



Minutes of the Full Council Meeting of Llannon Community Council
on
Wednesday 24th November 2021, 6.30pm
Held remotely via Zoom

Meeting commenced at 6:33pm

Minute no. 99 - Members Present

Cllr. M Jones (MJ)
Cllr D Jones (DJ)
Cllr. P Williams (PW)
Cllr. L Williams (LW)
Cllr. G L Jones (GLJ)
Cllr. C Davies (CD)
Cllr. LM Davies (LMD)
Cllr. S Acciaioli (SA)
Cllr. P Edwards (PE)
Cllr E Dole (ED)

Chairperson Councillor M Jones presided over the meeting.
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Also present: C Hope - Clerk

Minutes taken by: P Hanbury

The Chairperson reminded all members present of the requirement to adhere to the code of conduct of the council.

Minute no. 100 - Apologies & reasons for absence.

Apologies were received from:

Cllr K Thomas – Private Matter

Cllr W James – Family commitment

No further apologies were received.

Minute no. 101 - Declarations of Interest.

Cllr D Jones as County Councillor.

Cllr E Dole as Leader of Carmarthenshire County Council.

Minute no. 102 - To receive an update on the RIOT Urban Sports Park.

Following the last meeting, as agreed letters were sent to all members of RIOT, to which no response had been received.

(GJ) – No response was received to the first letter sent 5 weeks ago.

(ED) – The silence indicates no interest.

The Clerk informed the council that a response was required by the National Lottery Funding and the issue of a press release to inform the community the project was no longer supported.

(GJ) – To issue a public notice on the website and in the hall.

The Clerk advised members that a suitable consultation in the future would be of benefit to the community as a whole and another smaller project could be explored.

(LW) – Agreed, the communication to be issued with a view to seeking an alternative provision for the younger people.

The members expressed the wording of the press release would need to highlight the:

“Disappointment of the Council at the breakdown of the partnership with RIOT”

Minute no. 103 - To receive an update on the Remembrance Sunday event.

The Chair advised the council he had attended Tumble in the morning and Cross Hands in the afternoon and the reception in the hall. He was delighted to see such a wonderful attendance and thanked the ladies that volunteered their services on the day and Mandy Owen for preparing the cawl.

The Clerk advised that she had consulted with the Chair, Vice Chair & Leader who agreed the purchase of poppies to be placed on the lamp posts using money from the Halloween and Christmas budgets. The Clerk suggested the council could consider purchasing more for next year to include white poppies and they will be put up earlier. They are plastic so are re-usable.

The Clerk stated the attendance at Tumble & Cross Hands services was excellent. Around seventy people attended Tumble and in addition to this, the Brownies and Celtique Twirlers lead a parade from the church to the memorial.

Around thirty people visited the hall and were served cawl, refreshments and cakes. Feedback was extremely positive.

The Clerk purchased some last-minute decorations for the hall herself and noted that Cllr Lesley Williams requested these are bilingual next year which the Clerk agreed to ensure.

The Clerk stated around eighty people attended the service in Cross Hands including Nia Griffith MP.

Thank you, emails have been, received from Nia Griffith MP, Reverend Lindy Morgan and Reverend Delyth Wilson.

(GJ) – Thanked the Clerk for organising the event.

(ED) – Apologised that he was unable to attend Cross Hands as indicated previously due to a conflicting appointment.

(PW) – Asked if it was possible to have the memorial wreaths lying flat as they are leaning against the wall and in danger of falling over.

The Clerk agreed to speak to the grounds staff to see if some form of wire may be secured to the wall.

Minute no. 104 - To discuss and agree an action plan for the distribution of Christmas Food Hampers.

The Clerk noted there is £5000 set aside for Christmas Food Hampers and she has spoken to the Youth Support Service who estimate around twenty young people in LCC's area will be requiring toys from the CCC Christmas Toy Box Appeal. The organiser of the appeal is willing to distribute food parcels to the families of these young people on the council's behalf.

The Clerk said she had also spoken to the Tumble Family Centre, and they have identified ten families in need. They are willing for us to deliver the food to the Family Centre, and they will make-up and distribute the parcels on the council's behalf based on the list provided.

The Clerk noted that to ensure families do not receive duplicate parcels, CCC and the Family Centre will share their data. If there are duplicate parcels, the Family Centre will distribute and CCC will receive less parcels.

