

Cyngor Cymuned Llannon Community Council



Minutes of the Ordinary Meeting of Llannon Community Council

on

Wednesday 27th November 2024 at 6.30pm

Hybrid via Teams and in Tumble Hall

Meeting commenced at 6:30pm

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

Minute No. 106 – Members Present.

Cllr. J. Owen (JO) – Tumble Hall
Cllr. R. Lloyd Davies (RD) – Tumble Hall
Cllr. P. Owen (PO) - Tumble Hall
Cllr. Ll. Davies (LD) – Tumble Hall
Cllr. J. Anderson (JA) - Teams
Cllr. N. Thomas (NT) – Tumble Hall
Cllr. S. Stewart (SS) - Teams
Cllr. S. Eldridge (SE) - Teams
Cllr. S. Blackmore (SB) – Teams
Cllr. G. Jones (GJ) – Tumble Hall
Cllr. A. James (AJ) - Teams
Cllr. C. Davies (CD) – Teams

Also Present:

Mrs. C. Hope – Clerk (CH)
Mrs. Ff. Lewis – Deputy Clerk (FL)
Mrs. L. Davies – Welsh Language Interpreter.
Miss. B. Davies - Welsh Language interpreter.
Mr. L. Andrews – Security.

Minute No. 107 – Apologies and reasons for absence.

Cllr. E. G. Evans (EGE) – Work Commitments.
Cllr. T. Stillman (TS) – Away on holiday.

Minute No. 108 – Absence without apologies given.

Cllr. R. Jones (RJ)

Minute No. 109 – Declarations of Interests.

Cllr. S. Eldridge declared an interest in Minute Number 118.

Minute No. 110 – Policing Matters.

The Chief Officer informed the Council that all the policing matters have been highlighted in her report that has been sent via email to all members of the Council.

Minute No. 111 – 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.

Minute No. 112 – County Councillor’s Report.

Cllr. Ll. Davies sent her report via email to the Chief Officer who in turn forwarded the report to all Councillor’s via email.

The Chief Officer has not received a report from Cllr. D. Jones.

Minute No. 113 – Public participation.

There was no public participation.

Minute No. 114 – Confirmation of the minutes of the Full Council Meeting on 30.10.24.

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

Resolved that the minutes of the Full Council Meeting on 30.10.24 (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.

Minute No. 115 – Confirmation of the minutes of the Finance Committee Meeting on 11.11.24.

LD proposed that these minutes were a true record. RD seconded the proposal. GJ abstained from voting. All other members present in favour.

Resolved that the minutes of the Finance Committee Meeting on 11.11.24 (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.

Minute No. 116 – The Chief Officers' report.

The Chief Officer previously circulated her report to all members of the Council via email. Please see *Appendix A* attached to these minutes for the Chief Officer's report.

NT proposed that the Council accept the Chief Officer's report. SE seconded the proposal. All members present in favour.

Resolved that the Council accept the Chief Officer's report as previously circulated via email.

Minute No. 117 – To receive a date to hold a workshop to discuss future Council projects.

The Chief Officer reported to the Council that the workshop to discuss future Council projects will be held on 8th January 2025.

PO proposed that the Council confirm that the workshop will be held on the 8th January 2025. NT seconded the proposal. All members present in favour.

Resolved that the workshop will be held on the 8th of January 2025.

Minute No. 118 – To discuss a request for Financial Assistance from Tumble Lindy Hop Jive CIC.

6.48pm SE declared an interest in Tumble Lindy Hop Jive CIC and left the meeting.

The Chief Officer informed the Council that Tumble Lindy Hop Jive CIC have requested a financial donation of £500. The Chief Officer also informed the Council that all of the relevant paperwork has been received and that she has checked everything is in line with the grant application process.

PO stated that the Lindy Hop Jive CIC are doing a very good job to engage with the community and he felt that the Council should grant them the request for £500.

SB stated that he had concerns with giving the Lindy Hop Jive CIC any money since SE had a connection with the group.

SB's internet connection seemed to go down which resulted in him dropping out of the meeting. SB and AJ left the meeting.

GJ stated that the Council should not give Tumble Lindy Hop Jive CIC any money as he believed that SE owned more than 25% of the company. He also stated that the group might be non-profit but the members running the group get paid.

NT recommended that the Council donate the £500 requested. He stated that a person that he knows has told him how much they benefit from going to the classes that they organise.

