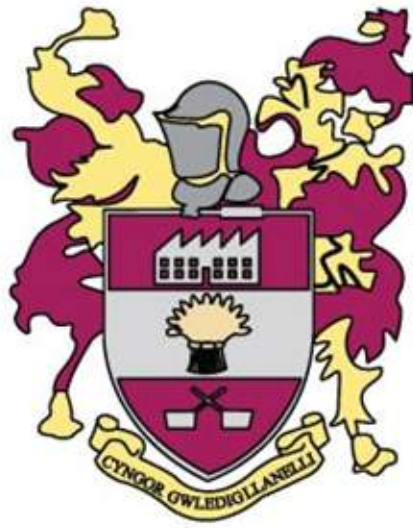


ANNUAL REPORT

2021/22

WELL-BEING | BIODIVERSITY | PRIORITIES | ACTIVITIES | ACHIEVEMENTS



Cyngor Gwledig
LLANELLI
Rural Council

LLANELLI RURAL COUNCIL ANNUAL REPORT 2021/22

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LLANELLI RURAL COUNCIL ANNUAL REPORT 2021/22

INTRODUCTION

The council has a statutory duty to prepare and publish two public annual reports and also a biodiversity action plan report once every three years to satisfy the following legislative requirements:

Section 40 of the Well-Being of Future Generations (Wales) Act 2015 requires the council to publish a report annually on the progress made in meeting the Carmarthenshire Public Services Board's local well-being objectives. The report must be published as soon as reasonably practicable following the end of the financial year (31 March) to which the report relates.

Section 6 of the Environment (Wales) Act 2016 requires the council to prepare and publish a plan report once every three years setting out what it proposes to do to maintain and enhance biodiversity and promote resilience. The council's next plan report must be published no later than 31 December 2022.

Section 52 of the Local Government and Elections (Wales) Act 2021 requires the council, as soon as reasonably practicable after the end of each financial year (31 March), to prepare and publish an annual report about the council's priorities, activities and achievements over the previous year.

There are a number of over-lapping elements associated with the production of these reports. For reasons of practicality and to avoid duplication the council has decided to prepare a single composite annual report to satisfy its legislative reporting duties. The council is permitted to do this in preference to producing three individual reports.

The composite annual report structure has been designed to reflect the chronological order of the enactment of the legislative reporting requirements based on when the reporting duties were first introduced to the local council sector and comprises three parts:

- PART 1 – The council's contribution to supporting the local well-being objectives for the area (the Section 40 reporting duty (Well-Being of Future Generations (Wales) Act 2015));
- PART 2 – The council's contribution to supporting and promoting local biodiversity (the Section 6 reporting duty (Environment (Wales) Act 2016)); and
- PART 3 – A review of the council's key tasks and activities performed over the previous year (the Section 52 reporting duty (Local Government and Elections (Wales) Act 2021)).

LLANELLI RURAL COUNCIL ANNUAL REPORT 2021/22

EXECUTIVE SUMMARY

The Council has over the last twelve months adapted to the gradual lifting of restrictions by making its community assets accessible again. During this time, the council has reverted back to its usual way of business with all meetings attended by members either in person or remotely via Microsoft Teams. The council's monthly standing committees returned. These meetings were temporarily removed during the period of national lockdowns in 2020/21 when all council business was conducted via the monthly council meeting. The cemetery, our parks and playgrounds continue to be made available. The adoption of Lower Lliedi Reservoir in Swiss Valley has allowed for upgrades to its amenities and has been well received by visitors. Funding to upgrade the community growing space in Llwynhendy, asset transferred from Carmarthenshire County Council, has been another positive that the community can benefit from.

As 2021 wore on and restrictions lifted gradually, LRC Training has been able to return to a more normal mode of delivery across all programmes. Some elements of digital and hybrid learning were retained and some training remains online. However, for most learners it has been a return to face to face activities in centre and in the workplace. The Training Department has been proactive in meeting the demand for new Large Goods Vehicles Drivers through its apprenticeship programme and through the new Personal Account funding secured from Neath Port Talbot College Group. This has led to an unprecedented increase in logistics learners for the centre. In March 2022, the training department secured a contract to deliver the new Jobs Growth Wales + programme and the first learners will enrol in April.

LLANELLI RURAL COUNCIL ANNUAL REPORT 2021/22

HEADLINE ACHIEVEMENTS

Over the last 12 months the council has achieved:

- Enhancements at Lower Lliedi Reservoir, Swiss Valley via The Woodland Investment Fund
- Upgrades to the astro-turf court in Dafen Park
- Development of the Dwyfor Growing Space in Llwynhendy
- New play area and equipment at Trallwm
- Awarded £19,969.76 in community grants to 14 projects
- A new garden of remembrance facility opened in 2021 at a cost of £35,756.
- Community Impact Award at the Prince's Trust Awards for LRC Training's work at Prince Phillip Hospital



Upgrades at Lower Lledi Reservoir, Swiss Valley

LRC Training
activities in class
and on location at
Llyn Llech Owain
Country Park



Annual Report – Part 1

Report for Carmarthenshire Public Services Board - Llanelli Rural Council Annual Report - 2021-22

Outline of Council

One of nine community councils in the Llanelli district area, the Council, formed during Local Government re-organisation in April 1974, is made up of 21 elected members, advised by the Clerk to the Council.

The Council's geographic area is approximately 26.78 square miles, with a population of 23,354 and surrounds the urban centre of Llanelli. Its boundaries extend from Loughor Estuary in the east to Burry Port in the west and skirts the Gwendraeth Valley in the north. The area is made up of the villages and districts of Bynea, Cwmbach, Cynheidre, Dafen, Felinfoel, Five Roads, Furnace, Llwynhendy, Ponthenri, Pontyates (south of the railway line), Pwll, Sandy and Swiss Valley.

Chairman: Councillor Tegwen Devichand

Leader of the Council: Councillor Tegwen Devichand

Clerk to the Council: Mark Galbraith ACIS

The Council's 21 elected members represent seven wards and it meets on the second Tuesday at 6.00 pm each month except for August.

Councillors by ward are:

Bynea: Cllrs S M Donoghue, T M Donoghue and I G Wooldridge.

Dafen: Cllrs S L Davies, T Devichand, S N Lewis and A J Rogers.

Felinfoel: Cllrs H J Evans and W V Thomas.

Glyn: Cllrs A Evans and T J Jones.

Hengoed: Cllrs S M Caiach, M V Davies, P M Edwards and J S Phillips.

Pemberton: Cllrs F Akhtar, C P Beer, J P Hart and S K Nurse.

Swiss Valley: Cllrs A G Morgan and J S Randall.

The Council's precept for 2021/2022 was £1,093,010 equivalent to £129.83 per band D property. Since the Council's inception, it has built and maintained nine community halls, sports changing rooms and a community resource centre incorporating community and changing facilities. In November 2020, the Council signed a five-year community adoption agreement with Welsh Water to provide upgrades and routine maintenance for Swiss Valley (lower) Reservoir. The agreement is the first of its kind in Wales. The council also maintains seven parks where rugby, football, bowls and cricket are regularly played and has provided and maintains 14 children's play areas. It grant aids voluntary and charitable organisations. Through its Training Department the Council provides work based learning training and job opportunities.

The Council manages and maintains Llanelli District Cemetery which is jointly owned with Llanelli Town Council. The Council also provides a grounds maintenance service to the town council to maintain its parks and open spaces under a service level agreement.

What is the Council's Vision/Objectives?

The Council is committed to working for and with the local community to help improve general well-being while acting as a local voice to safeguard key services.

The Council has the following ambitions:

- To be recognised as an excellent organisation;
- To be an organisation that people are proud to work for and be associated with.

The Council aims to be:

- Caring and supportive;
- Fair and equitable;
- Inclusive;
- Developmental and Innovative;
- Empowering, Enthusiastic and Encouraging.

The Council's general vision is outlined in its Strategic Plan but following the enactment of the Well-being of Future Generations (Wales) Act 2015 (WFGAct) it elected to employ a full time Community Development Officer (CDO) and commissioned a 15 year plan that focuses on well-being called the Llanelli Rural Area Whole Place Plan – 2015 to 2030. This plan details the background, approach and methods of delivering well-being for its area. Both its Strategic Plan and Well Being Plan integrate the seven National Wellbeing Goals and five ways of working brought about by the Act.

