



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council's Annual Meeting held on a hybrid basis (in person at Llanharan OAP hall and by remote attendance), at 6.30pm on Thursday 16<sup>th</sup> May 2024.

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

### **Members Present:**

**Councillors;** David Evans (Chair), Chris Parker, Janine Turner, Mark Steer, Will Thomas, Neil Feist, Joanne Miller, Tracy Allen, Geraint Hopkins JP, Helen Donnan, Rhys Jenkins. Robert Smith.

**Apologies:** Cllr Andrea James..

**Absent:** None.

**Clerk to the Council:** Leigh Smith

**RFO/Deputy Clerk to the Council:** Lisa Phillips

### **AM2024/001 Election of Chair of the Council**

#### **RESOLVED**

To elect Cllr David Evans as Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity.

### **AM2024/002 Election of Deputy Chair of the Council**

#### **RESOLVED**

To elect Cllr Rhys Jenkins as Deputy Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity.

### **AM2024/003 Minutes of Annual Meeting held 18<sup>th</sup> May 2023**

Noted.



## **AM2024/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.**

### **RESOLVED**

#### **Human resources Committee (5)**

**Membership:** Cllrs Rhys Jenkins, Andrea James, David Evans, Geraint Hopkins, Chris Parker.

**Chair:** Rhys Jenkins

**Deputy Chair:** Chris Parker

#### **Terms of reference:**

1. The HR Committee is constituted to be responsible for scrutinising matters relating to Human resources and personnel matters.

2. The HR Committee has delegated powers to deal with HR related matters via resolutions relating to the Council's employees.

Including but not limited to grievances, disciplinary matters including the issue of formal warnings, sickness and absence and occupational health matters in line with the policies and procedures of the Council. The HR Committee can only make recommendations to full Council, rather than making its own resolutions, under the following circumstances:

- Any action which would incur a cost to the council or is likely to have a current or future financial implication.
- Effect the dismissal, redundancy or involuntary retirement of any employee.

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, one of whom must be the Chair or Vice-chair of the Committee.

5. Meetings will be held at least twice per year and then as required subject to the discretion of the Chair.

#### **Scheduled meeting dates 2024/25**

To be decided by the Clerk with the consent of the Committee chair and communicated to members ASAP.



## **RESOLVED**

### **Audit Committee (5)**

**Membership:** Cllrs David Evans, Janine Turner, Andrea James, Chris Parker, Rhys Jenkins.

**Chair:** David Evans  
Turner

**Deputy Chair:** Janine

### **Terms of reference:**

1. The Audit Committee is constituted to be responsible for scrutinising matters relating to financial matters.
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 Audit Committee will scrutinise the Council's financial processes and procedures and monitor good financial governance. The Committee will also monitor spend against budget.
4. The Audit Committee will hear normal grant applications in the first instance taking regard of the Council's grants budget and make recommendations to Full Council.
5. The Audit Committee will scrutinise the draft budget, the Annual financial return and audit reports and will make recommendations to Full Council.
6. The Chair and Deputy-Chair are appointed by the Full Council Annual General Meeting held each year.
7. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Vice-chair of the Committee.
8. Meetings will be held at least 4 times per year and then as required subject to the discretion of the Chair.

### **Scheduled meeting dates 2024/25**

To be decided by the Clerk with the consent of the Committee chair and communicated to members ASAP.



## **RESOLVED**

### **Community Infrastructure Levy (CIL) Committee (5)**

**Membership:** Cllrs Janine Turner, David Evans, Rhys Jenkins, Chris Parker, Helen Donnan, Mark Steer, Neil Feist. (+1 Vacancy).

**Chair:** Janine Turner

**Deputy Chair:** Neil Feist

#### **Terms of reference:**

1. The CIL Committee is constituted to be responsible for identifying, appraising and scrutinising potential projects for the Council's CIL 123 and active project list.
2. The CIL committee is responsible for monitoring CIL receipts and for monitoring the progress of individual projects and any expenditure approved by the full council.
3. The Committee shall identify processes and actions to ensure the responsible day to day management of CIL monies and projects.
4. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council.
5. The committee will commission, receive, consider and take action, including incurring expenditure, as necessary in relation to CIL subject to this being agreed by the Full Council.
6. The Committee will oversee the day to day management of the Council's CIL monies and projects and will respond to any issues regarding CIL
7. Membership numbers are limited to eight serving Community Councillors appointed to the Committee by the Full Council. Two councillors from the Llanharan ward, two from the Brynna ward and one from the Bryncae ward. If this spread cannot be achieved Full Council may appoint councillors from any ward.
8. The Chair and Deputy-chair are appointed by the Full Council Annual General Meeting held each year.
9. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Deputy-chair of the Committee.
12. Meetings will be held every 2 months or sooner if required.

#### **Scheduled meeting dates 2024/25**

To be decided by the Clerk with the consent of the Committee chair and communicated to members ASAP.



## **RESOLVED**

### **Open Spaces, Rights of Way, Allotments Levy (ORA) Committee (5)**

**Membership:** Cllrs Mark Steer, Neil Feist, Helen Donnan, Will Thomas, Tracy Allen plus co-opted member of the public (subject to acceptance) Oli Wicks.

**Chair:** Mark Steer

**Deputy Chair:** Neil Feist

#### **Terms of reference:**

1. The ORA Committee is constituted to be responsible for scrutinising and making recommendations to Council regarding all aspects of the Council's work regarding Open spaces, Rights of Way and Allotments.
2. The Committee shall identify processes and actions to ensure the responsible day to day management of ORA matters.
3. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council.
9. Membership numbers are limited to five serving Community Councillors appointed to the Committee by the Full Council.
10. The Chair and Vice-chair are appointed by the Full Council Annual General Meeting held each year.
11. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Vice-chair of the Committee.
12. Meetings will be held every 2 months or sooner if required.

#### **Scheduled meeting dates 2024/25**

To be decided by the Clerk with the consent of the Committee chair and communicated to members ASAP.



## **RESOLVED**

### **Community Engagement (CEC) Committee (5)**

**Membership:** Cllrs David Evans, Neil Feist, Chris Parker, Joanne Miller, Andrea James.

**Chair:** David Evans

**Deputy Chair:** Chris Parker

#### **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.

#### **Scheduled meeting dates 2024/25**

To be decided by the Clerk with the consent of the Committee chair and communicated to members ASAP.



## **AM2024/005 Working Groups and their members and Chairpersons and to review terms of reference**

### **RESOLVED**

#### **Trenos Crossing and Ewenny Bridge Working Group (6)**

**Membership:** Cllrs Chris Parker, Mark Steer, Janine Turner, David Evans, Neil Feist, Robert Smith.

Plus various external stakeholders.

**Chair:** Chris Parker

**Terms of reference:** Reporting to the CIL Committee. To carry out work to facilitate the delivery of a railway crossing bridge at the Trenos railway crossing, the crossing over the River Ewenny and any associated rights of way.

### **RESOLVED**

#### **Fireworks Working Group (3)**

**Membership:** Cllrs David Evans, Joanne Miller, Janine Turner.

**Chair:** David Evans

**Terms of reference:** Reporting to the CEC Committee. To examine any arrangements or terms to be set regarding the holding of an event and examine providers and venues.

### **RESOLVED**

#### **Bryncae Community Centre CAT Working Group (5)**

**Membership:** Cllrs Neil Feist, Rhys Jenkins, Chris Parker, Janine Turner, David Evans.

**Chair:** Chris Parker

**Terms of reference:** Reporting to full council. To examine and negotiate terms of business in relation to the CAT of Bryncae Community Centre.



**RESOLVED**

**Walking Route Leaflets Working Group (4)**

**Membership:** Cllrs Mark Steer, Neil Feist, Will Thomas, Robert Smith.

**Chair:** Mark Steer

**Terms of reference:** Reporting to the ORA Committee. The Walking Leaflet Working Group to be tasked with examining the details of arranging the leaflets for Route 1 and for subsequent leaflets

**RESOLVED**

**Oakbrook refurb Working Group (4)**

**Membership:** Chris Parker, Janine Turner, David Evans, Neil Feist.

**Chair:** Chris Parker

**Terms of reference:** Reporting to the CIL Committee. To investigate the feasibility and arrangements of refurbishing the Oakbrook skatepark building a pump track in the community.

Cllr Helen Donnan left the meeting.

**RESOLVED**

**Pump track Working Group (4)**

**Membership:** Chris Parker, Janine Turner, David Evans, Neil Feist.

**Chair:** Chris Parker

**Terms of reference:** Reporting to the CIL Committee. To investigate the feasibility and arrangements for building a pump track in the community.





## **RESOLVED**

### **Jubilee Marsh Multi-User Route Working Group (6)**

**Membership:** Mark Steer, Chris Parker, Robert Smith, David Evans, Janine Turner, Neil Feist.

**Chair:** Mark Steer

**Terms of reference:** Reporting to the CEC Committee. 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.

Cllr Geraint Hopkins left the meeting.

## **RESOLVED**

### **Community Awards Ceremony Working Group (4)**

**Membership:** David Evans, Neil Feist, Chris Parker, Rhys Jenkins.

**Chair:** David Evans.

**Terms of reference:** To investigate arrangements for the holding of a Community Awards Ceremony in 2024.

## **RESOLVED**

### **Hamlet/Ward Gateway Working Groups (3)**

**Membership:** Will Thomas, Neil Feist and Tracy Allen.

**Chair:** Will Thomas.

**Terms of reference:** Reporting to the ORA Committee. To investigate options for the style, placement, wording and other factors regarding potential purchase and placement of Hamlet/Ward gateway signage.



## **RESOLVED**

### **Annual survey Working Group (5)**

**Membership:** Robert Smith, David Evans, Neil Feist, Rhys Jenkins, Chris Parker.

**Chair:** Robert Smith

**Terms of reference:** Reporting to the CEC Committee. To examine arrangements to run an annual survey of residents to help better understand what residents want and how they feel the community council can support them through the services provided. The survey to run at an appropriate time to allow members to digest the results which will help inform the budget for the following financial year.

## **RESOLVED**

### **Senior Citizen's Christmas Lunches Working Group (5)**

**Membership:** Joanne Miller, Neil Feist, David Evans, Chris Parker, Janine Turner.

**Chair:** David Evans

**Terms of reference:** Reporting to the CEC Committee. To consider arrangements for the annual senior citizen's Christmas lunches

## **AM2024/006 Appointees to external bodies and reporting arrangements.**

### **RESOLVED**

Appointees to external bodies shall be as follows:

RCT/Town and Community Council Liaison Committee: Cllr David Evans and Cllr Rhys Jenkins.

One Voice Wales, RCT/Merthyr/Caerphilly area Committee: Cllr Robert Smith

Dolau Primary School appointed governor: Cllr Neil Feist



Llanharan Primary School appointed governor: Cllr Geraint Hopkins

Brynnau Primary School appointed governor: Cllr Rhys Jenkins

The Wildlife Trust (Brynna Woods/Llanharan Marsh) Liaison: Cllr Mark Steer

Llanharan Community Development Project (LCDP) Liaison: Cllr Rhys Jenkins

### ***RESOLVED***

Arrangements for the reporting back to Council of appointees shall be for members to report when there has been a meeting (during members reports if in attendance or via an email if not), whether they attended that meeting and whether there is anything relevant to report.

### **AM2024/007 Civic Allowances for the municipal year 2024/25**

#### ***RESOLVED***

To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance.

#### ***RESOLVED***

To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect.

#### ***RESOLVED***

For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details.

#### ***RESOLVED***

To pay a Chair's allowance of £1500 to the Chair of the Council

#### ***RESOLVED***

To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council

#### ***RESOLVED***

For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made.



### **AM2024/008 Written Motions in a municipal year**

#### ***RESOLVED***

The maximum total of motions required by written notice that can be considered by the Council in the municipal year to be set at 'unlimited'.

### **AM2024/009 Written Motions in a single meeting**

#### ***RESOLVED***

The maximum total of motions required by written notice that can be considered by the Council in any one ordinary meeting to be set at '3'

### **AM2024/010 Appeals and Disciplinary process**

#### ***RESOLVED***

##### **Disciplinary Panels**

The Council will appoint a disciplinary panel of three councillors who have no direct involvement and no interest in the matter to sit on a disciplinary panel. The disciplinary panel will appoint a Chair from one of its members. The Investigator shall not sit on the panel.

#### ***RESOLVED***

##### **Appeals Panel**

Where possible, the appeal will be heard by an appeals panel of three members of the council who have not previously been involved in the case and who have no direct involvement or interest in the matter. The Investigator may not sit on the appeal panel. The appeal panel will appoint a Chair from one of its members.

### **AM2024/011 Policies and procedures**

#### ***RESOLVED***

To reaffirm and approve the following policies of the Council:

1. Disciplinary policy and procedure V2
2. Equality & diversity policy V2
3. Grievance policy & procedure V2
4. Sickness & absence policy V2
5. Vexatious policy V1



6. Complaints procedure V1
7. Allotment tenancy agreement V2
8. Poultry wellbeing policy V2
9. Publication scheme V1
10. Treasury & Investment policy V1

### **AM2024/012 Internal Auditor For the Financial Year 2024/25**

#### ***RESOLVED***

To appoint WGW as the internal auditor for 2024/25

### **AM2024/013 To review banking mandate signatories and PSDF directors**

#### ***RESOLVED***

To appoint the following as authority and signatories:

Barclays bank main contact of authority: David Evans

Banking mandate for cheques and direct debits: The Clerk, The RFO, Cllr David Evans, Cllr Chris Parker, Cllr Rhys Jenkins.

Online banking (and authorisations): The Clerk, the RFO, Cllr David Evans, Cllr Chris Parker, Cllr Rhys Jenkins.

Barclaycard main contact of authority: The RFO.

Public Sector Deposit Fund directors: Cllr David Evans, Cllr Helen Donnan, Cllr Rhys Jenkins

### **AM2024/014 Asset Register**

#### ***RESOLVED***

To approve the Council's asset register as presented in 'AM App 14 – Asset register updated Yr end 2023-2024'.

### **AM2024/015 Insurance cover in respect of insurable risks.**

#### ***RESOLVED***

To defer the item to a future meeting of the Council.



### **AM2024/016 Service Level Agreements or other legal or arrangements with external groups.**

#### ***RESOLVED***

To reaffirm and approve the SLA between LCC and RCTCBC as presented in 'AM App 16 – SLA and other formal agreements with external groups' notwithstanding the current ongoing renegotiations.

#### ***RESOLVED***

To reaffirm and approve the Memorandum of understanding between LCC and LRGT as presented in 'AM App 16 – SLA and other formal agreements with external groups', notwithstanding the current ongoing renegotiations.

### **AM2024/017 Membership of The Society of Local Council Clerks (SLCC)**

#### ***RESOLVED***

To renew the Clerk and RFO Deputy Clerk's membership of the Society of Local Council Clerks (SLCC) up to a value of £260 each.

### **AM2024/018 Membership of One Voice Wales**

#### ***RESOLVED***

To renew the Council's membership of One Voice Wales at a cost of up to £1,600

### **AM2024/019 Standing Orders**

#### ***RESOLVED***

To defer the item to a future meeting of the Council.



