

**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 15<sup>th</sup> October 2013 at 7.30pm**

**Present:**

Councillors L L ap T Davies, Mrs CM Ingleton, EH Eynon, Dr WEVJ Davies, DR Phillips, PJ Rogers, SJ Runnett, Mrs JSV Rees, County Councillor P Hughes and E Williams Acting Clerk.

In the Chair - Cllr JSV Rees (Town Mayor)

The Chair welcomed Reg Wyeth from the Taf Quality Time Club.

Mr Wyeth gave a report on a project that was being established to support carers in the St Clears, Whitland and Laugharne area called the Taf Quality Time Club. He noted that there were between 130-190 people in the Taf area which suffered from dementia related illnesses and that people in such situations were not sure where to go for support, in particular for carers. He noted that the nearest Dementia Centre was based in Ammanford. Taf QT Club would include singing sessions, activities such as games and talks (every other week) and monthly meals and film clubs. Mr Wyeth has developed a Strategic Plan and works closely with the Alzheimer's Society, but the Taf QT Club is independent, and is self-financing. The Club has a constitution and bank account and is looking for Trustees. The Club currently meets at the Boat Club and is looking for various locations with appropriate facilities and equipment. It was suggested that the Scouts Hut could be a suitable venue and for the group to take legal advice on Trustee responsibilities.

Mr Wyeth was thanked for his report and all members expressed their good wishes and support for the initiative.

**127. Apologies**

Apologies for absence were received from Councillors K A Major, C M Davies, RG Edwards, P Lanc, Mrs H Witt.

**128. Personal Matters**

The Chair wished Councillor K A Major a speedy recovery.

**129. Declarations of Interest**

No formal declarations recorded

**130. Minutes**

**RESOLVED that the minutes of the meeting of the Town Council held on 17<sup>th</sup> September 2013 be confirmed and signed as a true record.**

**131. Matters Arising - CCTV**

The Clerk stated that following the previous meeting an offer had been accepted from Inspector Craig Templeton to assess the CCTV system at no

cost, with the results of the assessments to be reported to a future meeting.

### **132. County Councillor Report**

Relevant information from Cllr Philip Hughes is included in the subsequent Environment Committee reports.

### **133. Town Clerk's Report**

The Clerk referred to two circulated reports. The first report listed all activities which the Clerk had been engaged in over the previous six weeks and a proposed future programme of activities for the coming six months.

## **Clerk's Report – Part 2**

### **1. Carmarthenshire County Council**

#### ***i) Members Code of Conduct – Application for Dispensation – Councillors Mark Davies, Lyn Davies and Catherine Ingleton in relation to matters relating to the St Clears Community Association.***

'Notification that the Standards Committee had decided to grant dispensation for the members to SPEAK only BUT NOT VOTE.'

'The Committee in coming to its decision acknowledges the situation outlined relating to the quorum of the Planning and Communities Committee and respectfully suggests that the Town Council may wish to examine the membership of that Committee to ensure it is quorate when matters relating to the St Clears Community Association are considered.' Monitoring Officer.

#### ***ii) Code of Conduct Training***

Following the report received by the Standards Committee on the Code of Conduct Training provided to Town and Community Council representatives earlier in the year, all councils in the New Year will be invited to a further set of training sessions on the Code.

#### ***iii) Polling Districts and Polling Places Review***

Comments invited re those stations currently used and/or any suggested alternatives ensuring that:

1. Electors have such reasonable facilities for voting as are practicable in the circumstances, and
2. As far as is reasonable and practicable, that polling places are accessible to all electors, including those who are disabled, and when designating a polling place, have regard to the accessibility needs of disabled persons.

It was noted that Council's views should be submitted by Tuesday 26 November 2013.

