



**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

E J Humphreys MA Oxf, FdA Community Governance, FSLCC
Clerc i'r Cyngor | Clerk to the Council

2 Rowes Terrace, Plough Bank, Montgomery, Powys, SY15 6QD.

**MINUTES of COUNCIL ORDINARY BUSINESS MEETING
on Thursday 30th November 2023 at 7.30pm**

at Churchstoke Community Hall and remotely on Zoom-Pro platform.

1.0 Welcome, Attendance, Apologies for Absence and Remote Meeting

Etiquette: to record attendance, to receive and resolve if desired on apologies for absence, and to remind attendees to show civility and respect to all throughout the meeting in line with the obligations of the Code of Conduct.

Attendance at the hall: Cllr M J Jones (Chair), Cllr R K McLintock, Cllr A Richards, Cllr B L Smith, Cllr C P Smith, Cllr J N Wakelam, Cllr M A Whittall, Cllr D N Yapp.

Attendance online: None.

The Chair welcomed Councillors and Clerk and reminded attendees to show civility and respect to all throughout the meeting.

Apologies for absence approved by Council: None

Apologies for absence received: Cllr D Bebb, Cllr J Jones.

Other Members Absent: None.

In attendance: E J Humphreys (Clerk to the Council).

2.0 Declarations of Members' Interests and Dispensations: to receive declarations of interest from Members in accordance with Part III of the Local Government Act 2000, which established the Local Government Code of Conduct for Members, and to note Members' dispensations. Members are asked to submit any declaration forms to the Clerk (papers 2a-b previously circulated).

Members declared personal/ prejudicial interests at the start/ during the meeting as follows:

Agenda Number	Item	Councillor	Nature of Declaration
None			

Cllr D N Yapp joined the meeting at this point.

3.0 Public Participation: to receive members of the public who wish to address the council in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the Clerk by email to clerk@churchstoke.org or telephone 01686-668790 or in person, no later than 15 minutes prior to the start of the meeting. Members of the public addressing the council are asked to respect matters of confidentiality and privacy. None.

4.0 Electoral Matters: Co-Option to vacancies: Hyssington ward: to receive expression(s) of interest, if any, and to resolve to co-opt to vacancies. The Chair reminded Council of the vacancies remaining after the elections 5th May'22 and the Council's Notices of Co-Option. The Clerk reported no further expressions of interest have been received.

5.0 Minutes of Previous Meetings

5.1 To approve & sign the minutes as a correct record of the Ordinary Business Meeting 26th October 2023 (paper 5.1 previously circulated). The minutes of the Ordinary Business Meeting 26th October 2023 were reviewed.

RESOLVED

The minutes of the Ordinary Business Meeting 26th October 2023 are approved and signed as a correct record, with the correction to transpose the content of draft items 7.1.1 and 7.1.2.

5.2 To report, for information purposes only, matters arising from the minutes of the remote Ordinary Business Meeting 26th October 2023.

5.2.1 (14.1a) Remembrance Sunday

The Chair reported attendance at the ceremony on 12th November and laying a wreath on behalf of the community.

5.2.2 (14.1b) Youth Club

Cllr A Richards reported the member of the public has deferred their youth club initiative until the new year.

5.2.3 (14.1d) Pottery Notice Board

The Clerk reported the doors have been refitted with latches and thanked the Chair and Cllr A Richards for attending to assist with removal and re-hanging the doors.

6.0 County Councillor & County Council Report: to welcome the local county councillor and to receive updates and exchange information on county council matters (paper 6 previously circulated).

In the absence of Cty Cllr D Bebb the Chair referred Members to the written report on a number of county council ward issues including bus shelter, North Walk, refuse collection, and flooding.

7.0 Planning & Building Control

7.1 Planning & Building Control General Correspondence:

7.1.1 Planning Aid Wales: to receive latest planning news and training opportunities (paper 7.1.1 previously circulated).

Council received details of training opportunities and latest news from Planning Aid Wales. The Clerk invited Members to let him know if any wished to attend the training events.

Action – Members
to inform Clerk

- 7.1.2 Other Planning Correspondence: to receive and circulate for information such other planning and building control correspondence as will be brought to the attention of the council by the Clerk.
None.

