

Pembrey and Burry Port Town Council
Monthly Meeting
Wednesday 18th November 2015

Councillor Mrs Jean Hire (Mayor)

Councillors Malcolm Davies, Ken Edwards, John James, Stephen James, Robert John, John Hedley Jones, Mrs Shirley Matthews, Mrs Susan Northam, David Owens, Andrew Phillips, Michael Theodoulou, Mrs Moira Thomas, Mrs Mary Wenman and Hefin Williams

In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (RFO) and John Ridgway (TSO)

(Former OAP Hall 7.00pm – 9.00m)

103. Opening Prayer

The opening prayer was given by the Mayor, Cllr Mrs Jean Hire.

104. Personal Matters

Apologies were received from Cllr Mrs Pat Jones and County Councillor Hugh Shepardson.

105. To receive Members' Declarations of Interest in respect of the business to be transacted

Members confirmed their usual declarations of interest. No new declarations were made.

106. Police Business

There was no attendance by the police and therefore, no report was provided at the meeting.

Cllr John James advised members that at the PACT meeting the previous week, it had been announced that Sergeant Ian Francis is returning to Burry Port Police Station, which hopefully would provide some stability. Cllr Robert John indicated that it was his understanding that the Sergeant based in Burry Port will additionally be covering a significant area to the east.

107. To confirm the minutes of the meeting held on 21st October 2015

The minutes of the Town Council meeting held on 21st October 2015 were accepted as a true record.

108. Information from the aforesaid minutes

P59 (82) Public participation item – by a representative of the Copperworks Groups Social Enterprise Project

Cllr Michael Theodoulou informed members that he had been told that the Group's representatives may have misunderstood the position at the Town Council meeting, in that

they believed that the ownership of the building would be transferred at no cost. Accordingly, he had spoken with a member of the Group earlier that day and as he had thought, the Group did not think that the Town Council required payment. It was therefore **APPROVED** that Cllrs Michael Theodoulou, John James and Mrs Shirley Matthews be authorised to address the Group further. The Clerk advised members that she had received a recent telephone call from an individual who has been requested to assist by the Group. The Clerk had made this person fully aware of the background to the closure of the Copperworks building due to its dilapidated state and also the Council's wish to sell the building, in order to generate capital, which would benefit all of the local community.

P61 (87) Information from the aforesaid minutes – report of the Clerk on matters of administration

Members were updated that a meeting had taken place with representatives from Burry Port Memorial Park Bowling Club. This had been a positive meeting when the representatives had outlined the Club's position. They had explained their strategy and were not particularly seeking anything from the Council at this stage. Cllr John James advised that a letter of thanks is being sent from the Bowling Club regarding the meeting.

P64 (88) Report of the TSO

The Clerk updated members that a letter had been sent to the Rugby Club following the last meeting and this had been responded to by the Chairman of Burry Port RFC. The Clerk read out an email which had been received, which raised the issue of the Club constantly having to clear the rugby pitches of litter prior to using them, despite paying a service charge/rent for use of the pitches. Also, the email referred to a lack of rubbish bins in the vicinity of the top pitches. Cllr Mrs Mary Wenman referred to the fact that adults have nevertheless been seen dropping litter on match days. Cllr John James confirmed that he would take up the County Council issues raised by the Rugby Club.

P70 (96) Further consideration of the Council's position and intentions in relation to the Former Pembrey School building

It was proposed that whoever is appointed as Chair of the new Facilities Management Committee should also attend the meeting with Mr Jonathan Fearn, which was **APPROVED**.

P73 (101) To receive reports by elected members

It was confirmed that the Headteacher of Glan y Mor school would be happy to meet with the Town Council once more and it was **APPROVED** that arrangements should be made for this, at the earliest opportunity.

109. Report of the Technical Services Officer (TSO)

Cemetery

Burials

During the month of October 2015 there has been 1 burial and 3 burial of ashes.

Wales in Bloom 2015

The CCC have confirmed that the design for the Wales in Bloom road signs has been approved and a quotation is being prepared.

Memorial Hall

The CCC have confirmed that the design for the directional road signs has been approved and a quotation is being prepared.

OAP Hall

The new flooring in the hall has been completed, a new entrance door has been ordered, because the existing door is catching the new floor and cannot be adjusted.

Anne Frank's Legacy

The trees to remember all the children killed through wars and persecution are now available for planting, arrangements need to be made with the various schools.

