



Governance and Administration

- I continue to carry out the tasks required to hold Council meetings: administration; preparation of documents; set up of video conferencing; attendance of online and in-house translators & security.
- The Finance Committee have reviewed the new model Financial Regulations and I have prepared the draft document for the Council to review.
- I have prepared an updated draft of the Council's Standing Orders to incorporate the updates to the Financial Regulations.
- Ffion and I have written a draft Risk Register for the Council.
- I have been liaising with SAMM regarding the set-up of our new assets' software.
- I am currently preparing a draft outline of the Council's maintenance requirements due to the retirement of one staff member and the pending retirement of another. This will focus on areas where the Council could consider outsourcing. The outline will be presented to the Assets Committee to agree content and the Personnel Committee to evaluate outsourcing v employing replacement staff.
- I have received confirmation that Cllr. Joanne Anderson has been appointed as an Additional Community Governor on the Cross Hands – Drefach Schools Federation.
- Cllr. Llinos Davies has resigned from the Community Engagement, Well-being & Events Committee.
- The existing Council logo does not have the correct tower and we are having difficulty using it for large scale designs. A local company has designed a new logo free of charge. Both designs have been sent to the Members for consideration.

- **AGENDA ITEM 14 – TO DISCUSS A NEW LOGO**
 - **DECISION REQUIRED**

Strategic Development

- Police matters – The portaloos in Tumble Park have been vandalised again. This has been reported to the Police.
- Y Cwtsh is still open twice a week. Members can use the Community Supermarket once a week and are encouraged to visit on other days to have a cuppa and a chat; enjoy a free bowl of soup and collect "Slow Cooker Packs" (a weekly pack made up with healthy ingredients for a meal that can be cooked in a slow cooker).
- Cinió a Chlonc Christmas Lunch is on Friday, 6th December 2024 and we would be grateful for any additional help. Please let me know if you are available.
- I continue to liaise with the project manager regarding Parc Y Mynydd Mawr and Cross Hands Park. I will be busy over the next few weeks as all funding from SPF must be claimed by 31st December 2024.
- I have met with a turf consultant regarding the drainage requirements of Cross Hands Park.



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- I am still awaiting a date from the Lawn Tennis Association for the official opening of Cross Hands Park.
- I have had several conversations with Dr Kirsty Bilski who has been representing Cross Hands Hall & Cinema. Following our support of the free screenings of Hocus Pocus at half-term which was greatly appreciated by residents, the Chair has agreed to pay for a free Christmas screening of "The Muppets Christmas Carol" out of her civic allowance.
- I have received a design for a new playground at Y Graig and am awaiting a few amendments. I am also awaiting a design for a new playground at Caeglas/Tirwaun Park. I will forward these to the Members once I receive them.
- The One Voice Wales Cost of Living Team have been in contact with me and I have provided them with a full update of the Council's well-being initiatives. Vanessa Owens will be attending the Christmas Lunch on 6th December.

Workshops

The Members of Llannor Community Council are yet to complete the Self-Assessment Section of the Finance & Governance Toolkit. I have written a series of workshops to enable the Members to complete the toolkit, whilst also considering the Council's forward plans to May 2027.

Workshop 1 - Vision, purpose and community planning

Community and town councils provide community leadership. In exercising this role, Llannor Community Council will benefit from having a clear vision for our community.

This vision will inform the community of council plans, budgets and activities to ensure the council works in the best interests of the community.

Discussion topics:

- Vision & Purpose Statement
- Place Plan
- 2-Year Strategy
- Annual Report
- Training & Development Plan

In order to consider the 2-Year Strategy prior to the budget setting for 2025-26, I will be holding the first workshop on Wednesday, 8th January 2025.

Dates of future workshops will be agreed at future Council meetings.

Financial Governance and Accountability

- Ffion continues to keep all cashbooks and reconciliations up to date and prepared all the paperwork for the finance meeting held on 11th November 2024.
- Payroll for November was submitted to CCC which included the new NJC Pay Award backdated pay.



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- Ffion and I are currently preparing a draft budget for 2024-25.
- The VAT return for July to September 2024 has been submitted and £18,304.8 was received on 1st November 2024.
- We still await our finalised audits from Audit Wales from 2021-22, 2022-23, 2023-24. A notice has been published on the Council's website to confirm this in accordance with our statutory duties.

Information Management and Information Technology

- There has been a delay in the Openreach installation of the new broadband.
- Our new BT Voice Account is live but we await further handsets before we can set up the system.

Estates and Facilities Management

Tumble Hall

- Some exciting bookings for 2025. MJW Events have agreed to assist with arranging some events in Tumble Hall. We are also working with Legends Hospitality to bring other events to the Hall.
- Quotation from painter & decorator has been sought for painting and decorating the landing and stairs of Tumble Hall in the sum of £850. I have contacted two other companies but they did not respond.

AGENDA ITEM 15 – TO DISCUSS A REQUEST A QUOTATION FOR PAINTING & DECORATING THE LANDING & STAIRS OF TUMBLE HALL

- **DECISION REQUIRED**

BT Kiosk – Heol Stores

- I have received confirmation from BT that the power supply has been disconnected. Llanon Community Council's maintenance team removed the kiosk on Monday, 25th November 2024 and have disposed of the kiosk.

Y Graig

- Bracken works to start w/c 25th November 2024.

New mower for Cross Hands Bowls Club

- Has been delivered to Cross Hands Bowls Club.

Christmas Trees

- Have been installed by our maintenance team and the electrical work carried out by the electrician.



CHIEF OFFICER'S REPORT – NOVEMBER 2024

Communication

- **Remembrance Day Services** – I arranged two services, Tumble in the morning and Cross Hands in the afternoon. Both services were lead by Rev. Lindy Morgan and were well attended.
- **Autumn/Winter Newsletter** – Has been circulated via social media and some Councillors have left copies in local shops and businesses.

People Management

- National Pay Award increase backdated to 1st April 2024 has been actioned. All staff Point 43 and under will receive an increase of £1290 (pro-rata where relevant). Staff Point 44 and above will receive a 2.5% increase. This will be paid in November's pay.

Personal Development

- Ffion & I both attended the One Voice Wales & SLCC Joint Conference on 20th November 2024.
- Ffion continues with her IICA to CiLCA qualification and I hope to complete the CiLCA qualification in the new year.

Mrs Clare Hope

Chief Officer (Proper Officer of Llanon Community Council)

27th November 2024