

GELLIGAER COMMUNITY COUNCIL
BALANCE OF FUNDS FOR THE FINANCIAL YEAR 2017-18

Balance in Bank as @ 01:04:2017	£66,412.59
Community Benefit Account as @ 01:04:2017	
2016/17 un presented cheques, presented in 2017/18	16,997.77
Income	58,014.64
Expenditure	32,223.70
Balance to 13th September 2017	75,205.76

Reconciled with Bank Statements as follows:-

A/c Name	Statement No.	Date	Balance
Current (Business Acc) *****335	49	01/08/2017	2,000.00
Bus Bank Instant *****440	94	01/08/2017	62,197.73
30 Day Notice *****961	90	28/07/2017	4,945.15
Roman Fort Account *****977	43	01/08/2017	18,825.78
Expenditure/Income (not yet recorded on bank statements)			-12,762.90
Community Council Accounts Balance			75,205.76

Payments and Receipts Requiring Approval

Payments

Date	Payee and Description	Net £	Vat £	Gross £	Cheque No
10/08/2017	Calvary Evangelical Project no. 368 disabled toilet access improvements	2,934.00		2,934.00	2357
23/08/2017	C Mortimer August 2017 salary	1,263.15		1,263.15	2358
23/08/2017	Playworks Payroll inv 3751 £329.95 HMRC £5.00 bureau fee	334.95		334.95	2359
23/08/2017	RCTCBC Pension August 2017 Ees £90.59 Ers £295.21	385.80		385.80	2360
24/08/2017	Bradforas Coaches & Minibus Hire Inv 16667 Project No.335	2,065.00		2,065.00	2361
13/09/2017	The Melody Makers Financial Assistance	400.00		400.00	2362
13/09/2017	The Family Foundation - Right from the Start Financial Assistance	500.00		500.00	2363
13/09/2017	CCBC Inv 082988759 Project 362.1 Derwendeg Primary Solar Panels	4,480.00		4,480.00	2364
03/07/2017	British Gas - Utilities	33.00		33.00	dd
05/07/2017	E.ON - Utilities	36.00		36.00	dd
10/07/2017	BT - Utilities	81.00		81.00	dd
10/07/2017	The Post Office	3.92		3.92	dc
11/07/2017	DWR Cymru	57.53		57.53	dd
24/07/2017	The Post Office	22.62		22.62	dc
28/07/2017	*****335 Service Charge	5.00		5.00	dd
01/08/2017	British Gas - Utilities	33.00		33.00	dd
28/07/2017	*****977 Service Charge	5.00		5.00	dd
INCOME	Description				£
10/07/2017	*****440 st no.94				2.58
09/05/2017	*****961 st no.90				0.20
09/06/2017	*****961 st no.90				0.21
10/07/2017	*****961 st no.90				0.21
26/07/2017	*****335 st no.49 E.ON credit				21.15
Total					24.35

Presented to the Council Meeting held on: 20 September 2017 Minute No. _____

Signed Approval by Chairman of Council: _____ Signed Approval by Vice Chair _____

2017/18 unpresented cheques - Sept 2017

Calvary Evangelical Project no. 368 disabled toilet access	2357	2,934.00
C Mortimer August 2017 salary	2358	1,263.15
Playworks Payroll inv 3751 £329.95 HMRC £5.00 bureau fee	2359	334.95
RCTCBC Pension August 2017 Ees £90.59 Ers £295.21	2360	385.80
Bradforbs Coaches & Minibus Hire Inv 16667 Project No.335	2361	2,065.00
The Melody Makers Financial Assistance	2362	400.00
The Family Foindation - Right from the Start Financial Assistance	2363	500.00
CCBC Inv 082988759 Project 362.1 Derwendeg Primary Solar	2364	4,480.00

2017/18 unpresented cheques - July 2017

J A Pritchard - Remuneration	2343	150.00
A Angel - Remuneration	2349	250.00
		<u>12,762.90</u>

From: Gareth Davies [mailto:gareth.davies@cleanearthenergy.com]
Sent: 16 August 2017 10:45
To: Mortimer, Ceri (Gelligaer)
Subject: Re: Clean Earth Community Benefit Fund

Good morning Ceri,

I have now had a chance to catch up internally and I can confirm that the first year's payment, made in Feb 2016, was paid earlier than usual. Normally the first year's community benefit is paid a year in arrears. However, following a meeting between yourself and my colleague 'Trish Draper' it was decided that the first year's payment would be made available immediately. Consequently, this payment was made in Feb 2016 instead of May 2017.

However, all payment thereafter will revert back to normal procedure and will be made on an annual basis with the second payment being due in May 2018.

Please feel free to contact me direct should you wish to discuss this further.

Kindest regards,

Gareth Davies

Planning Manager



Office: 01208 895576 (ext. 118)

www.cleanearthenergy.com

September 2017

Unity is the bank you can be proud to bank with. We help organisations to prosper and contribute to economic, community and social change. Put simply, we're here to help create a better society.

All of our funding comes from customer accounts and we benefit from a loyal, growing customer base. We use the deposits our customers entrust to us to fund lending which supports the communities we collectively serve.

