

**MINUTES of the ANNUAL GENERAL MEETING of the GORSEINON TOWN COUNCIL, held on Wed. 3 May 2023, at Ty Newydd Community centre, 17 West St, Gorseinon, commencing at 7pm. (Minutes will be approved at the June 7 2023 meeting of Council)**

**Present, Cllrs;** K Jones (Chmn to item 2) (C Rabiaotti from item 2 on), S Rawle, J Curtice, Andrew Thomas, P Griffiths, Pam Morgan, M Curtice

**1a.** The current Chairman Cllr K Jones took the Chair for the initial items. Apologies were received from Cllr J Clayfield. A Stevens, M Phillips, J Crowley, Joe Clayfield, N Matthews, A Crowley

**1b. DECLARATIONS OF INTEREST** - None reported.

**2. ELECTION OF MAYOR FOR ENSUING MUNICIPAL YEAR 2023/4**

At the end of his term in Office Cllr K Jones thanked all those present for helping what had been a successful year for the Council with much achieved, in a positive and helpful manner.

Cllr Rabiaotti formally thanked Cllr Jones for his term of Office over the last year and acknowledged the difficulties that Covid had presented to the community, but noted the successes achieved during that time also within the town.

The outgoing Mayor stood down and the Clerk took the Chair as is normal for the following item.

The Clerk sought nominations from the meeting for the 2023//24 Mayor. Cllr C Rabiaotti was then proposed by Cllr P Griffiths, and seconded by Cllr A Thomas . No other nominations were received.

A vote was taken and all Councillors voted for Cllr Rabiaotti as Mayor..

**AGREED** that Councillor C Rabiaotti be elected as the Chairman / Town Mayor for the Municipal year 2023/4. Cllr Rabiaotti signed the Declaration of acceptance form, and took the Chair for the remainder of the meeting.

**3. ELECTION OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2023/24**

The Chairman received 1 nomination for Cllr Susan Rawle ( proposed Cllr Jan Curtice , seconded Cllr A Thomas). Following a show of hands the voting was unanimous for Cllr Rawle. **AGREED** that Cllr Rawle be appointed as Deputy Mayor for the ensuing Municipal year. Cllr Rawle then signed the Declaration of Acceptance Form.

**4. MAYORS / DEPUTY MAYORS ALLOWANCE**

The Clerk outlined the background to the payment. Following discussion it was **AGREED** that the Mayors allowance for 2023/4, towards the costs of Office, again be set at £1250 and that the payment be duly paid to the Mayor. The allowance for the Deputy Mayor be set at £250 per annum.

Clerk had advised Members of the recommendations of the Independent panel on remunerations which were noted. Council resolved to readopt the recommendations of the panel, and to adopt their entitlement under legislation to a £208 figure to cover their in post expenses for the year. Following discussion it was agreed to allow individual Members to decide if they claimed the allowance from the Council or not. Members were advised of the need to declare the allowance as income, but One Voice Wales were currently discussing with the Tax Office this situation.

**5. STANDING ORDERS** The Clerk had last year distributed copies of the updated **STANDING ORDERS** under which the Council operates. Members agreed to approve the Standing Orders for the Municipal year 2023/24 with no amendments, and approve the **Code of Conduct for Members of the Council**.

**6. FINANCIAL REGULATIONS**. The Clerk had last year distributed copies of the Financial Regulations under which the Council Operates. Members agreed to approve the Financial Regs. as tabled previously for the Municipal year 2023/24 with no amendments.

## **7. PLANNING COMMITTEE**

**AGREED** that All Members of the Council sit on the Planning Committee which would follow on from the main meeting starting at 6pm , for the Municipal year 2023/24 unless the Clerk felt because of the length of agenda it should start earlier. The Committee would be granted full plenary powers to consider observations on planning applications and Planning matters.

## **8. PERSONNEL SUB COMMITTEE**

**AGREED** that the following Members be appointed to serve on the sub Committee for the Municipal year 2023/24. Mayor, Cllr M Curtice, Cllr A Crowley, (Proposed names supported by all Members).

## **9. FINANCE COMMITTEE**

The Committee would review longer term financial planning of the Council and report to the Full Council with its recommendations. It was **AGREED** that all Members be appointed to serve on the Committee for the Municipal year 2023/24 ( supported by all Members). The Dec. budget and precept FINANCE meeting was to be scheduled into the Council diary.

It was **AGREED** that all financial transaction continue to be presented and approved by Full Council as previously, unless delegated powers had been authorised.

- 10. ONE VOICE WALES** . **AGREED** that the following Members be appointed to attend the Regional and local meetings and serve on the Committee for the Municipal year 2023/24. M Curtice (voting), with the Clerk asked to also attend regional meetings. ( proposals were unanimously supported by all Members). Cllrs Pam Morgan and Sue Rawle could also attend if the agenda was relevant to them.

## **11. ARBITRATORS FOR APPEALS AT THE NEW LODGE, GORSEINON**

Members discussed the background to this Committee and whether it was still an appropriate role for Members of the Town Council. In view of the special rules of the Club constitution it was agreed to continue with the Committee at present. **AGREED** that the following Members be appointed to serve on the Committee for the Municipal year 2023/24; Cllrs, P Griffiths, A Crowley, J Crowley, Clerk.

