

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

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

12<sup>th</sup> September, 2024

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 18<sup>th</sup> September, 2024 at 7.30 p.m.** at the **Community Hub, Norton, Presteigne** and via video conferencing and you are hereby summoned to attend.

The public and press are cordially invited to attend.

Join Zoom Meeting

<https://us06web.zoom.us/j/81675539636?pwd=zPQvdY1eYr7oAmVXcMI4bfdOOsn2aG.1>

Meeting ID: 816 7553 9636 Passcode: 327516

Dial by your location 0203 481 5240 United Kingdom

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

*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**

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**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 21<sup>st</sup> August, 2024 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 17<sup>th</sup> July and 21<sup>st</sup> August. Also to receive the Clerk's Report for September.

### 5. FINANCE

a) Donations: To approve the following donations:- None this month.

b) Payments: to approve the following payments:-

Highground Maintenance Ltd	£449.69	MEADOW ACC
Mrs T. A. Price	£1588.64	
HM Revenue & Customs	£601.58	
NEST (Direct debit)	£146.30	
T. Lloyd-John	£667.23	
N. Close	£88.00	
N. Close	£208.00	MEADOW ACC
HSBC (bank charges)	£8.00	
HSBC (bank charges)	£8.00	MEADOW ACC
T. Owens (expenses – Mayor)	£89.90	
PHS (services to both toilet blocks)	£171.90	
High Street Grant Payments	£2184.00	
British Gas Lite (Wilson Terrace Toilets)	£16.72	
British Gas Lite (Wilson Terrace Toilets)	£17.01	
EDF Energy (Hereford Street Toilets)	£42.28	
RB Landscaping	£789.60	MEADOW ACC
Lyreco (office supplies)	£58.68	

c) Mayor's Expenses/Allowance: Update from Cllr. Baynham on fund balance for 2023/24.

d) Receipts: To note the following receipt –

Powys County Council (precept 2<sup>nd</sup> payment) £25,250.00

e) Christmas Lights: To approve inspection costs of £245 plus VAT for a check of the current lights.

f) Work on Presteigne War Memorial. Clerk's Report 2a.

g) Finance Training for Members. Clerk's Report 2b.

h) Budget Update to end of September 2024.

i) Review of Internal Audit Arrangements for 2024-25

### 6. PLANNING

(a) To consider applications received:

24/1196/TPO Grid Ref: E: 331718 N: 264017 Proposal: Removal of dead branches from Oak trees referenced within TPO 130 and T1 & T2 located on boundary of school playing field  
Location: John Beddoes Campus , Broadaxe, Presteigne LD8 2YT.

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) Local Development Plan Update and report from Working Group. To agree any response re. the current consultation documents.
- (d) Nant Mithil Wind Energy Development: To consider the response to the Council's comment and to consider the viewpoints provided. To agree any further actions required.

## **7. HIGHWAYS, HOUSING AND ENVIRONMENT**

- a) Dark Skies Project: Update re grant funding and signage.
- b) Climate and Environment Matters: To include –
  - Next Committee meeting Items.
  - Local Places for Nature Top Up Grant – Update.
  - Powys Town and Community Councils Climate Event (October 2024) Update.
- c) High Street Grant: Update.
- d) John Beddoes School Field – footpath/dog fouling issues: Update on Site Meeting. (Cllr. Baynham).
- e) Fold Farm DMMO Application: To receive an update on progress.
- f) Email from resident re. street cleaning etc. (as previously emailed).
- g) NRW and Flood Defences, Lower Broad Street: To consider what further actions the Town Council could take to expedite repairs etc.
- h) Works to Lugg Bridge. Clerk's Report 5b.

## **8. NORTON**

- a) Miscellaneous works in Norton (reserve of £354 plus current budget of £500 held: Update.

