

# LLANTWIT FARDRE COMMUNITY COUNCIL

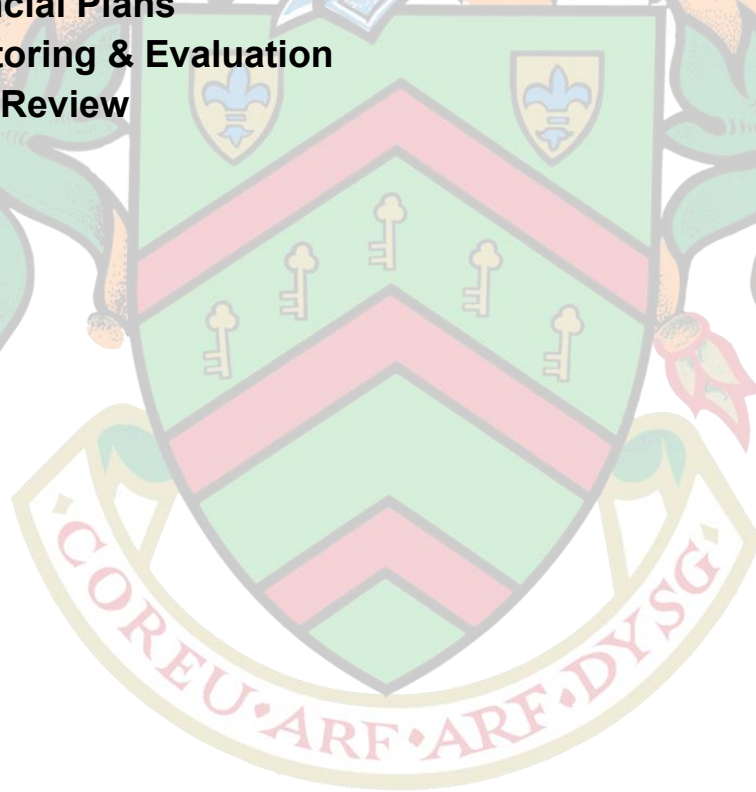


## BUSINESS PLAN

# **Llantwit Fardre Community Council**

## **Business Plan**

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## **1. Introduction**

The Business Plan sets out the vision, objectives, financial strategy and operation framework of the Community Council for the next 12 months. It outlines how the Council will represent residents, manage assets responsibly, deliver local services and maintain financial sustainability

This policy is consistent with good practice guidance issued by **One Voice Wales** and the **Society of Local Clerks (SLCC)**

## **2. Vision, Mission & Values**

The Community Council's vision for the next year and beyond is to create a safe, inclusive and thriving community where residents have a strong sense of purpose in the local decision-making process.

Our Mission is to represent the interest of the community, managing local assets, and delivering projects that improve quality of life for all in the community. The following are the core values of which Llantwit Fardre Community Council adheres to:

- Transparency
- Accountability
- Inclusivity
- Sustainability
- Collaboration

## **3. Strategic Objectives**

The following objectives are a priority for Llantwit Fardre Community Council and as a Council we will aim to strengthen and develop as time move on :

### **a) Strengthen Community Engagement**

- Improve digital communication
- Increase public engagement by at least 25%
- Launch a six-month newsletter



**b) Improve Local Facilities**

- Upgrade playgrounds
- Improve Community Halls
- Enhance Green Spaces

**c) Financial Sustainability**

- Maintain balanced annual budget
- Build reserves to a 6month operating costs
- Open and transparent monthly budget reporting of income and expenditure to Council

**d) Governance & Compliance**

- Six month and Annual Internal Audit
- Council Training Programme
- Review Policies
- Annual Report for work carried out by the Council over the year.

**4. Services & Activities**

- Management of Council Buildings
- Maintenance of Play Areas, Outside spaces and amenity land.
- Arrange local events and competitions to encourage resident participation
- Grant Administration – Allocates small grants for Community Groups in the areas of Church Village, Efail Isaf, Llantwit Fardre and Tonteg.

## 5. Stakeholders

| <b>Stakeholder</b> | <b>Interest</b>                   | <b>Engagement Method</b> |
|--------------------|-----------------------------------|--------------------------|
| Residents          | Local Services & Representation   | Public Meetings, Surveys |
| Local Authority    | Governance<br>Compliance          | Formal Reporting         |
| Local Businesses   | Economic Activity                 | Business Forums          |
| Community Groups   | Facility Access, Event engagement | Partnership Meetings     |

## 6. Objectives and Actions

| <b>Priorities</b>        | <b>Objectives</b>                 | <b>Key Actions</b>   |
|--------------------------|-----------------------------------|--|
| Community Representation | Representing residents' interests | Responding and liaising with principal authorities on local issues |
| Local Environment        | Improving public spaces           | Support environmental initiatives report local issues              |
| Community Facilities     | Maintain community assets         | Review maintenance of the council assets and facilities            |
| Community Engagement     | Improve communication             | Maintain websites/ social media, publish council updates           |
| Partnership working      | Build partnerships                | Work with local groups , businesses and organisations              |

## **7. Operations Plan**

### **1) Governance Structure**

- Chair
- Vice Chair
- Clerk / Responsible Finance Officer
- General Service Manager
- Councillors
- Committees (Finance & Policy, Leisure & Amenities and Staffing Committee.)

### **2) Meeting Schedule**

- Full Council – Last Monday of Each Month
- Leisure & Amenities and Finance & Policy Bi- Monthly
- Staffing Committee when required
- Annual General Meeting – Annually (May )
- Smaller Committees as and when required

## **8. Financial Plan**

### **1) Income Source**

- Precept
- Hall Hire Fees
- Building Lease
- Grants (If available)
- Allotment Fees
- Wayleaves

### **2) Expenditure Categories**

- Staff Salaries
- Utilities
- Maintenance
- Insurances
- Community Assets
- Projects.

## **9. Monitoring and Evaluation**

The Community Councils performance is monitored on a quarterly basis with reports going to Finance and Policy Committee and their recommendations will be presented to full Council for final approval.

The Clerk will prepare for 2026-27 a performance report each quarter to evaluate the work carried out throughout the year and this will proceed to help with future forward planning.

## **10. Review**

This report will be reviewed Annually or if there are any changes being made by governance requirements.

**Adopted by:** Llantwit Fardre Community Council

**Date adopted:**

**Review date:**

