

Cyngor Cymuned Llannon Community Council



Minutes of the Full Council Meeting of Llannon Community Council

on

Wednesday 26th July 2023 at 6.30pm

Held remotely via Zoom

Meeting commenced at 6:30pm

The Chair, Cllr. Julie Owen presided over the meeting.

Minute No. 43 – Members Present.

Cllr. J. Owen (JO)

Cllr. R. Lloyd Davies (RD)

Cllr. P. Owen (PO)

Cllr. N. Thomas (NT) – Left the meeting at 7.07pm.

Cllr. M. Jones (MJ)

Cllr. J. Anderson (JA)

Cllr. E. G. Evans (EGE)

Cllr. R. Jones (RJ) – Left the meeting at 6.53pm.

Cllr. G. Jones (GJ) – Left the meeting at 6.53pm.

Cllr. D. Jones (DJ) – Left the meeting at 6.53pm.

Also Present:

Mrs. C. V. Hope – Clerk (CH)

Mrs. Ff. Lewis – Deputy Clerk (FL)

Minute No. 44 – Apologies and reasons for absence.

Cllr. Ll. Davies (LD) – Family commitments.

Cllr. C. Davies (CD) – Family commitments.

Cllr. S. Stewart (SS) – Away.

Cllr. S. Eldridge (SE) – Away.

No other apologies were received through the Clerk.

Minute No. 45 – Declarations of Interests.

Cllr. E. G. Evans – Cadw Mynydd Mawr yn Daclus.

There were no other new declarations of interests.

Minute No. 46 – Policing Matters.

The Clerk informed the Council that there are no Policing matters to report.

Minute No. 47 – The Chair’s report.

A copy of the Chair’s report was sent previously to all members of the Council via email by the Clerk. There were no questions raised from the members present.

Minute No. 48 – To receive County Councillor’s reports.

Cllr. Ll. Davies sent her report via email to the Clerk who in turn forwarded the report to all Councillor’s via email. Cllr. D. Jones stated she had been too busy to provide a report or to prepare a verbal report.

Minute No. 49 – Public Participation.

There was no Public Participation.

Minute No. 50 – Confirmation of the Minutes.

Full Council Meeting held on 21st June 2023.

RD proposed that these minutes were a true record. NT seconded the proposal. GJ, DJ, RJ and EGE abstained from voting. All other members present in favour.

Environment Committee held on 17th July 2023.

RD proposed that these minutes were a true record. PO seconded the proposal. GJ, DJ and RJ abstained from voting. All other members present in favour.

Finance Committee held on 17th July 2023.

RD proposed that these minutes were a true record. JO seconded the proposal. GJ, DJ and RJ abstained from voting. All other members present in favour.

Hall Committee held on 19th July 2023.

JO proposed that these minutes were a true record. MJ seconded the proposal. GJ, DJ and RJ abstained from voting. All other members present in favour.

Assets Committee held on 24th July 2023.

NT proposed that these minutes were a true record. PO seconded the proposal. GJ, DJ and RJ abstained from voting. All other members present in favour.

Personnel Committee held on 24th July 2023.

RD proposed that these minutes were a true record. MJ seconded the proposal. GJ, DJ and RJ abstained from voting. All other members present in favour.

Resolved that the following minutes of the Community Council (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively:

- Full Council Meeting held on 21st June 2023.
- Environment Committee held on 17th July 2023.
- Finance Committee held on 17th July 2023.
- Hall Committee held on 19th July 2023.
- Assets Committee held on 24th July 2023.
- Personnel Committee held on 24th July 2023.

Minute No. 51 – Ratify recommendations made by the Assets Committee.

The Clerk gave an outline of the Assets Committee meeting that was held on the 24th July 2023. Please see the minutes attached (Appendix A) for more details.

The following recommendations were made from the Assets Committee to the Full Council:

- To agree the new Rules & Regulations proposed for Upper Tumble Public Cemetery
- To agree the new fees proposed for Upper Tumble Public Cemetery.
- To agree that Llannon Community Council look further into the Community Asset Transfer of the land to the rear of Llannon School.

There were no questions raised by the members present.

6.53pm Cllr. G. Jones, Cllr. D. Jones and Cllr. R. Jones left the meeting and did not return.