To put this together in time for distribution, some food and essential items have already been delivered to the hall and a delivery from Farm Foods will be collected over the next few days.

The Clerk estimated there will be seventy food items and fourteen essential items in each hamper with a total value of £67 each. This will also include mince pies, a Christmas pudding, a box of biscuits and a box of chocolates. The Clerk suggested that the council purchases a Farm Foods voucher in the value of £20 to go with each hamper so the recipients could purchase meat and fresh vegetables for Christmas Day. Farm Foods does not sell alcohol, cigarettes, or toys etc so the families would only be able to use the voucher to top up their food.

The above proposal spend should be in the region of £2610 and the rest of the money could be carried over to do the same next year.

(DJ) – Suggested labels were made using the Council logo to ensure recipients were aware of who the hampers were from.

(LW) – Agreed it was good the Family Centre and Youth Service involved; a short press release would be added to the Carmarthen Journal stating the donation for the food hampers was made by Llannon Community Council.

(GJ) – The Council was not recognised last year for their contribution to the food hampers.

Proposal by Cllr G Jones – To agree the distribution of food hampers

Seconded – Cllr L Williams

All members present in favour

Resolved – The distribution of food hampers as recommended.

Minute no. 105 - To receive quotations for the replacement of fire doors in Tumble Hall.

The Clerk noted that 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. As the council was fortunate to obtain the Economic Resilience Fund Grants in the total sum of £12k there is a budget available to meet this cost.

The Clerk stated that she has 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.

(LW) – Asked if the current doors were alarmed

(GJ) – The doors need to be replaced as soon as possible

Proposal by Cllr G Jones – To accept the first quote for replacement fire doors

Seconded – Cllr L Williams

All members present in favour

Resolved – To accept the first quote for replacement fire doors

Minute no. 106 - To discuss the location of a defibrillator as per the WAST/Save a Life Cymru grant.

Members were asked for suggestions where another defibrillator was needed within the community.

(LD) – Llwynteg or Bryndu.

(LW) – Gwyn Edwards Eunant was suggested in selecting the location.

The clerk asked for the details to make contact.

(DJ) – Stated that Llwynteg was a long distance from the next location.

(GJ) – Stated that there are currently three defibrillators, the mounting cases are expensive. Where would be suitable in Llwynteg?

(LD) – Llwynteg is very rural, access to electricity required.

(DJ) – Stated there are many businesses in the area who may be willing to have the defibrillator as it uses minimal electricity.

Proposal by Cllr P Williams – To allow the Clerk delegated authority to source the location of a defibrillator as per the WAST/Save a Life Cymru grant.

Seconded – Cllr L Williams

All members present in favour

Resolved – To allow the Clerk delegated authority to source the location of a defibrillator as per the WAST/Save a Life Cymru grant.

Minute no. 107 - To review a request for financial assistance from Fairtrade.

The Clerk informed members of the council and an email had been received from Tara Fisher as secretary of Fairtrade Llanelli regarding FAIRTRADE FRIENDSHIP BENCHES.

MIND, Llanelli FAIRTRADE, 50+ Carmarthenshire, Llanelli Men's Shed are involved in the project with the Men's shed making the benches. Tara has advised that they wish to set up these benches all over the constituency and 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. 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 due to COVID, lockdowns but also for the many people living alone with little support.

So far, they have orders for six benches. They must be placed in a local park and not on the highway. The cost to the council would be £200 per bench. Once several benches are finished there will be a huge advertising campaign. It will also be an 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.

(LD) – Suggested the bench be placed in a park rather than playground.

(LD) – Friendship benches / sensory area may be looked at for the areas we have.

(DJ) – Agreed an image of a plaque shown by Llinos would be ideal.

Proposal by Cllr P Williams – To agree the sum of £200 donation towards a Friendship Bench

Seconded – Cllr G Jones

All members present in favour

Resolved – To agree the sum of £200 donation towards a Friendship Bench

Minute no. 108 - To discuss the Queen's Platinum Jubilee arrangements.

A brief discussion took place regarding the Queen's Platinum Jubilee, it was agreed to carry the item as on-going. A weekend of events to be planned from Thursday 2nd June 2022 as an extra Bank Holiday will be included for the celebrations.

Minute no. 109 - To discuss the possibility of Llannon Community Council Local Hero Awards.

