

**Pembrey and Burry Port Town Council**

**Ordinary Meeting**

**Wednesday 27<sup>th</sup> May 2020**

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

**Present: Councillor Peter Freeman (Mayor)**

**Councillors Linda Edwards, Rachel Evans, Stephen James (joined the meeting at the start but due to technical issues was not able to take part), Robert John, John Hedley Jones, Lisa Mitchell, Karen Morris, David Owens, Andrew Phillips (joined the meeting at 11.46am), Hugh Shepardson, Michael Theodoulou, Moira Thomas, Karen Trimble, Bob Walpole and Mary Wenman.**

**In attendance: Huw Thomas (Acting Clerk and Responsible Finance Officer), Shân Loudon (Temporary Assistant Town Clerk)**

**Via videoconference 11.05am – 1.35pm**

**176. To receive apologies for absence**

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

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

No declarations were made.

**178. To confirm the minutes of the meeting held on Wednesday 18<sup>th</sup> March 2020**


Subject to the addition of the names of three new Councillors to the attendance list, Cllr Hugh Shepardson **PROPOSED** that the minutes be accepted as an accurate record of the meeting, seconded by Cllr Peter Freeman.

In the ensuing vote 7 members voted in favour with 7 abstentions, due to members not being present at the meeting. It was therefore **RESOLVED** to accept the proposal.

**ACTION: Admin Assist**

**179. To receive an update from the Chairs Committee.**

Cllr Michael Theodoulou informed members that the Chairs group had met on a number of occasions since the last Town Council meeting. The group acted as an advisory group for the first two meetings as only the Clerk could take decisions. Following the issue of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020, power was given to allow Committees to meet remotely. All members have been kept up to date via the minutes. Only issues that needed an urgent decision have been discussed. These included the opening hours of cemetery, urgent works to Burry Port Memorial Hall as well as the Council's response to the community ie how we work with food banks.

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The Committee agreed the job description for the position of Deputy Clerk which was duly advertised with one suitable application received. The Chairs Committee will proceed to appoint.

The vacancy for Town Clerk/RFO has been advertised with a closing date of 5<sup>th</sup> June. As previously approved the Chairs Committee will short list and then take an appropriate number to full Town Council who have sole responsibility for the appointment of the Clerk.

**180. Consideration of holding future Town Council meetings via video conferencing**

Cllr Peter Freeman advised members that they needed to decide if full Town Council meetings should continue via video conferencing or if delegated powers be given to the Chairs Committee.

All members were asked for their opinion and after discussion it was proposed by Cllr David Owens and seconded by Cllr Karen Morris that the Town Council continue to meet via video conferencing and that this item be placed on all future agendas. In the ensuing vote all members were in favour. **RESOLVED**

Action: Assistant Clerk

The platform for video conferencing was discussed and it was agreed by all members to continue with Microsoft Teams.

A question was asked regarding Standing Committee meetings. If the Chair of a Standing Committee wishes to arrange a meeting, they should contact the Clerk.

**181. To receive nominations for the appointment of the Town Mayor Elect for 2020/21**

Cllr Hugh Shepardson NOMINATED Cllr Lisa Mitchell for the position of Town Mayor Elect for 2020/21, seconded by Cllr John Hedley Jones.

In the ensuing vote 14 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that the Town Mayor Elect for 2020/21 Cllr Lisa Mitchell.

**182. To receive nominations for the appointment of the Deputy Town Mayor Elect for 2020/21**

Cllr Karen Morris NOMINATED Cllr Michael Theodoulou for the position of Deputy Town Mayor Elect for 2020/21, seconded by Cllr David Owens.

In the ensuing vote 14 members voted in favour with 0 against and 0 abstentions. It was therefore **RESOLVED** that the Town Mayor Elect for 2020/21 be Cllr Michael Theodoulou.

**183. Consideration of items in advance of the Annual Meeting**

1. Review of the terms of references for committees

Terms of reference for the four Standing Committees had been circulated prior to the meeting. Cllr David Owens commented that the inclusion of risk management for all committees had been initiated by the Finance, Governance and Personnel Committee. It was noted that the

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management of flowers appears on two committees but should only be on the Regeneration and Community Engagement Committee.

