

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
Tel 01938 811378 Mob 07767 267830
Email Llanfairownclerk@mail.com

3rd December 2021

To All Llanfair Town Councillors

From the Town Clerk

Dear Councillor,

You are hereby invited to attend a meeting of the Full Council to be held on Monday 13th December 2021 at 7pm in the Youth Room of the Institute Bridge Street Llanfair Caereinion Station

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 Full Council to be held on
Monday 13th December 2021 at 7pm
in the Youth Room of the Institute Llanfair Caereinion

1. Welcome by the Chair

To receive a welcome from 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 (Disclosable 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.

5. Minutes of the last meeting

To consider and approve the minutes of the last Meeting held on Monday 22nd November 2021 – issued separately with Agenda.

6. Actions taken since the last meeting

To note the actions to be taken from the last meeting – see appendix A.

7. Financial

7.1 Town Precept for 2022-2023

To approve the budget for the forthcoming year. (see appendix B)

To approve the precept for the forthcoming year.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

7.2 Bank balances

To note the bank balances as at 31st October 2021 as follows:

Current Account	£53,204.36
Deposit Account	£60,152.56
Grant Aid for Play	£10,000.00
VAT refunds	£1,800.00
Total funds	£125,156.92

Funds when all cheques issued paid is £101554.70

7.3 Orders for payment

To approve payments as set out at appendix C.

8. Annual Monitoring Report

To consider and approve the annual monitoring report – see appendix D.

9. Planning application

To consider the following planning application:

Rhos Fawr Cwm Golau Cyfronydd Welshpool Powys SY21 9HA

Erection of steel portal framed building to cover existing yard area at Rhosfawr for the storage of manure, livestock gathering together with all other associated works. See appendix E.

10. Queens Jubilee Celebrations

To receive a report from the Town Clerk on the consultations with other organisations in the Town regarding what is wanted for the above.

The responses have all to date been on the basis that they would support whatever the Council was going to do. No organisation is planning anything that we know about. The previous outline proposal is attached separately with this agenda.

The Council needs to consider what it wishes to do so that a grant application can be submitted within the timeframe of early January for such events.

11. Council Logo

To consider a Council Logo. The current one is as per below:

Cyngor Tref
Llanfair Caereinion
Town Council

12. Mount Field

To consider a proposed agreement between the Council and Llanfair United Football Club regarding maintenance of Mount Field. (see appendix F).

13. Church Clock

To consider a report on the St Mary's Church Clock.

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

14. Powys County Councillor

To receive an update on County Council activities affecting Llanfair Caereinion.

15. Welsh Government Consultations and Proposals

To note proposals by Welsh Government with regard to changes to the Planning Laws including Permitted Development and the Use Class Order. (see appendix G)

16. Town Clerks Report

To consider any matters from the Town Clerk.

17. Dates of meetings in January 2022

To note the following Council meetings for January 2022 to be held in the Institute Llanfair Caereinion:

Monday 10th January 2022 at 7pm – Meeting of the Trusts to approve the annual reports and accounts.

Monday 24th January 2022 at 7pm – Full Council Meeting.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX A

Actions taken since the last meeting

No	Action required	Update
1	Post minutes on web site	Completed
2	Complete and circulate minutes of the meeting	Completed
3	Inform PCC of planning decisions	Completed
4	Prepare budget for final approval at the next meeting.	Completed
5	Contact possible Youth Club leader for a meeting.	In hand
6	Grant application to be completed to Arwain Small Grants.	Completed
7	Church Clock repairs to be added to December agenda.	Completed
8	MWT agreement to be signed	Completed
9	Defibrillator Plan	Defibrillators arrived, boxes awaited.
10	Playground Refurbishment	Quote due in 31.12.2021

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX B

LLANFAIR TOWN COUNCIL BUDGET FOR YEAR ENDING 31st MARCH 2023

RCEIPTS

ADMINISTRATION	Precept	42000
	Interest	5
	Toilet grant PCC	0
RECREATIONAL	Football Club	60
	Bowling Club	10
	Wayleaves and leases	129
	HLF Deri Woods/Goat Field	0
EVENTS	Events income	0
	Grant Aid	0
BURIALS	Burials and Headstones	500
	Chapel of Rest	1000
PROJECTS	Grant Aid	0
	Donations	0
	Grant Aid carried forward	0
OTHER	Adverts/publicity	600
	TOTAL	<u>44304</u>

EXPENDITURE

ADMINISTRATION	Staffing	8000
	PAYE	235
	Admin Costs	1000
	Training	300
	Audit	900
	Office	1700
	membership & Mtg Exp	350
	Insurances	3250
	Legal and professional	500
RECREATIONAL	ROSPA inspections	100
	Playground Repairs	750
	Deri Woods repairs	1000
	Mount Field maintenance	750

Continued....

	Grass cutting Mount Field	4500
	Grass cutting playground	1000
STREET SCENE	Church Clock	500

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

	General Maintenance	1000
	Church Lights	300
	War Memorial	250
PUBLIC TOILETS	Cleaning contract	2280
	Cleaning materials	200
	General repairs	1000
	Services (elec/water)	1000
EVENTS	Grant Christmas Lights	500
	Other events	500
BURIALS	Chapel of Rest Rates	800
	Grass cutting St Marys	1000
	Grass cutting Erw Ddwr	1000
	Ewr Ddwr graveyard repairs	750
	Chapel of Rest Heat/Light	1000
	Chapel of Rest repairs	1000
OTHER	Section 137 (wreath)	50
	Library support	2300
	Donations	1000
	Web Site	500
	Publicity/marketing	2500
	Other	500
	TOTAL	<u>44265</u>
	 BALANCES	 39
ADDITIONAL ITEMS		
	ELECTIONS	3000
	PROJECTS	12500
	SCHOOL CROSSING POINT	6500
	CARNIVAL/RBL EVENT	3000
	TOTAL	<u>25000</u>
FROM RESERVES		24961
	 BALANCE	 0

