

LLANELLI TOWN COUNCIL

MINUTES

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LLANELLI TOWN COUNCIL

ORDINARY MEETING

4th January 2017

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 4th January 2017 at 6.00 p.m.

PRESENT: Councillor W.G. Thomas (Town Mayor)(Presiding)

Councillors

Bigyn Ward

M.J.P. Burns
Ms. Ff.S. Larsen
C.J. Reed, MBE.
D. Thomas

Elli Ward

Mrs. P.J. Edmunds
J.P. Jenkins
Mrs. R.F. Price

Glanymor Ward

Lliedi Ward

D.Ll. Darkin
Mrs. S. Najmi
C.L. Thomas

Tyisha Ward

R.T. Price

APOLOGIES: Councillors R.M. Davies, J.S. Edmunds, A.H. Hitchman, W.J. Lemon, C.C. Lucas (Leader of the Council), J. Owen, Mrs. L.J. Stedman and Mrs. J. Williams

65. MAYORAL ANNOUNCEMENT

The Town Mayor (Councillor W.G. Thomas) wished everyone a Happy New Year and welcomed the new Town Clerk, Mr. Gary Jones, to his first Council meeting.

66. CARMARTHENSHIRE JUNIOR LEAGUE – GRASSROOTS IMPACT AWARD 2016

The Town Mayor (Councillor W.G. Thomas) welcomed members of the Carmarthenshire Association Football League (CAFL) Executive Council following which their Secretary, Mr. Colin Jenkins, explained to members that the Carmarthenshire Junior League 9v9s Project had received a Welsh Community Football Award in recognition of their pilot scheme which involved changing the way football was played at the under 12 age level.

The pilot scheme reduced the number of players from eleven-a-side to nine-a-side and played on a reduced sized playing field and goals in the hope of easing the transition from mini football to junior football.

In receiving the Grassroots Impact Award 2016 the CAFL wished to present the plaque to the Town Council to display in the council offices in recognition of all the excellent work that the Town Council was doing to ensure the future of playing fields within the area.

The Town Mayor thanked Mr. Jenkins and Executive Council members of the Carmarthenshire League for all their help and assistance to date whereupon they left the meeting.

67. VERIFICATION AND CONFIRMATION OF MINUTES

RESOLVED – that the following minutes of the Town Council, its committees and joint committees (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received and confirmed respectively:-

Llanelli Town Council	7 th December 2016
Planning, Licensing and Consultation Committee	12 th December 2016
Extraordinary Llanelli Town Council	13 th December 2016
Building and Finance Committee	19 th December 2016

68. INDEPENDENT REMUNERATION PANEL FOR WALES

Further to Minute No. 29 of the Planning, Licensing and Consultation Committee meeting held on 7th November 2016, the Town Clerk reported the receipt of an invitation to attend a round table discussion event at The Old Hall, UWTSO, Lampeter on the 2nd February 2017 at 10.30 a.m. – 12.30 p.m. (copies having been previously circulated to members).

RESOLVED – that the Town Clerk and Councillor C.J. Reed, MBE. be authorised to attend the above regional meeting.

69. LLANELLI CHAMBER OF TRADE AND COMMERCE

Further to Minute No. 11 of the Council meeting held on 4th May 2016, the town Clerk reported the receipt of a request from Councillor Mrs. P.J. Edmunds to stand down as the Council's nominated representative on the above Committee (copies having previously been circulated to members).

RESOLVED – that Councillor D.Ll. Darkin be nominated as the Town Council's representative on the Llanelli Chamber of Trade and Commerce.

70. ASSET TRANSFER

Further to Minute No. 63 of the Council meeting held on 7th December 2016, members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

The report informed members that there had been further discussions with Llanelli Rural Council regarding grounds maintenance and the possibility of extending the remit of the Llanelli Joint Burial Authority to include the grounds maintenance of both councils. The joint committee model would allow Town Councillors to be directly involved in the management of the ground maintenance team with membership of the committee possibly increasing and with the Town Clerk assuming a role on the committee.

