

Cyngor Cymuned Llanddewi Brefi Community Council

Annual report 2022-2023

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 of Council 2022-2023

Councillor Caryl Jones.

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, Mrs Maureen Davies.

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 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 (RFO), without remuneration, to ensure that the Council would be able to continue to function pending appointment of a permanent Clerk. This position was filled with the appointment of Ms Lisa Zaroni as Clerk and RFO on 01/09/2022.

The Council can be contacted through the Clerk:

Post: Glyn, Llanddewi Brefi, Tregaron. SY25 6RL

Email: clerk@llanddewibrefi.org

Website: www.llanddewibrefi.org

Phone: 01974 298728

Councillors

Caryl Jones (Chair), Beth Griffiths (née Anthony) (vice chair), Eirwen James, Rhodri Evans (Acting Proper Officer to 01/09/2022), Emmanuel Kincaid (Acting Responsible Financial Officer to 01/09/2022), Dafydd Lloyd Jones, John Lloyd Griffiths, Lynet Pugh, Enfys Hatcher Davies (Councillors Lynet Pugh, and Enfys Hatcher Davies have resigned with effect from May 2023).

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.

Agendas and minutes were issued electronically by email and published on the Council's website. Meetings in person were held throughout the year, 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.

Ten ordinary meetings were held during the year to 31/03/2023, in addition to the Annual Meeting in May.

The following extraordinary meetings were also held:

- 16/05/2022 – To review and adopt a Local Resolution Protocol, Code of Conduct for members, Data protection policy and procedures, and Safeguarding policy.
- 05/07/2022 – To consider an application for the position of Clerk and Responsible Financial Officer.

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 01/04/2022- 31/03/2023											
Agenda	Minutes	Attendance									
		Caryl Jones (Chair)	Beth Griffiths, née Anthony. (Vice Chair)	Rhodri Evans	Emmanuel Kincaid	Dafydd Lloyd Jones	John Lloyd Griffiths	Eirwen James	Lynet Pugh	Enfys Hatcher Davies	Pat Parry
Agenda – 13/03/2023	Minutes – 13/03/2023	A	P	A	P	P	P	P	A	P	P
Agenda – 13/02/2023	Minutes – 13/02/2023	P	P	P	P	A	A	P	P	A	P
Agenda – 09/01/2023	Minutes – 09/01/2023	P	P	P	P	P	P	P	P	P	P
Agenda – 22/12/2022	Minutes – 22/12/2022	A	A	P	P	P	A	P	A	A	A
Agenda – 14/11/2022	Minutes – 14/11/2022	P	P	P	P	P	P	P	P	A	P
Agenda – 10/10/2022	Minutes – 10/10/2022	P	P	P	P	P	P	P	P	P	A
Agenda – 12/09/2022	Minutes – 12/09/2022	P	P	P	P	P	P	P	P	P	P
Agenda – 11/07/2022	Minutes – 11/07/2022	P	P	P	P	A	P	P	A	A	A
Agenda – 05/07/2022	Minutes – 05/07/2022	A	P	P	P	A	P	P	P	A	P
Agenda – 20/06/2022	Minutes – 20/06/2022	P	A	P	P	P	A	P	P	P	P
Agenda – 16/05/2022	Minutes – 16/05/2022	P	A	P	P	P	P	P	A	P	A
Agenda – 09/05/2022	Minutes – 09/05/2022	P	P	P	P	P	P	P	A	P	P
Agenda – Annual Meeting 09/05/2022	Minutes – Annual Meeting - 09/05/2022	P	P	P	P	P	P	P	A	P	P
Agenda – 25/04/2022	Minutes – 25/04/2022	A	P	P	P	P	P	P	P	P	P
	Present (P)	10	11	13	14	11	11	14	8	9	10
	Apologies (A)	4	3	1	0	3	3	0	6	5	4
	Declaration of Interest (D)	0	0	1	6	0	0	0	0	0	1

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) made this payment optional for small (group 5) Community Councils in 2022-2023, and Council resolved not to provide the allowance for this year.

In addition to the Chairman's allowance of £50, the only other payments to members in relation the year to 31/03/2023 were reimbursements for items or services purchased on behalf of, and authorised by the Council, and recorded in the minutes.

