Minutes of a Meeting of the

Standing Orders Sub-Committee

held at the Town Hall, Milford Haven

on Monday, 30th September, 2019 at 6:00 pm

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PRESENT

The Mayor (Councillor T. J. Davies)

The Deputy Mayor (Councillor Miss K. F. Gray)

Councillors: W. D. Elliott BA QTS (Chair of Finance and General Purposes Committee)

 R. Williams (Chair of Public Works and Planning Committee)

 C. A. Sharp (Vice Chair of Public Works and Planning Committee)

 The Town Clerk was also present.

 90. APOLOGIES:

 Apologies for absence were received from Councillor Mrs Y. G. Southwell, the Vice Chair of the Finance and General Purposes Committee.

 91. DECLARATIONS OF INTEREST:

 There were no declarations of interest recorded.

 92. TO DISCUSS THE STRUCTURE OF THE MILFORD HAVEN TOWN COUNCIL:

Members discussed the advice given by One Voice Wales that each Council is different and that there are no rules and that a Council may appoint Committees to administer some business of the Council that cannot be handled by staff and would otherwise demand the time of the whole Council. Members then noted the structures of a number of other Councils in Pembrokeshire.

Following this discussion, Members considered proposals written by Councillor W. D. Elliott BA QTS.

Councillor Elliott BA QTS referred to the ambiguity between the “public works” and “general purposes” headings in the previous Committees. He believed that greater clarity was necessary.

Councillor Elliott BA QTS proposed that there should be two Committees: one Committee named Finance, Governance and Projects and the other Planning, Policy and Community.

The Public Events Sub Committee would become the Public Events Working Group reporting to the Finance Governance and Projects Committee. This Committee would also absorb the Youth Working Group, Social Media Group, and Pembrokeshire County Council Liaison Group.

The Cemetery Working Group would report to the Planning, Policy and Community Committee. This Committee would also absorb the Town Regeneration and Environmental Action Team and the Traffic Working Group.

There would still be the Establishment Committee and Standing Orders Sub-Committee.

All the Committees would report to Full Council.

It was considered that Councillors would be developed through this method and give them not only the opportunity to discuss items more informally at Committee level but also the opportunity to Chair meetings. There would also be the opportunity to discuss planning applications in greater detail.

 RESOLVED THAT the Standing Orders Sub-Committee recommends the adoption of Councillor W. D. Elliott

BA QTS’s proposals.

 It was FURTHER RESOLVED THAT, subject to the

 above adoption:

 (i) the new structure would be instituted in June

 2020 (the new Municipal Year);

 (ii) the Finance, Governance and Projects Committee

 would meet on the second Monday of each month.

 No Committee meetings would take place in January,

 May (the Annual Meeting), August and December;

 (iii) the Planning, Policy and Community Committee

 would meet on the second Thursday of each

 month. No Committee meetings would take place

in January, May, August and December;

 (iv) the Committee meetings would start at 6:00 pm;

 (v) Full Council would continue to start at 7:00 pm;

 (vi) there would be two Full Council meetings in

 January – one to consider the Precept and one

 on the last Monday of the month;

 (vii) there would no longer be a Full Council meeting

 in December;

 (viii) Members are to indicate to the Clerk which Committee

 they would like to join;

 (ix) there will be a review of the new structure in

 April, 2021.

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