

St Clears Town Council

Minutes of the Town Council meeting held in Meeting Room 1, Y Gât/The Gate, Pentre Road, St Clears on Tuesday 29th January 2013 at 7.30pm

Present:

Councillors: C M Davies, L L ap T Davies, Dr W E V J Davies, R G Edwards, E H Eynon, C J Jenkins, P J Rogers and. S J Runnett.

In the Chair - Councillor L L ap T Davies (Town Mayor).

The Town Mayor welcomed members to the first meeting of the Town Council in 2013

151. Apologies

Apologies had been received from Councillors: P Lanc, K A Major, Mrs C M Ingleton, Mrs J S V Rees and Mrs H Witt.

152. Personal Matters

The Town Mayor welcomed Councillor Dr W E V J Davies to the meeting following his recent hospitalisation.

The Town Mayor congratulated the following Members on recently becoming grandparents: Councillors: E H Eynon, K A Major, Mrs C M Ingleton and Mrs J S V Rees.

The Town Mayor congratulated Councillor C J Jenkins and his staff in becoming runner up in the Royal Pharmaceutical Society competition for the best independent Pharmacy in Wales.

The Town Mayor congratulated Councillor C M Davies on being successful in the One Voice Wales selection to attend a Buckingham Palace Garden Party on 22nd May 2013.

153. Declarations of Interest

No declarations of interest were recorded.

154. Minutes

RESOLVED that the minutes of the Town Council meeting held on 18th December 2012 be confirmed and signed as a true record.

155. Matters Arising

150 (ii) Carmarthen Journal

The Town Mayor reported that the issue relating to St Clears news had been resolved and thanked the Journal Reporter in attendance for his assistance.

156. Clerk's Report

i). Welsh Government

- Independent Remuneration Panel for Wales Annual Report - December 2012
- Information regarding appropriate sums for the purposes of Section 137 of the Local Government Act 1972 for town and community councils in Wales – 2013/14 - £6.98 per elector.

- ii) Carmarthenshire County Council
 - Guidance on the Natural Environment and Rural Communities Act 2006
 - GreeniE-zine – bi-monthly newsletter from the Council’s waste and recycling section
 - Carmarthenshire Tourist Association/Marketing and Tourism - Newsletters

- iii). One Voice Wales
 - a) Information regarding:
 - OVW Training Programme January to July 2013
 - Invitation for Town Mayor to attend Buckingham Palace Garden Party 2013 (Twenty invitations allocated with successful nominations being drawn from a hat) The Town Mayor Members were informed that Councillor C M Davies reported
 - Public Appointments
 - Appointment of Local Consumer Advocate for Consumer Council for Water Wales
 - Appointment of Alcohol and Education Member to the Advisory Panel of Substance Misuse
 - Appointment of Chair to Career Choices Dewis Gyrfa
 - Strong Routes courses in 2013
 - Countryside Council for Wales – Funding Newsletter December 2012/January 2013
 - New Welsh National Planning Policy Document
 - Consultation events regarding the Welsh Government White Paper proposals for the Sustainable Development Bill.(Carmarthen event postponed until further notice)

 - b) Notice of meeting and agenda relating to Carmarthenshire Area Committee to be held in Kidwelly on 16th January 2013 together minutes of the previous meeting held on 16th October 2012

 - c) Receipt of Y Llais/The Voice - Winter 2012/13 edition together with covering letter relating to the work of One Voice Wales.

- iv). Society of Local Council Clerks (SLCC)
 - Newsletter
 - Survey relating to Clerk’s working hours

- v). St Clears YFC Show

Invitation for the Town Mayor to attend the Show to be held on 18th May 2013.

- vi). A477 St Clears to Red Roses Road Improvement Scheme

Notice of meeting and agenda for the Local Authority Liaison Committee to be held on 22nd January 2013.
Members were advised that the meeting had been postponed due to the adverse weather conditions.

- vii). Boundary Commission for Wales
 - Copies of the Draft Proposals relating to the Review of the Electoral Arrangements for the County of Carmarthenshire

Members' attention were drawn to the draft proposals relating to the St Clears/Trelech area.

RESOLVED that the proposals be referred for consideration by the Steering Committee and report back to the February meeting of the Town Council.

