

Pembrey and Burry Port Town Council

Monthly Meeting

Thursday 21st September 2017

Present: Councillor David Owens (Mayor)

Councillors Geraint Davies, Mrs Linda Edwards, Mrs Amanda Fox, Peter Freeman, John James, Stephen James, Robert John, John Hedley Jones, Mrs Shirley Matthews, Mrs Lisa Mitchell, Mrs Karen Morris, Mike Theodoulou, Mrs Moira Thomas, Bob Walpole and Mrs Mary Wenman

In attendance: Melanie Carroll-Cliffe (Town Clerk), Alan Howells (RFO)

Minute taker: Ed Davies (Administrative Assistant)

(Memorial Hall 7.00pm – 9.15pm)

57. Opening prayer

The opening prayer was given by Father Dewi Davies.

58. Personal matters to include apologies for absence

Apologies were received from Cllrs Mrs Pam Every and Hugh Shepardson.

On behalf of the Council, the Mayor extended a welcome to the new Administrative Assistant.

Cllr Mrs Moira Thomas expressed her opinion that the Jean Hire memorial seat was a fitting tribute.

She also raised the issue that a fellow Councillor had received the paperwork for the meeting on white paper, not cream paper. There followed a discussion about how this had happened, and the Clerk advised that they had been hand delivered to the Councillor's home address in the correct format.

Cllr Mrs Moira Thomas referred to recent emails received from the Mayor and a claim that she had breached financial regulations. She also stated that she was not responsible for the post on social media that the Mayor had referred to. She expressed her hurt at the tone of the emails sent by the Mayor.

Cllr Mrs Shirley Matthews also denied responsibility for the social media post. She did however accept responsibility for the confusion surrounding the hotel booking and explained her position. She stated that at no point had she placed a financial commitment on the Council as she had made a provisional booking, and she claimed that this had been done with the knowledge of the Clerk.

Cllr Mrs Amanda Fox stated that she was responsible for the social media post. She indicated that she had sought legal advice and that she was not restricted in what she could post.

The Clerk advised that she had not been aware in advance of a booking being made but she confirmed that she had since made an appropriate booking for the Councillors attending the Britain in Bloom Awards Ceremony.

The Deputy Mayor, Cllr Robert John confirmed that he had informed the Mayor about the hotel booking being made by Cllr Mrs Moira Thomas, following Cllr Thomas indicating this to him. The Mayor emphasised that money cannot be committed by members on behalf of the Council.

During the course of the discussions Cllr Mrs Moira Thomas read out both emails that had been sent to her by the Mayor.

In relation to the success of the town in the Wales in Bloom competition, it was queried why no official statement had been put forward over social media. In response, the Mayor confirmed that a statement had been prepared and sent to the Llanelli Star but unfortunately, it had not been published.

Cllr Michael Theodoulou referred to the normal procedure that the Council tries to work to where there is a dispute is for the parties to meet and discuss issues with a view to resolving these. He therefore put forward a motion that the parties meet and discuss issues, which was seconded by Cllr Stephen James.

Cllr Bob Walpole proposed an amendment that a simple apology from the Mayor would suffice if there has been a misunderstanding. This was seconded by Cllr Mrs Linda Edwards and **APPROVED.**

The Mayor expressed disappointment that these issues had been raised in this manner but indicated his apology if there had been a misunderstanding.

59. To receive members' declarations of interest in respect of the business to be transacted

Cllrs Mrs Karen Francis-Morris, John James, Mrs Moira Thomas, Bob Walpole and Mrs Mary Wenman declared an interest in relation to item number 61 on the agenda (item of public participation – Mr Graham Davies on behalf of Pembrey and Burry Port Heritage Group), due to their involvement or membership of said group.