## **12. WEB SITE / NEWSLETTER SUB COMMITTEE**

**AGREED** that the following individuals serve on the above Committee for the Municipal year 2023/24 Mayor Cllr Rabiaotti, Cllr S Rawle, Cllr J Clayfield, Cllr A Crowley, Clerk

## **13. CHRISTMAS CARNIVAL PARADE WORKING PARTY**

**AGREED** that following discussion with the Gorseinon and Llwhwr Town Clerks, the Committee be constituted as a sub committee of Gorseinon Town Council for 2023/24, comprising the Town Mayor and 3 further Councillors from Gorseinon Town Council, and the Clerk. The Committee would be given the power to coopt 3 additional Cllrs from Llwhwr Town Council plus their Clerk. The Sub committee was to be given DELEGATED powers to deal with all matters administrative and financial relating to the Lantern Parade. The overall budget for the sub committee would be set by the Gorseinon Town Council as part of its annual budget and the committee is given power to make and receive payments within the overall allocated budget. Minutes of meetings would be reported for information to both Town Councils. It was agreed that the following sit on the sub Committee – 2023/24 Cllr J Curtice, Cllr M Curtice plus Cllr P Morgan and Cllr Carlo Rabiaotti, (Town Mayor as required nearer the event) & Clerk. Other Members would assist with workshops and Marshalling the event.

- 14. FRIENDS OF GORSEINON PARKS**. Members felt that the 3 Individual local parks had now formed their own separate own Friends groups and they could meet the Town Council as needed.

## **15 COOPTED SCHOOL GOVERNORS**

Members nominated the following to be appointed for their 4 year terms of Office in accordance with the rules of the Governing bodies;

- Gorseinon Primary school - (Infants and juniors) Cllr Ken Jones on governing body.
- Penyrheol Primary school - Cllr Nicola Matthews ( County Council rep)  
Cllr Jan Curtice (Community Governor)  
Cllr Pat Griffiths
- Penyrheol Comp school - Cllr Carlo Rabiaotti (Clerk to write to seek nomination for Council)  
Cllr Katie Jones.

**16. YOUTH COUNCIL (NEW SUB COMMITTEE).**

**AGREED** that the following individuals serve on the above Sub Committee for the Municipal year 2023/24 – Cllrs Carlo Rabiaotti, Joe Clayfield, J Curtice,

**17. HALL MANAGEMENT SUB COMMITTEE.**

**AGREED** that the following individuals serve on the above Sub Committee for the Municipal year 2023/24 – Cllrs A Stevens, M Curtice, C Rabiaotti, A Crowley, S Rawle, Clerk

18. The Clerk had previously distributed copies of the 2023/24 **ASSET REGISTER** for the Council **AGREED**; Members agreed to the approved Asset Register for the Municipal year 2023/24.

19. Members agreed the provisional **DATES** of Council meetings for the Municipal year 2023/24 with reference added to Finance meeting in December/January and Grants meeting in February.

20. **Risk Assessment** Members agreed to approve the **Risk Assessment** schedule for the Council 2023/24.

21. **CHEQUE SIGNATORIES.** **AGREED** that the following Councillors be the named authorised signatures from the 2023 AGM; Cllrs M Curtice, J Curtice, K Jones, P Griffiths, A Stevens.

22. **TRAINING.** **AGREED** that necessary training be arranged for all Councillors as necessary to use the training budget. Training courses were to be arranged with One Voice Wales and Swansea Council. Clerk summarised the One Voice Wales training programme and on line tutorials which were Noted. Members were to advise the Clerk which tutorials they wished to attend and Clerk would oversee training programme for the Council

23. Members reaffirmed the **Committee terms of reference** for 2023/24 as shown in Appendix A.

The meeting closed at 7.50pm

Chairman .....

## **APPENDIX A COMMITTEE TERMS OF REFERENCE**

**The following terms of reference have been adopted at the Annual meeting of the Council on May 3 2023. All Committees and sub committees are to conform to the Councils approved Standing Orders, Code of Conduct and Financial regulations, as approved and adopted at the Annual meeting.**

### **1. PLANNING COMMITTEE**

All Members of the Council sit on the Planning Committee which would start at 6.00pm following on from the main Council meeting, for the Municipal year 2023/24 unless the Clerk felt because of the length of agenda it should start earlier. The Committee would be granted full plenary powers to consider observations on planning applications and all Planning matters.

### **2. PERSONNEL SUB COMMITTEE**

The sub committee was to deal with all matters of a personnel/employment nature relating to staff.

### **3. FINANCE COMMITTEE**

The Committee would review both short and longer term financial planning of the Council. All Members be appointed to serve on the Committee for the Municipal year 2023/24. The January budget and precept FINANCE meeting was to be scheduled into the Council diary.

### **4. ARBITRATORS FOR APPEALS AT THE NEW LODGE SOCIAL CLUB, GORSEINON**

In view of the special rules of the Club constitution it was agreed to continue with the Committee at present. The sub committee would deal with all disputes referred to it by the Club, and make recommendations to the Club Chairman.

### **5. WEB SITE /NEWSLETTER SUB COMMITTEE**

The sub committee was tasked with developing and managing the Councils website, and production of the annual Newsletter when required

### **6. CHRISTMAS CARNIVAL PARADE WORKING PARTY**

Following discussion with the Gorseinon and Llchwyr Town Clerks, the Committee be constituted as a sub committee of Gorseinon Town Council for 2023/24, comprising the Town Mayor and 3 further Councillors from Gorseinon Town Council, and the Clerk. The Committee would be given the power to coopt 3 additional Cllrs from Llchwyr Town Council plus their Clerk. The Sub committee was to be given DELEGATED powers to deal with all matters administrative and financial relating to the Lantern Parade. The overall budget for the sub committee would be set by the Gorseinon Town Council as part of its annual budget and the committee is given power to make and receive payments within the overall allocated budget. Minutes of meetings would be reported for information to both Town Councils.

### **7. YOUTH COUNCIL (NEW SUB COMMITTEE).**

The sub committee is tasked with liaising and interacting with youth groups, and school youth Councils within the community.

### **8. HALL MANAGEMENT COMMITTEE**

The Sub Committee is tasked with managing the Financial and administrative affairs of the Ty Newydd Community centre.