



BUILTH WELLS TOWN COUNCIL

YNGOR TREF LLANFAIR-YM-MUALLT

**Minutes of a Meeting of Builth Wells Town Council on 8th September 2015
commencing at 7.00pm in The Strand Hall, Builth Wells.**

Present: Councillors:B.Reardon(Mayor), J. Price.(Deputy);
B.Chard,M.Prynne; L.Jones.D.Jones; Cllr A.Richards

Apologies for Absence:T.Layton;B.Watkins;A.Jones

Absent: J.Richards

Others: County Councillor A.York;

Declaration of Interest:None

Minutes

BW/133/15 Minutes

- a) To authorise the Chairman to sign the minutes of the meeting 7th August 2015 as a correct record.

Cllr Prynne asked if the Clerk would amend para c) the word 'advice' to read 'with the understanding they were signatories'. This was agreed.

Proposed/Seconded/Carried Cllrs B.Chard/D.Jones Unanimous

BW/134/15 Clerks report from Minutes

No outstanding matters not included in the agenda

BW/135/15 Resignation letter received

- Cllr B.Reardon informed the Council that Cllr Douglas Wellstead has resigned by letter with immediate effect. Cllr B Reardon expressed his sadness at the loss of such an experienced Councillor and hoped that the Town could call upon his knowledge at some future time. Clerk to notify PCC of the vacancy.

BW/136/15 County Councillors Report

- The requirement of cuts to the budgets of £40 million pounds have been increased a further £27 million. The effect will be a 50% cut to grants for voluntary services. Cuts to non-statutory services will be sooner rather than later. Statutory services and looking after the most vulnerable will not be affected.
- A number of wind farms have had planning permission refused by ministers over ruling the Welsh Assembly.
- On the 29th September the awaited report of Builth High School regarding the Welsh stream will be published. Cllr Prynne asked if sufficient provisions are in place at Builth, particularly Welsh medium teachers. CC York stated the feedback from those children who have already transferred was good. But she would always encourage children and parents to come forward with any concerns so they would be addressed.
- The ‘Circuit of Wales’ to be built in the Blaenau Gwent region, will have a positive effect on Powys employment.
- Planning: The department are increasing its staff and progress is being made on the Local Development Program.
- Cllr D Jones raised the continuing problem of the ‘Market ‘place green skips. The design makes it extremely difficult to use once the door area is full and the result was users abandoning their green waste outside of the containers. Cllr B Reardon has observed users bring steps to gain access to essentially empty containers to bypass the obstructed door area of green waste. CC York remarked that she also has similar difficulties. She reported that they were emptied regularly and felt on some occasions the cycle of collections did not necessary coincide with some weeks of high demand.

BW/137/15 Planning

P/2015/0701 6 Brecon Road, Builth Wells.(information only, approved under agreement of Council BW116/15)

BW/138/15 GROE Area and dogs under control

Awaits the outcome of the Community questionnaire

BW/139/15 Builth Wells Town Projects. Cllr A.Jones (BW/119/14)

Awaits the outcome of the Community questionnaire

BW/140/15 Groe Public Toilets

Cllr B.Chard (Chairman of the PR&F committee) gave an update and written report (attached) stating that time was of the essence with a handover date of the Groe Park public toilets on the 1st November.

BW/141/15 Recommendations for changes/Additions to ‘Standing Orders’.

Finance.

A petty cash float of £75 may be held by the RFO on an imprest basis for minor disbursements. Reimbursement statements should be approved by council on a regular basis. Proposed Cllrs D.Jones/M.Prynne Unanimous

Public Speaking Procedure at Council Meetings

The following criteria should be followed:

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

Electronic communication of Summons/Agenda

Except where a Councillor specifically opts out, all Councillors will receive their summons to attend a meeting and agenda and any such documents to be discussed, by electronic format. Hard copies of the business will be made available for the meeting. **Proposed** Cllrs J.Price/B.Chard Unanimous

Urgent Decision making between Council Meetings.

Where the Chairman or in his absence the Deputy Chairman deems a matter to be of sufficient urgency between scheduled Council meetings, and the Clerk does not have delegated powers. He shall instruct the Clerk to contact all Councillors with the proposal to be decided and record the outcome. Where there is a majority decision and is quorate, the Chairman or his Deputy will authorise the proposal to be followed. **Proposed** Cllrs B.Reardon/J.Price Unanimous

BW/142/15 **Builth Wells High School**
First report available 29th September

BW/143/15 **Hanging Baskets**

Cllr D.Jones reported that the season has gone well and the baskets display were still looking good. He recommended that the Council still maintain them until the end of September. **Proposed** D.Jones/A.Richards Unanimous.

