

CYNGOR TREF
Y DRENEWYDD A
LLANLLWCHAEARN



NEWTOWN AND
LLANLLWCHAIARN
TOWN COUNCIL

**MINUTES OF THE ANNUAL MEETING OF TOWN COUNCIL
on Monday 28th May 2019, 6.30 p.m.**

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

Minute	Agenda Item		Action
2019-20/1	1	<p><u>ATTENDANCE:</u> To record attendance.</p> <p><u>Present:</u> Cllr J Barker, Cllr J Byrne, Cllr M Childs, Cllr R Edwards, Cllr K Healy, Cllr V Howard, Cllr J Jones, Cllr S Newham, Cllr D Selby, Cllr R Shayler, Cllr R Tappin, Cllr R Taylor, Cllr R White.</p> <p><u>Apologies for absence approved by Council:</u> None.</p> <p><u>Other apologies for absence received:</u> Cllr R Williams.</p> <p><u>Other Members not present:</u> Cllr D Harrison.</p> <p><u>In attendance:</u> E J Humphreys (Town Clerk), S White (Council Support Officer).</p>	
2	2	<p><u>DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATIONS</u></p> <p>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 (Paper 2).</p>	
3 3.1	3 3.1	<p><u>ELECTION OF MAYOR AND DEPUTY MAYOR FOR MUNICIPAL YEAR 2019/20</u></p> <p>MAYOR: To receive nominations, to resolve the election of Mayor, and the new Mayor to sign the Declaration of Acceptance of Office, accept the Chain of Office and take the Chair.</p> <p>Council received two nominations for Mayor, Cllr D Selby and Cllr R White. A vote by ballot was requested and took place.</p> <p>RESOLVED: <i>'Town Council elects Cllr D Selby as Mayor for 2019-20.'</i></p> <p>The new Mayor signed the Declaration of Acceptance of Office of Mayor, accepted the Chain of Office and took the Chair.</p>	

3.2	3.2	<p>DEPUTY MAYOR: To receive nominations, and resolve the election of the Deputy Mayor.</p> <p>Council received two nominations for Deputy Mayor, Cllr R White and Cllr M Childs. A vote by ballot was requested and took place.</p> <p><i>RESOLVED:</i> <i>'Town Council elects Cllr R White as Deputy Mayor for 2019-20.'</i></p> <p>The new Deputy Mayor signed the Declaration of Acceptance of Office and accepted the Chain of Office.</p>	
4	4	<p><u>APOLOGIES FOR ABSENCE:</u> To receive, record and resolve if desired, apologies for absence.</p> <p><u>Apologies for absence approved by Council:</u> None.</p> <p><u>Other apologies for absence received:</u> Cllr R Williams.</p> <p><u>Other Members not present:</u> Cllr D Harrison.</p>	
5	5	<p><u>PUBLIC PARTICIPATION:</u> 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>	
		PART 1 – ANNUAL BUSINESS	
6 6.1	6 6.1	<p><u>MAYORS' REPORTS AND ANNOUNCEMENTS</u></p> <p>RETIRING MAYOR: to receive the retiring Mayor's report and details of retiring Mayor's recent engagements and announcements.</p> <p>Retiring Mayor, Cllr S Newham, reported on her recent engagements including:</p> <ul style="list-style-type: none"> • 1st May – Dementia Friendly Newtown meeting • 2nd May – Place Plan event • 10th May – Capacity & Capability staff interviews • 11th May – Robert Owen birthday event • 18th May - Montgomery canal triathlon • 22nd May – Facebook Live • 24th May – Elephant & Castle Anniversary event. <p>Cllr Newham also highlighted the activities and achievements of the previous two years. Points included:</p> <ul style="list-style-type: none"> • Signing of the lease with Powys CC, for transfer of the riverside land • Maintenance lease with Open Newtown 	

		<ul style="list-style-type: none"> • The Town Council Tourism Strategy • The Town Council 5 year plan • Facebook Live broadcasts • Walking Newtown Festival • Newtown Food Festival • WW1 Centenary Commemorations • The Town Clerk's FSLCC qualification and work on the Welsh Government Review of Town & Community Councils. <p>Cllr Newham also thanked the Town Council staff and fellow Councillors for their positive contributions.</p>	
6.2	6.2	<p>INCOMING MAYOR: to receive the incoming Mayor's address and receive details of incoming Mayor's coming engagements and announcements.</p> <p>Newly elected Mayor, Cllr D Selby, thanked retiring Mayor, Cllr S Newham, on behalf of the Town Council and the town for her hard work during her period of office. He also expressed regret at losing the valuable contribution of former colleague and Deputy Mayor, Cllr S Hill, due to her recent resignation and reported that the Town Council will write to thank her formally.</p> <p>The Mayor addressed the Council, highlighting his plans and aspirations for his period of office. He pledged to do all he can to make the town a better place yet recognised the challenges including 2 local wards being included on the child poverty list. He announced the Mayor's charity as Kaleidoscope, who supported 468 people in the town last year. The Mayor also pledged to work to improve communication both within the Council and with the public. He acknowledged that while the Town Council does not have the authority to solve all problems, he aimed to listen to those that do not often get heard, work hard and visit and work with many community groups in the town.</p> <p>The Mayor reported that a Mayor Making event is planned for 3rd July, and invitations to Councillors and members of the community would be issued shortly.</p>	Town Clerk
7	7	<p><u>VISION AND MISSION STATEMENT</u> To re-affirm the Council's Vision and Mission Statement (paper 7).</p> <p><i>RESOLVED</i> <i>'Council re-affirm the Council's Vision and Mission Statement as set out in paper 7 and asks the Town Clerk to arrange translation into Welsh.'</i></p>	Town Clerk
8 8.1	8 8.1	<p><u>COMMITTEES AND DELEGATIONS</u> COMMITTEE STRUCTURE AND TERMS OF REFERENCE: to resolve to confirm the continuation of Standing Committees and Terms of</p>	

