

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

Chair Cllr Ian Davies Vice Chair Cllr Rob Astley
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

20th June 2022

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 27th June 2022 at 7pm in the Youth Room of the Institute Bridge Street Llanfair Caereinion.

There will a short private and confidential session of the Council following the main meeting to receive details of a complaint received by the Town Clerk.

Yours sincerely,

Robert Robinson

Robert A Robinson MBE FRICS FSLCC
Town Clerk & RFO

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

AGENDA

For a meeting of the Full Council to be held on
Monday 27th June 2022 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 – issued separately.

6. Actions taken since the last meeting

To note the actions taken form the last meeting.

7. Appointments

To consider appointing Cllr Mervin Jones to the area of interest of Planning and Development.

To consider appointing to the area of the newsletter.

8. Finance and Governance

8.1 Annual Return

To consider and approve the annual return. See appendix B1.

8.2 Management Accounts

The management accounts and bank reconciliation as set out at appendix B2

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8.3 Orders for payment

To consider and approve the orders for payment as set out at appendix B3

8.4 Five-year financial planning

There is a need to consider a 5-year financial plan updated from the last one issued. The Council is asked to consider how they wish to take this forward.

8.5 Power of competence

The Council meets the standard for declaring itself a 'competent council'. The requirements are:

- At least two-thirds of the total number of members of the council have been declared to be elected, whether at an ordinary election or at a by-election.
- The council has received unqualified auditor's opinions from the Auditor General for Wales, for two consecutive financial years. The latest unqualified auditor's opinion must have been received during the 12 months preceding the day on which the council will resolve itself to become eligible.
- The Clerk must hold the Certificate in Local Authority Administration.

The Council is under an obligation to complete a training plan (published on the Council website) and an annual report (to be presented to the July meeting).

9. Planning and Development

To consider the following planning applications:

9.1 22/0875/AGR Troed Yr Ewig Pen-y-Bwlch Llanerfyl

Application for prior notification of agricultural or forestry development - proposed track. No plans available for this application. Normally the Council offers no comment in these situations.

9.2 2/07/44H 5 Maes Derwen Llanfair Caereinion

Alteration and improvement of existing concrete driveway to remove overly steep slope by introducing private retaining wall 1.2m high with balustrade. Alteration of position of dropped kerb in road to improve access to highway. This has been considered before by the Council. Minor alterations to the plans previously considered. See appendix C.

10. Town Council protocol

To consider a protocol on the workings of the Council for the ensuing year.

To consider the Action Plan in order of priority for the ensuing year.

See appendix D1.

11. Council Logo

To consider taking forward a new council logo. Item deferred from a previous meeting. Previous suggestion was to ask the High School students and host a competition for design.

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12. Community Awards

To consider a review of the Community Awards document and process. See appendix E for copy of current policy.

Presentations could be included with the volunteer's coffee morning (in the Town Plan).

13. Document review

To consider a programme for document reviews (one per Council meeting on a rolling basis) starting in July 2022.

14. Councillor Agenda items

All Councillors are asked to pass suggested items for the agenda to the Town Clerk no later than Friday 15th July 2022.

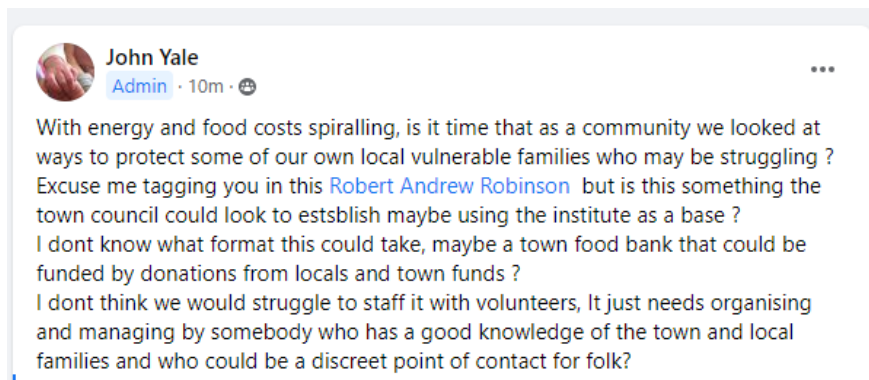
15. County Council Matters

To receive an update on any matters affecting the Town from the County Councillor.

