



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 18th 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 12th 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 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.



Minutes of the Annual General Meeting (AGM) Of Llanharan Community Council

Held by video link on Thursday 12th May 2022 at 7pm in accordance with:
The Local Government and Elections (Wales) Act 2021

Members Present:

Councillors: Chris Parker, Robert Lewis Watkin JP, David Evans, Geraint Hopkins JP, Helen Donnan, Mark Steer, Janine Turner, Neil Feist, Rhys Jenkins, Will Thomas.

Apologies: None

Absent: None

Clerk to the Council: Leigh Smith

1 member of the public.

AGM2022/01 Declarations of Acceptance.

The Clerk confirmed that 'Declarations of Acceptance of Office' had been properly signed by all members present at the meeting.

AGM2022/02 Minutes of AGM held on 20th May 2021

Noted

AGM2022/03 Motion for Secret Ballot.

Motion brought forward under Standing Order 15 (xvi): To conduct the election of the Chair by means of secret ballot. (Ref Standing order 8(i)). The vote to take place using ADoodle anonymous voting software. Motion brought introduced by Cllr Evans. Motion seconded by Cllr Feist. Vote was 'for' by

simple majority.

The Clerk advised that the use of the software was suitable and did not contradict Standing Orders and so the vote would be lawful.

MOTION CARRIED

AGM2022/04 Election of Chair of the Council.

RESOLVED

Cllr Chris Parker, elected Chair of Llanharan Community Council.

(The Declarations of Acceptance of Office for Chair and Deputy Chair to be signed when it is deemed safe to do so).

AGM2022/05 Election of Deputy Chair of the Council.

RESOLVED

Cllr Robert Lewis-Watkin JP, elected Deputy-Chair of Llanharan Community Council

(The Declarations of Acceptance of Office for Chair and Deputy Chair to be signed when it is deemed safe to do so).

AGM2022/06 Human Resources Committee

RESOLVED

The Membership of the HR Committee to be as follows:

Cllrs Rhys Jenkins, Geraint Hopkins JP, Chris Parker, and Robert Lewis-Watkin JP, Janine Turner.

RESOLVED

Cllr Rhys Jenkins elected Chair of the HR Committee.

RESOLVED

Cllr Robert Lewis-Watkin JP elected Deputy-Chair of the HR Committee.

RESOLVED

All meetings of the HR Committee to be held subject to the following:
“By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the full item 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”.

RESOLVED

The HR Committee to meet on the following dates subject to the discretion of the Chair: 2022: 9th June, 1st September, 1st December
2023: Thursday 2nd March.

AGM2022/07 Open spaces, Rights of Way and Allotments Committee (ORA)

RESOLVED

The Membership of the ORA Committee to be as follows:

Cllrs Chris Parker, Helen Donnan, Mark Steer, Janine Turner, Neil Feist plus 1 co-opted member, Olie Wicks.

RESOLVED

Cllr Mark Steer elected Chair of the ORA Committee.

RESOLVED

Cllr Helen Donnan elected Deputy-Chair of the ORA Committee.

RESOLVED

The ORA Committee to meet on the following dates subject to the discretion of the Chair: 2022: 7th June, 28th July, 4th October, 6th December. 2023: 7th February, 4th April.

AGM2022/08 Audit Committee

RESOLVED

The Membership of the Audit Committee to be as follows:

Cllrs Chris Parker, Janine Turner, David Evans, Rhys Jenkins. Will Thomas, Robert Lewis-Watkin JP, Geraint Hopkins JP.

RESOLVED

Cllr Chris Parker elected Chair of the Audit Committee.

RESOLVED

Cllr Janine Turner elected Deputy-Chair of the Audit Committee.

RESOLVED

The Audit Committee to meet on the following dates subject to the discretion of the Chair: 2022: 7th July, 6th October, 2023: 5th January, 6th April.

AGM2022/09 Community Infrastructure Levy (CIL) Committee

RESOLVED

The Membership of the CIL Committee to be as follows:

Cllrs Janine Turner, David Evans, Rhys Jenkins, Robert Lewis-Watkin JP, Geraint Hopkins JP, Helen Donnan, Mark Steer, Neil Feist.

