



**MINUTES OF THE AGM  
HELD ON THURSDAY, 26<sup>th</sup> MAY 2022 AT 6.00 PM  
AT PENYRHEOL COMMUNITY CENTRE**

Present: Councillors: B Allen, R Barry, J Davies-Ellis, S Dickens, G Ead, E Llewellyn, J Scriven, SJ Skivens, SL Skivens, L Whittle

Also present: Helen Treherne (Clerk)

**Minute No.    Item discussed**

**1.            To welcome members to the meeting**

The outgoing Chair, Councillor G Ead, welcomed members to the meeting.

**2.            To receive outgoing Chair's report**

Cllr Ead, the outgoing Chair, said that he had enjoyed his time as Chair. He wished the Community Council could have done more, but this had not been possible due to the pandemic. He added that the Council was moving in the right direction and had provided grants in the past year, along with running the playscheme for over 30 years, of which Councillors were very proud. He wished to thank his fellow councillors for their hard work over the past year.

**Resolved: Noted**

**3.            To elect a Chair**

The Clerk took over proceedings and Cllr J Scriven was nominated, seconded and elected as Chair for the 2022/23 financial year. He thanked Cllr Ead for his hard work over the past year and said he felt very motivated for the year to come.

**Resolved: To elect Cllr J Scriven as Chair for 2022/23 financial year**

**4.            To receive the Chair's Declaration of Acceptance of Office**

The Chair declared his acceptance of office and signed the declaration.

**5.            To elect a Vice-Chair**

Cllr B Allen was nominated, seconded and elected as Vice-Chair for the 2022/23 financial year.

**Resolved: To elect Cllr B Allen as Vice-Chair for the 2022/23 financial year**

6. **Incoming Chair to present outgoing Chair with Past Chair badge**

The Chair presented the outgoing Chair with his Past Chair badge.

**Resolved: Noted**

7. **To accept apologies for absence**

Apologies received from Cllr M Watts and apology accepted.

**Resolved: To accept apology for absence**

8. **To approve minutes of the AGM held on 20th May 2021**

Councillors reviewed and approved the minutes of the previous AGM.

**Resolved: To approve minutes of the previous AGM**

9. **To discuss matters arising**

There were no matters arising.

10. **To discuss Civic Service**

The Civic Service was discussed and the Chair decided that he did not wish to have a service and would consider doing something else at a later date.

**Resolved: Not to hold a Civic Service for the forthcoming year**

11. To approve representation for the following external bodies

It was agreed that representation should be as follows:

11.1 CCBC and Community Council Joint Liaison Committee: Cllr W H Allen and the Clerk

11.2 Penyrheol Community Centre Management Committee: Cllr S Dickens

11.3 Trecenydd Community Centre Management Committee: Cllr J Scriven/G Ead

11.4 Caerphilly Town Council Fireworks Committee: Cllr S Skivens. Councillors were disappointed, however, that they were not asked to attend any meetings.

11.5 Caerffili & District Twinning Association Management Committee: Cllr G Ead

**Resolved: To approve the above representatives**

12. **To approve representation on Committees**

Councillors agreed that committee representation would be as follows:

- 12.1 Playscheme Committee  
Cllr S Dickens  
Cllr G Ead  
Cllr E Llewellyn  
Cllr S J Skivens  
Cllr S L Skivens

- 12.2 Newsletter Committee  
Cllr S Dickens  
Cllr G Ead  
Cllr E Llewellyn  
Cllr S J Skivens

A discussion took place on the newsletter. A Councillor felt that the Community Council should produce a physical newsletter, as some residents were not online. Further discussion took place and it was agreed that an Annual Report, prepared by the outgoing Chair, would be produced at the end of the financial year, highlighting what the Community Council had done in the past year. It was also agreed that all Councillors would be able to post to the Community Council's Facebook page.

