



Email: clerk@whitlandtowncouncil.co.uk

Minutes of the Annual Meeting of Whitland Town Council held via Zoom on Wednesday 9th May 2022 at 7pm.

This meeting was open to the public via a live Zoom link, available on request to the Clerk.

Present: Cllrs J Davies-Scourfield (Mayor), L Shipton (Deputy Mayor), B Chapman, J Blandford and M McDowell.

Cllr R Jones joined the meeting at agenda item 2022/05 22

Also present – The Clerk

Meeting commenced – 19.05

All Whitland Town Council meetings are regulated by its Standing Orders.

Annual Meeting Agenda

2022/05 1 To receive Declarations of Office from all Members – It is confirmed that all Councillors present have signed their Declarations of Office as Members of Whitland Town Council.

2022/05 2 To Elect the Mayor of Whitland Town Council for 2022/2023

Cllr Blandford proposed that Cllr Davies-Scourfield take the Office of Mayor to Whitland Town Council for 2022/2023; Cllr McDowell seconded the proposal. No further nominations received.

2022/05 3 To receive The Mayor's Declaration of Acceptance of Office

Cllr Davies-Scourfield made her Declaration of Acceptance as Mayor to Whitland Town Council.

2022/05 4 To Elect the Vice Mayor of Whitland Town Council for 2022/2023

Cllr McDowell proposed that Cllr Shipton take the Office as Vice Mayor to Whitland Town Council; Cllr Blandford seconded the proposal with all Cllrs in full agreement. No further nominations received.

2022/05 5 To receive the Vice Mayor's Declaration of Acceptance of Office

Cllr Shipton made his Declaration of Acceptance as Vice Mayor to Whitland Town Council.

2022/05 6 Out Going Chair's Report

Cllr Davies-Scourfield reported that it had been a quiet year with several events being attended, but as the Government imposed Covid 19 restrictions are lifted and Whitland returns to the new normal she will be looking forward to representing Whitland Town Council throughout 2022/2023.

Councillors thanked Cllrs Davies-Scourfield and Shipton for the way in which they have represented Whitland Town Council in the previous year.

2022/05 7 2022/2023 Mayor's Address to the Council – AS above

2022/05 8 Apologies for Absence – Cllrs R Jones and R Davies

2022/05 9 To receive any personal and prejudicial Declaration of Interests - None

2022/05 10 Appointment of Committee members

Finance and Policies Committee - Cllrs Chapman, Mc Dowell, Blandford and Davies-Scourfield
Personnel Committee – Cllrs Blandford, Chapman and Davies-Scourfield

2022/05 11 To review the Council’s representation on outside bodies

One Voice Wales - Cllr Chapman

2022/05 12 To confirm Remuneration payments made to Councillors for 2021/2022

It was confirmed that no Remuneration payments have been made to Councillors during 2021/2022

2022/05 13 To Receive any Updates Regarding the Audit Process – For continuousness of service Whitland Town Council will continue to use Messrs Llewelyn Davies, Chartered Accountants of Whitland to carry out its internal Audits.

The Clerk confirmed that all documentation required has been delivered to Llewellyn Davies Accountants in Whitland to enable the Internal Audit to be carried out.

2022/05 14 To set the time and dates of the General Meetings of Whitland Town Council (June 2022 to May 2023)

Meetings will continue to, as long as viable, be held on the second Monday of the month with no meeting being held in August. Meetings to continue via the medium of Zoom for the time being.

Cllr Chapman proposed that during the Summer Recess any planning applications received, for the Whitland Town Council to consult on, be considered via Email and the Clerk respond accordingly taking into account Councillors considerations; Cllr Davies-Scourfield seconded the proposal with all Cllrs in full agreement.

General Meeting Agenda

2022/05 15 To Receive the Minutes of the Meeting Held on the 11th April 2022

Cllr Chapman proposed that the Minutes of the General meeting held on the 11th April 2022 be signed as a true record of the meeting; Cllr Blandford seconded the proposal with all Cllrs in full agreement.

2022/05 16 Matters Arising from the Minutes – Information Only - None

2022/05 17 Account(s) for Payment and Bank Reconciliation – See finance report

All Councillors confirmed that they had received the Finance Report

<u>To Be Approved/Acknowledged</u>			
01.05.2022	1465	M Priestley Salary	£ 879.48
01.05.2022	1466	Castle Howell -Toilet Rolls and Cleaning Clothes	£ 71.84
04.05.2022	1467	Wages	£ 174.10
09.05.2022	1468	BHIB Insurance Renewal	£ 926.36
09.05.2022	1469	DP Building Suppliers - Grounds Maintenance	£ 25.80
			£ 2,077.58

Cllr Davies-Scourfield proposed that the accounts, as presented, be paid in full; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

Cash Flow			
01.04.2022-30.04.2022			
Balance	£	57,165.31	B/F
Payments Made	£	3,540.80	
Income Received	£	20,403.33	
	£	74,027.84	C/F