## **AM2024/020 Financial Regulations**

### ***RESOLVED***

To reaffirm and approve the Council's 'Financial Regulations as presented in 'AM App 20 – Financial Regulations V4 issued 16<sup>th</sup> Nov 2023' subject to the following amendment:

The text, "£45,000" quoted in 11.3, e), i) and 11.3, e), ii) to be changed to "£30,000 inclusive of VAT"

This version of the financial regulations to be named as V4.1 (version 4.1), approved 16<sup>th</sup> May 2024

## **AM2024/021 Annual Report**

### ***RESOLVED***

To approve the content of the Annual Report 2023/24 as presented in 'AM App 21 and 23 – Annual Report and Action Plan'.

For the Clerk to insert such photographs as appropriate.

## **AM2024/022 Training Plan**

### ***RESOLVED***

To defer the item to a future meeting of the Council.

## **AM2024/23 Action plan for the coming municipal year incorporating the Biodiversity plan**

### ***RESOLVED***

To approve the content of the Action plan, incorporating the Biodiversity plan 2024/25 as presented in 'AM App 21 and 23 – Annual Report and Action Plan'.



**AM2024/024 Other matters where 6 days prior written notice given to Clerk**

None.

There being no further business the meeting closed at 7.50pm

Councillor David Evans  
Chair of the Community Council



## Appendix 1

### Election of Chair of the Council

#### Method of voting:

Subject to amending motions of council the proposed method of voting will be:

- To request nominations from Councillors for the position of Chair.  
*Councillors may nominate another Councillor, or themselves.*  
*All nominees must be seconded to go forward to a vote.*
- If there is more than one candidate, a vote will be conducted by a show of hands.
- A vote will be held, and all members of the council may give a vote. The voting process will continue until a majority is given in favour of one person.
- The presiding Chair has an extra casting vote in the event of a tie.
- Once the Chairman of the Council has been elected, he/she will complete their acceptance of office of Chairman of the Council form unless the Council resolves for this to be done at a later date.

## Appendix 2

### Election of Deputy Chair of the Council

#### Method of voting:

Subject to amending motions of council the proposed method of voting will be as per the process used to elect the Chair of the Council.



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council's Annual Meeting held on a hybrid basis (in person at Llanharan OAP hall and by remote attendance), at 6.30pm on Thursday 18<sup>th</sup> May 2023.

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

### **Members Present:**

**Councillors;** Chris Parker (Chair), Robert Lewis-Watkin JP, Janine Turner, David Evans, Mark Steer, Will Thomas, Neil Feist, Andrea James, Joanne Miller, Tracy Allen, Geraint Hopkins JP, Helen Donnan, Rhys Jenkins.

**Apologies:** None.

**Absent:** Cllr Parmindra Pannu.

**Clerk to the Council:** Leigh Smith

**RFO/Deputy Clerk to the Council:** Lisa Phillips

4 members of the public.

### **AM2023/001 Election of Chair of the Council**

#### **RESOLVED**

To elect Cllr David Evans as Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity.

### **AM2023/002 Election of Chair of the Council**

#### **RESOLVED**

To elect Cllr Helen Donnan as Deputy Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity.

### **AM2023/003 Minutes of Annual Meeting held 12<sup>th</sup> May 2022**

Noted.



## **AM2023/004 Committees**

### **RESOLVED**

That the number of Council members of each Committee be capped to an appropriate number, and in any case no Committee to exceed 8 Council members (or some other number deemed to be appropriate by Council). For this provision to be added to the standing orders of the Council.

### **RESOLVED**

That the past attendance of Council members to committees be taken into account when selecting members for any committee and that should an incumbent member of any committee have failed to attend a minimum of 50% of meetings in the previous 12 months then they be barred from serving on that committee for the following year unless in the opinion of the Council there have been special personal circumstances which have reasonably prevented them from doing so. The decision to grant dispensation in this regard to be minuted along with the reasons for granting that dispensation. This provision to be applied for those committees where there have been more than 4 meetings in the preceding year. For this provision to be added to the standing orders of the Council .

### **RESOLVED**

#### **Human Resources Committee.**

Membership: Cllrs Andrea James, David Evans, Rhys Jenkins, Janine Turner, Robert Lewis-Watkin (5 members).

Chair: Cllr Rhys Jenkins

Deputy Chair: Cllr Robert Lewis-Watkin

*All meetings of the HR Committee to be held subject to the following*

*Resolution:*

*“By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of all agenda items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted”.*

*Dates: TBD and presented to a future meeting of the Council*



**RESOLVED**

**Open Spaces, Rights of Way and Allotments Committee (ORA)**

Membership: Cllrs Mark Steer, Neil Feist, Helen Donnan, Will Thomas, Tracy Allen plus co-opted member of the public (subject to acceptance) Olie Wicks. (5 Council Members)

Chair: Cllr Mark Steer                      Deputy Chair: Cllr Helen Donnan

*Dates: TBD and presented to a future meeting of the Council*

**RESOLVED**

**Audit Committee**

Membership: Cllrs David Evans, Janine Turner, Andrea James, Robert Lewis-Watkin, Chris Parker. (5 Council Members)

Chair: Cllr David Evans                      Deputy Chair: Cllr Janine Turner

*Dates: TBD and presented to a future meeting of the Council*

**RESOLVED**

**Community Infrastructure Levy Committee (CIL)**

Membership: Janine Turner, David Evans, Rhys Jenkins, Robert Lewis-Watkin, Chris Parker, Helen Donnan, Mark Steer, Neil Feist. (8 Members).

Chair: Cllr Janine Turner                      Deputy Chair: Cllr Neil Feist

*Dates: TBD and presented to a future meeting of the Council*

**RESOLVED**

To dissolve the Platinum Jubilee Committee.

**RESOLVED**

To dissolve the King's Coronation Committee.



### **RESOLVED**

To dissolve the following working groups:

- Community Engagement working group
- Active Travel working group
- Community Wellbeing Working group

### **RESOLVED**

To form the 'Community Engagement Committee'.

Membership: To be decided at a future meeting of the Council.

Terms of reference: To be formalised at a future meeting of Council.

*Dates: TBD and presented to a future meeting of the Council*

### **AM2023/005 Working Groups**

#### **RESOLVED**

That the number of Council members of each working group be capped to an appropriate number, and in any case no working group to exceed 5 Council members. This provision to be added to the standing orders of the Council

#### **RESOLVED**

For the underpinning terms of reference for working groups to include the following:

For working groups to be empowered to carry out fact-finding investigations, carry out informal negotiations (without assuming any authority of the Council as a corporate body) and to do other work in order to be able to present recommendations or reports to Council for resolution.

If members of a working group cannot come to a settled agreed recommendation or report for Council then any recommendations or report should be qualified accordingly.

Working groups should liaise with the Clerk where appropriate and any recommendations should be checked for lawfulness with the Clerk before



presentation to Council. The Clerk would ordinarily only attend working group meetings when requested in order to offer advice.

Working group meetings are arranged informally by its members, led by the chair.

These measures to be added to the standing orders of the Council .

***RESOLVED***

**Trenos Crossing working Group**

Membership: Cllrs Chris Parker, Helen Donnan, Mark Steer, Janine Turner, David Evans, Neil Feist plus various stakeholders. (6 Council members)

Chair: Cllr Helen Donnan

Terms of reference: To carry out work to facilitate the delivery of a railway crossing bridge at the Trenos railway crossing, the crossing over the River Ewenny and associated rights of way.

***RESOLVED***

**Fireworks working group**

Membership: Cllrs Andrea James, Joanne Miller, David Evans. (3 members)

Chair: Andrea James

Terms of reference: To examine any extra arrangements or terms to be set regarding the holding of the event. To consider venues.

***RESOLVED***

**Bryncae Community Centre CAT working group**

Membership: Cllrs Neil Feist, Rhys Jenkins, Chris Parker, Janine Turner. David Evans. (5 members)

Chair: Chris Parker

Terms of reference: To examine and negotiate terms business in relation to the CAT of Bryncae Community Centre.



## **AM2023/006 External Bodies**

### ***RESOLVED***

Membership of external bodies as follows:

#### RCT/Town and Community Liaison Committee:

The chair and Deputy Chair of the Council, currently Cllrs David Evans and Helen Donnan respectively.

#### Llanharan Community Development Project:

Cllr Rhys Jenkins.

#### One Voice Wales RCT/Merthyr/Caerphilly/Area Committee:

Cllr Rhys Jenkins.

#### School Governing Bodies:

Dolau Primary School – Cllr Janine Turner.

Llanharan Primary School – Cllr Geraint Hopkins.

Brynnau Primary School – Cllr Helen Donnan.

#### Wildlife Trust Liaison

Cllr Mark Steer

## **AM2023/007 Civic Allowances**

### ***RESOLVED***

To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance.

### ***RESOLVED***

To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect.

### ***RESOLVED***

For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details.



**RESOLVED**

To pay a Chair's allowance of £1500 to the Chair of the Council

**RESOLVED**

To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council

**RESOLVED**

For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made.

**AM2023/008 Standing Orders**

**RESOLVED**

Deferred to a future meeting.

**AM2023/009 Financial Regulations**

**RESOLVED**

Deferred to a future meeting.

**AM2023/010 Annual Report**

**RESOLVED**

Deferred to a future meeting.

**AM2023/011 Training Plan**

**RESOLVED**

Deferred to a future meeting.

**AM2023/012 Biodiversity Plan**

**RESOLVED**

Deferred to a future meeting.

**AM2023/013 Written Motions in a municipal year**

**RESOLVED**

The maximum total of motions required by written notice that can be considered by the Council in the municipal year to be set at 'unlimited'.





### **AM2023/014 Written Motions in a single meeting**

#### **RESOLVED**

The maximum total of motions required by written notice that can be considered by the Council in any one ordinary meeting to be set at '3'

### **AM2023/015 Appeals and Disciplinary process**

#### **RESOLVED**

##### ***Disciplinary panels***

*If the Panel is convened Members who do not have an interest will be chosen by rote by the HR Committee from all members of the Council.*

##### ***Appeals panels***

*If the Panel is convened Members who do not have an interest will be chosen by rote by the HR Committee from all members of the Council, those panel members not having been members of the original disciplinary panel*

### **AM2023/016 Internal Auditor For the Financial Year 2023/24**

#### **RESOLVED**

To defer a decision on this matter until after the current internal audit is completed so that Council may assess the performance of the current auditor.

### **AM2023/017 To review banking mandate signatories and PSDF signatories**

#### **RESOLVED**

For the Chair, working with the previous Chair to establish primary authority with Barclays.

Then for online banking signatories to be established.

Then for banking mandate (cheques and direct debits) signatories to be established.

#### **RESOLVED**

For the Chair, Deputy Chair and RFO to be established as directors of the PSDF. Namely Cllr David Evans, Helen Donnan and Lisa Phillips respectively.



**AM2023/018 Membership of The Society of Local Council Clerks (SLCC)**

***RESOLVED***

To renew the Clerk and Deputy Clerk's/RFO membership of the Society of Local Council Clerks (SLCC) up to £260 each.

**AM2023/019 Membership of One Voice Wales**

***RESOLVED***

To renew the Council's membership of One Voice Wales at a cost of £1519

**AM2023/020 Other matters where 6 days prior written notice given to Clerk**

None.

There being no further business the meeting closed at 8.21pm

Councillor David Evans  
Chair of the Community Council

## Appendix 4

### Committees

Considerations for Resolution for each Committee:

- a) Membership of the Committee.
- b) Chair of the Committee.
- c) Deputy Chair of the Committee.
- d) Terms of reference for the Committee.
- e) Proposed scheduled meeting dates for the Committee.

### Summary of Committee arrangements for the previous municipal year (2023/24) together with proposed scheduled meeting dates for 2024/25.

#### **Human Resources Committee.**

Membership: Cllrs Andrea James, David Evans, Rhys Jenkins, Janine Turner, Robert Lewis-Watkin (5 members).

Chair: Cllr Rhys Jenkins

Deputy Chair: Cllr Robert Lewis-Watkin

#### **Terms of reference:**

1. The HR Committee is constituted to be responsible for scrutinising matters relating to Human resources and personnel matters.

2. The HR Committee has delegated powers to deal with HR related matters via resolutions relating to the Council's employees.

Including but not limited to grievances, disciplinary matters including the issue of formal warnings, sickness and absence and occupational health matters in line with the policies and procedures of the Council. The HR Committee can only make recommendations to full Council, rather than making its own resolutions, under the following circumstances:

- Any action which would incur a cost to the council or is likely to have a current or future financial implication.
- Effect the dismissal, redundancy or involuntary retirement of any employee.

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, one of whom must be the Chair or Vice-chair of the Committee.
5. Meetings will be held at least twice per year and then as required subject to the discretion of the Chair.

### Attendance 2023/24

Llanharan Community Council - Attendance record for HR Committee meetings.						
Councillor	Date of Meetings:					
	13/06/2023	06/07/2023	11/10/2023	12/12/2024	17/01/2024	21/02/2024
Rhys Jenkins	Y	Y	Y	Y	Y	Y
Robert Lewis-Watkin	Y	Y	N	Y	Y	Y
Janine Turner	Y	Y	Y	Y	N - Apol	Y
Andrea James	Y	N - Apol	Y	Y	Y	Y
David Evans	Y	Y	N - Apol	Y	Y	N - Apol

### Proposed dates 2024/25

TBD.

## **Audit Committee**

Membership: Cllrs David Evans, Janine Turner, Andrea James, Robert Lewis-Watkin, Chris Parker. (5 Council Members)

Chair: Cllr David Evans

Deputy Chair: Cllr Janine Turner

### **Terms of reference:**

1. The Audit Committee is constituted to be responsible for scrutinising matters relating to financial matters.
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 Audit Committee will scrutinise the Council's financial processes and procedures and monitor good financial governance. The Committee will also monitor spend against budget.
4. The Audit Committee will hear normal grant applications in the first instance taking regard of the Council's grants budget and make recommendations to Full Council.
5. The Audit Committee will scrutinise the draft budget, the Annual financial return and audit reports and will make recommendations to Full Council.
6. The Chair and Deputy-Chair are appointed by the Full Council Annual General Meeting held each year.
7. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Vice-chair of the Committee.
8. Meetings will be held at least 4 times per year and then as required subject to the discretion of the Chair.

## Attendance 2023/24

Llanharan Community Council - Attendance record for Audit Committee meetings.					
Councillor	Date of Meetings:				
	19/07/2023	17/10/2023	24/10/2023	16/01/2024	16/04/2024
David Evans	Y	Inquorate	Y	Y	Y
Janine Turner	Y		Y	Y	Y
Chris Parker	Y		Y	Y	Y
Rob-Lewis-Watkin	Y		Y	Y	N
Andrea James	Y		Y	Y	Y
Will Thomas					
Geraint Hopkins					
Rhys Jenkins					
Key					
Attendance	If the prefix 'Apol' is attached then a reason for absence was given along with the apologies and this was accepted as a valid reason for absence by resolution of the Council. This Resolution negates the effects of the '6 month rule'. A councillor need only attend any Council meeting or				
Non attendance					

## Proposed dates 2024/25

Dates TBD subject to the following:

January – Grants considered. Budget and precept for the following municipal year.

June– Consideration of internal audit report and AGAR.

July – Grants considered.

## **Community Infrastructure Levy Committee (CIL)**

Membership: Janine Turner, David Evans, Rhys Jenkins, Robert Lewis-Watkin, Chris Parker, Helen Donnan, Mark Steer, Neil Feist. (8 Members).

