



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 20th October 2022.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

Councillors; Chris Parker (Chair), David Evans, Janine Turner, Will Thomas, Rhys Jenkins, Neil Feist, Mark Steer, Tracy Allen, Andrea James, Helen Donnan.

Apologies: Cllrs Robert Lewis-Watkin JP. Joanne Miller.

Absent: Cllr Geraint Hopkins JP. Parmindra Pannu

Clerk to the Council: Leigh Smith

Office administrator: Lisa Phillips

2 members of the public.

2022/190 Welcome and Apologies.

RESOLVED

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

RESOLVED

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

2022/191 Disclosures of personal and/or prejudicial interests.

Cllr Steer declared a personal and prejudicial interest in agenda item 19 (minute ref 2022/209)



Cllr Evans declared a personal interest regarding a planning submission contained in agenda item 22 (minute ref 2022/212).

2022/192 Public speaking

A member of the public spoke regarding safe access to the village from Pencoed and Talbot Green.

A member of the public spoke regarding agenda item 20 (Minute ref 2022/210).

2022/193 Minutes.

RESOLVED

The minutes for the ordinary meeting of the Council held by remote attendance at 7.00pm on Thursday 29th September 2022 were approved as a true and accurate record of proceedings.

2022/194 Matters arising.

None

2022/195 Action plan

The action plan was noted.

2022/196 Crime report.

Noted.

2022/197 Expenditure for September 2022.

Noted and approved.

2022/198 Administration of the Mynydd Windfarm account

RESOLVED

That the following arrangements supersede those made previously under minute ref 2021/131 and that the Community Council continues to administer the fund on the behalf of County Borough Councillors Hopkins, Evans and Turner on these terms:

- Online access to the bank account to remain the same as the existing Community Council accounts



- Paper cheque signatories to be any two of the current members of the audit committee.
- Any and all transactions to be made only at the express written instruction of Councillor Geraint Hopkins, Janine Turner or David Evans. Each of these named Councillors to be allocated £3,333.33 of the total £10,000 to be deposited and the officers of the Council to monitor spend (to) up to that limit and to individual personal limits of £3,333 each. (Note Bank charges to be split over the 3 individual allocations equally).
- All administration required to carry out transactions or to facilitate payments to be carried out by the Community Council's officers.
- Officers to confirm details of any transaction verbally with the relevant Councillor, either face to face or via telephone call from a known telephone number.

2022/199 Quotations for fitting and subsequent removal of Christmas lights/Trees.

RESOLVED

To award the contract for 2022 to Centregreat Ltd.

2022/200 Repairs to Red Tractor.

RESOLVED

To approve a sum of £2306.55 for repairs to the red tractor.

2022/201 Sponsorship of LCDP Christmas Fayre.

RESOLVED

To approve the sum of £50 to sponsor a reindeer at the 2022 LCDP Christmas Fayre.



2022/202 Provision of wreaths for Remembrance Sunday 2022.

RESOLVED

To approve the sum of up to £80 for a donation to the Royal British Legion for the supply of 2 wreaths for Remembrance Sunday.

2022/203 Reconsideration of budget line 'Foodbank' and arrangements for the remainder of the year

RESOLVED

Following the receipt of further information that was not known at the time when the original resolution on this matter was passed (minute ref 2022/181), the Council will cease funding to the Taff Ely Foodbank to provide food for eligible learners in the Llanharan Community Council area after the October half term holiday has passed. In particular to prevent a duplication of expenditure of public money given the payments now being made by RCTCBC directly to parents of eligible learners to make free school meal provision available during school holidays.

Councillor Neil Feist requested that his vote against this resolution be recorded in the minutes.

2022/204 Arrangements for the running of 'The Pantry'.

RESOLVED

That a budget of approximately £3000 be allocated to 'The Pantry' to allow for cashflow interruptions and to maintain service in the event of unforeseen circumstances, and that a virement be made from general reserves. Authority regarding spend to be delegated to The Clerk in consultation with Cllr Turner and the Chair of the Council.

Councillor Neil Feist requested that his vote against this resolution be recorded in the minutes.

2022/205 Contract for supply of electricity for lights on 'Jeff's Lane'.

RESOLVED

To defer this item to a future meeting.



2022/206 V3.1 of the proposed revised financial regulations

RESOLVED

To formally adopt V3.1 of the draft Financial regulations as presented.

2022/207 Candidate to be the Council's internal auditor.

RESOLVED

To defer the item to a future meeting.

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.

2022/209 Appointment of Community Council's formal liaison to the 'Wildlife Trust of South and West Wales'.

Having declared a personal and prejudicial interest, Cllr Mark Steer left the room, returning only after the item of business had been resolved.

RESOLVED

To appoint Cllr Mark Steer as the Community Council's formal liaison to the 'Wildlife Trust of South and West Wales'. (known as 'The Wildlife Trust' and in relation to Brynna Woods and Llanharan Marsh).

2022/210 Provision of a local recycling station at the Community Council office or elsewhere for empty tablet packs (Blister packs).

RCTCBC Councillors indicated that they will enquire whether RCT have any county-wide initiatives in place or planned.

2022/211 LRGT 'Floodlights' CIL project.

It was noted that it is LRGT's intention to proceed with the project and the Council intends to provide grant funding as per previous resolutions.



In particular subject to the resolutions passed by council regarding obtaining a LDC or planning permission and the obtaining of updated quotations. (2022/156).

RESOLVED

With regards to the provision of revised quotations for total project costs to be provided to the Clerk by LRGT (Ref 2022/156), for a summary of quotation totals to be considered adequate for these purposes provided the Clerk can be satisfied that all elements of the project are included.

Subject to the Clerk's satisfaction that all elements of the project are included, should quotations for total project costs fall within the total of that sum granted for the project, then resumption of grants to proceed upon the receipt of appropriate invoices.

2022/212 Planning

Noted.

2022/213 Exclude press and public.

RESOLVED

To defer the item to a future meeting.

2022/214 Recent correspondence Community Council/LRGT TV and Stand

RESOLVED

To defer the item to a future meeting.

2022/215 Urgent information & Future agenda items.

RESOLVED

To re-introduce 'Members Reports' to future agendas.

There being no further business the meeting closed at 9.30pm.

Councillor Chris Parker
Chair of the Community Council



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance), 7pm on Thursday 29th September 2022.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

Councillors; Chris Parker (Chair), David Evans, Janine Turner, Will Thomas, Rhys Jenkins, Neil Feist, Mark Steer, Tracy Allen, Andrea James, Joanne Miller, Parmindra Pannu.

Apologies: Cllrs Helen Donnan, Robert Lewis-Watkin JP.

Absent: Cllr Geraint Hopkins JP.

Clerk to the Council: Leigh Smith

Office administrator: Lisa Phillips

1 member of the public.

2022/171 Welcome and Apologies.

RESOLVED

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

RESOLVED

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

2022/172 Formal marking of the death of the late queen HM Queen Elizabeth II.

The Chair paid tribute to the late Queen and a minutes silence was held.



2022/173 Disclosures of personal and/or prejudicial interests.

CIlt Feist declared a personal interest - tenancy

2022/174 Public speaking

None

2022/175 Minutes.

RESOLVED

The minutes for the ordinary meeting of the Council held by remote attendance at 7.00pm on Thursday 21st July 2022 were approved as a true and accurate record of proceedings.

2022/176 Matters arising.

None

2022/177 Action plan

The action plan was noted.

2022/178 Crime report.

No crime report was provided by the PCSO

2022/179 Expenditure for June, July and August 2022.

Approved.

2022/180 Spend to date versus budget for 2022/23

Noted.

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').

RESOLVED

To defer the consideration of the revised draft financial resolutions to the next meeting of council.



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.

RESOLVED

Regarding quotations received for the fitting and removal of Christmas lights that The Clerk approach LML Electrics and offer the opportunity to requote.

2022/182 Purchase of a replacement laptop and a tablet

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.

2022/183 Recommendations of the ORA Committee held on 16th August 2022.

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.

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.

RESOLVED

That the Council's existing policy of not allowing tenancies of allotments to pass to children or other family members to be maintained in all cases and without exception.



RESOLVED

That Councillor Mark Steer be adopted as the Community Council's formal representative on the RCT local access forum..

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

2022/184 Recommendations of the CIL Committee held on 7th September 2022.

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.

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.

NOT RESOLVED

That if LRGT can provide evidence that the VAT element of quotation 1006333 from BEI (relating to the floodlight columns and associated fixings) was paid prior to being requested not to place any further orders, and therefore that payment was made in good faith, that the Council grants that amount to LRGT upon receipt of evidence that the total amount has been paid and not returned and that a receipt/invoice has been issued for the appropriate amount. The VAT element of the invoice would be £1273.93.



2022/185 Community Council's school Governor representative for Brynnau Primary School.

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.

2022/186 2022 Fireworks display change of date.

RESOLVED

That at the request of LCDP, due to operational considerations the 2022 Fireworks display be moved to Friday 4th November. The Clerk to renegotiate the extra £250 allocated LCDP for this year's event.

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.

2022/188 To consider inviting 'Asbri planning' to present to members of the Community Council regarding a pre-application consultation

RESOLVED

Not to invite Asbri Planning to present to the Council.

2022/189 Urgent information

None.

There being no further business the meeting closed at 9.30pm.

Councillor Chris Parker

Chair of the Community Council



Llanharan Community Council - Action Plan

| 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 |
| 2020/2321 | 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 | | 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 deferred 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. | | 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. | | 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. | | 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 | | 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 | ORA2021/067 Improvements to southern end of RAN17/5 at Enterprise Way. RECOMMENDED The Clerk to investigate options to create access both along the ridge of the bank and up the slope of the bank. To design a scheme of works and obtain budget prices and obtain advice and permissions from relevant landowners and authorities. For the project to be added to the CIL123 list and Active project list for further investigation. | Design to ORA in March meeting. Price obtained. Awaiting further quotes. Scope of works to be resolved by FC. Fresh quotes required. Superseded by Reouloultion 2022/050 | Completed | 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. | Permission in principle from land-owner given to surface with a slip resistant material. Budget price £450. Presented to March 22 ORA Committee. Resolved. | | 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....." | | | 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 group returning to FC July to request approval for budget increase. Budget increase agreed. WG to go to audit for authority 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. | | LS |
| 2022/034 | 18.2.22 | Full Council | | 2022/034 Rationalisation of working groups of the Council. RESOLVED That the following working groups be dissolved: Tackling Poverty Working Group; Bryncae 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. Terms of reference for the group to be as per those detailed in appendix 7 presented to the meeting. | 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): Brynna Community Centre; Bryncae 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> | <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.</p> | | 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. Co-ordinate with contractor. Obtain permission RCT parks dept.</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 leaflet RE Features. Include mileage, difficulty level. (eh RAG? Hilly?) Look at Llantrisant Bunny walks (Ramblers) leaflet 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> | <p>Clerk to contact ploholders. Notification of allowance of the keeping of Poultry given - Signage placed on allotment gates.</p> | | 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> | <p>Re-quote for amended design and obtain further quotes. Target ready for submission to Council in September.</p> | | 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> | <p>Speak to Lisa Austin at RCTCBC. Width, material etc.. Specifically for disabled access. And for permission to do the work.</p> | | 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). 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> | <p>Proceed. Booked for completion early October. Clerk to reconfirm with landowner consent given.</p> | | LS |
| 2022/051 | 18.3.22 | Full Council | CIL | <p>RESOLVED</p> <p>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.</p> | | | LS |
| 2022/051 | 18.3.22 | Full Council | CIL | <p>RESOLVED</p> <p>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.</p> | | | LS |
| 2022/051 | 18.3.22 | Full Council | CIL | <p>RESOLVED</p> <p>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.</p> | | | 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. | | 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. | | 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 | | 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. | | | 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. | Appoinment 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 RCTBCB 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. RESOLVED For the Clerk to write to RCTCBC officers on the following matters: 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. That the Community Council requests sight of the tool to quantify social value. 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> | Written to but no response received. Have nudged June 22 Response received Aug 22. The working group to meet prior to next FC meeting to consider options. | Completed | |
| 2022/106 | 22.5.22 | Full council | <p>RESOLVED 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> | 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. | | |
| 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". RESOLVED 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". RESOLVED 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 RESOLVED</p> | | completed | |
| 2022/136 | 17.6.22 | Full council | <p>2022/136 Fireworks display 2022 RESOLVED 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. RESOLVED 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 | | 2022/137 Festive lights 2022 RESOLVED 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. 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% | in progress. Extra funds granted by FC | Completed | |
| 2022/138 | 17.6.22 | Full council | | 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 | | 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 | |
| 2022/147 | 22.7.2022 | Full council | | 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 | | 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 | | 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 hem to Chris Woods. Chris woods has provided a price list. To be presented to ORA. | 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 collegde 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. | | |
| 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 | | 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. | | 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 | 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. RESOLVED Regarding quotations received for the fitting and removal of Christmas lights that The Clerk approach LML Electrics and offer the opportunity to requote. | Emails sent and responses received. Presented to Oct 22 Council meeting. | Completed | LS |
| 2022/182 | 30.9.2022 | Full Council | FC | 2022/182 Purchase of a replacement laptop and a tablet 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. | Specification of equipment to be obtained and order placed. | | LS |
| 2022/183 | 30.9.2022 | Full council | ORA | 2022/183 Recommendations of the ORA Committee held on 16th August 2022. 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. | 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 | 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. | Invstigate Pam Evans plot | | LS |

| | | | | | | | |
|----------|-----------|--------------|-----|---|--|-----------|----|
| 2022/183 | 30.9.2022 | Full council | ORA | 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 | Write the action plan. | | LS |
| 2022/184 | 30.9.2022 | Full Council | CIL | 2022/184 Recommendations of the CIL Committee held on 7th September 2022. 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. | Response to be reported to Oct 22 Council meeting. | Completed | LS |
| 2022/184 | 30.9.2022 | Full council | CIL | 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. | Amend lists. Investigate VAT status. | | LS |
| 2022/185 | 30.9.2022 | Full Council | FC | 2022/185 Community Council’s school Governor representative for Brynnau Primary School. 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. | 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 |

Crime Figures for past 30 days

Llanharan

Burglary - 0

Damage – 1

- Patient damaging property. Restorative justice process completed.

