

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

Pack of appendices for the full council meeting to be held on Monday 16th February 2026

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Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

APPENDIX A

Actions since last meeting

Ref	Action	Status
1	Prepare draft minutes and circulate.	Completed
2	Publish draft minutes after 7 days	Completed
3	Prepare papers for Banwy Estate Road asset transfer	Completed
4	Pay accounts as per Orders for Payment	Completed
5	Deri Woods Riverside Path (contractors meeting)	Arrangements to remove larger trees to allow works to be assessed and completed.
6	Memorial Garden site meeting	To be arranged in the spring.
7	Contractor to be invited to advise on Ash Die Back trees along the High Street in Deri Woods	A meeting with a resident and the contractor was arranged with non- attendance by the resident. Our tree contractor is to report back to the council.
8	Inform PCC of planning decisions	Completed
9	Place Making Plan – funding options plan for next meeting	Completed
10	St Mary's churchyard - resurface footpath through grounds.	Negotiations progressing

Small works completed since last meeting

Ref	Action
1	Playground - Replace timber edging to steps and path to slide.
2	Playground - 4 fence posts to be replaced at fence by footpath
3	Playground – washed down bouncers and cleaned paths
4	Toilets - Pressure wash around public toilets
5	All site inspections completed

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

APPENDIX B

Management accounts

LLANFAIR CAEREINION TOWN COUNCIL													
ANNUAL ACCOUNTS - YEAR TO 31st March 2026													
MONTHLY INCOME & EXPENDITURE SUMMARY													
INCOME	BUDGET	Budget T/D	ACTUAL	April	May	June	July	August	September	October	November	December	January
Precept	53,900.00	53,900.00	53,900.00	17,968.00	0.00	0.00	0.00	17,966.00	0.00	0.00	0.00	17,966.00	0.00
Burial Services	4,000.00	3,333.33	3,925.46	865.00	290.00	200.00	355.46	1,245.00	0.00	970.00	0.00	0.00	0.00
Street Scene	5,000.00	0.00	74.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.17	0.00	0.00
Recreational	10.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00
Mount Field	410.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00
Deri Woods	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administration	400.00	0.00	746.17	0.00	0.00	266.96	0.00	0.00	249.28	0.00	0.00	229.93	0.00
Publicity/Events	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Projects	5,000.00	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	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	3,250.00	208.33	92.38	0.00	0.00	0.00	92.38	0.00	0.00	0.00	0.00	0.00	0.00
Total	74,720.00	59,441.67	60,948.18	20,833.00	290.00	466.96	447.84	19,211.00	249.28	970.00	274.17	18,205.93	0.00
EXPENDITURE	BUDGET	Budget T/D	ACTUAL	April	May	June	July	August	September	October	November	December	January
Burial Services	8,875.00	7,450.00	7,480.09	388.22	833.32	483.95	368.12	424.85	1,488.25	448.34	1,762.41	318.12	964.51
Street Scene	6,700.00	5,800.00	6,806.70	475.87	879.63	382.71	816.20	744.01	319.78	977.33	425.68	481.70	1,303.79
Recreational	3,000.00	2,525.00	1,361.03	210.06	187.33	87.33	87.33	236.85	87.33	120.65	165.33	91.49	87.33
Mount Field	6,625.00	5,575.00	4,731.62	298.00	298.00	298.00	298.00	441.38	298.00	812.68	1,217.68	298.00	471.88
Deri Woods	6,425.00	6,075.00	7,157.04	5,618.54	204.70	280.12	0.00	35.00	0.00	509.46	0.00	509.22	0.00
Administration	20,501.00	17,367.50	16,609.79	2,217.42	2,383.42	1,476.26	1,208.33	2,379.05	922.33	2,143.69	925.33	1,036.23	1,917.73
Publicity/Events	7,400.00	6,916.67	4,658.27	188.00	2,044.01	339.50	0.00	275.00	0.00	210.00	722.83	160.43	718.50
Projects	6,000.00	1,850.00	1,053.22	0.00	0.00	0.00	0.00	0.00	0.00	939.23	0.00	113.99	0.00
Grants	3,350.00	2,958.33	3,859.13	0.00	0.00	0.00	2,054.13	105.00	0.00	0.00	1,700.00	0.00	0.00
Community	4,720.00	3,933.33	2,657.62	325.33	222.10	238.57	221.90	311.90	371.90	300.22	221.90	221.90	221.90
Section 137	18.00	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	73,614.00	60,450.83	56,374.51	9,721.44	7,052.51	3,586.44	5,054.01	4,953.04	3,487.59	6,461.60	7,141.16	3,231.08	5,685.64
Balance	1,106.00	-1,009.17	p	11,111.56	-6,762.51	-3,119.48	-4,606.17	14,257.96	-3,238.31	-5,491.60	-6,866.99	14,974.85	-5,685.64
VAT			4,294.19	1,343.88	210.61	262.82	238.30	299.88	348.43	462.49	417.68	282.22	427.88
CHECK = 0				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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BANKING CHECKS												
			April	May	June	July	August	September	October	November	December	January
BANKING	START		26,907.92	41,675.60	34,702.48	31,053.22	26,208.75	42,222.45	38,386.43	32,432.34	26,047.78	40,510.48
	DEPOSIT		62,622.17	62,622.17	62,622.17	62,889.13	62,889.13	62,889.13	63,138.41	63,138.41	63,138.41	63,368.34
	TOTAL		89,530.09	104,297.77	97,324.65	93,942.35	89,097.88	105,111.58	101,524.84	95,570.75	89,186.19	103,878.82
END	CURRENT		41,675.60	34,702.48	31,053.22	26,208.75	42,222.45	38,386.43	32,432.34	26,047.78	40,510.48	36,207.66
	DEPOSIT		62,622.17	62,622.17	62,889.13	62,889.13	62,889.13	63,138.41	63,138.41	63,138.41	63,368.34	63,368.34
	TOTAL		104,297.77	97,324.65	93,942.35	89,097.88	105,111.58	101,524.84	95,570.75	89,186.19	103,878.82	99,576.00
	DIFFERENCE		-14,767.68	6,973.12	3,382.30	4,844.47	-16,013.70	3,586.74	5,954.09	6,384.56	-14,692.63	4,302.82
SUMMARY	INCOME	60948.18										
	GENERAL	60948.18	20,833.00	290.00	466.96	447.84	19,211.00	249.28	970.00	274.17	18,205.93	0.00
	DEBTORS	5000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	VAT	4766.43	0.00	0.00	0.00	0.00	2,055.62	0.00	0.00	900.11	0.00	1,810.70
	TOTAL	60948.18	25,833.00	290.00	466.96	447.84	21,266.62	249.28	970.00	1,174.28	18,205.93	1,810.70
EXPENDITURE	GENERAL	56374.51	9,721.44	7,052.51	3,586.44	5,054.01	4,953.04	3,487.59	6,461.60	7,141.16	3,231.08	5,685.64
	Town Trail	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Last yr chq	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	VAT	4294.19	1,343.88	210.61	262.82	238.30	299.88	348.43	462.49	417.68	282.22	427.88
	TOTAL	60668.70	11,065.32	7,263.12	3,849.26	5,292.31	5,252.92	3,836.02	6,924.09	7,558.84	3,513.30	6,113.52
	DIFFERENCE		14,767.68	-6,973.12	-3,382.30	-4,844.47	16,013.70	-3,586.74	-5,954.09	-6,384.56	14,692.63	-4,302.82
	CHECK = 0		0.00	0.00	-0.00	0.00	0.00	-0.00	0.00	0.00	0.00	0.00
			OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

