



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



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Members Present:

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

Apologies: Cllr Parmindra Pannu

Absent: None

Clerk to the Council: Leigh Smith

Office administrator: Lisa Phillips

4 members of the public.

2022/142 Welcome and Apologies.

RESOLVED

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

2022/143 Disclosures of personal and/or prejudicial interests.

Cllr Geraint Hopkins declared a personal interest regarding agenda item 6.



Cllr Mark Steer declared a personal interest regarding agenda item 14 in relation to Brynna woods.

Cllr Robert Lewis-Watkin declared a personal and prejudicial interest in a grant application from Brynna Football Club considered in agenda item 16.

Cllr Will Thomas declared a personal and prejudicial interest in a planning matter considered in agenda item 21

2022/144 Public speaking

None

2022/145 Minutes.

RESOLVED

The minutes for the ordinary meeting of the Council held by remote attendance at 7.00pm on Thursday 16th June 2022 were approved as a true and accurate record of proceedings.

2022/146 Matters arising.

None

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.

2022/148 Annual Return of accounts for financial year 2021/22

RESOLVED

To approve the 2021/22 annual return of accounts.

2022/149 Council expenditure for April and May 2022.

RESOLVED

To approve expenditure for April and May 2022.



2022/150 Spend to date versus budget for 2022/23

Noted.

2022/151 Action plan

Noted.

2022/152 Police crime report

Noted.

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.

2022/154 2022 Fireworks display.

RESOLVED

That Llanharan Rugby Club be selected as the venue for the 2022 fireworks display to be held on Saturday November 5th, 2022.

RESOLVED

That LCDP be selected to organise the event on behalf of the Community Council with low noise fireworks used for the display subject to availability and the budget cap.

RESOLVED

That the budget for the event be increased to £9000 with a virement taken from general reserves.

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.

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.

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).

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.

RESOLVED

The Clerk to contact RCTCBC and Bridgend College to enquire on training RE Japanese knotweed for maintenance staff.

RESOLVED

The Clerk to obtain leaflets and/or factsheets to keep at the Council office for members of the public.

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.



RESOLVED

ORA2022/027 RCT 'Action for nature website'. That Councillor Mark Steer be proposed as the Community Council's official liaison to the website.

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

2022/156 Recommendations of CIL Committee, Tuesday 5th July 2022

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

CIL2022/038 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.

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.

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.

2022/157 Recommendations of Audit Committee, Thursday 7th July 2022.

RESOLVED

A2022/015 Financial Regulations. The Clerk to produce a second draft of the proposed revised Financial Regulations based on discussions held during the meeting, and for this draft to be presented to a future meeting of the audit Committee.

A2022/016 Grant Applications

RESOLVED

To grant Bryncae FC the amount of £500 for the reasons specified in the application (broadly, general running costs).

RESOLVED

To grant LCDP the amount of £2000 for the reasons specified in the application.(Playday community event on 3rd August 2022).



RESOLVED

To grant Llanharan FC the amount of £900 for the reasons specified in the application (broadly, general running costs and expansion of teams)

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).

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.

Cllr Robert Lewis-Watkin left the room during consideration of the grant application for Brynna FC.

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.

2022/158 'Lamp post' poppies

RESOLVED

To purchase large lamp-post poppies to replace those that are damaged and worn to a value of £210

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.

2022/160 Christmas hampers



RESOLVED

To defer the item to a future agenda.

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.

2022/162 Planning

Cllr Will Thomas left the room during the item to which he had declared a prejudicial interest.

Planning noted without comment.

2022/163 Membership of the working group tasked with examining the future purchase and placement of summer plants with a view to presenting options to council for budgeting in late 2022 in preparation for the 2023/24 budget.

RESOLVED

To defer this item to a future meeting.

