

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

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Mrs Tracey Price (Clerk)
Garn Farm
Chapel Lawn
Bucknell
Shropshire.
SY7 0BT

11th January, 2024

Dear Councillor,

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 17th January 2024 at 7.30 p.m.** at the Assembly Rooms, Broad Street, Presteigne and via video conferencing, and you are hereby summoned to attend.

Join Zoom Meeting
<https://us06web.zoom.us/j/84772150082?pwd=J8sAQDbokvDQfxMolxAcz9UeSv6dSx.1>

Meeting ID: 847 7215 0082 Passcode: 421315

Dial by your location - 0203 901 7895 United Kingdom
Find your local number: <https://us06web.zoom.us/u/kMCcge4Qj>

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda SUBJECT TO PRIOR NOTIFICATION TO THE CLERK AND THE CONSENT OF THE CHAIRMAN.

PLEASE NOTE IN THE EVENT OF BAD WEATHER THE MEETING MAY BE HELD ONLINE ONLY. PLEASE CHECK THE COUNCIL FACEBOOK/WEBSITE FOR ANY UPDATES.

Yours sincerely

Tracey Price

TOWN CLERK

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are requested to declare any personal and/or prejudicial interests they may have in matters to be considered at this meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

3. PLANNING

To consider any applications received –. None at issue of agenda.

PLEASE NOTE THAT PLANNING APPLICATIONS MAY BE RECEIVED AFTER PUBLICATION OF THE AGENDA AND MAY BE ADDED DUE TO THE TIGHT TIMESCALE FOR SUBMISSION OF COMMENTS.

4. **FINANCE**

- (a) Payments: to approve the following payments –
- | | |
|--|--------------------|
| B. Baynham (refund expenses) | £21.42 |
| Mrs T.A. Price (pay) | £1558.36 |
| HM Revenue & Customs | £631.86 |
| NEST | £146.30 |
| Highground Maintenance Ltd | £345.89 MEADOW ACC |
| B. Baynham (annual Cllr. allowance) | £208.00 |
| Beaumont Electrical Services (work at toilets) | £540.00 |
| R. Price (hedge trimming etc) | £384.00 MEADOW ACC |
| EDF Energy (Barn) | £22.97 MEADOW ACC |
| EDF Energy (W/T) | £28.61 |
| EDF Energy (H/S) | £105.97 |
| JRB Enterprises Ltd (dog bags) | £161.10 MEADOW ACC |
| T. Lloyd-John | £408.49 |
| HSBC (bank charges) | £8.00 MEADOW ACC |
| HSBC (bank charges) | £10.00 |

- (b) Donations: To consider the donation requests from national/larger organisations as follows (balance in miscellaneous donations is £500) –

Macmillan Cancer Support
Kids Cancer Charity
Cerebral Palsy Cymru (letter only no application form)

- (c) Receipts: To note the following receipts -
- | | |
|---|------------|
| Powys County Council Third Precept Payment | £24,312.60 |
| Website Advertising | £91.00 |
| Powys County Council (refund wildflower grant – part) | £986.88 |
- (d) Review of Allocated and Free Reserves and Budget Monitoring to end December and noting of the current bank balances.
- (e) To set the Budget and Precept for 2024/25 including consideration of the following:

New Projects 2024/25 –

Norton maintenance and tidy up Fund
Christmas Lights, Norton
Grass Cutting, Presteigne and Norton
New Council Laptop

To consider additional budget for storage container (£2500 currently held in capital account).

Recommendations of Staffing Committee for Clerk's Salary/training costs.

Budget for Allotments, Meadows and Public Conveniences.

Allocation of Grant Amounts for 2024/25.

Use of Allocated or free reserves in 2024/25.

Review/Confirmation of Charges – Allotment Rent (from March 2024) and Website Advertising (from April 2024).

5. **ANY URGENT BUSINESS INFORMATION** (at discretion of Chair)

Enc: Various Budget papers.