APPENDIX C

Orders for payment

February 2026

Auth	Cheque	Paid to	Department	For	Net	VAT	Gross
1872 LGA	SO	R HOUGHTON	Street scene	<i>Toilet cleaning</i>	250.00	0.00	250.00
1873 LGA	DD	BRITISH GAS	Burials	<i>Electric CofR</i>	20.12	0.00	20.12
1874 LGA	SO	BRIDGEN CONTR	Mount Field	<i>Grass cutting</i>	298.00	136.67	820.00
			Burials	<i>Grass cutting</i>	298.00		
			Recreation	<i>Grass cutting</i>	87.33		
1875 LGA	SO	INSTITUTE	Admin	<i>Office rent</i>	108.33	0.00	108.33
1876 LGA	TRANS	HSBC	Admin	<i>Bank charges</i>	9.00	0.00	9.00
1877 LGA	DD	BRITISH GAS	Street scene	<i>Toilet electric</i>	211.77	10.58	222.35
1878 LGA	SO	R ROBINSON	Admin	<i>Salary</i>	711.00	0.00	711.00
1879 LGA	SO	M EVANS	Youth & Com	<i>Salary</i>	221.90	0.00	221.90
1880 LGA	102325	POWYS COUNTY COUNCIL	Burials	<i>Waste bin hire</i>	24.84	0.00	24.84
1881 LGA	102326	POWYS COUNTY COUNCIL	Mount Field	<i>Waste bin hire</i>	49.68	0.00	49.68
1882 LGA	102327	HRMC	Admin	<i>PAYE</i>	700.20	0.00	700.20
1883 LGA	102328	R ROBINSON	Admin	<i>Website security</i>	84.99	0.00	84.99
1884 LGA	102329	DM ROBERTS	Street scene	<i>Hedge cutting</i>	800.00	291.60	1458.80
			Events	<i>Christmas lights</i>	366.40		
1885 LGA	102330	INSTITUTE	Admin	<i>Hall hire</i>	169.00	0.00	169.00
1886 LGA	102331	PCC	Mount Field	<i>Waste bin hire</i>	49.68	0.00	49.68
1887 LGA	102332	PHS	Street scene	<i>Sanitary bins</i>	81.30	16.26	97.56
1888 LGA	102333	WELSHPOOL COMPUTERS	Publicity	<i>Tourism web hosting</i>	87.00	0.00	87.00
1889 LGA	102334	MID WALES SIGN	Mount Field	<i>Signs</i>	75.00	25.00	150.00
			Street scene	<i>Signs</i>	50.00		
1890 LGA	102335	GLOVERSURE	Publicity	<i>Email changes</i>	21.00	4.20	25.20

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APPENDIX D

END OF YEAR FINANCES (ESTIMATE)

LLANFAIR CAEREINIION TOWN COUNCIL			LLANFAIR CAEREINIION TOW COUNCIL		
END OF YEAR ESTIMATES			ANNUAL RETURNS		
INCOME	To 31.1.2026	60949	2024	2025	2026
	Burials	1000	Brought forward	100645	93058
	Advertising	650	Precept	46500	48825
	Interest	250	Income	30070	14048
	Toilet grant	5000	Salaries	11139	11802
	Total income	67849	Loans	0	0
			Expenditure	73018	48699
EXPENDITURE	To 31.1.2026	56374	Carried forward	93058	95430
	Toilet cleaning	500			
	Toilet electric	450	Cash balances		
	C of R electric	70	Debtors	6535	5900
	Grass cutting	1312	Bank account	87121	89530
	Bank charges	30	Creditors	598	0
	Institute rent	217	Balance c/f	93058	95430
	Clerks salary	1422			
	Youth Club salary	444			
	HRMC	700			
	Chronicle	250			
	Hall hire	300			
	General	1500			
	Total expenditure	63569			
	Balance	4280			

