



**Minutes for the Annual meeting followed by General meeting of**  
**Whitland Town Council Meeting**  
**Monday 18<sup>th</sup> May 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( Deputy Mayor), E. Morgans, A.Smith, Lynda Smith, Michael Court, Judith Radbourne, and Phillip Jenkins, Rhys Davies, Chris Davies and Rhydian Davies.**

In Attendance: Jadie Rees (Clerk)

No Members of the public present.

**Annual General Meeting**

**001/2026- To elect the Mayor of Whitland Town Council 2026/27**

Cllr Len Shipton was nominated for the position of Mayor for the 2026/2027 term. The nomination received a unanimous vote from all Council Members. Cllr Shipton accepted the nomination and was duly elected as Mayor of Whitland Town Council for 2026/2027.

**Proposer: Cllr J. Davies- Scourfield      Seconded: Cllr L. Smith**

**002/2026- To receive The Mayor's Declaration of Acceptance of Office**

Cllr Shipton made his Declaration of Office as Mayor to Whitland Town Council for 2026/2027

**003/2026 –To Elect the Vice Mayor of Whitland Town Council for 2026/2027**

Cllr J. Davies-Scourfield was formally nominated for the office of Vice Mayor for the 2026/2027 year. The nomination was supported unanimously by all Members of the Council. Cllr J Davies-Scourfield confirmed her acceptance of the nomination and was duly elected Vice Mayor of Whitland Town Council for the 2026/2027 term.

**Proposed: Cllr L Shipton      Seconded: Cllr C Davies**

**004 /2026- To receive the Vice Mayor's Declaration of Acceptance of Office**

Cllr J. Davies- Scourfield made her Declaration of Office as Vice Chair to Whitland Town Council.

### **005/2026- Out Going Mayor's Report**

The agenda item Outgoing Mayor's Report was noted. As the incumbent Mayor was re-elected for the forthcoming term, no separate report was presented.

### **006/2026- Mayor's Address to the Council**

Cllr L Shipton expressed his thanks to Members for their hard work over the past year and for their continued support and commitment. He acknowledged that it had not been an easy period; however, he noted that the outlook for the year ahead was positive.

### **007/2026- Apologies for Absence**

Cllr K Thomas and Cllr A Seeley.

### **008/2026- To receive any personal and prejudicial Declaration of Interests**

No declarations of interest were received.

### **009/2026- Appointment of Committee members:**

**Finance and Policies Committee:** It was noted that Cllr J. Davies-Scourfield would continue to serve as Chair of the Finance and Policies Committee, with Cllr L. Shipton as Deputy Chair. Cllr E. Morgans confirmed her willingness to continue as a member of the Committee. Cllrs J. Radbourne and A. Smith were also appointed to serve on the Committee.

**Personnel Committee:** The following Councillors agreed to serve on the Personnel Committee: Councillors Lynda Smith, Eleri Morgans, Len Shipton, Andrew Smith and Chris Davies.

**Grounds Committee:** The following Councillors agreed to serve on the Grounds Committee: Councillors Andrew Smith, Len Shipton, Philip Jenkins and Michael Court.

### **010/2026- To set dates for the first meetings of the above Committees where the Committee Terms of Reference will be accepted:**

**Finance:** Cllr J Davies Scourfield advised that the Finance Committee would convene prior to the audit scheduled for June.

**Personnel:** Cllr J Davies-Scourfield advised that the Clerk's appraisal is due to take place shortly.

**Grounds:** Cllr Len Shipton reported that the Grounds Team meets as required, which is regularly in order to carry out ongoing projects.

### **011/2026: To review the Council's representation on outside bodies**

**One Voice Wales:** It was agreed that Cllr Andrew Smith would continue to represent Whitland Town Council in this.

**Parc Dr Owen:** Cllr Andy Seeley will continue in this role.

**Whitland Town Hall:** Cllr L. Shipton and Cllr Phillip Walker were appointed to join the Whitland Town Hall Committee.

**Whitland Traders Association:** Cllr Rhydian Davies will continue to serve on the Whitland Traders Association.

**012/2026: To confirm Remuneration payments made to Councillors for 2025/2026**

Cllr J Davies-Scourfield advised that members may now claim the annual remuneration and requested that those wishing to do so contact the Clerk by email as soon as possible. Those not wishing to claim the annual remuneration were asked to confirm this in writing to the Clerk.

