

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

## **MINUTES**

of a meeting of the Full Council held on  
Monday 23<sup>rd</sup> June 2025 at 7pm in the Youth Room of the Institute

### **Present were:**

Cllr Rob Astley Chair

Cllr Melvin Jones Vice Chair

Cllr Myfanwy Alexander

Cllr Hazel Davies

Cllr Ian Davies

Cllr Geraint Peate

Cllr Stephen Purser

Cllr Sam Webster

Cllr Paul Wixey

**In attendance:** Robert Robinson Town Clerk Two  
members of the public were in attendance.

### **Apologies received:**

Cllr Gareth Jones

Cllr Mark Owen

### **27. Welcome by the Chair**

The meeting received a welcome from the Chair.

### **28. Declarations of interest**

The following declarations of interest were recorded at this meeting:

|                     |                   |          |        |
|---------------------|-------------------|----------|--------|
| Minute no 34.3 (ii) | Cllr Melvin Jones | Planning | Minute |
| no 34.3 (iii)       | Cllr Melvin Jones | Planning |        |

### **29. Public Question Time and Participation**

See under minute no 34.3 (iii)

### **30. Minutes of the last meeting**

The meeting considered and approve the minutes of the last Full Council Meeting held on Monday 19<sup>th</sup> May 2025.

Proposed by Cllr Sam Webster and seconded by Cllr Myfanwy Alexander. The vote was unanimous.

### **31. Actions taken since last meeting**

The meeting received a report on actions from the last meeting:

### **32. Finance & Governance**

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### 32.1 Bank balances

To meeting noted the bank balances to 31<sup>st</sup> May 2025 as follows:

|                        |                    |
|------------------------|--------------------|
| Current account        | £34702.48          |
| Deposit account        | £62,622.17         |
| <b>Total cash</b>      | <b>£ 97,324.65</b> |
| VAT due                | £2,243.88          |
| <b>Total available</b> | <b>£99,568.53</b>  |

### 32.2 Management accounts

The meeting received the management accounts for the period to 31<sup>st</sup> May 2025 as per appendix A.

### 33.3 Orders for payment

The meeting **APPROVED** the orders for payment as per attached at appendix B. Proposed by Cllr Myfanwy Alexander and seconded by Cllr Hazel Davies. The vote was unanimous.

### 33.4 Annual return & Internal Audit Report

The meeting received the internal auditors report.

To considered and **APPROVED** the annual return for 2024-2025. The Chair and Responsible Financial Officer both signed. See appendix C.

Proposed by Cllr Myfanwy Alexander and seconded by Cllr Ian Davies. The vote was unanimous.

### 33.5 Audit 2023-2024

To note the completion of the Welsh Government audit and the audit report from Audit Wales.

### 33.6 Annual Report

The meeting **APPROVED** the annual report subject to minor alterations.

### 33.7 Elections

The meeting **DECLARED** the seat of Cllr Cadvan Evans vacant and to inform Powys County Council so that the election process can start. Once the notice has been posted either an election will be called or the co-option process will start.

## 34. Planning

To consider and approve the following two documents:

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### **34.1 Regeneration, Place Making and Planning Committee**

To consider an update from the Committee including workload of the Clerk. Various discussions took place and the meeting noted the minutes issued from this meeting.

Continued....

The meeting noted the increase in workload for the Town Clerk who wishes that it just be noted and that he will do what is needed as a volunteer. It was agreed that the salary allowance for staff be reviewed in each budget when it is set.

### **34.2 Planning decisions**

The meeting noted the planning decisions from Powys County Council.

### **34.3 Planning applications**

#### **i) 25/0786/LBC Brynglas Hall , Dolanog, Powys SY21 0HU**

Proposed development Initial structural, stabilisation and weatherproofing works to arrest building decline.

The council **SUPPORTS** this application.

Proposed by Cllr Myfanwy Alexander and seconded by Cllr Melvin Jones.

The vote was unanimous.

#### **ii) 25/0812/FULL Bronygarth Llanfair Caereinion Welshpool SY21**

**0HT** Formation of a new vehicular access and associated works

The council **SUPPORTS** this application.

Proposed by Cllr Myfanwy Alexander and seconded by Cllr Stephen Purser.

The vote was unanimous.

#### **iii) Ty Llwyd Llanfair Caereinion SY21 0HT**

A development of 3 holiday pods with ancillary works.

