

**Cyngor Cymuned  
Penyrheol Trecenydd Energlyn  
Community Council**

**MINUTES OF THE ANNUAL GENERAL MEETING HELD AT  
PENYRHEOL COMMUNITY CENTRE  
ON THURSDAY, 16<sup>th</sup> MAY 2019 AT 6.00 PM**

**Present:** Councillors: W H Allen, S Dickens, G Ead, S D ap Hywel, T ap Hywel, P Owen-Griffiths, A Pennington, J Scriven, S J Skivens, S L Skivens, L Whittle

Also present: Helen Treherne (Clerk)

<b>Minute</b>		<b>Action</b>
<b>1.</b>	<b>To note members' attendance and to receive and agree apologies for absence</b>	
	The Chair welcomed Councillors to the meeting. No apologies received. <b>Resolved: Noted</b>	
<b>2.</b>	<b>To approve minutes of the Annual General Meeting held on 17<sup>th</sup> May 2018</b>	
	Minutes of the meeting on 17 <sup>th</sup> May 2018 were approved as a true record. <b>Resolved: To approve minutes as a true record</b>	
<b>3.</b>	<b>To discuss matters arising</b>	
	There were not matters arising. <b>Resolved: Noted</b>	
<b>4.</b>	<b>To receive the Chair's report for 2018/19</b>	
	The Chair thanked Councillors for their hard work throughout the year, especially relating to the skate park and said that she had thoroughly enjoyed her term of office as Chair. <b>Resolved: Noted</b>	
<b>5.</b>	<b>To elect a chair for 2019/20</b>	
	Cllr P Owen Griffiths was nominated and seconded as Chair and was elected via a unanimous vote. <b>Resolved: Cllr P Owen Griffiths to be elected as Chair for the forthcoming year</b>	

<b>6.</b>	<b>To receive the Chair's declaration of acceptance of office</b>	
	The incoming Chair signed the declaration of office.  <b>Resolved: Noted</b>	
<b>7.</b>	<b>Presentation of Past Chair badge</b>	
	The outgoing Chair was presented with her Past Chair badge.  <b>Resolved: Noted</b>	
<b>8.</b>	<b>To elect a Vice-Chair for 2019/20</b>	
	CLlr G Ead was nominated and seconded as Vice-Chair and was elected via a unanimous vote.  <b>Resolved: CLlr G Ead to be elected as Vice-Chair for the forthcoming year</b>	
<b>9.</b>	<b>To discuss Civic Service</b>	
	The incoming Chair said that he would like a Civic Service and this should be discussed at a future meeting.  <b>Resolved: To discuss Civic Service at a future meeting</b>	
<b>10.</b>	<b>To approve representation on outside bodies</b>	
	It was resolved that representation should be as follows:  Caerphilly County Borough Council and Community Council Joint Liaison Committee: CLlr W H Allen and the Clerk  Penyrheol Community Centre Management Committee: CLlr S Dickens  Trecenydd Community Centre Management Committee: CLlr P Owen-Griffiths  Caerffili & District Twinning Association Management Committee: CLlr S ap Hywel  <b>Resolved: To approve representation as above</b>	
<b>11.</b>	<b>To approve representation on Committees</b>	
<b>11.1</b>	It was resolved that representation should be as follows:  <b><u>Playscheme Committee</u></b>  CLlr S Dickens CLlr G Ead CLlr T ap Hywel CLlr A W Pennington CLlr S J Skivens	

