

# LLANELLI TOWN COUNCIL

## MINUTES

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## LLANELLI TOWN COUNCIL

### ANNUAL MEETING

2<sup>nd</sup> May 2018

At the **ANNUAL MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli, on Wednesday, 2<sup>nd</sup> May 2018 at 6.00 p.m.

**PRESENT:** The Town Mayor (Councillor J.S. Edmunds)(Presiding) and, after Retirement and Election of a successor, the Town Mayor, Councillor D.Ll. Darkin, RIBA.

### Councillors

#### **Bigyn Ward**

M.D. Cranham, J.P.  
Ms. L.A. Edmunds  
M.P. Edmunds  
C.A. Reed  
W.E. Skinner

#### **Elli Ward**

J.P. Jenkins

#### **Glanymor Ward**

J.E. Jones, J.P.  
W.J. Lemon  
J.G. Prosser  
S.L. Rees  
Mrs. B.A.L. Roberts

#### **Lliedi Ward**

C. Griffiths  
Mrs. S.J. Griffiths  
Ms. S. Najmi, J.P.  
(Leader of the Council)  
P.T. Warlow  
Mrs. J. Williams

#### **Tyisha Ward**

Ms. S.A. Curry  
T. Davies  
A.S.J. McPherson

**APOLOGY:** Councillor S.I. Davies.

## **1. ELECTION OF TOWN MAYOR**

Prior to proceeding with the business of the Meeting, the Town Mayor (Councillor J.S. Edmunds) delivered his Valedictory Address, outlining Council and Mayoral activities undertaken during the previous twelve months. He extended to Members and Officers of the Town Council his sincere thanks and appreciation for the valuable support which had been afforded to him during his mayoral year.

The next business of the Meeting, that of the election of Town Mayor, was then taken.

Upon the;

Proposition of Councillor Ms. S. Najmi, J.P. (Leader of the Council), and

Seconded by Councillor J.P. Jenkins, it was

**UNANIMOUSLY RESOLVED** - that Councillor D.Ll. Darkin be hereby appointed, Town Mayor to hold office for the ensuing year.

## **2. TOWN MAYOR'S ACCEPTANCE AND ACKNOWLEDGEMENT**

The Town Mayor (Councillor D.Ll. Darkin) thereupon made his Declaration of Acceptance of Office, thanked Members of the Council for the honour conferred upon him, and then took the Chair.

## **3. APPOINTMENT OF DEPUTY TOWN MAYOR**

Upon the;

Proposition of Councillor J.G. Prosser and

Seconded by Councillor A.S.J. McPherson, it was

**UNANIMOUSLY RESOLVED** - that Councillor Ms. S.A. Curry be appointed Deputy Town Mayor.

Councillor Curry expressed her thanks for her appointment.

## **4. VOTE OF THANKS TO THE IMMEDIATE PAST TOWN MAYOR**

The Town Mayor (Councillor D.Ll. Darkin) on behalf of the Town Council expressed his appreciation for the services rendered by the Immediate Past Town Mayor (Councillor J.S. Edmunds).

**RESOLVED** - that the Town Council place on record its appreciation of the services rendered by the Immediate Past Town Mayor during his term of office.

## **5. PRESENTATION**

The Town Mayor (Councillor D.Ll. Darkin) presented the Immediate Past Town Mayor with his Ex-Mayoral Medallion and engraved glassware in recognition of his service.

## **6. ADJOURNMENT OF MEETING**

It was thereupon

**UNANIMOUSLY RESOLVED** - that the Meeting stand adjourned until 6.00 p.m. on Thursday, 3<sup>rd</sup> May 2018, at The Old Vicarage, Town Hall Square, Llanelli.

The Meeting concluded at 6.45 p.m.

**LLANELLI TOWN COUNCIL**

**ADJOURNED ANNUAL MEETING**

3<sup>rd</sup> May 2018

At the **ADJOURNED ANNUAL MEETING** of **LLANELLI TOWN COUNCIL** held at The Old Vicarage, Town Hall Square, Llanelli on Thursday, 3<sup>rd</sup> May 2018 at 6.00 p.m.

**PRESENT:** Councillor D.Ll. Darkin, RIBA (Town Mayor)(Presiding)

**Councillors**

**Bigyn Ward**

M.D. Cranham, J.P.  
M.P. Edmunds  
J.S. Edmunds  
C.A. Reed

**Elli Ward**

J.P. Jenkins

**Glanymor Ward**

J.E. Jones, J.P.  
W.J. Lemon  
S.L. Rees  
Mrs. B.A.L. Roberts

**Lledi Ward**

C. Griffiths  
Mrs. S.J. Griffiths  
Ms. S. Najmi, J.P.  
(Leader of the Council)  
P.T. Warlow

**Tyisha Ward**

Ms. S.A. Curry (Deputy Town Mayor)  
T. Davies  
A.S.J. McPherson

**APOLOGIES:** Councillors S.I. Davies, Ms. L.A. Edmunds, J.G. Prosser, W.E. Skinner and Mrs. J. Williams.

## 7. TOWN MAYOR'S CADET

Further to Minute No. 7 of the Adjourned Annual meeting held on 18<sup>th</sup> May 2017, the Town Mayor presented the Town Mayor's Cadet 2018 badge and certificate to Able Cadet Hayden Gravell from The Llanelli Sea Cadets.

Following the presentation and photograph opportunity the Town Mayor's Cadet withdrew from the meeting.

## 8. MAYORAL ANNOUNCEMENT

The Town Mayor (Councillor D.Ll. Darkin, RIBA) extended a warm welcome to all Council members to the Adjourned Annual Meeting.

## 9. VERIFICATION AND CONFIRMATION OF MINUTES

**RESOLVED** – that the following minutes of the Town Council, its committees and joint committees (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received and confirmed respectively:-

Llanelli Town Council	4 <sup>th</sup> April 2018
Llanelli Joint Burial Advisory Committee	10 <sup>th</sup> January 2018
Planning, Licensing and Consultation Committee	9 <sup>th</sup> April 2018
Ex-Town Mayors Committee	10 <sup>th</sup> April 2018
Building and Finance Committee	16 <sup>th</sup> April 2018

## 10. APPOINTMENT OF STANDING COMMITTEES, COMMITTEES AND JOINT COMMITTEES 2018/2019

**RESOLVED** – that the following Standing Committees, Committees, Sub-Committees and Joint Committees be appointed to serve for the ensuing year:-

Planning, Licensing and Consultation Committee: (11 Members)

Councillors: J.P. Jenkins, D.Ll. Darkin (Town Mayor), S.I. Davies, M.P. Edmunds, C. Griffiths, Mrs. S.J. Griffiths, J.E. Jones, A.S.J. McPherson, C.A. Reed, S.L. Rees, P.T. Warlow.

