



Minutes for Whitland Town Council Meeting
Monday 10th November 2025
Mayors Parlour Whitland Town Hall

Please note that Audio or Video recordings of full council meetings is not permitted.

All Whitland Town Council meetings are regulated by its standing orders.

Present in person: Cllrs L.Shipton, (Mayor) J. Davies-Scourfield (Deputy Mayor), E. Morgans, A.Smith, Rhyddian Davies, K. Thomas, A Seeley.

Present via the live zoom link: Member of the Public in Attendance – Mr. M.McDowall. The Chair asked Mr McDowall to confirm that he was the only person in attendance to which he confirmed yes. The Chair also asked Mr McDowall to confirm that he was not recording the meeting to which he replied that he was not recording the meeting.

In Attendance: Jodie Rees (Clerk)

104/2025 To accept apologies for absence:

Apologies received from: Cllrs L.Smith, R.Jones, Rhys Davies.

105/2025 Declarations of interest:

None declared.

Member of Public Present: Helen Thomas (Volunteer at Whitland Town Hall).

As Helen Thomas was present the following item was elevated up the agenda.

116/25 -Discussion concerning Whitland Town Hall:

Helen Thomas, a volunteer at Whitland Town Hall, reported that the Town Hall is currently in a good financial position. She highlighted that the facility serves an important role within the community, being used for the Food Bank, the recent flooding evacuation and a variety of other community services and activities. Helen also noted that, due to personal and family commitments, both her own availability and that of another volunteer are limited, and they are therefore seeking additional volunteers to assist with the running of the Town Hall.

During discussions regarding the Town Hall, it was mentioned that it would be important to have a full plan should Whitland Town Council decide to take on responsibility for the facility and also we would have to have a full survey of the Town Hall to make sure that there would be no large maintenance bills.

Following discussion, the Council agreed to place an advert on social media to inform and engage the community regarding the matter.

Cllr R. Davies kindly stated that he would like to donate a Christmas tree for the outside of the Town Hall.

106/25- Approve minutes of meeting 10th October 2025:

Cllr L Shipton requested that the minutes of the meeting held on the 8th September 2025 be amended, as some important information was omitted. He explained that a question was asked about a T. Williams, which had not been recorded. Members who were present on the 8th September agreed that Cllr. Cornick asked the question as to who was T. Williams and when Cllr. Shipton said it was his daughter, she also asked why he had not declared an interest in this item. Cllr. Shipton replied that he did not organise the Whitland Week buffet as this was arranged by Mr Robert Kearsey as Chairman of the Whitland Week Committee and the Town Council would pay the invoice as our donation to Whitland Week. A discussion took place and it agreed that the minutes be amended accordingly.

Council proposed and seconded that the Minutes of the meeting held on the 6th October be accepted as a true record of the meeting.

Proposer: Cllr K Thomas Seconded: Cllr A Smith

107/25 -Matters arising from the minutes:

None.

108/25 -Acknowledge & Approve accounts for payment & 109/2025 – To Consider the Bank Reconciliation:

Bank Reconciliation and Payments : 10/10/2025 - 07/11/2025

Current Account	Closing Balance	10.10.2025	£ 22,714.78
Deposit Account	Closing Balance	10.10.2025	£ 70.65
			£ 22,785.43

Payments to Acknowledge between 10th October 2025 & 7th November 2025

Jenny Davies-Scourfield (paid on behalf of Whitland Town Council)	Expenses	-£	195.68
David Harries and Co	Toilet Rolls	-£	23.47
Scottish Power	Electricity - Studio	-£	118.91
HMRC	Tax/NI	-£	1,211.89
Donation to WWAMH	Donation	-£	100.00
Tindle News	Advert	-£	105.60
CCC	Park Inspections	-£	102.00
ACDC	CCTV	-£	28.80
ACDC	CCTV	-£	28.80
ID Mobile	Telephone	-£	28.82
Wages	Wages	-£	285.12
Daisy	Broadband - The Studio	-£	45.29
		-£	2,274.38

