

LLANELLI TOWN COUNCIL

MINUTES

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LLANELLI TOWN COUNCIL

ORDINARY MEETING

6th January 2016

At an Ordinary Meeting of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 6th January 2016 at 6.00 p.m.

PRESENT: Councillor C.J. Reed, MBE. (Deputy Town Mayor)(Presiding)

Councillors

Bigyn Ward

Ms. Ff.S. Larsen
D. Thomas

Elli Ward

Mrs. R.F. Price

Glanymor Ward

A.H. Hitchman
W.J. Lemon
Mrs. L.J. Stedman

Lliedi Ward

W.G. Thomas
Mrs. J. Williams

Tyisha Ward

C.C. Lucas (Leader of the Council)
J. Owen
R.T. Price

APOLOGIES: Councillors Mrs. S. Najmi (Town Mayor), M.J.P. Burns, R.M. Davies, J.S. Edmunds, Mrs. P.J. Edmunds, J.P. Jenkins, Mrs. V.J. Johns and C.L. Thomas.

52. 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 nd December 2015
Llanelli Joint Burial Authority	11 th November 2015
Planning, Licensing and Consultation Committee	7 th December 2015
Building and Finance Committee	14 th December 2015
Ex-Town Mayors' Committee	14 th December 2015

53. CARMARTHENSHIRE ASSOCIATION OF VOLUNTARY SERVICES

The Town Clerk reported the receipt of a letter dated 15th December 2015, received from the Chief Executive of CAVS inviting members to attend their Annual General Meeting which will be held at the CAVS Office, 18 Queen Street, Carmarthen on Tuesday, 26th January 2016 at 10.30 a.m. (copies having been previously circulated to members).

RESOLVED – that the information be noted, and that any member wishing to attend the AGM be authorised to do so and give their names to the Town Clerk, as soon as possible.

54. CARMARTHENSHIRE MUSEUM

The Town Clerk reported the receipt of an e-mail dated 17th December 2015, received from the Museum Curator inviting representatives from the Council to attend an iBeacon Meeting at the Carmarthenshire Museum in Abergwili on Monday, 25th January 2016 at 10.00 a.m. (copies having been previously circulated to members).

RESOLVED – that the Town Clerk and Councillors Mrs. P.J. Edmunds and R.T. Price be authorised to attend the above meeting.

55. DRAFT LOCAL GOVERNMENT (WALES) BILL

The Town Clerk reported the receipt of an e-mail dated 18th December 2015, received from Local Government Partnerships, Policy Division, Welsh Government inviting the Council to be represented at an event to discuss the objectives of the Draft Bill at the Liberty Stadium, Swansea on Tuesday, 2nd February 2016 (copies having been previously circulated to members).

RESOLVED – that the Town Clerk, Councillor W.G. Thomas and one member from the opposition be authorised to attend the above event.

56. HYWEL DDA UNIVERSITY HEALTH BOARD

The Town Clerk reported the receipt of a letter received on 4th January 2016, from the Service Transformation and Partnerships Manager of Hywel Dda University Health Board with an invitation to attend an Engagement Event on the 25th January 2016, at the Halliwell Centre, Carmarthen (copies having been circulated to members prior to the start of the meeting).

RESOLVED – that the information be noted.

57. MATTERS FOR INFORMATION

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

- (1) Direct Information Service Issues 873 & 874;
- (2) Hywel Dda Health Board – Press Release;
- (3) Rainscape – Marine Street;
- (4) Llanelli Task Force Working Group – notes of meeting;
- (5) Llanelly House New Year's Offer.

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

- (1) Hywel Dda Health Board – Stakeholder briefing December 2015;
- (2) Natural Resources Wales Bulletin – December 2015;
- (3) Llais Myrddin – CAVS Newsletter.

58. 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.

