

Cyngor Tref Llanfair Caereinion 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

9th May 2022

To All Llanfair Town Councillors

From the Town Clerk

Dear Councillor,

First of all may I congratulate you on your re-election to the Town Council. I look forward to working with you over the coming term of office.

You are hereby invited to attend the first Council meeting of the Council term which is to be the Annual Meeting of the Council. This is to be held on Monday 16th May 2022 at 7pm in the Youth Room of the Institute.

Yours sincerely,

Robert Robinson

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

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

AGENDA

for the ANNUAL MEETING of the Full Council to be held on
Monday 16th May 2022 at 7pm in the Youth Room of the Institute

1. Declarations of acceptance of office of Councillor

For each Councillor to sign the following:

- i) Acceptance of the office of Town Councillor for Llanfair Caereinion Town Council.
- ii) Confirmation that they are able to be part of the Trustee for the Deri Woods and Mount Field Trusts.

2. Welcome by the Chair

To receive a welcome from the outgoing Chair.

3. Record of attendance

To record attendance and record any apologies for absence.

4. Election for Chair of the Council

To elect the Chair of the Council for the ensuing year.

(see appendix A for election details)

Following election the Chair shall make the declaration to that office.

5. Election for the Vice Chair of the Council

To elect the Vice Chair of the Council for the ensuing year

(see appendix A for election details)

6. 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.

7. 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.

8. Minutes of the last meeting

To consider and approve the minutes of the last Full Council Meeting held on Monday 11th April 2022 – issued separately.

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9. Attendance Record

To receive the attendance record of Councillors at Full Council Meetings during the past year (to 9th May 2022) as follows:

Name	Number of meetings possible	Number of meetings attended	Percentage
Cllr Rob Astley	14	12	86%
Cllr Hazel Davies	14	14	100%
Cllr Ian Davies	14	12	86%
Cllr Richard Derricutt	13	11	85%
Cllr Cadvan Evans	14	9	64%
Cllr Viola Evans	14	13	93%
Cllr Ursula Griffiths	14	11	79%
Cllr Gareth Jones	14	11	70%
Cllr Geraint Peate	14	8	57%
Cllr Kate Roberts	10	7	70%
Cllr Ceri Stephens	14	9	64%
Cllr Wyn Williams	14	12	86%

The overall attendance at Full Council meetings is 79.14% which is very good.

10. Appointments to areas of interest

To appoint a Councillor or Councillor's to liaise with the Town Clerk regarding each area of interest as follows:

Ref	Area of Interest	
1	Deri Woods/Goat Field	
2	Mount Field	
3	Chapel of Rest/Erw Ddwr/Burial Records	
4	Toilets & street scene and street furniture	
5	Playgrounds/Tennis Courts/Bowling Club	
6	St Marys Churchyard, clock, lights and War Memorial	
7	Administration including financial	
8	Planning & Development	
9	Events	
10	Events	
11	Youth Council/Youth liaison	
12	Documents and Health & Safety	
13	Powys County Council matters	
14	Welsh Language	
15	Outlying areas	
16	Local business and tourism	

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11. Meetings for the year

To approve the schedule of dates and times of meetings for the ensuing year as follows:

MONTH	FULL COUNCIL	FULL COUNCIL	TRUSTS	INDUCTION
MAY				23 rd
JUNE	13 th	27 th	6 th	
JULY	11 th	25 th	----	
AUGUST	----	----	----	
SEPTEMBER	12 th	26 th	----	
OCTOBER	10 th	24 th	----	
NOVEMBER	14 th	28 th	28 th	
DECEMBER	12 th	----	----	
JANUARY	9 th	23 rd	----	
FEBRUARY	13 th	27 th	----	
MARCH	13 th	27 th	----	
APRIL	10 th	24 th	----	
MAY	8 th	22 nd	----	

All meetings commence at 7pm in the Institute Bridge Street Llanfair Caereinion.
To confirm that the meeting dates are acceptable to the Council.

