



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 15th December 2022.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

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

Apologies: Cllr Joanne Miller, Cllr Helen Donnan.

Absent: Cllr Geraint Hopkins JP. Parmindra Pannu.

Clerk to the Council: Leigh Smith

Office administrator: Lisa Phillips

1 member of the public.

2022/221 Welcome and Apologies.

RESOLVED

Councillor Helen Donnan proffered a reason for absence with her apology, and this was accepted by Council

RESOLVED

Councillor Joanne Miller proffered a reason for absence with his apology, and this was accepted by Council.

2022/222 Disclosures of personal and/or prejudicial interests.

None.



2022/223 Exclusion of the press and public

RESOLVED

To exclude the press and public from the meeting by virtue of the Public Bodies (Admission to Meetings) Act 1960, on the basis that with regards to agenda item 4 disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Specifically with reference to Part 12 of LGA 1972 Schedule 12A.

2022/224 Recommendations of the HR Committee held 30th November 2022

RESOLVED

The recommendations made under minute reference HR2022/014 (contractual matters relating to the Office Administrator) be adopted.

RESOLVED

The recommendations made under HR2022/016 (other staff pay rates and contracts for the financial year 2022/23) be adopted with the SPC rate for the Grounds Person to be set at SPC 3 and the rate for the 'Senior Grounds Person' to be set at SPC 5.

2022/225 Public speaking

None.

2022/226 Minutes.

RESOLVED

The minutes for the ordinary meeting of the Council held by on a hybrid basis at 7.00pm on Thursday 17th November 2022 were approved as a true and accurate record of proceedings subject to the following amendments:

Cllr Robert-Lewis Watkin JP is recording as having proffered reasons for absence. This to be removed as the Councillor was in fact present at the meeting and is recorded as such.

2022/227 Matters arising.

None



2022/228 CAT of Bryncae Community Centre.

RESOLVED

To proceed with the Community Asset Transfer of Bryncae Community Centre and accept the heads of terms as presented.

Councillor Neil Feist wished the minutes to record the fact that he voted against this resolution.

2022/229 Costs for Christmas lights and trees.

RESOLVED

To approve the spends outlined in the paper presented to a total of £25,438.05.

2022/230 Costs for the 2022 Christmas dinners

RESOLVED

To approve the spends outlined in the paper presented to a total of £4542.

RESOLVED

To make a donation of £100 each to Brynnau Primary School and Llanharan Primary School as a gesture of thanks for the children's performances at the dinners.

2022/231 Spend required to maintain the community clocks.

RESOLVED

To approve the spends outlined in the paper presented to a total of £820, which includes the recommended preventative maintenance to be carried out in mid-2023.



2022/232 Audit arrangements for financial year 2022/23

RESOLVED

To deviate from resolution 2022/228 specifying an interim internal audit and year end internal audit and with regards financial year 2022/23 to hold a year end internal audit only.

RESOLVED

For the 2023/24 financial year, for the Clerk to arrange dates for an interim internal audit and year end internal audit.

2022/233 Recommendations of the ORA Committee held 6th December 2022

RESOLVED

That subject to the prior receipt of appropriate public liability insurance certificates MT Tarmac be awarded the work 'Footpath to the North of Talyfarn Lane' and the Clerk be approved a spend of £5,800 + 5% contingency = £6,090

For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.

The Clerk to seek a commitment from RCTCBC to fund 50% of the cost of the project, the project to proceed regardless.

RESOLVED

That subject to the prior receipt of appropriate public liability insurance certificates Eric Avril be awarded the work "Improvements to the southern end of RAN17/5 on Enterprise Way' and the Clerk be approved a spend of £8,500 + 10% contingency = £9,350.

For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.

RESOLVED

Delegated authority extended to the Clerk of the Council with regards to the management of allotments.

That the procedure set out and presented to this meeting be adopted subject to the following alterations:

- For the procedure to be explicit that any appeal from a plot-holder regarding the revocation of the right to keep birds does not prevent or forestall the urgent removal of those birds.



- For the role of 'Responsible person' to fall to the sitting Chair of the ORA Committee. Or the Deputy Chair in their absence. Provided that there is no interest or conflict that may make this inappropriate.

RESOLVED

Security arrangements at allotment sites.

For the Clerk to carry out a survey of Jubilee Street plot-holders in order to ascertain their views on current security arrangements at the Jubilee Street allotment site. A report to be presented to the next ORA Committee.

RESOLVED

PSM32/1 near Gellifedi Road

That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.

RESOLVED

Steps in the alleyway between Bridgend Road and Parc View.

That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.

RESOLVED

Placement of Swift nest boxes

That Councillor Mark Steer engage the 3 local primary schools and other local groups to assist in identifying swift nesting sites.

RESOLVED

Area of rough ground near the bench next to Haran Roofing.

That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.

RESOLVED

Leaflet of walking routes around the community.

That the Clerk purchase an annual subscription to OS Maps online up to a cost of £60 for the year.

RESOLVED

For a budget of £1000 to be allocated to this project and for the Clerk to be authorised to spend up to that amount.



RESOLVED

For the Clerk to enquire whether the project is applicable for CIL funding. If so for the project to be funded from CIL funds. If not for the funds to be taken from the general reserve.

RESOLVED

For the Clerk to engage a graphical designer to produce a draft mock-up of route 1 to demonstrate what is achievable.

RESOLVED

That Council does not proceed with the training of staff in the treatment of Japanese Knotweed at this time.

2022/234 Action plan

The action plan was noted.

2022/235 Crime report.

No report was received.

2022/236 Correspondence

Noted.

2022/237 Member's reports

Cllr David Evans

RCTCBC have announced a £13M shortfall. For context, the shortfall during the year of austerity was £21M. There are likely to be significant cuts and it will be a difficult time over the next year or two.

Locally I have had confirmation that RCTCBC highways will be installing signage to advise cyclists and pedestrians of the danger there on Cows Corner. The signage will not include horse riders as they feel that there will be too many signs and furthermore this is not considered an area that experiences a high volume of horse traffic.



I have received complaints about the footpath opposite Dolau Primary School which can become muddy, this area will be being repaired in due course.

There are proposed changes to RCTCBC refuse collection. I encourage everyone to engage with the consultation and to let make their feelings known to RCTCBC. It is proposed that general refuse collections will change from 2 weekly to 3 weekly with recycling remaining the same. This will make significant savings for the council but my concern is that some households have the 250 litre bins and some have the 125 litre bins so there is an unfairness that needs addressing. Some households with a number of adults and children may struggle with a 125 litre bin.

2022/238 Expenditure for November 2022.

Approved.

2022/239 Expenditure V budget year to date.

Noted.

2022/240 Report on Pantry finances.

Noted.

2022/241 Planning

RESOLVED

To object to planning ref 22/1420/1015, BRYN EGLWYS, LLANHARAN, PONTYCLUN, CF72 9PE, Single story porch extension to the front. on the material grounds that the proposal would be out of character with the local area.

2022/242 Urgent information & Future agenda items.

None.

There being no further business the meeting closed at 9pm.

The next full council meeting is scheduled for 19th January 2023



Councillor Chris Parker
Chair of the Community Council



LLANHARAN COMMUNITY COUNCIL

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The Local Government and Elections (Wales) Act 2021

Members Present:

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

Apologies: Cllr Parmindra Pannu

Absent: None

Clerk to the Council: Leigh Smith

Office administrator: Lisa Phillips

Rachel Carter, One Voice Wales.
1 other member of the public.

2022/216 Welcome and Apologies.

RESOLVED

Councillor Robert Lewis-Watkin proffered a reason for absence with his apology, and this was accepted by Council.

RESOLVED

Councillor Parmindra Pannu proffered a reason for absence with his apology, and this was accepted by Council.

2022/217 Disclosures of personal and/or prejudicial interests.



Cllr Robert Lewis-Watkin declared a personal and prejudicial interest in agenda item 12 (minute ref 2022/227).

Cllr Tracy Allen declared a personal interest regarding a planning submission contained in agenda item 19 (minute ref 2022/234).

2022/218 Public speaking

None.

2022/219 Minutes.

RESOLVED

The minutes for the ordinary meeting of the Council held by on a hybrid basis at 7.00pm on Thursday 20th October 2022 were approved as a true and accurate record of proceedings.

2022/220 Matters arising.

None

2022/221 Presentation

A presentation was received from for Rachel Carter, One Voice Wales's Places for Nature Officer.

2022/222 Action plan

The action plan was noted.

2022/223 Crime report.

Noted.

2022/224 Expenditure for October 2022.

Noted and approved.

2022/225 Correspondence

Noted.

2022/226 Member's reports

Cllr David Evans



14 new community wardens will be established, working across RCT, their primary role will be to establish a visible uniformed presence in town centres and parks with the ability to issue fixed penalty notices.

I have liaised with RCT to raise the pavement along the stretch opposite Llanharan House to alleviate flooding problems in that area.

2022/227 Recommendations of CIL Committee, Tuesday 15th November 2022

RESOLVED

That the Clerk undertake a fresh public consultation to seek ideas from the community incorporating social media, the Council website and Council noticeboards. For the Clerk to liaise with Cllrs Evans, Thomas and Parker on how best to utilise the Community Engagement Working Group as part of the consultation.

RESOLVED

That an exercise to refresh the CIL123 and Active Project lists and to synchronise a CIL fund deferral plan to it to be deferred until after the public consultation has ended.

RESOLVED

To amend the Council's policy so that in circumstances where a group is not VAT exempt and is not VAT registered, to allow at the council's discretion a grant to include the VAT element.

RESOLVED

For the Clerk to explore the VAT Exemption application process in order to be able to advise community groups where appropriate.

RESOLVED

That consideration of the application for a CIL grant from Bryncae Football Club be deferred for the applicant to clarify the situation with regards necessity for planning permission. For the applicant to provide 3 quotes for materials and to provide a more accurate assessment of costs. The Clerk to contact the applicant to explain the requirements

RESOLVED



That the amount of £3,104.70 be granted from CIL funds for the purposes detailed in the application from Brynna Community Centre and for the CIL123 list and Active project list to be altered accordingly.

Note: Having declared a personal and prejudicial interest, Cllr Robert Lewis-Watkin left the meeting for the duration of this item of business.

RESOLVED

That the grant application from Brynawel House alcohol and drug rehabilitation centre be rejected on the grounds that the applicant is outside of the Community Council area and has not demonstrated adequate benefit to the residents of the Llanharan Community Council area. But for the Clerk to advise that the Community Council is exploring options for potential assistance from other sources.

2022/228 Council's replacement internal auditor

RESOLVED

To appoint Kerry-Leigh Grabham of KLG Services as the Council's internal auditor for the remainder of 2022/23 for the costs detailed in the paper presented and for the Clerk to arrange an interim audit as soon as possible.

2022/229 Maintenance of the Brynna and Llanharan War Memorials

RESOLVED

To approve acceptance of a 3-year contract at a cost of £4,391 to be pre-paid for the annual maintenance of the Llanharan and Brynna War Memorials for 2023, 2024 and 2025 maintenance visits. As per the details provided in the paper for the meeting. A virement to be taken from general reserves for this purpose. Alternative quotations were not sought given the specialist nature of the work.

2022/230 2023 Fireworks display

RESOLVED



To award the arranging of the 2023 fireworks display subject to certain conditions to LCDP, and to approve a budget spend of £9,856 for the 2023 event. Material to the decision being the fact that the LCDP quotation includes the provision of an adequate number of safety marshals necessary for the event, the cost of which is otherwise prohibitive and not included in the other quotations.

RESOLVED

For a working group to be established to recommend a draft contract for the holding of the event to Council.

RESOLVED

To defer the decision on a venue to a future meeting.

2022/231 Winter Welcome Centre

RESOLVED

To approve delegation to the Clerk on day-to-day arrangements to set up a Winter Welcome Centre provided no costs are incurred by the Community Council at this time. The Clerk to work in conjunction with interested councillors.

2022/232 King's coronation in summer 2023

RESOLVED

To approve the holding of events to celebrate the King's Coronation on or around Saturday May 6th, 2023 with approval for a budget of £5,000. This amount to be vired general reserves for 2022/23 financial year.

RESOLVED

For arrangements for the day-to-day governance and delegation of the spend of the approved budget to be deferred to a future meeting.

2022/233 Support for setup of community garden

RESOLVED

To provide the local group with a total of 48 hours of maintenance staff assistance to assist in the setup of the community garden project, as per the details provided in the paper presented.



2022/234 Planning

Noted without comment.

Note: Having declared a personal and prejudicial interest, Cllr Tracy Allen left the meeting for the duration of this item of business.

2022/235 Brynna Woods foot/equestrian bridge

RESOLVED

This item was deferred to a future meeting.

2022/236 Exclude press and public.

RESOLVED

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

2022/237 Motion to extend meeting

RESOLVED

To extend the meeting beyond 2 hours 30 minutes as per standing order 10.4ii

2022/238 Meadow Rise encroachments

RESOLVED

The Clerk to write to all affected householders regarding the matter. Subject to advice from the Council's solicitor that this action would not be prejudicial to any future legal proceedings.

2022/238 Urgent information & Future agenda items.

None.



There being no further business the meeting closed at 9.45pm.

Councillor Chris Parker
Chair of the Community Council

Appendix 3

CAT of Bryncae Community Centre

Background

The current voluntary management committee have given notice to RCTCBC that they will resign at the end of December 2022.

RCTCBC have asked that the Community Council proceed immediately with the Community Asset Transfer (CAT) of the centre otherwise they will consider the Community Council's interest to be at an end and they will re-advertise the Building on a 30 Day Window of Opportunity for a Community Asset Transfer.

The Clerk to notify RCTCBC of the Community Council's decision on 16th December 2022.

In 2021 RCTCBC issued notice to the community that they intended to undertake a Community Asset Transfer of Bryncae Community Centre and asked for expressions of interest.

At that time 3 community groups entered expressions of interest, including the community Council.

One group then withdrew and the Community Council entered into a competitive Community Asset Transfer process. The aim of the Council's application was to secure the centre as a community asset available for use by all members of the community for the long term.

This involved putting together a CAT application and a business case. (See appendix 3a). This included the Capital spend of Community Council CIL funds to a value of around £70,000. (Subsequently revised to circa £100,000. (See Appendix 3a).

On November the 30th 2021 the Community Council was successfully awarded the CAT of Bryncae Community Centre pending acceptance of terms.

A working group of the Council was formed comprising Cllrs Roger Turner, Janine Turner, Chris Parker and Rhys Jenkins.

Since that time negotiations have taken place on the heads of terms of the lease, most notably regarding the rent to be charged by RCTCBC.

A meeting was held in May 2022 with the relevant RCTCBC Cabinet Member (Councillor Lewis) and officers. At that meeting it was agreed that the first 5 years of the lease period would be rent free with subsequent periods being assessed according to the Community Council's performance in running the centre and the delivery of social value.

Financial outlook February 2022.

A financial outlook was compiled in February 2022. At that time the financial outlook of the centre was that it would run at a loss of circa £7,700 per annum (assuming zero rent). (See Appendix 3b)

Please note the following:

- The deficit was largely due to requirement to pay Non-domestic rates. A Community Council cannot apply for exemption.
- The local management committee and RCTCBC both reported that the centre ran at a small profit, however this was not reflected in the analysis which used averages over prior 4 years. The Clerk notes that some costs used in the analysis were paid centrally by RCTCBC and so did not appear in the costs for the centre but do appear in the Clerk's analysis hence the discrepancy.

Revised financial outlook December 2022

Given the increase in energy costs experienced in recent months and projected to continue for the foreseeable future, the Clerk enquired with RCTCBC on what arrangements were in place regarding fixed price contracts in place with energy suppliers. However, RCTCBC report that only 12 month contracts are in place and the 2023/24 contract is currently being negotiated. Furthermore that the tariffs achieved in these contracts are not any more attractive than those available to smaller businesses and customers on the open market. Whilst business (non-domestic) energy users are currently subject to the Governments energy price relief scheme, the application of this scheme is uncertain after April 2023.

Estimated annual costs 2022/23 (Using partial invoice data).

Date	Gas		p/unit	Daily charge
	£	kWh		
13.1.22	206.08	6307.22	1.6041	1.33
11.2.22	226.86	7143.9	1.6041	1.33
11.3.22	226.86	na	na	na
13.4.22	200.39	6078.12	1.6041	1.33
26.5.22	164.27	4197.73	2.2761	
24.6.22	130.88	2711.23	2.2761	2.03
13.7.22	102.81	1626.18	2.2761	2.03
11.8.22	94.08	1171.53	2.2761	2.03
Sept EST	100	na	na	na
13.10.22	110.65	1954	2.2761	2.03
NOV EST	204.4586	6307.22	2.2761	2.03
DEC EST	204.4586	6307.22	2.2761	2.03
Total est	1971.797			

		Elec	
		22.2.22	232.44
		22.3.22	163.18
		11.5.22	156.71
		27.5.22	393.16
		1.7.22	193.16
		22.7.22	178.48
		22.8.22	183.59
		23.9.22	182.91
		21.10.22	173.46
		24.11.22	247.72
	Est	25th Dec	300
	Est	25th Jan	300
		Total est	2704.81

Note: No tariff or usage data available.

Total est energy costs 2022/23 = £4,676

Note from the above tables that electricity tariffs changed in May 2022.

By applying the may price rise to full year the revised annual energy cost would have been = £5,021

However It is not possible to forecast future energy costs. RCTCBC have not released details of any future tariff expectations and Council will need to take a view on future likely tariffs and estimate costs accordingly.

The analysis in Appendix 3c shows the effect of an 100% increase in energy costs.

Revenue increase opportunity

The original financial outlook was based on extremely conservative increases in revenue.

For context, whilst data has not been made available on current weekend hire utilisation, anecdotally the utilisation on weekends is currently very low.

At the current hire rate of £14/hour. Hiring the hall for an extra 6 hours per week for 50 weeks of the year would generate an extra £4,200 in revenue.

Hiring the hall for an extra 17 hours a week (assuming Saturday afternoons and Sundays available) for 50 hours would generate an extra £11,900

This data is not intended to form part of any business plan but is indicative only for Councillor's information.

Capital costs

The estimate of £100,000 of capital costs which would be met from CIL funds comes from the original building condition report provided by RCT and the independent report commissioned by the Community Council.

Note: This value assumes ongoing maintenance of the roof and does not include roof replacement.

Recommendations of the Bryncae Community Centre CAT

Working Group.

Note: These recommendations were made prior to the updated financial information was provided as presented in appendix 3c.

The working group recommended the following:

1. That the heads of terms agreement presented be approved and agreed by the Council and permission given for a full lease to be drawn up from its terms between Llanharan Community Council and RCTCBC. This lease be approved for signing subject to checking by the Community Council's legal representatives. And the appropriate persons sign on behalf of the Community Council.

2. That the Council make its own arrangements with regards to

arranging the necessary statutory inspections and does not attempt to draw up a service level agreement with RCTCBC. This approach is recommended due to new information being obtained regarding the complexities of negotiating an agreement which allows for statutory inspections to take place without committing to mandatory work and costs for all items, including non-statutory items. This approach directly conflicts with RCTCBC's procurement contracts.

3. That the Clerk arranges a drain survey to ascertain the condition of the external surface water drains (which are known to fail and cause a hazard in winter and so present a potential liability) with a budget of £1,000. A virement to be made from an appropriate budget line pending reclaiming of these costs from RCTCBC's CAT grant fund.

Shown below:

Heads of terms for a lease agreement between LLC and RCTCBC.

Independent Building condition report commissioned by LCC

Original Building condition report provided by RCTCBC

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HEADS OF TERMS – COMMUNITY ASSET TRANSFER BUILDING LEASES

- iii. Tenant to be responsible for its own employment and public liability insurance.

21	SERVICE RENT:	Not Applicable
22	MANAGEMENT AGREEMENT:	Not Applicable
23	OUTGOINGS:	The Tenant is responsible for paying all outgoing bills including all utility bills
24	PLANNING:	<ul style="list-style-type: none">i. The Tenant to satisfy itself regarding any planning issues.ii. The Tenant is not to apply for planning permission without the landlord's prior written consent.
25	RATABLE VALUE:	Tenant to make own enquiries.
26	BUSINESS RATES:	<p>The Tenant is to pay any business rates and taxes payable in respect of the premises.</p> <p>If the accommodation is later assessed separately any contribution will be assessed against the new rates payable and, if appropriate, the tenant will be refunded from the effective date of the split.</p>
27	VAT:	<p>The property has been elected for VAT</p> <p>Where the Council opts to tax the property, it reserves the right to charge standard rate VAT on rent and service charge at any future date.</p>
28	MEDIA VISITS	The tenant must notify us of any media or political events happening from the premises at its earliest opportunity. Notice to be given to the site manager (if applicable) or Head of Corporate Estates, RCTCBC. Political events being defined as events/rallies organised by a political party or group outside of the scope of normal hall hire. Media events being defined as events where formal news outlets are present. Social media postings by members of the public or Community Council are excluded from this clause.

HEADS OF TERMS – COMMUNITY ASSET TRANSFER BUILDING LEASES

- 29 IDENTIFIED/AGREED BUILDING WORKS:** Where necessary shall be agreed as appropriate
- 30 DELIVERY PLAN** tba
- 31 MONITORING** Upon request, the tenant shall periodically submit monitoring updates on the impact of the Community Asset Transfer and proposed service delivery outcomes and meet annually with the Council's Estates Officer to provide annual property information.
- 32 OTHER SPECIFIC TERMS** The landlord reserves the right to review its budget and contribution towards ancillary service delivery costs such as cleaning; equipment etc on an annual basis
- 33 TERMINATION:** The agreement will terminate and the tenant will be required to vacate the premises if any of the conditions of the lease are not met
- 34 OTHER TERMS:**
- i. Landlords' solicitor to add any terms deemed necessary or required by statute.
- 35 CONDITIONS:**
- i. Subject to Contract/Lease.
 - ii. Subject to council approval
- 36 LEGAL AND PROFESSIONAL COSTS:** The Tenant is responsible for the landlord's legal and professional fees in the granting of the new lease.



Building Survey Report
For
Llanharan Community Council



Bryncae Community Centre, Powell Drive, Bryncae, Llanharan, Pontyclun CF72 9UU

20th May 2022

Issue No: Final Issue

Prepared By: TPG Consulting Ltd

FAO: Leigh Smith
Llanharan Community Council,
2A Chapel Road
Llanharan
Pontyclun
CF72 9QA

20th May 2022

Instruction

Instruction to proceed with the building survey of the Bryncae Community Centre, Powell Drive, Bryncae, Llanharan, Pontyclun CF72 9UU was received via email from the Clerk to the Llanharan Community Council, Leigh Smith on 12th May 2022. It is understood that this report is to be used to provide advice on the condition of the structure and fabric of the building prior to obtaining any future grant funding for the property and prior to any handover of the Lease or acquisition of the property from Rhondda Cynon Taff.

It was agreed to complete a full non-intrusive (without opening up/lifting flooring, fixtures etc.) inspection of the property with the high-level roofs inspected via surveyors' ladders from the ground and via suitable vantage points around the site and within the property, with all other parts of the property inspected at floor level with the use of a 3 metre surveyor's ladder. The survey was undertaken by Andrew Harvie MRICS of TPG Consulting Ltd on 17th May 2022. This building survey report provides a detailed overview of the condition of the building, structure, fabric and major components/elements etc. You have advised us that you intend to acquire the property and intend to maintain the building and the external grounds for its ongoing use as a community centre. Consideration of this has been included within our report, however this report does not detail very minor defects to decoration or the fabric of the building that are immaterial to your needs unless deemed significant for occupation and use or to keep the building wind and watertight. At the time of the survey, access was provided by Robert Hughes who was a key holder, and the property was partly occupied by a local community group however they vacated the property prior to internal inspections. The weather was observed to be warm and dry with an ambient temperature of 17°C.

Supplied information

Prior to the survey various questions and information requests were sent however no information was available prior to inspection. During the survey, Robert Hughes provided access to briefly view the following documents:

1. Fire Precautions Logbook.
2. Water System Survey & Legionella Risk Assessment folder produced by HSL Compliance.
3. Asbestos Management Plan folder produced by RCT Corporate Estates dated 2019.

Our Overall Opinion of the Property

This section provides an executive summary and opinion of the property and summarises the overall condition. To ensure you gain a balanced impression of the property, we strongly recommend you read this entire report as some of this summary will only summarise the worst parts of the building.

The property is in a good to fair condition for its use as a community centre. It has numerous defects that require remedial works however these are typically routine maintenance and repair works and fall within the Condition Rating 2. At first glance the property would appear to be constructed using traditional loadbearing rendered walls with a man-made tile roof. However, the walls are not supporting the roof and the roof does not have roof tiles. The loadbearing structure is formed from a steel portal frame that is typical for a commercial or community building of this age, and this was considered to be structurally sound with no significant defects seen. The roof is a tile effect metal sheet roof and is fixed using an unconventional method. The windows and external doors are modern metal framed double glazed units and in a good condition for their age. Internally the property is maintained in a good to fair condition but there are some remedial recommendations that require action. The building was constructed in 2005 and some components and assets are defective, and some have already been replaced such as a new gas boiler being installed one month ago. You should expect that further assets and components will fail and require repair or replacement over the next five years.