We joined the [Banking Standards Board](#) in April 2016, demonstrating our commitment to helping to raise standards across the banking industry. We were visited by the BSB in late 2016 to discuss how we were doing this. You can watch the video below:

Here are some of the practical ways we deliver impact:

- Lending – we focus the use of our customers' deposits to fund lending where there are clear social impacts creating jobs and supporting local communities
- Living Wage – we're proud to be the first bank to be Living Wage accredited
- Fair Tax – we value transparency and have pioneered fair tax practices via the Fair Tax campaign, being the first bank to be accredited the Fair Tax Mark
- Staff Volunteering – we offer all our staff five paid days a year to volunteer in local communities
- Staff Ownership – we empower our people with the opportunity to own shares in the business
- Apprenticeships – we've welcomed nine young people on to our scheme since 2012.

Our history

Unity Trust Bank was born out of a vision to create a bank that would serve the needs of it's customers and enrich society as a whole.. Aligned to the values of trade unions, Unity Trust Limited, as we were then known, was launched on the 1st May 1984.

- In 1984 our first mission was to make prudent, profitable commercial lending in the UK thereby supporting jobs, industries and the British economy
- The first few years were spent developing banking facilities for our trade union shareholders and providing additional services specifically to benefit trade unions and their members through a number of subsidiary businesses
- During the 1990s we refocused as society became increasingly concerned with fighting social and financial exclusion, which Unity Trust Bank supported by tailoring its products and services towards social organisations
- At the start of the new millennium, Unity Trust Bank continued to innovate with the introduction of an internet banking
- In 2012, we committed to a new 'double-bottom line' strategy, assessing sustainable financial returns alongside social impact
- In December 2015, we became a fully independent bank
- Today Unity Trust Bank remains true to its founding principles and its ambition is to grow and become the bank of choice for socially minded organisations in the UK.

Unity in the Community

To celebrate our 25th anniversary in 2009, we launched our Unity in the Community initiative. This gives each member of staff five paid volunteering days per year to take part in volunteering and fundraising for charities and community organisations across the UK.

Not only does this benefit local communities and the people they support, it also provides valuable practical experience for the staff, which enhances their understanding and knowledge of the social economy sector.

Financial Sustainability

As well as being socially responsible, we are financially sustainable. Whilst profit is not our principal driver, it's still important that we operate effectively to enable us to re-invest in the business, leverage our financial strength and provide a return for our shareholders.

We have never traded in sub-prime investments or the complex financial instruments that have resulted in difficulties for many banks. The loans we make are supported by customer deposits, all of which makes us less vulnerable to fluctuations in the money markets and financially stable.

High levels of customer satisfaction

We're committed to providing high levels of customer service that will keep our customers satisfied, now and in the future:

- You'll always talk to a person when you call us, not an automated message
- All our teams are based in the UK
- Over 90% of telephone queries are dealt with by the person that initially answers your call
- We aim to answer your call within 20 seconds

Our vision is to become the bank of choice for socially minded organisations in the UK.

Our mission is to help create a better society. Unity is the bank all of our customers are proud to bank with. They rely on us to make a positive impact and invest with a social conscience by only funding organisations that want to make a better world. In essence, we're the bank people can bank on.

Our values

- Enabling
- Collaborative
- Inclusive
- Straightforward

Current Accounts

When you choose to bank with us, you'll benefit from a personal service from our UK-based Customer Service centre. With our internet and telephone banking – you're in complete control.

- **Ready to open an account? Our current accounts put you in control of your finances – with access to internet and telephone banking.**
- Our online banking is fast, secure and easy to use and lets you manage your money 24/7 (subject to maintenance periods), with the option to set up single, dual and triple authority of payments.
- Telephone banking is delivered by our dedicated UK based customer service team, with over 90% of calls dealt with by the first person you speak to – so you know you're in good hands.
- We believe in being straightforward. Our simple and transparent pricing structure ensures that when it comes to charges – you know exactly what you're paying and when.
- **Select your annual turnover from the tabs below to see the current account available to you.**
- Please note that annual turnover is calculated at a customer level and charges are applied per account.

• Unity Current Account

Key features

- 24/7 Online Banking – fast, secure and easy to use
- UK based call centre – 90% of calls are resolved by the first person you speak to
- Choose online or paper statements
- Cheque book and paying-in book (upon request)
- Stay secure – single, dual and triple authorisation of payments available through online banking
- For organisations with an annual turnover up to £100k

Product information

- **Credit turnover per annum:** Under £100k
- **Account name:** Unity Current Account
- **Fee:** £6 per month
- **Charged:** Quarterly
- **Opening deposit:** Minimum £500
- **Interest:** No credit interest paid

Savings Account

A Unity Trust Bank savings account is ideal for building up your business reserves, so you'll have funding to pay for new equipment, bills or an expansion plan when you need it the most.

Our savings account allows your business to earn interest from your savings and make a real difference to society. We only fund socially minded organisations, so you can be safe in the knowledge that by saving with us, you're helping others to make a difference too.

You'll be able to access your account 24 hours a day from anywhere in the world and you won't incur an account fee.

Please note, this account is not designed for transactional banking – it cannot be managed through internet banking and to withdraw funds you will need to request a transfer which will be charged as per our service tariff.

Product information

- **Account name:** Tailored Deposit Account
- **Fee:** Free
- **Interest Net Rate*:** 0.04%
- **Interest Gross Rate**:** 0.05%
- **Interest AER***:** 0.05%

* Net Rate is the amount of interest you will receive if your organisation pays tax at source.

** Gross Rate is the contractual rate of interest payable before the deduction of income tax at the rate specified by law.

*** AER stands for Annual Equivalent Rate and illustrates what the interest rate would be if interest was paid and compounded each year.