2022/164 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 plotheolders. 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).</p> <p>Review report and resubmit to ORA</p>		LS
2022/050	18.3.22	Full council	ORA	<p>ORA2022/012 Bridleway PSM40/4, approach to Brynna Woods from Bethlehem view.</p> <p>RESOLVED</p> <p>That pending formal approval from the landowners, as described in the accompanying paper, a non-slip surface material be overlaid over the asphalt in a 1.5m wide strip from the joint on the drain cover to the joint in the road. The colour to be chosen by the landowner and approval given to spend £450 from CIL funds for the project with the project to be added to the CIL123 list and Active Project list.</p>	<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	
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List of Payments made between 01/06/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2022	SSE Electric	BACS	8.95	RLW	241887734 - 0007
01/06/2022	SSE Electric	BACS	4.64	CP	291886931 -0007
01/06/2022	Corner Shop	BACS	453.09	RLW	00109
01/06/2022	Corner Shop	BACS	24.59	RLW	54 C,T &B
01/06/2022	Public Sector Deposit Fund	April CIL	50,000.00		April CIL Llanilid phase 2
01/06/2022	Public Sector Deposit Fund	April CIL	43,086.80		April CIL Llanilid Phase 2
01/06/2022	STAFF SALARIES	BACS	3,203.18	CP	Salary
01/06/2022	RCT Pension Payment	BACS	1,013.05	CP	LCC Remit May 22
01/06/2022	Mark Pyne	BACS	34.65	CP	Mileage May 22
01/06/2022	Llanharan Service Station	BACS	28.00	CP	19/05/22
03/06/2022	Forest park & Garden	BACS	21.94	CP	SI-108311
07/06/2022	SSE Electric	BACS	4.64	RLW	291886931-0008
07/06/2022	Extrascope	BACS	43.20	RLW	15868
07/06/2022	Fleet Electric	BACS	238.80	RLW	FEL-220-TOPR-0811-128
07/06/2022	TPG Consulting Ltd	BACS	1,743.60	RLW	13824
07/06/2022	Llanharan OAP	BACS	180.17	CP	01062022
07/06/2022	Public Sector Deposit Fund	April CIL	46,400.00		April CIL Llanilid Phase 2
08/06/2022	Tesco Mobile phones x 3	DD	25.00	RLW	134141274621
08/06/2022	Crazy Faces	BACS	100.00	RLW	526
08/06/2022	Barclays Bank	DIRECT	10.45		13 Apr/12 May 22
09/06/2022	LML Electrics	BACS	1,310.00	RLW	31463
09/06/2022	Cardiff Entertainments	BACS	440.00	CP	886
17/06/2022	Boverton Nurseries Ltd	BACS	7,622.76	RLW	2022101
17/06/2022	Llanharan Rugby Club	BACS	276.75	CP	02062022
20/06/2022	Days Rental	BACS	579.15	RLW	2069584
20/06/2022	Days Rental	BACS	-579.15	CP	2069584
20/06/2022	Days Rental	BACS	694.98	CP	17062022
27/06/2022	Barclaycard	June b/c	2,138.94		June 20th bcard stamnt
29/06/2022	SSE Electric	BACS	8.95	CP	241887734/0008
01/07/2022	SSE Electric	BACS	8.67	CP	241887734/0009
01/07/2022	SSE Electric	BACS	4.64	CP	291886931/0009
01/07/2022	RCT	BACS	5.00	CP	328590441
01/07/2022	Welsh Water	BACS	64.17	CP	3016751554
01/07/2022	Welsh Water	BACS	69.86	CP	3016685651
01/07/2022	RCT	BACS	102.25	CP	318602268
01/07/2022	SSE Electric	DD	122.51	DD	181878791/0007
01/07/2022	Container Cabins	BACS	16,380.00	CP	30092
01/07/2022	Janine Turner	BACS	150.00	CP	Member allowance
01/07/2022	21CC Group Ltd	BACS	150.00	CP	Member allowance
01/07/2022	21CC Group Ltd	BACS	-150.00	CP	Member allowance
01/07/2022	G. Hopkins	BACS	150.00	CP	Member allowance
01/07/2022	D. Evans	BACS	150.00	CP	Member allowance
01/07/2022	C. Turner	BACS	150.00	CP	Member allowance 22

Current and Premium Bank A/c

List of Payments made between 01/06/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	R. Jenkins	BACS	150.00	CP	Member allowance 22
01/07/2022	R. Lewis- Watkins	BACS	150.00	CP	Member allowance 22
01/07/2022	N.Feist	BACS	150.00	CP	Member allowance 22
01/07/2022	H. Donnan	BACS	150.00	CP	Member allowance 22
01/07/2022	P. Pannu	BACS	150.00	CP	Member allowance 22
01/07/2022	R. Lewis-Watkin	BACS	500.00	CP	Snr member allowance
01/07/2022	C. Parker	BACS	1,500.00	CP	Chair's allowance
01/07/2022	D. Evans	BACS	-150.00	CP	Member allowance
01/07/2022	C. Turner	BACS	-150.00	CP	Member allowance
01/07/2022	David Evans	BACS	150.00	CP	Member allowance
01/07/2022	C. Parker	BACS	150.00	CP	Member allowance
01/07/2022	J. Turner	BACS	159.36	CP	Pantry (Food)
01/07/2022	J. Turner	BACS	27.00	CP	Jubilee expenses
01/07/2022	Salaries	BACS	4,731.52	CP	Salaries June 22
04/07/2022	Barclays Bank	BACS	9.40	CP	Charges 13May12June
05/07/2022	Trustmark Stationery	BACS	59.88	CP	98145
05/07/2022	Ynysmaerdy Welfare	BACS	974.54	CP	27052022
05/07/2022	A. James	BACS	150.00	CP	Member allowance
05/07/2022	M. Steer	BACS	150.00	CP	Member allowance 22
05/07/2022	Mark Pyne	BACS	22.95	CP	June Mileage
06/07/2022	Forest park & Garden	BACS	76.30	CP	SI-108314
06/07/2022	Forest park & Garden	BACS	140.87	CP	SI-108316
07/07/2022	Gallagher	BACS	4,276.81	CP	515576249
07/07/2022	Thomas Fattorini	BACS	336.84	CP	I267381
07/07/2022	RCT Pension Payment	BACS	1,537.91	CP	June 22
08/07/2022	T. Allen	BACS	150.00	CP	Member allowance 22
08/07/2022	Days Rental	BACS	2,191.86	CP	July- Oct
08/07/2022	Tesco Mobile phones x 3	DD	25.00	CP	1341439782253
12/07/2022	Forest Park & Garden	BACS	92.43	CP	SI-74339
12/07/2022	J. Miller	BACS	150.00	CP	Member allowance 22
20/07/2022	Microsoft	BACS	450.00	RLW	190722
20/07/2022	Corner Shop	BACS	1,350.48	CP	190722
22/07/2022	RCT	BACS	17.00	CP	328625179
22/07/2022	K lee Wah	BACS	540.00	CP	220722
22/07/2022	SSE Electric	BACS	8.67	CP	241887734-0010
22/07/2022	SSE Electric	BACS	4.64	CP	291886931/0010
22/07/2022	British Telecomm	BACS	236.72	CP	Q090JG
25/07/2022	Bryncae FC	BACS	500.00	CP	LCC Grant
25/07/2022	Brynna FC	BACS	708.00	CP	LCC Grant
25/07/2022	Llanharan Horticultural Soc	BACS	950.00	CP	LCC Grant 22
25/07/2022	Llanharan FC	BACS	900.00	CP	LCC Grant 22
25/07/2022	LCDP	BACS	2,000.00	CP	LCC Grant 22
25/07/2022	1st Llanharan Guides	BACS	400.00	CP	LCC Grant 22