Cllr G Jones sent a text message to the Clerk at 19:04 (read after the meeting) to advise their internet was down.

EGE proposed that the Council accept the new Rules & Regulations for Upper Tumble Cemetery. JA seconded the proposal. All in favour.

Resolved to accept the new Rules & Regulations for Upper Tumble Cemetery.

EGE proposed to accept the new fees for Upper Tumble Cemetery. JA seconded the proposal. All in favour.

Resolved to accept the new fees for Upper Tumble Cemetery.

RD proposed that the Clerk looks further into the Community Asset Transfer of the land to the rear of Llannon School. MJ seconded the proposal. All in favour.

Resolved that the Clerk looks further into the Community Asset Transfer of the land to the rear of Llannon School.

Minute No. 52 – The Clerk’s report.

The Clerk reported to the Council on the following:

Governance & Administration.

- Preparation for five committee meetings held in July and tonight’s meeting.

Strategic Development

- Well-being Plan created and presented to Council for tonight’s meeting.

- Liaised with contractors regarding completion of new playground.
- Liaised with Cross Hands school so pupils had first official usage of new playground. They have made the Council a beautiful Thank You card with pictures of their special day.
- Sourced additional funding from sponsors.
- Ordered and arranged delivery of recycled picnic benches which the maintenance team have installed.

JA thanked the Clerk and commented on how colourful the benches are and how nice they look in Cross Hands Park. The Clerk informed the Council that the picnic benches were purchased from Second Life Products Wales and that they have a 20-year life span, also to maintain the benches they will only need to be jet washed.

- Arranged official opening day (this Saturday 29th July at 11am). There will be ice cream and lollipops available for children. LICC will have a stall there. Tumble Colts will be doing football activities. Dragon will be giving out activity packs.
- Meeting arranged with Cross Hands Bowls Club for next week to discuss future of pavilion.
- E-mail response received from legal & property (CCC) regarding Cross Hands Park:

i. Trees behind properties at 80-84 Carmarthen Road:

The Arborist was contacted, and his response was: -

“As I understand it the shedding of leaves and leaf litter is a natural process and there is no legal requirement for CCC to clear fallen leaves from private property”.

Accordingly, as there is no obligation upon CCC to undertake works to the trees in question, it would, unfortunately be difficult for us to be able to justify pursuing the matter.

ii. Bridal Path Update

At present we have not received any further updates in relation to the proposed bridleway.

Further, the Arborist who attended advised that: -

“The proposed bridleway must not impact on the structural integrity of the trees, and I strongly recommend that any planned changes to the ground level is discussed with the Senior Officer. If there are any changes to the ground within approximately 5.5m of the base of the trees, then an engineering no dig solution will be required.”

Accordingly, we would propose that we proceed without any plans for the bridleway. If this is still required following completion of the Lease, then it’s location and plans can be discussed further and agreed between the Community Council and County Council at that point.

The Clerk informed the Council that she is still waiting for the plans.

iii. Maintenance Grant of £35k

The remaining £35k I am instructed would be to improve the Park and therefore detailed plans regarding how the park will be improved would need to be submitted before funds could be released.

Finance

- FL has ensured that all the cashbooks are up to date and presented to Council this evening.
- The way that FL has created the spreadsheets means that a forecasted budget for 2024-2025 is already being created in the background.

The Clerk thanked FL for her hard work and this was echoed by the Chair and Councillors present.

7.07pm Cllr. N. Thomas informed the Council that he has a prior engagement and apologised for having to leave the meeting. NT left the meeting and did not return.

- Quarterly report presented this evening.
- EGM to be held on Wednesday 9th August to receive the Assets Register and Annual Report.
- Internal Audits to be carried out w/c 14/08/2023.

- EGM to be held on Friday 1st September to receive the Internal Auditors Report and Annual Return.
- Annual Returns to be signed by the Chair and sent to Wales Audit with accompanying documentation.
- Wales Audit Office have already confirmed they are happy to receive 2021-22 and 2022-23 Returns by 30th September, but we will be doing this w/c 3rd September.
- Poverty Fund grant of £8346.47 received.
- VAT reclaim paperwork nearly complete, estimate £75k of VAT to be re-claimed up to end of June 23.
- Insurance for vans & mowers renewed on 23rd July - £3131.52. This will be paid via 12 monthly instalments. Brokers sourced best price on Council's behalf.
- HFPF has re-opened for September to December with £10k available. The Clerk confirmed she has submitted an application for the funding.

