**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

**CLERC Y TREF: MAER Y TREF:**

**TOWN CLERK: TOWN MAYOR:**

**P G Davy Cllr M Prew**

13th May 2024

**An Annual General Meeting** of the **Caerphilly Town Council** will be held on **Monday 20th May 2024 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 2025.

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

3. To elect the Deputy Town Mayor until the AGM in May 2025.

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 15th May 2023 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).

**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**

 3. Twyn Community Centre Management Committee (one member).

 4. Caerphilly and District Twinning Association Management Committee (two members).

 5. Caerphilly Tourism Association (Mayor & 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 Councils Responsible Financial Officer (RFO) as required under Section 151 of the Local Government Act 1972 and to authorise the Town Clerk to give instructions (eg transfers 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 2024/25.

13. Attendance 2023/24.

14. Member Training 2023/24.

15. Dates of Council Meetings 2024/25.

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 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 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**

**CLERC Y TREF MAIR Y TREF**

**TOWN CLERK TOWN MAYOR 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.

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 **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.

**Agenda Item 13**

**Report to AGM 20th May 2024**

**Attendance 2023/24**

**Cyngor Tref Caerffili**

**Caerphilly Town Council**

**Attendance 2023/24**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Individual** **Attendance** | **15.05.23** **AGM** | **15.05.23****OM** | **19.06.23** | **17.07.23** | **18.09.23** | **16.10.23** | **20.11.23** | **15.01.24** | **05.02.24****EM** | **19.02.24** | **18.03.24** | **15.04.24** |
| 100% P J Bevan | P | P | P | P | P | P | P | P | P | P | P | P |
| 92% M Downes | P | P | P | P | P | P | P | P | P | P | P | A |
| 50% C Elsbury | A | P | A | A | P | P | A | P | A | P | A | P |
| 92% J Fussell | P | P | P | P | A | P | P | P | P | P | P | P |
| 92% J Grenfell | P | P | P | P | P | A | P | P | P | P | P | P |
| 83% S Kent | P | P | P | A | P | P | A | P | P | P | P | P |
| 83% C Lewis | P | P | P | A | P | P | P | A | P | P | P | P |
| 83% A Broughton Pettit | P | P | P | P | A | P | P | P | P | P | P | A |
| 25% J Pettit | A | A | A | A | A | A | A | P |  A | P | P | A |
| 92% M Prew | P | P | P | P | P | P | P | P | P | P | A | P |
| 58% P Reed | P | P | A | P | A | P | A | P | A | P | P | A |
| 66% D Roberts | A | A | P | P | P | P | P | A | A | P | P | P |
| Council Attendance | 75% | 83% | 75% | 66% | 66% | 83% | 66% | 83% | 66% | 100% | 83% | 66% |

P - Present

A – Apologies

Average Council Attendance 76%

**Agenda Item 14
Report to AGM 20th May 2024**

**Member Training 2023 – 24**

 **Cyngor Tref Caerffili**

 **Caerphilly Town Council**

 **Member Training 2023-24**

|  |  |
| --- | --- |
|  | **Training Courses** |
|  | Safeguarding for SchoolGovernors Level 1 |
| P J Bevan |  |
| M Downes |  |
| C Elsbury |  |
| J Fussell |  |
| J Grenfell |  |
| S Kent |  |
| C Lewis |  |
| A Broughton Pettit | 25.09.23 |
| J Pettit |  |
| M Prew |  |
| P Reed |  |
| D Roberts |  |

**Agenda Item 15**

**Report to AGM 20 May 2024**

**Dates of Town Council Meetings 2024/25**

Monday 17 June 2024

 Monday 15 July 2024

 Monday 16 September 2024

 Monday 21 October 2024

 Monday 18 November 2024

 Monday 20 January 2025

 Monday 17 February 2025

 Monday 17 March 2025

 Monday 28 April 2025 (to avoid Easter Bank Holiday on 21 April 2025)

 Monday 19 May 2025 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.

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 the remote access link automatically.