

Cyngor Cymuned Llanddewi Brefi Community Council

Annual report 2021-2022

Introduction

The Local Government and Elections (Wales) Act 2021, Section 52, requires Community Councils in Wales, as soon as reasonably practicable after the end of each financial year, to prepare and publish an annual report about the Council's priorities, activities and achievements over the previous year.

Chair's report

Bu'n anrhydedd Cadeirio'r Cyngor Cymuned yn ystod y flwyddyn 2021/2022. Bu'n gyfuniad o gyfarfodydd Zoom, Hybrid ac wyneb yn wyneb. Diolch i'r dechnoleg am hwyluso'r drefn.

It was a great privilege to be elected Chairman of the Community Council for the period 2021-2022. We managed to meet by Zoom, hybrid and face to face. Technology certainly served us well.

Ffarweliwyd â Maureen Davies ein Clerc. Diolch iddi am 25 flynyddoedd o wasanaeth clodwiw. Bydd yn parhau â gwaith y Fynwent. Diolch hefyd i Anwen Thomas sy'n dod i ben â'i gwaith diflino fel Ysgrifenyddes Ymddirieleolaeth y Mawndiroedd.

Diolch i'r Cynghorydd Emmanuel Kincaid am gymryd cyfrifoldeb Swyddog Cyllid a'r Cynghorydd Rhodri Evans am gymryd cyfrifoldeb Swyddog Priodol yn absenoldeb y Clerc ers mis Awst. Bu rhaid troi at ein Cynghorwyr i gadw cofnodion. Diolch i chi am eich parodrwydd. Diolch hefyd i bawb am bob cymwynas.

Maureen Davies, our former Clerk, retired during the year. We thank her for 25 years of service. She will continue with the Cemetery Work. We also thank Anwen Thomas for her tireless work as secretary of the Fuel Allotment Trust.

Thanks to Cllr Emmanuel Kincaid for taking on the Financial Officer responsibilities and Cllr Rhodri Evans for acting as proper officer in the Clerk's absence since August. Thank you to all the Councillors who wrote up the minutes and to all for their services.

Hyfryd fu croesawu Pat Parry fel Cynghorydd newydd. Pleser hefyd yw cyhoeddi llwyddo i gael grant Leader Cynnal y Cardi gwerth £9,490 i goffrau'r gymuned.

We welcomed Pat Parry as a new Councillor. We also proudly announce the successful Leader Grant application Cynnal y Cardi providing the community with £9,490 project funding.

Cawsom gyfnod trwm o ymwneud á chwmnïauoedd yn eiddgar i goedwigo, codi melinau gwynt a chyflwyno'r cynllun Mynyddoedd y Cambria. Daeth Ben Lake, AS i un o'n cyfarfodydd i fod yn gefn i ni. Diolch am ei ddiddordeb yn y pentref bob tro.

We have been heavily involved in policy making and considering afforestation projects, wind power plans and the Cambrian Mountain initiative. Our MP Mr Ben Lake attended one of our meetings and offered his support. Thanks for his interest in Llanddewi at all times.

Mae'r Cyngor Cymuned bellach yn Ymddiriedolwyr 'Sole Trustee' Elusen y Neuadd a'r Cae Chwarae. Pleser yw cyhoeddi llwyddo i gael grant Loteri o £9,300 i adfywio gweithgareddau yn y Neuadd a dathlu Jiwbilŷ'r Frenhines. Diolch i arian y 50% gan Gyngor Sir Ceredigion mae'r drysau a'r ffenestri newydd yn cyrraedd yr wythnos hon. Dyma'r eisin ar y gagen. Gwaith tîm ar ei orau. Diolch i bawb am rannu eu harbenigedd.

The Community Council is Sole Trustee of the Village Hall and Recreation Ground Charity. It gives us great pleasure in announcing a National Lottery Community Fund Grant of £9,300 to help revitalise activities in the hall post Covid and celebrate the Queen's Jubilee. Thanks to another 50% grant from Ceredigion Community Grant, the new doors and windows arrive this week, providing long awaited renovation. There's no 'I' in team. Thanks all for sharing your expertise.

Cllr Eirwen James

Organisation of the Council

Llanddewi Brefi Community Council consists of ten Councillor members, and employs a part-time Clerk as Proper Officer and Responsible Financial Officer.

The Community Council is the Burial Authority with responsibility for Llanddewi Brefi Cemetery, and also employs a part-time Burial Clerk.

Since December 2020, the Council has been Sole Trustee of the Llanddewi Brefi Village Hall and Recreation Ground charity. The activities of the charity are distinct from the responsibilities of the Community Council, but all Councillors are members of the Committee of Management, which holds separate meetings and regularly submits reports to ordinary Council meetings.

