



**BUILTH WELLS TOWN COUNCIL**  
**CYNGOR TREF LLANFAIR-YM-MUALLT**

**Mayor:** Councillor Gwyn Davies  
**Town Clerk:** Louise Hammond

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**Minutes of the Meeting of Builth Wells Town Council held on **Tuesday June 11th 2019** commencing at **7.00 pm** in The Strand Hall, Builth Wells.**

**Present:** Cllrs G.Davies (Mayor) A.Waller (Deputy Mayor) M.Prynne, B.Watkins, J.Jones, J.Walters, D.Ronicle, C. Mavin, G. Goodwin.

**Apologies for Absence:** Cllr (D) Jones

**Non Attendance:** Cllr Reardon

**Other Attendance:** Karen Compton (Press) and one member of the public. Louise Hammond (Clerk)

<b>BW/087/19</b>	<p><b>Minutes:</b> To authorise the Chairman to sign the minutes of the Town Council meeting held on 14th May 2019 as a correct record.</p> <p><b>Proposed Cllr Ronicle/Seconded Cllr Walters: Unanimous</b></p>
<b>BW/088/19</b>	<p><b>Minutes:</b> To authorise the Chairman to sign the minutes of the Annual Meeting <b>2018</b> as a correct record.</p> <p><b>Proposed Cllr Prynne/Seconded Cllr Watkins: Unanimous</b></p>
<b>BW/089/19</b>	<p><b>Minutes:</b> To authorise the Chairman to sign the minutes of Annual Meeting <b>2019</b> as a correct record.</p> <p><b>Proposed Cllr Walters/Seconded Cllr Waller: Unanimous</b></p>
<b>BW/090/19</b>	<p><b>Clerks report:</b> As per agenda items.</p> <ul style="list-style-type: none"><li>a) GDPR policy document: copy was sent to all Councillors, no feedback received. This will be adopted as Council Policy.</li><li>b) Signage still needs to go out on Town Council property (The Strand car park).</li><li>c) Office still in process of being reorganised: unable to order laptop from "It's Dun", as they no longer accept cheques. Clerk to make contact and ask if they will accept a cheque on this occasion.</li><li>d) Vacancy for new co-option is now being advertised.</li><li>e) Builth Wells Primary School: still no nomination for Council representative. Town Council will have to revisit this as soon as practicable.</li><li>f) As per agenda.</li></ul>

	<p>g) As per agenda.</p> <p>h) Town Council Facebook page: is getting a good response. Cllr Walters reports that she has been working on The Strand website, new logo and new domain for this. Site is now ready to go ahead. It was discussed that this site has been lying dormant for two years now, and this needs to be addressed. PixelHaze has been working on this at no extra cost.</p> <p><b>Proposed Cllr Ronicle/Seconded Cllr Waller: Unanimous</b></p> <p>i) As per agenda.</p> <p>j) First aid kits: two in the hall area and one in the kitchen. No one has responsibility at the moment, which needs addressing.</p> <p>k) Risk assessments: need to be carried out as soon as possible, this is Town Council responsibility.</p> <p>l) As per agenda.</p> <p>m) As per agenda.</p> <p>n) BT for Wi-Fi coverage: Cllr Davies suggested Carl Richards, who had submitted a quote for £150 in respect of Wi-Fi coverage for The Strand for better reception. Town Council agreed this. Cllr Davies also raised concerns about the security of The Strand. This was concerning the fact that the rear door had been damaged on a few occasions, and he has received quotes in respect of the installation of CCTV. Cllr Prynne suggested locking the gates each night, but it was considered as not an option as various people need to use the facilities at all times, so at this stage Town Council can't facilitate this. It was agreed to revisit this at a later date.</p> <p><b>Proposed Cllr Ronicle/Seconded Waller: Unanimous</b></p> <p>o) Society of Local Council Clerks (SLCC): Cllr Davies was unsure if Council could use The Strand for the Clerks training. There was some discussion about this and it was decided that training could go ahead.</p> <p><b>Proposed Cllr Walters/Seconded Cllr Ronicle: Unanimous</b></p> <p>p) The Groe Toilets: extra payment agreed.</p> <p>Cllr Prynne asked that it be noted that she only queried the issue, as she was not aware that the Plumber was local.</p> <p><b>Proposed Cllr Goodwin/Seconded Cllr Prynne: Unanimous</b></p> <p>q) As per agenda.</p>
<p><b>BW/091/19</b></p>	<p><b>County Councillor Report: Cllr Pugh</b></p> <p>a) He is still awaiting a price for the Christmas Lights.</p> <p>b) Primary School (Busy Bee's) have no funding and parents are starting to worry about the future of this service. Cllr Pugh will be attending a meeting about this and will report back.</p> <p>c) The Groe lights work stopped for a short while due to equipment difficulty, but hopefully it will restart soon.</p>
<p><b>BW/092/19</b></p>	<p><b>Builth Fest: Cllr Prynne</b></p>

