



## **Minutes of the meeting of Whitland Town Council held on 1<sup>st</sup> October 2018.**

Present: Cllrs B. Chapman (as Chair), S. Allen, J. Blandford, S. Davies, TRJ Jenkins MBE, R. Morgan, G. Poore and R. Hartt in her first meeting. Vicky Mitchell- Interim Clerk.

Cllr Chapman the Vice-Chair welcomed everyone to the meeting, in the absence of Cllr Connor-Hughes the Chair.

1. **To welcome new Councillors.** Rebecca Hartt made her declaration of office, and signed it, and was duly welcomed as a Councillor of Whitland Town Council.
2. **To accept apologies for absence.** These were accepted from Cllrs Connor-Hughes and Jones.
3. **To disclose personal and pecuniary interests** in the items listed below. None were declared.
4. **To review and agree the minutes of the previous meeting** on 3<sup>rd</sup> September. These had been previously circulated. They were briefly discussed, and it was agreed that the declaration of interest section should provide more detail: that Cllrs Connor -Hughes and Chapman declared interests in a candidate who was part of the Chamber of Trade, and did not include the person in their considerations. There had also been a query regarding who was paying for the defibrillator – it was confirmed that a donation had been provided by the Male Voice Choir for it, with the remaining funding coming from Council. The minutes were duly signed.
5. **To receive updates on ongoing matters and decide further actions as required.**
  - a) **Cricket club complaint.** It was reported that the club had been contacted regarding the matter. The Interim Clerk confirmed she would contact the complainant if this not had already been done.
  - b) **Whitland Abbey ruins.** After a discussion it was agreed that the Interim Clerk should contact Carmarthenshire County Council Rangers regarding the directional sign required. In addition she should contact the insurers stating that the land for the ruins would be leased to the Council on a long term basis, and that legal advice had been given that this was acceptable. She should enquire if there would be an additional charge to cover this land on this basis.
  - c) **Defibrillator.** The Interim Clerk stated that the British Heart Foundation had a scheme for defibrillator provision provided the Council gave a £600 contribution towards

Signed by Chair

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the purchase. The cabinet would be extra. It was agreed the Clerk should follow up on this scheme so long as it did not entail a long delay.

d) **Toilet provision.** No other provider had been found with an acceptable offering. So it was decided to take up a contract with Abba Loos, subject to acceptable answers being provided on the length of contract and liability in the case of damage – Cllr Chapman proposed, Cllr Morgan seconded and all agreed. The Interim Clerk was authorised to action this.

e) **Rights of way.** These were used by the walking group regularly, and it was agreed they should contact the Interim Clerk if they found any signs absent, so that a co-ordinated request could be submitted to Carmarthenshire County Council. Proposed Cllr Blandford, seconded Cllr Allen.

f) **Bryngwennlian – give way issue.** The interim Clerk reported that the previous Clerk had written to the complainant stating that historically the right of way had been for the farm, and the give way sign was placed in accordance with that.

g) **CCTV.** The Interim Clerk was asked to contact Security4 Ltd to ask that they confirm whether the earth fault had been resolved. If so, installation should go ahead on Enigma. If not, then they should contact the adjacent property to install there.

h) **McMillan Coffee Morning.** This was reported as a great success with £623.85 being raised. Council asked that thanks be recorded to all who had helped and had attended. Cllr Poore agreed to compile a report to be sent to the Tenby Observer, Carmarthen Journal and Telegraph.

i) **Wifi.** An update on progress was given to the meeting- 5 points had been installed and were working, the splash page had been set up and the system was now live. Three access points or boosters were still to be set up, but that should be complete by the end of October.

j) **Christmas festivities.** A report on the progress of the Christmas committee had been previously circulated, including the tenders for the provision of lights. This was discussed and it was agreed that due to the short timescales and Clerk situation this year that a contract would be awarded from the three existing tenders rather than have a further tender process. This was proposed by Cllr Morgan, seconded by Cllr Blandford and agreed by all present. It was also agreed by all present that next year the planning for Christmas would start earlier.

k) **Documentation.** GDPR documentation, Standing Orders, Election and Co-option Policy and Mayoral Policy. The Chair declared that in view of the crowded agenda he would delay decision making on these until the meeting on 15<sup>th</sup> October.

l) **Parking outside Co-op.** This had been added to the agenda in the summer when there were complaints on social media about the situation. The Council wished to record that any complaints were best directed to either the Police if the parking was dangerous, or to Carmarthenshire County Council, since this Council had no powers to act on this matter.

m) **Mayor's Ball.** This had been an event organised by the Council for many years, but had not happened since 2012. Council agreed could be added to a later agenda.

