

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council

MINUTES

of a meeting of the

Finance, Planning and General Purposes Committee

held on

Monday 12th July 2021 at 7pm

The main hall of Llanfair Connections Llanfair Caereinion Station

Present were:

Cllr Ian Davies (Chair), Cllr Wyn Williams, Cllr Richard Derricutt, Cllr Ursula, Griffiths and Cllr Gareth Jones.

In attendance:

Cllr Hazel Davies and Robert Robinson Town Clerk

1. Welcome by the Chair

The meeting received a welcome to the meeting from the Chair.

2. Declarations of Interest.

There were no declarations of interest recorded.

3. Public Question Time and Participation

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

4. Minutes of the last meeting

The meeting approved the minutes of the last meeting.

Proposed by Cllr G Jones and seconded by Cllr Wyn Williams. The vote was unanimous.

5. Financial Reports

5.1 Financial Statement

The meeting considered the estimated financial statement. The bank statements had just arrived and the balances are slightly better than the estimates.

5.2 Invoices

The Town Clerk was asked to consider the VAT reclaim on the invoice regarding materials for the telephone box refurbishment and report back to the meeting.

5.3 Bank Balances

The Committee noted the monies available after commitments as set out below (as at 30th June):

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Bank Balance no 1	£64,747.72
Bank Balance no 2	£30,791.08
VAT refunds	£8,353.00
Total funds	£103,891.80

The full summary of accounts will be available for the Full Council Meeting.

The members considered the accounts with relation to the Trusts, it was **AGREED** that these will be presented at the by annual Trust meetings.

5.4 Five year financial plan

The meeting considered the five year financial projections along with the chart showing service delivery costs and the chart showing cost of a DIY/Street Scene person.

The Town Clerk is to prepare the following for consideration at the next meeting:

- a) A comparison showing a nil council tax increase over the period.
- b) Add to the figures a street scene employee.
- c) Add the special projects to the expenditure.
- d) Prepare a leaflet on what the Council does.
- e) The Town Clerk to prepare a play area review for consideration at the next meeting.

5.5 Surplus money in reserves

The meeting considered a sum to be allocated to projects for the 2021-2022 Council year from reserves. There is approx. £50,000 surplus funds which are unallocated and that could be used for projects to benefit the town.

Recommends:

The Committee recommends that the sum of £25,000 be allocated to special projects in the year ending 31st March 2022. This is to be considered a limit on expenditure.

Proposed by Cllr W Williams and seconded by Cllr G Jones. The vote was unanimous.

6. Planning Applications

The meeting noted that there were no planning applications to consider at this meeting.

7. Documents review

7.1 General Document Review

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The Committee considered review of documents as follows:

- i) Complaints procedure
- ii) Bullying and Harassment Policy

Both were approved subject to minor alterations including ensuring the legislation details identified being up to date.

The documents are to be posted on the web site and members asked to pass any comments to the Town Clerk.

7.2 Annual Report

The meeting considered the annual report for the year ending 31.3.2021

Recommendation:

The Committee recommends that the annual report as attached be adopted.

8 Town Plan consultation

The meeting considered the report on the Town Plan consultation.

The display charts had been issued separately.

The Committee **APPROVED** the Town Plan Consultation proposals as attached to these minutes.

9 Membership

The Committee considered membership of organisations which may be of benefit to the Council as follows:

- i) One Voice Wales – Cost £250pa
- ii) North and Mid Wales Association of Local Councils – Cost £50pa
- iii) Shrewsbury Aberystwyth Rail Liaison Committee – Cost presently nil

The Committee was of the view that there was a benefit in belonging to all groups.

Recommendation:

The Committee recommends that the Council joins each organisation for the ensuring year.

Proposed by Cllr W Williams and seconded by Cllr G Jones. The vote was unanimous.

10 Date of next meeting of the Committee

To note the date of the next meeting which is Monday 13th September 2021 at 7pm in the Institute Main Hall.

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Llanfair Caereinion Town Council**

ANNUAL REPORT



(picture by Michael Wilkinson)

Year ending 31st March 2021

WELCOME

Cyngor Tref Caereinion Llanfair Llanfair Caereinion Town Council



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Cyngor Tref Caereinion Llanfair

Llanfair Caereinion Town Council



1. Llanfair Caereinion Town Council

Llanfair Caereinion Town Council was formed in 1974 under the Local Government Act 1972. It covers an area including Heniarth, part of Cyfronydd, Rhiwhiriaeth, Melin Y Ddol, part of Llanerfyl and the Town itself.

Llanfair Caereinion Town Council a medium sized Community (town) Council. It provides grass roots services to all parts of its community. The Council's strategic direction is set by elected Councillors (Members) who oversee the Town Clerk who is responsible for delivering services on a day to day basis.

Details of the elected members and how to contact them are available at www.llanfairtowncouncil.co.uk .

