

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
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16th September 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 27th September 2021 at 7pm in Llanfair Connections Llanfair Caereinion Station

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

Yours sincerely,

Robert Robinson

Robert A Robinson MBE FRICS FSLCC
Town Clerk & RFO

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

AGENDA

For a meeting of the Full Council to be held on
Monday 27th September 2021 at 7pm
at Llanfair Connections Llanfair Caereinion Station

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 26th July 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 Bank balances

To note the bank balances as at 31st August 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

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

7.2 Financial Report

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

7.3 Orders for payment

To approve payments as set out at appendix C.

7.4 Deri Woods HLF Grant

To receive an update on the final grant aid figures.

8. Planning decisions for July-August 2021

To note the following planning decisions from Powys County Council:

Erection of sun room extension

Llanoddian Newydd Llanfair Caereinion Welshpool SY21 0HP

Ref. No: 21/1244/HH | Validated: Tue 06 Jul 2021 | Status: Approve

Listed building consent to replace the floor to ceiling windows on front elevation and build up stone wall & move the windows up from floor level by 40cm

Pentyrch Smithy Llanfair Caereinion Welshpool Powys

Ref. No: 21/1172/LBC | Validated: Mon 19 Jul 2021 | Status: Application Withdrawn

Erection of Rural Enterprise Dwelling, Creation of Vehicular Access together with all other associated works

Land At Rhos Fawr Cwm Golau Cyfronydd SY21 9HE

Ref. No: 20/1890/FUL | Validated: Thu 19 Nov 2020 | Status: Approve

9. Council Services Committee

To receive and approve recommendations from this committee:

9.1 St Mary's Church Lighting

To Committee considered progress with the current lights replacement for St Marys Church from Sodium to LED. There were 5 companies approached, 3 were too busy, one did not respond and one has submitted a quote. The new lighting is LED and will reduce electricity costs by 90%. The new lights are 32 colour so that the Church could be lighted in any colour the Council wishes from time to time.

The cost of the project is £2744.53p including materials and labour.

Recommendation

The Committee recommends that the quote be accepted and works proceed as soon as possible.

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

9.2 Play Plan for Llanfair Caereinion

The Committee considered the 'Llanfair Play Report' – see Council Services Committee Agenda for September 2021.

The proposals are:

- i) To refurbish the existing Town Council play area.
- ii) To seek to take over the PCC play area at Trem Banwy.
- iii) To have a future aim to provide a multi-purpose all weather play area on land allocated for a play area at Parc Y Onnen.

The Committee **Recommends** that the report be adopted and that negotiations progress to deliver the projects.

9.3 Telephone Box Watergate Street

The Committee considered a report regarding this telephone box and progress towards refurbishment and the fitting of a defibrillator. The Defibrillator has arrived. The paint has been ordered (free from Healthy Hearts).

Several quotes were sought for redecoration of the telephone box with all but one showing no interest. Hamer Construction is willing to complete the repainting of the telephone box (with some encouragement) for £600 with the Council supplying the paint (free from Healthy Hearts).

The Committee **recommends** that this quote be accepted. (the amount has been approved as part of the overall scheme for this location).

10. Finance, Planning & General Purposes Committee

To receive and approve recommendations from this committee:

10.1 Independent Review Panel of Wales

The meeting considered a report on the Independent Review Panel for Wales regarding Councillor allowances. The discussion took into account the election in May 2022 which could mean a different profile of Councillors.

The main issues were around mandatory payments to Councillors (unless they decline such amounts) and those which were optional.

Recommendation

The Committee recommends:

- i) That a policy be adopted not to pay any discretionary payments in the year ending 31st March 2023.
- ii) That the sum of £5,000 be ring-fenced in reserves in case a claim is made by any Councillor for a) the £150 allowance or b) any care or babysitting allowances.

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

10.2 Budget and future financial plan

The meeting considered matters which could affect a 5 year plan for income and expenditure.

The main issues of discussion were:

- a) The day to day running costs of the Council and its services.
- b) The cost of the top crossing patrol.
- c) The cost of the toilets if no grant aid was available.
- d) Any future projects.

Recommendation

The Committee recommends:

- a) That a public meeting is held in the Leisure Centre theatre in early November 2021.
- b) The Town Clerk prepares for comment at the October 2021 Full Council Meeting a planned budget for the 2022-2023 year with a projection for the following year.

10.3 Defibrillator Review

The meeting considered the defibrillator plan for Llanfair. After discussion it was agreed that the plan should be taken forward. See proposed plan with agenda for the Finance, Planning and GP Committee meeting in September 2021.

