

# **Llandyrnog Community Council**

## **Business Plan 2024–2026**

### **(Formal Adopted Version)**

#### **HEADING NOTE – REVISED VERSION**

This Business Plan has been revised from the original working draft to create a formal, adopted version suitable for public release, audit review, grant applications, and external scrutiny. The revisions retain the Council's original aims and community priorities but strengthen the document by clarifying financial management, referencing statutory responsibilities, introducing risk management and safeguarding considerations, assigning clearer accountability for actions, and improving professional presentation.

#### **1. Introduction**

Llandyrnog is located within the administrative area of Denbighshire County Council and has an estimated population of approximately 1,400 residents (2024).

Llandyrnog Community Council is made up of 11 elected Members who represent the interests of the local community. The Council currently employs one part-time Clerk to support its statutory, administrative, and governance functions.

In 2024, the Council resolved to adopt a long-term strategic approach to its work through the development of this Business Plan. This Plan sets out the Council's long-term vision, priorities, and key actions for the period 2024–2026. It recognises that many of the objectives identified will require sustained effort over several years and, in some cases, significant external funding.

This Plan provides a framework for how the Council will work in a coordinated and transparent way in the best interests of all those who live, work, and visit the community. It sets out the Council's mission, objectives, financial principles, and action programme, and will be reviewed annually as a standing agenda item at a full Council meeting to ensure it remains current and responsive to legislative, financial, and community changes.

## 2. Mission Statement

Llandyrnog Community Council will work in partnership with residents, community groups, and external stakeholders to improve the quality of life and wellbeing of all who live in, work in, and visit the area, making Llandyrnog an attractive, inclusive, and sustainable place in which to live and conduct business.

To achieve this, the Council will:

- Engage in open and constructive dialogue with residents to understand local needs and priorities
- Work collaboratively with public bodies, voluntary organisations, and community groups to deliver community benefits
- Promote and represent the best interests of the area at all levels of local government

The Council will conduct its business in a transparent, accountable, and environmentally responsible manner, ensuring best value for money in the use of public funds.

## 3. Governance and Legal Framework

Llandyrnog Community Council operates within the legal and regulatory framework for local government in Wales and is committed to high standards of governance, accountability, and ethical conduct.

The Council will comply with all relevant statutory and regulatory requirements, including but not limited to:

- Local Government (Democracy) (Wales) Act 2013
- Well-being of Future Generations (Wales) Act 2015

- Freedom of Information Act 2000
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Audit Wales and Annual Return requirements
- Code of Conduct for Members

The Council will ensure that Members and the Clerk receive appropriate training to maintain compliance, improve effectiveness, and promote good governance.

#### 4. Financial Management

##### 4.1 Budget Setting and Precept

Each year, the Council will set an annual budget that reflects its statutory obligations, operational costs, and agreed priorities. In setting the precept, the Council will have regard to the financial pressures faced by residents and will seek to limit increases wherever possible while ensuring the Council can continue to operate effectively.

##### 4.2 Reserves Policy

The Council will maintain both a General Reserve and, where appropriate, Earmarked Reserves.

Minimum General Reserve:

£10,000 or the equivalent of approximately six months' operating expenditure (whichever is higher)

Purpose of Reserves:

- To manage unforeseen or emergency expenditure
- To support matched funding requirements for external grants
- To contribute to larger community capital projects

The level of reserves will be reviewed annually as part of the budget-setting process.

#### 4.3 Financial Transparency

The Council will:

- Monitor expenditure against budget at each full Council meeting
- Publish notices of electors' rights to inspect the accounts
- Publish the Annual Return and supporting financial information on the Council's website

#### 4.4 External Funding

Where appropriate, the Council will actively seek grant funding, donations, and partnership opportunities to support projects that benefit the community, recognising that external funding availability may vary due to wider economic conditions.

### 5. Risk Management

The Council will maintain a simple Risk Register which will be reviewed annually. Key risks include:

- Financial Risk – Insufficient reserves or loss of grant funding

- Staffing Risk – Dependence on a single part-time Clerk
- Compliance Risk – Failure to meet audit, data protection, or statutory requirements
- Asset Risk – Liability associated with playgrounds, benches, defibrillators, and community facilities
- Reputational Risk – Community dissatisfaction or failure to deliver agreed actions

Mitigation measures include regular financial monitoring, use of external support and training (e.g. One Voice Wales), appropriate insurance cover, and clear communication with residents.

## 6. Community Engagement and Safeguarding

The Council is committed to meaningful and inclusive community engagement. Where engagement involves young people or vulnerable individuals, the Council will follow recognised safeguarding guidance and ensure that activities are conducted in a safe and appropriate manner.

All personal data collected through consultations, suggestion schemes, or correspondence will be handled in accordance with UK GDPR and the Council's Data Protection Policy.

## 7. Action Framework 2024–2026

The Council's work is aligned with the seven Well-being Goals of the Well-being of Future Generations (Wales) Act 2015, covering:

- A Prosperous Wales
- A Resilient Wales
- A Healthier Wales

- A More Equal Wales
- A Wales of Cohesive Communities
- A Wales of Vibrant Culture and Thriving Welsh Language
- A Globally Responsible Wales

Detailed annual actions and progress records will be maintained separately as a live working document by the Clerk and Full Council.

## 8. Training and Development

The Council will maintain a Training Record for all Members and the Clerk. Priority training areas include:

- Code of Conduct
- Data Protection and Information Governance
- Local Government Finance
- Planning and Biodiversity
- Community Engagement

Training needs will be reviewed annually.

## 9. Biodiversity Action Plan (Summary 2026)

The Council will maintain a Biodiversity Sub-Committee to oversee delivery and reporting.

Key Actions:

- Plant native bulbs and trees in partnership with Ysgol Bryn Clwyd
- Install bird boxes and bug hotels in community green spaces
- Adjust mowing regimes to encourage wildflower and habitat development
- Provide annual biodiversity updates through Llais Llandyrnog

Progress will be reviewed mid-year and annually.

## 10. Monitoring and Review

This Business Plan will be reviewed annually at a full Council meeting. Progress will be measured through:

- Budget and reserve levels
- Number and value of grants secured
- Completion of planned projects
- Attendance at Council and community engagement events

A summary of progress will be included in the Chair's Annual Report.

Adopted by Llandyrnog Community Council

Date: \_\_\_\_\_

Chair: \_\_\_\_\_

Clerk: \_\_\_\_\_