

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

MINUTES

of the ANNUAL MEETING of the Full Council held on
Monday 19th May 2025 at 7pm in the Youth Room of the Institute

Present were:

Cllr Rob Astley Chair
Cllr Myfanwy Alexander
Cllr Ian Davies
Cllr Geraint Peate
Cllr Sam Webster

Cllr Melvin Jones Vice Chair
Cllr Hazel Davies
Cllr Gareth Jones
Cllr Mark Owen
Cllr Paul Wixey

In attendance: Robert Robinson

Apologies for absence received:

Cllr Stephen Purser

1. Welcome by the Chair

The meeting received a welcome from the outgoing Chair.

2. Election for Chair of the Council

Cllr Rob Astley was elected chair for the ensuing year.
Cllr Rob Astley read out and signed the acceptance of office.

3. Election for Vice Chair of the Council

Cllr Melvin Jones was elected vice chair for the ensuing year.

4. Declarations of interest

There were the following declarations of interest recorded at the meeting:

Agenda item 20.4 Grant application (Ysgol Bro Caereinion)
Cllrs Myfanwy Alexander, Cllr Gareth Jones & Cllr Melvin Jones

5. Public Question Time and Participation

There were no members of the public present at the meeting.

6. Minutes of the last meeting

The meeting considered and **APPROVED** the minutes of the last Full Council Meeting held on Monday 28th April 2025.

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

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7. Attendance Record

The meeting received the attendance record of Councillors at Full Council Meetings during the past year (to 30th April 2025) as set out at appendix A to these minutes.

8. Meetings for the year

The meeting **AGREED** the meeting schedule for the year as set out at appendix B to these minutes. Future meetings are to take place on the last but one Monday of the month. Proposed by Cllr Mark Owen and seconded by Cllr Melvin Jones. The vote was unanimous.

9. Appointments to areas of interest

The meeting appointed a Councillor or Councillor's to liaise with the Town Clerk regarding each area of interest and council services as set out at appendix C to these minutes. Proposed by Cllr Gareth Jones and seconded by Cllr Myfanwy Alexander. The vote was unanimous.

10. Elections to outside bodies and other appointments

The meeting elected Councillors or the Town Clerk to represent the Council on outside and associated bodies as per the schedule at appendix D of these minutes.

Proposed by Cllr Paul Wixey and seconded by Cllr Myfanwy Alexander. The vote was unanimous.

11. Consultations

The meeting confirmed the general consultation methods for council business as follows:

Council Web Site	Council Facebook Page
Youth Council	Business Forum
Council Newsletter	Surveys
Public meetings	Council Office (Fridays 2pm to 5pm)
Llanfair Partnership (added to list)	
Through Councillors or the Clerk meeting residents	

12. Councillor allowances

The meeting noted payments made to councillors for the period to 31st March 2025.

The meeting **AGREED** council policy for allowances in the year to 31st March 2026 as set out at appendix E to these minutes.

Proposed by Cllr Mark Owen and seconded by Cllr Paul Wixey. The vote was unanimous.

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13 . Financial

13.1 Appointment of auditor for the 2024/2025 accounts

The meeting **APPROVED** the Auditor for the year ending 31st March 2026 as David Hawe. Proposed by Cllr Ian Davies and seconded by Cllr Sam Webster. The vote was unanimous.

13.2 Bank Mandate

The meeting **AGREED** signatories to the Council bank accounts.

Those able to sign council documents and cheques are to be Cllrs Ian Davies, Rob Astley, Cllr Melvin Jones and Gareth Jones.

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

14. Annual fees review

The meeting considered a review of Council fees for the next renewal. The members **AGREED** new fee arrangements as set out at appendix F to these minutes.

Proposed by Cllr Mark Owen and seconded by Cllr Melvin Jones. The vote was unanimous.

15. Annual Report

15.1 Annual Report 2024-2025

The annual report for the period to 31st March 2025 had been circulated. Members are asked to let the Town Clerk know of any suggested alterations so that it can be approved on the 23rd June 2025.

15.2 Review of programme of activity for 2024-2025

The members received a report on the activity programme for the year 2024-2025 with the status of each activity. Those not completed in full will be held over to the following year.

