

## St Clears Town Council

### Minutes of the meeting of the Town Council held in Bancyfelin Hall, Bancyfelin on Tuesday 13<sup>th</sup> December 2011 at 7.30pm

#### **Present:**

Councillors: T W Brown, C M Davies, L L ap T Davies, Dr W E V J Davies, R G Edwards, C J Jenkins, K A Major, P J Rogers, Mrs L M Owen and Mrs J S V Rees.  
Also in attendance County Councillor P M Hughes.

In the Chair - Councillor C M Davies (Town Mayor).

The Town Mayor welcomed everyone to the meeting including the members of public.

#### **125. Apologies**

Apologies were received from Councillors B J Jenkins and E H Eynon.

#### **126. Declarations of Interest**

No declaration of interest was recorded at this stage of the meeting.

#### **127. Minutes**

**RESOLVED that the minutes of the Town Council meeting held on 8<sup>th</sup> November 2011 be confirmed and signed as a true record.**

#### **128. Matters Arising**

##### **i) 82 Telephone Kiosks**

The Clerk reported that British Telecom had confirmed that the red telephone kiosks at Bancyfelin and St Clears were their responsibility.

**RESOLVED that the following enquiries be made with BT regarding the kiosks:**

##### **i) their status**

##### **ii) if they are still in operation whether there are plans to close them down**

##### **iii) whether the redundant kiosks were available for purchase by the community**

##### **ii) 106 Carmarthen Journal**

The Clerk reported on a response from the Editor of the Carmarthen Journal who had assured that the name given on the court list was Church Road, St Clears and that the reporters always checked their facts as thoroughly as possible.

**RESOLVED that the Editor be requested to clarify the mistake in a future edition of the Carmarthen Journal.**

##### **iii) 124 (iii) Complaint to Public Services Ombudsman for Wales**

Members were advised that the Public Services Ombudsman for Wales had reported that they would not be investigating further the complaint received relating to the Town Council.

#### **129. County Councillor's Report**

##### **i) Bus Shelters**

County Councillor P M Hughes reported that the provision of new bus shelters at Glasfryn and the Wembley Turning area was in hand

The provision of kassel kerbs for the bus shelters at Medical Hall and the Black Lion Hotel had been completed.

He reported that arrangements would be made to provide kassel kerbs for the bus shelters at Bancyfelin and Pwlltrap.

He also reported that unfortunately there was no suitable location to provide a bus shelter on High Street, St Clears.

ii) Road Safety Issues in High Street/Gothic Corner

County Councillor P M Hughes provided members with details of the proposed improvements to be undertaken at Gothic Corner and reported that the work would be undertaken soon.

Following a proposal from Councillor P J Rogers it was

**RESOLVED that the County Council be thanked for providing the proposed improvements.**

iii) Parking in the vicinity of County Stores

County Councillor P M Hughes reported that issues relating to parking in the vicinity of County Stores were being addressed and that arrangements were in hand for the new parking bays north of County Stores to be removed for safety reasons.

**130. Clerk's Report**

i) National Assembly for Wales – Communities Equality and Local Government Committee Consultation on Local Government Byelaws (Wales) Bill.

**RESOLVED that the documentation be circulated to members and that the matter be included on the Agenda of the January 2012 meeting of the Town Council.**

ii Carmarthenshire County Council

a) The Town Council's observations were sought on the proposed revocation of existing limited waiting Monday to Saturday 8.00am to 6.00pm no return within 1 hour and the introduction of a disabled parking bay (for one hour) outside the Post Office in Pentre Road, St Clears.

**RESOLVED that the Town Council support the proposal.**

b) Information relating to the Rural Development Plan for Wales - Rural Community Inclusion Programme.

c) Marketing and Tourism update.

d) Information relating to the Promotion, Marketing and Communication Seminar to be held on 14<sup>th</sup> December 2011.

iii) One Voice Wales

Information relating to

- the European Antibiotics Awareness Day – 18th November
- amendment to the Model Standing Orders
- update on appointment of Training Champions
- survey relating to mental health services users
- 'Green Future' Training Programme January – March 2012
- summary of responses relating to Welsh Government consultations and recommendations of Walker Review of charging for household water and sewerage services

- Ordnance Survey local councils survey

iv) Society of Local Council Clerks

Information relating to the Practitioner's Conference on 17<sup>th</sup>/18<sup>th</sup> February 2012 at De Vere Staveton

v) Mid and West Wales Fire and Rescue Service

Receipt of Annual Action Plan 2012/13

vi) Hywel Dda Community Health Council

Information relating to:

