

LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Community Engagement Committee (CEC) held by remote attendance at 7.00pm on Tuesday 25th March 2025

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present:

Councillors David Evans (Chair), Chris Parker, Neil Feist.

Apologies: None.

Absent: Cllr Andrea James.

4 members of the public.

Clerk to the Council: Leigh Smith.

RFO/Deputy Clerk: Lisa Phillips.

CEC2025/015 Welcome and Apologies

The Chair welcomed all attendees.

CEC2025/016 Disclosures of Interests

Cllr Neil Feist declared a general personal interest being a member of Cycling UK, specifically in relation to agenda item 10 (Minute reference CEC2025/024)

CEC2025/017 Minutes

RESOLVED

To accept the minutes of the CEC meeting held on 11th February 2025 as a true and accurate record of the meeting.



CEC2025/018 CEC Action Plan Noted.

CEC2025/019 Open Public Participation Session None.

CEC2025/020 Issuing a 3 year contract for the erection of the Council's summer baskets beginning in Summer 2025.

a) RECOMMENDED

To seek quotations for a 3 year contract using the specification provided in Appendix 3 at this meeting to the CEC Committee, with no formal tender process being required.

b) RECOMMENDED

That the CEC Committee be delegated authority to select a vendor at a subsequent meeting.

c) RECOMMENDED

That given the timescales, financial regulation 11e)ii)1 be suspended in the event of less than 3 quotations being received on the grounds that the Clerk has attempted to obtain 3 quotes but less than that number have been received. Predicated on the assumption that the Clerk will archive evidence of such for the purposes of any future audit.

CEC2025/021 Issuing a tender for a 3 year contract for the erection of the council's festive display 2025-2027

RECOMMEDED

To issue a formal open tender for the erection of the council's festive display 2025-2027 under the terms of the Procurement Act 2024 on the terms presented in Appendix 4 to this meeting to the CEC Committee (subject to any



alterations required under the discretion of the Clerk). For the Clerk to also approach companies who have already registered an interest as part of the pre-tender exercise, who have carried out works for the council previously and any other appropriate companies. For the tender to run for a period of 6 weeks from issue.

CEC2025/022 Process to select the preferred Christmas lights and motifs to be included in a 3 year hire agreement for 2025-2027 prior to any tender being issued. The current hire contract having now come to an end.

RECOMMENDED

To form a working group known as the Festive Display Working Group, terms of reference, "to consider the specification and other arrangements for the Christmas lights and festive display for 2025 and beyond". Membership and Chair to be decided by Full Council.

CEC2025/023 Updates on the work of the Fireworks Working Group and to consider any recommendations submitted in advance via the Clerk. No update provided.

CEC2025/024 Updates on the work of the Jubilee Marsh Multi-User Route Working Group and to consider any recommendations submitted in advance via the Clerk.

No update provided.

CEC2025/024a Motion to elect a Chair of the Jubilee Marsh Multi-User Route Working Group following the resignation of the previous Chair. *RESOLVED*

To elect Cllr Chris Parker as Chair of the Jubilee Marsh Multi-User Route Working Group



CEC2025/025 Updates on the work of the Community Awards Ceremony Working Group and to consider any recommendations submitted in advance via the Clerk.

No update provided.

CEC2025/026 Updates on the work of the Annual survey Working Group and to consider any recommendations submitted in advance via the Clerk.

The Clerk provided a brief update of progress.

CEC2025/027 Updates on the work of the Senior Citizen's Christmas Lunches Working Group and to consider any recommendations submitted in advance via the Clerk.

No update provided

CEC2025/028 Urgent information or to suggest items to the Clerk for a future agenda.

None

There being no further business the meeting closed at 8pm

Date of next scheduled meeting: TBD

Councillor David Evans
Chair of the Community Engagement Committee.



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The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present:

Councillors Chris Parker (Chair), Neil Feist, Andrea James.