In summary the building is constructed using some modern methods that are typical for this type and age of community centre. Although there are some common methods and materials used, you should take care when maintaining and improving the property to ensure that all parties (including future workmen) are aware of the properties of the building and how it should be correctly maintained. For example the roof should not be walked on by workman. However, damage to the roof has occurred during recent repairs to the roof vents by workmen walking on the roof sheets. You should take professional advice prior to undertaking future maintenance and repair works to the building to ensure you are following best practice or manufacturers requirements.

Summary Table of Priorities and Conditions

Condition Rating 3 :	Gas Supply Security & CCTV
Condition Rating 2 :	Roof Covering Rainwater Goods, Fascia and Soffit External Walls External Windows External Doors External Grounds Bathroom Fittings Woodwork and internal doors Electricity, power and lighting Boiler Room & Heating Generally Mains Water Ventilation Fire Safety Systems Drainage Legionella Bacteria
Condition Rating 1 :	Structural Frame Roof Structure Internal Ceilings Internal Walls Floors Built-in fittings including kitchenette Hot Water Supply Emergency Lighting and Escape Signage Asbestos Fire Extinguishers
H&S or Statutory ! :	Rainwater Goods, Fascia and Soffit Internal Walls Woodwork and internal doors Electricity, power and lighting Mains Water Environmental Legionella Bacteria
Further Investigation FI :	External Grounds Internal Walls Mains Water Security & CCTV Drainage Access & Equality (DDA)
Not Inspected NI :	Foundations Telecoms and Broadband Air Conditioning Lifts / Hoists

Limitations

There has not been an inspection of any parts of the structure, which were covered, unexposed, inaccessible or below ground and therefore unable to report that such parts were free from defects. Examination has been as extensive as access and circumstances permit.

The report is based on the building (i.e. the building that is referred to in this report) at the time of our inspection. No responsibility can be accepted for changes in the condition of the property, which may have taken place after this inspection or for matters which may only come to light following exposure of the structure.

This report is prepared for the information and use of Llanharan Community Council only and without responsibility towards any third party.

Deleterious materials such as high alumina cement concrete, calcium chloride additives to concrete and materials that are a risk to the building such as flammable insulation and hazardous materials to persons such as asbestos based materials may not be detected unless the structure is opened, and laboratory testing of samples is carried out by a specialist company. We have not been instructed to inspect or undertake any testing of materials. An asbestos register was referred to onsite and the register confirms no asbestos based materials were seen and the building was built after 1999 so no asbestos based materials are suspected.

This building survey does not include any testing or detailed examination of materials, utilities, services, plant or machinery. This is not a measured survey and as such, any plans or sketches included within this report are for descriptive purposes only and are not to scale. We were not instructed to undertake a detailed inspection or investigations or testing of materials or the mechanical and electrical services nor undertake any environmental investigations however cursory comment has been included within this report.

In making this report the following assumptions have been made, unless otherwise stated in this report:

- a) That other than any clearly identified asbestos containing materials, no deleterious or hazardous materials or techniques have been used and that it is impractical to comment on the state of any wall ties;
- b) That there is no contamination in or from this or neighbouring ground, and it is not landfilled ground;
- c) That the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoing and that good title can be shown;
- d) That the property is unaffected by any matters which would be revealed by a local search and replies to the usual enquiries, or by any statutory notice and that neither the property nor its condition nor its use nor its intended use is or will be unlawful;
- e) That the inspection of those parts which have not been inspected would neither reveal material defects nor cause the surveyor to alter the report materially.
- f) We have not had sight of the energy performance certificate for the premises and assume that it is sufficient for our client's needs.

The surveyor will be under no duty to verify these assumptions.

The budget costs included within this report are indicative only and are calculated using approved pricing books and our in-house knowledge of repair and refurbishment costs. The budget costs do not include any allowance for tender variances or value added tax or any fit-out works required to refurbish the building for occupation. All costs are purely indicative of

the likely costs of repair, maintenance, redecoration or reinstatement. A full design and specification and tender exercise is recommended to determine the actual cost of the works and no liability is accepted if these costs differ to the budget estimates provided herein.

The terms and condition that apply to this instruction and the services provided are the TPG Consulting Ltd Terms of Business.

General Information

Address & Location: The building is known as the Bryncae Community Centre, Powell Drive, Bryncae, Llanharan, Pontyclun CF72 9UU which is located 1 mile west of Llanharan Train Station and 3.5 miles east of M4 Junction 35. There is good road access to the car park that is to the north of the building however it is not possible to park in front of the building nor is it possible to drive a car to the front door.

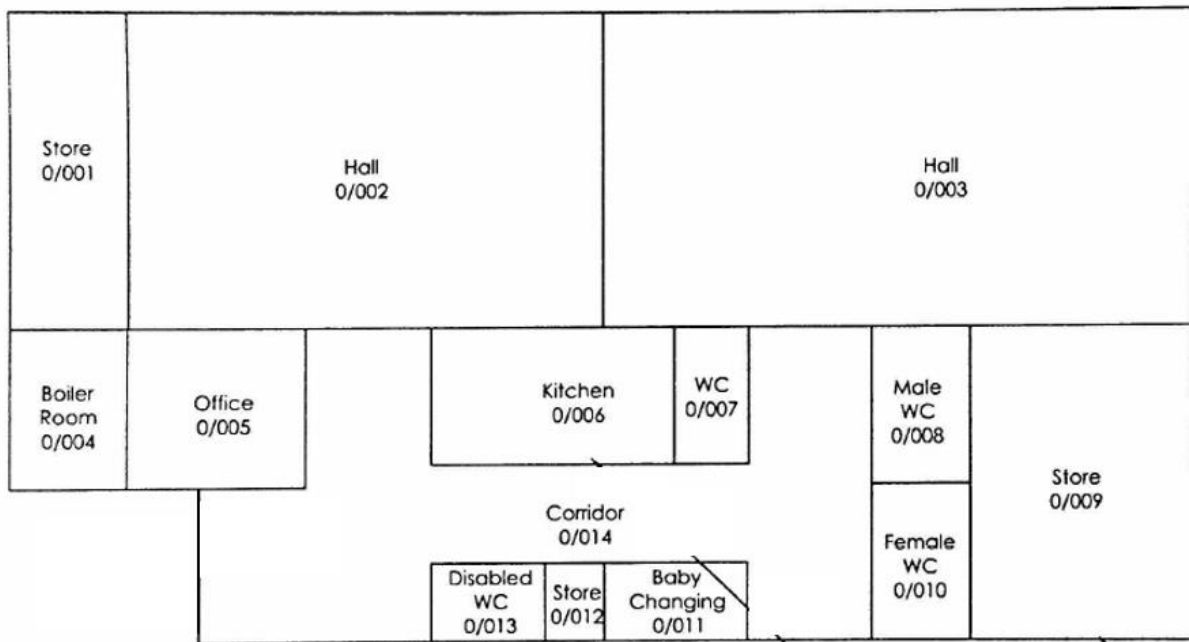
Legal Boundary and lease: A copy of the lease and freehold information was not available. I was informed by Robert Hughes that the boundary is as indicated in the aerial photograph by the red line drawn.



The red line boundary is much larger than that described in our original instructions which only described the building and not the adjacent grounds and car park. You should ask your legal advisers to check the legal boundary as there are numerous liabilities associated with the grounds and car park areas. It was also noted that there are undulations to the tarmac surface of the car park and these areas will pool with water and may be a hazard.

Please note that to the north is the railway line and to the south and east are residential housing estates together with a childrens play park to the southeast.

Description & Construction: A single storey community centre that is approximately 17 Years old. The building consists of an entrance foyer that provides access to a disabled toilet, office, kitchen and the main hall. The foyer leads to a corridor that leads to a cleaner's storeroom, baby changing room, male and female toilets and a single WC plus another access door in to the main hall. The main hall can be sub-divided using a folding wall and at each end of the hall is a storeroom. Externally there is access to a boiler plant room. Below is an outline sketch of the layout.



The floors are solid concrete floors and generally covered with sheet vinyl, the walls are made up of concrete block (internal skin) and part concrete block (external skin) that is rendered and part metal cladding at high level. The loadbearing structure is made of a steel frame consisting of universal columns and universal beam rafters that provide a mono pitch portal frame structure that supports the roof using metal purlins fixed to the steel rafters. There is a cavity to the external walls and whilst inspecting within the boiler plant room, insulation board can be seen to be fixed to the inner-skin blockwork. The roof that is supported on the metal frame could not be intrusively inspected but the underside of the roof is a composite panel that is presumably a metal skin each side with sandwiched insulation internally and the roof finish is a tile effect lightweight metal sheet roof.

Internally the walls to all areas (except the hall and storerooms) are generally plastered and painted, the ceilings are generally suspended ceiling tiles. Power and lighting are similar to a commercial office type property with some commercial fluorescent lighting. Hot water is via a gas boiler and hot water storage system and heating is provided via an under-floor heating system. External windows and doors are metal framed double glazed except the external fire doors to the hall which are solid metal security doors. Externally there is tarmac paving around the outside edge of the building with a grass area beyond the path and a tarmac car park to the north.

Type and Use: The building is suitable for use as a community centre and provides a number of beneficial uses for the community. The building is historically believed to only have been used as a community centre. We were advised during the survey that the grassland between the building and the park to the southeast was owned by a different community group and there had been some disputes about the available use of this grass land by users of the Community Centre. You should request further information about these disputes if you intend to use the grass lands to the southeast.

Condition: Generally, the property is in a fair condition that is typical for its age and type of construction with some defects as reported herein however these defects are typical for the age and type of materials used.

Local Environment: The property has a history of surface water flooding to the west elevation tarmac area including around the plant room door and main entrance to the building. There were no records of floods found that have affected the internals of the property however Natural Resources Wales confirm that there is a 1 in 30 High Risk of flooding from surface water and small watercourses to the community centre generally.

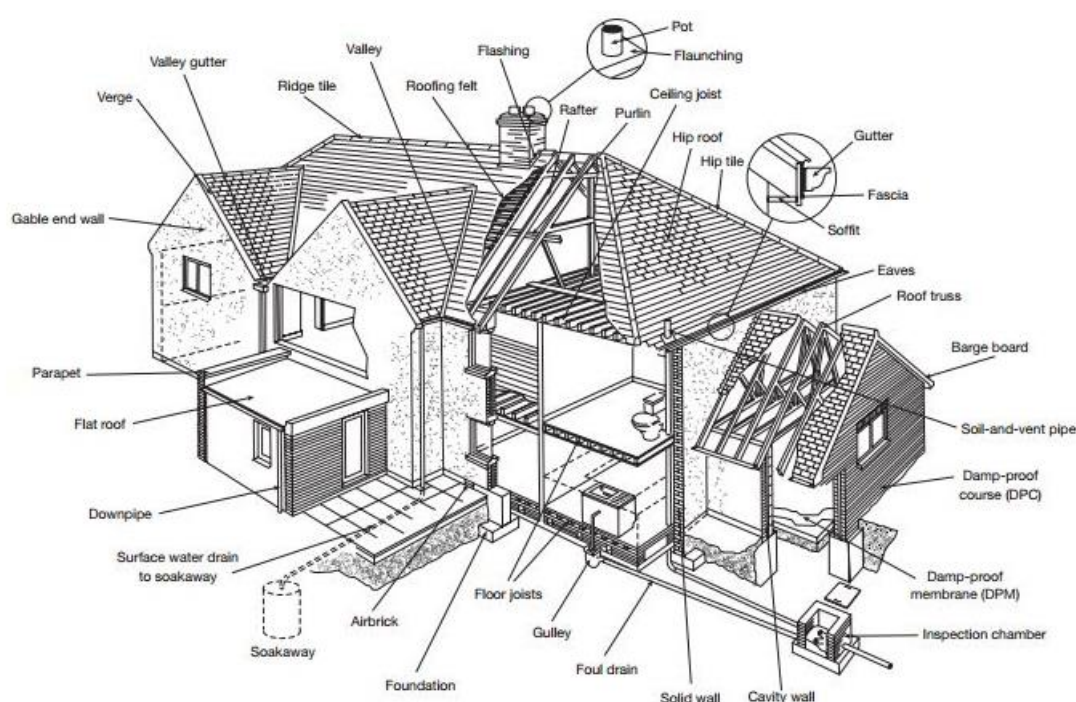
We also believe the property is in an area that may be affected by Radon and historical mine workings. The sub-soil is typically peaty or loamy soils to the general location and as long as foundations are properly designed the soil does not present a hazard to the building. The property is not in a conservation area nor is it a listed building.

CONDITION RATINGS

NI	Parts of the property that have not been inspected will be given a condition rating of NI
1	Parts of the property that are in good repair with no repair needed as they are being maintained in the normal way will be given a condition rating of 1
2	Where there are defects seen that need repairing or replacing but are not considered to be either significant or urgent are considered to be parts of the property that need to be maintained in the normal way and will be given a rating of 2
3	Defects that are significant to be serious or potentially serious must be investigated urgently and repaired or replaced accordingly.
!	If a condition rating also has a red exclamation mark then further action is required as this indicates that the issue is related to either a health & safety matter or other statutory compliance issue
FI	Parts of a property with defects present that require further investigation to determine cause and effect and necessary repairs required.

DEFINITIONS

To assist you whilst reading this report we have used certain words and terms that you may not be familiar with however the below diagram provides some clarification of commonly used words in a building survey report when referring to parts of the property.



CONDITION – OUTSIDE THE PROPERTY

Roof Covering 2:

The roof is a pitched roof with tile effect lightweight metal roofing sheets. Each sheet is approximately 2 metres wide, and the surface finish is coated with a course sand mineral colour to appear like man made concrete tile. To minimal isolated locations the metal sheet coating is thin. This increases the risk of the metal sheets corroding. There are numerous areas of lichen growth to the sheets and in various isolated locations there are loose rocks, stones, balls and other debris that have been thrown on to the roof. Although no corrosion was seen this should be monitored as there is a risk the roof sheets will eventually start to corrode, and this can lead to roof leaks in 5-10 years' time. There is impact damage to the roof, and this should be reviewed as it is likely to have been caused by workman and youths accessing the roof and walking on the roof sheets. The roof sheets have been given a condition rating of 2 and consideration should be given to isolated repairs to limit further corrosion.

The metal sheets have been fixed using nails and in some locations the nails are bent, buckled or loose. This is not a conventional method of fixing metal roof sheets, and the number and type of fixings is insufficient. The standard method of fixing a metal roof sheet is to use proprietary screw fixings. The nail fixings are corroding and have a condition rating of 2 with consideration that these fixings are a point of failure and may require replacement to prolong the life of the roof sheets. Consideration should also be given to wind uplift which may occur in strong winds. Wind lift can occur with negative wind pressures that force roofs in an upwards direction and may cause the sheets to reverberate. Under normal circumstances a roof is not lifted and remains fixed in position. However, as this is a lightweight metal roof sheet with fixings that are corroding in a location where there is a higher risk of wind uplift there is a significant risk of wind lift to the roof. This wind uplift phenomenon was seen to have occurred along the edge of the roof to the verge particularly to the verge sheets closest to the eaves detail and nail fixings have popped up.

Below the metal roof sheets is a bitumen-based sarking felt but this could only be seen long the leading edge of the roof by the guttering. This sarking felt is showing early stages of decayed. Felt does get brittle with age and if rainwater penetrates through the metal roof sheets it is likely that rainwater will find a path to cause an internal leak. An additional rubber liner has been inserted along the eaves detail and dressed under the felt. This is aiding the runoff of water from the roof sheets in to the gutter and may have been retrofitted because of leaks.

A recent roof leak around the roof vents was reported and at the time of the survey I was informed that this has been repaired with new flashings around the roof vents. It was not possible to inspect the roof vents close up but from my limited inspection these were seen to be in good condition however you should request details of the work done as a contractors guarantee of the work is likely to apply.

If the roof was properly maintained and repaired by a roofer that specialises in the maintenance and repair of metal roofs, I would expect the roof to last another 10 years. However there is a limited lifespan for this roof and consideration should be

given to longer term planning for roof replacement in 10 years' time if the roof is properly maintained. Without proper maintenance this roof is likely to leak, and it may be more economical to consider renewal.

During maintenance works you should advise your roofer to avoid walking on this type of roof to prevent damage or denting. Although roofers can walk on some metal roofs this is not a roof that I would recommend workmen walk on.

Rainwater Goods, Fascia and Soffit 2!:

The guttering is a metal boxed gutter plastisol coated and dates to when the building was first built, but it is distorted and damaged potentially from youths accessing the roof and putting weight on the gutter by either standing on it or hanging on it (by hand). This is evident to all lengths of guttering and there is a serious risk of both damage to guttering and injury to youths if this continues. You should review this and take action to prevent damage or injury.

Trees to the northern boundary over sail the roof and there is a build-up of detris and loose material (including bottles, balls, cans etc) within the gutter that needs to be cleaned out and joints properly sealed. The trees should be maintained to a lower height, so they do not compromise the roof and gutters.

The gutters are out of alignment due to damage and consideration should be given to removing the guttering and for repairs to be undertaken to straighten, correct the falls and reinstate the guttering. The metal fixings are corroding with some replacement fixings evident, and some joint repairs were seen. You should consider renewing fixings and joints when next undertaking works to the guttering.

The vertical rainwater pipes are metal box rainwater pipes plastisol coated and in the same condition as the gutters with respect to fixings, joints and slight damage. Leaks were evident to some pipes at low level. All of the rainwater goods require repair, and the rainwater pipes and brackets have a condition rating of 2.

The fascia and soffits are metal sheet plastisol coated and in a fair condition and should be maintained in the normal way.

All the plastisol coating to gutters, pipes, fascias and soffits are discoloured and have surface fungal growth and lichen and should be cleaned in the normal way by a specialist cleaning contractor to prevent further deterioration of the surface.

The rainwater pipes discharge into a gully and in all cases these gullies are sealed and could not be inspected. Because the gutters are blocked with debris and silt it is recommended that the surface water drainage system is inspected and cleaned by a specialist contractor. These gullies require regular maintenance and should be kept clear and free flowing. A condition rating of 2 is given to the gullies.

The roof forms a canopy soffit over the external entrance area and this is the same condition as other soffits however the structural support for the canopy soffit is

painted and has surface corrosion and should be maintained in the normal way and redecorated.

Note that to repair or maintain the rainwater goods safely you will need to engage a contractor that will use appropriate access equipment such as scaffolding.

Structural Frame ①:

The loadbearing structure from the roof to the foundations is a steel loadbearing structure that is a steel frame consisting of universal columns and universal beam rafters that provide a mono pitch portal frame structure that supports the roof using metal purlins fixed to the steel rafters. This structural frame was not visible during our survey and would require intrusive opening up of the structure for inspection however a limited part of the steel structure is visible within the boiler plant room and storerooms and from a limited inspection above the suspended ceiling. The structural frame is condition 1 and should be maintained in the normal way.

External Walls ②:

The external walls are made of external engineering brick and blockwork that has been rendered above damp proof course height and stops short of the roof where profiled metal cladding is fixed. The walls are generally in a fair condition with minor defects and should be maintained in the normal way.

The render is Condition 2 and has been painted but is faded and discoloured with lichen growth and stains together with extensive graffiti to the south and west elevations. Some very slight cracking is evident together with slight impact damage to corners with render bead exposed and corroding but considered minor and should be repaired in the normal way. There are vertical movement joints to the rendered walls, and these are showing early signs of becoming brittle and perishing. The walls to the west elevation are used by youths playing football and impact damage and muddy football marks are evident throughout this wall. The walls should be repainted and repaired in the normal way and when repainting consideration should be given to using a type of paint that allows graffiti to be washed off easily.

The walls have a barrier to prevent rising dampness from the ground called a damp-proof course or DPC that is positioned above the engineering brick at the base of the rendered walls. The engineering brick has weep holes that should not be blocked up. There is a risk that the wall to the west elevation and other elevations will be compromised by external flooding and may cause dampness internally however no dampness internally was seen.

It is presumed there is cavity wall insulation to the walls that is insulation board fixed to the inner leaf concrete blockwork that would have complied with the Building Regulations at the time of construction however this could not be intrusively inspected.

The profiled metal sheet cladding is Condition 1 and should be maintained in the normal way including cleaning. Evidence of a previous repair was seen at the base

of the metal cladding at the junction with windows and rendering that had been silicone sealed however we did not see any defects or reason for this silicone.

Note that some of the external walls have had large flagpole type posts fitted at high level and I have been informed that this is for Christmas Decorations.

Foundations - NI:

The foundations of the building were not exposed / could not be seen therefore consideration must be given to the age of the building and the forms of construction used at that time. No issues with the foundations or building structure were identified, however inspection was limited.

External Windows 2:

All windows to external walls are metal framed double-glazed windows and in a fair condition with a Condition rating of 1. The windows are original windows and because of their age will be susceptible to failure of the sealed double-glazed sections but no evidence of this was seen at the time of our inspection. Some of the windows have opening casements with no trickle ventilators.

The windows are sealed to the external reveals with a mastic joint which is aged, and consideration should be given to cut out and replaced in the near future to prevent water ingress from the outside.

The high-level windows to the Main Hall to the south elevation are openable using a manual winder mechanism however this is broken and requires repair and have a Condition Rating of 2.

External Doors 2:

The main entrance door and frame and the south facing double fire exit door and frame are metal framed double-glazed top and bottom doors in a fair condition and should be maintained in the normal way with a Condition Rating of 2. Both sets of doors should be serviced to ensure they are adjusted and sit correctly in the frame and in particular the double fire exit doors to the south elevation require some adjustment so that they do not rattle in the frame.

The fire exit doors to the north elevation and to the boiler plant room are solid steel doors from the main hall and still have their original spray-painted finish that is pitting and has surface corrosion evident. These doors have a Condition Rating of 2 and require extensive preparation and some adjustment prior to painting with some localised cutting out of the rusted frame and thresholds and repair and part replacement of the opening mechanisms as they are defective. If this work is not undertaken soon, it would be more economical to remove and replace the door frames as they will have corroded beyond repair. Note that the plant room door has a side panel that has corroded beyond repair and should be replaced. On the inside face of the double fire exit doors to the north elevation the push bar mechanisms and top hung stays require overhaul and some replacement as they are defective.

External Grounds ②FI:

There is a pavement that goes around the outside of the building and leads to the car park which is tarmac and is Condition 1. The car park is tarmac and is Condition 2 and has undulations where the surface is subsided with hollows forming and water and slit pools in the low points causing a hazard to pedestrians and cars. These areas should be repaired with new tarmac to level off the surface to the correct falls. There are some grass areas, and these should be maintained in the normal way. The trees and shrubs between the building and car park are bounded by metal railings and these trees and shrubs should be maintained in the normal way but to a lower height so that they do not compromise the building gutters and roof.

There is some lighting externally to the car park and paths, and this is controlled via the plant room distribution board but was not tested. Some light fittings have been removed to pavement bollards and the internal electrics are exposed and you should ensure these are properly isolated or repaired with lighting reinstated. There are some bins (general and dog waste) around the car park. You should ask your legal advisers to confirm if you are liable to maintain adequate lighting and bins to these external areas during hours of darkness whilst the building is not occupied. The current key holder advised that some local residents have complained that it is too dark to walk their dogs in the evenings.

It was noted that there is a gate at the end of the path leading to the car park but the gates to the paths around the building are missing and posts damaged. The public are using these paths around the building and ground generally thus creating an implied right of way. You should discuss this with RCT as the freeholder and reinstate the gates to prevent a permanent right of way being created. You should take advice from your legal advisers regarding this.

CONDITION - Inside the property

Roof Structure ①:

There is one main roof void above the suspended ceiling to the ancillary rooms and a limited inspection was undertaken. The roof structure is as described above for the structural frame and no defects were seen and is given a Condition Rating of 1.

Although I could not inspect the roof space above the Main Hall it is reasonable to assume this is the same structural frame as previously described and no significant defects were seen beyond this. This roof structure also has a Condition Rating of 1.

Internal Ceilings ①:

The ceilings to the ancillary rooms are suspended with ceiling tiles fitted to a metal 600mm x 600mm grid supported from the steel structural frame. Some tiles have slight damage and some broken tiles but generally are in good order with a Condition Rating of 1.

The ceilings to the main hall are plasterboarded to the underside of the steel portal frame and painted. There is slight cracking to the board butt joints which is typical for this type of construction and this ceiling has a Condition Rating of 1.

Both ceilings should be maintained and redecorated in the normal way.

Internal Walls ① F!:

The walls internally are constructed from concrete blockwork. These internal walls would normally form part of the fire compartmentation fire strategy for the building however the walls for the office and kitchen and ancillary toilets do not continue to the underside of the roof structure. It can be seen that the kitchen has had a fire blanket retrospectively fitted to close the gap between the top of the wall and underside of the roof, but this has been poorly fitted with gaps evident. Even though these rooms appear to have fire doors fitted it should be concluded that these rooms do not have suitable fire compartmentation, and this should be reviewed in the fire risk assessment. However, the general condition of these walls is good and generally have a plastered and painted finish and have been given a Condition Rating of 1 with Further Investigations with respect to fire compartmentation required. These walls should be maintained in the normal way and redecoration of these walls should be planned soon to remove all scuff marks.