A member of the public was present at the meeting and was allowed to address the council on the application.

The points of concern by the resident (who lives at Bethlehem Chapel) were:

- i) Shared drive with the owner of Bethlehem Chapel.
- ii) Restricted access and poor visibility splay at entrance to the site.
- iii) Security and privacy.
- iv) Construction access.
- v) Car parking.
- vi) The relocation of the footpath.

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The councilor's considered all the points raised and it was **AGREED** to **OBJECT** to the proposal on the following grounds:

- a) More information required regarding access arrangements for both the site and for construction.
- b) Affect on Bethlehem Chapel (listed building), its privacy and security.

Continued...

- c) Access to the site from the road has poor visibility splay's.
- d) The cumulative effect on the adjoining property along with other uses on the site.

Proposed by Cllr Stephen Purser and seconded by Cllr Myfanwy Alexander.  
The vote was unanimous.

#### **iv) Planning consultation – Bute Energy - Llyn Lort Energy Park**

The Developments of National Significance (Procedure) (Wales) Order 2016 CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION NOTICE UNDER ARTICLE 9(2).

The meeting noted the notice informing that a planning application is about to be submitted.

#### **34.4 Changes to permitted development rights**

The meeting considered the Welsh Government consultation on altering the permitted development rights to include:

- air source heat pumps
- off-street parking electric vehicle charging units
- temporary camp sites
- development by statutory undertakers (electricity)
- emergency affordable housing and meanwhile uses
- definition of major development

And to the introduction of permitted development rights for:

- reverse vending machines

Some concern was expressed regarding the possible extension of permitted development, however if there were more local restrictions on each heading this might work. All members were asked to let the Town Clerk know of their comments before 1st July 2025.

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The link to the full paper is <https://www.gov.wales/changes-permitted-developmentrights>

### **35. Erw Ddwr (rubbish compound)**

To consider a proposal to replace the rubbish compound at Erw Ddwr with a commercial wheelie bin by the entrance to the site. Cost £300pa (bins comes as part of this) emptied by Powys County Council.

The meeting **APPROVED** the scheme with the wheelie bin being located behind the hedge on the concrete pad.

Proposed by Cllr Melvin Jones and seconded by Cllr Sam Webster. The vote was unanimous.

### **36. Deri Woods (Riverside Path)**

An update was given on progress with the works to re-open the lower path in Deri Woods.

### **37. Mount Field**

The meeting received update on remedial works to the fencing at the far end of the site. This work is expected to be completed within 14 days.

### **38. Public toilets**

The meeting considered the purchase of commercial toilet roll holders for the ladies and gents public toilets. (cost £226 plus £50 installation). Recently the toilet rolls put in the toilets are gone within half or a whole day. The installation of commercial large dispensing units could help with this.

The meeting **APPROVED** the proposed scheme.

Proposed by Cllr Sam Webster and seconded by Cllr Stephen Purser. The vote was unanimous.

### **39. Sustainable Powys - Street cleaning services**

The meeting received update on the possible taking over of street scene services from Powys County Council. The Town Clerk is meeting Powys County Council so that a full report on what is involved can be considered.

### **40. Procurement Policy**

The meeting considered and **APPROVED** the revised procurement policy and approved contractors list. There were some additions which have been added to the document.

### **41. Youth Club**

The Town Clerk confirmed that he has spoken to Matt Evans who in turn had spoken to the youth club membership. They would prefer no change to night. Some do onto cadets afterwards. The council noted the information.

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## 42. Other matters

The following was also noted by the council:

- i) The Carnival went well and thanks was offered to all involved.
- ii) A letter has been received from the WLLR from the new chair confirming availability at events etc.
- iii) Issue of Fish and Chip shop roof – report to Powys County Council regarding condition.

## 43. One Voice Wales & The North & Mid Wales Association of Local Councils

The meeting considered the cost of membership of the two organisations and it was **AGREED** to continue membership of both. (OVW £326 and NWA £60)

## 44. Date of the next meeting

To note the date of the next meeting which is to be Monday 21<sup>st</sup> July 2025 at 7pm in the Youth Room of the Institute.