OUR SPENDING PRIORITIES FOR 2021/22

How is the Council funded?

The Council is funded entirely from the Council taxpayer and other sources of income collected from charges etc.

Where does your money go?

The Council has agreed a budget of £1,727,139 to spend on the provision of services in 2022/23. For the council tax payer, the Band D tax levied will remain at £129.83.

The Council has budgeted to spend on:

2021/22 £		2022/23 £
294,760	Halls	325,941
715,850	Parks/open spaces	573,565
89,090	Roads and footpaths	95,255
133,000	Cemetery	133,000
129,700	Arts and tourism	128,622
102,630	Community development	107,216
33,000	Grants	33,000
175,710	Play areas	200,355
50,810	Asset Transfer	48,556
66,640	Other services	81,629
<u>1,791,190</u>		<u>1,727,139</u>

To be financed by:

	£
Council Tax payers	1,094,894
Charges, grants etc	246,606
Reserves	385,639

Financial Reserves

Balances are necessary to provide for the levelling out of normal peaks and troughs of a year's financial activities. It is estimated that these working balances will stand at around £489,168 on 31 March, 2022.

Continuing Services

- the maintenance of its community halls, parks, play areas, footpaths and open spaces
- providing a grounds maintenance service to Llanelli Town Council
- funding of the Christmas Lights with Carmarthenshire County Council and Llanelli Town Council
- projects under the Whole Place Plan
- to deliver Work Based Learning Programmes

Our Plans

Specific projects this year are:-

- to continue the development of new facilities at Swiss Valley Reservoir
- to continue with the lease transfer of assets from Carmarthenshire County Council
- to negotiate Section 106 funding for play and recreational facilities
- to provide new play equipment at Dafen Park
- to work with the community on a new play scheme in Ponthenri
- to provide floodlighting to the MUGA at Gwili Fields, Llwynhendy
- to continue the development of Dwyfor Growing Space and the Community Hub project in Llwynhendy

Progress against the Carmarthenshire Well-being Plan Objectives

Carmarthenshire PSB Well-being Objective	Steps taken by the Town/Community Council that contribute to the Well-being Objective	How have the 5 Ways of Working been used to shape your activity? (Summary in Appendix A)	Which national Well-being Goals does this work support? (Summary in Appendix B)
Healthy Habits: People have a good quality of life, and make healthy choices about their lives and environment	Community adoption plan with Welsh Water for Lower Lliedi Reservoir, Swiss Valley	<p>The community adoption plan was agreed in November 2020, and is the first of its kind in Wales. Its purpose is designed to open up the Lower Lliedi Reservoir local beauty spot to members of the public. The intention is to enable recreation, public access for all and create a high quality visitor experience that balances recreation with conservation and biodiversity. The agreement allows regulated water access for paddle sports and anglers. The space will be promoted as a place where schools and other outdoor education providers can visit. Volunteering opportunities have been created since the adoption. The toilet block has been restored and the car parks have been reopened. The eastern footpath has been resurfaced whilst improvements have also been made where necessary on parts of the western footpath. The adoption has prompted the council to establish volunteer led angling and paddle sports clubs. The agreement also allows for opportunities for angling and canoe competitions and mobile traders at the site. The overall footfall will increase significantly because of the Councils investment. This in turn will have a positive effect on the local economy and tourism industry. The council installed visitor counters at entrance points at the site and these have recorded in excess of 84,844 visitors during 2021/22.</p> <p>The council was successful in obtaining £52,919.74 from the Welsh Government's Woodland Investment Fund. The grant enabled the council to improve the visitor experience by way of a new woodland management plan and installation of new signage, seating/picnic areas, accessibility, footpath repair and improvements to existing woodland trails. Habitat boxes were installed to help monitor and aid biodiversity in the woodland.</p> <p>The council is working with a number of public sector partners as it works on its site management plan.</p>	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language • Globally Responsible Wales

		Staff are assigned with site monitoring which ensures the area is maintained for the purposes it is intended for. Based on the recommendations of stakeholders, an appropriate fish stocking programme is now underway. Working relationships for the ongoing use of the reservoir have been established with Carmarthenshire County Council leisure, biodiversity, rights of way and outdoor education officers and University of Wales at Trinity St David for undergraduate research. Relationships have been established with local anglers, paddlers, volunteers and community groups to ensure the site is inclusive of their needs. This approach has embraced the five ways of working sustainably by collaborating with partners and involving user groups in the discussions. The ongoing dialogue with the different stakeholders and the public have helped frame the long term plans for the site by overcoming or flagging up any potential problems and putting well-being at the fore front of our plans for the reservoir.	
	Provision of meeting spaces: nine community halls / centres	These facilities were in place long before the WFG Act and the way they are run embody the five ways of working. The halls / centres are run by local volunteers and provide a range of uses that impact positively on the well-being of people. The halls host services, classes and clubs such as keep fit, martial arts, knitting groups, historical societies, post offices, yoga, cafes, cylch meithrin, weight loss, birthday parties, NHS staff and more. The Council supports the voluntary effort of running the buildings by carrying out essential maintenance, annual grants and covers the cost of insurance and rates. This model enables each hall committee to make a surplus which it can reinvest in the hall.	<ul style="list-style-type: none"> • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language
	Maintaining the footpath network within the Council's boundaries	The Council has an agreement in place with Carmarthenshire County Council to maintain public rights of way within its area on an agency basis for the county council.	<ul style="list-style-type: none"> • Resilient Wales • Healthier Wales • Wales of Cohesive Communities • Globally Responsible Wales
	Provision of seven playing fields used for recreation and sports such as bowls, cricket, football and rugby teams from junior to adult age groups.	These facilities allow for sports teams to participate in leisure and recreation throughout the Council's administrative area. The Council has a positive relationship with these groups and the Council maintains facilities to a satisfactory level at no cost to the user. The Council's grounds maintenance team has good communication links with local clubs. This proactive approach helps to deal with issues at an early intervention therefore preventing problems while safeguarding long term needs.	<ul style="list-style-type: none"> • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Globally Responsible Wales

	Capital Works Programme for Dafen Park: Refurbish the old tennis court artificial sports surface facility.	The new artificial sports surface facility at Dafen will provide a welcome all weather, floodlit space catering for the rural area communities: the facility caters for adult sports teams and is particularly suited for junior teams. The facility is accessible to all and local stakeholders were consulted during the planning process.	<ul style="list-style-type: none"> • Healthier Wales • More Equal wales • Wales of Cohesive Communities
	Bowls Green Irrigation System Dafen park	A new automated irrigation was designed to reduce water usage and provide a measured irrigation for the bowls green at Dafen park. The system was also designed to combat the risk of legionella from stored water systems. The local clubs were consulted in the planning process.	
	Changing facility shower water heating system Dafen and Pwll	A new energy efficient heating system for the shower facilities at Dafen and Pwll was installed to reduce energy costs and combat the risk from legionella.	
	Working with Keep Wales Tidy in the provision of a Litter Pick Hub	The Council's offices acts as a litter pick hub for Keep Wales Tidy. This enables individuals and groups to loan litter picking equipment free for one off clean ups. Measures are in place to financially support newly formed litter picking groups. The Council is also represented at Pride In Your Patch and Llanelli Litter Taskforce. The litter pick hub opened in 2021. Between 1 April 2021 – 31 March 2022, loaned its kit out on 19 occasions and 121 bags of litter were collected by 93 volunteers at venues in and around Llanelli.	<ul style="list-style-type: none"> • Wales of Cohesive Communities • Globally Responsible Wales
	Learner Wellbeing	The wellbeing of learners is a priority within Work Based Learning Provision (WBL). Estyn inspections and self-evaluations of training provision will focus on the 'Wellbeing and Safeguarding' of learners along with the 'Care, Support and Guidance' offered to them. This is alongside their progress in learning. Skills Academy Wales has a management group committed to promoting 'Wellbeing and Equality' throughout the consortium and LRC Training plays a full part in leading this group. The Safeguarding and Wellbeing Officer has been created to prioritise learner and indeed staff wellbeing.	<ul style="list-style-type: none"> • Resilient Wales • Healthier Wales • More Equal Wales

