

**Minutes from the ORDINARY MEETING of RHAYADER TOWN COUNCIL held at: 7.00pm on the 18<sup>th</sup> March 2025**  
in the Council Chamber, Cwmdauddwr Old School Community Centre.

1224/01	<p><b>The meeting opened at 7.10pm</b></p> <p><b>ATTENDING:</b> Cllr C. Evans (CE) Chairing.</p> <p>Cllrs A. Davies (AD), C. Walton (CW), D.O. Evans (DOE), R. Smalley (RS), D. Lloyd (DL), J. Davies (JD), P. Roberts (PR) Clerk J. Stephens (Clerk) and Finance Officer S. Lipscomb (RFO)</p> <p><b>APOLOGIES</b> Cllrs R. Thomas (RT), J. Stuart (JS), H. Hill (HH), C. Hamer (CH) and O. Harries (OH),</p>																					
1224/02	<p><b>GUEST SPEAKER(S):</b></p> <p>Nick Venti, County Development Officer, PAVO. Nick provided an excellent overview of the different types of legal structures available to community groups and what might be most appropriate for RTC. Various options were discussed in more detail and Cllrs could now take these ideas forward for further consideration. It was agreed DL could purchase and download copies of land titles relating to one possible project. <b>DL to action</b></p> <p>CE thanked Nick for giving up his time to speak to the Council and for providing such comprehensive information.</p>																					
1224/03	<p><b>DECLARATIONS OF INTEREST:</b> None.</p>																					
1224/04	<p><b>CHAIRS ANNOUNCEMENTS:</b></p> <p>CE praised the organisers of the Round the Lakes Race; a fantastic event, well organised, perfect weather and great for local businesses. Positive feedback from all concerned.</p> <p>Joined AD and the Clerk at the recent visit to the town by Emma Palmer, Chief Exec Powys CC.</p>																					
1224/05	<p><b>MATTERS FOR DISCUSSION UNDER URGENT BUSINESS:</b></p> <p>AD - Ysgol Calan Cymru (see 1224/10a)</p> <p>AD - Emergency Plans (see 1224/16a)</p>																					
1224/06	<p><b>MINUTES:</b></p> <p>a) The Minutes of the Ordinary Meeting held on the 18<sup>th</sup> February 2025 were reviewed and then approved.</p>																					
1224/07	<p><b>MATTERS ARISING FROM THE ORDINARY MEETING MINUTES NOT ON THE AGENDA:</b> The following points were noted:</p> <p>a) <i>Banc Du Windfarm, Llangurig:</i> Representatives have agreed to come to the April meeting at 7pm</p> <p>b) <i>Smithfield Council Rep:</i> RS has confirmed she would like to become a rep. <b>Clerk to notify the secretary.</b></p> <p>c) <i>Town Caretaker:</i> The Clerk advised she needs to clarify the situation re insurance before confirming the role. <b>Clerk to update CE and CW when details are clear.</b></p> <p>d) <i>VE Day Event:</i> It was confirmed JD would take the lead on organising the event. <b>JD to advise if assistance is required</b></p>																					
1224/08	<p><b>FINANCE AND GOVERNANCE:</b></p> <p>a) The account balances (07/03/25) and payments (18/03/25) to be approved were circulated.</p> <table><tr><td>Account</td><td>Bank Balance</td><td>Cost Centre Balance</td></tr><tr><td>Current</td><td>£28,997.66</td><td>£63,490.57</td></tr><tr><td>Toilets</td><td>£4,777.73</td><td>£4,777.73</td></tr><tr><td>Allotment</td><td>A/C Closed</td><td>£2,857.66</td></tr><tr><td>Bryntitli</td><td>A/C Closed</td><td>£29,917.45</td></tr><tr><td>Investment</td><td>£110,600.99</td><td>£39,606.03 (Sports Hall Fund)</td></tr><tr><td>Recycling</td><td>A/C Closed</td><td>£3,726.94 (Earned Income)</td></tr></table> <p>Total in Bank Accounts: £144,376.38</p> <p><b>Internal transfers to approve:</b></p> <p>Current (Recycling closing balance) to investment account £2,731.98</p>	Account	Bank Balance	Cost Centre Balance	Current	£28,997.66	£63,490.57	Toilets	£4,777.73	£4,777.73	Allotment	A/C Closed	£2,857.66	Bryntitli	A/C Closed	£29,917.45	Investment	£110,600.99	£39,606.03 (Sports Hall Fund)	Recycling	A/C Closed	£3,726.94 (Earned Income)
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Certified as a true record