- Update on Organ Donation, consultation and public meeting arrangements
- Mental Health (Care Co-ordinator of Care Treatment Planning) (Wales) Regulations 2011
- National Programme for Mental Health Newsletter – October 2011
- Carmarthenshire Positive Ageing Group
- Funding for major extension to Children's Hospital for Wales

vii) SSE Renewables

Receipt of communication reporting that SSE have advised the Infrastructure Planning Commission that they are delaying the submission of the Planning Application for the proposed Nant y Moch wind farm until Spring 2012.

viii) Fairtrade Wales

Information relating to Fairtrade issues.

ix) Natural Framework Consultations

Information relating to Wales Government consultation on the Fire and Rescue National Framework 2012 onwards.

x) Sustainablegov.co.uk

Newsletters

xi) Insigniauk.co.uk

Information relating to QE Diamond Jubilee commemorative items

### **131. Special Projects Committee**

Councillor C J Jenkins reported on meetings of the Special Projects Committee held on 15<sup>th</sup> and 22<sup>nd</sup> November 2011.

**RESOLVED that the Reports of the Special Projects Committee meetings held on 15th and 22<sup>nd</sup> November 2011 be accepted and the recommendations approved (Appendices A and B attached).**

He reported that the Winter Carnival/Christmas Lights Switch On had been a very successful event and was well supported. All issues arising from this year's event would be addressed by the Special Projects Committee.

He expressed his gratitude to everyone, including representatives of local organisations and businesses, who had assisted with the event.

The Town Mayor congratulated the Special Projects Committee on the organisation of the event and thanked everyone that had assisted.

In discussion Councillor Dr W E V J Davies referred to the lack of Floats at the event and Councillor L L ap T Davies reported that residents in Bancyfelin would like to see the Christmas Lights Display in the village extended.

In response it was reported that the issues be referred to the Special Projects Committee.

### **132. Environment Committee**

i) Councillor T W Brown reported on meetings of the Environment Committee held on 15<sup>th</sup>, and 28<sup>th</sup> November 2011.

**RESOLVED that the Reports of the Environment Committee meetings held on the 15<sup>th</sup> and 28<sup>th</sup> November 2011 be accepted and the recommendations approved (Appendices C and D attached).**

a) In response to an enquiry from Councillor P J Rogers County Councillor P M Hughes reported that there were insurance implications relating to the provision of benches on Peillac Way.

It was noted that some local organisations had previously indicated their wishes to provide benches on Peillac Way.

**RESOLVED that the matter be referred back to the Environment Committee for further discussions.**

b) In response to an enquiry from Councillor C J Jenkins relating to the riverside project drawn up by ARUP County Councillor P M Hughes reported that there were issues relating to land acquisition linked to the scheme.

c) Councillor C J Jenkins reported on the need for the provision of a tarmacadam surface on the footpath/cycleway in the area between the car park and the A40 Bridge.

**RESOLVED that the matter be discussed further by the Environment Committee.**

The Town Mayor requested members to E-Mail the Clerk with any further concerns or enquiries regarding Peillac Way in order that arrangements could be made for them to be discussed at the Environment Committee.

County Councillor P M Hughes reported that he would attend the next meeting of the Environment Committee to discuss issues relating to the maintenance and the provision of benches on Peillac Way.

ii) Councillor P J Rogers reported on a meeting of the Environment Committee meeting held on 29<sup>th</sup> November 2011 to discuss the proposed Heritage Trail project and provided members with detailed information relating to the proposals.

**RESOLVED that the Report of the Environment Committee meeting held on 29<sup>th</sup> November 2011 be accepted and the recommendations approved (Appendix E attached)**

### **133. Finance Committee**

Councillor R G Edwards reported on a meeting of the Finance Committee held on 6<sup>th</sup> December 2011.

**i) RESOLVED that the Report of the Finance Committee meeting held on 6<sup>th</sup> December 2011 be accepted and the recommendations approved (Appendix F attached).**

**ii) RESOLVED that the following additional payment be approved:**

102999 Malcolm Herbert Plant Hire Ltd - £199.20 - Hire of equipment for Winter Carnival /Christmas Lights Switch On

### **134. Audit of Accounts**

The Clerk referred to the communication from BDO LLP relating to the completion of the audit for the year ended 31<sup>st</sup> March 2011 as detailed in the report of the Finance Committee meeting held on 6<sup>th</sup> December 2011.

