

Clerks Report – 13th May 2024

Please see below correspondence:



9/4/24	<p>Report sent to ERF for missing litter bin</p> <p>Your report details: Reference: 00112530 Date reported: 09/04/2024 Fault type: Dog / Litter Bins, Damaged</p> <p>Recently the waste bin has been removed from outside the shop in Llysfaen by CCBC, due to damage, but has not been replaced. 24/4/24 Please can you provide details as to when the street furniture will be replaced. We are finding a huge littering problem in the vicinity of the shop due to the removal of the bin.</p> <p>If you wish to track progress of your report, please use the following link: https://erf.reporting.conwy.gov.uk/en?id=00112530.</p> <p>ISSUE HAS BEEN RESOLVED AND BIN REPLACED 11/4/24</p>
9/4/24	<p>Email from Open Spaces to advise that the spring will be replaced on the see-saw and the whole play area will be jet-washed – No timescales given. (Gadlas Road Park)</p>
12/4/24	<p>Purchase order form raised, with delivery information for the order of the shelter at Peulwys Muga.</p>
12/4/24	<p>Correspondence with Open Spaces regarding the taking down of the old shelter, dates, times and safety issues to be agreed with Open Spaces. Confirmation emails sent to the company that will be dismantling the structure to agree that the invoice should be sent to Llysfaen Community Council.</p>
15/4/24	<p>Insurance renewal information received from Insurance Company for review and confirmation of renewal.</p>
15/4/24	<p>Letter sent to ERF copying in County Councillors regarding the state of the roads in Llysfaen, and requesting that urgent action is taken to repair the roads in the area.</p>
16/4/24	<p>Invoice for Skips in November received from County Council.</p>
16/4/24	<p>Submission made to the internal Auditor regarding the dates for submission and collection of the Annual Accounts of the Council</p>
16/4/24	<p>Free Places on Courses for Councillors are no longer just available to the Chair and Vice Chair with available dates being as follows:</p> <p>As you are aware the Welsh Government have been funding a Free Place scheme for Training for Councillors. Details attached. There has been another module added, Finance and Governance Toolkit.</p> <p>Available dates: 02/05/2024 - Thursday Finance and Governance Toolkit - Module 24 11/06/2024 Tuesday Finance and Governance Toolkit - Module 24 There are 2 available places per Council</p>
11/4/24	<p>Further information regarding the grant application for the school has been received as follows:</p> <ul style="list-style-type: none"> • Please can you detail what the mini-buses are used for on a day-to-day basis? • The buses are used for school trips and visits as often as we can in order to enhance the curriculum. For example, KS2 have been studying working conditions for children in Victorian mines. They visited the

	<p>mines in Blaenau Ffestiniog and on their return, were able to produce quality writing because they had an authentic experience as inspiration. We have used the buses for sporting events, recently the Year 6 children took part in a football tournament in Eirias park and we are in the process of organising a team to take part in a cricket festival. We have taken part in local projects, for example, Year 3 and 4 worked with Bangor University on an Oyster project in Conwy. We are able to use buses to support larger trips for example, we were offered free tickets to the opera and had to book a coach for all junior aged children. We used a mini bus to transport the rest of the children. If we hadn't have done this, there would have been an extra cost for parents and some may not have been able to afford this. The buses are used on a weekly basis to take the children swimming. As a result, we are able to keep the costs low for the parents.</p> <ul style="list-style-type: none"> • Has the person receiving this training been identified, and will they be working for the School for the coming 2 years? • Due to budget concerns, we have identified 4 members of staff so when we finalise staffing arrangements this term, one of these members of staff will be selected to take the training. It is hoped that this member of staff will be with us for the next 2 years. Ysgol Cynfran is a great place to work and turnover of staff is very low. Many of the staff working at the school have been with us for more than 10 years. • Does the school and the Governors of the School agree and support the application for help to train a member of staff to drive the mini-bus. • The school supports the application and it has been mentioned within a governors meeting. One of the governors has started to develop an action plan to support the school with what they are able to offer. It is important to the governing body that the school has adequate funding and that it is able to provide rich experiences to all of the pupils. • What training provider / department will be used to provide the MIDAS training for the member of staff? • Initially the D1 qualification that funding is requested for will be taken at a DVLA test centre. Once the D1 is obtained, the MIDAS training will be organised through the local authority.
16/4/24	<p>Funding request for Conwy Mind Charity as follows: I am the Fundraising Officer for Conwy Mind, the local mental health charity for Conwy county. I am sure you have heard of Mind the National Mental Health charity; we're affiliated with them but are an independent charity responsible for raising our own funds and delivering free services that meet the needs of our communities. You can find out a bit more about what we do in this short video: We are Conwy Mind (youtube.com)</p> <p>I hope you don't mind me getting in touch, but I am aware that sometimes town councils choose local charities to support so I just wanted to raise awareness of our charity.</p> <p>Here at Conwy Mind, we provide free services to those struggling with their mental health and sadly with the current climate we are finding we are extra busy with phone</p>

