Full Council Meeting

Wednesday 24 Mar 2026 @ 18:45

Llanfyllin Public Institute

CYNGOR TREF LLANFYLLIN TOWN COUNCIL

MINUTES

Councillors Present

Cllr A Griffin	Cllr F Waldron	Cllr Z Allan
Cllr S Cowham	Cllr L Kretchmer	Cllr S Nazar (19:20)
Cllr P Lewis	Cllr I Jones	

In attendance

Cllr J Griffin (Interim Clerk)

1) Apologies

RESOLVED to accept apologies from Cllr D Mayor and Cllr A Williams.

2) Declarations of Interest

NOTED that no declarations of interest were made.

3) Public Participation Session

NOTED that at the commencement of the meeting the Chair invited members of the public to indicate whether they wished to speak under Agenda Item 3, to assist with the orderly conduct of the meeting and to determine whether suspension of standing orders may be required.

A member of the public requested that their objection to this approach be recorded in the minutes. The Chair confirmed it as an operational matter within their discretion.

4) Previous Minutes

RESOLVED to approve the minutes of the previous meeting.

NOTED that Cllr Allan requested her disagreement with Item 15 be recorded; no alternative wording or amendment was proposed.

5) Matters Arising from Minutes

NOTED that all matters arising are included as separate items on the agenda.

6) Mayors & County Councillor Report

NOTED the Mayor's report, including attendance at the opening of Coed y Cain Bike Park and the opening of the new Bob Guy Gallery at Y Dolydd.

NOTED the County Councillor's update, including Council Tax matters, the appointment of Neil Jackson, confirmation of £2.2m funding for pothole repairs across Powys with surface dressing planned for June, and works completed on New Road. CuePoint initiative has been well supported, with positive engagement and provision of food and equipment.

7)	Clerks Report
a)	**Data Breach** **NOTED** the Clerk's report regarding a personal data breach identified during audit preparation, including the unauthorised forwarding of Council emails to personal and third-party accounts. **RESOLVED** to formally record the breach in accordance with advice received from the ICO and One Voice Wales, and to treat the matter as a serious breach of Council information governance. The Clerk advised that Council information must not be shared externally without authorisation, Council emails must not be forwarded to personal or third-party accounts, and passwords must not be shared under any circumstances. Access to the One Voice Wales portal will be managed by the Clerk, with access provided to Councillors on request.
b)	**Insurance** **RESOLVED** to approve the appointment of a new insurance provider and the renewal of the Council's insurance cover at a total premium of £2,833, noting that alternative providers were unable or unwilling to provide appropriate cover for the Council's risk profile, including the addition of the bike park. **NOTED** that the revised policy provides enhanced public liability cover of £10 million, increased public realm coverage, and appropriate officer-related protections. **RESOLVED** to approve a budget virement to meet the additional cost, partially offset by a pro-rata refund from the previous insurer, with expenditure incurred under Local Government Act 1972 s111 as incidental to the Council's functions.
c)	**Revised Minute Format** **NOTED** that from April: ▪ revised minutes format will be implemented ▪ full agenda packs (excluding confidential items) will be published on the website

8)	Correspondence
a)	**Brass Plaques from Menshed** **RESOLVED** not to proceed with the purchase.
b)	**Bus Shelter** **RESOLVED** that: ▪ Cllr Lewis will investigate planning requirements. ▪ Clerk will obtain indicative costs. ▪ Proposals will be brought back to Council.

9)	Councillors Reports
a)	Cllr Cowham reported the Council website will be updated and unavailable over Easter. Spring Newsletter is due in April. Each Councillor to submit a news item to Cllr Cowham for a draft to be presented at the April meeting.
c)	Cllr Zarena Allen attended a PAVO Meeting where funding for BRACE and Arts Connection was discussed.
d)	Cllr Kretchmer reported that the Churchyard has been mowed and a spring clean is planned for Saturday 28th March at 10am. Wetlands work delayed due to illness.

10)	Statutory Audit & Reporting
a)	**Audit Timeline**

	RESOLVED to approve the audit timeline as presented.
b)	**Annual Town Report** **RESOLVED** that: ▪ Mayor will coordinate and allocate report sections ▪ Councillors will contribute content ▪ Draft to be presented at next meeting
c)	**Internal Audit** **RESOLVED** to appoint previous Internal Auditor if willing, and delegated authority to the Clerk to agree scope and confirm appointment.

11)	Finance
a)	**RESOLVED** to approve the schedule of payments, having been checked and countersigned by Cllr Nazar and Cllr Cowham, and **NOTED** that the bank reconciliation was verified by Cllr Lewis.
b)	**RESOLVED** to defer consideration of year-end virements to the April meeting, once year-end has been finalised.

12)	Councillor Remuneration & Allowances 2026–27
	RESOLVED to implement the Council's remuneration arrangements for 2026–27, having regard to the requirements of the national remuneration framework and the Council's obligations as a Group 4 council, as follows: ▪ that mandatory allowances will be made available to all members in accordance with national requirements ▪ that no scheme will be adopted for financial loss compensation ▪ that travel and subsistence allowances will be made available in accordance with the national framework ▪ that the Chair/Mayor allowance of £500 be maintained ▪ that no attendance allowance will be claimed by existing members, but will remain available in accordance with the national framework where required ▪ that any councillor electing not to receive the mandatory £156 allowance must complete a signed waiver ▪ that the Clerk is authorised to issue and retain waivers and to prepare and publish the Schedule of Remuneration in accordance with statutory requirements ▪ that provision within the approved budget applies only to the mandatory £156 allowance and the £500 Chair/Mayor allowance, and any additional costs arising will be met through virement from available balances as required.

13)	Grant Application
a)	**Arts Connection – £900** **RESOLVED** to approve a grant of £900 under Section 137 from the 2026–27 financial year. Clerk to process payment upon budget availability.

14)	Governance
a)	Code of Conduct **RESOLVED** to adopt the Code of Conduct.
b)	**Code of Conduct Training**

NOTED Code of Conduct training scheduled for 8 April.

c) **IT Information Security Policies**

RESOLVED to adopt the IT and Information Security Policies.

15) Parking Consultation

RESOLVED to progress parking management matters as follows:

- A review of the Car Park layout be undertaken, led by Cllr P Lewis
- Address matters concerning abandoned vehicles.
- Clerk is authorised to contact enforcement and removal providers and to issue appropriate notices in accordance with legal requirements
- Height Barrier will not be implemented at the Wetlands Car Park[1].

16) Recruitment

RESOLVED to commence recruitment, vacancy to be advertised from 1 April 2026 for a period of four weeks (excluding public holidays) across appropriate recruitment channels.

Staffing administration is the responsibility of the Policy & Finance Committee, under delegated authority, with recommendations brought to Full Council for decision.

17) Planning

NOTED that no planning applications were received.

18) Pride in Place Impact Fund

RESOLVED to progress grant applications for public toilet refurbishment and play equipment at Cae Bodfach, with authority delegated to the Clerk to prepare and submit applications ahead of the 10 April 2026 deadline, drafts to be circulated to Councillors prior to submission (noting limited time for adjustment), and any resulting financial commitments or match funding to be subject to future Council approval.

Meeting ended at 20:41

[1] Amended by resolution of Council on 15 April 2026 to include an omitted resolution.