Proposed works 2024-2025	Status
Places Plan for Llanfair to be completed ready for implementation	Completed.
Complete and start street cleaning project	Awaiting PCC sustainability plan to be unveiled.
Replacement of top rail on Mount Field side of Mount Field and repair netting and posts at far end of field along with post replacement far end of Mount Field	Some works completed. More to be done.
New signage at Mount Field	Awaiting bylaws approval to allow changes.
Repair to car park surface at Deri Woods and Mount Field	Materials awaited to improve surfaces.

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

Key to 2024-2025 list of activity:

Green – activity completed
Blue – activity still ongoing
Red – not yet commenced

16.3 Programme of activity for 2025-2026

The meeting considered and **APPROVED** the activity programme for 2024-2025 as follows:

Proposed works 2025-2026
Place Making Plan for Llanfair to be taken forward (grant aid funded)
Work with PCC on the sustainability plan as required.
Seek asset transfer of car park Watergate Street and car park by the Medical Centre from Powys County Council.
Finalise council consideration of an asset transfer of the Banwy Industrial Estate Road.
Land registration of the Deri Woods property.
Start street cleaning project
Replacement of top rail on Mount Field side of Mount Field and repair netting.
Replace damaged posts at far end of Mount Field

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New signage at Mount Field following approval by bylaws to be completed
Repairs to car park surface at Deri Woods and Mount Field
Works of repair at Deri Woods and Goat Field to paths, steps and railings to continue
Replace cross on top of Lychgate
Liaise with WLLR to improve access for visitors to the town
Works plan for Erw Ddwr including minor tree works, new rubbish compound and bin. Approx cost £2,000.
Progress to seek grant aid to support projects.
Take forward with grant aid a digital notice board for the town
Complete Book start Day for reception class at Llanfair. Cost £200.
Complete installation of VDU Hybrid equipment in association with the Institute.
Continue with progress proposals to take lorries out of the town.
Complete a campaign seeking residents to have a small wildlife garden within their homes.
Installation of further bird boxes on council open spaces.
Provide an area for the youth to 'hang out'
Deliver the Christmas Lights for 2025
Work with the RBL to deliver a VE Day Event
Complete the memorial garden project in St Mary's Churchyard
Refurbish the 'St Mary's Well' sign

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

17. Training Plan

The members **APPROVED** the annual training plan for 2025-2026.

18. Planning

To considered and the **APPROVED** the following plans:

Place Making Plan (copy online and issued separately)

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

- i) Morgans Yard and area around the Medical Centre and other town council owned property.
- ii) Entrance to the town from the trunk road.
- iii) Area by the Institute leading into the path through St Mary's churchyard.
- iv) The entrance to Goat Field.

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Continued

- v) Mount Field including a multi-use sports facility.
- vi) BMX bike track.
- vii) Market Square improvements.

Policy and Planning Document (copy online and issued separately)

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

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

19. Annual review of council plans

The meeting received an update on the various plans adopted and how the action plans within them are progressing.

20. Financial

20.1 Bank balances

The meeting noted the bank balances to 30th April 2025 as follows:

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

20.2 Management accounts

The meeting received the management accounts for the period to 30th April 2025 as set out at appendix G to these minutes.

20.3 Orders for payment

The meeting **APPROVED** the orders for payment as set out at appendix H to these minutes. Proposed by Cllr Myfanwy Alexander and seconded by Cllr Ian Davies. The vote was unanimous.

20.4 Grant application (Ysgol Bro Caereinion)

The meeting received more information on the grant application received last meeting. There was a full discussion with the following **APPROVED**:

A grant to be made towards the purchase of books for the children.

Proposed by Mark Own and seconded by Paul Wixey.

The vote was 4 votes for the proposal and 3 votes against. 3 abstentions.

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There was a proposal for giving a full grant of £4,108.26p.

There was then an amendment for giving half the amount at £2,054.13p.

The amount of grant **APPROVED** aid to be £2,054.13p,

Proposed by Cllr Sam Webster and seconded by Cllr Hazel Davies.

The vote was 4 for the proposal and 3 against. 3 Abstentions.

The first proposal was not voted on as the amendment was approved.

Declarations or of interest were recorded from Cllr Myfanwy Alexander, Cllr Gareth Jones and Cllr Melvin Jone.

21. Youth Club

The meeting considered an update on the activities of the Youth Club. All was going well. As the Cadets also meet on a Monday evening the Town Clerk is to speak to Mat Evans and the youth members about the possibility of an alternative meeting night.

