

Minute No.	Agenda Item	Decision	Action needed to complete	Date	Officer	Progress	Status
NPA - 12 July 2013							
98/13	Draft Local List for Brecon and Talgarth	RESOLVED: That Members approve the Local List for Brecon and Talgarth with the exception of the former Mid Wales Hospital Site which officer would review in light of discussion at the meeting, and bring back a recommendation to the next Authority meeting on 30 September 2013.	1. Review Mid Wales Hospital site for inclusion in Local List and bring back recommendation to NPA on 30 Sept 2. Add to Agenda Builder for NPA 30 Sept	09-Sep-13	Rosie Burton	On agenda for NPA 30 Sep but deferred to allow officers time to do more research Will be presented to NPA in summer of 2014 by Janet Poole or Lindsay Cuddy (in the absence of Rosie Burton who is on long term sick leave)- updated 12th May 2014	
NPA - 25 October 2013							
150/13	Visitor Management Plan	RESOLVED: That Members approve the draft Visitor Management Plan for public consultation	1. Issue plan for public consultation 2. Bring further report to NPA after consultation (add to agenda builder)	Richard Tyler to advise on timescale	Richard Tyler	Internal Workshops held Dec 5th and 6th to develop detail as basis for Consultation. Primary issue of concern to Community & Town Councils is the closure of toilets and so initial consultation is likely to need to focus on basic services provision.	Consultation imminent and completing covering letter

NPA - 7 February 2014							
21/14	Detailed Budget Reduction Proposals and Draft Budget For 2014/15	c) To approve the closure of Abergavenny Tourist Information Centre.	Negotiations re funding	31-Mar-14	Julian Atkins/Wayne Lewis	Formal consultation taking place and ongoing discussions with Monmouthshire CC and Abergavenny TC	Negotiations still ongoing with Partners. Target for concluding agreement end of April to allow for preparations to re-locate to be made in May.
NPA - 21 March 2014							
40/14	Independent Remuneration Panel for Wales Report February 2014	RESOLVED: a) That a Senior Salary of £6000 (inclusive of the Basic Salary of £3600) should be set out in the Schedule of Member Remuneration for the Deputy Chairman of the Authority and the Chairmen of the Planning, Access and Rights of Way Committee, and the Audit and Scrutiny Committee; b) That the maximum number of days attendance for independent members of the Standards Committee should be set at three days per annum; c) That changes to the Authority's Schedule of Remuneration be made to reflect the recommendations of the Independent Remuneration Panel for Wales, decisions taken above and changes to the Authority's membership, to take effect from 20 June 2014. d) That Members note the process for opting out of any element of the allowance scheme;	1. Make changes to the Schedule of Remuneration 2. Publish on website and send to IRPW 3. Make forms available to all members to opt out of any element of the scheme	1. / 2. 20 June 2014 3. 21 March 2014	Julia Gruffydd	3. Completed	
43/14	Draft Planning Obligation Strategy	RESOLVED: To approve the draft Planning Obligations Strategy for 8 week public consultation.	Publish for consultation		Ryan Greaney/Helen Fry	Consultation finishes on 5th June - updated 12th May	
45/14	Local List Consultation	RESOLVED: a) a) That officers approach Crickhowell Town Council to discuss the development of a Village Plan using the Local List as base reference point; b) To advise in writing owner/occupiers of Approved Local List buildings in Brecon, Talgarth and Hay-On-Wye regarding Policy 18 of the adopted Local Development Plan	1. Meeting with Crickhowell Town council 2. Write to all owners/occupiers of the approved Local List buildings in Brecon, Talgarth and Hay re policy 18	1. Letter to be sent to Crickhowell Town Council by 30th April 2014, subject to the agreement of the Heritage Champion. 2. By 30th April 2014.	Tracy Nettleton / Rosie Burton		1.Completed 2. Completed
NPA - 9 May 2014							
59/14	Proposed Changes to Committee Structure	a) To approve changes to the terms of reference of the Audit and Scrutiny Committee to include the additional recommendations made by Audit and Scrutiny Committee on 2 May 2014 as presented to the Authority;		16-May-14	Julia Gruffydd	changes made and will be updated 23 May	
		b) To agree the merger of the Corporate Governance, Member Development and Communications Working Groups;				Ext rep report went to Corp Gov 21 May and report being prepared for AGM	
		c) To approve terms of reference for the Governance and Member Development Working Group;					