Subject to the corrections above, Cllr David Owens proposed that all committee terms of reference be recommended for approval at the Annual Meeting, seconded by Cllr Mary Wenman. In the ensuing vote 13 members voted in favour with one abstention, **RESOLVED**.

Action: Assistant Clerk

2. Review of delegation arrangements to committees, sub-committees, officers and other local authorities

Cllr John Hedley Jones noted that a figure was missing from item 2.4. The Clerk informed members that this should be £2,000 which came from the Finance, Governance and Personnel Committee.

It was also noted that both Technical management staff and non-technical management staff were referred to in this paper but there was no reference to non-technical management staff in the Financial Regulations. It was agreed to change all references to "Senior Officers".

Cllr Moira Thomas queried the wording in paragraph 1.1. After discussion it was agreed to delete the wording after "on behalf of the Council".

With above amendments, Cllr Karen Morris proposed that the document be recommended for approval at the Annual Meeting, seconded by Cllr Michael Theodoulou. All members were in favour. **RESOLVED**

Action: Assistant Clerk

3. Receipt of nominations to existing committees

A paper had been circulated prior to the meeting showing members of the Standing Committees.

Cllr David Owens proposed that the document be recommended for approval at the Annual Meeting, seconded by Cllr Moira Thomas. All members voted in favour. **RESOLVED**

4. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them

There were no new committees proposed.

Cllr Andrew Phillips joined the meeting at 11.46am

5. Review and adoption of appropriate standing orders

The following amendments were discussed:

Change all references from "his" to "his/her" or "their" where appropriate.

The requirement for a paragraph covering the holding of a secret ballot was discussed in detail. It was noted that secret ballots have been used in the past for appointment of the Town Clerk.

Cllr Bob Walpole proposed that a new paragraph be inserted in Standing Orders along the lines

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of “The appointment of the Town Clerk will be by optional secret ballot, seconded by Cllr Hugh Shepardson. It was agreed that the Clerk provide a draft to members in advance of the Annual Meeting. In the ensuring vote, all members were in favour. **RESOLVED**

Action: Clerk

A member queried the number of days required for a member of the public to give notice to address a meeting (ref 1d). It was agreed to change this number from 7 to 5. **RESOLVED**

Discussion took place regarding the number of days required for notice of a Town Council meeting. At present Standing Orders state 5 clear days and the recommendation of the Finance, Governance and Personnel Committee was for that number to remain. However, the Chairs Committee proposed that the number of days’ notice be reduced to 3.

Cllr Michael Theodoulou proposed that 3 days’ notice be given, seconded by Cllr Mary Wenman. In the ensuing vote 7 members voted in favour, with 8 against.

It was proposed by Cllr Bob Walpole and seconded by Cllr Karen Trimble that Standing Orders remain at 5 days’ notice. In the ensuring vote 14 members voted in favour with 1 against. **RESOLVED**

Therefore, it was proposed by Cllr Michael Theodoulou and seconded by Cllr David Owens, that subject to the change of gender, the inclusion of a paragraph relating to a secret ballot changing of 5 days’ notice for the public and change of 5 days’ notice for members, the Standing Orders be recommend for approval at the Annual Meeting. All members voted in favour. **RESOLVED**

Action: Assistant Clerk

#### 6. Review and adoption of financial regulations

The following amendments were discussed.

Where applicable change staff to senior officers.

Under 6.19 change the wording to “The Clerk to have power to authorise up to £100.”

11.2 a and b delete the wording “as far as is practicable”

Subject to the three amendments above Cllr David Owens recommend approval to the Annual Meeting, seconded by Cllr Bob Walpole. All members voted in favour. **RESOLVED**

Action: Assistant Clerk

Cllr Rachel Evans raised a query in relation to the provision of local toilets. This would be referred to the Regeneration and Community Engagement Committee.

