C A E R P H I L L Y T O W N C O U N C I L

**C Y N G O R T R E F C A E R F F I L I**

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

**P. G. Davy Cllr Mike Prew**

10th May 2021

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

**17th May 2021** 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 2022.

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

3. To elect the Deputy Town Mayor until the AGM in May 2022.

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 July 2020 by remote access.

6. Matters arising from the minutes.

7. To confirm the Town Mayor’s Allowance for 2021/22.

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).

3. Caerphilly County Borough Council Town Centre Management Group (two

members).

4. Twyn Community Centre Management Committee (one member).

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

Telephone: Caerphilly 02920 888777

E-mail: [caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

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

5. Caerphilly and District Twinning Association Management Committee (two

members).

6. Caerphilly Tourism Association (Mayor and Deputy Mayor).

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 Council’s 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 2021/22.

14. Attendance 2020/21.

15. Dates of Council Meetings 2021/22.

This Meeting will be held in accordance with Section 47 of the Local Government and Elections (Wales) Act 2021 by remote access.

Any member of the public or media wishing to attend this meeting should contact the Town Clerk at [caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

All documentation about and relating to this and any other Town Council Meeting undertaken either physically or by remote access will be made available on the Town Council Website.

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

**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 20TH 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

Agenda Item 14

Report to AGM 17th May 2021

Attendance 2020/21

**Cyngor Tref Caerffili**

**Caerphilly Town Council**

**Attendance 2020/21**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Individual**  **Attendance** | **20.04.20** | **18.05.20** | **15.06.20** | **AGM**  **20.07.20**  **AGM OM** | **21.09.20** | **19.10.20** | **16.11.20** | **18.01.21** | **15.02.21** | **15.03.21** | **19.04.21** |
| 100% P.J. Bevan | **C**  **A**  **N**  **C**  **E**  **L**  **L**  **E**  **D** | P | P | P P | P | P | P | P | P | P | P |
| 45% R. Bidgood | A | A | A P | A | A | A | P | P | P | P |
| 91% C, Elsbury | P | P | P P | P | P | P | P | A | P | P |
| 100% J. Fussell | P | P | P P | P | P | P | P | P | P | P |
| 100% J. Grenfell | P | P | P P | P | P | P | P | P | P | P |
| 100% J. Hibbert | P | P | P P | P | P | P | P | P | P | P |
| 64% S. Hodder | P | P | A A | P | P | A | P | P | A | P |
| 91% H. Jackson | P | P | P P | P | P | A | P | P | P | P |
| 91% S. Kent | P | P | P P | P | P | P | P | A | P | P |
| 73% S. Morgan | P | P | A A | P | A | P | P | P | P | P |
| 91% M. Prew | P | P | P P | P | P | P | P | P | P | A |
| 100% J. Pritchard | P | P | P P | P | P | P | P | P | P | P |
| **Council Attendance** | **92%** | **92%** | **75% 83%** | **92%** | **83%** | **75%** | **100%** | **83%** | **92%** | **92%** |

P - Present

A – Apologies

All meetings were remote access

Average attendance rate 87% (previous year 71%)

Agenda Item 15

Report to AGM 17th May 2021

Calendar of Meetings 2021/22

Monday 21st June 2021

Monday 19th July 2021

Monday 20th September 2021

Monday 18th October 2021

Monday 15th November 2021

Monday 17th January 2022

Monday 21st February 2022

Monday 21st March 2022

Monday 18th April 2022

Monday 16th May 2022 including AGM

All meetings will commence at 6.30 pm and will not continue after 9.00 pm.

June and July meetings will be by remote access. Hybrid access meetings anticipated to commence in September 2021 (S47 LGE (Wales) (Act 2021) subject to confirmation and depending on any coronavirus restrictions in force at that time.