SS asked the Chief Officer that if the £500 requested was for Hall hire, would it be a possibility for the Council to waiver their fees?

The Chief Officer informed the Council that this was not possible.

GJ asked the Chief Officer why CHAT wasn't given any money when they requested a donation.

The Chief Officer informed the Council that when CHAT requested a donation, their request was denied as they intended to re-distribute any funds raised. The Council cannot give money for this reason.

The Chief Officer also informed the Council that she had offered to help to complete the necessary paperwork to help them with a successful application in the future.

The Chair stated that the discussion regarding CHAT was not on the agenda for this evening's meeting and reminded the Council that they need to stick to what's on the agenda.

RD stated that what Tumble Lindy Hop Jive CIC are doing within the community is really good. She also informed the Council that the £500 requested from them will help go towards starting a chair dancing group in Tumble Hall.

SB and AJ returned to the meeting and informed the Council that they were having trouble with their internet connection.

NT proposed that the Council grant the request made for financial assistance from Tumble Lindy Hop Jive CIC. RD seconded the proposal.

GJ proposed that the Council do not grant the request made for financial assistance from Tumble Lindy Hop Jive CIC. There was no seconder for this proposal.

As there was no seconder to GJ's proposal. The Chair called a vote on the original proposal from NT.

NT proposed that the Council grant the request made for financial assistance from Tumble Lindy Hop Jive CIC. RD seconded the proposal. GJ was against the proposal. SB and AJ did not vote. All other members present in favour.

Resolved that the Council grant the request made for financial assistance from Tumble Lindy Hop Jive CIC of £500.

7.02pm SE returned to the meeting.

Minute No. 119 – To ratify Councillor Payments in line with levels set out by the Independent Remuneration Panel for Wales 2024-25.

The Chief Officer previously sent all members of the Council a copy of the recommendations for the Councillor payments in line with the levels set out by the Independent Remuneration Panel for Wales 2024-25 via email.

7.04pm SB and AJ left the meeting and did not return.

PO proposed that the Council ratify the Councillor Payments in line with levels set out by the Independent Remuneration Panel for Wales 2024-25 as previously sent via email to them from the Chief Officer. RD seconded the proposal. All members present in favour.

Resolved that the Council ratify the Councillors Payments in line with the levels set out by the Independent Remuneration Panel for Wales 2024-25.

Minute No. 120 – To ratify the updated Financial Regulations of Llannon Community Council.

The Chief Officer previously circulated the new Financial Regulations of Llannon Community Council to all members of the Council via email. The Chief Officer informed the members present that OVW released updated Financial Regulations and that the members of the Finance Committee have worked through these at a previous meeting. The new Financial Regulations presented to the Full Council are the recommendations made from the Finance Committee.

LD proposed that the Council ratify the updated Financial Regulations of Llannon Community Council. RD seconded the proposal. All members present in favour.

Resolved that the Council accept and ratify the new Financial Regulations of Llannon Community Council.

Minute No. 121 – To ratify the updated Standing Orders of Llannon Community Council.

The Chief Officer previously circulated the updated Standing Orders of Llannon Community Council to all members of the Council via email. She informed the Council that the updated Standing Orders reflect what has been updated in the Financial Regulations.

NT proposed that the Council accept and ratify the updated Standing Orders of Llannon Community Council. RD seconded the proposal. GJ abstained from voting. All other members present in favour.

Resolved that the Council accept and ratify the updated Standing Orders of Llannon Community Council.

Minute No. 122 – To ratify the updated Risk Register of Llannon Community Council.

The Chief Officer previously circulated the updated Risk Register of Llannon Community Council to all members of the Council via email. She informed the Council that the previous Risk Register couldn't be updated until now as there were things that the Council needed to complete beforehand.

SE proposed that the Council accept and ratify the updated Risk Register of Llannon Community Council. RD seconded the proposal. All members present in favour.

Resolved that the Council accept and ratify the updated Risk Register of Llannon Community Council.

Minute No. 123 – To ratify the Volunteering pack and policies of Llannon Community Council.

The Chief Officer apologised to the Council as the papers needed for this agenda item had not been sent via email and these will be sent in time for the next meeting.

Minute No. 124 – To ratify the opening of an account for a Council credit card.

The Chief Officer informed the members present that the Finance Committee recommends that the Council apply for a credit card.

NT proposed that the Council opens an account for a Council credit card. SE seconded the proposal. GJ was against this proposal for personal reasons. All other members present in favour.