		<p>Reference for 2019/20.</p> <p>RESOLVED <i>'Council approves the continuation of the Standing Committees for 2019/20. The Terms of Reference for each Committee is approved as set out in the relevant papers below.</i></p> <p>a) <i>Economy and Environment Committee (Appendix 1)</i> b) <i>Services Committee (Appendix 1)</i> c) <i>Resources Committee (Appendix 1)</i> d) <i>Strategy and Corporate Projects Committee (paper8.1d)</i> e) <i>Appeals Panel (paper 8.1e).'</i></p> <p>A query was raised regarding the alignment of the committees with new staff roles. The Town Clerk indicated that the matter can be discussed further at future committee and Full Council meetings.</p>	Future agenda item
8.2	8.2	<p>TEMPORARY COMMITTEE: to resolve to confirm the recommendation of Resources Committee for the continuation of its Capacity & Capability Subcommittee as a Temporary Committee of Council until its Capacity and Capability project work is complete (paper 8.2).</p> <p>RESOLVED <i>'Council approves the continuation of Cllrs D Selby, S Newham and J Barker as members of Capacity & Capability as a Temporary Committee of Council until its Capacity and Capability project work is complete and authorises the Town Clerk to make any necessary amendments to the Terms of Reference of the Committee in order for the work to be completed.'</i></p>	Town Clerk
8.3	8.3	<p>COMMITTEE MEMBERSHIP: to resolve the election of councillors to committees and bodies as approved above.</p> <p>RESOLVED <i>'Council approves membership of committees as follows:</i></p> <p>a) <i>Economy and Environment Committee:</i> <i>Cllrs S Newham, R Edwards, M Childs, R Tappin, R Williams & K Healy.</i></p> <p>b) <i>Services Committee:</i> <i>Cllrs V Howard, J Jones, J Byrne, M Childs, R White.</i></p> <p>c) <i>Resources Committee:</i> <i>Cllrs R Edwards, R Shayler, J Barker, R Taylor, D Selby, R Williams.</i></p> <p>d) <i>Strategy and Corporate Projects Committee:</i> <i>Cllrs D Selby, R White, R Edwards, S Newham, J Barker, R Taylor, R Williams.</i></p>	

		e) <i>Appeals Panel: Cllrs J Barker, R White, M Childs, D Selby, J Jones.'</i>	
8.4	8.4	<p>SCHEME OF DELEGATION: to resolve the Scheme of Delegation to Committees (their Sub-committees), the Proper Officer and the Responsible Finance Officer (paper 8.4).</p> <p>The Town Clerk highlighted amendments to the Scheme of Delegation.</p> <p>RESOLVED 'Council approves the amended Scheme of Delegation as set out in paper 8.4.'</p>	
9 9.1	9 9.1	<p>OUTSIDE BODIES</p> <p>OUTSIDE BODIES: to resolve to retain/ establish membership (subscription where appropriate) of the Outside Bodies as set out in paper 9.1. (paper 9.1).</p> <p>RESOLVED 'Council resolves to retain the membership (subscription where appropriate) of the Outside Bodies as set out in paper 9.1.'</p>	
9.2	9.2	<p>OUTSIDE BODIES REPRESENTATIVES: to resolve the election of representatives to the outside bodies approved in item 9.1.</p> <p>RESOLVED 'Council approves a continuation in arrangements for representation to outside bodies as set out in Paper 9.1, with the following amendments:</p> <ul style="list-style-type: none"> • <i>Shrewsbury to Aberystwyth Railway Liaison Committee Cllr R White</i> • <i>South Montgomeryshire Volunteer Bureau Cllr D Selby</i> • <i>Mid & North Wales Destination Network: to be elected by Economy & Environment Committee</i> • <i>Shropshire Union Canal Society Cllr R Shayler.'</i> 	Next E&E agenda
10	10	<p>FINANCE</p> <p>BANK MANDATE AUTHORISED SIGNATORIES: to resolve the mandate and authorised signatories on the council's bank accounts.</p> <p>RESOLVED 'Council authorises the following as signatories on all of the Council's bank accounts:</p> <ul style="list-style-type: none"> • <i>Mayor, Cllr D Selby</i> • <i>Deputy Mayor, Cllr R White</i> • <i>Chair of Resources Committee (tbc)</i> • <i>Vice Chair of Resources Committee (tbc)</i> 	