#### ***iv) Naming of Pwll Trap Development HN 3089***

Three proposed names:

1. Maes Hanafol
2. Parc Llwyn Celyn
3. Ffordd Cae Glas

**RESOLVED that PARC LLWYN CELYN would be the Town Council's preferred option.**

#### ***v) Planning Application W/21675 (Land rear of Britannia Terrace, Tenby***

**Road) – Granted**

**2. Independent Remuneration Panel for Wales**

Page 8: 'The Panel has determined that:

**Determination (7) Each community and town council is permitted to make a payment to its members of a maximum amount of £100 per year for costs incurred in respect of telephone usage, information technology, consumables etc.'**

**RESOLVED that the council adopts a scheme and refer to the Finance & Resource Committee for development and implementation.**

**3. Carmarthenshire Environment Partnership**

Invitation for up to three representatives to a free 'Sustainability Session' for Town and Community Councils, which follows on from the Stronger Roots Programme organized by One Voice Wales earlier this year. 'Find out how you can start planning for future challenges and build more sustainable, resilient and prosperous communities'. Halliwell Centre, 19<sup>th</sup> November 2013 at 6pm-9pm.

**4. One Voice Wales**

- i) Consumer Council for Water Wales Committee Annual Review
- ii) **Badger Vaccination Grant open for applications** A grant to support privately delivered badger vaccination projects in Wales is now open for applications. The Badger Vaccination Grant provides farmers, landowners and others who wish to vaccinate badgers against bovine TB with the opportunity to benefit from financial support covering up to half their costs. The first application window will run until 13 December 2013 and successful applicants will be able to begin vaccinating from May 2014. To find out more: [www.wales.gov.uk/bovinetb](http://www.wales.gov.uk/bovinetb)

**5. Mid and West Wales Fire and Rescue Authority**

Invitation to provide views on the proposals in the Draft Annual Improvement Plan 2014-2015 between 24<sup>th</sup> September 2013 and 29<sup>th</sup> November 2013.

**6. Welsh Language Communities Alliance**

The aim of the Alliance is to be a forum for different groups and councils.

**RESOLVED that the Alliance be asked to provide a translation of the principles.**

**7. Carmarthenshire Sports Personality Awards 2013**

Closing dates for nominations 15<sup>th</sup> November 2013.

**RESOLVED to circulate e-mail to members**

**8. Items for Information**

- i) Clerks & Councils Direct

### 134. Town Council Budget and Financial Management Report

The Vice Chair of the Finance & Resource Committee stated that there is a greater emphasis on public reporting and governance. He noted that a considerable amount of work had been done to develop a financial management report which showed the day to day financial management and the next stage would include discussions on the treasury management.

The Clerk explained the financial management report. It was suggested that all members of staff and the associated Employer NI should be listed separately. Cllr SJ Runnett noted that it is the intention to publish the information.

It was noted that the report was useful for all Committees to manage their budgets effectively and that all Committees could have such a report to refer to and include on all meeting agenda.

It was clarified that the Responsible Finance Office (RFO) should be a member of staff and not a member.

It was noted that surplus funds would need to be identified prior to the end of the financial year.

#### RESOLVED

- i) look at a suitable financial management system for long term budgeting and accounting
- ii) to conduct a strategic review in December or January.
- iii) establish liability of each member of the Council's finances.

### 135. Approve Accounts for Payment

**RESOLVED that the following Schedule be approved for payment:**

Supplier	Cheque No.	£
Jimmy's Fireworks Ltd (Inv.2720/3)	103311	3,527.66
J N Williams - Ground Maintenance (Inv. 592)	103312	583.00
J N Williams - Ground Maintenance (Inv. 593)	103313	100.00
SLCC Enterprises Ltd (Inv. 112589)	103314	63.00
Medway Building Contractors (Inv. 905)	103315	309.60
Elfyn Williams - Salary Oct	103316	644.86
Catrin Bradley - Salary Oct	103317	1,092.28
Helen Williams - Salary Oct	103318	1,281.18
Carmarthenshire County Council - Temporary Events Notice	103319	21.00
Catrin Bradley - Expenses	103320	289.93
GW St Clears - 1st Prize Best Dec. Commercial Premises 2012	103321	20.00
Bancyfelin Post Office & Stores - 2nd Best. Dec. Premises 2012	103322	10.00
Hafren Stores - 3rd Best Dec. Commercial Premises 2012	103323	5.00
C Phillips - 1st prize Private Premises 2012	103324	20.00
Carmarthenshire County Council - Temporary Events Notice	103325	21.00

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**7,988.51**

**136. IT provision for Town Clerk**

**RESOLVED** that the Town Clerk be authorised to purchase suitable IT equipment.

**137. Finance & Resources Committee Report**

Cllr EH Eynon clarified that at the meeting on 16<sup>th</sup> September reference was made to having a bank account which started at zero at the beginning of the financial year (not a financial model) with income and expenditure associated with the financial year being reconciled within the account.