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APPENDIX E

YOUTH AND COMMUNITY

The grant aid required for the youth club in the above trust and the reclaim for the expenses of running the youth club are set out below to 31st January 2026

Income to 31.3.2026	£92.38
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Costs to 31.3.2026

Salaries	£2,219.30
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Hall rental	£360.00
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Equipment	£78.32
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Banking	£100.00
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Total expenditure	£2,757.62
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Net cost	£2,665.24
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Transfers:

To Youth and Community Account	£2,665.24	Grant
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Repayment of expenses to Council Account	£2,565.24
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Llanfair Caereinion Town Council

APPENDIX F

LLANFAIR CAEREINION TOWN COUNCIL COUNCIL RISK ASSESSMENT – Reviewed February 2026

Ref	Heading	Details	Initial Risk Level	Mitigation	Final Risk Level
1	Town Clerk	Loss of the Town Clerk at short notice due to resignation or other causes.	4	The Town Clerks contract of employment allows for 3 months' notice. Councillors pack has been prepared along with a Town Clerks manual (living document) to aid short-term running of the Council without a Town Clerk.	2
2	Financial	Overrun on budget causing end of year loss.	4	Monthly monitoring of the budget against actual expenditure presented to the Council with bank balances. With the current 2022 price rises monitoring is more resilient.	1
3	Losses due to unforeseen circumstances	Losses due to unforeseen risks such as flooding, fire or other damage.	4	All risks insurances are in place.	1
4	Reserves	Level of reserved to be kept at a suitable level to support the service delivery.	3	The level of reserves shall be no less than 75% of the precept and no more than 125% of the precept except where monies are allocated to specific projects. Surplus money is being used to bring forward a programme of projects.	1
5	Councillors	Loss of Councillors creating an election and cost to the Council.	3	An amount in the annual budget for one election to be in place or from reserves.	1
6	Complaints	Complaints by third parties due to Council decisions or actions.	3	A complaints procedure is published.	1

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LLANFAIR CAEREINION TOWN COUNCIL COUNCIL RISK ASSESSMENT – Reviewed February 2026

Ref	Heading	Details	Initial Risk Level	Mitigation	Final Risk Level
7	Procedures	Unfair procedures giving advantage to one over another.	3	There are formal procedures in place and they are contained in the documents section of the web site and in the Councillors Information Pack.	1
8	Website compliance	Website to be Welsh Government compliant with details of councillors, their affiliation and contact details.	2	The website has a .gov address and the councillors have council emails. The website is updated most days with a date shown on the home page of when it was last reviewed.	1
8	Decision making	Consistent decision making with transparency.	3	All decisions are recorded in the minutes. Policies in place to aid a level playing field. There also policies in place with a Place Making Plan and Planning and Governance document	1
9	Monitoring	Losses due to lack of Council action or lack of supervision.	3	Monthly reporting and monitoring in place. Monthly updates given by Town Clerk.	1
10	Information	Information to the public being ambiguous or inaccurate.	3	Public information about the Council shall be dealt with by the Chair or in the absence of the Chair the Vice Chair. The Town Clerk only issues formal announcements and legal announcements. There is a Council Newsletter (Chronicle), face-book page and web site updated regularly.	1
11	Quality	Quality of service delivery poor causing undue cost or failures.	4	Monthly reporting and monitoring in place.	1

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LLANFAIR CAEREINION TOWN COUNCIL COUNCIL RISK ASSESSMENT – Reviewed February 2026

Ref	Heading	Details	Initial Risk Level	Mitigation	Final Risk Level
12	Property	Claims against the Council relating to property ownership.	4	All risks insurance policy in place.	1
13	Council activity risks	Risk of injury or claims against delivery of Council Services.	4	Risk assessments and weekly monitoring of all property and assets completed. The weekly inspection sheets are posted on the web site.	1
14	Health and Safety	Breach of Health and Safety Rules.	4	Health and Safety Policy statement published. Risk assessments and regular monitoring. Weekly site inspections.	2
15	Grant Aid	Claim of unfair treatment during grant aid awards by the Council.	3	Grant Aid Policy in place.	1

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APPENDIX G

PLANNING APPLICATION

Ref	Heading	Details
1	DATE RECEIVED	26 th January 2026
2	APPLICATION NUMBER	26/0061/DIS
3	ADDRESS	Land At Adwy Wynt Llanfair Caereinion Powys SY21 0DJ
4	PCC LINK	26/0061/DIS Application to discharge conditions 3 and 4 of planning permission 25/1181/FUL Land At Adwy Wynt Llanfair Caereinion Welshpool Powys SY21 0DJ
5	PROPOSAL	Application to discharge conditions 3 and 4 of planning permission 25/1181/FUL <i>The conditions referred to are before development (3) a detailed Tree and Hedgerow Protection Plan and (4) a detailed enhancement biodiversity plan shall be submitted.</i>
6	TOWN PLAN POLICY	The Town Plan does not have a specific policy on this type of application..
7	POWYS COUNTY COUNCIL POLICY	The County Council has design policies which apply to this type of application.
8	OTHER INFORMATION	None.
9	CONSULTATION DATE	16 th February 2026

