

LLANFAIR CAEREINION TOWN COUNCIL

AGENDA

For a meeting of the Full Council to be held on

Monday 22nd March 2021 at 7pm by Zoom.

1. Welcome from the Chair.

To receive a welcome to the meeting by 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 Full Council Meeting

6. Actions taken since the last meeting

To note that a list of actions to be taken forward will be added to the minutes of each meeting. This list will then appear in the agenda of the next meeting so that progress can be monitored.

7. Standing Orders

To receive the revised Standing Orders which are not to be discussed at this meeting but will form part of the formal Agenda for April 2021. See separate pack issued with agenda.

8. Vacant seat

To declare the Council Seat of Cllr A Dunsford vacant due to non-attendance for at least 6 months.

LLANFAIR CAEREINION TOWN COUNCIL

The Town Clerk will inform Powys County Council so that the appropriate notices can be issued for publication by the Town Clerk who is under an obligation to advertise the vacancy. (Local Government (Wales) Measure 2011)

9. Finances

To consider the following:

i) Bank Balances

To consider the bank balances as follows:

Current Account	£78,935.18
Deposit Account	£40,149.56
Total Balances	£119,084.74

ii) Financial statement

A full financial statement will be issued at the April 2021 meeting.

iii) Annual Return

The Annual Return for the year ending 31st March 2020 has not been registered with Welsh Government and needs to be completed before the end of April 2021.

The Annual Return for the year ending 31st March 2021 will need to be completed by the end of June 2021 including the internal auditors report.

iv) Internal Auditor

There needs to be an independent internal auditor for the Council.
Consideration needs to be given to this appointment.

v) Bank Mandate

To consider the bank mandate and approve signatories.

vi) Orders for payment

To approve the following payments:

Power	Subject	Amount	VAT	Total
LGA 1972	Web Site domain renewal	£20.00	£4.00	£24.00
LGA 1972	8 Interpretation Boards	£286.00	£57.20	£343.20
LGA 1972	2 Signs – private property	£50.00	£10.00	£60.00
LGA 1972	4 Signs – no dogs	£90.00	£18.00	£108.00
LGA 1972	Administrative Services 1 st March to 31 st March 2021	£588.33	£0	£588.33
LGA 1972	Morgan's accountants, Payroll management for year to 31 st March 2021	£195.00	£39.00	£234.00

LLANFAIR CAEREINION TOWN COUNCIL

vii) **Remuneration Panel for Wales**

To receive an update on allowances and for (where applicable) Councillors to sign letters if they do not wish to take them up.

The basic allowance towards costs is £150pa per Councillor.

There are other allowances which also can be claimed.

Expenses incurred by Councillors must be approved before commitment.

Recommendation:

That the Council resolves not to pay any allowances under sections 41, 44, 47, 48 or 49 in the year to 31st March 2022.

10. Budget for 2021-2022

To consider the budget for 2021-2022.

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11. Council Services:

11.1 Glanyrafon playground

To receive an update on the play area.

To approve the purchase of 2 x NO SMOKING signs in line with Welsh Government legislation. Cost £65 (A3 size metal) or £50 (A4 size plastic). Both signs are bi-lingual.

11.2 Toilets

To receive a report on the condition of the toilets.

The cost of the recommended works total £700.

11.3 Chapel of Rest

To receive a brief update on the Chapel of Rest. There is no Asbestos Report for the building and this needs to be completed as a statutory requirement. Cost £170.

11.4 Town Trail

To receive a short update on the Town Trail.

To approve the project plan.

11.5 Library

To consider an update on the formation of the Library Committee.

To consider a one off grant of £500 as start-up cost of the new Library arrangement. To consider a longer term commitment to pay the library rent of £500pa to the Institute, insurances (£145pa) and cleaning (which has been done by the Town Council for a while).

The total cost of the current proposal is £1,290 for the year to 31st March 2021 and £790pa thereafter (subject to review).

LLANFAIR CAEREINION TOWN COUNCIL

11.6 Street Scene

To receive an update on the replacement fencing next to the bridge on the Banwy Estate.

To approve the project form for the works.

12. Planning and Development

12.1 To note the following deemed planning consent Ref 21/0097/AGR at Pant Glas Llanfair Caereinion Welshpool SY21 0DP
Proposed general purpose agricultural building for the storage of machinery and fodder - 23.2m x 20m

12.2 To note other Planning Decisions for February 2021:

13. Town Clerks Report

To consider a report from the Town Clerk as follows:

- i) Relevant correspondence not covered under the agenda.
- ii) To receive an update on the document review.
- iii) To approve Town Clerk delegated authority document.
- iv) Approval for a petty cash amount of £100 to be replaced as needed upon receipts.
- v) Approval for stationery supplies up to £200 so set filing system going into the future and providing Councillor Manuals.

14. Powys County Council

To receive an update on any relevant County Council activities.

15. Web Site

To consider a new Web Site The reason for this is the cost of maintaining the current site when alterations are required. The current web site needs further headings (including documents) and the cost of adding this is over 50% of a new site. The new site would cost £350 including VAT with minimum maintenance as it can be self-managed in most cases.

The new site would support the Town Trail with A codes and any work completed to date on this can be carried into the new site.

16. Council Office in the Institute

To consider entering into an agreement with the Institute to rent a small room accessed via the kitchen to form the Town Clerks Office.

LLANFAIR CAEREINION TOWN COUNCIL

The room would be used as follows:

- i) A Council base for small meetings.
- ii) An office where people can visit the Town Clerk every Friday afternoon between 2pm and 5pm.
- iii) A place for storage of Council documents.
- iv) Cost is £25 pw plus electric. Total annual cost £1,700pa.

17. Options for Council management

To consider how the Council wishes to manage its business into the future..

18. Councillor Manual

The Town Clerk will be preparing a Councillor manual with the important information within it for each member.

19. Date of the next meeting

To note the date of the next Full Council Meeting which is to be held on Monday 26th April 2021 at 7pm.

To consider which option for meeting is to be taken forward:

- i) To continue meeting by Zoom.
- ii) To meet in person in a suitable room which allows for social distancing.
- iii) To meet in person in a suitable room which allows for social distancing and also have the 'big screen' to allow Zoom remote presence for those who do not wish to attend in person.

Robert A Robinson
Town Clerk
15th March 2021