



**Minutes of the Full Council Meeting of Llannon Community Council**  
**on**  
**Wednesday 20<sup>th</sup> October 2021, 6.30pm**  
**Held remotely via Zoom**

**Meeting commenced at 6:30pm**

**Minute no. 81 - 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. K Thomas (KT)  
Cllr. W James (WJ)  
Cllr. P Edwards (PE)  
Cllr E Dole (joined at 18:57) (ED)

**Chairperson Councillor M Jones presided over the meeting.**

**Also present:** Locum Clerk

**Minutes taken via Zoom recording by:** Paula Hanbury

**Minute no. 82 - Apologies & reasons for absence.**

The Clerk noted that apologies were received from Cllr Nathan Holman via email at 17:26 which was read out to the members present as his request and noted. Cllr Holman stated the apologies were for tonight and, potentially, further meetings.

No further apologies were received.

**Minute no. 83 - Declaration of Interest.**

Cllr Dot Jones as County Councillor.

Cllr Emlyn Dole as Leader of Carmarthenshire County Council.

**Minute no. 84 - To consider policing matters.**

The Clerk advised that there are no policing matters to report. However, Superintendent Gary Phillips has recently given a talk / presentation at a neighbouring council regarding changes with a new hwb which was very informative. The clerk advised the members she would e-mail requesting the same presentation for the members of Llannon Council.

**Minute no. 85 - Confirmation of Minutes of:**

a) The council meeting held on 15<sup>th</sup> September 2021.

***Proposal by Cllr Dot Jones - To agree the minutes of the Full Council Meeting, held on 15<sup>th</sup> September 2021***

***Seconded – Cllr Lesley Williams***

***All members present in favour except, Cllr Kim Thomas – abstained (IT Issues)***

**Resolved – Minutes of the Full Council Meeting, held on 15<sup>th</sup> September 2021 agreed.**

b) The EGM held on 5<sup>th</sup> October 2021.

***Proposal by Cllr Phil Williams - To agree the minutes of the EGM, held on 5<sup>th</sup> October 2021***

***Seconded – Cllr Gary Jones***

***All members present in favour***

**Resolved – Minutes of the EGM, held on 5<sup>th</sup> October 2021 agreed.**

**Minute no. 86 - To receive an update on the RIOT Urban Sports Park.**

As instructed by the council in September's meeting, a letter was sent to the RIOT group members dated 23<sup>rd</sup> September 2021. The Chair, James Dexter, advised that he had not received the letter. It then transpired that he has not changed his address on the CIC, despite moving in March, so the letter had been sent to his old address. The Clerk confirmed she had emailed him a copy.

The group were asked to provide the following information by 1<sup>st</sup> October 2021:

- Confirmation of the composition of the company and when the resignations will be updated.
- Confirmation as to the number of volunteer members and names and the additional volunteers.

- Confirmation as to when the Confirmation Statement will be submitted.
- Evidence of the ongoing support from the four hundred young people and parents.
- A clear plan as to how the company will *“form the management committee for the skate park and will ensure funds are allocated to urban sports lessons, inclusion projects and the park’s sustainability”*.
- Provide an explanation as to why RIOT is still not a member of Cymdeithas Mynydd Mawr Ltd.

The Clerk noted that unfortunately, she had not received a reply and confirmed the mail has been opened in the Hall and there is nothing there either.

The Clerk confirmed that having checked today the confirmation statement at Companies House is still overdue. The details of the directors remain the same.

The Clerk noted that on 13<sup>th</sup> October, Mike Newman, who was one of the former volunteers, put a post on the Tumble and Gwendraeth Valley Facebook Page:

*“Hey guys. Riot Urban Sports Park are once again in need of your support. We’ve been requested to show proof to council that we are supported by Tumble Community for them to continue helping us with the Urban Sports Park.*

*Is there any way we can do an online survey here showcasing support? We need at least 500 people willing to like or love and leave a small comment stating they still support the project and how many children they have that will benefit.2*

The following data was captured: There were 185 likes or loves of the post. 31 people have posted comments with approximately 14 children referenced.

The Clerk confirmed she had reported to the members in the last meeting that Mr Newman was the same gentleman that said Tumble “didn’t deserve the project”.

The Clerk advised the council that as the lottery funding is based on the partnership with RIOT, a decision now needs to be made regarding the future of this project.

The Clerk suggested that if this project with RIOT is no longer viable, different options for a smaller facility that will not have such a detrimental impact on residents and the environment could be considered instead. This would also be more manageable both financially and practically going forward.

