

St Clears Town Council

Minutes of the meeting of St Clears Town Council held in Meeting Room 1, the Gate, St Clears, on Tuesday 17th May 2016 at 7.00pm

Present: Councillors LL ap T Davies (Chair), Dr WEVJ Davies, PM Hughes (item 10(ii) onwards), KA Major, JSV Rees and PJ Rogers

The Chair welcomed members to the first meeting of the new civic year.

7. Apologies

Apologies were received from Councillor CM Davies, RG Edwards, DR Phillips and I Price.

8. Personal Matters

Councillor JSV Rees thanked the Mayor for the Mayor Making event and the arrangements made. The Mayor expressed his thanks to Councillors for coming and also for their support on the evening, thanks was also expressed to the Clerk.

Councillor WEVJ Davies was also congratulated on over 11,000 votes in the recent Police and Crime Commissioner election.

9. Declarations of Interest

No declarations of interest were stated.

10. To discuss matters (if any) deferred from the annual meeting on 13 May 2016.

- (i) To consider the adoption of a revised code of conduct. The Clerk outlined the changes to the Model Code of Conduct which had been sent to Councillors in advance of the meeting for their consideration. Councillor WEVJ Davies proposed that the revised code should be adopted and was seconded by Councillor JSV Rees. **RESOLVED that the revised Model Code of Conduct be adopted by Council.**
- (ii) To consider changes to the Council committee meetings. The Clerk explained the proposed changes to cease the committee meetings and hold a second full Council meeting, on the same evening that was set aside for committees, in order to discuss the business currently undertaken at committee level. Concern was expressed at the changes as the committee meetings had served well but given the drop in numbers of Councillors and also the apologies received for each meeting, it was becoming impractical to run three committee meetings. The two Council meetings would each have voting powers and approval which would cut down on the duplication of business. The need to have individual Councillors leading in key areas (finance, environment, planning etc) was also discussed as support for the Clerk. It was proposed that Councillors KA Major and RG Edwards continue to support the Clerk with financial matters and that Councillor JSV Rees continues as the lead for matters previously covered by the Environment Committee and PJ Rogers as lead on matters related to Planning and Communities. Councillor PM Hughes proposed that the changes outlined

above be implemented and was seconded by Council. **RESOLVED that the committee meetings should cease and a full Council meeting to deal with committee business be established. RESOLVED that lead Councillors for each area be established as noted above.**

- (iii) To appoint representatives on other committees, outside bodies etc. **RESOLVED that the following represent the Town Council on the various outside bodies:**
- Twinning Committee – Councillors L L ap T Davies, J S V Rees (usual practice for Town Mayor to attend as ex-officio)
 - Bancyfelin Community Association - Councillor R G Edwards
 - St Clears & District Community Association – Councillor LL ap T Davies
 - Police Consultative Committee/PACT - Councillor R G Edwards
 - Ysgol Griffith Jones Governing Body – Councillor PJ Rogers
 - Ysgol Bancyfelin Governing Body - Councillor R G Edwards
 - Osborne Charity – Councillor Dr W E V J Davies.
 - One Voice Wales (Carmarthenshire Area Committee):
 - Councillors K A Major and L L ap T Davies
 - St Clears and Laugharne Business Chamber – Town Mayor
 - Local Health Panel - Councillors J S V Rees and one vacancy.
 - Fair Trade Steering Group – Councillors L L ap T Davies and J S V Rees, and one vacancy.
 - Bancyfelin Village Hall - Councillor R G Edwards
 - Campaign to reopen St Clears railway station – Councillors PM Hughes and LL ap T Davies.
 - St Clears Town Trust – Portreeve / Mayor.
- (iv) To fix the dates and times of ordinary meetings of the Town Council for the ensuing year. **RESOLVED that the first (business) meeting of Council be held on the first Tuesday of the month and the second (finance) meeting of Council be held on the third Tuesday of the month.** Next meetings 7th June 2016 and 21st June 2016.