Land & Buildings

- Cross Hands Changing rooms are of concern. It is vital that the Council start work on a masterplan and look at funding streams to develop the building, car park, tennis courts etc.
- Footpath alongside Tumble School and the one that leads from Y Graig to Llechyfedach School both may need LICC to consider adopting.
- The signs created by the Vice-Chair to help combat the issue of not picking up after dogs will be put in our open spaces over the next week.
- The Clerk has been liaising with enforcement officers to arrange more regular patrols of Cross Hands Park and Tumble Park.
- A dog poo bag dispenser has been purchased for Cross Hands Park and Tumble Park and we will monitor this going forward.
- To date, both portaloos have been respected and no vandalism has occurred.
- 50 of the old chairs from Tumble Hall have been delivered to Dewi Sant.
- The Clerk has contacted the representative from Carmel again to make sure that they don't need any and she has confirmed that they don't.
- Due to poor workmanship in Tumble playground, it now requires £2500 to repair the wetpour surface. We are trying to liaise with Kompan to repair for free. There is also £3500 repair required to the ropes.
- Y Cwtsh – only open one day per week during Summer Holidays as HFPF not available until September.

Communications

- The Clerk attended the public meeting regarding SRiC held at Tumble Park on Friday.

Tom Evans (Transport Planner for Highways CCC) explained the scheme to the residents that attended. Many residents were unhappy that they did not know about the scheme, and some took the opportunity to discuss this with the Clerk further. The resident that called for the meeting has offered to help the Council with future leaflet/newsletter drops and two other residents also offered their help, and they provided the Clerk with their emails so that she can contact them. Several residents asked for the Clerks contact details which she passed on.

The same resident raised concerns regarding the shelter in the car park. This will also need to be discussed in EGM in two weeks' time.

The same resident has emailed the Clerk prior to the meeting to say the lane behind his property has been blocked off. The Clerk has advised the resident that she will follow this up with Tom.

A couple from Park Place had noticed that the heating in Y Cwtsh was coming on at night, the Clerk explained that the timer was only set in the Winter from 7am-2pm, Mon-Fri so if they notice again, would they please contact the Clerk.

A resident complained about users of the park not picking up after their dogs. The Clerk and the resident had a separate conversation afterwards and the resident will work with the Vice-Chair in helping the Council to tackle this going forward.

- Member of the public requested a copy of the minutes of the EGM on 24th May 2023.
- Website – the Clerk has stripped it back to the statutory information that the Council need to provide. The new website will be developed during Quarter Three so more information will follow.
- 123 reg account is now finally up to date. Llanedi was still on our account, so FL is requesting a refund of approx. £400.
- Phone Line – Is currently being updated to provide options for The Hall, the Cwtsh and The Cemetery. The greeting will be bilingual.

- The Clerk liaised with Cross Hands School and offered for them to hold their Sports Day at the Park. The maintenance team cut the area and RP marked out the lines for them. They were very thankful.
- The Clerk is in contact with the Committee that are arranging Tumble Festival next year. The Clerk has agreed the provisional date of Saturday 29th June 2023. When the Clerk receives further information, she will pass this information on.
- The Clerk met with a Cross Hands resident last week who has concerns regarding lack of facilities in CH Park and issues with a lane to the rear of their property. The Clerk is making further enquiries.
- Letter of thanks received from Cylch Meithrin Llechyfedach for Cllr Llinos Davies, Cllr Christopher Davies, Cllr Nigel Thomas, and Cllr Phil Owen's donations out of their expenses.

Health & Safety

- The Council have their annual visit from WorkNest on 2nd August 2023 where the Clerk hopes that they will agree that many of the previously identified issues have been addressed.
- PM has prepared over 50 Risk Assessments, COSH information and guides. The Clerk and Deputy Clerk will be putting a new filing system together over the next few days.
- First Aid and Fire Safety training has been arranged in September.
- Old insurance claim has a court date allocated in December.

