

## St Clears Town Council

### Minutes of the meeting of St Clears Town Council held in Meeting Room 1, the Gate, St Clears, on Tuesday 23<sup>rd</sup> May 2017 at 7.00pm

**Present:** Councillors CM Davies, Dr WEVJ Davies, RG Edwards, KA Major, I Price, JSV Rees (Chair) and PJ Rogers and County Councillor PM Hughes (Item 20 onwards).

Prior to the meeting, members stood in silence as a mark of respect for the victims of the bombing in Manchester the previous evening.

#### 15. Apologies

Apologies were received from Councillor T Austin-Brydon and LL ap T Davies.

#### 16. Personal Matters

The Chair congratulated the County Councillor on his return to the County Councillor and wished improved health to him and Councillor LL ap T Davies.

#### 17. Declarations of Interest.

None.

#### 18. To confirm the minutes of the meetings of the Town Council held on 20<sup>th</sup> March and 9<sup>th</sup> May 2017.

**RESOLVED** that the minutes of the meetings held on the 20<sup>th</sup> March 2017 and 9<sup>th</sup> May 2017 be approved as an accurate record.

#### 19. Matters arising (exchange of information only)

- (i) 20<sup>th</sup> March 2017. Item 268 - Councillor Dr WEVJ Davies queried if a public meeting would be held to discuss planning application **W/35461**, the new development in Bancyfelin. Council were informed that the County would be holding a public meeting on the 19<sup>th</sup> June at 6.30pm in Bancyfelin village hall. The County Councillor would be attending. The Chair of Council agreed to attend and represent Council.  
Item 267(i) – It was noted that speeding signs had now been placed on Ostrey Hill but it was unclear who had paid for the work to be carried out. Councillor KA Major noted that the same stretch of road needed resurfacing.
- (ii) 9<sup>th</sup> May 2017. Item 5 - Councillor I Price requested that he be added to the railway committee group as he was a member previously.  
Item 7 – The Clerk informed Council that she was waiting for a response from the Land Registry.  
Item 8 – The Chair thanked the Clerk for preparing the response to the planning application **W/35461** in Bancyfelin. It was noted that the application will now proceed to the County's planning committee as more than seven responses had been received.

#### 20. To receive the County Councillor's Update

The County Councillor arrived during this item. The matters discussed were as follows:

- (i) New speeding signs at Pwll Trap. The County Councillor informed Council that the new signs had been funded by money received from the Parc Llwyn Celyn development on Ostrey Hill. The condition of the road surface on Ostrey Hill was also noted as a concern.
- (ii) Work had commenced alongside the A40 adjacent to CLH Trailers at Blewgyd St Clears. Council queried if / when planning permission had been granted on the site. The Clerk and County Councillor would make enquiries.
- (iii) The County Councillor updated Council regarding dog fouling problems. The wardens had patrolled the path along the riverbank leading to St Mary Magdalene Church and issued tickets to offending dog owners. The Town Council requested that there be some publicity on the matter to discourage dog owners from not cleaning up after their dogs.

**21. To receive the Clerk's report.**

**1) Welsh Government**

- (i) The good councillor's guide. The Clerk has one hard copy or a pdf to circulate on e-mail.
- (ii) Public Appointments. Currently advertised:  
Appointment of Chair & Members to Life Sciences Hub Wales Ltd (closing date 24 May 2017). Appointment of Vice Chair & Members to Sport Wales (closing date 6 June 2017). Appointment of Chair to the Advisory Panel on Substance Misuse (closing date 5 June 2017). Appointment of a Vice – Chair and Independent Members to NHS Wales Health Boards and Trusts (closing date 31 May 2017)

**2) Carmarthenshire County Council**

Wi-Fi Towns Initiative. Representatives would like to address the members of the Town Council, to highlight the potential of how Digital resources can address challenges and support local business, organisations, groups and individuals within the local area. Examples of activities already initiated include Wi-Fi pilots in Ammanford and Llandovery, Virtual Shop Windows in Carmarthen, along with Superfast Broadband and business engagement events forthcoming in Ammanford and Pontyberem. The Clerk attended a meeting in Nant y Ci last week where Antur Teifi provided an update on their Wi-Fi towns activities in Wales, following the results of the Digital High Street 2020 report.

**3) One Voice Wales**

- (i) Social Media Policy Template. One Voice Wales have produced a template social media policy for the use of Councils. The policy is for social media in the name of the Council and for personal use. It can be easily adopted by Council.
- (ii) Motions for 2017 Annual General Meeting. Member councils are invited to propose a maximum of two motions for debate at the AGM on Saturday 30<sup>th</sup> September. Deadline to receive motions – noon on **Friday 30<sup>th</sup> June 2017.**

- (iii) **Model Local Resolution Protocol for Community and Town Councils.**  
The Public Service Ombudsman has agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution. However, to date there has not been a common process for Community and Town Councils to follow in dealing with such matters. To assist the sector, One Voice Wales has drawn up a model protocol which any Community and Town Council can use in dealing with such complaints.

