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**

9th May 2022

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

**16th May 2022** at **6.30 pm** by **Multi Location**, 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 2023.

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

3. To elect the Deputy Town Mayor until the AGM in May 2023.

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 17th May 2021 by remote access.

6. Matters arising from the minutes.

7. To confirm Member Allowances for 2022/23.

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: 07950 935822

E-mail: caerphillytowncouncil@outlook.com

Office hours: By Appointment Monday to Friday

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 2022/23.

14. Attendance 2021/22.

15. Dates of Council Meetings 2022/23.

This Meeting will be held in accordance with Section 47 of the Local Government and Elections (Wales) Act 2021 by multi location. Note any Town Councillor intending to join the Meeting remotely will need to have signed the Declaration of Acceptance of Office beforehand.

Any member of the public or media wishing to attend this meeting by remote access should contact the Town Clerk at:

[caerphillytowncouncil@outlook.com](mailto:caerphillytowncouncil@outlook.com)

Anyone attending the Meeting in person at the Twyn Community Centre will need to observe any Covid 19 precautions in force at the time.

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

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

**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

**Agenda Item 7**

**Report to AGM 16th May 2022**

**Town Councillor Allowances for 2022/23**

In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. Community and town councils are relevant authorities for the purpose of remuneration.

Individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales (IRPW). It is the duty of the proper officer (Town Clerk) to arrange for correct payments to be made to all individuals entitled to receive them. All payments made to individual members are published on the website in an annual Statement of Payments.

Any individual may decline to receive part or all of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must write to the Town Clerk to confirm their wishes.

The IPRW determinations for 2022/23 the community and town councils are based on the following groupings

**Group Size of Electorate**

1. Electorate in excess of 14,000
2. 10.000 to 13,999
3. 5,000 to 9,999
4. 1,000 to 4,999
5. Under 1000

Where income or expenditure exceeds £200,000 a year it will be moved upwards to the next group. Caerphilly Town Council falls within Group 2 and the following remuneration framework will apply:

Basic Payment Mandatory for all Members

Senior Role Payment Mandatory for 1 Member, optional up to 5

Attendance Allowance Optional

Financial Loss Optional

Travel and Subsistence Optional

Cost of Care Mandatory

In respect of mandated payments no decision is required and Members should receive monies to which they are properly entitled as a matter of course unless they have confirmed they wish to forego the payments. The monetary value of the IPRW determinations is set out in the attached appendix. It has been the practice of the Town Council not to adopt optional payments with the exception of applying the HMRC mileage allowance of 45p per mile for travel outside

Caerphilly County Borough Council. Budget provision has been made in the 2022/23 financial year for the basic payment of £150 to all Members and an annual payment of £900 to the Town Mayor. No provision has been made for the cost of care as no claims have previously been made for this allowance.

Recommendations

1 To note the mandatory payments for 2022/23

2 To approve an annual payment of £900 to the Town Mayor for 2022/23

3 In accordance with past practice not to adopt any of the optional determinations other than applying the HMRC mileage allowance of 45p per mile in respect of out of Caerphilly County Borough travel.

Phil Davy

Town Clerk

**Appendix**

**IRPW Determinations for 2022/23**

**Community and Town Councils**

43 All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

* Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced
* Informal (unregistered) care costs to be paid up to a maximum rate equivalent to hourly rates as defined by the Living Wage Foundation at the time the costs are incurred

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.

44 Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.

45 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowance currently 45p per mile up to 10,000 miles in the year.

46 Relates to subsistence and overnight stays.

47 Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

* Up to £55 for each period not exceeding 4 hours
* Up to £110 for each period exceeding 4 hours but not exceeding 24 hours

48 Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event. Councils that intend to introduce a system of attendance allowances must set out the details of the scheme and publish on their website.

49 Community and town councils can provide a payment to the mayor or chair of the council to a maximum of £1500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if claimed.

50 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

51 The application of the Remuneration Framework by relevant Group.

52 Members in receipt of Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader, or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

**Agenda Item 15**

**Report to AGM 16 May 2022**

**Dates of Town Council Meetings 2022/23**

Monday 20th June 2022

Monday 18th July 2022

Monday 19th September 2022

Monday 17th October 2022

Monday 21st November 2022

Monday 16th January 2023

Monday 20th February 2023

Monday 20th March 2023

Monday 17th April 2023

Monday 15th May 2023 including AGM

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

Meetings will be held in accordance with Section 47 of the Local Government and Elections (Wales) Act 2021 by multi location.

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