

**CYNGOR GWLEDIG LLANELLI**  
Adeiladau Vauxhall, Vauxhall, Llanelli, SA15 3BD  
Ffôn: 01554 774103

**PWYLLGOR DINESIG A SEREMONIOL**  
I'w cynnal yn Siambraeth y Cyngor a thrwy bresenoldeb o bell ar,  
dydd Llun, 12 Ionawr, 2026, am 4.15 y.p.



**CLERC y CYNGOR**

6 Ionawr, 2026

**AGENDA**

- Derbyn ymddiheuriadau am absenoldeb.
- Derbyn Datganiadau o Fudd Personol gan Aelodau o ran y materion sydd i'w trafod.
- Cadeirydd Etholedig – i cyfweld â'r Aelod a ganlyn yng hylch eu derbyn yn y swydd ar gyfer blwyddyn ddinesig 2026/27:
  - Y Cadeirydd Etholedig - y Cyng. T. M. Donoghue (yng nghwmni ei Chonsort arfaethedig, Mr S. M. Donoghue).
- (Fframwaith Polisi ar gyfer Arwain y Cadeirydd Etholedig yn amgaeedig)
- Ystyried Amcangyfrifon Incwm a Gwariant am 2026/27.

**Aelodau'r Pwyllgor:**

Cyng. M. V. Davies (Chairman of Committee), J. S. Phillips (Vice-Chairman of Committee), S. L. Davies, T. M. Donoghue, S. N. Lewis and A. G. Morgan.

**LLANELLI RURAL COUNCIL**  
Vauxhall Buildings, Vauxhall, Llanelli. SA15 3BD  
Tel: 01554 774103

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**CIVIC AND CEREMONIAL COMMITTEE**  
To be hosted at the Council Chamber and via remote attendance  
on Monday, 12 January, 2026, at 4.15 p.m.  
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*Mark Jellings*  
CLERK to the COUNCIL

6 January, 2026

**AGENDA**

1. To receive apologies for absence.
2. To receive Members' Declarations of Interest in respect of the business to be transacted.
3. Chairman Elect – to interview the following Member in regard to their acceptance of office for the municipal year 2026/27:
  - Chairman Elect – Cllr. T. M. Donoghue (to be accompanied by her intended Consort, Mr S. M. Donoghue).

(Policy Framework for the Guidance of the Chairman Elect enclosed)

4. To consider Estimates of Income and Expenditure for 2026/27.

**Members of the Committee:**

**Cllrs.** M. V. Davies (Chairman of Committee), J. S. Phillips (Vice-Chairman of Committee), S. L. Davies, T. M. Donoghue, S. N. Lewis and A. G. Morgan.

# ITEM NO. 3

## LLANELLI RURAL COUNCIL

### FRAMEWORK FOR THE GUIDANCE OF THE CHAIRMAN ELECT AND VICE-CHAIRMAN ELECT (Amended at the Council Meeting held on 9 July 2024)

#### 1. SELECTION PROCESS

- 1.1 The policy on the selection process is already in place with Members being appointed Chairman Elect and Vice-Chairman Elect on the basis of qualifying length of service.
- 1.2 The proposed Chairman Elect and Vice-Chairman Elect in accordance with the Qualifying List of Service will be invited to attend for interview by Members of the Civic and Ceremonial Committee during which the roles will be explained and the Council's expectations affirmed. Their Consorts, where possible, will also be invited to attend the interview.
- 1.3 The Committee will impress upon the incumbents that the civic roles take priority over any other commitments which the Members have.
- 1.4 The interviews will take place in the December of each year.
- 1.5 The Committee must be satisfied with the response received from those Members as to their commitment to undertaking the civic roles prior to a recommendation being made to Council on their election in the January of each year.
- 1.6 Should Members of the Civic and Ceremonial Committee be of the opinion that the Member(s) interviewed are unable to undertake the civic role(s) to the manner expected, then a recommendation should be made to Council accordingly.
- 1.7 Similarly, should Members of the Committee be of the opinion that the proposed consort(s) are unable to undertake the civic role(s) to the manner expected, then a recommendation should also be made to Council accordingly.
- 1.8 If the recommendation (referred to in 1.6) is accepted by Council, the selection process would resume and the Members next on the list of qualifying length of service interviewed.