People Management

- Appraisals will be carried out with all staff during August and contracts need to be reviewed by the Personnel Committee.
- The Clerk has been working closely with WorkNest to update the Staff Handbook. There are a large number of policies that the Council needs in place within the body of the handbook.
- Online training has been allocated to staff in accordance with the T&D plan. The Vice-Chair has completed Community Engagement Part 2 Training. The Chair, NT & LD completed Finance Part 1 last week. SS to complete in September.
- Understanding the Law training will be a bespoke session that all members are required to attend – 25th September 2023 at 6pm. Health & Safety and Equality and Diversity Training will also be bespoke, and members of Assets, Hall and Personnel will be required to attend these sessions on the same day.

The Chair thanked the Clerk and the staff for their hard work.

Minute No. 53 – Financial Matters.

The Clerk previously circulated the following to all Councillors via email:

- Council Account Cashbook for June 2023.
- Hall Account Cashbook for June 2023.
- Precept Account Cashbook for June 2023.
- Reserve Account Cashbook for June 2023.

There were no questions raised with regards to the above Cashbooks.

RD proposed that the Council ratify the above Cashbooks. JA seconded the proposal. All in favour.

Resolved that the Council Account Cashbook 2023, Hall Account Cashbook for June 2023, Precept Account Cashbook for June 2023 and Reserve Account Cashbook for June 2023 are ratified.

The Financial Report for the first quarter of 2023-2024 was previously circulated via email to all Councillors by the Clerk. The Clerk requested that the following virements for the Budget are considered:

a) Income.

- Add a budget heading for S106.

b) Expenditure.

- Councillor Personal Allowance remaining budget of £851.52 to be moved to Financial Assistance budget.
- Chair's payment of £1000 to be moved to Financial Assistance budget.
- Audit Fees need to be £4000, so recommend moving £3000 from the Professional Fees budget.
- Initial Waste Collection budget was high at £12,000. Recommend moving £3000 to the Council Events budget.
- £1400 recommended to be moved from the Maintenance & Repairs budget to assist with cleaning costs.

JO proposed that the Council accept the recommended virements. RD seconded the proposal. All in favour.

Resolved to accept the recommended virements from the Clerk.

The Clerk previously circulated the outstanding bank transfer payments for July 2023 totalling £34721.67 to all Councillors via email. There were no questions raised by Councillors present.

RD proposed that the Council pay the outstanding Bank Transfer payments totalling £34721.67. EGE seconded the proposal. All in favour.

Resolved to pay the outstanding Bank Transfer payments totalling £34721.67.

The Clerk informed the Council that Eisteddfod Y Tymbl have requested financial assistance from Llannon Community Council. Eisteddfod Y Tymbl have completed the application form and sent in all the required paperwork needed to support their application. The Clerk also informed the Council that in their well-being plan it states that Llannon Community Council will support Eisteddfod Y Tymbl (under cultural events and Welsh language), which will allow the Council to give a cultural donation of £1000.

JA proposed that the Council donates £1000 to Eisteddfod Y Tymbl under cultural events as this event means a great deal to keeping the Welsh language and tradition alive. PO seconded the proposal. All in favour.

Resolved to donate £1000 to Eisteddfod Y Tymbl.

Minute No. 54 – Update regarding the Shared Prosperity Fund Application made by the Council in March 2023.

The Clerk informed the Council that unfortunately the application made in March was unsuccessful. She expressed how disappointed she is with the outcome. The Clerk has sent an email to CCC requesting feedback from the application made. The Clerk suggested that the Council use the original application and split it to enable her to apply for other available grant funding.

The Chair informed the Council of the work that was put into the application and thanked the Clerk on behalf of the Council for her dedication and commitment to Llannon Community Council.

Minute No. 55 – Ratify the Council’s Well-being Plan 2023-2028.

The draft Well-being Plan 2023-2028 written by the Clerk has previously been circulated via email to all Councillors. The Clerk gave an overview of the plan. The Clerk also informed the Council that this plan is a statutory requirement. The Clerk will now look to complete the draft Annual Report and Forward Plan for Llannon Community Council.

JA proposed that the Council ratify the Well-being Plan 2023-2028 as previously circulated by the Clerk. EGE seconded the proposal. All in favour.

Resolved to ratify the Well-being Plan 2023-2028 as previously circulated via email by the Clerk.

Minute No. 56 – Ratify the Council’s Environment (Wales) Act 2016 Part 1 – Section 6, Biodiversity and Resilience of Ecosystems Duty Report 2023.

