

MINUTES OF FULL TOWN COUNCIL MEETING
held on
Wednesday 16th July 2025 at Llanfyllin Public Institute

IN ATTENDANCE

Cllr Andrew Griffin
Cllr Sean Cowham
Cllr Peter Lewis
Cllr Steve Wilkinson

Cllr Jackie Griffin
Cllr Ann Williams
Cllr Lynnette Kretchmer

NOT PRESENT

Cllr Sophie Nazar
Cllr Ian Jones

1	Apologies
	Cllr Darren Mayor
2	Public Session
	No public attendance
3	Disclosure of Interests
	No declarations were made
4	Approval of Minutes
	Members present confirmed the minutes of the meeting held on 18 th June 2025 and RESOLVED that they are a true record of the meeting. Minutes signed by the Chair.
5	Matters Arising from Minutes
	Council Permanent Address: Cllr A Griffin reported that the Public Institute had agreed it could be used as a permanent council address. The monthly fee will be £100 per month which covers all Council Meetings, a Post Box and Storage facilities for Town Council. Councillors present RESOLVED to move forward with this. Pavement Licenses: Bistro will be changing the bench for a single sided bench but would like the plinth and light removed. All agreed to reposition the light to a more appropriate place. Public Amenities Committee to engage contractor to quote for street works and then forward to Powys for approval. Defibrillator – Cllr Cowham confirmed parts are on order, adult pads are on back order – have until the end of the week and then we will look at alternatives.
6	Mayor's Report
	Successful civic Sunday raised £131 for charities. Letter of thanks to be sent to Welshpool Air Cadet Squadron for their support. Attended Senior Citizen lunch on 20th June. Hosted the One Voice Wales North Montgomery Area Meeting in Cain Valley Hotel on Monday 7th July. Well attended and was a good opportunity to build relationships with other local councils. Town maintenance activities this month involved more repairs to toilets. Met with Dan Turner to discuss work required on Bodfach as part of grant conditions.
7	County Councillor Report
	Repair to the wall at the Ford, will be done next week. Hedge has been cut down at Ffordd Y Cain. Bike track on Llwyn Woods starts on 21 st July. Cllr P Lewis reported he has been appointed Chair of Wales Pensions.

8	Clerks Report
	a) Annual Return has been submitted to External Auditor (Audit Wales) – no update expected until September. b) Audit Wales – total cost for previous years audits has been finalized at £2,183. c) Schedule of Payments: reconciled against invoices and signed by Cllr P Lewis and Cllr L Kretchmer. Councillors RESOLVED to approve all payments. d) All outstanding cash held by previous Clerk has been repaid so the police consider that case is now closed.
9	Policy & Finance Committee Report
	a) Q1 Accounts have been reviewed and reconciled with the bank. Budget has been reviewed, and some re-allocation has been completed to ensure we have sufficient funds reserved for committed projects. b) VAT Claim completed for Q1, submitted and received within a week - £4,727.02 c) Training Policy: Reviewed, no amendments deemed necessary. Councillors present RESOLVED to adopt the policy. Clerk will create and maintain a training register. d) Risk Management Policy: Reviewed, no amendments deemed necessary. Councillors present RESOLVED to adopt the policy. Next step is for each committee to complete risk assessment for their areas of responsibility – target completion date is 1st October 2025. Clerk will share risk assessment template for all committees to follow.
10	Public Amenities Committee Report
	a) Cllr S Cowham was appointed as Chair of the Public Amenities Committee. b) Cllr L Kretchmer has requested to join the Public Amenities Committee. It was agreed by all Councillors. Reschedule initial meeting Tuesday 22nd July at 7pm. c) Toilets: Cllr S Cowham presented a short-term plan for disabled toilet refurbishment that is within the budget available this year. Councillors present RESOLVED to go ahead with the Disabled Toilet refurbishment as a priority. Cllr Cowham to request a drain survey. d) Street Furniture Refurbishment: Diane Tighe has offered to undertake the refurbishment of the planters, bollards etc. Recommendation is to allocate an extra 24 hours per month for July & August to get these completed. Budget is available. RESOLVED by all Councillors present.
11	Market & Events Committee
	a) First meeting is scheduled for 6th August. One issue that has been highlighted by trader complaints is that we do not have a Market Policy – this needs to be addressed as a matter of urgency. Market & Events Committee to draft for Full Council review. b) VJ Day arrangement. Cllr A Williams confirmed that Gurkhas cannot attend but they are going to send a box. Cllr Williams niece will do a presentation, and several local people will bring items of interest to the Institute on 15th August.
12	Correspondence
	a) Llanfyllin Junior Sponsorship: Town Council have been asked to sponsor the team strip for the new season. Total of £500. Proposed by Cllr A Williams and seconded by Cllr L Kretchmer, all councillors present agreed to fund this. b) BRACE: Meeting has been scheduled with the Chairman of Brace to build a new relationship ahead of the public meeting. c) TESCO: Cllr S Cowham reported that Tesco Community Delivery Lead had been in contact and was interested in the proposal to bring a community van weekly providing fresh fruit, vegetables, bread etc. They are willing to meet with us to look at creating a case study.

13	Planning
	a) Application 25/0957/FUL – no objections raised.
14	Councillor Email
	All councillors present confirmed that email is set up and working correctly.
15	Town Wifi
	Cllr S Cowham shared the new web site https://visit-llanfyllin.cymru which will be used as the landing page for the new Town wifi. There are 4 access points, two are not currently active but working with providers to resolve issues.

The date of the next Full Council meeting will be Wednesday 17th September 2025 commencing 18:45 at The Public Institute.