

# **Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council**

Chair Cllr Wyn Williams Vice Chair Cllr Ian Davies  
Town Clerk Robert A. Robinson MBE FRICS FSLCC  
Crown House High Street Llanfair Caereinion SY21 0QY  
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4<sup>th</sup> July 2021

To All Llanfair Town Councillors

From the Town Clerk

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance, Planning and GP Committee of the Council to be held on Monday 12<sup>th</sup> July 2021 at 7pm in Llanfair Connections at Llanfair Caereinion Station.

If there is any change due to restrictions etc I will call you all.

Yours sincerely,

*Robert Robinson*

**Robert A Robinson MBE FRICS FSLCC  
Town Clerk & RFO**

# **Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council**

## **AGENDA**

For a meeting of the  
**Finance, Planning and General Purposes Committee**  
to be held on  
**Monday 12<sup>th</sup> July 2021 at 7pm**  
The main hall of Llanfair Connections Llanfair Caereinion Station

### **Committee**

Cllr Wyn Williams, Cllr Ian Davies, Cllr Richard Derricutt, Cllr Ursula, Griffiths and Cllr Gareth Jones.

### **Remit**

Responsible for finances, budgets, financial reporting, planning applications (if falling between Council Meetings), Town Plan, Consultations, Events, Publicity and general matters not covered by other Committees.

### **Authority**

To make general decisions in the normal course of business and to make recommendations to the Full Council.

### **1. Welcome by the Chair**

To receive a welcome to the meeting by the Chair.

### **2. Record of attendance**

To record attendance and record any apologies for absence.

### **3. Declarations of Interest.**

Members are asked to receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosible Pecuniary Interests) Regulations 2012.

### **4. Public Question Time and Participation**

Members of the public are advised that they are welcome to ask questions about items on the Agenda or matters about the town itself. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item. Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

# **Cyngor Tref Caereinion Llanfair**

## **Llanfair Caereinion Town Council**

### **5. Financial Reports**

#### **5.1 Financial Statement**

To consider the estimated financial statement at appendix A.

#### **5.2 Bank Balances**

To note the monies available after commitments as set out below (as at 30<sup>th</sup> June):

Bank Balance no 1	£64,747.72
Bank Balance no 2	£30,791.08
VAT refunds	£8,353.00
Total funds	£103,891.80

It is hoped to have a confirmed financial statement (upon receipt of bank statements) by the meeting.

#### **5.3 Five year financial plan**

To consider the five year financial forecast set out at appendix B1.

Chart showing service delivery costs. See appendix B2.

Chart showing cost of a DIY/Street Scene person. See appendix B3.

#### **5.4 Surplus money in reserves**

To consider a sum to be allocated to projects for the 2021-2022 Council year – see appendix C.

### **6. Planning Applications**

There are no planning applications to consider at this meeting.

### **7. Documents review**

To consider review of documents (as per Council decision March 2021) as follows:

- i) Complaints procedure – see appendix D1.
- ii) Bullying and Harassment Policy – see appendix D2.
- iii) Annual Report for year ending 31.3.2021 – see separate document.

### **8. Town Plan consultation**

To consider the attached report on the consultation – see appendix E.

Display charts issued separately.

# **Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council**

## **9. Membership**

To consider membership which may be of benefit to the Council as follows:

- i) One Voice Wales – Cost £250pa
- ii) North and Mid Wales Association of Local Councils – Cost £50pa
- iii) Shrewsbury Aberystwyth Rail Liaison Committee – Cost presently nil

## **10. Any other business**

To consider any other relevant business notified to the Town Clerk prior to the start of the meeting.

## **11. Date of next meeting of the Committee**

To note the date of the next meeting which is Monday 13<sup>th</sup> September 2021 at 7pm in the Institute Main Hall.

