

Cyngor Tref Llanelli - Llanelli Town Council

Yr Hen Ficerdy,
Sgwâr Neuadd y Dref,
LLANELLI,
Sir Gaerfyrddin,
SA15 3DD.



The Old Vicarage,
Town Hall Square,
LLANELLI,
Carmarthenshire,
SA15 3DD.

Arfon Davies, *Clerc y Dref/Town Clerk*

Ffôn/Tel: (01554) 774352
Ffacs/Fax: (01554) 770376

Ebost/Email: enquiries@llanellitowncouncil.gov.uk
Gwefan/Website: www.llanellitowncouncil.gov.uk

Eich Cyf:
Your Ref:

Fy Nghyf
My Ref: TC/ALB

Dyddiad
Date: 27/03/24

TO: ALL MEMBERS OF LLANELLI TOWN COUNCIL

Dear Councillor,

In accordance with the provisions of Schedule 12 of the Local Government Act 1972 and Section 47 of the Local Government and Elections (Wales) Act 2021, you are hereby summoned to attend the **MEETING** of **LLANELLI TOWN COUNCIL** to be held **REMOTELY** and at **THE OLD VICARAGE, TOWN HALL SQUARE, LLANELLI** on **WEDNESDAY, 3rd April 2024 at 6.00 p.m.**

Yours faithfully,

Handwritten signature of Arfon Davies in black ink.

Town Clerk

AGENDA

- To receive apologies for absence**
- To receive members' declaration of interest**

Declaration form for completion will be circulated at the start of the meeting.

- Public Participation**

To provide an opportunity for any members of the public in attendance to address Council or ask questions on any matters of concern in relation to agenda items (other than those proposed to be considered in private).

- Verification and Confirmation of Minutes**

To receive, confirm and verify Minutes of Proceedings as follows: -

| | | <u>Page Nos.</u> |
|--|-----------------------------|------------------|
| Llanelli Town Council Ordinary Meeting | 13 th March 2024 | 238 - 247 |
| Establishment Committee | 18 th March 2024 | 248 - 250 |
| Planning, Licensing and Consultation Committee | 18 th March 2024 | 251 - 257 |
| Building and Finance Committee | 18 th March 2024 | 258 - 262 |
| Stebonheath Development Committee | 22 nd March 2024 | 263 - 267 |
| Town Twinning Committee | 25 th March 2024 | 268 - 269 |
| Selwyn Samuel Centre Committee | 25 th March 2024 | 270 - 271 |

5. **Community Development and Sport, Youth and Activity**

To consider the Principal Officer's Report. Minute No. 114 of the Town Council meeting of 13th March 2024 refers (copy herewith).

6. **One Voice Wales**

To consider renewing the Town Council's membership of One Voice Wales for the 2024-25 Financial Year, Minute No. 106 of the Town Council Meeting held on the 5th April 2023 refers (copy herewith).

7. **Internal Audit Report**

To report receipt of Internal Audit Report (Second Interim) 2023-24 prepared by Auditing Solutions Ltd. – Minute No. Minute No. 82 of the Council meeting of 6th December 2023 refers (copy herewith).

8. **Town Council 50th Anniversary**

To consider the Town Clerk's report, minute No. 54 of the Town Council Future Generations Working Group held on the 18th March 2024 refers (copy herewith).

9. **Matters for Information**

- (1) **One Voice Wales** – Training Dates March, April, May, and June 2024.
- (2) **Carmarthenshire County Council** – Town & Community Council Updates
- (3) **Llanelli Town Council - Future Generations Working Group** – Minutes of the Meeting held on the 18th March 2024.

(copy herewith).

NOTE: THE REPORTS RELATING TO THE FOLLOWING ITEMS CONTAIN CONFIDENTIAL DETAILS. IF THE COUNCIL RESOLVES PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO CONSIDER THE ITEM IN PRIVATE, THE PUBLIC WILL BE EXCLUDED FROM THE MEETING DURING THEIR CONSIDERATION OF THEM.

10. **Penyfan Community Facility**

To consider the Town Clerk's report. Minute Number 119 of the Town Council meeting of the 13th March 2024 refers. (copy to follow).

Cyngor Tref Llanelli - Llanelli Town Council

Yr Hen Ficerdy,
Sgwâr Neuadd y Dref,
LLANELLI,
Sir Gaerfyrddin,
SA15 3DD.



The Old Vicarage,
Town Hall Square,
LLANELLI,
Carmarthenshire,
SA15 3DD.

