

# **CYNGOR TREF MACHYNLLETH TOWN COUNCIL**

## **ORDINARY MEETING of FULL COUNCIL**

You are hereby summoned by the Chair/Mayor  
to attend a meeting of the Machynlleth Town Council  
in the Vane Tempest Room at Y Plas  
on **Monday 30<sup>th</sup> June 2025** at 6:30pm.

or follow on zoom :

<https://us06web.zoom.us/j/83718878664?pwd=L3liK2w2cXVYOXhjU1R6M3Z6THZTZz09>

Meeting ID: 837 1887 8664

Passcode: 035458

## **AGENDA**

### **1. APOLOGIES :**

To receive apologies as reported to the Clerk before the meeting.

### **2. DECLARATION of INTEREST :**

To receive any declaration of interest in the following matters to be discussed.

### **3. PUBLIC PARTICIPATION :**

None

### **4. MAYOR's REPORT :**

To receive a report from the Chair/Mayor Cllr J.Paige

### **5. MINUTES to be agreed :**

5.1 : Minutes of the Extra ordinary Full Council meeting held on 15<sup>th</sup> May 2025.

5.2 : Minutes of the Annual (AGM) Full Council meeting held on 19<sup>th</sup> May 2025.

5.3 : Minutes of the Ordinary Full Council meeting held on 19<sup>th</sup> May 2025.

### **6. MOTIONS/Matters arising :**

6.1 :

### **7. COUNTY COUNCILLOR's REPORT :**

County Cllr A.Evans to report from his meetings with PCC and his monthly surgery meeting held in the foyer at Y Plas.

### **8. PLANNING :**

8.1 : 25/0831/FUL - Demolition of Bakehouse and erection of dwellings rear of Arvonja

8.2 : 25/0853/CAC - Conservation Area Consent for demolition of building at rear of Arvonja

**9. FINANCE :**

- 9.1 : To approve invoices for payment as per list given.
- 9.2 : To receive and approve the Auditors report on FY2024-25.
- 9.3 : To discuss Cllrs allowances as per the budget.

**10. REPORTS from NOMINATED REPRESENTATIVES on OUTSIDE BODIES :**

- 10.1 : Cllr N.McCarten to report from the Machynlleth Patients Forum.
- 10.2 : Cllr R.Hughes to report on activities at the CIC Hen Stablau.
- 10.3 : Cllr A.MacGarry on the latest Climate Change meeting
- 10.4 : Cllr A.MacGarry on One Voice Wales meeting and resolution

**11. CLERK's REPORT :**

- 11.1 : Back carpark signage and info
- 11.2 : Tree survey, associated works and quote
- 11.3 : Plas windows secondary glazing
- 11.4 : MoU new defibs

**12. MEMBERS ITEMS :**

- 12.1 : Cllr J.Paige to discuss Procurement Systems
- 12.2 : Cllr J.Paige to discuss on how to move forward with the Maengwyn carpark toilets
- 12.3 : Cllr Ll.Griffith on the lack of policing in Machynlleth.
- 12.4 : Cllr A.MacGarry update on the Leisure Center

**13. CORRESPONDENCE for Info :**

- 13.1 :

**14. ITEMS for NEXT AGENDA :**

- 14.1 :

**15. DATES of the NEXT MEETINGS : ALL meetings are held at Y Plas.**

- 15.1 : Market meeting to be held on 2<sup>nd</sup> July 2025 at 2pm in the John Edwards room.
- 15.2 : Finance Meeting to be held on 14<sup>th</sup> July 2025 at 6.30pm in the John Edwards room.
- 15.3 : Facilities Meeting to be held on 14<sup>th</sup> July 2025 immediately after the Finance meeting.
- 15.4 : FULL Council meeting to be held on 28<sup>th</sup> July 2025 at 6.30pm in the Vane Tempest room.

**\*The Chairperson shall propose that the press and public be excluded from the meeting during the discussion of the following items as it is likely exempt information, as defined in part 4, Schedule 12A, Local Government Act 1972, will be revealed.**

**16. Committees & Staffing matters**

**Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER**

Telephone : 01654 702 571

E-mail : [town-clerk@machynlleth-tc.gov.uk](mailto:town-clerk@machynlleth-tc.gov.uk)

**MINUTES OF THE EXTRA ORDINARY MEETING OF MACHYNLLETH TOWN COUNCIL**

**on Thursday 15<sup>th</sup> May 2025 at 6.30pm in the Vane Tempest room at the Plas**

**PRESENT :**

Cllr J. Paige (Chair of the meeting), Cllr A. MacGarry, Cllr J. Honeybill, Cllr N. McCarten, Cllr Ll. Griffith, Cllr K. Bryan, Cllr G. Jones, Cllr G. Jones.

**APOLOGIES :** Cllr P. Jones, Cllr R. Hughes, Cllr G. Phillips, Cllr. A. Evans.

**ALSO IN ATTENDANCE:**

Nicole Beaumont (Clerk) & Catrin Willetts (Minutes taker)

No member of the press

3 members of the public

**1. ATTENDANCE AND APOLOGIES:** See list above.

**2. DECLARATION of INTERESTS:**

Cllr G. Jones declared an interest in staffing matters at Item 8.

**3. Café supervisor report :**

Café supervisor reported on areas that could be improved to make the café more productive.

For the summer time, the opening hours will be 9am to 5pm from Monday to Saturday starting from April up to September. Rotas have been adjusted without using extra staff hours.

For the winter time it is proposed to open 9am to 3.30pm Monday to Saturday from October to March.

It is proposed that a scheme of loyalty cards for local people, from within an agreed area of Machynlleth not more than 10 miles radius of the Clock Tower, will be worked out to start from September. This will hopefully allow the café to keep the local trade that seems to have come back over the past year, to continue to show support for the local community.

**4. UPDATE on the Brilliant Basic grant bid :**

4.1 : Cllr K.Bryan to bring items requested by Cllrs at previous meetings :

Quotes for pay gates, written confirmations from the various match funders (solar panels, map, Mach Maethlon, others ?...) estimates/quotes for solar panels.

**5. Nomination papers for Mayor and Deputy Mayor :** Reminder was given to return the nominations to Clerk no later than 19/5/2025.

**6. Declarations of interest forms :** Reminder was given to return these Declarations of Interest forms to Clerk no later than 31/5/2025.

**7. DATES of the NEXT MEETINGS :**

7.1 : ANNUAL Meeting (AGM) to be held on 19th May at 6.00pm Vane Tempest room at Y Plas.

7.2 : FULL Council meeting to be held on 19th May 2025 immediately after the Annual Meeting in the Vane Tempest room at Y Plas.

**\*The Chairperson shall propose that the press and public be excluded from the meeting during the discussion of the following items as it is likely exempt information, as defined in part 4, Schedule 12A, Local Government Act 1972, will be revealed.**

**Unanimous.**

**PINK PAPER MATTERS-STRICTLY CONFIDENTIAL**

**8. Staffing matters**

Item 5.2 (5 pages)

**MINUTES OF MACHYNLLETH TOWN COUNCIL ANNUAL GENERAL  
MEETING (AGM) OF FULL COUNCIL**

held in the Vane Tempest Room, Y Plas on Monday 19<sup>th</sup> May at 6.00pm.

**PRESENT:**

Cllr J. Paige, Cllr A. MacGarry, Cllr J. Honeybill, Cllr N. McCarten, Cllr G. Phillips,  
Cllr A. Evans, Cllr L.I. Griffith, Cllr K. Bryan, Cllr R. Hughes, Cllr R. Hughes.

**APOLOGIES:**

Cllr P. Jones, Cllr M. Atkins, Cllr G. Jones.

**ALSO IN ATTENDANCE:**

Nicole Beaumont (Clerk) & Catrin Willetts (Minutes taker)  
1 member of the press  
3 members of the public

**1. TO ELECT OFFICERS to SERVE DURING 2025 UP TO the NEXT AGM in  
MAY 2026:**

**1.1 Mayor : Cllr J. Paige** was re-elected. Unopposed.

**1.2 Deputy Mayor : Cllr R. Hughes** was re-elected. Unopposed.

**2. DECLARATION of ACCEPTANCE of OFFICE:**

Mayor and Deputy Mayor signed their Declarations of Acceptance of Office.

**3. APOLOGIES:**

See list above.

**4. REVIEW the TERMS OF REFERENCE to the COMMITTEES and Panels for  
the year 2025-26:**

**4.1 - Facilities Committee :**

**All councillors are members of this committee and ALL have a voting right.**

This panel will concern itself with the following items:

The Plas,  
The Café,  
The Hall,  
The Park Land (trees, playpark, landscaping within the curtilage of the Plas)  
The Allotments at the Plas and down the Garswn,

The Clock Tower,  
The War Memorial

Defibrillators owned and maintained by MTC and placed around the town.

The Committee will be held quarterly, see the calendar of dates published.

The recommendations of this committee/panel that will be taken to the following FULL Council meeting for approval.