Chairman: Councillor C. Evans \_\_\_\_\_

Date \_\_\_\_\_

Current (Allotment closing balance) to investment account £2,310.16  
 Current (Bryntitli closing balance) to investment account £4,917.45  
 Current to investment account £10,000

**Invoices for payment to approve:**

CURRENT ACCOUNT

Clerk salary, Mar 25, as contracted 20 hours per week  
 RFO salary, Mar 25, as contracted 6 hours per week  
 RFO additional hours Feb 25 13 hours  
 HMRC, Mar 25, as advised by DD. NB transfer from Toilets a/c to be advised  
 HSBC (DD) charges for period 31/01/25-27/02/25 £8  
 BT (DD) broadband in Chambers Feb 25 £35.94  
 Clerk refund expenses; Daffodils and Flags for St Davids Day £45.25  
 RFO refund expenses; Postage £9.05  
 One Voice Wales Training for OH – Induction £20  
 One Voice Wales Training for OH – Module 1 £20  
 One Voice Wales Training for OH – Module 2 £20

TOILET ACCOUNT

Caretaker salary, Mar, as contracted 6 hours per week  
 HSBC (DD) bank charges for the period 31/01/25 – 27/02/25 £8  
 British Gas (DD) Dark Lane Electricity bill ME 01/02/25 £76.61  
 British Gas (DD) Triangle Electricity bill ME 01/02/25 £50.34  
 PHS Group (DD) Sanitary Services at Dark Lane 21/02/25 –08/04/25 CREDIT -£60.04  
 PHS Group (DD) Sanitary Services at Dark Lane 21/02/25 –08/04/25 CREDIT -£120.05  
 PHS Group (DD) Sanitary Services at Dark Lane 21/02/25 –08/04/25 £90.62  
 PHS Group (DD) Sanitary Services at Dark Lane 09/04/25 – 08/07/25 £171.60  
 Dwr Cymru (DD) Dark Lane £100  
 Dwr Cymru (DD) Cwmdauddwr £55.50  
 Dwr Cymru (DD) Cemetery £30

RECYCLING ACCOUNT

HSBC (DD) charges for the period 06/02/25 – 05/03/25 £8

ALLOTMENT ACCOUNT

Elwyn Jones digger and lorry hire £240  
 HSBC (DD) bank charges for the period 06/02/25 – 05/03/25 £8  
 Dwr Cymru (DD) 31/08/24 – 06/02/24 £33.23

BRYNTITLI ACCOUNT

HSBC (DD) bank charges for the period 09/02/25 – 08/03/25 £8

**Income:**

Allotments plot fees received £547.50

The balances and payments were approved.

- b) *Donation, St John Ambulance:* CE recently attended a community training event delivered by the St John volunteers where they explained they were currently borrowing a training Defibrillator. CE proposed RTC fund the purchase of a training defibrillator for the Rhayader crew, cost up to £600. Agreed unanimously. **CE to follow up with St John Rhayader.**
- c) *Funding Requests:* General requests had been received from Marie Curie and the SSAFA Wales. Noted

