

Clerk - Whitland Town Council
The Office
Whitland Town Hall
Whitland
Carmarthenshire
Email: clerk@whitlandtowncouncil.co.uk



To the Councillors, Whitland Town Council

You are hereby summoned to attend the Annual meeting followed by the May General Meeting of Whitland Town Council to be held at Whitland Town Hall and via the medium of Zoom, on Monday 20th May 2024, 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 via Zoom, please contact the Clerk by 1pm on Monday 20th May 2024 and you will receive all information to enable you to connect to the meeting.

Yours faithfully

Financial Officer/Clerk to the Council (15.05.2024)

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

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 representations relating to items listed on the agenda only.

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.

Annual Meeting Agenda

- 2024/05 1 To Elect the Mayor of Whitland Town Council for 2024/2025**
- 2024/05 2 To receive The Mayor's Declaration of Acceptance of Office**
- 2024/05 3 To Elect the Vice Mayor of Whitland Town Council for 2024/2025**
- 2024/05 4 To receive the Vice Mayor's Declaration of Acceptance of Office**
- 2024/05 5 Out Going Mayor's Report**
- 2024/05 6 Mayor's Address to the Council**
- 2024/05 7 Apologies for Absence**
- 2024/05 8 To receive any personal and prejudicial Declaration of Interests.**
- 2024/05 9 Appointment of Committee members**
- Finance and Policies Committee
 - Personnel Committee (Advisory (4 Members))
 - Grounds Committee
- 2024/05 10 To set dates for the first meetings of the above Committees where the Committee Terms of Reference will be accepted**
- 2024/05 11 To review the Council's representation on outside bodies**
- One Voice Wales (1 Member)
 - Parc Dr Owen Committee
 - Whitland Town Hall Committee
- 2024/05 12 To confirm Remuneration payments made to Councillors for 2023/2024**
- 2024/05 13 To Receive any Updates Regarding the 2023/2024 Audit Process – To accept the letter outlining the scope of Internal Audit, as prepared by the Responsible Finance officer.**

2024/05 14 To set the time and dates of the General Meetings of Whitland Town Council (June 2024 to May 2025)

General Meeting Agenda

2024/05 15 To Receive the Minutes of the Meeting Held on the 8th April 2024

2024/05 16 Matters Arising from the Minutes – Information Only

2024/05 17 To Receive the Minutes of the Extraordinary Finance Meeting Held on the 24th April 2024

2024/05 18 Matters Arising from the Minutes – Information Only

2024/05 19 Account(s) for Payment and Bank Reconciliation – See finance report

2024/05 20 Planning Application(s) Received

a) **PL/07596 - Proposed detached car garage - 6 Trevaughan Lodge Road, Whitland, SA34 0QF**

All planning application information has been Emailed to all Cllrs before the meeting

2024/05 21 To consider any planning applications Notices received from the Carmarthenshire County Council

- PL/07170 Proposed replacement canteen
Whitland Livestock Market, West Street, Whitland Granted 02/05/2024 Delegated Decision
- PL/07187 Proposed alterations and extension to form open plan kitchen/dining/living area and external alterations to garden
Brondeg, North Road, Whitland, SA34 0AX Granted 17/04/2024 Delegated Decision

2024/05 22 To Receive Any Reports from Working Parties

To include reports from the:

- Grounds Management Working Party – Cllr L Shipton

2024/05 23 To Receive Reports from Council Representatives of Outside Bodies

2024/05 24 To consider the Insurance quotation received and the renewal of the Council's insurance for 2024/2025 (Renewal date – 4th June 2024)

2024/05 25 To consider the Whitland Town Council implementing the Governance Tool Kit - To ensure the Whitland Town Council continues to act with openness, honesty and clarity within the constraints of the Law.

2024/05 26 To consider the Whitland Town Council drafting, in preparation for the June 2024 meeting, a one, three and five-year plan for Whitland Town Council – To be considered by the Grounds and Finance Committees.

2024/05 27 Considerations for discussion at the next meeting

Policies Adopted/reviewed/updated

Financial Regulations –	March 2022 Review March 2025
Financial Risk Assessment –	Annually - April
Standing Orders –	March 2022 Review March 2025
Code of Conduct -	March 2022 Review March 2025
Remuneration decision	Annually - April
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 policies to be reviewed at dates specified or before if required due to changes in Council circumstances or Legislation