

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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21st June 2021

To All Llanfair Town Councillors

From the Town Clerk

Dear Councillor,

You are hereby summoned to attend a meeting of the Full Council to be held on Monday 28th June 2021 at 7pm in the main hall of The Institute Bridge Street Llanfair Caereinion.

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 Full Council to be held on
Monday 28th June 2021 at 7pm
The main hall of The Institute Bridge Street 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 24th May 2021 – issued separately.

6. Actions taken since the last meeting

To note the actions to be taken from the last meeting as follows:

No	Heading	Action	Status
1	Finances	Audit and Annual Return to be finalised for 28 th June 2021 meeting of the Council.	Annual Return included on this agenda
2		Audit and Annual Return to be finalised for 28 th June 2021 meeting of the Council.	Annual Return included on this agenda
3	Town Trail	Progress to completion in line with project form approved	Progressing towards completion
4	Banking	Transfer some funds from the Current to Deposit accounts.	Ready to be implemented.

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No	Heading	Action	Status
5	Planning	Inform PCC of planning decisions.	Completed
6	Deri Woods	Complete MWT agreement.	Reviewed and progressing.
7	Planning	Write to the Heritage Officer about possible listing of the mizzen hut at Heniarth. (copy of letter to Cllr G Jones)	Completed
8	Financial	Complete insurances for ensuing year.	Completed
9	Press release	Prepare press release.	Completed
10	Banking	Set up Standing Orders at the Bank as agreed.	Now mandate is in place the SO can be completed
11	Deri Woods	Arrange for donated benches to be purchased and placed by the river path as agreed.	Arranged

7. Appointments to outside bodies

To consider the following appointments:

- i) Cllr Richard Derricutt – Councillor interested in Documentation
- ii) School governor

To leave the area of interest (Planning & Development along with youth) with the Town Clerk until a Councillor is appointed.

8. Financial

8.1 Bank balances

To note the bank balances as at 31st May 2021 as:

Bank Balance no 1	£64,747.72	
Bank Balance no 2	£40,151.56	
Total funds:		£104,899.28

8.2 Financial Report April 2021

To receive the summary financial report as set out at appendix A.

8.3 Orders for payment

To approve payments as set out at appendix B.

8.4 Annual Returns

To approve the annual returns as follows:

Year to 31st March 2020 – see separate issued copy
Year to 31st March 2021 – see separate issued copy

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9. Planning and Development

9.1 Planning applications:

To note the revised proposals for the new Medical Centre with housing development. See appendix C. The Council is asked for any observations.

9.2 Planning decisions for April 2021

To note the following planning decisions from Powys County Council (May 2021):

Agricultural notification for erection of a general purpose agricultural building - (10m x 9m)

Yr Helyg Llanfair Caereinion Welshpool Powys SY21 ODB

Ref. No: 21/0788/AGR | Validated: Tue 27 Apr 2021 | Status: Approve

Non material amendment to planning permission P/2016/1205 in relation to change of design & reduction in size

Ty Isaf Llanfair Caereinion Welshpool SY21 ODP

Ref. No: 21/0751/NMA | Validated: Thu 22 Apr 2021 | Status: Approve

Demolition of carport and erection of an extension and garage

Cwmderw Eithnog Lane Cyfronydd Welshpool SY21 9ED

Ref. No: 21/0420/HH | Validated: Wed 17 Mar 2021 | Status: Approve

Change of use of land to domestic and alterations and extension to domestic outbuilding (retrospective)

Springfield Bungalow Hassel Square Llanfair Caereinion Welshpool Powys SY21 ORN

Ref. No: 21/0321/FUL | Validated: Tue 09 Mar 2021 | Status: Approve

Change of use of land to form an extension comprising six new holiday lodges, native planting, installation of new treatment plant and associated works'

Dolgead Hall Caravan Park Llanfair Caereinion Powys SY21 OHT

Ref. No: 21/0131/FUL | Validated: Tue 26 Jan 2021 | Status: Approve

10. Council Services Committee

To receive and approve recommendations from this committee:

10.1 Mount Field Steel Storage Containers

The Committee considered a quote of £320 to paint the containers (paint already purchased) as per the Full Council decision. Contractor pricing the work was Carl Harmer of Llanfair Caereinion. Painting of all external walls and the roof to be included.

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Recommendation

The Committee recommends that the quote be accepted and that works take place as set out above.

10.2 Deri Woods & Goat Field HLF money

The Committee meeting received an update on the submission of accounts to the HLF by MWT.

The Committee meeting considered the balance of the monies (£2,500) and what the remaining money could be spend on.

The suggested use of the balance of the money is as follows:

2 no Dog Poo Bag Dispensers	£170
2 no picnic benches	£1,100
2 no seats	£900
Ancillary boarding and hooks for tools	£180
Total cost	£2,350

Recommendation:

The Committee recommends that approval be given to purchase benches, seats, tools and dog poo bag dispensers be purchased in accordance with the above.

10.3 Telephone Box Watergate Street

The Committee meeting considered a proposal regarding this telephone box and progress towards refurbishment and the fitting of a defibrillator.

Recommendation:

The Committee recommends that option 2 be taken forward at a cost of £2,625, See appendix D.