The Clerk stated that, whatever decision is made, it is important that full consultation is carried out going forward with the people living in all of our wards. As a council, the members must know the needs and wants of everyone, so it is imperative that future consultations give everyone the opportunity to have their say. By doing this properly, the council can look to provide a range of services and facilities that benefit the majority.

Through the Chair, the Clerk asked the members present for their comments.

- (GJ) – expressed concern that the community were being asked to provide the information rather than RIOT providing what was required.
- (LW) – asked if it may be better to speak face to face rather than email.
- (ED) – Basis of extension is based on an ongoing commitment as to their part in the delivery. It is not about looking at support from a FB page, RIOT have not answered, through the Clerk carrying out the searches the constituted status of the group has not changed.
- (LD) – The letter issued states evidence of ongoing support not just a Facebook request, just seems like an SOS?
- (GJ) – Letter sent was to Christine’s business address.
- (GJ) – suggested that he speak to one of the members of RIOT to request a membership list showing how much support they have?
- (GJ) – In order to achieve the Lottery funding RIOT was required to be a constituted group. This has not been done to date, how can we move forward?
- (ED) – expressed that the Lottery ~~were~~ was interested in the outline of the project, and its aims and ambition. However, there is a timeline to follow which has already been granted 2 extensions, we are 20days late in response and the CIC has not yet been processed which is not meeting the requirements of the funding application.
- (MJ) – Would it be worth requesting a final meeting?

***Proposal by Cllr E Dole -***

Considering the fact, we no longer have a partner who is responding, we are already on two extensions from the lottery. We have no option other than withdrawing from the current bid and engage in a FULL consultation with the community to understand what THEY want / need from us as a Council.

A letter needs to be sent to the RIOT group informing them we have no option other than to withdraw from the project.

***Seconded – Cllr P Williams***

***All members present in favour***

**Resolved – Letter to be issued to the RIOT group informing of withdrawal from project**

**Minute no. 87 - To receive the Clerk's Report for October 2021 and consider matters arising not detailed as separate agenda points.**

There were NO matters raised

**Minute no. 88 - To discuss staff training.**

ICCM (Institute of Cemetery & Crematorium Management) have confirmed we are members, so the Clerk, Walford & Roger need to attend training consisting of 2 x half days at a cost of £135 plus VAT.

***Proposal by Cllr D Jones - To agree the costs of cemetery training for three staff members***

***Seconded – Cllr G Jones***

***All members present in favour***

**Resolved – Costs of cemetery training for three staff members agreed.**

**Minute no. 89 - To consider the purchase of new IT equipment.**

- a) Purchase of new laptop for Clerk – the previous clerk used his own laptop. The Clerk noted she has used my own for the past few months. However it is not powerful enough to manage all functions. RIALTAS is currently loaded on to a separate laptop which is switching itself off during use. There is currently one spare laptop (think pad) that was used by the previous RFO.

The Clerk suggested moving RIALTAS on to the previous RFO's laptop (think pad). This can be stored in the safe then be used by the Clerk/Deputy whenever necessary.

The Clerk asked the council to consider allowing her to purchase a laptop which would enable her to carry out the work of the council. This will be in the sum of £700-£1000 plus VAT depending on the specification.

There are several online trainings that Roger and Walford will need to attend over the winter months. The Clerk also asked that the council purchases a further two laptops that can be specifically used for training in the sum of £280 plus VAT each.

***Proposal by Cllr L Davies - to purchase a new laptop for the Clerk***

***Seconded – Cllr L Williams***

*All members present in favour*

**Resolved – to agree to purchase IT equipment**

**Minute no. 90 - To discuss the maintenance of the hedge on Meadows Road, Tirwaun Park.**

Roger has been out and assessed this. We can borrow the chipper from Cwmamman so they will carry out the work on Walford's return. Our solicitor will consider this point going forward as we do not have a resolve whether we are responsible for a section or the whole hedge.

Cllr D Jones – Informed members a local farmer has the relevant equipment. This would be looked at if the required due diligence around safety, training and insurance was available for the Council to sign off.

***Proposal by Cllr D Jones - to use local resource if due diligence is in place, otherwise Roger and Walford will carry on with the task***

***Seconded – Cllr E Dole***

*All members present in favour*

**Resolved – Interim maintenance of the hedge on Meadows Road, Tirwaun Park.**

**Minute no. 91 - To review requests for financial assistance from:**

a) **Llannon Young Farmers**

Adjourned to finance committee meeting to clarify current policy on donations.

b) **Royal British Legion-**

The cost of 4 remembrance wreaths is an average donation of £50 per wreath, total cost of £200.

