

**Minutes of the meeting of the Llanharan Community Council held on 26 September 2019 at the Llanharan Miner's Welfare Hall**

Present: Councillor Turner (Chairman);  
Councillors Evans, Geraint Hopkins, Lewis-Watkin, Liney, Parker,  
Morelli, Stephens, M Thomas, Uppal and Williams

Apologies: Councillors Aksin, William Hopkin and W Thomas

Also: P Davies, C Kennedy and 15 members of the public

**2019/38 FESTIVE LIGHTING 2019**

**(a) Hire Arrangements**

Members had asked for this item to be included on the Council agenda to discuss their concerns regarding the 2019 festive lighting, in particular the number of motifs and their design.

Members were reminded that the community had contributed towards expenditure on festive lighting over the last five years and residents believed that this year there would be an increase in the number of motifs displayed. The Community Infrastructure Group (CIG) had discussed the provision at each of its meetings and the belief was that there would be 25 motifs in two different styles. However, the Clerk had signed a three-year agreement with the Festive Lighting Company for 15 motifs in 4 different styles

It was suggested that mistakes had been made and that the Council needed to identify these and move forward to ensure that we learn from them. The Chairman advised that he would bring proposals to the Council to establish a new Group which would be responsible for the Council's festive lighting programme

Members also drew attention to the Council's Standing Orders relating to the supply of goods and services and suggested that these had not been followed. The Council's Responsible Financial Officer advised that he was satisfied that proper procedures had been followed.

The Chairman advised that to assist Members in their consideration of this matter, the Clerk had prepared a timeline of recommendations and Council decisions which demonstrated that the Council's 2019 festive lighting programme was based on the recommendations of the CIG Group of 8 January 2019 and the Audit Committee of 7 February 2019 which were subsequently approved by the Community Council on 21 February 2019

Also, at the 8 June meeting of the CIG Group it was recommended that the Christmas lights be ordered subject to Council approval. That approval was given on 20 June

There had also been suggestions that the Community Council had reduced its expenditure on the festive lighting. This was incorrect as the Council was spending £14460 this year compared to £9219 in 2018/19. Also, certain upgrading was necessary to the RCTs street lighting columns to enable the festive lighting to proceed and this would cost the Community Council in the region of £9840.

A member of the public referred to Diary articles where reference has been made to additional lights. The past Chairman of the Council clarified the February article which referred to 10 extra motifs, stating that the possibility of additional lights referred to next year (i.e.2020)

Members also expressed concern that a small number of white flashing lights would be part of the Christmas tree illumination and this might upset the health of some residents

A member of the public asked whether the Clerk's briefing paper had been circulated in advance to the Members who had expressed concerns regarding the lights. The Chairman advised that the paper had only been made available at this meeting

**RESOLVED** – That

(1) the present arrangements concerning the 2019 festive lighting programme be noted;

(2) the Clerk be requested (a) to clarify whether the annual rental costs are fixed under the terms of the agreement with the Festive Lighting Company and (b) to contact the Company to request that only multi-coloured lights are displayed on the Christmas trees

(3) when the 2020/21 budget is considered, the Audit Committee be asked to consider increasing the festive lighting estimate head to allow for the provision of additional motifs

**(b) Quotations for the Installation of the 2019 Festive Lighting**

The Clerk reported that three local firms had been invited to quote for the installation of the Council's 2019 festive lights. Members considered the following quotations:

Company A	£11250
Company B	£5612
Company C	£7500

Part of the quotation involved the installation and removal of festive lighting from two living trees, adjacent to the Co-op on Bridgend Road. Power was to be supplied either from the closest street lighting column or from one of the adjacent rental units. Regrettably, because of safety reasons this could not be achieved and the quotations should be reduced accordingly.

The Clerk recommended that the lowest quotation be accepted and this recommendation was proposed by Councillor Williams and seconded by Councillor Geraint Hopkins and following a show of hands the vote was equal, the Chairman declined to cast his vote and proposed that a paper vote be undertaken – this was agreed. Immediately after the initial vote was taken a member requested that there should be a recorded vote. The result was as follows:

For the motion (5)                      Councillors Geraint Hopkins, Lewis-Watkin, Morelli,  
Stephens and Williams

Against the motion (5)                Councillors Evans, Liney, Parker, M Thomas and Uppal

Abstained (1)                            Councillor Turner

Following the paper vote a majority of Members supported the appointment of Company C

**RESOLVED** – That the second lowest quotation from LML Electrics in the sum of £7500 be accepted to undertake the 2019 festive lighting programme

### **(c) Use of RCT's Street Lighting Columns**

The Clerk reported that last year LML Electrics had advised the Community Council and RCT that certain upgrading was required to the street lighting columns to deliver future festive lighting displays. As a result, the Council had included £7000 in the budget for this work.