The TSO advised that presently, the trees are being stored in the Copperworks building, pending arrangements being made with the schools. It was **APPROVED** that the respective Council appointed Governors should approach Glan y Mor School, Pembrey School and Burry Port Junior School to make the necessary arrangements. It is not intended that a tree be planted at Ysgol Parc Y Tywyn at present, due to the school moving to a new site in the not too distant future.

Christmas 2015

The Christmas trees for Burry Port and Pembrey will be installed on or before 20th November 2015

Christmas Lights

The CCC lighting department have installed additional power sockets and Iwec commenced fixing Christmas lights on 4th November 2015 and this will be completed prior to the switching on of the lights on 27th November 2015.

Copperworks – Planning

Darkins Architects are in the process of submitting the project for planning approval. Members of the Copperworks Group Social Enterprise Project have gained access to the building on 3 occasions.

Footpath Maintenance

Lookout 71/13: Isgraig Site 71/12: Isgraig Path: Brynteg 57/43: Bryndias

57/47: Hubert Williams 71/16: Clyndu Riding School 71/1: Pinged Bog 57/41

Pinged Marsh 57/53: Memorial Gardens: Moreb / Harbour / Clwb Bach

Roundabouts: Stepney Road School: Stepney / Elkington Road: Memorial Park

110. To consider the report of the Regeneration and Leisure Committee meeting held on Thursday 8th October 2015

It was **RESOLVED** that the minutes of the Regeneration and Leisure Committee meeting held on the 8th October be signed and accepted as a true record.

Matters arising from the minutes

P1 (4) Matters arising from the minutes - P5 (18) Any other competent business

Cllr Robert John informed members that he was of the understanding that when the Committee of Burry Port Operatic Society is meeting shortly it will be considering using facilities other than the Memorial Hall for some of its rehearsals, which would assist with enabling the booking of the Hall for other events and activities.

P5 (16) Senior Citizens' Christmas Tea

Members were updated that the date of the Christmas tea had now been changed to 3rd December, given that the election of the new Councillor would be taking place on 10th December. As usual, the assistance of Councillors on the day is requested.

111. Report of the Responsible Finance Officer (RFO)

The report, as set out below had been circulated to members in advance of the meeting.

1. Bank

The following cash balances are held with Lloyds at 30th September 2015 :-

	Balance at bank	Unpresented cheques	Council cash book balance
	£	£	£
Business Instant Access account	226,863.92		226,863.92
Community Account	52,040.36	29,687.66	22,352.70
Imprest account	17,026.30		17,026.30
	£295,930.58	£29,687.66	£266,242.92

2. Schedule of accounts paid

The following accounts have been paid from 1st to 31st August 2015

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
Darren Daniel	Institute maintenance	1	50.00	10.00	60.00

Wrenvale Nurseries	Floral displays	9	3756.60	751.32	4507.92
Travis Perkins	Cemetery - Maintenance	4	150.45	21.33	171.78
Travis Perkins	Cemetery - Maintenance	4	89.76	7.96	97.72
Travis Perkins	Cemetery - Maintenance	4	15.67	3.13	18.80
Siddell Environmental	Pembrey Memorial Hall - Maintenance	1	95.00	19.00	114.00
BT	Admin - telephone	3	151.73	30.34	182.07
Trade UK	Cemetery - Maintenance	4	20.74	4.14	24.88
British Gas - Electricity	Copperworks - electricity	4	17.85	0.89	18.74
British Gas - Electricity	Institute - Electricity	1	155.52	7.77	163.29
British Gas - Electricity	Pembrey School - Electricity	1	40.23	2.01	42.24
British Gas - Electricity	BP Memorial Hall - Electricity	1	162.40	8.12	170.52
British Gas - Electricity	Cemetery - Electricity	4	39.45	1.97	41.42
British Gas - Electricity	OAP building - Electricity	1	24.65	1.23	25.88
Greenwell Power Tools	Cemetery - Equipment	4	80.60	16.13	96.73
CCC	Garden Waste sacks stock	3	314.60	62.92	377.52
Parker Plant Hire	Hall - storage	1	58.80	11.76	70.56
Parker Plant Hire	Hall - storage	1	58.80	11.76	70.56
Plusnet	Admin - Internet provider	3	15.00	3.00	18.00
Kidney Foundation Wales	Reimbursement of Walk for Life	9	400.00		400.00
SLCC	Admin - conference	3	79.00	15.80	94.80
BDO LLP	Admin - External audit	3	650.00	130.00	780.00
British Gas - Electricity	Pembrey Memorial Hall - Electricity	1	146.61	7.33	153.94
British Gas - Gas	Burry Port Memorial Hall - Gas	1	49.13	2.45	51.58
British Gas - Electricity	Pembrey Memorial Hall - Electricity	1	84.70	4.23	88.93
Biffa	Cemetery - Refuse	4	113.96	22.79	136.75
Biffa	Hall - Refuse	1	97.52	19.50	117.02
Chivers Corner Garage	Cemetery - vehicle costs	4	148.39	29.69	178.08
BT	Admin - telephone	3	21.26	4.25	25.51
Cathedral Leasing	Hall	1	64.98	13.00	77.98
Xerox	Admin - Photocopier	3	30.42	6.08	36.50
Lyreco	Admin - Stationary	3	115.66	23.13	138.79
Toppers	Memorial Hall cleaning materials	1	56.90	5.39	62.29
Toppers	Hall - Cleaning materials	1	36.42	7.28	43.70
HF James	Cemetery	4	1056.00	211.00	1267.00
BT	Admin - telephone	3	146.26	29.25	175.51
CCC	Pension Deficit (September)	3	208.00		208.00
LBS	Institute maintenance	1	65.00	13.00	78.00
J. Ridgeway	Britain in Bloom - Awards travel costs	9	269.22		269.22
Plusnet	Admin - Internet provider	3	17.00	3.40	20.40