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Ocean Village
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SO14 3TL

Ms C Mortimer
Council Office
Llwyn Onn
Penpedairhoel, Hengoed
CAERPHILLY
CF82 8BB

31 August 2017

our ref: 2017/J3/GELL01/FINAL

Dial: 023 8088 1737

Email: welshcouncilaudits@bdo.co.uk

6 SEP 2017

Dear Ms Mortimer

Gelligaer Community Council - Audit for the year ended 31 March 2017

On behalf of the Auditor General for Wales, we have now completed the above audit. Please find enclosed the following documents;

- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2017/18
- Contact details
- Survey 2016/17
- Annual Return

The Wales Audit Office will be raising the invoice in accordance with the Public Audit (Wales) Act 2004, in due course.

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the council, now that our audit opinion has been given, and a minute should be made to show that the annual return has been approved and accepted by the council. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before the 30 September 2017.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

Mrs Emma Prince
For and on behalf of BDO LLP

Enc.

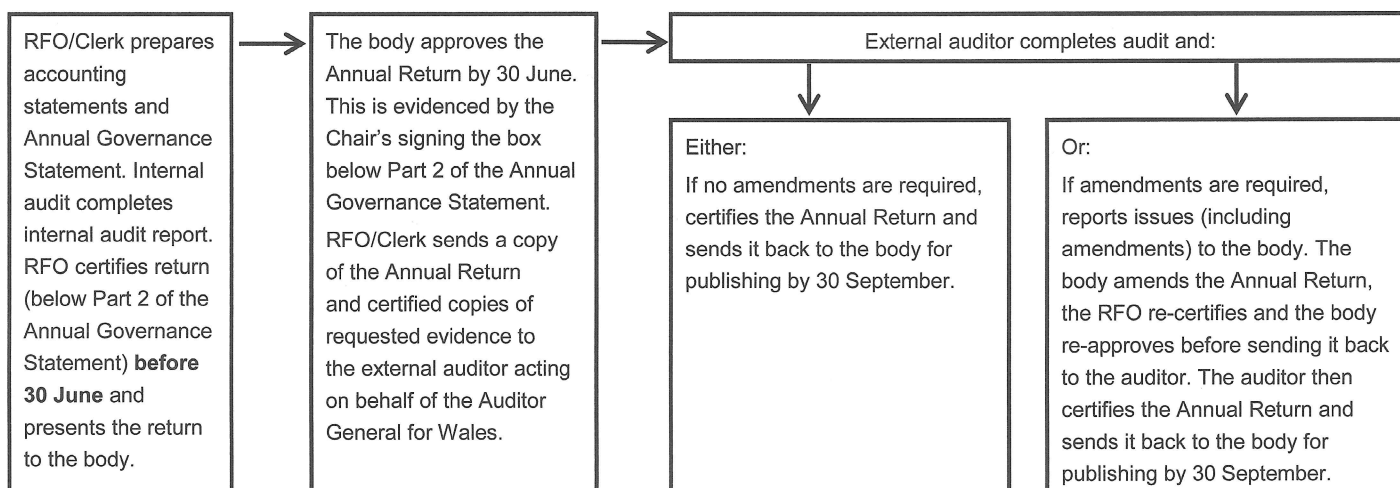


Smaller local government bodies in Wales Annual Return for the Year Ended 31 March 2017

Smaller local government bodies in Wales must prepare annual accounts following proper practices as set out in the One Voice Wales/SLCC publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide states that bodies may prepare their accounts in the form of an annual return prepared by the Wales Audit Office.

The accounts and audit process

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted in red including both sections of the Annual Governance Statement.

Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. Unless requested, please **do not** send any original financial or other records to the external auditor.

Audited and certified returns are sent back to the body for publication or display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Completion checklist

'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2017?		
	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?		
	Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?		
	Does the bank reconciliation as at 31 March 2017 agree to line 9?		
All sections	Have all red boxes been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		
Supporting evidence	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		

Accounting statements 2016-17 for:

Name of body:

inset GELLIGAER COMMUNITY COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2016 (£)	31 March 2017 (£)	

Please round all figures to nearest £.
Do not leave any boxes blank and report £0 or nil balances.
All figures must agree to the underlying financial records for the relevant year.

Statement of income and expenditure/receipts and payments

1. Balances brought forward	32,478	89,547	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	87,514	89,841	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	68,161	9,933	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	20,554	21,066	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	78,052	114,729	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	89,547	53,526	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

Statement of balances

8. (+) Debtors and stock balances	6,382	4,111	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	85,053	49,415	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	1,888	NIL	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	89,847	53,526	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	114,598	116,985	The original asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
			✓				

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	✓ ✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect and to ask questions about the body's accounts.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	Yes	No	N/A	3, 6
			✓	

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

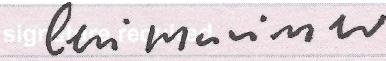
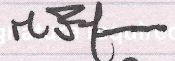
Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have registered as an employer with HM Revenue and Customs and properly operate Pay As You Earn as part of our payroll arrangements; or We do not need to register for PAYE because none of our employees are paid £112 or more a week, get expenses and benefits, have another job or get a pension.	✓		Has registered as an employer and properly operates PAYE unless all of the exemption criteria are met.	13
2. We have maintained proper payroll records for each of our employees including deductions of tax and national insurance.	✓		Has kept records of payments made to employees including taxable expenses or benefits and of payments made to HMRC.	13
3. We have adopted a Code of Conduct setting out proper standards of behaviour expected of councillors and individually, have agreed to abide by the code.	✓		The body and its members have adopted and agreed to abide by a Code of Conduct as required by law.	8

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute No. 30(v) 21/06/2017
Name: CERI MORTIMER	Chair signature: 
Date: 21/06/2017	Name: Maureen Jane Jones
	Date: 21/06/2017

Council/Board/Committee re-approval and re-certification (only required if the annual return has been amended at audit)

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
	Insert minute reference and date of meeting
RFO signature: signature required	Chair signature: signature required
Name: name required	Name: name required
Date: dd/mm/yyyy	Date: dd/mm/yyyy

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2017 of:

GELLIGFER COMMUNITY COUNCIL

External auditor's report

~~[[Except for the matters reported below]]~~* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

~~[[These matters along with]]~~* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated .

