

Pembrey and Burry Port Town Council

Annual Meeting

Wednesday 19th May 2021
Dydd Mercher 19^{eg} Mai 2021

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

Present: Councillors Peter Freeman, Les George (arr. 6.35pm), Stephen James (arr. 6.40pm), John Hedley Jones, Lisa Mitchell, Karen Morris, David Owens, Andrew Phillips, Hugh Shepardson, Michael Theodoulou, Moira Thomas, Karen Trimble (arr. 6.51pm), Bob Walpole and Mary Wenman.

In attendance: Huw Thomas (Clerk and Responsible Finance Officer), Shân Loudon (Deputy Clerk), Louise Robinson (Community Development Officer) Kevin Williams (Projects Manager), Paul Mann (Cemetery and Facilities Superintendent) and Ed Davies (Admin Assistant)

Apologies: Councillors Linda Edwards and Robert John.

Via videoconference 6.30pm – 7.45pm

- 1. To receive apologies for absence.**

Apologies had been received from Cllrs Linda Edwards and Robert John

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

None were declared.

- 3. To confirm approval of the minutes of the annual meeting held on 5th June 2020.**

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

Cllr Andrew Phillips abstained from the above vote as he had not attended the meeting.

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

Cllr Les George arrived at 6.35pm

Cllr Lisa Mitchell gave her address, as below.

My fellow councillors have given me a great privilege and responsibility, and I would like to express my sincere appreciation for placing your trust in me. I hope I have demonstrated my true commitment to the essence of being a good councillor 'to never use your position improperly to secure personal advantage or to avoid disadvantage for yourself' (The Good Councillor, 2012).

During my time as Mayor I have continued to represent the interest of the whole community and although this year has been challenging, I have taken every opportunity to be amongst the people I represent. Greeting children face to face in handing out fruit bags, playing many roles at the Tedi Tywyn Picnic, delivering Halloween goody bags to homes in our community and delivering Meals on Wheels to the vulnerable. After a difficult year for charities I jumped at the chance to ‘Walk the Waterfalls’ to raise much needed funds and raise the profile of Tenovus. Due to social distancing and the imposing lockdown I was unable to organise a Mayors concert or any other event however, I will be making a donation to two charities, Ty Dewi and Burry Port Rugby Club.

Although not in my mayoral role I also supported many individuals isolating during lockdown by delivering shopping and medicine, and I was not alone. Covid-19 has highlighted many strengths within our community, neighbours helping neighbours and a revival of compassion and solidarity. Small-scale local groups mobilised to provide immediate support to ensure that members of the community could access food, medicines and other essentials. These acts of kindness and selflessness are what make the people in our community so special.

I would like to take this opportunity to thank our staff here at the council for their unwavering commitment to their roles in supporting us as councillors and the community as a whole, often going above and beyond expectation.

Lockdown may be coming to an end but the challenges we have faced during this last year will continue. In order to change the trajectory for the better we have to come together, work together and support each other in protecting our community first and foremost, exercising the Nolan Principles of selflessness; integrity; objectivity; accountability; openness; honesty; and leadership. We have to be held accountable to the community for every decision we make, so let us make each decision moving forward for the betterment and protection of our community in order to ensure we can stand proud of the councillors we are.

5. Election and appointment of the Mayor for the 2021/22 civic year.

In accordance with the recommendation made at the Ordinary Meeting of the Town Council held on 21st May 2021 for the nomination of Cllr Michael Theodoulou as the Mayor. Members were asked to vote to confirm his selection.

In the ensuing vote 11 members voted in favour with 1 abstention. It was therefore **RESOLVED** that Cllr Michael Theodoulou be appointed as Mayor for the 2021/22 Civic Year.

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

As the meeting was being held via video conference it was not possible for the Mayoral Chains to be presented and this would be done at a future date.

Cllr Michael Theodoulou read out the declaration of acceptance of office and signed it for returning to the Proper Officer.

He then took over the role of Chair of the meeting.

7. Election and appointment of the Deputy Mayor for the 2021/22 civic year.

Cllr Lisa Mitchell left the meeting at 6.38pm

Cllr Stephen James arrived at 6.40pm

In accordance with the recommendation made at the Ordinary Meeting of the Town Council held on 21st May 2021 for the nomination of Cllr Karen Morris as the Deputy Mayor. Members were asked to vote to confirm his selection.

In the ensuing vote 11 members voted in favour with 1 abstention. It was therefore **RESOLVED** that Cllr Karen Morris be appointed as Deputy Mayor for the 2021/22 Civic Year.