		<ul style="list-style-type: none"> Town Clerk.' 	
11 11.1	11 11.1	<p>CORPORATE GOVERNANCE</p> <p>STANDING ORDERS: to resolve to confirm and retain (with revisions if appropriate) the council's Standing Orders (paper 11.1).</p> <p><i>RESOLVED</i> <i>'Council confirms the revised Standing Orders as set out in Paper 11.1.'</i></p>	
11.2	11.2	<p>FINANCIAL REGULATIONS: to resolve to confirm and retain (with revisions if appropriate) the council's Financial Regulations (paper 11.2).</p> <p><i>RESOLVED</i> <i>'Council confirms the revised Financial Regulations as set out in Paper 11.2.'</i></p>	
11.3	11.3	<p>CORPORATE RISK ASSESSMENT: to resolve to adopt the Corporate Risk Assessment for 2019-2020 (paper 11.3).</p> <p><i>RESOLVED</i> <i>'Council resolves to retain the existing Corporate Risk Assessment and requests the Town Clerk review the scoring on the 2019-2020 draft and resubmit the document.'</i></p>	Town Clerk
12	12	<p>DATE OF MEETINGS: to resolve the frequency and dates of Council & committee meetings for municipal year 2019-20 (paper 12).</p> <p><i>RESOLVED</i> <i>'Council approves the dates of the Council & Committee meetings for the year 2019-20, as set out in paper 12.'</i></p>	
		PART 2 – ORDINARY BUSINESS	
13	13	<p>MINUTES OF MEETINGS: to approve and sign as a correct record, the minutes of the meeting of Full Council 23rd April 2019 (paper 13).</p> <p><i>RESOLVED</i> <i>'The minutes of the meeting of Full Council 23rd April 2019 are approved and signed as a correct record.'</i></p>	
14	14	<p>MATTERS ARISING FROM MINUTES FOR INFORMATION: to report for information purposes only matters arising from the minutes of the meeting of Full Council 23rd April 2019.</p> <p><u>Minute # 317 – Trees in St Mary's Churchyard</u> The Town Clerk reported Health & Safety advice from consultants Shropshire CC, confirmation that signage would be a reasonable risk mitigation measure to highlight the uneven surface and potential trip hazard. Signage has now been installed in the area.</p>	

15	15	<p>COUNTY COUNCILLOR UPDATES: to welcome County Councillors and to receive verbal updates on County Council matters.</p> <p>Powys County Cllr, D Selby reported that extra signage is due to be installed following another collision at Nantoer Bridge involving a high vehicle.</p>
16	16	<p>COMMITTEES' REPORTS: to receive any urgent verbal update reports from outgoing committee chairs, receive members' questions and adopt minutes approved by committees to date.</p>
16.1	16.1	<p>ECONOMY AND ENVIRONMENT COMMITTEE: Chair's Report of urgent matters and Minutes of 1st April & 16th April 2019 meetings (papers 16.1 a&b).</p> <p>The Chair invited and answered Members' questions.</p> <p><i>RESOLVED</i> 'Council adopts the minutes of the Economy and Environment Committee 1st April & 16th April 2019 meetings.'</p>
16.2	16.2	<p>SERVICES COMMITTEE: Chair's Report of urgent matters and Minutes of 8th April 2019 (paper 16.2).</p> <p>The Chair invited and answered Members' questions.</p> <p><i>RESOLVED</i> 'Council adopts the minutes of the Services Committee 8th April 2019 meeting.'</p>
16.3	16.3	<p>STRATEGY & CORPORATE PROJECTS COMMITTEE: Chair's Report of urgent matters and Minutes of 4th April 2019 (paper 16.3).</p> <p>The Vice-Chair invited and answered Members' questions.</p> <p><i>RESOLVED</i> 'Council adopts the minutes of the Strategy & Corporate Projects Committee 4th April 2019 meeting.'</p>
16.4	16.4	<p>RESOURCES COMMITTEE: Chair's Report of urgent matters and Minutes of 15th April 2019 (paper 16.4)</p> <p>The Chair invited and answered Members' questions.</p> <p><i>RESOLVED</i> 'Council adopts the minutes of the Resources Committee 15th April 2019 meeting.'</p>
17	17	FINANCE
17.1	17.1	Annual Return: to receive and approve if desired, the annual

