

**CARMARTHEN TOWN COUNCIL**  
**MONTHLY MEETING OF THE COUNCIL**  
**HELD ON 28TH OCTOBER 2015**

The Mayor, Cllr Barry Williams, presided over the monthly meeting of Carmarthen Town Council held in the Council Chamber, St Peter's Civic Hall, on Wednesday, 28th October 2015, at 7.30 pm.

PRESENT: Cllrs: Dorothy Bere, Dr Richard Edwards, Dr Dewi Evans, Dr Baba Gana, Philip Grice, Peter Hughes Griffiths, Anthony Jenkins, Angharad Jones Leefe, Alun Lenny, Kenneth Lloyd, Wyn Thomas and Barry Williams

239. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Reverend Tom Defis, Arwel Lloyd, Dr Ioan Matthews, Douglas Rose, Emlyn Schiavone and Alan Speake.

240. DECLARATIONS OF INTEREST

Cllr Kenneth Lloyd declared an interest in agenda item 10(c), Dr Mz Youth Project, as an employee of Carmarthenshire County Council.

Cllr Philip Grice declared an interest in agenda item 10(c), Dr Mz Youth Project, as the Town Council's representative on the Dr Mz Management Board.

Cllr Alun Lenny declared an interest in agenda item 11(a), Current Planning Applications, as Chairman of Carmarthenshire County Council Planning Committee.

241. PRESENTATION – THE VELODROME

For the benefit of more recently elected Members, the Town Clerk gave a Power Point presentation on the velodrome project, initiated by his predecessor, Selwyn Thomas, in June 2014. On the project team are representatives of Carmarthen Town Council, Carmarthenshire County Council, Sport Wales, British Cycling, Welsh Cycling, WeCycle and Carl Morgan Building Surveyor. The work comprises re-surfacing of the cycling track, and introduction of safety fencing on the track-side of the post-and-rail barrier which runs around the top of the track. Because of the park's heritage status, methods and materials will need to be approved by the County Council's conservation staff. The new surface and safety fencing will be to British Cycling specifications, and will enable re-introduction of competitive cycling, which was a feature of this velodrome until recent decades. The Town Clerk outlined the history of the park and track, from its opening in 1900, and use of the track by international cycling champions, including a world record attempt. The presentation also detailed option for the safety barrier and a multi-coat system which could be laid over the existing concrete bays.

It is hoped that, depending on survey findings and identification of funding, the project can be completed by the autumn of 2016. There will be a two-stage tender process (project management and implementation) and the work will cost in excess of £600,000. Carmarthen Town Council has already committed £35,000, and Sport Wales £296,000. It is anticipated that, with the current upsurge of interest in leisure and competitive cycling, the refurbished velodrome will be a major economic lever for the town and locality.

Members commended the proposals, which would tie in with other local initiatives in mountain bike riding, the National Cycle Network, the Carmarthen Town Regeneration Forum, and the newly announced Towy Valley Cycle and Foot Path.

In response to Members, the Town Clerk confirmed that the track coating is available in several colours and options would be brought to Council and discussed with conservation advisers in due course. Some coating suppliers offer a five year guarantee, others offer ten years. A particular benefit of the system is that any damage to the coating can be repaired.

Cllr Dr Baba Gana congratulated Council for embarking on this project, for its health benefits (in a country with one of the highest obesity rates in Europe), economic significance and potential to help regenerate the county as a whole.

Cllr Philip Grice urged Council to approach local large companies for donations to the project, in view of its potential benefit to the local economy.

It was proposed by Cllr Philip Grice, seconded by Cllr Dr Dewi Evans, and **RESOLVED** that:

- (a) the details of the proposed velodrome project be approved,
- (b) the project's fundraising be remitted to the Finance Committee with a view to the formation of a small team (e.g. Mayor and Town Clerk) to solicit donations from local companies.

242. TO CONFIRM AND SIGN THE MINUTES OF THE MONTHLY MEETING OF THE COUNCIL HELD ON 30 SEPTEMBER 2015

It was proposed by Cllr Kenneth Lloyd, seconded by Cllr Dorothy Bere, and **RESOLVED** that the minutes of the Monthly Meeting of the Council held on the 30th September 2015 be accepted as a true record.

