



LLANHARAN COMMUNITY COUNCIL

26th September 2023

To Members of the Community Engagement Committee (CEC)

The next meeting of the CEC Committee will be held on Thursday 5th October 2023

The meeting will be held on a remote basis in accordance with:

The Local Government and Elections (Wales) Act 2021

The agenda will be as follows:

1. To welcome all attendees and receive any apologies for absence.
2. To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.
3. To note the updated terms of reference for the Committee.

Appendix 1

4. Open public participation and engagement session. Opportunity to participate in a half-hour engagement session where the public will have the opportunity to discuss their ideas and/or to discuss issues that fall within the Powers or Duties of the Community Council whether or not they appear on the agenda. No notice of intention to speak is required.

5. To consider key dates pertaining to those matters that the Committee will consider.

Appendix 2

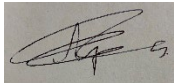
6. To consider setting up a working group to investigate the holding of a Community Awards Ceremony.

Appendix 3

7. To consider any information which the Chair considers should be relayed to Council as a matter of urgency, or to suggest items to the Clerk for inclusion on the agenda for the next meeting.

Members of the public and the press may attend and can obtain any documents referenced on the agenda prior to the meeting.

To request documents and or joining instructions contact Clerk@Llanharan-cc.gov.wales or 01443 231430 between 9.30am and 3pm

A small, square image containing a handwritten signature in black ink. The signature is stylized and appears to read 'Leigh Smith'.

Leigh Smith
Clerk to the Council.

Llanharan Community Council

Community Engagement Committee - Terms of reference

1. The Community Engagement Committee is constituted to be responsible for scrutinising matters relating to matters listed in clause 8.
2. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council unless specific delegation on particular matters is devolved to the Committee by a resolution of Council.
3. The Chair and Deputy-Chair are appointed by the Full Council Annual General Meeting held each year.
4. The quorum necessary for the transaction of business shall be as defined in Standing Orders
5. Meetings will be held at least twice per year and then as required subject to the discretion of the Chair.
6. The Clerk to the Council shall act as the proper officer of the Committee. The proper officer shall produce an agenda and minutes of the meetings in accordance with Llanharan Community Council standing orders.
7. At the Annual Meeting of the Llanharan Community Council membership of the committee

is reviewed and voted on together with these Terms of Reference and a Chair and Deputy Chair elected.
8. The Committee shall consider the following topics:
 1. The annual Llanharan Community Awards.
 2. The annual fireworks event.
 3. The provision of Christmas lights.
 4. The provision of summer plants.
 5. The proposed active travel route from 'The black path' to Bryncae.
 6. And any other topics referred to it by resolution of Council.
9. To allow members of the public to participate in a half-hour engagement session where they will have the opportunity at the beginning of each meeting to discuss their ideas and/or to discuss issues that fall within the powers or duties of the Community Council that may not be on the agenda.
10. It will be the responsibility of the Chair to ensure that all present understand and follow the Council's Standing Orders regarding the Rules of Debate and Disorderly Conduct.
11. The Chair can summaries those ideas and/or issues that it is felt by the majority of those present to be considered formally by the Council, committee or Subcommittee as

the Chair sees fit.

12. To allow members of the public to participate in all discussions on items on the agenda.

13. To limit any formal vote to Councillors.

14. Any opinions expressed by all present, including Councillors, are to be taken as the opinions of individuals and not the opinion of the Council as a corporate body.

15. The Chair and the Proper Office in attendance will be the only people whose opinion will reflect accurately that of the Council as a corporate body.

Appendix 2

Key dates pertaining to issues considered by the committee.

Issues currently considered by the CEC Committee.

See scheduled routine tasks below for progress. Some notes also added here for information.

1. The annual Llanharan Community Awards.
 - No arrangements in place as yet.
2. The annual fireworks event.
 - 5th Nov at Llanharan Miners Welfare. LCDP engaged as a contractor to arrange on behalf of the Council.
3. The provision of Christmas lights.
 - Order placed and contractor engaged to erect lights and trees for 2023.
 - Planned erection by 11th Dec 23 and removal by 8th Jan 24, subject to availability.
 - Plan to set timers on motifs and lights to on at 4.30pm and off at midnight.
4. The provision of summer plants.
 - Stopped watering and feeding September.
 - Floral display to be finalised and order placed by end November.
5. The proposed active travel route from 'The black path' to Bryncae.
 - Working group set up. 'The Jubilee Marsh multi-user route working group'. Chaired by Cllr Mark Steer. The working group to be responsible for investigating the procurement of a feasibility study for the route and to investigate other matters associated with the project
6. And any other topics referred to it by resolution of Council.

