**CARMARTHEN TOWN COUNCIL**

**MONTHLY MEETING OF THE COUNCIL**

**HELD ON 28TH SEPTEMBER 2016**

The Mayor, Cllr Wyn Thomas, presided over the monthly meeting of Carmarthen Town Council held in the Council Chamber, St Peter's Civic Hall, on Wednesday, 28th September 2016, at 7.30 pm.

PRESENT: Cllrs: Dorothy Bere, Dr Richard Edwards, Dr Baba Gana,

Philip Grice, Peter Hughes Griffiths, Anthony Jenkins,

Kenneth Lloyd, Dr Ioan Matthews, Douglas Rose,

Emlyn Schiavone, Wyn Thomas, and Barry Williams

222. OPENING REMARKS

The Mayor, Cllr Wyn Thomas, referred to the loss of Mrs June Williams, former Mayor of Carmarthen, County and Town Councillor. Members stood in silence for one minute, recalling Mrs Williams’s unceasing efforts on behalf of the town and county.

223. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Reverend Tom Defis, Dr Dewi Evans, Angharad Jones Leefe, Alun Lenny and Arwel Lloyd.

224. DECLARATIONS OF INTEREST

Cllr Phil Grice declared an interest in agenda item 4 (Matters Arising from Council) and 10 (Matters Arising from the Finance Committee) as Council’s representative on the Dr Mz Management Committee.

Cllrs Dr Richard Edwards, Anthony Jenkins, Dr Richard Edwards and Emlyn Schiavone declared an interest in agenda item 20, as members of Plant Dewi.

225. QUESTIONS

No questions were reported.

226. TO CONFIRM AND SIGN THE MINUTES OF THE MONTHLY MEETING OF THE COUNCIL HELD ON 27 JULY 2016

 It was proposed by Cllr Dr Richard Edwards, seconded by Cllr Dr Ioan Matthews, and **RESOLVED** that the minutes of the Monthly Meeting of the Council held on the 27th July 2016 be accepted as a true record.

227. MATTERS ARISING

(a) Minute 158(a): Community Education Centre, Furnace Road

 The Town Clerk reported that the Community Education Centre Manager anticipates that a management meeting will take place soon and she will inform Council accordingly. Cllr Peter Hughes Griffiths is also speaking to Cllr Gareth Jones. Reports were **NOTED**.

(b) Minute 158(b): Penllwyn Park Play Equipment – Press Release and Photo Shoot

 Members **NOTED** the Town Clerk’s confirmation that all Members for that area were notified of the photo shoot.

(c) Minute 158(c): Carmarthen Town Council Website

 Members **NOTED** the Town Clerk’s confirmation that Council’s new website is live, and feedback from Members is requested.

(d) Minute 163: Dr Mz Youth Project – Request for Funding

 Members **NOTED** Cllr Philip Grice’s emphasis that Dr Mz’ funding is critical.

(e) Minute 174: Reports from Members - Proposals for Gerddi Llydaw

 Cllr Dr Richard Edwards raised concerns about certain aspects of the Gerddi Llydaw (Jackson’s Lane) proposals. Cllrs Anthony Jenkins and Peter Hughes Griffiths confirmed that proposals for King Street and Gerddi Llydaw are proceeding in a measured manner, and public feedback will inform the final proposals.

The reports of Members were **NOTED**.

228. TO CONFIRM AND SIGN THE MINUTES OF THE MONTHLY MEETING OF THE GENERAL PURPOSES COMMITTEE HELD ON 13 SEPTEMBER 2016

It was proposed by Cllr Peter Hughes Griffiths, seconded by Cllr Wyn Thomas, and **RESOLVED** that the minutes of the monthly meeting of the General Purposes Committee held on the 13th September 2016 be signed and accepted as a true record.

229. MATTERS ARISING FROM COUNCIL’S COMMITTEES - PROCEDURE

It was proposed by Cllr Peter Hughes Griffiths, seconded by Cllr Philip Grice, and **RESOLVED** that henceforth the recommendations of Council’s committees will be approved (or otherwise) en bloc (not individually) unless overturned by a majority of the Members present.