Theft - 0

ASB - 1

- Park view – Neighbour dispute between multiple households. All parties provided suitable words of advice. Housing aware. Patrols in place.

Bryнна

Burglary - 0

Damage – 0

Theft – 0

ASB – 7

- Meadow rise – Noise complaints. Occupant shouting/swearing and can be heard from the street. Subject suitably advised regarding their behaviour/conduct.
- Trenos place – Bullying from multiple members of the community. Police have spoken to reporting person. Relevant advice and support provided.
- Bryn Henllan – Multiple reports of inconsiderate parking. Vehicles without tax. All parties spoken to and advised. DVLA report submitted. Patrols in place to monitor and deal with any offences accordingly.
- Meadow rise – Smell of cannabis. Patrols in place to identify source.
- Meadow rise – Neighbour dispute over fence. Enquiries being carried out.

Current and Premium Bank A/c

List of Payments made between 01/09/2022 and 30/09/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------------|------------------|--------------------|-----------------------|---------------------------|
| 06/09/2022 | Barclays Bank | DD | 9.40 | DD | Charges |
| 08/09/2022 | Tesco Mobile phones x 3 | DD | 25.00 | DD | 134149412102 |
| 12/09/2022 | SSE Electric | BACS | 8.95 | CP | 241887734/0012 |
| 12/09/2022 | SSE Electric | BACS | 4.64 | CP | 291886931/0012 |
| 12/09/2022 | One Voice Wales | BACS | 1,348.00 | CP | 01/09/22 |
| 12/09/2022 | Softcat | BACS | 1,067.40 | CP | 548702 |
| 12/09/2022 | JB Director's Trust | BACS | 81.95 | CP | 81.95 |
| 12/09/2022 | One Voice Wales | BACS | 70.00 | CP | 6426 |
| 15/09/2022 | NBB Outdoors | BACS | 90.00 | CP | 3511346 |
| 16/09/2022 | Janine Turner | BACS | 21.27 | CP | 100922Range |
| 20/09/2022 | Brynna Cleaning | BACS | 192.00 | CP | 390 |
| 20/09/2022 | Envirochem | BACS | 23.00 | CP | Q22-02918 |
| 20/09/2022 | Janine Turner | BACS | 103.55 | CP | 103.55 |
| 26/09/2022 | LML Electrics | BACS | 1,368.00 | CP | 31493 |
| 27/09/2022 | Barclaycard | Sept bcard | 2,708.25 | | Sept 22 Bcard |
| 28/09/2022 | RCT Pension Payment | BACS | 1,792.71 | CP | Sept22 remittance |
| 28/09/2022 | STAFF SALARIES | BACS | 5,821.85 | CP | Staff salaries Sept22 |
| 28/09/2022 | Leigh Smith | BACS | 418.00 | CP | 030922 |
| 28/09/2022 | Leigh Smith | BACS | 139.06 | CP | 230922 |
| 28/09/2022 | Leigh Smith | BACS | 18.80 | CP | 230922 |
| 28/09/2022 | Leigh Smith | BACS | 57.74 | CP | 30/08 |
| 28/09/2022 | Leigh Smith | BACS | 98.45 | CP | 25/08 |
| 29/09/2022 | SSE Electric | DD | 49.75 | CP | 181878791/0010 |
| Total Payments | | | <u>15,517.77</u> | | |

Appendix 5

Changes to the administration of the Mynydd Windfarm account.

In October 2021 the Council resolved the following:

2021/131 Mynydd WF grant fund.

RESOLVED

That arrangements for administration of the fund on behalf of County Borough Councillor Geraint Hopkins be as described below:

- *Online access to the bank account to remain the same as the existing Community Council accounts*
- *Paper check signatories are any two of the current members of the audit committee.*
- *Any and all transactions to be made only at the express written instruction of Councillor Geraint Hopkins.*
- *All administration required to carry out transactions or to facilitate payments to be carried out by the Community Council's officers.*

Proposed new arrangement

Councillor Geraint Hopkins, Janine Turner and David Evans have jointly agreed that this be superseded by the following arrangement and requested that the Community Council continues to administer the fund on their behalf on these terms.

- Online access to the bank account to remain the same as the existing Community Council accounts
- Paper check signatories to be any two of the current members of the audit committee.
- Any and all transactions to be made only at the express written instruction of Councillor Geraint Hopkins, Janine Turner or David Evans. Each of these named Councillors to be allocated £3,333.33 of the total £10,000 to be deposited and the officers of the Council to monitor spend to up that personal limit.
- All administration required to carry out transactions or to facilitate payments to be carried out by the Community Council's officers.

Appendix 6

Erection and removal of Christmas lights, trees etc.. 2022

Following the initial collection of quotes presented to the Audit Committee and subsequently to Full Council in September 2022, the following resolutions were made by Council:

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.

RESOLVED

Regarding quotations received for the fitting and removal of Christmas lights that The Clerk approach LML Electrics and offer the opportunity to requote

Following the execution of these resolutions by the Clerk the following summary of quotes is presented to Council for consideration.

Cost in 2021 = £16,400 LML Electrics.

2022

Quote 1 - £13,400 Centregate Ltd.

24-hour response to callouts. Callout to reset RCD trip due to water in socket, to reposition lights and for other minor issues that can be dealt with as Centregate staff are passing – No charge for first visit.

If issue is identified and remedial action advised (eg advised to change socket – Quote to be provided at the time) and no action taken then a subsequent callout would be £45

If there is an electrical fault or other similar issue then the callout fee of £45 would apply. We would be given a quote to carry out any repair work at the time prior to a repair being made.

**Note details regarding the costing of callouts shown are different to that shown on the quote in App 6a, they were negotiated subsequently and agreed in a separate email.*

Quote 2 - £18,220 LML Electrics Ltd.

24-hour response to callouts. No charge for callouts.

Note response from LML Electrics regarding pricing and opportunity to requote:

After reviewing my quotation I'm not going to be able to change the price. As with every year before I've always repaired or reset rcds covering the Christmas decorations at no extra cost, I.... attended Pam's shop on numerous occasions along with the trees at Dolau during the period of high winds and this will be the case this year.

Last year I stored all Christmas trees at my property at short notice to help the Community Council. I totally understand the current economic climate and honestly am happy if the council decided to elect a different contractor to carry out these works.

Thanks for the opportunity to cost works , going forward I am able to offer you this service at the same price for the next 3 years

| | | |
|------------------------|--|------------------|
| | of the tree's themselves onto bracketry already in place on the premises to be used . Power Sources already in place. Lights to be supplied by Llanharan Council | |
| Hanging Baskets | Removal of approx. 70no Summer Hanging Baskets on 35no Street Lighting Columns and Installation of Winter Baskets and Icicle Lighting onto existing bracketry .Powered using existing power sources on the columns which are already in place – Storage of Baskets and replacement when icicle lights are removed during the first week of January or when Required as decided by yourselves . Lights to be supplied by customer for installation | £1040.00 |
| | <u>CALL OUT DETAILS</u> OUR INTENTION IS ALWAYS TO ATTEND A NON-URGENT SITE ISSUE WITHIN 24 HOURS IF POSSIBLE. AN ON-CALL NUMBER WILL BE PROVIDED FOR ISSUES OUTSIDE GENERAL WORKING HOURS WHERE AN EMERGENCY VISIT IS REQUIRED AT SITE WOCHICH WOULD BE ATTENDED AS SOON AS AN OPERATIVE CAN GET TO SITE THAT DAY/EVENING . ISSUES WHICH ARISE WHERE A CALL OUT IS REQUIRED WHICH IS THE EVENT OF A FAILURE OR ISSUE ON EXISTING EQUIPMENT WOULD BE SUBJECT TO A CALL OUT CHARGE (i.e SOCKETS , CUT OUT ISSUES ON THE COLUMNS) | |
| | | |
| | Overall Total for All works | £13400.00 |

Please note the following list of qualifications

- We have allowed for plant, Competent tester & labourer
- We have allowed for some works to be carried out at night if necessary
- No allowance has been made for major traffic management
- We have assumed that access is available to all areas

CALL OUT DETAILS

Our standard terms and conditions apply and are available on request

Quotations are based on current costs for labour, plant and materials and will remain open for a period of thirty days after which time rates may be amended or subject to confirmation.

Payment is due within thirty days of our progress application or invoice date to approved accounts only.

All rates are strictly nett of VAT at the prevailing rate.

Should you require any additional information then please do not hesitate to contact us.

Yours faithfully



Anthony Gough

Festive Lighting Contract Manager

Centregreat Ltd

Tel : 01656 650481 Mob : 07810 773897





LML Electrics

Lee Huckridge
42 Terrys Way
Llanharan, Pontyclun
Cf729UJ
☎ 07703296962
☎ 01443238274
lee@lmlelectrics.co.uk

ESTIMATE

est75

DATE

Sept 1, 2022

TOTAL

GBP £21,864.00

TO

Llanharan Community Council

Clerk@llanharan-cc.gov.wales

| DESCRIPTION | RATE | QTY | AMOUNT |
|-------------|------|-----|--------|
|-------------|------|-----|--------|

| | | | |
|--|------------|---|------------|
| The erection and taking down of Christmas Motifs, Trees and lights | £18,220.00 | 1 | £18,220.00 |
|--|------------|---|------------|

The erection of 77 x motifs onto designated lampposts and connection to the appropriate mains supply as per spreadsheets marked Bridgend Rd and Brynna Rd

The erection of 61 x 4ft Christmas trees into the walled mounted brackets above various business premises, of which 39 will need to be individually decorated with a single light string and connection to the appropriate mains supply, details specified in the spreadsheet marked Business Premises.

The delivery of 2 x 6ft Christmas Trees and corresponding light strings plus associated ancillary equipment to the High Corner Public House as specified in the spreadsheet marked Business Premises.

The erection of 7 x 16ft Christmas trees to be decorated with 12 light strings per tree and connection to the mains supply as specified in the spreadsheet marked Community Trees.

The fastening of 2 x strings of 6 light strings to the fencing of Dolau school that faces the A473 and connection to the appropriate power points as specified in the spreadsheet marked Community Trees.

The taking down of all hanging baskets from lampposts when erecting motifs and trees.

The taking down of all motifs, lights and trees from business premises, lights from the fence of Dolau school and the Community Trees and lights.

DESCRIPTION

RATE**QTY****AMOUNT**

All motifs, lights and ancillary equipment to be returned in good order to a mutually agreed location for the Council to arrange shipment back to Festive Lighting.

Christmas trees to be taken to a mutually agreed location for recycling.

| | |
|-----------------|------------|
| SUBTOTAL | £18,220.00 |
|-----------------|------------|

| | |
|------------------|-----------|
| VAT (20%) | £3,644.00 |
|------------------|-----------|

| | |
|--------------|-----------------------|
| TOTAL | GBP £21,864.00 |
|--------------|-----------------------|

**DATE SIGNED**

Sept 1, 2022

Appendix 7

Repairs to the Red Tractor

This summer the Red tractor suffered an engine fault.

The vehicle was recovered to Riverlea Ltd for inspection.

The vehicle was initially repaired but still experiencing reduced engine performance.

The vehicle was returned to Riverlea Ltd and a full estimate of total costs to repair to original performance levels requested.

The estimate for the repair is £2096.86 (See Appendix 7a)

The vehicle is approx. 8 years old and is out of Warrantee.

Officer's recommendation:

That the estimate be accepted and Riverlea Ltd commissioned to carry out the works.

