



MINUTES - October 2024

Minutes of the General Meeting of Whitland Town Council held via Zoom, on Monday 14th October 2024

All documents were 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.

Members of the public are welcome to ask questions or make representations relating to items listed on the agenda only.

Present: Cllrs L Shipton (Mayor), E Morgans, A Cornick, R Davies, S McDowall, D Rutter, M McDowall, L Smith, A Smith and the Clerk

The meeting commenced 19.00

Agenda

2024/10 79 To accept any apologies for absence- Cllrs J Davies-Scourfield and R Jones

2024/10 80 To receive any declarations of office

Cllrs Lynda and Andrew Smith made their Declarations of Office and Joined Whitland Town Council as Councillors to the Ward of Whitland.

2024/10 81 To acknowledge any declarations of interest, as per the code

The Clerk declared a personal and prejudicial interest in agenda items 2024/10 91 and 92

2024/10 82 To receive the minutes of the meeting held on the 9th September 2024

It was proposed and seconded that the Minutes of the meeting held on the 9th September 2024 be accepted as a true record of the meeting. Vote taken – all Cllrs eligible to vote in full agreement.

2024/10 83 Matters arising from the minutes – None

2024/10 84 To minute any comments made by members of the public attending the meeting - None

2024/10 85 To acknowledge and approve any account(s) for payment

A query was raised relating to the hire costs of the Bouncy Castle – The Clerk advised that as the Council was on its Summer break an Email had been circulated requesting that approval be given for the Whitland Town Council to pay such, should it not be covered by the Grant. The Clerk received agreement from 6 Councillors

This spend was made under S137 of the Local Government Act 1972 and as a Clerks delegated spend.

The transactions as listed below are acknowledged and approved by Whitland Town Council.

The Clerk informed the Whitland Town Council that £90,000 had been received from Carmarthenshire County Council for the purchase of the Studio. She added that, during a phone call with the bank, she ensured the funds were transferred appropriately to Price and Kelway Solicitors.

Payments Made			
03/09/2024	ROBTHOMAS-CONTRACT, 2024 5 OF 10	£ 660.00	
03/09/2024	WELSH WTR 10/12DGT	£ 150.73	
03/09/2024	MALCOLM WRIGHT , Bouncy castle	£ 85.00	
03/09/2024	Baker ross dev off	£ 47.10	
03/09/2024	Amazon Cctv bell office	£ 139.98	
03/09/2024	AC-DC (PEMBS) LTD , Aug 8142 + 8167	£ 100.80	
03/09/2024	Amazon Pens, bolt and table cloths	£ 29.09	
04/09/2024	PRICE & KELWAY LIM, GL/WH10751 STUDIO	£ 300.00	
12/09/2024	SLCC , Mem249865	£ 177.10	
12/09/2024	REDKITE LAW LLP , PARC DR OWEN	£ 2,982.00	
12/09/2024	DAVID HARRIES AND , TOILET SUPPLIES	£ 23.47	
12/09/2024	One Voice Wales UNLLAIS CYMRU - ON, TRAINING 8299	£ 240.00	
12/09/2024	DANIELS DOORS & LO, LOCKSMITH TOILET	£ 199.39	
12/09/2024	REECH SPORTS LTD , Completion 0347	£ 14,381.81	
12/09/2024	JAMIE KING CO UK Domain	£ 190.00	
12/09/2024	ALLSORTZ , Cleaning products	£ 109.85	
16/09/2024	Amazon Lock for changing room door	£ 16.99	
17/09/2024	Post Office Stamps	£ 44.60	
17/09/2024	GP ARCHITECTURE ST, 141-03	£ 2,044.15	
20/09/2024	Clynderwyn Farmers - Railway Station Grant Cleaning	£ 99.54	
23/09/2024	B and M Grant Pumkin carving	£ 10.25	
23/09/2024	Hone Bargins Halloween sweets	£ 26.00	
24/09/2024	Tesco Flash drive audit	£ 7.00	
25/09/2024	MELANIE PRIESTLEY , Clerk sept	£ 1,396.90	
30/09/2024	ID MOBILE LIMITED	£ 26.96	
30/09/2024	WENDY OWENS , CLEANER sept	£ 316.46	
30/09/2024	B and M , Christmas sweets	£ 18.96	
30/09/2024	Post Office Recorded Delivery, Audit post	£ 17.75	
30/09/2024	MELANIE PRIESTLEY , DO travel station	30.61	
30/09/2024	MELANIE PRIESTLEY , DO SEPT	£ 868.89	
01/10/2024	1622 Lottery Licence (Carmarthenshire County Council)	£ 40.00	
07/10/2024	Printing Direct Raffle tickets	£ 41.40	
		£ 24,822.78	
INCOME -			
20/09/2024	RADBOURNE JUDITH , KINDNESS QUILTS	£ 20.00	Festivites WG
24/09/2024	CARM.CC. CRED ACCT	£ 3,064.74	Grant
01/10/2024	R GLOVER , CHRISTMAS STALL	£ 20.00	Festivites WG
02/10/2024	CHLOE MADDOCKS	£ 20.00	Festivites WG
		£ 3,124.74	
To Be Approved/Acknowledged			
12/09/2024	JAMIE KING CO UK Domain	£ 190.00	Contract
12/09/2024	ALLSORTZ , Cleaning products	£ 109.85	Clerk
16/09/2024	Amazon Lock for changing room door	£ 16.99	Chair
17/09/2024	Post Office Stamps	£ 44.60	Clerk
17/09/2024	GP ARCHITECTURE ST, 141-03	£ 2,044.15	Minuted T T Grant
20/09/2024	Clynderwyn Farmers - Railway Station Grant Cleaning	£ 99.54	D O Grant
23/09/2024	B and M Grant Pumkin carving	£ 10.25	D O Grant
23/09/2024	B and M , Halloween sweets	£ 26.00	Festivites WG
24/09/2024	Tesco Flash drive audit	£ 7.00	Admin
25/09/2024	MELANIE PRIESTLEY , Clerk sept	£ 1,396.90	Contract
30/09/2024	ID MOBILE LIMITED	£ 26.96	Contract
30/09/2024	WENDY OWENS , CLEANER sept	£ 316.46	Contract
30/09/2024	B and M , Christmas sweets	£ 18.96	Festivites WG
30/09/2024	Post Office Recorded Delivery, Audit post	£ 17.75	Clerk
30/09/2024	MELANIE PRIESTLEY , DO travel station	£ 30.61	Chair D O Grant
30/09/2024	MELANIE PRIESTLEY , DO SEPT O/T 6 hrs Chair	£ 868.89	Contract
01/10/2024	1622 Lottery Licence (Carmarthenshire County Council)	£ 40.00	D O Grant
07/10/2024	Printing Direct Raffle tickets Christmas Raffle	£ 41.40	D O Grant
		£ 5,306.31	

