

**Pembrey and Burry Port Town Council**  
**Annual General Meeting**  
**Wednesday 18<sup>th</sup> May 2016**

**Councillor John James (Mayor)**

**Councillors, Geraint Davies, Malcolm Davies, Ken Edwards, Jean Hire, Robert John, Mrs Pat Jones, John Hedley Jones, Mrs Shirley Matthews, Mrs Susan Northam, David Owens, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas, Mrs Mary Wenman and Hefin Williams.**

**County Councillor Hugh Shepardson**

**In attendance: Melanie Carroll-Cliffe (Town Clerk), Lee Fox (Interim Technical Services Supervisor) and Alan Howells (RFO)**

**(Former OAP Hall 6.30pm – 6.55pm)**

**1. Opening Prayer**

The opening prayer was given by the Mayor, Cllr Mrs Jean Hire.

**2. Personal Matters**

Apologies were received from Cllr Stephen James.

**3. Valedictory address by retiring Town Mayor**

The Mayor, Cllr Mrs Jean Hire indicated that she had enjoyed a rewarding year as Town Mayor and she reflected on some of the highlights during the course of the year. She also passed on her very best wishes to the incoming Mayor, Cllr John James.

**4. Election and appointment of the Mayor for the 2016/2017 Civic Year**

Cllr Robert John nominated Cllr John James, which was seconded by Cllr Mrs Moira Thomas. It was unanimously **RESOLVED** that Cllr John James be appointed as Mayor for the 2016/2017 civic year. The immediate past Mayor, Cllr Mrs Jean Hire invested the Mayor with the Chain of Office.

**5. Declaration of acceptance of office by the Mayor**

Having made his Declaration of Acceptance of Office, Cllr John James thanked all members for their support and their confidence in appointing him as Mayor. The Mayor indicated his pride and privilege at the appointment.

**6. Election and appointment of the Deputy Mayor for the 2016/2017 Civic Year**

Cllr Michael Theodoulou nominated Cllr David Owens, which was seconded by Cllr Mrs Mary Wenman. It was unanimously **RESOLVED** that Cllr David Owens be appointed as

Deputy Mayor for the 2016/2017 civic year. The Mayor, Cllr John James invested the Deputy Mayor with the Chain of Office.

**7. Declaration of acceptance of office by the Deputy Town Mayor**

Having made his Declaration of Acceptance of Office, Cllr David Owens thanked members for their support in his appointment and indicated that he would endeavour to fulfil his duties in the role to the best of his ability.

**8. Vote of thanks by the Mayor to the immediate past Mayor**

The Mayor thanked Cllr Mrs Jean Hire and congratulated her on behalf of all members on her active and successful year. He indicated that she had excelled in her role and had been a credit to the Town Council with her enthusiasm in carrying out her duties and her personal qualities had been evident throughout.

**9. Review and adoption of Standing Orders**

The Clerk referred to the need to review the Standing Orders at the Annual Meeting, in accordance with the Council's current Standing Orders. She referred to the fact that they had been reviewed by the Civic Governance and Personnel Committee.

Members felt that that no amendments were required to the Standing Orders. It was therefore moved and **RESOLVED** that the existing Standing Orders be again adopted for this year.

**10. Review and appointment of Standing Committees**

Cllr Michel Theodoulou indicated to members that he had been requested by Cllr Stephen James to inform them that he wishes to resign his membership of all committees and as representative on One Voice Wales, due to his work commitments.

The Clerk had circulated to members a list of the current membership of the Town Council's various committees. As a result of the resignation of Cllr Stephen James from the Civic Governance and Personnel Committee, Cllr Mrs Jean Hire was nominated and approved as a replacement member to this committee. No amendments were made to the membership of the Finance Committee, Facilities Management Committee and Regeneration and Community Services Committee. It was noted that Cllr Stephen James was also a member of the Regeneration and Community Services Committee but as there would still be 8 members on that committee, it was felt unnecessary to appoint a replacement.

Details of the current membership of the Council's committee are attached.

**11. Review and appointment of representatives on outside bodies and organisations**

It was proposed and **APPROVED** that Cllr Ken Edwards be appointed as the alternative representative on One Voice Wales in place of Cllr Stephen James. Cllr Robert John was nominated and **APPROVED** as the alternative representative on the Town and Community Councils Liaison Forum, again in place of Cllr Stephen James.

Cllr Malcolm Davies was nominated and **APPROVED** as the PACT representative. There were no other amendments to representatives and therefore, the representation for 2016/17 is as set out below:

<b>Outside Body</b>	<b>Current Representative</b>
One Voice Wales	Cllr Ken Edwards Cllr Mrs Jean Hire
Town and Community Councils County Liaison Forum	Cllr Robert John
Friends of Burry Port Harbour	Cllr Robert John
PACT	Cllr Malcolm Davies
Llanelli Shop-Mobility	Cllr Mrs Susan Northam
School Governing Bodies	
Pembrey	Cllr Mrs Shirley Matthews Term 8 <sup>th</sup> June 2015 – 7 <sup>th</sup> June 2019
Parc y Tywyn	Cllr Mrs Moira Thomas Term 18 <sup>th</sup> June 2012 – 17 <sup>th</sup> June 2016 (reappointed)
Burry Port Community	Cllr Robert John Term 1 <sup>st</sup> September 2013 – 31 <sup>st</sup> August 2017

Item 10 – Review and appointment of standing committees

<p><u>Civic Governance and Personnel</u></p> <p>Ken Edwards John James (Chair) Mrs Jean Hire Mrs Pat Jones John Hedley Jones David Owens</p>	<p><u>Audit Sub Committee</u></p> <p>Malcolm Davies John James Mike Theodoulou (Chair)</p> <p><u>Civic Occasions Sub Committee</u></p> <p>Stephen James John James David Owens Mrs Pat Jones</p> <p><u>Health and Safety Sub Committee</u></p> <p>John Hedley Jones Mrs Shirley Matthews David Owens</p>
<p><u>Finance Committee</u></p> <p>Malcolm Davies Pat Jones Robert John David Owens (Vice Chair) Andrew Phillips (Chair) Mrs Mary Wenman</p>	
<p><u>Facilities Management</u></p> <p>Geraint Davies Ken Edwards Jean Hire Robert John (Vice Chair) John Hedley Jones Mrs Shirley Matthews Mike Theodoulou (Chair) Mrs Moira Thomas</p>	<p><u>Fees and Charges Sub Committee</u></p> <p>Michael Theodoulou Mrs Shirley Matthews Mrs Moira Thomas Geraint Davies</p>
<p><u>Regeneration and Community Services</u></p> <p>Geraint Davies John James Mrs Shirley Matthews (Chair) Andrew Phillips Mike Theodoulou Mrs Moira Thomas (Vice Chair) Mrs Mary Wenman Hefin Williams</p>	<p><u>Well-being and Future Generations Sub Committee</u></p> <p>John James (Chair) Stephen James Mrs Shirley Matthews Andrew Phillips Mike Theodoulou (Secretary) Mrs Moira Thomas Hefin Williams</p>

Bacce Sub Committee

Malcolm Davies  
Ken Edwards  
John James (Secretary)  
Andrew Phillips  
Michael Theodoulou (Chair)

Planning Sub Committee

Malcolm Davies (Vice Chair)  
Mrs Jean Hire  
Robert John  
Mrs Susan Northam  
Mrs Moira Thomas (Chair)  
Hefin Williams