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name: **BDO LLP Southampton
United Kingdom**

External auditor's signature:

BDO

Date:

31/3/17

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body:

Insert **GELLIGHER COMMUNITY COUNCIL**

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2017.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓				
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.		✓			

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 30th May 2017.] * Delete if no report prepared.

Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2015-16 and 2016-17. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: name required	Michael Foster
Signature of person who carried out the internal audit: signature required	M Foster
Date: dd/mm/yyyy	30 th May 2017

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. For guidance, please read the Practitioners' Guide (**Governance and accountability for local councils: A Practitioners' Guide (Wales)**) – available from One Voice Wales and SLCC. It contains everything you need for the financial year-end and the statutory audit.
2. The Wales Audit Office Good Practice Exchange (www.audit.wales/good-practice/finance/community-council-money) provides further information on the accounts and audit process along with guidance on governance matters.
3. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs.
4. **There are now two boxes for certification and approval by the body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.**
5. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
6. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2016) equals the balance brought forward in the current year (line 1 of 2017). Explain any differences between the 2016 figures on this annual return and the amounts recorded in last year's annual return.
7. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
8. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in section 1. More help on bank reconciliation is available in the Practitioners' Guide*.
9. **Every** small body is now required to send to the external auditor, information to support the assertions made in the Annual Governance Statement. Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
10. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
11. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
12. **Do not complete the Auditor General for Wales' Audit Certificate and report.** The external auditor completes this on behalf of the Auditor General for Wales on completion of the audit.
13. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
14. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

NOTICE OF CONCLUSION OF AUDIT

(PUBLIC AUDIT (WALES) ACT 2004
ACCOUNTS AND AUDIT (WALES) REGULATIONS 2014)

FOR

Gelligaer Community Council

NOTICE is hereby given that the audit for the
year ended 31 March 2017 was completed on

31 August 2017

and the accounts are now available for inspection by local electors in
accordance with Section 29 of the Public Audit (Wales) Act 2004.

The requisite information as defined by Section 11(4) of the Accounts and
Audit (Wales) Regulations 2014 is/is not* displayed alongside this notice

(* Please delete as necessary)

If the requisite information is not displayed alongside
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

Ceri Mortimer
Council office
Llwyn Onn
Pencedairheol
Hengoed CF82 8BB

Tel: 01443 822863

between the hours of 9.00am and 7.00pm

Dated: 21st September 2017

2017

Ceri Mortimer

(Responsible Financial Officer)

Gelligaer Community Council

Project Summary 2017/18

20th September 2017

Project No.	Project name	Description and comments	Date	Amount Pledged	Amount Paid	Amount Not Paid
369	Llwyn Onn, bollards	Installation of bollards to alleviate parking on pavements & residents' gardens	2017/18	2,000		2,000
368	Calvary Evangelical Church - disabled WC's	To improve access within building for disabled toilets	2017/18	2,934	2,934	0
367	Gelligaer Allotment Association	Supply & install new roof to concrete shed and removal of waste	2017/18	1,750		1,750
366	Memorial Mr Graham Moore	Supply & install memorial at Cascade on grassed area, Pengam Rd near bus stop Consent required from planning. Design to be confirmed Trophy in his memory for " Player of the year" with local club Change of name from Cascade Playing Field	2016/17	1,500		1,500
363	Bus shelter o/s Derwendeg Primary	Supply & install bus shelter o/s St Annes <small>Local Government (miscellaneous Provision) Act 1953, s. 4</small>	2016/17	5,000		5,000
358	Glan y Nant	Install 240 metres green fencing near Glan y Nant Memorial Hall Quote £13.5K GCC to fund £9,272 (AF sum rec'd £4228) Remaining 115 metres to be undertaken from underspend £3272 - Quote Received £9963 - Resolved additional £6,691 Dec-16 <small>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</small>	2016/17 9,963	9,963		9,963
355	Christmas Lighting 2017	Erect Christmas lighting throughout all wards <small>LGA 1972 s.144 (encourage tourism/visitors)</small>	2017/18	10,000		10,000
353	Ystrad Mynach Christmas Market 2017	Contribution towards the Christmas Market to ensure its continuity Saturday 18th Dec <small>LGA 1972, s.145 (provision of entertainment, festivals & support of the arts)</small>	2017/18	2,000		2,000
348	Youth Club Cefn Hengoed	Rebuild/ Refurbishment of centre Technical services fees <small>Local Government (Miscellaneous Provisions) Act 1976 s.19</small>	2016/17	3,520		3,520
342	Hanging Baskets at Ystrad Mynach	14.5 summer hanging basket throughout the town plus a planter of flowers attached to railings to the front of pier head building <small>LGA 1972 s.144 (encourage tourism/visitors)</small>	2017/18	3,650		3,650
335	Family Day Trip Community 1st Areas Leaving at 9.30am £295 per coach for 2017	Fund 7 x 49 seater coaches for a family day trip to beach leaving at 9.30 o/s: Gelligaer Comm Centre (x2) Sat 5th Aug TYB Primary (x2) Sun 6th Aug 2017 (x1) Hengoed Comm Centre & (x1) Lindsay Club Sat 12th Aug 2017 (x1) Sat Penybryn Aug 19th 2017 <small>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</small>	2017/18	2,065		2,065

