



MINUTES – May 2024

Minutes of the Annual Meeting and May General Meeting of Whitland Town Council held in the Town Hall and via Zoom, on Monday 20th May 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 will commence 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: Cllrs L Shipton (Mayor), E Morgans, A Cornick, A Smith and the Clerk in person
Cllrs M McDowall (Vice Chair), S McDowall and R Jones via Zoom

The meeting commenced 19.05

Annual Meeting Agenda

- 2024/05 1 To Elect the Mayor of Whitland Town Council for 2024/2025** – Cllr Shipton was nominated and seconded to serve a second year as Mayor to Whitland Town Council. No further nominations were put forward, Cllr Shipton accepted the nomination and thanked his Fellow Councillors.
- 2024/05 2 To receive The Mayor's Declaration of Acceptance of Office** – Cllr Shipton read and signed his Declaration of Office
- 2024/05 3 To Elect the Vice Mayor of Whitland Town Council for 2024/2025** - Cllr M McDowall was nominated and seconded to serve a second year as Deputy Mayor to Whitland Town Council. No further nominations were put forward, Cllr M McDowall accepted the nomination and thanked his Fellow Councillors.
- 2024/05 4 To receive the Vice Mayor's Declaration of Acceptance of Office** - Cllr M McDowall read and signed his Declaration of Office
- 2024/05 5 Out Going Mayor's Report** – See below
- 2024/05 6 Mayor's Address to the Council** – Cllr Shipton acknowledged the efforts made by Joseph and his team and the way in which the recent Food Festival was organised and executed. Hundreds/thousands of visitors enjoyed the day. Cllr Shipton added it was joyful to see the Town in such good spirits.

Cllr Shipton also thanked his Fellow Cllrs for nominating him for a further term as Mayor and expressed how well the Council are working together. This year the Council hopes to see the Phase 2 of the play park completed and to keep moving forward in the way it is.

2024/05 7 Apologies for Absence – Cllrs Davies-Scourfield, Rutter, Blandford and Davies.

2024/05 8 To receive any personal and prejudicial Declaration of Interests - None

2024/05 9 Appointment of Committee members

- Finance and Policies Committee – Cllrs Davies-Scourfield, Cornick and Morgans
- Personnel Committee (Advisory (4 Members)) – Cllrs Shipton, Davies-Scourfield, Smith and Blandford
- Grounds Committee – Cllrs Shipton, Smith, Jones, Cornick and M McDowall

2024/05 10 To set dates for the first meetings of the above Committees where the Committee Terms of Reference will be accepted – The Clerk to forward an Email with possible dates for first meetings to be held.

2024/05 11 To review the Council's representation on outside bodies

- One Voice Wales (1 Member) – Cllr Blandford
- Parc Dr Owen Committee – Cllr Rutter
- Whitland Town Hall Committee – Cllr S McDowall
- Air Cadets – The Clerk
- Ten Towns Working Party – Cllrs Shipton, Davies-Scourfield, Morgans and Smith
- Schools
 - Cllr Cornick
 - The Clerk
- Facebook Administration – Cllr S McDowall and the Clerk

2024/05 12 To confirm Remuneration payments made to Councillors for 2023/2024

The Clerk requested that all Cllrs advise of their banking details by the June 2024 meeting. If any Cllrs should wish to opt out of receiving the £150 mandatory payment they should let the Clerk know prior to the June 2024 meeting.

2024/05 13 To Receive any Updates Regarding the 2023/2024 Audit Process – To accept the letter outlining the scope of Internal Audit, as prepared by the Responsible Finance officer.

The Clerk advised that all the relevant paperwork has been made available to the internal Auditor. The Council acknowledged the letter, thanking the Responsible Finance Officer for such.