The meeting also **AGREED** to provide funding for a minibus for a summer trip in the sum of £150. Proposed by Cllr Melvin Jones and seconded by Cllr Ian Davies. The vote was unanimous.

22. Tennis Club

The meeting considered an update on the tennis courts.

The sign has been moved to the main gate. The tennis club was asked for wording for a new sign but nothing has been received to date.

A further sign is to be prepared by the Town Clerk in consultation with the tennis club and put up by the main entrance.

23. County Councillor report

The meeting received a report from the county councillor regarding Powys County Council activity.

Cllr Gareth Jones has been allocated for his area £5,000 to spend on specific projects related to poverty. Any ideas should be ready for the next meeting.

24. Town Clerk's report and correspondence

The Town Clerk raised the following general matters for this meeting.

a) Erw Ddwr

The meeting **APPROVED** £500 to pay for new planting barrels along with plants and compost.

b) Mount Field and Hockey Club

The meeting asked that this meeting be added to the next meeting agenda.

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c) **Deri Woods grant**

The meeting noted that the Town Clerk is working with Nick Burton on an application for a grant to cover drainage and path works.

d) **Deri Woods riverside path**

Cllr Rob Astley reported that Hugh is looking at the works to repair the riverside path damaged by storm Darragh.

25. Date of the next meeting

To note the date of the next meeting which is to be Monday 23rd June 2025 at 7pm in the Youth Room of the Institute.

26. Actions to be taken forward from the meeting

The following actions are to be taken forward from the meeting:

No	Activity	By
1	Circulate and publish minutes in accordance with policy.	Town Clerk
2	Re-arrange meeting schedule for ensuing year.	Town Clerk
3	Inform outside bodies of appointments.	Town Clerk
4	Change bank mandate.	Town Clerk
5	Implement annual fees review.	Town Clerk
6	Include approval of annual report on next meeting agenda.	Town Clerk
7	Publish training plan.	Town Clerk
8	Inform all parties of approval of place making plan.	Town Clerk
9	Set up first place making plan meeting.	Town Clerk
10	Make payments approved by the council.	Town Clerk
11	Inform school of grant decision and make payment.	Town Clerk
12	Arrange a new sign for the tennis courts.	Town Clerk
13	Progress with Erw Ddwr entrance scheme.	Town Clerk
14	Progress Deri Woods grant application.	Town Clerk
15	Complete installation of cross on the lychgate.	Cllr R Astley
17	Prepare town booklet in consultation with WLLR.	Town Clerk with Cllr S Webster

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APPENDIX A

COUNCIL ATTENDANCE RECORD 2024-2025

Attendance record of Councillors at Full Council Meetings during the past year (to 28th April 2025) as follows:

			Possible	Actual	%
Cllr	Alexander	Myfanwy	4	0	0
Cllr	Astley	Rob	11	11	100
Cllr	Davies	Hazel	11	9	82
Cllr	Davies	Ian	11	8	73
Cllr	Evans	Cadvan	10	7	70
Cllr	Jones	Gareth	11	10	91
Cllr	Jones	Melvin	11	10	91
Cllr	Owen	Mark	11	8	73
Cllr	Peate	Geraint	11	11	100
Cllr	Purser	Stephen	11	10	91
Cllr	Webster	Sam	11	10	91
Cllr	Wixey	Paul	6	6	100
		TOTALS	119	100	84%

NOTES

The overall attendance at Full Council meetings is 79% in 2023-2024

The overall attendance at Full Council meetings is 84% in 2024-2025

Cllr Cadvan Evans resigned from the Council from April 2025.

Cllr Paul Wixey was elected to the Council from November 2024.

Cllr Myfanwy Alexander was elected to the Council from January 2025.

Cllr Gareth Jones is also a County Councillor.

