

**Minutes of the Chairs meeting**

**11am Tuesday 21<sup>st</sup> July 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), Louise Robinson (CDO)**

**11am – 12.35pm**

**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 18<sup>th</sup> June 2020**

The minutes were approved by all members.

Action: Deputy Clerk

**4. Matters arising**

There were no matters arising.

**5. Role of Mayor/Deputy Mayor/Chair/Vice Chair**

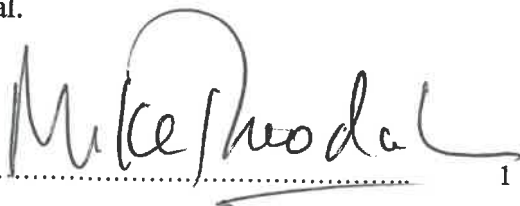
A paper had been previously circulated. It was commented that it is difficult for the community to distinguish between members acting in their role as a councillor and when expressing individual opinions. It was agreed that this area was a challenge and that it is difficult control others perceptions. Each member must use their own judgement in situations. When responding as a Councillor, ensure Council email address is used. If members are in any doubt refer the matter to the Clerk and if the Clerk can not advise then refer to Monitoring Officer.

One change to page 3, paragraph 4 was requested "Issues that involve the remit of more than one committee must be referred to the Chairs committee as per the approved Terms of Reference. Change the word "must" to "may".

With this one change, all members **AGREED** this document be referred to Town Council for approval.

Action: Deputy Clerk

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It was noted that the Mayor's role has changed in recent years and amendments have been made to Standing Orders and Financial Regulations to reflect this.

#### 6. Consideration of Pembrey Food Bank

This item had been considered by the Finance, Governance and Personnel Committee. It was proposed by Cllr David Owens and seconded by Cllr Robert John that this item be taken in camera. All members were in agreement.

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

After discussion it was agreed to change "update from Chairs Committee" to "update from any Standing Committee Chair as appropriate". This is to cover items that have been discussed at a Standing Committee where the minutes have not yet been circulated to members.

Action: Deputy Clerk

The item previously discussed "Role of the Mayor/Deputy Mayor/Chair/Vice Chair" to be included.

Action: Deputy Clerk

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

The Chair informed members he had a number of items to be discussed.

#### Prioritisation

It was suggested that the Council needs to agree the priorities that it should be working towards. A process needs to be established in order that the staff know what the Council consider to be a priority and that as these matters often concern more than one committee, the Chairs Committee should coordinate this list.

It was **AGREED** that this be an agenda item for each of the Standing Committees and the list referred to the Chairs Committee to coordinate for referral to full Town Council.

Action: Deputy Clerk for each agenda

#### Line Management of Clerk

A structure needs to be put in place for the line management of the Clerk, covering appraisals, leave etc. It was **AGREED** that the appraisal would be carried out by the three Chairs, reporting back to the whole Committee. With regard to leave, if for just a day, notify the Chair, if more than one week notify all members.

#### Play areas

It was commented that some Councils have now opened up their play areas. The Town Council has received complaints about children jumping over the fence of the harbour play area. Councils were entitled to open parks with effect from Monday but were not notified of this until Friday. This item is due to be discussed at the Facilities and Assets Committee meeting tomorrow, Wednesday 22<sup>nd</sup> July 2020. The cost of sanitiser, signage etc needs to be taken into account.

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## Grant

The CDO informed members that the Town Council has been awarded a grant of £10,000 towards community support. Budget revision is on the Finance, Governance and Personnel agenda for the meeting on Monday 27<sup>th</sup> July. This will be a continuing agenda item.

The CDO explained that the grant is to cover expenses relating to the Community support and covers equipment, food bank supplies and meals on wheels service. The grant terms and conditions stipulates what the grant must be spent on.

Cllr Theodoulou informed members of a distress grant available from Welsh Government. The Clerk clarified that One Voice Wales had provided details of this but not the mechanism to apply.

It was proposed by Cllr David Owens and seconded by Cllr Robert John 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.

### **9. To confirm the minutes of the meeting held on Thursday 18<sup>th</sup> June 2020**

The minutes were confirmed as a true record.

Action: Deputy Clerk

### **10. Matters arising**

There were no matters arising.

An item referred from the main part of the meeting was discussed.

The meeting ended at 12.25pm.



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