

CYNGOR TREF  
Y DRENEWYDD A  
LLANLLWCHAEARN



NEWTOWN AND  
LLANLLWCHAIARN  
TOWN COUNCIL

**MINUTES OF THE MEETING OF TOWN COUNCIL**

**on Monday 23<sup>rd</sup> April 2018, 6.30 p.m.**

in the Council Chamber, Town Council Offices, The Cross, Newtown.

Minute	Agenda Item	Action
2017-18/196	1	<p><b><u>ATTENDANCE:</u></b> To record attendance and apologies for absence.</p> <p><u>Present:</u> Cllr S Newham (Mayor), Cllr J Barker, Cllr M Childs, Cllr R Edwards, Cllr S. Hill (Deputy Mayor), Cllr V Howard, Cllr J Jones, Cllr M Jones, Cllr R Norris, Cllr R Tappin, Cllr R Taylor, Cllr R White, Cllr R Williams.</p> <p><u>Apologies for absence approved by Council:</u> None.</p> <p><u>Other apologies for absence received:</u> Cllr V Ruff-Cock, Cllr D Selby, CYR E Williams (Community Youth Representative).</p> <p><u>Other Members not present:</u> Cllr D Williams.</p> <p><u>In attendance:</u> E J Humphreys (Town Clerk), V Williams (Acting Council Support Officer).</p> <p>The Mayor welcomed Ms E Southern.</p>
197	2	<p><b><u>DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATIONS:</u></b> To receive declarations of interest from Members in accordance with Part III of the Local Government Act 2000, which established the Local Government Code of Conduct for Members (papers 2a-b).</p> <p>None.</p>
198	3	<p><b><u>PUBLIC PARTICIPATION:</u></b> To receive members of the public who wish to address the Council, in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the office of the Town Clerk no later than 15 minutes prior to the start of the meeting.</p> <p>None.</p>
199	4	<p><b><u>MAYORS' REPORTS AND ANNOUNCEMENTS:</u></b></p> <p>To receive details of engagements and announcements from the Mayor.</p>

		<p>The Mayor reported on her recent engagements which included:</p> <ul style="list-style-type: none"> <li>• Attended the One Voice Wales Innovative Practice Awards when NLTC received a highly commended for the Heritage Award and a commended for the Community Engagement Award</li> <li>• New Councillors' Induction Session with Cllr R Tappin and CYR E Williams</li> <li>• Celebration of life of Esta Beilby</li> <li>• NLTC's Facebook Live broadcast on the 3<sup>rd</sup> Wednesday of each month</li> <li>• Attended a public meeting of the Friends of Newtown Food Festival with volunteers and councillors</li> <li>• Newtown Silver Band concert and annual awards ceremony at All Saints Church.</li> </ul>	
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Cllr R White joined the meeting at this point.

		<p>The Mayor's upcoming engagements include:</p> <ul style="list-style-type: none"> <li>• 27<sup>th</sup> April – Welcoming visitors from twin town Les Herbiers</li> <li>• 28<sup>th</sup> April – Meeting regarding Chrono Les Herbiers event</li> <li>• 28<sup>th</sup> April – Informal Music Concert with musicians from Les Herbiers and Newtown at Elephant and Castle Hotel</li> <li>• 29<sup>th</sup> April – Introductory Speech at La Fête de Musique's grand concert at Newtown High School</li> <li>• 1<sup>st</sup> May – Annual opening of the Textile Museum – 12 noon</li> <li>• 12<sup>th</sup> May – Robert Owen's birthday - 11am, walk/dance to Robert Owen statue and back to the Chamber for refreshments.</li> </ul>	
<b>200</b>	<b>5</b>	<p><b>MINUTES OF MEETINGS:</b> To approve and sign as a correct record, the minutes of the meeting of Full Council 26<sup>th</sup> March 2018 (paper 5).</p> <p><i>RESOLVED:</i> 'Minutes of the meeting of Full Council 26<sup>th</sup> March 2018 are approved.'</p>	
<b>201</b>	<b>6</b>	<p><b>MATTERS ARISING FROM MINUTES FOR INFORMATION:</b> To report for information purposes only matters arising from the minutes of the meeting of Full Council 26<sup>th</sup> March 2018.</p> <p><b>201.1</b> <u>(185.1) Financial Year 2017-18:</u> Items for Payment March are included in this meeting's papers.</p> <p><b>201.2</b> <u>(185.1) IRPW Allowances and Expenses 2018-19:</u> Marked as next agenda item but it is now to be discussed at the May Annual Meeting.</p> <p><b>201.3</b> <u>(189.2) Governance &amp; Accountability:</u> The Clerk reported that the resolution will take effect from the end of April and Terms of Reference for the new Committee presented at the May Annual Meeting.</p>	<p>May Agenda Item</p> <p>May Agenda Item</p>
<b>202</b>	<b>7</b>	<p><b>ELECTORAL MATTERS:</b> To receive expressions of interest and to co-opt to the remaining position for community youth representatives (paper 7). A nomination for a Community Youth Representative was received and Ms Eve</p>	