## **9. SITES AND BUILDINGS MATTERS**

- a) Public Conveniences: Update re painting of Hereford Street Block.
- b) Allotments:
  - To note further vandalism on the site.
  - To receive the inspection report from Cllrs. Preece and Price.
  - To receive an update on the grant request for raised beds etc.
- c) Meadows: To include –
  - Parking for events
  - Brilliant Basics – possible grant application (disabled access path) : To consider preparation of an application. Note 20% match funding is required and budgeted for.
  - Old Memorial Bench: To note new bench now arrived and agree removal/disposal of existing bench/plaque.
  - Update on mole problem.
  - To note complaint made to County Council re picnic bench and concrete/frame on play area.
  - Storage for Implements – Bike Track: To review the decision not to allow storage on the allotments (given a change in the young persons involved)
- d) Nature Reserve Matters: To receive a general update from Cllr. Ramsay and consider any decisions needed.

## **10. CORRESPONDENCE/GENERAL ITEMS**

- a) Leisure Services Review Update. (If any).
- b) Memorial Hall Update.



- c) Prospective Closure of Lloyds Bank. To receive any update available.
  - d) Meeting with Wales Air Ambulance – Report on August Meeting.
  - e) Letter re town crier (as emailed 30<sup>th</sup> August).
  - f) Portrait of King Charles (Clerk's Report 3b).
  - g) Town Wifi Update (Clerk's Report 3c).
  - h) 2026 Review of Senedd Constituencies (as emailed 11<sup>th</sup> September)
- The Commission has proposed 16 constituencies by pairing the 32 UK parliamentary constituencies in Wales. Each proposed constituency must be contiguous. The Commission has also opened its initial consultation period, which closes on 30 September.

**11. COUNTY COUNCILLOR'S REPORT**

**12. CO-OPTIONS**

Consideration of applicants for co-option.

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

**Enc.** Clerk's Report Sept. Minutes from August, 2024. Budget Update. Internal Audit Review Papers  
Any other background papers. Co-option Information will be sent separately.



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

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**MINUTES OF THE MEETING HELD ON 21<sup>st</sup> AUGUST 2024**  
**HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND ALSO VIA**  
**VIDEO CONFERENCING**

Present: Cllrs. T. Owens, (Mayor), A. Van Huls (Deputy Mayor), B. Baynham, D. Edwards, F. Preece, C. Kirkby MBE, J. Wilding, C. Ross and A. Ramsay.

Apologies: Cllrs. M. Price, J. Ramsay (attempted to attend meeting online as detailed in Minutes).

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.

*Personal: None.*

*Personal and Prejudicial:*

*Cllr. Preece, re planning application 24/1106/HH, neighbour of applicant.*

*Cllr. Kirkby, re. planning application 24/1106/HH, friend of applicant.*

*Cllr. Ramsay, re. planning applications 24/1106/HH, 24/1149/LBC, 24/1150/FUL friend and/or neighbour of applicants.*

*Declaration of Acceptance of Office: Completed by Cllr. A. Ramsay and witnessed by the Clerk.*

Cllr. Owens welcomed Cllr. Ramsay to the Council.

**MIN 4375 APPROVAL OF MINUTES**

The Minutes of the meeting held on 17<sup>th</sup> July, 2024 were approved as a true and accurate record and the Chairman duly signed the Minutes.

**MIN 4376 FINANCE**

(1) The following payments were agreed –

NEST (pension conts.)	£146.30
Mrs T.A. Price	£1588.64
HM Revenue & Customs	£601.58
Highground Maintenance Ltd	£449.69 MEADOW ACCOUNT
Mr. N. Close	£24.00
Mr. N. Close	£303.00 MEADOW ACCOUNT
Leominster Engineering Ltd (barbecue)	£150.00 MEADOW ACCOUNT
Welsh Water (Hereford Street Toilets)	£259.55
Welsh Water (Wilson Terrace Toilets)	£25.79
Welsh Water (Meadow)	£19.61 MEADOW ACCOUNT
T.A. Price (expenses)	£32.20
Presteigne Building Supplies	£30.42 MEADOW ACCOUNT
J & P Turner (bench)	£310.00
T. Lloyd-John	£667.23
HSBC (bank charges)	£8.00
HSBC (bank charges)	£8.00 MEADOW ACCOUNT
Border Janitorial	£94.68

*Cllr. J. Ramsay joined the meeting.*

(2) Renewal of Annual Insurance (in three year agreement): Approved.

