

**13 June, 2006.**

**LLANELLI RURAL COUNCIL**

**Minute Nos: 58 – 68**

At a **COUNCIL** Meeting of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, on Tuesday, 13 June, 2006, at 6.00 p.m.

**Present:** Cllr. T. D. Bowen (Chairman)

**Cllrs.**

S. M. Caiach	M. P. Jones
D. J. Davies	T. J. Jones
M. Davies	S. N. Lewis
S. L. Davies	A. G. Morgan
R. E. Evans	A. S. Peters
M. Howells	R. G. Thorne

G. H. Wooldridge

**Apologies:** Cllrs. D. V. Darby, T. Devichand, C. Edwards, M. L. Evans, M. B. Hughes, C. A. Rees.

**58. NEIGHBOURHOOD POLICING**

The Chairman welcomed Inspector E. Bailey, PCSO J. Thomas and N. Race, Dyfed Powys Police, to the meeting and invited Inspector Bailey to address Members.

Inspector Bailey introduced himself as being the newly appointed officer in charge of the rural area and briefed Members of his working history. He informed of the teams designated for the areas of Felinfoel and Llwynhendy Stations and of the way in which he hoped to liaise with Members and the community by way of regular meetings in order to deal with police matters and crime issues.

In reply to Members' enquiries regarding the status of Police Community Support Officers, Inspector Bailey stated that the powers given were limited, however, they were able to deal with minor offences and detain criminals until senior officers were able to attend; and had the desired effect of being clearly visible on the street. Inspector Bailey agreed that the constant re-assignment of Inspectors was unsettling however, there was no evidence that, by recruiting PCSOs, fewer Officers were being employed.

Members having conveyed their appreciation and support of the initiative, Cllr. T. J. Jones referred to the fact that the Glyn and Hengoed Wards were covered by the Pembrey and Burry Port police division and would welcome the attendance of an officer from that station.

The Chairman thanked Inspector Bailey and the two Officers for attending and they thereupon withdrew from the meeting.

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**59. WEBSITE**

The Chairman welcomed Mr. A. Downie, Managing Director, Netbop, to the meeting and invited him to demonstrate the Authority's upgraded website which he did, at length, by the use of a projector.

Members conveyed their appreciation of the achievement and contributed various ideas for consideration. In reply to an enquiry regarding bilingualism, the Clerk informed that the policy adopted had been in accordance with and approved by the Welsh Language Board.

**RESOLVED** that the design and information of the Website be approved.

The Chairman thanked Mr. Downie for attending the meeting and he thereupon withdrew from the meeting.

**60. VERIFICATION AND CONFIRMATION OF MINUTES**

**RESOLVED** that the following Minutes (copies of which had been previously circulated to Members) be taken as read and the same verified respectively:-

Annual Meeting	9 May, 2006.
Adjourned Annual Meeting	11 May, 2006.
Finance and General Purposes Committee	11 May, 2006.
Recreation and Welfare Committee	11 May, 2006.
Planning and Liaison Committee	11 May, 2006.
Policy and Resources Committee	11 May, 2006.
Civic and Ceremonial Committee	11 May, 2006.
Best Value Working Group	11 May, 2006.
Community Development Grants Panel	11 May, 2006.
Council	11 May, 2006.
Planning and Liaison Committee	15 May, 2006.
Policy and Resources Committee	17 May, 2006.
Finance and General Purposes Committee	31 May, 2006.
Planning and Liaison Committee -	5 June, 2006.

Subject to Minute No. 56 being amended as follows - The following sentence being included before consideration of Planning Application Nos. S/13026 and S/13122 ... "The Vice Chairman thereupon took the Chair to consider the following two applications." ... and that the following sentence be amended to read ..." Cllrs. T. J. Jones and G. H. Wooldridge rejoined the meeting with the Chairman of Committee resuming the Chair."

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**61. MATTERS ARISING**

**(1) GENERAL SURGICAL SERVICES IN CARMARTHENSHIRE –  
CONSULTATION ON THE REVIEW**

Pursuant to Minute No. 29, Cllr. S. M. Caiach referred to the MRI scanner service and, it was **RESOLVED** that Cllr. Caiach's comments be noted.

**(2) DESIGNED TO DELIVER: SHAPING OF  
ACUTE HOSPITALS IN MID AND WEST WALES**

Further to Minute No. 45, the Clerk informed Members that the cost of the campaign material used was approximately £350 plus VAT.

Cllr. T. J. Jones stated that the campaign was proving to be successful with public opinion being extremely responsive.