This change to the joint committee would involve amending its Terms of Reference and name but would prove more convenient than establishing a completely new entity. It could also be achieved in a shorter time frame.

Following a discussion, it was

RESOLVED – that the Llanelli Joint Burial Authority be asked to consider this matter further and that the Town Clerk attend all relevant meetings and report back to a future Town Council meeting.

71. LOCAL GOVERNMENT ELECTIONS 2017

The Town Clerk reported the receipt of an e-mail dated 21st December 2016, received from the Local Government Partnerships – Policy Division of the Welsh Government (copies having been previously circulated to members).

RESOLVED – that the information be noted.

73. MATTERS FOR INFORMATION

RESOLVED – that the under mentioned matters (copies of which having been previously circulated or made available to members) be noted:

- (1) Talking Health – Winter Newsletter;
- (2) Community Infrastructure Levy – One Voice Wales Briefing Note;
- (3) Parc Howard – notes of meeting held on 26th September 2016.

FURTHER RESOLVED – that the undermentioned matter (copies of which is available on request) be noted;

- (1) Older People’s Commissioner for Wales – Winter Newsletter.

74. PRESENTATION

The Town Mayor (Councillor W.G. Thomas) passed on the Council’s best wishes and thanks for his excellent service to the outgoing Town Clerk, Mr. Mel Edwards, and presented him with a decanter and glasses.

The Meeting concluded at 6.20 p.m.

ESTABLISHMENT COMMITTEE

4th January 2017

At a Meeting of the **ESTABLISHMENT COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 4th January 2017 at 6.22 p.m.

PRESENT: Councillors W.G. Thomas (Vice-Chairman)(In the Chair), M.J.P. Burns, D.Ll. Darkin (substitute for Cllr. J.S. Edmunds), Mrs. P.J. Edmunds, Ms. S. Najmi (substitute for Cllr. Mrs. J. Williams), Mrs. R.F. Price, C.L. Thomas (Deputy Town Mayor)(substitute for Cllr. Mrs. L.J. Stedman) and D. Thomas.

APOLOGIES: Councillors J.S. Edmunds (Chairman), A.H. Hitchman, C.C. Lucas (Leader of the Council), Mrs. L.J. Stedman and Mrs. J. Williams.

5. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED – that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

6. APPOINTMENT OF ADMINISTRATIVE OFFICER

Members considered a report prepared by the Town Clerk (copies having been previously circulated to members) regarding the process to be adopted for the appointment of an Administrative Officer, and to the following draft documents prepared by the Town Clerk for members' consideration –

- Job Description
- Person Specification
- Job Advertisement
- Process – for recent appointments the Establishment Sub-Committee meets to prepare a short list and agree the format for interviews.

Following a discussion which included equal opportunities monitoring and the need for members to decide upon relevant training needs, it was

RESOLVED – that the draft documents prepared by the Town Clerk be approved, and that the post be advertised in the South Wales Evening Post and Llanelli Star in January and on appropriate websites, with a closing date of Friday, 27th January 2017.

The Meeting concluded at 6.35 p.m.

LLANELLI JOINT BURIAL AUTHORITY

9 November 2016

At the **Meeting** of the **LLANELLI JOINT BURIAL AUTHORITY** held at Vauxhall Buildings, Vauxhall, Llanelli on Wednesday, 9 November 2016 at 4:00 pm.

PRESENT: Councillors R. E. Evans (Chairman), M. J. P. Burns, J. S. Phillips, S. M. Donoghue, L.J. Steadman

38. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. M. V. Davies, P.J. Edmunds, R.F. Price and C.J. Reed, MBE.

39. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

40. CONFIRMATION OF MINUTES

RESOLVED that the following minutes (copies of which had been previously circulated) be confirmed and signed as a true record of proceedings.

Ordinary Meeting - 12 October 2016

41. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure reports for September 2016 and the provisional report for October 2016 be noted.

42. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for October 2016, which revealed expenditure for the month, amounted to £33,233.06.