243. MATTERS ARISING: MINUTE 103 – THE GUILDHALL

Cllr Philip Grice reported that the Guildhall is closing this week, despite the recent statement by the Courts and Tribunals Service that the matter would be subject to consultation. Members united in their concern at the:

- loss of locally-administered justice, tribunals, and family law for Carmarthen people.

- deletion of Carmarthen as a regional centre for administration of justice (a role held since the middle ages) with consequent detriment to the local economy and loss of ancillary businesses and jobs.
- the uncertainty which now attends one of the town's iconic buildings, and one of the outstanding theatres of justice in Wales.

Some Members agreed with Cllr Dr Dewi Evans that the closure exemplified the disadvantages of justice not having been devolved to the Welsh Government.

The Town Clerk confirmed that a reply is awaited from the Courts and Tribunals Service to Council's case against closure

It was proposed by Cllr Alun Lenny, seconded by Cllr Philip Grice, and **RESOLVED** that the future of the Guildhall be remitted to the General Purposes Committee for a detailed review of options.

#### 244. QUESTIONS

No questions were reported.

#### 245. TO CONFIRM AND SIGN THE MINUTES OF THE MONTHLY MEETING OF THE GENERAL PURPOSES COMMITTEE HELD ON 13 OCTOBER 2015

It was proposed by Cllr Alun Lenny, seconded by Cllr Philip Grice, and **RESOLVED** that the minutes of the monthly meeting of the General Purposes Committee held on the 13th October 2015 be signed and accepted as a true record.

#### 246. MATTERS ARISING

##### (a) Minute 202 – Patagonia – Cultural Exchange

It was proposed by Cllr Philip Grice, seconded by Cllr Wyn Thomas, and **RESOLVED** that Cllr Reverend Tom Defis (on his return from Patagonia) will meet Cllrs Dorothy Bere and Philip Grice and prepare a report for Council on the options for cultural exchange with a community in Patagonia.

##### (b) Minute 214 – Welsh Language Award Scheme

It was **NOTED** that Cllrs Dorothy Bere, Philip Grice and Angharad Jones Leefe are drafting options and a press release for the Welsh Language Award Scheme, for discussion by the General Purposes Committee and Council.

247. TO CONFIRM AND SIGN THE MINUTES OF THE MONTHLY MEETING OF THE FINANCE COMMITTEE HELD ON 15 OCTOBER 2015

It was proposed by Cllr Wyn Thomas, seconded by Cllr Dr Richard Edwards, and **RESOLVED** that the minutes of the monthly meeting of the Finance Committee held on the 15th October 2015 be signed and accepted as a true record.

248. MATTERS ARISING

(a) Minute 223: Audit Arrangements for 2015/16

It was proposed by Cllr Kenneth Lloyd, seconded by Cllr Philip Grice, and **RESOLVED** that:

- (i) the annual accounts for 2015/16 be prepared by Clive Evans, scrutinised by L. H. Philips Accountants, and audited by Lyn Llywelyn Internal Audit Services and external auditors Grant Thornton.
- (ii) the Chair and Vice Chair of the Finance Committee and Chair of the General Purposes Committee will review Council's internal audit procedures, in accordance with the Auditor General's advice that particular reference should be made to scope, independence, competence, relationships, and audit planning and reporting.

(b) Minute 224: Date of 2016/17 Budget Meeting

It was proposed by Cllr Kenneth Lloyd, seconded by Cllr Alun Lenny, and **RESOLVED** that the 2016/17 Budget Meeting be held at 8.00 pm on Thursday, 14th January 2016, when recommendations will be framed for Council to consider on the 27th January 2016.

