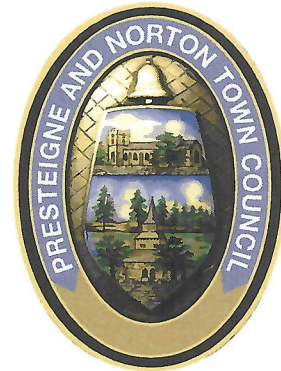


Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

Clerk, Mrs Tracey Price
Garn Farm
Chapel Lawn
Bucknell
Shropshire
SY7 0BT

Email: pntc@hotmail.com
Telephone: 01547 528575



11th May, 2023

Dear Councillor,

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 17th May at 7.00 p.m.** at the Judge's Lodgings, Broad Street, Presteigne and you are hereby summoned to attend. Following the election of Mayor/Chairman and Deputy Mayor/Vice-Chairman the meeting will adjourn and re-locate to the Assembly Rooms, Broad Street, Presteigne.

PLANNING APPLICATIONS (IF ANY) SHOULD BE VIEWED ONLINE BEFORE THE MEETING.

Zoom Joining Information –

<https://us06web.zoom.us/j/87690403146?pwd=UIRGZEhnT1VpaVdVRy9QMjhNNkQvUT09>

Meeting ID: 876 9040 3146 Passcode: 344279

Or dial by your location - 0208 080 6591 United Kingdom

Find your local number: <https://us06web.zoom.us/j/87690403146?pwd=UIRGZEhnT1VpaVdVRy9QMjhNNkQvUT09>

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.

The public and press are cordially invited to attend the meeting.

Yours sincerely

Tracey Price
TOWN CLERK

AGENDA

ANNUAL MEETING

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. ELECTION OF TOWN MAYOR/CHAIRMAN FOR 2023/24

And signing of declaration of acceptance of office.

4. APPOINTMENT OF DEPUTY MAYOR 2023/24

5. REVIEW OF MEMBERSHIP OF COMMITTEES/WORKING GROUPS.

Sites and Buildings Committee (5) plus outside representatives for Meadow matters (3) and allotments (1).

The following are the current non Councillors – Gareth Graham. Richard Rimington, Colin Kirkby.

Staffing Committee (5)

Library Services Working Group (5)

LDP Working Group (4)

Climate Crisis Committee (4 – plus 2 outside representatives) Nature Reserve Project managed by this Committee until completion.

Dark Skies/Street Lighting Working Group (2 - plus one non Council Member)

Broadband Working Group (currently 2)

Leisure Centre Working Group (numbers to be confirmed)

Grant Awarding Policy Working Group (4)

Allotment Liaison Member

Youth Representation Member(s)(2)

6. REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

Presteigne Primary School

East Radnorshire Care (2)

One Voice Wales (2)

Warden Guardian Foundation

Presteigne Area Community Development Group

Presteigne & Norton Community Trust (4) (3 currently appointed)

7. REVIEW AND CONFIRMATION OF COUNCIL DOCUMENTS

- (a) To review and approve Council's Standing Orders. Including to re-affirm the serving of the meeting summons and associated papers via email (with Member's consent).
- (b) To review and approve the Council financial regulations, debit card policy and internet banking policy.

- (c) To review all other Council Policy Documents (e.g. Freedom of Information, Data Protection, Social Media, Complaints). Documents can be found at <https://presteigne.org.uk/town-council/council-regulations>

No changes proposed.

- (d) To confirm continued adoption of the revised Code of Conduct.
(under Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016)
- (e) To confirm remuneration payments that may be claimed by Councillors in 2023/24.
- (f) To confirm the grant awarding policy/procedure for both general and climate crisis grants.
- (g) To review production and distribution of second Annual Report.

8. MEMBER ATTENDANCE To note Member attendance records for 2022/23.

9. GENERAL POWER OF COMPETENCE

To note that the Council is unable to declare itself a 'competent' Council as it does not meet all three of the qualifying criteria which are -

- a) at least two-thirds of the total number of members of the council have been declared to be elected, whether at an ordinary election or at a by-election.
- b) the clerk to the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations.
- c) the council has received unqualified auditor's opinions from the Auditor General for Wales, for two consecutive financial years.

(Qualifications b and c have been met but the first qualification has not been met.)

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

AGENDA
ORDINARY BUSINESS MEETING
(to follow immediately after Annual Meeting)

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.

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. APPROVAL OF MINUTES

To approve that the Minutes of the meeting held on 19th April 2023 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

To approve that the Minutes of the Sites and Buildings Committee meeting held on 3rd May 2023 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

4. CLERK'S REPORT AND UPDATE ON OUTSTANDING ITEMS

From the Meeting of 19th April. Sites and Buildings Recommendations included on the Agenda.

Also to receive the Clerk's Report.

5. FINANCE

a) Donations: To approve the following grants/donations – none this month.

