

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, 27th September, 2013,
Van Community Centre.

Present: Councillors Russell Deacon,
Christine Forehead,
Elaine Forehead
Fay Gay,
Maria Hall,
David Hill,
Brian Jenkins,
Barbara Jones,
Eileen Macey,
Sheila Newbury.

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

Public, any issues, and limited to ten minutes.

No members of the public were present.

58/13 **Apologies for absence.**

Full complement of members.

59/13 **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).

The following verbal declarations were made regarding web preference; Petersons or Caerphilly C. B. C:

Councillor Russell Deacon,	Petersens Designs.
Councillor Chris Forehead	Member of Caerphilly C. B. C.
Councillor Barbara Jones	Member of Caerphilly C. B. C.
Councillor Maria Hall	Employee Caerphilly C. B. C.

60/13 **Police matters (P.C.S.O.s Jonathan Spokes and Steve Moore).**

The Clerk reported the apologies for the police.

Signed:.....

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61/13 **Council web presentation – Councillor Russell Deacon.**

Deferred to the Clerk's Report.

62/13 **To approve the minutes of the Council Meeting, 19th July, 2013, (appendix 1.)**

The minutes of the Council meeting (previously circulated with the agenda), were approved and signed by the Chairman with slight amendments; spelling of census and a member's name.

63/13 **Matters arising from the minutes.**

Minute 55 ii. Cooperative Bank (appendix 2)

A discussion ensued on the Cooperative Bank correspondence. It was noted that Caerphilly C. B. C. advised St. Helens R. C. School to change its account to another bank. It was pointed out, no bank provides such cover to companies or local authorities only individual account holders.

It was resolved that the matter of the Council's bankers is further considered at the next meeting with further information from alternative banks and whether they cover funds.

64/13 **Correspondence.**

The Clerk reported the following correspondence:

- i. Letter, 25th July, 2013, H.M. Courts and Tribunal Services, requesting future dates for the rescheduled appeal against the penalties imposed by HMRC.
- ii. Letter, 27th July, 2013, Caerphilly Community Chorus, grant application.
- iii. Letter, 29th July, 2013, C.C.B.C., thanking Council for donation of £150 to the Mayors chosen charities.
- iv. Letter, 31st July, 2013, Gwent Police, introducing the newly appointed Assistant Chief Constable for Gwent, Ms. Lorraine Bottomley, proposed to set-up workshops during September, 2013.
- v. Letter, 31st July, 2013, CTC, request for donation, 2013 Firework Display.
- vi. Letter, July, 2013 (no day stated), Shelter Cymru, grant application.
- vii. Letter, 1st August, 2013, C.C.B.C., Proms in the park. The represented member for Community and Town Councils will be down by drawing a name from lots.
- viii. E-mail, 5th August, 2013, Communities 1st, passing on information regarding press release on cervical cancer.
- ix. E-mail, 6th August, 2013, Welsh Government, web site for Community and Town Councils.
- x. E-mail, 7th August, 2013, St. James School, Memorial Garden.

