



MINUTES - September 2024

Minutes of the General Meeting of Whitland Town Council held via Zoom, on Monday 9th September 2024

All documents have been Emailed to Councillors prior to the meeting.

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.

The Public Participation session commenced 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.

Present in person: Cllrs L Shipton (Mayor), J Davies-Scourfield, E Morgans, A Cornick and the Clerk
Present via Zoom: Cllrs S McDowall, M McDowall, J Blandford and R Jones

Also present in person –One member of the public and The Clerk

Prior to the commencement of the Public Participation Session, it was proposed and seconded that Cllr Davies-Scourfield Chair the meeting. Vote taken – all Cllrs in full agreement.

The meeting commenced 19.10 due to technical issues

Agenda

2024/09 61 To Accept Any Apologies For Absence - R Davies and D Rutter

2024/09 62 To receive an update regarding the Co-option process

The Clerk advised that she had received Notice of Interests from two parties. It was agreed that as, at this point in time there are three vacancies on the Town Council, the Clerk should invite both parties to the October 2024 meeting to take Office as Cllrs to Whitland Town Council.

2024/09 63 To Acknowledge Any Declarations Of Interest, As Per The Code - None

2024/09 64 To Receive The Minutes Of The Meeting Held On The 8th July 2024

It was proposed and seconded that the Minutes of the meeting held on the 8th July 2024 be accepted as a true record of the meeting. Vote taken – all Cllrs eligible to vote in full agreement.

2024/09 65 Matters Arising From The Minutes – None

2024/09 66 To Minute Any Comments Made By Members Of The Public Attending The Meeting
- None

2024/09 67 Account(s) For Payment And Bank Reconciliation

Cash Flow			
01.07.2024-31.08.2024			
Balance	£	36,252.74	B/F
Payments Made	£	8,632.80	
Income Received	£	25,802.69	
	£	53,422.63	C/F

08.07.2024		Amazon - Melanie Priestley Notice Board Bryngwenllian	£	188.99
08.07.2024		AC-DC (PEMBS) LTD , June 7899	£	28.80
08/07/2024		ROBTHOMAS-CONTRACT, 2024 3 OF 10	£	660.00
08/07/2024		Pro waste (pembs) , 49665	£	150.00
08/07/2024		Unllais Cymru - On, 7943	£	80.00
08/07/2024		SLCC , BK211999-2	£	26.64
16/07/2024		MELANIE PRIESTLEY , Summer school	£	130.31
16/07/2024		MELANIE PRIESTLEY , Dev officer.	£	57.05
29/07/2024		Richard Martin , Handyman	£	710.00
29/07/2024		Cartridge people	£	176.12
29/07/2024		AC-DC (PEMBS) LTD , July 7967	£	28.80
30/07/2024		Morrisons , FOOD for carnival	£	236.94
30/07/2024		ID MOBILE LIMITED	£	26.96
02/08/2024		MELANIE PRIESTLEY , Dev officer JULY	£	799.66
02/08/2024		MELANIE PRIESTLEY , Clerk July	£	1,397.10
02/08/2024		WENDY OWENS , CLEANER July	£	316.46
06/08/2024		Haverfordwest yarn, Yarn bombers	£	20.00
09/08/2024		DAVIES BUILDERS	£	24.78
09/08/2024		ROBTHOMAS-CONTRACT, 2024 4 OF 10	£	660.00
09/08/2024		HOUSEKEEPING , DEV travel	£	6.89
09/08/2024		TINDLENEWSPAPERS	£	57.60
09/08/2024		MELANIE PRIESTLEY , Dev x Clerk travel	£	101.80
09/08/2024		HOUSEKEEPING , Dev petrol dv01	£	28.08
13/08/2024	1621	D Rutter Remuneration	£	26.00
29/08/2024		ID MOBILE LIMITED	£	26.96
30/08/2024		MELANIE PRIESTLEY , DEV X CLERK TRAVEL	£	101.80
30/08/2024		MELANIE PRIESTLEY , Clerk August	£	1,397.10
30/08/2024		MELANIE PRIESTLEY , Dev AUGUST o/t4.5	£	851.71
30/08/2024		WENDY OWENS , CLEANER August	£	316.25
			£	8,632.80

It was proposed and seconded that the bank reconciliation be accepted as a true representation of the Council's finances up to the 31.08.2024. Vote taken – All Cllrs in full agreement.