Current and Premium Bank A/c

List of Payments made between 01/06/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/07/2022	South Wales Demolition Ltd	BACS	1,200.00	CP	111
27/07/2022	Brynna Cleaning	BACS	192.00	CP	389
27/07/2022	Barclaycard	July BC	1,049.53		July Barclaycard
28/07/2022	STAFF SALARIES	BACS	5,288.92	CP	July 22
28/07/2022	RCT Pension Payment	BACS	1,628.07	CP	LCC remit July 22
28/07/2022	Mark Pyne	BACS	1.80	CP	July mileage
29/07/2022	SSE Electric	DD	49.57	CP	181878791/0008
01/08/2022	FareShare Cymru	BACS	195.00	CP	908
01/08/2022	HMRC NI & Tax	BACS	388.33	CP	HMRC 23/02
01/08/2022	HMRC NI & Tax	BACS	659.14	CP	HMRC 23/03
02/08/2022	Janine Turner	BACS	316.85	CP	Pantry 020822
04/08/2022	Barclays Bank	DIRECT	9.05		Charges
04/08/2022	Barclays Bank	DIRECT	-0.32		Loyalty
04/08/2022	Kim's gas	BACS	-300.00		Cylinder deposit refund
05/08/2022	Barclays Bank	DIRECT	0.32		Loyalty
08/08/2022	SSE Electric	BACS	8.95	RLW	241887734/0011
08/08/2022	SSE Electric	BACS	4.64	RLW	291886931/0011
08/08/2022	Riverlea	BACS	45.90	RLW	578744
08/08/2022	Llanharan Community Develop Pr	BACS	12,500.00	RLW	10904
08/08/2022	Corner Shop	BACS	15.28	RLW	59
08/08/2022	Tesco Mobile phones x 3	DD	25.00		134146687629
08/08/2022	Janine Turner	BACS	-316.85	CP	020822
08/08/2022	Janine Turner	BACS	316.85	CP	020822
12/08/2022	St.John Ambulance	BACS	105.60	RLW	71957
12/08/2022	Taylor Total Weed Control	BACS	114.00	RLW	72184
15/08/2022	Combined Playground Services	BACS	130.00	RLW	380
18/08/2022	Morgan Environmental	BACS	354.00	CP	1049
22/08/2022	JB Director's Trust	BACS	875.00	CP	Q3
22/08/2022	Corner Shop	BACS	1,396.20	CP	126
24/08/2022	Leigh Smith	BACS	284.20	CP	4282229000568
24/08/2022	Leigh Smith	BACS	271.09	CP	7962238000661
25/08/2022	Trustmark Print & Design	BACS	38.40	CP	13676
26/08/2022	REDACTED - Staff member	BACS	REDACTED		Aug salary 22
26/08/2022	RCT Pension Payment	BACS	1,774.38	CP	Aug 22
26/08/2022	M Pyne	BACS	8.10	CP	Employee mileage allowance
26/08/2022	STAFF SALARIES	BACS	4,138.13	CP	August salaries & wages
30/08/2022	SSE Electric	DDR	54.73	DDR	Office electric
30/08/2022	Barclaycard	Aug bcard	701.55		Transfer
Total Payments			<u>237,750.45</u>		

Detailed Income & Expenditure by Budget Heading 31/08/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Income</u>						
1076 Precept	243,094	243,094	0			100.0%
1090 PSDF Re-invested dividend	414	80	(334)			517.0%
1100 Agency Income	(1,330)	1,330	2,660			(100.0%)
1900 Employment Allowance Income	0	4,000	4,000			0.0%
1990 Other Income	600	150	(450)			400.1%
Income :- Income	<u>242,778</u>	<u>248,654</u>	<u>5,876</u>			<u>97.6%</u>
Net Income	<u>242,778</u>	<u>248,654</u>	<u>5,876</u>			
<u>200 Administration</u>						
4000 Staff Salaries & Wages (Net)	22,521	56,092	33,571		33,571	40.2%
4005 Employer & Employee Pension	6,936	20,173	13,237		13,237	34.4%
4010 Employer & Employee NI & Tax	1,047	19,307	18,260		18,260	5.4%
4055 Mileage & Subsistence	69	100	31		31	68.9%
4057 HR Expenditure	199	0	(199)		(199)	0.0%
4060 Council Tax	2,247	2,400	153		153	93.6%
4065 Office Rent	2,625	3,500	875		875	75.0%
4070 IT Costs (Office 365)Web Site	698	7,246	6,548		6,548	9.6%
4075 Telephone & Broadband	314	1,400	1,086		1,086	22.4%
4080 Electric (office)	262	3,500	3,238		3,238	7.5%
4085 Water Rates (for Office)	64	350	286		286	18.3%
4090 Stationery and postage	107	330	223		223	32.5%
4095 Cleaning Materials	(6)	123	129		129	(4.9%)
4100 Cleaning Contract	384	1,160	776		776	33.1%
4105 Office Cap ExpChain of Office	281	0	(281)		(281)	0.0%
4110 Office Maintenance	302	500	198		198	60.5%
4115 Professional and Legal Fees	3,041	3,500	459		459	86.9%
4116 Land Registry Fees	27	60	33		33	45.0%
4120 Internal Audit Fees	0	475	475		475	0.0%
4125 External Audit Fees	(1,458)	1,000	2,458		2,458	(145.8%)
4130 Subscriptions and Memberships	1,427	2,000	573		573	71.3%
4135 Bank Charges	73	150	77		77	48.5%
4140 Storage Space Rental	540	180	(360)		(360)	300.0%
Administration :- Indirect Expenditure	<u>41,702</u>	<u>123,546</u>	<u>81,844</u>	<u>0</u>	<u>81,844</u>	<u>33.8%</u>
Net Expenditure	<u>(41,702)</u>	<u>(123,546)</u>	<u>(81,844)</u>			
<u>220 Insurances</u>						
4200 General Insurance	4,277	4,000	(277)		(277)	106.9%
4205 Vehicle Insurance	443	1,750	1,307		1,307	25.3%