9154.28	1522.35	10676.63
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3. Petty Cash

Payments made from 1st to 30th September 2015

Car Hire - Britain in Bloom	9	50.00	10	60.00
WH Smiths - Diaries	3	22.98		22.98
Llanelli Star	3	0.75		0.75
Phone card - Meirion	3	10.00		10.00
Phone card - Chris	3	10.00		10.00
Llanelli Star	3	0.75		0.75
Cable ties	3	1.30		1.30
Llanelli Star	3	0.75		0.75
Llanelli Star	3	0.75		0.75
Total payments made from petty cash		£97.28	£10.00	£107.28

The RFO highlighted some of the more unusual payments which had been made. The payment to Wrenvale Nurseries related to the floral displays. A number of electricity bills had been paid for the Town Council's various buildings. There was a payment to BDO LLP which was in relation to the external audit. The payment to H F James was for the digging of graves but the RFO advised that this related to a period of around one year. A payment had been made to the TSO by way of reimbursement of travel costs for attending the Britain in Bloom Awards Ceremony. The RFO also highlighted that a payment had been made from petty cash for car hire for use on the day of the judging of Britain in Bloom.

4. Budget Monitoring Report

The budget monitoring report for the period the 1st April to 30th September 2015 has been circulated to members.

The RFO advised that income and expenditure should be around 50% at this point in the financial year.

The RFO reported that income is slightly below budget but once all of the SLAs have been received, then income will be well within budget. He further advised that income from rentals are on or slightly over budget.

In relation to expenditure, employees' costs are very slightly over budget. Administration costs are under budget, year to date.

The RFO referred to the fact that marketing and promotion costs are lower than had been reported the previous month, due to some expenditure having been moved to be included with Wales in Bloom. However, following the most recent Finance Committee meeting, this may be reversed. There was some discussion in relation to the budget heading for floral displays, as there was a suggestion of changing it to Wales in Bloom. However, it was highlighted that the Council had been incurring expenditure on floral displays for a number of years, even prior to the entry to Wales in Bloom competition and would undoubtedly continue to do so, even if it did not enter the competition. The RFO therefore suggested that he could split the

expenditure on marketing to set out what is directly involved in Wales in Bloom, which was agreed.

Civic expenditure is within budget. The RFO reminded members that the cost of the forthcoming Senior Citizens Christmas lunch and the Cawl Cennin are yet to be incurred in this financial year.

In relation to expenditure on the cemetery/footpaths the RFO advised members that there had been some discussion at the recent Finance Committee meeting. It is intended that the RFO and the TSO analyse the expenditure incurred on maintenance and repairs and they will report back at a future date. Vehicle costs are over budget, due to the purchase of a new van and there has been discussion on a virement being made.

Expenditure on the Hall and Institute is within budget.

Expenditure on the Copperworks is over budget, which is attributable to the annual payment of water rates and rates.

Expenditure on the Former Pembrey School is below budget. Also, expenditure on Pembrey Memorial Hall is overall within budget, despite the annual payment of rates and insurance having been made.