WHITLAND TEL: 01994 240644
 Millfield, Whitland, Carmarthenshire, SA34 0QQ
CRYMYCH TEL: 01239 831733
 Cardigan Road, Crymych, Pembrokeshire, SA41 3QX
COWBRIDGE TEL: 01446 775602
 Unit 30, Vale Business Park, Llandow, Cowbridge, Vale of Glamorgan, CF71 7PF
RAGLAN TEL: 01291 691005
 High House, Bryngwyn, Raglan, Monmouthshire, NP15 2BS
 VAT Number: GB918457495



info@riverlea.co.uk
 www.riverlea.co.uk

LLANHARAN COMMUNITY COUNCIL
 2 CHAPEL ROAD
 LLANHARAN
 RHONDDA CYNON TAFF
 CF72 9QA

GBP **ESTIMATE**
 Account..... 17305
 Depot..... 5
 Order No....
 Cust Adv No.
 Rep Code.... 05
 TYM YT293HST
 ENGINE REPAIR
 Job No..... Q52203
 Tel No. 01443 231430

Page No 1 Date 07/10/2022 Estimate No Q52203

| Part Number | Description | Qty | Loc'n | Price | Amount |
|---------------|--------------|-----|-------|---------------|----------------|
| Wholegood Ref | : 51072310 | | | Clock Reading | : 569 |
| Model | : YT293HST | | | Make | : TYM MACHINES |
| Serial No. | : 29NHL00728 | | | | |

ESTIMATE TO REPAIR TRACTOR

| | | | | | Total Labour | 986.15 |
|----------------|------------------------|---|--------|--------|--------------|--------|
| QQ31A0501300 | PUSH ROD | 1 | | 16.31 | 16.31 | |
| QQMD115472 | VALVE SEAL | 8 | | 7.56 | 60.48 | |
| QQ31B0123200 | HEAD GASKET | 1 | | 6.93 | 6.93 | |
| QQ31B0413201 | COVER GASKET | 1 | | 26.69 | 26.69 | |
| QQ31B3201200 | EXHAUST GASKET | 1 | | 18.44 | 18.44 | |
| QQ31B3000902 | INLET GASKET | 1 | | 10.55 | 10.55 | |
| QQ31A4610101 | GASKET | 1 | | 6.93 | 6.93 | |
| QQ31A0400800 | INLET VALVE | 1 | | 25.30 | 25.30 | |
| XZC | CARRIAGE | 1 | | 20.00 | 20.00 | |
| CLUKHT1004 | ULTRA 15W/40 ENGINE 5L | 2 | | 12.47 | 24.94 | |
| OS1 | HEAD TESTER + SKIM | 1 | ZZZZZZ | 271.67 | 271.67 | |
| CLUKCT42746 | STANADYNE ADDITIVE 0.5 | 3 | SHOPCL | 14.31 | 42.93 | |
| YMY11930535150 | OILFILTER TS25,353 | 1 | 1BC70 | 8.27 | 8.27 | |
| YMY14571000010 | FILTER | 1 | 1BB21 | 4.73 | 4.73 | |
| YMY13151035020 | OUTER AIR FILTER | 1 | 1DD01 | 31.64 | 31.64 | |
| YMY13151035040 | INNER AIR FILTER | 1 | 1DD01 | 25.88 | 25.88 | |
| YMY13152302100 | FILTER HST | 1 | 1BC70 | 39.19 | 39.19 | |
| QQL117127 | INJECTOR + PUMP REPAIR | 3 | | 70.23 | 210.69 | |
| QQ31A04-00700 | CAP VALVE STEM | 1 | | 9.44 | 9.44 | |
| QQ31N04-01700 | BRACKET ROCKET SHAFT | 1 | | 18.26 | 18.26 | |
| QQ32C04-06101 | BOLT ROCKET BRACKET | 3 | | 9.23 | 27.69 | |
| XZC | CARRIAGE | 1 | | 58.25 | 58.25 | |
| SS1 | SUNDRIES | 1 | | 25.00 | 25.00 | |
| DL1 | TRANSPORT | 1 | | 52.50 | 52.50 | |
| TR1 | TRAVEL | 1 | ZZZZZZ | 52.50 | 52.50 | |

Continued

All business is transacted subject to the Company's CONDITIONS OF SALE a copy of which is available on request. Risk to the goods shown on the invoice shall pass on delivery, but title shall not pass until payment has been made in full, including interest if any. Unless otherwise agreed payment for wholegoods is due in full on or before delivery. Payments in respect of goods and service booked on account is due on the 20th of the month following date of invoice. We reserve the right to close accounts that do not adhere to these terms. Goods may only be returned by agreement, subject to a 20% handling charge. Special order items are not eligible for return.

Riverlea Ltd is a company registered in England & Wales (No. 6409891). The company's registered office is Millfield, Whitland, Carmarthenshire, SA34 0QQ. Riverlea Ltd is authorised and regulated by the Financial Conduct Authority (FRN 680760).



WHITLAND TEL: 01994 240644
 Millfield, Whitland, Carmarthenshire, SA34 0QQ
CRYMYCH TEL: 01239 831733
 Cardigan Road, Crymych, Pembrokeshire, SA41 3QX
COWBRIDGE TEL: 01446 775602
 Unit 30, Vale Business Park, Llandow, Cowbridge, Vale of Glamorgan, CF71 7PF
RAGLAN TEL: 01291 691005
 High House, Bryngwyn, Raglan, Monmouthshire, NP15 2BS
 VAT Number: GB918457495



info@riverlea.co.uk
 www.riverlea.co.uk

LLANHARAN COMMUNITY COUNCIL
 2 CHAPEL ROAD
 LLANHARAN
 RHONDDA CYNON TAFF
 CF72 9QA

GBP **ESTIMATE**
 Account..... 17305
 Depot..... 5
 Order No....
 Cust Adv No.
 Rep Code.... 05
 TYM YT293HST
 ENGINE REPAIR
 Job No..... Q52203
 Tel No. 01443 231430

| Page No | 2 | Date | 07/10/2022 | Estimate No | Q52203 |
|-------------|----------------------|--------|------------|----------------------|----------------|
| Part Number | Description | Qty | Loc'n | Price | Amount |
| EN1 | ENVIRONMENTAL CHARGE | 1 | | 15.50 | 15.50 |
| | | | | | ----- |
| | | | | | 2096.86 |
| | | | | V.A.T. | 419.40 |
| | | | | | ----- |
| | | | | Invoice Total | 2516.26 |
| | | | | (Sterling) | ===== |
| Rate | Goods | V.A.T. | | | |
| 20.00 | 2096.86 | 419.40 | | | |

All business is transacted subject to the Company's CONDITIONS OF SALE a copy of which is available on request. Risk to the goods shown on the invoice shall pass on delivery, but title shall not pass until payment has been made in full, including interest if any. Unless otherwise agreed payment for wholegoods is due in full on or before delivery. Payments in respect of goods and service booked on account is due on the 20th of the month following date of invoice. We reserve the right to close accounts that do not adhere to these terms. Goods may only be returned by agreement, subject to a 20% handling charge. Special order items are not eligible for return.

Riverlea Ltd is a company registered in England & Wales (No. 6409891). The company's registered office is Millfield, Whitland, Carmarthenshire, SA34 0QQ. Riverlea Ltd is authorised and regulated by the Financial Conduct Authority (FRN 680760).



Appendix 8

Foodbank

Following resolution of Full Council on 29.09.22 to increase the 'Foodbank' budget line by £3352, further information has come to light detailing duplicate expenditure of public money.

Overview

Originally, it was resolved to fund the Foodbank to provide eligible free school meal learners with access to food parcels during school holidays with the commitment that any unused/surplus food be supplied to the weekly Llanharan Foodbank.

1. However, during the School Summer Holidays 2022 (25th July to Monday 5th September), Welsh Government made funding available at the rate of £19.50 per week (£3.90 per day) per eligible learner to provide free school meal provision with payments being made directly to the family via BACS.
Welsh Government has now confirmed that these financial payments will continue for the remainder of the 22/23 financial year (inclusive of October half term, Christmas and February half term).
No decision has been taken to cover the Easter holidays 2023 to date.
2. It has also been highlighted that any unused free school meal food support is not ringfenced for Llanharan Community Council Foodbank users.
3. The number of vouchers being issued by the Llanharan Foodbank are decreasing. Numbers have been requested and not received to date.
4. Specific data regarding the number of eligible learners who have received Foodbank support through the school holiday period has been requested but not received to date.

Appendix 8a

Arrangements for the running of 'The Pantry'.

In January 2022 Council passed a series of resolutions regarding the governance and operation of 'The Pantry'. These resolutions are reproduced at the end of this paper for reference.

Weekly attendance at 'The Pantry' has increased from around 5 people per week to approximately 50 people per week, constituting a 900% uplift and is now open Saturdays and Wednesdays 10-11am.

'The Pantry' has remained self-financing via the collection of cash and from grant funding via various sources. (See current income and expenditure for 'The Pantry' reproduced below).

Proposals

1. It is proposed that a budget of approximately £3000 be allocated to 'The Pantry' to allow for cashflow interruptions (for example when waiting for grant funds to be deposited) and to maintain service in the event of unforeseen circumstances, and that a virement be made from an existing budget heading of the Council's choosing.
2. That a formal Committee be established with delegated authority to take operational decisions on 'The Pantry'.
3. For authority to spend up to the budget value in item 1 of this paper, (if resolved) to be delegated to this committee.

Notes for information

Current Pantry income and expenditure

Snapshot from 5th September 2022 to 14th October 2022

| | |
|------------------|-------------|
| Non-grant income | Expenditure |
| £1,386.34 | £3,441.14 |

Balance
- £2,054.80

| | |
|------------------------------------|----------------------------------|
| Current funds available in account | Grant funds committed & imminent |
| £478.66 | £8,600 |

During this snapshot period The Pantry has recouped approx 40% of food costs via donations.

Measures recently put in place to maximise efficiency:

- Stock list rationalized to contain only value range core food items.
- Price comparison exercise carried out to identify cheapest food provider.
- Bulk ordering and collection system now in place with a well-known local supermarket.
- Users limited to 1 visit per week only.
- Users requested to take a maximum of around 20 food items only, of which 5 items can be frozen food.

Other notes:

Food hygiene rating obtained.

Recent visit from Trading standards with no concerns raised.

Capital grant application of £10,000 to be submitted for further storage facilities and other items.

Further training to be obtained for volunteers.

Further opportunities for access to donated food being explored.

Currently 7 regular volunteers engaged in the running of The Pantry including 3 Councillors/Officers.

Recent visits by 3 further members of the Council.

School uniform available at 'The Pantry'.

Book swap available at 'The Pantry'.

Feminine hygiene products available at 'The Pantry'.

Officers of the Council and Councillors Turner and Parker have engaged with and participated in joint events and meetings with partner groups including the local RCT neighborhood network, Taff Ely foodbank and the RCT Pantry partners group.

Previous resolutions of Council referred to in this paper:

2022/018

Governance, oversight and operational management of 'The Pantry'.

RESOLVED

Governance constituted to full Council with day-to-day operation delegated to Councillor Janine Turner in conjunction with the Officers.

(This resolution was clarified/superseded by the following in March 2022:

Governance constituted to full Council with day-to-day operation delegated to the officers of the Council in conjunction with Councillor Janine Turner. Councillor Turner to liaise with officers regarding the day-to-day operation regarding the co-ordination of food deliveries/collections, cash handling, the physical manning of the pantry and other such minor practical arrangements in line with the resolution of Council passed in January 2022 (2022/18). Officers to make all necessary payments under that resolution and under the Council's financial regulations).

RESOLVED

The Pantry to be operated in line with the following procedures:

Finance

Pantry funds to be managed using the Council's bank account and via a separate cashbook in the Rialtos accounting software.

Account(s) set up with food providers where appropriate.

Any payments made by officers of the Council in the normal fashion.

Credit cards issued to officers who make purchases on behalf of the pantry.

Cash

A small cash float of less than £50 to be maintained at the Pantry.

Cash above the float level taken brought to office weekly. (Receipt issued).

Cash receipts, cash in hand at pantry and cash in hand at office to be recorded weekly.

When cash held at office reaches £50 cash is deposited to bank.

Pantry payments, receipts, cash in hand and balance reported to Council monthly.

Additional funds

The Pantry is assumed to be self-supporting via income generated via donations and grant funding. Where additional funds are requested from the council these are to be requested and applied for from Council in the usual manner. This can take place outside of the normal grant windows and without submitting a full grant form. However, any application must detail specifically what the funds are for and why they are required.

Grants

The Officers of the Council Freedom to apply for grants.

The Officers to ensure the grant is appropriate.

Any grants applied for to be reported to Council retrospectively.

The Clerk and the Chair of the Council to sign any terms and conditions or declarations on behalf of the Council.



Llanharan Community Council

FINANCIAL REGULATIONS Version 3.1 **DRAFT Sept 22**

These Financial Regulations were adopted by the council at its meeting on **xxxxxx**

Notes.

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

FINANCIAL REGULATIONS Version 3.1**Contents**

| | |
|--|-----------|
| 1. GENERAL | 4 |
| 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL) | 7 |
| 3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING | 8 |
| 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND | 9 |
| 5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS | 10 |
| 6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS | 12 |
| 7. PAYMENT OF SALARIES | 15 |
| 8. LOANS AND INVESTMENTS | 16 |
| 9. INCOME | 17 |
| 10. ORDERS FOR WORK, GOODS AND SERVICES | 18 |
| 11. CONTRACTS | 18 |
| 12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS | 20 |
| 13. STORES AND EQUIPMENT | 21 |
| 14. ASSETS, PROPERTIES AND ESTATES | 21 |
| 15. INSURANCE | 22 |
| 16. CHARITIES | 22 |
| 17. RISK MANAGEMENT | 22 |
| 18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS | 23 |

FINANCIAL REGULATIONS Version 3.1**Statement:**

The Clerk of the Council and the Project Officer/Assistant Clerk are for the purpose of this document the Proper Officers of the Council.