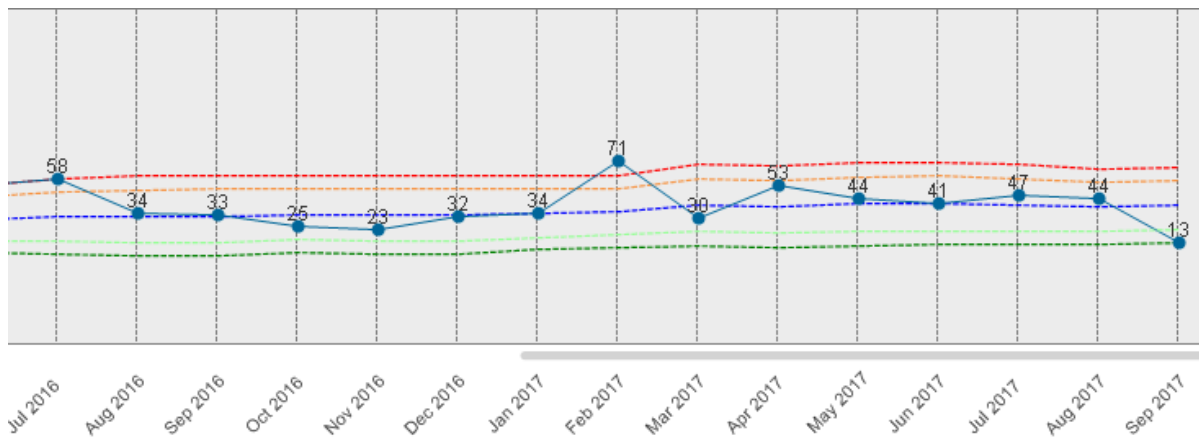
Cllr John Hedley Jones declared an interest in relation to item 66 (planning application number S/36102)

60. Police Business

PCSO Trudi Scandone was in attendance. She apologised for the absence of the Inspector and Sergeant who had prior commitments. She presented the Police report, set out below:

Crime

During the month of August 2017, 44 crimes were recorded for Burry Port and Pembrey section which is higher compared to the same time last year (34 crimes), however, August 2016 did seem to be a fairly “quiet” month compared to the usual. 44 crimes is slightly high when compared to the 12 month rolling average.



Crime in August 2017

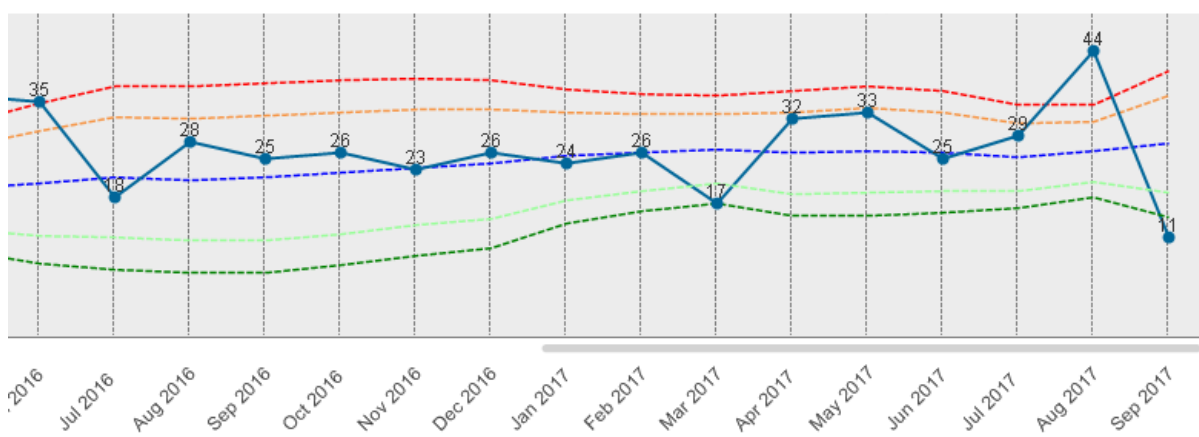
During the month of August 2017, the following crimes were recorded for;

