



Email: clerk@whitlandtowncouncil.co.uk

Minutes of the General Meeting of Whitland Town Council held remotely, via the medium of Zoom, on Monday 17th April 2023, at 7.00pm.

Correspondence and planning documents have been Emailed to Councillors prior to the meeting.

Please note that Audio or Video recording of Full Council meetings is not permitted.

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

Present: Cllrs J Davies-Scourfield (Mayor), J Blandford, R Davies, E Morgans and A McKinney

Also present – The Clerk

Meeting commenced – 19.06

Agenda

2023/04 240 Apologies for Absence – Cllrs L Shipton (Deputy Mayor), M McDowall, S McDowall and R Jones.

2023/04 241 To receive any declarations of Office

Cllr Alex McKinney read his declaration of Office. Cllr Davies-Scourfield welcomed Cllr McKinney to Whitland Town Council.

2023/04 242 To receive any personal and prejudicial Declaration of Interests as per the Code of Conduct –

None

2023/04 243 To receive the Mayors Report

Cllr Davies-Scourfield reported that she had attended the Bonnet Parade and found judging the Bonnets very difficult as they were all a very high standard.

2023/04 244 To receive any updates relating to Co-option

No persons have been for the coming to be considered for Co-Option onto Whitland Town Council.

2023/04 245 To Receive the Minutes of the Meeting Held on the 13th March 2023

Cllr Morgans proposed that the Minutes of the General meeting held on the 13th March 2023 be signed as a true record of the meeting; Cllr Davies seconded the proposal with all Cllrs in full agreement

2023/04 246 Matters Arising from the Minutes – Information Only

- The Clerk advised the Council that confirmation had been received confirming that three small trees, which have been identified with Ash Die Back, are on land in the management of Whitland Town Council. The Council requested the Clerk to provide costs for the trees to be removed at the May 2023 meeting. Works to be carried out before October 2023.

2023/04 247 To acknowledge and approve account(s) for payment

The Council acknowledged the £12 payment received from the person who damaged the public toilets.

INCOME -			
21.03.2023		Damage to Toilets	£ 12.00
			£ 12.00

Cllr Morgans proposed that the invoices, as presented, be accepted and paid in full; Cllr Davies seconded the proposal with all Cllrs in full agreement.

To Be Approved/Acknowledged			
16.03.2023	1582	One Voice Wales - Membership 2023/2024	£ 367.00
16.03.2023	1583	Donation - Clarbeston Road Football Association Football Club	£ 100.00
16.03.2023	1584	SLCC Members - The Clerk Apportioned	£ 97.65
31.03.2023	1585	Salary March	£ 993.40
31.03.2023	1586	Wages March and Holiday	£ 279.30
17.04.2023	1587	DATA only sim card (March)	£ 24.00
17.04.2023	1588	Carmarthenshire County Council - Footway lighting charges 2022/23	£ 2,814.88
07.04.2023	1589	EDF Energy (on Account)- Electric Account Public Toilets	£ 500.00
17.04.2023	1590	Clerk - Travel Jan - 31.03.2023	£ 109.71
			£ 5,285.94
		Office to Carmarthen and back to office X2 Banking	£ 47.16
		Office to Whitland and back X5 Site visits and cheque signing	£ 62.55
			£ 109.71

2023/04 248 To consider and approve the bank/cash book reconciliation

Cllr Blandford proposed that the bank reconciliation be signed as a true record of the Whitland Town Council’s financial position; Cllr Morgans seconded the proposal with all Cllrs in full agreement.

Cash Flow			
28.02.2023-31.03.2023			
Balance	£	25,533.11	B/F
Payments Made	£	2,925.23	
Income Received	£	12.00	
	£	22,619.88	C/F £ -

2023/04 249 Planning Application(s) Received

PL/05730 - Penycod Uchaf, Whitland, SA34 0LR - Proposed demolition of conservatory and construction of replacement conservatory

Following consideration of all the information presented by the Planning Authority it was proposed and seconded that Whitland Town Council do not have any concerns regarding this application.

2023/04 250 To consider any planning application Notices received from the Carmarthenshire County Council – None Received

2023/04 251 Consideration of Correspondence Received

- Confirmation received from the Pension Regulator advising that Whitland Town Council have completed its redecoration and are fully compliant.
- All Councillors have been requested to provide the relevant information enabling the mandatory Remuneration payment of £150 to be paid to each Councillor
- Communication has been received from several persons who have shown an interest in the position of Handyperson to Whitland Town Council.

2023/04 252 To Receive Any Reports from Working Parties

Grounds Management Working Party

- The CCTV is up and running in Parc Dr Owen.
- Information relating to the recent incident of mud being placed on the play equipment has been passed onto the police.

- Every effort is being made to employ a handy person.

Personnel Working Party

- A new contract of employment will be drawn up for the position of Handy person stating that there will be a three-month probation period with a review following such.
- The rate of pay is confirmed as pay point 1 on the NALC pay scale with consideration to such being increased by one pay point at the three month review.
- Cllr Davies proposed that a gift voucher, to a confirmed amount, be purchased as a thank you gift for the Handyman for his continued service and commitment to Whitland Town Council, on his retirement; Cllr McKinney seconded the proposal with all Cllrs in full agreement.