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APPENDIX B

MEETINGS SCHEDULE FOR 2025-2026

MONTH	FULL COUNCIL	TRUST ANNUAL MEETING
JUNE	23rd	
JULY	21st	
AUGUST	No meeting	
SEPTEMBER	22nd	15th
OCTOBER	20th	
NOVEMBER	17th	
DECEMBER	15th	
JANUARY	19th	
FEBRUARY	16th	
MARCH	23rd	
APRIL	20th	
MAY	18th	

All meetings are held in the Youth Room of the Institute at 7pm

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APPENDIX C

Appointments to areas of interest

Ref	Area of Interest	Current 2023-2024
1	Deri Woods/Goat Field	Cllr R Astley, Cllr M Jones Cllr S Webster
2	Mount Field	Cllr R Astley Cllr P Wixey
3	Chapel of Rest/Erw Ddwr/Burial records	Cllr H Davies Cllr G Peate Cllr P Wixey
4	Toilets & street scene and street furniture	Cllr H Davies
5	Playgrounds/Tennis Courts/Bowling Club	Cllr R Astley Cllr M Jones
6	St Marys Churchyard, clock, lights and War Memorial	Cllr H Davies Cllr S Webster Cllr R Astley
7	Administration including financial	Cllr S Purser
8	Planning & Development	Cllr S Purser
9	Regeneration meetings with Powys County Council	Cllr M Alexander Cllr G Jones Cllr M Jones Cllr S Purser Cllr S Webster Cllr P Wixey
10	Christmas Lights	Cllr R Astley Cllr G Jones Town Clerk
11	Newsletter	Cllr M Alexander Town Clerk
12	Youth Council/Youth liaison	Cllr M Jones
13	Documents and Health & Safety	Town Clerk & Full Council
14	Powys County Council matters	Cllr G Jones
15	Welsh Language	Cllr M Alexander
16	Outlying areas	Full Council
17	Local business and tourism	Full Council
18	Llanfair Partnership	All

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APPENDIX D

Appointments to outside bodies

Elections to outside bodies and other appointments

Meeting	Current 2023-2024
Library Committee	Cllr S Purser
MWT Friends of Deri Woods	Cllr R Astley Cllr S Webster Cllr M Jones Cllr G Jones
Youth Council	Cllr M Jones
PCC Community Council Forum	Town Clerk
Llanfair Institute Committee	Cllr H Davies Cllr P Wixey
School Governor	Cllr M Alexander
One Voice Wales Local Teams Meetings	Town Clerk
North & Mid Wales Association of Local Councils including Cambrian Rail Committee	Town Clerk
Local Police Liaison Committee	Cllr S Webster

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APPENDIX E

Independent Review Panel for Wales

The meeting approved the policy of the council with regard to councillor allowances in the period 2025/2026.

To pay any statutory payments as per the IRPW to all councillors unless they write to the Clerk waving such payment. The current payment is made up of two parts totalling £208pa.

To pay no amounts which are optional within the IRPW annual report for the period 2025/2026.

APPENDIX F

Annual fees and charges review

Annual fees review:

Area	Heading	2024/2025
Mount Field	Football Club Lease rent (clubhouse)	£10
	Football Club licence fee (structures)	£10
	Football Club licence fee (pitch use)	£180
	Grazing License fee	£100pa
Bowling Green	Lease ground rent	£10pa
Burial Fees	Single grave	£625
	Second grave	£450
	Cremated remains burial	£250
	Headstones	£150
	Non-residents use of grounds (definitions in June 2024 minutes)	Double fees
Chapel of Rest	For up to 3 days	£40
	Each day after 3 days	£15

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APPENDIX G1

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
Precept	53,900.00	17,968.00	17,968.00	17,968.00	0.00	0.00	0.00
Burial Services	4,000.00	333.33	865.00	865.00	0.00	0.00	0.00
Street Scene	5,000.00	416.67	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	0.00	0.00	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
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
Total	72,720.00	18,718.00	20,833.00	20,833.00	0.00	0.00	0.00
EXPENDITURE	BUDGET	Budget T/D	ACTUAL	April	May	June	July
Burial Services	7,975.00	568.75	388.22	388.22	0.00	0.00	0.00
Street Scene	6,700.00	558.33	475.87	475.87	0.00	0.00	0.00
Recreational	3,000.00	250.00	210.06	210.06	0.00	0.00	0.00
Mount Field	6,625.00	552.08	298.00	298.00	0.00	0.00	0.00
Deri Woods	6,425.00	5,620.00	5,618.54	5,618.54	0.00	0.00	0.00
Administration	20,501.00	2,122.33	2,217.42	2,217.42	0.00	0.00	0.00
Publicity/Events	7,400.00	250.00	188.00	188.00	0.00	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	393.33	325.33	325.33	0.00	0.00	0.00
Section 137	18.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	72,714.00	10,314.83	9,721.44	9,721.44	0.00	0.00	0.00
Balance	6.00	8,403.17	11,111.56	11,111.56	0.00	0.00	0.00
VAT			1,343.88	1,343.88	0.00	0.00	0.00
CHECK = 0				0.00	0.00	0.00	0.00