4) **NHS Direct Wales**

Phone 111 when it's URGENT but not life threatening. Posters and flyers to advertise the new telephone service.

5) **Office of the Police and Crime Commissioner Newsletter**

The Police Commissioner writes of plans to re-invest and implement the restructuring and installation of CCTV across the Dyfed-Powys area. He also notes in his first year he has: Invested in the Cyber Crime Unit, secured 8 new officers who are dedicated to protecting vulnerable people, invested £180,000 across the 4 counties to support Youth Offending and Prevention teams and launched the new Commissioners Community Funding equating to £75,000 which is available for Community groups.

6) **Community Health Councils Wales**

Between January and March 2017 the seven Community Health Councils (CHCs) in Wales asked people across the country to share their ideas on improving NHS services for people with dementia and their carers. A report has been published and can be viewed by following the links below:

<http://www.wales.nhs.uk/sitesplus/documents/899/Dementia%20Care%20%28One%20Simple%20Thing%29%20BCHCW%20final%20.pdf>

<http://www.wales.nhs.uk/sitesplus/899/home>

7) **CILCA Training**

Due to numerous Clerks in the area signing up to the CILCA (Certificate in Local Council Administration Course), there will be four training days between July and October 2017 held in Tenby. The Clerk plans to attend all four days to assist with the course.

8) **Appraisal**

The Clerk's appraisal has been carried out by the nominated Members. The targets agreed for the 2017/18 Civic Year are as set out in the appendix. There will also be an opportunity to review the targets in 6 months.

9) **Council Laptop**

The Clerk's laptop has been out of use for 11 days due to hard drive failure. It is currently being assessed repaired under the three-year cover agreement purchased with the laptop. All files have been backed up on Windows OneDrive.

**10) Bank mandate**

Changes to the bank mandate are ongoing and should be complete in the coming weeks.

**Insurance renewal**

The Council's insurance will renew on the 1<sup>st</sup> of June. A three year agreement was approved in 2016 and as such the charge this year will be £1602.24.

**11) Training Opportunities for Members**

Carmarthenshire County Council are offering Code of Conduct Training on the evening of 29<sup>th</sup> June and 6<sup>th</sup> July in County Hall – please let the Clerk know if you would like to attend.

One Voice Wales are also offering New Councillor and Code of Conduct Training in the coming weeks. Details below:

06/06/2017	Tuesday	St Peters Civic Hall, Carmarthen	New Councillor Induction
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**22. To receive the financial report.**

The Clerk presented Council with the financial report detailing expenditure against budgetary areas since April 2017. **RESOLVED that the report be approved by Council.**

**23. To approve accounts for payment.**

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

Reconciliation date:		<b>23-May-2017</b>
<b>STATEMENT BALANCES</b>		
Current Account	Community Account	9,346.24
Current Account	Business Saver Account	37432.06
<b>BALANCES TOTALS</b>		<b>46,778.30</b>
Investment Account		57255.21
<b>RESERVES TOTALS</b>		<b>57255.21</b>

SCHEDULE OF PAYMENTS				
Cheque/ BACS no.	Payee	Details	Cost (inc VAT)	
103793	AEGON	Pension	207.98	
103794	Ysgol Dyffryn Taf	Design Technology Award Sponsorship	50.00	
103795	Y Popty Cafe	Buffet Mayor Making	208.00	
BACS 185	Emma Smith	Salary (May)	1687.82	
BACS 186	HMRC	PAYE (May)	585.14	
BACS 187	Emma Smith	Reimbursement	42.69	
BACS 188	Jonathan Williams	Grounds Maintenance and delittering	672.00	
BACS 189	Jonathan Williams	Welfare Field Maintenance	278.40	
BACS 190	Insignia Technology Systems	Toner Cartridge x 2	224.88	
BACS 191	Zurich Municipal	Insurance renewal	1602.24	
BACS 192	Cllr Jane Rees	Mayor's Allowance 2017/18	3000.00	
BACS 193	Cllr Jane Rees	Reimbursement (Mayor Making drinks)	42.29	

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

**i. End of Year Accounts.**

The Clerk circulated a copy of the end of year accounting sheet comparing the income and expenditure for 2016/17 with 2015/16. Council considered the report and discussed its contents and thanked the Clerk for the work to prepare the accounts. Councillor Dr WEVJ Davies proposed that the End of Year accounts be approved by Council and was seconded by Cllr KA Major. Council were in agreement. **RESOLVED that the End of Year Accounts 2016/17 be approved by Council.**

**ii. Internal Audit Report.**

The Clerk updated Council on the progress with the Internal Audit noting that the work had been completed and a written report from the auditor received. All tasks had been completed and the Internal Auditor had no issue to raise with Council.

