

# Hay Town Council

Hay Town Council  
Council Offices  
Recreation Facilities  
Brecon Road  
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Mayor - Cllr D Landymore

## Draft Minutes of the Full Council Meeting on 12<sup>th</sup> December 2022

### 1. Apologies for absence

**Present:** Cllr F Howard, Cllr R Golesworthy, Cllr S Morris, Cllr J Morgan, Cllr A Powell, Cllr J Prothero, Cllr P Jenkins, Cllr A Bielski.

**Also in attendance:** Cllr G Ratcliffe; C Bunton

**Apologies:** Cllr D Landymore, Cllr J Hall.

### 2. Declarations of Interest & Code of Conduct

AP – HADSCAL, The Warren, Hay Woodland Group

FH – HADSCAL, Cheesemarket Trustee, Castle Trust, The Warren & proposed cycleway, Christmas lights testing.

RG – The Warren, the Buttermarket

JPr – Hay Woodland Group, Member of St Mary's Church

SM – Hay Post Office, The Warren, 1<sup>st</sup> Hay on Wye Scout Group, Radnor Explorers, Summer Show, owner of business in Hay, Country Supplies & Post Office. ATM.

DL – Owner of business in Hay, Charlotte's of Hay, Vice Chair of Brecon & Radnor Area Committee for OVW

JM – Hay Woodland Group, Hay Warren Anglers

PJ – Caretaker position

FH & RG declared interest in agenda item 7 Planning consultation submitted.

### 3. Questions from Members of the Public

None

### 4. Minutes of the meeting dated 7<sup>th</sup> & 22<sup>nd</sup> November.

Accepted as a true and accurate record. Alteration on some wording to make it more tactful.

5. Matters Arising

None that are not covered by agenda items.

6. Sub committee Reports / Minutes

a) Finance

- i) Budgetary reporting  
Shared with Cllrs, explained new report and checked for understanding and any questions.
- ii) Councillor Expenses  
For this financial year will be processed during December. Cllrs to let clerk know if they would like to claim Expenses.
- iii) Admin Assistant **Recommendation:** To defer appointing an admin assistant until the time that the clerk feels it is needed.  
Proposed AP, Seconded AB

**Unanimously agreed.**

- iv) Bank Accounts **Recommendation:** Project and Premises Accounts funds to be transferred into the reserves account and then closed.  
Proposed JP, Seconded AP

**Unanimously agreed.**

- v) Electrical usage review for user groups **Recommendation:** £40 Full Day Hire, £20 Half day / evening hire To have a reduction for charities  
Proposed PJ, Seconded JP  
CB to write to users and let them know.

**Unanimously agreed.**

- vi) Toilet costs **Recommendation:** to close one unisex toilet on Oxford Road and 1 toilet by the clock tower January - March. Discussion ensued regarding benefit of closing toilet by clock tower. Currently 1 toilet on Oxford Rd not accessible as coin slot is broken.  
Proposed AP, Seconded AB

**Unanimously agreed.**

- vii) Sensor lighting - **Recommendation:** that sensor lights are installed outside of the Council Offices and Pavilion as the current lights are being left on overnight.  
CB to investigate if sensors can be fitted on existing system.  
Proposed AP, Seconded PJ

**Unanimously agreed.**

- viii) **Recommendation:** Residue money from the Lottery grant that was applied to for Community events is spent on Community events.  
Proposed AB, Seconded PJ

