

Pembrey and Burry Port Town Council

Adjourned Annual Meeting

Wednesday 17th May 2017

Present: Councillor David Owens (Mayor)

Councillors Mrs Linda Edwards, Mrs Pam Every, Mrs Amanda Fox, Peter Freeman, John James, Stephen James, Robert John, John Hedley Jones, Mrs Lisa Mitchell, Mrs Karen Morris, Hugh Shepardson, Michael Theodoulou, Mrs Moira Thomas, Bob Walpole and Mrs Mary Wenman

In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (RFO), Lee Fox (TSO)

Minute taker: Melanie Carroll-Cliffe

(Former OAP Hall 6.30pm – 7.10pm)

1. Opening prayer

The opening prayer was given by Reverend Nicholas Jones.

2. Personal matters to include apologies for absence

Apologies were received from Cllrs Geraint Davies and Mrs Shirley Matthews.

3. To receive members' declarations of interest in respect of the business to be transacted

No declarations of interest were made in relation to the business to be transacted.

The Clerk outlined the obligation upon members to make declarations of known interests. These should be declared at the outset of the meeting under the specific agenda item, when a member knows that he or she has an interest in an item on the agenda. Furthermore, the member should state the interest once more when the specific item in the agenda is reached. It was **APPROVED** that the Civic Governance and Personnel Committee should further consider the issue of ensuring that members properly make declarations of interest, where appropriate.

4. Review and adoption of Standing Orders

It was discussed that there had not been an in depth review of the Town Council's Standing Orders since 2013. One member specifically indicated that she wished to recommend amendments to the Standing Orders. Cllr Michael Theodoulou therefore proposed that the Standing Orders be approved for the time being, but there be a referral to the Civic Governance and Personnel Committee for them to be fully reviewed. This proposal was seconded by Cllr Stephen James and was unanimously **RESOLVED**. Members were informed that if other members had any suggested amendments to the Standing Orders, then these should be notified to the Town Clerk, to enable them to be brought to the attention of the Civic Governance and Personnel Committee.

5. Review and adoption of Financial Regulations

Two minor typographical errors were identified. Save for these, members unanimously agreed that the Financial Regulations be accepted, on the basis that they be reviewed once more during the course of the forthcoming year.

6. Appointment of Standing Committees

The Clerk circulated to members details of the proposed membership of the various committees, as set out below:

Standing Committee	Sub Committee
<p><u>Civic Governance and Personnel</u></p> <p>Mrs Linda Edwards Robert John John Hedley Jones David Owens (Chair) Hugh Shepardson Mrs Moira Thomas Bob Walpole</p> <p>Vice Chair to be appointed</p>	<p><u>Audit Sub Committee</u></p> <p>Peter Freeman Michael Theodoulou (Chair) Bob Walpole</p>
<p><u>Facilities Management</u></p> <p>Geraint Davies (Vice Chair) Mrs Linda Edwards Peter Freeman John Hedley Jones Mrs Shirley Matthews Mrs Lisa Mitchell Mrs Karen Francis-Morris David Owens Michael Theodoulou (Chair) Bob Walpole</p>	<p><u>Burial Sub Committee</u></p> <p>Mrs Pam Every John Hedley Jones (Chair)</p> <p>Two further members to be appointed</p> <p><u>Fees and Charges Sub Committee</u></p> <p>Geraint Davies Michael Theodoulou</p> <p>Two further members to be appointed</p>
<p><u>Finance Committee</u></p> <p>Geraint Davies Cllr Mrs Pam Every Mrs Amanda Fox John James Stephen James (Vice Chair) David Owens Mrs Mary Wenman</p> <p>Chair to be appointed</p>	

<u>Regeneration and Community Services</u> Mrs Pam Every Peter Freeman Stephen James Robert John (Chair) Mrs Shirley Matthews Mrs Lisa Mitchell (Vice Chair) Mrs Karen Francis-Morris Michael Theodoulou Mrs Moira Thomas Mrs Mary Wenman	<u>Wales in Bloom Sub Committee</u> Robert John Mrs Shirley Matthews (Chair) Michel Theodoulou Mrs Moira Thomas (Vice Chair) <u>Planning Sub Committee</u> Mrs Pam Every (Chair) Peter Freeman John Hedley Jones Mrs Moira Thomas (Vice Chair) Bob Walpole
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It was discussed that some additional work is required in order to finalise the membership. Cllr Mrs Amanda Fox nominated that Cllr John James be appointed as Chair of the Finance Committee. This was seconded by Cllr Stephen James and unanimously **APPROVED**. Subject to this additional appointment, the proposed membership was **APPROVED** by members and it was agreed that the remainder of the appointments be considered within the committees.

For the benefit of the new councillors, the Clerk outlined the usual pattern of meeting dates and times and it was agreed that these continue.

Following a query, it was confirmed that Councillors were still welcome to attend meetings of a committee which they were not a member of, particularly if they had a specific interest in items being discussed. However, it was agreed that this was with the exception of the Civic Governance and Personnel Committee, where staffing issues are frequently discussed at this meeting.

Also, for the benefit of new councillors, it was indicated that a member could nominate a substitute to attend a meeting on his or her behalf, in the event that they are unable to attend. The Clerk should be notified, preferably in advance of the meeting.

7. Appointment of representatives on outside bodies and organisations

Members reviewed the current representatives on outside bodies and organisations. Due to changes following the recent local election, it was evident that some new representatives needed to be appointed.

Following discussions, it was **APPROVED** that the representation for 2017/18 be as set out below:

Outside Body	Current Representative
One Voice Wales	Cllr Peter Freeman Cllr Michael Theodoulou
Town and Community Councils County Liaison Forum	Cllr Robert John
Friends of Burry Port Harbour	Cllr Robert John

PACT	Cllr Bob Walpole
Llanelli Shop-Mobility	Cllr Mrs Pam Every
School Governing Bodies	
Pembrey	Cllr Mrs Shirley Matthews Term 8 th June 2015 – 7 th June 2019
Parc y Tywyn	Cllr Mrs Moira Thomas Term 18 th June 2016 – 17 th June 2020
Burry Port Community School	Cllr Robert John be reappointed for the new term commencing on 1 st September 2017