INCOME -			
		Precept (2 of 3)	£ 21,496.66
		Grant Payment 1	£ 4,098.57
		Donation received from Redkite - Summer Club	£ 150.00
		Interest	£ 20.66
		Interest	£ 36.80
			£ 25,802.69

03/09/2024		ROBTHOMAS-CONTRACT, 2024 5 OF 10	£	660.00
03/09/2024		WELSH WTR 10/12DGT, 9486090900196	£	150.73
03/09/2024		MALCOLM WRIGHT , Bouncy castle	£	85.00
03/09/2024		MELANIE PRIESTLEY , Baker ross Dev off	£	47.10
03/09/2024		MELANIE PRIESTLEY , Cctv bell office	£	139.98
03/09/2024		AC-DC (PEMBS) LTD , Aug 8142 + 8167	£	100.80
03/09/2024		MELANIE PRIESTLEY , Bits	£	29.09
04/09/2024		PRICE & KELWAY LIM, GL/WH10751 STUDIO	£	300.00
09/09/2024		One Voice Wales - 6 Code of Conduct Trainings	£	240.00
09/09/2024		David Harries Toilet Rolls	£	23.47
09/09/2024		Jamie King Website Housing	£	190.00
09/09/2024		SLCC Membership Fees (Split with MCC)	£	177.10
09/09/2024		MCC will pay WTC £63.75		
09/09/2024		Daniel's Doors and Lockk Toilet Door	£	199.39
09/09/2024		Red Kite Law - Parc Dr Owen Lease	£	2,982.00
09/09/2024		Parc Dr Owen Solicitors (£1,203 on account)		
09/09/2024		Allsortz Cleaning products	£	109.85
09/09/2024		Reech Sports and Play (2nd Payment Park instalation)	£	14,381.81
			£	19,816.32

The above transactions are acknowledged and approved by Whitland Town Council.

Summer Drop Balance Sheet

Money In Account				Money Out of Account			
					Gros		VAT
Redkite Law Donation		£ 150.00		Baker Ross	£ 48.17		£ 8.02
		£ 150.00		The Range	£ 27.94		£ 4.66
				Hobby Craft	£ 54.20		£ 8.20
				Amazon Childs Scissors L/H	£ 4.60		£ 0.77
Cash				Amazon Childs Scissors	£ 5.94		£ 0.99
Week 1		£ 6.00		Baker Ross Craft Items (Part)	£ 47.10		£ 8.02
Week 2		£ 14.00			£ 187.95		
Week 3		£ 11.00					
Week 4		£ 14.00					
Week 5		£ 15.00					
Donation Cllr Morgans		£ 10.00		Cash			
Teas and Coffees		£ 21.50		Amazon - Fabric Pens	£ 9.99		£ 1.67
		£ 91.50		Amazon Air Dry Clay	£ 13.01		£ 2.29
				Amazon Bookmarks scratch craft	£ 8.99		£ 1.56
Income		£ 241.50		Amazon Craft Items	£ 14.19		£ 2.36
Spending		£ 279.45		Amazon Beads	£ 5.65		£ 1.00
			-£ 37.95	Amazon Bracelet Kit	£ 7.57		£ 1.34
VAT to claim			45.93	B and M Storage Boxes	£ 18.88		£ 3.15
				Co-op Welsh Cakes and Bara Brith	£ 11.45		£ 1.90
			£ 7.98	Milk say	£ 1.77		£ -
					£ 91.50		45.93

The above information is acknowledged and approved by Whitland Town Council.

The Council thanked the Clerk for preparing such a detailed report and thanked the Development Officer for making the event such a success.

Remuneration Payments – The Clerk advised that all the relevant paperwork had been completed and forwarded to the Independent Remuneration Panel for Wales with confirmation of receipt being received by the Clerk. A copy of the report can be found on the website.

