



Minutes of the Council meeting held at the Coracle Hall, Llechryd at 7pm on the 3<sup>rd</sup> November, 2025 in accordance with The Local Government and Elections (Wales) Act 2021. Virtual access was also provided.

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**Present:**

Cllrs Ken Symmons (Chairman), Hywel Davies, Clive Wychwood, Jan Culley and Gareth El Tawab.

County Councillor: 1

Clerk

Members of the public: 3

The Chairman welcomed the members of the public.

**1. Apologies for absence**

There were no apologies for absence.

**2. Declarations of interest on Matters arising from the agenda.**

There were no declarations of interest.

**3. Confirmation of Order of the Agenda and identification of any items that might be resolved in confidential session.**

The agenda was accepted as presented.

**4. Confirmation of Minutes of 6<sup>th</sup> October 2025**

Proposed that the minutes of 6 <sup>th</sup> October 2025 be accepted as an accurate record.	Seconded	
Cllr C. Wychwood	Cllr H. Davies	Carried

**5. Update on Meeting arrangements.**

Nothing to report.

*Chairman's signature*

*Dated:*

## 6. Cyllid a Gweinyddu / Finance, Governance, IM&T & Administration

### 6.1 Year End, Internal Audit, and External Audit

#### 6.1.1 Year End Update

##### 6.1.1.1 2024-25 Annual Accounts Update

Nothing further to report.

#### 6.1.2 Internal Audit

##### 6.1.2.1 Progress Internal Audit Report

Nothing further to report.

#### 6.1.3 External Audit

##### 6.1.3.1 External Audit and Audit Deadlines

Nothing further to report.

### 6.2 Financial Matters

#### 6.2.1 Finance Paper November 2025-1

The Clerk presented a paper to the Council dealing with the following matters:

:

- Payments for the November 2025 Council
- Income received in the period 27<sup>th</sup> August 2025 to 23<sup>rd</sup> September 2025
- The Bank Reconciliation at 23<sup>rd</sup> September 2025

### Monthly Payments Schedule November 2025 Council Meeting

Transaction Date	Supplier	Invoice Number	Item Service	Amount £

Transaction Date	Supplier	Invoice Number	Item Service	Amount £

Transaction Date	Supplier	Invoice Number	Item Service	Amount £

Chairman's signature

Dated:

15/10/2025	Defib Store	57189	3 Zoll AED Plus CPR stat padz Pads	201.60
24/10/2025	Defib Store	22651	Batteries	78.00
31/10/2025	Danfo	INV-0246	Cleaning Toilets October	294.84
28/10/2025	Telemat	INV-10231	Office 365 October	38.02
10/11/2025	Clerk	n/a	Gross Pay October	445.20
10/11/2025	Clerk	n/a	WFH October	4.86
10/11/2025	Clerk	n/a	Employers NI July to October	75.69
			<b>Total</b>	<b>1,248.20</b>

**Direct Debit**  
**Direct Debit**

Transaction Date	Supplier	Invoice Number	Item Service	Amount £
30/09/2025	LAS Recycling	P265861	Bins September 2025	56.18
11/10/2025	SSE	IV03583688	Electricity Supply 03/07/25 to 01/10/25	284.11
			<b>Total</b>	<b>340.29</b>

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**Bank Charges 10<sup>th</sup> August 2025 to 9<sup>th</sup> September 2025**

Chairman's signature

Dated:

Invoice Date	Transaction Reference	Period	Credits Paid In	Cash Paid In	Cheques Paid In	Cheques Paid Out	Account Maintenance Fee	Total
10/09/2025	466445885	10/8/25 to 9/9/25	£ 0.00	£ 0.00	£ 0.00	£ 1.50	£ 4.25	£ 5.75

### Income Received to 27<sup>th</sup> August 2025 to 23<sup>rd</sup> September 2025

No income was received in the period.

### Bank Reconciliation at 23<sup>rd</sup> September 2025

The Council was presented with a bank reconciliation at 23<sup>rd</sup> September 2025.

