

To the Councillors, Whitland Town Council

You are summoned to attend the meeting of Whitland Town Council to be held remotely via Zoom, on Monday 2nd November 2020, at 7.00pm. The business to be considered is as set out in the agenda below.

If any member of the public wishes to attend, please contact the Clerk by 1pm on Monday 2nd November 2020 and you will receive all information to enable you to connect to the meeting.

Yours faithfully



Financial Officer/Clerk to the Council

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 meeting held on Monday 5th October 2020
4. **To acknowledge correspondence from Councillors** including any update from the Returning Officer
5. **Chair's report** – As Emailed to all Cllrs prior to the meeting
6. **To receive following information and decide further actions as required:**
 - a) Toilets cleaning regime recommendations
Proposal – to consider the cleaning schedule and continue if satisfactory
 - b) To consider the Town Wifi will continue for period of two years free of charge.
 - c) Pocket Park – Following inspection the support legs are rotten, but no immediate danger to life.
Proposal - To contact local carpenters to provide a quotation to repair such.
 - d) To consider to continue to use Zoom as a platform for Council Meetings, as all Councillors are now experienced in using such
Proposal – To reimburse the Chair and to purchase the Licence or to share cost with other Council.
7. **To discuss new items of business.**
 - a) **Trevaughan Field:** To re – assess Community access to field.
To consider that an area is fenced for dog walking and remaining land be used for recreation purposes for youth as per original legacy, incorporating Orchard.
 - b) **Projects for next year** To discuss ideas that Cllrs have regarding any possible projects to be carried out in 2021/2022.
Propose – To place a post on Facebook inviting members of public to offer suggestions.
8. **Committees**
 - a) **To appoint a new Member to Staffing Committee.**
 - b) **To appoint a new Member to Finance Committee.**
9. **Banking Matters**
 - a) **To ratify authorisation of Locum Clerk on Mandate and Cllr Davies-Scourfield as a Signatory with the removal of Gabriella Poore and Vicky Mitchell from mandate**
10. **Reports and Correspondence**
 - a) To receive County Councillor's report

- b) To receive planning reports:
- c) To receive correspondence:

Summary title	Received	Forwarded to Cllrs

11. Finances

- a) To consider the locum Clerks hours worked 24th September to 1st November 2020 (Emailed to all Prior to the meeting)
- b) Financial Report and Bank/cashbook Reconciliation
- c) Invoices for consideration: As per the Financial Report
- d) To consider a date for the Finance Committee to meet and discuss the way in which the accounts and reconciliations will be presented to the Council

12. Items for next meeting

Feedback from Staffing Committee

To confirm date of next meeting

Invoices to be considered:

Jamie King – Web Design		£730.00
Jamie King		
Managed website hosting for the period *01/10/20 to 30/09/21	£ 64.00	
Domain name hosting of [whitlandtowncouncil.co.uk] for the period*	£ 16.00	
Email hosting 2GB for [clerk@whitlandtowncouncil.co.uk] for the period*	£ 20.00	
Email hosting 2GB for [chair@whitlandtowncouncil.co.uk] for the period*	£ 20.00	
SSL certificate for the period*	<u>£ 60.00</u>	
	Total	<u>£180.00</u>
Mark West – Repair to hand dryer in toilet	TBC	
Wages HM -	£325.00	(To be processed via HMRC PAYE System)
Wages LC -	TBC	(To be processed via HMRC PAYE System)
EDF energy – electricity for toilet	£ 33.00	direct debit
Welsh Water – water supply for toilet	£ 20.50	direct debit
XLN business services CCTV line	£ 71.33	direct debit
Llewelyn Davies – payroll services	£ 23.00	direct debit
Rob Thomas – grass cutting -October payment	£480.00	Standing Order

Whitland Town Council
Year end 31 March 2021

Account No:	****	£ 46,222.88
SCC Account No:	****	£ 6,813.58
Balance per Statements @ 12.10.2020		£ 53,036.46

	Credit	Debit
	£	£
Opening Balance 1st April 2020	<u>£ 25,162.27</u>	
Cash Book Totals:		
Bankings	£ 53,942.27	
Payments	<u>79,104.54</u>	£ 26,068.08
		<u>£ 26,068.08</u>
Closing Balance	0.00	<u>£ 53,036.46</u>

As per Statements

Statement Balance	£ 53,036.46
Less outstanding Cheques	£ -
Plus Outstanding Bankings	£ -
	<u>£ 53,036.46</u>

**Cash Flow Upto 12th
October 2020**

Balance as of 1st April 2020	<u>£ 25,162.27</u>	B/F
Payments made	£ 26,068.08	
Income Received	£ 53,942.27	
	<u>£ 53,036.46</u>	C/F