



CYNGOR CYMUNED LLANSTEFFAN A LLANYBRI

LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL

2026 ACTION PLAN

AIM: This years prime aim is to ensure both Childrens play areas in Llanybri and Llansteffan are updated where possible and fully maintained to include cleaning of equipment.

OBJECTIVES:

- To ensure both playgrounds are well maintained and clean;
- To ensure four defibrillators are housed in new boxes where appropriate and well maintained;
- To try to install cabling for lighting Hen Gapel;
- To work with CADW and Castle owners to maintain lighting of Llansteffan Castle;
- To work with Royal mail to reinstate Llanybri post box;
- To continue to work with Fisheries regarding access to Llansteffan beach for cocklers;
- To work with contractor to design new bilingual website;
- To declare meeting eligible for General Power of Competence GPoC.

MONTH	ACTIONS	BY WHOM	MEASURE OF SUCCESS
JANUARY	• Q3 budget and setting precept to match • Overhaul asset register to ensure fit for purpose for insurance valuation • Advertise spaces for members of council • Handyman post filled • Communication with County and NRW regarding accreted land in Llansteffan. Biodiversity Officers from NRW & CCC to guide actions taken on this land to fit with s6 Biodiversity	• Initial work by Clerk then full council • Clerk • Clerk to display notices for correct timeframe • Full council to choose from applications received • Cllr Worrell to start community group looking at maintaining this area	• Ensure precept takes another step towards matching budget expenditure (as budget has far exceeded expenditure for last 4 years) • Adequate insurance cover later in the year to be able to repurchase items at current value • Enquiries regarding spaces • Work schedule agreed for the next 6 months • Correct actions undertaken by community group

	• Updated defib boxes in Llanybri. One defib to move from The Farmers Arms to phone box. Capel Newedd to be updated. Agenda item to consider purchasing phonebox in Llansteffan for defib from Florries. Defib at The Castle to move inside phone box in Llansteffan • Ensure Royal Mail reinstates a post box in Llanybri	• Clerk to ensure Jan agenda item • Clerk	• All defibs updated • Post box installed
FEBRUARY	• Liaise with AdPlay to get swings installed at The Morfa • Advertise co-option for members to council • Meeting arranged with owners Llansteffan Castle, CADW and Llansteffan Tourism Ass regarding lights and maintenance of lights for Castle	• Clerk to book Clear-Up Crew to assist in cleaning play equipment, weeding around slide and climbing frame and then moving bark from old swings under the existing play equipment • Clerk to advertise alongside an article explaining what the council do • Clerk	• Swings installed with accessible path from gate • Application for co-option • Face-to-face meeting diarised
MARCH	• Social media campaign for donation of bench or picnic bench for playground at The Morfa • Advertise 'Grants & Donations' for April • Internal Auditor selected and approved by full council	• Clerk – full council approved • Clerk • Clerk add agenda item and request permission from IA	• Any bench or picnic bench installed at The Morfa • Applications received • IA approved and acknowledgement letter received
APRIL	• End of year accounts presented to full council • Re-open 'Grants & Donations' after installation of swings with additional budget for 26 brought over from 2025 (£1K)	• Clerk to full council for sign-off • Clerk to ensure Socials and website have correct closing date for receipt of applications for April	• Accounts demonstrating good alignment with projections throughout 2025 • Applications from local potential beneficiaries

	• Construction and approval of Councils Annual Report • New website to begin being put together	• Clerk to compile draft sections, Chair to write summary for full council approval • Clerk to upload documents as required	• Annual Report signed off and uploaded to website • New website goes live by end July
MAY	• AGM will contain all agenda items as directed by LLCC Standing Orders: Terms of Reference for Committees, appointment of members to committees, review of both Standing Orders and financial regulations, review of eligibility for GPoC, review of the Councils Annual Report, review of Councils Training Plan, review of asset list, review of subscriptions, review LLCC Complaints Policy, review LLCC FOI and data protection, review of Social Media/Press Policy, Review of all employment policies & procedures, review of any s137 expenditure and review of LLCC Risk Assessment • Cocklers Stakeholders meeting • To declare eligibility for GPoC	• Clerk will present draft documents to committees and full council for approval • Fisheries, MOD, St. Ishmaels & LLCC to meet with commercial cocklers pre-season • AGM agenda item	• All policies and procedures in place for effective management of council • Agreement Code of Behaviour. Community Council understanding of which authorities will deal with which transgression, the speed of response and the way in which persistent offenders will be dealt with. • Eligible
JUNE	• Agenda item to approve AGAR • All audit documents sent to AuditWales • Seek grant for replacement of historic lanterns along The Green	• Full Council • Clerk • Cllr Worrell	• AGAR signed off • Return of documents in Oct/Nov with judgement • New lanterns fit for LEDs and potentially new handrails

	that suit s6 Biodiversity requirements and mimic the Victorian lamps removed. Seek to replace handrails with authentic Victorian handrails to continue to maintain a tourism hotspot for the benefit of local businesses		
JULY	• Cockling season (Wednesday/Thursday) opens. Members to monitor entry/exit points & poaching keeping logs of car registrations for authorities • Approve use of recreational ground for Fiesta • Q1 Financial bank reconciliation and budget reconciliation	• All members and Clerk to ensure relevant authorities informed • Full council • Full council	• Less poaching than 2025, maintenance of SSSI areas and safety of beach users from speeding vehicles • Successful Fiesta for residents of Llansteffan • Budget aligns
SUMMER BREAK	• Cockling season	• All members and Clerk to ensure relevant authorities informed	• Less poaching than 2025, maintenance of SSSI areas and safety of beach users from speeding vehicles
SEPTEMBER	• Work with CCC to renew lease of recreational ground in Llansteffan (currently 6 years remaining). This needs a longer lease for Llansteffan Sports Club to be able to apply for grants.	• Cllr Worrell, Davies & Ball to work with CCC	• An updated lease with appropriate terms for at least 25 years by the end of 26/27 financial year
OCTOBER	• Apply to CADW for installation of buried cable to ensure lighting at Hen Gapel (monument) • Purchase Christmas lighting for Llansteffan and arrange UMED to pay for energy charges • 'Grants & Donations' – organise Remembrance Sunday wreaths and members attending services	• Clerk to request Scheduled Monument Authority and appoint approved contractor • Full council to approve lighting after Clerk has liaised with businesses and private homes in Llansteffan • Clerk • Full council	• New lights for Monument in time for Armistice Day and Christmas lighting • Christmas Lighting in centre of village • Updated Chain of Office worn by Chair to Remembrance Sunday • Budget aligns

	• Q2 Financial bank reconciliation and budget reconciliation		
NOVEMBER	• New lighting installed • Remembrance Sunday	• Cllr Sainty • Chair and Vice-Chair	• Christmas Lighting in centre of village 'switched on' with Cor Steffan • Updated Chain of Office worn by Chair to Remembrance Sunday
DECEMBER	• Replace fencing in The Morfa playground and have a new sign erected at the gate	• Clerk to bring draft tender document to December agenda	• New contractor approved by February to allow fencing before the end of the financial year