

Minutes of the **Community, Finance and General-Purpose Committee**
meeting held at the Gate on **Tuesday 3rd October 2023 at 8.00pm.**

Members of the Community, Finance and General-Purpose Committee summoned and present: Councillors GADavies (Ex Officio), RGEwards FLanc, TMcDermott, JRees, PJRogers, IThomas-Wigley. All other members of Council for information.

In attendance: Press (0), Members of the public (1), Carmarthenshire County Councillor (0).

500. Apologies for absence. Cllr JMiller

501. Declarations of interest

Item 506, Christmas event – All Councillors (personal and not prejudicial).

Item 516, Planning – Cllr PRogers and Cllr Flanc.

502. To consider any matters arising from the minutes of the Community, Finance and General-Purpose meeting held on the 4th July 2023 (exchange of information only). NONE.

Exclusion of Public and Press

Action: To consider that, under the Public Bodies (admission to Meetings) Act 1960, Sec 1 (2), the public and accredited representatives of newspaper be excluded from the meeting for whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. **The following items of business 503, 504, 510, 507, 508, 509 and 511 were determined in the absence of the press and public** on the grounds that involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

503. To discuss the tender applications for the contract for the maintenance to the Welfare field and appoint a contractor. The tender application was published on the Council's website and issued to four different contractors within the area. However, there were no applications for the contract for the maintenance to the Welfare field. The current contractor has offered to continue with the cutting of the field until such time as a contractor may be sourced. Cllr RGEwards proposed, and Cllr PRogers **RECOMMENDED that Council contact Carmarthenshire County Council to see if they can undertake the work as part of a service level agreement (SLA).**

504. To discuss the tender applications for the contract for the Christmas Lights. The Christmas Lights tender application was published on the Council's website and issued to three different contractors. One contractor did not reply,

one informed Council that the project was too small. The third submitted a tender application based on a three-year rolling programme. The matter was considered by Council. Cllr PRogers proposed and Cllr IThomas-Wigley seconded that the tender application from City Illuminations be approved, with the removal of the lights at the copper trees around the War memorial for this year only to allow for pruning of the trees and removal of light at the Town Hall. **RECOMMENDED to approve the tender application from City Illuminations based on a three-year rolling programme, with the removal of the lights at the copper trees around the War memorial for this year only to allow for pruning of the trees and removal of light at the Town Hall. Three Christmas trees to be purchased as per the tender and arrangements made with the general maintenance contractor to collect and erect.**

At the chair's discretion (Standing Orders 1a) the order of motions on the agenda to be discussed was changed to conclude the motions which excluded the press and public.

510. To consider the Model Standing Orders. Cllr IThomas-Wigley proposed, and Cllr PRogers seconded the motion that the Model Standing Orders be adopted. **RECOMMENDED to adopt the Model Standing Orders 2023 (Wales).**

507. To consider the Financial Regulations. Cllr GADavies proposed, and Cllr TMcDermott seconded the motion that the Financial Regulations be adopted. **RECOMMEND adopting the Financial Regulations.**

508. To consider the Remuneration framework for Community and Town Councils in Wales. The council considered the Remuneration framework for Community and Town Councils in Wales document. **ACTION, remuneration documents shared for completion by Councillors for 2022/23 and 2023/24.**

509. To consider Part 1: The Health check of the financial toolkit. The council considered part 1 of the Financial Toolkit and completed the relevant questions with actions. **ACTION, Mayor to complete the annual report with the clerk.**

505. To discuss the Christmas celebration event. The Christmas celebration event will be managed in collaboration with St Clears Community Association. The proposed date is Saturday, 25th November 2023. Matters discussed included timetable of events, logistics, volunteers, Santa, and the purchase of an appropriate outfit. The farmers market stalls invited need to bring their own gazebo. Local shops to be asked to stay open late. Spotlights for external illumination and who'll drive Santa's sleigh. Cllr JRees proposed, and Cllr PRogers seconded the motion that Town Council assist the Community Association in arranging and managing the Christmas event due to be held on Saturday, 25th November 2023 from 3pm. **RECOMMENDED to assist the Community Association in arranging and managing the Christmas event due to be held on Saturday, 25th November 2023 from 3pm. To purchase a new Santa outfit up to a £100 purchase and x500 selection boxes as gifts for the children who attend the event.**

506. **To adopt a training plan for the Council.** The council considered the training plan prepared by the clerk based. Cllr GADvies proposed, and Cllr PRogers seconded the motion that the training plan for Council be adopted. **RECOMMENDED that the training plan be adopted by the Council and a copy submitted to Carmarthenshire County Council and published on the Council's website.**
511. **To discuss the Gate facility.** The lease inventory and inventory list have been checked and cross-referenced and returned to the solicitor. The Council has received a letter regarding a significant increase in rates. **RECOMMENDED that this be challenged, and Council write to Carmarthenshire County Council regarding costs as it has been unable to generate income due to issues with finalizing the lease.**
512. **To further discuss the Youth Club provision. NOTED.** The Town Council's letter of support is appreciated as the Youth club's bank account is approved.
513. **To consider digital accounting for the Town Council.** Council considered digital accounting platforms (Sage, Xero, QuickBooks) for Council as recommended by the internal audit 2021_22. Cllr IThomas-Wigley proposed, and Cllr TMcDermott seconded the motion that Council approve moving to a digital accounting platform. **RECOMMENDED that the clerk selects the most appropriate and user-friendly digital platform system and commences transferring the Council details, while continuing to use the current method until comfortable with the digital system.**
514. **To approve the disposal of documents. RECOMMENDED that the clerk create a list of the documents the Council may dispose of as stated on the Data Management and GDPR list (Society of Local Council Clerks). Items to be disposed of using Carmarthenshire's Confidential Waste facility.**
515. **To consider Council's accounts and audit report for publication on the website.** A separate audit page has been included on the Town Council's website and 2021_22 audit information posted. Cllr IThomas-Wigley proposed, and Cllr TMcDermott seconded the motion to publish the Council's audit information on the Council's website. **RECOMMENDED to post audit information from 2019_20 and all future audit reports on the Council's designated website audit page.**
516. **To consider planning applications as notified by Carmarthenshire County Council. RECOMMENDED that there be no adverse comments in respect of planning applications [PL/06450](#) and [PL/06626](#). Town Council to receive observations from County Council Councillors regarding planning application PL/00736 (22 conditions to be met including infrastructure and sewage) as this was not raised during Council's full monthly September meeting.**
517. **To consider Community Events Chest applications. None**

518. Correspondence. DEFERRED until November meeting of CFGP committee.

519. Matters for the next agenda (exchange of information only).

- Ten Town Capital Grant for consideration at Full Council.
- Consideration for planned expenditure for 2024/25 events

There being no other business the Chairman closed the meeting at 21:33hrs.