- Information regarding change of address with effect from 30 January 2013

viii). Keep Wales Tidy –

- Newsletter
- Information regarding 2012 Tidy Wales Awards

ix) Simon Hart MP

List of constituency surgeries- January to July 2013

x) Parish On-Line News – December Newsletter

xi). Historical, Cultural and General Events Promotions – Newsletter

xii). Publications

The Clerk – SLCC magazine – January 2013 edition

Clerks and Councils Direct - January 2013 edition

Supplementary Report

i). Carmarthenshire County Council

a) Information relating to:

Members Code of Conduct Training.

Each Town and Community Council are invited to send the Clerk plus one representative to a Members Code of Conduct training session organised by the County Council Monitoring Officer and scheduled for 26th and 27th February.

There is no charge for the training sessions.

RESOLVED that Councillor R G Edwards and the Clerk attend the Code of Conduct training session.

b) Temporary road closure of St Clears Bridge (A4066) from Monday 11th February 2013 for two weeks for bridge strengthening works.

ii). One Voice Wales

OVW response to National Assembly for Wales relating to consultation regarding the Local Government (Democracy) (Wales) Bill.

iii). Hywel Dda Health Board

Information relating to the outcome of the recent consultation on clinical services

iv). Cynllun Cyfieithu Cymunedol/Community Translation Scheme

Further information regarding the scheme together with charges.

v). CyMal – Museum, Archives and Libraries Wales

Invitation to attend meeting arranged in conjunction with the Heritage Lottery Fund relating to discussions on how to develop ideas, partnerships and events relating to the commemoration of World War One.

vi). Welsh for Adults
Guidelines for organising Welsh language training in the workplace.

vii). Academi Wales
Information regarding Academi Wales which has been developed in response to the Programme for Government commitment to establish a national centre for leadership excellence to support the delivery of efficient and effective public services in Wales.

157. Planning and Communities Committee

In the absence of Councillor K A Major Councillor C M Davies reported on a meeting of the Planning and Communities Committee held on 7th January 2013.

He provided Members with a detailed report of the meeting with County Councillor S Allen, Mayor of Whitland regarding the possibility of St Clears and Whitland working together in arranging future events.

RESOLVED that the Report of the Planning and Communities Committee meeting held on 7th January 2013 (Appendix A attached) be accepted and the recommendations approved.

158. Environment Committee

Councillor P J Rogers reported on a meeting of the Environment Committee held on 7th January 2013. He expressed his concerns that issues raised with the County Council had still not been resolved.

RESOLVED that the Report of the Environment-Committee meeting held on 7th January 2013 (Appendix B attached) be accepted and the recommendations approved.

Councillor P J Rogers also reported on a meeting the Heritage Trail Group held on 21st January 2013. A representative of Ysgol Griffith Jones had been in attendance to discuss the school's participation in providing information for the Information Board to be sited on Peillac Way.

159. Finance and Resources Committee

Councillor R G Edwards reported on a meeting of the Finance and Resources Committee held on 8th January 2013. He thanked the Clerk for his work in preparing the draft budget.

RESOLVED that

i) the Report of the Finance and Resources Committee meeting held on 8th January 2013 (Appendix C attached) be accepted and the recommendations approved.

ii) that the following additional payments be approved:

103217	Bowen and Weaving Ltd - £19.06 – Stationery
103218	Carmarthenshire County Council - £40.01 – Fees Re: Planning Seminar 23.11.12
103219	W3 Web Designs Ltd - £118.80 – Design of Webpage for Cor Bois y Felin
103220	One Voice Wales - £30.00 – Fee Re: Training Session at Carmarthen 4.12.12

160. 2013/14 Budget and Precept

Members were provided with detailed information relating to the proposed 2013/14 budget.

It was noted that the Finance Committee's recommendations regarding the draft 2013/14 budget and precept would result in no increase in the 2013/14 Council Tax for the fifth consecutive year.

RESOLVED unanimously that

i) the 2013/14 budget be set at £78,050

ii) the 2013/14 Precept be set at £72,550 and that the Town Mayor and Clerk be authorised to sign the 'precept upon billing authority'.

iii) the shortfall be funded from an estimated additional income.

iv) the Town Council continue with the Partnership Agreement with Carmarthenshire County Council

161. Steering Committee

Councillor E H Eynon reported on a meeting of the Steering Committee held on 8th January 2013.