Members of the public can attend the meeting but cannot vote.

**Approved unanimously.**

#### **4.2 - Finance Committee :**

**All councillors are members of this committee. .**

This panel will concern itself with the following items:

- The Plas and MTC's finances
- Tenders and purchases
- Quarterly finance reports
- Budget matters
- Precept demands
- Audits

The Committee will be held quarterly, see the calendar of dates published.

The recommendations of this committee/panel that will be taken to the following FULL Council meeting for approval.

The **following Councillors** only will have a **voting right** : **Cllr J. Paige, Cllr A. Evans, Cllr A. MacGarry, Cllr K. Bryan, Cllr N. McCarten, Cllr LI. Griffiths, Cllr G. Phillips and Cllr J. Honeybill.**

Members of the public can attend the meeting but cannot vote.

**Approved unanimously.**

#### **4.3 - Market Committee:**

This panel will concern itself with :

- Weekly street market

It will be held twice a year, see the calendar of dates published.

The Membership of this committee/panel is open to ALL Councillors.

The recommendations of this committee/panel that will be taken to the following FULL Council meeting for approval.

The **following Councillors** only will have a **voting right** : **Cllr J.Paige, Cllr J.Honeybill, and Cllr N. McCarten**

Members of the public can attend but cannot vote.

**Agreed unanimously.**

#### **4.4 - Staffing Committee :**

This panel will concern itself with Staffing and HR issues.

Cllr. MacGarry suggested reverting to regular meetings. Council agreed to meet monthly at 6.00pm before ordinary council meetings, and limit to 5 councillors on this committee to allow for any possible appeals committees that may arise.

The Membership of this committee/panel is **open to ALL Councillors**.

The **following Councillors** only will have a **voting right** : Cllr J. Paige, Cllr LI. Griffith, Cllr A. Evans, Cllr J. Honeybill, Cllr K. Bryan, Cllr A. MacGarry

The recommendations of this committee/panel will be taken to the following FULL Council meeting for approval, unless the matter at hand is more urgent therefore this committee/panel will act as executive on the recommendations.

**It is Closed to All members of the public.**

**Agreed unanimously.**

#### **4.5 - Climate Action committee:**

It will be held outside of council as and when it chooses. Their agendas, minutes, dates of meetings will be of their own remit.

The Membership of this committee/panel is **open to all members of the public and to any councillors**.

The **council has nominated Cllr A. MacGarry to be its representative and Chair** on this committee/panel, who will report to the Full Council meeting on developments, issues, projects or recommendations that the Climate Change committee/panel would like to have discussed/approved by the Full council meeting.

Cllr A. MacGarry, Cllr K. Bryan.

**Approved unanimously.**

#### **4.6 Working groups :**

The work of the Full Council and its committees are supported by working groups, which are set up for specific purposes or to consider single issues in greater detail.

**WORKING GROUPS DO NOT HAVE THE DECISION MAKING AUTHORITY and can only make recommendations by reporting to the next Full Council meeting.**

Working group meetings are informal and although they are generally not open to the public, members of the public can be invited to participate in meetings if they have a specific interest or involvement in the matters being discussed.

Minutes of all working group meetings are made public either through the Full Council or committee agendas.

As and when a working group will need to be set up : the members nominated to this working group, the scope of work requested of this working group and any deadlines set for reporting to the Full Council will be minuted by Clerk in the meeting's agenda.

**Approved unanimously.**

#### **5. RECEIVE NOMINATIONS to the above Committees:**

See above at item 4 for the various **nominated members (in bold)** on each committee.

#### **6. DATES & TIMES of MEETINGS during 2025 up to the next AGM in May 2026:**

Calendar of dates and times for all committees and meetings was **approved unanimously**.

See the document published.

#### **7. Nominations for MTC's Representatives to OUTSIDE Bodies:**

Hen Stablau – Cllr R. Hughes.

Cambrian Transport – Cllr A. Evans.

One Voice Wales – Cllr A. MacGarry.

Powys County Council Forum – Cllr N. McCarten and Cllr K. Bryan.

Patients Forum – Cllr N. McCarten.

Owain Glyndwr – Cllr R. Hughes and Cllr J. Honeybill.

**Agreed unanimously.**

#### **8. REVIEW & ADOPT STANDING ORDERS & FINANCIAL Regulations:**

Standing orders and Financial Regulations were **unanimously adopted**.

**The next ANNUAL GENERAL MEETING (AGM) will be held  
on 18<sup>th</sup> May 2026 at 6pm in the Vane Tempest room at Y Plas.**



ALL Meetings take place in the Vane Tempest room at Y Plas unless otherwise advertised nearer the time.

MACHYNLLETH TOWN COUNCIL MEETINGS up to MAY 2026							
	FINANCE COMMITTEE	FACILITIES COMMITTEE	MARKET COMMITTEE	FULL COUNCIL	COUNCIL AS TRUSTEE	STAFFING COMMITTEE	CLIMATE ACTION COMMITTEE
	MONDAY 6.30pm	MONDAY 6.45pm	WEDNESDAY 2pm	LAST MONDAY IN THE MONTH - Except the Annual Meeting (AGM) & December meeting 6.30pm	MONDAY Following Full Council	AD HOC	AD HOC 6pm
May-25				AGM & FULL council - 19/5/2025			
Jun-25				30/06/2025			12/06/2025
Jul-25	14/07/2025	14/07/2025	02/07/2025	28/07/2025	28/07/2025		
Aug-25	Summer Recess No Meetings	Summer Recess No Meetings	Summer Recess No Meetings	Summer Recess Meetings	No Meetings	Summer Recess No Meetings	Summer Recess No Meetings
Sep-25				29/09/2025			25/09/2025
Oct-25	13/10/2025	13/10/2025		27/10/2025			
Nov-25				24/11/2025			
Dec-25				15/12/2025			
Jan-26	12/01/2026	12/01/2026	14/01/2026	26/01/2026	26/01/2026		08/01/2026
Feb-26				23/02/2026			
Mar-26				30/03/2026			
Apr-26	13/04/2026	13/04/2026		27/04/2026			16/04/2026
May-26				AGM & FULL council - 18/5/2026			

Item 5.3 (3 pages)

## **MINUTES OF ORDINARY MEETING of FULL COUNCIL**

**held in Vane Tempest Room – Y Plas on Monday 19<sup>th</sup> May 2025 at 6.30pm**

### **PRESENT:**

Cllr J. Paige (Chairperson), Cllr J. Honeybill, Cllr Ll. Griffith, Cllr R. Hughes, Cllr A. MacGarry, Cllr N. McCarten, Cllr K. Bryan, Cllr G. Phillips, Cllr A. Evans.

### **ALSO PRESENT:**

Nicole Beaumont (Clerk) & Catrin Willetts (Minutes taker)

1 member of press

3 members of public

### **1.APOLOGIES:**

Cllr P. Jones, Cllr M. Atkins

### **2. DECLARATION OF INTEREST:**

Cllr J. Paige declared an interest in item 8.1 regarding planning item at the Golf Club.

### **3. PUBLIC PARTICIPATION:**

None

### **4. MAYOR'S REPORT:**

Cllr J. Paige attended afternoon tea with the Royal British Legion Machynlleth Branch to commemorate VE Day. They have managed to get a couple of volunteers to help them put together a float for this year's carnival parade.

### **5. MINUTES to be agreed:**

5.1 : Minutes of the Ordinary Full Council Meeting held on 28<sup>th</sup> April were agreed with below amendments :

at item 6.3 which should read "amend standing orders" not suggest.

at item 3. The carpark toilet flush not set to low flush, as stated in meeting

at item 12.1 : This was moved to next meeting, not moved to committee.

### **6. MOTIONS/Matters arising:**

Letter from Clerk to community councils regarding support for local services that have been lost still in progress.

Still awaiting date for Hywel Dda meeting regarding stroke unit.

Cllr Ll. Griffiths to email councillors with possible dates for councillors to attend a viewing of MOMA's 40<sup>th</sup> Anniversary short film.

Councillors discussed the bill for last election and asked the Clerk to request an itemised bill from Powys County Council as they feel the amount is excessive.

Cllr A. Evans has emailed Sian Cox but has not had any reply. He will email again requesting a Zoom meeting, and invite Cllr N. McCarten to join.

## **7. COUNTY COUNCILLORS REPORT:**

Cllr A. Evans had nothing to report, as no drop-in session this month. Next drop-in session to be held on 4<sup>th</sup> June.

## **8. PLANNING:**

8.1 : 25/0662/FUL - Councillors had no objections. Agreed unanimously.

## **9. FINANCE:**

9.1 : Council agreed to pay the bills as presented.

9.2 : The Clerk asked for permission to pay outstanding scaffolding bill as a matter of urgency. Council agreed to pay what is owed, but asked to be invoiced monthly moving forwards.

## **10. REPORTS from NOMINATED REPRESENTATIVES on OUTSIDE BODIES:**

10.1 : Patients Forum – Nothing to report other than a meeting tomorrow.