11. To confirm the minutes of the meeting of the Town Council held on 26th April and 3rd May 2016.

The Clerk requested that an amendment be made to the minutes of 26th April to show that the increase in the Clerk's salary is properly approved and recorded. It was also noted that Councillor PM Hughes' name needed to be added to the attendees. **RESOLVED that with the amendments noted above that the minutes of the meeting on the 26th April be confirmed as a true record. RESOLVED that the minutes of the 3rd May be confirmed as true record of the meeting.**

12. Matters Arising

26th April. Item 182 - Council noted their will to keep on the dog fouling matter in order to try and reach a resolution. Item 182 – Councillors LL ap T Davies and

JSV Rees noted their availability for the Coleridge Festival coming through St Clears. Item 182 – The Clerk updated Council regarding the situation at the Guide Hut noting that it was now locked up and the trailer stored inside. 3rd May. Item 197 - The Clerk updated Council regarding the position with the stalls and that anyone leasing the stalls had been informed that Council had stopped leasing them with immediate effect due to the retirement of the contractor. **RESOLVED that a letter of thanks be sent to Noel and Jennet James thanking them for their work for Council over many years.** Item 197 – Council requested an update regarding the fungi on the Rebecca Gate, the Clerk informed Council that advice had been sought from the sculptor and a request had been made to have the fungi treated but that the matter needed to be followed up. Councillor JSV Rees presented Council with an inventory of Council benches and thanked Councillor RG Edwards and Melonie Galvin for their support in completing the work. It was agreed that it was important to photograph the work and Councillor Rees was congratulated on completing the task. **RESOLVED that the matter be referred to the first meeting of Council in June.** Councillors were requested to inform the Clerk if they were aware of any benches not included on the list so they could be added to the inventory.

13. **County Councillor's Update**

A discussion was held about having a sign for the trunk road advertising the facilities in St Clears noting that this had been discussed in the past but that no action had been taken. **RESOLVED that the matter be referred to the first June meeting.**

14. **Clerk's Report.**

1. **Carmarthenshire County Council.**

- i) **Planning Application** Land opposite Blewgyd Farm, St Clears. Discharge of conditions 3 (dust mitigation) and 13 (landscaping) of planning application W/32747 (Store for distribution of farm supplies). **RESOLVED that no objections be made. W/33816** Double storey extension, Blaenwaun, Bancyfelin. **RESOLVED that no objections be made.**

ii) Community & Town Councils Liaison Forum, scheduled for 24 May 2016 at 6:30pm in County Hall, Carmarthen. Agenda items include presentations from the Environment Department, Trading Standards and also an Assets Transfer Workshop. **RESOLVED that Councillors LL ap T Davies and JSV Rees attend the forum.**

2. **Consumer Council for Wales.**

The Consumer Council for Water is looking for a new Local Consumer Advocate in Wales. If you know of anyone who might be interested in a part-time (four days a month) appointment with CCWater please share the link and the attached information. <http://www.ccwater.org.uk/blog/careers/local-consumer-advocate-part-time-public-appointment-wales/> The closing date for applications is 31 May. The interview date is 16 June.

3. Christmas lights

Initial discussions have taken place in a site meeting with City Illuminations in order to receive a quote for a slightly revised provision of lights for Christmas 2016. The revised plan reflects the feedback from last year where possible and subject to the County Council confirming the suitability of some lighting columns.

15. Financial Report

Members were provided with information relating to the expenditure for the period 1st April 2016 to 16th May 2016. **RESOLVED that the report be accepted by Council.**

16. Accounts for Payment

RESOLVED that the schedule of payments and bank reconciliation noted below be approved by Council:

SCHEDULE OF PAYMENTS			17 May 2016	
Cheque/ BACS no.	Payee	Details	Cost (inc VAT)	
103735	HMRC	PAYE (May 16)	562.34	
103736	AEGON	Pension ES (May 16)	200.80	
103737	Bowen & Weaving	Paper, Envelopes, Stationery	41.83	
103738	Lyn Davies	Refund of costs incurred	199.74	
103739	Lyn Davies	Mayor's Allowance	2800.26	
BACS 105	JN Williams	Grounds Maintenance (Apr 16)	480.00	
BACS 106	JN Williams	De-littering (Apr 16)	240.00	
BACS 107	JN Williams	Installation of 5 planters	180.00	
BACS 108	N & J James	Stall set up	200.00	
BACS 109	Emma Smith	Salary (May 16)	1629.48	

