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**COFNODION CYFARFOD BLYNYDDOL**  
**ANNUAL MEETING MINUTES**

Cynhaliwyd Cyfarfod Blynyddol Cyngor Y Dref Castellnewydd Emlyn **Nos Iau, Mai 20ed 2021** am 7:00 o'r gloch ar ZOOM.

The Annual Meeting of the Newcastle Emlyn Town Council was held on **Thursday, 20<sup>th</sup> May 2021** at 7:00pm on Zoom.

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

1. **05/21 Declaration of Acceptance of Office**

MAYOR:- Cllr. Jayne Ludgate

DEPUTY MAYOR:- Cllr. Maureen Webley – Proposer - Cllr H Evans .      Seconder – Cllr Peter Lewis

2. **05/21 Apologies for Absence**

Cllr Kelvin Baker

3. **05/21 Confirmation of 2020 Meeting**

Minutes of the 2020 Annual Meeting were confirmed and accepted on the 16<sup>th</sup> July 2020 monthly meeting.

4. **05/21 Matters Arising**

There were no matters arising.

5. **05/21 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. **05/21 Election of Committee Members**

**Town Council Planning Committee:** (6):- Deputy Mayor. Cllrs. Allan Davies, Peter Lewis, Odette Little, Alan Jones, 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, Alan Jones

**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

**7. 05/21 Mayor's Budget**

To be kept at a capped figure of £800 – expenditure to be presented to Clerk for reimbursement

**8. 05/21 Clerks, Hall & Toilets Caretakers Salary**

This is to be reviewed in the forthcoming Finance Committee which will meet on 10th June

**9. i. 05/21 Financial accounts**

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

Proposer – Cllr B Evans

Seconded – Cllr P Lewis

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

**ii. 05/21 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 will be vacated on 29/05/21 - £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 by Sally Thomas [Caretaker & Booking Officer] as and when SSE invoice Council and then billed by the Clerk – if there are vacancies meter to be read as new tenant commences this should then be resumed as readings are taken quarterly.

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 along with Hall & Toilets Caretakers by Finance Committee

**10. 05/21 Appointment of Internal Auditor**

For the financial year 2021/22 it was agreed to ask Mrs Ann James, Bryngolau, Capel Iwan as for previous years Proposer – Cllr H Evans Secorder – Cllr A Jones

**11. 05/21 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 2021 – June 17<sup>th</sup>, July 15<sup>th</sup>, September 16<sup>th</sup>, October 21<sup>st</sup>, November 18<sup>th</sup>

Dates of Meetings for 2022 – January 20<sup>th</sup>, February 17<sup>th</sup>, March 17<sup>th</sup>, April 21<sup>st</sup>, May 18<sup>th</sup>&19<sup>th</sup>

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

**12. 05/21 Time of Meeting**

It was agreed as of July 2020 to commence meetings at 7.00pm for a trial period of 3 months. Following trial period it was agreed to meet at 7.00pm

The next Council meeting will be on 17/06/2021 at 7.pm and Finance Committee on 10/06/2021 both will meet through Zoom.

The meeting terminated at 7.30pm

Signed \_\_\_\_\_

Date \_\_\_\_\_