2024/09 68 Planning Application(s) Received

None

2024/09 69 To Consider Any Planning Application Notices Received From The Carmarthenshire County Council

None

2024/09 70 To consider any correspondence received

- Thank you sent to Redkite Law for their kind donation towards the Summer Drop in
- Thank you sent to Rabarts and Davies Builders Marchant for their kind donations towards the bus shelter community project
- Thank you to Carmarthenshire County Council Street Care team for sweeping St Johns Street prior to the carnival.
- Guidance has been received from One Voice Wales regarding protocol during meetings. If any persons join the meetings remotely they are required to have their cameras on at all times.
- Email received from Narberth and Whitland Rotary Club – The Clerk to respond and open a communication channel.
- Thank you to Eric Hughes – Eric kindly provided plant to be planted in the stone flower bed at the entrance to Bryngwenllian
- Email received from Network Rail granting permission for a working party to access the station platform and perform a 'Autum Clean-up' – this will take place Sunday 22nd September

2024 at 11am. All volunteers welcome – due to health and safety reasons all person must be over 18 years of age.

- Car Park behind the Town Hall – permission has been granted to tidy up this area by both Network Rail and Carmarthenshire County Council – After 30th September a working party will be formed to carry out the tidying-up works.
- Email received regarding the removal of the seat to the zip wire in Bryngwenllian park – This was removed following the latest inspection of the play equipment as the wire was deemed unsafe. The Whitland Town Council have made enquiries regarding the repair of such. Due to the age of the equipment, it is not able to be repaired. At present the Council are considering whether it is cost effective to either replace or remove this piece of play equipment.
- Email forwarded to all Cllrs outlining Training being offered by One Voice Wales
- Email received regarding the cutting back of hedgerow along Velfrey Road – The Clerk reported that the author was advised that Whitland Town Council does not have any authority regarding roadside hedges and that they may wish to either contact Carmarthenshire County Council or the County Councillor.
- The personnel Committee approved the 6 hours overtime requested by the Clerk (Friday 06.09.2024). The Clerk advised that she is also owed 8 hours' time in lieu.

2024/09 71 To Receive Any Minutes from Committees: No meetings held but items discussed over the summer break included:

- Grounds Management Committee– No meeting held
 - Grant application made regarding the painting of the public toilets –
 - The application has been successful. Following the receipt of the signed documentation for Carmarthenshire County Council the contract will be awarded to the preferred contractor. The choice of tender was discussed by the Grounds Committee – As Cllr Len Shipton had a personal and prejudicial interest in this process, he was not involved in the decision making.
 - Damage to the bus shelter at Bryngwenllian
 - This has been reported to the Police.
 - The shelter has now been repaired by Cllr L Shipton and Richard.
 - Damage to the sign at Parc Dr Owen
 - This has been reported to the police along with copies of the CCTV footage
 - The installation of the play equipment at Parc Dr Owen
 - The phase 2 kinetic play equipment has now been installed and will be officially unveiled tomorrow (Tuesday 10.20.2024) at 11am.
 - A date to be set for members of the Grounds Management Committee to meet with the Council's electrician and arrange the Christmas Street lighting
 - All Cllrs are invited to meet with Barry at 6pm on Wednesday 18th September 2024. Please meet outside Redkite Law building.
- Personnel Committee - Nothing to report
- Finance and Policies– Nothing to report

2024/09 72 To Receive Reports From Council Representatives Of Outside Bodies:

- One Voice Wales – Cllr Blandford – nothing to report
- Parc Dr Owen Committee – Cllrs Rutter and Shipton – Nothing to report
- Whitland Town Hall Committee – Cllr S McDowall – Nothing to report
- Air Cadets – The Clerk – Nothing to report
- Schools – Cllr A Cornick and the Clerk – Nothing to report

2024/09 73 To receive the Development Officers Report

At very short notice the Whitland Town Council buffet, which signifies the start of Carnival Day, was moved to within the Town Hall. The change of venue was greatly received with space for the children to play. The catering was freshly prepared by Morrison's and prepared by Cllr S McDowall and myself. This was also greatly received.

The Summer club was a fantastic hit with the children and carers of Whitland. Addition sessions have been requested through school holidays. A massive thank you to Red Kite Law who very kindly donated £150 which ensured that the five sessions were fun filled and only cost t£1 per child over 2 years old.

A number of parents wish to form a 'Festivities Group' to arrange and organise events to be held within Whitland throughout the calendar events to include – a two-day Christmas event with local produce stalls, Father Christmas and a concert – the provisional date for this is Friday 29th November and Saturday 30th November. (Bearing in mind the school has an event in the pipeline for the 8th December 2024. The first meeting of this group will be arranged over the next few days.