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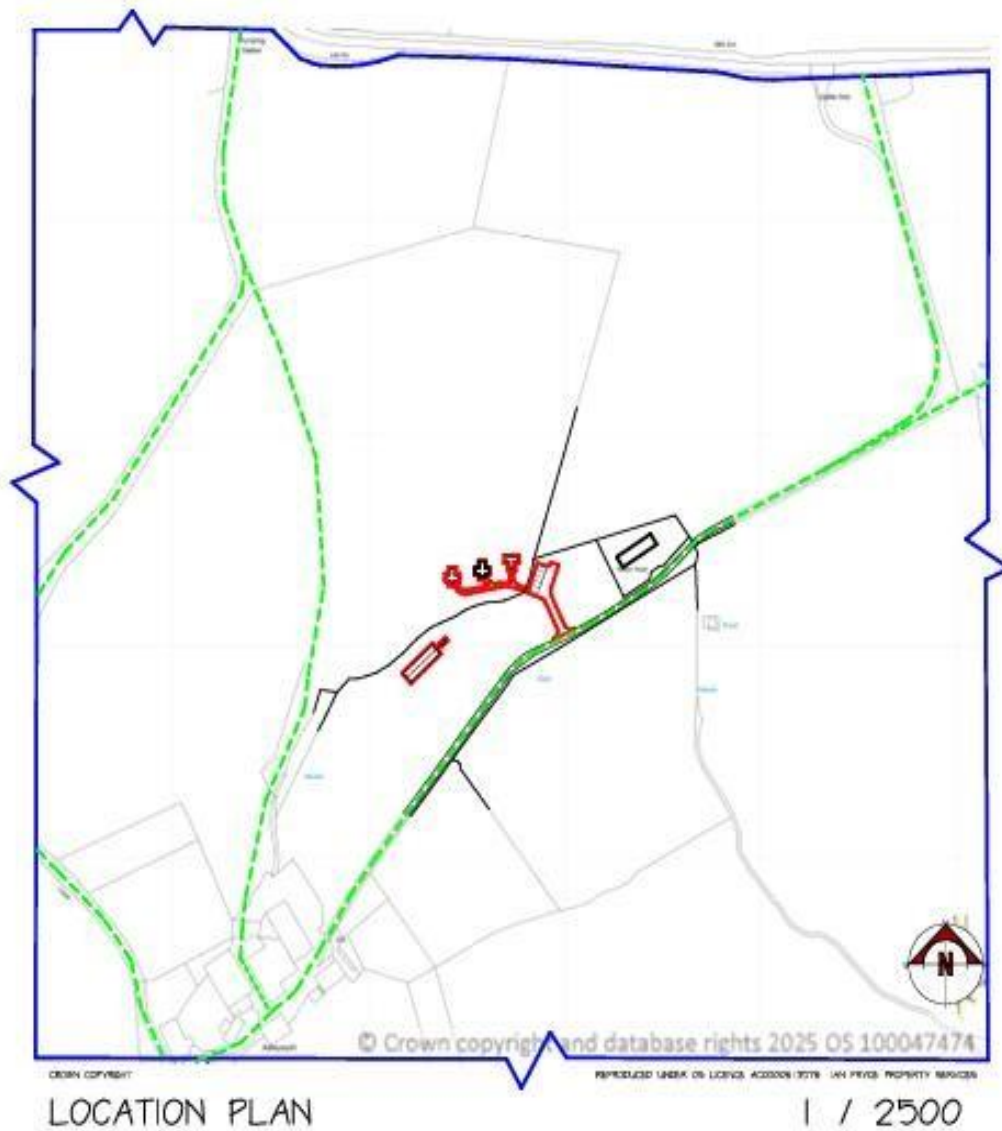
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Conditions 3 & 4