Notices of meetings, agendas, reports and minutes can also be viewed here, along with many governance documents and other information about the Council.

The Council derives almost all of its funds from its precept. That is, an additional amount which is added to Council Tax bills based upon the Council's estimated expenditure.

For the financial year 2020/2021 the Council estimated that it needed to spend £40,000 from the precept.

The Town Council is responsible a number of local services including Mount Field, Deri Woods & Goat Field, Public Toilets, Playground, Tennis Court, Bowling Green, Chapel of Rest, Erw Ddwr, St Marys Churchyard, Council Office, signs and street furniture along with other minor responsibilities which contribute to the well-being of Llanfair Caereinion and its communities.

The Councils prime responsibility is to represent the Community including being a statutory consultee regarding planning matters.

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Llanfair Caereinion Town Council

The Full Council generally meets on the 4th Monday of each month (except August). There is a Council Services Committee which oversees the Council Services. Also there is a Finance, Planning & General Purposes Committee which oversees finance, events, the Town Plan and other general matters.

The Council is working towards being a Quality Council. This involves 80% of Councillors being elected, unqualified accounts and a qualified Town Clerk.

The new Town Clerk meets this requirement with the Council working towards the other two requirements.

The Council also has a compliant Website.



2. Information about Llanfair Caereinion

Llanfair Caereinion Town Council serves a population of around 2,000 within the Banwy Valley, in the eastern part of Montgomeryshire.

Today, Llanfair Caereinion is essentially rural with a small town in the centre of its ward on the Rive Banwy.

There is a large Church with Churchyard in the centre of the Town along with two Chapels.

A variety of shops in the Town include Londis, Spar, Local Butchers, Antique stores, Veterinary Practice, Large agricultural general stores, Newsagents, Post Office, Fish & Chip shop, Barbers, Hairdressers and a dentist. There are also 3 thriving public houses serving food daily. There are two petrol filling stations with garage repair facilities. The town is blessed to have its own Fire Station.

There are other local businesses including Wynnstay along with an array of caravan parks and bed & breakfast establishments.

The main tourist attraction is the Welshpool & Llanfair Light Railway who has over 200 regular volunteers who support the Town.

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There is a Town Trail (at construction stage); Deri Woods walk by the river, a playground and recreation ground.



3. Councillors and Town Clerk

The Council has just one ward with 12 Councillors. At the date of this report there was one vacancy (subsequently filled by the election of Cllr R Derricutt).

There are 6 elected and 6 co-opted Councillors.

Details of the Councillors and how to contact them can be found on the Councils website at www.llanfairtowncouncil.co.uk.

Councillors are not paid and have not claimed any allowances during the year ending 31st March 2021.

Currently the Councillors are

 Cllr Wyn Williams Chair	 Cllr Ian Davies Vice Chair	 Cllr Rob Astley	 Cllr Hazel Davies
 Cllr Richard Derricutt (May 2021)	 Cllr Cadvan Evans	 Cllr Viola Evans	 Cllr Ursula Griffiths
 Cllr Gareth Jones	 Cllr Geraint Peate	 Cllr Kate Roberts	 Cllr Ceri Stephens

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For almost all of the year the Council has been without a Town Clerk & Responsible Financial Officer with Mr Robert A Robinson being appointed on 1st March 2021.

During the current year there was a casual vacancy which was filled by the election of Cllr Richard Derricutt in May 2021.



4. Trusts

The Council has managed two Trusts during the year as follows:

Recreation and Playing Field Charity – No 525514 (Mount Field)

The Council managed the above Charity and funded its activities in the financial year to 31st March 2021. The Council is the Corporate Trustee of this Charity.

Deri Woods Recreation Ground Charity – 524413

The Council managed the above Charity and funded its activities in the financial year to 31st March 2021. The Council is the Corporate Trustee of this Charity.

5. External Membership

The Council has continued its external interest in the following:

- a) The Institute Committee
- b) The Llanfair Partnership

There are plans to extend the Councils interest in the Youth, Business and Local Events.

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6. Power of well-being

The Council is looking to prepare a well-being plan and assessment during the 2021-2022 financial year.

7. Climate Change

The Council has agreed to progress towards adopting a Climate Change Plan in the 2021-2022 financial year.

8. Achievements

During the year the Council achieved the following:

- i) **Deri Woods & Goat Field**
Moving towards finishing the works to improve Deri Woods and Goat Field in partnership with the Montgomery Wildlife Trust and local Volunteer Group. These works were funded by a substantial Heritage Lottery Grant.
- ii) **Town Trail**
The gaining of a grant for a Town Trail including a horse sculpture. The project is being planned and should be completed early in the next financial year.
- iii) **Council Office**
Entering into an agreement to lease an office in the Institute for the Council and Town Clerk.
- iv) **Website**
The website has been upgraded to give more information to the Community.
- v) **Library**
A five year plan has been agreed to sustain the library including funding from the Town Council.
- vi) **Fence by bridge over the River Banwy**
Planning towards completing a new fence along the river by the footbridge.