RESOLVED that the information be noted.

43. CHRISTMAS HOLIDAY ARRANGEMENTS

RESOLVED that in accordance with Minute No.45 (10 December 2003), this year's Christmas holiday arrangements for the cemetery workforce be confirmed as detailed below, with two days annual leave being added to employees' annual leave entitlement for 2016/2017.

Friday	23 December 2016	- Normal working Day
Saturday	24 December 2016	- Christmas Eve
Sunday	25 December 2016	- Christmas Day
Monday	26 December 2016	- Boxing Day
Tuesday	27 December 2016	- Bank Holiday (In Lieu of Christmas Day)
Wednesday	28 December 2016	- Locally Agreed Holiday
Thursday	29 December 2016	- Normal Working Day
Friday	30 December 2016	- Normal Working Day
Saturday	31 December 2016	- Non-Working Day
Sunday	1 January 2017	- New Year's Day
Monday	2 January 2017	- Bank Holiday (In Lieu of New Year's Day)

44. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

45. LLANELLI CREMATORIUM – ANNUAL RENT REVIEW

Members considered the Secretary's report informing of the impending annual rent review and which confirmed the amount of rent payable to the Burial Authority from Crematoria Management Ltd, with effect from 1 December 2016.

Following discussion, it was

RESOLVED that the rent for the ensuing year be confirmed as £30,606 and that Crematoria Management Ltd be notified accordingly.

46. GRANITE MEMORIAL BENCHES

Further to Minute No. 66 (8 December 2010), Members considered the Cemetery Manager's report regarding the introduction of a new policy for the installation of benches in the cemetery grounds. The new policy would allow members of the public to purchase granite memorial benches directly from a memorial mason, and would be applied along similar lines as the Burial Authority's memorial headstone installation policy. A detailed memorial bench policy and a revised set of cemetery regulations would be presented for approval at a future meeting.

RESOLVED that the report be accepted.

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The meeting concluded at 4:15 pm
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PLANNING, LICENSING AND CONSULTATION COMMITTEE

9th January 2017

At a Meeting of the **PLANNING, LICENSING AND CONSULTATION COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 9th January 2017 at 6.00 p.m.

PRESENT: Councillors C.L. Thomas (Chairman), M.J.P. Burns (substitute for Cllr. Ms. Ff.S. Larsen), J.P. Jenkins (Vice-Chairman), D.Ll. Darkin, and C.J. Reed, MBE.

APOLOGIES: Councillors R.M. Davies, A.H. Hitchman, Ms. Ff.S. Larsen, Ms. S. Najmi, Mrs. R.F. Price and R.T. Price.

37. TOWN AND COUNTRY PLANNING ACT

(1) PLANNING APPLICATIONS

Councillor D.Ll. Darkin declared a personal interest in application S/34881, as the applicant was known to him and as he also considered this to be a prejudicial interest he withdrew from the meeting prior to the discussion thereon. As a consequence, the meeting was inquorate in respect of this application and members were asked to make a recommendation rather than a resolution.

The Town Clerk reported the receipt of the undermentioned applications which had been sent to the Town Council by Carmarthenshire County Council's Head of Planning for its consideration and observations.

RESOLVED – that the comments shown in column 3 hereunder be forwarded to the Head of Planning:-

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/34876 Llanelli Rural Council, c/o Mr. Graham Williams, Vauxhall Buildings, Vauxhall, Llanelli. SA15 3BD	Replacement of flat roofs with new pitched roofs. Removal of existing external lift shaft and stack. New rainwater goods to replace existing. Demolition of existing brick chimney stack and replacement with stainless steel flue.	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/34881 Mr. Brian Richards, 3 Spowart Avenue, Llanelli. SA15 3HY	Erection of masonry wall to existing party wall on side of No. 3 and patio areas at rear.	RECOMMENDED – No objection.
S/34927 Tracscare Ltd., c/o Jonathan Hughes, Gwynfryn, Swansea Road, Llanelli. SA15 3EX	Extension to existing care home to provide an additional two bedrooms and improved day/living space for residents.	No objection.