The Clerk discussed with the members of its need improve its presence within the community. An Awards Evening would show recognition for members of the community who go the extra mile.

Brief outline – Ten categories. Top three nominees will be invited to attend with the winner being announced on the evening of the event. Local businesses will be invited to sponsor each award and to attend the ceremony to present.

Suggested date for the ceremony could be Friday 4th March at Tumble Hall. Buffet provided by council. Bar will be open for attendees to purchase drinks. Will arrange suitable entertainment for after the awards. Council to subsidise buffet and entertainment. This could come out of the kitchen equipment budget.

Possible Award Categories: Service to the Community, Keyworker of the Year, Teacher of the Year, Young Achiever of the Year, Environment Champion, Role Model of the Year, Volunteer of the Year, Carer of the Year, Sporting Hero, Chair's Award.

(GJ) – Will be a good event to learn about what people are doing around us. Agree with beginning of March. Can we get local businesses to sponsor the event?

(LW) – Stated there were too many categories five rather than ten, and some could be joined together as they were similar.

(LW) – Stated a different name to 'hero' to be considered.

(GJ) – Not for Councillors

The Clerk suggested that Councillors and Staff be excluded from the nominations.

(SA) – Teacher and Key Worker be merged?

(LD) – Service to Community overlap with Key Worker?

(DJ) – Arts and Artists are often not recognised whereas sporting usually does.

The Clerk informed members she will look at the categories and put forward some further ideas.

Proposal by Cllr L Williams – To hold a Community Achievement Award Evening

Seconded – Cllr G Jones

All members present in favour

Resolved – To hold a Community Achievement Award Evening

Minute no. 110 - To receive an update regarding the internal auditor.

The Clerk advised that due to ill health, the internal auditor from Auditing Solutions is no longer able to assist the Council. OVW have a template advert which has been amended and circulated to the members. The Clerk will utilise the OVW website and Sell To Wales to advertise which are both free of charge. The Clerk will update members of the outcome.

Minute no. 111 - To discuss the appointment of a solicitor.

Solicitors have been contacted in order undertake community asset transfer work, the following three estimates have been sourced, all expressed difficultly because until they review our leases and conduct searches with the land registry, they do not

know how much work is involved. Concerns were expressed that a solicitor did not conduct the council's previous conveyancing, and leases have also been signed by the former Clerk indicating 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 conduct full reviews of the leases, they cannot quote for additional work:

Company A Estimate - £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 Estimate - £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

Ten percent discount offered

Company C Estimate - £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

(GJ) – The work must be done asap if we are not meeting correct rules and procedures.

Proposal by Cllr G Jones – To instruct Company C for the Community Asset Transfer process

Seconded – Cllr E Dole

All members present in favour

Resolved – To instruct Company C for the Community Asset transfer process

Minute no. 112 - To agree Terms of Reference for the following committees:

It was agreed that the Environment Committee also included Biodiversity and Well-Being. Members of the public were previously on the committee; this has been updated to reflect those members of the public can only be part of a 'Working Group.' Only elected members can be on committee.

Finance Committee

Proposal by Cllr G Jones – To agree Terms of Reference for the Finance Committee

Seconded – Cllr E Dole

All members present in favour

Resolved – To agree Terms of Reference for the Finance Committee

Personnel Committee

Proposal by Cllr E Dole – To agree Terms of Reference for the Personnel Committee

Seconded – Cllr G Jones

All members present in favour

Resolved – To agree Terms of Reference for the Personnel Committee

Environment Committee

Proposal by Cllr L Williams – To agree Terms of Reference for the Environment Committee

Seconded – Cllr L Davies

All members present in favour

Resolved – To agree Terms of Reference for the Environment Committee

Hall Management Committee

Proposal by Cllr G Jones – To agree Terms of Reference for the Hall Management Committee

Seconded – Cllr P Edwards

All members present in favour

Resolved – To agree Terms of Reference for the Hall Management Committee

Minute no. 113 - To update the composition of the following committees in accordance with their new Terms of Reference:

5 Members to be appointed to each Committee. The Chair will be on every Committee, plus four other members.

Finance Committee:

Cllr S Acciaioli, Cllr L Davies, Cllr D Jones, Cllr P Williams, Cllr M Jones.

