

Cyngor Cymuned **Carreghofa** Community Council

Annual General Meeting of the Council
to be held on Tuesday 20th May 2025 at 7.00pm
at Llanymynech Village Hall

A G E N D A

- 1** To accept apologies for Absence.
- 2** To elect a chairman.
- 3** To elect a vice-chairman
- 4** Minutes of the Annual General Meeting held on 28th May 2024
- 5** Matters Arising
- 6** To appoint standing committees, sub committees and working groups and representatives to sit on outside bodies.
- 7** To delegate functional powers to the clerk to act in respect of urgent business arising between meetings
- 8** To adopt the End of Year Financial Statement.
- 9** To review standing orders and model financial regulations
- 10** To review the council's donations policy, council's investment policy, risk assessment document and asset register
- 11** To receive the Annual Report
- 12** Chairman's Remarks
- 13** To set the date for the next Annual General Meeting

Cyngor Cymuned **Carreghofa** Community Council

**PAPERS FOR THE
ANNUAL GENERAL MEETING
OF
CARREGHOFA COMMUNITY COUNCIL**

Tuesday 20th May 2025

Cyngor Cymuned **Carreghofa** Community Council

Minutes of the Annual General Meeting held on Tuesday 28th May 2024
at Llanymynech Village Hall

Present:

Cllr R. Dover (Chair)
Cllr I Done
Cllr J Fynes
Cllr C. Hall
Cllr. F. James,
Cllr C Jones
Cllr I Parry
Cllr C. Savage

In attendance:
County Cllr Arwel Jones
Michael Donkin – Clerk to the Council

<p>1 Apologies for Absence: None – all present</p>
<p>2 Election of Chairperson The Clerk asked for nominations for Chairman.</p> <p>Cllr Dover was proposed by Cllr Fynes and seconded by Cllr James. There being no other nominations Cllr Dover was confirmed in office.</p>
<p>3 Election of Vice-Chairperson Cllr Parry was proposed by Cllr Savage and seconded by Cllr Done . There being no other nominations Cllr Parry was confirmed in office.</p>
<p>4. Minutes of the Annual General Meeting held on 6th June 2023 The minutes of the previous AGM were agreed as a correct record; proposed by Cllr Savage, seconded by Cllr Hall and agreed unanimously.</p>
<p>5. Matters Arising There were no matters arising</p>
<p>6 To appoint standing committees, sub committees and working groups and representatives to sit on outside bodies.</p> <p>The following were appointed:-</p> <p><u>6.1. Powys C. C. and Town and Community Councils meeting</u> Cllr Hall</p> <p><u>6.2. Representative on Carreghofa School Governing Body</u> Cllr Dover</p> <p><u>6.3. The Community Benefit Fund</u></p>

<p>Cllr Parry</p> <p><u>6.4. One Voice Wales</u> Clerk</p> <p><u>6.5. Village Hall</u> Cllr Jones.</p> <p><u>6.6. Burial Board</u> Cllrs Dover. James and Jones</p>
<p>7. To delegate functional powers to the clerk to act in respect of urgent business arising between meetings This was proposed by Cllr Fynes, seconded by Cllr James, and agreed unanimously.</p>
<p>8 To Adopt the End of Year Financial Statement The Financial Statement was received and adoption proposed by Cllr Jones seconded by Cllr Fynes and agreed unanimously</p>
<p>9 To review Standing Orders and Financial regulations <u>9.1. Standing orders</u> The Clerk confirmed that there had been no changes during the year</p> <p><u>9.2 Financial Regulations</u> he Clerk confirmed that there had been no changes during the year</p> <p>Adoption of both the Standing orders and Financial Regulations was proposed by Cllr Savage, seconded by Cllr James and agreed unanimously</p>
<p>10. To review the Council's donations policy, Council's investment policy, risk assessment document and assets register The Clerk pointed out that, with the exception of the Asset Register which had been updated to include the new picnic tables, there have been no changes to any of these documents in year.</p> <p>Cllr Fynes proposed that they be adopted en bloc. This was seconded by Cllr Jamesl and agreed unanimously.</p>
<p>11 To receive the Annual Report Council received the Annual Report as set out in the papers for the meeting.</p>
<p>12 Chairman's Report The year has again been a positive year for the Council, and it is pleasing to note again how much has been accomplished. Throughout the year a total of 10 meetings were held, many including attendance by members of the public, and the Council was able to address a number of community concerns and issues, as well as on-going review and maintenance of Carreghofa amenities. I would again like to record my thanks and recognition for all the work and interest shown by all Councillors for their dedication and active commitment to the work of the Council over the last twelve months.</p> <p>As a result of the leaflet drop undertaken in 2023 additional community interest in the work of the Council was generated, and a number of expressions of interest were received, and we were able to welcome Cllr Fynes as a new Councillor. The Council will continue to seek to</p>

recruit additional members throughout next year.