#### **RESOLVED:**

- i) that the matters raised by the Auditors be noted**
- ii) to approve the revised Annual Return**
- iii) the Annual Return be certified by the Town Mayor and returned to BDO.**

### **135. Food and Craft Market**

The Clerk provided members with an update regarding the Food and Craft Market. He reported that the Markets scheduled for the 26<sup>th</sup> November and 3<sup>rd</sup> December had to be cancelled due to the lack of Traders.

#### **RESOLVED**

- i) that as in the previous year no Food and Craft Markets be held in January and February 2012**
- ii) the Food and Craft Market be recommenced possibly in March 2012**
- ii) that the Market Group meet early in the new year to discuss how the market can be revived.**

In response to an enquiry it was reported that the weekly Car Boot Sale had been suspended for the Winter months.

### **136. Reports of Members' Attendance at Meetings of Outside Bodies etc**

i) Councillor P J Rogers and the Town Mayor reported on their attendance at the One Voice Wales Training session held in Carmarthen - Module 8 Community Engagement. Councillor P J Rogers circulated a report relating to the training session and suggested ways in which the Town Council could improve on community engagement.

**RESOLVED that the development of a Strategy for Community Engagement be included on the Agenda of the January 2012 meeting of the Town Council.**

ii) Councillor L L ap T Davies reported on his attendance at the following:

- St Clears Scouts Christmas Presentation
- attendance at the One Voice Wales Training Session in Carmarthen - Module 6 – Understanding Local Authority Finance
- a meeting of the RDP Grant - Festivals and Events Working Group.

iii) Councillors P J Rogers and Mrs J S V Rees reported on their attendance at a meeting of the RDP Grant - Leisure and Tourism Working Group

iv) Councillor Mrs J S V Rees reported on her visit to the Mobi Bus.

v) Councillor R G Edwards reported on the Bancyfelin Village Hall Committee Christmas Lights Switch On. He reported that the event had been well attended and on behalf of the Bancyfelin Hall Committee thanked the Town Mayor for his attendance and the Town Council for the use of the sleigh.

vi) Councillor T W Brown reported on information received relating to various scams.

### **137. Town Mayor's Report**

The Town Mayor reported on civic events and engagements attended since the last meeting including his attendance at the Bancyfelin Christmas Lights Switch On and congratulated the Bancyfelin Hall Committee on the organisation of the event.

### **138. Community Service Award**

**RESOLVED that Messers Dewi Griffiths and Peter Harries be the recipients of the local 2011 Community Service Awards.**

### **139. Any Other Business**

i) The Clerk advised members for information that the Town Council had received, as part of the consultation process, the following planning application submitted to Carmarthenshire County Council and that he was awaiting members of the Planning Committee's observations on the application:

W/25811 Listed Building – Minor alterations to include widening an existing opening, creating a new opening into an existing storage room and closing up existing door to storage room at The Butchers Arms, High Street, St Clears for Felinfoel Brewery Company Ltd

**RESOLVED that the Town Council offer no adverse comments on the planning application.**

ii) The Town Mayor referred to a local resident, Ms Julie Arms-Williams' recent donation of stem cells to save a dying Russian teenager.

**RESOLVED that a congratulatory letter be sent to Ms Arms-Williams' for extending vital assistance in saving the boy's life and hoping that the transplant will be a total success.**

iii) Councillor Mrs J S V Rees on behalf of members thanked the Town Mayor for providing refreshments following the Winter Carnival/Christmas Lights Switch On and reported that it was nice to meet representatives of other local Councils at the event.

iv) Councillor L L ap T Davies reported that a Bancyfelin resident was experiencing difficulties in getting to the local Post Office and Shop as they could not get their wheelchair past the road leading to Wenallt.

**RESOLVED that the matter be referred to the County Council.**

v) Councillor R G Edwards reported, for information, on a proposal for the revision of the early evening bus service from Carmarthen to Bancyfelin. The proposed arrangements however were not entirely suitable as the bus was leaving Carmarthen at 5.30 pm which was too early.

vi) The Town Mayor reminded members that the Christmas Draw would take place in the Gate, Pentre Road, St Clears on Tuesday evening 20<sup>th</sup> December 2011. He enquired as to how many members would be attending as he would be providing light refreshments on the evening. He also reminded members to ensure that all draw tickets were returned prior to the draw.

vii) The Clerk reported that a local contractor had offered his services to recycle Christmas Trees for the Town Council. It was agreed to enquire in the first instance whether the County Council would be providing this service in the area.