**Unanimously agreed.**

- ix) Scribe Accounts: **Recommendation:** To cancel the Scribe contract.  
Proposed PJ, Seconded AP  
**Unanimously agreed.**
  - x) Pavilion / HADSCAL **Recommendation:** Can not commit to this at present. Welcome future discussion to explore fully.  
Proposed AP, Seconded AB  
**Unanimously agreed.**
  - xi) Zoom **Recommendation:** HTC do not purchase zoom in future. If a zoom request is submitted then the agenda to be arranged to relevant items run concurrently and the free 40 minute zoom is made use of.  
Proposed PJ, Seconded JM  
**Unanimously agreed.**
  - xii) Agendas and Minutes. **Recommendation:** Are displayed on a screen rather than printed.  
Proposed AP, Seconded JP  
**Unanimously agreed.**
  - xiii) FH asked for someone else to take on chair of Finance while she is acting mayor in DL absence. SM to become chair of Finance. PJ to join Finance subcommittee.
  - xiv) Date and time of next meeting  
Friday 16<sup>th</sup> December 2pm.
- b) Estates and Premises
- I) Split to 2 separate sub committees.  
Estates chaired by JM. Premises chaired by RG.  
Meeting to be arranged to split and all Cllrs to be clear on the divide. PJ interested in joining Estates.
  - II) ATM  
JM contacted note machine who acknowledged the cash machine ran out of money on Friday night which was not replenished until 4pm Saturday. It has also been noted that while small amounts can be withdrawn often amounts over £200 are refused.  
CB to contact Note Machine to establish what happened and attempt to prepare them of market next weekend.
  - III) Cemetery  
Council thanked JM for all the work he is doing on the Cemetery. Updated tree report has been completed and circulated. Shed installation has been commissioned for in the new year.
  - IV) Paid parking
    - a) Pay and display

- Powys CC are unable to manage any paid parking areas owned by HTC. CB has contacted Ringo requesting a quote. Suggestion for this to also be considered for the Gliss.
- b) Additional small bollards  
A complaint has been received regarding the public parking behind and between the bollards. User groups have been asked to ask their patrons to be considerate at drop off and collection times. Council to monitor.
- V) Healthmatic  
It was noted that Healthmatic contract expires on 31<sup>st</sup> March. There has been no feedback since the meeting with Healthmatic. CB to email manager.
- VI) Alarm System  
1 quote so far as been received. CB to obtain 2 more quotes.
- VII) Keys  
CB to follow up.
- VIII) Ash Die Back  
Approval has been received from NRW. Awaiting decision from BBNP planning application. Woodland Community Group will be able to assist with the removal of some of the trees.
- IX) RoSPA Report on play areas  
There is a sizeable amount of work to be undertaken. JM to send RoSPA report to Frank Davies to see if he would like to take the work on. AP offered to visit site with Frank. After works have been completed RoSPA to be asked to re-inspect. Concerns were raised over ground maintenance. JM to discuss options with contractor.  
New Dog walking signs will be needed.  
GR to share any grants he hears of that will enable play equipment being replaced.
- X) Cleaning  
Finance to meet and discuss the need for a cleaner.
- XI) Date and time of next meeting  
To be Confirmed.
- c) Communications
- i) Minutes of meeting  
No meeting in the past month.
- ii) Date and time of next meeting  
To be confirmed.
- d) Events  
AB to join Events subcommittee.
- i) Remembrance  
Comments had been received on how much better organised this year was, and thanks received from Masonic Lodge for receiving an invite.  
HTC would like to thank Kelvyn Jenkins for all his hard work and preparation that went into this years Remembrance, also to Hay Royal British Legion.
- ii) Christmas lights, Market, Winter weekend

John Evans thanked HTC for their hard work with the Christmas lights switching. It was a brilliant event with over 2000 people in attendance. HTC would like to say thank you to Hay Castle, Hay Festival and the Chamber of Commerce for all working together on this and especially to Emily Daw who worked relentlessly planning, organising and putting everything together.

- iii) Date of next meeting  
Events subcommittee to meet in January to start looking at 2023 events.
- iv) Winter Weekend 2023  
Dates have been confirmed as 23<sup>rd</sup> November 2023, while this feels early it is the last Friday of the month.

#### 7. Planning Application

FH & RG left the room as an interest had been declared. Agreed that SM, PJ and AB would meet Thursday 15<sup>th</sup> Dec to discuss and agree the comments from HTC.

FH & RG re-joined the meeting.

