

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



Minutes of the Extraordinary Finance Meeting of Whitland Town Council held in Whitland Town Hall and via the medium of Zoom, on Thursday 28th March 2024, at 7.30pm.

All 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.

The Public Participation session will commence at 7.00pm and will not normally exceed 15 minutes in length. Members of the public are welcome to ask questions or make representation relating to items listed on the agenda only.

Present: Cllrs L Shipton (Mayor), M McDowell (Vice Chair), S McDowell, R Jones, E Morgans and A Smith

Also present –The Clerk

Meeting commenced 19.37

2024/03 Finance 191 To accept any apologies for absence - Cllr J Davies-Scourfield, R Davies, J Blandford, A Cornick and D Rutter

2024/03 Finance 192 To acknowledge any declarations of interest, as per the Code – None

2024/03 Finance 193 To consider and acknowledge invoices for Payment –

Payments Made			
01.02.2024	Vista Print - Banner	£	40.24
01.02.2024	Terrys Fabrics - 10 Table Cloths	£	36.29
02.02.2024	Amazon - salt and pepper	£	3.34
04.02.2024	The Range - Table Cloths	£	11.09
08.02.2024	Ebay Invoice Book	£	9.50
14.02.2024	Rob Thomas Grass Cutting	£	1,320.00
14.02.2024	Amazon A Frame	£	56.58
16.02.2024	Christmas lights installation	£	1,480.00
26.02.2024	Clerks Salary	£	1,268.12
27.02.2024	Asdas - Veg for Cawl	£	25.09
28.02.2024	Drains - Pro Waste	£	180.00
29.02.2024	ID Mobile	£	24.99
01.03.2024	Development Officer - Febuary Salary	£	777.45
01.03.2024	Cleaner - February Salary	£	258.32
01.03.2024	Carmarthenshire County Council - Play ground inspections	£	192.00
13.03.2024	Amazon - Notice Board for Office	£	33.55
13.03.2024	Amazon - Thank you cards	£	9.95
13.03.2024	Clerk - Travel 4 trips (February)	£	50.96
13.03.2024	Development Officer - Travel 4 trips (February)	£	50.96
14.03.2024	Amazon - Ink for emergancy Printer	£	47.34
27.03.2024	Cleaner - March Salary	£	337.88
27.03.2024	EDF Energy - Electric Account	£	347.54
27.03.2024	AcDc - Wifi CCTV Jan Feb and March	£	72.00
27.03.2024	Clerk - March Salary (Inc amendment £70.33 see below)	£	1,409.36
27.03.2024	Development Officer - March	£	777.65
27.03.2024	Daniels Doors - Lock replacment Toilet Door	£	90.00
27.03.2024	HMRC - PAYE And NI	£	2,032.96
28.03.2024	iD Mobile	£	24.99
		£	10,968.15

The above invoices were acknowledged and approved by the Council.

INCOME -		Manorbier Community Council - Zoom Apportionment	£	43.20
		Stalls for Cawl Evening	£	30.00
		Interest Sept - Feb	£	77.23
			£	150.43
To Be Approved/Acknowledged				
11.02.2024		Amendment to Clerks salary	£	70.33
11.02.2024		Notice Board for Office	£	33.55
			£	103.88

The Clerk advised the Council that a reminder had been received from Amenity Web regarding the housing costs of the Community Website, managed by volunteers. She further advised that Officers from Carmarthenshire County Council had been advised that the volunteers had contacted them expressing their concerns that they were unable to pay such as the site has not generated any income. No contact nor response to recent Emails have been received from the volunteers by the Council.

In the February 2024 meeting the following resolution was approved –

The Clerk brought to the attention of the Council, an invoice received from Amity Web Solutions in the sum of £540 for the 2024 housing of the Community Ran Website. Following consideration that it was agreed that the website would generate income to cover all ongoing costs, it was proposed and seconded that the group managing the website be informed of the invoice and request payment of such. Vote taken – All Cllrs in full agreement.

It was proposed and seconded that the Clerk request an up-to-date invoice, ending 31st March 2024, and the Whitland Town Council pay such, advising the volunteer group that the invoice has been paid up to the 31st March 2024 and if they so wish can continue the contract they do so at their own risk. Vote taken – all Cllrs eligible to vote in full agreement.

2024/03 Finance 194 To acknowledge and approve the Bank Reconciliation

Cash Flow			
31.01.2024 - 31.03.2024			
Balance	£	52,011.70	B/F
Payments Made	£	6,512.91	
Income Received	£	43.20	
	£	45,541.99	C/F

It was proposed and seconded that the bank reconciliation, as presented, depicts a true record of the Council finances to date. Vote taken – All Cllrs in full agreement of such.

Due to the Bank Holidays and no banking over the next four days it was concluded that, providing there is no change in the above figures, the c/f figure for 2024/2025 should be £45,541.99

2024/03 Finance 195 To consider the Financial Risk Assessment of Whitland Town Council

All Cllrs confirmed that they had received a copy of the Financial Risk assessment for Whitland Town Council. The following amendments to be acknowledged:

As directed by the Internal Auditor provisions have been made for the potential loss of electronic files –

Back up of electronic files Loss of electronic files

Regularly update software patches and security configurations to mitigate vulnerabilities. Provide regular training sessions to employees on cybersecurity best practices, including phishing awareness and password hygiene.

