

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

Pack of appendices for the full council meeting to be held on Monday 16th December 2024

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APPENDIX A

MANAGEMENT ACCOUNTS (to 30th November 2024)

LLANFAIR CAEREINION TOWN COUNCIL			Year ending 31st March 2025										
MONTHLY INCOME & EXPENDITURE SUMMARY													
INCOME	BUDGET	BUDGET/T/D	ACTUAL	April	May	June	July	August	September	October	November		
Precept	48,825.00	32,550.00	32,550.00	16,275.00	16,275.00	0.00	0.00	0.00	16,275.00	0.00	0.00	0.00	0.00
Burial Services	5,000.00	2,750.00	1,585.00	75.00	75.00	75.00	500.00	75.00	75.00	0.00	0.00	0.00	785.00
Street Scene	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recreational	10.00	10.00	10.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00
Mount Field	800.00	395.00	395.46	0.00	0.00	0.00	0.00	0.00	200.00	106.54	88.92	0.00	0.00
Deri Woods	3,875.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administration	491.00	328.97	618.58	0.00	0.00	319.94	0.00	0.00	0.00	298.64	0.00	0.00	0.00
Publicity/Events	650.00	50.00	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Projects (from reser	7,550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants/Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community	3,860.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	78,561.00	36,083.97	35,209.04	16,350.00	125.00	829.94	75.00	16,550.00	405.18	88.92	785.00		
EXPENDITURE	BUDGET	BUDGET/T/D	ACTUAL	April	May	June	July	August	September	October	November		
Burial Services	7,526.00	5,153.00	5,194.06	775.09	388.12	1,254.57	322.86	778.41	513.62	546.43	614.96		
Street Scene	11,000.00	0.00	4,438.09	509.84	458.23	421.72	765.09	470.82	329.59	568.94	913.86		
Recreational	5,350.00	4,310.50	3,481.22	87.33	277.33	87.33	87.33	639.91	87.33	87.33	2,127.33		
Mount Field	6,700.00	4,269.50	3,433.98	298.00	430.18	333.94	298.00	298.00	298.00	1,166.21	311.65		
Deri Woods	7,000.00	4,705.00	3,979.94	279.54	285.00	203.96	40.00	999.63	0.00	861.10	1,310.71		
Administration	22,150.00	15,979.80	12,858.43	1,235.11	2,542.31	1,319.46	2,007.26	2,066.26	698.86	2,115.51	873.66		
Publicity/Events	9,620.00	3,077.00	1,913.13	629.48	0.00	400.00	127.00	156.80	266.60	333.25	0.00		
Projects / Other	2,140.00	1,800.00	2,837.91	1,785.00	0.00	19.91	40.00	0.00	0.00	0.00	993.00		
Donations/Grants	3,600.00	2,548.00	2,906.00	175.00	250.00	0.00	0.00	1,500.00	0.00	381.00	0.00		
Community	3,400.00	2,278.00	2,422.64	186.67	223.99	535.33	205.33	205.33	295.33	205.33	565.33		
Section 137	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total	78,536.00	44,120.80	42,865.40	5,961.06	4,855.16	4,576.22	3,892.87	7,115.16	2,489.33	6,265.10	7,710.50		
Balance	25.00	-8,036.83	-7,656.36	10,388.94	-4,730.16	-3,746.28	-3,817.87	9,434.84	-2,084.15	-6,176.18	-6,925.50		
VAT			4,569.05	679.95	204.08	197.85	403.45	536.95	140.64	213.36	2,192.77		
CHECK = 0				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

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BANK RECONCILIATION

[illegible]