Resolved that the Council opens an account for a Council credit card.

Minute No. 125 – To ratify the opening of an account with a hire vehicle company.

The Chief Officer informed the members present that the Finance Committee recommends that the Council apply to open an account with a hire vehicle company, the reason for opening an account is so that the Council have a contingency plan in case of an emergency.

PO proposed that the Council opens an account with a hire vehicle company. NT seconded the proposal. GJ was against this proposal because he believed that the Council does not have sufficient use for it. All other members present in favour.

Resolved that the Council opens an account with a hire vehicle company.

Minute No. 126 – To consider an updated logo for Llannon Community Council.

The Chief Officer previously circulated a recommendation for a new logo to all members of the Council via email. The Chief Officer informed the Council that a local company had created a new logo free of charge. She also informed the Council that up until now that she hadn't been made aware that the current logo is incorrect – the Tower in the picture is incorrect. She also informed the Council that the current logo pixelates when anyone tries to enlarge the photo.

GJ asked the Chief Officer how much will it cost to adopt the new logo?

LD stated that she prefers the current logo.

7.34pm SE left the meeting and did not return.

CD stated that he thought that the current logo is fine. CD also stated that the Council have been discussing updating the website since 2011 and asked why has it take so long?

The Chief Officer stated that she received quotes with regards to creating a new website in 2022. After being in contact with these companies she was told that there is an issue with the current content and that she didn't want to start the project without the relevant content needed.

GJ asked the Chief Officer whether it was possible to just take a photo of the current logo to be able to use it?

NT suggested that the Council only replaces the current logo when certain assets of the Council need replacing.

RD stated that you cannot see the name that's on the gate of the current logo.

LD stated that the current logo displays the top of the Church and that the new logo presented to them are missing these details. LD asked whether it was possible to move the Church in the new logo to incorporate the top of the Church?

NT proposed that the Chief Officer asks the company that created the new logo to move the Church to show the entire tower and that Tyisha is written on the gate. PO seconded the proposal. LD, CD and GJ against the proposal. All other members present in favour.

Resolved that the Chief Officer asks the company that created the new logo to move the Church to show the entire tower and that Tyisha is written on the gate.

Minute No. 127 – To ratify a quotation received to paint and decorate the stairs and landing of Tumble Hall.

The Chief Officer informed the members present that details of the quote are in the Chief Officer's report. She also informed the Council that only one quote has been received. To paint and decorate the stairs at Tumble Hall will require

a tower and would be a Health and Safety risk for the maintenance team. The Chief Officer stated that once the stairs and landing have been painted then the carpet for the stairs will be laid.

RD proposed that the Council accept the quotation received to paint and decorate the stairs and landing of Tumble Hall. NT seconded the proposal. All members present in favour.

Resolved to accept the quotation received to paint and decorate the stairs and landing of Tumble Hall.

Minute No. 128 – To confirm receipt of One Voice Wales training dates for November & December 2024.

The One Voice Wales training dates for November and December 2024 have previously been circulated to all members of the Council via email from the Chief Officer.

LD proposed that the Council has received the One Voice Wales training dates for November and December 2024 via email from the Chief Officer. RD seconded the proposal. All members present in favour.

Resolved that all members of the Council have received the One Voice Wales training dates for November and December 2024.

Minute No. 129 – Planning Consultations.

PL/08437– Proposed rear single storey kitchen extension – 34 Heol Y Neuadd, Tumble, Llanelli, SA14 6HR.

The Chair asked the Council if anyone had any comments with regards to the above planning application.

No comments were made.

The Chair closed the meeting at 7.46pm

Signed

Date

(Chair)

Appendix A

CHIEF OFFICER'S REPORT – November 2024.

Governance and Administration

- I continued 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 Portaloo in Tumble Park has 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 day 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).
- Cinio 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.
- 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 Llannon 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, Llannon 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 include the new NJC Pay Award backdated pay.
- Ffion and I are currently preparing a draft budget for 2025-26.
- The VAT return for July to September 2024 has been submitted and £18,304.80 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 & 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 for 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. Llannon Community Council’s maintenance team removed the kiosk on Monday 25th November 2024.

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.

Communication

- Remembrance Day Services – I arranged two services, Tumble in the morning and Cross Hands in the afternoon. Both services were led 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 iLCA to CiLCA qualification and I hope to complete the CiLCA qualification in the new year.