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX C

ORDERS FOR PAYMENT – 25th October 2021

Power	For	To	Amount	VAT	Total	Cheque
LGA 1972	Administration	Clerks salary (Nov)	£470.80	£0.00	£470.80	100717
LGA 1972	Deri Woods	Repairs	£21.57	£4.32	£25.89	101714
LGA 1972	Chapel of Rest Application	PCC	£29.00	£0.00	£29.00	101715
LGA 1972	Newsletter printing	Mid Wales Print	£254.00	£0.00	£254.00	101716
LGA 1972	R Robinson	Expenses October/November	£115.05	£11.21	£126.26	101717
LGA 1972	Rob Isaac	Various small works around the Town	£285.00	£0.00	£285.00	101718

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

APPENDIX D

Annual monitoring review – December 2021

1. Introduction

This is the annual monitoring report covering all Council activities in the five sections required. The period of the monitoring report is 1st March to 30th November 2021.

2. SECTION 1 - Financial

The financial accounts and annual return for the periods to 31st March 2020 and 31st March 2021 are with Grant Thornton the Welsh Government external auditors for final issue of Audit Notice. This has been delayed by Covid 19 at their end.

3. SECTION 2 – Council decisions

The following principle decisions have been made by the Council and a chart showing progress against each is set out below:

Month	Action	Status
22 nd MARCH	Actions list and reporting to be added to each agenda	Completed
	Standing Orders reviewed in 2021	Completed
	Seek an election for the vacant seat on the Council	Completed
	Annual Returns for years ending 31 st March 2020 and 2021 to be completed	Completed, awaiting external audit (delayed due to Covid 19)
	Appointment of Brian Underhill as internal auditor	Completed
	Set up new bank mandate	Completed
	Implement the Council policy on the IRPW allowances	Completed
	Implement budget agreed at this meeting	Completed
	Weekly inspection sheets are to be recorded	Completed
	No smoking signs to be erected at Glanyfron Playground.	Completed
	Complete works to toilet block	Completed
	Complete asbestos report for toilet block	Completed
	Complete asbestos report for chapel of rest	Completed
	Complete Town Trail	Nearing completion
	Library agreement and funding to be put in place	Completed
	Complete fencing and plaque by start of town trail (footbridge)	Completed

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Month	Action	Status
22 nd MARCH	Implement a delegated authority (town clerk) policy	Completed
	Upgrade existing website to host more information	Completed
	Take on a 5 year lease of an office in the Institute	Completed
	An area of interest (service) to be allocated to each Councillor	Completed
	Prepared and issue a Councillor manual	Completed
12 th APRIL	Support Speed restriction proposal for Mel y Ddol	Completed
	Enter into agreement with MWT and the Trust	Nearing completion
	Enter into agreement with Deri Woods Volunteers	Nearing completion, volunteer arrangements working well
	Arrange seats donated by others	Completed
	Complete refurbishment of High Street telephone box and install book exchange and tourist information point	Completed
	Complete minor works to playground	Completed
	Complete minor works to Ewr Ddwr	Completed but more tree works to be completed in early 2022.
	Complete minor works to Chapel of Rest	Completed except external painting which is awaiting the contractor
	Grass cutting compounds at Mount Field and St Marys Churchyard	Compound at Mount Field location to be re-considered. St Mary's churchyard compound not required.
26 th April	Place new benches and seats in Deri Woods	Completed
	Arrange a Town Poll on the colour of the telephone box refurbishment	Completed
	Containers in Mount Field to be repainted using paint already in stock	Completed

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Month	Action	Status
26 th April	Prepare and issue press releases following each Council meeting.	Completed
10 th May	Kit out the Office at the Institute	Completed
	Approved Draft Town Plan – consultation now to be completed	Completed
	Implement a management plan for the Council	Completed
	Arrange for the payment of the account for Mount Field drama event on 9 th July 2022	Awaiting invoice
24 th May	Complete Annual Meeting	Completed
	Implement Council decision on Insurances for 2021-2022	Completed
	Document review and approval to drafts	Completed
	Make an application to seek listed building status for the old Home Guard building near Heniarth	Completed – now awaiting CDW decision
28 th June	Issue letter on comments about the new Medical Centre to PCC	Completed
	Extra benches, seating and dog poo bag dispensers to be ordered	Completed
	Install Defibrillator in the Watergate Street telephone box	Completed
	Implement revisions to rents and fees	Completed
	Introduce a newsletter by monthly	Completed – first and second issues complete
	Hockey Club grant to be paid in sum of £250.	Completed
	To host a bookstart day each year in June in partnership with the Infant School for reception classes	Arranged for June 2022
	Implement the Community Awards as per paper approved by Council	Completed
	Issue letter approving use of the Tennis Courts for an outdoor coffee morning.	Completed

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

Month	Action	Status
26 th July	Arrange for fallen tree in river at Deri Woods to be made safe.	Completed
	Write to member of the public about removal of timer and works to tree in Deri Woods	Completed
	Monitor projects up to the £25,000 limit set by the Council	Completed and on-going
	Publish Annual Report for period to 31 st March 2021	Completed
	Arrange for membership of the North & Mid Wales Association of Local Councils, The Shrewsbury Aberystwyth Rail Liaison Committee and One Voce Wales.	Completed
27 th September	Arrange for the replacement LED colour lights at St Marys churchyard	Completed
	Play Plan to be prepared for Llanfair Caereinion	Completed
	Arrange for panels with NHS Defibrillator emblems on for the Watergate Street telephone box	Being arranged
	Arrange for £5,000 to be put into reserves to cover any IRPW costs.	Completed
	Arrange for a public meeting on the Council Finances and choices for Council Tax 2022/2023	No longer required
	Implement the Defibrillator Plan for Llanfair Caereinion	Being arranged
	Implement free wifi proposal working with PCC Smart Towns	Being arranged
	Arrange payment of £1,000 for the Christmas Lights Committee	Completed
	Erect new grass cutting compounds to the top road of Mount Field	Being arranged
	Arrange for two new high fencing posts to be replaced.	Being arranged
	Arrange a meeting in the spring of 2022 for a user group meeting regarding Mount Field	To be arranged in February 2022

