**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 THE CAERPHILLY TOWN COUNCIL HELD ON MONDAY 15TH MAY 2023 BY MULTI LOCATION**

**Present:**

Councillors P J Bevan, M Downes, J Fussell, J Grenfell, S Kent, C Lewis, A Broughton Pettit, M Prew, P Reed

**Apologies:**

Councillors J Pettit, D Roberts, C Elsbury

**In Attendance:**

P G Davy, Town Clerk

Councillor M Prew the Town Mayor for 2022-23 welcomed everyone to the meeting. During the first year of the new administration following the elections in 2022 activities and events had largely returned to the pre pandemic position with the exception of the fireworks display at Caerphilly Castle which had to be cancelled for a third year due to building and conservation works. Councillor Prew thanked the Members and staff for their support.

**1 ELECTION OF TOWN MAYOR 2023-24**

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 2023-24**

Councillor D Roberts was elected as Deputy Town Mayor. He was not present at the meeting and will need to sign the Declaration of Acceptance of Office prior to undertaking any duties as Deputy Town Mayor.

**3 MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 16 MAY 2022**

Minutes of the Annual General Meeting held on 16th May 2022 by multi location were received, confirmed, and signed by the Town Mayor.

**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**

**4 MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**5 APPOINTMENT OF REPRESENTATIVES**

1 Town and Community Council Liaison Committee

Councillors P J Bevan and C Elsbury were appointed to the Committee.

2 Caerphilly County Borough Community and Town Council’s Liaison Sub Committee

Councillor P J Bevan was appointed to this Sub Committee.

3 Caerphilly County Borough Council Town Centre Management Group

It was noted this Group no longer met.

4 Twyn Community Centre Management Committee

Councillor P J Bevan was appointed to this Committee.

5 Caerphilly and District Twinning Association Management Committee

Councillors M Prew and J Grenfell were appointed to this Committee.

6 Caerphilly Tourism Association (Mayor and Deputy Mayor)

Councillors M Prew and D Roberts were appointed to the Association.

**6 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.

**7 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.

**8 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).

**9 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.

**10 APPOINTMENT OF INTERNAL AUDITOR**

It was agreed to reappoint Mr G James as Internal Auditor for 2023-24.

**11 ATTENDANCE 2022-23**

Member attendance during 2022-23 was noted. Multi location meetings are the norm for Town Council meetings.

**12 MEMBER TRAINING 2022-23**

Member training during 2022-23 was noted.

**13 DATES OF TOWN COUNCIL MEETINGS 2023-24**

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 6.40 pm.