	Main Account £	Business Account £	Total Cash £
Balance per the Cash Book	100,548.54	1,012.72	101,561.26
Balance per the Bank Statement	100,548.54	1,012.72	101,561.26

### Proposal

<p>It is proposed that the Council approves the:</p> <ul style="list-style-type: none"> <li>• Payments presented to November 2025 Council</li> <li>• Income received in the period 27<sup>th</sup> August 2025 to 23<sup>rd</sup> September 2025</li> <li>• The Bank Reconciliation at 23<sup>rd</sup> September 2025</li> </ul>	Seconded	
Cllr J. Culley	Cllr C. Wychwood	Carried

### 6.2.2 2025-26 Planning and Precept

Nothing further to report.

*Chairman's signature*

*Dated:*

### 6.2.3 2026-27 Planning and Precept

An interim report on the 2026-27 precept and a finance report for the 6 months to the end of September 2025 would be presented to the next meeting. Councillors were asked to bring any ideas they have for 2026-27 projects to the next meeting.

### 6.2.4 Community Facilities Programme

Nothing further to report.

## 6.3 Governance

### 6.3.1 Timetable Compliance

The Clerk reported that the agenda and papers for the meeting were not issued in accordance with the timetable but were issued within the statutory timescales. This was due to a late agenda item.

### 6.3.2 Update on Outstanding Work Paper November 2025-2

The Clerk presented the Council with an update on the outstanding work.

### 6.3.3 Bank Signatories

This work is still ongoing.

### 6.3.4 Councillor Recruitment Plan

This work is ongoing.

## 6.4 Development and Training Plan

No further progress to report.

## 6.5 Technology

### 6.5.1 Dedicated email

The Clerk aims to issue new e mail addresses in November 2025.

### 6.5.2 Website

Work on the website is still ongoing.

### 6.5.3 Facebook Page Name

The structure of the Facebook page name was discussed as it is thought the current structure may be limiting accessibility.

This led to a wider discussion on engagement which it was agreed would be put on the

*Chairman's signature*

*Dated:*

agenda for the next meeting. In particular how we canvass people's views and use engagement as a recruitment tool.

## 6.6 Grants

### 6.6.1 Grant Application National Eisteddfod Paper November 2025-3

The Clerk confirmed that the Council had now received the grant application and the supporting paperwork needed to support the application. The Clerk reported that the accounts supplied were in Welsh and it would have been prohibitively expensive to have them translated and subsequently the Clerk had relied on the Charities Commission website to undertake due diligence checks on the finances.

It was suggested by Cllr Culley that in the interests of transparency and equity that the Clerk look at what other Councils of a similar size had contributed to the Eisteddfod and work out a formula to calculate the Council's contribution. This was proposed as an amendment to the proposal as set out in Paper November 2025-3

The following amendment was put forwarded.

Proposed that the proposal set out in Paper November 2025-3 be amended to "That the Council awards a grant, the value of which is to be determined by a calculation undertaken by the Clerk based on contributions by Councils of a similar size, as a contribution to the National Eisteddfod.	Seconded	
Cllr C. Wychwood	Cllr J. Culley	Carried

The amended proposal was then voted on.

Proposed that the Council awards a grant, the value of which is to be determined by a calculation undertaken by the Clerk based on contributions by Councils of a similar size, as a contribution to the National Eisteddfod.	Seconded	
Cllr J. Culley	Cllr C. Wychwood	Carried

### 6.6.2 Engagement with organisations wishing to submit grant applications, and engagement and best practice event (Cllr Culley)

It was agreed that this could be addressed under the engagement agenda.

## 7. Ceisiadau Cynllunio / Planning

There were no comments on the planning items presented to the Council.

### Planning Enforcement

Nothing to report.

### LDP2 update

*Chairman's signature*

*Dated:*

Nothing to report.

## **8. County Council Matters**

Cllr Chis James briefed the Council on developments at a county level.

- The harbour wall in Aberaeron has now been completed but there was a cost overrun.
- The library in Aberaeron had been moved to the Council offices.
- Parking charges in Cardigan were to be reviewed and the impact of the increased charges on footfall assessed.
- The County Council is proposing to give responsibility for public toilets to Community Councils.
- All Departments in the County Council are undergoing a financial review to see that budgets for next year are fit for purpose.
- It was noted that Beulah Community Council had to pay to replace salt bins in that Council area but the County Council would remain responsible for filling them.

