

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

MINUTES

of a meeting of the Full Council held on
Monday 22nd March 2021 at 7pm by Zoom.

1. Welcome from the Chair.

The meeting received a welcome to the meeting by Cllr Wyn Williams (Chair).
The Chair welcomed Mr Robert Robinson to his first meeting as Town Clerk.
The Chair also thanked all Councillors for their support during the period when the Council was without a Town Clerk, all had given a lot to keep things going during that period.

2. Present at the meeting were:

Cllr Wyn Williams (Chair), Cllr Ian Davies (Vice Chair), Cllr Rob Astley,
Cllr Hazel Davies, Cllr Cadvan Evans, Cllr Viola Evans, Cllr Ursula Griffith,
Cllr Gareth Jones, Cllr Geraint Peate, Cllr Kate Roberts and Cllr Ceri Stephens.

In attendance: Robert Robinson Town Clerk.

There were no apologies for absence.

3. Declarations of Interest.

There were no declarations of interest for this meeting:

4. Public Question Time and Participation

There were no members of the public present at this meeting.

5. Minutes of the last meeting

The Council considered the minutes of the last meeting.

The following alterations were accepted:

- i) Minute no 10 – 3 quotes are needed when the Councillors have decided the sites where they were to be placed.
- ii) Orders for payment – The CEF account is to be passed to Cllr V Evans for the Christmas Lights Group to pay.

The minutes were **approved** as a correct record subject to the above.
Proposed by Cllr K Roberts and seconded by Cllr C Evans.
The vote was unanimous.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

6. Actions taken since the last meeting

6.1 Future Minutes

The Council noted that there will be an 'actions list' issued within the minutes and that these actions will appear on the top of the next Full Council meeting agenda for monitoring purposes.

6.2 Decisions from the last meeting

The Chair took the meeting through the decisions made at the last meeting which were:

Action	Status
Deri Woods HLF Grant	Some invoices are still outstanding. Measurements for benches have been completed but no orders issued to date.
Llanfair Town Football Club	Works required are being completed in next two weeks.
Stile at Mount Field	It has been agreed the stile will remain.
Mount Field hedges and ditches	This work is imminent.
Erw Ddwr – stone wall	Robert Issac is obtaining the stone required to complete the works
St Marys Churchyard	The Town Clerk will take this item forward regarding provision of a storage area for grass cuttings before they are collected. (St Mary's & Mount Field)

7. Standing Orders

The Council received the revised Standing Orders which stand un-discussed but will form part of the formal Agenda for the meeting to be held on 26th April 2021.

8. Vacant seat

The Council **declared** the Seat of Cllr A Dunsford vacant due to non-attendance for at least 6 months.

Proposed by Cllr V Evans and seconded by Cllr U Griffiths.

The vote was unanimous.

The Town Clerk will now inform Powys County Council so that the appropriate notices can be issued for publication by the Council who are under an obligation to advertise the vacancy.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

9. Finances

9.1 Bank Balances

The meeting noted the bank balances as set out below:

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

The meeting **agreed** to move a sum of money from the current account to the deposit account leaving approx. £20,000 in the current account.

9.2 Financial statement

The Council noted that a full financial statement will be issued at the April 2021 meeting.

9.3 Annual Return

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

The Council noted the annual report figures for 2019-2020 attached to the agenda. The Council also noted that 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.

10 Internal Auditor

The Council considered the appointment of an independent internal auditor for the Council for both Annual Returns (2019/2020 and 2021/2022).

The Council **approved** the appointment of Brian Underhill of Leighton. The approx. cost of this audit is £150 to £200.

Proposed by Cllr V Evans and seconded by Cllr G Jones.

The vote was unanimous.

11 Bank Mandate

The Council considered the bank mandate and **approved** the following:

- i) All cheques and transactions from 1st April 2021 to be signed by two Councillors and the Town Clerk.
- ii) Approved standing orders or direct debits to remain as at present.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

- iii) Signatories in addition to Robert Robinson Town Clerk and Responsible Financial Officer are to be Cllr W Williams, Cllr I Davies, Cllr G Jones and Cllr C Stephens.
Proposed by Cllr U Griffiths and seconded by Cllr K Roberts.
The vote was unanimous.

