

Town Clerk:  
Ms C.A. Paterson

Technical Officer:  
Mr R.H. Griffiths



The Shire Hall  
Carmarthen Street  
Llandeilo  
Carmarthenshire  
SA19 6AF

**Minutes of the meeting of Full Council held at the Shire Hall, Llandeilo on Tuesday 18<sup>th</sup>  
March 2003 at 7.30p.m.**

The Mayor opened the meeting informing the Councillors of the sad passing away of former Councillor German. The council rose to observe a minutes silence in his honour and Cllr Gwyn spoke movingly about Cllr German and said that he had always had the best interests of Llandeilo at heart. Cllr Gwyn would attend Cllr Germans funeral service as a representative of the Council.

**Present** : Councillors: Cllr D. Williams (Chair), Cllr I. Gwyn, Cllr S. Burge, Cllr R. Bellamy, Cllr K. Day, Cllr G. Price, Cllr C. Jenkins, Cllr D.A. Jones.

Other: C. A. Paterson (Town Clerk), R. H. Griffiths (Technical Officer), P.C. A. Roach (Police), H. Towns (Internal Auditor)

**5704:** Apologies: Cllr G. Vaughn Jones, Cllr H. Ladd-Lewis, Cllr R. Davies. Cllr I. Jones

**5705:** The chair moved we go to item 11 on the Agenda (Police Matters) as P.C. Roach had joined the meeting. Police Matters is an item included on all agendas for the meetings of Full Council, so the Council can be kept informed of Policing needs of the Community and updated on happenings and schemes such as C. C. T. V. P.C. Roach was asked to say a few words to council. While he had no further news on the installation of C. C. T. V. which was a rather long running debate! P.C. Roach spoke about how successful the recently introduced 'Pub Watch' Scheme had been, although there had been a few on the day of the last Rugby International. The situation that had existed 6 months previously (before the introduction of the scheme), where windows in the towns high street were smashed and there were some unpleasant incidences involving revellers from the pubs, had improved dramatically. The Llandeilo Police Station found itself at the present time in a situation of transit. The 2 Police Sergeants were both off long term ill and a temp. Sergeant was at present working at the station to keep matters in hand. On the matter of newspaper reports of vandalism on cars, the information was all collated

in Ammanford and the Press had picked up the story from there, perhaps without the realisation that the car in question was one that had been abandoned. A regards other incidences of vandalism on cars, P.C. Roach said that the Police were not aware of them, and that they were reliant on members of the public reporting these incidences, all crimes in the town were investigated by the Police station, unlike in large cities where car crime was seen as commonplace, and it should be stressed to the public that incidences such as those mentioned should be reported.

The Chair thanked P.C. Roach for his attendance at the meeting and reiterated how important and valuable the Council found the information the P.C. was able to provide. While we live in a community where there is little crime it is important the Council is aware of schemes such as 'Pub Watch' so they could help maintain the low levels of crime.

The Council offered its thanks to P.C. Roach, and P.C. Roach left the meeting.

**5706: The minutes of the previous Full Council meeting.**

5683 - Had any progress been made to establish the group of interested parties for the Civic Hall - Problems had arisen with ACTT the organisation that was acting as a facilitator to the programme. The staff of the organisation had been made redundant and the only contact available was D. Patterson. There was an enquiry pending as to the allocation of funds by this body. *The mayor moved we continue to comply the list and organise a working group to see how the project can now be moved forward.*

5641 - Cllr Bellamy presented the Deputy Mayor with an old list of Town organisations. The Town Clerk to work on compiling a new one as part of the preparation for the Mayor's dinner and this to be passed on to Cllr Vaughn Jones so that a letter could go out regarding the New Town Monument.

5621 - The property for sale at Bank Buildings had had a rather high bid on it and the Council decided not to progress any further on it.

5680 - Further meetings regarding the future of Newton House. Cllr, Day to attend on Tuesday and Cllr Williams to attend on Thursday.

5690 - Cllr Williams had made contact with the secretary and procedure to be followed.

5691 - Cllr Cooper not present to comment.