Prior to the closure of the meeting the Town Mayor asked the members of public who were present if they had any questions.

In response

- the Town Mayor was thanked for attending the Bancyfelin Christmas Lights Switch On.
- there was a request that the Town Council meet again in Bancyfelin before the end of the Civic Year
- it was reported that the Bancyfelin Community Association wished to provide four additional planters in Bancyfelin – Community Association to write formally to Town Council and matter to be discussed by the Environment Committee.

Meeting terminated at 9.15pm

**St Clears Town Council**

**Minutes of a Meeting of the Special Projects Committee  
held in YGât/The Gate, Pentre Road, St Clears  
on Tuesday 15<sup>th</sup> November 2011 at 5.00 pm.**

**Present:** Councillors: T W Brown, E H Eynon, Mrs L M Owen, C M Davies (Town Mayor) and K A Major (Chair of Policy Committee).

In the Chair Councillor E H Eynon.

**Apologies**

Apologies were received from Councillor Mrs J S V Rees.

**Declarations of Interest**

There were no declarations of interest.

**2011 Fireworks Display**

All members were in agreement that the Fireworks Display had been very successful and had been very well supported.

There were very minor issues that had arisen which would need to be addressed prior to next year's event.

It was also noted that there was a need to provide a ramp for disabled access to the Marquee.

Members were provided with an income and expenditure account relating to the event.

Councillor T W Brown thanked the Committee on behalf of the Royal British Legion – St Clears Branch for allowing them to make a collection for the Poppy Appeal at the event.

**2011 Winter Carnival/Christmas Lights Switch On**

The Chairman provided Members with a detailed update regarding the arrangements for the event.

Following a discussion it was agreed that:

- Santa's Grotto be located in a Marquee to the rear of Chris Jenkins' Pharmacy
- Food to be served from a small marquee to be located next to the Christmas Tree at the Old Market Square
- Market stalls to be located on the roadside between the entrance to Lewis Lewis car park and the zebra crossing
- Second large marquee to be erected, if required, at entrance to Lewis Lewis to house additional market stalls.

The Town Mayor reported that the necessary arrangements had been made for the provision of generators and lighting as well as steps for the lorry to be used as staging.

Further discussions ensued regarding detailed timings etc for the event.



It was agreed that invitations be extended to the Mayors of Laugharne, Narberth and Whitland and the Chairman of Llanddowror Community Council to attend together with an invitation for these communities to bring Floats to the event.

#### **Queen's Diamond Jubilee Event**

Following a discussion it was agreed

- that the Town Council in conjunction with the Community Associations and the Craft Centre organise a Fun Day to celebrate the event
- the Town Council participate in lighting a beacon to celebrate the event.
- further enquiries be made regarding the purchase of mugs for distribution to local children
- to seek information regarding the availability of grants to assist with the funding of the event

#### **2012/13 Budget**

The Chairman reported on discussions at the Finance Committee meeting relating to the Committee's draft budgetary requirements in the 2012/13 financial year.

#### **Town Council Website**

The Chairman provided members with an update relating to the Website.

He reported that the St Clears Choral Society single website page was now displayed on the Town Council website and arrangements were in hand for the Winter Carnival to be advertised on the home page.

Meeting terminated at 6.35pm

**St Clears Town Council**

**Minutes of a Meeting of the Special Projects Committee  
held in Y Gât/The Gate, Pentre Road, St Clears  
on Tuesday 22nd November 2011 at 7.00 pm**

**Present:** Councillors: T W Brown, E H Eynon, C J Jenkins, Mrs L M Owen, C M Davies (Town Mayor) and K A Major (Chair of Policy Committee).

In the Chair Councillor E H Eynon.

**Apologies**

Apologies were received from Councillor Mrs J S V Rees.

**Declarations of Interest**

There were no declarations of interest.

**2011 Winter Carnival/Christmas Lights Switch On**

The Chairman provided Members with a detailed update regarding the arrangements for the event.

Following a discussion final arrangements were agreed.

The Clerk reported that at this stage he did not think that it would be necessary to erect the second marquee to cater for additional stalls. It was agreed that the final decision be left until Saturday morning.

The Committee agreed that arrangements be made for one marquee to house Santa's Grotto to be erected at the rear of Chris Jenkins Pharmacy on Saturday afternoon.