The Council’s Environment (Wales) Act 2016 Part 1 – Section 6, Biodiversity and Resilience of Ecosystems Duty Report 2023 was previously circulated to all Councillors via email from the Clerk.

The Chair informed the members present that RD has been working very hard on this document and thanked her on behalf of the Council. The Chair asked RD if she could explain the report to the other members present.

RD explained the Report to the members present. RD also informed the Council that the Biodiversity Plan will be a working document which will be looked at regularly by the Environment Committee, this plan will then help create the report.

The Clerk thanked RD for the work that she has done in creating this report which has been very helpful.

The Chair thanked RD on behalf of the Council, she also commented on the comprehensiveness of the report.

EGE proposed that the Council ratify the Environment (Wales) Act 2016 Part 1 – Section 6, Biodiversity and Resilience of Ecosystems Duty Report 2023. PO seconded the proposal. All in favour.

Resolved to ratify the Council's Environment (Wales) Act 2016 Part 1 – Section 6, Biodiversity and Resilience of Ecosystems Duty Report 2022-2023.

Minute No. 57 – Ratify the Council's Annual Report 2022-2023.

It was agreed by all present to adjourn this to a later date.

Minute No. 58 – Planning Applications.

PL/06130 – Conversion of integral domestic garage to a dog grooming salon. 2 Craig Y Llety, Upper Tumble, Llanelli. SA14 6BZ.

PL/05313 - Removal of existing external fencing and supply and install approx. 784 LM of Secure by Design fencing along with 5no pedestrian and 2no vehicle access gates following concerns raised by the school whereby a pupil climbed under the fence at the front of the school via the yard into the visitor's car park to retrieve a football, the car park allows unrestricted access to the main road which has high volumes of traffic. The installation of the new SBD fencing will effectively manage the school site and prevent unauthorised access to parents / visitors / trespassers and to also prevent pupils absconding. Llechyfedach Cp School, Bethania Road, Upper Tumble. SA14 6DT.

PL/06293 - Proposed raise of existing forecourt canopy from 4200mm minimum clear soffit height to 5250mm minimum clear soffit height. Total Service Station, Heol Nantyreos, Cross Hands, Llanelli, SA14 6RD.

PL/06285 - Alterations to extend the rear single storey conservatory. 118 Heol Bryngwili, Cross Hands, Llanelli, SA14 6LU.

PL/06274 - Proposed two storey side extension and single storey porch extension and erection of 1.8m high perimeter boundary fence. 48 Rhosyderi, Tumble, Llanelli, SA14 6LB.

PL/06277 - New single dwelling, 67 Llandeilo Road, Cross Hands, Llanelli, SA14 6RD.

PL/06189 - Proposed Single Storey Rear Extension. 69 Erw Non, Llannon, Llanelli, SA14 6BL.

There were no comments made to any of the above planning applications.

Minute No. 59 – Ratify recommendations made by the Personnel Committee.

The Chair asked RD (the Chair of the Personnel Committee) to go through the minutes of the Personnel Committee with the members present.

RD explained to the members present the recommendations made by the Personnel Committee to Full Council. See Appendix B (page 22 to 25) for further details. RD stated that Llannon Community Council are lucky to have such a conscientious and keen staff team. RD thanked the staff for their hard work and commended them on the work that they have done.

The Staff Handbook and the Stress Management Policy were previously circulated to all members of the Council via email from the Clerk.

EGE proposed that the Council ratify the Staff Handbook. JA seconded the proposal. All in favour.

Resolved to ratify the Staff Handbook as previously circulated to all Councillors via email from the Clerk.

RD proposed to adopt the Stress Management Policy. MJ seconded the proposal. All in favour.

Resolved to adopt the Stress Management Policy as previously circulated to all Councillors via email from the Clerk.

JA proposed that the Council extend the temporary Y Cwtsh Manager position until the end of December 2023. PO seconded the proposal. All in favour.

Resolved to extend the temporary Y Cwtsh Manager position until the end of December 2023.

The Chair closed the meeting at 8.00pm

Signed

Date

(Chair)

Appendix A

Minutes of the Assets Committee of Llannon Community Council **Monday 24th July 2023 at 11.00am** **Held at Tumble Hall**

Prior to the start of the meeting, the Members of the Committee met at Upper Tumble Cemetery. They were provided with a briefing regarding memorial inspections from Mr Roger Perry. Mr Perry explained that no inspections had been carried out in the five years he has been employed by the Council. Himself and two other staff members are now trained to do this. The Members thanked Mr Perry for explaining the process to them.