Building and Finance Committee: (11 Members)

Councillors: M.D. Cranham, Mrs. S.A. Curry (Deputy Town Mayor), T. Davies, J.S. Edmunds, Ms. L.A. Edmunds, W.J. Lemon, Ms. S. Najmi, J.P. (Leader of the Council), J.G. Prosser Mrs. B.A.L. Roberts, W.E. Skinner, Mrs. J. Williams.

Stebonheath Development Committee: (11 Members)

Councillors: M.D. Cranham, Mrs. S.A. Curry (Deputy Town Mayor), D.Ll. Darkin (Town Mayor), J.S. Edmunds, M.P. Edmunds, J.P. Jenkins, J.E. Jones, C. Griffiths, W.J. Lemon, Ms. S. Najmi, J.P. (Leader of the Council), P.T. Warlow.

Selwyn Samuel Centre Committee: (11 Members)

Councillors: S.I. Davies, T. Davies, Ms. L.A. Edmunds, M.P. Edmunds, Mrs. S.J. Griffiths, Ms. S. Najmi, J.P. (Leader of the Council), J.G. Prosser, C.A. Reed, S.L. Rees, W.E. Skinner, Mrs. J. Williams.

Town Twinning Committee: (11 Members)

Councillors: J.S. Edmunds, Ms. L.A. Edmunds, J.P. Jenkins, C. Griffiths, Mrs. S.J. Griffiths, Mrs. S. Najmi, J.P. (Leader of the Council), Mrs. B.A.L. Roberts, S.L. Rees, W.E. Skinner, P.T. Warlow, Mrs. J. Williams.

Establishment Committee: (11 Members)

Councillors: D.Ll. Darkin (Town Mayor), J.S. Edmunds, Ms. L.A. Edmunds, J.P. Jenkins\*, W.J. Lemon, Ms. S. Najmi, J.P. (Leader of the Council), A.S.J. McPherson, Mrs. B.A.L. Roberts, W.E. Skinner, P.T. Warlow, Mrs. J. Williams\*.  
(\* - Complaints Panel Member)

Ex-Town Mayors' Committee:

Councillors: J.S. Edmunds, J.P. Jenkins, W.J. Lemon, Mrs. S. Najmi, J.P. (Leader of the Council), W.E. Skinner, Mrs. J. Williams.

Well-Being of Future Generation Working Group: (10 Members)

Councillors: D.Ll. Darkin (Town Mayor), J.S. Edmunds, C. Griffiths, Mrs. S.J. Griffiths, J.P. Jenkins, W.J. Lemon, C.A. Reed, Mrs. B.A.L. Roberts, P.T. Warlow, Mrs. J. Williams.

Llanelli Joint Burial Advisory Committee: (5 Members)

Councillors: D.Ll. Darkin (Town Mayor), J.S. Edmunds, Mrs. S.J. Griffiths, Mrs. B.A.L. Roberts, Mrs. J. Williams.

Parc Howard Collaboration Group: (4 Members)

Councillors: Councillors D.Ll. Darkin (Town Mayor), J.S. Edmunds, Ms. S. Najmi, J.P. (Leader of the Council) and Mrs. J. Williams.

Llanelli Traffic Management Working Group: (4 Members)

Councillors: Councillors D. Ll. Darkin (Town Mayor), J.P. Jenkins, W.J. Lemon and P.T. Warlow.

## **11. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES**

**RESOLVED** – that, each Committee having separately determined, the following members be appointed to serve as Chairmen and Vice-Chairmen of the respective Committees set out below for the ensuing year.

### **Planning, Licensing and Consultation Committee**

Chairman - Councillor C.A. Reed  
Vice-Chairman - Councillor A.S.J. McPherson

### **Building and Finance Committee**

Chairman - Councillor Ms. S. Najmi, J.P. (Leader of the Council)  
Vice-Chairman - Councillor J.S. Edmunds

### **Stebonheath Development Committee**

Chairman - Councillor Ms. S.A. Curry (Deputy Town Mayor)  
Vice-Chairman - Councillor M.P. Edmunds

### **Selwyn Samuel Centre Committee**

Chairman - Councillor J.G. Prosser  
Vice-Chairman - Councillor Ms. L.A. Edmunds

### **Town Twinning Committee**

Chairman - Councillor Mrs. J. Williams  
Vice-Chairman - Councillor Mrs. S.J. Griffiths

### **Establishment Committee**

Chairman - Councillor D.Ll. Darkin (Town Mayor)  
Vice-Chairman - Councillor Ms. S. Najmi, J.P. (Leader of the Council)

### **Ex-Town Mayors' Committee**

Chairman - Councillor Mrs. J. Williams

### **Well-Being of Future Generation Working Group**

Chairman - Councillor D.Ll. Darkin (Town Mayor)

### **Joint Burial Advisory Committee**

Chairman - Llanelli Rural Council nominee  
Vice-Chairman - Councillor Mrs. B.A.L. Roberts



### **Llanelli Traffic Management Working Group**

Chairman - P.T. Warlow  
Vice-Chairman - D.Ll. Darkin

## **12. REPRESENTATION ON OUTSIDE BODIES**

**RESOLVED** – that the representatives to serve on the undermentioned Outside Bodies for the ensuing year be as follows:-

### **Business Improvement District Steering Group**

Town Clerk (Observer)

### **Carmarthenshire County Council - Education Authority Schools Governing Bodies**

- |                              |  |
|------------------------------|--|
| (1) Bigyn C.P. School:       | Councillor Ms. S.A. Curry (Deputy<br>Town Mayor) |
| (2) Old Road C.P. School:    | Councillor Mrs. S.J. Griffiths                   |
| (3) Ysgol Pen Rhos:          | Councillor A.S.J. McPherson                      |
| (4) Ysgol Maes y Morfa:      | Councillor S.L. Rees                             |
| (5) Stebonheath C.P. School: | Councillor C.A. Reed                             |
| (6) Ysgol Gymraeg Dewi Sant: | Councillor D.Ll. Darkin (Town Mayor)             |
| (7) Pentip Voluntary School: | Councillor J.P. Jenkins                          |
| (8) Penygaer C.P. School:    | Councillor P.T. Warlow                           |

### **Friends of Llanelli Museum**

Councillor M.D. Cranham, J.P.

