

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

Tel: 01547 528575
Email: presteigneandnortontc@outlook.com

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

12th October, 2023

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 18th October, 2023 at 7.00 p.m.** at the Assembly Rooms, Broad Street, Presteigne and via video conferencing and you are hereby summoned to attend.

PLEASE NOTE EARLIER START TIME DUE TO ATTENDANCE FROM DYFED POWYS POLICE – PC FRASER SCOTT.

The public and press are cordially invited to attend.

Join Zoom Meeting

<https://us06web.zoom.us/j/86282024716?pwd=gHQEFtqDzSimcNjqzkFfivM2yHpS0e.1>

Meeting ID: 862 8202 4716 Passcode: 896314

Dial by your location - 0203 481 5237 United Kingdom

Find your local number: <https://us06web.zoom.us/u/kdrMujEdBP>

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.

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. APPROVAL OF MINUTES

To approve that the Minutes of the meeting held on 20th September 2023 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

To approve that the Minutes of the extra meeting held on 27th September 2023 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

4. UPDATE ON OUTSTANDING ITEMS AND CLERKS REPORT

From the Meetings of 20th and 27th September. Also to receive the Clerk's Report for October.

5. FINANCE

a) Donations: To confirm the following donation -

Norton Community Hub (Norton Sport's Committee) £200.00

(Also to consider increasing donation due to no event in Presteigne)

Royal British Legion Poppy Appeal £60.00

To note email of thanks – Sleeping Dragon Fund.

b) Payments: to approve the following payments –

Mrs T.A. Price £1495.00

HM Revenue & Customs £586.51

NEST Pensions (direct debit) £139.37

T. Lloyd-John £654.23

N. Close £16.00

N. Close £144.00 MEADOW ACCOUNT

Highground Maintenance Ltd £345.89 MEADOW ACCOUNT

Border Janitorial (toilet rolls-July) £94.67

Border Janitorial (toilet rolls – Sept) £94.67

Lyreco (stationery) £67.01

HSBC (Bank Charges) – Treasurer Acc) £8.00

HSBC (Bank charges) – Meadow Acc) £8.00 MEADOW ACCOUNT

Clean My (toilet cleaning items) £104.78

EDF Energy (Hereford Street)(Direct Debit) £59.27

EDF Energy (Wilson Terrace)(Direct Debit) £33.03

RB Landscaping (strimming over year) £270.00 MEADOW ACCOUNT

J. Bird (final invoice – street cleaning) £62.40

Nature Reserve Payments –

RS Minerals Ltd £7154.40

c) To receive the budget update to the end of September 2023.

d) Review of appointment of Internal Auditor and Internal Audit Arrangements for the 2023/24 year.

e) To note the following receipt:-

Chatterbrook WI (donation) £45.00 MEADOW ACCOUNT

f) To consider Mayor's Allowance in 2023/24 and possible virement to Mayor's Expenses.

g) Mid Year Internal Audit: To note the conclusion of the mid year audit. Clerk's Report 2a.

6. PLANNING

- (a) To consider applications received:
23/1420/HH Grid Reference: E:331434 N: 264351 Proposal: Installation of gas fired central heating and domestic plumbing. Rewiring of the house, and repair of damaged walls and ceilings. Site Address: Millfields, Hereford Street, Presteigne, LD8 2AT.
23/1421/LBC Grid Reference: E:331434 N: 264351 Proposal: Listed building consent for the installation of gas fired central heating and domestic plumbing. Rewiring of the house, and repair of damaged walls and ceilings. Site Address: Millfields, Hereford Street, Presteigne, LD8 2AT.

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 –
23/1306/TRE, The Vine, St. David's Street, Presteigne: Approval.
21/2227/FUL, Judge's Lodgings, Presteigne: Approval.
21/2228/LBC, Judge's Lodgings, Presteigne: Approval.
23/1304/TPO, Greenacres, Norton Manor, Norton: Approval.
- (c) Bute Energy/GreenGen Project: To receive any update.
- (d) Tree Preservation Order – John Beddoes High School: To note TPO now confirmed. (as emailed 9th October).