10.4 Rents and Fees for the ensuing year

To Committee consider rents and fees for Council Services from 1st September 2021 as follows:

No	Location	Current	Proposed
1	Llanfair Bowling Club (fixed)	£10pa ground rent	£10pa ground rent
2	Llanfair Football Club	£60pa	£60
3	Chapel of Rest	£30 for 3 days £40 for over 3 days	£20 for day 1 £10 per day thereafter
4	Wayleaves and licenses (fixed)	£126pa	£126pa
5	Tennis Courts	No charge	No charge

No charge to the Llanfair Town Football Club in 2020-2021

Recommendation:

The Committee recommends that the above charges and fees be applied for the ensuing year.

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11. Finance, Planning & General Purposes Committee

To receive and approve recommendations from this committee:

11.1 Town Plan

The meeting considered the Town Plan as per copy issued with this agenda. Once the Council has approved the Deposit Draft Town Plan it will move to its final public consultation.

The approx. cost of the consultation would be approx. £100 for displays and comment forms along with £40 for hall hire.

Recommendation:

The Committee recommends that the draft plan (as adjusted) be placed on deposit and that the consultation takes place from Mid-July to the first week in September 2021 as outlined above.

11.2 Newsletter

The meeting considered a 4 times a year newsletter in booklet format.

Budget allows for £800 cost with £300-£400p income from advertising.

Booklets would be located in the Library, Retail outlets, handed out at events, in the Telephone Box, the steam railway station etc.

Recommendation:

The Committee recommends that a newsletter as described above is produced with the first issue for July 2021 and second issue in the autumn. There is to be a review after the first two issues. The newsletter to be prepared by the Town Clerk with Cllr Ursula Griffiths (Councillor for publicity) and circulated for comment before being finalised with each issue.

11.3 Library

The meeting considered an update on the Community Library. The figures previously presented to the Council by the Library Committee need to be re-considered.

The approved funding needs to be extended to cover the rent (£1,500pa instead of £500pa in the document presented) and also other general library costs which have now been identified (approx. £300pa).

NOTE: The rent paid to the Institute for the years to 31st March 2020 and 31st March 2021 was £1,500pa.

Recommendation:

The Committee recommends that the library is funded annually for the next 5 years on the following basis:

Rent	£1,500
Cleaning	£600
Insurances	£145
General funding	£155
Total funding pa	£2,400 (approval already given for £1,100pa)

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11.4 Hockey Club Grant

The Committee considered an application for financial assistance from the Llanfair Hockey Club.

The items which would help the club included:

Coaching Board	£10.99
Rebound net	£11.99
Rebound board	£159.99
Target net	£45.99
Chipping practise block	£45.99

The Hockey Club has confirmed that all equipment sponsored will remain in the ownership of the Club. The latest accounts of the club are to be gained for the Full Council Meeting.

Recommendation:

The Committee recommends that the sum of £250 be offered as a one off grant to the Club subject to the Town Clerk receiving the confirmation and accounts details.

11.5 Book-start Week

The meeting considered an event for the Reception Class along with years 1 and 2 at the Junior School with an event to promote reading. The books for the day are provided by the Welsh Government during book-start week normally in June. The event could become annual in June of each year. The estimated cost is approx. £100 (20 children plus teachers).

Recommendation:

The Committee recommends that the Council adopts the bookstart proposal as outlined above starting in June 2022.

11.6 Community Awards

The meeting considered a proposal for Community Awards to be held annually in Llanfair Caereinion as per the paper attached to the agenda. The information provided seeking nominations to have some examples of the type of awards being considered. The Committee may consider categories alongside examples.

Recommendation:

The Committee recommends that a Community Awards Scheme be adopted as per the paper attached to the minutes.

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12. Press releases

To consider approval for the following press releases to be issued:

Full Council Meetings – issued in the name of the Chair of the Council

Council Services Committee – issued in the name of the Chair of the
Committee

Finance, Planning & GP Committee - issued in the name of the Chair of the
Committee

Press releases prepared by the Town Clerk for approval by the appropriate chair
before release.

13. Dates for meetings in July 2021:

To note the dates for the meetings to be held in July 2021 as follows:

