

**Minutes from the ORDINARY MEETING of RHAYADER TOWN COUNCIL held at: 7.00 pm on the 19th September 2023** in the Council Chamber, Cwmduddwr Old School Community Centre.

0423/01	<p><b>The meeting opened at 7.10pm</b></p> <p><b>ATTENDING:</b> Cllr. R. Thomas (RT) Chairing. Cllrs. A. Davies (AD); V. Jones-Davies (VJD); D.O. Evans (DOE); L. Lloyd (LL); D. Davies (DD); C. Walton (CW) and D. Thomas (DT). C. Hamer (CH) joined the meeting at 7.20pm and C. Evans (CE) joined remotely at 8.20pm Finance Officer V. Garwood (VLG) until 9pm and Clerk J. Stephens (Clerk) Karen Compton representing the Press joined remotely at 8pm <b>APOLOGIES:</b> Cllrs. J. Stuart (JS); D. Lloyd (DL); W. Davies (WD) and K. Cronin (KC)</p>
0423/02	<p><b>DECLARATIONS OF INTEREST:</b> Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting. None declared.</p>
0423/03	<p><b>CHAIRMAN'S ANNOUNCEMENTS:</b> RT attended a meeting with the new Town Liaison Officer, AD and the Clerk; details are covered later on the Agenda. Meeting also held with R2K Congratulations to the Waun Capel Trust on the recent Volunteer day which attracted 40 volunteers to help tidy up the Park. Well done to Linda and Paul for organising. Congratulations also to the members of the new Youth Group Committee, its been 7 years since there was a group of this kind. A fantastic achievement, well done to all. RT attended the opening of the Enduro, congratulations were extended to all involved, it was an excellent event and already looking forward to next year.</p>
0423/04	<p><b>MATTERS FOR DISCUSSION UNDER URGENT BUSINESS:</b> raised since the issue of the agenda: None raised</p>
0423/05	<p><b>MINUTES:</b></p> <ul style="list-style-type: none"> <li>a) The Minutes of the Ordinary Meeting held on the 22<sup>nd</sup> August 2023 were reviewed, it was noted LL had also attended the meeting with PTHB (ref 0323/06b). Amended and approved.</li> <li>b) The Minutes of the Allotment Committee meeting held on the 22<sup>nd</sup> August 2023 were approved</li> </ul>
0423/06	<p><b>MATTERS ARISING FROM THE ORDINARY MEETING MINUTES NOT ON THE AGENDA:</b></p> <ul style="list-style-type: none"> <li>a) FL User Group Meeting: FL have agreed to meet to cover the proposed agenda once Theresa returns full time. <b>Clerk to invite D Selby to the meeting</b></li> <li>b) Rubbish Bins not closing properly: <b>Clerk to organise a quote, Cllrs to ask Brian to contact the Clerk.</b></li> <li>c) Allotments North Road: see (0423/07)</li> <li>d) Sale of the Mower: CW shared information on the price and capabilities of a replacement mower that could be used by the Council and Community Groups, c.£14k Further discussion required on the mowing regime and how this would be managed. VLG noted that another Council currently spend c.£4k for 1 years cut. In the meantime, CW to share information on the old Mower to seek interest from potential buyers. <b>CW to send photos to RT, RT to add to Facebook showing P.O.A.</b> DD noted funding for the replacement could potentially be sought from the Sports Association.</li> <li>e) CCTV: CW offered suggestions regarding the area that could be covered by CCTV to include the recycling area and the toilets. <b>CW to provide a quote for consideration at the next meeting.</b></li> <li>f) DT reported a hardware issue with the conference equipment Bar. <b>DT to liaise with RT to explain the issue, RT to return under warranty.</b></li> <li>g) Photo required of the Full Council: <b>Clerk to add to the December meeting</b></li> <li>h) NHS Local Hero Scheme: Recipients not able to make the Sept meeting. <b>Revised date to be</b></li> </ul>

Certified as a true record

Chairman: Councillor R Thomas \_\_\_\_\_.