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

As the meeting was being held via video conference it was not possible for the Mayoral Chains to be presented and this would be done at a future date.

Cllr Karen Morris read out the declaration of acceptance of office and signed it for returning to the Proper Officer.

9. Vote of thanks by the Mayor to the immediate past Mayor.

Cllr Michael Theodoulou read out the following speech:

I want to thank Cllr. Lisa Mitchell for her work, commitment and Chairing of the council during the last year. Lisa has held one of the two civic offices for three of the five years forming the term of this council and has done so with full commitment and energy putting the needs of our community first.

It has not been an ideal year for the Council. Normal Mayoral activity has been curtailed by Covid – engagement with the community as the Mayor has not been easy and chairing the Council on screen has presented its own challenges yet Lisa managed these challenges with dignity and professionalism.

The challenges for her have not all been Covid related and we all know the personal losses and pressures she has had to deal with which make her performance even more impressive. I think I speak for all Councillors in offering our deepest thanks and gratitude to Cllr. Lisa Mitchell for everything she has done for us all.

10. Presentation of Past Mayors’ medallion.

As the meeting was being held via video conference it was not possible for the Past Mayors’ Medallion to be presented and this would be done at a future date.

11. Review and adoption of Standing Order.

Members discussed some alterations with the following decisions being taken:

Cllr David Owens **PROPOSED**, seconded by Cllr Andrew Phillips that the Council remove the line from section 4 d ii) “...shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;”

In the ensuing vote 7 members voted in favour with 2 against and 3 abstentions. It was therefore **RESOLVED** to remove this line.

Cllr David Owens **PROPOSED**, seconded by Cllr Moira Thomas to remove the line from section 4 d v) "...may, subject to standing order 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer one day before the meeting that they are unable to attend;"

RESOLVED unanimously.

Cllr David Owens **PROPOSED**, seconded by Cllr Moira Thomas to remove the line from section 4 d vi) "... shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;"

RESOLVED unanimously.

Cllr Karen Trimble arrived at 6.51pm

Members noted that the above change would force an amendment to the line in section 4 d vii) to remove "...other than a standing committee..."

It was also noted that the above change also forced the removal of the line in section 5 j vi) "Appointment of Chair and Vice chair of Standing Committees, changes to membership and/or Chair/Vice Chair during the year may be agreed by a simple majority vote of the Council."

Cllr David Owens **PROPOSED**, seconded by Cllr Moira Thomas that the line from section 8 a) be amended to allow for an optional secret ballot to be taken if voted for by a majority vote, with regards voting on appointments.

In the ensuing vote 6 members voted in favour with 5 against and 1 abstention. **RESOLVED**.

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Bob Walpole for the line in section 12 d) to be amended to allow a member to also sign the minutes when they did not agree with their accuracy.

In the ensuing vote 4 members voted in favour with 6 against and 1 abstention. The proposal **FELL**.

Members requested that the Clerk/RFO issue an advisory note to provide clarity on section 14 Code of Conduct complaints.

ACTION: Clerk/RFO

Cllr Stephen James **PROPOSED**, seconded by Cllr David Owens that the meeting proceed beyond its allotted time. **RESOLVED**.

Cllr Stephen James **PROPOSED**, seconded by Cllr Moira Thomas, that subject to the above changes the Council should approve and adopt the Standing Orders. **RESOLVED**.

ACTION: Clerk/RFO

12. Review and adoption of Financial Regulations.

Cllr David Owens **PROPOSED**, seconded by Cllr Stephen James that the Council should approve and adopt the Financial Regulations. **RESOLVED**.

ACTION: Clerk/RFO

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

Cllr Stephen James **PROPOSED**, seconded by Cllr David Owens that the Council should approve and adopt the complaints procedure. **RESOLVED**.

ACTION: Clerk/RFO

14. 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.

Cllr Stephen James **PROPOSED**, seconded by Cllr Karen Morris that the Council should approve and adopt the procedures. **RESOLVED**.

ACTION: Clerk/RFO

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

Cllr Stephen James **PROPOSED**, seconded by Cllr Mary Wenman that the Council should approve and adopt the policy. **RESOLVED**.

ACTION: Clerk/RFO

16. Approval of terms of reference and delegated authority to Standing Committees:

- a) Audit and Resolutions Committee
- b) Facilities and Assets Committee
- c) Finance, Governance and Personnel
- d) Planning Committee
- e) Police Liaison Committee
- f) Regeneration and Community Engagement Committee
- g) Strategy Committee

- a) Members discussed the changes made to this Committee's Terms of Reference and the impact it would have on the possible membership.

