

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

**Pack of appendices for the full council meeting to be held on
Monday 20th May 2024**

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Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

APPENDIX A

ELECTION OF CHAIR AND VICE CHAIR

The procedure adopted for the election of both Chair is set out below:

- i) A nomination paper will be issued to each member present on whom you are asked to nominate the person you would like to see as Chair for the ensuing year.
- ii) If there is only one name that person is elected.
- ii) If there is more than one each will be asked if they wish to stand. First the Chair will be asked, then the Vice Chair and then in alphabetical order.
- iii) If there is two or more an election shall take place.
- iv) If there are three or more candidates (v) will apply.
- v) The votes will be counted and if a candidate receives more than 50% of the vote there is only one round. If the person with the highest votes have not reached 50% then the person with the lowest votes drop off and vote is taken with the remaining candidates.
- vi) When there are only two candidates left it is a simple majority.
- vii) The voting shall be by secret ballot.

At the annual meeting the Chair shall wear the Town Chain of Office. If the current Chair stands down him/her will present the incoming Chair with the Chain of Office.

The chair when elected will be asked to complete the acceptance of office.

The election of a vice chair shall be completed as per items (i) to (vii) above.

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

APPENDIX B

Year to 31st March 2025 – April 2024 report

MONTHLY INCOME & EXPENDITURE SUMMARY				
INCOME	BUDGET	BUDGET T/D	ACTUAL	April
Precept	48,825.00	16,275.00	16,275.00	16,275.00
Burial Services	5,000.00	75.00	75.00	75.00
Street Scene	7,500.00	0.00	0.00	0.00
Recreational	10.00	0.00	0.00	0.00
Mount Field	800.00	0.00	0.00	0.00
Deri Woods	500.00	0.00	0.00	0.00
Administration	491.00	0.00	0.00	0.00
Publicity/Events	650.00	0.00	0.00	0.00
Projects (from reserves)	7,550.00	0.00	0.00	0.00
Grants/Donations	0.00	0.00	0.00	0.00
Community	3,860.00	0.00	0.00	0.00
Total	75,186.00	16,350.00	16,350.00	16,350.00
EXPENDITURE	BUDGET	BUDGET T/D	ACTUAL	April
Burial Services	7,526.00	775.00	775.09	775.09
Street Scene	11,000.00	510.00	509.84	509.84
Recreational	5,350.00	88.00	87.33	87.33
Mount Field	6,350.00	298.00	298.00	298.00
Deri Woods	4,000.00	280.00	279.54	279.54
Administration	22,150.00	1,238.00	1,235.11	1,235.11
Publicity/Events	9,620.00	630.00	629.48	629.48
Projects / Other	2,140.00	1,800.00	1,785.00	1,785.00
Donations/Grants	3,600.00	175.00	175.00	175.00
Community	3,400.00	187.00	186.67	186.67
Section 137	50.00	0.00	0.00	0.00
Total	75,186.00	5,981.00	5,961.06	5,961.06
Balance	0.00	10,369.00	10,388.94	10,388.94
VAT			679.95	679.95
CHECK = 0				0.00
ERROR CHECKS: MONTHLY TABS			CHECK=0 --->	0
ERROR CHECKS: THIS TAB			CHECK=0 --->	0

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BANK RECONCILIATION

BANKING CHECKS				
				April
BANKING	START		CURRENT	25,697.44
			DEPOSIT	61,423.70
			TOTAL	87,121.14
	END		CURRENT	35,690.43
			DEPOSIT	61,423.70
			TOTAL	97,114.13
			DIFFERENCE	-9,992.99
SUMMARY	INCOME	16350	GENERAL	16,350.00
	DEBTORS	310	DEBTORS	310.00
	VAT	0	VAT	0.00
		16350	TOTAL	16,660.00
	EXPENDITURE	5961.06	GENERAL	5,961.06
	LAST YR CHEQUES	26	Last yr chq	26.00
	VAT	679.95	VAT	679.95
		6641.01	TOTAL	6,667.01
			DIFFERENCE	9,992.99
			CHECK = 0	0.00
				OK

