

CAERPHILLY

TOWN

COUNCIL



CYNGOR

TREF

CAERFFILI

**TOWN CLERK:
CLERC-Y-DREF:**

Phil Davy

**TOWN MAYOR:
MEIR Y DREF:**

**Councillor
Simon Morgan**

14th May 2018

An **Annual General Meeting** of the **Caerphilly Town Council** will be held at the **Twyn Community Centre** on **Monday 21st May 2018** at **6.30 p.m.** to be followed immediately by the **Ordinary Meeting** of **The Town Council** to consider the following matters.

Any Member requiring further information on any item should contact me before the Meeting.

P. Davy
TOWN CLERK

A G E N D A

1. To elect the Town Mayor for the year 2018/2019.
2. To receive the Town Mayor's Declaration of Acceptance of Office.
3. To elect the Deputy Town Mayor for the year 2018/2019.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office.
5. To receive and if thought fit to confirm the minutes of the Annual General Meeting held on Monday 15th May 2017 (herewith).
6. Matters arising from the minutes.
7. To determine the Town Mayor's Allowance for 2018/2019.
8. To determine Town Councillor Allowances for 2018/19.

Address: The Twyn Community Centre The Twyn Caerphilly CF83 1JL
Telephone and Fax: Caerphilly 02920 888777
E-mail: towncouncil@tiscali.co.uk
Office Hours: Monday, Tuesday and Wednesday mornings 9.30a.m. to 12.30p.m

9. To appoint representatives to:
 1. The Town and Community Council Liaison Committee - (two Members).
 2. The Caerphilly County Borough Council Community and Town Councils Liaison Sub Committee (one member).
 3. Caerphilly County Borough Council Town Centre Management Group (two Members).
 4. Twyn Community Centre Management Committee (one Member).
 5. Caerphilly and District Twinning Association Management Committee (2 Members).
10. To appoint a Chairperson for the Events Working Group (all Members and external invitees).
11. To confirm or otherwise the Co-operative Bank plc as the Bankers for the Town Council. To nominate the Members who, with the Town Clerk, be authorised to sign cheques drawn or issued on behalf of the Town Council (any two empowered to act at anyone time).
12. To confirm the Town Clerk as the Town Council's Responsible Financial Officer as required under Section 151 of the Local Government Act 1972 and to authorise The Town Clerk to give instructions (e.g. transfer between accounts), request information and obtain answers to queries on the Bank Accounts on behalf of the Town Council.

To confirm the Town Clerk as the authorised officer for internet banking and debit card.
13. To appoint an internal auditor for the Town Council for 2018/2019.
14. Attendance 2017/18.
15. Dates of Council Meetings 2018/19.

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Ken Williams

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**MINUTES OF THE ANNUAL GENERAL MEETING OF THE CAERPHILLY TOWN
COUNCIL HELD AT THE TWYN COMMUNITY CENTRE ON
MONDAY 15TH MAY 2017**

Present:

Cllrs Mr. P. Bevan, Mr. C. Elsbury, Mr. H. Jackson, Mrs. J. Hibbert, Mr. J. Grenfell, Mr. M. Prew, Mrs. S. Holder, Mr. S. Kent, Mr. S. Morgan, Mr. J. Fussell, Mr. J. Pritchard and Mr. R. Bidgood.

In attendance:

Mr. K. Williams TOWN CLERK

Councillor S. Kent welcomed new members to the Council and said how much he enjoyed his year in office.

1. **ELECTION OF TOWN MAYOR 2017-2018**

Councillor Simon Morgan was elected as Town Mayor and duly read out and signed the Declaration of Acceptance of Office.

2. **ELECTION OF DEPUTY TOWN MAYOR 2017-2018**

Councillor M. Prew was proposed for the post of Deputy Town Mayor and duly read out and signed the Declaration of Acceptance of Office.

3. **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 23RD MAY 2016**

Minutes of the Annual General Meeting held on Monday 23rd May 2016 were received, confirmed and signed.

4. **MATTERS ARISING FROM THE MINUTES**

No matters arising.

5. **TOWN MAYOR'S ALLOWANCE**

The Town Mayor's Allowance for 2017/18 was set at £900.

6. **DATES OF FUTURE MEETINGS**

The list of future meetings submitted by the Town Clerk was approved.

7. **APPOINTMENT OF REPRESENTATIVES**

a. **Town and Community Council Liaison Committee, 2 Members**

The Town Clerk together with Councillors J. Hibbert and C. Elsbury were appointed for this committee.

b. **The Caerphilly County Borough Council Community and Town Council's Liaison Sub Committee**

The Town Clerk together with Councillor J. Hibbert were appointed to this committee.

c. **Caerphilly County Borough Council Town Centre Management Group**

Councillors M. Prew and J. Hibbert were appointed to serve on this group together with the Town Clerk.

d. **Twyn Centre Management Committee**

Councillor P. Bevan was appointed as the Town Council's representative to serve on this Committee.

e. **Caerphilly and District Twinning Association Management Committee**

The Town Mayor plus Councillor J. Fussell were elected to serve on this committee.

f. **Events Sub Committee**

Councillor P. Bevan was elected chairman and any member can attend.