# Cyngor Tref Caereinion Llanfair

## Llanfair Caereinion Town Council

### APPENDIX A

#### Monthly Accounts (to 30<sup>th</sup> June 2021)

LLANFAIR CAEREINION TOWN COUNCIL			ESTIMATED ONLY			
ANNUAL ACCOUNTS - YEAR TO 31st March 2022						
	BUDGET	BUDGET	ACUTAL			
	ANNUAL	TO DATE	TO DATE	April	May	June
<b>INCOME</b>						
Precept	40000	13334	13334.00	13334.00	0.00	0.00
Burial Services	1800	266	440.00	90.00	0.00	350.00
Street Scene	5000	0	0.00	0.00	0.00	0.00
Recreational	10	0	20.00	0.00	0.00	20.00
Mount Field	0	0	0.00	0.00	0.00	0.00
Deri Woods	0	0	0.00	0.00	0.00	0.00
Administration	0	0	0.00	0.00	0.00	0.00
Publicity/Events	800	0	0.00	0.00	0.00	0.00
Projects	9800	0	0.00	0.00	0.00	0.00
VAT refunds	5669	0	0.00	0.00	0.00	0.00
Other	1220	200	200.00	0.00	200.00	0.00
<b>Total</b>	<b>64299</b>	<b>13800</b>	<b>13994.00</b>	<b>13424.00</b>	<b>200.00</b>	<b>370.00</b>
<b>EXPENDITURE</b>						
Burial Services	6075	300	450.31	215.05	110.26	125.00
Street Scene	9110	1227	2307.05	471.24	1320.07	515.74
Recreational	2100	250	175.00	0.00	85.00	90.00
Mount Field	6750	167	360.00	0.00	0.00	360.00
Deri Woods	6650	5103	5595.85	604.25	4466.60	525.00
Administration	17100	2558	5392.07	648.81	3453.38	1289.88
Publicity/Events	3250	0	0.00	0.00	0.00	0.00
Projects	9800	655	4694.41	270.00	383.60	4040.81
Donations/Grants	1545	0	1145.00	0.00	0.00	1145.00
Other	0	45	1190.00	0.00	45.00	1145.00
Section 137	50	0	0.00	0.00	0.00	0.00
<b>Total</b>	<b>62430</b>	<b>10305</b>	<b>21309.69</b>	<b>2209.35</b>	<b>9863.91</b>	<b>9236.43</b>
<b>Balance</b>	<b>1869</b>	<b>3495</b>	<b>-7315.69</b>	<b>11214.65</b>	<b>-9663.91</b>	<b>-8866.43</b>
<b>LLANFAIR CAEREINION TOWN COUNCIL</b>						
<b>RECONCILLIATION SUMMARY</b>						
				April	May	June
<b>BANKING</b>	<b>START</b>		CURRENT	65616.12	75693.23	64747.72
			DEPOSIT	40151.56	40151.56	40151.56
			TOTAL	105767.68	115844.79	104899.28
	<b>END</b>		CURRENT	75693.23	64747.72	64747.72
			DEPOSIT	40151.56	40151.56	30791.08
			TOTAL	115844.79	104899.28	95538.80
			DIFFERENCE	-10077.11	10945.51	9360.48
<b>SUMMARY</b>	<b>INCOME</b>		GENERAL	13424.00	200.00	370.00
			Debtors	0.00	0.00	0.00
			VAT	0.00	0.00	0.00
			TOTAL	13424.00	200.00	370.00
	<b>EXPENDITURE</b>		GENERAL	2209.35	9863.91	9236.43
			Creditors	883.50	291.00	0.00
			VAT	254.04	990.60	494.05
			TOTAL	3346.89	11145.51	9730.48
			DIFFERENCE	10077.11	-10945.51	-9360.48
			<b>BALANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Cyngor Tref Caereinion Llanfair

