

St Clears Town Council
Minutes of the St Clears Town Council Annual Meeting
held in The Gate, Pentre Road, St Clears
on Tuesday 20th May 2014 at 7.30pm

Present:

Councillors RG Edwards, CM Davies, Mrs JSV Rees, Dr WEVJ Davies, PJ Rogers, Mrs CM Ingleton, D R Phillips, Mrs H Witt, K Major and Mr H Bowen (Internal Auditor).

In the Chair – Councillor RG Edwards (Town Mayor)

13. Apologies for absence

Apologies for absence were received from Councillors P Lanc, L L ap T Davies and County Councillor PM Hughes.

14. Personal Matters

The Mayor welcomed all to the new Civic Year and thanked for all the support for the Mayor Making ceremony.

15. Declaration of Interests – None received.

16. Accounts 2013/14

The Clerk circulated copies of the 2013/14 Income and Expenditure Account and Balance Sheet, together with supporting documentation of Comparatives, Explanation of Variances, and the Assets Register. It was noted that the Cumulative Fund Account as at 31st March 2014 amounted to £70,132.20. The Town Mayor reported that he wished it to be recorded his gratitude to the Clerk for the work undertaken in completing the Annual Accounts.

RESOLVED that

- i) the Income and Expenditure Account and Balance Sheet relating to the 2013/14 financial year to be approved.**
- ii) to approve presented Assets Register.**

17. Internal Audit 2013/14

The Chair invited Mr H Bowen as the Council's appointed Internal Auditor to give a report and recommendations on the Council's financial procedures in respect of Section 4 of the Annual Return (Annual Internal Audit Report). Mr H Bowen noted that all applicable aspects of the audit were recorded in the affirmative other than item three which referred to the risk assessment not having been completed within the financial year. Explanation of the variances were acceptable and reflected the exceptional circumstances the Town Council had been working to within the year with the appointments of additional staff and thus associated costs. The Town Mayor reported that he wished it to be recorded his gratitude to Mr H Bowen for the work undertaken in completing the Annual Internal Audit.

RESOLVED to action recommendation by Internal Auditor to review to Assets Register in a future meeting.

18. Annual Return 2013/14

Sections 1 (Accounting Statement) and Section 2 (Annual Governance Statement) of the Annual Return were reported.

RESOLVED to approve Section 1 and Section 2 of the Annual Return 2013/14.

19. Annual Risk Assessment

RESOLVED that

- i) the Chair of Council be authorised to sign the presented Annual Risk Assessment.**
- ii) to review Risk Assessment**

20. Deferred Items from Meeting 16th May 2014

RESOLVED that the Committees Membership 2014/15 should comprise:

i) Finance & General Purposes Committee

RG Edwards (Chair of Council)
K Major
DR Phillips
JSV Rees
Chair of Environment
Chair Planning & Communities

ii) Environment Committee

Dr WEVJ Davies
RG Edwards (Town Mayor)
P Lanc
JSV Rees
PJ Rogers
New Councillor

iii) Planning & Communities Committee

CM Davies (Deputy Town Mayor)
LLapT Davies
C Ingleton
K Major
DR Phillips
H Witt

21. RESOLVED that all Committees meet on the first Tuesday of each month as follows:

- i) Environment Committee at 6pm**
- ii) Planning & Communities Committee at 7pm**
- iii) Finance & General Purposes Committee at 8pm**

22. Schedule of Meetings

RESOLVED that ordinary meetings of the Town Council in the Civic Year be held on the following dates:

17th June, 15th July, 16th September, 21st October, 18th November, 16th December, 27th January 2015, 17th February, 17th March and 21st April.