230. TO CONSIDER THE GENERAL PURPOSES COMMITTEE RECOMMENDATIONS

 It was proposed by Cllr Peter Hughes Griffiths, seconded by Cllr Philip Grice, and **RESOLVED** that the following General Purposes Committee recommendations be approved:

(a) Minute 187: Carmarthen Cemetery NC Section – Formal Adoption of Rules

The circulated cemetery rules, with the addition of ‘or restored’ to rule 5, be adopted and implemented for the NC section at Carmarthen Cemetery, as follows:

*‘Carmarthen Town Council aims to provide the highest service standards to meet the needs of the bereaved and those who visit our cemeteries. It is therefore essential that cemetery rules and regulations are in place to maintain the dignity and sanctity of our cemeteries, as well as inform all cemetery users of the reasonable requirements applicable to them to enable the council to effectively manage the service. The cemetery rules and regulations include the statutory requirements contained within the Local Government Act 1972 and the Local Authorities’ Cemeteries Order 1977 and any other relevant legislation governing this service.*

*1. Headstones on full size graves are permitted, and a vase can be incorporated into the base of the headstone.*

*2. No other vases, containers, shrubs, plants, ornaments, chippings, gravel, paving stones, kerbs, photographs, glass ware, candles, lanterns, balloons, decorations or other memorabilia are permitted.*

*3. No other adornments including, artificial wreaths, shrubs, permanent flower vases or containers, ornaments, chippings, gravel, paving stones, kerbs, candles photographs, glass ware, lanterns, balloons, decorations or other memorabilia are permitted on or around any grave.*

*4. The above requirements also apply to areas of cremated remains.*

*5. No monument may be placed in the burial ground, or an existing monument altered or restored, without written consent from the Town Council.*

*6. No dogs are allowed in the cemetery at any time.*

*7. All spaces between the rows of headstones and markers are grassed areas and maintained by the Town Council.*

*Carmarthen Town Council reserves the right to remove any items that do not comply with the above requirements. All such adornments will be removed without any further notice.’*

(b) Minute 189(b): St Peter’s Civic Hall - Lift

Council will obtain formal quotations for the purchase and installation of a new lift to connect with the level of the Civic Hall auditorium, and associated building works.

(c) Minute 190: Legionella and Asbestos Risk Assessments

Legionella and asbestos assessments and water sampling will be undertaken at all Council buildings and sites, in accordance with current legislation, at a cost of £1,195.00 for the asbestos survey and £2,075.00 for legionella risk assessment and water sampling.

(d) Minute 192: Carmarthen Park – Shared Access Communications Mast

Council approves, in principle, the proposed sub-lease to Shared Access, as detailed in General Purposes Committee minute 192, subject to the necessary consents, and that the new equipment should be unobtrusive in the park setting.

(e) Minute 193: Christmas Lights Switch-On and Reindeer Parade

(i) Christmas Lights Switch-On

The performers should include an item from Ysgol Bro Myrddin, a choir such as Côr Seingar, a band such as the Carmarthen Symphonic Wind Band, and Plygain Singers such as the Huw John Group from Peniel, and should achieve a good balance between traditional and contemporary.

The fireworks should be let off from the Castle Shell Keep as usual, but the fireworks company should direct the fireworks in the direction of the Towy.

If space and finance allow, the Christmas atmosphere should be enhanced by stalls and walking Christmas figures.

(ii) Reindeer Day

The procession will start from Church Lane (i.e. the pedestrianised area between Oriel Myrddin and St Peter’s Church) and finish at the market clock tower, in liaison with Menter Gorllewin Sir Gâr.

Reindeer will be displayed at Church Lane for a couple of hours before the procession starts, to help draw crowds down King Street.

The Mayor and the Events Officer will liaise with the Market Traders and the County Council regarding the site of Santa’s Grotto, possibly near the Clock Tower.

The Town Clerk and Events Officer will liaise with the Manager of St Catherine’s Walk, as their lights are being launched on Reindeer Day.

(iii) Use of Guildhall Square Stage on Reindeer Day

The marquee and stage will feature a pantomime, in liaison with Mark Jermin, and a cookery demonstration by Marc Skone (‘Dame Cookie’ in the pantomime).

(f) Minute 194: Town Council Website

Council will implement social media as appropriate.

(g) Minute 196: County War Memorial in Priory Street

The Town Clerk will set up a sub-group of stakeholders, to take forward the planning and funding of the County War Memorial refurbishment.

(h) Review of the Retention of Council’s Records and Other Material

The minutes will record Council’s gratitude to Mr Simon Ratty for his voluntary work.

