MINUTES OF THE ANNUAL MEETING OF TYWYN TOWN COUNCIL
HELD AT 6.00pm ON WEDNESDAY 13th MAY 2026
AT NEUADD PENDRE, TYWYN AND ONLINE VIA ZOOM

PRESENT: Cllr. Gareth Mason (Chair)

Cllrs. Kath Charters, Nancy Clarke, Matthew Cooling, Alun Wyn Evans, Eileen Jones, Mark Kendall, Anne Lloyd-Jones, Ron McCoo, Marisa O'Hara, John Pughe.

OFFICER PRESENT: Chris Wood (Clerk)

Cl 001. 13.5.26

1. TO ELECT THE CHAIR OF THE TOWN COUNCIL FOR THE YEAR 2026 - 27

Nominations were invited for the position of Chair of Tywyn Town Council and Mayor of the Town for 2026 – 27.

Cllr. John Pughe **proposed** that Cllr. Marisa O'Hara be elected Chair of Tywyn Town Council and Mayor of the Town for 2026 – 27, with Cllr. Mark Kendall seconding the proposal.

Cllr. Anne Lloyd-Jones **proposed** that Cllr. Gareth Mason be elected Chair of Tywyn Town Council and Mayor of the Town for 2026 – 27, with Cllr. Nancy Clarke seconding the proposal.

Councillors voted by show of hands and it was **resolved** that Cllr. Gareth Mason be elected Chair of Tywyn Town Council and Mayor of the Town for 2026 – 27.

Cl 002. 13.5.26

2. TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chair's Declaration of Acceptance of Office was received.

Cl 003. 13.5.26

3. APOLOGIES FOR ABSENCE

Cllr. Cathy Evans.

Cl 004. 13.5.26

4. DECLARATION OF FINANCIAL INTEREST OR PERSONAL CONNECTION

None received.

Cl 005. 13.5.26

5. TO ELECT THE VICE CHAIR OF THE TOWN COUNCIL FOR THE YEAR 2026 - 27

Nominations were invited for the position of Vice Chair of Tywyn Town Council for 2026 – 27.

Cllr. Anne Lloyd-Jones **proposed** that Cllr. Kath Charters be elected Vice Chair of Tywyn Town Council for 2026 – 27, with Cllr. Eileen Jones seconding the proposal.

Cllr. John Pughe **proposed** that Cllr. Marisa O'Hara be elected Vice Chair of Tywyn Town Council for 2026 – 27, with Cllr. Mark Kendall seconding the proposal.

Councillors voted by show of hands and it was **resolved** that Cllr. Kath Charters be elected Vice Chair of Tywyn Town Council for 2026 – 27.

Cl 006. **6. TO RECEIVE THE VICE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**

13.5.26 The Vice Chair's Declaration of Acceptance of Office was received.

Cl 007. **7. TO REVIEW THE TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES**

13.5.26 7.1 Finance Committee
7.2 Planning Committee
7.3 Environment Committee
7.4 Personnel Committee
7.5 Personnel Appeals Panel

7.1 Councillors reviewed the Terms of Reference for the Finance Committee, with Cllr. Matthew Cooling commenting that as the Committee does not have any delegated powers, and that all decisions taken at meetings have to be approved at an Ordinary Meeting, should delegated powers be approved for the Committee. Cllr. John Pughe responded that the Committee only has six members and if any were to be absent, any delegated decisions could be made by a small number of Councillors. Cllr. John Pughe was of the opinion that decisions shoud be made by the full Council.
Following an extensive discussion by Councillors, it was **proposed** by Cllr. Matthew Cooling, seconded by Cllr. Mark Kendall and **resolved** to amend the Terms of Reference for the Finance Committee by increasing the membership of the Finance Committee to thirteen members.
It was then **proposed** by Cllr. Marisa O'Hara, seconded by Cllr. Mark Kendall and **resolved** to approve the Terms of Reference for the Finance Committee, subject to the inclusion of the amendment.

7.2 Councillors reviewed the Terms of Reference for the Planing Committee, following which it was **proposed** by Cllr. Alun Wyn Evans, seconded by Cllr. Kath Charters and **resolved** to approve the Terms of Reference for the Planning Committee.

7.3 Councillors reviewed the Terms of Reference for the Environment Committee, with Cllr. Marisa O'Hara commenting that the Committee should meet at least twice a year. Following a discussion between Councillors, it was **proposed** by Cllr. Marisa O'Hara, seconded by Cllr. Mark Kendall and **resolved** to amend the Terms of Reference for the Environment Committee to include a requirement that the Committee meets at least twice a year.
It was then **proposed** by Cllr. Mark Kendall, seconded by Cllr. Alun Wyn Evans and **resolved** to approve the Terms of Reference for the Environment Committee, subject to the inclusion of the amendment.

7.4 Councillors reviewed the Terms of Reference for the Personnel Committee, with Cllr. Matthew Cooling commenting that the Committee should meet at least twice a year. Following a discussion between Councillors, it was **proposed** by Cllr. Matthew Cooling, seconded by Cllr. Alun Wyn Evans and **resolved** to amend the Terms of Reference for the Personnel Committee to include a requirement that the Committee meets at least twice a year.
It was then **proposed** by Cllr. Matthew Cooling, seconded by Cllr. Mark Kendall and **resolved** to approve the Terms of Reference for the Personnel Committee, subject to the inclusion of the amendment.