7. HIGHWAYS, HOUSING AND ENVIRONMENT

- a) Dark Skies/Lighting Update. Including approval of leaflet/printing costs. To note requirements on sports lighting.
- b) Climate Crisis Update Including:-
- Nature Reserve Project Update inc.- Pond update, to consider agreement for mowing of 1 metre strip adjacent to fences by residents, weeding of entrance, text for information board.
- c) Update on Proposed Speed Limit, Coombe. Clerk's Report 4a.
- d) Management of Presteigne Roundabouts 2024. Clerk's Report 4b.
- e) To note comments on decision re. Presteigne Verges.
- f) To consider future management of grass verges in Norton.

8. NORTON

- a) Norton Community Trust Update.

9. SITES AND BUILDINGS MATTERS

- a) Public Conveniences: To note -
Delay in painting works
Winter closure of Wilson Terrace on 1st November.
- b) Allotments: To receive any update from PNAA.
- c) Meadows: To include –
Information on Himalayan Balsam (Clerk's Report 3a).
Request for use of field for car parking.
Meeting with Community Payback Supervisor.

- Suggestion for weed killing treatment around MUGA/Car Park.
Update re. annual play area inspection.
Vandalism and Anti-Social Behaviour Update.
d) Grant Application Update – Table Tennis/storage.

10. CORRESPONDENCE/GENERAL ITEMS

- a) Update on current situation – Presteigne Memorial Hall.
b) To approve the Annual Report for 2022/23.
c) Arrangements for Remembrance Sunday.
d) Powys Broadband; Update.
e) Update on Leisure Services Review.
f) Future of Welsh Air Ambulance Services: To consider the latest documentation and agree comments for submission.
g) Education in Presteigne inc. update on meeting requested with Head/Campus Head at John Beddoes Campus.

11. COUNTY COUNCILLOR'S REPORT

12. RESIGNATIONS OF CLLRS BAMFORD AND POSTER

- To note the resignations of Cllr. Bamford and Cllr. Poster and the process for advertising the casual vacancy.
To note that the posts of Chairman for Sites and Buildings and Climate Crisis Committees are also therefore currently vacant.

13. ELECTION OF DEPUTY MAYOR FOR REMAINDER OF 2023/24

**14. APPOINTMENT OF REPLACEMENTS TO COMMITTEES/WORKING GROUPS
(Due to resignations of Cllr. Bamford/Poster).**

15. ANY URGENT BUSINESS INFORMATION (at discretion of Chair)

Enc. *Clerk's Report October. Minutes of September Meeting. Background papers.*

PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT

OCTOBER 2023

1. INFORMATION –

a) Wales Ambulance Service and Co-Responders: Thank you to Cllr. Owens for the reminder. I have now chased the letter sent in July for a detailed response.

2. FINANCE

a) Mid Year Internal Audit: I took the papers to our Auditor in Newtown on 10th October and should have them back by the time of the meeting.

3. SITES AND BUILDINGS –

a) Himalayan Balsam: Reply from Wye Usk Foundation was – ‘Hand pulling HB is a sole destroying task and saps the enthusiasm out of any volunteer, id use their valued contribution elsewhere.

Unless you can start at the top of the infestation you will never solve the problem or catch up, it will continue to reinfest every year wasting everyone’s efforts.

I do spray it but that kills all vegetation every year....which leads to erosion.

It can be strimmed but must be down to below the first node or it keeps growing and produces short stunted flowers....and seeds!

Spraying can only be done with Glysohate as aquatically approved...and you need NE licence to do so on a SAC/SSSI.

Hand pulling and strimming could be done without licence ..if you are mindful of nesting birds and otters etc.

We are trailing a rust but its not going to be the silver bullet and in its infancy.’

b) Community Payback Work: I met with the Supervisor on 9th October and they will continue work on Went’s Meadow and will mow the path/cut back the brambles and blackthorn suckers on Eddie’s Meadow. We also looked at the nature reserve with a view to getting it risk assessed so some work could be carried out there in the future.

I asked about street cleaning and this needs to go back to their supervisor for consideration. They do not normally do such works on the roadside but may be able to clear the weeds for example at the top of Knighton Road where the pavings are very grassed over.

