

# LLANELLI TOWN COUNCIL

## MINUTES

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## LLANELLI TOWN COUNCIL

### ORDINARY MEETING

1<sup>st</sup> March 2017

At the **ORDINARY MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 1<sup>st</sup> March 2017 at 6.00 p.m.

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

### Councillors

#### Bigyn Ward

M.J.P. Burns  
J.S. Edmunds  
D. Thomas

#### Elli Ward

Mrs. P.J. Edmunds

#### Glanymor Ward

W.J. Lemon  
Mrs. L.J. Stedman

#### Lliedi Ward

D.Ll. Darkin  
Ms. S. Najmi  
C.L. Thomas (Deputy Town Mayor)

#### Tyisha Ward

J. Owen

**APOLOGIES:** Councillors R.M. Davies A.H. Hitchman, J.P. Jenkins, Ms. Ff.S. Larsen, C.C. Lucas (Leader of the Council), Mrs. R.F. Price, R.T. Price and Mrs. J. Williams.

## **81. MAYORAL ANNOUNCEMENT**

The Town Clerk reported receipt of messages of condolence, regarding the sudden passing of Councillor C.J. Reed, MBE., from the Mayor of Agen and from the Chairman of Agen Twinning Committee.

## **82. 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	1 <sup>st</sup> February 2017
Stebonheath Development Committee	1 <sup>st</sup> February 2017
Planning, Licensing and Consultation Committee	13 <sup>th</sup> February 2017
Joint Standing Committees on Estimates	13 <sup>th</sup> February 2017
Building and Finance Committee	13 <sup>th</sup> February 2017
Ex-Town Mayors' Committee	23 <sup>rd</sup> February 2017
Selwyn Samuel Centre Committee	23 <sup>rd</sup> February 2017

## **83. TOWN MAYOR-ELECT**

Upon the Proposition of Councillor W.G. Thomas (Town Mayor) and Seconded by Councillor Mrs. L.J. Stedman, it was

**RESOLVED** – that Councillor J.S. Edmunds be appointed Town Mayor-Elect for the ensuing municipal year 2017/2018.

## **84. LOCAL GOVERNMENT ELECTIONS – THURSDAY, 4<sup>th</sup> MAY 2017**

The Town Clerk reported the receipt of a letter dated February 2017, received from the Electoral Services Manager, Carmarthenshire County Council with nomination packs enclosed for existing councillors if they intend standing again or for residents who have expressed an interest in standing at the above election (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

## **85. ONE VOICE WALES**

### **(1) RENEWAL OF MEMBERSHIP 2017/18**

Further to Minute No. 69(1) of the Town council meeting held on 2<sup>nd</sup> March 2016, the Town Clerk reported the receipt of a letter dated 2<sup>nd</sup> February 2017, from the Chief Executive (copies having been previously circulated to members).

**RESOLVED** – that the Council renews its membership of One Voice Wales for 2017/ 2018.

(2) MINUTES OF LARGER COUNCIL'S COMMITTEE MEETING HELD  
19<sup>TH</sup> OCTOBER 2016

The Town Clerk reported the receipt of Minutes of the meeting held at Hafod y Hendre, Royal Welsh Showground, Builth Wells on 19<sup>th</sup> October 2016 (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

(3) TRAINING PROGRAMME

Further to Minute No. 69(2) of the Council meeting held on 2<sup>nd</sup> March 2016, the Town Clerk reported the receipt the training programme for February to July for Community and Town Councils in Wales (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

**86. MATTERS FOR INFORMATION**

**RESOLVED** – that the undermentioned matters be noted (copies of which having been previously circulated to members):

- (1) Welsh Tree Charter Survey e-mail;
- (2) Hywel Dda University Health Board – letter regarding Transformation Programme;
- (3) The South Wales Larger Local Council's Forum – Minute of meetings held on 27<sup>th</sup> September 2016 and 24<sup>th</sup> January 2017;
- (4) Llanelli Town Centre Task Force – notes of meeting 15<sup>th</sup> November 2016.

**87. 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.

**88. FUTURE MANAGEMENT OF PARKS AND SPORTS FACILITIES**

Further to Minute No. 63 of the Council meeting held on 7<sup>th</sup> December 2016, members considered the Town Clerk's report together with a letter from the Town Council's Solicitors, Jennings Solicitors (copies having been circulated to members prior to the start of the meeting).