23. Representation on outside bodies 2014/15

RESOLVED that the following represent the Town Council on the various outside bodies:

- i) Twinning Committee – Councillors L L ap T Davies, R G Edwards, Mrs J S V Rees (usual practice for Town Mayor to attend as ex-officio)
- ii) Bancyfelin Community Association - Councillor R G Edwards
- iii) St Clears & District Community Association – Councillor LL ap T Davies
- iv) Police Consultative Committee/PACT - Councillor R G Edwards
- v) Ysgol Griffith Jones Governing Body – Councillor CM Davies
- vi) Ysgol Bancyfelin Governing Body - Councillor R G Edwards
- vii) Osborne Charity – Councillor Dr W E V J Davies.
- viii) One Voice Wales (Carmarthenshire Area Committee):
Councillors K A Major, DR Phillips and L L ap T Davies (Reserve)
- ix) St Clears and Laugharne Business Chamber – Town Mayor
- x) Local Health Panel - Councillors Mrs J S V Rees and H Witt
- xi) Fair Trade Steering Group – Councillors L L ap T Davies and Mrs J S V Rees, Councillor CM Ingleton to join.
- xii) Bancyfelin Village Hall - Councillor R G Edwards
- xiii) Campaign to reopen St Clears railway station – Councillors Mrs H Witt and LL ap T Davies.
- xiv) St Clears Town Trust – representative to be nominated.

24. RESOLVED that the minutes of the meeting of the Town Council held on 22nd April 2014 be confirmed and signed as a true record.

25. Heritage Trail

Cllr PJ Rogers reported that one of the heritage panels along the river footpath had been damaged and required replacement, and that he had meet with Carmarthenshire County Council officers to draw attention to the erosion to footpath near the river, which could result in having to re-locate another panel.

RESOLVED to order replacement panel at a cost of £150.

26. Town Clock

RESOLVED to have the Town Clock serviced.

27. Clerk's Report

Carmarthenshire County Council

i) Planning Applications

W/29840 – Construction of a House and Garage adjacent to Neuadd Deg, Salem Rd – Mr Rhodri Walters **Granted**

W/29839 – Informational Sign for Bancyfelin Village Trail - **Granted**

W/30125 - Informational Sign (notice board) outside the Gate, Pentre Rd

W/30153 – Full Planning – Plot 1 Clos Griffiths Jones – Mark Davies

ii) Resurfacing work on A40 between St Clears & Whitland. Scheduled for August 2014.

iii) Temporary Road Closure Ffynnongain Level Crossing. Maintenance work on the level crossing from 00:45 hours to 07:15 hours Sunday 22nd June, 2014.

2. One Voice Wales

i) Consultancy Services. Leaflet offers details of the consultancy services offered by One Voice Wales. Three areas are covered, Human Resources and Employment Law, Accountancy and Audit, Health Safety & Welfare.

ii) Training. Details of training courses available in the West Wales area for June and July.

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3. Welsh Government

- i) **Consultation 'Statutory Guidance – Access to Information on Community and Town Councils'**. Sections 55 to 58 of The Local Government (Democracy) (Wales) Act 2013 requires Community and Town Councils to have websites; to publish notices and papers electronically; and to publish their register of member's interests. **Closing date 4th August 2014**
 - ii) **Community and Town Councils News – May 2014.**
 - iii) **Governance in Small Public Bodies.** A report on the failings in governance and financial arrangements by Caldicot and Wentlooge Levels Internal Drainage Board, uncovered common issues with timing and quality of Town and Community Council accounts and annual returns. Guidance has been issued by the Wales Audit Office. <http://www.wao.gov.uk/good-practice/finance/community-council-money>.
- 4. Society of Local Council Clerks**
Conference for Wales - Wed 4 June 2014 Parkway Hotel Cwmbrân. Sessions include – Community Engagement and Empowerment, A Guide to Local Community and Council Insurance, Wales Audit Office briefing and Law for Local Councils.
- 5. Proposed Merger of Mid and West Wales Fire Control Room**
E-mail representing staff of the Control Room asking for support and expressing their concern over the merger with South Wales Fire and Rescue Service Control Room and its relocation to Bridgend. Concerns raised about a lack of knowledge of the area and low numbers of Welsh speaking staff at Bridgend.
- 6. Website –** meeting held on 14 May to discuss translation of the website.