4. HHE –

a) Proposed Speed Limit, Coombe: As requested I have been in touch with the PCC Traffic Engineer and had the following reply – It is not appropriate to extend the speed limit any further, but I am happy to erect a 40mph in xxxyds sign in advance. There is no set location for this as yet, but it would need to be before the bend as otherwise it wouldn’t be effective as drivers would see that and the speed limit sign.

b) Roundabouts Review: Radnor Hills has confirmed it is willing to continue sponsorship of the Leominster roundabout for 2024 if you are happy with that.

I have asked for an update on the other roundabout and CFGA have replied as follows –

The larger roundabout had its summer scythe cut in August, it has turned very quickly into a very nice meadow with fine grasses and wildflowers starting to colonise well such as scabious, St john's wart, black knapweed, oxeye daisy, meadow cranesbill etc. The yellow hay rattle we put in a couple of years ago has established well and is doing a good job of parasitising the stronger grass species thus driving them out.

It was due to have an Autumn scythe cut but when I arrived last Wednesday it had been mown clearly with a tractor. I raked the whole area of cut grass off and removed the cuttings off site however.

Next year, if you like we could manage the roundabout at the same rate as this year. (£275.00).

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE MEETING HELD ON 20TH SEPTEMBER 2023
HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND ALSO VIA
VIDEO CONFERENCING

Present: Cllrs. B. Baynham (Mayor), D. Edwards, J. Gray (via video link), L. Firth (via video link), J. Poster, F. Preece, T. Owens, L. Abecasis, M. Price, A. Van Huls, J. Wilding, M. Williams.

Apologies: Cllr. R. Bamford (Deputy Mayor).

In Attendance: Mrs T. Price, Town Clerk. Members 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: None.

Personal and Prejudicial:

Cllr. L. Firth, contractor on project re. planning application 23/1249/HH.

Prior to the commencement of the meeting Members heard from Dr. Simon Chapple of Shropdoc and Ms Natalie McLaughlin, Practice Manager of Presteigne Medical Centre following the recent take over of the surgery by Shropdoc. Members were pleased to hear of improvements being made and Cllr. Baynham thanked both for attending. The Clerk would write a formal letter of thanks.

MIN 4233 APPROVAL OF MINUTES

The Minutes of the meeting held on 16th August, 2023 were approved without amendment. The Chairman duly signed the Minutes.

MIN 4234 UPDATE ON OUTSTANDING ITEMS

(1) Leisure Centre: Cllr. Baynham reported on a meeting arranged to discuss the monies leftover from previous fundraising for the centre. She added that the formal County Council consultation was now closed and the results were being collated. Members were reminded of the need to continue to encourage use of the centre.

(2) Gravel, Ligne Barn: The Clerk reported that she had consulted with Mr. Close and he felt there was sufficient gravel on the site, particularly given that due to the current spate of vandalism it was getting thrown into the grass causing problems for the mowers. It was agreed not to proceed with laying extra gravel at present.

(3) School Buses outside John Beddoes Campus: The Clerk confirmed she had reported that there were again vehicles leaving their engines on while waiting at the school. The school had agreed to monitor.

(4) External Audit: Members noted that there had been nothing received from the Wales Audit Office as yet.

MIN 4235 FINANCE

(1) Donations: The following donation was confirmed (as agreed April 2023).

Sleeping Dragon Fund (as previously agreed) £300.00

(2) Payments: The following payments were approved –

B. Baynham (refund Mayor's Expenses) £177.61

Mrs T.A. Price £1495.00

HM Revenue & Customs £586.51

NEST Pensions (direct debit) £139.37

T. Lloyd-John £654.23

N. Close £60.00

N. Close £176.00 MEADOW ACCOUNT

Highground Maintenance Ltd	£345.89
Presteigne Building Supplies	£23.66
HSBC (Bank Charges) – Treasurer Acc)	£8.00
HSBC (Bank charges) – Meadow Acc)	£8.00 MEADOW ACCOUNT
Post Office Ltd (debit card payment - stamps)	£72.10

(3) The following receipts were noted:-

Powys County Council (2 nd precept payment)	£24,312.60
Heritage Lottery (grant refund)	£264.15

(4) Payment towards Presteigne Library Service: Members considered the current situation and agreed to pay the £1000 requested for the current year. Payments for future years would be considered at each budget setting providing the current level of service was maintained.

