

Pembrey and Burry Port Town Council
Annual Meeting
Wednesday 15th May 2019

Councillors Richard Adler, Linda Edwards, Pam Every, Peter Freeman, Stephen James, Robert John, John Hedley Jones, Shirley Matthews, Lisa Mitchell, Karen Francis Morris, David Owens, Michael Theodoulou, Moira Thomas, Bob Walpole and Mary Wenman

In attendance: Kevin Williams (TSO), Shan Loudon (Temporary Assistant Town Clerk) and Huw Thomas (RFO)

Minute taker: Ed Davies (Administrative Assistant)

(Former OAP Hall 6.00pm – 6.55pm)

1. Opening Prayer

The opening prayer was given by Reverend Nicholas Jones.

2. To receive apologies for absence

Apologies had been received from Cllrs Amanda Fox, John James and Hugh Shepardson.

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

No declarations were made.

4. To receive a valedictory address by retiring Town Mayor.

Cllr Robert John as the departing Mayor read out the following address:

“I have been privileged to serve as Mayor of Pembrey and Burry Port Town Council for 2018/19. The council exists to serve residents, those who work in the area and visitors to us, and in so doing provide services to improve everyone’s lives. During this time I genuinely believe that councillors have become more professional in their approach, which has certainly benefited those we serve.

However, the picture at the commencement of my term of office did not hold out that prospect, illustrated by the attack on my character and my supposed attitude to fellow councillors. Indeed, I was vilified as not being fit to hold this office.

This attack continued on social media, and included personal and racially motivated allegations and complaints against me and fellow councillors to such an extent that the matter was referred to the police, and also to the Public Ombudsman.

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At that time I consoled myself by comparing these minor irritations with what I had experienced in 46 years of policing – no contest.

The perpetrators of this campaign decided not to cooperate in the day to day activities of the council, which caused some considerable difficulties, although I freely acknowledge that that situation has seen an almost complete turnaround, to the extent where we virtually have complete cooperation between members.

During that time our Clerk had been on long-term sick leave, which placed a considerable strain on our ability to carry out our day to day work. I am particularly pleased to say that that our remaining staff, particularly administrative, rose to the occasion and have been magnificent in their efforts to maintain a service. Without them I fear that we would have been unable to function.

Thankfully, that period of non-cooperation has ended and there are, in my opinion, genuine efforts to collaborate and work together, which can only benefit our community.

The council faces challenges on a number of fronts, both legal including the Well-Being legislation and other social issues in the near future and councillors and staff must come together to face these challenges for the good of all. Much of this will require the active involvement of members of the community, and we will shortly hold public meetings to identify, discuss and agree our collective response to those challenges.

I would like to record my appreciation for the encouragement and support I have received from so many people. They include Pat Jones and Les George, who first encouraged me to stand for council. Les, particularly, for his on-going support. All my fellow councillors, Lisa my Deputy, David and Mike, for their daily advice and encouragement, and as previously stated our brilliant staff.


I cannot leave out recording the unfailing support of family and friends. My two children Justin and Jessica, and my wider family including my sister in law.. But perhaps my biggest thank you must go to my wife and consort Angela. She has been my rock and inspiration for the greater part of my life. and her quiet and constant support has sustained me through the more difficult times in my term of office.

Finally, I am confident that this new spirit of cooperation will stand us in good stead going forward, and I pledge to continue to work to that end. I extend my very best wishes to our new Mayor with an assurance of my support”

5. Election and appointment of the Mayor for the 2019/20 civic year

In accordance with the recommendation made at the Ordinary Meeting of the Town Council meeting of 17th April 2019 for the nomination of Cllr Peter Freeman as the Mayor, members were asked to vote to confirm his selection.

In the ensuing vote 14 members voted in favour with 0 against and 1 abstention. It was therefore **RESOLVED** that Cllr Peter Freeman be appointed as Mayor for the 2019/20 Civic Year. The Immediate Past Mayor, Cllr Robert John invested the Mayor, Cllr Peter Freeman with the Chain of Office.

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6. Mayor's Declaration of acceptance of office and acknowledgement.

Cllr Peter Freeman read out the declaration of acceptance of office and signed the document and returned it to the Proper Officer.

The Mayor proceeded to read out a prepared speech as follows:

“Cyd gynghorwyr, Foneddygwyr a Foneddigesau:
Fellow Councillors, Ladies and Gentlemen.

Thank you for giving me this opportunity to serve as the Mayor of Pembrey and Burry Port. In accepting this honour, I view it as more than an honour but also as a sacred duty to serve all members of our community according to my conscience and to the best of my ability.

Diolch yn fawr iawn am dy hyder mewn yr hen sgruffy Cymro”

7. Election of the Deputy Mayor for the 2019/20 civic year.

In accordance with the recommendation made at the Ordinary Meeting of the Town Council meeting of 17th April 2019 for the nomination of Cllr Lisa Mitchell as the Deputy Mayor, members were asked to vote to confirm her selection.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that Cllr Lisa Mitchell be appointed as Deputy Mayor for the 2019/20 Civic Year.