In due course Council will submit copies of its historic photographs to the National Library of Wales Casgliad y Werin.

The next batch of Council archives will not be transferred to the County Record Office until the county archives return to the new extension at Furnace House.

(i) Dyfed-Powys Police and Crime Commissioner – Police and Crime Plan Consultation

The Town Clerk will prepare a joint response to the Police Commissioner on behalf of Council, which will emphasise the need for CCTV monitoring to be reinstated in Carmarthen.

231. OTHER MATTERS ARISING FROM THE GENERAL PURPOSES COMMITTEE: MINUTE 191: SHERIFFS’ AGM 2017 – UPDATE

Members **NOTED** that Cllrs Philip Grice and Emlyn Schiavone had attended the Sheriffs’ meeting in York.

232. TO CONFIRM AND SIGN THE MINUTES OF THE MONTHLY MEETING OF THE FINANCE COMMITTEE HELD ON 15 SEPTEMBER 2016

It was proposed by Cllr Anthony Jenkins, seconded by Cllr Dr Ioan Matthews, and **RESOLVED** that the minutes of the monthly meeting of the Finance Committee held on the 15th September 2016 be signed and accepted as a true record, subject to the addition of Cllr Kenneth Lloyd to the list of Members who had sent apologies, and the addition of a Declaration of Interest by Cllr Reverend Tom Defis regarding minute 219 (Applications for Funding – February to September 2017) as Urdd Gobaith Cymru Trustee.

233. TO CONSIDER THE FINANCE COMMITTEE RECOMMENDATIONS

It was proposed by Cllr Dr Ioan Matthews, seconded by Cllr Emlyn Schiavone, and **RESOLVED** that:

(a) Minute 207: External Audit 2015/16

Council adopts the audit report issued by the Auditor General for Wales, and henceforth a letter of engagement from the Internal Auditor will be obtained each year.

(b) Minute 208: Review of Banking Systems and Procedures

Council will implement the previously approved (July 2014) conversion to electronic banking for Council’s finances.

(c) Minute 209: Review of Security of Parks and Cemeteries

Council will continue to employ Diogelwch Myrddin to undertake security at Carmarthen Park, Penllwyn Park, John Street Cemetery and Carmarthen Cemetery and associated cleaning and litter duties.

(d) Minute 210: Christmas Lights – Spilman Street

Council will install a cross-street ‘Nadolig Llawen Caerfyrddin’ at the Spilman Street end of Queen Street, with the berries to be red in colour, at a cost of £966, using existing electrical connections, and a three-star lamp post motif at up to six locations in Spilman Street at a cost of up to £1,374 per column, including installation.

(e) Minute 211: Cemetery – Purchase of Battery-operated Self-propelled Mower

Council will buy a battery-operated self-propelled mower for Carmarthen Cemetery, with battery and battery charger, at a cost of £1,495, excluding VAT.

(f) Minute 212: Carmarthen Park – Floodlight Repairs

Council will repair three of the floodlights at Carmarthen Park are repaired at a cost of up to £1,263.

(g) Minute 213: Penllwyn Park – Vehicular Access Gate

Council will install an access gate at Penllwyn Park instead of one of the green fencing panels which divide the play area from the football area, to facilitate mower access, at a cost of £900 excluding VAT.

(h) Minute 214: St Peter’s Civic Hall – Lift

The Town Clerk will implement the tender process in respect of the Civic Hall lift project, and will investigate whether, and at what cost, the lift could be extended to the second floor

(i) Minute 215: Waste Carriers’ Licence

Council will renew its three-year Waste Carriers’ Licence (issued by Natural Resources Wales) to enables Council to produce and carry waste from the parks, Cemetery and Civic Hall, at a cost of £105.

(j) Minute 216: Legionella and Asbestos Risk Assessments

Legionella and asbestos surveys and sampling will be undertaken at all Council’s properties, at an estimated cost of £3,270 (£1,195 for legionella and £2,075 for asbestos).

(k) Minute 217: IT Upgrade

Council will convert to cloud storage, and the Town Clerk will obtain further information from the County Council IT Officer on the Apple Mac and Microsoft options.

(l) Minute 218: Review of Budget Management and award of Community Grants

Council will adopt the draft procedure and policy for grants, with the addition of a clause to the effect that ‘small grants will not usually be given to individuals’, and detailed discussion of Council’s expenditure will be deferred until the autumn, possibly as part of budget discussions.

