



MINUTES OF THE ANNUAL MEETING OF COUNCIL
HELD ON THURSDAY 19th May 2022

P R E S E N T

COUNCILLORS:

M Chegwen	J Jones
B Davies	M Jones
L Desmond-Williams	S Maitland Thomas
M Emmet-Lewis	J Monks
N Farr	J Pratt
T Hill	M Rock
E Jones	J Strong

TOWN CLERK: K Grabham
IN ATTENDANCE: C John, S Watkins, K Sutton

1. To receive apologies for absence

Apologies were received from: - Cllr's M Rock and B Jones

2. To receive declarations of interest

Town Clerk	Item 21a	Personal Interest, prejudicial
Cllr L Desmond-Williams	Item 10	Member of Chamber of Trade, non-prejudicial
Cllr J Jones	Item 10	Member of Chamber of Trade
Cllr J Pratt	Item 10	BCBC Member
Cllr N Farr	Item 10	BCBC Member

3. To receive the remarks of the out-going Mayor

The Mayor remarked that when she began her Mayoral year in 2021 it involved Covid 19 updates, lockdown rules and regulations with isolation restrictions becoming part of everyday life. The role of Mayor ceased as we knew it, however, Porthcawl Town Council in conjunction with its residents rallied around to support the most vulnerable. The Mayor

advised that she was honoured to part of a ceremony to recognise all the un-sung heroes and remembering all our loved ones lost. The ceremony also recognising Residents, Emergency Services, Doctors, Nurses, Carers, Support Workers, Surgeries, Pharmacies, Traders and Businesses to name just a few.

The Mayor stated that she has been honoured to represent the Town attending varying events throughout the year.

Cllr Hill gave thanks to the Town Clerk and Deputy Mayor who gave support during this difficult and challenging period. Thanks were also given to Office Staff and Councillors for their support.

4. **To elect a Mayor for 2022-2023 as directed in statute Local Government Act 1972 ss 15(2) and 34(2). Nominations to follow**

It was proposed by Cllr J Pratt and seconded by Cllr N Farr and

Resolved: Cllr Mark Chegwen be duly appointed as Mayor of Porthcawl for the ensuing year.

5. **Investiture of Town Mayor**

The outgoing Mayor Cllr T Hill invested Cllr M Chegwen into his respective office for 2022-2023.

6. **To elect a Deputy Mayor. Nominations to follow**

It was proposed by Cllr N Farr and seconded by Cllr M Emmet-Lewis and

Resolved: Cllr Jonathan Pratt be duly appointed as Deputy Mayor for the ensuing year.

7. **Investiture of Deputy Mayor**

The Mayor Cllr M Chegwen invested Cllr J Pratt into his respective office for 2022-2023.

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

The Town Clerk advised that historically Porthcawl Town Council practice was to appoint reporting committees. With modernisation of Town and Community Councils many Councils have now appointed executive committees where Full Council delegates responsibility for certain decisions to the committees. The committee then reports these decisions to Full Council in an information only report. The benefit of having an executive committee is that it expedites the democratic process to enable decisions to be taken quickly. It is a decision of Council on how they would like to structure the committees i.e. keep it as a reporting committee or change to an executive committee prior to voting on the committee item. The five-year plan committee would be a reporting committee so they would gather all the information and ideas and report back to Council.

Cllr N Farr raised a concern that should Council decide to go with an executive committee and they have the budget what governance would be in place. The Clerk advised that should Council agree to having executive committees there would be financial implications in doing so and that the Financial Regulations would then need to be amended to reflect the change in committee structure as this document governs the committees. It was further advised that in the induction packs already provided to each Councillor it includes a copy of the Financial Regulations and underneath the authority to spend it details the limit for each committee that they have and also the powers that the committees have.

Cllr L Desmond-Williams stated that Full Council need to have the final decision in everything. All rules and regulations of Council should go to Full Council and that Full Council Members should be aware of every single thing in Council as they are all responsible as a governmental body. Cllr Desmond-Williams and Cllr S Maitland Thomas were against changing to an executive committee.

Cllr J Pratt & Cllr M Chegwen were in favour of changing to an executive committee as a report would all be approved by Council and it would also expediate the process on the grounds in terms of permitting the committee to make decisions. Should any problems arise with this structure the committees would then liaise with the office and Council would also be made aware.

Cllr T Hill raised a concern that should certain Councillors not be a Member on a committee or any committees then how would they find out what is happening in Council. The Clerk advised that the numbers had been increased for Councillors membership on committees this year and that any decision made by the committee would be provided to Full Council as an information only report in order for any Members who are not on a committee would be made aware of any decisions made.

Cllr L Desmond-Williams proposed to keep the committees as a reporting committee. Cllr J Pratt proposed an amended proposal in views of running executive committees in Council 'That following Council receiving reports that the Council could call in any projects by the super majority (three quarters of Council) should they have any concerns and only should the need arise.

