



# CYNGOR TREF PEN-BRE A PHORTH TYWYN PEMBREY AND BURRY PORT TOWN COUNCIL

Mrs Melanie Carroll-Cliffe, *Clerc y Dref / Town Clerk*  
Mr Alan Howells FCCA, *Swyddog Ariannol Cyfrifol / Responsible Finance Officer*

14<sup>th</sup> February 2018

Dear Member

You are hereby summoned to attend the **ORDINARY MEETING of PEMBREY AND BURRY PORT TOWN COUNCIL** which will be held at the **SENIOR CITIZENS' HALL, BURRY PORT at 7pm on WEDNESDAY 21<sup>st</sup> FEBRUARY 2018** for the transaction of the following business:

1. Opening Prayer.
2. To receive apologies for absence.
3. To receive members' declarations of interest in respect of the business to be transacted.
4. To consider Police Business, if any.
5. To confirm the minutes of the Extraordinary meeting held on Tuesday 16<sup>th</sup> January 2018 and the Ordinary meeting held on Wednesday 17<sup>th</sup> January 2018 (**copies enclosed**).
6. To consider recommendations on time management at Town Council meetings (**copy paper enclosed**).
7. To consider/approve a new protocol on processing correspondence received (**copy paper enclosed**).
8. To consider the report of the Responsible Finance Officer, to include the consideration and approval of the budget for the 2018/19 financial year (**copy report and budget papers enclosed**).
9. To receive and note the minutes of the Finance Committee meeting held on Thursday 11<sup>th</sup> January 2018 (**copy enclosed**).
10. To consider the report of the Technical Services Officer (**copy to follow**).
11. To receive and note the minutes of the Regeneration and Community Services Committee meeting held on Wednesday 3<sup>rd</sup> January 2018 (**copy enclosed**).
12. To receive and note the minutes of the Facilities Management Committee meeting held on Thursday 4<sup>th</sup> January 2018 (**copy enclosed**).

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13. To receive and note the minutes of the Civic Governance and Personnel Committee meeting held on Monday 8<sup>th</sup> January 2018 (**copy enclosed**).
14. To consider the following planning applications.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/36732	Jonathan Fearn	Construction of a closed circuit cycle track
S/36777	Mrs A Prendergast	Proposed rear single storey kitchen extension and loft conversion

15. To consider any County Councillors' reports.
16. To consider the Mayor's report.
17. To consider/ approve the Model Local Resolution Protocol for Community and Town Councils issued by One Voice Wales (**copies enclosed of the procedural guidance, together with the advice document from the Public Services Ombudsman for Wales**).
18. To consider providing support to Llanelli and District Fairtrade in obtaining the status of a Fairtrade Zone (recommendation from the Regeneration and Community Services Committee meeting of 07/02/18).
19. To further consider the response of 10<sup>th</sup> January 2018 from Carmarthenshire County Council to representations made by the Town Council in relation to bus transportation from the Burry Port area to Ysgol y Strade (referral from Regeneration and Community Services Committee meeting of 07/02/18).
20. To consider/ approve the potential transfer from Carmarthenshire County Council of the Memorial Gardens and the land at Burry Port Harbour where the new play area is to be sited (referral from the Facilities Management Committee meeting of 01/02/18 and the Chairs meeting of 05/02/18).
21. To consider the Town Council's involvement in the regular litter picking sessions and specifically, how best to support the Litter Picking Group.
22. To receive reports by elected members as Council Representatives on outside bodies.
23. To consider communications received and the report of the Clerk on matters of administration (**copy to follow**).

Yours faithfully

**Melanie Carroll-Cliffe**  
**Town Clerk**

**Distribution: Members of Pembrey and Burry Port Town Council**