(c) Minute 226: Dr Mz Youth Project – Financial Support

The Town Clerk confirmed that, in addition to payment of the £1,000 donation already in Council's 2015/16 budget, the additional £1,000 which Council had awarded to Dr Mz had been forwarded to the Youth Project. Cllr Peter Hughes Griffiths reported that he and County Cllr Pam Palmer had held a productive meeting with Dr Mz staff. The County Council is forwarding to Dr Mz a £7,000 contribution, and a Lottery Fund bid is in preparation. Cllr Philip Grice, as the Town Council's Dr Mz representative, reported that the support of the County and Town Councils has averted the imminent closure of the Youth Project, albeit Dr Mz staff are now focused on fund-raising, and there is less time for developing the young people.

It was **NOTED** that, for the present, the Finance Committee need not consider a future monthly donation to the Dr Mz Youth Project.

(d) Minute 231: Use of St Peter's Civic Hall

It was proposed by Cllr Peter Hughes Griffiths, seconded by Cllr Philip Grice, and **RESOLVED** that the Mayor's free uses of St Peter's Civic Hall in 2015/16 be increased from four to six, and that the PCSOs' request for free use of the Civic Hall for a Christmas lunch for vulnerable Carmarthen residents be referred to the Mayor for response.

## 249. PLANNING MATTERS – CURRENT APPLICATIONS

With the Chairman's consent, planning applications received since circulation of Council papers were tabled. It was proposed by Cllr Peter Hughes Griffiths, seconded by Cllr Wyn Thomas, and **RESOLVED** that no objections be made to the following applications:

W/32866: 9 Dark Gate, TSB Bank ceased trading here on the 16th October 2015 and wish to remove external projecting signs and a logo, listed building.

W/32867: 28 Quay Street, repairs to roof, rainwater goods, skylight, chimney and external render; removal of part of the rear external fire escape; replacement of areas of internal plaster; installation of a mechanical ventilation flue, and general refurbishment of existing self-contained flats, listed building.

W/32885: land off Llysonnen Road, temporary access off B4312 to temporary site compound associated with construction of the Carmarthen West Link Road, full planning.

## 250. HIGHWAYS MATTERS

(a) Parking Proposals at Blue Street and Cambrian Place

With the Chairman's consent the Town Clerk tabled, and Members **NOTED**, the proposed introduction of a two hour limit (and no return within two hours) to the disabled parking bay at the top of Blue Street, and a new loading bay in Cambrian Place.

(b) Towy Valley Cycleway and Long Distance Footpath

With the Chairman's consent, the Town Clerk tabled a notice that Carmarthenshire County Council has secured Welsh Government funding (via the Local Transport Fund) to review options for a cycle way and footpath along the Towy Valley, from Carmarthen to Ffairfach, Llandeilo, re-using the route of the former Carmarthen to Llandeilo railway. The County Council is re-visiting studies undertaken in the early 2000s for an Abergwili to Ffairfach route, in the light of recent national policies such as the Active Travel (Wales) Act 2013. The review will also assess opportunities for links to Whitemill, Nantgaredig, Pontarothi, Brechfa, the Mountain Bike Centre, Llanarthne, Dryslwyn Castle, Broad Oak, the National Botanic Garden, Aberglasne, Golden Grove, Dinefwr Park, and local

businesses, plus connection to National Cycle Network Route 47. The aim is to benefit the local economy, improve access and social inclusion, stimulate leisure and tourism, and enhance existing activities. The proposal would involve at least fifty land-owners along the route, and the County Council is inviting all stake-holders to meetings at Llanarthne Village Hall on the 29th October 2015 (at 1.30 pm and 6.30 pm). Cllr Peter Hughes Griffiths reported that the proposed review would tie in with the work of the Carmarthen Town Regeneration Group, which had already identified cycling (with initiatives such as of pods to accommodate long distance cyclists) as a potential regeneration catalyst.

Members joined with Cllr Dr Richard Edwards in commending the economic and health benefits of a cycle and foot route from Carmarthen to Llandeilo

It was proposed by Cllr Philip Grice, seconded by Cllr Dr Richard Edwards, and **RESOLVED** that Cllrs Peter Hughes Griffiths and Alun Lenny will relay to County Council Officers, and stakeholders, the support of Carmarthen Town Council for the proposed County Council review of options for a cycle and foot way from Carmarthen to Llandeilo.

