

# LLANELLI TOWN COUNCIL

## MINUTES

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## LLANELLI TOWN COUNCIL

### ORDINARY MEETING

7<sup>th</sup> October 2015

At an Ordinary Meeting of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 7<sup>th</sup> October 2015 at 6.00 p.m.

**PRESENT:** Councillor Mrs. S. Najmi (Town Mayor)(Presiding)

### Councillors

#### Bigyn Ward

M.J.P. Burns  
J.S. Edmunds  
Ms. Ff.S. Larsen  
C.J. Reed, MBE  
(Deputy Town Mayor)  
D. Thomas

#### Elli Ward

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

#### Glanymor Ward

R.M. Davies  
A.H. Hitchman  
Mrs. L.J. Stedman

#### Lliedi Ward

Mrs. V.J. Johns  
W.G. Thomas  
Mrs. J. Williams

#### Tyisha Ward

J. Owen

**APOLOGIES:** Councillors J.P. Jenkins, W.J. Lemon, C.C. Lucas (Leader of the Council), R.T. Price and C.L. Thomas.

### **34. 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	2 <sup>nd</sup> September 2015
Ex-Mayors' Committee	2 <sup>nd</sup> September 2015
Stebonheath Development Committee	2 <sup>nd</sup> September 2015
Planning, Licensing and Consultation Committee	7 <sup>th</sup> September 2015
Building and Finance Committee	14 <sup>th</sup> September 2015
Selwyn Samuel Centre Committee	14 <sup>th</sup> September 2015

### **35. ANNUAL ACCOUNTS**

Further to Minute No. 23 of the Extraordinary Town Council meeting held on 15<sup>th</sup> June 2015, the Town Clerk reported the receipt of the certified Annual Return from Messrs. Mazars LLP (copies having previously been circulated to members).

**RESOLVED** – that the information be noted and the Principal Administrative Officer be thanked for ensuring the effective management of the Council's finances.

### **36. EXTERNAL AUDIT ARRANGEMENTS**

The Town Clerk reported the receipt of a letter dated 24<sup>th</sup> September 2015, received from the Head of Business Services, Wales Audit Office (copies having been previously circulated to members).

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

### **37. 'PREPARING FOR LOCAL SERVICE BOARDS' CONFERENCE**

The Town Clerk reported the receipt of a letter dated 23<sup>rd</sup> September 2015, from the Minister for Public Services, Welsh Government (copies having been previously circulated to members).

The letter was an invitation for the Council to send representatives to attend a conference dedicated to Public Services Boards on Thursday, 26<sup>th</sup> November 2015 at the Millennium Stadium Cardiff. This event is a one-off which will bring together all partners to highlight and capture the changes needed to meet the duties that Public Services Boards will be under and a chance to shape how Public Services Boards develop and explore opportunities to address the full range of long-term economic, social environmental and cultural well-being of local communities.

**RESOLVED** – that the Town Clerk and five members of Council be authorised to attend.

### **38. SUSTAINABLE DEVELOPMENT CHARTER**

The Town Clerk reported the receipt of a letter dated 23<sup>rd</sup> September 2015, from the Commissioner for Sustainable Futures, Welsh Government inviting the Council as part of the Sustainable Development Charter to attend a roundtable event on 12<sup>th</sup> October 2015 at Cardiff and Vale College, Cardiff (copies having been previously circulated to members).

**RESOLVED** – that the Town Clerk be authorised to attend.

### **39. MATTERS FOR INFORMATION**

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

- (1) Direct Information Service Issues 867 and 868;
- (2) One Voice Wales Larger councils' Committee – Minutes of meeting – 15<sup>th</sup> April;
- (3) Community and Town Councils Liaison Forum – Minutes of meeting held on 1<sup>st</sup> September 2015;
- (4) Asset Transfer – Public Open Space Notice.

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

- (1) Ageing Well in Wales Newsletter – Summer 2015.

The Meeting concluded at 6.10 p.m.

## LLANELLI JOINT BURIAL AUTHORITY

9 September 2015

At the **Meeting** of the **LLANELLI JOINT BURIAL AUTHORITY** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 9 September 2015 at 4:00 pm

**PRESENT:** Councillors M.J.P. Burns (Chairman), M.V. Davies, R.E. Evans and L.J. Stedman.

### **12 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs T. Bowen, P.J. Edmunds and C.J. Reed, MBE.

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

No declarations of interest were made.