**iii. Completion of Annual Governance Statement for External Audit.**

The Clerk led Council through the Annual Governance Statement and the document was approved and signed. **RESOLVED that the Annual Governance Statement and Annual Return for the External Audit 2016/17 be signed and returned to the External Auditor.**

**25. To appoint the internal auditor for 2017/18.**

Councillor Dr WEVJ Davies moved that Mr Howel Bowen be reappointed as the Internal Auditor for 2017/18. The motion was seconded by Councillor I Price and Council were in agreement. **RESOLVED that Mr Howel Bowen be appointed as the Internal Auditor for the Town Council for the 2017/18 financial year.**

**26. To consider a plan for Council.**

The Clerk had circulated a document containing a plan for the Council's first Civic Year prior to the meeting for Council to consider. Council discussed the document and it was agreed that it needed to be made clear that although the tasks in the documents were targets, the document would be continuously revised and revisited and that some things would need to be moved or reconsidered. The Clerk would add a statement to the document to reflect this. A copy of the plan can be seen in an annex to these minutes.

**27. To consider the Council's meeting structure.**

A document detailing proposals for a new meeting structure for Council had been circulated prior to the meeting. Council discussed the proposals and after considering the options Councillor RG Edwards proposed that Council trial Option 2, Model 2 with the option to review if it became clear the the model wasn't working. The proposal was seconded by Cllr Dr WEVJ Davies.

**RESOLVED that Option 2 Model 2 (shown below) be approved by Council with the meetings being held on the first Tuesday of the month in addition to the Full Council meeting on the third Tuesday of the month.**

Environment - 7pm	Finance, Community and General Purpose - 8pm
Mayor	Mayor
Deputy Mayor	Deputy Mayor
Councillor 1	Councillor 5
Councillor 2	Councillor 6
Councillor 3	Councillor 7
Councillor 4	Councillor 8

Councillors would contact the Clerk to note their committee preference.

## 28. Correspondence

1. Taf QT Club. A letter seeking financial support for the year ahead. **RESOLVED that the Clerk contact Mr Wyeth to inform him of some potential funding routes.**
2. Angela Burns AM. Informing the Town Council of the progression of St Clears to the second stage assessment for a new railway station.
3. Thomas Evans, Carmarthenshire County Council. Requesting a meeting to discuss the potential new railway station and the way forward. **RESOLVED that a meeting be arranged in the near future to include the Council representatives on the Re-opening of the Railway group and the County Councillor.**
4. Carmarthenshire County Council. Correspondence seeking a representative from Town and Community Councils for Standards Committee. **RESOLVED that the matter be referred to the June meeting of Council.**
5. Office of the Police and Crime Commissioner. Correspondence informing Council of the £75,000 available in the Community Fund. **RESOLVED that Council apply for funding to improve the current provision of CCTV.**

## 29. To consider the three vacant seats at Council.

No applications had been received for the vacant seats.

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

Councillor RG Edwards recorded attendance at the Ysgol Bancyfelin Governors meeting and noted that there were no issues at present. Councillor Edwards had also attended a Bancyfelin Village Hall meeting and noted that the Carnival would be held on the 1<sup>st</sup> July 2017.

Councillor Dr WEVJ Davies recorded that there still hadn't been a meeting of the Osborne Trust.

**31. To receive the Town Mayor's Report on civic events, engagements etc.**

The Chair noted that the previous Mayor hadn't been well enough to attend all events over the last couple of months and that as Deputy she had stepped in on his behalf. The events attended since March were as follows:

- 01.04.17 St. Clears RFC- ball sponsor for game against Cardigan.
- 04.04.17 Council Dinner at Elaichi Restaurant, St Clears.
- 08.04.17 St. Clears Scouts - Jumble Sale
- 11.04.17 St. Clears and District Twinning Association. Pie and Pint Evening (Deputy Mayor)
- 18.04.17 St. Clears Mini 7's. (Deputy Mayor)
- 19.04.17 Presentation (Deputy Mayor)
- 23.04.17 St Clears Rugby Festival.
- 09.05.17 Town Council Awards Evening (Deputy Mayor)

New Civic Year begins 19/05/17

- 19.04.17 Mayor Making and reception.
- 20.04.17 St Clears Show, Nantyci.

**32. Any Other Business (exchange of information only)**

- (i) The Chair spoke of her ideas for the Civic Year ahead which would focus on the theme of identity, for the Council, for local groups and organisations and creating an identity for the Council area.
- (ii) Councillor RG Edwards asked that a letter of congratulations be sent to St Clears Show Committee to congratulate them on another successful event.
- (iii) Councillor PJ Rogers circulated leaflets about the Llansteffan Literary Festival in June.

**Meeting terminated at 21.07**