

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 7th January 2014 at 7.30pm

Present:

Councillors L L ap T Davies, EH Eynon, Dr WEVJ Davies, DR Phillips, PJ Rogers, C M Davies; RG Edwards, K Major, P Lanc, and E Williams Acting Clerk.

In the Chair - Cllr RG Edwards (Deputy Town Mayor)

194. Apologies

Apologies for absence were received from Councillors Mrs H Witt, Mrs JSV Rees and Mrs CM Ingleton. In the absence of the Town Mayor it was agreed Cllr RG Edwards would act as Chair for the meeting.

195. Personal Matters

The Chair wished Councillor JSV Rees a speedy recovery from her illness.

196. Declarations of Interest

No formal declarations recorded

197. Role and Service Delivered by the Town Council

Key points discussed:

i) Number of meetings held by Council Committees

It was noted that there have been many Council and Committee meetings. It was considered that the Committees worked well as they actioned business. Consideration had been previously given to the timing of the Committee meetings to be two weeks prior the Town Council meeting to allow the Clerk time to prepare minutes and carry any necessary administrative work. It was acknowledged that a number of additional sub-group meetings were required to be supported by the Clerk in addition to the Council and Committee meetings. It was also noted that there is often duplication of discussions at Committees and Council meetings, which should be avoided as a means for the process to be more efficient. It was suggested that the Planning & Communities Committee meet every other month, and for the Clerk to forward e-mails relating to planning applications to members in the meantime. It was considered appropriate that the Planning & Communities Committee continue to be responsible for events, projects and community engagement.

ii) Number of events held by Council

A suggestion was put forward for the Council not to run events possibly in future. It was stated that the Council role had always been seen as an initiator of events, and for events to be developed further by community groups, however messages in relation to the handover had been unclear.

iii) Number of projects developed and implemented by Council

It was noted that the line management of the Projects & Events Co-ordinator had not been considered when the project had been

developed and that the Planning & Communities Committee should be responsible for line managing the employee.

RESOLUTION to:

- i) Consider that the work of the Finance & Resources Committee be included with as part of the role of the Policy Committee to be known as the Policy & Resources Committee. The membership of the Policy and Resource Committee would be six members and would include the Chair of Council (Mayor), Chairs of Committees and further consideration be given that one member could assist the Clerk (RFO) with the financial information presented to Council.**
- ii) The Projects & Events Co-ordinator to report to Planning & Communities Committee.**
- iii) Chairs of Committees to look at priorities for the next month**
- iv) Clerk to monitor activity generated by Committees.**

198. Arrangements to fill vacancy for the post of Town Clerk

RESOLVED that

- i) The Town Clerk to continue in post to the end of May 2014.**
- ii) Consideration be given to the reimbursement of the Town Clerk's additional hours worked.**
- iii) Elfyn Williams to assist with the recruitment of the new Clerk with a draft timetable for the recruitment process to be considered further at the next meeting of the Town Council.**
- iv) The post be advertised on the basis of 25 hours per week to be reviewed after six months and the Council's budget be amended accordingly.**
- v) Special meetings of the Town Council be convened as and when necessary to facilitate the recruitment process.**

199. Priorities for the Clerk for January to May 2014

RESOLVED to defer to Policy & Resources Committee meeting.

200. Town Council Budget 2014/15

RESOLVED that the proposed budget be approved (Appendix A attached) and the Town Council's reserves be utilized to meet the projected budget deficit.

201. Precept 2014/15

RESOLVED that the precept be set at £73,700 which would enable the Council Tax Band D to be retained at its present level.

Meeting terminated 9.30pm