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

Month	Action	Status
27 th September	Implement management structure of two full council meetings per month	Completed
	Arrange for the new PCSO to attend a Council Meeting	Completed
25 th October	Arrange for tenders for playground improvements at Glanyafron playground.	Being arranged
	Arrange for repayment of Deri Woods grant excess	Completed
	Host a Town Clean-up Day on 13 th November	Completed
8 th November	Write to MWT over management of grant aid for Deri Woods	Completed
	Implement the Town Plan and Town Plan Action Plan	On-going to completion
	Bring forward the Climate Change policy for discussion the new year	To be arranged
22 nd November	Implement budget 2022-2023	To be implemented
	Take forward new clock at St Marys Church.	Being implemented with the Church

NOTE: Planning decisions were passed to Powys County Council after each meeting.

4. SECTION 3 - Town Plan - Governance

The performance against the 'governance' section of the Town Plan is set out in the charts below:

Actions:	How it will be achieved:	Status
The Council to set a 5 year plan setting out its priorities with a monitoring review every 12 months.	This document, and its successor documents, outlines the objectives of the Council. There will be an annual monitoring report contained within the Annual Report.	Completed
The Councils priorities will be set annually to support the overall objectives.	Councillors will consider the monitoring report annually and set the next years objectives.	Completed
Review the management structure of the Council and its roles and responsibilities annually.	The Annual Meeting shall approve the management of the Council and agree roles and responsibilities.	Completed
A Committee to carry an annual review of any staff to ensure compliance with good practice and employment law.	An annual review of the Town Clerks performance will take place in September annually	To be completed each year in March 2022

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Actions:	How it will be achieved:	Status
Continue to develop methods to communicate performance to the public including the website, Facebook, booklets and the annual report as well as giving the opportunity for the community to attend Council meetings.	The Town Council maintains a website (information available in Welsh on request) and has a notice board provision. The Council also has a Facebook page and is proposing to implement a 3-4 times a year booklet for each residence.	Facebook, web site and council newsletter all in place. Completed.
Council risks regarding its finances and activities.	The Council has completed a Council Risk Assessment and has a full range of documents for good governance and H&S practice. All documents are posted on the Councils website.	Completed and reviewed annually.
Review annually the Council appointments to outside bodies.	This is to be completed at the Annual Meeting.	In place to be reviewed at the Annual Meeting.

Actions:	How it will be achieved:	
Prepare a 5 year rolling budget showing both income and expenditure along with any capital plans.	The annual budget shall include a forward projection for 5 years on a rolling basis.	Completed and reviewed annually.
Put in place procedures to ensure finances are protected and managed effectively.	The Council has financial regulations, financial risk assessments, cash handling procedure and investment policies in place.	Risk assessments and policy documents in place. Completed and reviewed annually.
All finances to be monitored on a monthly basis with a comparison between budget and spending along with bank balances and bank reconciliation.	The Council receives monthly reports with bank balances and the bank reconciliation. The monthly report includes actual income and expenditure against budget.	Completed and on-going.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Action:	How it will be achieved:	Status
Support the Welshpool and Llanfair Light Railway which is the largest tourism attraction in the Town and second only to Powis Castle in the wider area.	To support the development of the railways base in Llanfair Caereinion. To work with the railway in achieving its objectives to be sustainable into the future.	Working relationship developing.
To support the Local Caravan Parks in providing local accommodation.	To work with the Caravan Parks to ensure that they are able to develop their business to support tourism in the area.	Yet to start
To support local business within the Town Council Area.	To work with local business to ensure sustainability into the future.	Business forum yet to start
Promote new projects in the Town for both local residents and visitors.	The Council will seek grant aid and work with partners to bring forward projects identified in the Project and Action Plan part of this plan.	Working continuing, playground grant obtained with more work to do.
To support events which give life and enjoyment to the Towns residents and visitors.	The Council will support local events and to run such events where required. This includes the Christmas Lights and the Carnival.	Grants to Christmas Lights and to provide a drama event at the Carnival for the town completed in 2021
Explore partnership working with other organisations to promote and benefit the Town.	The Council is working with Montgomeryshire Wildlife Trust with Deri Woods and will work with other partners as the opportunity arises.	Working relationship with volunteers in Deri Woods completed. Working with other partners being explored.

Action:	How it will be achieved:	Status
Engage the services of a suitable internal auditor for the Annual Return.	An internal auditor is appointed each year as part of the Annual Return and presented to the External Auditor. Any issues are brought to the attention of the Council.	Local auditor appointed and 6 month review held.
Undertake annual Council risk assessment reviews.	The Council Risk Assessment will be reviewed annually in February.	Risk Assessment in place and due to review February 2022
Ensure equality, complaints procedures, harassment policies and other relevant policies are in place and are published.	All policies are in place and will be published on the Councils website.	All policies are published on the Council Web Site. Completed.
Publish a Welsh Language Policy.	The Council has a Welsh Language Policy that will be published.	A Welsh Language Policy has been completed and is operating.
Create a schedule of document reviews on a rolling 3 year basis.	A schedule has been prepared and will be used when carrying out document reviews in February each year.	Document reviews taking place.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Action:	How will it be achieved:	Status
<p>To meet the Quality Council status requirements as soon as possible.</p> <p>This includes:</p> <ul style="list-style-type: none"> i) At least two-thirds of the total number of members of the council have been declared to be elected ii) The Council to have a qualified Town Clerk. iii) The last two years of unqualified auditor's opinions from the Auditor General for Wales. iv) A compliant website. v) An annual report issued. 	<p>The Council is working towards 80% of its members appointed by election'</p> <p>The Council employs a Qualified Town Clerk. (FRICS and FSLCC)</p> <p>The Council has audited accounts and is getting its annual returns up to date and submitted in regulation order. The Council do all it can to ensure audits are unqualified into the future.</p> <p>The Council has a compliant website and is to issue an annual report from 2021.</p> <p>The Council will produce an annual report in September of each year.</p>	<p>Two thirds of the Council being elected can be achieved in May 2022 general elections.</p> <p>The Council has employed a qualified Town Clerk.</p> <p>Accounts for the years to 31st March 2020 and 2021 have been submitted and a clear audit is expected.</p> <p>The web site is now compliant.</p> <p>An annual report for the year to 31st March 2021 has been completed and published.</p>
To manage Trusts in accordance with Charity Law and guidance.	A separate Trust Committee is to be set up to manage the Trusts of which the Council is a Trustee.	A separate committee structure for the Trusts has been put in place with a management agreement and separate bank accounts.

