



COFNODION DRAFFT CYFARFOD BLYNYDDOL **DRAFT ANNUAL MEETING MINUTES**

Cynhaliwyd Cyfarfod Blynyddol Cyngor Y Dref Castellnewydd Emlyn **Nos Iau, Mai 18ed 2023** am 7:00 o'r gloch yn Neuadd Cawdor.

The Annual Meeting of the Newcastle Emlyn Town Council was held on **Thursday, 18th May 2023** at 7:00pm at the Cawdor Hall.

Present: Cllrs, Barry Evans, Cefin Evans, Hazel Evans, Alan Jones, Peter Lewis, Odette Little, Jayne Ludgate,.

Cllr Jayne Ludgate outgoing Mayor presented achievement certificates to the Emlyn Gateway Club for their continued support on the garden in Dol Llewellyn and Leia Vobe for representing Wales at International level in Tumbling out in Portugal

1. 05/23 Apologies for Absence

Cllrs. Allan Davies, Dave Thomas, Maureen Webley

2. 05/23 Confirmation of 2021 Meeting

Minutes of the 2022 Annual Meeting were confirmed and accepted on the 19th June 2022 monthly meeting.

- 3. 05/23 MAYOR:-** Cllr. Hazel Evans – Proposer – Cllr J Ludgate. Seconded Cllr Alan Jones
DEPUTY MAYOR:- Cllr. Peter Lewis – Proposer - Cllr H Evans . Seconded – Cllr Peter Lewis

The Mayor extended sympathy to Cllr Dave Thomas & Family on the death of his mother.

4. 05/23 Matters Arising

There were no matters arising.

5. 05/23 Membership of Outside Bodies

OVW – Cllr H Evans & Clerk
King George V Playing Field - Cllr M Webley
Swimming Pool – Cllr Jayne Ludgate
Hanes Emlyn – Cllr Peter Lewis
Emlyn Traders – Cllr Jayne Ludgate
Fair Trade – Cllr Odette Little
Twinning – Cllr Allan Davies

6. 05/23 Election of Committee Members

Town Council Planning Committee: (6):- Deputy Mayor. Cllrs. Allan Davies, Barry Evans, Odette Little, Alan Jones, with Cllr Hazel Evans as CC representative

Finance Committee: (6):- Mayor & Deputy Mayor. Cllrs. Alan Jones, Jayne Ludgate, Odette Little

Procedures Review: (5):- Mayor & Deputy Mayor. Cllrs. Allan Davies, Alan Jones, Jayne Ludgate

CCTV & Christmas Lights Committee: (6) Cllrs. Alan Jones, Allan Davies, Dave Thomas, Barry Evans, Peter Lewis

IT Committee: (4) Mayor & Deputy Mayor, Cllrs Allan Davies, Jayne Ludgate

Signed _____ Date _____

Property Committee: (5) Mayor, Deputy Mayor, Cllrs Alan Jones, Barry Evans, Odette Little.

Victorian Night: (5) Mayor, Deputy Mayor, Cllrs Barry Evans, Alan Jones, Odette Little, Jayne Ludgate,

7. 05/23 Mayor's Budget

– expenditure to be presented to Clerk for reimbursement

8. 05/23 Clerks, Hall & Toilets Caretakers Salary

This is to be reviewed in the forthcoming Finance Committee which will meet before the June monthly meeting

9. i. 05/23 Financial accounts

The Annual Accounts have been audited by Internal Auditor Mrs Ann James and were formally accepted by Council.

Proposer – Cllr A Jones

Seconded – Cllr O Little

Payment to Auditor for auditing of Accounts – it was agreed to pay £150.00 as for previous year.

Items ii.a.- f. below to be discussed by Finance Committee with recommendations to be discussed in the June Monthly Meeting

ii. 05/23 Financial Check List - the following to be reviewed in the next Finance Meeting

a. **Monthly Rental:-** To be reviewed every June & then if there is a motion for increase this will commence in September – Finance Committee to look at this in their next meeting.

All units are on lease at present – Unit 1 by Karen Wilkinson - £165 per month

Unit 2 Teresa O'Donohue- £165 per month

Unit 3 unoccupied -£147.00 per month

Unit 4 by Diane Newman - £177.33 per month

b. **Annual Rental:-** Attic Theatre to be reviewed in June –

c. **Market Hall Metres** – all units & Attic Theatre to be invoiced after the bills are received from the electricity board

d. **Precept** – check for receipt in April September & January

e. **VAT claim** – to be made once annually

f. **May** – review of Clerk's salary along with Toilet Caretaker by Finance Committee with recommendations to full council for approval

10. 05/23 Appointment of Internal Auditor

For the financial year 2023/24 it was agreed to ask Mrs Ann James, Bryngolau, Capel Iwan as for previous years. Proposer – Cllr J Ludgate Seconder – Cllr P Lewis

11. 05/23 Constitutional Matters

a. Meetings to be held on the third Thursday of every month except for August & December when council will not meet.

Dates of Meetings for 2023 – June 16th, July 21st, September 21st, October 19th, November 16th

Dates of Meetings for 2024 – January 19th, February 16th, March 16th, April 20st, May 18th

b. To nominate a Solicitor – W Evans George – Clerk to write & inform them of this

Proposer – Cllr Peter Lewis

Seconder – Cllr Odette Little

12. 05/23 Time of Meeting

The next Annual Council meeting will be on 18th May 2024 at 7.pm

The meeting terminated at 7.50pm

Signed _____

Date _____