## Llanfair Caereinion Town Council

### APPENDIX B1

LLANFAIR CAEREINION TOWN COUNCIL						Properties	735
FIVE YEAR BUDGET PLAN		Precept Band D					
		50.51	53.66	56.82	59.97	63.13	
		<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	
<b>INCOME</b>	<b>Precept</b>	40000	42500	45000	47500	50000	
	Burial Services	1000	1000	1000	1000	1000	
	Street Scene	5000	0	0	0	0	
	Tennis/Bowl/Play	10	10	10	10	10	
	Mount Field	6800	6800	6800	6800	6800	
	Deri Woods	11500	1400	1400	1400	1400	
	Administration	0	0	0	0	0	
	Publicity/Events	300	400	400	400	400	
	Projects	9800	0	0	0	0	
	VAT refunds	8333	4000	4000	4000	4000	
	Other	0	0	0	0	0	
	<b>Total</b>	<b>82743</b>	<b>56110</b>	<b>58610</b>	<b>61110</b>	<b>63610</b>	
<b>EXPENDITURE</b>	<b>Burial Services</b>	6075	5050	5050	5050	5050	
	Street Scene	9210	9230	9250	9270	9290	
	Tennis/bowl/play	2350	2110	2120	2130	2140	
	Mount Field Trust	13650	13650	13650	13650	13650	
	Deri Wood Trust	17000	2900	2900	2900	2900	
	Goat Field	250	250	250	250	250	
	Administration	17000	17800	18550	18800	19050	
	Publicity/Events	2700	5800	3300	3300	3300	
	Projects	9800	0	0	0	0	
	Library/Donations	2900	3400	3400	3400	3400	
	Other	250	250	250	250	250	
	Section 137	50	50	50	50	50	
	<b>Total</b>	<b>81235</b>	<b>60490</b>	<b>58770</b>	<b>59050</b>	<b>59330</b>	
	<b>Balance</b>	1508	-4380	-160	2060	4280	

# Cyngor Tref Caereinion Llanfair

## Llanfair Caereinion Town Council

LLANFAIR CAEREINION TOWN COUNCIL								
FIVE YEAR BUDGET PLAN								
			2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
CofR, Erw Ddwr & St Marys	Income	Burials	400	400	400	400	400	
		Chapel of Rest	600	600	600	600	600	
		Total Income	<u>1000</u>	<u>1000</u>	<u>1000</u>	<u>1000</u>	<u>1000</u>	
	Costs	Rates	775	0	0	0	0	
		Electric	800	800	800	800	800	
		Repairs	1000	750	750	750	750	
		Grass cutting	2000	2000	2000	2000	2000	
		Church Clock	500	500	500	500	500	
		Church lighting	1000	1000	1000	1000	1000	
		Total Costs	<u>6075</u>	<u>5050</u>	<u>5050</u>	<u>5050</u>	<u>5050</u>	
		Balance	-5075	-4050	-4050	-4050	-4050	
LLANFAIR CAEREINION TOWN COUNCIL								
FIVE YEAR BUDGET PLAN								
			2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Street scene/Toilets	Income	Grantaidd	5000	0	0	0	0	
	Costs	Rates	0	0	0	0	0	
		Electric	1000	1000	1000	1000	1000	
		Water	400	400	400	400	400	
		Cleaning	2160	2180	2200	2220	2240	
		Repairs	1000	1000	1000	1000	1000	
		School crossing	4650	4650	4650	4650	4650	
		Total costs	<u>9210</u>	<u>9230</u>	<u>9250</u>	<u>9270</u>	<u>9290</u>	
		Balance	-4210	-9230	-9250	-9270	-9290	
LLANFAIR CAEREINION TOWN COUNCIL								
FIVE YEAR BUDGET PLAN								
			2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Tennis/Bowling/Play	Income	Grants	0	0	0	0	0	
		Bowling Club	10	10	10	10	10	
		Tennis Club	0	0	0	0	0	
		Total	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	
	Costs	Repairs	1500	1000	1000	1000	1000	
		Grass cutting	500	500	500	500	500	
		Clubs	250	500	500	500	500	
		Inspections	100	110	120	130	140	
		Total	<u>2350</u>	<u>2110</u>	<u>2120</u>	<u>2130</u>	<u>2140</u>	
		Balance	-2340	-2100	-2110	-2120	-2130	
LLANFAIR CAEREINION TOWN COUNCIL								
FIVE YEAR BUDGET PLAN								
			2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Mount Field Trust	Income	Income	6800	6800	6800	6800	6800	
	Costs	Grass cutting	5500	5500	5500	5500	5500	
		Repairs	1000	1000	1000	1000	1000	
		Insurances	350	350	350	350	350	
		Grant to Trust	6800	6800	6800	6800	6800	
		Accounting	0	0	0	0	0	
		Total	<u>13650</u>	<u>13650</u>	<u>13650</u>	<u>13650</u>	<u>13650</u>	
		Balance	-6850	-6850	-6850	-6850	-6850	