### **14. 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:

Annual Meeting - 10 June 2015

### **15. MATTER ARISING**

#### **ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2015**

Further to Minutes No. 9, the Secretary informed Members that the Annual Return for the year ending 31 March 2015 had been received from Mazars LLP (External Auditors) together with a copy of the Notice of Conclusion of Audit. The notice was required to be kept of public display for at least 14 days. The Secretary confirmed he had dated the notice to take effect from the 10 September 2015.

No qualifying issues were identified; however when the Annual Return was returned, the external audit certificate and auditor's report in section 3 had not been completed, stamped and signed by Mazars. To remedy this they had since forwarded a scan of the original document which had been duly completed along with a covering letter stating that this was acceptable and apologising for the oversight.

**RESOLVED** that the information be noted.

## **16. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure reports for May, June and July 2015 and the provisional report for August 2015 be noted.

## **17. SCHEDULE OF PAYMENTS**

Consideration was given to the schedules of payments for June, July and August 2015, which revealed expenditure for the months amounted to £58,634.50, £57,811.07 and £16,588.19 respectively.

**RESOLVED** that the information be noted.

Arising out of discussion of the above and specifically in connection with payments annotated for work associated with the refurbishment of the chapel and cemetery office; the Chairman stated it would be desirable to organise a site visit to view the completed work as soon as the minor issues identified in the snagging list had been resolved.

## **18. INTERNAL AUDIT REPORT 2014/2015 – FINAL REPORT**

Further to Minute No. 47 (12 November 2014), Members considered the final internal audit report, compiled by Auditing Solutions Ltd.

The report did not differ from the interim report (to which Minute No. 47 refers) and no matters needed addressing.

**RESOLVED** that the report be accepted.

## **19. MATTERS DETERMINED UNDER THE SCHEME OF DELEGATED POWERS**

The Secretary informed Members that due to the July meeting being cancelled because it was inquorate the following decisions had been determined under the scheme of delegated powers:

### **(1) PHOTOCOPIER LEASE**

The contract for the new photocopier lease had been awarded to Konica Minolta, Swansea for the lease rental of a Konica BIZHUB C284e photocopier in the sum of £776.46 per annum over a five year period.

## **(2) INSTALLATION OF BESPOKE MEMORIAL**

The Cemetery Manager had been authorised to liaise with the family involved to come up with a design compromise because the original design did not comply with cemetery regulations.

The Cemetery Manager informed Members that he had spoken to the family and explained the different options available but to date they had not come to a firm decision.

**RESOLVED** that the action determined in items (1) and (2) above be noted and that a further progress report in respect of item (2) shall be reported to committee in due course.

## **20. BURIAL ADMINISTRATION SERVICE - COLLABORATION OPPORTUNITIES WITH NEIGHBOURING AUTHORITIES**

Members considered the Secretary's report which sought approval for the Cemetery Manager to conduct preliminary work in the form of audit visits on the burial administration service provided by Llangennech Community Council and Pembrey and Burry Port Town Council.

**RESOLVED** that the report be accepted and that the Cemetery Manager be authorised to conduct the audit visits.

**FURTHER RESOLVED** that the report findings shall be shared with the two councils once the matter has been reported to the Burial Authority to consider as part of an impact assessment on its own service arrangements. Provided there is no negative impact on the service, views from each council will then be sought as to how to proceed in potentially developing bespoke service support.

## **21. 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.

## **22. CEMETERY LAND ENCROACHMENT**

Further to Minute No. 113 (13 May 2015) Members considered a letter received from Randell Lloyd & Martin Solicitors dated 23 July 2015 stating that their client would now move the fence in question and vacate the land. The letter also contained requests regarding the maintenance of the land. The Cemetery Manger confirmed that the land had not yet been vacated. After a lengthy discussion it was

**RESOLVED** that due to the length of time that had elapsed, the Burial Authority's solicitor be instructed to continue with court proceedings if immediate action to vacate the land was not taken.

**FURTHER RESOLVED** that the issue of maintenance be dealt with as a separate matter.

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The meeting concluded at 4:50 pm  
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## PLANNING, LICENSING AND CONSULTATION COMMITTEE

12<sup>th</sup> October 2015

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, 12<sup>th</sup> October 2015 at 6.00 p.m.

**PRESENT:** Councillors C.J. Reed, MBE (Chairman)(Deputy Town Mayor), M.J.P. Burns (deputising for Cllr. Ms. Ff.S. Larsen), R.M. Davies, A.H. Hitchman, J.P. Jenkins, Mrs. V.J. Johns, Mrs. R.F. Price and R.T. Price.

