

**Minutes of Special Chairs meeting**

**9.30am Tuesday 25<sup>th</sup> February 2020**

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

**In attendance: Huw Thomas, Shan Loudon**

**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 were made.

**3. To prepare for the Annual Meeting**

- Setting dates and time/place for the ordinary meetings of the Council.

It was proposed by Cllr Mike Theodoulou and seconded by Cllr Linda Edwards that the Town Council meetings continue to take place at 7pm on the third Wednesday of the month. All members were in agreement, therefore this would be the recommendation to the Town Council.

- Appointment of any new committees and the detailed arrangements thereof

It was agreed by all members that their recommendation to Town Council would be that there is no requirement for any new Standing Committees.

- Review of the Council's complaints procedure

It was proposed by Cllr Linda Edwards and seconded by Cllr David Owens that the complaints procedure as it stands be recommended for approval at Town Council. All members were in agreement.

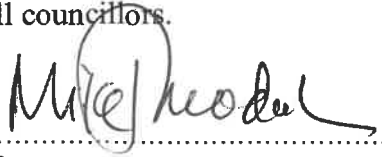
- Review of the Council's procedure dealing with Freedom of Information and Data Protection

It was proposed by Cllr Linda Edwards and seconded by Cllr David Owens that this document should include reference to advice received from One Voice Wales in relation to correspondence received from local residents that is discussed at Town Council. 5 members were in agreement with this recommendation to Town Council, with one abstention.

It was agreed by all members present that the email from One Voice Wales be circulated to all councillors.

Action: Assistant Clerk

Chair .....  
10/03/2020



The issue of contacting residents that have written to the Town Council to ask permission for their details to be disclosed will be discussed at a future Chairs Committee meeting.

Action: Assistant Clerk

- Review of delegated Authority/arrangements to committees, sub-committees, officers and other Authorities

It was proposed by Cllr Bob John and seconded by Cllr Linda Edwards that the recommendation to Town Council be that the representations remain as shown, with all members in agreement.

It was suggested that a proposal be made to Town Council that members who are representing the Town Council, where an item is considered of relevance, provide a written report to the Council, via the Clerk, where possible.

Action: Assistant Clerk

- Review of Council's procedure for dealing with press/media

The following changes will be recommended to Town Council:

Scope – The policy will cover all official press releases, ... “and instances where a Councillor is asked to speak or represent the Council at a conference” be added

Under 5.6 remove the reference to individual Councillors.

The above was proposed by Cllr Bob John and seconded by Cllr Karen Morris with all members in favour.

It was also agreed that all One Voice Wales correspondence in relation to their meetings be forwarded, via email, to all Councillors.

Action: Assistant Clerk

- Review of Terms of Reference to committees

Terms of Reference had previously been discussed to each Standing Committee who were all in agreement that the number of sub committees needed to be reduced. The recommendation from the Finance, Governance and Personnel Committee is that risk management should be include in the terms of reference for all committees.

Action: Assistant Clerk

It was proposed by Cllr David Owens and seconded by Cllr Bob John that the recommendation to Town Council be that the terms of reference for each Standing committee be as suggested by that committee, with risk management as an addition for each committee and the recommendation that Standing Committees limit the number of sub committees. All members were in agreement.

It was also proposed by Cllr Bob John and seconded by Cllr Karen Morris that the terms of reference for the Regeneration and Community Engagement Committee take account of their name change.

Action: Assistant Clerk

With regard to the terms of reference for the Chairs Committee, it was proposed by Cllr Mike Theodoulou and seconded by Cllr Karen Morris that the press/media policy be included as part of their remit.

Action: Assistant Clerk

Discussion took place as to staff involvement in this Committee and it was proposed and agreed that, staff should continue to attend Chairs Committee meetings, subject to review, with 5 members in favour and 1 abstention.

It was proposed by Cllr Peter Freeman and seconded by Cllr Bob John that the recommendation to the Annual Meeting be that this Committee be renamed the "Co-ordinating Committee". All members were in agreement.

Action: Assistant Clerk

- Review and adoption of Financial regulations

Financial Regulations were discussed with particular recommendations to be made to Town Council.

The numbering shown below relates to the numbering sequence within the Financial Regulations document.

6.9 and 6.10 It was proposed by Cllr David Owens and seconded by Cllr Linda Edwards that the words "for certain items" be deleted. All members voted in favour of this recommendation.

6.19 It was proposed by Cllr Karen Morris and seconded by Cllr Peter Freeman that the wording under this item be amended to include authorisation by email by the Chair of Finance, Governance and Personnel and that the Clerk should have authorisation of up to £100. All members agreed to this recommendation.

1.12 The Clerk to write this procedure.

Action: Acting Clerk

7.6 All members agreed to a change in wording replace "will" with "may", remove "the County Council", add "or carry out the function itself. All members agreed this recommendation.

7.7 Refer this item to Finance, Governance and Personnel Committee.

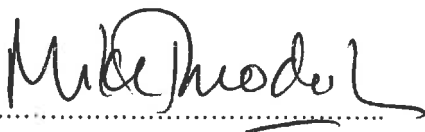
Action: Assistant Clerk

4.3 Discussion took place as to whether the levels specified are the correct levels of authority. It was proposed by Cllr Bob John and seconded by Cllr Linda Edwards that the amounts be increased to £10,000 with 5 members voting in favour and 1 abstention.

4.4 All members were in favour of increasing the limit to £2,500.

4.5 All members were in favour of increasing the limit to £500.

It was agreed that all references to "TSO" be amended to "Technical Management staff".



As the meeting had now reached 2 hours, standing order in relation to the duration of meeting was suspended, with all members voting in favour of this proposal.

Action: Assistant Clerk to amend Financial Regulations document in red for circulation with April Town Council agenda

10.7 After discussion, it was agreed that the expenditure levels within this item would be discussed at the next meeting, along with the remaining items to be considered at the Annual Meeting.

The meeting closed at 11.40am.

