MINUTES OF THE AGM
HELD ON THURSDAY, 15th MAY 2025 AT 6.00 PM
AT PENYRHEOL COMMUNITY CENTRE

Present: Councillors: J Davies-Ellis; S Dickens; E Llewellyn; A Minton; N Owen; 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, Cllr J Davies-Ellis, welcomed members to the meeting.
2.	**To receive outgoing Chair's report**
	The outgoing Chair gave her thanks to family, friends, fellow Community Councillors and to the community. It had been a year of challenges and disappointments as well as achievements and successes. Issues relating to play leader/playworker qualification requirements had also been challenging but the playscheme did run and was once again successful. The CIL environmental project was now up and running but was still in its infancy. Anti-social behaviour - especially in Penyrheol - had been particularly challenging. The Christmas events had been successful thanks to the hard work of the Clerk and Councillors. A total of £788.30 had been raised for Llamau via the Chair's Charity. The Chair thanked everyone for their work behind the scenes.
	Resolved: Noted
3.	**To elect a Chair**
	The Clerk took over proceedings and Cllr A Minton was nominated, seconded and elected as Chair for the 2025/26 financial year. He thanked Cllr Davies-Ellis for her hard work over the past year. The newly-elected chair said that he would carry out the responsibility to the best of his ability and looked forward to the new year.
	Resolved: To elect Cllr A Minton as Chair for 2025/26 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 S Dickens was nominated, seconded and elected as Vice-Chair for the 2025/26 financial year.

Resolved: To elect Cllr S Dickens as Vice-Chair for the 2025/26 financial year

6. To accept apologies for absence

Apology received from Cllr R Barry and apology accepted.

7. To approve minutes of the AGM held on 16th May 2024

Councillors approved the minutes of the previous AGM.

Resolved: To approve minutes of the previous AGM

8. To discuss matters arising

There were no matters arising.

9. To discuss Civic Service

The Civic Service was discussed and it was agreed that this would be revisited at a later date if the Chair wished to hold such an event.

Resolved: To discuss Civic Service at a later date if the Chair wished to hold such an event

10. To approve representation for the following external bodies

It was agreed that representation should be as follows:

10.1 CCBC and Community Council Joint Liaison Committee: Cllr A Minton and the Clerk

10.2 Penyrheol Community Centre Management Committee: Cllr S Dickens

10.3 Trecenydd Community Centre Management Committee: Cllr J Scriven

10.5 Caerffili & District Twinning Association Management Committee: Cllr S J Skivens

11. To approve representation on Committees

Councillors agreed that committee representation would be as follows:

11.1 Playscheme Committee
Cllr S Dickens
Cllr G Ead
Cllr E Llewellyn
Cllr S J Skivens
Cllr J Davies-Ellis

Initials of Chair: ______________________________ Date: ______________________

11.2 Communications Committee
Cllr S Dickens
Cllr G Ead
Cllr E Llewellyn
Cllr S L Skivens
Cllr A Minton

11.3 Finance Committee
Cllr S Dickens
Cllr G Ead
Cllr S J Skivens
Cllr L Whittle
Cllr E Llewellyn

11.4 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.**

12. 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

13. 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

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

Councillors reviewed and approved the three updated documents.

Resolved: To approve Financial Regulations, Standing Orders and Risk Management Register

15. To confirm appointment of Internal Auditor

Initials of Chair: ______________________________ Date: ______________________

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

Resolved: To instruct Mr Ken Williams as Internal Auditor

16. 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:

16.1 Cllr E Llewellyn
16.2 Cllr S Dickens
16.3 Cllr S L Skivens
16.4 Helen Treherne, Clerk

17. To approve Chair's allowance 2025/26

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

Resolved: To approve £500 allowance for the Chair

18. To approve hospitality allowance 2025/26

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

Resolved: To approve £500 hospitality allowance

19. 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

20. To approve annual subscriptions/regular annual payments

20.1 Councillors reviewed the following regular payments:

20.2 Community Council Liaison Committee - £100

20.3 Society of Local Clerks membership - £165

20.4 FC Brooks Storage Ltd (storage of playscheme equipment) - £48 per month, plus £120 for delivery in July and £120 for collection in August

20.5 Bridging the Gap Foodbank - £150 per month

20.6 Aber Valley FC Foodbank - £150

20.7 Solutions in Technology (photocopier usage monthly payment) – dependent on usage

20.8 Grenke (photocopier lease)/insurance - £174 per quarter for lease and £89 per annum for insurance

20.9 CCBC (website maintenance) - £200

20.10 Council insurance – approx. £1700

20.11 Information Commissioner's Office (data protection fee) - £40

20.12 SSE (utility bill for Christmas lights) – varies

20.13 Wreath for Remembrance Sunday – approx. £25

20.14 Wreath for Senghenydd Mining Disaster Service – approx. £30

20.15 Elsbury Platforms Ltd (storage, testing, erecting, switching on and dismantling of festive lights) – approx. £4,000

20.16 Purchase of playscheme equipment/services/cost of coaches for trips and playworker wages for 2026 summer playschemes

20.17 Clerk's salary/HMRC payments/pension

20.18 Purchase of stationery

20.19 Meeting room booking fees

20.20 CIL projects expenditure

Resolved: To approve the above annual regular payments

The meeting was concluded at 7.00 pm.