AJ Gallagher Insurance	£1534.62
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## **MIN 4377 PLANNING**

*Cllr. Edwards left the room for the duration of the following items due to her position on the County Council Planning Committee.*

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

24/0887/HH Grid Reference: E:331642 N: 264578 Proposal: Single story rear extension with demolition of outside sheds Site Address: 2 Fold Cottages, Broad Street, Presteigne, Powys LD8 2AG. Resolved no objections be raised.

24/0890/LBC Grid Reference: E:331642 N: 264578 Proposal: Single story rear extension with demolition of outside sheds Site Address: 2 Fold Cottages, Broad Street, Presteigne, Powys LD8 2AG. Resolved no objections be raised.

24/1049/DEM Grid Ref: E: 331718 N: 264017 Proposal: Former sixth form/rural studies teaching block. The building is detached and single storey. Steel framed with brick cladding externally under a profiled metal sheet roof. Floor area approx. 80m<sup>2</sup>. Location: John Beddoes Campus - Newtown High School, Broadaxe, Presteigne LD8 2YT. The Clerk had circulated the application for comments earlier in the month but none had been raised. Noted that the block had now been demolished.

*Cllr. J. Ramsay left the meeting due to a poor broadband connection.*

*Cllr. A. Ramsay left the meeting having declared a prejudicial interest in the following three items.*

24/1149/LBC Grid Reference: E:331503 N: 264466 Proposal: Listed building consent for internal and external alterations in connection with proposed conversion of 2 residential units to form a single residential unit (to include retention of works already carried out) Site Address: 11 & 12 Broad Street, Presteigne, LD8 2AB. Resolved no objections to the application but would draw the attention of the Built Heritage Officer to the existence of Napoleonic friezes in the building and which need to be protected.

24/1148/FUL Grid Reference: E:331503 N: 264466 Proposal: internal and external alterations in connection with conversion of 2 residential units to form 1 no. single residential unit (part retrospective) Site Address: 11 & 12 Broad Street, Presteigne, LD8 2AB. Resolved no objections to the application but would draw the attention of the Built Heritage Officer to the existence of Napoleonic friezes in the building and which need to be protected.

*Cllrs. Preece and Kirkby left the meeting having declared a prejudicial interest in the following item.*

*Cllr. Baynham joined the meeting at this point.*

24/1106/HH Grid Reference: E:331825 N: 264037. Proposal: Erection of two storey side and rear extension to dwelling. Site Address: 4 Greenfield Road, Presteigne, LD8 2AY. Resolved no objections be raised.

*Cllrs. A. Ramsay, Preece and Kirkby returned to the room.*

24/1180/HH Grid Reference: E:331379 N: 264626 Proposal: Re-roofing of property Site Address: The Rectory, St David's Street, Presteigne, LD8 2BP. Resolved no objections be raised.

*Cllr. Edwards returned to the room.*

## **MIN 4378 GENERAL ITEMS**

(1) Presteigne Memorial Hall Update: Cllr. Baynham updated Members on the current situation. The County Council Cabinet had agreed the transfer to the Hall Committee and had requested the details of the new trustees. She understood that the Committee had submitted four names. The County Council had now begun the legal process. Cllr. Wilding felt that the County Council should also meet the Committee's legal costs and Cllr. Baynham agreed to see if this would be possible. Cllr. Wilding added that no documentation



should be signed for the Hall until the transfer of the other parcels of land (part of the car park area) was underway. Cllr. Baynham would continue to update Members as the transfer progressed.

(2) Use Request – Meadow Barn: 14<sup>th</sup> Sept 5pm to 8pm Fundraising Dance Performance: Agreed.

#### **MIN 4379 URGENT BUSINESS INFORMATION**

(1) Email from Builth Wells Town Council: Members agreed that the proposed meeting was a good idea and Cllrs. Van Huls, Baynham, Edwards and Wilding agreed to attend. The Clerk would advise the Clerk for Builth and also check that it was in order for Cllrs Baynham and Edwards to attend given their position as County Councillors.

(2) Graffiti, Hereford Street Toilets: There had been an incident over the previous weekend. The police had been informed and the graffiti painted over.

