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| Clerk’s ReportNovember 2021 | |
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| Llannon Community Council20th November 2021Clare Hope |  |

**Introduction**

The aim of this report is to provide the members of Llannon Community Council with a detailed update of work carried out since the last council meeting and the information required for members to make decisions at the next meeting.

The report should be read in conjunction with the agenda. If you have any questions that do not have an agenda item attached, please raise them during agenda item 6.

During the past month there has been limited activity due to the recruitment process which took place to appoint the permanent Clerk/Responsible Financial Officer. I am delighted that the council has appointed me to this position.

In order to improve the council’s position, there will be a great deal of activity over the coming months. You may see an increase in requests for your attendance at meetings and training sessions because your knowledge and skills are vital in assisting the council’s road to recovery.

1. **Governance and Administration**
2. **Council’s filing system** – We have received a large amount of paper files from the former Clerk which need to be reviewed in full. Anything that is not on the council’s one drive will need to be scanned and saved. This is going to be an extremely time-consuming exercise.
3. **Correspondence** – The following correspondence has been circulated to all members:

* 07/11/2021 – E-mail from WG regarding inquiry into second homes consultation
* 07/11/2021 – E-mail from WAST/Save a Life Cymru regarding free de-fibrillator
* 07/11/2021 – E-mail from OVW regarding health impact assessment of climate change
* 07/11/2021 – E-mail from CCC regarding consultation (Dog Control) Public Spaces Order 2016
* 07/11/2021 – E-mail from myself regarding committees and terms of reference
* 11/11/2021 – E-mail regarding Llannon School Governing Body vacancy
* 15/11/2021 – E-mail re: Fairtrade Christmas Party (NOW CANCELLED)

1. **Member’s Training Update:**

None of the member’s have undertaken any training this month.

1. **Staff Training Update:**

Myself and the Facilities Officer sat the Cemetery Management training on 8th & 9th of November. Walford & Roger are attending on 14th & 15th December. Paul, Walford & Roger all sat the Management of Memorials training on 19th November.

Between us, we have established a great deal about the legalities of managing a cemetery. I have contacted the former Clerk to request a date where we can do a handover of the paperwork. We will report back to you with an updated position once a full review has been carried out.

1. **Strategic Development**
2. **RIOT Urban Sports Park Update – AGENDA ITEM 3** – letter was sent to the RIOT Directors dated 25th October 2021. I have not received a response to any of the letters. I will now notify the National Lottery of the position. The council will need to discuss whether a press release is to be published please.

**(AGENDA ITEM 3 – RESOLUTION REQUIRED RE: COMMUNICATION)**

1. **Financial Governance and Accountability**
2. **Audit Wales -**  have requested March 2021’s bank statements in order to continue their audit of the 2020-2021 financial year.
3. **Internal Auditor** - Unfortunately, the internal auditor from Auditing Solutions has been taken ill and is no longer able to assist us. OVW have a template advert which I have amended and will advertise on the OVW website and Sell To Wales which are both free of charge. I will return to you with the outcome.
4. **Request for Financial Assistance** - **To review a request for financial assistance from Fairtrade – Agenda Item 10:**

I have received an email from Tara Fisher as secretary of Fairtrade Llanelli:

FAIRTRADE FRIENDSHIP BENCHES

MIND, Llanelli FAIRTRADE, 50+ Carmarthenshire, Llanelli Men’s Shed who will make these benches We wish to set up these benches all over the constituency and we would be grateful if Llannon would pay for at least one.

The idea is that they will provide a way of reducing the isolation that people can feel as they will be an actual talking point encouraging total strangers to chat, sit and read what is on the bench.

The benches will be painted in Fairtrade colours and the Fairtrade mark will be there. As for the Mental Health issues, the benches will be covered in messages in metal. There will be

:

* Samaritans Telephone number
* MIND information
* LINKS info – another local mental health organization
* A friendship statement
* A Fairtrade principle
* The Funder’s information
* Bi-lingual

In fact if you want to add something to your bench, feel free to let us know.

They will add colour and brightness in the area. Even if they bring a smile to someone’s face or start pleasant chats with complete strangers, they will have done their duty in breaking down barriers and helping to combat the dreadful isolation that is rife generally, due to COVID, lockdowns but also for the many people living alone with little support.

So far we have orders for 6 benches and possibly 8. They must be placed in a local park and not on the highway. We only ask of each council that they fund us for £200 per bench.

Once we have several benches finished there will be an huge advertising campaign and we will need the help of anyone who has contacts with local TV, radio, Newspapers and SC4. That way people will know about the benches and use them. It will also be a very exciting project showing how community groups in Llanelli can work together and that Llanelli is doing something practical to support people with mental health problems and is supporting the Llanelli Fairtrade awareness campaign.

**(AGENDA ITEM 10 – RESOLUTION REQUIRED AS TO WHETHER THE COUNCIL PURCHASE A FAIRTRADE BENCH)**

1. **Information Management and Information Technology**
2. **Purchase of new laptops -** As per the last council meeting, new laptops have been purchased for myself, Roger & Walford. With the Chair’s permission, a further laptop has been purchased for the facilities officer.
3. **Estates and Facilities**
4. **Tumble Hall**

**Fire Doors – Agenda Item 8 - To receive quotations for the replacement of fire doors in Tumble Hall**

The Fire Doors desperately need replacing as due to the change in weather conditions, they expand and contract. As a result, the fire alarms are regularly set off. We were fortunate to obtain the Economic Resilience Fund Grants in the total sum of £12k so we have a budget available.

