**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 20TH MAY 2024 BY MULTI LOCATION**

**Present:**

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

**Apologies:**

Councillor C Elsbury, C Lewis

**In Attendance:**

P G Davy, Town Clerk

Councillor M Prew the Town Mayor for 2023-24 welcomed everyone to the meeting. He highlighted the events and functions he had attended. He thanked the Members and staff for their support.

**1 ELECTION OF TOWN MAYOR 2024-25**

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 2024-25**

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 15TH MAY 2023**

Minutes of the Annual General Meeting held on 15th May 2023 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 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 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 2024-25 and increase the fee to £230.

**11 ATTENDANCE 2023-24**

Member attendance during 2023-24 was noted.

**12 MEMBER TRAINING 2023-24**

Member training during 2023-24 was noted.

**13 DATES OF TOWN COUNCIL MEETINGS 2024-25**

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.