

# Hay Town Council

Clerk: *Mrs Claire Bunton*  
Hay Town Council  
Council Offices  
Recreation Facilities  
Brecon Road  
Hay-on-Wye  
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**The Annual Meeting of Hay Town Council will take place on Monday 12<sup>th</sup> May 2025 at 6.00pm in the Council Offices, Brecon Road, Hay on Wye.**

Please note, under the new Local Government and Elections (Wales) Act 2021, Councils are required to provide access to remote meetings for members of the public and the press. If you would like to access the meeting remotely, please see details at the bottom of the agenda on how to join via the Teams platform

## AGENDA

1. Election of Chair
  - a) Declaration of acceptance
2. Vice Chair
3. Apologies for absence
4. Declarations of Interest
5. Minutes of the meeting dated 13<sup>th</sup> May 2024
6. Mayoral Role
7.
  - a) To agree the recommendations for Remuneration to Members of the Town Council for 2025/2026.
  - b) To decide on payment for consumables.
  - c) Mayoral Allowance
8. Review and adopt the Council's Annual Report
9. To agree the dates, times and location of the Council Meetings for the Municipal year 2025/2026.
10. To review and approve:
  - Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - Review of the Council's and/or staff subscriptions to other bodies;
  - Review of the Council's complaints procedure;
  - Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
  - Review of the Council's policy for dealing with the press/media;

- Review of the Council's employment policies and procedures;
- Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- Review of the Council's Scheme of delegation.

11. Appointment of Sub Committees

Current sub committees

- Finance
- Estates
- Premises
- Human Resources

12. Review terms of reference for Sub Committees

13. Appointment of monthly Estates Surveys person.

14. To review and adopt the following:

- (a) Standing Orders (new)
- (b) Asset Register (updated)
- (c) Risk Management Plan (updated)
- (d) Code of Conduct (no changes made)
- (e) Financial Regulations (updated)
- (f) Training Plan (updated)

15. Review of HTC Representatives on other Bodies and Appointment of Representatives

Dyfed Powys Police	Gwynne's Almshouses
Dial a Ride	Hay School Governors
One Voice Wales	Cheesemarket
BBNP	Chamber of Commerce
HADSCAL Community Centre	Hay Markets

16. Review and appointment of HTC Councillors Consultation Areas

Police & Fire  
 Youth & Education  
 Health & Social Services  
 Planning, Housing & Environment  
 Transport  
 Powys CC  
 Others – To be nominated as and when required

17. Review of authorised signatories including on-line signatories



**Claire Bunton**  
**Clerk to the Council**

**General Data Protection Regulations (GDPR) 2018**

If you would like to attend the meeting virtually, please contact Hay Town Clerk at least one working day prior to the meeting on: [townclerk@haytowncouncil.gov.uk](mailto:townclerk@haytowncouncil.gov.uk) or by calling 01497 808019

Please note, any e-mail addresses given by the press or members of the public for the purposes of joining the meeting remotely will be deleted from all Hay Town Council's records directly after the meeting has occurred in order to fulfil Hay Town Council's duty under the GDPR Regulations (2018).