59. PENYMORFA COMMUNITY CENTRE

Further to Minute No. 66 of the Building and Finance Committee held on 4th February 2015, the Town Clerk reported that the purchaser referred to in the previous minute had withdrawn but that an offer had been received from another business to buy the premises on condition that planning permission for change of use to offices was obtained. The purchaser would pay a deposit on exchange of contracts and this would only be returned if planning permission was refused. The proposed purchaser had been made aware of the covenants on the building, the Council's Solicitors suggest that an indemnity policy be provided to the purchaser.

RESOLVED that the offer be accepted on this basis

The Meeting concluded at 6.25 p.m.

LLANELLI JOINT BURIAL AUTHORITY

9 December 2015

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

PRESENT: Councillors M.J.P. Burns (Chairman), T. Bowen, P.J. Edmunds, M.V. Davies, R.E. Evans, R.M. Davies, C.J. Reed, MBE, L.J. Stedman.

36 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs L.J. Butler and T.J. Jones.

37. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

38. 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 - 11 November 2015

39. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for October 2015 and the provisional report for November 2015 be noted.

40. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for November 2015, which revealed expenditure for the month amounted to £26,431.13.

RESOLVED that the information be noted.

41. 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.

42. BURIAL ADMINISTRATION SERVICE - COLLABORATION OPPORTUNITIES WITH NEIGHBOURING AUTHORITIES

Further to Minute No. 20, Members considered the Cemetery Manager's report in respect of the audit of burial services undertaken at Pembrey and Burry Port Town Council on 9 September 2015.

The Chairman thanked the Cemetery Manager for producing an informative and comprehensive report; and a lengthy discussion on all aspects of the report ensued.

Following discussion it was

RESOLVED that the report be submitted to Pembrey and Burry Port Town Council for its consideration, with any feedback received being reported to committee at a future date.

43. LLANELLI CREMATORIUM – WESTERLEIGH GROUP

The Secretary presented Members with correspondence received from The Westerleigh Group regarding the possible transfer of trade, assets and liabilities from Llanelli Crematorium Limited to its Crematoria Management group. After a brief discussion it was

RESOLVED that the Secretary open discussions with The Westerleigh Group about the proposal on the understanding:

1. Any re-assignment of the lease is done so on the basis no changes are made to the provisions set out in the extant lease held with Llanelli Crematorium Ltd.
2. Both parties' legal costs will be met by The Westerleigh Group.

44. CEMETERY LAND ENCROACHMENT

The Cemetery Manager provided Members with an update report and confirmed that correspondence was ongoing with the claimant's solicitor. The Cemetery Manager then elaborated upon the points raised in the most recent letter and it was

RESOLVED that the information be noted.

45. SEASONAL GREETINGS

The Chairman wished Members and Officers a Merry Christmas and a healthy and happy New Year.

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The meeting concluded at 4:55 pm
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BUILDING AND FINANCE COMMITTEE

18th January 2016

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 18th January 2016 at 6.00 p.m.

PRESENT: Councillors J.S. Edmunds (Chairman), M.J.P. Burns, Mrs. P.J. Edmunds, W.J. Lemon, C.C. Lucas (Leader of the Council), J. Owen, Mrs. L.J. Stedman, D. Thomas, W.G. Thomas and Mrs. J. Williams.

EX-OFFICIO MEMBERS: Councillors Mrs. S. Najmi (Town Mayor) and C.J. Reed, M.B.E. (Deputy Town Mayor).

56. 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 1st April – 31st December 2015, in the sums of £893,124 and £548,124 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. 14311 - 14352 (inclusive) amounted to £55,675.69, with Direct Debit, BACS payments and Other Payments amounting to £11,941.83, £23,998.53 and -£9,193.80 respectively.

RESOLVED – that the accounts for payment be approved.

(3) VIREMENTS/EARMARKED RESERVES

RESOLVED – that the report of the Responsible Financial Officer dated 18th January 2016, be noted and approved.

57. COMMUNITY CENTRE HIRINGS

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

RESOLVED – that the information be noted.