**APOLOGIES:** Councillors Ms. Ff. Larsen, Mrs. S. Najmi (Town Mayor) and C.L. Thomas (Vice-Chairman).

### 23. 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/32667 Mr. Anthony Rees, 94 Felinfoel Road, Llanelli. SA15 3JS	First floor addition and garden wall.	No objection.
S/32680 (S/32681) Alan Griffiths, 13 Old Road, Llanelli. SA15 3HR	Conservatory/extension to existing dwelling (retrospective). (Listed Building Consent)	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/32682 Christopher Kiley, North Dock Service Station, Cambrian Street, Llanelli. SA15 2LE	Change of use to hand car wash and valet facility with office/waiting room and erection of one canopy.	No objection subject to steps being taken to protect passers-by from spray and to ensure appropriate drainage.
(S/32721) S/32722 F. Sutton and L. Taube, 13 Goring Road, Llanelli. SA15 3HF	(Listed Building Consent) Change of use from office (B1) to a single residential dwelling (C3) and associated internal alterations.	No objection.
S/32725 Meurig Daniel, 33 James Street, Llanelli. SA15 1DU	Proposed single storey residential extension.	No objection.
S/32728 Mr. David Arthur, 96 James Street, Llanelli. SA15 1EA	Conversion of existing dwelling to 2 no. self- contained flats.	No objection.
S/32752 Carmarthenshire County Council, Land between Llys-y-Felin and Arthur Street, Llanelli. SA15 1UE	Construction of a bound surfaced footpath along northwest boundary of park linking Arthur Street to Llys-y-Felin.	No objection.
S/32755 Mr. Nick Kelsall, Tesco Stores Ltd., Trostre Retail Park, Llanelli. SA14 9UY	Re-siting of dry cleaning, key cutting, shoe and watch repairs pod (approved under Applic. Ref: S/0695) to Class 1 retail premises.	No objection.

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/32767 Mr. Matthew Thomas, 1 Janion, Machynys Bay, Llanelli. SA15 2BZ</p>	<p>Proposed first floor balcony extension.</p>	<p>No objection subject to the planning authority being satisfied that there is no unacceptable overlooking of neighbouring properties.</p>
<p>S/32779 Sean Thomson, Thomson Properties, 11 John Street, Llanelli. SA15 1UH</p>	<p>Change of use from offices to two self-contained flats.</p>	<p>No objection.</p>
<p>S/32778 Sean Thomson, Thomson Properties, 15 John Street, Llanelli. SA15 1UH</p>	<p>Change of use from offices to two self-contained flats.</p>	<p>No objection.</p>
<p>S/32801 Carmarthenshire County Council, Eifion Bowen, Llanelli Beach, North Dock, Llanelli.</p>	<p>The proposed works will re-establish coastal defences that have been damaged and overrun by storm events and will comprise a well constructed but light duty stone revetment. The aim is to prevent further spit loss or significant change and therefore the works will be constructed behind the line of the original defence and will tie into the existing coast edge and contours.</p>	<p>No objection.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/32820 Mr. Paul Cornish, The Golfers Inn, 17 Glandafen Road, Llanelli. SA15 2BH	Proposed change of use from a public house to 2 no. dwellings. First floor of existing property to be maintained as residential premises. To the rear of the building, external alterations to provide amenity space for both dwellings, incl. boundary fencing, car parking facilities etc.	No objection.

#### **24. PLANNING POLICY WALES – RETAIL CENTRE DEVELOPMENT**

The Town Clerk reported the receipt of the above consultation document (copies having been previously circulated to members).

The Welsh Government was seeking to ‘strengthen the conditions that will enable business to create jobs and sustainable economic growth’ and to ‘improve the planning system to ensure it supports sustainable development’.

**RESOLVED** – that the general principles of the proposals are supported.

#### **25. PROPOSED PROHIBITION OF WAITING – LANE OFF MARBLE HALL ROAD, LLANELLI**

The Town Clerk reported the receipt of an e-mail dated 21<sup>st</sup> September 2015, from the Traffic Management Technician of Carmarthenshire County Council together with plan attached thereto (copies having been previously circulated to members).

It had been brought to the County Council’s attention that the existing prohibition of waiting markings as illustrated on the attached place were unenforceable and to legalise these restrictions the Authority needed to consult and publish their proposals and asked if we had any comments or observations.

