

## BRECON TOWN COUNCIL

### MINUTES OF A MEETING OF THE PLANNING, GUILDHALL AND STAFFING COMMITTEE OF BRECON TOWN COUNCIL HELD REMOTELY VIA ZOOM ON MONDAY 3 FEBRUARY 2025 AT 6.00 P.M.

This meeting started at 6:22pm when the quorum was met.

#### 530/24 PRESENT

Councillor R Thomas (in the Chair)  
Councillor M Perry  
Councillor T Fretten  
Councillor M Matthews  
Councillor S Drinan (arrived 6:22pm)

**In attendance:** Mrs. Fiona Williams (Town Clerk)  
Mr Rhys Ridge-Evans (Administrative Officer)

**Not in attendance:** Councillor C Walton  
Councillor N Stone

#### 531/24 APOLOGIES

Apologies were received from Councillors Walsh, Meredith, and Rijnenberg.

#### 532/24 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 534/24 MINUTES – PLANNING, GUILDHALL AND STAFFING COMMITTEE

The Minutes of the Meeting of the Planning, Guildhall and Staffing Committee held on 6 January 2025 (Pages 124 – 126) (copies of which had been previously circulated) were considered.

#### RESOLVED

**THAT the Minutes of the Planning, Guildhall and Staffing Committee held on 6 January 2025 be taken as read, approved as a true record, and signed.**

#### 535/24 PLANNING APPLICATIONS

- (a) Submitted – Schedule of applications from the Bannau Brycheiniog National Park Authority (*hereafter referred as*

- BBNPA*) reference number 4665 – 4672 (copies of which had been previously circulated –**P(A)**).
- (b) Submitted – Schedule of decisions from BBNPA (copies of which had been previously circulated – **P(B)**).

**RESOLVED**

- (a) **THAT the schedule contained in the attached P(A) be received and noted.**
- (b) **THAT the schedule contained in the attached P(B) be received and noted.**

**536/24 RISK ASSESSMENTS FOR APPROVAL**

Submitted **P(C)(i) – P(C)(xi)** the following risk assessments for approval: Honorary Bailiffs and Macebearer, Lone Working, Park Keeper Tools, Gas and Electric, First Floor Windows, Flags, Seating, Hazardous Substances, Grounds Maintenance, Cellar Use, Lone Working Outside. The Town Clerk provided Members with an update in relation to management actions taken in respect of lone workers at the Guildhall and Visit Brecon office, and solutions that have been implemented. In relation to the Retractable Seating risk assessment the Town Clerk informed Members that the seating is inspected annually by an external company and this will be noted on the risk assessment. Members discussed these points, and it was

**RESOLVED**

**THAT risk assessments be reapproved subject to amendments as noted above.**

**537/24 LEGIONELLA SCHEME OF CONTROL**

Submitted **P(D)** Legionella Scheme of Control. The Town Clerk explained this agenda item for the benefit of Members. Members discussed this item, and it was

**RESOLVED**

**THAT the Legionella Scheme of Control be reapproved.**

**538/24 POLICIES FOR REVIEW**

Submitted **P(E)(i)** TOIL Policy for review, **P(E)(ii)** Fire Safety Policy for review, and **P(E)(iii)** Capability Policy for review. The Town Clerk provided Members with an update in relation to the Fire Safety Policy and noted amendments to the Evacuation Plan as this was reapproved

in October 2024. Members discussed this item, and it was

**RESOLVED**

**THAT the policies be reapproved subject to amendments.**

**539/24 PR AND PRESS OPPORTUNITIES**

There were no items.

**540/24 ANY OTHER BUSINESS**

The Town Clerk informed Members that the six monthly check for the alarms and emergency lighting has been undertaken. There are a number of emergency lights that have failed the three hour test and a quote is awaited for replacement. Members approved the spend for the replacement emergency lights without delay.

**541/24 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED**

**THAT in view of the confidential nature of the business about to be transacted whereby matters of a sensitive nature were to be discussed it was advisable in the public interest that the public and press be temporarily excluded and that they be instructed to withdraw from the meeting.**