**CAERPHILLY CYNGOR**

**TOWN TREF**

**COUNCIL CAERFFILI**

**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 ON MONDAY 20 JULY 2020 BY REMOTE ACCESS**

**Present:**

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

**Apologies:**

Councillors S Hodder, S Morgan, R Bidgood

**In Attendance:**

P G Davy, Town Clerk

Councillor Mike Prew thanked all the members, police, and staff for their support during his year in office. The Fireworks street collection had raised £2021 for the Mayor’s charities Caerffili Lions and Velindre hospital. Due to the unprecedented lockdown that occurred in March 2020 the Mayor’s activities were suspended.

**1** **ELECTION OF TOWN MAYOR 2020-21**

Councillor Mike Prew was elected as Town Mayor and duly read out the Declaration of Acceptance of Office. Arrangements to be made for the Declaration to be signed as soon as practical.

**2 ELECTION OF DEPUTY TOWN MAYOR 2020-21**

Councillor Huw Jackson was elected as Deputy Town Mayor and duly read out the Declaration of Acceptance of Office. Arrangements to be made for the Declaration to be signed as soon as practical.

**3 MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 20 MAY 2019**

Minutes of the Annual General Meeting held on 20 May 2019 were received and confirmed. Arrangements to be made for the Minutes to signed as soon as practical.

**4 MATTERS ARISING FROM THE MINUTES**

No matters arising.

**5 TOWN MAYOR’S ALLOWANCE**

The Town Mayor’s Allowance for 2020-21 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 Community 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 re-appoint Mr G James as Internal Auditor for 2020-21.

**12 ATTENDANCE 2019-20**

Member attendance during 2019-20 was noted.

**13 DATES OF TOWN COUNCIL MEETINGS 2020-21**

The dates for future meetings was approved. Town Council meetings will commence at 6.30pm and will not continue after 9.00pm. Meetings for the remainder of 2020 are anticipated to be held by remote access.

The AGM closed at 6.50pm