12. Elections to outside bodies and other appointments

To elect or appointment to the following:

Library Committee
MWT Friends of Deri Woods
Youth Council

Llanfair Caereinion Educational Charity (Ian Davies/Wyn Williams appointed)
PCC Community Council Forum
Llanfair Institute Committee

School Governor
Town Crier
One Voice Wales Local Meetings

North & Mid Wales Association of Local Councils
Shrewsbury Aberystwyth Rail Liaison Committee
Mid Wales Tourism (if required)

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13. Consultations

To confirm the general consultation methods for council business as follows:

Council Web Site	Council Facebook Page
Youth Council	Business Forum
Council Newsletter	Surveys
Public meetings	Council Office (Fridays 2pm to 5pm)
Through Councillors or the Clerk meeting residents	

14. Financial

14.1 Bank balances

To note the Funds as at 31st March 2022 as:

Current Account	£30,364.14	
Deposit Account	£60,157.06	
Bank balances		£90,521.20
VAT reclaim	£10,062.81	
Grant aid	£6,600.00	
Money paid in for 2021/22	£715.00	
Funds due be received		£17,377.81
Funds available at 31st March 2022		£107,899.01

Allocated to:

Playground	£20,000.00
General reserves	£40,000.00
Un-presented cheques (2021/22	£4,368.68
For projects	£43,530.33
Total	£107,899.01

14.2 Financial Report April 2021

To receive the draft annual accounts for the period to 31st March 2022 at appendix B.

To approve the Auditor for the year ending 31st March 2022 as David

14.3 Orders for payment

To approve the orders for payment as set out at appendix C.

14.4 Bank Mandate

To appoint signatories to the Council bank accounts.

To approve the setting up of internet banking as per the attached at appendix D.

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14.5 Annual fees review

To consider a review of Council fees for the ensuring year as follows:

Area	Heading	2021/2022	suggested 2022/2023
Mount Field	Football Club License fee	£60pa	£75pa
	Grazing License fee	£100pa	£100pa
Bowling Green	Lease ground rent	£10pa	£10pa
Burial Fees	Single grave		£250
	Double grave		£350
	Second grave		£125
	Memorial Garden		£125
	Scattering of ashes		£75
	Headstones		£75
	Non-residents use of grounds		Double fees
Chapel of Rest	For up to 3 days	£30	£30
	Each day after 3 days	£10	£10

15. Document review

To confirm a review of the documents (posted on the website) as follows.

Standing Orders (adopted April 2021)	Code of Conduct
Financial Regulations	Financial Risk Assessment
Cash Handling Procedure	Council Risk Assessment
Investment strategy	Staff Handbook
Staffing Policy	Complaints procedure
Diversity and Equality Policy	Harassment and bullying policy
Health and Safety Statement	COSHH recording policy
Accidents Policy	Procurement Policy
Data Protection Policy (GDPR)	Welsh Language Policy
Risk assessments for services	Co-option Policy
Delegated Authority (approved March 2021)	

16. Independent Review Panel for Wales

To update Councillors on the Review Panel for Wales.

To adopt the following policy for the ensuing year:

- a) To pay the sum of £150 to each Councillor unless said Councillor writes to the Town Clerk confirming that they do not wish to claim this allowance.
- b) To pay care allowances unless said Councillor writes to the Town Clerk confirming that they do not wish to claim this allowance.
- c) To resolve not to pay any optional allowances.

See appendix E.

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17. Planning and Development

17.1 22/0383/HH - Y Gaer Llanfair Caereinion Welshpool SY21 0DG

Erection of extension. See appendix F1.

17.2 22/0511/HH - Bryn Orian Llanfair Caereinion SY21 0HW

Proposed Extension to existing dwelling to include demolition of existing flat roof garage and all associated works. See appendix F2.

17.3 22/0628/FUL - Land At Eithniog Lane , Cyfronydd, SY21 9ED

Proposed agricultural workers dwelling and associated works.
See appendix F3.

18. County Councillor Report

To receive an update from our County Councillor.

19. Town Clerks Report

To consider a report from the Town Clerk regarding matters affecting the Council.

