Minutes of the Standing Orders Sub-Committee

held at the Town Hall, Milford Haven

on Thursday, 5th April, 2018 at 6:15 pm.

PRESENT

The Mayor (Councillor C. A. Sharp)

The Deputy Mayor (Councillor R. D. Gray)

Councillors W. D. Elliott BA QTS (Vice-Chairman, Finance and General Purposes Committee)

 M. P. Rickard (Chairman, Public Works and Planning Committee)

 Mrs. C. T. Williams (Vice-Chairman, Public Works and Planning Committee)

321. APOLOGIES:

Apologies for absence were received from the Chairman of the Finance and General Purposes Committee, Councillor D. R. Sinnett.

322. DECLARATIONS OF INTEREST:

 The Mayor, Councillor C. A. Sharp, the Deputy Mayor, Councillor R. D. Gray, and Councillors W. D. Elliott BA QTS, M. P. Rickard and Mrs. C. T. Williams declared a personal interest in Agenda Item No. 5 – Independent Remuneration Panel for Wales Annual Report. The Deputy Mayor/Mayor Elect declared a personal and prejudicial interest in Agenda Item No. 6 – Mayor’s Allowance/Allowance for Mayor’s Civic Duties.

323. MINUTES OF THE MEETING OF THE STANDING ORDERS SUB-COMMITTEE HELD ON 29TH JANUARY, 2018:

 RESOLVED THAT the Minutes of the Meeting

 of the Standing Orders Sub-Committee held

 on 29th January, 2018, be accepted as a true

 record and passed for signature by the

 Chairman.

324. MATTERS ARISING:

 (a) Minute 230 – Community Report:

 A Member drew attention to this item which had been referred to the Social Media Group for further discussion.

 The Chairman of the Social Media Group, Councillor W. D. Elliott BA QTS, advised that the Social Media Group had not met since the last Standing Orders Committee.

325. INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT 2018/2019:

 Members attention was drawn to the following Determinations:

 *Determination 13.10 – in all cases, any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.*

This Determination gives Members the opportunity to opt out of taking an allowance if they wish to do so.

 *Determination 51 – All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.*

The Mayor advised that there had been no budget provision made to support Determination 51.

 A Member said that this would be difficult to budget for as no one would know when they needed childcare. This was, however, a worthwhile Determination as it gave this option to carers and those who might need assistance with childcare.

 RESOLVED THAT:

 (i) the Standing Orders Sub-Committee

 recommends that the Milford Haven Town Council

 adopts the Independent Remuneration Panel

 for Wales’s Determinations for 2018-2019;

 (ii) the Clerk monitors Determination 51;

 (iii) New Councillors are to be advised of the process

 for claiming an allowance.

326. MAYOR’S ALLOWANCE/ALLOWANCE FOR MAYOR’S CIVIC DUTIES:

 The Mayor said that he had met with the Deputy Mayor and the Clerk to discuss this issue. He then explained to Members how he had expended his Mayor’s Allowance and how he believed the Mayor’s Allowance/Allowance for Mayor’s Civic Duties should be apportioned.

 RESOLVED THAT:

 (i) the Mayor’s Allowance of £1,500 is a personal allowance

 to cover any personal expenses that may occur during

 the year, such as the purchase of clothing, petrol,

 and raffle tickets;

 (ii) the Mayor’s Civic Duties budget of £3,100 is to be used for Civic events such as entertaining dignitaries in the Mayor’s Parlour, Mayor’s Civic Service/Dinner, Milford Haven

 Carnival, Town Visits, and the purchase of Christmas Cards, all of which will be clearly itemised by the Clerk;

 (iii) as from the municipal year 2018/2019 the Mayor and

 Deputy Mayor are to receive their allowance at the

 beginning of their year of office and will be requested

 to sign a document stating that should they give up the

 position during their year of office they are required to

 pay back a pro rata amount depending upon the

 length of service they have carried out;

 A Member said that there is quite a lot of concern in the community that Councillors receive an allowance. She believed it would be of assistance if Determination 13.19 concerning Civic Head/Deputy Head Honoraria be incorporated on to the Council’s website.

 (iv) *Determination 13.19 – Recognising that some mayors*

 *and chairs of community and town councils and their*

 *deputies are very active during their year of office,*

 *the Panel has determined that community and town*

 *councils should be authorised to pay an honorarium*

 *for these roles. In previous annual reports the Panel*

 *did not determinate a maximum level of payment to*

 *mayors/chairs and their deputies.*

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