RESOLVED

Cllr Janine Turner elected Chair of the CIL Committee.

RESOLVED

Cllr David Evans elected Deputy-Chair of the CIL Committee.

RESOLVED

The CIL Committee to meet on the following dates subject to the discretion of the Chair: 2022: 5th July, 6th September, 1st November, 2023: 3rd January, 7th March, 2nd May.

AGM2022/10 Platinum Jubilee Committee

RESOLVED

The Membership of the Platinum Jubilee Committee to be as follows:

Cllrs Janine Turner, Helen Donnan, Chris Parker.

RESOLVED

Cllr Chris Parker elected Chair of the Platinum Jubilee Committee.

AGM2022/11 Community Engagement Working Group

RESOLVED

The Membership of the Community Engagement Working Group to be as follows:

Cllrs Chris Parker, Will Thomas, David Evans.

The Clerk to enquire whether the 2 members of the public who were previously co-opted would be willing to continue in the working group. If so for them to be co-opted.

Terms of reference to be decided at a future meeting of the Council.

AGM2022/12 Community Wellbeing Working Group

RESOLVED

The Membership of the Community Wellbeing Working Group to be as follows:

Cllrs Janine Turner, Chris Parker, Geraint Hopkins, Rhys Jenkins, Neil Feist.

Terms of reference for the group to be as follows:

- To provide an overall strategic direction for activities as per the 'Anti-Poverty Strategy 2021-2023.
- To scrutinise heads of terms (lease) and other matters relating to the CAT for Bryncae Community Centre.
- To examine the feasibility of a community café/hub (in line with the terms of reference contained in Appendix 12 of papers presented to full council 20/1/2022).

AGM2022/13 Llanharan Active Travel Route Working Group

RESOLVED

The Membership of the Llanharan Active Travel Working Group to be as follows:

Cllrs Chris Parker, Helen Donnan, Geraint Hopkins, Mark Steer, Janine Turner, Neil Feist.

RESOLVED

Cllr Helen Donnan elected Chair of the Llanharan Active Travel Route Working Group.

AGM2022/14 Summer Plants 2023 Working Group

RESOLVED

The Membership of the Summer Plants 2023 Working Group to be decided at a future meeting.

AGM2022/15 Council representatives on external bodies

RESOLVED

That the following appointments be made:

RCT/Town and Community Liaison Committee:

Cllrs Chris Parker, Helen Donnan.

Llanharan Community Development Project:

Cllr Geraint Hopkins.

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 – Barry Stephens to remain as the Council's representative as a member of the public until 23rd June 2022. This to be reconsidered at the July meeting of the Council.

AGM2022/16 Civic allowances

RESOLVED

The Chair of the Council's allowance for the year to be £1,500

The Deputy-Chair of the Council's allowance for the year to be £500

Council members to be paid an allowance of £150 in line with the Independent Remuneration Panel for Wales: annual report 2022 to 2023.

AGM2022/17 Motions

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'.

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'.

AGM2022/18 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.

AGM2022/19 Internal Auditor

RESOLVED

To appoint Nick Goss as internal auditor.

AGM2022/20 Bank Signatories

RESOLVED

The following members to be approved for online banking mandates and to sign physical cheques in line with the financial regulations:

Cllrs Chris Parker, Janine Turner, David Evans, Rhys Jenkins. Will Thomas, Robert Lewis-Watkin JP, Geraint Hopkins JP.

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

RESOLVED

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

1. To consider renewing the Clerk and Deputy Clerk's membership of the Society of Local Council Clerks **(SLCC)**.

There being no other business the meeting closed at 8.35pm.

Chris Parker
Chair of Llanharan Community Council

Appendix 4a

Committees

1. Proposals regarding governance of membership of committees

- 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
- 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 .

2. Committees

Note: Details of attendances for Full Council meetings and regular committees are published on the Council's website

Note also: 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.

a) Human Resources Committee.

Previous year

Membership: Cllrs Rhys Jenkins, Geraint Hopkins JP, Chris Parker, and Robert Lewis-Watkin JP, Janine Turner. (5 members).