Burry Port: 30

Pembrey: 14

Month	Burry Port	Pembrey	Total
Sep 2017	7	7	13
Aug 2017	30	14	44
Jul 2017	23	24	47
Jun 2017	27	14	41
May 2017	29	15	44
Apr 2017	46	7	53
Mar 2017	23	7	30
Feb 2017	33	38	71
Jan 2017	31	3	34
Dec 2016	28	4	32
Nov 2016	22	1	23
Oct 2016	19	6	25
Sep 2016	29	4	33
Aug 2016	31	3	34

ASB



44 ASB calls for Burry Port and Pembrey for June 2017, which is very high when compared to the 12 month rolling average. A rise is expected over the summer months, however, this is higher than anticipated. The bulk of the rise can be attributed solely to 3 youths in the Burry Port area. We are currently dealing with all 3.

Actions from last meeting

No meeting in August.

Following the report, the PCSO was thanked for her and her colleagues' work. It was brought to the PCSO's attention that the platforms of the train station are being used as a meeting place for young people and that concerns have been raised over safety.

61. Item of public participation – Mr Graham Davies on behalf of Pembrey and Burry Port Heritage Group

In accordance with the Council's Standing Orders, Mr Graham Davies was given five minutes to address the Council. The Mayor advised that if any matters required a reply, then information would be provided at a later date. Mr Davies read a statement on behalf of the group as follows:

“Thank you for the opportunity of speaking to you about the application to the CCC planning committee for the demolition of the Copperworks schools and the building of houses on the site. (S/34402) There has been some confusion about what this means on the part of members of the public and members of the town's heritage group. The purpose of my being here is to seek some clarification as well as to make some comments and raise some questions about application procedure and the status of the smaller of the two buildings.

Comments

My understanding, the understanding of many members of the community, members of the Heritage Group, is that any intended demolition on the copperworks school site pertained to the larger building which was deemed by the council to be in a dangerous condition. Now it seems that the planning application included the whole site and what is now regarded as the Band Room, to the amazement and dismay of many people. I am curious to know when, how and why this change of plan took place.

The information provided to the CCC planning committee minimised and severely underestimated the historical and heritage significance of this smaller building. It was not built at the end of the 19th century. Local historian John Nicholson is adamant that the original school was in three parts. The Infant school was an extension to the Girls' School and formed part of the larger main building. What is now the smaller building – the “Band Room” was the Boys' School. The log book shows the first headmaster took up his appointment in 1855. If John Nicholson is wrong we have the log books of the three schools from 1876 proving that the three schools existed then.

I have heard it suggested that some members of the town council will wish to sell on the copperworks site with the outline planning permission to a property developer. This is quite normal. It is very business-like. But in this case it would be a morally bankrupt move. Why? Because it very cleverly absolves the council of any legal or practical responsibilities and places the whole issue in the hands of another party, the property developer. The people of Burry Port will see through that. I urge the town council to step back from that temptation and recognise the possibility of respecting a huge feature of Burry Port's heritage by continuing to maintain for community use a building that is iconic, built by George Elkington and Mason, a building on which the Heritage Group is planning to place a blue plaque in honour of the philanthropist Josiah Mason, and a building which is currently in good condition. I urge you not be tempted

into what will be one of the most spectacular acts of cultural barbarism from a local council. That will be your legacy.

Questions

1. Did the full council discuss and approve the planning application (S/34402)
2. Did all members of the council know that the application referred to the whole site which included the smaller building?
3. Is it the intention of this council in the short or long term to sell on the copperworks school site with the outline planning permission?
4. If the answer to question 3 is no, then does the council intend, in the short or long term, to demolish the smaller copperworks school building.”

In response, the Mayor stated that he felt the detailed questions put forward by Mr Graham Davies deserved full answers. It was agreed that these be urgently referred to the Facilities Management Committee which was next due to meet on 5th October 2017.