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- xi. E-mail, 8th August, 2013, Van Increasing Participation meeting, Thursday, 22nd August, 2013. Clerk attended but cancelled without notice.
- xii. Letter, 13th August, 2013, Mazars, Annual Return, 2012/13. Appendix 6.
- xiii. E-mail, 11th August, 2013, Miss Bethan Griffiths, Play-worker Volunteer. Resignation on personal grounds.
- ivx. Letter, 12th August, 2013 (date received, no date on letter), Cooperative Bank. Security of Council's funds. **Local Authorities excluded from F.S.C.S. cover.** Appendix 2.
- vx. E-mail, 13th August, 2013, Gwent Police, next PACT meeting, St. James School, 15th October, 2013, at 7.00p.m.
- vix. E-mail, 13th August, 2013, D.W.R. Community Council. Post vacancy, Community Voice Project Officer.
- viix. Letter, 27th August, 2013, Gwent Police. Date, Community Engagement Workshop, 5.30p.m. on Thursday, 19th September, 2013, in the Sirhowy and Ebbw Rooms at Ty Penallta, Tredomen.
- viiiix. E-mail, 29th August, 2013, C.C.B.C., invitation to the "Town Council Clerk," "Bargoed welcomes the Royal Welsh. Clerk unable to attend, prior commitments.
- ixx. E-mail, 4th September, 2013, St. James School, confirmation from the Head Teacher, that the School is available for next year's Summer Play-scheme.
- xx. E-mail, 11th September, 2013, C.C.B.C., "Bargoed welcomes the Royal Welsh," route to be taken through Bargoed, 28th September, 2013.
- xxi. Letter, September, 2013 (no day stated), Welsh Government, setting up the "Expert Group on Local Government Diversity – Call for Evidence."
- xxii. E-mail, 12th September, 2013, Gwent Police, "Halloween Themed Open Evening," Bedwas Police Station, Friday, 1st November, 2013, between 3.00p.m. and 9.00p.m.
- xxiii. E-mail, 13th September, 2013, Councillor Barbara Jones, apologies for re-scheduled Council meeting and query number of apologies for the Council meeting, 20th September. Clerk replied to member.
- xxiiii. Letter, 16th September, 2013, H.M. Courts and Tribunals Service. Date set for Appeal Hearing. Clerk to seek leave from the Tribunal Clerk to submit letters from Mazars to former Clerk of Van Community Council.
- vxx. Letters, 17th September, 2013, H.M.R.C., notice to start student loan deductions. P45s forwarded to HMRC and former Play-staff workers (3). No longer relevant.
- vixx. Letter, 18th September, C.T.C., public conveniences in Caerphilly. C.T.C. will write to C.C.B.C. requesting that both toilets at Station Terrace and the Visitors Centre

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have attendants reinstated.

- viixx. Letter, (no date), Community Health Council, next meeting of the Aneurin Bevan Community health Council, at the Greenmeadow Golf Club, Cwmbran, 2nd October, 2013, at 5.30p.m.
- viiiix. E-mail, 26th September, 2013, Miss Kelly Van Koningsveld, Lansbury Youth Club Morocco Expedition. See Clerk's Report.
- ixxx. E-mail, 26th September, 2013, CCBC, Flower festival Awards, Caerphilly Tourist Information Centre, 1st October, 2013, 4.00p.m.
- xxx. E-mail, 26th September, 2013, St. James School, request for donation of £150 to cover the hire cost of the Dumper for the Memorial Garden. Approved.

65/13 **Planning matters.**

- 13/0524/FULL Erect single storey extensions to rear and side of property at 28, Rhyd-y-Gwern Close, Porset, Caerphilly.

It was **resolved** to make no comments.
- 13/0502/FULL Erect conservatory to rear of property at 48, Gwaun-Hyfyrd, Caerphilly.

It was **resolved** to make no comments (Permission granted, 25th September, 2013).
- 13/0576/FULL Erect two storey side extension and single storey rear extension at 8, St. James Close, Porset, Caerphilly.

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

66/13 **Reports and local matters.**

Councillor Brian Jenkins gave a detailed report on the Kadens Trust. Seven hundred baby trays have been purchased and delivered to hospitals for parents of still borne children and further funds have been raised. In addition he reported, a special machine has been purchased and a further one is planned.

The Chairman, raised the matter of floral tributes at the Dedication Service, Welsh Mining Memorial, 14th October, 2013. The Clerk to inquire and refer back to the Chairman.

67/13 **Clerk's Report (appendix 3) to follow.**

The Clerk's Report, circulated, was considered.

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

Members noted.

Signed:.....

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- b. Late submission, Annual Return, 2012/13.
- The Clerk reported, Section 3 of the Annual Return has to be completed at a Council meeting and minuted. Unfortunately, because the meeting of the 20th had to be rescheduled, due to members commitments, the Annual Return will now be submitted late. The External Auditor may report this in Section 3.

Members noted that the Clerk would be taking immediate action following the Council meeting:

- Scan the Annual Return and electronically transmit to Mazars.
- Forward by Royal Mail, Saturday, 28th September, 2013.

