



## **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 7pm on Tuesday 12th May 2026.

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

**Members Present:**

**Councillors:** Rhys Jenkins (Chair), David Evans, Geraint Hopkins, Andrea James, Andrew Morgan, Chris Parker, Nick Richards, Robert Smith, Mark Steer, Will Thomas, Janine Turner.

**Apologies:** None.

**Clerk to the Council:** Leigh Smith

**Assistant Clerk:** Rebecca Jenkins

3 members of the public.

**AM2026/001 Election of Chair of the Council**

**RESOLVED**

To elect Cllr Rhys Jenkins as Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity but before the next council meeting as per the requirements of Section 83(4) of the Local Government Act 1972.

**AM2026/002 Election of Deputy Chair of the Council**

**RESOLVED**

To elect Cllr Janine Turner as Deputy Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity but before the next council meeting as per the requirements of Section 83(4) of the Local Government Act 1972.

**AM2026/003 Minutes of Annual Meeting held 22<sup>nd</sup> May 2025**

Noted.



## **AM2026/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.**

### **a) RESOLVED**

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

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Robert Smith, Andrea James, Andrew Morgan.

**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 reasonably likely to have a current or future financial implication.

- To effect the dismissal, redundancy or involuntary retirement of any employee.

3. The Chair and Deputy Chair are appointed by the Full Council Annual Meeting held each year, this being a standing Committee of the Council.

4. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders.

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

#### **Proposed meeting dates 2026/27:**

25<sup>th</sup> June 2026, 3<sup>rd</sup> December 2026



**b) RESOLVED**

To suspend standing order 19.9 in order to allow incumbent members without the appropriate attendance criteria from the previous year to remain on the committee.

**c) RESOLVED**

**Audit Committee (5)**

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

**Chair:** Rhys Jenkins

**Deputy Chair:** 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 Meeting held each year, this being a standing Committee of the Council.
7. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders.
8. Meetings will be held at least 4 times per year and then as required subject to the discretion of the Chair.

**Proposed meeting dates 2026/27**

11 <sup>th</sup> June 2026	Consideration of internal audit report and AGAR.
9 <sup>th</sup> July 2026	Grants considered.
1 <sup>st</sup> October 2026	
14 <sup>th</sup> January 2027	Grants considered. Budget and precept for following year
8 <sup>th</sup> April 2027	



**d) RESOLVED**

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

**Membership:** Cllrs Andrea James, Rhys Jenkins, Chris Parker, Nick Richards, Janine Turner.

**Chair:** Janine Turner

**Deputy Chair:** Chris Parker

**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 unless authority is specifically delegated by full 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 unless specifically delegated otherwise.
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. The Chair and Deputy Chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
8. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders.
9. Meetings will be held every 2 months or sooner if required subject to the discretion of the Chair.

**Proposed meeting dates 2026/27:**

14<sup>th</sup> May 2026, 7<sup>th</sup> July 2026, 1<sup>st</sup> September 2026, 10<sup>th</sup> November 2026,  
12<sup>th</sup> January 2027, 11<sup>th</sup> March 2027



**e) RESOLVED**

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

**Membership:** Cllrs Andrew Morgan, Chris Parker, Robert Smith, Mark Steer, Will Thomas.

**Chair:** Mark Steer

**Deputy Chair:** Andrew Morgan

**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 unless authority is delegated by full council.
4. The Chair and Deputy Chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
5. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders.
6. Meetings will be held every 2 months or sooner if required subject to the discretion of the Chair.

**Proposed meeting dates 2026/27:**

26<sup>th</sup> May 2026, 3<sup>rd</sup> September 2026, 26<sup>th</sup> November 2026, 25<sup>th</sup> Feb 2027

**f) RESOLVED**

To dissolve the Community Engagement (CEC) Committee given that its areas of responsibility reverting to full council.



**g) RESOLVED**

- i. To suspend Standing Order 19.8 to allow the membership of the Committee to exceed 8.
- ii. To suspend standing order 19.9 in order to allow incumbent members without the appropriate attendance criteria from the previous year to remain on the committee.

**h) RESOLVED**

**The Trenos and Ewenny Crossings Project Committee (TEC) (9)**

**Membership:** Cllrs David Evans, Rhys Jenkins, Andrew Morgan, Chris Parker, Nick Richards, Robert Smith, Mark Steer, Will Thomas, Janine Turner.

**Chair:** Chris Parker

**Deputy Chair:** Janine Turner

**Terms of reference:**

1. The 'TEC' Committee has delegated authority to oversee, scrutinise and make decisions on all aspects of the project known as project LCC23/01, "Bridge over the River Ewenny" the scope of which is set by resolution of the Council. Furthermore, the Committee is delegated authority to spend CIL funds allocated to the project and to issue tenders and select the successful tenders relating to the project within its allocated budget with regards to Financial Regulation 12.4a).
2. The Committee shall report to Council at each of its ordinary meetings on any resolutions made since the previous ordinary meeting.
3. The Chair and Deputy Chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
4. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders.
5. Meetings will be held at least 4 times per year and then as required subject to the discretion of the Chair.
6. The Clerk to the Council or their nominated deputy 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.



Note:

**TEC2025/037 RESOLVED**

Delegated Authority

The Clerk of the Council is authorised to make operational decisions related to the project provided that:

- The decision does not incur or commit expenditure likely to exceed £4,000(exclusive of VAT, if applicable).
- The decision does not alter the agreed scope of the project as defined in the approved project plan or specification.
- The decision does not contradict or override any resolutions made by the TEC Committee or the Full Council.
- The Clerk to make decisions in consultation with the Trenos Crossing and Ewenny Bridge Working Group where appropriate.

**Proposed meeting dates 2026/27:**

2nd June 2026, 2nd July 2026, 10th September 2026, 6th October 2026, 12th November 2026, 10th December 2026, 7th January 2027, 4th February 2027, 4th March 2027, 1st April 2027

**i) RESOLVED**

**Bryncae Community Centre Committee (7)**

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Nick Richards, Robert Smith, Janine Turner, Andrea James, Andrew Morgan,

**Chair:** Chris Parker

**Deputy Chair:** Janine Turner

**Terms of reference:** Reporting to full council.

1. The Bryncae Community Centre Committee is constituted to be responsible for scrutinising matters and considering decisions concerning the strategic direction and day to day operation of Bryncae Community Centre.
2. The Committee has delegated authority to spend any CIL funds allocated to the project 'LCC23/02 Improvements to Bryncae Community Centre'.
3. The Committee has other limited decision-making powers and makes recommendations to Llanharan Community Council unless specific delegation on particular matters is devolved to the Committee by a resolution of Council.

Specific issues where the Committee has delegated powers are:



- i. delegated authority to draw up or alter the terms and conditions of hire including hire fees.
  - ii. delegated authority to oversees and direct the cleaning strategy for the centre and appoint a contractor accordingly to carry out such duties up to the budget allocated for that expense.
  - iii. delegated authority to make operational decisions regarding the day to day running of the community centre.
4. The officers of the Council are delegated authority to:
  - i. approve expenditure on consumable items such toilet rolls, hand towels, cleaning products and similar items to the value of £250 at any one time up to the budget allocated for such expenses.
  - ii. to pay back any deposit that has been made for a booking within the provisions of the booking conditions
  - iii. energy and utility bills are paid subject to due diligence by the RFO without further reference to full council
5. The Chair and Deputy Chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
6. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders.
7. Meetings will be held at least three times per year and then as required subject to the discretion of the Chair.
8. The Clerk to the Council or their nominated deputy 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.
9. At the Annual Meeting of the Llanharan Community Council membership of the committee is reviewed and voted on together with these Terms of Reference.

**Proposed meeting dates 2026/27:**

23rd July 2026, 8th October 2026, 28th January 2027, 28th April 2027



**j) RESOLVED**

**Welfare Ground Showerblock Committee (4)**

**Membership:** Cllrs Rhys Jenkins, Andrew Morgan, Chris Parker, Robert Smith.

**Chair:** Chris Parker

**Deputy Chair:** Robert Smith

**Terms of reference:**

1. Reporting to full council. The Committee to be delegated authority to spend the CIL funds allocated to LCC25/01 "Improvements to the Welfare Ground Shower Block" project (this spend to include legal fees, the costs of surveys etc.... relating to the work but NOT the transfer of the asset) and to facilitate negotiations with LRGT regarding the scope of work to be carried out, including any discretionary improvement/upgrade work to be carried out in addition to that identified in the building condition report. The Committee to progress and scrutinise all other aspects of the asset transfer making recommendations to Full Council for resolution, taking into account the basis for the transfer that has already been negotiated informally.
2. The Committee shall report to Council at each of its ordinary meetings on any resolutions made since the previous ordinary meeting.
3. The Chair and Deputy Chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
4. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders.
5. Meetings will be held as required subject to the discretion of the Chair.
6. The Clerk to the Council or their nominated deputy 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.

**Proposed meeting dates 2026/27:**

30th July 2026, 29th October 2026, 26th January 2027, 22nd April 2027



**k) RESOLVED**

**Events Committee (6)**

**Membership:** Cllrs David Evans, Rhys Jenkins, Andrew Morgan, Chris Parker, Rob Smith, Janine Turner.

**Chair:** Janine Turner.

**Deputy Chair:** Chris Parker

**Terms of reference:**

1. The Committee holds delegated authority to arrange all aspects of the holding of community events. Including but not limited to the Fireworks Display and Senior Citizens' Christmas Lunches.
2. The Committee to be delegated authority to make decisions on and spend such funds available for events in the budget under the heading 'Community Functions' as allocated by the council as it sees fit. Note: An individual budget being allocated to some individual events.
3. The Committee shall report to Council at each of its ordinary meetings on any resolutions made since the previous ordinary meeting.
4. The Chair and Deputy Chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
5. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders.
6. Meetings will be held as required subject to the discretion of the Chair.
7. The Clerk to the Council or their nominated deputy 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.
8. At the Annual Meeting of the Llanharan Community Council membership of the committee is reviewed and voted on together with these Terms of Reference.

**Proposed dates 2026/27:**

4th June 2026, 24th September 2026, 22nd October 2026, 11th February 2027



## **AM2026/005 Working Groups and their members and Chairpersons and to review terms of reference**

### **a) *RESOLVED***

To retain the underlying terms of reference for all Working Groups as:

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

### **b) *RESOLVED***

To dissolve the Trens Crossing and Eweny Bridge Working Group

### **c) *RESOLVED***

To dissolve the Bryncae Community Centre Working Group.

### **d) *RESOLVED***

To dissolve the Jubilee Marsh Multi-User Route Working Group



**e) RESOLVED**

**Walking and Multiuser Leaflets Working Group (4)**

**Membership:** Cllrs Andrew Morgan, Robert Smith, Mark Steer, Will Thomas.

**Chair:** Cllr Mark Steer

**Terms of reference:** Reporting to the ORA Committee. The Walking and Multiuser Leaflets Working Group to be tasked with examining the details of arranging the leaflets.

**f) RESOLVED**

**Oakbrook Skatepark refurb and pump track Working Group (4)**

**Membership:** Cllrs David Evans, Andrew Morgan, Chris Parker, Janine Turner.

**Chair:** Cllr Chris Parker

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

**g) RESOLVED**

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

**Membership:** Cllrs David Evans, Nick Richards, Will Thomas.

**Chair:** Cllr Nick Richards

**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.

**h) RESOLVED**

**Survey Working Group (4)**

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

**Chair:** Cllr Robert Smith

**Terms of reference:** Reporting to Full Council. To examine arrangements to run a



survey of residents every 2 years 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.

***j) RESOLVED***

**Digital Working Group (5)**

**Membership:** Cllrs David Evans, Rhys Jenkins, Andrew Morgan, Chris Parker, Will Thomas.

**Chair:** Cllr Rhys Jenkins

**Terms of reference:** To examine how the council can make best use of technology. Reporting to full council.

***j) RESOLVED***

**Festive Display Working Group (4)**

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Nick Richards, Janine Turner.

**Chair:** Chris Parker

**Terms of reference:** Reporting to Full Council. To consider the specification and other arrangements for the Christmas lights and festive displays.