The proposed plan in summary is to provide defibrillators at the following locations:

No	Location	Funded by
1	Leisure Centre/High School	PCC
2	Doctors Surgery	Health Authority
3	Watergate Street telephone box	Town Council
4	Mount Field	Town Council
5	Chapel in Market Square	Town Council
6	Telephone box in High Street with Tourist Information	Town Council
7	WLLR Steam Railway Station	WLLR
8	Rhiewaniarth Community Centre	Community Centre

Recommendation

The Committee recommends that the defibrillator plan as attached to the agenda be implemented. The cost implication (before any grant aid) would be approx £7,500.

The Town Clerk is to research any support funding via grants to aid the projects completion with approval given to each project at each stage.

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

10.4 Town WiFi

The meeting considered the report on free Town WiFi. The report is attached at appendix D. Proposed by Cllr W Williams and seconded by Cllr R Derricutt.

Recommendation

The Committee recommends that the offer from SMART TOWNS (via Powys County Council) to supply free WiFi in Llanfair Caereinion be accepted.

10.5 Documents

The meeting considered the Procurement Policy – see appendix E.

Recommendation

The Committee recommends that the Procurement Policy as attached to the minutes is adopted.

11. County Council Matters

To receive a report from the County Councillor.

12. Christmas Lights and Community Awards

To consider the following:

- A) Approval of payment towards the Christmas Lights costs of £1,000 as contained in the approved budget 2021-2022.
- B) To consider an alteration to the criteria for Community Awards.
'To remove the restriction of presentation of an award to someone who already has a national award'.

13. Town Clerk report

To consider any correspondence and any matters from the Town Clerk.

14. Dates for meetings in October 2021:

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

Meeting of the Mount Field and Deri Woods Trusts

Monday 18th October 2021 at 7pm

Full Council Meeting

Monday 25th October 2021 at 7pm

15. Staffing matters

To consider any staffing matters in private session of the Council.

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

APPENDIX A

No	Heading	Item	Status
1	Minutes	Complete minutes and circulate with agenda for next meeting.	Completed
2	Town Trail	Progress to completion in line with project form approved	Almost completed
3	Deri Woods	Send letter to resident regarding the fallen tree in Goat Field.	Completed
4	Deri Woods	Complete Friends of Deri Woods and Goat Field agreement.	Completed
5	Deri Woods	Arrange meeting with CEO of the MWT.	Being arranged
6	Newsletter	Progress with first newsletter for issue in October	On target
7	Library	Complete agreements with Library.	Completed
8	Planning	Pass planning consultation decisions onto Powys Count Council	Completed
9	Annual report	Public the Annual Report	Completed
10	Memberships	Arrange for memberships for OVW, NWA and SARLC	Completed
11	Morgan's Yard	Arrange meeting with Mr Broxton on Morgan's Yard with Cllr G Jones in attendance	Being arranged
12	Yellow Lines review	To be added to Finance, Planning and GP Committee at their September meeting.	On agenda for November meeting
13	Goat Field – Advice on tree removal	Gain advice and progress the removal as necessary of the tree in the river.	Works being completed on advice
14	Mount Field containers	Arrange for painting of containers using paint provided by the Council in stock.	Completed

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

APPENDIX B

LLANFAIR CAEREINION TOWN COUNCIL								
ANNUAL ACCOUNTS - YEAR TO 31st March 2022								
	BUDGET	BUDGET	ACUTAL					
	ANNUAL	TO DATE	TO DATE	April	May	June	July	August
INCOME								
Precept	40000	26667	26667.00	13334.00	0.00	0.00	0.00	13333.00
Burial Services	1800	750	972.00	90.00	0.00	340.00	310.00	232.00
Street Scene	5000	0	142.00	0.00	0.00	0.00	142.00	0.00
Recreational	10	10	10020.00	0.00	0.00	20.00	0.00	10000.00
Mount Field	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Deri Woods	0	0	400.00	0.00	0.00	0.00	0.00	400.00
Administration	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Publicity/Events	800	0	0.00	0.00	0.00	0.00	0.00	0.00
Projects	9800	5350	5350.41	270.00	383.60	3913.81	783.00	0.00
VAT refunds	7800	0	0.00	0.00	0.00	0.00	0.00	0.00
Other	1220	200	201.00	0.00	200.00	1.00	0.00	0.00
Total	66430	32977	43752.41	13694.00	583.60	4274.81	1235.00	23965.00
EXPENDITURE								
Burial Services	6075	750	541.72	215.05	110.26	109.51	65.47	41.43
Street Scene	9110	2008	2767.13	471.24	1320.07	419.60	343.27	212.95
Recreational	2700	693	248.99	0.00	85.00	6.99	90.00	67.00
Mount Field	6900	717	585.60	0.00	0.00	360.00	0.00	225.60
Deri Woods	6950	6617	5485.28	604.25	4466.60	0.00	0.00	414.43
Administration	17300	8200	8168.69	648.81	3453.38	802.02	1898.33	1366.15
Publicity/Events	3250	152	151.80	0.00	0.00	30.00	0.00	121.80
Projects	9800	6500	6468.41	270.00	383.60	3913.81	783.00	1118.00
Donations/Grants	1545	1145	1145.00	0.00	0.00	1145.00	0.00	0.00
Other	0	0	45.00	0.00	45.00	0.00	0.00	0.00
Section 137	50	0	0.00	0.00	0.00	0.00	0.00	0.00
Total	63680	26782	25607.62	2209.35	9863.91	6786.93	3180.07	3567.36
Balance	2750	6195	18144.79	11484.65	-9280.31	-2512.12	-1945.07	20397.64
				* Difference is the increase in insurance cost for the year.				