## 45. Actions to be taken forward from the meeting

The following actions are to be take forward from the meeting.

| Ref | Activity                                                                                        | Status                       |
|-----|-------------------------------------------------------------------------------------------------|------------------------------|
| 1   | Issue draft minutes and post online after 7 days                                                | Town Clerk                   |
| 2   | Post approved documents online                                                                  | Town Clerk                   |
| 3   | Arrange for payments as per approved list.                                                      | Town Clerk                   |
| 4   | Complete new bank mandate                                                                       | Town Clerk                   |
| 5   | Notify PCC of vacant seat for election.                                                         | Town Clerk                   |
| 6   | Complete external audit pack including annual return.                                           | Town Clerk                   |
| 7   | Continue to take forward speed camera scheme                                                    | Town Clerk                   |
| 8   | Following the meeting on 10 <sup>th</sup> progress works to lower riverside path in Deri Woods. | Cllr Rob Astley              |
| 9   | Complete installation of cross on the lychgate.                                                 | Cllr Rob Astley              |
| 10  | Progress with PCC churchyard path resurfacing.                                                  | Town Clerk/Cllr Gareth Jones |

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## Llanfair Caereinion Town Council

|           |                                                                                                      |                  |
|-----------|------------------------------------------------------------------------------------------------------|------------------|
| <b>11</b> | Progress with initial approach to PCC regarding the car parks and an asset transfer.                 | Town Clerk       |
| <b>12</b> | Progress memorial garden scheme.                                                                     | Town Clerk       |
| <b>13</b> | Purchase and put in place new pot plants at Erw Ddwr                                                 | Town Clerk       |
| <b>14</b> | Tennis club to respond with views on wording of new signing.                                         | Cllr Sam Webster |
| <b>15</b> | Replace two posts at far end of Mount Field                                                          | Cllr Rob Astley. |
| <b>16</b> | Inform PCC of planning decisions.                                                                    | Town Clerk       |
| <b>17</b> | Arrange for new toilet roll holders to be installed.                                                 | Town Clerk       |
| <b>18</b> | Respond to consultation on permitted development rights when councilor's views passed to Town Clerk. | Town Clerk       |
| <b>19</b> | Inform PCC of the Fish and Chip Shop roof                                                            | Town Clerk       |

### APPENDIX A

| 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 |
|                                      |           |            |           |                                           |        |      |      |
| Precept                              | 53,900.00 | 17,968.00  | 17,968.00 | 17,968.00                                 | 0.00   | 0.00 | 0.00 |
| Burial Services                      | 4,000.00  | 1,000.00   | 1,155.00  | 865.00                                    | 290.00 | 0.00 | 0.00 |
| Street Scene                         | 5,000.00  | 0.00       | 0.00      | 0.00                                      | 0.00   | 0.00 | 0.00 |
| Recreational                         | 10.00     | 0.00       | 0.00      | 0.00                                      | 0.00   | 0.00 | 0.00 |
| Mount Field                          | 410.00    | 0.00       | 0.00      | 0.00                                      | 0.00   | 0.00 | 0.00 |
| Deri Woods                           | 2,000.00  | 2,000.00   | 2,000.00  | 2,000.00                                  | 0.00   | 0.00 | 0.00 |
| Administration                       | 400.00    | 0.00       | 0.00      | 0.00                                      | 0.00   | 0.00 | 0.00 |
| Publicity/Events                     | 750.00    | 0.00       | 0.00      | 0.00                                      | 0.00   | 0.00 | 0.00 |

