

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

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Mrs Tracey Price (Clerk)
Garn Farm
Chapel Lawn
Bucknell
Shropshire.
SY7 0BT

13th October, 2022

Dear Councillor

There will be a meeting of Presteigne and Norton Town Council on **WEDNESDAY 19th October, 2022 at 7.00 p.m.** at the Assembly Rooms, Broad Street, Presteigne and also via video conferencing and you are hereby summoned to attend.

PLEASE NOTE EARLIER START TIME DUE TO GUEST SPEAKER

Please view planning applications online before the meeting.

This meeting may be held entirely by video conferencing. A note will be put on the town website if this is the case and Members will be notified by email.

The public and press are cordially invited to attend.

Join Zoom Meeting

<https://us06web.zoom.us/j/83945728798?pwd=RXo1L0c3K0M4bWN4eHp3SisyWTRhZz09>

Meeting ID: 839 4572 8798 Passcode: 945665

Dial by your location - 0330 088 5830 United Kingdom

Or find your local number: <https://us06web.zoom.us/u/kQJDLTu6Z>

The meeting will commence with a short talk from Jenny Mottershead from Radnorshire Wildlife Trust on a possible local project.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda SUBJECT TO PRIOR NOTIFICATION TO THE CLERK AND THE CONSENT OF THE CHAIRMAN.

Yours sincerely

Tracey Price
TOWN CLERK

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are requested to declare any personal and/or prejudicial interests they may have in matters to be considered at this meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

DECLARATIONS OF ACCEPTANCE OF OFFICE: Cllrs. Firth, Vanhuls and Wilding.

3. APPROVAL OF MINUTES

To approve that the Minutes of the meeting held on 28th September, 2022 are a true and accurate record and authorise the Chairman to sign the Minutes as such.

4. UPDATE ON OUTSTANDING ITEMS AND CLERKS REPORT

From the Meeting on 28th September. Also to receive the Clerk's Report.

5. FINANCE

a) Donations: To approve the following donations –

Royal British Legion (Poppy Wreaths)	£60.00
Norton Sports Committee (Firework display)	£200.00
Sheep Music (Firework display)	£500.00
Radnorshire Wildlife Trust	£250.00

b) Payments: to approve the following payments –

Highground Maintenance Ltd	£345.89 MEADOW ACC
NEST (pension payment)	£132.30
Mrs T.A. Price (salary Sept)	£1423.24
HM Revenue & Customs	£561.53
N. Close	£31.50
N. Close	£ 119.00 MEADOW ACC
T. Lloyd-John (cleaning)	£641.23
D. Edwards (Mayor's Expenses Refund)	£21.00
EDF Energy (H'fd Street Toilets)	£79.05 Direct Debit
EDF Energy (Wilson Terrace Toilets)	£37.00
EDF Energy (Meadow)	£52.51 MEADOW ACC
Presteigne Building Supplies	£4.97
Presteigne Building Supplies	£18.85 MEADOW ACC
Mrs T.A. Price (various expenses)	£66.59
HSBC (bank charges September)	£8.00
HSBC (bank charges September)	£ 8.00 MEADOW ACCOUNT

c) Budget Update to end of September. To consider the budget update to the end of September.

d) To review internal audit arrangements (documents in meeting papers pack)

e) To note mid-year interim audit arrangements.

f) To note inspection of invoices by Chairman.

g) Community Energy: Update re. request for £250 grant.

h) Request for Up to £250 Donation – Presteigne Table Tennis Club (as emailed).

6. PLANNING

a) To consider applications received:

22/1347/FUL Grid Reference: E:331556 N: 264410 Proposal: Change of use of part of ground floor from business to residential use Site Address: 9 Harper's Lane, Presteigne, Powys, LD8 2AN.

22/1526/FUL Grid Reference: E:331215 N: 264770 Proposal: EXTENSION OF EXISTING BUILDING TO PROVIDE COMMERCIAL STORAGE UNITS & GARAGING FOR VINTAGE CARS Site Address: Presteigne Depot, Mill Lane, Presteigne, LD8 2DA.

PLEASE NOTE THAT PLANNING APPLICATIONS MAY BE RECEIVED AFTER PUBLICATION OF THE AGENDA AND MAY BE ADDED DUE TO THE TIGHT TIMESCALE FOR SUBMISSION OF COMMENTS.
SEE THE TOWN COUNCIL FACEBOOK PAGE OR THE PLANNING PAGE ON THE COUNCIL SECTION OF THE TOWN WEBSITE FOR LATEST APPLICATIONS.

b) Planning Decisions: To note the following decisions –

22/0943/HH The Oxford, Hereford Street, Presteigne: Approval.

c) LDP Update.

7. HIGHWAYS, HOUSING AND ENVIRONMENT

a) Dark Skies/Lighting Application Update.

b) Climate Crisis Update. To include

- Nature Reserve Grant Update on land purchase etc.
- Tree Hub Update.

c) Fold Farm Footpath Update.

d) Lugg Bridge Update.

8. NORTON

a) Norton Community Trust Update.

9. SITES AND BUILDINGS MATTERS

a) Public Conveniences:

b) Allotments: Current Waiting List Number for Information.

c) Meadows: To include –

Use by Sheep Music for Firework Display – 5th November.
Request for land for Community Garden (Clerk's Report 4a)
Replacement of Oak Posts, Scout Hut Car Park: Update.
Knighton Road/Scottleton Street Entrance (nettles and gate).

d) Storage Container Update.

e) Withy Beds and future management.

f) To submit possible projects for a grant application.

10. CORRESPONDENCE/GENERAL ITEMS

a) Town Wifi Update.

b) Community Broadband Scheme Update.

- c) Powys Investment Plans Initiative – Presteigne: Report on most recent meetings, survey and next steps.
- d) Warm Places: To review provision in Presteigne and Norton and consider possible financial support if necessary.
- e) To note the final version of the Annual Report and agree publication.
- f) Email re. removal of Wales Air Ambulance Mid Wales Base (as circulated 3rd October).
- g) County Council Consultation on Public Participation.
- h) Christmas Fair (Cllr. Abecasis).
- i) Draft Report of Independent Remuneration Panel (as circulated 10th October). Clerk's Report 5a.
- j) Electoral Administration and Reform White Paper Consultation (close January 2023)(as emailed 13th October).

11. COUNTY COUNCILLOR REPORTS

12. REVIEW OF MEMBERSHIP OF COMMITTEES/WORKING GROUPS.

Deferred from May and Sept, 2022.