- c. Summer Play-scheme, 2013.
- Once again the Clerk reported, the free Van Community Council Summer Play-scheme, was a success and gave a holiday to the children who attended, however, this report is upfront.

Registered, forty-nine children, but numbers varied over the five weeks; craft and sports sessions at the School, average attendance, 30 children, however, trip days, average attendance increased to 40 children.

Over the five weeks the following trips were arranged and each week the children were taken swimming. A litter pick with Caerphilly C. B. C., was arranged, land near Dol yr Eos, and Spectacle Theatre, which proved successful:

- Bristol Zoo Gardens,
- Dr. Who Experience,
- Bowling,
- Family Fun Day,
- Ice Skating,
- Cinema,
- Cadbury World,
- Jump.

Breakfast was provided to the children comprising of toast and chocolate spread and also a glass of squash. A small charge was made to cover costs and to increase capacity another toaster (six slices) was purchased to support the borrowed School toaster (2 slices).

Council employed five paid staff; Senior Play-worker on an hourly rate of £9.27 and four Assistant Play-workers, on an hourly rate, £7.73, who were employed for 35 hours per week and 175 hours over the five weeks.

No overtime was paid, even though we had an early start and late return for the Cadbury World trip. The Clerk was of the opinion, the Play-workers had a good deal and the extra hours were not unreasonable without remuneration.

He pointed out, the Senior Play-worker, Miss Beverly Oram, was unable to perform her duties, Thursday, 22nd August, due to a "stomach bug," but attended the following day. He received a phone call from her at about 7.10a.m. to advise him of her inability to attend the Play-scheme. Under the

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circumstances, she was paid in full with no loss of earnings.

When Miss Beverly Oram was taken ill, Miss Sarah Harries stepped in as temporary Senior Play-worker for the day and the Clerk and Julie were available, if the number of children attending exceeded forty, but this was not necessary and we accompanied them to Jump which was programmed for the day. He stressed, the Play-scheme was not put in jeopardy since support was available.

All Play staff have been paid with statutory deductions made in accordance to their tax codes, as advised, and have received pay slips, P45s, and a letter thanking them for their services. Council's obligations to the Play staff have now ceased and also the relevant amounts have been submitted to H.M.R.C. on R.T.I.

Regretfully, the volunteer attended two days and then resigned for personal reasons.

The venue was excellent and provided scope for safe outdoor activities as it is an enclosed site.

Crossways Tesco, donated a twenty pound voucher to purchase sweets following my representation on behalf of the Council. These were provided as prizes to the kiddies to engage their interest in the Play-scheme so the children were rewarded for their achievements.

A visit, arranged by the Play Staff from the Welsh Rugby Union, was a success, and one of the children had the best time for Play-scheme and will be invited to compete in the regional finals to win a iPad.

Mr. Paul Samuel, Head Teacher, was very helpful, however, the information provided for the Caretaker was not passed to him, by the Administration, but later taken up.

He reported one issue, prior to departure to Cadbury World, a boy, attending the Play-scheme, activated one of the School Hall fire alarms, this was dealt with, and he was excluded from the trip, and they left the School when matters were in hand. The Clerk apologised to the Head Teacher for the inconvenience by way of an e-mail, which was accepted and the call to emergency services was cancelled.

Overall it was a long five weeks and he provided essential support over that period with regular trips to ensure the smooth running of the Play-scheme. If he were to be critical of the Play-scheme, it did not have a theme. For instance, visit to Bristol Zoo Gardens, face painting the day before, painting faces of animals on paper plates and providing prizes. This must be addressed for next years Play-scheme.

The attention of the children for more than one day in the School, raised engagement issues.

Recommendations for Summer 2014.

Venue; St. James Primary School, agreed with the Head teacher.

Four weeks, five is too long, but it was tried out.

Employ, one Senior Play-worker, three Assistant Play-workers on the same hourly rate, 2013.

Three volunteers, 18 years and over, with £15 per day expenses.
(Engaged on a rota basis, with two on site each day.)

Invite Ms. Cath Davies, Holiday Scheme Co-ordinator, G.A.V.O., to the next meeting, 18th October, 2013.

Why?