The main internal walls that form the Main Hall do continue to the underside of the roof structure and provide good fire compartmentation to adjacent rooms and these internal walls are given a Condition Rating of 1. Generally these walls are painted blockwork and should be maintained and redecorated in the normal way.

However, when the fire risk assessment is reviewed consideration should also be given to services that penetrate internal compartment walls as it was seen that some services holes have not been properly fire stopped and this should be addressed as a remedial works action when producing the fire risk assessment. You should

include the walls between the plant room and main building when reviewing this as there are breaches in the blockwork to this location at high level.

There is a dividing folding wall to the Main Hall to allow it to be used by two community groups at the same time. The wall was not tested however we were advised by the current key holder that it is operable. However, the structural supports to the head of the wall were previously reported as defective and we have been told that RCT recently engaged a contractor to undertake repairs and provide additional structural support to this folding wall. Some of the making good has not been completed and you should request information from the vendor about which contractor was engaged and what works were undertaken as there may be a contractor's guarantee for the works done. Note that the structure was covered by plasterboard, so it was not possible to verify the effectiveness of the current structural support for this dividing wall.

Floors ①:

The internal floors appear to be solid concrete but could not be inspected as it is generally covered with sheet vinyl with welded seams. There were no significant defects seen generally to the floors and any slight undulations to the floors are minor and typical. The vinyl floor coverings are faded and showing signs of scuff marks and wear with some welded seams showing early signs of opening up however these floors have been given a Condition Rating of 1 and should be maintained and cleaned in the normal way. Note that the vinyl coverings to the toilets and kitchen have antislip properties and to retain some slip resistance the floors require cleaning in accordance with manufacturer's instructions.

The floor covering to the office is sheet carpet and this is worn but serviceable and there is a barrier mat to the main entrance that is also aged and worn and again they are both in fair condition and given a Condition Rating of 1 and should be cleaned and maintained in the normal way.

The storerooms have no floor covering and have the concrete floor that has been painted with floor paint. There is some surface damage to these floors albeit slight. The slight damage to these floors should be repaired to prevent holes becoming bigger and to prevent trip hazards. These storeroom floors have a Condition Rating of 2 and should be repaired in the normal way.

Built-in fittings including kitchenette ①:

Traditional kitchen fittings are fitted to the kitchen including wall cupboards, a work top with base units below, sink, cooker and fridge. The kitchen fittings are original and in a fair condition for their age with minor repairs and maintenance needed so have been given a Condition Rating of 1 and you should maintain the kitchen in the normal way. Silicone sealant to worktop and sink unit edges would benefit from being cut out and renewed soon to prevent water ingress behind the units. Some cupboards and draws were locked shut and a full inspection inside the units was not possible.

Note that kitchen fittings can conceal a variety of problems that are only revealed when they are removed for repair. For example, kitchen units often hide water and gas pipes and obscure dampness or other problems. However, I did not see any evidence of problems, but you should plan for a higher level of maintenance with these older fittings as many of them are aged with discontinued parts.

Bathroom Fittings 2:

The toilet fittings are mostly original fittings in a good to fair maintained condition. There is a suitable and sufficient disabled toilet and baby change room with child's WC toilet and sink.

All fittings should be maintained in the normal way. Sealant around the edges of sanitary fittings were fair to poor and these should be cut out and renewed around the edges of fittings to prevent excess water from seeping behind and affecting adjacent surfaces (including wash hand basins to wall junctions and WCs to floor junctions).

Woodwork and internal doors 2!:

The joinery items consist of skirtings, door frames, internal timber doors, and the timber structure that forms the stage.

Internal doors are generally prefinished wood laminated solid fire doors and in a fair to good condition with some typical scuff and scratch marks and have a Condition Rating of 1. All doors are original and should be maintained in the normal way. Door frames, skirtings and other woodwork generally is painted and in a fair condition with numerous scuff and impact marks that is typical for a property of this type. All woodwork previously painted should be planned to be redecorated soon and all doors should be maintained in the normal way and kept in good condition.

There are two roller shutter doors to server openings to the wall for the kitchen. It was not evident that these are fire shutters and appear to compromise the fire compartmentation between the kitchen and Main Hall however this should be reviewed in the Fire Risk Assessment. One roller shutter was locked shut and one was fixed open so were not tested.

Note that there were no damp affected areas seen to walls floors or woodwork with moisture readings taken using a Protimeter with readings in the normal range below 14% H_2O WME.

Electricity, power and lighting 2!:

Although I have given a condition rating my inspection was limited as no testing or inspection was instructed to have been undertaken by an electrical engineer.

The incoming electricity supply is within the boiler plant room and a EDMI Smart Meter has been installed. A three phase 100Amp supply is inside the property and this size of supply should be suitable for current use however if you intend to install any appliances or equipment that would draw more electricity then you may need to review or upgrade the supply.

There are two distribution boards in the plant room. One for the external lights and one for the main building. There is an additional distribution board for the main building within the cleaner's storeroom. All boards appear to be in visually good condition and last tested in June 2018 so you should plan to have the fixed wire electrical installation tested within the next 12 months. We recommend you should engage a qualified and competent electrician to undertake a Period Inspection & Test of all fixed electrical wiring and produce an Electrical Inspection Condition Report (EICR) as soon as possible and you should implement any recommendations or remedial works advised on the EICR within the timescales specified. Although I do not know the extent of repair or improvement you should plan for minor works to be undertaken.

Externally the security lighting was not tested and to some locations appeared defective or missing. You should ask your electrician to review and advise you on this as it is likely to be more economical to replace all external lighting for energy efficient LED lighting now.

Internal lighting is considered to be in a fair operable condition however it is old fluorescent technology and is energy inefficient with some tubes and bulbs missing or not working. Over the next few years the supply of replacement tubes, bulbs and spare parts will become expensive, and it may be more economical for you to replace all lighting with new energy efficient LED lighting now.

Note that there are movement sensors for lighting within the toilets however they are defective and either do not operate correctly or switch off too soon whilst someone is using the toilet facilities. You should engage a competent electrician to adjust or replace these sensors.

The building is provided with multiple power sockets; these were not tested. A number of power sockets are surface mounted and some recessed and some fitted to dado trunking to the office. Some alterations have been made to the installation. It is recommended that this is reviewed by a competent electrician and if any remedial works are required these will be detailed on an EICR. There were no Portable Appliance Testing (PAT) records seen and if you intend to acquire the property with appliances left insitu then you should undertake PAT now.

Gas Supply ③:

Gas pipework comes into the building to the left side of the plant room door the housing for the gas meter is external. The gas meter lid is cracked and the gas meter housing that is external to the plant rooms has previously been flooded and is part full of silt and mud from the flooding. This should be cleaned out and consideration should be given to changing the housing and raising the height and lid so that flood waters cannot enter it.

The shut off valve that supplies the gas meter and boiler is not suitably marked and should be marked yellow with the word 'GAS' with the mains cut off valve made readily identifiable. Apart from the boiler there are no other gas functioning

appliances in the property. A Gas Safe engineer must undertake a service and gas soundness test every 12 months to certify the installation as safe before further use.

You should consider that long term there is intention to phase out the use of gas fired boilers and appliances and replace them with environmentally friendly and energy efficient air source heat pumps. You may find that these new heat pumps are not compatible with your existing systems so it is recommended that you review this as soon as possible as replacement could be costly.

Boiler Room & Heating Generally 2:

The boiler plant room is accessed externally. A new Ideal Logic System S30 boiler has recently been installed and you should obtain the installation certificate from the Vendor as there will be a manufacture warranty of up to 12 years and you should check what the length of the warranty is and you should ensure this boiler is registered as installed with the manufacture. A Condition Rating of 1 is given to the boiler and you should plan to have it serviced by a Gas Safe Engineer annually.

The heating to the building is via an underfloor heating system that is an underfloor pipe system controlled via a Heatmiser system. There were no records for this system onsite and no records of testing. Although some underfloor heating systems can be maintenance-free it is recommended that regular servicing is undertaken to ensure the ongoing running and efficiency of the system with the controls, pump and temperatures checked and set. A Condition Rating of 1 is given and this system should have a maintenance service visit by a competent engineer.

There is no heating in the boiler room and as the building is often left empty there is a risk that heating plant and the boiler will be off. There is a risk of freezing within the plant room and to water pipes in the building generally and this should be reviewed with consideration for additional pipe insulation and background heating on a frost thermostat.

Other observations included that there is a cage missing externally to flue. There is a bracket missing to the condensate pipe externally.

Mains Water 2! FI:

It could not be established where in the building is the connection to the mains water supply. You should make enquiries with the Vendor to establish the entry point and stop cock location. It is recommended that an ID label is tied to the stop cock and recorded in the plant room so that it is identifiable to occupants.

There are no water tanks in the building and the cold-water taps are supplied as a direct mains fed system.

As the property is often empty for periods of time and the heating may be switched off you should review the risk of freezing pipes and insulate any pipes that are at a risk of freezing. We referred to the Legionella site logbook and found that risk assessments and quarterly inspections were not fully compliant. There is no

evidence of weekly flushing of little used outlets and further action is required to rectify all remedial works listed in the legionella risk assessment.

You should engage a competent person to undertake a new risk assessment of the water supply throughout the building.

Hot Water Supply ①:

Hot water is provided to sinks from the boiler to hot taps and there is an Ariston unvented hot water storage system within the boiler room. This should be inspected and tested by a competent service engineer annually and also by a competent legionella surveyor annually. Consideration should be given that the site is storing a significant amount of hot water that is greater than demand and you should review this to improve energy efficiency and reduce legionella risks.

Telecoms and Broadband - NI:

The incoming supply from BT and broadband service is located within the office. This was not inspected or tested.

Ventilation ②:

The ventilation system was not tested however visually appears to have not been cleaned or serviced with ventilation grills matted with dust and dirt therefore a Condition Rating of 2 is given. The ventilation system enters the building through the external wall to the east elevation and the ductwork fans and heater elements are within the high-level ductwork within the storeroom adjacent to the Main Hall Stage. There is some impact damage to the ventilation external grilles from youths' footballs and these grills should be replaced with consideration given to protecting them with external cages.

The ventilation system serves the toilets, cleaners' cupboard and kitchen but the office ventilation is via openable windows and ventilation to the Main Hall is via roof fans.

The roof fans do not appear to be serviced as the grills are matted with dust and dirt. The roof fans are operated via a switch within the storeroom off the Main Hall and were functioning.

You should arrange for all ventilation systems to be checked for full operation and you should request instruction on how to control the ventilation system and it should be serviced by a competent engineer and consider that safe roof access will be required to service the roof fans.

Air Conditioning - NI:

None evident.

Lifts / Hoists - NI:

None evident.

Fire Safety & Systems ②:

A conventional 8 Zone fire alarm panel is installed to the entrance foyer and an alarm test was undertaken whilst surveying the building. There is good smoke / heat detection throughout the building. The system appears to be operational, and you should test the alarm system weekly and engage a competent engineer to service and test the system 6 monthly and annually.

The fire zones are Zone 1 – Main Hall and Storeroom; Zone 2 – Entrance, Office, Kitchen & Cleaners Cupboard. Zone 3 – Toilets, Stage, Storeroom & Rear Lobby and Zone 4 – Boiler House.

You should engage a qualified and competent fire risk assessor to review the current fire safety systems generally and to produce a new fire risk assessment and then review this annually using a competent person.

It was noted that there are some door hold open devices that did not release doors to close when the fire alarm system was tested and there are numerous door wedges holding open fire doors. You should review this and ensure that all fire doors are kept closed.

It is noted that there is no sprinkler system within the property, and I would not expect to see such a system within this property type.

Whilst inspecting the stage area to the Main Hall it was reported to me that the stage curtains are fire retardant however on inspection there were no tags or labels to confirm this, and you should ask your legal advisers to request evidence that the stage curtains comply with the fire regulations.

Emergency Lighting and Escape Signage ①:

Escape signage is present above final exit doors and within corridors, and some of these signs are photoluminescent however there is a mixture of European Standard and British Standard signage which can be confusing and it is recommended that this is reviewed within the Fire Risk Assessment with only one standard adopted going forwards. Non maintained emergency lighting is present to all rooms and appears to be in good condition but was not tested for a full duration test.

You should maintain the emergency lighting and signage in a good condition and test the emergency lighting monthly and engage a competent engineer to undertake annual testing.

Security & CCTV ③ FI:

The CCTV system is aged and not operating. It may be possible to reuse some cameras however because of their age the pictures may be poor. You should consider renewing this system.

There are no security bars or external shutters fitted to windows or glazed doors and the security locks to these doors are considered to provide a low level of security. We have been informed that the Intruder Alarm system is not used within the

property because false alarms resulted in complaints from local residents. The Intruder Alarm system has not been tested. We consider that the building is in a remote location as it is not overlooked, and vandalism is a medium to high risk.

We recommend you review the security risks for this property and consider improving the level of security systems and protection and consider involving the police with your discussions.

Drainage ② Fl:

The drainage system was not tested, and a limited inspection was undertaken from the ground looking at gullies. The gully was lifted that is closest to the main entrance where flooding occurs and at the time of the inspection the gully was clear and free flowing however the key holder confirmed that it is a regular caretaker task to clean out this gully by hand to remove all mud and silt that gets washed into it. We recommend you implement a similar system of regular inspection and cleaning of this drain gully on a monthly basis and especially after a period of heavy rain.

Manhole covers positioned around the site were all outside of the demise of the property and sit on adjacent land and these manhole covers are of a size and type that could not be safely lifted.

The property is presumed to be connected to the public sewer and drainage system. Because there is a history of surface water flooding that contains a high volume of silt and mud and because rainwater gutters are choaked with silt and debris there is a higher risk and the pipes leading to the main sewer are compromised and partly blocked. It is recommended that a CCTV survey is undertaken of the system to check for any damage to the system and to ensure it is free flowing.

We recommend that you instruct your legal advisers to undertake a local authority drainage search to confirm the connections to the sewer and to confirm the extent of your responsibilities for these sewer runs as we have not been instructed to undertake such searches as part of this survey.

Environmental - !:

An EPC for the building was not supplied and has not been inspected and this should be obtained and checked by your legal adviser as a minimum of E rating is required for tenanted commercial buildings. It is expected that this building will be above an E rating however consideration should be given that consultation is being had in the UK that a minimum EPC rating of a C may be required by the time the lease is due for renewal. No inspection and test have been made of any sound or thermal insulation and compliance with present or future regulations for the use of the building must be considered and you should ask your legal advisers to advise you on this.

Because we could not access the roof space above the composite roof sheets, we are unable to inspect if any loft or roof insulation is present.

We recommend that you instruct your legal advisers to undertake all necessary environmental searches with respect to flooding, radon, electromagnetic fields,

mining and conservation as we have not undertaken such searches, if you plan to acquire the property consideration of such matters is specifically excluded within this report however we are aware the area may be affected by historical mining activity with a potential risk of radon and a high risk of surface water flooding.

Health Safety and Welfare 2 FI !:

Asbestos 1 - An Asbestos Management Plan / Register folder was provided at the time of the survey dated 2019 which confirmed there are no asbestos containing materials within the building. The property was built in 2005.

Fire extinguishers 1 – The property has numerous fire extinguishers throughout the property that provide sufficient cover however you should review the use and type of fire extinguishers within your Fire Risk Assessment as some extinguishers are very large and heavy which will be difficult to operate. All extinguishers were last serviced in March 2022, and you should plan for the extinguishers to be tested annually in March.

Legionella Bacteria 2 – There were numerous existing risk assessment reports and the older reports should be archived. The current report has numerous control measures and remedial works that are required, and this should be reviewed and actioned as soon as possible. Most of the actions require minor works and proper recording of flushing and testing.

Access and Equality (DDA) FI – there is good level access to the building and within the building generally and physical and visually impaired persons are reasonably well accommodated. The front door would be difficult to open by some persons and you should review the access and egress of the property for DDA in a risk assessment and consider improving the entrance door to either a powered door or as a minimum affix a method of calling for assistance to enter the property.

Issues for you or your Legal Advisers:

This type of report is often provided just before a purchase or lease agreement being entered into and the list of items below should be considered, and you should ask your legal advisers to investigate further and advise you of the following:

1. You should request that the legal boundary is reviewed and the potential risk of being liable for maintaining the car park, surround grounds and check if there are any rights of way across the land and paths as local residents seem to use the paths for walking and exercise.
2. Parts of the property may have composite panels used including the roof and high-level metal cladding. You should request from the vendor information about the content of any insulation and undertake testing to determine if insulation is a fire risk.
3. You should request further information about recent works undertaken to the roof vents and to the folding wall structure as there may be contractor guarantees for work done.
4. You should request further information about the disputes regarding the grassland between the building and the park to the southeast that is owned by a different community group as there had been some disputes about the available use of this grass land by users of the Community Centre.
5. You should request advice from your legal advisers to confirm if you are liable to maintain adequate lighting and bins to external areas as some lighting is poorly maintained and not working.
6. No tags or labels were seen on the stage curtains, and you should request evidence that the stage curtains are fire retardant and comply with fire regulations.
7. If you intend to acquire the property via a commercial lease you should take advice regarding any dilapidations liability that you may have at the end of the lease as commercial leases usually state in the Tenants Covenants that you are responsible to put and keep the building structure, premises, grounds and boundary walls and decorations in a good and tenantable repair order and condition and fit for use and to comply with all Acts of Parliament and Regulations. I am able to provide you with further advice regarding this, but it would need to be under a new instruction and agreement between us.
8. You should ask your legal advisers to check that the road leading to your car park is adopted and maintained by RCT Council.
9. You should request the current EPC for the building and request that it is reviewed to achieve a minimum of a C rating so that the building is compliant with potential future legislation.
10. You should request that your legal advisers check the status of the boundaries, rights of access and drainage serving the building as any drainage issues found in the CCTV survey may be outside of your responsibility.
11. You should request that your legal advisers carry out searches in respect of flooding, radon, electromagnetic fields, mining and conservation as these have been raised as potential risks within this report.
12. You should request from RCT Council the CDM Health & Safety file for the building as this was not located onsite.
13. You should obtain the gas safety installation certificate for the boiler urgently from RCT Council.
14. You should request that your legal adviser undertake suitable drainage searches with the local authority and estate management.

BUDGET COSTS OF SIGNIFICANT DEFECTS:

Certain items listed below have not been given a budget cost as the costs are unknown until further investigations are undertaken and more detail provided regarding actual works required. Included within the budget costs below are brief descriptions of works you may wish to approach local contractors with the aim of requesting quotations.

Item	Budget £
<p>a. Engage a specialist roofer with scaffolding to review the condition of the roof sheets, boxed guttering and downpipes and provide a quotation for options to renew the roof or repair with ongoing maintenance options. The option to repair and maintain the roof is considered below but it may be more cost effective over the long term to renew the roof.</p> <ul style="list-style-type: none"> i. Remove nail fixings that are not proprietary fixings and corroding and use proprietary screw fixings to tile effect sheets and the ridge and the verge. ii. Review impact and buckled damage to roof sheets and repair or replace damaged sheets. iii. Apply a primer, seal and topcoat to any rust spots or corrosion. The rust spots should be properly prepared in accordance with the paint manufacturers recommendations and the finish should be to a colour to match the existing. iv. Clean out, overhaul and realign the guttering to the correct falls and overhaul the rainwater pipes and repair joints that are leaking. v. Service and ensure roof vents are in good order and repair and clean grilles to underside in Main Hall vi. Review and action prevention measures to stop youths accessing the gutters and roofs. vii. Cut back the trees that over sail the roof. viii. Clean the fascias, soffits, gutters, down pipes and panels (including the underside of the canopy over the entrance and side fire exit) that have a plastisol coating to the roof / eaves level / elevations and remove all dirt and lichen growth. 	<p>£10,000 (repair budget)</p>
<p>b. Engage a specialist contractor to repair minor damage and cracks to render and remove all lichen and marks prior to redecorating the render.</p>	<p>£3,000</p>
<p>c. Repair the mechanisms to open the high-level windows to the Main Hall.</p>	<p>£500</p>
<p>d. Service and overhaul and repair all external doors where defective including cutting out and properly preparing all steel that has corrosion and redecorate where previously painted.</p>	<p>£3,500</p>
<p>e. Cut out subsided sections of tarmac from car park and repair to correct falls.</p>	<p>£1,500</p>
<p>f. Engage a qualified electrical contractor to undertake a Periodic Inspection and Test and produce an EICR. Including to external and car park power and lighting.</p>	<p>£750</p>

g. Budget cost for electrical improvements and remedial works	£2,000
h. Undertake a review with your electrician and obtain quotes to replace lighting for LED fittings Est £8K replacement cost.	Obtain quotes for different options
i. Undertake a fire risk assessment.	£650
j. Budget for remedial works found within fire risk assessment.	£2,000
k. Undertake a drainage CCTV survey using a specialist drainage contractor.	£350
l. Budget cost for repairs to drainage system (after checking with your legal advisers about if RCT or neighbouring properties are liable for some of the costs).	£2,000
m. Budget cost for minor repairs and maintenance detailed within the report i.e. repairing, adjusting, silicone sealant to WC fittings, replace broken fixings etc. This list is not an exhaustive list and you should provide a copy of the relevant parts of the report to your specialist maintenance contractors.	£2,500
n. You should budget for other general maintenance works and planned servicing and this report is not intended to be a planned maintenance report so the best way to budget for routine larger maintenance works like redecoration and planned fire alarm and underfloor heating servicing is to engage two contractors to provide quotations.	Obtain quotations
o. Budget cost for remedial works following legionella report.	£750
p. Repair gas meter housing and raise above ground and clean out all silt and mud from housing and label up correctly and undertake gas soundness test.	£750
q. Review security arrangements and obtain quotes for security improvement options.	Obtain quotations

SUMMARY:

The building and premises is generally in a good to fair condition with numerous issues of concern highlighted within this report that typically fall in to the Condition Rating 2. Further investigations are required, and you should follow the advice and guidance provided within this report as soon as possible and in certain circumstances immediately.


Structurally the property is in a sound condition with no significant defects seen. The roof is not a conventional tile roof and requires some repairs now and I would expect the main roof covering to require regular repair and maintenance works until you replace the roof. You should obtain budget estimates from contractors for renewal as it may be more cost effective to renew at some time in the near future.

The building has some statutory compliance issues however I would consider these to be covered by good routine planned maintenance and servicing. You should action all statutory and health & safety issues raised in this report urgently.

Fire safety should be reviewed as part of a fire risk assessment process with compartmentation and the fire alarm system included in the assessment process.

All photographs taken at the time of the survey have been provided as thumbnails attached to this report and provided electronically to Llanharan Community Council.

Please note that where repairs or improvements have been recommended within this report, or where further investigations have been recommended, if such works or recommendations are not actioned then they may develop into defects requiring more serious repairs. We trust that the content of this report is self-explanatory however due to the technical nature of certain parts please feel free to contact me should you require further assistance.



