

Clerk - Whitland Town Council,  
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### To the Councillors, Whitland Town Council

You are summoned to attend a meeting of Whitland Town Council to be held in **Canolfan Hywel Dda**, Whitland, on **Friday 20<sup>th</sup> March 2020**, at 7.00pm. The business to be considered is as set out in the agenda below.

Vicky Mitchell – Clerk

1. **To accept apologies for absence.**
2. **To disclose personal and pecuniary interests** in the items listed below.
3. **To review and agree the minutes of the previous meeting** on 2<sup>nd</sup> March 2020. Minutes to be signed as a true record.
4. **To discuss new items of business:**
  - Co-option of new Councillor.
  - Coronavirus and measures to be taken by this Council. Proposed that current committees and working parties membership to remain in place until there is the opportunity to decide new membership. Normal functions and business to be continued by Clerk – delegated powers as necessary. Actions in/with the community – Cllr co-ordinators. Other.
5. **To receive County Councillor's report.**
6. **To receive financial report including invoices for consideration:**

The majority of the Council expenditure is contractual which will not need further authorisation, but good practice would entail acknowledgement of it by Council and in the minutes. Those are detailed below, with current amounts if applicable.

It is proposed that in view of the current situation the Clerk be delegated the power to carry out those payments with the knowledge of the Council (specifically those Councillors with access to the bank accounts, but also periodically all Councillors by email). It is also proposed that the Clerk be delegated the power to make other payments as and when they become necessary, again with email knowledge of all Councillors). The accounts will be maintained and available to the Finance Working Party online.

Invoices for consideration:

- Clerk's salary and expenses for the relevant month
- John Lewis salary and expenses for the relevant month
- B+CE Holdings Ltd – pension payment
- EDF energy – electricity for toilet - £22.00 direct debit
- Welsh Water – water supply for toilet - £20.50 direct debit
- XLN business services CCTV line - £66.53 direct debit
- Llewelyn Davies – payroll services - £23.00 direct debit
- Rob Thomas – grasscutting - £480.00 standing order.

**7. To receive planning reports:**

Any planning received would be notified to Council and individual Councillors expected to convey their views to the Clerk within a week by email

**8. To receive correspondence for information:**

Summary title	Received	Forwarded to Cllrs

**12. Items for next normal meeting.** These will be listed as they arise. So far as possible decisions will be made and actions carried out under delegated powers, and Council kept informed.

**13. To confirm date of next meeting** – As soon as feasible.