Detailed Income & Expenditure by Budget Heading 31/08/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4210 Office Insurance	0	87	87		87	0.0%
Insurances :- Indirect Expenditure	4,719	5,837	1,118	0	1,118	80.9%
Net Expenditure	(4,719)	(5,837)	(1,118)			
<u>240 Staff & Member Training</u>						
4300 Members Training	0	525	525		525	0.0%
4305 Staff Training	0	1,050	1,050		1,050	0.0%
Staff & Member Training :- Indirect Expenditure	0	1,575	1,575	0	1,575	0.0%
Net Expenditure	0	(1,575)	(1,575)			
<u>260 Member's Allowances</u>						
4350 Chair	0	1,500	1,500		1,500	0.0%
4355 Special Responsibility	0	500	500		500	0.0%
4360 Member Allowances	3,950	2,100	(1,850)		(1,850)	188.1%
Member's Allowances :- Indirect Expenditure	3,950	4,100	150	0	150	96.3%
Net Expenditure	(3,950)	(4,100)	(150)			
<u>300 Plant & Equipment</u>						
4400 Plant Purchase / Lease	2,936	7,000	4,064		4,064	41.9%
4405 Bowser Maintenance	0	400	400		400	0.0%
4410 Green Mower Maintenance	63	0	(63)		(63)	0.0%
4415 Red Tractor Maintenance	0	1,000	1,000		1,000	0.0%
4420 Portable & Hand Tools Purchase	10	250	240		240	4.1%
4425 Portable & Hand Tool Maint	329	400	71		71	82.2%
4430 PPE - New & Replacement	32	275	243		243	11.7%
4435 Plant & Equipment Fuel	1,182	2,500	1,318		1,318	47.3%
Plant & Equipment :- Indirect Expenditure	4,553	11,825	7,272	0	7,272	38.5%
Net Expenditure	(4,553)	(11,825)	(7,272)			
<u>400 Street Furnishings</u>						
4500 Hanging Baskets	7,844	7,500	(344)		(344)	104.6%
4505 Christmas Lights and Trees	0	26,000	26,000		26,000	0.0%
4510 Public Clocks - Maintenance	0	425	425		425	0.0%
4515 Notice Boards - Maintenance	0	100	100		100	0.0%
4520 Bus shelter - Maintenance	0	100	100		100	0.0%
4525 Planters - Maintenance	0	100	100		100	0.0%
4530 Benches & Tables Maintenance	0	100	100		100	0.0%
Street Furnishings :- Indirect Expenditure	7,844	34,325	26,481	0	26,481	22.9%
Net Expenditure	(7,844)	(34,325)	(26,481)			

Detailed Income & Expenditure by Budget Heading 31/08/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>500 Community Functions</u>						
4600 Christmas Dinners	0	5,500	5,500		5,500	0.0%
4605 Soup and Carols	0	250	250		250	0.0%
4610 Firework Display	0	7,425	7,425		7,425	0.0%
4615 Multi Cultural Carnival	5,416	2,500	(2,916)		(2,916)	216.6%
4620 General Sponsorship	0	1,000	1,000		1,000	0.0%
Community Functions :- Indirect Expenditure	5,416	16,675	11,259	0	11,259	32.5%
Net Expenditure	(5,416)	(16,675)	(11,259)			
<u>550 Grants</u>						
4700 General Grants	5,458	12,500	7,042		7,042	43.7%
4710 LCDP - SLA	12,500	25,000	12,500		12,500	50.0%
4715 Wild Life Trust - Brynna Woods	0	10,000	10,000		10,000	0.0%
4720 Food Bank	4,123	3,500	(623)		(623)	117.8%
Grants :- Indirect Expenditure	22,081	51,000	28,919	0	28,919	43.3%
Net Expenditure	(22,081)	(51,000)	(28,919)			
<u>600 Outdoor Spaces</u>						
4800 Rights of Way	0	1,330	1,330		1,330	0.0%
4805 Skateboard Park - Maintenance	0	100	100		100	0.0%
4810 Play & O/Spaces Maintenance	130	100	(30)		(30)	130.0%
4815 General Repair Consumables	0	250	250		250	0.0%
Outdoor Spaces :- Indirect Expenditure	130	1,780	1,650	0	1,650	7.3%
Net Expenditure	(130)	(1,780)	(1,650)			
<u>620 War Memorials</u>						
4855 Other Maintenance	0	100	100		100	0.0%
War Memorials :- Indirect Expenditure	0	100	100	0	100	0.0%
Net Expenditure	0	(100)	(100)			
<u>630 Llanharan Pantry</u>						
1991 Llanharan Pantry	1,452	0	(1,452)			0.0%
Llanharan Pantry :- Income	1,452	0	(1,452)			
4730 Llanharan Pantry Expenses	1,920	0	(1,920)		(1,920)	0.0%
Llanharan Pantry :- Indirect Expenditure	1,920	0	(1,920)	0	(1,920)	
Net Income over Expenditure	(468)	0	468			
6000 plus Transfer from EMR	1,920					
6001 less Transfer to EMR	1,452					
Movement to/(from) Gen Reserve	0					