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|                    |                  |                   |                  |                  |                  |             |             |
|--------------------|------------------|-------------------|------------------|------------------|------------------|-------------|-------------|
| Projects           | 5,000.00         | 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        |
| Community          | 3,250.00         | 0.00              | 0.00             | 0.00             | 0.00             | 0.00        | 0.00        |
| <b>Total</b>       | <b>74,720.00</b> | <b>20,968.00</b>  | <b>21,123.00</b> | <b>20,833.00</b> | <b>290.00</b>    | <b>0.00</b> | <b>0.00</b> |
|                    |                  |                   |                  |                  |                  |             |             |
| <b>EXPENDITURE</b> | <b>BUDGET</b>    | <b>Budget T/D</b> | <b>ACTUAL</b>    | <b>April</b>     | <b>May</b>       | <b>June</b> | <b>July</b> |
|                    |                  |                   |                  |                  |                  |             |             |
| Burial Services    | 7,975.00         | 1,425.00          | 1,221.54         | 388.22           | 833.32           | 0.00        | 0.00        |
| Street Scene       | 6,700.00         | 1,400.00          | 1,364.14         | 475.87           | 888.27           | 0.00        | 0.00        |
| Recreational       | 3,000.00         | 550.00            | 397.39           | 210.06           | 187.33           | 0.00        | 0.00        |
| Mount Field        | 6,625.00         | 1,104.17          | 596.00           | 298.00           | 298.00           | 0.00        | 0.00        |
| Deri Woods         | 6,425.00         | 5,800.00          | 5,823.24         | 5,618.54         | 204.70           | 0.00        | 0.00        |
| Administration     | 20,501.00        | 4,214.33          | 4,600.84         | 2,217.42         | 2,383.42         | 0.00        | 0.00        |
| Publicity/Events   | 7,400.00         | 2,398.67          | 2,232.01         | 188.00           | 2,044.01         | 0.00        | 0.00        |
| Projects           | 6,000.00         | 0.00              | 0.00             | 0.00             | 0.00             | 0.00        | 0.00        |
| Grants             | 3,350.00         | 0.00              | 0.00             | 0.00             | 0.00             | 0.00        | 0.00        |
| Community          | 4,720.00         | 601.67            | 547.43           | 325.33           | 222.10           | 0.00        | 0.00        |
| Section 137        | 18.00            | 0.00              | 0.00             | 0.00             | 0.00             | 0.00        | 0.00        |
| <b>Total</b>       | <b>72,714.00</b> | <b>17,493.83</b>  | <b>16,782.59</b> | <b>9,721.44</b>  | <b>7,061.15</b>  | <b>0.00</b> | <b>0.00</b> |
|                    |                  |                   |                  |                  |                  |             |             |
| <b>Balance</b>     | <b>2,006.00</b>  | <b>3,474.17</b>   | <b>4,340.41</b>  | <b>11,111.56</b> | <b>-6,771.15</b> | <b>0.00</b> | <b>0.00</b> |
|                    |                  |                   |                  |                  |                  |             |             |
| <b>VAT</b>         |                  |                   | 1,545.85         | 1,343.88         | 201.97           | 0.00        | 0.00        |
| <b>CHECK = 0</b>   |                  |                   |                  | 0.00             | 0.00             | 0.00        | 0.00        |

# Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

## BANKING RECONCILIATION

| BANKING CHECKS |             |           |                    |                  |
|----------------|-------------|-----------|--------------------|------------------|
| BANKING        | START       | CURRENT   | April<br>26,907.92 | May<br>41,675.60 |
|                |             | DEPOSIT   | 62,622.17          | 62,622.17        |
|                |             | TOTAL     | 104,297.77         |                  |
|                | END         | CURRENT   | 41,675.60          | 34,702.48        |
|                |             | DEPOSIT   | 62,622.17          | 62,622.17        |
|                |             | TOTAL     | 97,324.65          |                  |
|                | DIFFERENCE  |           | -14,767.68         | 6,973.12         |
|                | SUMMARY     |           |                    |                  |
|                | INCOME      | GENERAL   | 20,833.00          | 290.00           |
|                |             | DEBTORS   | 5,000.00           | 0.00             |
| VAT            |             | 0.00      | 0.00               |                  |
| TOTAL          |             | 290.00    |                    |                  |
| EXPENDITURE    | GENERAL     | 25,833.00 |                    |                  |
|                | Town Trail  | 9,721.44  | 7,061.15           |                  |
|                | Last yr chq | 0.00      | 0.00               |                  |
|                |             | 0.00      | 0.00               |                  |
|                | VAT         | 1,343.88  | 201.97             |                  |
|                | TOTAL       | 11,065.32 | 7,263.12           |                  |
| DIFFERENCE     |             | 14,767.68 | -6,973.12          |                  |
| CHECK = 0      |             | 0.00      | 0.00               |                  |
|                |             | OK        | OK                 |                  |

