



## **Llannon Community Council**

### **Prospective Budget Overview 2024/25**

#### **1. Introduction**

It has been very challenging to thoroughly maintain Llannon Community Council's assets as well as our large number of recreational areas, while also fulfilling our statutory duties and powers over the last three years.

When setting the budget in 2021-22, the Council did not increase the precept, even though Tumble Hall needed major improvements to comply with health and safety regulations, that had to be carried out so that the Hall could pass safety inspections.

In 2022-23 the Council installed a new playground in Cross Hands Park at a cost of £161,970. We successfully secured £45,000 of Section 106 money towards the park. Llannon Community Council also allocated £90,000 from the reserves to complete the project, whilst keeping the precept rise to a minimum in that year.

This year, through consultation with residents and working closely with representatives from the sporting community and the schools, we are very aware of the desperate need to improve the changing, playing and training facilities across the whole of Llannon Ward.

In addition to this, our residents in Llechyfedach and Caeglas are eager for Y Graig and Tirwaun Park to be upgraded with new footpaths and playgrounds for the benefit of those local communities.

As a Council we also have legal duties that we must perform which include the implementation of our Biodiversity Report & Action Plan in accordance with Section 6 of the Environment (Wales) Act 2016. We must also set out to achieve the Well-being objectives as stipulated in Section 40 of the Well-Being of Future Generations (Wales) Act 2015. Both reports have been published on our website.

The Council's Committees have met and very thoroughly discussed the budget requirements for 2024-25. The Committees were in full agreement that Llannon Community Council have a duty to continue to provide its extensive services.

Staffing levels were considered at length and compared to pre Covid-19 requirements.

The staffing budget reported as part of the Council's Annual Return for the Year Ending 31<sup>st</sup> March 2019 was £252,507 and comprised of ten permanent staff members working a minimum of 256 hours per week.



The staffing budget for 2023-24 of £280,000 comprises ten permanent staff members who work 220 hours per week. This sum also included annual statutory pay rises of 5% per annum and increases in Employer's National Insurance Contributions which we are obliged to fund.

In addition to their statutory duties, our Clerk and Deputy-Clerk, who both work 37 hours per week are responsible for carrying out the roles of Responsible Financial Officer, Hall Operations Manager, Events Manager and Community Development Officer, roles that pre the Covid-19 Pandemic were undertaken by 5 separate members of staff working approximately 112 hours a week. Overtime was often claimed and the former Clerk regularly invoiced the Council for extra work.

Many other Councils employ the services of external contractors to carry out works such as cleaning and outside maintenance which will reflect in their maintenance budgets, not their staffing budgets.

Adhering to Health and Safety Law and the strict laws surrounding the management of burial grounds and the burial records are of fundamental importance.

We have a skilled, experienced and dedicated team who proudly look after Llannon Community Council's assets for the benefit of the community.

The Committees concluded that the staffing requirements of the Council should remain the same based on current responsibilities and services.

The Committees also noted that the Council has been unable to apply for some grant funding opportunities during 2023-24 as no match funding budget was available. The Committees believe it to be vital that the community does not miss out on funding opportunities and therefore propose that the budget should include funding to enable future projects to be delivered.

The Committees are confident that the proposed budget will enable Llannon Community Council to not only continue to deliver our current services but will also enable the Council to proceed with development ideas which will have a major beneficial impact on each of the communities which make up Llannon Ward.

## **2. Potential Future Projects**

Llannon Community Council is fully committed in continuing to deliver our existing services and maintaining all our outdoor areas, whilst also seeking opportunities to improve facilities for the benefit of our residents.



### **Parc Y Mynydd Mawr**

During the past six months, the Clerk has been working closely with Tumble Rugby Club to explore the idea of additional changing facilities and training facilities within Parc Y Mynydd Mawr. The Clerk has also been working with Tumble United AFC who also require new changing rooms and training facilities.

Tumble Rugby Club successfully applied for funding through the Shared Prosperity Fund to employ the services of a consultant to project manage feasibility in order to develop additional changing facilities. The grant also included the fees for architect's designs and relevant surveys required by the Planning Department.