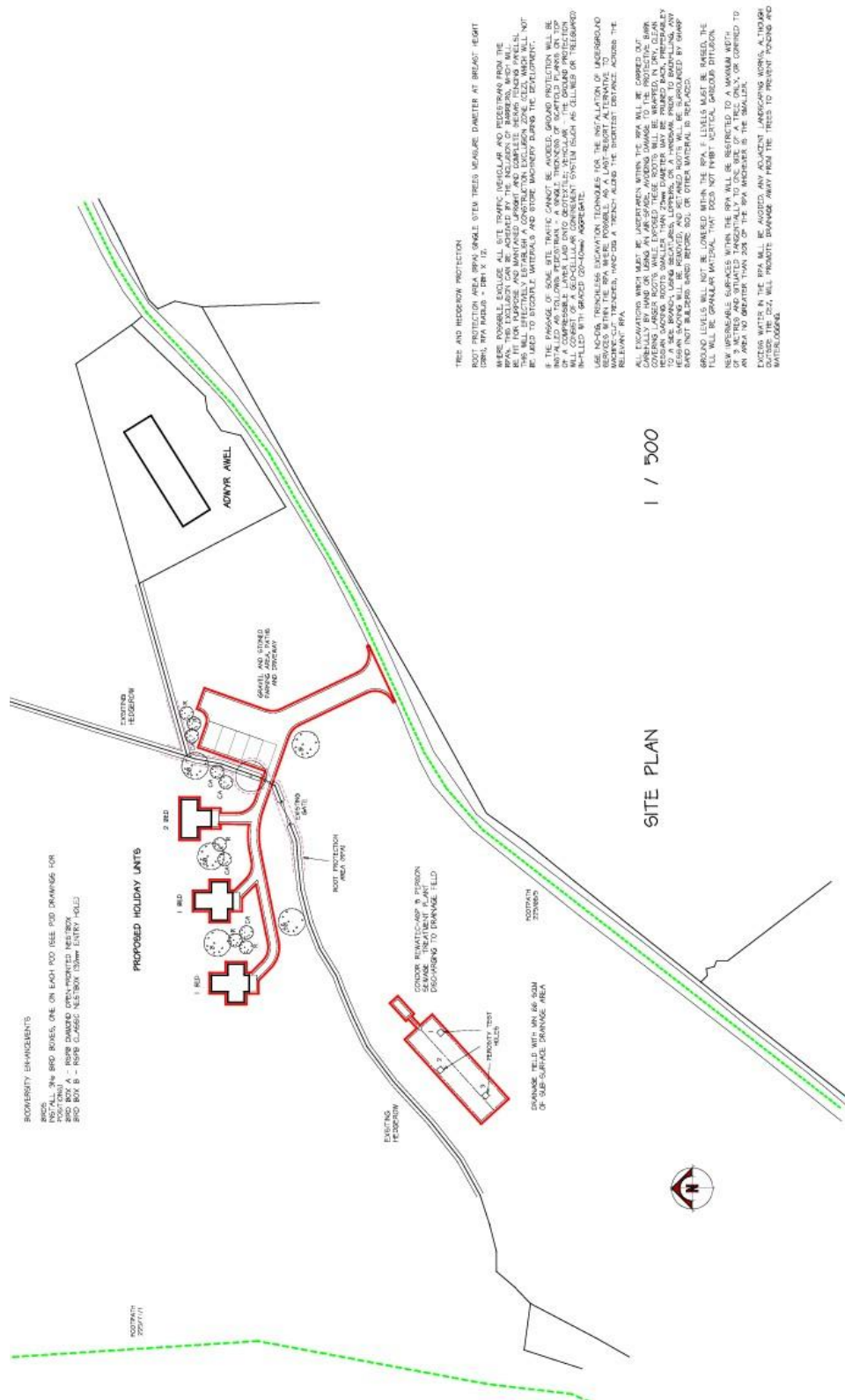
3. No development shall take place (including ground works and vegetation clearance) until a detailed Tree and Hedgerow Protection Plan in accordance with BS 5837:2012 Trees in relation to design, demolition and construction- Recommendations (or its replacement) has been submitted to and approved in writing by the Local Planning Authority. The Plan shall include details and locations of protective measures including fencing and exclusion zones, etc. The tree and hedgerow protection measures shall be implemented fully before any development-related equipment, materials or machinery are brought onto the site, and shall be maintained in a satisfactory condition throughout the duration of the development, until all equipment, machinery and surplus materials have been removed from the site. No materials, equipment, vehicles or plant shall be stored within the protected areas. The approved Plan shall be adhered to and implemented in full.
4. Prior to commencement of development a detailed Biodiversity Enhancement Plan (to indicate the locations of the proposed bird boxes) shall be submitted to the Local Planning Authority and implemented as approved in the first planting season following either the first beneficial use or the completion of the development (whichever is the sooner) and maintained thereafter.

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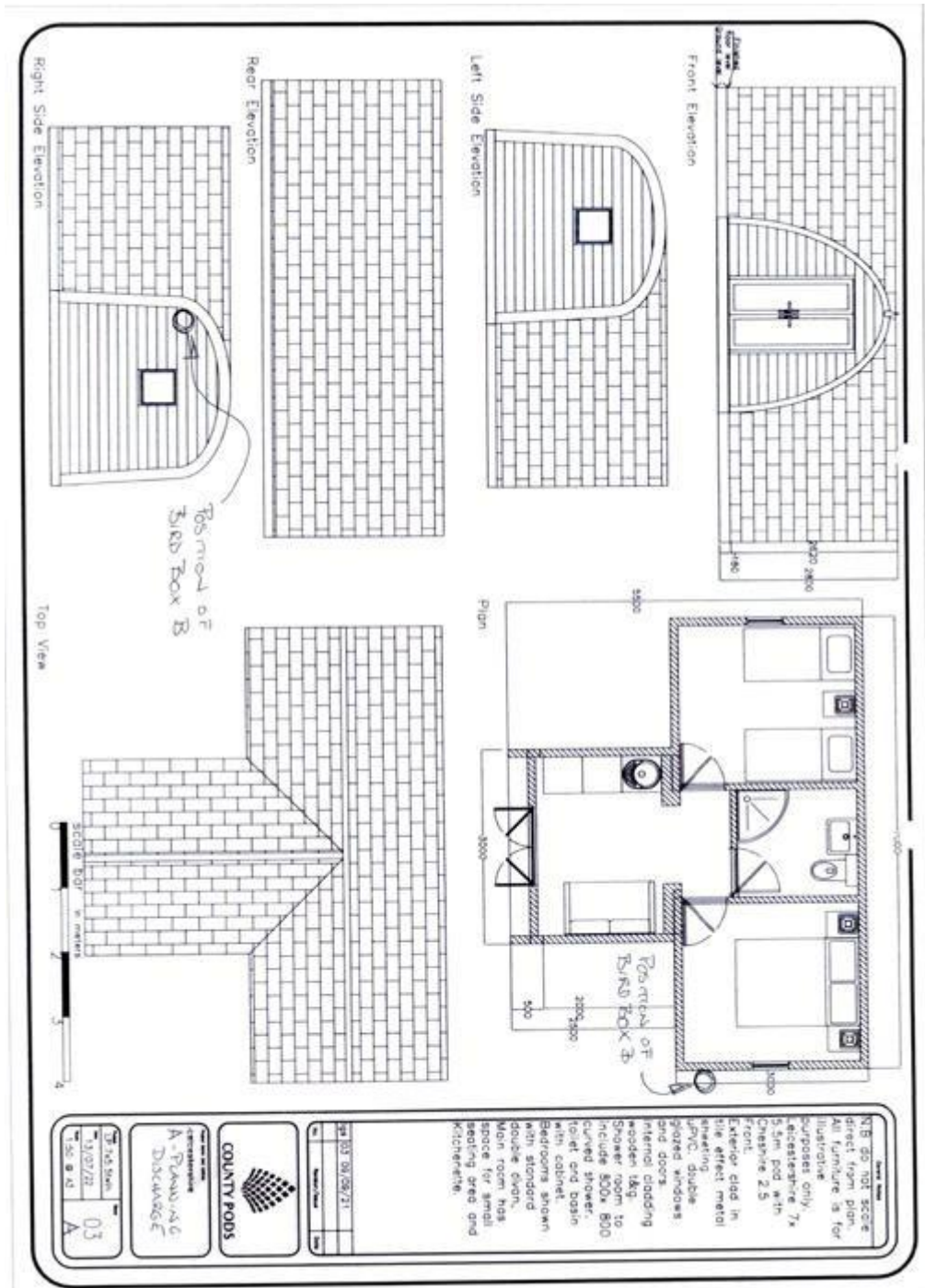
SITE AND LAYOUT PLAN



