**Minutes of the meeting of Llangunnor Community Council held in Babell Zion Chapel and virtually via Zoom on Tuesday 20th October 2026 at 19:00**

**Present:** Councillors Lee Whatley (Chair), Graham Slate, Matthew Williams, Geraint Bevan and Clerk, Susan Holmes.

**Via Zoom:** Councillors Elwyn Williams, Stewart Bowen and one member of the public

Before beginning the business on the agenda, the chair invited members, and those joining remotely to join in a minute's silence to mark the anniversary of the Aberfan disaster. As communities across Wales prepare to mark this anniversary the next day, we join them in remembering the 144 people who lost their lives, including 116 children, and in honouring the community whose strength and resilience continue to inspire Wales.

**The meeting was convened to discuss the following agenda:**

1) **Apologies for absence** – Councillor Kirran Lochhead Strang
2) **Declarations of interest** – Cllr E Williams for item 13b as it includes a payment to a family member.
3) **Chair's Announcements**
   It was reported that he attended the Macmillan Coffee Morning at Babell Zion Newydd Chapel, which he had the pleasure of opening. The event was very well supported by the community, and he was delighted to report that a total of £1,820 was raised for Macmillan Cancer Support.
4) **Public Participation** – no comments or representations were made.
5) The minutes of the meeting of Council held on **17th September 2026** were proposed as correct, subject to minor typographical amendments, by Cllr Bowen and seconded by Cllr M Williams. **APROVED** by majority (5 in favour, 1 abstention)

   **Clerks Report**
6) Update on signage and service contract for CCTV – It was proposed by Cllr M Williams, seconded by Cllr Whatley and **RESOLVED** unanimously, to accept the free signs offered by Dyfed Alarms as an interim solution and to purchase the annual service contract, due to the importance of maintaining the system properly. **ACTION:** Clerk will present design of pre-printed aluminium signs, together with size and price options to the November meeting.
7) Update on meeting to discuss parking outside Ysgol Llangynnwr – Clerk has received three emails from members of the public. She has written to Martin Owen, safety officer at Carmarthenshire County Council requesting suitable dates in November and December. It was **RESOLVED** to arrange a site meeting at school pick up time. Invitations will be extended to representatives from the school, police, County Council and a limited number of members of the public. **ACTION:** Clerk to arrange date and send invitations.

   **Park & Environment**
8) Park fire – Clerk updated Councillors regarding liaison with police and progress of the insurance claim.
   a) It was proposed by Cllr Whatley, seconded by Cllr Slate and **RESOLVED** unanimously to proceed with skip hire from Cwm Environmental at a cost of £225.00 plus VAT to enable removal of the remains of the toilet **ACTION:** Clerk to arrange
   b) It was proposed by Cllr Whatley, seconded by Cllr Slate and **RESOLVED** unanimously to remove the damaged fencing and erect temporary barriers whilst a decision is made about long term replacement. **ACTION:** Cllr M Williams to remove fence and add to skip, Clerk to contact Carmarthen Town Council regarding barriers.
   c) It was proposed by Cllr Slate, seconded by Cllr M Williams and **RESOLVED** by majority (5 in favour, 1 abstention) to undertake an audit of keys, purchase two new padlocks and replace the key safe. **ACTION:** Clerk to facilitate
   d) It was proposed by Cllr Whatley, seconded by Cllr M Williams and **RESOLVED** unanimously not to purchase a new toilet for the time being, but to revisit this decision in February 2027. **ACTION:** Clerk to investigate the cost of long term hire for the summer months.
9) Updates on park planning, CCTV evaluation and replacement of park signage
   a) Park signage – Cllr Bevan will collate suggestions and bring a proposal in November
   b) CCTV – Cllr M Williams will produce a report for full council when capacity allows
   c) Park Plan – Cllrs M Williams, Slate and Lochhead Strang will form a working group. Initial meeting in January at the park follow up meetings as necessary to produce a plan for full council when capacity allows.
10) **Events**
    Cllr M Williams gave an update on plans for the switching on of the Christmas lights 2026, which will take place on Wednesday 25th November, starting at 6pm. Volunteers are needed for setting up, marshalling crowds and clearing away. The Chair agreed to open the event and welcome attendees. It was proposed by Cllr M Williams, seconded by Cllr Slate and **RESOLVED** by majority (5 in favour, 1 abstention) to agree a maximum budget of £500 for the event.
11) **Web & Media**
    Clerk presented a price and service level comparison for Councillor emails. Decision deferred until November.

