# MINUTES

## 1: Meeting Header
Meeting Name: Full Council
Date: 17th June 2026
Time: 18:45 - 21:00
Venue: Llanfyllin Public Institute
Chair: [Chair Name]

## 2: Attendance
Present:
- Cllr's Peter Lewis, Sean Cowham, Fiona Waldron, Ian Jones, Zarena Allan, Ann Williams, Sophie Nazar (Remote) and Lynnette Kretchmer.

Officers/Advisers:
- Jackie Griffin, Town Clerk

NOTED: Cllr Nazar joined the meeting remotely at 7.00pm and left the meeting at 7.40pm.

## 3: FC/26-27/038 : Declarations of Interest
Cllr's Cowham and Waldron declared an interest in FC/26-27/043 – Co-option to Fill Casual Vacancy.

## 4: FC/26-27/039 : Public Participation
RESOLVED: to suspend Standing Orders to permit public participation.

Members of the public raised questions relating to council finances, the council website availability and the future of local leisure centre provision. Cllr Lewis confirmed that Powys County Council have three options for review, a decision has yet to be made.

Representatives of BRACE thanked the Council for inviting their input into biodiversity discussions relating to Cae Bodfach, provided an update on meadow management and planned autumn wildflower planting, and requested clarification regarding future management arrangements for the Forest Garden.

NOTED.
Following conclusion of public participation, Standing Orders resumed and Council proceeded to consider the ordinary business of the meeting.

## 5: FC/26-27/040 : Approval of Minutes
Council considered the minutes of the Annual General Meeting and Full Council Meeting held on 20 May 2026.
Cllr Allan stated that whilst she had no objection to the outcome of the Deputy Mayor election, she remained of the view that the election process had not been conducted in accordance with the relevant procedures. Her comments were noted.
RESOLVED: to approve the minutes of the Annual General Meeting and Full Council Meeting held on 20 May 2026 as an accurate record.

## 6: FC/26-27/041 : Matters arising from previous minutes
It was reported that correspondence had been issued to Dyfed-Powys Police and a response was awaited.
NOTED.

## 7: FC/26-27/042 : Co-option to Fill Casual Vacancy
Council received presentations from the candidates and proceeded to a secret ballot in accordance with the Council's Co-option Policy.

RESOLVED: that Janet Jones be co-opted to Llanfyllin Town Council.
Cllr Jones signed the Declaration of Acceptance of Office and joined the meeting.

## 8: FC/26-27/043 : Mayor & County Councillor Report
Council received a verbal report from the Mayor and County Councillor.
The report included updates on the appointment of the Town Clerk, St Myllin's Day, highways maintenance, progress

relating to Bodfach Lodge Bridge, replacement litter bins and arrangements for the Mayor's Sunday service scheduled for Sunday 28 June, to be held at Tabernacle Chapel at 11.00am.
The Mayor confirmed that Jackie Griffin had accepted the position of Town Clerk, subject to the agreement of contractual terms.
NOTED.

### 9: FC/26-27/044 : Clerk Report

Council received the Clerk's report. Updates included:
– Progress on the proposed Community Asset Transfer of the Town Square, including ongoing discussions with Powys County Council regarding the Heads of Terms.
– An update on the investigation into the incident at Coed- y-Cain Bike Park, including liaison with insurers, Health & Safety officers and other stakeholders.
– Progress with current grant-funded projects, procurement activity and discussions regarding future funding opportunities.
– Ongoing work relating to abandoned vehicles within council-owned land, including liaison with the relevant authorities.
– General governance, finance and administrative matters, including preparation of the Annual Governance and Accountability Return (AGAR).
NOTED.

### 10: FC/26-27/045 : Councillor Reports

Council received reports on activities undertaken on behalf of the Council.

Cllr Waldron reported on the success of the Llanfyllin Mystery Trail and plans to make the trail available online. The Clerk was asked to issue letters of thanks to those who had supported and donated towards the initiative.

Cllr Cowham reported on the installation of canine first aid stations within the town through partnership working with local organisations. An update was also provided on preparation of the Council's Annual Report. Cllr Allan agreed to review the draft Annual Report and provide feedback prior to publication.

Cllr Kretchmer reported on maintenance works at Cae Bodfach, including concerns regarding the width and cutting of paths, together with attendance at local climate and environmental events.

Cllr Williams reported that the local playgroup would be closing at the end of the month, with Cylch expanding its provision and changing to bi-lingual. Updates were also provided following a meeting with the Housing Officer regarding maintenance works at Bron-y-Gaer, together with improvements to the brook and mini car park area.

