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

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

**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 19TH MAY 2025 BY MULTI LOCATION**

**Present:**

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

**Apologies:**

Councillors C Elsbury, C Lewis

**In Attendance:**

P G Davy, Town Clerk

Councillor M Prew the Town Mayor for 2024/25 welcomed everyone to this meeting. He highlighted the events and functions he had attended, in particular the tree planting for Ukraine. He thanked the Members and staff for their support.

**1 ELECTION OF TOWN MAYOR**

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**

Councillor D Roberts was elected as Deputy Town Mayor and duly tread out and signed the Declaration of Acceptance of Office.

**3 MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 20TH MAY 2024**

Minutes of the Annual General Meeting held on 20th May 2024 were received, 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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**E-mail: caerphillytowncouncil@outlook.com**

**Office hours: By Appointment Monday to Friday**

**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 Council and Community and Town Councils Liaison Sub

Committee

Councillor P J Bevan was appointed to this Sub Committee

3 Twyn Community Centre Management Committee

Councillor P J Bevan was appointed to this Committee

4 Caerphilly and District Twinning Association Management Committee

Councillors M Prew and J Grenfell were appointed to this Committee

5 Caerphilly Tourism Association (Mayor and Deputy Mayor)

Councillors M Prew and D Roberts were appointed to this Association

**6 APPOINTMENT OF CHAIRPERSON FOR THE EVENTS WORKING GROUP**

Councillor J Fussell 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 J Fussell 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 signatories).

**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 2025/26 at a fee of £240

**11 ATTENDANCE 2024/25**

Member attendance during 2024/25 was noted. Average attendance at Town Council meetings was 74%

**12 MEMBER TRAINING 2024/25**

No Member training had been recorded during 2024/25

**13 DATES OF TOWN COUNCIL MEETINGS 2025/26**

The dates for future meetings were noted. In accordance with the requirements of Section 47 of the Local Government and Elections (Wales) Act 2021 all meetings will be multi location.

The AGM closed at 6.40 pm.