PRESTEIGNE AND NORTON TOWN COUNCIL

LIST OF BUDGET DOCUMENTS

Page	
1-2	Budget Update to end of December
3	Estimated Spending to Year End
4	Project Balances
5	S.137 payments List
6-7	Library Report
8-10	Draft Budget

Expenditures	Final 2023/24	Spend to end of Dec 2023	
Council Administration Costs			
Mayor's Allowance	1000	0	
Mayor's Expenses	500	244.27	
Clerk's Salary PAYE inclusive. See note 1	28100	21335.05	
Audit Fee (Internal and External)	800	88.00	
Insurance (3 year agreement exp. 2/9/22)(1431.62, 35.69)	1450	1467.31	
Membership of SLCC	250	236.00	
Stationery & Computer Sundries/Petty Cash inc computer repairs	750	601.40	
Video Conferencing Licence (zoom)	100	119.90	
One Voice Wales Annual fee	520	546.00	
Training/Conference Fees for Clerk (reserve held)	0	170	
Travelling Expenses	200	44.25	
Election Expenses (reserve held)	0	0	
Remuneration of Councillors/Cllr Expenses. See note 2	0	0	
Councillor Training	100	0	
Information Commissioner Data Registration	35	35.00	
Website (funded via advertising income)	0	0	
Bank Charges Treasurer Account	110	76.47	
	33,915.00	24,963.65	
Donations and S137s			
Air Ambulance (to be reviewed if Mid Wales Base removed)	300	300	
British Legion (Remembrance Wreaths)	60	60	
East Radnorshire Care	2000	2000	
Memorial Hall	1000	1000	
Mid Border Arts	1250	1250	
Norton Community Trust	5000	5000	
Norton Sports Committee (Fireworks)	200	200	
PACDG	250	250	
Presteigne Festival	1250	1250	
Presteigne Fireworks Display (Sheep Music) - £500 guarantee against loss	0	0	
Presteigne Little Peoples Playgroup (not required 2023-24)	0	0	
Presteigne & Norton Community Support	250	250	
The Judge's Lodging Trust Ltd	2000	2000	
Powys CAB	200	200	
Radnorshire Wildlife Trust	0	0	
The Samaritans	250	250	
Wardens Guardian Foundation (not required 2023-24)	0	0	
Youth Project	1000	1000	
Miscellaneous	500	0	
	15,510.00	15,010.00	
Ongoing Projects:			
Anchorage Test for Xmas Lights	125	0	
Toilet Blocks (2) (reserves to be used for balance)	12000	7252.01	
street cleaning	0		
Funding twds Town Library Service (reserve held)	0	0	
Presteigne Christmas Lights	1100	737.50	
Wildflowers/ Bulbs/Verges/Roundabouts (Corton roundabout only)	250	275	
Street Lighting/Dark Skies Project	0	0	
Climate Crisis Project Grants (unspent reserve held)	250	250	
	13,725.00	8,514.51	
New Projects 2023-24			
Coronation of King Charles III (£250 Norton, £250 Presteigne)	500	500	
Additions to Christmas Lighting (poss lights for Christmas Trees)	500	0	
Mayor's Honours Board	0	0	
Regular Updating of Website	100	0	
Speed Indicator Signs, Norton	0	0	
New Street Cleaning Arrangements	1000	246.52	
	2,100.00	746.52	
Went's Meadow Site inc MUGA etc, Eddie's Meadow			
Weekly Inspections (inc defib checks)	1500	1128.00	
General Maintenance	2000	2239.93	
Dog Bags	1400	1223.60	
Grass Cutting/weed killing	3600	2594.16	
Professional Inspections (tree survey paid in 22/23)	925	184.9	
MUGA / New Barn Reserve	2000	0	
Allotments (funded via rental income)	0	64.00	
Utilities	350	186.83	
Misc.(to include bank charges)	300	228.40	

	12,075.00	7,849.82	
TOTAL EXPENDITURE	77,325.00	57,084.50	
less £4400 to be used twds toilet expenditure	-4400.00		
Precept Demand therefore will be	72,925.00		
Monies Allocated to Specific Reserves	2125.00		
Spending not within original budget			
Dark Skies printing (from allocated reserve)		30.84	
Website (funded via advertising)		192	
Norton Christmas Lights		200.00	
Wildflower Works (grant funded)		1403.13	
Nature Reserve (grant funded)		35,786.24	
Tree Hub Costs		24.00	
Contribution twds Library Service (reserve held)		1,000.00	
Donation from 22-23 Reserve to Sleeping Dragon Fund		300.00	
Mid Wales Ecology - Eddie's Meadow Management Plan from Climate Crisis Donation Reserve		175.20	
Misc works and materials N. Close		176.50	
Misc - lock for temporary storage		19.72	
	VAT Treasurer	6168.25	
	VAT Meadow	1204.35	
Grand Total Actual Spend (as per accounts)		103,764.73	
Check Totals			
Treasurer	94,710.56		
Meadow	9054.17		
	103,764.73		