2024/05 14 To set the time and dates of the General Meetings of Whitland Town Council (June 2024 to May 2025)

It was agreed that the Whitland Town Council will make every effort to ensure that its meetings will be held on the second Monday of each month. When there is a Bank Holiday the Council will consider the date and advise in the Minutes accordingly

General Meeting Agenda

2024/05 15 To Receive the Minutes of the Meeting Held on the 8th April 2024

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

2024/05 16 Matters Arising from the Minutes – None

2024/05 17 To Receive the Minutes of the Extraordinary Finance Meeting Held on the 23rd April 2024

It was proposed and seconded that the Minutes of the meeting held on the 23rd April 2024 be accepted as a true record of the meeting. Vote taken – all Cllrs eligible to vote in full agreement.

2024/05 18 Matters Arising from the Minutes – None

2024/05 19 Account(s) for Payment and Bank Reconciliation – See finance report

Cash Flow			
31.03.2024 - 30.04.2024			
Balance	£	45,541.99	B/F
Payments Made	£	21,464.67	
Income Received	£	21,534.49	
	£	45,611.81	C/F

It was proposed and seconded that the bank reconciliation, as presented, depicts a true record of the Council finances to date. Vote taken – All Cllrs in full agreement of such.

Payments Made			
01.04.2024	Cheque 1618 - Hall Hire for Cawl Evening	£ 36.00	
02.04.2024	J P Flooring - 2 Men and Van move to Whitland	£ 150.00	Agreed Chair and Clerk
25.04.2024	Reech Sports and Play - Phase 2 Parc Dr Owen	£ 14,981.82	Minuted March Deposit
25.04.2024	One Voice Wales - Trainings	£ 152.00	Chair
25.04.2024	Four Seasons - Christmas Tree (2023)	£ 195.00	Agreed Spend
25.04.2024	Daniel Doors and locks	£ 106.46	Agreed Chair and Clerk
25.04.2024	Clerk - Salary April plus 4 hours Development Officer Admin	£ 1,397.10	Contract
25.04.2024	CCC- Street Lights DLO Charges and Energy Charges	£ 2,814.88	Contract
25.04.2024	ACDC Wifi Costs - April	£ 24.00	Contract
25.04.2024	EDF Energy	£ 192.23	Contract
25.04.2024	David Harries and Co Ltd	£ 46.94	Agreed Clerk and Chair
25.04.2024	Amazon - Stationary (£79.38)	£ 181.30	Clerk
	Clerk Travel March and April 8 trips (£101.92)		
24.04.2024	Dev Off Travel March and April 8 trips (£101.92) (Invoice 07)	£ 101.80	Contract - Grant
30.04.2024	Cleaner - Salary April	£ 258.52	Contract
30.04.2024	Development Officer - Salary April	£ 799.66	Contract - Grant
30.04.2024	Id Mobile	£ 26.96	Contract - Grant £20
		£ 21,464.67	
Outstanding Payments			
		£ -	
INCOME -			
26.04.2024	Precept 1 of 3	£ 21,496.66	
28.03.2024	Natwest Interest	£ 17.34	
30.04.2024	Natwest Interest	£ 20.49	
		£ 21,534.49	
To Be Approved/Acknowledged			
07.05.2024	Redkite Law (To ensure £1,000 for Parc Dr Owen Fees)	£ 267.00	
20.05.2024	Carmartehshire County Council Outstanding Amount	£ 1,149.84	
20.05.2024	Prowaste - Clearing of drains - public toilet (2 of 2024)	£ 216.00	
20.05.2024	SLCC - Training for Clerk	£ 26.64	
20.05.2024	Grass Cutting Contract 1 of 10	£ 660.00	
20.05.2024	Audit Wales (2022/2023)	£ 200.00	
20.05.2024	Allsortz - Pens and Clipboards	£ 13.94	Grant
20.05.2024	Allsortz - Cleaning and Extension Lead for Office	£ 82.20	
		£ 2,615.62	

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

Payment made with Cash in Hand following Cawl evening			
	Cash held		£ 96.77
Amazon	Sliver Spoon Sugar Sticks	£ 4.48	
Amazon	Coffee Sachets	£ 8.99	
Amazon	2x Pump action thermos flasks	£ 72.70	
Amazon	Sweetex	£ 2.25	
Whitland	Milk and Biscuits	£ 6.74	
			£ 95.16
	Cash in hand		£ 1.61

It was proposed and seconded that the above balance sheet be accepted as a true record as to the spending of cash held following the recent event and that the £1.61 be used by the Clerk towards the purchase coffee for the office, to ensure that no cash is being held by the Whitland Town Council. Vote taken – all Cllrs in full agreement.