Date \_\_\_\_\_

	<p><b>arranged by the Clerk</b></p> <p>i) Previous Clerks Pension: <b>VLG will escalate issue with the Pensions Regulator if not resolved by NEST</b></p> <p>j) Welsh Language Scheme: Document now complete.</p> <p>k) Website Access: <b>DT to organise website access for the Clerk.</b></p> <p>l) Toilet Funding: AD confirmed PCC are unable to provide any additional funding and have written to Welsh Government. AD also noted that if RTC were to increase the Precept to cover running costs, potentially the local community are subsidising visitors use of the facilities. RT explained to Karen Compton that RTC no longer receive any funding for the toilets leading to a possible shortfall of c.£10k per annum. After discussion it was agreed the Clerk should write to the Welsh Government and those in PCC responsible; Jackie Charlton, Neil Clutton and James Evans. <b>Clerk to action. VLG to forward the original email with contact details from Welsh Government to the Clerk.</b></p> <p><b>Note: Outstanding actions to be carried forward are covered at the end of the minutes.</b></p>
0423/07	<p><b>COMMITTEES, SUB-COMMITTEES and WORKING GROUPS:</b></p> <p>a) <i>Allotments – New Committee</i>: AD updated Cllrs. on the Allotment meeting and the proposal that an Environmental Committee/Sub-Committee be formed to take forward actions outside those of the Allotment Committee. After discussion it was agreed there would be a <i>Biodiversity Working Group</i> comprising AD and LL with others invited along to contribute as required.</p> <p>b) <i>Allotments - North Road Field</i>: The boundary issues were discussed again, there still appears to be an issue with both parties having documents that show conflicting information which is preventing the rental of the field for Grazing. CW proposed RTC go ahead and repair the fence, seconded VJD. DOE proposed an amendment; to hold off for now and gather more information on the Boundary and try to ascertain legal responsibility. After voting it was agreed to hold for one month with a final decision at the next Meeting. CE has some information on the boundary and will provide guidance on how to proceed. <b>CE to action. Clerk to search for any additional supporting information. AD, CE, CW and Clerk to meet to take forward.</b> In the meantime, information will be circulated advertising <i>potential</i> new plots to gauge interest. <b>Clerk/ AD to action.</b></p>
0423/08	<p><b>INFORMATION AND UP-DATES FROM THE LOCAL COUNTY COUNCIL MEMBER.</b></p> <p>a) In addition to actions already covered, AD reminder Cllrs her next planned community surgery will be held in the Library on the 6<sup>th</sup> October, all Cllrs are welcome to attend.</p>
0423/09	<p><b>PROJECTS, COMMUNITY ISSUES AND MEMBER DISCUSSIONS</b></p> <p>a) <i>Bryntitli Fund</i>: Cllrs agreed to open the fund to new applications with immediate effect. <b>DT to update the forms and grant guidelines on the website for immediate access. RT to post information on Facebook.</b> DD asked that information from previous discussions regarding the fund were checked to ensure this has been incorporated into the new guidelines. <b>Clerk to double check previous minutes and ensure information is correct.</b></p> <p>b) <i>CAT Update</i>: The Clerk explained PCC have instructed RTC solicitors to proceed with the transfer of the Oak Tree. <b>Information now with CE to action.</b> PCC have a meeting next week to discuss the removal of the Clock Tower from the CAT list.</p> <p>c) <i>Policies for review</i>: The Clerk explained RTC Policies were due for review. It was noted there are some policy documents on the website that require updating and some additional policies required that are not currently in place including the Retention and Disposal of Documents, Grievance and Environmental policies. Clerk to update and circulate draft copies for approval. It was also noted that further Risk Assessments were required. Clerk to draft and circulate for comment/approval. <b>Clerk to action</b></p> <p>d) <i>Town Investment Plan</i>: RT explained a meeting had been held with the new Town Liaison Officer whose role is to act as a conduit between RTC and PCC to help identify any</p>