### **Heart of Wales Line Travellers Association**

Councillor Mrs. B.A.L. Roberts

### **Llanelli Town Centre Task Force**

Leader of the Council and Town Clerk

### **Llanelli and District Civic Society**

Councillor J.E. Jones

### **Llanelli and District Fairtrade Group**

Councillor J.S. Edmunds

**Llanelli and District Talking Newspaper Association**

Councillors Mrs. B.A.L. Roberts and P.T. Warlow

**Llanelli and District Twinning Association**

Chair for time being of Town Council's Twinning Committee

**Llanelli and District Shopmobility**

Councillor D.Ll. Darkin (Town Mayor)

**Llanelli Chamber of Trade and Commerce**

Councillor C. Griffiths

**Llanelli Community Partnership**

Councillor Mrs. J. Williams

**Llanelli Deaf Club**

Councillor Mrs. J. Williams

**Llanelli Flood Forum**

Councillors D.Ll. Darkin (Town Mayor) and C. Griffiths

**Llanelli Railway Goods Shed Committee**

Councillor Ms. S.A. Curry (Deputy Town Mayor)

**Llanelli Railway Strike Riots 1911 Centenary Commemorative Committee**

Councillors J.E. Jones and S.L. Rees

**Menter Cwm Gwendraeth / Llanelli**

Councillor Ms. S. Najmi, J.P. (Leader of the Council)

**National Association of Councillors**

- (1) Leader of the Council,
- (2) Councillor C.A. Reed
- (3) Filled on an ad hoc basis

**New Dock Tenants and Residents Association**

Councillors J.G. Prosser and Mrs. B.A.L. Roberts

### **One Voice Wales**

Area Committee – Councillors Mrs. S.J. Griffiths and Ms. S. Najmi, J.P. (Leader of the Council)

Larger Councils Committee - Councillor Ms. S. Najmi, J.P. (Leader of the Council)

### **Parc Howard Association**

Councillors D.Ll. Darkin (Town Mayor), J.P. Jenkins, Ms. S. Najmi, J.P. (Leader of the Council), P.T. Warlow and Mrs. J. Williams.

### **St. Paul's Family Centre**

Councillors A.S.J. McPherson and Mrs. B.A.L. Roberts

### **Town and Community Councils Liaison Forum**

Councillor Ms. S. Najmi, J.P. (Leader of the Council)

### **Trustees of the Charity known as the Llanelli Town Estate**

All Members of the Town Council

### **Tŷ Bryngwyn Hospice Committee**

Councillors J.S. Edmunds, Mrs. S.J. Griffiths, J.G. Prosser

## **13. HYWEL DDA UNIVERSITY HEALTH BOARD**

### **(1) OUR BIG NHS CHANGE**

Further to Minute No. 109 of the Town Council meeting held on 4<sup>th</sup> April 2018, members considered the Hywel Dda University Health Board's Consultation Document and Questionnaire outlining the proposals for community care together with three proposals for hospital services which Hywel Dda consider to be safe, viable and an improvement to what is currently available (copies having been previously circulated to members).

During the ensuing discussion members were informed about the actions undertaken by the Save Our Services at Prince Philip Action Network (SOSPPAN) and information on events taking place in the town centre.

**RESOLVED** – that the Consultation Document together with the Questionnaire be made available on the Town Council's website and Facebook page encouraging all members and residents to complete the aforementioned questionnaire.

## (2) DROP IN EVENTS

Consideration was given to a Schedule of informal Drop In Events being hosted by the Hywel Dda University Health Board during May 2018. These events form part of the 12 week consultation process for the 'Hywel Dda – Our Big NHS Change' proposals with the closest being held in the Selwyn Samuel Centre on Tuesday, 22<sup>nd</sup> May from 2.00 p.m. – 7.00 p.m. (copies having been previously circulated to members).

**RESOLVED** – that the information be noted and that all members be urged to attend.

## 14. BUS SERVICES

Further to Minute No. 108(2) of the Council meeting held on 4<sup>th</sup> April 2018, the Town Clerk reported the receipt of a response from the Operations Manager, Passenger Transport Unit, Carmarthenshire County Council (copies having been previously circulated to members).

The e-mail informed members that there was no funding available to provide additional bus services as the budget they receive from Welsh Government was fully stretched in maintaining existing services and any additional services could only be achieved by the withdrawal of existing services.

During the ensuing discussion members expressed their disappointment at the response received and were surprised that the Welsh Government investment of £25 million to be shared amongst the 22 unitary authorities had already been allocated. It was therefore

**RESOLVED** – that the Town Council invite officers from Carmarthenshire County Council and First Cymru to a future Council meeting to discuss its concerns.

## 15. FREE CAR PARKING

Further to Minute No. 98 of the Council meeting held on 7<sup>th</sup> March 2018, the Town Clerk reported the receipt of a response from Councillor Hazel Evans, Carmarthenshire County Council's Executive Board Member for Environment (copies having been previously circulated to members).

Members were encouraged to hear that progress was being made on the issue of 'free car parking' and expressed the opinion that the County Council should consult with the BID and the Chamber of Trade of Commerce before making a final decision. Following a brief discussion, it was

**RESOLVED** – that the Town Clerk contact Councillor Evans and request that she attend a future Town Council meeting to confirm her plans for 'free car parking' in the town centre.

## **16. PARC HOWARD**

Further to Minute No. 110(1) of the Town Council meeting held on 4<sup>th</sup> April 2018, members received the notes of a meeting held of the Parc Howard Collaboration Group on 5<sup>th</sup> April 2018 (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

## **17. CODE OF CONDUCT TRAINING**

Consideration was given to a letter dated 18<sup>th</sup> April 2018, received from the Head of Administration and Law, Carmarthenshire County Council regarding Training for Town and Community Councillors on Code of Conduct Compliance (copies having been previously circulated to members).