Detailed Income & Expenditure by Budget Heading 31/08/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>700 Allotments</u>						
1200 Allotment Income	52	2,500	2,448			2.1%
	<u>52</u>	<u>2,500</u>	<u>2,448</u>			<u>2.1%</u>
Allotments :- Income						
4900 Allotment Lease Costs	17	22	5		5	77.3%
4901 Allotment Maintenance	95	100	5		5	95.0%
4905 Allotment Water	70	350	280		280	20.0%
	<u>182</u>	<u>472</u>	<u>290</u>	<u>0</u>	<u>290</u>	<u>38.5%</u>
Allotments :- Indirect Expenditure						
Net Income over Expenditure	<u>(130)</u>	<u>2,028</u>	<u>2,158</u>			
<u>750 Community Infrastructure Levy</u>						
1300 Community Infrastructure Levy	143,087	0	(143,087)			0.0%
	<u>143,087</u>	<u>0</u>	<u>(143,087)</u>			
Community Infrastructure Levy :- Income						
4955 CIL Project 1 Memorial Garden	3,600	0	(3,600)		(3,600)	0.0%
4959 CIL Defibrillator	7,585	0	(7,585)		(7,585)	0.0%
4960 CIL British Legion	14,850	0	(14,850)		(14,850)	0.0%
	<u>26,035</u>	<u>0</u>	<u>(26,035)</u>	<u>0</u>	<u>(26,035)</u>	
Community Infrastructure Levy :- Indirect Expenditure						
Net Income over Expenditure	<u>117,052</u>	<u>0</u>	<u>(117,052)</u>			
6000 plus Transfer from EMR	26,035					
6001 less Transfer to EMR	143,087					
	<u>0</u>					
Movement to/(from) Gen Reserve						
Grand Totals:- Income	387,369	251,154	(136,215)			154.2%
Expenditure	118,531	251,235	132,704	0	132,704	47.2%
Net Income over Expenditure	<u>268,838</u>	<u>(81)</u>	<u>(268,919)</u>			
plus Transfer from EMR	27,955					
less Transfer to EMR	144,539					
Movement to/(from) Gen Reserve	<u>152,254</u>					

Appendix 6

Recommendations of Audit Committee held 27th September 2022

Consideration of budget line 'Foodbank' and arrangements for the remained of the year

Notes:

The 'Foodbank' budget for 2022/23 is £3,500

£4,123 has been spent year to date.

£623 over budget.

There have been 8 weeks of school holidays to date in the 2022/23 financial year and there are 4 weeks remaining.

This gives a projected annual spend (based on rate rate) of £6,184 or £515 per week.

RECOMMENDED

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').

To consider V3 of the proposed revised financial regulations

Notes: The Council's Financial regulations are being reviewed and updated.

RECOMMENDED

To adopt a new set of financial regulations (V3) as shown in appendix 6a

Quotations received for the erection and subsequent removal of 2022 Christmas lights

Notes: Quotations received from LML Electrics and Centregate.

Cost in 2021 = £16,400 LML Electrics.

2022

Quote 1 - £13,685 Centregate Ltd.

Quote 2 - £18,220 LML Electrics Ltd.

RECOMMENDED

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.

RECOMMENDED

That The Clerk approach LML Electrics and offer the opportunity to requote.



Llanharan Community Council

FINANCIAL REGULATIONS Version 3.1 **DRAFT Sept 22**

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

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 7

Recommendations of ORA Committee held on 16th August 2022

ORA2022/039 PSM32/1 near Gellifedi road.

RECOMMENDED

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.

ORA2022/042 Policy regarding trees overshadowing allotment plots.

RECOMMENDED

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.

ORA2022/043 Transfer of tenancy of selected allotment plots.

RECOMMENDED

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.

ORA2022/044 RCT Local access forum recruitment.

RECOMMENDED

That Councillor Mark Steer be adopted as the Community Council's formal representative.

**ORA2022/044 Environment (Wales) Act 2016 - Section 6
Biodiversity Duty.**

RECOMMENDED

That the Clerk refer to this specific 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.

Appendix 8

Recommendations of CIL Committee held on 7th September 2022

CIL2022/035 Report on CIL funds granted to external group for projects and the status of those projects.

RECOMMENDED

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.

RECOMMENDED

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

CIL2022/036 CIL application from Llanharan OAP Association.

RECOMMENDED

That the application 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.

Appendix 9

To reconsider the appointment of the Community Council's school Governor representative for Brynnau Primary School.

During the Council meeting of 21st July the following was resolved:

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.

However, Cllr Miller has indicated that due to work commitments and the timings of Governor meetings she will be unable to attend governor meetings and so reluctantly must decline the nomination.

Therefore, the Community Council must select an alternative representative as its school governor representative for Brynnau Primary School.

Appendix 10

To consider a request from the appointed provider to alter the date of the 2022 fireworks display from Saturday November 5th to Friday November 4th.

During the Council meeting of 21st July the following was resolved:

2022/154 2022 Fireworks display.

RESOLVED

That Llanharan Rugby Club be selected as the venue for the 2022 fireworks display to be held on Saturday November 5th, 2022.

RESOLVED

That LCDP be selected to organise the event on behalf of the Community Council with low noise fireworks used for the display subject to availability and the budget cap.

LCDP have requested that the event be moved to Friday November 5th for the following reasons:

- Availability of some vendors (fairground and stalls) limited to November 4th only.
- Concerns over availability of staff to marshal the event.
- Concerns that Wales V New Zealand Rugby international is on November 5th and is being shown at the rugby club.

Correspondence regarding the request is shown below.

Morning Leigh

Hope you are well

I have been in touch with some of the vendors and the main one that does fairground & stalls can only do the 4th November this I would say is the better evening for the event.

If the council insist on the 5th we can still do the event but may only have food vendors.

Regards

Darren

Get [Outlook for Android](#)

From: Darren Russell

Sent: Monday, September 12, 2022 6:15:43 PM

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

Cc: Katie Evans <katie@lcdp.org.uk>; Hugh James <hughjames678@gmail.com>

Subject: RE: Firework Display 2022

Hi Leigh

The request for possible more money was due to finding out it was international on the Saturday & I was concerned not having the staff needed and getting an outside contractor to marshell the event.