# Cyngor Tref Caereinion Llanfair

## Llanfair Caereinion Town Council

LLANFAIR CAEREINION TOWN COUNCIL								
FIVE YEAR BUDGET PLAN								
			2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Deri Woods Trust	Income		11500	1400	1400	1400	1400	1400
	Costs	Repairs	5000	1000	1000	1000	1000	1000
		Insurance	400	400	400	400	400	400
		Grant to Trust	11500	1400	1400	1400	1400	1400
		Accounting	100	100	100	100	100	100
		Balance	17000	2900	2900	2900	2900	2900
		Total	-5500	-1500	-1500	-1500	-1500	-1500
LLANFAIR CAEREINION TOWN COUNCIL								
FIVE YEAR BUDGET PLAN								
			2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Goat Field	Income		0	0	0	0	0	0
	Costs	Repairs	250	250	250	250	250	250
		Balance	250	250	250	250	250	250
		Total	-250	-250	-250	-250	-250	-250
LLANFAIR CAEREINION TOWN COUNCIL								
FIVE YEAR BUDGET PLAN								
			2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Administration	Income		0	0	0	0	0	0
	Costs	Office rent	1300	1300	1300	1300	1300	1300
		Electric	300	300	300	300	300	300
		Insurances	3000	3000	3000	3000	3000	3000
		Office supplies	1000	600	600	600	600	600
		Audit	1200	750	750	750	750	750
		Professional	500	500	500	500	500	500
		Elections	300	1500	2000	2000	2000	2000
		Health & Safety	500	500	500	500	500	500
		Other	250	250	250	250	250	250
		Room hire	600	600	600	600	600	600
		Training	300	500	500	500	500	500
		Payroll	250	250	250	250	250	250
		Salaries	7500	7750	8000	8250	8500	8500
		Total	17000	17800	18550	18800	19050	19050
		Balance	-17000	-17800	-18550	-18800	-19050	-19050
LLANFAIR CAEREINION TOWN COUNCIL								
FIVE YEAR BUDGET PLAN								
			2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Publicity/Events	Income	Grants	0	0	0	0	0	0
		Advertising	300	400	400	400	400	400
		Total income	300	400	400	400	400	400
	Costs	Publicity	100	100	100	100	100	100
		Website	250	250	250	250	250	250
		Newsletters	600	800	800	800	800	800
		Section 137	100	100	100	100	100	100
		Christmas lights	1000	750	750	750	750	750
		Events	500	3500	1000	1000	1000	1000
		Bookstart week	0	150	150	150	150	150
		Community Award	150	150	150	150	150	150
		Total	2700	5800	3300	3300	3300	3300
		Balance	-2400	-5400	-2900	-2900	-2900	-2900



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## Llanfair Caereinion Town Council

LLANFAIR CAEREINION TOWN COUNCIL									
FIVE YEAR BUDGET PLAN									
			2021-2022	2022-2023	2023-2024	2024-2025	2025-2026		
Projects	Income	Grants	9800	0	0	0	0		
		Total income	9800	0	0	0	0		
	Costs	Town Trail	9800	0	0	0	0		
		Total	9800	0	0	0	0		
		Balance	0	0	0	0	0		
Grants/Donations		Library rent	1500	1500	1500	1500	1500		
		Library general	800	300	300	300	300		
		Library cleaning	600	600	600	600	600		
		General Donations	0	1000	1000	1000	1000		
		Total	2900	3400	3400	3400	3400		

