

LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Community Engagement Committee (CEC) held by remote attendance at 7.00pm on Thursday 5<sup>th</sup> October 2023

The meeting was held in accordance with: The Local Government and Elections (Wales) Act 2021

**Present: Councillors** David Evans (Chair), Neil Feist, Chris Parker, Joanne Miller

Clerk to the Council: Leigh Smith.

Apologies: Andrea James.

Absent: None.

One member of the public.

### CEC2023/009 Welcome and Apologies.

The Chair welcomed all attendees.

### CEC2023/010

#### **Disclosures of Interests**

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

### CEC2023/011 Open public participation and engagement session.

A member of the public spoke regarding the potential for a bridleway through Bryncae Community Centre car park and to join up with the



public highway, and their desire for the public to be consulted on the matter.

# CEC2023/012 Key dates

Noted.

# CEC2023/013 Working group to investigate the holding of a Community Awards Ceremony.

### RESOLVED

To defer the matter and request that it be added to the agenda of full council for consideration.

# CEC2023/014 Urgent information or to suggest items to the Clerk for a future agenda.

None.

There being no further business the meeting closed at 7.45pm

# Date of next scheduled meeting: 19th December 2023

Councillor David Evans Chair of the Community Engagement Committee (CEC)

#### 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.
  - 5<sup>th</sup> 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 11<sup>th</sup> Dec 23 and removal by 8<sup>th</sup> 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				Check any changes resolved over the year are included as an	
routine tasks	January		Annual allotment tenancy renewals	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 finaicial 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			Make arrangements for the erection of hanging baskets onto lamp-posts and other area's		
routine tasks	February		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. Ie - A financial breakdown.	
Scheduled routine tasks	February		Service all mowers and strimmers and review equipment for the coming grasscuttng 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 authosirty 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	Quaterly. 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 fortaking 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 useage). 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 curtting 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 quoations. 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

coultne basis     Image: Construction of advance on					
Scheduled     May     Check on delivery date of Summer plants and arrange date with contractor and maintenance team to erect.     Control       Scheduled     June     RFO     Internal audit (Tarly lune by the latest) to be ratified by end June.     Control     Con	mpleted		Advertise general grants meeting of audit committee that takes place in July and Jan	May	
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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 enbure correct placement.   Correct placement.     Scheduled routine tasks   June   RFO   AGAR   To be resolved before 30th June. Then submitted to Audit Wales.   Correct placement.   Correct placeme	mpleted	Quaterly. As per financial regulation 4.9		June	
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Scheduled routine tasks Oct Stop cutting grass End of Oct		End of Oct	Stop cutting grass	Oct	
Scheduled		++			
Oct Oct   routine tasks Xmas lunches. Advertise, put out request slips and boxes and arrange admin. Organise transport.		Organise transport.	Xmas lunches. Advertise, put out request slips and boxes and arrange admin.	Oct	
It may be necessary to hold an extra HR Committee/Audit		It may be necessary to hold an extra HR Committee/Audit			
Scheduled Oct HR Review contracts of employment for all staff. Consider annual payrises and make Committee to consider.		Committee to consider.		Oct	
routine tasks recommedations to HR Committee (include budget implications). Recommendations then					routine tasks
go to Audit for signoff. (Check within budget) Write to staff to confirm any changes once approved by FC		Write to staff to confirm any changes once approved by FC	go to Audit for signoff. (Check within budget)		
Scheduled Get quotations for Council to consider. Check CEC inmeeting prior to					Scheduled
routine tasks November Finalise Summer floral display order. To be approved by FC then order placed. Nov FC, ensure considered. Consider a 3 year contract. Ensure			Finalise Summer floral display order. To be approved by FC then order placed.	November	
spreadsheet used to confirm order amounts.		spreadsheet used to confirm order amounts.			
Scheduled December				December	
routine tasks			Look at vehicle insurance quotes. Renewal early Jan		routine tasks

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 Councilors 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.