(3) Theft of Toilet Rolls: Cllr. Baynham advised Members that this was still continuing. Following a short discussion it was agreed that the Clerk produce notices advising of the thefts for putting up in the building as a first step. If thefts continued then a change of dispenser/removal of the toilet rolls would have to be considered.

(4) Cllr. Baynham proposed that the police be invited to a future meeting.

(5) Presteigne War Memorial: Agreed that if considered necessary then the Clerk could proceed to commission the work as quoted. Norton Members felt that it was not necessary to proceed with the quote for the Norton Memorial.

The meeting closed at 7.00 pm and was followed by the Annual Town Walk.

#### **MIN 4380 TOWN WALK**

High Street: Members walked the High Street to look at some of the work completed. The continuing problem of disabled access into the Spar shop was noted and the Clerk was asked to write again to the company to ask if anything could be done.

War Memorial, Presteigne: Viewed and agreed that the Clerk should accept the quote from Mr. Protheroe for the clean providing it could be done by Remembrance Day in November. The Clerk was asked to contact the John Beddoes School Charity and the local Royal British Legion to see if they would contribute towards the costs. Noted that the pavement alongside the road was breaking away – Clerk to report to the County Council.

Property at end of Broadaxe: Agreed that the Clerk write to the owner given how overgrown the site was. Cllr. Baynham would obtain the contact details.

East Radnor Leisure Centre: Members had a tour of the centre led by Sarah Powell, the Duty Manager.

Nature Reserve and private access gates: Not visited due to lack of time.

Went's Meadow – proposed path works, wildflower area: Not visited due to lack of time.



# PRESTEIGNE AND NORTON TOWN COUNCIL

## CLERK'S REPORT - SEPTEMBER 2024

### 1. INFORMATION –

a) Reporting of highway/pavement/footpath issues: A reminder that this can be done quickly and easily online - <https://en.powys.gov.uk/article/816/Report> You can also create an account and ask to be kept updated on the progress of the issue you have raised.

### 2. FINANCE

a) Presteigne War Memorial: Contractor has been appointed and work will be done before Remembrance day.

b) Finance Training: This was requested by Cllr. J. Ramsay at the July meeting. I am quite happy to do this but thought it as well to wait until your two current vacancies are filled. Alternatively One Voice Wales do run short two hour finance training sessions at relatively low cost. You can let me know your thoughts at the meeting.

### 3. CORREPENDENCE –

a) Closure of Lloyds Bank Branch – Reply: A copy of the reply has been circulated and I have asked the Bank to keep the Town Council updated.

b) Portrait of King Charles II: All Councils were given the opportunity to apply for a free portrait which I did mindful of the need for one under the 'London Bridge' arrangements. However it has now arrived and is rather larger than expected (A2 I believe). I was wondering therefore if I should offer it to the Judge's Lodgings with the proviso we would need to use it in the event of anything happening to the King. Would you be happy that I did so? Otherwise it will just sit in my office.

c) Town Wifi Update: I attended a meeting on 3<sup>rd</sup> September to discuss the progress of the project in the various towns across Powys. I was told that the Assembly Rooms units should be in place within a week. Following completion of the install PCC will hold individual meetings with the Clerk or appointed Councillor for each town to go through data protection arrangements, access to the data and to discuss the future of the network in the longer term. You may recall that after five years PCC will seek to hand over the network to each Town Council – you are not obliged to accept – if you do not then the project will stop once the current licences run out. They are currently estimating costs of approx. £7690 to renew licences for a seven unit network (we have six) for a further five years. This is considerably more than was originally estimated. Towns attending the meeting were ourselves, Ystrad, Brecon (all in various stages of completion) and Talgarth which is just starting a scheme under a new funding stream through PCC.

### 4. SITES AND BUILDINGS

a) Allotments: Over the last weekend in July there was further damage to two plots on the allotments. This has been reported to the police.

Cllrs. Preece and Price as Chair of Sites and Buildings/Allotment Liaison and Vice Chair have inspected the plots and will report to the meeting.

b) Moles: Just to let you all know that the 'mole man' has been on site and has currently had ten moles. He will continue into the Winter when the tunnels will be narrower and therefore easier to catch (apparently).