7.5 Councillors reviewed the Terms of Reference for the Personnel Appeals Panel, following which it was **proposed** by Cllr. Matthew Cooling, seconded by Cllr. Mark Kendall and **resolved** to approve the Terms of Reference for the Personnel Appeals Panel.

Cl 008. 13.5.26 **8. TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES**

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
Following the resolution passed during Item 7.1, all members of the Council are members of the Finance Committee.

8.2 Planning Committee
Cllrs. Nancy Clarke, Alun Wyn Evans, Cathy Evans, Gareth Mason, Ron McCoo, Olivia Woodward.
Proposed by Cllr. Mark Kendall, seconded by Cllr. Marisa O'Hara.

8.3 Environment Committee
Cllrs. Kath Charters, Nancy Clarke, Matthew Cooling, Ron McCoo, Marisa O'Hara, Olivia Woodward.
Proposed by Cllr. Marisa O'Hara, seconded by Cllr. Alun Wyn Evans.

8.4 Personnel Committee
Cllrs. Alun Wyn Evans, Eileen Jones, Mark Kendall, Anne Lloyd-Jones, Gareth Mason, Marisa O'Hara.
Proposed by Cllr. Mark Kendall, seconded by Cllr. Marisa OHara.

8.5 Personnel Appeals Panel
Cllrs. Kath Charters, Nancy Clarke, Cathy Evans, Ron McCoo, John Pughe.
Proposed by Cllr. Matthew Cooling, seconded by Cllr. John Pughe.

Cl 009. 13.5.26 **9. 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

9.1 Following a discussion between Councillors, it was **proposed** by Cllr. John Pughe, seconded by Cllr. Ron McCoo and **resolved** that Cllr. Alun Wyn Evans be the Council's representative to One Voice Wales.

9.2 Following a discussion between Councillors, it was agreed that as the Meirionnydd Access Group has not met for a number of years, no representative should be nominated.

9.3 Following a discussion between Councillors, it was **proposed** by Cllr. Anne Lloyd-Jones, seconded by Cllr. Mark Kendall and **resolved** that Cllr. Cathy Evans be the Council's representative to the Penybryn School Governing Body.

Cl 010.
13.5.26

10. TO APPOINT A REPRESENTATIVE OF THE COUNCIL TO THE YNYSYMAENGWYN TRUST COMMITTEE

Cllr. John Pughe **proposed** that Cllr. Mark Kendall be the representative of the Council, with Cllr. Alun Wyn Evans seconding the proposal.
During a discussion between Councillors, the meeting was suspended at 6.39pm and resumed at 6.41pm.
Councillors voted by show of hands and it was **resolved** by eight votes for and one vote against, that Cllr. Mark Kendall be the Council's representative to the Ynysymaengwyn Board of Trustees.

Cl 011.
13.5.26

11. TO APPROVE THE DATES OF COUNCIL MEETINGS FOR 2026 - 27

Following a discussion between Councillors, it was **proposed** by Cllr. Matthew Cooling, seconded by Cllr. Mark Kendall and **resolved** that the Monthly Ordinary Meeting of the Council be held on the second Wednesday of each month, except for August, when no meeting is held.

Cl 012.
13.5.26

12. TO REVIEW AND ADOPT STANDING ORDERS

Councillors reviewed the Standing Orders and following a discussion between Councillors, it was **proposed** by Cllr. Matthew Cooling, seconded by Cllr. Mark Kendall and **resolved** to adopt the Standing Orders.

Cl 013.
13.5.26

13. TO REVIEW AND ADOPT FINANCIAL REGULATIONS

Councillors reviewed the Financial Regulations and following a discussion between Councillors, it was **proposed** by Councillor Mark Kendall, seconded by Cllr. Alun Wyn Evans and **resolved** to adopt the Financial Regulations.

Cl 014.
13.5.26

14. TO REVIEW THE RISK MANAGEMENT ASSESSMENT

Councillors reviewed the Risk Management Assessment and following a discussion between Councillors, it was **proposed** by Cllr. Matthew Cooling, seconded by Cllr. Nancy Clarke and **resolved** to accept the Risk Management Assessment.

Cl 015.
13.5.26

15. TO REVIEW THE COUNCIL'S BANKING ARRANGEMENTS

Councillors reviewed the Council's banking Arrangements, and it was **proposed** by Cllr. Nancy Clarke, seconded by Cllr. Mark Kendall and **resolved** to make no changes to the Council's Banking Arrangements.

Cl 016.
13.5.26

16. TO REVIEW THE LIST OF COUNCIL ASSETS

Councillors reviewed the Council's Assets, and it was **proposed** by Cllr. Marisa O'Hara, seconded by Cllr. Mark Kendall and **resolved** to accept the list of Council Assets.

Cl 017.
13.5.26

17. TO REVIEW THE DONATION POLICY

Councillors reviewed the Donation Policy, and following an extensive discussion between Councillors, it was **proposed** by Cllr. Matthew Cooling, seconded by Cllr. Anne Lloyd-Jones and **resolved** to make no changes to the Donation Policy at present, but to undertake a full review of the Donation Policy as soon as possible.

Cl 018. **<u>18. TO APPOINT AN INTERNAL AUDITOR FOR 2026 - 27</u>**

13.5.26 Following a discussion between Councillors, it was **proposed** by Cllr. John Pughe, seconded by Cllr. Nancy Clarke and **resolved** that Gwynedd Council be appointed as Internal Auditor for 2026-27.

The Annual Meeting was declared closed at 6.58pm

CADEIRYDD / CHAIR