

Our vision is to make Trefriw a great place to live, work and visit

Our everyday business

Task	Cost to TCC	Funding stream	Action for TCC	Update / Date of next action
Biodiversity				
Duty to seek to maintain and enhance biodiversity			To conduct an annual review of the Policy as adopted in May 2021	Policy reviewed and adopted July 2024 Next review May 2025
Budget setting and audit				
Have a clear and costed budget for each Financial Year	Precept request for £24,985.26 submitted to CCBC for 2024/25	Built into the annual Precept received from CCBC	Set a budget for 2025/26 for full Council approval and submit to CCBC within set timescales	November 2024
Budget and accounts to be subjected to appropriate scrutiny	Projected Budget of £38,137.90 for 2024/25	Built into the annual Precept received from CCBC	Clerk/RFO to prepare monthly income/expenditure records for scrutiny Clerk/RFO to prepare for scrutiny by Councillors bank reconciliations either monthly or quarterly based on account activity Clerk/RFO to prepare quarterly cashbook for scrutiny To complete an annual audit for scrutiny by Councillors and onward submission to Audit Wales Office within set timescales	Ongoing Ongoing Ongoing 2023/24 Audit approved by Council on 11th June 2024 and submitted to Audit Wales on 26th June 2024 Awaiting Audit Decision
Bus Shelters				
Financial reserve set up to manage the condition of the bus shelters	TBC as required - £1,000 held in Reserves	TCC Reserve	TCC to manage the condition of the bus shelters in the village : six-monthly visual check and cleaning (brush /wash down) carried out	Inspection and clean to be undertaken in October 2024
Cemetery				
Provision of graves in village cemetery	No	Costs for plot and associated documents met by family/representatives of the deceased	The TCC cemetery clerk manages the required certificates and other records to allocate graves, and works closely with the funeral directors involved	Ongoing

Maintenance of cemetery grounds	Budget of £1,530 allocated for 2024/25, to be offset by any cemetery fee income (unable to quantify amount to be received)	Built into the annual Precept received from CCBC	Tender undertaken in Nov/Dec 2021 - new contract awarded from 1st April 2022 for three years with potential to extend for a further two-year period if agreeable to TCC and existing contractor. To be reviewed September 2024	Tenders to be invited for a 3-year contract (2025-2028) - closing date 31st October 2024. Council to consider all tenders received at meeting on 12th November 2024
Christmas Festivities				
Provide a Christmas tree and lights for the village annually	Budget of £200 allocated for 2024/25	Built into the annual Precept received from CCBC	Source a Christmas tree for the Christmas period 2024, replacements lights purchased in 2023	Community Tree sourced and date for delivery provided of 7th December Action discharged
Community "tree lights switch on" in partnership with Trefriw Outdoors - provision of drinks and mince pies	Budget of £100 allocated for 2024/25	Built into the annual Precept received from CCBC	Provide a budget to Trefriw Outdoors for refreshments, etc	Church Service and Lighting up Event agreed for 8th December - arrangements ongoing Council to consider further update at meeting on 12th November 2024
Community Skips				
Provide community access to skips to remove bulky items free of charge	Budget of £3,432 allocated for 2024/25	Built into the annual Precept received from CCBC	Skips to be provided at Bro Gower if available (CCBC no longer providing subsidised skips). Enquiries with commercial contractors made, costs to double for the provision of a 16yd skip (28yd provided by CCBC) and restrictions imposed on the type of items of that could be disposed of	Decision made on 10th September that the conditions being imposed by a commercial skip provider would make skip provision unviable for 2024/25. Should alternative and viable options present themselves these will be investigated
Defibrillators				
Inspect village defibrillators on behalf of the Welsh Ambulance Service	Reserve being built up to fund replacement pads and batteries	Built into the annual Precept received from CCBC	Quarterly checks	New pads installed in all devices (except Llyn Geirionydd) in August 2024 - pads expire in April or June 2026 Routine checks to be carried out in November 2024 and February 2025

