

Cyngor Tref Castell Newydd Emlyn

Newcastle Emlyn Town Council

Mayor Making 2018

The Mayor Making Ceremony was held on Wednesday 16th May 2018 at Ysgol Gyfun Emlyn, Newcastle Emlyn at 7:30pm.

Present: Councillors and invited guests.

Apologies: Received from various guests including Cllr K Baker, Inspector Roger Smith & Mayor & Mayoress of Cardigan.

1. Cllr.Peter Lewis outgoing Mayor encapsulated his year in office and then presented certificates in recognition of achievement to: Erin Griffiths of Ysgol y Ddwylan, Sam Smith Ysgol Gyfun Emlyn, Dylan Davies of NCEmlyn .
2. Cllr Cefin Evans was elected as Mayor. This was proposed by Cllr Peter Lewis, seconded by Cllr Allan Davies and passed by the Council unanimously.
3. Cllr Cefin Evans read and signed the acceptance of office.
4. Cllr Cefin Evans proposed a vote of thanks to the outgoing Mayor, this was seconded by Cllr Alan Jones and passed unanimously.
5. Cllr Alan Jones was elected as Deputy Mayor. This was proposed by Cllr Cefin Evans and seconded by Cllr Barry Evans.
6. Cllr Alan Jones read and signed the acceptance of office.
7. Cllr Cefin Evans appointed Reverend Canon Dewi Roberts as Chaplain.
8. Mrs Marian O'Toole played the piano prior to the commencement of the Ceremony and for the singing of the National Anthem. Light refreshments followed the Ceremony prepared by Popty Bach y Wlad.

Annual Meeting 2018

The Annual Meeting continued and was held at The Committee Room, Cawdor Hall on Thursday 17th May 2018 at 7:30pm. The Mayor, Cllr Cefin Evans presided.

Present:- Cllrs. Allan Davies, Cefin Evans, Hazel Evans, Alan Jones, Odette Little, Maureen Webley. Clerk:- Stella Jones. Police – PCSO Jeff Kedward. Also Present was member of the press

1. Apologies – Cllr Kelvin Baker, Cllr Jayne Ludgate

2. Confirmation of Previous Minutes

The minutes of the 2017 Annual Meeting had been accepted as correct in the June 2017 meeting.

3. Matters arising - There were no matters arising.

4. Membership of Outside Bodies

One Voice Wales:	Cllr Hazel Evans & Clerk
Playing field:	Cllr Maureen Webley
Swimming Pool:	Cllr Cefin Evans
Hanes Emlyn:	Cllr Peter Lewis
Emlyn Traders:	Cllr Odette Little
Mart	Cllr Kelvin Baker
Emlyn Hall	Cllr Barry Evans
Fair Trade	Cllr Odette Little
Twinning	Cllr Allan Davies

Signed _____

Date _____

5. Election of Committee Members

Town Council Planning Committee: (5):- 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, Allan Davies, Peter Lewis

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

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

IT Committee: (4) Mayor, Cllrs Allan Davies, Peter Lewis, Jayne Ludgate

6. Mayors Allowance

The Mayors Allowance to remain at £800.00

7. Clerks Salary

Cllr Hazel Evans & Clerk left the meeting during discussion. It was agreed to raise the salary by 4%.

8. Financial accounts

- i. The Annual Accounts have been audited by Internal Auditor Mrs Ann James and were formally accepted by Council. Proposed by Cllr Peter Lewis Seconded by Cllr Cefin Evans
Payment of Accounts - £150.00 - It was proposed by Cllr A Jones, Seconded by Cllr P Lewis

- ii. **Financial Check List** - the following to be reviewed in the next Finance Meeting

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 Ms Kathryn Rogers & Unit 2 Ms Maya Bryden –both have given notice of the termination of their leases

Unit 3 – Ms £156 per month for 6 months[and this has been extended for a further 6 months] then £195 thereafter

Unit 4 - ECO PC Computers £173.33 per month for 6 months and then £216.66 thereafter [this has been extended for a further 6months]

Rental of Units - Vacancy of units to be advertised on Cawdor Hall Face Book by Sally Thomas[Caretaker & Booking Officer] Procedure – Sally to vet and recommend suitable candidates for the Council to consider.

Annual Rental:- Attic Theatre – £2,700.00 this will be paid annually by Standing Order

Market Hall Metres – metres to be read quarterly by Sally Thomas and then billed by the Clerk – if there are vacancies this should then be resumed as units are leased.

Precept – check for receipt in April, September & January

VAT claim – when there is a large amount to claim or at the end of April annually

May – review of Clerk's Salary by Finance Committee

9. Appointment of Internal Auditor for Financial Year 2018/19

It was unanimously agreed that Mrs Ann James of Capel Iwan should continue Auditing the accounts and to be paid the sum of £150.00.

10. Constitutional matters

It was agreed to continue to hold meetings on the third Thursday of every month except for August and December when there will be no meetings:

Signed _____

Date _____

[Constitutional matters continued]

Dates of 2018 Meetings: June 21st, July 19th, September 20th, October 18th, November 15th.

Dates of 2019 Meetings: January 17th, February 21st, March 21st, April 19th, May 15th & 16th.

W Evans & George were appointed as solicitors for the Town Council for the year 2018/19, and should be advised of this.

There being no further business the meeting was closed at 9.00pm

Signed _____

Date _____