



Draft Minutes of the Blackwood Town Council Annual Meeting held at 6.30pm on 11th May 2026, at Blackwood Town Council Offices

In attendance:

Councillors R Mills, C Erasmus, K Jones, C Clark, L Perkins, A Farina Childs, D Davies, J Griffiths, N Dix, D Box, G Etheridge, A Short, Pat Cook, Kevin Etheridge.

Also in attendance: Mandy Betts Clerk, Rhian Davies Deputy Clerk.

1. To appoint a Mayor and Deputy Mayor.

Cllr George Etheridge was nominated and elected unopposed.

Nominations for deputy mayor were requested. Cllr Mills & Cllr Griffiths were nominated by members. Following a secret ballot, it was announced that Cllr Griffiths has been duly elected as Deputy Mayor.

Declarations of office were signed before members.

The mayor made a statement reflecting the past year, its successes and challenges. He thanked all members and staff for their dedication and commitment.

2. To receive apologies.

None received

3. Declaration of Interests

Cllr Mills declared an interest in item 6; Plas Mawr Community Centre.

4. Confirmation of meeting dates for the year ahead.

Full council 6.30pm	Policy & Finance 6.30pm
	18 th May 2026
1st June 2026	15 th June 2026
6th July 2026	20th July 2026
7 th September 2026	21 st September 2026
5 th October 2026	19 th October 2026
2 nd November 2026	16 th November 2026
7 th December 2026	14 th December 2026
11 th January 2027	25 th January 2027
8 th February 2027	22 nd February 2027
8 th March 2027	22 nd March 2027
5 th April 2027	19 th April 2027
10 th May 2027	17 th May 2027

5. Committee structure.

To appoint Committees, Panels, working groups and Blackwood Town Council representatives to outside bodies and approve the committee terms of reference.

Policy and Finance – Expressions of interest were requested –

RESOLVED – Councillors, C Erasmus, R Mills, C Clark, P Cook, N Dix, D Box, D Davies were appointed.

Planning & Licensing committee - RESOLVED – Planning Applications will be considered by full Council.

Environmental committee

Expressions of interest were requested –

RESOLVED – Councillors, A Farina Childs, R Mills, D Davies, L Perkins, N Dix, were appointed.

Newsletter and webpage Committee - asked for expression of interest –

RESOLVED – Councillors, J Griffiths, C Clark, G Etheridge, D Box were appointed.

Twinning – RESOLVED - full council will make decisions when required.

Events – RESOLVED - Events committee is full council.

Co-option – RESOLVED- when required co-options will be discussed by full council.

6.To appoint Representatives to External Organisations

One Voice Wales – Cllr C Clark will retain this position.

Stakeholder Group - open to all members

Town & Community Council Joint Liaison Committee – Cllr G Etheridge and Cllr K Etheridge will retain these positions.

Community Council Liaison Sub-committee - Cllr G Etheridge and Cllr K Etheridge will retain these positions.

Plas Mawr Community centre – Cllr P Cook has expressed that she would like to represent the town council as now she is a lay person on the committee. **Agreed**

7. Approval of Mayor and Deputy Mayor’s allowance – for approval.

Members discussed the allowances and agreed they would remain the same as the previous year for the Mayor and for the Deputy Mayor.

8. Member allowances

The clerk advised that the expenses are made up of two sections £156 reimbursement for working from home costs and £52 - consumables used to fulfil the role such as stationery and postage a total of £208.

9. Methods of communication – notification of meetings - for approval.

RESOLVED - Cllrs agreed that the main form of communication will be via email.

It was agreed that papers will be printed at councillors request.

10. To review and approve draft minutes of the Council meeting 13th April 2026.

RESOLVED – the minutes are an accurate account of the meeting.

11. Councillor training commitment – to consider core training modules for Councillors - for approval.

It was recommended that certain modules of the Councillor training programme provided by One Voice Wales should be attended as a minimum requirement. Councillors can of course participate in other modules, but the following would be the required modules along with the timescale for completion by new Members.