Council Services Committee – Monday 5th July 2021 at 7pm

Finance, Planning & General Purposes Committee – Monday 12th July 2021 at 7pm

Full Council Meeting – Monday 26th July 2021 at 7pm

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APPENDIX A

LLANFAIR CAEREINION TOWN COUNCIL					
ANNUAL ACCOUNTS - YEAR TO 31st March 2022					
	BUDGET	BUDGET	ACUTAL		
	ANNUAL	TO DATE	TO DATE	April	May
INCOME					
Precept	40000	13334	13334.00	13334.00	0.00
Burial Services	1600	266	90.00	90.00	0.00
Street Scene	5000	0	0.00	0.00	0.00
Recreational	10	0	0.00	0.00	0.00
Mount Field	0	0	0.00	0.00	0.00
Deri Woods	0	0	0.00	0.00	0.00
Administration	0	0	0.00	0.00	0.00
Publicity/Events	800	0	0.00	0.00	0.00
Projects	9800	0	0.00	0.00	0.00
VAT refunds	4000	0	0.00	0.00	0.00
Other	1220	200	200.00	0.00	200.00
Total	62430	13800	13624.00	13424.00	200.00
EXPENDITURE					
Burial Services	6075	300	325.31	215.05	110.26
Street Scene	9110	877	1791.31	471.24	1320.07
Recreational	2100	250	85.00	0.00	85.00
Mount Field	6750	167	0.00	0.00	0.00
Deri Woods	6650	5103	5070.85	604.25	4466.60
Administration	17100	2558	4102.19	648.81	3453.38
Publicity/Events	3250	0	0.00	0.00	0.00
Projects	9800	655	653.60	270.00	383.60
Donations/Grants	1545	0	0.00	0.00	0.00
Other	0	45	45.00	0.00	45.00
Section 137	50	0	0.00	0.00	0.00
Total	62430	9955	12073.26	2209.35	9863.91
Balance	0	3845	1550.74	11214.65	-9663.91
LLANFAIR CAEREINION TOWN COUNCIL					
RECONCILIATION SUMMARY					
				April	May
BANKING	START	CURRENT	65616.12	75693.23	
		DEPOSIT	40151.56	40151.56	
		TOTAL	105767.68	115844.79	
	END	CURRENT	75693.23	64747.72	
		DEPOSIT	40151.56	40151.56	
		TOTAL	115844.79	104899.28	
		DIFFERENCE	-10077.11	10945.51	
SUMMARY	INCOME	GENERAL	13424.00	200.00	
		Debtors	0.00	0.00	
		VAT	0.00	0.00	
		TOTAL	13424.00	200.00	
	EXPENDITURE	GENERAL	2209.35	9863.91	
		Creditors	883.50	291.00	
		VAT	254.04	990.60	
		TOTAL	3346.89	11145.51	
		DIFFERENCE	10077.11	-10945.51	
		BALANCE	0.00	0.00	

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APPENDIX B

ORDERS FOR PAYMENT – 28th June 2021

Power	Section	Subject	Amount	VAT	Total	Cheque
LGA 1972	Town Trail	Ceri Stephens	£170.66	£0.00	£170.66	101541
LGA 1972	William O'Brien	Town Trail Sculpture	£2,500.00	£0	£2,500.00	101548
LGA 1972	Selwyn Roberts	Town Trail timberwork finials	£220.00	£0	£220.00	101550
LGA 1972	Selwyn Roberts	Plaque surround at WLLR fencing	£125.00	£0.00	£125.00	101545
LGA 1972	H V Bowen	Stone for Town Trail	£85.00	£17.00	£102.00	101549
LGA 1972	Glovesure	Town Trail Web Site	£201.40	£40.28	£241.68	101547
			£80.75	£16.15	£96.90	101588
LGA 1972	Wynstays	Street Scene fence	£33.40	£0.00	£33.40	DD
LGA 1972	R A Robinson	Items for individual projects approved by Council	£511.50	£100.71	£612.21	101554
LGA 1972	C Harmer	Telephone box refurb and shelving	£568.00	£142.00	£710.00	101559
LGA 1972	Mid Wales Sign and Print	New sign for Ewr Ddwr and swing board for Council Offices (approved sums £250 plus VAT)	£215.00	£43.00	£258.00	101557
LGA 1972	Mid Wales Print	Plaque for office	£10.00	£2.00	£12.00	101546
LGA 1972	The Institute	Rent for office (July)	£208.33	£0.00	£208.33	101552
LGA 1972	Came & Co	Insurance renewal for the Council	£2,982.58	£0.00	£2,982.58	BACS
LGA 1972	Administration	Clerks Salary	£470.35	£0.00	£470.35	101538
LGA 1972	Gloversure	Web Site Hosting	£30.00	£6.00	£36.00	101544
LGA 1972	British Gas	Electric April Chapel of Rest	£32.83	£0.00	£32.83	DD
LGA 1972	British Gas	Electric May Chapel of Rest	£52.77	£0.00	£52.77	DD
LGA 1972	D Piggott	Repairs	£45.00	£0.00	£45.00	101555
LGA 1972	HC & ML Evans	Balance on account for wood chipping and tree works Mount Field	£10.00	£0.00	£10.00	101556
LGA 1972	R Houghton	Cleaning toilets and library	£180.00	£0.00	£180.00	101551
LGA 1972	British Gas	Two accounts – electric Toilets – for past 4 months	£289.40	£0.00	£289.40	DD

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APPENDIX C

Caereinion Medical Centre, Llanfair Caereinion

New Surgery Development Update



Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

May 2021



Caereinion Medical Practice and the developer, Assura Plc, would like to thank all the patients and local residents who attended the public consultation event on 10th December 2019. This newsletter aims to give an update on the feedback received, how this has impacted the design, and share the final proposals with you, prior to the commencement of the formal Planning Application process.

Eighty people took part in the event, including local Councillors. The feedback was collated and considered by the LHB, Practice and the design team at an “Achieving Excellence Design Evaluation Toolkit” (AEDET) Workshop in January 2020, facilitated by NHS Wales (see next page for details).