**AM2026/006 Appointees to external bodies and reporting arrangements.**

***a) RESOLVED***

RCT/Town & Community Council Liaison Committee: Cllrs Rhys Jenkins and Chris Parker

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

One Voice Wales Larger Council's Committee: Cllr Robert Smith

Dolau Primary School appointed governor: Cllr Andrew Morgan

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 Robert Smith

### **AM2026/007 Civic Allowances for the municipal year 2026/27**

#### **a) RESOLVED**

Payments for civic allowances to be made at the start of the municipal year unless specifically noted otherwise, without any repayment declarations or mechanisms in place to account for members resigning or being disqualified during the municipal year.

#### **b) RESOLVED**

To pay the members' Extra Costs Payment of £156 a year to all members except to those who formally write to the Clerk indicating that they do not wish to receive the allowance. This payment will not be subject to PAYE tax for those who return the 'working from home tax allowance declaration' to the RFO prior to payment.

#### **c) RESOLVED**

To pay the Mandatory Senior Role Payment of £500 to the Deputy Chair of the Council.

#### **d) RESOLVED**

To pay an optional Chair's allowance of £1500 to the Chair of the Council.

#### **e) RESOLVED**

Not to pay the Optional Deputy Chair's allowance, given that the Mandatory Senior Role Payment has been allocated to the Deputy Chair.

#### **f) RESOLVED**

In respect of the payments to the Chair and Deputy Chair (Senior allowance). The payments to be made as a lump-sum directly to the post-holder via the PAYE payroll system (subject to tax) at the start of the municipal year, with no reporting arrangements or spend policy in place.



**g) RESOLVED**

Not to pay any optional attendance allowance.

**h) 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 if necessary, proof of financial loss being required.

**i) RESOLVED**

For optional Travel and Subsistence payments to be made to members but only on a case-by-case basis and where they have been explicitly approved in advance by full council.

**j) 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.

**k) RESOLVED**

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

**AM2026/008 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'.

**AM2026/009 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 meeting of the Council or its Committees to be set at '3'



**AM2026/010 Policies and procedures  
RESOLVED**

To reaffirm and approve the following policies of the Council:

1. Treasury and Investment Policy V1
2. Business Continuity Plan V1
3. Members' Social Media Guidance V1
4. Sickness and Absence Policy V2
5. Grievance Policy and Procedure V2
6. Equality and Diversity Policy V2
7. Disciplinary Policy and Procedure V2
8. Employees' Social Media Policy V1
9. Publication Scheme V1
10. Artificial Intelligence Policy V1
11. Privacy Notice V1
12. Freedom of Information Policy V1
13. Data Protection Policy V1
14. Poultry Wellbeing Policy V2
15. Allotment Tenancy Agreement V5
16. Environmental and Biodiversity Policy V1
17. DMMO Assistance Policy V1
18. Crime and Disorder Policy V1
19. Vexatious Policy V1
20. Complaints Procedure V1
21. Petition Policy V1
22. Safeguarding Policy V1
23. Volunteer Policy (Interim) V1

**AM2026/011 Internal Auditor For the Financial Year 2026/27  
RESOLVED**

To retain WGW as the internal auditor for 2026/27 but not to hold an interim audit (provided this is not an unbreakable contractual obligation).

**AM2026/012 To review banking mandate signatories and PSDF directors  
RESOLVED**

To appoint the following as authority and signatories:

Barclays bank main contact of authority (Primary user): Cllr Rhys Jenkins.

Banking mandate for cheques and direct debits:

The Clerk, the RFO, the Assistant Clerk, Cllr David Evans, Cllr Rhys Jenkins, Cllr Chris Parker.



Online banking (and authorisations):

The Clerk, the RFO, the Assistant Clerk, Cllr David Evans, Cllr Rhys Jenkins, Cllr Chris Parker.

Barclaycard main contact of authority:

The RFO.

Public Sector Deposit Fund directors:

Cllrs Rhys Jenkins, Chris Parker, Andrew Morgan.

**AM2026/013 Asset Register**

**RESOLVED**

To approve the Council's asset register as presented in 'Appendix 13 – Asset register updated Yr end 2025-2026' with a threshold of £250 subject to the addition of a Red Kite under category 'Wood Carvings' (row 199).

**AM2026/014 Insurance cover in respect of insurable risks.**

**RESOLVED**

To defer consideration of the Council's insurance cover pending further information.

**AM2026/015 Service Level Agreements or other legal or arrangements with external groups.**

Noted

**AM2026/016 Membership of The Society of Local Council Clerks (SLCC)**

**RESOLVED**

To renew all Officers' memberships at the appropriate time.

**AM2026/017 Membership of One Voice Wales**

**RESOLVED**

Deferred to a future meeting.

**AM2026/018 Standing Orders**

**RESOLVED**

To defer consideration of the Council's Standing Orders including re-adoption of the Local Authorities (Model Code of Conduct) (Wales) Order 2008.



**AM2026/019 Civility and Respect Pledge**

***RESOLVED***

To adopt and sign the One Voice Wales Civility and Respect Pledge subject to the Council approving an appropriate Dignity at Work Policy at a future meeting.

**AM2026/020 Financial Regulations**

***RESOLVED***

To defer consideration of the Council's Financial Regulations to allow consideration of the new model document provided by One Voice Wales.

**AM2026/021 Annual Report**

***RESOLVED***

To defer consideration of the Annual report to a future meeting.

**AM2026/022 Training Plan**

***RESOLVED***

To defer consideration of the Training plan to a future meeting.

**AM2026/023 Action plan for the coming municipal year incorporating the Biodiversity plan**

***a) RESOLVED***

To defer consideration of the Action plan to a future meeting.

***b) RESOLVED***

To reaffirm the Council's commitment to the Biodiversity plan previously adopted by a meeting of the Council on 19<sup>th</sup> March 2026 (Minute Ref. 2026/085a)).

**AM2026/024 Other matters where 6 days' prior written notice given to Clerk**

The Chair recorded the Council's appreciation for the work done by Neil Feist during his tenure as Councillor and stated his intention to write to him accordingly.

There being no further business the meeting closed at 8.55pm.

Councillor Rhys Jenkins  
Chair of Llanharan 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 7pm on Thursday 22nd May 2025.

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

### **Members Present:**

**Councillors;** David Evans (partial) (Chair up to and including AM2025/001), Rhys Jenkins (Chair following AM2025/001), Chris Parker, Janine Turner, Mark Steer, Neil Feist, Robert Smith, Nick Richards, Claire Morgan (partial).

**Apologies:** None.

**Absent:** Cllrs Will Thomas, Geraint Hopkins JP, Rhys A Jenkins.

**Clerk to the Council:** Leigh Smith

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

2 members of the public.

### **AM2025/001 Election of Chair of the Council**

#### **a) RESOLVED**

To elect Cllr Rhys Jenkins as Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity but before the next council meeting as per the requirements of Section 83(4) of the Local Government Act 1972.

#### **b) RESOLVED**

For Cllr Rhys Jenkins to act as Chair of the meeting for the remainder of the meeting.



## **AM2025/002 Election of Deputy Chair of the Council**

### ***RESOLVED***

To elect Cllr Chris Parker as Deputy Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity but before the next council meeting as per the requirements of Section 83(4) of the Local Government Act 1972.

## **AM2025/003 Minutes of Annual Meeting held 16<sup>th</sup> May 2024**

Noted.

## **AM2025/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.**

### **a) *RESOLVED***

#### **Human resources Committee (3)**

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Robert Smith.

**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 2025/26**

26<sup>th</sup> June 2025, 4<sup>th</sup> December 2024 (Budget and appraisals)  
others as required.

### ***b) RESOLVED***

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

**Membership:** Cllrs David Evans, Janine Turner, Nick Richards, Chris Parker, Rhys Jenkins.

**Chair:** Rhys Jenkins  
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 2025/26**

2025: 12th June 2025 (Audit report and AGAR), 10th July 2025 (Grants 1), 2nd October

### **c) RESOLVED**

### **Community Infrastructure Levy (CIL) Committee (6)**

**Membership:** Cllrs Janine Turner, Rhys Jenkins, Chris Parker, Neil Feist, Claire Morgan, Nick Richards.

**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 2025/26**



2025: 5th June, 4th September, 13th November,  
2026: 26th February 2026, 14th May.

**d) RESOLVED**

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

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

**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 2025/26**

2025: 3rd July, 25th September, 27th November,  
2026: 5th March 2026, 28th May

**e) RESOLVED**

**Community Engagement (CEC) Committee (4)**

**Membership:** Cllrs David Evans, Neil Feist, Chris Parker, Nick Richards..

**Chair:** David Evans

**Deputy Chair:** Neil Feist

**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 2025/26**

2025: 31st July, 30th September,

2026: 5th February, 7th May.

#### ***f) RESOLVED***

#### **The Trens and Ewenni Crossings Project Committee (TEC) (9)**

***Note: Standing order 19.8 was suspended to allow membership to exceed 8***

**Membership:** Cllrs David Evans, Chris Parker, Will Thomas, Janine Turner, Rhys Jenkins, Mark Steer, Neil Feist, Claire Morgan and Robert Smith.

**Chair:** Chris Parker

**Deputy Chair:** Janine Turner

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

The committee be explicitly delegated full financial control to spend CIL funds allocated to the project LCC23/01 Bridge Over the River Ewenny by full council.



The committee be delegated authority to oversee, scrutinise and make decisions on all aspects of the project known as project LCC23/01, "Bridge over the River Ewenny" the scope of which is set by resolution of the Council.

To report to Council at each of its ordinary meetings on any resolutions made and all activity undertaken since the previous ordinary meeting.

To follow any other action as directed by the Council

**Scheduled meeting dates 2025/26:**

2025: 11th September, 9th October, 6th November, 11th December,

2026: 8th January, 12th February, 12th March, 2nd April

***g) RESOLVED***

**Bryncae Community Centre Committee (5 Council members, 2 MOP)**

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Janine Turner, Robert Smith, Nick Richards.

**Chair:** Chris Parker

**Deputy Chair:** Janine Turner

**Terms of reference:** Reporting to full council.

The Committee to be delegated powers to approve expenditure on equipment that would improve the attractiveness of the centre to potential users and that such expenditure to be met out of the working capital of the community centre. The Committee be delegated authority to draw up or alter the terms and conditions of hire. The Committee be delegated authority to oversee and direct the cleaning strategy for the centre and appoint a contractor accordingly to carry out such duties. The cost of such an arrangement to be met out of the working capital of the community centre. The Committee to be empowered to ensure that the activities within the centre carry an element of social value to reflect the needs of the community. The Committee be delegated authority to decide the hire fees and other fees for the use of the centre and to ensure that such fees reflect value for money for the community. The Clerk and/or RFO to be delegated powers to: a) approve expenditure on consumable items such as toilet rolls, hand towels and cleaning products to the value of £250 at any one time and that such expenditure to be met out of the working capital of the community centre. b) to pay back any deposit that has been made for a booking within the provisions of the booking conditions. c) energy and utility bills are paid subject to due diligence by the RFO without further reference to full Council and that such expenditure is to be met out of the working capital of the community centre. d) Any CIL expenditure to be processed in the normal



way via the CIL committee and full council. e) Once the additional assistant clerk is employed the Council commits to the implementation of an online booking system that allows users to see what dates and times are available and to pay the required deposit for such a booking. The cost of implementation to be met from Council funds.

Note: Following the signing of the lease and the formal transfer of the Community Centre to Llanharan Community Council for the Clerk to take immediate responsibility for all matters of statutory compliance and compliance with the lease. The Clerk to obtain such quotations as necessary for presentation to Council for the supply of goods and services required to maintain statutory compliance and to act within the council's Financial Regulations

**Scheduled meeting dates 2025/26:**

2025: 24th July, 23rd October.

2026: 29th January 2026, 30th April 2026

***h) RESOLVED***

**Showerblock Committee (4 Council members)**

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Robert Smith, Neil Feist,

**Chair:** Chris Parker

**Deputy Chair:** Robert Smith

**Terms of reference:** Reporting to full council.

The Committee to be delegated authority to spend the CIL funds allocated to LCC25/01 "Improvements to the Welfare Ground Shower Block" project (this spend to include legal fees, the costs of surveys etc.... relating to the work but NOT the transfer of the asset) and to facilitate negotiations with LRGT regarding the scope of work to be carried out, including any discretionary improvement/upgrade work to be carried out in addition to that identified in the building condition report. The Committee to progress and scrutinise all other aspects of the asset transfer making recommendations to Full Council for resolution, taking into account the basis for the transfer that has already been negotiated informally.