Many meetings have taken place with representatives from various sporting bodies, in particular, the Cymru Football Foundation who can currently allocate funding up to £500,000. We are delighted to announce that this project is now at the design stage and will comprise the extension of the pavilion to include 4 new changing rooms (housing 20 shower cubicles and toilets); office space; additional communal space to house the community supermarket, café and warm space; a dedicated space for Tumble Family Centre and public toilets.

Once the estimated budget is complete, the Consultant and the Clerk will work in collaboration to source external funding and prepare the final project plan to be presented to the Council for discussion.

The Cymru Football Foundation have also advised that we could then submit a further application to the fund for the installation of an All-Weather training facility.

### **Cross Hands Park**

As previously mentioned, the Council installed the new playground in the Summer of 2023. We must now continue to look forward and make further improvements to this community asset.

The Clerk is currently working with Carmarthenshire County Council to finalise the Community Asset Transfer of the park and allow for a sub-lease for Cross Hands Bowls Club to officially take over responsibility of the bowls pavilion and bowling green.

The Clerk is also working with Tennis Wales with the aim of re-surfacing the tennis courts through a funding pot they currently have open. This will require a match fund from Llanon Community Council should we decide to go ahead with the upgrade.



On presentation of a Masterplan which includes the re-development of the changing rooms and further improvements to the park, Carmarthenshire County Council will release the £35,000 maintenance grant which has been available to claim for several years.

In order to produce a Masterplan, the Clerk has therefore applied for £40,000 of funding through the Sustainable Communities Fund to cover project management fees, architects' fees and surveys. If the application is successful, work to create the Masterplan will start immediately. These are some of the ideas we hope to include based on recent consultation with residents:

- Install a Multi-Use Games Area with support from The Cruyff Foundation.
- Demolish the existing changing rooms.
- Install new changing rooms/café/communal space and public toilets.
- Re-establish sports pitches and carry out drainage works as required.

### **Y Graig, Llechyfedach and Tirwaun Park, Caeqlas**

These sites remain as high priority areas for improvement. The Clerk will continue to look at funding opportunities to upgrade the footpaths and install new play equipment and will present any suitable grants to the Council as they are made available.

### **Llannon**

The Clerk is currently working with Carmarthenshire County Council to take over responsibility for the land behind Llannon School. We will continue to maintain Llannon playground, Maesyffynnon playground and Llannon Square.

### **Cinio a Chlonc**

Loneliness and isolation (particularly in those aged over fifty) was highlighted as an area of concern in our recent consultation that we need to address. The Committee responsible for improving Well-being in Llannon Ward are delighted to announce that from April, "Cinio a Chlonc" will return, every Friday lunchtime in Tumble Hall.

Residents will be able to enjoy a hot meal and entertainment will be provided. In anticipation of this project, we have been working with Dolen Teifi for several months to train volunteer drivers so we can hire the new minibus they secured for the Gwendraeth Valley through Shared Prosperity Funding.



### **3. Existing Services and Facilities**

Llanon Community Council is also responsible for many services within Llanon Ward, including the following:

- Tumble Hall
- Y Cwtsh (Community Supermarket, Warm Space and Advice Service)
- Parc Y Mynydd Mawr, football pitch, changing rooms and playground.
- Tumble Memorial
- Upper Tumble Public Cemetery, shelter, car park and toilets.
- Ebenezer Cemetery
- Y Graig (Llechyfedach)
- Llanon playground
- Llanon square
- Maes y Ffynnon playground
- Tirwaun Park (Caeglas) and playground
- Cross Hands Memorial
- Cross Hands Park, changing rooms, bowls pavilion, tennis courts and new playground.
- Tyisha Park (lower end) and shelter
- Maintenance of ten public footpaths
- Street lighting
- 15 Bus shelters
- Provision of bins within our open spaces
- Provision of seating within our open spaces
- Provision of CCTV at Tumble Hall; Y Cwtsh, Tumble Memorial, Tumble Cemetery, Parc Y Mynydd Mawr and Cross Hands Park.
- Christmas Trees and lights
- Remembrance Day Services in Tumble & Cross Hands.
- Providing grants and other support for local organisations and good causes.