Actions:	How it will be achieved:	Status
To publish the Council grants and donations policy,	The Council has a grants and donations policy which will be published on the Council website.	A grants and donations policy has been published.
To set aside an appropriate budget for such grants and donations.	<p>The budget for 2021-2022 has allocated sums for grant aid to specific organisations. From 2022-2023 an amount of money will be allocated more generally in line with the policy.</p> <p>In all cases allocation of funds can be adjusted to meet local needs.</p>	<p>A budget for grants has been completed and included in the annual budget.</p> <p>A notice should be posted to let people know about what is possibly available.</p>
Provide support for the Community Library through a partnership between the County Council, Community Library and Town Council.	A five year agreement of support has been put in place with the new arrangement starting on 1 st May 2021.	An agreement has been completed for 5 years.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Actions:	How it will be achieved:	Status
Establish a Delegated Authority document for the Town Clerk and Council.	A delegated authority document has been approved and will be published on the Council website.	Completed
Ensure any Committees have clear terms of reference.	At the annual meeting any committees will have full details on the agenda for agreement including their remits.	Terms of reference for the Council Meetings is in place.
Ensure approvals of monies to projects are covered by recorded decisions.	For each project there will be a project manager and an approved budget to allow spending up to and including the budget limit. This is to be monitored monthly.	A system is in place for approvals.

Action:	How will it be achieved:	Status
Ensure each Member has a copy of the Code of Conduct.	Each Councillor is issued with a Councillor Manual including the Code of Conduct.	A copy of the code of conduct has been issued to all Councillors.
Review employment policies on a regular basis in line with the review schedule.	All staff documentation will be reviewed in line with the review schedule.	All staff documentation is on file and up to date.
Ensure the Town Clerk and any other employees have contracts of employment.	A contract of employment for the Town Clerk is in place.	The Town Clerk has a contract of employment.
Ensure that a staff manual is prepared and published.	The staff manual has been prepared and will be published on the Council website.	There is a Council Staff Manual and it is posted on the web site.

Actions:	How it will be achieved:	Status
To ensure the Town Clerk is qualified and completes the CPD training as required.	The Town Clerk is qualified being a Fellow of the Society of Local Council Clerks and as a Fellow of the Royal Institution of Chartered Surveyors.	The Town Clerk completes the CPD programme each year evidenced by the SLCC granting Fellowship status each year.
To ensure training for Councillors is available as required.	Training as required will be made available.	Training will be offered in 2022 and an induction will be held for Councillors after the May 2022 elections.
To ensure all newly elected Councillors have an induction and are issued with the Councillors manual.	All new Councillors and all Councillors following a general election shall receive introductory training and be issued with the Councillor manual.	See above.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Actions:	How it will be achieved:	
Ensure there are regular reports on Council activities for members to consider.	The Town Clerk issues a monthly report to all Councillors covering all areas of activity.	A monthly update is given to all Councillors on the activities of the Council.
The external auditors report shall be presented to the first Full Council meeting following its issue.	The External Audit report will be presented to the Full Council in September of each year.	When received this will be presented to Council.

Actions:	How will it be achieved:	Status
Maintain risk assessments and publish them on the website.	All activities will be the subject of risk assessments and these will be published on the website.	Risk assessments are in place and published on the website.
Ensure all risk assessments are reviewed in line with the documents review schedule.	All risk assessments will be reviewed in line with the review schedule and when any material changes to the activity take place.	A Councillor has been appointed to work with the Town Clerk on a review programme.
Ensure all building certificates and documents are up to date.	All buildings have necessary risk assessments including any legal requirements. A fire risk assessment and asbestos report for both the toilets and the Chapel of Rest are in place.	All documents were reviewed in 2021.
Ensure all volunteers, Councillors and staff has appropriate certification for any works or activities carried out by them.	Any work carried out by volunteers, staff or Councillors will be subject to audit before works start that require such certification.	A record of qualifications is kept for each volunteer, this relates to the Deri Woods volunteers.
Ensure the Council carries all risks insurances for all its activities.	An all risks insurance policy is put in place with up to date rebuilding and replacement valuations completed in June of each year.	An all risks insurance policy is in place for the Council.

Actions:	How it will be achieved:	Status
To insure the Chairs chain to its full value.	The Chairs chain is to be insured within the all risks policy.	This item is included and noted in the Council insurance policy.
To ensure that the names of the Chairs are engraved on the Chairs chain.	The engraving will be completed as soon as possible.	To be actioned.
To promote the Council by attendance at events via the Chair, Vice Chair or Town Clerk.	The Town Clerk will make it known to the Community that the Council is open to invites to events and meetings to promote the Town and the Council.	To be actioned.
To invite the public to nominate persons for a Community Award annually and for the Councillors to consider such nomination and decide upon such awards by a set protocol.	The Council is to introduce annual Community Awards.	Completed with the first award to be presented at the Christmas Lights Event in 2021.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Action:	How it will be achieved:	Status
Develop and introduce a Community Engagement Strategy.	Such document and policy to be put in place during 2021-2022 year.	To be completed.
Actively promote Llanfair Caereinion Town Council as the first tier of government.	This will be done via the website, social media, booklets, press releases and displays at events.	Completed and on-going.
Promote the opportunity (when it arises) for members of Llanfair Caereinion's electorate to become Town Councillors.	When a vacancy arises or a general election takes place the Town Clerk will ensure such information as is required is publicised widely in the community.	Completed and on-going.