16. Town Clerks Report

To consider any matters from the Town Clerk.

16.1. Sculptures for Deri Woods



Letter from John Yale – sculptures in Deri Woods

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16.2 Letter regarding dogs in Deri Woods

To receive a letter from a local resident about dogs and control of them in Deri Woods.

16.3 Audio and visual

To consider if the Council would like to progress with recording of meetings, to aid minutes, and to include a big screen on the wall (subject to approval). There are grants available for such schemes which could be investigated.

17. Dates of next meeting

To note the date of the next meeting which is to be Monday 25th July 2022 at 7pm in the Youth Room of the Institute.

To set a new date for Councillor inductions (part of approved Training programme)
To set a date for visit to Deri Woods and Erw Dewar.

APPENDIX A

Actions taken since the last meeting

No	Action	By
1	Adjusted minutes of 11 th April to be circulated	Completed
2	Minutes of this meeting to be circulated	Completed
3	Planning application consultation responses to Powys County Council	Completed
4	Arrange meeting with Deri Woods volunteers	On this agenda
5	Letter to be sent to local resident re Deri Woods	Completed
6	Arrange meeting with Llanfair United FC	Ongoing
7	Inform outside bodies of appointments	Completed
8	Letter of thanks to the Town Crier	Completed
9	Take forward internet banking	Progressing.
10	Review documents and report back to Council	Programme suggestions on this agenda.

An update report on council activities has been issued separately.

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APPENDIX B1

Accounting statements 2021-22 for:

Name of body: LLANFAIR CAEREINION TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2021 (£)	31 March 2022 (£)	
			Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	85082	109428	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	40000	40000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	12417	49224	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	1510	7070	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	26561	87159	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	109428	104423	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	5627	17271	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	103801	87157	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	109428	104423	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	173000 Re-valued	182000 Re-valued	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
14. Trust funds disclosure note	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">Yes <input checked="" type="radio"/></div> <div style="text-align: center;">No <input type="radio"/></div> <div style="text-align: center;">N/A <input type="radio"/></div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">Yes <input checked="" type="radio"/></div> <div style="text-align: center;">No <input type="radio"/></div> <div style="text-align: center;">N/A <input type="radio"/></div> </div>	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

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Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2022, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
5. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
3. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
3. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	<input checked="" type="radio"/>	<input type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

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Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021-22 was £8.41 per elector.

In 2021-22, the Council made payments totalling £50 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2022.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
	<p>Minute ref:</p>
<p>RFO signature:</p>	<p>Chair of meeting signature:</p>
<p>Name: ROBERT ANDREW ROBINSON</p>	<p>Name: CLLR IAN DAVIES</p>
<p>Date: 27th June 2022</p>	<p>Date: 27th June 2022</p>

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Annual internal audit report to:

Name of
body:

LLANFAIR CAEREINION TOWN COUNCIL

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included conducting a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2022.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Llanfair Caereinion Town Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered* *	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All in order
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All in order
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All in order
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All in order
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All in order
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All in order
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All in order
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All in order

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For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All in order
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All in order
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	All in order

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: David Hawe Chartered Accountant
Signature of person who carried out the internal audit: <u>David Hawe</u>
Date: 12 th June 2022

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APPENDIX B

MANAGEMENT ACCOUNTS

MONTHLY INCOME & EXPENDITURE SUMMARY				
INCOME	BUDGET	ACTUAL	April	May
Precept	42,000.00	14,668.00	14,668.00	0.00
Burial Services	2,000.00	1,062.00	2.00	1,060.00
Street Scene	5,000.00	0.00	0.00	0.00
Recreational	10,010.00	0.00	0.00	0.00
Mount Field	5,160.00	60.00	0.00	60.00
Deri Woods	9,000.00	0.00	0.00	0.00
Administration	0.00	0.00	0.00	0.00
Publicity/Events	600.00	70.00	40.00	30.00
Grants	0.00	0.00	0.00	0.00
Other	20,000.00	0.00	0.00	0.00
Total	93,770.00	15,860.00	14,710.00	1,150.00
EXPENDITURE	BUDGET	ACTUAL	April	May
Burial Services	5,300.00	1,229.69	27.42	1,202.27
Street Scene	12,160.00	679.28	288.17	391.11
Recreational	1,950.00	75.00	0.00	75.00
Mount Field	10,500.00	0.00	0.00	0.00
Deri Woods	10,500.00	146.30	0.00	146.30
Administration	18,405.00	2,780.60	602.63	2,177.97
Publicity/Events	7,550.00	165.00	0.00	165.00
Projects / Other	20,000.00	0.00	0.00	0.00
Donations/Grants	3,850.00	330.00	0.00	330.00
Section 137	50.00	0.00	0.00	0.00
Total	90,265.00	5,405.87	918.22	4,487.65
Balance	3,505.00	10,454.13	13,791.78	-3,337.65
VAT		39.62	5.40	34.22
CHECK = 0			0.00	0.00