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PLANS – 2 BED UNIT



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APPENDIX H

Letter from Green Gen

Cefn Coch to Frankton transmission line

Consultation 4th February to 6th March 2026

Dear Llanfair Caereinion Community Council

We're writing to you to inform you of the upcoming targeted statutory consultation for Green GEN Cymru's Vyrnwy Frankton Connection

Green GEN Cymru is proposing a new 132 kV overhead line to connect renewable energy generators in Mid Wales to the national electricity network at a switching station near Lower Frankton, Shropshire.

Thank you for the time taken to coordinate your response from Llanfair Caereinion Community Council. Green GEN Cymru greatly appreciates your feedback, and it has all been carefully reviewed and documented as part of our consultation process. We will publish our Consultation Report as part of our application to the Planning Inspectorate in late 2026. The report will set out how we've taken your comments into account when developing the project.

We recognise the concerns raised and are taking them seriously. Our proposals aim to balance environmental, economic, and community considerations while delivering critical infrastructure for Wales' renewable energy future.

For your reassurance, please find below comments that hopefully address some of the concerns you have raised.

On the use of pylons and the evidence base for our costings

As an Independent Distribution Network Operator (IDNO) we have a duty under the Electricity Act to be economic and efficient as the cost of all connections is passed down to electricity consumers.

Since our first consultation, we have reassessed undergrounding, including open trench cabling and cable ploughing. We have also drawn on reports by internationally renowned experts as part of our considerations. Independent studies have shown that overhead lines (OHL) using pylons are generally the most practical and cost-effective option for 132 kV connections, particularly across long distances and rural landscapes.

Overhead lines can be installed more quickly, with less complex construction requirements and lower ground disturbance overall. Their physical footprint is smaller and causes less disruption to soil and habitats during installation compared to underground cables.

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Underground cables (UGC) also require significant excavation, soil removal, and reinstatement — leading to greater short-term environmental disturbance and higher technical complexity. They also have limitations in power capacity, are harder to repair in the event of a fault and offer less flexibility for future upgrades. For these reasons, the independent reports conclude that OHL remains the most efficient and reliable solution for large-scale grid connections.

Green GEN Cymru has commissioned and supported a suite of independent reports to provide clarity and transparency around infrastructure choices for grid connection.

Together, these reports offer a fact-based foundation for stakeholder dialogue, planning decisions, and the development of a balanced, future-ready energy network in Wales.

- Turner & Townsend Overhead Lines Forecast Cost Report. Read [here](#)
- DNV Distribution Network Topology Assessment Report. Read [here](#)
- IET Electricity Transmission Technologies Report. Read [here](#)

These reports offer a comprehensive comparison between undergrounding and overhead line options, taking into account not only cost, but also environmental impact, power capabilities, and effects on local communities. They also review the cable plough technology, which we understand has generated significant interest.

Cost is one of the most significant differences between overhead and underground options. The cost assessments indicate that underground cabling can be, on average, 4.5 times more expensive than equivalent overhead lines for a 132 kV connection.

For the capacity we are looking to carry, the cost of overhead lines typically ranges from £1.27 million to £1.64 million per km, depending on terrain. In comparison, underground cables cost £6.26 million to £7.90 million per km — and that excludes additional costs associated with transitions, directional drilling, or complex crossings.

The report provided by Turner and Townsend shows:

Cost comparison for 1km:

- Overhead line on pylons (as proposed by Vyrnwy Frankton project): £1,269 - £1,636 million
- Underground Cable installed by open-cut trench: £6,259 - £6,695 million
- Underground Cable installation with cable plough: £7,236 - £7,882 million

While the cost of one new connection might not appear to add much to electricity bills, when the maintenance and construction of all connections across Wales and England is considered, the costs to consumers would be significant if connections were put underground. That is why we are regulated to be economic and efficient by Ofgem when designing our projects.

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Llanfair Caereinion Town Council

Do we offer a Community Benefit funding?

We do not, but by connecting wind farm projects from Bute Energy, the communities closest to our grid lines are also eligible to apply to Bute Energy's Community Benefit Fund. Worth millions of pounds per year, this money will be available to provide financial support for initiatives that improve the quality of life for community members, help secure clean energy independence, foster engagement, and address social and economic concerns. Administered by Bute Energy, you can find out more on the Community Investment Fund on their website www.bute.energy/community-investment/.

