



22 Mehefin 2022

Annwyl Aelod

22 June 2022

Dear Member

## Cyfarfod Misol y Cyngor

Fe'ch gelwir i fod yn bresennol yng Nghyfarfod Misol Cyngor y Dref yn Siambr y Cyngor ar **Nos Fercher, 29 Mehefin 2022** am 7.30yh. Cynhelir y cyfarfod yn Siambr y Cyngor, Neuadd Ddinesig San Pedr, Maes Nott, Caerfyrddin, ac ar gyswllt fideo.

*Croesawir aelodau o'r cyhoedd i arsylwi'r cyfarfod yn y neuadd, neu ar-lein drwy ddilyn y linc isod.*

## Monthly Meeting of Council

You are summoned to attend the Monthly Meeting of the Town Council to be held on **Wednesday evening, 29 June 2022**, at 7.30pm. The meeting will be held in the Council Chamber, St Peter's Civic Hall, Nott Square, Carmarthen and via video link.

*Members of the public are welcome to observe the meeting at the hall, or online by following the link below.*

Yn gywir ❖ Yours faithfully

*Alun Harries*

Clerc y Dref ❖ Town Clerk

<https://us06web.zoom.us/j/84044866337?pwd=UzFTd2JHQ2k4bFNVNWJPS1k1QjFpZz09>

## Agenda

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| 1. Cyflwyniad gan HwbTywiHub   | 1. Presentation by HwbTywiHub  |
| 2. Ymddiheuriadau am absenoldeb  | 2. Apologies for absence   |
| 3. Datgan buddiannau   | 3. Declarations of interest  |
| 4. Cwestiynau gan aelodau (disgwylir rhybudd ysgrifenedig o 5 diwrnod o unrhyw gwestiynau)     | 4. Questions from Members (Members are required to give 5 days' written notice of any questions)           |
| 5. Cwestiynau o'r Cyhoedd  | 5. Questions from the Public   |
| 6. Cadarnhau a llofnodi Cofnodion Cyfarfod Blynyddol y Cyngor a gynhaliwyd ar 25ain o Fai 2022 | 6. To confirm and sign the Minutes of the Annual Meeting of the Council held on 25 <sup>th</sup> May 2022  |
| 7. Cadarnhau a llofnodi Cofnodion Cyfarfod Misol y Cyngor a gynhaliwyd ar 25ain o Fai 2022     | 7. To confirm and sign the Minutes of the Monthly Meeting of the Council held on 25 <sup>th</sup> May 2022 |

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| 8. Cadarnhau a llofnodi cofnodion cyfarfod y Pwyllgor Dibenion Cyffredinol ar 14 Mehefin 2022.  | 8. To confirm and sign the minutes of the General Purposes Committee Meeting held on 14 <sup>th</sup> June 2022.  |
| 9. Materion yn codi:<br><u>Tud 17: Eitem 50 – Mywnent Eglwys Dewi Sant</u><br><u>Tud 17: Eitem 51 – Cymdeithas Hynafiaethol Caerfyrddin</u><br><u>Page 18: Eitem 55 – Prynu Offer Monitro Cyflymder</u> | 9. Matters arising:<br><u>Page 17: Item 50 – St David's Church Cemetery</u><br><u>Page 17: Item 51 – Carmarthen Antiquarian Society</u><br><u>Page 18: Item 55 – Purchase of speed monitoring equipment</u> |
| 10. Cadarnhau a llofnodi cofnodion cyfarfod y Pwyllgor Cyllid ar 16 Mehefin 2022.   | 10. To confirm and sign the minutes of the Finance Committee held on 16 <sup>th</sup> June 2022   |
| 11. Materion yn codi:<br><u>Tud 21: Eitem 65 - Pŵer Cymhwysedd Cyffredinol</u>  | 11. Matters arising:<br><u>Page 21: Item 65 – General Power of Competence</u>   |

### Adroddiad Clerc y Dref (Atodiad 1)

### Town Clerk's Report (Appendix 1)

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| 12. Ymgynghoriadau Statudol<br>(a) Ceisiadau Cynllunio<br>(b) Priffyrdd<br>(c) Trwyddedu<br>(d) Pecyn Cymorth Cyllid a Llywodraethu ar gyfer Cynghorau Cymuned a Thref | 12. Statutory Consultations<br>(a) Planning Applications<br>(b) Highways<br>(c) Licensing<br>(d) Finance & Governance Toolkit for Community and Town Councils    |
| 13. Derbyn adroddiad yr archwilydd mewnol, Datganiad Cyfrifon a Ffurflen Flynyddol Archwilio Cymru ( <b>Atodiad 2</b> ) (mwy o wybodaeth i ddilyn)                     | 13. To receive the internal Auditor's report, Statement of Accounts and Annual Return to Audit Wales ( <b>Appendix 2</b> ) ( <i>more information to follow</i> ) |
| 14. Adroddiad y Maer ( <b>Atodiad 3</b> )  | 14. The Mayor's Report ( <b>Appendix 3</b> )   |
| 15. Sedd wag – cyfethol aelod ( <b>Atodiad 4</b> )   | 15. Councillor vacancy – co-option of a member ( <b>Appendix 4</b> )   |
| 16. Adroddiadau gan Gyngorwyr fel Cynrychiolwyr y Cyngor ar gyrff allanol  | 16. Reports from Councillors as Council Representatives on outside bodies  |
| 17. Cadarnhau a llofnodi cofnodion cyfarfod y Pwyllgor Rheoli ar 9 Mehefin 2022.   | 17. To confirm and sign the minutes of the Management Committee held on 9 <sup>th</sup> June 2022  |