**Scheduled meeting dates 2025/26:** TBD



## **AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference**

### **a) RESOLVED**

#### **Trenos Crossing and Ewenny Bridge Working Group (4)**

**Membership:** Cllrs Chris Parker, Mark Steer, Neil Feist, Robert Smith.  
Plus various external stakeholders upon invitation.

**Chair:** Chris Parker    **Deputy Chair:** Neil Feist

**Terms of reference:** Reporting to the Trenos and Ewenni Crossings Project 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.

### **b) RESOLVED**

To dissolve the Fireworks Working Group, Senior Citizen's Christmas Lunches Working Group, VE Day 80<sup>th</sup> Anniversary Event Working Group and Community Awards Ceremony Working Group and to form:

#### **Events Working Group (2)**

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

**Chair:** Janine Turner.

**Terms of reference:** Reporting to the CEC Committee. To examine any arrangements or terms to be set regarding the holding of community events including providers, venues and any other aspects of an event. Incorporating the fireworks display and Senior Citizen's Christmas Lunches.

### **c) RESOLVED**

#### **Bryncae Community Centre Working Group (4)**

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

**Chair:** Chris Parker

**Terms of reference:** Reporting to the Bryncae Community Centre Committee. To examine and make recommendations to council regarding options for the



governance of the community centre following the signing of the lease, taking into account the practical aspects of the safe and effective running of the centre, decision making mechanisms and extent and limits of any delegated authority.

**d) RESOLVED**

**Walking and Multiuser 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 and Multiuser Leaflets Working Group to be tasked with examining the details of arranging the leaflets for Route 1 and for subsequent leaflets.

**e) RESOLVED**

To merge the Oakbrook Skatepark Working Group and Pump Track Working Group to form:

**Oakbrook Skatepark refurb and 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 of refurbishing the Oakbrook skatepark and arrangements for building a pump track in the community

**f) RESOLVED**

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

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

**Chair:** Chris Parker

**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.



***g) RESOLVED***

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

**Membership:** Will Thomas, Neil Feist, Claire Morgan, Nick Richards.

**Chair:** Neil Feist

**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.

***h) 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.

***i) RESOLVED***

**Digital Working Group**

**Membership:** Rhys Jenkins, David Evans, Will Thomas and Chris Parker.

**Chair:** Rhys Jenkins.

**Terms of reference:** To examine how the council can make best use of technology. Reporting to full council.

***j) RESOLVED***

**Festive Display Working Group (4)**

**Membership:** Chris Parker, Neil Feist, Janine Turner, Rhys A Jenkins, Nick Richards.



**Chair:** Chris Parker

**Terms of reference:** Reporting to CEC Committee. To consider the specification and other arrangements for the Christmas lights and festive display for 2025 and beyond

Cllr Claire Morgan joined the meeting.

**AM2025/006 Appointees to external bodies and reporting arrangements.**

**a) RESOLVED**

RCT/Town and Community Council Liaison Committee: Cllr Rhys Jenkins and Cllr Chris Parker

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

One Voice Wales Larger Council's 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 (Brynnau Woods/Llanharan Marsh) Liaison: Cllr Mark Steer.

Llanharan Community Development Project (LCDP) Liaison: Cllr Robert Smith

Cllr David Evans left the meeting.

**b) RESOLVED**

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



## **AM2025/007 Civic Allowances for the municipal year 2025/26**

### **a) RESOLVED**

To pay the members 'extra costs' 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.

### **b) 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.

### **c) 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.

Cllr Rhys Jenkins wished the minutes to reflect that he did not participate in the debate and abstained from the vote regarding the timing and scheduling of any payments for the Chairs allowance and Deputy Chairs allowance.

Cllr Chris Parker wished the minutes to reflect that he did not participate in the debate and abstained from the vote regarding the timing and scheduling of any payments for the Chairs allowance and Deputy Chairs allowance.

### **d) RESOLVED**

To pay a Chair's allowance of £1500 to the Chair of the Council with immediate effect.

### **e) RESOLVED**

To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council with immediate effect.

### **f) 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, proof of financial loss being required.



Cllr Neil Feist requested a recorded vote regarding then motion relating to f) above.

For: Cllrs Robert Smith, Nick Richards, Chris Parker, Claire Morgan, Rhys Jenkins.

Against: Cllr Neil Feist.

Abstained: Cllr Mark Steer.

***g) RESOLVED***

For Travel and Subsistence payments to be made to members but only on a case by case basis and where they have been explicitly approved in advance by full council.

***h) RESOLVED***

Not to pay any attendance allowance.

**AM2025/008 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'.

**AM2025/009 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'

**AM2025/010 Appeals and Disciplinary process**

***RESOLVED***

To note the appeals and disciplinary process resolved under delegated authority by the HR Committee and contained within the Disciplinary policy and procedure V2.

**AM2025/011 Policies and procedures**

***RESOLVED***

To reaffirm and approve the following policies of the Council:



- 1.LCC Artificial intelligence policy V1
- 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

**AM2025/012 Internal Auditor For the Financial Year 2025/26 *RESOLVED***

To appoint WGW as the internal auditor for 2025/26

**AM2025/013 To review banking mandate signatories and PSDF directors *RESOLVED***

To appoint the following as authority and signatories:

Barclays bank main contact of authority: Rhys Jenkins.

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: Cllrs Rhys Jenkins, Chris Parker, Claire Morgan.

**AM2025/014 Asset Register**

***RESOLVED***

To approve the Council's asset register as presented in 'Appendix 14 – Asset register updated Yr end 2024-2025' with a threshold of £250.

**AM2025/015 Insurance cover in respect of insurable risks.**

***RESOLVED***

To approve the details of the insurance cover provided in 'Appendix 15 - £5850.88' and to authorise the officers to spend up to that amount to ensure cover.



**AM2025/016 Service Level Agreements or other legal or arrangements with external groups.**

Noted

**AM2025/017 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) at a cost of £206 each and to pay the membership for the Assistant Clerk at a cost of £206. To authorise £618 to be spent.

**AM2025/018 Membership of One Voice Wales  
*RESOLVED***

To renew the Council's membership of One Voice Wales and to authorise the Officers to spend up to £1766 accordingly.

**AM2025/019 Standing Orders  
*RESOLVED***

To reaffirm and approve the Council's Standing Orders Version 3, adopted by Council on 18th July 2024, original Minute reference 2024/173.

**AM2025/020 Financial Regulations**

***RESOLVED***

To reaffirm and approve the Council's 'Financial Regulations as presented in 'AM App 20 – Financial Regulations V4.2' issued 20<sup>th</sup> June 2024, original minute reference 2024/139

**AM2025/021 Annual Report  
*RESOLVED***

To defer consideration of the Annual report, incorporating the action plan and biodiversity plan to a future meeting.



**AM2025/022 Training Plan**

***RESOLVED***

To note progress against the Council's training plan 2024-2026

**AM2025/23 Action plan for the coming municipal year incorporating the Biodiversity plan**

***RESOLVED***

To defer consideration of the Annual report, incorporating the action plan and biodiversity plan to a future meeting.

**AM2025/024 Other matters where 6 days prior written notice given to Clerk**

None.

There being no further business the meeting closed at 9.11pm

Councillor Rhys Parker  
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.

#### **Note: The Council's standing orders state:**

**19.8** 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.

(AM2025/004(f) resolved to suspend this standing order in relation to the TEC Committee to allow its membership to exceed this number).

**19.9** 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.

With regards to 19.9 the name of those incumbent members who would be barred\* from the committee for the following years committee are **outlined in red.**

\* Unless a dispensation with reasons is resolved by the council.

**Summary of Committee arrangements for the previous municipal year (2026/26) together with proposed scheduled meeting dates for 2026/27.**

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

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Robert Smith. Andrea James. Andrew Morgan.

**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 reasonably 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 Meeting held each year, this being a standing Committee of the Council.

4. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders. In addition, one of those present must be the Chair or Deputy-chair of the Committee in order to achieve a quorum. **(Officer note: Change in wording from previous version).**

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

### **Attendance 2025/26**

<b>Councillor</b>	08/05/2025	16/12/2025	21/04/2026
Rhys Jenkins	Y	Y	Y
Andrea James	Y		N - Apol
Chris Parker	Y	Y	N
Robert Smith		Y	Y
Andrew Morgan			Y

**Proposed dates 2026/27:** 25<sup>th</sup> June 26, 3<sup>rd</sup> December 26



## **Audit Committee (6)**

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

**Chair:** Rhys Jenkins

**Deputy Chair:** 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 Meeting held each year this being a standing Committee of the Council.
7. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders. In addition, one of those present must be the Chair or Deputy-Chair of the Committee in order to achieve a quorum. (Officer note: Change in wording from previous version).
8. Meetings will be held at least 4 times per year and then as required subject to the discretion of the Chair.

### **Attendance 2025/26**

<b>Councillor</b>	12/06/2025	10/07/2025	07/10/2025	11/02/2026	13/04/2026
David Evans	N	N	Y	N	N - Apol
Janine Turner	Y	Y	N	Y	Y
Chris Parker	Y	Y	Y	Y	Y
Rhys Jenkins	Y	Y	Y	Y	Y
Nick Richards	Y	N	Y	Y	N

### **Proposed dates 2026/27**

11<sup>th</sup> June 26 – Consideration of internal audit report and AGAR.

9<sup>th</sup> July 26 – Grants considered.

1<sup>st</sup> October 26

14<sup>th</sup> January 27 – Grants considered. Budget and precept for the following municipal year. 8<sup>th</sup>

April 2027



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

**Membership:** Cllrs Neil Feist, Rhys Jenkins, Chris Parker, Nick Richards, Janine Turner.

**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 unless authority is specifically delegated by full 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 unless specifically delegated otherwise.
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. The Chair and Deputy-chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
8. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders. In addition, one of those present must be the Chair or Deputy- -chair of the Committee in order to achieve a quorum. **(Officer note: Change in wording from previous version).**
9. Meetings will be held every 2 months or sooner if required subject to the discretion of the Chair.

### **Attendance 2025/26**

<b>Councillor</b>	<b>13/09/2025</b>	<b>07/04/2026</b>
Janine Turner	Y	Y
Neil Feist	Y	Y
Rhys Jenkins	N - Apol	Y
Chris Parker	Y	Y
Nick Richards	Y	Y

**Proposed dates 2026/27:** 14<sup>th</sup> May 26, 7<sup>th</sup> July 26, 1<sup>st</sup> September 26, 10<sup>th</sup> November 26, 12<sup>th</sup> January 27, 11<sup>th</sup> March 27

## **Open Spaces, Rights of Way, Allotments Levy (ORA) Committee (6)**

**Membership:** Cllrs Neil Feist, Chris Parker, Robert Smith, Mark Steer, Will Thomas, Andrew Morgan.

**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 unless authority is delegated by full council.
4. The Chair and Deputy-chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
5. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders. In addition, one of those present must be the Chair or Deputy-chair of the Committee in order to achieve a quorum. **(Officer note: Change in wording from previous version).**
6. Meetings will be held every 2 months or sooner if required subject to the discretion of the Chair

### **Attendance 2025/26**

<b>Councillor</b>	<b>03/07/2025</b>	<b>25/09/2025</b>	<b>04/11/2025</b>	<b>08/01/2026</b>	<b>05/03/2026</b>
Mark Steer	Y	Y	Y	Y	Y
Neil Feist	Y	Y	Y	Y	N - Apol
Will Thomas	N - Apol	Y	Y	N - Apol	Y
Chris Parker	Y	Y	N	Y	Y
Robert Smith	Y	Y	Y	Y	N - Apol

**Proposed dates 2026/27:** 26<sup>th</sup> May 26, 3<sup>rd</sup> September 26, 26<sup>th</sup> November 26, 25<sup>th</sup> Feb 27

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

**Membership:** Cllrs David Evans, Neil Feist, Nick Richards, Chris Parker, Andrea James. **Chair:** David Evans **Deputy Chair:** Neil Feist

### **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 Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
4. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders. In addition, one of those present must be the Chair or Deputy-chair of the Committee in order to achieve a quorum. (Officer note: Change in wording from previous version).
5. Meetings will be held at least three times per year and then as required subject to the discretion of the Chair.
6. The Clerk to the Council or their nominated deputy 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.
8. The Committee shall consider the following topics:  
The provision of Christmas lights.  
The provision of summer plants.  
The proposed active travel route from 'The black path' to Bryncae. Officer's note: Suggest that this line is removed from the TOR  
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 2025/26**

<b>Councillor</b>	15/05/2025	31/07/2025	21/10/2025
David Evans (Chair)	Y	N	Y
Neil Feist	Y	Y	Y
Chris Parker	Y	Y	Y
Nick Richards		Y	Y

**Proposed dates 2026/27:** 7<sup>th</sup> May 26, 22<sup>nd</sup> September 26, 25<sup>th</sup> March 27

Officer's note: Members are invited to consider whether the continuation of the CEC Committee remains appropriate, in light of limited public attendance and a reduced scope of activity.

