



18fed o Fai 2022

Annwyl Aelod

Cyfarfod Blynyddol

Cynhelir Cyfarfod Blynyddol Cyngor y Dref yn Siambr y Cyngor, Neuadd Ddinesig San Pedr, Maes Nott, Caerfyrddin, ac ar gyswllt fideo, ar **Nos Fercher, 25^{ain} o Fai 2022** am 7.30y.h.

Croesawir aelodau o'r cyhoedd i arsylwi'r cyfarfod yn y neuadd, neu ar-lein drwy ddilyn y linc isod.

18th May 2022

Dear Member

Annual Meeting

The Annual Meeting of the Town Council will be held in the Council Chamber, St Peter's Civic Hall, Nott Square, Carmarthen and via video link, on **Wednesday 25th May 2022, at 7.30p.m.**

Members of the public are welcome to observe the meeting at the hall, or online by following the link below.

<https://us06web.zoom.us/j/84496952182?pwd=TDE2aWJ4NFk1T3VuRlhwNDhYeW5HUT09>

AGENDA

1. Ethol Maer Tref Caerfyrddin am 2022/23
2. Ethol Dirprwy Faer y Dref am 2022/23
3. Ethol Siryf y Dref am 2022/23

Adroddiad Clerc y Dref (Atodiad 1)

4. Strwythur Pwyllgorau ac Aelodaeth:
 - (i) Dibenion Cyffredinol
 - (ii) Cyllid
 - (iii) Rheoli
 - (iv) Siân Johnstone a Masnach Deg
5. Gweithdrefn Pwerau Brys.
6. Gweithdrefn Apeliadau
7. Pwyllgorau a Grwpiau eraill y Cyngor.
8. Dyddiadau Cyfarfodydd y Cyngor a Phwyllgorau (**Atodiad 2**)

1. Election of Town Mayor of Carmarthen for 2022/23.
2. Election of Deputy Mayor for 2022/23.
3. Election of Town Sheriff for 2022/23.

Town Clerk's Report (Appendix 1)

4. Committee Structures & Membership:
 - (i) General Purposes
 - (ii) Finance
 - (iii) Management
 - (iv) Siân Johnstone & Fair Trade Sub-committee
5. Emergency Powers Procedure
6. Appeals Procedure.
7. Other Council Committees and Groups
8. Dates of Council and Committee Meetings (**Appendix 2**)

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| <p>9. Cynrychiolwyr ar Gyrrff Allanol 2022/23:</p> <p>(a) Grwpiau a Chymdeithasau</p> <p>(b) Cyrff Llywodraethol Ysgolion:</p> <p>(i) Ysgol Parc Waun Dew</p> <p>(ii) Ysgol Tre Ioan</p> <p>(iii) Ysgol y Dderwen</p> <p>(iv) Ysgol Myrddin</p> <p>(v) Ysgol Model</p> <p>(vi) Ysgol Gatholig y Santes Fair</p> <p>10. Hyfforddiant aelodau (Siryf)</p> <p>11. Côt Ymddygiad (Atodiad 3)</p> <p>12. Polisiau'r Cyngor (Atodiad 4)</p> <p>a) Rheolau Sefydlog</p> <p>b) Rheoliadau Ariannol</p> <p>c) Adroddiad Blynyddol – i'w weithredu trwy bwyllgor Dibenion Cyffredinol</p> <p>d) Cynllun Hyfforddi - i'w weithredu trwy bwyllgor Dibenion Cyffredinol</p> <p>e) Adroddiad Bioamrywiaeth - i'w weithredu trwy is-bwyllgor Siân Johnstone a DC</p> <p>13. Polisiau Eraill y Cyngor (Atodiad 5) – i'w gweithredu trwy'r pwyllgor perthnasol</p> <p>14. Lwfansau Aelodau (Adroddiad y PAGAC 22/23) gan gynnwys y lwfans presenoldeb – i'w adolygu gan y Pwyllgor Rheoli</p> <p>15. Sedd wag ar y Cyngor</p> | <p>9. Representatives on Outside Bodies 2022/23:</p> <p>a) Groups and Associations</p> <p>b) School Governing Bodies:</p> <p>(i) Richmond Park School</p> <p>(ii) Johnstown School</p> <p>(iii) Ysgol y Dderwen</p> <p>(iv) Myrddin School</p> <p>(v) Model School</p> <p>(vi) St Mary's RC School</p> <p>10. Members' Training (Sheriff)</p> <p>11. Code of Conduct (Appendix 3)</p> <p>12. Council Policies (Appendix 4)</p> <p>a) Standing Orders</p> <p>b) Financial Regulations</p> <p>c) Annual Report – to be progressed via GP Committee</p> <p>d) Training Plan– to be progressed via GP Committee</p> <p>e) Biodiversity Report – to be progressed via Sian Johnstone Sub - Committee & GP</p> <p>13. Other Council Policies (Appendix 5) – to be progressed/reviewed via the relevant Committee</p> <p>14. Member Allowances (IRPW Report 2022/23) including attendance allowance – to be reviewed via Management Committee</p> <p>15. Councillor Vacancy</p> |
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**CARMARTHEN TOWN COUNCIL
REPORT OF THE TOWN CLERK TO THE
ANNUAL MEETING OF COUNCIL – 25th MAY 2022**