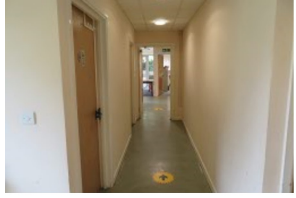
Andy Harvie BSc(Hons) Dip(SM) MRICS

Director

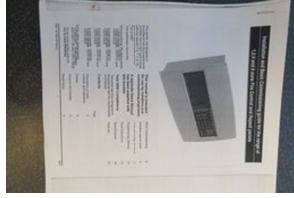
TPG Consulting Ltd

20th March 2022

2D Photographs



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Photo 17-05-2022, 13 43 22

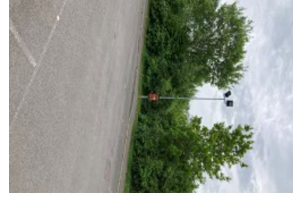


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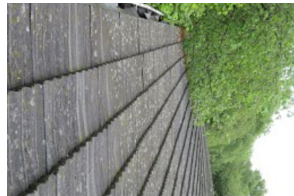
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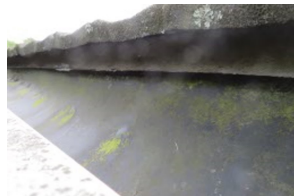
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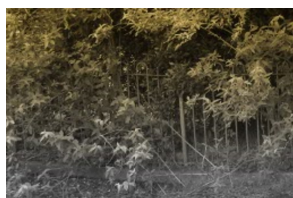
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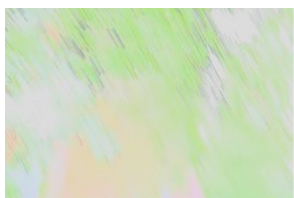
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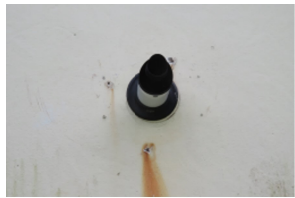
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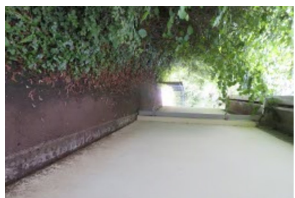
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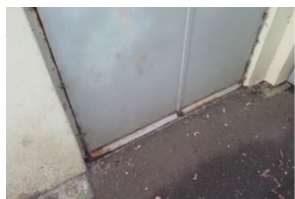
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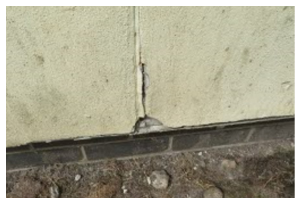
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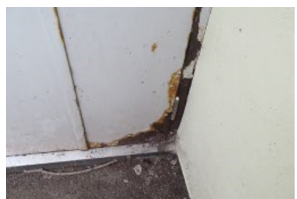
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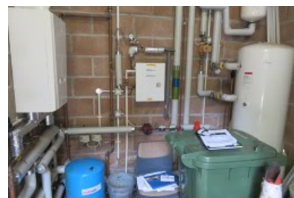
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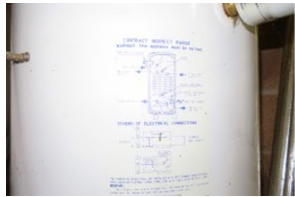
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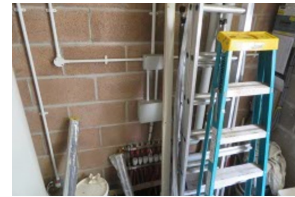
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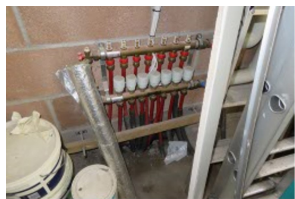
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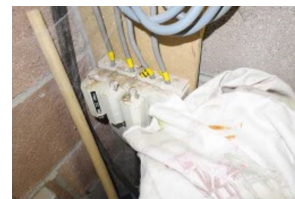
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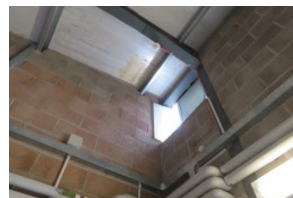
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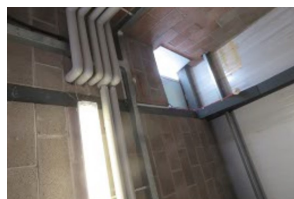
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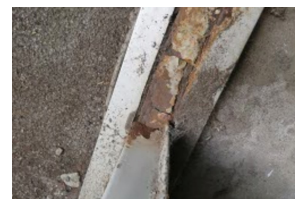
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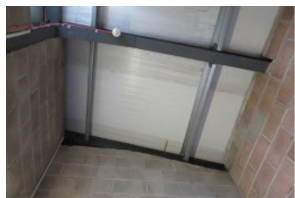
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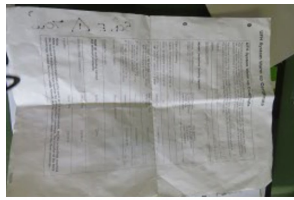
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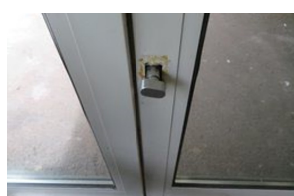
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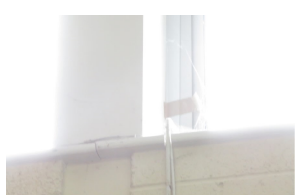
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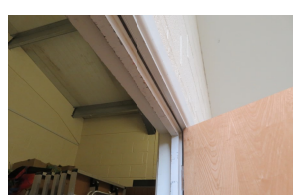
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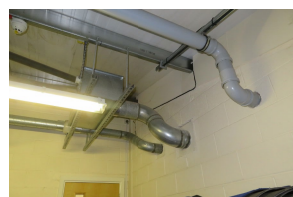
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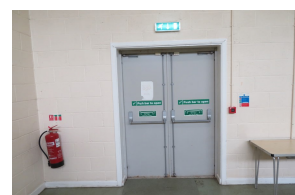
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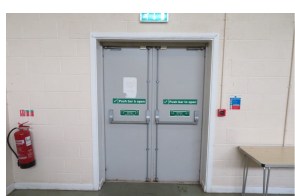
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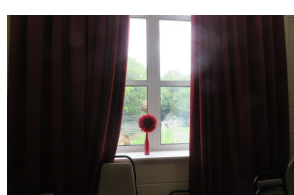
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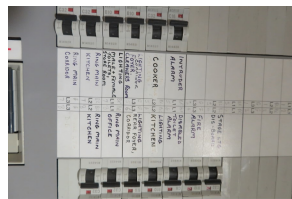
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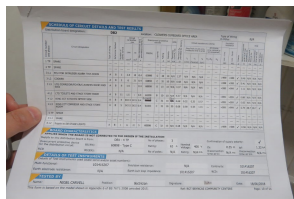
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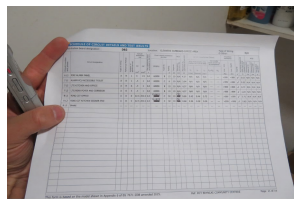
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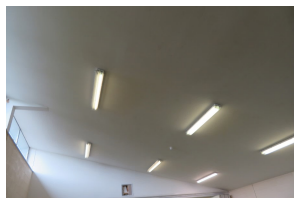
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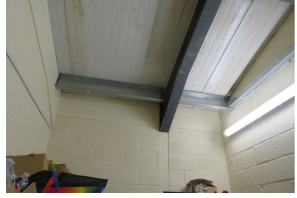
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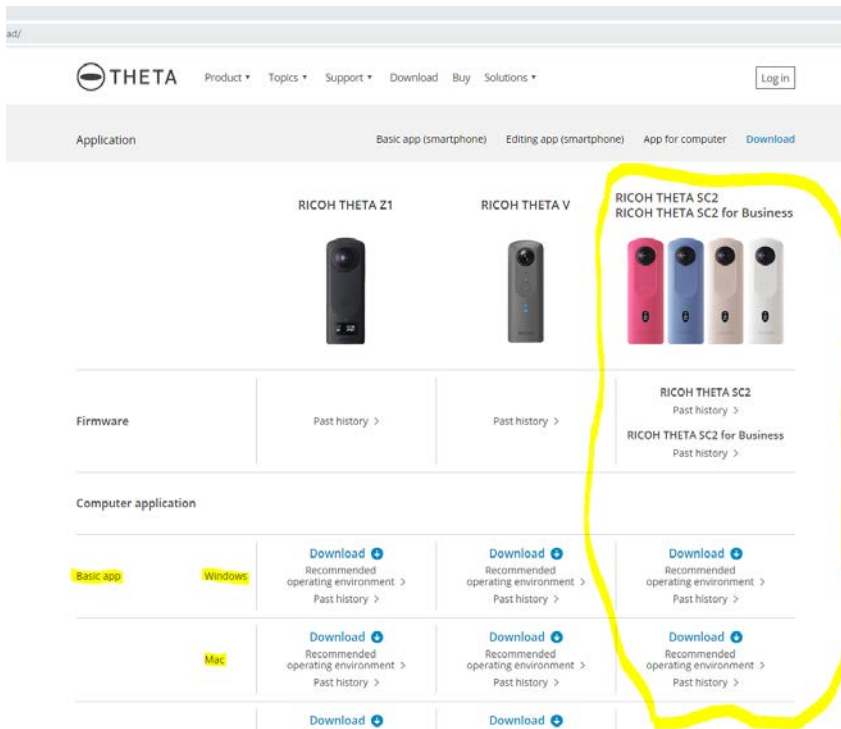
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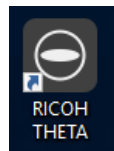
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HOW TO OPEN AND VIEW 360 PHOTOS

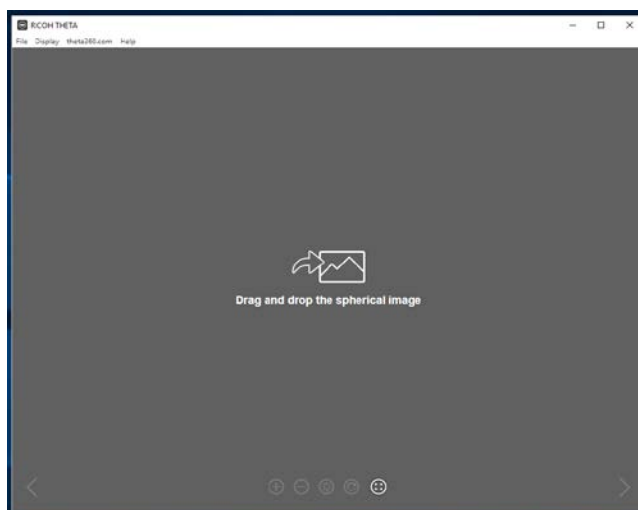
1. Click on this link <https://support.theta360.com/uk/download/>
2. You will see this page



3. Click on **Download** for the SC2 camera type (there are two alternatives so click on the one that matches your PC either Windows or Mac).



4. Follow the instructions until finished and open this application



5. This window will open
6. From here, open the folder for 360 photos and drag and drop images in to RICOH THETA and they will open automatically for you to view.

360 Photographs



Photo 17-05-2022, 12 27 08



Photo 17-05-2022, 12 27 56



Photo 17-05-2022, 12 28 16



Photo 17-05-2022, 12 28 49



Photo 17-05-2022, 12 29 04



Photo 17-05-2022, 12 29 36



Photo 17-05-2022, 12 29 58



Photo 17-05-2022, 12 30 09

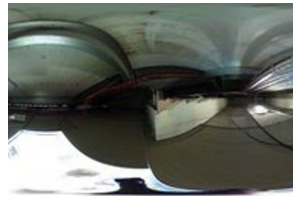


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Photo 17-05-2022, 09 47 02



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Photo 17-05-2022, 12 25 26



Photo 17-05-2022, 12 25 40



Photo 17-05-2022, 12 26 00



Photo 17-05-2022, 12 26 15



Photo 17-05-2022, 12 26 34



Photo 17-05-2022, 12 26 50

END



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Llanover House
Llanover Road
Pontypridd
CF37 4DY
01443 841693



Corporate Estates

Corporate Maintenance Unit

Ty Trevithick

Mountain Ash

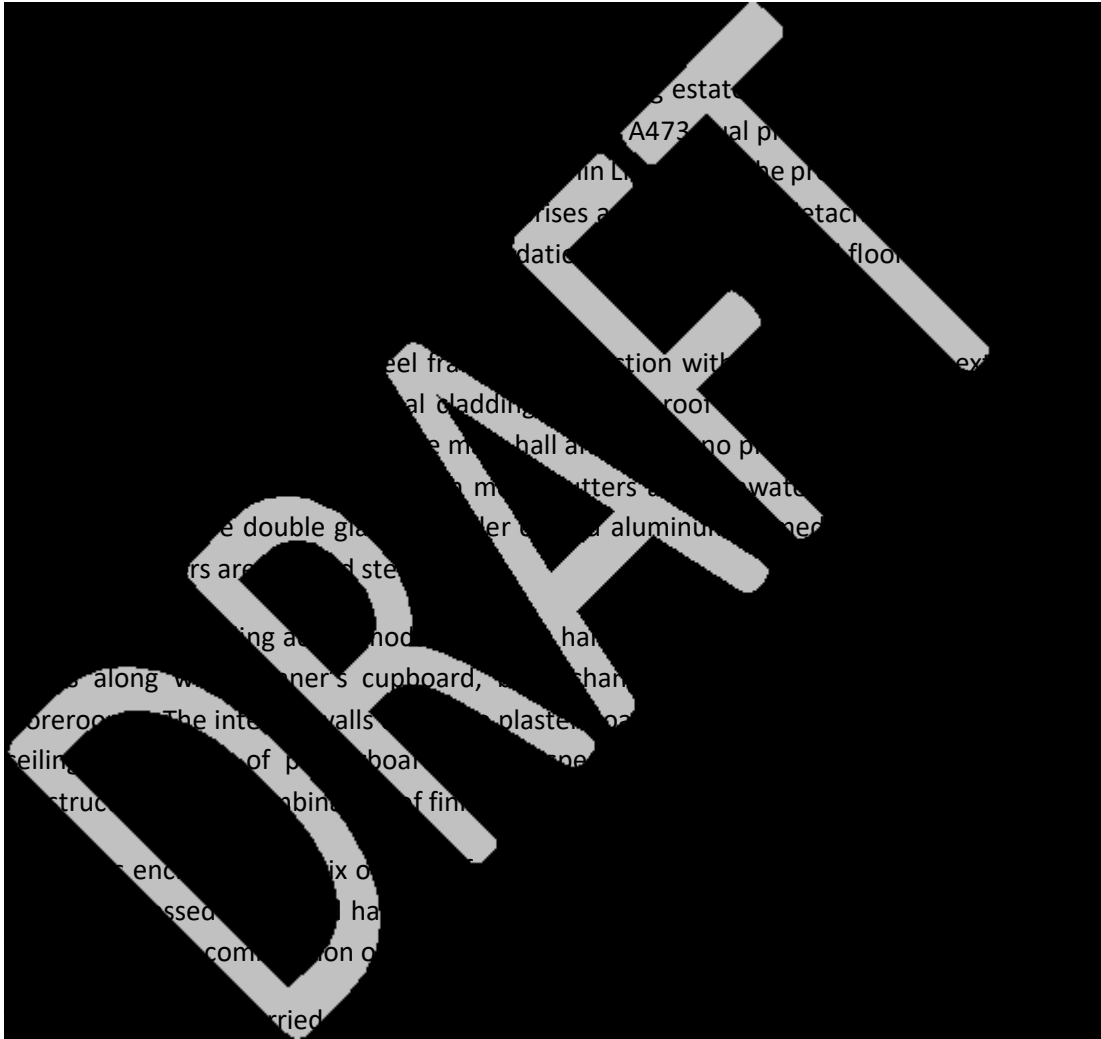
Abercynon

CF45 4UQ

February 2021

UPRN: 11065





dry & sunny. The inspection was undertaken by Andrew Gunter (Building), Mike Baldwin (Mechanical) and Barrie Godfrey (Electrical)

This report provides only a budget estimate for the costs of repairing the identified faults. This report is not a specification of works and prior to the final preparation of any precise specification for the execution of the works, it will be necessary to obtain the full scope of requirements to facilitate the description of the works.

It must be stressed that this report is only for the use to whom it is addressed, and no responsibility is accepted to any other party for the whole or any parts of its contents. Neither the whole, nor any part of this report, or any reference thereto, may be included in any document or statement nor published or reproduced in any way, without our prior approval in writing as to the form or context as to which it will appear.

This survey was undertaken as a Non-intrusive survey and will not include any items / defects that may be concealed, covered, boxed in or inaccessible.

We have categorized the current condition of the roofs in relation to condition and priority as the table below.





controlled by a Heat Minder programmable Optimiser/Compensator located in the plant room with local internally wall mounted thermostats controlling the individual underfloor heating loops. Heating and Hot Water System circulation is provided by individual Grundfos 15/50 240v 1P circulation pumps with Heating temperature control provided by an ESBE 28mm 240v 1P 3 Port Mixing valve.

Toilets and the Kitchen areas are mechanically ventilated via ceiling mounted grills connected to multi room extract units located above the ceiling. The main hall is mechanically ventilated via 2 No 1 Metre square extract grills connected to 2 No kerb mounted fan units.

Toilets are fitted with urinal water saving controls but there are no water saving taps within the property.

Overall the mechanical services installations are serviceable and in a fair to good condition and are rated as Category B3 with no significant investment anticipated within the next 3 to 5 years.



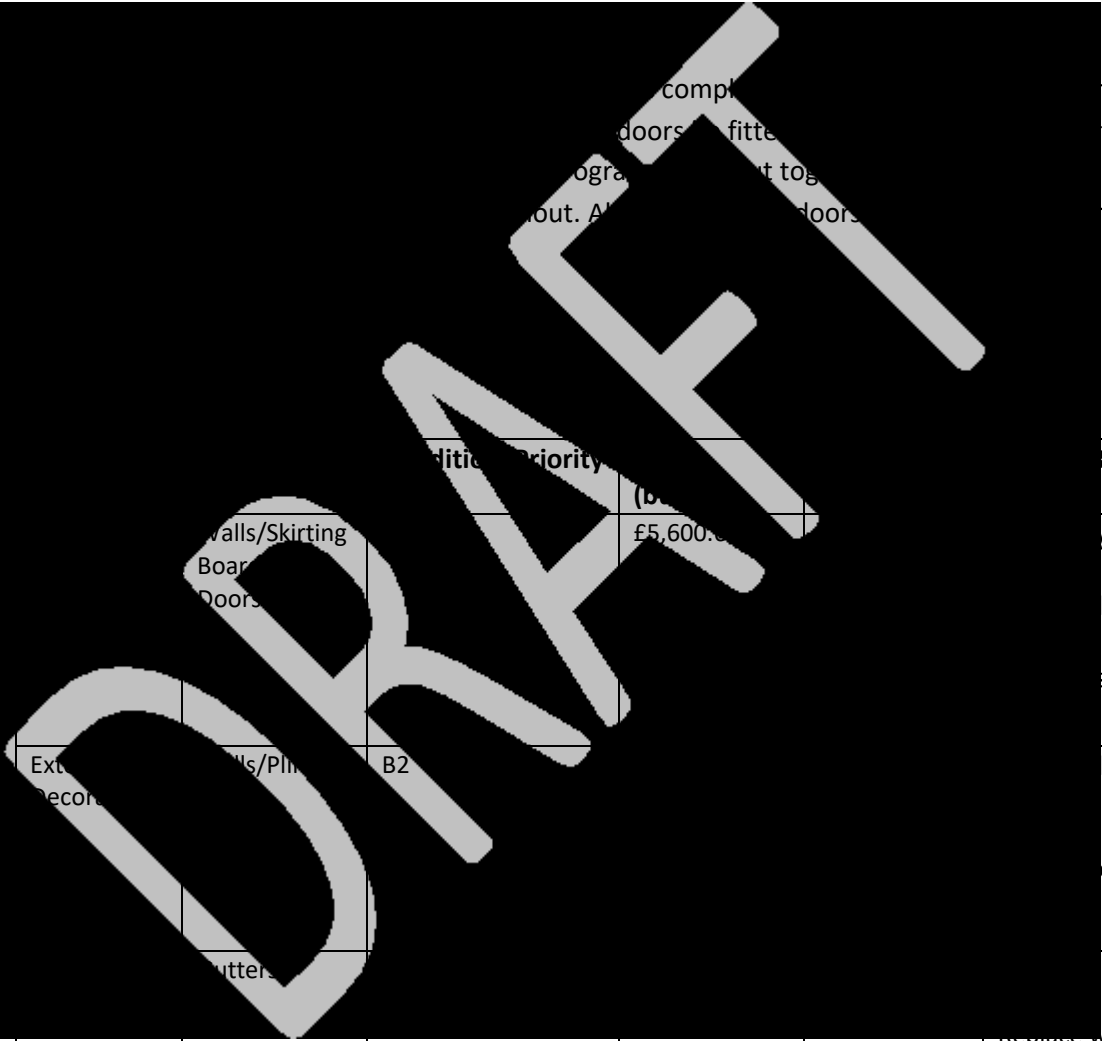
Internal lighting installation: The internal lighting installation consists of the original luminaires installed at the time of construction. In general, they are surface mounted linear florescent luminaires in most areas. Corridors and toilet areas are provided with flush fitted luminaires equipped with Biax compact fluorescent lamps. All accessories, switches ext. appear to be in a satisfactory condition.

All luminaires appear to be in a serviceably condition but in the short term require limited maintenance to replace defective lamps, starters and possibly control gear. In the medium to long term it is recommended that all luminaires are replaced with LED units as it is probable the maintenance requirements of the existing installation will increase due to age. The replacement will also considerably reduce the energy consumption of the building.

Emergency lighting: The emergency lighting also dates from the construction of the building. It is currently being maintained under the RCTCBC corporate contract for emergency lighting maintenance. The installation consists of emergency versions of individual florescent fittings, non-maintained bulkheads and maintained escape signage in the communal areas and on escape routes and above final exit doors. Again, in the medium to long term it is recommended that the emergency lighting provision is relaced at the same time as the proposed lighting refurbishment works.

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Intruder System: The building... have PIR
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...: The... has... situated
...e. It... quip... y on the
...a building... recording
... in the short term the recording unit should be replaced and in the medium to long term the system should be upgraded and replaced.

Data System: The building currently has no internal data system except for a BT telephone line.



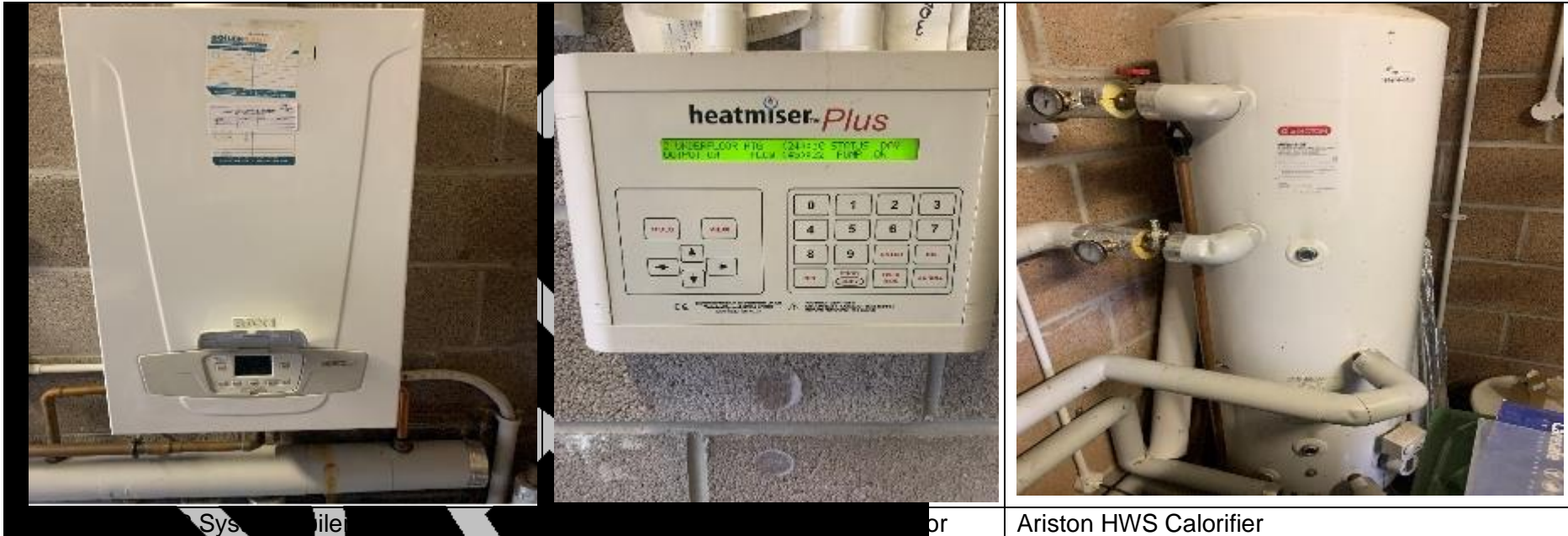
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 out. All doors next 2-3

		Condition	Priority	Cost	Remedy
	Walls/Skirting Boards Doors			£5,600.00	Cyclical action within 5
External Records	Walls/Plinths	B2			action within to existing
	Winders				& replace within 1yr.
Metal Doors	Fire Escape Doors & Frames	C2	£3,500.00	Rear Elevation	Showing signs of rusting and deterioration, renew within 1yr
Floor Coverings	All floor types	B2	£18,250	All Rooms	Showing signs of wear look to replace 3-5yrs on rolling programme

				Cost	Effect/Remedy
				£90,000	provide distribution part
				£18,000	part from Day to y Maint no other works required
		B2		£7,000	general lighting maintenance
		B4		£18,000	replace lighting with LED luminaires
	lighting			£7,000	replace vandalised lighting bollard with concrete columns
Electrical	alarm system	B2			install warning beacons
Electrical	Intruder alarm system				upgrade and replace intruder alarm system
Electrical	CCTV				replace defective CCTV recording unit.
					upgrade and replace CCTV system.
				Building	

Category D states "Life expired" which is very difficult to confirm as elements may be past their intended useful life but still working satisfactorily, anything that has failed and is not carrying out its primary function has been graded D

Appendix A Images



System file

or

Ariston HWS Calorifier

DRAFT



RCT TOGETHER BUSINESS PLAN REVIEW

Applicant(s)	Llanharan Community Council
Proposal (Asset/Service)	Bryncae Community Centre
Date of Review	June 2021

AREA	COMMENT	Score High/Medium/Low 3/2/1	Benefits/Risks
<p>1) Organisational competence and capability to deliver</p> <p><i>Extent to which the appropriate level of resources and organisational capability are in place.</i></p>	<p>Llanharan Community council has been in existence since 1974 comprising 14 elected and co-opted Members covering each Community Ward, representing the community, providing local views on planning, listening to and advising residents as well as providing a link with the local authority. Representative Councillors have an active interest in their communities and work in partnership with residents, local groups and collaborate with other Councils when necessary.</p> <p>The Community Council adheres to the Accounts and Audit (Wales) Regulations 2014, which sets out the timetable for the preparation and approval of the annual accounts. The Annual Governance Statement is an assessment by the council that it conducted its business in accordance with the law and proper standards, safeguarded and properly accounted for</p>	<p>An established organisation with clear, robust governance and staffing resources identified.</p> <p>Not critically reliant upon volunteers / goodwill.</p> <p>Score = 3</p>	

	<p>public monies.</p> <p>Copies of the Community Council’s Standing Orders and Financial Regulations are available.</p> <p>The Community Council has a long history of strong and responsible financial management, employs a Responsible Financial Officer and has robust governance arrangements.</p> <p>The Community Council intend to manage the building via an ‘arms length’ Body, to which the existing voluntary management committee will report, therefore retaining existing skills and experience in relation to operational management of the venue.</p> <p>Currently the committee members are still in place and active. The Community Council would not be reliant on them should they be unable to fulfil their duties. The Council has adequate resources to run the facility via its officers and maintenance staff if necessary.</p>		
<p>2) Clear delivery plan in place</p> <p><i>Extent to which there is a clear programme with identified timescales and key milestones</i></p>	<p>In the first instance the Community Council wishes to request consideration of a transfer of the freehold rather than a lease. As a statutory authority rather than a community group the community council respectfully asserts that a traditional leasehold arrangement is not necessary given that should Government ever seek to dissolve community councils then the asset would automatically revert to RCTCBC as the Primary authority in any case. Should this proposal not be considered appropriate then leasehold for a period of 20 years would be viable.</p> <p>A similar lease term would be sought for the surrounding green space area with the current landowner.</p> <p>The Community Councils strategy for the running of the hall would adhere to three basic principles:-</p> <p><u>Consistency and Continuity</u></p>	<p>Outline programme plan provided with some timescales and milestones identified.</p> <p>Score = 2</p>	

The Community Council would look to work with the existing Voluntary Management Committee, reporting to Officers of the Community Council. The VMC have indicated that, should the Community Council's bid be successful, they would be happy with this arrangement although this would not be the case with any other successful bidder.

