

**MINUTES OF THE ANNUAL MEETING OF TYWYN TOWN COUNCIL**  
**HELD ON WEDNESDAY 8th MAY 2024**  
**AT NEUADD PENDRE, TYWYN AND ONLINE VIA ZOOM AT 6.00pm.**

**PRESENT:** Councillor John Pughe (Chair)

Councillors: Ron McCoo, Anne Lloyd-Jones, Gareth Mason, Marisa O’Hara,  
Nancy Clarke, Alun Wyn Evans, Mark Kendall, Cathy Evans,  
Matthew Cooling, Olivia Woodward, Eileen Jones, Aled Lewis

**OFFICERS PRESENT:** Chris Wood (Clerk)

CI 001. **TO ELECT THE CHAIR OF THE TOWN COUNCIL FOR THE YEAR 2024 - 25**

8.5.24 Nominations were invited for the position of Chair of Tywyn Town Council and Mayor of the Town for 2024 – 25.

Cllr. Anne Lloyd-Jones **proposed** that Cllr. Nancy Clarke be elected Chair of Tywyn Town Council and Mayor of the Town for 2024 – 25, with Cllr. Eileen Jones seconding the proposal.

Cllr. Mark Kendall **proposed** that Cllr. John Pughe be elected Chair of Tywyn Town Council and Mayor of the Town for 2024 – 25, with Cllr. Marisa O’Hara seconding the proposal.

Councillors voted by show of hands and it was **resolved** that Cllr. John Pughe be elected Chair of Tywyn Town Council and Mayor of the Town for 2024 – 25.

CI 002. **RECEIVE THE CHAIR’S DECLARATION OF ACCEPTANCE OF OFFICE**

8.5.24 The Chair’s Declaration of Acceptance of Office was received.

CI 003. **APOLOGIES FOR ABSENCE**

8.5.24 None received.

CI 004. **DECLARATION OF FINANCIAL INTEREST OR PERSONAL CONNECTION**

8.5.24 Cllr. Nancy Clarke, Item 10.

Cllr. John Pughe, Item 16.

Cllr. Matthew Cooling, Item 16.

CI 005. **TO ELECT THE VICE CHAIR OF THE TOWN COUNCIL FOR THE YEAR 2024- 25**

8.5.24 Nominations were invited for the position of Vice Chair of Tywyn Town Council for 2024 – 25.

Cllr. John Pughe **proposed** that Cllr. Matthew Cooling be elected Vice Chair of Tywyn Town Council for 2024 – 25, with Cllr. Mark Kendall seconding the proposal.

Cllr. Anne Lloyd-Jones **proposed** that Cllr. Nancy Clarke be elected Vice Chair of Tywyn Town Council for 2024 – 25, with Cllr. Aled Lewis seconding the proposal.

Councillors voted by show of hands and it was **resolved** that Cllr. Matthew Cooling be elected Vice Chair of Tywyn Town Council for 2024 – 25.

CI 006. **RECEIVE THE VICE CHAIR’S DECLARATION OF ACCEPTANCE OF OFFICE**

8.5.24 The Vice Chair’s Declaration of Acceptance of Office was received.

CI 007.  
8.5.24

**TO REVIEW THE TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES**

- 7.1 Finance Committee
- 7.2 Planning Committee
- 7.3 Environment Committee
- 7.4 Personnel Committee
- 7.5 Personnel Appeals Panel

Councillors voted by a show of hands and it was **resolved** to approve the Terms of Reference as presented to the Meeting.

Finance – **proposed** Cllr. Aled Lewis, seconded Cllr. Marisa O’Hara.  
Planning – **proposed** Cllr. Gareth Mason, seconded Cllr. Aled Lewis.  
Environment – **proposed** Cllr. Marisa O’Hara, seconded Cllr. Cathy Evans  
Personnel – **proposed** Cllr. Mark Kendall, seconded Cllr. Aled Lewis  
Personnel Appeals – **proposed** Cllr. Anne Lloyd-Jones, Seconded Cllr. Cathy Evans

CI 008. **TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES**  
8.5.24

- 8.1 Finance Committee
- 8.2 Planning Committee
- 8.3 Environment Committee
- 8.4 Personnel Committee
- 8.5 Personnel Appeals Panel

Councillors voted by a show of hands and it was **resolved** to appoint the following Members to each Committee.