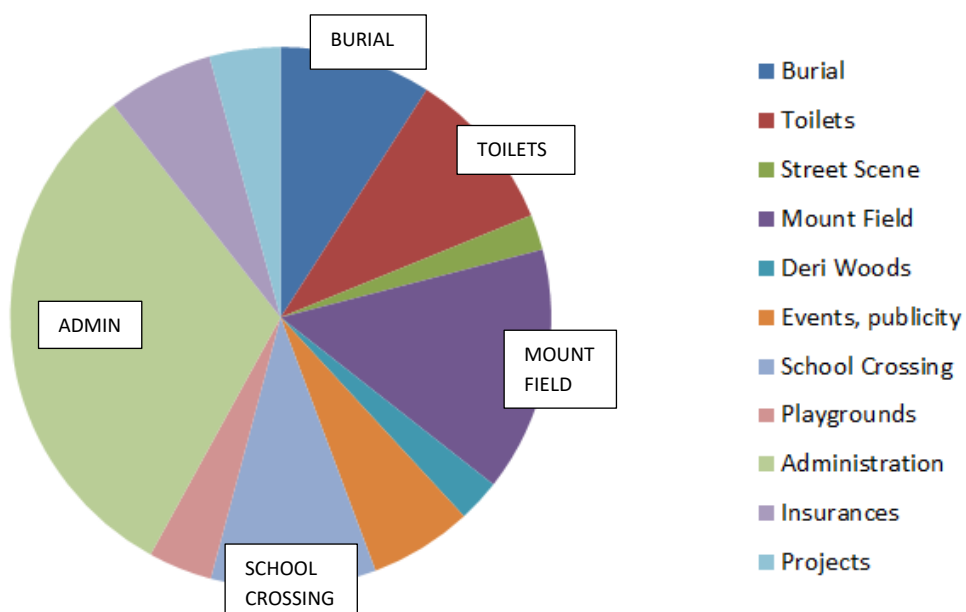
		Houses	Band D	Precept
LLANFAIR CAEREINION		792	50.5	40000
ABERMULE		628	48.93	30728
BERRIEW		593	13.17	7810
BLUITH WELLS		1118	94.24	105360
CASTLE CAEREINION		233	41.97	9779
GUILDSFIELD		772	18.75	14475
LLANIDLOES		1416	98.34	139249
LLANFYLLIN		675	45.8	30915
LLANDRINDOD		2583	66.54	171873
MEIFOD		535	22.03	11786
MONTGOMERY		603	100.13	60378

# Cyngor Tref Caereinion Llanfair

## Llanfair Caereinion Town Council

### APPENDIX B2

#### COST OF EACH SERVICE DELIVERY AREA



### APPENDIX B3

LLANFAIR CAEREINION TOWN COUNCIL				
STREET SCENE				
9am to 1pm 2 days a week				
HOURS	8	Street tidy	4	
WEEKS	52	DIY	4	
NUMBER OF HOURS	416			
PER HOUR (£)	9			
TOTAL (£)	3744			

# Cyngor Tref Caereinion Llanfair

## Llanfair Caereinion Town Council

### APPENDIX C

SUMMARY OF FUNDS AVAILABLE			
		AVAILABILITY OF CASH	
<b>FUNDS</b>	NET BANK FUNDS 30/6/2021	95538.80	
	VAT REFUNDS	8353.00	
	TOTAL FUNDS		103891.80
	2021 BUDGET REQUIREMENT	5000.00	
	HLF SPEND	5000.00	
	TOWN TRAIL	3000.00	
	RESERVES	40000.00	
	TOTAL ALLOCATED		<a href="#"><u>53000.00</u></a>
	TOTAL AVAILABLE		50891.80
	SUGGESTED PROJECT SPEND 2021/2022		25000.00
	BALANCE FOR FUTURE		25891.80

# **Cyngor Tref Caereinion Llanfair**

## **Llanfair Caereinion Town Council**

### **APPENDIX D1**

#### **COMPLAINTS PROCEDURE**

The Council complaints procedure referred to in Standing Orders is set out here:

Introduction From time-to-time members of the public may have complaints about the administration, procedures and code of conduct of Councillors or of the staff of a Llanfair Caereinion Town Council.

Local councils are subject to the jurisdiction of the Ombudsman, however a local solution should be sought before making such an approach and this policy sets out the way this is to be done.

Complaints against the Town Clerk or staff are to be dealt with via the employment legislation.

Complaints may also be submitted to the Standards Board for Wales where there is perceived to be a breach of Llanfair Caereinion Town Council's Code of Conduct for members – which equates to the Model Code of Conduct Order 2001 re the Local Government Act 2000 Part III, particularly the sections dealing with Prejudicial Interest.

Other than that it is recommended for transparency in local government and for the benefit of good local administration that councils should adopt a standard formal procedure for considering complaints: either made by complainants directly or referred back to the council from other bodies to whom they have been made.