The report informed members that the tree surveys had been completed, with the works deemed necessary by the survey nearing completion, and the results of the searches undertaken by Jennings Solicitors, together with their letter containing a schedule of further investigations that were deemed prudent.

The report gave details of a recent meeting with County Council officers and the allocation of a pot of money totalling £250k to be awarded to every sub lease tenant. This equated to at least £4,000 each with the money needing to be spent on the asset before reclaiming the cost by submitting invoices to the County Council on a first come first served basis.

This presents an opportunity for the Town Council to work with each sporting organisation that has a sub lease to create a scheme of works that would enhance the asset which would benefit both parties. It was felt that it was in the Council's best interest if the Consultant Architects, Lewis Partnership Ltd., were instructed to liaise with each sporting organisation to formalise a scheme of works that would qualify for the grant.

Throughout officer negotiations with the County Council one of the incentives for the Town Council becoming involved with the asset transfer had been the offer of the County Council's legal department to create the Head Lease between themselves and the Town Council and then a sub lease between the Town Council and the sporting organisation with the County council meeting the costs. This had changed last week when the County Council's legal department creating sub leases between themselves and the sporting organisation in order that they would qualify for the grant and that the legal costs would be met.

However, having taken advice from Jennings Solicitors it was now agreed that the County Council should issue the Head Lease to the Town Council as soon as possible and that in order to give better protection to the sporting organisations the sub leases would be created by Jennings Solicitors between the Town Council and them.

Following a discussion, it was –

- RESOLVED** – (1) that Jennings Solicitors undertake further investigations in respect of the asset searches;
- (2) that the Council's Consultant Architects investigate the possibility of improvement schemes for each site that qualify for the £4,000 grant being offered by the County Council;
- (3) that the Town Clerk contacts the County Council and reiterates the proviso that they meet all the legal costs involved in setting up the Head Lease and Sub-Leases as promised during officer negotiations.

The Meeting concluded at 6.25 p.m.

## LLANELLI JOINT BURIAL AUTHORITY

11 January 2017

At the **Meeting** of the **LLANELLI JOINT BURIAL AUTHORITY** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 11 January 2017 at 4:00 pm.

**PRESENT:** Councillors R. E. Evans (Chairman), M. J. P. Burns, J. S. Phillips, M. V. Davies, C. J. Reed, MBE., S. M. Donoghue, L.J. Steadman

**TOGETHER WITH:** Mr D. Gary Jones (Town Clerk)

### **47. CHAIRMAN'S ANNOUNCEMENT**

The Chairman welcomed Mr Jones, the new clerk to Llanelli Town Council, to the meeting and congratulated him on his recent appointment.

### **48. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. P. J. Edmunds and R. F. Price.

### **49. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **50. 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 - 9 November 2016

### **51. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure reports for October and November 2016 and the provisional report for December 2016 be noted.

### **52. SCHEDULE OF PAYMENTS**

Consideration was given to the schedule of payments for November and December 2016, which revealed expenditure for the months, amounted to £31,935.47 and £21,026.06 respectively.

**RESOLVED** that the information be noted.

### **53. SPECIAL BUDGET MEETING**

The Secretary informed Members that the special meeting would be held on Monday, 30 January 2017, at 4.00 pm in the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, to set the budget and to confirm the precept demand for the ensuing year.

**RESOLVED** that the information be noted.

### **54. 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.

### **55. SURPLUS FURNITURE**

Members considered a request from a member of staff to purchase a piece of furniture that was surplus to requirements. After a brief discussion it was

**RESOLVED** that that the request be approved and that the offer put forward be accepted.

### **56. LLANELLI JOINT BURIAL AUTHORITY FUTURE STATUS AND REMIT**

The Secretary presented Members with a verbal report about potentially extending the role and remit of the joint committee, whereby it might take on additional grounds maintenance duties to service parks, footpaths and the like in both the Rural and Town Council areas. The Secretary then referred to a letter received from the Town Council dated 5 January, supporting the initiative. The Town Clerk was thereupon invited to address members and he stated that extending the remit of the joint committee made perfect sense, especially as the two parent councils were in the process of asset transferring a number of parks, playing fields and playgrounds from Carmarthenshire County Council. Following discussion it was

**RESOLVED** that the report be accepted and the Secretary be authorised to investigate the general feasibility of extending the joint committee's remit in consultation with the Town Clerk and that the findings together with any proposals affecting the status and role of the joint committee shall be reported to a future meeting for further consideration. Assuming the findings and proposals are deemed acceptable, the joint committee will then consult with the two parent councils to seek approval to make the necessary changes.