*The Minutes of the meeting of Full Council held at the Shire Hall on Tuesday 18<sup>th</sup> February 2003 at the Shire Hall were passed as a true record of the Meeting. Proposed by Cllr Jenkins, seconded by Cllr Burge and passed with all in favour.*

**5707: Minutes of the Finance Committee.**

5695 - The Mayor's account was not in a bad state as hinted by this minute. The Finance Committee simply felt the need to ensure that the account was properly monitored to ensure best value in the use of public monies.

5696 : The situation surrounding the insurance policy for the Town Twinning Buoy, has been resolved. The Twinning Association has agreed to maintain the buoy and

the Council agreed to accept their declaration they would do so in good faith and not to make the arrangement any more formal as this could affect goodwill between the organisations.

*The Minutes of the Meeting of the Finance Committee held at the Shire Hall on Wednesday 5<sup>th</sup> March 2003 were passed as a true record of the meeting.*

Proposed by Cllr Price, seconded by K. Day passed with all in favour.

**5708:** The Minutes of the Planning Committee.

5702 - the footpath report and work related to it was in hand.

*The minutes of the meeting of the Planning and Transportation Committee held at the Shire Hall on Wednesday 5<sup>th</sup> March 2003 were passed as a true record of the meeting.*

Proposed by Cllr Jenkins, seconded by Cllr Gwyn and passed with all in favour.

**5709:** The Publication Scheme. The matter initially raised by Cllr Bellamy involves a statutory requirement of the Council to publish information. The question had arisen at the last meeting of the need to publish bilingually, and had given rise to the proposal that further discussion was needed. However, this meeting felt the need to get as much information out as soon as possible. The Mayor said the stated policy on bilingualism directed a step - by -step approach. The meeting felt that publishing what information the council had either in English or bilingually should be seen as a positive first step and the provision of all information bilingually would be assessed on the 'step-by-step' basis.

*The Town Clerk and Cllr Bellamy to set up a meeting to establish what was available for publication and to place a file containing such documents in the library for public access. The process would be ongoing with information being added as it became available and the issue of translation being considered at each step in the process.*

Proposed by Cllr Gwyn, seconded by Cllr Jenkins and passed with all in favour.

**5710:** Notice of Motion. Cllr Gwyn stated that part of the Internal Auditors report had identified the need to make the clerks status as Responsible Financial Officer something more official. The notice of motion states:

*The Town Clerk shall be the Responsible Financial Officer. As such he/she shall maintain the books and financial affairs of the council in the manner required by the Accounts and Audit Regulations 1996 (as amended) , and in accordance with any financial regulations adopted by the council. It is to be inserted on page 1a after Standing Order 5 as new Standing Order 5a.*

The notice of Motion proposed by Cllr Gwyn and seconded by Cllr Jenkins. The motion is now carried to the next meeting when members can amend or add to it before it is appended to the Standing Orders.

**5711:** Auditors Response. The Auditors had sent a response requesting further information:

1. The loan outstanding by the PWLB Spreadsheet shows £59969. Please indicate what the difference relates to or amend . The Internal Auditor said that they were probably looking at the PWLB balance for this year rather than for the previous year. The Clerk to check and reply as such.
2. Total Other receipts have decreased by £5963 (30%) Total Other payments by £7811 (30%) and Staff Costs have increased by £903 (19%) . Please provide explanations.
3. The Council minute reference and date has been omitted from section 2. Please ensure this is completed

*The clerk to compose a reply and liaise with the Internal Auditor.*

**5712:** The Draft Financial Regulations. The council expressed its gratitude to Mr Hugh Towns for his work drawing up this the first draft of a set of financial regulations to be appended to the Standing Orders. In alignment with the Councils bilingual policy Cllr Gwyn asked if, as some sections of the draft had been taken from the County Council regulations, parts would therefore already be available in translation.

The financial regulations were not intended to be rigid but rather a flexible framework that could be improved and amended. It is recommended that administration should be carried out by staff rather than by members.

*It was proposed that the draft regulations be received in principle.*

Proposed by Cllr. Gwyn, seconded by Cllr Jenkins and passed with all in favour.