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12) **Personnel**

It was **RESOLVED,** In accordance with Section 1(2) of the **Public Bodies (Admission to Meetings) Act 1960** and the **Local Government Act 1972 Schedule 12A**, the public and press be excluded from the meeting for this item of business on the grounds that it involves the likely disclosure of confidential personnel information regarding an employee.

It was **FURTHER RESOLVED** that, because the item concerns their personal employment and probation review, the Clerk be excluded from this item of business due to a direct pecuniary and personal conflict of interest, with a Cllr Whatley designated to take the minutes for this duration.

***Meeting went in to closed session at 20:56 and re-opened at 21:07***

It was proposed by Cllr Bowen, seconded by Cllr Bevans and **RESOLVED** unanimously that the Council received and accepted the Chairs written probation review report, that the Council confirms that the Clerk has successfully completed her six-month probationary period and that the Chair is authorised to formally write to the Clerk confirming successful completion of probation. This letter was provided to the Clerk by hand.

13) **Finance**

a) Monthly Financial Report

| **Bank Reconciliation at 14/10/2026** | | |
|---|---|---|
| Cash in Hand 01/04/2026 | £ | 69,647.75 |
| ADD | | |
| Receipts 01/04/2026 - 14/10/2026 | £ | 43,193.35 |
| SUBTRACT | | |
| Payments 01/04/2026 - 14/10/2026 | £ | 22,503.75 |
| **Cash in Hand 14/10/2026** | **£** | **90,337.35** |

b) Schedule of payments for October 2026

The following payments were **APPROVED** unanimously

| **DETAIL** | **AMOUNT** | **Voucher No.** |
|---|---|---|
| **Income** | | |
| None | | |
| **Expenditure** | | |
| E Williams – litter picking – September | 97.00 | 103 |
| Staff Costs (September/October) | 2509.19 | 95,108 |
| City Hire Gorseinon - toilet hire – 3 visits in August | 108.00 | 99 |
| Barclays – bank charges | 8.50 | 109 |
| Clay Shaw Butler – payroll services | 294.00 | 102 |
| Carmarthen Town Council | 1,152.00 | 105 |
| Just Print Digital – replacement signage | 29.02 | 97 |
| Comcen – Microsoft 365 licence (2025) | 188.40 | 96 |
| British Gas - electricity | 27.56 | 100 |
| HMRC – PAYE & NIC | 557.12 | 107 |
| Starboard systems – accounts software | 44.40 | 104 |
| Dyfed Alarms – CCTV service contract | 120.00 | 98 |
| Zoom Video Communications – subscription | 16.79 | 106 |
| NEST Pensions | 40.67 | 101 |

c) Retrospective Approval and Regularisation of Councillor Allowance payments (2026-2026)

The Clerk reported an administrative oversight regarding the Member Allowance payments distributed for the 2025-2026 financial year. The payments were processed under the good faith belief that a formal authorising resolution had already been passed at a previous meeting. A subsequent review of the past minutes revealed that this process had not been recorded. The Clerk noted that under that statutory framework set by the DBCC, these basic allowances are mandatory unless individually declined by members in writing. To rectify the record and ensure compliance with financial regulations, retrospective formal approval is being sought for the following payments.

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| | | |
|---|---|---|
| Cllr Lee Whatley | £ | 156.00 |
| Cllr Elwyn Williams | £ | 156.00 |
| Cllr Geraint Bevan | £ | 156.00 |
| Cllr Stewart Bowen | £ | 156.00 |
| Cllr Graham Slate | £ | 156.00 |
| Cllr Matthew Williams | £ | 156.00 |
| Cllr Jenny Slate | £ | 59.84 |
| Cllr Joan Evans | £ | 140.61 |
| Cllr Scott Bayes | £ | 124.37 |

It was proposed by Cllr Bowen, seconded by Cllr Whatley and unanimously **RESOLVED** to grant retrospective formal approval for the 2026-2026 Councillor Allowance payments, already processed. To acknowledge the administrative error and to confirm that all payments align with the mandatory designations set out in the relevant Annual Remuneration Report for the 2025-2026 period.