Arfon Davies, *Clerc y Dref/Town Clerk*

Ffôn/Tel: (01554) 774352
Ffacs/Fax: (01554) 770376

Ebost/Email: enquiries@llanellitowncouncil.gov.uk
Gwefan/Website: www.llanellitowncouncil.gov.uk

Eich Cyf:
Your Ref:

Fy Nghyf
My Ref: TC/ALB

Dyddiad
Date: 27/03/24

AT: BOB AELOD O GYNGOR TREF LLANELLI

Annwyl Gyngorydd,

Yn unol â darpariaethau Atodlen 12 Deddf Llywodraeth Leol 1972 a Adran 47 o Ddeddf Llywodraeth Leol ac Etholiadau (Cymru) 2021, fe'ch gelwir chwi drwy hyn i **GYFARFOD CYNGOR TREF LLANELLI** i'w gynnal **O BELL** ac yn **YR HEN FICERDY, SGWÂR NEUADD Y DREF, LLANELLI DDYDD MERCHER 3^{YDD} EBRILL 2024 am 6.00 o'r gloch.**

Yn gywir,

Clerc y Dref

AGENDA

- I dderbyn ymddiheuriadau am absenoldeb**
- I dderbyn datganiadau buddiant yr aelodau**

Dosberthir ffurflen datganiad i'w llenwi ar ddechrau'r cyfarfod.

- Cyfranogiad y Cyhoedd**

I rhoi cyfle i unrhyw aelod o'r cyhoedd sy'n bresennol annerch y Cyngor neu ofyn cwestiynau ar unrhyw faterion sy'n codi pryder mewn perthynas ag eitemau ar yr agenda (ac eithrio'r rhai y bwriedir eu hystyried yn breifat).

- Dilysu a Chadarnhau Cofnodion**

I dderbyn, cadarnhau a dilysu Cofnodion y Cyfarfodydd canlynol:-

| | | <u>Rhif Tud.</u> |
|---|-------------------------------|------------------|
| Cyfarfod Cyffredin Cyngor Tref Llanelli | 13 ^{fed} Mawrth 2024 | 238 - 247 |
| Pwyllgor Staffio | 18 ^{fed} Mawrth 2024 | 248 - 250 |
| Pwyllgor Cynllunio, Trwyddedu ac Ymgynghori | 18 ^{fed} Mawrth 2024 | 251 - 257 |
| Pwyllgor Adeiladu a Chyllid | 18 ^{fed} Mawrth 2024 | 258 - 262 |
| Pwyllgor Datblygu Stebonheath | 22 ^{fed} Mawrth 2024 | 263 - 267 |
| Pwyllgor Gefeillio Trefi | 25 ^{ain} Mawrth 2024 | 268 - 269 |
| Pwyllgor Canolfan Selwyn Samuel | 25 ^{ain} Mawrth 2024 | 270 - 271 |

5. **Datblygu a Gweiddgaredd Cymunedol a Chwaraeon, Ieuenctid a Gweithgareddau**

I ystyried Adroddiad y Prif Swyddog - Gweler Cofnod Rhif 114 o gyfarfod y Cyngor gynhaliwyd ar 13^{fed} Mawrth 2024. (copi'n amgaeedig).

6. **Un Llais Cymru**

I ystyried adnewyddu aelodaeth y Cyngor Tref o Un Llais Cymru ar gyfer Blwyddyn Ariannol 2024-25, gweler cofnod rhif 106 o gyfarfod y Cyngor Tref a gynhaliwyd ar 5^{ed} Ebrill 2023 (copi'n amgaeedig).

7. **Adroddiad Archwilio Mewnol**

I hysbysu derbyn Adroddiad Archwilio Mewnol (ail blaenorol) 2023-24 a baratowyd gan Auditing Solutions Ltd - Gweler Cofnod Rhif 82 o gyfarfod y Pwyllgor ar 6^{ed} Rhagfyr 2023 (copi'n amgaeedig).

8. **Pen-blwydd y Cyngor Tref yn 50 oed**

I ystyried adroddiad Clerc y Dref, gweler cofnod Rhif 54 o Weithgor Cenedlaethau'r Dyfodol y Cyngor Tref a gynhaliwyd ar 18^{fed} Mawrth 2024 (copi'n amgaeedig).

9. **Materion er Gwybodaeth**

- (1) **Un Llais Cymru** – Dyddiadau Hyfforddiant Mawrth, Ebrill, Mai a Mehefin 2024.
- (2) **Cyngor Sir Caerfyrddin** – Diweddariadau Cyngorau Tref a Chymuned
- (3) **Cyngor Tref Llanelli** - Gweithgor Cenedlaethau'r Dyfodol – Cofnodion y Cyfarfod a gynhaliwyd ar 18^{fed} Mawrth 2024.

(copiau'n amgaeedig)

SYLWCH: MAE'R ADRODDIADAU SY'N YMWNEUD Â'R EITEMAU CANLYNOL YN CYNNWYS MANYLION CYFRINACHOL. OS YW'R CYNGOR YN PENDERFYNU YN UNOL I ADRAN 1(2) O DDEDDF CYRFF CYHOEDDUS (DERBYN CYFARFODYDD) 1960 I YSTYRIED YR EITEM YN BREIFAT, BYDD Y CYHOEDD YN CAEL EI EITHRIO O'R CYFARFOD YN YSTOD EU HYSTYRIAETH.