To note letters of thanks from Presteigne Festival and Warden View Methodist Church.

b) Payments: to approve the following payments –

Mrs T. Price (salary)	£1495.00	
HMRC (Tax/NI)	£586.51	
NEST (Pension)	£139.37	DIRECT DEBIT
T. Lloyd-John	£628.23	
N. Close	£60.00	
N. Close	£156.00	MEADOW ACCOUNT
Highground Maintenance	£345.89	MEADOW ACCOUNT
Amazon (refund T. Price)(cctv signage)	£17.98	MEADOW ACCOUNT
Border Janitorial	£94.67	
EDF Energy (Wilson Terrace Toilets)	£3.03	
Information Commissioner (data registration)	£35.00	(direct debit)
Cartridge People (ink toner)	£132.90	
HSBC (bank charges)	£8.00	
HSBC (bank Charges)	£8.00	MEADOW ACCOUNT
Nature Reserve Payments –		

RM Group	£777.08
Ron Smith & Co.	£9923.40
Key Clamp Store (refund R. Rimington)	£134.35
Presteigne Building Supplies	£933.53
Presteigne Conv Store and Powys Environmental Ltd (refund O.Rimington)	£128.65

- c) Receipts: Powys County Council 1st Precept Payment - £24,312.60
- d) External Audit/Annual Return and Governance Statement: To consider and approve the Annual Return and Annual Governance Statement for submission to the External Auditors together with associated papers. Clerk's Report 2a.
- e) Bank Balances as at 2nd May 2023:
- | | | | |
|----------------|------------|-----------------|------------|
| Treasurer | £9592.71 | Money Manager | £33,433.37 |
| Meadow | £38,852.63 | | |
| Warden Reserve | £1021.08 | Capital Reserve | £30,803.65 |
- NB: Lottery spend refund still to come.
- f) To review the signatories on bank mandate form.
- g) To agree the payment for Coronation Medals - £679.99
(£500 as per Coronation Budget, £66.66 Mayor's Allowance, £113.33 VAT)
- h) To note amended payment amount for SLCC Membership £236.00 not £279.
- i) To confirm the temporary bank transfer of £20,000 from the Money Manager account to the Treasurer account to cover the ongoing project payments for the new Nature Reserve.

6. **PLANNING**

- a) To consider the following applications:-
23/0575/HH Grid Reference: E:329198 N: 265672 Proposal: Formation of new access (retrospective) Site Address: Lower Ackhill, Presteigne, Powys, LD8 2ED.

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.
SEE THE TOWN COUNCIL FACEBOOK PAGE OR THE PLANNING PAGE ON THE COUNCIL SECTION OF THE TOWN WEBSITE FOR LATEST APPLICATIONS.

- b) Planning Decisions: To note the following decisions – none at issue of agenda.
- c) To note update on planning enforcement cases.
- d) Bute Energy Wind Farm Development: Report on meeting in Builth Wells. Cllrs. Baynham and Edwards.
- e) Powys County Council: Information on Developments of National Significance (as emailed).

7. **HIGHWAYS, HOUSING AND ENVIRONMENT**

- a) Dark Skies Project Update.
- b) Climate Crisis Update: To include Nature Reserve Matters (including new web page, arrangements for open day).
- c) Oak Trees, Maes Corton: To note contractor has confirmed they will be replaced.
- d) Welsh Water: Update re. phosphate permit (Clerk's Report 4a).
- e) Update re Roundabouts: (See Clerk's Report 4b.)

8. **NORTON**

- a) Community Trust Update.

9. SITES AND BUILDINGS

- a) Public Conveniences:
- b) Allotments: To receive any update/information.
- c) Meadows:
 - Vandalism: See Clerk's report 3a
 - Use of New Barn: See Clerk's Report 3b.
 - Use for Transition Presteigne Event: 17th June.
- d) Community Storage Update.
- e) Sites and Buildings Recommendations:- To consider and determine the following recommendations:-

Allotments: None.

Meadows:

Work day to be arranged by Chairman for March 2024.

To accept the offer to mow the back field from the Carnival Committee contractor, mowing to be carried out up to a fortnight before the event. Payment/expenses to be provided if required.

To instruct the members of the Committee to review the Meadow and produce a map of areas that could be used as wildflower meadow sites for Council review. Grant applications to be sought once a plan was agreed.

Tree works: To appoint Alan Jones Tree Surgeon to carry out all the works listed as per the quote supplied. Mr. Jones to also be asked if he would chip the orchard prunings and include this within the cost.

To note the work in progress to produce a hedge management plan for Council review.

To obtain a quote for an updated management plan for Eddie's Meadow and commission that plan using monies from the Climate Crisis Fund.

To note the progress of the design for a community storage area.

To agree that the Clerk investigate costings and grant applications for outdoor table tennis table(s) and report to Council for agreement to proceed.

To agree that the Community Payback Team be asked to repair and replace the steps from the footpath onto the meadow (subject to County Council approval if needed).

Toilets:

To recommend internal painting on both sites and for the Clerk to seek quotes for the work.

10. CORRESPONDENCE/GENERAL ITEMS

- a) Town Wifi Update.
- b) Community Broadband Scheme Update.
- c) Presteigne Memorial Hall: Report by Cllr. Wilding,
- d) Ambulance Service –
 - EMERTS Consultation (Air Ambulance Base Review): Update
 - First and Co-Responders: Update.

- e) East Radnor Leisure Centre: To consider details supplied and consider questions for the South Powys General Manager at the June meeting. Also to receive an update on the potential for solar panels from Cllr. Firth.
- f) One Voice Wales: Request for motions to put to AGM.
- g) Powys Local NHS Heroes Scheme: Offer for Council to award to an individual or team that benefits the local community.
- h) Message from High Sheriff (see Clerk's Report 5a).