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

BANK RECONCILLATION STATEMENT

BANKING CHECKS				
			April	May
BANKING	START	CURRENT	30,364.14	44,254.20
		DEPOSIT	60,157.06	60,157.06
		TOTAL	90,521.20	104,411.26
	END	CURRENT	44,254.20	50,533.14
		DEPOSIT	60,157.06	60,157.06
		TOTAL	104,411.26	110,690.20
		DIFFERENCE	-13,890.06	-6,278.94
SUMMARY	INCOME	GENERAL	14,710.00	1,150.00
		DEBTORS	2,820.36	10,062.81
		VAT	0.00	0.00
		TOTAL	17,530.36	11,212.81
	EXPENDITURE	GENERAL	918.22	4,487.65
		Town Trail	0.00	0.00
		Last yr chq	2,716.68	412.00
		VAT	5.40	34.22
		TOTAL	3,640.30	4,933.87
		DIFFERENCE	13,890.06	6,278.94
		CHECK = 0	0.00	0.00
			OK	OK

Cyngor Tref Llanfair Caereinion

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APPENDIX B3

Orders for payment

Power	Payable to	Gross	VAT	Net	Cheque no
LGA1972	The Institute Office Rent	£108.33	£0.00	£108.33	SO
LGA1972	Clerks Salary (June)	£470.8	£0.00	£478.80	101658
LGA1972	R Houghton (May)	£180.00	£0.00	£180.00	SO
LGA1972	One Voice Wakes	£284.00	£0.00	£284.00	101646
LGA1972	Came and Co Insurance	£1,140.59	£0.00	£1,140.59	101648
LGA1972	Lightworks FX QJ fireworks	£250.00	£0.00	£250.00	101657
LGA1972	Mid Wales sign and print banner	£60.00	£12.00	£72.00	101651
LGA1972	Mid Wales sign and print leaflets	£75.00	£0.00	£75.00	101649
LGA1972	Mid Wales sign and print banners	£120.00	£0.00	£120.00	101652
LGA1972	R A Robinson – bouncy castle QJ	£175.00	£0.00	£175.00	101654
LGA1972	Councillor allowance	£150.00	£0.00	£150.00	101653
LGA1972	Glyn Lloyd Grass Cutting	£1,566.00	£313.20	£1,879.20	101655
LGA1972	R A Robinson Expenses various	£195.82	£10.78	£206.60	101656
LGA1972	Annual internal audit and accounts programme for 2022-2023	£700.00	£0.00	£700.00	101659
LGA1972	J A Thomas Town Trail	£410.00	£80.00	£492.00	101660
LGA1972	British Gas Ch of Rest	£64.67	£3.31	£69.78	DD
LGA1972	British Gas Toilets	£84.48	£4.22	£84.48	DD
LGA1972	Road closure signs	£200.00	£40.00	£240.00	10165
LGA1972	Rob Isaac	£290.00	£0.00	£290.00	101661
LGA1972	Queen's Jubilee (Referred from last meeting) – serviettes removed.	£241.54	£35.71	£287.75	101642
LGA1972	Library Rental	£1,500	£0.00	£1,500	101662