The Community Council would look to reintroduce / retain all classes and services (subject to Covid risk assessments and compliance with any restrictions). This will continue to meet existing community need and expansion will be considered, taking a flexible approach to meet emerging need, in particular, maximising weekend hiring of the hall to promote the centre as an accessible and valuable community asset.

Consultation

The Community Council is committed to meeting local need and has recently carried out consultation with the local community with regards to improvements to services, the aim being to identify opportunities to expand services from within the Community Centre or introduce new services to better serve the community and to increase revenue. Routine consultation will be conducted to ensure community needs continue to be met in addition to evaluating the effectiveness and impact of service provision.

Financial Stability and Competence

The Community Council conveys a sound financial standing to maintain and expand services, demonstrating sustainability without reliance upon external funding sources.

The Community Council will carry out all works and improvements as identified in the RCTCBC building condition survey in accordance with the

following target timescales:-:

Year1	Year2	Year3	Year4	Year5	Year 5+	Total years 1-5
4850	13750			35850	18000	54450

The £18,000 identified for year 5+ is to replace all lights with LED units.

Including this gives a grand total of **£72,450**

This work would be largely funded via Community Infrastructure Levy funds.

Given the increase in population expected over the coming years due to the Llanilid former opencast coal site housing development (and others), it is anticipated that the demand for childcare in the area will increase. To this end the Community Council would look to potentially expand the building within its current footprint and work with partners such as Llanharan Local Development Project (LCDP) in order to provide additional childcare provision for the community. **Partners with appropriate expertise such as LCDP will be used to carry out a strategic review of local needs, particularly with respect to childcare provision given the significant housing developments planned for the area.**

The Community Council considers itself to be an appropriate custodian of this valuable community asset and will provide stability and continuity for the future, having the competencies and funding to explore the enhancement or expansion of the community centre in the future if desirable.

	<p>LCDP currently utilise a significant amount of the weekly timetable running both breakfast and afterschool clubs during term time and holiday clubs and playschemes during school holidays. It is anticipated that this would continue in order to provide childcare provision for the community.</p> <p>It is anticipated that given the existing strong relationships and the Community Councils part funding of LCDP that they would be an appropriate partner to help develop and deliver physical expansion of the centre and to provide the expertise and delivery of future services. The Community Council will develop a robust SLR and it is anticipated that the two organisations would work in partnership.</p> <p>There are no plans to reduce the current hours that LCDP utilise the hall during the day as this provides essential childcare provision to the local community.</p>		
<p>3) Arrangements and capacity to manage the premises</p> <p><i>Extent to which there are appropriate arrangements for management of the asset</i></p>	<p>The Community Council proposes to utilise the knowledge and experience of the current voluntary management committee. The Community Council intends to work with the Voluntary Management Committee to review the existing policy framework to ensure adherence to legislative requirements, seeking best practice advice from relevant organisations to support implementation and monitoring e.g. safeguarding, health & safety, Covid-19 etc.</p> <p>The Community Council would request continuation of existing arrangement to ensure statutory compliance in the short term, with RCT Council overseeing relevant testing (with recharge to the Community Council) to ensure knowledge and experience is gained in this field, REPLACED WITH – to allow it time to explore whether alternative arrangements should be made or the current arrangements kept in place. The Community Council has knowledge and experience in this field.</p> <p>The Community Council would set up an arms length body in order to provide appropriate governance, scrutiny and oversight</p> <p>NB confirmation is required whether all VMC members will remain</p>	<p>A known track record of delivering services/property management and clear evidence of its capability to deliver.</p> <p>Score = 3</p>	

	<p>The Community Council employs a Clerk/Responsible Financial Officer, an Assistant Clerk/Project Officer and 2 maintenance staff. It has the professional expertise, competencies, and local knowledge in order to responsibly manage and enhance the Bryncae Community Centre for the benefit of the Community over the long term. The Community Council would not be reliant the VMC should they be unable to fulfil their duties. The Council has adequate resources to run the facility via its officers and maintenance staff if necessary.</p>		
<p>4) Strategic Fit</p> <p><i>Extent to which the proposal contributes to identified strategic service priorities, local, regional or national strategies; complements other local projects/initiatives</i></p>	<p>Although the business plan doesn't identify specific links, it is evident that the Organisation contributes to delivering against the National and Local priority improvement agenda.</p> <p>Stronger links to specific improvement priorities will aid the monitoring of desired outcomes.</p> <p>The Community Council will work with stakeholders and local organisations (including LCDP) in collaboration to develop a strategy for service delivery for the Centre. The Community Council will link into the RCT wellbeing plan and Corporate Strategy in order to play its part in coherent service delivery in the area.</p>		
<p>5) Market Appraisal</p> <p><i>Extent to which the proposal responds to identified local market need and demand</i></p>	<p>Data demonstrates that, prior to Covid, the hall was well utilised throughout the week. Currently there additional capacity (24 hours during the week, equating to additional weekly income of £336). Recent consultation has identified that there is potential demand for services that could fill this gap.</p> <p>There are other community centres and halls in the vicinity however, the facilities at the Bryncae centre are second to none. Consultation feedback demonstrates that there is adequate demand.</p> <p>Given the increase in population expected over the coming years due to the Llanilid former opencast coal site housing development (and others), it is anticipated that the demand for services, to include childcare will increase. To this end the Community Council would look to potentially</p>	<p>Strong and comprehensive evidence that the proposal meets market need and demand</p> <p>Score = 3</p>	

	<p>expand the building within its current footprint and work with partners such as Llanharan Local Development Project in order to provide additional childcare provision for the community. Partners with appropriate expertise such as LCDP will be used to carry out a strategic review of local needs, particularly with respect to childcare provision given the significant housing developments planned for the area.</p> <p>The Community Council have outlined a marketing plan with particular emphasis on increasing weekend usage and making the booking system more customer friendly.</p> <p>The marketing plan could be delivered by the Community Council Officers, however we would firstly broach this with the VMC to check if they would prefer to take it on. For example the maintenance of an online booking system may be taken up by one or more of the VMC or may be considered too onerous. The division of work between the VMC and Officers will be handled with sensitivity.</p>		
<p>6) Financial Appraisal</p> <p><i>Extent to which all appropriate expenditure has been identified and sources of income identified and secured</i></p>	<p>The Community Council currently collects a precept of circa £198,000 per annum and is in receipt of significant Community Infrastructure Levy funds with circa £294,000 to date since 2017 and significant funding expected over the coming years (dependant on planned housing developments proceeding).</p> <p>Consequently, the Community Council conveys a sound financial standing to maintain and expand services, demonstrating sustainability without reliance upon external funding sources.</p> <p>Contingency funds would be supplied from the current capital reserves of circa £10k, any additional contingency can be met from CIL funding or general precept funds.</p>		

	<p>Considering level of capital spend required from the successful applicant in the coming years, the Community Council have requested the annual rent (£13,500) to be waived for the first 5 years of the lease with the rent for the remaining term of the lease set at a level comparable with other similar local halls such as Brynna Community Centre.</p> <p>I need the statutory inspection recharge costs please in order to present the 5 year financial plan.</p>		
<p>7) Risk Assessment & Management</p> <p><i>Extent to which risks and clear mitigation measures have been identified</i></p>	<p>The Community Council has prepared a risk log, identifying three key risks:</p> <p>Usage numbers – under use will impact revenue and represent missed opportunity to meet local need.</p> <p>Unforeseen & Significant costs – this will impact budgets and potentially usage numbers should major work be required</p> <p>Covid restrictions – this will reduce capacity and impact usage numbers</p> <p>Key risks / controls are identified, however, there is scope to strengthen the risk log.</p>	<p>Some risks identified with an attempt to outline appropriate mitigation measures</p> <p>Score = 2</p>	
<p>8) Compliance</p> <p>Extent to which risks and clear mitigation measures have been identified</p>	<p>Actions have been provided to manage identified risks</p>	<p>Some legislative and regulatory requirements are identified with some evidence of how these will be met.</p> <p>Score = 2</p>	
<p>9) Partnership Engagement</p>	<p>The Community Council is committed to meeting local need and has recently carried out consultation with the local community with regards to</p>	<p>Some evidence that stakeholders</p>	

<p><i>Extent to which the proposal has support / involvement from stakeholders and user groups</i></p>	<p>improvements to services, the aim being to identify opportunities to expand services from within the Community Centre or introduce new services to better serve the community and to increase revenue.</p> <p>Consultation was conducted via an online survey posted in local facebook hubs with paper copies posted in the Councils notice boards. 48 responses were received, approximately 70% of which were from users of the community centre.</p> <p>The survey asked two key questions:-</p> <p>What services or classes would you like to see held at the centre - responses summarised as predominantly requesting exercise classes and childcare facilities.</p> <p>Do you have any other comments or suggestions regarding the centre – responses were varied and difficult to summarise, however, there were a number of comments alluding to providing better visibility to the public of availability of the hall and making it easier to book.</p> <p>Routine consultation will be conducted to ensure community needs continue to be met in addition to evaluating the effectiveness and impact of service provision.</p> <p>The Community Council works closely with the RCT Together Team and are part of the neighbourhood network for the South West Taf Ely area. Although in it's infancy, this network will expand to incorporate key stakeholders within the community, providing opportunity to democratically identify and assess need, prioritise solutions and improvements and promote better informed decision making. The Community Council are committed to continuing this arrangement, strengthening a holistic approach to build community resilience and vibrancy.</p>	<p>and user groups are involved and support the proposal</p> <p>Score = 2</p>	
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	<p>The VMC have indicated they would continue to work with the Community Council.</p> <p>In particular the Community Council would look to work in close collaboration with LCDP in order to identify and deliver services to meet the needs of the local community with regards to childcare need and other needs.</p>		
<p>10) Outcomes</p> <p><i>Degree of certainty that the projected outcomes are achievable and measurable</i></p>	<p>The Community Council aims to help ensure the long term security of service provision to the local community by ensuring that the Community Centre is available, maintained and run to a high standard.</p> <p>Working together with local partners, this will provide a facility for leisure and recreational services and classes, but also provide a secure and appropriate venue for childcare to service current and future residents. In particular the potential expansion of the building in the future will provide the space to accommodate increased childcare provision for the growing community.</p> <p>Securing the long term future of the venue will maintain and improve the facilities for locals which will impact on the wellbeing, fitness and health outcomes for its users.</p> <p>Outcomes will be measured by monitoring and working to reduce voids in the community centre timetable, aiming for a target of 100% utilisation.</p> <p>Transferring ownership of the asset on a leased arrangement will contribute to the Council's invest to save programme by delivering financial gain for RCT Council as responsibility for repairs and maintenance will become the responsibility of the Community Council, in addition to business rates (non-domestic rates) costs. Although a market rent concession will be requested in the short term, income will be provided via attachment of a market rent for the Community Council. Initial investment from RCT Council relates to staff resources in terms of support provision e.g. arranging statutory compliance</p>	<p>Clear and appropriate outcomes identified which appear achievable and measurable.</p> <p>Score = 3</p> <p>How many residents and groups currently use the building?</p>	

	<p>testing (recharged to the Community Council), however, this will reduce over time.</p> <p>Capital investment will be provided by the Community Council thus ensuring a valuable community asset remains so, continuing to provide the 'as is' in terms of services at a reduced cost to RCT Council whilst securing opportunity for growth.</p>		
<p>11) Information, Assets & Systems</p> <p><i>Extent to which ICT assets, systems and support has been considered.</i></p> <p><i>Extent to which Management & Data Protection obligations have been adhered to or considered.</i></p>	<p>The Organisation operates in accordance with it's data protection policy.</p> <p>Improved booking system arrangements will enable provision of 'real time' data to measure usage and capacity and inform the marketing plan.</p> <p>The Community Council would operate to GDPR guidelines.</p>	<p>Some reference to use of ICT Assets, Systems or Support</p> <p>Some reference to use of data or storing / sharing wider information (e.g. of a personal nature)</p> <p>Score = 2</p>	
<p>TOTAL SCORES</p>			
<p>Panel Conclusion</p> <ol style="list-style-type: none"> 1. Options 2. Benefits 3. Risks 			

BUSINESS PLAN ASSESSMENT CRITERIA

ASSESSMENT CRITERIA	LOW (1)	MEDIUM (2)	HIGH (3)
<p>1) Organisational competence and capability to deliver</p> <p><i>Extent to which the appropriate level of resources and organisational capability are in place.</i></p>	<ul style="list-style-type: none"> • Inappropriate or no governance or staffing resources identified. • Critically reliant upon volunteers / goodwill. 	<ul style="list-style-type: none"> • Some appropriate evidence of governance and staffing resources identified. 	<ul style="list-style-type: none"> • An established organisation with clear, robust governance and staffing resources identified. • Not critically reliant upon volunteers / goodwill.
<p>2) Clear delivery plan in place</p> <p><i>Extent to which there is a clear programme with identified timescales and key milestones</i></p>	<ul style="list-style-type: none"> • Very limited or no programme plan. No timescales or milestones (or timescales and milestones that are unrealistic) 	<ul style="list-style-type: none"> • Outline programme plan provided with some timescales and milestones identified. 	<ul style="list-style-type: none"> • A clear, robust programme plan with identifiable and realistic timescales and milestones.
<p>3) Arrangements and capacity to manage the premises</p> <p><i>Extent to which there are appropriate arrangements for management of the asset</i></p>	<ul style="list-style-type: none"> • No evidence of experience of delivering services/property management and no convincing evidence of capability to deliver. 	<ul style="list-style-type: none"> • Some evidence of experience of delivering services/property management and/or its capability to deliver. 	<ul style="list-style-type: none"> • A known track record of delivering services/property management and clear evidence of its capability to deliver.
	<ul style="list-style-type: none"> • Very limited or no reference to 	<ul style="list-style-type: none"> • Some reference to Council 	<ul style="list-style-type: none"> • Clear fit with identified

<p>4) Strategic Fit</p> <p><i>Extent to which the proposal contributes to identified strategic service priorities, local, regional or national strategies; complements other local projects/initiatives</i></p>	<p>Council strategic service priorities</p> <ul style="list-style-type: none"> • Very limited or no reference to regional or national strategies • No references made to other local projects/initiatives 	<p>strategic service priorities</p> <ul style="list-style-type: none"> • Some links to regional or national strategies. • References made to other local projects/initiatives 	<p>Council strategic service priorities</p> <ul style="list-style-type: none"> • Clear links to other regional or national strategies. • Identifies complementarily with other local projects/initiatives.
<p>5) Market Appraisal</p> <p><i>Extent to which the proposal responds to identified local market need and demand</i></p>	<ul style="list-style-type: none"> • Very limited or no evidence that the proposal is addressing local market need and demand 	<ul style="list-style-type: none"> • Some evidence provided that the proposal will meet local market need and demand 	<ul style="list-style-type: none"> • Strong and comprehensive evidence that the proposal meets market need and demand
<p>6) Financial Appraisal</p> <p><i>Extent to which all appropriate expenditure has been identified and sources of income identified and secured</i></p>	<ul style="list-style-type: none"> • Very limited financial detail provided. • Limited or no supporting rationale. • No sources of income identified. 	<ul style="list-style-type: none"> • Some omissions in expenditure profile. • Some rationale for assumptions. • Sources of income are identified but not confirmed. 	<ul style="list-style-type: none"> • A comprehensive financial assessment with realistic expenditure profile. • A detailed rationale for assumptions. • Sensitivity Analysis and recognition of risks inherent in forecasted figures. • Identified sources of income are confirmed.
<p>7) Risk Management</p> <p>Extent to which risks and clear mitigation measures have been identified</p>	<ul style="list-style-type: none"> • Very limited or no risks identified with no appropriate mitigation measures. 	<ul style="list-style-type: none"> • Some risks identified with an attempt to outline appropriate mitigation measures. 	<ul style="list-style-type: none"> • A robust and detailed risk assessment with appropriate mitigation measures.
<p>8) Compliance</p> <p><i>Extent to which all appropriate legislative and regulatory requirements are identified and addressed</i></p>	<ul style="list-style-type: none"> • Very limited or no evidence that legislative and regulatory requirements have been considered. No evidence of how these will be met. 	<ul style="list-style-type: none"> • Some legislative and regulatory requirements are identified with some evidence of how these will be met. 	<ul style="list-style-type: none"> • All necessary legislative and regulatory requirements are identified with clear evidence of how they will be met.

ASSESSMENT CRITERIA	LOW (1)	MEDIUM (2)	HIGH (3)
<p>9) Partnership Engagement</p> <p><i>Extent to which the proposal has support / involvement from stakeholders and user groups</i></p>	<ul style="list-style-type: none"> • Very limited or no evidence that stakeholders are involved 	<ul style="list-style-type: none"> • Some evidence that stakeholders and user groups are involved and support the proposal 	<ul style="list-style-type: none"> • Strong evidence that key stakeholders and user groups are fully involved and support the proposal
<p>10) Outcomes</p> <p>Degree of certainty that the projected outcomes are achievable and measurable</p>	<ul style="list-style-type: none"> • Very limited or no outcomes identified with no information on measurement. 	<ul style="list-style-type: none"> • Some outcomes identified with attempt to demonstrate how these will be measured. 	<ul style="list-style-type: none"> • Clear and appropriate outcomes identified which appear achievable and measurable.
<p>11) Information, Assets & Systems</p> <p>Extent to which ICT assets, systems and support has been considered.</p> <p>Extent to which Management & Data Protection obligations have been adhered to or considered.</p>	<ul style="list-style-type: none"> • Very limited or no reference to use of ICT Assets, Systems or Support • Very limited or no reference to use of data or storing / sharing wider information. 	<ul style="list-style-type: none"> • Some reference to use of ICT Assets, Systems or Support • Some reference to use of data or storing / sharing wider information (e.g. of a personal nature) 	<ul style="list-style-type: none"> • Clearly identify use of ICT assets, systems and support mechanisms that are in place • A robust and detailed assessment of use of data and/or information being stored or used whilst highlighting their obligations and Data Protection Act.

Appendix 3a

Llanharan Community Council						
Financial history / projection - Bryncae Community Centre, Feb 22						
<i>Please open in excel desktop app to view notes</i>						
	2017	2018	2019	2020	Average	Projected
Income						
Hall hire	2321	3321	1666	3506	2704	
Bingo	586	410	515	483	499	
Toddlers & Nursery	1110	675	780	1672	1059	
Grant income	1500	1455	0	0	739	
Fitness classes	2090	2993	2555	2226	2466	
Silver lining	460	620	710	1020	703	
Jiu-Jitsu	28	210	161	21	105	
Brownies	0	0	483	728	303	
Interest (Bank)	1	1	3	5	3	
Donations	0	0	5	853	215	
Total income	8096	9685	6878	10514	8793	11014
Expenditure						
Committee expenses	725	0	0	0	181	181
Lottery expenses	20	0	0	0	5	5
Telephones	129	258	280	301	242	242
Licences & Insurance	114	163	164	166	152	152
R&M	0	80	139	93	78	78
Household/Cleaning	4695	4470	4354	3516	4259	4259
Sundries	39	546	0	0	146	146
Donations	25	50	50	35	40	40
Light and heat (a) (Electricity and gas)	3429	3693	3888	3697	3677	5000
Stationery	0	0	0	23	6	6
Water rates (b)	485	485	485	485	485	485
Business rates	6700	6700	6700	6700	6700	6700
Buildings insurance	250	250	250	250	250	250
Public liability insurance	801	801	801	801	801	801
Security	180	180	180	180	180	180
Contracts (c)	553	553	553	553	553	553
Expenditure	18145	18229	17844	16800	17755	18728
Profit at zero rent	-10049	-8544	-10966	-6286	-8961.25	-7713.75
Capital spend						72450
<p>Notes:</p> <p>Projections also assume stable costs and hire costs and do not take into account inflation or price increases. Capital spend for the period assumes all costs met from CIL funds. This projection does not include cash in bank as it assumes this reserve would be allowed to build to cover capital costs once CIL funds are exhausted.</p> <p>The projection also does not address any phase 2 expansion of the centre.</p> <p>(a) Individual gas/heat data supplied does not add up to these amounts. The higher number has been used. An increase of 50% has been applied to the projected cost given volatile energy prices.</p> <p>(b) Based on 4 yearly averages supplied.</p> <p>(c) Average of 2018-20 data supplied slightly lower. Higher figure used here.</p>						

Home:
Est £500 increase in weekend hall hire income from 2020. This is based on 2019/20 figures showing weekend hall utilisation of approx 30%. Estimate that marketing plan can deliver 15% improvement.

Home:
50% increase applied due to volatile energy costs as of Feb 2022.

Home:
Energy saving £350/annum from LED bulbs. Based on conservative estimate of 20% total energy reduction. Offset by increase in energy prices. As of Feb 2022.

Home:
Year 1-5. Does not include provision for drainage improvements subject to survey

Appendix 3b

Llanharan Community Council		
Financial history / projection - Bryncae Community Centre. Dec 22 with 100% increase energy costs.		
<i>Please open in excel desktop app to view notes</i>		
	Average 2017- 2020	Projected with 100% increase energy
Income		
Hall hire	2704	
Bingo	499	
Toddlers & Nursery	1059	
Grant income	739	
Fitness classes	2466	
Silver lining	703	
Jiu-Jitsu	105	
Brownies	303	
Interest (Bank)	3	
Donations	215	
Total income	8793	11014
Expenditure		
Committee expenses	181	181
Lottery expenses	5	5
Telephones	242	242
Licences & Insurance	152	152
R&M	78	78
Household/Cleaning	4259	4259
Sundries	146	146
Donations	40	40
Light and heat (a) (Electricity and gas)	3677	10000
Stationery	6	6
Water rates (b)	485	485
Business rates	6700	6700
Buildings insurance	250	250
Public liability insurance	801	801
Security	180	180
Contracts (c)	553	553
Expenditure	17755	23728
Profit at zero rent	-8961.25	-12714
Capital spend		100000

Appendix 4

Estimated final costs Christmas lights and trees

Christmas trees: £1,862

Fitting and removal of Christmas lights/trees (and removal summer baskets), Centregreat: £13,400

Festive lights:

Invoice 20332 – Annual motif hire = £8660.25

Invoice 20334 – Purchase of light strings previously leased = £991.80

Invoice 20518 – Extra light strings (and associated power pack and cable) to cover ‘larger’ 16ft trees and Dolau School. = £524

Total: £25,438.05

Proposal:

For Council to approve payment.

Appendix 5

Estimated final costs Christmas dinners

Dinner:

184 heads at £23 a head = £4,232

Raffle prizes: £200

Bus hire:

Minibus and large bus = £110

Misc:

Children from local schools to provide entertainment:?

Proposal:

For Council to approve payment.

Appendix 6

Clock maintenance costs 2022

Cost for service of Llanharan Clock (The Clock on the 'Smithy') - £200
(Carried out November 2022)

Cost for service of Brynna Clock (Leyshons) - £200
(Carried out November 2022)

Remedial work recommended to the Llanharan Clock (See report) -
£420 Work planned Summer 2023.