#### 2. ANNUAL MEETING

- 2.1 The Chairman must, by Law, give a Declaration of Acceptance of Office at the Annual Meeting. This is also extended to the Vice-Chairman.

- 2.2 The consorts of the incumbents will be confirmed at the Annual Meeting and only the person(s) bestowed with the Chain of Office will be recognized in that office. No other person(s) may wear the Chain of Office during the municipal year.
- 2.3 In the event of the incumbents(s) consort(s) being unable to attend the Annual Meeting, alternative arrangements will be made to confirm the appointment(s) and to bestow the Chain(s) of Office at a future Council meeting.

### **3. CIVIC SERVICE**

- 3.1 It is a duty for the Chairman to hold either a religious Civic Service or a Service of Dedication in accordance with the incumbent's wishes.
- 3.2 The Vice-Chairman must support the Chairman at the Service.
- 3.3 The Chairman and Vice-Chairman, as the needs demand, must attend the Civic Service or other such services organised by other local authorities.

### **4. CIVIC DIARY**

- 4.1 The Chairman and Vice-Chairman are expected to communicate with the Chairman's Secretary at all times in responding to invitations received in a timely manner and in organising the civic diary.
- 4.2 The Chairman's Secretary must be informed of any change of arrangements in order that the necessary information can be relayed to affected parties.

### **5. INVITATIONS AND RECEPTIONS**

- 5.1 The Chairman and/or Vice-Chairman are expected to accept all invitations received from outside bodies and organisations. On occasions, due to prior commitments or ill health of the Chairman, the Vice-Chairman would be expected to attend events in the Chairman's stead.
- 5.2 Council receptions are to be hosted in the Chairman's Room for representatives of voluntary organisations, Workers' Education Association etc.

### **6. DRESS CODE**

- 6.1 The Chairman and Vice-Chairman, as well as their Consorts, are expected to be dressed appropriately when attending civic events and to be smart, clean and tidy of appearance.

### **7. POLITICS**

- 7.1 The office of both Chairman and Vice-Chairman are non-political.

**8.1 SEASONAL GREETINGS**

8.1 The Chairman is expected to extend seasonal greetings on behalf of the Council.

**9. BREAKDOWN IN RELATIONSHIPS, CONDUCT IN OFFICE AND COMMUNICATION**

9.1 The Chairman and Vice-Chairman are expected to uphold high standards of conduct in office; this also applies to their Consorts. Furthermore, they are expected to maintain good working relationships and communication with the Chairman's Secretary, in the first instance, and Clerk to the Council at all times. These should also be reciprocated.

9.2 In the event of a breakdown in relationships or issues emerge over conduct in office and communication, the Clerk to the Council will hold a meeting with those concerned and attempt to resolve any issues. Any measures agreed will be kept under review.

9.3 However, if there is no agreement or improvement attained, the Clerk to the Council must refer the matter to the Civic and Ceremonial Committee to be dealt with.

9.4 If the problems encountered continue, the Civic and Ceremonial Committee may recommend further action to the Council.

# ITEM NO. 4

## To the Chairman and Members of the Civic and Ceremonial Committee:

Date of meeting – 12 January, 2026.

Dear Councillor,

### **ESTIMATES OF INCOME AND EXPENDITURE FOR 2026/27**

#### **1. PURPOSE OF REPORT**

1.1 To present the committee budget for 2026/27.

#### **2. COMMITTEE BUDGET**

2.1 A budget of £15,460 has been included for members' allowances (page 1, code 301/4302) to accommodate attendance allowance claims for council and committee meetings, the basic annual allowance of £156 per member and claims for office consumables, maintained at £1,092 on production of paid receipts as prescribed in the draft remuneration framework as reported to members of the Policy and Resources Committee on 15 October, 2025, minute no. 189 refers.