	<p>Working group dealing with climate change and the promotion of biodiversity in place to further support the principle of sustainable development</p>	<p>The working group undertook a review of the council's position in relation to Intergovernmental Panel on Climate Change (IPCC) reduction of target from 2°C to 1.5°C global temperature rise.</p> <p>The aim of the review: To review the council's position in relation to IPCC and recommend how the Council can contribute towards this target in the short, medium and long term.</p> <p>The working group will consider the potential changes and impacts of global warming across the Council's administrative area. The review will involve gathering information from its own activities in providing local services and consult with other resources such as government advisory bodies, websites, partner organisations, agencies and individuals. Identify the key areas where the council can impact on the IPCC target whilst carrying out its service delivery functions (direct and indirect) and how the Council can also encourage residents to make an impact on:</p> <ul style="list-style-type: none"> • Reducing carbon emissions; • Use energy more efficiently; • Switch to low carbon fuels; • Prepare for climate change. <p>The recommendations of the group are reported to the council's Policy and Resources Committee for consideration. Stemming from this an Environment and Climate change policy, strategy and action plan will be formulated and reported for further consideration by the Policy and Resources Committee.</p> <p>The work identified by the working group helped convince the Council to acquire new IT equipment for the Council chamber providing for more sustainable practices associated with remote attendance at council and committee meetings.</p> <p>Now restrictions have lifted the working group and committees will meet again and carry on working towards its aims and objectives.</p>	<ul style="list-style-type: none"> • Resilient Wales • Healthier Wales • Globally Responsible Wales
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Carmarthenshire PSB Well-being Objective	Steps taken by the Town/Community Council that contribute to the Well-being Objective	How have the 5 Ways of Working been used to shape your activity? (Summary in Appendix A)	Which national Well-being Goals does this work support? (Summary in Appendix B)
Early Intervention: To make sure that people have the right help at the right time; as and when they need it	Provision of grant funding to voluntary groups and community hall committees	The projects we support are delivered by and for the community who once a year can apply for funding via the council's community development fund. Grant criteria is in accordance with the WFG Act and application scoring is used to ensure the five ways of working are considered in order to maximise the reach of each grant award.	<ul style="list-style-type: none"> • Prosperous Wales • Healthier Wales • Equal Wales • Wales of Cohesive Communities
	Work based learning provision for 16-18 year olds	LRC Training's Job's Growth Wales + programme is available on a roll-on, roll-off basis, ensuring that young people who often face many difficult barriers to learning can access provision when they need to. Inductions are held monthly and some times more often than that and each learners will have an Individual Learning Plan drawn up which will include targets which are SMART and achievable. Progress against these targets are reviewed monthly. Learners will access training opportunities which are appropriate and timely for them.	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • More equal Wales
	Apprenticeship opportunities	Apprenticeship opportunities are available at any time. LRC Training will work with employers who have apprenticeship vacancies to help them fill vacancies. The availability of apprenticeship places is promoted to employers in the relevant sectors, particularly in logistics where employers are currently experiencing a shortage in operatives and LGV Drivers. Learning follows pre agreed apprenticeship frameworks but there is flexibility in the method of delivery, a mix of on and off the job training and an opportunity to complete the framework over a longer or shorter timespan	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • More equal Wales
	Community Development Officer (CDO) support	There is CDO support available for our communities. The support follows the principles set out in the five ways of working as well as the well-being objectives set out in the Council's Well-Being (Whole Place) plan. Consideration is also given as to the support on offer from the CDO meets the Carmarthenshire well-being objectives. For example, the CDO supports Ponthenri Park Committee achieve their aim of improved spaces and new play equipment at the park. This is achieved by attending meetings, supporting their efforts, reviewing community consultations, and linking them with other organisations that can assist them achieve their goals.	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language • Globally Responsible Wales

	Whole Place Plan delivery	<p>The Whole Place Pan was developed back in 2015. The Whole Place Plan is a 15 year well-being plan for the Council. It was the Council's initial response to comply with the provisions of the WFGAct. The 5 ways of working and national well-being goals are referred to throughout the document. Future updates will link in with the PSB's Well-being Objectives for Carmarthenshire. 14 interventions are mentioned in the plan with many already actioned. The plan's delivery is now into its seventh year.</p>	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language • Globally Responsible Wales
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Carmarthenshire PSB Well-being Objective	Steps taken by the Town/Community Council that contribute to the Well-being Objective	How have the 5 Ways of Working been used to shape your activity? (Summary in Appendix A)	Which national Well-being Goals does this work support? (Summary in Appendix B)
Strong Connections: Strongly connected people, places and organisations that are able to adapt to change	Website & Social Media presence on Facebook and Twitter	The social media presence has allowed the Council to put out public information in a fast and accessible manner. It links well with other local accounts enabling sharing of information for residents. The website has a community focus that is open and transparent providing the user with information on local activities, volunteering opportunities, community hall schedules and so forth. The website has been modified to make it compliant with The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. The Council continues to grow its social media audience with 1,812 followers on Facebook and 870 followers on Twitter.	<ul style="list-style-type: none"> • Healthier Wales • Cohesive Communities • More Equal Wales
	Nine community halls	The Council's halls are well used and relied upon by our communities. These versatile community spaces host a variety of classes that give residents the opportunity to improve their well-being. The Council recognises that not every community has a hall and it can work with residents to explore options for new facilities.	<ul style="list-style-type: none"> • Healthier Wales • More Equal Wales • Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language
	Networking in Training and Education	LRC Training is recognised as a quality provider within Welsh training provision. Membership of National Training Federation Wales and Skills Academy Wales allows the department to participate and contribute to all consultations, training and guidance relevant to WBL provision. LRC Training is also involved in sector specific networks, notably with the National Logistics Academy which offers apprenticeship opportunities across the UK. From April 2022 LRC training with ITEC Training and ACT Ltd to deliver the new Job's Growth Wales + programme in Carmarthenshire. Locally officers network well with referral agencies such as Careers Wales, The Youth Service and JobCentre Plus. There are good communications with other local providers and support agencies who are involved with young learners.	<ul style="list-style-type: none"> • Prosperous Wales • More Equal Wales • Wales of Cohesive Communities

	The Council regularly participates in Public Services Board sub group meetings	The Council is a firm supporter of this forum which meets at intervals throughout the year. It is a forum that embraces the 5 ways of working by opening up discussions around issues affecting individual and collective town and community councils that are working towards the WFGAct and the Carmarthenshire Well-being plan. Our Community Development Officer also attends meetings with colleagues of other town & community councils to focus on the work that they do which encourages shared learning as well as potential shared community projects.	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language • Globally Responsible Wales
	Felinfoel Community Resource Centre	This building has additional facilities compared to other Council owned community halls. It is a two storey building with a depot for our grounds maintenance team, office space and changing rooms for the sporting organisations that use Felinfoel Recreation Ground. The management committee is set up as charity and company limited by guarantee which is supported by the Council's CDO. The office space has housed Carmarthenshire County Council staff in the past and now hosts Hywel Dda University Health Board Primary Care team. The community hall sits on the first floor and hosts a varied programme of classes and clubs for the community and is a popular venue for training.	<ul style="list-style-type: none"> • Prosperous Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities
	Llanelli District Cemetery	The provision of cremated remains plots was rapidly diminishing at the cemetery and was expected to run out by the summer of 2021. A new walled garden feature has been constructed on a plot of unused land at the cemetery. The garden will provide 410 individual earthen plots that can accept the interment of up to two standard caskets. The design also provides for integrated seating, DDA compliant pathways, a memorial tree feature and additional parking spaces.	<ul style="list-style-type: none"> • Resilient Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities

Carmarthenshire PSB Well-being Objective	Steps taken by the Town/Community Council that contribute to the Well-being Objective	How have the 5 Ways of Working been used to shape your activity? (Summary in Appendix A)	Which national Well-being Goals does this work support? (Summary in Appendix B)
Prosperous People and Places: To maximise opportunities for people and places in both urban and rural parts of our county	Putting a funding package together for the refurbishment and extension of the existing library in Llwynhendy and surrounding green space enhancement for community benefit.	Following a number of recent community consultations including the one carried out for the Whole Place Plan, the Council has acted and is looking at addressing the need for a community hub provision in Llwynhendy. This has resulted in the production of a feasibility study and other preliminary works such as ground surveys at Gwili Fields at Heol Gwili, which surround the library building. The Council is part of a collaborative approach led by a steering group made up of officers from housing, leisure, community regeneration and libraries within Carmarthenshire County Council, local members and community volunteers. The Council's participation in the group has helped achieve the aforementioned milestones as well as match funding from project stakeholders. External funding will be required to realise the project's full potential. The work has led to the establishment of a Charitable Incorporated Organisation who will help raise funds for the capital build and eventually manage the day-to-day running of the building.	<ul style="list-style-type: none"> • Prosperous Wales • Resilient Wales • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language
	Time Credits programme	Working in partnership with Tempo to deliver volunteering opportunities in order to address local priorities in return for Time Credits. The time credit currency can be used to access both local and nationwide amenities in return for the volunteer's time. Time Credits are allocated to our Street Buddies volunteers but are also used with the community at large, depending on the type of community activity being supported. The time credits model from Tempo has changed to digital however the Council will continue to deliver in a similar way as before. Furthermore the Council will encourage its existing groups to engage in the programme as well as continue to advocate new groups to sign up.	<ul style="list-style-type: none"> • Prosperous Wales • Equal Wales • Wales of Cohesive Communities
	Supporting the local economy by being included on Carmarthenshire County Council's procurement framework	The Council works on a sustainable footing and strives to ensure best value in all of its spending decisions and where appropriate it looks to support the local economy. Participating in the county council procurement framework supports this general aim.	<ul style="list-style-type: none"> • Prosperous Wales • More equal Wales • Wales of Vibrant Culture and Thriving Welsh Language

	Opportunities for Learning	<p>LRC Training has developed training opportunities that are not provided by other providers. Jobs Growth Wales + provision exhibits a high level of learner support and pastoral care with dedicated provision for additional learning needs and skills development.</p> <p>LRC Training is unique in its provision of apprenticeship opportunities in Logistics and Transport and one of very few providers in Wales offering Level 4 apprenticeships in Business Administration.</p> <p>LRC Training is working with Neath Port Talbot College (NPTC) Group to deliver training through Personal Learning Accounts across South Wales.</p>	<ul style="list-style-type: none"> • Prosperous Wales • More equal Wales • Resilient Wales
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Reflection and Looking Forward

An opportunity to reflect on how things are going and outline future priorities.

<p>What has worked well for the Council?</p>	<p>Biodiversity initiatives undertaken: Tree planting in cemetery grounds and at amenity areas in several parks, recreation grounds, growing space and the reservoir. Re-wilding areas, habitats, nest boxes created to attract pollinators, and improving biodiversity. Revised grounds maintenance regimes and amended working patterns reducing journeys, fuel consumption etc. reduce carbon footprint.</p> <p>Grant funding for well-being projects at Swiss Valley and Dwyfor. This has enabled the council to work with third party groups and individuals to run their activities from our assets.</p> <p>Working with stakeholders to improve community assets e.g. Llwynhendy hub steering group has accomplished all the recommendations set out in the 2020 Feasibility Study and is confident a strong case for funding the project will be put forward.</p>
<p>What have been the barriers for the Council?</p>	<p>Slow turnaround of asset transfers.</p> <p>Available revenue grant funding to pay for staff. Whereas grant funding for capital works and environmental enhancements have been accessed in the last 12 months, our sector would benefit from more revenue funding to pay for staff to ensure these improvements meet their full potential. E.g. A coordinator for Dwyfor Growing Space.</p> <p>Commercial quality battery equipment to replace petrol and diesel machinery and equipment not sturdy enough yet.</p> <p>Pandemic paused the progress of some initiatives.</p>

<p>Are there any matters the PSB could support delivery/progress on?</p>	<p>To continue to take a pro-active interest in the work of the Council and where appropriate to offer advice and sign posting to support for Council activities.</p>
<p>What are the Council's main priorities looking forward to 2021-22?</p>	<p>The Council's plans for this year includes these specific plans:</p> <ul style="list-style-type: none"> • to continue the development of new facilities at Swiss Valley Reservoir • to continue with the lease transfer of assets from Carmarthenshire County Council • to negotiate Section 106 funding for play and recreational facilities • to provide new play equipment at Dafen Park • to work with the community on a new play scheme in Ponthenri • to provide floodlighting to the MUGA at Gwili Fields, Llwynhendy • to continue the development of Dwyfor Growing Space and the Community Hub project in Llwynhendy

Appendix A: 5 Ways of Working

Long Term
The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.
Prevention
How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.
Integration
Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.
Collaboration
Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
Involvement
The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

Appendix B: National Well-being Goals

National Goal
A Prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the Global environment and therefore uses resources efficiently and proportionately, and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.
A Resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.
A Healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood
A More Equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances
A Wales of Cohesive Communities: Attractive, viable, safe and well-connected communities
A Wales of Vibrant Culture and Thriving Welsh Language: Where we have lots of opportunities to do different things and where lots of people can speak Welsh
A Globally Responsible Wales: Where we look after the Environment and think about other people around the World

Annual Report – Part 2

Environment (Wales) Act 2016 Part 1 - Section 6

The Biodiversity and Resilience of Ecosystems Duty Report 2022

Introduction and Context:

Llanelli Rural Council provides a range of services to the local community which have an impact on biodiversity and ecosystems.

The council provides thirteen community buildings providing community halls and sports changing facilities. It provides and maintains seven recreational parks where a range of sports such as rugby, football, bowls and cricket are regularly played.

The council also provides and maintains fourteen children's play areas and jointly owns a large cemetery facility – Llanelli District Cemetery.

The council has transferred a large community growing space from Carmarthenshire County Council and has entered a five year adoption agreement with Dwr Cymru Welsh Water for Swiss Valley Reservoir. The community adoption agreement is the first of its kind in Wales

The council maintains over fifty miles of public footpaths across its geographical area. The use of which reduces reliance of vehicles for essential journeys such as school runs and pedestrian access to shopping areas. The network of footpaths also provides access for recreational walks in rural areas.

The council provides community support via its dedicated Community Development Officer and awards grants for community projects in the council's area.

The council promotes principles of sustainability and biodiversity by pursuing sustainability goals and sustainable practices whenever possible.

The council has engaged with Carmarthenshire County Council and formed a partnership with Llanelli Town Council embarking on a community asset transfer programme to protect, secure and maintain sporting, leisure and children's play areas.

The council has declared a Climate Emergency and subsequently set up an Environment and Climate Emergency Steering Group as a response to the declaration. The terms of reference of the group are annotated below.

A review of the council's position in relation to IPCC (Intergovernmental Panel on Climate Change) reduction of target from 2°C to 1.5°C global temperature rise.

The aim of the review:

To review the council's position in relation to IPCC (Intergovernmental Panel on Climate Change) and recommend how the council can contribute towards this target in the short, medium and long term.

The Group will consider the potential changes and impacts of global warming across the council's administrative area.

The review will involve gathering information from its own activities in providing local services and consult with other resources such as government advisory bodies, websites, partner organisations, agencies and individuals.

Identify the key areas where the council can impact on the IPCC target whilst carrying out its service delivery functions (direct and indirect) and how the council can also encourage residents to make an impact on:

- a. Reducing carbon emissions
- b. Use energy more efficiently
- c. Switch to low carbon fuels
- d. Prepare for climate change

The recommendations of the group are reported to the council's Policy and Resources Committee for consideration.

Stemming from this, an Environment and Climate change policy, strategy and action plan has been formulated and reported for further consideration by the Policy and Resources Committee.

The Pandemic paused the progress of much of the steering groups activities during 2021-2022.