**138. Additional support by Acting Town Clerk**

**RESOLVED** to continue employment of Acting Town Clerk on the basis of up to 10 hours per week to be reviewed at the end of December 2013.

**139. Pension Provision for employees**

**RESOLVED** to draw up a St Clears Town Council pension scheme on the basis of a Defined Contribution scheme.

**140. Environment Committee Report**

- i) Section 106 - County Councillor P Hughes confirmed that £80,000 had been spent on improvements to water pressure in Pwll Trap, and that there was £20,000 due for a play area, with £10,000 being available after the first house is sold and the remaining £10,000 when the tenth house is sold.
- ii) Quotes had been received for four Christmas Trees.
- iii) **RESOLVED** to set up a WWI Commemoration Group to include members of Environment Committee and Planning & Communities Committee and other community organisations i.e. British Legion, Schools.
- iv) **RESOLVED** to have an official launch of the Heritage Panel Trail on 12<sup>th</sup> April 2014 on the theme of Ffair Beca, with various community organisations being invited to be involved.

**141. Planning & Communities Committee Report**

**RESOLVED** to hold a fireworks event on 2<sup>nd</sup> November with the support of the St Clears & District Community Association who will co-ordinate the catering.

Members offered support with stewarding:

Nov 2<sup>nd</sup> – SJ Runnett, JSV Rees, LLapT Davies, C Ingleton, R Philips

Nov 29<sup>th</sup> - JSV Rees, C Ingleton, R Philips, Dr WEVJ Davies.

**142. Policy Committee Report**

Report was noted.

**143. Nominations for a representative on the Finance & Resources Committee**

**RESOLVED** that

- i) **Councillor DR Phillips** be elected to serve as a member of Finance & Resources Committee

- ii) **Council to examine the possibility of increasing the membership of the Finance & Resources Committee to six members.**

**144. Nominations for representatives on the St Clears & District Community Association**

**RESOLVED that Councillors C Ingleton and LLap T Davies be elected as Town Council representatives on the St Clears & District Community Association.**

**145. Policy Committee Chair**

The Chair reported that an e-mail had been received from Cllr EH Eynon confirming his resignation as Chair of the Policy Committee.

**RESOLVED to further examine the role of the Policy Committee, establishing programme of works to include reviewing policies, standing orders and developing Human Resource/Employment Policies.**

**146. Report on One Voice Wales Annual General Conference**

Councillor Runnett reported that he and Cllr LLapT Davies attended the conference where a number of issues were noted;

- i) Planning Inspectorate Appeals
- ii) Policies for Data handling and retention
- iii) Requirement to be registered with Data Protection if surgeries/case work are held.
- iv) Support for Social Enterprise
- v) Lyn Cadwallader noted the future reduction of Unitary Authorities and the disposal of assets and service devolution.
- vi) Information was obtained from exhibition stands; website development, financial systems and the War Memorial Trust.

The motion put forward by St Clears Town Council was passed.

**147. Mayors Report**

The Mayor reported that she had visited the mother of Wendy Williams and the Taf QT Club. Arrangements were in place for the Walk on Wales event and the Glam and Glitz event in November. The Chair noted that the Twinning Association were having an evening event on 25<sup>th</sup> October for all previous hosts at Llety Cynin.

**148. Residents Drop-In Session**

There were no public members in attendance.

**149. Lon Cowin Car Parking**

Councillor LLap T Davies stated that there were not enough car parking spaces in Lon Cowin.

**RESOLVED to contact Carmarthenshire County Council regarding residents permits.**

**Meeting terminated 10.35pm**