**013/2026: To Receive any Updates Regarding the 2025/2026 Audit Process – To accept the letter outlining the scope of Internal Audit**

It was reported that the previous year's Internal Audit scope letter has not yet been received. The Clerk will pursue this matter.

**014/2026: To set the time and dates of the General Meetings of Whitland Town Council (June 2026 to May 2027)**

It was resolved that meetings shall continue to be held on the second Monday of each month.

**015/2026: To acknowledge the Direct Debits, Standing Orders, and other regular payments made by Whitland Town Council in accordance with existing contractual or statutory obligations**

There were no updates to this item.

**Whitland Town Council General Meeting**

**016/2026- To accept any apologies for absence**

Cllr Kyle Thomas and Cllr Andy Seeley.

**017/2026- To acknowledge any declarations of interest, as per the Code of Conduct**

Councillor Phillips-Jenkins declared a non-pecuniary interest in respect of Agenda Item 022.

**018/2026 – To receive and approve the minutes of the meeting held on the 13<sup>th</sup> April 2026 as a true and accurate record**

Minutes of meeting held on the 13<sup>th</sup> April approved by Council.

**Proposed: Cllr P Jenkins**

**Seconded: Cllr A Smith**

**019 /2026- Matters arising from the minutes**

None.

## **020&021/2026- Acknowledge & Approve accounts for payment – To Consider the Bank Reconciliation:**

|                                                                            |                           |            |                    |
|----------------------------------------------------------------------------|---------------------------|------------|--------------------|
| <b><u>Whitland Town Council</u></b>                                        |                           |            |                    |
| <b><u>Bank Reconciliation and Payments : 13/04/2026- 14/05/2026</u></b>    |                           |            |                    |
| Current Account                                                            | Closing Balance           | 13/04/2026 | £ 35,184.44        |
| Deposit Account                                                            | Closing Balance           | 13/04/2026 | £ 85.28            |
|                                                                            |                           |            | <b>£35,269.72</b>  |
| <b><u>Payments to Acknowledge between 13 April 2026- 15th May 2026</u></b> |                           |            |                    |
| Jamie King                                                                 | Website Management        |            | -£ 300.00          |
| Western Services                                                           | Christmas lights          |            | -£ 2,470.00        |
| Scottish Power                                                             | Electricity studio        |            | -£ 164.33          |
| Carmarthenshire County Council                                             | Park Inspection           |            | -£ 96.00           |
| Carmarthenshire County Council                                             | Street lighting           |            | -£ 3,347.71        |
| Jenny Davies scourfield                                                    | Reimbursement of expenses |            | -£ 370.02          |
| ACDC                                                                       | CCTV                      |            | -£ 28.80           |
| HMRC                                                                       | Employee Tax              |            | -£ 400.35          |
| ID Mobile                                                                  | Mobile                    |            | -£ 28.82           |
| Wages                                                                      | Wages                     |            | -£ 845.12          |
| Daisy                                                                      | Broadband                 |            | -£ 49.96           |
| Fenland Leisure                                                            | Swing Chairs              |            | -£ 274.80          |
|                                                                            |                           |            | -£ 8,375.91        |
| <b><u>Income to Acknowledge between 13th April 2026- 12th May 2026</u></b> |                           |            |                    |
| Cash Access UK                                                             | Rent - The Studio         |            | £ 600.00           |
| Molly James Beauty                                                         | Rent - The Studio         |            | £ 145.00           |
| Carmarthenshire County Council                                             | Precept                   |            | £ 21,716.00        |
|                                                                            |                           |            | £ 22,461.00        |
| Current Account                                                            | Closing Balance           |            | £ 49,269.53        |
| Deposit Account                                                            | Closing Balance           |            | £ 85.40            |
|                                                                            |                           |            | £ 49,354.93        |
|                                                                            |                           |            | £ -                |
| Cheques to Clear:                                                          |                           |            |                    |
| Eisteffod                                                                  | Donation                  |            | -£ 300.00          |
| <b><u>Payments to Approve:</u></b>                                         |                           |            |                    |
| Jenny Davies scourfield                                                    | Expenses                  |            | -£ 213.27          |
| Un Llais Cymru                                                             | Training                  |            | -£ 44.00           |
| All Sortz                                                                  | Cleaning supplies         |            | -£ 12.69           |
|                                                                            |                           |            | -£ 269.96          |
| <b>Closing Balance</b>                                                     |                           |            | <b>£ 48,784.97</b> |

The above transactions were acknowledged and approved by the Council.

