

**Meeting of the Town Council was held on Monday 7th November 2017 at the Mayor's Parlour**

**Present : Cllrs Frank Connor-Hughes, Sue Allen, Bentley Evans, TRJ Jenkins MBE, Raymond Jones, Len Shipton, Jane Owen-Edwards, Tanya Croston Evans, Lee-Ann Smith , Barry Chapman**

The meeting commenced with a presentation from Louise Rozhon regarding Whitland Town Council Facebook page. Councillors resolved that a 3 month trial be taken up for this service, with Louise and Clerk being the Administrators of the site. All posts from Councillors to be passed through Clerk in first instance. Various events to be entered on page and Items of Public Interest. Louise to act as the 'Voice' of the page on behalf of Whitland Town Council

**ORDER OF BUSINESS**

1. **Apologies** – Cllr Robert Morgan
2. **Declaration of Interest** – Cllr Sue Allen and Cllr Lee- Ann Smith re Taf QT Club at Point 5h
3. **Receive minutes of Oct 2017 meeting** – Councillors resolved that these were a true record

a. **Bank Account balances – Current**      £ 20302.69  
**Deposit**                                         £ 3002.09

**Including monies held for 106 of £ 5338.78**

**Monies available to spend £ 17963.71 Current**  
**£ 2.09 Deposit**

4. **Actions required from previous meetings**  
Clerk has forwarded Small Lottery returns to CCC  
Cllr Barry Chapman has signed all necessary paperwork  
Clerk has contacted John McEvoy re Give Way signage at Bryngwenllian, Awaiting response re feasibility and costings  
Clerk/Mayor to contact W3Web designs re website e mail address

**5. Correspondence :-**

- a) E mail received from Cllr Peter Hughes Griffiths re Town & Community councils newsletter - NOTED
- b) E Mail received re Community Printing – Clerk to file for further information **CLERK**
- c) E mail re Bryngwenllian Playground from CCC – Date for photographs now agreed as 14<sup>th</sup> November
- d) Letter from Boundary Commisioner re 2018 Review of Parliamentary Constituencies in Wales - NOTED
- e) Booklet from Glasdon re Street Furniture – Clerk to obtain price list **CLERK**

- f) Letter from Mid & West Wales Fire Service re Stakeholders - NOTED
- g) Request from Carmarthen & District Opera for financial assistance – Councillors resolved that a £50 donation be sent  
**CLERK**
- h) Letter from CCC re Christmas Toybox and Gift Hamper Scheme
- i) Letter from Taf QT Club requesting Financial Assistance- Councillors Sue Allen and Lee Ann Smith left the room whilst this item was discussed. Councillors resolved that a £250 donation be made **CLERK**
- j) Letter from CCC requesting annual Lottery fee payment
- k) Poster re Draft Corporate Plan from Mid & West Wales Fire Service

## 6. Planning applications

Received at meeting conditions at Land Adjacent to Spring Gardens, Whitland for Hillman Property trading partnership. NOTED

## 7. Invoices for Consideration

|  |          |
|--|----------|
| Clerk's Salary (inc Holiday Pay)   | £600.02  |
| Heat & Light   | £ 25.00  |
| V Mitchell (Web Site)  | 42.50    |
| John Lewis (Maintenance)   | 124.00   |
| B Smith (Holiday Cover)  | 30.00    |
| Rob Thomas – Grass   | 420.00   |
| Rob Thomas- Wales Audit Office – Annual Audit  | 243.00   |
| Alan Jenkins – Flower Borders  | 145.00   |
| Newhall Janitorial – Toilet rolls  | 61.27    |
| Davies Builders  | 16.49    |
| Standing Order for £99.00 pm for 6 months to cover Annual Internal Audit .   |          |
| 1 <sup>st</sup> Payment 31/10/2017   |          |
| Paid under delegated powers  |          |
| WDS&SC for Solar Panels  | £2750.00 |
| Xmas Direct – Xmas lights  | £2448.70 |
| <b>Passed In July meeting but not minuted</b>  |          |
| One Voice Wales 2 courses July   | 80.00    |
| Morgan's Fight – donation  | 100.00   |
| Resolved by Councillors that all payments be made  |          |
| ½ yearly Budget figures – theses were presented to Councillors by Clerk as RFO, all categories on budget for half year |          |

Mayors ½ yearly figures – Mayor supplied breakdown of his donations for the first 6 months in post

8. County Councillor's report  
New rulings being brought in May 2018. Council will need to be Data Protection Policy, in line with new 12 step Guidance. Asst Clerk to be requested to draft Policy for Town Council in readiness  
Various Loose signs had been removed from roundabout by the Trunk Road Agency
9. Community Engagement seminar – joint with St Clears – Clerk to find out what this entails and costings **CLERK**
10. Graveyard Feasibility – Cllr Sue Allen to contact Mr Haydn Lewis re cost of upkeep of graveyard at top of North Road
11. Update on website re programme of works –to update website with all projects done to date by Town Council –  
Bryngwenllian Playground  
CCTV  
Safe Routes- Pathways  
Dairy Site - Enhancement
12. Dairy Site – Still ongoing
13. Parking for Machinery & Livestock market– Still ongoing
14. Abbey Ruins – Expressions of interest in inclusion of this Area to the Town Council remit. At present under Jurisdiction of Llanboidy Parish Council. Cllr Barry Chapman will look into this on behalf of the Council
15. Cllr Tanya Croston Evans projects with children of local schools- Welsh Bac students in Year 10 have to do 10 hours Voluntary work as part of the syllabus. 15 Children involved who are looking into designing woodland track at Parc Dr Owen, they have planted bulbs in St Davids Avenue and also met with the residents
16. Land at Pocket Park – Cllr Len Shipton to seek guidance from Solicitor regarding this land ownership
17. CCTV – Protective Cage – not essential as CCTV unit is in a locked cupboard
18. Councillors resolved to exclude the public for this exempt item  
**REPORTS NOT FOR PUBLICATION**  
**RESOLVED pursuant to The Local Government Act 1972 as, amended by the Local Government (Access to Information) (Variation)(Wales) Order 2007 that the following items were not for publication as the reports contained exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A of the Act**  
Clerks Appraisal – Clerk Suzanne Davies left the room whilst her appraisal was discussed by Councillors present

Councillors resolved to accept recommendations of appraisal committee in reference to the clerk's appraisal and new contract

19. Request for pay increase and Job description – V Mitchell –  
Councillors resolved to Ms Mitchell's request
20. Christmas – report of Sub Committee – Agreed date 1<sup>st</sup> December,  
Clerk brought to the Councillors attention for the need of Public Liability insurance. The Council's policy does not cover unqualified persons installing the Christmas Lights. Contractors to provide Public Liability insurance. Clerk also reminded committee of need to complete paperwork for CCC permission to connect lights to Public Lighting supply
21. Tourist Information Office – no further progress at moment
22. Chamber of Commerce – first meeting had been a success and further meeting arranged for 7/11/17
23. One Voice Wales – Cllr Frank Connor Hughes unable to attend meeting
24. Signs – Signage on trunk roads under management of Trunk Road Agency. Clerk to Contact CCC re local signage **CLERK**
25. Matters for December meeting
  - Trees outside Oasis
  - Autism training
  - Defibrillator/Training
  - Train Station

**Next meeting will be on Monday 4<sup>th</sup> December 2017 at Mayor's Parlour at 7pm**