Following the retirement of the Clerk in September 2021, two members were appointed on a temporary basis to act as Proper Officer and Responsible Financial Officer, without remuneration, to ensure that the Council would be able to continue to function pending appointment of a permanent Clerk.

The Council can be contacted by email to clerk@llanddewibrefi.org

Councillors

Eirwen James (Chair), Caryl Jones (vice chair), Rhodri Evans (Acting Proper Officer), Emmanuel Kincaid (Acting Responsible Financial Officer), Dafydd Lloyd Jones, Beth Anthony, John Lloyd Griffiths, Lynet Pugh, Enfys Hatcher Davies.

Pat Parry was co-opted to the Council to fill a Casual Vacancy on 25th October 2021.

Contact details for all members are published on the Council's website at <https://www.llanddewibrefi.org/community-council/council-members/>

Meetings of the Council

Ordinary Meetings are normally held on the second Monday of every month, with the exception of August.

From 12/04/2021 until 25/10/2021, meetings of the Council were held remotely by video conference due to restrictions under The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 (as amended), in accordance with the provisions of The Local Authorities (Meetings) (Wales) Regulations 2020. Agendas and minutes were issued electronically by email and published on the Council's website. Meetings in person resumed on 25/10/2021, with continuing provision for remote attendance by Councillors and members of the public in accordance with chapter 4 of the Local Government and Elections (Wales) Act 2021.

Eleven ordinary meetings were held during the year to 31/03/2022, in addition to the Annual Meeting in May.

The following four extraordinary meetings were held:

- 09/08/2021 – To agree the terms and conditions of the Clerk's appointment.
- 25/10/2021 – Co-option to fill a casual vacancy.
- 03/03/2022 – Presentation of Wind Farm proposals by Belltown Power.
- 24/02/2022 – To approve submission of a grant application to Cynnal y Cardi.

Declaration of member's interests and attendance at meetings is noted in the following table, which includes links to agendas and minutes published on the Council's website at Llanddewibrefi.org:

Meetings of Llanddewi Brefi Community Council 01/04/2021- 31/03/2022											
Agenda	Minutes	Attendance									
		Eirwen James (Chair)	Caryl Jones (Vice Chair)	Rhodri Evans	Emmanuel Kincaid	Dafydd Lloyd Jones	John Lloyd Griffiths	Beth Anthony	Lynet Pugh	Enfys Hatcher Davies	Pat Parry (Co-opted from 25/10/2021)
Agenda – 28/03/2022	Draft Minutes – 28/03/2022	P	A	P	P	P	P	P	A	A	P
Agenda – 03/03/2022	Minutes – 03/03/2022	P	P	P	P	P	P	P	P	P	P
Agenda – 24/02/2022	Minutes – 24/02/2022	P	P	P	P	P	P	P	P	P	P
Agenda – 14/02/2022	Minutes – 14/02/2022	P	P	P	P	P	A	P	P	P	P
Agenda – 17/01/2022	Minutes – 17/01/2022	P	P	P	P	P	P	A	A	A	P
Agenda – 13/12/2021	Minutes – 13/12/2021	P	P	P	P	P	P	A	P	A	P

Agenda – 08/11/2021	Minutes – 08/11/2021	P	P	P	P	P	P	P	A	P	P
Agenda – 25/10/2021	Minutes – 25/10/2021	P	P	P	P	P	P	A	P	A	P
					D						
Agenda – 11/10/2021	Minutes – 11/10/2021	P	P	P	P	P	P	P	P	A	–
					D						
Agenda – 13/09/2021	Minutes – 13/09/2021	P	A	P	P	P	P	P	P	A	–
					D						
Agenda – 09/08/2021	Draft Minutes - 09/08/2021	P	P	P	P	P	P	P	P	P	–
					D						
Agenda – 12/07/2021	Minutes – 12/07/2021	P	P	P	P	P	P	P	P	P	–
Agenda – 14/06/2021	Minutes – 14/06/2021	P	A	A	P	P	A	P	P	P	–
										D	
Agenda – 17/05/2021	Minutes – 17/05/2021	P	P	A	P	P	P	P	P	P	–
							D			D	
Agenda – AGM 17/05/2021	Draft Minutes - AGM - 17/05/2021	P	P	A	P	P	P	P	P	P	–
Agenda – 12/04/2021	Minutes – 12/04/2021	P	P	P	P	A	P	P	P	P	–
					D						
	Present (P)	16	13	13	16	15	14	13	13	10	8
	Apologies (A)	0	3	3	0	1	2	3	3	6	0
	Declaration of Interest (D)	0	0	0	5	0	1	0	1	2	0

Payments to members

Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.

Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales (IRPW).

In the IRPW report dated February 2021, Determination 42 requires that all community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

In accordance with para 13.8 of the IRPW annual report 2021/2022, all members gave notice that they did not wish to receive the mandatory basic payment of £150 to members of the Community Council for the financial year 2021/2022. The IRPW report dated February 2022 (determination 44) makes this payment optional for small (group 5) Community Councils for the year 2022-2023.

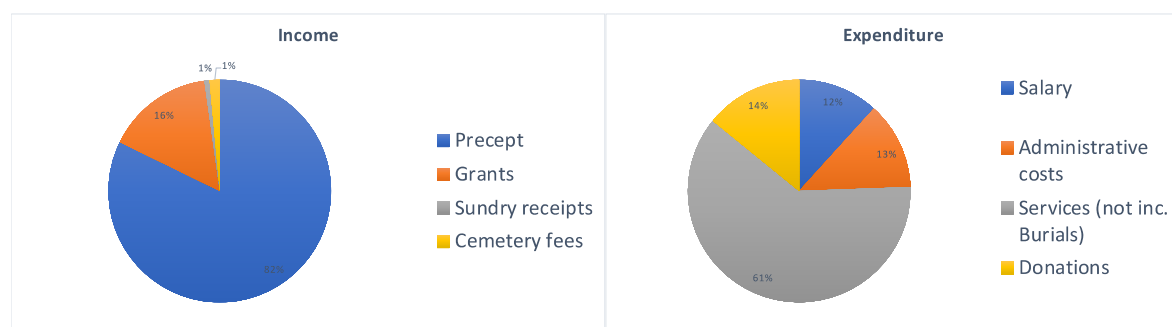
In addition to the Chairman's allowance of £50, and expenses of £42.30 for stationery paid in connection with the temporary role of responsible financial officer and performance of other clerk's duties, the only other payments to members in relation the year to 31/03/2022 were reimbursements for items or services purchased on behalf of, and authorised by the Council, and recorded in the minutes.

Financial report

RECEIPTS & PAYMENTS SUMMARY 2021/22

Reviewed 09/05/22

RECEIPTS				PAYMENTS			
	2021/22				2021/22		
	Budget	Actual	Variance		Budget	Actual	Variance
VAT-HMRC paid in error		48.30	48.30	Insurance-Zurich	342.00	342.11	0.11
VAT-Reclaimable	293.02	-	293.02	Salary-Clerk	1,900.00	1,000.00	- 900.00
Precept 21/22	8,000.00	8,000.00	-	ICO (data Controller)	40.00	35.00	- 5.00
Cemetery Grant	1,511.70	1,511.70	-	One Voice Wales	115.00	115.00	-
	-			Wreaths (s137 donation to RBL)	300.00	25.00	- 275.00
				Wreaths (disbursements to be reclaimed)		290.00	290.00
<u>Cemetery Fees</u>				Telephone &			
Burials		1,220.00	1,220.00	Broadband -BT	590.00	575.28	- 14.72
Plots		40.00	40.00	Defibrillator (pads)	72.00	86.40	14.40
Head stones		100.00	100.00	Stationery	110.00	42.30	- 67.70
Bank Interest	5.00	7.56	2.56	Audit Commission	450.00	-	- 450.00
Wayleave-BT	4.80	4.80	-	Internal auditor	50.00	50.00	-
Wayleaves-WP	15.19	15.33	0.14	Chair's Allowance	50.00	200.00	150.00
Recycling		7.50	7.50	Hire of Hall	120.00	-	- 120.00
Wreaths (reimbursement)	274.00	215.00	- 59.00	Christmas Tree	40.00	40.00	-
Footpath books		30.00	30.00	Xmas lights event	100.00	128.00	28.00
War graves	-	9.00		Bank Charges	118.00	125.50	7.50
				Web Site-domain	15.00	14.39	- 0.61
Hall reimbursement		663.32	663.32	Web Site-hosting	50.00	47.99	- 2.01
Unpaid cheques from 2018 cancelled		390.00	390.00	Web Site-maintenance	30.00	-	- 30.00
Lost cheque written off		100.00	100.00	Zoom meetings	89.00	172.69	83.69
Bank payment error written off		0.50	0.50	Xmas lights repair		192.04	192.04
				<u>Cemetery</u>			
				Grass Cutting	4,045.00	3,235.00	- 810.00
				Burials		2,240.00	2,240.00
				Hall-Planning application		140.15	140.15
				Memorial paving	1,000.00	-	- 1,000.00
				Welsh Water	30.00	45.32	15.32
				Hedge Trimming	120.00	132.00	12.00
				Hall repairs	1,500.00	546.00	- 954.00
				Playground hedge trimming		54.00	54.00
				Grit Bin re-fill	180.00	-	- 180.00
				School Bell	900.00	-	- 900.00
				Street lights 2022		-	-
				Street lights 2021	224.00	-	- 224.00
				Street lights 2020		-	-
				Street lights 2019		-	-
				Donations budget (s2/ s137 LGA)	1,050.00	1,180.00	130.00
				VAT repayment -HMRC error	-	48.30	48.30
				LEADER grant project		6,572.43	6,572.43
TOTAL	10,103.71	12,363.01	2,250.30		13,630.00	17,674.90	4,044.90
Start Balance	8,298.13	9,077.04					
Cashflow 2021-22	- 3,526.29	- 5,311.89					
End balance	4,771.84	3,765.15					
Less Defibrillator reserve funds	- 1,400.15	- 1,388.15					
Reserves at year end	3,371.69	2,377.00					