It was agreed that arrangements be made to meet on Sunday from 9.00am to 11.00am for setting up and from 2.00 pm onwards for the event – Clerk to notify all members of the Town Council of the arrangements.

**Christmas Competition - Best Decorated Premises**

It was agreed that the Town Council arrange the usual annual Christmas Competition relating to the best decorated premises with the closing date for entries being 12<sup>th</sup> December.

Meeting terminated at 7.45pm

**St Clears Town Council**

**Minutes of a meeting of the Environment Committee  
held in The Gate/Y Gât, Pentre Road, St Clears  
on Tuesday 15<sup>th</sup> November 2011 at 6.35pm.**

**Present:** Councillors: T W Brown, W E V J Davies P J Rogers, Mrs L M Owen, C M Davies (Town Mayor) and K A Major (Chairman of Policy Committee).

In the Chair Councillor T W Brown.

**Declarations of Interest**

No declarations of interest were recorded.

**Carmarthenshire Landscapes and Heritage Grant Scheme**

The Chairman reported that the meeting had been called to discuss the Town Council's proposed application for grant aid for a project involving the provision of a Heritage Trail, Information Panels and Heritage Leaflet.

Members discussed in detail proposals relating to the project.

**Information Panels**

It was agreed that the heritage trail take in the area from the Old Market Square via the Car Park, Peillac Way and St Mary Magdalene Church to the Wharf.

It was noted that information panels were already in existence at the Old Market Square (1), War Memorial (2), Banc y Bailey (2) and the Wharf (2).

It was agreed to recommend that additional information panels (3 in total) be provided at the Car Park – next to proposed Picnic area – with trail map and key; St Mary Magdalene Church and the Wharf and that the existing panels be refurbished/renewed and if necessary relocated.

**Historical Trail Leaflet**

It was agreed to recommend that a leaflet be produced in conjunction with the Heritage Trail.

Members discussed the possibility of local shops giving the trail some publicity on paper bags.

It was also proposed to negotiate with St Mary Magdalene Church the possibility of providing toilet facilities in the Church car park.

The Chairman volunteered to make enquiries relating to the provision of mobile telephone units with information regarding the trail which could be hired by visitors.

It was also agreed to recommend as part of the project, provided funding is available, to provide name plates for the old streets eg Y Ffald

Members also discussed the possibility of Phase 2 of the project which would include an alternative route back from the Wharf past some of the water pumps.

Meeting terminated at 8.00pm

**St Clears Town Council**

**Minutes of a meeting of the Environment Committee  
held in The Gate/Y Gât, Pentre Road, St Clears  
on Monday 28<sup>th</sup> November 2011 at 7.00pm.**

**Present:** Councillors: T W Brown, W E V J Davies, P J Rogers, Mrs L M Owen, C M Davies (Town Mayor) and K A Major (Chairman of Policy Committee).

In the Chair Councillor T W Brown.

**Declarations of Interest**

No declarations of interest were recorded.

**St Clears Business Chamber**

The Chairman welcomed to the meeting Mrs Thelma Jones, Chairman of St Clears Business Chamber.

Mrs Jones had been invited to attend the meeting to discuss ways in which the Business Chamber and the Town Council could work together in the interest of both parties in particular relating to the provision of Notice /Information Boards and publicity leaflets. In discussion the Committee outlined the Town Council's proposed application for grant aid for a project involving the provision of a Heritage Trail, Information Panels and Heritage Leaflet.

Mrs Jones provided members with a draft leaflet and map drawn up by the Business Chamber and discussed the possibility of a joint promotion leaflet which would incorporate information relating to local businesses as well as the proposed heritage trail.

It was agreed that the Committee discuss the matter with the County Council Cultural Heritage Grants Officer at their meeting the following day and to arrange a further meeting with Mrs Jones following that meeting.

Prior to her departure the Chairman thanked Mrs Jones for attending the meeting.

**2012/13 Budget**

The Clerk reported on discussions at the Finance Committee meeting relating to the Committee's draft budgetary requirements in the 2012/13 financial year.

The Finance Committee were proposing that the expenditure regarding the RDP Grant relating to the proposed Heritage Trail etc project would not be incorporated into the Environment Committee budget.

**Review of Grounds Maintenance, Provision of Hanging Baskets etc Contract 2011**

Following a discussion regarding the above it was agreed to invite Mr Noel James to the next meeting of the Environment Committee to review the contract

It was agreed to recommend that the Committee investigate the possibility of the Town Council directly arranging the provision of hanging baskets in 2012.