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

**ORDERS FOR PAYMENT APPROVED**

**APPENDIX B**

# Cyngor Tref Llanfair Caereinion

## Llanfair Caereinion Town Council

| ORDERS FOR PAYMENT - JUNE 2025 |        |                      |                    |                              |         |        |         |  |  |  |
|--------------------------------|--------|----------------------|--------------------|------------------------------|---------|--------|---------|--|--|--|
| Auth                           | Cheque | Paid to              | Deoartment         | Details                      | Net     | VAT    | Gross   |  |  |  |
| 1972LGA                        | 101852 | GLOVERSURE           | Publicity & Events | FOI registration             | 48.00   | 0.00   | 48.00   |  |  |  |
|                                | 101853 | CANCELLED            |                    |                              | 0.00    | 0.00   | 0.00    |  |  |  |
| 1972LGA                        | 101854 | GALLAGHERS INSURANCE | Administration     | Council insurances           | 1310.92 | 0.00   | 1310.92 |  |  |  |
| 1972LGA                        | 101855 | R ROBINSON           | Administration     | Office expenses              | 61.03   | 10.88  | 124.67  |  |  |  |
| 1972LGA                        |        |                      | Publicity & Events | Copies for Place Making Pl   | 26.80   |        |         |  |  |  |
| 1972LGA                        |        |                      | Street Scene       | Toilet supplies              | 16.80   |        |         |  |  |  |
| 1972LGA                        |        |                      | Recreation         | Repairs to playground Equip  | 9.16    |        |         |  |  |  |
| 1972LGA                        | 101856 | YSGOL BRO CAEREINION | Grants             | Grant for books              | 2054.00 | 0.00   | 2054.00 |  |  |  |
| 1972LGA                        | 101857 | GLOVERSURE           | Publicity & Events | Updates for website          | 117.00  | 0.00   | 117.00  |  |  |  |
| 1972LGA                        | 101858 | WPG                  | Publicity & Events | Chronicle                    | 242.00  | 0.00   | 242.00  |  |  |  |
|                                |        |                      |                    |                              |         |        |         |  |  |  |
| 1972LGA                        | SO     | R HOUGHTON           | Street Scene       | Cleaning                     | 250.00  | 0.00   | 250.00  |  |  |  |
| 1972LGA                        | DD     | BRITISH GAS          | Burials            | Chapel of Rest electric      | 90.22   | 0.00   | 90.22   |  |  |  |
| 1972LGA                        | SO     | BRIDGEN CONTR        | Mount Field        | Grass Cutting                | 298.00  |        |         |  |  |  |
| 1972LGA                        |        |                      | Burials            | Grass Cutting                | 298.00  |        |         |  |  |  |
| 1972LGA                        |        |                      | Recreation         | Grass Cutting                | 87.33   | 136.67 | 820.00  |  |  |  |
| 1972LGA                        | SO     | INSTITUTE            | Administration     | Office rent                  | 108.33  | 0.00   | 108.33  |  |  |  |
| 1972LGA                        | DD     | BRITISH GAS          | Street Scene       | Toilets electric             | 225.87  | 11.29  | 237.16  |  |  |  |
| 1972LGA                        | SO     | R ROBINSON           | Administration     | Clerk salary (incl back pay) | 1140.81 | 0.00   | 1140.81 |  |  |  |
| 1972LGA                        | SO     | M EVANS              | Community          | Youth club salaies           | 205.33  | 0.00   | 205.33  |  |  |  |
| 1972LGA                        | TRANS  | HSBC                 | Administration     | Bank charges                 | 20.00   | 0.00   | 20.00   |  |  |  |

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

## **APPENDIX C**

**LLANFAIR CAEREINION TOWN COUNCIL**

### **Accounting statement 2024-25 for:**

**Name of body:**

# Cyngor Tref Llanfair Caereinion

|  | Year ending             |                         | Notes and guidance                                                                                                                                         |
|--|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 31 March<br>2024<br>(£) | 31 March<br>2025<br>(£) | Please round all figures to nearest £.<br>Do not leave any boxes blank and report £0<br>All figures must agree to the underlying financ the relevant year. |

## Statement of income and expenditure/receipts and payments

|                                      |        |       |                                                                                                                                                                                                                |
|--------------------------------------|--------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Balances brought forward             | 100645 | 93058 | Total balances and reserves at the beginning of the recorded in the financial records. Must agree to line previous year.                                                                                       |
| (+) Income from local taxation/levy  | 46500  | 48825 | Total amount of income received/receivable in the taxation (precept) or levy/contribution from principa                                                                                                        |
| (+) Total other receipts             | 30070  | 14048 | Total income or receipts recorded in the cashbook included in line 2. Includes support, discretionary a grants.                                                                                                |
| (-) Staff costs                      | 11139  | 11802 | Total expenditure or payments made to and on beh employees. Include salaries and wages, taxable all PAYE and NI (employees and employers), pension and termination costs. Exclude reimbursement of o expenses. |
| (-) Loan interest/capital repayments | 0      | 0     | Total expenditure or payments of capital and intere the year on external borrowing (if any).                                                                                                                   |
| (-) Total other payments             | 73318  | 48699 | Total expenditure or payments as recorded in the staff costs (line 4) and loan interest/capita repayme                                                                                                         |
| (=) Balances carried forward         | 93058  | 95430 | Total balances and reserves at the end of the year. (1+2+3) – (4+5+6).                                                                                                                                         |