The Clerk of the Council is the Responsible Financial Officer.

In the context of these Standing Orders the terms:

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

FINANCIAL REGULATIONS Version 3.1**1. GENERAL**

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

FINANCIAL REGULATIONS Version 3.1

- b. administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices,
 - c. determines on behalf of the Council its accounting records and accounting control systems,
 - d. ensures the accounting control systems are observed,
 - e. maintains the accounting records of the Council up to date in accordance with proper practices,
 - f. assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
 - g. produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- a. entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate,
 - b. a record of the assets and liabilities of the Council and
 - c. wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- a. procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible,
 - b. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records,
 - c. identification of the duties of officers dealing with financial transactions and
 - d. division of responsibilities of those officers in relation to significant transactions,
 - e. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the

FINANCIAL REGULATIONS Version 3.1

approval of the RFO and that the approvals are shown in the accounting records and

- f. measures to ensure that risk is responsibly and effectively managed.

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

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

1.14. In addition, the Council must:

- a. determine and keep under regular review the bank mandate for all Council bank accounts.
- b. approve any grant over £3,000 **regardless of delegated authority (Note at Llanharan Community Council the Audit Committee makes recommendations and Council approves all grants of any value).**
- c. **approve** a single commitment in excess of £3,000 and
- d. in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or “the regulations” shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation and then in force unless otherwise specified.

1.16. In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability for Local Councils in Wales - A Practitioners’ Guide issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

FINANCIAL REGULATIONS Version 3.1**2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the **Audit Committee shall be presented with bank reconciliations for all accounts produced by the RFO. The RFO will highlight any unreconciled items or other anomalies. The Committee shall, by resolution approve the reconciliations as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.**
- 2.3. The RFO shall complete the annual statement of accounts, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- a. be competent and independent of the financial operations of the Council,
 - b. report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year,
 - c. to demonstrate competence, objectivity, independence and be free from any actual or perceived conflicts of interest, including those arising from family relationships and
 - d. not be involved in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:

FINANCIAL REGULATIONS Version 3.1

- a. perform any operational duties for the Council,
 - b. initiate or approve accounting transactions or
 - c. direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor
- 2.8. For the avoidance of doubt, in relation to internal audit the terms “independent” and “independence shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

FINANCIAL REGULATIONS Version 3.1

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

- a. the Council for any item costing £3,000 or more except where previously and specifically delegated to a committee
- b. a duly delegated committee of the Council for any item costing over £1,000 but less than £3,000 except where specifically delegated to that committee, or
- c. the Proper Officer, in conjunction with Chair of Council or Chair of the appropriate committee, for any item costing **between £250 and £1,000**
- d. **the Proper Officer for any sundry item up to £250.**

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

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

4.4. No expenditure may be authorised that will exceed the amount provided in the budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.5. Unspent provisions in the budgets for completed projects shall not be carried forward to a subsequent year.

4.6. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a schedule **approved by both the HR Committee and Audit Committee for presentation to Full Council as part of the normal budget setting process.** The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.7. In cases of extreme risk to the delivery of Council services, the Proper Officer may authorise revenue expenditure on behalf of the Council which in the Proper Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work whether or not there is any budgetary provision for the

FINANCIAL REGULATIONS Version 3.1

expenditure, subject to a limit of £1,500. The Proper Officer shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

- 4.8. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied:

FINANCIAL REGULATIONS Version 3.1

- a. that the necessary funds are available and the requisite borrowing approval has been obtained.
- b. all capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.9. The RFO shall regularly provide the Audit committee (or such committee has directed by resolution of the Council) for the purpose of scrutiny, a statement of receipts and payments to date under each head of the budget, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 10% of the budget. The Audit Committee (or such committee has directed by resolution of the Council) shall make its observations known to the next available Council meeting.

4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council.

5.2. Banking arrangements may not be delegated to a committee.

5.3. They shall be regularly reviewed for safety and efficiency.

5.4. This is intentionally blank

5.5. For spending authority and evidence of such see 4.2

5.6. All payments made will be reported to Council in a subsequent Council meeting.

FINANCIAL REGULATIONS Version 3.1

- 5.7. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council, authorised committee **or a clause of these financial regulations to the appropriate values.**
- 5.8. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.9. The RFO shall have the delegated authority to take all steps to raise payment:
- a. of all invoices submitted which are in order and where a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 or the due date for payment is before the next scheduled Meeting of Council and/or delegated committee and where the RFO certifies that there is no dispute or other reason to delay payment provided a list of such payments shall be submitted to the next appropriate meeting of Council and/or authorised committee.
 - b. of an expenditure item authorised under 5.10 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
 - c. fund transfers within the Councils banking arrangements up to the sum of £50,000 provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.10. For each financial year the RFO **may** draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like) for which Council or a duly authorised committee, may authorise payment for the year provided:
- a. that the requirements of Regulation 4.1 (Budgetary Controls) are adhered to
 - b. a list of **any** such payments made is **reported** to the next appropriate meeting of Council on each and every occasion - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.11. In respect of grants the **Audit Committee** shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £3000 shall before payment be subject to ratification by resolution of the Council. **(Note at Llanharan Community Council the Audit Committee makes recommendations and Council approves all grants of any value).**

FINANCIAL REGULATIONS Version 3.1

- 5.12. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to

FINANCIAL REGULATIONS Version 3.1

authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.

5.13. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.14. This line is intentionally blank.

5.15. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Proper Officer or RFO shall give instruction that a payment shall be made.

6.3. All payments shall, where possible and practical effected by electronic transfer (online banking, BACs, CHAPS)) or by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.

6.4. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. If thought appropriate and in accordance with Regulation 5, payment by cheque:

- a. signed by two authorised signatories (at least one of which must be a member).
- b. to indicate agreement of the details shown on the cheque for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- c. all such payments shall be reported to the Council at the next convenient meeting.

6.6. If thought appropriate and in accordance with Regulation 5, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit:

FINANCIAL REGULATIONS Version 3.1

- a. that the instructions are signed by two authorised signatories (at least one of which must be a member)
 - b. all such payments as made shall be reported to the Council at the next convenient meeting.
 - c. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.7. If thought appropriate and in accordance with Regulation 5, payment for certain items (principally salaries) may be made by banker's standing order
- a. provided that the instructions are signed, or otherwise evidenced by two authorised signatories (at least one of which must be a member) are retained
 - b. all such payments as made shall be reported to the Council at the next convenient meeting.
 - c. the approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate and in accordance with Regulation 5, payment for certain items may be made by BACS or CHAPS methods:
- a. provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised signatories (at least one of which must be a member) are retained
 - b. all such payments as made shall be reported to the Council at the next convenient meeting.
 - c. **This line is intentionally blank**
- 6.9. If thought appropriate and in accordance with Regulation 5, payment for certain items may be made by internet banking transfer:
- a. provided evidence is retained showing which signatory assigned the payment and which signatory authorised the payment.
- 6.10. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator.
- 6.11. The bank mandate approved by the Council shall identify at least 2 Councillors who will be authorised to approve transactions on those accounts.

FINANCIAL REGULATIONS Version 3.1

- 6.12. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.13. where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, **a note shall be made of the PIN and Passwords on a electronic document and held securely and in an encrypted format in a location to which only the Proper Officers and Chair of the Council have access. If necessary, the PIN and / or passwords shall be changed as soon as practicable and access to the document restricted accordingly. Where this security protocol has to be used or there is a known breach of security then this shall be reported to all members immediately and formally to the next available meeting of the Council.** This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.14. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.15. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.16. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.17. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites") and not through a search engine or e-mail link.
- 6.18. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a profoundly serious matter under these regulations.
- 6.19. Changes to account details for suppliers, which are used for internet banking may **only be changed once the RFO has confirmed with the supplier via a known and verifiable telephone number that the account detail changes are valid and correct.**
- 6.20. Any Debit Card issued for use will be specifically restricted to the Proper Officer [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by Council or **Audit** committee in writing before any order is placed.
- 6.21. A pre-paid debit card may be issued to employees with varying limits. These

FINANCIAL REGULATIONS Version 3.1

limits will be set by the Council [Finance Committee]. Transactions and purchases

FINANCIAL REGULATIONS Version 3.1

made will be reported to the [Council] [relevant committee] and authority for topping-up shall be at the discretion of the [Council] [relevant committee].

6.22. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO **unless a resolution of Council authorises otherwise**, and shall be subject to automatic payment in full at each month-end.

6.23. **This line is intentionally blank.**

6.24. The Council will not maintain any form of petty cash float **for expenditure. Although a small float not exceeding £50 may be held for the Pantry for the provision of providing change only**. All **other** cash received must be banked intact. Any payments made in cash by any employee of the Council, for example for postage or minor stationery items, shall be refunded on a regular basis, at least quarterly. via a claim for expense.

7. PAYMENT OF SALARIES

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a. by any Councillor who can demonstrate a need to know
- b. by the internal auditor

FINANCIAL REGULATIONS Version 3.1

- c. by the external auditor or
- d. by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.

8. LOANS AND INVESTMENTS

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

8.2. as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.3. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.4. The Council will arrange for copies of bank statements to be mailed to the Chair should that person, for whatever reason, does not have access to Council's online banking arrangements.

8.5. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.6. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.7. All investments of money under the control of the Council shall be in the name of the Council.

FINANCIAL REGULATIONS Version 3.1

8.8. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.9. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the Proper Officer.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums made in cash or by cheque, received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all such receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

FINANCIAL REGULATIONS Version 3.1

- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity, meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter (including email) shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

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

Over time the RFO should seek to draw up a list of approved contractors initially based on the list maintained by the Unitary Authority (Rhondda Cynon Taf CBC or its successor) and approved by Council and may make recommendations for contractors to be added to that list subject to an assessment of but by no means limited to, their performance and capability on providing previous similar works and or services, satisfactory references (if necessary), satisfactory safeguards against any liability due to faulty workmanship or any other mishap and proof of financial stability.

FINANCIAL REGULATIONS Version 3.1

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

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

FINANCIAL REGULATIONS Version 3.1

- i. for the supply of gas, electricity, water, sewerage and telephone services.
 - ii. for specialist services such as are provided by legal professionals acting in disputes.
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time) .
 - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Proper Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Proper Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - e. All seal tenders submitted are to be opened at the same time, after the stated closing date by the RFO in the presence of either the Chair or Deputy Chair of the Audit Committee, or in their absence by at least one other member of the Council.
 - f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 54 and shall refer to the terms of the Bribery Act 2010.
 - g. When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.1., where the value:

FINANCIAL REGULATIONS Version 3.1

- is less than £25,000 and greater than £6000 the RFO shall strive to obtain 3 quotations (priced descriptions of the proposed supply)
 - is below £6,000 and above £1,000 the Proper Officer or RFO shall strive to obtain 3 estimates of the cost of proposed supply
 - otherwise, Regulation 10.3 above shall apply.
- h. The Council shall not be obliged to accept the lowest or any tender, quotation or estimate.
- i. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 11.3. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
- b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments.
- 12.3. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

FINANCIAL REGULATIONS Version 3.1

- 12.4. Any variation to a contract or addition to or omission from a contract must be approved by the Council and:
- a. The RFO to inform the contractor in writing.
 - b. the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

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

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Proper Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council.
- 14.2. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 14.3. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.
- 14.4. No real property (interests in land) shall be:
- a. sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

FINANCIAL REGULATIONS Version 3.1

- b. purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.3. above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with all other members of staff as appropriate.
- 15.2. All members of staff shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

16. CHARITIES

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

17. RISK MANAGEMENT

FINANCIAL REGULATIONS Version 3.1

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Proper Officer [with the RFO] shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Proper Officer [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

Appendix 11

Candidate to become the Council's internal auditor

The internal auditor used by the council for many years, and re-appointed in the May 2022 AGM recently passed away.

It is therefore necessary to appoint a replacement internal auditor.

Below is a quotation and covering letter from an experienced Clerk/Financial Officer and Internal Auditor who lives locally. The individual recently audited the accounts of Cowbridge and Llanblethian Town Council.

The individual recommends an interim audit prior to the year-end audit.



KLG Services

Quotation for Llanharan Community Council Internal Audit

16th October 2022

Prepared by: Kerry-Leigh Grabham

Prepared for: Llanharan Community Council

Why KLG Internal Auditor

I am a full member of the Association of Accounting Technicians (AAT).

I have been working in the accounting industry for 19 years and for 5 years I was a Senior Finance & HR Officer for a Town Council and for just nearly two years I have been in the position as Town Clerk and Responsible Finance Officer.

My role as Senior Finance & HR Officer for a Town Council has provided me with a unique insight into how town and community councils operate. I have gained in depth knowledge which provides me with a strategic advantage in understanding the auditing process and what is required to achieve the highest results.

References

References are available upon request.

Service to be provided

To remotely or in person conduct Llanharan Community Council's internal Audit and sign off the Annual Return. As part of my package, you will receive a comprehensive report detailing the work undertaken which will specify the audit opinion. The internal audit programme has been designed to check compliance with the eleven internal audit objectives detailed on the annual return.