**RESOLVED** that the Clerk and Cllr. Jones' information be noted.

**62. REPRESENTATIVES ON VARIOUS ORGANISATIONS –  
COMMITTEE FOR THE IMPROVEMENT OF HOSPITAL  
SERVICES**

Further to Minute No. 10, following Cllr. R. E. Evans' withdrawal from the above Committee, it was

**RESOLVED** that the Clerk be nominated to represent the Authority on the Committee for the Improvement of Hospital Services.

**63. MATTERS REPORTED**

**RESOLVED** that the schedule of matters reported be noted.

**64. SENIOR CITIZENS' DAY CENTRE  
JOINT MANAGEMENT COMMITTEE**

Members received the following Minutes of a meeting of the Senior Citizens' Day Centre Joint Management Committee held on 8 March, 2006:-

“At a Meeting of the SENIOR CITIZENS' DAY CENTRE JOINT MANAGEMENT COMMITTEE held at The Old Vicarage, Town Hall Square, Llanelli on Wednesday, 8<sup>th</sup> March 2006 at 6.00 p.m.

PRESENT: Councillors T.D. Bowen (Chairman), N. Bevan, R. Brown, R.E. Evans, M. Howells, R.P. Neil, G.K. Thomas (Vice-Chairman) and G.H. Wooldridge.

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35. MINUTES OF PREVIOUS MEETING

RESOLVED – that the Minutes of the previous meeting held on 11<sup>th</sup> January 2006 be received, verified and confirmed.

36. MATTERS ARISING

ANNUAL ESTIMATES 2006/2007

With reference to Minute No. 33, the Secretary reported that he had been in contact with Carmarthenshire County Council's Licensing Officer regarding the suggestion of an Annual Christmas Raffle. Confirmation had been received that it was perfectly permissible for the Joint Committee to promote a raffle, following registration with the County Council and the payment of the £35 registration fee. Members were also informed of an alternative possibility, namely holding one-day raffles which would not require registration with the local authority. It was, therefore, suggested that members needed to consider whether the practicalities involved and the level of profit that was likely to ensue made the exercise worthwhile.

In the ensuing discussion, members clearly felt that, whilst the suggestion was perfectly reasonable, the financial success of a Day Centre Christmas raffle, when in competition with so many others, was highly debatable. It was, therefore,

RESOLVED – that the information be noted.

37. FINANCIAL REPORTS

(1) INCOME AND EXPENDITURE

RESOLVED – that the Financial Report giving details of cumulative income and expenditure for the period 1<sup>st</sup> April 2005 to 28<sup>th</sup> February 2006 in the sums of £61,471 and £56,540 respectively be approved (copies having been previously circulated to members).

(2) ACCOUNTS FOR PAYMENT

Consideration was given to the report of the Finance Officer relating to accounts for payment (copies having been previously circulated to members). The report disclosed that payments made for the period 12<sup>th</sup> January 2006 – 8<sup>th</sup> March 2006 in respect of Direct Debits, cash reimbursements, BACS payments and Vouchers No. 3891 – 3899 (inclusive) amounted to the sum of £10,749.30.

RESOLVED – that payment of the aforementioned accounts be approved.

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38. HIRINGS

RESOLVED – that the hirings of the Day Centre for the months of January and February 2006 be approved as follows:-

January

3 <sup>rd</sup> , Tuesday	-	Camford O.A.P.
4 <sup>th</sup> , Wednesday	-	Llanelli Photographic Society.
11 <sup>th</sup> , Wednesday	-	Llanelli Photographic Society.
18 <sup>th</sup> , Wednesday	-	Llanelli Photographic Society.
25 <sup>th</sup> , Wednesday	-	Llanelli Photographic Society.
26 <sup>th</sup> , Thursday	-	Co-operative Party.

February

1 <sup>st</sup> , Wednesday	-	Llanelli Photographic Society.
7 <sup>th</sup> , Tuesday	-	Camford O.A.P.
8 <sup>th</sup> , Wednesday	-	Co-operative Party.
	-	Llanelli Photographic Society.
15 <sup>th</sup> , Wednesday	-	Llanelli Photographic Society.
22 <sup>nd</sup> , Wednesday	-	Llanelli Photographic Society.
23 <sup>rd</sup> , Thursday	-	Labour Party Women's Forum.