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

APPENDIX C

2/07/44H 5 Maes Derwen Llanfair Caereinion

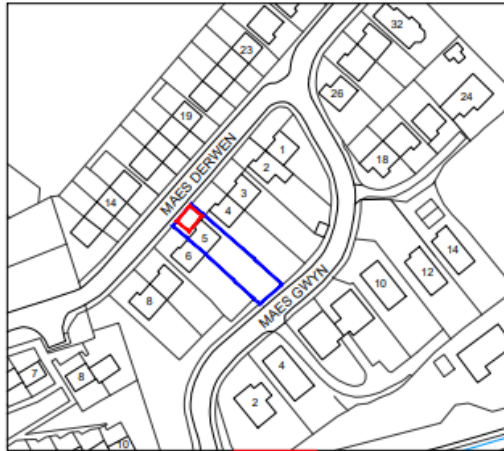


PICTURE OF PROPERTY



**PROPERTY JUST DOWN THE ROAD SHOWING STEEP
SLOPES AND AN EXAMPLE OF WHAT IS PROPOSED**

Cyngor Tref Llanfair Caereinion
Llanfair Caereinion Town Council

Location Plan (1:1250@A3)

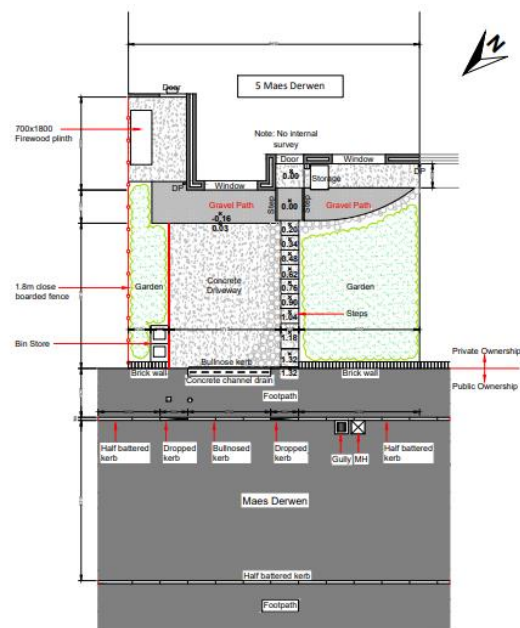
Block Plan (1:1250@A3)



Ordnance Survey, (c) Crown Copyright 2022. All rights reserved. Licence number 100022432

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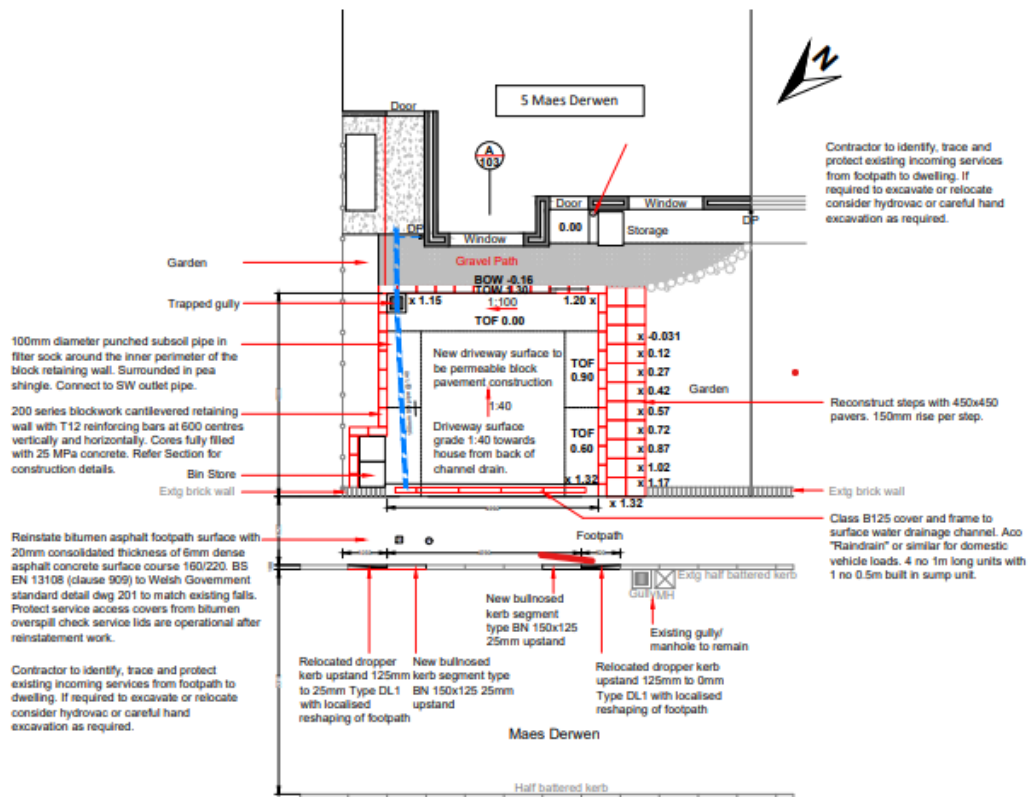
LOCATION AND BLOCK PLAN
(Red is application site, blue is land ownership)