Tests of Control

To complete the internal test of control the following areas will be inspected:

- Previous internal audit report
- Proper bookkeeping
- Standing Orders and Financial Regulations
- Risk Management Arrangements
- Budgetary Control
- Income Controls
- Petty Cash Procedures
- Salaries & Wages
- Payroll Controls
- Asset Controls
- Bank Reconciliation
- Terms of Reference for Committees and Sub Committees (if applicable)
- Trust Funds (if applicable)

Additional testing will be conducted with prior agreement from the Clerk or Responsible Finance Officer at an agreed rate.

Year-end Audit

To complete the year-end audit, I will methodically work through the following procedures:

- Are the year-end accounts prepared on the correct basis?
- Do your accounts agree with the cashbooks?
- Is there a traceable audit trail from the financial transactions to the preparation of the year-end accounts?
- Where appropriate have creditors and debtors been identified and recorded correctly?

Upon completion of the year-end audit, an audit outcome report will be prepared and submitted to Llanharan Community Council. I will also present this report to the finance committee or full Council as required.

Fee Summary – Remote Audit

| | |
|--|-----------------------|
| 1 day test of internal control | £448.00 |
| 1 day year-end audit | £448.00 |
| Presentation of Audit Outcome report to committee of your choosing | FOC |
| <u>Total</u> | <u>£896.00</u> |

Fee Summary – In Person Audit

| | |
|---|-----------------------|
| 1 day test of internal control | £448.00 |
| 1 day year-end audit | £448.00 |
| Milage Charge 45.2 miles x 4 trips @ £0.45 per mile | £81.36 |
| <u>Total</u> | <u>£977.36</u> |

Appendix 12

Recommendations of the Bryncae Community Centre CAT Working Group

The working group recommends 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. (Officer's Note: It does not follow that the lease will automatically be signed as further due diligence is underway, in particular with regards to the building condition report provided by TPG Consulting in March 2022)
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.

Officer's note

The Council to take note that the original financial outlook for the centre has now changed given the increase in energy costs.

All councillors have been previously sent via email a copy of the independent building condition report carried out and it is also reproduced below, further due diligence is required with regards to this report following receipt of documents from RCTCBC and it is recommended that the matter return to Council before any final lease is signed.

HEADS OF TERMS – COMMUNITY ASSET TRANSFER BUILDING LEASES

- | | | |
|----|---------------------------------------|---|
| 10 | ACCESS: | i. Access to the property will not cause a nuisance or disruption to the users of the adjoining Council Land |
| 11 | INCENTIVES/ CONTRIBUTIONS: | Five year Rent Free Period from the start date of the Lease subject to Agreed Refurbishment Works funded by the Tenant. |
| 12 | RENT REVIEW: | Every 5 th year, commencing on the 5 th year anniversary of the start date of the Lease. |
| 13 | REPAIRING OBLIGATIONS: | <p>i. The tenant will be responsible for putting and keeping the property in full repair.</p> <p>To include the lift, ceilings, floors, windows, window frames, door, door frames, internal surface of all walls excluding joists, immediately above the ceiling, sanitary, gas, water, heating, ducting gas and electrical apparatus, in good and substantial repair, order and condition.</p> |
| 14 | STATUTORY COMPLINACE | The tenant shall undertake all legally required statutory building compliance for the property & comply with all legislation in the use of the Property. |
| 16 | ALIENATION: | The Tenant is not permitted to assign, underlet or share any part of the demised premises without the written consent of the landlord. Consent not to be unreasonably withheld. |
| 17 | ALTERATIONS: | The Tenant is not permitted to carry out any alterations without the landlord's consent. |
| 18 | USER: | i. <i>The premises to be used as a Community Centre for the benefit of local residents</i> |
| 19 | SIGNAGE: | Requires Landlords consent for the erections of signs on the exterior of the building or the grounds that would require planning or advertisement consent. |
| 20 | INSURANCE / INDEMNITY | <p>i. Landlord is to insure the property and re-charge the costs</p> <p>ii. Tenant is to be responsible for insuring their own activities and equipment.</p> |

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.

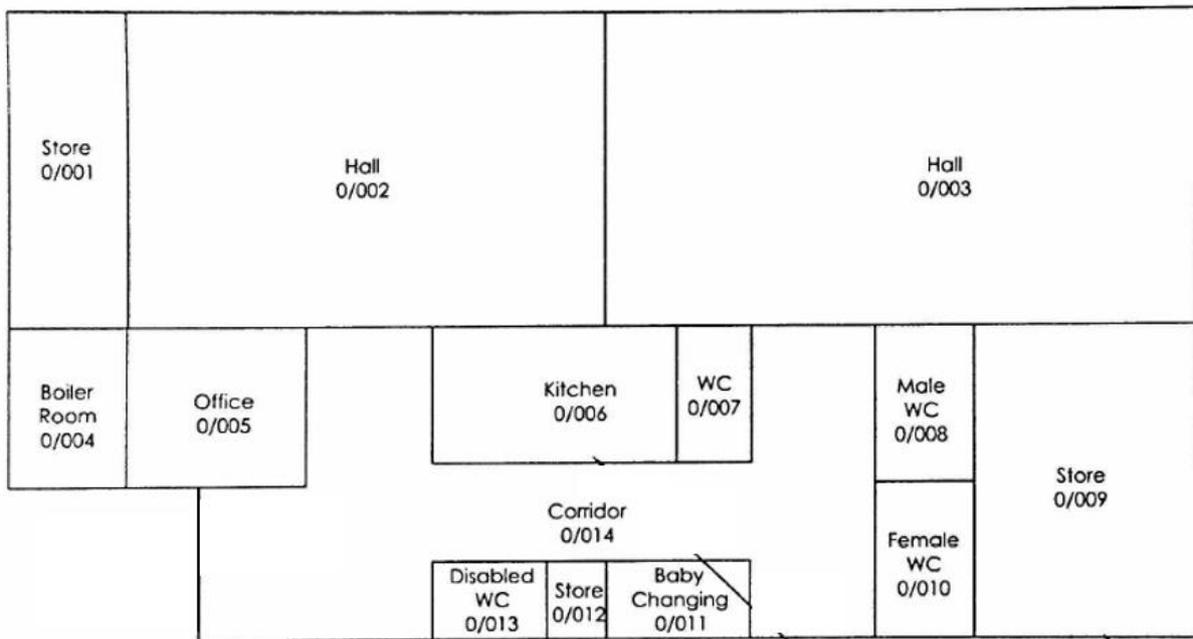
Legal Boundary and lease: A copy of the lease and freehold information was not available. I was informed by Robert Hughes that the boundary is as indicated in the aerial photograph by the red line drawn.



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.

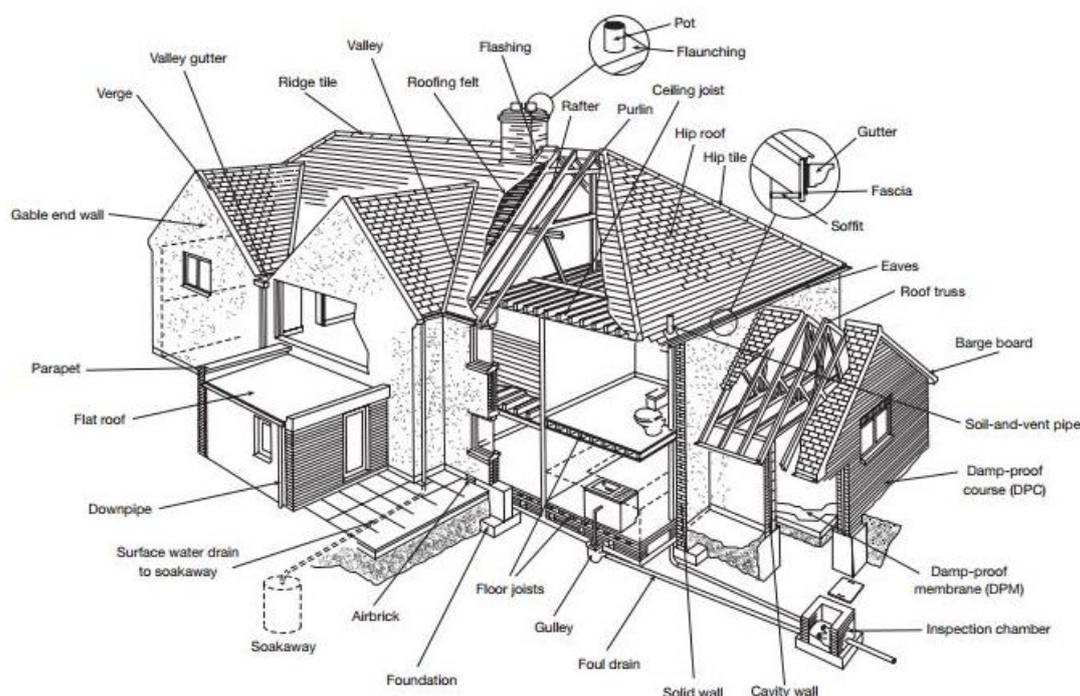
We also believe the property is in an area that may be affected by Radon and historical mine workings. The sub-soil is typically peaty or loamy soils to the general location and as long as foundations are properly designed the soil does not present a hazard to the building. The property is not in a conservation 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 servery 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