**5713:** The gardens below the Crescent. The agenda item had been proposed by Cllr Jenkins. Cllr I. Jones had attended the meeting of the Finance and Planning Committees, and had put forward the suggestion that as one of the gardens had become available for sale the Town Council should consider the purchase of all three to create a community resource/ community garden. It was noted that the £2000 mentioned in the previous meeting was probably optimistic. Cllr Gwyn said he knew that the County Council owned 1 of them but was unsure about the other. There was a need to check on the deeds. *Cllr Jenkins was to investigate and further inform the Council of price and availability of these gardens.*

**5714:** The Council Web Site. Cllr Price said that the progress on the production of the web site for Llandeilo seemed to have slowed down and that now was the time perhaps to start writing to some companies who designed and built Website to get some factual information as to how best to progress, costings and what the requirements for establishing the site are etc. Cllr Jenkins suggested that as Martin Smith had set up the Festival site he would be a good person to contact. The Chair then said that he was aware that Cllr Vaughn Jones's wife, Mary, worked in Lampeter and was in contact with an organisation that had been set up and was funded to provide community groups with IT skills. As part of this service they could also give instruction as to how to set up our own Website. It could be

possible to ask someone to attend one of the council meetings and give us a brief presentation. Cllr Bellamy suggested that the next meeting of Full Council started slightly earlier at 7.00pm so that the presentation could be delivered. The Chair said this was a good idea as it would give a full month for preparation. Cllr Price said that perhaps the Chamber of Trade would be interested, and would also like to send a representative to the meeting. *The Chair would contact Mrs Vaughn Jones and arrange for a presentation at the next meeting of Full Council if this was possible.*

**5715: The Ambulance Station:** Cllr Jenkins had requested this be a proposed agenda item.

It had become apparent that the amount of Ambulance Cover provided at the Llandeilo Ambulance Station was dwindling. There had been occasions when the Ambulance supposed to cover Llandeilo/Llandovery area had been called away to areas far outside its own area and as a result Llandeilo/Llandovery was without cover. The Ambulance service had a stated aim of a maximum response time of 20 mins. However, if the Llandeilo ambulance had been called to Lampeter, for example, and it was then needed by someone in Llandeilo/Llandovery, the area that it was meant to be providing for, it would be unable to respond within this maximum response time.

As a council the first step was to write a letter to both the Community Health Council and the Regional Ambulance Officer, bringing this matter to their attention. Cllr Bellamy said there must be a stated service level agreement for the Llandeilo area and it was necessary to establish whether the service was in compliance with this.

*The Clerk to write to both these organisation, first presenting the letter to Cllr Jenkins for comment, requesting information about the service level agreement for this area and stating that the council is not happy with the level of service being seen to be provided for the reasons stated above.*

Proposed, seconded and passed with all in favour.

**5716: Fireworks Display.** Cllr Price suggested that holding a Fireworks display would be one way to continue to raise the profile of the Council and its role in the community. It was a high impact event that was likely to be attended, or at least seen, by most of the members of the community. The Chair commented that he had thought that it was a pity there was no fireworks display locally last year. Cllr Price had looked at two potential sites, the football pitch at Ffairfach and Cae William. Of the two it was decided that Cae William was more appropriate given parking, the presence of the Stand and safety barriers. Cllr Price had looked into the ways of doing a fireworks display and had discovered that a company could be brought in to do the event. This would cost in the region of £4000.00. Alternatively for the sum of £2000.00 the Town Council could man the event itself. This would require a lot of hours from the councillors, setting up, manning the event and clearing up afterwards. Also all those to be directly involved in the display would be required to attend a days course in safety and procedure by the company providing the

fireworks. The Council would possibly also be required to take out extra insurance for the event. The Town Clerk to contact Zurich regarding how much this would cost. The Police and the Fire service were also to be informed.

