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**

8th May 2023

**An Annual General Meeting** of the **Caerphilly Town Council** will be held on **Monday 15th May 2023 at 6.30pm** 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 2024.

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

3. To elect the Deputy Town Mayor until the AGM in May 2024

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 16th May 2022 by Multi Location.

6. Matters arising from the minutes.

7. 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 07950 935822

 E-mail: caerphillytowncouncil@outlook.com

Office hours: By Appointment Monday to Friday

 5. Caerphilly a nd District Twinning Association Management Committee (two

members).

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

8. To appoint a Chairperson for the Events Working Group (all members and external invitees).

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

10. 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).

11. 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.

12. To appoint an internal auditor for 2023/24.

13. Attendance 2022/23.

14. Member Training 2022/23.

15. Dates of Council Meetings 2023/24.

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

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

caerphillytowncouncil@outlook.com

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 16TH MAY 2022 BY MULTI LOCATION**

**Present:**

Councillors P J Bevan, M Downes, C Elsbury, J Fussell, J Grenfell, S Kent, C Lewis, J Pettit, M Prew, P Reed, D Roberts

**Apologies:**

Councillor A Broughton Pettit

**In Attendance:**

P G Davy, Town Clerk

Councillor M Prew as the past Town Mayor welcomed everyone to the meeting and introductions were made following the recent elections.

**1 ELECTION OF TOWN MAYOR 2022-23**

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

**2 ELECTION OF DEPUTY TOWN MAYOR 2022-23**

Councillor D Roberts 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 17TH MAY 2021**

Minutes of the Annual General Meeting held on 17th May 2021 by remote access were received and confirmed and signed by the Town Mayor.

**4 MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

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

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**5 TOWN COUNCILLOR ALLOWANCES 2022-23**

It was resolved:

1 To note that Members are entitled to receive the mandatory payments for 2022-23 as

 determined by the Independent Remuneration Panel for Wales (IPRW) but may

 individually decline to receive part or all of the payment by notifying the Town Clerk in

 writing.

2 To approve an annual payment of £900 to the Town Mayor for 2022-23 which is paid

 quarterly.

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.

**6 APPOINTMENT OF REPRESENTATIVES**

1 Town and Community Council Liaison Committee (2 Members)

 Councillors PJ Bevan and C Elsbury were appointed to this Committee.

2 Caerphilly County Borough Community and Town Council Liaison Sub Committee

 (1 Member)

Councillor P J Bevan was appointed to this Sub Committee.

3 Caerphilly County Borough Council Town Centre Management Group (2 Members)

 Councillors P J Bevan and P Reed 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 and J Pettit were appointed to this Committee.

6 Caerphilly Tourism Association (Mayor and Deputy Mayor)

 Councillors M Prew and D Roberts 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.

**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 and 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 2022-23.

**12 ATTENDANCE 2021-22**

Member attendance during 2021-22 was noted. Multi location meetings were introduced in February 2022.

**13 DATES OF TOWN COUNCIL MEETINGS 2022-23**

The dates for future meetings were noted. In accordance with the requirements of Section 27 of the Local Government and Elections (Wales) Act 2021 all meetings will be multi location.

The AGM closed at 6.50 pm.

Agenda Item 13

Report to AGM 15th May 2023

Attendance 2022/23

**Cyngor Tref Caerffili**

**Caerphilly Town Council**

**Attendance 2022/23**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Individual** **Attendance** | **16.05.22** **AGM** | **16.05.22****OM** | **20.06.22** | **18.07.22** | **26.09.22** | **17.10.22** | **21.11.22** | **16.01.23** | **20.02.23** | **20.03.23** | **17.04.23** |
| 90% P J Bevan | P | P | P | CANCELLED | A | P | P | P | P | P | P |
| 80% M Downes | P | P | P | P | P | P | P | A | P | A |
| 80% C Elsbury | P | P | P | A | P | P | P | P | A | P |
| 90% J Fussell | P | P | A | P | P | P | P | P | P | P |
| 80% J Grenfell | P | P | P | P | A | P | P | P | P | A |
| 100% S Kent | P | P | P | P | P | P | P | P | P | P |
| 90% C Lewis | P | P | P | P | P | P | P | P | A | P |
| 70% A Broughton Pettit | A | A | P | P | P | P | P | P | A | P |
| 50% J Pettit | P | P | A | P | P | P | A |  A | A | A |
| 90% M Prew | P | P | P | P | P | P | P | P | A | P |
| 60% P Reed | P | P | P | A | P | A | A | A | P | P |
| 80% D Roberts | P | P | P | P | P | P | P | A | P | A |
| Council Attendance | 92% | 92% | 83% |  | 75% | 92% | 92% | 83% | 66% | 58% | 66% |

P - Present

A – Apologies

Average Council Attendance 80%

**Agenda Item 14**

**Report to AGM 15th May 2023**

**Member Training 2022/23**

**CYNGOR TREF CAERFFILI**

**CAERPHILLY TOWN COUNCIL**

**MEMBER TRAINING 2022/23**

|  |  |
| --- | --- |
|  | **TRAINING COURSES** |
| **Online Induction** | **Code of Conduct** | **Introduction to Planning** | **Use of IT, Social Media** | **The Councillor** |
|  |  |  |  |  |
| P J Bevan | 23.05.22 |  |  | 10.11.23 |  |
| M Downes | 23.05.22 |  |  |  |  |
| C Elsbury | 23.05.22 |  |  |  |  |
| J Fussell | 23.05.22 |  |  |  |  |
| J Grenfell | Apologies |  |  |  |  |
| S Kent | 23.05.22 |  |  |  |  |
| C Lewis | 23.05.22 |  |  |  |  |
| A Broughton Pettit | 23.05.22 | 12.05.22 |  |  | 08.11.22 |
| J Pettit | 23.05.22 | 12.05.22 | 28.11.23 |  | 08.11.22 |
| M Prew | 23.05.22 |  |  |  |  |
| P Reed | Apologies |  |  |  |  |
| D Roberts | 23.05.22 |  |  |  |  |

**Agenda Item 15**

**Report to AGM 15th May 2023**

**Dates of Town Council Meetings 2023/24**

 Monday 19th June 2023

 Monday 17th July 2023

 Monday 18th September 2023

 Monday 16th October 2023

 Monday 20th November 2023

 Monday 15th January 2024

 Monday 19th February 2024

 Monday 18th March 2024

 Monday 15th April 2024

 Monday 20th May 2024 including AGM

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

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

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

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Note all Town Councillors will be issued with remote access link automatically.