The Chairman and the Clerk had met officials from RCT regarding the works and it was proposed that LML Electrics would install the sockets and leads (estimated cost £3750) and RCT through their contractor Centregreat would install the cut-outs and joints (estimated cost £6090)

Members were reminded that this work was essential to deliver the Christmas lights, although the total estimate was almost £3000 above the budget provision

**RESOLVED** – That the proposed arrangements outlined be approved and the additional costs of approx. £3000 be met from the Council's balances

### **(d) Other outstanding matters**

**RESOLVED** – That the following be approved:

(1) the CIG Group be asked to consider and recommend the location of the individual motifs;

(2) the 'switch on' of the festive lighting be arranged for 2 December;

(3) the small trees for the business premises should be the same type as provided by Mark Thompson in 2017 at a cost of £525;

(4) five additional wall brackets be purchased from The Christmas Cabin at a cost of £70 plus postage;

(5) three 15 to 18ft bushy trees be purchased from Mark Thompson at a cost of £225

(6) bulbs for the Winter baskets be purchased from J Parkers at a cost of £150 plus postage

(7) arrangements be made (a) with the LRGT to use part of the Shower block for the filling and planting of the Winter baskets (b) to return to LRGT the festive lights which were loaned in 2018 and (c) the large planters on The Square be filled with winter flowering plants and shrubs

## **2019/39 MINUTES**

**The minutes of the meeting held on 18 July 2019 were approved as a correct record and signed by the Chairman subject to the following addition to minute 27 ' the purchase of 2 Microsoft Office to support Office 365 be approved'**

## **2019/40 COMMITTEE AND WORKING GROUP RECOMMENDATIONS**

### **RESOLVED – That**

(1) the following recommendations of the Audit Committee of 12 September 2019 be approved and adopted. Members also noted that the Clerk had been advised that

69% of the youngsters involved in the Bryncae FC Juniors were resident in Llanharan and their request for financial assistance would be considered further at the next meeting of the Audit Committee

## **AUDIT COMMITTEE – 12 SEPTEMBER 2019**

Present: Councillor Turner (Chairman);

Councillors Lewis-Watkin, Liney, Morelli, M Thomas and Parker

Also: Councillor Evans, P Davies and C Kennedy

Apology: Councillor Stephens

### **2019/40/1. DECLARATIONS OF INTEREST**

The following declarations were made, the Members were invited to remain but took no part in the discussion or voting:

Councillor Turner – applications (a) and (f)

Councillor Lewis-Watkin – application (f)

### **2019/40/2. REQUESTS FOR FINANCIAL ASSISTANCE**

**Recommended** – That the following applications be dealt with as indicated;

**Applicant**

**Recommendation**

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|--|--|
| (a) Bryncae FC, Seniors                              | Approve grant of £800 for kit and equipment  |
| (b) Bryncae FC Juniors                               | Defer for further information concerning the number of young people(i) involved in the Club and (ii) the percentage who live in the Llanharan area |
| © 1 <sup>st</sup> Llanharan Rainbows                 | Approve grant of £400  |
| (d) Brynawel House                                   | No grant in view of the level of their balances<br>And the small number of clients attending the Centre  |
| (e) Llanharan OAPs                                   | Approve grant of £750 towards the cost of new lighting and heating at the Centre   |
| (f) Brynna FC  | Approve grant of £800 towards general running costs and the purchase of equipment  |
| (g) 1 <sup>st</sup> Llanharan Brownies running costs | Approve grant of £450 towards general  |

**2019/40/3. PAYMENT REPORTS TO THE COUNCIL**

The Council had asked this committee to review the format of the monthly 'payment reports. Members **NOTED** that a new financial system which would be introduced later in the year and more detailed information would be available to Members

#### **2019/40/4. COUNCIL'S S123 LIST**

Members gave further consideration to the projects to be included in this List. Reference was made to the works urgently required to the Shower Block at the Welfare Field

**Recommended** – That the Clerk be requested to obtain estimates for the refurbishment of the Shower Block

#### **2019/40/5. FINANCIAL SOFTWARE PURCHASE**

Members considered a report from the Assistant Clerk concerning the possible purchase of a package to assist in managing the Council's financial data. Arising from HMRC's initiative to introduce a tax digital system (MTD) by 2020, the new system would require most business owners to maintain digital records using compatible software

Members also considered a number of quotations which had been obtained from specialist companies and sought re-assurances concerning (i) back-up arrangements, (ii) the subsequent cost of continuing with support at the end of the contract period and (iii) the ease of transferring stored data to another provider