12 Orders for payment

The Council **approved** 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
LGA 1972	Lloyds grass cutting for January to March 2021	£1,566.00	£313.20	£1,879.20

The above payments were **approved**.

Proposed by Cllr K Roberts and seconded by Cllr C Evans.

The vote was unanimous.

13 Remuneration Panel for Wales

13.1 General Allowance for Councillors

The Council received an update on allowances. It was explained that a payment of £150 will be paid to each Councillor by 31st March 2021 for the year end of that date unless Councillors confirm to the Town Clerk that they do not wish to take them up.

13.2 Optional Allowances

It was explained that there are other allowances which also can be claimed the details of which were issued with the agenda.

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

Proposed by Cllr U Griffiths and seconded by Cllr G Peate .

The vote was unanimous.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

14 Budget for 2021-2022

The Council considered the budget for 2021-2022.

The Council **agreed** the budget as set out at appendix A to these minutes.

Proposed by Cllr C Stephens and seconded by Cllr K Roberts .

The vote was unanimous.

15 Council Services:

15.1 Glanyrafon playground

The Council received an update on the playground including confirmation that weekly inspections are being recorded.

The Council was also made aware of required works identified in the ROSPA report, it was confirmed that schedule of works will be presented to the next meeting.

The Council **approved** the purchase of 2 x NO SMOKING signs in line with Welsh Government legislation. Cost £65 (A3 size metal). Both signs are bi-lingual.

Proposed by Cllr I Davies and seconded by Cllr H Davies.

The vote was unanimous.

15.2 Toilets

Works

The Council received a report on the condition of the toilets together with a schedule of works required.

The Council **approved** the works and the cost estimate of £430 as set out below:

No	Item	Estimate
1	Roof – refix loose slate	£50
2	Fit soap dispensers) 4 no	£100
3	Signage – new signs bi-lingual	£200
4	Replacement toilet seats 2 no	£80
5	Asbestos report if required	£170
	Total budget	£600

Proposed by Cllr C Stephens and seconded by Cllr C Evans.

The vote was unanimous.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

15.3 Asbestos Report for Toilet Block

The building requires the statutory Asbestos Report. It is possible there is a copy of PCC report with Cllr G Jones and he will pass this to the Town Clerk. If this is not satisfactory the Town Clerk is to gain a new one at a cost of £170 including VAT.

The actions outlined above were **approved**.

Proposed by Cllr C Stephens and seconded by Cllr C Evans.

The vote was unanimous.

The Town Clerk confirmed that Covid 19 notices on the toilet use were put up on 18th March 2021.

15.4 Chapel of Rest

The Council received a brief update on the Chapel of Rest.

The Council noted that there was no Asbestos Report for the building and this needs to be completed as it is a statutory requirement.

The Council **agreed** to proceed with the report as a cost of up to £250 (£170 if completed with the Toilets).

Proposed by Cllr C Evans and seconded by Cllr V Evans . The vote was unanimous.

15.5 Town Trail

The Council received a short update on the Town Trail.

The Council **approved** the Town Trail project plan as issued with the agenda in the sum of £9,800 with Cllr Ceri Stephens as Project Manager.

A copy of the Project Approval is set out at appendix B.

Proposed by Cllr K Roberts and seconded by Cllr U Griffiths.

The vote was unanimous.

15.6 Library

The Council considered an update on the formation of the Library Committee. The Library will be run under a 5 year agreement between Powys County Council, the Town Council, the Institute and Community Library.

The start date of the new Library arrangement will be 1st May 2021.

The Council considered funding for the Library and **approved** the following:

- a) one off grant of £500 as start-up cost of the new Library arrangement.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

- b) To enter into an agreement for a 5 year commitment to pay the library rent of £500pa to the Institute.
- c) To contribute towards redecoration of the Library building of £145.
- d) To continue cleaning (which has been done by the Town Council for a while).

The insurances for the building structure are covered by the Institute and the contents and public liability by Powys County Council.

