



Minutes of the Full Council Meeting of Llandeilo Town Council  
in the Shire Hall at 7:00 pm on Tuesday 20 July 2004

- Present:** Mayor R Bellamy, Deputy Mayor Colin Jenkins, Cllr David Jones, Cllr Charlotte Leadbeater, Cllr Pam Steane Price, Cllr Fran Murphy.
- 6171:** Apologies: Cllr I Gwyn, Sam Ash (Clerk), Huw Griffiths (Technical Officer).
- 6172:** Minutes of Full Council Meeting 15/6/04 were signed as a true and accurate record. Proposed by Cllr C Leadbeater, Seconded by Cllr D Jones.
- 6173:** Matters Arising:  
6107 Site Meeting – No news yet.  
6109 Mayor's Chain has been repaired, engraving to be done as soon as possible.

**Mayor to look into local firm to do engraving**

6112 Flower and Music Festival - Cllr Jenkins thanked the Mayor for the Reception and said it had been a very successful festival.  
Audit letter has been returned to HLVB. Hugh Towns is starting now on internal audit.  
SLCC £81 including membership and manual approved for payment.  
Training Course in October for Clerks and Councillors. Cllr D Jones proposed that Town Council should pay fees and expenses for anyone wishing to attend. Seconded by Cllr C Leadbeater.

**Copy to all Councillors/Clerk/Tech Officer  
Clerk to book places**

Mrs Davies responded to CCC response.  
Cllr D Jones thanked the mayor and clerk for minutes  
Minute Numbering. Clerk is looking into a different system and will discuss next meeting.

- 6174:** Minutes of Finance Committee Meeting 7/7/04 were signed as a true and accurate record. Proposed by Deputy Mayor C Jenkins, Seconded by Cllr P Steane Price.
- 6175:** Matters Arising:  
6160: No reply from bank regarding number of cheques issued per month without charge.

**Clerk to chase up**

6161: Staff to complete bank detail forms  
6163: No more printing quotes received yet

**Clerk to chase up**

Feasibility Study: Payment authorised for half invoice total, to be invoiced directly by Regan Norris.  
6164: Plaque installed on heritage railings.  
Mayor R Bellamy to contact Emyr John about publicity with CC. Cllr D Jones not available until September.  
One Voice Wales meeting postponed until October.

- 6176:** Risk Assessment.  
Mr R T Smith of RTS Associates explained a risk assessment was carried out as required by our audit. It covers our responsibilities for:
- Staff
  - Buildings – Shire Hall and Portacabin

- Contractors/ Part time casual employees, e.g. those who erect Christmas lights
- Events
- Footpaths – Should inspect annually – Take measures to ensure safety of Officer working alone.
- Asbestos – We have instructed Technical Officer to carry out necessary work.

Lone Working:

Technical Officer to inform us when going to do footpath survey and let us know when he is safely back.

Clerk working alone, we estimate low risk of violence in Portacabin and long term aim is to have office in Shire Hall.

Welfare:

Clerk has access to toilet/washing facilities though still no water supply.

**Mayor to leave key with cashiers,  
for workers to come in  
(Done 22/7/04)**

First Aid Box and Accident Book have been purchased.

Need to appoint Clerk as 'Appointed Person' under 'First Aid at work Regulations 1981'.

**(Done)**

Computer. Have bought keyboard. Clerk uses it in office and doesn't usually work from home. If Clerk worked at home we would have to ensure the same H & S is in place as at our office.

Christmas Lights are checked every year and all have RCB.

Risk Assessment Mostly LOW RISK

Asbestos now actioned. Was MODERATE, probably LOW RISK now.

Fire Extinguishers now in Portacabin. Two different kinds. Cllr Jenkins to check signs and make it clear which to use with electrical fires.

**(Done)**

Shire Hall should be checked for safe fire extinguishers also.

Electrical Inspection should be done every year, of all our equipment including kettle.

Portacabin Step. Ask CCC to provide a safe step and handrail.

Christmas Lights. Clerk to check if insurance covers liability if a contractor does damage/injures someone?

**Clerk to check**

Draft H & S Policy. Need to let Mr R Smith know if we want any changes and whether we are going to adopt it. Cllr D Jones proposed that we accept the spirit of the H & S recommendations and take note of them but as an employer with only two part time employees we do not feel it necessary to formally adopt a H & S policy at this time. Seconded by Deputy Mayor C Jenkins, All in favour.

**Clerk to let RTS Associates know**

**6177:** Minutes of Planning & General Purposes Committee Meeting 7/7/04 were signed as a true and accurate record.  
Proposed by Deputy Mayor C Jenkins, Seconded by Cllr D Jones.

**6178** Matters Arising:  
6167: Car Park sign – refer to Tech Officer.

**6179:** Co-Option of Members:  
Hugh Towns and Paul Faulkner

Proposed by Cllr P Steane price, seconded Cllr C Leadbeater. All in favour.

**Mayor to write to CCC and Hugh & Paul  
To confirm and invite them to join.**

**6180:** Heritage Audit Meeting:

**6181:** Civic Hall:

Dispensation has been received to discuss this. Cllr Leadbeater still arranging the survey, although Town Council funds are not needed for this it will be left allocated for this project.

There is concern that the Civic hall is not being cleaned properly and the toilets are not working, the Community Association is being blamed for this. County Councillor I Jones will investigate who is responsible.

**6182:** Website:

It was decided that a 'message board' would have a trial run and be reviewed at Christmas.

**6183:** Mayor's Report:

**6184:** Correspondence:

Garden – It was agreed that the purchase would go ahead on terms set out in the letter. Technical Officer to look into Rights of Way.

**6185:** One Voice Wales meeting postponed until 6/9/04

**6186:** Teilo Saint Governor – Decision has been postponed until September

**6187:** Payments:

Regan Norris	£793.12	
Clerk salary July	£452.99	Proposed by Cllr Jones, seconded Cllr F Murphy. Clerk/Mayor signed original contract of employment
Tech Officer salary July	£116.19	
Pay Connect	£24.91	<b>Ask if this can be paid by BACS</b>
SLCC	£81	Membership & Manual

**6188:** Planning:

Portacabin, Weds 7.30

**6189:** Fireworks:

Deputy Mayor Jenkins to arrange with Geraint, also to check with Hugh Towns on last year's costs.

Insurance has to be separate.

£1 each on gate, adults and children.

5.30pm Friday 5/11/04

Festival of lights – Deputy Mayor Jenkins to give all information to Nerys Lewis this week to do grant.

Meeting ended 9.30pm

