



## **Minutes of the meeting of Whitland Town Council held on 15<sup>th</sup> October 2018.**

**Present:** Cllr Barry Chapman in the Chair; Cllrs TRJ Jenkins MBE , Gabriela Poore, Sue Allen, Jonathan Blandford, Len Shipton, Raymond Jones.

**To accept apologies for absence:** There were received and accepted from Cllrs Rob Morgan, Frank Connor-Hughes and Sian Davies.

**To disclose personal and pecuniary interests in the items listed below.** None were declared.

**To review and agree the minutes of the previous meeting on 1<sup>st</sup> October.** These had been previously circulated. They were reviewed and all accepted them as an accurate record of the meeting – proposed by Cllr Poore, seconded by Cllr TRJ Jenkins.

**To receive updates on ongoing matters and decide further actions as required:**

- **Review draft Standing Orders.** These had been previously circulated. Initial discussions were held on these, and it was decided to nominate a working party to review them with the Clerk in order to present an agreed recommended draft version to full Council. The Working Party would comprise Cllrs Poore, Allen, Blandford and Jenkins MBE as well as the Clerk.
- **Review the Election and Co-option Policy.** This had been previously circulated. The Chair took the meeting through this section by section, with those present making comments for revised wording and clarification. It was agreed the Clerk should take away the comments and present an updated version for review and potential adoption at the next meeting.
- **Review the Mayoral allowance Policy.** This had been previously circulated. The Chair took the meeting through this section by section, with those present making comments for revised wording and clarification. It was agreed the Clerk should take away the comments and present an updated version for review and potential adoption at the next meeting.
- **Review GDPR documentation:** Privacy impact assessment; Privacy impact reporting form; Data breach policy; Data breach reporting form; Subject access request form. These had been previously circulated. The Clerk stated that they were from documentation supplied by SLCC. It was proposed by Cllr Chapman, seconded by Cllr Jenkins MBE that they be adopted, and this was agreed by all.

**Resolved to exclude the public and press from the meeting for the following item as it contains exempt information as defined in Schedule 12A of the Local Government Act 1972 (as amended).**

- **Clerk appointment.** The recommended job description and contract compiled by Staffing Committee had been circulated prior to the meeting. Their

Signed by Chair

Date

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recommendations were accepted, with the addition of a paragraph adding Data Protection Officer duties to the Clerk's role, and the post of Clerk on those terms was duly offered to Mrs. Vicky Mitchell, who accepted. The Chair and the Clerk duly signed the contract.

**To discuss new items of business:**

- **Independent Remuneration Panel for Wales draft report.** This had been previously circulated. The Clerk summarised the guidelines for those present, explaining that there were two elements that would need to be budgeted for in the precept for the coming year.
- **External audit report.** This had been previously circulated. It was resolved to take note of the comments and to plan that for the coming year the Council would achieve an unqualified audit report.
- **To agree the bank mandate update and consider online access.** The Clerk stated that the mandate change had gone to Natwest, and could take three weeks to be processed. The meeting then discussed permitting online banking access to the Clerk and Cllrs Poore and Shipton. It was agreed that the overview of three different people provided enough safety for the accounts, and that this should therefore go ahead. Online banking should be added to the risk assessment. The Clerk was authorised to complete the forms and request this service be provided – proposed by Cllr Chapman and seconded by Cllr Poore and agreed by all.

**To receive planning reports:**

- **Application registered: W37817.** Non material amendments to remove 9,10,11 of W/28734. Residential development of 2 detached dwellings in Spring Gardens. This had been approved.
- **Application registered: W37818.** Discharge of conditions 12 and 13 of W/28734. Residential development of 2 detached dwellings in Spring Gardens. This was discussed and there were no objections raised.

**To receive correspondence for information.** None had been received.

**Items for next meeting:**

- Standing Orders recommendation from Working Party.
- Mayoral allowance Policy revised version for approval and adoption.
- Election and Co-option Policy – revised version for approval and adoption.
- Council representative as School governor - to be added to January agenda
- Update from the Christmas Committee.
- Review of level crossing situation.
- Provision of portable toilet in Bryngwenllian Play Area – site to be confirmed.

To confirm that date of the next meeting. This was confirmed as 5<sup>th</sup> November 2018, Mayor's Parlour, starting at 7.00pm.

There being no other business, the meeting was closed at 8.30pm.

Signed by Chair

Date

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Minutes of the Standing Orders Working Party.

The meeting was held starting at 8.35pm on Monday 15th October 2018.

Present were Cllrs Allen, Blandford, Jenkins MBE and Poore, as well as the Clerk.

Those present went through the Standing Orders section by section, clarifying the meaning to their satisfaction and agreeing on amendments to the draft version that had been provided to them. Reference was made to the NALC 2018 Model Standing Orders when necessary to confirm whether a particular item was required by legislation or recommended. The Clerk noted views and would provide a redrafted version for fresh consideration to the Working Party.

The meeting ended at 9.40pm.

Signed by Chair

Date

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