The County Council were organising two training sessions for Town and Community Councillors and Clerks in the Council Chamber, County Hall, Carmarthen on 14<sup>th</sup> and 26<sup>th</sup> June 2018.

**RESOLVED** – that any member wishing to attend be asked to inform the Town Clerk as soon as possible.

## **18. REFORM OF DATA PROTECTION LEGISLATION – GENERAL DATA PROTECTION REGULATION AND DATA PROJECTION BILL**

Further to Minute No. 89 of the Town Council meeting held on 7<sup>th</sup> February 2018, members received a report prepared by the Administrative Officer on the General Data Protection Regulation (GDPR) which comes into for on 25<sup>th</sup> May 2018 (copies having been previously circulated to members).

It was noted that the Information Commissioner accepts that Councils face a large amount of work to implement all the requirements that arise from the GDPR. The Commissioner is looking to councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures and had reassured Councils that if they have a positive attitude to finding practical solutions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator.

An update for members on progress was as follows:

- 1. Information held** – An information audit of the personal data held (where it came from and who it is shared with) had been undertaken.

2. **Policies** – The following policies were attached for Town Council approval:
  - **Information and Data Protection Policy**
  - **Management of Removable Media Policy**
  - **Document Retention Policy**
  - **Social Media Policy**
  - **Freedom of Information Act Publication Scheme**
3. **Privacy Notices and consent** - The Council General Privacy Notice and Privacy Notice for staff, councillors and Role Holders had been reviewed and was attached for Council approval.
4. **Consent** – The Town Council had reviewed how it seeks, records and manages consent for data collection. The Privacy Notice documentation above, when approved, would be circulated to all third parties on whom the Council holds information (e.g. Hirers, Allotment Holders etc.) along with staff and members. Attached to the notice would be the consent form for completion (this document was also attached for Town Council approval).
5. **Data breaches** – The Town Council is to ensure that the right procedures are in place to detect, report and investigate any personal data breach. This was currently under review.
6. **Subject Access requests** – The Town Council is to update its procedures and plan how it will administer requests to take account of the new rules. This was currently under review.
7. **Data Protection by Design and Data Protection Impact Assessments** – The GDPR makes the provision of Privacy Impact Assessments (PIA's) mandatory in certain circumstances it also makes Data Protection by Design a legal requirement. The Town Council therefore is required to assess the situations where it will be necessary to conduct a PIA. This would be reviewed wherever new processes are under consideration to confirm whether a PIA would be required.
8. **Data Protection Officers** – The Town Council is required to formally designate a Data Protection Officer, this individual will have wide ranging responsibilities and could be an internal or external appointment. The NALC advice currently is that this role can not in most circumstances be held by the Town Clerk. Further advice is awaited on this matter. The Information Commissioner is working closely with the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) to consider alternative solutions to the specific issue of appointing DPOs. In the meantime, it was proposed to appoint the Town Clerk as Data Protection Officer for the interim period. This would ensure the Council meets its obligations to appoint an individual to the role while the detail is awaited.

Officers confirmed that they would continue to update the Council on progress with this work along with providing any further draft policies when available.

**RESOLVED** – that the report and actions undertaken be noted, that the policy and other documentation be approved and that the Town Clerk be appointed interim Data Protection Officer.

## **19. MATTERS FOR INFORMATION**

**RESOLVED** – that the undermentioned matters be noted (copies of which having previously been circulated to members):

- (1) One Voice Wales Larger Council's Committee – Minutes of Meeting held on 24<sup>th</sup> January 2018;
- (2) Llanelli Traffic Management Working Group – Minutes of Meeting held on 9<sup>th</sup> January 2018;
- (3) Ymlaen Llanelli – Minutes of Meeting held on 28<sup>th</sup> February 2018;
- (4) South Wales Larger Council's Forum – Minutes of Meeting held on 30<sup>th</sup> January 2018;
- (5) Public Health Network Cymru – Sustainability Showcase 2018.

## **20. PUBLIC BODIES (ADMISSION TO MEETING) ACT, 1960**

**RESOLVED** – that in view of the confidential nature of the business to be transacted the following matters 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.

## **21. ASSET TRANSFER**

Further to Minute No. 113 of the Council meeting held on 4<sup>th</sup> April 2018, members received for information Notes of an Officers meeting held on 27<sup>th</sup> March 2018, on progress made to date.

**RESOLVED** – that the information be noted.

The Meeting concluded at 6.35 p.m.

## PLANNING, LICENSING AND CONSULTATION COMMITTEE

14<sup>th</sup> May 2018

At a Meeting of the **PLANNING, LICENSING AND CONSULTATION COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 14<sup>th</sup> May 2018 at 6.00 p.m.

**PRESENT:** Councillors A.S.J. McPherson (Vice-Chairman)(In the Chair), D.Ll. Darkin (Town Mayor), J.P. Jenkins, C. Griffiths, Mrs. S.J. Griffiths, J.E. Jones, J.P., Ms. S. Najmi, J.P. (Leader of the Council)(deputising for Cllr. C.A. Reed), S.L. Rees, P.T. Warlow and Mrs. J. Williams (deputising for Cllr. M.P. Edmunds).

**APOLOGIES:** Councillors S.I. Davies, M.P. Edmunds and C.A. Reed (Chairman).

### 1. TOWN AND COUNTRY PLANNING ACT

#### PLANNING APPLICATIONS

Councillor D.Ll. Darkin (Town Mayor) declared a personal interest in Application No. S/37130, as the applicant was a family neighbour and as he considered this to be a prejudicial interest, he withdrew from the meeting prior to the discussion thereon on this application and also in Application No. S/37212, as his company were the applicant's Agents and as he considered this to be a prejudicial interest, he withdrew from the meeting prior to the discussion thereon on this application.

Councillor J.E. Jones declared an interest in Application No. S/37111 as he was a Governor of Ysgol Dewi Sant and as he considered this to be a prejudicial interest, he withdrew from the meeting prior to the discussion thereon on this application.

The Town Clerk reported the receipt of the undermentioned applications which had been sent to the Town Council by Carmarthenshire County Council's Head of Planning for its consideration and observations.

