

**MINUTES OF A MEETING OF THE BRECON TOWN COUNCIL HELD
REMOTELY VIA ZOOM ON MONDAY 25 APRIL 2022 AT 7.00 P.M.**

775/21 PRESENT

Councillor J Powell (Mayor in the Chair)
Councillor M Matthews
Councillor L Rijnenberg
Councillor D Meredith (left 8:18pm)
Councillor M Dorrance
Councillor R Thomas
Councillor C Walsh
Councillor I Williams
Councillor M Perry
Councillor A Mathias
Councillor M Davies

In Attendance: Fiona Williams (Town Clerk)
Rhys Ridge-Evans (Administrative Officer)

Not in attendance: Councillor T Davies

776/21 APOLOGIES

Apologies were received from Councillors Morgans and Weale.

777/21 DECLARATIONS OF INTEREST

Councillor Meredith declared an interest in agenda item 25.

778/21 ANNOUNCEMENTS

The Mayor confirmed that he had attended a retirement event for a staff member at the Guildhall, had opened the bowling season at the bowling green, attended interviews and shortlisting for the vacancies advertised, and attended for a photograph at the Guildhall and afterwards to a Civic Reception.

At this point, Councillor Williams took the time to thank all those involved with the event last Friday, and thanked the Town Clerk and all the other staff for the assistance over the last 5 years.

SECTION A

779/21 MINUTES

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The Minutes of the meeting of the Council held on 28 March 2022 (Pages 188 to 193) (copies of which had been previously circulated) were considered. The Administrative Officer noted that the minutes presented were inaccurate with the page number and the attendance record, but confirmed the minutes for signing were correct.

IT WAS RESOLVED

THAT the Minutes of the Town Council meeting held on 28 March 2022 be taken as read, approved as a true record, and signed.

780/21 PLANNING, GUILDHALL AND STAFFING COMMITTEE – 4 APRIL 2022

The Minutes of the Planning, Guildhall and Staffing Committee held on 4 April 2022 (pages 196 – 198) (copies of which had been previously circulated) were considered

IT WAS RESOLVED

THAT the Minutes of the Meeting of the Planning, Guildhall and Staffing Committee held on 4 April 2022 be taken as read, approved as a true record, and signed.

781/21 FINANCE AND COMMISSIONING OF CONTRACTS COMMITTEE – 4 APRIL 2022

The Minutes of the Finance and Commissioning of Contracts Committee held on 4 April 2022 (Pages 200 – 201) (copies of which had been previously circulated) were considered

IT WAS RESOLVED

THAT the Minutes of the Finance and Commissioning of Contracts Committee held on 4 April 2022 be taken as read, approved as a true record, and signed.

782/21 ENVIRONMENT AND EVENTS COMMITTEE – 5 APRIL 2022

The Minutes of the Environment and Events Committee held on 5 April 2022 (Pages 203 – 207) (copies of which had been previously circulated) were considered

IT WAS RESOLVED

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THAT the Minutes of the Environment and Events Committee held on 5 April 2022 be taken as read, approved as a true record, and signed.

783/21 COVID REQUIREMENTS REVIEW

The Town Clerk provided a brief overview of the updated regulations from 18 April 2022 and informed Members that a review of the COVID requirements at the Guildhall, and Visit Brecon office is needed. The pertinent points to consider are whether masks are still required at both locations, whether social distancing is required in the theatre and other areas, and whether other measures such as screens are to remain. The Town Clerk also requested clarification about whether staff members who have tested positive ought to report for work now that the isolation requirements have been removed. After a full discussion, it was

RESOLVED

THAT mask wearing be retained presently with social distancing to remain in the Guildhall theatre presently and existing measures at Visit Brecon to be retained. Hirers of the Guildhall to carry out their own risk assessment in regard to COVID measures, with the exception of 1m social distancing for the theatre seating, and that staff members who are COVID positive should not report for work, and work from home where possible.

784/21 EMAIL RECEIVED FROM WELSH GOVERNMENT – STRATEGY AND INTERGRATED IMPACT ASSESSMENT FOR THE REMOTE WORKING POLICY

Submitted **C(A)** an email received from Welsh Government concerning the strategy and integrated impact assessment for the remote working policy. The Town Clerk explained this agenda item for the benefit of Members. Members queried whether anything further had been received in regard to the remote working hub for Brecon. The Town Clerk confirmed that nothing had been received.

RESOLVED

THAT the email be taken as received and noted and that an update is requested with regard to the expression of interest regard remote working facilities for Brecon.

