

# Minutes of remote meeting of Hay Town Council held at 6.00 pm on 8 June 2020

**Present:** Cllr T Stedman (TS)                      Cllr J Prothero (JPr)                      Cllr R Golesworthy (RWG)  
                 Cllr A Powell (AP)                              Cllr F Howard (FH)                      Cllr I Keith (IK)  
                 Cllr S Morris (SM)                              Cllr D Landymore (DL)                      Cllr J Pearson (JP)

**Apologies:** Cllr D Price (DP)

**In Attendance:** N Burdekin (NB)                      Cllr G Ratcliffe (GR)

## **2544. Declarations of Interest & Code of Conduct.**

TS - Hay Woodland Group, Hay in Bloom  
AP - HADSCAL, The Warren, Hay Woodland Group  
FH - HADSCAL, Cheesemarket Trustee, The Warren, & Proposed Cycleway  
RWG - HADSCAL, The Warren, niece is working on the Kingdom Project, Trustee of the British Legion, the Buttermarket  
JPr - Hay in Bloom  
SM - The Warren, Cubs and Scouts Leader 1<sup>st</sup> Hay Scouts, Explorers, Summer Show  
DL - Owner of business in Hay, Charlotte's of Hay

## **2545. Minutes of the meeting dated 2 March 2020**

The minutes of the meeting dated 2 March 2020 were agreed as a true and accurate record.

## **2546. Latest Covid-19 advice from Welsh Assembly**

NB had circulated to Councillors prior to the meeting a review of Covid-19 legislation dating back to early March 2020. However, NB said that it is probably only necessary to focus on the most recent legislation from the Welsh Assembly, which includes:

- People in Wales are allowed to meet people from another household, but only outdoors and whilst maintaining social distancing and strict hygiene and within 5 miles from their home from 1 June 2020.
- Population contact tracing will begin from 1 June.
- Signal given to retailers that the situation might change in 3 weeks' time. If shops are able to meet the 2-metre rule, they should begin preparing to be ready to open, potentially in 3 weeks' time.
- Tennis courts, markets, car show rooms (unlike in England where these are all open) – to remain closed for at least a further 3-weeks
- Next Welsh Assembly Review: 18 June 2020

GR said that play areas might re-open by 19 June 2020. FH asked GR if this is the case, does Powys CC have any information/guidance for Town Councils on how to safely open them, or any measures that might be needed. GR said he would ask Powys CC Cabinet if there is guidance available for Town and Community Councils and report back to HTC.

TS added that Hay's play areas have been closed since 24 March, so it is very unlikely there will be a specific issues relating to Health & Safety/Covid-19.

### **2547. AGM – Continuation of Status Quo – proposal by Cllr FH**

FH reported that because of Covid-19 HTC did not hold its AGM in May 2020. The new Coronavirus Regulations Meetings for Wales enable Town Councils to hold their AGMs anytime in 2020. On this basis, and given the disruption to Council business because of the pandemic, FH proposed the following:

- That HTC maintains the status quo and retains the current Mayor/ Deputy Mayor and all Chairs of Sub Committees until December 2020

AP seconded FH's proposal. *Unanimously approved*

### **2548. Market Re-opening Proposal(s) – John Evans e-mail 22.05.20**

TS asked NB if he had received any further e-mails from Hay Markets. NB said he had not received any further requests from the CofC since the original e-mail sent on 22 May 2020. This e-mail asked if HTC was planning any measures for the possible re-opening of Hay Markets on 11 June if the Welsh Assembly's next review permitted this. NB said that in the event, the Welsh Assembly did not relax lockdown measures enough to allow this.

TS said that Emily Daw has e-mailed to say Hay Markets might re-open on 25 June, again dependent on Welsh Assembly advice. GR has asked Powys CC if they are planning to help support the town re-open safely in terms of maintaining 2-metre social distancing. GR to report back to HTC Powys CC's response. IK asked GR when Powys CC needed to reply to his request. GR said that the request needs to be acknowledged in writing within 4 working days, and a reply within 10 working days.

TS added that NB had spoken to Healthmatic and they have indicated that they are willing to meet representative(s) from HTC on site to discuss re-opening all toilets. Healthmatic has also indicated that there might be able to credit HTC some monies back due to the Coronavirus pandemic.

### **2549. Hay Cemetery**

#### **(i) Growing space/allotment request by Powys CC on 21.05.20**

TS said that David Pritchard, Powys CC, had sent an e-mail on 21<sup>st</sup> May 2020 asking if HTC would consider putting an allotment or community growing space on the section of land at the proposed new cemetery that will not be used in the immediate future. TS said that there was currently no planning permission to do this, and the costs to HTC of installing the infrastructure are unknown at this point. TS proposed HTC cannot commit at this stage to using the land at the new Hay Cemetery site for allotments or as community growing. AP seconded. *Unanimously approved*

NB to inform David Pritchard of this resolution by Councillors.

