



CYNGOR TREF LLANDEILO FAWR TOWN COUNCIL

Minutes of the Resumed Annual General Meeting of Llandeilo Town Council held in Hengwrt on Wednesday June 11th June 2025, in Llandeilo at 6:30PM

Present : Mayor Cllr Charlotte Walker
Deputy Mayor Cllr Kate Glanville
Cllr Charlotte Morgan Cllr Katie Rees
Cllr Kate Glanville Cllr Gordon Kilby

Mr Mark Bleasdale (Clerk)

Apologies : Cllr Geraint Price Cllr Guy Evans Cllr Matthew Crayford
Cllr Holly Dwyer Cllr Adele Gullam Cllr Sian Lewis
Mr David Eve (Finance Officer)
Ms Emma Pennycook (Facilities Officer)

Min 42/ June / 25 – To receive declarations of personal and personal/prejudicial interests

None

Min 43/ June/ 25 - to review and adopt the Council Terms of Reference

Proposed

Min 44/ June / 25 – To elect and appoint representatives to other committees and bodies

1. **School Governor for Llandeilo Primary School:** Cllr Charlotte Walker
2. **School Governor for Ysgol Gymraeg Teilo Sant:** Cllr Sian Lewis
3. **Town Twinning Association:** by their constitution, this is the Mayor, Cllr Charlotte Walker
4. **One Voice Wales:** Cllr Charlotte Morgan
5. **Equal Opportunities Policy Monitoring:** No nomination but due to absences and apologies so it was resolved to refer to next ordinary Council Meeting to obtain a representative

6. Welsh Language Policy Monitoring: No nomination but due to absences and apologies so it was resolved to refer to next ordinary Council Meeting to obtain a representative

7. Publication Policy monitoring: Cllr Charlotte Morgan

8. Health & Safety Policy Monitoring: Cllr Simon Brownsill and Cllr Katie Rees

9. Staff Monitoring Officer – Cllr Charlotte Morgan

Min 45 / June / 23 – To appoint standing committees and consider the composition of working parties

Mayor and Deputy Mayor are ex-officio members of all committees and working parties

a) Finance Committee

By LTC Terms of Reference, this is all councillors of Llandeilo Town Council

Election of Chair and Deputy will take place at the next ordinary Council Meeting

b) Planning Committee

By LTC Terms of Reference, this is all councillors of Llandeilo Town Council

Election of Chair and Deputy will take place at the next ordinary Council Meeting

c) Parks & Green spaces Committee :-

Cllr Simon Brownsill, Cllr Matthew Crayford, Cllr Kate Glanville, Cllr Geraint Price, Cllr Holly Dwyer

d) Publication Committee:-

Cllr Kate Glanville, Cllr Charlotte Morgan, Cllr Gordon Kilby, Cllr Katie Rees, Cllr Holly Dwyer

e) Events Committee

Cllr Kate Glanville, Cllr Charlotte Morgan, Cllr Simon Brownsill, Cllr Sian Lewis, Cllr Guy Evans

f) Disciplinary & Grievances working party –

Cllr Charlotte Walker, Cllr Simon Brownsill, Cllr Gordon Kilby, Cllr Guy Evans

g) Appeals working party –

Cllr Kate Glanville, Cllr Sian Lewis, Cllr Katie Rees

h) Staffing working party-

Cllr Kate Glanville, Cllr Charlotte Morgan , Cllr Sian Lewis, Cllr Guy Evans

i) Procedures working group:-

Cllr Sian Lewis had asked to stay on the group and it was resolved to defer the nominations for the rest of the group to the next ordinary Council Meeting – clerk to inform those not present in advance of the meeting.

j) Environmental working group:-

Cllr Matthew Crayford, Cllr Kate Glanville, Cllr Charlotte Morgan

k) Youth Council Working Group :-

Cllr Gordon Kilby, Cllr Sian Lewis, Cllr Kate Glanville, Cllr Charlotte Morgan and it was also resolved to defer the final nominations for the rest of the group to the next ordinary Council Meeting – clerk to inform those not present in advance of the meeting.

l) Accessibility working group

Cllr Kate Glanville, Cllr Charlotte Morgan, Cllr Sian Lewis

m) Asset working party:-

Cllr Simon Brownsill and Cllr Charlotte Morgan wished to stay on the group and it was also resolved to defer the final nominations for the rest of the group to the next ordinary Council Meeting – clerk to inform those not present in advance of the meeting.

Min 46 / June / 23 – To review and adopt the Council Standing Orders and Financial Regulations

Cllr Simon Brownsill proposed the Standing Orders and Financial regulations, seconded by Cllr Charlotte Morgan. All in Favour

Min 47 / June / 23 – To review and adopt the Council Training Plan

To be reviewed by procedures working party and clerk to circulate the training dates in advance of the ordinary council meeting at the end of the month

Min 48/ June 25 - - To review inventory of Land and other assets including building and office equipment (asset Register)

To be reviewed by Assets working party

Min 49 / June/ 25 - To review LTC Complaints procedure

To be reviewed by Procedures working party

Min 50 / June /25 - To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting

It was resolved that all ordinary council meetings will be on the 4th Wednesday of the month apart from the following:

1. Special Finance meeting on 2nd Wednesday of December
2. December meeting will be on 3rd Wednesday of December
3. May 2026 meeting will be on 3rd Wednesday to ease meeting congestion with AGM being on 29th May 2026

Min 51 / June / 25 – To Consider the payment of any subscriptions, Direct Debits and Standing orders

1. Annual Insurance Policy.
2. Annual Membership of the Society of Local Clerks.
3. Annual Subscription to One Voice Wales.
4. Monthly Salaries – standing order
5. HMRC – tax & NI monthly - bacs
6. Nest Pension – direct debit
7. Mobile contracts – direct debit
8. PWLB – direct debit 6 monthly
9. Currys – computer insurance
10. Apps for Wales – monthly hosting fee – direct debit

It was proposed by Cllr Simon Brownsill and seconded by Cllr charlotte Morgan that all subscriptions, standing orders and Direct Debits be considered and paid by the appropriate dates. All in Favour

Min 52 / June / 23 – To inspect any deeds and trust instruments in the custody of the council

It was confirmed that deeds and trust instruments are with the land registry apart from those for the Crescent Road Garden where work is ongoing to identify the firm of solicitors that dealt with the purchase

Min 53 / June / 23 – To Consider the appointment of a Council Solicitor

Cllr Charlotte Morgans proposed to continue using Carreg Law Solicitors. Seconded Cllr Simon Brownsill, all in favour

Min 54 / June / 23 – To appoint the Council's Internal Auditor for 2024/25

Cllr Charlotte Morgan proposed the ongoing use of Lyn Llywelyn, seconded by Cllr Simon Brownsill. All in favour

Min 55/ June / 23 – To consider the question whether the pay and conditions of the Town Clerk, Financial officer and Facilities Officer shall be reviewed

It was proposed by Cllr Charlotte Walker to review the pay in line with NALC Framework, seconded by Cllr Simon Brownsill. All in favour

Meeting closed 7:45pm