The Clerk explained that now the records are up to date, memorial inspections can commence as we are in a position to contact the grave owners of headstones that require repairs. All grave owners will be made aware of the updates to the Rules & Regulations which will come into effect from 1st September 2023.

The rules regarding memorials, the space allocated, and additional items placed on graves are very similar but unfortunately have not been enforced. This is causing the staff great difficulty when cutting the green areas. Once all grave owners have been made aware of the new rules and signs erected in the cemetery, staff will ensure the rules are adhered to.

The Clerk explained the different sections of the cemetery, to include plans for the new "D Section" which will be for memorial tablets only. This will also be closely regulated to ensure the cemetery is maintained to the highest standards.

The Members then made their way to Llannon Playground to look at the land at the bottom behind the school.

Meeting commenced at 11.00am

The Chair of the Council, Cllr. Julie Owen opened the meeting.

The Clerk to the Burial Authority, Mrs Wendi Freeman showed the Members how the system of taking interment bookings and recording information takes place.

The Clerk explained how the Council employed the services of a Cemetery & Crematorium Consultant who spent two separate periods working with us last year. The consultant discovered that the records required a complete overhaul as there was a significant gap in recording records on computer software. Whilst updating the records it became apparent that many plot numbers were incorrect, so this has all had to be put right. Exclusive Rights of Burial have had to be re-issued to reflect the correct plot numbers.

The Clerk explained that processes are now in place to ensure the records are kept firmly up to date. Mrs Freeman will concentrate on the memorials next whereby photographs will be taken of each memorial and the wording of each memorial will be checked against the permits on file. Where we find any memorials that have been added without a permit and payment, the grave owners will be contacted. The memorials will be inspected twice a year going forward. Mr Perry will be responsible for testing the safety of the headstones and Mrs Freeman will contact the grave owners of any headstones requiring works.

The Members thanked Mrs Freeman for her hard work and dedication in dealing with this very sensitive issue.

Minute No. 1 – To elect a Chair of the Committee for 2023-2024.

NT proposed that Cllr. J. Owen is elected Chair of the Assets Committee for 2023-2024. MJ seconded the proposal. All in favour, except Cllr Phil Owen who abstained.

Minute No. 2 – Members Present.

Cllr. R. Lloyd-Davies (RD)
Cllr. P. Owen (PO)

Cllr. J. Owen (JO)
Cllr. M. Jones (MJ)
Cllr. N. Thomas (NT)

Also Present:

Mrs. C. V. Hope – Clerk (CH)
Mrs. Ff. Lewis – Deputy Clerk (FL)

Minute No. 3 – Apologies and reasons for absence.

There were no apologies for absence as all members were present.

Minute No. 4 – Declarations of Interests.

There were no new declarations of interests.

Minute No. 5 – Review the rules of Upper Tumble Public Cemetery.

The Clerk circulated a draft of the proposed rules and regulations. The Clerk explained that the Consultant had worked on some of this last year and the Clerk has carried out extensive research of other Burial Authorities, in particular the cemetery operated by Carmarthenshire County Council. The Clerk has also liaised with other Clerks to Burial Authorities.

The Clerk explained that 99 Year leases were very out of date and recommended only offering a 50 Year lease going forward. The Clerk stressed the importance that Funeral Directors and Monumental Stonemasons must be registered with the Council and must provide documentation of competency and insurance.

NT proposed the Assets Committee recommend to Full Council that the Draft Rules & Regulations as proposed are ratified. RD seconded the proposal. All in favour.

Minute No. 6 – Review the fees of Upper Tumble Public Cemetery.

The recommended fees along with the old fees for Upper Tumble Public Cemetery were circulated by the Clerk. The Clerk spoke to the Committee of the possibility of having memorials within the cemetery. Amongst the

suggestions were: trees, shrubs, benches, and more affordable memorials such as placards. The Clerk also spoke about the possibility of providing a headstone cleaning service and a special occasion flower service.