**RESOLVED** – that the comments shown in column 3 hereunder be forwarded to the Head of Planning:-

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/37048 Mr Phillips, 13 Stradey Park Avenue, Llanelli, SA15 3EG	2 storey rear extension	No objection.



Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/37055 Mrs Anya Phillips, 13 Stradey Park Avenue, Llanelli, SA15 3EG</p>	<p>Single storey extension and internal alterations</p>	<p>No objection.</p>
<p>S/37072 Greggs PLC, Sara Humphries. Unit at Texaco Filling Station, Parc Trostre Retail Park, Llanelli, SA14 9UY</p>	<p>One fascia sign, 2 internal posters, new aluminium shopfront, two air conditioning condenser units and two extra gullies</p>	<p>No objection.</p>
<p>S/37074 DF and AM Bevan Ltd – Peter Evans, Texaco Filling Station, Parc Trostre Retail Park, Llanelli, SA14 9UY</p>	<p>Proposed change of use from a mixed use petrol filling station (sui generis) and convenience retail store (A1) with ancillary hot food takeaway facilities (A3) to a self-contained A1 retail unit and self-contained A3 unit. The works include the removal of forecourt canopy, decommissioning all petrol pumps, removal of associated signage of PFS, foam filling of existing petrol tanks and alterations to forecourt to create parking area.</p>	<p>No objection.</p>
<p>S/37109 Mr Leslie Evans, 5 Toft Place, Llanelli, SA15 3SB</p>	<p>Bay Window to front Living room.</p>	<p>No objection.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/37111 Carmarthenshire County Council – Hywel Harries, Land South of Heol Nant y Felin, Llanelli, SA15 3PA</p>	<p>Construction of a new 420 place Welsh Primary School and 60 place nursery including overspill car parking with associated access, infrastructure and landscaping works.</p>	<p>Further to Minute No. 28 of the Committee meeting held on 20<sup>th</sup> October 2018, members reiterated their concerns which had already been sent to the Carmarthenshire County Council Planning Consultants.</p> <p>While Council fully supported the principle of providing a new school building for Ysgol Dewi Sant, it did not believe that this location was suitable for the development. Objections were therefore raised as follows:</p> <ul style="list-style-type: none"><li>• The proposed development being located on a well-used green space with consequent loss of community public amenity. As the land was designated as a recreation ground in the Carmarthenshire Local Development Plan the use of this location for the proposed development was believed to contravene County Council Planning Policies.</li></ul>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
<p>S/37111 Cont'd.....</p>		<ul style="list-style-type: none"> <li>• Health and safety of the parents and children using the proposed over-spill car park across the road from the school.</li> <li>• Likely increase in illegal parking especially during occasions of bad weather, where the car park would not be utilised with parents parking illegally in areas more convenient to the school buildings and entrance.</li> <li>• Concerns in relation to the Health and Safety issues involved with the water sewerage storage tank located beneath the area of land concerned.</li> </ul>
<p>S/37130 Mrs Katherine Jones 30 Goring Road, Llanelli, SA15 3HN</p>	<p>Proposed single storey kitchen / dining room extension, provision of roof-light to front elevation, internal alterations and refurbishments.</p>	<p>No objection.</p>
<p>S/37162 Mr Paul Grennan, 12 Heulwen Terrace, Llanelli, SA15 3RP</p>	<p>Retrospective planning approval for external alterations to front garden to include, off road parking and boundary fence lines.</p>	<p>No objection.</p>

Ref No. and Name and Address of Applicant (1)	Proposed Development (2)	Observations (3)
S/37171 Mr John Hutchings, 98 Pentre Nicklaus Village, Llanelli, SA15 2DF	Demolition of existing timber frame balcony and replace with new steel frame balcony.	No objection.
S/37188 Mr Daniel Jermin, 45 Pentre Nicklaus Village, Llanelli, SA15 2DE	Single Storey due pitched house extension.	No objection.
S/37197 Mr David Ellis, Land adjacent to, 4 Bryntirion Terrace, Llanelli, S15 3DZ	New build house.	No objection.
S37212 Carmarthenshire County Council – Carolyn Seabourne, 4 Heulwen Terrace, Llanelli. SA15 3RP	Single storey extension.	No objection.

## 2. CARMARTHEN COUNTY COUNCIL GAMBLING POLICY

Councillor J.P. Jenkins declared an interest as an employee of a betting franchise and, as he also considered this to be a prejudicial interest, he withdrew from the meeting prior to the discussion and voting thereon.

The Town Clerk reported the receipt of a consultation received from the Licensing Section of Carmarthenshire County Council regarding a review of its Gambling Policy (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

### **3. HISTORIC ENVIRONMENT CONSULTATION**

The Town Clerk reported the receipt of a consultation received from the Welsh Government on the management of listed places of worship and scheduled monuments under the Historic Environment (Wales) Act 2016 (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

### **4. PROPOSED CIVIL ENFORCEMENT OF BUS LANES AND MOVING TRAFFIC CONTRAVENTIONS**

The Town Clerk reported the receipt of a letter dated 10<sup>th</sup> April 2018, with consultation attached thereto received from the Head of Highways and Transportation of Carmarthenshire County Council regarding the proposed Civil Enforcement of Bus Lanes and Moving Traffic Contraventions (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

### **5. CHANGES TO THE CONSENTING OF INFRASTRUCTURE**

The Town Clerk reported the receipt of a consultation received from the Welsh Government on changes to the consenting infrastructure (copies having been previously e-mailed to members).

**RESOLVED** – that the information be noted.

The Meeting concluded at 6.15 p.m.

## **BUILDING AND FINANCE COMMITTEE**

21<sup>st</sup> May 2018

At a Meeting of the **BUILDING AND FINANCE COMMITTEE** of LLANELLI TOWN COUNCIL held at The Old Vicarage, Town Hall Square, Llanelli on Monday, 21<sup>st</sup> May 2018 at 6.00 p.m.

**PRESENT:** Councillors Ms. S. Najmi, J.P. (Chair)(Leader of the Council), M.D. Cranham J.P., Ms. S.A. Curry, D.LL. Darkin (Town Mayor), (deputising for Cllr. Mrs. B.A.L Roberts,) Ms. L.A. Edmunds, C Griffiths (deputising for Cllr. J.S. Edmunds (Vice-Chair)), J.P. Jenkins (deputising for Cllr. T. Davies), W.J. Lemon, A.S.J. McPherson (deputising for Cllr. J.G. Prosser), W.E. Skinner and Mrs. J. Williams.

