

BUILTH WELLS TOWN COUNCIL

CYNGOR TREF LLANFAIR-YM-MUALLT



The next Meeting of the Builth Wells Town Council will be held on **Tuesday 14th May 2019** commencing at **7.00 pm** at the Strand Hall, Builth Wells.

AGENDA

- 1) **Apologies for Absence:** Cllr G. Goodwin

- 2) **Declaration of Interest:** Reminder to members. A personal Interest is also a Prejudicial Interest because under the objective, public perception test (*Para 12(1) of the Members' Code of Conduct*) where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

- 3) **Minutes:** To authorise. The Chairman to sign the minutes of the meeting held on the 11th April 2019 as a correct record.

- 4) **Clerk's Report:** Actions and matters arising from the minutes.
 - a) Letter sent to Paul McNiffe, 15/4/19 asking him to attend Council to reset his passwords.
 - b) DGPR- still developing guidelines for Town Council. (Draft copy)
 - c) Still searching for Clerk office cabinet keys, which currently can't be located.
 - d) Any Councillor attending Meeting or Events, please send reports in prior to our monthly meeting. It can be added to the Agenda and sent out for viewing.
 - e) Paul from 'Nibletts' spoken to about the Gas bottles and Parking issues: he will deal with the cannisters and is aware regarding the parking situation.
 - f) PCC emailed regarding parking enforcement remedies for Town Council Car park.
 - g) Builth fest request sent for stall .
 - h) New blue badge online applicaiton passed to Pixelhaze for our website.
 - i) Royal Air Force Flyer now in Window.
 - j) New email set up, now secure

- k) Strand Bookings: we have had some double booking which has caused a few issues, in the future all bookings through the Clerk. Also there doesn't seem to be any way of chasing outstanding Monies for Strand hire. Can't find any invoices? How is this monitored?
- l) Until full handover and appropriate training of the RFO role I am not in a position to undertake this part of my role.
- m) New ink cartridges and other stationary needed for functioning of office.

5) County Councillor Report: Cllr Pugh

6) Website: Cllr Walters/Clerk

Councillor Walters and Clerk had a meeting with Elwyn from "Pixelhaze" regarding the Council website and the new "Strand" website. It was suggested by Elwyn that his assistant continue to help out with the ongoing upkeep and updating of Town Councils website. His assistant being trained along with 2 x Councillors and Clerk in use of Open space.(This he would do for free) Also discussed the New Strand/Towns website, Combination of the two moving forward "The Strand would have primacy on promoting. With other Town Businesses being able to add onto the website. It was discussed that maybe the first year would be paid for by Town Council and then following years donations could be sought from other Businesses who wish to promote. Need to discuss names one being "Builth Wells Town" "Pixelhaze" happy to create domain for this (cost to be confirmed) It was also discussed about email change for a more professional look.

7) Code of Conduct: Cllr Davies

This is by no means the whole of the code, I would like everyone to be aware of this part of it. You must respect fellow members of your Council and those that you represent, treating them with courtesy, respect and in a non-discriminatory manner at all times. This should extend to any person, regardless of their position, you have dealing with in your capacity as a Councillor.

8) Finance :Cllr Ronicle

- a) Clerks overtime submission
- b) 2 x invoices for Clerk's Training
- c) Clerks Wages and Annual Leave
- d) Invoice for ' ItsDun'

9) Correspondence: Clerk

- a) Councillor Training set for 4th June cost 399, plus Trainers Travel 45p per mile
- b) Laptop prices from 'ItsDun'
- c) To help with the cost for Town Councillors training we have put an invitation out for other Towns to Join. We have had a good response from this and hopefully will reimburse some of the cost.
- d) Pixelhaze More time for website Add on, £60, which would benefit Town Council with extra support throughout the year.
- e) Welsh Hearts Charity
- f) Shredder is required.
- g) Motions for AGM – emailed to Councillors 1/5/19

10) Commotion: Cllr Walters, Commotion is a business networking initiative which Councillor Walters and Clerk attended on Friday 3rd May. This happens first Friday of every month.

11) Roles & Responsibilities of Mayor, Deputy Mayor & Committee Chairman :

Cllr M. Prynne – An outline of the commitment required to fulfil the duties expected prior to nomination and voting for the vacancies to be filled.

12) Election of Mayor/Chairman & Deputy Mayor/Chairman for 2019/20 :

Pre selection voting procedure by secret ballot prior to AGM to be held on 21st May 2019. Successful candidates to be formally proposed and elected at the AGM.

13) Strand :Cllr G Davies

- a) Regular Users of Strand Prices
- b) Clerks Time spent on Strand Duties approx. 4-5 hours
- c) PCC have submitted a new price for use of Strand during RWS
- d) Toilets cupboards need locks (lawful requirement)
- e) Shelving also required in storage cupboards.

14) Chairman's Report/Diary: Since becoming Deputy Mayor, it has had its challenges, pitfalls and sometimes been demanding, but I would like to thank all of the Councillors for their hard work and dedication during this trying time. We have come a long way and I think we can all agree that we are now moving in the right direction.

Louise Hammond

Town Clerk
Council Offices
Strand Hall
Builth Wells
Powys LD2 3AA
Tel No: 01982 551568

Public Speaking Procedure at Council Meetings: The following criteria should be followed:

- 1) If there are a number of the public in attendance each address would be limited to 3 minutes per person.
- 2) All questions and answers addressed through the Chair.
- 3) If on the same topic, then two people to represent the whole group.
- 4) May put any relevant question to the Council or Town Councillor
- 5) There will be no discussion in answering the question from either party.
- 6) Where the six-month rule applies, the question may be put, an answer shall be given providing it had already been discussed.