Apologies: Cllr Joanne Miller

Absent: Cllr David Evans.

1 members of the public.

Clerk to the Council: Leigh Smith.

RFO/Deputy Clerk: Lisa Phillips.

CEC2025/001 Welcome and Apologies

The Chair welcomed all attendees.

RESOLVED

That the reason proffered with Cllr Joanne Miller's apology for absence be accepted as a valid reason for absence.

CEC2025/002 Disclosures of Interests

Cllr Neil Feist declared a general personal interest being a member of Cycling UK.



CEC2025/003 Minutes RESOLVED

To accept the minutes of the CEC meeting held on 10th October 2024 as a true and accurate record of the meeting.

CEC2025/004 CEC Action Plan Noted.

CEC2025/005 Open Public Participation Session

A member of the public spoke regarding the poor level of public participation in the CEC meetings and the extent of publicising of the meetings so that members of the public are aware of them.

CEC2025/006 Public Consultation Results – Ewenny Bridge Project Noted.

CEC2025/007 Quotations for Summer Plants and Expansion of Planters and Troughs

a) RECOMMENDED

To approve the quotation provided by Amberol for 4 new planters. To authorise the officers to spend up to the value of the quote plus a 10% contingency totalling £2,710. The funds to be taken from CIL should the Council accept the associated recommendation of the CIL Committee, otherwise a virement to be made from general reserves.

b) RECOMMENDED

To suspend Financial Regulation 11.3e)ii regarding the purchase of the planters. The reason being that the Council has previously expressed a wish to ensure all planters are of the same style. Amberol being the only company found that provide this particular style of planter.



c) RECOMMENDED

To approve the quotation provided by Boverton Nurseries for the 2025 summer plants. To authorise the officers to spend up to the value of the quotation plus a 10% contingency totalling £9,625

d) RECOMMENDED

To suspend Financial Regulation 11.3e)ii regarding the purchase of the summer plants. The reason being that the plants must be ordered by the end of the month and the officers have not had the opportunity to obtain further meaningful like for like quotations for comparison. Also note that the like for like increase from 2024 is 2.6%

CEC2025/008 Future Tender Process for Christmas Lights and 2025 festive display

a) RECOMMENDED

To carry out a pre tender exercise for the erection and removal of the festive display and to proactively approach and advertise to contractors locally, advertising for a 3 or 5 year contract (TBD) and to make it clear the requirements (including costs and training locations and arrangements) of obtaining the required qualifications.

To launch the formal tender process early on the basis that firms without the qualifications currently can quote for the work in the knowledge that they will have time to obtain the qualification in plenty of time to start work. The approach is based on the principle that should a contractor win the tender, they have a guaranteed income stream for 3 or 5 years and so it is economically viable to complete the training.

b) RECOMMENDED

To recognise that currently the assumption is that the Council should undertake a competitive tender for the hire of Christmas lights and motifs following a report from Audit Wales in 2024. For the Clerk to engage with Audit Wales to seek advice regarding an exemption from a tender process under certain circumstances given the bespoke nature of the different styles of



Christmas lights available from different vendors or to receive advice on any mandatory process.

CEC2025/009 Update from the Fireworks Working Group No update provided.

CEC2025/010 Update from the Jubilee Marsh Multi-User Route Working Group

No update provided.

CEC2025/011 Update from the Community Awards Ceremony Working Group

No update provided.

CEC2025/012 Update from the Annual Survey Working Group A brief update was noted.

CEC2025/013 Update from the Senior Citizen's Christmas Lunches Working Group

No update provided.

CEC2025/014 Urgent Information or Future Agenda Items None.

There being no further business, the meeting closed at 8:00pm

Date of next scheduled meeting: 25th March 2025

Councillor Chris Parker

Chair of the meeting.



