

Pembrey and Burry Port Town Council
Annual Meeting
Wednesday 5th June 2020

Councillors: Linda Edwards, Peter Freeman, Robert John, John Hedley Jones, Lisa Mitchell, Karen Morris, David Owens, Hugh Shepardson, Michael Theodoulou, Moira Thomas, Karen Trimble, Bob Walpole and Mary Wenman

In attendance: Huw Thomas (Acting Town Clerk/RFO), Shan Loudon (Temporary Assistant Town Clerk)

Absent: Rachel Evans, Stephen James and Andrew Phillips

Virtual Meeting 11.30am – 12.27pm

1. To receive apologies for absence

Apologies had been received from Cllrs Richard Adler and Les George.

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

No declarations were made.

3. Approval of the minutes of the Annual Meeting held on 15th May 2019

Subject to two amendments the minutes of the Annual Meeting held on 15th May 2019 were approved, proposed by Cllr David Owens, seconded by Cllr Bob Walpole.

All members present at the 2019 meeting voted in favour.

4. To receive a valedictory address by retiring Town Mayor

Cllr Peter Freeman gave the following speech.

Cyd-
gynghorwyr, boneddigwyr â boneddigesau. Diolch yn fawr iawn am cyfle â ffrind chi wedi rhoi hoi wrtha'i i wasanathau y pobl a'r cyngor Pen-re Phorth Tywyn dros y flwyddyn diwethaf.

Fellow councillors, ladies and gentlemen, this last year has been a year of opportunity and growth, for the council and for me personally. I would like to thank you all for your support and for gifting me with this remarkable experience. My sincere thanks go out to you all, even those who do not particularly approve of me. I believe there is much to be learned from even the most robust criticism.

I particularly wish to thank the staff. In my year of office, I have seen them work hard and long. They have gone well above the call of duty, putting in long hours, often unpaid hours, in the service of this council and the community. I feel we are fortunate indeed to have such

dedicated people on our side. I must also give my thanks to my consort. Belinda has been at my side throughout my term. Her support and presence at Mayoral events added immeasurably to the enjoyment and successes of my term.

During the past year I have represented Pembrey and Burry Port at several events and charity fund raisers. I have been privileged to meet some truly good and great people, with the care of their communities at the heart of their philosophies and actions. It has been a privilege and an inspiration to interact with those who see members of other political parties as opponents but never as enemies.

The year has not been without controversy. We saw the resignation of three Councillors and the circumstances around those resignations gave cause for much soul searching from all parties involved. The resignations were followed by the passing of Councillor Pam Avery. Pam was a long-time member of this council and a loved member of the community. Her loss is one we still feel. Our condolences and best wishes continue to go out to her family and all those who knew and loved Pam.

This year has seen a commitment from counsellors to work in a spirit of cooperation. Much was achieved in a short space of time. Unfortunately, the work of this Council has been curtailed by the pandemic and the lockdown. Many of the events planned for the latter part of my year have had to be cancelled or postponed. I have continued to serve to the best of my ability and will continue to do so. This has been an exciting and enjoyable term, but all things end. So, with regret and some relief I hand my chains to the next Mayor with my best wishes and full support. Thank you all.

5. Election and appointment of the Mayor for the 2020/21 civic year

In accordance with the recommendation made at the Ordinary Meeting of the Town Council held on 27th May 2020 for the nomination of Cllr Lisa Mitchell as the Mayor, members were asked to vote to confirm her selection.

In the ensuing vote all members voted in favour. It was therefore **RESOLVED** that Cllr Lisa Mitchell be appointed as Mayor for the 2020/21 Civic Year.

Due to current circumstances Cllr Lisa Mitchell would be presented with the Chain of Office later in the day.

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

Cllr Lisa Mitchell read out the declaration of acceptance of office and signed the document to be returned to the Proper Officer.

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

To my fellow Councillors, residents and friends of Pembrey and Burry Port, I would like to take this opportunity to thank Cllr Hugh Shepherdson for nominating me as Mayor. I have had the great privilege of knowing Cllr Shepherdson since my earliest memories, growing up I had a very high regard for him, and I know our community is blessed to have his dedication, knowledge and resolve.

