KIDWELLY TOWN COUNCIL

16th MAY 2023

At the ANNUAL GENERAL MEETING of the FULL COUNCIL held on Tuesday 16th May 2023 at 6.30pm.

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| --- | --- | --- |
| Present | Town Mayor | C.Peters |
|  | Deputy Mayor | C.Morgan |
|  | Councillors | G.Bras, J.Gilasbey, H.Griffiths, A.Herbert, L.Jones, D.lloyd-Waterford, J.Maclaughland, C.Peters-Bond |
|  | Town Clerk  Estates Officer | V. O’Reilly  M. Stephens |
|  | Town Secretary  Admin. Assistant | A. Padgett  J.Bell |
| Apologies | Councillors | G.Beer, S.Ratty, E.Reeves-Davies, J.Tarsnane, J.Westlake |

INAUGURATION OF THE MAYOR

It was RESOLVED that Councillor C. Peters be appointed as mayor for 2023-2024.

Councillor Carl Peters was sworn in as Mayor for the year 2023-2024

Councillor Carol Morgan was appointed as Deputy Mayor

Mayor’s Consort will be Councillor C. Peters-Bond

The AGM concluded and the first meeting of FULL COUNCIL of the new session commenced.

**1 CONFIRMATION OF MINUTES**

It was RESOLVED that the following minutes be confirmed:-

* Full Council 18th April 2023
* Policy and Community Development Committee 18th April 2023
* Estates Committee 25th April 2023
* Finance Committee 25th April 2023

**2 DECLARATIONS OF INTEREST**

Minute 4, 9, 11[b] – Cllrs H.Griffiths and J.Maclaughland left the room

Minute 11[c] – Cllr C.Morgan left the room

3 APPOINTMENT TO COMMITTEES/REPRESENTATIVES

|  |  |  |
| --- | --- | --- |
| **Committee** | **Chair – Councillor** | **Deputy Chair - Councillor** |
| Full Council | Mayor C.Peters-Bond | Deputy Mayor - C. Morgan |
| Establishment | Mayor C.Peters-Bond | Deputy Mayor - C. Morgan |
| Policy | Cllr. A. Herbert | Cllr. L. Jones |
| Estates | Cllr. Chris Peters-Bond | Cllr. J. Machlaughland |
| Finance | Cllr. Carl Peters-Bond | Cllr. C. Morgan |
| Community Development | Cllr. J. Gilasbey | Cllr. G.Bras |

|  |  |
| --- | --- |
| **Community Halls** |  |
| Gwenllian Centre Representative | Mayor – Councillor C.Peters-Bond  Councillor – Laura Jones  Councillor – J. Machlaughland |
| Mynyddygarreg Hall Representative | Mayor – Councillor Carl Peters-Bond  Councillor – Chris Peters-Bond  Councillor – J. Gilasbey |
| **Serving School Governors** |  |
| Ysgol Y Castell | Councillor - A.Herbert |
| Ysgol Gwenllian | Councillor – C.Morgan |
| Ysgol Mynyddygarreg | Councillor – G.Bras |
| **Other Organisations** |  |
| One Voice Wales | Mayor – Councillor Carl Peters-Bond  Deputy – Councillor C. Morgan |
| Kidwelly Welfare Committee | Councillor – J. Gilasbey  Councillor – J. Machlaughland |
| Kidwelly Twinning Association | Councillor - H. Griffiths |
| Youth Council | Councillor – A. Herbert  Councillor – J. Tarsnane |
| Gwendraeth Group of Community Councils | Mayor – Carl Peters-Bond  Deputy Mayor - C. Morgan |
| Floral Enhancement  Kidwelly in Bloom | Councillor – J. Gilasbey  Deputy Mayor – C. Morgan |

4 PRINCESS GWENLLIAN CENTRE

The hall is seeking new trustees. A meeting will be held on 18th May 2023 to initiate an action plan for future development of the hall. The council has historically supported the hall financially and this will continue. The level of support will be considered after receipt of a financial breakdown and the action plan from the trustees.

5 LOTTERY UPDATE

The banners are in the design process. 6 images have been shortlisted. Initial designs will be available for public consultation: drop in sessions or via digital means.

The heritage trail will use new QR codes. Sites will be identified. A large physical map will indicate locations of shops, businesses and historical locations. This initiative will be capable of expanding, adding new features with time. Other schools could be invited to participate. Additional funding from the “10 towns” project could be sought.