The Code of Practice set out below is based on a recommended model, as a way of ensuring that complainants can feel satisfied that at the very least their complaint has been properly and fully considered. Councils have been urged to do their utmost to settle complaints and satisfy complainants in the interest of the good reputation of the council.

The Council should try and resolve any complaint at local level.

The Town Clerk will make available the complaint (which must be given in writing) to the First available Council or Committee Meeting and inform any members affected.

The Full Council will then consider the complaint and if of a minor nature may deal with the matter itself. In more serious cases the Council may request the Chair to appoint a panel of 3 Councillors to report back to the Council with recommendations.

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## **Llanfair Caereinion Town Council**

The Council will at this time also appoint an appeal panel of 3 Councillors in case such an event taking place.

The Councillors on the panels must not have been the subject of the complaint in question.

Llanfair Caereinion Town Council will only take a complaint to ombudsman once an attempt to settle the matter locally has been completed.

This is to be considered as a re-examination before reference to the Ombudsman or Standards Board.

Llanfair Caereinion Town Council will bear in mind the provisions of the Data Protection Act 1998 as well as the Freedom of Information Act 2000 in dealing with complaints. Procedure

1. If a complaint about procedures or administration is notified orally to a Councillor or the Town Clerk of the Council and it is not possible to satisfy the complainant in full immediately, the complainant shall be asked to put his/her complaint in writing to the Town Clerk and receive an assurance on receipt that the matter will be dealt with promptly.
2. If a complainant indicates that he/she would prefer not to put the complaint to the Town Clerk of the Council then he/she should be advised to put it to the Chairman of Council.
3. On receipt of a written complaint, the Town Clerk of the Council or the Chairman, as the case may be, shall be referred to Council at the first opportunity.
4. Where the Town Clerk to the Council or Chairman receives a written complaint about his own actions, he/she shall immediately refer the complaint to the council.
5. Upon receipt of the complaint at Council the council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and the public.

The matter before the council in this case will be to establish whether there is a factual basis to the complaint and the action that should then be taken.

## **Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council**

This procedure will take place with regard to minor matters at Council and more serious matters via a Panel appointed by the Mayor to report back to Council with recommendations.

As soon as may be after the decision has been made it, and the decision including the nature of any action to be taken, shall be communicated to in writing to the complainant by the Town Clerk.

If the Councillors complained against do not accept the decision of the Council then the Council shall go to the Ombudsman.

At all stages of a complaint about the Council or its Members the Town Clerk shall seek advice from the Monitoring Officer of the County Council.

All complaints should be dealt with in private session except where the law does not permit it. In the event of serial facetious, vexatious or malicious complaints from a member of the public the council shall consider taking legal advice before writing any letters to the complainant.

Robert A Robinson  
Town Clerk  
June 2021

# **Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council**

## **APPENDIX D2**

### **BULLYING AND HARRASMENT POLICY**

#### **1.PURPOSE AND SCOPE**

##### **1.1 Statement:**

In support of its value to respect others Llanfair Caereinion Town Council will not tolerate bullying or harassment of or by, any of its employees, officials, members, contractors, visitors to the council or members of the public.

The council is committed to the elimination of any form of intimidation within the Council.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all members and employees in order to protect them from bullying and harassment.

It should be read in conjunction with the council's policy on Grievance or Complaints procedures.

The council may also wish to share this policy with contractors, visitors and members of the public.

##### **1.2 Elected Members:**

Councillors undertake on accepting office to comply with the provisions of the Code of Conduct.

The Code contains certain obligations (such as the requirement to treat people with respect and to do nothing to bring the Council or the councillors' office into disrepute).

Breach of these obligations renders the councillor liable to investigation (either locally by the Standards Committee or, in more serious cases, by an Ethical Standards Office).

If a breach of the Code is found, sanctions may be imposed, which can include disqualification from office.

In 2006, following consultation by the Standards Board, the Government decided to amend the statutory Code to make bullying an express breach of the Codes' provisions.

The Government agreed with the Standards Board that bullying behaviour should play no part in the local government world.

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## **Llanfair Caereinion Town Council**

Elected Members will carry out some of their duties in the workplace and will come into contact with the Councils' employees.