MIN 4236 PLANNING

Cllr. Edwards left the room for the duration of the following item due to her position on the County Council planning committee.

(1) Planning applications: The following planning applications were considered –

23/1306/TRE Grid Ref: E: 331415 N: 264589 Proposal: Works to trees within a conservation area
Location: The Vine, St David's Street, Presteigne. Resolved no objections be raised.

23/1304/TPO Grid Ref: E: 329473 N: 266616 Proposal: Works to tree subject to a Tree Preservation order
Location: Green Acres, Norton Manor Park, Norton Presteigne. Resolved no objections be raised.

23/1277/FUL Grid Reference: E:331376 N: 264462 Proposal: Change of Use of Mixed Use Building to A3 Use Class (Part Retrospective) Site Address: 11 High Street, Presteigne. Resolved no objections be raised.

Cllr. Firth was placed in the waiting room for the duration of the following item.

23/1249/HH Grid Reference: E:331556 N: 264410 Proposal: Construction of a single storey garden studio
Site Address: 9 Harper's Lane, Presteigne. Resolved no objections in principle to a garden studio but concerns regarding the proposed size and therefore the Council requests that it be restricted for use as an ancillary building tied to the main property thus ensuring it could not become a separate dwelling.

Cllr. Firth returned to the meeting.

23/1342/REM Grid Reference: E:331249 N: 267628 Proposal: Section 73 application to vary condition 2 of planning permission 22/1871/HH in relation to approved plans
Site Address: Westering, Stonewall Hill, Presteigne. Resolved no objections to the application but the Council would not like to see it become a separate dwelling in the future.

Cllr. Edwards returned to the room.

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

- 23/055/HH – Lower Ackhill, Presteigne: Approval.
- 21/0881/RES - Phase 2 Jack's View, Norton: Approval.
- 23/0938/FUL – Former Depot, Presteigne: Approval.

(3) Bute Energy/GreenGen Project: A Community Benefits Officer had now been appointed to liaise with local Councils on the proposed fund and how it would be used.

(4) Planning Enforcement Update: Members noted that this was ongoing.

(5) Non Statutory Consultation on Proposed Substation and Overhead Line – Vyrnwy Valley to Lower Frankton: Resolved to make no comment at this stage.

(6) Notification of Planning Appeal, The Woodyard, Broadaxe, Presteigne: Noted.

MIN 4237 HIGHWAYS, HOUSING AND ENVIRONMENT

(1) Dark Skies Project Update: Members noted that the bat walk had been successful and had made a small profit so no funding would be required from the Town Council. The Clerk would write and thank Mr. Harling-Bowen for organising the event.

(2) Climate Crisis Update: The following matters were discussed –

- Nature Reserve Project Update: Cllr. Poster reported that the grass paths were now mown and that he was currently working on clipping the edge of the gravel pathway. Work was being done on recording the butterfly population. Cllr. Abecasis reported receiving concerns about high grass adjacent to property boundaries and Cllr. Poster informed Members that this had been considered at a Climate Crisis meeting and allowing residents to mow up to one metre from their boundaries had been mentioned. Agreed this be added to the October agenda for consideration by Council.
- Meadow Area and Local Places for Nature Grant: Application successful.
- Wildlife in your Ward Project: Agreed to accept the offer of a free survey.
- Confirmation of National Forest Status Application: Application now submitted.
- Pond Update: Members discussed the problems with the ponds failing to hold water and the possible solutions. Concerns were raised that not providing the ponds and only having seasonal ones meant that the grant specification was not being met. It was agreed therefore that with time running out to complete the project a special meeting should be held on 27th September to make a decision on the option to be followed and for the agreed option to be commissioned urgently. In the meantime the Clerk was asked to apply to the Heritage Lottery for an extension until March 2024.

(3) Report on Site Meeting re speed limit, Coombe Corner: Cllr. Baynham reported that she and the Clerk had attended a meeting on site to discuss progressing the speed limit request from local residents. All present had been positive and there had been collaboration between the Authorities on both sides of the border. It had been agreed to investigate introducing a 40mph speed limit and Herefordshire would now assess the evidence to see if the proposal fitted with Department of Transport criteria. Traffic monitoring strips would be installed on both sides of the border by Herefordshire (with the permission of Powys County Council). Members considered the siting of the speed limit signs on the Powys side and the Clerk was requested to ask the Powys Traffic Engineer if it could be placed further towards Presteigne than currently planned, at the end of the Broadheath straight, before the corner.