Chair: Cllr Janine Turner

Deputy Chair: Cllr Neil Feist

### **Terms of reference:**

1. The CIL Committee is constituted to be responsible for identifying, appraising and scrutinising potential projects for the Council's CIL 123 and active project list.
2. The CIL committee is responsible for monitoring CIL receipts and for monitoring the progress of individual projects and any expenditure approved by the full council.
3. The Committee shall identify processes and actions to ensure the responsible day to day management of CIL monies and projects.
4. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council.
5. The committee will commission, receive, consider and take action, including incurring expenditure, as necessary in relation to CIL subject to this being agreed by the Full Council.
6. The Committee will oversee the day to day management of the Council's CIL monies and projects and will respond to any issues regarding CIL
7. Membership numbers are limited to eight serving Community Councillors appointed to the Committee by the Full Council. Two councillors from the Llanharan ward, two from the Brynna ward and one from the Bryncae ward. If this spread cannot be achieved Full Council may appoint councillors from any ward.
8. The Chair and Deputy-chair are appointed by the Full Council Annual General Meeting held each year.
9. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Deputy-chair of the Committee.
12. Meetings will be held every 2 months or sooner if required.

## Attendance 2023/24

Llanharan Community Council - Attendance record for CIL (Community Infrastructure Levy) meetings.							
Councillor	Date of Meetings:						
	06/06/2023	04/07/2023	18/07/2023	05/09/2023	15/11/2023	12/03/2024	09/04/2024
Janine Turner	Y	Y	Y	Y	Y	Y	Y
Neil Feist	Y	Y	Y	Y	Y	Y	Y
David Evans	Y	Y	Y	Y	N - Apol	Y	Y
Helen Donnan	Y	Y	N - Apol	N - Apol	Y	Y	Y
Mark Steer	Y	Y	N - Apol	N - Apol	Y	Y	Y
Rhys Jenkins	Y	Y	N - Apol	N - Apol	Y	N - Apol	Y
Rob-Lewis-Watkin	N - Apol	Y	Y	Y	Y	Y	Y
Chris Parker	Y	Y	Y	Y	Y	Y	Y
Geraint Hopkins							

To be resolved

Key

Attendance	If the prefix 'Apol' is attached then a reason for absence was given along with the apologies and this was accepted as a valid reason for absence by resolution of the Council. This
Non attendance	

## Proposed dates 2024/25

TBD



## **Open Spaces, Rights of Way and Allotments Committee (ORA)**

Membership: Cllrs Mark Steer, Neil Feist, Helen Donnan, Will Thomas, Tracy Allen plus co-opted member of the public (subject to acceptance) Olie Wicks.  
(5 Council Members)

Chair: Cllr Mark Steer

Deputy Chair: Cllr Helen Donnan

### **Terms of reference:**

1. The ORA Committee is constituted to be responsible for scrutinising and making recommendations to Council regarding all aspects of the Council's work regarding Open spaces, Rights of Way and Allotments.
2. The Committee shall identify processes and actions to ensure the responsible day to day management of ORA matters.
3. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council.
9. Membership numbers are limited to five serving Community Councillors appointed to the Committee by the Full Council.
10. The Chair and Vice-chair are appointed by the Full Council Annual General Meeting held each year.
11. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Vice-chair of the Committee.
12. Meetings will be held every 2 months or sooner if required.

## Attendance 2023/24

Llanharan Community Council - Attendance record for ORA (Open spaces, Rights of Way, Allotments) Committee						
Councillor	Date of Meetings:					
	14/06/2023	25/07/2023	03/10/2023	07/12/2024	06/02/2024	02/04/2024
Mark Steer	Y	Y	Y	Y	Y	Y
Helen Donnan	N - Apol	N	Y	N - Apol	N - Apol	Y
Neil Feist	Y	Y	Y	Y	Y	Y
Will Thomas	Y	Y	Y	Y	Y	Y
Tracy Allen	N - Apol	N - Apol	Y	Y	Y	Y
Chris Parker						
Janine Turner						

Key

Attendance	If the prefix 'Apol' is attached then a reason for absence was given along with the apologies and this was accepted as a valid reason for absence by resolution of the Council. This Resolution negates the effects of the '6 month rule'. A
Non attendance	

## Proposed dates 2024/25

TBD

## **COMMUNITY ENGAGEMENT COMMITTEE**

Membership: Cllrs. David Evans, Neil Feist, Chris Parker, Joanne Miller, Andrea Jenkins (5 members).

Chair: David Evans

Deputy Chair: Chris Parker

2023: 27th June, 26th September, 19th December.

2024: 26th March.

### **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.

**Attendance 2023/24**

Llanharan Community Council - Attendance record for Committee Engagement Committee meetings.			
Councillor	Date of Meetings:		
	27/06/2023	05/10/2023	26/03/2024
David Evans (Chair)	Y	Y	Y
Neil Feist	Y	Y	Y
Chris Parker	Y	Y	N
Jonanne Miller.	Y	Y	Y
Andrea James	Y	N - Apol	Y

Key

Attendance	Y
Non attendance	N

If the prefix 'Apol' is attached then a reason for absence was given along with the apologies and this was accepted as a valid reason for absence by resolution of the Council. This Resolution negates the effects of the '6 month rule'.  
 A councillor need only attend any Council meeting or Committee meeting or any other meeting in their formally appointed role of representative of the Council to qualify.

**Proposed dates 2024/25**

TBD

## **Appendix 5**

### **Working Groups**

#### **Underlying terms of reference for all Working Groups.**

For the underpinning terms of reference for working groups to include the following: For working groups to be empowered to carry out fact-finding investigations, carry out informal negotiations (without assuming any authority of the Council as a corporate body) and to do other work in order to be able to present recommendations or reports to Council for resolution. If members of a working group cannot come to a settled agreed recommendation or report for Council then any recommendations or report should be qualified accordingly. Working groups should liaise with the Clerk where appropriate and any recommendations should be checked for lawfulness with the Clerk before presentation to Council. The Clerk would ordinarily only attend working group meetings when requested in order to offer advice. Working group meetings are arranged informally by its members, led by the chair.

Working Groups may not have any additional authority delegated to them.

The Chair or another member should make a written record of any actions or recommendations agreed amongst the group that reflects the opinion of its members.

If members of a working group cannot come to a settled agreed recommendation or report for Council then any recommendations or report should be qualified accordingly.

A written record of any recommendations or informal negotiations with any third party must be presented to the Proper Officer to be checked for lawfulness prior to presentation to the Council, Committee or Subcommittee.

The Proper Officer must formally verify the outcomes of any informal negotiations with any third party prior to presentation to the Council, committee or Subcommittee.

#### **Considerations for Resolution for each Working Group**

- a) Membership of the working group
- b) Chair of the working group
- d) Additional terms of reference for the working group

**Summary of working group membership and terms of reference for the previous municipal year (2023/24).**

**Trenos Crossing & Eweny Bridge Working Group**

Membership: Cllrs Chris Parker, Helen Donnan, Mark Steer, Janine Turner, David Evans, Neil Feist plus various stakeholders. (6 Council members)

Chair: Cllr Helen Donnan

Terms of reference: To carry out work to facilitate the delivery of a railway crossing bridge at the Trenos railway crossing, the crossing over the River Eweny and associated rights of way.

Reporting to the CIL Committee.

**Fireworks working group**

Membership: Cllrs Andrea James, Joanne Miller, David Evans. (3 members)

Chair: Andrea James

Terms of reference: To examine any extra arrangements or terms to be set regarding the holding of the event. To consider venues.

Reporting to the Community engagement Committee.

### Bryncae Community Centre CAT working group

Membership: Cllrs Neil Feist, Rhys Jenkins, Chris Parker, Janine Turner. David Evans. (5 members)

Chair: Chris Parker

Terms of reference: To examine and negotiate terms business in relation to the CAT of Bryncae Community Centre.

Reporting to Full Council

### 'Brynna Woods Art' Working Group

Membership: Neil Feist, Mark Steer, Chris Parker, Helen Donnan, David Evans (Councillors).

Tim Jones of the wildlife trust as a member of the public.

Chair: Mark Steer

Terms of reference:

To take operational decisions withing the £18,000 budget allocated for the project 'Decorative sculptures and art works at Brynna Woods'.

All formal orders outside of the £16,500 order already placed (based on the quotation provided) to the artist must be issued via the Clerk who will check that there is a consensus amongst the majority of Council members comprising the working group before placing an order.

For all members of the working group to be informed by the chair of when the artist is to visit site.

Reporting to Full Council

### **Walking Route Leaflets Working Group**

Cllrs Mark Steer (Chair), Neil Feist and Will Thomas.

Terms of reference to be:

The Walking Leaflet Working Group to be tasked with examining the details of arranging the leaflets for Route 1 and for subsequent leaflets. The working group will make recommendations to the ORA Committee.

Reporting to the ORA Committee.

### **Oakbrook refurb Working Group**

Chris Parker (Chair), Janine Turner, David Evans, Neil Feist

TOR: To investigate the feasibility and arrangements of refurbishing the Oakbrook skatepark building a pump track in the community.

Reporting to the CIL Committee.

### **Pump track Working Group**

Chris Parker (Chair), Janine Turner, David Evans, Neil Feist

TOR: To investigate the feasibility and arrangements for building a pump track in the community.

Reporting to the CIL Committee.

### **Jubilee Marsh Multi-User Route Working Group**

Mark Steer (Chair), Chris Parker, Helen Donnan, David Evans, Janine Turner, Neil Feist.

TOR: 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, and to make recommendations to Council.

Reporting to Full Council



### **Community Awards Ceremony Working Group**

David Evans (Chair), Neil Feist, Chris Parker, Rhys Jenkins.

TOR: To investigate the CEC.

### **Hamlet/Ward Gateway Working Groups**

Will Thomas (Chair), Neil Feist and Tracy Miller.

TOR: To investigate options for the style, placement, wording and other factors regarding potential purchase and placement of Hamlet/Ward gateway signage.

\*\*The decision on whether the working group reports to the ORA Committee, full council or some other committee with its recommendations is to be decided.

### **Annual survey Working Group**

Robert Smith (Chair), David Evans, Neil Feist, Rhys Jenkins, Chris Parker.

TOR: To examine arrangements to run an annual survey of residents to help better understand what residents want and how they feel the community council can support them through the services provided. The survey to run at an appropriate time to allow members to digest the results which will help inform the budget for the following financial year.

Reporting to the CEC.

### **Senior Citizen's Christmas Lunches Working Group**

Joanne Miller, Neil Feist, Andrea Jenkins, David Evans

\*\*Chair TBD

TOR: To consider arrangements for the annual senior citizen's Christmas lunches

Reporting to the CEC.

## Appendix 6

### Council Representatives on External bodies

(Nominated representatives during previous year shown underneath each heading).

Nominees are requested to ensure that they are able to fulfill the attendance commitments required to sit on these bodies on behalf of the Council before accepting a nomination.

**a) RCT/Town and Community Liaison Committee:**

Cllrs David Evans, Helen Donnan.

**b) Llanharan Community Development Project:**

Cllr Rhys Jenkins.

**c) One Voice Wales RCT/Merthyr/Caerphilly/Area Committee:**

Cllr Rhys Jenkins.

**d) School Governing Bodies:**

Dolau Primary School – Cllr Janine Turner (resigned April 2024)

Llanharan Primary School – Cllr Geraint Hopkins.

Brynnau Primary School – Cllr Parmindra Pannu,  
who was replaced by Cllr Helen Donnan in May 2023.

(resigned in May 2024).

**e) Wildlife Trust Liaison**

Cllr Mark Steer

	<u>Spring 2023</u>	<u>Spring 2023 Special</u>	<u>Summer 2023</u>	<u>Summer 2023 Special</u>	<u>Autumn 2023</u>	<u>Spring 2024</u>	<u>Spring 2024 Special 1</u>	<u>Spring 2024 Special 2</u>	<u>Summer Term 2024 Special</u>
Janine Turner - Dolau	Attended	Attended	Attended	N/A	Attended	Attended	Attended	Apologies	Attended
Geraint Hopkins - Llanharan	Apologies	N/A	Apologies	Apologies	Attended	Attended	N/A	N/A	N/A
Parmindra Pannu - Brynnau	Apologies	N/A	Absent	N/A	Not Gov	Not Gov	Not Gov	N/A	N/A
Helen Donnan - Brynnau	Not Gov	N/A	Not Gov	N/A	Apologies	Attended	Attended	N/A	N/A

## Appendix 7

### **Civic Allowances**

- In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, the Town Council is duty bound to follow the requirements of the Independent Remuneration Panel for Wales as laid out in the Annual Report, February 2024. All other determinations made previously stand. You can find the full report by using the following link:

<https://www.gov.wales/sites/default/files/publications/2024-02/annual-report-2024-to-2025.pdf>

- It is a matter for each town and community council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

**Clerk's recommendation:** Council to make a policy decision by resolution.

- With regards to Civic expense for Community Councillors payments, the report states:

“an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so. Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly”

It is requested that members DO NOT verbally decline the payments in a Council meeting but rather write to the Clerk formally if they wish to do so.

- data

See table below, Llanharan Community Council is a level 3 Council .

Extra costs payment	3 (Electorate over 5,000 to 9,999)	Mandatory for all members
Senior role	3 (Electorate over 5,000 to 9,999)	Optional up to 3 members
Mayor or chair	3 (Electorate over 5,000 to 9,999)	Optional: Up to a maximum of £1,500
Deputy mayor or deputy chair	3 (Electorate over 5,000 to 9,999)	Optional: Up to a maximum of £500
Attendance allowance	3 (Electorate over 5,000 to 9,999)	Optional
Financial loss	3 (Electorate over 5,000 to 9,999)	Optional
Travel and subsistence	3 (Electorate over 5,000 to 9,999)	Optional
Costs of care or personal assistance	3 (Electorate over 5,000 to 9,999)	Mandatory

## Considerations 2024/25

- **Reimbursement for extra costs of working from home**

All councils **must** pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

- **Reimbursement for consumables**

Councils **must** either pay their members £52 a year for the cost of office consumables required to carry out their role, **or** alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

- **Contribution towards costs of care and personal assistance**

The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. This is **mandatory** for a Community Council of our size.

For those Councillors who wish to explore making a claim, please contact the clerk so that the specific circumstances and requirements can be explored.

- **Chair's allowance**

Optional payment of up to £1500 (in addition to other eligible payments).

- **Deputy Chair's allowance**

Optional payment of up to £500 (in addition to other eligible payments).

- **Senior role payments**

Optional payment up to a maximum of £500 for up to 3 members.

- **Attendance Allowance**

Optional payment up to a maximum of £30 each time. Either attendance allowance or financial loss allowance to be claimed for the same event

- **Financial Loss Allowance**

Optional payment Up to £57.20 for up to four hours, or £114.40 for any period

exceeding 4 hours. Proof of financial loss is required.  
Either attendance allowance or financial loss allowance to be claimed for the same event.

- Previous years' arrangements

***RESOLVED***

To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance.

***RESOLVED***

To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect.

***RESOLVED***

For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details.

***RESOLVED***

To pay a Chair's allowance of £1500 to the Chair of the Council

***RESOLVED***

To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council

***RESOLVED***

For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made.

## **Appendix 8 & 9**

### **Motions**

For the previous municipal year the Council resolved the following:

#### **AM2023/013 Written Motions in a municipal year**

##### ***RESOLVED***

The maximum total of motions required by written notice that can be considered by the Council in the municipal year to be set at 'unlimited'.

