



June 2025 Minutes

June 2025 General Meeting of Whitland Town Council held in the Town Hall and via the medium of Zoom, on Monday 16th June 2025, at 7.00pm.

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 in person: Cllrs L Shipton (Chair), J Davies-Scourfield (Vice Chair), S Mc Dowell, E Morgans, A Cornick, A Smith and A Seely.

Also present in person - The Clerk

Present via the live link – Cllr M Mc Dowell

Prior to the commencement of Standing Orders, it was proposed and seconded that Cllr Davies-Scourfield Chair the meeting. Vote taken – all Cllrs in full agreement.

It was proposed and seconded that Cllr Davies Scourfield Chair the meeting. Vote taken – All Cllrs in full agreement.

Prior to the vote being taken the Clerk advised the Council that it did not state in the Standing Orders (as adopted by this Council 2021) that the Chair does not have to Chair the meeting. In law both the Local Government and Elections (Wales) Act 2021 and the Local Government Act 1972 state that if the Chairperson is present then they should Chair the meeting.

Agenda

2025/06 31 To accept any apologies for absence - Cllrs R Jones, L Smith and R Davies

2025/06 32 To acknowledge any declarations of interest, as per the Code of Conduct

Once Cllr A Cornick was aware that correspondence related to a Facebook page that she is involved with, she declared an interest as Cllr Cornick was made an administrator on the discussed Facebook page after the posts were removed.

2025/06 33 To receive and approve the minutes of the meeting held on the 19th May 2025 as a true and accurate record.

It was proposed and seconded that the Minutes of the meeting held on the 14th April 2025 be accepted as a true record of the meeting. Vote taken – all Cllrs eligible to vote in full agreement. Cllr Davies-Scourfield signed the Minutes.

2025/06 34 Matters arising from the minutes – None

2025/06 35 To minute any comments made by members of the public attending the meeting - None

2025/06 36 To acknowledge and approve any account(s) for payment

It was proposed and seconded that all the below payments/income be acknowledged and invoices paid in full. Vote taken – All Cllrs in full agreement.

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To Be Approved/Acknowledged			
06/05/2025	HTL Broadband	Studio Broadband	£ 58.71
12/05/2025	L and A Smith	REMUNERATION 24/25	£ 156.00
12/05/2025	ROBTHOMAS-CONTRACT	APRIL 2 of 10	£ 660.00
14/05/2025	EDF ENERGY 11 mths	Public Toilets Electricity	£ 539.22
14/05/2025	SLCC	on line seminar - Cllr A Cornick	£ 78.00
22/05/2025	SCOTTISHPOWER 3 mths	The Studio Electric (New Contract)	£ 118.91
23/05/2025	Salaries	May	£ 1,720.05
29/05/2025	ID	ID MOBILE LIMITED	£ 28.82
02/06/2025	AC-DC (PEMBS) LTD	May-19	£ 28.80
02/06/2025	Clear Councils	Insurance 2025/2026	£ 1,578.61
02/06/2025	Allsortz	Cleaning Products	£ 17.78
16/06/2025	Whitland Town Hall	Office and Meetings 2024	£ 1,000.00
16/06/2025	Messrs Terry Thomas	The Studio	£ 996.00
			£ 6,980.90

2025/06 37 To consider the bank reconciliation

Cash Flow			
30/04/2025-31/05/2025			
Balance	£	53,085.28	B/F
Payments Made	£	3,359.71	
Income Received	£	-	
	£	49,725.57	C/F

It was proposed and seconded that the above information depicts the Whitland Town Council's financial position as of 30th April 2025. Vote taken: All Cllrs in full agreement.

2025/06 38 Planning application(s) received –

- a) PL/08850 - Land adjacent to Trem y Wawr, Spring Gardens, Whitland, SA34 0HL
Erection of new dwelling and associated works

It was proposed and seconded that Whitland Town Council do not have any concerns relating to this planning application.