10.2 : Sustainable Powys Meeting – Cllr A. MacGarry reported that Powys Teaching Health Board is working on preventative measures. She took this as an opportunity to highlight leisure centres. The issue they say is not with the running costs, but with the building costs and getting them up to standard.

10.3 : Hen Stablau CIC – Cllr J. Paige sent progress report to council, including the community engagement project. Phase 1 of the project is expected to be completed by July. The application for phase 2 was rejected by funders due to them wanting a stronger relationship between the CIC and council. They suggested an updated Memorandum of Understanding (MOU) and that the CIC be a standing item on councils agenda.

## **11. CLERK'S REPORT:**

11.1 : The Clerk sent an email to councillors regarding public toilets to say they were open again, but had booked Dysynni Drains to come and clean them on 27<sup>th</sup> May due to the on-going problem of drains backing up into the service area. Welsh Water have found an issue further up, at the corner of Maengwyn Street which is not MTC's responsibility, yet still have an impact. Councillors suggested asking for compensation for the extra costs incurred with the calling out of Dysynni Drains to clean up. Welsh Water are sending posters regarding the disposing of wet wipes in a safe manner but not flushed down the toilets being one of the causes with the drains.

11.2 : The Clerk attended the War Memorial on VE Day on behalf of MTC.

11.3: Code of Conduct Policy for review:

Reviewed, adopted and agreed unanimously.

11.4: GDPR Policy for review:

Reviewed, adopted and agreed unanimously.

11.5: Safeguarding Policy for review:

Reviewed, adopted and agreed unanimously.

## **12. MEMBERS ITEMS:**

None.

## **13. CORRESPONDENCE for Info:**

None.

## **14. ITEMS FOR NEXT AGENDA:**

None.

#### **15: DATES of the NEXT MEETINGS:**

15.1: Full Council meeting to be held at 6.30pm on 30<sup>th</sup> June 2025 in the Vane Tempest room at Y Plas.

#### **16: Committees & Staffing matters**

Regarding the Brilliant Basic funding bid, Cllr K. Bryan said that a lot of quotes still hadn't come back, but at the moment the cheapest quote available was around £5,000 per pay gate for the public toilets. Councillors discussed their concerns over being stuck with a large financial bill if terms could not be met with funders. It was decided to carry on with application, providing an assurance can be given in writing that there will be no monetary obligation. Agreed unanimously.

Cllr J. Paige left the meeting and asked Cllr R. Hughes to chair the remaining discussion regarding CIC Yr Hen Stablau.

Councillors reviewed the updated MoU for the CIC Hen Stablau. Concerns were raised that there seemed to be no formal connection between the CIC and MTC, some decision making unclear, what kind of income may come from the CIC and how it will become a working asset for MTC. It was decided that CIC should be invited to a next meeting to discuss these concerns in detail before agreeing on the updated MoU.

Item 8.1 (2 pages)



**Gwilym Davies**

Pennaeth Gwasanaethau Cynllunio a Rheoleiddiol  
Head of Planning and Regulatory Services

Sian Teleri Butler  
Machynlleth Community  
Y Plas  
Aberystwyth Road  
Machynlleth  
Powys  
SY20 8ER

town-clerk@machynlleth-tc.gov.uk

Neuadd y Sir/County Hall  
Spa Road East  
Llandrindod  
LD1 5LG

**Ein Cyf/Our Ref:** 25/0831/FUL

**Dyddiad/Date:** 19 June 2025

**Ffon/Telephone:** 01597 82 6000

**E-bost/Email:**

planning.consultations@powys.gov.uk

Annwyl Cyngor Cymuned,

**Ymgynghoriad Deddf Cynllunio Gwlad  
a Thref 1990  
Gorchymyn (Gweithdrefn Rheoli  
Datblygu) (Cymru) 2012 (fel y'i  
diwygiwyd)**

Cyfeirnod: 25/0831/FUL  
Cyfeirnod Grid: **E:**274619 **N:**300766  
Cynnig: Demolition of bakehouse and the  
erection of 3 affordable dwellings and  
associated works  
Cyfeiriad y Safle: Store Rear Of, Arvon  
Bakery House, 14 Maengwyn Street,  
Machynlleth Powys

Mae'r cais ar gael i'w weld ar wefan y  
Cyngor (<http://pa.powys.gov.uk/online-applications/>). Wedi derbyn yr amodau a  
thelerau, dilynwch y cyfarwyddiadau ar-  
lein i weld yr achos.

Rhoddir rhybudd drwy hyn fod rhaid  
gwneud unrhyw sylwadau yr ydych yn  
dymuno eu gwneud o fewn 21 diwrnod o  
ddyddiad y llythyr hwn. Os na wneir hyn,  
fe dybir nad ydych yn dymuno gwneud

Dear Community Council,

**Town and Country Planning Act 1990  
Town and Country Planning  
(Development Management Procedure)  
(Wales) Order 2012 (as amended)  
Consultation**

Application Reference: 25/0831/FUL  
Grid Reference: **E:**274619 **N:** 300766  
Proposal: Demolition of bakehouse and  
the erection of 3 affordable dwellings and  
associated works  
Site Address: Store Rear Of, Arvon  
Bakery House, 14 Maengwyn Street,  
Machynlleth Powys

The application is available to view on the  
Council's website  
(<http://pa.powys.gov.uk/online-applications/>). After accepting the terms  
and conditions please follow the online  
instructions to view the case.

Notice is hereby given that any  
observations you may wish to make must  
be returned to me within 21 days of the  
date of this letter. If this is not done it will  
be assumed that you do not wish to



sylwadau a bydd y cais yn mynd yn ei flaen tan dod i benderfyniad.

Cofiwch y dylid gwneud sylwadau'n ysgrifenedig, ac y bydd unrhyw sylwadau'n cael eu cadw ar ffeil i'w weld gan y cyhoedd.

**Os ydych yn credu nad yw'r cais hwn yn dod o fewn ardal eich Cyngor Cymuned, a allwch dynnu fy sylw at hyn ar unwaith.**

Bydd yr holl ohebiaeth yn cael ei gyhoeddi ar-lein. Gofynnir i chi sicrhau fod eich ymateb yn cydymffurfio â gofynion GDPR trwy beidio â chynnwys unrhyw ddata personol neu sensitif. Peidiwch â chynnwys eich llofnod nac unrhyw wybodaeth breifat arall megis cyfeiriadau e-bost na rhifau ffôn personol yn eich ymateb, gan y gall y rhain ymddangos ar ein gwefan.

Croeso i chi gysylltu â ni yn Gymraeg. Byddwn yn ymateb yn Gymraeg, heb oedi.

**Cyfeiriwch yr holl ymatebion ymgynghori i Adran Gynllunio Cyngor Sir Powys at [planning.consultations@powys.gov.uk](mailto:planning.consultations@powys.gov.uk) yn hytrach nag at unigolion a enwir gan gynnwys y cyfeirnod cynllunio 25/0831/FUL, o fewn testun yr e-bost.**

Yn gywir,

Rhian Griffiths  
Senior Planning Officer

comment and the application will proceed to determination.

Please note that comments must be made in writing and that such comments will be held on a file that will become open to public inspection.

**If you believe this application does not fall within your Community Council area can you please bring this to my attention immediately.**

All correspondence will be published online. Please ensure your response adheres to GDPR regulations by excluding any personal or sensitive data. Please do not include your signature or any other private information such as personal email addresses or telephone numbers in your response, as these may appear on our website.

You are welcome to contact us in Welsh. We will respond in Welsh, without delay.

**Please direct all consultation responses for Powys County Council's Planning Department to [planning.consultations@powys.gov.uk](mailto:planning.consultations@powys.gov.uk) rather than to named individuals, including the planning reference, 25/0831/FUL, within the email subject.**

Yours faithfully,

Rhian Griffiths  
Senior Planning Officer

Item 8.2 (2 pages)



**Gwilym Davies**

Pennaeth Gwasanaethau Cynllunio a  
Rheoleiddiol  
Head of Planning and Regulatory Services

Machynlleth Community  
Sian Teleri Butler  
Y Plas  
Aberystwyth Road  
Machynlleth  
Powys  
SY20 8ER

Neuadd y Sir/County Hall  
Spa Road East  
Llandrindod  
LD1 5LG

**Ein Cyf/Our Ref:** 25/0853/CAC  
**Dyddiad/Date:** 13 June 2025  
**Ffon/Telephone:** 01597 82 6000  
**E-bost/Email:**  
planning.consultations@powys.gov.uk

Annwyl Cyngor Cymuned,

Dear Community Council,

**Deddf yr Amgylchedd Hanesyddol  
(Cymru) 2023  
Ymgynghoriad**

**Historic Environment (Wales) Act 2023  
Consultation**

Cyfeirnod: 25/0853/CAC  
Cyfeirnod Grid: **E**:274617 **N**:300787  
Cynnig: Conservation Area Consent for  
demolition of former bakehouse in  
connection with proposed erection of 3  
dwellings  
Cyfeiriad y Safle: Arvon Bakery House ,  
14 Maengwyn Street, Machynlleth, SY20  
8DT

Application Reference: 25/0853/CAC  
Grid Reference: **E**:274617 **N**: 300787  
Proposal: Conservation Area Consent for  
demolition of former bakehouse in  
connection with proposed erection of 3  
dwellings  
Site Address: Arvon Bakery House , 14  
Maengwyn Street, Machynlleth, SY20 8DT

Gallwch weld y cais uchod ar wefan y  
Cyngor (<http://pa.powys.gov.uk/online-applications/>). Ar ôl derbyn yr amodau a'r  
telerau, dilynwch y cyfarwyddiadau ar-lein i  
weld yr achos.