Action:	How it will be achieved:	Status
Review Council buildings to ensure they meet 'access for all' regulations.	All buildings have been reviewed for disabled access.	All buildings meet access regulations and will be reviewed annually.
To move towards being a Dementia Friendly Town.	To assess all the Council facilities to ensure they are dementia friendly and to progress towards the Town gaining such status.	Yet to be actioned.

Action:	How it will be achieved:	Status
Engage with residents through all media channels to ensure all are able to access information.	The Council will use its website, social media, press releases and booklets to promote its activities and engage with the public.	Newsletter, Facebook and web site kept up to date.
Use surveys to gain feedback on activities and projects of the Council.	The Council will consult residents, business and the youth through forums and surveys as often as is required.	Some surveys have been completed (Telephone Box and Town Plan) in 2021.
To ensure that sports facilities are available on land controlled by the Council on an equal basis.	To complete a review of sport facilities for the Town and implement its findings. To support the retention and development of sports facilities at the High School.	A review is to be completed in 2022. On-going.

Action:	How it will be achieved:	Status
To host a Youth Town Council with the local High School.	A youth council is to be set up with the High School on a quarterly basis.	Youth Council now in place and working.
To host a consultation platform for both the Junior and Infant Schools with the Head Teachers.	A suitable consultation arrangement to be put in place in agreement with the Schools.	To be put in place.
To consult the youth of the Town on projects and any future plans.	The Council will consult with the youth as well as the residents and businesses on all projects.	Youth Council will lead this project.
Consult with infant and junior schools from time to time with regard to facilities such as playground provision.	The Council will consult the infant and junior schools on play provision and other matters that affect them directly.	To be put in place

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Action:	How it will be achieved:	Status
To work with local business to do all that can be done to revive the Town Centre.	The Council will host a local business forum aiding working with local business to achieve a sustainable town centre area.	To be started.
To help local business to thrive and aid a sustainable centre.	The Town Council will advise when required and ensure local business receives all relevant information.	To be started.

Action:	How it will be achieved:	Status
Prepare a well-being assessment against the Powys County Council assessment to ensure the Town Council is doing all it can to help.	The Town Council has prepared an assessment as required to identify what the Council is doing.	A document has been prepared and will be presented to Council in early 2022.
Review annually the well-being assessment and report to the Full Council alongside the Annual Report.	The well-being assessment will be reviewed and monitored for progress annually along with the Annual Report in September of each year.	See above.

Action:	How it will be achieved:	Status
To deliver the plan through a monitoring and action projects which will be prioritised and delivered during the life of the plan?	Produce a prioritised list of projects and activities and deliver them in line with a defined programme.	Town Plan with Action Plan in place and monitored annually.
To enable partners, Councillors, local residents and organisations to work together to deliver the plan.	Work with all agencies and organisations to deliver the co-ordinated objectives.	On-going.

5. SECTION 4 - Town Plan Action Plan

The progress made in 2021 towards the Action Plan are set out on the chart below:

Ref	Priority	Project	Details	Target completion
1	1	Fencing by WLLR station	Complete new fencing by the Banwy footbridge and re-fix information boards.	Completed
2	1	Publicity and press releases	To publish council activities via social media and press releases.	Completed
3	1	Web Site	Re-organise headings to provide full information about the Council	Completed
4	1	Library	Sign agreements for a 5 year support package	Completed

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Ref	Priority	Project	Details	Target completion
5	1	Defibrillators	To provide a defibrillator in the Watergate Street telephone box. To ensure the unit at the Institute is working and to consider its relocation.	Completed
6	2	Defibrillators	Prepare and implement a defibrillator plan for Llanfair	Being implemented
7	1	Telephone Box High Street	Refurbish telephone box in High Street as information point.	Completed
8	1	Keep Llanfair Tidy	Host annually a Keep Llanfair Tidy day with volunteers.	Completed
9	1	Community Awards	To implement a Community Award Scheme annually to recognise those who have given good service within the Community.	Completed
10	1	Youth Council	To work jointly with the High School to host a Youth Council on a quarterly basis.	Completed
11	2	Communication to residents	Provide a community news booklet for residents to aid engagement and passing news out.	Completed
12	2	St Marys Church lighting	To investigate and implement a new scheme of lighting in St Marys Churchyard.	Completed
13	1	Pollinator Garden	Install garden at Erw Ddwr	Completed
14	1	Street Scene	To refurbish and clean up street furniture, benches and signs within the Town Boundaries.	Phase 1 completed
15	1	Deri Woods	Enter into an agreement with the MWT to manage Deri Woods.	Being actioned

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Ref	Priority	Project	Details	Target completion
16	1	Planning and Development	Introduce a good neighbour scheme where affected parties are informed of the Town Council meetings that discuss that application.	Completed
17	2	Business Forum	To work jointly with the local businesses and to host a business forum on a quarterly basis.	March 2022
18	2	Tourism	To investigate and implement a Tourism Plan for the Town.	March 2022
19	1	Town Trail	Complete the booklets and town trail boards through the town.	Almost completed
20	2	Mount Field	Prepare and implement a management plan for Mount Field.	Completed
21	3	Banwy Industrial Estate Road	Consider if the Town Council should take an asset transfer of the road and remaining PCC land.	January 2022
22	2	Car Parking	Investigate and seek a way to provide more car parking for the Town including Morgan's Yard.	January 2022
23	2	Water in a bottle	To provide a water in a bottle point in the Town Centre.	March 2022
24	2	Marketing	New Council Logo adopted	February 2022
25	1	Public Toilets	Install baby changing facilities.	March 2022
26	2	Youth Facilities	To draw up a plan with the Youth Council for the Youth of the Town.	Being implemented
27	2	Markets	Investigate and implement a street market in the Town Square area or other suitable location.	May 2022
28	2	Bus stops	To investigate and implement a scheme of bus stop signs.	May 2022
29	2	Tourist	Arrange an annual event involving tourist forming a Be a local Tourist Week	June 2022