Action: Assistant Clerk

#### 7. Review of representation on or work with external bodies and arrangements for reporting back

A paper showing existing representation had been circulated with the agenda. It was noted that Cllr Moira Thomas’ term as representative for Parc y Tywyn was coming to an end. It was agreed that the Clerk contact the Governing Body confirming the re appointment of Cllr Moira Thomas.

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Cllr David Owens proposed that this document be recommended for approval by the Annual Meeting, seconded by Cllr Hugh Shepardson. All members voted in favour. **RESOLVED**

8. Review of the Council's and/or employees' memberships of other bodies

The memberships include One Voice Wales, SLCC and ICCM. It was proposed by Cllr Michael Theodoulou and seconded by Cllr Moira Thomas that these memberships be recommended for approval at the Annual Meeting. **RESOLVED**

9. Review of the Council's complaints procedure

It was proposed by Cllr Mary Wenman and seconded by Cllr Moira Thomas that this document be recommended for approval at the Annual Meeting. 14 members voted in favour with one abstention. **RESOLVED**

1.05pm Karen Trimble left the meeting

As the meeting had reached two hours duration, Cllr Michael Theodoulou proposed that Standing Order 1w be suspended in order to allow the meeting to continue, seconded by Cllr David Owens. All members voted in favour. **RESOLVED**

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

A change to the wording in relation to discussion of correspondence within a Town Council meeting was discussed. It was agreed to amend the paragraph to include the wording "the Clerk must contact the sender to ask for permission to disclose details at a Town Council meeting. This permission to be received in writing. If permission is not received, the item must still be discussed, without disclosing any details that could reveal the identity of the person."

Subject to the amendment above, it was proposed by Cllr Peter Freeman and seconded by Cllr Michael Theodoulou that the document be recommended for approval at the Annual Meeting. All members voted in favour. **RESOLVED**

11. Review of the Council's policy for dealing with the press/media

A query was raised as to how to best way to handle giving your own personal view rather than representing the Council. Care needs to be taken so members are not perceived to be acting as a representative of the Town Council. It was noted that the community can think of members as councillors and therefore representing the Council's view, rather than their own view. It needs to be made clear when responding that, if it is the case, it is a member's own personal view and that they are not representing the Council.

After discussion it was proposed by Cllr Michael Theodoulou and seconded by Cllr Moira Thomas that the document be recommend to the Annual Meeting for approval. All members voted in favour. **RESOLVED.**

12. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead

Cllr David Owens proposed, seconded by Cllr Michael Theodoulou that under normal circumstances the Town Council meeting will take place on the third Wednesday of month at 7pm. During lock down the meeting will take place on the third Wednesday of the month at 11am, with the arrangements being revised at each meeting. All members voted in favour. **RESOLVED**

184. To note the following minutes for information:

Date	Meeting
4 <sup>th</sup> March 2020 - DRAFT	Facilities and Assets Committee
9 <sup>th</sup> March 2020 - DRAFT	Finance, Governance and Personnel Committee
10 <sup>th</sup> March 2020	Chairs Committee
11 <sup>th</sup> March 2020 - DRAFT	Regeneration and Community Engagement Committee
30 <sup>th</sup> April 2020	Chairs Committee

The above minutes were noted.

185. In camera discussions

Cllr Lisa Mitchell **PROPOSED** that the meeting move to in camera, seconded by Cllr David Owens. In the ensuing vote all members voted in favour. **RESOLVED**

*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.

186.

To confirm the confidential minutes of the Town Council meeting held on Wednesday 18<sup>th</sup> March 2020

Cllr Michael Theodoulou **PROPOSED** that the minutes be accepted as an accurate record of the meeting, seconded by Cllr Peter Freeman. In the ensuing vote, 6 members voted in favour with the remaining members abstaining due to not being present at the meeting. **RESOLVED**

b) To note the following confidential minutes

Date	Meeting
4 <sup>th</sup> March 2020 - DRAFT	Facilities and Assets Committee
9 <sup>th</sup> March 2020 - DRAFT	Finance, Governance and Personnel Committee
10 <sup>th</sup> March 2020	Chairs Committee
30 <sup>th</sup> April 2020	Chairs Committee

Noted. The meeting ended at 1.35pm.

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