

Clerk - Whitland Town Council
Mayor's Parlour
Whitland Town Hall
Whitland
Carmarthenshire
Email: clerk@whitlandtowncouncil.co.uk



Minutes of the Annual Meeting followed by the General Meeting of Whitland Town Council held remotely, via the medium of Zoom, on Monday 22nd May 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 L Shipton (Mayor), M McDowell (Vice Chair), J Davies-Scourfield, J Blandford, R Jones and S McDowell

E Morgans joined the meeting during agenda item 2023/05 19

Also present – The Clerk

Meeting commenced – 19.03

Annual Meeting

2023/05 1 To Elect the Mayor of Whitland Town Council for 2023/2024

Cllr Davies-Scourfield nominated Cllr Shipton as Mayor of Whitland Town Council for 2023/2024; Cllr M McDowell seconded the nomination. Cllr Shipton accepted the nomination.

2023/05 2 To receive The Mayor's Declaration of Acceptance of Office

Cllr Shipton made his Declaration of Office as Mayor to Whitland Town Council for 2023/2024

2023/05 3 To Elect the Vice Mayor of Whitland Town Council for 2023/2024

Cllr Davies-Scourfield nominated Cllr M McDowell as Vice Chair of Whitland Town Council for 2023/2024; Cllr Shipton seconded the nomination. Cllr M McDowell accepted the nomination.

2023/05 4 To receive the Vice Mayor's Declaration of Acceptance of Office

Cllr M McDowell made is Declaration of Office as Vice Chair to Whitland Town Council.

2023/05 5 Out Going Mayor's Report

Cllr Davies-Scourfield reported that the last two years had been interesting with a number of projects being brought to fruition, which would not have been possible without Councillors working together.

Cllr Davies-Scourfield thanked Cllr Shipton for being a supportive Deputy Mayor and commented that, taking the past two years into account, he would be a very committed Mayor and that Cllr M McDowell would be there to offer support as and when required.

Cllr Davies-Scourfield also thanked the Clerk for all her conscientious working practices over the past two years.

2023/05 6 Mayor's Address to the Council

Cllr Shipton thanked all Councillors for their dedication over the past two years and that he has very big boots to fill, but anything is achievable by working together. Cllr Shipton also suggested that Councillors and their partners, along with the Clerk, have a social evening as with the meetings being held remotely the opportunity is not there for everyone to meet face to face.

2023/05 7 Apologies for Absence - Cllrs R Davies. No contact from Cllr A McKinney)

2023/05 8 To receive any personal and prejudicial Declaration of Interests - None**2023/05 9 Appointment of Committee members**

- Finance and Policies Committee (Minimum 4 Members) – Cllrs Shipton, Davies-Scourfield, Blandford and M McDowell
- Personnel Committee (Advisory 4 Members)- Cllrs Shipton, Davies-Scourfield, Jones and Blandford
- Grounds Committee (Minimum 4 Members) – Cllrs Shipton, S McDowell, M McDowell, Jones and Blandford

2023/05 10 To review the Council’s representation on outside bodies

- One Voice Wales (1 Member) – Cllr Davies-Scourfield

2023/05 11 To confirm Remuneration payments made to Councillors for 2022/2023

It was confirmed that all Councillors have requested not to receive the mandatory £150 Remuneration payment. The Clerk has requested that all Cllrs advise their choices in writing.

2023/05 12 To Receive any Updates Regarding the 2022/2023 Audit Process

The Clerk confirmed that all the relevant information has been passed over to the internal auditor.

2023/05 13 To set the time and dates of the General Meetings of Whitland Town Council (June 2023 to May 2024)

Whitland Town Council will endeavour to hold its meeting on the second Monday of each month. No August meeting to be held unless there is a need for such.

General Meeting Agenda**2023/05 14 To Receive the Minutes of the Meeting Held on the 13th April 2023**

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

2023/05 15 Matters Arising from the Minutes – None**2023/05 16 Account(s) for Payment and Bank Reconciliation**

<u>INCOME -</u>				
26.04.2023		Precept		£ 20,830.00
31.03.2023	NatWest	Interest		£ 5.81
30.04.2023	NatWest	Interest		£ 5.34
				<u>£ 20,841.15</u>
<u>To Be Approved/Acknowledged</u>				
01.05.2023	1594	M Priestley Salary		£ 996.05
26.04.2023	1595	Mayors Donation - Air Ambulance		£ 150.00
26.04.2023	1596	J Lewis - Thank You		£ 200.00
19.04.2023	1597	HMRC - PAYE		£ 1,221.27
30.04.2023	1598	Carmarthenshire County Council Election Costs		£ 161.66
26.04.2023	1599	AcDc Wifi (3 months and £500 from 2022/2023)		£ 84.00
04.05.2023	1600	Marc Williams Wages - Park April		£ 105.30
18.05.2023	1601	Amazon Sign, mop heads and black bags		£ 42.44
22.05.2023	1602	Davies Builders Merchants - Postfix		£ 14.96
22.05.2023	1603	Mayors' Donation Reimbursments	Ysgol Meithrin £40	
			Bowls Club £50	£ 90.00
				<u>£ 3,065.68</u>

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

Cash Flow			
01.04.2023 - 30.04.2023			
Balance	£	22,619.88	B/F
Payments Made	£	6,864.33	
Income Received	£	20,841.15	
	£	36,596.70	C/F

Cllr Shipton proposed that the bank reconciliation be signed as a true record of the Whitland Town Council's financial position as of 30.04.2023; Cllr Jones seconded the proposal with all Cllrs in full agreement.