10. **Cyfleuster Cymunedol Penyfan**

I ystyried adroddiad Clerc y Dref. gweler Cofnod Rhif 119 o gyfarfod y Cyngor Tref a gynhaliwyd ar 13^{fed} Mawrth 2024. (copi i ddilyn).

AGENDA ITEM 5

TO: ALL MEMBERS OF LLANELLI TOWN COUNCIL

MEETING – 3RD APRIL 2024

PRINCIPAL OFFICER'S REPORT – COMMUNITY DEVELOPMENT / SPORT, YOUTH AND ACTIVITIES

The Town Council has a legal duty under the Well-being of Future Generations Act 2015 to ensure it takes consideration of the Act in all its activities and services. The Town Council Community Development Service supports the delivery of the objectives set out within both the Act and the Carmarthenshire Well-being strategy through its work in Llanelli with Community Organisations and key partners.

Funding / emails / network information – Officers, when necessary, sends out network information / funding information to Members via email.



COMMUNITY ENGAGEMENT AND UPDATE

(1) UPDATES AND ACTIVITIES

Community

Penygaer / Crown Park / Penyfan Adventure Play Project – Feedback sessions with Members took part in March, with the project looking to be finalised at the end of the summer months. The findings of the consultations have been shared with the schools and the Play Sufficiency Team at Carmarthenshire County Council as part of their Play Assessment. Officers are supporting the tender process for the equipment to be installed.

Town Council's 50th anniversary - Work continues to develop the programme of activities to celebrate the Town Council's 50th anniversary. A working group of organisations has been set up to support the development of the Great Get Together to be held on the 22nd June. Branding ideas are being developed and finalised. Invite for colleagues in Agen currently being finalised for an October visit.

Cook 24 project Ysgol Yr Strade and Coedcae school – Officers have supported an 8-week programme of activities with Ysgol Yr Strade. The project has included site visits to farms and food producers to understand where food comes from. Cooking lesson on site in Cross Hands with The Shortbread Company and a sharing at the Antioch Centre with parents.

Cymru C vs England C – With the international on the 14th March. The event was well attended with a capacity crowd of over 800. Town Council officers and club volunteers supported the event.

Junior Young Traders Project, Llanelli Town Centre – The trading day has been confirmed for 22nd May, 7 schools have confirmed their attendance. The project aims to improve their mathematical and logical skills and is inline with the national curriculum. The project is working in partnership with the BID, Llanelli Community Partnership and Carmarthenshire County Council markets team. The project is funded by several key partners including Llanelli Community Partnership, the Chamber and the BID.

Well-being Walk Penywaer and Llanerch river walkway – Working in partnership officers are supporting a health and well-being walking group utilising the newly established river walkways at Llanerch and Penywaer. The walk will take place on the 19th April meeting at Penywaer community centre at 10.00am. The walk is being supported by a number of organisations including the River Trust and the Local Health Board.

Meet the Mayor 2024 - 2024 Meet the Mayor will take place over 3 days in April. 7 primary schools at year 6 have confirmed their attendance. The project looks at educating on the role of the Town Council, on democratic health, why we vote, the history of voting and the Future Generation Act for Wales.

Easter Activities – Several Easter Activities are taking place this year; all are free to the community and are being supported by officers:

- 2nd April Easter celebrations at Ejs 10.30am - 12.30pm
- 3rd April – Spring into Wellbeing event Goods Shed 11.00am- 3.00pm
- 4th April Tyisha Spring Event Anne Street Park 1.00pm - 4.00pm

RECOMMENDATION: That the information be noted

This meets goals 1, 2, 3, 4, 5, 6 and 7 of The Wellbeing of Future Generation Act 2015.

(2) POLICY AND STRATEGIC MEETINGS

Officers are working with partners; meetings have recently been held with:

- Cook / Green24 project
- Llanelli Multi Cultural Network Drop-in Centre Support
- Penywaer School
- Penrhos School
- Stebonheath School
- Heol Goffa
- Llanelli Good Shed
- Llanelli Community Partnership
- Llanelli Green Network
- Llanelli Indoor Bowls Club
- Tesco Trostre Community Team
- Dementia Cradle Choir
- Junior Young Traders Project, Llanelli Town Centre
- Actif Team

Strategic Work Programmes / Reviews

- Officers continued through March to review the end of year Community Development Strategy, Biodiversity Strategy, training plan and the Annual report for the Town Council.

Further information will follow.