Llanharan Community Council - CEC Action Plan 19.3.2025

Action no	Date added	Category	From	Action		Status	Owner
2024/086	19.04.2024	Full Council	CEC	2024/086 Recommendations of Community Engagement Committee meeting 26th March 2024 RESOLVED (CEC2024/006 Future placement of summer hanging baskets from Summer 2025). From Summer 2025 to investigate adding the following to the Councils Summer plant schedule: 1 x Large planter at the green space adjacent to St Ilyd's Meadow. 2 x Large planters either side of the roundabout at Heol Y Parc (New Road). 1 x Large planter near the bus stop art Trenos Gardens. 2 x Troughs on Llanilid village sign markers near Dragon Studio's. The Clerk to obtain prices and present to the Committee at a future date.	Large Planters (x4) = £2,464 Troughs (x2) = £up to £414 (dpeneding on size) - Ordered (and flowers) Note: Possibly need 1 or 2 extra troughs to replace those missing. To be reported to CEC.	Completed	LS
2024/241	20.10.2024	Full Council	CEC	2024/241 Resolutions and Recommendations of the CEC Committee meeting held 10th October 2024 NOTED The Committee RESOLVED To proceed with the public consultation for the Ewenny Bridge project using the documentation and methods provided in 'Appendix 4' presented to the meeting. For the consultation to begin as soon as practicable and to run for a period of 28 days.	Posted. Issue results following deadline. Completed. Results to be presented to CEC.	Completed	LS
2025/041	21.02.2025	Full Council	CEC	2025/041 Community Engagement Committee Recommendations (11th February 2025) b) RESOLVED To suspend Financial Regulation 11.3e)ii regarding the purchase of the planters. The reason being that the Council has previously expressed a wish to ensure all planters are of the same style. Amberol being the only company found that provide this particular style of planter.		Noted	LS
2025/041	21.02.2025	Full Council	CEC	2025/041 Community Engagement Committee Recommendations (11th February 2025) c) RESOLVED To approve the quotation provided by Boverton Nurseries for the 2025 summer plants. To authorise the officers to spend up to the value of the quotation plus a 10% contingency totalling £9,625	Ordered 4.3.25	Completed	LS
2025/041	21.02.2025	Full Council	CEC	2025/041 Community Engagement Committee Recommendations (11th February 2025) d) RESOLVED To suspend Financial Regulation 11.3e)ii regarding the purchase of the summer plants. The reason being that the plants must be ordered by the end of the month and the officers have not had the opportunity to obtain further meaningful like for like quotations for comparison. Also note that the like for like increase from 2024 is 2.6%		Noted	LS

2025/041	21.02.2025	Full Council	CEC	proactively approach and advertise to contractors locally, advertising for a 3 or 5 year contract (TBD) and to make it clear the requirements (including costs and training locations and arrangements) of obtaining the required qualifications. To launch the formal tender process early on the basis that firms without the qualifications currently can quote for the	Contacted RCT for specific requirments for contractors. 5.3.25 Pre tender notices issued. Plan a date for submission of full tender.	LS
2025/041	21.02.2025	Full Council	CEC	2025/041 Community Engagement Committee Recommendations (11th February 2025) f) RESOLVED To recognise that currently the assumption is that the Council should undertake a competitive tender for the hire of Christmas lights and motifs following a report from Audit Wales in 2024. For the Clerk to engage with Audit Wales to seek advice regarding an exemption from a tender process under certain circumstances given the bespoke nature of the different styles of Christmas lights available from different vendors or to receive advice on any mandatory process.	Design a process following advice received from OVW.	LS

Appendix 3

To consider issuing a 3 year contract for the erection of the Council's summer baskets beginning in Summer 2025

Each summer as part of the council's summer floral display, baskets are erected on the lamppost columns (mostly the same columns as Christmas motifs). In previous years quotations have been sought annually and a provider appointed.

Note: Council staff erect the baskets on business premises and local community centres.

Proposal:

It is proposed to seek quotations for a 3 year contract using the specification provided below.

Llanharan Community Council seeks quotations for a 3 year contract to erect its summer hanging baskets. 2025-2027.

