

St Clears Town Council

Minutes of the meeting of St Clears Town Council held in Meeting Room 1, Y Gât/The Gate, Pentre Road, St Clears on Wednesday 30th July 2013 at 6.pm

Present:

Councillors C M Davies, L L ap T Davies, Dr W E V J Davies, E H Eynon, , Mrs C M Ingleton, P Lanc, D R Phillips, P J Rogers, S J Runnett, Mrs J S V Rees and Mrs H Witt

In the Chair - Councillor Mrs J S V Rees (Town Mayor)

69. Apologies

Apologies for absence was received from Councillors R G Edwards and K A Major,

70. Declarations of Interest

Councillor C M Davies declared an interest in agenda item 6 approval of payments as a partner in Medway Builders

71. Post of Clerk

RESOLVED at the outset of the consideration of matters appertaining to the post that the public and press be excluded from the meeting by virtue that the business to be transacted entailed the engagement of an employee.

Members discussed issues relative to the procedure to be followed during the evening and proceeded to interview four candidates for the post.

RESOLVED that i) subject to the receipt of satisfactory references, the post of Clerk be offered to Ms Catrin Bradley, Glaspant , Carvan Lane, Whitland at the salary currently attributable to Scale LC3 point 39 on the basis of 20 hours per week, £17906.72, to commence duties on or after 1st September 2013, ii) subject to the acceptance of the post, Ms Bradley be invited to attend the meeting Council to be held on 20th August and iii) candidates be offered appropriate travelling expenses

72. Council's Accounts for the year ended 31st March 2013

The meeting proceeded to consider the authority's financial position following the completion of the accounts for the year ended 31st March 2013. Copies of various documents having been circulated to members in advance of the meeting including Income and Expenditure Account and Balance Sheet, Bank reconciliation statement, Explanation of variances between 2011/2012 and 2012/2013, Asset Register as at 31st March 2013 In addition a copy of the Annual Return had been distributed which included the Internal Auditor's Report. Councillor S J Runnett outlined that he had an opportunity to discuss the documentation with Councillor R G Edwards, Chair of the Finance and Resources Committee and they were both pleased that accounts had now been finalised.

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RESOLVED that i) the report be accepted and that Council's

appreciation be conveyed to H I Bowen Council's Internal Auditor,
ii) the Finance and Resources Committee together with the Council's Responsible Financial Officer would need to review the Asset Register at the end of the current financial year in order to ensure that it includes the additional assets as a result of the various projects that will be concluded before the year end and iii) the Town Mayor and Acting Clerk be authorised to sign the relevant parts of the Annual Return to enable submission to Council's external auditors

73. Payments

RESOLVED that the following accounts be approved for payment
103277 - J N Williams Ground Maintenance Ltd - £583.00 - 3rd instalment,

summer maintenance programme

103278 - J N Williams Ground Maintenance Ltd - £100.00 - Litter picking

June

103279 - Wrenvale Nurseries - £48.00 - Planting of 2 containers, Old

Town Hall

103280 - N & J James - £200.00 - Party in the Park 6 July

103281 - N & J James - £450.00 - Market Stalls, Ammanford June/July

103282 - N & J James - £112.50 - Market stalls, Ammanford Carnival

103283 - N & J James - £100.00 - Market stalls, Carmarthen 25 May

103284 - N & J James - £200.00 - Market stalls, Carmarthen 15 June

103285 - HMRC - £1166.28 - Income Tax & NHI deductions April & May

2013

103286 - Elfyn Williams - £2579.22 - Acting Clerk's salary, June & July

2013

103287 - Medway - £132.00 - Supply and fix brackets, Old Town Hall

74. Date of Next Meeting

RESOLVED that the next ordinary meeting of the Town Council be confirmed as Tuesday 20th August at 7.30pm, preceded by a meeting of the Finance & Resources Committee at 6.30pm with the Residents Drop-in Session at 7pm

Meeting terminated 9.35pm