Raise awareness about the importance of data security and the potential consequences of security breaches.

As per section 67 of the Local Government and Elections (Wales) Act 2021 (Training plans adopted by the Whitland Town Council September 2023)

Councillors should also be provided with training wherever applicable (whether new training or refresher training). The training plan should be followed and updated annually.

2024/03 Finance 196 To consider the Remuneration Decisions for 2024/2025

Reimbursements for consumables £52 per year per Councillor (pro-rata)

It is proposed and seconded that as the Clerk has an office in the Town and holds a supply of stationary and up to A3 printing facilities, Cllrs should seek their supply from the Clerk in the first instance but should they incur any costs they will be reimbursed on the approval of full Council. Vote taken – All Cllrs in full agreement.

Remuneration decisions – April 2024 – March 2025

Payments will be made to Councillors in the May following the end of the financial year (ie 2025) or when a Councillor leaves (Pro-rata). Payments will be made in conjunction with the current HMRC advice.

If a Councillor wishes to opt out of receiving any payments, they must inform the Clerk by way of an Email or written letter.

£156 be afforded to all Councillors	Mandatory payment- Cllrs may opt out of receiving such by producing a letter to the Clerk advising of such.
A payment of £500 for up to three members undertaking a senior role	No payment
To provide a payment of up to £1,500 to the Mayor/Chair of the Council	No payment A budget to be made from Remuneration budget line for reimbursement of expenses per approved and on production of receipts
To provide a payment of up to £500 to the Vice Chair of the Council	No payment A budget to be made from Remuneration budget line for reimbursement of expenses per approved and on production of receipts
To pay members an attendance allowance to enable that member to carry out any official duties	To be pre-approved - up to £30 per payment
To pay towards financial loss to members who have attended official duties	No payment

To make payments, for travel costs to enable members to attend approved duties	To be pre-approved and paid on production of receipts
Cost of care or personal Assistance	Mandatory payment - up to £30 per payment

It was proposed and seconded that the above eight decisions be accepted as presented. Vote taken – All Cllrs in full agreement.

2024/03 Finance 197 To consider and accept the updated Fixed Asset Register for Whitland Town Council

Furniture & Fittings in Mayor's Parlour	£ 4,757.00	Currently stored by Helen of the Town Hall			
<u>Chains of Office:</u>					
Mayor	£ 6,136.00	With Mayor			
Mayoress/Mayor Consort Chain	£ 2,455.00	With Mayor			
Deputy Mayor	£ 1,227.00	With Deputy Mayor			
Park Benches	£ 1,084.75	Bryngwenllian			
Notice Board	£ 370.00	Currently outside the Town Hall - New locks installed March 2024			
CCTV Cameras and associated equipment	£ 2,500.00	Amended April 2022 to show equipment installed			
Benches at Pocket Park (Steel)	£ 4,820.18				
Computer - Lap Top	£ 367.00	Not in use since 2022			
Sculpture Seat	£ 10,000.00	Parc Dr Owen			
Interpretation Boards	£ 3,942.00	On the wall of building in Whitland Town			
Bike Ramps x 2		March 21024 Remove (£950) location unknown			
Commemorative Bench (Remembrance)	£ 634.00	Located along Trevaughan Road by Council land			
Additions year ending 31.03.19					
BT phone box Velfrey Rd	£ 1.00				
'Best dressed business' shield	£ 85.00	replaced 2023 - Kept			
Defibrillator	£ 600.00				
Defibrillator cabinet	£ 495.00				
noticeboard outside library	£ 179.00				
play map outside old Natwest	£ 2,238.00				
Additions 2021/2022					
Computer Screen	£ 141.62	In office			
Storage Container	£ 3,644.00	Parc Dr Owen - Key holders Len and Mathew			
Galvanised gate - For Trevaughen	£ 150.00	In situ at Trevaughn Field			
Bike lock flower planters (4)	£ 600.00	Outside Fruit and veg shop, butchers, £1 shop and barbers			
Additions 2022/2023					
Play Equipment Parc Dr Owen	£ 25,100.00				
Additions 2023/2024					
CCTV	£ 1,340.00	Parc Dr Owen			
King Charles Benches x2	£ 660.00	Parc Dr Owen and Bryngwenllian			
Christmas Lights x8 (Lamppost Mounted)	£ 4,145.00	Stored in the container			
Christmas Lights (hanging down ones)	£ 150.00	Estimate of price (2018 unused)			
Best dressed window shield	£ 100.00	2023 winners - Hairdressers			
	£ 77,921.55				
<i>Grant approved for phase 2 Parc Dr Owen</i>	£ 23,381.00				
<i>To be paid by WTC</i>	£ 1,588.00				
<u>Land in the Ownership/Management</u>					
Bryngwenllian Park		Leased from Carmarthenshire County Council			
Pocket Park		Leased from Carmarthenshire County Council			
Public Toilets		Leased from Carmarthenshire County Council			
Car Park Area - St Mary Street		Leased from Land Owner			
Trevaughan Play Field		In the Process of Registering with Land Registry Email received 24.03.2024 requesting an update of photos etc			
Parc Dr Owen		In the process of arranging a Lease on a portion of land for a peppercorn rent - search docs signed 24.03.2024			
Whitland Abbey		Returned 14.07.2021			

Following consideration of the draft document, distributed to Councillors, several amendments were discussed and so depicted on the updated document.