RESOLVED that the Report of the Steering Committee meeting held on 8th January 2013 (Appendix D attached) be accepted and the recommendations approved.

162. Correspondence

i) Neuadd Pentref Bancyfelin Village Hall

Thank you letter for the provision of the Christmas Lights in Bancyfelin, use of the Santa's sleigh and the Town Mayor for his attendance at the event.

ii) Y Gat/The Gate, St Clears

Copy of a letter to local organisations relating to information regarding a 'What's Occurring??' event at The Gate from 13th February to 16th February 2013 – the idea being to give local organisations a chance to demonstrate what they do and the opportunity to recruit new members and to raise awareness of local events and activities.

Councillor R G Edwards commented that staff at Y Gat/The Gate should be congratulated for their efforts.

iii) St Clears Times

E-mail from the Editor informing members of information gathered on line regarding St Clears and information regarding community polls conducted by the St Clears Times.

It was also noted that the Editor would be ceasing activity with the St Clears Times.

RESOLVED that the contents of the e-mail be noted and a suitable response be sent to the Editor.

163. Correspondence Relating to Website

RESOLVED that in view of the confidential nature of the item to be discussed it was advisable in the public interest that the press and public be temporary excluded and that the item be exempt from publication.

164. Reports of Members' Attendance at Meetings of Outside Bodies etc

Councillor S J Runnett provided a detailed report relating to his attendance at a recent meeting of the One Voice Wales Carmarthen Area Committee. He reported that it had been a very useful meeting and referred to a presentation by a representative of the Post Office, and discussions relating to the Hywel Dda Health Board Proposals and the County Council Charter for Partnership Working.

RESOLVED

- i) that Councillor S J Runnett produce a written report for circulation to members.**
- ii) that Agendas for future meetings of the Area Committee be circulated to all members.**
- iii) to acquire a copy of the Charter for Partnership Working.**

165. Town Mayor's Report

The Town Mayor provided members with a report on civic events and engagements undertaken since the last meeting including his visits to local Residential Homes at Christmas.

166. Proposed Projects and Events Development Co-Ordinator Post

The Clerk reported receipt of an e-mail from County Councillor S Allen, Mayor of Whitland confirming that Whitland Town Council had resolved to pay the £1,000 towards the Proposed Projects and Events Development Co-Ordinator post. Subsequently County Council officers had arranged a meeting to be held on Friday 1st February 2013 to progress the matter. It was noted that Councillor C J Jenkins was not available to attend the meeting.

167. Members' Training

RESOLVED that the One Voice Wales training session (Induction Training including an element of Code of Conduct) be held on Tuesday evening 26th March 2013 - 6.00 – 9.00pm.

168. Residents Drop In Session

It was noted that no resident had attended the Drop In Session held prior to the meeting.

169. Any Other Business

i) Neighbourhood Watch

The Clerk reported for information that PCSO Guto Roberts based at St Clears Police Station was looking at the possibility of establishing a Neighbourhood Watch in St Clears.

ii) Meeting Dates

The Clerk reported that one Member had advised that he may have difficulty in attending Town Council meetings on the third Tuesday of the month.

RESOLVED that the Steering Committee consider the possibility of re-scheduling Committee meetings and Town Council.

iii) Town Council Agenda

The Clerk reported that Agendas etc for Committee meetings had for some time been distributed via e-mail and requested members views on the distribution of agenda and associated documentation for Town Council meetings via e-mail.

RESOLVED that the matter be referred to the Steering Committee for consideration.

iv) Roadway at Bancyfelin

Councillor R G Edwards referred to concerns expressed by Bancyfelin residents relating to the poor condition of the surface of the road leading from Bancyfelin towards Carmarthen.

RESOLVED that the County Council's attention be drawn to the matter.

v) Meidrim Road

Councillor Dr W E V J Davies referred to previous discussion regarding trees and overhanging branches on the Meidrim Road.