Cllr Davies-Scourfield proposed that the bank reconciliation be signed as a true record of the Whitland Town Council's financial position; Cllr Chapman seconded the proposal with all Cllrs in full agreement

2022/05 18 Planning Application(s) Received

All planning application information has been Emailed to all Cllrs prior to the meeting

A	PL/03822	Mid And West Wales Fire Brigade, West Street, Whitland, SA34 0AE	Proposed siting of a shipping / storage container
B	PL/03968	16, Velfrey Road, Whitland, SA34 0QS	Proposed Demolition of Existing Lean-to and Erection of part 2 storey rear extension and single storey ground floor space to facilitate habitable accommodation
C	PL/03490	16 Llys Y Brenin, Whitland, SA34 0AQ	Two storey extension

Following consideration of all the information provided by the Planning Authority it was proposed and seconded that Whitland Town Council do not have any objections or concerns regarding the above three planning applications. Each application was considered individually.

2022/05 19 To consider any planning applications Notices received from the Carmarthenshire County Council - None

2022/05 20 Consideration of Correspondence Received

- The Clerk confirmed to the Council that chasing Emails are still being sent to Carmarthenshire County Council requesting updates regarding the application made for Section 106 funding to replace the safety matting at Bryngwenllian Play Park. Information to be requested to enable a formal complaint into the delay of a response to be made.
- Email sent to Carmarthenshire County Council advising of several trees that have been damaged along the Trevaughn Road. A response is awaited.
- Notice of trainings being offered by One Voice Wales to Councillors and employees.

2022/05 21 To receive County Councillor's Report

No report received. Cllr Shipton proposed that due to the lack of response from the County Councillor this item be removed from future agendas, unless a report is received; Cllr McDowell seconded the proposal with all Cllrs in full agreement.

2022/05 22 To Receive Any Reports from Working Parties

- a) Grounds Management Working Party – Cllr L Shipton
 - Questions were raised as to why HGV's are not using the Bypass but passing the school, very often at school drop off and pick up times. It was suggested that a member of the local Community Policing Team be invited to a meeting to discuss such.
 - The slate plaque from the damaged stone structure has been removed and stored within the storage container. The structure to be removed ASAP
 - The trees that are drooping over the pavement at Trevaughn area are still causing a disturbance to persons using the pavement. The Clerk to send another Email to Carmarthenshire County Council requesting the removal of such.
 - Work has been carried out in the Trevaughn Field. Consideration to be given as to whether a formal contract is required to schedule such works.
- b) The Parc Dr Owen Play Park Task and Finish Group – Cllr F Scourfield

- It has been confirmed by the park installers that works will be completed by the 2nd June 2022

2022/05 23 To Receive Reports from Council Representatives of Outside Bodies

Cllr Chapman on behalf of the Ten Towns Digital Project

- The website design is progressing well.
- The software for the digital displays is still to be confirmed.

Cllr Davies-Scourfield on behalf of the Ten Towns Capital Grant

- Carmarthenshire County Council are still in negotiations with the owners of the old dairy site regarding the possibility of the site being developed as a car park
- Carmarthenshire County Council Officers have requested Whitland Town Council to make an application for section 106 funding towards solar powered electric bike charging points to be located within Whitland.

2022/05 24 To commence the Co-option process (6 spaces)

Cllr Blandford proposed that Whitland Town Council commence the Co-option process to fill the six vacant seats on Whitland Town Council, with the closing date for applications being the 10.06.2022; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

2022/05 25 To consider that adoption of the Donation Policy and accompanying documentation

Cllr Blandford proposed that Whitland Town Council adopt the Donation Policy and accompanying documentation, as presented, and to review such in one year; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

2022/05 26 To consider the Insurance quotation received and there the renewal of the Council's insurance for 2022/2023 (Renewal date - 4th June 2022)

It was agreed to accept the insurance quotation as received.

2022/05 27 Considerations for discussion at the next meeting

June Agenda – To give consideration to the appointment of a youth representative or Mayors Cadet to work with Whitland Town Council.

Meeting Closed 20.31

Clerk - Whitland Town Council
Mayor's Parlour
Whitland Town Hall
Whitland
Carmarthenshire

Email: clerk@whitlandtowncouncil.co.uk



Adopted/reviewed/updated during 2022

Financial Regulations –	March 2022	Review March 2025
Financial Risk Assessment –	March 2022	Review March 2025
Standing Orders –	March 2022	Review March 2025
Code of Conduct -	March 2022	Review March 2025
Remuneration decisions for 2022/2023	April 2022	Review Annually
Complaints Policy	March 2022	Review March 2027
Grievance and Disciplinary Policy	March 2022	Review March 2027
Environmental Policy	March 2022	Review March 2027
Equality Policy	March 2022	Review March 2027
Safeguarding Policy	March 2022	Review March 2027
Vexatious Complaints Policy	March 2022	Review March 2027
Welsh Language Policy	March 2022	Review March 2027
Donation Policy	May 2022	Review May 2023

The above policies to be reviewed at dates specified or before if required due to change in Council circumstances or Legislation.