62. To confirm the minutes of the meeting held on Wednesday 19th July 2017

The Mayor referred to discussions which had taken place at the recent Civic Governance and Personnel Committee meeting regarding minutes and the letter which the Clerk had sent out to members with the agenda.

Cllr Mrs Mary Wenman expressed a view that she did not see the need for the extra bureaucracy that may be created with the proposed change regarding discussion of a previous meeting’s minutes.

Cllr Mrs Linda Edwards referred to two grammatical issues as set out below:

P38 (45) – TSO’s Report, number 9 (Cemetery)

An erroneous apostrophe should be removed from the second sentence of the paragraph. It should read “The Chapel’s supply feeds the office...”

P45 (54) – Update on proposed asset transfers from Carmarthenshire County Council, No. 3 (other parks and play areas - Tyle Teg)

The sentence should be restructured to read “Therefore, save for two abstentions, all other members **APPROVED** to recommend that the Council should proceed with the transfer.”

The Mayor referred to the fact that Cllr Mrs Linda Edwards should have notified these proposed amendments in advance of the meeting. It was further confirmed that she had been present at the Civic Governance and Personnel Committee meeting when this recommendation had been made. However, in order to progress the meeting it was **APPROVED** that the corrections be accepted.

It was further **APPROVED** that the matter be referred back to the Civic Governance and Personnel Committee, for further consideration.

63. Information from the aforesaid minutes

P35 (43) – To confirm the minutes of the ordinary meeting held on Wednesday 21st June 2017

Cllr Mrs Mary Wenman expressed a view that the Mayor and Clerk are competent enough to speak on PR issues and therefore a consultant should not be engaged in future.

P36 (44) – Information from the minutes – Copperworks School

Clarification was sought about the phases set out in the planning application.

Cllrs John Hedley Jones and John James declared an interest in this matter.

Cllr Michael Theodoulou (Chair of the Facilities Management Committee) stated that although the application was in two phases, the Council had resolved to only proceed with phase 1.

In order for there to be clarity on the issue, it was **AGREED** that the Clerk should formally notify the planning officer that the Council only intends to proceed with phase 1.

P36 (44) – Information from the minutes – TSO’s report (Street lights)

Following a query as to any progress concerning the street lights, Cllr Michael Theodoulou advised that there had not been a meeting of the Facilities Management Committee since July due to the additional workload resulting from the hosting of Wales in Bloom.

P38 (45) – To consider the TSO’s report (9) – Cemetery

Following a query, it was confirmed that the electrical work has now been carried out.

It was discussed that there were delays in relation to the issuing of burial certificates. Cllr John Hedley Jones (Chair of the Burial Sub Committee) explained that there were two copies of the burials information, one digital and one handwritten. The handwritten records continue to exist but there have been issues with the transfer of the digital records, due to problems with the new software package.

P38 (45) – To consider the TSO’s report (10) – Wales/Britain in Bloom update

In relation to the commissioned silhouettes, they had been erected but it was queried whether backings would be commissioned. It was confirmed that this would be considered by the Facilities Management Committee at their next meeting.

P40 (46) – To consider the report of the RFO

Following a query, it was confirmed that the loan of £100,000 had not been taken out to date.

P42 (52) – To consider the appointment of a new member to the Finance Committee, following the resignation of Cllr Mr Pam Every from the Committee

It was stated that Cllr Michael Theodoulou will be put forward for consideration as the replacement for Cllr Mrs Pam Every on the Finance Committee. This will be an agenda item at the next meeting.

P43 (54) – Update on proposed asset transfers from Carmarthenshire County Council

Following a query, the Clerk updated members that the Town Council is in communication with the County Council Officers who are dealing with the asset transfers. The Clerk is awaiting confirmation about the asset transfers and the request to provide staff training.

P45 (54) – Update on proposed asset transfers from Carmarthenshire County Council – Trem y Mynydd/Furnace Fields

In relation to the Trem y Mynydd/Furnace Fields asset, Cllr Bob Walpole requested that the “waste area” be referred to as “waste land area” to ensure clarity.