The Chairman referred to his recent discussions with a representative of the Gardening Club regarding the maintenance of the trees at the War Memorial.

It was agreed to discuss further the possibility of the Gardening Club assisting with the planting of the Flower Boxes.

It was also agreed to investigate whether local organisations would wish to maintain some of the Flower Boxes.

### **Skateboarding Area**

The Clerk reported that he was now in possession of the keys for the bollards for access to the Skateboarding area and was in a position to complete arrangements for the seating.

### **Provision of Bus Shelters**

It was noted that the County Council had advised that bus shelters would be provided at the former Glasfryn School and Wembley Gardens Turning Area via a grant from the Welsh Government.

### **Children's Play Area**

It was agreed that arrangements be made to meet with the owners of Hafren House to discuss the proposed fencing on Saturday morning 10th December.

### **Town Clock**

The Clerk reported that work was in hand regarding the provision and fitting of a plaque on the Town Clock to commemorate the late Councillor Peter Lewis.

### **Water Pumps**

Members were advised that there had been no progress regarding this matter.

### **Ffordd Peillac Way**

#### **Provision of Seating**

It was noted that there had been no progress regarding the proposed seating on Peillac Way.

It was agreed to discuss the matter further with County Councillor P M Hughes.

The Town Mayor referred to seating at Ysgol Griffith Jones that had been produced by the pupils and it was proposed, subject to the outcome of discussions with County Councillor P M Hughes, to look at the possibility of the school pupils providing the seating

### **Provision of Picnic Area**

The Clerk reported on a price from the supplier for the provision of picnic tables together with concrete bases to secure them.

The Chairman referred to the possibility of providing picnic tables and benches from recycled material and it was agreed to obtain costs relating to these units.

### **Road Safety Improvements**

It was noted that the County Council scheme to deliver road safety improvement features at Gothic Corner had been finalised and approved by the Executive Board Member/local member. Details of the scheme would be available at the next meeting of the Town Council.

The Town Mayor reported that he had seen details of the scheme and outlined the proposals.

Councillor P J Rogers drew members' attention to the need to undertake road safety improvements in Station Road in the vicinity of Trinity Chapel.

It was agreed to recommend that the matter be brought to the attention of the County Council on completion of the road safety improvements at Gothic Corner.

### **Old Market Square**

It was noted that the clock was now showing the correct time.

### **Fly Tipping**

The Clerk reported that the County Council had investigated further the issue relating to the tipping of an old mattress and wooden pallets on the riverside near Riverside Terrace and had advised that their removal was the responsibility of the landowner.

It was agreed to make enquiries regarding the ownership of the land.

### **Any Other Business**

i) Councillor P J Rogers referred to trees in the water in the Cynin and Dewi Fach rivers and agreed to provide the Clerk with further details relating to their location in order that the matter could be reported to the relevant Authority.

ii) The Town Mayor referred to the need on safety grounds to remove the new parking bays in the area north of County Stores on the Pwlltrap Road and also the need for the provision of limited parking signage in the vicinity of County Stores.

The Clerk reported that County Councillor P M Hughes had confirmed that the work was in hand.

The Chairman reminded members of the meeting arranged for the following afternoon with Mr Emyr Price, Cultural Heritage Grants Officer, Carmarthenshire County Council to discuss the proposed RDP grant application relating to the Heritage Trail etc project.

It was agreed that due to the adverse weather forecast for the following day not to walk the proposed trail but to meet at The Gate.

Meeting terminated at 9.15pm

**St Clears Town Council**

**Minutes of a meeting of the Environment Committee  
held in The Gate/Y Gât, Pentre Road, St Clears  
on Tuesday 29th November 2011 at 2.00pm.**

**Present:** Councillors: T W Brown, P J Rogers, C M Davies (Town Mayor) and K A Major (Chairman of Policy Committee).  
Also in attendance Councillor Mrs J S V Rees.

In the Chair Councillors T W Brown/P J Rogers.

**Apologies**

Apologies were received from Councillors Dr W E V J Davies and Mrs L M Owen.

**Declarations of Interest**

No declarations of interest were recorded.

The Chairman welcomed to the meeting Mr Emyr Price, Cultural Heritage Grants Officer, Carmarthenshire County Council and reported that the meeting had been called to discuss the proposed RDP grant application relating to the Heritage Trail etc project.

