

**Cyngor Cymuned
Penyrheol Trecenydd Energlyn
Community Council**

**MINUTES OF THE ANNUAL GENERAL MEETING HELD AT
PENYRHEOL COMMUNITY CENTRE
ON THURSDAY, 17th APRIL 2018 AT 6.00 PM**

Present: Councillors: S Dickens, G Ead, S D ap Hywel, T ap Hywel, P Owen-Griffiths, J Scriven, S L Skivens, L Whittle

Also present: Helen Treherne (Clerk)

Minute		Action
1.	To note members' attendance and to receive and agree apologies for absence	
	The Chair welcomed Councillors to the meeting. Apologies had been received from Cllrs W H Allen, A Pennington and S J Skivens. Resolved: To accept all apologies	
2.	To approve minutes of the Annual General Meeting held on 18th May 2017	
	Minutes of the meeting on 18 th May 2017 were approved as a true record. Resolved: To approve minutes as a true record	
3.	To discuss matters arising	
	There were not matters arising. Resolved: Noted	
4.	To receive the Chair's report for 2017/18	
	The Chair thanked Councillors for their hard work throughout the year. He said it had been a fruitful year, with three new defibrillators being purchased for the community, the Christmas events were well-attended and the playscheme was another success. The Chair's charity did well this year. In conclusion, the Chair thanked the Clerk for her hard work throughout the year. Resolved: Noted	
5.	To elect a chair for 2018/19	
	Cllr Susan Dickens was nominated and seconded as Chair and this was unanimously agreed. Resolved: Cllr Sue Dickens elected as Chair for the forthcoming year	

6.	To receive the Chair's declaration of acceptance of office	
	The incoming Chair signed the declaration of office. Resolved: Noted	
7.	Presentation of Past Chair badge	
	The outgoing Chair was presented with his Past Chair badge. Resolved: Noted	
8.	To elect a Vice-Chair for 2018/19	
	Clr Peredur Owen-Griffiths was nominated and seconded as Vice-Chair and this was unanimously agreed. Resolved: Cllr Peredur Owen-Griffiths elected as Vice-Chair for the forthcoming year	
9.	To discuss Civic Service	
	The incoming Chair decided that she did not want a Civic Service. Resolved: Noted	
10.	To approve representation on outside bodies	
	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 Caerphilly Fireworks Display Committee: Cllr A W Pennington and Cllr S Skivens Caerffili & District Twinning Association Management Committee: Cllr S ap Hywel Resolved: To approve representation as above	

11.	To approve representation on Committees	
	<p>It was resolved that representation should be as follows:</p> <p><u>Playscheme Committee</u></p> <p>Cllr S Dickens Cllr G Ead Cllr T ap Hywel Cllr A W Pennington Cllr S J Skivens</p> <p><u>Newsletter Committee</u></p> <p>Cllr G Ead Cllr S ap Hywel Cllr P Owen-Griffiths Cllr A W Pennington Cllr S J Skivens</p> <p><u>Finance Committee</u></p> <p>Cllr S ap Hywel Cllr P Owen-Griffiths Cllr A W Pennington Cllr S J Skivens Cllr L Whittle</p> <p><u>Christmas Events Committee</u></p> <p>Cllr W H Allen Cllr S Dickens Cllr S ap Hywel Cllr J Scriven Cllr S L Skivens</p> <p>Resolved: To approve representation as above</p>	
12.	To discuss attendance of members	
	<p>Councillors who had been selected to serve on outside bodies were asked to arrange a deputy to attend if not able to attend themselves.</p> <p>Resolved: Councillors to arrange deputies</p>	
13.	To approve bankers	
	<p>Resolved: that the Co-Operative Bank continue to act as bankers for the Council for the forthcoming year</p>	
14.	To approve internal auditor	
	<p>Resolved: to instruct Mr Roger Williams as internal auditor</p>	

15.	To approve bank signatories	
	<p>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</p> <p>Resolved: Cllrs W H Allen, S Dickens, S L Skivens and Clerk to act as bank signatories</p>	
16.	To approve Chair's allowance 2018/19	
	<p>It was resolved that the Chair would receive a £500 allowance and that this would be paid in advance.</p> <p>Resolved: To approve Chair's allowance of £500 and pay in advance</p>	
17.	To approve hospitality allowance 2018/19	
	<p>It was resolved that a hospitality allowance of £500 be made available.</p> <p>Resolved: To approve £500 hospitality allowance</p>	
18.	To discuss Councillor allowances	
	<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 inform the Clerk in writing.</p> <p>Resolved: Councillors to inform Clerk in writing if they did not wish to claim allowances</p>	
19.	To agree meeting dates for forthcoming year	
	<p>The following dates were agreed:</p> <p>Thursday, 17th May 2018 (AGM starts at 6.00 pm, followed by ordinary meeting at 7.00 pm)</p> <p>Thursday, 21st June 2018</p> <p>Thursday, 19th July 2018</p> <p>No meeting in August (summer recess)</p> <p>Thursday, 20th September 2018</p> <p>Thursday, 18th October 2018</p> <p>Thursday, 15th November 2018</p>	

	<p>No meeting in December (Christmas recess)</p> <p>Thursday, 17th January 2019 (preceded by Finance Committee meeting at 6.00 pm)</p> <p>Thursday, 21st February 2019</p> <p>Thursday, 21st March 2019</p>	
20.	To approve annual subscriptions	
	<p>It was resolved that the following annual subscriptions be paid:</p> <p><u>Caerffili & District Twinning Association - £10</u></p> <p><u>Community Council Liaison Sub-Committee - £100</u></p> <p>Resolved: To pay the above subscriptions</p>	
	The meeting was closed at 6.45 pm	