	<p>opportunities within PCC that could lead to funding or other support for the actions contained within the Town Plan. AD explained a summary of actions from the Town Investment Plan had been compiled, <b>Clerk to circulate a copy.</b></p> <p>e) <i>Town Champion Role</i>: RT explained the new role had been discussed with the Town Liaison Officer and R2K who were supportive of the idea and have agreed to submit a joint funding application. RT has asked for a meeting with the new development officer from PAVO to assist with the application. <b>Clerk to produce a first draft of the funding application for approval.</b></p>																		
0423/10	<p><b>HIGHWAYS AND PCC MATTERS:</b></p> <p>a) CH noted Trees were overgrown and encroaching on the B4518 between Garreg Ddu Bridge and Pen Bont Bridge , in particular opposite Tynllidiart. It is believed this is the responsibility of Welsh Water, <b>AD to write to them.</b></p>																		
0423/11	<p><b>PUBLICITY and EVENTS:</b> RT restated the request for Karen Compton to cover the issue of lack of funding for the Toilets.</p>																		
0423/12	<p><b>PLANNING:</b> AD left the room</p> <p>a) 23/1281/HH: Swn Yr Gwy, Llangurig SY18 6RZ. Erection of a Steel Frame Garage and Extension to Domestic Curtilage. No objections were raised. <b>Clerk to notify planning department</b></p> <p>b) 23/1334/FUL: Commodore Yard, Brynberth Industrial Estate, LD6 5EN. Demolition of existing buildings to allow the development of 4 domestic dwellings and associated works. No objections were raised. <b>Clerk to notify planning department</b></p> <p>AD returned to the room.</p>																		
0423/13	<p><b>FINANCE AND GOVERNANCE:</b> Presented by VLG</p> <p>VLG shared a summary of expenditure and again highlighted the inconsistency with the totals due to uncashed cheques and the outstanding payment of the previous clerks pension. <b>VLG working to resolve the issue with the Pension.</b></p> <p>AD asked for clarification on the recommended amount councils should retain in their accounts. VLG explained the usual recommendation was between 25% and 30% of the Precept. This would equate to approximately £15k.</p> <p>VLG explained plans are in place to move some accounts to Lloyds to reduce Banking Fees assuming the total turnover falls within Lloyds rules. VLG re-issued forms for Cllrs to complete to become Bank Signatories. <b>Ongoing.</b></p> <p>It was noted RTC have been awarded £16,059 this year from the Bryntilti Windfarm Trust.</p> <p>HSBC Account balances and payments as at 19/09/2023 to be approved, a bank reconciliation was circulated. It noted the following cash in hand per Bank Statements:</p> <table> <tr> <td>Petty Cash:</td><td>0.00</td></tr> <tr> <td>Recycling:</td><td>50,804.49</td></tr> <tr> <td>Bryntitli:</td><td>33,482.41</td></tr> <tr> <td>Allotments:</td><td>797.37</td></tr> <tr> <td>Allotment (Saving):</td><td>0.01</td></tr> <tr> <td>Toilets</td><td>6,302.60</td></tr> <tr> <td>Current (precept)</td><td>59, 853.29</td></tr> </table> <p>The balances supported by bank statements and the following payments were approved (DD/DOE):</p> <p><b><u>Invoices for payment: PRECEPT</u></b></p> <table> <tr> <td>Clerk Sept 2023 time sheet to be approved by DD</td><td>TBA (IB)</td></tr> <tr> <td>RFO Sept 2023 time sheet to be approved by DD</td><td>TBA (IB)</td></tr> </table>	Petty Cash:	0.00	Recycling:	50,804.49	Bryntitli:	33,482.41	Allotments:	797.37	Allotment (Saving):	0.01	Toilets	6,302.60	Current (precept)	59, 853.29	Clerk Sept 2023 time sheet to be approved by DD	TBA (IB)	RFO Sept 2023 time sheet to be approved by DD	TBA (IB)