The proposed development scored very highly, achieving 5.87 out of 6. However, due to recent changes in the NHS Model of Care, the workshop highlighted the need for more clinical space. As a result, the proposed building has been enlarged to add an additional four consulting rooms, split equally between the Practice and Health Board. Patient parking has also been increased by an additional 12 parking bays, 3 per Consultation Room.

Last year, in light of Covid-19, NHS Wales also issued some additional design guidance for GP Premises. The design was again reviewed and some small changes made to proposals to introduce features to allow for safe operation during a pandemic situation, including; increased infection prevention measures, social distancing, one way routes,

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and zoning to allow for isolation both of potentially infectious and extremely clinically vulnerable patients to allow for safe treatment.

Due to Covid, there have been delays in progressing the scheme, however we are happy to share that we are now in a position to start the formal Planning Application process. Full proposals and supporting information will be published shortly for formal public and statutory consultation – details to follow.

The Practice and developer are committed to working with patients and the community and are happy to receive comments and concerns on anything to do with the planning application, and then throughout the construction period and the move to the new facilities. The Practice Manager, Chris Roberts, or Dr Alun Jones-Evans can be contacted via the Practice for anyone with comments or concerns.

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Public Consultation Feedback

Total Attendance (approx.)	80
Number of feedback forms completed	45

Analysis of written feedback

Do you support the proposed development?

- Yes (44)
- No (1)

Summary of Comments:	No. of responses
----------------------	------------------

- | | |
|---|----|
| • Impressive Design | 11 |
| • Great Building Layout | 8 |
| • Good Parking Facilities | 10 |
| • Good Location | 4 |
| • Great for the community | 5 |
| • Will electric car charging points be provided? | 1 |
| • No air ambulance landing pad | 4 |
| • Difficulties of travel for elderly people (remote site & no public transport) | 8 |



Response to queries and issues raised:

- **Will electric car charging points be provided?**

9 electric car charging points will be provided with the flexibility to increase this number in the future. The development will achieve a high BREEAM sustainability rating, focussing on all aspects of environmental responsibility. Part of that will focus on encouraging green travel, with provision made for upgrading pedestrian routes along Watergate Street to the site, providing secure cycle storage and a layby for a future bus stop, should a route be considered viable in the future.

- **There is no landing pad for the Air Ambulance**

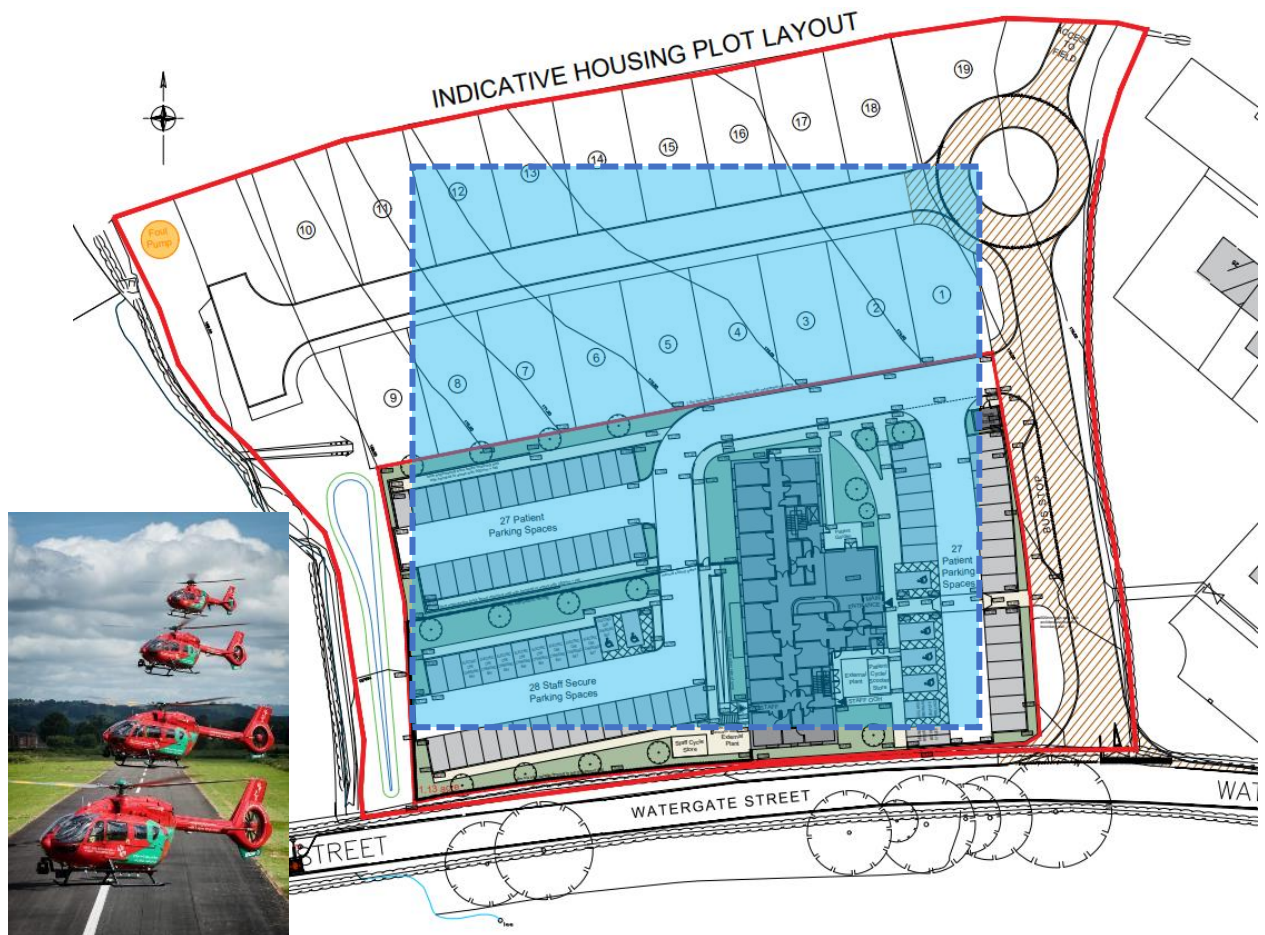
A formal helipad was considered at an early stage of the design. However, it was not possible to provide the space required, free from any obstructions, within the site area available. The approximate area required is shown overlaid in blue over the site. The alternative option, a roof-top helipad was not affordable. However, there is plenty of open space within adjoining fields, which would be suitable for emergency air ambulance landing. Therefore, following liaison with the Health Board, it is proposed that the air ambulance continue to use informal landing sites in surrounding open space, as most