One notable development this year has been the strengthening of its social media presence, particularly the use of the Facebook page which has promoted significant community interest in issues such as the canal restoration, speeding concerns, and wider community amenities. We are particularly grateful to Cllr Parry for his work on this, and in the development of the Council website. It is likely that on-line activity will prove increasingly valuable in supporting the work of the Council.

In late May 2023 councillors took part in a full walkabout of the Carreghofa area, including housing estates, Walls Bridge play area, the football field, and parts of the Carreghofa Trail pathway. This was a valuable exercise and identified areas of concern or possibilities for improvement.

Canals and Rivers Trust

The main activity of the Council this year has once again focussed on developments associated with the dredging and improvement of the Carreghofa stretch of the Montgomery canal, and the aim to open the canal for navigation through to Welshpool. A number of consultation events were held with representatives from the Canals and Rivers Trust and Powys Council in attendance, to inform us of progress and to consult with the community on how best the restoration work can be progressed. Following the successful completion of the dredging up to Walls Bridge intensive work was then undertaken along the Four Crosses of the canal, and this was featured in two TV programmes. Further planning and consultation were undertaken on the proposed Carreghofa Lane bridge, and in preparation two memorial trees were successfully translocated to what will be the new community space at Walls Bridge. The Council, together with Llanymynech and Pant Parish Council, was very happy to support this consultation process and to work with the Trust to ensure that future progress on the project can best be supported.

Speeding and Traffic

Issues related to speeding and traffic were recurrent issues of concern, and specifically the impact of the new 20mph speed limits within the area. Concerns were expressed about adherence and enforcement of new speed limits, especially in residential areas. But there was also significant interest in the further of speed limits on the A483, including an active Facebook consultation and poll. Concerns remain about speeding and traffic volume, specifically in relation to the Llanymynech junction, but also outside Carreghofa School.

Liaison with Llanymynech and Pant Parish Council

Further strengthening of links and liaison with Llanymynech and Pant Parish Council continued throughout the year. This included co-attendance at meetings and sharing of communication between the two councils on issues including the Montgomery canal restoration, proposals for a Village Shop and Post Office, and shared oversight of the governance of Llanymynech Village Hall.

Highways and Amenities

Road maintenance issues were identified and some limited repairs to potholes and verges were undertaken but this remains an ongoing concern, with some areas referred to Powys Council for action where possible. Concerns about football and school parking were also raised throughout the year, and the Council continues to keep this under review.

Repairs to benches, playground equipment and fencing along the football field were undertaken throughout the year. In addition this year the Council was able to support the installation of new planters which will further enhance the Carreghofa environment. Particular thanks are due to Cllr Done for his work in this area.

Finances

Council finances remain healthy and in good order, and we were very happy to support local projects and initiatives through donations, including and the Llanymynech Community Café and St Agatha's Church Clock, in addition to support for organisations with direct impact on Carreghofa, including the Welsh Air Ambulance Charitable Trust. The Council is keen to identify and support further projects and will continue to publicise opportunities with local organisations.

Ongoing Business of the Council

The regular work of the Council includes review of local planning applications, responses to local and regional consultations (on issues such as housing development, tourism development, energy infrastructure and the environment), and formal receipt of communications from regional and national bodies and organisations. A number of formal responses were produced throughout the year to represent the views and interests of the Carreghofa community.

Richard Dover, Chair
Carreghofa Community Council
May 2024

12 To set the date for the next Annual General Meeting

Tuesday 27th May 2025 at 7.00pm at Llanymynech Village Hall.

Approved by Council as a correct record: -

Proposed: _____

Seconded: _____

Signed: _____ Chairman

Date: _____

Item 6 To appoint standing committees, sub committees and working groups and representatives to sit on outside bodies.

The committees and outside bodies with their current members are set out below:-

Powys CC and Town and Community Councils meeting

Current member: Cllr Hall

Representative on Carreghofa School Governing Body

Current member: Cllr Dover

Montgomeryshire Local Committee Meeting of the Powys Community Health Council

Current member: The Clerk

The Community Benefit Fund (previously the Ty Gwynt Wind Farm)

Current member: Cllr Parry

One Voice Wales

Current member: The Clerk.