### 5. HHE

a) Local Places for Nature Top Up: As per the email circulated this is now complete.

b) Lugg Bridge: Cllr. Kirkby raised this as a follow up as several areas of pointing were agreed some time ago. The reply received was as follows –

*'As you will appreciate we have over 4000 structures in Powys and this does not score very highly at the moment in regards to making our planned maintenance list. We are now undertaking this years inspections, after which we will produce a list of the structures which require the work to be completed more urgently. As soon as that list is completed (March 2025), I will let you know where Lugg Bridge sits. I will also speak to the local highways depot to see if this might be on their routine maintenance list. Sorry I can't give a more definite answer at this time but we can only do so much with the budgets that we're given so have to ensure that the small amount of money we have is targeted at the structures that need it the most.'*



Expenditures	Final 2024/25	Budget Update to end Sept 2024
<b>Council Administration Costs</b>		
Mayor's Allowance	1000	0
Mayor's Expenses (spend from 23/24 budget inc allowance)	500	1106.56
Clerk's Salary PAYE inclusive. See note 1	28880	14,491.35
Audit Fee (Internal and External)	350	292
Insurance (3 year agreement exp. 2/9/25)	1550	1534.62
Membership of SLCC	250	288
Stationery & Computer Sundries/Petty Cash inc computer repairs	800	69.41
Video Conferencing Licence (zoom)	130	129.90
One Voice Wales Annual fee	575	582
Training/Conference Fees for Clerk (reserve held)	0	0
Travelling Expenses	150	19.35
Election Expenses (reserve held)	0	0
Remuneration of Councillors/Cllr Expenses.	0	143.90
Councillor Training.	0	100
Information Commissioner Data Registration	35	35
Website (funded via advertising income)	0	0
Bank Charges Treasurer Account	110	48
	<b>34,330.00</b>	<b>18,840.09</b>
<b>Donations and S137s</b>		
Air Ambulance	250	250
British Legion (Remembrance Wreaths)	75	
East Radnorshire Care	2000	2000
Memorial Hall	1000	
Mid Border Arts	1500	1500
Norton Community Trust	2000	2000
Norton Community Trust (Fireworks)	400	
PACDG	250	250
Presteigne Festival	1250	1250
Presteigne Fireworks Display (Sheep Music)	500	
Presteigne & Norton Community Support	250	250
The Judge's Lodging Trust Ltd	2000	2000
Powys CAB	200	200
The Samaritans	250	250
Youth Project	1000	1000
Miscellaneous	500	
	<b>13,425.00</b>	<b>10,950.00</b>
<b>Ongoing Projects:</b>		
Anchorage Test for Xmas Lights	125	to allocated reserve
Toilet Blocks (2) (reserves to be used for any excess)	10000	4952.32
Funding twds Town Library Service (reserve held)	0	0
Presteigne Christmas Lights (installation/balance twds renewal)	2000	0
Wildflowers/ Bulbs/Verges/Roundabouts - 2024 via sponsorship	0	0
Street Lighting/Dark Skies Project	0	0
Climate Crisis Project Grants (unspent reserve held)	0	via allocated reserve
Regular Updating of Website	300	0
New Street Cleaning Arrangements - unspent 23-24 to allocated reserve	250	0
Storage Container (£2500 held in capital account)	1000	purchased in 2023/24
	<b>13,675.00</b>	<b>4,952.32</b>
<b>New Projects 2024-25</b>		