All payments pending approvement were approved.

The Clerk reported that funds from the precept had been received. It was further reported that the street lighting invoice, in the sum of £3,347.71, had been paid. Councillors queried the amount, and it was explained that this represented an annual charge. The Clerk was requested to investigate the street lighting provision further with a view to identifying potential cost reductions.

## **022/2026- To consider any planning application notices received from Carmarthenshire County Council**

**PL/10747** - Change of use of part of building from depot for tree felling business to gym - Wheelabout Park, Spring Gardens, Whitland, SA34 0HR

A discussion was held regarding the planning application. It was noted that a new gym had recently opened on Whitland High Street. Concerns were raised in relation to the security of other businesses in the vicinity of the proposed development, as well as the potential impact on traffic in the area.

It was resolved that Whitland Town Council object to the application. This decision was unanimous.

## **023/2026 – To consider any planning decision notices received from Carmarthenshire County Council**

None.

## **024/2026- To consider any correspondence received**

Cllr L Smith reported on the arrangements for the forthcoming Christmas party for Whitland residents. The event is scheduled to take place on 12th December at the Town Hall and will include carol singing, bingo, and a quiz, with musical accompaniment provided by a pianist.

The Clerk reported that the Community Shed had recently installed planters at four locations in Whitland, positioned at the town's entrance signposts. A request had been received from the Men's Shed for a donation towards this work. This matter had been considered at a previous meeting, where a contribution of £50 per planter was agreed. Councillors confirmed that this donation be approved.

The Clerk reported that a letter from the owner of the Mart in Whitland had been received and previously circulated. Following discussion, it was agreed that Whitland Town Council would not pursue any complaints in this matter.

The Clerk reported that investigations had been undertaken into the cost of installing trampolines at Parc Dr Owen. It was noted that the quotations received were significantly higher than originally anticipated. It was agreed that further exploration of alternative investments for the area would continue.

## **025/2026- To receive any Reports from Committees:**

**Grounds:** Cllr P Walker reported that the swing seats in the park at Bryngwenllian has been repaired and is now fully operational and safe.

Cllr L Shipton reported that he and Cllr P Jenkins have recently installed a planter, which is now situated by the train station.

Cllr L Shipton further reported that he, together with Cllrs P Jenkins, K Thomas and A Smith, assisted Ysgol Llys Hywel during a recent tidy-up day, undertaking works including painting doors, the roof and benches.

Cllr L Shipton also advised that he is due to meet with representatives from the Hub next week to finalise the termination of their contract.

Cllr L Shipton additionally reported that Natural Resources Wales have advised they are currently awaiting the necessary licences in order to gain access and commence works on the River Taf.

**Personnel:** Nothing to report.

**Finance:** Cllr J Davies-Scourfield reported that the audit is scheduled to commence shortly, with formal confirmation awaited from Audit Wales. The Clerk was requested to pursue this matter, as no correspondence has yet been received.

### **026/2026 – 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-** Nothing to report.

**Whitland Traders Association:** Nothing to report.

**Schools:** It was reported that the Clerk, Jadie Rees, now serves as a governor at Ysgol Llys Hywel.

### **027/2026- To discuss the Hub**

It was reported that there has been interest from a party wishing to rent the Hub; however, it remains under contract with Cashlink, which is due to end imminently. It was agreed that this expression of interest could be progressed once the current contract has concluded.

It was further discussed that the terms and conditions of the Hub's contract require review, in particular the inclusion of electricity within the rent, which will need to be amended.

### **028/2026- To discuss Donations Received**

The Clerk circulated a donation application form prior to the meeting. Councillor A. Smith proposed a donation of £300, which was seconded and agreed by Councillors. The Clerk was instructed to arrange for the donation to be issued.

**Proposer: Cllr A Smith**

**Seconded: Cllr R Davies**

The agenda item "To discuss the donation policy" was deferred to the next meeting.

Cllr J Davies Scourfield agreed to circulate this years budget to all Cllrs.

### **029/2026- To discuss traffic outside Dyffryn Taf School**

Cllr L Shipton raised concerns regarding traffic on North Road, near Ysgol Dyffryn Taf, noting that congestion in the area is causing difficulties for vehicles accessing the road. It was resolved that a letter be sent to the school to raise these concerns.

### **030/2026- To consider any items to be presented at the next meeting**

-Donation Policy

Meeting closed at 8 pm.