Attendance:

Llanharan Community Council - Attendance record for HR Committee meetings.	
Councillor	Date of Meetings:
	30/11/2022
Chris Parker	Y
Geraint Hopkins	N
Janine Turner	Y
Rhys Jenkins (Chair)	Y
Robert Lewis-Watkin (Deputy Chair)	Y
Key	
Attendance	Y
Non attendance	N

Chair: Cllr Rhys Jenkins

Deputy Chair: Cllr Robert Lewis-Watkin JP

Considerations for Resolution:

- Number of members of the HR Committee.
- Membership of the HR Committee.
- Chair of the HR Committee.
- Deputy Chair of the HR Committee.
- Terms, namely that:

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”.

- Provisional meeting dates (subject to the discretion of the Chair)
Recommended: TBD

b) Open spaces, Rights of Way and Allotments Committee (ORA)

Previous year

Membership: Mark Steer, Helen Donnan, Chris Parker, Janine Turner, Neil Feist plus 1 co-opted member, Olie Wicks. (5 Council members)

Attendance:

Llanharan Community Council - Attendance record for ORA (Open spaces, Rights of Way, Allotments) Committee meetings.					
Councillor	Date of Meetings:				
	09/06/2023	16/08/2023	06/12/2023	07/02/2023	04/04/2023
Chris Parker	Y	Y	Y	Y	Y
Helen Donnan (Deputy Chair)	Y	Y	N - Apol	N - Apol	Y
Janine Turner	Y	N - Apol	Y	Y	N - Apol
Mark Steer (Chair)	Y	Y	Y	Y	Y
Neil Feist	Y	Y	Y	Y	Y
Key					
Attendance	Y				
Non attendance	n				

Chair: Cllr Mark Steer

Deputy Chair: Cllr Helen Donnan

Considerations for Resolution:

- Number of members of the ORA Committee.
- Membership of the ORA Committee.
- Chair of the ORA Committee.
- Deputy Chair of the ORA Committee.
- Provisional meeting dates (subject to the discretion of the Chair)

Recommended: TBD

c) Audit Committee

Previous year

Membership: Chris Parker, Janine Turner, David Evans, Rhys Jenkins. Will Thomas, Robert Lewis-Watkin JP, Geraint Hopkins JP. (7 Members)

Attendance:

Llanharan Community Council - Attendance record for Audit Committee meetings.				
Councillor	Date of Meetings:			
	07/07/2022	23/08/2022	27/10/2022	10/01/2023
Chris Parker (Chair)	Y	Y	Y	Y
David Evans	N	N	Y	Y
Geraint Hopkins	N	N	N - Apol	N
Janine Turner (Deputy Chair)	N - Apol	N - Apol	Y	Y
Rhys Jenkins	Y	Y	Y	Y
Rob-Lewis-Watkin	Y	Y	N - Apol	Y
Will Thomas	Y	Y	Y	N
Key				
Attendance	Y			
Non attendance	N			

Chair: Cllr Chris Parker

Deputy Chair: Cllr Janine Turner

Considerations for Resolution:

- Number of members of the Audit Committee.
- Membership of the Audit Committee.
- Chair of the Audit Committee.
- Deputy Chair of the Audit Committee.
- Provisional meeting dates (subject to the discretion of the Chair)

Recommended: TBD

d) Community Infrastructure Levy (CIL) Committee

Previous year

Membership: Janine Turner, David Evans, Rhys Jenkins, Robert Lewis-Watkin JP, Geraint Hopkins JP, Helen Donnan, Mark Steer, Neil Feist.

Attendance:

Llanharan Community Council - Attendance record for CIL (Community Infrastructure Levy) meetings.							
Councillor	Date of Meetings:						
	05/07/2022	07/09/2022	15/11/2022	31/01/2023	08/03/2023	25/04/2023	16/05/2023
David Evans (Deputy Chair)	N	N	Y	Y	Y	Y	TBD
Geraint Hopkins	N	N	N	N	N	N	TBD
Helen Donnan	Y	N - Apol	Y	N	N - Apol	Y	TBD
Janine Turner (Chair)	Y	Y	Y	Y	Y	Y	TBD
Mark Steer	Y	N - Apol	Y	Y	Y	N - Apol	TBD
Neil Feist	Y	Y	Y	Y	Y	Y	TBD
Rhys Jenkins	Y	Y	Y	Y	Y	N	TBD
Rob-Lewis-Watkin	Y	Y	Y	N - Apol	Y	Y	TBD
Key							
Attendance	Y						
Non attendance	N						