(4) Review of Grass Verge Cutting Arrangements: Members considered the three options outlined in the papers provided and all were invited to give their views. Following a discussion waterthe following was proposed by Cllr. Preece and seconded by Cllr. Owens –

All grass verges to revert to the normal County Council cutting regime with the exception of the area of grass bank below the Warden which could continue to be managed for wildflowers. Following a vote this proposal was passed by six votes to five.

Cllr. Edwards pointed out that there was no reference to Norton and she was asked to bring a proposal to the October meeting.

MIN 4238 NORTON

(1) Community Trust Update: Work progressing well. A successful Harvest Lunch has raised £1500 for the project.

(2) Annual Fireworks: To be organised this year by the Norton Sports Committee for the Community Hub. In future the Hub would take over the organising of the event.

MIN 4239 SITES AND BUILDINGS

(1) Public Conveniences: The Clerk reported that a quote for the new part for the urinal had now been received and was £330 plus labour to fit. Members agreed that the Clerk go ahead and commission the work.

(2) Allotments: Incident at allotments/Went's Meadow: Members noted with concern the recent incident. The Clerk had reported it to the police. The email from the PNAA was noted but felt there was little they could do if no one was willing to become one of the necessary officers to run the group. The further meeting was noted and in the meantime the Clerk was asked to write to all tenants advising them of the situation and reminding them of the need to hold insurance cover for their plots.

(3) Meadows:

- Review of Management Plan, Eddie's Meadow: Agreed that the Clerk ask the Community Payback Officer to arrange to cut back the briars and blackthorn suckers at the top of the site and to also ask if they would remove the docks. Members would review progress in due course. In the meantime the plan would be held in reserve. It was noted that there was a large number of docks on part of the new Nature Reserve and Cllr. Poster agreed to review these.

- Review of Hedge Management Options following Site Meeting: Members considered the document supplied. Members considered the document provided and agreed to adopt it subject to the main cutting time being changed from the end of February to November/December. Cllr. Wilding pointed out that there would need to be one change to the detailed yearly cutting schedule provided.
- Update on further vandalism: The Clerk reported a number of incidents of vandalism in recent weeks. The police had been informed.
- Use for 'In the Body Day' 8th October: Agreed.
- Presence of Himalayan Balsam: Noted. It was felt there was little that could be done but the Clerk was asked to contact Wye Usk Foundation for advice on possible treatments.
- Blight on Orchard Trees: Noted. No action to be taken.
- Use for Oktoberfest by Herefordshire Expedition Group – 30th September: Agreed. Noted no onsite parking.
- Cover for Inspections 18th to 29th September: Members would email the Clerk with their availability.

(4) Community Storage Update: Members considered the detailed proposal and agreed to put it on hold for the time being.

(5) Grant Application – Table Tennis/Container Storage: Agreed that the Clerk discuss with Cllr. Wilding in order to submit a grant application.

MIN 4240 CORRESPONDENCE/GENERAL ITEMS

(1) Update on current situation – Presteigne Memorial Hall: Cllr. Baynham reported that a further online meeting was scheduled for the following week and she agreed to update Members after that had taken place.

(2) Youth Matters Update: Cllr. Abecasis would be meeting students during the current term.

(3) Annual Fireworks/Bonfire: Update: No organisation had come forward so there would be no event in Presteigne in 2023.

(4) Arrangements for Remembrance Sunday: Clerk would contact Rev. Hollinghurst to ask what was intended for 2023.

(5) Condition of Community Tables and options for repair: Agreed to order replacement pins to enable the existing tables to continue to be used.

(6) John Beddoes Campus: Agreed that the Clerk arrange a meeting with representatives of the Council and the School to discuss current issues or concerns. Members to email the Clerk with any questions they had.

(7) Wales Audit Office: Consultation on Fee Scales/Ranges: Noted. Resolved no comment be made.

(8) Review of Working Group Protocol: Approved unchanged.