18. Materion yn codi:  
Tud 11: Eitem 36 – Cynllun Hyfforddi  
**(Atodiad 5)**  
Tud 11: Eitem 37 - Gwobr Cyflog  
Blynyddol i Staff  
Tud 12: Eitem 38 - Cyflogau staff –  
Adolygiad Blynyddol  
Tud 12: Eitem 39 – Gwerthuso swyddi  
(gwybodaeth i ddilyn)  
Tud 12: Eitem 40: - Adroddiad PACGA  
Cymru  
Tudalen 12: Eitem 41 – Ymddeoliad  
Clerc y Dref

18. Matters arising:  
Pages 11: Item 36 – Training Plan  
**(Appendix 5)**  
Page 11: Item 37 - Annual Salary Award  
for Staff 2021-22  
Page 12: Item 38 - Staff salaries – Annual  
Review  
Page 12: item 39- Job Evaluation  
(Information to follow)  
Page 12: Item 40 – IRPW Wales report  
  
Page 12: Item 41 – Retirement of the  
Town Clerk

**CARMARTHEN TOWN COUNCIL**

**REPORT OF THE TOWN CLERK TO THE  
MONTHLY MEETING OF COUNCIL – 29<sup>th</sup> JUNE 2022**

**Agenda Item 12(a): Current Planning Applications:**

- (i) **PL/04148** - 1 1/2 story side extension - 57, Hafod Cwnin, Carmarthen, SA31 2AT
- (ii) **PL/03856** - Conversion of existing outbuilding to 2 no. holiday accommodation units - Castell Hywel Farm, Trevaughan, Carmarthen, SA31 3QL
- (iii) **PL/04184** - Provision of car sale/car wash (Sui Generis) - Land at the former BRS Depot, Johnstown, Carmarthen

For the **OPINION** of Members

**Agenda Item 12(b): Highways Matters**

None received at this time.

**Agenda Item 12(c): Licensing Matters**

For the **INFORMATION** of members.

**Agenda Item 13(e): Internal Auditor's Report, Statement of Accounts and Annual Return to Audit Wales**

The annual audit process involves the completion of the annual statement of accounts and the submission of the relevant documentation including the internal auditor's report and the Annual Return to Audit Wales. The Annual Return and supporting documentation is attached at **Appendix 2** for the attention of Members.

For the **APPROVAL** of Members.

**Agenda Item 12(d): Formal Launch of the The Finance & Governance Toolkit for Community and Town Councils**

Following the pilot of the Self Evaluation Toolkit earlier this year, the below correspondence has been received from the Minister for Finance & Local Government.

To Chairs of Community and Town Councils

16 June 2022

Dear Colleague,

[The Finance & Governance Toolkit for Community and Town Councils](#) was recently shared with councils across Wales by your sector representative bodies, One Voice Wales and the Society of Local Council Clerks (SLCC).

*I am proud that the toolkit is the product of co-development between One Voice Wales, SLCC and Welsh Government, supported by commentary from Audit Wales. Some of your community and town council colleagues also tested the toolkit to further shape it and ensure it delivers what councils need, in the way they need it.*

*I would like to put on record my thanks to members of the group who developed the toolkit and all individuals and councils who contributed to this important work. I commend and welcome the positive and constructive approach taken by all involved to make this excellent and practical toolkit for the sector.*

*Using the toolkit will help your council ensure that it has high standards of governance, accountability and financial management, and delivers the best for your community. I encourage you to use it, and also to share your learning with your networks and representative bodies. This will enable continuous development of the toolkit and the ongoing strengthening of financial management and governance arrangements.*

*I hope you find this toolkit of value, particularly as you move forward as a council in a new term of office.*

*Yours sincerely,*

**Rebecca Evans AS/MS**

*Y Gweinidog Cyllid a Llywodraeth Leol  
Minister for Finance and Local Government*

For the **INFORMATION** of Members.



## TRAINING PLAN 2022-23

The Town Council adopted a Training and Development Policy in September 2021, and it now has a statutory duty under Section 67 of the Local Government and Elections (Wales) Act 2021 to make a plan setting out what it proposes to do every year to address the training needs of councillors and staff.

The purpose of the training plan is designed to ensure that collectively, councillors and staff possess the knowledge and awareness needed for the council to operate effectively. It is not necessary for all councillors and staff to have received the same training and develop the same expertise.

There are core areas to address to ensure the council has sufficient skills and understanding. These are:

- Basic induction for councillors;
- The Code of Conduct for members of local authorities in Wales;
- Financial management and governance.