#### 4. 2024-25 Recommended Budget

To provide residents with a detailed understanding of the recommended budget, we have created this document with a full breakdown of expected income and expenditure.

This budget has been designed to have the least amount of impact on resident's finances but to deliver the greatest impact on their future health and well-being.

We must consider our responsibilities for the environment, green spaces and recreation while addressing the loneliness and isolation felt by residents following the Covid-19 pandemic.

#### Income Expected

LINE NUMBER	DESCRIPTION	AMOUNT £	REASON
1	BANK INTEREST	500.00	We have received more interest than originally anticipated in 2023-24 so have increased this budget for 2024-25.
2	CEMETERY FEES	15,000.00	Cemetery fees income is much higher than anticipated for 2023-24 due to the car accident that required substantial works. The insurance company paid the claim directly to LICC and we had to pay the contractors. This is reflected in the additional expenditure Line 27.
3	OTHER GRANT INCOME	10,000.00	The budget set for 2023-24 was higher as we were expecting to manage funds ourselves from the Household Food Poverty Fund. CCC altered the scheme so food could be ordered directly from Castell Howell. We expect to source a minimum of £10,000.00 in grant funding during 2024-25 to support our community engagement projects.
4	SECTION 106	-	Due to the successful application for £45,000 Section 106 monies in 2023-24 this line was added to account for the money once received. There are currently no active S106 pots within the Llanon Ward so we cannot budget for this going forward.



5	VAT REFUND	10,000.00	We are currently still awaiting a substantial VAT refund of approximately £90,000. A large portion of this was the VAT we had to pay for Cross Hands Playground. We have faced huge difficulties in accessing the Council's HMRC account as it was registered to the wrong address by the previous administration and markers had been placed on the account. HMRC have now carried out all their security checks and we have started to upload the outstanding claims. We anticipate this money will be received by the end of the 2023-24 financial year, which will replenish the reserves.
6	ROOM HIRE	15,000.00	Room hire at Tumble Hall has been busier than originally anticipated due to Lloyds Bank booking the library weekly and Hwb Bach Y Wlad booking the library every two weeks. We therefore anticipate a higher level of income for 2024-25 as reflected in the budget.
7	BAR SALES	15,000.00	This budget remains the same based on the number of bookings we have for 2024-25.
8	THEATRE INCOME/EVENTS	3,500.00	This budget remains the same based on the number of bookings we have for 2024-25.
9	FOOTPATHS	1,151.70	This budget remains the same as this is an annual SLA with figures already agreed.
10	TUMBLE UNITED AFC FEES	2,200.00	This figure has increased slightly as last year's invoice was pro-rata due to the date the lease was completed. This year's invoice will be for a full year.
11	Y CWTSH ROOM HIRE	2,000.00	Tumble Family Centre will continue to source grant funding to pay a contribution towards Y Cwtsh room hire. At this time it is more difficult for them to source funding as they do not have their own dedicated space.
12	Y CWTSH FINANCIAL DONATIONS	5,000.00	This budget heading remains the same. We have been fortunate to receive donations from the chapel and Dunbia that we were not anticipating. The remaining income is the donations members make towards their food.
13	Y CWTSH GRANTS	5,000.00	We intend to apply for at least £5000 of additional funding for Y Cwtsh during 2024-25 and these funding pots may require match funding.
14	PLAYGROUND INSPECTIONS	5,000.00	We currently employ two fully trained playground inspectors and have explored the opportunity of carrying out playground inspections for other local



			councils. An agreement has now been reached for 2024-25 with Llandybie Community Council so we are pleased that this will be an additional source of income.
15	COMMUNITY ENGAGEMENT & WELLBEING	7,500.00	We anticipate that Cinió a Chlonc will generate a small income which will assist in subsidising the project. We also intend to apply for grant funding which may require match funding.
16	SSE REFUND	-	SSE refund is for the solar panels on the roof of Tumble Hall. The refund is received every three years so will not reflect in the 2024-25 budget.