**57. STAFFING MATTER**

Consideration was given to the Secretary's report on staffing matters. Following discussion, it was unanimously

**RESOLVED** that the report be accepted.

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The meeting concluded at 5:00 pm  
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**PLANNING, LICENSING AND CONSULTATION COMMITTEE**

6<sup>th</sup> March 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, 6<sup>th</sup> March 2017 at 6.00 p.m.

**PRESENT:** Councillors C.L. Thomas (Chairman)(Deputy Town Mayor), D.Ll. Darkin, J.P. Jenkins (Vice-Chair), D. Thomas (substitute for Cllr. Ms. Ff.S. Larsen), Mrs. R.F. Price and R.T. Price.

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

**47. TOWN AND COUNTRY PLANNING ACT**

**(1) PLANNING APPLICATIONS**

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/35097 Network Rail (Property), c/o Helen Hodgson, 5 <sup>th</sup> Floor, 5 Callaghan Square, Cardiff. CF10 5BT. Llanelli Railway Station, Great Western Crescent, Llanelli. SA15 2RN	Prior approval submission under Part 11 Class A to Schedule 2 of the Town and Country Planning (General permitted development) Order 1995 in relation to the proposed construction of an access for all footbridge incorporating lifts at Llanelli Railway Station together with the associated removal of the existing stepped footbridge.	No objection subject to Network Rail (Property) consulting with Llanelli Community Heritage before removing the existing footbridge which is considered to be of historical value.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/35119 Crossfit, c/o Mr. Tom James, Unit 8.4 Trostre Industrial Park, Llanelli. SA14 9UU</p>	<p>Change of use from Class B2 to Class D2 (Retrospective).</p>	<p>No objection.</p>
<p>S/35142 Mr. Christopher Thomas, 7 Pryce Street, Llanelli. SA15 3DY</p>	<p>Construct a single storey garage to rear of property.</p>	<p>No objection.</p>
<p>S/35153 Hazelwood Homes Ltd., Pets At Home, Parc Trostre, Llanelli. SA14 9US</p>	<p>Erection of a pod unit for use as a pet grooming facility.</p>	<p>No objection as long as a bilingual name is given to the new pod unit.</p>
<p>S/35154 Mr. &amp; Mrs. Eiddan and Laura Harries, 55 Heol Goffa, Llanelli. SA15 3LT</p>	<p>Two storey side extension.</p>	<p>No objection.</p>
<p>S/35166 Primark Stores Ltd., c/o Mr. Anthony Dobbie, 11 Parc Trostre Retail Park, Llanelli. SA14 9UY</p>	<p>Non-material amendment to Planning Permission S/33183. The omission of the rear walls to the internal window displays either side of the main entrance.</p>	<p>No objection.</p>
<p>S/35197 Nicola Thomas, 43 Margam Place, Llanelli. SA15 1DE</p>	<p>Proposed single storey rear garden room extension.</p>	<p>No objection.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/35211 Mr. Heddwyn Thomas, Llanelli Police Station, Waunlanyrafon, Llanelli. SA15 3AD	Advertisement – 2 signs mounted back to back on posts; 1 x lockable illuminated notice board; 1 x sign ground floor adjacent to entrance mounted on render panel; 1 x sign first floor mounted on render panel.	No objection.

**48. REVIEW OF PARLIAMENTARY CONSTITUENCIES  
– SECONDARY CONSULTATION PERIOD**

Further to Minute No. 18 of the meeting held on 10<sup>th</sup> October 2016, the Town Clerk reported the receipt of a letter dated 28<sup>th</sup> February 2017, received from the Boundary Commission for Wales (copies having been circulated to members prior to the start of the meeting).