Total - £820

Recommendation: To approve the spend of £820

From: [Les](#)
To: [The Clerk](#)
Subject: Llanharan and Brynna Clock Service Visits
Date: 23 November 2022 16:58:18
Attachments: [LCC9 - Brynna.pdf](#)
[LCC8 - Llanharan.pdf](#)

Hi Leigh.

I'm pleased to confirm that all went to plan on Sunday / Monday. Please find my invoices attached.

Llanharan was showing the correct time on arrival however I had a note to check the hour tube which I mentioned was 'tight' last visit. There is no doubt that it has got worse and I would now recommend remedial work before it seizes or suffers damage to motor or wheel teeth.

I have approached the dial from a ladder before however since then you have mentioned that your men have a scaffold platform. It would be worth checking if this is suitable as it would be my preferred way to approach the work (and hopefully keep the owner happy).

As a special one-off visit, my cost to come to site, remove the hands, dismantle and clean the mechanism and polish the front end bearings would be £670. I am hopeful that we can catch the issue before it becomes necessary to carry out expensive workshop repairs.

If I can combine it with the any another visit I should be able to reduce it to £420.

I am planning to be in South Wales toward the end of March. It could be done then if weather conditions permit. Alternatively I am potentially planning another visit in 'early' summer. At this stage I do not yet have dates earmarked for this.

It could also be combined with the next maintenance visit however I feel the timeframe here might be an issue.

Brynna was all fine and showing the correct time. All serviced and no issues to report.

Hope this is all ok. Please feel free to call and I can run through any details re the Llanharan clock

Kind Regards

Les Kirk



1D Ravenstor Road
Wirksworth
Derbys
DE4 4FY

E. bestclockman@gmail.com

M 07866 269 660

Clock Maintenance Invoice



To: Leigh Smith
Acting Clerk to Llanharan Community Council
2A Chapel Road
Llanharan
CF72 9QA

1D Ravenstor Road
Wirksworth
Derbys
DE4 4FY
Phone 01629 823 982
Mobile 07866 269 660

Invoice No. LCC9
Our Ref. Maint
Cust. Ref. LCC
Date 23-Nov-22

PAYMENT DUE BY: 23-Dec-22 ***If paying by cheque, please send payments to above address***

Your Order	Dated	Our Ref	Description	Total
Ongoing		Maint	To carrying out annual clock maintenance visit at Brynna Access arranged direct with owner Work completed on site 21-November -22. Report attached	£200.00
Invoice Total				£200.00

Terms: 30 days Nett
Lloyds Bank plc
Sort Code: 30-90-25
Account No. 24619168
Please use Cust Ref or your name for Bacs payments

Clock Maintenance Invoice



To: Leigh Smith
Acting Clerk to Llanharan Community Council
2A Chapel Road
Llanharan
CF72 9QA

1D Ravenstor Road
Wirksworth
Derbys
DE4 4FY
Phone 01629 823 982
Mobile 07866 269 660

Invoice No. LCC8
Our Ref. Maint
Cust. Ref. LCC
Date 23-Nov-22
PAYMENT DUE BY: 23-Dec-22

If paying by cheque, please send payments to above address

Your Order	Dated	Our Ref	Description	Total
Ongoing		Maint	To carrying out annual clock maintenance visit at Llanharan Access arranged direct with owner Work completed on site 20-November -22. Report attached	£200.00
Invoice Total				£200.00

Terms: 30 days Nett
Lloyds Bank plc
Sort Code: 30-90-25
Account No. 24619168
Please use Cust Ref or your name for Bacs payments

White-Customer, Green-Accounts, Pink-Office

Appendix 7

Audit arrangements

Council has resolved to engage the services of an internal auditor.

The original resolution specified an interim audit to be arranged ASAP, and then a year end audit.

Given that the financial year end is March 31st, it is the officer's opinion that the practical value of holding an interim audit in January is limited and that as per previous years, on this occasion only an end of year audit be undertaken.

But that an interim and end of year audit be held in financial year 2023/24.

The Clerk considers that new information has come to light which makes the amending of the original resolution lawful. That new information being that the next available interim audit date would now be in January.

Recommendations of the ORA Committee held on 6th December 2022

ORA2022/052 Quotations received for the repair of footpaths

RECOMMENDED

That subject to the prior receipt of appropriate public liability insurance certificates Vendor B be awarded the work 'Footpath to the North of Talyfarn Lane' and the Clerk be approved a spend of £5,800 + 5% contingency = £6,090

For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.

The Clerk to seek a commitment from RCTCBC to fund 50% of the cost of the project.

RECOMMENDED

That subject to the prior receipt of appropriate public liability insurance certificates Vendor A be awarded the work "Improvements to the southern end of RAN17/5 on Enterprise Way' and the Clerk be approved a spend of £8,500 + 10% contingency = £9,350.

For the project to be funded using CIL funds if eligible, the Clerk to confirm with RCTCBC.

ORA2022/053 Delegated authority extended to the Clerk of the Council with regards to the management of allotments.

RECOMMENDED

That the procedure set out and presented to this meeting be adopted subject to the following alterations:

- For the procedure to be explicit that any appeal from a plot-holder regarding the revocation of the right to keep birds does not prevent or forestall the urgent removal of those birds.
- For the role of 'Responsible person' to fall to the sitting Chair of the ORA Committee. Or the Deputy Chair in their absence. Provided that there is no interest or conflict that may make this inappropriate.

ORA2022/054 Security arrangements at allotment sites.

RECOMMENDED

For the Clerk to carry out a survey of Jubilee Street plot-holders in order to ascertain their views on current security arrangements at the Jubilee Street allotment site. A report to be presented to the next ORA Committee.

ORA2022/055 PSM32/1 near Gellifedi Road

RECOMMENDED

That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.

ORA2022/056 Steps in the alleyway between Bridgend Road and Parc View

RECOMMENDED

That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.

ORA2022/057 Placement of Swift nest boxes

RECOMMENDED

That Councillor Mark Steer engage the 3 local primary schools and other local groups to assist in identifying swift nesting sites.

ORA2022/058 area of rough ground near the bench next to Haran Roofing

RECOMMENDED

That the Clerk take steps to register the land in the name of the Community Council, paying any registration fees accordingly.

ORA2022/059 Leaflet of walking routes around the community.

RECOMMENDED

That the Clerk purchase an annual subscription to OS Maps online up to a cost of £60 for the year.

RECOMMENDED

For a budget of £1000 to be allocated to this project and for the Clerk to be authorised to spend up to that amount.

RECOMMENDED

For the Clerk to enquire whether the project is applicable for CIL funding. If so for the project to be funded from CIL funds. If not for the funds to be taken from the general reserve.

RECOMMENDED

For the Clerk to engage a graphical designer to produce a draft mock-up of route 1 to demonstrate what is achievable.

ORA 2022/059 Japanese knotweed in the community.

RECOMMENDED

That Council does not proceed with the training of staff in the treatment of Japanese Knotweed at this time.



Llanharan Community Council - Action Plan. 14/12/2022

Action no	Date added	Category	From	Action	Notes	Status	Owner
2020/232h	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public.	To be progressed once ROW database progress made.		LS
2020/232i	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information on popular or interesting walking routes around the community.	In progress. Duuplicated action.	completed	LS
2020/107	22.1.2021	Full Council	Full Council	Jan full council action - 2020/107 Public Speaking a) A member of the public requested to speak on a matter arising from item 8 – Budget 2021-22 - hanging baskets, planters and Christmas lights. RESOLVED That Officers of the Council will discuss with businesses, in order to gauge public interest in sponsoring council xmas lights.	Not started. This action to be defered to next year.		LS
2020/118	22.1.2021	Full Council	Full Council	Jan - Full Council action - 2020/118 CorrespondenceThe meeting noted a letter received from a local resident, listing suggestions for possible uses of a piece of land at the bottom of Harold Street, Llanharan. RESOLVED - a) To commission a survey requesting ideas for future usage of the land. b) To follow up with RCT regarding the possibility of the Community Council purchasing or leasing the land.	a) Cannot proceed with survey until land purchase progresses. b) Emailed RCTCBC in May 21 - Response that no decision yet made.		LS
2020/231	19.2.2021	Full Council	Full Council	RESOLVED - Officers of the council to develop a Service Level Agreement in collaboration with the LCDP and to arrange annual reporting to members.	In progress		LS
2021/133	29.10.21	Full Council		RESOLVED The Clerk to investigate what is required to allow Hybrid meetings in the future. The investigation to include equipment and venues and attending a Hybrid meeting of another similarly sized Community Council if possible.	Attended Llantrisant Community Council meeting on March 8th 2022. Report and recommendations pending.	Completed	LS
2021/138	31.10.21	Full Council	HR Com	2021/138 HR Support RESOLVED To delegate authority to spend up to the value of 10 hours of specialist HR support at a cost of £57/hour to the Clerk in relation to the particular issue discussed. And to Delegate authority to spend to the value of up to a further 10 hours at a rate of £57/hour to the HR Committee in relation to the same matter.	In progress		LS
2021/148	20.11.2021	Full Council	CIL	RESOLVED To approve CIL application from LCDP for improvements to pathway outside LCDP office. To move to phase 1 of the CIL123 list and to the Active project list and to approve the project at a cost of £1200(net) subject to the receipt of the appropriate financial information being received and scrutinised to the satisfaction of the Clerk. This application is recommended pending RCTCBC's decision on LCDP's eligibility for CIL funding.	Obtain approval from RCT. Emailed 15.12.2021 Update tracker accordingly when received and email. LCDP RCTCBC CIL and Lega met in early Feb 2022, awaiting outcomes. May 22 - Approval now obtained. LCDP to refresh quotes to ensure original resolution covers cost.		LS

2021/148	20.11.2021	Full Council	CIL	RESOLVED That with regards to the LCDP CIL Application for improvements to pathway outside LCDP office, LCDP be encouraged to include the potential project 'Install suitable disabled access ramp' to this project and to obtain fresh quotes. Any application will be held pending RCTCBC's decision on LCDP's eligibility for CIL funding	Obtain approval from RCT. Emailed 15.12.2021 Update tracker accordingly when received and email. LCDP RCTCBC CIL and Lega met in early Feb 2022, awaiting outcomes. May 22 - Approval now obtained. LCDP to refresh quotes to ensure original resolution covers cost.		LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/025 Footpath to the north of Talyfan Road (RAN 6/1) Recommended – The Project Officer/Assistant Clerk to obtain quotes to infill the damaged section of the path with suitably sized aggregate to provide stability and drainage.	Met with RCTCBC in January to agree Spec. Awaiting quotes.		LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/027 Footpath north of the newly installed path to the north of Llanharan Cemetery. (PSM53/2) Recommended - Project Officer/Assistant Clerk to approach RCTCBC to enquire whether a joint approach/cost share could be agreed to carry out repairs.	Written to RCTCBC to enquire on a joint approach. 13.7.21 RCTCBC have responded verbally indicating that they would be open to sharing the Cost. project Officer to obtain an estimate. Awaiting other quotes. Note: RCTCBC have now carried out the work.	Completed	LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/031 Consider PSM32/1 near Gellifedi Road Recommended - Project Officer/Assistant Clerk to enquire with RCTCBC whether a diversion order was ever submitted and/or processed.	Written to RCTCBC on 13.7.21 and again in August 21 and again Feb 22. Awaiting formal response. Response received. RCT responded June 2022 to report no record of a diversion application received or processed.	Completed	LS
2021/053	16.6.2021	Full Council	ORA	ORA2021/035 Steps in the alley between Bridgend Road and Parc Bryn Derwyn. Recommended – That the Project Officer/Assistant Clerk approaches the Land registry to discover the due process to claim ownership of the lane and steps so that the Community Council can maintain them.	Contacted Land Registry on 16 Feb 22. Ref 220216-321997. Awaiting response. Application form obtained and to be completed.		LS
		Full council	ORA	ORA2021/049 Book-swap stations Recommended That the Project Officer/Assistant Clerk liaise with interested parties to develop a community plan showing where book swap stations could be placed, how they would be managed and what funds would be requested from the Community Council.	Member of the public assisting. Awaiting response. Edit Nov 22. The member of the public has disengaged. No further progress.		LS
		Full council	ORA	Recommended That the Project Officer/Assistant Clerk liaise with interested parties to obtain designs and a price for a suitable outdoor cabinet to be sited at Mountain Hare.	Member of the public assisting with obtaining quotes. Awaiting response.		LS
2021/097a		Full Council	ORA	RESOLVED (RE Decorative sculptures): That the artist be invited to a site meeting at Brynna Woods with members of the ORA Committee to discuss concepts and costs	Awaiting prices from CW. Summer 2022. The artist is currently abroad working on a project. May 22 - A second artist has been approached. The Clerk to provide Chris Woods with notes on what was required. Chris Woods has provided costings, drawings to follow. Sept 2. Order placed Nov 2022. Project underway		LS
2021/105		Full Council	CIL	2021/105 Method of funding CIL LCC21/14 'RBL Poppy shed'. RESOLVED For Llanharan Community Council to purchase the container and arrange all ancillary works to the value of £19,500 (net) from CIL funds. The Community Council to pay and reclaim the VAT in the usual manner.	Order placed Jan 22. Cabin ready for delivery, awaiting RBL to arrange. Canin delivered June 22. Formal lease required. Some minor works to be completed.		LS

2021/105		Full Council	CIL	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).			LS
2021/105		Full Council	CIL	RESOLVED Furthermore, that all negotiations with interested parties be delegated to the Officers of the Council in order to produce an appropriate agreement or agreements to be presented before Council for resolution at a later date.			LS
2022/010	20.1.22	Full Council	ORA	ORA2021/068 Ground conditions on Bridleway PSM40/4 RESOLVED With regards to the asphalt section leading immediately from Bethlehem View, the Clerk to approach the relevant landowners to enquire about their attitude to allowing improvement works to be carried out in principle. The Clerk to also check access rights, easements etc... over the land.	Duplicated action. See 2022/050	Completed	LS
2022/011	20.1.22	Full Council	Audit	RESOLVED That (an) amended forms and process be adopted with the following alterations: That on page 1 of the application form the text "...returned by the end of June and the end of October respectively unless otherwise indicated". Be amended to, "Returned by the end of June and the end of October respectively or they shall be submitted in the subsequent grant meeting if appropriate....."		Completed	LS
2022/011	20.1.22	Full Council	Audit	RESOLVED That the green tractor be disposed of and for the clerk to ascertain a fair market price and to return to council with a recommended sale price.	Resolution superceded.	completed	LS
2021/013	20.1.22	Full Council		RESOLVED To retain the existing plan for the purchase and placement of Christmas decorations in 2022	Negotiate price and contract for submission to Council within Budget £26k. Working grouo returning to FC July to request approval for budget increase. Budget increase agreed. WG to go to audit for auth to spend. Order placed.	Completed	LS
2021/013	20.1.22	Full Council		RESOLVED The Clerk to gather background information and carry out a feasibility study (Christmas decorations) with a view to presenting options to council for budgeting in late 2022 in preparation for budget 2023/24 and Christmas 2023 in relation to the following areas: New Road (A473); Lanley estate; Enterprise Way.			LS
2021/014	20.1.22	Full Council		RESOLVED To form a working group to examine purchase and placement of summer plants with a view to presenting options to council for budgeting in late 2022 in preparation for budget 2023/24 and summer 2023.	Form working group. On agenda of FC meetings until resolved.		LS
2022/015	20.1.22	Full Council	CIL	RESOLVED To add the potential project 'Improvements to the Welfare Field Shower Block' (Already on CIL123 list) to the Active Projects list for scoping and further investigation.	Added to list - Scoping project. Presented to March 22 CIL Committee.		LS
2022/032	18.2.22	Full Council		RESOLVED To request of RCTCBC that CIL receipts for phases 3&4 are partially deferred in order to ensure receipts are kept below the cap in each financial year. Pending information from RCT, the details of which individual payments are deferred and until when, to be delegated to the Clerk in consultation with the Chair of the Council and actual figures to be reported to the next Full council meeting.	Have emailed RCTCBC CIL dept 22.2.22 informing them in principle of request to defer some payments but requesting details expected receipt figures and CIL cap figures so that deferral of specific payments can be requested with timeframe. RCTCBC report that figures will be issued following data collection after March 31st. LP contacting RCTCBC in late sept to provide deferral plan. Nov 22 - Deferrals for April 22 and April 23 agreed with RCTCBC.		LS

2022/034	18.2.22	Full Council		<p>2022/034 Rationalisation of working groups of the Council.</p> <p>RESOLVED</p> <p>That the following working groups be dissolved: Tacking Poverty Working Group; Brynae Community Centre Working Group; Proposed Community Café/Hub Working Group; And their members be reconstituted into a new working group known as: The Community Wellbeing Working Group.</p> <p>Terms of reference for the group to be as per those detailed in appendix 7 presented to the meeting.</p>	Action - To post a terms of reference document in the sharepoint folder.		LS
2022/038	18.2.22	Full Council		<p>RESOLVED</p> <p>Assuming the consent and permission of interested parties, to provide and externally mount public access defibrillators at the following locations (as shown on the plan presented in appendix 11 of this meeting): Brynae Community Centre; Brynae Community Centre; New Road; L'Oreal layby. Plus a further unit to be mounted between Lonydd Glas and St Illids Meadow. The Community Council to register as guardians for these defibrillators and carry out the appropriate inspections and replacement of consumables etc... Costs approved up to £1400 per unit (defibrillator and cabinet) which may be met from CIL funds. The Clerk to investigate grant opportunities to offset cost.</p>	<p>Look for funding sources.</p> <p>Make purchases accordingly using CIL funds.</p> <p>Defibs received June 22. Awaiting replacement cabinets. Replacement cabinets received Sept 22. To be fitted.</p>		LS
2022/038	18.2.22	Full Council		<p>RESOLVED</p> <p>The Clerk to enquire with Llanharan RFC and The Welfare Hall trustees whether these organisations would be prepared to allow the Community Council to mount their defibrillators externally nearby and/or take on guardianship. The costs of purchasing cabinets also approved.</p>	Welfare Ground happy to have mounted externally (Public access) but will remain Gauradian. Llanharan RFC accept in principle and will get back to us. Awaiting cabinet.		LS
2022/039	18.2.22	Full Council		<p>RESOLVED</p> <p>The Clerk to take such action as necessary to obtain a price of between £5000 and £3000 for the green tractor. If this price cannot be achieved following a reasonable period following advertising, then the Clerk to return to Council with a further recommendation.</p>	<p>Find logbook</p> <p>Advertise in appropriate channels. On hold pending report on Red tractor.</p>		LS
2022/040	18.2.22	Full Council		<p>RESOLVED</p> <p>To purchase a replacement, wheelchair-friendly picnic bench for up to a cost of £450 plus £120 fitting.</p>	<p>Purchase bench and arrange fitting. Delivery to be made to site. Coordinate with contractor. Obtain permission RCT parks dept. Mote: Need a note on minutes rto approve for CIL</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/007 Popular or interesting walking routes around the community.</p> <p>RECOMMENDED</p> <p>The Clerk to produce a draft leaflet showing 'Route 1'.</p>	<p>Liaise with MS and historical leafeltt RE Features.Include mileage, difficulty level.(eh RAG? Hilly?) Look at Llantrisant Bunny walks (Ramblers) leaflett for examples. Copies to JB</p>		LS

2022/050	18.3.22	Full council	ORA	<p>ORA2022/008 Changes to the allotment tenancy agreements (Notice periods and allowance of Hens on Bridgend Road allotments) RESOLVED</p> <p>That the template allotment tenancy agreement be amended as per the suggested text (in red shown in Appendix Four presented to the ORA Committee held on 1st March 2022), or similar.</p> <p>And that....</p> <p>That the Council's policy with regards to those clauses changes immediately to reflect the changes and that newly issued tenancy agreements reflect those changes, but that the Council does NOT physically re-issue tenancy agreements until the next scheduled re-issue in December 2022 but rather writes to current plot-holders to inform them of the policy change and impending changes to tenancy agreements.</p>	Clerk to contact plottolders. Notification of allowance of the keeping of Poultry given - Signage placed on allotment gates.		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/009 Design for steps regarding improvements to the southern end of RAN17/5 on Enterprise Way.</p> <p>RECOMMENDED</p> <p>That the design is adopted as per that in the accompanying paper, but that the steps be of concrete construction, with lower side walls and incorporate key-clamp style handrails.</p>	Re-quote for amended design and obtain further quotes. Target ready for submission to Council in September.		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/010 pathway to the picnic bench, MUGA and Skatepark at Oakbrook play area.</p> <p>RECOMMENDED</p> <p>That the design in the accompanying paper be accepted subject to consultation with RCTCBC regarding the specification and obtaining of the relevant permissions and for the picnic bench be situated outside of the fenced-off playpark area</p>	Speak to Lisa Austin at RCTCBC. Width, material etc.. Specifically for disabled access. And for permission to do the work. Need a note to make a CIL project Minute)		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/011 Disabled access to play areas in the community</p> <p>RECOMMENDED</p> <p>That before the matter is progressed further that RCTCBC parks are consulted on specification of gates (existing and future) for disabled access. Furthermore that disabled members of the community, including wheelchair users are engaged on the findings of the survey. On completion of this work an updated report to be submitted to the ORA Committee.</p>	<p>Speak to Lisa Austin RE spec for gates - existing and future.</p> <p>Look for engagement from wheelchair user(s).</p> <p>Review report and resubmit to ORA</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/012 Bridleway PSM40/4, approach to Brynna Woods from Bethlehem view.</p> <p>RESOLVED</p> <p>That pending formal approval from the landowners, as described in the accompanying paper, a non-slip surface material be overlaid over the asphalt in a 1.5m wide strip from the joint on the drain cover to the joint in the road. The colour to be chosen by the landowner and approval given to spend £450 from CIL funds for the project with the project to be added to the CIL123 list and Active Project list.</p>	Proceed. Booked for completion early October. Clerk to reconfirm with landowner consent given. Consent withdrawn by landowner Oct 22. RCTCBC ROW investigating options.		LS

2022/051	18.3.22	Full Council	CIL	RESOLVED That the Clerk obtains reports on the condition of the roof, drainage and water/heating system & boilers and the electrical system as deemed appropriate and the Clerk authorised to use council funds as appropriate to commission these reports, allocating from CIL funds if found to be in scope.			LS
2022/051	18.3.22	Full Council	CIL	RESOLVED That quotations for the repair/replacement for the items identified in the report (Appendix Five presented to CIL Committee Wednesday 9th March 2022) and from subsequent inspections and reports be obtained.			LS
2022/051	18.3.22	Full Council	CIL	RESOLVED That the responsibility for ensuring statutory compliance for the shower block, including arranging statutory inspections and for the appropriate rectification of any defects identified be taken on by the Clerk. To ensure the compliance with legislation and the maintain the validity of insurance cover.			LS
2022/051	18.3.22	Full Council	CIL	RESOLVED (CIL2022/022) Potential project 'Upgrade of Council notice boards' That an up-to-date quote be obtained for the design and size of noticeboard shown in the accompanying paper for both Ynysmaerdy and Llanharry Road with a view to purchasing both using CIL funds and for the Active project list be amended accordingly. And for the Clerk to enquire regarding bulk discount.			LS
2022/051	18.3.22	Full Council	CIL	RESOLVED (CIL2022/023) Bike shelter for LCC21/11a Bike/Scooter rack/storage for Brynnau Primary School pupils. That a Kimmeridge Cycle Shelter as shown on the accompanying paper, be purchased using CIL funds up to the value of £1,345 and to update the CIL lists accordingly.	Ordered 23.8.22. CIL lists to be updated. Awaiting delivery.	completed	LS
2022/051	18.3.22	Full Council	CIL	RESOLVED (CIL2022/024) Bike shelter for LCC21/11b Bike/Scooter rack/storage for Llanharan Primary School pupils. That a Traffic line cycle rack as shown on the accompanying paper, plus fixings be purchased using CIL funds up to the value of £100 and to update the CIL lists accordingly and for the Clerk to proactively make the school aware of the full range of options available to them in the catalogue.	Check lists updated. Rack delivered.	Completed	LS
2022/051	18.3.22	Full Council	CIL	RESOLVED (CIL2022/027) 'Garage & Memorial Garden project' To apply to divert the sewer identified on the site. Furthermore, to obtain costs to engage Welsh Water to carry out a diversion design and to carry out all works.	In progress. Awaiting result of sewer diversion application.		LS
2022/057	18.3.22	Full Council		RESOLVED To allocate £185.95 spent on materials used to install bund of material on path to the entrance to Brynna Woods to CIL, to add the project to the CIL123 lists and active projects lists accordingly.	Work completed. Check lists updated	Completed	LS
2022/060	18.3.22	Full Council		RESOLVED That at the appropriate time a letter be written to Her Majesty The Queen on behalf of the Community Council congratulating her on her Platinum Jubilee.		Completed	LS
2022/061	18.3.22	Full Council		2022/061 Leasing a van for the use of the maintenance team. RESOLVED For the Clerk to obtain quotations for an electric van to the specification described in the report contained in appendix 12 presented to this meeting. For the quotations be presented to the next meeting of Council.	Order placed, delivery expected October 2022. Need to arrange charging points.	Completed	LS