## 6. To discuss new items of business.

Signed by Chair

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a) **Website revision.** The Interim Clerk had done some work to update the format of the website, and had discussions with the current contractor regarding it. An estimate from him had been obtained for the provision of a new website using a modern scripting software package which would be both more secure and more flexible. It was proposed that the Clerk seek other potential contractors with a view to a revised website in the next financial year, and that this be included in the next Precept discussion.

b) **Clerk appointment,** including staffing committee and terms of reference. Draft terms of reference had been circulated by the Interim Clerk. These were agreed by all. Membership of the committee was agreed as Cllrs Jenkins MBE, Poore and Connor-Hughes. The draft contract and relevant additional material would be provided to the committee for their deliberations.

c) **Remembrance arrangements.** The service would start with a special commemoration at 9.30am in view of it being 100 years ago. Then the normal service would start in the Memorial Hall at 10.00am, and move to Llanboidy at 11.00am. The Mayor or a delegated member of the Council would attend, and lay a wreath on behalf of the Council. The Clerk would arrange for the purchase of the wreath.

d) **In-house training of new Councillors.** The Interim Clerk would contact the new Councillors directly to arrange an informal training session on key aspects of the Council and the legal framework it functioned within.

e) **Christmas committee terms of reference.** These had been previously circulated. They were agreed by all – proposed by Cllr Chapman and seconded by Cllr Blandford.

f) **Letter regarding parking.** An anonymous letter had been received about parking in the town. Since this was anonymous, it was agreed that it could be kept on file but that no action could be taken on it.

g) **Resignation of Cllr Croston Evans.** This had been received since the last meeting. It was accepted with regret, and the Interim Clerk requested to send her a letter of thanks for all her work. It was especially appreciated that she had contributed so much to the Macmillan Coffee Morning, despite having already resigned.

h) **Rugby Club letter of support.** Whitland Rugby Club had asked the Council to write a letter of support for a grant application to WRU for bar flooring and seating. This was unanimously agreed, and the Interim Clerk asked to do a letter.

## 7. **To receive the County Cllr's report.**

This was circulated during the meeting. Cllr Allen also provided more information on the Town of Culture 2019 plans, for which Carmarthenshire County Council would provide support and publicity, and help for new events that were instigated.

## 8. **To receive the financial report and invoices for consideration.**

The financial report had been previously circulated, including information on how expenditure was matching the budgetary plans. The mandate change in view of the change of Clerk was discussed, and all agreed this should be actioned. The Interim Clerk would find out more information on the safeguards for online banking for the Council and report back.

Invoices received:

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- Retiring Clerk's salary plus heat and light allowance for September
- Deputy/Interim Clerk's salary for September
- John Lewis for handyman work in September
- HMRC – quarterly tax bill
- D. M. Evans – engraving - £15.00
- EDF energy – £113.79 direct debit
- XLN Business Services CCTV - £46.40 direct debit
- Louise Rohzon Facebook page - £50.00 direct debit
- Llewelyn Davies payroll services- £23.00 direct debit
- Rob Thomas grass cutting - £420.00 direct debit

These invoices were all agreed by those present – proposed by Cllr Chapman and seconded by Cllr Blandford.

Cllr Morgan left the meeting at this point.

**9. To receive planning reports.**

Two planning applications had been received since the agenda had been sent out. It was agreed to review these at the meeting on 15<sup>th</sup> October.

**10. To receive correspondence for information.**

- CCC toilet strategy consultation
- One Voice Wales Carmarthenshire Area committee meeting.
- St John's Cymru donation request. It was agreed to donate £100 to this – proposed by Cllr Davies, seconded by Cllr Morgan.
- Hywel Dda consultation meeting on 26<sup>th</sup> September. Cllr Allen informed the meeting that the webcast was available on the CCC website.
- Clerks and councils direct publication.

**11. Items for next meeting.**

It was agreed that the items not covered in this meeting, particularly those items at 5i and 9, would be covered, as well as 6b if the committee had time to complete their deliberations. This would be done in an extra ordinary meeting on Monday 15<sup>th</sup> October, in the Mayor's Parlour, starting at 7.00pm.

The matter of the unused Mayoral allowance from 2016-17 was raised. It was agreed that the Interim Clerk should get in contact to arrange repayment of this to the Council.

**12. To confirm date of next meeting.** The next meeting would be on 15<sup>th</sup> October as detailed above, and the next normal monthly meeting would be on Monday 5<sup>th</sup> November in the Mayor's Parlour, starting at 7.00pm.

There being no more business, the meeting closed at 9.20pm.

Signed by Chair

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