Date of CEC meeting	Number of MoP stated in minutes
21/10/2025	0
31/07/2025	0
15/05/2025	2
25/03/2025	4
11/02/2025	1
10/10/2024	4
08/08/2024	1
06/06/2024	?
26/03/2024	?
05/10/2023	1
27/06/2023	?
	? = not recorded

*Note: These figures include Councillors who have attended meetings, but who are not members of the CEC Committee.*

*Note: Standing order 19.8 was suspended to allow membership to exceed 8*

**Membership:** Cllrs **David Evans**, Neil Feist, Rhys Jenkins, Andrew Morgan, Chris Parker, Nick Richards, Robert Smith, Mark Steer, **Will Thomas**, Janine Turner.

**Chair:** Chris Parker

**Deputy Chair:** Janine Turner

**Terms of reference:**

1. The 'TEC' Committee has delegated authority to oversee, scrutinise and make decisions on all aspects of the project known as project LCC23/01, "Bridge over the River Ewenny" the scope of which is set by resolution of the Council. Furthermore, the Committee is delegated authority to spend CIL funds allocated to the project.
2. The Committee shall report to Council at each of its ordinary meetings on any resolutions made since the previous ordinary meeting.
3. The Chair and Deputy-Chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
4. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders. In addition, one of those present must be the Chair or Deputy-chair of the Committee in order to achieve a quorum. (Officer note: Change in wording from previous version).
5. Meetings will be held at least 4 times per year and then as required subject to the discretion of the Chair.
6. The Clerk to the Council or their nominated deputy 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.

Note:

**2025/175**

**RESOLVED**

To explicitly delegate authority to the TEC Committee to issue tenders and select the successful tender for the recently issued tender for a Project Manager and for any future tenders relating to the project within its allocated budget with regards to Financial Regulation 12.4a).

Note:

## **TEC2025/037**

### **RESOLVED** Delegated Authority

The Clerk of the Council is authorised to make operational decisions related to the project provided that:

- The decision does not incur or commit expenditure likely to exceed £4,000(exclusive of VAT, if applicable).
- The decision does not alter the agreed scope of the project as defined in the approved project plan or specification.
- The decision does not contradict or override any resolutions made by the TEC Committee or the Full Council.
- The Clerk to make decisions in consultation with the Trenos Crossing and Eweny Bridge Working Group where appropriate.

### **Attendance 2025/26:**

<b>Councillor</b>	<b>26/06/2025</b>	<b>26/08/2025</b>	<b>27/11/2025</b>	<b>12/02/2026</b>	<b>02/04/2026</b>
Chris Parker (Chair)	Y	Y	Y	Y	Y
Neil Feist	Y	Y	Y	Y	Y
David Evans	N	Y	N	N	N
Janine Turner	N - Apol	Y	Y	Y	Y
Will Thomas	N	Y	N	N	N
Rhys Jenkins	N	Y	Y	Y	Y
Mark Steer	N - Apol	Y	Y	Y	Y
Robert Smith	Y	Y	Y	Y	Y
Andrew Morgan				Y	Y
Nick Richards					Y

**Proposed dates 2026/27:** 2<sup>nd</sup> June 26, 2<sup>nd</sup> July 26, 10<sup>th</sup> September 26, 6<sup>th</sup> October 26, 12<sup>th</sup> November 26, 10<sup>th</sup> December 26, 7<sup>th</sup> January 27, 4<sup>th</sup> February 27, 4<sup>th</sup> March 27, 1<sup>st</sup> April 27

## **Bryncae Community Centre Committee (7 Council members)**

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Nick Richards, Robert Smith, Janine Turner, Andrea James, Andrew Morgan.

**Chair:** Chris Parker

**Deputy Chair:** Janine Turner

**Terms of reference:** Reporting to full council.

1. The Bryncae Community Centre Committee is constituted to be responsible for scrutinising matters and considering decisions concerning the strategic direction and day to day operation of Brynce Community Centre.

2. The Committee has limited decision-making powers and makes recommendations to Llanharan Community Council unless specific delegation on particular matters is devolved to the Committee by a resolution of Council.

Specific issues where the Committee has delegated powers are:

- i) delegated authority to draw up or alter the terms and conditions of hire including hire fees.
  - ii) delegated authority to oversees and direct the cleaning strategy for the centre and appoint a contractor accordingly to carry out such duties up to the budget allocated for that expense.
  - iii) Delegated authority to make operational decisions regarding the day to day running of the community centre.
3. The officers of the Council are delegated authority to:
- i) approve expenditure on consumable items such toilet rolls, hand towels, cleaning products and similar items to the value of £250 at any one time up to the budget allocated for such expenses.
  - ii) to pay back any deposit that has been made for a booking within the provisions of the booking conditions
  - iii) energy and utility bills are paid subject to due diligence by the RFO without further reference to full council

3. The Chair and Deputy-Chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.

4. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders. In addition, one of those present must be the Chair or Deputy-chair of the Committee in order to achieve a quorum. (Officer note: Change in wording from previous version).

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

6. The Clerk to the Council or their nominated deputy 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.

**NOTE: 2025/122 c) RESOLVED**

CIL2025/018 Referral of Bryncae Community Centre Improvement Project

To delegate the spend of CIL funds allocated to the project 'LCC23/02 Improvements to Bryncae Community Centre' to the Bryncae Community Centre Committee.

**Attendance 2025/26:**

<b>Councillor</b>	29/07/2025	23/10/2025	29/01/2026
Chris Parker (Chair)	Y	Y	Y
Rhys Jenkins	Y	Y	Y
Robert Smith	Y	Y	Y
Janine Turner	Y	N	N - Apol
Nick Richards	Y	Y	Y

**Proposed dates 2026/27:** 23<sup>rd</sup> July 26, 8<sup>th</sup> October 26, 28<sup>th</sup> January 27, 28<sup>th</sup> April 27

## **Welfare Ground Showerblock Committee (4)**

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

**Chair:** Chris Parker

**Deputy Chair:** Robert Smith

### **Terms of reference:**

1. Reporting to full council. The Committee to be delegated authority to spend the CIL funds allocated to LCC25/01 "Improvements to the Welfare Ground Shower Block" project (this spend to include legal fees, the costs of surveys etc.... relating to the work but NOT the transfer of the asset) and to facilitate negotiations with LRGT regarding the scope of work to be carried out, including any discretionary improvement/upgrade work to be carried out in addition to that identified in the building condition report. The Committee to progress and scrutinise all other aspects of the asset transfer making recommendations to Full Council for resolution, taking into account the basis for the transfer that has already been negotiated informally.
2. The Committee shall report to Council at each of its ordinary meetings on any resolutions made since the previous ordinary meeting.
3. The Chair and Deputy-Chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
4. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders. In addition, one of those present must be the Chair or Deputy-chair of the Committee in order to achieve a quorum. (Officer note: Change in wording from previous version).
5. Meetings will be held as required subject to the discretion of the Chair.
6. The Clerk to the Council or their nominated deputy 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.

### **Attendance 2025/26:**

<b>Councillor</b>	<b>30/09/2025</b>	<b>20/01/2026</b>
Chris Parker (Chair)	Y	Y
Neil Feist	Y	Y
Rhys Jenkins	N	Y
Robert Smith	Y	Y

**Proposed dates 2026/27:** 30<sup>th</sup> July, 29<sup>th</sup> October 2026, 26<sup>th</sup> January, 22<sup>nd</sup> April 2027



## **Events Committee (7)**

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

**Chair:** Janine Turner.

**Deputy Chair:** Chris Parker

### **Terms of reference:**

1. The Committee holds delegated authority to arrange all aspects of the holding of community events. Including but not limited to the Fireworks Display and Senior Citizen's Christmas Lunches.
2. The Committee to be delegated authority to make decisions on and spend such funds available for events in the budget under the heading 'Community Functions' as allocated by the council as it sees fit. Note: An individual budget being allocated to some individual events.
2. The Committee shall report to Council at each of its ordinary meetings on any resolutions made since the previous ordinary meeting.
3. The Chair and Deputy-Chair are appointed by the Full Council Annual Meeting held each year unless it is resolved for the Committee to do so itself at the first appropriate meeting.
4. The quorum necessary for the transaction of business shall be as per clause 8 of the Council's standing orders. In addition, one of those present must be the Chair or Deputy-chair of the Committee in order to achieve a quorum. (Officer note: Change in wording from previous version).
5. Meetings will be held as required subject to the discretion of the Chair.
6. The Clerk to the Council or their nominated deputy 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.

### **Attendance 2025/26**

	09/07/2025	30/10/2025	02/12/2025	14/01/2026	20/01/2026	31/03/2026
Janine Turner (Chair)	Y	Y	Y	Y	Y	N - Apol
David Evans	Y	Y	Y	Y	N	N
Neil Feist	Y	Y	Y	Y	Y	Y
Rhys Jenkins	Y	Y	N - Apol	N	Y	N - Apol
Andrew Morgan					Y	Y
Chris Parker	Y	Y	Y	Y	Y	Y
Robert Smith	Y	Y	Y	Y	Y	Y

**Proposed dates 2026/27:** 4<sup>th</sup> June, 24<sup>th</sup> September, 22<sup>nd</sup> October 2026, 11<sup>th</sup> February 2027

## **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
- c) Additional terms of reference for the working group

## **Summary of working group membership and terms of reference for the previous municipal year (2025/26)**

### **Trenos Crossing and Ewenny Bridge Working Group (4)**

**Membership:** Cllrs Neil Feist, Chris Parker, Robert Smith, Mark Steer.

Plus various external stakeholders upon invitation.

**Chair:** Chris Parker    **Deputy Chair:** Neil Feist

**Terms of reference:** Reporting to the Trenos and Ewenni Crossings Project 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.

**Officer's note:** Members are invited to consider whether the continuation of the Trenos Crossing and Ewenny Bridge Working Group as a standing group remains appropriate given that a formal committee with delegated authority exists.

### **Bryncae Community Centre Working Group (4)**

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

**Chair:** Chris Parker

**Terms of reference:** Reporting to the Bryncae Community Centre Committee. To examine and make recommendations to council regarding options for the governance of the community centre following the signing of the lease, taking into account the practical aspects of the safe and effective running of the centre, decision making mechanisms and extent and limits of any delegated authority.

**Officer's note:** Members are invited to consider whether the continuation of the Bryncae Community Centre Working Group as a standing group remains appropriate given that a formal committee exists.

### **Walking and Multiuser Leaflets Working Group (4)**

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

**Chair:** Mark Steer

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

Officer's note: Members are invited to consider whether the continuation of the Walking and Multiuser Leaflets Working Group as a standing group remains appropriate given the progress of work in the previous municipal year.

#### **Oakbrook Skatepark refurb and pump track Working Group (4)**

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

**Chair:** Chris Parker

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

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

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

**Chair:** Chris Parker

**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.

Officer's note: Members are invited to consider whether the continuation of the Jubilee Marsh Multi-User Route Working Group as a standing group remains appropriate given the status of available CIL funding in the coming municipal years.

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

**Membership:** Neil Feist, Nick Richards, Will Thomas.

**Chair:** Neil Feist

**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.

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

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

**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.

**Officer's note:** Members are invited to consider whether the continuation of the Annual Survey Working Group as a standing group remains appropriate at this time.

### **Digital Working Group**

**Membership:** David Evans, Rhys Jenkins, Chris Parker, Will Thomas.

**Chair:** Rhys Jenkins.

**Terms of reference:** To examine how the council can make best use of technology. Reporting to full council.

### **Festive Display Working Group (4)**

**Membership:** Neil Feist, Chris Parker, Nick Richards, Janine Turner.

**Chair:** Chris Parker

**Terms of reference:** Reporting to CEC Committee. To consider the specification and other arrangements for the Christmas lights and festive display for 2025 and beyond.