***Proposal by Cllr P Williams - The cost of £200 for the remembrance wreaths to be covered.***

***Seconded – Cllr D Jones  
All members present in favour***

**Resolved – £200 donation to Royal British Legion for 4 wreaths**

c) **Carmarthenshire County Council Christmas Toy Box Appeal**

Declaration of interest: Cllr E Dole and Cllr D Jones (County Councillors)

***Proposal by Cllr L Davies – To donate £500***

***Seconded – Cllr G Jones***

***Cllr K Thomas – ABSTAINED: Is involved in local Secret Santa***

***Cllr E Dole and Cllr D Jones: NO VOTE***

***All other members present in favour***

**Resolved – Llannon Council to donate £500 for CCC Toy Box Appeal**

**Minute no. 92 - To set a date for the following committee meetings:**

It was suggested that a Hall Management Committee Meeting is held on 10<sup>th</sup> of November

Next full council meeting is 17<sup>th</sup> November.

It was suggested that an Environment Committee meeting is held on 24<sup>th</sup> November at 6pm, followed by the Finance Committee Meeting.

a) **Finance Committee – 24<sup>th</sup> to follow Environment**

**Finance Committee:** Cllr Michael Jones; Cllr Dot Jones; Cllr Phil Williams; Cllr Sion Acciaioli; Cllr Nathan Holman; Cllr Alun Owen; Cllr Llinos Davies

For members to receive an up-to-date record of finances.

b) **Environment Committee 24<sup>th</sup> at 6pm**

**Environment Committee:** Cllr Llinos Davies; Cllr Phil Williams; Cllr Lesley Williams; Cllr Christopher Davies; Cllr Kim Thomas; Cllr Sion Acciaioli.

c) **Hall Management Committee – 10<sup>th</sup> November 6.30pm**

**Hall Management Committee:** Cllr Michael Jones; Cllr Nathan Holman, Cllr Kim Thomas; Cllr Phil Williams; Cllr Llinos Davies; Cllr Dot Jones; Cllr Lesley Williams; Cllr Gary Jones.

**Minute no. 93 - To discuss which councillors will attend the Remembrance Day Services at Tumble Memorial and Cross Hands Memorial on Sunday 14<sup>th</sup> November 2021.**

The Clerk gave her apologies through the Chair as this was incorrectly noted on the agenda as 13<sup>th</sup> November 2021.

The Clerk advised the Service will start at 10am in Dewi Sant, approx. 11am arrive at Tumble Memorial. We will also be Joined by representatives from the local clubs.

Service in Cross Hands with Rev Wilson will start at 2pm and will last approximately twenty minutes.

With the council's permission, we would like to offer free refreshments and cawl in Tumble Hall from 11.15am to 1.45pm.

The members discussed the following:

Confirmation of who will be attending each service: Members to inform the Clerk via email of their availability to attend any services.

The Chair normally attends the Cenotaph in Llanelli. However due to possible limitations and Covid, no invitation has been received to date. The Chair has informed members he is available for all services.

Cllr E Dole can attend Cross Hands at 2pm.

The clerk to contact Ysgol Maes Y Gwendraeth to see if a suitable cornet player or bugler was available. It was also suggested the Cross Hands ATC may be able to assist. A further option of assistance from Ysgol Strade was given and a contact by Cllr Dole could be another option.

***Proposal by Cllr G Jones – To provide refreshments on Sunday 14<sup>th</sup> November***

***Seconded – Cllr E Dole***

***All members present in favour***

**Resolved – Provision of refreshments on Sunday 14<sup>th</sup> November 2021**



**Minute no. 94 - To discuss personnel matters.**

**The Catering/Bar Manager & Assistant Catering/Bar Manger** – The Clerk noted they have both requested to decrease their hours to 12 per week from 1<sup>st</sup> October 2021, until the hall re-opens fully. This will obviously assist the council financially in the meantime.

Cllr E Dole expressed his thanks to the staff for their honesty in terms of their working hours.

***Proposal by Cllr G Jones – As requested, to reduce the hours of the Catering & Bar Manager and the Assistant Catering & Bar Manager to 12 per week, on the proviso when required to return to normal hours***

***Seconded – Cllr E Dole***

***All members present in favour***

**Resolved – Reduction to 12 hours per week for the Catering & Bar Manager and Assistant Catering & Bar Manager until the requirement to return to full hours is needed.**

**Roger Perry & Walford Williams** – The Clerk noted we have a busy winter ahead with a large amount of outside and inside work that needs to be completed. In addition, they both have a huge amount of online training to complete and have a lot of holidays to take. We are anticipating they will continue to work 30 hours per week, but this will be monitored.

The Clerk requested they are paid for all the overtime that they have worked over the Summer, instead of banking the hours.

