



Minutes for Whitland Town Council Meeting
Monday 14th September 2026
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, E. Morgans, A .Smith, L. Smith, K. Thomas, Rhys Davies, J. Radbourne, C. Davies and P. Jenkins.**

In Attendance: Jadie Rees (Clerk)

066 /2026- To accept apologies for absence:

Cllr Rhyddian Davies, A Seeley, and M. Court

067 /2026- To acknowledge any declarations of interest, as per the Code of Conduct

Nothing to declare.

068/ 2026- To receive and approve the minutes of the meeting held on the 30th June and 14th July 2026 as a true and accurate record

Minutes approved by Council

Proposed: Cllr. P Jenkins

Seconded: Cllr. A Smith

069 /2026- To discuss Christmas 2026

A discussion took place regarding the Council's annual Christmas Lights Switch-On event. It was agreed that the event would take place on 27 November 2026.

The Clerk was instructed to arrange the event posters and promote the event accordingly.

Ongoing discussions regarding the Christmas Tractor Run are to continue, with a final decision to be made at a later date.

In light of the success of last year's event and the large number of attendees, Council discussed the possibility of having stewards in place to assist with the event and help manage the increased footfall.

It was also noted that new Christmas lights are required for this year's event. The Clerk will arrange the purchase of the new lights and will also organise the provision of the Christmas tree for the High Street.

070 /2026 - Matters arising from the minutes

None.

071 & 072 /2026 – To acknowledge and approve any account(s) for payment & to consider the bank reconciliation and Budget update

Whitland Town Council- August			
Bank Reconciliation and Payments : 11/07/2026-09/09/2026			
Current Account	Closing Balance	09/09/2026	£ 43,051.58
Deposit Account	Closing Balance	09/09/2026	£ 85.65
			£43,137.23
Payments to Acknowledge between 11th July 2026- 9th September 2026			
Remuneration Cllr K Thomas	Remuneration		-£ 78.00
Remuneration Cllr L Smith	Remuneration		-£ 156.00
Davies Builders	Grounds maintenance		-£ 5.72
Davies Builders	Grounds maintenance		-£ 10.46
Davies Builders	Grounds maintenance		-£ 18.97
Davies Builders	Grounds maintenance		-£ 16.74
Sharp Plumbing	Studio		-£ 636.37
Malcolm Herbert Plant Hire	Studio		-£ 324.00
Wages	Wages		
Scottish Power	Utilities		-£ 164.33
HMRC	HMRC		-£ 449.35
Wales Audit Office	Audit		-£ 220.85
Rob Thomas	Grounds maintenance		-£ 660.00
Unllais Cymru	Training		-£ 44.00
Wales and thr Boarder	Advertisement		-£ 60.48
AC-DC	CCTV		-£ 28.80
Price and Kelway Solicitors	Legal		-£ 824.00
ID Mobile	Mobile		-£ 28.82
Bank Charge	Charges		-£ 5.60
Daisy	Broadband		-£ 49.96
Statement Fee	Bank Charges		-£ 5.00
EDF Energy	Utilities		-£ 200.69
Scottish Power	Utilities		-£ 164.33
Bank Charge	Charges		-£ 10.50
ID Mobile	Mobile		-£ 28.82
Whitland Town Hall	Room Hire		-£ 50.00
AC-DC	CCTV		-£ 28.80
Daisy	Broadband		-£ 49.96
			-£ 6,570.79
Income to Acknowledge between 11th July 2026- 9th September 2026			
Molly James Beauty-July	Rent - The Studio		£ 145.00
Avativ LTD	Rent - The Studio		£ 384.84
Carmarthenshire County Council	Precept		£ 21,716.00
			£ 22,245.84
Current Account	Closing Balance	09/09/2026	£ 58,726.63
Deposit Account	Closing Balance	09/09/2026	£ 85.90
			£ 58,812.53
			£ -
Cheques to Clear:			
None			
Payments to Approve:			
Jamie King	Website Hosting		-£ 145.00
Becws Bets	Carnival Buffet		-£ 500.00
AC-DC	CCTV		-£ 63.00
Jenny Davies-Scourfield	Football Goals		-£ 219.98
Jadie Rees	Printer		-£ 148.73
Fire Assessed	Fire Safety		-£ 432.00
ITH Construction	Release of Final retention		-£ 5,630.14
GP Architecture	Architectural design fee's		-£ 570.70
Price and Kelway	Solicitor		-£ 720.00
		Total to approve	-£ 8,429.55
Closing Balance			
			£ 50,382.98

The Clerk explained that, in accordance with the Council's Standing Orders, no meeting was held in August. Therefore, the bank reconciliation presented to Council incorporated the financial figures for July, August and part of September.