- 7.2 Powys CC Planning Determinations: to report from Powys CC notifying the community council of planning decisions, if any, in the community council area (papers 7.2a-b previously circulated).

Council received notice of Powys CC planning determinations as follows:

Ref.	Site	Powys CC Decision
23/0673/FUL	Lynwood, Churchstoke	Approve
23/1175/RES	Lynwood, Churchstoke	Approve
23/1394/HH	Aston View, Montgomery	Approve

- 7.3 Planning Inspectorate Appeals: Notices of Appeals to receive & resolve responses to Notices of Planning Appeals including but not limited to those listed below. Later Notices may be considered at the discretion of the Chair.

Ref.	Appellant	Site	Description
None			

- 7.4 Pre-application Consultations by Developers: to receive & resolve responses to pre-application consultations by developers including but not limited to those listed below. Later applications may be considered at the discretion of the Chair.

Ref.	Applicant	Site	Description	rec.
None				

- 7.5 Planning Applications:

- 7.5.1 To receive, for information, representations regarding planning applications.
None.

- 7.5.2 To receive & resolve responses to consultations; full application(s) detail(s) at <http://pa.powys.gov.uk/online-applications/?lang=EN> including but not limited to those listed below. Later applications may be considered at the discretion of the Chair.

Ref.	Applicant	Site	Description	rec.
None				

- 7.6 Applications for Works to Trees Subject to Tree Preservation Order or in a Conservation Area – to receive & resolve responses to consultations including but not limited to those listed below. Later applications may be considered at the discretion of the Chair.

The Chair referred Members to the consultations.

Ref.	Applicant	Site	Description	rec.
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None

7.7 Planning Enforcement:

7.7.1 From other bodies to CCC: to report for information, planning enforcement matters within the community as will be brought to the attention of the council by the Clerk.

Council received information from the planning authority as follows:

Ref.	Site	Description
OPDE/22/0323	Lynden, Castle Road, Churchstoke	Appears to have been converted into multiple occupation for three families and has two occupied caravans to the rear.
		The planning office responds it is in the progress of investigating CCC's concerns and will inform of the outcome in due course.

7.7.2 From CCC to Powys CC: to report planning enforcement matters within the community.

The Chair invited Members to bring forward planning enforcement matters within the community for the attention of the planning authority.
None.

8.0 Recreation

8.1 Playground: Safety Inspection 2023: to receive and resolve on the inspection report (paper 8.1 previously circulated).

Council received the report of the playground inspection (undertaken Aug'23) showing equipment risk scores as very low, low, or medium but as low as possible (innate risk), with some remedial tasks.

RESOLVED

CCC notes the recommendations in the report and delegates to the Clerk to commission remedial repairs as appropriate.

Action – Clerk to process

9.0 Reports from Outside Bodies

9.1 Churchstoke Recreation Association (CRA): to receive a liaison report from CCC's representative to the CRA (Cllr C P Smith).

Cllr C P Smith reported she was unable to attend a recent meeting of the CRA at which fundraising and funding bids to 'Awards for All' were expected to be discussed and is awaiting the minutes.

9.2 Powys CC Liaison: to receive a verbal report from attendance by the Chair and Clerk at the quarterly liaison meeting 22nd Nov'22 (Cllr M J Jones & the Clerk) (paper 9.2 previously circulated).

The Chair and Clerk reported on attendance at the quarterly liaison meeting 22nd Nov'22, highlighting, planning service improvements (including appointment of enforcement officers), potential delay to the LDP process, work on 20mph legislation, car park charges review, continued work on Ukrainian refugee resettlement. The Clerk also enquired whether there are likely to be any large-scale community asset transfer proposals to which the answer was no.

- 9.3 To receive reports for information, if any, from other representatives to outside bodies.
None.

10.0 Consultations and Engagements

- 10.1 Powys County Council: Day Opportunities: to receive the engagement closing 11th Dec'23, to resolve whether to respond and, if so, to delegate to the Clerk after reference to a working group here elected (papers 10.1a-c previously circulated).
The Chair referred Members to the consultation.

RESOLVED

CCC notes the consultation appears to be orientated towards individuals, so does not wish to make a corporate response, encourages individual councillors and members of the public to do so and will post the consultation on CCC's website.