Chair: Cllr Janine Turner

Deputy Chair: Cllr David Evans

Considerations for Resolution:

- Number of members of the Audit Committee.
- Membership of the Audit Committee.
- Chair of the Audit Committee.
- Deputy Chair of the Audit Committee.
- Provisional meeting dates (subject to the discretion of the Chair)

Recommended: TBD

e) Platinum Jubilee Committee

Proposal - To dissolve the Committee.

f) King's Coronation Committee

Proposal - To dissolve the Committee.

Note: This paper must be read in conjunction with Appendix 4b – Proposal for formation of Community Engagement Committee and Appendix 5 - Working Groups.

Appendix 4b

Committees - Proposal.

Cllr David Evans.

To propose the formation of a 'Community Engagement Committee' consisting of the full *8 members (or the maximum number of members allowed in a committee if so resolved)*.** This committee should have the responsibility of managing items that would, for all intents and purposes, be related to community engagement. This can include events that are organized by the Community Council such as the annual Llanharan Awards, Christmas lights, summer hanging baskets and fireworks. All of which can be carried out by working groups formed by the committee. Wellbeing and tackling poverty can also be part of the Community Engagement Committee.

So, in summary, I would propose the following changes to committees and working groups:

- Formation of Community Engagement Committee
- Dissolution of Community Engagement working group
- Dissolution of Active Travel working group
- Dissolution of Community Wellbeing Working group
- Formation of Bryncae CAT working group (sub to full council)

**** Note: Wording in italics altered and added by the Clerk following edits to the proposal regarding maximum number of Committee members in Appendix 4a, to which this part of the proposal alludes. Cllr Evans may wish to revise the number in his proposal on the night.**

Clerk's note: If resolved the terms of reference for the aforementioned Community Engagement Committee relating to which issues the Committee would hold delegate powers for, and the extent and limits of those powers, including provision for control of budgets should be specific.

Note: This paper must be read in conjunction with Appendix 4a – Committees and Appendix 5 - Working Groups.

Appendix 5

Working Groups

1. Proposals regarding governance of membership of working groups

- 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. For this provision to be added to the standing orders of the Council.
- 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.

It is proposed that these measures to be added to the standing orders of the Council .

2. Working Groups

a) Community Engagement Working Group (3 Council members)

Previous year

Membership: Cllrs David Evans, Chris Parker and Will Thomas plus 2 co-opted members.

Chair: Cllr David Evans

Terms of reference: To be resolved. Unlimited members of the public be invited to attend.

Meetings: Since the last AGM the working group has not met.

Considerations for Resolution:

- Whether to continue the working group.
- Number of members of the Community Engagement Working Group.
- Membership of the Community Engagement Working Group.
- Chair of the Community Engagement Working Group.

b) Llanharan Active Travel Route Working Group (6 members)

Previous year

Membership: Cllrs Chris Parker, Helen Donnan, Geraint Hopkins, Mark Steer, Janine Turner, Neil Feist.

Chair: Cllr Helen Donnan

Terms of reference: To be resolved. But to carry out work to investigate options for creating a public right of way to connect the railway station with the communities west of St Peters Avenue.

Meetings: Since the last AGM the working group has not met.

Considerations for Resolution:

- Whether to continue the working group.
- To consider the name of the Active Travel Route Working Group.
- Number of members of the Active Travel Route Working Group.
- Membership of the Active Travel Route Working Group .

- Chair of the Active Travel Route Working Group.

c) Trenos Crossing Working Group (6 Council Members)

Previous year

Membership (de-facto): Cllrs Chris Parker, Helen Donnan, Mark Steer, Janine Turner, David Evans, Neil Feist plus various stakeholders.

Chair: Cllr Chris Parker

Terms of reference: To be resolved. But 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.

Meetings: Since the last AGM the working group has met regularly. Attendance has varied amongst Council members.