## **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 summary of attendance of appointed school governors is given at the end of the paper. (Excludes committees).

**a) RCTCBC Town and Community Council Liaison Committee:**

Cllr Rhys Jenkins and Cllr Chris Parker

**b) One Voice Wales RCT/Merthyr/Caerphilly area Committee:**

Cllr Robert Smith

**c) One Voice Wales Larger Councils Committee:**

Cllr Rhys Jenkins

**School Governing Bodies:**

**d) Dolau Primary School appointed governor:**

Cllr Neil Feist

**e) Llanharan Primary School appointed governor:**

Cllr Geraint Hopkins

**f) Brynnau Primary School appointed governor:**

Cllr Rhys Jenkins

**g) The Wildlife Trust (Brynnau Woods/Llanharan Marsh) Liaison:**

Cllr Mark Steer.

**h) Llanharan Community Development Project (LCDP) Liaison:**

Cllr Robert Smith

Appointees shall report any meetings held and their attendance or otherwise along with any relevant issues raised at each ordinary meeting of the Council.

	Spring 2026	Autumn 2025	Summer 2025	Spring 2025	Autumn 2024
Neil Feist Dolau	Absent	Apols	Attended	Apols	Attended
Rhys Jenkins Brynnau	Apols	Apols	Attended	Apols	Attended
Geraint Hopkins Llanharan	Attended	Apols	Attended	Attended	Attended

## 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 Democracy and Boundary Commission Cymru (DBCC) , which has assumed these functions from the former Independent Remuneration Panel for Wales (IRPW) as laid out in their Annual Remuneration Report, 2026-2027. All other determinations made previously stand. You can find the full report by using the following link:

<https://www.dbcc.gov.wales/remuneration/02-26/annual-remuneration-report-2026-27>

- 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.

#### Officer's note:

This paper presents the options for Civic allowances along with last years resolutions plus any notes from officers to aid members in making decisions.

- Note that this years determinations by the DBCC are the same as last years determinations made by IRPW.
- Note that with regards to Civic expense for Community Councillors payments, the previous IRPW report stated:

“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 therefore requested that members DO NOT verbally decline the payments in a Council meeting or in a group email but rather write to the RFO or Clerk formally if they wish to do so.

## **Data**

See table below extracted from DBCC report 26/27, Llanharan Community Council is a Group 3 Council .

Type of payment	Group 1	Group 2 and 3	Group 4 and 5
Extra costs payment	Mandatory £156 for all members	Mandatory £156 for all members	Mandatory £156 for all members
Senior role	Mandatory £500 for 1 member; optional for up to 7	Mandatory £500 for 1 member; optional up to 5	Optional up to 3 members
Mayor or chair	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500
Deputy mayor or chair	Optional up to a maximum of £500	Optional up to a maximum of £500	Optional up to a maximum of £500
Attendance allowance	Optional up to a maximum of £30	Optional up to a maximum of £30	Optional up to a maximum of £30
Financial loss	Optional	Optional	Optional
Travel and subsistence	Optional	Optional	Optional
Costs of care or personal assistance	Mandatory	Mandatory	Mandatory
Office consumables	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members

## **Considerations for 2026/27 (a-**

Officer's note: By paying members allowances in full at the beginning of the municipal year, a resigning or disqualified member is not automatically obliged to pay back any allowances on a pro-rata basis.

A newly co-opted or elected member replacing that member would then also have to be paid the allowance (pro-rata).

Using the previous years civic allowances as a template, in the worst case scenario of a member resigning soon after their appointment and a replacement being co-opted at the following meeting this can amount to an additional cost to the public of up to £1,565 in the case of the Chair, £649 in the case of the

Deputy Chair and £190 in respect of all members.

- a) Members are invited to consider several options for the payment of civic allowances. (Excluding those paid via payroll where there is a tax implication).
- i. To make payments in stages throughout the year.
  - ii. To include a written agreement whereby resigning or disqualified members would sign a declaration to agree to repay a proportion of the payment, calculated on a pro rata basis. (This would be legally enforceable). Payment to be made on receipt of the signed declaration.
  - iii. To keep the same arrangements as previous years with payments made at the start of the municipal year and no repayment declarations in place.
  - iv. Some other option not listed here.
- b) Extra costs payment – Mandatory £156 for all members.

For 2025/26 the Council resolved the following:

*To pay the members 'extra costs' 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.*

Officer's note: 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.

The payment of £156 falls within the HMRC definition of "homeworking arrangements and therefore will be exempt from PAYE. Members should therefore confirm that they regularly work from home in their capacity as a Member of the Council and are not already claiming a tax allowance for home working expenses against another source of income. The IRPW has prepared a template letter to assist with this. If a member is already receiving £6 per week for a home working allowance or are claiming this amount against their taxable earnings from another source, then the £156 may still be paid but will be subject to taxation and will need to be processed through PAYE.

The RFO will issue the relevant declarations forms that must be completed and returned before payment can be made.

- c) Senior role – Mandatory £500 for 1 member, optional up to 5.
- d) Chair – Optional up to a maximum of £1,500
- e) Deputy Chair – Optional up to a maximum of £500

For 2025/26 the Council resolved the following:

*To pay a Chair's allowance of £1500 to the Chair of the Council with immediate effect.*

And

*To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council with immediate effect.*

Officer's note: Chair's and Deputy Chair's and senior role allowances are taxed and paid via payroll.

- f) Members are invited to consider several options for the payment of Chair/Deputy Chair/Senior role payments
  - i. To keep the same arrangements as the previous year with payments made directly to the individual concerned via the payroll system (Taxed) and with no reporting to Council of spend.
  - ii. To make payments made directly to the individual concerned via the payroll system (Taxed) but requesting that the individuals submit receipts to the Council to evidence the spend and a report submitted to the Audit Committee quarterly. (Policy would be required – See supplementary information on page 7).
  - iii. Rather making payments to an individual. Creating budget lines in the budget from which the individuals can draw. (This does not attract any Tax payment) for appropriate purposes. (Policy would be required – See supplementary information on page 7).
  - iv. Some other option not listed here.

g) Attendance allowance

For 2025/26 the Council opted not to pay an attendance allowance.

Officer's note:

Optional payment up to a maximum of £30 each time. Either attendance allowance or financial loss allowance to be claimed for the same event, not both. If the council decides in favour of attendance allowances, it must produce a Scheme for formal adoption, make provision for it to be publicly available and inform the

h) Financial loss allowance.

For 2025/26 the council resolved the following:

*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, proof of financial loss being required.*

Officer's note:

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. Not both.

i) Travel and subsistence allowance

For 2025/26 the council resolved the following:

*For Travel and Subsistence payments to be made to members but only on a case by case basis and where they have been explicitly approved in advance by full council.*

j) Costs of care or personal assistance

For 2025/26 the council resolved the following:

*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.*

Officer's note:

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.

k) Office consumables

For 2025/26 the council resolved the following:

*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.*

Officer's note: 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.

End

Supplementary information regarding d) and e) follows below.

## **Supplementary information regarding d) and e)**

The Chair's allowance (and by implication Deputy Chair's allowance) is governed primarily by:

1. **Section 34(5) of the Local Government Act 1972**, and
2. Supplementary guidance from the **Independent Remuneration Panel for Wales (IRPW)**.

The guidance under the LGA states:

*“A community council may pay the chairman for the purposes of enabling him to meet the expenses of his office such allowance as the council thinks reasonable.”*

The allowances are not remuneration, but rather an allowance to cover costs incurred in the role, especially civic duties.

Typical uses for the allowances are:

- Civic and ceremonial expenses (e.g., attending functions, hosting events)
- Travel costs not covered elsewhere
- Hospitality (e.g., refreshments at official meetings or community events they attend)
- Donations, prizes or tickets for local charitable or fundraising events
- Clothing suitable for formal civic representation

(This list is not exhaustive).

Below is common guidance on the administration of the Chair and Deputy Chairs allowances:

### ► **1. Method of Payment**

- **Reimbursement basis**: The most common and recommended method.
  - Chairperson submits receipts and claims actual expenses.
- **Lump sum**: Can be paid in advance (In total or in part) but must still be used only for allowable expenses.
  - In this case, the Council should retain oversight and may require accounting or receipts.

### ► **2. Transparency and Accountability**

- Good governance practice encourages:
  - A clear policy on what can/cannot be claimed.
  - Public reporting or disclosure of the total amount used (though not necessarily a breakdown).
  - Any unused portion at year-end should either be returned or accounted for.

## **Further notes**

In order to demonstrate that expenditure is directly related to the role of Chair/Deputy Chair and represent responsible use of public funds:

A clear policy on what the allowances can be spent on be adopted and the officers administer and report against this policy. (Currently Llanharan Community Council has no such policy with payments made direct to office-holders with no reporting or spend requirements).

Civic and ceremonial expenses (e.g., attending functions, hosting events)

Travel costs not covered elsewhere

Hospitality (e.g., refreshments at official meetings or community events they attend)

Donations, prizes or tickets for local charitable or fundraising events

Clothing suitable for formal civic representation

Any other items the Council deems appropriate to add to this list.

## **Appendix 8 & 9**

### **Motions**

For the previous municipal year the Council resolved the following:

#### **AM2025/008 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'.

#### **AM2025/009 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'

## **Appendix 10**

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

#### **Councillors**

1. Treasury and Investment Policy V1
2. Business Continuity Plan V1
3. Members' Social Media Guidance V1

#### **Human Resources**

4. Sickness and Absence Policy V2
5. Grievance Policy and Procedure V2
6. Equality and Diversity Policy V2
7. Disciplinary Policy and Procedure V2
8. Employees' Social Media Policy V1

#### **Data and Information**

9. Publication Scheme V1
10. Artificial Intelligence Policy V1
11. Privacy Notice V1
12. Freedom of Information Policy V1
13. Data Protection Policy V1

#### **Open Spaces, Rights of Way and Allotments**

14. Poultry Wellbeing Policy V2
15. Tenancy Allotment Agreement V5
16. Environmental and Biodiversity Policy V1
17. DMMO Assistance Policy V1

#### **Community Engagement**

18. Crime and Disorder Policy V1
19. Vexatious Policy V1
20. Complaints Procedure V1
21. Petition Policy V1
22. Safeguarding Policy V1
23. Volunteer Policy (Interim) V1

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

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

## **Appendix 11**

### **Internal auditor for financial year 2026-2027**

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).

#### **Officer Recommendation**

To retain WGW as the internal auditor for 2026/27

But NOT to hold an interim audit (provided this is not an unbreakable contractual obligation)

## Appendix 12

### Banking and PSDF signatories

#### Banking

To decide on approved signatories for the following:

##### **Barclays bank**

Primary authority holder (Usually the Chair of the Council).

Banking mandate (Cheques and direct debits)

Online banking signatories

##### **Barclaycard**

Primary authority holder.

##### **PSDF**

Directors.

#### Current arrangements:

##### Banking

Barclays bank main contact of authority(Primary User): Rhys Jenkins

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.

PSDF directors: Cllr Chris Parker, Cllr Rhys Jenkins, Cllr Andrew Morgan.