We will hopefully have enough staff/volunteers to cover the event if it goes ahead on the 5th November

Regards

Darren Russell

Chairperson (trustee)

Llanharan Drop in Centre

01443 229723

07933106350

darren.russell@llanharandropin.org.uk

www.llanharandropin.org.uk

<https://www.facebook.com/llanharandropincentere/>

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

Sent: 06 September 2022 18:35

To: Darren Russell <darren@lcdp.org.uk>; Chris <chris.parker@llanharan-cc.gov.wales>

Cc: Katie Evans <katie@lcdp.org.uk>; Hugh James <hughjames678@gmail.com>

Subject: Re: Firework Display 2022

Apologies for the poor spelling, autocorrect on my phone !!

Get [Outlook for iOS](#)

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

Sent: Tuesday, September 6, 2022 6:34:23 PM

To: Darren Russell <darren@lcdp.org.uk>; Chris <chris.parker@llanharan-cc.gov.wales>

Cc: Katie Evans <katie@lcdp.org.uk>; Hugh James <hughjames678@gmail.com>

Subject: Re: Firework Display 2022

I'll pass that on Darren.

Note though that the rationale you presented for the increase in your cost element for this years even was that you would need to pay some staff given that the event was being held on the weekend.

I need to give counsel clarity on this.

You have tended for the event to be held on November 5.

I do not think it is acceptable to now go back to council with increased costs for the 5th of November as that was the basis of the tender.

Could you please clarify your position on this with regards to costs.

Regards

Get [Outlook for iOS](#)

From: Darren Russell <darren@lcdp.org.uk>

Sent: Tuesday, September 6, 2022 6:13:47 PM

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

Cc: Katie Evans <katie@lcdp.org.uk>; Hugh James <hughjames678@gmail.com>

Subject: Re: Firework Display 2022

Hi Leigh

If they proceed with the 5th November we will would be able to organise the event there may be an increase if we need to get marshall's in due to shortage of our staff.

Regards

Darren

Get [Outlook for Android](#)

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Sent: Monday, September 5, 2022 10:45:44 PM
To: Darren Russell <darren@lcdp.org.uk>; Chris <chris.parker@llanharan-cc.gov.wales>
Cc: Katie Evans <katie@lcdp.org.uk>; Hugh James <hughjames678@gmail.com>
Subject: Re: Firework Display 2022

Hi Darren,

I will put this to council.

For clarity, if they decide to proceed with 5th November will you still be able to organise the event or not?

Regards

Leigh

Get [Outlook for iOS](#)

From: Darren Russell <darren@lcdp.org.uk>
Sent: Monday, September 5, 2022 5:39:53 PM
To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>; Chris <chris.parker@llanharan-cc.gov.wales>
Cc: Katie Evans <katie@lcdp.org.uk>; Hugh James <hughjames678@gmail.com>
Subject: Firework Display 2022

Hi Leigh

Hope you are well.

Could I ask if the Community Council would agree to have the display on Friday 4th November due to the Autumn international which could or not be busy with supporters.

We have asked the Rugby club and if the date is agreed they can host on the Friday.

Regards

Darren Russell

Chairperson (trustee)

Llanharan Drop in Centre

01443 229723

07933106350

darren.russell@llanharandropin.org.uk

www.llanharandropin.org.uk

<https://www.facebook.com/llanharandropincentere/>

Appendix 11

To consider planning applications, submitted since the last Full Council meeting.

Fy Nghyf/My Ref:
22/1104/10

EichCyf/Your Ref:

Dyddiad/Date: 23/09/2022

Gofynnwch am/Please ask for: Amy Marshall
01443 281130

DATBLYGIAD Single story extension to back and rear of property
ARFAETHEDIG/PROPOSAL: and to side of property.
LLEOLIAD/LOCATION : 60 LONYDD GLAS, LLANHARAN, PONTYCLUN,
CF72 9FZ
CYF GRID/GRID REF: 299339, 182190

Fy Nghyf/My Ref:
22/0766/10

EichCyf/Your Ref:

Dyddiad/Date: 12/09/2022

Gofynnwch am/Please ask for: Laura Heron
01443 281130

DATBLYGIAD Parking area to serve river NRW monitoring station.
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : NRW Monitoring Station, Rhodfa Bryn Rhydd,
Talbot Green CF72 9FD
CYF GRID/GRID REF: 303287, 182734

Fy Nghyf/My Ref:
22/0954/10

EichCyf/Your Ref:

Dyddiad/Date: 11/08/2022

Gofynnwch am/Please ask for: Amy Marshall
01443 281130

DATBLYGIAD Conservatory to front elevation
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : 15 BRYN EGLWYS, LLANHARAN, PONTYCLUN,
CF72 9PE
CYF GRID/GRID REF: 300140, 183229

Fy Nghyf/My Ref:
22/0896/10

EichCyf/Your Ref:

Dyddiad/Date: 04/08/2022

Gofynnwch am/Please ask for: Amy Marshall
01443 281130

DATBLYGIAD Single storey rear/side extension
ARFAETHEDIG/PROPOSAL:
LLEOLIAD/LOCATION : 18 BRIDGEND ROAD, LLANHARAN,
PONTYCLUN, CF72 9RD
CYF GRID/GRID REF: 300189, 182902

Date: 2nd September 2022

Our Ref: PS/LH 22.107

Llanharan Community Clerk
Clerk
clerk@llanharan-cc.gov.wales
2a Chapel Road
Llanharan
CF72 9QA

Dear Clerk

PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

SCHEDULE 1 Article 4. (4) SCHEDULE 1B Articles 2C & 2D

Full planning application for the development of a tactics facility, external equipment and associated access, landscaping, engineering and infrastructure works

Land south of Felindre Road, Pencoed, CF35 5HZ



Purpose of this notice:

This notice provides the opportunity to comment directly to the developer on a proposed development prior to the submission of a planning application to the local planning authority ("LPA"). Any subsequent planning application will be publicised by the relevant LPA; any comments provided in response to this notice will not prejudice your ability to make representations to the LPA on any related planning application. You should note that any comments submitted may be placed on the public file.