**RESOLVED** – that no objection be made to the proposals.

## 26. AIR QUALITY WITHIN LLANELLI TOWN

The Town Clerk reported the receipt of a letter dated 5<sup>th</sup> October 2015, received from the Public Health Services Manager, Carmarthenshire County Council together with plan attached thereto (copies having been previously circulated to members).

The Environment Act 1995 places a duty on all local authorities to monitor, review and assess air quality across its area and to take steps to improve air quality anywhere that people live and at the moment the National Air Quality Objectives are not being met. As a result of this Carmarthenshire County Council has begun a public consultation exercise to gather feedback from members of the public on a proposed Air Quality Management Area.

The Town Clerk reported that the Air Quality Officer would be attending the Llanelli Traffic Management Working Group meeting on 13<sup>th</sup> October and suggested that the matter be deferred until the next Committee meeting.

**RESOLVED** – that the information be noted and the matter be deferred until the next scheduled Committee meeting on 9<sup>th</sup> November 2015.

## 27. MATTERS FOR INFORMATION

**RESOLVED** – that the undermentioned matters be noted (copies of which together with detailed plans and schedules having previously been made available to members):

- (1) Public Notice – Proposed imposition of 20 m.p.h. speed limit;
- (2) Public Notice – Waiting Restrictions and Street Parking Places;
- (3) Public Notice – Construction of New Road Humps;
- (4) Public Notice – One Way Traffic Order 2015.

The Meeting concluded at 6.20 p.m.

## **BUILDING AND FINANCE COMMITTEE**

19<sup>th</sup> October 2015

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 19<sup>th</sup> October 2015 at 6.00 p.m.

**PRESENT:** Councillors J.S. Edmunds (Chairman), Mrs. P.J. Edmunds, Mrs. V.J. Johns (substitute for Cllr. C.C. Lucas), J. Owen, , Mrs. L.J. Stedman, W.G. Thomas and Mrs. J. Williams (Vice-Chairman).

**APOLOGIES:** Councillors M.J.P. Burns, W.J. Lemon, C.C. Lucas (Leader of the Council) and D. Thomas.

**EX-OFFICO MEMBER:** Councillor C.J. Reed, MBE. (Deputy Town Mayor).

### **31. FINANCIAL REPORTS**

#### (1) INCOME AND EXPENDITURE

Consideration was given to the written report of the Principal Administrative Officer giving a summary of income and expenditure for the period 1<sup>st</sup> April – 30<sup>th</sup> September 2015, in the sums of £591,287 and £408,709 respectively (copies having been previously circulated to members).

**RESOLVED** – that the aforementioned report be adopted and approved.

#### (2) ACCOUNTS FOR PAYMENT

Consideration was given to the written report of the Principal Administrative Officer relating to accounts for payment (copies having been previously circulated to members). The report indicated that cheque payments in respect of voucher nos. 14232 - 14272 (inclusive) amounted to £84,235.97, with Direct Debit, BACS payments and Other Payments amounting to £9,512.11, £16,187.65 and £202.00 respectively.

**RESOLVED** – that the accounts for payment be approved.

#### (3) VIREMENTS/EARMARKED RESERVES

**RESOLVED** – that the report of the Responsible Financial Officer dated 19<sup>th</sup> October 2015, be noted and approved.

### **32. COMMUNITY CENTRE HIRINGS**

Consideration was given to the summary schedule of hirings of all community centres during the month of September 2015 (copies having been previously circulated to members).

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

### **33. COMMUNITY DEVELOPMENT OFFICER'S REPORT**

Further to Minute No. 28 of the Committee meeting held on 14<sup>th</sup> September 2015, consideration was given to the written report of the Project Development Officer (copies having been previously circulated to members). The report dealt with the following:

#### **(1) LLANELLI COMMUNITY PARTERSHIP**

The Llanelli Community Healthy Talking event had taken place on 10<sup>th</sup> September 2015, in the Selwyn Samuel Centre and had looked at the opportunities and solutions the community have to community health care and she also attached for members' information 'A Healthy Llanelli – Healthy Talking – The Llanelli We Want Conversation' document.