(3) DATES FOR DIARIES, COMMUNITY ACTIVITY EXAMPLES FOR MARCH 2024

Community activity-

- 2nd April Easter celebrations at Ejs 10.30am - 12.30pm.
- 3rd April – Spring into Wellbeing event Goods Shed 11.00am- 3.00pm.
- 4th April Tyisha Spring Event Anne Street Park 1.00pm - 4.00pm.
- Welsh Open Indoor Bowls Championship, Selwyn Samuel Centre – 13th & 14th April.
- Wellbeing Walk Penyaer and Llanerch river walkway.
- Hearts and Crafts Paddock Street, 2.00pm – 3.30pm Mondays, all are welcome.
- Mondays, Fan group meeting Llanelli Goods Shed 10.00am-11.30am.
- Mondays, Age Cymru 50+ Carers Group 11.00am-12.30 Llanelli Goods Shed.
- Dementia Cradle Choir – Tuesdays 2.00pm Ffwrnes Theatre.
- Multicultural Network every Tuesday from 10.30am - 12.30pm at EJs.
- Young People Speak Up drop-in every Wednesday 5.00pm – 7.00pm - at the Ffwrnes Fach.
- Story Care and Share – gathering and connectivity project, 11.00am every Wednesday at the Ffwrnes Fach.
- Wednesday, The Craft Shed at the Goods Shed 11.00am – 12.30pm.
- Cosy Coffee at The Vestry Llanelli every Thursday 10.00am – 3.00pm.
- Morfa Youth Drop-in – Thursday, Bwlch Community Centre 4.00pm – 6.00pm. TBC.
- Men in Conversation every Thursday, 10.00am to 3.00pm – 4.30pm at the Ffwrnes Fach.
- People Sing Up every Thursday 10.30am – 12.00pm at the Ffwrnes Fach.
- Thursdays, Magpies 50+ Group, Goods Shed 11.00am.
- Young people up youth drop-in Ffwrnes Fach Wednesday 5.00pm -7.00pm and Tuesday 3.30pm- 5.00pm.
- Elevenes dementia project 11.00am – 12.30pm Fridays at the Ffwrnes Fach.
- Neuro project fortnightly Fridays at the Ffwrnes Fach 1.30pm- 2.30pm.
- Homeless provision being provided in Llanelli (however may be subject to change):
 - Ty Gwyn continue to support on a Saturday evening as a warm hub– 5.30pm – 7.00pm.
 - Greenfield Baptist Church on a Wednesday.
 - Sospan Soup Station are supporting on a Sunday night as a food station but also as a food hub at the Vestry Kings Church 5.30pm – 7.00pm.
- Football sessions held weekly Monday's 4.00pm – 5.00pm at the Cruyff Court in Penyfan.
- New Year, New Me scheme first Tuesday of the month, EJs.
- Syria Sir Gar Football weekly session Wednesday's 5.00pm - 6.00pm Cruyff Court in Penyfan.

(4) FOR INFORMATION

COMMUNICATION

For the latest information for Llanelli and community updates in Carmarthenshire the following web addresses can be accessed with regards to training, information and jobs:

<http://newsroom.carmarthenshire.gov.wales>

<http://connectcarmarthenshire.org.uk>

<http://www.cavs.org.uk>

www.dewis.wales

[Getting Together Matters – Volunteering Matters](#)

[Members - Connect Carmarthenshire](#)

[Actif Adults - Actif](#)

[Cynefin Green Health Hub | University of Wales Trinity Saint David \(uwtsd.ac.uk\)](#)

[Home - CGGSC~CAVS](#)

Direct referrals can be made to Delta Wellbeing or Carmarthenshire County Council Contact Centre on 01267 234567 or Delta Wellbeing the contact number 03003332222.

Information continues to be shared via email and on the Town Councils Facebook page on the cost-of-living support for communities in Llanelli.

Delyth Jones, Principal Officer

April 2024

AGENDA ITEM 6

24c Stryd y Coleg
Rhydaman
Sir Gaerfyrddin
SA18 3AF

Ffôn: 01269 595400



24c College Street
Ammanford
Carmarthenshire
SA18 3AF

Phone: 01269 595400

Dear Clerk

Please bring this letter to the attention of your Chair and Councillors.

Membership of One Voice Wales 2024/25

I am writing to invite your council to renew its membership to join One Voice Wales from April 2024. Once again, the past year has seen many positive developments to our services and for the community and town council sector in general, many of which are outlined in this letter, which we believe add significantly to the value for money offered by One Voice Wales membership.

We continue to represent the sector in a wide variety of ways – we regularly meet with the Minister for Finance and Local Government Rebecca Evans MS and we continue to represent the sector on the **Local Government Partnership Council**. During 2023-24 we have once again made strong representation on the role the sector can play in supporting sustainable local services and supporting the Local Government Reform agenda amongst others. We have maintained and further enhanced our working relationships with the Welsh Government, Welsh Local Government Association (WLGA) and the WCVA strengthening the voice of the sector within the public services family in Wales and improving working relations with the Third Sector.