58. COMMUNITY DEVELOPMENT OFFICER'S REPORT

Further to Minute No. 50 of the Committee meeting held on 14th December 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 PARTNERSHIP

The Annual General Meeting which was held in Y Ffwrnes Theatre on Thursday, 14th January 2016, had celebrated a positive involvement with the community as well as a number of project achievements which included Agen T-Winning Community Booklet and Film; Cancer Community Rehab Project 'Pave The Way', in association with Cynefin, Communities First, Llanelli Rural and Carmarthenshire County councils.

RESOLVED – that the information be noted.

(2) TY GOLAU

An initial service gap was identified during the Llanelli We Want consultation process in 2016 which delivers against the Future Generations goals and the Community Development Officer has developed a series of case studies which will be bilingual and available on the Town Council website.

RESOLVED – that the information be noted.

(3) UNLOVED HERITAGE

The Community Development Officer will work closely on a 3-year project with Dyfed Archaeological Trust: Unloved Heritage Project Llanelli. The project starts this month and is designed to connect young people with their industrial heritage to foster a sense of pride in what has survived and to value old and neglected buildings.

RESOLVED – that the information be noted.

(4) COMMUNITY EVENTS IN PARTNERSHIP WITH LLANELLI TOWN COUNCIL

RESOLVED – that the following information be noted:

- (i) A Community Funding Event will be held on Thursday, 28th January 2016 at the Lledi Suite, Selwyn Samuel Centre between 2.00 p.m. and 7.00 p.m.
- (ii) A Community Health and Well-Being Day will be held on Saturday, 13th February 2016 at the Antioch Centre, Llanelli from 2.00 p.m. – 5.00 p.m. in partnership with Tenovus and Cancer Community Sir Gar.

(5) INFOENGINE

Infoengine is a Community and Voluntary Organisation Director for Carmarthenshire, the project work is in partnership with Pembrokeshire Association of Voluntary Organisations (PAVO) and offers localised online information to individuals and organisations.

RESOLVED – that the information be noted and that Llanelli Town Council be added to the Directory.

59. REVIEW OF GRANTS

Further to Minute No. 29(2) of the Committee meeting held on 14th September 2015, members received a report prepared by the Town Clerk together with a Table showing examples of the grants awarded to different categories of organisations and proposals for members' consideration.

The report also gave a summary of the existing guidelines as specified in Minute No. 18 of the Committee meeting held on 13th June 2011. Following a lengthy discussion, it was:

RESOLVED – that the following guidelines be introduced from 1st April 2016:

- (1) Applications should be accompanied by financial information;
- (2) Grants are not awarded to individuals;
- (3) Organisations will not normally be awarded more than one grant in any financial year;
- (4) The guideline amount for the following categories be £300: Youth Groups, Other interest groups, Schools and Playgroups, Local support groups, National Bodies – local branch, Fundraising groups, Religious organisations, Armed Forces and Veterans groups, Community / Residents groups;
- (5) The guideline amount for Performing Arts groups be £500;

- (6) The guideline amount for Sports clubs without a junior section be £500;
- (7) The guideline amount for Sports clubs with a junior section be £800;
- (8) Applications from National Bodies will normally be noted;
- (9) Senior Citizens' groups will normally be granted free use of the Town Council's community halls
- (10) The guideline amounts will normally be awarded for normal running costs, if an organisation is planning a specific project it is encouraged to provide information, including costs, relating to that project;
- (11) Group affiliated to the same umbrella body can apply for funding if they are based at different locations and have separate bank accounts;
- (12) These guidelines apply to applications for grants and do not apply to sponsorship agreements agreed by the Town Council.

60. COMMUNITY CENTRE REVIEW

Further to Minute No. 18 of the Committee meeting held on 13th July 2015, consideration was given to a report prepared by the Town Clerk together with a summary of usage and details of income and expenditure and also a summary of responses received to a short survey which was available to hall users, on the Town Council's website and on social media (copies having been circulated to members prior to the start of the meeting).