11. COUNTY COUNCILLOR REPORTS

12. URGENT BUSINESS INFORMATION ONLY ITEMS (at discretion of Chair).

Enc. *Minutes from April Meeting, Annual Governance Statement and External Audit Papers, Clerk's Report May. NHS Heroes Letter (electronic copy only)*

PRESTEIGNE AND NORTON TOWN COUNCIL
MEMBER ATTENDANCE 2022-23

	Possible	Actual Attended	%
NORTON WARD			
Cllr. Deb Edwards	13	13	100
Cllr. Lewers Firth	8	5	63
Cllr. Andre Van Huls	8	5	63
Cllr. John Wilding	8	7	88
PRESTEIGNE WARD			
Cllr. L. Abecasis	13	9	69
Cllr. Rose Bamford	13	12	92
Cllr. Beverley Baynham	13	12	92
Cllr. Juliet Grey	10	8	80
Cllr. T. Owens	13	13	100
Cllr. Jem Poster	10	10	100
Cllr. Fiona Preece	13	11	85
Cllr. Mark Price	10	6	60
Cllr. Mark Williams	13	13	100

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE MEETING HELD ON 19TH APRIL 2023
HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND ALSO VIA
VIDEO CONFERENCING

Present: Cllrs. D. Edwards (Mayor), B. Baynham (Deputy Mayor), R. Bamford, T. Owens, M. Williams, J. Poster, F. Preece, M. Price, Gray, J. Wilding.

Apologies: Cllrs. A. Van Huls, L. Abecasis.

Absent: Cllr. L. Firth.

In Attendance: Mrs T. Price, Town Clerk. One member of the public.

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

Personal:

Cllr. B. Baynham, employee of East Radnorshire Care, re. donation to East Radnorshire Care (previously precepted).

Personal and Prejudicial:

Cllr. T. Owens, owner of adjacent property, re. planning Radnorshire Arms Hotel.

Cllr. Edwards welcomed Guest Speakers, Bethan and Ian from the Welsh Ambulance Service who explained the current cover in the area with regard to First and Co-Responders and on the training provided for potential first responder groups. They also explained that the contract with the Fire Service meant they were only able to respond to certain types of emergency call. Members thanked the Officers for attending.

MIN 4180 APPROVAL OF MINUTES

The Minutes of the meeting held on 15th March, 2023 were approved as a true and accurate record and the Chairman signed the Minutes as such.

MIN 4181 UPDATE ON OUTSTANDING ITEMS AND CLERKS REPORT

- (1) Nature Reserve Open Day: Cllr. Williams asked for clarification on the arrangements and Cllr. Bamford stated that these would be available in due course.
- (2) Awards Success for Dark Source: Members noted the recent success for Kerem Asfuroglu and his company Dark Source. (Mr. Asfuroglu is the lighting designer working on the Dark Skies Project).
- (3) East Radnorshire Leisure Centre: The Clerk had chased a response from the Centre but had still had no reply. It was agreed to invite a representative from the Centre to a Council meeting to discuss what was being done to promote the centre and ways the Council could assist to ensure its long-term future.

MIN 4182 FINANCE

- (1) Donations: The following donations were approved as precepted:-

East Radnorshire Care	2000.00
Memorial Hall	1000.00
Mid Border Arts	1250.00
Norton Community Trust	5000.00
PACDG	250.00
Presteigne Festival	1250.00
Presteigne & Norton Community Support	250.00

The Judge's Lodging Trust Ltd	2000.00
Powys CAB	200.00
The Samaritans	250.00
Youth Project	1000.00

Donation to the Sleeping Dragon Replacement Fund: The Clerk advised Members of the budgets held for miscellaneous donations and it was agreed to donate the £300 remaining in the budget for 2022-23 to the project.

(2) Payments: The following payments were approved –

Mrs T.A. Price	£1678.17
HM Revenue & Customs	£709.78
NEST Pensions (direct debit)	£139.37
One Voice Wales (annual subs)	£546.00
Society of Local Council Clerks (annual sub)	£279.00
Mrs T.A. Price (refund – stamps)	£90.60
Highground Maintenance Ltd	£345.89 MEADOW ACC
Presteigne Youth Project (hire – tree hub)	£24.00
Microsoft (email storage) (2022/23 Accounts)	£19.99 (Debit Card)
T. Lloyd-John	£414.99
JRB Enterprises Ltd	£734.16 MEADOW ACCOUNT
EDF Energy (Barn)	£25.41 MEADOW ACCOUNT
EDF Energy (H'fd Street Toilets)	£166.91
EDF Energy (Wilson Terrace Toilets)	£33.26
Annual Zoom Subscription (refund T. Price)	£143.88
N. Close	£62.00
N. Close	£167.00 MEADOW ACCOUNT
Presteigne Building Supplies	£4.72 MEADOW ACCOUNT
HSBC (Bank Charges) – Treasurer Acc)	£11.47
HSBC (Bank charges) – Meadow Acc)	£16.42 MEADOW ACCOUNT
L. Stephens (internal audit fee)	£88.00
Nature Reserve Payments –	
Mid Border Arts (room hire)	£100.00
Bucknell Nurseries	£509.50
Presteigne Gates	£208.80
Artisan Print	£26.44
J. Poster (refund compost)	£32.02
Alan Jones Tree Surgeon	£990.00

(3) Receipts: The following receipts were noted –

Allotment Rent 2023-24 Accounts	£56.00
Allotment Rent 2022-23 Accounts	£140.00
HM Revenue & Customs (VAT refund)	£7945.72

(4) Annual VAT Return and Year End Payroll to HMRC: Noted as submitted.

(5) Review of Project and General Reserve Balances and budget information to 31st March: Members noted the documents supplied and confirmed the following –

- Balances of the following budgets to be retained within allocated reserves –
 - Training Fees for Clerk, Election Expenses, Councillor Training.
- Balance of miscellaneous budget to be used for the donation towards the Sleeping Dragon Fund (as above)
- Unused budget for repainting of town fingerposts: To be returned to free reserves.

(6) Approval of Annual Accounts for 2022/23: Approved as circulated.

(7) Internal Audit 2022/23 Accounts: Members noted the internal audit was now complete and that no issues had been raised.

(8) Bank Transfer: The transfer of £306.44 from the Meadow Account to the Treasurer Account to cover the additional hours paid to the Clerk in April for allotment work was approved.