28. Annual Insurance renewal

RESOLVED to renew annual insurance policy with Zurich Municipal for £2658.39 for 1 year cover.

29. Town Council Financial Management Report

The Clerk gave a presentation on the new financial system and financial reports. Members were provided with information relating to the expenditure for the period 1st April 2014 to 20th May 2014 against the allocated Committee budget headings. It was noted that each Committee meeting will monitor its spend by using the detailed spreadsheets and the Town Council will receive the summarised report for monitoring.

30. Approve Accounts for Payment

The Clerk presented the Bank Reconciliation and Schedule of Payments Report as at 20th May 2014, which also noted the Bank Balances, Un-presented cheques and receipts since last meeting.

Bank Balances:

Community Account	500.00
Business Saver Account	21917.94
Investment Account	57175.88

TOTAL

79,593.82

RESOLVED that the following Sch 07 are approved for payment:

103449	Emma Smith	May Salary	2,319.65
103450	Catrin Bradley	May Salary	1,096.36
103451	Helen Williams	May Salary	1,269.62
103452	Helen Williams	Reimb'ts (71.20 travel, 22.58)	91.08
103453	Emma Smith	Reimb'ts (travel)	69.30
103454	Gwenllian Evans	Reimb'ts (travel)	23.40
103455	Scottish Widows	CB Pension	149.22
103456	AEGON	HW Pension	189.41
103457	N&J James	Stalls set-up	209.00
103458	Roy Watkins Photography	Photography - Civic Portraits	124.00
103459	Roy Watkins Photography	Photography - Bwrlwm Beca	60.00
103460	Local World Ltd	Bwrlwm Beca Advertisement	180.00
103461	Glyn Edwards Office Equipment	Copier	17.04
103462	St Clears Community Association	Bwrlwm Beca Twmpath	430.07
103463	Arts Care Gofal Care	Bwrlwm Beca	24.61
103464	Malcolm Herbert	Bwrlwm Beca Leads Hire	12.00
103465	JN Williams	Grounds Maint Contract Mth 1	350.00
103466	JN Williams	De-littering Apr	125.00
103467	Zurich Municipal	Insurance 2014/15	2,658.39
103468	R G Edwards	Mayors Allowance 2014/15	3,000.00
103469	P A Wait	Bancyfelin Heritage Leaflet	350.00
103470	Catrin Bradley	Audio Trail Voice Over	750.00
103471	Emma Smith	Audio Trail Translation	250.00
		TOTAL	13,748.15

31. Welfare Field

RESOLVED that

- i) the Chair of Council, Councillor RG Edwards signs the TR1 – (Transfer of whole of registered title(s)) form and the RX1 (Application to enter a restriction form) for forwarding to the Solicitor.**
- ii) A small group set-up to look at the management and responsibilities of the Welfare Field.**

32. Vacancy in the Office of Councillor in the Llanfihangel Abercowin Ward

The Clerk reported that an expression of interest in the vacancy had been received from Mr P M Hughes (County Councillor).

RESOLVED that Mr Phillip M Hughes, Old Board School, St Clears be co-opted as a Councillor in the Llanfihangel Abercowin Ward to serve for the period up to the local council elections in May 2016.

33. Civic Service

The Mayor reported that the Civic Service will be held on Sunday 8th June at 2.30pm, at St Mary Magdalene Church, followed by afternoon tea at Ysgol Griffith Jones. He reported that as Mayor he would like to reflect the priorities of the Council for the forthcoming Civic Year in his address as part of the service.

RESOLVED that the Council priorities for the 2014/15 Civic Year would be:

- i) Promotion of the Community Events Chest**

ii) Community consultation and development of a community action plan

iii) Consolidate the Trustees' 08 Welfare Field and to reflect what the community would like.

iv) Develop the proposed bursaries.

34. Residents Drop-In Session - There were no public members in attendance. RESOLVED that the drop-in sessions are promoted and that the Mayor will be available between 10-11.30am every Tuesday at The Gate to receive comments from members of the public.

Meeting terminated 21.40pm