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	<p>HMRC Sept 2023 as approved by DD TBA (IB)</p> <p>P Marpole, grass cutting 65.00</p> <p>TA Price, Internal Audit 154.00</p> <p>Office Solutions Wales, stationery 23.98</p> <p>Office Solutions Wales, stationery 91.28</p> <p><b><u>TOILETS - Invoices for payment:</u></b></p> <p>Info JAT (cleaning Sept) excludes HMRC 452.32 (IB)</p> <p>Dwr Cymru Dark Lane toilets 1,292.35</p> <p>Dwr Cymru, Cwmduddwr toilets 290.39</p> <p>Plumbing materials (refund to Caretaker) 225.60</p> <p><b><u>ALLOTMENTS - Invoices for payment:</u></b></p> <p>Dwr Cymru, North Road Allotments 41.20</p> <p>M Byrne, hedge cutting 108.00</p> <p><b><u>RECYCLING - Invoices for payment: None</u></b></p> <p><b><u>BRYNTITLI - Invoices for payment: None</u></b></p> <p><i>Training:</i> VLG shared a briefing sheet to all Cllrs. on the rules surrounding requests submitted under "Freedom of Information". <b>Cllrs to read</b></p> <p>VLG then left the meeting.</p> <p><i>Bright HR:</i> RTC are still under contract for the services of Bright HR, the Clerk shared the results of conversations with the company. It was agreed the Clerk would continue to negotiate the best outcome for RTC but if necessary, would keep the original contract without the Legal Insurance to reduce costs. CE had shared information with LL that suggested there may be a breach of contract, <b>LL to follow up.</b></p> <p><i>Payment for Training Courses:</i> Clerk noted that some Cllrs. were interested in attending training courses and wanted confirmation that they would be paid for by the Council. AD and the Clerk have both identified training opportunities. RT confirmed that courses would be paid for. <b>Cllrs to send any training requests to RT and the Clerk.</b></p>
0423/14	<p><b>CORRESPONDENCE:</b></p> <p>RT has received an email raising concerns over the condition of the verges and overgrown trees in Waun Capel Park, he has taken this up with PCC.</p> <p>AD had received a reminder from a previous Councillor to order the Poppies well in advance for the Remembrance Commemorations. <b>DT Noted</b></p>
0423/15	<b>URGENT ITEMS NOT ON THIS AGENDA:</b> None raised.
0423/16	<p><b>UPDATES FROM THE CLERK:</b></p> <p>a. Clerk advised there was a technical anomaly with the Website which shows one version as "not secure" DT has instructions from Fastnet on how to resolve. <b>DT to action</b></p>
0423/17	<p><b>EXCLUSION OF PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING BUSINESS ITEMS</b> under the Public Bodies (Admission to Meetings) Act 1960 (3) it was resolved to exclude members of the public during discussion of the following agenda items: <b>None discussed</b></p>
0423/18	<b>DATE OF NEXT MEETING: Tuesday 24<sup>th</sup> October 2023</b> at Cwmduddwr Old School
CLOSE	The meeting closed at 09.25pm