2022/062	18.3.22	Full Council		2022/061 Membership of One Voice Wales RESOLVED To renew the Council's membership of One Voice Wales at a cost of £1,348 in April 2022.	Check	Completed	LS
2022/063	18.3.22	Full Council		2022/063 Commission of tree survey RESOLVED That the Clerk carry out an exercise to identify where there are trees on the Community Council's land and to arrange for a tree survey to take place up to a maximum cost of £500			LS
2022/066	18.3.22	Full Council		2022/066 Grant application 'The Wimbles' RESOLVED For the Council to approach 'The Wimbles' to enquire whether they would allow the Council to purchase the item and to then gift it to them. If so then the items to be purchased up to a value of £1,500 plus VAT subject to the receipt of the appropriate financial and other information required on the Council's grant form, and subject to the Clerk's satisfaction that all matters are in order.	HOLD on the instruction of the Wimbles.		LS
2022/066	18.3.22	Full Council		2022/066 Grant application 'The Wimbles' RESOLVED For the Clerk to check whether the items/project is in scope for CIL and if so to allocate from CIL funds and to add to the appropriate CIL lists.	Emailed LL 10.11.22		LS
2202/068	18.3.22	Full Council		2022/068 To employ additional maintenance cover on a temporary basis. RESOLVED To employ a temporary maintenance person to take the total number of available working hours to circa 55 hours per week and for the details of the work-mix between employees and recruitment matters to be delegated to the Clerk.	Note: This action has been held pending the expected return to work of the second permanent maintenance person. - Action abandoned following return to work of perm employee.	completed	LS
2022/089	22.4.22	Full council	HR	RESOLVED HR RECOMMENDED The AGM of the Council be arranged for 12th May 2022 and at that meeting, a recruitment panel comprising 3 Councillors and an officer be appointed for this matter with delegated powers to carry out a selection and interview process to identify a suitable candidate. That interviews be held on 18th May 2022. That the recommendations of the recruitment panel regarding making an appointment be presented to Full Council during the Full council meeting to be held on 19th May 2022.	Apponitment made	Completed	LS
2022/089	22.4.22	Full council	HR	RESOLVED HR2022/007 NJC 2021/22 pay award RECOMMENDED That the proposals in appendix 3 presented to this committee be adopted. • That from April 2022 Clerk's salary level be increased to the 2021 negotiated rate for SPC26 as per contractual obligations. (1.75% increase) That appropriate back pay be paid to the Clerk for the period 1st April 2021 to 31st March 2022 to take into account the difference between the salary paid and the negotiated 2021 NJC settlement. • That from April 2022 the Office Admin Assistant's salary level be increased to the 2021 negotiated rate for SPC16 as per contractual obligations.(With the enhanced rate achievable upon completion of a training and achievement plan set to the appropriate SPC24 rate). • That appropriate back pay be paid to the Office Admin Assistant for the period 9th December 2021 to 31st March 2022 pro-rate to take into account the difference between the salary paid and the negotiated 2021 NJC settlement.		Completed	LS

2022/089	22.4.22	Full Council	HR	RESOLVED To extend the permanent contract of Paul Beach to the hours set out in appendix 4a presented to this committee and to adopt the minor alterations in wording contained in that document.	To be signed	Completed	LS
2022/089	22.4.22	Full Council	HR	RESOLVED To increase the rate of pay for maintenance staff as stated in 'option 2' contained in the confidential paper presented to council (Appendix 12a). Establishing a 13.37% differential from a nationally recognised benchmark for future pay awards.		Completed	LS
2022/083	22.4.22	Full Council		2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project. RESOLVED To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.	In progress. Design completed and submitted to RCTCBC SuDs and Welsh Water in June 22		LS
2022/084	22.4.22	Full Council		2022/084 Building condition survey for Bryncae Community Centre as part of the Council's CAT process. RESOLVED To approve the spend of up to £5,000 to arrange such building and other surveys as necessary as part of the CAT process and for the Clerk to make applications to RCTCBC's CAT fund in order to recover the costs in due course.	Shared with BCC working group members.	Completed	LS
2022/098	20.5.22	Full council		To be altered - Minute 2022/090 Welcome and Apologies. Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.			LS
2022/101	20.5.22	Full council		desk		completed	LS
2022/102	20.5.22	Full council		2022/102 Process regarding Co-option to Council. RESOLVED To publish an advertisement containing the relevant details similar to appendix 7 submitted to the meeting. To request that applicants submit an application form and covering letter and that they may be required to attend an interview at the Council meeting on 16th June 2022. Deadline for applications 9th June 2022. The vote to take place on a majority vote basis with elimination of the candidate with the least number of votes.		completed	
2022/103	22.5.22	Full council		2022/103 Clerk Credit Card limit. RESOLVED To raise the monthly limit on the Clerk's credit card to £2000 and to retain the £500 transaction limit.		completed	
2022/104	22.5.22	Full council		2022/104 Council's electricity contract RESOLVED To enter into a 36 month electricity supply contract with SSE, details shown in appendix 9 presented to the meeting.		completed	
2022/108	22.5.22	Full council		2022/108 RCTCBC CIL meeting RESOLVED For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.			

2022/106	22.5.22	Full council		<p>2022/106 Draft lease of Bryncae Community Centre and statutory inspection and repair arrangements.</p> <p>RESOLVED</p> <p>For the Clerk to write to RCTCBC officers on the following matters:</p> <p>That's the Community Council requests that it be formally recognised in writing that the decision regarding future rent-free periods will not be linked to commitments to deliver capital spend and that a variety of other factors will be considered including quantifiable social values (which the Community Council would like to jointly assess on an annual basis) and the overall success of the centre.</p> <p>That the Community Council requests sight of the tool to quantify social value.</p> <p>That the Community Council request the rent values for all other halls subject to a CAT within RCT during the past 3 years and for any others having taken place in the Llanharan Community Council area regardless of timeframe. Furthermore, that RCTCBC provide the calculation/rationale upon which this rent was calculated.</p>	<p>Written to but no response received. Have nudged June 22</p> <p>Response received Aug 22. The working group to meet prior to next FC meeting to consider options.</p>	Completed	
2022/106	22.5.22	Full council		<p>RESOLVED</p> <p>That the Clerk draws up a memorandum of understanding with RCTCBC corporate estates outlining which elements of statutory compliance and/or building maintenance would be covered and over what period. The memorandum of understanding to cover statutory items only and to exclude general maintenance and repairs. This to be presented to a future Council meeting for resolution.</p>	<p>Written to but no response received. Have nudged June 22. Nudged 12.8.22 RCT have stated they are happy to do so following the signing of the lease.</p>		
2022/118	24.5.22	Full council		<p>2022/118 Planning application "21/1557/13 Residential development comprising up to 138 Dwellings..., Land at Brynna Road".</p> <p>RESOLVED</p> <p>For the Clerk to write to RCTCBC to issue the Community Council's formal objections to the application. The letter to detail the specific material reasons for the objection as expressed by members during the meeting.</p>		completed	
2022/119	24.5.22	Full council		<p>2022/119 Planning application "19/1258/16 Reserved Matters application for new primary school and associated infrastructure submitted pursuant to outline (hybrid) planning permission 10/0845/34".</p> <p>RESOLVED</p> <p>For the Clerk to write to RCTCBC to provide the Community Council's formal comments regarding the application as expressed following the previous application and as expressed by members during the meeting.</p>		completed	
2022/120	24.5.22	Full council		<p>2022/120 Renewal of the Council's insurance policy</p> <p>RESOLVED</p>		completed	
2022/136	17.6.22	Full council		<p>2022/136 Fireworks display 2022</p> <p>RESOLVED</p> <p>The Clerk to obtain expressions of interest from candidate sites to host the 2022 fireworks display and to prepare a paper to allow Council to consider a venue at the next meeting of Council.</p> <p>RESOLVED</p> <p>The Clerk to obtain quotations (to include the option for 'quiet' fireworks) for the holding of the 2022 fireworks display event.</p>		Completed	
2022/137	17.6.22	Full council	FC	<p>2022/137 Festive lights 2022</p> <p>RESOLVED</p> <p>That the Councillors sitting on the Community Engagement Working Group (Cllrs Evans, Parker and Thomas) select motifs to a maximum value of £4000 per annum.</p> <p>This group to report its recommendations to the Audit Committee which shall be given delegated authority to place orders only to the value of £4000 per annum for 3 years with a contingency of 10%</p>	<p>in progress. Extra funds granted by FC</p>	Completed	

2022/138	17.6.22	Full council	FC	2022/138 Terms of Reference for Community Engagement Working Group RESOLVED That the working group be made up of 3 councillors, councillor David Evans, Chris Parker and Will Thomas as previously resolved and unlimited members of the public be invited to attend. The terms of reference for the working group to be deferred to a future meeting of Council.			
2022/139	17.6.22	Full council	FC	2022/139 Hybrid meetings RESOLVED To trial Hybrid meetings for Full council for the July 2022 meeting. That Llanharan OAP hall be trialled as a venue. Should the trial be successful that the Council block books each third Thursday of the month for 2 hours per meeting at a cost of £20 per meeting (£10/hour) or £220 per year. That the council trials a 'meeting owl' camera and speaker system and to purchase at a cost of up to £990 if trial successful. To purchase a TV and stand at a cost of up to £350		Completed	
20+157:15922/147	22.7.2022	Full council	FC	2022/147 LCDP Presentation and payment of grant. RESOLVED To approve the payment of the first of two instalments of the 2022/23 grant. This payment of £12,500 approved.		Completed	
2022/153	22.7.2022	Full council	FC	2022/153 Community Council's school Governor representative for Brynnau Primary School. RESOLVED To nominate Cllr Joanne Miller as the Council's representative and for the Clerk to inform the appropriate RCT officer		Completed	
2022/155	22.7.2022	Full council	ORA	2022/155 Recommendations of ORA Committee, Thursday 9th June 2022 RESOLVED ORA2022/023 Alternative arrangements for the commissioning of carvings for Brynna Woods. That the Clerk approach 'Wildboar carvings' and other artists to seek alternatives to Chris Woods to provide carvings for Brynna Woods.	Clerk to find notes regarding the meeting and resend them to Chris Woods. Chris Woods has provided a price list. To be presented to ORA. Order now placed and project in progress.	Completed	
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/024 Japanese knotweed in the community. That members of the Community Council maintenance team attend training in the management of Japanese knotweed so that they are licenced to deal with Japanese knotweed on Community Council land. The Clerk to enquire with RCT regarding availability, scope and cost of such training.	Contacted both RCT and Bridgend college in June. Bridgend college have responded with costs. Awaiting response from RCT nudged 12.8.22		
2022/155	22.7.2022	Full council	ORA	RESOLVED That the Community Council identify where outbreaks are on RCTCBC land and take ownership of engaging RCTCBC to manage the outbreaks themselves. (Note: if the Community Council staff are able to become trained and competent in the management of Japanese knotweed it is possible that the Community Council could attempt to negotiate a service level agreement (SLA) to manage outbreaks on RCT's behalf, if desired by the Council it is recommended that this potential proposal be deferred until some future date).	Contacted both RCT in June, Awaiting responses.		
2022/155	22.7.2022	Full council	ORA	RESOLVED Whilst the Community Council cannot charge the public for services at this time, if its staff are to become trained and competent it could offer a 'without prejudice' advisory service to the public where Japanese knotweed appears on private land. And/or keep a list of contractors who may be able to assist private landowners.			

2022/155	22.7.2022	Full council	ORA	RESOLVED The Clerk to contact RCTCBC and Bridgend College to enquire on training RE Japanese knotweed for maintenance staff.	Contacted both RCT and Bridgend college in June. Bridgend college have responded with costs. Awaiting response from RCT nudged 12.8.22. costs now recieved from BridgendCole ORA to be updated at the next meeting.		
2022/155	22.7.2022	Full council	ORA	RESOLVED The Clerk to obtain leaflets and/or factsheets to keep at the Council office for members of the public.			
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/025 Area of ground near the bench adjacent to the Haran roofing building. That the Clerk contact RCTCBC highways to enquire whether they own the land.	Send email TE 11.8.22. Area appears to be unregistered. RCT report it could be considered highway and if so they have no objection. To be added to next ORA agenda.		
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/027 RCT 'Action for nature website'. That Councillor Mark Steer be proposed as the Community Council's official liaison to the website.	Clerk to ask Cllr Steer to inform website accordingly.	Completed	
2022/155	22.7.2022	Full council	ORA	RESOLVED ORA2022/028 Lighting of fires on allotment plots. That the Clerk contacts plot-holders to trial the allowance of fires at any time of day during the months of November through to and including February. Fires to be prohibited at any other time. The trial to be undertaken on a voluntary basis with the consent of plot-holders with no changes to the tenancy agreements at this time. That the Clerk post notices to remind plot holders at the appropriate time of year to remind them that regardless of what material is burned on fires, they must not cause a nuisance to local residents	Trial in place. Physical Notices and social media posts completed.	Completed	
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/036 Regarding the Welfare ground floodlights project (LCC 19/01) The Clerk to obtain updated quotes from LRGT showing revised total project costs. Should the total exceed that already granted then the matter be brought back to Council to be re-examined. For any further payments towards the project to be suspended until the revised project costs are provided and resolved by Council if necessary.	Clerk to make LRGT aware.	Completed	
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/036 LRGT to provide evidence that planning permission is NOT required for the replacement floodlights via a Lawful Development Certificate. Or if planning permission is required, to provide evidence that the permission is in place. For any further payments towards the project to be suspended until one or other document is provided.	Clerk to make LRGT aware.	Completed	
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/038 Youth shelters. That a project for the provision of youth shelters be added to the CIL123 list and Active Project lists and that the Clerk and Chair of the CIL Committee make further investigations into feasibility, cost etc... and present a comprehensive paper for the consideration of the committee at a future date.	Contacted LCDP to engage on consultation process. 11.8.22. Met on 8/9/22 with LCDP. Cllr Turner to progress.		
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/039 Location signage for Bryncae Football pitch. The Clerk to obtain a quotation and permissions to place a post and sign in a suitable location to direct the public to Bryncae football pitch.			
2022/156	22.7.2022	Full council	CIL	RESOLVED CIL2022/041 Increase in grant amount for LCC21/19 Dugouts at Welfare ground. That the grant amount be increased from £2700 to £4550 to allow the purchase and installation of manufactured dugouts. The grant to be paid upon receipt of evidence that planning permission is NOT required for the replacement floodlights via a Lawful Development Certificate. Or if planning permission is required, to provide evidence that the permission is in place.	Clerk to make LRGT aware.	Completed	

2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Bryncae FC the amount of £500 for the reasons specified in the application (broadly, general running costs).		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant LCDP the amount of £2000 for the reasons specified in the application.(Playday community event on 3rd August 2022).		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Llanharan FC the amount of £900 for the reasons specified in the application (broadly, general running costs and expansion of teams)		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Llanharan Rainbow Guides the amount of £400 for the reasons specified in the application. (Membership fees and for bulbs and flowers at war memorial and near the church hall)		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Llanharan Horticultural Society the amount of £1200 for the reasons specified in the application. (General running costs and the hire of a van). Or the amount of £950 if it can be arranged that the Community Council van be made available to avoid the hire of a van.		Completed	
2022/157	22.7.2022	Full council	Audit	RESOLVED To grant Brynna FC the amount of £708 for the reasons specified in the application. (broadly, general running costs). The Clerk to clarify whether CIL could be used for the repairs to the dugouts and if so to inform the club of the CIL grant application process	Clerk still awaiting clarity from RCTCBC on CIL status. Chased Sept 22		
2022/158	22.7.2022	Full council	FC	0022/158 'Lamp post' poppies RESOLVED To purchase large lamp-post poppies to replace those that are damaged and worn to a value of £210		Completed	
2022/159	22.7.2022	Full council	FC	2022/159 Community Council 2022 Christmas lunches RESOLVED To request that LCDP to make the necessary arrangements to proceed with arrangements for the 2022 Christmas lunches based on a price of £23/head.	Contacted July 2022.	Completed	
2022/161	22.7.2022	Full council	FC	2022/161 Extending the Pantry opening hours during the school holidays RESOLVED To expand 'the Pantry' to include Wednesday mornings (as well as the current Saturday mornings) during the period of the Summer holidays. That volunteers are sourced to staff the pantry where possible during the extra opening hours, but that Council officers are used to oversee, and to staff the pantry if necessary, during these times		Completed	
2022/180	30.9.2022	Full council	Audit	2022/181 Recommendations of the Audit Committee held on Tuesday 27th September 2022. RESOLVED To increase 'foodbank' budget by making a virement from general reserves of £3352 but source food at discounted cost to realise overall savings (Officers of the Council already perform this task for 'The Pantry').	Alter Rialtos to show amended budget.	Completed	LP
2022/180	30.9.2022	Full Council	Audit	RESOLVED To defer the consideration of the revised draft financial resolutions to the next meeting of council.		Completed	LS

2022/180	30.9.2022	Full council	Audit	<p>RESOLVED Regarding quotations received for the fitting and removal of Christmas lights, that the Clerk clarify with both vendors what level of after-fitting service is provided as part of their quotations, including response times to rectify faults and any extra costs.</p> <p>RESOLVED Regarding quotations received for the fitting and removal of Christmas lights that The Clerk approach LML Electrics and offer the opportunity to requote.</p>	Emails sent and responses received. Presented to Oct 22 Council meeting.	Completed	LS
2022/182	30.9.2022	Full Council	FC	<p>2022/182 Purchase of a replacement laptop and a tablet</p> <p>RESOLVED For the Clerk to purchase a replacement laptop, and a tablet or other device to facilitate the running of hybrid meetings up to a budget of £1500.</p>	Specification of equipment to be obtained and order placed.		LS
2022/183	30.9.2022	Full council	ORA	<p>2022/183 Recommendations of the ORA Committee held on 16th August 2022.</p> <p>RESOLVED The Clerk to write to RCT planning department to investigate whether the planning consent for the menage has been fully satisfied with regards to the public rights of way affected and to RCT rights of way to enquire whether enforcement action is planned regarding the reopening of PSM32/1.</p>	Examination of planning consent shows that the diversion of the paths was not a condition of planning. But rather was contained in advice to the applicant. Have emailed Jason Bragg to enquire on intention to take enforcement action.	Completed	LS
2022/183	30.9.2022	Full Council	ORA	<p>RESOLVED That in principle a policy be adopted that trees will be addressed should they overshadow plots, however each case will be assessed on its merits with near-neighbours and others consulted.</p>	Investigate PE plot		LS
2022/183	30.9.2022	Full council	ORA	<p>RESOLVED That the Clerk refer to the Environment(Wales) Act 2016 – Section 6, Biodiversity duty when preparing the Council's draft strategic action plan, and that the Council's actions with regards to Japanese knotweed, funding of the Wildlife trust and other actions are included as examples of compliance with the duty</p>	Write the action plan.		LS
2022/184	30.9.2022	Full Council	CIL	<p>2022/184 Recommendations of the CIL Committee held on 7th September 2022.</p> <p>RESOLVED Regarding the Welfare ground floodlights project (LCC 19/01), The Clerk to obtain final clarification on whether LRGT wishes to end the funding of the project from the Community Council CIL funds or intends to proceed subject to the resolutions passed by council regarding obtaining a LDC or planning permission and the obtaining of updated quotations.</p>	Response to be reported to Oct 22 Council meeting.	Completed	LS
2022/184	30.9.2022	Full council	CIL	<p>RESOLVED That the CIL application received from Llanharan OAP association regarding refurbishment of their hall be approved in principle with a budgeted spend of £60,000 allocated. That the VAT arrangements be clarified given the VAT status of the association and this reported to council for final approval prior to any monies being released. For the Clerk to advise the Association of any external funding opportunities available.</p>	<p>Amend lists.</p> <p>Investigate VAT status.</p>		LS
2022/185	30.9.2022	Full Council	FC	<p>2022/185 Community Council's school Governor representative for Brynnau Primary School.</p> <p>RESOLVED To nominate Cllr Parmindra Pannu as the Council's representative, replacing Cllr Joanne Miller and for the Clerk to inform the appropriate RCT officer.</p>	The Clerk to write to Anelli.	Completed	LS

2022/187	30.9.2022	Full council	FC	2022/187 Planning RESOLVED For the Clerk to write to RCT planning department to object to application,'22/0954/10 Conservatory to front elevation. 15 Bryn Eglwys, Llanharan, Pontyclun, CF72 9PE' on the material grounds that the proposal would be out of character with the local area.		Completed	LS
2022/219	1.10.2022	Full council	FC	2022/219 CIL funding for appropriate sculptures at Brynna Woods. RESOLVED To approve a spend of up to £18,000 of CIL funds (and for the project to be added to the CIL 123 list and Active Project list) for the commissioning of decorative sculptures and art works for Brynna Woods.			
2022/219	1.10.2022	Full council	FC	RESOLVED To delegate authority for operational decision making and spend up to the value of the budget to the Clerk, working in consultation with a working group made up of the following Councillors: Chris Parker. Helen Donnan. Mark Steer. David Evans. Neil Feist		completed	
2022/219	1.10.2022	Full council	FC	RESOLVED The Clerk to enquire whether the Council's existing insurance arrangements would cover the finished assets and to what extent, or whether alternative insurance could be arranged			
2022/200	21.10.2022	Full council	FC	2022/200 Repairs to Red Tractor. RESOLVED To approve a sum of £2306.55 for repairs to the red tractor.			
2022/205	21.10.2022	Full council	FC	2022/205 Contract for supply of electricity for lights on 'Jeff's Lane'. RESOLVED To defer this item to a future meeting.			
2022/208	21.10.2022	Full council	FC	2022/208 Recommendations of Bryncae Community Centre CAT working group held on Monday 17th October 2022 RESOLVED To defer the item to a future meeting.			
2022/227	18.11.2022	Full council	CIL	RESOLVED That the Clerk undertake a fresh public consultation to seek ideas from the community incorporating social media, the Council website and Council noticeboards. For the Clerk to liaise with Cllrs Evans, Thomas and Parker on how best to utilise the Community Engagement Working Group as part of the consultation.			
2022/227	18.11.2022	Full council	CIL	RESOLVED That an exercise to refresh the CIL123 and Active Project lists and to synchronise a CIL fund deferral plan to it to be deferred until after the public consultation has ended.			
2022/227	18.11.2022	Full council	CIL	RESOLVED To amend the Council's policy so that in circumstances where a group is not VAT exempt and is not VAT registered, to allow at the council's discretion a grant to include the VAT element.	Add this and other policy items to application form		
2022/227	18.11.2022	Full council	CIL	RESOLVED For the Clerk to explore the VAT Exemption application process in order to be able to advise community groups where appropriate.	Look at HMRC rules and application process.		
2022/227	18.11.2022	Full council	CIL	RESOLVED That consideration of the application for a CIL grant from Bryncae Football Club be deferred for the applicant to clarify the situation with regards necessity for planning permission. For the applicant to provide 3 quotes for materials and to provide a more accurate assessment of costs. The Clerk to contact the applicant to explain the requirements	Speak to Bryncae FC		

2022/227	18.11.2022	Full council	Audit	RESOLVED That the amount of £3,104.70 be granted from CIL funds for the purposes detailed in the application from Brynna Community Centre and for the CIL123 list and Active project list to be altered accordingly. Note: Having declared a personal and prejudicial interest, Cllr Robert Lewis-Watkin left the meeting for the duration of this item of business.	Inform Brynna CC		
2022/227	18.11.2022	Full council	Audit	RESOLVED That the grant application from Brynawel House alcohol and drug rehabilitation centre be rejected on the grounds that the applicant is outside of the Community Council area and has not demonstrated adequate benefit to the residents of the Llanharan Community Council area. But for the Clerk to advise that the Community Council is exploring options for potential assistance from other sources.	Inform Brynawel house.		
2022/228	18.11.2022	Full council	Audit	RESOLVED To appoint Kerry-Leigh Grabham of KLG Services as the Council's internal auditor for the remainder of 2022/23 for the costs detailed in the paper presented and for the Clerk to arrange an interim audit as soon as possible	Lisa to arrange with Kerry.		
2022/230	18.11.2022	Full council	FC	RESOLVED For a working group to be established to recommend a draft contract for the holding of the event to Council.	Paper for location Paper for contract / working group		
2022/232	18.11.2022	Full council	FC	2022/232 King's coronation in summer 2023 RESOLVED To approve the holding of events to celebrate the King's Coronation on or around Saturday May 6th, 2023 with approval for a budget of £5,000. This amount to be vired general reserves for 2022/23 financial year. RESOLVED For arrangements for the day-to-day governance and delegation of the spend of the approved budget to be deferred to a future meeting.	Nudge to Councillors to arrange		
2022/233	18.11.2022	Full council	FC	2022/233 Support for setup of community garden RESOLVED To provide the local group with a total of 48 hours of maintenance staff assistance to assist in the setup of the community garden project, as per the details provided in the paper presented.	inform LCDP		
2022/238	18.11.2022	Full council	CIL	2022/238 Meadow Rise encroachments RESOLVED The Clerk to write to all affected householders regarding the matter. Subject to advice from the Council's solicitor that this action would not be prejudicial to any future legal proceedings.	Written to Solicitor 1.12.22 to instruct to prepare a draft letter.		
2022/243	18.11.2022	Full council	CIL	2022/243 Grant application from Ynysmaerdy Community Centre RESOLVED To grant the funds requested. From CIL funds if applicable or from general grant funds otherwise. The Clerk to confirm CIL eligibility.			