Village Hall

Current member: Cllr Jones.

7.8 Burial Board

Current member: Cllrs James, Jones and Dover.

Council is asked to appoint representatives for the year 2025 – 2026

Item 7 To delegate functional powers to the clerk to act in respect of urgent business arising between meetings

Item 8 To adopt the End of Year Financial Statement.

Carreghofa Community Council
Statement of Accounts for the Year End of 2024 / 2025

1st April 2024 - 31st March 2025

INCOME

Item	Budget	Budget to date	Actual	Variance	Notes
Precept	11460	11460	11460.00	0	1
Repayment of VAT	500	500	830.64	330.64	2
Miscellaneous	100	100	0	0	
Interest	200	200	253.75	54.75	3
From Reserves	7423	7423	0		
TOTAL	19683	19683	12544.39	385.39	

EXPENDITURE

Item	Budget	Budget to date	Actual	Variance	Notes
Administration	70	70	0	-70	
Audit	945	945	1704.60	759.60	4

Bank Charges	70	70	61.60	-8.40	5
Capital Projects	5000	5000	493.38	-4506.62	6
Donations	2000	2000	817.00	-1183.00	7
Election Expenses	0	0	0	0	
Expenses (staff)	100	100	0	-100.00	
Expenses (Councillors)	100	100	0	-100.00	
Grounds maintenance	4100	4100	5212.76	1112.76	8
Insurance	840	840	910.57	70.57	9
Membership of outside bodies	137	137	270.00	133.00	10
Miscellaneous	50	50	1688.43	1638.43	11
Payroll management	475	475	456.00	-19.00	12
Pension Fund	0	0	0	0	
Rents	475	475	316.00	-159.00	13
Salaries	6160	6160	6106.12	-53.88	14
Training	100	100	0	-100.00	
Website	630	630	583.19	-46.82	15
TOTAL	21302	21252	18619.65	-2632.40	

Petty Cash	50	50	7.95	-29.55	16
------------	----	----	------	--------	----

BANK RECONCILIATION

Deposit Account as at 1st April 2024	£14547.09
Current Account as at 1st April 2024	£884.38
Pension Account as at 1st April 2024	£74.34
Total in Bank as at 1st April 2024	£15505.81
Income as at 31 st March 2025	12544.39
Expenditure as at 31 st March 2025	18619.65
Income / expenditure	-6075.26
Less cheques unpresented	
Deposit Account as at 31 st March 2025	8759.43
Current Account as at 31 st March 2025	595.37
Pension Account as at 31 st March 2025	75.75
Total in Bank as at 31 st March 2025	9430.55

Petty Cash held: -£2.30

NOTES TO THE FINANCIAL STATEMENT

General Statement

The Community Council has incurred a loss of £6075.26 this year. However, this is partly for the following reasons:-

We were charged for two years of fees from Audit Wales

We entered into a five year agreement for playground safety inspections with Sovereign Play

We had two payments for membership of One Voice Wales (that for 24/25 and also for 25/26.

We changed our Grounds Maintenance provider on the retirement of Clive Heaton and had the final quarter of Mr Heaton's account and the first quarter of the new provider.

The work on the planters was not budgeted for and thus the Miscellaneous heading is very overspent.

Nonetheless, we remain in a comfortable position but our reserves are considerably depleted. I expect them to grow in this financial year but the Council will need to monitor expenditure carefully.

The detailed notes follow.

Notes

The following notes follow the numbering in the accounts:-

1. Precept £7640 – First tranche 30th April £3820, Second tranche 31st August £3820, Third tranche 31st December
2. VAT
3. Interest Deposit Account £252.34, Pension Account £1.41
4. Audit IJDH Business Services Ltd for Internal Audit £369.60; Audit Wales for External Audit £668.00 and £667 (historical charges)
5. Bank Charges: April £5.00 May, £5.00 June £5.40, July £5.00, August £5.00, September £5.40, October £5.00, November £5.40, December £5.00. January £5.40. February 5.00. March £5.00
6. Capital: Sutcliffe Play £234.66 / £245.52 / £13.20 playground equipment materials for repairs
7. Donation. St Agatha's Clock £117.00. Llanymynech Wharf £250.00. Llanymynech Community Café £200.00. Llanymynech Tennis Club £250.00
8. Grounds: Clive Heaton £3580.76 to third quarter grounds maintenance contract. Playsafety: Playground inspection £187.20. Pritchard's new contract one off work. Playground Safety five year contract; Sovereign Play £478.00
9. Insurance – Zurich Insurance – Premium for the whole year £910.57
10. Membership of outside bodies: One Voice Wales £132.00 (24/25) One Voice Wales (25/26)
11. Miscellaneous: Traditional Products – materials for bench repair £208.80, Planters - Cambrian Railways £1264.00, Plants for planters £199.63, Wreath for Remembrance Sunday parade – Royal British Legion £20.00. Plants for planters £65.46
12. Payroll management. Powys County Council £456.00
13. Rents: Lewis Brothers £100 – rent of Football field for one year, Llanymynech Village Hall £216.00 – rent for meetings
14. Salaries: Clerk £4890.92; HMRC £1215.20
15. Website: Hosting TEEC £583.19
16. Petty Cash; Postage £5.65