Members' were impressed with the results of the survey and felt that the Council was providing a valuable service to the local community.

RESOLVED – that the information be noted and that further promotional opportunities, including a large screen in the town centre be investigated.

61. PUBLIC FOOTPATHS

Further to Minute No. 35 of the Committee meeting held on 19th October 2015, the Town Clerk reported the receipt of footpath inspection reports to the end of December 2015 from Twyn Landscapes (copies having been previously circulated to members).

RESOLVED – that the reports be noted and forwarded to the County Council.

62. APPLICATIONS FOR FINANCIAL ASSISTANCE

(1) LETTERS OF THANKS

RESOLVED – that the letters of thanks received from Morfa Family Centre and Llanelli Ramblers be noted with pleasure.

The Meeting concluded at 7.04 p.m.

STEBONHEATH DEVELOPMENT COMMITTEE

18th January 2016

At a Meeting of the **STEBONHEATH DEVELOPMENT COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 18th January 2016 at 7.05 p.m.

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

APOLOGIES: Councillors J.P. Jenkins, Ms. Ff.S. Larsen, C.C. Lucas (Leader of the Council) and C.L. Thomas.

20. FINANCIAL REPORT

Consideration was given to the written report prepared by the Principal Administrative Officer, giving a detailed analysis of cumulative income and expenditure for the period between 1st April and 31st December 2015, in the sums of £15,797 and £53,490 respectively (copies having been previously circulated to members).

RESOLVED – that the aforementioned report be adopted and approved.

21. MEMORIAL MATCH

Further to Minute No. 2 of the Committee meeting held on 11th May 2015, the Town Clerk reported the receipt of a thank you letter (copies having been previously circulated to members).

RESOLVED – that the letter be noted with pleasure.

22. RAIDERS RUGBY LEAGUE

Further to Minute No. 10 of the Committee meeting held on 2nd September 2015, members considered a report prepared by the Town Clerk confirming that the 2016 Hiring Agreement had now been signed with a 10% increase to the fee as compared to last season (copies having been previously circulated to members).

RESOLVED – that the information be noted.

23. SOCIAL CLUB

The Town Clerk reported the receipt of an Invoice from H.M. Thomas for essential works to the roof of the Social Club in the sum of £568 (plus VAT).

RESOLVED – that the matter be noted and payment be approved.

24. LLANELLI TOWN F.C. SUPPORTERS CLUB

The Town Clerk reported the receipt of an e-mail dated 18th January 2015, received from a member of the Supporters Club (copies having been circulated to members prior to the start of the meeting).

The Supporters Club suggested various ways to increase the number of children that attend Stebonheath Park on match days.

RESOLVED – that the Town Clerk be asked to respond to the Supporters Club indicating that the Council would be happy to discuss any proposals with the football club and Red Leisure (the signatory to the Hiring Agreement) but the final decision would rest with the groundsman and would depend on the weather and the state of the pitch at any given time.

25. PUBLIC BODIES (ADMISSION TO MEETING) 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.

26. SOCIAL CLUB, CAFÉ AND MEDIA SUITE

Further to Minute Nos. 17 and 19 of the Committee meeting held on 10th November 2015, the town Clerk reported the receipt of an e-mail dated 6th January 2016, received from our Consultant Architects together with a summary of works from M. Hiorns Building Contractor (copies having been previously circulated to members).

The summary of works was in relation to Section 1 – Café; Section 2 – Media Suite; and Section 3 – Clubhouse. After a brief discussion, it was

RESOLVED – that the essential works programme in regards to Section 1 be approved in the sum of £3,115.90; Section 2 in the sum of £1,090.70 be noted and approved and that the works in relation to Section 3 – Clubhouse be discussed with the Licensee Red Leisure and that the matter be brought to a future Committee meeting.

The Meeting concluded at 7.22 p.m.