		<p>return after internal auditor but before the external auditor as recommended by Resources committee (paper 17.1).</p> <p>The Chair of the Resources Committee reported on the annual return, highlighting the positive reserves position and the committee's recommendation for its approval.</p> <p><i>RESOLVED</i> <i>'Council approves the Annual Return for submission to the external auditor.'</i></p>	RFO
17.2	17.2	<p>Draft Annual Investment Strategy: to receive and resolve if desired the draft annual Investment Strategy 2019-20 as recommended by Resources Committee. Plus additional information from the RFO. (papers 17.2 a&b).</p> <p><i>RESOLVED</i> <i>'Council approves and adopts the Annual Investment Strategy 2019-20 as set out in paper 17.2a.'</i></p>	RFO to process
17.3	17.3	<p>Virement: to receive and resolve if desired virements from the Economy and Environment Committee and recommended by the Resources Committee (paper 17.3).</p> <p><i>RESOLVED</i> <i>'Council approves the following change to the budget as requested by Economy and Environment Committee:</i></p> <ul style="list-style-type: none"> • 401/5009 Food Festival Expenditure – decrease by £10,000 • 401/1400 Food Festival Income – decrease by £10,000.' 	RFO to process
17.4	17.4	<p>Financial Year 2018-19: to report, for information the CURRENT MONTH'S:</p> <ul style="list-style-type: none"> • items for payment (papers 17.4 a-c) • cash and bank balances graph (paper 17.4d) • reconciled bank & petty cash balances (paper 17.4 e-i) <p>as approved by Resources Committee 20th May 2019.</p> <p><i>RESOLVED</i> <i>'Council notes the financial reports as set out in papers 17.4 a-i.'</i></p>	
18	18	<p><u>GOVERNANCE / POLICIES</u></p> <p>Civic Protocol: to receive and resolve the Town Clerk's recommended protocol for the passing of senior person of state (paper 18).</p> <p>Council considered the draft protocol and requested the Town Clerk to make any necessary corrections and revise Appendix 1 to include a hierarchy of actions according to each level of dignity.</p>	Town Clerk
19	19	<u>OUTSIDE BODIES</u>	
19.1	19.1	ONE VOICE WALES/ SOCIETY OF LOCAL COUNCIL CLERKS:	

19.1.1	19.1.1	<p>One Voice Wales: Motions for Annual General Meeting: to receive and resolve an invitation to submit motions for debate at the 2019 Annual General Meeting (paper 19.1.1).</p> <p>No motions were put forward for submission to the AGM. Council requested that in future, this agenda item be scheduled earlier in the year, to allow more time to consider.</p>	CSO to process
19.1.2	19.1.2	<p>To receive and circulate correspondence received from/via OVW/SLCC..</p> <p>The Town Clerk highlighted upcoming training events and requested Councillors to notify him if they wish to attend:</p> <ul style="list-style-type: none"> • 4th June – Code of Conduct Training, Builth Wells • 11th June – Community and Place Plans, Llanwrwst. <p>The Town Clerk reported other correspondence to be circulated post-meeting.</p>	Councillors Town Clerk
19.2	19.2	OUTSIDE BODIES -OTHER	
19.2.1	19.2.1	<p>Powys County Council: Library Services: to report on attendance at the meeting hosted by Powys CC Cabinet Portfolio Holder for Young People & Culture 8th May'19 to discuss alternative ways of funding and delivering the library service (Cllr M Childs).</p> <p>Cllr M Childs reported his attendance at the recent meeting regarding alternative ways of funding and delivering the library service. He highlighted the potential threat to library services throughout the county, although not specifically in Newtown, and that a decision is expected from Powys CC by the end of this year.</p>	
19.2.2	19.2.2	<p>Outside Bodies Other: to receive such verbal reports from the Town Council's representatives to other outside bodies as are available.</p> <p><u>Dementia Friendly Newtown / Treowen School / Hafren School</u> Cllr R Tappin reported support from the schools for the Dementia Friendly Newtown project. Hafren School has been awarded Dementia Friendly School status in recognition of the work of its students, staff, parents and governor.</p> <p><u>Twining</u> Cllr R Edwards confirmed that Madame Besse, Mayor of Les Herbieres will be attending in September on the official visit to Newtown.</p> <p>The Mayor encouraged councillors to write to the Town Clerk with any twinning 'good news' stories, to be used in future communications and publicity.</p>	Councillors
20	20	MOTIONS FOR DEBATE: to receive & resolve motions for debate as	

		<p>follows: Cllr R Edwards: Climate Change Emergency (papers 20 a-e).</p> <p>Cllr R Edwards presented the motion and wide ranging discussions took place regarding the associated benefits and financial costs.</p> <p>RESOLVED <i>'Council resolved to revise the motion as follows:</i></p> <ul style="list-style-type: none"> • <i>Item 2 – to add the wording “Take <u>costed and debated</u> action”</i> • <i>Item 3 – to add the wording “Take <u>costed and debated</u> action”.’</i> <p>RESOLVED <i>'Newtown and Llanllwchaiarn Town Council unanimously approve the motion to:</i></p> <ol style="list-style-type: none"> 1. <i>Declare a ‘Climate Emergency’;</i> 2. <i>Take costed and debated action to improve the Town Councils own practices to reduce our own contribution to Climate Change.</i> 3. <i>Take costed and debated action to;</i> <ul style="list-style-type: none"> • <i>help move towards Newtown being a net-zero carbon producer as soon as possible;</i> • <i>increase local resilience to climate impacts;</i> • <i>maximise local benefits of these actions in other sectors such as health, agriculture, transport and the economy;</i> 4. <i>Call on Wales and UK Government to provide the support and resources to make this possible;</i> 5. <i>Work with other organisations both local and national, such as Renew Wales, other Community Councils and Local businesses to help counter climate change.’</i> 	
21	21	<p>CONSULTATIONS: Powys County Council: Electric Vehicle (EV) Charging Points To receive notice of consultation on EV Charging Points, and to delegate the response to the Strategy & Corporate Projects Committee (papers 21 a&b).</p> <p>RESOLVED <i>'Council does not wish to submit a corporate response to the Electric Vehicle (EV) Charging Points Consultation and councillors are encouraged to submit individual responses.'</i></p>	Councillors
22	22	<p>CORRESPONDENCE: to receive, for information items of general correspondence which may be brought to the attention of the council by the Town Clerk.</p>	