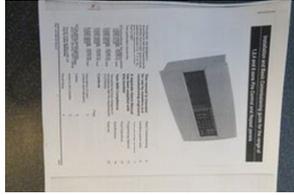
TPG Consulting Ltd

20th March 2022

2D Photographs



IMG_7193



IMG_7194



Photo 17-05-2022, 13 43 22



Photo 17-05-2022, 13 43 25



Photo 17-05-2022, 13 44 45



IMG_6877



IMG_6878



IMG_6879



IMG_6880



IMG_6881



IMG_6882



IMG_6883



IMG_6884



IMG_6885



IMG_6886



IMG_6887



IMG_6888



IMG_6889



IMG_6890



IMG_6891



IMG_6892



IMG_6893



IMG_6894



IMG_6895



IMG_6896



IMG_6897



IMG_6898



IMG_6899



IMG_6900



IMG_6901



IMG_6902



IMG_6903



IMG_6904



IMG_6905



IMG_6906



IMG_6907



IMG_6908



IMG_6909



IMG_6910



IMG_6911



IMG_6912



IMG_6913



IMG_6914



IMG_6915



IMG_6916



IMG_6917



IMG_6918



IMG_6919



IMG_6920



IMG_6921



IMG_6922



IMG_6923



IMG_6924



IMG_6925



IMG_6926



IMG_6927



IMG_6928



IMG_6929



IMG_6930



IMG_6931



IMG_6932



IMG_6933



IMG_6934



IMG_6935



IMG_6936



IMG_6937



IMG_6938



IMG_6939



IMG_6940



IMG_6941



IMG_6942



IMG_6943



IMG_6944



IMG_6945



IMG_6946



IMG_6947



IMG_6948



IMG_6949



IMG_6950



IMG_6951



IMG_6952



IMG_6953



IMG_6954



IMG_6955



IMG_6956



IMG_6957



IMG_6958



IMG_6959



IMG_6960



IMG_6961



IMG_6962



IMG_6963



IMG_6964



IMG_6965



IMG_6966



IMG_6967



IMG_6968



IMG_6969



IMG_6970



IMG_6971



IMG_6972



IMG_6973



IMG_6974



IMG_6975



IMG_6976



IMG_6977



IMG_6978



IMG_6979



IMG_6980



IMG_6981



IMG_6982



IMG_6983



IMG_6984



IMG_6985



IMG_6986



IMG_6987



IMG_6988



IMG_6989



IMG_6990



IMG_6991



IMG_6992



IMG_6993



IMG_6994



IMG_6995



IMG_6996



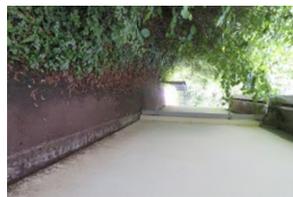
IMG_6997



IMG_6998



IMG_6999



IMG_7000



IMG_7001



IMG_7002



IMG_7003



IMG_7004



IMG_7005



IMG_7006



IMG_7007



IMG_7008



IMG_7009



IMG_7010



IMG_7011



IMG_7012



IMG_7013



IMG_7014



IMG_7015



IMG_7016



IMG_7017



IMG_7018



IMG_7019



IMG_7020



IMG_7021



IMG_7022



IMG_7023



IMG_7024



IMG_7025



IMG_7026



IMG_7027



IMG_7028



IMG_7029



IMG_7030



IMG_7031



IMG_7032



IMG_7033



IMG_7034



IMG_7035



IMG_7036



IMG_7037



IMG_7038



IMG_7039



IMG_7040



IMG_7041



IMG_7042



IMG_7043



IMG_7044



IMG_7045



IMG_7046



IMG_7047



IMG_7048



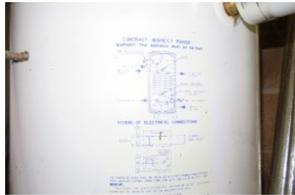
IMG_7049



IMG_7050



IMG_7051



IMG_7052



IMG_7053



IMG_7054



IMG_7055



IMG_7056



IMG_7057



IMG_7058



IMG_7059



IMG_7060



IMG_7061



IMG_7062



IMG_7063



IMG_7064



IMG_7065



IMG_7066



IMG_7067



IMG_7068



IMG_7069



IMG_7070



IMG_7071



IMG_7072



IMG_7073



IMG_7074



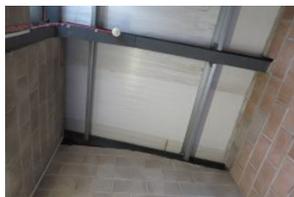
IMG_7075



IMG_7076



IMG_7077



IMG_7078



IMG_7079



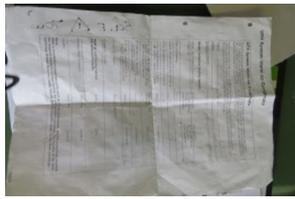
IMG_7080



IMG_7081



IMG_7082



IMG_7083



IMG_7084



IMG_7085



IMG_7086



IMG_7087



IMG_7088



IMG_7089



IMG_7090



IMG_7091



IMG_7092



IMG_7093



IMG_7094



IMG_7095



IMG_7096



IMG_7097



IMG_7098



IMG_7099



IMG_7100



IMG_7101



IMG_7102



IMG_7103



IMG_7104



IMG_7105



IMG_7106



IMG_7107



IMG_7108



IMG_7109



IMG_7110



IMG_7111



IMG_7112



IMG_7113



IMG_7114



IMG_7115



IMG_7116



IMG_7117



IMG_7118



IMG_7119



IMG_7120



IMG_7121



IMG_7122



IMG_7123



IMG_7124



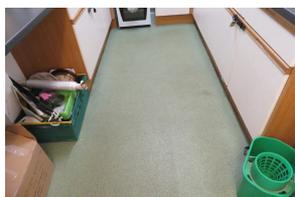
IMG_7125



IMG_7126



IMG_7127



IMG_7128



IMG_7129



IMG_7130



IMG_7131



IMG_7132



IMG_7133



IMG_7134



IMG_7135



IMG_7136



IMG_7137



IMG_7138



IMG_7139



IMG_7140



IMG_7141



IMG_7142



IMG_7143



IMG_7144



IMG_7145



IMG_7146



IMG_7147



IMG_7148



IMG_7149



IMG_7150



IMG_7151



IMG_7152



IMG_7153



IMG_7154



IMG_7155



IMG_7156



IMG_7157



IMG_7158



IMG_7159



IMG_7160



IMG_7161



IMG_7162



IMG_7163



IMG_7164



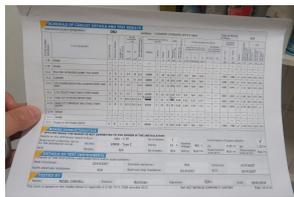
IMG_7165



IMG_7166



IMG_7167



IMG_7168



IMG_7169



IMG_7170



IMG_7171



IMG_7172



IMG_7173



IMG_7174



IMG_7175



IMG_7176



IMG_7177



IMG_7178



IMG_7179



IMG_7180



IMG_7181



IMG_7182



IMG_7183



IMG_7184



IMG_7185



IMG_7186



IMG_7187



IMG_7188



IMG_7189



IMG_7190



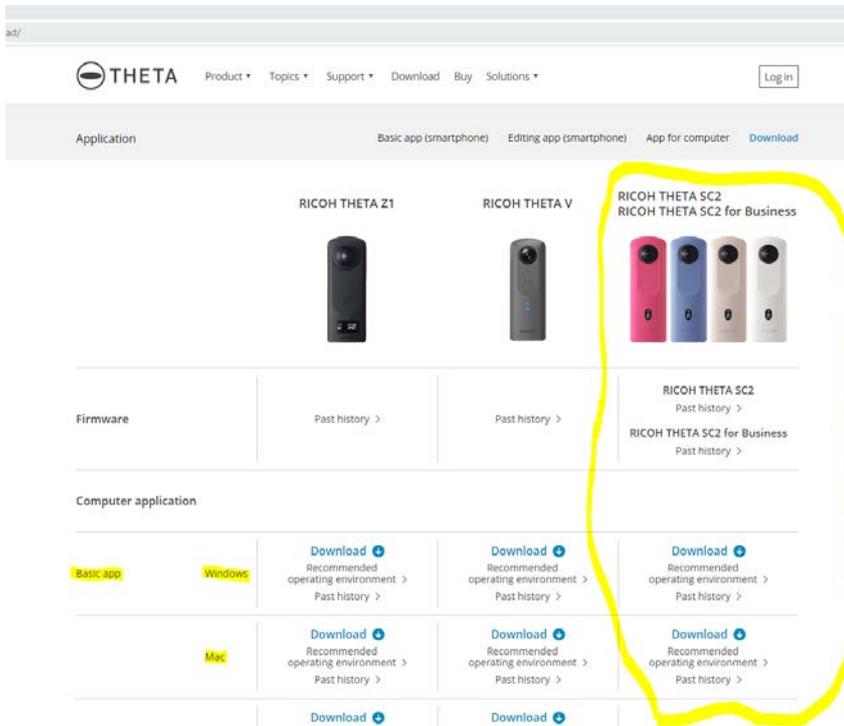
IMG_7191



IMG_7192

HOW TO OPEN AND VIEW 360 PHOTOS

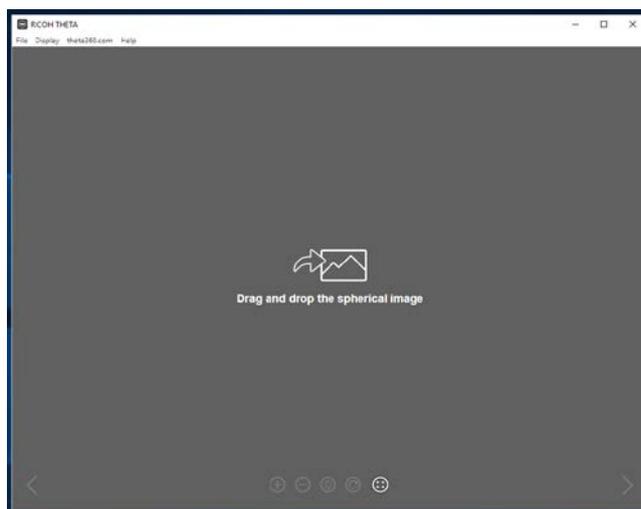
1. Click on this link <https://support.theta360.com/uk/download/>
2. You will see this page



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

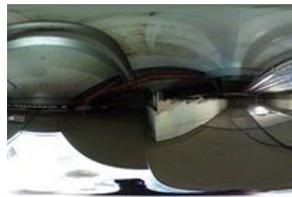


Photo 17-05-2022, 12 30 51

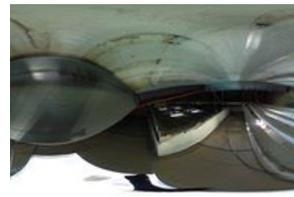


Photo 17-05-2022, 12 31 06



Photo 17-05-2022, 09 44 57



Photo 17-05-2022, 09 45 33



Photo 17-05-2022, 09 46 26



Photo 17-05-2022, 09 47 02



Photo 17-05-2022, 09 47 43



Photo 17-05-2022, 09 48 09



Photo 17-05-2022, 09 48 26



Photo 17-05-2022, 09 48 42



Photo 17-05-2022, 09 49 00



Photo 17-05-2022, 09 49 13



Photo 17-05-2022, 09 49 32



Photo 17-05-2022, 09 49 48



Photo 17-05-2022, 12 22 36



Photo 17-05-2022, 12 23 12



Photo 17-05-2022, 12 23 29 (1



Photo 17-05-2022, 12 23 29



Photo 17-05-2022, 12 23 52



Photo 17-05-2022, 12 24 12



Photo 17-05-2022, 12 24 31



Photo 17-05-2022, 12 25 03



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



www.tpgbuildingfm.co.uk

Llanover House
Llanover Road
Pontypridd
CF37 4DY
01443 841693

Appendix 13

Local recycling station at the Community Council office or elsewhere for empty tablet packs (Blister packs).

A member of the public has requested that the Council office be set up as recycling station for empty foil tablet packs (blister packs). The matter has been the subject of correspondence between councillors is presented here for Council's consideration.

Correspondence is reproduced below with some redactions to protect the personal information of individuals.

From: REDACTED

Date: Thu, 4 Aug 2022 at 14:59

Subject: Re: Recycling of Foil Blister Packs

To: Chris <chris.parker@llanharan-cc.gov.wales>

Cc: Helen Donnan <helen.donnan@llanharan-cc.gov.wales>, Mark Steer REDACTED, <leighsmithproject@llanharan-cc.gov.wales>, David Evans REDACTED

Hello Chris,

I have just phoned Sheppard chemist (01656 860480) and the lady said they do not recycle tablet blister packets and never have.

Unfortunately, they have no plans to do this in the future either.

We're back to the drawing board!

So, again please can this bring this topic up in future meetings and give it your support?

Kind regards,

REDACTED

On Thu, 4 Aug 2022 at 12:42, REDACTED> wrote:

Hello Chris,

Thank you for your reply.

If it is definite that Shepards in Pencoed is recycling the foil tablet packs, please could you put messages on the local hub to spread the word?.

A local drop-off point is great news, as long as people know about it.

Many thanks and kind regards,

REDACTED

On Wed, 3 Aug 2022 at 13:04, Chris <chris.parker@llanharan-cc.gov.wales> wrote:

Dear REDACTED,

Mark Steer informs me that Shepards the Chemist (opposite the Co-op in Pencoed) have a collection point for recycling blister packs.

In setting up a scheme in Llanharan, the problems the Community Council would face are:

- Which places (including business premises if they are willing) to facilitate a collection point.
- to whom do we pass on the collected packages for processing ?
- What would be the minimum quantity (either by weight or number) acceptable to an organisation that can process the packages?
- If only large quantities are acceptable where would the Community Council store such material in the meantime ?
- Would the Council be responsible for ensuring there is no medicines left in the packages?
- and if that was the case, how would the Council ensure the safe disposal of such medicines and also ensure the safety of the staff that would do the checking?
- What would be the cost to run and manage such a scheme?

However I will ask for it to be put on the agenda of October's Council meeting.

Also please note that email address leighsmithproject@llanharan-cc.gov.wales is no longer in use. Please use either clerk@llanharan-cc.gov.wales (for Leigh) or office@llanharan-cc.gov.wales (for Lisa – Admin Officer and general enquiries)

Regards

Chris

From: REDACTED

Sent: 03 August 2022 12:30

To: Chris <chris.parker@llanharan-cc.gov.wales>

Cc: Helen Donnan <helen.donnan@llanharan-cc.gov.wales>; Mark Steer <REDACTED>;
leighsmithproject@llanharan-cc.gov.wales
Subject: Re: Recycling of Foil Blister Packs

Dear Chris,

There are recycling points only in Cardiff, Caerphilly, Cowbridge and Pentyrch.

There is nowhere else in south Wales. Surely, that is not acceptable? It is shameful.

Please would you set up a scheme in Llanharan?

It would be a feather in the cap for Llanharan, don't you think?

Please would you discuss this at your meetings?

Kind regards,

REDACTED

Virus-free. www.avast.com

On Tue, 2 Aug 2022 at 16:02, Chris <chris.parker@llanharan-cc.gov.wales> wrote:

Hi REDACTED

I have looked into this and have found the following:

Superdrug have a recycling scheme for tablet blister packs based in their shops.

RCT do not recycle blister packs at the moment and recommend that the any cardboard packaging is place into the recycle bags and that blister packs are placed in general waste.

Hope this helps

Regards

Chris

Get [Outlook for Android](#)

From: REDACTED>

Sent: Tuesday, August 2, 2022 12:34:12 PM

To: Chris <chris.parker@llanharan-cc.gov.wales>; Chris <chris.parker@llanharan-cc.gov.wales>

Cc: leighsmithproject@llanharan-cc.gov.wales <leighsmithproject@llanharan-cc.gov.wales>; Helen Donnan <helen.donnan@llanharan-cc.gov.wales>; Mark Steer REDACTED

Subject: Re: Recycling of Foil Blister Packs

Dear Chris,

Please would you reply to my emails of Monday, 11th July?

Many thanks,

Kind regards,

REDACTED

On Mon, 11 Jul 2022 at 11:14, REDACTED> wrote:

Dear Chris,

Several months ago, I tried to find a local recycling station for empty tablet packs.

Unfortunately, there were no local ones and the nearest were Caerphilly, Cardiff, Cowbridge and Pentyrch.

I suggested the idea of a drop-off point at the Llanharan Community Council office.

Sadly, several months on, I am told that it will not go ahead.

Please will you help?

I will send you the history of emails.

I truly believe that this is an important suggestion and would value your opinion and support.

Kind regards,

REDACTED

Appendix 14

Update on LRGT 'Floodlights' project

In the September 2022 meeting of council the following was resolved:

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.

As instructed the Clerk contacted LRGT and the correspondence received is reproduced below. The most recent email first.

