



COFNODION CYFARFOD BLYNYDDOL
ANNUAL MEETING MINUTES

Cynhaliwyd Cyfarfod Blynyddol Cyngor Y Dref Castellnewydd Emlyn **Nos Iau, Gorffennaf 2ail 2020** am 7:30 o'r gloch ar ZOOM.

The Annual Meeting of the Newcastle Emlyn Town Council was held on **Thursday, 2nd July 2020** at 7:30pm on Zoom.

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

1. **07/20 Declaration of Acceptance of Office**

MAYOR:- Cllr. Alan Jones

DEPUTY MAYOR:- Cllr. Jayne Ludgate

2. **07/20 Apologies for Absence**

Cllr Kelvin Baker

3. **07/20 Confirmation of 2019 Meeting**

Minutes of the 2019 Annual Meeting were confirmed and accepted in the monthly June 2019 meeting

4. **07/20 Matters Arising**

There were no matters arising.

5. **07/20 Membership of Outside Bodies**

OVW – Cllr H Evans & Clerk

King George V Playing Field - Cllr M Webley

Swimming Pool – Cllr Cefin Evans

Hanes Emlyn – Cllr Peter Lewis

Emlyn Traders – Cllr Odette Little

Mart – Cllr Kelvin Baker

Emlyn Hall – Cllr Cefin Evans

Fair Trade – Cllr Odette Little

Twinning – Cllr Allan Davies

6. **07/20 Election of Committee Members**

Town Council Planning Committee: (6):- Deputy Mayor. Cllrs. Peter Lewis, Odette Little, Maureen Webley, Allan Davies with Cllr Hazel Evans as CC representative

Finance Committee: (6):- Mayor & Deputy Mayor. Cllrs. Kelvin Baker, Cefin Evans, Hazel Evans, Peter Lewis

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

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

IT Committee: (4) Mayor & Deputy Mayor, Cllrs Allan Davies, Peter Lewis, Maureen Webley

Signed _____ Date _____

7. 07/20 Mayor's Budget

To be kept at a capped figure of £800

8. 07/20 Clerks, Hall & Toilets Caretakers Salary

This is to be reviewed in the forthcoming Finance Committee which will meet on Tuesday 7th July

9. i. 07/20 Financial accounts

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

Proposer – Cllr J Ludgate

Seconded – Cllr P Lewis

Payment of Accounts – it was agreed to pay £150.00 as for last year.

ii. 07/20 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 by Laura Calvert - £165 per month

Unit 3 by Paula McCreary -£147.07 per month

Unit 4 by Diane Newman - £177.33 per month

b. **Annual Rental**:- Attic Theatre – £2,704.00 this will be paid annually by Standing Order

c. **Market Hall Metres** – metres to be read quarterly by Sally Thomas [Caretaker & Booking Officer] and then billed by the Clerk – if there are vacancies this should then be resumed as units are leased.

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

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

f. **May** – review of Clerk's Salary by Finance Committee along with Hall & Toilets Caretakers

10. 07/20 Appointment of Internal Auditor

For the financial year 2020/21 it was agreed to ask Mrs Ann James, Bryngolau, Capel Iwan as for previous years

11. 07/20 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 2020 – July 2nd, July 16th, September 17th, October 15th, November 19th

Dates of Meetings for 2021 - January 21st, February 18th, March 18th, April 15th, May 19th&20th

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

12. 07/20 Time of Meeting

It was agreed to commence meetings from July 16th at 7.00pm for a trial period of 3 months

The next Council meeting will be on 16/07/2020 at 7.pm and Finance Committee on Tuesday 7/07/2020 both will meet through Zoom.

The meeting terminated at 8pm

Signed _____

Date _____