

**St Clears Town Council**  
The Gate, Pentre Road, St Clears, Carmarthenshire, SA33 4AA

Minutes of the **Community, Finance and General-Purpose Committee**  
meeting held at the Gate on **Tuesday 7<sup>th</sup> November 2023 at 8.00pm.**

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

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

**549. Apologies for absence. NONE**

**550. Declarations of interest.** Item 562, planning PL06724 – Flanc and Item

**551. To consider any matters arising from the minutes of the Community, Finance and General-Purpose meeting held on the 3<sup>rd</sup> October 2023 (exchange of information only).**

Item 513, Digital accounting - Free trial account set up with Xero edition: UK. Platform updated, documents uploaded, and the first few invoices generated and issued.

**Xero edition: United Kingdom**

Xero entity: Xero (UK) Limited  
Address: 5th Floor 100 Avebury Boulevard, Milton Keynes, MK9 1FH  
Registration: 06071722  
Law: England  
Venue: England

**552. To consider Part 2: The Health check of the financial toolkit.** The council considered part 2 of the Financial Toolkit and completed the relevant questions with possible actions. **RECOMMENDED to update the Town Council's policies and procedures as per the list provided.**

**553. To receive an update regarding the contract for the maintenance to the Welfare field.** The clerk has contacted the Local Authority and requested costings for an annual SLA (April 2024 to March 2025), plus interim costs from January 2024 to end of March 2024. **NOTED.** Awaiting reply.

**554. To further discuss the Christmas celebration event due to be held on Saturday, 25<sup>th</sup> November 2023.** Number of selection boxes to be purchased increased from 500 to 600. New Santa suit to be purchased. Mulled wine (non-alcoholic) to be offered free on the evening. Spar and CK's to be approached for donations of mince pies, tea, coffee, squash etc. Refreshments to be sold in the café on the evening (hot chocolate/tea etc). PA system to be sourced and

checked. Sleigh and driver to be confirmed. Risk assessment to be completed. **RECOMMENDED that the Town Council complete a risk assessment for the evening, purchase x600 selection boxes and the Santa suit. Check the availability of a PA system. Request refreshment donations from CK's and Spar stores and arrange for the mulled wine to be brought on the evening. Check the sleigh and confirm the driver's availability.**

- 555. To consider committee's assets and receive a budget update.** Council considered the asset register and noted that it the value of the chains of office should be reviewed and updated. The budget was reviewed and noted that current spending within approved limits. **RECOMMENDED to update the asset register and accept the budget update.**
- 556. To consider a risk assessment for Council.** The council considered the risk assessment. **RECOMMENDED to adopt the risk assessment schedule for Council.**
- 557. To consider future projects and planned expenditure for 2024/25 events.** Food Bank in St Clears. Potential for new coordinator to lead on this. Improvements to play parks at St Clears and Bancyfelin – may need to consider trim trails as an alternative. List of projects that may be suitable for completion by volunteers.
- 558. To receive an update on the Gate facility and approve charges.** Lease finally completed. A few invoices have been generated and sent to organisations who have used the building and to Carmarthenshire County Council for the subsidy as agreed. Library invoice to be generated. Meeting with CCC officers beneficial and outstanding issues such as lighting and plumbing agreed. Steering group to meet quarterly to discuss standard agenda items, staffing, finance, building etc. Request from CCC to use of Gate facility for the Carmarthenshire Hub. Cleaning provision, a deep clean and continued weekly cleaning of Gate facility is necessary if building is to be utilized fully. Gate facilitator post interviews concluded. **RECOMMENDED that a deep clean of the facility be arranged as soon as practical with Sarah Harries, cleaning services Bancyfelin and a continued weekly cleaning schedule for the Gate. Approving the use of the Gate for CCC's fortnightly Hub. Costs agreed at £15 per hour for use of gallery and meeting rooms. £40 for half a day (less than four hours) and £60 for a full day (more than 4 hours). Other Christmas events by the community were approved at a reduced rate of £10 per hour. Wreath making workshop 2/12/23, Community Carols 8/12/23 and 'Dathlu'r Dolig' 17/12/23. Costs to be reviewed at the end of April 2024.**
- 559. To receive the [Independent Remuneration Panel for Wales: annual report 2023 to 2024](#).** Document received. NOTED. Document circulated to members.
- 560. To approve the confidential waste disposal of documents.** As resolved the clerk has created a list of items that may be disposed of under confidential

waste. **RECOMMENDED to dispose of the following listed items in accordance with the Society for Local Council Clerks (SLCC) document information 'How long must I retain that document?'**

<b>Document</b>	<b>Year/Number</b>	<b>Minimum Retention period</b>
Bank statements	2000-2002	Last completed audit year
Bank statements	2002-2003	Last completed audit year
Bank statements	2003-2005	Last completed audit year
Bank statements	2012-2013	Last completed audit year
Bank statements	2013-2014	Last completed audit year
Bank statements	2014-2015	Last completed audit year
Bank statements	2015-2016	Last completed audit year
Bank statements	2016-2017	Last completed audit year
Bank statements	2017-2018	Last completed audit year
Bank statements	2018-2019	Last completed audit year
Bank statements	2019-2020	Last completed audit year
Bank statements	2020-2021	Last completed audit year
Invoices & Schedule of Payments	2014-2015	6 years
Invoices & Schedule of Payments	2015-16	6 years
Invoices & Schedule of Payments	2016-17	6 years
Cheque book stubs 1997-98	No.'s 100901-100960	Last completed audit year
Cheque book stubs 1999-2000	No.'s 101021-101081	Last completed audit year
Cheque book stubs 2000	No.'s 101081-101140	Last completed audit year
Cheque book stubs 2000	No.'s 101141-101200	Last completed audit year
Cheque books stubs 2002	No.'s 101321-101380	Last completed audit year
Cheque book stubs 2002	No.'s 101381-101440	Last completed audit year
Cheque books stubs 2002-2003	No.'s 101441-101500	Last completed audit year
Cheque books stubs 2003	No.'s 101501-101560	Last completed audit year
Cheque book stubs 2003	No.'s 101561-101620	Last completed audit year
Cheque book	No.'s 200001-200028	Last completed audit year
Cheque book (Mayor)	No.'s 200029-200056	Last completed audit year
Cheque book (Mayor's charity 2016/17)	No.'s 100029-100056	Last completed audit year
Cheque book (Mayor's charity 2016/17)	No.'s 200001-200028	Last completed audit year
Bank paying in book 2013	No.'s 100004-100018	Last completed audit year
Cheque book SC & district railway committee	No.'s 100031-100060	Last completed audit year
Cheque book 2016-2017	No.'s 103721-103780	Last completed audit year
Cheque book 2018-2019	No.'s 103841-103900	Last completed audit year
VAT claim	01/04/13 - 31/03/14	6 years
VAT claim	01/04/12 – 31/03/13	6 years