(9) Bank Transfer: The transfer of the precepted amount (2023/24) of £12,075.00.00 from the Treasurer Account to the Meadow Account was approved.

(10) Bank Transfer: The transfer of the Meadow VAT reclaim for 2022/23 of £1660.49 from the Treasurer account to the Meadow account was noted.

(11) Mayor's expenses 2022/23: Cllr. Edwards had not as yet made a definite decision and would possibly use towards Coronation Events and any remainder for charitable donations. She would confirm when she had made a decision.

(12) Grant application from Warden View Methodist Church (Climate Crisis Fund): Agree to provide the £250 grant applied for.

MIN 4183 PLANNING

(1) Planning Applications: No applications this month.

(2) Planning Decisions: The following decisions were noted: -

22/1323/HH Fairview, Stonewall Hill: Approval 14th March.

23/0236/FUL The Woodyard, Broadaxe: Refusal 5th April.

Cllr. Owens left the room for the duration of the following item.

(3) Planning Enforcement: Cllr. Wilding raised concerns at the lack of planning enforcement and at recent works locally that appeared to be taking place without any planning application applied for and/or granted. It was agreed that the Clerk write to the County Council and separately to CADW to raise concerns about the works and to ask that action be taken.

Cllr. Owens returned to the room.

MIN 4184 HIGHWAYS, HOUSING AND ENVIRONMENT

(1) Dark Skies/Lighting Update: The Clerk advised that the application was now almost ready for submission to the International Dark Skies Association. Cllr. Baynham was aware of some issues with the new lights being on at the wrong time and asked that Members report any that they noticed using the form on the County Council website.

(2) Climate Crisis/Nature Reserve Update:

Nature Reserve Update: Cllr. Bamford reported the following –

Secondary School to monitor the new site as part of a GCSE project.

Primary School had again been helping on site.

Pond planting delayed due to the weather.

Project Update completed on the Lottery Portal and the Clerk had submitted a claim for repayment of additional monies spent to the end of the financial year.

Purchase of tractor/implements: Discussions took place on the best options for purchase and Cllr. Bamford confirmed that the model suggested had been recommended by three wildlife trusts.

Agreed that Cllr. Bamford proceed to purchase and also if possible, to get a three or five year service agreement included. She would also investigate what training would be needed by users of the equipment. Insurance would cost around £75-£100 per year.

Tree Hub: 233 trees given out in March. A number of trees also provided for planting on the new nature reserve.

(3) One Way Hereford Street Update: Members noted the update provided.

(4) Drainage/Flooding Problems, Greenfield Road - Complaint from resident: Clerk to forward to the County Council and to notify the resident.

MIN 4185 NORTON

(1) Norton Community Trust Update: Cllr. Wilding reported that work was progressing well.

MIN 4186 SITES AND BUILDINGS MATTERS

(1) Public Conveniences: Members noted with concern the recent vandalism at the Wilson Terrace site.

(2) Allotments: Members noted the use of a path from the bridge behind the allotments and agreed to monitor the situation. The request from the Allotment Association for £50 to purchase netting and staples to further rabbit proof the site was agreed.

(3) Meadows: The following matters were discussed –

- Use Request – Mid Border Arts 19-21st May (event on 20th May): Agreed.
- Vandalism – fires/vaping equipment: Members noted that the police had been informed and were carrying out extra patrols. The Clerk was asked to put a post on the Council's social media to encourage the public to report any incidents seen to 101.

- Next Sites and Buildings Committee – 3rd May.

(4) Community Storage Arrangements: Cllr. Bamford reported that she had been told that the Sixth Firm Block was to be demolished in the coming year and so the need for community storage would at that point become urgent. She suggested a joint venture with the Youth Project to site a container at the Old School initially and with work continuing on a design for storage on the Meadow. Members felt it was better to concentrate on storage on the Meadow and it was agreed to ask Mr. O. Rimington to carry on with his design so a grant application could be put together. Cllr. Baynham would make enquiries to see how soon the demolition was likely to happen although she did not think it would be within twelve months.

MIN 4187 CORRESPONDENCE/GENERAL ITEMS

(1) Community Broadband Scheme Update: Surveying work still planned to start in September. Leaflets had been sent out to local households and the Clerk had a new set of banners which would be put up shortly to promote the project.

(2) Ambulance Service – EMERTS Consultation:

- Consultation Event, Knighton: Cllr Baynham reported on this. Around eighty people had attended. An online consultation was available and Members were encouraged to complete this. The Clerk would complete a response on behalf of the Town Council.
- First/Co Responders: Members considered the information provided by the two Officers at the start of the meeting. The Clerk was asked to ask them for contact details of who to speak to about the use/non use of the co-responders. She was also asked to contact the Fire Service to ask for details of their agreement with the Ambulance Service and a definition of the call they have agreed to attend.

(3) Consultation - Penn Review response (Local Authority Ethical Standards Framework and Code of Conduct): Noted. No comment to be made.

(4) Stakeholder Consultation - Forest Management carried out by Natural Resources Wales: Agreed that the following comment be submitted – 'more effort to be made to protect native, veteran and ancient trees across its estates'. Cllr. Williams asked that the Clerk ask why areas were not cleared after felling.

(5) Town and Community Council – Environment and Nature event - 14th June 2023: Cllr. Poster to attend if free. He would check and let the Clerk know.

(6) Town Investment Plan: Noted. No further comment.

MIN 4188 COUNTY COUNCILLOR REPORTS

Cllr. Baynham reported the following –

- To attend meeting with Bute Energy in Builth Wells on 20th April.
- Leisure Centre Review underway. To note also that the school's usage figure used in the previous assessment had been incorrect. Agreed that the Clerk contact the Portfolio Holder to remind them of the offer of a meeting once the review was underway.