		<p>Southern briefly introduced herself to the council and took questions.</p> <p><i>RESOLVED:</i> <i>'Council approves co-option of Eve Southern as Community Youth Representative.'</i></p> <p>Cyr Eve Southern signed the Declaration of Acceptance of Office and joined the meeting.</p>	
203	8 8.1	<p><b><u>GOVERNANCE, STRATEGY, PLANNING AND POLICY</u></b></p> <p><b>Council 5-Year Strategy &amp; Business Plan:</b> To receive a verbal progress report and to delegate power to the Town Clerk to approve the Strategy and Plan to be issued for public consultation (Cllr J Barker).</p> <p>Cllr J Barker reported on the progress of the plan and forthcoming consultation which is to include details of what the council currently does and does not do in addition to future plans and the reason for the consultation. The consultation period has been set from 7<sup>th</sup> May to 4<sup>th</sup> June 2018. Cllr Barker encouraged all councillors to respond to give them first-hand experience in answering any queries from residents. The consultation will be available online and also in paper form.</p> <p><i>RESOLVED:</i> <i>'Council authorised the Strategy &amp; Business Project Team and Town Clerk to publish the consultation on the draft Strategy &amp; Business Plan.'</i></p> <p>The Mayor thanked the Strategy and Business Planning Team and others for their work and contribution to the exercise.</p>	Town Clerk
204	8.2	<p><b>Governance: Annual Report:</b> To discuss and resolve if desired the process to produce the annual report 2018.</p> <p>Members noted that the Town Clerk is proper person to devise a process for production of the annual report to be referred to the Strategy and Business Planning project team and annual report will need to be published in April 2019.</p> <p><i>RESOLVED:</i> <i>'Council authorises Town Clerk to devise a process to facilitate the production of the Annual Report which is then to be referred to Strategy and Business Planning Project team for further input and then recommended to Full Council for approval.'</i></p>	Town Clerk
205	8.3	<p><b>Policy: Communications Policy:</b> To request a volunteer to work with the Deputy Town Clerk to review the Communications Policy.</p> <p><i>RESOLVED:</i> <i>'Council approves Cllr R Taylor to help with the review of the Communications Policy.'</i></p>	
206	9	<p><b><u>COMMITTEES:</u></b> To adopt the approved minutes of the committees and Chairs to provide verbal progress update reports and receive members' questions.</p>	