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

BANK RECONCILLIATION

LLANFAIR CAEREINION TOWN COUNCIL								
RECONCILLIATION SUMMARY								
				April	May	June	July	August
	BANKING	START	CURRENT	65616.12	75693.23	64747.72	38066.65	35198.58
			DEPOSIT	40151.56	40151.56	40151.56	60152.56	60152.56
			TOTAL	105767.68	115844.79	104899.28	98219.21	95351.14
		END	CURRENT	75693.23	64747.72	38066.65	35198.58	63204.36
			DEPOSIT	40151.56	40151.56	60152.56	60152.56	60152.56
			TOTAL	115844.79	104899.28	98219.21	95351.14	123356.92
			DIFFERENCE	-10077.11	10945.51	6680.07	2868.07	-28005.78
	SUMMARY	INCOME	GENERAL	13694.00	583.60	4274.81	1235.00	23965.00
			Debtors	0.00	0.00	0.00	0.00	0.00
			VAT	0.00	0.00	0.00	0.00	7851.26
			TOTAL	<u>13694.00</u>	<u>583.60</u>	<u>4274.81</u>	<u>1235.00</u>	31816.26
		EXPENDITURE	GENERAL	2209.35	9863.91	6786.93	3180.07	3567.36
			Town Trail	270.00	383.60	3913.81	783.00	1118.00
			Last yr chq	883.50	291.00	0.00	0.00	0.00
			VAT	254.04	990.60	254.14	140.00	243.12
			TOTAL	<u>3616.89</u>	<u>11529.11</u>	<u>10954.88</u>	<u>4103.07</u>	3810.48
			DIFFERENCE	10077.11	-10945.51	-6680.07	-2868.07	28005.78
			BALANCE	0.00	0.00	0.00	0.00	0.00

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

APPENDIX C

ORDERS FOR PAYMENT – 27th September 2021

Power	Section	Subject	Amount	VAT	Total	Cheque
LGA 1972	Administration	Clerks salary (Sept)	£470.80	£0.00	£470.80	101572
LGA 1972	Administration	2021 accounts Cadwalladers	£395.00	£79.00	£474.00	101568
LGA 1972	Town Trail	WPG	£270.00	£54.00	£324.00	101569
LGA 1972	Town Trail	J E Thomas Fencing	£480.00	£96.00	£576.00	101570
LGA 1972	General	Expenses R A Robinson	£246.54	£9.95	£256.59	101571
LGA 1972	Advice	OVW Employment advice	£300.00	£0.00	£300.00	101573
LGA 1972	Administration	N&MWALC membership	£50.00	£0.00	£50.00	101574
LGA 1972	Town Trail	Notice Board Company	£1428.91	£285.78	£1,715.00	101575
LGA 1972	Train Trail	Web site Govesure	£10.45	£2.09	£12.54	101576
LGA 1972	Mount Field	Trusts insurances	£257.43	£0.00	£257.43	101577
LGA 1972	Deri Woods	Trusts insurances	£200.00	£0.00	£200.00	101577
LGA 1972	N Burton	Repairs to Goat Field	£32.95	£0.00	£32.95	101578
LGA 1972	Boys and Boden	Materials for fence and bridge repairs	£189.29	£37.98	£227.15	101579
LGA 1972	Brian Underhill	Final audit payment 2021	£200.00	£0.00	£200.00	101580
LGA 1972	The Institute	Rent for library	£1,500.00	£0.00	£1,500.00	101581
LGA 1972	Playgrounds	New infant swing seats	£171.83	£34.37	£206.20	101582
LGA 1972	Hamer Constr	Container painting	£320.00	£0.00	£320.00	101583

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

APPENDIX D

SMART TOWNS

Meeting with Smart Towns (PCC):

Cllr Wyn Williams, Cllr Ian Davies and Robert Robinson Town Clerk.