#### **AM2023/014 Written Motions in a single meeting**

##### ***RESOLVED***

The maximum total of motions required by written notice that can be considered by the Council in any one ordinary meeting to be set at '3'



## **Appendix 10**

### **Disciplinary and Appeals process**

In May 2023 the council resolved the following:

#### ***RESOLVED***

##### ***Disciplinary panels***

*If the Panel is convened Members who do not have an interest will be chosen by rote by the HR Committee from all members of the Council.*

##### ***Appeals panels***

*If the Panel is convened Members who do not have an interest will be chosen by rote by the HR Committee from all members of the Council, those panel members not having been members of the original disciplinary panel*

#### **Officer's Recommendation**

In December 2023 The Council adopted a disciplinary policy & procedure. In light of this and in compliance with the policy the Clerk recommends the following text be adopted for the formation of disciplinary and appeals panels.

#### **Disciplinary Panels**

The Council will appoint a disciplinary panel of three councillors who have no direct involvement and no interest in the matter to sit on a disciplinary panel. The disciplinary panel will appoint a Chair from one of its members. The Investigator shall not sit on the panel.

#### **Appeals Panel**

Where possible, the appeal will be heard by an appeals panel of three members of the council who have not previously been involved in the case and who have no direct involvement or interest in the matter. The Investigator may not sit on the appeal panel. The appeal panel will appoint a Chair from one of its members.

## **Appendix 11**

### **Review of the Council's approved policies and procedures**

- 1. Disciplinary policy and procedure V2**
- 2. Equality & diversity policy V2**
- 3. Grievance policy & procedure V2**
- 4. Sickness & absence policy V2**
- 5. Vexatious policy V1**
- 6. Complaints procedure V1**
- 7. Allotment tenancy agreement V2**
- 8. Poultry wellbeing policy V2**
- 9. Publication scheme V1**
- 10. Treasury & Investment policy V1**

**The documents to be reviewed can all be found on the Council's website here:**

**<https://llanharan-cc.gov.wales/policies-procedures/>**

## **Appendix 12**

### **Internal auditor for financial year 2024-2025**

In 2024 following consideration of the matter and after considering quotations, the Council entered into a 3 year agreement with WGW (Working the Greener Way Online).

WGW have recently completed their first internal audit, the draft report being expected soon.

#### **Officer Recommendation**

To appoint WGW as the internal auditor for 2024/25

## Appendix 13

### Banking and PSDF signatories

#### Banking

To decide on approved signatories for the following:

##### **Barclays bank**

Primary authority holder.

Banking mandate (Cheques and direct debits)

Online banking signatories

Online access.

##### **Barclaycard**

Primary authority holder.

##### **PSDF**

Directors.

Asset	Quantity	Date Acquired	Cost per item	Make & Model	Date last valued	Auditors Value	Insurance Value £	Current Sums Insured £		Addition	Disposal
<b>Buildings</b>											
Shower Block at Welfare Ground	1						150,990.82	150,990.82			
Contents of shower block	1						£41,459	£41,459			
<b>General Contents</b>											
								£44,014			
<b>Office contents</b>											
								£2,921			
Boiling water tap	1						£120				
Dishwasher	1						£190				
Fridge	1						£100				
Microwave	1						£60				
Shredder	1						£40			27	40
Vacuum	1						£130				
Meeting Room Table	1						£150				
Meeting Room Chairs	4						£200				
Office Chairs	2						£250				
Filing Cabinets	3						£200				
Blinds	1						£800				
Desks	2						£300				
Small table & 2 chairs	1						£15				
<b>IT Equipment</b>											
								£2,901			
Lap top ( refurbished)	1	2023								283	
Lap top	1	2023		Dell			£604				
Lap top	1	2017		HP			£250				
Monitors	4	2019					£400				
Monitors	2	2022					£150				
Printer Stand	1	2019					£20				
Printer	1	2019					£1000				1000
Misc (keyboard, mouse, wires,docking)		2019					£751				
TV and stand 1	1	2019					300				
Bush 50" TV and stand 2	1	2022					330				
Meeting Owl and expansion Mic	1						885				
<b>Pantry</b>											
AOL Fridge freezer	1	2022					290.83				
Chest freezer	1	2022					250				
<b>Mowers and Machinery</b>											
Ride on Mower TYM		2019		TYM 293			16,260.00	0	10/22/2020		
Bowser		2019					3,360.00	3,360	8/12/2020		
Ride on Mower. John Deer		2012		John Deer X750			8,000	0	10/27/2020		
3G Ride on Brusher		2015		Countax			2,000	2,000	10/20/2020		
Long Reach Hedge Cutter		10/22/2020		Stihl	10/22/2020		400	400	10/22/2020		
Hedgetrimmer							£175	£175			
Strimmer & brush cutter x 2							£500	£500			
Strimmer x Kawasaki 550 Brush cutter c/w blade		10/29/2020		Kawasaki 550	10/28/2020		£500	£500			
Leaf blower							£217	£217			
Misc							£300	£300			
Hand tools										163	
<b>Street Furniture</b>											
								£112,000			
Recycled Benches	12						3,800	3,800		1745	
Metal Benches	6						2000	2,000			
Bus shelters	30						£93,434	£93,434			
Clocks	2						£6,453	£6,453			

Dram	1					0	0		
Hanging Baskets	200		£17.50			£3,500	£3,500		
Information Boards	8					£3,000	£3,000		2782
Large Octagonal planters	6	6/23/2020		Amberol	6/23/2020	450	2,700		
Amphora Precinct Planter	4	6/23/2020		Amberol	6/23/2020	200	800		
Town Entrance Planter	6	6/23/2020		Amberol	6/23/2020	160	960		
Defibrilators	16			Zoll semi AED		£5,000	£5,000		996
Telephone Box	1							31/03/2023	4940
<b>Play Ground Equipment</b>							£103,000		
Mountain Hare Play Area						£43,000			
Skateboard Park, Oakbrook						60,000			
<b>Civic Regalia</b>						£6,756	£6,756		
Chair Chain of office									
Deputy Chair Chain of office									
<b>War Memorial</b>						£17,756	£17,756		
<b>Brynna Woods carvings</b>						£4,500	£4,500		
Pit Pony;Lamp;Birds;Castle,Classroom								31/03/2023	13500
<b>2022-23 Total</b>						<b>480,957</b>	<b>615,396.82</b>		<b>24437</b>
<b>Additions 2023-24</b>						<b>24,437</b>			
<b>Disposals 2023-24</b>						<b>1,040</b>			
<b>GRAND TOTAL</b>						<b>504,354</b>			
<b>Land Holdings</b>									
Mountain Hare Play Area		Owned						Deed of covenant dated 4 Sept 1969 made with National Playing Fields Assoc	
Meadow Rise Play Area		Owned							
Bridgend Road Allotment Site		Owned							
Jubilee Street Allotment site		Owned							
Pendre allotment site		Part owned/part leased						Conveyance dated 31 March 1983:Part Licence dated 25 July 1988 - rent £500pa/part leased - draft lease awaited from RCT 2020	
Mamorial Gdns, Grove Tce		Leased						dated 29 March 1976 - rent £5 pa	
Plot at Meadow Rise		Owned						Conveyance from Llanmoor dated 19 Nov 1990	
Plot at William Street		Owned							
Plot at Bridgend Rd (Dram)		Owned						Land transferred from Llanmoor	
Skateboard Park, Oakbrook		Leased						dated 2 Sept 2013 from RCT - Peppercorn Rental	

## Appendix 15

### The council's arrangement for insurance cover in respect of insurable risks.

**The Clerk recommends that this matter be deferred to a future meeting.**

Note: The Council's insurance arrangements were last reviewed in May 2023

#### ***2023/098 Extent and limits of cover of the Council's insurance policy***

***RESOLVED*** To approve the details of cover and to continue into year 2 of a 3 year agreement on the terms presented and to approve payment of the premium up to a value of £4,800

**Service Level Agreement (SLA)**  
 between  
**Llanharan Community Council**  
 and  
**Rhondda Cynon Taf County Borough Council**

Effective Date: .....

--	--

**Version**

Version	Date	Description	Author
1.0	16.03.15	Service Level Agreement	John Spanswick

**Approval**

*(By signing below, all parties agree to all terms and conditions outlined in this Agreement.)*

Authority	Role	Signed	Position	Date
Llanharan Community Council	Service Provider & Customer			
Rhondda Cynon Taf C.B.C.	Service Provider & Customer			



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## 1. Agreement Overview

This Agreement represents a Service Level Agreement (“SLA” or “Agreement”) between *Llanharan Community Council* and *Rhondda Cynon Taf County Borough Council* for the provisioning of grounds maintenance services required at the locations listed below:-

- Llanharan Welfare Ground (2 x sports pitches and surrounds)
- Brynna Recreation Ground (2 x sports pitches and surrounds and 1 x 3G surface)

This Agreement remains valid until superseded by a revised agreement mutually endorsed by the stakeholders.

This Agreement outlines the parameters of all services covered as they are mutually understood by the primary stakeholders.

## 2. Goals & Objectives

The **purpose** of this Agreement is to ensure that the proper elements and commitments are in place to provide a consistent grounds maintenance service for both parties.

The **goal** of this Agreement is to obtain mutual agreement for the provision of a grounds maintenance service for both parties.

The **objectives** of this Agreement are to:

- Provide clear reference to service ownership, accountability, roles and/or responsibilities.
- Present a clear, concise and measurable description of service provision to the customer.
- Match perceptions of expected service provision with actual service support & delivery.

## 3. Stakeholders

The following Service Provider(s) and Customer(s) will be used as the basis of the Agreement and represent the **primary stakeholders** associated with this S.L.A.:

### Grass Cutting & Litter Removal

Service Provider: Llanharan Community Council (“Provider”)

Customer: Rhondda Cynon Taf County Borough Council (“Customer”)

### All other Grounds Maintenance

Service Provider: Rhondda Cynon Taf County Borough Council (“Provider”)

Customer: Llanharan Community Council (“Customer”)



## 4. Periodic Review

This Agreement is valid from the **Effective Date** outlined herein and is valid until further notice. This Agreement should be reviewed at a minimum once per annum; however, in lieu of a review during any period specified, the current Agreement will remain in effect.

The **RCT Green Spaces Manager** (“Document Owner”) is responsible for facilitating regular reviews of this document. Contents of this document may be amended as required, provided mutual agreement is obtained from the primary stakeholders and communicated to all affected parties. The Document Owner will incorporate all subsequent revisions and obtain mutual agreements / approvals as required.

**RCT Green Spaces Manager:** John C. Spanswick  
**Review Period:** Annually  
**Previous Review Date:** t.b.a.  
**Next Review Date:** t.b.a.

## 5. Service Agreement

The following detailed service parameters are the responsibility of the Service Provider in the ongoing support of this Agreement.

### 5.1. Service Scope

The following Services are covered by this Agreement;

- Grass cutting of sports pitches and surrounding open space (LCC)
- Removal of litter from sports pitches and surrounding open space (LCC)
- Marking out of sports pitches (RCTCBC)
- Regular brushing (true grooming) of sports pitches (RCTCBC)
- Annual fertilizer / selective weedkiller application programme (RCTCBC)
- Renovation of sports pitches at end of season (RCTCBC)
- Regular aeration of sports pitches (RCTCBC)
- Regular brushing of 3G surface (RCTCBC)
- 

### 5.2. Service Assumptions

Assumptions related to in-scope services and/or components include:

- Changes to services will be communicated and documented to all stakeholders.

## 6. Service Management

The following sections provide relevant details on service availability and contact information for the services being provided.

### 6.1. Service Availability

- Telephone & Email enquiries : 8:00 A.M. to 3:00 P.M. Monday – Friday

RCTCBC - Geraint Jenkins 01443 233964 / 07786 523570

Email: [Geraint.a.jenkins@rctcbc.gov.uk](mailto:Geraint.a.jenkins@rctcbc.gov.uk)

Or - John Spanswick 01443 233975 / 07786 523501

Email : [john.c.spanswick@rctcbc.gov.uk](mailto:john.c.spanswick@rctcbc.gov.uk)

LCC -

- Emails received outside of office hours will be collected, however may not be read until the next working day

### 6.2. Service Requests

In support of services outlined in this Agreement, the Service Provider will respond to service related incidents and/or requests submitted by the Customer within the following time frames:

- 0-8 hours (during business hours) for issues classified as **High** priority.
- Within 48 hours for issues classified as **Medium** priority.
- Within 5 working days for issues classified as **Low** priority.



LLANHARAN COMMUNITY COUNCIL/LLANHARAN RECREATION GROUND TRUST

USE OF FACILITIES

MEMORANDUM OF UNDERSTANDING

Background

The District Auditor in his Management Letter to Members of the Llanharan Community Council concerning the 1999/00 Accounts identified the need for the informal use of premises and equipment to be regularised. A Memorandum of Understanding was agreed in October 2001 and the Council has recently requested that this be reviewed to reflect changes which have recently taken place.

Following discussions between the Chairman, the Clerk to the Council and the Secretary of the Trust, the following is intended as a formal statement of the arrangements in place,

Memorandum of Understanding

“The Llanharan Community Council will

- (1) make available (without charge):
  - (a) the Council's equipment to assist the Llanharan Recreation Ground Trust in maintaining its playing fields at Bridgend Road and the play area at Duffryn Crescent;
  - (b) the services of its Handyman for 5 hours per week during the Summer months and 1 hour per week during the Winter months;
  - (c) the Shower Block adjacent to the Recreation Centre subject to the Trust being responsible for :
    - (i) the collection of all fees and charges for the use of the shower block (such fees to be retained by the Recreation Centre);
    - (ii) the regular maintenance and cleaning of the Shower Block;
    - (iii) the Trust continuing to provide accommodation for:
      - (a) the Council's mower, strimmers and other incidental tools and equipment;
      - (b) meetings of the Llanharan Community Council and its Committees.
- (2) as owners of the Shower Block, continue to provide appropriate insurance cover for the building;
- (3) reclaim any VAT on behalf of the Recreation Centre, which will be retained by the Council
- (4) pay the Llanharan Community Recreation Centre a peppercorn rental of £1 per annum in respect of the land on which the Shower Block is erected”

**Peter Davies**  
**Clerk to the Council**  
**25 October 2006**

## Appendix 17

### Membership of SLCC

#### SLCC (Society of Local Council Clerks)

Last year the Council resolved the following:

#### **AGM2022/21 Membership of Society of Local Council Clerks (SLCC).**

#### ***RESOLVED***

To fund the membership of SLCC for the Clerk and RFO/Deputy Clerk.

Proposal:

1. To consider renewing the Clerk and Deputy Clerk's/RFO membership of the Society of Local Council Clerks (SLCC) and to authorise £450 to be spent.

## Appendix 18

### Membership of One Voice Wales

#### One Voice Wales

The Clerk recommends renewal given the specialist advice available to Council on a variety of Topics.

Proposal:

To renew the Council's membership of One Voice Wales and to authorise the Officers to spend up to £1650 accordingly.

Shown below is the 2023/24 renewal invitation for reference.

Dear Clerk

Please bring this letter to the attention of your Chair and Councillors.

### **Membership of One Voice Wales 2023-24**

I am writing to invite your council to renew its membership to join One Voice Wales from April 2023. Once again, the past year has seen many positive developments to our services and for the community and town council sector in general, many of which are outlined in this letter, which we believe add significantly to the value for money offered by One Voice Wales membership.