Elected Members will be expected to conduct themselves in a way that is consistent both with the provisions of their Code and, where applicable, the contents of this Policy.

### **1.3 Definitions**

Bullying "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour;  
an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

This policy covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic. Both bullying and harassment are behaviours which are unwanted by the recipient.

Anti-Bullying and Harassment Policy includes poor morale, low productivity and poor performance, sickness absence, lack of respect for others, turnover, damage to the council's reputation and ultimately, Employment Tribunal or other court cases and payment of unlimited compensation.

**1.4 Examples of unacceptable behaviour** are as follows; (this list is not exhaustive)

- Spreading malicious rumours,
- Insulting someone,
- Ridiculing or demeaning someone,
- Exclusion or victimisation,
- Unfair treatment,
- Overbearing supervision or other misuse of position or power, Unwelcome sexual advances,
- Making threats about job security,
- Deliberately undermining a competent worker by overloading work and/or constant criticism,
- Preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including e-mail, by telephone or through automatic supervision methods.

It may occur on or off work premises, during work hours or non-work time.



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### **1.5 Penalties:**

Bullying and harassment are considered examples of serious misconduct which will be dealt with through the Grievance Procedure at Gross Misconduct level and may result in summary dismissal from the council for employees or through referral to the Standards Board for Wales, as a contravention of the Members' Code of Conduct which may result in penalties against the member concerned.

In extreme cases harassment can constitute a criminal offence and the council should take appropriate legal advice, sometimes available from the council's insurer, if such a matter arises.

### **1.6 The Legal position:**

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974.

Under the following laws bullying or harassment may be considered unlawful discrimination;

Sex Discrimination Act 1975,  
Race Relations Act 1976,  
Disability Discrimination Act 1995,  
Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sex Discrimination) 2005,  
Employment Equality (Age) Regulations 2006.  
Criminal Justice and Public Order Act 1994

The Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim.

In addition, a harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal for sexual, racial, disability or age discrimination.

## **2. PROCESS FOR DEALING WITH COMPLAINTS OF BULLYING AND HARASSMENT**

**2.1 Informal approach** – Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance.

It may be sufficient to explain to the person(s) involved in the unwanted behaviour that their conduct is unacceptable, offensive or causing discomfort.

### **2.2 Formal approach**

**2.2.1 Employees:** Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Town Clerk or the Chair of the Council or another

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councillor if more appropriate. Formal complaints need to be put in writing after the initial discussion with the Councillor, as this will enable the formal Grievance Procedure to be invoked.

2.2.2 Others—Members of the council who feel he or she is being bullied or harassed should raise their complaint with the Town Clerk, Mayor or other councillor, where possible.

If an informal notification to a member has been unsuccessful at eliminating the problem or where a member is directly involved in the bullying or harassment. The complaint should then be investigated and a hearing held to discuss the facts and recommend the way forward.

The Council's current complaints procedure should be followed.

2.3 Grievance—Employees only.

A meeting to discuss the complaint with the complainant will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's Grievance Procedure.

This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved.

Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting.

A full investigation of the complaint will be held by an officer as appointed by the Chair/councillor who is handling the process.

It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality.

The Hearing Panel will publish its recommendations following deliberation of the facts.

An action plan should be made available to the complainant to demonstrate how the problem is to be resolved.

It may be decided that mediation is required and the council should contact NALC, an employer's body or ACAS to this effect or the council may offer counselling.

The employee will have a right of appeal as established by the Employment Act 2002.

At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the complainant.

The council will commit not to victimize the complainant for raising the complaint once the appropriate grievance/disciplinary process has been concluded.

2.4 Disciplinary Action—Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour. For an Employee found to have been bullying/harassing others the

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council's Disciplinary procedure will be followed, under the Employment Act 2002 provisions and will normally be treated as Gross Misconduct.

For Members who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the action taken must be reasonable and in some cases counselling or training in appropriate skill areas e.g. interpersonal communication, assertiveness, chairmanship etc., may be more appropriate than a penalty.