A Statement of Payments to Members is published on the Council's website:

<https://www.llanddewibrefi.org/community-council/council-records/finance/>

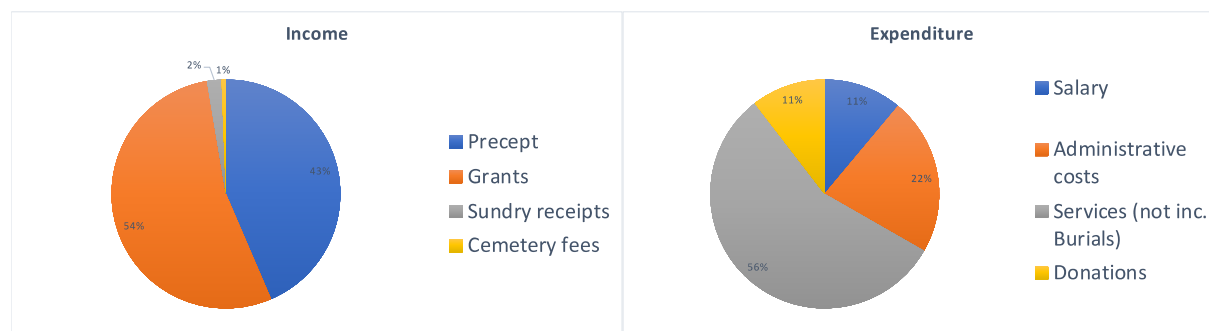
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Financial report

RECEIPTS & PAYMENTS SUMMARY 2022/23

Reviewed 11/04/2023

RECEIPTS				PAYMENTS			
	2022/23				2022/23		
	Budget	Actual to end March 2023	Variance		Budget	Actual to end March 2023	Variance
VAT-Reclaimable	599.86	296.60	- 303.26	Insurance-Zurich	350.00	343.26	- 6.74
Precept 22/23	8,500.00	8,500.00	-	Salary-clerk [1]	2,376.00	1,380.60	- 995.40
Cemetery Grant	1,250.84	1,250.98	0.14	ICO (data Controller)	35.00	35.00	-
				Office equipment - clerk		831.07	831.07
				One Voice Wales	120.00	249.00	129.00
				Wreaths (s137 donation to RBL)	330.00	25.00	- 305.00
				Wreaths (disbursements to be reclaimed)		295.00	295.00
				Telephone &			
				Broadband -BT [2]	589.66	619.02	29.36
				Defibrillator (pads)			-
				Stationery	100.00	102.48	2.48
				Election Costs 2022			-
				Audit Commission	450.00	540.00	90.00
				Internal auditor	120.00	100.00	- 20.00
				Chair's Allowance	50.00	50.00	-
				Hire of Hall [3]	140.00	240.00	100.00
				Christmas Tree	40.00	20.00	- 20.00
				Xmas lights event [4]	100.00	60.00	- 40.00
				Bank Charges [5]	100.00	153.19	53.19
				Web Site-domain	14.75	14.39	- 0.36
				Web Site-hosting	49.19	47.99	- 1.20
				Web Site-maintenance			-
				Zoom meetings [15]	177.00	129.51	- 47.49
				Office 365 [17]		-	-
				Trees-Hyfydle		202.94	202.94
				Cemetery			-
				Grass Cutting [6]	4,150.00	5,256.00	1,106.00
				Burials		1,100.00	1,100.00
				Burial clerk salary		241.00	241.00
				Memorial paving [7]	1,000.00		- 1,000.00
				Welsh Water	31.61	30.88	- 0.73
				Hedge Trimming	123.00		- 123.00
				Hall repairs [8]		631.93	631.93
				Cleaning staff [16]		99.75	99.75
				Grit Bin re-fill	61.50	-	- 61.50
				School Bell [9]	785.00	-	- 785.00
				Street lights 2022	228.64	-	- 228.64
				Street lights 2021 [10]		-	-
				Street lights 2020 [10]		-	-
				Street lights 2019 [10]		-	-
				Donations budget(s2/137 LGA)[11]	1,500.00	1,280.00	- 220.00
				Returned cheque (Wreaths) [12]	-	25.00	25.00
				LEADER grant project [13]		2,681.79	2,681.79
LEADER Grant [13]		9,254.22	9,254.22				
TOTAL	10,670.83	21,105.83	10,435.00		13,021.35	16,784.80	3,763.45
Balance C/FWD	6,913.84	3,765.15					
Cashflow 2022-23	- 2,350.52	4,321.03					
End balance	4,563.32	8,086.18					
Less Defibrillator reserve funds	- 1,388.15	- 1,388.15					
General reserves at year end	3,175.17	6,698.03					



Training

A Council training plan, to address core areas of knowledge relating to Code of Conduct and financial management and governance, was approved on [10/10/2022](#) in accordance with statutory duties under section 67 of the Local Government and Elections (Wales) Act 2021.

Governance

The Council received a qualified [audit report for 2021-2022](#) from Audit Wales, which is published on the Council's website. However, the only basis for qualification of the audit was that PAYE had not been correctly operated in relation to the former clerk's salary for part of the year to August 2021.