1	A	B	C	D	E	F	G	H	I
1	LLANHARAN COMMUNITY	COUNCIL FIXED ASSET REGISTER 2025-26							
2	ASSET TYPE	ITEM DESCRIPTION	TYPE/SERIAL No.	LOCATION	ACQUISITION DATE	Additions between 2025/26 to 2026/27	Disposals between 2025/26 to 2026/27	Value for Asset Register (AGAR Box 12)	Insurance Value
3								PURCHASE PRICE ex VAT	
4	COMMUNITY ASSET	Bus Shelters							
5		Parc Bryn Derwen 0330	2 bay double front entry with seats	Opposite Parc Bryn Derwen, Llanharry Rd	1/1/2021			£ 1.00	5000
6		Parc Bryn Derwen 0331	2 bay half side with seats	Nr Parc Bryn Derwen, Llanharry Rd	1/1/2021			£ 1.00	3600
7		Llanharry Road 0333	2 bay walk through L-R with seat	Outside 1 Heol Cynllan , Llanharry Rd	1/1/2021			£ 1.00	4800
8		War Memorial 0337	2 bay cantilever	Nr War Memorial Hillside Drive	1/1/2021			£ 1.00	2600
9		War Memorial 0338	2 bay cantilever	Opposite War Memorial Hillside Drive (2 bay cantilever)	1/1/2021			£ 1.00	2600
10		Hillside 0339	3 bay double entry with seats	Opposite 3 Hillside Avenue	1/1/2021			£ 1.00	6000
11		Hillside 0340	2 bay cantilever	Outside 2 Hillside Avenue	1/1/2021			£ 1.00	2600
12		Meadow Close 0341	2 bay full sides	Outside Meadow Close Brynna Rd	1/1/2021			£ 1.00	3500
13		Meadow Close 0342	2 bay full sides	Opposite Meadow Close Brynna Rd	1/1/2021			£ 1.00	3600
14		Meadow Rise 0343	3 bay half sides	Opposite Breezes Brynna Rd	1/1/2021			£ 1.00	4500
15		Meadow Rise 0344	2 bay half sides	Nr entrance to Meadow Rise Brynna Rd	1/1/2021			£ 1.00	3500
16		Hillcrest 0345	2 bay quarter sides	Opposite 105 Brynna Rd	1/1/2021			£ 1.00	3200
17		Hillcrest 0346	Masonry part enclosed	Outside 105 Brynna Rd	Unknown			£ 1.00	5000
18		Primary School 0348	2 bay full sides with seat	Opposite Brynna Primary School	1/1/2021			£ 1.00	3500
19		Mountain Hare 0350	2 bay quarter sides	Outside 13 Brynna Rd	1/1/2021			£ 1.00	3200
20		Mountain Hare 0351	2 bay quarter sides	Outside Mountain Hare Pub, Opposite 9 Brynna Rd	1/1/2021			£ 1.00	3200
21		Trenos Gardens 0354	2 bay walk through R-L with seat	Nr 6 Trenos Place Bridgend Rd.	1/1/2021			£ 1.00	4800
22		Trenos Gardens 0355	2 bay cantilever	Opposite 4 Trenos Place, Bridgend Rd.	1/1/2021			£ 1.00	2600
23		Post office/Primary School 0356	2 bay half side with seats	Outside Post Office	1/1/2021			£ 1.00	3600
24		Post office 0357	2 bay walk through L-R with seat	Outside 14 South View, Bridgend Rd	1/1/2021			£ 1.00	4800
25		Terry's Way 0357A	2 bay cantilever with seats	Nr roundabout for Terry's Way, Bridgend Rd	1/1/2021			£ 1.00	3000
26		Terry's Way 0357B	2 bay cantilever with seats	Nr roundabout for Terry's Way, Bridgend Rd	1/1/2021			£ 1.00	3000
27		Rose Terrace 0358	2 bay cantilever	Opposite 3 Rose Terrace	1/1/2021			£ 1.00	2600
28		Post office 0359	2 bay half sides	Outside 4 The Square, A473 Bridgend Rd	1/1/2021			£ 1.00	3200
29		High Corner 0360	2 bay walk through R-L with seat	Outside The High Corner, A473 Bridgend Rd	3/18/2026	£ 3,980.00		£ 3,980.00	3980
30									
31	COMMUNITY ASSET	Benches							
32		Wayside Bench	Metal	Ynysmaerdy Community Centre	Unknown			£ 1.00	
33		Wayside Bench	Metal	Ynysmaerdy Community Centre	Unknown			£ 1.00	
34		Wayside Bench	Recycled	Lanelay Bus Stop	11/11/2021			£ 810.00	
35		Wayside Bench	Recycled	A473 Lay-by	11/11/2021			£ 810.00	
36		Wayside Bench	Metal	A473 Llanharan Straight	Unknown			£ 1.00	
37		Wayside Bench	Recycled	Welfare Field	11/11/2021			£ 810.00	
38		Wayside Bench	Recycled	Welfare Field	11/28/2019			£ 715.00	
39		Picnic Bench	Recycled	Welfare Field	11/28/2019			£ 625.00	
40		Wayside Bench	Metal	Llanharry Road	Unknown			£ 1.00	
41		Wayside Bench	Recycled	Harold Street Play area	9/4/2018			£ 655.00	
42		Picnic Bench	Wheelchair accessible	Harold Street Play area	9/7/2018			£ 380.00	
43		Wayside Bench	Recycled	Llanharry Road/Bridgend Rd Junction	4/6/2024			£ 790.00	
44		Wayside Bench	Recycled	Bridgend Road (West)	4/6/2024			£ 790.00	
45		Wayside Bench	Recycled	Terry's Way Roundabout/Bridgend Road	4/6/2024			£ 790.00	
46		Wayside Bench	Recycled	Terry's Way (rear)	8/5/2019			£ 860.00	
47		Wayside Bench	Recycled	LRGT Orchard Bryncae Community Centre	11/28/2019			£ 731.20	
48		Wayside Bench	Recycled	Bryncae Bus Stop	9/25/2020			£ 731.20	
49		Wayside Bench	Recycled	Dyffryn Tce/Bryncae	6/5/2020			£ 731.20	
50		Wayside Bench	Metal	Bryncae (PD's)	Unknown			£ 1.00	
51		Wayside Bench	Metal	Trenos Place (Outside play area)	Unknown			£ 455.00	
52		Wayside Bench	Metal	Trenos Place (Outside play area)	Unknown			£ 455.00	
53		Picnic Bench	Metal	Trenos Place (Outside play area)	Unknown			£ 460.00	
54		Picnic Bench	Metal	Trenos Place (Outside play area)	Unknown			£ 460.00	
55		Wayside Bench	Metal	New Road (West)	Unknown			£ 1.00	
56		Wayside Bench	Metal	New Road (West)	Unknown			£ 1.00	
57		Wayside Bench	Recycled	Heol Y Nant New Road (West)	4/6/2021			£ 451.25	
58		Wayside Bench	Recycled	Heol Y Nant New Road (East)	4/6/2021			£ 451.25	
59		Wayside Bench	Recycled	New Road/Maes Hedd junction	4/6/2021			£ 451.25	
60		Memorial bench	Metal	War memorial	4/18/2019			£ 1.00	
61		Wayside Bench	Metal	Path to Bethlehem View from railway station	Unknown			£ 1.00	
62		Wayside Bench	Metal	Hillside Avenue	Unknown			£ 1.00	
63		Wayside Bench	Recycled	Corner of Oakbrook	6/9/2021			£ 1,365.00	
64		Wayside Bench	Recycled	Oakbrook Park	9/25/2020			£ 725.00	
65		Picnic Bench	Wheelchair accessible	Oakbrook Park	9/7/2023			£ 915.00	
66		Wayside Bench	Metal	Meadow Rise Junction	Unknown			£ 1.00	
67		Wayside Bench	Recycled	Meadow Rise Estate	11/8/2024			£ 790.00	
68		Wayside Bench	Metal	Hillcrest	Unknown			£ 1.00	
69		Wayside Bench	Metal	Meadow Rise Open Space	Unknown			£ 1.00	
70		Wayside Bench	Recycled	Nr. Brynna Chapel, William Steet, Brynna	6/26/2020			£ 1,295.00	
71		Wayside Bench	Recycled	Brynna Fields	4/6/2021			£ 701.25	
72		Wayside Bench	Recycled	Brynna Fields	4/6/2021			£ 701.25	
73		Picnic bench	Recycled	Brynna Community Centre Park	9/7/2018			£ 580.00	
74		Wayside bench	Recycled	Brynna Community Centre Park	9/7/2018			£ 655.00	
75		Bench	Metal	Nr Whitehills	Unknown			£ 1.00	
76		Wayside Bench	Recycled	Mountain Hare Play area	10/9/2017			£ 455.00	
77		Wayside Bench	Metal	Mountain Hare Play area	4/18/2019			£ 1.00	
78		Wayside Bench	Wood/Metal	Mountain Hare Play area	Unknown			£ 1.00	

A	B	C	D	E	F	G	H	I
79	Wayside Bench	Wooden	Mountain Hare Play area	4/9/2018			£	1.00
80	Picnic Bench	Recycled	Mountain Hare Play area	10/9/2017			£	460.00
81	Picnic Bench	Metal	Mountain Hare Play area	Unknown			£	1.00
82	Wayside Bench	Wooden	Bridgend Road allotments	4/1/2021			£	1.00
83								
84	<b>COMMUNITY ASSET</b>	<b>Floral Planters</b>						
85	Precinct Planter	Amphora 800mm	Entreprise Way Junction (Summer)	6/23/2020			£	182.98
86	Precinct Planter	Amphora 800mm	Entreprise Way Junction (Summer)	6/23/2020			£	182.98
87	Precinct Planter	Amphora 800mm	William Street Brynna (Summer)	6/23/2020			£	182.98
88	Precinct Planter	Amphora 800mm	William Street Brynna (Summer)	6/23/2020			£	182.98
89	Large Octagonal Planter	Self Watering 1200mm	Ynysmaerdy (Summer)	6/23/2020			£	458.13
90	Large Octagonal Planter	Self Watering 1200mm	Ynysmaerdy (Summer)	6/23/2020			£	458.13
91	Large Octagonal Planter	Self Watering 1200mm	Lanelay (Summer)	6/23/2020			£	458.13
92	Large Octagonal Planter	Self Watering 1200mm	Lanelay (Summer)	6/23/2020			£	458.13
93	Large Octagonal Planter	Self Watering 1200mm	LRGT Welfare Field (Summer)	6/23/2020			£	458.13
94	Large Octagonal Planter	Self Watering 1200mm	LRGT Welfare Field (Summer)	6/23/2020			£	458.13
95	Large Octagonal Planter	Self Watering 1200mm	Dyffryn Crescent (Summer)	6/18/2021			£	495.65
96	Large Octagonal Planter	Self Watering 1200mm	Dyffryn Crescent (Summer)	6/18/2021			£	495.65
97	Large Octagonal Planter	Self Watering 1200mm	Meadow Rise (Summer)	6/18/2021			£	495.65
98	Large Octagonal Planter	Self Watering 1200mm	Meadow Rise (Summer)	6/18/2021			£	495.65
99	Town Entrance Planter	1270mm Trough	The Square Llanharan	6/23/2020			£	158.93
100	Town Entrance Planter	1270mm Trough	The Square Llanharan	6/23/2020			£	158.93
101	Town Entrance Planter	1270mm Trough	Film Studios Llanilid	6/23/2020			£	158.93
102	Town Entrance Planter	1270mm Trough	Film Studios Llanilid	6/23/2020			£	158.93
103	Town Entrance Planter	1270mm Trough	Brynna Road	6/23/2020			£	158.93
104	Town Entrance Planter	1000mm Trough	Brynna Road	6/23/2020			£	145.52
105	Fixed Planters		The Square Llanharan	Unknown			£	1.00
106	Fixed Planters		The Square Llanharan	Unknown			£	1.00
107	Large Octagonal Planter	Self Watering 1200mm	Opposite St. Iliid's Meadow Entrance	4/1/2025	£	605.96	£	605.96
108	Large Octagonal Planter	Self Watering 1200mm	Opposite Dolau Primary	4/1/2025	£	605.96	£	605.96
109	Large Octagonal Planter	Self Watering 1200mm	New Road	4/1/2025	£	605.96	£	605.96
110	Large Octagonal Planter	Self Watering 1200mm	New Road	4/1/2025	£	605.96	£	605.96
111								
112	<b>COMMUNITY ASSET</b>	<b>Hanging Baskets</b>						
113	Hanging baskets * 129		Secure storage	7/17/2021			£	3,515.25
114	Hanging baskets * 80	410mm S/Watering Cup & Saucer	Secure storage	7/17/2021			£	2,180.00
115	Hanging baskets * 4	410mm S/Watering Cup & Saucer	Secure storage	4/20/2022			£	127.00
116	Wall brackets * 70			7/17/2021			£	947.63
117	Wall brackets (4") * 25			5/6/2021			£	371.25
118	Lamp post brackets * 132						£	132.00
119								
120	<b>COMMUNITY ASSET</b>	<b>Noticeboards</b>						
121	Noticeboard	AF30 Multi 2 Bay 6A4 Noticeboard	Ynysmaerdy	6/1/2023			£	1,391.00
122	Noticeboard		The Square, Llanharan	Unknown			£	1.00
123	Noticeboard	AF30 Multi 2 Bay 6A4 Noticeboard	Llanharan Road	6/1/2023			£	1,391.00
124	Noticeboard		Post Office, Bryncae	Unknown			£	1.00
125	Noticeboard		Meadow Rise	Unknown			£	1.00
126	Noticeboard		Nr. Morrisons Brynna	Unknown			£	1.00
127	Noticeboard		Red Roofs Brynna	Unknown			£	1.00
128								
129	<b>COMMUNITY ASSET</b>	<b>Defibrillators</b>						
130	Defibrillator	(21) X15F758628	Red Telephone Kiosk, The Square, Llanharan	1/1/2018			£	1.00
131	Defibrillator	(21) X17C901671	Ynysmaerdy Community Centre Glan Yr Ely	5/1/2018			£	1.00
132	Defibrillator	(21) X23E624819	Llanharan RFC	10/26/2023			£	996.00
133	Defibrillator	(21) X19A100786	109 Parc Bryn Derwen Llanharan	5/1/2018			£	1.00
134	Defibrillator	(21) X17C901805	Selca Nursery, Bridgend Road, Llanharan	5/1/2018			£	1.00
135	Defibrillator	(21) X17C901583	33 Ffordd y Dolau (Enterprise Way)	5/1/2018			£	1.00
136	Defibrillator	(21)X21L442032	St. Iliid's Meadow	5/20/2022			£	940.00
137	Defibrillator	(21)XL441791	Bryncae Community Centre	5/20/2022			£	940.00
138	Defibrillator	(21)X21L442069	10 Heol Y Parc, Heol Y Nant, New Road	5/20/2022			£	940.00
139	Defibrillator	(21) X17C901735	Road to Llanilid Church	5/1/2018			£	1.00
140	Defibrillator	(21) X19A097285	9 Red Roofs Close, Mountain Hare	1/1/2018			£	1.00
141	Defibrillator	(21) X131787357	Brynna Primary School, 12 William St. Brynna CF72 9QJ	1/1/2018			£	1.00
142	Defibrillator	(21)X21L442034	Brynna Community Centre	5/20/2022			£	940.00
143	Defibrillator	(21)X21L442034	1 Meadow Rise Llanharan	1/1/2018			£	1.00
144	Defibrillator	(21) X17C901775	Llanharan Primary School, Lwynbrain Tce. CF72 9PW	5/1/2018			£	1.00
145	Defibrillator	(21)X21L442024	11 Rhodfa Bryn Rhydd Lanelay	5/20/2022			£	940.00
146	Defibrillator	(21)X21410499	Llanharan OAP Hall, 2 Heol Cynllan, Llanharan	3/24/2023			£	1.00
147	Defibrillator	(21)X24L767775	59 Trenos Gardens	4/5/2024			£	900.00
148	Defibrillator Cabinet		Red Telephone Box, The Square, Llanharan	1/1/2018			£	335.00
149	Defibrillator Cabinet		Ynysmaerdy Community Centre Glan Yr Ely	5/1/2018			£	499.00
150	Defibrillator Cabinet		Llanharan RFC	5/20/2022			£	395.00
151	Defibrillator Cabinet		109 Parc Bryn Derwen Llanharan	5/1/2018			£	499.00
152	Defibrillator Cabinet		Selca Nursery, Bridgend Road, Llanharan	5/1/2018			£	499.00
153	Defibrillator Cabinet		33 Ffordd y Dolau (Enterprise Way)	5/1/2018			£	499.00
154	Defibrillator Cabinet		St. Iliid's Meadow	5/20/2022			£	395.00
155	Defibrillator Cabinet		Bryncae Community Centre	5/20/2022			£	395.00
156	Defibrillator Cabinet		10 Heol Y Parc, Heol Y Nant, New Road	5/20/2022			£	395.00
157	Defibrillator Cabinet		Road to Llanilid Church	5/1/2018			£	499.00