Targeted statutory consultation

Since our statutory consultation in Spring 2025, we've carefully reviewed each piece of feedback, including specific suggestions for design changes such as repositioning a pylon, and considered the findings of ongoing environmental and engineering surveys.

This process has identified some areas where we could make targeted updates to our proposals. Whilst these changes won't affect the overall impact of the project, some may impact residents in your community, with affected landowners receiving correspondence this week ahead of the formal launch.

The targeted statutory consultation is open from 4 February to 6 March 2026.

We are holding a targeted statutory consultation to give those who could be potentially impacted by the proposed changes the opportunity to provide location specific feedback in the changes close to them, before we submit our application for a Development Consent Order (DCO) in 2026.

We have considered several factors raised in the feedback to our statutory consultation including, landscape, impacts on properties, ecology and agricultural operation.

A leaflet will be posted to explain the proposed areas of change, along with a map and information about the consultation to each resident within 1km distance of the proposed area of change. This information will also be available on our website which will be updated on the 4th of February with all the targeted statutory consultation materials.

During the targeted statutory consultation we will be holding three drop-in sessions, in areas located close to the changes. They will be an opportunity to talk to the project team and view the proposed changes on the 3D model.

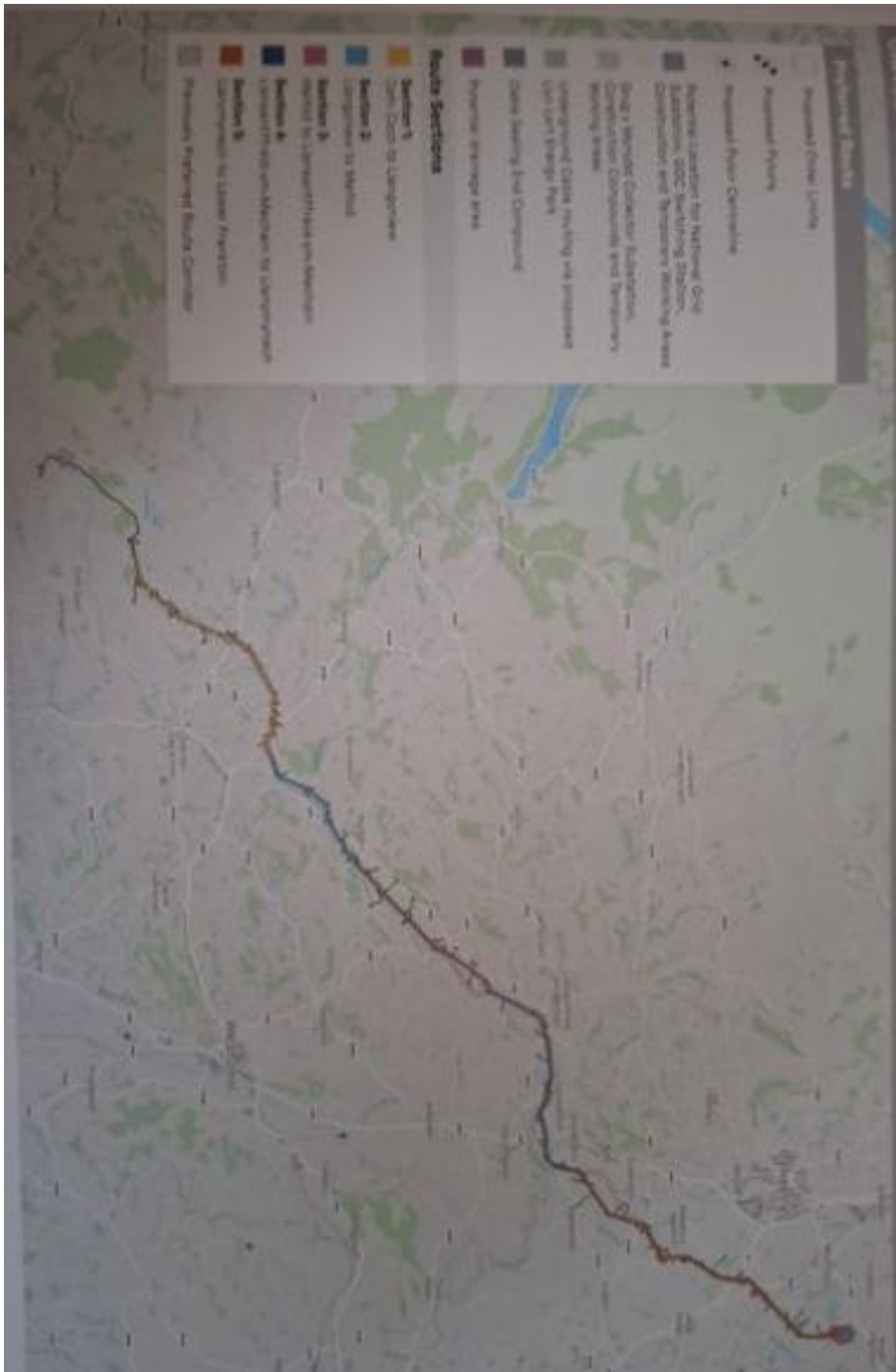
If you would like a briefing to discuss these changes via Teams, please let us know.