The Clerk explained that, in accordance with current Welsh guidance and requirements relating to the publication of staff remuneration, the Council is no longer required to publicly disclose individual staff salary figures. Consequently, the relevant salary figure has been redacted from the reconciliation documentation. It was confirmed that the full figure had been provided to and considered by Members during the meeting.

The Clerk reported that all income due from Avativ Ltd had been received. It was noted that the amount reflected the commencement of the tenancy part-way through the month and had therefore been calculated on a pro-rata basis. The Clerk also confirmed that the Council precept had been received.

It was noted that Cllr J Davies-Scourfield is to be reimbursed for the purchase of the new football goals for Parc Dr Owen, which she had paid for on behalf of the Council. The Clerk, Jadie Rees, is also to be reimbursed for the purchase of a replacement printer required for Council business, following the failure of the previous printer.

The bank reconciliation also reflected payments made to GP Architecture and ITH Construction in relation to the release of the final retention payment for the Studio project. A payment of £500 was also presented in respect of the Carnival 2026 buffet. Council discussed the annual allocation for the Carnival buffet and agreed that this would remain at £500 per annum and would not be increased. A vote was taken, with all Members present voting in favour of the payment and the annual allocation remaining at £500.

Cllr J Davies-Scourfield provided Members with an update on the Council's budget and expenditure spreadsheet. The current financial position was reviewed, and Members noted that expenditure remained within budget and that the Council was in a sound financial position.

Council considered and approved the payments.

Proposed: Cllr A Smith

Seconded: Cllr R Davies

073 /2026- To consider any planning application notices received from Carmarthenshire County Council

No applications to consider.

074 /2026- To consider any planning decision notices received from Carmarthenshire County Council

No Planning decision notices received.

075/ 2026- To consider any correspondence received

The Clerk informed Council that a previous planning application, which had been considered at an earlier meeting and resolved against by the Council, had inadvertently not been forwarded to Carmarthenshire County Council within the required timescale. The Clerk advised that a reminder had subsequently been received from County Councillor Sue Allen regarding the outstanding response. The Clerk had since forwarded the Council's response to Carmarthenshire County Council. It was confirmed that the response had

been submitted within the planning consultation period and would therefore be taken into consideration as part of the consultation process.

The Clerk provided Council with an update regarding a Freedom of Information (FOI) request and a complaint made to the Public Services Ombudsman for Wales by an individual who had previously attended a Council meeting. The Clerk confirmed that the FOI request had been responded to accordingly. It was further reported that the Ombudsman had reviewed the complaint and had concluded that there were no grounds to pursue the matter further. During the course of the complaint, the Clerk advised that an issue had been brought to her attention concerning a Council email which had been inadvertently sent to an individual outside of the Council. The Clerk confirmed that she had requested that the Ombudsman consider and review this matter as part of their assessment.

The Clerk reported that correspondence had been received from a member of the public raising concerns regarding the double yellow lines in the vicinity of the Co-op on North Road. The concerns were forwarded to the County Councillor and Carmarthenshire County Council for consideration and appropriate action.

The Clerk further reported that a separate concern had been received from another member of the public regarding the speed of vehicles in the vicinity of the zebra crossing. This matter was also forwarded to the County Councillor and Carmarthenshire County Council for their consideration and appropriate action.

The Clerk highlighted the importance of Members attending training sessions provided by the Council and noted that the Council remains liable for the associated costs where a training session has been booked but not attended. Following discussion, it was agreed that the Councillor Training Policy should be amended to clarify that, where a Member fails to attend a booked training session and the absence is not due to exceptional circumstances, the Member may be required to reimburse the Council for the cost incurred. The Clerk was instructed to review and amend the existing Training Policy accordingly and to publish the updated policy on the Council's website.

The Clerk provided Members with an update on the two grant-funded projects currently being progressed with the support and assistance of Cllr J Radbourne. The Clerk confirmed that the Council had received notification of a successful £75,000 Ten Towns grant application, enabling the Council to proceed with the proposed project. It was noted that the tendering process is required to commence during the current month. The Clerk also confirmed that the Town Centre Vibrancy grant application had been successful. Procurement arrangements will therefore commence shortly, with the proposed works and purchases including hanging baskets and potentially additional benches for the town centre.