RESOLVED that the matter be referred to the Environment Committee.

v) Town Council Dinner

The Town Mayor proposed that a Town Council Dinner be arranged for Members and their wives/partners.

RESOLVED that the matter be discussed at the Town Council's February meeting.

vi) National Eisteddfod Carmarthenshire 2014

The Town Mayor reported for information that a public meeting would be held on Monday evening, 4th February at Ysgol Griffith Jones to establish a local Fund Raising Committee for the above Eisteddfod.

Meeting terminated at 9.15pm

St Clears Town Council

**Minutes of a Meeting of the Planning and Communities Committee
held in Y Gât/The Gate, Pentre Road, St Clears
on Monday 7th January 2013 at 6.00pm.**

Present: Councillors: C M Davies, C J Jenkins, K A Major (from 6.20pm),
Mrs C M Ingleton, Mrs H Witt and L L ap T Davies (Town Mayor).
Also in attendance Councillor P J Rogers.

In the Chair Councillors C M Davies(Vice Chairman) and K A Major (Chairman).

1 Declarations of Interest

No declarations of interest were recorded.

2. Events

The Vice Chairman introduced and welcomed to the meeting County Councillor S Allen, Mayor of Whitland.

Councillor Mrs S Allen discussed with members the possibility of St Clears and Whitland working together in arranging future events in order that events did not clash.

In response to an enquiry Councillor Mrs S Allen reported that Whitland Town Council would be discussing whether to support the proposed Project and Events Development Co-ordinator post at their meeting later that evening.

The Vice Chairman thanked County Councillor Mrs S Allen for attending the meeting and for sharing her views with the Town Council.

Councillor Mrs S Allen left at 6.30pm.

3. Matters arising from the Minutes of the Meeting held on 3rd December 2012.

There were no matters arising from the minutes of the previous meeting of the Committee that were not on the Agenda.

4. Committee's Terms of Reference and Responsibilities.

The Chairman circulated a draft report relating to the terms of reference and responsibilities of the Committee together with details of associated income and expenditure for the various items (please refer to Appendix1)

It was noted following a comment from Councillor P J Rogers that issues relating to young and older people should also be included.

Following a discussion it was agreed to recommend that the content of the draft report be approved and that the income and expenditure including that for the Christmas Lights Display and Storage be transferred to the Planning and Communities Committee with effect from 1st April 2013.

In response to an enquiry from Councillor C J Jenkins regarding the future responsibility for the Welfare Field and the proposed Project and Events Development Co-ordinator post it was agreed that further consideration be given to these items when they became the responsibility of the Town Council.

5. 2012/13 Budget Update

The Clerk provided members with information relating to the Committee's expenditure for the period 1st April 2012 to date together with the projected expenditure for 2012/13.

6. Possibility of Arranging an Event to Celebrate St Davids Day

The Town Mayor reported that he was very keen for an event to be arranged during his year of office as he had referred to it in his Mayoral speech.

Councillor C M Davies reported that the St Clears Community Association would be discussing the possibility of arranging an event to celebrate St Davids Day at their meeting later in the month and reported that the Town Mayor would be invited to attend the meeting.

Meeting terminated at 7.30pm

St Clears Town Council

**Minutes of a meeting of the Environment Committee
held in Y Gât/The Gate, Pentre Road, St Clears
on Tuesday 7th January 2013 at 7.30pm.**

Present: Councillors: C M Davies, Dr W E V J Davies, C J Jenkins, P Lanc, P J Rogers and Mrs J S V Rees (Deputy Mayor).

In the Chair Councillor P J Rogers.

The Chairman welcomed everyone to the first meeting of the Committee in 2013 and in particular Councillor Dr W E V J Davies who had recently been hospitalised. The Chairman extended his congratulations to Councillor Mrs J S V Rees on becoming a grandmother.

Councillor Dr W E V J Davies referred to the death of the mother of Mr Jonathan Williams, Grounds Maintenance Contractor. It was agreed that a message of sympathy be sent to Mr Williams.

1. Declarations of Interest

No declarations of interest were recorded.

2. Matters arising from the Minutes of Environment Committee held on 3rd December 2012

i) Parking at the Junction to Glasfryn Estate in Station Road

Councillor C J Jenkins reported that the local residents who had sent letters of complaints regarding the above had not received a response from the County Council.