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

APPENDIX C

ORDERS FOR PAYMENT

ACT	CHEQUE	SECTION	PAID TO	FOR	NET	VAT	GROSS
1972 LGA	102209	DONATIONS	EISTEDFFOD	DONATION	£175.00	£0.00	£175.00
1972 LGA	102210		CANCELLED		£0.00	£0.00	£0.00
1972 LGA	102211	PUBLICITY	MID WALES SIGN	CHRONICLE APRIL	£438.00	£0.00	£438.00
1972 LGA	102212	DEFIBRILLATOR	DEFIB COMPANY	DEFIBRILLATOR	£985.00	£197.00	£1,182.00
1972 LGA	102213	ERW DDWR	ROB ISAAC	SIGNS	£70.00	£0.00	£70.00
1972 LGA		TENNIS COURT	ROB ISAAC	WORKS TO COURTS	£170.00	£0.00	£170.00
1972 LGA		PROJECTS	ROB ISAAC	TOURIST BOARD PUT UP	£20.00	£0.00	£20.00
1972 LGA	102214	PROJECTS	MID WALES SIGN	TOURISM MAPS	£640.00	£128.00	£768.00
1972 LGA	102215	DONATION	CARNIVAL COMMITTEE	DONATION	£250.00	£0.00	£250.00
1972 LGA	SO	ADMIN	INSTITUTE	OFFICE RENT	£108.33	£0.00	£108.33
1972 LGA	DD	BURIALS	BRITISH GAS	CHAPEL OF REST ELECTRIC	£27.42	£0.00	£27.42
1972 LGA	DD	STREET SCENE	BRITISH GAS	TOILETS ELECTRIC	£238.60	£11.93	£250.53
1972 LGA	SO	SALARIES	TOWN CLERK SALARY	SALARIES	£568.53	£0.00	£568.53
1972 LGA	SO	SALARIES	YOUTH LEADER SALARY	SALARIES	£186.67	£0.00	£186.67
1972 LGA	SO	BURIALS	BRIDGEN CONTRACTING	GRASS CUTTING	£298.00	£136.67	£434.67
1972 LGA	SO	MOUNT FIELD	BRIDGEN CONTRACTING	GRASS CUTTING	£298.00	£0.00	£298.00
1972 LGA	SO	PLAYGROUND	BRIDGEN CONTRACTING	GRASS CUTTING	£87.33	£0.00	£87.33
1972 LGA	SO	STREET SCENE	R HOUGHTON	TOILET CLEANING	£250.00	£0.00	£250.00

**Cyngor Tref Llanfair Caereinion
Llanfair Caereinion Town Council**

APPENDIX D

ANNUAL REPORT



Year ending 31st March 2024

WELCOME

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

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Cyngor Tref Llanfair Caereinion

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 is 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.

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's income included £46,000 from its precept, from which it derives almost all its funds.

The town council is responsible for a number of local services including Mount Field (as Trustee), Deri Woods (as Trustee) & Goat Field, public toilets, playground, tennis court, bowling green, youth club service, chapel of rest, Erw Ddwr, St Mary's 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 council is also looking to take a more active role in street cleaning during the year ending 31st March 2025.

The council's prime responsibility is to represent the community including being a statutory consultee regarding planning matters.

The full council meets on the last Monday of each month (except August).

The council is working towards being a competent council. This involves 67% of councillors being elected, unqualified accounts and a qualified town clerk.

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Llanfair Caereinion Town Council

The council has a number of policy documents including a Town Plan. During the year working with Powys County Council funding has been gained for a Places Plan to be prepared in the forthcoming year.

The council also has a compliant website with a tourism website alongside.

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 River 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 butcher, veterinary practice, Wynnstay, newsagent, post office, fish & chip shop, barber, hairdressers, and café at the railway station. There are also three thriving public houses serving food daily. There is one petrol filling station with garage repair facilities. The town is blessed to have its own fire station, dentist (NHS) and medical centre. A further fast food outlet is due to open very soon in the centre of the town.

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

The main tourist attraction is the Welshpool & Llanfair Light Railway who has over two hundred regular volunteers who support the town. The railway attracts over 25,000 visitors a year, some of which go into the town centre or to Deri Woods.

There is a town trail, Deri Woods walk by the river, a new playground and recreation ground as well as many footpaths for walking.

3. Councillors and town clerk

The council has just one ward with twelve councillors. There were no vacancies at the end of the year.

Details of the councillors and how to contact them can be found on the council's website at www.llanfairtowncouncil.co.uk.

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Llanfair Caereinion Town Council

Councillors are not paid and no allowances were paid in the year to 31st March 2024.