20. Agenda items

Councillors are asked to let the Clerk know of any items for consideration for the next agenda no later than 5th June.

21. Date of next meeting

The dates for the May and June 2022 meetings are scheduled below:

Monday 23rd May – 7pm – Induction for new Councillors

Monday 13th June - 7pm – Discussion on 3G pitch proposals for High School

Monday 20th June – 7pm – Full Council Meeting

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APPENDIX A

ELECTION OF CHAIR AND VICE CHAIR

The procedure adopted for the election of both Chair and Vice Chair is set out below:

- i) A nomination paper will be issued to each member present on whom you are asked to nominate the person you would like to see as Chair or Vice Chair for the ensuing year.
- ii) If there is only one name that person is elected.
- ii) If there is more than one each will be asked if they wish to stand. First the Chair will be asked, then the Vice Chair and then in alphabetical order.
- iv) If there is two or more an election shall take place.
- v) The votes will be counted and if a candidate receives more than 50% of the vote there is only one round. If the person with the highest votes has not reached 50% then the person with the lowest votes drops off and vote is taken with the remaining candidates.
- vi) When there are only two candidates left it is a simple majority.
- vii) The voting shall be by secret ballot.

At the annual meeting the Chair shall wear the Town Chain of Office. If the current Chair stands down him/her will present the incoming Chair with the Chain of Office.

APPENDIX B1

DRAFT ANNUAL ACCOUNTS TO 31st March 2022

LLANFAIR CAEREINION TOWN COUNCIL							
ANNUAL AUDIT REPORT							
	Restated						
	2018-2019	2019-2020	2020-2021	2021-2022	BANK RECONCILIATION	2021-2022	
BALANCE	69970	86085	85082	109428	Cash	90521	
PRECEPT	40000	40000	40000	40000	UNPRESENTED CHEQUES	3368.68	
INCOME	35320	19652	12417	49277	NET CASH	87152	
TOTAL	145290	145737	137499	198705	Debtors	17376	
STAFF COST	8094	10091	1510	7070	Total	104528	
PAYMENTS	51111	50564	26561	87107			
TOTAL	59205	60655	28071	94177	TOTAL		
BALANCE	86085	85082	109428	104528	Income	104528	
DEBTORS	6814	1336	5627	17376	UNPRESENTED CHEQUES TO		
TOTAL CASH	79271	83746	103801	87152			
CREDITORS	0	0	0	0	101744 CARNIVAL	240.00	
CARRIED FORWARD	86085	85082	109428	104528	101751 R ISAAC	1313.00	
					101756 MID WALES SIGN	378.00	
					101757 WELSHPOOL COMPUTERS	412.00	
					101758 DAVID PLUME	200.00	
RESERVES					101760 R ROBINSON	109.50	
GENERAL	40000				101761 NICK BURTON	90.78	
PLAYGROUND	20000				101762 HRMC	353.60	
PROJECTS	44758				101763 MID WALES SIGN	271.80	
TOTAL	104758				UNPAID CHEQUES TO 31.3.2022	3368.68	
					DEBTORS#		
					AWAIN GRANT	6600.00	
					VAT	10062.81	
					BURIAL FEES	713.00	
					TOTAL DEBTORS TO 31.3.2022	17375.81	