Considerations for Resolution:

- Whether to continue the Working Group.
- To consider the name of the Trenos Crossing Working Group.
- Number of members of the Trenos Crossing Working Group.
- Membership of the Trenos Crossing Working Group.
- Chair of the Trenos Crossing Working Group.

d) Fireworks Working Group (3 members)

Previous year

Membership: Cllrs Andrea James, Joanne Miller, David Evans.

Chair: None

Terms of reference: To examine any extra arrangements or terms to be set regarding the holding of the event. To consider venues for the event. To make recommendations to Council on these matters.

Meetings: Since it's formation the working group has met regularly.

Considerations for Resolution:

- Whether to continue the working group.

- To consider the terms of reference of the Fireworks Working Group.
- Number of members of the Fireworks Working Group.
- Membership of the Fireworks Working Group.
- Chair of the Fireworks Working Group.

e) The Community Wellbeing Working Group (5 Members)

Previous year

Membership: Janine Turner, Chris Parker, Geraint Hopkins, Rhys Jenkins, Neil Feist.

Chair: None.

Terms of reference:

- To provide an overall strategic direction for activities as per the 'Anti-Poverty Strategy 2021-2023.
- To scrutinise heads of terms (lease) and other matters relating to the CAT for Bryncae Community Centre.
- To examine the feasibility of a community café/hub (in line with the terms of reference contained in Appendix 12 of papers presented to full council 20/1/2022).

Meetings: The group has met once to consider negotiations with RCTCBC with regards to the CAT of Bryncae Community Centre.

Considerations for Resolution:

- Whether to dissolve the working group and re-split it into its constituent components and form a separate group or groups.
Eg:
Bryncae Community Centre CAT Working Group.
Wellbeing Working Group. (With a loose remit incorporating issues such as tackling poverty, community Hub and other wellbeing issues).
- Number of members of the Working Group(s).
- Membership of the Working Group(s).

- Chair of the Working Group(s).

f) Annual Community Ceremony Working Group

Resolved in 2023 with membership, terms of reference and Chair to be decided at a future meeting of the Council.

Considerations for resolution:

- Whether to continue the working group.
- To consider the terms of reference of the Annual Community Ceremony Working Group.
- Number of members of the Annual Community Ceremony Working Group.
- Membership of the Annual Community Ceremony Working Group.
- Chair of the Annual Community Ceremony Working Group.

g) Summer Planter Working Group

Resolved in 2022 to examine purchase and placement of summer plants with a view to presenting options to council for budgeting in late 2022 in preparation for budget 2023/24 and summer 2023.

Membership to be resolved.

Considerations for resolution:

- Whether to continue the working group.
- Number of members of the Summer Planter Working Group.
- Membership of the Summer Planter Working Group.
- Chair of the Summer Planter Working Group.

h) Christmas Decorations Working Group

Resolved to examine purchase and placement of Christmas motifs, lights and trees with a view to presenting options to council for budgeting.

Membership to be resolved.

Considerations for resolution:

- Whether to continue the working group.
- Number of members of the Christmas Decorations Working Group.
- Membership of the Christmas Decorations Working Group.
- Chair of the Christmas Decorations Working Group.

Note: This paper must be read in conjunction with Appendix 4a and 4b.

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 Chris Parker, Helen Donnan.

b) Llanharan Community Development Project:

Cllr Geraint Hopkins.

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

Cllr Rhys Jenkins.

d) School Governing Bodies:

Dolau Primary School – Cllr Janine Turner

Llanharan Primary School – Cllr Geraint Hopkins.

Brynnau Primary School – Cllr Parmindra Pannu

e) Wildlife Trust Liaison

Cllr Mark Steer

Governor Meeting Summary

Please find details of attendance from the last two academic years, from Autumn 2021 – present. Apologies, the system does not allow us to go from the middle of an academic year, which is why this is showing Autumn 2021 details.

Brynnau Primary School

[illegible]

Dolau Primary School

[illegible]

Llanharan Primary School

[illegible]

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 2023. You can find the full report by using the following link:

[Independent Remuneration Panel for Wales \(IRPW\) - Annual Report - February 2023](#)

- 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.

- 2023-24 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 2023/24

- **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.

Clerk's recommendation: If a civic allowance office expenses claim process is resolved, any claim should be upon receipt of a formal expenses claim form submitted to the RFO along with receipts and an explanation of specifically what item of business the claim relates to and all claims to be submitted to the audit committee and/or full council for approval before payment.