		d) To agree the merger of the Centres Working Group and Income Generation Working Group and approve the terms of reference for the new group with amendments as agreed in the meeting, to be named Income Generation and Centres Working Group;				
		e) To approve the removal of the following groups from the Terms of Reference and Scheme of Delegation: <ul style="list-style-type: none"> • Complaints and Customer Feedback Panel • Income Generation Working Group • Corporate Governance Working Group • Member Development Working Group • Communications Working Group • Enforcement Working Group • Remote Area Working Group • Joint Forum • Disabled Access Steering Group • Regional Tourism Partnership Director posts (from October 2014) 				
		f) That the Authority withdraws from the Strategic Housing Partnership				Outstanding
		g) That further consideration of members' strategic involvement in tourism be deferred until the AGM or until options beyond the Regional Tourism Partnerships were confirmed;				
		h) That all changes be made to the Terms of Reference and Scheme of Delegation to take effect from the Authority's Annual General Meeting on 27 June 2014 where members will be appointed to the new groups.				
		i) That officers carry out a review of appointments to outside bodies and take an interim report to the Corporate Governance Working Group on 21 May 2014 to make recommendations to the AGM on 27 June 2014.		21-May		Went to Corp Gov 21 May and report being prepared for AGM
60/14	Changes to Contract Standing Orders	RESOLVED: To approve the amendments to the Authority's Contract Standing Orders in accordance with the Freedom of Information Act 2000	1. Changes to Contract Standing Orders and replace on K drive and website; 2. Change tender documentation and advise staff	16-May-14	Julia Gruffydd / Elaine Standen	1. will be done 23 May 2. completed
61/14	Complaints Policies	RESOLVED: Members to approve the Complaints and Compliments Policy.	1. Set up bespoke email address for compliments and finalise policy; 2. Put on website	16-May-14	1. Vickie Page 2. Julia Gruffydd	Documents being translated

62/14	Unacceptable Actions by Complainants Policy	RESOLVED: Members to approve the Unacceptable Actions By Complainants Policy.	1. to make changes agreed in the meeting; 2. Put on website	16-May-14	1. Vickie Page 2. Julia Gruffydd	Documents being translated	
63/14	Draft Scrutiny Report – Archaeology	a) To consider the draft report of the Scrutiny Review on Archaeology and approve the Panel's recommendations as listed in report; b) To instruct officers to draw up an action plan to be monitored by Audit and Scrutiny Committee until completed	1. Add conclusion and executive summary then publish on web and send links 2. Draw up action plan for Audit and Scrutiny to monitor	10-Jun-14	1. Ian Rowat 2. Julia Gruffydd/ Natalie Ward / Tracy Nettleton	Conclusion and executive summary drafted - report will be put on website w/c 2 June. Action plan drafted and will go to ASC on 20 June	
65/14	Publication Scheme	RESOLVED: That members approve the Publication Scheme	Put in corporate format, review date and put on website	16-May-14	Marcia Zurian / Julia Gruffydd		
68/14	Draft Affordable Housing SPG	RESOLVED: To approve the draft Affordable Housing Supplementary Planning Guidance for six weeks public consultation.	Implement public consultation process and add to agenda builder for approval by the Authority	01-Aug-14	Helen Fry	Consultation to be undertaken from 22nd May	Consultation underway
72/14	Wardens Depot	RESOLVED: That members instruct officers to:					
		a) Negotiate the surrender of the current lease and appoint an agent to act for the Authority in relation to any dilapidations claim.	Surrender lease and appoint a	????	Julian Atkins		
		b) Negotiate a lease for the new premises as advised in the confidential report on the basis of the heads of terms set out in that report.	Negotiate new lease as set out in the report	????	Julian Atkins		
ASC - 2 May 2014							
36/14	BUDGET MONITORING	RESOLVED: That Members note the report.	Circulate year end information to members	31-May-14	Elaine Standen		
45/14	Risk Register Review	RESOLVED: To approve the recommendations from CMT in respect of Risk Register amendments.	Update Risk Register				