

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

**Minutes of Special Chairs meeting**

**3pm Thursday 20<sup>th</sup> February 2020**

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

**In attendance: Shan Loudon**

**1. To receive apologies for absence**

Apologies had been received from Cllrs Linda Edwards and Karen Morris.

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

No declarations were made.

**3. To enable purchase of electric cooker for kitchen on emergency basis**

An emergency meeting had been called following the Finance Governance and Personnel Meeting held on Monday 10<sup>th</sup> February where a referral from the Facilities and Assets Committee was discussed. At this meeting, it was agreed that the Projects Manager would supply a further two quotations for kitchen equipment. These quotations were presented to the Chairs Committee and it was agreed that the lowest quotation from Amman Catering would be accepted.

The meeting closed at 3.10pm