One Voice Wales continues to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels including the **Climate Change Panel, Ystadau Cymru Working Group, Ministerial Towns Action Advisory Group, Welsh Government Litter Advisory Panel, Ministerial Advisory Forum on Ageing, Welsh Government Diversity in Democracy Working Group, Welsh Government Democratic Health Task and Finish Group, Older Persons Commissioner Age Friendly Steering Group, Welsh Government Advisory Board on Resourceful Communities as well as Understanding Welsh Places Advisory Board**. One Voice Wales is playing an ever-increasing role in the development of resources for the sector, for example, through our **Local Places for Nature Officer** in our team who has helped hundreds of councils to date on environmental projects and issues; and following funding off Public Health Wales via Save a Life Cymru we were able to establish the post of **Community CPR and Defibrillator Manager** in the team who helped hundreds of community and town councils in 2023/24 in developing this critically important agenda. We also played a significant role working with the Welsh Government and SLCC colleagues in the development of a **Finance and Governance Toolkit** for the sector which will help to drive up standards of working practice. We continue to work collaboratively with a range of other bodies including the **Local Government Democracy and Boundary Commission for Wales, Independent Remuneration Panel, Public Services Ombudsman and Audit Wales**. So, our ability to influence key stakeholder organisations continues to grow year on year.

In 2023/24 we were successful in our funding bid to the Welsh Government to recruit a Digital Project Manager and a Cost-of-Living crisis support team. Justin Horrell is delivering on a project plan to support councils in relation to digital approaches and will be instrumental in helping us develop a new website that will provide member councils with a wealth of up-to-date information include practice guidance in an easily accessible format. Our new Cost of Living crisis support team will be delivering on a project plan designed to support councils with a range of issues linked with the ongoing cost of living issues faced by communities in Wales. The funding will continue into the next two financial years.

Our representational role means that ***we have a direct interface not only with the Minister for Finance and Local Government but other Ministers*** where our sector's remit extends. During 2023-24 we made several representations to the ***Minister for Climate Change*** on a range of matters - on the need for greater resources for the sector, the need for digital skills and capabilities to be developed, the role community and town councils can play in town regeneration and community planning, how the sector can support the decarbonization agenda, devolution of services and asset transfer agenda and support for the sector to better engage on the green infrastructure agenda. During 2023-24 we have extended our ***representational role*** - One Voice Wales' many Councillors across Wales are increasingly able to provide their views on a wide range of policy areas to support our lobbying activities and ***influence government and stakeholder organisations*** in their decision-making. This includes representation on health trust stakeholder forums and several ***Public Services Boards***. These developments have improved and further developed our representational and lobbying roles and we will seek to further develop them in 2024-25.

Some of our other accomplishments over the past 12 months include:

- There has been a healthy increase in membership numbers during the year. Over 90% (89% previous year) of all councils in membership of One Voice Wales, or 670 (653 previous year) out of the 732 Councils in Wales and this is the highest level of membership since One Voice Wales was formed. Plans are already in place to drive increases in membership in 2024-25.
- Through our Local Places for Nature Officer post, we have enabled over £1m of funding to be accessed by Community and Town Councils across Wales with a further £500,000 of projects having been worked up for 2023/24.

As current members are aware, we provide the following services outlined below, and we are aware from feedback from our members that all aspects of the service are highly valued.

- ***Provision of free legal advice*** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors for advice (These savings can in many cases exceed the membership that is payable)
- ***Quality and timely advice and support service*** on topics relevant to member councils.
- ***Training*** for members and staff, including policy seminars and new working opportunities.
- ***General information via our website including a members' area.***

- **Monthly** editions of our new '**E- Newsletter**' and wider forms of communication on social media by our new Communications Officer
- **Representation** of the sector on the Local Government Partnership Council.
- Creating **new opportunities for collaboration** with national organisations across Wales.

The training and development agenda is another area where much progress has been made during 2023-24 with the continued successful delivery of webinar-based training. Under the auspices of the **National Training Advisory Group**, chaired by One Voice Wales, we have continued to refine and develop and extend our training provision to the community and town council sector. Once again, the breadth of our training programmes has been extended and will be available to members throughout the year. To date it is very pleasing to see councils actively engaging in developing their skills and abilities as the sector's role grows in importance.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members and have supported our councils on **community planning exercises, HR and personnel matters including representation at Industrial Tribunals**, assisted in **policy development and health and safety** – and at **costs significantly below market rates**. Please contact the Ammanford Office if you would like further details on how we can support you through these services.

Importantly our role as a representative body has been significantly improved with a significant growth in our membership during 2023-24 – **at year end we had 670 local councils in membership or 91.5% of all community and town councils**.

I hope that this summary of current and future developments has demonstrated that One Voice Wales continues to do all it can to represent the sector, provide high-class information, and support service for our members.

For your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, please return the attached Membership Form by email or to our office in Ammanford – the address is at the top of this letter.

If you have any further queries relating to membership, please contact the office on 01269 595400 / 07917 846510 or email: tgilmartin@onevoicewales.wales

I trust that your Council will give this invitation full consideration and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2024-25.