P45 (54) – Update on proposed asset transfers from Carmarthenshire County Council – Scott’s Yard

A query was raised about the sale of Scott’s Yard, but no one had any further information about whether or not the land had yet been sold.

P46 (54) – Update on proposed asset transfers from Carmarthenshire County Council – Public Conveniences

Following a query on progress, the Clerk confirmed that the County Council had been informed of the Town Council’s interest in taking these over and further information is awaited.

P46 (54) – Update on proposed asset transfers from Carmarthenshire County Council – Burry Port Memorial Park

Cllr Mrs Mary Wenman expressed her concern that in relation to the Memorial Park asset, that the area at the north of the park was not marked for development.

Cllr Geraint Davies who has ties to Burry Port RFC (who are taking on the lease) confirmed that there would be no development of this land.

Cllr Michael Theodoulou also stated that the terms of the lease would preclude construction on the site.

64. To consider the report of the Responsible Finance Officer

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

1. Bank Balances

The following cash balances are held with Lloyds at 31st August 2017 :-

Balance at bank

Business Instant Access account	276,490.70
Community Account	49,030.39
Imprest account	1,155.79
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	£326,676.88
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2. Schedule of accounts paid

The following accounts have been paid from 1st July to 31st August 2017

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> <u>£</u>	<u>VAT</u>	<u>Total</u> <u>cost</u>
Trade UK	Pembrey Hall - maintenance	3	126.42	25.28	151.70
Trade UK	Wales in Bloom	9	72.14	14.43	86.57
BT	Admin - Telephone	1	214.33	42.87	257.19
Steven Chilvers	Admin - Web hosting	1	283.75	56.75	340.50
Boscon	Copperworks - maintenance	3	400.00	80.00	480.00
Excel Electrics	BP Memorial Hall - maintenance	3	239.75	47.95	287.70
Travis Perkins	Wales in Bloom	9	18.87	3.77	22.64
Travis Perkins	Wales in Bloom	9	10.13	2.03	12.16
Travis Perkins	Pembrey Hall - Railings	3	32.98	6.60	39.58
Travis Perkins	MH Wales in Bloom	9	46.40	9.28	55.68
Travis Perkins	Wales in Bloom	9	6.33	1.27	7.60
Travis Perkins	Muga Park	3	3.72	0.74	4.46
Travis Perkins	BP - Memorial Hall	3	51.88	10.38	62.26
Travis Perkins	Wales in Bloom	9	12.62	2.52	15.14
Linc - Weld Industrial Supplies Ltd	Cemetery - PPE	4	69.50	13.90	83.40
Biffa	Cemetery - Refuse	4	152.35	30.47	182.82
Biffa	BP Memorial Hall - Refuse	3	127.83	25.57	153.40
Zurich	Cemetery - Vehicle Insurance	4	897.99	179.60	1077.59
British Gas	BP Memorial Hall - Gas	3	182.58	36.52	219.09
BT	Admin - Telephone	1	20.00	4.00	24.00
British Gas	BP Memorial Hall - Electricity	3	382.02	76.40	458.42
Charles and Co	Admin - Internal audit	1	350.00	70.00	420.00
Mike Clark Printing	Admin - Compliment Slips	1	38.00	7.60	45.60
Mike Clark Printing	Civic Expenditure - Posters	9	270.00	54.00	324.00
Chivers Corner Garage	Cemetery - Vehicle costs	4	292.18	58.44	350.62
Wynnstay	Cemetery - maintenance	4	42.35	8.47	50.82
Travis Perkins	Pembrey Hall - maintenance	3	39.37	7.87	47.24
Travis Perkins	Pembrey Memorial Hall - Equipment	3	105.99	21.20	127.19
Henry Jenkins	Painting - OAP and Pembrey Hall	3	750.00	150.00	900.00
Carmarthenshire County Council	Vat on Planning for beach sign	9	0.00	20.00	20.00
Lee Fox	Wales in Bloom	9	38.50	7.70	46.20
Atech	Wales in Bloom	9	1,200.00	240.00	1440.00
Atech	Wales in Bloom	9	750.00	150.00	900.00
Atech	Wales in Bloom	9	1,000.00	200.00	1200.00
Carmarthenshire County Council	Training	1	37.50	7.50	45.00
Trade UK	BP Memorial Hall - maintenance	3	30.98	6.20	37.18
Dyfed Alarms	BP Memorial Hall - maintenance	3	45.00	9.00	54.00
Powercut	Cemetery - equipment	4	23.96	4.79	28.75
Trade UK	BP Memorial Hall - maintenance	3	27.08	5.42	32.50
Trade UK	BP Memorial Hall - maintenance	3	34.14	6.83	40.97
Trade UK	BP Memorial Hall - maintenance	3	19.32	3.86	23.18
Trade UK	BP Memorial Hall - maintenance	3	5.42	1.08	6.50
Travis Perkins	BP Memorial Hall - maintenance	3	11.22	2.24	13.46
Mike Clark Printing	Admin - Stationery	1	38.00	7.60	45.60
Pembrey AFC	Special - Donations	9	200.00		200.00
Parker Plant	Cemetery - equipment	4	128.33	25.67	154.00
Atech	Wales in Bloom	9	800.00	160.00	960.00
Mike Clark Printing	Civic expenditure	9	145.00	29.00	174.00
Four Counties	OAP Hall - Equipment	3	722.00	144.40	866.40
H F James	Cemetery - sub contractor	4	672.00	134.40	806.40

