

**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 2020 AT 6.00 PM**

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

Also present: Helen Treherne (Clerk)

<b>Minute</b>		<b>Action</b>
<b>61.</b>	<b>To receive Chair's welcome</b>	
	<p>The Chair welcomed members to the meeting and thanked Councillors for their hard work during a difficult time. It had been resolved at the previous meeting to extend the office of the Chair and Vice-Chair. A Councillor suggested that, as the office of the Chair had been extended to two years, extending the office of the following year's Chair should also be considered. It was agreed that this would be discussed at the next AGM.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"><li><b>1. To ratify the decision to extend the terms of the Chair and Vice-Chair to the 2021 AGM.</b></li><li><b>2. To consider extending the term of the 2021 Chair at the next AGM.</b></li></ol>	
<b>62.</b>	<b>To receive and accept apologies for absence</b>	
	<p>Apology received from Cllr Jon Scriven and apology accepted.</p> <p><b>Resolved: To accept apology</b></p>	
<b>63.</b>	<b>To approve minutes of the Annual General Meeting held on 16<sup>th</sup> May 2019</b>	
	<p>Minutes of the meeting on 16<sup>th</sup> May 2019 were approved as a true record.</p> <p><b>Resolved: To approve minutes as a true record</b></p>	
<b>64.</b>	<b>To discuss matters arising</b>	
	<p>There were no matters arising.</p> <p><b>Resolved: Noted</b></p>	
<b>65.</b>	<b>To discuss Civic Service</b>	
	<p>The Chair said that the Civic Service could not be held in the foreseeable future and would be discussed at a future meeting, with the possibility of holding it on or around 1<sup>st</sup> March 2021.</p>	

<b>66.</b>	<b>To approve representation for the following external bodies</b>	
	It was resolved that representation should be as follows:	
<b>66.1</b>	Caerphilly County Borough Council and Community Council Joint Liaison Committee: Cllr W H Allen and the Clerk	
<b>66.2</b>	Penyrheol Community Centre Management Committee: Cllr S Dickens	
<b>66.3</b>	Trecenydd Community Centre Management Committee: Cllr P Owen-Griffiths	
<b>66.4</b>	Caerffili & District Twinning Association Management Committee: Cllr S ap Hywel	
	<b>Resolved: To approve representation as above</b>	
<b>67.</b>	<b>To approve representation on Committees</b>	
	It was resolved that committee representation be as follows:	
<b>67.1</b>	<b><u>Playscheme Committee</u></b>  Cllr S Dickens Cllr G Ead Cllr T ap Hywel Cllr P Owen-Griffiths Cllr A W Pennington Cllr S J Skivens	
<b>67.2</b>	<b><u>Newsletter Committee</u></b>  Cllr G Ead Cllr S ap Hywel Cllr T ap Hywel Cllr P Owen-Griffiths Cllr A W Pennington Cllr S J Skivens	
<b>67.3</b>	<b><u>Finance Committee</u></b>  Cllr S ap Hywel Cllr T ap Hywel Cllr P Owen-Griffiths Cllr A W Pennington Cllr S J Skivens Cllr L Whittle	
<b>67.4</b>	<b><u>Events Committee</u></b>  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 <b>Resolved: To approve Committee membership as above</b>	
<b>68.</b>	<b>To confirm bankers</b>	
	<b>Resolved: that the Co-Operative Bank continue to act as bankers for the Council for the forthcoming year</b>	
<b>69.</b>	<b>To review terms of reference for the following committees: Playscheme, Finance, Newsletter, Community Christmas Events</b>	
	Councillors reviewed terms of reference for the above committees and it was resolved to adopt all terms of reference  <b>Resolved: To adopt the terms of reference for the above committees</b>	
<b>70.</b>	<b>To adopt the following documents: Financial Regulations, Standing Orders, Risk Management Register</b>	
	The Financial Regulations, Standing Orders and Risk Management Register were adopted. It was also resolved that the Finance Committee should review all financial documents at an extraordinary meeting.  <b>Resolved:</b> <b>1. To adopt the Financial Regulations, Standing Orders and Risk Management Register</b> <b>2. Finance Committee to review all three financial documents at an extraordinary meeting</b>	Clerk
<b>71.</b>	<b>To confirm appointment of internal auditor</b>	
	<b>Resolved: to instruct Mr Ken Williams as internal auditor</b>	
<b>72.</b>	<b>To approve bank signatories</b>	
	It was resolved that three signatories were required to sign cheques and that these be chosen from the following:  Cllr W H Allen Cllr S Dickens Cllr S L Skivens Helen Treherne, Clerk  <b>Resolved: Cllrs W H Allen, S Dickens, S L Skivens and Clerk to act as bank signatories</b>	
<b>73.</b>	<b>To approve Chair's allowance 2020/21</b>	
	It had been resolved at the April meeting that the Chair receive a £500 allowance and that this would be paid in advance.  <b>Resolved: To ratify the decision to approve the Chair's allowance of £500 and pay in advance</b>	

<b>74.</b>	<b>To approve hospitality allowance 2020/21</b>	
	<p>It had been resolved at the April meeting that an allowance of £500 be made available for hospitality.</p> <p><b>Resolved: To ratify the decision to approve £500 hospitality allowance</b></p>	
<b>75.</b>	<b>To discuss Councillor allowances</b>	
	<p>The Clerk had reminded Councillors at the April meeting of the allowances to which they were entitled. Should they not wish to claim these allowances, they should inform the Clerk in writing.</p> <p>The Clerk also reminded Councillors that each individual Councillor would be responsible for their own tax implications.</p> <p><b>Resolved: Noted</b></p>	
<b>76.</b>	<b>To approve annual subscriptions</b>	
	<p>Governors approved the following annual subscriptions:</p> <p><b>76.1</b> Caerffili Twinning Association - £10  <b>76.2</b> Community Council Liaison Sub-Committee - £100  <b>76.3</b> Society of Local Clerks membership - £165</p>	
<b>77.</b>	<b>To complete Declarations of Interest forms, including nil returns/declarations of interest in items on the agenda</b>	
	<p>The Chair asked Councillors to complete their declaration of interest forms and forward to the Clerk as soon as possible.</p> <p><b>Resolved: Councillors to complete and return declaration of interest forms to Clerk</b></p>	All
<b>78.</b>	<b>To review the following policies</b>	
	<p>Councillors reviewed and adopted the following policies:</p> <p><b>78.1</b> Privacy Policy  <b>78.2</b> Data Retention Policy</p> <p><b>Resolved: To adopt the above policies</b></p>	
	The meeting was closed at 6.45 pm	