Scheduled routine tasks	January			Annual allotment tenancy renewals	Check any changes resolved over the year are included as an addendum to be enacted within 12 months.	
Scheduled routine tasks	January	RFO		Annual budget and precept to be approved by Full Council	Budget to be examined and approved by Audit Committee then FC. Information to be provided to RCTCBC for precept setting.	
Scheduled routine tasks	January	RFO		Prepare list of regular payments, and delegated payments and present to FC for approval.	To be presented as part of following years financial controls	
Scheduled routine tasks	January	RFO		Book year end dates with Rialtas		
Scheduled routine tasks	January			Annual fireworks event to be considered by FC in February at the latest.	Provider, venue and other factors.	
Scheduled routine tasks	January			Take down Xmas trees and Xmas lights - week 1.		
Scheduled routine tasks	February			Make arrangements for the erection of hanging baskets onto lamp-posts and other areas we cant do, and subsequent removal of the hanging baskets.	Do we need quotes? Consider 3 year contracts.	
Scheduled routine tasks	February			Wildlife Trust presentation and grant to be considered at FC	Ask Wildlife trust to ensure that they are able to demonstrate, with costings, how the money was spent specifically in Brynna Woods. le - A financial breakdown.	
Scheduled routine tasks	February			Service all mowers and strimmers and review equipment for the coming grasscutting season.		
Scheduled routine tasks	March			Potential maint hours increase.		
Scheduled routine tasks	March			Play area internal inspections due.	Obtain quotes, present to FC for signoff. OR add to delegated authorisrty list.	
Scheduled routine tasks	March	RFO		Present spend v budget analysis inc variances to Full Council meeting - May be in next months meeting, but add to agenda list for that meeting - May be in next months meeting, but add to agenda list for that meeting	Quarterly. As per financial regulation 4.9	
Scheduled routine tasks	March	RFO		Prep for Financial year end		
Scheduled routine tasks	March	RFO		Asset register review including full stock take and H&S inspection.		
Scheduled routine tasks	April	RFO		Carry out financial years end with Rialtas		
Scheduled routine tasks	April			Pay OVW membership		
Scheduled routine tasks	April	HR		Pay SLCC membership		
Scheduled routine tasks	April			Obtain quotations for Summer hanging basket erection.		
Scheduled routine tasks	April			Obtain quotations for taking down of summer baskets and erecting Xmas lights and trees, then taking down	Ensure erection dates and takedown are included in the contract. (Cost implication RE energy usage). Up Mid Dec?? Check. Down first week of January.	
Scheduled routine tasks	April			All groundskeeper vehicles and strimmers to be serviced and checked ready for Summer cutting season.		
Scheduled routine tasks	April			Review all policies, risk assessments (inc financial), standing orders, financial regs, and action plans in preparation for AGM. (Check SO for full list)	Also check what new policies are required.	
Scheduled routine tasks	April			Write draft annual report in preparation for AGM.		
Scheduled routine tasks	April	RFO		Arrange date for internal audit	Audit Committee and FC to agree on provider .	
Scheduled routine tasks	April			Consider insurance quotations. Renewal 1st June.		
Scheduled routine tasks	May			Annual general meeting of the Council		Completed
Scheduled routine tasks	May			Cut standoffs to residents fences at Meadow Rise open space and at Bridgend Rd allotment.		Completed

