**CAERPHILLY CYNGOR**

**TOWN TREF**

**COUNCIL CAERFFILI**

**TOWN CLERK: TOWN MAYOR: CLERC Y DREF: MAIR Y DREF:**

**P. G. Davy Councillor**

 **Mike Prew**

13th July 2020

An **Annual General Meeting** of the **Caerphilly Town Council** will be held on **Monday**

**20th July 2020** at **6.30 pm** by **Remote Access,** to be followed immediately by the **Ordinary Meeting** of the **Town Council**

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

Phil Davy

Town Clerk

**A G E N D A**

1. To elect the Town Mayor until the AGM in May 2021.

2. To receive the Town Mayor’s Declaration of Acceptance of Office.

3. To elect the Deputy Town Mayor until the AGM in May 2021.

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 20th May 2019.

6. Matters arising from the minutes.

7. To confirm the Town Mayor’s Allowance for 2020/21.

8. To appoint representatives to:

 1. The Town and Community Council Liaison Committee (two members).

2. The Caerphilly County Borough Community and Town Council’s Liaison Sub Committee (one member).

Address: The "Twyn Community Centre The Twyn Caerphilly CF83 IJL

Telephone: Caerphilly 02920 888777

 E-mail: caerphillytowncouncil@outlook.com

Office hours: Monday, Tuesday and Wednesday mornings 9.30a.m. to 12.30p.m

 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 (two

members).

9. To appoint a Chairperson for the Events Working Group (all members and external

invitees).

10. To appoint a Chairperson for the Community Infrastructure Levy (CIL) Working Group (all members).

11. To confirm or otherwise the Cooperative 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 any one time).

12. To confirm the Town Clerk as the Town Councils Responsible Financial Officer (RFO) 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 2020/21.

14. Attendance 2019/20.

15. Dates of Council Meetings 2020/21.

This Meeting will be held in accordance with the Local Authorities (Coronavirus) (Meetings)

(Wales) Regulations 2020. The Regulations make temporary provision in relation to local authority

meetings during the Covid 19 pandemic. Statutory requirements placed on local authorities by

existing legislation to admit the public and press in person to certain meetings and to provide

facilities to inspect certain documents in person at offices of the authority are relaxed for the

duration of the Regulations.

All documentation about and relating to this and any other Town Council Meeting undertaken by

remote access will be made available on the Town Council Website.

[www.caerphillytowncouncil.co.uk](http://www.caerphillytowncouncil.co.uk)

**CAERPHILLY CYNGOR**

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**TOWN CLERK: TOWN MAYOR: CLERC Y DREF: MAIR Y DREF:**

**P. G. Davy Councillor Mike Prew**

**MINUTES OF THE ANNUAL GENERAL MEETING OF CAERPHILLY TOWN COUNCIL HELD AT THE TWYN COMMUNITY CENTRE ON**

**MONDAY 20TH MAY 2019**

**Present:**

Councillors P J Bevan, C Elsbury, S Kent, J Hibbert, J Grenfell, M Prew, H Jackson, J Fussell, R Bidgood

**Apologies:**

Councillors S Hodder, S Morgan, J Pritchard

**In Attendance:**

G Clifton, J McDonnell, Gwent Police

P G Davy, Town Clerk

Councillor Mike Prew thanked all the members, police and staff for their support during his year in office. He had attended numerous events but in particular drew attention to the Remembrance Day service which marked 100 years since the end of the First World War, and the Fireworks Display when over £3000 was raised for the Mayor’s charities.

**1 ELECTION OF TOWN MAYOR 2019-20**

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

**2 ELECTION OF DEPUTY MAYOR 2019-20**

Councillor Huw Jackson was elected as Deputy Town Mayor and duly read out and signed the Declaration of Acceptance of Office.

**3 MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 21ST MAY 2018**

Minutes of the Annual General Meeting held on 21st May 2018 were received, confirmed and signed.

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 E-mail: caerphillytowncouncil@outlook.com

Office hours: Monday, Tuesday and Wednesday mornings 9.30a.m. to 12.30p.m

**4 MATTERS ARISING FROM THE MINUTES**

No matters arising.

**5 TOWN MAYOR’S ALLOWANCE**

The Town Mayor’s Allowance for 2019-20 of £900 was approved.

**6 APPOINTMENT OF REPRESENTATIVES**

1 Town and Community Council Liaison Committee (2 members)

 Councillors J Hibbert and C Elsbury were appointed to this Committee.