38. CONSULTATION ON CHANGING THE NAME OF THE NATIONAL ASSEMBLY

The Town Clerk reported the receipt of a consultation document from the National Assembly for Wales entitled ‘The opportunity to change the name of the National Assembly’ (copies having been previously circulated to members).

Following a discussion, it was

RESOLVED – that the Council’s responses be as follows:-

Question 1 - Are you responding on behalf of an organisation?

Answer - Yes.

Question 2 - To what extent do you agree or disagree with the following statements?

The role of the National Assembly for Wales is well understood:
Answer - Disagree.

The name of an institution is important to explain what it does:
Answer - Agree.

The National Assembly for Wales should change its name:
Answer - Agree.

Question 3 - Please indicate next to the listed options how well you feel the suggested name describes the role and responsibilities of the National Assembly for Wales as an institution:

National Assembly for Wales / Cynulliad Cenedlaethol Cymru:
Answer - Not very well.

Parliament for Wales / Sened Cymru:
Answer - Quite Well.

Senedd
Answer - Not very well.

Welsh Parliament / Senedd Cymru:
Answer - Very well.

Question 4 - If the name were to change to one of the suggested options, the title for Members would also need to change. Please indicate which title you prefer from this list:

Answer - Member of Parliament of Wales (MPW) /
Aelod o Senedd Cymru (ASC)

39. BANNING PLASTIC MICROBEADS IN COSMETICS AND PERSONAL CARE PRODUCTS

The Town Clerk reported the receipt of a consultation document from the Department of Environment, Food and Rural Affairs dated December 2016 (copies having been previously circulated to members).

RESOLVED – that the Town Council support the ban of microbeads in cosmetics and personal care products in the UK.

40. DRAFT ACCOUNT AND AUDIT (WALES)(AMENDMENT) REGULATIONS 2016

The Town Clerk reported the receipt of a consultation document received from the Wales Audit Office (copies having been previously circulated to members).

RESOLVED – that the Draft Account and Audit (Wales)(Amendment) Regulation 2016 be noted.

The Meeting concluded at 6.20 p.m.

BUILDING AND FINANCE COMMITTEE

16th January 2017

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 16th January 2017 at 6.00 p.m.

PRESENT: Councillors Mrs. J. Williams (Chairman), M.J.P. Burns, J.S. Edmunds, Mrs. P.J. Edmunds, J. Owen, C.J. Reed, MBE (substitute for Cllr. C.C. Lucas), Mrs. L.J. Stedman (Vice-Chairman), D. Thomas and W.G. Thomas (Town Mayor).

APOLOGIES: Councillors W.J. Lemon and C.C. Lucas (Leader of the Council),.

59. FINANCIAL REPORTS

Consideration was given to the Budget Review report of the Town Clerk, Income and Expenditure report for the period 1st April – 31st December 2016 and payment schedule (copies having been previously circulated to members).

(1) INCOME AND EXPENDITURE

RESOLVED – that the Income and Expenditure report for the period 1st April – 31st December 2016, in the sums of £896,658 and £585,664 respectively be approved.

(2) VIREMENTS/EARMARKED RESERVES

RESOLVED – that the Budget Review report dated 16th January 2017, be noted and approved.

(3) ACCOUNTS FOR PAYMENT

RESOLVED – that the payment schedule showing cheque payments in respect of voucher nos. 14744 - 14758 (inclusive), in the sum of £38,493.91, and Direct Debit, BACS payments and Other Payments, in the sum of £5,526.09, £12,149.23 and £0 respectively, be approved.

60. COMMUNITY CENTRE HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of December 2016 (copies having been previously circulated to members).

RESOLVED – that the information be noted.

61. APPLICATIONS FOR FINANCIAL ASSISTANCE

(1) GRANTS – UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 UNLESS OTHERWISE STATED

Councillor Mrs. J. Williams declared a personal interest in application (a) as Chairperson of Carmarthenshire Youth and Children's Association (CYCA) and as she considered this to be a prejudicial interest she vacated the Chair prior to the discussion and voting thereon, with councillor Mrs. L.J. Stedman (Vice-chairman) taking the Chair for that item only.

