

KNIGHTON TOWN COUNCIL / CYNGOR TREF-Y-CLAWDD



Town Clerk: Ms Lisa James
Knighton Town Council
The Civic Centre
West Street
KNIGHTON
Powys
LD7 1EN

08 November 2023

Dear Councillor

You are hereby summoned to attend a Full Council Meeting of Knighton Town Council in the Civic Centre, Knighton on **Wednesday 15 November 2023 at 7:00 pm** for the purpose of transacting the business listed in the attached agenda. Papers will be circulated in advance.

Declaration of Interest Forms will be available at the start of the meeting. Members are requested to declare any personal and/or prejudicial interests they may have in matters to be considered at this meeting.

Yours sincerely

Ms L James
Town Clerk

Tel: 01547 529660

Email: knightontowncouncil@outlook.com

KNIGHTON TOWN COUNCIL / CYNGOR TREF-Y-CLAWDD



FULL COUNCIL MEETING

7.00PM ON WEDNESDAY 15 NOVEMBER 2023

AT THE CIVIC CENTRE, WEST ST., KNIGHTON, POWYS LD7 1EN

<https://zoom.us/join/82310022173>

**The first ten minutes will be allowed to receive issues from members of the public;
these may be considered at a later meeting.**

AGENDA

1. To receive apologies.
2. To receive declarations of interest.
3. To receive and approve the minutes of the full council meeting held on Wednesday 25 October 2023.
4. Matters arising from minutes of last meeting, including:
 - a. To receive the Clerk's verbal progress report.
 - b. To receive any other relevant information from members.
 - i. Cllr. Taylor to update on bus services improvement plan.
5. To vote on the appointment by co-option of person to fill one vacant seat in South East Ward.
6. To publicly sign documents and formally approve opening a Knighton Town Council bank account with Smart Money Cymru and to move funds and direct debits from the Council's HSBC business current account; and for the Clerk to be a primary user without authority to spend unless authorised by obtaining signatures from 2 of the Council's 3 approved signatories.
7. To approve the monthly accounts for October and to receive and approve known payments for November.
8. Financial Assistance.
 - a. Update from Clerk on previous awards approved but not made.

KNIGHTON TOWN COUNCIL / CYNGOR TREF-Y-CLAWDD



9. Planning.

- a. Application Ref: 23/1160/FUL Grid Ref: E: 328540 N: 272333 Proposal:

Application for the change of use of domestic storage to commercial

Location: Flat 5 High Street, Knighton, Powys LD7 1AT

10. Governance.

- a. To approve further amendments to KTC Financial Regulations.
- b. To approve terms of reference for the Personnel Committee.
- c. To approve draft Health and Safety Policy Statement
- d. To agree a date for budget meeting.

11. To appoint 2 Councillors to the Personnel Committee to replace former Cllrs. P

Barrett and B Caine.

12. Motions

- a. That the Council appoint a competent person, or a person willing to have the appropriate training, to implement Health and Safety procedures for all Council buildings, activities, and staff, including risk assessment management and that this person should be a Councillor or an outside contractor.

Proposed by Cllr. Edwards, seconded by Cllr. Sharp.

13. Correspondence.

14. County Councillor Reports.

15. Mayor's report on engagements and announcements.

16. Urgent Items.

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