(m) Minute 219: Applications for Funding Received during February to September 2016

Council will respond as follows:

|  |  |
| --- | --- |
| **Applicant** | **Grant****£** |
| Johnstown Senior Citizens’ Club | 100 |
| Urdd Gobaith Cymru – Carmarthenshire Cultural and Sporting Events | 100 |
| Carmarthen and District Swimming Club | 100 |
| Carmarthenshire Cruse Bereavement Care | 100 |
| Royal Welsh Agricultural Society – Carmarthenshire Advisory Committee hosting of 2017 Show | 450 |
| St John Cymru – Wales: Carmarthenshire Council (formerly St John’s Ambulance) | Defer - letter not from Carmarthen |
| Shelter Cymru | Defer - letter not from Carmarthen |

|  |  |
| --- | --- |
| Megan Lloyd-Davies – Korean Kickboxer | No - grants not usually given to individuals |
| Age Cymru Sir Gâr | Defer - letter not from Carmarthen |
| Carmarthenshire Federation of Young Farmers’ Clubs | 100 |
| Royal Agricultural Benevolent Institution (RABI) Supporting Farmers | 100 |

(n) Minute 221: Date of October 2016 Finance Committee Meeting

The date of the October Finance Committee will change from Thursday, 13th October, to Monday, 10th October.

234. OTHER MATTERS ARISING FROM THE FINANCE COMMITTEE: MINUTE 220 – DR MZ YOUTH PROJECT

It was proposed by Cllr Emlyn Schiavone, seconded by Cllr Anthony Jenkins, and **RESOLVED** that funding of the Dr Mz Youth Project be referred back to the Finance Committee, and the Town Clerk will ask Dr Mz staff to meet Members and present their new film.

235. STATUTORY CONSULTATIONS

No notices had been received for planning, highways or licensing.

236. 2018 REVIEW OF PARLIAMENTARY CONSTITUENCIES IN WALES – INITIAL PROPOSALS

A summary of the 2018 Review of Parliamentary Constituencies in Wales (Initial Proposals) had been circulated as Appendix 4 to the agenda.

It was proposed by Cllr Dr Ioan Matthews, seconded by Cllr Dr Richard Edwards, and **RESOLVED** that the Town Clerk will submit Council’s objections to the proposed changes in Wales because (a) the proposals are based on an out-of-date electoral register and (b) many additional members are being appointed to the House of Lords at the same time as the government is proposing to reduce Welsh MPs by a quarter.

237. CARMARTHEN PARK AND TEA ROOM

In response to a request from the Dyfed Powys Police Carmarthen Town Neighbourhood Policing Team, it was proposed by Cllr Peter Hughes Griffiths, seconded by Cllr Dr Richard Edwards, and **RESOLVED** that monthly police surgeries can be held in the meeting room at the Carmarthen Park Tea Room.

238. CARMARTHEN STARS FOOTBALL CLUB

Carmarthen Stars Football Club has asked to have the Town Council name and Coat of Arms on their football shirts as a measure of their appreciation of Council.

It was proposed by Cllr Philip Grice, seconded by Cllr Dr Richard Edwards and **RESOLVED** that the Carmarthen Stars Football Club be permitted to display Council’s name and coat of arms on their football shirts.

239. BRITISH HEART FOUNDATION – SOUTH WEST WALES SEMINAR

Members who wish to attend the British Heart Foundation South-West Wales Seminar at the Halliwell Centre on the 15th October should **NOTIFY** the Town Clerk.

240. COUNCIL AGENDAS AND MINUTES – FORMAT

Members noted the experimental layout for Council’s agenda, which had hardly changed in over twenty years. The Town Clerk emphasised that the changes are work in progress. Members commended the introduction of colour, new letterhead, more modern font, grouping of planning, highways and licensing under ‘Statutory Consultations’, and re-presentation of ‘Matters Arising’. However many Members advised that side-by-side presentation of the two languages is easier to read, and the (Century Gothic 10) font of the September agenda was too small.

It was **RESOLVED** that the October Council agenda will be re-drafted in the light of Members’ observations.

241. FOOTFALL IN CARMARTHEN TOWN CENTRE

Members **NOTED** the most recent footfall count for King Street, circulated as Appendix 5 to the agenda.