207	9.1	<p><b>Services Committee:</b> To adopt Minutes 5<sup>th</sup> March 2018 meeting. (paper 9.1)</p> <p>Committee Chair, Cllr R White invited Members' questions.</p> <p><i>RESOLVED:</i> 'Council adopts the approved minutes of the meeting of the Services Committee 5<sup>th</sup> March 2018.'</p>	
208	9.2	<p><b>Economy and Environment Committee:</b> To adopt the approved minutes from 2 meetings 12<sup>th</sup> &amp; 28<sup>th</sup> March 2018. (paper 9.2a &amp; b)</p> <p>Committee Chair Cllr R Edwards, offered to take Members' questions.</p> <p><i>RESOLVED:</i> 'Council adopts the approved minutes of the meetings of the Economy and Environment Committee of 12<sup>th</sup> &amp; 28<sup>th</sup> March 2018.'</p>	
209	9.3 9.3.1         9.3.2	<p><b>Resources Committee:</b></p> <p>To adopt Minutes 19<sup>th</sup> March 2018 meeting (Paper 9.3.1).</p> <p>Committee Vice Chair, Cllr J Barker invited Members' questions but none were raised.</p> <p><i>RESOLVED:</i> 'Council adopts the approved minutes of 19<sup>th</sup> March 2018 meeting of the Resources Committee.'</p> <p>To receive information about new data protection regulations (GDPR) (Paper 9.3.2).</p> <p>The Mayor thanked the deputy town clerk for the comprehensive report. The regulations become law on 25<sup>th</sup> May 2018 and it was emphasised the importance of attending training sessions beforehand to ensure compliance.</p> <p><i>RESOLVED:</i> 'Council receives and adopts the recommendations in paper 9.3.2 with regards to GDPR.'</p>	
210	9.4 9.4.1	<p><b>Elections to Committees:</b></p> <p>To receive nominations and to elect to Committees:</p> <p>a) Services No nominations</p> <p>b) Economy &amp; Environment Cllr R Tappin nominated. <i>RESOLVED:</i> 'Cllr R Tappin is elected to the Economy and Environment Committee.'</p> <p>c) Resources No nominations</p>	

	<b>9.4.2</b>	To receive a recommendation from Economy & Environment Committee (Paper 9.4.2).  <i>RESOLVED:</i> <i>'Council approves Cllr R Tappin as a member of the Food Festival Subcommittee as approved in principle by the E&amp;E Committee on 9<sup>th</sup> April. Following which, the Food Festival Sub Committee is formally established.'</i>	
<b>211</b>	<b>10</b> <b>10.1</b>	<b><u>COMMUNITY DELIVERY</u></b> <b>Community Delivery Project Team(CDPT)</b> <b>Open Spaces:</b> To report on progress (Cllr R Edwards).  Cllr R Edwards reported that the draft lease will be available by the end of April and is to be reviewed by CDPT in May, and that freehold deeds for the two toilet blocks and café have been signed and the assets are now owned by NLTC.  Members noted the importance of legal work in preparation of the leases preparations.  <i>RESOLVED:</i> <i>Council instructs the Town Clerk to contact the Council's solicitors to seek reassurance that sufficient expertise and due diligence has been brought to bear.'</i>  There was discussion about the process of signing the freeholds for the toilet blocks.	Town Clerk
<b>212</b>	<b>10.2</b>	<b>Allotments:</b> to report on progress of service transfer (Cllr R Edwards).  Cllr R Edwards informed council that the team is still waiting to hear back from Powys CC.	
<b>213</b>	<b>10.3</b>	<b>Street Scene:</b> to report on progress (Cllr D Selby).  Cllr R Edwards reported in the absence of Cllr D Selby that the team is still waiting to hear back from Powys CC.	
<b>214</b>	<b>11</b> <b>11.1</b>	<b><u>FINANCE</u></b> <b>Financial Year 2017-18:</b> To report, for information the CURRENT MONTH'S: <ul style="list-style-type: none"> <li>• items for payment – 2 months March and April (Papers 11.1 a, b , c &amp; d)</li> <li>• reconciled bank &amp; petty cash balances (Papers 11.1 e-h)</li> <li>• cash and bank balances graph (paper 11.1i)</li> </ul> as approved by Resources Committee 16 <sup>th</sup> April 2018.  <i>RESOLVED:</i> <i>'Council receives and notes reconciled bank balances, cash and bank balances graph as approved by Resources Committee on 16<sup>th</sup> April 2018.'</i>	

Cllr J Jones left the meeting at this point.