We continue to represent the sector in a wide variety of ways – we regularly meet with the Minister for Finance and Local Government Rebecca Evans MS and we continue to represent the sector on the **Local Government Partnership Council**. During 2022-23 we have once again made strong representation on the role the sector can play in supporting sustainable local services and supporting the Local Government Reform agenda amongst others. We have maintained and further enhanced our working relationships with the Welsh Government, Welsh Local Government Association (WLGA) and the WCVA strengthening the voice of the sector within the public services family in Wales and improving working relations with the Third Sector.

One Voice Wales continues to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels including the **Climate Change Panel, Ystadau Cymru Working Group, Ministerial Towns Action Advisory Group, Welsh Government Litter Advisory Panel, Ministerial Advisory Forum on Ageing, Welsh Government Diversity in Democracy Working Group, Older Persons Commissioner Age Friendly Steering Group, Welsh Government Advisory Board on Resourceful Communities as well as Understanding Welsh Places Advisory Board**. One Voice Wales is playing an ever-increasing role in the development of resources for the sector, for example, through our **Local Places for Nature Officer** in our team who has helped hundreds of councils to date on environmental projects and issues; and following funding off Public Health Wales via Save a Life Cymru we were able to establish the post of **Community CPR and Defibrillator Manager** in the team who helped hundreds of community and town councils in 2022-23 in developing this critically important agenda. We also played a significant role working with the Welsh Government and SLCC colleagues in the development of a **Finance and Governance Toolkit** for the sector which will help to drive up standards of working practice. We continue to work collaboratively with a range of other bodies including the **Local Government Democracy and Boundary Commission for Wales, Independent Remuneration Panel, Public Services Ombudsman and Wales Audit Office**. So, our ability to influence key stakeholder organisations continues to grow year on year.

There are exciting and challenging times ahead for Community and Town Councils in Wales and we will continue to develop our lobbying and representational roles especially in relation to the outcomes of the **Local Government and Elections (Wales) Act 2021**. During 2022-23



we developed a **guidance document on the development of Training Plans, guidance on Bullying and Harassment** as well as supported the Welsh Government in delivering guidance and advice to councils on the requirements of the **Section 6 Environment Act duties**. We will continue to develop practice guides and share best practice case studies in 2023-24.

Our representational role means that **we have a direct interface not only with the Minister for Finance and Local Government but other Ministers** where our sector's remit extends. During 2022-23 we made several representations to the **Minister for Climate Change** on a range of matters - on the need for greater resources for the sector, the need for digital skills and capabilities to be developed, the role community and town councils can play in town regeneration and community planning, how the sector can support the decarbonization agenda, devolution of services and asset transfer agenda and support for the sector to better engage on the green infrastructure agenda. During 2022-23 we have extended our **representational role** - One Voice Wales' many Councillors across Wales are increasingly able to provide their views on a wide range of policy areas to support our lobbying activities and **influence government and stakeholder organisations** in their decision-making. This includes representation on health trust stakeholder forums and several **Public Services Boards**. These developments have improved and further developed our representational and lobbying roles and we will seek to further develop them in 2023-24.

Some of our other accomplishments over the past 12 months include:

- There has been a healthy increase in membership numbers during the year. Over 89% (88% previous year) of all councils in membership of One Voice Wales, or 653 (639 previous year) out of the 732 Councils in Wales and this is the highest level of membership since One Voice Wales was formed. Plans are already in place to drive increases in membership in 2023-24.
- Through our Local Places for Nature Officer post, we have enabled over £1m of funding to be accessed by Community and Town Councils across Wales with a further £500,000 of projects being worked up for 2023/24.
- Received confirmation from the Welsh Government of 3 years of additional funding at £150,000 per annum to develop resources to support community and town councils in helping their communities with the cost-of-living crisis.

As current members are aware, we provide the following services outlined below, and we are aware from feedback from our members that all aspects of the service are highly valued.

- **Provision of free legal advice** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors for advice (These savings can in many cases exceed the membership that is payable)
- **Quality and timely advice and support service** on topics relevant to member councils.
- **Training** for members and staff, including policy seminars and new working opportunities.
- **General information via our website including a members' area.**
- **Monthly** editions of our new '**E- Newsletter**'
- **Representation** of the sector on the Local Government Partnership Council.
- Creating **new opportunities for collaboration** with national organisations across Wales.

The training and development agenda is another area where much progress has been made during 2022-23 with the continued successful delivery of webinar-based training. Under the auspices of the **National Training Advisory Group**, chaired by One Voice Wales, we have continued to refine and develop and extend our training provision to the community and town council sector. Once again, the breadth of our training programmes has been extended and will be available to members throughout the year. At the time of writing, we are about to distribute a **Training Needs Survey** to member councils and during 2023-24 intend to further enhance our offering to members. To date we have provided approximately 3,000 units of training to the sector – and it is very pleasing to see councils actively engaging in developing their skills and abilities as the sector's role grows in importance.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members and have supported our councils on **community planning exercises, accountancy services, technical VAT advice, HR and personnel matters including representation at Industrial Tribunals**, assisted in **policy development and health and safety** – and at **costs significantly below market rates**. We are also now able to offer consultancy support in relation to community planning and engagement. Please contact the Ammanford Office if you would like further details on how we can support you through these services.

**Importantly our role as a representative body has been significantly improved** with a significant growth in our membership during 2022-23 – **at year end we had 653 local councils in membership or 89% of all community and town councils**.

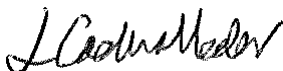
I hope that this summary of current and future developments has demonstrated that One Voice Wales continues to do all it can to represent the sector and provide a high-class information and support service for our members.

For your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, please return the attached Membership Form by email or to our office in Ammanford – the address is at the top of this letter.

If you have any further queries relating to membership, please contact the office on 01269 595400 / 07917 846510 or email: [tgilmartin@onevoicewales.wales](mailto:tgilmartin@onevoicewales.wales)

I trust that your Council will give this invitation full consideration and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2023-24.

Yours sincerely,



Lyn Cadwallader  
Chief Executive



**ONE VOICE WALES**  
**The Voice of Community & Town Councils**

**Invoice / Membership Form**

**Please enter all details in block letters and return original form for our records**

I write to inform you that my Council has decided to join One Voice Wales for 2023/2024

Clerk to the Council Mr / Mrs / Ms / Miss (Delete as applicable)

Signed: ..... Please print name: .....

Name & Address of Council - Enter any amendments clearly alongside

Mr Leigh Smith, Clerk  
 Llanharan Community Council

Tel No's: 01443 231430 / 07769 266675

E-mail address: clerk@llanharan-cc.gov.wales

Website: www.llanharancc.webs.com

***Please inform us if any of the above details change***

Please tick the preferred language for future correspondence:

Welsh                       English                       Bilingual

Membership Fee: **£1519**

Based on 3896 chargeable dwellings @ **£0.390p** per dwelling  
 (Based on Valuation List, not Electoral Register)

Please make cheque payable to One Voice Wales  
 Bank details - Account number: 16689360 Sort code: 30-94-85

Please return the form to the following address:  
 One Voice Wales, 24c College Street, Ammanford, Carmarthenshire, SA18 3AF

e-mail: [tjilmartin@onevoicewales.wales](mailto:tjilmartin@onevoicewales.wales) Tel: 01269 595400 Fax: 01269 598510



# Llanharan Community Council

## FINANCIAL REGULATIONS

### Version 4

These Financial Regulations were adopted by the council at its meeting on 16<sup>th</sup> November 2023. Minute ref 2023/275

Acknowledgment to One Voice Wales as this policy is based upon their model Financial Regulations Wales 2019 document.



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## Statement:

The Responsible Financial Officer (RFO) and the Clerk of the Council are for the purpose of this document the Proper Officers of the Council.

In the context of these Financial Regulations the terms:

1. “RFO” refers to the Responsible Financial Officer.
2. “A.M.” refers to Annual Meeting.
3. “the Chair” refers to **the** Chairperson of the Council and or **the** Chairperson of a Committee, Sub-committee, Working Group or any other body that the Council forms to carry out its functions effectively.
4. “the Deputy Chair” refers to **the** Deputy Chairperson of the Council and or **the** Deputy Chairperson of a Committee, Sub-committee, Working Group or any other body that the Council forms to carry out its functions effectively.
5. “RCTCBC” refers to Rhondda Cynon Taf County Borough Council.

## 1. GENERAL

- 1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - a. for the timely production of accounts,
  - b. that provide for the safe and efficient safeguarding of public money,
  - c. to prevent and detect inaccuracy and fraud and
  - d. identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or willful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct.



- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The RFO has been appointed for this Council and these regulations will apply accordingly.
- 1.9. The RFO:
  - a. acts under the policy direction of the Council.
  - b. administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices,
  - c. determines on behalf of the Council its accounting records and accounting control systems,
  - d. ensures the accounting control systems are observed,
  - e. maintains the accounting records of the Council up to date in accordance with proper practices,
  - f. assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
  - g. produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
  - a. entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate,
  - b. a record of the assets and liabilities of the Council and
  - c. wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- a. procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible,
- b. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records,
- c. identification of the duties of officers dealing with financial transactions and
- d. division of responsibilities of those officers in relation to significant transactions,
- e. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- f. measures to ensure that risk is responsibly and effectively managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding:

- a. setting the final budget or the precept (Council Tax Requirement),
- b. approving accounting statements,
- c. approving an annual governance statement,
- d. borrowing,
- e. writing off bad debts,
- f. addressing recommendations in any report from the internal or external auditors.

1.14. In addition, the Council must:

- a. determine and keep under regular review the bank mandate for all Council bank accounts.

- b. approve any general grant, usually based upon the recommendations made by the Audit Committee at either of its twice yearly meetings (dates specified at the Annual Meeting) when such matters are usually decided upon.
  - c. Approve any CIL grant regardless of value, usually based upon the recommendations made by the CIL Committee at any of its periodic meetings.
  - d. approve a single expected expenditure in excess of £3,000 prior to commitment and
  - e. in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or “the regulations” shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation and then in force unless otherwise specified.
- 1.16. In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability for Local Councils in Wales - A Practitioners’ Guide issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.

On a regular basis, at least once in each quarter, and at each financial year end, the Audit Committee shall be presented with bank reconciliations for all accounts produced by the RFO. The RFO will highlight any unreconciled items or other anomalies. The Committee shall, by resolution approve the reconciliations as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.

- 2.2. The RFO shall complete the annual statement of accounts, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.3. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.4. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.5. The internal auditor shall:
  - a. be competent and independent of the financial operations of the Council,
  - b. report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year,
  - c. to demonstrate competence, objectivity, independence and be free from any actual or perceived conflicts of interest, including those arising from family relationships and
  - d. not be involved in the financial decision making, management or control of the Council.
- 2.6. Internal or external auditors may not under any circumstances:
  - a. perform any operational duties for the Council,
  - b. initiate or approve accounting transactions or
  - c. direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor

- d. For the avoidance of doubt, in relation to internal audit the terms “independent” and “independence shall have the same meaning as is described in proper practices.
- 2.7. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.8. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee that has been delegated a budget shall review its three-year forecast of expenditure, receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Audit Committee not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Audit Committee for the recommendations thereof to be considered by Council, by no later than the end of January in the same financial year.
- 3.3. The Council shall consider annual budget proposals in relation to the Council’s three year forecast of expenditure, receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

4.1. Expenditure on items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- a. the Council for any item costing £1,501 or more except where previously and specifically delegated to a committee.
- b. the Proper Officer, in conjunction with Chair of Council or Chair of the appropriate committee with a delegated budget, for any item costing between £250 and £1,500
- c. the Proper Officer for any sundry item up to £250 except for an item or service purchased under the conditions of *Regulation 4.9*

See also 4.9 with regards to authority of the Proper Officer to spend in emergency circumstances relating to extreme risk to the delivery of Council services.

4.2. Such authority is to be evidenced by a meeting minute recording a resolution of Council or the appropriate Committee, or in the case of *Regulation 4.1.b.*, an email or other verifiable form of electronic communication between the Proper Officer and the appropriate Chair. All payments made will be reported to Council in a subsequent Council meeting.

4.3. Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.4. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee.

4.5. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.6. Unspent provisions in the budgets for completed projects shall not be carried forward to a subsequent year.
- 4.7. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a schedule approved by both the HR Committee and Audit Committee for presentation to Council as part of the normal budget setting process.
- 4.8. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.9. In cases of extreme risk to the delivery of Council services, the Proper Officer may authorise revenue expenditure on behalf of the Council which in the Proper Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Proper Officer shall report such action to the Chair of the Council as soon as possible and to the Council as soon as practicable thereafter.
- 4.10. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.11. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.12. The RFO shall regularly provide the Audit committee or Full Council or such committee has directed by resolution of the Council for the purpose of scrutiny, a statement of receipts and payments to date under each head of the budget, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 10% of the budget.
- 4.13. If presented to the Audit Committee or such committee as directed by resolution of the Council then that committee shall make its observations known to the next available Council meeting.
- 4.14. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The Council's banking arrangements, including the bank mandate and any investment accounts or other financial instruments, shall be made by the RFO and approved by the Council.
- 5.2. Banking arrangements may not be delegated to a committee.
- 5.3. They shall be regularly reviewed for safety and efficiency.
- 5.4. Spending authority and evidence of such should be in compliance with *Regulation 4.1 and 4,2*
- 5.5. All payments made under specific resolution of Council or covered under *Regulation 5.4* will be made by the RFO as per *Regulation 5.9* and reported to Council in a subsequent Council meeting.
- 5.6. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council, or a committee or a clause of these financial regulations to the appropriate values.
- 5.7. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.8. The RFO shall have the delegated authority to take all steps to raise payment:
- 5.9. of all invoices submitted which are in order and where a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 or the due date for payment is before the next scheduled Meeting of Council and/or delegated committee and/or where the RFO certifies that there is no dispute or other reason to delay payment provided a list of such payments shall be submitted to the next appropriate meeting of Council and/or authorised committee;
- 5.10. of an expenditure item authorised under 5.12 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council;



- 5.11. fund transfers within the Councils banking arrangements up to the sum of £50,000 provided that a list of such payments shall be submitted to the next appropriate meeting of the Council.
- 5.12. For each financial year the RFO may draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like) for which Council or a duly authorised committee, may authorise payment by resolution for the year provided:
- 5.13. that the requirements of *Regulation 4.1* (Budgetary Controls) are adhered to.
- 5.14. A list of any such payments made is reported to the next appropriate meeting of Council and approved by resolution on each and every occasion - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.15. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.
- 5.16. The Council may aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.17. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) shall be summarised to remove public access to any personal information.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under *Regulation 5* above, the Council, a duly delegated committee or, if so delegated, the Proper Officer shall give instruction that a payment shall be made.

- 6.3. All payments shall, where possible and practical effected by electronic transfer (online banking, BACs, CHAPS) or by credit card or by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.
- 6.4. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. If thought appropriate and in accordance with *Regulation 5*, payment by cheque:
  - a. signed by two authorised signatories where at least one of which must be a Councillor.
  - b. to indicate agreement of the details shown on the cheque for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
  - c. all such payments shall be reported to the Council at the next convenient meeting.
- 6.6. If thought appropriate and in accordance with *Regulation 5*, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided:
  - a. that the instructions are signed or otherwise evidenced by two authorised signatories where at least one of which must be a Councillor, are retained.
  - b. all such payments as made shall be reported to the Council at the next convenient meeting.
  - c. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.7. If thought appropriate and in accordance with *Regulation 5*, payment for certain items (principally salaries) may be made by banker's standing order.
  - a. provided that the instructions are signed, or otherwise evidenced by two authorised signatories where, at least one of which must be a Councillor are retained.