Councillor Mrs J S V Rees had been invited to attend as she was particularly interested in the project having commenced discussions relating to a similar project titled 'Bro Beca' during her term of office as Town Mayor.

Councillor P J Rogers volunteered to become the lead member/co-ordinator for the project and took the chair for the remainder of the meeting.

Members discussed the proposed project in detail with Mr Price in order to ensure that it met the criteria for grant aid.

Members also discussed with Mr Price the possibility of a phase 2 and phase 3 projects.

Following discussions it was agreed that the Town Council:

- investigate the type of information panels to be provided and obtain costings
- discuss with the County Council, where appropriate, the siting of the information panels and to seek information whether planning permission would be required
- to seek further information relating to the use of new technology relating to the project

Concern was expressed that the final section of the trail would not be accessible to disabled users. It was agreed to discuss this matter with Officers of the County Council Countryside Recreation Unit.

The Committee also referred to discussions the previous evening with the Chairman of the local Business Chamber and enquired whether it would be possible for the project to be sponsored by private businesses.

Mr Price also provided members with information required for the completion of the grant application forms together with the timescale for applications.

The Chairman thanked Mr Price for his attendance and his valuable assistance.

Meeting terminated at 3.20pm



**St Clears Town Council**

**Minutes of a meeting of the Finance Committee held in  
the Mayor's Parlour, Y Gât/The Gate, Pentre Road, St Clears  
on Tuesday 6<sup>th</sup> December 2011 at 7.00 pm.**

**Present:** Councillors: R G Edwards, E H Eynon, C M Davies (Town Mayor) and K A Major (Chairman of Policy Committee)

In the Chair Councillor R G Edwards.

**Apologies**

Apologies were received from Councillors: B J Jenkins and P J Rogers.

**Declarations of Interest**

Councillor E H Eynon relating to payments schedule.

**Budget Monitoring**

Members were provided with details of income and expenditure for the period 1<sup>st</sup> April to 30<sup>th</sup> November 2011 together with copies of bank statements and bank reconciliation statement as at 30<sup>th</sup> November 2011.

The receipt of £2286.12 VAT refund was noted.

It was reported that arrangements had been made, as discussed at the last meeting, for a sum of £25,000 to be re-invested in a further nine month Fixed Rate Bond with effect from 9<sup>th</sup> December 2011 to mature on 7<sup>th</sup> September 2012.

**Payments**

i) It was agreed to recommend that the following accounts be approved for payment:

- 103004 Malcolm Herbert Plant Hire Ltd - £62.18 – Hire of generator and lighting etc  
Re Fireworks Display
- 103005 J Ennis - £150.00 - Christmas Trees
- 103006 Gareth Ritter - £1,000.00 – Music Re: Winter Carnival
- 103007 Bruce Campbell - £150.00 – PA System Re: Winter Carnival
- 103008 Richard Scourfield – £100.00 – Hire of Steam Traction Engine Re: Winter Carnival
- 103009 Cancelled
- 103010 R Eynon - £50.00 – Prize Money for Best Dressed Group of Characters at Winter Carnival
- 103011 Cancelled
- 103012 Cancelled
- 103013 Tooby and Williams Ltd- £60.10 – Propane gas, cleaning materials, padlock etc  
(Reimburse L Bowen)
- 103014 Keith Jenkins – £182.40 - (£72.96 – De-littering Car Park etc December 2011.  
£109.44 – De-littering Skateboarding Area and Children's Play Area November 2011)
- 103015 Lynn Bowen - £886.18 – Clerk's Salary December 2011.
- 103016 Keith Jenkins - £175.00 – Erection and Collection of Market Stalls –5.11.11, 12.11.11  
19.11.11. 27.11.11 and assisting with preparations for Fireworks Display.
- 103017 N and J James - £150.00– Erection and Collection of Market Stalls – 5.11.11, 12.11.11  
and 19.11.11.