VAT claim	01/04/11 – 30/09/12	6 years
VAT claim	01/04/10 – 31/03/11	6 years
VAT claim	01/04/09 – 31/03/10	6 years
VAT claim	01/04/08 – 31/03/09	6 years
VAT claim	01/04/07 – 31/03/08	6 years
VAT claim	01/04/06 – 31/03/07	6 years
VAT claim	01/04/05 – 31/03/06	6 years
VAT claim	01/04/04 – 31/03/05	6 years
VAT claim	01/04/03 – 31/03/04	6 years
VAT claim	01/04/02 – 31/03/03	6 years
VAT claim	01/04/01 – 31/03/02	6 years
VAT claim	01/04/00 – 31/03/01	6 years
VAT claim	01/04/1999 – 31/03/2000	6 years
VAT claim	01/04/1998 – 31/03/99	6 years
VAT claim	01/04/1997 – 31/03/98	6 years
VAT claim	01/04/1996 – 31/03/97	6 years

**561. To approve official photographs of the Mayor and Deputy Mayor and updating the Mayoral board. RECOMMENDED to approach Roy Watkins to take the official photographs of the Mayor and Deputy Mayor and arrange for the Mayoral board to be updated.**

*Standing Orders proposed to conclude matters on the agenda.*

**562. To consider planning applications as notified by Carmarthenshire County Council.**

**RECOMMENDED that there be no objections to release of conditions submitted in respect of PL/06724 and no adverse comments raised in relation to planning applications PL PL/06728, PL/06751 and PL/06782.**

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<a href="#">PL/06724</a> 25/10/2023	Approval of details reserved by a condition. Discharge of Conditions 4 (Landscape Ecological Management Plan LEMP), 5 (External Lighting), 7 (Facing brick and boundary treatment samples), 18 (Travel Plan), 22 (Landscape Design Scheme) and 24 (southern boundary treatment) on PL/03374 (Residential development of 64 dwellings together with access, landscaping, drainage, and associated works) granted 9th October 2023	Land to the west of High Street, St Clears, Carmarthen	Under Consultation	Consultation Period
<a href="#">PL/06728</a> 25/10/2023	Lawful development: Existing use. Certificate of Lawful Development for an existing use of confirmation of the existing use of the building for dwelling house purposes	Hen Capel Mair, Bridge Street, St Clears, Carmarthen, SA33 4EN	In Review	Awaiting Decision
<a href="#">PL/06751</a> 27/10/2023	Removal/Variation of a condition. Variation of condition no. 8 of Approval of Reserved Matters Permission PL/04746 (submitted in pursuance of Outline Planning Permission W/38125 (allowed at appeal Ref: APP/M6825/A/20/3249883) to permit access to the site for a temporary period during construction work	Land south of Dol Y Dderwen, Llangain, Carmarthen, SA33 5BE	Under Consultation	Consultation Period
<a href="#">PL/06782</a> 26/10/2023	Tree Works: Trees in conservation areas/subject to TPOs. Tree Works in Llansteffan Conservation Area: Felling of 3 trees, 2 x very overgrown laurels and 1 x overgrown cherry which are damaging the old garden wall (on the vicarage side)	The Elms, Church Road, Llansteffan, Carmarthen, SA33 5JT	In Review	Awaiting Decision

### 563. Correspondence.

- a) N. Ward, St Clears Show. Introduction letter as new secretary to organisation.

***Cllr FLanc (Declaration of Interest) left the meeting.***

- b) P. Lanc further letter appertaining to FOI. **NOTED.** Town Council satisfied that the request has been duly addressed.
- c) St Clears Men's Shed request to use land at main carpark to house a container for their use as a workshop. **RECOMMENDED to decline request.**
- d) P. Lanc update on delays to St Clears Men's Shed request to house a container on land at main carpark as a workshop. **NOTED.** Item decision delayed as not discussed or deferred due to various reasons.
- e) P. Lanc update on topic discussed at full Council meeting. **NOTED.** Misinformed.
- f) Ysgol Griffith Jones PTA financial donation request. **DEFERRED.**

- g) A. Evans (Editor) Carmarthenshire Town Councils request for information/ events for publication. **NOTED**. The Town Council wishes to increase engagement directly to their own website and social media sites.
- h) A. Cullis query regarding Council procedures and publication. **NOTED**. The council is satisfied that procedures are duly followed.
- i) Armed Forces (SSAFA Wales) donation request. **DEFERRED**
- j) URDD Gobaith Cymru donation request. **DEFERRED**
- k) SMART Towns Cymru training information. **NOTED**.

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

**There being no other business the Chairman closed the meeting at 21:50hrs.**