**ACTION POINTS: Actions from the last meeting and carried forward from previous meetings:**

<b>Clerk</b>	<ul style="list-style-type: none"> <li>• <b>FL User Group Meeting:</b> Invite David Selby to the Meeting</li> <li>• <b>Rubbish Bins faulty:</b> Obtain a quote for repairs once a contact number has been received</li> <li>• <b>O/G High Sheriff:</b> Keep him updated on Community Awards Event</li> <li>• <b>Photo of the Full Council</b> to be taken: Organise for the December meeting</li> <li>• <b>North Road Allotment Field:</b> Advertise for additional allotments to gauge likely demand.</li> <li>• <b>North Road Allotment Field:</b> Search for old information relating to the sale and pass to CE. Arrange meeting to discuss further with AD, CW &amp; CE</li> <li>• <b>Bryntitli Fund:</b> reissue information on Grant Guidelines</li> <li>• <b>Policies and Risk Assessment:</b> revise as necessary and circulate for approval at the October Meeting</li> <li>• <b>Town Investment Plan:</b> Circulate a copy of the summary page from the Plan</li> <li>• <b>Funding for the Town Champion Role:</b> Complete the first draft of the funding application</li> <li>• <b>NHS Local Hero Scheme:</b> Arrange a date for the award presentation</li> <li>• <b>Planning applications:</b> Feedback no objections to either</li> <li>• <b>Toilet Funding:</b> Write to WG and PCC</li> <li>• <b>Bright HR:</b> Follow up on contract issues</li> </ul>
<b>CW</b>	<ul style="list-style-type: none"> <li>• <b>O/G Town Clock/ War Memorial:</b> Continue to discuss possible works on the posts</li> <li>• <b>O/G Car Park Wayleaves:</b> Follow up with Western Power</li> <li>• <b>Sale of Mower:</b> Send photos to RT for display on Facebook.</li> <li>• <b>CCTV:</b> Provide proposal and quote for CCTV to cover the waste recycling area and toilets</li> </ul>
<b>RT</b>	<ul style="list-style-type: none"> <li>• <b>Sale of Mower:</b> Advertise on Facebook, with price as P.O.A</li> <li>• <b>Conferencing Equipment:</b> Liaise with DT on issues and arrange for faulty items to be returned under warranty.</li> <li>• <b>Bryntitli Fund:</b> now open, share on Facebook</li> </ul>
<b>DL</b>	<ul style="list-style-type: none"> <li>• <b>Chambers IT:</b> Discuss IT connectivity with JS and work together to come up with a proposal for the next meeting (carry forward to October)</li> </ul>
<b>JS</b>	<ul style="list-style-type: none"> <li>• <b>Chambers IT:</b> Work with DL on a proposal to solve IT connectivity issues, to present at the next meeting (carry forward to October)</li> <li>• <b>Elan Valley Trail Gate:</b> See if it can be used at the Old School entrance, liaise with AD</li> </ul>
<b>VLG</b>	<ul style="list-style-type: none"> <li>• <b>Standing Orders:</b> Complete work on the revised version and circulate when complete</li> <li>• <b>Training Needs Assessment:</b> Complete the Training Plan and issue in November</li> <li>• <b>Previous Clerks Pension:</b> Resolve outstanding payment, report to Pension Regulator</li> <li>• <b>Bank Fees:</b> Consolidate accounts to reduce bank fees, new account to be set up with Lloyds</li> <li>• <b>Bank Signatories:</b> Follow up on signatories – forms to be completed</li> </ul>
<b>KC</b>	<ul style="list-style-type: none"> <li>• <b>O/G Community Awards Event:</b> Event to be held in March, keep RTC updated on plans</li> </ul>
<b>AD</b>	<ul style="list-style-type: none"> <li>• <b>Overgrown Trees:</b> Contact Dwr Cymru to raise the issue</li> </ul>
<b>DT</b>	<ul style="list-style-type: none"> <li>• <b>Website Access:</b> DT to provide access to the Clerk</li> <li>• <b>Conferencing Equipment:</b> Liaise with RT on issues to enable faulty items to be returned under warranty.</li> <li>• <b>Bryntitli Fund:</b> Upload Grant Guidelines and new Grant Application forms onto Website</li> </ul>
<b>CE</b>	<ul style="list-style-type: none"> <li>• <b>North Road Allotment Field:</b> Investigate and provide guidance on how to proceed with boundary issues</li> <li>• <b>CAT, Oak Tree:</b> Liaise with the Solicitors to take forward</li> </ul>
<b>All Cllrs.</b>	<ul style="list-style-type: none"> <li>• <b>Bank Signatories Forms:</b> complete and return to VLG</li> <li>• <b>Freedom of Information Training:</b> read the information sheet provided</li> </ul>