BW/144/15 **Grant Applications**

Builth Wells Football Club.

Grant towards a disability ramp at the football club/toilets.

Awarded £1000. **Proposed** Cllr M.Prynne/B.Chard Unanimous Chq:2110

Builth Wells Chamber of Trade

To assist in the replacement of the older lights and to be match funded by the C of T. **Proposed** £1000 grant, Cllrs J.Price/A.Richards Unanimous Chq:2109

BW/145/15 Public Transport, Built and Rural Communities. Cllr Price

Following the report from County Councillor York in the July meeting (BW/115/15) regarding the 45 bus service. Cllr Jim price examined the available figures on usage and found that at the Groe stop, had more than half of the passengers were over 60's. Half of the savings proposed, which comes to more than £75,000, impact those with over 60 bus passes, which are financed by the Welsh Assembly. A discussion followed and it was thought of value to have a meeting with Mr John Foresy, PCC Transport. CC York, Cllrs J.Price, B.Chard and representatives of Built Transport organisations.

BW/146/15 Finance

a) **Accounts to be paid from the Current A/C *VAT to be recovered: DD=Direct Debit.** Proposed Cllrs L.Jones/D.Jones. Unanimous

b) **Mandate Policy**

Cllr B Reardon submitted a policy document relating to signatories for bank accounts held by NatWest Bank. **Proposed** Cllrs B.Reardon/Price. Unanimous

(Document attached)

c) **Authorisation for new Bank Mandate signatories.**

The following Councillors will be authorised signatories with the NatWest Bank for 2015/16; Cllrs Reardon/Price/Prynn/L.Jones/Chard.

d) **VAT Advice**

The Clerk reported concerns over areas of Council VAT claim on the Form 126 outside of his knowledge

Resolved: That the Council seeks advice from a VAT expert in Council matters. Proposed Cllrs Price/Chard Majority, Against Cllrs D.Jones/A.Richards

BT a/c 8572	Phone	£76.00*	DD
BT a/c 8571	Phone	£76.00*	DD
Mr G Evans (July) Chq:	Wages	£400.83	Approved
Mr G Evans (Aug) Chq:2090	Wages	£383.18	Approved

PCC Chq:2091	½ charge school crossing patrol 2013/14	£1052.15*	Approved
PCC Chq:2092	½ charge school crossing patrol 2014/15	£1213.91*	Approved
BT 7677	Broadband	£137.76*	DD
Mr M Davies Chq:2094	Hanging Baskets	£434.00	Approved
Welsh Water Chq;2096	Strand Hall Toilets	£66.99	Approved
Welsh Water Chq;2097	Strand Hall	£166.51	Approved
Thomas Fattorini Chq:2098	Repairs to Mayor/Deputy chain	£255.49*	Approved
One Voice Wales Chq:2093	Two representatives to attend Annual Conference	£150	Approved
Rialtas Chq:2102	RBS software for Council accounts package and training	£877.08*	Approved
BT Chq:2099	BT billing error since Oct 14 for a/c 8574	£359.39*	Approved
Centurion VAT Specialists Ltd Chq:2105	Clerks Course on Construction, Land and Property.	£180*	Approved
SSE Swalec Chq:2101	Electricity to Strand Hall	£186.46*	Approved
Mr G Evans Chq:2103	Expenses: stamps and RWAS ticket for D.Mayor	£37.96	Approved

Swalec Chq:2106	Strand Hall Toilets electricity	£22.29*	Approved
SWALEC Chq:2107	Strand Hall Gas meter	£22.17*	Approved

BW/147/15 Correspondence

- a) **Brecon Advice Centre**, Annual report, Clerks office-*Noted*
- b) **Letter from Builth Bike Bash**, acknowledging receipt of grant.-*Noted*
- c) **Mrs Gail Jones:** Groe dog mess/Co-Op recycling-*Noted and CC York present throughout the discussion.*

d)The Walk of Britain: Invitation to Mayor + others to meet in Brecon to support raising funds for veterans.
'On 25th September at approximately 4:00 p.m. a Team of 6 wounded service personnel will arrive in Builth Wells to end one stage of their 1000 mile walk throughout Britain.

They started in Scotland on 22nd August and will finish at Buckingham Palace on 01 November.

Arrangements are in hand to welcome the Walkers and their Support Team on the Groe with an official reception in the Strand Hall.

