

Confirmed as accurate at FCM meeting _____ signed _____(Mayor).

DRAFT MINUTES OF THE FULL COUNCIL MEETING

HELD ON WEDNESDAY 27 NOVEMBER 2024 AT 7PM, AT THE CIVIC CENTRE, WEST ST.,
KNIGHTON AND VIA ZOOM

Present: Mayor C Branford

Cllr. T Sharp

Cllr. D Williams

Cllr. M Vaughan

Cllr. R Andrews

Cllr. B Butler

Cllr. S Vaughan

Cllr. A Craggs

Cllr. T Crail via Zoom (from item 6.1.4 – 6.5)

L. Craggs Alferoff (Clerk)

Apologies: Cllr. C Bevan, Cllr. H Adams-Evans, Cllr. T Taylor.

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1.0 Apologies received as above.

2.0 Declaration of Interest

2.1 submitted by Cllr. R Andrews for agenda item 8.0 as a trustee of the Knighton Museum.

3.0 To agree the minutes of the previous meeting(s)

3.1 Proposed by Cllr. R Andrews and seconded by Cllr. T Sharp to approve the minutes of the 16/10/24 and the 31/10/24 as an accurate and true record. **1 abstained, 7 in favour, motion approved.**

4.0 To approve the monthly accounts for November and to receive and approve the schedule of payments for December.

4.1 Proposed by Cllr. R Andrews and seconded by Cllr. A Craggs to approve the monthly accounts for November and to receive and approve the schedule of payments for December (as attached). **Motion approved unanimously.**

5.0 To review the Draft Budget for 25/26 and the End of Year Projections for 2425

5.1 The EOY Projections show the Council running through almost all of the available cashflow this year, even including the Reserves and Recycling Fund.

5.2 The Finance Committee discussed the options and have concluded the Council will therefore need to spend the Recycling Fund and much of the Reserves.

5.3 The Council will just about make it through the year, but needs to be thinking very hard about saving.

5.4 Some of the biggest costs are Toilets and Staff Costs, for reasons including leaks and overtime, but the Council have also gone over in a number of other places due to what the Clerk suspects to be a lack of budget monitoring and spending control.

5.5 The Personnel Committee will meet imminently and discuss staff costs both for the remainder of this year and for next year's budget. The Finance Committee will also meet, to make a plan for how to redistribute funds into the budget for the rest of the year, as well as in order to work some more on the budget.

5.6 For the budget, the Clerk recommends developing a clear vision for what the Council will be doing next year: if the Council haven't budgeted for it, they won't be able to do it, unless it's unavoidable, which is why they recommend building contingencies into the budget.

5.7 The Clerk has begun a 5 year review of previous budgets, as well a breakdown of costs which we can predict. They want to review the Council's assets so that we know what might need repairing or replacing, and we will

also have to anticipate building up our reserves and adding a contingency fund, which will hike up the precept.

- 5.8 Proposed by Cllr. C Branford and seconded by Cllr. T Sharp to spend the Reserves and Recycling Fund as needed to get through the financial year, and to delegate the Finance Committee to determine a new budget covering costs for the rest of the year, which will be approved by Full Council. **Motion approved unanimously.**

6.0 Clerk's Report

6.1 Update.

- 6.1.1 Audit 2223, sent before the Clerk previous to the previous Clerk left, ought to have been a full audit. Therefore there is additional info to get to Audit Wales. The relevant previous Clerk has signposted much of the location of this info to the Clerk, who will get to it when they can.
- 6.1.2 According to a conversation Cllr. B Butler has had with Dwr Cymru, the Council will not be able to negotiate over the cost of the Cemetery water bill until the leak is repaired.
- 6.1.3 Proposed by Cllr. A Craggs and seconded by Cllr. B Butler to investigate the leak and see if it can be repaired by volunteers. **Motion approved unanimously.**
- 6.1.4 Cllr. T. Crail joined via Zoom.
- 6.1.5 Shopfront grant claims are underway and coming up on the deadline, but the Clerk believes they have them in hand with assistance from Cllr. B Butler.
- 6.1.6 The Clerk has begun FILCA – specifically focusing on the budgetary aspects – as well as done a webinar on budgeting and one on Committees.
- 6.1.7 The work on Pontfaen Noticeboard has been completed, and signed off by Powys.