Yours sincerely,



Lyn Cadwallader
Chief Executive



One Voice Wales
Invoice / Membership Form 2024-2025
Membership runs from 1st April to 31st March

Name & Address of Council – These are the details that we hold on our database please amend if they are incorrect

Mr Arfon Davies, Clerk
Llanelli Town Council
The Old Vicarage
Town Hall Square
Llanelli
Carmarthenshire SA15 3DD

Tel numbers/s: 01554 774352 /
E-mail address: enquiries@llanellitowncouncil.gov.uk
Website: www.llanellitowncouncil.gov.uk

Please provide details of your Chairperson:

Name: Cllr Nick Pearce
Email: cllrnickpearce@gmail.com
Telephone number/s: 07565 329630

Correspondence from us will be sent to you Bilingually unless you specify either English or Welsh

Membership Fee: **£5046**

Based on 12308 chargeable dwellings @ **£0.41p** per dwelling
(This figure is based on the Valuation List, not the Electoral Register)

Bank details - Account number: 16689360 Sort code: 30-94-85

Cheque to One Voice Wales 24c College Street, Ammanford, Carmarthenshire, SA18 3AF
or e-mail: tjilmartin@onevoicewales.wales Tel: 01269 595400

I confirm that my Council has decided to join One Voice Wales for 2024/2025

Clerk to the Council/RFO

Signed:

Please print name:

Mr / Mrs / Ms / Miss (Delete as applicable)



Cyngor Tref Llanelli

Llanelli Town Council

Internal Audit Report 2023/24 (Second Interim up-date)

*Chris Hackett
Consultant Auditor
For and on behalf of Auditing Solutions Ltd*

Background

Statute requires all town and community councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return (AR) which is sent to the external auditor.

This report sets out the audit work undertaken on the Council during our second interim review for 2023/24 which took place on the 21st March 2024 together with our preparatory work. We wish to thank the Officers for providing all the records to enable us to undertake our work. This report does not repeat the findings of the first interim report issued in November 2023, but a consolidated report will be issued after our year end audit scheduled for 10th June 2024.

Internal Audit Approach

In conducting our review for the year, we have again had due regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AR. We employ a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over specified internal control objectives.

Overall Conclusion

We are pleased to conclude that, in the areas examined to date, the Council continues to operate effective financial control systems that help ensure transactions are free from material misstatement.

We wish to thank the Town Clerk and staff for the quality of records being maintained and for their assistance during our review. We request that this report is presented to Members. We made one recommendation aimed at further strengthening controls which is set out in our following detailed report.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Rialtas software to maintain its accounting records, with annual Statement of Accounts support being provided by third party contract accountants (DCK Accounting Ltd). One consolidated cashbook is operated incorporating transactions on three HSBC accounts, the current account, money master account and deposit account. Separate cash books are further set up on Rialtas to record transactions on the Mayor's account.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently:

- Run a data check on Rialtas to ensure the Ledger was in balance at the time of our review, specifically that the Trial Balance agreed and further that it agreed to the nominal ledger, the main accounting record;
- Checked and agreed detail in the main combined cashbook, examining a sample month's transactions (January 2024) agreeing detail to the supporting bank statements, together with verifying the regular inter-account transfers between the accounts. We then checked and agreed detail on the month-end bank reconciliations at the close of December 2023 January 2024 to ensure that no long standing, uncleared or other anomalous entries were in existence; and
- Confirmed arrangements for posting journals, (manual adjustments) to the accounts, which during the year are done by the Administration and Finance Officer in consultation with the former Clerk, the latter who provides continuing support. The Rialtas system provides an audit trail. Year-end journals are done by DCK as part of preparing the accounts.

Conclusions

The accounts are balanced with regular reconciliations being completed. There were no long standing or anomalous adjusting entries on the reconciliation.

We will undertake further testing at our final review confirming the year end reconciliations are correct and that cash balances are disclosed correctly in the year end accounts.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we may reasonably be expected to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have continued our review of the Council's minutes, examining those for the Full Council and its Standing Committee meetings as posted on the Council website (with the exception of Planning Licencing & Consultation Committee) for the financial year, with no issues arising.

Conclusion

No issues arise in this area currently. We will complete our review of minutes at our year end audit in June.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That an official order is raised for all relevant goods and / or services: we acknowledge that this will not be necessary for all items of expenditure, which are regularly the subject of contracts (e.g. grounds maintenance) or legal requirements (e.g. non domestic rates);
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

At our first visit we confirmed the controls in place over the processing and approval of trade invoices. At this stage we extended our substantive testing of transactions. Our sample includes all payments over £4,000, plus non-domestic rates payments and randomly every 45th payment regardless of value in the main cash book covering the period 1st April 2023 to 4th March 2024. Our sample comprises 62 payments in the cash book linked to 138 invoices. The value of our sample is £902,482 and equates to 73% of non-payroll costs in the year to date. All items in our sample were supported by suitable documentation.

We confirmed the Council continues to submit VAT reclaims to HMRC and reviewed the third quarter's VAT return for 2023/24 agreeing the amount claimed to supporting printouts and confirming receipt of the funds into the Council's accounts.

Conclusions

No matters have been identified in this area from our work to date. Invoices were provided for all the payments in our sample.

At our final review following the financial year end we will compare total expenditure against budget undertaking any further payments testing as necessary.

Budgetary Control & Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept and that effective arrangements are in place to monitor budgetary performance throughout the financial year.