The Council **resolved** to enter into the agreement and provide funding as set out above.

Proposed by Cllr C Evans and seconded by Cllr K Roberts .

The vote was unanimous.

15.7 Street Scene

Fence by bridge opposite steam railway station

The meeting received an update on the replacement fencing next to the bridge on the Banwy Estate.

The Council **approved** the project form for the works in the sum of £750 with Cllr Cadvan Evans as Project Manager.

A copy of the project approval is attached at appendix C.

Proposed by Cllr K Roberts and seconded by Cllr C Evans. The vote was unanimous.

Bridge over River Banwy leading from the steam railway station

A question was asked about the condition of the bridge. Powys County Council has confirmed the path and bridge access as a registered footpath. Powys County Council is being urged by our County Councillor to progress with works and he will continue to push for completion of such works.

16 Planning and Development

The meeting noted the planning decisions as listed in the agenda.

17 Town Clerks Report

The meeting considered a report from the Town Clerk as follows:

- i) The Town Clerk reported on progress towards the statutory and Health and Safety Documents review along with policies that should be in place. These will come forward for approval over the coming month.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

- ii) The Council considered the Town Clerk delegated authority document issued with the agenda.
The Council **agreed the Delegated Authority document** as per appendix D to these minutes.
Proposed by Cllr V Evans and seconded by Cllr U Griffiths .
The vote was unanimous.
- iii) The Council **approved** that a petty cash amount of £100 be kept to be replaced as needed upon receipts.
Proposed by Cllr I Davies and seconded by Cllr V Evans .
The vote was unanimous.
- iv) The Council **approved** a sum for stationery supplies up to £200 to set filing system going into the future and for the provision of Councillor Manuals.
Proposed by Cllr I Davies and seconded by Cllr V Evans .
The vote was unanimous.

18 Powys County Council

The meeting received an update on any relevant County Council activities from Cllr Gareth Jones as follows:

- i) Powys Council tax increase is 2.9% for year to 31st March 2022.
- ii) Works to Mount Road drainage due to take place soon (i.e. within 6months maybe).

Cllr Rob Astley left the meeting.

19 Web Site

The Council consider the Web Site and the need for a new 'heading arrangement'.

After discussion it was **agreed** to progress with the new drop down headings on the current web site as outlined in the agenda. Cllr C Stephens will progress with Gloversure with a budget of up to £400.

Proposed by Cllr K Roberts and seconded by Cllr G Jones.

The vote was unanimous.

20 Council Office in the Institute

The meeting considered entering into an agreement with the Institute to rent a small room accessed via the kitchen and the side path to form the Town Clerks Office.

Cyngor Tref Caereinion Llanfair

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 £25pw plus electric. Total annual max cost £1,700pa.

The Council **agreed** to progress an agreement to rent an office from the Institute as outlined above.

Proposed by Cllr C Evans and seconded by Cllr C Stephens .

The vote was unanimous.

21 Options for Council management

The Council considered how the Council wishes to manage its business into the future. The proposed arrangement agreed (option 2) with run until the Annual Meeting when a management structure can be formally agreed.

Councillors were **appointed** to each area of activity as follows:

Ref	Area of interest	Councillor
1	Administration including financial	Cllr W Williams
2	Planning & Development	Cllr C Evans
3	Deri Woods	Cllr K Roberts
4	Mount Field	Cllr R Astley
5	Chapel of Rest/Graveyard/St Marys Church graveyard	Cllr V Evans
6	Toilets & street furniture	Cllr H Davies
7	Playgrounds/Tennis Courts	Cllr C Stephens
8	Powys County Council matters	Cllr G Jones
9	Publicity and Newsletters	Cllr U Griffiths
10	Youth	
11	External relations/business	Cllr I Davies
12	Outlying areas	Cllr G Peate

A formal arrangement for management of the Council will be discussed ready for approval at the Annual Meeting. The proposal outlined above was **approved** for the period to the Annual Meeting.

Proposed by Cllr U Griffiths and seconded by Cllr C Stephens.