Carmarthenshire County Council	Business Rates	3	904.44	180.89	1085.33
Carmarthenshire County Council	Business Rates	3	540.58	108.12	648.70
Carmarthenshire County Council	Business Rates	3	3,326.67	665.33	3992.00
Carmarthenshire County Council	Business Rates	3	530.19	106.04	636.23
Carmarthenshire County Council	Business Rates	4	1,996.00	399.20	2395.20
Carmarthenshire County Council	Business Rates	3	4,366.25	873.25	5239.50
One Voice Wales	Admin - subscriptions	1	250.00	50.00	300.00
Trade UK	BP Memorial Hall - maintenance	3	62.50	12.50	75.00
Trade UK	BP Memorial Hall - maintenance	3	37.76	7.55	45.31
Toppers	BP Memorial Hall - cleaning materials	3	181.74	36.35	218.09
Travis Perkins	BP Memorial Hall - maintenance	3	66.10	13.22	79.32
Xerox Finance	Admin - Photocopying costs	1	143.09	28.62	171.71
Excel Electrics	BP Memorial Hall - maintenance/boiler	3	1,505.00	301.00	1806.00
Burry Port Male Choir	Special - Donations	9	83.33	16.67	100.00
Burry Port Opera	Special - Donations	9	708.33	141.67	850.00
Trinity Mirror Publishing Limited	Recruitment costs	1	561.00	112.20	673.20
Comcen	Admin - Internet supplier	1	564.00	112.80	676.80
Lorne Stewart	BP Memorial Hall - maintenance	3	110.00	22.00	132.00
Lorne Stewart	BP Memorial Hall - maintenance	3	330.00	66.00	396.00
Lorne Stewart	BP Memorial Hall - maintenance	3	62.00	12.40	74.40
Lorne Stewart	BP Memorial Hall - maintenance	3	121.94	24.39	146.33
Lorne Stewart	Pembrey Hall - maintenance	3	77.50	15.50	93.00
Lorne Stewart	BP Memorial Hall - maintenance	3	1,673.00	334.60	2007.60
British Telecom	Admin - Telephone	3	214.44	42.89	257.33
Lyreco	Admin - Stationery	3	270.43	54.09	324.51
Parker Plant	Cemetery - equipment	4	200.00	40.00	240.00
Travis Perkins	Pembrey Hall - maintenance	3	11.24	2.25	13.49
Consortium	Admin - Stationery	3	138.68	27.74	166.42
British Telecom	Admin - Telephone	3	20.00	4.00	24.00
Biffa	Memorial Hall - Refuse costs	3	121.88	24.38	146.26
Biffa	Cemetery - Refuse costs	3	105.30	21.06	126.36
Powercut	Cemetery/Footpath - Maintenance	4	39.88	7.98	47.86
Travis Perkins	Cemetery - maintenance	4	40.85	8.17	49.02
Iona Marks	Civic Events - Civic Ceremony	9	625.00	125.00	750.00
Harbour Tyres	Cemetery - vehicle costs	4	90.00	18.00	108.00
Toppers	Cemetery - equipment	4	109.26	21.85	131.11
Toppers	Cemetery - equipment	4	44.85	8.97	53.82
Toppers	Cemetery - equipment	4	72.84	14.57	87.41
Wynnstay	Cemetery - maintenance	3	203.41	40.68	244.09
Chivers Corner Garage	Cemetery - vehicle costs	4	221.68	44.34	266.02
Lyreco	Admin - Stationery	1	34.66	6.93	41.59
British Gas - electric	Pembrey Hall - Electricity	3	22.44	4.49	26.93
British Gas - electric	Pembrey Hall - Electricity	3	0.13	0.03	0.16
British Gas - gas	Memorial Hall - Gas	3	138.16	27.63	165.79
Coastal Mini Coaches	Civic Expenditure	9	125.00	25.00	150.00
Moira Thomas	Travel Allowance	9	58.50		58.50
RNLI	Mayor's fund	9	25.00		25.00
Burry Port Town Band	Mayor's fund	9	50.00		50.00
Pembrey and Burry Port Gardening Club	Mayor's fund	9	25.00		25.00
			32378.00	6423.90	38801.90

