

**(PUBLIC) Pembrey and Burry Port Town Council**

**Minutes of the Chairs meeting**

**11am Thursday 18<sup>th</sup> June 2020**

**This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020**

**Present: Cllrs Michael Theodoulou (Chair), Linda Edwards, Peter Freeman, Robert John, Karen Morris, David Owens**

**In attendance: Huw Thomas, (Acting Clerk/RFO), Shân Loudon (Assistant Town Clerk)**

**11am – 11.58am**

**1. To receive apologies for absence**

No apologies had been received.

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

No declarations of interest were made.

**3. To confirm the minutes of the meeting held on Thursday 14<sup>th</sup> May 2020**

The minutes were approved by all members.

Action: Assistant Clerk

**4. Matters arising**

One member asked the Clerk if any feedback had been received about the opening hours of the cemetery. Nothing has come though the office officially, but the feeling within the community is very positive.

Cllr David Owens queried the progress on the water ingress in the Memorial Institute. The Clerk informed members that this item was on the Facilities and Assets Committee agenda for next weeks' meeting.

Cllr Karen Morris asked for update on the change of solicitor. Files are being collected on Friday, together with the final invoice.

**5. Consideration of the relationship between forums and Town Council**

A Memorandum of Understanding had been circulated to all members prior to the meeting. Cllr David Owens queried why this document was being considered by the Chairs Committee as it was requested by the Regeneration and Community Engagement Committee. In response, the Chair commented that the paper will be presented to the Regeneration and Community Engagement Committee for comment but that the forums relationship is with the whole Town Council, therefore this Committee should have input.

In relation to the wording of 2.3 regarding the hiring of Town Council facilities, it was agreed that this wording need to be more specific.

Action: Chair to amend document

Subject to more detail being added as above, all members were in agreement for the document to be referred to the Regeneration and Community Engagement Committee.

Action: Assistant Town Clerk

## 6. Consideration of the agenda for June's Town Council meeting

A draft agenda had been circulated to all members prior to the meeting. There were two additions:

- a) Councillor Allowance Policy – the report from the Independent Remuneration Panel dated February 2020 to be circulated alongside the policy.
- b) Consideration of the creation of a Capital Programme Committee.

Action: Town Council agenda

One additional item was raised but this needed to be taken in camera.

## 7. Any other urgent business at the discretion of the Chair

A paper had been circulated earlier in the day relating to the roles of Mayor/Deputy Mayor/Chairs/Vice Chairs. As members had not had sufficient time to consider this paper, it was agreed to defer it to the next meeting.

Action: Assistant Town Clerk

It was proposed by Cllr David Owens and seconded by Cllr Linda Edwards that the meeting move into camera. All members voted in favour.

*In camera* - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

## 8. To confirm the minutes of the meeting held on Thursday 14<sup>th</sup> May 2020

The minutes were confirmed as a true record.

## 9. Matters arising

There were no matters arising.

## 10. Interview for the position of Deputy Clerk

An interview took place.

## 11. Consideration of applications for the position of Town Clerk

Applications were considered.

The meeting ended at 11.58am.