39. ANNUAL RENT

Further to Minute No. 33 of the Committee meeting held on 11<sup>th</sup> January 2006, the Secretary (in his capacity of Clerk to Llanelli Town Council) reported the receipt of a letter dated 14<sup>th</sup> February 2006 from the Chief Executive of Y.M.C.A. Wales (copies having been previously circulated to members) confirming that she was now in a position to progress matters following instruction from the Charity Commission and, in order to follow the demands of the constitution, requesting the formal resignation of all former trustees, one of which was Llanelli Town Council.

He further reported that a similar letter had been sent to the Clerk to Llanelli Rural Council and that, in view of the decision previously taken by the Committee, separate replies from both Councils had been sent to the Chief Executive formally tendering the resignation of each authority as trustee of the Llanelli Y.M.C.A. (a copy of the one sent on behalf of the Town Council having also been previously circulated to members).

Formal confirmation of the registration of the National Council of Y.M.C.A's as sole trustee was now awaited, following which the Day Centre rent position could be regularised.

RESOLVED – that the information be noted, and that the Secretary be thanked for his efforts to bring this matter to a conclusion.

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**40. HEALTH AND SAFETY INSPECTION**

The Secretary reported that, as part of an annual exercise undertaken by the Town Council, a health and safety inspection of the Day Centre had been undertaken by the Town Council's Health and Safety Consultant. Copies of his report, together with the action taken as a result, had been previously circulated to members.

RESOLVED – that the report of the Consultant be duly noted, and that the items of work identified in the report be undertaken on behalf of the Committee as soon as possible.

**41. STRUCTURAL, MECHANICAL AND ELECTRICAL INSPECTION**

The Secretary reported that, in conjunction with the health and safety inspection, a structural, mechanical and electrical inspection of the Day Centre had been undertaken as part of the Town Council's building inspection programme. Copies of the inspection report prepared by the Consultant Architects had been previously circulated to members.

RESOLVED – that the inspection report be noted and approved, and that the recommended works be undertaken on behalf of the Committee as soon as possible.

**42. MENU PRICE LIST**

Further to Minute No. 35 of the Committee meeting held on 9<sup>th</sup> March 2005, members were invited to consider a modest increase in the price of some of the foods and beverages provided at the Day Centre, as set out in the schedule prepared by the Finance Officer (copies having been previously circulated to members).

RESOLVED – that the recommended increases be approved with effect from 1<sup>st</sup> April 2006.

The Meeting concluded at 6.15 p.m.”

**RESOLVED** that the Minutes be accepted.

**65. LLANELLI JOINT BURIAL AUTHORITY**

Members received the following Minutes of meetings of the Llanelli Joint Burial Authority held on 12 April, 2006:-

“At a Meeting of the Llanelli Joint Burial Authority held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 12 April 2006 at 4:00 pm.

Present: Cllr. C. E. Richards (Chairman)

Cllrs.

T. D. Bowen  
D. J. Davies  
M. Davies

M. Howells  
M. E. Prothero  
E. Smith

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Apologies: Cllrs. D. J. Harries, T. J. Jones and C.C. Lucas.

**85. CONFIRMATION OF MINUTES**

RESOLVED that the following minutes (copies of which had been previously circulated) be confirmed:

Ordinary Meeting - 8 March 2006

**86. INCOME AND EXPENDITURE REPORTS**

The Secretary reported that an estimated £11,000 savings would be transferred into general reserves at the year end, and that a further £6,500 had been transferred to earmarked reserves for the funding of the new CCTV system.

Members also considered the increase in burials over the last three months resulting in additional income being received.

Thereupon Cllr. D.J. Davies enquired of the Authority's policy in respect of charging for stillbirths and requested that this be reviewed because of its sensitivity.

The Secretary advised that the current year's fees and charges had been set but the policy could be reviewed when setting next year's fees and charges, if members so desired.

RESOLVED that the income and expenditure report for February 2006 and the provisional report for March 2006 be noted.

FURTHER RESOLVED that the policy of charging for stillbirths be reviewed in January 2007.

**87. SCHEDULE OF PAYMENTS**

Consideration was given to the schedule of payments for March 2006, which revealed expenditure for the month amounted to £22,530.19.

RESOLVED that the information be noted.

**88. TRADE REFUSE COLLECTION**

The Secretary reported that he had received written confirmation from Carmarthenshire County Council that charges for trade refuse collection would increase by 140% if the Burial Authority intended renewing the contract with the Council for the forthcoming year. This equated to a charge of £16.80 per bin lift. In view of the significant increase, an alternative quotation had been sought from Onyx Waste Management equating to a charge of £7.00 per bin lift, and Members views were sought on how best to proceed. Following discussion of the general contractual arrangements, it was

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RESOLVED that:

- (1) The trade refuse collection contract with Carmarthenshire County Council be terminated forthwith and that the Secretary notify the County Council accordingly; and
- (2) A new trade refuse collection contract be negotiated with Onyx Waste Management.