**APOLOGIES:** Councillors T. Davies, J.S. Edmunds, J.G. Prosser and Mrs. B.A.L. Roberts,

### **1. FINANCIAL REPORTS**

Consideration was given to the Budget Review report of the Town Clerk, Income and Expenditure report for 1<sup>st</sup> April 2018 – 30<sup>th</sup> April 2018 and payment schedule (copies having been previously circulated to members).

#### **(1) INCOME AND EXPENDITURE**

**RESOLVED** – that the Income and Expenditure report for the aforementioned period, in the sums of £327,180 and £69,210 respectively, be approved.

#### **(2) ACCOUNTS FOR PAYMENT**

**RESOLVED** – that the payment schedule showing cheque payments in respect of voucher nos. 15193 - 15241 (inclusive), in the sum of £118,792.77, and Direct Debit, BACS payments and Other Payments, in the sum of £19,447.43, £15,275.09 and £278.00 respectively, be approved.

#### **(3) VIREMENTS/EARMARKED RESERVES**

**RESOLVED** – that the Budget Review report dated 21<sup>st</sup> May 2018, be noted and approved.

## 2. COMMUNITY CENTRES

### HIRINGS

Consideration was given to the summary schedule of hirings of all community centres during the month of April 2018 (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

## 3. COMMUNITY DEVELOPMENT OFFICER

### (1) REPORT

Further to Minute No. 80 of the Committee meeting held on 16<sup>th</sup> April 2018, consideration was given to the written report of the Community Development Officer (copies having been previously circulated to members). The report dealt with the following:

#### (i) One Voice Wales Area Committee

The Town Council hosted the One Voice Wales Carmarthenshire Area Committee meeting on Wednesday the 9<sup>th</sup> May 2018. Town Council Officers gave a presentation on the Well-Being of Future Generations Act work being carried out by the Council.

**RESOLVED** - That the information be noted

**This meets goals 1, 2, 3, 4, 5, and 6 of The Wellbeing of Future Generation Act 2015.**

#### (ii) Celtic Media Festival

The Celtic Media Festival was held in Llanelli on the 2<sup>nd</sup> – 4<sup>th</sup> May 2018. The immediate past Town Mayor gave the opening welcome to delegates and was well received. Community events were undertaken on Thursday 3<sup>rd</sup> May including a music tour evening and poetry recital. Each event was open to the Community and was well attended.

**RESOLVED** - That the information be noted

**This meets goals 1, 2, 3, 4, 5, and 6 of The Wellbeing of Future Generation Act 2015.**

#### (iii) Llanelli Community Partnership

Llanelli Community Partnership AGM and celebration event took place on the 1<sup>st</sup> May in Llanelli Library. Over 90 people attended including Town Councillors. The event was an opportunity to celebrate the work completed by the Community Partnership and its partners in 2017-18. The event will be followed by a planning meeting for the 2018-19 year. Date to be confirmed. The Town Council continues to support the activities of the Partnership. Officers elected were as follows:

Chair – Paolo Piana  
Vice-Chair – Andrew Evans  
Secretary – Tara Fisher  
Treasurer – Maria Evans

**RESOLVED** - That the information be noted  
**This meets goals 1, 2, 3, 4, 5, and 6 of The Wellbeing of Future Generation Act 2015.**

(iv) Unloved Heritage Project

Llanelli Town Council continues to support the Unloved Heritage Project which is now in its 2<sup>nd</sup> year and going from strength to strength. There are a number of planned events through to the end of the school summer term. On average the project continues to work with 30 young people identified to be a risk. The project is funded by Cadw.

- 17/5/18 - Kayaking/raft building North Dock
- 22/5/18 - Visit to Pembrey Country Park to look at the archaeological remains of the WW1/WW2 munitions factory
- 18-20/6/18 - Aerial photography of Llanelli, (weather dependant) travelling from Swansea airport
- 26/6/18 - Visit to Llyn y Fan Fach to look at the work completed by Conscientious Objectors
- 05/7/18 - Coasteering group
- 12/7/18 - Coasteering group

A planning meeting was held on the 1<sup>st</sup> May to arrange activities for the remainder of the 2018-19 project year.

**RESOLVED** - That the information be noted  
**This meets goals 1, 2, 3, 4, 5, and 6 of The Wellbeing of Future Generation Act 2015.**

(v) GP 90

The Great Pilgrimage 90 (GP90) is a project of the British Legion. It marks 90 years since veterans and war widows visited the battlefields of the Somme and Ypres before marching to the Menin Gate in Ypres on 8 August 1928.

Exactly 90 years later, thousands of Legion members will recreate The 1928 Great Pilgrimage to visit the same battlefields and then, on 8 August 2018, carry their standards along the same route to the Menin Gate, to commemorate the last 100 days of WW1 and represent an entire generation that served while defending their country. Two representatives will attend on behalf of the Community of Llanelli. The Town Mayor will host a two day event at the Council Chamber to which 16 Schools have been invited to participate in the project. This will see a poem being drafted by the young people of Llanelli that will form part of the wreath that will be laid at the Menin Gate on the 8<sup>th</sup> August.



The Council is also facilitating a small working group made up of all age groups in Llanelli to knit poppies that will also form part of the wreath.

Further events are planned to mark the 100<sup>th</sup> Anniversary of the end of the First World War in November. Further information would be provided to Council when available.

**RESOLVED** - That the information be noted  
**This meets goals 1, 2, 3, 4, 5, 6 and 7 of The Wellbeing of Future Generation Act 2015.**

(vi) Young Traders

The Town Council has supported the Young Trader Entrepreneur project which is run in conjunction with Llanelli Indoor Market and Carmarthenshire County Council. Primary Schools in Llanelli will be invited to participate. A competition will be held whereby each school will be encouraged to develop their own craft products to sell at Market Stalls with the winner receiving a prize.