<b>Expenditures</b>	<b>Final 2024/25</b>	<b>Budget Update to end Sept 2024</b>
Council Laptop	750	630.11
Christmas Lights, Norton	500	0
Maintenance and Tidy Up, Norton - inc painting of kiosk/benches	500	0
Maintenance Presteigne & Norton inc grass cutting	1000	0
	<b>2,750.00</b>	<b>630.11</b>
<b>Went's Meadow Site inc MUGA etc, Eddie's Meadow</b>		
Weekly Inspections (inc defib checks)	1650	700.00
General Maintenance	1500	2832.01
Dog Bags (bulk buy twds end of 23/24)	1750	0
Grass Cutting/weed killing	3600	2161.94
Professional Inspections	225	0
MUGA / New Barn Reserve	2000	to allocated reserve
Allotments (funded via rental income)	0	see below
Utilities	350	98.09
Misc.(to include bank charges)	200	81.93
	<b>11,275.00</b>	<b>5,873.97</b>
<b>TOTAL EXPENDITURE</b>	<b>75,455.00</b>	<b>41,246.49</b>
<b>Monies Allocated to Specific Reserves</b>	2125.00	
<b>Spending not within original budget</b>		
Allotments (funded via rents/reserve)		933.42
Fold Farm DMMO		80.17
Climate Crisis Grant - Community Garden		249.00
Climate Crisis Grant - Knighton Men's Shed -boxes E/Meadow		90.00
Climate Crisis Grant - Eco event Nature Reserve		220.70
Tree felling - Nature Reserve		150.00
High Street Refurbishment (grant funded)		2,184.00
Storage Container keys		7.50
Lugg Bridge		9.11
	VAT Treasurer	458.11
	VAT Meadow	1097.40
<b>Grand Total Actual Spend (as per accounts )</b>		<b>46,725.90</b>
<b>Check Totals</b>		
Treasurer	38,671.11	
Meadow	8,054.79	
	<b>46,725.90</b>	

## Presteigne and Norton Town Council

2024/25

### 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 2024/25 year.
2. To consider the independence and qualifications of the Internal Auditor and either re-appoint for the 2024/25 year audit or to commence the process of selecting a new Auditor.
3. To confirm the planning and reporting arrangements for the 2024/25 internal audit.

### *Supporting Documents:*

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



**Presteigne and Norton Town Council – 2024/25 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 – 2024/25 Internal Audit Review Checklist**  
**Section B - Characteristics of Effectiveness**

<b>Characteristics of 'effectiveness'</b>	<b>Evidence of Achievement</b>	<b>Yes or No</b>	<b>Areas for development</b>
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 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 18<sup>th</sup> September 2024:-**

**Mrs Tracey Price**

Clerk & Responsible Financial Officer

**Council Audit Plan 2024/25**  
**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 <b>PRESTEIGNE AND NORTON TOWN COUNCIL</b>			
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 \_\_\_\_\_

## LOCAL DEVELOPMENT PLAN NOTES – 9<sup>TH</sup> SEPTEMBER 2024

Cllrs. Baynham, Edwards and Price. T. Price, Clerk.

### 1. Candidate Sites:

Site 121 – Former Kayes Factory

Proposed comments – TC would welcome development on this site, which has been empty and unused for some time. It would prefer to see development on this site before any other sites in Presteigne and Norton. It agrees with the proposed designation of mixed use.

Site 160 – Land adjacent to Walkers Meadow

Proposed comments – Whilst the extension of the site is logical and supported the proposed site is very large and the TC has concerns over access to the highway. There have been issues with smells from the sewage system at this end of town and the TC would like to be assured that Welsh Water have no concerns or that there are plans to improve the infrastructure.

Site 163 – Land at Slough Road

Proposed comments – while the TC has no objections in principle it was noted that the site borders a narrow road and therefore any development should also contain measures to address this. Traffic from the new development would need to pass the town Primary School where traffic is already congested at dropping off/picking up times.

Site 200 – Land at Maes Corton

Proposed comments – No objection to the site but it was felt that houses with shared ownership should be included in any development.

Site 233 – Mynd Road, Norton

Proposed comments – the site does not appear to be a logical extension to the village.

Site 247 – Land at Wills View

Proposed comments – The TC notes that the previous site here has not yet been fully developed and utilized and feels that the existing site should be developed before further land is included as a candidate site.

Site 290 – Lands at Jack's Close

Proposed comments – The TC sees this as a logical development to the existing site.



## 2. Settlement Hierarchy

It was noted that Presteigne falls outside of the main towns in Powys (number 9 with seven in the top tier)

Having examined the data it was agreed that the Clerk ask for a breakdown of the employment data for Presteigne and for Knighton.