Cllr. Edwards reported the following –

- Also attending the meeting with Bute Energy.
- Chief Executive currently on long term sick leave and an interim Chief Executive in post.
- Issues with school transport for a Norton resident being addressed.

MIN 4189 URGENT BUSINESS INFORMATION

(1) Community Barn: Cllr. Williams reported a puddle on the floor and was concerned that the roof was possibly leaking. The Clerk would ask Mr. Close to monitor.

(2) Dead Oak Trees, Corton Roundabout: Cllr. Poster had been contacted by a resident concerned that these had been planted by the developer of Maes Corton but had now died. The Clerk would investigate and ask that the trees be replaced and that care was taken to ensure they were watered until established.

(3) Memorial Hall: Cllr. Wilding asked that this be placed on the next agenda for an update.

Cllr. Edwards concluded the meeting by thanking Members for their help during her year as Mayor.

The meeting closed at 9.23pm.

**Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL**

**MINUTES OF THE SITES AND BUILDINGS COMMITTEE MEETING
HELD 3RD MAY 2023
AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND VIA VIDEO
CONFERENCING**

Present: Cllrs. Bamford, Preece + Gray.

Outside Representatives: Ms. K. Lewis, Mr. R. Rimington, Mr. G. Graham. Mr. C. Kirkby.

Apologies: None.

Absent: Cllrs. Firth and Price.

In Attendance: Mrs T. Price, Town Clerk.

Declarations of Interest: Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the 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.

Personal: None.

Personal and Prejudicial: None

Note: No formal meeting in November 2022 due to being inquorate.

James Hitchcock of Radnorshire Wildlife Trust had unfortunately cancelled so there was no talk before the start of the meeting.

MIN SB1/22 ELECTION OF CHAIRMAN 2022/23

Cllr Bamford was proposed by Cllr. Preece, seconded by Cllr. Gray and duly elected.

MIN SB2/22 ELECTION OF VICE CHAIRMAN 2022/23

Cllr. Preece was proposed by Cllr. Bamford seconded by Cllr. Grey and duly elected.

MIN SB3/22 ALLOTMENTS

(1) PNAA Matters: Ms. Lewis reported on matters at the allotments including an update on the additional rabbit proofing. She informed the Committee that the communal paths were to be mown by the Community Payback team with a first cut due on 15th April. All plots were re-let for 2023/24 with several new tenants this time. The Clerk confirmed that the waiting list was still healthy and in response to a question from Cllr. Gray she added that most of those on the list received a plot offer within twelve months although in the previous 18 months a couple had waited just over the year.

Cllr. Bamford asked if there was a need to consider providing an additional site and plots but it was felt that a present there was no pressing need. To be reviewed as and when the waiting list grew.

MIN SB4/22 WENT'S AND EDDIE'S MEADOWS, MUGA, FOOTBALL PITCH

(1) Maintenance Matters:

- Work Day: To be arranged for February/March 2024. Clerk to remind the Chairman nearer the time. Noted that the day would probably be best arranged for soon after a pruning session.
- Review of mowing of back field: Cllr. Graham reported that the Carnival Committee had found a contractor who was willing to cut the field prior to the carnival in order to provide car parking. Some discussion followed on how much earlier this cut could take place and following a suggestion from Mr. Kirkby it was agreed to recommend to Council that the cut be planned for up to two weeks before the event. Ideally it was felt that the grass should be collected or chopped but it was acknowledged that this was unlikely given the busy time of year for contractors. The Clerk confirmed

that she had offered payment/expenses but that this had been declined. Community Payback team to be asked about strimming the far corner which had become very overgrown.

- Community Payback Work and offer to re-treat posts/rails/gates: Members noted the various clearing and tidying works to be undertaken by the Community payback team. The Clerk explained the offer to stain the various wooden posts, rails and gates on the site and it was agreed to recommend to Council that the rails etc at the main Knighton Road entrance be treated initially and the need for further works then be reviewed.
- Disposal of Orchard Prunings: The Committee thanked Mr. Graham for his work in clearing the cuttings and stacking them together in one pile. It was agreed that these would be burned in the Autumn unless otherwise disposed of before then.
- Amendment to general mowing arrangements: Cllr. Bamford reported that the areas around the orchard were no longer being left uncut but that the area below the bike track was now being left and she asked for views on adding more wild flower meadow areas and making possible grant applications to support a project to create these on parts of the Meadow and possibly parts of Eddie's Meadow subject to the review of the existing management plan. If full Council agreed then Cllrs. Bamford, Grey and Preece together with Mr. Rimington would meet on site to look at possibilities and discuss possible grant applications.
- Report on Community Orchard: Members noted the report from Mr. Davies following the recent pruning event and commended the work done.
- Clearance of Pond, Lower Went's Meadow: The Committee as pleased to note that the pond had now been cleared of silt and was looking much healthier.

(2) Review of Tree Survey: The Committee discussed the tree survey carried out and the work plan included. Mr. Graham raised concerns at the need for work to the oak tree in the Meadow entrance but it was noted that the work was listed as urgent. It was therefore agreed that the appointed tree surgeon be asked to approach the work carefully and only carry out that work that was absolutely essential. The Committee then considered the quotes provided. A number of tree surgeons had been sent quote details and the quotes obtained were considered. Agreed to recommend the appointment of Alan Jones Tree Surgery, particularly given his recent good work on the new nature reserve. The Clerk to ask Mr. Jones if he would consider chipping the orchard prunings and leaving on site near to the allotments for use by the PNAA.