2024/05 20 Planning Application(s) Received

- a) **PL/07596 - Proposed detached car garage - 6 Trevaughan Lodge Road, Whitland, SA34 0QF**

Following consideration of all the information received – Whitland Town Council do not raise any concerns relating to this planning application.

2024/05 21 To consider any planning applications Notices received from the Carmarthenshire County Council

- PL/07170 Proposed replacement canteen
Whitland Livestock Market, West Street, Whitland Granted 02/05/2024 Delegated Decision
- PL/07187 Proposed alterations and extension to form open plan kitchen/dining/living area and external alterations to garden
Brondeg, North Road, Whitland, SA34 0AX Granted 17/04/2024 Delegated Decision

2024/05 22 To Receive Any Reports from Working Parties

Grounds Management Working Party

Cllr L Shipton advised that –

- Once again the toilets had become blocked – Prowaste were called out and cleared a pringle pot, several crushed pop cans and plastic waste from the pipes.
- The Pocket Park and Bus Shelter at Bryngwenllian have been pressure washed, free of charge by H2O cleaning Solutions.
- Bryngwenllian Park
 - Is continued to be monitored by a resident
 - Dog waste remains a problem with persons walking dogs through the children's play area on and off the leads, leaving waste behind.
 - The resident continues to empty the waste bins on behalf of the Whitland Town Council.
- Parc Dr Owen
 - Two areas of the artificial grass have been damaged – one area burnt the other pulled at. The contractors have agreed to repair such when phase two is installed.
 - Confirmation regarding the requested amendments to the lease are still awaited – it is confirmed that the Whitland Town Council's Solicitor is holding £1,000 to pay the Parcs legal and Surveyors fees (price to date given by Parc's Solicitor £1,050)
 - Graffiti has been noted on the play equipment – the removal of such will be attempted.

2024/05 23 To Receive Reports from Council Representatives of Outside Bodies - None

2024/05 24 To consider the Insurance quotation received and the renewal of the Council's insurance for 2024/2025 (Renewal date – 4th June 2024)

It was proposed and seconded that the quotation be accepted. Vote taken – All Cllrs in full agreement.

2024/05 25 To consider the Whitland Town Council implementing the Governance Tool Kit - To ensure the Whitland Town Council continues to act with openness, honesty and clarity within the constraints of the Law.

It was proposed and seconded that the Clerk work through the Governance Toolkit and support be given by the Finance and Policy Committee members. Vote taken – all Cllrs in full agreement.

2024/05 26 To consider the Whitland Town Council drafting, in preparation for the June 2024 meeting, a one, three and five-year plan for Whitland Town Council – To be considered by the Grounds and Finance Committees.

It was proposed and seconded that this task be given to the Grounds Committee and that a draft proposal be brought to the September 2024 meeting, or before if completed, for approval by Full Council. Vote taken – all Cllrs in full agreement.

2024/05 27 Considerations for discussion at the next meeting

- Removal of the Vegetation around the Welcome to Whitland Signs – This has previously been requested and awaiting to be carried out.

Meeting closed – 21.10

Policies Adopted/reviewed/updated

Financial Regulations –	March 2022 Review March 2025
Financial Risk Assessment –	Annually - April
Standing Orders –	March 2022 Review March 2025
Code of Conduct -	March 2022 Review March 2025
Remuneration decision	Annually - April
Complaints Policy-	March 2022 Review March 2027
Grievance and Disciplinary Policy-	March 2022 Review March 2027
Environmental Policy-	March 2022 Review March 2027
Equality Policy-	March 2022 Review March 2027
Safeguarding Policy-	March 2022 Review March 2027
Vexatious Complaints Policy-	March 2022 Review March 2027
Welsh Language Policy-	March 2022 Review March 2027

The above policies to be reviewed at dates specified or before if required due to changes in Council circumstances or Legislation