

(PUBLIC) Minutes of Pembrey and Burry Port Town Council

Chairs Committee Meeting

6.30pm Tuesday 13th April 2021

Dydd Mawrth 13^{eg} Ebrill 2021

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

Present: Cllrs Michael Theodoulou (Chair), Peter Freeman, Karen Morris and David Owens

Officers: Shan Loudon (Deputy Clerk), Paul Mann (Cemetery and Facilities Superintendent), Louise Robinson (Community Development Officer), Huw Thomas (Clerk/RFO), Kevin Williams (Projects Manager)

Minute taker: Ed Davies (Administrative Assistant)

6.32pm – 8.54pm

1. To receive apologies for absence

Apologies had been received from Cllrs Robert John and Linda Edwards.

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

Members noted that a concern had been raised during the earlier Finance, Governance and Personnel Committee meeting that members should improve the recording of declarations of interest. The Clerk/RFO has been asked to look into the matter.

Members agreed that in the interests of promoting transparency it would be best to adopt the practice of clearly stating their declarations, indicating its nature and whether it was a personal or prejudicial interest.

Cllr David Owens **PROPOSED**, seconded by Cllr Peter Freeman that provided the practice as set out above was not prohibited by the code of conduct, the Council would adopt it. **RESOLVED.**

ACTION: Deputy Town Clerk

The Clerk/RFO stated that he would still have to abide by the proposal made at Finance, Governance and Personnel earlier in the day also.

3. To confirm the minutes of the meetings held on Tuesday 9th March 2021 and the Special Meetings held on Wednesday 24th March and Wednesday 31st March 2021

Cllr Peter Freeman **PROPOSED**, seconded by Cllr Karen Morris that the minutes of 9th March were an accurate record of the meeting. **RESOLVED.**

Cllr Peter Freeman **PROPOSED**, seconded by Cllr David Owens that the minutes of the special meeting of 24th March were an accurate record of the meeting. **RESOLVED.**

Cllr Karen Morris **PROPOSED**, seconded by Cllr David Owens that the minutes of 31st March were an accurate record of the meeting. **RESOLVED**.

Cllr Peter Freeman stated his abstention from the vote on the meeting of 31st March as he had not been present at the meeting.

4. Matters arising

Minutes 9th March

Pg1 – re: Major Projects

Members noted a query raised at the earlier Finance, Governance and Personnel Committee meeting as to why this working group was planning to meet again if the loan money or sale proceeds had not yet been secured. It was noted that the Chair of that group may postpone the arranged meeting if there was no update on that situation.

The Clerk/RFO confirmed that the approval to draw down the loan covered money committed within that financial year, as opposed to money spent.

Minutes 24th March

The Clerk/RFO stated that he had carried out the actions generated at the meeting.

Minutes 31st March

Members heard a verbal report from a member on recent police activity around the harbour.

5. Update from Chairs of Standing Committees

There were no updates.

6. Consideration of Terms of Reference prior to Annual Meeting

Members noted that the Clerk/RFO and Deputy Town Clerk had produced a document giving suggested locations of redistribution of responsibilities for the Chairs Committee as instructed.

It was noted that the Chairs of Committees had started meeting informally from circa 2015 however, meetings were not recorded until the Committee was formally created in 2019 when it was expanded to include the Vice Chairs.

Members believed that some councillors were of the opinion that the primary purpose of the Chairs Committee had become defunct now that the post of the Clerk had been filled. It was suggested that its role could be re-focussed to tackle longer term strategy and planning for the Council, which was a part of its terms of reference that had been neglected to date. It was noted that this position had not yet been clearly made to the rest of the Council if they as members thought that retaining the Committee was a good position.

Members agreed to proceed by looking at the document prepared by the Clerk/RFO and Deputy Town Clerk to see what if anything remained of the Committees responsibilities.

Members discussed each item in turn as follows:

Items 1 and 2: following a lengthy discussion related to potential conflict arising from cross-committee prioritisation members agreed that the Clerk/RFO should combine these items into one.

Item 3: It was confirmed to members that setting the agenda for the Ordinary Meeting of the Town Council was the role of the Clerk according to the Standing Orders and so this item was removed.

Item 4: relating to oversight of any legal action against the Council, members agreed to retain this item.

Item 5: regarding the review process for the Standing Orders, Financial Regulations and Code of Conduct, members agreed that this work could be better dealt with by the Finance, Governance and Personnel Committee.

Item 6: relating to complaints policy, appeals panel, members were agreed that this item should be retained.

Item 7: regarding oversight of the Council's 3/5 year strategy members were agreed to retain this item.

Item 8: relating to the internal report on delivery against the strategic plan, members were agreed this should be retained.

Item 9: regarding the Audit and Resolutions sub-committee, members felt it could not sit under the Finance, Governance and Personnel Committee and so should be retained.

Item 10: relating to the Emergencies planning committee, members felt this would be better moved to the full Town Council meeting.

Item 11: regarding the setting of press and media policy, members were agreed that this work could be done by the Finance, Governance and Personnel Committee.

Item 12: relating to coordination of work across committees, members felt it was covered by items 1 and 2 and so agreed to remove this item.

Item 13: regarding producing a community plan, members were agreed that this item should be moved to the Regeneration and Community Engagement Committee.

Item 14: relating to the production of a Risk Management Policy, each committee has responsibility for its own risk management.

Item 15: regarding responsibility for emergency and time bound decisions members agreed to retain this item.

Item 16: relating to the right to set up its own sub-committees and working groups as necessary, members agreed to retain this item.

Members noted a paragraph following the itemised list that referenced authority over delegated authority within its budgets, however as it had none, this was unnecessary and agreed to remove it.

Members discussed if a budget would ever be required by this Committee and what to do in an instance where spending may be required. It was felt that a reasonable request to a relevant

Committee would not likely be refused. The Clerk/RFO highlighted that the budget for the year 2021/22 had already been set and so this did not need to be addressed at this time and that the Committee's responsibilities had just been reduced rather than increased.

7. Consideration of the agenda for April's Town Council meeting

Members heard the agenda items already submitted.

The Clerk/RFO clarified that the correspondence from the sports teams had been included at the request of the authors.

Additionally, the item referred from Facilities and Assets could not wait until the next meeting. Members queried if there was sufficient approval already in place for this to not require referral and asked the Clerk/RFO to remove it if that was the case.

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

Members intended to discuss the Food Forward Project however it was noted that as two members would, through their declarations of interest, not be able to take part in the discussion, it would leave the meeting in-quate and so it was not discussed.

Cllr David Owens **PROPOSED**, seconded by Cllr Karen Morris that the meeting proceed in camera. **RESOLVED**.

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.

9. To confirm the confidential minutes of the meeting held on Tuesday 9th March 2021

Cllr Karen Morris **PROPOSED**, seconded by Cllr David Owens that the minutes were an accurate record of the meeting. **RESOLVED**.

Members discussed the Bowls Facility and Bowls Club at length and established a position for the Council to present them during negotiations.

Cllr David Owens **PROPOSED**, seconded by Cllr Karen Morris for the meeting to continue beyond 2 hours, **RESOLVED**.

10. Update on staffing matters

There was no update.

Meeting ended 8.54pm