



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*
Mr Richard Staton, *Swyddog Gwasanaethau Technegol / Technical Services Officer*

9th May 2018

Dear Member

You are hereby summoned to attend the **ANNUAL MEETING of PEMBREY AND BURRY PORT TOWN COUNCIL** which will be held at the **SENIOR CITIZENS' HALL, BURRY PORT** at **6.30pm on WEDNESDAY 16th MAY 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 receive a valedictory address by retiring Town Mayor.
5. Election and appointment of the Mayor for the 2018/19 civic year.
6. Mayor's Declaration of acceptance of office and acknowledgement.
7. Election of the Deputy Mayor for the 2018/19 civic year.
8. Deputy Mayor's Declaration of acceptance of office and acknowledgement.
9. Vote of thanks by the Mayor to the immediate past Mayor.
10. Review and adoption of Standing Orders.
11. Review and appointment of Standing Committees.
12. Review and appointment of representatives on outside bodies and organisations.

Yours faithfully

Alan Howells
Acting Proper Officer

Distribution: Members of Pembrey and Burry Port Town Council

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