



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Community Engagement Committee (CEC) held by remote attendance at 7.00pm on Tuesday 27th June 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, Andrea James.

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips

Apologies: None.

Absent: None.

CEC2023/001 Welcome and Apologies.

The Chair welcomed all attendees.

CEC2023/002

Disclosures of Interests

None

CEC2023/003 Public speaking

None.



CEC2023/004 Terms of Reference

RECOMMENDED

To amend the Terms of Reference for the CEC Committee by adding the following text: 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 or to discuss issues that fall within the powers or duties of the Community Council noting that any opinions expressed are the opinions of individuals and not the opinion of the Council as a corporate body.

CEC2023/005 Key dates regarding matters delegated to the CEC Committee

RECOMMENDED

That the Officers continue to carry out administrative duties associated with all delegated matters, with proposals relating to the normal operation of those matters presented to full council as normal. The CEC Committee to call in any matters it wishes to consider in good time with regards to the operational timetable.

CEC2023/006 Exclude press and public

RESOLVED

To exclude the press and public from the meeting by virtue of the Public Bodies (Admission to Meetings) Act 1960, on the basis that with regards to the following item of business, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Specifically with reference to Part 12 of LGA 1972 Schedule 12A.



CEC2023/007 Fireworks display 2023.

RECOMMENDED

For the Clerk to write to all parties to confirm that the Council understands that all critical issues are now resolved for the event.

The Clerk to advise LCDP of the following:

To consider approaching Haran Roofing to ask them to leave their gates unlocked during the event as an extra escape route. This to be left to LCDP to consider in line with their event risk assessment.

To consider best practice of removing all of the fence gates eliminating a hazard. The hinge lugs would need to be covered up either boxing or padded foam. This to be left to LCDP to consider in line with their event risk assessment.

It is understood that both parties have agreed that LRGT will carry out the bucket collection with all funds being retained by them and that they provide the appropriate licences to LCDP as event organisers.

That videos and photographs of the site be taken prior to the event as a record so that any damage reported afterwards can be qualified.

That LRGT will allow the DJ to use the mains power at the premises.

That LCDP consider bringing in an extra 4 porta-loo's to provide extra toilet facilities to avoid lengthy queues.

Floodlights will be erected prior to the event and they can be used. They are controlled via an app.

LRGT may provide food and drinks in the main hall, to be decided.



LRGT recommend an alternative fairground company should the original company no longer be available and will pass details to LCDP.

Recommended

For the Community Council to pay for the hall to be cleaned the Monday following the event (Officer's note: Est cost £45 based on 3 hours).

(Office Ref: Ancillary Power LGA 1972 s111)

CEC2023/008 Urgent information or to suggest items to the Clerk for a future agenda.

None

There being no further business the meeting closed at 8.20pm.

Date of next scheduled meeting: 26th September 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 three.
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:

The annual Llanharan Community Awards.

The annual fireworks event.

The provision of Christmas lights.

The provision of summer plants.

The proposed active travel route from 'The black path' to Bryncae.

And any other topics referred to it by resolution of Council.

The Clerk to provide a timetable of key milestones for these issues to the Committee Chair.

Appendix 1a

Proposed additions to Terms of Reference, Community Engagement Committee.

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 or ask questions of the council.

Scheduled routine tasks	January			Annual allotment tenancy renewals
Scheduled routine tasks	January			Annual budget and precept to be approved by Full Council
Scheduled routine tasks	January			Prepare list of regular payments, and delegated payments and present to FC for approval.
Scheduled routine tasks	January			Annual fireworks event to be considered by FC in February at the latest.
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 area's we cant do, and subsequent removal of the hanging baskets.
Scheduled routine tasks	February			Wildlife Trust presentation and grant to be considered at FC
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			Review contracts of employment for all staff. Consider annual payrises and make recommendations to HR Committee. Payrises then go to Audit for signoff. (Check within budget)
Scheduled routine tasks	March			Staff annual reviews. To be considered by HR Committee??
Scheduled routine tasks	March			Play area internal inspections due.
Scheduled routine tasks	April			Pay OVW membership
Scheduled routine tasks	April			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

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.
Scheduled routine tasks	April			Write draft annual report in preparation for AGM.
Scheduled routine tasks	April			Arrange date for internal audit
Scheduled routine tasks	April			Consider insurance quoations. Renewal 1st June.
Scheduled routine tasks	May			Annual general meeting of the Council
Scheduled routine tasks	May			Cut standoffs to residents fences at Meadow Rise open space and at Bridgend Rd allotment.
Scheduled routine tasks	May			Advertise general grants meeting of audt committee that takes place in June.
Scheduled routine tasks	May			Check on delivery date of Summer plants and arrange date with contractor and maintenance team to erect.
Scheduled routine tasks	June			Summer plants to be erected and placed. (In house and contractor).
Scheduled routine tasks	June			Internal audit (Early June)
Scheduled routine tasks	June			AGAR
Scheduled routine tasks	June			Public notice of right to inspect accounts
Scheduled routine tasks	July			Obtain quotations and venue for Xmas lunches. FC to resolve.
Scheduled routine tasks	July			Consideration of Xmas hampers
Scheduled routine tasks	August			Order Xmas lights
Scheduled routine tasks	Sept			Stop watering plants
Scheduled routine tasks	Sept			Inform Independent Renumeration Panel for Wales of civic allowances paid out

Scheduled routine tasks	Sept			Jubilee Street allotment hedges to be cut.
Scheduled routine tasks	Sept			Obtain quotes for xmas trees
Scheduled routine tasks	Oct			Check on delivery date of Xmas lights and inform erection contractor.
Scheduled routine tasks	Oct			Potential maint hours decrease.
Scheduled routine tasks	Oct			Order Xmas trees. Inform contractor and staff of potential delivery date.
Scheduled routine tasks	Oct			Stop cutting grass
Scheduled routine tasks	Oct			Xmas lunches. Advertise, put out request slips and boxes and arrange admin.
Scheduled routine tasks	Oct			Look at wages budgets for next financial year. Info to HR Committee to make recommendations to Audit
Scheduled routine tasks	November			Finalise Summer floral display order. To be approved by ORA and then FC and order placed.
Scheduled routine tasks	December			Look at vehicle insurance quotes. Renewal early Jan
Scheduled routine tasks	December			Prepare year end forcast and following year budget. Timetable for Audit committee to review.
Scheduled routine tasks	December			Annual Xmas lunches