We have been trying to obtain quotations since August. Three companies have visited, only two have provided quotations despite regular chasers to the third company. The first quote is for £4951.34 plus VAT. The second quote is for £5454.58 plus VAT. The first company attended the Hall within three days of contact and sent a quotation over straight away. The second had to be chased and the third, despite attending the Hall, have not provided their quotation at all. In accordance with the council’s standing orders and financial regulations we have done our best to source three quotations.

**(AGENDA ITEM 8 – RESOLUTION REQUIRED REGARDING FIRE DOOR QUOTATIONS)**

Ceiling above the stage – As reported in October’s report, the plaster on the ceiling has started falling off. We have struggled to obtain quotes and as the pantomime is booked in, we must attend to this repair asap. One company agreed to juggle their workload in order to carry out the repairs before Christmas, their quotation is £8350 plus VAT.

Cllr’s Gary Jones and Dot Jones requested I make enquiries with our insurance company to establish whether we can make a claim. A surveyor visited the site on Friday 19th November and believes the damage is age-related, therefore the council’s responsibility. If any evidence is found during the repairs that a leaking roof etc. might have caused the damage, we can go back to our insurers at that point.

Due to the health and safety risk and the pantomime looming, this matter is being dealt with as an emergency. Following discussions with the Chair, Vice-Chair, Leader and Cllr Phil Williams, instructions have been sent to carry out the works as per the quotation. Scaffolding is being erected on Friday 26th November and the work will start w/c 29th November. Estimated repair time is one week.

1. **Defibrillator – Agenda Item 9 - To discuss the location of a defibrillator as per the WAST/Save a Life Cymru grant**

I sent an email out to you all regarding the Welsh Government Defibrillator fund.

The criteria is:

1) identify, with rationale, the best place to site a defibrillator (there currently should not be a defibrillator within 500m of the proposed site)

2) have purchased or fundraised for a heated defibrillator cabinet and it has been installed on an external wall in an area which is accessible 24/7

3) have an electricity supply so that the defibrillator is maintained at the right temperature, to prevent the battery and pads from deteriorating

4) ensure the defibrillator will be available for public use 24/7

5) register the defibrillator on The Circuit database

6) appoint a defibrillator guardian (to ensure regular maintenance)

7) have a backup guardian to cover absence

8) ensure they hold CPR and defibrillation awareness sessions for individuals involved in the organisation/group

I requested whether anyone had any suggestions as to where the defibrillator could be positioned, only Cllr Llinos Davies has responded with Llwynteg or Bryndu suggested.

**(AGENDA ITEM 9 – TO AGREE WHERE TO SITE A DEFIBRILLATOR IF THE COUNCIL IS SUCCESSSFUL IN OBTAINING THE WAST/SAVE A LIFE CYMRU GRANT)**

1. **Instruction of a solicitor** – I spent two days contacting solicitors to establish whether they will undertake Community Asset Transfer work. I have managed to obtain estimates from three companies who have all found it difficult because until they review our leases and carry out searches with the land registry, they do not know how much work is involved.

They all have concerns that a solicitor did not carry out our conveyancing. The leases have also been signed our end by the Clerk so there is a potential conflict of interest. Each lease therefore needs to be reviewed in full and registered if necessary.

Tumble Park needs to be sorted out and the areas the football club are handing over needs to be completed.

Cross Hands licence needs to be completed and a formal agreement put in place with Cross Hands Bowls Club.

There are several issues in Caeglas/Tirwaun that need to be investigated.

All three companies have stressed these are estimated costs and until they carry out full reviews of the leases, they cannot quote for additional work:

**Company A Estimation - £7850 - £11,250 plus VAT**

Tumble Park - £2000 - £3000 plus VAT

Cross Hands Park - £2100 - £4500 plus VAT

Tirwaun - £1500 - £2250 plus VAT

Singleton, Maesyffynnon and Llannon - £750 - £1500 plus VAT each

Additional work will be £200 per hour plus VAT

**Company B Estimation - £7750 - £9250 plus VAT plus 10% discount**

Tumble Park - £1750 plus VAT

Cross Hands Park - £2500 - £4000 plus VAT

Tirwaun - £2000 plus VAT

Singleton, Maesyffynnon and Llannon - £500 plus VAT each

Additional work will be paid at £200 per hour plus VAT

10% discount offered

**Company C Estimation - £7600 plus VAT**

Tumble - £1850 plus VAT

Cross Hands - £2850

Tirwaun - £1850 plus VAT

Singleton, Maesyffynnon and Llannon - £350 plus VAT each

Additional work will be paid at £200 per hour plus VAT

**(AGENDA ITEM 14 – RESOLUTION REQUIRED TO SELECT A SOLICITOR)**

1. **Tirwaun Parc -** Meadows Road – Hedge has been cut by Walford & Roger