3. Petty Cash

Payments made from 1st July to 31st August 2017

<u>Supplier</u>	<u>Details</u>	<u>Ref</u>	<u>Cost ex Vat</u> £	<u>VAT</u>	<u>Total cost</u>
Surf Bar	Hywel Dda event - refreshments	9	25.00		25.00
Co-op	Llanelli Star	1	0.75		0.75
Jenkins	Wales in Bloom	9	7.25		7.25
Tesco	Civic Ceremony	9	158.20		158.20
Asda	Civic Ceremony	9	5.08		5.08
Post Office	Postage - recorded delivery	1	6.45		6.45
Steaming Ahead	Table cloths cleaning	3	49.00		49.00
B&Q	Equipment	3	13.44		13.44
Co-op	Llanelli Star	1	0.75		0.75
Llanelli Trailer Centre	Lights	4	10.35	2.07	12.42
Burry Bargains	Fuses	1	2.60		2.60
Co-op	Milk	1	0.90		0.90
Post Office	Postage	1	56.00		56.00
Co-op	Llanelli Star	1	0.75		0.75
Burry Bargains	Cable ties	1	1.30		1.30
Burry Bargains	Cable ties	9	1.30		1.30
Burry Bargains	Batteries	9	3.90		3.90
Burry Bargains	Locks	3	3.00		3.00
Burry Bargains	Key tags	1	3.60		3.60
Artavia	Picture frame	9	32.50		32.50
Total payments made from petty cash			£382.12	£2.07	£384.19

In relation to expenditure, the RFO highlighted a number of payments that had been made in relation to Wales in Bloom and also the refurbishment of Pembrey Hall and the OAP Hall. Additionally, the payments to the County Council of business rates were increased as they had been reassessed recently.

It was noted that the travel allowance payment to Cllr Mrs Moira Thomas had related to attendance at the One Voice Wales conference and had included two passengers.