Cllr David Owens **PROPOSED**, seconded by Cllr Peter Freeman that provided an amendment was made so that Chairs and Vice Chairs of Committee were not disbarred from membership, the terms of reference would be adopted. **RESOLVED**.

- b) Cllr David Owens **PROPOSED**, seconded by Cllr John Hedley Jones that the terms of reference be adopted. **RESOLVED**.
- c) Cllr Stephen James **PROPOSED**, seconded by Cllr Karen Morris that the terms of reference be adopted provided the section related to line management of the Clerk/RFO met with legal advice, otherwise they be amended accordingly and adopted. **RESOLVED**.
- d) Cllr Moira Thomas **PROPOSED**, seconded by Cllr Karen Morris that the terms of reference be adopted. **RESOLVED**.
- e) Cllr Stephen James **PROPOSED**, seconded by Cllr Les George that the terms of reference be adopted. **RESOLVED**.
- f) Cllr Karen Morris **PROPOSED**, seconded by Cllr Stephen James that the terms of reference be adopted. **RESOLVED**.
- g) Members discussed the terms of reference.

Cllr Bob Walpole **PROPOSED**, seconded by Cllr Stephen James that provided they be amended to allow for the Committee to make recommendations to Council in consultation with other Committees according to their remit and that they include that the committee should produce a mid and long term strategy for the Council. **RESOLVED**.

ACTION: Deputy Town Clerk

17. Approval of Standing Committee membership.

Members requested that in advance of the next Annual Meeting they should decide on a maximum membership number for each committee.

ACTION: Deputy Town Clerk

Members discussed the memberships and agreed them as follows:

Audit and Resolutions Committee

Cllr Stephen James **PROPOSED**, seconded by Cllr David Owens that Cllrs Robert John, Karen Morris and Karen Trimble be appointed as members. **RESOLVED**.

Facilities and Assets Committee

Cllr Stephen James **PROPOSED**, seconded by Cllr John Hedley Jones that Cllrs Peter Freeman, Les George, John Hedley Jones, Robert John, Karen Morris, Andrew Phillips, Michael Theodoulou, Moira Thomas, Karen Trimble and Mary Wenman be appointed as members. **RESOLVED**.

Finance, Governance and Personnel Committee

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Mary Wenman that Cllrs Linda Edwards, Peter Freeman, John Hedley Jones, Robert John, David Owens, Andrew Phillips, Hugh Shepardson, Michael Theodoulou and Bob Walpole be appointed as members. **RESOLVED**

Planning Committee

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Mary Wenman that Cllrs John Hedley Jones, Karen Morris, Moira Thomas, Karen Trimble, Bob Walpole and Mary Wenman be appointed as members. **RESOLVED**

Police Liaison Committee

Cllr Moira Thomas **PROPOSED**, seconded by Cllr John Hedley Jones that Cllrs Peter Freeman, Les George, Robert John and Karen Morris be appointed as members. **RESOLVED**

Regeneration and Community Engagement Committee

Cllr Karen Morris **PROPOSED**, seconded by Cllr Mary Wenman that Cllrs Peter Freeman, Les George, Stephen James, Robert John, Karen Morris, Michael Theodoulou, Moira Thomas, Karen Trimble, Bob Walpole and Mary Wenman be appointed as members. **RESOLVED**

Strategy Committee

Cllr Mary Wenman **PROPOSED**, seconded by Cllr Stephen James that Cllrs Linda Edwards, Stephen James, Andrew Phillips, Michael Theodoulou and Bob Walpole be appointed as members. **RESOLVED**

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

Outside Body	Current Representative
One Voice Wales	Cllr Michael Theodoulou Cllr David Owens Cllr Karen Morris
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 Shirley Matthews Term 8 th June 2019 – 7 th June 2023
Parc y Tywyn	Cllr Moira Thomas Term 20 th June 2020 - 19 th June 2024
Burry Port Community	Cllr Linda Edwards 16 th May 2019 – 15 th May 2023

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Bob Walpole that the below list be approved. **RESOLVED.**

19. Review of the Council’s and/or employees’ membership of other bodies.

Cllr Karen Morris **PROPOSED**, seconded by Cllr David Owens that the Council approve the memberships. **RESOLVED.**

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

Cllr David Owens **PROPOSED**, seconded by Cllr Stephen James that the Council meet on the third Wednesday of every month at 7pm. **RESOLVED.**

Meeting ended 7.45pm