Current and Premium Bank A/c

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2022	Green Acres Contracting	BACS	192.00	CP	651
01/11/2022	Riverlea	BACS	1,610.14	CP	580800
01/11/2022	FareShare Cymru	BACS	195.00	CP	1020
03/11/2022	ARVAL	DDR	1,501.74	DDR	RI0009693846
04/11/2022	Leigh Smith	BACS	725.96	116713024	Leigh Smith
04/11/2022	Barclays Bank	DIRECT	29.48		13SEP/12OCT
07/11/2022	SSE Electric	BACS	4.64	CP	291886931/0014
07/11/2022	SSE Electric	BACS	8.67	CP	241887734/0014
07/11/2022	RCT	BACS	684.00	CP	328759803
08/11/2022	Tesco Mobile phones x 3	DDR	25.00	CP	134154918939
11/11/2022	NBB Outdoors	BACS	1,674.00	CP	3552549
11/11/2022	Llanharan Community Develop Pr	BACS	7,981.45	CP	7981.45
15/11/2022	ARVAL	DDR	1,001.16		RI0009728348
15/11/2022	Public Sector Deposit Fund	Part 1	50,000.00		Apr-Sept22 CIL part 1
15/11/2022	Barclaycard	Partpay1	242.39		Partpay1 Nov22
17/11/2022	Barclaycard	Partpay2	314.74		Partpay2 Nov22
17/11/2022	Public Sector Deposit Fund	Part2	50,000.00		Apr-Sept22 part2 CIL
18/11/2022	Gallagher	BACS	386.90	CP	516528120
18/11/2022	Public Sector Deposit Fund	Part 3	50,000.00		Apr-Sept22 Part3
21/11/2022	K Lee Wah	BACS	240.00	CP	181122
21/11/2022	Public Sector Deposit Fund	Part4	50,000.00		Apr-Sept22part4 CIL
22/11/2022	Corner Shop	BACS	5.97	CP	65
22/11/2022	Public Sector Deposit Fund	Part5	50,000.00		Apr-Sept22 Part5 CIL
23/11/2022	Mossfords	BACS	4,391.00	CP	2023LinWMMain
23/11/2022	Brynna Cleaning	BACS	192.00	CP	392
28/11/2022	Forest park & Garden	BACS	48.00	CP	SI-114830
28/11/2022	Pencoed Travel	BACS	110.00	CP	20594
28/11/2022	RCT Pension Payment	BACS	1,660.65	CP	Pension Nov22 Remit
28/11/2022	MP	BACS	11.70	CP	Nov22 Mileage
28/11/2022	STAFF SALARIES	BACS	5,312.61	CP	STAFF SALARIES
28/11/2022	Barclaycard	Nov22	2,310.95		Nov22 DDR

Total Payments 280,860.15

List of Payments made between 29/10/2022 and 28/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2022	ALDI	CREDITCARD	197.93	PB	Pantry 041122
04/11/2022	ALDI	CREDITCARD	-24.99	PB	Pantry 041122
09/11/2022	Forest park & Garden	CREDITCARD	31.23	PB	SI-114459
11/11/2022	ALDI	CREDITCARD	242.39	PB	Pantry 11/11
23/11/2022	ASDA	CREDITCARD	276.58	LS	011022 Pantry
28/11/2022	Newport City Supplies	CREDITCARD	522.00	LP	161122
28/11/2022	The Poppy Shop	CREDITCARD	42.49	LS	12001365338
28/11/2022	ALDI	CREDITCARD	314.74	LS	Pantry 15/11
28/11/2022	ALDI	CREDITCARD	248.78	LS	Pantry 01/11
28/11/2022	Post Office Ltd	CREDITCARD	15.20	LS	1-563746
28/11/2022	ALDI	CREDITCARD	349.26	LS	Pantry 08/11
28/11/2022	Amazon	CREDITCARD	17.98	LS	GB-412398115-2022-181408
28/11/2022	ZOOM	CREDITCARD	11.99	LS	INV175225117
28/11/2022	Amazon	CREDITCARD	29.94	LS	GB2761WKWAEUI
28/11/2022	ADOBE	CREDITCARD	15.17	LS	IEN2022051616972
28/11/2022	ALDI	CREDITCARD	446.16	LS	Pantry 211022
28/11/2022	ALDI	CREDITCARD	204.33	LS	Pantry 281022
28/11/2022	Microsoft	CREDITCARD	108.00	LS	E0200KQMB7
28/11/2022	Microsoft	BACS	54.00	LS	E0200KQYUU
28/11/2022	The Works	CREDITCARD	6.00	LS	The Works
28/11/2022	Llanharan Service Station	CREDITCARD	8.50	MP	22111501020039
Total Payments			<u>3,117.68</u>		

Detailed Income & Expenditure by Budget Heading 14/12/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	243,094	243,094	0			100.0%	
1090 PSDF Re-invested dividend	2,806	80	(2,726)			3508.0%	
1100 Agency Income	(1,330)	1,330	2,660			(100.0%)	
1900 Employment Allowance Income	0	4,000	4,000			0.0%	
1990 Other Income	1,181	150	(1,031)			787.5%	
Income :- Income	<u>245,752</u>	<u>248,654</u>	<u>2,902</u>			<u>98.8%</u>	<u>0</u>
Net Income	<u>245,752</u>	<u>248,654</u>	<u>2,902</u>				
<u>200 Administration</u>							
4000 Staff Salaries & Wages (Net)	39,207	56,092	16,885		16,885	69.9%	
4005 Employer & Employee Pension	12,136	20,173	8,037		8,037	60.2%	
4010 Employer & Employee NI & Tax	2,760	19,307	16,547		16,547	14.3%	
4055 Mileage & Subsistence	128	100	(28)		(28)	127.9%	
4057 HR Expenditure	313	0	(313)		(313)	0.0%	
4060 Council Tax	2,247	2,400	153		153	93.6%	
4065 Office Rent	2,625	3,500	875		875	75.0%	
4070 IT Costs (Office 365)Web Site	2,956	7,246	4,290		4,290	40.8%	
4075 Telephone & Broadband	616	1,400	784		784	44.0%	
4080 Electric (office)	382	3,500	3,118		3,118	10.9%	
4085 Water Rates (for Office)	64	350	286		286	18.3%	
4090 Stationery and postage	177	330	153		153	53.7%	
4095 Cleaning Materials	(6)	123	129		129	(4.9%)	
4100 Cleaning Contract	768	1,160	392		392	66.2%	
4105 Office Cap ExpChain of Office	281	0	(281)		(281)	0.0%	
4110 Office Maintenance	618	500	(118)		(118)	123.7%	
4115 Professional and Legal Fees	4,046	3,500	(546)		(546)	115.6%	435
4116 Land Registry Fees	33	60	27		27	55.0%	
4120 Internal Audit Fees	0	475	475		475	0.0%	
4125 External Audit Fees	(1,458)	1,000	2,458		2,458	(145.8%)	
4130 Subscriptions and Memberships	1,368	2,000	632		632	68.4%	
4135 Bank Charges	121	150	29		29	80.7%	
4140 Storage Space Rental	780	180	(600)		(600)	433.3%	
Administration :- Indirect Expenditure	<u>70,163</u>	<u>123,546</u>	<u>53,383</u>	<u>0</u>	<u>53,383</u>	<u>56.8%</u>	<u>435</u>
Net Expenditure	<u>(70,163)</u>	<u>(123,546)</u>	<u>(53,383)</u>				
6000 plus Transfer from EMR	435						
Movement to/(from) Gen Reserve	<u>(69,728)</u>						

Detailed Income & Expenditure by Budget Heading 14/12/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Insurances</u>							
4200 General Insurance	4,277	4,000	(277)		(277)	106.9%	
4205 Vehicle Insurance	914	1,750	836		836	52.2%	
4210 Office Insurance	82	87	5		5	94.2%	
Insurances :- Indirect Expenditure	<u>5,273</u>	<u>5,837</u>	<u>564</u>	<u>0</u>	<u>564</u>	<u>90.3%</u>	<u>0</u>
Net Expenditure	<u>(5,273)</u>	<u>(5,837)</u>	<u>(564)</u>				
<u>240 Staff & Member Training</u>							
4300 Members Training	70	525	455		455	13.3%	
4305 Staff Training	0	1,050	1,050		1,050	0.0%	
Staff & Member Training :- Indirect Expenditure	<u>70</u>	<u>1,575</u>	<u>1,505</u>	<u>0</u>	<u>1,505</u>	<u>4.4%</u>	<u>0</u>
Net Expenditure	<u>(70)</u>	<u>(1,575)</u>	<u>(1,505)</u>				
<u>260 Member's Allowances</u>							
4350 Chair	1,500	1,500	0		0	100.0%	
4355 Special Responsibility	500	500	0		0	100.0%	
4360 Member Allowances	1,950	2,100	150		150	92.9%	
Member's Allowances :- Indirect Expenditure	<u>3,950</u>	<u>4,100</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>96.3%</u>	<u>0</u>
Net Expenditure	<u>(3,950)</u>	<u>(4,100)</u>	<u>(150)</u>				
<u>300 Plant & Equipment</u>							
4400 Plant Purchase / Lease	5,624	7,000	1,376		1,376	80.3%	
4405 Bowser Maintenance	0	400	400		400	0.0%	
4410 Green Mower Maintenance	101	0	(101)		(101)	0.0%	
4415 Red Tractor Maintenance	1,356	1,000	(356)		(356)	135.6%	
4420 Portable & Hand Tools Purchase	39	250	211		211	15.7%	
4425 Portable & Hand Tool Maint	420	400	(20)		(20)	105.0%	
4430 PPE - New & Replacement	35	275	240		240	12.8%	
4435 Plant & Equipment Fuel	2,435	2,500	65		65	97.4%	
Plant & Equipment :- Indirect Expenditure	<u>10,009</u>	<u>11,825</u>	<u>1,816</u>	<u>0</u>	<u>1,816</u>	<u>84.6%</u>	<u>0</u>
Net Expenditure	<u>(10,009)</u>	<u>(11,825)</u>	<u>(1,816)</u>				
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	7,844	7,500	(344)		(344)	104.6%	
4505 Christmas Lights and Trees	27	26,000	25,973		25,973	0.1%	
4510 Public Clocks - Maintenance	0	425	425		425	0.0%	
4515 Notice Boards - Maintenance	0	100	100		100	0.0%	

Detailed Income & Expenditure by Budget Heading 14/12/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4520 Bus shelter - Maintenance	0	100	100		100	0.0%	
4525 Planters - Maintenance	0	100	100		100	0.0%	
4530 Benches & Tables Maintenance	0	100	100		100	0.0%	
Street Furnishings :- Indirect Expenditure	<u>7,871</u>	<u>34,325</u>	<u>26,454</u>	<u>0</u>	<u>26,454</u>	<u>22.9%</u>	<u>0</u>
Net Expenditure	<u>(7,871)</u>	<u>(34,325)</u>	<u>(26,454)</u>				
<u>500 Community Functions</u>							
4600 Christmas Dinners	116	5,500	5,384		5,384	2.1%	
4605 Soup and Carols	0	250	250		250	0.0%	
4610 Firework Display	7,981	7,425	(556)		(556)	107.5%	
4615 Multi Cultural Carnival	5,416	2,500	(2,916)		(2,916)	216.6%	
4620 General Sponsorship	0	1,000	1,000		1,000	0.0%	
Community Functions :- Indirect Expenditure	<u>13,513</u>	<u>16,675</u>	<u>3,162</u>	<u>0</u>	<u>3,162</u>	<u>81.0%</u>	<u>0</u>
Net Expenditure	<u>(13,513)</u>	<u>(16,675)</u>	<u>(3,162)</u>				
<u>550 Grants</u>							
4700 General Grants	5,458	12,500	7,042		7,042	43.7%	
4710 LCDP - SLA	25,000	25,000	0		0	100.0%	
4715 Wild Life Trust - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
4720 Food Bank	4,123	3,500	(623)		(623)	117.8%	
Grants :- Indirect Expenditure	<u>34,581</u>	<u>51,000</u>	<u>16,419</u>	<u>5,000</u>	<u>11,419</u>	<u>77.6%</u>	<u>0</u>
Net Expenditure	<u>(34,581)</u>	<u>(51,000)</u>	<u>(16,419)</u>				
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	43	1,330	1,287		1,287	3.2%	
4805 Skateboard Park - Maintenance	0	100	100		100	0.0%	
4810 Play & O/Spaces Maintenance	130	100	(30)		(30)	130.0%	
4815 General Repair Consumables	0	250	250		250	0.0%	
Outdoor Spaces :- Indirect Expenditure	<u>173</u>	<u>1,780</u>	<u>1,607</u>	<u>0</u>	<u>1,607</u>	<u>9.7%</u>	<u>0</u>
Net Expenditure	<u>(173)</u>	<u>(1,780)</u>	<u>(1,607)</u>				
<u>620 War Memorials</u>							
4850 Maintenance Contract	3,659	0	(3,659)		(3,659)	0.0%	
4855 Other Maintenance	19	100	81		81	19.2%	
War Memorials :- Indirect Expenditure	<u>3,678</u>	<u>100</u>	<u>(3,578)</u>	<u>0</u>	<u>(3,578)</u>	<u>3678.3%</u>	<u>0</u>
Net Expenditure	<u>(3,678)</u>	<u>(100)</u>	<u>3,578</u>				

Detailed Income & Expenditure by Budget Heading 14/12/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	12,908	0	(12,908)			0.0%	12,908
Llanharan Pantry :- Income	<u>12,908</u>	<u>0</u>	<u>(12,908)</u>				<u>12,908</u>
4730 Llanharan Pantry Expenses	9,835	0	(9,835)		(9,835)	0.0%	9,795
Llanharan Pantry :- Indirect Expenditure	<u>9,835</u>	<u>0</u>	<u>(9,835)</u>	<u>0</u>	<u>(9,835)</u>		<u>9,795</u>
Net Income over Expenditure	<u>3,073</u>	<u>0</u>	<u>(3,073)</u>				
6000 plus Transfer from EMR	9,795						
6001 less Transfer to EMR	12,908						
Movement to/(from) Gen Reserve	<u>(40)</u>						
<u>700 Allotments</u>							
1200 Allotment Income	218	2,500	2,282			8.7%	
Allotments :- Income	<u>218</u>	<u>2,500</u>	<u>2,282</u>			<u>8.7%</u>	<u>0</u>
4900 Allotment Lease Costs	17	22	5		5	77.3%	
4901 Allotment Maintenance	255	100	(155)		(155)	255.0%	
4905 Allotment Water	70	350	280		280	20.0%	
Allotments :- Indirect Expenditure	<u>342</u>	<u>472</u>	<u>130</u>	<u>0</u>	<u>130</u>	<u>72.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(124)</u>	<u>2,028</u>	<u>2,152</u>				
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	440,034	0	(440,034)			0.0%	440,034
Community Infrastructure Levy :- Income	<u>440,034</u>	<u>0</u>	<u>(440,034)</u>				<u>440,034</u>
4953 CIL Bus Shelter/Bike Racks	1,470	0	(1,470)		(1,470)	0.0%	1,470
4955 CIL Project 1 Memorial Garden	4,740	0	(4,740)		(4,740)	0.0%	4,740
4959 CIL Defibrillator	7,585	0	(7,585)		(7,585)	0.0%	7,585
4960 CIL British Legion	14,850	0	(14,850)		(14,850)	0.0%	14,850
Community Infrastructure Levy :- Indirect Expenditure	<u>28,645</u>	<u>0</u>	<u>(28,645)</u>	<u>0</u>	<u>(28,645)</u>		<u>28,645</u>
Net Income over Expenditure	<u>411,389</u>	<u>0</u>	<u>(411,389)</u>				
6000 plus Transfer from EMR	28,645						
6001 less Transfer to EMR	440,034						
Movement to/(from) Gen Reserve	<u>0</u>						

Detailed Income & Expenditure by Budget Heading 14/12/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	698,912	251,154	(447,758)			278.3%	
Expenditure	188,103	251,235	63,132	5,000	58,132	76.9%	
Net Income over Expenditure	<u>510,809</u>	<u>(81)</u>	<u>(510,890)</u>				
plus Transfer from EMR	38,875						
less Transfer to EMR	452,942						
Movement to/(from) Gen Reserve	<u>96,742</u>						

Appendix 14

Pantry finance report at 12th December 2022

Balance of funds: £6,364

Total income: £16,123 of which £4,190 cash donations.

Total spend: £9,758 of which £8,942 spent of food.

Average footfall on a Wednesday since 09/11/2022: 17

Average footfall on a Saturday since 09/11/2022: 24

Catherine Kennedy
Llanharan Community Council
2a Chapel Road
Llanharan
Pontyclun
CF72 9QA

Fy Nghyf/My Ref:
22/1420/10

EichCyf/Your Ref:

Dyddiad/Date: 07/12/2022

Gofynnwch am/Please ask for: Amy Marshall
01443 281130

DATBLYGIAD Single storey porch extension to front.
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : 15 BRYN EGLWYS, LLANHARAN, PONTYCLUN,
CF72 9PE
CYF GRID/GRID REF: 300140, 183229

DEDDF CYNLLUNIO GWLAD A THREF 1990 / GORCHYMYN CYNLLUNIO GWLAD A THREF (GWEITHDREFN RHEOLI DATBLYGU) (CYMRU) 2012 **TOWN AND COUNTRY PLANNING ACT 1990 / TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (WALES) ORDER 2012**

Annwyl Sir/Madam

Dear Sir/Madam

Mae manylion cais cynllunio a ddaeth i law Cyngor Bwrdeistref Sirol Rhondda Cynon Taf, mewn perthynas â'r cais uchod, wedi'u hamgáu. Gofynnaf am eich sylwadau.

I enclose details of a planning application received by Rhondda Cynon Taf County Borough Council, in respect of the above proposal, and request your observations.

I weld cynlluniau ac ati ar gyfer y cais uchod ar-lein, ewch i www.rctcbc.gov.uk/planning a chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above application online at www.rctcbc.gov.uk/planning

Os nad ydw i'n clywed gennych chi o fewn 21 diwrnod o ddyddiad y llythyr hwn, byddaf yn tybio nad ydych am gyflwyno sylwadau.

I will assume you have no comments to make if I do not hear from you within 21 days of the date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



Jim Bailey
Pennaeth Cynllunio / Head of Planning

Catherine Kennedy
Llanharan Community Council
2a Chapel Road
Llanharan
Pontyclun
CF72 9QA

Fy Nghyf/My Ref:
22/1372/10

EichCyf/Your Ref:

Dyddiad/Date: 01/12/2022

Gofynnwch am/Please ask for: Giles Howard
01443 281130

DATBLYGIAD Proposed Office Building
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : PENCOED TECHNOLOGY PARK, FELINDRE
MEADOWS, LLANHARAN, PENCOED, CF35 5PZ
CYF GRID/GRID REF: 297009.045422107, 180852.310819763

DEDDF CYNLLUNIO GWLAD A THREF 1990 / GORCHYMYN CYNLLUNIO GWLAD A THREF (GWEITHDREFN RHEOLI DATBLYGU) (CYMRU) 2012 **TOWN AND COUNTRY PLANNING ACT 1990 / TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (WALES) ORDER 2012**

Annwyl Sir/Madam

Dear Sir/Madam

Mae manylion cais cynllunio a ddaeth i law Cyngor Bwrdeistref Sirol Rhondda Cynon Taf, mewn perthynas â'r cais uchod, wedi'u hamgáu. Gofynnaf am eich sylwadau.

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I will assume you have no comments to make if I do not hear from you within 21 days of the date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



Jim Bailey
Pennaeth Cynllunio / Head of Planning

Catherine Kennedy
Llanharan Community Council
2a Chapel Road
Llanharan
Pontyclun
CF72 9QA

Fy Nghyf/My Ref:
22/1404/01

EichCyf/Your Ref:

Dyddiad/Date: 01/12/2022

Gofynnwch am/Please ask for: Laura Heron
01443 281130

DATBLYGIAD Flex face sign, window graphic, and totem sign.
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : PLOT A, LAND ADJACENT TO FELINDRE
MEADOWS, LLANHARAN, PENCOED
CYF GRID/GRID REF: 297284.73, 180859.92

**DEDDF CYNLLUNIO GWLAD A THREF
1990 / GORCHYMYN CYNLLUNIO GWLAD
A THREF (GWEITHDREFN RHEOLI
DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT
1990 / TOWN AND COUNTRY PLANNING
(DEVELOPMENT MANAGEMENT
PROCEDURE) (WALES) ORDER 2012**

Annwyl Sir/Madam

Dear Sir/Madam

Mae manylion cais cynllunio a ddaeth i law
Cyngor Bwrdeistref Sirol Rhondda Cynon
Taf, mewn perthynas â'r cais uchod, wedi'u
hamgáu. Gofynnaf am eich sylwadau.

I enclose details of a planning application
received by Rhondda Cynon Taf County
Borough Council, in respect of the above
proposal, and request your observations.

I weld cynlluniau ac ati ar gyfer y cais uchod
ar-lein, ewch i www.rctcbc.gov.uk/planning a
chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above
application online at
www.rctcbc.gov.uk/planning

Os nad ydw i'n clywed gennych chi o fewn 21
diwrnod o ddyddiad y llythyr hwn, byddaf yn
tybio nad ydych am gyflwyno sylwadau.

I will assume you have no comments to make
if I do not hear from you within 21 days of the
date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



Jim Bailey
Pennaeth Cynllunio / Head of Planning

Catherine Kennedy
Llanharan Community Council
2a Chapel Road
Llanharan
Pontyclun
CF72 9QA

Fy Nghyf/My Ref:
22/1331/10

EichCyf/Your Ref:

Dyddiad/Date: 24/11/2022

Gofynnwch am/Please ask for: Huw Boaler

DATBLYGIAD Two storey side estension, off road parking
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : 173 MEADOW RISE, BRYNNA, PONTYCLUN,
CF72 9TJ
CYF GRID/GRID REF: 299560, 183568

DEDDF CYNLLUNIO GWLAD A THREF 1990 / GORCHYMYN CYNLLUNIO GWLAD A THREF (GWEITHDREFN RHEOLI DATBLYGU) (CYMRU) 2012 **TOWN AND COUNTRY PLANNING ACT 1990 / TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (WALES) ORDER 2012**

Annwyl Sir/Madam

Dear Sir/Madam

Mae manylion cais cynllunio a ddaeth i law Cyngor Bwrdeistref Sirol Rhondda Cynon Taf, mewn perthynas â'r cais uchod, wedi'u hamgáu. Gofynnaf am eich sylwadau.

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Yr eiddoch yn gywir / Yours faithfully,



Jim Bailey
Pennaeth Cynllunio / Head of Planning

Catherine Kennedy
Llanharan Community Council
2a Chapel Road
Llanharan
Pontyclun
CF72 9QA

Fy Nghyf/My Ref:
22/1165/10

EichCyf/Your Ref:

Dyddiad/Date: 24/11/2022

Gofynnwch am/Please ask for: Laura Heron
01443 281130

DATBLYGIAD

Two storey side extension.

ARFAETHEDIG/PROPOSAL:

LLEOLIAD/LOCATION : 81 MEADOW RISE, BRYNNA, PONTYCLUN, CF72
9TE

CYF GRID/GRID REF: 299276, 183498

**DEDDF CYNLLUNIO GWLAD A THREF
1990 / GORCHYMYN CYNLLUNIO GWLAD
A THREF (GWEITHDREFN RHEOLI
DATBLYGU) (CYMRU) 2012**

**TOWN AND COUNTRY PLANNING ACT
1990 / TOWN AND COUNTRY PLANNING
(DEVELOPMENT MANAGEMENT
PROCEDURE) (WALES) ORDER 2012**

Annwyl Sir/Madam

Dear Sir/Madam

Mae manylion cais cynllunio a ddaeth i law
Cyngor Bwrdeistref Sirol Rhondda Cynon
Taf, mewn perthynas â'r cais uchod, wedi'u
hamgáu. Gofynnaf am eich sylwadau.

I enclose details of a planning application
received by Rhondda Cynon Taf County
Borough Council, in respect of the above
proposal, and request your observations.

I weld cynlluniau ac ati ar gyfer y cais uchod
ar-lein, ewch i www.rctcbc.gov.uk/planning a
chlicio ar 'Cymraeg' ar frig y dudalen.

Please view plans etc for the above
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diwrnod o ddyddiad y llythyr hwn, byddaf yn
tybio nad ydych am gyflwyno sylwadau.

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date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



Jim Bailey
Pennaeth Cynllunio / Head of Planning