242. CORRESPONDENCE AND INFORMATION FROM THE FUTURE GENERATIONS COMMISSIONER

Members **NOTED** the correspondence from the Future Generations Commissioner available online.

243. PLANT DEWI

Members **NOTED** the update received from Plant Dewi regarding their work with young parents in Carmarthenshire.

244. KEY MEETINGS ATTENDED BY THE CLERK

Members noted the key meetings detailed by the Town Clerk in his report, and that the Well-Being of Future Generations Act (see Council’s Annual Report 2015/16 for the themes) will underpin Council’s work in future.

It was proposed by Cllr Douglas Rose, seconded by Cllr Philip Grice, and **RESOLVED** that – although all Members were invited individually to the Town and Community Forum on the 6th September 2016 – at the 2017 Adjourned Annual Meeting Council will appoint a Member or Members to formally represent Carmarthen at this Forum.

245. CARMARTHEN TOWN COUNCIL – ANNUAL REPORT 2015/16

Council’s Annual Report for 2015/16 had been amended in the light of Members’ observations and circulated as Appendix 6 to the agenda.

Members **NOTED** that their Annual Report for 2015/16 is being promulgated by Un Llais Cymru – One Voice Wales as an example of good practice.

246. LETTERS OF APPRECIATION

Members **NOTED** the letters of appreciation received from Mrs Linda Jones congratulating Council on this year’s floral displays, and from the Director of Just Good Friends thanking Council for the £200 grant, confirming that the money has been used for re-cycling scenery, props and costumes, and asking Members to be alert to any empty building in town which could be used by local groups for scenery, props and costumes.

247. MINUTES OF INFORMAL COMMITTEES

Members **NOTED** the tabled minutes of the Carmarthen Bar Navigation Committee meeting held on the 19th September 2016 and the Carmarthen Riverside and Festival Committee meeting held on the 26th September 2016 (and that the latter minutes were a draft).

249. REPORT OF THE MAYOR

The Mayor referred Members to his report (Appendix 8 to the agenda) and congratulated the Carmarthen Journal on the excellent evening in Ffos Las, when the winners of the Carmarthen Journal Community Awards were announced, and the work of volunteers was emphasised. The report of the Mayor was **NOTED**.

250. REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE BODIES

The Sheriff, Cllr Emlyn Schiavone, had represented Council at the National Association of City and Town Sheriffs AGM in York. He commended the fact that Carmarthen and Haverfordwest uphold the sheriff’s role in Wales, emphasised the importance of tradition, and its link to tourism, and looked forward to the benefits which the 2017 AGM will bring to Carmarthen.

Cllr Philip Grice had also promoted Carmarthen in York. Cllr Grice had urged the sheriffs to arrive early for the 2017 AGM in Carmarthen, on the Thursday, and some of the sheriffs have already booked into the Ivy Bush Hotel. The 2017 AGM might bring 300 people to town. Cllr Grice had also attended the end-of-season Town Guides’ meeting of the Town Guides, and today a very large group of visitors had been warmly welcomed to the Civic Hall by Council’s Administrative Officer, Mrs Eleri James.

The Mayor thanked Cllrs Philip Grice and Emlyn Schiavone for their work on the 2017 Sheriffs’ visit to Carmarthen.

Cllr Douglas Rose reported that he and Cllrs Dr Richard Edwards and Emlyn Schiavone had attended meetings of the Carmarthen Family Centre, which is now stable, thanks to a grant from the St David’s Diocese. Other grant applications are in the pipeline. The Park Hall centre has been redecorated, and the Wood’s Row centre will be painted shortly. There have been ‘Cuppa with a Copper’ open sessions on the large estates to build community/police relations. Cllr Rose had also chaired meetings of the Johnstown School Governors – the new post of Community Liaison Officer has reduced late attendance.

Cllr Barry Williams had attended meetings of Ysgol Rhydygors, where Ian Berryman is the new permanent head teacher.

Cllr Peter Hughes Griffiths had attended Town Twinning meetings. There is a special new development: Theatr Genedlaethol Cymru are preparing a multi-lingual drama – Merch yr Eog/Merc’h an Eog – to be performed in Breton, Welsh and French, at the Lyric on the 20th and 21st October 2016, and in other Welsh, English and Breton communities. This is a joint production with Teatr Piba in Brittany, in partnership with the Aberystwyth Arts Centre.