Councillor Mrs. P.J. Edmunds declared a personal interest in application (a) as a member of CYCA, however, as she did not consider this to be a prejudicial interest she remained in the meeting during the discussion and voting thereon.

Councillor Mrs. L.J. Stedman declared a personal interest in application (a) as the Council's nominated representative of CYCA and as she did not also consider this to be a prejudicial interest she remained in the meeting during the discussion and voting thereon.

Having considered the following applications (copies having been previously circulated to members), it was

RESOLVED as follows –

- (a) Carmarthenshire Youth & Children's Association – that a grant of £500 be made;
- (b) Radio BGM Prince Philip Hospital Radio – that a grant of £300 be made;
- (c) Hafanymorfa Residents Association – that a grant of £200 be made to supplement the £100 already received through the Town Mayor's Christmas Gift allowance.

(2) SPONSORSHIP – YSGOL BRYNGWYN SCHOOL

The Town clerk reported the receipt of a letter dated 4th January 2017, requesting sponsorship of their Annual Prize Giving Ceremony (copies having been previously circulated to members).

RESOLVED – that the Town Council sponsor Ysgol Bryngwyn School's Annual Prize Giving Ceremony in the sum of £300.

(3) LETTERS OF THANKS

RESOLVED – that the letters of thanks received from Eisteddfod Genedlaethol 2017 and Stradey Ladies Bowls Club be noted with pleasure.

(4) GRANT GUIDELINES

RESOLVED – that a copy of the Council’s current Grant Guidelines be included within the Committee agenda when considering applications for financial assistance.

62. ASSET TRANSFER INSURANCE

Members considered a report prepared by the Town Clerk concerning the Council’s insurance cover as a result of asset transfer (copies having been previously circulated to members).

Members were informed that a meeting had taken place with the Council’s Insurers, Zurich Municipal Insurance Company, regarding the Council’s liabilities relating to the five proposed asset transfer sites. In order to calculate the additional premiums a valuation was required for each site. The last valuation of the Council’s current properties was undertaken in 2006 when it was a requirement of the audit. Since that time valuations have been updated using Zurich’s valuation tool, however, it would now be prudent to update these using the Council’s Consultant Valuer, Lambert Smith Hampton.

Following a brief discussion, it was

RESOLVED – that the Council’s Consultant Valuer, Lambert Smith Hampton, be engaged to carry out a valuation of the five proposed asset transfer sites and review the Council’s current property valuations.

The Meeting concluded at 6.15 p.m.

TOWN TWINNING COMMITTEE

16th January 2017

At a Meeting of the **TOWN TWINNING COMMITTEE** of LLANELLI TOWN COUNCIL, held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 16th January 2017 at 6.17 p.m.

PRESENT: Councillors Mrs. L.J. Stedman (In the Chair), Mrs. J. Williams (Chairman), J.S. Edmunds, Mrs. P.J. Edmunds, C.L. Thomas (Deputy Town Mayor)(Vice-Chairman), D. Thomas and W.G. Thomas (Town Mayor).

APOLOGIES: Councillors A.H. Hitchman, Ms. Ff.S. Larsen and C.C. Lucas (Leader of the Council),

1. PRUNEAUX SHOW 2016

Members considered the Town Clerk's verbal report which included a financial breakdown of the cost of the Council delegation attending the Pruneaux Show 2016 including Coleg Sir Gâr representatives who managed a stand featuring Welsh produce.

Following a brief discussion, it was

RESOLVED – that the Council no longer assumes responsibility for attendance of any stand at future Pruneaux Shows, however, the Council may consider a grant application in respect of a stand arranged by Coleg Sir Gâr.