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APPENDIX C

ORDERS FOR PAYMENT – 24th May 2021

Power	No	Payment	Subject	Amount	VAT	Total	Cheque
LGA 1972	1	Mid Wales Sign and print	April Chronicle	£290.00	£0.00	£290.00	101764
LGA 1972	2	R Robinson	Town Clerks salary	£470.80	£0.00	£470.80	101765
LGA 1972	3	British Red Cross Ukraine Appeal	Donations passed to Ukraine	£330.00	£0.00	£330.00	101766
LGA 1972	4	St Marys Church	Lighting electricity for 18 months to 31.3.2022 & clock maintenance 2020	£1,132.49	£0.00	£1,132.49	101767
LGA 1972	5	R Robinson	Various	£160.77	£21.03	£181.80	101768
LGA 1972	6	Cllr Ceric Stephens	Town Trail Q Code registration	£60.00	£12.00	£72.00	101769
LGA 1972	7	Welshpool Computers	Domain name for Tourist website	£45.00	£0.00	£45.00	101637
LGA 1972	8	Wybone	Dog poo bags	£104.38	£18.00	£122.38	101638
LGA 1972	9	Aled Williams	2 Defib Training sessions	£80.00	£0.00	£80.00	101639
LGA 1972	10	S Ackerman	Children entertainer	£120.00	£0.00	£120.00	101640
LGA 1972	11	R Isaac	General maintenance	£75.00	£0.00	£75.00	101641
LGA 1972	12	R Robinson	Queens Jubilee	£248.54	£35.71	£294.75	101
LGA 1972	13	Rachael Houghton (April)	Toilets cleaning	£180.00	£0.00	£180.00	Direct Debit

APPENDIX D

BANK MANDATE (Internet Banking Policy)

Background

This policy is based on the advice issued by the National Association of Local Council (NALC) relating to Town & Community councils' use of online banking and the implications for the way in which the Town & Community Council operates with regards to the authorisation of payments.

Banking arrangements have changed significantly in recent years, with more transactions being carried out online. As a result of this, the use of cheques is becoming rare. Many businesses prefer to receive payment by electronic means and are now discouraging the payment of invoices by cheques. This has become particularly apparent during the COVID-19 pandemic. Legislation.

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The Legislative Reform (Payments by Parish Councils, Community & Town Councils and Charter Trustees) Order 2014 (SI2014/580) came into effect on 12th March 2014.

This Legislative Reform Order repeals the statutory requirement (Local Government Act 1972 section 150(5) which states that “every cheque or other order for the payment of money shall be signed by two members of the council”.

The removal of this particular legal requirement enables the Town or Community Council to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

Internal Controls

The Parish Council must ensure that it maintains robust controls on payments as an integrated part of its overall financial control system and proposes an Internet Banking Policy as part of its governance.

At all times the advice of NALC in relation to dual authorization will be followed: “Councils must not relinquish the “two member signatories” control over cheques and other orders for payment until they have put in place safe and efficient arrangements in accordance with the guidance noted from the NALC Finance and Audit Advisor “the overriding requirement resulting from the abolition of S150(5) is that each and every local council seeking to depart from the two signature rule must “implement and maintain robust controls on expenditure as an integrated part of their overall financial control system”.

It is not a requirement that two people authorize electronic payments, however it is a general principle that more than one person should be involved in any payment, whether that is before, at or after the point at which the payment is made. Councils must consider the appropriate systems, procedures and controls available by banking providers”.

Current position: May 2022

The Town Council has two bank accounts with HSBC Bank (a Current Account and a Deposit Account) set up for the day-to-day payment of invoices and receipt of income on the current account.

The Clerk provides monthly reconciliations supported by bank statements to Council on both accounts.

Payments by cheque will be made along with some limited standing orders and direct debits.

The Council will have a minimum of four Councillors as authorised signatories at any one time.

All cheques and transactions are signed by two Councillors and the Town Clerk.

The current bank charges are now high when using cheques as a main method of payments.

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Proposed way forward with internet banking

The High Street banks have charges which are now becoming quite high for the amount of translations in any one year. Now that the HSBC bank has moved from Welshpool there is no local bank to visit (nearest is Newtown).

The Town Clerk has looked at three options:

Lloyds Bank

This would be a similar account to HSBC except that Lloyds have a branch in Welshpool.

The Bank can cover multiple signatures on cheques and also via online banking. Each Councillor who is authorised to approve payments would have a card which would be placed into a unit which the Town Clerk would have to enable approvals. Not as easy as the Unity Bank to administer.

Charges on accounts are similar to HSBC. (ie basic charge plus charges for paying in cash and issue of cheques – internet banking is free apart from the basic charge).

Barclays

This would be a similar account to HSBC except that Lloyds have a branch in Welshpool.