It is a great honour to be entrusted with the responsibility of leading Pembrey and Burry Port Town Council and I vow to give my all to the role. I am proud that my family have lived in Pembrey and Burry Port for generations and I feel very fortunate to have such history with our beautiful, diverse and strong community. I'd like to thank my family and friends for their support, it gives me the strength to stand before you all today as Mayor.

7. Election of the Deputy Mayor for the 2020/21 civic year

In accordance with the recommendation made at the Ordinary Meeting of the Town Council meeting of 27th May 2020 for the nomination of Cllr Michael Theodoulou as the Deputy Mayor, members were asked to vote to confirm his selection.

In the ensuing vote all members voted in favour. It was therefore **RESOLVED** that Cllr Michael Theodoulou be appointed as Deputy Mayor for the 2020/21 Civic Year.

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

Cllr Mrs Michael Theodoulou read aloud the declaration of acceptance of office and signed the document to be returned to the Proper Officer.

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

Cllr Lisa Mitchell read out the following speech:

I'd like to thank Cllr Peter Freeman for leading our Town Council as Mayor in his very 'unique' way for the past year. I have laughed at his stories and trembled with anticipation before speeches, but I have also watched in awe as he embeds Welsh in all he does. Even though he has lived in America for a great number of years his passion for our community and the Welsh culture is extraordinary, if you listen closely, I'm sure you'll hear his heartbeat to the Welsh Anthem.

Peter's first love and priority is (quite rightly) his family which resonates in his commitment and connection with the community. He takes great enjoyment in exploring the community and its new ventures, raising the profile of many local organisations on his way. Over the past year he has supported many local charities at events and has not wavered over the challenges and demands of the role.

Although the last three months have been challenging, putting barriers and limitations on his role as Mayor, Peter has found alternative ways to continue his support for the community. His enthusiasm to improve our area for the benefit and wellbeing of its residents has been a great asset to the Town Council.

Lastly Peter, although always focused on important issues, has brought a sense of fun and light-heartedness to what can sometimes be difficult meetings, easing tensions and creating unity, and that I think we can all agree has helped to heal wounds and made us an efficient team fit to serve our community, and for that I thank you.

Without further ado, I ask you all to join me in a sincere and heartfelt vote of thanks to the retiring Mayor of Pembrey and Burry Port, Cllr Peter Freeman.

10. Presentation of past Mayors' medallion

Due to the current restrictions, the presentation would take place later in the day.

11. Review and adoption of Standing Orders.

Cllr Hugh Shepardson proposed a number of changes to Standing Orders as follows:

1q – remove the word optional

1q – change the word “two” to “three”

3 v – remove the wording “and nominations for Chair and Vice Chair of the same”.

However, in order to proceed with the appointment of the Chairs and Vice Chairs of the Standing Committees in this Annual Meeting, it was agreed that nominations would be taken, and a vote taken only from the new members of each committee.

Subject to the amendments, detailed above it was proposed by Cllr Hugh Shepardson and seconded by Cllr Mary Wenman that Standing Orders be adopted.

In the ensuing vote all members voted in favour. It was therefore **RESOLVED** that the subject to the above amendments Standing Orders be adopted.

ACTION: Temp Assist Town Clerk

12. Review and adoption of Financial Regulations

These were recommended for approval at the Town Council meeting on 27th May 2020. Cllr David Owens **PROPOSED** that they be adopted, seconded by Cllr Linda Edwards.

In the ensuing vote all members voted in favour. It was therefore **RESOLVED** that the Financial Regulations be adopted.

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

These had been discussed and approved for recommendation at the last Town Council meeting. The terms of reference for all four Standing Committees were taken as one item.

Cllr Bob John **PROPOSED** that the terms of reference and delegated authority in relation to all Standing Committees be adopted, seconded by Cllr Linda Edwards.

In the ensuing vote all members voted in favour. It was therefore **RESOLVED** that they be adopted.