Council is asked to adopt the Financial Statement

Item 9 To review the Council's Standing Orders and Financial Regulations.

9.1. Standing Orders

There have been no changes to these documents in year. . A copy of the Standing Orders is circulated with these papers.

Council is asked to reify the Standing Orders

9.2. Financial Regulations

We have received an updated version of the Financial Regulations from One Voice Wales.

The revised financial regulations which include reference to the Procurement Act 2023 and the Procurement (Wales) Regulations 2024 are attached to these papers. The changes are marked in **RED** on pages 9 and 10 and are produced for convenience below

5 Procurement

1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.
7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the publication of invitations and notices about the award of contracts.**
8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes.
9. Where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
10. For smaller purchases, [the clerk] shall seek to achieve value for money.
11. **Contracts must not be split to avoid compliance with these rules.**
12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

¹ The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
16. [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
17. the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
18. {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
19. {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
20. the council for all items over [£5,000];
 - a. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
21. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
22. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
23. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
24. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.
25. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
26. Any ordering system can be misused and access to them shall be controlled by [the RFO].

Council is asked to adopt the updated Financial Regulations

Item 10 To review the Council's Donations policy, Investment policy and Risk Assessment Document and Asset Register.

With the exception of the Asset Register which has been updated to include the new picnic tables, there have been no changes to these documents in year.

The documents have been circulated with these papers

Council is asked to ratify or amend the documents

CARREGHOFA COMMUNITY COUNCIL ANNUAL REPORT 24 / 25

1 The Council

1.1 The composition of the Council during the year was as follows:-

Chairperson	Cllr R Dover,
Vice-chairperson	Cllr Parry

Members:-	Cllr I Done Cllr J Fynes Cllr C Hall Cllr F James Cllr C Jones Cllr C Savage
-----------	---

Clerk	Mr M. Donkin
-------	--------------

1.2. Committees & Working Groups

- Joint Burial Board Cllr R Dover, Cllr F James, Cllr C Jones
- Representative on Llanymynech Village Hall Committee: Cllr C Jones
- Representative on Board of Governors of Carreghofa School: Cllr R Dover
- Montgomeryshire Council Forum: Cllr C Hall
- Representative on One Voice Wales: Clerk
- Community Benefit Fund: Cllr Parry
- Powys Community Health Council: Clerk

2 Meetings

Meetings were held on the last Tuesday of each month with the exception of August and December when no meeting was held

No meeting with Llanymynech and Pant Parish Council were held in the year but members of Llanymynech & Pant Parish Council were invited to attend Carreghofa Community Council meetings when the Canal & Rivers Trust attended to provide progress on the Canal Development Project.

3 Donations

1. St. Agatha's Clock maintenance - £117.
2. Llanymynech Community Café - Winter warm bank - £200
3. Montgomery Wharf Restoration Trust - £250
4. Llanymynech Tennis Club - £250

4 Planning

Planning applications have been discussed and comments sent to the planning authority

5 Other matters

The Community Council has continued its close liaison with the Canal and Rivers Trust on the restoration and development of the Montgomery Canal using 'Levelling Up' funding.

The Council's Grounds Maintenance contractor retired at the end of the year and in February 2025, following a reconfiguring of the contract and a tendering exercise, M.I & T.E.M. Pritchard were appointed as the Community Council's new contractors.

The Community Council's Facebook page has had a steady stream of visitors and it has proved useful to the Council in highlighting areas of concern to its constituents.

.
Michael Donkin
Clerk
15th May 2025

Item 12 To set the date for the Annual General Meeting 2025

Tuesday 26th May 2026