Action Report

Actions Target	Detail of action carried out	Status	Further Action/ Ambition	Monitored by
Embed Biodiversity across all levels of decision making, council policies, planning and working practices.	Declare a Climate Emergency and set up a Climate Emergency and Biodiversity Task Group (CEB task group) in relation to IPCC reduction in target from 2°C to 1.5°C global temperature rise.	Commitments made in documents, reports, agendas, policies and protocols.	Reinstate regular meeting of the CEB task group post pandemic	Line Managers, Climate Emergency and Biodiversity Task Group and the Policy and Resource Committee.
	Reflect the commitment to biodiversity and sustaining natural areas in the Council's Annual Report.	Included in report		
	Embed consideration for climate change, biodiversity, reduction of carbon footprint, sustainability goals and sustainable practices into all areas of the Councils actions and activities.	Consideration to climate change, biodiversity, sustainability goals and practices is demonstrated in all decisions. CEB task group activities paused during pandemic.		

Actions Target	Detail of action carried out	Status	Further Action/ Ambition	Monitored by
Embed Biodiversity across all levels of decision making, council policies, planning and working practices.	Consider climate change, in procurement protocols by assessing suppliers' commitment and policies in relation to the carbon footprint of their products, services or business management.	Consideration to climate change, biodiversity, sustainability goals and practices demonstrated in all decisions.	Continue to monitor procurement decisions.	Commitments made in reports, agendas, minutes, policies and protocols.
	Reduce energy consumption and improve efficiency across council buildings and assets by introducing Smarter controls and upgrading heating and lighting systems with low energy options wherever possible.	New energy efficient shower heating systems installed and lighting units routinely replaced with LED. Light sensors fitted where possible.	Seek to install low carbon energy efficient systems wherever possible. Seek to remove use of carbon fuels.	
	Council comments on Planning Applications in support of climate change and biodiversity.			
	Respond to sand dredging licenses in Carmarthen Bay Estuary.			

Actions Target	Detail of action carried out	Status	Further Action/ Ambition	Monitored by
Raise awareness of biodiversity and its importance within the council and within the community.	Raise awareness and organise training sessions for members and staff.	Reinstate awareness training post pandemic.	Re-affirm to all staff.	Through feedback from Council members and residents.
	Support The Prince's Trust programme which undertake community biodiversity projects, planting, maintaining community spaces etc.	Liaise with Prince's Trust lead		
	Encourage the community as a whole to volunteer in the context of supporting and promoting biodiversity and reducing carbon footprint.	Volunteer activities undertaken		Learner engagement
	Develop community growing space gardens with ecological and biodiversity initiatives.	Development underway.	Seek consultant or partners to assist and advise on activities/methods. Seek funding.	Monitoring social media engagements and comments

Actions Target	Detail of action carried out	Status	Further Action/ Ambition	Monitored by
Raise awareness of biodiversity and its importance within the council and within the community	Developing woodland management plans and providing improved access to woodlands with eco/biodiverse initiatives.	Plan received	Enact recommendations and policies	
	Promoting biodiversity and ecological awareness via interpretation boards and social media.	Interpretation boards installed at reservoir, parks, cemetery and amenity areas.	Seek to publicise through social media outlets	
	Promoting community events on website and social media-wildlife walks, supporting litter picking groups.	Volunteer activities undertaken		Number of people taking part in activities.
	Promoting and providing support for community, wellbeing and educational events on website and social media.	Volunteer activities undertaken		

Actions Target	Detail of action carried out	Status	Further Action/ Ambition	Monitored by
Raise awareness of biodiversity and its importance within the council and within the community	Providing natural burial area in cemetery. Encouraging natural burial principles throughout the service, promoting via website, funeral directors and other stakeholders.	Natural Burial area developed. Eco friendly options also available for traditional burial areas.	Increase promotion and awareness through appropriate channels. Consider developing additional areas.	
	Post details of the actions we have taken to help biodiversity on our website and social media platforms.	Posts created	Increase activity	
Safeguard principal species and habitats	Manage land to buffer and link up neighbouring areas as part of resilient ecological networks. Create wildlife corridors. Native pollinators planted wherever possible, increase areas of flowering grassland environments in amenity areas.	Various areas planted and maintenance regimes amended. Various areas within parks and amenity areas have had wildflower and rewilding areas introduced.	Seek further opportunities.	Climate Emergency and Biodiversity Task Group and the Policy and Resource Committee. Monitor feedback

Actions Target	Detail of action carried out	Status	Further Action/ Ambition	Monitored by
Safeguard principal species and habitats	Ensure activities do not have negative impacts on species and the environment.	Consider biodiversity in all activities	Use consultants and liaise with CCC Environmental Officer to manage and improve amenity and woodland areas.	
	Reduce or remove the use of herbicides.	Minimal use of herbicides as a general policy. Maintenance programmes adjusted.	Continue to amend maintenance plans to reduce further.	Application records Maintenance programmes
	Maintain historical stone memorials to consider protecting lichen growth.		Liaise with memorial masons and the general public. Provide information and signage.	Cemetery management
Restore and create habitats and resilient ecological networks	Undertake tree and hedgerow planting programmes. Coppice woodland areas to increase biodiversity.	Tree programmes undertaken at several sites. Grants and publically donated trees installed at several sites.	Continue to seek further opportunities.	Ongoing programme of tree and hedgerow management.
	Remove diseased and dead trees and create wildlife havens from log piles.	Reservoir woodland management plan and tree surveys dictate management process.		Record new tree and hedgerow planting areas.

Actions Target	Detail of action carried out	Status	Further Action/ Ambition	Monitored by
Restore and create habitats and resilient ecological networks	Encourage education and wellbeing groups to access the woodland areas and environs.	Links set up with several external groups and stakeholders to provide education and wellness sessions. Coed Lleol, Carmartheshire County Council, Coleg Sir Gar, Heol Goffa School	Continue to liaise and seek out new providers and promote activities on media outlets.	
	Plant native pollinator friendly flowers and plants using annual plants in planting schemes.	Pollinator, tree and hedgerows planting schemes undertaken at several sites.	Continue to seek further opportunities wherever possible.	Monitor purchase orders. Report on new areas created and improvements.
	Introduced new pollinator opportunities in parks and amenity areas.	New habitats created for birds, bats and dormice.		Climate Emergency and Biodiversity Task Group and the Policy and Resource Committee.
	Create biodiverse areas to provide nest boxes for birds, bats, dormice etc.	Habitats protected.`		
	Change grass cutting regimes at all sites, reducing frequency of cuts to encourage wildflowers and other pollinator friendly plants and provide cover for small mammals and reptiles.	Wildlife corridors and insect habitats created.		

Actions Target	Detail of action carried out	Status	Further Action/ Ambition	Monitored by
Tools and Equipment Reduce pollution, use of carbon fuels.	Seek to use battery powered tools and equipment as opposed to those using fossil fuels.	Solar energy in use in several community buildings	Seek further opportunities. Utilise solar energy at Dwyfor gardens and rainwater harvesting.	Climate Emergency and Biodiversity Task Group and the Policy and Resource Committee. Policy documents, reports, council minutes. Procurement policies.
	Monitor driving habits and routes to reduce fuel use.	Vehicle monitor and tracking devices fitted to fleet.	Continue to monitor and improve.	Line manager reviews vehicle report and advices to undertake improvements when needed.
	Change to electrical/hybrid vehicles when practical.	Hybrid vehicle is being considered.	Seek to reduce fossil fuel use wherever possible.	Line managers seek to make improvements where possible.

Actions Target	Detail of action carried out	Status	Further Action/ Ambition	Monitored by
Use improve and share evidence.	<p>Liaising with Biodiversity Officers at Carmarthenshire County Council, Welsh Water, Natural Resource Wales and other associated professional stakeholders and specialists to ensure use of best practice and to increase knowledge of local issues.</p> <p>Benchmarking with Welsh Cemetery managers forum, other authorities.</p> <p>National benchmarking and policy guidance via the Institute of Cemetery and Crematorium Management (ICCM).</p>	<p>Ongoing</p> <p>Officers take part in benchmarking meetings and forums.</p>	<p>Increase communication and seek further collaboration opportunities.</p> <p>Education and training modules. Training for Staff via the Institute of Cemetery and Crematorium Management (ICCM).</p>	<p>Reporting to Climate Emergency and Biodiversity Task Group and the Policy and Resources Committee.</p> <p>Line managers seek to make improvements where possible</p>

Review of S6 duty

What has worked well?