A	B	C	D	E	F	G	H	I
158	Defibrillator Cabinet		9 Red Roofs Close, Mountain Hare	1/1/2018			£	499.00
159	Defibrillator Cabinet		Brynnau Primary School, 12 William St. Brynna CF72 9QJ	1/1/2018			£	500.00
160	Defibrillator Cabinet		Brynnau Community Centre	5/20/2022			£	395.00
161	Defibrillator Cabinet		1 Meadow Rise Llanharan	1/1/2018			£	499.00
162	Defibrillator Cabinet		Llanharan Primary School, Lwynbrain Tce. CF72 9PW	5/1/2018			£	499.00
163	Defibrillator Cabinet		11 Rhodfa Bryn Rhydd Lanelay	5/20/2022			£	499.00
164	Defibrillator Cabinet		Llanharan OAP Hall, 2 Heol Cynllan, Llanharan	2/27/2023			£	645.00
165	Defibrillator Cabinet		59 Trenos Gardens	3/12/2024			£	395.00
166								
167	<b>COMMUNITY ASSET</b>	<b>Street Lighting</b>						
168		Street Lighting columns * 4	Calcaria Lane, Llanharan	5/25/2021			£	8,427.54
169		Street Lighting columns * 2	Meadow Rise Open Space	Unknown			£	2.00
170								
171	<b>COMMUNITY ASSET</b>	<b>Community Clocks</b>						
172		The Smithy Clock	The Square, Llanharan	Unknown			£	1.00
173		Brynnau	Leysdon's Fish Bar, Brynnau	Unknown			£	1.00
174								
175	<b>COMMUNITY ASSET</b>	<b>Street Furniture (Misc)</b>						
176		Coal Dram	Enterprise Way, Llanharan	3/6/2013			£	345.00
177		Telephone Box	The Square, Llanharan. CF72 9NR	3/5/2024			£	5,018.00
178		Gazebos x 3	Secure storage	6/27/2022			£	299.97
179		2 x small Goalposts	Situated on Meadow Rise Open Space	Unknown			£	2.00
180		2 X Kissing gates	Situated on Meadow Rise Open Space	Unknown			£	2.00
181		2 x Goal posts	5-a-side goals 12' * 4' ( 2" tube)	Situated on Mountain Hare Play Park	2/1/2026	£	2.00	2.00
182								
183	<b>COMMUNITY ASSET</b>	<b>Civic Regalia</b>						
184		Chair Chain of Office	Secure storage	Unknown			£	1.00
185		Chair Additional Chain Links & upgrade	Secure storage	11/26/2025	£	2,322.79	£	2,322.79
186		Deputy Chair Chain of Office	Secure storage	Unknown			£	1.00
187		Wooden Regalia Case	Secure storage	12/1/2025	£	357.53	£	357.53
188								
189	<b>COMMUNITY ASSET</b>	<b>Llanharan Pantry</b>						
190		Fridge Freezer	Brynnau Community Centre	9/27/2022			£	290.83
191		Chest Freezer	Brynnau Community Centre	9/27/2022		£	250.00	
192		Shelving	Brynnau Community Centre	12/29/2025	£	248.20	£	248.20
193								
194	<b>COMMUNITY ASSET</b>	<b>War Memorial</b>						
195		Statue of Battlefield infantryman (Portland stone)	Master Sculptor: William Willingale Taylor	The Square, Llanharan. CF72 9NR	1/1/1934		£	1.00
196		Brynnau Memorial Obelisk		St.Peter's Chruychard, Brynnau.	8/21/1926		£	1.00
197		War memorial lights Llanharan		The Square, Llanharan. CF72 9NR	12/2/2021		£	720.00
198								
199	<b>COMMUNITY ASSET</b>	<b>Wood Carvings</b>						
200		Dormice x 2	Brynnau Woods	12/23/2022			£	1,000.00
201		Kingfisher	Brynnau Woods	12/23/2022			£	500.00
202		Tawny Owl	Brynnau Woods	12/23/2022			£	500.00
203		Bats x 2	Brynnau Woods	12/23/2002			£	1,000.00
204		Violet Oil Beetle	Brynnau Woods	2/7/2023			£	800.00
205		Dragon	Brynnau Woods	2/13/2023			£	700.00
206		Pit Pony	Brynnau Woods	5/23/2023			£	3,500.00
207		Classroom	Brynnau Woods	10/26/2023			£	4,700.00
208		Miner's Lamp	Brynnau Woods	11/7/2023			£	700.00
209		Birdposts	Brynnau Woods	11/10/2023			£	2,900.00
210		Fairy Castle	Brynnau Woods	3/12/2024			£	1,700.00
211								
212	<b>COMMUNITY ASSET</b>	<b>Christmas Lights</b>						
213		Merry Christmas motif	Brynnau Primary School	1/1/2016			£	1.00
214		Angel motif	Secure storage	1/1/2016			£	1.00
215		Light strings & accessories * 1	Secure storage	11/9/2022			£	826.50
216		String lights (Ynysmaerdy)	Secure storage	12/18/2020			£	252.00
217		Transformer * 14	FLC2104	Secure storage	Unknown		£	14.00
218		Connectors * 14	FLC2105	Secure storage	Unknown		£	14.00
219		C/Form plug * 14		Secure storage	Unknown		£	14.00
220		5m extension	FLC2020	Secure storage	Unknown		£	14.00
221								
222	<b>COMMUNITY ASSET</b>	<b>Play Ground Equipment</b>						
223		Mountain Hare Play Area	Mountain Hare	Unknown			£	43,000.00
224		Skateboard Park, Oakbrook	Oakbrook	Unknown			£	60,000.00
225								
226	<b>COMMUNITY ASSET</b>	<b>Buildings</b>						
227		Welfare Ground Shower Block	Welfare Ground, Llanharan. CF72 9RA	Unknown			£	1.00
228								
229	<b>COMMUNITY ASSET</b>	<b>Structures</b>						
230		Steps	Enterprise Way (S.Access RAN 17/5)	11/24/2023			£	8,500.00
231		Bridge	Black Path	1/1/2019			£	20,000.00
232		Mountain Hare Fence	Boundary fence	2/1/2026	£	679.00	£	679.00
233		Meadow Rise Fence	Boundary fence	11/1/2025	£	467.50	£	467.50
234								
235	<b>VEHICLES</b>	<b>Mowers &amp; Machinery</b>						
236		Ride on Mower TYM 293 AJ19 WTA	E11-97768KA 2004/26/0083/05	Secure storage	4/1/2019		£	16,260.00