Footpath Maintenance				
Maintain and improve designated footpaths within the community ensuring good performance from contractors	Budget of £1,250 allocated for 2024/25	Built in to the annual Precept received from CCBC (anticipated part reimbursement from CCBC of £1,000)	Tender undertaken in Nov/Dec 2021 - new contract awarded from 1st April 2022 for three years with potential to extend for a further two-year period if agreeable to TCC and existing contractor. To be reviewed September 2024	Agreement reached with incumbent contractor to continue with existing contract until March 2027 Next review Autumn 2026
Grants and Donations				
Receive requests for support to local and national organisations	Budget of £500 allocated for 2024/25	Built into the annual Precept received from CCBC	Applications for grants are considered bi-annually in June and December, with requests that benefit the local community being given priority	Donations totally £300 awarded in June 2024 in line with Grant/Donation Policy Donation applications to next be reviewed in December 2024
Notice Boards				
Keep Trefriw and Llanrhychwyn Community Council notice boards in good condition	TBC	As necessary from annual Precept received from CCBC and/or Reserves	Ensure that noticeboards are kept in a good condition to provide information for residents. Visual maintenance check and clean every 6 months	Next scheduled inspection January 2025
Planning Applications				
As received from Conwy CBC and Snowdonia National Park for comment	No	Not applicable	Consider and respond to all planning applications received from CCBC and SNPA	As required
Recreation Fields				
Maintain condition of recreation fields	To be taken from General Village Maintenance budget of £1,200	Built into the annual Precept received from CCBC	Grass cutting as required between April and October	As scheduled
Support Village Improvements, Local Events and Initiatives				
Work with groups and individuals to improve the village environment including community gardens/spaces, tackling litter and dog fouling	Possibly - see grants and donations	Possibly from grants and donations, or other grant funding when possible	Work to firm up plans and costs, and source grant funding wherever possible	As required

Swingfield and Playpark Trust				
Provide a representative to sit on the Board of Trustees for the Children's Play Parks	No	N/A	Currently Cllr Kim Ellis	As required
Town and Community Council Forum				
Attend local Clerk and Councillor forum meetings	Travel expenses if claimed, £50 allocated for in 2024/25 budget	Built into the annual Precept received from CCBC	Clerk and Chair attend regular meetings of the Forum to meet with CCBC and other colleagues, to share best practice and stay informed	As required
Trees on TCC Land				
Manage the condition of the trees on TCC land (excluding the cemetery - see above)	TBC	Built into the annual Precept received from CCBC	Working Group set up to monitor and report back to full council	Ongoing
Village Hall				
Set community working days to improve the village hall	Cost of materials as necessary	Built into the annual Precept received from CCBC	Clean and repair as necessary in conjunction with community members, not less than every 12 months	As required
War Memorial				
Maintain the condition of, repair and protect the war memorial	Periodically	As necessary from the annual Precept received from CCBC	Monitor condition of the war memorial, taking advice from the War Memorials Trust	Next review January 2025
Work with the community garden club to manage the war memorial gardens	Grant allocated to the garden club annually upon request	Built into the annual Precept received from CCBC	Liaise with community garden club members	Ongoing
Provide an annual wreath and provide representation at the annual Memorial Services	Part of Donations budget allocated for 2024/25	Built into the annual Precept received from CCBC	Participate in the annual Remembrance Sunday service and present a wreath on behalf of the community	Wreath ordered from British Legion, Llanrwst - collection during October 2024 Remembrance Day Service to take place at 11 am on 10th November 2024, Council member(s) to attend

Website Maintenance				
Maintain as far as possible a bi-lingual website. Support a co-ordinated approach to website information and promote Trefriw wider afield	Costs as necessary	As necessary from allocated reserves	Work towards improving upon a bilingual website	Ongoing