Councillors at the year-end 31st March 204 (eleven elected in May 2022 and one co-opted in December 2023) were:

Cyngor Tref Caereinion Llanfair







Llanfair Caereinion Town Council

ETHOLIADAU 2022 - Eich Cynghorwyr Tref 2022-2027

ELECTIONS 2022 - Your Town Councillors 2022-2027

 <p>Cllr Ian Davies (Chair) Independent 01938 810602</p>	 <p>Cllr Rob Astley (Vice Chair) Independent 01938 810393</p>
 <p>Cllr Hazel Davies Independent 01938 810152</p>	 <p>Cllr Cadvan Evans Independent 07813 194862</p>
 <p>Cllr Viola Evans Independent 01938 810481</p>	 <p>Cllr Ursula Griffiths Independent 07794 499202</p>

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 <p>Cllr Gareth Jones Independent 07713 988017</p>	 <p>Cllr Melvin Jones Independent 07773 591895</p>
 <p>Cllr Mark Owen Independent 07902 857578</p>	 <p>Cllr Geraint Peate Independent 01938 810657</p>
 <p>Cllr Stephen Purser Independent (co-opted) 07853823846</p>	 <p>Cllr Sam Webster MBE Independent 07711 293196</p>



For the year, the town clerk & responsible financial officer
was
Mr Robert A Robinson MBE FRICS FSLCC.

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Llanfair Caereinion Town Council

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 as trustee the above charity and funded its activities in the financial year to 31st March 2024. The council is the corporate trustee of this charity.

Deri Woods recreation ground charity – 524413

The council managed as trustee the above charity and funded its activities in the financial year to 31st March 2024. The council is the corporate trustee of this charity.

5. External membership

The council has continued its external interest in the following:

Llanfair Caereinion partnership - town clerk & councillors

Llanfair Caereinion library - Cllr Stephen Purser.

Powys County Council Community Council forum - town Clerk

Llanfair Caereinion youth council – Cllr Melvin Jones

Friends of Deri Woods (MWT) - Cllr Rob Astley & Cllr Sam Webster

The Institute committee - Cllr Hazel Davies and Cllr Melvin Jones

School governor's - Cllr Melvin Jones

Shrewsbury Aberystwyth rail liaison committee – Town Clerk

North & Mid Wales Association of local councils – Town Clerk

One Voice Wales area meetings – Town Clerk

The council has set up a youth council which is now operating through the youth club.

6. Power of well-being

The council has approved and published a well-being statement and assessment during the 2022-2023 financial year. This document remains current.

7. Climate Change Plan

The council adopted a climate change plan in February 2022 with an action plan which is being taken forward. This plan alongside the bio-diversity plan (on web site) are being actioned.

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Llanfair Caereinion Town Council

8. Bi-diversity Plan

The council has prepared and adopted a bio-diversity plan and assessment during the 2022-2023 financial year which is now being taken forward.

9. Training Plan

A training plan has been adopted and published on the council website.

10. Achievements

During the year to 31st March 2024 the council achieved the following:

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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Llanfair Caereinion Town Council

11. Other events happening around the town

During the year other occasions of note were:

1. The annual act of remembrance held in November was held by the Royal British Legion with the council.
2. Some of the main roads through town were resurfaced by Powys County Council.
3. Festival of youth football with Llanfair United Football Club.
4. The annual carnival was held in June.
5. The steam railway extended its offering of events during the year.
6. The Friends of Llanfair Clock achieved their funding objective and the clock has now gone away for repair.

12. Reserves

The monies held by the council at the end of the year are represented by:

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

13. Annual return and financial Statement

A copy of the annual return and financial statement is posted on the council's website at www.llanfairtowncouncil.co.uk

14. Annual monitoring review

The council receives a monitoring report on the town plan each year. This report will be published on the council website.

15. Independent review panel for Wales

The council has adopted policies as required by the IRPW.

A schedule of councillor expenses can be found the council website.

16. Chronicle

The council has produced a newsletter both online and in hard copy keeping the town updated on what is happening within its community.

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Llanfair Caereinion Town Council

17. Plans for 2024-2025

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

Proposed works 2024-2025
Places Plan for Llanfair to be completed (grant aid funded) For regeneration, leisure centre, tourism and a healthy Llanfair
Commence 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

Robert Robinson
 MBE FRICS FSLCC
 Town Clerk & Responsible Financial Officer

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

APPENDIX A

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2024

LLANFAIR CAEREINION TOWN COUNCIL

Accounting statements 2023-24 for:

Name of body:

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Please round all figures to nearest £. Do not leave any boxes blank and report 0 or nil balances. All figures must agree to the underlying financial records for the relevant year.			
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	104423	100645	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	44000	46500	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	33144	29316	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	6883	11956	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	74039	72195	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	100645	92310	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	9980	5782	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	90665	87121	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held <u>at</u> 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	593	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	100645	92310	Total balances should equal line 7 above: Enter the total of (8+9-10).