2025/06 39 To consider any planning application notices received from the Carmarthenshire County Council

- PL/09237- Land east of Oaklands, North Road, Whitland - Building (agricultural / forestry)
Building to provide a facility to bulk purchase and store feed/machinery and fertiliser

2025/06 40 To consider any correspondence received

- Email forwarded to all Cllrs outlining training being offered by One Voice Wales

2025/06 41 To receive any Reports from Committees:

- Grounds Management Committee – Cllr L Shipton**
- Personnel Committee – Cllr J Davies-Scourfield – Nothing to report**
- Finance Committee – Cllr J Davies-Scourfield – Nothing to report**

2025/06 42 To Receive Reports from Council Representatives of Outside Bodies:

- One Voice Wales – Cllr A Smith
- Parc Dr Owen Committee – Cllr Shipton
- Whitland Town Hall Committee – Cllr S McDowall

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- Schools – Cllr A Cornick

2025/06 43 To accept the internal Auditors Report – In accordance with the Accounts and Audit (Wales) Regulations 2014 Whitland Town Council should sign off their financial annual return by the end of June each year, unless appropriate late notices are served.

Following consideration of the report received from the Internal Auditor – It was proposed and seconded that the information contained within the report be acknowledged and the Annual Return be signed prior to onward submission to the external Auditor. Vote taken – all Cllrs in full agreement.

2025/06 44 To consider the on-going donation made to Dyffryn Taf School and to confirm any amount – to be presented at prize giving, awarded by the school and not the Council

It was proposed and seconded that Whitland Town Council continue to donate £50 per year under Section 137 of the Local Government Act 1972 which enables the Council to fund a prize if it's part of a local cultural, educational, or community event, and is clearly for the benefit of the community to Dyffryn Taf School. To be reviewed in 2030. Vote taken – All Cllrs in full agreement.

2025/06 45 To review the Co-option Policy and Procedure – To enable Whitland Town Council to follow due process when a seat becomes vacant and ensure timely, fair, and transparent appointment/co-option of new councillors.

Following consideration of the draft policy, as distributed by the Clerk, it was proposed and seconded that Whitland Town Council accept the policy with a review of such in 2026 or earlier if a change in law or Council's circumstances. Vote taken – All Cllrs in full agreement.

2025/06 46 To consider whether Whitland Town Council will permit Children to be present in Council Meetings

A discussion was held regarding the attendance of children at Council meetings. Cllrs highlighted the importance of encouraging youth engagement in democracy and noted that all Council meetings, including all Committee meetings, must offer remote access under the Local Government and Elections (Wales) Act 2021.

In line with the Well-being of Future Generations (Wales) Act 2015, which promotes long-term thinking and public involvement, the Council expressed support for children attending or observing meetings—either in person or remotely.

2025/06 47 To consider whether the CCTV equipment placed within the Town, covering public spaces, should be upgraded/repaired. – The Neighbourhood Policing team have requested that the access to such be moved to the Police Station, from its current location giving the responsibility to such to the Police. This has been confirmed historically.

The Clerk confirmed that an Email had been received just prior to the meeting, from the neighbourhood Policing Team, advising that they were unable to take any financial responsibility for the CCTV.

Following a discussion, it was proposed and seconded that Cllrs A. Cornick and A. Seeley, in conjunction with the Clerk, investigate the costs associated with repairing the existing CCTV equipment, as well as the feasibility and costs of enabling remote access to the system.

The findings are to be presented at the July 2025 meeting. Vote taken all Cllrs in full agreement.

2025/06 48 To receive any feedback on the Communication Policy

It was noted that some Cllrs, with spouses who also serve as Cllrs, have been responding to Council Emails jointly. In certain cases, these Email exchanges have included discussion of matters that were addressed in committee meetings and are considered confidential.

Members were reminded of the need to uphold strict confidentiality, particularly in relation to items discussed in closed sessions or committees. Councillors are expected to follow the Council's Code of Conduct and Standing Orders, ensuring that confidential or sensitive

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information is not shared inappropriately—even with spouses who are also members of the Council.

It was emphasised that all Email correspondence should be handled individually and with care, and that communications must not breach confidentiality protocols.

2025/06 49 To consider the advice given by the Monitoring Officer and One Voice Wales in relation to the two Emails received by the Whitland Town Council.

Following several Emails received advising the Council of an issue relating to a member, the Clerk sought advice from the Monitoring Officer and One Voice Wales. The Council was advised of the advice received.

2025/06 50 To consider any items to be presented at the next meeting.

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