A further discussion took place on possible alternative community growing spaces. RWG said that Peter Howells has given up his lease on HTC land on the Old Railway land. SM said that this could be ideal community growing space. RWG also mentioned the land to the rear of Warren Close. Both to be considered once pandemic lockdown measures ease.

SM also mentioned the issue of 8-10 years waiting lists for allotments in Hay and suggested this was potentially an ideal time to ask Powys CC to supply more sites.

#### **(ii) Latest update on legal situation re. land purchase / sub lease to Powys CC**

TS asked NB to update Councillors on the current situation. NB said that he had spoken to Mike Harris recently and also that Mike Harris had e-mailed the vendor's solicitor, Jeffreys and Powell, a letter on 5 June which reference a previous letter on 25 April. The letter asks for a conveyancing document to be drawn up for HTC to expedite the purchase of the land. Mike confirmed to NB that there had been no response as yet as of 8 June 2020. NB

to continue working with Mike Harris to get the draft conveyance document drawn up as soon as possible. TS has also updated Mike with information relating to the planning conditions set down by the BBNP.

NB said that there is a second element, that of the 200-year sub lease between HTC and Powys CC, and the transfer of £90,000 from Powys CC to HTC. Mike Harris has also written directly to Powys CC asking for copies of the lease as soon as it has been drafted to enable HTC to comment on it. Mike has also written to Powys CC asking for a draft Memorandum of Understanding to be drawn up and e-mailed to Mike, again to enable HTC to comment, regarding the transfer of the £90,000.

## **2550. Financial Update from the Clerk/RFO**

### **(i) Projected losses from Covid-19/current financial position**

NB had circulated a financial update to Councillors and summarised the report. NB reported that HTC has a deficit of approximately £21,000 at 31 March 2020 compared to 31 March 2019. This can largely be explained by paying the Council Offices roof repairs (£11,000), the outstanding bill to the EU for the TTOW project (£5,500), and the loss of rental income due to Powys CC's Notice to Vacate Council Offices by 5<sup>th</sup> May 2020 (£4,200)

NB pointed out that HTC is owed £4,000 from the sports clubs (£1,500 from Hay Bowls Club; £1,500 from Hay Senior Football; and £1,000 from Hay Cricket Club) for 2019/2020. HTC is also owed rent in the region of £2,400, as well as £8,900 VAT for 2019/2020.

NB explained that losses from Covid-19 for 2019/2020 were minimal as the lockdown only began in mid-late March. However, losses due to the pandemic could be more significant. For example, in the period April – September 2019, HTC raised £12,000 from toilet income. To date, the toilets have raised only marginal funds. The extent of the loss will partly depend on how quickly the economy recovers in Hay once lockdown measures are eased.

NB concluded by saying that at the end of 2019/2020, HTC's un-earmarked reserves were safely within the minimum 25% of expenditure regulations, being 38% (£50,284). And for 2020/2021, £60,000 of reserves have been earmarked for Hay Cemetery and the office move. NB advised that Finance Sub Committee should go through HTC's Income and Expenditure 31 March 2020 spreadsheet line by line in the next Finance meeting to be held to identify where any savings can be made, and which items to earmark reserves for.

FH said that one item that could be looked at is the cleaner's salary, particularly in light of the fact that Council Offices is currently closed.

FH proposed two options to be offered the cleaner:

- i) To combine cleaning work at Council Offices with deep cleaning the Sports Pavilion (combined hours the same as current hours), or
- ii) Only clean Council Offices but on a reduced salary

AP seconded. *Unanimously approved*

RWG agreed to meet cleaner at Sports Pavilion to discuss both options.

### **(ii) Audit timeframes – agree next Finance Sub Committee meeting to consider HTC's accounts 2019/2020**

NB confirmed that Town Councils can submit their annual accounts later than usual because of Covid-19. The latest Councils can submit their accounts is now 31 August 2020. NB proposed the following timetable:

- Finance Sub Committee 'meets' to inspect accounts. Finance Sub Committee makes recommendation to Full Council to approve draft accounts (mid-June)
- Full Council to 'meet' to approve draft accounts (end-June)
- NB to send approved draft accounts to Internal Auditor (end-June)
- Internal Auditor sends report back to HTC (mid-end July)
- Full Council to 'meet' to approve and certify final accounts (end-July)

This provisional timetable would give HTC a month's leeway with Audit Wales' deadline of 31 August 2020.

Councillors agreed to this timetable. NB to arrange Finance Sub Committee mid-June.

**2551. Correspondence – any urgent items from April/May 2020**

**p. Sarah Powell – land at Old Railway Line** – NB said that Sarah Powell has sent HTC a follow up e-mail asking if she can rent this land now that the current tenant has vacated. NB was asked to e-mail Sarah to say at this stage HTC is considering how best to utilise this land now the tenant has left.

**2552. Date and time of next meeting**

To be determined – end of June 2020 (NB to arrange)

There being no further business, the meeting closed at 7.10 pm.

Signed: *T. Shedman,* Date: To be determined