228	Pantomimes throughout Gelligaer CC 2017 Cinderella	(1) Penybryn Village Hall (stage£100) Wed 06/12/17 6.30pm (2) Gelligaer Comm Centre Mon 11/12/17 Dec 6.00pm (3) Lyndsey Club Wed 13/12/17 5.30pm (4) TYB Primary Thurs 14/12/17 6.30pm (5) Lewis Girls Sunday Sun 17/12/17 2.30pm (6) Glanynant Memorial Hall Sun 17/12/17 7.00pm (7) Hengoed Community Centre Mon 18/12/17 Dec 5.30pm (8) Cascade Community Centre Thurs 21/12/17 5.30pm <i>LGA 1972, s.145 (provision of entertainment, festivals & support of the arts)</i>	2017/18	4,680 100		4,680 100
218	Wild flower seed mix	Sowing at (1)Tiryberth park banking (2)by The Cross P/H (3) on triangular section near Derwendeg School (4)in the verge past Brynsiriol R/A <i>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</i>	2017/18	1,250		1,250
212	Presentation Young Citizens & Community Service Awards Volunteers/Clubs (funded with Chairman)	Presentation of awards & grants and gratitude to our community volunteers at Llancaiach Fawr (100 -120 people) Certificate, frames & gifts (10 nominees) Saturday 25th November 2017 2-4.30pm <i>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</i>	2017/18 buffet rental gifts	1,375 150 500		1,375 150 500
167	Community Newsletter	Next issue - no. 10 (Summer/Autumn) Distribution <i>LGA 1972 s.142</i>	2017/18	1300 480		1,300 480
New Project	Cefn Hengoed Memorial	Install a memorial County member to contact planning & Mike Headington <i>War Memorials (LA Powers) Act 1923, s.1; as extended by LGA 1948 s.133</i>	2016/17	Quote Required		
New Project	Footpath next to no.16 The Walk Ystrad Mynach	Supply & installation of motobike inhibitor to replace kissing gate on path	2016/17	Quote Required		

	Pledged	Paid	Not Paid
TOTAL	54,217	2,934	51,283

CIL Projects

Project No.	Project name	Description and comments	Date CIL	Amount Pledged	Amount Paid	Amount Not Paid
367	(i)Welfare Playground Cefn Road Hengoed (ii) Bryn Tce towards Alexander Road	CIL 2015/16 Rec'd £3513-(i)1819= £1,694 CIL 2016/17 £12,450 Installation of pathway to access welfare Quote agreed £1,819.24 Work to proceed Improve grassed parking area on Alexander Rd Awaiting quote	2015/16 2016/17 2015/16 2015/16	1,819		1,819

	Pledged	Paid	Not Paid
TOTAL	1,819		1,819

Community Benefit Projects

Project No.	Project name	Description and comments	Date	Amount Pledged	Amount Paid	Amount Not Paid
362	Community Benefit	Glyngaer, Hengoed, YGG Bro Allta, YGG Penalltau & Ystrad Mynach Primary (including surveys on all 7 schools) Remaining 2 schools in 2016: Derwendeg Primary & Tiryberth Primary see 362.1 Plus part payment of remaining 2 schools project no.362.1 <i>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</i>	2015/16 2016/17	32,822 2,378	32,822	0 2,378
361	Project (ii) Children's book Community Benefit	Children & parents to work with author, illustrator, publisher & printer to produce local history book (bilingual) for children in our area Additional book launches & workshops £300	2016/17 CB	5,000	4,914	86
	YGG Penalltau & Hengoed Primary	September 2017 x 2 workshops	2016/17	300	300	0
	YGG Bro Allta & Ystrad Mynach	Remaining 2 schools in 2016: Derwendeg Primary & Tiryberth Primary p/fund CB362 <i>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</i>	2017/18 2016/17 estimate	300 10,622		300 10,622
362.1	Solar Panel Installation					
360	Project (iii) Compost toilet Community Benefit	Provide a disabled compost toilet at Parc Penallta <i>LGA 1972 s.137 / LG (Wales) Measure 2011 (well-being power)</i>	2016/17 CB	8,000	8,000	0
(solar farm £40,200 & turnine £8,000 2016)				Pledged	Paid	Not Paid
Total available £48,200 GCC£11, 222				TOTAL 59,422	46,036	13,386

Ystrad Mynach Partnership donation to community council due to dissolution

Project No.	Project name	Description and comments	Date	Amount Pledged	Amount Paid	Amount Not Paid
111	Ystrad Mynach	Events & other projects £3161+ £341.50 fayre 2015 - tree	2016/17	3,503	640	2,863
TOTAL				3,503		2,863

PROJECT PROPOSAL – September 2017

From: Cllr. David, Wynne

Sent: 17 August 2017 18:42

To: Mortimer, Ceri (Gelligaer)

Cc: Cllr. Bezzina, Carmen

Subject: FW: New Bus Shelter in Layby near Cross Inn,Gelligaer (at rear of Hadrian's Close,Julian's Close and Roman Ridge)

Hi Ceri,

I have been attempting for some time to get a bus shelter at the above location in Gelligaer but there is no funding available unfortunately.