The application is available to view on the  
Council's website  
(<http://pa.powys.gov.uk/online-applications/http://planning.powys.gov.uk/porta/>). After accepting the terms and  
conditions please follow the online  
instructions to view the case.

Rhoddir rhybudd bod rhaid i unrhyw  
sylwadau y dymunwch eu gwneud gael eu  
dychwelyd i mi **o fewn 21 diwrnod** o  
ddyddiad y llythyr hwn. Os na fydd hyn yn  
cael ei wneud, byddwn yn tybio nad ydych

Notice is hereby given that any  
observations you may wish to make must  
be returned to me **within 21 days** of the  
date of this letter. If this is not done it will be  
assumed that you do not wish to comment  
and the application will proceed to  
determination.

am wneud sylw a bydd y cais yn mynd yn ei flaen tan dod i benderfyniad.

Cofiwch y dylid gwneud sylwadau'n ysgrifenedig ac y bydd unrhyw sylwadau'n cael eu cadw ar ffeil i'w weld gan y cyhoedd.

***Os ydych yn credu nad yw'r cais hwn yn dod o fewn ardal eich Cyngor Cymuned, a fyddwch gystal â thynnu fy sylw at hyn ar unwaith.***

Bydd yr holl ohebiaeth yn cael ei gyhoeddi ar-lein. Peidiwch â chynnwys eich llofnod na gwybodaeth breifat atal megis cyfeiriadau e-bost neu rifau ffôn personol yn eich ymateb, gan y gall y rhain ymddangos ar ein gwefan.

Gofynnir i chi sicrhau fod eich ymateb yn cydymffurfio â gofynion GDPR trwy beidio â chynnwys unrhyw ddata personol neu sensitif.

Croeso i chi gysylltu â ni yn Gymraeg. Byddwn yn ymateb yn Gymraeg, heb oedi.

**Cyfeiriwch yr holl ymatebion ymgynghori i Adran Gynllunio Cyngor Sir Powys at [planning.consultations@powys.gov.uk](mailto:planning.consultations@powys.gov.uk) yn hytrach nag at unigolion a enwir gan gynnwys y cyfeirnod cynllunio 25/0853/CAC, o fewn testun yr e-bost.**

Yn gywir,

Rhian Griffiths  
Senior Planning Officer

Please note that comments must be made in writing and that such comments will be held on a file that will become open to public inspection.

***If you believe this application does not fall within your Community Council area can you please bring this to my attention immediately.***

All correspondence will be published online. Please do not include your signature or any other private information such as personal email addresses or telephone numbers in your response, as these may appear on our website.

Please ensure your response adheres to GDPR regulations by excluding any personal or sensitive data.

You are welcome to contact us in Welsh. We will respond in Welsh, without delay.

**Please direct all consultation responses for Powys County Council's Planning Department to [planning.consultations@powys.gov.uk](mailto:planning.consultations@powys.gov.uk) rather than to named individuals, including the planning reference, 25/0853/CAC, within the email subject.**

Yours faithfully,

Rhian Griffiths  
Senior Planning Officer



# **List of Invoices For Payment** 14th May - 16th June 2025

Dyddiad Talu / Paid by Direct Debit	Enw / Name	Manylion / Particulars	Swm / Amount	Sylwadau / Observations
27/06/2025	Avena	Confidential waste disposal	£ 66.00	
23/06/2025	BNP-Paribas	Coffee machine lease - June	£ 221.83	
25/06/2025	Castell Howell Foods	Café supplies	£ 4,992.90	
02/06/2025	Harlech	Café supplies	£ 690.24	
21/05/2025	PEAC Solutions Ltd	Photocopier rental 21/05/25-20/08/25	£ 274.80	
10/06/2025	Positive Energy	Electricity - Hen Stablau	£ 85.16	
12/06/2025	Rijo	Rijo - parts for coffee machine & supplies	£ 910.32	
02/06/2025	SEFE	Gas usage - Plas 27/02/25-29/04/25	£ 1,256.61	
21/05/2025	SSE Energy Solutions	Electricity supply April 2025	£ 2,383.68	
21/06/2025	SSE Energy Solutions	Electricity supply May 2025	£ 2,792.69	
16/06/2025	Sage	Software and technical support - June 2025	£ 148.80	
23/05/2025	Total Energies	Electricity - Town Clock	£ 242.85	
30/05/2025	YGP	Remembrance garden - Electricity 19/4-19/5/25	£ 43.54	
11/06/2025	YGP	Café kitchen - electric 01/05/25-31/05/25	£ 70.60	
27/05/2025	Tower Leasing Ltd	Franking machine lease 26/05/25-25/08/25	£ 137.34	
<b>hardplaycard payments</b>				
19/05/2025	Castle Farm Trade	plants Plas Allotment project	£ 30.95	Plas allotment project - grant funded
19/05/2025	Marshall's Garden	plants Plas Allotment project	£ 362.74	Plas allotment project - grant funded
19/05/2025	Wildahome	soil & mulch - Plas allotment project	£ 204.13	Plas allotment project - grant funded
19/05/2025	Amazon	Storage boxes	£ 29.60	
19/05/2025	Amazon	Stationary items	£ 73.66	
19/05/2025	Loyverse	Café till software	£ 30.00	
19/05/2025	Amazon	Café food stickers & fryer cleaner	£ 68.47	
19/05/2025	Amazon	Janitorial supplies - carpark toilets	£ 249.50	
19/05/2025	Amazon	replacement Welsh flags & VE Day flag	£ 30.11	
19/05/2025	Amazon	H&S signage playground	£ 21.85	
<b>Paid under delegated powers before council meeting</b>				
06/06/2025	Squeaky Clean	Y Plas - cleaning - May	£ 1,388.10	
06/06/2025	Squeaky Clean	Car park toilets - cleaning - May	£ 870.00	
10/06/2025	Link Mailing System	Franking machine ink cartridges	£ 209.88	
10/06/2025	BT	Telephone & Internet services	£ 543.72	
02/03/2025	GT Davies Ltd	Plas Entrance works	£ 15,191.12	Plas entrance project - grant funded
01/06/2025	Initial	hygiene supplies contract	£ 649.69	
24/06/2025	Kerimeg Nurseries	Flowers - clock and Plas	£ 384.40	
C/F			£ 34,655.28	

I'm 9.1 (3 pages)

**To be authorised for payment**

			B/F	£	34,655.28
10/03/2025	Ann Marie Carly	Filming, Editing, and Equipment hire	£	792.50	Hen Stablau project - grant funded
17/06/2025	Anthony Davies	Project Management	£	1,750.00	Hen Stablau project - grant funded
09/06/2025	Cow House	Advertising & website	£	900.00	Hen Stablau project - grant funded
08/05/2025	Creu-ad	Meetings, Admin & Supplies	£	895.39	Hen Stablau project - grant funded
20/06/2025	Davies & Evans	Hen Stablau works carried out	£	24,404.80	Hen Stablau project - grant funded
08/05/2025	GLASBRINT	Meetings, visits, mural prep - Hen Stablau	£	1,789.50	Hen Stablau project - grant funded
12/06/2025	Hannah Johns	Hen Stablau - Mural Project	£	550.00	Hen Stablau project - grant funded
08/05/2025	Rachel Behan	Co-ordination and artist budget	£	1,012.00	Hen Stablau project - grant funded
04/04/2025	Carbon Earth	Compost - Allotments April	£	852.00	Plas allotment project - grant funded
16/04/2025	Charles Stores	Supplies - Allotment project	£	303.35	Plas allotment project - grant funded
22/05/2025	George & Tomos	Ramp and rear exit doors - Plas Hall Entrance	£	1,080.00	Plas entrance project - grant funded
05/06/2025	Arbcore	Tree works - Plas Grounds	£	8,448.00	
28/05/2025	Byrne Scaffolding Ltd	Hire - Plas parapets	£	1,344.00	
28/05/2025	Byrne Scaffolding Ltd	Hire - Plas Allotment wall	£	900.00	
28/06/2025	Gaskells	Waste collection for June - Plas and Grounds	£	537.63	
27/06/2025	Haifren Dyfrdwy	Water supply and usage - 19/11/24-13/05/25	£	2,310.14	
24/05/2025	HKG Heating and Plumbing	Plumbing repairs carpark toilets	£	312.22	
12/06/2025	Specsavers	H&S - eyewear staff VDU usage	£	180.00	
30/06/2025	Kane Mailing Systems Ltd	Leasing franking machine 13/07/25-12/07/26	£	334.80	
13/05/2025	One Voice Wales	Staff training	£	42.00	
08/05/2025	Sharp	Photocopier - usage Jan-May 25	£	181.41	
01/06/2025	The Store	Y Plas - Maintenance	£	41.90	
28/05/2025	Travis Perkins	Y Plas - Maintenance	£	50.04	
20/06/2025	Viking	Stationery items	£	25.48	
09/06/2025	Wilson Tree Surveys	Annual inspection - Y Plas trees	£	1,860.00	
31/05/2025	WR Partners	Payroll processing - May	£	190.80	