<p><b>11.2</b></p>	<p><b><u>Newsletter Committee</u></b></p> <p>Cllr G Ead Cllr S ap Hywel Cllr T ap Hywel Cllr P Owen-Griffiths Cllr A W Pennington Cllr S J Skivens</p>	
<p><b>11.3</b></p>	<p><b><u>Finance Committee</u></b></p> <p>Cllr S ap Hywel Cllr T ap Hywel Cllr P Owen-Griffiths Cllr A W Pennington Cllr S J Skivens Cllr L Whittle</p>	
<p><b>11.4</b></p>	<p><b><u>Christmas Events Committee</u></b></p> <p>Cllr W H Allen Cllr S Dickens Cllr G Ead Cllr S ap Hywel Cllr T ap Hywel Cllr J Scriven Cllr S L Skivens</p> <p><b>Resolved: To approve Committee membership as above</b></p>	
<p><b>12.</b></p>	<p><b>To approve bankers</b></p>	
<p><b>13.</b></p>	<p><b>To review terms of reference for the following committees: Playscheme, Finance, Newsletter, Community Christmas Events</b></p> <p>Councillors reviewed terms of reference for the above committees and it was resolved to adopt the terms of reference</p> <p><b>Resolved: To adopt the terms of reference for the above committees</b></p>	
<p><b>14.</b></p>	<p><b>To adopt the following documents: Financial Regulations, Standing Orders, Risk Management Register</b></p> <p>The Financial Regulations, Standing Orders and Risk Management Register were reviewed and adopted.</p> <p><b>Resolved: To adopt the Financial Regulations, Standing Orders and Risk Management Register</b></p>	

<b>15.</b>	<b>To approve internal auditor</b>	
	<b>Resolved: to instruct Mr Ken Williams as internal auditor</b>	
<b>16.</b>	<b>To approve bank signatories</b>	
	<p>It was resolved that three signatories were required to sign cheques and that these be chosen from the following:</p> <p>Cllr W H Allen  Cllr S Dickens  Cllr S L Skivens  Helen Treherne, Clerk</p> <p><b>Resolved: Cllrs W H Allen, S Dickens, S L Skivens and Clerk to act as bank signatories</b></p>	
<b>17.</b>	<b>To approve Chair's allowance 2019/20</b>	
	<p>It was resolved that the Chair would receive a £500 allowance and that this would be paid in advance.</p> <p><b>Resolved: To approve Chair's allowance of £500 and pay in advance</b></p>	
<b>18.</b>	<b>To approve hospitality allowance 2019/20</b>	
	<p>It was resolved that a hospitality allowance of £500 be made available.</p> <p><b>Resolved: To approve £500 hospitality allowance</b></p>	
<b>19.</b>	<b>To discuss Councillor allowances</b>	
	<p>The Clerk informed Councillors of the allowances to which they were entitled and asked that if individual Councillors did not wish to claim these allowances, they should inform the Clerk in writing.</p> <p>The Clerk also advised Councillors that each individual Councillor would be responsible for their own tax implications.</p> <p><b>Resolved: Councillors to inform Clerk in writing if they do not wish to claim allowances and each Councillor to be responsible for their own tax implications</b></p>	
<b>20.</b>	<b>To agree meeting dates for forthcoming year</b>	
	<p>The following dates were agreed:</p> <p>Thursday, 18th April 2019</p> <p>Thursday, 16th May 2019 (AGM)</p> <p>Thursday, 20th June 2019</p> <p>Thursday, 18th July 2019</p>	

	<p>August - summer recess (no meeting)</p> <p>Thursday, 19th September 2019</p> <p>Thursday, 17th October 2019</p> <p>Thursday, 21st November 2019</p> <p>December - Christmas recess (no meeting)</p> <p>Thursday, 16th January 2020</p> <p>Thursday, 20th February 2020</p> <p>Thursday, 19th March 2020</p> <p>Dates for committee meetings to be arranged as required.</p> <p><b>Resolved: To agree the above dates</b></p>	
<b>21.</b>	<b>To approve annual subscriptions</b>	
	<p>It was resolved that the following annual subscriptions be paid:</p> <p>Caerffili &amp; District Twinning Association - £10</p> <p>Community Council Liaison Sub-Committee - £100</p> <p>Society of Local Clerks - £165</p> <p><b>Resolved: To agree to pay the above subscriptions</b></p>	
	The meeting was closed at 6.45 pm	