

**MINUTES of the ANNUAL GENERAL MEETING of the GORSEINON TOWN COUNCIL, held on Wed. 7 May 2025, at Ty Newydd Community centre, 17 West St, Gorseinon, commencing at 8pm.
(Minutes will be approved at the June 4 2025 meeting of Council)**

Present, Cllrs; (Cllr S Rawle from item 1), J Curtice (from item 2 on), , Pam Morgan, M Curtice, K Jones, A Stevens, M Phillips, J Clayfield,,A Thomas, Clerk, A/ Clerk

1a. The current Chairman Cllr S Rawle took the Chair for the initial items. Apologies were received from Cllr, Katie Jones, N Matthews, P Griffiths, J Crowley, A Crowley

1b. DECLARATIONS OF INTEREST - None reported.

Clerk reported that Cllrs S Rawle. A Crowley and Katie Jones were resigning following the AGM. Members had previously approved the advertising of the vacancies with Swansea Council .

2. ELECTION OF MAYOR FOR ENSUING MUNICIPAL YEAR 2025/6

At the end of his term in Office Cllr S Rawle thanked all those present for helping what had been a successful year for the Council with much achieved, in a positive and helpful manner. She specifically thanked the efforts of the Food with Friends helpers and the assistance given to her. Cllr M Curtice formally thanked the Mayor for her term of Office over the last year , and noted the successes achieved during that time 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 2025/6 Mayor. Cllr J Curtice was then proposed by Cllr A Thomas and seconded by Cllr P Morgan . No other nominations were received. A vote was taken and all Councillors voted for Cllr Curtice as Mayor.. **AGREED** that Councillor J Curtice be elected as the Chairman / Town Mayor for the Municipal year 2025/6. Cllr Curtice 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 2025/6

Councillors unanimously agreed to appointment Cllr Joe Clayfield as Deputy Mayor for 2025/6. He accepted the invitation and signed the letter 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 2025/6, 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 had agreed to approve the Standing Orders for the Municipal year 2025/6 with one review . The following wording was to be added to the Standing Orders for the Town Council for Municipal Year 2025/6. Only update to include following wording in appointment of Deputy. "where those applicants have same years seniority experience, then appointment shall be made based upon alphabetical order ".

Members also agreed to reapprove 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 2025/26 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 2025/6 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 2025/6. Mayor, Cllr M Curtice, Cllr Marsha Phillips. (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 2025/26 (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 2025/26. Pam Morgan (voting), with the Clerk asked to also attend regional meetings. (proposals were unanimously supported by all Members). Cllrs A Thomas could also attend if the agenda was relevant .

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 2025/26; Cllrs, P Griffiths, M Phillips, Ken Jones, Clerk.

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

AGREED that the following individuals serve on the above Committee for the Municipal year 2025/26 Cllr Marsha Phillips, Cllr J Clayfield, Cllr A Thomas, Clerk, Ass Clerk to chair meeting.

13. **CHRISTMAS CARNIVAL PARADE WORKING PARTY**

AGREED that following discussion with the Gorseinon and Llchwyr Town Clerks, the Committee be constituted as a sub committee of Gorseinon Town Council for 2025/26, 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. It was agreed that the following sit on the sub Committee – 2025/26 Cllr J Curtice, Cllr M Curtice plus Cllr P Morgan , (Town Mayor as required nearer the event) & Clerk./Asst 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 A Thomas, Cllr J Clayfield on governing body.
- Penyrheol Primary school - Cllr Nicola Matthews (County Council rep)
Cllr Jan Curtice (Community Governor)
Cllr Andrew Stevens (Local Authority rep)
- Penyrheol Comp school - Cllr Joe Clayfield
Cllr Marsha Phillips

16. YOUTH COUNCIL (NEW SUB COMMITTEE).

AGREED that the following individuals serve on the above Sub Committee for the Municipal year 2025/26 – Cllrs N Matthews, A Stevens, J Curtice, who would attend the Evolve youth club.

17. HALL MANAGEMENT SUB COMMITTEE.

AGREED that the following individuals serve on the above Sub Committee for the Municipal year 2025/26 – Cllrs A Stevens, M Curtice, P Eyres, Ass Clerk (for charity submissions), Clerk

18. The Clerk had previously distributed copies of the 2024/25 **ASSET REGISTER** for the Council **AGREED**; Members agreed to the approved Asset Register for the Municipal year 2025/26.

19. Members agreed the provisional **DATES** of Council meetings for the Municipal year 2025/26 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 2025/26.

21. **CHEQUE SIGNATORIES.** **AGREED** that the following Councillors be the named authorised signatures from the 2025/6 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 2025/26 as shown in Appendix A.

The meeting closed at 8.30pm

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 Llŵchwr 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 Llŵchwr 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.

APPENDIX B COMMITTEE DATES 2025/6

MAY 7 COUNCIL AND AGM

JUNE 4

JULY 2

AUGUST RECESS

SEPTEMBER 3

OCTOBER 1

NOVEMBER 5

DECEMBER 3

JANUARY 7 /14 2026

FEBRUARY 4 2026

MARCH 4 2026

APRIL 1 2026