Income and expenditure charts exclude directly reimbursed costs

Training

During the year, members have attended training with One Voice Wales on Law, the Council's role as Employer, and Local Government Finance.

A Council training plan, to address core areas of knowledge relating to Code of Conduct and financial management and governance, will be put in place during 2022-23 in accordance with statutory duties under section 67 of the Local Government and Elections (Wales) Act 2021.

Governance

The Audit report for 2020-2021 has not yet been received from Audit Wales, but the Council has improved its standards of governance and accountability and carried out the following reviews during the year:

- Risk assessment
- Asset register
- Internal Auditor's terms of engagement and appointment
- Adopted internal audit plan schedule

Budget reviews have been carried out throughout the year, and formed the basis of setting the precept of £8,500 for 2022-23.

Activities

The Casual vacancy created by the retirement of a former Councillor in 2019 was filled in October 2021, and Cllr Parry was co-opted to the Council.

The Clerk's position has been vacant since retirement in September 2021. Following advice from One Voice Wales and risk assessment, members of the Council were appointed temporarily, without remuneration, to carry out the duties of Responsible Financial Officer and Clerk and ensure continuity of service.

Members have maintained and updated the Community Website throughout the year, and the Council has maintained and checked the Public Access Defibrillator situated on the square.

The Council tendered for the grass cutting service for 2022-2024 in December 2021, and maintained the grassed areas of the cemetery and churchyard, in addition to the playing fields and playground areas.

The Remembrance Day Service was held at the War Memorial in the cemetery, led by the Chair of the Council and Parch. Carwyn Arthur. Local organisations and residents placed wreaths at the memorial.

The Council placed a Christmas Tree on the square, kindly donated by Richard Elliot, and organised carol event and a Christmas lights competition, with prizes donated by members; a Santa visit was also arranged, with a sleigh kindly loaned by Tregaron Town Council. The Council Christmas dinner was held at The Moody Cow in Llwynceilyn and members celebrated the retirement of the former Clerk of 25 years, Maureen Davies.

The Council engaged in consultations relating to proposed woodland and wind energy projects in the community, and submitted responses to statutory consultations regarding local planning applications.

Community grants and donations were awarded by the Council to the following local organisations:

- Young Farmers Club
- Gogerddan Hunt
- Ysgol Feithrin Tregaron
- Llanddewi Brefi Ti a Fi

A grant was also awarded to the Llanddewi Brefi Nature Reserve group, to plant trees as part of The Queen's Green Canopy initiative created to mark Her Majesty's Platinum Jubilee in 2022, and the Council made the usual donation to the Royal British Legion.

Achievements

As Sole Trustee of the Village Hall charity, a committee of the Council carried out a Fire Risk Assessment and reviewed insurance cover for the Village hall.

A grant application by the Hall management committee for community projects and activities during the Queen's Jubilee year was awarded £9.3k.

A grant of £2k was applied for and received, in addition to the mandatory funds received by the Hall charity during the pandemic closures.

The Community Council successfully applied for planning permission and as Sole Trustee secured 50% grant funding (£5.2k) for replacement windows and doors at the Village Hall. Members also organised Community Volunteers to help clean the community centre grounds.

The Community Council approved a budget for assisting in the maintenance and improvement of the Hall:

- Replaced the Hall heating controls - new WiFi connected control unit to allow remote programming and ensure the set temperature is reached by the time of hire.
- Purchased a new keysafe access system (to be installed during May 2022)
- Installed new manual fire alarms at each exit to the hall and community centre and repaired external lights.

Community consultations were carried out and, under the umbrella of the Community Council, £9.5k LEADER grant funding was successfully applied for, supported by a 20% volunteer contribution, to install new digital technology at the hall and provide a hybrid meeting/ presentation/ entertainment/ computing facility.