Sites and Buildings Committee (5) plus outside representatives for Meadow matters (2) and allotments (1).

The following have confirmed willingness to remain on the Committee as non Councillors – Gareth Graham. Richard Rimington. Colin Kirkby has indicated a willingness to be part of the Committee. Note two places are allocated for outside representatives.

Staffing Committee (5)

Library Services/Assembly Rooms Working Group (5) – if needed.

LDP Working Group (4)

Climate Crisis Working Group (4). Also to consider change to formal Committee and drafting terms of reference. To consider status of Tree Group and other working groups within the committee structure.

New Nature Reserve Working Group – number to be decided.

Dark Skies/Street Lighting Working Group (2 - plus one non Council Member)

Broadband Working Group (currently 2)

Grant Awarding Policy Working Group (4)

Town Wifi Liaison Member

Allotment Liaison Member

Youth Representation Member(s)(2)

13. REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

Deferred from May/Sept, 2022.

Already Decided -
Presteigne Primary School Cllr. Preece.
One Voice Wales (2) Cllrs. Edwards and Baynham.
East Radnorshire Care (2) One rep so far – Cllr. Edwards.

To appoint -
East Radnorshire Care (1)
Presteigne & Norton Community Trust (4)
Warden Guardian Foundation (1)
PACDG (1)

14. ANY URGENT BUSINESS INFORMATION (at discretion of Chair)

(Information only items)

15. ITEMS FOR THE NEXT AGENDA

Members to submit any items for the next agenda.

Enc. *Background papers inc. Clerk's Report October. Minutes of September Meeting. Internal Audit Review Papers.*

Proposal for planting of a hedge at Wents Meadow Play Park

Radnorshire Wildlife Trust (RWT) is working with communities in Presteigne, Knighton & Llandrindod Wells to improve spaces for people and nature through a new project called Nextdoor Nature. Nextdoor Nature aims to bring people together, to generate collective power to make changes to their community that will help nature and tackle climate change. As part of this work, we have identified a desire to plant a hedge in Wents Meadow play park along the fence by the zip wire.

As well as the benefits to nature that hedges provide (food, shelter, habitat connectivity), they also provide a real benefit to people. Hedges by roadside play parks have been shown to halve the amount of pollution that reaches children whilst they play (Kumar et al 2019). This is primarily because of the height of hedges, which captures more pollution at street level than trees. Leaves within the hedge capture the emissions (which are either then washed off onto the ground when it rains or kept on the hedge until the leaves drop off), reducing the amount that reaches the children in the play park. Many councils are now planting hedges around play parks, school playgrounds and even between pavements and roads with this in mind.

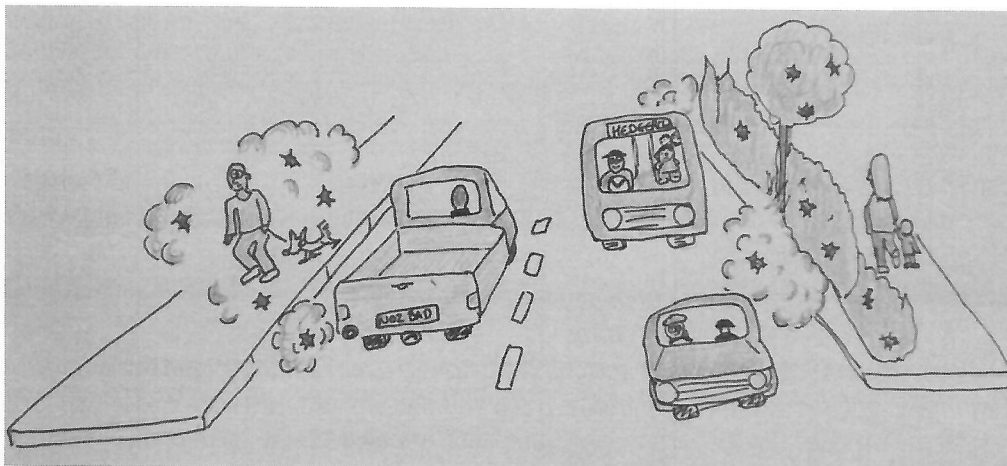


Illustration showing what happens to nitrogen dioxide particles when roadside hedges are and are not present

As Wents Meadow play park sits next to the road junction there is likely to be a significant amount of pollution within the park from vehicles. Cars emit many more emissions (up to a hundred times more) when accelerating (Zhang et al 2013) and therefore we believe a hedge that covers the bend (by the zip wire) would be most beneficial to its users (this would cover the area where cars accelerate from the junction and as they leave Presteigne towards Whitton). The new hedge will join the existing hedge that runs alongside the basketball court and ideally finish where the large trees start (approximately 52 metres).

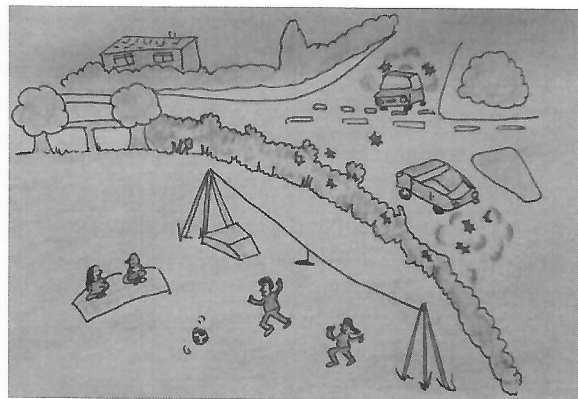
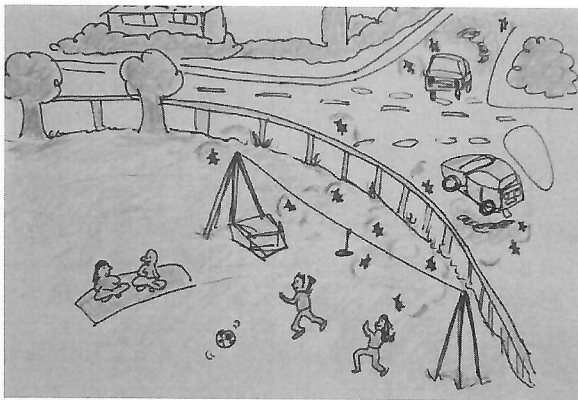
The hedge would be planted with native, non toxic, non thorny species such as hazel, beech, dog wood and field maple, providing food and shelter for wildlife whilst ensuring the safety of children. The base of the hedge could be planted with native flowers, including red campion, honesty, cow

parsley and garlic mustard, further improving the site for wildlife and providing a splash of colour through the spring and summer.