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

The membership of each Standing Committee was recommended for approval at the last Town Council meeting.

Cllr Karen Morris **PROPOSED** that the membership of Standing Committees, as stated in the document, be approved, seconded by Cllr Hugh Shepardson.

In the ensuing vote all members voted in favour. It was therefore **RESOLVED** that they be approved.

As previously agreed, the Chair and Vice Chair of each committee was elected.

Finance, Governance and Personnel Committee

It was proposed by Cllr Hugh Shepardson and seconded by Cllr John Hedley Jones that Cllr David Owens be appointed Chair of the Finance Governance and Personnel Committee.

It was proposed by Cllr John Hedley Jones and seconded by Cllr Bob Walpole that Cllr Linda Edwards be appointed Vice Chair of the Finance Governance and Personnel Committee.

All members of the Finance, Governance and Personnel voted in favour. **RESOLVED**

Facilities and Assets Committee

It was proposed by Cllr Michael Theodoulou and seconded by Cllr Peter Freeman that Cllr Robert John be appointed Chair of the Facilities and Assets Committee.

It was proposed by Cllr Robert John and seconded by Cllr Michael Theodoulou that Cllr Peter Freeman be appointed Vice Chair of the Facilities and Assets Committee.

All members of the Facilities and Assets Committee voted in favour. **RESOLVED**

Regeneration and Community Engagement Committee

It was proposed by Cllr Peter Freeman and seconded by Cllr Robert John that Cllr Michael Theodoulou be appointed Chair of the Regeneration and Community Engagement Committee.

It was proposed by Cllr David Owens and seconded by Cllr Michael Theodoulou that Cllr Karen Morris be appointed Vice Chair of the Regeneration and Community Engagement Committee.

All members of Regeneration and Community Engagement Committee voted in favour. **RESOLVED**

Chairs Committee

It was proposed by Cllr Karen Morris and seconded by Cllr Peter Freeman that Cllr Michael Theodoulou be appointed Chair of the Chairs Committee.

It was proposed by Cllr Peter Freeman and seconded by Cllr Linda Edwards that Cllr Robert John and Cllr David Owens be appointed as Joint Vice Chairs of the Chairs Committee.

All members of the Chairs Committee voted in favour. **RESOLVED**

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
The Fairtrade board of CETMA (Community Engagement, Technology, Media and Arts)	Cllr Bob Walpole
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 20 th June 2020 - 19 th June 2024
Burry Port Community	Cllr Linda Edwards Term 16 th May 2019 – 15 th May 2023

It was **PROPOSED** by Cllr David Owens that the above members be appointed, seconded by Cllr Linda Edwards.

In the ensuing vote all members voted in favour. It was therefore **RESOLVED** that they be approved.

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

The membership of One Voice Wales, ICCM and SLCC was recommended for approval at the Town Council meeting held on 27th May 2020.

Cllr Bob Walpole **PROPOSED** that the membership of these organisations be approved, seconded by Cllr Peter Freeman.

In the ensuing vote all members voted in favour. It was therefore **RESOLVED** that membership be approved in principle.

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

Following discussion and recommendation for approval at the last weeks' Town Council meeting Cllr Moira Thomas **PROPOSED** that the complaints procedure be adopted, seconded by Cllr Hugh Shepardson.

In the ensuing vote all members voted in favour. It was therefore **RESOLVED** that complaints procedure be adopted.

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

Following discussion and recommendation for approval at the last months' Town Council meeting Cllr Karen Morris **PROPOSED** that the complaints procedure be adopted, seconded by Cllr John Hedley Jones.

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

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

Following discussion and recommendation for approval at the last months' Town Council meeting Cllr Michael Theodoulou **PROPOSED** that the complaints procedure be adopted, seconded by Cllr David Owens.

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

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 at 7pm according to the schedule but that during lockdown the meeting would take place at 11am.

Cllr Linda Edwards **PROPOSED** that this schedule be accepted, seconded by Cllr David Owens.

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

The meeting ended at 12.27pm.