I have been exploring the possibility of hosting an open-air cinema event. The rugby club kindly agreed to let us use the pitch. Unfortunately, while the costs were manageable, the weather this year has been unpredictable, raising concerns about the ground conditions. Setting up the equipment could potentially damage the grounds, and the event could only be postponed in the event of very high winds. Given the weather challenges this summer, I decided that the financial risk was too great to proceed.

The second claim for the grant re-imbursement has been submitted with a covering letter, approved by members of the Finance Committee, advising that the four hours a month claimed for relating to the Clerks wages was not for the management of the Development Officer but to enable the Clerk to carry duties which have to be carried out by the Clerk or RFO in Law.

The first Claim was amended, by Carmarthenshire County Council, and these hours were removed.

As the Development Officer's role comes to an end, I have requested that Carmarthenshire County Council allow the repurposing of funds to purchase a number of gazebos and tables to be used by the community. This has been approved and I will seek prices over the next few weeks. Rob Kersey, on behalf of Parc Dr Owen, has agreed for the gazebos to be stored in the football changing rooms until the time when they are required by the Parc. A combination lock will be put on the door affording access to anyone who requires to use them.

The next events being considered are:

- An Autum party – Halloween and harvest
- A Half Term Craft morning – Christmas Crafts
- A pumpkin carving/painting competition
- A two-day Community Christmas Event

2024/09 74 To receive an update regarding the grant application relating to the proposed purchase and associated works of the Studio – This application was presented to Cabinet Members on the 29th July 2024.

Many thanks to Geraint who has worked tirelessly to ensure that Carmarthenshire County Council has had all the relevant paperwork, some being requested at the ninth hour, to bring this part of the application process to fruition.

On 29th July 2024 Cabinet met and approved the application for Whitland Town Council to purchase the Studio for community use.

On the 29th August 2024 a meeting of the Ten Towns Steering Group was held and the following points raised.

- The Studio will be owned and maintained by Whitland Town Council (WTC) and will be listed on the WTC asset register, in accordance with Section 27.3 of the Terms and Conditions.
- It will serve as a community asset, accessible to the community of Whitland and the surrounding area for both business and community use, with access proportionate to its business use as specified in the special conditions of the agreement.
- The Studio will be managed by an employee of Whitland Town Council, designated as the Studio Manager. All WTC employees, including the Studio Manager, are accountable to the Code of Conduct.
- The day-to-day financial management of the Studio will be handled by the Studio Manager, while the WTC Responsible Financial Officer (RFO) will oversee these finances, manage any banking transactions, and report to the Council.
- The Studio will be governed by Whitland Town Council's financial regulations and financial risk management policies.
- Geraint will manage the contractor payment processes on behalf of the Council. All payments will be made by WTC and then reimbursed by CCC, covering only the net amount.

The Solicitor has been instructed and the conveyance of the property has commenced. Carmarthenshire County Council has approved an advance payment of £90,000 to enable the sale to fruition. This will be received by the Council when it is required.

May I ask the Council that, as Development Officer, If I may ask the pupils of the senior school to design the logo that will be used by the Studio? **This was agreed by the Council.**

A pre-contract meeting has also been arranged for the week commencing 11th October 2024 when Geraint, the Contractors, Councillors and myself will go through the work schedule.

It was proposed and seconded that the decision of granting Delegated Authority to the Clerk and the Councillors who are Ten Towns members, under the advice of the Council's Architect, to proceed to oversee the purchase process and renovation works of the Studio. Vote taken – All Cllrs in full agreement.

2024/09 75 Proposal – For Whitland Town Council to request the Finance Committee to prepare a report for the October 2024 meeting regarding the Whitland Town Council applying for a debit card – Meeting arranged for Monday 16th September 2024 at 7pm via Zoom

2024/09 76 Proposal – For Whitland Town Council to arrange a meeting of the Personnel Committee to discuss the future arrangements of the Studio and the staffing of such and present a proposal at the October 2024 meeting. – Meeting arranged for Monday 16th September 2024 at 6pm via Zoom

2024/09 77 Proposal – for Whitland Town Council to approve the proposed two-day Christmas event with a possible road/part road closure, and to form an events working party with delegate spending powers up to the amount budgeted.

It was proposed and seconded that the Development Officer and members of the festivities task and finish group, to include Cllrs, members of the Town Hall Committee and Chamber for Trade, arrange a Community Christmas event to ensure that all members of the Community are brought together at this time of year. Vote taken – All Cllrs in full agreement.

2024/09 78 Considerations for discussion at the next meeting - None