We would like to plant the hedge this winter before March 2023 with the help and support of Presteigne community. We have spoken to many families in the town who have given their support for the hedge and would like to help plant it.

Steve Gealy (PCC) has given his support for the hedge but has stated that PCC will not be able to maintain it once it needs cutting. We estimate that this will be in a minimum of 5 years time. As the existing hedge by the basketball court is managed by Presteigne Town Council we are asking if it is possible for the Town Council to maintain this new hedge as well. The hedge will be planted inside the existing fence so the top could be cut with a flail from the road. The side of the hedge within the play park will need cutting with either a hand held hedge cutter or using hand tools. This could either be done by a contractor or through the community (e.g a friends of group).

We have secured funding for the trees through existing project grants within RWT and will source the trees from a local supplier.



(Left) The current play park where emissions can easily move from the road into the play park.

(Right) Once the hedge is in place emissions will pass much less easily into the play park, being captured by the hedge leaves.

Links:

[Urban Hedges Reduce the Impact of Air Pollution - The Tree Council](#)

[Plant hedges to combat near-road pollution exposure | University of Surrey](#)

[Green 'pollution barriers' to fight toxic air in London schools | E-PO](#)

[Study finds a green solution in halving children's pollutant exposure \(phys.org\)](#)

<https://www.sciencedirect.com/science/article/abs/pii/S136192091200106X#:~:text=During%20acceleration%2C%20vehicles%20tend%20to%20generate%20much%20more,times%20greater%20than%20those%20during%20idling%20or%20deceleration.>



PRESTEIGNE AND NORTON TOWN COUNCIL

CLERK'S REPORT - SEPT 2022

1. INFORMATION –

a) New Light fitting installed at Milbank, Norton.

2. FINANCE –

a) Funding Request – Presteigne Community Energy Project: Just as a reminder I am repeating the information from last month.

The Council sets aside an amount each year to support projects relating to the climate crisis. The amount currently in the project budget is £1422.55 (this includes a carry forward balance from 21-22). The request submitted is as follows –

Over the years, previous local groups and Town Councillors have investigated whether this area could support a community based energy generating scheme. They have hit a range of obstacles – but it looks as if they were just ahead of the game! The climate has changed and so has the political will at all levels. Community schemes are now technically, financially and practically possible.

Over the last year, a small group of local residents have investigated possibilities and talked to those who tried before. Our numbers have increased and we, as Presteigne Community Energy Project, have applied for a grant from Localities Initiative (a funding stream administered by PAVO) for a feasibility study into what kind of community owned energy scheme would be possible here. We need to find around £300 of match funding and are hoping that the Town Council will support this initiative through their Climate Action fund. The study covers our attendance (alongside groups from other communities across Powys) at a one day workshop run by the consultancy Sharenergy. It will explain the different types of renewable energy generation, the regulatory issues specific to each technology, the typical expenditure for a community energy project, how to set up a community benefit scheme and how to issue community share offers. It will also establish a useful network of Powys communities who can learn from each other and support each other through the process of our individual projects. This is followed by up to 2 days work by the same consultant visiting possible sites in the Presteigne and Norton area and providing a report on what could work specifically for us. So far we have 8 residents attending the workshop and another 3 or 4 who can't attend but want to be involved in the future stages of the project.

There are now Welsh Government grants to support local communities who get schemes up and running and the new Powys County Council is likely to be even more supportive of schemes that benefit the community, cut our collective carbon footprint and improve our community's resilience and long term sustainability.

Peter Wright, Rolly Bea, Kate and Piet van den Ende, on behalf of Presteigne Community Energy Project.

I now have a completed application form and this has been sent to you in advance of our meeting. I have also been asked to make sure you have the following information - 'please can you ensure that the Councillors know that the cost of the workshop was not affected by the number of attendees, as we understand this caused some discussion at last month's meeting. 3 community groups were invited and there was capacity for up to about 20 attendees. The workshop ran with one presenter. Presteigne and Norton were offered 9 places and 8 people went.'

3. HIGHWAYS ETC –

a) Fold Farm Footpath: I replied to the County Council as instructed and Cllr. Jackie has asked the Officer to keep her (and so the TC) informed of progress.

4. SITES AND BUILDINGS –

a) Request for Land for Community Garden: The following request has been received - *I am writing to you as coordinator of a newly forming group within our town of Norton and Presteigne. We are a small core of seven who are looking to create a community garden. Our purpose for writing to you is to ask about land availability within our environs that could be designated for such use. There is a currently growing acceptance and awareness that community garden schemes bring true benefit both practically, emotionally and financially.*

In summary, key benefits for all local residents would include reduction of waste, improvement in food security, provision of healthier and more nutritious food, reduction of food miles, accessibility for all to grow food, sharing of ideas, skills and produce, benefits to social and emotional wellbeing. We are also exploring funding schemes and have made initial contact with Keep Wales Tidy regarding their starter packs. We now know that equipment, soil, seedlings and fruit trees could be available to help launch the scheme.

Following the above outline request a few weeks ago I requested more detail and have received the following reply:-

'We would really like to be considered for utilising part of any Town Council Land available and would ask that this be put forward to members.

In regards to your request for more detail we have the following to add:

1. *Following guidance from RHS, we would need Public Liability Insurance and have spoken with NFU insurers who have given an approximate figure of £260 PA*

2. *We have an example of a general risk assessment from the RHS that we would adapt for our specific use.*

3. *Our requirement for an area of land would be approximately 215 square meters which is in line with the starter pack materials that would be supplied by Keep Wales Tidy - Growing Green Spaces Scheme. They would require a commitment of land usage for 5 years to release this pack. (200 square meters is the approximate size of a tennis court.)*

4. *Trees would not form part of the scheme.*

5. *With regards to fencing; low to medium height hedging could be utilised as part of the garden if required.*

The ethos and aspirations of the core group regarding how the garden would operate are as follows:

A) *The garden is created as a means of educating and encouraging others to grow food for their own use.*

B) *The core group creates the space but encourages members of the community to join them at specific times (monthly work days?) to help maintain and contribute to it. This may involve community links with organisations such as local schools, day centres, or even local GP as the activities that a community garden could offer may contribute to mental wellbeing.*

C) *The garden is created to enable produce to be grown which could be distributed to those in need or do not have their own garden or means to rent other land spaces to grow food*

With regard to financing – the initial set up costs would be covered mainly by the starter pack materials supplied by Keep Wales Tidy Green Spaces Scheme.