#### 8. DL & FH priorities for the year #

- i) HADSAL/ HTC build  
JM and RG to attend meetings as Estates HTC representative and Premises HTC representative.  
HADSCAL have commissioned a topographical survey of the site.
- ii) Accessible for all Council  
Cllr Gareth Ratcliffe to attend the February meeting and deliver the dementia friendly training at the start of the meeting.
- iii) Foodbank  
Booking form for Pavilion hire to be emailed to them.

#### 9. Report of the Clerk/ Responsible Financial Officer

- i) bank reconciliations  
Were previously circulated. No Questions. It has been suggested that in future could include pending transactions. Approved.
- ii) Major Correspondence  
Was previously circulated. It has been suggested that a full correspondence list would be useful. To start for Februarys meeting.
- iii) Training Plan  
Previously circulated was approved to go on the website.

#### 10. Report from County Councillor

Powys CC are in discussions regarding temporary closure of some of the swimming pools locally to save money. GR has asked for more details.

Cllr G Ratcliffe is working on a map of all schools with pupil numbers.

The money previously assigned to Gwvernyfed High School by Powys CC has been reassigned.

Recently there was a homeless gentleman in Hay, GR completed a welfare check with him and the gentleman has been put in temporary accommodation.

GR and AP were invited to a Wales Homeless Welcome day, unfortunately no one locally knew about it.

Hay Castle and Library are becoming warm hubs for the winter. Clyro Court and Glasbury Parish Council have also listed space.

#### 11. Report from Chairman

CLlr DL is quite unwell, we wish her the best of health and a speedy recovery.

#### 12. Reports of HTC Representatives on other Bodies

##### a) Gwynne's Almshouses

2 houses have recently been allocated, 6 people applied for them.

##### b) Dial a Ride

We've been given a grant by the National Grid to distribute winter care packs to members (hot water bottles, radiator foil and keys, plus a leaflet on the cost of living crisis).

Hereford Council has also awarded us funds to provide free transport for Ukrainian refugees, so we are starting to gather information about that at the moment.

Induction and training is ongoing for our new drivers and some of them have started work already. We are no longer in need of temporary community car drivers and I'm only looking for VW/Minibus drivers at the moment.

We've advertised a basic Admin post to provide 7 hours a week extra help to the office team. This is funded for a year.

The service will be closed from noon on 23rd December and resumes on Tuesday 2nd January 2023.

A copy of our Christmas newsletter and the cost of living leaflet, which we produced, is attached for HTC's information.

An early happy christmas to you all, and a thank you for your support over the past year.

##### c) Dyfed Powys Police

AP saw PCSO's Trudy and Emma. He is waiting on a cyber security update.

##### d) Hay School Governors

174 currently on role, fantastic fire drill recently with all people out of the building in 1 minute 25 seconds.

Within the grounds a new forest school area has been developed and the Woodland Group and Warren Trust have been working to provide a forest school area next to the Warren Car park.

- e) One Voice Wales  
Next meeting is 9<sup>th</sup> Jan 7pm
- f) Bronllys Wellbeing Trust  
None
- g) Cheesemarket  
None
- h) Hay2Timbuktu  
None
- i) BBNP  
None
- j) Chamber of Commerce  
None
- k) Hay Summer Show  
Will have buckets out at this years Santa visit.
- l) HADSCAL Community Centre  
Previously covered.
- m) Hay Markets  
None
- n) Hay Sports Clubs  
CB to contact re leaving the facilities as they were found.
- o) Hay Youth Club  
Pool table to be moved under the hatch.

13. Councillor Co-option

CLlr G Williams was co-opted on to Hay Town Council.

14. Air Ambulance

Concerns were raised over the potential closure of air ambulance base.  
Letter to be sent.

15. Any Other Business

Working group to remove broken and unwanted items from the Pavilion.  
Friday 16<sup>th</sup> December.

Clerk will be on annual leave the week between Christmas and New Year.

“Representatives of the press and other members of the public shall be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest”.

16. Date and time of next meeting:

Monday 9<sup>th</sup> January 2023 at 6.00 pm - to be confirmed

Meeting closed at 9.12pm

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