Following a vote on the amendments:-

Resolved: **That Council accepts to move to Executive Committees on the basis that Full Council has the right to call in a project from any committee if required, however, this has to initially voted on by a super majority (three quarters of Council).**

Resolved: **To appoint the committee representatives as listed below:-**

Committees	Councillors
Planning (9)	B Davies, B Jones, E Jones, J Strong
Finance & Governance (9)	N Farr, J Jones, J Monks, J Pratt, J Strong
Operations (9)	M Chegwen, M Emment-Lewis, N Farr, E Jones, S Maitland Thomas
Promoting Porthcawl (9)	B Davies, M Emment-Lewis, T Hill, J Jones, J Monks, J Strong
5 Year Plan (9)	M Emment-Lewis, T Hill, E Jones, J Jones, S Maitland Thomas, J Pratt
Staffing (5)	M Chegwen, T Hill, J Monks, J Pratt

9. **To nominate Councillors to take up Representative of External Bodies 2022/2023**

Resolved: To appoint the External Bodies representatives as listed below:-

Organisation	Councillor(s)	No. of Representatives
Bridgend County Borough Council Town & Community Council Forum	M Chegwen	1
Chamber of Trade	M Emment-Lewis	1
Cornelly Quarry Liaison Committee	J Pratt	1
Fairtrade	E Jones	1
Awen Trust and Grand Pavilion Advisory Association	M Emment-Lewis, J Jones, J Monks, J Strong	5
Griffin Park Pavilion Association	S Maitland Thomas	1
Newton Institute	S Maitland Thomas	1
Newton Allotment Society	B Davies, J Pratt	2
One Voice Wales	M Chegwen	2
Porthcawl St. Sebastian Town Twinning Association	E Jones	2
Pubwatch	B Davies, M Jones	2
SHOUT	M Chegwen	1
Wilderness Management Group	Tbc	1
YMCA Board of Management		1
PRIMARY SCHOOLS – 2022-2027		
Newton County Primary	J Monks	1
Nottage County Primary		1
West Park Primary	J Strong	1
Porthcawl County Primary	J Jones	1

10. To delegate or renew therefore functional power to the Town Clerk to act in respect of urgent business arising between meetings of the Council

Cllr L Desmond-Williams stated that the Town Clerk must inform all Councillors of what she is doing and why and requested that wording be added to reflect this.

Cllr J Pratt asked for clarity as to whether the Town Clerk was expected to provide a monthly report to Council or as soon as the Town Clerk makes a decision. Cllr Desmond-Williams advised it was for any matters to be reported instantly on why she is using delegated powers.

Cllr N Farr stated that if we agree as a Council to delegate powers we should not be questioning why the Clerk is making certain decisions.

Cllr E Jones also asked for what purpose do Councillors need to have this information as the information would be reported to Council each month.

The Clerk advised that when Council were given delegated powers during this last term she had not made a decision on her own accord and that the Chair was made aware of everything going on, it was also brought to the attention of Full Council for their information. Therefore, in respect of any Council business it would continue to go through the Chair and back to Full Council.

Resolved: To renew the functional power to the Clerk to act in respect of urgent business arising between meetings of the Council.

11. To delegate or renew thereof functional power to the Town Clerk to make necessary payments to ensure satisfactory delivery of the Council's administration functions

Resolved: To renew the functional power to the Clerk to make necessary payments to ensure satisfactory delivery of the Council's administration functions.

12. To name Members authorised to sign cheques (Local Government Act 972 – [Section 150(5)])

**Resolved: In accordance with the above Act and Section, that the following members be authorised to sign cheques: -
Councillors S Maitland Thomas, M Emment-Lewis, J Jones and J Pratt**

13. To receive and approve the Financial Regulations 2022/2023

The Clerk reminded Members that as Full Council had approved to move to Executive Committees at item 8, that the Financial Regulations would now need to be amended accordingly. It was agreed that this item be deferred until the next Full Council meeting.

14. To receive and approve the Standing Orders of Porthcawl Town Council 2022

The Clerk advised that due to an audit requirement from the 2020-21 financial year it was very important that the Town Council Standing Orders were reviewed of which were considered and approved at the Full Council meeting held on 31st March 2022. However, further advice has been received from One Voice Wales and they have received a copy of Council's Standing Orders. One Voice Wales have advised that whilst they are happy with the content that they will be updating the model Standing Orders which will be released to all Town and Community Councils in September. On this basis One Voice Wales have confirmed that they are happy for the Standing Orders presented to be the Council interim Standing Orders until the model ones are released.

The Clerk further advised that one of the important points relating to Standing Order is that there is no requirement for them to be brought before Full Council if changes are made of a legal nature. However, if a Councillor wishes to add, vary or revoke a non-statutory item in the Standing Orders the process is listed under 26b which must be followed.

The Town Clerk is able to bring amended Standing Orders in draft format to Full Council for consideration if they are non-statutory or legislative requirements.

Cllr Desmond enquired about item 12f in the Standing Orders relating to the retaining of draft minutes. The Clerk advised that this item relates to draft minutes and the actual minutes are placed on the Town Council website. The timescales for keeping Council minutes is outlined in Council's Data Retention Policy.