Action – Clerk to process

- 10.2 Dyfed-Powys Police and Crime Commissioner: Policing Budget 2024-25: to receive the consultation closing 18th Dec'23, to resolve whether to respond and, if so, to delegate to the Clerk after reference to a working group here elected (papers 10.2a-b previously circulated).
The Chair referred Members to the consultation.

RESOLVED

CCC notes the consultation appears to be orientated towards individuals, so does not wish to make a corporate response, encourages individual councillors and members of the public to do so and will post the consultation on CCC's website.

Action – Clerk to process

- 10.3 Mid & West Wales Fire & Rescue Service: Risk Management Plan 2040: to receive the consultation closing 15th Jan'24, to resolve whether to respond and, if so, to elect a working group to bring forward recommendations to the December meeting (papers 10.3a-d previously circulated).
The Chair referred Members to the consultation.

RESOLVED

CCC notes the consultation appears to be orientated towards individuals, so does not wish to make a corporate response, encourages individual councillors and members of the public to do so and will post the consultation on CCC's website.

Action – Clerk to process

11.0 Finance and Assets

- 11.1 Finance Specific Correspondence

- 11.1.1 Independent Remuneration for Wales (IRPW): Councillor Allowances Homeworking arrangements and consumables: to receive information regarding the treatment of tax on councillor allowances (paper 11.1.1 previously circulated).

Council received notification that the panel has received guidance from HMRC that councillor allowances for homeworking and consumables are to be tax exempt.

- 11.1.2 Welsh Government: Appropriate Sum under Section 137(4)(a) of the Local Government Act 1972: to receive notification (paper 11.1.2 previously circulated).

Council received notification that the limit is increasing from £9.93 (2023-24) to £10.81 (2024-25) per elector. The Welsh Government also reminds Council the Local Government and Elections (Wales) Act 2021 includes provision which enables eligible community councils to exercise the General Power of Competence which came into force on 5th May 2022. The Clerk reminded Council what although spending is unlimited under other powers, the total spending under S137 is capped according to number of electors.

- 11.1.3 Other: to circulate for information such other financial correspondence, if any, as will be brought to the attention of the council by the Clerk.
None.

- 11.2 Financial Year 2023-24: to receive the half year reconciled accounts to 30th Sep'23 (paper 11.2 previously circulated).
The Clerk reported the mid-year bank reconciliation, income and expenditure, and balance sheet to 30th Sep 2023.

RESOLVED

CCC notes and approves the bank reconciliation, income and expenditure, and balance sheet to 30th Sep 2023.

- 11.3 Financial Year 2024-25: Budget Preparation: to receive, and resolve if desired, on the budget panel's 1st draft budget (paper 11.3a-c previously circulated).
The Chairman referred Council to the budget panel's 1st draft budget for 2024-25. The Clerk explained the layout, content and the draft precept calculation, and asked Members to consider whether any amendments are to be brought forward in December. The Clerk also reminded Members that the council must resolve the budget in Jan'23 to meet the billing deadline at Powys CC.

Action – for Dec meeting

The Chair thanked the Clerk and budget panel for the detailed work on the first draft.

- 11.4 Financial Year 2024-25: to receive, and resolve if desired, on appeals for potential financial assistance for incorporation into the draft budget 2024-25 (paper 11.4 previously circulated).
The Chairman referred Council to the Clerk's report on general financial appeals received during the year.

RESOLVED

CCC makes provision in the 2024-25 draft budget for donations totalling £280, and provisionally allocates £80 each for Air Ambulance and Royal British Legion Poppy Appeal, and £120 for Urdd Maldwyn Eisteddfod 2024.

11.5 Items Received Since Last Meeting: to report for information.

The Clerk reported items received since the last meetings as follows:

Payer	Description	£
NatWest Bank	Gross interest Oct'23	35.01
	Cemetery exclusive right of burial (plot 486)	190.00
	Total	225.01

11.6 Items for Payment: to resolve to approve items for payment as follows:

The Chair referred Members to the items listed for payment.

