

Report for Policy Committee, Employment and the following Raising the Profile of the Community Council.

15.04.2026

1. List of current policies.

The Clerk has circulated a list of policies (for information) and will update members at the meeting.

2. Clerk's recommendation for new policies or policy re-writes.

The Clerk has reviewed in detail our policies and will update members on his findings as follows.

Updated:

- Equality Opportunities Policy
- Publications Scheme
- Risk Register (not strictly a policy but part of policy to have one)
- Financial Regulation (although part of standing orders)
- Data Protection

New:

- Grant award policy
- Managing staff & volunteers
- Model complaints policy
- Training Development policy
- Section 6 Biodiversity Report

3. Staff and current grading.

The Clerk started on Point 33 in April 2024 and will move to Point 35 in April 2026.

The Administrative Officer started on Point 15 in April 2024 and will move to point 17 in April 2026

4. Staff annual appraisals.

- These two documents have now been completed and for members' information, the Clerk assesses and reviews the Administrative Officers, and he will give an update on this at the meeting.

- The Clerk & RFO's is reviewed by the Chair and although neither two documents can be shared at the meeting, the Chair can give an overview of his comments on the appraisal completed by the Clerk.

5. Current position on Staff Training.

The Clerk will give an update on his CiLCA qualification which he is due to complete by June of this year and will update members on other training achieved and further training identified for himself and the Administration Officer.

6. Training opportunities for new and experienced councilors.

The Clerk will draw attention to training opportunities and refer to the new policy created if adopted in the earlier agenda item.

7. Community Development and raising the profile of the community.

The Clerk will update the members on our community projects completed this financial year, the community grants scheme and give members a flavor of a new annual action plan he has produced for financial year 2026-27.

He will further explain how vital it is that members bring projects to the Clerk's attention before the budget setting Finance Committees in September and October each year.

8. Community Projects for the coming year.

The Clerk will explain how the grant funding of projects works with cashflow and how the council is funding this year's projects such as the Pavilion Heating System, Zip Wires and Blaenau and Penygroes and further projects.

9. Press Coverage in the past year.

The Clerk will go through a list of our stories in the press and explain the social media pages on Facebook launched during the year and his aspiration and the need for members to feed good stories and the effect Purdah rules have on publicity and the newsletter.

Dai Nicholas

Clerk & RFO

09.04.2026