

**Minutes of the Special Meeting of Llantwit Major Town Council held on Tuesday 12<sup>th</sup> July 2016, at no sooner than 8pm, at the Council Chamber, Old School, Wine Street, Llantwit Major**

Present; Councillor Mrs S Hanks – Town Mayor

Councillors; G John ) WEST WARD  
Mrs P Lancaster

Mrs S Geary )  
G Morgan ) SOUTH EAST WARD  
R Austin )

E Hacker )  
E Williams ) NORTH WARD  
D Foster )  
Mrs J Norman )

M Marsh ) BOVERTON WARD  
J Evans )

Apologies received from  
Councillor Mason – Holiday leave

There were no declarations of interest.

**812. PROCEDURAL MATTERS**

**To note receipt of letter regarding Casual Vacancy for Boverton Ward**

Councillors had previously been circulated with a copy of a letter dated 30<sup>th</sup> June 2016 received from the Vale of Glamorgan Council confirming that no request for election had been received and therefore the Town Council can now co-opt to fill the vacancy. Noted.

**To note Co-option Procedure as adopted by Full Town Council 18<sup>th</sup> November 2013**

Councillors had previously been circulated with a copy of the Co-option Procedure previously adopted by the Town Council on 18<sup>th</sup> November 2013.

**RESOLVED:** That on the end of point 3 additional wording be added ‘subject to discussion relating to length of time left within the Term’.

**To approve Notice of Co-option and set closing date for vacant seat**

Councillors had previously been circulated with a copy of the proposed Notice of Co-option. Councillors were asked to set a closing date for applications for the vacant seat.

**RESOLVED:** That the Notice of Co-option be agreed and displayed on all Town Council owned notice boards and the Town Council website.

**Further**

**RESOLVED:** That a closing date of 31<sup>st</sup> August 2016 be set for receipt of applications.

**To set meeting date for appointment to vacant seat**

Councillors discussed setting a date for a Special Full Town Council meeting to meet and discuss applicants.

**RESOLVED:** That a date be set for 15<sup>th</sup> September 2016 at 7:30pm in the Council Chamber.

SIGNED ..... DATED .....