8. **Council's Approved Bankers and Cheque Signatories**

The Co-op Bank were confirmed as the Council's Bankers. Councillors P. Bevan, S. Kent and the Town Clerk were authorised to sign cheques on behalf of the Council (any 2 from 3 signatures) and the Town Clerk was authorised to give instructions, request information and obtain answers to queries on behalf of the Town Council.

9. The Town Clerk was confirmed as the Council's Responsible Financial Officer under Sec 151 of the Local Government Act 1972.

10. Mr. K. Williams & R. Williams were appointed as the Council's Internal Auditors for 2017/18 at a remuneration of £200.

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Agenda Item 8

Report to AGM Caerphilly Town Council – 21st May 2018

Town Councillor Allowances

The Annual Report (February 2018) of the Independent Remuneration Panel for Wales sets out the range and maximum level of allowances payable for the financial year 2018/19.

The Panel is of the view that Community and Town Councillors are not volunteers because further to the democratic process they have accepted formal responsibilities and all face some degree of liability in respect of the Council functions they are running. In addition the Panel wants any member who has personal support needs and / or caring responsibilities to be able to fulfil their role. To reflect this the Panel is **mandating** payment of a contribution to costs and expenses for members of Councils in Groups A and B – Determination 44. Caerphilly Town Council is a Group B authority. Group B Councils are those which had income or expenditure in 2017/18 of between £30,000 and £199,000. The Panel is also **mandating** reimbursement of the cost of care for all members of Community and Town Councils – Determination 51.

Determination 44

Community and Town Councils in Groups A and B **must** make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc

Determination 51

All Community and Town Councils **must** provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

The Panel's Annual Report sets out rates for reimbursement of travel and subsistence costs and the maximum allowance of up to £1500 for the Mayor and up to £500 for the Deputy Mayor.

In all cases any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice to the Town Clerk.

Publicity

There is a requirement on Community and Town Councils to publish details of all payments made to individual members in an annual Statement of Payments. This information must be published on council noticeboards and / or websites and provided

to the Panel by e-mail or post no later than 30th September following the year to which the payments relate.

Enforcement

The Panel is empowered to require a relevant authority to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's Determinations. A relevant authority must implement the Panel's Determinations from the date of its Annual Meeting or a date specified within the Panel's Annual Report.

Apart from the Mayor's Allowance the Town Council has previously agreed not to pay any other allowances to its members. In 2018/19 budget provision of £900 has been made for the Mayor's Allowance. Notwithstanding the mandatory nature of the allowances outlined in the report this would introduce a further budget pressure in 2018/19 at a time when the Council's finances are already stretched due to other commitments and when balances have reduced by around 50%.

A possible course of action may be to accept the Panel's mandatory Determinations but introduce the payment of the allowances in 2019/20 and formally resolve not to make the payments in 2018/19 due to the need to accommodate the unbudgeted expenditure of £10,655 for Caerphilly in Bloom.

Members are invited to make a formal resolution in respect of Town Councillor allowances in 2018/19.

Phil Davy

Town Clerk

**Cyngor Tref Caerphilly
Caerphilly Town Council
Attendance 2017-18**

		AGM	15-05-17	19-06-17	17-07-17	18-09-17	16-10-17	20-11-17	15-01-18	19-02-18	19-03-18	16-04-18
70%	P.J. Bevan	P	P	P	P	A	A	A	P	P		P
80%	C. Elsbury	P	P	P	P	P	P	P	P	A		A
90%	S. Kent	P	P	P	P	P	P	P	P	A		P
90%	J. Hibbert	P	P	P	P	P	P	A	P	P		P
100%	J. Greenfell	P	P	P	P	P	P	P	P	P		P
90%	M.Prew	P	P	P	P	P	P	A	P	P		P
50%	S.Hodder	P	P	P	A	P	A	A	A	P		A
90%	H. Jackson	P	P	P	P	P	A	P	P	P		P
90%	S. Morgan	P	P	P	A	P	P	P	P	P		P
70%	J. Fussell	P	P	P	A	P	A	P	P	A		P
60%	J. Pritchard	P	P	P	P	P	A	A	P	A		A
60%	R. Bidgood	P	P	A	A	P	A	P	A	P		P
C A N C E L L E D												

P – Present

A - Apologies

Agenda Item 15

Report to Annual General Meeting of Caerphilly Town Council – 21st May 2018

Calendar of Meetings 2018/19

Monday 18th June 2018
Monday 16th July 2018
Monday 17th September 2018
Monday 15th October 2018
Monday 19th November 2018
Monday 21st January 2019
Monday 18th February 2019
Monday 18th March 2019
Monday 15th April 2019
Monday 20th May 2019 including AGM

Phil Davy
Town Clerk