It is envisaged that many people would be willing to contribute plants and seeds to establish the garden but thought would need to be given as to how ongoing funding would be raised to cover annual insurance costs and the purchase of any additional materials/tools/maintenance that would be needed.

The national growth of 'Incredible Edible Community Gardens' began more than a decade ago utilising pockets of public land, with many councils being very supportive. It has proved to be very successful and there are now 170 sites across the UK.

Our aim is to set up a sustainable project which will benefit both nature, our community and which will encourage people and plants to 'Grow Presteigne.'

5. CORRESPONDENCE –

a) Draft Report of Remuneration Panel: This has been circulated and this year contains only information on changes. There is a change to the remuneration of Members of Town and Community Councils – the current £150 allowance rises to £156 and a new working from home allowance has been brought in of £52 per year. There is some flexibility on how the second amount is paid. Any questions feel free to ask before or at the meeting.

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

MINUTES OF THE MEETING HELD ON 28TH SEPTEMBER 2022
HELD AT THE ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE AND ALSO VIA
VIDEO CONFERENCING

Present: Cllrs. D. Edwards (Mayor), B. Baynham (Deputy Mayor), F. Preece, T. Owens, R. Bamford, M. Williams, L. Abecasis, J. Poster, M. Price.

Apologies: Cllr. J. Gray.

In Attendance: Mrs T. Price, Town Clerk. Members of the public.

Declarations of Interest: Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008.

Personal: None.

Personal and Prejudicial: None.

The meeting commenced with a minute of silence in memory of HRH Queen Elizabeth II.

MIN 4096 APPROVAL OF MINUTES

The Minutes of the meeting held on 17th August, 2022 were approved without amendment. The Chairman duly signed the Minutes.

MIN 4097 UPDATE ON OUTSTANDING ITEMS

- (1) External Audit: The Clerk confirmed that the papers required for the full audit had been delivered to the Wales Audit Office.
- (2) Street Lighting, Milbank, Norton: New pillar not yet in place. Cllr. Edwards to chase.
- (3) Condition of Bus Shelters: The Clerk reported that she had been informed that the County Council was in the process of renovating all the bus shelters in Powys but asked that Members let her know if no work happened or if there were still issues afterwards.
- (4) Christmas Lights: The Clerk had applied for and received the licence for the lights and the contractor had been advised.
- (5) Permissive Footpath Agreement, Rockbridge Now signed and a copy sent to County Council and the landowner.
- (6) Renew Wales: This programme had now finished. Detailed information on what is in place for the future had been circulated.

MIN 4098 FINANCE

- (1) Donations: No donations this month.

Members considered the process for national grant applications and agreed that the policy as in 2021-22 become permanent with applications from national organisations being

- (2) Payments: The following payments were approved –

Powys County Council (licence – Christmas lights)	£111.00 (Debit Card Payment)
Clean my (anti-viral cleaner)	£45.65
Border Janitorial (toilet rolls)	£85.70
Prestegne Building Supplies	£147.60
Highground Maintenance Ltd	£345.89 MEADOW ACC
Lyreco Ltd (stationery)	£6.86
NEST (pension payment)	£132.30
Mrs T.A. Price (salary Sept)	£1423.24
HM Revenue & Customs	£561.53
Leo Pest Control (wasp infestation – H/S toilets)	£69.60

N. Close	£290.50
N. Close	£150.50 MEADOW ACC
Play Inspection Company	£208.80 MEADOW ACC
T. Lloyd-John (cleaning)	£667.23
Hart Plumbing	£52.30 (Debit Card Payment)

(3) Receipts: The following receipts were noted -

Powys County Council (second precept instalment)	£23,549.04
Presteigne and Norton Community Trust (craft fair donation)	£60.00
Helen Boley Pilates (website advert – part year)	£8.50

(4) Climate Crisis Donation Fund: Members considered the request for a donation from Presteigne Community Energy Project as outlined in the Clerk's Report. Members raised concerns over what exactly the money would be used for, where the money would be paid to and the constitution of the group. Whilst it was felt that the project could well be worthwhile it was agreed that more information was needed. The request did not indicate when a decision would be needed. The Clerk was asked to write stressing that while the Council was not rejecting the application at this stage it did require more information.

Review of Grant Application Process (both general and climate crisis grants): Cllr. Baynham suggested that the existing application form for general grants be adjusted for use for climate crisis fund grants and so help to ensure that standard information would be supplied by all and in accordance with the existing grant policy. This was agreed and the suggested working group meeting was therefore not required.

(5) Website Work: Members approved the work needed on the website in order for it to meet the latest software requirements at an estimated cost £180 plus VAT. The need for an annual review of updates was considered and it was agreed to defer this and consider it when setting the budget for 2023-24.

MIN 4099 PLANNING

Cllr. Edwards left the room for the duration of the planning application items due to her position on the County Council Planning Committee. Cllr. Baynham took the Chair for this item.

(1) Planning applications: The following planning application was considered –

22/1323/HH Grid Reference: E:331399 N: 267686 Proposal: Erection of an extension Site Address: Fairview, Stonewall Hill, Presteigne, Powys LD8 2HB. Resolved that the Clerk comment on the lack of information on protected species and the fact that a previous planning permission had required the creation of a passing bay but that this had not been done. Otherwise there were no objections

(2) Planning Decisions: The following decisions were noted –

- 22/1063/HH – 6 Appletree Meadow, Presteigne: Approval.
- 22/1104/HH – 2 Woodyard, Greenend, Presteigne: Approval.
- 21/1949/HH – 2 Pound Lane, Presteigne: Refused.
- 21/1950/CAC – 2 Pound Lane, Presteigne: Refused.
- 22/1172/HH – Taylor's Farmhouse, Norton: Approval.
- 22/0186/LBC – Ivy House, Broad Street, Presteigne: Approval.

Cllr. Edwards returned to the room.

(3) Tree and TPO Information: Members noted the latest replies from the County Council and considered further steps required. Cllr. Poster expressed concern that there were no specific agreements only general statements and felt that more action was needed. After discussion it was agreed that the Clerk reply asking if the TPO information could be uploaded urgently to the PCC website, ask for a copy of the updated list for placing on the Town Council website and ask to be kept updated on progress. The issue of funding for a tree officer was also discussed and Cllr. Baynham reminded Members that the County Council did have an officer covering trees although he had primarily been employed to deal with ash die-back disease.