215	<p><b>12</b> <b>12.1</b></p> <p><b>12.1.1</b></p>	<p><b>OUTSIDE BODIES</b> <b>ONE VOICE WALES/ SOCIETY OF LOCAL COUNCIL CLERKS:</b> To receive reports of AGM/ conference/ area meetings/ guidance notes/ training/ correspondence (to be circulated by the Town Clerk post meeting).</p> <p>Larger Councils Committee meeting attended on 18<sup>th</sup> April by Town Clerk and Deputy Town Clerk. Beneficial information regarding GDPR was learned in addition to information regarding useful websites.</p> <p><b>One Voice Wales: Welsh Government Review of Community &amp; Town Councils:</b> To receive for information the OVW composite response on behalf of the community &amp; town council sector (paper 12.1.1).</p> <p>The Mayor commended OVW on the detailed and thorough report.</p> <p>The Town Clerk highlighted items of other OVW correspondence as listed in the Appendices, which will be circulated electronically after the meeting.</p>	Town Clerk
216	12.2	<p><b>OTHER OUTSIDE BODIES: PENYGLODDFA SCHOOL GOVERNING BODY:</b> To receive and resolve, if desired, recommendations from the Town Council's representative to the school governing body, regarding a 20mph speed limit on B4568 near Penygloddfa CP School (papers 12.2 a-c) (Cllr M Childs).</p> <p><i>RESOLVED:</i> <i>'Council receives and approves the recommendations in papers 12.2a-c.'</i></p>	Town Clerk
217	12.3	<p><b>OUTSIDE BODIES: NEWTOWN TWINNING ASSOCIATION:</b> To receive information regarding the visitors from École de Musique Les Herbiers over the weekend 27th April and to elect two additional representatives to attend events (Paper 12.3).</p> <p>Cllr R Edwards reported the very important weekend coming up for the twinning association as they welcome visitors from École de Musique Les Herbiers.</p> <p><i>RESOLVED:</i> <i>'Council approves the attendance (in addition to the Mayor and Cllr R Edwards) of Cllr S Hill and CYR E Southern to attend the informal concert at the Elephant and Castle (28<sup>th</sup> Apr) and Cllrs R Norris and R Williams to attend the formal concert at Newtown High School (29<sup>th</sup> Apr) on behalf of NLTC.'</i></p> <p><i>'Council approves the attendance (in addition to the Mayor and Cllr R Edwards) of Cllr R Williams to join a meeting with members of the Newtown and Les Herbiers Twinning Committees on Saturday 28th April at 2pm at Newtown High School.'</i></p>	<p>Cllrs and CYR</p> <p>Cllrs</p>
218	12.4	<p><b>OTHER OUTSIDE BODIES REPORT(S):</b> To receive such reports, for information, as may be available from the council representatives to other outside bodies (representatives to report).</p>	