*Cllr Price was to write a formal letter to request an initial sum of £1000.00 from the Town Council. The Internal auditor suggested that a reserve fund be allocated to the fireworks display. The Deputy Mayor seconded Cllr Price's proposal that further research was carried out into the viability of the fireworks display and the Council agreed in principle to the idea of holding such an event.*

**5717: Christmas Lights.** Cllr Bellamy inquired as to the progress on the request that the County Council take over the Christmas lights The Chair said that he had approached the councillor from the parks section who had helped with the lights in Ammanford. However, he had had a blank reception and although he was willing to attempt to take the matter further he felt the Town Council was not going to receive much help.

**5718: Correspondence.**

*Request for financial Assistance for the Scout Hut - Clerk to request a Balance Sheet as standard procedure. Also to ask for costs for the refurbishment of the Hut and how much will be provided by the Scouting Association. There was also some question as to who actually owned the building, as the Council thought that it was leased from the County Council. If this was in fact the case then the Town Council also needed to know what were the terms of the lease before directing financial assistance under section 137. The Clerk to write to the organisation.*

Letter from Cambria Archaeology. Regarding the issues raised - The Town Council had already commenced some work on the front of the building. The window frames were being repaired and a contractor has already started pressure washing the frontage. This had caused some of the paint to flake away and the Council was in agreement that the front of the building needed to be painted. *The Technical Officer to obtain further quotes for painting the front of the building.*

- Cllr Jones said that there should be a Brass plaque on the front of the Building that said that the Council met there and owned the building. *The Technical Officer to look into how much this would cost.*

- As regards the promised sum of £290.00 as half the cost of the Trust moving the server while repairs and plastering were carried out. The Council had already agreed in principle to this and it should be herewith formally minuted and paid.

- With regard to the health and safety issue of the electricity supply, there was agreement that the Trust was responsible for the safety of every appliance that was plugged or fitted into the building. *As regards the actual structural wiring and electricity of the building the Technical Officer would approach M. Rees and look into what was required in checking this. All in agreement.*

Due to the fullness of the agenda and the length of the meeting it was decided not to request a report back from those councillors who had received documentation at the previous meeting. Cllr Williams (The Chair) took the Welsh Assembly Language

policy document.

As regards the salary for the Clerk and the Technical Officer, the Clerk now had the local authority pay scales. *It was decided that the Clerk would produce pay slips in accordance with these rates of pay. These would be verified by the Mayor and the Clerk would then issue payment.*

- 5719: Reports from Meetings.** Cllr Jenkins had attended a meeting of the Twyi Gwili Area group that had been addressed by the LAS Waste group who were contracted to deal with the County's waste. They spoke of the success of their 'pink bag' scheme in those areas where it was already introduced and said that they were now to introduce it in all areas including Llandeilo - the scheme provided separate bin bags for townspeople to use for that waste which was recyclable. The company providing the waste contract then could recycle all this waste. The national target for recycling was 20% of all waste by 2010 and Carmarthenshire was well on target with around 16% of all waste being currently recycled.
- Cllr Price had attended the meeting of the Chamber of Trade and stated that they had spoken of the need to improve the Town's Christmas lighting. He proposed that the Town Council and the Chamber of Trade perhaps should join forces over the Christmas lights and 'match fund' to improve the lights. Cllr Jones said that such a joint project was an excellent idea and could be seen to begin to 'heal the wounds' and bring the two organisations into a far more productive working relationship. *Cllr Price proposed that the Town Council offer the sum of £500.00 to be matched by the Chamber of Trade as a fund for improving the Christmas lights.* This was seconded by Cllr Day. And passed with all in favour.
- Llandeilo in Bloom had also organised hanging baskets that it wished to make available to townspeople for the sum of £13.50. *It was proposed that the Council would offer a prize, like that offered to the best dressed windows at Christmas, for the best hanging baskets/floral display. This was to be presented to the Finance Committee at the next meeting where they would be discussing the allocation of funds for the next year.*
- The Clerk to send a copy of each set of Council minutes to Sue Toller at Fanny's Restaurant. The Mayor requested that the Chamber of Commerce provided a set of their minutes in return.*
- Tregib School had a visiting school from Canada and it was proposed that they be presented with a Llandeilo Fawr Town Plate. Proposed by Cllr Jones, seconded by Cllr Jenkins and passed with all in Favour.*

The Meeting ended at 9.45.