Scheduled routine tasks	May			Advertise general grants meeting of audit committee that takes place in July and Jan		Completed
Scheduled routine tasks	May			Check on delivery date of Summer plants and arrange date with contractor and maintenance team to erect.		Completed
Scheduled routine tasks	May	RFO		Internal audit (Early June by the latest) to be ratified by end June.		Completed
Scheduled routine tasks	June	RFO		Present spend v budget analysis inc variances to Full Council meeting - May be in next months meeting, but add to agenda list for that meeting	Quarterly. As per financial regulation 4.9	Completed
Scheduled routine tasks	June			Summer plants to be erected and placed. (In house and contractor).	Arrange cones for access for MEWP. Use the spreadsheet to ensure correct placement.	Completed
Scheduled routine tasks	June	RFO		AGAR	To be resolved before 30th June. Then submitted to Audit Wales.	Completed
Scheduled routine tasks	June	RFO		Public notice of right to inspect accounts		Completed
Scheduled routine tasks	July			Obtain quotations and venue for Xmas lunches. FC to resolve.	Engage with Gill Richards 2023 - Emailed LCDP 13.7.23. find other quotes if costs exceeds £23/head. Emailed again at end July. Quote received 17.8.23. Cross quoting. Venue provisionally booked by LCDP 19th 20th Dec - Llan RFC. Contract awarded to LCDP.	
Scheduled routine tasks	July			Consideration of Xmas hampers		
Scheduled routine tasks	August			Order Xmas lights	Also inform RCT lighting by 31st august and erection contractor	Completed
Scheduled routine tasks	Sept	RFO		Present spend v budget analysis inc variances to Full Council meeting - May be in next months meeting, but add to agenda list for that meeting	Quarterly. As per financial regulation 4.9	Completed
Scheduled routine tasks	Sept			Stop watering plants		Completed
Scheduled routine tasks	Sept	RFO		Inform Independent Remuneration Panel for Wales of civic allowances paid out	They will send email requesting	
Scheduled routine tasks	Sept			Jubilee Street allotment hedges to be cut.		
Scheduled routine tasks	Sept			Obtain quotes for xmas trees		
Scheduled routine tasks	Sept	HR		Staff annual reviews. Prep for Oct HR (contract & pay review) and subsequent Audit committees.	Need to ascertain how much to share etc...	
Scheduled routine tasks	Oct			Check on delivery date of Xmas lights and inform erection contractor.	Agree a date for erection. Try and sync with xmas tree delivery. Need somewhere to store them.	
Scheduled routine tasks	Oct			Potential maint hours decrease.		
Scheduled routine tasks	Oct			Order Xmas trees. Inform contractor and staff of potential delivery date.	Try and sync with Xmas lights delivery. Need somewhere to store them.	
Scheduled routine tasks	Oct			Stop cutting grass	End of Oct	
Scheduled routine tasks	Oct			Xmas lunches. Advertise, put out request slips and boxes and arrange admin.	Organise transport.	
Scheduled routine tasks	Oct	HR		Review contracts of employment for all staff. Consider annual payrises and make recommendations to HR Committee (include budget implications). Recommendations then go to Audit for signoff. (Check within budget)	It may be necessary to hold an extra HR Committee/Audit Committee to consider. Write to staff to confirm any changes once approved by FC	
Scheduled routine tasks	November			Finalise Summer floral display order. To be approved by FC then order placed.	Get quotations for Council to consider. Check CEC in meeting prior to Nov FC, ensure considered. Consider a 3 year contract. Ensure spreadsheet used to confirm order amounts.	
Scheduled routine tasks	December			Look at vehicle insurance quotes. Renewal early Jan		

Scheduled routine tasks	December	RFO		Prepare year end forcast and following year budget. Timetable for Audit committee to review.	FC to agree budget and precept in Jan FC meeting.	
Scheduled routine tasks	December	RFO		Present spend v budget analysis inc variances to Full Council meeting - May be in next months meeting, but add to agenda list for that meeting	Quaterly. As per financial regulation 4.9	
Scheduled routine tasks	December			Annual Xmas lunches		

Appendix 3

Proposal to set up a working group to investigate the holding of a Community Awards Ceremony

In January 2023 Council resolved the following:

2023/016 Annual community ceremony.

RESOLVED

To agree in principle to hold a community ceremony. To form a working group to explore the details, the formation of the working group to be deferred to a future meeting.

The original motion put forward by Cllr Donnan is shown on the page below.

Decisions:

Whether to set up a working group;

Membership;

Chair;

Terms of Reference.

Appendix 10

Proposal for annual community ceremony

Proposed by Councillor Donnan

(Below paraphrased from Cllr Donnan's email)

I was invited and attended a fantastic function recently hosted by Tonyrefail Community Council.

This was because I run a local group which received a check for £500 and was presented to us by Mick Antoniw MS. Along with us, were many other community groups and individuals receiving grants, certificates and tokens of appreciation for their contributions to the community. It was wonderful to be able to meet representatives of different groups and chat about what they do.

I was struck by how well this Community Council and its Borough Councillors who were there interacted with the community. Holding an event like this followed by food and music, as a social gathering, brought a sense of belonging to everyone.

I was therefore wondering if Llanharan Community Council could consider organizing and holding such an event. I am sure it could help to join people together and provide an opportunity for different groups or individuals to showcase what they contribute in each of our wards and to each other and to encourage more people to get involved. It could also help to build some bridges! Pun very much intended. It could be an annual event hosted by LCC.

Be good to hear Council's thoughts on this.