- 103018 W3 Web Design Ltd – £148.80 - Updating of website including web page for St Clears Choral Society
- 103019 A J Griffiths - £20.00 – Replacement cheque (re: cheque no102679)
- 103020 Capper and Co Ltd - £500.00 – Selection packs re: Winter Carnival (Reimburse L Bowen)
- 103021 Travis Perkins Trading Co Ltd - £29.90 – Hessian bags and sundries
- 103022 Castell Howell Foods Ltd - £6.34 – Sundries re: Catering at Winter Carnival
- 103023 Hafod Bakery Ltd - £46.20 – Provisions Re: Winter Carnival
- 103024 Eynons of St Clears Ltd - £103.50 – Provisions Re:Fireworks Display and Winter Carnival
- 103025 Nener’s Locksmiths - £11.88 – Duplicate Keys for Storage Hut compound (Reimburse N James)
- 103026 N and J James - £3398.37 – Maintenance of Grounds, Provision of Hanging Baskets etc Contract 2011/12
- 103027 N and J James £300.00 - Provision of assistance re arrangements for Winter Carnival/Christmas Lights Switch On
- 103028 One Voice Wales - £50.00 – Fees Re: Training Courses
- 103029 C L Hussell - £650.00 – Storage of Marquees 1.2.11 to 30.11.11
- 103030 IJT Direct Ltd - £7.33 – Ink cartridge (reimburse L Bowen)
- 103031 Brandon Hire - £20.70 – Hire of generator for sleigh
- 103032 Bowen and Weaving Ltd - £17.98 - Stationery
- 103033 Taf Building Supplies LLP - £4.74 – Cable ties
- 103034 Northcliffe Media Ltd -£60.00 – Advertisement in Carmarthen Journal Re Winter Carnival.
- 103035 CLH Trailers - £654.24 – Repairs and alterations to marquees and 2 Ratchet Straps
- 103036 HM Revenue and Customs - £1,183.99 - Income Tax and NHI contributions (October, November and December 2011)
- 103037 Royal British Legion Poppy Appeal- £100.00 – Donation
- 103038 Society of Local Council Clerks £140.00 Membership Renewal for 2012
- 103039 Chris Bowen - £670.00 – Electrical work re Christmas Lights Display
- 103040 Mr Flag - £6.68 – Canadian Flag (reimburse T W Brown)

ii) It was agreed to recommend that a donation of £100.00 be made to this year’s Royal British Legion Poppy Appeal in lieu of the payment for the wreath.

iii) It was agreed to recommend the renewal of membership of the Society of Local Council Clerks for 2012 at a cost of £140.00

**Audit of Accounts for the year ended 31<sup>st</sup> March 2011**

Members were informed of the receipt of a communication from BDO LLP regarding the completion of the audit for the year ended 31<sup>st</sup> March 2011.

The Auditors had drawn attention to the following matters:

- i) the need to incorporate the funds in the St Clears Town Mayor’s Charity Account in the Annual Return
- ii) the need to review the employment status of casual staff and sub-contractors

It was noted that the figures in the Annual Return had been revised in accordance with the instruction from BDO and that the review of the employment status of casual staff and sub-contractors was in hand.

It was agreed to recommend that the Town Council approve the revised Annual Return and for it to be certified by the Town Mayor prior to it being returned to BDO.

### **2012/13 Budget**

Members discussed further the draft 2012/13 budget.

It was agreed that the budget be finalised at the January 2012 meeting following the completion of the review of the Clerk's salary and when detailed information would be available from the County Council relating to the 2012/13 Precept.

### **Review of Clerk's Salary**

It was reported that it had been agreed at the previous meeting that in view of the accumulation of additional work since his appointment a review of the Clerk's salary be conducted.

The Clerk provided members with detailed information relating to his current salary together with information regarding his workload and hours worked.

The Clerk left the room for members to conduct the review.

Following the review it was agreed to recommend that the Clerk's salary be increased as follows with effect from 1<sup>st</sup> April 2012:

- Salary in accordance with NJC Scale LC3 (as existing) but to progress from point 42 to points 43 to 47 range (pro rata) by annual increments
- Number of hours employed to be increased from 15 to 20 hours per week

### **Request for Financial Assistance**

Members were informed that since the last meeting requests for financial assistance had been received from the following organisations:

- Eisteddfod Rhyngwladol Llangollen International Eisteddfod
- Eisteddfod Genedlaethol Bro Morgannwg 2012 Vale of Glamorgan National Eisteddfod
- Carmarthen and District Youth Opera

It was agreed that the requests be considered along with others at the January 2012 meeting of the Finance Committee.

### **Any Other Business**

#### **Website**

Councillor E H Eynon reported that W3 Web Designs had indicated that they wished to complete the contract relating to the design of the new website during the current financial year.

It was agreed that the matter be referred to the Special Projects Committee.

Prior to the closure of the meeting the Chairman reported that he wished to congratulate the Special Projects Committee on arranging a very successful Winter Carnival event.

Meeting terminated at 8.45pm.