The event will be publicised in the Town to try to gather public support. Local Cafes are offering their support. 'Cllr B.Chard

- e) **Freedom of Information Request**, re Strand Hall Management Group
'The council are aware of the problems of policy and procedure of the 200 club which they are addressing. A letter will be sent by the Clerk informing all members of the club, of the review now being undertaken by the Council'
- f) **One Voice Wales**-Motions to Annual Conference. -*Noted*
- g) **Grant letter from British Legion**-*Advised to complete grant application form from web site.*
- h) **Letter from British Legion re concert in Strand Hall in November**- Clerk to inform British Legion the Stand Hall will not be open during 2015.
- i) **Letter from Builth Wells and District Gardening club re Town tubs.**
Discussed that the gardening club cannot donate funds in supporting the flower tubs but are willing to still support the maintenance.
Resolved: The Town Council will make funds available for the two seasonal plantings. Proposed Cllrs D.Jones/A.Richards. Unanimous
- j) **Letter from Ivor Williams re Keep Wales Tidy-Builth Initiative.** Council informed that the Youth Club were understood to have taken up the project. Clerk to write offering Council assistance.
- k) **Rural Community Development Fund** -*Noted*
- l) **Sustainable Play Sessions in Builth Wells** – *Noted Clerk to put an article on the web site and Face book.*
- m) **Groe Public Toilets, transfer date.**- *See attached report from Cllr B.Chard.*

- n) **Powys Rubbish Collections; Revised schedule** -Noted
- o) **Letter from Wyeseid re BT Broadband cabinets.** -Noted

BW/148/15 Saturday Council Surgeries

The Mayor and Councillors will resume their Saturday morning drop in sessions in the Strand Hall, beginning on Saturday 31st October 2015 at 10.30am, and then every last Saturday of the month.

BW/149/15 Tasking and Finishing Group¹

To receive the ‘Terms of Reference’, Attached.

BW/150/15 Mayors Diary

In addition to his duties as Chairman, the Mayor attended the opening of the Caerwnon Park Rest Room and the RWAS Welsh Endurance Trials.

BW/151/15 Letter from Cllr A.Jones, complaint.²

Matter referred to the Tasking and Finishing Group, Strand Hall Review.

BW/152/15 Matters for 13th October 2015

Meeting closed at 2205hrs

**Council Offices
Strand Hall
Builth Wells
Powys LD2 3AA**

Tel No:01982 551568

**Signed.....
13th October 2015**

Progress Report. Groe Park Public Toilets

Advice has been taken and draft Specification has been completed which will accompany a contract for the cleaning and maintenance of the toilets as from 01 November 2015.

¹ R v Eden District Council ex parte Moffat (1989);R v Warwickshire District Council ex parte Baily (1991)

² (Public Bodies(Admission to Meetings)Act Section 1; Extended by Sec 100 & 102 LGA 1972)

There have been preliminary discussions with Welsh Government regarding the revenue and capital commitments offered: The revenue grant will be pro rata for this year. The capital grant will have to be spent in full and with the project completed by 31 March 2016 .

Welsh Government has no requirements regarding the revenue grant – local need and planning. They obviously have conditions that the capital grant will achieve an appropriate refurbishment to provide facilities for HGV Drivers including showers but again delegated to local need and planning.

Preliminary discussions with Powys County Council have taken place.

A meeting will be arranged with Welsh Government and Powys County

Council together to clarify the details and procedures for grant applications.

A local architect has volunteered to scope the building and suggest design, construction and facility options.

For Discussion

Town Council needs to indicate views in principle:

1. Should we charge for the facilities?

Charging would provide an income but also a disincentive for people to use the facility:

- Some comments have already been made by some café owners who have coach tourists use the town toilets without custom (because the Groe facilities are currently in poor condition).*
- We have no knowledge of how many people use the toilets and therefore little idea of what income might be obtained.*
- Experience elsewhere is reported of people wedging open doors or holding them open for others to avoid the charge.*
- There is also sensitivity to the fact that residents are already paying for the facility and those parking are paying to park.*
- The cost of installing and collecting may offset the income achieved but currently we have no figures on which to base a decision.*

It may be sensible to charge for the Shower facilities whether or not the toilet facilities are subject to charging

2. Should we close the facilities at night?

Closing the facilities would be a sensible response to any problem of vandalism but fortunately there appears to have been little or no problem for many years.

The facilities appear to be used significantly at night by customers of The Wyeside. Closing would therefore need to be done late at night and opened early morning with consequent cost.