- b. all such payments as made shall be reported to the Council at the next convenient meeting.
  - c. the approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate and in accordance with *Regulation 5*, payment for certain items may be made by BACS or CHAPS methods:
- a. provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised signatories, where at least one of which must be a Councillor, are retained
  - b. all such payments as made shall be reported to the Council at the next convenient meeting.
- 6.9. If thought appropriate and in accordance with *Regulation 5*, payment for certain items may be made by internet banking transfer provided evidence is retained showing which signatory assigned the payment and which signatory authorised the payment.
- a. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator.
  - b. The bank mandate approved by the Council shall identify at least 2 Councillors who will be authorised to approve transactions on those accounts.
  - c. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords on a electronic document and held securely and in an encrypted format in a location to which only the Proper Officers and Chair of the Council have access.
- 6.11. If deemed necessary, the PIN and / or passwords shall be changed as soon as practicable and access to the document restricted accordingly.

- 6.12. Where this security protocol has to be used or there is a known breach of security then this shall be reported to all members immediately and formally to the next available meeting of the Council.
- 6.13. *Regulations 6.10, 6.11, 6.12 and 6.13* will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.14. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.15. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.16. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.17. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites") and not through a search engine or e-mail link.
- 6.18. Remembered or saved passwords facilities must not be used on any computer used for Council banking work.
- 6.19. Breaches of *Regulation 6.18* will be treated as a profoundly serious matter under these regulations and may be regarded as a breach of the Code of Conduct.
- 6.20. Changes to account details for suppliers, which are used for internet banking may only be changed once the RFO has confirmed with the supplier via a known and verifiable telephone number that the account detail changes are valid and correct.
- 6.21. Any Debit Card issued for use will be specifically restricted to the Proper Officers and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or Audit committee in writing before any order is placed.
- 6.22. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or the audit Committee. Transactions and purchases made will be reported to the Council and

authority for topping- up shall be at the discretion of the Audit committee or delegated to the RFO via resolution.

- 6.23. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO unless a resolution of Council authorises otherwise, and shall be subject to automatic payment in full at each month-end.
- 6.24. The Council will not maintain any form of petty cash float for expenditure except for a small float not exceeding £20 which may be held for the Pantry for the provision of providing change only.
- 6.25. All other cash received must be banked intact as soon as is practicable.
- 6.26. Any payments made in cash by any employee of the Council, for example for postage or minor stationery items, shall be refunded on a regular basis, at least quarterly via a claim for expense.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation.
- 7.2. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.3. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.4. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

- 7.5. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a. by any Councillor who can demonstrate a need to know to the satisfaction of the Proper Officer.
  - b. by the internal auditor
  - c. by the external auditor or
  - d. by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.6. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.
- 7.7. This line is intentionally blank
- 7.8. Payments relating to the termination of contracts of employment shall be supported by a clear business case and reported to the Council.
- 7.9. Termination payments shall only be authorised by Council.-
- 7.10. Matters of redundancy of employment where a cost will be incurred shall be supported by a clear business case and reported to the Council.
- 7.11. Redundancy payments shall only be authorised by Council.
- 7.12. Before employing interim staff, the Council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council.

- 8.2. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.3. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.4. The Council will arrange for copies of bank statements to be mailed to the Chair should that person, for whatever reason, not have access to Council's online banking arrangements and bank statements.
- 8.5. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.6. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.7. All investments of money under the control of the Council shall be in the name of the Council.
- 8.8. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.9. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with *Regulation 5* (Authorisation of payments) and *Regulation 6* (Instructions for payments).
- 8.10. Unless superseded by the Council's Investment strategy/Policy, the RFO is authorised to maintain the Public Sector Deposit Fund (PSDF) to hold the balance of the Council's Community Infrastructure Levy (CIL) funds received from RCTCBC but not spent, and to make such transfers between accounts as is necessary in accordance with the instructions of Council and authority to spend under *Regulations 5 and 6* to maintain Council CIL funds in the PSDF account.
- 8.11. Any transfers between the PSDF and the Councils bank accounts for any other reason other than maintaining the balance of the Councils CIL funds

received from RCTCBC but not spent, must be authorised by resolution of Council unless superseded by the Council's Investment strategy/Policy.

## **9. INCOME**

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all lawful charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Proper Officer.
- 9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums made in cash or by cheque, received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all such receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council to meet expenditure already



incurred by the authority will be given by the Managing Trustees of the charity, meeting separately from any Council meeting in accordance with *Regulation 17*.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter or email or other electronic and archivable correspondence shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the Proper Officer.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in *Regulation 11*
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. The RFO shall ensure any contractor used by the Council has the appropriate liability insurances in place to provide safeguards against any liability due to faulty workmanship or any other mishap.

11.2. The Proper Officer should seek to ensure that an appropriate level of due diligence is undertaken on any contractor to be used by the council. Including where possible assessing their performance and capability on providing previous similar works and or services, satisfactory references (if necessary), satisfactory safeguards against any liability due to faulty workmanship or any other mishap and proof of financial stability.

11.3. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services.
  - ii. for specialist services such as are provided by legal professionals acting in disputes or for other specialist services.
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
- b. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- c. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time) .
- d. 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.

- e. When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in *Regulation 11.3.*, where the value:
  - i. is £45,000 or greater, a formal tendering process must be followed as set out in *Regulation 12*
  - ii. is less than £45,000 and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.
  - iii. is below £1,500 and above £250 the Proper Officer shall strive to obtain 3 estimates of the cost of proposed supply.
  - iv. otherwise, *Regulation 10.3* shall apply.

11.4. The Council shall not be obliged to accept the lowest price, or any tender, quotation or estimate.

11.5. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Formal tendering process**

12.1. When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in *Regulation 11.3* where the value is equal to or greater than that set out in *Regulation 11.3 e.i.* the following process shall be followed, either Method A or Method B may be used. In either case the Proper Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

### **12.2. Method A**

- a. For notice of invitation to Tender to be posted on 'Sell2Wales' (The Welsh public sector tender portal).

- b. Details of the tender and how to access the tender via the Sell2Wales portal shall be posted in Community Council noticeboards and on the Council's website.
- c. The Council may also approach companies who deal in such work to make them aware of the tender and how to access the tender via the Sell2Wales portal.
- d. Once the tender is posted, all communications relating to the tender shall take place only via the portal.
- e. Where, in the opinion of the Council, the supply of goods, materials, services and the execution of works are of a specialist nature, as an alternative to *Regulation 11.3.e.i.* tenders may be invited from at least three specialist contractors, selected by the Council, specialising in the type of work included in the contract.
- f. The tender notice will give details of the requirements of the Council, the technical details for the tender and any other relevant information. The tender will also state the deadline for the tender submissions to be received.
- g. The tender notice shall be posted on Sell2Wales as such that whilst those expressing an interest are able to communicate via the portal in order to ask questions regarding the tender, the tender submissions shall be received in the secure 'postbox'. The secure postbox can only be opened to view submissions after the deadline date by authorised persons.
- h. All access to the postbox will be logged.
- i. Only the Proper Officers shall be authorised to open the secure postbox.
- j. The first opening of the postbox shall take place after the stated closing date by the Proper Officer in the presence of either the Chair or Deputy Chair of the Audit Committee, or in their absence by at least one other member of the Council.
- k. The name of those present shall be reported to Council and minuted accordingly.

### 12.3. **Method B**

- a. A public notice of an invitation to tender shall be given in the same manner as a public notice of meetings of the Council and in the local press, the notice shall also be posted on the Council's website.
- b. The Council may also approach companies who deal in such work to make them aware of the tender.
- c. Where, in the opinion of the Council, the supply of goods, materials, services and the execution of works are of a specialist nature, as an alternative to *Regulation 11.3.e.i.* tenders may be invited from at least three specialist contractors, selected by the Council, specialising in the type of work included in the contract.
- d. The invitation to tender shall state the tender specification, the time, date and address for the submission of tenders including the deadline for submission, the date of the Council's written response to the tender and, a prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process, although to allow technical questions to Officers regarding the details of the tender.
- e. In addition state that tenders must be addressed to the Clerk in the ordinary course of post.
- f. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- g. All sealed tenders shall be opened at the same time on the prescribed date by the Proper Officer in the presence of either the Chair or Deputy Chair of the Audit Committee, or in their absence by at least one other member of the Council.
- h. The name of those present shall be reported to Council and minuted accordingly.

12.4. Whether Method A or Method B is used:

- a. The decision on the awarding of a Formal Tender shall be taken by Full council unless authority has been delegated to a Committee.
- b. The Council shall not be obliged to accept the lowest of any tender, quote or estimate

- c. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- d. If no tenders are received, or that all the quotations are identical, the Council or committee may make such arrangements for procuring the supply of goods, materials, services and the execution of works, as it thinks fit.
- e. Any invitation to tender issued under these regulations shall be subject to *Standing Orders* and shall refer to the terms of the Bribery Act 2010.
- f. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time) .
- g. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. OVW can supply Council’s with further information in this regard.

12.5. The Proper Officers shall maintain a register of personal interests, in respect of both members and senior staff.

12.6. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12.7. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not

### **13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 13.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract subject to any percentage withholding as may be agreed in the particular contract.
- 13.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments.
- 13.3. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 13.4. Any variation to a contract or addition to or omission from a contract must be approved by the Council and:
- 13.5. The RFO to inform the contractor in writing.
- 13.6. the Council being informed where the final cost is likely to exceed the financial provision.

### **14. STORES AND EQUIPMENT**

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2. Delivered goods must be checked as to order and quality at the time delivery is made where practicable.
- 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 14.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **15. ASSETS, PROPERTIES AND ESTATES**

- 15.1. The Proper Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council.
- 15.2. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 15.3. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,500.
- 15.4. No real property (interests in land) shall be:
  - a. sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
  - b. purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property including matters such as planning permissions and covenants, together with a proper business case which will include an adequate level of consultation with the electorate.
  - c. Subject only to the limit set in *Regulation 15.3*, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 15.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.



## **16. INSURANCE**

- 16.1. Following the annual risk assessment as in accordance with *Regulation 18* the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with all other members of staff as appropriate.
- 16.2. All members of staff shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 16.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 16.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.

## **17. CHARITIES**

- 17.1. If the Council becomes managing trustee of a charitable body, the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission.
- 17.2. If the Council becomes managing trustee of a charitable body, the RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **18. RISK MANAGEMENT**

- 18.1. The Council is responsible for putting in place arrangements for the management of risk.

- 18.2. The Proper Officer's shall prepare, for approval by the Council, financial risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 18.3. When considering any new activity, the Proper Officers shall prepare a draft risk assessment including financial risk management proposals for consideration and adoption by the Council.

## **19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

20. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.
21. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
22. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising from such an action has been drawn up and presented in advance to all members of Council.
23. End of Financial Regulations



## Appendix 21

Members are invited to approve and adopt the following Annual Report.

Subject to formatting and the addition of suitable photographs.

Note the report also incorporates the Council's action plan for the coming municipal year incorporating the Biodiversity plan - **Appendix 23**



# LLANHARAN COMMUNITY COUNCIL



## ANNUAL REPORT FOR THE YEAR 2023/24



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## 1 Foreword from the Chair of the Council (Insert pic)

Chairpersons Report

Llanharan Community Council Annual Report 2023/24.

Publication date xx xx xx

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I was honoured to be appointed Chairperson of the council at the May 2023 Annual Meeting. I have faced the responsibility of the role with the professionalism and propriety expected of it and to the best of my ability, ensured that all decisions and actions taken by the council have had full due diligence afforded to them.

I would like to thank my fellow councillors for their support during the year and I would also like to extend a thanks to all the employees of the council whose hard work and dedication helps make our community a great place to live. Throughout the year, I have chaired some very busy meetings that have included rigorous debates on projects and policies. Whilst not always agreeing, I believe all councillors act in the best interests of the community and I have been proud to be the leader of the Council this year. We continue to look forward to supporting our communities going forward.

The cost-of-living crisis has continued to have a major impact for many of our residents this year, with energy costs and food prices being some of the most impactful along with an interest rate that continues to keep many mortgage payments high. The community council's 'Pantry' continues to operate and provide support to those who need it. The service is run voluntarily by a handful of councillors and residents and is accessible at the Bryncae Community Centre every Saturday morning from 10am until 11am.

The last year has seen some great community events such as the annual Fireworks display (which was our first all-silent show). It had the usual excellent turnout with the show provided by a local organisation. The Senior citizens Christmas lunches, which was a highlight for me, had the largest attendance I can remember over 2 days. It was great to spend the afternoons in such wonderful company. With musical entertainment from some of the local schools too. As chair of the council it was my responsibility to host the events and I thoroughly enjoyed this first-time experience.

Our community has continued to grow over the last year with the continued development of the Llanilid site including the start of a new phase. This major housing project continues to provide a significant income for our community in the form of the CIL (Community Infrastructure Levy). To date, Llanharan Community Council has been in receipt of over £1 million which has been used either directly on some of our own projects such as the ongoing re-development of the Grove Terrace Memorial Garden and the awesome decorative sculptures installed throughout Brynna Woods and Llanharan Marsh. Additionally, the CIL fund is used as a source of grant funding for many community organisations and over the past year we have seen it used for some amazing projects such as the new floodlights at the Llanharan Welfare Hall playing fields, a major refurbishment to Llanharan OAP hall and a new boiler system for Brynna Community Centre. Looking to the future, there are many more projects on the way such as the ambitious replacement of the small footbridge in Brynna Woods with a new multiuser crossing that will, when combined with the new multiuser rail crossing being developed by Network Rail, allow much better access to the amazing spaces we have in the centre of our community. Additionally we have some exciting CIL projects planned for the future.

It gives me great pleasure to present this 2023/2024 Llanharan Community Council Annual Report. I hope you find the information within informative and that it helps to create a clear picture of what your community council is doing.

Cllr. David Evans  
Chair of Llanharan Community Council

## 2 Contact the Council (Replace pic)

The Community Council Office is open to the public Monday to Friday between the hours of 9.30am and 1.30pm

Llanharan Community Council

Llanharan Community Council Annual Report 2023/24.