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vii) Appointment of a Town Clerk

The appointment of a new Clerk from 1st March 2021 after a lengthy period without a Clerk's support.

viii) War Memorial

Refurbishment works to the war memorial were completed in the early part of the year.

ix) Documents

The Council has prepared and published the statutory and other documents on its website at www.llanfairtowncouncil.co.uk
This included a Health and Safety review.



9. Annual Return

The Annual Return for the year to 31st March 2021 is set out on the Council's website at www.llanfairtowncouncil.co.uk.

The Council has substantial funds at the year end and is planning a capital projects plan over the next 24 months whilst retaining a good level of reserves.

10. Llanfair Caereinion Town Plan

The Council carried out a survey of residents' views in 2018 and from this a Town Plan was to be formed. Work has started on the plan with a view to adopting same in the 2021-2022 financial year. The Deposit Draft Plan will be the subject of a final consultation.



11. COVID 19

Like so many Communities at this time a help scheme for the elderly and vulnerable was put in place so that they could be supported locally during the pandemic.

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12. Other things happening around the Town

During the year other events of note were:

- a) The annual act of remembrance held in November was held by the Royal British Legion with the Council in attendance.
- b) Approval was given to funding for a 'Panto in the Park' for the Community as soon as the pandemic allows.

13. Plans for 2021-2022

During the next financial year the following projects are planned to be completed:

- i) Complete preparation of the Town Plan
- ii) Complete preparation of the Climate Change Plan
- iii) Complete preparation of the Well-being Plan
- iv) Complete preparation of a Tourism Plan
- v) Implement a management scheme for the Trusts
- vi) New lighting for St Marys Churchyard
- vii) Refurbishment of the High Street telephone box as an information point.
- viii) To complete a defibrillator plan for Llanfair including provision of a defibrillator in the telephone box at the top of Watergate Street.
- ix) Completion of the Town Trail
- x) Setting up of Volunteer Group with the Montgomeryshire Wildlife Trust and volunteers.
- xi) Introduction of a book-start event annually.
- xii) Introduction of Community Awards.
- xiii) New playground equipment.
- xiv) Event plan for the Queens 70th year of her reign.
- xv) Implementation of a Committee system for the Council.
- xvi) The setting up of liaison with the Youth.
- xvii) The setting up of liaison with business.

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Continued....

- xviii) To host regular drop in sessions at the Institute on Friday afternoons.
- xix) To issue regular press releases and a newsletter.
- xx) To investigate a possible site for Council allotments.
- xxi) Enter into a 5 year funding plan with the Community Library.
- xxii) Introduce a 'keep Llanfair tidy day'.

14. Signatures

The annual report was approved by the Council on 26th July 2021.

Signed..... Cllr Wyn Williams Chair

Signed..... Cllr Ian Davies Vice Chair

Signed..... Robert Robinson Town Clerk

Dated 26th July 2021

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DEPOSIT DRAFT - TOWN PLAN CONSULTATION

Introduction

Following approval of the Deposit Draft Town Plan at the Full Council Meeting held on 28th June 2021 the final consultation stage can now be completed. This paper sets out how the consultation is to be completed.

Location of plan copies

Copies of the plan will be located as follows:

Web Site (under documents and as a news item)
At the Council Office in the Institute
At the Library
At Crown House in the High Street

Open days

Three drop in times are planned as follows:

Wednesday 8th September 2021 from 10am to 8pm
Monday 13th September from 2pm to 8pm
Friday afternoons in the Office – 3rd and 10th September – 2pm to 5pm

The sessions to be held at Llanfair Connections Llanfair Caereinion Station.
There is parking there, the space is airy and it is disabled friendly.

How will the residents know about it?

The public will hear about the plan via:

Facebook (Town Council, Local Town and general)
My Welshpool
Council Web Site
Press releases
Notice Boards

How can people respond?

The public can respond as follows:

- a) Completing consultation form available at the drop in days, the library and Council Office
- b) Completing the consultation form online.
- c) Emailing their views.
- d) Writing to the Council

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- e) Talking to us at the drop in sessions
- f) By appointment at the Council Office

External consultations

The plan will be made available to external organisations as follows:

- a) Powys County Council
- b) Welsh Government
- c) Local community Police Team
- d) Fire and Rescue Services
- e) High School
- f) Doctors Surgery
- g) Community Councils around the Llanfair Caereinion Town Council boundary

The Town Clerk is also to host a Business Meeting and a meeting with the Youth at the High School on the Town Plan.

Programme for delivery

At this time the displays are ready, display boards are ready and the forms are ready.

The consultation to run from 27th July to 13th September 2021.

A full report to Full Council on 27th September 2021.

Cost Plan

The cost plan approved is £140. The displays are £100 and premises for use £40.

R A Robinson
Town Clerk
July 2021

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