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Ref	Priority	Project	Details	Target completion
30	2	Access	To promote disabled access where ever possible.	April 2022
31	1	Town Centre Wi-Fi	To install in partnership with PCC a Wi-Fi system which also retains data for preparation of reports?	Being completed
32a	2	Playground	Seek to gain improvements to the Trem Banwy Play Area via PCC.	Progress started
32b	1	Glanyfron Playground	Refurbish existing play area.	Being implemented.
33	2	Historic Records	Create a historic records package for storage.	January 2023
34	2	History in the Town	Re-instate the water pump in Wesley street.	March 2023
35	2	Flicks in the Sticks	Provide a monthly cinema such as Flicks in the Sticks for the community.	March 2023
36	2	Signage	Complete a Signage Audit on all Town Council property and update.	July 2022
37	2	Volunteers reception	To host a coffee morning reception to say thanks local volunteers who work to make Llanfair a better place.	July 2022
38	2	Flowers	Improve hanging baskets and flower tubs around Town.	March 2023
39	2	Book-start Event	Book-start Day with outing and storytelling for reception class at school.	June 2022
40	1	Climate Change	All Councils should have a plan to set how the Council works in this respect.	June 2022
41	2	Dementia	To complete what is needed for the Town to become Dementia Friendly	July 2022
42	1	Parking	Prepare a parking plan for Llanfair and seek to implement it.	March 2022

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

Ref	Priority	Project	Details	Target completion
43	2	Allotment provision	Complete investigations into provision of further allotments in Llanfair.	July 2022
44	1	Youth Club	To support the introduction of a Youth Club for the Town.	October 2022
45	2	Safer Cycle Routes	Safer cycle routes from the top of Watergate Street to the schools.	October 2022
46	2	Blue plaque scheme	To introduce a booklet to support and install blue plaque scheme (Historic Buildings) on property that are prepared to host one.	March 2023
47	2	Website	Build a new web site which can be interactive	July 2023
48	1	On street parking	To work with PCC to improve street parking with more controls as required.	July 2022
49	1	Heavy traffic through town	To work with Powys County Council to seek a solution to reducing heavy traffic through the Town.	July 2022
50	2	Watergate Street traffic calming	To review and make recommendations to the County Council regarding traffic calming in Watergate Street.	July 2022
51	2	Buses	To support the retention of bus links from Llanfair to Welshpool when Powys County Council reviews take place.	On-going
52	1	Roads	To support the County Councillor in seeking road surface improvements in the Town.	On-going
53	2	CCTV	Move CCTC control into office and put monitoring procedures in place.	July 2022
54	1	Existing service delivery	To update, keep well maintained and secure the delivery of existing services.	On-going

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

Ref	Priority	Project	Details	Target completion
55	2	Playground	Seek to provide an All Purpose Sports Area with all-weather surface.	Future
56	2	Explore setting up a community foundation	To allow legacies to be left to the town to aid development of projects.	Future
57	2	Community Engagement	To consider seeking a grant for a short term community engagement officer. This to be combined with a community enabler.	Future
58	1	Banwy Foot Bridge	To support the County Councillor is seeking refurbishment of the River Banwy Footbridge.	On-going
59	1	Morgan's Yard	Seek to find solution to the development or change of use to this land.	Future
60	2	Events	To prepare an events booklet annually to ensure residents and visitors know what is on offer.	On-going
61	2	Repair Cafe	To aid the setting up of a repair café to help recycle goods and provide a meeting point.	April 2023
62	2	Electronic speed indicator signs	Seek installation of these in appropriate locations.	July 2022

Status at 22nd November 2022

14 completed	23%
8 under way	13%
40 to start	64%

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

6. SECTION 5 – Statutory documents and risk assessments

This section covers review of documentation as set out in the chart below:

Ref	Document	Status
1	Standing Orders	Reviewed in 2021
2	Financial Regulations	Reviewed in 2021
3	Financial Risk Assessment	Reviewed in 2021
4	Cash Handling procedure	Reviewed in 2021
5	Investment Strategy	Reviewed in 2021
6	Procurement Policy	Reviewed in 2021
7	Council Risk Assessment	Reviewed in 2021
8	Code of Conduct	Reviewed in 2021
9	Health and Safety statement	Reviewed in 2021
10	COSH record	Reviewed in 2021
11	Delegated authority	Reviewed in 2021
12	Complaints procedure	Reviewed in 2021
13	Equality and Diversity Policy	Reviewed in 2021
14	Bullying and harassment Policy	Reviewed in 2021
15	Data Protection Policy	Reviewed in 2021
16	Welsh Language Policy	Reviewed in 2021
17	Freedom of Information registration	Renewed 2021
18	Staff procedures and Staff Handbook	Reviewed in 2021
19	Fire Risk Assessments	Reviewed in 2021
20	Asbestos reports	Reports in place
21	Risk assessments	Reviewed in 2021
22	Climate Change Policy	Yet to be taken forward

A Councillor has been allocated to work with the Town Clerk with regard to on-going document reviews.