**RESOLVED** –that the letter be noted.

The Meeting concluded at 6.18 p.m.

## TOWN TWINNING COMMITTEE

6<sup>th</sup> March 2017

At a Meeting of the **TOWN TWINNING COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 16<sup>th</sup> January 2017 at 6.20 p.m.

**PRESENT:** Councillors Mrs. J. Williams (Chairman), D.Ll. Darkin (substitute for Cllr. Mrs. L.J. Stedman), 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, C.C. Lucas (Leader of the Council) and Mrs. L.J. Stedman.

### 3. BRYNGWYN SCHOOL

Further to Minute No. 4 of the Committee meeting held on 14<sup>th</sup> March 2016, the Town Clerk reported the receipt of a letter dated 27<sup>th</sup> February 2017, received from the Acting Head of Languages, Bryngwyn Comprehensive School (copies having been previously circulated to members).

The letter explained that Bryngwyn School would be continuing with their very successful twinning exchange with their partner school in Agen, Collège Paul Dangla with a proposed visit in April 2017.

This year there would be a new focus which would highlight the dedication and hard work of the Twinning Association since its inception with pupils organising interviews with key members which would include the Town Mayor, Councillor W.G. Thomas, as part of a new digital platform with the said interviews being part of a BBC School Report.

The party would consist of three staff and 20 pupils from Year 8 to Year 10, and a request was made to the Committee for financial assistance which would ensure the continued success of this twinning exchange.

**RESOLVED** – that in accordance with the grant guidelines, set for Twinning Exchanges, that a grant of £750 be made.

The Meeting concluded at 6.24 p.m.

## **BUILDING AND FINANCE COMMITTEE**

6<sup>th</sup> March 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, 6<sup>th</sup> March 2017 at 6.25 p.m.

**PRESENT:** Councillors Mrs. J. Williams (Chairman), D.Ll. Darkin (substitute for Cllr. Mrs. L.J. Stedman), J.S. Edmunds, Mrs. P.J. Edmunds, C.L. Thomas (Deputy Town Mayor)(substitute for Cllr. C.C. Lucas), D. Thomas and W.G. Thomas (Town Mayor).

**APOLOGIES:** Councillors M.J.P. Burns, W.J. Lemon, C.C. Lucas (Leader of the Council), J. Owen and Mrs. L.J. Stedman (Vice-Chairman).

### **71. FINANCIAL REPORTS**

Consideration was given to the Budget Review report of the Town Clerk, Income and Expenditure report for the period 1<sup>st</sup> April 2016 – 28<sup>th</sup> February 2017 and payment schedule (copies having been previously circulated to members).

#### **(1) INCOME AND EXPENDITURE**

**RESOLVED** – that the Income and Expenditure report for the period 1<sup>st</sup> April 2016 – 28<sup>th</sup> February 2017, in the sums of £919,143 and £829,679 respectively be approved.

#### **(2) VIREMENTS/EARMARKED RESERVES**

**RESOLVED** – that the Budget Review report dated 6<sup>th</sup> March 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.

## **72. COMMUNITY CENTRE**

### **(1) HIRINGS**

Consideration was given to the summary schedule of hirings of all community centres during the month of February 2017 (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

## **73. ANNUAL INVESTMENT STRATEGY**

Further to Minute No. 85 of the Committee meeting held on 18<sup>th</sup> April 2016, consideration was given to the draft Annual Investment Strategy for 2017/18 (copies having been previously circulated to members).

**RESOLVED** – that the draft Annual Investment Strategy for 2017/2018 as prepared by the Town Clerk be approved.

## **74. PUBLIC FOOTPATHS**

### **(1) TEMPORARY FOOTPATH CLOSURE – NO. 72/16 COLESHILL TERRACE TO RABY STREET**

The Town Clerk reported the receipt of an e-mail dated 1<sup>st</sup> March 2017, received from Carmarthenshire County Council with plan attached regarding the temporary closure of Footpath No. 72/16 (copies having been previously circulated to members).

The e-mail explained that due to officers concerns over the structural integrity of the walls to Coleshill Car Park that a decision had been made to close the path (which was marked on the plan attached) with an alternative route provided alongside the said footpath which ran through People's Park.