**Other statutory authorised payments made**

Wages / Pensions / HMRC contributions / Deductions			
31/05/2025	May payroll	Staff wages	£ 13,315.90
31/05/2025	May payroll	PCC pensions	£ 3,930.87
31/05/2025	May payroll	NI/PAYE HMRC Shipley	£ 3,074.47
31/05/2025	May payroll	PCC (3rd party deductions from wages)	£ 13.05
31/05/2025	May payroll	DWP (3rd party deductions from wages)	£ 20.68

**TOTAL** £ **106,098.21**

<b>INCOME / Incwm</b>		
<b>From / Gan Bwy</b>	<b>£ Sum /swm</b>	
Bar bookings	£	120.00
Worldpay café credcard takings	£	9,322.58
Café buffets	£	455.45
Café cash takings	£	3,594.93
Market stall fees	£	2,220.00
recharges to tenants	£	3,740.26
Allotments	£	210.00
Office rentals	£	4,760.00
Room hires	£	694.00
Car park loos donations	£	420.40
Hall hires	£	760.00
Post box service	£	75.00
VAT refund	£	24,240.96
<b>TOTAL</b>	<b>£</b>	<b>50,613.58</b>

<b>total income</b>	<b>£</b>	<b>50,613.58</b>
<b>total expenditure</b>	<b>-£</b>	<b>106,098.21</b>
<b>var +/-</b>	<b>-£</b>	<b>55,484.63</b>

**Barclays Main BK/AC balance as at 16th June 2025 : £59152.22**

# Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

Name of body: Cyngor Tref Machynlleth

Item 9.2 (6 pages)

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
<b>Statement of income and expenditure/receipts and payments</b> Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.			
1. Balances brought forward	35,939	37,173	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	316,907	365,200	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	294,135	725,636	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	249,435	235,429	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0		Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	360,373	835,726	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	37,173	56,854	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	25,835	95,978	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	56,684	62,771	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	45,346	101,895	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	37,173	56,854	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	2,487,302	2,487,302	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).



## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.			Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.			Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].			Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.			Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.			Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>Effective financial management including the setting and monitoring of the Council's budget</li> <li>Maintenance and security of accurate and up to date accounting and other financial records</li> <li>Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>			Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>assessment and management of risks facing the Council</li> <li>an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul>			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.			Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.			Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. <b>General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021			Meets the eligibility criteria to exercise the general Power of Competence	E

\* Please include an explanation for any 'No' answers

## Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

**The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement**

**1. Expenditure under S137 Local Government Act 1972**

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £\_\_\_\_\_ under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

## Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.	<b>Approval by the Council</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
	<b>Minute ref:</b>
<b>RFO signature:</b>	<b>Chair signature:</b>
<b>Name:</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>

\* Please include an explanation for any 'No' answers



## Annual internal audit report to:

Name of body: **Cyngor Tref Machynlleth**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	Yes				Confirm that accounting records are appropriately maintained and presented to the Council as per the requirements of the financial regulations.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.		No			Please see the internal audit report.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		No			Please see the internal audit report.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	Yes				Reviewed the budget process to determine the precept and confirm evidence of review and approval at the full council meeting.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Yes				Reviewed the effectiveness of controls to ensure that other income is adequately recognised, recorded and that VAT is appropriately accounted for. Please see internal audit report regarding cut off with regard to grant income.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	Yes				Petty cash payments are supported by receipts and VAT appropriately accounted.
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	Yes				Confirmed that PAYE and NI are deducted appropriately. Please see the internal audit report regarding employment contracts.

\* Please include an explanation for any 'No' answers

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
8. Asset and investment registers were complete, accurate, and properly maintained.					

\* Please include an explanation for any 'No' answers



	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.		No			Please see the internal audit report
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	Yes				Accounting statements have been prepared form Sage Line 50 which is used to record all transactions, with a debtors and creditors ledger maintained.
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.				Not covered	

**For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:**

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 4 June 2025.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:
Signature of person who carried out the internal audit:
Date:

\* Please include an explanation for any 'No' answers

**Allowances for Councillors as per Independent Remuneration Panel (Wales)**

MTC is in Group 5 as fewer than 1000 voters (tax base for FY2025-26 = 897.77)

Mandatory payment of £150 per year to each councillor

Mayor can receive an optional payment up to £1500 per year

Deputy Mayor can receive an optional payment up to £500 per year

Optional payment of expenses of up to £156 towards heat & light sundries per councillor

Optional payment of expenses of up to £52 towards stationery per councillor

Optional payment of up to £30 for attending 12 Full Council meetings and a potential of 20 committees/panels meetings

Optional payment of 45p per mile driven in pursuit of Council business, going to seminars and conferences.

**To recap :**

Mandatory payment to each Councillors :  $£150 \times 12 = £1,800.00$

Optional Mayor allowance : £1,500.00

Optional Deputy Mayor allowance : £500.00

Optional heat & light allowance :  $£156 \times 12 = £1,872.00$

Optional stationery allowance :  $£52 \times 12 = £624.00$

Optional attendance allowance to 12 Full Council meetings and a potential of 20 committees/panels meetings in the year :  $£30 \times 32 \text{ meetings} = £960 \times 12 = £11,520$

**Total Cost to be incurred by MTC for 12 Councillors : £17,816**

(not including any mileage allowance)

# MACHYNLLETH Town Council

## Member Allowances FY2025-26

### Personal & Bank Details

[The Independent Remuneration Panel for Wales](#) Annual Report sets out details of Payments to Members of Community & Town Councils and Contribution towards Costs of Care and Personal Assistance.

Members should receive money to which they are properly entitled as a matter of course. This was confirmed by the Council at their meeting on . It is the duty of the Proper Officer of a Council to arrange for the payments to be made. To receive the allowances, please provide the details below.

<b>Name</b>	
<b>Address</b>	
<b>Post Code</b>	

<b>NI Number</b>	
------------------	--

### Bank Account Details

<b>Name on Account</b>	
<b>Account Number</b>	
<b>Sort Code</b>	

**A Member may decline to receive part, or all, of the payments if they so wish.**

**To decline the allowances, please complete Section A or B below :**

<b>A</b>	I wish to decline <b>ALL</b> Councillor Allowances Payments	
<b>B</b>	I wish to decline <b>PART</b> of the Councillor Allowances Payments	
The amount of Councillor Allowances Payments that I wish to claim is		£

<b>Signed:</b>		<b>Date:</b>	
----------------	--	--------------	--

***Please return this form to Clerk no later than 25 July 2025.***



Incoming calls handled by reception **3,544**



Medical certificates/sick notes issued **60**



Texts sent/received **1,302**



Calls answered within 2 mins **80%**



Average call answer time **1 min 14sec**



Appointments missed as not cancelled **118**

15 min appointments that could have been given to other patients if cancelled in time



Clinical contact **3,700 +**



Emails received, MHOL etc **1,917**



Patient referrals to Secondary care **255**



Medication items dispensed **3,210**



Daily Virtual Wards with the District nurse Team **28 GP hours**



Daily Physical Hospital Ward Rounds **136 GP hours**



Contact with us via our new online contact form 24/7 **57** patients Call back to save queuing facility used **13**

*Item 10 1 page  
for info*

**Minutes CIC meeting 19.06.2025**

**Present:** Mark Bond, Andy Barnard, Rwth Hughes, Owain Jones, Shelagh Hourahane  
**Apologies:** Nicole Beaumont, Simon Morpeth, Tony Davies

**There was a short visit to look at the outside of the Stables and a chance to look at the mural panels so far collected in the Vortex.**

**Shelagh took over chairing the meeting in the absence of Jeremy**

**1 Minutes of meeting 15.05.25 - Agreed**

**2 New members**

Ollie O'Neil and Katie Hastings were welcomed to the meeting. All present introduced themselves. Ollie and Katie expressed an interest in joining the CIC.

Agreed that thanks should be given to Sarah for her service. **Jeremy to send her a message**

**2 Companies House details** -nothing reported by Nicole. The meeting reminded Nicole that Companies House should be informed of the members that had stood down. New members to be added when appropriate.