**At 21:30** it was proposed by Councillor Whatley, seconded by Cllr Bowen and **RESOLVED** unanimously that in accordance with Standing Order 3(v), the meeting be formally extended beyond the two-hour limit for a period of up to 1 hour to allow for the conclusion of the of remaining business.

14) Conclusion of the Full Audit for financial year 2025-2026 and consideration of the final report:
The Clerk and Cllr Bowen, as head of the Finance Committee, presented the report, noting that Audit Wales had issued a qualified audit opinion on the following basis:
   a) Reconciliation of accounting records to the annual return
   b) Lack of clarity in the minutes regarding an overtime payment
   c) Assertion 3 – annual report
   d) Assertion 8 – previous audit recommendations

   The Council reviewed the auditor's findings alongside the Clerk and Cllr Bowens responses. It was pointed out that the internal auditor had produced a set of accounts which agreed with the annual return, as produced by Scribe and submitted to Audit Wales. Following a detailed discussion regarding the steps required to resolve the qualifications prior to the next audit cycle, the Council, it was proposed by Cllr Bowen, seconded by Cllr Whatley and **RESOLVED** unanimously to agree to formally accept the audit conclusion and adopt any necessary changes to process to resolve any underlying issues. **ACTION:** The Clerk and Chair of the Finance Committee will work through the qualifications and produce an action plan to address any underlying issues.

**Other business**

15) **To receive reports from Members representing Council on other Bodies/Training.**
   a) One Voice Wales – Cllr Whatley attended the Innovative Practice Conference at the end of last month, a very packed conference with some interesting speakers. Sian Gwenllian (Cabinet Minister for Local Government, Housing and Planning) she wants to promote Welsh as the first language of Wales, mentioned that finances will be tough for Wales and pressures on the public sector will be hard. Code of Conduct training is important and she will be looking to strengthen this. One Voice Wales have discussed each community council having a Welsh Language Champion and that is likely to be discussed again. Other speakers spoke about the use of AI by councils and play friendly communities.
   Area Committee: Took place online on the 5th October, Councillor John Thomas (Pembrey & Burry Port) gave a very detailed report on the NEC meeting, OVW will be looking to change the structure of the organisation to a company limited by guarantee. He also reported on a Public Service Board meeting he had attended. Councillor Whatley mention training, One Voice Wales have noticed a number of councillors booking free training spaces and not attending. OVW will be looking to charge councils for councillors who fail to attend.
   b) School Governors – no meeting has taken place; The Clerk has received some interest to act as Councillor representative on the Governing Body. Deferred until November.

16) **To receive correspondence and agree responses.**
   a) Email from MoP regarding A48 roadworks and footpath – it was noted that Carmarthenshire County Council are likely to await development in the area that would be paid for by the Trunk Road Agency. The Community Council will monitor developments. **ACTION:** Clerk will respond, suggesting MoP contact Edward Thomas, County Councillor for Llandeilo.
   b) Email from MoP regarding parking near Police HQ – it was noted that a temporary IT issue, which has now been resolved, required personnel who normally work from home to attend the HQ offices. **ACTION:** Clerk to respond.
   c) Email from Great Western Railways – Paddington Poppy Train – Chair will represent Llangunnor Community Council and a wreath will be placed on the train.

d) Email from Llangunnor Church – invitation to take part in the Remembrance Sunday Service and subsequent service at the Memorial Stone in Llangunnor – Chair will represent Llangunnor Community Council, laying a wreath at both services and taking part in the service in Church. **ACTION:** Clerk will advertise the service at the Memorial Stone to the wider community.
e) Email from Carmarthenshire County Council regarding soil sampling in Llangunnor Park – noted.
f) Email from Welsh Government – Vision for Culture and Sport in Wales – Councillors may respond individually.
g) Invitation to attend a Remembrance Service at Carmarthen Railway Station on Sunday 8th November – Chair will represent Llangunnor Community Council and lay a wreath

17) Nothing of note to report from County Councillor Cllr Elwyn Williams
18) Councillors' Reports
- Cllr Whatley requested a follow up regarding pigeon guano under the Pensarn bridge. Noted that we do not need to amend our Code of Conduct. Checked on need for a seasonal decorations licence. Reported a faulty street lamp.
- No reports from any other Councillors.

*Meeting closed at 22:04*

Next full meeting to be held on Thursday 19th November 2026 at 6.30pm

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