Agenda Item 4: Committee Structures

Members are reminded that Standing Order 24 provides that:

“The Council may at the Annual Meeting appoint such standing committees and may at any time appoint such other committees as are necessary but subject to any statutory provision in that behalf, these meetings to be held on such dates and at such times as may be fixed by the committees. The Council:

- (a) *shall not appoint any member of a committee so as to hold office later than the next Annual Meeting, and*
- (b) *may at any time dissolve or alter the membership of a committee.”*

For many years the Town Council has maintained a protocol that individual Members, excluding the Mayor and Deputy Mayor, should be members of either the General Purposes Committee or the Finance Committee, but not both. This principle is not enshrined in any standing order or statutory provision and it is open to the Annual Meeting to appoint any number of Members (exceeding two) to any Town Council committee. For the Municipal Year 2021/22 the following standing committees were established:

- General Purposes Committee
- Finance Committee
- Management Committee
- Siân Johnstone & Fair-Trade Sub-committee

The **DECISION** of Council is requested regarding the committee structure for the 2022/23 Municipal Year.

Standing Committees: Membership of the three standing committees and one sub-committee for the Municipal Year 2021/22 is set out below. In addition, the Mayor and Deputy Mayor are ex-officio members of every committee.

(i) General Purposes Committee:

- Cllr Phil Grice – South Ward
- Cllr Peter Hughes Griffiths – North Ward
- Cllr Dr Baba Gana – North Ward
- Cllr Daniel Bartley – North Ward
- Cllr Angharad Jones Leefe - North Ward
- Cllr Alun Lenny – South Ward
- Cllr Arwel Lloyd – West Ward
- Cllr Miriam Moules - North Ward
- Cllr Barry Williams - South Ward

The **DECISION** of Council is requested regarding the appointment of Members to serve on the General Purposes Committee for the Municipal Year 2022/23.

(ii) Finance Committee:

- Cllr Rev Tom Defis - West Ward
- Cllr Gareth John - South Ward
- Cllr Julia Ault - West Ward
- Cllr Jeffrey Thomas – North Ward
- Cllr Ken Lloyd – North Ward
- Cllr Dr Ioan Matthews – West Ward
- Cllr Dr Matthew Thomas – West Ward
- Cllr Emlyn Schiavone – West Ward
- Cllr Wyn Thomas - South Ward

The **DECISION** of Council is requested regarding the appointment of Members to serve on the Finance Committee for the Municipal Year 2022/23.

- (iii) Management Committee: The Management Committee comprises the Mayor, Deputy Mayor, Sheriff, immediate past Mayor, plus the Chair and Vice Chair of the General Purposes Committee and the Finance Committee.

The **DECISION** of Council is requested regarding the appointment of Members to serve on the Management Committee for the Municipal Year 2022/23.

- (iv) Siân Johnstone Environmental & Fair-Trade Sub-committee
- Cllr Rev Tom Defis - West Ward
 - Cllr Ken Lloyd
 - Cllr Miriam Moules

The **DECISION** of Council is requested regarding the appointment of Members to serve on the Siân Johnstone & Fair-Trade Sub-committee for the Municipal Year 2022/23.

Agenda Item 5: Emergency Powers Procedure:

On the 29th May 2002 Council agreed an Emergency Powers Procedure based on the establishment of an Emergency Powers Committee.

It is **RECOMMENDED** that:

- (A) the Mayor, Deputy Mayor and the Chairman of either the General Purposes Committee or Finance Committee, subject to the discretion of the Town Clerk or Acting Town Clerk having regard to the subject matter, be authorised to act together to determine any urgent action referred to them by the Town Clerk or Acting Town Clerk, and
- (B) in the event of the Mayor, Deputy Mayor, or Chairman of either the General Purposes Committee or the Finance Committee being unavailable, the Town Sheriff and/or the other Committee Chairman referred to above be authorised to so act.

The **DECISION** of Council is requested regarding the adoption of an Emergency Powers Procedure for the Municipal Year 2022/2023.

Agenda Item 6: Appeals Procedure:

At present appeals relating to disciplinary matters are considered by Members not serving on the Management Committee, with the power to hear appeals in relation to disciplinary action taken by the Management Committee. Members are reminded that Council's Appeals Procedure will need to be in line with the Policies approved by Council.

It is recommended that the Appeals Committee comprise all Members not serving on the Management Committee, and that the Appeals Committee has the power to hear appeals in relation to disciplinary action taken by the Management Committee.

The **DECISION** of Council is requested regarding the Appeals Procedure for the Municipal Year 2022/2023.