2.2 Civic/Responsibility Allowances (page 1, code 301/4305) are maintained as:

|                 |        |
|-----------------|--------|
| • Chairman      | £1,000 |
| • Vice Chairman | £500   |
| • Leader        | £500   |

2.3 It is proposed to defer, for 2026/27, budgeting precept to save for the ordinary elections in May 2027 due to high demand on council budgets during recent years and considering estimated budgets required to meet essential services in 2026/27. The Earmarked Reserve balance is £11,500 and there will be available budget to fund the election costs in 2027/28 with savings on loan repayments for two loans reaching maturity in 2027 (page 1, code 301/4307).

2.4 The current lease of the civic vehicle is due to expire on 21 August, 2026. Enquiries have been made with the lease finance company to extend the existing lease for another year to 21 August, 2027. The budget has been maintained as it is too early to get an estimate for the extension to the lease until late February. Based on the last year and the low mileage of the vehicle it is estimated the monthly cost will decrease in line with the previous contract extension agreement (page 1, code 301/4308).

2.5 The Committee budget for 2026/27 is attached setting out the expenditure for the civic and ceremonial activities.

#### **3. LONG TERM IMPLICATIONS**

3.1 It is important to set a working budget to sustain the services provided to the council over the longer term. The process for determining the budget, taking into account long term considerations, demonstrates a commitment to developing the service to the community.

#### **4. SUSTAINABILITY AND WELL-BEING CONSIDERATIONS**

4.1 The above measures meet the following aims, core values, and well-being goals:

| <b>Strategic Aim</b>                    | <b>Core Value</b> | <b>National Well-Being Goal</b> |          |          |          |          |          |          |
|---|-------------------|---------------------------------|----------|----------|----------|----------|----------|----------|
|   |                   | <b>1</b>                        | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> |
| Community Development                   | CD5 CD8 CD10      | ✓                               | ✓        | ✓        | ✓        |          |          |          |
| Serving the Public                      | STP1              |                                 |          | ✓        |          | ✓        | ✓        |          |
| Acting as a Local Voice                 |                   |                                 |          |          |          |          |          |          |
| Quality of Life                         |                   |                                 |          |          |          |          |          |          |
| (1) Environment                         |                   |                                 |          |          |          |          |          |          |
| (2) Social Inclusion                    |                   |                                 |          |          |          |          |          |          |
| (3) Safe and Healthy Places             |                   |                                 |          |          |          |          |          |          |
| Sports, Leisure and Cultural Activities |                   |                                 |          |          |          |          |          |          |
| The Local Economy                       | LE3               | ✓                               |          |          | ✓        | ✓        | ✓        |          |
| Local Democracy                         | LD1 LD2 LD3       |                                 |          | ✓        | ✓        |          |          | ✓        |
| Partnership Working                     | PW2 PW4           | ✓                               |          | ✓        | ✓        | ✓        |          |          |
| Communication                           |                   |                                 |          |          |          |          |          |          |
| Health and Safety                       |                   |                                 |          |          |          |          |          |          |
| Resources                               | R2                |                                 | ✓        |          |          |          |          | ✓        |
| Management and Control                  | MC1 MC3 MC5       | ✓                               |          |          | ✓        |          |          | ✓        |

#### **5. PUBLIC INVOLVEMENT**

5.1 There was no public involvement for the purpose of this report.

#### **6. COLLABORATION OPPORTUNITIES**

6.1 There are no collaboration opportunities.

#### **7. PREVENTATIVE MEASURES/CONSIDERATIONS**

7.1 The activities identified in the budget report are essential to support the sustainability of the council's services. It is important to carry forward appropriate budget provision to support the council's general responsibilities and programme of work.