(4) Consultation - Titley Neighbourhood Plan: Resolved no comment be made.

(5) LDP Candidate Sites Methodology Consultation: Resolved no comment be made but the need for the LDP Working Group to be formed in the near future was noted.

(6) Planning Enforcement Query: Cllr. Williams explained the situation regarding a concern brought to him by a resident. He was advised that the County Council asked for enforcement queries to be made direct and Cllr. Baynham confirmed that there was a form on the website. Cllr. Williams would pass this on to the resident.

MIN 4100 HIGHWAYS, HOUSING AND ENVIRONMENT

(1) Dark Skies/Lighting Application Update: *Presteigne Lighting*: The 2700K trial light on Broad Street was to be replaced with a 2200K fitting. With regards to completion of the lighting upgrades, there was a conservative expectation of December, although it was hoped to finish before then.

The light on Assembly Rooms will have the retrofit LED tray fitted and the remaining High Street lights will have brackets and light guards fitted to them.

Dark Skies Application: It was hoped to make the application very soon and Mr. Asfuroglu expected to have a draft lighting policy available for consideration by the end of October. The aim was to first obtain preliminary status and when the project was finalised, to submit the evidence along with a revised application document. The intention was that the town would earn DS Community Status by 2023.

(2) Climate Crisis Update: The following matters were discussed -

- Nature Reserve Grant Update on land purchase etc: Cllr. Bamford reported that the land purchase had been held up with a couple of issues still to resolve. However she confirmed that all the planned works had been able to be pushed back until early 2023.
- Tree Hub Update: The Clerk confirmed that the old school had been accepted as a hub and opening times for tree collection agreed. Further information on training etc was to be sent out shortly. Cllr. Bamford explained that the Old School was hoping to obtain rent for the project and that there was funding available. The Clerk would check.

(3) Fold Farm Footpath Update: Members were unanimous in their disappointment at the reply from the Portfolio Holder and expressed their strong dissatisfaction with the time the matter was taking. However it was agreed that the Clerk respond indicating that the Council was very disappointed with the reply but nonetheless looked forward to being notified when work re-commenced.

(4) Lugg Bridge Update: Cllr. Baynham reported that she had attended a meeting with residents from both sides of the border and who lived nearby. She had also met with the Powys residents, together with the Emergency Planning Officer. NRW were being pressed to complete works on the damaged flood defences and it was understood that it had agreed to carry out some emergency temporary flood defence works.

(5) Clatter Brook Drainage and Footpath Issues: Members noted the comments submitted and the replies from the Countryside Services Officer. Members asked the Clerk to follow up with the Officer and also to chase the Highways Department over the gully clearance. The Clerk was also asked to signpost the resident to the volunteer group assisting with footpath works.

(6) Welsh Water System Upgrade Update: Nothing further to report. Remove from agenda until 2023.

MIN 4101 NORTON

(1) Norton Community Trust Update: Members had all received a copy of the most recent newsletter and were pleased to learn of the grant award.

MIN 4102 SITES AND BUILDINGS MATTERS

(1) Public Conveniences: The following items were noted -

New emergency light now fitted Hereford Street.

New Guttering installed Wilson Terrace Toilets, since vandalised and again replaced.

Wilson Terrace Toilets to close after the firework event as usual.

(2) Allotments: Members noted that the Clerk had asked a local contractor to inspect the fence but due to the amount of foliage he had been unable to ascertain any specific weak spots. The Clerk had contacted the Allotment Association and advised that it would probably be best to re-visit the site in December when growth would have died back. Members agreed that this would be the best way forward.

(3) Meadows: The following matters were discussed -

Small shed (left from build a shed competition) and possible electrical supply: agreed that as a temporary structure no permanent electricity supply should be connected. The future of the shed generally was considered. The Clerk advised that there had been no Council agreement for the sheds to remain on site and that there were ongoing costs in keeping the sheds in good repair and that they were subject to vandalism on occasion. It was agreed that Sites and Buildings Committee should consider this is due course.

Recent vandalism and possible security options: The Clerk advised that she had previously met with a Crime Prevention Officer and had been advised that lighting would be needed in order to use CCTV in any prosecution and that for data protection reasons any images captured would need to be securely stored with restricted access. It was agreed that the Clerk produce a note for nearby residents asking that they dial 101 if they saw any incidents on the meadow. It was thought that a vehicle had been accessing the field and the Clerk was asked to contact a local contractor to ask for a cost to re-install the gate and post.

Rospa Inspection of Play Areas: The Clerk confirmed that this had taken place at the end of August. Several minor matters had been raised and were being dealt with. The main issue was the need to replace the timber steps at the skateboard area and the Clerk had obtained a quote for this work and also to

replace the weed proof membrane and wood chip. She had also asked for a quote to replace the rotting fence posts. Given the quote supplied it would be necessary to try to obtain further quotes and the Clerk would report back to a later meeting.

Need for replacement (oak) post, Scout Hut Car Park: This had been removed in the recent incident of vandalism and was too rotted at the base to replace. A number of other posts were deteriorating but not in need of immediate replacement. The Clerk was asked to investigate the cost of a replacement and the work to install.

Back up arrangements for maintenance tasks, Meadow etc: Due to the current incapacity of the Council's usual handyman alternatives were needed to cover in case of work being needed, particularly in the event of an emergency. Members had some suggestions and would let the Clerk have contact details. Hourly rate to be offered the same as for the current contractor.

Request to plant tree in memory of Dan Cadman (Cheshire Prune) in Orchard: Agreed.

Complaint re. Nettles at Knighton Road/Scottleton Street Entrance: The Clerk to ask the Council contractor if he could monitor that entrance.

(4) Boultonbrook Weir: Works had been completed but re-growth needed to be monitored.

(5) Storage Container Update: No update at this stage.

(6) Withy Beds: The Clerk explained that the County Council Officer had suggested a meeting to discuss the future ownership and management of the site and Cllrs. Bamford, Baynham and Edwards agreed to attend.

MIN 4103 CORRESPONDENCE AND GENERAL ITEMS

(1) Town Wifi Update. Inc parking sensor project: Members noted the information on the project which was part of the Powys SMART towns initiative. Highways had still to give approval and a street works licence would need to be applied for. All costs would be met through the SMART towns monies available.