2023/04 253 To Receive Reports from Council Representatives of Outside Bodies

Ten Towns - Digital Project

- The website was launched earlier this month at an event held at the Memorial Hall. Unfortunately, there were not many persons in attendance but hopefully the site will soon be well used advertising local businesses and events.
- The website is now up and running, Councillors advised that it is informative, good design and easy to use.
- The Clerk advised that all relevant paperwork had been forwarded to Carmarthenshire County Council Officers for consideration of reimbursement to the Whitland Town Council.

Ten Towns - LEADER funding (£100,000)

- Following a recent meeting of the Ten Towns steering group it was concluded that a possible second project be considered - a Community Hub to offer possible office and outlet space.
- The Chamber of Trade to work with the Whitland Town Council regarding the possible Hub and possible car park projects.
- A grant is available to assist with the costs of any preliminary enquiries to ascertain the feasibility of a Community Hub.

Cllr Davies-Scourfield proposed that the Clerk complete the application form, on behalf of the Whitland Town Council, requesting a stated amount to cover the costs of preliminary enquiries (survey, valuation and estimated costs of proposed works); Cllr Blandford seconded the proposal with all Cllrs in full agreement.

It is noted that there are a number of further grants available to businesses – for further information please contact the Clerk who will pass any details onto the relevant department at Carmarthenshire County Council.

2023/04 254 To acknowledge and consider the Audit Reports received from the Auditor General for Wales

– All information has been Emailed to Councillors prior to the meeting.

- 2019/2020 Qualified with a number of breaches of legislation noted and recommendations listed
- 2020/2021 Un-Qualified no recommendations listed
- 2021/2022 Un-Qualified no recommendations listed

All Councillors confirmed that they had received a copy of the three Audit Reports prior to the meeting.

The Council requested it be Minuted that the 2019/2020 Audit was not completed by the current Clerk, and that a letter be sent to the Internal Auditor advising of the Council’s disappointment that several issues should have been identified during the internal Audit, allowing such to be rectified.

The Council acknowledged the three reports and the comments made by the Auditor General in the 2019/20 Audit relating to breaches of legislation. The 2020/21 and 2021/22 Audits were unqualified with no recommendations made by the Auditor General.

Cllr Davies-Scourfield thanked the Clerk for following due process and ensuring that Whitland Town Council were fully compliant in its financial actions.

2023/04 255 To consider the Whitland Town Council's Asset Register and to acknowledge any amendments to such

All Councillors confirmed that they had received a copy of the updated Asset Register dated 31st March 2023.

IT is noted that the additions to the asset register for the 2022/23 period is the play equipment at Parc Dr Owen and the fact that Whitland Town Council lease the vehicle parking area in St Mary's Street from the Landowner.

2023/04 256 To consider Whitland Town Council's Financial Risk Assessment and to acknowledge any amendments to such

All Councillors confirmed that they had received a copy of the updated Asset Register dated 31st March 2023.

Cllr Davies proposed that Whitland Town Council accept the Risk Assessment, as presented; Cllr Blandford seconded the proposal with all Cllrs in full agreement.

2023/04 257 To consider the possibility of installing phase two of the play equipment at Parc Dr Owen

Following information received from Carmarthenshire County Council and the possible funding of kinetic play equipment being available from Section 106 funding, Cllr Davies proposed that Whitland Town Council apply for the grant in the sum of £23,380 to assist funding for kinetic play equipment to be installed at Parc Dr Owen as phase two of the play park, with the Whitland Town Council paying up to £2,000 as match funding; Cllr Davies-Scourfield seconded the proposal with all Cllrs in full agreement.

2023/04 258 To consider the Whitland Town Council making a financial donation to the Air Ambulance

Cllr Davies-Scourfield proposed that Whitland Town Council make a monetary donation to the Air Ambulance; Cllr Blandford seconded the proposal with all Cllrs in full agreement.

2023/04 259 To consider the Remuneration decisions for 2023/2024 – as set out by the Remuneration Panel for Wales

It was agreed that this agenda item will be carried over until the May 2023 meeting.

2023/04 260 To consider how Whitland Town Council will commemorate King Charles III Coronation

Following discussion it was considered that rather than the Council hold an event to commemorate the Coronation, Cllr Davies-Scourfield proposed that Whitland Town Council purchase two commemorative benches made from recycled materials, one to be placed in Parc Dr Owen and one in Bryngwenllian park; Cllr Blandford seconded the proposal with all Cllrs in full agreement.

2023/04 261 To consider the prices received regarding the professional services relating to the Internal Audit process – to include a face to face meeting with the Clerk

The Clerk advised the Council of the two prices received from internal auditors. Following consideration and discussion relating to the past audit results and the capabilities of the current Cllr Morgans proposed that Whitland Town Council instruct the existing auditors to carry out the 2022/23 internal audit; Cllr Blandford seconded the proposal with all Cllrs in full agreement.

2023/04 262 To consider the Clerks review

The process regarding the Clerks 022/2023 2review has commenced.

2023/04 263 Considerations for discussion at the next meeting –

22nd May 2023 Annual meeting to be followed by the May 2023 General Meeting.

- The removal of the metal tree cage located outside the dentist. (there is no tree located there)

Meeting closed 20.45