

MINUTES OF FULL TOWN COUNCIL MEETING
held on
Wednesday 18th June 2025 at The Public Institute, Llanfyllin

IN ATTENDANCE

Cllr Peter Lewis
Cllr Andrew Griffin
Cllr Sean Cowham (RFO)

Cllr Jackie Griffin (Interim Clerk)
Cllr Ann Williams
Cllr Lynnette Kretchmer

Cllr Darren Mayor

1	Apologies
Cllr Steve Wilkinson Cllr Ian Jones (long term sick) Cllr S Nazar (received at 7pm)	
2	Public Session
Public session was attended by one member of the public to discuss the process for becoming a Councillor.	
3	Disclosure of Interests
No declarations were made.	
4	Approval of Minutes
Members present confirmed the minutes of the meeting held on 21 st May 2025 and RESOLVED that they are a true record of the meeting. Minutes signed by the Chair.	
5	Matters Arising from Minutes
Pavement Licenses. Established that no pavement licenses have been issued in Llanfyllin. Councillors RESOLVED that approaching the relevant business owners requesting they review the requirements for maintaining access and address them accordingly would be the most appropriate action. Cllr A Griffin to contact them. Cllr P Lewis has followed up with Powys CC about increasing waste collections during the summer months. It was agreed that the bin allocation across the town needs to be reviewed, and consideration should be given to relocating bins that are not being utilised. This matter will be discussed by the Public Amenities Committee at their next meeting. Cllr S Cowham advised that the Cleaner would be willing to undertake the task of repainting the street furniture. Cllr P Lewis proposed that we agree extra hours and supply the equipment. Seconded by Cllr A Griffin. It was RESOLVED that the Policy & Finance Committee would review and recommend hours based on available budget.	
6	Mayor's Report
Attended the opening of the St Myllins Access project on St Myllins Day. Also attended the Mencap Celebration at Crosskeys – great theme: "Do you see me?" Reminder: Civic Sunday is at 11 o'clock at St Myllins.	
7	County Councillor Report
Powys CC have advised hedge cutting will not take place until September unless there is a Health & Safety Risk. Planning, Highways and legal are involved in the on-going development of the land opposite the Workhouse. Cllr P Lewis has been re-elected as Chair of Powys Pension Committee.	

8	Clerks Report
Brilliant Basics: The funding team confirmed that the grant can be used to extend the boardwalk. Revised quotes will be submitted to Powys CC within the original grant's financial limits. The grant requires an 80/20 match, with the Town Council needing to fund approximately £4,200 by February 2026. Transforming Towns Frontage Scheme: The grant of £86,572.28 has been approved, split among eleven businesses. This is a 70/30 match fund grant, with no contributions needed from the Council other than managing submissions and payments. Councillors RESOLVED to proceed, and the Clerk will accept both grants on behalf of the Council.	
9	Correspondence
A hand delivered letter was received at the start of the meeting related to the mowing of Cae Bodfach. It was RESOLVED that the issues raised would be addressed in the Public Consultation Meeting which is already scheduled for 23rd July.	
10	Finance
a) Schedule of Payments: reconciled against invoices by Cllr D Mayor. Councillors RESOLVED to approve all payments. Schedule signed by Cllr D Mayor and Cllr P Lewis. b) Bank Account Changes: Unity Bank seems to be the best fit for what we need and is used by many other local councils. Cllr P Lewis proposed that we initiate the change of the current account, the proposal was seconded by Cllr A Williams. Cllr S Cowham advised that with the completion of the audit and the strengthened financial regulations there was no longer a need for a separate RFO role, and he would hand all responsibilities over to the Clerk when the new bank account is set up and operational. The Councillors present RESOLVED to implement these changes. c) Audit Wales/AGAR Sign Off – Documents reviewed, and Councillors RESOLVED to sign off the Accounting Statement, the Annual Governance Statement, the associated supplementary information and explanations. Duly signed by Cllr A Griffin (Chair) and Cllr S Cowham (RFO). Regulatory notices will be published on the website with the regulatory period for examination and the return will be submitted to the external auditor, Audit Wales.	
11	Planning
No planning items to discuss.	
12	Events
a) VJ Day: 15th August: Agreed remembrance at the War Memorial @ 11am. Cllr A Williams to contact Gurkhas to come and do an open session with refreshments 1pm-4pm at Public Institute. Cllr L Kretchmer to check if the bell ringers would replicate what they did for VE Day. Sunset ceremony and lighting the beacon on the field to take place afterwards. b) Christmas Market: 28th Nov: Cllr A Griffin proposed we ask Cllr P Lewis to switch on the lights to reflect his many years as part of the Town Council, as our previous Mayor and as our County Councillor. All Councillors present agreed. Electricity supply on the square needs to be upgrade before then – this will be discussed at the Market & Events Committee Meeting.	
13	Statutory Documents
a) Committee Terms of Reference: These are fundamental for the establishment of Committees. Dates have been arranged for the remaining financial year, with provisions to adjust if necessary. The terms include delegated authority to spend within allocated budget lines in accordance with the Financial Regulations. The Clerk will provide the schedule of dates and associated budget information. Committee details will also be published on the website. All Councillors present RESOLVED to adopt the Terms of Reference. b) Financial Regulations: updated to allow delegated authority to the formed Committee's and to strengthen the current financial approvals ensuring no individual may approve or authorise expenditure if they have a family, financial or business relationship with another person involved in approving or authorising the same expenditure. All Councillors present RESOLVED to adopt the updated Financial Regulations.	

14	Permanent Registered Address
Due to recent issues identified with accessing Council records and the reliance on individual's personal addresses for official business, it is essential that the Council secures a permanent address. A fixed address would also provide a stable point of contact for the public and external organisations, supports continuity during changes in Clerk and Councillors, and ensures compliance with legal and administrative requirements. Cllr A Griffin proposed that the Public Institute is approached to determine whether it could become the Council's recognised business address with allocated storage facilities. Councillors present RESOLVED to progress this option. Cllr A Griffin to provide an update for the next Full Council Meeting.	
15	Town Square & Car Park
Car Park: The town is currently experiencing significant pressure on parking capacity. The main car park is frequently full, with additional strain caused by residents occupying long-term spaces. This shortage of available parking not only affects residents but also deters visitors, which in turn negatively impacts local businesses that rely on tourism and customer footfall. The current situation is unsustainable and requires intervention to balance the needs of all users. Councillors agreed that the Public Amenities Committee should review all options discussed, consider public consultation and report back to Full Council with recommendations. Town Square: Cllr S Cowham presented a new design for the Town Square sign and notice board. Councillors approved the design and agreed to use the new branding across all media going forward.	
16	Defibrillator
No response to our request for moving the current defibrillator at the Ambulance Station. Cllr S Cowham advised that the one on Pen-y-Bryn had been used on several occasions despite it being out of service. All Councillors present RESOLVED to go ahead and bring the existing one back into service at a cost of approx. £1,000. Cllr S Cowham to progress with support from Cllr A Williams.	

The date of the next Full Council meeting will be Wednesday 16th July 2025 commencing 18:45 at The Public Institute.