2024/10 86 To consider the bank reconciliation and the financial information appertaining of the Whitland Town Council

Cash Flow			
31.08.2024-07.10.2024			
Balance	£	53,422.63	B/F
Payments Made	£	24,822.78	
Income Received	£	3,124.74	
	£	31,724.59	C/F

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

2024/10 87 Planning application(s) received – none

2024/10 88 To consider any planning application notices received from the Carmarthenshire County Council

None listed with Carmarthenshire County Council Planning Department.

2024/10 89 To consider any correspondence received

- Email forwarded to all Cllrs outlining training being offered by One Voice Wales

2024/10 90 To receive any minutes from committees:

- Grounds Management Committee– no meeting held (for information only)
 - Grant application made regarding the painting of the public toilets – approved and awaiting start date from contractors. Painting will commence on Monday 28th October 2024. Cllr Shipton and the Clerk will meet the contactor on site.
 - Lease for play area - Parc Dr Owen. The Lease has been finalised in favour of the Whitland Town Council. Redkite law's account has been paid in full which will cover the Parc's legal and surveyors' fees.
 - The installation of the play equipment at Parc Dr Owen – Phase two has been completed and is proving a great hit. All invoices have been paid and the Section 106 grant monies applied for 16.09.2024 (payment chased 07.10.2024 Payment expected Friday 11.10.2024). No payment received at the time of this report.
- Personnel Committee – Meeting held 16th September 2024

To receive the Minutes of the Personnel Committee Meeting

2024/10 91 To consider increasing the Clerks hours to 21 a week (from September 2024 already worked as overtime) to the End of January 2025

To ensure Whitland Town Council remains compliant and informed of legislative changes, the Clerk's responsibilities to the Council are expanding. Consequently, the Clerk will need additional hours to manage the increased workload.

The Clerk left the virtual meeting room and took no part in the discussions or votes relating to agenda items 2024/10 92 and 2024/10 93

Following consideration and discussion regarding the Clerks increasing workload it was proposed and seconded that the Clerks hours be increased to 21 hours a week, which will be re-assed by the Personnel Committee prior to the February 2025 meeting. The 21 hours a week to be back dated to include the hours already worked during September 2024 and part October 2024, as sanctioned by the Personnel Committee. Vote taken – All Cllrs in Full agreement.