Kind regards

Mike Waddle

Senior Project Manager

Cyngor Tref Llanfair Caereinion
Llanfair Caereinion Town Council



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Llanfair Caereinion Town Council

APPENDIX J

Banwy Estate Road – council decision leading to report (separate pack)

Minute 84. Banwy Industrial Estate Road and land

The meeting discussed further the above possible asset transfer. There was a request from Powys County Council to clarify the council's position. A copy of the email is to be passed to Cllr Gareth Jones who will arrange site meeting (including all councillors and the Clerk).

Following the last meeting when the Council considered the proposal to accept a transfer of land at the Banwy Industrial estate the council wishes to walk the land as a group before proceeding further.

The council would need to be sure that it was in the best interests of its citizens and of the area to accept a transfer of the land.

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council To determine this, in addition to any issues which might be discovered during the walk, it needed certainty on the following issues

1. the revenue consequences of the transfer (e.g insurance, legal costs, "normal" maintenance such as gully emptying and grass cutting etc)
2. that the condition of the land and road was such that it would not require significant expenditure on maintenance or repair in the short and medium term
3. that any repairs/maintenance needed now would be carried out to the Councils satisfaction
4. the exact extent of the land to be transferred
5. whether fishing rights are included with the transfer
6. the rights and obligations granted to the frontages when their land was transferred to them by the County Council
7. how legally enforceable contributions to maintenance costs might be secured from the frontages if not covered by 6. Above.

The next stage is for Cllr Gareth Jones to arrange for David Shepperd (PCC) to meet the councillors and clerk on site to finalise the way forward.

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APPENDIX K

CCTV POLICY

This policy sets out how the Llanfair Caereinion Town Council manages its CCTV.

The policy is overseen by the Town Clerk reporting to the Full Council.

Introduction

1.1 Llanfair Caereinion Town Council operates the following CCTV surveillance systems:

i) Area around the side of the Institute and overseeing the path and public toilets.

1.2 The system is owned and managed by Llanfair Caereinion Town Council and the responsible officer for CCTV is the Town Clerk.

1.3 This policy is prepared in accordance with the Home Office Surveillance Camera Code of Practice in force in March 2024. The policy will be reviewed following the issuing of any replacement code, any substantial changes in the systems operated by the council.

1.4 Signage will be displayed at the entrance to sites where the council operates CCTV. Such signage will make it clear that a CCTV system is in operation and provide information on how to contact the council in respect of CCTV queries.

1.5 The council is registered with the Information Commissioner's Office under reference ZA359337.

Purpose

2.1 The purpose of the system at the location above is to further public safety, the prevention of crime and the resolution of disputes.

2.2 To meet this purpose, cameras will only be sited so that their primary view is of public areas.

2.3 The system is not used to routinely monitor staff, but footage may be reviewed where an issue of potential contravention of safe working practices or compliance with policy is brought to the attention of the Town Clerk.

2.4 The system will not be used to monitor individuals undertaking day-to-day activities in areas under surveillance.

2.5 The use of CCTV will be reviewed at least annually to ensure it remains necessary to meet the stated purpose and that the stated purpose remains relevant.

Privacy

3.1 Images which include identifiable individuals constitutes personal data in accordance with the Data Protection Act 2018. The council will undertake a Data Protection Impact Assessment (DIPA) prior to the deployment of, or before any changes to, the operation of a system.

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3.2 Recordings are automatically retained on the system for 28 days. Recordings may be exported and saved beyond this period as evidence for an investigation compliant with the stated purpose of the system. Such recordings shall be detailed in the access log, stored securely and deleted on conclusion of the relevant process.

Access, Disclosure and Monitoring

4.1 Access to the system shall be limited to the Town Clerk and for maintenance a dedicated Councillor appointed at the annual meeting of the council. All access points shall be secured so as to prevent unauthorised access. The equipment shall be in a locked area and with a security code.

4.2 A CCTV access log shall be maintained recording the date, user and purpose of accessing the system. This is to be kept by the Town Clerk as a legal document.

4.3 Disclosure of recorded material will only be made to third parties in accordance with the purpose of the system and in accordance with the Data Protection Act 2018. Requests for data must be made to the Town Clerk.

- Data Subjects have the right to request their personal data
- Recordings may be shared with the Police and other law enforcement agencies if requested with good cause
- Images may be released to the media to assist with the identification of victims, witnesses or perpetrators in relation to a criminal incident; the wishes of the victim must be given due consideration
- Data may be shared with third party contractors (subject to necessary data processing compliance) where the council is required to edit footage e.g. to remove data subjects from footage to be released for disclosure.

4.4 Any viewing of images or provision of recordings to a third party shall be authorised by the Town Clerk and recorded in a log detailing the specific reason data has been shared, the names of who data was released to and any relevant reference numbers e.g. crime incident number.

Complaints

5.1 Access to or use of the CCTV system or purposes outside this policy may be considered gross misconduct.

5.2 Any complaint concerning the use of the CCTV system will be investigated by the Town Clerk.

5.3 Any questions in relation to the council's use of CCTV and this policy can be directed to the Town Clerk at the Council via letter, telephone call to no 07767 267830 or via email to townclerk@llanfairtowncouncil.gov.uk

R A Robinson MBE FRICS FSLCC Town Clerk

Cyngor Tref Llanfair Caereinion

Llanfair Caereinion Town Council

APPENDIX L

LOCATIONS FOR NEW NOTICE BOARD



Wall at telephone box end



To side of war memorial



Just inside churchyard



Just inside lychgate



General view of churchyard wall



Broad Street

Note: Access to put notices on the board needs to be considered if public allowed to put them up.

If notices go to the Town Clerk and he puts them up then access not so important.

Cyngor Tref Llanfair Caereinion
Llanfair Caereinion Town Council