



### **Minutes of the meeting of Whitland Town Council held on 3<sup>rd</sup> December 2018.**

Present Cllr Barry Chapman in the chair, Cllrs Gabriela Poore, Jonathan Blandford, Len Shipton, Ron Jenkins MBE, Raymond Jones and County Cllr Sue Allen.

**To accept apologies for absence:** There were no apologies received.

**To disclose personal and pecuniary interests in the items listed below.** Cllr Chapman declared an interest in the co-option item under new business, for family reasons, and left the room whilst that candidate was discussed.

**To review and agree the minutes of the previous meeting on 5<sup>th</sup> November 2018.** These were agreed as a true record – proposed by Cllr Jenkins MBE and seconded by Cllr Shipton, and agreed by all, so were duly signed.

**Clerk's report.** The Clerk read out a report updating the meeting on progress on various matters. Items requiring Council decisions were discussed later in the meeting.

#### **To receive the following information and decide further actions as required:**

- Whitland Abbey ruins. A revised draft of the possible sign and a price estimate had been provided from CCC. This was reviewed and resolved as acceptable – proposed Cllr Shipton, seconded Cllr Blandford. The Clerk was requested to place the order and arrange installation, and also write to the Diocese informing them of the situation and requesting their consent. It was also noted that the wall would require ivy removal – the Clerk was requested to arrange for this to be done by the Council's approved contractor, proposed Cllr Shipton, seconded Cllr Allen and agreed by all. Finally the meeting was told the lease had been reviewed by solicitors and only two minor points raised. It was resolved that the Clerk could sign the lease on behalf of the Council – Proposed Cllr Chapman, seconded Cllr Poore.
- Wifi progress. There were three transmitters/boosters still to install. There would be a progress meeting with Antur Teifi this month.
- Defibrillator. The defibrillator unit and training equipment had been received. The Clerk circulated three options for the cabinet, and it was resolved to purchase the one from Welsh Hearts – proposed Cllr Allen, seconded Cllr Poore. It was agreed to plan the provision of training after Christmas, and Cllr Allen would approach a known trainer for it. It was resolved that the Clerk should use Facebook to obtain a suitable electrician for the installation.

Signed by Chair

Date

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- Christmas festivities. There was a round table report on the event. It was resolved to send letters of thanks and appreciation to various businesses and individuals who had assisted in the organisation and on the day.
- Bryngwenllian give way sign. The Clerk summarised the information she had received from CCC officers. It was resolved she should send a letter in reply to the complainant, addressing his specific questions. The Clerk also stated that there had been a Facebook complaint regarding speeding, which had been addressed by a letter to the business concerned. For safety it was resolved to close the access gate to the play area, with the Clerk to purchase a sign stating it was for vehicular or emergency access only – proposed Cllr Allen, seconded Cllr Shipton.

### **To discuss new items of business**

- Correspondence requiring Council response. The Clerk circulated a complaint that had been received. It was discussed, and resolved that the Clerk should reply in accordance with the Council's views.
- Co-option of Councillors. The Clerk stated that three candidates had come forward for the three vacancies, and none for the single vacancy. Cllr Chapman left the room at this point and took no part in the following discussion – Cllr Jenkins took the chair. One candidate was discussed at length, and it was agreed unanimously to agree the co-option of Mathew McDowall. Cllr Chapman re-entered to room and resumed the chair. The remaining two candidates were discussed, and it was resolved unanimously to agree the co-option of Ffion Scourfield and Richard Davies. The Clerk was authorised to contact the candidates accordingly, and to organise an informal training session for them before the next full meeting in January.
- Gambling licence renewal. It was resolved to pay the renewal fee for another year – Cllr Jones proposed, Cllr Poore seconded.
- Whitland Town of Culture 2019. Cllr Allen stated that the official launch would be on 10<sup>th</sup> January 2019. There would be a small steering committee to co-ordinate existing and new events throughout the year.

Due to the sensitive nature of the business to be discussed, the following two items were resolved to be dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public were requested to leave at this point and the next section of the meeting was conducted in private.

- Clerk overtime and ongoing Clerk hours and remuneration. After discussion it was resolved to amend the Clerk's contract to reflect more accurately the hours worked. Oversight would be maintained by the staffing committee and another review carried out at the end of the probation period.

**County Cllr's report.** This was circulated in the meeting, and additional information provided on the parking bay concerns by the old Post Office. Cllr Allen stated that this is still under discussion with CCC.

**To receive the financial report including invoices for consideration.** The Clerk circulated details of the current financial situation. She also circulated the list of payments for consideration – all were accepted. Proposed by Cllr Chapman, seconded by Cllr Shipton. In addition the Clerk was authorised to purchase small gifts for specific people in recognition of their special assistance with the Christmas event.

Signed by Chair

Date

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Clerk's salary and expenses for November  
John Lewis salary and expenses for November.  
Newhall Janitorial - toilet rolls - £23.86  
Royal British Legion - £18.50  
Meurig Evans – Christmas shield - £85.22  
Llewelyn Davies – audit services 2017-18 - £594.00  
CCC – Gambling Act 2005 annual fee - £20.00  
Tenby Observer – Christmas advert - £48.00  
CCC – Give Way signs Bryngwenllian - £398.36  
EDF energy – electricity for toilet - £149.22 direct debit  
XLN business services CCTV line - £34.74 direct debit  
Llewelyn Davies – payroll services - £23.00 direct debit  
Rob Thomas - grass cutting - £420.00 direct debit

**To receive and discuss planning information.**

- No planning notifications had been received since the last meeting.

**To receive correspondence.**

- Understanding Welsh Places – email with brief details of the project
- Christmas the story – English Baptist Church Carmarthen performances 10<sup>th</sup> to 15<sup>th</sup> December.
- One Voice Wales innovative practice conference 2019.
- CCC local development plan annual monitoring report email.
- St Peter's Church Carmarthen Christmas information.

**Items for next meeting.**

Grass cutting contract tender.

Electrician contract tender.

Precept and budget in normal meeting.

Whitland Town of Culture 2019 programme.

It was also agreed the Policy Working Party would hold their first meeting as soon as possible in January.

**To confirm the date of next meeting as Monday 7<sup>th</sup> January 2019.** Mayor's Parlour, starting at 6.30pm to take account of the inclusion of the budget and precept within the main meeting.

Signed by Chair

Date

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