- **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

AGM2022/16 Civic allowances RESOLVED The Chair of the Council's allowance for the year to be £1,500 The Deputy-Chair of the Council's allowance for the year to be £500 Council members to be paid an allowance of £150 in line with the Independent Remuneration Panel for Wales: annual report 2022 to 2023.

Appendix 8

Revision of Council's Standing orders.

As can be seen from the email below received from One Voice Wales, the new version of the model standing orders which was expected to be released last week has been delayed.

The revised model standing orders are important as they partly reflect recent changes in legislation and therefore the Clerk recommends that the Council's annual review of standing orders AND financial regulations is postponed to a future meeting after the model is released.

At that point the Clerk will review the current documents against the new model and produce a draft proposal that Council will have the opportunity to amend/accept.

From: [Tracy Gilmartin](#)
To: [Tracy Gilmartin](#)
Subject: Revised Standing Orders
Date: 15 May 2023 15:50:33
Attachments: [image002.png](#)

Dear Member

The revised Standing Orders will be distributed to all member councils within the next couple of weeks. We were hoping that they would have been finally approved by solicitors before now, but this has proved impossible.

Please note that Standing Orders may be considered and adopted/amended etc locally at any council meeting, it does not need to be the annual meeting.

I am very sorry for the delay that has unfortunately been beyond our control.

Best Regards

Lyn Cadwallader
Prif Weithredwr /Chief Executive
24c College Street / Stryd y Coleg
Ammanford / Rhydaman
SA18 3AF
01269 595400
07917 846510
tgilmartin@onevoicewales.wales



The principal representative body for Community and Town Councils in Wales/
Y prif gorff cynrychioli ar gyfer Cynghorau Cymuned a Thref yng Nghymru

Website/Gwefan: www.onevoicewales.org.uk



@onevoicewales

On leaving One Voice Wales, this email was scanned for all known viruses. We take the protection of your data seriously. For our Privacy Notice please click on the following link: http://www.onevoicewales.org.uk/OVWeb/privacy_policy-7450.aspx This will explain how we use your information and the ways in which we protect your privacy. We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

This email is for the sole use of the intended recipient and contains information that may be privileged and/or confidential. If you are not an intended recipient, please notify the sender by return email and delete this email and any attachments.

Appendix 13 & 14

Motions

For the previous year the Council resolved the following:

AGM2022/17 Motions

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'.

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 15

Disciplinary and Appeals process

Last year 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

Appendix 16

Internal auditor for financial year 2023-2024

The internal audit for financial year 2022-2023 is due to take place imminently using a newly appointed auditor.

It is recommended that the Council 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.

Appendix 17

Banking and PSDF signatories

Banking

Last year Council resolved the following:

AGM2022/20 Bank Signatories

RESOLVED

The following members to be approved for online banking mandates and to sign physical cheques in line with the financial regulations:

Cllrs Chris Parker, Janine Turner, David Evans, Rhys Jenkins. Will Thomas, Robert Lewis-Watkin JP, Geraint Hopkins JP, being members of the Audit Committee.

However due to delays in the change to the mandate being processed Council recently resolved

Officer's Recommendation:

The appointed members of the Audit Committee to be signatories of the Banking mandate/accounts along with the Clerk and RFO.

PSDF (Public Sector Deposit Fund)

The current directors to the PSDF are Chris Parker (Chair) and Robert Lewis-Watkin (Deputy Chair).

The RFO, Lisa Phillips is currently being added to the mandate.

Officer's Recommendation

That the RFO of the Council be named as main contact and signatory and the Council selects two Councillors with knowledge of financial matters as Councillor signatories. Therefore 3 directors.

Appendix 18 and Appendix 19

Membership of SLCC and One Voice Wales

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 Deputy Clerk.

Proposal:

1. To consider in principle renewing the Clerk and Deputy Clerk's/RFO membership of the Society of Local Council Clerks (SLCC)

Cost to be advised at a subsequent meeting.

One Voice Wales

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

See below.

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

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: tgilmartin@onevoicewales.wales Tel: 01269 595400 Fax: 01269 598510