	<p>d) <i>Audit Results:</i> The Audit results have been received, it was noted as a “Qualified” Audit. Results are on display on the Website, on the Noticeboards and available to view at Clare Evans.</p> <p>e) <i>Bank Signatories:</i> The RFO explained an additional signatory was required and read out the formal statement from HSBC. <b>PR agreed to become the 4<sup>th</sup> signatory, RFO to action</b></p> <p>f) <i>Q3 Budget:</i> The RFO provided a Quarter 3 budget update.</p> <p>g) <i>Finance Procedures, payment limits:</i> It was agreed the payment limit would be increased to £2,500. <b>Clerk to update the Finance procedures.</b></p> <p>h) <i>RFO Hours:</i> The Clerk proposed the RFO’s hours were reviewed now that she had been in post almost a year. Agreed, <b>Clerk to action with the Employment Committee &amp; RFO</b></p> <p>i) <i>Payroll:</i> The Clerk explained D. Davies had offered to continue handling payroll for a small monthly fee however the RFO explained she was able to take on this responsibility. It was agreed by all, the RFO will now handle payroll. <b>Clerk to notify DD</b></p> <p>j) <i>Funding the Toilets:</i> It was proposed to enlarge the sign in the toilets explaining why charges are made. <b>Clerk to ask RT to action</b></p> <p>k) <i>VAT:</i> The RFO explained she had checked on potential VAT implications for the Toilet income and was advised as the income was negligible there was no need to register. A VAT refund has been received that includes the payments for the Toilet Grant.</p>
1224/09	<p><b>COMMITTEES, SUB-COMMITTEES and WORKING GROUPS</b></p> <p>a) <i>Allotments:</i> AD advised an Allotment Committee meeting had been held, positive meeting and Allotments in good order. A skip is being organised to tidy up the plots, a small working party are going to complete the work. There is one full and one half plot currently vacant.</p>
1224/10	<p><b>INFORMATION AND UP-DATES FROM THE LOCAL COUNTY COUNCIL MEMBER.</b></p> <p>In addition to the monthly report, AD advised:</p> <p>a) <i>Ysgol Calon Cymru:</i> AD summarised the proposed plans recently circulated by PCC.</p> <p>b) <i>Visit to Rhayader by PCC Chief Exec:</i> AD provided a summary of the recent visit to Rhayader by Emma Palmer.</p> <p>c) <i>Dark Skies:</i> AD provided an update on a recent meeting re Dark Sky Status.</p> <p>d) <i>Parking in Dark Lane:</i> Comments noted but email address incorrect so unable to respond.</p>
1224/11	<p><b>PROJECTS, COMMUNITY ISSUES AND MEMBER DISCUSSIONS</b></p> <p>a) <i>Dark Lane Toilet Cleaning:</i> The Clerk explained the issues with cleaning and the reluctance of the Cleaner to carry on in light of the problems. After discussion it was agreed the toilets needed cleaning every day due to the amount of use (and abuse) they receive. CE shared the outline annual costs to increase cleaning to 2 hours per day, 7 days a week C. £9.8k. This money will come from the old Recycling and Bryntitli accounts rather than tax payers precept. The new arrangements would be implemented on a trial basis of up to 6 months. <b>Clerk to action with support from CW/CE as required.</b></p> <p>b) <i>Roundabout/Clock Displays:</i> RS proposed the display at the clock/roundabouts be updated during events and volunteered to take the lead on this. <b>Agreed by all.</b> It was also agreed RS would join AD and the Clerk as part of the Biodiversity Group. Noted.</p> <p>c) <i>PCC Road sweeper:</i> CE noted the Road Sweeper had been to Rhayader but in some areas the work was ineffective. <b>AD to raise with PCC</b></p> <p>d) <i>Rhayader Cemetery Headstones:</i> It was noted PCC are trying to locate relatives to notify them of remedial works required to make Headstones safe. AD to extend the offer to PCC to contact RTC if any local knowledge could be of assistance. <b>AD to action.</b></p> <p>e) <i>Rhayader Medical Services Tendering:</i> It was noted households had received letters from Powys Teaching Health Board explaining a Tendering Process was about to commence. Noted.</p>
1224/12	<b>HIGHWAYS AND PCC MATTERS:</b> No further items to raise.
1224/13	<b>PUBLICITY and EVENTS:</b> No additional matters
1224/14	<b>PLANNING:</b> No applications to review