To take on three volunteers (possibly working to a level three Play qualification, on £15 per day expenses with four Assistant Play-workers will provide the volunteers with an opportunity for them to gain invaluable experience for their future job applications. It will also bring a different perspective to the Play-scheme. In his view it is more than a Summer job and he would go so far as to say, a vocation to help young people in a deprived area. We would have a mix of staff with varying play perceptions and he would move a central roll in the Play-scheme, after all he organised it.

Decisions:

Members approved the recommendations of the Clerk and in addition, a child must attend for three days to qualify to go on a trip, per week.

A vote of thanks to the Clerk and Julie was made in recognition of their hard work and support to the Play-scheme.

The Clerk to write to the Head Teacher (e-mail sent) thanking him and the School for the use of the facilities. Also Tesco, Crossways, donation of chocolate.

d. Council web site.

Further to previous reports, as reproduced below:

Clerk met Mr. Nick Rutter, I.T., on Tuesday, 27th August, 2013, to discuss Caerphilly's web site option; options 1 and 2 in their letter 5th August, 2013.

He pointed point out, their offer is open till the 30th September, 2013, and in the event that a Community or Town Council fails to take it up by that deadline, the offer is withdrawn. In other words after the 30th, the door is closed and there is no point in knocking on it after the deadline.

They offer to set-up the web site and provide training for two people. The cost for this will be met by Welsh Government Grant, up to £500 per Council. Thereafter, an annual fee of £500 will be required.

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In the event that Council rejects option 1 and goes it alone, the web site has to be live by the 31st march, 2014, in accordance to statute.

Previous report, 21st June, 2013:

He reported contact with Dark Green Media, Petersens Designs, and Caerphilly C. B. C., and I refer you to the response from Petersens:

"It's possible to do what you're after for that sort of money using a Wordpress Theme. This can limit things a little on the way the site looks but allows for features that would normally cost way beyond that sort of budget. You'd need to factor in an annual cost for hosting and maintenance. Around the £200 a year mark. This would be needed initially as well to set up the hosting. This gives you an initial cost of more like £600. £200 for the annual hosting and maintenance (email queries and backups etc) plus the £400 to set the site up.

If this is still achievable then I could be available for the 21st."

Members instructions are requested:

- Take up the Caerphilly C. B. C. offer, deadline 30th September, 2013.
- Petersons or another provider.

Decisions:

Following a discussion the following members declared interests, Councillor Russell Deacon, Barbara Jones, Chris Forehead, Maria Hall (Councillors Elaine Forehead and Sheila Newbury had previously left the meeting).

The decision to take up the Caerphilly C. B. C. option was resolved by members who had not declared interests (3).

It was resolved to go with the Caerphilly C. B. C. option for the Council's web site.

e. 2013/14
National
Salary Award
for Local
Council
Clerks.

The Clerk left the room and members considered the following:

The National Joint Council for Local Government Services has agreed that a 1% pay increase be applied from 1st April 2013 (Previous rise was in 2009). This will mean a rise of £74.76 (gross) over the year.

He reminded members in his report, section 6.2 of the contract between the Clerk and the Council.

6.2 *Subject to satisfactory performance, you will progress automatically through the salary scale by annual increments until you reach the maximum of the scale. Your first increment will be payable after six months in post and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual review, or award an additional*

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increment for exemplary performance if it chooses to do so. (See Appraisal/Career Development Review 11 below).

Decisions:

Following consideration of the matter the Clerk was called back into the room and informed that his request was approved:

To adopt the Pay Award and back date the pay to April 1st, 2013 and also progression to S.C.P. 21 as of the 1st April.

- f. Code of Conduct Training. The Clerk's understanding is that the following members have attended Code of Conduct training:
- Councillors Russell Deacon,
Christine Forehead,
Elaine Forehead
Fay Gay,
Maria Hall,
Barbara Jones,
Sheila Newbury.

The Clerk to inquire the date of the next Code of Conduct course.

- g. Soup and Carols. The Clerk reported he had spoken to Mrs. Helen Hudson, and confirmed the booking for "SERIN".
- One of the daughters (in the trio) will be travelling from Loughborough University Leicestershire and a contribution to expenses would be reasonable.