		The Town Clerk drew Members' attention to the items of correspondence as listed in the appendix, which will be circulated after the meeting.	Town Clerk
23	23	HEALTH AND SAFETY: to report and resolve, if desired, on matters of health and safety brought to the attention of the Council by the Town Clerk. The St Mary's Churchyard Health and Safety matter was discussed in Item 14. No other items.	
24	24	ITEMS FOR PUBLICITY, PRESS & FACEBOOK LIVE to resolve news items for issue as publicity and attendance at the next Facebook Live broadcast 6.45 – 7.30pm Weds 19 th June. <i>RESOLVED</i> <i>'Council requests the upcoming Facebook Live broadcast to feature a debate regarding climate change action.'</i>	Marketing Officer
25	25	MEMBERS' ANNOUNCEMENTS, NEXT MEETING AGENDA ITEMS, DATE OF NEXT MEETING	
25.1	25.1	Members' Announcements: for information and items for future agenda. a) Outgoing Mayor, Cllr S Newham invited Members and staff to remain after the meeting for refreshments.	
25.2	25.2	Date of next Full Council meeting: the 24 th June 2019, 6.30pm.	

The meeting ended at 9.10pm

Chair:

Date:

Appendix 1 – Committees Revised Terms Of Reference*Town Council of Newtown and Llanllwchaearn*

TOWN COUNCIL OFFICES,
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Town Clerk: E J Humphreys



SWYDDFA'R CYNGOR TREF,
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Clerc Y Dref: E J Humphreys

*Cyngor Tref y Drenewydd a Llanllwchaearn***Terms of Reference – Economy & Environment Committee****Purpose of this Committee**

The purpose of this committee is to carry out the operational, but not strategic, matters in its areas of responsibility and other matters as may be referred to it from time to time by the Council.

The matters referred to this Committee are:

- Planning Matters
- Economy and Economic Regeneration
- Environment
- Built Heritage
- Visitors, Tourism and Tourism Information Centre
- Marketing & Branding of Town and Council
- Cultural Heritage
- Markets
- Events & Festivals
- Town & Street Appearance (excl. cleansing or gritting services)

Delegated Powers & Responsibilities of this Committee

Notwithstanding matters reserved to the council or delegated to other Committees or to the Proper Officer, the delegated powers and responsibilities of this committee are:

1. The Economy and Environment Committee will have powers to commit spend within its own budget level supplemented by tolerances set as a by Council from time to time. Any expenditure beyond tolerances will be referred to Full Council.
2. To draft an Economy and Environment Committee Budget in accordance with the budget setting cycle and to recommend to Council.
3. The Economy & Environment Committee review and discuss all planning applications, consultations, pre-application consultations and issues that affect the Newtown & Llanllwchaearn Town Council area, and those outside its boundaries where they may affect or impact on the Town Council area.

4. The Economy & Environment Committee can decide on the Council's response to planning applications and pre-applications consultations and respond to the Planning Authority and developers accordingly.
5. The Economy & Environment Committee may nominate speakers to represent the Council at Powys County Council Planning Committees, in relation to a planning issue.
6. The Economy & Environment Committee will manage the weekly market, and other events and celebrations.
7. The Economy & Environment Committee will manage the tourist information service to plan the development of Newtown & Llanllwchaiarn as a tourist destination and manage the tourist information service.
8. The Economy & Environment Committee will undertake publicity as it pertains to the work of this committee.
9. The Economy & Environment Committee may also consider any other matter within its remit which may be referred to it from time to time by the Full Council.

Membership
(standard across all committees)

10. Membership of the committee will be appointed by the Council and to be at least three Councillors.
11. The quorum for the committee is three Councillors or 50% of the Committee whichever is the greater and be present at the meeting.
12. The Chair will be elected at the first meeting of the Committee after the Town Council Annual Meeting and referred back to the next full council for formal appointment.
13. A Vice Chair will be elected as soon as possible after the Town Council Annual Meeting.
14. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

Operations
(standard across all committees)

15. The Economy & Environment Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Town Council Annual Meeting.
16. The committee will meet as set out in the schedule of meeting dates adopted at the Town Council Annual Meeting.
17. An Officer delegated by the Proper Officer of the Council will service the Committee. The agenda will be published, with items to be discussed listed, three clear working days in advance of the meeting.
18. Minutes will be taken and distributed, and agreed at the next Committee meeting.
19. Members of the Committee may vote on resolution put to the committee.
20. All meetings of the Committee shall be open to the public, except that the committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation e.g. discussions which directly affect an employee of the Council and could be deemed confidential.

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Clerc Y Dref: E J Humphreys

Cyngor Tref y Drenewydd a Llanllwchaearn

Terms of Reference – Services Committee

Purpose of this Committee

The purpose of this committee is to carry out the operational, but not strategic, matters in its areas of responsibility and other matters as may be referred to it from time to time by the Council.