In relation to Special Projects, most of the expenditure on floral displays has now been paid. There has been no additional expenditure in relation to the Youth Facility contribution this month. It was queried that previously, a request had been made to change the budget heading for the MUGA, to incorporate the Park. It was therefore **APPROVED** that this should be re-named the Toddler Park and MUGA.

The RFO reported that net expenditure is within budget at 47.87%.

Cllr David Owens referred to the imminent meeting with Mr Jonathan Fearn of Carmarthenshire County Council, due to the fact that in principle, it has been agreed that the former Pembrey School building should revert to the County Council. It was suggested and agreed that it would be helpful for those members attending the meeting to meet slightly earlier on the day, so that they can decide what approach to take. It was also confirmed that the RFO and Clerk are liaising in relation to expenditure incurred by the Town Council upon the building, so that this information is available at the meeting.

Finally, the RFO advised members that work is ongoing in relation to budget setting for the 2016/17 financial year, with each Committee having been tasked with considering its own budget requirements.

112. To consider the report of the Finance Committee meeting held on Monday 12th October 2015

It was **RESOLVED** that the minutes of the Finance Committee meeting held on the 12th October be signed and accepted as a true record.

Matters arising from the minutes

There were no matters arising.

113. To consider any planning applications

The Chair of the Planning Committee, Cllr Mrs Moira Thomas advised members that there had not been a Planning Committee meeting this month, due to only one application having been received, as set out below. She had met with the TSO earlier that day and no issues had been identified in relation to the application, and it was felt that there were adequate parking facilities. It was therefore recommended for approval, which was endorsed by the full Council.

<u>Application No.</u>	<u>Name and Address of Applicant</u>	<u>Description of Application</u>
S/32913	James Morgan Active Health and Fitness New Street	Change of use from a gym to four self-contained flats.

The TSO also updated members that since the agenda being sent out, notification had been received of two other planning applications. One related to the demolition of a bungalow and a re-build at the Links, Pembrey. The other related to a rear first storey extension and a porch at a property in Glanaber, Pembrey. Again, no issues were identified in relation to either of these and therefore, approval was recommended.

114. To consider any County Councillors' reports

County Councillor John James referred to the fact that the caravans have now moved from Glanmor Terrace. However, there are issues with parking in the vicinity. Letters have been delivered to local residents, inviting their observations, as Mr John McEvoy from the County Council accepts that there is a problem. It is hoped that some funding can be obtained shortly. County Councillor John James also commented that it is a main bus route and buses are having difficulty getting through.

County Councillor John James advised members that the County Council's budget setting process is ongoing and that it is clear that there will be further significant cuts in the next financial year.

A query was raised by Cllr Ken Edwards in relation to the caravan site at Pembrey Country Park. He referred to the fact that there was still one caravan on site when he had been there the previous day and that this appears to be lived in. County Councillor Mrs Shirley Matthews confirmed that she would attend the following day to look into this issue.

115. To consider the Mayor's report

The Mayor updated members upon a number of events which she had recently attended, namely the Remembrance Day Service, the annual Festival of Light in Llanelli, a fundraising event hosted by the Hywel Girls' Choir at Stradey Castle and also a Christmas Fayre at Jerusalem Chapel, together with their induction of a new Minister.

Cllr Stephen James arrived at the meeting at 7.45pm.

116. To further consider options upon proposed new traffic measures in relation to New Street, Burry Port

Cllr John James provided some background information in that he and Cllr Mrs Pat Jones had previously considered the issue with the Traffic Department and residents had received a questionnaire. As discussed at the last Town Council meeting, Cllr John James had arranged two sessions for Town Councillors to view the various options in relation to possible new traffic measures. The reason for this is that ideally, the County Council would like a recommendation from the Town Council upon the preferred option.

Cllr John James advised that there had been some good suggestions and observations made at these two sessions, such as narrowing the pavement in New Street, encouraging rear parking, issuing parking permits and having a temporary measure in order to test a one way system.

A query was raised as to whether an impact assessment had been carried out on local businesses. Cllr John James advised that to his knowledge, only the impact upon residents had been considered to date. Members were generally of the view that information on the impact upon businesses should be known, as there had previously been considerable opposition from businesses in relation to it being made more difficult to access the town centre.

Members further discussed that there are substantial new plans in the area, to include many new houses, together with leisure facilities and a school. Although the County Council has indicated that the new development would not impact upon a new traffic system, members had reservations.