Publication date xx xx xx

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Website: <https://llanharan-cc.gov.wales>

Facebook: Llanharan Community Council

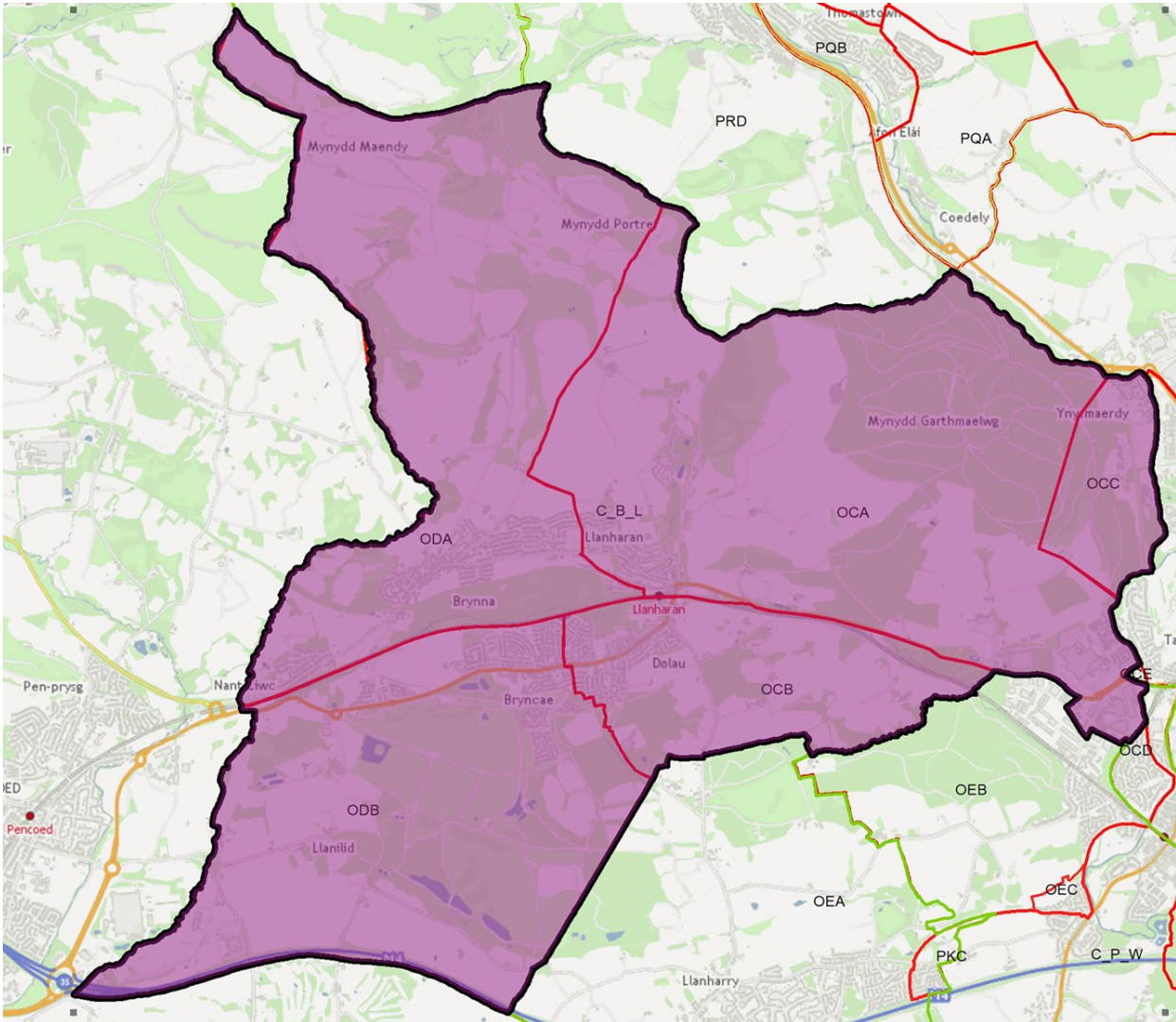
X (Twitter): @Llanharan\_CC

### 3 About Llanharan Community Council

Llanharan Community Council serves the communities of Llanharan, Brynna, Brynnau Gwynnion, Bryncae, Llanilid and Ynysmaerdy. The formation of the Community Council was in 1974, under the Local Government Act 1972 as the successor to the former old Parish Councils.

The Community comprises of three wards, with 14 Councillors serving an electorate of 6847 . Each ward has Councillors for that area, 6 covering Llanharan (including Ynysmaerdy), 6 covering Brynna (including Brynna Gwynnion) and 2 for Llanilid (including Bryncae). The Councillors represent our community, providing local views on planning, listening to and advising residents as well as providing a link with Rhondda Cynon Taf CBC (the local authority). Community Councillors have an active interest in their communities and work in partnership with residents, local groups and collaborate with other Councils when necessary.

#### **Llanharan Community Council Ward boundaries**



Community Councils are the most local tier of elected representation and play an important role in local democracy.

Community Councils have a wide range of duties and powers vested by Acts of Parliament. They may determine the types of positive actions and activities that are likely to achieve the promotion or improvement of the well being in their communities.

Community Councils must act in line with their duties and can only act within the limits of their powers.

Examples of some of the activities that Llanharan Community Council carries out in line with its duties and powers include:

The upkeep and maintenance of over 37 miles of public rights of way.





The operation of a play area at Brynna Gwynnion.  
The creation, operation and maintenance of the skatepark in Oakbrook.  
Open spaces at Meadow Rise and Grove Terrace.  
Summer grass cutting at Brynna Fields and the Welfare Ground.  
The War Memorials located on Hillside Avenue and at St Peter's Churchyard, Brynna.  
Summer floral displays  
The memorial clocks located on the Square and at William Street.  
The upkeep of bus shelters.  
The provision and maintenance of benches.  
Providing and hosting a Christmas Lunch for the Senior Citizens of the community  
The annual fireworks display.  
The holding of community events.  
The purchase, operation and maintenance of defibrillators that are strategically located throughout the community.  
The operation of 3 allotment sites providing circa 120 plots.  
Giving general grants to local groups and organisations.  
Giving grants to local groups and organisations that are funded by the Community Infrastructure Levy (CIL) that the Council receives from housing and other developments in our area.  
The inception and delivery of projects that are funded by the Community Infrastructure Levy that the Council receives from housing and other developments in our area.  
Planning consultation.

## 4 Membership of the Council 2023/24

Councillors help provide local services and take decisions that form the policy of the Council. Councillors are entitled to a taxable allowance in accordance with the Independent Remuneration Panel for Wales who make recommendations to Welsh Government, they have to abide by a Local Government Code of Practice, declaring any financial, personal or prejudicial interest in any matter under discussion at a Council meeting. Councillors are elected by local residents or co-opted by the Council.

The membership of the Council during the municipal year was as follows:

### Llanharan (and Ynysmaerdy) - 6 members

Cllr Neil Feist  
Cllr Geraint Hopkins JP \*  
Cllr Rhys Jenkins  
Cllr Robert Smith  
Cllr Janine Turner \*  
Cllr Will Thomas

### Brynna - 6 members

Cllr Helen Donnan  
Cllr David Evans\*



Cllr Robert Lewis Watkin JP  
Cllr Joanne Miller  
Cllr Chris Parker  
Cllr Mark Steer

Llanilid (& Bryncae) – 2 members.

Cllr Tracy allen  
Cllr Andrea James

\*Cllrs Hopkins, Turner and Evans also sit as elected members of the principal authority, Rhondda Cynon Taf County Borough Council.

The Chair of the Council for the municipal year 2023/24 was Cllr David Evans.

The Deputy chair of the Council for the municipal year 2023/24 was Cllr Helen Donnan

Details of member's political affiliations, attendance at meetings, registered interests and other information can be found on the council's website along with their contact details.

The Community Council produces a training plan for members and staff which is reviewed annually.

## 5 Council Meetings

Meetings of the full Council ordinarily take place at 7pm on the third Thursday of each month with the exception of August. The Chair or a number of Councillors may also call additional extraordinary meetings of the council under certain circumstances at any point.

All full council meetings are held on a hybrid basis - i.e. With the facility for elected members and members of the public to attend either in person at the chosen physical venue or online entirely at their own discretion.

The Council has facilities and procedures in place to enable this and to allow meaningful participation where appropriate.

The Council has a number of Committees who's meetings are generally held entirely online. These meetings take place at various times throughout the year.

Members of the public may attend any Council or Committee meeting (unless the Council has specifically resolved to exclude the press and public from that meeting or a section of that meeting).

At any meeting of the Council, at the appropriate time and under certain conditions (unless the press and public have been excluded), a member of the public may speak on any matter contained in the agenda for that meeting. Members of the public may not participate in debates.



An agenda is published in advance of all council meetings and minutes produced following the meeting. All documents are available on the council's website. Decisions made by the council are known as 'Resolutions'.

A record of every resolution made must appear in the minutes.

The Council holds an Annual Meeting in May of each year. At this meeting matters relating to the business of the Council for the following municipal year are considered and decided upon. These matters include:

- The appointment of the Chair and Deputy Chair of the Council.
- The Membership, Chair, terms of reference and meeting dates of Committees and Working Groups.
- The appointment of the Council's representatives on external bodies (such as School Governors)
- Reviewing governance documents, policies and procedures.

## 6 Committees and Working Groups

The Council has a number of Committees and Working Groups.

Committees are formal meetings, largely subject to the same legislation and processes governing full council meetings.

Committees will make recommendations to full council for resolution and can under certain circumstances have powers and / or budgets delegated to them.

Working groups are more informal groupings which will usually be tasked with investigating in detail some aspect of council business and making recommendations to a committee or full council.

Some Committees and Working Groups can under certain conditions also contain members of the public with particular knowledge, skills and/ or interest in a certain topic.

Llanharan Community Council currently has the following Committees established:

- Human Resources Committee - 5 members
- Open spaces, Rights of Way and Allotments Committee (ORA) – 5 members
- Audit Committee (Finance) – 5 members.
- Community Infrastructure Levy Committee (CIL) – 8 members
- Community Engagement Committee – 5 members.

Llanharan Community Council has a number of working groups established, including:

- The Trens Crossing and Ewenny Bridge Working Group
- The Fireworks Working Group.
- The Bryncae Community Centre Community Asset Transfer Working Group.
- The Brynna Woods Art Working Group
- The Walking Leaflets Working Group.
- The Oakbrook Refurbishment Working Group.
- The Jubilee Marsh Multi-user Route Working Group.



The Community Awards Ceremony working Group  
The Hamlet/Ward Gateway Working Group  
The Annual Survey Working Group  
The Senior Citizen Christmas Lunches Working Group  
Oakbrook Skatepark Update Working Group  
Pump-track feasibility Working Group

## 7 Liaison with External Bodies

The Community Council appoints members to sit on the following external bodies:

RCT/Town and Community Council liaison Committee.  
One Voice Wales Area committee.  
School governing bodies for Dolau Primary School, Llanharan Primary School and Brynnau Primary School.

**The Community Council appoints a member to act as a liaison with the following external bodies:**

The Wildlife Trust (Brynna Woods).  
Llanharan Community Development Project.

## 8 Staff and Assets

The Council employs the following staff:

A Council Clerk.  
A Responsible Financial Officer/Deputy Clerk.  
A Senior Groundsperson.

The Council owns or leases a number of assets, including:

Allotment sites at Bridgend Road, Jubilee Street and Pendre (near Llanharan Primary School).  
Land at Grove Terrace, Meadow Rise, Brynna Gwynion and Oakbrook.  
Shower block at the Welfare Ground.  
Play equipment at Brynna Gwynion and Oakbrook skatepark.  
An electric van.  
Two tractors/grass cutters.  
A water bowser.  
Various tools and equipment.  
Various office and IT equipment.  
Two memorial clocks.  
'The dram' at Enterprise Way.



- 18 x Defibrillators.
- 7 x Noticeboards.
- 21 x Bus shelters.
- 21 x Benches.
- 6 x Picnic Tables
- 121 x Planters and hanging baskets.
- Equipment and fittings for the Christmas trees and lights.
- The Red Telephone Box at the High Corner.
- The Chair's Chain of Office.
- The Deputy Chair's Chain of Office.
- 22 x Wood Carvings at Brynna Woods.

In the summer

## 9 Maintenance work

The Community Council's maintenance team carried out a number of activities throughout the year, including:

Strimming, litter picking and general maintenance work on  
Brynna Playing Fields,  
the Welfare Ground Playing Fields  
the Mountain Hare Play Park,  
the Meadow Rise Open Space  
the local network of public rights of way

Maintenance of shared pathways, boundaries, borders, clearance works and other maintenance tasks at the Council's 3 allotment sites.

General upkeep of the War Memorial on Hillside Avenue.

General upkeep of the Council's assets including bush shelters, benches and planters.

And in addition, during in the summer months (May to September):

grass cutting and strimming at Brynna Playing Fields, The Welfare Ground and park, The Mountain Hare Play Area, The Meadow Rise Open Space and the open spaces around Bryncae Community Centre.

Watering and feeding the floral displays around the community.



## 10 Finance

### 10.1 Financial Governance

Councils should have in place Standing Orders and Financial Regulations which **help** govern the processes and oversight of the Councils financial management.

The Council has an appointed Responsible Financial Officer (RFO), who is required by law to be responsible for the financial administration of the Council.

The Council's Audit Committee scrutinises the detail of the Council's financial management.

The Council is subject to an annual internal audit by an independent qualified auditor (appointed by the Council) and an annual external audit carried out by Audit Wales. The audit reports are publicly available and can be requested by contacting the Clerk to the Council.

The Council and its members are- ultimately responsible for the management of public money.

### 10.2 Income and expenditure 2023/24

**Note: This section does not include Community Infrastructure Levy (CIL) income or expenditure.**

Llanharan Community Council derives the majority of its income from the Precept. The precept is a tax that Community Council's charge their local electors in order to meet their budgetary requirements. Community Council's do not receive any direct funding from central government and rely on their precept and other income they generate from lawful services of facilities they provide.

In 2023/24 Llanharan Community Council derived its income from the following sources:

Precept	£261,900
Public Sector Deposit Fund Re-invested dividend	£36,364
Llanharan Pantry income (inc grants)	£11,000
Allotments	£2,883
Other Income (e.g. Bank interest, RCT Rights of way payment)	£3,915
Total income 2023/24	£316,062

In 2023/24 Llanharan Community Council expenditure was as follows:

Staffing costs	£118,260
Office&meeting venue costs (inc stationery, Council tax, utilities etc..)	£13,621
Mileage & Subsistence	£35



HR Expenditure	£248
Professional/subscription/Legal/audit Fees	£6,142
Bank charges	£201
Storage space rental	£720
Insurance	£7,380
Member and staff training	£356
Chair/Deputy Chair & Members allowances	£4,599
Maintenance/groundworks total costs	£6,106
Hanging Baskets	£7,384
Christmas Lights and Trees	£23,897
Public Clocks – Maintenance	£1,814
Notice Boards - Maintenance	£39
Street Lighting Electric	£131
Christmas Dinners	£5,897
Firework Display	£10,210
King's Coronation	£4,649
General Grants	£43,173
Llanharan Pantry	£14,451
Rights of Way	£154
Play & O/Spaces Maintenance	£150
Allotment costs (inc water)	£538
Total expenditure 2023/24	<b>£270,155</b>
General reserves held at year end 2023/24	<b>£146,930</b>

### 10.2.1 General grants awarded 2023/24

During the 2023/24 municipal year the council awarded the following general grants to community groups in line with its general grants policy:

Llanharan Community Development Project	£25,000
The Wildlife Trust (Brynna Woods)	£10,000
Llanharan OAP association	£1,946
Llanharan RFC mini rugby section	£1,821.
Bryncae Football Club Seniors	£1,300
Brynna Football Club seniors	£1,000
Llanharan Horticultural society (Annual show)	£750
Llanharan & Brynna Wimbles	£675.5
Ynysmaerdy Welfare Hall	£640
1st Llanharan Guides	£450
Llanharan Primary School PTA	£160
Mid Glamorgan mixed choir	£150



### 10.2.2 Community Infrastructure Levy (CIL) report 2023/24

The Community Infrastructure Levy (CIL) is a charge which local authorities levy on certain kinds of new residential and commercial developments in their area.

In practice this means that for each new property that is built, RCTCBC levy a tax on the builder (CIL).

15% of the proceeds of that CIL Levy are paid to the local Community Council. Given the extent of new development in the Llanharan Community Council area this has resulted in significant CIL income to the Council.