All councillors will be offered the opportunity to attend relevant training and development opportunities. One Voice Wales provides a monthly itinerary of its courses, and these are circulated to all members accordingly. All councillors are issued with the most recent version of 'The Good Councillor's Guide' published by Welsh Government and should familiarise themselves with its content.

All councillors must undertake Code of Conduct Training at least once during the lifetime of a council (i.e. 5 years from election to election). These courses are provided by One Voice Wales and Carmarthenshire County Council respectively.

In determining councillors' immediate training priorities an initial training assessment has been made of the essential skills needed and whether the council feels there is sufficient knowledge and experience across the council for it to operate effectively going forward from May 2022. With regard to council staff, annual performance appraisals identify individual training opportunities on an on-going basis, and certain health and safety training is mandatory and has to be undertaken at specified times.

In terms of the council's immediate training plans these are set out as follows:

## Appendix 5

WHO	WHAT	HOW	WHEN	COMMENTS
New and returning Councillors	Basic Induction Training	To be delivered by Council staff	10.05.22	
All Councillors	Code of Conduct Training	Formal Training by One Voice Wales and/or CCC	By 31.10.22	
All Chairs and Vice Chairs	Chairing Skills Module 10	One Voice Wales	By 31.10.22	
Chair and Vice Chair of Finance Committee	Local Government Finance Module 21 (as a minimum)	One Voice Wales or other	By 31.10.22	Recommended that Finance Committee members should also attend this module.
Chair and Vice Chair of General Purposes Committee	Relevant Planning courses	Planning Aid Wales or other	By 31.10.22	Recommended that General Purposes Committee members should also attend this module
Chair of Management Committee	The Council as an Employer Module 3	One Voice Wales or other	By 31.10.22	
Clerk	Continuous Professional Development	Attendance at sector specific conferences, seminars and events	By 31.03.23	The Clerk is CiLCA qualified
Deputy Clerk/Finance Manager	Continuous Professional Development	As above for the Clerk and any additional relevant financial management training where necessary	By 31.03.23	The Deputy Clerk/Finance Manager is CiLCA qualified and is currently attending a financial management course relevant to the role
All other staff	Continuous Professional Development	Courses/events relevant to their role and all statutory requirements such as health and safety	By 31.03.23 or as statutorily required	

This training plan will be reviewed annually.

## Atodiad/Appendix 3

### Rhestr o Alwadau'r Maer hyd at 29<sup>ain</sup> o Fehefin 2022

Mai  
27

Gardd Fotaneg Genedlaethol Cymru – Lansiad swyddogol o'r dirwedd adferedig  
Ysgol Gelf Caerfyrddin – Sioe 2022

Mehafin

2 Dathliadau Jiwbilî Platinwm y Frenhines yn y Parc  
3 Cymdeithas y Llynges Frenhinol - Parti Caws a Gwin I ddathlu Jiwbilî Platinwm y Frenhines  
11 LGBTQ+ Sir Gaerfyrddin – 'Pop up Pride Walk'  
Pwyllgor Gŵyl yr Afon Caerfyrddin - Gŵyl yr Afon  
14 Ysgol Tre Ioan - Cyflwyno tystysgrif i ddisgybl am godi arian noddi ar gyfer Ras y Maer  
15 HwbTywiHub – Cyfarfod  
17 Ysgol y Dderwen - Cyflwyno tystysgrif i ddisgybl am godi arian noddi ar gyfer Ras y Maer  
Prifysgol Cymru Y Drindod Dewi Sant – Dathliadau 200 mlynedd  
Pwyllgor Apêl Caerfyrddin – Eisteddfod yr Urdd Sir Gâr – Cyngerdd  
18 Plant Dewi – Bore Coffi  
Rhandroedd y Pum Cae – Dathliadau 200 mlynedd  
23 Sinfonia Cymru  
24 Seremoni Gorseddu'r Maer  
26 Gwasanaeth Dinesig y Maer

### List of Mayor's Engagements up to 29<sup>th</sup> June 2022

Mai  
27

National Botanic Garden of Wales – Official launch of the restored landscape  
Carmarthen School of Art – 2022 Show

June

2 Queen's Platinum Jubilee Celebrations in the Park  
3 Royal Naval Association – Cheese and Wine Party to celebrate the Queen's Platinum Jubilee  
11 LGBTQ+ Carmarthenshire – 'Pop up Pride Walk'  
Carmarthen River Festival Committee – River Festival  
14 Johnstown School – Present a certificate to a pupil for raising sponsorship money for the Mayor's Race  
15 HwbTywiHub – meeting  
17 Ysgol y Dderwen - Present a certificate to a pupil for raising sponsorship money for the Mayor's Race  
University of Wales Trinity Saint David – 200<sup>th</sup> anniversary celebrations  
Pwyllgor Apêl Caerfyrddin – Eisteddfod yr Urdd Sir Gâr – Concert  
18 Plant Dewi – Coffee morning  
Five Fields Allotments – 200<sup>th</sup> anniversary celebrations  
23 Sinfonia Cymru  
24 Mayor's Installation Ceremony  
26 Mayor's Civic Service