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APPENDIX G2

BANK RECONCILLATION

BANKING CHECKS			
BANKING	START		April
		CURRENT	26,907.92
		DEPOSIT	62,622.17
		TOTAL	89,530.09
	END	CURRENT	41,675.60
		DEPOSIT	62,622.17
		TOTAL	104,297.77
		DIFFERENCE	-14,767.68
	SUMMARY	INCOME	GENERAL 20,833.00
			DEBTORS 5,000.00
			VAT 0.00
			TOTAL 25,833.00
		EXPENDITURE	GENERAL 9,721.44
			Town Trail 0.00
			Last yr chq 0.00
			VAT 1,343.88
			TOTAL 11,065.32
			DIFFERENCE 14,767.68
			CHECK = 0 0.00
			OK

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APPENDIX H

Orders for payment

AUTH	CHEQUE	PAYMENT TO	DEPT	PAYMENT FOR	NET	VAT	GROSS
LGA1972	101828	R ROBINSON			427.15	39.12	466.27
	101829	CANCELLED			0.00	0.00	0.00
LGA1972	101830	GLOVERSURE	Publicity & Events	Web site & Emails	43.00	8.60	51.60
LGA1972	101831	GLOVERSURE	Publicity & Events	Web site & Emails	145.00	29.00	174.00
LGA1972	101832	THE INSTITUTE	Community	Hall rental	150.00	0.00	180.00
			Administration	Hall rental	30.00		
LGA1972	101833	OVW			40.00	0.00	40.00
	101834	CANCELLED			0.00	0.00	0.00
LGA1972	101835	Bridgen contr	Deri Woods	Tree works	2750.00	550.00	3300.00
LGA1972	101836	Bridgen contr	Deri Woods	Tree works	2750.00	550.00	3300.00
LGA1972	101837	Griffiths	Recreation	Tennis Courts - equipment hire	96.00	19.20	115.20
LGA1972	101838	HRMC	Administration	HRMC	566.40	0.00	566.40
LGA1972	101839	ROB ISAAC			230.00	0.00	230.00
LGA1972	101840	FUN FOR ALL	Publicity & Events	Carnival grant aid	1750.00	0.00	1750.00
LGA1972	101841	POWYS CC	Publicity & Events	Lottery license	20.00	0.00	20.00
LGA1972	101842	SAFETY FIRST AID	Administration	Safety equipment Deri Woods	91.76	22.94	114.70
LGA1972	101843	THE INSTITUTE	Community	Hall rental	120.00	0.00	120.00
LGA1972	101844	POWYS CC	Burials	Chapel of Rest Rates	450.00	0.00	450.00
LGA1972	101845	GLOVERSURE	Publicity & Events	Web site & Emails last payment	234.01	46.80	280.81
LGA1972	SO	R HOUGHTON	Street Scene	Toilet cleaning	250.00	0.00	250.00
█ #REF!	SO	BRIDGEN CONTR	Mount Field	Grass cutting	298.00	136.67	820.00
			Burials	Grass cutting	87.33		
			Recreation	Grass cutting	29.00		
█ #REF!	SO	INSTITUTE	Administration	Office rental	108.33	0.00	108.33
█ #REF!	SO	R ROBINSON	Administration	Clerks salary	568.53	0.00	568.33
█ #REF!	SO	M EVANS	Community	Youth Leader salary	205.33	0.00	205.33
	101846	CANCELLED			0.00	0.00	0.00
LGA1972	101847	SEVERN TRENT	Street Scene	Toilet water account	436.64	0.00	436.64
LGA1972	108848	CANCELLED			0.00	0.00	0.00
LGA1972	108849	M EVANS	Community	Youth Leader salary	16.77	0.00	16.77
LGA1972	TRANS	MOUNT FIELD GRANT	Trust accounting	Trust income/payments	10401.17	0.00	10401.17
LGA1972	TRANS	DERI WOODS GRANT	Trust accounting	Turst income/payments	2678.12	0.00	2678.12
LGA1972	101850	PAYMENT IRPW	Administration	Statutory payment	312.00	0.00	312.00

Last entry £312.00 cancelled.