Cllr Allan reported on attendance at the WI monthly meeting, the Volunteer Celebration event and the Big Green Week litter-picking activities. A request was made for litter-picking equipment to be made available to support regular community volunteers. Concerns raised by residents regarding the spraying of weeds in public areas were discussed and it was confirmed that the works were being undertaken by Powys County Council.

### 11: FC/26-27/046 : Finance

RESOLVED:

a) to approve the schedule of payments as presented. Verified and signed by Cllrs Janet Jones and Ian Jones.
b) to approve the bank reconciliation on 30th May 2026. Verified and signed by Cllr Allan.
c) to award a grant of £765 to Llanfyllin Music Festival in support of the 2026 Fringe Music Festival.

### 12: FC/26-27/047 : Annual Governance and Accountability Return (AGAR) 2025/26

Council considered the Internal Audit Report, the Annual Governance Statement and the Accounting Statements for the year ended 31 March 2026. The Clerk presented the completed Annual Governance and Accountability Return and summarised the findings of the Internal Auditor.

RESOLVED:
a) to receive and note the Internal Audit Report for 2025/26.
b) to approve the Annual Governance Statement (Section 1) for 2025/26.
c) to approve the Accounting Statements (Section 2) for 2025/26.
d) to authorise the Chair to sign the approved Annual Governance Statement and Accounting Statements on behalf of the Council.
e) to submit the completed Annual Governance and Accountability Return to Audit Wales in accordance with the statutory timetable.

### 13: FC/26-27/048 : Pride in Place Grant

Council considered the draft tender documentation for the Pride in Place Grant projects.
RESOLVED:
– to approve the issue of the Natural Play Area tender, excluding the drainage works, which will be progressed as a separate project.
– to defer approval of the Public Toilet Refurbishment tender pending further review.
– that Cllr Cowham and Cllr Allan review the Public Toilet Refurbishment tender documentation with the Clerk and present a revised draft to the July meeting for consideration.

### 14: FC/26-27/049 : Planning

Council considered the objections raised by Natural Resources Wales to the proposed relocation of Llanfyllin Ambulance Station and the potential impact on the project.

RESOLVED: that the Clerk write to Mid and West Wales Fire and Rescue Service seeking clarification as to why the proposed shared site arrangement was not supported.

### 15: FC/26-27/050 : Powys Teaching Health Board Pharmaceutical Needs Assessment Consultation

Council considered the draft Powys Teaching Health Board Pharmaceutical Needs Assessment consultation.
RESOLVED:

a) that interested Councillor's prepare a draft response on behalf of the Council.
b) to promote the consultation through the Council's communication channels to encourage residents to submit their views.

### 16: FC/26-27/051 : Public Amenities

Council considered recommendations and proposals relating to Public Amenities.
RESOLVED:
a) to establish a Play Park Working Group comprising Cllr Cowham and Cllr Waldron, with the group to engage with interested residents and other third parties and report back to Council with recommendations.
b) to approach Llanfyllin Men's Shed regarding the refurbishment of the Play Park bench, with the Council to provide materials if required.
c) to investigate options for replacing the existing gate arrangement at the Pump Track entrance with a more suitable access control measure to improve pedestrian safety and help prevent young children from entering the adjoining car park.
d) to investigate the provision of a bus shelter outside The Cross Keys, including design options, costs and funding opportunities. The Clerk will seek advice from Powys County Council's Conservation Officer and Cllr Lewis will discuss the proposal with The Cross Keys.
e) to establish a Cae Bodfach Management Plan Working Group comprising Cllrs Kretchmer, Allan and Cowham, with the group to engage with interested third parties and report back to Council with recommendations.

### 17: FC/26-27/052 : Events and Community Engagement

Council considered recommendations relating to community events and engagement.
RESOLVED:
a) to introduce the CALON Awards as the Council's annual community recognition scheme. The awards could be presented as part of the Mayor's Sunday or St Myllin's Day celebrations, with nominations remaining open to all.
b) to establish a working group comprising interested parties to review the future format and organisation of the St Myllin's Day celebrations and report back to Council with recommendations.

### 18: FC/26-27/053 : Council Governance, Communications and Councillor Engagement

Council considered correspondence relating to governance, communication between meetings, member engagement and transparency.

Cllr Allan raised the matters set out in the correspondence, to which the Mayor responded. No changes to existing council procedures or working practices were proposed.
NOTED.