

Town Clerk:
Ms C.A. Paterson

Technical Officer:
Mr R.H. Griffiths



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**Minutes of the meeting of Full Council held in the Main Dinefwr Debating Chamber,
Council Buildings, The Crescent, Llandeilo, on Tuesday 18th November 2003, at
7.30pm.**

Present: *Councillors:* Cllr D.A. Jones (Mayor – Chair), Cllr G. Vaughan Jones (Deputy Mayor), Cllr S. Burge, Cllr C. Jenkins, Cllr I. Gwyn, Cllr R. Bellamy.

Other: C. Paterson (Town Clerk), R.Huw Griffiths (Technical Officer)

5913: Apologies: Cllr K. Day, Cllr G. Price, Cllr C. Cooper, Cllr D. Williams, Cllr H. Ladd Lewis, Cllr R. Davies.

5914: Minutes of the previous meeting of Full Council held Tuesday 21st October 2003.

<p>The minutes of the Full Council meeting held on Tuesday 21st October 2003 in the main Dinefwr Debating Chamber, Council Buildings, The Crescent, Llandeilo at 7.30pm, are accepted as a true record, proposed by Cllr Burge and seconded by Cllr Vaughan Jones, passed with all in favour.</p>
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5915: Matters Arising.

5855 – Gardens at The Crescent. The legal department at C. C. C. had sent the Council some of the documentation relating to the previous ownership of the allotment.

5884: The Web Site was under construction and a request had been sent to the Western Mail for the maps and historic information to be sent in a different format.

5889: Window replacement for the Shire Hall. The Technical Officer was in possession of 2 quotations for the replacement of the window, and is seeking further quotations for 'supply only' as suggested at the meeting.

5890: The issue of a tap, as a water supply for Town Council use, to be installed outside the Public Toilets in the car park had been resolved. The Technical Officer is in possession of a key to the store cupboard located in the Toilets, and thus had use of the existing tap in the storeroom.

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- 5916:** Cllr Vaughan Jones raised the issue of sensitivity with regard to the minutes. There was discussion regarding the nature of the minutes as a public record. It was said that all resolutions had to be clearly minuted and all financial information recorded as the minutes formed the basis of the Audit Trail.

The issue of the minutes, the manner of recording and format to be an Agenda Item for the meeting of Full Council in January, so the Clerk can be instructed in how to improve the minutes of meetings.

- 5917:** The minutes of the meeting of the Finance Committee held at the Shire Hall on Wednesday 12th November 2003.

The Town Clerk apologised for omitting from the minutes of the Finance Committee the issue of the Photocopier. The Council had received a bill for the Annual Maintenance Contract for the Photocopier of £109.00. It was generally felt that this was a large expenditure on an old, labour intensive and unreliable machine.

The Committee resolved to cancel the contract for this machine and to look at the purchase of a photocopier or multi purpose machine for the new office.

The Council accepts the minutes of the Finance Committee held at The Shire Hall, Llandeilo on Wednesday 12th November 2003 at 7.00 pm. as a true record and accepts the recommendations from the Committee held within the minutes. Proposed by Cllr Bellamy and seconded by Cllr Vaughan Jones and passed with all in favour.

- 5918:** Matters Arising:

5902: The request from the Community Association regarding funding. This request was not considered to be a Section 137 application. All Councillors are members of the Community Association.

Funding for the Community Association to be discussed at the next meeting of the Finance Committee.

- 5919:** The Minutes of the Planning and General Purpose Committee held at the Shire Hall on Wednesday 12th November 2003 at 8.21 pm.

The council accepts the minutes of the Planning and General Purposes Committee held at The Shire Hall, Llandeilo on Wednesday 12th November 2003 at 8.21 pm. as a true record and accepts the recommendations from the Committee held within the minutes.

Proposed by Cllr Burge and seconded by Cllr Jones and passed with all in favour.

- 5920:** Matters Arising: It was noted that although the Town Council was supposed to have a direct role in the naming of all and any new premises in the Town, it appeared the Council was only receiving notification of names already given.

The Town Clerk to raise this issue with the Planning Department. The Town Council should be contacted with regard to all naming and numbering of buildings in the Town.