#### **8. CONCLUSION**

8.1 Members are requested to consider the draft budget presented for 2026/27 and agree figures to go forward to the Special Council meeting.

Yours sincerely,

**DEPUTY CLERK**

6 January, 2026.

## Note: 2026/27 Draft Budget for the Civic and Ceremonial Committee Meeting on 12 January 2026

|      | 301 CIVIC ACTIVITIES           | 2024/25  |              | 2025/26  |              |           | 2026/27   |          |          |          |
|------|--------------------------------|----------|--------------|----------|--------------|-----------|-----------|----------|----------|----------|
|      |                                | Budget   | Actual       | Total    | Actual YTD   | Projected | Committed | Agreed   | EMR      |          |
| 1010 | CHAIRMAN'S CHARITY EVENT       | 0        | 4,601        | 0        | 1,026        | 0         | 0         | 0        | 0        | 0        |
| 1098 | MISCELLANEOUS INCOME           | 0        | 1            | 0        | 0            | 0         | 0         | 0        | 0        | 0        |
|      | <b>Total Income</b>            | <b>0</b> | <b>4,602</b> | <b>0</b> | <b>1,026</b> | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>0</b> | <b>0</b> |
| 4004 | WAGES                          | 12,042   | 7,080        | 0        | 0            | 0         | 0         | 0        | 0        | 0        |
| 4007 | PPE/CLTHING/WELFARE            | 170      | 0            | 170      | 0            | 0         | 0         | 0        | 170      | 0        |
| 4021 | TELEPHONE & FAX                | 90       | 0            | 0        | 0            | 0         | 0         | 0        | 0        | 0        |
| 4025 | INSURANCE                      | 50       | 38           | 50       | 42           | 42        | 0         | 50       | 0        | 0        |
| 4026 | LEASING                        | 120      | 120          | 120      | 90           | 120       | 0         | 120      | 0        | 0        |
| 4043 | EQUIP/VEH FUEL                 | 0        | 290          | 0        | 202          | 360       | 0         | 0        | 0        | 0        |
| 4300 | CHAIRMAN'S CHARITY EVENTS      | 0        | 3,749        | 0        | 2,134        | 0         | 0         | 0        | 0        | 0        |
| 4301 | CIVIC EXPENDITURE              | 7,000    | 3,260        | 6,000    | 3,975        | 6,000     | 0         | 6,000    | 0        | 0        |
| 4302 | MEMBERS ALLOWANCES             | 15,460   | 12,411       | 15,460   | 7,350        | 14,000    | 0         | 15,460   | 0        | 0        |
| 4304 | ACCOMMODATION & MEALS          | 100      | 0            | 100      | 0            | 0         | 0         | 100      | 0        | 0        |
| 4305 | CIVIC/RESPONSIBILITY ALLOWANCE | 2,000    | 2,086        | 2,000    | 2,217        | 2,217     | 0         | 2,000    | 0        | 0        |
| 4306 | TRAVEL & PERMITS               | 2,500    | 5,001        | 5,563    | 3,821        | 5,350     | 0         | 5,840    | 0        | 0        |
| 4307 | ELECTIONS                      | 9,000    | 10,455       | 20,500   | 0            | 20,500    | 0         | 0        | 0        | 0        |
| 4308 | CIVIC VEHICLE                  | 5,100    | 4,077        | 4,100    | 2,931        | 3,900     | 0         | 4,000    | 0        | 0        |
| 4309 | TRAINING/CONFERENCES           | 2,000    | 0            | 2,000    | 0            | 0         | 0         | 0        | 0        | 0        |
| 4310 | ANNUAL MEETING                 | 820      | 308          | 0        | 0            | 0         | 0         | 0        | 0        | 0        |
| 4311 | CIVIC SERVICE                  | 2,100    | 2,240        | 0        | 0            | 0         | 0         | 0        | 0        | 0        |
| 4313 | PHOTOGRAPHY                    | 500      | 245          | 500      | 250          | 250       | 0         | 500      | 0        | 0        |
| 4314 | CIVIC MISCELLANEOUS            | 200      | 137          | 200      | 31           | 100       | 0         | 100      | 0        | 0        |
| 4318 | MEMBERS OCC HEALTH             | 120      | 0            | 120      | 0            | 0         | 0         | 0        | 0        | 0        |

