

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
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12th May 2024

To All Llanfair Town Councillors

From the Town Clerk

Dear Councillor,

You are hereby invited to attend the annual meeting of Llanfair Caereinion Town Council which is to be held on **Monday 20th May 2024** at **7pm** in the Youth Room of the Institute.

Yours sincerely,

Robert Robinson

Robert A Robinson MBE FRICS FSLCC Town Clerk & RFO

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AGENDA

for the ANNUAL MEETING of the Full Council to be held on
Monday 20th May 2024 at 7pm in the Youth Room of the Institute

1. Welcome by the Chair

To receive a welcome from the outgoing Chair.

2. Record of attendance

To record attendance and record any apologies for absence.

3. Election for Chair of the Council

To elect the Chair of the Council for the ensuing year.

(see appendix A for election details)

3.1 Declaration of office

Following the election, the Chair shall make the declaration to that office.

4. Election for the Vice Chair of the Council

To elect the Vice Chair of the Council for the ensuing year

(see appendix A for election details)

5. 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.

6. 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.

7. Minutes of the last meeting

To consider and approve the minutes of the last Full Council Meeting held on Monday 22nd April 2024.

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8. Attendance Record

To receive the attendance record of Councillors at Full Council Meetings during the past year (to 22nd April 2024) as follows:

Name			Possible	Actual	Percent
Cllr	ASTLEY	Rob	11	11	100 %
Cllr	ASTLEY	Sarah	3	2	67 %
Cllr	DAVIES	Hazel	11	11	100 %
Cllr	DAVIES	Ian	11	10	91 %
Cllr	EVANS	Cadvan	11	8	73 %
Cllr	EVANS	Viola	11	5	45 %
Cllr	GRIFFITHS	Ursula	11	7	64 %
Cllr	JONES	Gareth	11	6	55 %
Cllr	JONES	Melvin	11	9	82 %
Cllr	OWEN	Mark	11	11	100 %
Cllr	PEATE	Geraint	11	9	82 %
Cllr	PURSER	Stephen	5	3	60 %
Cllr	WEBSTER	Sam	11	10	91 %
OVERALL					79.1 %

NOTES

The overall attendance at Full Council meetings is 89% in 2022-2023
 The overall attendance at Full Council meetings is 79.1% in 2023-2024

- Cllr Viola Evans was unwell since December 2023.
- Cllr Sarah Astley resigned from the Council from July 2023.
- Cllr Stephen Purser was co-opted in December 2023.
- Cllr Gareth Jones is also a County Councillor.

With the factors noted the comparative attendance average rises to 85%.

9. Meetings for the year

To approve the schedule of dates and times of meetings for the ensuing year 2024/2025 as follows:

Month	Council	Trusts	Month	Council	Trusts
June	24th		December	16th	
July	29th	22nd	January	27th	
August	-		February	24th	
September	30th		March	31st	
October	28th		April	28th	
November	25th	18th			

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All meetings are on Mondays and commence at 7pm in the Institute Bridge Street Llanfair Caereinion. To confirm that the meeting dates are acceptable to the Council.

10. Appointments to areas of interest

To appoint a Councillor or Councillor's to liaise with the Town Clerk regarding each area of interest as follows:

Ref	Area of Interest	Current 2023-2024	Proposed 2024-20245
1	Deri Woods/Goat Field	Cllr R Astley, Cllr S Webster	
2	Mount Field	Cllr C Evans Cllr R Astley	
3	Chapel of Rest/Erw Ddwr/Burial records	Cllr V Evans	
4	Toilets & street scene and street furniture	Cllr H Davies	
5	Playgrounds/Tennis Courts/Bowling Club	Cllr R Astley Cllr M Jones	
6	St Marys Churchyard, clock, lights and War Memorial	Cllr H Davies	
7	Administration including financial	Cllr S Purser	
8	Planning & Development	Cllr S Purser	
9	Regeneration meetings with Powys County Council	Cllr G Jones Cllr M Jones Cllr S Purser Cllr S Webster	
10	Christmas Lights	Cllr R Astley Cllr G Jones Town Clerk	
11	Newsletter	Town Clerk	
12	Youth Council/Youth liaison	Cllr M Jones	
13	Documents and Health & Safety	Full Council	
14	Powys County Council matters	Cllr G Jones	
15	Welsh Language	Cllr M Jones	
16	Outlying areas	Full Council	
17	Local business and tourism	Full Council	
18	Llanfair Partnership	All	