076 /2026- To receive any Reports from Committees

Grounds Committee, Cllr L Shipton: Cllr L Shipton provided an update to Members regarding the new football goals installed at Parc Dr Owen. It was reported that the goals are being well utilised by local children. Cllr Shipton expressed his thanks to the Councillors who assisted with the installation and arrangements for the new equipment.

Personnel Committee, Cllr J Davies-Scourfield: Nothing to report.

Finance Committee, Cllr J Davies- Scourfield: Cllr J Davies -Scourfield advised this had been discussed with Agenda Item 071/072.

077/2026- To Receive 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 to report

Whitland Primary School: Nothing to report.

078/2026- To approve new Whatsapp Policy

The Clerk presented a proposed WhatsApp Policy for consideration by Council. The proposed policy had been circulated to all Members prior to the meeting for review.

Following consideration and discussion, Council unanimously agreed to adopt the WhatsApp Policy as presented. The policy will be implemented with immediate effect.

Proposed: Cllr J Radbourne

Seconded: Cllr C Davies

079 /2026- To discuss the CCTV In Parc Dr Owen

The Clerk reported that contact had been made with a CCTV provider to enquire about the provision of additional CCTV coverage at Parc Dr Owen. A quotation and associated costs had been requested, and the Clerk was awaiting the relevant figures.

The Clerk confirmed that Members would be kept updated on the matter once further information and costs had been received.

080 /2026- To approve new Gazebo Policy and Gazebo Loan Form

Council considered the future use of the community gazebos currently held by the Council. Cllr L Shipton proposed that the gazebos be donated to the Parc Committee and local schools, enabling them to be utilised for community and educational purposes. Following consideration, a vote was taken. Members unanimously resolved to approve the donation of the gazebos to the Parc Committee and local schools.

Proposed: Cllr . A Smith

Seconded: Cllr. J Radbourne

081 /2026 - To discuss the Clerks Annual appraisal – Private and Confidential

The Clerk left the meeting while Council considered the Clerk's annual appraisal under Private and Confidential business. The Clerk subsequently re-joined the meeting. Council agreed that the Clerk would explore the CiLCA qualification and enrol on the next available course, subject to availability. Cllr Davies-Scourfield will circulate notes of the discussion under separate cover.

082/2026- To discuss Whitland Culverts

Cllr L Shipton provided an update on the ongoing work being undertaken by himself and the Clerk in relation to blocked culverts within Whitland. It was reported that discussions remain ongoing with Network Rail and other relevant authorities regarding the necessary works to clear and maintain the culverts, with the objective of reducing the risk of flooding within the town.

Council was advised that the relevant policy provides for culverts to be inspected and maintained at least once every two years. Concern was raised that this maintenance schedule does not appear to be being consistently adhered to.

The Clerk was requested to continue liaising with the relevant authorities and pursue the matter, with further updates to be provided to Council as appropriate.

083/2026- Any other business

Cllr L Shipton provided Members with an update regarding a complaint from an elected official made to the Public Services Ombudsman for Wales concerning himself, which had been ongoing since the previous year.

Cllr Shipton advised that a total of 15 allegations had initially been raised. He reported that 12 allegations were dismissed at an early stage, with the remaining three matters subject to further consideration by the Ombudsman.

Cllr Shipton advised Members that the matter had been ongoing for approximately 12 months and that he had participated in the Ombudsman's investigation process, including providing an interview and responding to the matters raised.

It was reported that the Ombudsman had requested witness statements as part of the investigation. Cllr Shipton advised that some Councillors had provided statements, while others had declined to do so.

Cllr Shipton further reported that, in relation to the remaining matters, the Ombudsman had identified conflicting and inconsistent accounts and had been unable to reconcile the differing evidence. It was also noted that the complainant had not been present at the meetings to which some of the allegations related and that the information provided was therefore not based on first-hand attendance at those meetings.

Cllr Shipton advised Members that the Ombudsman had concluded its consideration of the complaint and that no further action would be taken.

Cllr L Shipton advised Members that he would be seeking independent legal advice in relation to the matter.

The update was noted by Members.

083- To consider any items to be presented at the next meeting

- Grant update
- Standing orders
- Policies

Meeting closed at 8.34 pm.