## Statement of balances0

|                                  |       |       |                                                                                                                                                                               |
|----------------------------------|-------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (+) Debtors                      | 6535  | 5900  | <b>Income and expenditure accounts only:</b> Enter th debts owed to the body at the year-end.                                                                                 |
| (+) Total cash and investments   | 87121 | 89530 | <b>All accounts:</b> The sum of all current and deposit b cash holdings and investments held at 31 March. T agree with the reconciled cashbook balance as per reconciliation. |
| 10. (-) Creditors                | 598   |       | <b>Income and expenditure accounts only:</b> Ente th monies owed by the body (except borrowing) a the                                                                         |
| 11. (=) Balances carried forward | 93058 | 95430 | <b>Total balances should equal line 7 above:</b> Ente (8+9-10).                                                                                                               |

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# **Cyngor Tref Llanfair Caereinion**

## **Llanfair Caereinion Town Council**

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# Cyngor Tref Llanfair Caereinion

## Llanfair Caereinion Town Council

### Cyngor Tref Llanfair Caereinion

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Agreed? |                 | ‘YES’ means that the Council:                                                                                                                                                                                                                                                               | Toolkit    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes     | No <sup>a</sup> |                                                                                                                                                                                                                                                                                             |            |
| In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.                                                                                                                                                                                                                                                                                                               | X       |                 | Has consulted with the community and <del>focused</del> its activities to meet the community's needs                                                                                                                                                                                        | A, C       |
| We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all <del>councillors</del> understand their role and responsibilities.                                                                                                                                                                                                                                                                                | X       |                 | Ensures that <del>councillors</del> understand and are equipped to deliver their roles and responsibilities.                                                                                                                                                                                | B          |
| We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].                                                                                                                                                                                                                                                                                                                               | X       |                 | Is transparent about its activities and provides the public with all information required by law                                                                                                                                                                                            | A, C, D, E |
| We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.                                                                                                                                                                                                                                                                        | X       |                 | Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so                                                                                                                                                           |            |
| We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.                                                                                                                                                                                                                                                                                              | X       |                 | Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.                                                                                                                                                               | B, E       |
| We have put in place arrangements for: <ul style="list-style-type: none"> <li>Effective financial management including the setting and monitoring of the Council's budget</li> <li>Maintenance and security of accurate and up to date accounting and other financial records</li> <li>Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>                                                          | X       |                 | Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year                                                                                                                                                               | D          |
| We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>measures designed to prevent and detect fraud and corruption including clearly documented procedures for <del>authorising</del> and making payments</li> <li>assessment and management of risks facing the Council</li> <li>an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul> | X       |                 | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body. | D, E       |
| We have taken appropriate action on all matters raised in previous reports from internal and external audit.                                                                                                                                                                                                                                                                                                                                                                        | X       |                 | Considered and taken appropriate action to address weaknesses <del>/issues</del> brought to its attention by internal and external auditors.                                                                                                                                                | D, E       |
| We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.                                                                                                                                                                                                                                                                              | X       |                 | Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.                                                                                                                                            | E          |
| 10. General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021                                                                                                                                                                                                                                                                                                                      | X       |                 | Meets the eligibility criteria to exercise the general Power of Competence                                                                                                                                                                                                                  | E          |

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# Cyngor Tref Llanfair Caereinion

## Llanfair Caereinion Town Council

### Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

**The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement**

#### 1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £50.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

### Trust Funds

| Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-----------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                               | X   |    |     |                                                                                                     |

### Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

|                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Certification by the RFO</b><br>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025. | <b>Approval by the Council</b><br>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: |
| <b>RFO signature: Robert Robinson</b>                                                                                                                                                                                                                                                              | <b>Minute ref:</b>                                                                                                                                                |
| <b>Name: ROBERT ANDREW ROBINSON</b>                                                                                                                                                                                                                                                                | <b>Chair signature: Cllr Rob Astley</b>                                                                                                                           |
| <b>Date: 23<sup>rd</sup> June 2025</b>                                                                                                                                                                                                                                                             | <b>Name: Cllr ROBERT ASTLEY</b>                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                    | <b>Date: 23<sup>rd</sup> June 2025</b>                                                                                                                            |

### Annual internal audit report to:

# Cyngor Tref Llanfair Caereinion

## Llanfair Caereinion Town Council

**Name of body:** LLANFAIR CAEREINION TOWN COUNCIL

The Council's internal audit, acting independently and on the basis of an assessment of risk,

has included carrying out a selective assessment of compliance with relevant procedures and controls

expected to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised

in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

|                                                                                                                                                                                         | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|-----|---------------|--------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                         | Yes     | No* | N/A | Not covered** |                                                                                                                                |
| 1. Appropriate books of account have been properly kept throughout the year.                                                                                                            | X       |     |     |               |                                                                                                                                |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.                                          | X       |     |     |               |                                                                                                                                |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                       | X       |     |     |               |                                                                                                                                |
| 4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | X       |     |     |               |                                                                                                                                |
| 5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.                                         | X       |     |     |               |                                                                                                                                |
| 6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.                                                               | X       |     |     |               |                                                                                                                                |

## Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

|                                                                                                                                                                   |   |  |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|--|--|
| 7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied. | X |  |  |  |  |
| 8. Asset and investment registers were complete, accurate, and properly maintained.                                                                               | X |  |  |  |  |

# Cyngor Tref Llanfair Caereinion

## Llanfair Caereinion Town Council

|                                                                                                                                                                                                                                                                                                                    | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|-----|---------------|--------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                    | Yes     | No* | N/A | Not covered** |                                                                                                                                |
| 9. Periodic and year-end bank account reconciliations were properly carried out.                                                                                                                                                                                                                                   | X       |     |     |               |                                                                                                                                |
| 10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. | X       |     |     |               |                                                                                                                                |
| 11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.                                                                                                                                                                                                              | X       |     |     |               |                                                                                                                                |

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

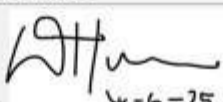
|     | Agreed? |     |     |               | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|-----|---------|-----|-----|---------------|--------------------------------------------------------------------------------------------------------------------------------|
|     | Yes     | No* | N/A | Not covered** |                                                                                                                                |
| 12. |         |     |     |               |                                                                                                                                |
| 13. |         |     |     |               |                                                                                                                                |
| 14. |         |     |     |               |                                                                                                                                |

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

|                                                                |                                                                                               |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Name of person who carried out the internal audit: David Hawes |                                                                                               |
| Signature of person who carried out the internal audit:        | <br>4-6-25 |
| Date: 04/06/2025                                               |                                                                                               |

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

Llanfair Caereinion Town Council  
C/O Robert A. Robinson  
Crown House  
High Street  
Llanfair Caereinion  
SY21 0QY

30<sup>th</sup> May 2025

To the Councillors of Llanfair Caereinion Town Council,

## **Internal Audit Report 2025**

I have completed the internal audit for the year ended 31 March 2025.

My role as internal auditor is to assist the Council in fulfilling its responsibility to have and maintain proper internal control arrangements. That includes for the prevention and detection of fraud and errors, ensuring proper use of funds and reducing mistakes.

I can confirm that I am independent of Llanfair Caereinion Town Council, having no personal or financial interest in the Council, and having no involvement in the financial decision making, management or control of the Council. I have no personal or financial connection to the Clerk, Robert Robinson.

To complete the internal audit I have reviewed the Council's financial regulations, policies, board minutes, accounts, asset register, bank statements and agreed transactions to supporting documents.

Generally speaking, I have found the record keeping to be organised, the transaction recording to be accurate, and the supporting documentation to be appropriate. The transactions appeared reasonable for the needs and objectives of the Council. As such, I recommend that the current processes continue.

I wish to express my thanks to Robert for providing referenced information in a clear and understandable format ahead of the review and for responding quickly to my queries with everything requested.

I am happy to complete the review again for the 2025-26 financial year and provided there are no material changes to the nature and number of transactions, my fee proposal for that review is £549.

Yours sincerely,



**David Hawes** ACA BSc LCGI

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