The Notice of conclusion of audit and right to inspect the annual return for the year ended 31 March 2022 was published on 20/03/2023.

The following reviews are carried out during the year:

- Risk assessment
- Asset register
- Internal Auditor's terms of engagement and appointment

Budget reviews were also carried out throughout the year and formed the basis of setting the precept of £9,500 for 2023-24.

Activities

The Clerk's position was vacant following the former Clerk's 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 (RFO) and Clerk and ensure continuity of service up to the appointment of a permanent Clerk and RFO in September 2022.

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.

As part of the celebration of the National Eisteddfod, held in Tregaron in August, members and residents took part in tidying and decorating the village, with a display of '[The Orsedd Scarecrows](#)' being organised by Cllr. Enfys Hatcher-Davies in July.

The [Remembrance Day Service](#) was held on 13/11/2022 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 and lights on the square, kindly donated by Richard Elliot, and organised a Christmas lights competition, with a prize hamper donated by members.

A Santa visit and grotto was also arranged at the village hall, with mince pies and mulled wine, and a performance from local male voice choir, [Bois y Rhedyn](#). The Council Christmas dinner was held at The New Inn in Llanddewi Brefi.

The Council engaged in consultations relating to proposed [woodland projects](#) in the community, and submitted responses to statutory consultations regarding local planning applications.

Section 137(1) of the Local Government Act 1972 allows expenditure that will bring direct benefit to the area and its inhabitants if no other powers can be used. 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
- Dewi Stars football club

Section 137(3) of the Act also permits the Council to incur expenditure for some charitable purposes, and the usual donation was made to the Royal British Legion.

In 2022-23, the Council made payments totalling £1,305.00 under section 137.

A Woodland trust grant was awarded to the Llanddewi Brefi Nature Reserve group, to develop a wildlife garden and plant trees as part of The Queen's Green Canopy initiative created to mark Her Majesty's Platinum Jubilee in 2022. A plan was developed as part of the Cynnal Llanddewi LEADER project and work on this is ongoing and supported by the Council's [Biodiversity plan](#), approved in December 2022.

[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.

An application for a National Lottery Community Fund Grant by the Hall management committee for community projects and activities during the King's Coronation year was awarded £9,950. Activities are to be developed in collaboration with user groups, and the intention is that a yearlong programme of events will engage the whole community and regenerate interest in the village hall and recreation ground as a community hub and focal point for social interaction.

The Community Council successfully applied for planning permission in 2022, and as Sole Trustee secured 50% grant funding (£5.2k) for replacement windows and doors at the Village Hall. The works were completed in May 2022.

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, and work towards replacing lighting, improving insulation, and replacing the heating oil tank is ongoing.

Cynnal Llanddewi – LEADER grant project

The Cynnal Llanddewi Brefi project, supported by the Cynnal y Cardi LEADER grant scheme, has brought new facilities and activities to the village hall and community centre.

Community consultations were carried out and, under the umbrella of the Community Council, £9.5k LEADER grant funding was successfully applied for in February 2022, supported by a 20% volunteer contribution, to install new digital technology at the hall and provide a hybrid meeting/ presentation/ entertainment/ computing facility.

A SMART Board interactive whiteboard system, together with video conferencing camera/ microphone/ speaker system has been installed to provide a standalone touchscreen computing/ hybrid meeting facility, with the option for users to connect their own devices to share and access content.

The system includes an integrated PC, with Microsoft Office installed, and individual user accounts set up for groups, who can access their own documents via One Drive or other remote storage, and create/ save content during meetings/ sessions - including interactive whiteboard content, suggestions etc.

An electrically adjustable mobile stand allows desk level use for meetings, low level for younger participants or high-level display for group audiences. The display can be moved between rooms to maximise the flexibility of use for different activities.

A separate waterproof wide-angle video camera and mast system is available for groups to use for mentoring, training, and recording content for meetings and presentations.

A pilot scheme to provide access to an informal youth social space at the Community Centre has attracted new users and re-engaged young people.

The Youth ‘Drop in’ sessions have run twice a week from August to the end of October 2022, with up to 18 regularly attending. A survey questionnaire completed by all attendees indicates a high level of satisfaction with the facilities, session times, and volunteer supervisors.

The LEADER grant has been extremely beneficial in promoting community cohesion and we believe that a significant proportion of the originally projected outputs have been achieved.

The new facilities are available to all users of the hall, and feedback suggests that the ongoing sharing of knowledge within user groups will encourage exploration of the opportunities offered by the digital technology equipment.