The vote was unanimous.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

22 Councillor Manual

The Town Clerk confirmed that he will be preparing a Councillor manual with the important information within it for each member to act as a reference book. It is hoped these will be available by the end of April 2021.

23 Date of the next meeting

The Council noted the date of the next Full Council Meeting which is to be held on **Monday 26th April 2021 at 7pm** by Zoom.

The Council also noted the date of the Full Council (Planning and Projects Meeting) which is to be held on **Monday 12th April 2021 at 7pm**.

24 Council meeting details

The Council considered options for meeting with the current restrictions.

The Council **agreed** to meet by Zoom on Monday 12th April and to then to consider a report on the practical side of meeting together for 26th April.

Proposed by Cllr U Griffiths and seconded by Cllr V Evans.

The vote was unanimous.

25 Actions taken forward from this meeting

The following actions are to be taken forward from the meeting:

Minute	Heading	Action	By whom
No 5	Minutes	Draft minutes to be issued to Members for comment	RAR
No 7	Statutory Documents	Standing Orders to be put on next Full Council agenda	RAR
No 8	Elections	Confirm vacancy to Powys County Council	RAR
No 9	Finances	Audit 2019-2020 to be finalised for next Full Council meeting. Full financial report to be prepared for next Full Council Meeting. Transfer £20,000 to deposit account.	RAR RAR ID
No 9	Auditor	Internal Audit to be completed for 2019-2020 accounts	RAR
No 9	Banking	New mandate to be put in place as per minute	ID/RAR
No 9	Payments	Payments to be made as per approved list	ID
No 9	Remuneration Panel for Wales	Finalise payments or exception letters	ALL/RAR
No 10	Budget 2021-2022	Add approved budget to financial reporting schedules	RAR
No 11.1	Playground	Arrange for signage	RAR
No 11.2	Toilets	Arrange for works as approved. Arrange for Asbestos survey to be completed if required	RAR RAR

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

11.3	Chapel of Rest	Arrange for Asbestos survey to be completed	RAR
11.4	Town Trail	Progress to completion in line with project form approved	CS
11.5	Library	Arrange payments for Library Scheme and check on final insurance details	RAR
11.6	Street Scene	Arrange for completion of fence renewal opposite steam railway in line with project form approval	CE
No 13	Delegated Authority	To attach the Delegated Authority Document to the minutes and implement	RAR
No 13	Petty Cash	Arrange for £100 petty cash	ID
No 13	Stationery	Purchase stationery required up to the sum of £200	RAR
No 15	Web Site	To arrange for drop down index on current web site	CS
No 16	Office within the Institute	Progress with agreement for a room at the Institute	RAR
No 17	Management	To research meeting together in the main room of the Institute or other premises	RAR
No 18	Councillor Manual	Progress to issue a Councillor Manual by end of April 2021.	RAR

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX A

BUDGET FOR YEAR ENDING 31st MARCH 2022							
		2019/20	2020/21			2019/20	2020/21
RCEIPTS				EXPENDITURE			
ADMINISTRATION	Precept	40000	40000	ADMINISTRATION	Staffing	10000	8500
	Interest	0	20		PAYE	220	220
	VAT refunds	0	0		Admin Costs	1000	500
	Toilet grant PCC	0	2000		Training	1000	500
					Audit	550	1100
					Office		1700
					membership & Mtg Exp	350	350
					Insurances	1000	1250
					Legal and professional	1500	3000
RECREATIONAL	Rents and licenses	390	390	RECREATIONAL	ROSPA inspections	75	100
	HLF Deri Woods payments	0	10000		Playground Repairs	4000	2000
					Deri Woods repairs	1000	1000
					Mount Field maintenance	1000	2000
					Grass cutting incl St Marys	6500	6500
STREET SCENE	Grant Aid	0	0	STREET SCENE	School Crossing	4650	4650
					Church Clock	500	600
					General Maintenance	1000	1000
					War Memorial		0
TOILETS	Grant Aid	5000	0	PUBLIC TOILETS	Cleaning contract	2000	2500
					Cleaning materials	300	400
					General repairs	1115	1000
					Services (elec/water)	2000	1000
EVENTS	Events income	0	0	EVENTS	Grant Christmas Lights	1000	1000
	Grant Aid	0	0		Other events		500
					British Legion/Carnival		2520
BURIALS	Burials and Headstones	0	2000	BURIALS	Chapel of Rest Rates	800	800
	Chapel of Rest	0	1000		Ewr Ddwr graveyard		1000
					Chapel of Rest Heat/Light	500	550
					Chapel of Rest repairs	1000	1000
PROJECTS	Grant Aid	0	9800	PROJECTS	MWT - Deri Woods	1500	1500
	Donations	0	300		Town Trail		9800
	Grant Aid carried forward	0	50				
OTHER	Adverts/publicity	0	200	OTHER	Section 137 (wreath)	30	50
	Misc. income	0	0		Llanfair High School	1500	0
					Library support		1150
					Donations		2000
					Web Site		500
					Publicity/marketing		800
					Other		500
	TOTAL	45390	65760		TOTAL	46090	63540
	BALANCE	-700	2220				