89. SECTION 11

The Secretary reported that he had received correspondence from the Head of Consultancy, Carmarthenshire County Council, in respect of retention money held for the development of Section 11 at the cemetery. The County Council had overseen the contract for the development work on behalf of the Burial Authority.

Members were informed that the original contract had been awarded to Butterley Construction Ltd and a retainer of £4,516.80 plus VAT was set by the County Council.

Upon substantial completion of the development work, the Burial Authority agreed to pay the full tender amount to Butterley Construction Ltd, on the understanding that the retention money would cover the outstanding landscaping works, which had been priced at £3,125.00 in the tender submitted by the company. However, the company ceased trading shortly after this accord and consequently the Burial Authority had to re-tender for the completion of the landscaping works at additional cost.

In view of this, the Head of Consultancy was now recommending that the Burial Authority only release as retention the difference between the original value (£4,516.80) and the value for landscaping works (£3,125.00) equating to a figure of £1,391.80.

The Secretary confirmed that the Head of Consultancy had since issued the final retention payment certificate and had notified Naismiths (the company now acting for Butterley Construction Ltd) of the amount now due. Following discussion, it was

RESOLVED that a cheque payment be raised for the balance of £1,391.80 plus VAT and made payable to "The Liquidator of Butterley Construction Ltd".

90. INTERNAL AUDIT 2005/2006 – INTERIM REPORT

Members considered the interim report in respect of the Authority's Internal Audit for 2005/2006, compiled by RBS Auditing Solutions Ltd.

The report concluded that the Burial Authority generally had effective systems in place to ensure that transactions were accurately reflected in the Statement of Accounts. No significant issues had been identified and the report author commended the Secretary and his staff on the quality of the documentation being maintained and provided to assist in the audit process. However, there were almost inevitably some minor points arising resulting in the following two recommendations:-



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- (1) That detailed procedures should continue to be developed for the principal office based activities to ensure that in the long-term absence of key personnel, work could continue as normally as possible.
- (2) That the Burial Authority and its external accountants, should continue to monitor closely developments with the crematorium.

**RESOLVED** that the interim report for the Internal Audit 2005/2006 be received and accepted.

**91. PUBLIC BODIES (ADMISSION TO MEETINGS) 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.

**92. LLANELLI CREMATORIUM LTD**

Members considered correspondence received from Jennings Solicitors dated 7 April 2006. After a brief discussion it was

**RESOLVED** that the information be noted and to await further developments.

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The meeting concluded at 4.35 pm”

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**RESOLVED** that the Minutes be accepted.

**66. LETTERS OF APPRECIATION**

**RESOLVED** that the letters of appreciation for the Council’s assistance be accepted with pleasure.

**67. WELSH ASSEMBLY GOVERNMENT –  
CHARTER DEVELOPMENT**

Cllr. T. J. Jones informed Members that the Clerk had recently attended a Welsh Assembly Government working group specifically to explore Charter development between Unitary Authorities and Town and Community Councils throughout Wales. Following which, a sub-committee was formed comprising the Clerk and five others, charged with putting a framework together for Charter Development.

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The Charter Working Group comprises representatives from the Welsh Assembly Government, Wales Audit Office, Welsh Local Government Association, Society of Local Council Clerks, One Voice Wales, several Unitary Authorities from both North and South Wales and Llanelli Rural Council. The Welsh Assembly Government viewed Charter Development as the vehicle for delivering the outcomes of the scoping study which it commissioned the University of Aberystwyth to undertake on its behalf. The scoping study looked at the future potential of Town and Community Councils and whether they had the potential to deliver more services and take on more powers.

This was a major policy development for our sector of local government and extremely important in terms of networking and raising the profile of this Council.

Cllr. Jones congratulated the Clerk upon his achievement of selection.

**RESOLVED** that Cllr. Jones' information and comments be noted.

- 68.**           (1)     **FRIENDS OF LLANELLI MUSEUM**  
                  (2)     **NATIONAL ASSOCIATION OF COUNCILLORS –**  
  **WELSH REGION**

**RESOLVED** that the reports of Cllrs. M. Davies and D. J. Davies respectively on the above, be noted.

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The Meeting concluded at 6.45 p.m.

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The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 11 July, 2006, adopted by the Council.