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appropriate, with a land ambulance transfer from the Medical Centre to the landing location.

The Medical Centre itself has been designed to allow ambulance crews, to access the building and evacuate a patient via stretcher through a discrete side door, to maintain patient privacy and dignity.



It will be difficult for some people to travel to the Medical Centre, as it is located at the edge of the town and there is no public transport. This is of especially concern to some of the elderly people who do not drive.

All available sites were considered as part of a process of due diligence, but this site was the only that met the requirements (full details of the sites considered and criteria for assessment will be listed within the Design & Access Statement released shortly as part of the Pre-Application Planning Consultation).

We have done what we can to improve access to the site and will be upgrading the footpaths up Watergate Street to give a safe, step-free route. We will provide a bus stop in front of the Centre for future use, if a bus operator can operate a viable service. We will also provide covered cycle and mobility scooter parking next to the main entrance, and drop off points for taxis and social services transport. However we recognise that,

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for disabled and elderly people in particular, it may still be a challenge to access the centre.

We are considering an automated machine within the external wall of the building (similar to a cash/vending machine), to allow for 24/7 collection of repeat prescriptions. This would allow a relative or friend to pick up your prescription for you at a convenient time for them, if you are unable to get to the Medical Centre yourself.



We will also provide increased access to telephone triage and phone/video consultations, to minimise the need to visit the surgery. For housebound patients, home visits will continue to be offered.