**RESOLVED** - That the Town Council supports this project with a grant of £200.  
**This meets goals 1, 2, 3, 4, 5, and 6 of The Wellbeing of Future Generation Act 2015.**

(vii) Dementia Fortnight

A series of activities will be held in Llanelli to mark Dementia Fortnight. The event starts on Monday 21<sup>st</sup> May 2018 running to the 4<sup>th</sup> June.

Activities will include:

The Town Council hosting the Annual Meeting of Carmarthenshire Dementia Co-ordinators at Glenalla Community Centre on the 30<sup>th</sup> May. This will be followed by a celebration event highlighting the good work undertaken by the Llanelli Dementia Friendly Project.

The 'Toilet Paper Pack' developed by Llanelli Town Council and the Alzheimer's Society will be launched at the event which encourages business to provide dementia friendly toilet facilities.

**RESOLVED** - That the information be noted.  
**This meets goals 1, 2, 3, 4, 5, and 6 of The Wellbeing of Future Generation Act 2015.**

(viii) Emergency Planning Day

A multi-agency day will be arranged with all blue-light services aimed at year 7 pupils of Llanelli secondary schools. The day will be led by Dyfed Powys Police and will be held at the Barn in Parc y Scarlets. The event is being held on the 21<sup>st</sup> June 2018. This is being arranged following similar successful planning days held in 2017. The Town Council involvement is to help to facilitate the event and hold relevant workshops.

**RESOLVED** - That the information be noted

**This meets goals 1, 2, 3, 4, 5 and 6 of The Wellbeing of Future Generation Act 2015**

(ix) Tyisha Working Group

The Town Council has been asked to sit on a Working Group pulled together by the County Council Poverty Group in order to oversee a Community Engagement (Planning for Real exercise) for the Tyisha Ward and the final production of a Community Regeneration document for the area. A preliminary meeting has been held with further meetings planned. It is envisaged that the Planning for Real process will be completed by early summer.

The Town Council role is anticipated to include supporting Community Consultation, providing linkage to Community Groups and facilitate meeting locations. A Community Information document has been drafted and was provided to members for their information. Further updates to follow.

A proposal had been received that meeting space be made available by Llanelli Town Council at Paddock Street and St Barnabas Community Centers when required.

**RESOLVED** - That the information be noted and free use of Community Centres be approved. The Committee also noted it's appreciation to Town Council Officers for their assistance in the drafting of the Community Information document.

**This meets goals 1, 2, 3, 4, 5 and 6 of The Wellbeing of Future Generation Act 2015**

(x) Dates for Diaries, Community Activity for May and Junes

- Antioch Centre OAP Lunch Club - Every Monday at 12.00 pm - 1.30 pm
- Every Tuesday evening Llanelli Library- Tenovus Singing Along 6.30 pm - 8.00 pm
- Llanelli Multicultural Network drop-in - Saint Paul's Family Centre every Friday 1.30 pm - 3.00 pm
- Y Lle Welsh Youth Group - 6.00 pm - 8.00 pm every Thursday night, youth club for young people
- Y Lle Sospan Soup Kitchen Sundays 7.00-8.00 pm

- Greenfield Chapel will soon commence a Soup Kitchen on Wednesday evenings, information to follow.
- Sospan Sheddors sessions every Friday 10.00 am – 1.30 pm in Derwent Street.
- Animal Magic at Stepney Square 1<sup>st</sup> June from 12-3 pm.
- Llanelli 80s Festival is to be held on the 30<sup>th</sup> June in the Town Centre, more details to follow.

**RESOLVED** - That the information be noted

**This meets goals 1, 2, 3, 4, 5 and 6 of The Wellbeing of Future Generation Act 2015**

## (2) COMMUNITY DEVELOPMENT WORK PROGRAMME 2018-19 AND COMMUNITY WORK REVIEW 2017-18

A copy of the Community Development Officer's Work Programme for 2018/19 and Community Work Review for 2017-18 was attached for members' information.

It was noted that under the Well-Being of Future Generations Act the Town Council was required to report on its progress in meeting the 7 Well-Being goals. The Town Council would also be audited on this work. The report was therefore prepared in order to meet these requirements.

**RESOLVED** – that the Work Review for 2017-18 and progress against the agreed targets be noted with pleasure and Work Programme for 2018/19 and targets set out therein be approved.

## 4. LLANELLI VISITORS GUIDE

The Committee considered the Town Clerk's report (copies having been previously circulated to members).

It was noted that following a recent meeting of the Town Centre Task Force Sub-Group, the Town Clerk had met with officers of Llanelli BID and Carmarthenshire County Council with the purpose of producing a Llanelli Visitor Guide that would give details of the businesses in the town centre and highlight some of the area's attractions.

It had been proposed that the County Council would provide the expertise in producing the Guide with the printing costs being shared between the Town Council and the BID. However with the BID experiencing difficulties in producing the Town Centre business map it was decided to produce the first version without this detail in order for the publication to be distributed during the opening of the Celtic Media Festival.

A total of 10,000 copies have been printed and circulated at a cost of £826.00. It is intended to produce updated versions when a further run is required and when the BID have produced their map and index.

**RESOLVED** – that the Report be noted and payment of the full printing costs be approved.

## **5. LLANELLI BID – 80's WEEKEND**

Consideration was given to the Town Clerk's report (copies having been previously circulated to members).

The report sought approval for the possibility of the Town Council jointly funding Llanelli BID's 80's Weekend that is taking place on Saturday, 30<sup>th</sup> June 2018.

It was noted that the event will have two iconic 80's cars, the DeLorean from Back to the Future and the KITT car from Knight Rider, in the town centre from 12 to 4 p.m. together with live music from 80's tribute acts from 2 to 7 p.m.

The event would also be supported by Town Council officers together with any Town Council member that wishes to be involved.

The overall costs were estimated at £9,000 exclusive of VAT.

**RESOLVED** - that the Council sponsors the event on a 50% basis.

## **6. CROWN PARK**

Further to Minute No. 59 of the Committee meeting held on 19<sup>th</sup> February 2018, members received notes of an Officer meeting held on 14<sup>th</sup> May 2018, with representatives of Seaside AFC (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

## **7. PARC Y DRE**

### **(1) MEETING HELD ON 15<sup>TH</sup> MAY 2018**

Further to Minute No. 61 of the Committee meeting held on 19<sup>th</sup> February 2018, members received notes of an Officer meeting held on 15<sup>th</sup> May 2018, with representatives of Wanderers RFC (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

### **(2) PLAYING FIELD DRAINAGE**

Further to Minute No. 83 of the Committee meeting held on the 16<sup>th</sup> April 2018, members received the Administrative Officer's report. (copies having been previously circulated to members).