As this was her second consecutive term as Deputy Mayor Cllr Lisa Mitchell retained her Chain of Office and instead shook hands with the Mayor.

8. Deputy Mayor's Declaration of acceptance of office and acknowledgement


Cllr Mrs Lisa Mitchell read aloud the declaration of acceptance of office and signed the document and returned it to the Proper Officer.

9. Vote of thanks by the Mayor to the Immediate Past Mayor

It is my pleasure and privilege to extend a vote of thanks to the retiring Mayor, Councillor Robert John. Bob and I were classmates in Llanelli Boy's Grammar School, we share fond and not so fond, memories of those days. The rough and tumble of our schooldays turned into the rough and tumble of adult life and the rough and tumble of local politics.

Since arriving in Pembrey and becoming involved in the council and our wider community I have become acutely aware that Bob's first priority, apart from his family, has been the well being of the village and town. Throughout his time as Mayor he has approached each challenge with typical determination and a fair dose of humour. I know that in the coming year I will be looking to him for counsel and advice as we move forward.

Bob has been untiring, even when it made him tired, in his work for the community. But not only for the community at large, Bob unfailingly gives his support and assistance to individuals, usually quietly, without fuss or drawing attention to his generous nature.

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Bob's presence at the various events that he has introduced went a long way to making them a success. Those events resulted in a significant contribution to charities and to the uplifting of the community.

I can only aspire to become the kind of Mayor that would make Councillor Robert John as proud of me as I am of him.

Please join me in a heartfelt vote of thanks to the retiring Mayor of Pembrey and Burry Port, Councillor Robert John.

10. Presentation of past Mayors' medallion

The Mayor called the Immediate Past Mayor forward and presented him with a Past Mayors' medallion.

The Mayor requested to suspend the agenda to allow him to present his consort with the Mayor's Consort Chains, which he duly did.

11. Review and adoption of Standing Orders.

Members heard that the Chairs Committee had reviewed the Standing Orders, as was required every year and had suggested a number of changes which required confirmation at the Annual Meeting. The suggested changes had been circulated to all members in advance of the meeting and were read out for confirmation.

Cllr Michael Theodoulou **PROPOSED** that the suggested changes be adopted, seconded by Cllr David Owens.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that the suggested changes to the Standing Orders be adopted.

ACTION: Temp Assist Town Clerk

12. Review and adoption of Financial Regulations

Members heard that the Chairs Committee had considered and reviewed the Financial Regulations and suggested a number of changes. These had been circulated to all members in advance of the meeting and were read out for confirmation.

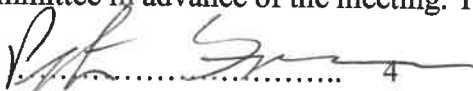
Cllr Michael Theodoulou **PROPOSED** that the suggested changes be adopted, seconded by Cllr Robert John.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that the suggested changes to the Financial Regulations be adopted.

ACTION: Temp Assist Town Clerk

13. Approval of terms of reference and delegated authority to Standing Committees

Members had received copies of the terms of reference and delegated authority for each Standing Committee in advance of the meeting. They were informed that it was imperative

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that these be approved at the Annual Meeting otherwise the Standing Committees would be operating ultra vires in the coming year. Members noted that each Committee had seen and endorsed the documents relevant to them at their meetings in May.

Members were asked to vote on the terms of reference for each Standing Committee in turn.

Cllr Michael Theodoulou **PROPOSED** that the terms of reference and delegated authority in relation to the Facilities and Assets Committee be adopted, seconded by Cllr Stephen James.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that they be adopted.

ACTION: Temp Assist Town Clerk

Cllr Michael Theodoulou **PROPOSED** that the terms of reference and delegated authority in relation to the Finance, Governance and Personnel Committee be adopted, seconded by Cllr Stephen James.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that they be adopted.

ACTION: Temp Assist Town Clerk

Cllr Stephen James **PROPOSED** that the terms of reference and delegated authority in relation to the Chairs Committee be adopted, seconded by Cllr David Owens.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that they be adopted.

ACTION: Temp Assist Town Clerk

In relation to the Regeneration and Wellbeing Committee there had been a few changes made to the version previously approved by the Committee, to clarify its responsibilities and the issues it would liaise with the Chairs Committee on. Members were given copies of the revised terms of reference which clearly indicated the changes made. It was clarified that the changes had been made in response to concerns raised with the Chairs Committee prior to the meeting.

Cllr Michael Theodoulou **PROPOSED** that the updated terms of reference and delegated authority in relation to the Regeneration and Wellbeing Committee be adopted, seconded by Cllr Stephen James.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that they be adopted.