**Resolved:**

- 1. Annual report to be prepared by outgoing Chair.**
- 2. All Councillors to post on Council's Facebook page.**

- 12.3 Finance Committee  
Cllr S Dickens  
Cllr G Ead  
Cllr J Scriven  
Cllr S J Skivens  
Cllr L Whittle

- 12.4 Events Committee  
Cllr W H Allen  
Cllr S Dickens  
Cllr E Llewellyn  
Cllr J Davies-Ellis  
Cllr J Scriven  
Cllr S L Skivens

Councillors agreed that Chairs of Committee would be elected at the first committee meeting after the AGM.

**Resolved:**

- 1. To approve above representation of Committees.**
- 2. To elect Chair at first Committee meeting after AGM.**

13. **To confirm bankers**

Councillors discussed banking arrangements and resolved that the Co-Operative Bank continue to act as bankers for the Council for the forthcoming financial year.

**Resolved: To approve Co-Operative Bank as bankers for the forthcoming financial year**

14. **To review terms of reference for the following committees: Playscheme Committee, Finance Committee, Newsletter Committee, Events Committee**

Councillors reviewed the Terms of Reference for the above committees and it was resolved to adopt all Terms of Reference.

**Resolved: To adopt all Committee Terms of Reference**

15. **To review the following documents: Financial Regulations, Standing Orders, Risk Management Register**

Councillors reviewed the three documents and agreed to adopt all three. All financial documents to be reviewed by the Finance Committee.

**Resolved:**

**1. To adopt Financial Regulations, Standing Orders and Risk Management Register.**

**2. Finance Committee to review financial documents throughout the year.**

16. **To confirm appointment of Internal Auditor**

Councillors discussed the instruction of an Internal Auditor and agreed to instruct Mr Ken Williams.

**Resolved: To instruct Mr Ken Williams as Internal Auditor**

17. **To approve bank signatories**

Councillors discussed bank signatories. It was agreed that three signatories were required to sign cheques and that these be chosen from the following:

17.1 Cllr W H Allen

17.2 Cllr S Dickens

17.3 Cllr S L Skivens

17.4 Helen Treherne, Clerk

18. **To approve Chair's allowance 2022/23**

Councillors approved Chair's allowance of £500 and that this be paid in advance. The incoming Chair said that he did not wish to accept the Chair's allowance. His chosen charity for the year would be Energlyn Children's Hospital.

**Resolved: To approve £500 allowance for the Chair, payable in advance should the Chair wish to claim it**

19. **To approve hospitality allowance 2022/23**

Councillors approved that an allowance of £500 be made available for hospitality.

**Resolved: To approve £500 hospitality allowance**

20. **To discuss Councillor allowances**

The Clerk informed Councillors of the allowances they were eligible to claim and added that, should they not wish to claim these allowances, they should inform the Clerk in writing.

The Clerk also reminded Councillors that each individual Councillor would be responsible for their own tax implications.

**Resolved: Noted**

21. **To approve regular payments/standing orders**

Councillors approved the following regular payments/standing orders:

- 21.1 Food bank - £100 per month
- 21.2 Community Council Liaison Committee - £100
- 21.3 Society of Local Clerks membership - £165
- 21.4 FC Brooks Storage Ltd (storage of playscheme equipment) - £48 per month, plus £120 for delivery in July and £120 for collection in August
- 21.5 Bridging the Gap Foodbank - £100 per month
- 21.6 Solutions in Technology (photocopier usage monthly payment) – dependent on usage
- 21.7 Grenke (photocopier lease) - £174 per quarter
- 21.8 CCBC (website maintenance) - £200
- 21.9 Council insurance – approx. £1600
- 21.10 Information Commissioner’s Office (data protection fee) - £40
- 21.11 SSE (utility bill for Christmas lights) – varies
- 21.12 Wreath for Remembrance Sunday – approx. £20
- 21.13 Wreath for Senghenydd Mining Disaster Service – approx. £30
- 21.14 Elsbury Platforms Ltd (storage, testing, erecting, switching on and dismantling of festive lights) – approx. £4,000

**Resolved: To approve the above regular payments/standing orders**

22. **To receive Declarations of Business Interest forms, including nil returns**

The Clerk asked Councillors to complete Declarations of Business Interest forms

**Resolved: Councillors to complete Declarations of Business Interest forms**

The meeting was concluded at 7.00 pm.