**Recommended** – That



(1) the quotation of Rialtas for their Alpha Financial Management Software be accepted at a cost of £641, plus charges of (a) £169 pa for a multi-user licence, (b) £59 pa for MTD and © attendance costs of 45p per mile

(2) the above costs be met from the administration expenditure head or the Council's balances

(3) the Assistant Clerk be requested to prepare (a) a full project plan and (b) a timeline for the full introduction of the system

## **2019/40/6. WEBSITE DESIGN AND DEVELOPMENT**

The Committee considered a report from the Assistant Clerk concerning (a) the possible improvement of the Council's website to fully meet current legislation and (b) a new domain name/website address

Members considered that the introduction of a new financial package was a major commitment and changes to the website should be considered at a later time

Concerning a new domain, quotations had been obtained from four companies, although it was important to retain the existing web address to avoid any confusion by members of the public

### **Recommended – That**

(1) the possibility of improving the Council's web site be considered further at a later date, together with the other expressions of interest received

(2) the current domain be permanently continued and a new domain name (Llanharan.gov.wales) be purchased from Function 28 at a cost of £85

(3) the costs of the new domain be met from the administration expenditure head or the Council's balances

### **2019/40/7. INVESTMENT ACCOUNT**

The Committee considered whether to transfer part of the Council's balances and CIL income into a high interest account

#### **Recommended – That**

(1) the proposal be approved in principle;

(2) the Clerk be requested to (a) obtain details of investment rates open to the Community Council and (b) prepare a treasury management paper for consideration at a future meeting

### **2019/40/8. CHAIRMAN'S CHAIN OF OFFICE**

As requested by the Council enquiries had been made with Thomas Fattorini concerning the possibility of engraving on the reverse side of the existing links. The Company had confirmed that this was possible - machine cutting would be (0.99p per character (total cost £55) for the three names to be added and the chain could be re-plated in gold plate at a cost of £320

**Recommended** – That the Clerk arrange for the machine cutting of the additional names and the re-plating of the chain at a total cost of £375, the costs to be met from the administration expenditure head or the council's balances

#### **2019/40/9. BUDGET 2021 – TIMETABLE**

RCT had asked whether the Community Council could bring forward its budget setting process to an earlier date, to allow for the principal council to circulate the fullest information to its Members

**Recommended** – That in future years, the Clerk arrange for the Community Council to finalise its budget in January

#### **2019/40/10. 2018/19 ACCOUNTS**

The Council's external auditors had advised that there were no issues arising from their examination of the 2018/19 accounts and subject to minor amendments to the Annual Return form they intended to issue an unqualified certificate

**Recommended** – That the adjustments be made to the Annual return and the Chairman and the Clerk be authorised to re-certify the document

(1) the following recommendations of the Audit Committee of 12 September 2019 be approved and adopted:

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(2) the Community Infrastructure Group and the Allotments, Open Spaces and Rights of Way Committee be asked to review the contents of the minutes of 4 July and 5 September (CIG) and 3 September (Allotments etc.), respectively

## **2019/41 CORRESPONDENCE**

**(a) Membership of Governing Bodies** – Members were advised that the terms of office of Councillors Parker and Geraint Hopkins on the Brynnau and Llanharan {Primary Schools, respectively, had expired

**RESOLVED** – That Councillors Parker and Geraint Hopkins be re-nominated to fill the vacancies

**(b) Brynna Road – Speed of Traffic** – Complaints had been received concerning the speed of traffic on this road and residents had asked whether the speed limit could be reduced. Councillor Turner advised that speed limits were set by national guidelines, but he had asked RCT to install temporary speed monitoring equipment and once the results of the monitoring were known, further consideration would be given by the county borough council to any action which might be taken

## **2019/42 URGENT MATTERS**

**(a) Community Council Fireworks** – Councillor Liney expressed concern over the publicity for the Fireworks, as this was a Community Council event which was not explicit on the advertisements. Councillor Liney advised that she would express her concerns directly with LCDP

**(b) Land fronting the Bridgend Road Allotment site** – Councillor Liney drew attention to problems at this site where youngsters were throwing the decorative stone about and in view of this, she questioned the suitability of the finish. As the recommendations of the Allotments, Open Spaces and Rights of Way Committee had been referred back to the Committee further consideration would be given to this matter at the next meeting. The Clerk also reported that the contractor had underestimated the cost of the works and this matter would also be considered by the committee

## **2019/43    ADJOURNMENT OF MEETING**

In accordance with Standing Orders the meeting was adjourned at 9.30pm with the outstanding business being deferred until the October Council meeting