It is my interpretation from these emails that LRGT intend to continue with the project and expect the CIL funding to be made available.

However, the Clerk advises that Councillors should read the correspondence and draw their own conclusions.

Note that Council has resolved that any further funding is dependent on the conditions that the Council has imposed, namely the obtaining of a Legal Development Certificate (LDC) or planning permission and the obtaining of updated quotations for the project.

These resolutions can only be superseded if new information comes to light that was not known when the original decision was made.

From: [Llanharan Welfare Hall & Fields](#)
To: [The Clerk / Project Officer](#); [SARAH LINEY](#)
Cc: [Office](#); [Janine.Turner@rctcbc.gov.uk](#); [Chris](#); [Robert](#); [Geraint](#); [Will T](#); [Helen.Donnan](#); [Rhys Jenkins](#); [Mark Steer](#); [David Evans](#); [neil.feist@rctlibdems.org.uk](#); [Parmindra Pannu](#); [Joanne Miller](#); [Andrea James](#); [Tracy Allen](#)
Subject: Re: CIL - Floodlights project and dugouts projects.
Date: 30 September 2022 17:11:13
Attachments: [image001.png](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)

Dear Clerk

To reiterate THE TRUST require the funding and we have no doubt the COMMUNITY COUNCIL will do nothing more than the minimum for the COMMUNITY Who benefit from THE TRUST for BOTH of these projects.

----- Original message -----

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Date: 30/09/2022 16:03 (GMT+00:00)
To: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>, SARAH LINEY <sarah.liney@sky.com>
Cc: Office <Office@llanharan-cc.gov.wales>, Janine.Turner@rctcbc.gov.uk, Chris <chris.parker@llanharan-cc.gov.wales>, Robert <robert.lewis-watkin@llanharan-cc.gov.wales>, Geraint <geraint.hopkins@llanharan-cc.gov.wales>, Will T <will.thomas@llanharan-cc.gov.wales>, Helen Donnan <helen.donnan@llanharan-cc.gov.wales>, Rhys Jenkins <rhys.jenkins@llanharan-cc.gov.wales>, Mark Steer <Mark.Steer@llanharan-cc.gov.wales>, David Evans <David.Evans@llanharan-cc.gov.wales>, neil.feist@rctlibdems.org.uk, Parmindra Pannu <parminder.pannu@llanharan-cc.gov.wales>, Joanne Miller <Joanne.Miller@llanharan-cc.gov.wales>, Andrea James <Andrea.James@llanharan-cc.gov.wales>, Tracy Allen <Tracy.Allen@llanharan-cc.gov.wales>
Subject: Re: CIL - Floodlights project and dugouts projects.

To clarify, you are of course entitled to make whatever purchase as you see fit.

The request not to make further purchases was based on the assumption that the grant would cover full project costs.

Please be aware that if you intend to seek reimbursement at a later date, currently the council will reimburse up to the value of the amount granted.

Best regards

Sent from [Outlook for iOS](#)

From: The Clerk / Project Officer
Sent: Friday, September 30, 2022 3:54:25 PM
To: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>; SARAH LINEY <sarah.liney@sky.com>
Cc: Office <Office@llanharan-cc.gov.wales>; Janine.Turner@rctcbc.gov.uk <Janine.Turner@rctcbc.gov.uk>; Chris <chris.parker@llanharan-cc.gov.wales>; Robert <robert.lewis-watkin@llanharan-cc.gov.wales>; Geraint <geraint.hopkins@llanharan-cc.gov.wales>; Will T <will.thomas@llanharan-cc.gov.wales>; Helen Donnan <helen.donnan@llanharan-cc.gov.wales>; Rhys Jenkins <rhys.jenkins@llanharan-cc.gov.wales>; Mark Steer <Mark.Steer@llanharan-cc.gov.wales>; David Evans <David.Evans@llanharan-cc.gov.wales>; neil.feist@rctlibdems.org.uk <neil.feist@rctlibdems.org.uk>; Parmindra Pannu <parminder.pannu@llanharan-cc.gov.wales>; Joanne Miller <Joanne.Miller@llanharan-cc.gov.wales>; Andrea James <Andrea.James@llanharan-cc.gov.wales>; Tracy Allen <Tracy.Allen@llanharan-cc.gov.wales>
Subject: RE: CIL - Floodlights project and dugouts projects.

Thank you for your response Lynda,

I should make it clear that the Council has requested that revised quotations be obtained before any further purchases are made (on the assumption that these costs will be covered by Council).

This is to ensure that the total amount granted is sufficient to cover the full cost of the project as it is clear that costs have risen significantly since the original quotations were obtained by the Clerk. This is important so that Council can make a decision on its position with regards the financing of the total costs required and whether to increase the amount already granted to cover total project costs.

I would reiterate that this remains the Councils position.

I am happy to have a conversation on this next week, feel free to give me a call.

Have a great weekend.

Best regards

Leigh Smith
Clerk to the Council.
Llanharan Community Council

project@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.

llanharan-cc.gov.uk

This transmission is intended for the named addressee(s) only and may contain personal, sensitive or confidential material and should be handled accordingly. Unless you are the named addressee (or authorised to receive it for the addressee) you may not copy or use it or disclose it to anyone else. If you have received this transmission in error please notify the sender immediately. All traffic may be subject to recording and/or monitoring in accordance with relevant legislation.

llanharan-cc.gov.uk

From: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>

Sent: 30 September 2022 15:47

To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>; SARAH LINEY <sarah.liney@sky.com>; mail@lrgt.co.uk

Cc: Office <Office@llanharan-cc.gov.wales>; Janine.Turner@rctcbc.gov.uk; Chris <chris.parker@llanharan-cc.gov.wales>; Robert <robert.lewis-watkin@llanharan-cc.gov.wales>; Geraint <geraint.hopkins@llanharan-cc.gov.wales>; Will T <will.thomas@llanharan-cc.gov.wales>; Helen Donnan <helen.donnan@llanharan-cc.gov.wales>; Rhys Jenkins <rhys.jenkins@llanharan-cc.gov.wales>; Mark Steer <Mark.Steer@llanharan-cc.gov.wales>; David Evans <David.Evans@llanharan-cc.gov.wales>; neil.feist@rctlibdems.org.uk; Parmindra Pannu <parminder.pannu@llanharan-cc.gov.wales>; Joanne Miller <Joanne.Miller@llanharan-cc.gov.wales>; Andrea James <Andrea.James@llanharan-cc.gov.wales>; Tracy Allen <Tracy.Allen@llanharan-cc.gov.wales>

Subject: RE: CIL - Floodlights project and dugouts projects.

Dear Clerk

Allow the Trust to place on record the CIL money is required and as per the terms can and will be paid retrospectively to the Trust once the amended terms have been met.

The terms the community council saw fit to change after the Trust had financially made payment for goods relating to the project.

The Community Council have continued for two years to place obstacle after obstacle in the Trusts way in a relentless manner. Each email sent to the Trust has a bullying tone and we will not tolerate it any longer.

The Community Council is not damaging the Trust but the community.

The Trust is making alternative arrangements as the Trust places the community first. For two Trustees to place their home at risk for the community should make each Councillor think twice about their position.

As advised lamp posts have been paid for because we are committed to the project. To CONFIRM YES the MONEY is required.

We TRUST we have made our position clear.

Lynda on behalf of the Board of Trustees

----- Original message -----

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>

Date: 30/09/2022 14:35 (GMT+00:00)

To: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>

Cc: Office <Office@llanharan-cc.gov.wales>

Subject: CIL - Floodlights project and dugouts projects.

Good afternoon,

In your email of 5th August 2022 (8.47am, shown in the email trail below) you implied that you did not wish to receive any further monies towards the floodlight project (LCC19/01).

"To this end, we are looking at taking a loan out to cover the cost and will use our house as guarantee so this project can move forward"

I have relayed your apparent wishes to Council along with copies of the correspondence and Council have asked me to clarify/double check the following: *(The text of the resolutions is shown at the end of the email and full minutes can be found on our website under minutes of the full*

Council meeting held on 29th September 2022).

1. Regarding the Welfare ground floodlights project (LCC 19/01), does LRGT wish to end the funding of the project from the Community Council CIL funds or intend to proceed subject to the resolutions passed by council regarding obtaining a LDC or planning permission and the obtaining of updated quotations?
2. Regarding the Welfare ground dugouts project (LCC 21/19), does LRGT wish to end the funding of the project from the Community Council CIL funds or intend to proceed subject to the resolutions passed by council regarding obtaining a LDC or planning permission?

3.

I would be grateful for your responses to the questions listed above.

From your previous email correspondence (contained in the email thread) it is my interpretation that you do not wish to continue with funding from the Community Council CIL funds for the floodlight project (LCC19/01).

Should I not hear to the contrary by 15th October 2022 I will proceed on this basis and close down the project file.

Your position regarding continuing with CIL funding regarding the dugouts (LCC 21/19) is not clear and so I would appreciate you making your position clear beyond any doubt.

Text of resolutions alluded to above:

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.

RESOLVED

Regarding the Welfare ground dugouts project (LCC 21/19), 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.

Best regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

project@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.

llanharan-cc.gov.uk

This transmission is intended for the named addressee(s) only and may contain personal, sensitive or confidential material and should be handled accordingly. Unless you are the named addressee (or authorised to receive it for the addressee) you may not copy or use it or disclose it to anyone else. If you have received this transmission in error please notify the sender immediately. All traffic may be subject to recording and/or monitoring in accordance with relevant legislation.

llanharan-cc.gov.uk

From: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>

Sent: 05 August 2022 12:35

To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>

Cc: Office <Office@llanharan-cc.gov.wales>; Chris <chris.parker@llanharan-cc.gov.wales>

Subject: RE: Floodlights project and dugouts grant.

Hi Leigh

I have to be honest, I am an Intelligent woman holding down an incredibly responsible job with no stress but all my dealing with the community council make me actually ill. The emails frustrate the other Trustees and we have even been told by some councillors they can see why we get so frustrated.

There is no invoice. The invoice will be issued once full payment is made.

All irrelevant as the community council have made their position clear around planning permission, lawful development and all payments are suspended. A little like the TV and stand want it don't want it want it keep it.

We are for the community if the community council can't see that so be it we don't care.

In fact I don't even know why I am responding as we will get another email saying something else.

So hold onto your money as per the resolution and know if the kids don't have anywhere this winter it won't be for our want of trying to provide a facility for them. Not us them.

We have updated the rugby club so they are aware there is a risk but we are doing what we can.

Sarah

----- Original message -----

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Date: 05/08/2022 10:32 (GMT+00:00)
To: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>
Cc: Office <Office@llanharan-cc.gov.wales>, Chris <chris.parker@llanharan-cc.gov.wales>
Subject: RE: Floodlights project and dugouts grant.

I see.

All I saw was the quotation from BEI showing the doubling of costs. Did you then place a formal order with them?

Do you have a copy of the invoice please,

thanks

Leigh Smith
Clerk to the Council.
Llanharan Community Council
project@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.
llanharan-cc.gov.uk

This transmission is intended for the named addressee(s) only and may contain personal, sensitive or confidential material and should be handled accordingly. Unless you are the named addressee (or authorised to receive it for the addressee) you may not copy or use it or disclose it to anyone else. If you have received this transmission in error please notify the sender immediately. All traffic may be subject to recording and/or monitoring in accordance with relevant legislation.
llanharan-cc.gov.uk

From: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>
Sent: 05 August 2022 09:43
To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Cc: Office <Office@llanharan-cc.gov.wales>; Chris <chris.parker@llanharan-cc.gov.wales>
Subject: RE: Floodlights project and dugouts grant.

The lampposts have been invoiced. They were invoiced around 5 weeks ago.

Sarah

Sarah Liney
07760 162077
Trustee

----- Original message -----

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Date: 05/08/2022 09:09 (GMT+00:00)
To: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>
Cc: Office <Office@llanharan-cc.gov.wales>, Chris <chris.parker@llanharan-cc.gov.wales>
Subject: RE: Floodlights project and dugouts grant.

Morning Sarah,

Have you been invoiced for goods in relation to the floodlights project that the Council has not provided funds for?

If so if you forward me those invoices I will put them before the relevant committee.

regards

Leigh Smith
Clerk to the Council.
Llanharan Community Council
project@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.
llanharan-cc.gov.uk

This transmission is intended for the named addressee(s) only and may contain personal, sensitive or confidential material and should be handled accordingly. Unless you are the named addressee (or authorised to receive it for the addressee) you may not copy or use it or disclose it to anyone else. If you have received this transmission in error please notify the sender immediately. All traffic may be subject to recording and/or monitoring in accordance with relevant legislation.
llanharan-cc.gov.uk

From: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>
Sent: 05 August 2022 08:47
To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Cc: Office <Office@llanharan-cc.gov.wales>; Chris <chris.parker@llanharan-cc.gov.wales>
Subject: RE: Floodlights project and dugouts grant.
Importance: High

Dear Leigh

To say we feel bitterly let down on behalf of all our users is an understatement.

The Community Council have consistently placed obstacles in whichever way they can to prevent any form of improvement at the facility.

It is not us that suffers, we are Trustees do all we can to ensure we offer what we can at an incredibly low cost to benefit every individual that uses the facility through the various groups or clubs within our community.