The creation of wildflower areas and tree and hedgerow planting across the councils facilities continues. The initiative has been a success, especially as it has proved popular with the public in addition to helping biodiversity. Several volunteer groups assist in the tending of these areas. In addition, there have been some cost savings through the reduction in mowing, i.e. less consumables, fuel, travelling, equipment maintenance etc.

Development of a natural burial area amongst mature pine trees has proved popular. Native species tree planting continues and new native species hedgerows have been established.

Changes to grass cutting regimes in the cemetery have resulted in the emergence of an abundance of wild primroses, that have been recognised as possibly one of the largest concentrations in Carmarthenshire.



Also noted are the appearance of swathes of wild daisy and pilosella.

A drastic reduction in the widespread use of herbicides has resulted in the re-establishment of grassed and native wildflower areas and has halted damaging ground erosion.



A previously unused area of land at the cemetery that was overwhelmed with bramble is now managed to encourage the establishment of a broader variety of habitats for plants, trees and wildlife.



Members of the public donate new trees to the cemetery.

Some chose to 'adopt' an existing tree as a living memorial rather than use a stone memorial that is likely to have a very high carbon footprint resulting from mining, transportation and manufacturing processes.

Selective herbicides are only used where necessary and the creation of wildlife areas in the grounds of council properties has proved very popular.

New signage has been installed in many areas that provides information regarding how the areas are managed and the advantages for wildlife.



The work at the community gardens is progressing and will provide areas to support the growing of food, fruit trees, wildflowers. A small pond is planned to attract amphibians, insects and pollinators.

The area will utilise rainwater harvesting, and small solar power units, encouraging sustainability, biodiversity. The project will provide education and awareness opportunities for ecology and biodiversity and encouraging people to grow fruit and vegetables.



Community garden plan



The adoption project at the Lower Lleidi Reservoir has provided an abundance of opportunities to improve the ecology of the reservoir and its environs by developing and enhancing a broad range of biodiverse habitats.

Surveys to examine the bat, dormouse and otter populations have been undertaken and a range of habitat boxes and shelters have been installed around the site.

A local school also undertook a project to make and donate bird boxes. The children and staff also assisted in installing their boxes.

Volunteers have also worked with council staff to improve access into woodland areas





A suite of education and interpretation panels have been installed around the site to provide visitors with information in regard to the variety of wildlife that can be seen.

Woodland and waterside habitats have been enhanced. The reed-bed areas of the reservoir are now protected by the introduction of an exclusion zone for watercraft that provides much needed protection for insects, amphibians and spawning fish. Biosecurity measures have been introduced to manage the spread of invasive species in the reservoir.

New angling and paddle sport clubs have been established associated with the reservoir. Education and awareness regarding the importance of protecting the ecology is paramount to the relationship between the clubs and the council.



A woodland management plan has been created and areas of woodland have been made more accessible to the public. Links to the cycle path network have been improved and new cycle racks installed, along with new benches and picnic tables made from recycled materials. Extensive repairs and improvements to footpaths have been undertaken across the site to encourage people to visit by foot and reduce vehicle use.

Targeted coppicing and removal of dead trees has been undertaken in the woodlands. The coppicing has allowed more access into the woodlands and enhanced biodiversity creating new wildlife habitats where native wild flowers and plants can thrive.



Log piles created from felled trees and branches have created havens for insects, bees, mosses and fungi to thrive.



The council has installed new energy efficient shower water heating systems at its sports changing facilities in Dafen and Pwll that will reduce energy use, emissions and the volume of water used.

The council installed a new irrigation system at its Bowls facility in Dafen that is designed to control the amount of water applied at targeted times, thus saving on water use compared to previous manual watering practices.

The council has collaborated with Carmarthenshire County Council to convert all 290 of its footpath lighting columns to energy efficient LED lamps.

Whenever possible, across all council facilities the fluorescent, halogen and sodium lamps are replaced with energy efficient LED versions.

What have the barriers been?

The pandemic paused various activities and initiatives, especially the regular input and involvement of the Environment and Climate Emergency Steering Group. However, the core ambitions of the council have continued to be acted on by officers and staff wherever possible.

Technology for battery powered tools and equipment is not yet sturdy enough for commercial environments. The range of equipment purported to be commercial is limited. The costs of replacing fossil fuel vehicles and equipment with electric versions is high. The council presently operates a significant fleet of vehicles and machinery that uses diesel and petrol fuels.

The public wish to see amenity areas “tidy”. An ‘educate and inform’ programme would help explain what the councils initiatives are when introducing new maintenance regimes to reduce emissions or reduce the use of herbicides and when creating ‘pollinator’ areas, when the grasses are left to grow longer at certain times of the year, or when certain areas are purposely not cut.

What will you change?

Seek to work more closely with Carmarthenshire County Council's biodiversity officers and other agency partners to seek advice and guidance, benchmarking, attending seminars etc. Undertake more interaction with the public and provide more information on the council's initiatives.

Identify more grassed areas where we can reduce cuts through the summer months to encourage pollinators and biodiversity. i.e. an initial cut in March/April and a second cut in September. Areas will be 'framed' with mowing patterns so it is clear that the longer grass is intentional and biodiversity information for the area will be displayed.

Increase the natural burial area offering in the cemetery. Publicise that 'greener options' are also available in the traditional areas also where the carbon footprint can be reduced.

Seek to increase native tree and hedgerow planting. Create wildlife corridors for small mammals and invertebrates.

Consider and reinforce the importance of climate change in everything we do.

Continue to seek to replace vehicles and equipment to consider battery or hybrid technologies wherever practical.

Consider more solar or wind energy. Seek to review utility energy suppliers to consider more sustainable alternatives.

How and when will the s6 duty be monitored and the s6 plan reviewed?

The duty will be monitored through the council's Environment and Climate Emergency Steering Group, that will report to the council on the success, or otherwise, of the actions taken through the usual management and statutory council reporting protocols.

The S6 plan will be reviewed in light of these reports and any other evidence or information that is made available to the council. At the time of this report's publication, there is no specific time or date set for the plan to be reviewed, but this will be done within the next six months.

Annual Report - Part 3

Council Priorities, Activities and Achievements 2021-22

Section 52 of the Local Government and Elections (Wales) Act 2021, requires the council, 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.

The council has adopted a Strategic Plan which sets out the council's strategic aims based on a clear statement of purpose and its core values. The Strategic Plan provides an overall framework to focus the council's activities, investment and spending priorities. These are set out in more detail in annual Service Plans, incorporating service objectives, key tasks, performance measures, and related targets.

Service Plans provide the basis for on-going performance review, to ensure the provision of high quality services, which meet the needs of local citizens and help focus the activities of members and officers on clear organisational goals and outputs.

The formulation of the Service Plans, play an integral part in the council's annual budget process.

The council's service plans and results for the financial year 2021-22 are presented below and set out the key tasks, objectives and service delivery achieved during the year.

SERVICE PLAN FOR ADMINISTRATIVE SERVICES 2021-22

AIMS AND OBJECTIVES OF THE SERVICE

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To assist Council Managers to meet their strategic aims and objectives by providing administrative services to the Council.
- To enable the Council to respond and react to legislation introduced.
- To provide an effective reception point for the general public and other visitors to the Council's offices.
- To oversee and organise all matters which relate to the civic and ceremonial side of the Authority, such as the Chairman's events and other civic occasions.
- To inform the public of the Council's services and activities and to promote the corporate identity of the Council.
- To provide a range of support services to Councillors and Officers in order to assist in the decision making process.
- To provide and maintain suitable office accommodation, meeting and function rooms to meet the needs of the Council.
- To provide depots, vehicles, stores to the Council's DLO.

DESCRIPTION OF SERVICE

The provision of wide ranging administrative and clerical support including word processing.

The provision of a photocopying service.

The provision and maintenance of the Council's telecommunication service.

The organisation of all civic events which include the Annual Meeting, Civic Service and other functions throughout the year.