I would like to submit this as a project and include in the email trail estimates for the provision. Please will you submit my request to the next meeting of the Council.

Regards

Wynne

From: Morgan, Huw

Sent: 17 August 2017 17:46

To: Cllr. David, Wynne

Subject: RE: New Bus Shelter in Layby near Cross Inn,Gelligaer (at rear of Hadrian's Close,Julian's Close and Roman Ridge)

Hi Councillor – the cost / installation of an enclosed shelter is around £3500 – we would need to prepare a base at the rear of the footway (assuming there was room) which would cost around £1500. Alternatively, we could look at a cantilever shelter (like Tiryberth, but the right way round – this would be under £3k and installed directly on the footway, so no additional costs.

Hope this helps.

Regards

Huw

From: Cllr. David, Wynne

Sent: 17 August 2017 17:35

To: Morgan, Huw

Subject: RE: New Bus Shelter in Layby near Cross Inn,Gelligaer (at rear of Hadrian's Close,Julian's Close and Roman Ridge)

Thanks Huw,

Please could you give me an estimate of the cost to provide a shelter at this location and I will seek funding from the Community Council.

Regards

Wynne

Cllr Wynne David

Cynghorydd Sir - Catwg Sant | County Councillor - St Cattwg

Cyngor Bwrdeistref Sirol Caerffili | Caerphilly County Borough Council

Living in Caerphilly county borough

If you have any questions about the survey, would like assistance in completing the form or would like a copy of the questionnaire in another format or any other language, please contact Liz Sharma on 01443 864354 or e-mail publicengagement@caerphilly.gov.uk

How satisfied are you with services provided by Caerphilly County Borough Council? Which services need to be improved? Caerphilly County Borough Council is keen to evaluate the way it currently provides services and remodel service provision based on feedback from you as a resident. If you complete the questionnaire by **29th September 2017** you may also enter a **prize draw for £250**.

How we will use your information The information you provide will be used by Caerphilly County Borough Council's Communications Unit. The views submitted by all respondents will be retained for 4 years and will be collated and used to produce a summary report. The summary report will be used to support the evaluation and remodelling of services where needed and may be published by Caerphilly County Borough Council. Your contact details if you have requested to join the Viewpoint Panel will be used for this purpose and will be retained until you inform us that you no longer wish to be a Viewpoint Panel member.

Your contact details if you have solely requested to be entered into the prize draw will be used for this purpose and will be retained for 6 months. Caerphilly County Borough Council are relying on your consent to process your information, which you may withdraw. You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed. For further information on how we process this information and your rights please follow this link:

<http://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/ResidentsHouseholdSurvey-PrivacyNotice.aspx>

Please click in the appropriate boxes to select your response.

Your Council

Taking everything into account, how satisfied or dissatisfied are you with the overall service provided by Caerphilly County Borough Council?

☐ Very Satisfied

☐ Fairly Satisfied

☐ Fairly Dissatisfied

☐ Very Dissatisfied

☐ Don't Know

If you indicated that you were dissatisfied with the overall service provided by Caerphilly County Borough Council, please say why.

What could the Council do to increase your satisfaction with council services overall?

Do you agree or disagree with the following statements about the Council?

	Strongly Agree	Tend to Agree	Tend to Disagree	Strongly Disagree	Don't Know
I can influence decisions affecting my local area (e.g. planning applications, road layouts or wider issues that will affect where I live)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand how decisions are made in Local Government	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Council keeps residents informed about what it does	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Council listens to residents views	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Council consults residents before major decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Council provides services efficiently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Council provides value for money for tax payers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How many times have you contacted your local Councillor during the last 12 months?

☐ None

☐ Once

☐ Twice

☐ Three or more times

How easy or difficult was it to contact your local Councillor?

☐ Very easy

☐ Quite easy

☐ Quite difficult

☐ Very difficult

How did you contact your local Councillor? (Please select only the MAIN method used)

☐ Face to face / visit

☐ Telephone

☐ Letter

☐ E-mail

☐ CCBC website

☐ Social media (Twitter/Facebook etc)

How many times have you contacted the Council during the last 12 months (apart from paying routine bills)?

☐ None

☐ Once

☐ Twice

☐ Three or more times

How easy or difficult was it to contact the Council?

☐ Very easy

☐ Quite easy

☐ Quite difficult

☐ Very difficult

How did you contact the Council? (Please select only the MAIN method used)

☐ Face to face / visit

☐ Telephone

☐ Letter

☐ E-mail

☐ CCBC website

☐ Social media (Twitter/Facebook etc)

Please tell us briefly what your enquiry was about in the box below:

When contacting the Council, how satisfied or dissatisfied were you with the following?

	Very Satisfied	Fairly Satisfied	Fairly Dissatisfied	Very Dissatisfied	Not Applicable	Don't Know
The way your enquiry was dealt with overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ease of contacting the person you needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helpfulness of front desk staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helpfulness of other Council staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ease of use of the website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsiveness via social media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsiveness via e-mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Council produces a regular newspaper for residents called "Newsline" and we would value your views on this publication.

	Strongly Agree	Tend to Agree	Tend to Disagree	Strongly Disagree	Don't Know
Newsline is a useful source of news and information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

In the future, how would you prefer to receive "Newsline"?

