



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

Cynhaliwyd Cyfarfod Blynyddol Cyngor Y Dref Castellnewydd Emlyn **Nos Iau, Mai 16ed 2024** am 7:00 o'r gloch yn Neuadd Cawdor.

The Annual Meeting of the Newcastle Emlyn Town Council was held on **Thursday, 16th May 2024** at 7:00pm at the Cawdor Hall.

Present: Cllrs, Allan Davies, Barry Evans, Hazel Evans, Alan Jones, Peter Lewis, Odette Little, Maureen Webley, Dave Thomas [present via ZOOM]

Cllr Hazel Evans outgoing Mayor presented achievement certificates to Ben Stringer and Chloe Thomas for their achievements in the world of Kick boxing, Madison Hands for her achievements in the Wales Under 21 Bowls Team & Sadie Sterry as a member of the GB Junior Kayak Cross Team

1. **05/24 Apologies for Absence**

Cllrs. Jayne Ludgate, Rhodri Phillips,

2. **05/24 Confirmation of 2023 Meeting**

Minutes of the 2023 Annual Meeting were confirmed and accepted on the 15th June 2023 monthly meeting.

3. **05/24 Inauguration of Mayor and Deputy Mayor & Signing of Declaration of Accepting Office**

MAYOR:- Cllr. Peter Lewis – Proposer – Cllr Hazel Evans Seconder Cllr Alan Jones

DEPUTY MAYOR:- Cllr. Odette Little – Proposer – Cllr. Peter Lewis Seconder – Cllr Hazel Evans

4. **05/24 Matters Arising**

There were no matters arising.

5. **05/24 Membership of Outside Bodies**

OVW – Cllr H Evans & Clerk
King George V Playing Field – Cllr Rhodri Phillips
Swimming Pool – Cllr Jayne Ludgate
Hanes Emlyn – Cllr Barry Evans
Emlyn Traders – Cllr Dave Thomas
Fair Trade – Cllr Alan Jones
Twining – Cllr Allan Davies
NCE Collective – Cllr Maureen Webley

6. **05/24 Election of Committee Members**

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

Finance Committee: (5):- Mayor & Deputy Mayor. Cllrs. Alan Jones, Jayne Ludgate, Hael Evans

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

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

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

Signed _____ Date _____

Property Committee: (5) Mayor, Deputy Mayor, Cllrs Barry Evans, Alan Jones, Rhodri Phillips.

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

7. **05/24 Mayor's Budget**

– expenditure to be presented to Clerk for reimbursement

8. **05/24 Salary for Clerk, Hall & Toilets Caretakers**

This is to be reviewed and any other necessary Financial decisions to be made in the forthcoming Finance Committee which will meet before the June monthly meeting

9. **i. 05/24 Financial accounts**

The Annual Accounts are being audited by an Internal Auditor from CCC as Mrs Ann James was unfortunately unable to do it at the last minute because of personal family ill-health and therefore unable to be presented at this meeting but will be presented at the June meeting – this was accepted by Councillors

Payment to Auditor for auditing of Accounts – Cllr H Evans stated that CCC would be charging £220 for the work

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

ii. 05/24 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 - £160 per month

Unit 2 - £160 per month

Unit 3 - £144.00 per month

Unit 4 - £195.06 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. **05/24 Appointment of Internal Auditor**

For the financial year 2024/25 it was agreed to leave it as for the coming year that being Mrs Ann James, Bryngolau, Capel Iwan as for previous years and review it with her depending on her family's health situation .

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 and meetings to commence at 7pm.

Dates of Meetings for 2024 – June 20th, July 18th, September 19th, October 17th, November 21st

Dates of Meetings for 2025 – January 16th, February 20th, March 20th, April 17th, May 15th.

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

Proposer – Cllr Hazel Evans

Secunder – Cllr Odette Little

12. **05/24 Time of Meeting**

The next Annual Council meeting will be on 15th May 2025 at 7.pm

The meeting terminated at 7.50pm

Signed _____

Date _____