The Bank can cover multiple signatures on cheques and also via online banking. Each Councillor who is authorised to approve payments would be able to approve such payments online. When two authorisations are given the payment is made. Charges on accounts are similar to HSBC. (ie basic charge plus charges for paying in cash and issue of cheques – internet banking is free apart from the basic charge).

Unity Bank

The Unity Bank is well established and is within the Financial Regulations (ie protecting up to £80k in any account from loss or fraud).

The Unity Bank specialises in Town and Community Council banking.

The Bank can offer:

- i) Current and savings accounts.
- ii) £6 a month charge for current account, no charge for savings accounts.
- iii) No charges to move money from one account to another.
- iv) Cheque book issued along with card to allow cash to be paid into the post office.
- v) £500 minimum in any account.
- vi) Payments online are via the Town Clerk who would then notify the authorised Councillors who would in turn authorise the payment online. This can be any two from a range of Councillors. Once two have authorised the payment it is then made.

There is a small charge for cheques issued (less than the main High Street banks).

Application for the bank accounts are online

There will be some proof of identity information to be added to the application form.

The bank will arrange all transfer of accounts.

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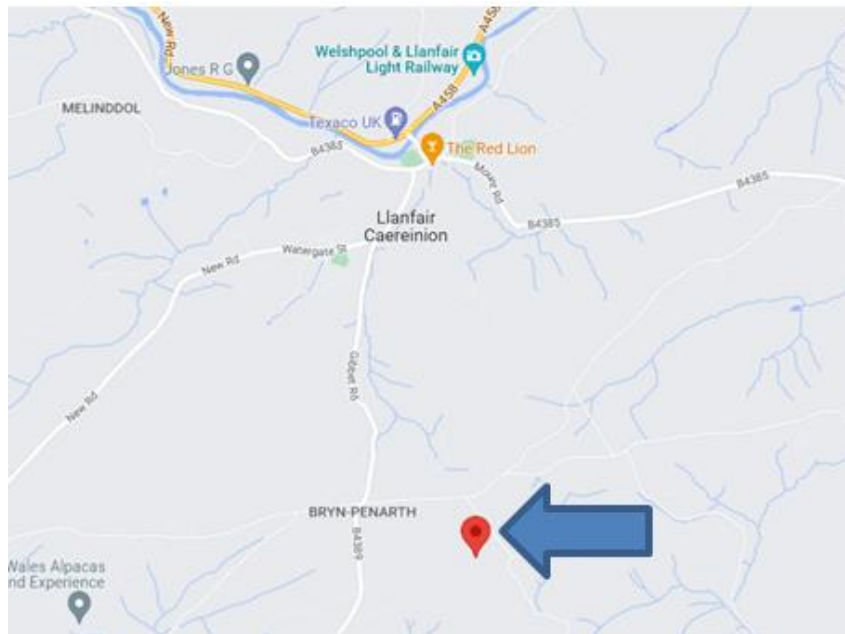
APPENDIX E

Ref	TYPE OF PAYMENT	REQUIREMENT	AMOUNT	STATUS
1	Basic payment	Payable to all Councillors	£150pa	Mandatory
2	Senior Role payment	Up to 3 members who have more responsibility	£500pa	Optional
3	Attendance allowance	Attendance allowance	Up to £30 a meeting	Optional
4	Financial loss	Loss of salary due to attending meetings	£57.20p for first 4 hours	Optional
5	Travel & subsistence	Travel costs and overnight stays on Council business	Upon receipts	Optional
6	Cost of care	Cost of providing care for children or others to allow attendance at Council meetings	Cost of care supported by receipts	Mandatory
7	Chairs Allowance	Allowance for the Chair for expenses including visits and civic duties	Up to £1,500pa	Optional
8	Vice Chairs Allowance	Allowance for the Vice Chair including visits and civic duties	Up to £500pa	Optional