Reconciliation date:		16 May 2016
STATEMENT BALANCES		
Current Account	Community Account	1,143.85
Current Account	Business Saver Account	31756.6
BALANCES TOTALS		32,900.45
Investment Account		57233.80
RESERVES TOTALS		57233.80

17. To receive an update in respect of the Town Council's accounts for the year ending 31 March 2016.

The Clerk provided Council with an update on the end of year accounts and presented them with a summary of the end of years figures for 2015/16. RESOLVED that the accounts be approved and signed. The Clerk also updated Council with regard to progress regarding the internal audit, which was complete and the work done to send the Annual Return to the external auditor. Council completed the Annual Governance Statement with the Clerk and the Annual Return was signed by the Chair. The Clerk also read a letter from the internal auditor following his completion of the audit. RESOLVED that

the Internal Auditor be invited to the second meeting June to report his findings to Council. **RESOLVED that the accounting statements, Annual Governance Statement and Internal Auditor's report be approved and the Annual Return signed by the Chair.**

18. To appoint the internal auditor for 2016/17.

The Clerk and Councillor KA Major had met with the internal auditor following the completion of the internal audit for 2015/16. The internal auditor was invited to continue for 2016/17 and he presented the Clerk with a letter setting out the terms of engagement for the year ahead. **RESOLVED that Mr Howel Bowen be appointed as the internal auditor for 2016/17.**

19. To discuss the Town Council insurance renewal

The Clerk detailed the content of the renewal documents and the cost of the premium which was reduced by over £300. **RESOLVED that changes should be made to reflect the fact that Council no longer had Christmas lights or large marquees and that the premium should be renewed on a 3 year basis.**

20. Correspondence

RESOLVED that Council note the following items of correspondence.

Eleri Retallick – Principal Arts Officer – Carmarthenshire County Council note that you have had the resignation of the current person who puts up the stalls. Would the Council consider a replacement as it would be a shame not to continue with this facility or indeed would they look at donating/selling the equipment on for use in the Community. **RESOLVED that the matter be referred to the first meeting of June to allow for a full discussion.**

1. Menter Gorllewin Sir Gar.

Searching for support and advice for Ras yr Iaith which will be passing through St Clears on 8th July.

2. NatWest

Holding reply regarding the mobile branch hours in St Clears.

21. To consider the three vacant seats at Council

The Clerk reported that the vacancy in the St Clears ward was currently being advertised for expressions of interests for an election to be held. There had also been an application to be co-opted to one of the two vacancies in the Llanfihangel Abercowin Ward. The Clerk read the application letter to Council. Councillor WEVJ Davies proposed that the applicant be co-opted to Council and was seconded by Councillor PJ Rogers. **RESOLVED that Mrs Isla-Jane McEwan, Walnut Cottage, Heol Goi, St Clears be invited to join Council for the meeting on 7th June.**

22. To receive reports from representatives on meeting of outside bodies, seminars etc.

Councillor PJ Rogers noted that a musical co-ordinator had been appointed to Ysgol Griffith Jones. Councillor LL ap T Davies noted that the Community Association would be holding an event at Bancybeili in June to celebrate the Queen's birthday. Councillor Jane Rees informed Council that they would

receive an invitation via the Clerk to attend the veterinary day on Sunday 26th June at 4pm at St Mary Magdalene Church.

23. Town Mayor's Report on Engagements and the 'Drop In Session'

The Mayor noted that he had attended a coffee morning in Bancyfelin Village Hall which was raising money for the Coronary Care Unit in Glangwili which had raised £1800 including a donation from the Mayor.

The Mayor had also attended the Young Farmers' rally at Nantyci and the Civic Service for the new Mayor in Carmarthen on Sunday.

24. Any Other Business

Councillor LL ap T Davies noted there was a big gap between litter bins in Bancyfelin and requested that enquiries be made for an extra bin to be provided.

The Mayor raised the deteriorating condition of the velvet on the Mayor's chain. The Clerk agreed to obtain a price for replacing the velvet.

Meeting terminated at 21.05