A	B	C	D	E	F	G	H	I	
237	Ride on Mower John Deere X750	CH3009D309973	Secure storage	4/1/2012			£	8,000.00	
238	Bowser (1000)	SA98SHSIOP8302863	Secure storage	6/20/2019			£	2,669.00	
239	3G Ride on Brusher Countax		Secure storage	4/1/2015			£	2,000.00	
240	Tow bar - Toyota Proace		Hf72 YMD	11/28/2022			£	435.00	
241									
242									
243	<b>OTHER ASSETS</b>								
244	<b>Equipment</b>								
244	Strimmer Kawasaki 550 Brush Cutter		Secure storage	12/16/2020		£	567.00		
245	Stihl Long Reach Hedge Cutter		Secure storage	10/6/2020		£	417.08		
246	Petrol Jetwash	HD 6/15 G Classic Serial #:16085	Secure storage	1/23/2025		£	509.32		
247	Waterpump		Secure storage	7/16/2024		£	354.17		
248	Strimmer & brush cutter x2		Secure storage	Unknown		£	500.00		
249	Hewlett Packard Laptop (refurbished)	5CG2038FBH	2 Chapel Road, Llanharan. CF72 9QA	8/8/2023			£	283.33	
250	Dell Latitude 3520 laptop	BCE18DBD-7E31-45FB-885B-B947E02DB921	2 Chapel Road, Llanharan. CF72 9QA	11/4/2022			£	604.97	
251	Dell Intel Core i3 Vostro 15 laptop	551N2P2	2 Chapel Road, Llanharan. CF72 9QA	01/01/2018			£	250.00	
252	Dell Latitude 3550 laptop	HQVVG74	2 Chapel Road, Llanharan. CF72 9QA	2/5/2025			£	867.42	
253	TV and stand 1		Brynae Community Centre	4/1/2019			£	300.00	
254	Meeting Owl and expansion Mic		2 Chapel Road, Llanharan. CF72 9QA	8/29/2022			£	889.50	
255	Bush 50" TV monitor		Llanharan OAP Hall, Cynllan Avenue	29/06/2022			£	229.12	
256	Prechen 14" LED monitors x 2			27/02/2023			£	131.64	
257	Office Blinds		2 Chapel Road, Llanharan. CF72 9QA	Unknown			£	800.00	
258	Office Chairs * 2		2 Chapel Road, Llanharan. CF72 9QA	Unknown			£	250.00	
259	Office Desks * 2		2 Chapel Road, Llanharan. CF72 9QA	Unknown			£	300.00	
260	Office Desk * 1		2 Chapel Road, Llanharan. CF72 9QA	5/27/2025	£	327.73	£	327.73	
261	Dell Latitude 3550 laptop	FRZ4Y74	2 Chapel Road, Llanharan. CF72 9QA	4/29/2025	£	830.26	£	830.26	
262	2 x 23.8" Monitors, HDMI, Display Port	Hannspree	2 Chapel Road, Llanharan. CF72 9QA	5/14/2025	£	161.00	£	161.00	
263	USB Type C Docking Station	Dell	2 Chapel Road, Llanharan. CF72 9QA	5/14/2025	£	164.68	£	164.68	
264	Dual Monitor Desk Mount		2 Chapel Road, Llanharan. CF72 9QA	5/14/2025	£	51.50	£	51.50	
265	CCTV cameras		2 Chapel Road, Llanharan. CF72 9QA	5/6/2026	£	550.00	£	550.00	
266	22" FHD Monitor		2 Chapel Road, Llanharan. CF72 9QA	9/9/2025	£	78.33	£	78.33	
267	Karcher Petrol Jetwash		Secure storage	3/27/2026	£	508.05	£	508.05	
268	Waterpump	HO-ZWX10	Secure storage	2/25/2026	£	375.00	£	375.00	
269	Stihl Hedge Trimmer	HS 87 R75cm/30;2 Stroke; Blade 30"	Secure storage	1/23/2026	£	476.45	£	476.45	
270	Stihl Long Reach Hedgetrimmer	HL-KM 145 500mm Kombitool	Secure storage	1/23/2026	£	259.98	£	259.98	
271	Stihl Leaf Blower	BG 86	Secure storage	1/23/2026	£	247.35	£	247.35	
272	Stihl Kombi Engine	KM 94 RC- E	Secure storage	1/23/2026	£	295.03	£	295.03	
273	Stihl FS 461.0 Strimmer	FS 461.0 C-EM Autocut 46-2	Secure storage	1/23/2026	£	771.57	£	771.57	
274	Stihl FS 461.0 Strimmer	FS 461.0 C-EM Autocut 46-2	Secure storage	1/23/2026	£	771.57	£	771.57	
275	23 x Hi Viz vests	LCC logo	2 Chapel Road, Llanharan. CF72 9QA	5/8/2026	£	334.91	£	334.91	
276									
277	<b>LAND</b>								
278	Mountan Hare Play Area			9/4/1969			£	1.00	
279	Meadow Rise Play Area			Unknown			£	1.00	
280	Bridgend Rd Allotment Site			Unknown			£	1.00	
281	Jubilee Street Allotment Site			Unknown			£	1.00	
282	Pendre Allotment Site		Part owned	3/31/1983			£	1.00	
283	Memorial Rise plot		North of Llanharan Cemetery	9/19/1990			£	1.00	
284	William Street plot		Unknown	Unknown			£	1.00	
285	Bridgend Rd plot (Dram)			3/6/2013			£	1.00	
286						£	16,684.27	£	2,597.57
287							£	270,224.54	
288							£	16,684.27	
289							£	2,597.57	
290									
291							£	256,137.84	

## Appendix 15

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

The former memorandum of understanding with LRGT and the SLA with LRGT and RCTCBC regarding the use of the shower block and maintenance of the welfare field have both been dissolved.

Informal arrangements (supported by appropriate resolutions) are in place instead pending the drawing up of legal agreements regarding the transfer of the shower block and any associated clauses (potentially including grounds maintenance) to be resolved in due course.

In addition the Community Council has written agreements with Persimmon Homes to carry out all future maintenance/repair (including any work required to facilitate any future adoption process upon request) at the following locations.

- 16ft Christmas Tree socket at Heol Y Parc.
- 16ft Christmas Tree socket at St Ilyd's Meadow.
- Festive cutouts (Christmas lights sockets) fitted to unadopted lighting columns along the A473 to the west of Heol Y Parc.
- Steps and pathway on the embankment at the southern access to RAN17/5 adjacent to Enterprise Way.

The Community Council also has a written agreement to carry out any future maintenance works on any sections of path along the length of RAN17/5 (at the Bryncae Arms) excluding future maintenance of sections of fence that lay on Mr Davies' (The landowner) land.

## Appendix 16

### **To consider renewing the Clerk's, RFO's and Assistant Clerk's membership of The Society of Local Council Clerks (SLCC).**

Memberships are all currently in place.

Renewals will be brought to council at the appropriate time.

## Appendix 17

### To consider renewing the Council's membership of One Voice Wales.

This matter has recently been resolved by the Council.

8682-652 Payment of the increased One Voice Wales membership fees following a price increase;

#### **RESOLVED**

To authorise the Officers to pay the increased One Voice Wales membership fee for.  
8682\_8683 of / 77578



### Civility and Respect Pledge

Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) believe now is the time to prioritise civility and respect and start a culture change in the local council sector. By signing the Civility and Respect Pledge, our council demonstrates its commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. Signing up is a straightforward and uncomplicated process, which only requires councils to register with One Voice Wales and agree to the following statements:

Date of Council Meeting .....

Signature .....

Statement	Tick
Our council has agreed that it will treat all councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has provided councillors with the Code of Conduct.	
Our council has good governance arrangements in place including staff contracts and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model.	
Our council supports One Voice Wales in relation to its work with the Welsh Government to improve the effectiveness of the ethical framework in Wales.	



# LLANHARAN COMMUNITY COUNCIL

## BIODIVERSITY ACTION PLAN

### ***Environment (Wales) Act 2016 Part 1 – Section 6 The Biodiversity and Resilience of Ecosystems Duty***

Llanharan Community Council serves the communities of Llanharan, Brynna, Brynnau Gwynion, Bryncae, Llanilid and Ynysmaerdy, comprising three wards, with 14 Councillors serving an electorate of approximately 7500 people. At the time of writing the Council employs three part time officers, a full time Senior Grounds person and a part time Grounds person. The Council owns or leases 3 allotment sites and a number of areas of green space, including: a mixed play area and open space at Brynnau Gwynion ; a mixed mini football pitch and open space at Meadow Rise, this area also containing a small woodland; a memorial garden at Grove Terrace, a parcel of light woodland to the east of Meadow Rise, a skatepark at Oakbrook, land around the War Memorial on Hillside Avenue and around the ruins of St Peter's Church.

#### **Biodiversity objectives:**

**1a - embed biodiversity into decision making & procurement.**

**1b - raise awareness of biodiversity & its importance.**

	<b>Action planned</b>	<b>Time scale</b>	<b>Monitored by:</b>
1	Make sure all members are aware of the Council's duties under Section 6 of the Environment Wales Act by circulating a note/email to all members alongside this BAP.	End May 2026	ORA Committee
2	Make all members aware of available biodiversity and Section 6 duties training.	End May 2026	ORA Committee
3	Include a standard agenda item in ORA Committee's – "To Review the Council's Biodiversity Action Plan and consider any business relating to it brought in advance and distributed as a formal paper by the Clerk."	End May 2026	ORA Committee
4	Include as a standard agenda item at the Council's annual meeting – "To review the Council's Biodiversity Action Plan."	End May 2026	Council



5	To alter the wording of the paper accompanying the Planning agenda item at full council meetings to include that consideration of commenting on planning matters should consider the impact on biodiversity.	End May 2026	Council
6	For the Council to appoint a 'Biodiversity Champion' to be named on the Council's list of external representatives. For this person to attend RCTCBC Local Partnership for Nature (LNP) meetings and forums and to act as liaison with other groups.	End May 2026	Council
7	To create a separate budget line for Biodiversity/ Environmental initiatives delegated to the ORA Committee. Amount £500 - a virement to be taken from general reserves to create this budget line.	End Nov 2026	Council
9	To amend the Council General Grant Policy and CIL Grant Policy and forms to prompt members to consider the effects of any application on biodiversity.	End Nov 2026	Audit Committee
10	To publish the Council's Biodiversity Action Plan, reviews and reports on a separate section of the Council's website and to publicise these via social media when reviewed, to help inform the public.	End July 2026	ORA Committee
11	To publish tangible actions/work conducted to enhance biodiversity on the Council's social media channels, to help inform the public.	End July 2026	ORA Committee
12	Where appropriate to place signage where tangible actions/ work has been conducted to enhance biodiversity, to help inform the public.	NA	ORA Committee
13	Where biodiversity surveys are to be conducted by the Council to publicise these via social media and invite participation from the public.	NA	ORA Committee

**Biodiversity objectives:**

**2 - safeguard principal species and habitats.**

**3 - restore & create habitats and resilient ecological networks.**

**4 - tackle negative factors: e.g. reduce pollution, use nature-based solutions, address invasive species.**

14	To redesign aspects of the play area at Brynnau Gwynion to incorporate a biodiversity area. The area to be developed using cut and collect mowing methods. Appropriate signage to be placed and the area publicised on the Council's social media channels.	End Aug 2026	ORA Committee
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15	To develop a hedgerow comprising appropriate species (Hawthorn, Hazel, Buckthorn, Alder, Holly etc.) in front of the newly erected boundary safety fence at the north-western boundary of the Meadow Rise open space.	End Aug 2026	ORA Committee
16	To develop a nature trail/woodland walk in the wooded area at the Meadow Rise Open Space. Appropriate signage to be placed and the area publicised on the Council's social media channels.	End July 2027	ORA Committee
17	To examine the contents of the Council's planters and hanging baskets ready for summer 2027, aiming to achieve the most sustainable, biodiverse, colourful summer display possible. To examine the types of soils used to retain as much water as possible.	End Sep 2026	ORA Committee
18	To examine the potential use of starch granules in the Council's hanging baskets and planters to help retain water. (And reservoirs, potentially using pond liners in planters)	End Sep 2026	ORA Committee
19	To make (or purchase) and place 'Bug Hotels' for the following locations: Meadow Rise open space, Brynnau Gwynion play area, Land to the east of Meadow Rise and potentially elsewhere with appropriate signage. Potentially engaging local schools to make the bug hotels and help choose locations. Fairly simple project build instructions can be found online for school projects.	From Sept 2026	ORA Committee
20	To make (or purchase) and place 'Hedgehog Houses' for the following locations: Meadow Rise open space, Brynnau Gwynion play area, Land to the east of Meadow Rise and elsewhere with appropriate signage. Potentially engaging local schools to make the Hedgehog houses and help choose locations. Fairly simple project build instructions can be found online for school projects. The hedgehog hospital charity could potentially assist in engaging the schools. Hibernation season typically begins in November each year.	Nov 2026	ORA Committee
21	Plant on available verges along New Road (Near Heol Y Parc Roundabout) and maintain in a biodiverse nature. Nature of plants to be decided.	End April 2026	ORA Committee.



22	Cut down three dead/dying trees identified on tree survey at Meadow Rise and leave as log piles. Replace with locally sourced alder saplings ( <i>Alnus glutinosa</i> ).	End April 2026	ORA Committee
23	Survey council land to identify INNS and develop eradication/ management plan	End Dec 2026	Officers/ interested members
24	Investigate possibility of volunteer teams to help pull Himalayan Balsam on public rights of way	End Dec 2026	Clerk

**Biodiversity objectives:**

**5 - use, improve, and share evidence.**

25	Recording of any INNS sightings on an appropriate platform. Details of how to log to be made available to interested parties and made available to the public via the Council's social media channels.	End Dec 2026	Clerk
26	For guidance sheets RE INNS to be kept at the Council offices for public use along with a list of known contractors and provide links to information on INNS management on private land on the Council's social media channels.	End July 2026	Clerk
27	Share Biodiversity Action Plan, Annual reviews and three yearly reports submitted to One Voice Wales as well as publishing on own dedicated section of the Council's website and social media.	Yearly	Clerk

**Biodiversity objectives:**

**6 - support capacity and/or other organisations.**

28	The Council will continue to budget annually for grant support for the Wildlife Trust of South and West Wales, subject to the receipt and approval of a suitable annual grant application.  See also actions 6 and 9, above.	Yearly	Council
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