Robert A Robinson MBE FRICS FSLCC
Town Clerk
December 2021

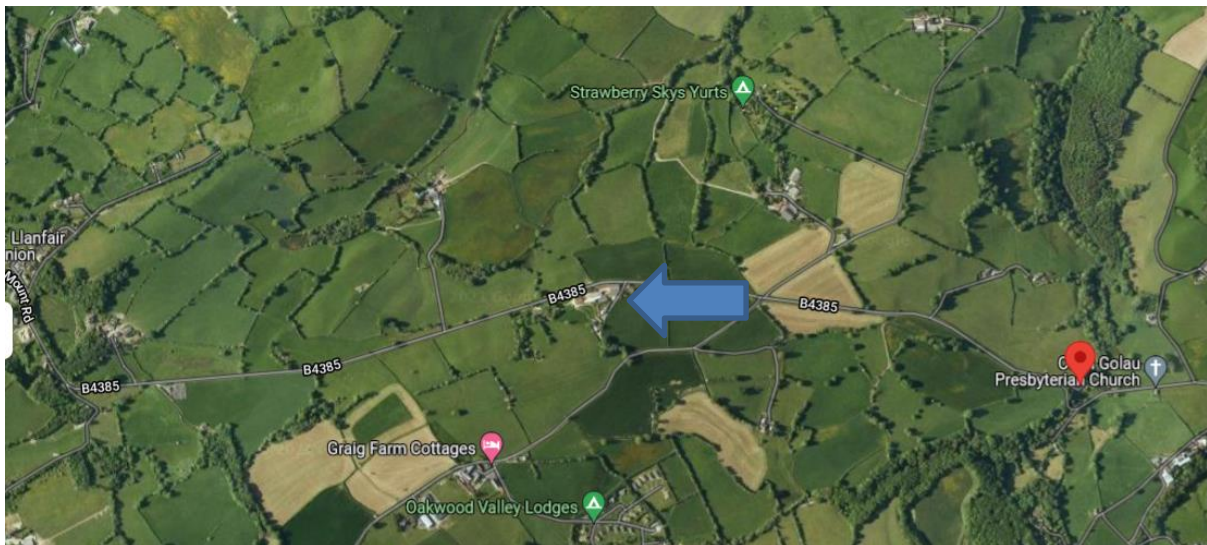
Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

APPENDIX E

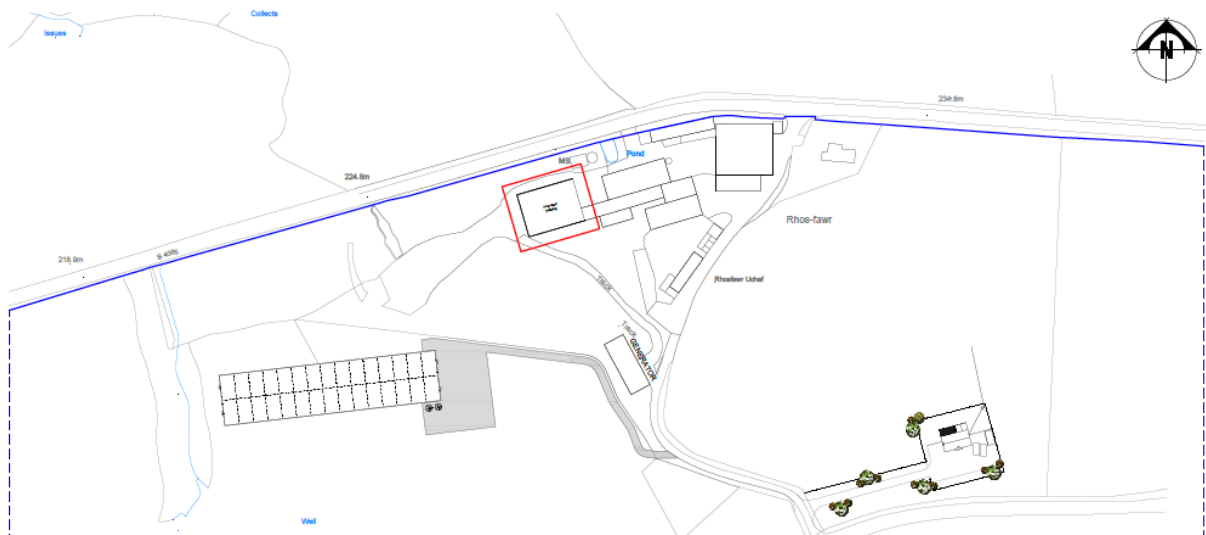
PLANNING APPLICATION

Rhos Fawr Cwm Golau Cyfronydd Welshpool Powys SY21 9HA

Erection of steel portal framed building to cover existing yard area at Rhosfawr for the storage of manure, livestock gathering together with all other associated works.