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APPENDIX B

ORDERS FOR PAYMENT

ORDERS FOR PAYMENT - December 2024							
Note	Cheque	Paid to	Heading	Details			
1972 LGA	SO	INSTITUTE RENT	ADMINISTRATION	Office rent	108.33	0.00	108.33
1972 LGA	SO	R HOUHGTON	STREET SCENE	Toilet cleaning	250.00	0.00	250.00
1972 LGA	SO	BRIDGEN CONTRACT	BURIALS	Grass cutting grave yards	298.00	136.67	820.00
			MOUNT FIELD	Grass cutting	298.00		
			RECREATION	Grass cutting playground	87.33		
1972 LGA	TRANS	HSBC	ADMINISTRATION	Bank charges	12.00	0.00	12.00
1972 LGA	SO	R ROBINSON	ADMINISTRATION	Clerks salary	568.53	0.00	568.53
1972 LGA	SO	M EVANS	COMMUNITY	Youth leader salary	205.33	0.00	205.33
1972 LGA	DD	BRITISH GAS	STREET SCENE	Toilet electric	133.94	6.69	140.63
1972 LGA	DD	BRITISH GAS	BURIALS	Chapel of Rest electric	138.43	0.00	138.43
1972 LGA	102269	MY TOWN MEDIA	ADMINISTRATION	Election advert	75.00	0.00	75.00
1972 LGA	102270	POWYS COUNTY COUNCIL	RECREATION	Playground inspections	173.00	0.00	173.00
1972 LGA	102271	CANCELLED			0.00	0.00	0.00
1972 LGA	102272	KEN BURTON	DERI WOODS	Works covered by grant aid	131.23	26.25	157.48
1972 LGA	102273	FESTIVE LIGHTING ***	EVENTS	Christmas Lights	1070.37	214.08	1284.45
1972 LGA	102274	THE INSTITUTE	COMMUNITY	Hall rental	90.00	0.00	90.00
1972 LGA			ADMINISTRATION	Hall rental	60.00	0.00	60.00
1972 LGA	102275	MID WALES SIGN AND PRINT	PUBLICITY	Chronicle	385.00	0.00	385.00
1972 LGA	102276	R ROBINSON **	EVENTS	Christmas Lights equip	385.84	75.98	461.82
1972 LGA	102277	R ROBINSON	ADMINISTRATION	Office supplies, postage etc	161.55	15.10	176.65
1972 LGA	102278	BRIDGEN CONTRACTING	DERI WOODS	Tree works	1600.00	320.00	1920.00
				TOTALS	6231.88	794.77	7026.65
			^ Extra ordinary items total £3,187.44 and general monthly costs £3,044.44				
			** Budget £400 (£200 for presents and £200 for equipment).				
			All equipment will be stored so we have it for next years event.				
			*** Lights budget overall was £4,500 - expected final total £3,200.				

Christmas Lights

Christmas Lights budget	£4,500
Cost of event	(£1,225)
Cost of re-usable equipment	(£1,775)
Net saving against budget	£1,500

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APPENDIX C

COMMUNITY ENGAGEMENT STRATEGY

- **Introduction**

Llanfair Caereinion Town Council endeavours to engage with our residents. The Town Council encourages them to become actively involved in decision making process. These decisions may affect them individually as residents or as a community.

- **Aims**

The Town Council's aims are to :

- Improve the way in which the Town Council communicates with members of the community.
- Work closely with residents, businesses and community groups.
- Listen to the views of residents on important issues.
- Use these views to deliver better services.
- Ensure that local democracy is enhanced by getting closer to the local community.
- Ensure that residents have the opportunity to be heard at every stage.
- Improve the long term social, economic and environmental wellbeing of residents.
- Plan future development of the Town in accordance with the needs and priorities of the community.

- **Objectives**

The objective of this strategy is to create and maintain effective working relationships with all members of the community, based on trust, transparency and constructive Outcomes of the strategy will include:

- Improved communication through the establishment of new channels of engagement.
- Residents understanding the role of a Town Councillor to get the best effect.
- Improved engagement with local community groups, with more people feeling involved in decision making, with more residents involved in volunteering.
- To work in partnership with organisations to deliver improved services.
- To use a variety of methods to make information available.
- To actively facilitate and encourage community engagement.
- To proactively engage with all sections of the community.
- To ensure that decisions meet the needs of the community by involving members of the community in the decision making process.

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- **Communicating with the community**

Town Council information will be available in a variety of ways to ensure that all sections of the community are reached.