This will now place significant delays that are ill afforded. We have been told time and time again that without the floodlights every child involved with thr rugby club won't have training throughout the winter months.

This places us in an untenable position and the guilt is burdensome, knowing these children won't be able to participate in something they enjoy because of us, the impact on their health and wellbeing is too much to carry.

In addition the embarrassment that we have been invoiced for goods with no hope of money for months leaves us in a difficult situation.

To this end, we are looking at taking a loan out to cover the cost and will use our house as guarantee so this project can move forward.

Sarah

Sarah Liney

07760 162077
Trustee

----- Original message -----

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Date: 03/08/2022 21:50 (GMT+00:00)
To: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>
Cc: Office <Office@llanharan-cc.gov.wales>
Subject: Floodlights project and dugouts grant.

Good evening,

I write to inform you that Council has made the following decisions:

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.

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.

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.

Notes:

The Lawful Development Certificate can be obtained from RCT planning dept via the following link:

[Planning - Make an application | Rhondda Cynon Taf County Borough Council \(rctcbc.gov.uk\)](#)

At the bottom of the page you need to select either

[Application for Lawful Development Certificate \(existing\)](#)

[Application for Lawful Development Guidance notes](#)

To establish if an existing use, activity or operation is lawful, including those in breach of conditions.

Or

[Application for Lawful Development Certificate \(Proposed\)](#)

[Application for Lawful Development Certificate Guidance Notes](#)

To apply for a lawful development certificate for a proposed use, activity or operation.

The guidance notes should give guidance on which, or it may be easier to contact RCT planning and ask their advice on which is more appropriate.

This link provides more information regarding RCT's pre-application processes and services:

[Planning - Pre-application advice | Rhondda Cynon Taf County Borough Council \(rctcbc.gov.uk\)](https://www.rctcbc.gov.uk/planning-pre-application-advice)

Notes:

Lawful Development Certificate

A Lawful Development Certificate will provide you with a definitive answer that planning permission is not required, is legally binding and should be kept safely with your other building related paperwork for when you come to sell your house. It will provide peace of mind that your project did not need full permission, and could prevent unnecessary delays.

The fee for a Lawful Certificate is 50% of the fee for a full application, and the difference will be refunded if full permission is not required.

If, after reviewing all the information, you are sure your project doesn't need permission, but you would like the assurance that a Certificate of Lawfulness provides, you can apply for one using the form called Application for Lawful Development Certificate (Proposed), or online through the Planning Portal.

Best regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

project@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.

llanharan-cc.gov.uk

This transmission is intended for the named addressee(s) only and may contain personal, sensitive or confidential material and should be handled accordingly. Unless you are the named addressee (or authorised to receive it for the addressee) you may not copy or use it or disclose it to anyone else. If you have received this transmission in error please notify the sender immediately. All traffic may be subject to recording and/or monitoring in accordance with relevant legislation.

llanharan-cc.gov.uk

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

Fy Nghyf/My Ref:
22/1225/10

EichCyf/Your Ref:

Dyddiad/Date: 17/10/2022

Gofynnwch am/Please ask for: James Emery
01443 281130

DATBLYGIAD Proposed use of existing outbuilding as office
ARFAETHEDIG/PROPOSAL: (Retrospective)
LLEOLIAD/LOCATION : BRYNNA MILL, WERN TARW ROAD, BRYNNA
CYF GRID/GRID REF: 298495, 183532

DEDDF CYNLLUNIO GWLAD A THREF **TOWN AND COUNTRY PLANNING ACT**
1990 / GORCHYMYN CYNLLUNIO GWLAD **1990 / TOWN AND COUNTRY PLANNING**
A THREF (GWEITHDREFN RHEOLI **(DEVELOPMENT MANAGEMENT**
DATBLYGU) (CYMRU) 2012 **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
hangáu. 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 ydych chi'n clywed gennych chi o fewn 21
diwrnod o ddyddiad y llythyr hwn, byddaf yn
tybio nad ydych chi 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:
22/1087/10

EichCyf/Your Ref:

Dyddiad/Date: 04/10/2022

Gofynnwch am/Please ask for: Amy Marshall
01443 281130

DATBLYGIAD Ground floor rear extension
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : TYN Y PWLL HOUSE, OLD LLANHARAN ROAD,
LLANHARAN, BRIDGEND, CF35 5LH
CYF GRID/GRID REF: 298103, 182268

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:
22/1038/10

EichCyf/Your Ref:

Dyddiad/Date: 03/10/2022

Gofynnwch am/Please ask for: Amy Marshall
01443 281130

DATBLYGIAD Retrospective - glass / green house
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : ST KITTS, GELLIFEDI ROAD, BRYNNA,
PONTYCLUN, CF72 9QG
CYF GRID/GRID REF: 298910, 183392

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

Sent via post and email

Our Ref: TGS1

Date: 06/10/2022

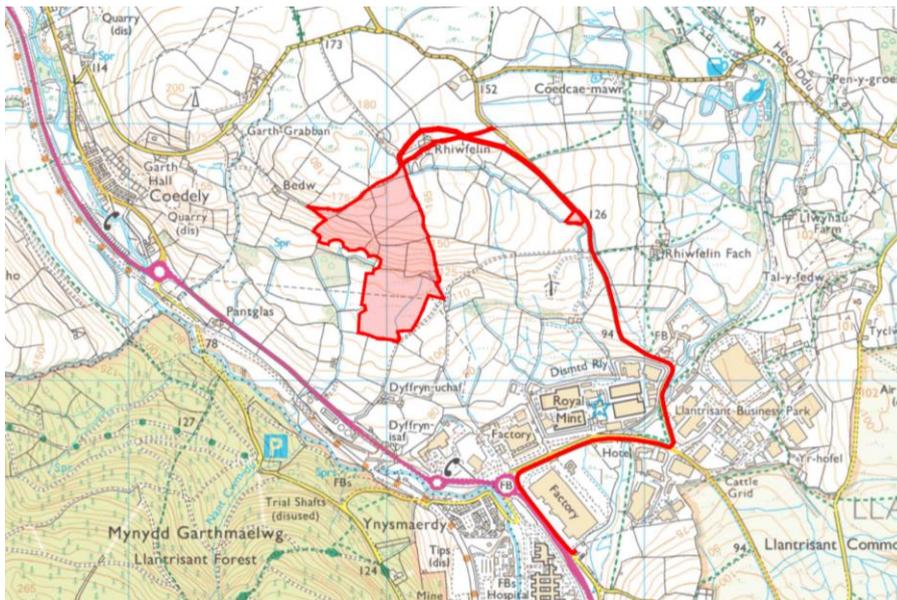
Dear Sir/Madam

RE: STATUTORY PRE-APPLICATION CONSULTATION FOR A PROPOSED 9.9MW SOLAR FARM ON LAND NORTH OF YNYSMAERDY

We write to notify you of our intention to submit a planning application in respect of the above project on behalf of our clients, Talgren Solar Limited, and to advise you of commencement of pre-application consultation regarding the proposed development.

Talgren Solar Limited is seeking to develop a solar farm located c.0.7km northwest of Ynysmaerdy and c.0.6km east of Coedely across approximately 19.13ha, including the access track, the cable run, and the proposed substation site adjacent to Pantybrad, with a generating capacity of circa 9.9MW renewable electricity. This would produce enough to power over 2,678 homes per year and offset nearly 2,850 tonnes of CO₂ every year, the equivalent of taking nearly 1,096 cars off the road.

Site Location:



The Project will help deliver reliable, renewable energy in Wales as part of the Welsh and UK Government's ambitions to reach 'Net Zero' by 2050. Similarly, Rhondda Cynon Taf County Borough Council has announced ambitions to become a carbon neutral local authority by the year 2030. The Project represents an important opportunity to contribute toward these goals.

As required by the Planning (Wales) Act 2016, we are undertaking a statutory period of pre-application consultation for 28 days, prior to submitting a planning application to Rhondda Cynon Taf County Borough Council.

Information, consultation materials and copies of the full draft planning application are available on the project website, www.talgrensolar.co.uk.

The deadline for comments on the proposals is **Monday 7th November 2022**.

Should you have any queries about the project, or the consultation process, please feel free to contact the project team via the contact details noted on this letter, or via the website.

Yours faithfully



Dan Elvin
Senior Planner
planningconsultations@thesiriusgroup.com
0113 2649960

For and on behalf of Sirius Planning Ltd

Ein Cyf: TGS1

Dyddiad: 06/10/2022

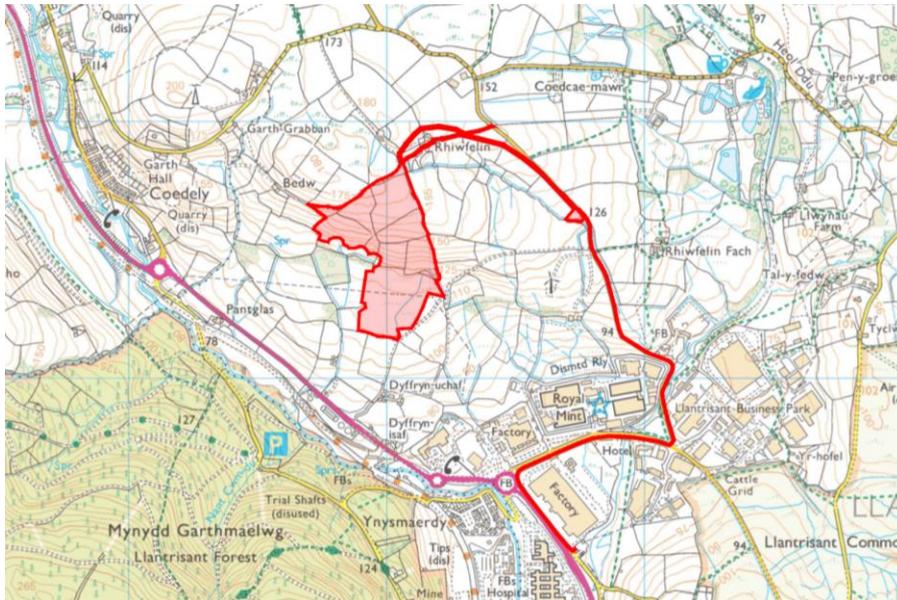
Annwyl Syr/Madam,

**O ran: YMGYNGHORIAD STATUDOL CYN YMGEISIO AR GYFER FFERM SOLAR 9.9MW
ARFAETHEDIG AR DIR I'R GOGLEDD O YNYSMAERDY**

Ysgrifennwn atoch i'ch hysbysu o'n bwriad i gyflwyno cais cynllunio mewn perthynas â'r prosiect uchod ar ran ein cleientiaid, Talgren Solar Limited, ac i'ch hysbysu am ddechrau ymgynghoriad cyn ymgeisio ynghylch y datblygiad arfaethedig.

Mae Talgren Solar Limited yn ceisio datblygu fferm solar tua 0.7km i'r gogledd-orllewin o Ynysmaerdy a thua 0.6km i'r dwyrain o Goed-elái ar draws tua 19.13ha, gan gynnwys y trac mynediad, y rhediad ceblau, a safle'r is-orsaf arfaethedig ger Pantybrad, gyda capasiti cynhyrchu o tua 9.9MW o drydan adnewyddadwy. Byddai hyn yn cynhyrchu digon i bweru dros 2,678 o gartrefi'r flwyddyn ac yn gwrthbwysu bron i 2,850 tonnell o CO2 bob blwyddyn, sy'n cyfateb i dynnu bron i 1,096 o geir oddi ar y ffordd.

Lleoliad y Safle:



Bydd y Prosiect yn helpu i ddarparu ynni adnewyddadwy, dibynadwy yng Nghymru fel rhan o uchelgeisiau Llywodraeth Cymru a'r DU i gyrraedd 'Sero Net' erbyn 2050. Yn yr un modd, mae Cyngor Bwrdeistref Sirol Rhondda Cynon Taf wedi cyhoeddi uchelgeisiau i ddod yn awdurdod lleol carbon niwtral erbyn 2030. Mae'r Prosiect yn gyfle pwysig i gyfrannu at y nodau hyn.

Fel sy'n ofynnol gan Ddeddf Cynllunio (Cymru) 2016, rydym yn cynnal cyfnod statudol o ymgynghori cyn ymgeisio am 28 diwrnod, cyn cyflwyno cais cynllunio i Gyngor Bwrdeistref Sirol Rhondda Cynon Taf.

Mae gwybodaeth, deunyddiau ymgynghori a chopïau o'r cais cynllunio drafft llawn ar gael ar wefan y prosiect, www.talgrensolar.co.uk.

Y dyddiad cau ar gyfer sylwadau ar y cynigion yw **Dydd Llun 7fed o Dachwedd 2022**.

Os bydd gennych unrhyw ymholiadau am y prosiect, neu'r broses ymgynghori, mae croeso i chi gysylltu â thîm y prosiect drwy'r manylion cyswllt a nodir ar y llythyr hwn, neu drwy'r wefan.

Yr eiddoch yn gywir



Dan Elvin
Uwch Gynllunydd
planningconsultations@thesiriusgroup.com
0113 2649960

Dros ac ar ran Sirius Planning Ltd