**CYNGOR CYMUNED LLANLLAWDDOG**

**LLANLLAWDDOG COMMUNITY COUNCIL**

Minutes of the Annual Meeting of Llanllawddog Community Council held at the Church Hall, Llanllawddog and via Microsoft Teams on **Monday 12 May 2025 at 7.00pm.**

**Present:** **Councillors:** Nia Bowen, Deborah Dean, Beth Gibbon, Havard Hughes, Philip Hughes, Darrell Lewis, Steven Mason and Peter Williams.

County Councillor Neil Lewis

**Clerk to the Council:** Andrew Rees

1. **Election of Chairperson for the Municipal Year 2025-2026**

**RESOLVED:** That Councillor Steven Mason be elected Chairperson for the Municipal Year 2025-2026;

**(Councillor Mason - Chairperson Presiding)**

1. **To Receive the** **Declaration of Acceptance of Office as Chairperson**

Councillor Steven Mason duly signed the Declaration of Acceptance of Office as Chairperson.

1. **Election of Vice-Chairperson for the Municipal Year 2025-2026**

 **RESOLVED:** That Councillor Havard Hughes be elected Vice-Chairperson for the Municipal Year 2025-2026.

1. **Apologies for absence**

Apologies for absence were received from Councillor Darrell Lewis who had recently been discharged from hospital. The Council extended its good wishes to Councillor Darrell Lewis for a full recovery.

1. **Declarations of interest**

There were no Declarations of Interest.

1. **To confirm and sign minutes of the meeting of Council held on 3 March 2025 and the minutes of the Extraordinary meeting of Council held on 14 April 2025**

**RESOLVED:** That the minutes of the meeting of Council held on 3 March 2025 and the minutes of the Extraordinary meeting of Council held on 14 April 2025 be approved and signed as a correct record.

1. **To Receive the Chairperson’s Report for the 2024-2025 Municipal Year**

The Chairperson, Councillor Mason gave his Report for the 2024-25 Municipal Year. He stated that the majority of the Council’s work over the past year had been focused on negotiating with the developer of the Cefn Farm development the land transfer of the play area. Assembling grant funding to develop the play area and on securing the best solution with Sovereign for equipping the play area. He believed it to be an excellent project and the best thing to have been achieved by the Council. He stated that the Council could not rest on its laurels and its next priority would be to develop further community facilities with support from the resources of the Brechfa Wind Farm.

He thanked the Council Members and the Clerk for their continuing work and support.

1. **To Receive the Annual Report for the 2024-2025 Year**

The Clerk reported that Section 52 of the Local Government and Elections (Wales) Act 2021 requires that all Community Councils must prepare and publish an Annual Report about the Council’s Priorities, Activities and Achievements during that financial year. The Annual Report was required to be published as soon as reasonably practicable after 1 April each year. The Annual Report highlighted the composition of the Council, gave contact details of the Clerk and Responsible Financial Officer together with the Council’s meeting arrangements. The Council holds its meetings as multi-location meetings, pursuant to the requirements of the Local Government and Elections (Wales) Act 2021. Members of the Council successfully attended meetings remotely when not being able to do so in person.

The Clerk also reported that the Council had increased its precept from £8,147 to £8,481 for 2025-26 to mitigate against the increase in liability the Council will have on completion of the play area in Rhydargaeau. He stated that the Council’s income in 2024-25 increased five-fold compared to 2023-24. This was attributable to successful grant applications being made by the Council in the sum of £30,924.00. Negotiations continued with the developer of the Cefn Farm development on the provision of a play area in 2024-25. During those negotiations, the developer offered to relinquish ownership of the land and transfer it to the Council to develop as a play area. To enable the Council to fulfil its vision of developing the play area, the Council made successful applications as follows:

* National Lottery Awards for All - £20,000
* Brechfa Forest Wind Farm Fund - £10,000
* Brechfa Forest Wind Farm Fund - £750 for legal fees

The Clerk reported that the Council was successful in securing funding from the Brechfa Forest Wind Farm Fund for Replacement Defibrillator Pads in the sum of £174.

The Clerk reported that the Council’s income was £52,686.28 and its expenditure was £26,214.52. The Council had made donations to support charitable, voluntary and cultural organisations during the year. Audit Wales completed the audit of the Council’s accounts for 2023-24 issuing an unqualified opinion.

The Annual Report also detailed the Council’s activities and achievements in 2024-2025.

The Council set an Action Plan and priorities for 2025-26 which would act as the Clerk’s targets and appraisal, being:

* Parc y Rhyd Play Area – To oversee the installation of play equipment to complete the Parc y Rhyd Play Area. To organise and secure grant funding for an opening event for the play area.
* Community Litter Picks – Organise further Community Litter Picks
* Training – To undertake training relevant to the role of Clerk
* Brechfa Wind Farm Fund – To actively explore opportunities for applications for funding from the Brechfa Wind Farm Fund to develop new public facilities.

**RESOLVED:** That the Annual Report 2024-2025 be approved and published on the Council’s website.

1. **Review of Training Plan 2023-2027**

The Clerk reported that a requirement of Section 67 of the 2021 Local Government and Elections (Wales) Act 2021 is that Community Councils have in place a Training Plan. He stated that the Council’s Training Plan, had been prepared in accordance with the legislative requirements of the Act and in cognisance of the guidance issued by One Voice Wales and that of the Society of Local Council Clerks. The Training Plan had been approved at its meeting in March 2023, and then reviewed at the Annual Meeting of Council in May 2023. The Training Plan would be reviewed at each Annual Meeting of the Council to ensure it remained current and relevant.

**RESOLVED:**  (1) That the Training Plan 2023-27 attached at Appendix A of the report be approved;

 (2) That all Members of Council attend the Code of Conduct Training Offered by Carmarthenshire County Council.

1. **Review of Asset Register**

The Clerk reported on a review of the Asset Register and informed Council that since the previous review, the Play Area had been added to the register.

**RESOLVED:** That the revised Asset Register 2024-25 be approved, subject to the addition of a new Noticeboard and Christmas signage to the Register.

1. **Revised Financial Regulations 2025**

The Clerk reported that Council at its meeting on 3 March 2025 (minute no. 302 refers adopted the National Association of Local Councils Model Financial Regulations. One Voice Wales has advised the Council of amendments that are required to be made to include reference to the Procurement Act 2023 and the Procurement (Wales) Regulations 2024. The amendments relate to paragraphs 5.4, 5.7 and 5.11 of the Model Financial Regulations.

**RESOLVED:** That the amendments highlighted in relation to paragraphs 5.4, 5.7 and 5.11 be approved and incorporated in the Council’s Financial Regulations.

1. **To Appoint Representatives on Various Outside Bodies**

**RESOLVED:** That Councillor Havard Hughes be appointed to the Carmarthenshire Area Committee of One Voice Wales where he was also the delegate on the Hywel Dda Consultative Group.

1. **To Approve Dates of Meetings of Council for the 2025-2026 Municipal Year**

 **RESOLVED:** That Council meet on the following dates in the 2025-2026 Municipal Year with all meetings commencing at 7.00pm:

* 30 June 2025
* 1 September 2025
* 3 November 2025
* 5 January 2026
* 2 March 2026
* 11 May 2026 (Annual Meeting)

The Meeting closed at 7.23pm