2023/05 17 Planning Application(s) Received – None

2023/05 18 To consider any planning applications Notices received from the Carmarthenshire County Council – None

2023/05 19 To Receive Any Reports from Working Parties

To include reports from the:

- Grounds Management Working Party – Cllr L Shipton reported:
 - It was agreed that alternative arrangements are to be made for the locking, opening and cleaning of the public toilets.
 - Cllr Jones will lock the toilets and Cllr M McDowell will open them.
 - The rubbish bins in Parc Dr Owen and Bryngwenllian will be emptied by persons living nearby who have offered their services to do such. These two volunteers to also carry out the visual inspections of the parks. Cllr Shipton and The Clerk to make the appropriate arrangements and provide the requisite forms.
 - Arrangements to be made for a cleaning party to clean the play equipment at the Bryngwenllian park and to carry out remedial rust rectifying and painting works, as per the report received from Carmarthenshire County Council.

2023/05 20 To Receive Reports from Council Representatives of Outside Bodies

Ten Towns Steering Group and the consideration of a Community Hub in Whitland.

The application for funding, up to £10,000, was successful.

During a meeting of Whitland Town Council held on 10th May 2023, under private and confidential meeting conditions, Cllrs considered the one price received relating to the tender for the feasibility study as to whether or not it would be viable to use the LEADER grant to purchase a disused building within Whitland Town and convert such into a Community Hub. The Clerk confirmed that four tenders had been sent out but only one reply received. Following consideration, Cllr Davies-Scourfield proposed that the Council accept this tender and award the contract to GP Architectural Studio; Cllr S McDowell seconded the proposal with all Cllrs present in full agreement (Cllrs Davies-Scourfield, Shipton, S McDowell, M McDowell, Blandford and Jones).

The report to be received and payment made to the contractor by 31.05.2023 due to the terms of the grant awarded.

2023/05 21 To consider the Insurance quotation received and there the renewal of the Council's insurance for 2023/2024 (Renewal date – 4th June 2023)

Cllr Morgans proposed that Whitland Town Council accept the price for insurance for the period 2023/2024; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

2023/05 22 To consider the price received regarding the removal of trees as identified with Ash Die Back on the 2022 Tree Survey.

Cllr Shipton proposed that the price offered by Mr Rob Thomas be accepted and the works carried out as discussed; Cllr Davies-Scourfield seconded the proposal with all Cllrs in full agreement.

2023/05 23 To consider the Remuneration Decisions for 2023/2024 (C/F from April 2023)

Cllr Blandford proposed that the Remuneration decisions made for 2022/2023 remain unchanged for 2023/2024; Cllr Morgans seconded the proposal with all Cllrs in full agreement.

2023/05 24 To consider the price for two commemorative benches – one to be placed at Parc Dr Owen and one at Bryngwenllian Park

Cllr Morgans proposed that Whitland Town Council purchase two commemorative benches, made from recycled materials, one to be placed at Parc Dr Owen and one at Bryngwenllian, to commemorate King Charles III coronation, at a cost of £699.30 plus £29.98 carriage; Cllr Shipton seconded the proposal with all Cllrs in full agreement.

2023/05 25 To consider the price of two rubbish bins to be placed at Parc Dr Owen

Cllr Shipton proposed that Whitland Town Council contact Carmarthenshire County Council to ascertain if they have two spare rubbish bins, if not to purchase two rubbish bins costing £93.15 for use in Parc Dr Owen; Cllr M McDowell seconded the proposal with all Cllrs in full agreement.

2023/05 26 To receive any updates regarding the application for Section 106 funding – to assist with the purchase of play equipment for phase 2 at Parc Dr Owen

No update received to date.

2023/05 27 To receive and consider the Play Park inspection report of Bryngwenllian Play Equipment – See Grounds Report

2023/05 28 Considerations for discussion at the next meeting

- The Clerk to request an update from Carmarthenshire County Council regarding the information received following a request made under the Freedom of Information Act – if no information received an Email to be sent to the Chief Executive of Carmarthenshire County Council Mrs Wendy Walters.

Policies Adopted/reviewed/updated

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 2023/2024	April 2023 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

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