since payment would have to clear with HMRC by the 19 <sup>th</sup> April, 2018. This is exceptional action by the Clerk in compliance with his good offices because the payment did not become apparent till the end of year was completed on the 5 <sup>th</sup> April, 2018.	<b>513.10</b>

1.	9-March-2018	Travelled to Van and return, delivered agenda and papers 26 + 7 miles.	14.85
2.	13-March-2018	Travelled to Trustmark, Talbot Green, and return, copying (2.5 miles).	1.11
3.	14-March-2018	Travelled to Ty Penallta and return, Community Councils Joint Liaison Committee (35 miles).	15.75
4.	16-March-2018	Travelled to Van and return, council meeting (26 miles).	11.70
5.	17-March-2018	Travelled to Van and return, purchased at Morrison's, Easter Eggs, tins of hot dogs, onions, and ordered 13 packs/6 finger rolls (26 miles).	11.70
6.	20-March-2018	Travelled to Ty Penallta and return, Data Protection Reform briefing session (35 miles).	15.75
7.	23-March-2018	Travelled to Van and return, picked up the ordered finger rolls for the Easter Event (26 miles).	11.70
8.	23-March-2018	Travelled to Van and return, attended for final arrangements, Easter Event (26 miles).	11.70

I.	100350	Came and Company, insurance for 2018/19. Increased through	<b>786.98</b>
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		the index linking by 4% from last year (£756.71 (2017/18) + £30.27 (4% index linking) = £786.98).	
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- ii. **Accounts, 2017/18 (bank rec. 31<sup>st</sup> March, 2018, and year end (appendix 4a, 4b, 4c, 4d, and 4e).**

Cllr Barbara Jones raised the payment to Van Centre for “Hire of Hall”.

The accounts were approved subject to Independent Internal Audit and the Clerk advised that any changes in figures through the audit would be advised to members at the next meeting.

- iii. **Grant applications: Tenovus applying for £340.00 (or in that region).**

Further information, benefits to the community.

- iiii. The Clerk raised a further grant application from the Trevelyan Court residents Group and pointed out that they received a grant of £150.00, last financial year.

It was **resolved**, to grant £150.00 Trevelyan Court Residents Group having considered the grant request. Council considered that it is in the interests of, and will bring direct 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 137 with the following condition: Council be mentioned in any promotional material and social media (Facebook or Twitter).

- v. **Trevelyan Court Residents Group, bench in the name of the late Mrs. Eileen Macey and other past Councillors. (Second quote to follow).**

Clerk to chase up second estimate and report to next meeting of Council.

- v. **Former play-area land, Van Terrace. If appropriate to agree to pay the legal costs of Caerphilly County Borough Council (estimated as no more than one thousand pounds £1,000) and appoint solicitors to act for it in the transfer of the land for one pound (£1).**

It was pointed out that the CCBC's legal cost are high, however, to accept their estimate at no more than £1,000.00 (one thousand pounds).

It was **resolved**:

- i. To pay Caerphilly County Borough Council's legal costs (no more than £1,000.00) for the transference of ownership of the former play area land at Van Terrace, Caerphilly.
- ii. The Clerk to seek estimates from three local solicitors; Caswell Jones, Lindsey Ford, and Glamorgan Law (merged with JCP Solicitors). If the lowest estimate is below £750.00 plus VAT (£900.00, nine hundred pounds) the Clerk is directed to appoint the solicitor with the lowest estimate and take appropriate action.

- iii. If the estimate is above £750.00 (seven hundred and fifty pounds) plus VAT to refer back to council.

- vi. **Clerk will table his P60, 2017/18 tax year evidencing his “good offices.”**

The Clerk tabled his P60, 2017/18, for member’s perusal and no comments were received.

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- 178/18 **Good youth and citizens awards (remain as an agenda item).**

No nominations.

- 179/18 **To consider, the Councils free sponsored event, Soup and Carols, Friday, 7<sup>th</sup> December, 2018; partnership with Lansbury Matters Everyone Matters, numbers (Miss Tammy Nelder, Secretary, Van Centre, suggested admission by ticket, seated capacity limited to ninety children and adults) and any further matters. Mr. Rio Scibona, singer, has been secured for the 7<sup>th</sup> by Cllr Barbara Jones.**

Cllr Pam Nelder advised that the Hall will accommodate ninety seated, plus staff. Discussion focused on admission by ticket and a charge to be decided, however, ticket price and sales will be subject to consultation and also door security.