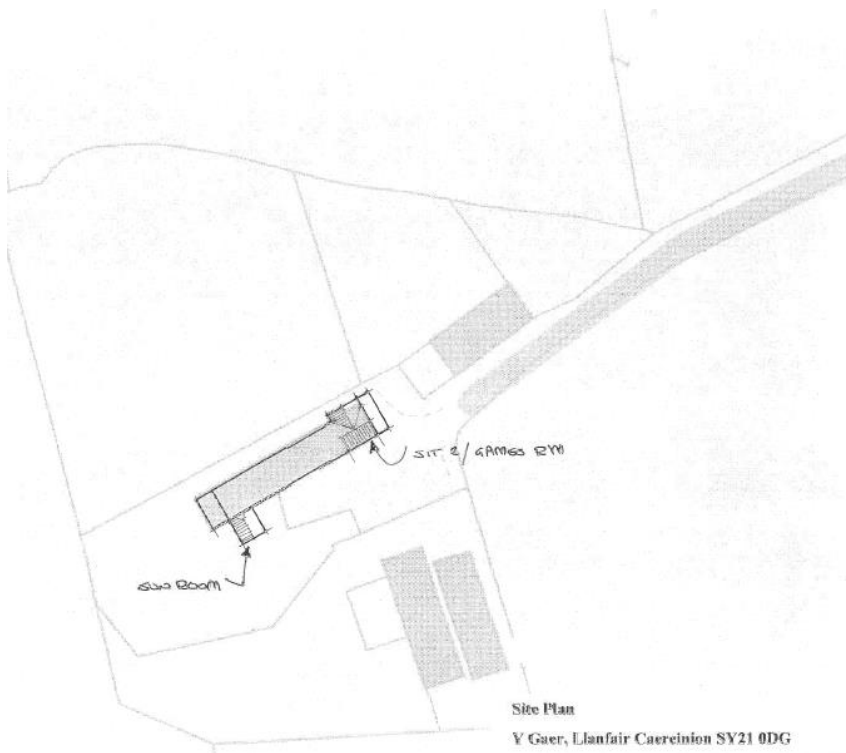
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APPENDIX F1

22/0383/HH Y Gaer Llanfair Caereinion Welshpool SY21 0DG
Erection of extension.



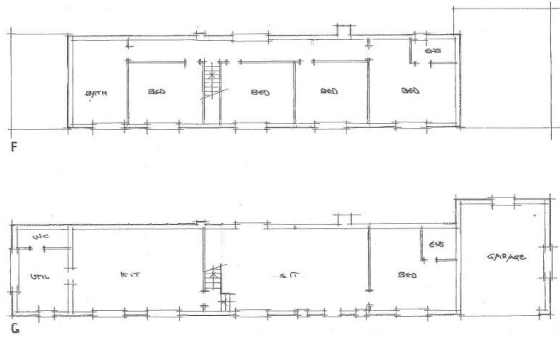
LOCATION PLAN



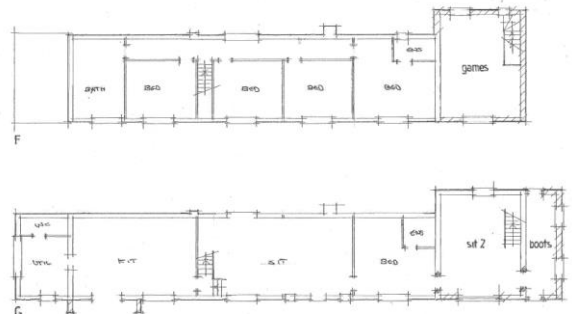
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SITE PLAN