It was noted that once the Asset Transfer of Parc y Dre to Llanelli Town Council from Carmarthenshire County Council is complete, the Wanderers RFC will sub lease the Rugby Playing Field and Changing Rooms.

In the same way as was proposed for the other playing fields, subject to asset transfer, the Town Council would continue to manage the grounds maintenance with the Rugby Club being responsible for the cost of line marking, water and electricity for the changing rooms.

The Committee noted that the Town Council had previously approved the Club in undertaking to install a surrounding fence to protect their proposed sub-lease facility.

The project has progressed to enable the work to be carried out as soon as the documentation is complete, however, in the meantime it had become clear that a wet area to the Raby Street end of the playing fields would possibly cause a problem for the fence installation.

A quotation had therefore been sought for a drainage scheme to be carried out by a local contractor, Shapewright Services Ltd. Their quotation was provided for information at an overall cost of £3,990.00, exclusive of VAT.

**RESOLVED** – that the quotation received from Shapewright Services Ltd. in the sum of £3,990 plus vat be approved.

## **8. PENYFAN PARK**

Further to Minute No. 62 of the Committee meeting held on 19<sup>th</sup> February 2018, members received notes of an Officer meeting held on 14<sup>h</sup> May 2018, with representatives of Penyfan United FC (copies having been previously circulated to members).

**RESOLVED** – that the information be noted.

## **9. RADIO CARMARTHENSHIRE**

The Committee received information on the Radio Carmarthenshire Local Hero Awards and Young Achiever Awards along with a request for consideration to be given to sponsoring an award category.

**RESOLVED** – that the information be noted.

## **10. APPLICATIONS FOR FINANCIAL ASSISTANCE**

### **(1) GRANTS – UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 UNLESS OTHERWISE STATED**

Councillor D.L.L. Darkin (Town Mayor) declared a personal interest in application (f) as the applicant was known to him and as he also considered this to be a prejudicial interest, he withdrew from the meeting prior to the discussion thereon.

Councillor A.S.J. McPherson declared a personal interest in application (f) as he was a committee member for the event and as he also considered this to be a prejudicial interest, he withdrew from the meeting prior to the discussion thereon.

Councillor W.J Lemon declared a personal interest in application (g) as he was a player and member of the Club and as he also considered this to be a prejudicial interest, he withdrew from the meeting prior to the discussion thereon.

Having considered the following applications (copies having been previously circulated to members), it was

**RESOLVED** as follows –

- (a) Matthew Davies – that a grant of £300 be made to 1<sup>st</sup> Llanelli Scouts group towards supporting the cost of any members of the group resident within the Town Council's area who would be attending the 24<sup>th</sup> World Scout Jamboree in the United States of America.
- (b) Bobath Cymru – that no contribution be made.
- (c) Hall Street Church – that a grant of £300 be made.
- (d) United Benefice of Bro Lliedi Youth Service – request deferred while further information is sought.
- (e) White Knights Chess Club – that a grant of £300 be made.
- (f) CETMA – Llanelli LGBTQ+ Day – that a grant of £300 be made.
- (g) Havelock Park Bowling Club – that a grant of £500 be made.
- (h) Carmarthen Shopmobility – that no contribution be made.

(2) LETTERS OF THANKS

**RESOLVED** – that letters of thanks received from Stradey Ladies Bowls Club, Cylch Meithrin Llanerch, Plant Dewi, South Wales Junior Cricket League, Friends of Llanelli Museum and Llanelli & District Civic Society be noted with pleasure.

(3) SPONSORSHIP

Consideration was given to the amended Sponsorship Guidelines and an application from Llanelli Knights Rugby League Club for sponsorship (copies having been previously circulated to members).

**RESOLVED** – that the amended Sponsorship Guidelines be approved and that the Town Council sponsor Llanelli Knights Rugby League as per the new guidelines.

## 11. LLANELLI YOUTH THEATRE

Members considered a request from Llanelli Youth Theatre that the Town Council gives a letter of support to accompany their grant application to the Heritage Lottery Fund.

The application is being submitted to cover the costs of their production 'Oh What a Lovely War' which is being produced as part of the 100 year celebrations of the end of World War I. The request was being brought before this Committee since their application needs to be submitted by Friday 25<sup>th</sup> May 2018.

**RESOLVED** – that the Council does write a letter of support.

## **12. N.H.S. 70<sup>TH</sup> ANNIVERSARY**

Members were informed that it would shortly be the 70<sup>th</sup> Anniversary of the creation of the National Health Service. Following a brief discussion, it was

**RESOLVED** –that the Town Council thanks Hywel Dda University Health Board and all those working within the National Health Service for their hard work and dedication.

## **13. PUBLIC BODIES (ADMISSION TO MEETING) ACT, 1960**

**RESOLVED** – that in view of the confidential nature of the business to be transacted the following matters 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.

## **14. CONFIDENTIAL WASTE**

Further to Minute No. 18 of the Town Council meeting held on the 3<sup>rd</sup> May 2018, the Committee considered the Administrative Officer's report (copies having been previously circulated to members).

The Committee noted the responsibilities and requirements of the General Data Protection Regulations that would come into force on the 25<sup>th</sup> May 2018 and that an important part of these regulations was the requirement to ensure secure disposal of records held by the Council.

As the Council Offices did not currently benefit from a 'confidential waste bin', the Administrative Officer had therefore made enquiries with two companies with prices provided for a monthly service.

### **Matthews Confidential Shredding**

- 1 Secure Office Console
- Monthly Rental of £5.00
- Monthly Collection Fee of £15.00
- Sack Destruction Fee £3.50
  - **Total £23.50**

### **Shred-It**

- 1-2 Secure Office Consoles (no difference in cost if 1 or 2 consoles)
- Collection Fee of £60.00
  - **Total £60.00**

**RESOLVED** – that the Committee approves provision of a Confidential Waste Service from Matthews Confidential Shredding on a one month collection service.

The Meeting concluded at 6.25 p.m.