### **Expenditure Expected**

LINE NUMBER	DESCRIPTION	AMOUNT £	REASON
1	SALARIES	294,000.00	5% increase to account for National Pay Award increase from 1 <sup>st</sup> April 2024. Salary payments are £222,000 for the ten permanent staff employed plus a budget to allow for casual staff. The rest of the budget is for pensions and NI contributions.
2	STAFF EXPENSES	1,000.00	Small budget to cover any additional expenses,
3	POSTAGE	25.00	Token amount as we still have many stamps.
4	WFH COUNCILLORS ALLOWANCE	1,398.48	This is a mandatory allowance that must be budgeted for.
5	COUNCILLORS REIMBURSEMENT OF CONSUMABLES	780.00	This is a mandatory allowance that must be budgeted for.
6	CHAIR'S CIVIC ALLOWANCE	1,500.00	The role of Chair may require attendance at Civic Ceremonies. The Chair may also choose to support good causes of their choice.
7	CHAIR'S PAYMENT	1,500.00	Members resolved to accept this allowance in accordance with IRPW recommendations.
8	VICE CHAIR'S PAYMENT	500.00	Members resolved to accept this allowance in accordance with IRPW recommendations.



9	COUNCILLORS FINANCIAL LOSS PAYMENT	1,000.00	Members resolved to accept this allowance in accordance with IRPW recommendations.
10	COUNCILLORS CARE/PA ALLOWANCE	1,000.00	This is a mandatory allowance that must be budgeted for.
11	COUNCILLORS SENIOR ROLE ALLOWANCE	1,500.00	Members resolved to accept this allowance in accordance with IRPW recommendations.
12	AUDIT FEES	3,000.00	Audit Fees must be paid to the Internal Auditor and the External Auditor (Audit Wales). We are yet to receive an invoice from Audit Wales for 2021-22 and 2022-23.
13	PROFESSIONAL FEES	10,000.00	In 2020, the Council resolved to employ the services of an external HR company for a five-year period. This costs just under £5,000 per year. The remainder of the fees have been budgeted for tree surveys and the instruction of a solicitor to complete the asset transfer of Cross Hands Park and the land to the rear of Llanion School.
14	BANK CHARGES	350.00	The Council pay small amounts of bank charges on our four bank accounts each year.
15	IT EQUIPMENT	1,000.00	We do not anticipate any further purchases of IT equipment; however, a small budget allocated if any replacements are required as three laptops are now out of warranty.
16	CARD MACHINE CHARGES	1,000.00	Card machine charges are a necessity and we are currently fixed in a three-year contract with Lloyds.
17	EPOS NOW	840.00	The rental for the tills was agreed during 2022-23 and continues as this is also part of a three-year contract.
18	STATIONERY	500.00	Small budget for stationery costs that might be required throughout the year.
19	SUBSCRIPTIONS	9,000.00	This budget includes membership of One Voice Wales and the SLCC. Monthly Zoom Membership; Mailchimp; Canva Account; 1&1 internet for e-mail and security; Microsoft licenses for laptops; Edge IT Cemetery Software.
20	PAYROLL FEES	1,200.00	Carmarthenshire County Council administer payroll on our behalf. They pay all staff members, HMRC and the Dyfed Pension Fund then invoice the Council for payment.