1224/15	<b>CORRESPONDENCE:</b> In addition to items already circulated: <ul style="list-style-type: none"> <li>a) <i>Planting Trees at the Smithfield:</i> An enquiry has been received asking if RTC could support a request to plant replacement trees or shrubs. CW noted it was in hand and asked that they email the Secretary. <b>Clerk to advise.</b></li> <li>b) <i>Penybont Tea Rooms:</i> It was noted a new management contract has been awarded</li> <li>c) <i>OVW &amp; Planning Aid Event:</i> It was agreed RS would attend.</li> <li>d) <i>Request to light up the memorial for OCNDS awareness day.</i> Noted</li> </ul>
1224/16	<b>URGENT ITEMS NOT ON THIS AGENDA:</b> <ul style="list-style-type: none"> <li>a) <i>Emergency Planning:</i> AD had been asked to find out details from PCC on their Emergency Plans. A plan is in place and lists the Leisure Centre as a “place of safety” PCC have offered to come and speak to RTC if requested.</li> </ul>
1224/17	<b>UPDATES FROM THE CLERK: No further items</b>
1224/18	<b>EXCLUSION OF PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING BUSINESS ITEMS</b> <i>under the Public Bodies (Admission to Meetings) Act 1960 (3) it was resolved to exclude members of the public during discussion of the following agenda items: <b>None</b></i>
1224/19	<b>DATE OF NEXT MEETING:</b> Ordinary Meeting; <b>Tuesday 22<sup>nd</sup> April 2025 to start at 7.00pm</b> at Cwmdauddwr Old School.
CLOSE	The meeting closed at 09.35pm

**ACTION POINTS: Actions from the meeting and carried forward from previous meetings:**

Clerk	<ul style="list-style-type: none"> <li>• <b>Smithfield Council Rep:</b> notify Sian new rep is RS</li> <li>• <b>Town Caretaker:</b> Follow up on Insurance and Liaise with CE/CW</li> <li>• <b>Finance procedures:</b> Update with new payment limit.</li> <li>• <b>RFO working hours:</b> Organise review with RFO &amp; Employment Committee</li> <li>• <b>Payroll:</b> Notify DD the RFO will take over.</li> <li>• <b>Cleaners Hours and pay:</b> Clerk to implement changes with support from CE/CW</li> <li>• <b>Smithfield Tree planting:</b> notify enquirer to email the Secretary</li> <li>• <b>PCSO:</b> Invite to a future meeting</li> <li>• <b>Council Photo:</b> Book for a future meeting</li> <li>• <b>Council owned sites:</b> Continue to progress with Solicitors &amp; follow up re the Pound at Tanners Row</li> <li>• <b>Document Archives:</b> (ongoing)</li> <li>• <b>Llangurig Road Allotment Field:</b> Check wording on documents (ongoing with Solicitors)</li> </ul>
RFO	<ul style="list-style-type: none"> <li>• <b>Bank Signatories:</b> Update records and add PR</li> <li>• <b>Payroll:</b> arrange handover with DD</li> </ul>
CE	<ul style="list-style-type: none"> <li>• <b>St John Defibrillator:</b> Follow up on type required.</li> </ul>
AD	<ul style="list-style-type: none"> <li>• <b>Road Sweeper:</b> to raise recent action with PCC</li> <li>• <b>Rhayader Cemetery Headstones:</b> To notify PCC of offer of assistance</li> <li>• <b>Road Sweeper Training:</b> (ongoing with PCC)</li> </ul>
JD	<ul style="list-style-type: none"> <li>• <b>VE Day:</b> JD to lead the Task and Finish group to handle VE day plans (CE,CW,JS)</li> </ul>
RS	<ul style="list-style-type: none"> <li>• <b>Clock display:</b> to take over the display</li> </ul>
RT	<ul style="list-style-type: none"> <li>• <b>Toilet Charges:</b> Produce revised information poster</li> </ul>
RT/CW	<ul style="list-style-type: none"> <li>• <b>Toilet Roll Dispensers:</b> arrange to fit new ones</li> <li>• <b>Toilet door repairs and boxing in -</b> arrange repairs</li> </ul>
DL	<ul style="list-style-type: none"> <li>• <b>Land Titles:</b> Purchase and Download copies and forward to the Clerk</li> <li>• <b>Memorial Stones on North Road Roundabout - lettering:</b> Arrange for it to be repainted.</li> </ul>
CW/DL JS/PR	<ul style="list-style-type: none"> <li>• <b>Cwmdauddwr Car Park Working group:</b> set up group to include CW, DL, JS &amp; PR to explore options and present a proposal to full Council</li> </ul>