☐ Electronically (via e-mail)

☐ A paper copy through my front door

☐ A paper copy available at local collection points

Living in Caerphilly County Borough

How satisfied or dissatisfied are you with the following?

	Very Satisfied	Fairly Satisfied	Fairly Dissatisfied	Very Dissatisfied	Don't Know
Your local town centre for shopping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your local town centre for local services and amenities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Over the last year, do you feel the quality of life has changed?

	Got Better	Stayed the Same	Got Worse	Don't Know
In your neighbourhood (within 10 minutes walk of your home)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In your local town or village centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How satisfied or dissatisfied are you with the appearance of the streets?

	Very Satisfied	Fairly Satisfied	Fairly Dissatisfied	Very Dissatisfied	Don't Know
In your neighbourhood (within 10 minutes walk of your home)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In your local town or village centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What do you think are the main issues affecting the appearance of your neighbourhood?

	A Big Problem	A Small Problem	Not a Problem	Don't Know
Condition of street furniture (seats, lighting columns, signage, bins etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Condition of pavements, walkways and thoroughfares	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fly posting and graffiti	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Condition of greenery, landscaping and floral displays	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dog fouling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Litter and waste accumulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weeds and overgrowth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other, please write in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>				

What do you think are the main issues affecting the appearance of your local town or village centre?

	A Big Problem	A Small Problem	Not a Problem	Don't Know
Condition of street furniture (seats, lighting columns, signage, bins etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Condition of pavements, walkways and thoroughfares	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fly posting and graffiti	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Condition of greenery, landscaping and floral displays	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dog fouling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Litter and waste accumulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weeds and overgrowth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other, please write in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>				

Crime and Anti-Social Behaviour

Do you feel that levels of crime and anti-social behaviour in your community have changed in the last 2 years?

	Got Better	Stayed the Same	Got Worse	Don't Know
Crime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anti-social behaviour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

It is the responsibility of the Police and local Council working in partnership to deal with the anti-social behaviour and crime in your area. How much do you agree or disagree that the Police and Caerphilly County Borough Council are dealing with the anti-social behaviour and crime issues that matter in this area?

<input type="radio"/> Strongly Agree	<input type="radio"/> Tend to Agree	<input type="radio"/> Tend to Disagree	<input type="radio"/> Disagree Strongly	<input type="radio"/> Don't Know
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Refuse, Recycling and Cleansing Services

The Council is achieving good levels of recycling and exceeding Government targets through its current collection service. However, there is room for improvement in the quality (reducing non-recyclable materials) and quantity of the recycling material we recover. Just over 80% of residents currently participate in kerbside recycling but less than 50% in the food waste collections service.

Overall, how satisfied or dissatisfied are you with the following services that the Council provides?

	Very Satisfied	Fairly Satisfied	Fairly Dissatisfied	Very Dissatisfied	Haven't Used
Recycling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Refuse collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garden waste/food waste collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Civic amenity/household waste recycling sites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street and environmental cleansing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

To promote more recycling while considering longer term options, a number of councils have provided a smaller bin and/or introduced requirements for residents to separate/sort recyclable materials prior to collection.

Which would be your preferred option? *Please select only one.*

- ☐ To be provided with a smaller refuse bin
- ☐ Introduce requirements for residents to separate/sort recyclable materials prior to collection e.g. boxes, sacks or bags for different recycling materials
- ☐ No change

Please outline the reasons for your response:

The Council provides 6 Household Waste Recycling Centres where residents can drop off waste and recyclable materials all year round. Some of our neighbouring councils only provide 1 or 2 such sites for this purpose.

Have you used a Household Waste Recycling Centre in the last 12 months?

- ☐ Yes
- ☐ No

If yes, how many times have you used a site in the last 12 months?

- ☐ Less than 6 times
- ☐ 6-10 times
- ☐ More than 10 times

Which site do you use most often?

- ☐ Bowen Industrial Estate, Aberbargoed
- ☐ Full Moon, Crosskeys
- ☐ Lawn Industrial Estate, Rhymney
- ☐ Penallta Industrial Estate
- ☐ Penmaen, Pontllanfraith
- ☐ Trehir, Llanbradach

The Council is looking at more cost effective ways of delivering services as budget allocations continue to be reduced. If public finances prevent the Council maintaining its current provision, please indicate your preferred option for reducing Household Waste Recycling Centres.

- ☐ Reduce the number of Household Waste Recycling Centres
- ☐ Reduce the opening hours of sites
- ☐ Something else

Please outline the reasons for your response

Transport Services

How satisfied or dissatisfied are you with each of the following elements of the local BUS SERVICE, whether you normally use them or not?

	Very Satisfied	Fairly Satisfied	Fairly Dissatisfied	Very Dissatisfied	Don't Know
The provision of public transport information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The frequency of the bus service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The provision of bus stops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The state of bus stops/shelters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The timeliness of the buses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The local bus service overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How satisfied or dissatisfied are you with the Council's standard of maintenance of the following elements of your neighbourhood ROAD NETWORK?

	Very Satisfied	Fairly Satisfied	Fairly Dissatisfied	Very Dissatisfied	Don't Know
Road surfaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pavement surfaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drains and gullies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signs and road markings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Winter maintenance (gritting)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Highway management (congestion)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking and cycling routes (for active travel)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Leisure, Learning and Cultural Activities

The Council provides a number of services, facilities and venues. How often, if at all, do you or your household use them?

