



**MINUTES OF THE AGM  
HELD ON THURSDAY, 18<sup>th</sup> MAY 2023 AT 6.00 PM  
AT PENYRHEOL COMMUNITY CENTRE**

**Present:** Councillors: R Barry, J Davies-Ellis, S Dickens, E Llewellyn, A Minton, J Scriven, SJ Skivens, SL Skivens, L Whittle

**Also present:** Helen Treherne (Clerk)

**Minute Item discussed  
No.**

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

The outgoing Chair, Councillor J Scriven, welcomed members to the meeting.

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

The outgoing Chair reported that things had not yet returned to normal after the Covid pandemic. He said that Cllr Allen had given him the confidence to take on the responsibility of the chair. The year had been a challenging one, but the Community Council had done some good things, eg the dog initiative, working on the CIL funding etc. He said that all community councillors were voluntary and everyone made the effort to improve the community. He urged councillors to keep moving forward. A councillor thanked the outgoing chair for his hard work and added that Cllr Scriven was always willing to help anyone who had any issues. He was active in the community and the sporting community.

**Resolved: Noted**

**3. To elect a Chair**

The Clerk took over proceedings and Cllr E Llewellyn was nominated, seconded and elected as Chair for the 2023/24 financial year. She thanked Cllr Scriven for his hard work over the past year. It had been an emotional time, with her father, Cllr Bill Allen passing away and she felt that he should have been Chair, but that she would do her very best to take on the responsibility. A councillor spoke fondly of Cllr Allen and said that he had helped many a councillor get elected with his relentless canvassing.

**Resolved: To elect Cllr E Llewellyn as Chair for 2023/24 financial year**

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

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

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

Cllr J Ellis-Davies was nominated, seconded and elected as Vice-Chair for the 2023/24 financial year. A councillor added that she had become very active as a community councillor in a very short space of time.

**Resolved: To elect Cllr J Davies-Ellis as Vice-Chair for the 2023/24 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 Cllrs R Barry, G Ead, S L Skivens and apologies accepted.

**8. To approve minutes of the AGM held on 26<sup>th</sup> May 2022**

Councillors 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 suggested holding the service in September/October.

**Resolved: 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 A Minton 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. Clerk to email to query.

**11.5** Caerffili & District Twinning Association Management Committee: Cllr G Ead and Cllr S J Skivens.

**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 J Davies-Ellis

**12.2** Communications Committee

Cllr S Dickens  
Cllr G Ead  
Cllr E Llewellyn  
Cllr S L Skivens  
Cllr A Minton

**12.3** Finance Committee

Cllr S Dickens  
Cllr G Ead  
Cllr S J Skivens  
Cllr L Whittle  
Cllr E Llewellyn

**12.4** Events Committee

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 E Llewellyn
- 17.2** Cllr S Dickens
- 17.3** Cllr S L Skivens
- 17.4** Helen Treherne, Clerk

**18. To approve Chair's allowance 2023/24**

Councillors approved Chair's allowance of £500 and that this be paid in advance.

**Resolved: To approve £500 allowance for the Chair**

**19. To approve hospitality allowance 2023/24**

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 added that community councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. It was resolved that councillors would claim for consumables as and when required throughout the financial year, by submitting receipts up to the value of £52 per annum.

Councillors were reminded that each individual Councillor would be responsible for their own tax implications.

**Resolved: Noted**

**21. To approve annual subscriptions/direct debits**

Councillors agreed to donate a monthly grant to the food bank.

- 21.1** Councillors reviewed the following regular payments/standing orders:
- 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**

The meeting was concluded at 7.00 pm.