Following a lengthy discussion, it was proposed and **APPROVED** that the Town Council does not make a recommendation for any change until the impact of the new development is considered and then a decision can be taken on the most appropriate solution. In the meantime, stronger enforcement on illegal parking in the area through the police and traffic wardens should be encouraged, with advance warning to the public.

117. To nominate/approve a Town Council representative on the newly formed “Friends of Burry Port Harbour” group

Members were advised that currently, there are three Town Councillors sitting on the new Harbour Committee, namely Cllrs Michael Theodoulou, John James and Andrew Phillips. However, they are not representing the Town Council but each has involvement in a different capacity. Accordingly, one of these three Councillors could be appointed as the Town Council representative or alternatively, another Councillor could be appointed. Following discussion, Cllr Robert John was nominated and **APPROVED** as the Town Council representative.

118. To consider/approve an amendment of the Town Council’s Financial Regulations, to increase the Finance Committee’s delegated authority, in line with the new Committee Structure paper, previously approved

The Clerk outlined that although the Town Council’s Financial Regulations had only been recently revised earlier in the year, with the new Regulations being approved at the Annual Meeting on 26th May 2015, it had been felt when the new committee structure was being created that the delegated authority should be increased from £2,000 to £5,000. Given that

the new committee structure had been adopted, it was unanimously **APPROVED** that the Finance Committee's delegated authority be increased to a £5,000 limit.

119. Update on the meeting between local Councils held on the 11th November 2015

The Clerk updated members that a meeting had taken place, hosted by Pembrey and Burry Port Town Council on 11th November 2015, with representatives from Llanelli Rural Council and Llanelli Town Council being present. There was no representation on behalf of Llangennech Community Council. It was felt that this was a worthwhile and productive meeting. There had been discussion in relation to the requirements of the Well-being of Future Generations (Wales) Act 2015. Information had been shared on the quite different approaches taken by Llanelli Rural Council and Llanelli Town Council in an effort to develop community engagement and how they intend to develop community plans. Both Councils have a full time Community Development Officer. Llanelli Town Council has had an officer in this role for many years, whilst Llanelli Rural Council made an appointment to this role only earlier this year. Llanelli Town Council has supported the establishment and running of Llanelli Community Partnership.

At the meeting, there had also been a discussion as to the possibility of widening the member Councils of the group, especially in light of the discussions which had taken place at the meeting arranged by Nia Griffith MP on 22nd September 2015. However, it had been decided that it was preferable for the group to continue as it is at present but the possibility of future expansion was not ruled out.

In order to ensure consistency in meetings being arranged, it had also been decided that there should be a Secretary and Chair appointed on an annual basis. For the forthcoming year, it had been agreed that the Secretary would be the Clerk to Llanelli Rural Council, with the meetings also being Chaired by a representative of that Council and held at its premises. It had further been agreed that future meetings should be arranged on a quarterly basis.

120. To further consider issues relating to Burry Port Police Station (referred from the Town Council meeting of 21/10/15)

The Clerk outlined recent discussions which had taken place with Mr Heddwyn Thomas, the Director of Estates at the Office of the Police and Crime Commissioner. These discussions related to the potential for collaboration with the Town Council regarding the possible re-location of Burry Port Police Station within the town centre. Mr Thomas had advised that similar discussions have been taking place with other Town and Community Councils.

It was discussed that a definitive response had not been received from the Police and Crime Commissioner in relation to the Town Council's previous proposal to provide financial assistance towards the current Police Station building remaining open. There was also discussion regarding the public meeting which had been called earlier in the year when the Council had indicated its support to retaining the existing building. The Clerk highlighted the fact that at the public meeting, it had been felt that it was likely that Burry Port would lose a police presence altogether, whereas the focus now appears to be a suitable re-location, although it appears certain that the current Police Station building will not remain open indefinitely.

Following the discussions, it was proposed and **APPROVED** that a response from the Commissioner should be pursued and that Mr Heddwyn Thomas should be made aware of this, prior to any further discussions/communications with him.

121. To consider Communications received

1. Letter from the Hywel Dda University Health Board dated 21st October 2015. This provides information on the new Transforming Mental Health Services Programme Group, which is a multi agency group working to develop innovative services. The letter invites the Council to engage in discussing and identifying solutions for improving access to mental health services. Pamphlets were also received, which detail the challenges faced by mental health services in Hywel Dda University Health Board. The letter states that up until 30th November, there will be opportunities to find out more about the work of the group and the proposals for improved access to services, although it is likely that the engagement period may need to be extended to the end of December 2015. It is stated that the group is particularly interested to receive views on alternatives to mental health hospital care, and what would help to support people and their supporters during their periods of crisis or increased need. Emails can be sent via hyweldda.engagement@wales.nhs.uk.