An in-depth conversation was had by all members present with regards to the current fees along with the recommendations made for the increase. The Clerk stated that fees usually increase annually by 10% across the board however Llannon's fees have not been reviewed since 2018. The Clerk informed the Committee of the current cemetery fees that other local cemeteries charge.

The Clerk also noted that the administration required to grant an Exclusive Right of Burial and to deal with Memorial Permits is the same amount of work for a lawn grave and cremated remains plot. As such the administration fees should be the same.

NT proposed that the Committee recommend to Full Council that the Draft Fee increases are accepted and that the Council will increase these fees by 10% for the next financial year. RD seconded the proposal. All in favour.

Minute No. 7 – Discuss the community asset transfer of the land to the rear of Llannon School.

The Clerk informed the Committee that the land at the rear of Llannon School is currently owned by Carmarthenshire County Council who are no longer maintaining the land. The Clerk suggested that Llannon Community Council might want to consider a Community Asset Transfer of the land as the area does not take long to cut if maintained regularly. It is a valuable asset to the residents of Llannon. The Clerk suggested that the plan will not include the trees on the boundary of the land.

NT proposed it is recommended to Full Council to look further into the asset transfer of the land to the rear of Llannon School. MJ seconded the proposal. All in favour.

Minute No. 8 – To discuss the maintenance of Llannon Square.

The Clerk informed the Council that Llannon Square isn't owned by Llannon Community Council, but an agreement was made in the past that Llannon Community Council maintain the land. This is an area that is proving difficult

to maintain with one less member of staff and may require the services of an outside company as and when required.

RD proposed that the Council give delegated authority to the Clerk to enable her to deal with the maintenance of Llannon Square as required. PO seconded the proposal. All in favour.

Minute No. 9 – Discuss the maintenance of the bowling green at Parc Y Mynydd Mawr.

The Clerk explained that this is also an area that sometimes requires the services of an outside company.

NT proposed that the Council give delegated authority to the Clerk to enable her to deal with the maintenance of the bowling green at Parc Y Mynydd Mawr as and when required. MJ seconded the proposal. All in favour.

Minute No. 10 – To receive information of the events that are planned on Council land.

- a) Early Years Team Fun Day – The Clerk informed the Committee that she has received all the relevant paperwork needed.
- b) Tumble Family Centre Fun Day – The Clerk informed the Committee that this event will be held at Y Cwtsh and that they will be using the grounds surrounding Y Cwtsh. The Clerk is currently waiting for the relevant paperwork, this is due in shortly.
- c) Tumble Music Festival 2024 – The Clerk informed the Committee that they are hoping to hold the festival in July 2024 at Tumble Park. They are currently liaising with licensing to find out the legal capacity of the event. Once the Clerk receives more information, she will bring it back to the Committee.

Minute No. 11 – Receive a report of equipment purchased required to support the Council's assets and maintenance.

The Clerk informed the Committee that the following items have been purchased since April:

- New sprayers – In order that the spraying could continue.
- Waterproof gear for the outdoor team.

- Saw and brush cutters – To enable the maintenance team to carry out the work needed.
- Fireproof boxes – To safely store important paperwork.

Minute No. 12 – Arrange the date of the next meeting.

The next meeting of the Assets Committee will be held on the 7th August 2023.

The Chair closed the meeting at 12.17pm

Signed Date

(Chair)

Recommendations to be taken to Full Council on 26th July 2023.

- To agree the new Rules & Regulations proposed for Upper Tumble Public Cemetery
- To agree the new fees proposed for Upper Tumble Public Cemetery.
- To agree that Llannon Community Council look further into the Community Asset Transfer of the land to the rear of Llannon School.

Appendix B.

**Minutes of the Personnel Committee of Llannon Community
Council
Monday 24th July 2023 at 1.30pm
Held in Tumble Hall**

Meeting commenced at 1.30pm

The Chair of the Council, Cllr. Julie Owen opened the meeting.

Minute No. 1 – To elect a Chair of the Committee for 2023-2024.

NT proposed that Cllr. Ruth Lloyd-Davies is elected Chair of the Personnel Committee for 2023-2024. MJ seconded the proposal. All in favour.

Resolved that Cllr. Ruth Lloyd-Davies is the Chair of the Personnel Committee for 2023-2024.

Cllr. J. Owen passed the Chair to Cllr. Ruth Lloyd-Davies who Chaired the remainder of the meeting.