Cllr Desmond-Williams further enquired about item 15b in the Standing Orders relating to the delivery/posting of Council agendas. It was requested that an addition be added to the Standing Orders to include that the agendas be posted or hand delivered. The Clerk advised Cllr Desmond-Williams that should she wish to receive the agendas by post/hand delivered then she would need to provide in writing an address of where she would like the agenda delivered to in order for Council to keep this on record. The Clerk further advised Cllr Desmond-Williams that should the Council agenda be posted then once they have been posted staff have fulfilled their obligation of the papers being delivered and any issues with not receiving the papers would sit with Royal Mail. Should the agenda not be received it would be up to Cllr Desmond-Williams to bring this to the attention of the Town Clerk. If papers have not been received prior to the meeting it would not invalidate the Council meeting, as happened previously, as the papers would additionally still continue to be served electronically. It was explained that the Council are aiming to reduce the carbon footprint by asking Councillors to come to the office to collect their papers. However, under the LGA Election 2021 Council are required to hand deliver/post agendas if requested.

Resolved:- That Council approves the Standing Orders of Porthcawl Town Council 2022.

15. 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

Resolved: To accept all the policies above as presented to Council.

16. To agree the Mayoral Allowance 2022/23

Cllr M Chegwen and his Consort Mrs Chegwen left the room whilst this item was being discussed.

Resolved: The Mayor to receive a Mayoral Allowance for 2022/2023 of £1,500 (s.15 (5) and s.34 (5) Local Government Act 1972).

Cllr M Chegwen and Mrs Chegwen returned to the room.

Cllr J Pratt left the room whilst this item was being discussed.

Resolved: The Deputy Mayor to receive a Deputy Mayoral Allowance for 2022/2023 of £500 (s.15 (5) and s.34 (5) Local Government Act 1972).

17. To agree recommendations from the Independent Remuneration Panel for Wales

The Clerk advised that there was a mandatory Town Councillor allowance of £150 for each Councillor and there would be no vote to be taken as it would be the decision of each individual Councillor as to whether or not they wish to claim this allowance.

The Clerk provided details of all the recommendations from the Independent Remuneration Panel for Wales.

The Clerk advised Members that Council had not been made aware of the attendance allowance determination from the Independent Remuneration Panel for Wales prior to the precept being done, therefore, the attendance allowance is not included in the precept for 2022/2023. However, should the attendance allowance be agreed by Council there is no obligation on a Councillor to claim it if they do not wish to do so. Also, a Member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

Resolved: To implement and approve payment of £500 Senior Role for each Chair of each Committee.

Resolved: To implement and approve payment to Members travelling costs for attending approved public duties by public transport or alternatively HMRC mileage allowance at 45p per mile up to 10,000 miles, 25p per mile over 10,000 miles, 5p per mile for carrying a passenger, 24p per mile for private motorcycles and 20p per mile for riding a bicycle.

Resolved: To implement and approve overnight stay expenses for Members carrying out particular duties at the rate of £28 per 24hour period for meals including breakfast when it is not provided, £200 for an overnight stay in London, £95 for an overnight stay anywhere else in UK and £30 to stay with family or friends overnight. Receipts would need to be provided.

Resolved: To implement and approve financial loss compensation for each Member where such loss occurs for attending approved duties such as taking time off work to attend a public duty of Council for loss of income. The rate is £57.20 for each period not exceeding 4 hours and up to £114.40 for a period exceeding 4 hours but not exceeding 24 hours.

Resolved: To implement and approve an attendance allowance for Members, however, to set a limit of a rate not exceeding £30.00 per evening of meeting(s).

18. To note the attendance record for 2021/2022

It was agreed for the attendance record to be amended to illustrate that both Councillors S Maitland Thomas and previous Councillor L Tallon-Morris attended Council meetings in May 2021.

Resolved: To note the attendance record 2021/2022 for information.

19. To consider arrangements for the filling of two Councillor vacancies through the process of co-option

Resolved: That Council proceeds with co-option for the two current Councillor vacancies in the Rest Bay Ward.

20. To receive comment and any relevant information Town Clerk & RFO

The Town Clerk advised that there were timetables for the Council meetings for the forthcoming year of which would be circulated at the end of the meeting. A copy of the timetable has already been circulated via e-mail to all Councillors.

The Town Clerk welcomed all newly elected Councillors to Porthcawl Town Council. The Clerk advised that along with herself and other members of staff we are here to help and to work with and alongside Councillors. The Clerk advised that her first year in post has been extremely challenging, however, she is very much looking forward to a constructive and positive working relationship with all Councillors going forward.

Members agreed to go into a closed session. (Admissions to Meetings) Act 1960, in view of the confidential nature of the about to be transacted, it is advisable in the public interest that the press and public are excluded from the next agenda items.

Ms K Grabham Town Clerk left the meeting whilst this agenda item was being discussed.

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

Members considered the item.

Cllr L Desmond-Williams formally resigned with immediate effect and left the meeting.

Following lengthy discussion:

Resolved: That professional representation must be sought as a matter of urgency to ensure response is made within specified timescales.

Resolved: Members to be advised immediately when representation appointed and given all details relating to said appointment.

The meeting concluded at 9.00pm