We note that the Joint Standing Committee on Estimates met on 19th February 2024 to review the proposed 2024/25 estimates. The Committee resolved to agree the estimates and set the precept at £1,500,000. The Building and Finance Committee was then tasked with agreeing a budget based on the estimates. To support their deliberations Members were provided with an analysis of income and expenditure by service area for the current year, prior year and forthcoming year 2024/25. Information was provided also on capital as well as revenue activities, key areas of income, reserves and the impact on the council tax.

We note the Building and Finance Committee receive regular reports detailing income and expenditure by cost centre, showing the prior year, current year, variance to budget and available funds. Further they receive details of the hiring of community facilities and detail of accounts for payment.

Conclusion

No issues arise in this area currently. We will review the full year income and expenditure at our year end audit in June.

Review of Income

The Council receives income from a variety of sources including the precept, the letting of Council facilities, allotments, ad hoc grants and amounts of interest.

Our objective here is to ensure that robust procedures are in place to ensure that income due to the Council in each area is identified and invoiced (where applicable) appropriately with recovery effected within a reasonable time span. We reviewed the Town Council's latest budget report from Rialtas to identify areas to test. At this review we have:

- Confirmed the third instalment of precept into the Councils accounts agreeing it to the amount set and approved in the Minutes;
- Reviewed Investment Income: The Council received £75,000 in support from the Town Estate. The investment fund is outside the scope of our audit which is subject to a separate Independent Examination by the Council's accountants DCK. We agreed the income received into the Council's accounts to the payment in the Town Estate Rialtas record for consistency;

- Tested income arising on the letting of the Glenalla Community Centre. We selected five hirings in November from the booking diary and confirmed the fee charged agreed with the schedule of rates and was invoiced in a timely manner with the invoice recorded in Rialtas for recovery. We were only able to locate two booking agreements in respect of the five hirings we tested, although we note that two we were unable to find related to long term hirers;
- Grant income in respect of Coronation Road: The Council received a grant from the County Council for £17,500 we agreed the amount to a remittance advice; and
- Reviewed the level and age of unpaid invoices recorded in the Rialtas sales ledger.

As noted earlier in this report we confirmed receipt of VAT reclaims in the year to date and test checked a sample of one month's income to the bank statements.

Conclusion and recommendation

The Council has arrangements for monitoring and recovering income. Control would be strengthened if a review was done of bookings forms held and annual forms were obtained for regular hirers and one-off hirings were placed on a separate file in date order.

R1 The Council should ensure booking forms are obtained and retained on file.

Review of Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC in relation to the deduction and payment over of income tax and National Insurance contributions, together with meeting the requirements of the local government pension scheme.

We tested payroll at our first visit, at this stage we have:

- Test checked the calculation of the application of the national pay award processed in November 2023 but back dated to April 2023 by reference to the national published pay scales; and
- Continued our trend analysis of cash book payroll payments to confirm there are no unusual material anomalies.

Conclusion

Not matters arise from our work in this area at this stage.

| Rec. No. | Recommendations made during the Interim Audit | Response |
|-------------------------|--|---|
| Review of Income | | |
| R1 | The Council should ensure booking forms are obtained and retained on file. | <i>From the 1st April the Council will be sending conditions of hire agreements to all regular hirers annually to keep on top of them.</i> |

AGENDA ITEM 8

TO: LLANELLI TOWN COUNCIL

DATE OF MEETING: 3RD APRIL 2024

TOWN COUNCIL 50TH ANNIVERSARY

Consideration is being given to events that can be undertaken during the 2024-25 year to mark the 50th Anniversary of the Town Council's founding in 1974. Events and activities are suggested that will promote the Town Council's history, partnerships and services provided to the Town of Llanelli.

These include:

Mayoral Events

- Reception for former Town Mayor's, Town Clerk's, Town Councillor's and Staff.
- Community Awards Evening celebrating Community Activity over the previous 50 years.

Town Council Public Face

- Update for the Town Council website, Facebook / Instagram pages and email signatures to note the anniversary (draft logos below and attached at Annex 1);



- Update of page contents including provision of a 'democracy' page and online resource.

Selwyn Samuel Centre

- Mayoral Charity Concert.
- Bowls Tournament event with the Llanelli Indoor Bowls Club.

Parks and Playing Fields

- Community picnic / Garden Party during the Summer period 2024.

Community Centres

- Community activity week with organisations making use of the community centres.

Stebonheath Park

- **50-year celebration Sports engagement week**
 - Wednesday 15th May – Mini Olympic school years 3 / 4 – 10
 - Golf Wales (off pitch), handball (LTC), rugby (scarlets) boxing (fitness Stallion boxing), basketball (Basketball Wales), Races (Welsh Athletics), Throwing LTC/AWP
 - Thursday 16th May – Scarlets and Town Council, year 2/3 Rugby Festival
 - Sunday 19th May – Disability Football Tournament.

