

Minutes of the Chairs meeting

2.30pm Tuesday 14th January 2019

Present: Cllrs Michael Theodoulou (Chair), Linda Edwards, Peter Freeman, Karen Morris

In attendance: Huw Thomas, (Acting Clerk/RFO), Shân Loudon (Assistant Town Clerk), Paul Mann (Cemetery/Facilities Superintendent), Louie Robinson (CDO), Kevin Williams (Project Manager)

Meeting room 2.30pm – 3.25pm

1. To receive apologies for absence

Apologies had been received from Cllrs Robert John and David Owens.

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

No declarations were made.

3. To confirm the minutes of the meeting held on Tuesday 11th November 2019

Subject to one amendment, the minutes of the meeting held on 8th October were approved.

Action: Admin Assistant

4. Consideration of the format of the Chairs meeting and staff attendance

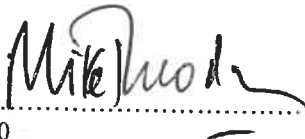
The question had been raised as to whether it was appropriate for senior staff to be in attendance at these meetings. The view of the Chair, Cllr Michael Theodoulou was that, as the Council's co-ordinating committee, senior staff should be present. It creates better teamwork and ensures good communication between Councillors and staff.

The question was also raised as to whether the Chairs Committee was properly constituted. Members were informed that it was agreed at the Annual Meeting held on 15th May 2019 and the minutes of that meeting state "Cllr Michael Theodoulou **PROPOSED** that the membership and Chair and Vice Chairs of Standing Committees, as stated in the document, be approved, seconded by Cllr David Owens." The terms of reference of the Chairs Committee were also agreed at the Annual Meeting which included to "oversee and co-ordinate the input from other committees in the review of the Council's standing orders, financial regulations and code of conduct for Council approval".

It was commented that no individual Councillor has the authority to make decisions and that any changes to terms of reference of any Committee has to be approved at the Annual Meeting.

Reference was made to the fact that Pembrey and Burry Port Town Council is the only Council, amongst the larger Councils in Wales, that does not have a Leader/Executive Committee.

Chair
11/02/2020



With regard to staff attendance, the Clerk informed members that he had met with senior staff earlier that day to seek their views and it was felt that it was important for staff to be present and the Chair commented that it was useful to have staff input. After discussion, it was **PROPOSED** by Cllr Peter Freeman and seconded by Cllr Linda Edwards that senior staff should attend the Chairs meetings, subject to the meetings having an appropriate agenda and being chaired efficiently.

Feedback had been received that some members felt that staff should not attend the Chairs Committee meetings as not all Councillors attend and that staff were aware of information prior to members being aware. It was commented that all Standing Committee meetings are open to all Councillors and agendas published in advance on the Town Council website should any member wish to be present.

5. Consideration of inviting new the Community Policing Sergeant to speak at a future Town Council meeting

A request had been received to invite the new Community Policing Sergeant to a future Town Council meeting. After discussion, it was **PROPOSED** by Cllr Karen Morris and seconded by Cllr Peter Freeman that the Sergeant be invited to an appropriate forum meeting.

Action: CDO

6. Update from Acting Clerk on by election process

The Clerk informed members that notices were due to be posted last week but as a mark of respect following the passing of Cllr Pam Every it was agreed with Carmarthenshire County Council that this would be postponed until Wednesday 29th January 2020. There are three vacancies in Burry Port and one in Pembrey. The notices must be on display for two weeks and the election will take place early March.

Cllr Peter Freeman informed members that he planned to hold a minutes silence at the Town Council meeting and it was requested that the Clerk circulate details of the funeral arrangements to all Councillors.

Action: Acting Clerk

7. Update from Acting Clerk on budget setting

The Clerk reported that each Committee had revisited their budget as requested by the Finance, Governance and Personnel Committee and that these revisions had been reviewed by that Committee earlier in the week. The budget will be presented to Town Council on Wednesday 15th January for approval, with a decision being made as to how the costs will be met ie precept amount, reserves and projects budget. It was noted that the recommendation from the Finance, Governance and Personnel Committee was to keep the precept below 10%.

8. Consideration of preparation of Standing Orders and Financial Regulations for the Annual Meeting

As per the terms of reference of the Chairs Committee the review of Standing Orders and Financial Regulations are undertaken by this committee as each standing committee is governed by them. Therefore, it was proposed by Cllr Michael Theodoulou and seconded by Cllr Karen Morris that this item be placed on the February agenda for each Standing Committee in order that they can refer to the Chairs Committee any issues they want amended.

Chair
11/02/2020

Action: Assistant Town Clerk

9. Consideration of future invitees to Town Council meetings

After discussion, it was agreed that the headteacher from Glan y Mor school be invited to the March Town Council meeting and that the Marine Group be invited back to the January 2021 Town Council meeting.

Action: Assistant Town Clerk

10. Any other urgent business at the discretion of the Chair

The Chair informed members that there were two items for discussion.

Firstly, an email had been circulated to all Councillors from Carmarthenshire County Council's Scrutiny Forum promoting the work of Scrutiny Committees within Carmarthenshire and inviting greater participation from Town and Community Councils. The email welcomed any suggestions for topics that the Council may have. The Chair recommended that all members consider this email.

Secondly, the Chair referred to a suggested structure for the annual report. This needs to be published as soon as possible after the end of the financial year. It was suggested that the report consists of 7 sections to include the following:

Welcome

A short introduction from the Mayor

Introduction

From Chair of Chairs Committee

Finance

From Town Clerk, chart showing where money is allocated

Your Councillors

Names, party, committees, attendance records, expenses, payments

Committees

Statement from each Chair

Community Forums

Statement for each Chair on what the forum is working on and future plans

Future Plans

To include capital works programme

It was commented that the report should be about 8 pages and be circulated to every household in Pembrey/Burry Port. Discussion took place as to which sections of the report should be bilingual and it was agreed to refer the issue of the annual report to the Regeneration and Community Engagement Committee.

Action: Assistant Town Clerk

The meeting closed at 3.25pm

Chair 

11/02/2020