



Dear Councillor

28th April 2026

You are hereby summoned to attend the **ANNUAL MEETING OF BLACKWOOD TOWN COUNCIL that will be held at 6.30pm on Monday 11th May at Blackwood Town Council Offices**

The meeting will also be available on a hybrid basis using MS Teams in accordance with the provisions of The Local Government and Elections (Wales) Act 2021. If required, please inform the clerk or deputy.

If members of the public wish to attend remotely, please e-mail Clerk@blackwoodtown.gov.uk for Microsoft Teams meeting access details.

A period of 15 minutes will be available for members of the public to comment on any matter prior to the start of the meeting.

Yours Faithfully

Mandy Betts
Clerk to the Council
AGENDA

1. To appoint a Mayor for the ensuing year.

- a. To elect a Mayor of the council for the 2026/2027 Civic Year
- b. The retiring Mayor to hand the Chain of Office to the incoming chair and give a brief statement on their term of office.
- c. Incoming chair to sign the Declaration of Acceptance of Office (Wales Order 2004, SI 2004/1508)
- d. Incoming Mayor to inform members of the charities they have decided to support during their year of office.
- e. To appoint a Deputy Mayor for the ensuing year, incoming Deputy Mayor to sign the Declaration of Acceptance of Office.

2. To receive apologies and approve reasons for absence.

3. Declaration of Interests

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance



with the Local Government Act 2000, and the Code of Conduct for both Councillors and Officers.

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 other bodies and approve terms of reference.

Policy & Finance Committee

The Committee shall be appointed at the Annual meeting of the Town Council.

7 Members of the Council shall be members of the Committee.

The Chair and Vice Chair of the Committee shall be appointed at the first Committee meeting held following the Annual Meeting.

QUORUM – Will be 3 members of the Committee

MEETINGS – Will be held regularly between meetings of Town Council and/or as otherwise agreed by the Council/Committee.

TERMS OF REFERENCE

- a) To consider issues affecting policies of the Town Council.
- b) To revise existing Council policies and to devise new policies as and when required.
- c) To consider aspects of management of resources including the consideration of budget monitoring reports and the preparation of the draft annual budget.
- d) To review financial regulations and to undertake an annual risk assessment review.
- e) To consider applications for Financial Assistance from organisations/individuals
- e) To be responsible for all personnel matters affecting the Council.
- f) To make recommendations to the full Council.



Planning and Licensing Committee

The Committee shall be appointed at the Annual meeting of the Town Council.

5 Members of the Council shall be members of the Committee.

The Chair and Vice Chair of the Committee shall be appointed at the first Committee meeting held following the Annual Meeting.

QUORUM – Will be 3 members of the Committee

MEETINGS – Will be held when agreed necessary by the Council/Committee.

It has been agreed that the Planning Applications be reported to each meeting of Town Council, and that the Chair make any necessary representations to the Local Planning Authority on applications likely to be contentious and advise Council on the preferred course of action.

TERMS OF REFERENCE

- a) To consider and provide responses to planning applications made to Caerphilly C.B.C. in respect of Town Council area for planning permission
- b) To consider and provide responses to any proposals by the Local Planning Authority to make Tree Preservation Orders
- c) To consider consultation responses to the Government's Planning Inspectorate and other appropriate bodies
- d) To consider and provide responses with respect to diversion or creation public rights of way
- e) To consider and provide responses to any proposals with respect to street naming.
- f) To consider and provide responses to any proposals with respect to highway and traffic regulation issues and orders
- g) To consider and provide responses to any proposals with respect to licensing applications and orders
- h) To make recommendations to the full Council

Environmental Committee

The Committee shall be appointed at the Annual meeting of the Town Council.

5 Members of the Council shall be members of the Committee.

The Chair and Vice Chair of the Committee shall be appointed at the first Committee meeting held following the Annual Meeting.

QUORUM – Will be 3 members of the Committee

MEETINGS – Will be held when agreed necessary by the Council/Committee.

TERMS OF REFERENCE

- a) To consider potential schemes that would improve/enhance the local environment
- b) To consider and provide responses to any environmental proposals highlighted
- c) To consider applications from Schools and local organisations on schemes to improve the environment.



- d) To consider how the council can meet its obligation to fulfil the requirements of Section 6 and develop Biodiversity action plans.
- e) To make recommendations to the full Council.

Newsletter and Webpage committee.

The Committee shall be appointed at the Annual meeting of the Town Council.

4 Members of the Council shall be members of the Committee.

QUORUM – Will be 4 members of the Committee

MEETINGS – Will be held when agreed necessary by the Council/Committee.

TERMS OF REFERENCE

- a) To decide the content of the Newsletter and arrange printing and delivery of same
- b) To update/ improve the Council's Web Page
- c) To maintain the Town Council's Facebook/Instagram account
- d) To consider other forms of social media to highlight the work of Town Council and increase its profile amongst our residents

Twinning Committee

The Committee shall be appointed at the Annual meeting of the Town Council.

All Members of the Council shall be members of the Committee. The Chair and Vice Chair of the Committee shall be appointed at the first Committee meeting held following the Annual Meeting.

QUORUM – Will be 7 members of the Committee

MEETINGS – Will be held as agreed necessary by the Council/Committee.

TERMS OF REFERENCE

- a) To re-establish links with Protovin
- b) To establish new links with other locations

Events Committee

This is an Advisory Committee that Town Council has delegated the role of managing the agreed budget.

All members of the Council are members of this Committee

The Chairman and Vice Chairman shall be appointed at the first Committee meeting held following the Annual Meeting.

QUORUM – Will be 7 members of the Committee

MEETINGS – Will be held as agreed necessary by the Council/Committee

TERMS OF REFERENCE



- a) To organise the annual Events in conjunction with C.C.B.C. officers and representatives of local organisations
- b) To organise the Civic Awards Evening
- c) To assist C.C.B.C. officers in the organisation of the Christmas Market/ Fair
- d) To organise the Christmas Lantern Parade & Carol Concert

Co-option Committee

The Committee shall be appointed at the Annual meeting of the Town Council.

All Members of the Council shall be members of the Committee.

The Chair and Vice Chair of the Committee shall be appointed at the first Committee meeting held following the Annual Meeting.

QUORUM – Will be 7 members of the Committee

MEETINGS – Will be held when agreed necessary by the Council.

TERMS OF REFERENCE

- a) To interview persons who have expressed an Interest in being Co-opted onto Town Council (following posting of said Vacancy and there being no Call for Election) and to recommend best person to represent the Town Council

6.To appoint Representatives to External Organisations

One Voice Wales

Stakeholder Group

Town & Community Council joint Liaison Committee

Community Council Liaison Sub committee

Plas Mawr Community centre

School Governors

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

8. Approval of Member allowances – for approval.

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

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

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

12. Schedule of Payments – for approval

13. Correspondence (including the clerks report) – for information

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

15. Application for financial assistance – to consider the request from Blackwood Cricket Club for further funding.

16. Planning Applications – for information