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11. Elections to outside bodies and other appointments

To elect or appointment to the following:

Meeting	Current 2023-2024	Proposed 2024-2025
Library Committee	Cllr S Purser	
MWT Friends of Deri Woods	Cllr R Astley Cllr S Webster	
Youth Council	Cllr M Jones	
PCC Community Council Forum	Town Clerk	
Llanfair Institute Committee	Cllr H Davies Cllr M Jones	
School Governor	Cllr M Jones	
One Voice Wales Local Teams Meetings	Town Clerk	
North & Mid Wales Association of Local Councils including Cambrian Rail Committee	Town Clerk	
Local Police Liaison Committee	Cllr S Webster	

12. Consultations

12.1 General

To confirm the general consultation methods for council business as follows:

Council Web Site	Council Facebook Page
Youth Council	Business Forum
Council Newsletter	Surveys
Public meetings	Council Office (Fridays 2pm to 5pm)
Llanfair Partnership (added to list)	
Through Councillors or the Clerk meeting residents	

12.2 Press releases

To consider a press release following each council meeting prepared by the Town Clerk and approved before issue by the Chair and Vice Chair. This to be done within 24 hours of the meeting to meet press timetables.

13. Councillor allowances

To note that no councillors took any allowances in the year ending 31st March 2024.

To note that no councillor proposes to take any allowances during the year ending 31st March 2025.

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14. Financial

14.1 Bank balances

To note the Funds as of 30th April 2024 as:

Current Account	£35,690.43	
Deposit Account	£60,423.70	
Bank balances		£97,114.13
Debtors/creditors net		£4,438.20
VAT reclaim		£679.95
Funds due be received		£102,232.28

14.2 Management accounts

See management accounts at appendix B in the information pack.

14.3 Allocation of funds from Annual Accounts

To note the following:

General reserves	£45,000
Youth Club	£3,000
Defibrillator	£1,000
Tourism Boards	£600
Fitness Trail	£1,500
Total allocated	£51,500
Available for projects	£40,819
Total funds	£92,310

14.4 Appointment of auditor for the 2024/2025 accounts

To approve the Auditor for the year ending 31st March 2025.

14.5 Orders for payment

To approve the orders for payment as set out at appendix C.

14.6 Bank Mandate

To appoint signatories to the Council bank accounts.

Currently Cllrs Ian Davies, Rob Astley, Cadvan Evans and Gareth Jones.

All transactions are approved by two signatories of councillors and in addition that of the Town Clerk.

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14.7 Completion of External Audit 2022-2023

The external audit by Welsh Government is complete with the following being their report:

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2023 of Llanfair Caereinion Town Council.

My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Qualified

Except for the matters reported below in my Basis for Qualification, on the basis of my audit, in my opinion **no matters have come to my attention to give cause for concern** that, in any material respect, the information reported in this Annual Return.

Basis of Qualification

Accounting Statement I am unable to conclude whether or not the Accounting Statement fairly presents the Council's /income and expenditure and financial position:

- The Council has not provided adequate explanation of variances between 2022- 23 and 2021-22 accounts as required Annual Governance Statement I am unable to conclude whether or not the Annual Governance Statement is consistent with the Council's internal controls and governance arrangements for the year.
(Information was provided on variances between budget/spending and no request for further information was received. The Clerk has written to the auditors asking them for details of what they want so that this can be closed off)

- Assertion 3: The Council holds significant sums of money in reserves. The Council has not provided a copy of its budget to demonstrate that it calculated its budget requirement in accordance with the Local Government Finance Act 1992m, taking into account its accumulated reserves.

(In summary we are holding too much in reserves – should hold no more than 1 year's precept/budget).