2. CONCERT – CHRISTIAN MOULIE

The Town Clerk reported the receipt of a number of e-mails from Jean-Pierre Hilaire regarding the possibility of the Town Council organising a number of concerts in Llanelli for an Occitan singer, Christian Moulie together with musicians (copies of e-mails having been previously circulated to members).

Members, although welcoming the idea of a concert, could not see a viable option for more than one concert. An approach had been made to Côt Curiad regarding the possibility of them hosting a concert in Y Ffwrnes or Glenalla Civic Hall together with Christian Moulie and his musicians. It was also hoped that another local organisation could facilitate a possible second concert.

Following a discussion, it was

RESOLVED – that the Council agree to meet the reasonable costs of Christian Moulie and his musicians during their short visit and that the Town Clerk make further enquiries and report back to a future meeting.

The Meeting concluded at 6.30 p.m.

SELWYN SAMUEL CENTRE COMMITTEE

16th January 2017

At a Meeting of the SELWYN SAMUEL CENTRE COMMITTEE of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 16th January 2017 at 6.32 p.m.

PRESENT: Councillors Mrs. P.J. Edmunds (Chairman), J. Owen, C.J. Reed, MBE., Mrs. L.J. Stedman, C.L. Thomas (Deputy Town Mayor)(substitute for Cllr. A.H. Hitchman), W.G. Thomas (Town Mayor) and Mrs. J. Williams.

APOLOGIES: Councillors A.H. Hitchman, and Ms. S. Najmi.

9. FINANCIAL REPORT

Consideration was given to the written report prepared by the Town Clerk, giving a detailed analysis of cumulative income and expenditure for the period between 1st April and 31st December 2016, in the sums of £40,045 and £50,006 respectively (copies having been previously circulated to members).

RESOLVED – that the aforementioned report be approved.

10. KITCHEN VENTILATION

Members' considered a report prepared by the Town Clerk (copies having been previously circulated to members).

Following a visit by the Council's gar service provider, Lorne Stewart Plc., it was noticed that both kitchens in the centre did not have any ventilation for fresh air circulation. A quotation was submitted in the sum of £3,100 to rectify the situation, however, as a result of the cost the Council's Consultant Mechanical and Electrical Engineers, Bullock consulting Ltd. were instructed to draw up a scheme and a further quotation was received from their recommended company, Thermal Engineering (Wales) Ltd., in the sum of £1,109 plus VAT.

As the lowest tender the works were actioned and completed by the end of November 2016.

RESOLVED – that the action taken is endorsed and approved.

11. FOOD SAFETY ACT 1990 FOOD HYGIENE RATING (WALES) ACT 2013

The Town Clerk reported the receipt of a letter dated 8th November 2016, following an inspection of the premises by the Public Protection Section of Carmarthenshire County Council together with a Schedule A – work needed to be done to comply with the Law and Schedule B - listing matters not legally required by which are considered to be good working practice (copies having been previously circulated to members).

As a direct result of the inspection the Selwyn Samuel Centre had been awarded a food hygiene rating of 5 in accordance with the Food Hygiene Rating Wales Scheme.

RESOLVED – that the report be noted with pleasure and that all the matters which had been highlighted be duly implemented.

12. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED – that in view of the confidential nature of the business to be transacted the following matter be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

13. CONCESSIONAIRE RENTAL POSITION

Members' attention was drawn to the fact that the current concessionaire, Mr. Paul Francis, was in arrears with his rent and apportionment of utility charges, despite all attempts to resolve the situation.

Following a meeting with Mr. Francis on 10th January 2017, the Town Clerk contacted the Council's Solicitors, Jennings Solicitors, for advice and on their recommendation a letter had been sent to Mr. Francis reiterating the need to resolve the rent arrears and that written proposals be submitted within 21 days for settlement of the debt.

Members were kept to point out that they were willing to offer as much support as possible to Mr. Francis so that an amicable solution could be found to clear the total amount owing and following a discussion, it was

RESOLVED – that the action taken be fully endorsed and that the Town Clerk meet further with Mr. Francis and report back to a future meeting.

The Meeting concluded at 6.35 p.m.