The range of disciplinary sanctions available to the council, where a member has been involved in bullying/harassment include; admonishment and an undertaking not to repeat the process, removal of opportunities to further harass/bully, banning from committees of the council and representation on any outside bodies, a referral to the Standards Board (or equivalent) by the council and/or the aggrieved victim.

There may also be a referral to the Police under the Protection from Harassment Act 1997, in the most extreme cases. This list is not exhaustive. 2.5 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure and/or a referral to the Standards Board.

### **2.6 RESPONSIBILITIES**

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then Llanfair Caereinion Town Council the Anti-Bullying and Harassment Policy shall be considered.

Each individual can challenge the perpetrator and ask them to stop. The council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms.

All new members and employees will be provided with a copy of this policy.

A review of the policy shall be undertaken from time to time (or as appropriate) and necessary amendments will be undertaken by the Town Clerk and reported to the full council for approval.

The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.

### **4. Examples of Bullying & Harassment**

Further examples of bullying not acceptable to Llanfair Caereinion Town Council. This list is included to indicate some examples of bullying or harassment covered by this Policy (it is not an exhaustive list)

Physical: unwanted physical contact or intimidation, including unnecessary touching, patting or brushing against a person, assault, coercing sexual behaviour, physical threats, insulting or abusive behaviour or gestures.

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Verbal: remarks about appearance, derogatory or lewd comments, innuendoes, persistent name calling, statements which are suggestive, unwelcome, abusive and offensive.

Behaviour: that denigrates or ridicules; intimidation or physical abuse; making threats; attempts to stir up hatred against an individual or group.

Other: display or circulation of material which are sexually or racially offensive or degrading.

The following list gives more specific examples of behaviour which may amount to bullying or harassment, it is not exhaustive:

I.e. humiliating or ridiculing others about their work or spreading rumours or gossip or shouting or pointing your finger, invading personal space, shoving, blocking or barring the way, suggesting that others should leave the organisation or being hostile to others or constantly criticising others' work and efforts or ignoring the views of others or setting unreasonable tasks or deadlines or making false allegations against others or engaging in excessive monitoring of the work of others or unreasonably obstructing an individual's progress at work by blocking promotion or training opportunities without a genuine business reason or causing embarrassment by disciplining staff in public.

Town Clerk – June 2021

# **Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council**

## **APPENDIX E**

### **DEPOSIT DRAFT - TOWN PLAN CONSULTATION**

#### **Introduction**

Following approval of the Deposit Draft Town Plan at the Full Council Meeting held on 28<sup>th</sup> June 2021 the final consultation stage can now be completed. This paper sets out how the consultation is to be completed.

#### **Location of plan copies**

Copies of the plan will be located as follows:

- Web Site (under documents and as a news item)
- At the Council Office in the Institute
- At the Library
- At Crown House in the High Street

#### **Open days**

Three drop in times are planned as follows:

- Friday 10<sup>th</sup> September 2021 from 10am to 5pm
- Monday 13<sup>th</sup> September from 2pm to 8pm
- Friday afternoons in the Office

The sessions to be held at Llanfair Connections Llanfair Caereinion Station. There is parking there, the space is airy and it is disabled friendly.

#### **How will the residents know about it?**

The public will hear about the plan via:

- Facebook (Town Council, Local Town and general)
- My Welshpool
- Council Web Site
- Press releases
- Notice Boards

#### **How can people respond?**

The public can respond as follows:

- a) Completing consultation form available at the drop in days, the library and Council Office
- b) Completing the consultation form online.

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- c) Emailing their views.
- d) Writing to the Council
- e) Talking to us at the drop in sessions
- f) By appointment at the Council Office

### **External consultations**

The plan will be made available to external organisations as follows:

- a) Powys County Council
- b) Welsh Government
- c) Local community Police Team
- d) Doctors Surgery
- e) Community Councils around the Llanfair Caereinion Town Council boundary

### **Programme for delivery**

At this time the displays are ready, display boards are ready and the forms are ready.

The consultation to run from 27<sup>th</sup> July to 13<sup>th</sup> September 2021.

A full report to Full Council on 27<sup>th</sup> September 2021.

### **Cost Plan**

The cost plan approved is £140. The displays are £100 and premises for use £40.

**R A Robinson**  
**Town Clerk**  
**July 2021**