CIL monies must be used for the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area. Any CIL monies received by the Community Council should be spent within 5 years of receipt. In order to ensure that all CIL monies are spent in line with the regulations, Llanharan Community Council liaises closely with RCTCBC on CIL projects prior to spending any money.

In the financial year 2023/24 Llanharan Community Council received £296,947 of CIL income from RCTCBC.

£635,475 was carried over from previous years.

In total the Council spent £295,002 from its CIL funds in 2023/24 on the following projects.

Purchase and fitting of 3 x benches in the community.	£1,215
Emergency lighting in the Welfare ground Shower block.	£950
Dolau school outdoor resources. Part 2 of application.	£3,934
Maintenance of Oakbrook skatepark and Mountain Hare park.	£1,170
Defibrillator at Llanharan RFC.	£996
Replacement boiler for Brynna Community Centre.	£6,720
New rear emergency exit door and front door on the shower block at the Welfare ground.	£2,936
Replace damaged bench on Terry's Way.	£385
Investigation RE all-user bridge over the river Ewenny.	£2,400
Refurbishment of red telephone box in the square.	£4,998
Refurbishments to Llanharan OAP hall.	£71,451
'The Wimbles' overhead trellis.	£1,260
Decorative sculptures and art works for Brynna Woods.	£13,500
New noticeboard for Ynysmaerdy and Llanharry Road	£2,782
Replacement wheelchair-friendly picnic Bench, Oakbrook park.	£915
Improvements to the southern access to RAN17.5 at Enterprise Way.	£8,500
Llanharan Primary School – Outdoor classroom and biodiversity area.	£78,031
Welfare ground - floodlights on rugby pitch and football pitch.	£90,023
Garage for storage of assets and re modelling of the Memorial Garden.	£2,813

For a full list of past, current and planned future CIL projects please contact the Clerk at [Clerk@Llanharan-cc.gov.wales](mailto:Clerk@Llanharan-cc.gov.wales)





### 10.3 Income and expenditure 2024/25

#### 10.3.1 Precept for 2024/25

Llanharan Community Council resolved to freeze its council tax charge for 2024/25.

This constitutes a 0% increase on the 2023/24 Community Council tax band D rate resulting in a £0 per year increase and a resultant Community Council band D rate of £79.17

#### 10.3.2 Budget for 2024/25

**The 2024/25 Llanharan Community Council budgeted income is derived from the following sources:**

Precept	£271,893
Public Sector Deposit Fund Re-invested dividend	£20,000
Allotments	£2,500
Other Income (e.g. Bank interest, RCT Rights of way payment)	£2,330
<b>Total budgeted income 2024/25</b>	<b>£296,723</b>

**In 2025/25 Llanharan Community Council budgeted expenditure is as follows:**

Staffing costs	£128,136
Office&meeting venue costs (inc stationery, Council tax, utilities etc..)	£14,550
Mileage & Subsistence	£200
HR Expenditure	£1,000
Professional/subsistence/Legal/audit Fees	£7,640
Bank charges	£250
Storage space rental	£720
Insurance	£10,100
Member and staff training	£1,500
Chair/Deputy Chair & Members allowances	£4,912
Maintenance/groundworks total costs	£8,900
Hanging Baskets	£8,500
Christmas Lights and Trees	£30,000
Public Clocks – Maintenance	£500
Notice Boards - Maintenance	£100
Street Lighting Electric	£350
Christmas Dinners	£6,500
Firework Display	£11,000
Community event	£6250
General Grants	£45,000



Rights of Way	£1,330
Skateboard park maintenance	£1,000
Play & O/Spaces Maintenance	£1,500
General repair consumables	£250
Allotment costs (inc water)	£822
Chain of office refurbishment	£1,000
Bus shelter maintenance	£100
Planters maintenance	£100
Benches and tables maintenance	£100
Contingency	£10,000
Total budgeted expenditure 2024/25	£302,310
<b>Budgeted general reserve at end 2024/25</b>	<b>£141,343</b>

## 11 2023/24 Achievements

**\*Incorporating statutory contribution to Cwm-Taf well-being plan and our biodiversity action plan.**

The Wellbeing of Future Generations Act was introduced in 2015 by the Welsh Government with the aim of improving the social, economic, environments and cultural wellbeing of Wales. The Act is seeking a more joined-up approach between public bodies to think about the long-term to create the Wales that we all want to live in, now and in the future.

Llanharan Community Council is not a member of the Public Service Board but has a duty to take reasonable steps towards meeting the local objectives as set out in the Cwm-Taf Well-being Plan 2018-2023 and publish an annual report of the progress which we have made. We have a statutory obligation to publish an annual report and demonstrate on the progress which we have made towards the Cwm-Taf Well-being Plan 2023 – 2028

The objectives of the Cwm-Taf Well-being Plan 2023 – 2028 are shown below:

### **Cwm-Taf Well-being plan 2023-2028 Objective One - Healthy local neighbourhoods**

The Cwm-Taf well-being plan states:

***To feel connected** - During lockdown our local communities came together with voluntary organisations and partners to make sure that everyone had the support they needed. We are proud of our culture and heritage and our strong local communities, but we know that loneliness can affect anyone, and young people said they felt disconnected. We know that taking part in our community is good for our mental health, and there are great local activities and opportunities but some people, including those with disabilities, feel excluded and cost and transport can be a barrier.*

***Healthy places** - There are great opportunities to keep fit and healthy in our community, but physical activity rates are low, we have high levels of diabetes and obesity, and people in more deprived neighbourhoods are less likely to make use of the green and blue spaces around us. Having safe local spaces and affordable opportunities to be active is important, including play for children and young people. Having access to healthy food locally is also important.*



*To live our lives locally: Local hubs and support are really valued. We want to enable more local living that would build on strengths and benefit community members, provide local training, local access to services, and offer shared use of local buildings to bring services closer to communities. This approach would reduce the cost of journeys and encourage active travel and support accessing affordable, quality food locally.*

**Cwm-Taf Well-being plan 2023-2028 Objective Two - Sustainable and resilient local neighbourhoods**

*To protect and enjoy our natural green and blue spaces responsibly:* - We love green and blue spaces around us but we could be managing and using them better for a wide range of benefits such as climate adaption, physical exercise, coming together or just being outside. When we do use them, and in all the things we do and the decisions we make, we want to make sure that we're not doing anything that could negatively impact on the spaces around us. We need a healthy ecosystem for water and food however many of our local species of plants, animals and insects are in decline.

*To increase opportunities for active travel and using public transport:* - We find that travelling for work, shopping, appointments, and socialising can be costly and difficult without a car. Where more of the services, businesses, and activities we use are in our local neighbourhoods, we can use active travel like walking and cycling to get to them which can improve our health and reduce the number of journeys that rely on vehicles.

*To reduce carbon use and waste:* - At present, we are using our resources in an unsustainable way, and this is contributing to the climate and nature emergencies. We already have good rates of recycling but there is more we must do to reduce the amount of waste we produce. There are good examples of how we are reducing carbon and we must all support plans to become carbon neutral. We all have a role to play in global climate mitigation: reducing our consumption and waste and energy use to create a cleaner, greener Cwm Taf Morgannwg

*To tackle Climate Change and its impact:* - We are already seeing the impact of Climate Change in our communities. Many residents have experienced devastating flooding and we are also seeing rising temperatures in the summer. Wales has declared both Climate and Nature emergencies and we know that extreme weather has greater impact in areas with a lower income. Climate adaptation is needed to make our most vulnerable communities resilient. We must change how we use and manage our urban and natural spaces to help us respond to climate change and the risks it poses.

Community councils also have a statutory duty under Section 6 of the Environment Act (2016) which states that every public body must seek to maintain and enhance biodiversity in the exercise of their functions in relation to Wales. To comply with this duty we must publish a report on what we have done to comply with the duty.

*In the municipal year 2023/24 Llanharan Community Council contributed to the Cwm-Taf well-being and our duty to to maintain and enhance biodiversity in the following ways:*

The holding of the King's Coronation community celebration event at Bryncae Community Centre in May 2023.  
Providing a community event open to all, fostering community cohesion.

**(Cwm-Taf Well-being plan Objective 1)**

**PICS**



The 2023 Senior citizen's Christmas lunches at Llanharan RFC in December 2023. Providing local senior citizens with an opportunity to socialise, enjoy a community event and to receive a Christmas lunch.  
**(Cwm-Taf Well-being plan Objective 1)**

**PICS**

The annual fireworks display held at the Welfare ground in November 2023. Providing a community event open to all, fostering community cohesion.  
**(Cwm-Taf Well-being plan Objective 1)**

**PICS**

The provision of over 100 Allotment plots. Providing the opportunity for members of the community to grow their own fresh produce. Allotments can also provide an opportunity for exercise and play a part in enhancing well-being.  
**(Cwm-Taf Well-being plan Objective 1 and Objective 2. Biodiversity plan)**

**PICS**

The provision of the Llanharan Pantry, Providing subsidised basic food in the community. The pantry also provides an opportunity for social interaction and volunteering opportunities.  
**(Cwm-Taf Well-being plan Objective 1)**

**PIC**

The purchase of 'lamp post' poppies to commemorate those members of the community who have given their lives whilst in service of the Armed forces during World War I, World War II and the many other armed conflicts around the world that have occurred since. Each poppy being adorned by a local volunteer with the details of a local person who has lost their life in conflict. This contributes to a sense of belonging.  
**(Cwm-Taf Well-being plan Objective 1)**

**PIC**

The upkeep of the Oakbrook skateboard park and the Mountain Hare play area. This year the Council has partially refurbished the Oakbrook skate park and carried routine maintenance to both areas. Both areas are well used and provide the opportunity for younger people to congregate and play in a controlled and safe environment.  
**(Cwm-Taf Well-being plan Objective 1)**

**Pics**

The Community Council provided £10,000 of grant funding to The Wildlife Trust of South and West Wales who own and operate the Brynna Woods and Llanharan Marsh nature reserve. The funding was provided for the maintenance and upkeep of the reserve.

Working in partnership with the Wildlife Trust, the council has also funded and arranged a number of wooden sculptures to be situated in Brynna Woods. The sculptures selected were relevant to the reserve. The Council also helps to publicise local education and engagement events that are held periodically in the woods.



The Council's support for the reserve aims to offer the public an opportunity to exercise, attend events and to simply enjoy the beautiful outdoor environment and biodiversity available on our doorstep.

**(Cwm-Taf Well-being plan Objective 1 and Objective 2. Biodiversity plan)**

**Pics**

The Community Council provided £25,000 of grant funding to Llanharan Community Development Project (LCDP) to support the provision of a cook for the community café and to support the 'Happy Dayz' support group. This contributed to local groups and facilities that provide the opportunity to socialise at a central community hub, including those with additional needs.

**(Cwm-Taf Well-being plan Objective 1)**

**PICS**

The Council has provided a number of extra benches in the community at certain points to help ensure there are adequate resting points for those who need them. This helps to promote exercise and facilitates the enjoyment of outdoor spaces.

**(Cwm-Taf Well-being plan Objective 1 and Objective 2)**

**Pics**

The Council has continued to play its part in the maintenance of the network of public rights of way in our community. Our maintenance team have worked hard to keep paths strimmed, clear of litter and in a reasonable condition whilst acting in an ecologically sympathetic manner and maintaining the biodiversity of these routes.

In addition the Council has improved access to the footpath that runs from the top of Enterprise Way down to Bridgend Road (RAN 17/5) via the installation of steps and a walkway.

**(Cwm-Taf Well-being plan Objective 1 and Objective 2. Biodiversity plan)**

**Pic**

The Community Council has provided significant grant funding for a number of projects and organisations that facilitate and encourage exercise, play and sport in our community, including:

Llanharan Primary School – Outdoor classroom and biodiversity area  
**(Cwm-Taf Well-being plan Objective 1 and Objective 2. Biodiversity plan)**

**PICS**

Welfare ground - floodlights on rugby pitch and football pitches

**(Cwm-Taf Well-being plan Objective 1)**

**PICS**

***\*See also General grants and CIL grants***

The Community Council provided an analysis showing where Japanese knotweed (identified in the survey undertaken in 2020/2021 by volunteers) is present on RCTCBC land to the RCTCBC Invasive species officer.

**(Cwm-Taf Well-being plan Objective 2. Biodiversity plan)**



The Council has also provided grant funding to a number of local groups which facilitated aspects of the stated aims of the well-being plan including the provision for members of the public to participate in local activities, access to opportunities to exercise and shared use of community facilities.

**\*See General grants awarded 2023/24 for details.**

The Community Council's 'Trenos Crossing Working Group' comprising Community Councillors, Network Rail, Persimmon Homes and other interested parties helped to facilitate the design and construction of a multi-user railway crossing bridge from Llanharan into Brynna woods, replacing the ground level pedestrian crossing that was considered unsafe. The aspiration is to provide safe access for all user groups and in the future to open up access to Brynna woods for members of the community who are currently excluded. (For example those with mobility issues).

**(Cwm-Taf Well-being plan Objective 1 and Objective 2. Biodiversity plan)**

**PIC**

### **Other achievements during the year**

The Community Council provided large community Christmas trees at various locations in the community, smaller Christmas trees on business premises and Christmas lights and motifs.

**PICS**

The Community Council provided Summer plants and floral displays around the community during the summer.

**PICS**

## **12 2024/25 Action plan**

**\*Incorporating statutory contribution to Cwm-Taf well-being plan and our biodiversity action plan.**

To investigate the feasibility and practical implementation of 'Cut and Collect' mowing techniques.

**(Cwm-Taf Well-being plan Objective 2. Biodiversity plan)**

To issue a tender for CIL project LCC23/01 'Bridge over the River Ewenny'.

**(Cwm-Taf Well-being plan Objective 1 and Objective 2. Biodiversity plan)**

To complete CIL project LCC19/07 'Garage and Memorial Garden refurb'.

**(Cwm-Taf Well-being plan Objective 2. Biodiversity plan)**

To complete the CAT of Bryncae Community Centre and begin planned improvements.

**(Cwm-Taf Well-being plan Objective 1)**

To explore the possibility of leasing the green space around Bryncae Community Centre.

**(Cwm-Taf Well-being plan Objective 1 and Objective 2. Biodiversity plan)**

To facilitate delivery of CIL project LCC23/Lan1 'Community Garden at Lanley estate'

**(Cwm-Taf Well-being plan Objective 2. Biodiversity plan)**



To complete CIL project LCC23/Lan 2 'Picnic benches at Lanley estate'  
**(Cwm-Taf Well-being plan Objective 1 and Objective 2)**

To facilitate delivery of CIL project LCC23/Ynys1 'Community Garden at Ynysmaerdy'  
**(Cwm-Taf Well-being plan Objective 2. Biodiversity plan)**

To complete CIL project LCC22/04 'Improvements to equestrian access on Bridleway PSM40/0, Bethlehem Way to Brynna Woods.'  
**(Cwm-Taf Well-being plan Objective 1)**

To deliver the 2024 Senior citizen's Christmas lunches.  
**(Cwm-Taf Well-being plan Objective 1)**

To deliver the annual fireworks display.  
**(Cwm-Taf Well-being plan Objective 1)**

To increase the number of allotment plots available to the public by 5 plots.  
**(Cwm-Taf Well-being plan Objective 1 and Objective 2. Biodiversity plan)**

To deliver grant funding for appropriate groups contributing to Objectives 1 and 2 and the Council's biodiversity action plan subject to the receipt of appropriate applications.  
**(Cwm-Taf Well-being plan Objective 1 and Objective 2. Biodiversity plan)**

**End**