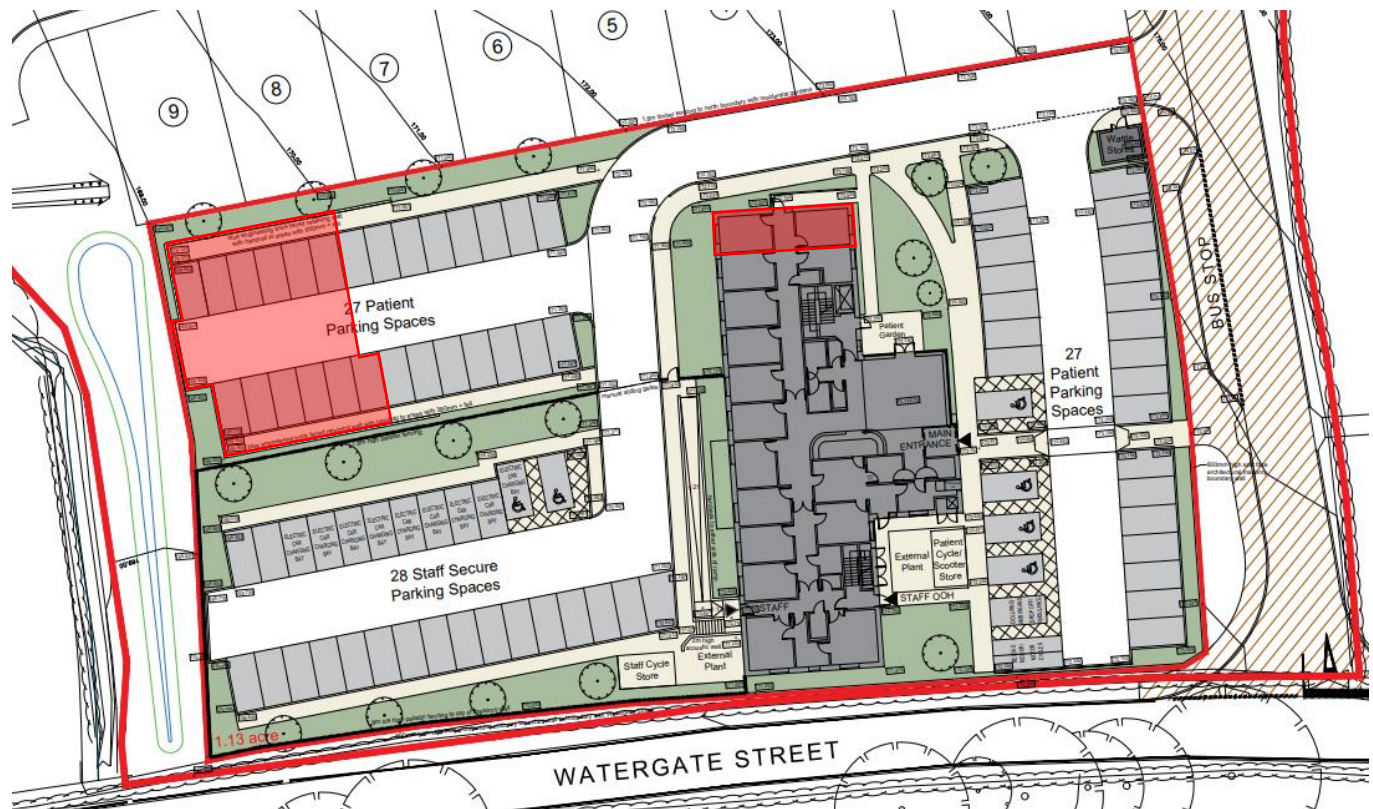
Revised Plans

Please see below the final proposals. The major changes are as follows;

- Additional 4 Consulting Rooms & 12 patient parking bays added (shown in red below)
- Amendments to make the new building Covid-safe with an isolated zone for seeing potentially infectious patients

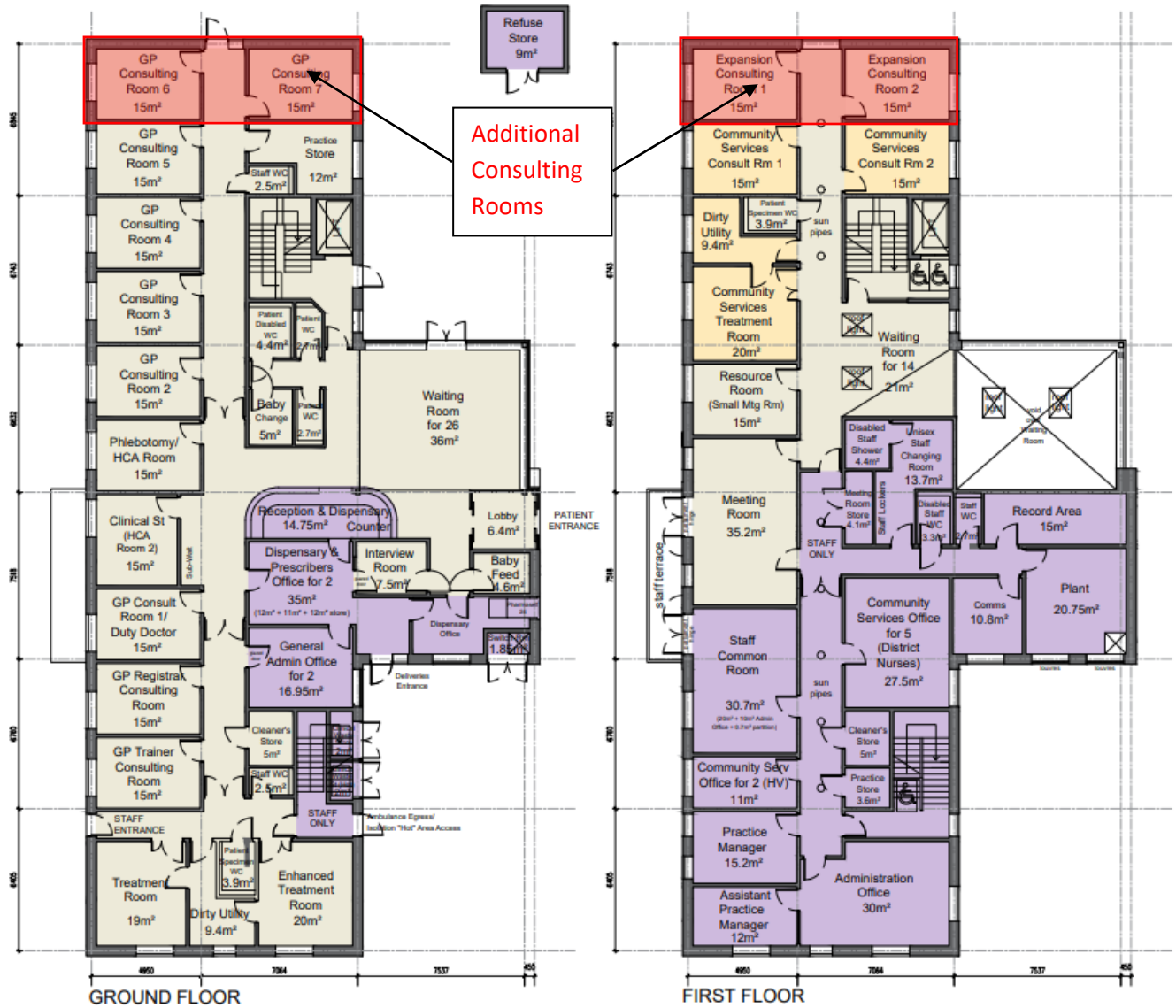
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Site Plan