	<p>calls and emails coming in rapidly. To add to this, we have sadly lost a lot of funding recently from the health board so we're providing free services, getting busier but sadly don't have enough funding to support us. As the Fundraising Officer I now just wanted to reach out to potential supporters, I understand that local councillors will have a charity close to their heart that they wish to support but I just thought I'd get in touch in case they did want to support a mental health charity.</p> <p>All of the money raised for Conwy Mind stays within Conwy, so we truly are a local charity.</p> <p>If you're able to pass this email onto the correct person, it would be hugely appreciated and if you have any questions, please just ask 😊</p>
16/4/24	<p>Conwy Council have applied for access for Councillors and Clerks to access 100% funded training as follows:</p> <p>Conwy has been successful in funding the Community Led Local Development project through the Shared Prosperity Fund.</p> <p>The Conwy Community Led Local Development (CLLD) project gives Town and Community Councillors and Clerks throughout Conwy County the opportunity to access 100% funded tailored training.</p> <p>One Voice Wales will deliver the training modules remotely in Welsh and/or English. The training will be via Zoom from 6:30pm-8pm Monday to Thursday, dates to be confirmed.</p> <p>The following training modules are available and further information can be found on the attached.</p> <ul style="list-style-type: none"> The Council The Councillor The Council as an Employer Understanding the Law The Council Meeting Local Government Finance Health and Safety Introduction to Community Engagement Code of Conduct Chairing Skills Creating a Community Plan Community Engagement Part II (Tools and Techniques) Equality and Diversity Information Management Use of IT, Websites and Social Media Making Effective Grant Applications Managing Your Staff Devolution of Services / Community Asset Transfer Wellbeing of Future Generations Act 2015 / Sustainability Understanding Local Government Finance - Advanced Community Asset Transfer Finance and Governance Toolkit

	<p>The training modules chosen to be delivered will depend on the interest from Town and Community Councils. We don't have the funds to offer each module to every Council and therefore ask you to confirm your preference.</p> <p>There may be opportunities for more than one Council to attend the same modules at the same time.</p> <p>Please confirm by midday Wednesday 24 April 2024 which modules you'd like to attend and in which language.</p> <p>We'll then work with One Voice Wales to determine which modules will be available and when.</p> <p>One Voice Wales will then liaise direct with all Town and Community Councils with the opportunity for Councillors and Clerks to attend the modules.</p> <p>All modules need to be delivered by the end of September 2024.</p>
22/4/24	<p>Authorisation given to Euro360 for the demolition of the old shelter at the Muga in Peulwys.</p>
22/4/24	<p>Title:, Sesiwn ar y CDLIN - RLDP Session - Cyfrafod Arbennig Fforwm Cyngor Tref a Cymuned / Special Town and Community Council Forum Location:, Microsoft Teams Meeting When:, 12 June 2024 18:00 – 20:00</p> <p>A session has been arranged to receive an update on the Replacement Local Development Plan (RLDP).</p> <p>The purpose of the session is to update on the current RLDP position and set out the next stages of the process. This is an opportunity for to understand the RLDP process, current RLDP strategy, growth levels, policy areas and important next steps prior to RLDP Deposit consultation.</p>
23/4/24	<p>Information received regarding the rotation of basic and triennial Full Audits from the Audit Wales Office.</p>
24/4/24	<p>ERF confirmation that the bin has been replaced outside the Premier Store in Llysaen.</p>
24/4/24	<p>One Voice Wales details of New Contract for Employees of the Council. Dear Chair/Clerk,</p> <p>I am pleased to attach for your attention the new nationally agreed contract of employment that can be used for any member of your staff. You will note that there are two options provided :</p> <ol style="list-style-type: none"> a. A contract of employment based on what are known as 'Green Book' conditions. b. A contract of employment with all options available to councils from statutory minimums to the recommended 'Green Book' conditions. <p>A guidance note is included with the model contracts which provides detailed guidance on how the contracts can be adapted to suit the needs</p>

