

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

Chair Cllr Rob Astley Vice Chair Cllr Melvin Jones
Town Clerk Robert A. Robinson MBE FRICS FSLCC
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12th May 2025

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 19th May 2025** 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 19th May 2025 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)

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 28th April 2025.

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8. Attendance Record

To receive the attendance record of Councillors at Full Council Meetings during the past year (to 30th April 2025).

9. Meetings for the year

To approve the schedule of dates and times of meetings for the ensuing year 2024/2025.

10. Appointments to areas of interest

To appoint a Councillor or Councillor's to liaise with the Town Clerk regarding each area of interest and council services.

11. Elections to outside bodies and other appointments

To elect or appointment to outside and associated bodies.

12. Consultations

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	

13. Councillor allowances

To note payments made to councillors for the period to 31st March 2025.

To approve the council policy for allowances in the year to 31st March 2026.

14 . Financial

14,1 Appointment of auditor for the 2024/2025 accounts

To approve the Auditor for the year ending 31st March 2026.

14.2 Bank Mandate

To appoint signatories to the Council bank accounts.

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

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

15. Annual fees review

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

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16. Annual Report

16.1 Annual Report 2024-2025

To consider and approve the annual report for the period to 31st March 2025.

16.2 Independent Review Panel for Wales

16.2 Review of programme of activity for 2024-2025

To consider a report on the activity programme for approved for 2024-2025.

Proposed works 2024-2025	Status
Places Plan for Llanfair to be completed ready for implementation	Completed.
Complete and start street cleaning project	Awaiting PCC sustainability plan to be unveiled.
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	Some works completed. More to be done.
New signage at Mount Field	Awaiting bylaws approval to allow changes.
Repair to car park surface at Deri Woods and Mount Field	Materials awaited to improve surfaces.
Works of repair at Deri Woods and Goat Field to paths, steps and railings to continue	Works ongoing.
Replace cross on top of Lychgate	Bracket awaited.
Minor tree works to Erw Ddwr	Completed.
Complete town street furniture painting project	Completed
Fitness Trail installation	Completed.
Progress to seek grant aid to help with tennis court resurfacing	Ongoing.
Complete Book start Day for reception class at Llanfair	Outline plan ready for approval.
Completion of installation of Tourism Maps around the town	Completed.
Continue with progress proposals to take lorries out of the town.	Ongoing.
Complete Christmas Lights plan for December 2024	Completed.
Deri Woods storm damage.	Tree works completed. Riverside walks ongoing.
Bear Bins for playground to be installed.	Completed.
New website and email .gov hosting.	Completed.
Council health check to be completed.	Completed.
Consider asset transfer of Banwy Industrial Estate Road	Awaiting more information from PCC before a final decision can be made.

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Key to 2024-2025 list of activity:

Green – activity completed

Blue – activity still ongoing

Red – not yet commenced

16.3 Programme of activity for 2025-2026

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

Proposed works 2025-2026
Place Making Plan for Llanfair to be taken forward (grant aid funded)
Work with PCC on the sustainability plan as required.
Seek asset transfer of car park Watergate Street and car park by the Medical Centre from Powys County Council.
Finalise council consideration of an asset transfer of the Banwy Industrial Estate Road.
Land registration of the Deri Woods property.
Start street cleaning project
Replacement of top rail on Mount Field side of Mount Field and repair netting.
Replace damaged posts at far end of Mount Field
New signage at Mount Field following approval by bylaws to be completed
Repairs 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
Reprint the Town Guide
Liaise with WLLR to improve access for visitors to the town
Works plan for Erw Ddwr including minor tree works, new rubbish compound and bin. Approx cost £2,000.
Progress to seek grant aid to support projects.
Take forward with grant aid a digital notice board for the town
Complete Book start Day for reception class at Llanfair. Cost £200.
Complete installation of VDU Hybrid equipment in association with the Institute.
Continue with progress proposals to take lorries out of the town.
Complete a campaign seeking residents to have a small wildlife garden within their homes.

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Proposed works 2025-2026 - continued
Installation of further bird boxes on council open spaces.
Provide an area for the youth to 'hang out'
Deliver the Christmas Lights for 2025
Work with the RBL to deliver a VE Day Event
Complete the memorial garden project in St Mary's Churchyard
Refurbish the 'St Mary's Well' sign

17. Training Plan

To approve the annual training plan for 2025-2026.

18. Planning

To consider and approve the following two documents:

Place Making Plan (copy online and issued separately)

The strategy plan for the council setting out major projects covering:

- i) Morgans Yard and area around the Medical Centre and other town council owned property.
- ii) Entrance to the town from the trunk road.
- iii) Area by the Institute leading into the path through St Mary's churchyard.
- iv) The entrance to Goat Field.
- v) Mount Field including a multi-use sports facility.
- vi) BMX bike track.
- vii) Market Square improvements.

Policy and Planning Document (copy online and issued separately)

This document replaces the Town Plan and sets out council policy guidelines, governance and smaller projects reviewed annually.

19. Annual review of council plans

To consider an update on the various plans adopted and how the action plans within them are progressing.

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20. Financial

20.1 Bank balances

To note the bank balances to 30th April 2025 as follows:

Current account	£41,675.60
Deposit account	£62,622.17
Total cash	£104,297.77
VAT due	£2,223.88
Total available	£106,632.65

20.2 Management accounts

To receive the management accounts for the period to 30th April 2025.

20.3 Orders for payment

To approve the orders for payment.

20.4 Grant application (Ysgol Bro Caereinion)

To receive more information on the grant application received last meeting.

If a grant was to be awarded, in the Town Clerk's view, payment would have to be made under section 137 as many of not most of the young people will not be from the Llanfair Caereinion Town Council area.

21. Youth Club

To consider an update on the activities of the Youth Club.

22. Tennis Club

To review a proposed agreement issued separately.

23. County Councillor report

To receive a report from the county councillor regarding Powys County Council activity.

24. Chair's time

To receive any items from the Chair.

25. Town Clerk's report and correspondence

To receive a report from the Town Clerk on general matters and any correspondence for this meeting.

26. Date of the next meeting

To note the date of the next meeting which is to be Monday 30th June 2025 at 7pm in the Youth Room of the Institute.