It was noted that the black and gold road signs within the castle walls and the finger post in Lady Street are in need of attention.

6 DEVELOPMENT OF TOWN SQUARE

The architect and quantity surveyor have submitted information to the county council prior to going to tender. A list of 10 companies has been drawn up to ensure the receipt of 3 tenders. It is hoped to commence work in September 2023 - on an 8 months contract.

7 AUDIT WALES – 2023-2024

Audit Wales will undertake a full audit at the end of this current financial year. This will require the staff to submit a considerable additional amount of data. The external audit report for 2021-2022 has still not been received. Note and Close this item.

8 EMPLOYMENT LAW SUPPORT

It was recognised that due to the additional staff employed, with subsequent health and safety legislation implications, employment law support has become necessary. Several companies have been approached for quotes. It was RESOLVED to engage Thomas Carrol to carry out an assessment of human resource issues. The company will also undertake a review of all council policies. The cost will be £1,760 for an annual review. Note and Close this item.

9 CCTV AT OFFICES AND GWENLLIAN CENTRE

Youths have entered the building unlawfully. The building’s security and its staff safety can be compromised. Various options and costs from suppliers had been detailed and were considered. Data storage was discussed. It was RESOLVED to take up the 12 camera option at a cost of £3756 with 2 additional internal cameras at a cost of £140. Note and Close this item.

10 COUNCIL WEBSITE SECURITY *“in camera”*

This matter was considered in camera due to the security issues involved. It was noted that the website was not fit for purpose. It was agreed to investigate options for a new website.

ESTATES COMMITTEE URGENT MATTERS

11 ESTATES OFFICER REPORT

The report had been circulated:-

[a] Floral displays: the water bowser requires a new pump at a possible cost of £400 plus labour for repair. Options are being investigated.

[b] PGC replacement door: The security of the door has been compromised. It was RESOLVED to have the contractor replace the emergency exit door with a secure door at a cost of £2595.75.

[c] Car parking behind St Mary’s: Costs for making the car parking site more accessible are being investigated. The vicar has requested an occasional parking space during services. Options for developing this site will be investigated. Councillor J.Gilasbey wished it noted that she was not declaring at interest at this stage.

Matters brought to the attention of the Estates Officer:-

* The old Christmas trees need to be removed
* A vehicle consistently parking on the town square paving needs to be prohibited
* There are 3 broken slabs on the town square which need replacing

FINANCE COMMITTEE URGENT MATTERS

12 BILLS FOR PAYMENT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Payee | Invoice | Description | Total | Cat |
| 1 | Ellis Samuel | ES11 | Estates contract | 1996.00 | E |
| 2 | Staff | \*\*\* | Salaries | 4426.88 | R |
| 3 | HMRC | \*\*\* | PAYE - March | 1145.85 | R |
| 4 | CCC | \*\*\* | Carnival license | 21.00 | R |
| 5 | Eastern Stone | 11239 | Scalpins | 429.76 | E |
| 6 | Darkin | 2458 | Architect | 4392.00 | C |
| 7 | Brian's | \*\*\* | Office keys | 39.00 | E |
| 8 | Wenallt | 795 | Grading & ditching | 2040.00 | E |
| 9 | Rialtas | 28276 | Omega license | 569.48 | R |
| 10 | Zoom | 199856199 | Zoom | 25.98 | R |
| 11 | Stephen Clarke | SC7 | Electrician | 500.00 | R |
| 12 | Rexel | 449456451 | Electrical items | 60.32 | R |
| 13 | Postage | \*\*\* | Stamps | 40.10 | R |
| 14 | Water for You | 188649 | Water | 16.68 | R |
| 15 | Zurich | 522904048 | Insurance | 6520.70 | R |
| 16 | Charles & co | 18213 | Accountancy | 600.00 | R |
| 17 | Abbey lifts | 51655 | Service | 336.00 | E |
| 18 | Amazon | AKP1 | Stationery | 45.75 | R |
| 19 | Infinity | 80976 | Copies | 106.27 | R |
| 20 | Mayor | \*\*\* | Travel expenses | 101.70 | R |

Statutory provisions:- Items 1-20 – Local Government Act 1972 s111

Categories:- C = capital R = revenue E = estates S= suspense P= project Res = reserve

It was **RESOLVED** to pay the Bills for Payment. Note and **Close** this table from the minutes.