**8.1 Finance Committee**

Cllrs. Gareth Mason, Eileen Jones, Nancy Clarke, Anne Lloyd-Jones, John Pughe, Matthew Cooling.

**8.2 Planning Committee**

Cllrs. Ron McCoo, Alun Wyn Evans, Nancy Clarke, Cathy Evans, Matthew Cooling, Aled Lewis

**8.3 Environment Committee**

Cllrs. Ron McCoo, Olivia Woodward, Nancy Clarke, Marisa O’Hara, Eileen Jones, Matthew Cooling.

**8.4 Personnel Committee**

Cllrs. Gareth Mason, Matthew Cooling, Nancy Clarke, Anne Lloyd-Jones, Alun Wyn Evans, Mark Kendall.

**8.5 Personnel Appeals Panel**

Cllrs. Marisa O’Hara, Eileen Jones, Ron McCoo, John Pughe, Olivia Woodward, Cathy Evans, Aled Lewis.

- CI 009.  
8.5.24 **TO NOMINATE AND APPOINT MEMBERS TO THE FOLLOWING OUTSIDE BODIES**
- 9.1 One Voice Wales  
9.2 Meirionnydd Access Group  
9.3 Penybryn School Governing Body
- Councillors voted by show of hands and it was **resolved** that the following appointments be made:
- 9.1 One Voice Wales  
Cllr. Alun Wyn Evans.
- 9.2 Meirionnydd Access Group  
Cllr. John Pughe.
- 9.3 Penybryn School Governing Body  
Cllr. Cathy Evans.
- CI 010.  
8.5.24 **TO APPOINT A REPRESENTATIVE OF THE COUNCIL TO THE YNYSYMAENGWYN YNYSYMAENGWYN TRUST COMMITTEE**
- Cllr. Anne Lloyd-Jones **proposed** that Cllr. Aled Lewis be elected to be the Council representative, with Cllr. Nancy Clarke seconding the proposal.  
Cllr. John Pughe **proposed** that Cllr. Mark Kendall be elected to be the Council representative, with Cllr. Marisa O’Hara seconding the proposal.  
Councillors voted by show of hands and it was **resolved** that Cllr. Mark Kendall be elected to be the Council representative to the Ynysymaengwyn Board of Trustees.
- CI 011.  
8.5.24 **TO APPROVE THE DATES OF COUNCIL MEETINGS 2024 - 25**
- Councillors voted by show of hands and it was **resolved** to approve that the Monthly Ordinary Meeting of the Council be held on the second Wednesday of each month except August, when no meeting is held.
- CI 012.  
8.5.24 **TO REVIEW AND ADOPT STANDING ORDERS**
- Cllr. Matthew Cooling proposed to adopt the Standing Orders subject to sections 3h (A person shall stand when requesting to speak etc.) and 3k (Photographing, recording, broadcasting or transmitting etc.) be removed for no longer being relevant to the operation of the Council. Councillors voted by show of hands and it was **resolved** to adopt the Standing Orders subject to sections 3h and 3k being removed.
- CI 013.  
8.5.24 **TO REVIEW AND ADOPT FINANCIAL REGULATIONS**
- Following a discussion between Councillors, it was **proposed** by Councillor Anne Lloyd-Jones, seconded by Cllr. Matthew Cooling and **resolved** to adopt the Financial Regulations.
- CI 014.  
8.5.24 **TO REVIEW THE LIST OF COUNCIL ASSETS**
- Following a discussion between Councillors, it was **proposed** by Councillor Mark Kendall, seconded by Cllr. John Pughe and **resolved** to accept the reviewed list of Council Assets.

CI 015. **TO REVIEW THE DONATIONS POLICY**  
8.5.24 Councillors reviewed the Donations Policy and it was **proposed** by Cllr. Marisa O'Hara, seconded by Cllr. Mark Kendall and **resolved** to accept the Donations Policy subject to an application having a maximum award of £750.00.

CI 016. **TO APPOINT AN INTERNAL AUDITOR FOR 2024 - 25**  
8.5.24 It was **proposed** by Cllr. Mark Kendall, seconded by Cllr. Marisa O'Hara and **resolved** that Gwynedd Council be appointed as Internal Auditor for 2024-25.

The Annual Meeting was declared closed at 6.38pm

**CADEIRYDD / CHAIR**