Income to Acknowledge between 10th October -7th November 2025

Cash Access UK	Rent - The Studio	£	600.00
Molly James	Rent - The Studio	£	145.00
		£	745.00

Current Account	Closing Balance	7.11.2025	£ 21,185.40
Deposit Account	Closing Balance	7.11.2025	£ 84.63
			£ 21,270.03

Cheques to Clear:

Food Bank (Donation from Christmas 2025 Raffle Proceeds)	Donation	-£	100.00
Funds in Hand as at:		7.11.2025	£ 21,170.03

Payments to Approve:

ACDC	CCTV	-£	28.80
Jenny Davies scourfield	Expenses	-£	365.65
All Sortz	Cleaning products	-£	28.07
David Harries and Co	Toiler Rolls	-£	46.94
Rob Thomas	Grass cutting	-£	660.00
Rob Thomas	Grass cutting	-£	660.00
		-£	1,789.46
Closing Balance		£	19,380.57

Proposer Cllr Morgans Seconded Cllr Shipton

The above transactions were acknowledged and approved by the Council.

A discussion took place regarding the £6000 final grant claim from Carmarthenshire County Council for the Studio. It was noted that the funds have not yet been received, but the payment will be made once the footfall figures have been submitted, which is expected to take place shortly.

110/25- Consideration for any planning applications notices received from Carmarthenshire County Council:

Discussion took place on the two planning applications notices received.

PL/10031- Proposed extensions to factory workshop and reception offices- Whitland Engineering LTD

PL/10023 – Proposed Training Facility Lighting- Rugby Pitch, Whitland.

Following consideration of all the information provided by the planning authority, Whitland Town Council does not raise any concerns regarding these applications.

111/25 Planning applications received from Carmarthenshire County Council:

None received.

112/25- To Consider correspondence received:

1. Discussion took place regarding an email received from P. Kirk of Whitland RFC concerning a grant application to improve the Rugby Club's bar and catering facilities and to provide live coverage of matches. Mr Kirk requested letters of support for the application. The Council agreed that the proposed improvements would likely help to increase revenue and strengthen the community support for the Club. The Clerk will send a letter of support.
2. Letters of resignation from Cllrs. Mathew and Sian McDowall.
3. The Clerk read out an e-mail from members of Nazareth Chapel and the previous discussions regarding the potential transfer of responsibility for the site. The Council discussed this and agreed not to assume control of the cemetery due to the anticipated future financial obligations. The Clerk will reply to the Nazareth Chapel members informing them of this. All agreed.

4. An email was received regarding a blocked drain in the car park behind Whitland Police Station. The sender requested that the drain be inspected and cleared. The Council agreed that Pro Waste would be instructed to carry out this work promptly. The Clerk will organise this.
5. Correspondence received from Audit Wales confirming the completion of the audit for the 2024/2025 financial year. The Clerk confirmed that she would display the Audit Notice and Annual Return as per the instructions from the Audit Office. The Audit Office has given us a Qualified Opinion with one item raised and that is that the Council failed to publish its qualified audit reports from previous years.
6. An email was received regarding Welsh Government funding to support St Davids Day celebrations in 2026. The Council agreed to obtain further information and details on this opportunity.
7. Notification was received from Carmarthenshire County Council regarding a new initiative, the Ten Towns Town Centre Digital screens fund. Grants of up to £10,000 are available, although match funding is encouraged, Whitland has been identified as one of the eligible towns. Consideration was given to the fund, and the Council agreed to explore further details, including potential costs for advertising.
8. E-mail from Mrs D. Evans with background information on an e-mail she received from NRW in 2021 saying that they do not consider that the condition of the river bank causes an increased flood risk to the local area. Mrs Evans e-mailed this following the recent flooding in Whitland.
9. An email as received from A. Cornick regarding her resignation. At her request, the contents of email were read aloud to the Council.
10. An email was received from County Councillor Sue Allen regarding the proposal for temporary mail deliveries to the cash Hub for St Davids Avenue residents, Consideration was given to the proposal, and the Council agreed for this arrangement to proceed. The lease for the Hub has also been reviewed to ensure that it is legally permissible.