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX B

LLANFAIR CAEREINION TOWN COUNCIL PROJECT FORM - 1

Ref	Heading	Details
1	Location	Llanfair Caereinion Town Centre
2	Project Title	Town Trail
3	Details of project	The installation of Town Trail Boards in Llanfair Caereinion
4	Approved budget	£9,800
5	Funding	Heritage Lottery Fund Award
6	Project Manager	Cllr Ceri Stephens

Approved by Full Council on	22.3.2021	Signed	R A Robinson Town Clerk
-----------------------------	-----------	--------	-------------------------

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX C

LLANFAIR CAEREINION TOWN COUNCIL STREET SCENE PROJEC FORM - 2

Ref	Heading	Details
1	Location	Banwy Industrial Estate Llanfair Caereinion
2	Project Title	Fencing leading to bridge over River Banwy
3	Details of project	Removal of old fence and replacement of new fence.
4	Approved budget	£750.00
5	Funding	General repair fund
6	Project Manager	Cllr Cadvan Evans

Approved by Full Council on	22.3.2021	Signed	R A Robinson Town Clerk
-----------------------------	-----------	--------	-------------------------

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

APPENDIX D

DELEGATED AUTHORITY TO TOWN CLERK

1. Introduction

This paper setting out delegated powers is to be read alongside the relevant documents which are:

- (i) Standing Orders
- (ii) The Financial regulations.
- (iii) The procurement policy
- (iv) The Cash Handling procedure.

2. General authority (income)

The Town Clerk has authority to negotiate charges for the use of Council facilities where the person involved is a regular user of such facilities.

Any permanent changes to income rates and charges are to be approved by the Full Council.

3. General authority (payments)

3.1 The Town Clerk and Responsible Financial Officer has authority to authorise the following:

- a) Commit the Council with contract up to £500 without prior approval.
- b) May commit the Council to payments which are specifically identified in the budget.
- c) All commitments over £500 to £1,000 (not included in (a) above shall be authorised in consultation with the Chair and Vice Chair.
- d) All other payments must be approved by the Full Council before commitment.
- e) All payments shall be approved by two Councillors and the Town Clerk prior to the payment being made.
- f) All requests for authorisation shall be accompanied by the relevant paperwork.

4. Reporting to Council

4.1 The Town Clerk and Responsible Financial Officer shall report to the Full Council each month the management figures showing not only income and expenditure against budget but also the bank reconciliation.

Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council

4.2 The bank account balances are to be presented to the Full Council monthly.

5. In an emergency

In an emergency the Town Clerk will agree with the Chair what actions are to be taken and all Members of the Council are to be advised of these actions as soon as possible.

6. Payments

6.1 All payments shall be authorised by one of two methods:

- a) Listed on the orders for payment approved by Full Council at each of its meetings.
- b) Two Councillors and the Town Clerk authorising and signing off all Payments within this delegated authority document.

6.2 All BACS payments and cheques are to be signed by two Councillors and the Town Clerk in all cases.

R A Robinson MBE FRICS
Town Clerk and RFO