15. Annual fees review

To consider a review of Council fees for the next renewal:

Area	Heading	2023/2024	2024/2025
Mount Field	Football Club License fee	£60pa	*£200pa
	Grazing License fee	£100pa	
Bowling Green	Lease ground rent	£10pa	**£10pa
Burial Fees	Single grave	£500	
	Second grave	£250	

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Area	Heading	2023/2024	2024/2025
	Second grave	£125	
	Memorial Garden	£75	
	Scattering of ashes	£75	
	Headstones	£75	
	Non-residents use of grounds	Double fees	
Chapel of Rest	For up to 3 days	£30	
	Each day after 3 days	£10	

* Agreed at a previous meeting.

** Fixed rent in lease expiring in 2033.

16. Planning and Development

16.1 Planning decisions

To note the following planning decisions by Powys County Council:

Change of use from agricultural land to a private use manage and all associated works

Pen Yr Hen Gae Llanerfyl Welshpool SY21 OHA

Ref. No: 24/O214/FUL | Validated: Fri 01 Mar 2024 | Status: Approve

Installation of 250kW bio mass heating system (erection of steel flue above roofline of building).

Dolgead Farm Dolanog Welshpool SY21 OHU

Ref. No: 24/O157/FUL | Validated: Wed 07 Feb 2024 | Status: Approve

17. Annual Reports

17.1 Annual reports

To receive and consider the annual report of the council.

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17.2 Programme of activity for 2023-2024

To consider the following report on the activity programme for 2023-2024.

Planned for 2023-2024	Status
Completion of rear retaining wall to Institute	Completed
Start Youth Club	Completed
Install Bus stops around town	Completed
Feasibility studies (subject to funding) For regeneration, leisure centre, tourism and a healthy Llanfair	Grant gained; a Places Plan for Llanfair is about to be prepared
Refurbishment of public toilets and installation of water point, new disabled facilities and baby changing units	Completed
Fitness Trail installation	Grant gained; order placed
Installation of Tourism Maps around the town	Final maps arrived and are being put up very soon.
Progress proposals to take lorries out of the town.	Discussions continue.
Felling of diseased ash trees in Goat Field	COMPLETED
Internal decoration of the Chapel of Rest	COMPLETED
Replacement of top rail on Mount Field side of Mount Field and repair netting and posts at far end of field	CARRIED OVER TO 2024/2025
Complete town street furniture painting project	AWAITING DRY WEATHER PERIOD
Complete repairs to the Lychgate including brick/stonework under	COMPLETED
Restart Llanfair Partnership meetings	COMPLETED
Pointing of part of wall along Broad Street supporting St Mary's.	COMPLETED
Complete Bird Box Scheme for Pied Fly Catcher	COMPLETED
New signage at Mount Field	CARRIED OVER TO 2024/2025
Repair to car park surfaces at Deri Woods and Mount Field	CARRIED OVER TO 2024/2025
Minor tree works to Erw Ddwr	DELAYED TO SEPT 2024
Works of repair at Deri Woods and Goat Field to paths, steps and railings	ONGOING, MUCH COMPLETED

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17.3 Programme of activity for 2024-2025

To consider the following proposed activity programme for 2024-2025.

Proposed works 2024-2025
Places Plan for Llanfair to be completed (grant aid funded) For regeneration, leisure centre, tourism and a healthy Llanfair
Complete and start street cleaning project
Replacement of top rail on Mount Field side of Mount Field and repair netting and posts at far end of field along with post replacement far end of Mount Field
New signage at Mount Field
Repair to car park surface at Deri Woods and Mount Field
Works of repair at Deri Woods and Goat Field to paths, steps and railings to continue
Replace cross on top of Lychgate
Minor tree works to Erw Ddwr
Complete town street furniture painting project
Fitness Trail installation
Progress to seek grant aid to help with tennis court resurfacing
Complete Book start Day for reception class at Llanfair
Completion of installation of Tourism Maps around the town
Continue with progress proposals to take lorries out of the town.
Complete Christmas Lights plan and implement for December 2024

18. County Councillor Report

To receive an update from our County Councillor.

19. Town Clerks Report

To consider a report from the Town Clerk regarding matters affecting the Council.

20. Correspondence not covered elsewhere in the agenda

To consider any correspondence not covered by the main agenda.

21. Date of next meeting

To note the date of the next meeting which is to be held on Monday 26th June 2024 at 7pm in the Youth Room of the Institute.