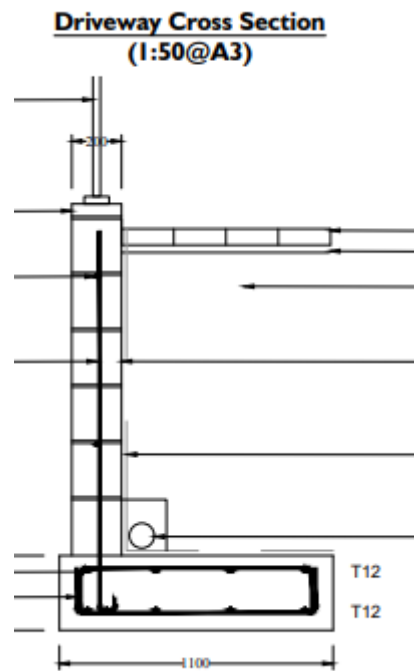
EXISTING DRIVEWAY

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council



Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council



RETAINING WALL CROSS SECTION

NOTE Powys Highways have raised no objections.

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

APPENDIX D1

Council Protocol

TOWN COUNCIL PROTOCOL

Introduction

Following the Annual Meeting of the Town Council where it was decided to hold one meeting a month the Chair and Town Clerk are of the view that a 'way of working' need to evolve which:

- a) allows Councillors to discuss things and approve there going forward
- b) Allows projects to proceed without the need to come back to Council once they have been approved.

Meeting Agenda

The Council is asked to consider the Town Plan Action Plan (as set out at the end of this paper) to guide the Chair and Town Clerk as to which projects are to come forward in the current year and in what in order.

Councillors may wish to add or subtract from the list. The list has been taken from those activities included in the approved Town Plan.

All items to be raised by Councillors should be issued to the Town Clerk at least 10 days before the meeting with enough information to allow the Council to know what the subject is to be about. The Chair suggests a proforma should be issued so that it can be added to any agenda items.

There is no 'any other business' on a Full Council agenda.

Planned projects

The projects on the approved list will come forward with a report and proposal drawing up by the Town Clerk consulting the Councillor whose area of interest the project falls within.

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Once the project has been approved a 'project approval form' will be issued setting out the details and funding. The Councillor responsible for the area of interest or the project will then take it forward with the Town Clerk's support.

Progress will be included in the monthly Town Clerk updates.

Day to day running

The day to day running of the Council is the responsibility of the Town Clerk who will keep Councillors up to date through the monthly updates issued. Any issues arising from Councillors regarding any of the Council properties should be directed to the Town Clerk who will then take any actions required.

Cllr Ian Davies Chair

Robert Robinson Town Clerk

June 2022

APPENDIX D2

TOWN PLAN 2021-2027 ACTION PLAN - 2022/2023 PROGRAMME

No	Year of delivery	Location	Details
1	2022-2023	Glanyrafon Playground	Refurbish and install new equipment.
2	2022-2023	Youth Council	To improve Youth Council and bring forward a Youth Plan for Llanfair
3		Deri Woods	Complete mural in Pumping Station.
4	2022-2023	Public Toilets	Redecoration, review disabled facilities, install water bottle point and baby changing facilities.
5	2022-2023	Erw Ddwr	Agree and complete an extension to the path at the top of the graveyard to facilitate new burials.
6	2022-2023	Youth Club	Investigate and implement a youth club for Llanfair.
7	2022-2023	Allotment provision	Complete investigations into provision of further allotments in Llanfair.
8	2022-2023	Complete Book start Day	Host a book start day for junior and infant school reception classes
9	2022-2023	Watergate Street Tel Box	Redecoration of phone box and transfer of freehold to Town Council
10	2022-2023	Community Awards	Review and continue with community awards.