It was proposed and seconded that the above document shows a true accuracy of the Whitland Town Council's Assets as of 28th March 2024. Vote taken – All Cllrs in full agreement.

2024/03 Finance 198 To consider the financial position of Whitland Town Council and the possibility of financially supporting the Ten Towns Application by contributing to the financial shortfall in relating to the Ten Towns Grant Application and the possible purchase of the Studio, Whitland for use by the Community.

All Cllrs confirmed that they had received all the information provided to them relating to this agenda heading.

Consideration was given to the Tender Evaluation Document and it was agreed that, at this point in time, Tender 1 is the preferred tender.

Following consideration of all the information provided, the impact of such on the Whitland Town Council for the ensuing three years, the asset that the Town Council will hold on behalf of the Community, and the benefits of such on the economic growth of Whitland, it was proposed and seconded that Whitland Town Council amend its 2024/2025 budget headings to allow for the additional costs in securing the purchase and suggested works for the Studio, Whitland.

Gros Wages and Pension Payments		NO CHANGES		
	Clerk	£	17,500.00	
	Cleaner	£	5,000.00	
	NI WTC	£	500.00	
	Casual Labour	£	1,500.00	
				£ 24,500.00
Administration				
	Office incidentals	£ 1,000.00	£ 2,500.00	
	Room Hire (Meetings)	£ 700.00	£ 1,200.00	**
	Clerk Travel Costs		£ 300.00	
	WTC Website Maintenance		£ 250.00	
	Training/Seminars	£ 1,000.00	£ 1,000.00	
	Ten Towns Website Maintenance	£ 250.00	£ 250.00	
				£ 5,500.00
Insurance/Professional subscriptions				
	Insurance		£ 1,200.00	
	One Voice Wales Membership		£ 450.00	
	SLCC Membership (Apportioned)		£ 500.00	
	Audit Costs Internal		£ 700.00	
	Audit Costs External		£ 500.00	
	Play Park Inspections	£ 1,500.00	£ 750.00	**
	ICO Renewal		£ 40.00	
	Solicitors Fees - Parc Dr Owen	£ 750.00	£ 1,500.00	
	Community Building Possible Spend		£ -	**
				£ 5,640.00
Public Services				
	Water		£ 500.00	
	Electric		£ 1,500.00	
	Consumables for the Public Toilet		£ 1,000.00	
	Light Maintenance		£ 2,500.00	**
	Lamp Replacement Loan		£ 750.00	**
	Running repairs to Public Toilets	£ 1,500.00	£ 1,250.00	**
				£ 7,500.00

Amended Budget Headings

Donations		NO CHANGES			
	Donations	£	600.00	£	750.00
					£ 750.00
Grounds Maintenance					
	Grass Cutting Contract			£	4,500.00
	General Maintenance	£	1,000.00	£	2,500.00
	Tree Works	£	3,500.00	£	7,000.00
	Parc Dr Owen Maintenance	£	1,500.00	£	2,000.00
	Bryngwenllian Maintenance	£	1,500.00	£	2,000.00
	Pocket Park			£	1,500.00
	CCTV Maintenance (and WIFI Costs)			£	1,000.00
	Project - Play Park Phase 2	£	4,000.00	£	1,500.00
					**
					£ 22,000.00
Christmas		NO CHANGES			
	Lights			£	5,000.00
	Christmas Event			£	1,000.00
	Tree			£	150.00
	Electric Costs			£	100.00
					£ 6,250.00
Possible Spends					
	Mayor Making and Duty Expenses	£	1,500.00	£	500.00
	Councillor Expenses (Pd on receipt)	£	1,000.00	£	1,000.00
	Remuneration	£	2,000.00	£	2,000.00
	Election Cost	£	14,000.00	£	-
	Flooding Contingency	£	3,500.00	£	3,500.00
					£ 7,000.00
The Studio (Proposed)					
Money taken from -					
	Room Hire (Meetings)			£	650.00
	Play Park Inspections			£	750.00
	Community Building Possible Spend			£	5,000.00
	Light Maintenance			£	1,000.00
	Lamp Replacement Loan			£	500.00
	Running repairs to Public Toilets			£	750.00
	Project - Play Park Phase 2			£	2,500.00
	Mayor Making and Duty Expenses			£	1,000.00
	Election Cost			£	14,000.00
					£ 26,150.00
		£	40,800.00	£	105,290.00
					£ 64,490.00

2024/03 Finance 199 Considerations for discussion at the next meeting

None

Meeting closed 21.43