The RFO referred to the Annual Return having been presented to the last Town Council meeting. He advised that correspondence had been received earlier this week confirming that this was all approved.

4. Budget Monitoring report

The Budget monitoring report for the period 1st April 2017 to 31st August 2017 has been circulated to Members.

Finance Committee

In relation to the Finance Committee the RFO advised that this was above budget as a number of annual payments had been made, including insurance payments. Also, there had been additional insurance for Christmas lighting as well as expenditure on IT licences.

Facilities Management Committee

The RFO highlighted that the rental incomes were above target, thus ensuring that they were close to reaching the annual targets. Also, the SLA's from Carmarthenshire County Council had not yet been received.

In relation to the cemetery, expenditure is slightly over budget. A virement has been made, as previously discussed for the new software.

With regard to expenditure on Burry Port Memorial Hall and Institute the RFO highlighted that possible virements needed to be considered.

In relation to the Copperworks site, the RFO highlighted the rates paid for the two buildings. These are in excess of what was budgeted, following a re-evaluation.

A query was raised about the allocation of the costs of the re-painting of Pembrey Memorial Hall. Some members understood that the payment should be made from the Wales in Bloom budget rather than the budget of the Facilities Management Committee, which had not approved the expenditure. The RFO suggested that the budget monitoring report be considered by the relevant Committees.

Cllr Stephen James asked for clarification from the RFO on a matter. As he understood it, individual committees have responsibility for their own budget and any increases should be seen by and approved by the Finance Committee.

The RFO stated that this was correct but that some of the items that showed an increase related to expenditure that had been approved in the previous financial year but that were only coming through now.

Civic Governance and Personnel Committee

The RFO highlighted that there would be an increase to employee expenditure due to job evaluation amendments but that they were yet to be looked at by the Finance Committee. There was also an increase due to the advertising for and appointment of the new Administrative Assistant.

Regeneration and Community Services Committee

The RFO informed the Council that there was an increase in the income from contributions from external organisations to the Christmas lights and floral displays as a result of Wales in Bloom. It was requested that the Finance Committee and Regeneration and Community Services Committee be provided with a detailed breakdown of the donations received.

A query was raised as to whether the insurance for the Heritage Boards was yet in place. It was clarified that transfer of ownership needed the approval of the funding body, which had yet to come through.

It was **APPROVED** that letters of thanks be sent to those organisations who have made donations, and that responsibility for this be delegated to the Mayor and the Chair of the Wales in Bloom Committee.

65. To consider the minutes of the Civic Governance and Personnel Committee meeting held on Monday 10th July 2017

P1 (1) – Personal Matters

Cllr John James queried whether the recent events referred to related to the TSO. The Mayor indicated that any discussion relating to this issue needed to be discussed in camera, with which the Clerk agreed.

Cllr John James proposed that there was no need to exclude the public or press from this part of the meeting. He indicated that he had sought advice and that the issue could be voted upon. He also suggested that the view of the individual concerned could be sought as he was present.

Cllr Stephen James raised that Cllr Mrs Amanda Fox should already have declared an interest, following which she declared an interest and left the meeting.

Cllr John James requested an adjournment of five minutes to discuss matters arising with his group. As this was not initially agreed, Cllr John James formally **PROPOSED** a five minute adjournment, which was seconded by Cllr Bob Walpole and **APPROVED**.

The meeting was temporarily adjourned from 9.05pm until 9.10pm.

Following the adjournment, Cllr John James indicated agreement for the meeting to go into camera. However, in response to a comment referring to an individual Councillor, the Mayor **PROPOSED** that the meeting be suspended, which was seconded by Cllr Stephen James. Immediately prior to a vote being taken to suspend the meeting, the individual Councillor concerned confirmed that in addition to Cllr John James having taken advice, he had also done so and had been informed that he had no conflict of interest and therefore did not need to leave the meeting. A vote was taken and the suspension of the meeting was **APPROVED**.