6.2 Sustainable Powys.

- 6.2.1 There is a proposed Leisure Centre Consultation regarding whether to continue provision of the current number of Leisure Centres throughout Powys. If the options are approved, consultation will take place in 2025. [Link](#)
- 6.2.2 Sustainable Powys is an initiative concentrating services in Powys in certain hubs, of which Knighton's would be Llandrindod. There was recently a meeting with Community and Town Councils on this strategy, but it has already been passed at government level.

- 6.3 There are new model Financial Regulations, and the Clerk recommends the Council delegate some councillors to review the new regulations and present an amended copy.

- 6.3.1 This issue to be forwarded to the Finance Committee.
- 6.4 The Clerk also highlights a need to stick more closely to the current Financial Regulations, as in the period without a Clerk and during the onboarding process for themselves, this has not been done perfectly. They hope that the new HSBC Online Business Banking will aid this, due to its dual authorisation process for payment approval.
- 6.5 Cllr. T Crail left the meeting.
- 7.0 To approve updated TOR and a Delegation Scheme for Committees**
- 7.1 Proposed by Cllr. A Craggs and seconded by Cllr. R Andrews to approve the draft Terms of Reference and Delegation Scheme for currently operating formalised and informal committees. **Motion passed unanimously.**
- 8.0 To approve a change of bank signatories**
- 8.1 Proposed by Cllr. R Andrews and seconded by Cllr. T Sharp to approve the current Clerk as a new bank signatory of the Smart Money Cymru account, and to remove the previous Clerk as a signatory. **Motion passed unanimously.**
- 9.0 Financial Assistance**
- 9.1 Proposed by Cllr. A Craggs and seconded by Cllr. M Vaughan to respond to both applications from Knighton Museum and Knighton & District Tourism Group as follows:
- 9.2 *“Due to budgetary concerns we are not in a position to make any more donations this year, but we will consider them favourably for the budget next year.”*
- 9.3 **Motion approved unanimously.**
- 10.0 Mayoral Update**
- 10.1 The Mayor thanked Cllr. M Vaughan for helping to put up poppies for Remembrance Sunday.
- 10.2 Proposed by Cllr. C Branford and seconded by Cllr. T Sharp to offer the Civic Centre to Police Surgery sessions for consultation with the local community free of charge. **Motion approved unanimously.**
- 10.3 The Christmas lights are up, and the tree is going up 8AM Saturday morning. The timers for the lights need to go up, via Council Member volunteers.
- 11.0 Motion: To purchase a leaf blower/collector**
- Motioned: Chris Branford Seconded: R Andrews
- 11.1 Motion withdrawn, and instead to produce a cost/benefit analysis and options to consider for the budget 24/25.

12.0 Correspondence

- 12.1.1 The Offa's Dyke Toilets letter has been responded to by the Clerk. The Council are happy with this response, which explains that the lease for the toilets is currently with Powys' legal department and that Knighton Town Council are prepared to move forward as soon as they are able to.
- 12.1.2 The letter from residents of the Cwm regarding Planning Application 24/1589/FUL will be referenced in the planned comment that the Council will submit. The Clerk will respond to the correspondents reassuring them that this comment has been submitted.

13.0 Planning

- 13.1 Application Reference: 24/1589/FUL Grid Reference: E:327946 N: 271886
Proposal: Siting of 2 adjoined static caravans to form one residential unit, formation of access, installation of septic tank and all associated works Site Address: Old Brook Farm, Mill Road, Knighton, Powys LD7 1RT
- 13.2 There are already comments in the planning portal containing some issues with the application.
- 13.3 Motioned by Cllr. T Sharp and seconded by Cllr. A Craggs to put a comment forward objecting to the application, the details of which are to be forwarded to the Clerk via email. **Motion approved unanimously.**

14.0 Updates from Committees.

- 14.1 Toilets Committee – Cllr. T Sharp is working on report on historic toilet expenses.

15.0 To discuss the Civic Award

- 15.1 Proposed by Cllr. T Sharp and seconded by Cllr. R Andrews to exclude the public and press, in order to keep the nomination secret until presentation of the award. **Motion approved unanimously.**
- 15.2 Proposed by Cllr. R Andrews and seconded by Cllr. S Vaughan to select Cllr. R Andrew's proposed candidate for the award. **Motion approved unanimously.**

Meeting closed at 20:37.