(9) Welsh Ombudsman's public consultation on "Our Equality Plan 2023-2026: Noted. No comment to be made.

MIN 4241 COUNTY COUNCILLOR REPORTS

Cllr. Edwards:- No RAAC in any Powys buildings.

Issue with grass cuttings now resolved.

Concerns over safety of schoolchildren under the new travel arrangements.

Cllr. Baynham:- Nothing further to report. All discussed under Town Council business.

MIN 4242 URGENT BUSINESS INFORMATION

(1) 20 MPH Signs: Cllr. Owens reported an issue. Cllr. Baynham confirmed that this has been dealt with.

MIN 4243 EXCLUSION OF PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING BUSINESS ITEMS

Due to the confidential nature of the business on this agenda, under the Public Bodies (Admission to Meetings) Act 1960 (3) members of the public will be excluded during discussion of the following items

MIN 4244 STREET CLEANING CONTRACT ARRANGEMENTS

Members heard that the current cleaner no longer wished to continue. It was agreed that the Clerk advertise for a self-employed person to carry out the work and also see if the Community Payback team could be asked to do so. She would also ask if the County Council was willing to be contracted to provide street cleaning services.

The meeting closed at 9.47 pm.

DRAFT

Expenditures	Final 2023/24	Spend to end of Sept 2023
Council Administration Costs		
Mayor's Allowance	1000	
Mayor's Expenses	500	244.27
Clerk's Salary PAYE inclusive. See note 1	28100	13631.72
Audit Fee (Internal and External)	800	88.00
Insurance (3 year agreement exp. 2/9/22)	1450	1431.62
Membership of SLCC	250	236.00
Stationery & Computer Sundries/Petty Cash inc computer repairs	750	295.40
Video Conferencing Licence (zoom)	100	119.90
One Voice Wales Annual fee	520	546.00
Training/Conference Fees for Clerk (reserve held)	0	
Travelling Expenses	200	44.25
Election Expenses (reserve held)	0	
Remuneration of Councillors/Cllr Expenses. See note 2	0	
Councillor Training.	100	
Information Commissioner Data Registration	35	35.00
Website (funded via advertising income)	0	0
Bank Charges Treasurer Account	110	51.47
	33,915.00	16,723.63
Donations and S137s		
Air Ambulance (to be reviewed if Mid Wales Base removed)	300	
British Legion (Remembrance Wreaths)	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	
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	
	15,510.00	14,450.00
Ongoing Projects:		
Anchorage Test for Xmas Lights	125	0
Toilet Blocks (2) (reserves to be used for balance)	12000	4880.78
street cleaning	0	
Funding twds Town Library Service (reserve held)	0	
Presteigne Christmas Lights.	1100	115.00
Wildflowers/ Bulbs/Verges/Roundabouts (Corton roundabout only)	250	
Street Lighting/Dark Skies Project	0	
Climate Crisis Project Grants (unspent reserve held)	250	250
	13,725.00	5,245.78
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	
Mayor's Honours Board	0	0
Regular Updating of Website	100	
Speed Indicator Signs, Norton	0	0
New Street Cleaning Arrangements	1000	184.12
	2,100.00	684.12
Went's Meadow Site inc MUGA etc, Eddie's Meadow		
Weekly Inspections (inc defib checks)	1500	764.00
General Maintenance	2000	262.93
Dog Bags	1400	1223.60
Grass Cutting/weed killing	3600	1729.44
Professional Inspections (tree survey paid in 22/23)	925	0
MUGA / New Barn Reserve	2000	0
Allotments (funded via rental income)	0	64.00
Utilities	350	82.32

Misc.(to include bank charges)	300	71.40
	12,075.00	4,197.69
TOTAL EXPENDITURE	77,325.00	41,301.22
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		
Nature Reserve (grant funded)		20,706.96
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		141.60
Misc - lock for temporary storage		19.72
	VAT Treasurer	3089.11
	VAT Meadow	597.60
Grand Total Actual Spend (as per accounts)		67,355.41
Check Totals		
Treasurer	62,560.12	
Meadow	4795.29	
	67,355.41	

Presteigne and Norton Town Council
2023/24

Annual Review of Internal Audit Procedures and Appointment of Internal Auditor

The Council is required to carry out an annual review of its internal audit procedures and the appointment of its internal auditor to ensure compliance with the relevant standards and effectiveness.