5921: Code of Conduct Training. Mr Pugh Jones had allocated Tuesday 2nd December 2003 at 7.00 pm. for the Code of Conduct Training session to be held for Councillors.

Town Clerk to accept this date and to notify all Councillors of the date and time for this meeting. Details of other sessions to be held by other Town and Community Councils to be requested, so that those councillors unable to attend this session can attend one of these.

5922: Financial Regulations: Cllr Bellamy had spent considerable time to adapt the Financial Regulations suggested by the Internal Auditor to suit the needs of a small Council. All members had received copies of the amended Financial Regulations.

The Council moved to adopt the Financial Regulations as amended. These regulations to be appended to the Standing Orders. Proposed by Cllr I. Gwyn, seconded by Cllr Burge passed with all in favour.

Cllr Bellamy was congratulated and thanked for her work.

5923: Notice of Motion. The council's Adoption of the Financial Regulations has implications as regards the Standing Orders. Cllr Bellamy presented a Notice of Motion, which amends the Standing Orders to delete current Financial Orders to refer directly to the newly adopted Financial Regulations.

Cllr I. Gwyn proposed that the Notice of Motion was entered and put forward for discussion at the next meeting of Full Council to be held in December. This was seconded by Cllr Burge, and passed with all in favour.

5924: Reports of meetings attended. Cllr Jenkins had attended The Town Twinning Association Annual General Meeting. The Mayor maintains his role as a member of the Committee of the Association.

Cllr Jenkins had also attended a meeting of the Community Association, where the Civic Hall project was discussed. R. Mead attended this meeting. The Community now had a secretary. C. Leadbetter had agreed to undertake this role with special reference to the Civic Hall project. The mood regarding the Civic Hall development was more positive.

5925: The Mayors Report. The Mayor offered his thanks for the excellent Fireworks Display to all the Councillors who had worked hard to make this a successful community event.

The Town Council to give a donation of £50.00 to the St Johns Ambulance for their presence and support of the Fireworks. Proposed by Cllr Jenkins seconded by Cllr Bellamy. Letters of Thanks to be written to the committee of the Llandeilo Rugby Club and the committee of the Llandeilo Youth Rugby.

⁰¹²⁷ The mayor reported that a request had come from the Llandeilo Bowl's Club that the old tradition of the Mayor throwing the first wood of the season be revived. The Mayor had agreed to this.

5926: The Christmas Window Competition. The Mayor and the Deputy Mayor would judge the town's shop windows in the week prior to the Christmas Lights 'Switch On' on Friday 28th November 2003.

The prizes, £50.00 First Prize and the Trophy, £30.00 Second Prize, and £15.00 Third Prize would be presented at the 'Switch On'

The Mayor also suggested the Council stage a Children's Competition.

The Clerk to set up a Children's Competition, where children have to find a doll hidden in five windows of the town. All entry forms to be collected in the Llandeilo Post Office. Entry forms to be given to the Schools. The first five correct entries drawn out of a hat at the 'Switch On' would each win a prize.

5927: Correspondence: The Council received a letter from Sue Essex at the Welsh Assembly. The date for elections had been changed. The new proposed date is the same day as the European elections 10th June 2004.

The Town Council requires further information in order to clarify exact details with regards to the date for declaring and filling vacancies from the Electoral Registration Officer at Carmarthen County Council

The later date of this election means the Mayor Making Ceremony would also be later, i.e. after 10th June 2004.

5928: The Mayor stated that there would be a Civic Service this year and that he was currently in discussions with the Vicar.

The proposed date for the Civic Service was Sunday 7th March 2004. This would be followed by a reception. Date and place to be informed at a later date.

5929: The December meeting would be followed by the Mayor's Christmas Reception. Councillors would receive their invitations shortly. In order to start the reception promptly at 8.30 pm-

The December Meeting of Full Council to be held on 16th December 2003 in the Main Dinefwr Debating Chamber, Council Buildings, The Crescent, Llandeilo would begin at 7.00pm. Proposed by Cllr Bellamy, seconded by Cllr Jenkins passed with all in favour.

The meeting ended at 9.00pm.