The organisation of all the Chairman's events and engagements and the provision of secretarial, attendants and chauffeur services for the Chairman and Vice Chairman.

The promotion of the corporate image of the Council.

The servicing of the Council and its Committees by preparing agendas, minutes, reports and providing a comprehensive timetable of meetings.

The provision of advice to Members on Standing Orders, Code of Conduct, pecuniary interests and other matters.

The production and provision to all Members of a year book and diary.

To ensure the Council's main office building is kept in a reasonable state of repair.

To provide the heating, lighting, cleaning and security of the building.

To manage on behalf of the DLO the Council's two depots, vehicle fleet and stores operation.

To maintain an efficient accounting system including preparation and monitoring of annual budgets.

To maintain an efficient and effective creditor payments service by maintaining financial records and reconciling accounts.

To maintain a debtors accounting system and process payments promptly and accurately.

To maintain accurate VAT, PAYE and payroll records and to administer the Council's payroll system by processing salaries and wages payments for Council employees.

To manage the investments, loans portfolio and cash flows of the Council so as to maximise interest receipts and minimise interest payments and bank charges.

To control, monitor and update the Council's website.

To manage the service level agreement with Llanelli Town Council for the maintenance of its open spaces.

KEY TASKS/SERVICE DELIVERY IN 2021-22

ACTIVITY	BUDGET £	DESCRIPTION	OUTCOMES
People Management AS/1/21	5,000	Investors in People 1. Phased delivery of action plan 2. Re-accreditation	On-going (disruption caused by pandemic and delays from IIP).
Governance AS/2/21	31,840	Compliance with Financial Reporting Standard FRS/102	On-going (external audit delayed)
Registration AS/3/21		Register unregistered land with Land Registry	On-going (disruption caused by pandemic) Registration completed for several properties
Property Management AS/4/21	8,300	Insurance valuation of properties	Completed March 2022
Resources AS/5/21	4,600 10,000 24,000	Purchase of: 1. Variseeder 2. Allet mower 3. Van	1. April 2021 2. July 2021 3. Sept 2021
Administrative Building AS/6/21	60,000	Upgrade heating system	On-going

PERFORMANCE

INDICATOR MEASURE	TARGET 2021/22	RESULTS 2021/22	TARGET 2022/23
Number of staff working days lost to sickness absence.	250	590 (222.5 short term < 7 days) (367.5 long term > 7 days)	260
Percentage of Councillors at full Council meetings.	80%	71%	80%

INDICATOR MEASURE	TARGET 2021/22	RESULTS 2021/22	TARGET 2022/23
Percentage of Councillors attending at Standing Committees/ Working Group Meetings.	80%	70%	80%
Percentage of Agendas sent out within three clear working days of meetings.	100%	100%	100%
Number of members of the public attending Council/Committee meetings.	3	0	3
Percentage of invoices paid within 30 days or within creditor terms.	90%	96%	95%
Number of recommended corrections/improvements made by external auditors.	1	On-going (disruption with Wales Audit)	1

FINANCIAL INFORMATION 2021-22

ACTIVITY	BUDGET
General Administration	59,390
Administrative Building	180,450
Depots	40,110
Civic Activities	44,440
Vehicles and Machinery	41,610
Personnel	508,670
Capital Equipment	40,620
TOTAL	915,290

SERVICE PLAN FOR COMMUNITY SERVICES 2021-22

AIMS AND OBJECTIVES OF THE SERVICE

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To promote the use of community facilities by community groups and members of the public.
- To assist the alleviation of poverty and disadvantage and otherwise assist with the development of the local community.
- To encourage health and well-being amongst the community and support in community activities and events.
- To provide financial assistance to local organisations to help further the Council's aims.
- To promote local government and the Council's civic role in the local community by working closely with schools and colleges.
- The promotion of civic pride throughout the community.
- To encourage joint partnership agreements with local authorities, the private sector and voluntary organisations.
- To act as a local voice for the community served by the Council and to diligently perform our consultative role with both the public and private sectors.
- To facilitate on behalf of the community the delivery of the Llanelli Rural Area Whole Place Plan 20152030.

DESCRIPTION OF SERVICE

The provision of nine community halls for a wide range of community events and activities. Hall management committees have been established to run the day to day management and administration of the halls on a voluntary basis. The Council's halls are located throughout the administrative area.

Provision of a growing space for horticultural activities.

Assistance is given to school work placements for pupils interested in local government administration.

To co-ordinate (in partnership with Tempo) a Time Credits Programme in order to generate new community activities.

The Council maintains two War Memorials within its administrative area.

The Council administers the burial service provided at Llanelli District Cemetery.

To consider all matters requiring consultation with the Council through its committee system.

Providing grants to community halls and to organisations that use the buildings, e.g. Brownies, martial arts, senior citizens groups etc.

Surveys undertaken of community facilities during annual inspections.

In addition to the above, the Council makes grants to local groups and charitable organisations to help further their aims and to support community development.

KEY TASKS/SERVICE DELIVERY IN 2021-22

ACTIVITY	BUDGET £	DESCRIPTION	OUTCOMES
Community Development CS/1/21	Nil	Produce version 2 of Whole Place Plan. Preparation, artwork & print.	On-going. This has not been possible and has been included as one of the key tasks for 2022/23
Community Development CS/2/20	16,000	Swiss Valley Community Hall – structural repairs and replace fascias.	Completed October 2021
Community Development CS/3/20	7,000	Five Roads Community Hall – kitchen re-fit.	Completed April 2021
Community Development CS/2/21	10,560	Llwynhendy Library – continue to support the project steering group meet the recommendations set out in the feasibility study. Submit an application for capital funding.	On-going. The majority of the recommendations have been carried out. Application for capital funding was submitted in May 2022.
Community Development CS/3/21	25,000	Dwyfor Growing Space – deliver the improvements noted in the project brief.	On-going. Some significant site improvements have taken place. Other project brief actions will carry into 2022/23.
Community Development CS/4/21	Nil	Furnace Hall - provide support to the management committee in its efforts to carry out its objectives and recruit new members.	On-going. This has not been possible and has been included as one of the key tasks for 2022/23
Community Development CS/5/21	Nil	Pwll Recreation Ground Committee – provide support to the management committee in its efforts to carry out its objectives and recruit new members.	On-going. This has not been possible and has been included as one of the key tasks for 2022/23

PERFORMANCE

INDICATOR MEASURE	TARGET 2021/22	RESULTS 2021/22	TARGET 2022/23
Percentage of planning applications considered within the 21 day consultation period set by Carmarthenshire County Council	100%	100%	100%
Number of individuals into volunteering	25	93	2
Number of hours earned	750	1,674	750
Number of time credits to be spent	100	0	100

FINANCIAL INFORMATION 2021-22

ACTIVITY	BUDGET
Financial Assistance	13,000
Community Halls	142,370
Community Development	20,000
Capital Scheme – community halls	10,000
Local initiatives	13,110
Burial Services	133,000
TOTAL	331,480

SERVICE PLAN FOR RECREATION AND LEISURE SERVICES 2021-22

AIMS AND OBJECTIVES OF THE SERVICE

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To promote recreational and leisure facilities in the community.
- To encourage health and well being and generally improve the quality of life of members of the public by encouraging people to develop their participation in recreational activities and events.
- To encourage social inclusion by ensuring that play equipment is accessible to all.
- To involve the community in the development of the Council's recreational facilities.
- To preserve and protect public rights of way.
- To sustain the level of provision of street furniture throughout the Council's area, such as bus shelters, wayside seats and footway lighting.
- The marketing and promotion of Llanelli and district.

DESCRIPTION OF SERVICE

The provision and maintenance of recreation grounds at Dafen, Felinfoel, Five Roads, Ponthenri, Pwll and Trallwm. In addition, ground maintenance is also provided to the playing fields at Pontyates which is not Council owned.

The provision and maintenance of a number of play areas throughout the Council's area.

Maintenance and improvement to the public rights of way network.

Maintenance and improvements to Swiss Valley Reservoir.

The funding and promotion of the Christmas lights and Christmas carnival in Llanelli.

The provision of footway lighting, bus shelters and wayside seats.