	Almost Every Day	At Least Once a Week	About Once a Month	Within the Last 6 Months	Within the Last Year	Longer Ago	Never Used	Don't Know
Sports and Leisure Centres	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Libraries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Llancaiach Fawr	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Winding House, New Tredegar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blackwood Miners' Institute	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks and play areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreation and sports grounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Country Parks (Parc Cwm Darran, Parc Coetir Bargod (Bargoed Woodland Park) , Parc Penallta, Pen y fan Pond Country Park, Sirhowy Valley Country Park and Cwmcarn)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Which park or play area in the county borough do you visit most often?

- ☐ Abertridwr
- ☐ Bargoed Park
- ☐ Llanbradach Welfare
- ☐ Morgan Jones Park
- ☐ Nelson Wern Park
- ☐ Oakdale Welfare
- ☐ Penyrheol Park
- ☐ Pontymister Park
- ☐ Rhymney Park
- ☐ Showfield, Blackwood
- ☐ Tredegar Park, Risca
- ☐ Waunfawr Park, Cross Keys
- ☐ Ystrad Mynach Park
- ☐ Other

How satisfied or dissatisfied are you with the following facilities and services the Council provides?

	Very Satisfied	Fairly Satisfied	Fairly Dissatisfied	Very Dissatisfied	Don't Know
Sports and Leisure Centres	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Libraries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Llancaiach Fawr	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Winding House, New Tredegar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blackwood Miners' Institute	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks and Play Areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreation and Sports Grounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Country parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Finally....

Caerphilly County Borough Council, like all other Local Authorities across Wales, is under severe financial pressure as a result of a reduction in funding from Central Government. The Council has already made significant savings in recent years and will need to meet further efficiency savings targets in the years to come. Once cut, there will be little or no opportunity for these services to be reinstated in the foreseeable future. The Council is seeking your views on which services are important to you to inform our budget decisions over the coming years. Please identify any key service areas that you think are most important and any you think are less important for you and your community.

About You

The following questions are asked only to ensure that we achieve a representative sample.

Do you or a member of your household have access to the internet via either a computer or smartphone?

- ☐ Yes
- ☐ No

Postcode

Are you?

- ☐ Female
- ☐ Male
- ☐ Transgender

In which year were you born?

What is your sexual orientation?

- ☐ Bisexual
- ☐ Gay man
- ☐ Gay woman/Lesbian
- ☐ Heterosexual/straight
- ☐ Prefer not to say
- ☐ Other, write in

What is your ethnicity?

- ☐ White ☐ Asian
- ☐ Mixed/Multiple ☐ Black/African/Caribbean
- ☐ Other, write in

What is your religion?

- ☐ No Religion ☐ Muslim
- ☐ Christian (all denominations) ☐ Hindu
- ☐ Jewish ☐ Sikh
- ☐ Buddhist ☐ Other, write in

Can you understand, speak, read or write Welsh? (Tick all that apply)

- ☐ Understand spoken Welsh ☐ Speak Welsh ☐ Read Welsh ☐ Write Welsh ☐ None of these

What is your main language? (Please tick one)

- ☐ English ☐ Welsh
- ☐ Other (including sign language), write in

How would you rate your:

	Very Good	Good	Poor	Very Poor	Don't Know
Physical health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mental and emotional health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you have a disability, long-term illness or health problem? (tick all that apply)

- ☐ Yes, I have a disability ☐ No
- ☐ Yes, I have a long term illness or health problem

Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? (include problems related to old age)

- ☐ No ☐ Yes, limited a little ☐ Yes, limited a lot

Household

- ☐ One person (pensioner or other) ☐ Single parent with dependent children
- ☐ Married/cohabiting couple ☐ Married/cohabiting couple with dependent children
- ☐ Other, write in

Does your Household own or rent this accommodation?

- ☐ Owns outright ☐ Rents (with or without housing benefit)
- ☐ Owns with a mortgage or loan ☐ Other, write in

Employment Status

- | | |
|--|--|
| <input type="radio"/> Employed full time (30 hours or more per week) | <input type="radio"/> A student |
| <input type="radio"/> Employed part time (less than 30 hours per week) | <input type="radio"/> Looking after the home or family |
| <input type="radio"/> Self-employed or freelance | <input type="radio"/> Long term sick or disabled |
| <input type="radio"/> Retired | <input type="radio"/> Other, write in |

Do you currently volunteer in your spare time?

- ☐ Yes ☐ No

What kinds of volunteering do you currently get involved in?

Invitation to join Viewpoint Panel/ Register of Volunteers and enter the prize draw

The Council has a Viewpoint Panel of local residents to take part in future consultations with the opportunity to attend a few meetings a year and to complete surveys on topics that interest you. We are also keen to identify individuals who would be interested in getting involved with their local community by volunteering. If you would like to become more involved, please tick the box below and provide your preferred contact details.

Would you be interested in joining the Viewpoint Panel?

- ☐ Yes ☐ No

Would you be interested in adding your details to a register of volunteers?

- ☐ Yes ☐ No

Would you like to be entered in the prize draw?

- ☐ Yes ☐ No

If YES to any of the above, please fill in your name and contact details below. Your views given in this questionnaire will be kept separate from your contact details.

Name

E-mail address

Address 1

Address 2

Postcode

Telephone

Thank you very much for taking the time to complete this questionnaire. Please return your completed survey to the nearest library, leisure centre, housing office, Customer First Centre or any main Council office. Alternatively, you may post your survey to: Liz Sharma, Communications Unit, CCBC, Penallta House, Ystrad Mynach, Hengoed. CF82 7PG.