Action to be taken following The Town Council meeting:

- *Meeting with Welsh Government and Powys County Council.*
- *Confirmation of the Draft Specification.*
- *Set timetable for the process leading to the Transfer of the Groe Toilet facilities.*
- *Tender the Contract for Cleaning and Maintenance according to Financial Standing Orders.*
- *Organise a count of users of the facilities to estimate useage.*

Builth Wells Town Council

Policy for Annual Bank Mandate Provision

(In conjunction with BWTC Financial Regulations Para 5.2, 5.3 and 6.4) Policy

Objective:

To provide the Builth Wells Town Council with legal authority for the provision of financial transactions of Council business.

- 1. At the Builth Wells Town Council's Annual General Meeting, the Town Clerk will compile a list of Councillors authorised by the AGM to be signatories upon the Town Council's cheques for payment of services obtained. That list will include the Mayor, the Deputy Mayor and the immediate Past Mayor plus any other nominated Councillors approved by name at the AGM.*
- 2. The Town Clerk will present the list to the Council's bank and request the appropriate approval for all names upon that list.*
- 3. The bank will contact the Town Clerk when they wish the unauthorised signatories to present themselves at the bank with the necessary documentation in order that they can be approved as signatories for the Town Council's financial transactions*
- 4. The revised list will then be presented at the next full Council Meeting by the Town Clerk and constitute the only approved list of Councillors authorised to sign cheques. The existing signatory list of the previous year shall be destroyed upon completion of the current listing .*
- 5. A copy of this policy shall be made available to the Council's bank in order that the Town Clerk may process the wishes of the Town Council.*

Chairperson

Policy, Resources and Finance Sub-Committee

September 2015

The Groe Toilet Facilities: Progress Report and Discussion Paper

Progress Report.

Advice has been taken and draft Specification has been completed which will accompany a contract for the cleaning and maintenance of the toilets as from 01 November 2015.

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- *Tender the Contract for Cleaning and Maintenance according to Financial Standing Orders.*
- *Organise a count of users of the facilities to estimate useage.*
- *Survey of users.*
- *Survey of HGV Drivers.*
- *Preparation of refurbishment plans for Town Council.*
- *Identify a Task and Finish Group to progress the project on behalf of Town Council to be appointed by Town Council.*

Cllr. Bob Chard Chair - Policy, Resources and Finance Committee

The Strand Hall Project Review Panel: Terms of Reference³

As a result of the critical report submitted to the Town Council by the Responsible Financial Officer / Town Clerk and the recognised concern about the failure of progress of The Strand Hall Project, the Town Council has determined to implement a fundamental review of The Strand Hall Project by instigating an inquiry, with delegated authority to a Strand Hall Project Review Panel.

Membership of The Strand Hall Review Panel will be:

Mayor Rev. Brian Reardon (Chair) Deputy Mayor Jim Price (Deputy Chair)

Cllr. Meryl Prynne

Cllr. Bruce Watkins

Cllr. Lorna Jones

Cllr. Anya Richards

Cllr. Bob Chard

The tasks of The Strand Hall Review Panel will be to:

- *Identify and collate all paper and electronic records related to The Strand Hall Project since 2009.*
- *Analyse the record and determine whether or not the record evidence supports appropriate practice and procedures in terms of record keeping, management, decision making, contracting, public finance, marketing and accountability and reporting to the Town Council and the public of Builth Wells.*
- *Identify and invite to interview relevant and appropriate individuals who are or were responsible for The Strand Hall Project, to ascertain information which will contribute to the Inquiry, according to an agreed set of questions which will be consistent for each witness.*

From the records and witness evidence, The Strand Hall Review Panel will:

- *Identify any shortfalls in the implementation of The Strand Hall Project – project management and financial accountability.*
- *Contingent on the above and on the instruction of the Town Council, refer to legal advice and direction regarding the findings.*
- *Determine for The Town Council whether or not The Strand Hall Project was implemented and undertaken to a standard acceptable in law and according to legal due process and, if required, make recommendations regarding action to be taken to the Town Council.*
- *Make recommendations to the Town Council regarding the future management and progress of The Strand Hall Project.*

³ R v Eden District Council ex parte Moffat (1989); R v Warwickshire District Council ex parte Baily (1991)

- *Make recommendations to the Town Council for any action to be taken in relation to how records should be made and recorded in the future for all Projects.*
- *Make recommendations to the Town Council regarding the future policy, procedures, processes and structures for all future Projects which are the responsibility of the Town Council.*

The Strand Hall Review Panel will report monthly to the Town Council and is delegated to call emergency meetings of the Town Council if the findings, at any time, so require.

The Town Council will need to decide on delegation of authority at the next meeting of the Town Council in September 2015. In the interim, The Strand Hall Review Panel will begin work according to the above terms of reference with actions which do not require delegated authority.

Dated: 11th August 2015