Referred to Council meeting of the 18<sup>th</sup> May, 2018.

- 180/18 **To receive nomination (s) for the Minor Authority Governorship, St James Primary School, following the disqualification of the previous Minor Authority Governor for non-attendance at meetings.**

No nominations were received and for further consideration at the AGM.

- 181/18 **Reminder to members, motions to the Clerk for the forthcoming 2018 AGM.**

Cllr Tony Graham to provide the Clerk with motions and to be received by the Clerk, 5<sup>th</sup> May, 2018.

- 182/18 **To receive a report on the sub-group meeting of the following councilors: Cllrs Professor Russell Deacon, Chairman, John Leek, Vice-Chairman, and Tony Graham. THE CLERK WILL LEAVE THE ROOM.**

Duplicate item on the agenda.

- 183/18 **"By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item(s) 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."**

Clerk has worked significant hours over contracted hours during, 2017/18, and timesheets, 2017/18. (Section 13.1.12, Contract/Employment between Van Community Council and the Clerk, John Dilworth: “If in the unlikely event that additional hours may be required it will be necessary for the Clerk to seek prior agreement with the Chair and subject to this agreement being reached, the additional hours will be

paid at the normal hourly rate.”)

The Clerk advised that for welfare reasons members should be aware of the number of hours worked by him. The Chairman, Cllr Professor Russell Deacon, asked if the Clerk's contract was available, the Clerk replied that he had not brought it with him (relevant section on dealing with overtime is referenced on the agenda). Cllr Tony Graham pointed out that at the last meeting details of the contract were asked for in conjunction with the hours worked by the Clerk, however, he noted that the contract section dealing with the Clerk's overtime is referenced on the agenda.

The Clerk referred to the House of Lords Ruling, 1983 in the case of R v Birmingham City District Council:

*“...a councilor is entitled by virtue of his office to have access to all written material in the possession of the local authority of which he is a member provided that he has good reason for the access.”*

The Clerk asked Cllr Tony Graham why the contract is required and he replied:

An employer is perfectly entitled to see the contract.

Working more than contracted hours.

Receiving appropriate remuneration for the hours worked.

The Clerk to table a copy of the contract at the next meeting (pink paper and confidential).

- 184/18 **To consider adopting the One Voice Wales policies; Disciple Appendix 5), Grievance (appendix 6) and Anti-Harassment and Bullying policies(appendix 7) plus Vexatious Complaints and requests policy (appendix 8).**

Following members consideration of the One Voice Wales policies; Disciple Appendix 5), Grievance (appendix 6) and Anti-Harassment and Bullying policies (appendix 7) plus Vexatious Complaints and requests policy (appendix 8) it was **resolved** to adopt them.

- 185/18 **To consider, parking outside the van Community Centre, volume of cars using the car park and the danger to pedestrians.**

This item was brought forward for discussion with the CSOs.

Cllr Pam Nelder pointed out that parents are picking their children up and rushing through the middle of the parked cars in the Van Centre car park and someone is going to be hit by a car CSO Jonathan Spokes suggested that the road between the Van Centre Car park and Clos Guto is not wide enough and also not a highway. It was suggested that it is a regular issue and if car registration numbers were taken and passed to the Police then the drivers would be visited.

- 186/18 **Items for the next agenda.**

Partnership with Lansbury Matters ...Soup/Carols  
Tickets/Soup and Carols and door security.  
Engagement Day, council stall

MINUTES VAN COMMUNITY COUNCIL, 20<sup>TH</sup> APRIL, 2018.

Sports Award Criteria.

Defibrillator Training.

Clerk, working more than contracted hours. Receiving appropriate remuneration.

NJC Pay Award, 1<sup>st</sup> April, 2018, and 1<sup>st</sup> April, 2018.

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- 16 Item off agenda: Sports Award Criteria, referenced by (Cllr Tony Graham) relevant minute and to progress to the Council meeting of the 18<sup>th</sup> May, 2018.

Meeting closed at 8.12pm.

Chairman:

18<sup>th</sup> May, 2018.