**3 Report by Rwth on meeting with MTC on MOU & Lease.**

Rwth explained that MTC concerns are mainly those of becoming responsible for the Stables business if it should fail in the future. MTC has agreed the amended MOU and will be asked to sign at their meeting on June 23<sup>rd</sup>.

The meeting reiterated the need for MTC and the CIC to be seen to work together.

The minutes of this meeting to go to MTC – **Nicole to circulate**

**4 Report on build work.** Members had read the report and were pleased to see a financial up-date and that the pictures and the commentary indicated that the building work is going well and that Phase One should be completed by August and within budget.

It was noted that the money available for project managing has been used but that the architects have their element built into their budget and that Tony Davies/Shelagh Hourahane are willing to work speculatively on finance being available in Phase Two.

Ollie suggested that it would be helpful to show the work done in Phase One if we had a **3-d walk around programme**. This might cost in the region of £350-£400. Ollie to send details to Shelagh and Tony

**5 Funding**

- SH reported on Funder meeting 17.06.25 and agreed to send CIC members the minutes from that meeting. The main outcome from HLF is that funding is extended to end in August and the Final Report and Evaluation will be required in September
- Next EOI – in what name will it be made? This issue was not discussed again with the funders but is really a matter to be decided between CIC and MTC
- Anna Irwin (Cadw) visited the site on 18.06.25

**6 Website and Social Media**

(See Report from SH on Comms and Mural Project)

- Discussion about the **name for the project and website URL**. It was decided that members should think about this before the next meeting but various suggestions were made. These include **Hostel Dyfi** as it was thought that the project should embrace the wider area and that this is a name that uses both languages. Katie agreed to give a presentation at the July meeting about hostels that she has visited in various countries. This should help with a final name decision and to start to think about the **special character** that the Machynlleth project will have.
- Issues about translation. Agreed that we must use the £75 annual fee for GTranslate allowing language corrections and that we must have all text translated by a professional.
- **Facebook & Instagram**. Katie offered to help with this – to correspond/meet with Shelagh

**7 Mural Project (See Report from SH on Comms and Mural Project).** The panels completed so far were viewed in the Vortex. It is anticipated that they will be installed by about mid-July. Explanatory panels in both languages will be displayed.

**8 CIC Accounts.** Nothing further was reported but the need to have accurate audited accounts was stressed in view of the requirements of funders.

Owain suggested that we could have 'dormant' accounts and that we need to work with an accountant.

## **9 AOB**

Rwth reported that *Blewyn Glas* would be happy to run an article on the Stable project. For publication in the next issue copy must be received by July 7<sup>th</sup>, **Shelagh to draft an article – send to Rwth for approval and for translation.**

The following documents to be sent to all members although they will have had most of these already:

- Revised MOU
- Current Business Plan – needs updating
- Tony & Shelagh's reports
- Minutes of the Funder meetings

It was suggested that the end of Phase One should involve a **visit to the site by members of MTC in August or September** but that a wider public open event was probably not feasible

**NEXT MEETING Thursday July 17<sup>th</sup> at 5.30 (to allow for site visit and presentation by Katie).**

**Panel Gweithredu Hinsawdd Cyngor Tref Machynlleth**  
**Climate Action Panel of Machynlleth Town Council**

Cofnodion o gyfarfod o Banel Gweithredu Hinsawdd Cyngor Tref Machynlleth  
yn y Plas ar Dydd Iau 12 Mehefin 2025 am 6:00pm.

Minutes of meeting of the Climate Action Panel of Machynlleth Town Council  
in the Vane Tempest Room on Thursday 12th June 2025 at 6:00pm.

Ymddiheuriadau / Apologies - Vic Bamford, David Elias

Present / yn bresenol:

Town council – Ann MacGarry

Residents – Martin Kemp, John Cantor, Andy Rowland, Chris Higgins

Datganiadau o fuddiant / Declarations of interest – none declared

Update on the Market Garden. MOU has been agreed with the town council. Turns out it needs planning permission because of its status as a historic park so Chris is working on this.

Secondary glazing of the Plas. Windows have been prioritised and the £30,000 from Windfall can pay for all the downstairs ones.

Update on the working groups –

**Place Planning** was scheduled but didn't happen as no one could make the time. To be rescheduled. Should this be under the umbrella of the Climate Panel or a separate panel? Climate is an essential factor for a Place Plan to consider but the whole process is about engagement and we should think more widely about who in the community would be interested.

**Pollinator status** is being convened by Norma McCarten and hasn't met yet.

**Energy in homes** has met.

There is a proposal to work with AMW on a project to employ someone to 'hand hold' residents through the process. We need to consider what the length and geographical scope should be, as well as how to recruit a suitable person. We would need a steering group who should perform the advocacy role.

Andy has approached Severn Wye and Warm Wales to see what they can offer by way of support. Severn Wye have responded positively.

Dyddiad y cyfarfod nesaf / Date of next meeting – not set

Motion to One Voice Wales' Annual General Meeting October 2025

Acquiring Legal Advice on Welsh Law

Proposer – Cllr Jack Griffin Lewis, Newtown & Llanllwchaiarn Town Council

Seconder – Cllr Ann MacGarry, Machynlleth Town Council

Background

Newtown and Llanllwchaiarn Town Council had a difficult period this year with Accessible Meeting Arrangements and Discrimination. Our Town Clerk requested legal advice from OVW and received this disappointing reply:

*"We can give general advice on reasonable adjustments. We are limited in what we can say as we are advising at arm's length so we can only provide general advice and the council would like definitive advice on its position. We are also limited in that we cannot advise on Welsh specific legislation and meeting requirements differ in England and Wales. We can provide advice on that basis."*

The Town Council was left with no legal advice from OVW, but we overcame these issues at our Adjourned Full Council meeting in March. It was raised in this meeting that if we had clear legal advice from OVW, the discussion would have had a better understanding of the law to conclude the issues more productively.

It is a concern from myself and other councillors, that if the Town Council faced ongoing legal issues which again had no legal advice from OVW, the Town Council would be at a great risk of a Legal Challenge which could cause reputational and financial damage as well as put a standstill on the Council's work.

We would not like to see a fellow Council face a situation like this in the future without the proper legal advice provided by OVW.

OVW is a team with no legal officers of its own so it contracts legal advice services from the National Association of Local Councils (NALC) and the precise nature of the legal advice services will be bound by the terms of that contract.

This motion asks OVW to acquire legal advice on Welsh Law from a Wales based organisation for the good of all the councils in Wales.

Resolution

Instruct One Voice Wales to seek professional legal advice on Welsh Law preferably from Wales based organisations, when requested to provide knowledge on Welsh Law to Councils.



Item 11.1

(3 pages)

## Y PLAS BACK CAR PARK

### **PAY BY PHONE**

Pay by phone is a cashless parking platform that allows payments via your mobile phone using the PayByPhone app.

By using PayByPhone a parking session can be started and completed in three quick steps;

- Entering the location number (displayed on signs)
- Selecting how long you would like to park for
- And paying

By using PayByPhone to pay for your parking you can also extend your parking session remotely via the app without having to return to your vehicle. You can also opt-in to have text message reminders of when your parking session is about to expire.

They provide all signage which can be Bi-Lingual. Set up everything including marketing. Offer of marketing of what is going on in the area.

### **PRICING**

1. Transaction fee 30p payable by council or motorist
2. SMS confirmation fee and reminder, 30p each (both are optional by the motorist)
3. Merchant of record, banking fee 10%
4. One off set up fee of £5k

Full hardware signage provided along with an assigned client manager and full access to back-office reporting, with system integration into hand held parking warden devices plus a bespoke app.

This is a recognised international car parking app and is used by Powys County Council, Gwynedd County Council

## **CREATE OUR OWN PAYMENT PLATFORM**

Create a JotForm payment link which would have a QR code and payments made via QR CODE this would also require a payment connection.

### **PRICING**

Jotform Subscription	£39.00per month
Stripe (payment platform)	1.5% + 20p per transaction uk cards 2.5% + 20p per transaction eu cards

SIGNAGE	A2 / 420 x 594mm - £45.00 + VAT A1 / 594 x 841mm - £55.00 + VAT
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At least 4 signs will be needed.

This option would require someone with expertise to create this.

### **SIGNAGE**

Create signage as per attached

The blue boxes represent where potential QR codes could be placed for cashless payments.