#### 251. LICENSING MATTERS

No licensing matters were reported.

#### 252. PUBLIC SPACES PROTECTION ORDER – DOG CONTROLS

Members noted the County Council's consultation on dog controls, attached as Appendix 2 to the agenda.

It was proposed by Cllr Wyn Thomas, seconded by Cllr Alun Lenny, and **RESOLVED** that:

- (a) the Town Clerk will write to the County Council to convey the Town Council's support for their proposed Public Spaces Protection Order, and
- (b) Members will also reply individually to the County Council's consultation.

#### 253. SHARED PURPOSE – SHARED FUTURE – DRAFT STATUTORY GUIDANCE FOR THE WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

Members **NOTED** that the Welsh Government is consulting on draft guidance as to how the Well-being of Future Generations (Wales) Act 2015 will affect public bodies. The Town Clerk reported that the new legislation will require the County Council to prepare well-being strategy plans for five towns in the county, including Carmarthen. Thereafter, relevant community and town councils will need to prepare annual reports

in response to the well-being plan. The new system is unlikely to start before 2018.

#### 254. LOCAL GOVERNMENT (DEMOCRACY) WALES ACT 2013

Attached as Appendix 3 to the agenda was a legal briefing note from the National Association of Local Councils regarding the Local Government (Democracy) Wales Act 2013. The Town Clerk had also obtained clarification from the Welsh Government and One Voice Wales that:

- (a) there is no requirement for community and town councillors to publish their personal financial interests, e.g. that they own a property or have shares in a company.
- (b) there is a requirement for community and town councils to publish online:
  - (i) a schedule of the declarations of interest which Members make during meetings, and
  - (ii) details of any expenses claimed by Members.

The Town Clerk confirmed that the schedule of declarations of interests exists, and will shortly be published on Council's website, together with details of any expenses claimed.

The report of the Town Clerk was **NOTED**.

#### 255. DATES OF MEETINGS 2016

It was proposed by Cllr Peter Hughes Griffiths, seconded by Cllr Philip Grice, and **RESOLVED** that the 2016 meeting dates, circulated as Appendix 4 to the agenda, be adopted.

#### 256. CHRISTMAS AND NEW YEAR WORKING ARRANGEMENTS

It was proposed by Cllr Kenneth Lloyd, seconded by Cllr Peter Hughes Griffiths, and **RESOLVED** that:

- (a) the following opening and closing hours be adopted for Christmas 2015 and the New Year:

Thursday, 24th December 2015:	Office Closed at 12.00 noon
Friday, 25th December 2015:	Bank Holiday
Saturday, 26th December 2015:	Office Closed (Boxing Day)
Sunday, 27th December 2015:	Office Closed
Monday, 28th December 2015:	Bank Holiday
Tuesday, 29th December 2015:	Day in lieu of 27th December
Wednesday, 30th December 2015:	Office closed
Thursday, 31st December 2015:	Office closed
Friday, 1st January 2016:	Bank Holiday
Monday, 4th January 2016:	Normal working arrangements resume

- (b) Council accepts the offer of Council's Administrative Officer to deal with enquiries from Undertakers between Christmas and the New Year regarding the booking of funerals in January, and
- (c) the Town Clerk will notify Undertakers, as soon as possible, of Council's Christmas and New Year arrangements for the cemetery.

257. REMEMBRANCE 2015

Members **NOTED** the dates of the various ceremonies associated with remembrance in 2015:

- Eve of Armistice, Saturday, 7th November, 6.00 pm
- Remembrance Sunday, 8th November
- Remembrance Day Service, Wednesday, 11th November

258. PRIDE OF PLACE COMPETITION 2015

Members **NOTED** the winners of the 2015 Pride of Place competition detailed in the Town Clerk's report.

259. MINUTES OF THE CARMARTHEN RIVERSIDE ASSOCIATION MEETING HELD ON 14 OCTOBER 2015

Members **NOTED** the minutes of the Carmarthen Riverside Association meeting held on the 14th October 2015, attached as Appendix 5 to the agenda.