(3) Future Hedge Management: Cllr. Bamford informed the Committee that the Climate Crisis Committee had appointed two of its members to produce a management plan for the Council hedges. This would be presented to Full Council hopefully in July. The Clerk would also circulate to members of this Committee for comment.

(4) Review of Eddie's Meadow Management Plan: Cllr. Bamford asked for thoughts on the review of the plan given it had been in existence for some time. Cllr. Kirkby stressed that the site had been created with the intention to carry out minimal interference but suggested that a review of the current plan would be a good idea and that further wildlife and plant surveys would be undertaken. The Committee agreed to recommend that a formal update management plan be commissioned from Radnorshire Wildlife Trust. It was felt that the cost could be met from the Town Council Climate Crisis Grant Fund.

(5) Community Storage Update: Cllr. Bamford reported that Mr. O. Rimington had completed a draft design and that this would be put to Full Council in due course.

(6) Grant Applications and Projects: The Clerk reminded the Committee that Awards for All grants could be applied for at up to £10,000 per year and asked for suggestions for grant projects that could go ahead in the near future. It was agreed to recommend that the Clerk investigate the cost of purchase and install of outdoor table tennis tables.

(7) Condition of Steps, Mill footpath to Meadow: Agreed that the Clerk ask the Community Payback team if it would consider renewing and widening these steps.

MIN SB5/22 TOILET BLOCKS

(1) Report on year to date: Some vandalism already this year.

(2) Maintenance Work: The Committee felt that a re-paint would refresh the buildings and make them more pleasant to use. Agreed to recommend that the Clerk seek quotes for this work. It was noted that vandal proof paint would need to be used in the Hereford Street building if not both sites.

MIN SB6/22 URGENT INFORMATION.

(1) Fly-Tipping: Ms. Lewis reported recent fly tipping at the allotments.

Summary of Full Council Decisions Required –

Allotments: Items to note only.

Meadows:

Work day to be arranged by Chairman for March 2024.

To accept the offer to mow the back field from the Carnival Committee contractor, mowing to be carried out up to a fortnight before the event. Payment/expenses to be provided if required.

To instruct the members of the Committee to review the Meadow and produce a map of areas that could be used as wildflower meadow sites for Council review. Grant applications to be sought once a plan was agreed.

Tree works: To appoint Alan Jones Tree Surgeon to carry out all the works listed as per the quote supplied. Mr. Jones to also be asked if he would chip the orchard prunings and include this within the cost.

To note the work in progress to produce a hedge management plan for Council review.

To obtain a quote for an updated management plan for Eddie's Meadow and commission that plan using monies from the Climate Crisis Fund.

To note the progress of the design for a community storage area.

To agree that the Clerk investigate costings and grant applications for outdoor table tennis table(s) and report to Council for agreement to proceed.

To agree that the Community Payback Team be asked to repair and replace the steps from the footpath onto the meadow (subject to County Council approval if needed).

Toilets:

To recommend internal painting on both sites and for the Clerk to seek quotes for the work.

The meeting closed at 7.48 pm.

PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT

MAY 2023

1. INFORMATION –

a) Review of Council Documents: No changes are proposed to these this year but please do take look on the website (web address on agenda). Maybe there is even a policy you feel we should have but don't!

One Voice Wales is working on updated model Standing Orders and when these are issued I will compare with ours current version and recommend any changes needed.

b) Donation to Sleeping Dragon Fund: I have notified Pete Smith of the amount allocated and he will let me know when he needs the money transferred across.

c) Toddler Swing, Wilson Terrace Play Area: Delivery expected on 2nd May and will be installed asap after.

d) Maintenance of Grass Verges: Report received from volunteer –

Regarding cutting around the seat on Castle Road bank. Following on from your suggestion when we last met about the new PCC 'Its for Them' signage I strimmed a path to the bench this afternoon & a small area in front.

I cannot remember exactly where the orchids were growing the year before last there, except it was in front of the bench & cut by the mowing round it last year. I have placed last year's simple sign there as an indicator to cutters. The path is at an angle between the daffodils purposely because this will avoid the orchid area and hopefully they will return this year if left unmown. Now the path has been cut once it will be easier to continue to keep this way.

As i went about the verges I came across a lot of yellow rattle plants. The plugs we put in last April & extra seeding before the hard winter (which it likes) has paid off & they will start to really get working on the longer grasses this year.

e) Working from Home Member Allowances: A query was raised at a meeting a month or so ago relating to receiving more than one home working allowance payment. SLCC has published the following advice for claiming the allowance/tax relief generally – Where relief is available this is a claim that an individual makes directly with HMRC and cannot be made multiple times if the person holds more than one job. If the conditions are met, the individual may claim relief on £26 per month without having to provide evidence of additional costs. If costs are incurred above this level, additional relief may be claimed subject to having appropriate evidence, e.g., bills, receipts.

Following this through to payment towards expenses it would seem that only one amount can be claimed not one per employer so for any Members wishing to claim their £156 who already get a wfh payment or tax allowance you cannot do so again and so the £156 would still need to go through payroll. Please ask me if you are still unsure.

f) Stakeholder Consultation - Forest Management carried out by Natural Resources Wales (SA-FM/COC-007116 / SA-PEFC-FM-007116): Reply as follows for information.

Thank you for your email concerning forest management practices by Natural Resources Wales. I have sent your details to the audit team who will consider your comments as part of the forthcoming assessment process.

A copy of the final audit report will be available via the FSC's Public Certificate Search website at <https://info.fsc.org/certificate.php>. Search for Natural Resources Wales' FSC Licence code which is FSC-C115912 and you should find their details. A copy of the forthcoming audit report will be available within 3 months after a decision is made regarding the certificate status.

