**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**

**MINUTES OF THE ANNUAL GENERAL MEETING OF CAERPHILLY TOWN**

**COUNCIL HELD ON MONDAY 17TH MAY 2021 BY REMOTE ACCESS**

**Present:**

Councillors P J Bevan, C Elsbury, J Fussell, J Grenfell, J Hibbert, S Hodder, H Jackson,

S Kent, M Prew, J Pritchard

**Apologies:**

Councillor R Bidgood, S Morgan

**In Attendance:**

P G Davy, Town Clerk

Councillor Mike Prew commented on the unprecedented nature of his year in office. The restrictions imposed to control the pandemic meant the usual events and activities had to

 be suspended. There had been a devastating impact on the community and there will be long lasting effects on many individuals, families and businesses. The success of the vaccination programme does now offer the prospect of a return to normality. He thanked Members and Gwent Police for the support.

**1 ELECTION OF TOWN MAYOR 2021-22**

Councillor M 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 2021-22**

Councillor H 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 20TH JULY 2020**

Minutes of the Annual General Meeting held on 20th July 2020 by remote access were received and confirmed. Arrangements to be made for the Minutes to be signed as soon

as practical.

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 9.30 a.m. to 12.30 p.m.

**4 MATTERS ARISING FROM THE MINUTES**

No matters arising.

**5 TOWN MAYOR’S ALLOWANCE**

The Town Mayor’s Allowance for 2021-22 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 Council 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.

6 Caerphilly Tourism Association (Mayor and Deputy Mayor) Councillors M Prew and

 H Jackson were appointed to the Association.

**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 PJ 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 (RFO)**

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 reappoint Mr G James as Internal Auditor for 2021-22.

**12 ATTENDANCE 2020-21**

Member attendance during 2020-21 was noted. All meetings were by remote access.

**13 DATES OF TOWN COUNCIL MEETINGS 2021-22**

The dates for future meetings were approved. It was noted that the June and July 2021 meetings would be by remote access. Hybrid access meetings were anticipated to commence from September 2021 subject to any ongoing coronavirus restrictions.

The AGM closed at 6.45pm.