Recommendation.

Council make a contribution of £100 payable to Mrs. Helen Hudson.

Members progressed the recommendation of the Clerk.

- h. H.M.R.C. Tribunal. Reported date set, 10th December, 2013, Cardiff, and the Clerk to attend (approved duty).
- Members noted.
- i. Increasing Participatory Meeting, 22nd August, 2013. Attended, but meeting cancelled, without prior notice.
- Members noted.
- j. Van Partnership meeting, 9th September, 2013. A number issues discussed:
- Computer network – reset to factory settings and cabling renewed which has improved the network speed.

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Meeting with the Kadens Trust and constitution progressed.

Raising funds to send 12 -14 young people and support workers to Morocco. Suggested that the Community Council could apply for the funds through the National Lottery. Pointed out that Van Community Council has received a grant for the Summer Play-scheme and will be applying for 2014. Presentation by the Caerphilly Library staff at the next Partnership meeting.

Members noted.

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

The Clerk reported, this was raised by Ms. Zoe Williams, GAVO, at the Van Partnership meeting and following on he received a telephone call from Zoe, 12th September, 2013. Ms. Williams inquired if he would attend a meeting with her and Miss Kelly Van Koningsveld to discuss the Community Council making an application for funds to send fourteen young people and support workers to Morocco to help the deprived children. He advised Ms. Williams that the decision to progress an application would rest with the members of the Council.

The Council would have to apply to Awards for All (National Lottery) and administer the grant, if successful.

At this point the Clerk reported the following serious issues are apparent:

A separate bank account would have to be raised and Councillors would be the signatories to it.

Council would be responsible for the administration of the grant.

Council does not have a policy on deprived children and families in Morocco and overseas.

Will this be a one off or repeated?

What priority will this work take?

Members considered the matter and **resolved** that it was too complicated and the Clerk to advise Miss Kelly Van Koningsveld of the decision.

Standing Orders suspended till 8.30p.m.

- l. Memorial Garden, meeting with Eco-School Council.

The Clerk reported he attended a meeting with Mrs. Bethan Jones, School Eco-Council Co-ordinator, 10th September, 2013, and the Healthy Villages Team, Caerphilly Groundwork.

The project, with volunteers (essential), is scheduled to start on Monday, 30th September, 2013. Mr. Keith Fairhall, Project Officer, Healthy Villages Team, Groundwork Caerphilly, is a qualified in dry stone walling and will assist.

Recommendation.

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Council award a grant of £500 to cover starting costs i.e. hire of a dumper to move stone from the School Wood to the site.

Members approved the grant and £150 to be released for the hire of the dumper.

- m. Remembrance Sunday, 10th November, 2013. Report, date for members diaries, and the wreath has been ordered.
In response to a question from the Chairman, the Clerk advised, he will purchase the wreath, collect the wreath, and attend the Remembrance Service at Caerphilly where he will hand over the wreath to the Chairman.

Members noted.

- n. Additional item. Notice-board locks. The Clerk reported that he had commissioned a lock smith, Tradetek, and their charges. Unfortunately they were unable to locate replacement locks, however, the Clerk easily located locks with the supplier and they have been received. He expected the notice-board to come back into commission, shortly.

Actions of the Clerk confirmed.

68/13 **Finance.**

- i. **To consider payment of creditors (appendix 4).**

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

	Cheque no.	Details of payment	£	£
A.	101523	Castell Coaches, Summer Play-scheme trips (7 trips).		1,630.00
B.	101524	Caerphilly C. B. C. D.B.S. for Miss Katie Crompton, A.P.W.		69.00
C.	101525	John Dilworth, Clerk. Reimburse for Credit Card payment, Planet Ice, Summer Play-scheme.		217.60
D.	101526	John Dilworth, Clerk. Reimburse for Credit Card payment, Showcase Cinema, Nantgarw, Summer Play-scheme.		136.40
E.	101527	John Dilworth, Clerk. Reimburse for cash payment, Cadbury World, Summer Play-scheme.		330.50
F.	101528	John Dilworth, salary, month 5.		498.62
G.	101529	John Dilworth, Clerk. Reimburse for expenses, supported by receipts: Postage (claimed at the September meeting),	0.00	

Signed:.....