Total of 132 baskets to be erected on 66 lampposts around Llanharan and Brynna. (2 per lamp post). Brackets already installed and baskets/plants supplied. Price required to collect from our yard in Llanharan and erect. Price to include the provision to potentially revisit individual lamp posts on up to 3 occasions (in the case of a basket failing or requiring replacement for example) within 24 hours of reporting.

Baskets to be erected in or around May (subject to delivery of baskets and plants from the supplier).

All work to be carried out in compliance with the working at height regulations 2005, and any other relevant health and safety regulations following the drawing up of a suitable risk assessment. It is assumed that those providing a quotation will have the appropriate public liability insurance, the appropriate equipment (eg MEWP) and the appropriate training and competence.

Payment made each year upon presentation of invoice following the erection of all baskets.

A copy of a current public liability insurance certificate is required with all quotations.

Quotations to be returned by 5 pm on Friday, the 2nd of May 2025.

To submit a quotation, or if you have any questions, please contact Clerk@Llanharan-cc.Gov.wales. Comments on social media posts will not be monitored or responded to.

Notes:

It is estimated that the total cost of the 3 year contract will not exceed £3000 and so no formal tender process is required.

- Given the timescales, it is proposed that the CEC Committee recommend that authority to be delegated to it to select a vendor. A meeting of the CEC Committee can then be called on Tuesday 6th May 2025 to select a vendor.
- Given the timescales, it is proposed that financial regulation 11e)ii)¹ be suspended in the event of less than 3 quotations being received on the grounds that the Clerk has attempted to obtain 3 quotes but less than that number have been received.

¹ is less than £30,000 (inclusive of VAT) and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.

Appendix 4

To consider progress with the pre-tender process regarding a potential 3 year contract for the erection of the council's festive display 2025-2028 and a proposal to issue a tender.

Council has previously resolved the following:

2025/041 Community Engagement Committee Recommendations (11th February 2025)

e) RESOLVED

CEC2025/008 Future Tender Process for Christmas Lights and 2025 festive display. To carry out a pre tender exercise for the erection and removal of the festive display and to proactively approach and advertise to contractors locally, advertising for a 3 or 5 year contract (TBD) and to make it clear the requirements (including costs and training locations and arrangements) of obtaining the required qualifications. To launch the formal tender process early on the basis that firms without the qualifications currently can quote for the work in the knowledge that they will have time to obtain the qualification in plenty of time to start work. The approach being based on the principle that should a contractor win the tender, they have a guaranteed income stream for 3 or 5 years and so it is economically viable to complete the training.

Expressions of interest have been formally received from a number of suitable small and medium sized contractors.

Proposal:

To issue a formal open tender under the terms of the Procurement Act 2024 (Awaiting specific guidance) on the following terms (subject to any alterations required under the discretion of the Clerk). For the Clerk to also approach companies who have already registered an interest as part of the pre-tender exercise, who have carried out works for the council previously and any other appropriate companies.

Llanharan Community Council issues a tender for a **3 year contract** to erect (and remove) its Christmas motifs, lights and Christmas tree displays.

Specification of work:

Note:

All Christmas trees, motifs, lights and other items to be provided by the client.

All items to be fitted and operational by 1st December.

All items to be electrically disconnected by the 1st January and removed by the end of the first full week of January.

The successful contractor will be responsible for:

- 1. Christmas Lighting & Motifs Installation
 - Erecting and removing 91 motifs and string lights onto lampposts.
 - Connecting all lights to the pre-existing mains supply sockets.
 - Adjusting pre-fitted timers where required upon installation to meet turn on and turn off times specific by the council.

2. Christmas Tree Displays

- 46 x 4ft Christmas trees to be decorated with light strings and installed in pre-existing wall-mounted brackets above local businesses.
- 14 x 4ft Christmas trees to be decorated with light strings and installed in pre-existing wall-mounted brackets on 3 community centre buildings in Llanharan, Brynna, and Ynysmaerdy.
- 10 x 16ft Christmas trees to be decorated with 12 light strings per tree and installed in pre-existing fittings around the community.
- Securely connecting all tree lights to the appropriate pre-existing mains power supply.