2 Caerphilly County Borough Council Community and Town Council Liaison Sub

Committee (1 member).

 Councillor J Hibbert was appointed to this Sub Committee.

3 Caerphilly County Borough Town Centre Management Group (2 members)

 Councillors J Hibbert and H Jackson were appointed to serve on this Group.

4 Twyn Centre Management Committee (1 member)

 Councillor P J Bevan was appointed to this Committee.

5 Caerphilly and District Twinning Association Management Committee (2 members)

 Councillors M Prew (Town Mayor) and P J Bevan were appointed to this Committee.

**7 APPOINTMENT OF CHAIRPERSON FOR THE EVENTS WORKING GROUP**

Councillor C Elsbury was elected as the Chairperson and the Working Group is open to all members to attend together with external invitees.

**8 APPOINTMENT OF CHAIRPERSON FOR THE COMMUNITY INFRASTRUCTURE LEVY (CIL) WORKING GROUP**

Councillor C Elsbury was elected as the Chairperson and the Working Group is open to all members to attend.

**9 BANKERS AND CHEQUE SIGNATORIES**

The Cooperative Bank plc was confirmed as the Town Council’s Bank. Councillors P J Bevan, S Kent and the Town Clerk were authorised to sign cheques on behalf of the Town Council (any 2 from 3 signatures).

**10 CONFIRMATION OF RESPONSIBLE FINANCIAL OFFICER**

The Town Clerk was confirmed as the Town Council’s Responsible Financial Officer (RFO) under Section 151 of the Local Government Act 1972 and was authorised to give instructions, request information, and obtain answers to queries on the bank accounts on behalf of the Town Council.

The Town Clerk was confirmed as the authorised officer for internet banking and debit card.

**11 APPOINTMENT OF INTERNAL AUDITOR**

It was agreed to appoint Mr G James as the Internal Auditor for 2019-20.

**12 ATTENDANCE 2018-19**

Member attendance during 2018-19 was noted.

**13 DATES OF TOWN COUNCIL MEETINGS 2019-20**

The list of future meetings was approved. Town Council meetings will commence at 6.30pm and will not continue after 9.00pm.

The AGM closed at 6.40pm.

**Caerphilly Town Council**

**Attendance 2019/20**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Individual** **Attendance** | **AGM****20.05.19** | **20.05.19** | **17.06.19** | **15.07.19** | **16.09.19** | **21.10.19** | **18.11.19** | **20.01.20** | **17.02.20** | **16.03.20** | **20.04.20** | **18.05.20** | **15.06.20** |
| 66% PJ Bevan | P | P | P | P | P | A | P | A | A | A | **C****A****N****C****E****L****L****E****D** | P | P |
| 83% C Elsbury | P | P | P | A | P | P | P | P | P | A | P | P |
| 92% S Kent | P | P | P | A | P | P | P | P | P | P | P | P |
| 75% J Hibbert | P | P | P | A | P | P | A | P | A | P | P | P |
| 100% J Grenfell | P | P | P | P | P | P | P | P | P | P | P | P |
| 92% M Prew | P | P | P | P | A | P | P | P | P | P | P | P |
| 50% S Hodder | A | A | P | P | A | A | P | A | P | A | P | P |
| 92% H Jackson | P | P | P | A | P | P | P | P | P | P | P | P |
| 58% S Morgan | A | A | P | P | P | P | A | A | P | A | P | P |
| 83% J Fussell | P | P | P | P | P | A | P | P | A | P | P | P |
| 50% J Pritchard | A | A | P | A | P | A | A | P | A | P | P | P |
| 58% R Bidgood | P | P | P | P | P | A | A | P | A | P | A | A |
| Council Attendance | 75% | 75% | 100% | 58% | 83% | 58% | 66% | 75% | 58% | 66% | 92% | 92% |

P - Present Meetings on 18-05-20 and 15-06-20 were remote access

A - Apologies

Agenda Item 15

Report to Annual General Meeting of Caerphilly Town Council 20th July 2020

Calendar of Meetings 2020/21

 Monday 21st September 2020

 Monday 19th October 2020

 Monday 16th November 2020

 Monday 18th January 2021

 Monday 15th February 2021

 Monday 15th March 2021

 Monday 19th April 2021

 Monday 17th May 2021 including AGM

All meetings will commence at 6.30 pm and will not continue after 9.00 pm. Meetings to be held during 2020 may be by remote access.