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## Note: 2026/27 Draft Budget for the Civic and Ceremonial Committee Meeting on 12 January 2026

|      |                                       | 2024/25         |                 | 2025/26         |                 |                 | 2026/27   |                 |     |
|------|---------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------|-----------------|-----|
|      |                                       | Budget          | Actual          | Total           | Actual YTD      | Projected       | Committed | Agreed          | EMR |
| 4320 | CIVIC REGALIA                         | 920             | 1,494           | 950             | 928             | 928             | 0         | 980             | 0   |
| 4321 | PRESENTATION ITEMS                    | 500             | 0               | 500             | 0               | 500             | 0         | 500             | 0   |
| 4322 | FLORAL ARR/DONATIONS                  | 300             | 100             | 300             | 0               | 300             | 0         | 300             | 0   |
| 4345 | CIVIC EQPT/FURNITURE                  | 2,000           | 0               | 2,000           | 1,750           | 1,750           | 0         | 0               | 0   |
| 4900 | DEPRECIATION CHARGED                  | 0               | 2,056           | 0               | 0               | 0               | 0         | 0               | 0   |
| 4990 | ADMIN RECHARGE                        | 0               | 46,834          | 0               | 0               | 0               | 0         | 0               | 0   |
| 4998 | TFR FR EARMARKED RSV                  | -4,500          | -500            | -11,500         | 0               | -11,500         | 0         | 0               | 0   |
|      | Overhead Expenditure                  | 58,592          | 101,479         | 49,133          | 25,722          | 44,817          | 0         | 36,120          | 0   |
|      | <b>Movement to/(from) Gen Reserve</b> | <b>(58,592)</b> | <b>(96,877)</b> | <b>(49,133)</b> | <b>(24,696)</b> | <b>(44,817)</b> |           | <b>(36,120)</b> |     |

## Note: 2026/27 Draft Budget for the Civic and Ceremonial Committee Meeting on 12 January 2026

|      |                                       | 2024/25  |          | 2025/26  |            |           | 2026/27   |        |     |
|------|---------------------------------------|----------|----------|----------|------------|-----------|-----------|--------|-----|
|      |                                       | Budget   | Actual   | Total    | Actual YTD | Projected | Committed | Agreed | EMR |
| 309  | <b>CIVIC CAPITAL</b>                  | 0        | 0        | 0        | 0          | 2,999     | 2,999     | 0      | 0   |
| 4971 | C&C/CAP COMPUTERS                     | 0        | 0        | 0        | 0          | 2,999     | 2,999     | 0      | 0   |
|      | <b>Overhead Expenditure</b>           | 0        | 0        | 0        | 0          | (2,999)   | (2,999)   | 0      | 0   |
|      | <b>Movement to/(from) Gen Reserve</b> | 0        | 0        | 0        | 0          | (2,999)   | (2,999)   | 0      | 0   |
|      | <b>Total Budget Income</b>            | 0        | 4,602    | 0        | 1,026      | 0         | 0         | 0      | 0   |
|      | <b>Expenditure</b>                    | 58,592   | 101,479  | 49,133   | 28,721     | 47,816    | 0         | 36,120 | 0   |
|      | <b>Movement to/(from) Gen Reserve</b> | (58,592) | (96,877) | (49,133) | (27,695)   | (47,816)  | (36,120)  |        |     |