3. Additional Decorations

Fastening two sets of six light strings to the fencing at Dolau School.

• Installing and connecting a motif display and string light decorations at Brynnau Primary School.

4. End-of-Season Removal & Storage

- Taking down and safely storing all decorations in a mutually agreed location.
- Returning all lighting equipment to us or directly to the lighting provider in good condition.
- Removing all Christmas trees and transporting to a designated recycling point.

5. Hanging Basket Removal

- Removing existing summer hanging baskets from 66 of the lampposts (prior to erecting motifs) and returning them to a mutually agreed local storage point.
- 6. Return to remediate defective items within 24 hours.

Qualifications

The successful candidate will need to hold appropriate Public liability insurance, a RAMS will be produced for the work and agreed with the council officers and all work is to be carried out in line with:

- BS7671: 2011 IEE wiring regulations 18th edition
- Health and Safety at Work act 1974
- Electricity at work regulations 1989
- HSE Working at height regulations
- Traffic Signs Manual Chapter 8.
- ILP lasers festival and entertainment lighting code
- Requirements of G39 authorisation and certification

Specifically the successful candidate will need to have the following qualifications:

1. G39 – Highway electrical safety.

2. A relevant MEWP (IPAF) licence for the category of MEWP to be

used.

3. Qualified electrical contractor (Minimum Level 3 Qualification and

18th Edition IEE Wiring Regulations).

Items 1 and 2 can be obtained following the successful awarding of the tender but must be obtained before 1st November 2025.

*Note: You will be required to produce evidence of the successful obtaining of the

qualifications.

References

The successful candidate will provide 3 references for work previously carried out. The work does not have to be of a similar nature but should be of a

similar scale where possible.

Please provide:

1. A narrative to describe the work including a description of the work

carried out and the scope of the work, including approximate size of

contract.

2. Contact details (both email and telephone number) of your reference

including their job title where applicable.

**Note: If one of your references relates to work for Llanharan Community Council point 2 is

not required.

Tender to be issued: ASAP

Tender end date: 6 weeks after issue.

To consider a process to select the preferred Christmas lights and motifs to be included in a 3 year hire agreement for 2025-2028. The current hire contract having now come to an end. A tender will need to be issued given the likely cost of the 3 year contract exceeding £30,000

Officer's note

A formal tender for the hire¹ of Christmas lights and motifs used in the Council's festive display must be undertaken to ensure best value.²

There is wide variation on what specific motifs are available from each provider.

Each company appears to provide their own bespoke motifs.

String lights appear to be more off the shelf and available from a variety of providers.

Proposal

1. To develop a detailed specification for the contract to decide specifically which motifs/lights it requires (and at which locations for Council records).

This specification can be:

The same as the current specification;

A new specification;

A mixture of the two.

A range of different options should be considered and motifs/lights from a variety of providers should be considered, and this process documented including consideration of costs.

Factors to consider:

Cost. Visual impact. Consistency across the community.

¹ This paper assumes the council intends to proceed with a 3 year hire contract for all lights not already owned by the council, as in previous periods.

² See email correspondence with One Voice Wales at the end of this paper.

2. The method of deciding upon this specification could include a working group and/or a public consultation if required. The awarding of the tender could be delegated to a committee or the matter could be recommended by committee with a decision being made by full council.

Example process.

- A working group setup to examine options for the specification taking into account cost, visual impact, consistency across the community, other factors.
- Working group puts together a specification detailing specific motifs/lights for each location (noting which are owned and which would form part of the contract).
- Public consultation carried out to inform the public of the plans and invite comment.
- Open tender issued to invite companies to quote for a 3 year contract to supply as per the specification.

