

REPORTS TO TOWN COUNCIL A.G.M. HELD ON 11TH. MAY 2015

AGENDA ITEM 4 - TO NOMINATE COUNCILLORS TO THE FOLLOWING COMMITTEES

Members are advised that Standing Order 38 states that either the Mayor or Deputy Mayor or both shall be members of every Committee.

Whilst some of the duties of the following Committees are undertaken by Full Council, it is important that the Committee, and especially the Chair are nominated.

(a) Finance & Policy Committee – 7 members

(b) Planning & Licensing Committee – 5 members

(c) Environment Committee – 7 members

(d) Newsletter Committee – 4 members

(e) Twinning Committee - 3 members

(f) Events Committee

This is an advisory Committee, that the Town Council has delegated the role of managing the agreed budget. It is open to all members of the Council, but members are requested to nominate a Chair & Vice Chair of the Committee.

AGENDA ITEM 5 - TO NOMINATE COUNCILLORS TO THE FOLLOWING –

(a) Town & Community Council Joint Liaison Committee - 2 members

This Committee comprises of delegates from each of the Town & Community Councils within C.C.B.C. It meets quarterly and its main purpose is to discuss matters of mutual interest and to agree topics to be discussed with Caerphilly C.B.C.

(b) Caerphilly C.B.C. Community Council Liaison Sub Committee - 1 member

This Committee is attended by Caerphilly C.B.C. members and also representatives from each of the Town & Community Councils. The Committee which meets quarterly considers matters of a common interest and also topics identified by the Joint Liaison Committee. Only one member may be nominated, and must be one of the two members nominated above.

(c) Blackwood Town Centre Management Group - 2 members

This Group represents a number of interested organisations located in the Blackwood area. These consist of local traders, local residents, Police together with Caerphilly C.B.C. and Town Council members. The Group meets quarterly.

(d) Mid Valleys East Steering Committee – 2 members

The role of the Group is to decide and influence local issues from an area perspective. The Council and its partners seek to use the Group to consult on issues where there is a clear dimension, such as Local Development Plans.

The Steering Group includes representatives from the Local community Partnerships, voluntary organisations, the Local Authority, Public Sector Bodies and the Town Council. The Group meets twice a year.

(e) One Voice Wales Area Committee & Larger Councils Committee – 1 member for each

One Voice Wales is the single All Wales representative body for Community & Town Councils in Wales, and ensures concerns of such Councils are heard at the Local Government Partnership Council.

(f) Blackwood Retail Partnership

Two members currently represent the Town Council on this partnership group with C.C.B.C., Gwent Police and staff from local businesses in town.

(g) Blackwood Town Centre Arts Panel

One member is currently elected to serve on this Panel, albeit it has not met for several years.

(h) Plas Mawr Community Centre Committee

Two members are currently elected to serve on the Management Committee of the Community Centre.

AGENDA ITEM 7 - CORRESPONDENCE

To be circulated at meeting

AGENDA ITEM 8 - SCHEDULE OF PAYMENTS

The following payments have been made / are due for payment –

		£	p
Aon Insurance	Insurance premium 2015/2016	1,327.48	
One Voice Wales	Membership Fee 2015/2016	988.00	
G. Erasmus (Eversons)	Past Mayor's Badge	25.50	
John Hold	April Salary + reimbursements	669.10	
Playworks	April Tax/N.I	484.70	
Blackwood Musical Theatre	Financial Assistance	250.00	
Mynyddislwyn Male Choir	Financial Assistance	250.00	
Blackwood Crime Prevention	Financial Assistance	250.00	

AGENDA ITEM 15 - FINANCIAL ACCOUNTS YEAR ENDED 31/3/2015

A copy of the Accounts are attached for members approval

AGENDA ITEM 16 - REVIEW OF INTERNAL CONTROLS

Members are required to Review the adequacy of Internal Controls.

Current practice

Schedule of Payments to each meeting highlighting the Payee/ Reason for Payment/ Amount.

All cheques require the signature of the Clerk together with two other signatories (currently Councillors A Farina-Childs, G Erasmus & J Criddle)

Meetings of Policy & Finance Committee

Budget Monitoring Reports to Town Council three times a year – comparing spend to budget, bank reconciliation etc.

Internal Auditor audits Accounts during May/Early June in readiness for Annual Return to be completed and forwarded to Mazars (current external auditors) by 30th. June

AGENDA ITEM 17 - REVIEW OF RISK MANAGEMENT

Members are required to review the adequacy of Risk Management

The misappropriation of funds by the Clerk (as the only employee) is an obvious risk, but hopefully the Internal Controls highlighted above would greatly negate that risk.

Little of the rest of the work of the Town Council, other than the Organisation of Events is considered to carry much of a risk.

Regular meetings of the Events Committee highlight any risk areas.

We are required to submit a Risk Assessment in respect of the Carnival Parade and the Site Activities each year to Caerphilly County Borough, and attend the ESAG Events Organisers Forum to discuss same with members of C.C.B.C. and the Emergency Services prior to event.

AGENDA ITEM 18 - PLANNING APPLICATIONS

The following applications have been received since the last meeting –

15/0190/FULL	Mr H Carey	Erect single storey side and rear extension 54 Beaumaris Way, Grove Park, Blackwood
15/0252/OUT	Gwent Investments	Erect residential development, public open space, landscaping, highway improvements and associated engineering works with all matters reserved except for access Land at Cwmgelli, Blackwood
15/0237/COU	Mrs D Gwerreiro	Change of use from Office use to A1 use (cake decoration and party favours shop) 225 High Street, Blackwood
15/0295/ADV	Aldi Stores	Erect signage Unit 1 Blackwood Gate Retail Park, Blackwood