Asbri Planning Ltd. gives notice that the South Wales Police and Crime Commissioner is intending to apply for full planning permission to develop a tactics facility, external equipment and associated access, landscaping, engineering and infrastructure works on land south of Felindre Road, Pencoed, CF35 5HZ.

The site straddles the administrative boundary of Bridgend County Borough Council (BCBC) and Rhondda Cynon Taff County Borough Council (RCTCBC), with some aspects of the proposal lying within each authority area. As such, two planning applications need to be submitted, one to each LPA, so each LPA can determine the elements of the planning application that lie within their administrative boundary. A single Pre-Application Consultation is being completed prior to the submission of two separate planning applications to each Local Planning Authority; it is considered that the site needs to be assessed holistically by the local community and statutory consultees.

The application description for the RCT element is "*External tactics equipment, maintenance access, landscaping, engineering and infrastructure works associated with the tactics facility building located within Bridgend County Borough Council (tactics facility building subject to a separate planning application being submitted to Bridgend County Borough Council)*". You are being consulted on these proposals in RCT as a councillor for the Brynna and Llanharan Ward or as a member of the Llanharan Community Council.

The application description for the Bridgend element is "*Development of a tactics facility building, external tactics equipment and associated access, landscaping, engineering and infrastructure works (additional external tactics equipment, maintenance access, landscaping and engineering infrastructure works within RCT associated with the tactics facility building subject to a separate planning application being submitted to RCT County Borough Council)*". You are being consulted on this proposal in Bridgend as a Local Councillor or member of the Town Council in the adjacent ward.

You may inspect copies of;

- the proposed application;
- the plans; and
- other supporting documents

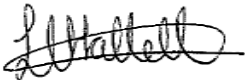
online at www.asbriplanning.co.uk/statutory-pre-application-consultation

For those without access to the internet, computer facilities are available at Pencoed Library, 54 Penybont Road, Pencoed, Bridgend, CF35 5RA. Please contact the library on 01656754840 to arrange an appointment. The identified library is open as follows: Monday 9:15am-1pm, Tuesday, Thursday, Friday and Saturday 9:15am-1pm and 2pm-5pm, Wednesday 9:15am-1pm. The library is closed on Sunday.

Anyone who wishes to make representations must write to the agent at mail@asbriplanning.co.uk or Asbri Planning Ltd, Unit 9 Oak Tree Court, Mulberry Drive, Cardiff Gate Business Park, Cardiff, CF23 8RS by the 30th September 2022.

Given the unusual nature of this consultation, we would also encourage anybody who wishes to discuss the proposals prior to issuing formal representations to contact Asbri where you will be directed to somebody who can assist with any queries.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Llinos Hallett', written in a cursive style.

Llinos Hallett
Principal Planner

Dyddiad: 2^{ail} Medi 2022
Ein cyf: PS/LH: 22.107

Llanharan Community Clerk
Clerk
clerk@llanharan-cc.gov.wales
2a Chapel Road
Llanharan
CF72 9QA

Tel: 02920 732 652
www.asbriplanning.co.uk

Annwyl Clerk

CYHOEDDUSRWYDD AC YMGYNGHORIAD CYN GWNEUD CAIS AM GANIATÂD CYNLLUNIO.

Gorchymyn Cynllunio Gwlad a Thref (Gweithdrefn Rheoli Datblygu) (Cymru) 2012

ATODLEN 1 Erthygl 4. (4) ATODLEN 1B Erthygl 2C& 2D

Cais cynllunio llawn ar gyfer datblygu cyfleuster tactegau gyda offer allanol, mynediad cysylltiedig, gwaith tirlunio, peirianeg ac isadeiledd

Tir i'r de o Heol Felindre, Pencoed, CF35 5HZ



Bwriad yr hysbysiad:

Mae'r hysbysiad yma yn rhoi cyfle i chi wneud sylwadau yn uniongyrchol i'r datblygwyr ynglŷn â'r datblygiad arfaethedig cyn i gais am ganiatâd cynllunio cael ei gyflwyno i'r awdurdod cynllunio lleol ("ACLI"). Bydd unrhyw gais cynllunio dilynol yn cael ei hysbysebu gan yr ACLI perthnasol; bydd unrhyw sylwadau a ddarperir gennych wrth ymateb i'r hysbysiad yma ddim yn anfanteisio eich hawl i gyflwyno sylwadau i'r ACLI ar unrhyw gais cynllunio cysylltiedig. Dylech nodi y gellir gosod unrhyw sylwadau a gyflwynir gennych yn y ffeil gyhoeddus.

Mae Asbri Planning Ltd. yn hysbysu bod Comisiynydd Heddlu a Throsedd De Cymru yn bwriadu gwneud cais am ganiatâd cynllunio llawn ar gyfer datblygu cyfleuster tactegau gyda offer allanol, mynediad cysylltiedig, gwaith tirlunio, peirianeg ac isadeiledd ar dir i'r de o Heol Felindre, Pencoed, CF35 5HZ.