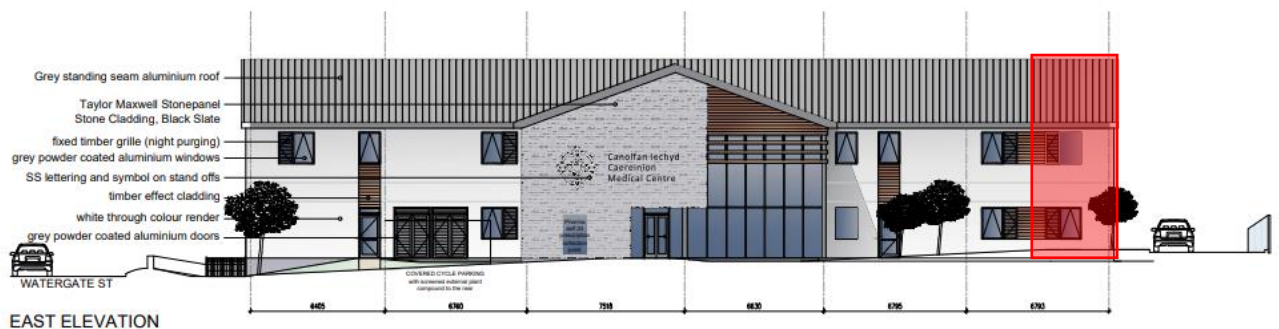


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Floor Plans

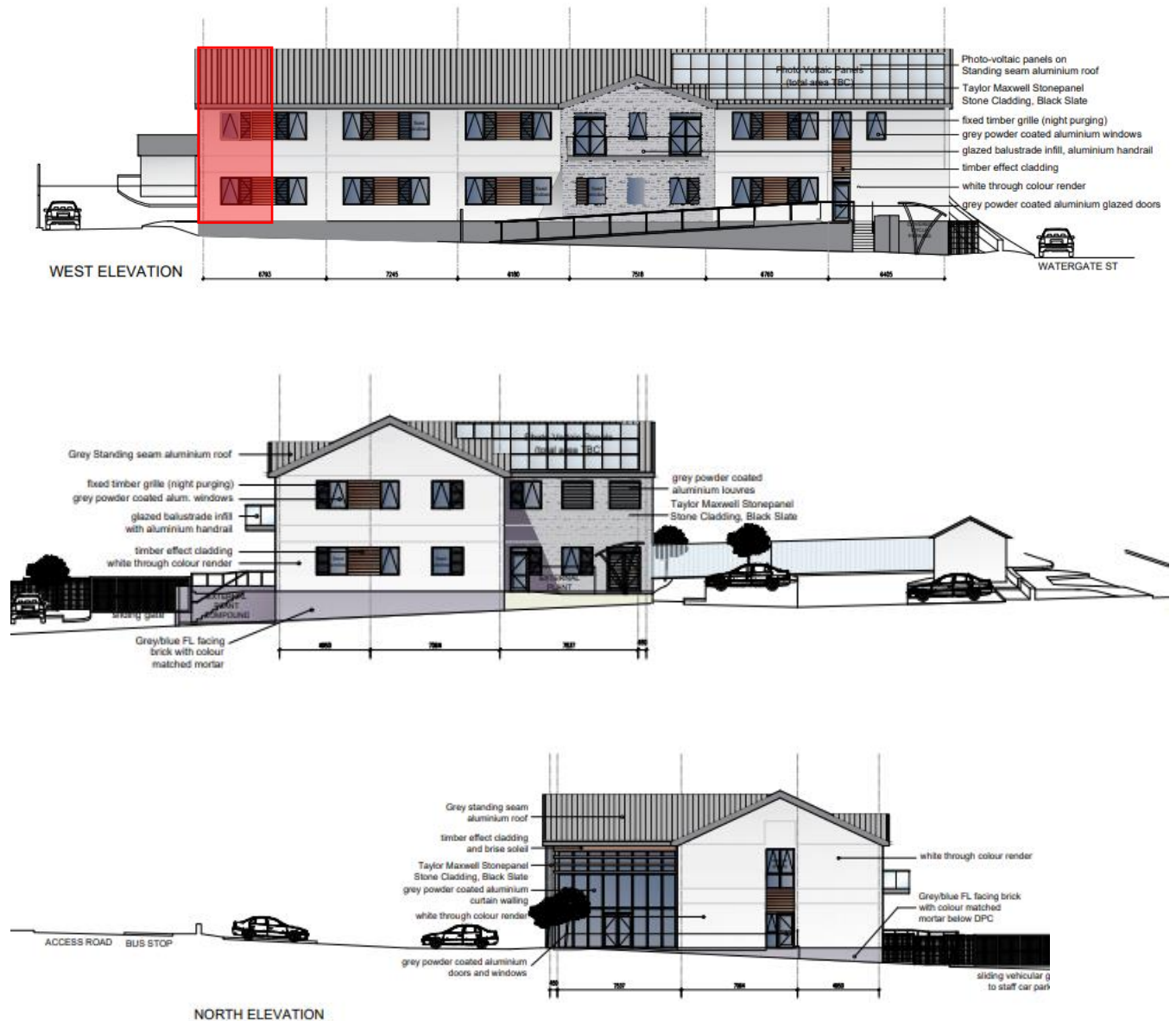


Elevations



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APPENDIX D

TELEPHONE BOX – WATERGATE STREET – DEFIBULATOR PROJECT

As regards equipment, we test all equipment ourselves and generally recommend equipment that is visual so it not only complies to the Equalities legislation, but also in Wales, the Welsh Language Act. Visual display Defibrillators also have a higher level of rescue outcomes. As regards cabinets for external use, we only use low voltage polycarbonate or poly ethylene cabinets now, never metal. The 3 options below as a guide, are all defibrillators with visual displays. Community signage will be dual language.