RESOLVED

CCC authorises payments as follows:

Chq	Payee	Description	£ex vat	£vat	£total
1584	Churchstoke Bowling Club	Allotment water 16 th Sep'22 to 18 th Sep'23	74.75	0.00	74.75
1585	Powys CC	Recreation Field trade refuse bin Q2	54.04	0.00	54.04
1586	Groundforce Landscape Ltd	Grounds Maintenance Oct'23	816.14	163.23	979.37
1587	Ch'stoke Rec Assoc	Room Hire Aug & Oct'23	48.00	0.00	48.00
1588	Royal British Legion	Underpaid previous poppy appeal donation 2023	10.00	0.00	10.00
<i>Total for authorisation this meeting</i>			<i>1,002.93</i>	<i>163.23</i>	<i>1,166.16</i>

To report items previously authorised

DD	Information Comm Office	Data protection registration fee	35.00	0.00	35.00
1589	E J Humphreys	Clerk net salary Nov'23	<i>As employment contract</i>		
<i>Action – Clerk to process</i>					

11.7 Financial Balances: Consolidated Bank Balances: to report consolidated balances to date after transfers, receipts & payments.

The Clerk reported the M&G Investments Charibond quarterly statement for 1st Jul'23 to 30th Sep'23 as follows:

Fund	Number of shares	Share Price (p)	Value at 30/09/2023 (£)
Charibond	100	105.99	105.99

The Clerk reported on gross, ring-fenced funds & net available bank balances as follows:

Item	Current acc. £	Reserve acc. £
Gross balances	1,000.00	23,501.38
Less consolidated ring-fenced funds	0.00	7,415.11
Net balances available	1,000.00	16,339.60

12.0 Highways & Rights of Way

- 12.1 Highways & Rights of Way Specific Correspondence: to receive for information such items of highways/ rights of way correspondence as will be brought be brought to the attention of the council by the Clerk.
- 12.1.1 Powys CC: to receive advance information and diversion map regarding emergency closure: U2699 Churchstoke, 7th Nov'23 to 6th May'24 (papers 12.1.1a-b previously circulated).
Council received the advance information and diversion map.
- 12.2 Reports from CCC to Powys CC/ Shropshire Council: to report and resolve if desired, highways/ rights of way maintenance matters, if any.
The Chair invited Members to bring forward highways matters for the attention of the highways authorities.

RESOLVED:

CCC reports matters for the attention of highways authorities as follows,

- a) A489 near Belle Vue: pothole*
b) A489 near Blue Bell: potholes.

Action – Clerk to process

13.0 Correspondence

- 13.1 One Voice Wales (OVW)/ Society of Local Council Clerks (SLCC)
- 13.1.1 OVW: Training Nov Dec'23: to receive details and to resolve on attendance, if desired, as an approved duty (paper 13.1.1 previously circulated).
The Clerk reported the OVW training schedule and invited Members to let him know if they wished to attend. The Clerk reminded Members that the council's statutory training plan and its Standing Orders require councillors to undertake Code of Conduct training within 6 months of accepting office and had already approved attendance at OVW training as an approved duty if Members wish to attend.
- Action – Members to inform Clerk
- 13.1.2 To receive and circulate for information such other items of OVW/ SLCC correspondence as will be brought be brought to the attention of the council by the Clerk.
The Clerk reported other correspondence from One Voice Wales/ Society of Local Council Clerks, highlighting certain items, which will be circulated electronically post meeting where electronic copies are available, and set out in appendix 1.
- Action – Clerk to process
- 13.2 General Correspondence: to receive and circulate for information such items of general correspondence as will be brought be brought to the attention of the council by the Clerk.
The Clerk reported general correspondence, highlighting certain items, which will be circulated electronically post meeting where electronic copies are available, and set out in appendix 2.
- Action – Clerk to process