785/21 DRAFT WELLBEING REPORT 2021/22

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Submitted **C(B)** draft Wellbeing Report for 2021/22. Members noted that a lot of work had gone into this document and thanks were given to all contributors. Members noted amendments to be made. Following discussion, it was

RESOLVED

THAT the draft Wellbeing Report for 2021/22 be approved subject to the amendments noted.

786/21 TRAFFIC ORDER REPORT

Submitted **C(C)** Traffic Order Report prepared by the Town Clerk. Members discussed this item, and it was

RESOLVED

THAT the actions be approved as noted within the report.

787/21 QUARTERLY REPORT – Y GAER

Submitted **C(D)** Quarterly Report received from Y Gaer.

RESOLVED

THAT this information be taken as received and noted.

788/21 BUDGET V ACTUAL AND BANK RECONCILIATION FOR MARCH 2022

Submitted **C(E)** Budget V Actual and Bank reconciliation for March 2022.

RESOLVED

THAT this information be taken as received and noted.

789/21 STATEMENTS OF ACCOUNTS PAID MARCH 2022

Submitted **C(F)** Statements of Accounts Paid for March 2022.

RESOLVED

THAT this information be taken as received and noted.

790/21 REPORT OF THE INTERNAL AUDITOR

Submitted **C(G)** report of the Internal Auditor.

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RESOLVED

THAT this information be taken as received and noted.

791/21 ACCOUNTS AND AUDIT FOR YEAR ENDED 31st MARCH 2021

Submitted (copies of which had been previously circulated) :

- (a) Budget & Actual with Balance Sheet figures **C(H)**
- (b) Accounts to 31st March 2022 **C(I)**
- (c) Annual Return for Audit for year ended 31st March 2022 **C(J)**
- (d) Annual Internal Audit Report within Annual Governance Statement.
C(K)
- (e) Reserves analysis and report concerning reserves **C(L)**

Members considered the documents provided at (a), (b), (c), (d), and (e) and Questions 1 to 9 of the Annual Governance Statement (Part 1 of the Return). An overview was given by the Chair of the Finance and Commissioning of Contracts Committee, Councillor Walsh. The Town Clerk notified Members that in regard to the Audit Return the figure to be inserted at box 12 for the current financial year was £3,498,565 and that the Internal Auditor has received the updated fixed asset register. The Town Clerk also went through the Reserves Analysis and explained the items that have been earmarked and released throughout the year and suggested some further additions to earmarked reserves for the outside power supply and works required at the Guildhall. It was

RESOLVED

THAT the Accounts to 31st March 2022 be approved and that questions 1 to 9 in Part 1 of the Annual Governance Statement be answered 'yes' and that the Approval and Certification be agreed and that the Annual Internal Audit Report be received and that the Mayor signs and dates the Return accordingly, and that the Reserves Analysis be approved as drafted with the noted amendments.

792/21 PUBLICATION SCHEME FOR REVIEW

Submitted **C(M)** Publication Scheme for review. The Town Clerk suggested amending to remove reference to documents being at the library, and subject to this amendment, it was

RESOLVED

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THAT the Publication Scheme be re-approved.

793/21 INFORMATION AND DATA PROTECTION POLICY FOR REVIEW

Submitted **C(N)** Information and Data Protection Policy for review.

RESOLVED

THAT the Information and Data Protection Policy be re-approved.

794/21 SUBJECT ACCESS POLICY FOR REVIEW

Considered **C(O)** Subject Access Policy for review.

RESOLVED

THAT the Subject Access Policy be re-approved.

795/21 ANY OTHER BUSINESS

Councillor Mathias noted her appreciation to the Brecon Town Council staff for their work over the last five years, particularly during the Coronavirus pandemic, and to thank the Town Clerk for her strong leadership.

Councillor Rijnenberg notified Members that she has been approached to ask about placement of pop-up banners at the empty shop on the corner of Castle Street and High Street. This was noted and it was agreed to seek permission from the landlord.

The Town Clerk informed Members that a request has been received from EPM Creative for a letter of support for a road closures over the jazz weekend in 2022. It was noted that due to still being within the pre-election period that it was difficult to consider this presently.

796/21 EXCLUSION OF THE PUBLIC AND PRESS

SECTION B

RESOLVED

THAT in view of the confidential nature of the business about to be transacted whereby matters of a possible personal nature might be discussed in relation to the finances or staff of the Council, and matters of a sensitive nature, it was advisable

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in the public interest that the public and press be temporarily excluded and that they be instructed to withdraw from the meeting.

DRAFT