***Proposal by Cllr E Dole – Agree to issue payments to date for Walford and Roger, enabling the fresh start of hours worked to be monitored***

***Seconded – Cllr G Jones***

***All members present in favour***

**Resolved – Issue payment to date for overtime worked, enabling fresh start of hours worked to be monitored**

Information from the Clerk:

Whilst she has been away, she has been thinking about the most important tasks we need to carry out over the next few months. These are mainly to ensure we are compliant and that we can put together a well-informed budget for the next financial year.

Each of the council's assets needs to be assessed in line with the work the ground staff carry out, and our health and safety obligations and our insurance obligations need to be reviewed. A full schedule of works needs to be put together so we can plan whether we need to take on a casual worker next Summer.

The Clerk advised she needs to liaise with the council's solicitor to sort out each of the asset transfers and get Cross Hands complete. We need to put a specification together for the playground and start the tender.

Staff contracts, appraisals, the council handbook, policies, filing system, well-being plan and biodiversity plan all need to be reviewed. There is also a need to sort out the IT systems, including setting up council email addresses for you all, the website and social media.

The Clerk noted she will also need to put together a plan for the hall to open fully, sometime in the new year.

Before this can happen the 44 actions given to us by Ellis Whittam need to be addressed, they also need to come out and do their annual review. All risk assessments will have to be reviewed and those not in place will need to be actioned.

The Clerk stated in addition to this, she obviously has the day to day running of the council and the finances to keep on top of.

The Clerk stated that before we look at appointing a deputy or assistant, she would like to get on top of a lot of this outstanding work and feel it will be beneficial to bring in some specialists help on a temporary basis. There are some people she has worked with before who are willing to help on a temporary basis.

The Clerk requested the council consider the appointment of a temporary facilities officer to assist with the assets, health and safety and planning. The Clerk suggested this would be 20 hours per week for three months to be reviewed thereafter. The salary would be £14-£15 per hour for this sort of role.

The Clerk noted she would also like to employ a temporary minute taker for three months and someone with RIALTAS experience to assist with data entry. Both roles would be around £10.50 per hour at approximately 5 hours per week each.

The Clerk noted the salary for the three temporary staff would still be less than employing a deputy clerk for 30 hours per week. Once the budget has been set for the new financial year and we know what the council's immediate ambitions will be, we can look to advertise for a permanent deputy based on a much more accurate assessment of the council's needs.

Members discussed the requirements from the Clerk.

Cllr E Dole – Agreed with the Clerk of the plan proposed, it was important to right the wrongs of the past and reset for the future.

Cllr P Williams – Asked whether this required more than one additional resource

Cllr G Jones – The benefit for us is to get the job done as detailed

***Proposal by Cllr E Dole – To employ a temporary Facilities Officer, Minute Clerk and Finance Data Entry Assistant at the hours and salary level suggested by the Clerk and to revisit in 3 months to determine status of recovery plan***

***Seconded – Cllr G Jones***

***Cllr K Thomas - ABSTAINED***

***All other members present in favour***

***Resolved – To employ a temporary Facilities Officer, Minute Clerk and Finance Data Entry Assistant at the hours and salary level suggested by the Clerk and to revisit in 3 months to determine status of recovery plan***

**Meeting moved to In-Camera:**

*‘Members of the Public and Press are excluded from attending this meeting due to the confidential nature of the business to be discussed in accordance with Local Government Act 1972, Section 100A (2)’*

At this point the Clerk and members of the public were asked to leave the meeting as the members need to discuss the appointment of the new clerk.

The members confirmed that start date for the Clerk as being 1<sup>st</sup> November 2021.

The current pay scale range is 37-41. Following discussion and what was recommended by One-Voice-Wales. It was agreed to set the Clerk on point 38.

It was agreed by members that the probationary period would not apply in this instance as the Clerk has been in employment with the Council since 8<sup>th</sup> June 2021.

***Proposal by Cllr G Jones – To confirm start date of 1<sup>st</sup> November 2021, Clerk to be appointed on point 38 and probationary period has already been served.***

***Seconded – Cllr P Williams***

***Cllr K Thomas - ABSTAIN***

***All other members present in favour***

***Resolved – To confirm start date of 1<sup>st</sup> November 2021, Clerk to be appointed on point 38 and probationary period has already been served.***

The Clerk was invited back into the meeting and was officially welcomed to Llannon Community Council as the new Clerk, with effect from 1<sup>st</sup> November 2021.

Members present expressed they were glad that they had taken the process to One-Voice-Wales to oversee the recruitment.

There was no further business.

***The Chair closed the meeting at 20:33***

**Signed .....**

**Date .....**