The Clerk reported that a copy of the County Council's response to residents regarding the matter had been reported to the previous meeting of the Committee. It was agreed that the matter be referred to the County Council.

ii) Concrete Pontoons in River Cynin

Councillor C M Davies reported that there had been no action regarding the pontoons and that the river bank had now come away.

It was agreed to advise the St Clears Town Trust accordingly.

ii) Fly Tipping on River Bank to the Rear of Banc y Beili

Councillor C M Davies reported that there had been no action regarding the removal of the debris.

It was agreed to advise the County Council Public Health Division accordingly.

iv) Footpath to Rear of Banc y Beili

The Clerk reported that he was still awaiting a response from the County Council relating to a request from a local resident that the above footpath be tarmacadamed.

vi) Station Hill

Councillor C M Davies reported that there had been no action regarding the clearing of the leaves outside Richmond House and that a second person had now slipped on the leaves and fallen.

It was agreed that the matter be reported to the County Council again.

vii) Llangynin Road

Councillor P Lanc reported that there had been no action in clearing the drains on the length of road between the Railway Bridge and Llety Cynin.

It was agreed that the matter be reported to the County Council again.

viii) Traffic Issues in High Street/Bridge Street

The Clerk confirmed that the letter from a local resident regarding the above had been forwarded to the County Council.

It was noted that there was no reference in the letter to heavy lorries using the road.

3. 2012/13 Budget Update

The Clerk provided Members with information relating to the Committee's expenditure for the period 1st April to date together with the projected expenditure for 2012/13.

Following a discussion it was agreed to pursue the following:

- Completion of fencing at Children's Play Area in the Welfare Field
- Provision of Notice Board outside Y Gat/The Gate

Following a proposal by Councillor C J Jenkins it was agreed to look at the possibility of providing a picnic table and bench on a concrete pad within the curtilage of the Children's Play area at the Welfare Field, the work to be funded from the Committee's 2012/13 budget shortfall.

4. Proposed Heritage Trail

The Chairman provided an update regarding the proposed Heritage Trail.

Councillor Mrs J S V Rees circulated information regarding QR Codes.

It was agreed that a meeting of the Heritage Trail Group be held on Monday 21st January at 6.00pm

Following a discussion it was agreed to investigate the possibility of submitting a further bid for RDP grant aid for the construction of an arch along Peillac Way.

5. War Memorial and Surrounding Area

It was agreed to recommend that the Town Council attend to the lettering on the War Memorial.

Following a discussion, and in view of the potential health and safety issues relating to the Ira Jones Memorial, it was agreed to recommend that the Town Council undertake the necessary remedial works and that Councillor C M Davies be requested to provide an estimate of the cost of undertaking the work.

6. Children's Play Area and Skateboarding Area Inspection Reports.

The Clerk reported on the December 2012 inspection reports from the County Council relating to the Children's Play Area and Skateboarding Area and reported that arrangements were being made to attend to a minor defect.

7. 2013 Floral Displays

Following a discussion it was agreed that the Chairman and Councillor C J Jenkins produce a detailed report relating to this year's Floral Display for consideration at the next meeting of the Environment Committee.

It was also agreed that the St Clears and District Gardening Club be requested if they wished to take part in discussions regarding the floral displays.

It was noted that it would be necessary to finalise the brief for the 2013/14 Grounds Maintenance etc Contract at the February meeting.

8. Treatment of Himalayan Balsam

It was agreed that the matter be placed on the agenda of the Committee's March meeting.

9. 2013 Best Garden Competition

It was agreed that the matter be deferred to the next meeting.

10. Any Other Business

i) Old Market Square

Councillor C J Jenkins reported that he had received a complaint regarding the condition of the Rebecca Riots Statue.

It was agreed to contact Simon Hedger, as previously, for advice regarding the cleaning of the statue and that the matter be considered further at the next meeting.

ii) Banc y Beili

Following a proposal from Councillor C J Jenkins it was agreed to recommend to contact the St Clears Juvenile Sports Committee to discuss the possibility of commencing exploratory discussions regarding the use and maintenance of play equipment at Banc y Beili.

iii) Quayside

Councillor C M Davies reported that he had received a request for information regarding the ownership of the metal seat at the Quayside.

