Minutes of a Meeting of the Milford Haven Town Council

held electronically via the Zoom software

on Monday 22nd February, 2021 at 7:00 pm

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PRESENT

The Mayor (Councillor T. J. Davies)

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

 Councillors: P. Coe E. A. Davies DipSM FJOIFF

E. R. Harries B Phillips

M. P. Rickard C. A. Sharp

D. R. Sinnett R Williams

G. Woodham MBA (Open) LL.B (Hons)

Mrs B J Fitzgerald, Town Clerk

Ms F Galliford, Secretary

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PRAYERS:

 The Mayor’s Chaplain, Father A. P. Johnson, led Members in prayer.

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51. APOLOGIES:

Apologies for absence were received from Councillors, W Elliott, R. D. Gray,

Y Southwell and L Turner.

52. DECLARATIONS OF INTEREST

 None.

53. INFORMATION FROM THE MAYOR

The Mayor had a few matters to raise.

A new shredder is required for the town hall office; various prices have been obtained with a best price of £539.36 & VAT for a Fellowes Power Shredder which complies within the GDPR spectrum.

**RESOLVED THAT** a Fellowes Power shredder be purchased at a cost of £539.36.

Email Expansion required as current storage is not adequate. An extra cost of £3 per pc (2 No.) for storage of 50gb is necessary. Current cost per month is £18 bringing the toral to £24.

 **RESOLVED THAT** an email expansion is purchased.

A short discussion took place on the need to undertake the annual review of the Council's Financial Regulations.

**RESOLVED THAT:**The Clerk includes Annual Review of Milford Haven Town Council Financial Regulations on the March Agenda of the Finance, Governance & Projects Committee.

The Mayor updated Councillors on an issue with his health and advised that he may have to take a step back in the coming weeks due to ongoing health problems. The Deputy Mayor will be taking over meetings as necessary although the Mayor intends to take as many full council meetings as possible.

The Mayor informed Council that an administrative procedural matter had been brought to his attention before the meeting and that he would now like to add, with Council's agreement, that working groups and sub-committees and their membership as referenced in the Finance, Governance and Projects Committee be added as an agenda item to Agenda item 5 after the Minutes had been approved by Council. This would allow for this matter to be dealt with this evening rather than at the March Full Council meeting.

**RESOLVED THAT:**working groups and sub-committees and their membership as referenced in the Finance, Governance and Projects Committee be added as an agenda item to Agenda item 5 after the Minutes had been approved by Council.

54. MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 25th JANUARY 2021

**RESOLVED THAT** the Minutes of the Meeting

of the Full Council held on 25TH January 2021

be accepted and that they be signed by the

Mayor as a true record.

55. TO RECEIVE THE REPORTS, RECOMMENDATIONS AND RESOLUTIONS OF THE FOLLOWING COMMITTEES:

FINANCE, GOVERNANCE AND PROJECTS COMMITTEE held on 8th February 2021

 In the absence of the Chair of the Finance, Governance and Projects Committee the Vice Chair was asked to receive the recommendations and resolutions.

**RESOLVED THAT** the recommendations and resolutions be received.

PLANNING, POLICY AND COMMUNITY COMMITTEE held on 11th February 2021

 The Chairman of the Planning, Policy and Community Committee moved the minutes and received them. It was noted that apologies had been received from Councillor Coe which were not in the minutes and an amendment that Cllr Williams would continue as chair for **this municipal year** which was unclear in the minutes.

**RESOLVED THAT** the minutes be received.

Working groups and sub-committees and their membership

A Member explained the need for Council to agree a way forward with the establishment of Working Groups, sub-committees and task & finish groups under the two new Standing Committees and their membership.

A discussion took place with it noted that Standing Orders allows all Members to attend any Council meeting and that under the previous version of this current Committee structure, membership of the Working Groups, sub-committees and task & finish groups was limited to those Members that sat on the relevant Standing Committee.

It was further noted that Standing Orders also provided for Members who do not sit on a Working Group, sub-committee or task & finish group to speak, with the Chairman's consent, at that relevant meeting but that they would not be entitled to vote on the matter under discussion.

A Member further noted that both Standing Committees reported to Full Council and all Members therefore would have an opportunity to debate all Committee recommendations before they are ratified by Full Council.

It was also noted that membership of the Standing Orders Sub-Committee and the Establishment Committee were subject to separate membership arrangements.

**RESOLVED THAT:**

a)    Membership of Working Groups, sub-committees and task & finish groups be from the relevant Standing Committee either Finance, Governance and Projects Committee or Planning, Policy and Community Committee

b)    All Members will be notified of all Working Group, sub- committee and task & finish group meetings, may attend these meetings and speak at the meeting, with the consent of the relevant Chairman but may not vote on a matter unless they are a Member of the relevant Standing Committee

c)    Membership arrangements for the Standing Orders Sub- Committee and the Establishment Committee remain unchanged

56. VOTING AT ELECTRONIC MEETINGS

A discussion took place on the report provided under this item and Members concern that it was important for the process of voting at electronic meetings to be clear, open and transparent.

A Member was concerned that the proposed 'roll call' approach would be too time consuming. Another Member was concerned that it was not always possible to see a virtual 'show of hands' which was relevant for members of the public who may be observing the meeting.

**RESOLVED THAT:**The Clerk obtain a copy of Pembrokeshire County Council's protocol on voting at electronic meetings, appropriate amendments made, if necessary, to this protocol and a draft Milford Haven Town Council Voting at Electronic Meetings Protocol be included on the Standing Orders Sub-Committee Agenda.

57. TRADE WASTE AGREEMENT:

 Details of a Trade Waste Agreement with Pembrokeshire County Council was discussed. The Clerk is to seek details and prices from other waste sources before any decision is taken and to discuss a possible collaboration with the owner of the Town Hall building.

**RESOLVED THAT:** Further details to be sought with a report to come back to this committee.

58. MEMBERSHIP OF SLCC

It had been confirmed at an earlier meeting that funding for the Clerk to become a member of the SLCC was agreed.

**RESOLVED THAT:** The Clerk to become a member of SLCC and commence training, funded by Milford Haven Town Council.

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