ACTION: Temp Assist Town Clerk

There followed a brief discussion where members acknowledged that the Council had previously been remiss in not ensuring these were in place. Members also discussed concerns that the structures could impact negatively on the individual voices of members as a result of the delegated authority although it was noted that the terms of reference ensured that each Committee was to be held accountable to the Town Council, hence why all members were provided with copies of all Committee minutes, to keep them informed of the work of the Committees.

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14. Approval of membership/Chairs and Vice Chairs of Standing Committees

Copies of the list of membership of and nominated Chairs and Vice Chairs of Standing Committees had previously been distributed. Members were reminded that the Chairs Committee would now include in its membership all Vice Chairs as well, to ensure a fairer political balance.

Cllr Michael Theodoulou **PROPOSED** that the membership and Chair and Vice Chairs of Standing Committees, as stated in the document, be approved, seconded by Cllr David Owens.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that they be approved.

ACTION: Temp Assist Town Clerk

15. Review and appointment of representatives on outside bodies and organisations

The following appointments had been put forward for approval at the Annual Meeting:

Outside Body	Current Representative
One Voice Wales	Cllr Michael Theodoulou Cllr David Owens
Town and Community Councils County Liaison Forum	Cllr Michael Theodoulou
Friends of Burry Port Harbour	Cllr Robert John
School Governing Bodies	
Pembrey	Cllr Mrs Shirley Matthews Term 8 th June 2015 – 7 th June 2019
Parc y Tywyn	Cllr Mrs Moira Thomas Term 18 th June 2016 – 17 th June 2020
Burry Port Community	Cllr Linda Edwards

It was **RESOLVED** unanimously that the above members be appointed.

ACTION: Temp Assist Town Clerk

Cllr David Owens wished it to be noted that Cllr Shirley Matthews had been a great asset to Pembrey school in her role as Governor and thanked her for her contribution.

In response to a query from Cllr Stephen James regarding her suitability as a candidate to sit on the Governing Body of Burry Port Community primary school, Cllr Linda Edwards stated

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that she had 40 years teaching experience and had formerly been a governor for three different schools.

A new organisation had invited a representative from the Council to sit on its Fairtrade board, namely CETMA (Community Engagement, Technology, Media and Arts).

Cllr Michael Theodoulou **PROPOSED** Cllr Bob Walpole as the Council representative on the body, seconded by Cllr David Owens.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that the appointment be approved.

ACTION: Temp Assist Town Clerk

16. Review of the Council's and/or employees' membership of other bodies

Members heard that in the coming year the Council would need to renew its membership of One Voice Wales and the Society for Local Council Clerks and that a decision was required at the Annual Meeting to in principle agree to the renewal subject to confirmation at the relevant Town Council meeting, once the costs were known.

The benefits of membership of both bodies was queried but it was felt strongly by some members that the information provided through membership was invaluable.

Cllr Stephen James **PROPOSED** that the membership of both organisations be approved in principle, seconded by Cllr David Owens.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that membership be approved in principle.

ACTION: Temp Assist Town Clerk

17. Review and adoption of the Council's complaints procedure

Members noted that these had been reviewed and approved at the Ordinary Meeting of the Town Council on 17th April 2019, and that they required confirmation of adoption at the Annual Meeting.

Cllr Michael Theodoulou **PROPOSED** that the complaints procedure as approved at the Ordinary Meeting be adopted, seconded by Cllr David Owens.

In the ensuing vote 15 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that complaints procedure be adopted.

ACTION: Temp Assist Town Clerk

18. Review and adoption of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

Members noted that these were statutory items and had to be agreed.

Members **RESOLVED** unanimously to adopt the procedures.

ACTION: Temp Assist Town Clerk

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19. **Review and adoption of the Council's policy for dealing with the press/media**

Members heard how this policy had been reviewed by the Community Engagement Sub-Committee and came to the Annual Meeting with their recommendation to approve.

Members **RESOLVED** unanimously to adopt the policy.

ACTION: Temp Assist Town Clerk

20. **Approval of the schedule of ordinary meetings of the full Council for the year ahead**

It was confirmed that the Council intended to continue to meet on the third Wednesday of every month according to the schedule.

Members **RESOLVED** unanimously to approve the schedule.

ACTION: Temp Assist Town Clerk

Members **AGREED** that due to the essential nature of all that had been agreed and approved at this Annual Meeting, that all members should be given hard-copies of the documents to keep on file, and that any older copies be destroyed.

ACTION: Temp Assist Town Clerk

Cllr Mary Wenman wished to draw attention to the work of a member of the community Mrs Katrina Mudge for her work in the community, in getting children, and adults involved in environmental affairs through working with the schools and community groups. Members indicated their agreement and support for the work of Mrs Katrina Mudge with applause.

Cllr Pam Every also wished to draw attention and give thanks to the Town Council staff for all of their efforts and hard work over the last year.