251. EXCLUSION OF PUBLIC AND PRESS

 It was proposed by Cllr Dr Richard Edwards, seconded by Cllr Dorothy Bere, and **RESOLVED**, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, that the public and press be excluded from the meeting in view of the confidential nature of the business to be transacted.

252. TO CONFIRM AND SIGN THE MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 27 JULY 2016

It was proposed by Cllr Barry Williams, seconded by Cllr Schiavone, and **RESOLVED** that the minutes of meeting of the Management Committee held on the 27th July 2016 be signed and accepted as a true record.

253. TO CONFIRM AND SIGN THE MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 13 SEPTEMBER 2016

It was proposed by Cllr Anthony Jenkins, seconded by Cllr Wyn Thomas, and **RESOLVED** that the minutes of meeting of the Management Committee held on the 13th September 2016 be signed and accepted as a true record.

254. TO CONSIDER THE MANAGEMENT COMMITTEE RECOMMENDATIONS MADE ON 27 JULY 2016 AND 13 SEPTEMBER 2016

 It was proposed by Cllr Peter Hughes Griffiths, seconded by Cllr Dr Richard Edwards, and **RESOLVED** that the following Management Committee recommendations be approved:

(a) Minute 151: Town Council Pay Policy

(i) the Town Clerk will amend the draft Pay Policy presented to the Management Committee to include Council’s previous agreement that all Council employees should be paid at least the wage recommended by the Living Wage Foundation, and that Council’s policy should take precedence where the Living Wage exceeds nationally agreed levels, and

(ii) the amended Pay Policy is duly adopted by Council, and will be circulated by the Town Clerk to all staff, and published on Council’s website.

(b) Minute 152: National Pay Award 2016 – 2018

Council adopts the national pay award agreed by the National Joint Council for Local Government Services for two separate years – 2016/17 and 2017/18 - on the basis that Council never pays a wage that is lower than that recommended by the Living Wage Foundation.

(c) Minutes 153, 179(a), 179(b), and 180: Independent Remuneration Panel for Wales (February 2016) – Determinations 46, 47, 48, 49, 50, 51, 52, 53, 54 and Publicity Requirements

Council adopts the following remuneration policies for the 2016/17 civic year, on the basis that each and every allowance is claimed via a form and supported by receipts, but it is a matter for individual Members to decide whether or not to do so:

Determination 46: Members who wish to claim the allowance available under IRPW Determination 46 are allowed to do so but it is a matter for individual Members to decide whether or not to do so. The Clerk will prepare an appropriate pro forma for use. The Clerk will also research how this impacts upon the ‘taxing at source’ HMRC rules.

Determination 47: Council does not support IRPW Determination 47, and no such payments will be made to any Members.

Determination 48: Up to £200 of the Mayor’s Annual Allowance may be claimed by the Mayor for reasonable out-of-pocket expenses incurred directly as a result of his or her mayoral role. Whereas in the past all Members could claim travelling expenses for journeys outside the borough, all Members may also now claim travelling expenses within the borough.

Determination 49: Members may claim either the actual cost of public transport, or the usual HM Revenue and Customs mileage allowances, and Members should always choose the most cost-effective method of travel.

Determination 50: Members may claim reasonable subsistence expenses for attending approved duties outside the borough, on the basis of receipted claims.

Determinations 51 and 52: Members may claim either (but not both) an Attendance Allowance or a Financial Loss Allowance for attending approved duties outside the borough, where such loss has occurred.

Determination 53: Members may claim reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers), on presentation of receipts from the carer, up to a maximum of £403 per month.

Determination 54: Members may claim reimbursement of necessary costs for personal assistance needs (provided by informal or formal carers), on presentation of receipts from the carer, up to a maximum of £403 per month.

Publicity Requirements: All claims made by Members shall be published on Council’s website, and reported to the Remuneration Panel, by email or post, no later than the 30th September following the end of the year to which the payments relate.

(d) Minute 180: Council’s Future Strategic Priorities

The Town Clerk will organise (later in the autumn) a two-hour seminar for all Members of the Town Council, to take place independently of any of the current meetings structure, to discuss the strategic issues outlined in the paper that had been circulated to the Management Committee.

**The meeting closed at 9.00 pm**