Introduction

Earlier in August the Town Clerk was approached by Powys County Council to see if the Town would be interested free WiFi for its centre. A meeting was set up to find out more about the project for Towns in Powys.

Free WiFi

In the areas served by the Routers there would be free WiFi, some homes would also benefit if they were within the range of the Routers.

Period of free service

The period of free installation and maintenance would be 10 years.

Powys County Council would work with the Town Council to deliver the project.

Routers

The Routers need to be placed in shops or premises approx. 50m apart.

The suggested locations for routers are:

- Crown House
- The Square - Chapel
- Bowling Club
- The Institute
- Londis
- WLLR
- Llanfair United Clubhouse
- Chapel of Rest

There may be other locations would be beneficial.

The cost of hosting a Router is the electricity to power the Router.

Data collection

The system would allow free WiFi and also provide the following information:

- a) Footfall details throughout the Town
- b) How long visitors stay in the Town
- c) Where people have come from
- d) Where they go in the Town
- e) Adverts and notices to those who sign up to receive them
- f) Other statistical information that would help our business community.

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

Area of WiFi

The initial area covered by free WiFi would be from the WLLR steam railway station to the entrance to Goat Field and up to Mount Field. This can be extended over time.

Timescale

If a decision is made at the September 2021 Full Council Meeting it is possible installation could take place before the end of the financial year. If the application date is missed then it would be later into 2022.

R A Robinson
Town Clerk
September 2021

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

APPENDIX E

PROCUREMENT POLICY

1. Introduction

This paper sets out the Council's procurement policy.

2. Minor maintenance works

Minor works can be carried out by regular local contractors where the amounts involved are under £500 or they are of an emergency nature.

3. Annual maintenance works

Annual maintenance works maybe the subject of renewal each with the same contractor but should be subject to review every 5 years.

4. Capital works up to £3,000

Capital works up to the sum of £3,000 can be completed by seeking a price from a local contractor agreed by the Council or who is on the Council's list of contractors.

5. Capital works from £3,000 up to £10,000

Where there is no urgency 3 prices are to be sought from contractors as agreed by the Full Council in private session. In an emergency this condition can be dispensed with by agreement between the Chair of the Council, Committee Chair and the Town Clerk.

6. Capital works over £10,000

Where there is no urgency 4 prices are to be sought from contractors as agreed by the Full Council in private session.

In an extreme emergency this condition can be dispensed with by agreement between the Chair of the Council, Committee Chair and the Town Clerk.

7. Professionals

The professionals used by the Council are listed below:

Solicitors – Harrisons Berriew Street Welshpool

Architect/Building Surveyors – As appointed from time to time

Surveyor – as appointed from time to time

Internal Auditor – Cadwalladers Severn Street Welshpool

Brian Underhill

External Auditor – as appointed by Welsh Government

These appointments shall be reviewed every 3 years.

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

8. Contractors list

The following small works contractors are to be used for emergency and very small works.

Local plumber

G A Harding

T Piggott

Local electrician

Simon Morgan

Aled Jones

Local general builder

J E Thomas

Small works

Rob Issac

Harmer Construction

Grass Cutting/Hedges

Glyn Lloyd

D M Roberts

Cleaning

Rachael Houghton

Clothing

Keltic Clothing

Printing and signs

Welshpool Printing Group

Mid Wales Sign and Print

Playground Inspections

Powys County Council

ROSPA

Web Site

Gloversure

Church Clock

Smith and Derby

War Memorial

Elliot Ryder (Memorials)

Payroll

Morgan's of Severn Street Welshpool

The list of contractors can be added to with Council approval from time to time.

The Town Clerk is to post in Facebook requests for any contractors interested in are added to the list from time to time.

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

9. Tenders

Tenders would historically be presented in sealed envelopes; however email is the common method today.

For tenders or quotes the subject of tendering small works with an expected price of under £10,000 may be received by email to the Town Clerk.

For activities the subject of tendering larger works with an expected price of more than £10,000 will be received in sealed envelopes to be opened in front of the Full Council.

10. Registration

All those who are employed to carry out works for the Town Council shall produce the appropriate insurance certificate and shall where they are registered for VAT provide a VAT registration number.

11. Emergency repairs

Any emergency repairs required can be authorised within the Town Clerk's delegated powers document in consultation with the Chairs.

Cllr Richard Derricutt
R A Robinson
Town Clerk
August 2021