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6th May 2026

To all Councillors

Dear Councillors,

It is with real sadness that I have decided to tender my notice with effect from 6th May 2026. I hereby give 1 months' notice which will take me up to, 5th June 2026.

The reason for giving notice is that my health has deteriorated rapidly over the past 12 months and particularly over the last 6 months. I am awaiting surgery and I suffered a botched cataract removal and subsequent laser surgery, which did not improve the sight in my right eye. This has left me with depression; I'm worn out and most of the time quite ill.

I also must mention that the past 12 months have also been very trying, regarding the actual job of the Clerk. I have had wonderful help from some of the current councillors and of course Peredur Roberts who sadly resigned in April. Previous Chairpersons and the current Chairperson have also made the job easier. However, I have also found some of the recent meetings very confrontational. There seems to be a propensity to want to re-invent the wheel and fix things that are not broken. This has resulted in a great deal of extra work for the Clerk. Every meeting there is a whiff of "ever decreasing circles".

When I took over the Clerks role in 2017, the ACC was facing extremely difficult times. The Village of Fairbourne was under threat of decommissioning, and the ACC was also facing an Ombudsman enquiry. Let's hope that we never have to hear again the words, "the residents of Fairbourne need to wake up and smell the coffee", from the then sitting CEO of Gwynedd Council.

These were my first problems, thrown in at the deep end, with no hand over period and little help. With extremely hard work through the Fairbourne Partnership previously known as the Fairbourne Project Board, the threat of decommissioning was lifted. This coincided with the resignation/retirement of the Cyngor Gwynedd/YGC officer who had been driving the whole sorry story, and that is indeed what it was, made up. Fairbourne will now be treated the same as any other coastal community in Wales and the science will dictate.

Regarding the position of Clerk: There is only one computer and one email address, and all documents are held on the computer so it not a case of easing the load by asking for assistance. Also, Cllr Haycock and I are now the longest serving members of the Council, so the good knowledge that people like Peredur Roberts had is gradually being lost and eroded. An accurate knowledge of what has happened in the past and what is likely to happen in the future is invaluable.

The Clerks Job Description is attached for your information. As you can see, it is extensive, complicated and varied. The current Clerks pay is £5000.00 per annum which for the number of hours the position takes up equates to approximately £4.00/hour less tax. The job is difficult, made more difficult by the demands of the Welsh Government and the Welsh Audit office. Their demands are now not realistic or attainable by a small rural council such as the Arthog Community Council. This is why so many clerks resign before the annual audit cycle.

I will do my best to leave all the paperwork up to date and everything in order. Particularly the internal and external audit. Of course, I wish everybody and the Arthog Community Council good luck going forward.

Kind regards

Angela Thomas

ARTHOG COMMUNITY COUNCIL – CLERKS JOB DESCRIPTION

1. Keep accurate accounting books in the form of a spreadsheet
2. Update spread sheet daily ready for the monthly meeting
3. Update income and expenditure spread sheet monthly in keeping with Audit requirements
4. Produce a financial report for each of the 4 bank accounts and present to the councillors for the monthly meeting.
5. File all paper invoices and receipts, with appropriate comments how payment was made, i.e. cheque or bacs.
6. Deal with all banking matters, i.e. online banking and ensuring that there are enough signatories should a cheque be required.
7. Up-date the Asset register in line with assets acquired.
8. Ensure the insurance policy covers all ACC requirements.
9. Up-date the Risk Assessment document.
10. Update the Biodiversity Statement.
11. Update the Equality and Diversity Statement.
12. Up-date the Civility and Respect Statement.
13. Liaise with the Web site administrator to ensure that the agenda is displayed 3 days before the monthly meeting
14. Liaise with the Web site administrator to ensure that the Minutes are displayed after they have been signed off.
15. Attend monthly meeting and take minutes.
16. Ensure that the AGM is held in a timely manner, making sure that the relevant documents are revisited and reviewed.
17. Type up minutes from the meeting.
18. Ensure that the agenda is in the Notice Boards three days before the scheduled meeting.
19. Ensure that the agenda and minutes reach the Councillors by email 3 days prior to the monthly meeting.
20. Take all relevant documents to the monthly meeting.
21. Ensure that both Village Halls are booked alternate months excluding August for the ACC monthly meetings.
22. Ensure that the register of attendance is signed by all present at the monthly meeting.
23. Be familiar and aware of all matters relating to the cemetery
 - (a) Certificate of death is required before a burial can proceed.
 - (b) Liaise with the funeral home
 - (c) Liaise with the Grave Digger

- (d) Ensure that all three cemetery registers are up to date
- (e) Ensure that the correct grave position is used.