- Messages can be left at any time via the telephone or email.
- The names and contact details of all Town Councillors are published on the website, in newsletters and in the Annual Report.
- The Town Council website contains all information individuals may wish to know about the Town Council, including minutes from meetings, policy documents, financial statements, annual reports and contact details.
- The Town Council produces newsletters which are published in a free local paper. The newsletter is also displayed on the Town Council website.
- Information such as agendas for Town Council meetings are published on the Town Council notice boards located at The Institute and on the website.
- Members of organisations, public and press are welcome to attend meetings of the Town Council.
- An annual report is prepared which will be available to view on the Town Council's website and in hard copy on request.
- The Town Council social media pages will be regularly updated to provide Town Council and other appropriate organisation information.

- **Opportunities for Community Involvement**

- Members of the community may wish to engage with the Town Council via e-mail, letter or attendance at Town Council meetings with suggestions.
- Town Council and committee meetings are open to members of the public with a public participation session during each Town Council meeting.
- The Annual Town Council Meeting is widely advertised and held in May each year with public and local organisations participation. The Town Council reports on its projects throughout the year. Opinions of residents are sought on any matter that affects the community.
- The Town Council undertakes consultations by questionnaire, public meetings, the Llanfair Partnership and consultations as appropriate, for specific issues.
- The Town Council considers further practical ways of engaging with people and community groups.
- The Town Council will continue to organise, support and participate in community events the Carnival and the Christmas Lights Switch On, Remembrance Parade & Service and others from time to time.
- The Council aims to provide work experience to a member of local schools.

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The Town Council has representation on the following:

- The Institute
- Police Liaison
- School governors
- North & Mid Wales Association of Local Councils
- Cambrian Rail Committee

Issue of information

Press Releases : where and event of Council news is worthy of wide circulation the Town Clerk will produce a draft Press Release and share that with the Chair and/or Vice Chair. If they are agreeable – or as amended – the Town Clerk will send it out and will copy it to Councillors.

Social Media Posts : Councillors should not use social media to publicise Town Council activity. However Councillors are encouraged to use social media posts in a private capacity or as representatives of other bodies or for other non-Council activities they have.

Town Clerks posts :

Type	Approval	Example
Urgent safety issue	Town Clerk + any Councillor	Snow, ice, flooding, gales, unsafe paths, dangerous trees
Safety Alert	Town Clerk	Care in Deri Woods during gale tomorrow
Publicity for approved schemes	Town Clerk	Bear Bins, outdoor gym – so showing something the Council has agreed during construction
Announcing events	Town Clerk with approval of Chair/Vice – via press release	Xmas lights
Up to date info re announced events	Town Clerk	Christmas lights switch on moved to Institute
Setting out Cl's position on controversial issue	Chair/Vice – via press release	National Park, Leisure centre

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Reporting Council Business

Council Agenda	Town Clerk in consultation with the Chair/Vice Chair	Has to be published 3 clear days before the meeting (note 1)
Council supporting documents	Town Clerk	Have to be available to anyone who asks (note 1)
Council Draft Minutes	Chair/Vice Chair to approve	Draft issued to all councillors 48 hours after the meeting. Draft minutes published within 7 days of the meeting. (Tuesday following) (note 2)
Council approved minutes	Council to approve	As soon as possible after approval at a full council meeting (note 1)

[1] Local Government Act 1972

(2] Local Government (Wales) Measure 2011

Cllr Stephen Purser
Robert Robinson Town Clerk
December 2024

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APPENDIX D

GUIDANCE ON MATTERS DISCUSSED IN PRIVATE AND CONFIDENTIAL SESSION

Introduction

When confidential information enters Council or Committee meetings it can cause confusion or concern.

What is confidential information?

How should it be treated?

Who is entitled to participate in discussions?

Who can see the minutes?

How long does the matter need to remain confidential?

Information

This document is intended to provide guidance on dealing with confidential matters and supplements the information contained in the SLCC guidance.

Designating an Item as Confidential Careful consideration is required to determine whether information really is confidential. Declaring an item confidential should not be used merely as an excuse to avoid a potentially embarrassing matter coming into the public domain.

Openness and transparency are core principles of good governance in the public sector and decisions on designating an item as confidential should not be taken lightly.