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No	Year of delivery	Location	Details
10	2022-2023	Mount Field agreements	Compete agreements with Llanfair United Football Club
11	2022-2023	Explore setting up a community foundation	To allow legacies to be left to the town to aid development of projects.
12	2022-2023	Parking restrictions	Agree response to Powys County Council on a parking review.
13	2022-2023	Heavy traffic review	To discuss and offer suggested solutions to Powys County Council.
14	2022-2023	Volunteers' reception	To host a coffee morning reception to say thanks local volunteers who work to make Llanfair a better place.
15	2022-2023	Markets	Investigate and implement a street market in the Town Square area or other suitable location.
25	2023-2024	Existing service delivery	To update, keep well maintained and secure the delivery of existing services.
26	2023-2024	Playground	Seek to provide an All Purpose Sports Area with all-weather surface.
27	2023-2024	Community Engagement	To consider seeking a grant for a short-term community engagement officer. This to be combined with a community enabler.
28	2023-2024	Banwy Foot Bridge	To support the County Councillor is seeking refurbishment of the River Banwy Footbridge.
29	2023-2024	Morgan's Yard	Seek to find solution to the development or change of use to this land.
30	2023-2024	Events	To prepare an events booklet annually to ensure residents and visitors know what is on offer.
31	2023-2024	Repair Cafe	To aid the setting up of a repair café to help recycle goods and provide a meeting point.
32	2023-2024	Historic Records	Create a historic records package for storage.

Action plan adopted by Llanfair Caereinion Town Council on 8th November 2021 and revised May 2022 – Revised May 2022

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APPENDIX E

LLANFAIR CAEREINION COMMUNITY AWARDS

Introduction

There are many people in our community who do so much for the Town, local people and for 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 but are still our local Superhero's.

This Community Award Scheme aims to say thank you to those who have given so much to the Llanfair Caereinion Town Council area. Who can receive an Award? Anyone, (an individual, group or even a business) can be nominated for an award if they meet the criteria.

Those not able to receive an award are serving Councillors (during their term of office), any employees of the Council (whilst employed) and anyone paid for the service to which the Awards relates.

Nominations

Nominations will be sought from the community. There is a specific form to complete with a citation signed by two persons. This can be gained by contacting the Town Clerk or from downloading it from the Council Website at www.llanfairtowncouncil.co.uk Any person may submit a nomination including Councillors.

This is not a 'Facebook' nomination process - an email or letter needs to be sent with the form to the Town Clerk at Llanfairtownclerk@mail.com

Nominations are sought for the 2021 awards and should reach the Town Clerk no later than midnight on Friday 15th October 2021. Later nominations will not be able to be considered this year.

Criteria

The criteria for receiving an award would be:

- i) The person, group or business must have completed their good works within or for the community within the Llanfair Caereinion Town Council ward boundary.
- ii) The person, group or business must have conducted the activity on a voluntary basis and not for payment.

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- iii) iii) The person, group or business could have completed the good works over a period or as a one-off special event or activity in the Llanfair Caereinion Town Council area.
- iv) iv) The nominated person, group or business does not have to be located within Llanfair Caereinion Town Council ward area. How is the Award agreed?

Decision on who receives an award

The Town Clerk will issue the citations to each Councillor in advance of the October meeting each year. These will be presented to the Council as written (unaltered).

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

Those nominated who gain over 50% of the votes from Councillors present at the meeting will be put forward for an award.

Essential information on nominations

Those putting forward the nomination must not inform those nominated, nor may they let anyone else know. This is to be kept between the nominators and the Council until the time of presentation. If confidentiality is broken the award may not go forward.

There is no guarantee that any nomination received will lead to the presentation of an award – either because it was not approved or the person/persons to receive the award do not wish to receive it.

If a nomination is unsuccessful, you may put forward the nomination again in a future year.

Contact details.

The contact details for submitting a nomination are:

Email Llanfairownclerk@mail.com

Post Address Crown House High Street Llanfair Caereinion SY21 0QY

Telephone 07767 267830