24. Day to day tasks. Check the email inbox for incoming emails and decide if a reply is needed immediately. Liaise with the Chairperson if unsure.
25. Ensure that the ROSPA safety check is booked in a timely manner for the playpark and tennis court area.
26. Together with the Councillor responsible for playpark matters, make a weekly check on safety and integrity of the equipment.
27. Ensure that all appropriate signs are still in place. i.e. no dogs, no food to be consumed in the area and that no one over the age of 13 should be playing on the equipment and that all infants should be supervised and play at their own risk.
28. In early October contact Gwaith Straid to request the road closure sign for the annual remembrance Sunday wreath laying.
29. Make sure the road closure signs are displayed in the appropriate Notice Boards.
30. Liaise with the North Wales Police, Gwynedd Council and the Vicar to ensure that all requirements are in place for the remembrance Sunday service.
31. Order the wreath, cash payment required.
32. Liaise with NRW for the annual ditch clearance, ensuring that access is available to areas under the jurisdiction of the ACC.
33. Report to NRW any issues with their assets.
34. Liaise with Dwr Cymru about any sewage or seepage issues reported to the ACC.
35. Liaise with Dwr Cymru about reports of damage to DC assets with the Villages.
36. Liaise with Maritime Department Cyngor Gwynedd with any issues about the red flags, life buoys and damage to the flag poles, and any other Maritime assets.
37. Liaise with Cyngor Gwynedd regarding any issues with their assets. i.e. dog poo bins, general waste bins, potholes, signs, road signs etc.
38. Be prepared to attend a site meeting if required.
39. Liaise with Network rail if any issues are reported regarding their assets.
40. Write an annual report for the Auditors and for addition to the Website.
41. Complete a "retaining" letter for the Internal Auditor, Cyngor Gwynedd.
42. Complete all forms in relation to the Internal Audit, every third year being a full audit and send to Cyngor Gwynedd
43. Complete all form in relation to the External Audit, every third year being a full audit and send to the Welsh Audit Office in Cardiff.
44. Answer any queries that raised by the auditors in relation to the annual audit.
45. Ensure audit completion notice is displayed in the Notice Boards once the accounts have been signed off.
46. Email a copy of the completion notice to the Web site administrator for display on both websites.
47. Ensure that all legally required documents are up to date, i.e. model standing orders, financial regulations and Code of Conduct for both the Auditors and for new councillors joining the Community Council.
48. Ensure that the Clerk has a Contract of Employment.
49. Be aware of all NALC documents.
50. Complete an annual remuneration statement and send to the remuneration panel.

51. For the Auditors – ensure that each councillor has signed a document confirming that no expenses have been claimed or paid.
52. Prepare a budget for the next financial year.
53. Complete the Precept application form in a timely manner.
54. When ACC contracts expire, advertise the work required in the Notice Boards and ask for tenders to be submitted. I.e. Cemetery grass cutting, cenotaph maintenance, Isla dref Cemetery and Cyngor Gwynedd footpaths.
55. Renew membership to One Voice Wales
56. Renews Annual Insurance Cover
57. Complete the annual VAT refund claim
58. Implement PAYE with HMRC if required.
59. Archive suitable documents to Dolgellau library.
60. In the year of an election (2027) the Clerk should ensure that any councillors who wishes to retain the position of councillor completes a re-election form that must be submitted to the electoral officer at Cyngor Gwynedd. Now the ACC has only one elected officer all other councillors are co-opted. In the event of more applications than positions then the ACC must be prepared to run an election. Hence the reserve fund.