# CYNGOR TREF MACHYNLLETH TOWN COUNCIL

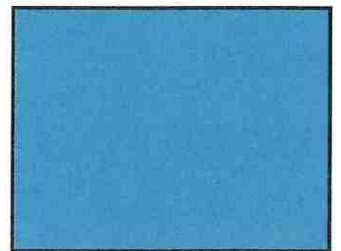
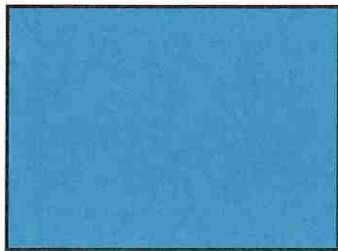
## CROESO/WELCOME

PARKING CHARGE £3.00 PER DAY

TAL PARCIO £3.00 Y DYDD

DALADWY YN Y PLAS

PAY AT Y PLAS



**NO OVERNIGHT CAMPING**

**DIM GWERSYLLA DROS NOS**

USERS OF THIS CAR PARK DO SO AT THEIR OWN RISK. MACHYNLLETH TOWN COUNCIL WILL NOT ACCEPT RESPONSIBILITY FOR ANY DAMAGE, ACCIDENTS OR LOSSES

NI FYDD DEFNYDDWYR Y MAES PARCIO HWN YN GWNEUD HYNFY AR EU MENTER EU  
HUNAIN NI FYDD CYNGOR TREF MACHYNLLETH YN DERBYN UNRHYW GYFRIFOLDEB AM UN-  
RHYW DDIFROD DAMWEINIAU NEU GOLLI



ANNUAL PERMITS AVAILABLE

TRWYDDEDAU BLYNYDDOL AR GAEL

Town-clerk@machynlleth-tc.gov.uk

01654 702571

Item 11.2 (4 pages)

Date: 23.06.25

# QUOTE

Nº 1

To:  
Machynlleth Town Council  
Y Plas  
Aberystwyth Road  
Machynlleth  
SY20 8ER

DESCRIPTION		TOTAL	
	<p><i>Mature Pedunculate Oak, Item 799 on "Tree safety and condition survey at Y Plas, Machynlleth, Powys. SY20 8ER, 09/06/2025" by Dr. Richard Wilson.</i></p> <ul style="list-style-type: none"><li>Decay Detection Investigation to be performed.</li></ul>		
Total			£96.00

The £96 quote for the decay detection investigation covers a professional inspection by one of our staff members with a Professional Tree Inspection Certificate. This will involve a visual and climbing inspection, and "sounding", involving tapping around the tree with a nylon hammer to detect the presence of decay cavities. Nothing was specified in the survey report about using a more comprehensive investigation like Sonic Tomography or Tree Radar, or invasive techniques like Resistograph Drilling or Excavation/Root Inspection. Usually the requirement for a particular decay analysis method is specified in such a survey. Due to this we believed that what is stated to be required from this survey is an Initial Decay Detection Investigation using the above mentioned visual and sounding methods, which would highlight if there was a requirement for Machynlleth Town Council to invest in more comprehensive decay analysis of the Oak in question. Please let me know if we have incorrectly presumed the requirements of this survey action.

Date: 23.06.25

# QUOTE

Nº 2

To:  
Machynlleth Town Council,  
Y Plas,  
Aberystwyth Road,  
Machynlleth,  
SY20 8ER

	DESCRIPTION		TOTAL
	<p><i>Survey Actions: Go11, Go12, 848, 851, 854, 867, 907, 935, 1014, 1015, 1018, 1023, Go16, Go19, Go20</i></p> <ul style="list-style-type: none"><li>• Actions to be completed as specified on "Tree safety and condition survey at Y Plas, Machynlleth, Powys. SY20 8ER, 09/06/2025" by Dr. Richard Wilson.</li><li>• Branch material to be chipped, either to site or removed. Logs to be stacked in manageable lengths.</li><li>• Provision of single connection COBRA 8T kit for item 1014.</li><li>• Provision of COBRA 4T bracing kit with 5 connections for item 854.</li><li>• Provision of tracked MEWP for items Go11, Go12, 848, Go20.</li></ul>		
		Total	£5652.00



Machynlleth Town Council, Y Plas,  
Heol Aberystwyth, Machynlleth, Powys, SY20 8ER

**Quote Reference:** C2025-045-RW

**Date:** June 12<sup>th</sup> 2025

Thank you for giving me the opportunity to provide a fee proposal for your survey. My proposal is as follows:

---

**Site Address:** Recreation area surrounding Y Plas and located between Heol Pentrehedyn and Heol Maengwyn, Machynlleth, Powys.

**Survey required / project breakdown:**

- Sonic tomography investigations of oak tree 799.
- Report & recommendations supplied in electronic format.

The total amount for this survey and report is **£750 + VAT**

The fee includes site visits sufficient to complete the survey, preparation of a single version of the report document, with minor revisions requiring up to 30mins in total and three other items of up to twenty minutes duration each (e.g. short phone calls to clarify specific points, brief e-mails, etc.). Further site visits: transport at £0.90p/mile; time at £90/hour. Additional meetings, letters, teleconferences, document preparation / revision and the like: pro rata at £90/hour plus costs.

Please note that this price includes only those investigations described above and does not include further diagnostic investigations such as leaf fluorescence, static pull tests or diagnosis by the Tree Health Diagnostic & Advisory Service. Additional tests can be provided at additional cost; if needed, the cost implications of these tests will be discussed with you fully before proceeding.

This proposal is valid for **3 months** from date of issue.

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## **DEFIBRILLATORS**

4 Heated Cabinets and ZOLL AED PLUS defibrillators have been purchased and installed. A F BLAKEMORE installed the cabinet outside spar. Cabinets situated at Y Plas, Town Clock & Hennighan's Top shop have been installed by MTC using our regular Electrician. All defibs have been registered for warranty and are on the CIRCUIT. The Circuit ensures that thousands of defibrillators are added to the centralised network for emergency access.

MOU has been drawn up for council approval.

There are several defibrillators located throughout Machynlleth and individuals can visit <https://www.defibfinder.uk/> to familiarise themselves with the locations of their nearest defibrillators. This will accelerate retrieval if instructed by a 999 call handler. Defibrillators are easy to use, with clear instructions. Training is not required. In the event of an Emergency, call 999 and the ambulance service can provide you with assistance, including informing you of the location of the nearest defibrillator.

Machynlleth Town Council is part of The Circuit - the National Defibrillator Network. The Circuit ensures that thousands of unregistered defibrillators are added to the centralised network for emergency access. To find out more or to register a Public Access Defibrillator please visit the following website : <https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/defibrillators/national-defibrillator-network-the-circuit>

Mae nifer o defibrilwyr wedi'u lleoli ledled Machynlleth ac mae unigolion yn gallu ymweld â <https://www.defibfinder.uk/> i ddod yn gyfarwydd â lleoliadau eu defibrilwyr agosaf. Bydd hyn yn cyflymu'r broses o'w chael os gofynnir gan ddelwr galwad 999. Mae defibrilwyr yn hawdd eu defnyddio, gyda chyfarwyddiadau clir. Ni chynhelir hyfforddiant. Mewn achos brys, ffoniwch 999 a gall y gwasanaeth ambiwlans roi cymorth i chi, gan gynnwys rhoi gwybodaeth i chi am lleoliad y defibrilydd agosaf.

Mae Cyngor Tref Machynlleth yn rhan o'r Circuit - Rhwydwaith Ddefibrilwyr Cenedlaethol. Mae'r Circuit yn sicrhau bod miloedd o ddefibrilwyr heb eu cofrestru yn cael eu hychwanegu i'r rhwydwaith canolog ar gyfer mynediad brys. I ddysgu mwy neu i gofrestru Ddefibrilydd Mynediad Cyhoeddus, os gwelwch yn dda, ewch i'r wefan ganlynol:  
<https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/defibrillators/national-defibrillator-network-the-circuit>

**Agreement between.....**

**Date.....**

**Memorandum of Understanding: Community Defibrillators & other equipment**

Thank you for hosting a defibrillator and helping us to improve the survival rates from Out of Hospital Cardiac Arrests (OHCA). Every year in Wales over 6,000 people will suffer an OHCA in the community and it can happen to anyone at any age and at any time. At least 80% will happen in the home and currently less than 9% will survive. Within the time critical period of 8 minutes the major factor limiting the number of people who survive is the ability to provide rapid defibrillation (a shock through the chest to restart the heart). It is essential this time period is supported with (at least) chest compression CPR before the arrival of the defibrillator (AED). Since the technology became available AEDs have been placed in busy public areas and workplaces with the intention that they will be used to restart the heart of a person in cardiac arrest.

Machynlleth Town Council registers its defibrillators on The Circuit. The Circuit is the national defibrillator network linked to all the UK Ambulance services. In the event of a nearby OHCA it enables the Welsh Ambulance Service to direct bystanders to the nearest PADS AED and help save lives.

**The Agreement**

**Section 1 (General agreement):**

The Council retains ownership of, and responsibility for, the case and all equipment within the case. The Community Council will "guardian" the equipment, carrying out regular checks and clean, maintain and replace any equipment according to manufacturer guidance as necessary, any costs paid by the Council. The Council will maintain and update the registration on The Circuit.

**Section 2 (Electricity):**

The defibrillator case must be hard wired into an electrical circuit and power must be maintained at all times to ensure the heater and light are always operational. The heater switches on to maintain a minimum temperature within the case of 5 degrees Celsius. Unit will be installed by a registered Electrical Contractor, the Council will cover the installation fee.