14.0 Chairman's Announcements, Items for Future Agenda & Date of Next Meeting

- 14.1 Chairman's announcements: to receive for information announcements from Chairman and Members.
- a) Cllr B L Smith: enquired the status of county council tree works at North Walk. The Clerk reported CCC has received no further information from the county council since that received at the October meeting which indicated works would be completed by the end of November
 - b) Cllr D N Yapp: reported the large tree adjacent to Lynden, Castle Road, has been pruned back to thin the crown
 - c) Cllr C P Smith: enquired the status regarding new bins for green waste at the cemetery. The Clerk reported the county council reports its green waste service is ceasing for the winter and it suggests a start in the spring
 - d) Cllr C P Smith: reported the new playground bins await installation
 - e) Cllr C P Smith: enquired whether the council would consider a location for a Christmas tree or repairs/replacement of existing malfunctioning lights
 - f) Cllr M W Whittall: tendered his apologies for absence from the December meeting.
- 14.2 Items for future agenda: to bring forward for information, items for consideration by the Clerk for future agendas.
- a) Clerk: reported that the 2-year grounds maintenance contract is ending so a specification for tenders will be considered. The Clerk also reminded councillors this will be an opportunity to consider the council's biodiversity duty.
- 14.3 Date of next meeting: Ordinary Business Meeting 21st Dec'23 at Churchstoke Community Hall and remote online.

15.0 Confidential Session

- 15.1 Resolution to Exclude the Public and Press: Under the Public Bodies (Admission to Meetings) Act 1960 (2) to resolve that members of the public and press be requested to leave the meeting by reason of the [specified] confidential nature of the business about to be transacted.

RESOLVED

Under the Public Bodies (Admission to Meetings) Act 1960 (2) CCC resolves that members of the public and press be requested to leave the meeting by reason of the [specified] confidential nature of the business about to be transacted.

- 15.2 Clerk's Salary and National Pay Settlement 2023-24 [confidential reason employment matters]: to receive details of the joint national pay settlement, and to resolve that Council accepts the NJC National Agreement 2023-24 and pays the Clerk's salary and back pay accordingly (papers 15.2a-b previously circulated).
- Council received the details of the joint national pay settlement 2023-24 and the Clerk's report illustrating the effects of the agreement to 31st March 2024.

RESOLVED

CCC adopts the national settlement with effect from 1st Apr'23 to 31st Mar'24 and amends the Clerk's salary and pays the back pay due accordingly.

Action – Clerk to process




























- 15.3 Confidential Correspondence [confidential reason: data protection of individuals]: to receive, and resolve if desired, such other business or correspondence of a confidential nature as will be brought to the attention of the council by the Clerk.
None.

Meeting ended – 8.50pm.

Appendix 1: Other One Voice Wales/SLCC correspondence circulated post meeting

-  01 - OVW - News Bulletin Nov'23 - 271123.pdf
-  02 - OVW - Montgomery Area Committee 15.1.24 - 161123.pdf
-  03a - OVW - One Voice Wales' Cost of Living Crisis Team - 161123.pdf
-  03b - OVW - Cost of Living Crisis Team introduction with JJ Bio 2.pdf
-  04a - OVW - One Voice Wales National Awards Conference 27-03-2024 - 281123.pdf
-  04b - OVW - Nomination Guide 2024 Final.pdf
-  04c - OVW - Application Form Awards 2024.pdf
-  05 - OVW - Vacancy with One Voice Wales - 011123.pdf
-  06a - SLCC - New Masters Qualification - 081123.pdf
-  06b - SLCC - MA in Public Leadership.jpg
-  07a - OFGCW - Cymru Can – Future Generations Cymru Strategy - 141123.pdf
-  07b - OGGCW - Cymru Can Stakeholder Pack (1).pdf
-  08 - PSOW - press release Equality & Human Rights Casebook - 301123.pdf
-  09 - WGov - Road Safety Strategy Consultation - 091123.pdf
-  11a - WGov - Minister's letter re. Asbestos Management - 141123.pdf
-  11b - WGov - Annex 1 - Minister's letter to TCC Clerks re Asbestos - November 2023 - FINAL ENGLISH.pdf
-  11c - WGov - Annex 2 - HSE - Managing asbestos in buildings.pdf
-  12a - WGov - Vacancy- Statistics University Student Placements - 021123.pdf
-  12b - WGov - Vacancy Senior Anti-racist Wales Action Plan Regional Forum Convenor SEO x 4 roles - 221123.pdf
-  12c - WGov - Vacancy Head of Escalation and Enforcement - 221123.pdf
-  12d - WGov - Vacancy - Public Appointments - 271023.pdf
-  13a - Utility Aid - Information from Utility Aid - 271023.pdf
-  13b - Utility Aid - RAW Charging & Utility Aid Intro Pack.pdf
-  14 - Utility Aid - Revised Link - A video all about our National Charity Tender - 061123.pdf