Minute No. 2 – Members Present.

Cllr. J. Owen (JO)
Cllr. R. Lloyd-Davies (RLD)
Cllr. N. Thomas (NT)
Cllr. M. Jones (MJ)
Cllr. P Owen (PO)

Also Present:

Mrs. C. V. Hope – Clerk (CH)

Minute No. 3 – Apologies and reasons for absence.

None as all members present.

Minute No. 4 – Declarations of Interests.

There were no new declarations of interests.

Minute No. 5 – To receive a report from the Clerk.

The Clerk provided an overview of the current staffing structure. The Clerk noted that the Maintenance Lead has fitted in very well and is also responsible for ensuring the completion of day-t-day risk assessments etc. The Clerk explained that the outside maintenance staff are managing most of the works now they are reduced to three but on occasion need assistance from outside contractors.

The Clerk & Deputy-Clerk have been concentrating on completing outstanding work for the 2021-22 and 2022-23 audits. The Deputy-Clerk has worked extremely hard and prepared impressive spreadsheets that are easy to understand but display the Council's financial position accurately and clearly.

Both staff members have also been preparing for the many committee meetings, where a considerable amount of work has already been achieved.

The Clerk has written the Council's Well-being Plan which will be presented to Full Council in July's meeting. Most of the objectives of the plan will assist in focussing the Forward Development Plan of the council, to include future staffing requirements.

The Facilities Officer has spent a considerable amount of time completing the Asset Register which needs to be reviewed by the Clerk prior to presenting to Council for ratification. He has also prepared over fifty Health & Safety risk assessments. Work Nest are carrying out their next Health & Safety Audit on 2nd August 2023 so the Clerk & Deputy-Clerk will review all Health & Safety paperwork prior to the visit.

The Facilities and Administration Assistant continues to work extremely hard to update the Burial Records. She is currently also sorting through all the historic paperwork found in the attic of Tumble Hall to assess what we need to keep; what needs to be archived in County Hall and what can be destroyed. In addition to this, she continues to assist with the day-to-day operation of the Hall.

The Cleaner is extremely reliable and doing an excellent job.

Y Cwtsh still requires a temporary manager, however due to a lack of funding over the Summer months, her hours have been reduced to 10 per week to accommodate Friday only opening times and to prepare for the new “Points” system due to be implemented in September. The Manager and the volunteers have done an excellent job of developing Y Cwtsh.

The Clerk noted that all staff are working extremely hard. They are an extremely loyal, dedicated team who work very well together.

Minute No.6 – To review the Staff Handbook

The Clerk advised the Committee that Work Nest had provided an updated Staff Handbook with recent employment law changes. If adopted, the Handbook also provides the Council with many of the Personnel Policies and Procedures that should be in place.

PO proposed that the Committee recommend to Full Council that they adopt the Staff Handbook prepared by Work Nest. NT seconded the proposal. All in favour.

Minute No.7 – To ratify the Stress Management Policy of the Council

The Clerk presented the Stress Management Policy prepared by One Voice Wales from the suite of policies purchased.

JO proposed that the Committee recommend to Full Council that they adopt the Stress Management Policy as presented. MJ seconded the proposal. All in favour.

Minute No.8 – To discuss the temporary Y Cwtsh Manager Position

The Clerk informed the committee that the Household Food Poverty Fund ran up until the end of June 2023 but was supposed to re-open for applications earlier. An announcement was made to state the fund will be eligible from September to December 2023 with the application process currently open. Due to the lack of food, Y Cwtsh will only open one day per week during the Summer Holidays. The Clerk is confident the Council will be eligible for the funding up until the end of December so requested the temporary position is extended until the end of December.

JO proposed that the Committee recommend to Full Council that the position of Temporary Y Cwtsh Manager, is extended until the end of December 2023. MJ seconded the proposal. All in favour.

Minute No. 9 - To arrange the date for the next meeting.

The next meeting will be held on Monday 21st August at 1pm. Venue to be decided.

The Chair closed the meeting at 2.15pm

Signed Date

(Chair)

Recommendations to be taken to Full Council Meeting 26th July 2023

- Staff Handbook is agreed.
- Stress Management Policy is agreed.
- Temporary Y Cwtsh Manager Position is extended until the end of December 2023.