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Post Office phone cards.	0.00
Stationary	10.78
Photocopying.	26.50
Inkjet cartridges	67.52
Flowers	0.00

Parking ticket	1.00
Framed photograph, Diamond Wedding Anniversary	32.00
Summer Play-scheme resources.	275.35
Mileage	192.71

Journey 1	14 th June, 2013, Trustmark, Talbot Green, and return, 2.5 miles. Photocopying.	1.12
Journey 2	16 th June, 2013, distribute agenda and papers, last member, 35. Trevelyn Crt., 39 miles.	17.55
Journey 3	21 st June, 2013, Trustmark, Talbot Green, and return, 2.5 miles.	1.12
Journey 4	21 st June, 2013, Van Council, and return, 26 miles.	11.70
Journey 5	24 th June, 2013, Van Participatory Meeting, 26 miles.	11.70
Journey 6	2 nd July, 2013, St. James Primary School, Eco-Council and return, 26 miles.	11.70
Journey 7	7 th July, 2013, Van Community Centre and return, meeting with Play-staff, 26 miles.	11.70

H.	101530	Miss Katie Crompton, A.P.W., salary months 4 and 5 (5weeks).	1,137.06
I.	101531	Mr. Thomas Garland, A.P.W., salary months 4 and 5 (5weeks).	991.46
J.	101532	Miss Sarah Harries, A.P.W., salary months 4 and 5 (5weeks).	1,137.06
K.	101533	Miss Beverly Oram, S.P.W., salary months 4 and 5 (5weeks).	1,174.82
L.	101534	Mr. Geraint Roberts, A.P.W., salary months 4 and 5 (5weeks).	991.66
M.	101535	Bristol Zoo Gardens, Summer Play-scheme.	244.00

N.	101536	Councillor Eileen Macey, Chairman, Chairman's Allowance, 2013/14 (minute 5/13, A.G.M., 17 th May, 2013).	400.00
O.	101537	Spectacle Theatre, Summer Play-scheme.	360.00
P.	101538	Post Office Ltd., PAYE months 4, 5, 6 (Play workers (Tax and N.I.) and Clerk's (Tax, no N.I.)	2,537.08

Signed:.....

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Q.	101539	John Dilworth, salary, month 6.	498.82
R.	101540	John Dilworth, Clerk. Reimburse for Credit Card payment, childrens caps, Summer Play-scheme.	150.00
S.	101541	John Dilworth, Clerk. Reimburse for Card Payment, Summer Play-scheme, trip to Jump (play area).	212.50
T.	101542	John Dilworth, Clerk. Reimburse for expenses, supported by receipts:	
		Postage,	15.30
		Post Office phone cards.	0.00
		Stationary	7.74
		Photocopying.	6.86
		Inkjet cartridges	0.00
		Flowers	0.00
		Mileage	155.46
			185.36
	Journey 1	7 th August, 2013, Morgan Jones Park, and return, 24 miles. Play-scheme/Family Fun Day.	10.80
	Journey 2	9 th August, 2013, Planet Ice, Cardiff Bay and return, 27 miles. Pay entrance fees.	12.15
	Journey 3	14 th August, 2013, Show Case Cinema, Nantgarw and return, 22 miles. Pay entrance fees.	9.90
	Journey 4	16 th August, 2013, St. James Primary School, and return, 26 miles. Cadbury World trip.	11.70
	Journey 5	17 th August, 2013, Coed Main and cheques for signing (Cllrs. Newbury and E. Forehead) and 26 miles.	11.70
	Journey 6	21 st August, 2013, St. James Primary School, and return, 26 miles.	11.70
	Journey 7	22 nd August, 2013, St. James Primary School, onto Jump, Llanishen, and return, 30.25 miles. Pay entrance fees and salaries.	13.61
	Journey 8	22 nd August, 2013, Increas'g Partnership Meet'g, Van Community Centre, and return.	11.70
	Journey 9	23 rd August, 2013, St. James Primary School and return, collect some of the Play-scheme resources.	11.70
	Journey 10	23 rd August, 2013, St. James Primary School and return, collect remainder of the Play-scheme resources and close down Play-scheme.	11.70
	Journey 11	27 th August, 2013, Ty Penallta, CCBC, and return, meeting with Mr. N. Rutter, web site.	15.40
	Journey 12	9 th September, 2013, Van Community Centre	11.70

Signed:.....