Noted

2. Email from One Voice Wales on 22nd October 2015 forwarding information from Welsh Government. This advises that the Finance Committee of the National Assembly for Wales is consulting on the draft Public Services Ombudsmen (Wales) Bill. The consultation closes on 18th January 2016.

Noted

3. Letter of thanks from Kidney Wales Foundation received on 26th October 2015, in relation to the sponsorship money raised through the Pembrey and Burry Port Walk for Life 2015.

Noted

4. Letter received on 27th October 2015 from the Local Energy Action Officer at Menter Cwm Gwendraeth Elli. This advises of a new project that aims to reduce fuel poverty in Carmarthenshire's communities, namely Local Energy Action. The officer advises that he works free of charge with groups, volunteers, businesses and interested parties to develop Fuel Clubs and money saving energy efficiency campaigns and activities.

Noted

5. Email from One Voice Wales on 3rd November 2015, forwarding information from Ramblers Cymru. This advises that the charity, Ramblers Cymru is keen to work with Community and Town Councils to help understand and exercise rights, to assist in protecting and improving paths in their area. The charity has recently updated 'Paths for people: a guide to public paths for members of Town and Community Councils'. This explains the powers of local Councils relating to obstructions, ploughing and cropping, maintenance, closures and diversions and modifying the definitive map. It goes on to suggest 10 ways that councils can promote local paths. The guide can be downloaded at www.ramblers.org.uk/pathsforpeople.

Noted

6. Email from Carmarthenshire County Council on 11th November 2015, extending an invitation on behalf of Carmarthenshire Local Service Board to attend the Integrated Community Strategy for Carmarthenshire Annual Forum on Tuesday 1st December 2015. This is to be held at the Quinnell Lounge, Parc Y Scarlets, Llanelli. Registration is from 12.30pm and the event will commence at 1pm and will finish at 4.30pm. The main focus of the day will be the Well-being of Future Generations (Wales) Act 2015. Workshops will be held to explore the individual role for organisations, the collective duty and preparing for the Public Service Board, the role of Town and Community Councils and establishing a methodology for the required population needs assessment. Places need to be reserved in advance.

It was APPROVED that if possible, Cllrs John James, Mrs Shirley Matthews and Michael Theodoulou attend this forum.

122. Report of elected members

Cllr Stephen James advised that at a recent meeting attended with One Voice Wales, it had been indicated that Councillors Awards are to be introduced, with their being various categories. The intention of this is to promote the good work which is being carried out by Town and Community Councils. He believed that information will be circulated regarding this in the New Year.

123. Report of the Clerk on matters of administration

1. Confirmation was received on 16th November 2015 from the Electoral Services Department of Carmarthenshire County Council that there have been two nominations for the Town Council vacancy, namely Mr Geraint Huw Davies (Independent) and Mr Bob Walpole (Welsh Labour). It has been indicated that copies of the Notice of Poll for display in the community will be forwarded shortly. Confirmation has also been received that the election will be held at the Memorial Hall, Burry Port on Thursday 10th December 2015.

It was APPROVED that once the Notice of Poll has been received, copies be displayed in the Town Council's noticeboards and attempts be made to also circulate the same for display by local businesses. Additionally, the election can be reported in the Llanelli Star.

2. Letters of thanks have been received both from the Burry Port Male Choir and the Burry Port Male Choir Ladies Association in relation to recent financial donations.

Noted

3. Correspondence has been received advising of the intention to set up a dementia carers' support group in Burry Port, for which support is requested (**copy letter attached**).

Although the correspondence received did not make it clear what support was specifically being requested, it was APPROVED that information be passed on in relation to the Town Council's grants scheme.

4. The Welsh Government consultation on the Statutory Guidance for the Well-being of Future Generations (Wales) Act 2015 has recently closed and a **copy is**

attached of the response provided by One Voice Wales to the consultation.
Noted.

5. Final item to be taken in camera.

In view of the confidential nature of the business to be transacted, the following item 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.

It was RESOLVED that the confidential minute of the meeting of 21st October 2015 be signed and accepted as a true record.