	<p>of the Council. This should be read and assessed before any action is taken to introduce a contract of employment at the local level.</p>
<p>23/4/24</p>	<p>Response recieved from County Council regarding the condition of the roads in Llysfaen as follows:</p> <p>I write in relation to your recent communication regarding the condition of highways within the Llysfaen area including Ffordd Y Llan and Pentregwyddel Road. Unfortunately, given the ongoing financial pressure that the council is experiencing, I cannot give any reassurance that the condition of roads across the county will improve in the short term.</p> <p>In line with a nationally agreed code of practice, Conwy County Borough Council has a Highway Inspection and Maintenance Policy. All adopted roads are routinely inspected. During said inspections any defects that meet our defined criteria for intervention are identified and recorded with repairs completed in set timescales.</p> <p>Concurrent to the safety inspection, a condition survey is completed. This survey identifies if more significant works may be required (such as resurfacing and or reconstruction). This information is used to populate a long list of sites which are further reviewed pending confirmation of capital funding.</p> <p>I should however advise that the council currently has a c.£59m backlog of highway refurbishment works and there is a funding requirement to maintain steady state of £4.2m annually. The capital allocation for FY 24/25 is £2m, this will see the overall condition of the highway deteriorating further.</p> <p>Should you identify issues of concern, you can report them to the Local Authority via our online map based reporting portal Conwy County Borough Council Environment, Roads & Facilities Reporting, via erf@conwy.gov.uk or 01492 575337.</p> <p>In the interim, I can confirm that works to repair defects commenced on Saturday 13th April with further works scheduled for Saturday 20th April. Additionally, I have asked the Area Maintenance Officers to undertake ad-hoc inspection of their areas to identify if any other defects have developed since the last formal inspection.</p> <p>Should the affected resident believe that the Council has been negligent in its duties, they may wish to submit a claim. To do so, they should forward relevant information including:</p> <ol style="list-style-type: none"> 1. Full name 2. Address 3. Telephone number 4. Date of incident 5. Time of incident

	<p>6. Exact location of defect implicated (please include a map/plan with the location clearly marked)</p> <p>7. Photographs of the defect implicated (close up photographs and photographs from further afield so that the actual pothole can be located)</p> <p>8. Photographs of any damage</p> <p>9. Evidence of cost of repairs (receipted invoice)</p> <p>to insurance@conwy.gov.uk, once we are in receipt of all of this information the matter will be passed to our third party liability insurer, Zurich Municipal (ZM) to investigate. ZM will then contact them directly with their decision on liability.</p>
24/4/24	<p style="text-align: right;"> (4) Annual Report.pdf</p> <p>Guidance from OVW on preparation for annual reports.</p>
24/4/24	<p>Guidance from OVW on the contract of employment for clerks using a model Contract. Councils are to be read and assessed before introduction at a local level. Councillors will need to review the documentation and confirm if the contract should be re-written to include any new or updated information to the Contract of Employment.</p> <p style="text-align: center;"></p> <p>Feb 24 NALC Model Contract of employr</p>
24/4/24	Play area to be demolished at Parc Peulwys on Tuesday 30 th April in preparation for the new structure to be built.
26/4/24	<p>Project Ref: CRKF075- Llysfaen Edible Garden</p> <p>Following on from your application to the UKSPF Conwy Community Regeneration Key Fund. We are pleased to advise you that your award is now confirmed and attach your Grant Offer Letter and Terms & Conditions.</p>
29/4/24	Various communications regarding interments at the Cemetery.