



# **PORTHCAWL TOWN COUNCIL**

16, 18 Mary St, Porthcawl CF36 3YA

Website/Gwefan: [www.porthcawltowncouncil.co.uk](http://www.porthcawltowncouncil.co.uk)

Tel/Ffôn: 01656 782215

E mail: [kerry.grabham@bridgend.gov.uk](mailto:kerry.grabham@bridgend.gov.uk)

13 May 2022

To all Members of Council

Dear Councillor

You are summoned to attend the ANNUAL Meeting of Council to be held at the Y Centre, John Street, Porthcawl on **Thursday 19<sup>th</sup> May 2022 at 7.00pm**. (This will be a hybrid meeting with members able to attend in person or remotely)

**(From 1 May 2021 The Local Government and Elections (Wales) Act 2021 makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents)**

Yours sincerely

**Kerry Grabham Town Clerk**

## **Procedure to be outlined by Chairperson:**

Welcome Members, Officers and members of the public to this Annual General Meeting of Porthcawl Town Council 2022. Which due to Government advice is being held in person and virtually to enable all participants to access this meeting.

Please can everyone ensure that all mobile phones are switched off or to silent mode.

You will all have received an electronic copy of the Agenda and hard copies are available to persons attending in person.

Members & Officers will be speaking at various points during the meeting. If you are attending virtually, could you ensure that microphones are switched off to minimise any background noise and interference and to ensure the connection remains as stable as possible.

**Please indicate if you wish to speak by raising your hand, the chair will call your name in turn and for those persons attending virtually you will at that point switched on you microphone. Please do not interrupt when a member or officer is speaking.**

## **AGENDA**

1. To receive apologies for absence
2. To receive declarations of interest for items the agenda
3. To receive the remarks of the out-going Mayor
4. To elect a Mayor for 2022-23 as directed in statute Local Government Act 1972 ss 15(2) and 34(2). Nominations to follow
5. **Investiture of Town Mayor**

*Retiring Mayor states "Councillor ..... by the Majority vote of the Council you have been elected to the office of Town Mayor for the year 2022/23. The outgoing Mayor invests then newly elected Mayor.*

### ***To receive the newly elected Town Mayor's Declaration of Acceptance of Office***

*I ..... having been elected to the office of Mayor of Porthcawl Town council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.*

*I undertake to observe the code as to the conduct which is expected of Members of **Porthcawl Town Council.***

6. To elect a Deputy Mayor – nominations to follow.
7. **Investiture of Deputy Mayor**

*Incoming Mayor states "Councillor ..... by the Majority vote of the Council you have been elected to the office of Deputy Mayor for the year 2022/23. The oncoming Mayor invests then newly elected Deputy Mayor.*

*I ..... having been elected to the office of Deputy Mayor of Porthcawl Town council declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.*

*I undertake to observe the code as to the conduct which is expected of Members of **Porthcawl Town Council***

8. To appoint committees and representatives (including appointment of any new committees and removal of any old committees) 2022/23

<b>Committees</b>	<b>Councillors</b>
9. Planning (9)	
Finance and Governance (9)	
Operations (9)	
Promoting Porthcawl (9)	
5 Year Plan Committee (9)	
Staffing Committee (5)	

10. To nominate Councillors to take up Representative of External Bodies 2022/23

Organisation	Councillor (s)	No of Representatives
Bridgend County Borough Council Town and Community Council Forum		1
Chamber of Trade		1
Cornelly Quarry Liaison Committee		1
Fairtrade		1
Awen Trust and Grand Pavilion Advisory Association		5
Griffin Park Pavilion Association		1
Newton Institute		1
Newton Allotment Society		2
One Voice Wales		2
Porthcawl/St. Sebastian Town Twinning Association		2
Pubwatch		2
Shout		1
Wilderness Management Group		1
YMCA Board of Management		1

Primary Schools from 2022

Newton County Primary		1
Nottage Primary		1
West Park Primary		1
Porthcawl Primary		1

11. To delegate or renew therefore functional power to the Town Clerk to act in respect of urgent business arising between meetings of the Council
12. To delegate or renew therefore functional power to the Town Clerk to make necessary payments to ensure satisfactory delivery of the Council's administrative functions
13. To name Members authorised to sign cheques (Local Government Act 972 – [Section 150(5)]).
14. To receive and approve the Financial Regulations 2022/23
15. To receive and approve the Standing Orders of Porthcawl Town Council 2022
16. To re-adopt the following policies.
  - a) Bullying & Harassment Policy
  - b) Member & Officer Protocol
  - c) Training & Development Policy
  - d) Flexible Working Policy
  - e) Data Retention Policy
  - f) Reserves Policy
  - g) Investment Policy
  - h) Bio-diversity Policy
17. To agree the Mayoral Allowance 2022/23
18. To agree recommendations from the Independent Remuneration Panel for Wales
19. To note the attendance record for 2021/22
20. To consider arrangements for the filling of two Councillor vacancies through the process of co-option
21. To receive comment and any relevant information Town Clerk & RFO

**Admission to Meetings Act 1960 that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the agenda item**

21. To consider item correspondence from J Jaafar, Clerks Room, London