2024/10 92 To consider The Employment of a Manager for the Studio, Whitland or for the Clerk of the Council to take on the responsibilities of the building.

The Studio will be a valuable community asset, owned by Whitland Town Council. Scheduled to open on 3rd February 2025. Prior to such it will undergo a complete refurbishment to include modern, state-

of-the-art facilities. The updated space will be transformed into four distinct areas, along with a kitchen and toilet facilities.

A manager is required to draw up all the relevant paperwork, hiring agreements, ensure that all relevant policies, procedures and risk assessments are carried out and to start to promote the building prior to the opening.

Following a lengthy discussion and consideration of advice received from One Voice Wales and Carmarthenshire County Council legal department it was proposed and seconded that the Clerk be offered the 12 hours a week to cover the management of the Studio from November 4th 2024 for one year, to enable the Whitland Town Council to ensure that all the relevant paperwork and arrangements are in place for the proposed opening of the Studio on the 3rd February 2025 and the initial management thereof. Vote taken – Carried with a majority of Cllrs in favour of such.

The Clerk re-joined the virtual meeting room.

- **Finance and Policies – Meeting held 16th September 2024**

To receive the Minutes of the Finance Committee Meeting

2024/10 93 To consider Whitland Town Council applying for a debit card, linked to the Council's current bank account.

It was proposed and seconded that the Clerk apply for a debit card linked to the Council's current bank account. Vote taken: All Cllrs in full agreement.

2024/10 94 To Receive Reports from Council Representatives Of Outside Bodies:

- One Voice Wales – Nothing to report at this time
- Parc Dr Owen Committee – Cllrs Rutter and Shipton – A meeting has been requested.
- Whitland Town Hall Committee – Cllr S McDowall
 - The Town Hall Committee Annual General Meeting is scheduled to take place in the Town Hall on Monday 21st October 2024
- Air Cadets – The Clerk - Nothing to report at this time
- Schools – Cllr A Cornick and the Clerk
 - The Clerk advised that she is meeting with Emily (From the School Council) to discuss the joint projects that are being considered for 2024/2025.

2024/10 95 To receive the Development Officers Report

- The cleaning of the railway fencing and platform area was a great success with residents, Councillors and the Council's retired handyman and wife assisting with the job in hand. Refreshments were generously provided by Mike and his team in the Station House.
- The Screw Crow yarn bombing has gone down a treat with most people expressing their fondness of them, asking what will be next?
- A festivities Working Party has been formed, as Minted in September 2024), consisting of Cllrs Eleri Morgans and Sian Mc Dowall, Helen and Sophie from the Town Hall Committee, Catherine representing the Chamber for Trade and Kirsty from the Rugby Club. This has been a great success with a number of events being arranged namely:
 - Halloween pumpkin carving or painting competition
 - 1st November 2024 6pm – 8pm Children's Halloween Disco and Games - Sponsored by Whitland Dental Co and to be held in the Rugby Club free of charge
 - A three-day Community Christmas – consisting of
 - **Friday 29th November 2024** 5.45pm- All children being invited to dress their wheels with lights and join in the parade to the Christmas Tree
 - **Friday 29th November 2024** – 6pm The lighting of the tree, with a visit from Santa and carols.
 - **Saturday 30th November 2024** - 11am to 5pm - A full day of stalls and fun, alpacas, snow, music, magic, food, a visit from Father and Mother Christmas and lots more
 - **Saturday 30th November 2024** - 6pm - 8pm Children's Christmas Disco and Games
 - **Sunday 1st December 2024** – 10.30am – 12.30pm Children's Bingo
 - **Sunday 1st December 2024** – 2pm-4pm Afternoon Tea and singalong around the piano.

- **Sunday 1st December 2024** – 6pm -8pm Wreath making with festive treats. (Pre-booking essential)
- Raffle tickets will be going on sale, leading up to this event, with proceeds going to the Whitland Food Bank and Mental Health Awareness in the Youth.

2024/10 96 To consider the prices received regarding the installation of additional Christmas Lights along St John Street.

Following a recent site visit attended by the Council's electrician and several Cllrs, the electrician prepared a schedule of works and prices for the Council to consider regarding additional icicle type lights along St John Street.

It was proposed and seconded that for this year the Whitland Town Council will install the 8 lights that hang on the lampposts in St John Street and the lights on the Christmas Tree. Vote taken – All Cllrs in full agreement.

2024/10 97 Considerations for discussion at the next meeting - None