**RESOLVED** – that the information be noted.

## **75. FOOTWAY LIGHTING**

The Town Clerk reported the receipt of an e-mail dated 23<sup>rd</sup> February 2017, received from Carmarthenshire County Council relating to lighting at Ty Stafford, Llanelli (copies having been previously circulated to members).

Following a request for the light in question to be switched off it was now confirmed that this had been actioned as there was sufficient light in that area and it had been removed from the Town Council's lighting account.

**RESOLVED** – that the information be noted.

## **76. APPLICATIONS FOR FINANCIAL ASSISTANCE**

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

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

**RESOLVED** as follows –

- (a) Llanelli Youth Theatre – that a grant of £300 be made;
- (b) Llys Glanymor Community Association – that a grant of £200 be made;
- (c) Ty'rfran Bowls Club – that a grant of £500 be made;
- (d) Cruse Bereavement Care Carmarthenshire – that a grant of £200 be made;
- (e) Bobath Children's Therapy Centre Wales – that the matter be noted;
- (f) Calon Dda – that a grant of £300 be made.

## **77. PUBLIC BODIES (ADMISSION TO MEETING) 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.

## **78. HEALTH AND SAFETY PROVISION 2017**

Further to Minute No. 55 of the Committee meeting held on 14<sup>th</sup> December 2015, members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

The annual review of the Council's Health and Safety provision was now due and a quotation had been received from Richard Davie Health and Safety Consultant in the sum of £1,500 to review and update the Council's health and safety documentation.

**RESOLVED** – that the quotation in the sum of £1,500 be accepted and approved.

## **79. HANGING BASKETS**

Further to Minute No. 76 of the Committee meeting held on 14<sup>th</sup> March 2016 members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

Following the sudden death of the Council's current contractor the Town Clerk had approached the company that provided the flowers, Wrenvale Nurseries and Landscapes, Ammanford, who had also assisted the previous contractor with the watering of the hanging baskets and office flower boxes, and they submitted a quotation to continue with the current service in the sum of £6,150 which was cheaper than the original contract of £6,760.

Following a discussion, it was

**RESOLVED** – that the quotation submitted by Wrenvale Nurseries and Landscapes, Ammanford, in the sum of £6,150, be accepted and approved.

#### **80. LLANELLI RYTHMIC GYMNASTIC ACADEMY**

Further to Minute No. 42 of the Committee meeting held on 17<sup>th</sup> October 2016, members considered a report prepared by the Town Clerk (copies having been previously circulated to members).

The report informed members that the grant of a Lease for the exclusive use of the main hall and house side of Lakefield Community Centre to Llanelli Rhythmic Gymnastics Academy had been signed with an annual fee of £8,400 which equates to £700 per month in advance plus an apportionment of the gas and electricity charges.

**RESOLVED** – that the report be noted and approved.

#### **81. ASSET TRANSFER INSURANCE**

Further to Minute No. 62 of the Committee meeting held on 16<sup>th</sup> January 2017, the Town Clerk reported the receipt of an e-mail dated 6<sup>th</sup> March 2017, received from the Council's Consultant Valuers, Lambert Smith Hampton (copies having been circulated to members prior to the start of the meeting).

The e-mail set out costings involved in them undertaking building inspections, taking dimensions and construction details to facilitate an assessment of the reinstatement cost of existing properties owned by the Town Council together with the five proposed asset transfer sites for insurance purposes.

**RESOLVED** – that the quotation submitted by Lambert Smith Hampton, in the sum of £13,500 plus vat, be accepted and approved.

**FURTHER RESOLVED** – that Lambert Smith Hampton indicate as to when the next valuation should take place.

## **82. DIGITAL ADVERTISING BOARD**

Members considered the Town Clerk's verbal report regarding the proposed installation of a digital advertising board in the Town Centre.

The cost of the board would be met by the company but the electrical installation costs, in the sum of £2,105.90 plus vat, would be supported by the BID and the Chamber of Trade, in the sums of £1,100 and £500 respectively, with the Town Council being asked to cover the balance of the installation costs.

**RESOLVED** – that the Town Council supports the scheme and meets the balance of the installation costs, in the sum of £505.90 plus vat.

The Meeting concluded at 6.45 p.m.