	Submitted the Rota for this event.
<b>BW/093/19</b>	<p><b>Code of Conduct:</b> Cllr Davies</p> <p>Reminder to Councillors about the importance of the code, and the need to adhere to it.</p>
<b>BW/094/19</b>	<p><b>Finance:</b> Reports by Cllr Ronicle</p> <ul style="list-style-type: none"> <li>a) Refine booking forms, events section.</li> <li>b) Submitted the Finance summary to Council.</li> <li>c) Total amount of yearly Town Council Precept is £91,600.40. First instalment of the Precept has been received 30/4/19.</li> <li>d) Internal audit submitted to Town Council. Matters arising from this will be responded to in July's Town Council meeting. Internal Audit received and accepted by Town Council</li> </ul> <p><b>Proposed Cllr Walters/Seconded Cllr (Jo) Jones: Unanimous</b></p> <ul style="list-style-type: none"> <li>e) Cllr Prynne reported that all the Invoices will need to be looked at and money owing to be sought. Cllr Prynne feels that due to the fact that this has been left for a number of months, the Town Council is not being reflected in a good light. Cllr Davies reported that there is a number of reasons for this, one being Town Council had been without a Clerk for several of months.</li> <li>f) In reference to Clerks item (I) last years Governance statement this has not been completed , due to the fact External Audit has not been finalised.</li> <li>g) Draft variance updates: Cllr Ronicle submits to Town Council to pay current Internal Auditor the sum of £300 pounds for her service. This is the national average. Town Council agreed.</li> </ul> <p><b>Proposed Cllr Goodwin/Seconded Cllr (Jo) Jones: Unanimous</b></p> <ul style="list-style-type: none"> <li>h) Annual Return: Everything balances in all Accounts. Recommends that Council accepts accounts.</li> </ul> <p><b>Proposed Cllr Goodwin/Seconded Cllr Walters: Unanimous</b></p> <ul style="list-style-type: none"> <li>i) Cllr Ronicle would like it noted that last year's Internal Auditor was not treated very well by the Audit Commission and would like to send flowers by way of a thank you.</li> <li>j) Budget and precept information to be sent out to all new Councillors.</li> <li>k) Notification of Electors Rights: Forms to be submitted in window and on website. Viewing from 1<sup>st</sup>-26<sup>th</sup> July. By appointment only via Town Clerk.</li> <li>l) Official return signed by Cllr Davies (Mayor)</li> <li>m) Town Clerks hours need to be increased. The justification for this is that workload is steadily increasing with social media, and The Strand bookings. In addition, when she takes over the RFO role that alone will need at least 5-10 hours per month. Agreed by Town Council that the issue is to be discussed in the near future.</li> <li>n) New signatories for Town Council's banking will be completed by Cllr Ronicle on 14<sup>th</sup> June 2019.</li> <li>o) Clerks overtime submitted and agreed by Council.</li> </ul> <p><b>Cheque signed by Cllr Davies and Cllr Prynne.</b></p>

	<p>p) Cllr Ronicle would like the rates paid outright using the money Town Council receives from the “Cadets” as this is roughly the same amount. Cllr Ronicle agrees that the rates do need challenging and this is something that he will chase up next week. Town Council would prefer to pay quarterly by direct debit. Clerk to ring Powys County Council and ascertain how much the quarterly rates are.</p> <p>q) Direct debits are something that does need addressing, as Town Clerk needs to know what / who is paid by this arrangement. It was agreed by Town Council that Clerk’s wages are paid by this arrangement also. This needs revisiting.</p> <p>r) Statement of Governance to be chased up by Cllr Ronicle next week</p> <p>s) Fixed Asset register needs updating by September. Cllr Walters suggested Brightwell’s as being local, and Town Council likes to use local businesses. Cllr Prynne advised last time a firm in Birmingham was used.</p> <p>t) Cllr Ronicle reiterated that the Council Risk Assessment needs updating, as it is the Town Councillors responsibility.</p> <p><b>The members of the Town Council present thanked Cllr Ronicle for all of his efforts and work regarding completing and submission of the Audit.</b></p>
<b>BW/095/19</b>	<p><b>Christmas Lights:</b> Cllr Davies</p> <p>Budget for this year £5000 (Confirmed by Cllr Ronicle). We need to set a meeting to discuss, also the possibility of having a Santa’s grotto with presents and Christmas tree.</p>
<b>BW/096/19</b>	<p><b>Nicky Grist:</b> Cllr Prynne.</p> <p>As previously reported, it’s coming so please support it.</p>
<b>BW/097/19</b>	<p><b>Report:</b> Cllr Davies</p> <p>a) The Strand: weeds need addressing, as becoming very high. Suggested that one evening some of the Councillors attend and deal with them.</p> <p>b) Cllr Davies would like to have a Town BBQ and Fun day for the residents of the Town. Cllr Davies will approach the Rugby club and Football Club as possible venue to host it. Looking at possibly the 17/18<sup>th</sup> August.</p> <p>c) Cllr Davies would also like to host a Mayor’s ball for charity later in the year.</p> <p>d) He reported that he attended his first Mayoral role on Friday 7<sup>th</sup> June at the Football Club.</p>
<b>BW/098/19</b>	<p><b>Library Report:</b> Cllr (Jo) Jones</p> <p>Report was sent out with Agenda: staff are worried about what the future holds, as they need at least £25000 to keep the Library going. They feel as though they have been forgotten. Suggestion to promote the Library on the Town Council Website.</p>

**The meeting concluded at 10:00pm**

Signed on behalf of the Town Council: .....

Name: .....

Date: .....

DRAFT