The new free town wifi would collect visitor data and it was possible that this could be used to produce data, for example, on the effect (or lack of effect) on providing free parking for a trial period in the town. The Clerk advised that she had still not heard regarding the siting of units on the Assembly Rooms and Cllr. Baynham agreed to chase this.

(2) Community Broadband Scheme Update: There was as yet no news on the grant application. Broadway Partners was in the process of producing a timetable for works on the various Powys projects and the Clerk would update Members as soon as she had more information.

(3) Powys Investment Plans Initiative – Presteigne: Members had all received a copy of the survey data and the draft plan was now being written. Cllr. Baynham stressed the need for the plan to be ambitious in its aims. The Steering Group would meet in the near future to discuss the draft plan.

(4) Making Council Tax Fairer: Welsh Government Consultation: Resolved no comment be made.

(5) Consultation on adding more public bodies to the well-being duty of the Well Being of Future Generations Act 2015: Resolved no comment be made.

(6) Issues with Clatter Brook: Members had all received a copy of the email and the Clerk had made initial contact with the Countryside Services Officer and Highways and some initial responses had been received. She was asked to chase the gully clearance, to update the resident and to also advise the resident of the volunteer group run by the County Council to carry out maintenance works on rights of way.

(7) Planning Seminar: Members noted that Cllr. Edwards and the Clerk had attended the recent seminar.

(8) Annual Report: Members had all received a copy of the draft annual report. The Clerk reported that she had some small pieces to add and would re-circulate for final approval at the October meeting. Members confirmed that the report should be made available online but that there would be no printed copies produced.

(9) Removal of Glass and Paper Recycling Banks: Noted. No comments.

(10) Report on Operation London Bridge: Cllr. Edwards reported on the recent events following the death of Queen Elizabeth II. The Town Council had had a plan and policy in place and all had worked well with good liaison between the County Council, Church and the Town Council. A Town Council book of condolence had been placed at the Judge's Lodgings for public use and thanks were due to the Trust for allowing this. Cllr. Edwards also congratulated Cllr. Baynham for reading the proclamation for the new King. It was agreed that Cllr. Owens and the Clerk would now work on updating the policy for the future.

MIN 4104 TOWN COUNCIL SURGERY

It was agreed to stop surgeries for the time being and assess the need in May at the annual meeting.

MIN 4105 COUNTY COUNCILLOR REPORTS

Cllr. Edwards reported on the following –

- Cost of living and warm spaces information etc in progress
- Forthcoming refresher courses for mature drivers
- Highways Department had a number of vacancies.

Cllr. Baynham reported the following –

- Briefing for proposed removal of the Wales Air Ambulance base at Welshpool.
- Public Meeting on Air Ambulance to be held in Knighton on 11th November.
- Grass Verges had now had their final cut. Some grass had been raked up but she reminded all that the leavings were not collected by the County Council and some other arrangement would need to be made for future years. She had asked if they could be collected this year but had not yet heard if this would be possible.
- Attendance at the Beating Retreat at Brecon Barracks although the event did not happen due to the death of Queen Elizabeth II.

MIN 4106 APPLICATIONS FOR CO-OPTION

Three applications had been received for the remaining three vacancies on the Norton Ward. It was agreed to co-opt the following to fill these vacancies –

Lewers Firth
Andre Vanhul
John Wilding

The first meeting for these new Members would be October.

MIN 4107 REVIEW OF MEMBERSHIPS – COMMITTEES AND WORKING GROUPS

Deferred to the October Meeting when the new Members could indicate their areas of interest. Existing Members to also consider which groups they would be interested in.

MIN 4108 REVIEW OF APPOINTMENT OF COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

Presteigne Primary School – confirmed as Cllr. Preece

One Voice Wales – Cllrs Edwards and Baynham.

East Radnorshire Care – Cllr. Edwards. Second representative to be considered in October.

Warden Guardian Foundation – Deferred to October.

Presteigne & Norton Community Trust: Deferred to October

PACDG – Deferred to October.

MIN 4109 URGENT BUSINESS INFORMATION

None.

MIN 4110 ITEMS FOR NEXT AGENDA

Items to be include were –

- Christmas Fair
- Warm Spaces.

The meeting closed at 21.54pm.

PRECEPT 2022-23 FINAL			
Expenditures	Final 2022-23	To 30th Sept 2022	
Council Administration Costs			
Mayor's Allowance (amended after 21/22 budget set)	1000	500	
Mayor's Expenses (amended after 21/22 budget set)	500	0	
Clerk's Salary PAYE inclusive. See note 1	25760	12702.42	
Audit Fee (Internal and External)	750	354.00	NB £255 relates to 21-22
Insurance (3 year agreement exp. 2/9/22)	1400	1363.76	
Membership of SLCC	245	234	
Stationery & Computer Sundries/Petty Cash	650	407.21	
Video Conferencing Licence (zoom)	120	83.93	
Computer Service/Repairs	150	0	
One Voice Wales Annual fee	490	498.00	
Training/Conference Fees for Clerk	280	0.00	
Travelling Expenses	200	46.52	
Election Expenses	5500	0	
Remuneration of Councillors/Cllr Expenses. See note 2	0	0	
Councillor Training. See note 3	350	45	
Information Commissioner Data Registration	35	35	
Website (funded largely via advertising income)	0	0	
Bank Charges Treasurer Account	100	48	
	37,530.00	16,317.84	
Donations & S137s -			
Air Ambulance	300	300	
British Legion (Remembrance Wreaths)	60	0	
East Radnorshire Care	2000	2000	
Knighton & District Leg Club	100	0	
Memorial Hall	1250	1250	
Mid Border Arts	1250	1250	
Norton Community Trust	5000	5000	
Norton Sports Committee (Fireworks)	200	0	
PACDG	250	250	
1st Presteigne Guides	0	0	
Presteigne Festival	1250	1250	
Presteigne Fireworks Display (Sheep Music)	500	0	
Presteigne & Norton Community Support	250	250	
The Judge's Lodging Trust Ltd	2000	2000	
Powys CAB	200	200	
Radnorshire Wildlife Trust	250	0	
The Samaritans	250	250	
Wardens Guardian Foundation	250	250	
Youth Project	1000	1000	
Presteigne & Norton Floral Art Society - NEW	200	200	
Miscellaneous	500	100	(£100 - Liminal Space)
	17,060.00	15,550.00	
Ongoing Projects:			
Anchorage Test for Xmas Lights	125	0	
Toilet Blocks (2)	10500	5908.26	
PACDG (street cleaning)	250	250	
Funding twds Town Library Service (reserve held)	1073	0	
Presteigne Christmas Lights.	1200	111.00	
Wildflowers/ Bulbs/Verges/Roundabouts (390 for roundabouts)	450	0	
Street Lighting/Dark Skies Project	0	0	
Climate Crisis Project Grants	500	338.78	S/M - cups, Woodland Tree swatches, rattle plants
	14,098.00	6,608.04	