A total of 17 volunteers took part in the youth project, with representatives from most of the community groups that took part in the initial consultation held in the spring. Volunteers commented that the sessions have been good and productive, with young people learning new skills and enjoying games and socialising. The interactive smart board has been available and used in all sessions for drawing, browsing internet and playing music. Suggestions for improvement included requests for more outdoor and sports activities, in addition to more cooking activities, following a successful initial demonstration by volunteers. The initial twice weekly three-hour sessions were planned to maximise accessibility, and most participants would regularly attend both sessions, staying for the full duration. However, this level of provision was not felt to be sustainable with volunteer input alone, and after group discussions with those regularly attending, volunteers have proposed that the scheme should continue with 2 ½ hour sessions once a week.

A Halloween party with free food and refreshments was planned with members of the youth group and open to volunteers, parents/ guardians, and children of all ages to raise awareness of the youth club and new facilities, with more than 80 enjoying music, dancing, and celebrations. A Halloween trail was organised in collaboration with a local family centre, and a 'guess the weight' competition was held, with a giant pumpkin being donated by a Local One Planet enterprise and carved by one of the youth club volunteers. Questionnaires from all youth club participants were collected, and a games tournament has been planned for the 16th of December, based on feedback from the survey, supported by the Hall Committee with trophies sponsored by a local business.

Volunteers from several local organisations received training on using the new technology from Pugh Computers in July, and a further session was held by members of the hall committee in October, to raise awareness of the new facilities.

Since its installation in June, the digital technology equipment has been widely used for a variety of functions, including providing music and images as a backdrop to the jubilee celebrations held in the hall, with the video camera being used to record performances at the annual carnival and a site survey for a wildlife garden project as well as footage of football matches and training sessions.

During weekly sessions of the **Art/Craft club** on Friday afternoons at the Community Centre the multi-media digital whiteboard has been used both to create artwork and to catalogue images of work by members.

Cylch Ti a Fi Cywion Caron also meet on a weekly basis and have used the new technology for interactive painting, games, singing and dancing sessions. The whiteboard allows children to use the pens to play with shape, colour, and number games.

Sêr Dewi football club have used the Go-Pro video camera and high-level mast to film training sessions and home games. The camera can record footage of the entire field of play which they are then able to review and analyse using the interactive whiteboard.

Llanddewi Brefi Young Farmers Club have used the technology to display agendas during meetings, and during the Eisteddfod it has been used for some of the homework competitions – e.g TikTok videos and learning dance moves for the creative dance competition. It has also been used to look for information and jot ideas down on the white board, and the club hope to be able to host film nights and guest speakers from across the world.

Ladis Pinc Tug of War group have been able to use the technology towards the end of the season by watching videos of pulling in training and in competitions. In the new year they will be using the Smart Screen to hold hybrid fitness sessions to allow all members to be involved and to improve teamwork.

The **Llanddewi Brefi Show** committee plan to use the video camera to film livestock on farms next year, and display this using the interactive screen on show day. The equipment will also be used for hybrid meetings.

Llanddewi Brefi Nature Reserve group held two planning sessions with community councillors to develop proposals for creating a wildlife garden adjacent to the existing playground, and to train members in the use of the new equipment. The video camera was used to record a virtual tour of the grounds, and the interactive whiteboard was used to overlay satellite imagery and plans to develop schematics for garden planning.

Ras Gŵyl Dewi running race committee also held a meeting to train members to use the digital interactive screen, docking their own devices to allow information sharing and planning at meetings.

At their recent AGM, the chair of **Llanddewi Brefi WI** commented “The introduction of the new technology to the community hall now enables us to access a wider world and become involved in ways that we were unable to before. We can share at home courses.

We can invite speakers from anywhere in the world, and we can access the web, and look up any subject, issues, skills, and entertainment, that we choose.”

This project has been successful in bringing groups and individuals together to collaborate as volunteers and encouraging them to explore innovative ways of working using the new digital technology equipment.

All participants have submitted feedback and ideas to demonstrate these benefits. There has been much interest in the project, and the **Hall committee** very much believe that it will encourage more groups to use our facilities moving forward to ensure that we remain sustainable as a community resource.

By invigorating current memberships, existing groups will become more sustainable, and by increasing awareness of the facilities, more user groups may be encouraged to develop, increasing overall usage and enhancing the long-term sustainability of the Village Hall and grounds.

The pilot scheme for the proposed Youth Social Space was free to access for the duration, and the post-project evaluation questionnaires provided a basis for discussion in a public meeting in November to establish the basis for its continuation. The Council has since resolved to continue provision and review the project in June 2023.

15/05/2023