This review should cover -

- the scope of the internal audit
- the independence of the process and of the Internal Auditor
- the competence of the internal auditor (relevant experience etc.)
- the clarity of the relationship between the Internal Auditor and the Council
- Audit planning and reporting arrangements Governance and Accountability Guide

The internal audit review is considered with reference to the checklist attached, each section of which the Council should confirm as satisfactory.

1. Audit scope: The internal auditor is supplied with the attached list to ensure that relevant aspects are covered. This list is compiled with reference to the 'Governance and Accountability for Local Councils (Wales) A Practitioners Guide'. The Auditor has access to the Clerk and Mayor for information and reporting purposes and reports are received in the name of the Auditor and presented to full Council.

2. Independence: The present auditor, Lee Stephens lives and works in Newtown. He has no connections to the Council and is not related to or a close personal friend of either the Clerk or any Council Member. He works to the schedule agreed under 1 above. He has been the Internal Auditor since July 2010. He has no other role on the Council.

3. Competence: Mr. Stephens has worked in Finance for over 15 years with a background in auditing. In 2004 he started as auditor for Laura Ashley, this involved carrying out financial and process audits in their stores, offices and warehouses across the UK. His team in Laura Ashley were also responsible for investigating possible cases of fraud. In 2007 he joined Powys County Council as an Internal Auditor, again this involved completing and assisting in audits of all departments of the Council. In both of the above roles he was involved in auditing financial transactions, purchase orders, bank reconciliations, and tendering processes. In 2011 he became an Account Manager within Whittaker & Co (UK) Ltd based in Newtown. Whittaker & Co are accountants and tax advisors who specialise in managing accounts for clients working abroad in security roles in Afghanistan, Iraq, North Africa and at sea. Currently he works for Business Wales. He carries out internal audits for a number of town and community councils in Powys.

4. Relationship between Auditor and the Council: The Audit report is submitted to the Council prior to the completion of the annual return. Members must note that they are responsible for the assertions in Section 2 of the Annual Return and reminded of the need to ensure that the audit process covers these areas.

5. Planning and Reporting Arrangements: The Audit process is carried out in two sessions, an interim audit in October/November to check accounts and processes to date during the year and a full and final audit at the year end. A report is made to full Council on completion of each session and any recommendations acted upon.

Decisions

1. To consider and confirm the attached document outlining the scope of the internal audit for the 2023/24 year.
2. To consider the independence and qualifications of the Internal Auditor and either re-appoint for the 2023/24 year audit or to commence the process of selecting a new Auditor.
3. To confirm the planning and reporting arrangements for the 2023/24 internal audit.

Supporting Documents:

Council Audit Plan and Actions List, Council Internal Audit Review Checklist.

Council Audit Plan 2023/24
Presteigne and Norton Town Council

1. Check the books of account have been properly kept throughout the year
2. Check payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved and VAT is correctly accounted for.
3. Review the Council's risk management assessment ensuring adequate arrangements are in place to manage all identified risks
4. Verify that the annual precept request is the result of a proper budgetary process, that budget process has been regularly monitored and that the Council's reserves are appropriate.
5. Check income records ensuring that the correct price has been charged, income has been received, recorded & promptly banked, & VAT is correctly accounted for
6. Review petty cash records to ensure that payments are supported by receipts, expenditure is approved & VAT is correctly accounted for
7. Check salaries to employees have been paid in accordance with Council approvals and that PAYE requirements have been applied
8. Check accuracy of asset and investment registers
9. Test accuracy and timeliness of periodic and year end bank account reconciliation
10. Test accuracy and completeness of year end financial statements.
11. Review and assess the Councils internet banking payment arrangements.
12. Any other appropriate additional relevant testing to support the validity and integrity of the above.