21	COPIER EXPENSES	-	This is included in the stationery budget going forward.
22	WELSH LANGUAGE TRANSLATION	1,000.00	Welsh translation at meetings in accordance with the Council's Welsh Language Scheme. There have been significant savings in document translation as the Chair and Vice-Chair now do this.
23	WEBSITE	1,000.00	The Council is aware that the website requires a complete transformation but it must still comply with its main function which is to publish statutory information. The Clerk has obtained quotations to develop a new website and this will be brought to Council at the end of February and has been accounted for in 2023-24 finances. The requirement for a budget in 2024-25 will be for ongoing support.
24	Y CWTSH	1,000.00	Tumble United AFC and Tumble Family Centre's fees cover the utility costs of the building. The Clerk pays for the broadband herself as an ongoing donation. Due to the funding, we have secured through the Household Food Poverty Fund and donations, Y Cwtsh is self-sufficient, however, a small budget has been allocated for any minor repair work that might be needed throughout the year.
25	PLAYGROUND	7,500.00	Tumble Playground requires repairs that the Council have agreed to carry out and this will need to come out of the 2024-25 budget.
26	INSURANCE	8,000.00	The Council must have public liability insurance, indemnity insurance for Staff and Councillors and insurance to cover buildings, contents and vehicles. We anticipate a combined figure of around £8000 will be required for 2024-25.
27	CEMETERY	1,000.00	This budget is to cover new signage required at the cemetery.
28	EQUIPMENT	2,500.00	The Maintenance Team now have all of the equipment they need to carry out the tasks required of them. A small budget has been allocated in the event repairs/replacement of hand-held equipment e.g. brushcutters (£850 each) are required.



29	ELECTRICITY	10,000.00	This budget is to cover electricity usage at Tumble Hall; Tumble Cemetery; Parc Y Mynydd Mawr and Cross Hands Park. Due to the fluctuating costs of utilities, this budget for 2024-25 is reasonable but will have to be monitored closely.
30	COUNCIL TAX/BUSINESS RATES	4,000.00	Must be paid for Tumble Hall and the Cemetery so must be included in the 2024-25 budget.
31	WASTE COLLECTION	8,000.00	This budget has been based on the current year to date spend.
32	FUEL	5,000.00	This budget covers fuel for both Council vans and all the maintenance equipment including: three John Deere ride-on mowers; push mowers; brushcutters; trimmers; leaf blowers; power washers. This is a reasonable budget considering the vast open spaces the Maintenance Team look after.
33	ADVERTISING	1,000.00	A small budget for advertising has been allocated.
34	FINANCIAL ASSISTANCE DONATIONS	4,000.00	The Council has a Financial Assistance policy in place allowing local groups and organisations to request monetary assistance. This figure is based on the requests we expect to receive during 2024-25.
35	FOOTWAY LIGHTING	3,000.00	The Council is responsible for over one hundred streetlights across the ward and these are the annual charges paid to CCC.
36	TRACKER	175.00	This is for the tracker on the Council owned van.
37	TAX – VEHICLE	400.00	Annual tax for the Council owned van.
38	VAN	7,500.00	This budget includes the lease of the second van and any servicing/repairs/tyres etc required to both vehicles.
39	HIRE OF EQUIPMENT	14,000.00	This budget includes monthly charges for the Hire Purchase of two John Deere Ride-On Mowers.
40	TRAINING & CONFERENCES	7,500.00	The Council resolved to adopt this budget for 2024-25 as part of our statutory requirement to produce a Training & Development Plan.
41	HALL ACTIVITIES & SUPPLIES	-	This will be considered by the Hall Committee for 2024-25.



42	THEATRE EXPENDITURE/EVENTS	1,000.00	Events that are arranged at the Hall may require an initial outlay so this budget is to cover these items but this should balance within the income section.
43	CHRISTMAS	1,000.00	A small budget to cover the purchase of four Christmas trees and any replacement lighting that might be required.
44	CHRISTMAS FOOD HAMPERS	1,278.39	This money is carried over from a grant secured during the Covid-19 pandemic. Items will be purchased and distributed through Y Cwtsh.
45	TELEPHONES & BROADBAND	2,000.00	This budget is based on savings that can be made by changing supplier for the phone line. We are tied in to a five-year contract for the broadband so are unable to make any savings there.
46	CLEANING MATERIALS	1,500.00	Cleaning materials are required for Tumble Hall and the toilets at Tumble Cemetery.
47	HYGIENE SERVICES	1,000.00	Sanitary bins must be emptied professionally and pest control must be carried out professionally so this budget covers these items.
48	PORTALOO HIRE	6,000.00	This budget is to cover the Portaloo hire at Cross Hands Park and Parc Y Mynydd Mawr in response to requests from residents.
49	MAINTENANCE & REPAIRS	28,000.00	This budget covers ALL materials, repairs and outside contract works that might be required throughout the year to any of the Council's considerable outside areas and buildings.
50	OIL	5,000.00	This budget is to cover oil usage at Tumble Hall. Due to the fluctuating costs of utilities, this budget for 2024-25 is reasonable but will have to be monitored closely.
51	WATER	3,000.00	This budget is to cover water usage at Tumble Hall; Tumble Cemetery; Parc Y Mynydd Mawr and Cross Hands Park.
52	SECURITY/CCTV	1,500.00	This budget is to cover the annual service charges of the six CCTV systems operated by the Council.
53	BAR BEVERAGES	6,000.00	This budget is to cover the purchase of bar beverages. Since draft products are no longer used, wastage due to line cleaning