It was agreed to discuss the request with the St Clears Town Trust.

iv) Traffic Lights

Councillor P Lanc enquired whether there was a need for the traffic lights in St Clears.

It was agreed that the matter be placed on the agenda of the next meeting of the Committee.

v) Llanddowror ByPass.

Councillor Mrs J S V Rees reported that she would be attending a meeting of the Local Authority Liaison Committee on 22nd January 2013 and requested members to contact her with any issues they wished to be raised at the meeting.

In response the Chairman requested that she makes enquiries regarding the possibility of the retention of the car park for visitors to Llanddowror Woods.

vi) Environment Committee News for Website

The Chairman reported on items he proposed to include in the Committee's News for publishing on the website following approval by the Steering Committee

Prior to the closure of the meeting it was reported that the next meeting of the Environment Committee would be held on Monday 4th February 2013 at 6.00pm

Meeting terminated at 9.00pm

St Clears Town Council

**Minutes of a meeting of the Finance and Resources Committee held in
the Mayor's Parlour, Y Gât/The Gate, Pentre Road, St Clears
on Tuesday 8th January 2013 at 6.00 pm.**

Present: Councillors: R G Edwards, E H Eynon, K A Major, S J Runnett and
L L ap T Davies, Town Mayor.

In the Chair Councillor R G Edwards.

The Chairman welcomed members to the meeting and wished them a happy new year.

1. Declarations of Interest

No formal declarations of interest were recorded.

2. Budget Monitoring

The Clerk provided members with information relating to income and expenditure for the period 1st April 2012 to 31st December 2012 and projected spend at year end together with copies of the December 2012 bank statements and bank reconciliation statement as at 31st December 2012.

It was noted that £25,000 had, as agreed, been reinvested in a new nine month Investment Bond commencing on 21st December 2012.

Members also noted the receipt of the third and final instalment of the 2012/13 precept in the sum of £23,796.67.

3. Payments

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

103211	Amazon - £7.92 – Ink Cartridges (Reimburse L Bowen)
103212	Choice Stationery Supplies - £4.73 – Stationery (Reimburse L Bowen)
103213	Philip Mann - £264.00 – Christmas Tree for Old Market Square
103214	N and J James - £200.00 - Erection and Collection of Market Stalls – 22.12.12
103215	Lynn Bowen - £1,188.27 – Clerk's Salary January 2013
103216	Medway Building Contractors - £94.14 – Repairs to benches at War Memorial

4. 2013/14 Budget

Following detailed discussions it was agreed to recommend that:

- the 2013/14 Budget be set at £78,050
- the precept for 2013/14 be set at £72,550 - resulting in no increase in the local Community Charge
- that the shortfall be funded from additional income

It was also agreed that the Town Council continue with the Partnership Agreement with Carmarthenshire County Council.

It was noted that the Steering Committee at their meeting the following evening would be discussing expenditure relating to the Mayor's Allowance and Grants/Donations.

Members discussed further the possibility of arranging a three year budget in future.

Councillor K A Major circulated a copy of a report agreed by the Planning and Policy Committee relating to the responsibilities of the new Planning and Communities Committee.

Following a discussion it was agreed to recommend, as requested by the Planning and Communities Committee, that the responsibility for the income and expenditure for the items relating to the Planning and Communities Committee be transferred to the Committee with effect from 1st April 2013.

5. Requests for Financial Assistance

The Clerk provided members with a report relating to applications for financial assistance (please refer to Appendix 1).

Following a discussion it was agreed to recommend that a contribution of £200.00 be made to the Santa Clara Potters.

6. Review of Financial Regulations

The Clerk circulated a copy of the Town Council's current Financial Regulations. Members were reminded that Councillor Dr W E V J Davies had previously expressed his concern relating to the content of section 74 of the Standing Orders relating to Financial Matters.

It was noted that the Town Council Standing Orders and Financial Regulations were based on model documents provided by the SLCC and One Voice Wales.

Following a discussion it was agreed to recommend that the Town Council consider the possibility of adopting a Procurement Policy and that the matter be discussed further at Committee's February meeting.