The matters referred to this Committee are:

- Recreation, Parks and Playgrounds
- Arts
- Public Toilets Service
- Playing Fields
- Open Spaces and General Amenity Space
- Bus Shelter(s)
- War Memorial(s) and grounds
- Public Seating
- Public Defibrillators
- Allotments Service¹
- Cemetery²
- Street Scene / Cleaning (Street Scene)³
- Daytime Social Activities for Older Persons⁴

Delegated Powers & Responsibilities of this Committee

Notwithstanding matters reserved to the council or delegated to other Committees or to the Proper Officer, the delegated powers and responsibilities of this committee are:

21. The Services Committee will have powers to commit spend within its own budget level supplemented by tolerances set as a by Council from time to time. Any expenditure beyond tolerances will be referred to Full Council.
22. To draft a Services Committee Budget in accordance with the budget setting cycle and to recommend to Council.

¹ Not currently transferred from Powys CC

² Not currently transferred from Powys CC

³ Not currently transferred from Powys CC

⁴ Not currently transferred from Powys CC

23. The Services Committee will be responsible for amenity spaces, functions and equipment.
24. The Services Committee will be responsible for the running of the Council owned public toilets.
25. The Services Committee may manage publicity for those areas within its responsibility
26. The Services Committee may also consider any other matter within its remit which may be referred to it from time to time by the Full Council.

Membership
(standard across all committees)

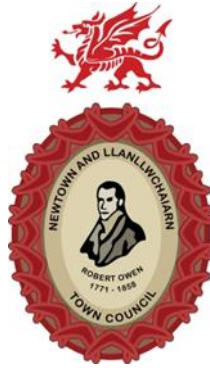
27. Membership of the committee will be appointed by the Council and to be at least three Councillors.
28. The quorum for the committee is three Councillors or 50% of the committee whichever is the greater and be present at the meeting.
29. The Chair will be elected at the first meeting of the Committee after the Town Council Annual Meeting and referred back to the next full council for formal appointment.
30. A Vice Chair will be elected as soon as possible after the Town Council Annual Meeting.
31. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

Operations
(standard across all committees)

32. The Services Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Town Council Annual Meeting.
33. The committee will meet as set out in the schedule of meeting dates adopted at the Town Council Annual Meeting.
34. An Officer delegated by the Proper Officer of the Council will support the Committee. The agenda will be published, with items to be discussed listed, three clear working days in advance of the meeting.
35. Minutes will be taken and distributed, and agreed at the next Committee meeting.
36. Members of the Committee may vote on resolution put to the committee.
37. All meetings of the Committee shall be open to the public, except that the committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation e.g. discussions which directly affect an employee of the Council and could be deemed confidential.

Town Council of Newtown and Llanllechaearn

TOWN COUNCIL OFFICES,
THE CROSS,
BROAD STREET,
NEWTOWN,
POWYS, SY16 2BB
TELEPHONE: (01686) 625544
Email: townclerk@newtown.org.uk
Web: www.newtown.org.uk
Town Clerk: E J Humphreys



SWYDDFA'R CYNGOR TREF,
Y GROES,
STRYD LYDAN,
Y DRENEWYDD,
POWYS, SY16 2BB
FFÔN: (01686) 625544
ebost: townclerk@newtown.org.uk
Gwefan: www.newtown.org.uk
Clerc Y Dref: E J Humphreys

Cyngor Tref y Drenewydd a Llanllechaearn

Terms of Reference – Resources Committee

Purpose of this Committee

The purpose of this Committee is to carry out the operational, but not strategic, matters in its areas of responsibility and other matters as may be referred to it from time to time by the Council.

The matters referred to this Committee are:

- Finance Management
- Staff Management
- Assets and Estate
- Equipment/Plant/Vehicles
- Buildings & Property & Leases
- Community Fund
- Information & Data Management and their Security
- Engagement & Communications
- Press and Publicity in general
- Office Management
- Robert Owen Museum Lease

Delegated Powers & Responsibilities of this Committee

Notwithstanding matters reserved to the council or delegated to other Committees or to the Proper Officer, the delegated powers and responsibilities of this committee are:

38. The Resources Committee will have powers to commit spend within its own budget level supplemented by tolerances set as a by Council from time to time any expenditure beyond tolerances will be referred to Full Council.
39. To draft a Resources Committee Budget in accordance with the budget setting cycle and to recommend to Council
40. The Resources Committee will prepare, present and recommend to Full Council for approval
 - a. The Annual Budget for the Council
 - b. Recommendations for the precept
 - c. The closure of final accounts before audit for each financial year
41. The Resources Committee will monitor the income and expenditure of the Council monthly in relation to the approved budget set by council.

42. The Resources Committee will review the detail of the following and present its recommendations and findings to the Council on:
 - a. Council Budget monitoring
 - b. Grant application for money to the Council
 - c. Loans to be sought by the council
 - d. Procurement activities
 - e. Requests for Virement or Budget overspend within certain limits set by policy
43. The Resources Committee will be responsible for all employment and personnel issues relevant to staff employed by the Council, and delegate the management of this to the head of service (the Town Clerk)
44. The Resources Committee will be responsible for ensuring all staff appraisal, training, grievance and disciplinary, and job evaluations are carried out
45. The Resources Committee will be responsible for maintaining the asset register.
46. The Resources Committee will be responsible for ensuring the maintenance of the assets and estate of the council.
47. The Resources Committee will be responsible for ensuring the maintenance of the leases and insurance of the assets.
48. The Resources Committee will be responsible for engagement and communications and overall policy on the council's press and publicity
49. The Resources Committee will undertake publicity as it pertains to the work of this committee.
50. The Resources Committee may also consider any other matter within its remit which may be referred to it from time to time by the Full Council.













