

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 19th May 2025, 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 19th May 2025 and you will receive all information to enable you to connect to the meeting.

Yours faithfully

Financial Officer/Clerk to the Council (12.05.2025)

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

- 2025/05 1 To Elect the Mayor of Whitland Town Council for 2025/2026**
- 2025/05 2 To receive The Mayor's Declaration of Acceptance of Office**
- 2025/05 3 To Elect the Vice Mayor of Whitland Town Council for 2025/2026**
- 2025/05 4 To receive the Vice Mayor's Declaration of Acceptance of Office**
- 2025/05 5 Out Going Mayor's Report**
- 2025/05 6 Mayor's Address to the Council**
- 2025/05 7 Apologies for Absence**
- 2025/05 8 To receive any personal and prejudicial Declaration of Interests.**
- 2025/05 9 Appointment of Committee members**
 - Finance and Policies Committee
 - Personnel Committee (Advisory 5 Members)
 - Grounds Committee
- 2025/05 10 To set dates for the first meetings of the above Committees where the Committee Terms of Reference will be accepted**
- 2025/05 11 To review the Council's representation on outside bodies**
 - One Voice Wales
 - Parc Dr Owen Committee
 - Whitland Town Hall Committee
 - Whitland Traders Association
- 2025/05 12 To confirm Remuneration payments made to Councillors for 2024/2025**
- 2025/05 13 To Receive any Updates Regarding the 2024/2025 Audit Process – To accept the letter outlining the scope of Internal Audit.**

- 2025/05 14 To set the time and dates of the General Meetings of Whitland Town Council (June 2025 to May 2026)**
- 2025/05 15 To acknowledge the Direct Debits, Standing Orders, and other regular payments made by Whitland Town Council in accordance with existing contractual or statutory obligations.**

General Meeting Agenda

- 2025/05 16 To Receive the Minutes of the Meeting Held on the 14th April 2025**
- 2025/05 17 Matters Arising from the Minutes – Information Only**
- 2025/05 18 To approve/acknowledge any Account(s) for Payment**
- 2025/05 19 To consider the Bank Reconciliation – See finance report**
- 2025/05 20 Planning Application(s) Received - None**
- 2025/05 21 To consider any planning applications Notices received from the Carmarthenshire County Council - None**
- 2025/05 22 To Receive Any Reports from Working Parties**

To include reports from the:

- Grounds Management Working Party – Cllr L Shipton
- Personnel Committee – Cllr J Davies Scourfild
- Finance Committee – Cllr J Davies Scourfild

- 2025/05 23 To Receive Reports from Council Representatives of Outside Bodies**
- 2025/05 24 To consider the Insurance quotation received and the renewal of the Council's insurance for 2025/2026 (Renewal date – 4th June 2025)**
- 2025/05 25 To consider the Wifi connection recently installed to the back office in the Studio, Whitland – This connection is for use in the office by the lessee.**
- 2025/05 26 To consider the Closed-Circuit Television (CCTV) Policy – this draft policy outlines the Council's approach to the installation, operation, and management of CCTV systems on land and property under its ownership or control.**
- 2025/05 27 To consider the Clerks formal request for an independent review of the Clerk and Responsible Financial Officer (RFO) role. - This review would consider the impact of increasing legislation, policy requirements, and statutory responsibilities on the capacity, workload, and governance obligations of the role. The aim is to promote consistency, sustainability, and professional standards.**
- 2025/05 28 To receive any updates relating to the Studio.**
- 2025/05 29 To consider the on-going obligations relating to the Town Council's Office located within the Town Hall, Whitland.**
- 2025/05 30 Considerations for discussion at the next meeting**

Policies Adopted/reviewed/updated

Standing Orders –	In the process of review		
Financial Risk Assessment –	Annually – March 2025		
Remuneration decision	Annually – March 2025		
Social Media -	February 2025	Review	February 2026
Communication -	March 2025	Review	March 2026
Financial Regulations –	December 2024	Review	December 2026
Code of Conduct -	March 2022	Review	March 2025
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

Whitland Town Council training Policy – September 2023

The Clerk respectfully reminds all Cllrs that that a copy of their updated Training plan should be submitted to the Clerk as soon as possible.