		<p>Cllr R Edwards reported that Going Green for a Living board meeting has recently taken place.</p> <p>Cllr R White advised that the OVW Montgomeryshire area meeting has been postponed until the 16<sup>th</sup> May 2018.</p>	
219	<p><b>13</b> <b>13.1</b> <b>13.1.1</b></p>	<p><b>CONSULTATIONS</b> <b>Welsh Government Community &amp; Town Council Review (closing 6<sup>th</sup> April'18)</b></p> <p>To note and adopt the Council's response to the consultation previously delegated to the Town Clerk with reference to the task group comprising Cllr S Hill, Cllr M Jones, Cllr R Norris, Cllr R Williams (paper 13.1.1).</p> <p><i>RESOLVED:</i> <i>'Council adopts the response by the Town Clerk with reference to the task group to the Welsh Government Community &amp; Town Council Review as previously delegated.'</i></p> <p>The Mayor thanked the Town Clerk and the Task Group for their work on the response.</p>	
220	13.1.2	<p>To receive and resolve a request from the Independent Review Panel to host one of a series of National Pop-in Sessions for members of the public (paper 13.1.2). The Town Clerk reported a request by the Review Panel that the town council considers hosting a community engagement event as one of several that are being planned across Wales and an offer by the Panel's Secretariat to provide exhibition materials.</p> <p><i>RESOLVED:</i> <i>'Council receives and approves a request from the Independent Review Panel to host a National Pop-in session with a date to be announced.'</i></p> <p>Councillors M Jones, R Norris, R Tappin, R Taylor and R Williams volunteered to help at the event.</p>	Cllrs
221	13.2	<p><b>Local Democracy &amp; Boundary Commission for Wales: Review of Electoral Arrangements of the County of Powys (closing 29th May'18):</b> To receive, and resolve if desired, the recommendations from the task group for the response to the consultation by the Town Council (papers 13.2a-h) (Cllr S Hill, Cllr M Jones, Cllr R Taylor, Cllr R White).</p> <p><i>RESOLVED:</i> <i>'Council receives and approves the recommendations of the task group as set out in paper 13.2h.'</i></p>	Town Clerk
222	14	<p><b>HEALTH AND SAFETY:</b> To report and resolve, if desired, on matters of health and safety brought to the attention of the Council by the Town Clerk.</p>	

		<p>Town Clerk reported:</p> <ul style="list-style-type: none"> <li>• That there had been a fire inspection of Brisco House premises today, and a written report is expected in due course</li> <li>• A new accident was reported when a visitor to the premises had tilted back on his chair and fallen backwards. He was thankfully uninjured.</li> <li>• The Town Clerk thanked Cllrs V Howard and M Jones for their help with reviewing the Health and Safety policy and advised that it would be presented for approval at the Annual Meeting.</li> </ul>	May Agenda Item
223	15	<p><b>CORRESPONDENCE:</b> To receive, for information, other items of general correspondence which may be brought to the attention of the council by the Town Clerk (to be circulated by the Town Clerk post meeting).</p> <p>The Town Clerk highlighted items of general correspondence as listed in the Appendices, which will be circulated electronically after the meeting.</p>	Town Clerk
224	16 16.1	<p><b>ITEMS FOR PUBLICITY, PRESS &amp; FACEBOOK LIVE</b></p> <p><b>Communications and Engagement via Facebook live:</b></p> <p>To receive a verbal report regarding recent Facebook Live broadcasts and arrange future attendance.</p> <p>The Mayor thanked the PR and Events Manager for his excellent work with the Facebook Live broadcast on the 18<sup>th</sup> April commenting that production has improved tremendously since inception.</p>	
225	16.2	<p>To resolve news items for issue as publicity, to the press and for inclusion in the Facebook Live broadcast.</p> <p>Council brought forward items for the next broadcast as follows:</p> <ul style="list-style-type: none"> <li>• Short Film demonstrating the Shelter Boxes to be used at the Rotary Rough Sleeping event.</li> <li>• Your Council's 5 Year Plan – consultation update</li> <li>• Speed reduction to 20pmph outside Penygloddfa School</li> <li>• Promotion of Dementia Action Week – 21<sup>st</sup> June.</li> </ul>	
226	17 17.1	<p><b><u>MEMBERS' ANNOUNCEMENTS, NEXT MEETING AGENDA ITEMS, DATE AND VENUE</u></b></p> <p>Members' Announcements: for information and items for future agenda.</p> <p>The Mayor declared that next meeting will be the Annual Meeting with elections for the positions of Mayor, Deputy Mayor and all committees, and asked that nominations are received by email to the Town Clerk if unable to attend.</p> <p><i>RESOLVED:</i> 'Council approved Cllr R White's absence from the full council meeting on the 29<sup>th</sup> May 2018.'</p>	
227	17.2	Date of next Full Council meeting is the Annual Meeting: 29th May 2018, 6.30pm.	




