EXISTING FLOOR PLANS



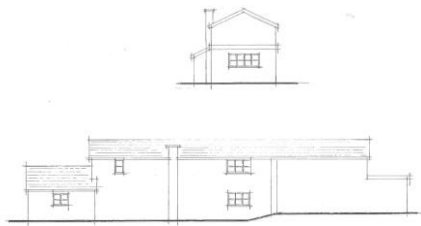
PROPOSED FLOOR PLANS



EXISTING ELEVANS



PROPOSED ELEVATIONS

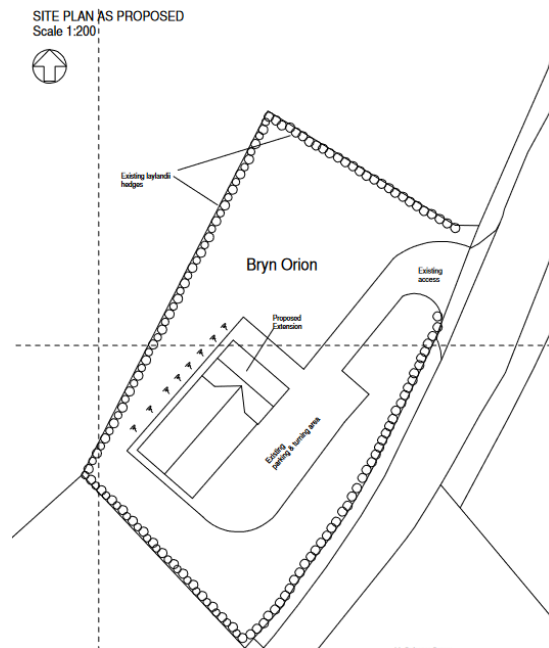


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APPENDIX F2

22/0511/HH - Bryn Orian Llanfair Caereinion SY21 0HW

Proposed Extension to existing dwelling to include demolition of existing flat roof garage and all associated works.



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ELEVATIONS AS EXISTING

Scale 1:100

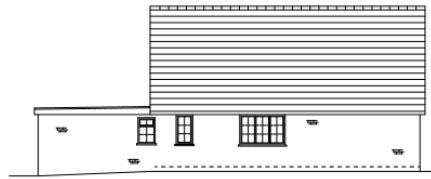
Roof: tiles
Walls: brick
Windows & doors: White uPVC



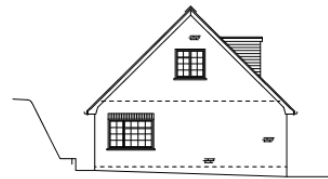
South East
(front)



North East



North West
(rear)



South West

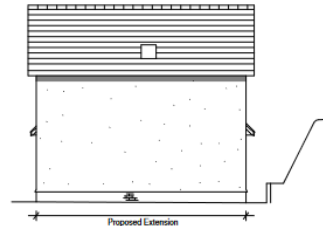
ELEVATIONS AS PROPOSED

Scale 1:100

Roof: Tiles to match existing
Walls: Render
Windows & doors: Grey uPVC



South East
Front



North East
Side



North West
Rear



South West

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APPENDIX F3

22/0628/FUL - Land At Eithniog Lane , Cyfronydd, SY21 9ED
Proposed agricultural workers dwelling and associated works.



LOCATION PLAN



LOCATION OF SITE

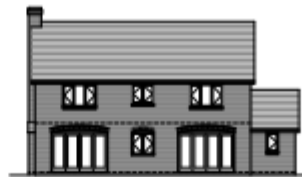
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South Elevation



West Elevation

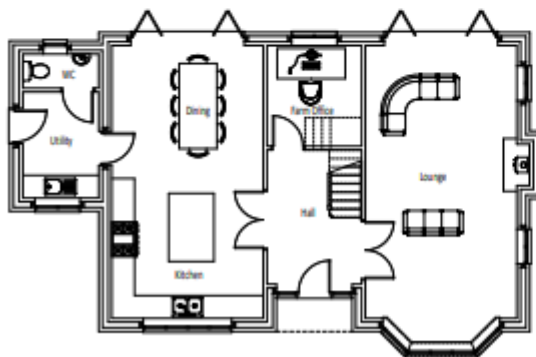


North Elevation

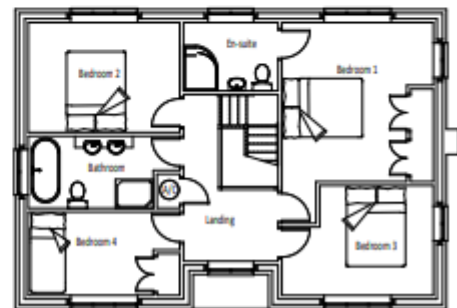


East Elevation

Elevations Scale 1:100



Ground Floor Plan



First Floor Plan