The PEFC report will be available on the Soil Association website <https://www.soilassociation.org/certification/forestry/about-our-certification-services/forest-management-fm/forest-management-reports/>.

g) Clearance of Sites after Felling: Further to the question raised last month the response is largely as expected - *We generally leave brash on site because it contains nutrients which are beneficial to the soil and future tree growth, as well as it storing carbon and protecting the soil post-clearfell.*

2. FINANCE –

a) Annual Return to Wales Audit Office: Please do take a moment to look through your annual return papers. You will be required to confirm the annual governance statements made. Note though that as yet I have been unable to post the notice of elector's rights (item 4) as the Audit Office has not as yet confirmed the dates for the Audit this year. I will need to bring this back to Council to confirm once that notice has been posted.

3. SITES AND BUILDINGS –

a) Vandalism: Yet more damage to the little hut and broken glass etc strewn over MUGA. A large amount of litter over the bank holiday weekend. Police informed and have agreed to check area as much as possible. Secondary and Primary schools both aware and are going to mention in their assemblies the need to look after our local amenities. Facebook post on Council page as discussed last month.

b) Use of New Barn: This has re-started with the better weather with a number of mornings/evenings now booked for regular classes. There was also a small surge in enquiries following the temporary closure of the Memorial Hall.

4. HHE –

a) Welsh Water Phosphate Permit: This was issued on 26th April.

b) Roundabouts: Message from Caring for God's Acre: *Last Wednesday (3rd) we did a selective spring scythe cut on the roundabout and removed several bags of grass. All looks very good with it, and it is becoming a very nice meadow with a lot of interesting plant species starting to proliferate.*

5. CORRESPONDENCE –

a) Message from High Sheriff: *'I have recently taken up my appointment as High Sheriff of Powys. As well as supporting the Crown, the Police and emergency services, the courts and probation and prison services, I am looking to reach out into local communities in Powys and recognise local people and voluntary groups who are making a difference to people's lives in our County. To this end I would appreciate hearing from you as to any people or groups within your area who should be recognised, and who I, on behalf of those who have benefitted from their kindness and support, can meet and thank them. Reg Cawthorne, Uchel Siryf Powys - High Sheriff of Powys.'*



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

NXC349C

Rhif Cyfeirio | Reference Number:
NHS75/001



Mrs T Price
Garn Farm
Chapel Lawn
Bucknell
SY7 0BT

Annwl Gydweithiwr / Dear Colleague,

Dathlu Arwyr Lleol GIG Powys ar gyfer pen-blwydd y GIG yn 75 oed

Wrth i'r GIG nesáu at ei ben-blwydd yn 75 oed ar 5 Gorffennaf 2023, rydym yn cynnig cyfle i gynghorau tref a chymunedau ledled Powys ddathlu Arwyr Lleol GIG Powys yn eich cymuned.

Cysylltwch â
powys.engagement@wales.nhs.uk
erbyn 30 Mehefin 2023 os hoffech gymryd rhan.

Beth yw cynllun Arwyr Lleol GIG Powys?

Cafodd cynllun Arwyr Lleol GIG Powys ei lansio i nodi 75 mlynedd ers sefydlu'r GIG ar 5 Gorffennaf 2023.

Mae'n cynnig gwobr Arwr Lleol GIG Powys i'ch Cyngor Tref neu Gymuned i'w rhoi i unigolyn neu dîm y GIG sydd o fudd i'ch cymuned leol.

Celebrating Powys Local NHS Heroes for the NHS 75th birthday

As the NHS approaches its 75th birthday on 5 July 2023, we are offering town and community councils across Powys the opportunity to celebrate a Powys Local NHS Hero in your community.

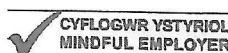
Just get in touch by 30 June 2023 at powys.engagement@wales.nhs.uk if you would like to get involved.

What is Powys Local NHS Heroes?

The Powys Local NHS Hero scheme has been launched to mark the 75th anniversary of the NHS on 5 July 2023.

It offers your Town or Community Council a Powys Local NHS Heroes award to give to an NHS individual or team who benefits your local community.

Bwrdd Iechyd Addysgu Powys, Pencadlys
Ty Glasbury, Ysbyty Bronllys, Aberhonddu,
Powys, LD3 0LU
Ffôn: 01874 712730



Powys Teaching Health Board
Headquarters, Glasbury House
Bronllys Hospital, Brecon, Powys, LD3 0LU
Phone 01874 712730

Rydym yn croesawu gohebiaeth Gymraeg
Bwrdd Iechyd Addysgu Powys yw enw gweithredd Bwrdd Iechyd Lleol
Addysgu Powys



We welcome correspondence in Welsh
Powys Teaching Health Board is the operational name of
Powys Teaching Local Health Board

Pryd dylem gyflwyno ein Gwobr Arwr Lleol GIG Powys?

Mae Arwyr Lleol GIG Powys yn rhan o ben-blwydd y GIG yn 75 oed eleni. Felly, ein nod yw eich cefnogi chi i ddathlu pobl wych yn y GIG rhwng Mehefin a Rhagfyr 2023.

Pwy allwn ni ei anrhydeddu fel Arwr Lleol GIG Powys?

Chi sy'n gallu dewis eich Arwyr Lleol GIG Powys. Gallai hyn fod yn:

- Rhywun sy'n gweithio yn y GIG sy'n byw yn ardal eich tref/cyngor cymuned, neu
- Unigolyn neu dîm sy'n darparu gwasanaeth GIG i bobl o fewn ardal eich cyngor tref/cymuned
- Unigolyn yn eich cymuned sydd wedi ymddeol o wasanaeth hir yn y GIG yn ddiweddar.