Within 1 month: New Councillor Induction, Code of Conduct

Within 3 months: The Council (Modules 1 and 2), The Council as an Employer, Understanding the Law

Within 6 months: Local Government Finance, Chairing Skills (where applicable)

RESOLVED - to commit to the training schedule.

12. Schedule of Payments – for approval

Payments List from 1st April 2026

to 2nd May 2026

Supplier	Description	Amount
Amazon	Office Supplies	£27.98
Starboard Systems	Scribe Set Up	£394.80
Post Office	Petty Cash	£87.80
Amazon	Office Supplies	£111.00
Post Office	Stamps	£72
United Graphic Design	Annual payment for website	£199.62
Air Cadets	Grant	£250
Amazon	Office Supplies	£10.80
Plan.com	Mobile Phones	£64.80
CCBC	NNDR	£614.50
Dwr Cymru	Water	£79.46
Blackwood CCTV	CCTV Cameras	1,840
K Watkins	Payroll	£20
ONE Voice Wales	Membership	1,685
British Gas	Gas	£441.71
BTC	Salaries	£2,438.82
HMRC	PAYE/NI	877
Torfaen Pension Fund	Pension Contributions Employer	£497.23
Torfaen Pension Fund	Pension Contributions Employee	179
BTC	Donation re A Jervis	£150.00
Amazon	Office Supplies	£37.41
Scribe	Accounts software	£45.60
Bebb tasker & Sucksmith	Lease	£960.00
		£11,084.10

Resolved – Payments were approved.

13. Correspondence – for information

CCBC

Reminder re Stakeholder Meeting on 15th April

Footfall Figures

Apology from Jo Hillier-Raikes re not responding to the invitation to a Council meeting due to Annual leave. She has offered to attend the July meeting if required or to answer queries by email.

Cllrs expressed concern that there has been a lack of communication and consultation with the town council and other stakeholders regarding the Plaza cafe location in the marketplace. A meeting has been requested. Councillors would like a letter to be drafted to be approved by them, which will be sent to the Local Authority raising concerns about a potential future letting and the impact this may have on the town.

RESOLVED – a letter will be drafted by the clerk.

Notification of CIL Monies for 26/27 (£1,114) and request for expenditure details on previous monies

Invoice for Big Welsh Festival; paid and confirmed as received.

One Voice Wales

Funding Newsletter

Voice magazine

Request for Town Council to consider signing up to the Civility and Respect Pledge

Meeting information for Larger Councils meeting

Senedd Legacy Report.

14. Requests for financial assistance – to consider an updated policy for the allocation of grants to local organisations - for approval.

The documents were presented to members with the amended changes for approval, and the main changes were highlighted. The revisions make the process more robust. Applicants need to demonstrate that they meet one of the seven goals from the wellbeing of future generation Act 2015. The grant scheme will be open twice a year and a budget will be allocated to it.

Cllrs requested the figures of the grants awarded over the past five years which was shared by the clerk.

RESOLVED – to implement the new application system.

15. Application for financial assistance – to consider the request from Blackwood Cricket Club for further funding. with a recommendation that the town council stipulation that the awarded is used for the purchase of new helmets.

Resolved - £240 approved for helmets.

16. Planning Applications – for information

TOWN AND COUNTRY PLANNING ACT 1990

Demolish existing outbuilding and construct new outbuilding with glazed link to property and additional patio area Maesruddud Lodge South Maesruddud Lane Blackwood NP12 0AG

TOWN AND COUNTRY PLANNING ACT 1990

Refurbish Unit 5 and Unit 6/7 including external amalgamation works to create 1no. retail unit for continued use within Class A1, erect a rear extension, relocated customer entrance/exit, new condenser plant, new trolley shelters, and all associated works

Unit 5 & Unit 6 To 7 Blackwood Gate Retail Park Blackwood NP12 2FS

TOWN AND COUNTRY PLANNING ACT 1990

Erect 2 no. garages and workshop Newlyn House Lon Pennant Cwmgelli Blackwood GRID

REFERENCE - 317403(E) 198186(N) Rheolwr Gwasanaethau Cynllunio 26/0317/HH Josie Millson 01443 864708 planning@caerphilly.gov.uk

There were no objections of any of the above applications