ESTIMATED SPENDING TO YEAR END**2023/24**

Toilets (Cleaning £1300, elec £300, water 320, repairs 200)	2120
Clerk's Pay	6270
Clerk's allotment hours from meadow allocated reserve (est £300)	
Pension Payments	189
Mayor's Expenses Allowance	1250
External Audit	300
Christmas Lights	300
Office/Travel/Bank Charges	150
Misc	500

NB Meadow costs will come from within its own allocated reserve balance

11079**VAT REFUND DUE TO END OF YEAR**

(will go to each account as below)

Treasurer to date	6168
Meadow to date	1204
(est to year end)	400
	7772

**2023-24- Project Balances at 31st Dec 2023**

Meadows	33,102.06	Own Account, as bank balance.
allotment monies	-	£4318.27 - now held in Meadow Account
Warden/Eddie's Meadow Reserve Fund	1033.83	
Remuneration of Councillors	1800.00	
Councillor Training	652.50	
Wildflower Mix / Bulbs	231.16	
Website	1315.00	Consider obtaining costs to update site.
Christmas Lights Anchorage Testing	448.80	
Renewal of Christmas lights	1177.95	
Toilets (both blocks)	21789.37	
Election Fund	6859.92	
Norton Lights	150.00	
Clerk's Training	265.50	
Library and Devolved Services	5854.00	
Xmas Lights Annual Costs	754.80	
Norton Community Fund	354.07	
Capital Receipt (can only be spent on capital items)	31,125.25	From cemetery land As bank balances (2 accounts)
Dark Skies/Street Lighting NEW	1,111.40	Inc Welsh Water grant
Climate Crisis Grants	1158.57	
Footpath Maintenance	100.00	Allocated reserve created Jan 2022, remove?
Tree Hub Monies	826.00	add to climate crisis grant fund?
	110,110.18	

(Including 2023-24 precept amounts)

Governance and accountability for local Councils in Wales - A Practitioners Guide recommends that free reserves of 3 to 12 months expenditure are held by local Councils

Bank Balances at 31st December 2023

33,102.06	Meadow
40,714.51	Treasurer
33,627.10	General Reserve
1033.83	Warden Reserve
125.25	Capital Account
31,000.00	HSBC Six month notice acc
0.00	less cheques to clear
-11079.00	less payments to year end
8000.00	plus approx VAT to be reclaimed
128523.75	Projected Year End Balance

Ear marked Reserves	110110.18	
Total Minimum Level Free Reserves	19,331	2023/24 budget £77325
Total Maximum Level Free Reserves	77,325	

129441.18	Minimum Total Balance rec'd Practitioners Guide (min. free reserve + allocated reserves)
187435.18	Maximum Total Balance recommended - max free reserve plus allocated reserves

SECTION 137 PAYMENTS 2024-25 DRAFT			
Expenditures			
Electors 2022 = 2234. £10.81 per elector in 24-25.			
	£24,149.54		
	Notes		Applied For 24/25
Air Ambulance			250
British Legion (Remembrance Wreaths)	Increased due to cost of wreaths		75
East Radnorshire Care	Possible under recreation for part		2000
Norton Community Trust			2000
Norton Sports Committee (Fireworks)			200
PACDG			250
Presteigne Fireworks Display (Sheep Music)			500
Presteigne Little Peoples Playgroup	No application		0
Radnorshire Wildlife Trust	No application		0
The Samaritans			250
Wardens Guardian Foundation	No application		0
Youth Project			1200
Miscellaneous Donations			500
Library Service			1000
Climate Crisis Grants			500
			8725
Non S137 Grants/Donations			
Mid Border Arts	Local Government Act 1972, s.145		1500
Presteigne & Norton Community Support	Local Government and Rating Act 1997, s.26-29		250
Presteigne Festival	Local Government Act 1972, s.145		1250
Presteigne Memorial Hall	Local Government Act 1972 s.133		1000
Judges' Lodging Trust	Local Government Act 1972, s.144		2000
Citizens advice Bureau	LGA 1972 S.142		250
			6250
Grand Total			14975