## **9. Committees**

### 9.1 HR Committee

Nothing further to report.

### 9.2 Finance Committee

Nothing further to report.

## **10. Hawliau Tramwy Cyhoeddu / Highways and Public Rights of Way**

### 10.1 Action

#### 10.1.1 Mapping for Village speed

Nothing further to report.

### 10.2 Footpaths / open spaces

#### 10.2.1 Llechryd Bridge/River

The bridge has now been cleared.

#### 10.2.2 Public Rights of Way

The Clerk is to work with Cllr El Tawab to resolve this matter. The quality and state of repair of signs was noted.

## **11. Mwynderau/Amenities**

### 11.1 Update on the Field and Play Area

Nothing to report.

*Chairman's signature*

*Dated:*

## 11.2 Crossing between Garage and School

It was agreed that the Clerk would write to the County Council asking them for evidence that the 20 mph speed limit was being complied with in the area.

## 11.3 Defibrillator Draft Policy Paper November 2025-4

Councillor Wychwood updated the Council on the incident that had occurred on 14<sup>th</sup> October, 2025 in Llechryd and the knock on impact on the availability of defibrillators in the Llangoedmor Community Council area.

As a result of this the Council had reviewed its policy on defibrillators and the interim policy along with contingency options were put before the meeting. Cllr Wychwood presented the policy to the meeting.

Proposed that the Council adopt the policy as presented as an emergency measure for one month to cover our liability but that we recognise that a long-term option requires additional input.	Seconded	
Cllr C. Wychwood	Cllr J. Culley	Carried

Following discussion, it was proposed that an amendment be made to the motion to increase the number of spare pads to 4, to increase the number of spare pads to 5. The following Amendment was put forwarded.

Proposed that the Council amend the motion "Increase the number of spare pads to 4" to "Increase the number of spare pads to 5".	Seconded	
Cllr G. El Tawab	Cllr J. Culley	Carried

The amended proposal was then voted on.

Proposed that the Council increase the number of spare pads to 5.	Seconded	
Cllr G. El Tawab	Cllr J. Culley	Carried

Proposed that the Council adopt a spare set of batteries contingency.	Seconded	
Cllr C. Wychwood	Cllr G. El Tawab	Carried

Proposed that the Council adopt a "sealed case" contingency.	Seconded	
Cllr C. Wychwood	Cllr J. Culley	Carried

Proposed that the Council adopt a facemask contingency.	Seconded	
Cllr C. Wychwood	Cllr G. El Tawab	Carried

Proposed that the Council adopt a policy to increase the delegated expenditure limit for Defibrillators from £100 to £250 to allow for resupply after deployment.	Seconded	
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Chairman's signature

Dated:

Cllr C. Wychwood	Cllr G. El Tawab	Carried
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The Council thanked Cllr Wychwood for the work he had undertaken in putting together the policy and the options.

## **12. Events**

### **12.1 Christmas Lights**

The Clerk confirmed that the lights would be lit on 4<sup>th</sup> December 2025. It was agreed that this would take place at 6.30pm. Cllr El Tawab is to arrange for the attendance of school children at the event. The Clerk is to buy mince pies for the event.

## **13. Adroddiad / Meeting reports**

Cllr G. El Tawab reported that the school was to receive an Estyn visit.

There were no other reports.

## **14. Correspondence including electronic communications/ Gohebiaeth (to include consultation documents not covered under any other heading)**

The notices that had been posted to Facebook regarding the AED incident were noted.

It was agreed that a notice regarding the Remembrance Service be posted to Facebook.

It was proposed that a donation be made to Llangoedmor Church to help with the cost of the poppy display. This will be included on the next agenda.

## **15. Materion Personol / Personal Matters - Cllrs Exchange of Information / Cyfnewid Gwybodaeth**

It was noted that the bus stop had been vandalised but this had now been repaired.

## **16. Date of next meeting**

Monday, 1<sup>st</sup> December, 2025 at 7pm.

Any agenda items for this meeting need to be with the Clerk by 19<sup>th</sup> November 2025.

There being no further business to discuss, the meeting closed at 8:40pm.

*Chairman's signature*

*Dated:*