7. Allocation of Reserves and Cashflow

Members were provided with an updated report relating to the Town Council's Reserves.

Councillor E H Eynon reported that he had previously expressed his concerns regarding the amounts carried forward annually.

Following a discussion it was agreed that the Town Council look at the possibility of introducing a Capital Works Allocation.

8. Storage Arrangements

Following a detailed discussion it was agreed to recommend that the Internal Auditor be commissioned to undertake a feasibility study for the running of a community facility in St Clears.

It was agreed that the Chairman, Vice Chairman and the Clerk meet with the Internal Auditor to provide him with a detailed brief for the feasibility study.

Meeting terminated at 7.25pm.

Appendix D

St Clears Town Council

Minutes of a meeting of the Steering Committee held in Y Gât/The Gate, Pentre Road, St Clears on Tuesday 8th January 2013 at 7.30pm.

Present: Councillors: K A Major, R G Edwards, E H Eynon, P J Rogers and L L ap T Davies (Town Mayor).

In the Chair Councillor E H Eynon.

1. Declarations of Interest

No declarations of interest were recorded.

2. Matters Arising from the Minutes of the Previous Meeting held on 11th December 2012

Communication Regarding the War Memorial

The Clerk reported for information that a further letter had been received from County Councillor P M Hughes.

He had discussed the contents of the letter with the Town Mayor and would be responding appropriately.

It was agreed that the Town Mayor and Clerk's action be approved.

3. Town Council Website

Following a detailed discussion relating to the future management of the website it was agreed that the Clerk and Councillor Mrs J S V Rees obtain training from the web designers in the management of the website.

It was noted that Councillor S J Runnett was no longer in a position to assist with the updating of the website.

4. Town Mayor's Allowance/Financial Assistance to Organisations

Members were reminded that the Finance and Resources Committee had requested the Steering Committee to examine the correlation between the Town Mayor's allowance and financial assistance made to organisations under Section 137 of the Local Government Act 1972.

It was noted that currently the Town Mayor's allowance amounted to £3,000 annually and the budget for financial assistance £1,600.

Following a detailed discussion regarding the matter it was agreed to recommend that

- the Town Mayor provide the Finance and Resources Committee with a monthly record of donations from the Town Mayor's allowance
- one record to be kept in respect of donations/financial assistance made by the Town Mayor and Town Council

- in future the Town Mayor/Deputy Mayor present all cheques in respect of financial assistance to various organisations.
- the Town Mayor provides the Finance and Resources Committee with monthly details of expenses
- all written requests for financial assistance to be considered initially by the Finance and Resources Committee
- maximum donation of £50.00 to be made by the Town Mayor – anything greater to be agreed with the Chairman of the Finance and Resources Committee
- an annual register be produced of donations/financial assistance – this would provide an audit trail and safeguard the office of Town Mayor
- any donation to organisations outside of the St Clears Town Council area to be approved by the Finance and Resources Committee.

5. Active Citizenship

The Town Mayor circulated a report relating to the possibility of the provision of a forum for the Youth and Young People of the Community to promote and foster 'Active Citizenship' (please refer to appendix 1)

It was agreed to recommend that the matter be referred to the Planning and Communities Committee for consideration and recommendation.

6. Issues from Chairs of Committees

Councillor P J Rogers circulated a report regarding news items relating to the Environment Committee for publication on the website.

It was agreed that the report be published on the website under Town Council News

Councillor K A Major referred to his report which had been agreed by the Planning and Communities Committee, and approved by the Finance and Resources Committee at their meeting earlier, relating to the role and responsibilities of the Committee and the proposed transfer of responsibility for the associated income and expenditure to the Planning and Resources Committee with effect from 1st April 2013.

7. Steering Committee Agenda

It was agreed that the following items be placed on the Committee's Agenda for future meetings:

February 2013 – to discuss a policy relating to Recording and Filming at Council meetings

March 2013 – to consider a five year programme of works.

8. Any Other Business

The Clerk reported for information that the County Council Monitoring Officer was arranging Code of Conduct Training. Each Town and Community Council were invited to send two representatives to the training sessions with one of those representatives being the Clerk to the Council.

Meeting terminated at 9.00pm.