From: Paul Egan

The Clerk / Project Officer To:

Office; Lyn Cadwallader; Wendi Patience Cc:

RE: Tender process with regards hire of Christmas lights. (Category F1) Subject:

Date: 17 February 2025 12:03:25

Attachments: image001.png

Hi Leigh,

Thank you for your request for advice.

My advice would be to develop a detailed specification for the service including the specific motif you would like to have included in the Christmas lights. This would give an opportunity for the suppliers to offer a bespoke tailored package and for the Council to demonstrate that it has sought to achieve value for money and given suitable suppliers the opportunity to bid for the work.

Kind regards,

Paul

Paul Egan BA, Chartered MCIPD, CILCA, F.Inst LM, FIPSM Deputy Chief Executive and Resources Manager / Dirprwy Brif Weithredwr a Rheolwr Adnoddau

Un Llais Cymru / One Voice Wales

24c Stryd y Coleg / 24c College Street Rhydaman / Ammanford **SA18 3AF** 01269 595400



Y prif gorff cynrychioli ar gyfer Cynghorau Cymuned a Thref yng Nghymru.

The principal representative body for Community and Town Councils in Wales.

Gwefan: www.unllaiscymru.org.uk / Website: www.onevoicewales.org.uk Wrth adael Un Llais Cymru, cafodd yr e-bost hwn ei sganio ar gyfer pob firws sy'n hysbys. Rydym yn cymryd yr angen i warchod eich data o ddifrif. Er mwyn gweld ein Hysbysiad Preifatrwydd, cliciwch ar y ddolen: http://www.unllaiscymru.org.uk/OVWWeb-CYM/polisi_preifatrwydd-

16738.aspx Bydd hwn yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn gwarchod eich preifatrwydd. Croesawn ohebiaeth yn Gymraeg. Bydd unrhyw ohebiaeth a dderbynnir yn Gymraeg yn cael ei hateb yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi wrth ymateb.

Mae'r e-bost hwn at ddefnydd y sawl y'i bwriedid ar ei gyfer yn unig ac mae'n cynnwys gwybodaeth all fod yn freintiedig a/neu'n gyfrinachol. Os na fwriedid ichi dderbyn yr e-bost, dylech roi gwybod i'r sawl a'i danfonodd trwy ddanfon e-bost yn ôl a dileu'r e-bost hwn ac unrhyw atodiadau.

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From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>

Sent: 14 February 2025 11:02

To: Paul Egan <pegan@onevoicewales.wales> **Cc:** Office <Office@llanharan-cc.gov.wales>

Subject: Tender process with regards hire of Christmas lights.

Good morning Paul,

Can you provide some guidance please?

I am writing regarding the requirement to enter into a formal tender process for a 3 (or 5) year contract for hire of Christmas motifs and lights for the Council's annual festive display.

The Value of the contract is highly likely to be in excess of £30,000 and so on the face of it a tender process would be required.

However, I have been asked to clarify the following points.

The Council's standing orders and financial regulations allow for the suspension of financial regulations "for specialist services such as are provided by legal professionals acting in disputes or for other specialist services" or "for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price".

Furthermore, the FR state, "When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council from the Proper Officer".

My question is this: Should the Council wish to select a particular style of motif that is only provided by one company (either directly or following a public consultation exercise), is it acceptable for the proper officer to recommend that the relevant sections of the financial regulations may be waived to avoid a tender process and allow direct negotiations to take place, given that a tender process would in effect be meaningless if the other tenders would not provide these same styles of motif. (Assuming the Council has previously resolved that it wants a particular style of motif that is only available from one provider and assuming that there is a transparent process to select that style of motif which shows the various costs of different motifs prior to that decision).

I am seeking an opinion before going back to Council.

Best regards

Leigh Smith
Clerk to the Council.
Llanharan Community Council
Clerk@llanharan-cc.gov.wales
project@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopïo neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol. llanharan-cc.gov.uk

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