Reasons for an item being private

The following matters are cited by the SLCC as potential reasons for designating an item as confidential:

- a) matters likely to breach personal data legislation (as defined by the General Data Protection Regulation and Data Protection Act 2018 or any subsequent legislation)
- b) matters relating to named training and education providers or care service providers, such that their credibility and reputation may be affected
- c) matters involving issues of commercial or financial sensitivity or confidentiality i.e. tender opening
- d) Information which may be considered to be legally privileged or relate to matters of legal proceedings either in progress or relating to the council.

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e) Any other matters which if publicly disclosed might reasonably prejudice the effective discharge of the council's functions

f) Staff matters which appertain to an individual.

g) Complaints.

Agenda Presentation

Where and whenever possible agenda items to be designated as confidential should be identified in advance of a meeting and the issue of papers for this meeting.

For Council items the Convener should agree both the reason(s) for the confidential designation and if and when information might be released.

Council agendas should clearly distinguish between the items to be considered in the public part of the meeting and items that will be considered in a private session. The confidential items should provide a reference to the reason(s) for an item being designated as confidential and indicate when and if the information will be available for public disclosure.

See appendix 1 for an illustrative example of a Council agenda with a confidential item.

The reasons for and duration of the confidential designation should be disclosed on the agenda in a similar way to Council agendas.

Recording Confidential Sessions

In writing the minutes of a confidential discussion the clerk has an important role to ensure that the discussion and the decision is shown in the minutes clearly and unambiguously. Where an item has been designated as a confidential matter it should be recorded in the Confidential Part 2 of the minutes.

Confidential - Part 2 of the minutes is NOT a separate minute but a continuation of the minutes of that meeting. However, as they may be separated from the main body of the minutes, Part 2 should also be headed with the meeting details i.e. meeting of, meeting date and those present for the confidential items discussed.

It may not always be possible to identify confidential items before a meeting and confidential matters can arise during a discussion. In these situations any further discussion should be halted and anyone who may have an interest in the matter should leave the meeting whilst the matter is discussed. This should be clearly recorded in the minutes

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APPENDIX E

Our proposed green energy network supports, accelerates and enables Wales' net zero transition.

Proudly based in Wales, Green GEN Cymru has been granted an Independent Distribution Network Operator (IDNO) Licence from Ofgem. We are developing new grid infrastructure to unlock Wales' energy capability and meet the future needs of its' people, communities, and businesses.

The climate emergency is a threat to our planet and our communities. As a result, the Welsh and UK governments have set legally binding targets to reach net zero by 2050, encouraging people to act now, to ensure the future is protected.

For Wales to meet Welsh Government's target of 100 per cent of its electricity needs from renewable sources by 2035, we will need to move quickly to bring forward new renewable energy projects and supporting infrastructure, to ensure a more sustainable, improved and secure energy grid.

In Mid Wales, however, the existing electricity network does not have the capacity to connect new renewables to homes and businesses. New grid infrastructure is needed to strengthen energy resilience, add capacity to the local network and help pave the way for the widespread rollout of green heating and electric vehicles.

Green Generation Energy Networks Cymru (Green GEN Cymru) is responding to this challenge by proposing a wood pole overhead line connecting the proposed Banc Du and Rhiwlas Energy Parks near Llangurig to a substation site near Cefn Coch, as well as a new underground cable connection between the two proposed Energy Parks. These connections form the Rhiwlas Green Energy Network (Rhiwlas GEN) project.

Between November 2023 and January 2024, we consulted local people on our preferred route corridor for the new connection. Since then, we have carefully considered all the feedback we received, alongside further environmental and technical assessments, and we have made several changes to our proposals.

We are now consulting on our draft route alignment, which gives more detail on where the proposed new infrastructure might go, including proposed wood pole positions.

Town Council – Town Plan policy

Policy no I.4 Renewable Energy Policy

The Town Council will support renewable energy schemes in the local area whilst seeking to minimise the effect on the environment including the provision of a 400kv power line. Large scale windfarms or solar panel farms will be resisted except in special circumstances.

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