Options for discussion, per site:

Option 1 – designed for community use, disability compliant – used widely in Wales

Lifeline VIEW defibrillator with visual display, carry case and spare electrodes (4 year battery, 2 year pads)
Shockbox Rotaid heated cabinet (unlocked) with information backboard (same as recommended by the ambulance service)
Community/Kiosk signage pack (compliance to legislation)
Delivery

= £1520 + fitting £200 + refurbishment £600 = £2,320

Option 2 – designed for community use – highest specification defibrillator available, disability compliant - used widely in Wales

Zoll AED 3 defibrillator with visual display, carry case and spare electrodes (5 year battery, 5 year adult/child pads, visualised CPR feedback and coaching)
Shockbox Rotaid heated cabinet (unlocked) with information backboard (same as recommended by the ambulance service)
Community/Kiosk signage pack (compliance to legislation)
Delivery

= £1925 + fitting £200 + refurbishment £600 = £2,725

Option 3 – new option for 2021

Mindray C2 AED defibrillator with carry case (4 year battery, 5 year adult/child pads)
Shockbox Rotaid heated cabinet (unlocked) with information backboard (same as recommended by the ambulance service)
Community/Kiosk signage pack (compliance to legislation)
Delivery

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= £1720 + fitting £200 + refurbishment £600 = £2,520

Also, we have **fully monitored cabinets** available (POA – Information attached).
For a locked/insulated cabinet add £75-£250.

CHT does have an installation service at £200 + vat. If in a kiosk I would strongly recommend we install for you. We will supply free red/gold paint for the renovation of the kiosk, but work will need to be done locally.

ADD

Ongoing support costs (either 'pay as you go' or via an annual support agreement.)
Annual cost £165 pa max.

Included with all CHT projects

- WebNos Governance system
- Ambulance service registrations
- Post rescue counselling
- Telephone help line
- Red paint for renovation of K6 style kiosks.

The MSP programme is a commitment for a minimum of 4 years, but can run to the life of the equipment (usually pegged at 10 years). There is no extra cost to extend beyond the initial 4 years (bar annual support costs). Using modern equipment means that the equipment does not need replacement after 4 years.

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APPENDIX E

LLANFAIR CAEREINION COMMUNITY AWARDS

Introduction

There are many people in any community who do so much for the Town and its outlying areas. Some people who do good works are recognised by Government with CBE, MBE or OBE's. However there are many who are not recognised. This scheme aims to say thank you to those who have given so much locally.

Who can receive an Award?

Anyone, group or even a business can be nominated for an award as long as they meet the criteria.

Those not able to receive an award are serving Councillors (during their term of office) and the paid staff of the Council.

Nominations

Nominations would be sought from the public following publicity each year. There would be a specific form to complete with a citation signed by two persons.

Any person may submit a nomination including Councillors. When the publicity is released seeking nominations examples of who might receive an award are to be outlined.

Criteria

The criteria for receiving an award would be:

- i) The person, group or business must have completed their good works within the community of the Llanfair Caereinion Town Council ward boundary.
- ii) The person, group or business must have carried out the activity on a voluntary basis and not for payment.
- iii) The person, group or business could have completed the good works over a period of time or as a one off special event or activity.
- iv) The person, group or business does not have to be located within Llanfair Caereinion Town Council ward area.
- v) Any person who has received a national award such as a CBE, OBE or MBE are not eligible.

How is the Award agreed?

The Town Clerk will issue the citations to each Councillor in advance of the July meeting each year.

There will be no discussion but if there is a matter of fact or known inaccuracy in any nomination this can be brought forward.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

The Council will host a private session and complete a secret vote on each nomination. All nominations which receive 60% or more votes from those Councillors present shall receive an award.

Privacy

The person nominating shall not tell the person nominated that they have put their name forward. Once the Council has agreed to give an award the person will be contacted to see if they are happy to receive an award. This is again kept secret until the Awards Ceremony.

Annual Award Ceremony

The annual Award Ceremony would be simple but dignified with a bit of ceremony. The Town Council will host a coffee morning (free) in the Main Hall of the Institute where the awards ceremony will take place. The ceremony shall take place in September of each year.

The Chair would welcome everyone to the ceremony. The Town Clerk would read the citation to those present. The Chair would then present the Award to each recipient.

The Award

The Award would take the form of a framed certificate with a seal on it. The Award would be signed by the Chair, Vice Chair and Town Clerk.

Cost plan

The cost of the event would be the hire of the hall, picture frames and card, coffee and tea provisions. £150pa.