Internal Audit - Question/action list – 2023/24 accounting year PRESTEIGNE AND NORTON TOWN COUNCIL			
1		Appropriate books of account properly kept throughout the year?	
2	a	Appointed responsible financial officer with duties listed in Financial Regs or elsewhere?	
	b	Fin Regs. in place & regularly reviewed?	
	c	Standing Orders in place & regularly reviewed?	
	d	Delegated Powers on expenditure in place & adhered to?	
	e	Payments supported by invoices?	
	f	Expenditure properly approved?	
	g	VAT shown separately? Is there any thing unusual in the reconciliation? Has a VAT refund been requested recently, if not is the VAT paid since the last refund at a level that is sensible to request a refund?	
3	a	Have the risks been listed and a start been made on assessment and minimisation of risk?	
	b	Is there sufficient management of risk?	
	c	Insurance in order and the correct things covered?	
	d	Members check the accounts OR internal audit at least twice a year	

		and report back to council?.	
	e	Are balances invested in the best safe account?	
	f	Initialled cheque stubs?	
	g	Regular internal audit?	
	h	Minute showing appointment of internal auditor?	
4	a	Council budgeted in a clear and adequate way?	
	b	Checks in place to ensure correct precept has been received?	
	c	Clerk or RFO report to council regularly to give progress reports on expenditure verses budget?	
	d	Reserves/balances appropriate? Is/are there specific project(s) for balances in excess of the annual precept?	
5	a	Was income received/expected? Did income equal expected income? If not why not?	
	b	System of receipt of income ensures that it is properly recorded and promptly banked?	
	c	VAT on income properly accounted for?	
6	a	Adequate check on petty cash?	
	b	Payments properly supported by receipts/invoices?	
	c	Expenditure approved?	
	d	VAT properly accounted for? Reclaimed on petty cash?	
7	a	Clear minute and contract which details the employees' pay and conditions	
	b	Employee(s) paid by/to those decisions?	
	c	PAYE and NI payments been made (if required) or written contact been made with the Inland Revenue giving details of taxable income?	
	d	Staff pension/gratuity? Minuted? Held in reserves? HMRC approval for service to 5 April 2006?	
8	a	Asset & investment registers?	
	b	Complete?	
	c	Accurate?	
	d	Maintained?	
	e	Checked/modified at least yearly eg. at annual council meeting?	
9	a	Cash book up to date, correctly sub-totalled and accounts reconciled at least once per quarter?	
	b	Clear record of the end of year statement?	
10	a	Accounts prepared on correct basis?	
	b	Agree with the cash book?	
	c	Supported by an adequate audit trail	
	d	A record of debtors and creditors?	
	e	Clear separate list of S137 payments	
	f	Year end accounts clear and accurate?	
	g	All account balances shown?	
	h	Correct supporting statements?	
11	a	Other risks been covered adequately?	
	b	Data Protection Registration held if needed & current/appropriate?	
	c	Electronic data backup arrangements adequate?	
12	a	Review Internet Banking payment arrangements	

I confirm that I have carried out the internal audit for Presteigne and Norton Town Council and I have no issues to raise/have issues to raise as attached (delete as appropriate).

Signed _____ L. Stephens, Internal Auditor Date _____

Presteigne and Norton Town Council – 2023/24 Internal Audit Review Checklist
Section A - Meeting standards

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	<p>Updated Terms of reference for internal audit were approved by full council on 18th November 2015 and are reviewed annually.</p> <p>Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	
2. Independence	<p>Internal audit has direct access to those charged with governance (see Financial Regulations).</p> <p>Reports are made in own name to management.</p> <p>Internal audit does not have any other role within the council/board.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	
3. Competence	<p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>	<p>Y</p>	
4. Relationships	<p>The responsible officer (Clerk/RFO) is consulted on the internal audit plan.</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).</p> <p>The responsibilities of council members are understood; training of members is carried out as necessary.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Additional training in local audit procedures and in Council finance in general may be required by some Councillors.</p>
5 Audit Planning and reporting	<p>The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council [date].</p> <p>Internal audit has reported in accordance with the plan on.</p>	<p>Y</p> <p>Y</p>	

Presteigne and Norton Town Council – 2023/24 Internal Audit Review Checklist
Section B - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Areas for development
1. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Y	
2. Understanding the whole Organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Y	
3. Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Y	
4. Add value and assist the Council in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Y	
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Y	
6. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Y Y	
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Y Y	

Reviewed, reported, considered and adopted by members at a full meeting of Council held on 18th October 2023:-

Mrs Tracey Price

Clerk & Responsible Financial Officer