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

#### **(2) CARMARTHENSHIRE CANCER PROVIDER NETWORK FORUM**

The Carms. Cancer Provider Network Forum had launched on 6<sup>th</sup> October 2015, the Forum was facilitated by Ed Dewar, Community Health Resource Team and was well attended they will be running a cancer agency 'getting to know you' event in November 2015. The Forum had agreed to focus on the following points:

- Provide a forum for sharing good practice;
- Increase knowledge of services (between both third and statutory sectors);
- Explore the potential for identifying gaps in services and seeking solutions;
- Consider opportunities for sharing such as training, marketing, volunteer recruitment and (where/when appropriate) signposting of clients;
- Develop as a catalyst consultation/lobbying purposes on behalf of cancer service providers and their clients;
- Link in with National and Regional networks

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

### (3) GREENER CLEANER LLANELLI TOWN COUNCIL

The Llanelli Community Partnership had agreed to take part in the Greener Cleaner Llanelli which will see the pulling together of an environmental plan for Llanelli, the yearlong plan will start on 1<sup>st</sup> April 2016, and will see a multi-agency approach to keeping Llanelli tidy.

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

#### **34. PADDLING POOLS**

Further to Minute No. 80 of the Committee meeting held on 16<sup>th</sup> March 2015, members considered a report prepared by the Principal Administrative Officer (copies having been previously circulated to members).

The report informed members that due to the Council's continued support of the two remaining paddling pools at Crown Park and Parc Howard the attendance figures for 2014: Crown Park – 5,890 and Parc Howard – 4,032; 2015: Crown Park – 2,339 and Parc Howard – 1,490. The running costs for 2015: Crown Park - £6,578 and Park Howard - £6,578 and the proposed costs for 2016/17: Crown Park - £6,650.36 and Parc Howard - £6,650.36 respectively.

**RESOLVED** – that the Town Council supports the two paddling pools for 2016/17 and continues to review the matter on an annual basis.

#### **35. PUBLIC FOOTPATHS**

Further to Minute No. 24 of the Committee meeting held on 13<sup>th</sup> July 2015, the Town Clerk reported the receipt of footpath inspection reports to the end of September 2015 from Twyn Landscapes (copies having been previously circulated to members).

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

#### **36. INTERNAL AUDIT**

##### (1) FIRST INTERIM VISIT

Further to Minute No. 20 of the Committee meeting held on 13<sup>th</sup> July 2015, consideration was given to the Summary of Work Undertaken at the First Interim Visit on 21<sup>st</sup> September 2015, prepared by Auditing Solutions Ltd. (copies having been previously circulated to members).

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



(2) REVIEW 2015/16

Further to Minute No. 101 of the Town Council meeting held on 1<sup>st</sup> April 2015, where it was agreed good practice to review the Internal Audit Programme on an annual basis and the Internal Audit Programme for 2015/2016 had been supplied by the council's internal auditors, Auditing Solutions Ltd. (copies having been circulated to members prior to the start of the meeting).

The Accounts and Audit (Wales) Regulations 2014 require councils to carry out an annual review of effectiveness of their system of internal control. This review is an integral part of continually improving governance and accountability and must be balanced to the Council's internal audit needs and should be designed to provide sufficient assurance of the Council that standards are being met and that the work of the internal audit is effective.

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

**37. PHOTOCOPIER UPGRADE**

Further to Minute No. 62 of the Committee meeting held on 15<sup>th</sup> November 2010, members' considered a report dated 19<sup>th</sup> October 2015, from the Principal Administrative Officer (copies having been previously circulated to members)

The report informed members that our current photocopier was under a five-year lease which was shortly coming to an end, so by way of comparison the Principal Administrative Officer had contacted a local firm, Infinity Document Solutions for a quotation on one similar to our current model. For a limited period they were offering one at a price of £1,860 (plus VAT) per annum with black and white copies at 0.39p and colour at 3.9p per copy.

He then contacted Konica Minolta who had offered to extend our contract at the same price of £3,245.06 (plus VAT) per annum with black and white copies at 0.42p and colour at 3.9p per copy.

**RESOLVED** – that the actions taken by the Principal Administrative Office be duly approved and that the lower quotation price for the provision of a Ricoh MPC4503SP photocopier under a five-year lease in the sum of £1,860 (plus VAT) per annum by Infinity Document Solutions be duly confirmed and approved.

**38. 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) Cancer Information and Support Services – that a grant of £300 be made;
- (b) Llanelli Rotary Club – that a grant of £300 be made;
- (c) Llangollen International Musical Eisteddfod – that the matter be noted.

(2) LETTERS OF THANKS

**RESOLVED** – that the letters of thanks received from Macmillan Cancer Support, Llanelli Youth Theatre and Ty Golau be noted with pleasure.

The Meeting concluded at 6.10 p.m.