Appendix 2: General correspondence received circulated post meeting

-  01 - Craig Williams MP - E-newsletter - 281123.pdf
-  02 - Audit Wales - Newsletter November 2023 - 301123.pdf
-  03a - NHS Wales - Air Ambulance - Update from EASC on EMERTS - 311023.pdf
-  03b - NHS Wales - Air Ambulance - Stakeholder Update 11 Oc'23 - 311023.pdf
-  04 - OPCC - PCC Bulletin - 091123.pdf
-  05a - MWWFRS - Calon Tân November 2023 - 301123.pdf
-  05b - MWWFRS - More Than Just Fire Awards 2023 Celebrating Hard Work & Dedication - 211...
-  05c - MWWFRS - Carbon Monoxide Awareness week 2023 - 201123.pdf
-  05d - MWWFRS - Candle Safety Reminder - 171123.pdf
-  05e - MWWFRS - Take Care & Stay Safe Safety Reminder from MWWFRS - 301023.pdf
-  06 - Llais - Audit & Risk Assurance Committee Independent Members - 011123.pdf
-  07a - Llais Powys - published report - What We Heard Welshpool - 291123.pdf
-  07b - Llais Powys - Report What We Heard Welshpool Engagement Final.pdf
-  08a - SpArC - PLEASE COME - 071123.pdf
-  08b - SpArC - Sparc Xmas Bingo 23 - 181123.jpg
-  08c - SpArC - THANK YOU TO THE DYLAN FOUNDATION - 201123.pdf
-  08d - SpArC - Mayors magic night for SpArC - 211123.jpeg
-  09a - PAVO - Engagement Events - Daytime Opportunities - 271023.pdf
-  09b - PAVO - Powys Advocacy November Newsletter - 271023.pdf
-  09c - PAVO - Cymrhyd Rhan - Services - 301023.pdf
-  09d - PAVO - Hope House Information to share with North Powys locality network - 301023.pdf
-  09e - PAVO - Hope House - Services Screen English PDF.pdf
-  09f - PAVO - Cruse bereavement support change of phone number 061123.pdf
-  09g - PAVO - Save Date Welshpool Montgomery & Llanfair Locality Network 12 Dec'23 - 0811...
-  09h - PAVO - Powys County Council News Business Grants - 071123.pdf
-  09i - PAVO - Health & Wellbeing Network Event 29 Nov'23 at Strand Hall, Builth Wells. - 2011...
-  09j - PAVO - Booking Form Health & Wellbeing Network Third Sector 2023.pdf

-  09h - PAVO - Powys County Council News Business Grants - 071123.pdf
-  09i - PAVO - Health & Wellbeing Network Event 29 Nov'23 at Strand Hall, Builth Wells. - 2011...
-  09j - PAVO - Booking Form Health & Wellbeing Network Third Sector 2023.pdf
-  09k - PAVO - Versus Arthritis - Invitation to Self-Management Improvement Courses - 221123.p...
-  09l - PAVO - Versus Arthritis - 6-week Course Tai Chi (ENG).jpg
-  09m - PAVO - Versus Arthritis - 6-week Course Music (ENG).jpg
-  09n - PAVO - Versus Arthritis - 6-week Course Health Improvement (ENG).jpg
-  09o - PAVO - Remember to book your place - 231123.pdf
-  09p - PAVO - Joint Forces for Funding online meeting tomorrow 24 Nov'23 at 10am - 231123.p...
-  10 - Powys CC - Powys Business Growth Grant - Apply now - 061123.pdf
-  11 - Powys CC - Powys-Wide Day Opportunities Engagement - 131123.pdf
-  12 - Wales NHS - EASC Air Ambulance Review Phase 2 Engagement - Ack 271123.pdf
-  13a - Play Wales - November e-bulletin - 161123.pdf
-  13b - Play Wales - Ministerial Review of Play summary report published - 291123.pdf
-  14 - KWT - Powys Eco-School Cluster Meeting Minutes - 161123.pdf