PRECEPT 2022-23 FINAL			
Went's Meadow Site inc MUGA etc, Eddie's Meadow			
Weekly Inspections (inc defib checks)	1300	563.50	
General Maintenance	2500	603.46	
Dog Bags	1000	701.00	
Grass Cutting/weed killing See note 5.	3600	1707.51	
Professional Inspections	500	174	
MUGA / New Barn Reserve	2000	0	
Allotments (funded via rental income - see below)	0	0	
Utilities	250	111.82	
Misc.(to include bank charges)	300	48.00	
	11,450.00	3,909.29	
New Projects 2022-23			
Platinum Jubilee Celebrations (Norton & Presteigne)	800.00	683.74	Complete
IT Equipment (hybrid meetings)	300.00	300.00	See also below.
Painting of Town Fingerposts/Tourist Map posts	750.00		
Works to Boulthbrooke Weir	2,638.00	2638.00	£2449 & £722.50 (some shown below)
Mowing/mulching of car park field - 1 cut	318.00	0	Did not go ahead
	4,806.00	3,621.74	
TOTAL EXPENDITURE	84,944.00	46,006.91	
Monies Allocated to Specific Reserves		2125	
plus actual spend from budget			
Total		48,131.91	
Spending not within original budget			
Mayor's donations from 2021-22		250.00	
Weir work balance taken from Welsh Water Monies		533.50	
Street Cleaning (from allocated reserve)		250.00	
Allotments (funded via income)		9.43	
Mayor's Allowance 2021-22 from unspent balance that year		104.92	
Nature Reserve (grant funded)		600.00	
BSL Signs - Playground - agreed 21-22 from free reserves		53.90	
Misc maintenance items (39.36, 68.52)		107.88	
IT Equipment for Hybrid Meetings (£3892 grant funded)		4565.00	
Christmas Lights 2021-22 budget		600.00	
Donation to PCC re roundabout		1000.00	
		8074.63	
VAT Treasurer		2108.01	
VAT Meadow		588.02	
Grand Total Actual Spend (as per accounts)		56,777.57	
Check Totals			
Treasurer	52270.83		
Meadow	4506.74		
	56777.57		

Presteigne and Norton Town Council
2022/23

Annual Review of Internal Audit Procedures and Appointment of Internal Auditor

The Council is required to carry out an annual review of its internal audit procedures and the appointment of its internal auditor to ensure compliance with the relevant standards and effectiveness.

This review should cover -

- the scope of the internal audit
- the independence of the process and of the Internal Auditor
- the competence of the internal auditor (relevant experience etc.)
- the clarity of the relationship between the Internal Auditor and the Council
- Audit planning and reporting arrangements Governance and Accountability Guide

The internal audit review is considered with reference to the checklist attached, each section of which the Council should confirm as satisfactory.

1. Audit scope: The internal auditor is supplied with the attached list to ensure that relevant aspects are covered. This list is compiled with reference to the 'Governance and Accountability for Local Councils (Wales) A Practitioners Guide'. The Auditor has access to the Clerk and Mayor for information and reporting purposes and reports are received in the name of the Auditor and presented to full Council.

2. Independence: The present auditor, Lee Stephens lives and works in Newtown. He has no connections to the Council and is not related to or a close personal friend of either the Clerk or any Council Member. He works to the schedule agreed under 1 above. He has been the Internal Auditor since July 2010. He has no other role on the Council.

3. Competence: Mr. Stephens has worked in Finance for over 15 years with a background in auditing. In 2004 he started as auditor for Laura Ashley, this involved carrying out financial and process audits in their stores, offices and warehouses across the UK. His team in Laura Ashley were also responsible for investigating possible cases of fraud. In 2007 he joined Powys County Council as an Internal Auditor, again this involved completing and assisting in audits of all departments of the Council. In both of the above roles he was involved in auditing financial transactions, purchase orders, bank reconciliations, and tendering processes. In 2011 he became an Account Manager within Whittaker & Co (UK) Ltd based in Newtown. Whittaker & Co are accountants and tax advisors who specialise in managing accounts for clients working abroad in security roles in Afghanistan, Iraq, North Africa and at sea. Currently he works for Business Wales. He carries out internal audits for a number of town and community councils in Powys.

4. Relationship between Auditor and the Council: The Audit report is submitted to the Council prior to the completion of the annual return. Members must note that they are responsible for the assertions in Section 2 of the Annual Return and reminded of the need to ensure that the audit process covers these areas.

5. Planning and Reporting Arrangements: The Audit process is carried out in two sessions, an interim audit in October/November to check accounts and processes to date during the year and a full and final audit at the year end. A report is made to full Council on completion of each session and any recommendations acted upon.

Decisions

1. To consider and confirm the attached document outlining the scope of the internal audit for the 2021/22 year.
2. To consider the independence and qualifications of the Internal Auditor and either re-appoint for the 2022/23 year audit or to commence the process of selecting a new Auditor.
3. To confirm the planning and reporting arrangements for the 2022/23 internal audit.

Supporting Documents:

Council Audit Plan and Actions List, Council Internal Audit Review Checklist.