Membership (standard across all committees)

51. Membership of the Committee will be appointed by the Council and to be at least three Councillors.
52. The quorum for the Committee is three Councillors or 50% of the Committee whichever is the greater and be present at the meeting.
53. The Chair will be elected at the first meeting of the Committee after the Town Council Annual Meeting and referred back to the next full council for formal appointment.
54. A Vice Chair will be elected as soon as possible after the Town Council Annual Meeting.
55. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

Operations

56. The Resources Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Town Council Annual Meeting.
57. The Committee will meet as set out in the schedule of meeting dates adopted at the Town Council Annual Meeting.
58. An Officer delegated by the Proper Officer of the Council will support the Committee. The agenda will be published, with items to be discussed listed, three clear working days in advance of the meeting.
59. Minutes will be taken and distributed, and agreed at the next Committee meeting.
60. Members of the Committee may vote on resolution put to the committee.
61. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation e.g. discussions which directly affect an employee of the Council and could be deemed confidential.

Appendix 2 -OVW/SLCC correspondence May 2019

-  01 - OVW - Motions for 2019 Annual General Meeting - 290419.pdf
-  02a - OVW - MODEL INFORMAL RESOLUTION PROTOCOL SURVEY - 200519.pdf
-  02b - Model Local Resolution Protocol for Community and Town Councils.pdf
-  03 - OVW - News Bulletin May'19 - 080519.pdf
-  04a - OVW - Joint OVW & PAW Network Event Conf 11 Jun'19 - 160519.pdf
-  04b - OVW - Joint OVW and Planning Aid Wales Network Event Conference 11 Jun'19 - 240419.pdf
-  05 - OVW - Code of Conduct Training Builth Wells 4th Jun'19 - 020519.pdf
-  06a - OVW - Job Description Development Officer Policy Welsh Essential - 080519.pdf
-  06b - OVW - Job Advert Mid Wales Dev Officer Post April 2019 Eng.pdf
-  06c - OVW - Application form Eng 2019.pdf
-  07 - OVW - Training The Council as an Employer 14th May'19 Gresford - 260419.pdf
-  08 - Wales & West Utilities - Invitation Stakeholder Workshops May 2019 - 240419.pdf

Appendix 3 - FINANCIAL REPORTS 2018/19 - Payments authorised since last report

Newtown & Llanllwchaiarn T C 2019-20				
Invoices Due for Payment by 30 June 2019 For Purchase Ledger				
	Invoice No.	Ref No.	Invoice Detail	Amount Due
	Ann Lowther [ANN001]			
19/03/2019	1		on spot translation All Saints	25.00
09/04/2019	2		Translation @ HighSchool PPlan	15.00
				40.00
	Boys & Boden Limited [BBN001]			
05/04/2019	N/399921		drill bits & rivets	14.07
08/04/2019	M/300288		waterproof tape	11.18
08/04/2019	PN/393745		gutter unions	7.60
17/04/2019	N/301548		Black geocel	6.30
01/05/2019	N/303268		nuts & bolts	22.18
				61.33
	Crescent Christian Centre [CCC]			
30/04/2019	749		Hall hire 11.4.19 PPlan	35.00
	Charlies Stores [CHA001]			
16/04/2019	R401375303		safety wearglasses, gloves	15.25
	Councillor Richard J White [CRW001]			
06/04/2019	APRIL EXPS		R White exps SARPA mtg @ Aber	16.30
	Eric Neville Catering Supplies Ltd [ENE001]			
04/04/2019	230368		Refuse sacks etc.	172.40
	Francis Communications [FRANCISCOM]			
30/04/2019	30.4.19		extra placeplan translation	8.40
	Douglas Hughes Aarchitects Ltd [HUG001]			
03/05/2019	12427		A1 & A2 copying	64.80
	JDH Business Services Ltd [JDH001]			
16/04/2019	3378		2018/19 int & fin audits	603.84
	J & J Farm Services [JJF001]			
01/04/2019	117722		water bowser for hanging baske	213.59
01/04/2019	118007		chainsaw parts	45.91
19/04/2019	118061		sharpening	8.40
				267.90