			and kegs going out of date has been eliminated.
54	STOCKTAKER	200.00	The stock take will take place at the end of March and must be budgeted for.
55	BAR OTHER SUPPLIES	-	This will be considered under the Hall Committee Budget going forward.
56	BAR LICENSING	200.00	Must be paid annually.
57	GAS	2,000.00	This budget is to cover gas usage at Tumble Hall and Parc Y Mynydd Mawr. Due to the fluctuating costs of utilities, this budget for 2024-25 is reasonable but will have to be monitored closely.
58	LAUNDRY	1,200.00	Events held at the Hall often require the use of tablecloths requiring laundering and ironing so we must have a budget to show the expenditure. The expenses are reflected in Hall hire charges.
59	ENVIRONMENT COMMITTEE BUDGET	5,000.00	To fulfil Section 6 Duties a budget is required.
60	HALL COMMITTEE BUDGET	1,000.00	A small budget to consider items required for the bar and hall.
61	CROSS HANDS PARK	-	The playground is complete so there is no requirement to set aside a budget for this in 2024-25.
62	ELECTIONS	10,000.00	There were by-elections held in Tumble and Cross Hands this year which must be paid for. We will not receive an invoice until the 2024-25 financial year and expect to have to use the elections reserve in addition to meet these invoices.
63	FUTURE PROJECT CONSIDERATION	50,000.00	A detailed explanation has been provided earlier in this document regarding future projects. A pot of money to match fund any future projects is therefore essential.
64	DE-FIBRILLATOR	-	No need to budget for 2024-25 as purchases will have been made within the 2023-24 budget.
65	COMMUNITY ENGAGEMENT & WELL-BEING	20,000.00	An explanation has been provided earlier in this document regarding ideas for community engagement and the Council's Well-being objectives are published on our website. This budget will also include the publication of future newsletters.



## **5. Recommended Precept 2024-25**

In order to meet the requirements of this budget for 2024-25, the Committees recommend a precept request of £468,386.69. This is a rise of 66p per week in the local element for residents that live in Band D properties.

Residents living in Bands A, B and C will pay less, some residents might also be eligible for a reduction in their council tax.

It is important to note that any precept requested is held by Carmarthenshire County Council and received by Llannon Community Council over three payments during the year:

- End of April;
- End of August and
- End of December.

General reserves may be used in between these payments to assist with cash flow, especially during the first two quarters of the year where expenditure tends to be greater. These reserves are replenished from the precept payments throughout the financial year.

## **6. Recommended Reserves 2024-25**

The Committees are aware that in an ideal world the General Reserves recommended for a Council of this size would be at least £119,000, they are currently £75,000.

The Committees suggest that the General Reserves should remain the same as they were in 2023-24. We cannot justify further increases in the Precept knowing the impact this would have on residents' finances.

There should also be consideration made for Earmarked Reserves, which currently only cover a small election cost of £3703.64.

The Earmarked Reserves originally contained £90,000, allocated to Cross Hands Playground which has now been spent. Replenishing this will be a slow process over a number of years.

The recommended reserves for 2024-25 therefore remain as:

General Reserves:	£75,000.00
Earmarked Reserves:	£ 3,703.64