Presteigne Library Service Delivery 2023

Over the last year we have seen a 184% increase in visits, a jump of over 6000. Our book issues have gone up by 59% compared with last year which is one of the highest in the county. We have seen a particularly encouraging increase in children visiting the library, something I'm keen to build upon. I have been working to strengthen links between the library and the primary school particularly, and visited the primary school in early summer to promote our Summer Reading Challenge.

The Challenge, open to 4-11 year olds, also saw numbers up on the previous year, and at one point the children's library shelves were almost empty there were so many books being read at once. As a part of this year's Sports-themed summer challenge we supplied sports equipment to local children free of charge, from balls to balance bikes, and saw a real enthusiasm for engaging with reading.

We held a special music themed story time in partnership with the Presteigne Festival this August, and several story and craft sessions for younger children throughout the year. We have recently moved from a monthly under 5s story time to a weekly story time which is greatly appreciated by those who attend. We have been host to several local groups, from Welsh conversation "clwb clonc"s to homework groups, and our accessible book club is about to start up again after Christmas with a new crop of members joining.

The library is also proud to work with local groups in order to help widen access to information. We have been host to many information displays over the past year, including the current display of books and information on dementia put together in partnership with Presteigne Dementia Friends. We've either hosted displays or drop-in sessions with the Radnorshire Wildlife trust, Hope House, Powys Recycles, Presteigne Transition group, the Community Garden, and several different charities devoted to raising awareness of particular conditions. We hope to widen this further next year with the inclusion of a seed swap and drop-in sessions from local experts in their fields, whatever those might be.

During the Presteigne Festival we were delighted to display three specially made prints by local artists in the library windows, and have showcased the work of other local artists previously. I feel that as a town with an arts festival, it's especially important for the library to be involved in whatever capacity is possible.

As well as book borrowing, we offer Library+ services, which means people can visit the library and accomplish a variety of council related things, from paying council tax or rent for council houses and garages to arranging special refuse collections. While numbers accessing this have fallen since covid, when people on the whole learnt to do things themselves online, I feel it's a vital service for the town to have, as there *are* still those who do need it, as well as many people who come in for face to face advice. Every month we have queries from people wanting advice on accessing council services, and we have supported many Presteigne residents to apply for cost of living grants, from help filling in forms and contacting the County Council, to scanning evidence and sending it off.

With a Warm Spaces grant from the Welsh government we extended our opening hours between January and the end of March this year, and provided a welcoming, cosy space for the public to enjoy without any pressure to spend money. Across three months we were open for a total of 39 extra hours and were visited approximately 110 extra times.

We also offer one-to-one help with technology which has been invaluable to some of our borrowers. We were able to supply an ipad and data free of charge to one gentleman who couldn't afford the internet at home, and he has since become quite the surfer. On the two occasions he needed help

setting things up, he's had one-to-one visits with our tech expert Tilly who visited from Brecon and made sure everything was set up properly for him. We now have regular drop in sessions for anyone needing tech help.

I am very much hoping to build on these successes next year. Although I've put together a programme of events for after Christmas, I think it's important to broaden what the library can deliver rather than concentrating only on one-off events, which is why this proposal includes things like Lego for a regular club, and resources for those accessing the library as a warm space.