Meeting ended at 8.40pm

Chair:














Date:



**Appendix 1 - OVW/SLCC correspondence APR 2018**

-  01a - OVW Response to the Community and Town Council Review - 030418.pdf
-  01b - ONE VOICE WALES C&TC REVIEW RESPONSE.pdf
-  02a - OVW Joint OVW SLCC Conference 16th May 2018 - 280318.pdf
-  02b - OVW 2018 training agenda.pdf
-  03 - OVW March 2018 News Bulletin - 280318.pdf
-  04 - OVW Innovative Practice National Awards 2018 Winners etc - 090418.pdf
-  05 - OVW Montgomeryshire Meeting 16 May'18 Postponed - 170418.pdf
-  06 - ICO GDPR - ICO statement for town and community councils - 190418.pdf
-  07 - WAO The Importance of External Audit - A message from Deryck Evans Wales Audit Office - 040418.pdf
-  08a - WGov funding support available in 2018-19 - reminder 130418.pdf
-  08b - WGov 2018.02.14 CTC Core themes - letter ENGLISH.pdf
-  08c - WGov 2018.02.22 Core themes - ANNEX A - ENGLISH.pdf
-  08d - WGov 2018.02.22 Core themes - application form guidance note - ANNEX B - ENGLISH.pdf
-  09 - Penmaenmawr TC Advert Temp Clerk Penmaenmawr TC - 060418.pdf
-  10a - WGov Historic Environment Update 7 – Consultation launched - 170418.pdf
-  10b - Historic Environment Update 7.pdf
-  11 - WGov Vacancy - Up to 10 Brexit Interns - 100418.pdf
-  12 - CEWC Atlantic School For Young Leaders - 180418.pdf
-  13 - Age Cymru 20180222 Showcasing tackling loneliness report - 060418.pdf

**Appendix 2 - Other General Correspondence April 2018**

-  01a - PTHB Update on the NHS Future Fit Programme from PTHB Chief Executive Carol Shillabeer - 280318.pdf
-  01b - PTHB 180328-PTHBUpdate-NHSFutureFit-TCC.pdf
-  02 - PCC Review of Community and Town Council Sector - 110418.pdf
-  03a - PCC Powys LDP 01a - Adoption of Powys LDP April 2018 - cover email 170418.pdf
-  03b - PCC Powys LDP 01b - Adoption Statement\_FINAL Public.pdf
-  03c - PCC Powys LDP 02 - adopted 17 April 2018 - 190418.pdf
-  04 - WAO The Importance of External Audit - A message from Deryck Evans Wales Audit Office - 040418.pdf
-  05 - Powys CHC AGENDA Mont LC 10th Apr'18 - 040418.pdf
-  06a - PCC Ffioedd am gladdu plant Child burial fees.pdf
-  06b - PCC 171123memorandumofunderstandingonchildburialfeesen.pdf
-  07a - PCC Arwain Superfast Business Wales digital marketing workshop 19th Apr Newtown - 040418.pdf
-  07b - PCC Arwain Powys Business Breakfast Networking Events 2018 (FREE) - 040418.pdf
-  08 - PCC HAGS Welsh Government Announce £1.7m Grant to fund new play areas in Wales - 120418.pdf

### Appendix 3: FINANCIAL REPORTS 2017/18 - Cash and bank balances graph

Totals - £	April	May	June	July	August	September	October	November	December	January	February	March
2013/14												96,425
2014/15	204,835	191,108	150,845	137,805	255,325	219,631	212,181	184,347	271,407	255,377	233,676	244,982
2015/16	316,929	296,832	256,883	232,242	316,825	293,418	250,040	208,073	275,253	264,985	243,395	219,215
2016/17	308,994	247,447	191,207	150,372	225,452	196,876	140,423	86,380	173,304	138,657	97,796	64,413
2017/18	204,588	179,553	112,940	86,069	252,045	202,280	148,891	113,468	261,399	213,415	174,417	129,979