Sut ddylen ni ddewis ein Harwr Lleol GIG Powys?

Gallwch chi ddewis sut i wneud hyn. Er enghraifft:

- Gallwch chi benderfynu fel grŵp o Gynghorwyr.
- Gallwch wahodd enwebiadau gan eich cymuned leol (e.e. hysbysfyrddau, gwefan y cyngor, cyfryngau cymdeithasol, ar lafar).
- Os oes gennych chi gynllun gwobrwyo lleol sy'n cael ei gynnal yn ystod 2023, gallwch ychwanegu categori Arwyr Lleol GIG Powys.
- Gallwch drefnu digwyddiad Te Mawr y GIG i ddathlu pen-blwydd y GIG yn 75 oed, a gofynnwch i'r cyfranogwyr enwebu eu Harwyr Lleol GIG Powys. Gallwch hefyd ddefnyddio'r digwyddiad hwn i godi

When should we present our Powys Local NHS Hero Award?

Powys Local NHS Heroes is part of this year's 75th anniversary of the NHS. So, our goal is to support you to celebrate great people in the NHS between June and December 2023.

Who can we honour as a Powys Local NHS Hero?

You can choose your Powys Local NHS Hero. This could be:

- Someone working in the NHS who lives within your town/community council area, or
- An individual or team that provides an NHS service to people within your town/community council area
- An individual in your community who has recently retired from long service in the NHS.

How should we choose our Powys Local NHS Hero?

You can choose how to do this. For example:

- You could decide as a group of Councillors.
- You could invite nominations from your local community (e.g. noticeboards, council website, social media, word of mouth).
- If you have an existing local awards scheme that is taking place during 2023 you could add a Powys Local NHS Hero category.
- You could organise an NHS Big Tea event to celebrate the NHS 75th birthday, and ask participants to nominate their Powys Local NHS Hero. You could also use this event to raise money for local charities



arian i elusennau lleol fel Cynghair
y Cyfeillion neu elusen BIAP.

Defnyddiwch y dolenni isod i gael
gwybod mwy am De Mawr y GIG ac
Elusen BIAP.

such as the League of Friends or
the PTHB charity.

Use the links below to find out more
about the NHS Big Tea and the PTHB
Charity.

NHS Big Tea / Te Mawr y GIG: www.nhsbigtea.co.uk

PTHB Charity / Elusen BIAP: justgiving.com/pthbcharity
biap.gig.cymru/elusen (CY) - pthb.nhs.wales/charity (EN)

Sut ydyn ni'n gallu cymryd rhan?

Cysylltwch â
powys.engagement@wales.nhs.uk
erbyn 30 Mehefin 2023 os hoffech
gymryd rhan.

Byddwn yn anfon gwobr Arwr Lleol
GIG Powys atoch i gyflwyno i unigolyn
neu dîm y GIG yn eich cymuned.

Pan fyddwch yn cyflwyno eich gwobr
byddem yn ddiolchgar iawn i glywed
rhagor o fanylion am eich arwr lleol
gan gynnwys lluniau - ac os ydych yn
ei rannu ar gyfryngau cymdeithasol
gallwch dagio @BIAPiechyd ar
Twitter, @PTHBhealth ar Instagram, a
Bwrdd Iechyd Addysgu Powys ar
Facebook. Os oes angen mwy o
wybodaeth arnoch am gynllun Arwyr
Lleol GIG Powys, yna cysylltwch â'n
Tîm Ymgysylltu a Chyfathrebu yn
powys.engagement@wales.nhs.uk
neu ewch i biap.gig.cymru/gig75

Os oes angen mwy o wybodaeth am
godi arian i Elusen BIAP, cysylltwch â
PTHB.charity@wales.nhs.uk

Diolch am eich diddordeb.

Yr eiddoch yn gywir,



Adrian Osborne, Cyfarwyddwr
Cynorthwyol (Ymgysylltu a Chyfathrebu)

How do we get involved?

Just get in touch by 30 June 2023 at
powys.engagement@wales.nhs.uk
if you would like to get involved.

We will send you a Powys Local NHS
Hero award to present to an NHS
individual or team in your community.

When you present your award we
would be very grateful to hear more
details about your local hero including
pictures – and if you share it on social
media you can tag us @PTHBhealth
on Twitter, @PTHBhealth on
Instagram, and Powys Teaching
Health Board on Facebook.

If you need further information about
the Powys Local NHS Hero scheme
please contact our Engagement and
Communication Team at
powys.engagement@wales.nhs.uk or
visit pthb.nhs.wales/nhs75

If you need further information about
fundraising for the PTHB Charity
please contact
PTHB.charity@wales.nhs.uk

Thank you for your interest.

Yours sincerely,



Adrian Osborne, Assistant Director
(Engagement and Communication)

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: PRESTEIGNE AND NORTON TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	121,269	133,631	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	69,514	70,647	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	34,914	200,739	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	25,560	26,750	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	66,506	276,979	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	133,631	101,288	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	133,631	101,288	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	133,631	101,288	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	241,204	426,204	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	3, 6
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling **£9210.00** under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.

RFO signature:

Name: TRACEY PRICE

Date:

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref:

Chair of meeting signature:

Name:

Date:

Annual internal audit report to:

Name of body: PRESTEIGNE + NORTON TOWN COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.				✓	
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	

9. Periodic and year-end bank account reconciliations were properly carried out. ✓

10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. ✓

11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee. ✓

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	

12.

13.

14.

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 18.04.23.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

LEE STEPHENS

Signature of person who carried out the internal audit:



Date:

16/04/23