260. MINUTES OF THE CARMARTHEN BAR NAVIGATION COMMITTEE MEETING HELD ON 19 OCTOBER 2015

It was **NOTED** that the minutes of the Carmarthen Bar Navigation Committee meeting held on the 19th October 2015 will be forwarded to Members by the Committee Services Officer.

261. LETTER OF APPRECIATION

Members **NOTED** the letter (attached as Appendix 6 to the agenda) from Mr Brian Jones and the Carmarthen Quins, thanking Council for its efforts on behalf of sport in Carmarthen.

262. REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE BODIES, TOGETHER WITH THE MAYOR'S REPORT

The Mayor, Cllr Barry Williams, referred Members to his previously circulated list of mayoral engagements.

The Sheriff, Cllr Dorothy Bere, had represented the Mayor at a Concert in aid of Syrian Refugees, and at the Young Achievers' Award Ceremony in Llanelli.

Cllr Emlyn Shiavone had sent word, via the Town Clerk, that he had attended meetings of Ysgol Gyfun Gymraeg Bro Myrddin Board of

Governors (which has received a good report from the Inspectorate), the Tŷ Hapus Family Centre (which is seeking new staff and a new manager) and the Dr Mz Youth Project.

263. EXCLUSION OF PUBLIC AND PRESS

It was proposed by Cllr Dr Dewi Evans, 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.

264. TO CONFIRM AND SIGN THE MINUTES OF THE MANAGEMENT COMMITTEE HELD ON 20 OCTOBER 2015

It was proposed by Cllr Dorothy Bere, seconded by Cllr Barry Williams, and **RESOLVED** that the minutes of the Management Committee held on the 20th October 2015 be accepted as a true record.

265. MATTERS ARISING

(a) Minute 237: Management Review

Cllr Philip Grice reported that he and Cllr Reverend Tom Defis now considered their work on behalf of the Management Review to be completed. Members commended the fact that several issues identified by the Management Review had already been addressed by the Town Clerk. Members welcomed the introduction of a 'public face' for Council, with effect from Monday, 29th October 2015, with a member of staff to work in the box office henceforth, on a rota system. Members were concerned that there should be appropriate security for the person on duty in the box office.

It was proposed by Cllr Barry Williams, seconded by Cllr Peter Hughes Griffiths, and **RESOLVED** that Cllrs Philip Grice and Reverend Tom Defis be thanked for their work on the 2014/15 Staff and Management Review and that:

- (i) the new Town Clerk be given a six month period to review the staff structure, responsibilities and organisation, in the light of the 2014/15 Staff and Management Review, and prepare proposals for consideration by the Management Committee in April 2016.
- (ii) in addition to the Councillor training already identified by the 2014/15 Staff and Management Review, the Town Clerk will introduce a mentoring system for new Councillors.
- (iii) with immediate effect:
  - all overtime is to be authorised by the Town Clerk
  - there will be no accumulation of overtime for unspecified reasons

- time off in lieu is to be taken within four weeks of the overtime
  - all staff are to take a lunch break
- (iv) Cllr Reverend Tom Defis will let the Town Clerk have a copy of his electronic overtime logger.
- (v) when a member of staff is asked to represent Council at an outside meeting, Council will receive a written report on that meeting.
- (vi) the offering of training and support to nearby community councils be deferred until Council has completed implementation of the 2014/15 Staff and Management Review.
- (b) Coleg Sir Gâr – Student Placement

The Town Clerk reported that, following Management Committee approval, and in accordance with Council's aim to increase engagement with young people, a 16 year old Coleg Sir Gâr student has commenced duties with Council's outdoor staff, for three days per week.

The report of the Town Clerk was **NOTED**.

- (c) New Tea Room Appointment

The Town Clerk reported that a young person, bilingual, with experience and appropriate certificates in food handling, has been appointed Tea Room Assistant in place of Andrew Harvey Dunton.

The report of the Town Clerk was **NOTED**.

**The meeting closed at 8.50 pm.**