Twinning

- **Invitation to Agen Council to visit Llanelli** – Suggested for October to co-incide with a Community Awards evening, consideration has been given to this proposal by the Town Council Twinning Committee.

Other Considerations

- **Better Together Town Centre Event** – A Town Centre Family Fun Day including street party, entertainment, competitions such as schools, arts, photography, flowers etc on the 21st June 2024. The event is being pulled together with the BID and a grant application has been made to the SPF Events Fund. A working group is in place with organisations such as the BID, Carmarthenshire County Council, Foothold, Llanelli Community Partnership, Llanelli Multicultural Network, People Speak Up, Cook24 and others.
- **Stebonheath Stadium** – Llanelli Town AFC are looking at a possible friendly match with a topflight side to mark the 100th anniversary of Stebonheath Stadium.
- **Selwyn Samuel Centre** – The Llanelli Indoor Bowls Club are hosting the 2025 International Series in March 2025.

RECOMMENDATION

- That the proposals detailed be approved by the Town Council for further progression.

I await the Town Council's consideration.

Arfon Davies
Town Clerk

April 2024.

AGENDA ITEM 9

18th March 2024

In accordance with the provisions of Schedule 12 of the Local Government Act 1972 and Section 47 the **Local Government and Elections (Wales) Act 2021** the **WELL-BEING OF FUTURE GENERATIONS WORKING GROUP** of **LLANELLI TOWN COUNCIL** was held REMOTELY and at the OLD VICARAGE on Monday, 18th March 2024 at 5.30 p.m.

PRESENT: Councillors N.J. Pearce (Town Mayor) (Chair), A.R. Bragoli, A.A. Carter, D.Ll. Darkin (Leader of the Council), T. Davies, B.A.L. Roberts and S. Williams

OFFICERS IN ATTENDANCE: A.L. Davies (Town Clerk), D. Jones (Principal Officer), A.L. Bowen (Administrative Officer).

APOLOGIES: Councillors J.R. Elliott (Vice-Chair), S. Evans, S. Greaney, and J.E. Jones J.P.

52. Notes of the Working Group Meeting held on the 15th January 2024

The notes of the Working Group meeting held on the 15th January 2024 were noted.

53. Town Council Social Media Presence

The Town Clerk gave an update on social media interaction with the Town Council Facebook and Instagram pages.

The Town Council Social Media following has continued to rise, and the impressions on the Facebook posts were noted to be high.

RESOLVED: That the update be noted.

54. Town Council 50th Anniversary Celebrations 2024

The Committee gave consideration to possible events that can be undertaken during the 2024-25 year to mark the 50th Anniversary of the Town Council's founding in 1974. Events and activities suggested that will promote the Town Council's history, partnerships and services provided to the Town of Llanelli.

These include:

Mayoral Events

- Reception for former Town Mayor's, Town Clerk's, Town Councillor's and Staff.
- Community Awards Evening celebrating Community Activity over the previous 50 years.

Town Council Public Face

- Update for the Town Council website, Facebook / Instagram pages and email signatures to note the anniversary (draft logos below);



- Update of page contents including provision of a ‘democracy’ page and online resource.

Selwyn Samuel Centre

- Mayoral Charity Concert.
- Bowls Tournament event with the Llanelli Indoor Bowls Club.

Parks and Playing Fields

- Community picnic / Garden Party during the Summer period 2024.

Community Centres

- Community activity week with organisations making use of the community centres.

Stebonheath Park

- **50-year celebration Sports engagement week**
 - Wednesday 15th May – Mini Olympic school years 3 / 4 – 10
 - Golf Wales (off pitch), handball (LTC), rugby (scarlets) boxing (fitness Stallion boxing), basketball (Basketball Wales), Races (Welsh Athletics), Throwing LTC/AWP
 - Thursday 16th May – Scarlets and Town Council, year 2/3 Rugby Festival
 - Sunday 19th May – Disability Football Tournament.

Twinning

- **Invitation to Agen Council to visit Llanelli** – Suggested for the last weekend in October to co-incide with a Community Awards evening, consideration to be given to this proposal by the Town Council Twinning Committee.

Other Considerations

- **Better Together Town Centre Event** – A Town Centre Family Fun Day including street party, entertainment, competitions such as schools, arts, photography, flowers etc on the 21st June 2024. The event is being pulled together with the BID and a grant application has been made to the SPF Events Fund. A working group is in place with organisations such as the BID, Carmarthenshire County Council, Foothold, Llanelli Community Partnership, Llanelli Multicultural Network, People Speak Up, Cook24 and others.
- **Stebonheath Stadium** – Llanelli Town AFC are looking at a possible friendly match with a topflight side to mark the 100th anniversary of Stebonheath Stadium.
- **Selwyn Samuel Centre** – The Llanelli Indoor Bowls Club are hosting the 2025 International Series in March 2025.

RESOLVED -

- That the proposals detailed be approved for further progression
- That the logo be further considered with additional designs using the colour red to be brought to the attention of the Full Town Council meeting in April.

The Meeting concluded at: 5.47pm