Presteigne and Norton Town Council – 2022/23 Internal Audit Review Checklist
Section A - Meeting standards

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	<p>Updated Terms of reference for internal audit were approved by full council on 18th November 2015 and are reviewed annually.</p> <p>Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	
2. Independence	<p>Internal audit has direct access to those charged with governance (see Financial Regulations).</p> <p>Reports are made in own name to management.</p> <p>Internal audit does not have any other role within the council/board.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	
3. Competence	<p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>	Y	
4. Relationships	<p>The responsible officer (Clerk/RFO) is consulted on the internal audit plan.</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).</p> <p>The responsibilities of council members are understood; training of members is carried out as necessary.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Additional training in local audit procedures and in Council finance in general may be required by some Councillors.</p>
5 Audit Planning and reporting	<p>The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council [date].</p> <p>Internal audit has reported in accordance with the plan on.</p>	<p>Y</p> <p>Y</p>	

Presteigne and Norton Town Council – 2022/23 Internal Audit Review Checklist
Section B - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Areas for development
1. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Y	
2. Understanding the whole Organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Y	
3. Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Y	
4. Add value and assist the Council in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Y	
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Y Y	
6. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Y Y	
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Y Y	

Reviewed, reported, considered and adopted by members at a full meeting of Council held on 19th October 2022:-

Mrs Tracey Price

Clerk & Responsible Financial Officer

Council Audit Plan 2022/23
Presteigne and Norton Town Council

1. Check the books of account have been properly kept throughout the year
2. Check payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved and VAT is correctly accounted for.
3. Review the Council's risk management assessment ensuring adequate arrangements are in place to manage all identified risks
4. Verify that the annual precept request is the result of a proper budgetary process, that budget process has been regularly monitored and that the Council's reserves are appropriate.
5. Check income records ensuring that the correct price has been charged, income has been received, recorded & promptly banked, & VAT is correctly accounted for
6. Review petty cash records to ensure that payments are supported by receipts, expenditure is approved & VAT is correctly accounted for
7. Check salaries to employees have been paid in accordance with Council approvals and that PAYE requirements have been applied
8. Check accuracy of asset and investment registers
9. Test accuracy and timeliness of periodic and year end bank account reconciliation
10. Test accuracy and completeness of year end financial statements.
11. Review and assess the Councils internet banking payment arrangements.
12. Any other appropriate additional relevant testing to support the validity and integrity of the above.

Internal Audit - Question/action list – 2022/23 accounting year PRESTEIGNE AND NORTON TOWN COUNCIL			
1		Appropriate books of account properly kept throughout the year?	
2	a	Appointed responsible financial officer with duties listed in Financial Regs or elsewhere?	
	b	Fin Regs. in place & regularly reviewed?	
	c	Standing Orders in place & regularly reviewed?	
	d	Delegated Powers on expenditure in place & adhered to?	
	e	Payments supported by invoices?	
	f	Expenditure properly approved?	
	g	VAT shown separately? Is there any thing unusual in the reconciliation? Has a VAT refund been requested recently, if not is the VAT paid since the last refund at a level that is sensible to request a refund?	
3	a	Have the risks been listed and a start been made on assessment and minimisation of risk?	
	b	Is there sufficient management of risk?	
	c	Insurance in order and the correct things covered?	
	d	Members check the accounts OR internal audit at least twice a year	

		and report back to council?.	
	e	Are balances invested in the best safe account?	
	f	Initialled cheque stubs?	
	g	Regular internal audit?	
	h	Minute showing appointment of internal auditor?	
4	a	Council budgeted in a clear and adequate way?	
	b	Checks in place to ensure correct precept has been received?	
	c	Clerk or RFO report to council regularly to give progress reports on expenditure verses budget?	
	d	Reserves/balances appropriate? Is/are there specific project(s) for balances in excess of the annual precept?	
5	a	Was income received/expected? Did income equal expected income? If not why not?	
	b	System of receipt of income ensures that it is properly recorded and promptly banked?	
	c	VAT on income properly accounted for?	
6	a	Adequate check on petty cash?	
	b	Payments properly supported by receipts/invoices?	
	c	Expenditure approved?	
	d	VAT properly accounted for? Reclaimed on petty cash?	
7	a	Clear minute and contract which details the employees' pay and conditions	
	b	Employee(s) paid by/to those decisions?	
	c	PAYE and NI payments been made (if required) or written contact been made with the Inland Revenue giving details of taxable income?	
	d	Staff pension/gratuity? Minuted? Held in reserves? HMRC approval for service to 5 April 2006?	
8	a	Asset & investment registers?	
	b	Complete?	
	c	Accurate?	
	d	Maintained?	
	e	Checked/modified at least yearly eg. at annual council meeting?	
9	a	Cash book up to date, correctly sub-totalled and accounts reconciled at least once per quarter?	
	b	Clear record of the end of year statement?	
10	a	Accounts prepared on correct basis?	
	b	Agree with the cash book?	
	c	Supported by an adequate audit trail	
	d	A record of debtors and creditors?	
	e	Clear separate list of S137 payments	
	f	Year end accounts clear and accurate?	
	g	All account balances shown?	
	h	Correct supporting statements?	
11	a	Other risks been covered adequately?	
	b	Data Protection Registration held if needed & current/appropriate?	
	c	Electronic data backup arrangements adequate?	
12	a	Review Internet Banking payment arrangements	

I confirm that I have carried out the internal audit for Presteigne and Norton Town Council and I have no issues to raise/have issues to raise as attached (delete as appropriate).

Signed _____ L. Stephens, Internal Auditor Date _____

PRESTEIGNE AND NORTON TOWN COUNCIL

New Application for a Grant - Voluntary Organisations

Note Town Council Funds are limited and not every application will be successful. Please apply by 30th November for consideration for a grant in the following financial year (April – March). Applications for less than £250 will also be considered during the year. Individuals or profit making organisations are not eligible to apply.

Please see the Council's grant awarding policy for more information.

1.	Name of Organisation	PRESTEIGNE TABLE-TENNIS CLUB
2.	Name, Address and Status of Contact (Treasurer, Chairman etc)	ROD SMITH (TREASURER) [REDACTED] PRESTEIGNE [REDACTED]
3.	Telephone Number and email of Contact	01544 260706 rjsbus@gmail.com
4.	Amount of grant requested	£250
5.	For what purpose or project is the grant requested	REPLACED TABLE-TENNIS TABLE DAMAGED BY INTRUDERS WHO ATTACKED THE SCOUT HUT WHERE WE PLAY AND LEAVE THE TABLE
6.	Who will benefit from the grant? How many people will benefit from the grant?	CLUB PLAYERS, SCOUTS, GIRL GUIDES. CLUB PLAYS TUES - THURSDAY AFTERNOON (RETIRED FOLK) 10 REGULAR MEMBERS PLUS SCOUTS etc AND ANY PLAYER IN COMMUNITY
7.	Please include full bank details for payment or indicate if you wish to be paid by cheque.	CHEQUE MADE PAYABLE TO ME WOULD BE FINE

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Please note that an application for more than £250 will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

Signed.....
2021 Version

Date... 11 Oct 2022