Proposal by Cllr G Jones – To agree composition for the Finance Committee as above

Seconded – Cllr E Dole

All members present in favour

Resolved – To agree composition for the Finance Committee to be: Cllr S Acciaioli, Cllr L Davies, Cllr D Jones, Cllr P Williams, Cllr M Jones.

Personnel Committee:

Cllr L Williams, Cllr P Williams, Cllr L Davies, Cllr E Dole, Cllr M Jones

Proposal by Cllr G Jones – To agree composition for the Personnel Committee as above

Seconded – Cllr L Davies

All members present in favour

Resolved – To agree composition for the Personnel Committee to be: Cllr L Williams, Cllr P Williams, Cllr L Davies, Cllr E Dole, Cllr M Jones

Environment Committee: **Composition carried forward to next meeting**

Hall Management Committee:

Cllr D Jones, Cllr G Jones, Cllr C Davies, Cllr L Davies, Cllr M Jones.

Proposal by Cllr E Dole – To agree composition for the Hall Management Committee as above

Seconded – Cllr L Williams

All members present in favour

Resolved – To agree composition for the Hall Management Committee to be:
Cllr D Jones, Cllr G Jones, Cllr C Davies, Cllr L Davies, Cllr M Jones.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, s1(2) and the Local Government Act 1972, s,100(2), the meeting went into camera at this stage.

Minute no. 114 - To agree an Employees Expenses Policy & Procedure.

The Clerk explained to members that the HMRC Independent Remuneration Panel was the standard guidelines to follow within the Expenses Policy and Procedure.

Discussions took place regarding mobile phone costings as staff were using their own devices at present. There were complexities around registering for business mobile phones. This would be considered when more staff were employed, and the need required.

Alarm Call Out Fee discussed and agreed as a flat rate was agreed.

A Policy must be in place to recognise reward and recognition for staff members.

Professional body subscriptions to be paid by the Council (bodies that the Council needs to be registered to such as OVW, SLCC, ICCM)

(LW) – Asked the Clerk what the professional bodies were.

(GJ) – Asked about possibility of PAYG phones.

Proposal by Cllr L Williams – To accept the Expenses Policy and Procedure

Seconded – Cllr P Williams

All members present in favour

Resolved – To accept the Expenses Policy and Procedure

Minute no. 115 - Personnel matters.

The Clerk informed the members that she has received a notice of resignation from Mandy Owen and Laura Davies. Mandy has offered to continue the Meals on Wheels service privately.

The Clerk updated members on how the role was progressing, with an increased amount of work identified.

The Clerk is currently assisted by temporary staff: Data Entry Clerk (5 hours per week), Minute Clerk (5 hours per week) and Facilities Officer (15 hours per week) to enable her to concentrate on key tasks requiring urgent attention.

The Clerk requested an additional temporary role of an Administration Assistant for 15 hours per week and the Facilities Officer to be increased to 22.5 hours per week. The Clerk highlighted the staffing budget remains on underspend.

(DJ) – Expressed concern regarding taking on resource to ensure transparency.

(ED) – Highlighted the volume of work to be done and requires the assistance.

(LD) – Stated the Clerk to be supported to enable the council to get back on track.

(LD) – Longer term positions will be formally advertised.

(GJ) – We were aware of problems, not the extent of issues.

(ED) – Welsh Audit will be able to review the status

(ED) – Commended the Clerk on the magnitude of work done to date, and to do. It is recognised assistance to be given to support.

Proposal by Cllr E Dole – To agree 15 hours a week Administrative Support and Facilities Officer increased to 22.5 hours for a three-month basis.

Seconded – Cllr D Jones

All members present in favour

Resolved – To agree 15 hours a week Administrative Support and Facilities Officer increased to 22.5 hours per week for a three-month basis.

The Clerk informed members that the Cemetery handover would take place shortly. The Clerk requested permission from the members to engage in assistance from a Cemetery Expert from ICCM to be present during the handover.

Proposal by Cllr P Williams – To have ICCM expert for cemetery handover

Seconded – Cllr E Dole

All members present in favour

Resolved – To have ICCM expert for cemetery handover

The Clerk expressed to members that 60 hours extra have been worked to date during November. This will be split as O/T and as TOIL in lesser amounts to reduce the hours.

There was no further business.

The Chair closed the meeting at 20:33

Signed

Date