Agenda Item 7: Other Council or Council-affiliated Committees and Groups

Members are asked to appoint representatives to sit on the following committees and groups; previously members were as follows:

	Group	Member(s)
(1)	Carmarthen Bar Navigation Committee Chair	Mayor & Deputy Mayor
(2)	Carmarthen River Festival	Cllr Phil Grice
(3)	Carmarthen Riverside Association	Cllr Phil Grice
(4)	Carmarthen Town Sports Awards Judging Panel	Mayor, Deputy Mayor & Sheriff
(5)	Mayor's Fun Run Steering Group Chair	Mayor & Deputy Mayor
(6)	Pride of Place Competition	Mayor, Deputy Mayor, Sheriff

The **DECISION** of Council is requested in respect of the above committees and groups for the Municipal Year 2022/23:

Agenda Item 8: Dates of Council and Committee Meetings (Appendix 2)

- Meetings of Council and its three **standing committees** take place in accordance with Standing Orders. Attached at Appendix 2 is a list of suggested meeting dates for the 2022/23 municipal year (the Management Committee meets as is required).
- the dates of meetings of **other committees and groups** to be determined by the Town Clerk in consultation with the relevant Chairman, unless a previous meeting of that Committee or of Council has otherwise determined.

The **DECISION** of Council is requested regarding the dates of Council and Committee meetings during the Municipal Year 2022/23.

Agenda Item 9: Representatives on Outside Bodies 2021/2022

- (a) Groups and Associations: Council is asked to appoint representatives to the following outside bodies; current membership as below:

	Group	Member(s)
(1)	Carmarthen Chamber of Trade and Commerce	Mayor, Cllr Wyn Thomas & staff as appropriate
(2)	Carmarthen Civic Society	Cllr Matthew Thomas

(3)	Carmarthen Town Guides – supporting the Tourist Information Centre, which now runs the scheme	Cllrs Phil Grice & Alun Lenny
(4)	Carmarthen Town Regeneration Forum	Cllr Jeff Thomas
(5)	Carmarthen Town Twinning Association	Cllr Peter Hughes Griffiths
(6)	Carmarthenshire Community Health Council	Cllr Barry Williams
(7)	Dr Mz Youth Project	Mayor & Cllrs Phil Grice, Emlyn Schiavone & Julia Ault
(8)	Fairtrade - County Meetings	Cllrs Rev Tom Defis & Miriam Moules
(9)	Fairtrade - Town Meetings	Cllrs Rev Tom Defis & Miriam Moules
(10)	Largest South Wales Town and Community Councils Forum	Mayor & Clerk
(11)	Menter Gorllewin Sir Gâr	Cllr Arwel Lloyd
(12)	Shop Mobility	Cllr Rev Tom Defis & Miriam Moules
(13)	Tŷ Ni and Tŷ Hapus Family Project Management Committee	Cllrs Daniel Bartley & Emlyn Schiavone
(14)	Un Llais Cymru - One Voice Wales (includes attendance at county branch meetings and annual conference/AGM)	Cllr Ken Lloyd
(15)	Un Llais Cymru Larger Local Councils Group	Cllr Ken Lloyd

The **DECISION** of Members is requested regarding representation of the Town Council on the above outside groups and associations for the Municipal Year 2022/23.

(b) School Governing Bodies:

Current membership is as follows –

School	Additional Community Representative	Term ends
Johnstown School	Dr Baba Gana	03.09.25
Model School	Mr. Kenneth Lloyd	18.12.24
Myrddin School	Cllr Miriam Moules	01.10.25
Richmond Park	Vacancy	Vacancy
St Mary's RC School	Dr Matthew Thomas	12.11.25
Ysgol-y-Dderwen	Cllr Dr Ioan Matthews	17.01.24

Due to changes in the governance arrangements for School Governing Bodies, it has been previously agreed that the Council awaits a request from the relevant schools before nominating a Council Member.

The above is for the **INFORMATION** of Members.

Agenda Item 10: Members' Training

Members will recall their previous decision that each year the Sheriff will be Council's Training Champion, encouraging Members to attend courses as appropriate.

The **DECISION** of Council is sought regarding appointment of Council's Training Champion for 2022/23.

Agenda Item 11: Code of Conduct (Appendix 3)

The Council must formally adopt the Model Code of Conduct annually (copy attached at **Appendix 3**)

For the **APPROVAL** of members.

Agenda Item 12: Council Policies (Appendix 4)

The policies listed on the agenda are fundamental elements of the Council's governance and should be reviewed and adopted annually.

For the **APPROVAL** of members.

Agenda Item 13: Other Council Policies (Appendix 5)

Other Council policies not listed at 12 above are itemised at **Appendix 5** and these will be progressed as necessary via the relevant Committee.

For the **INFORMATION** of Members.

Agenda Item 14: Member Allowances

The Independent Remuneration Panel Wales has published its 2022/23 annual report and these recommendations will be progressed by the Management Committee.

For the **INFORMATION** of Members.

Agenda Item 15: Councillor Vacancy

Following the recent elections there is one outstanding vacancy for a councillor in the North Ward and Members need to consider whether this should be filled by way of co-option.

For the **DECISION** of Members.