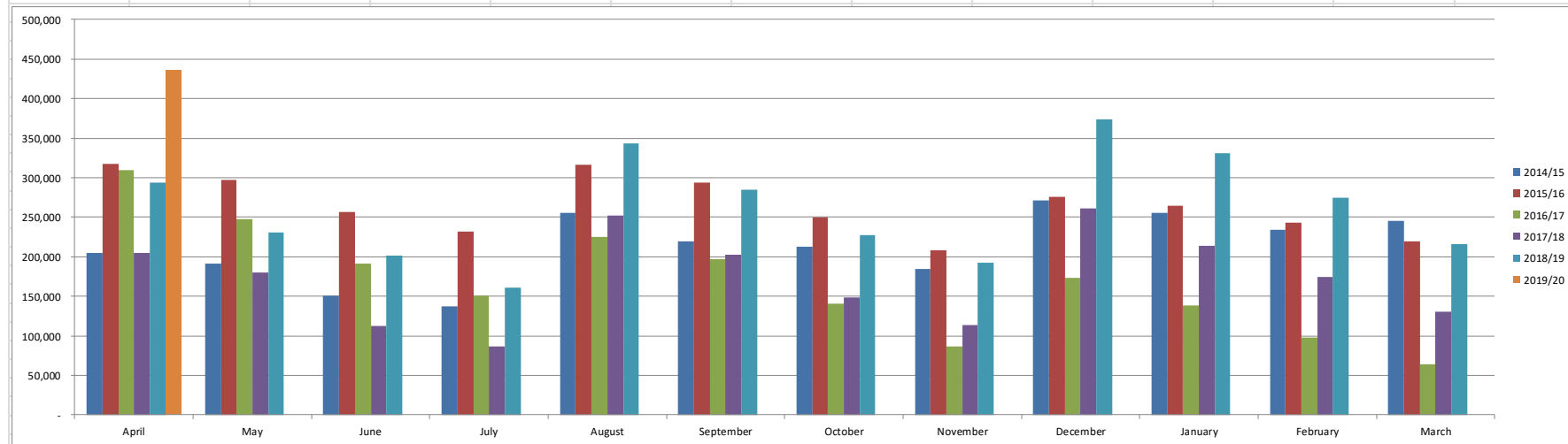
	Morgans of Newtown [MOR001]				
30/04/2019	1270300	plexideck, rails nuts & bolts		98.92	
	Newtown Decorating Centre Ltd [NDC001]				
11/04/2019	79305	Paint for play equipment		35.45	
	One Voice Wales [OVW001]				
11/04/2019	280319	OVW Innov Prac awards conf EH		55.00	
	Robert Owen Finance Ltd [ROF001]				
24/04/2019	202	Christmas lights lease		4,403.00	
	Wagon & Horses [WAG001]				
08/05/2019	PLACEPLAN INV	Room hire for Place plan		58.00	
	Martyn Jones (Window Cleaner) [WCL001]				
24/04/2019	55	May win clean when done		23.00	
	Williams Plant Hire Ltd [WPH001]				
30/04/2019	82077	hire concrete mixer		18.00	
	Zurich Insurance plc [ZUR001]				
10/05/2019	37718374	Ins Jun- Nov 2019		2,668.58	
				8,645.17	
	Facebook live software annual licence reimburse Liz \$348.00			270.00	estimate
	One-stop	Bunting		285.00	
	Andrew Bromley	Uneven surface signs		40.00	
	Keith Breese	guttering repair & redecorate inside		636.00	on last month list
	Kings nursery	Hanging baskets		736.00	
	Ed training course	Newtown share of 50% of course		573.27	
				11,185.44	
		HMRC	5,687.41		
		Takehome pay	14,614.90		
		PCC pension	5,359.14		
		PCC pension shortfa	116.67		
		CCU	278.00		
				26,056.12	
		Petty cash (7.5.19 market money)		174.20	
				37,415.76	

May 2019 payments tabled on the night















PAW	
Role of Community & Place Plans EH & ZH 11.6.19	120.00
OVW	
Council as an employer J Byrne 14.5.19	40.00
J Byrne	
Mileage for above	44.10
Frances Communications	
Translation job description advert	91.80
SLCC	
SLCC & OVW joint conference 15.5.19 RE & EH	216.00
Mytown Media Ltd	
job advert on my newtown & my welshpool	40.00
Online Playgrounds	798.00
	<hr/>
	1349.90
	<hr/>

Appendix 4: FINANCIAL REPORTS 2018/19 - Cash and bank balances graph

Cash totals												
Totals - £	April	May	June	July	August	September	October	November	December	January	February	March
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
2018/19	293,617	230,868	201,014	160,411	342,821	285,256	227,337	192,135	373,837	331,250	274,667	216,389
2019/20	436,003											



Appendix 5 – Item – Correspondence received and circulated – June 2019

-  01 - Urdd - Invitation to Meeting 19 Jun'19 - 100519.pdf
-  02 - IWA - Understanding Welsh Places news update - 130519.pdf
-  03 - Member of the public re litter bins - MJ 080519 REDACTED.pdf
-  04 - PAW - Shaping your Community Place Plans 11th Jun'19 Llanwrst - 150519.pdf
-  05 - Citizens Advice Powys - Energy Advice - 210519.pdf
-  06 - R George AM - News from Russell George AM May'19 - 100519.pdf
-  07 - PTHB - Welsh Government £2.5m transform health & social care services in Powys - 080519.pdf
-  08 - Robert Owen Museum - Museum events in during the summer - 290419.pdf
-  09 - MWT Newsletter May'19 - 090519.pdf
-  10 - PAVO - Community Connectors whilst on maternity leave - 010519.pdf
-  11 - MWT Climate Change Campaign - 300419.pdf
-  12a - Powys CHC - AGM Agenda 2nd May 2019 - 250419.pdf
-  12b - Powys CHC - Services Cttee 12th May'19 AGENDA - 140519.pdf
-  12c - Powys CHC - Executive Cttee 21st May'19 AGENDA - 140519.pdf