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	and return, Partnership Meet'g.	
	10 th September, 2013, St James School, meeting with Mrs. B. Jones and Healthy Villages Team, memorial garden.	
Journey 13		11.70

- U. 101543 John Dilworth, Half Yearly Office Accommodation Allowance. **225.00**
Use of space, lighting, heating and electricity due to working
from the private premises of the Clerk.

ii. **To note the Auditors Opinion, year ending accounts, 2013 (appendix 5) and the Clerk and Chairman to complete Section 3 of the Annual Return.**

The Clerk reported that Mazars, the Council's External Auditors had now substantially completed their audit of these accounts. They have advised, there were no issues in respect of which they proposed to qualify their audit opinion on the Annual Return.

Mazars had, however, indicated, they wished to draw the following matter to the attention of the Council:

Front page, date was omitted the Annual Return which was submitted to Council, now inserted.

The Clerk further reported, on the rescheduled Council meeting, 20th September, 2013, due of members commitments, the Annual Return will now be submitted late and the Auditor may report this in the Annual Return. The Clerk, will scan a copy of the Annual return and transmit to the Auditor with the hard copy entrusted to Royal Mail, 28th September, 2013 (day after the Council meeting).

In accordance with the Regulations, and with the Council's approval, the Chairman and the Clerk were now required to certify Section 3 of the Return and return the document to Mazars to enable them to complete the external audit certificate

It was **resolved**, the Chairman and the Clerk be authorized to certify Section 3 of the Annual Return (completed).

iii. **Accounts, 2013/14 (appendix 6a, 6b, 7a, 7b, 7c, 8 (Summer Play-scheme breakdown).**

The accounts were received

iv. **Grant applications.**

C.T.C. Firework Display, 2nd November, 2013.

It was **Resolved** that, to grant £250 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 or all or some of its inhabitants (decedents).

There being no other powers to incur this expenditure the Council approved the request under the Local Government Act, Section 145.

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Caerphilly Community Chorus.

It was **resolved** that, having considered the grant request, to note.

Shelter Cymru.

It was **resolved**, to grant £50 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 or all or some of its inhabitants (decedents).

There being no other powers to incur this expenditure the Council approved the request under the Local Government Act, Section 137.

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

The Clerk tabled copies of a document prepared by Councillor Russell Deacon, i.e. as reproduced:

“Van and the Great War: A Community’s Commemoration An A4 booklet

The suggested sections of the booklet. Around 40 pages A4

1. Foreward

- A. Get a foreward from the oldest person in Van with a picture.
- B. Chair of Van Community Council to also write a piece

2. The Great War

- A. A short introduction piece about the Great War
- B. A history of Van during World War One, if we can get someone from the local history society to do that?
- C. What was Van like in 1914? Russell Deacon to do from 1911 census and newspapers from this period

3. Main sections

A. Councillors stories 100-150 words each with some photos from each of the councillors of their stories: stating – memories, stories, memorabilia, what the war means to me

B. Leading figures in Van (limit to 10) 100-150 words each with some photos, also stating – memories, stories, memorabilia

C. What it means to the young and old A collection of quotations of 25-50 words from children and adults in Van with photos.

4. Conclusions - What happened at the end of the war?

Appendix

Relevant dates

List of sources

Thanks

Picture acknowledgements.”

VAN COMMUNITY COUNCIL MINUTES 27TH SEPTEMBER, 2013.

Following a discussion Councillor Deacon to seek costings for the publication.

70/13 **Items for the next agenda.**

Council's banking arrangements.

Soup and Carols, raffle prizes.

Newsletter.

Meeting closed at 8.30p.m.

Signed:.....