113/25 Reports from committees:

Grounds Committee, Cllr Shipton: Due to the recent flooding in Whitland Cllr Shipton has added a separate agenda item to discuss this in detail.

Personnel Committee, Cllr J Davies-Scourfield: Following the recent resignation of Cllr A. Cornick, new members were required for the Finance and School Committees. Consideration was given, and it was agreed that Cllr K. Thomas would serve on the School committee and Cllr A. Seeley would serve on the Finance Committee.

Finance Committee, Cllr J Davies- Scourfield: It was noted that Cllr J Davies-Scourfield is working alongside the new Clerk to familiarise her with on-going matters. It was also highlighted that the budget needs to be prepared soon, and time should be allocated at the next meeting for this purpose. Consideration was given to the future budget and potential areas of expenditure. The Council agreed that it would be beneficial to seek input from the residents of Whitland, and it was agreed that a post or social media announcement would be issues to gather their views and perspectives.

114/25- Reports from Council Representatives of outside Bodies:

One Voice Wales: Nothing to report.

Parc Dr Owen Committee – Nothing to report.

Whitland Town Hall Committee: Nothing additional to report on top of our discussions earlier with Helen Davies.

Whitland Primary School: Nothing to report.

Whitland Traders: Cllr. R. Davies asked for the background to this group and said that he did not know it existed in Whitland even though he has been a business owner in Whitland for over two years.

115/25 Discuss Christmas 2025

Consideration was given to the Christmas event in Whitland, scheduled for the 28th November. The Council discussed providing selection boxes for the children attending the evening. It was noted that Cllr. K. Thomas would need to confirm whether the school children plan to sing at the event, which will help the Council determine the number of selection boxes required. Council also agreed to advertise this event on social media to encourage greater attendance.

117/25- Discuss Environmental Health with regards to replacing litter Bins

The Council was updated on the decision by Carmarthenshire County Council to remove the local bins. Consideration was given to the importance of having bins in the area to support dog walkers and other residents, it was agreed the Clerk would contact Carmarthenshire County Council by email to request that the bins be retained.

118/25 -Discussion of possible fund raising/donation for Nation Eisteddfod:

The Council discussed raising funds for the Nation Eisteddfod. It was noted that collection boxes have been delivered to Whitland and need to be put into local shops.

119/25- Discussion on Flowers to be planted by Rotary Club:

The Council was updated on the above matter. It was noted that the responsibility has now been returned to Carmarthenshire County Council, as progress has been hindered due to health and safety concerns by CCC.

120/25- Discussion on Whitland Planting proposal:

It was agreed by Council to go ahead with the proposal. Email to be sent to Carmarthenshire County Council to confirm this.

121/25- Discussion on updating Policies and Procedures:

The Council considered the updating of Policies and Procedures. It was explained that once the new Clerk is familiar with the systems she will proceed with updating them. Alongside this it was noted that the Whitland Town Council website also needs updating.

Additionally, information was requested regarding the next Code of Conduct training session scheduled by

122/25- Consideration of any items to be presented at the next Meeting:

In light of the recent flooding in Whitland, the Council discussed holding an Emergency Meeting with relevant agencies, including our Local County Councillor Sue Allen, Carmarthenshire County Council, Natural Resource Wales and the Police and Fire service. This Meeting is planned for early January and aims to develop a formal flood strategy.

It was also discussed that a Public Meeting should be held to allow members of the community to raise their concerns and for the Council to discuss a flood strategy. It was agreed that this event would be held on Monday 24th November 2025 at 7 p.m. in Whitland Town Hall. The Clerk will promote this on social media.

The meeting closed at 9 p.m.