**Section 2 (Termination):**

The Council retains ownership of the case and all equipment within. If you can no longer host the Defibrillator, please contact the Council and request removal of the case and all contents. This will be carried out at the earliest opportunity.

**Name of property owner/electricity bill payer: Address**

**Signature**

**Key Elements of a Defibrillator MoU:**

- **Ownership and Responsibility:**

The MoU clarifies who owns the defibrillator and any associated cabinet or equipment. It also assigns responsibility for maintenance, testing, and keeping the device in good working order.

- **Site Responsibilities:**

The site owner agrees to provide a suitable location for the defibrillator, ensure its accessibility to the public (or authorized personnel), and allow access for emergency responders.

- **Access and Usage:**

The MoU might outline procedures for accessing the defibrillator in an emergency, including registration with emergency services and potential access codes.

- **Training and Awareness:**

Some agreements might include provisions for training staff on the use of the defibrillator, along with signage to indicate its location.

- **Maintenance and Testing:**

The agreement specifies how often the defibrillator should be checked and tested to ensure it's functioning correctly.

- **Liability:**

MoUs often include clauses regarding liability, clarifying that neither party is liable for the actions of the other or for any consequences arising from the device's use or non-use.

- **Renewal and Termination:**

The MoU will outline how often it needs to be renewed (e.g., annually) and how it can be terminated by either party.

# Cllr PAIGE MEMBERS ITEM

## DISCUSSION ON PROCUREMENT SYSTEM

### Procurement System Flow Chart

Item 12.1  
(5 pages)

Services and or goods are required over £500\*



Invitation to tender is made via email, website and social media



Bids are received via email to Town Clerk and a procurement pack\*\* is issued to each bidder



Packs are received and Town Clerk conducts due diligence\*\*\*



Those bids that are satisfactory go to Councillors at first available full meeting



Bid is chosen by Cllrs by using matrix scoring system\*\*\*\*

*\*Below this amount can if required be authorised by Clerk but must still ensure that the requirements below are met*

*\*\* There is a pack which needs updating and bringing to Council*

*\*\*\*Matrix system to be developed by Clerk & Cllrs and brought to Council*

*\*\*\*\*Matrix system to be developed by Clerk & Cllrs which is to be clear and measurable and published with explanations of weightings. To be brought to Council*

***All decisions must be in line with the Procurement Act 2023 which requires Councils to obtain Value For Money, to Maximise Public Benefit, to be Transparent, act with Integrity, to exhibit fairness and ensure small and medium sized businesses have opportunities to bid.***

### **Suggested questions to be asked**

1. **Mobilisation: Explain your mobilisation plan, including timelines, resources, and how you will ensure a smooth transition. Provide evidence of successful mobilisations in similar contracts.**
  1. **Timeline and key milestones**
  2. **Resource allocation and management**
  3. **Communication and stakeholder engagement**
  4. **Risk assessment and mitigation strategies**
2. **Contract Management: Describe your contract management processes, including communication, reporting, and performance monitoring. Highlight your experience in managing similar contracts and provide template documents, such as status reports or meeting agendas.**
  1. **Governance and service delivery structure and roles**
  2. **Performance metrics and reporting**
  3. **Issue resolution and escalation processes**
  4. **Continuous Improvement Initiatives**
3. **Risk Management: Outline your risk management strategy, including how you identify, assess, and mitigate risks. Provide examples of risk registers and contingency plans from previous projects.**
  1. **Risk identification and assessment methodology**
  2. **Risk prioritisation and ownership**
  3. **Key contract risks and mitigation strategies**
  4. **Contingency plans**
  5. **Monitoring and review processes**
4. **Quality: Explain your quality management system and how you ensure consistent quality throughout the contract. Provide evidence of quality certifications, such as ISO 9001, and template quality documents, such as quality plans or inspection checklists.**
  1. **Quality management framework and standards**
  2. **Quality assurance and control processes**
  3. **Continuous improvement initiatives**
  4. **Training and development programs**
5. **Social Value: Describe how your organisation contributes to social value, including environmental sustainability, diversity and inclusion, and community engagement. Provide examples of social value initiatives you have implemented in previous contracts.**
  1. **Environmental sustainability practices**



2. *Diversity and Inclusion policies and Initiatives*
3. *Community engagement and outreach programs*
4. *Training, apprenticeships and career opportunities*
5. *Measuring and reporting social value impact*

*In addition to these quality questions, the ITT will also include a Pricing Schedule. When preparing your pricing response, consider the following:*

- *Breakdown of costs by key deliverables or milestones*
- *Assumptions and dependencies that may impact pricing*
- *Value for money and competitive positioning*
- *Flexibility for future adjustments or variations*

Introduction and Overview	Brief description of the project, scope, and goals.	Confirmation of the bidder's understanding of the project and willingness to participate.
Instructions to Bidders	Guidelines on how to respond, including deadlines and submission formats.	Adherence to submission format, deadline compliance, and confirmation of understanding the guidelines.
Scope of Work (SoW)	Detailed explanation of the work required, tasks, deliverables, and timelines.	Detailed proposal outlining how the bidder will complete the work, timeline, and approach. Breakdown of deliverables and methods for achieving project goals.
Technical Requirements	Specifications related to materials, equipment, or technical standards that must be met.	Demonstration of the bidder's technical capabilities, relevant expertise, and compliance with the technical specifications. Any proposed deviations should be justified.
Pricing Structure/Cost Breakdown	Details on how costs should be structured, including materials, labour, and overhead.	Detailed cost breakdown, including all expenses related to the project, materials, services, labour, and any contingency costs. Clear pricing methodology with itemised figures.
Evaluation Criteria	Explanation of how bids will be assessed, including quality, experience, price, and pricing structure compliance.	Ensure bid responses align with the criteria to maximise the chances of success. Highlight experience, compliance, and the value being offered relative to the experience, price, and pricing structure.
Supplier Credentials/Experience	Section to outline the supplier's qualifications, certifications, relevant experience, and similar past projects.	Detailed portfolio or case studies of similar past projects. Proof of relevant certifications, industry experience, and capabilities. References from previous clients are often required.
Legal and Contractual Obligations	Terms and conditions, as well as any legal obligations such as insurance, liability, and compliance requirements.	Acceptance of terms and conditions, provision of required legal documentation such as insurance certificates, and confirmation of compliance with relevant regulations and laws.
Risk Management and Mitigation	Expected approach to risk identification and management throughout the project.	A detailed risk management plan, including how the bidder plans to identify, assess, and mitigate potential risks associated with the project.

Section	Description	Information Expected from Supplier/Bidder
Sustainability and Social Value	Expectations related to environmental impact, sustainability, and social responsibility.	Statement of how the bidder's proposal will contribute to sustainability and social value. Outline of any green practices, community benefits, or social responsibility initiatives.
Methodology/Project Plan	An outline of how the project will be managed, monitored, and delivered to meet the objectives and timelines.	Detailed project management approach, timeline, and methodology. Include resource allocation, communication plans, and performance monitoring strategies.
Compliance and Certifications	Request for specific certifications, regulatory compliance, or adherence to certain standards (e.g., ISO, GDPR).	Proof of certifications and compliance with required standards. Explanation of how the bidder ensures ongoing compliance with industry and legal requirements throughout the project.
Innovation and Added Value	Opportunity to propose innovative solutions or offer additional value beyond the core requirements of the ITT.	Explanation of any innovative approaches or technologies the bidder could bring to the project. Propose additional value, such as cost-saving measures or enhancements to the project scope.
References and Case Studies	Request for evidence of successful past performance.	Provide case studies, project summaries, and client references that demonstrate the bidder's ability to successfully deliver similar projects.

Item 12.2  
(1 page)

## CAR PARK TOILETS

Since the toilets opened in February (18 weeks) the financial position is as follows as of 20/6/25

### INCOME

MTC fund £10k – put in place to cover 6 months (£1666.67 per month) so is in place until end of July

Market funds £2500 per annum (208.33 per month)

Cash receipts at toilets £1110.54 (an average of £61.70 per week or £267.35 per month)

### EXPENDITURE

*Includes cleaning, electricity, repairs and consumables – does not include water bill*

£8389.12 (£466.06 per week or £2019.60 per month)

*(Water bill estimate around £300 per month)*

#### Average income per month until end of July

£2142.35

#### Average income post end of July ( £10k is spent)

£475.68

#### Average cost per month (w/o water cost)

£2019.60

These figures mean that the toilets currently are sustainable due to public tax payer subsidy of £10k.

The subsidy from the market will continue until February but there is a projected loss per month of £1543.92 ( an equivalent loss of £18527.04 per annum)

We would hope that repair bills reduce (although the drains remain an issue) and the solar installation will reduce the electricity bill.

Notwithstanding the above and with no budget agreed to run the toilets there is an issue as to how to continue beyond July to beginning of April 2026