The annual inspection of equipment within children's play areas to British Standards BSEN 1176-2008, BS 8409 2009.

The maintenance of Llanelli Town Council's open spaces under a service level agreement.

KEY TASKS/SERVICE DELIVERY IN 2021-22

ACTIVITY	BUDGET £	DESCRIPTION	OUTCOMES
Safeguarding Sporting Facilities RL/1/21		Legal process for lease transfer of assets from Carmarthenshire County Council. 1. Cilsaig play area 2. Dafen Park 3. Pwll Park 4. Trallwm Football pitch	On- going (delay with CCC)
Community Facilities RL/2/21	113,860	Daren Park 1. Installation of irrigation water system to bowls green 2. Installation of artificial sport surface.	Completed July 2021 Completed March 2022
Community Facilities RL/3/21	9,000 Nil 30,000	Felinfoel Recreation Ground 1. Extend wet pour to play area. 2. Provide a licence to Felinfoel RFC to regulate operation of the food hut. 3. Surface car park area.	Completed August 2021 On-going On-going
Community Facilities RL/4/21	6,000	Trallwm play area – provision of new facilities in partnership with Carmarthenshire County Council.	Completed July 2021
Community Facilities RL/5/21	20,000	Tir Einon play area – provision of additional equipment.	Completed May 2021

ACTIVITY	BUDGET £	DESCRIPTION	OUTCOMES
Community Facilities RL/6/21	49,050 20,000	Ponthenri play area/recreation ground 1. Collaborate with the residents park committee to devise a broader scheme for Ponthenri fields and seek match funding from grants. 2. Consult with the community. 3. Obtain quotations for upgrading play area. 4. Refurbish tennis court area and create new footpaths/routes.	On-going (Disruption caused by pandemic to all activity targets)
Community Facilities RL/7/21	14,000	Penygraig play area – seek S.106 monies and grant funding to provide a play area.	On-going (delay with CCC)
Community Facilities RL/8/21	143,080	Swiss Valley Reservoir – deliver objectives included in the Site Management Plan, e.g. provision of toilet facilities, pontoon, water sports, issuing fishing permits, re-open car park etc.	On-going (five year plan)
Community Development RL/10/21	35,000	MUGA at Heol Gwili, Llwynhendy – installation of floodlights.	On-going (target completion June 2022)
Community Development RL/10/21	Nil	Pwll Pavilion – support the efforts of the management committee to increase footfall at the pavilion and fields for community activities.	On-going

PERFORMANCE

INDICATOR MEASURE	TARGET 2021/22	RESULTS 2021/22	TARGET 2022/23
Number of cuts to public footpaths.	372	250	372
Net revenue expenditure per head of parks and play areas.	£4.30	£4.80	£4.30
Number of facilities identified as high risk within ROSPA report.	0	0	0
Number of play areas providing facilities for all age groups.	14	15	17

FINANCIAL INFORMATION 2021-22

ACTIVITY	BUDGET
Recreation Grounds	119,520
Play Areas	25,500
Rights of Way	100
Footway Lighting	15,160
Capital Scheme – footway lighting	1,950
Swiss Valley Reservoir	143,080
Tourism & Cultural Activities	13,050
Open Spaces (Bynea & Swiss Valley)	3,190
Capital Schemes – Play Areas	69,050
Asset transfer	2,940
Grounds Maintenance – Service Level Agreement	74,100
Capital Schemes – Recreation Grounds	219,860
TOTAL	687,500

SERVICE PLAN FOR TRAINING SERVICES 2021-22

AIMS AND OBJECTIVES OF THE SERVICE

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To secure and deliver Welsh Government funded 'Work Based Learning' contracts as part of the Skills Academy Wales Consortium, achieving good to excellent results in relation to compliance, performance and quality benchmarks.
- To play a leading role in the development of Skills Academy Wales consortia in South West Wales and beyond.
- To respond positively to Welsh Government priorities for Post 16 Education and Training in Wales. Currently these include:
ESDGC, Welsh Language and Culture, Literacy & Numeracy,
Safeguarding, Wellbeing, Data Security and Equality, Inclusion and Diversity,
- To deliver high quality teaching, training and assessment and provide a range of appropriate, relevant and motivating learning programmes.
- To undertake a rigorous, Self Assessment process annually, and to continually plan for improvement. To use a variety of methods to capture the opinion of our learners, employers and partners.
- To involve the department wherever possible in partnership working within Skills Academy Wales, Local Initiatives, 14-19 Network delivery, Regional Learning Partnerships, Skills Sector Councils, Community Learning, DWP Delivery etc.
- To maintain an independent financially viable status for the Training Department.

DESCRIPTION OF SERVICE

To provide Training Services within Welsh Government funded programmes.

The Training Department is now a full partner within the Skills Academy Wales (SAW) consortia led by Neath Port Talbot College Group. As part of this organisation LRC Training is contracted to deliver the following programmes:

TRAINEESHIPS	(16 – 18 yrs)	Unemployed
APPRENTICESHIPS		Employed

To play a part in the development of the 14-19 network within Carmarthenshire and respond to all other Welsh Government priorities for post 16 education and training in Wales.

To liaise on a daily/weekly basis with Referral Agencies e.g. Job Centre Plus, Careers Wales.

To initially assess learners' needs and produce a suitable Individual Learning Plan.

To undertake basic skills assessments of all clients on Work Based Learning programmes.

To create and maintain an electronic Lifelong Learning Wales Record (LLWR) for every learner.

To transmit LLWR information to SAW.

To collate evidence to support monthly Claims Procedure prepared by SAW.

To prepare monthly financial information for Council.

To risk assess the suitability of employers for involvement in learning activities.

To assist companies with recruitment of qualified employees.

To produce an annual Self Assessment Report (SAR) and quarterly Quality Development Plans (QDP)

To undertake self assessment of Health and Safety Management Procedures as specified in DfES Code of Practice.

To undertake annual audits of all procedures and meet WG compliance guidance in relation to funded programmes.

To ensure all activities fulfil WG and SAW priorities in relation to the Quality agenda. To be represented on all Management Groups established by SAW. Currently these are:

Executive Group	Wellbeing and Equality Group
Operational Management Group	Marketing and Digital Group
Data and Compliance Group	Health & Safety Group

KEY TASKS/SERVICE DELIVERY IN 2021-22

ACTIVITY	BUDGET £	DESCRIPTION	OUTCOMES
Progression rate from the Traineeship Engagement Programme	N/A	To achieve in excess of 72% progression rate.	End of year data has yet to be locked down but at 31/12/21 the progression rate in Traineeship Engagement was 75%
To complete a pilot 'Kickstart' programme for 20 young people	N/A	The Kickstart scheme is currently available until December 2021 for new starts.	The Kickstart programme was a disappointment. There were clearly too many Gateway Providers approved. We completed a pilot programme for 11 young people.
To achieve a contract for Jobs Growth Wales + Programme	N/A	The tender result is to be announced in August 2021 for delivery from March 2022. This is the successor programme to current traineeship.	LRC Training has agreed contracts with ACT Ltd and ITEC Skills and Training Ltd for the delivery of JGW+
To reinstate learner numbers in line with pre covid pandemic levels	5,000	Improve employer engagement and recruitment practices to meet target numbers in all programmes. Traineeship 75 learners. Apprenticeship 80 learners.	Apprenticeship learners are on target. JGW+ recruitment has commenced after a quiet period as traineeships were in run down.
To embed updated quality procedures to meet all awarding body and Estyn requirements.	N/A	Quality assurance paperwork and practices to be standardised and embedded across the department in line with digital delivery methods.	Ongoing work but Centre Policy Document for the delivery of all qualifications is updated and current.

PERFORMANCE

INDICATOR MEASURE	PER 100 LEAVERS			
	TARGET YEAR JULY 2021	YEAR ACTUAL JULY 2021	TARGET JULY 22	YEAR ACTUAL JULY 22
ENROL APPRENTICES IN 2021/22	40	40+	70	
ENROL TRAINEES IN 2021/22	60	39	80	
ENROL 20 KICKSTART PARTICIPANTS IN 2021/22	15	10	N/A	N/A