Rhiannon Hooson, Branch Librarian

Expenditures		Final 2023/24	Estimate to Year End	Note	Draft 2024/25	Final 2024/25
Council Administration Costs						
Mayor's Allowance		1000	1000	expenses this year	1000	
Mayor's Expenses		500	500		500	
Clerk's Salary PAYE inclusive. See note 1		28100	28,550		28,880	
Audit Fee (Internal and External)		800	350	limited audit 23/24	350	
Insurance (3 year agreement exp. 2/9/22)		1450	1450		1550	
Membership of SLCC		250	236		250	
Stationery & Computer Sundries/Petty Cash inc computer repairs		750	750		800	
Video Conferencing Licence (zoom)		100	120		130	
One Voice Wales Annual fee		520	546		575	
Training/Conference Fees for Clerk (reserve held)		0	200	reserve held	0	
Travelling Expenses		200	100		150	
Election Expenses (reserve held)		0	0		0	
Remuneration of Councillors/Cllr Expenses.		0	208	reserve held	0	
Councillor Training.		100	0	reserve held	0	
Information Commissioner Data Registration		35	35		35	
Website (funded via advertising income)		0	0		0	
Bank Charges Treasurer Account		110	100		110	
		33,915.00	34,145.00		34,330.00	0.00
Donations and S137s						
Air Ambulance (to be reviewed if Mid Wales Base removed)		300	300		250	
British Legion (Remembrance Wreaths)		60	60		75	
East Radnorshire Care		2000	2000		2000	
Memorial Hall		1000	1000		1000	
Mid Border Arts		1250	1250		1500	
Norton Community Trust		5000	5000		2000	
Norton Community Trust (Fireworks)		200	200		200	
PACDG		250	250		250	
Presteigne Festival		1250	1250		1250	
Presteigne Fireworks Display (Sheep Music) - £500 guarantee ag		0	0		500	
Presteigne & Norton Community Support		250	250		250	
The Judge's Lodging Trust Ltd		2000	2000		2000	
Powys CAB		200	200		250	
Radnorshire Wildlife Trust - NOT APPLIED FOR		0	0		0	

8

8

Expenditures		Final 2023/24	Estimate to Year End	Note	Draft 2024/25	Final 2024/25
The Samaritans		250	250		250	
Wardens Guardian Foundation - NOT APPLIED FOR		0	0		0	
Youth Project		1000	1000		1200	
Miscellaneous		500	500		500	
		15,510.00	15,510.00		13,475.00	0.00
Ongoing Projects:						
Anchorage Test for Xmas Lights		125	125		125	
Toilet Blocks (2) (reserves to be used for balance)		12000	9400		12000	
Funding twds Town Library Service (reserve held)		0	1000	Reserve held	0	
Presteigne Christmas Lights.		1100	1150		1300	
Wildflowers/ Bulbs/Verges/Roundabouts (Corton roundabout only)		250	275		300	
Street Lighting/Dark Skies Project		0	0	Reserve held	0	
Climate Crisis Project Grants (unspent reserve held)		250	250	Reserve held	0	
Coronation of King Charles III (£250 Norton, £250 Presteigne)		500	500		0	
Additions to Christmas Lighting (poss lights for Christmas Trees)		500	0		0	
Regular Updating of Website		100	0	Reserve held	0	
New Street Cleaning Arrangements		1000	247	Reserve, vacant	0	
Storage Container (£2500 held in capital account)		0	0		1000	
		15,825.00	12,947.00		14,725.00	0.00
New Projects 2024-25						
Council Laptop		0	0		750	
Christmas Lights, Norton		0	0		500	
Maintenance and Tidy Up, Norton		0	0		500	
Grass Cutting, Presteigne and Norton		0	0		500	
		0.00	0.00		2,250.00	0.00
Went's Meadow Site inc MUGA etc, Eddie's Meadow						
Weekly Inspections (inc defib checks)		1500	1500		1650	
General Maintenance		2000	2500		1500	
Dog Bags		1400	1400		1750	
Grass Cutting/weed killing		3600	3600		3600	
Professional Inspections		925	185		225	
MUGA / New Barn Reserve		2000	2000		2000	
Allotments (funded via rental income)		0	0		0	

Expenditures		Final 2023/24	Estimate to Year End	Note	Draft 2024/25	Final 2024/25
Utilities		350	300		350	
Misc.(to include bank charges)		300	300		200	
		12,075.00	11,785.00		11,275.00	0.00
TOTAL EXPENDITURE		77,325.00	74,387.00		76,055.00	0.00
	less use of reserves	-4400.00				
	Precept Demand therefore will be	72,925.00	74,387.00		76,055.00	0.00
Note 1: Any additional sum needed will be met from free reserves (pay awards for 24/25 not yet known)						
	Precept Rate per £1 (Band D) £1352.72					
	023/24 £1 raises £1350.70 (Band D Precept of £54.00) (£72,937.80)					
	022/23 £1 raised £1308.28 (Band D precept of £54.00) (£70647.12)					