LOCATION PLAN

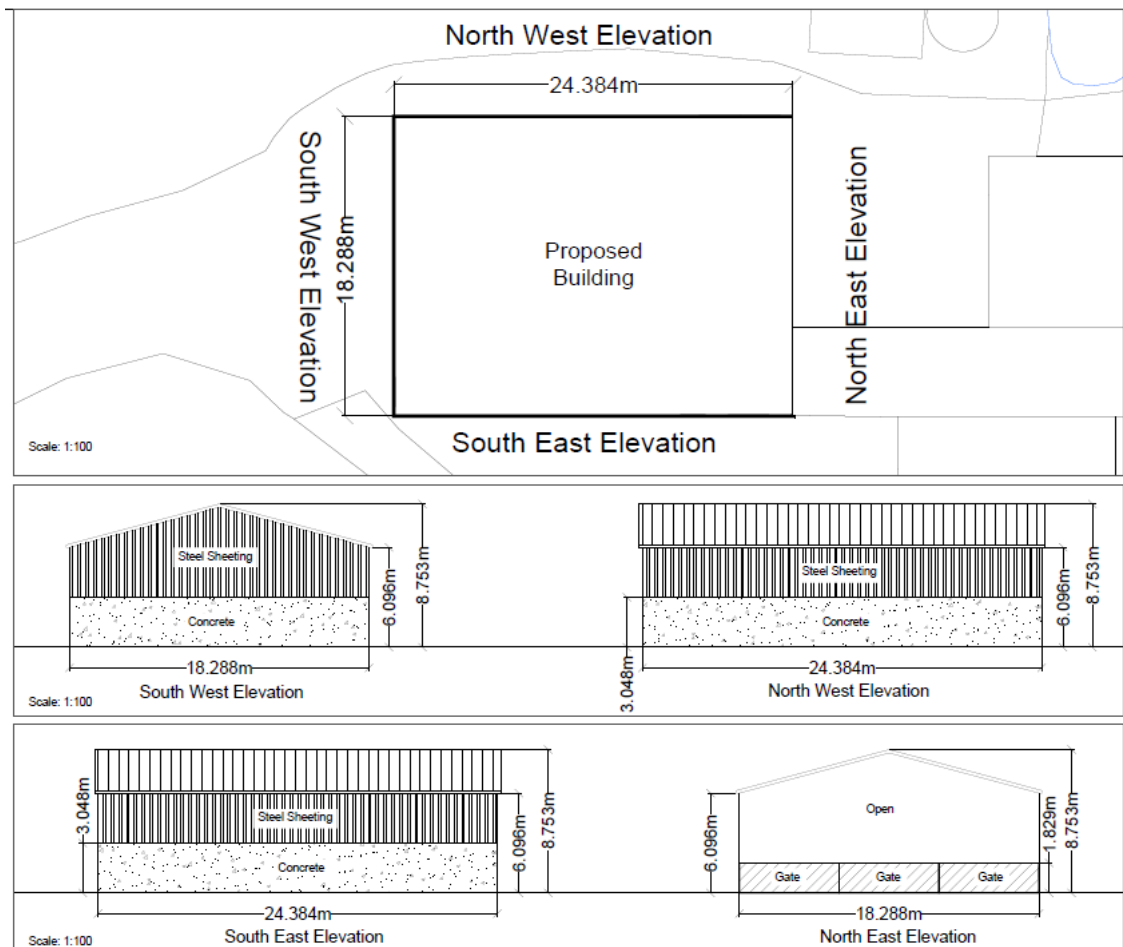


BLOCK PLAN

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council



MORE DETAILED LAYOUT PLAN



ELEVATIONS

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX F

MOUNT FIELD LLANFAIR CAEREINION

Schedule of responsibilities

NO		Proposed responsibilities
1	Club house and toilet building top of site	Llanfair United Football Club
2	Stands and railings	Llanfair United Football Club
3	Fences – along access road	Llanfair United Football Club
4	Fences – by entrance	Llanfair Caereinion Town Council
5	Paths around pitch areas	Llanfair United Football Club
6	Grass cutting	Llanfair Caereinion Town Council
7	Vertidrainage, fertiliser etc for main football pitch	Llanfair Caereinion Town Council (twice a year) remaining times Llanfair United Football Club
8	Tall fencing (both ends) posts and structure	Llanfair Caereinion Town Council
9	Tall fencing (both ends) netting	Llanfair United Football Club
10	Tree and bush growth behind netting at far end	Llanfair United Football Club
11	Litter bins (match days) empty	Llanfair United Football Club
12	Litter bins (non match days) empty	Llanfair Caereinion Town Council
13	Car park area	Llanfair Caereinion Town Council
14	Steel container (football club occupied)	Llanfair United Football Club
15	Signs by entrance	Each responsible for own signs.
16	Land above Mount Field	Llanfair Caereinion Town Council
17	Any drains or culverts	Llanfair Caereinion Town Council
18	Trees	Llanfair Caereinion Town Council
19	Hedges	Llanfair Caereinion Town Council

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX G

1. Introduction

On occasions there are Welsh Government proposals and consultations which are relevant to a Town and Community Council. Below are set out some changes in Planning Legislation proposed and of which the Council should be aware.

2. Changes in Permitted Development Rights

There are plans to change the Permitted Development Rights (those things you can do without the need for a planning consent). Some changes are temporary changes to allow development or change of use for a period of time thus giving applicants a chance to try out new things before having to apply for consent to make it permanent. Others will remain permanent.

Examples of such changes include:

- a) Changing the use of a shop to a hot food outlet or a professional use without consent or visa-versa.
- b) Extending temporary use of land from 14 days to 28-56 days per annum without consent.
- c) Houses in multiple occupation to have an permitted development rights removed.
- d) Installation of electric charging points without the need for a planning consent in many cases.

There are other changes but those listed are the most relevant to this Council.

3. Changes in the Use Class Order (Planning Acts)

The issue of housing shortages are causing great concern. The effect of a housing shortage is house price increases making affordability an issue and a cost to the Local Authority in providing for homeless in emergency accommodation among others.

To this end the Welsh Government is proposing to change the Use Class order to control second homes and holiday homes. The following chart sets out the new Use Class Order for residential property.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

Table 2: Proposed permitted changes of use	
From	To
Class C3. Dwellinghouse; Primary homes	Class C5. Dwellinghouse; Secondary homes Class C6. Short-term lets Mixed use (Class C3 & Class C6) Mixed use (Class C5 & Class C6)
Class C5. Dwellinghouse; Secondary homes	Class C3. Dwellinghouse; Primary homes Class C6. Short-term lets Mixed use (Class C5 & Class C6)
Class C6. Short-term lets	Class C3. Dwellinghouse; Primary homes Class C5. Dwellinghouse; Secondary homes
Mixed use (Class C3 & Class C6)	Class C3. Dwellinghouse; Primary homes Class C5. Dwellinghouse; Secondary homes Class C6. Short-term lets
Mixed use (Class C5 & Class C6)	Class C3. Dwellinghouse; Primary homes Class C5. Dwellinghouse; Secondary homes Class C6. Short-term lets

Any changes do not affect current second or holiday homes or properties to let.

R A Robinson
Town Clerk – December 2021