

# KNIGHTON TOWN COUNCIL / CYNGOR TREF-Y-CLAWDD

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**Town Clerk: Mx Lorian Craggs Alferoff**

Knighton Town Council  
The Civic Centre  
West Street  
Knighton  
Powys  
LD7 1EN

14 March 2025

Dear Councillor

You are hereby summoned to attend a **Full Council Meeting of Knighton Town Council at the Civic Centre, Knighton, on Wednesday 19th March 2025 at 7:00 pm** for the purpose of transacting the business listed in the attached agenda.

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.

Join Zoom Meeting:

<https://us06web.zoom.us/j/7218295159?pwd=TlnMExPSmpaeG1xL29Rdk9sSDg4QT09>

Meeting ID: 721 829 5159

Passcode: 8jE3bC

Yours sincerely

Lorian Craggs Alferoff

**Town Clerk**

Tel: 01547 529660

Email: [knightontowncouncil@outlook.com](mailto:knightontowncouncil@outlook.com)

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**Full Council Meeting of Knighton Town Council at the Civic Centre, Knighton, on  
Wednesday 19th March 2025 at 7:00 pm**

## **AGENDA**

*The ten minutes at the start of the meeting are reserved for Public Participation.*

1. To receive the Declaration of Acceptance of Office from Cllr. C de Sera.
2. To receive apologies from members unable to be present.
3. To receive declarations of interest regarding items on the agenda.
4. To agree the minutes of the previous meeting(s).
5. Matters arising from minutes.
6. To approve the monthly accounts for March and to receive and approve the schedule of payments for April.
7. Clerk's Report.
  - 7.1. End-of-year preparation, update, & asset register.
  - 7.2. To set up Direct Debit for HMRC payments.
  - 7.3. To approve the payment of contractor for Pinner's Hole.
  - 7.4. Toilets door replacement & order of radar lock.
  - 7.5. Review internal audit and risk management measures.
8. Report on planters/troughs.
9. To select a quote for Knighton in Bloom.
10. Mayoral Report.
11. County Councillors' Report.
12. Correspondence.
13. Planning
14. Committee Reports.
  - 14.1. Allotment Working Group.
  - 14.2. Civic Centre Committee.
    - 14.2.1. To approve the Terms and Conditions and rate of hire of the Civic Centre.
    - 14.2.2. To ratify a discount granted for an over-24 hour booking.
  - 14.3. Personnel Committee.
    - 14.3.1. To ratify the decisions about staff salary and hours made at the August 2024 meeting.
    - 14.3.2. To ratify the result of the Clerk's probation.
    - 14.3.3. To approve any outcomes of staff appraisals.
    - 14.3.4. To approve the salary of staff from April 2025.
    - 14.3.5. To approve the Clerk's contract.
15. To discuss Active Travel plans.