Mae'r safle'n ffinio â ffin weinyddol Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr (CBSP) a Chyngor Bwrdeistref Sirol Rhondda Cynon Taf (CBSRhCT), gyda rhai agweddau o'r cais wedi'u lleoli o fewn ardal y ddau awdurdod. Mae angen felly cyflwyno dau gais cynllunio fel y gall y ddau ACLI benderfynu ar yr elfennau o'r cais cynllunio sydd o fewn eu ffin gweinyddol. Mae un Ymgynghoriad Cyn Ymgeisio yn cael ei gwblhau ar gyfer y ddau gais cynllunio; ystyrir bod angen i'r safle gael ei asesu'n gyfannol gan y gymuned leol ac ymgynghorai statudol.

Dyma ddisgrifiad o'r cais i'w gyflwyno yn RhCT; "Offer tactegau allanol, mynediad cynnal a chadw, gwaith tirlunio, peirianeg ac isadeiledd sy'n gysylltiedig ac adeilad cyfleuster tactegau sydd wedi eu lleoli o fewn ffiniau Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr (adeilad cyfleuster tactegau yn destun cais ar wahan a fydd yn cael ei gyflwyno i Gyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr)". Ymgynghorir â chi ar y cais hwn fel cynghorydd dros Ward Brynna a Llanharan neu fel aelod o Gyngor Cymuned Llanharan.

Dyma ddisgrifiad o'r cais i'w gyflwyno ym Mhen-y-bont ar Ogwr: "Datblygiad adeilad cyfleuster tactegau, offer tactegau allanol a mynediad cysylltiedig, gwaith tirlunio, peirianeg ac isadeiledd (bydd offer tactegau allanol ychwanegol, mynediad cynnal a chadw, tirlunio a gwaith isadeiledd peirianyddol yn RhCT sy'n gysylltiedig â'r adeilad cyfleuster tactegau yn destun cais cynllunio ar wahan a fydd yn cael ei gyflwyno i Gyngor Bwrdeistref Sirol RhCT)". Ymgynghorir â chi ar y cais hwn fel Cynghorydd Lleol neu aelod o'r Cyngor Tref yn y ward gyfagos.

Mae modd i chi archwilio copïau o'r canlynol:

- y cais arfaethedig

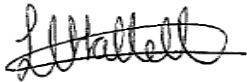
- y cynlluniau; a
- dogfennau ategol eraill

Ar-lein yn www.asbriplanning.co.uk/statutory-pre-application-consultation. I'r rhai nad oes ganddynt fynediad i'r rhyngwyd, mae cyfleusterau cyfrifiadurol ar gael yn Llyfrgell Pencoed, 54 Heol Penybont, Pencoed, Pen-y-bont ar Ogwr, CF35 5RA. Cysylltwch â'r llyfrgell ar 01656754840 i drefnu apwyntiad. Mae'r llyfrgell a nodwyd ar agor fel a ganlyn: Dydd Llun 9:15yb-1yp, Dydd Mawrth, Dydd Iau, Dydd Gwener a Dydd Sadwrn 9:15yb-1yp a 2yb-5yp, Dydd Mercher 9:15yb-1yp. Mae'r llyfrgell ar gau Ddydd Sul.

Dylai unrhyw sydd yn dymuno gwneud sylwadau ynglŷn a'r datblygiad arfaethedig ysgrifennu at yr asiant drwy ebostio mail@asbriplanning.co.uk neu Asbri Planning Ltd, Uned 9 Oak Tree Court, Mulberry Drive, Cardiff Gate Business Park, Caerdydd, CF23 8RS erbyn 30^{ain} o Fedi 2022.

O ystyried natur anarferol yr ymgynghoriad hwn, byddem hefyd yn annog unrhyw un sydd yn dymuno trafod y cynigion, cyn cyflwyno sylwadau ffurfiol, i gysylltu ag Asbri. Cewch eich cyfeirio at rywun a all helpu gydag unrhyw ymholiadau.

Yn gywir,



Llinos Hallett
Prif Gynllunydd

Appendix 12

With reference to Appendix 11a.

To consider inviting 'Asbri planning' to present to members of the Community Council regarding a pre-application consultation for 'the development of a tactics facility, external equipment and associated access, landscaping, engineering and infrastructure works on land south of Felindre Road, Pencoed

Copy of correspondence below.

From: Pete Sulley <pete@asbriplanning.co.uk>

Sent: 08 September 2022 09:33

To: project@llanharan-cc.gov.wales

Cc: Office@llanharan-cc.gov.wales; Llinos Hallett <Llinos@asbriplanning.co.uk>

Subject: FW: SCHEDULE 1 Article 4. (4) SCHEDULE 1B Articles 2C, 2D & 2G - LAND SOUTH OF FELINDRE ROAD, PENCOED / TIR I'R DE O HEOL FELINDRE, PENCOED

Hi Leigh,

Thanks for the email. We have spoken to the applicant and we are happy to attend a presentation

Can you please let us know what date/s and times you are considering for the presentation? I assume it will need to align with one of your pre-arranged Council meetings but we're happy to attend a special meeting if necessary.

Thanks

Pete Sulley – Director

Cardiff | Swansea

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From: Kate Stevens <Kate@asbriplanning.co.uk>

Sent: 07 September 2022 13:27

To: Llinos Hallett <Llinos@asbriplanning.co.uk>; Pete Sulley <pete@asbriplanning.co.uk>

Subject: FW: SCHEDULE 1 Article 4. (4) SCHEDULE 1B Articles 2C, 2D & 2G - LAND SOUTH OF FELINDRE ROAD, PENCOED / TIR I'R DE O HEOL FELINDRE, PENCOED

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

Sent: 07 September 2022 13:24

To: Kate Stevens <Kate@asbriplanning.co.uk>

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

Subject: RE: SCHEDULE 1 Article 4. (4) SCHEDULE 1B Articles 2C, 2D & 2G - LAND SOUTH OF FELINDRE ROAD, PENCOED / TIR I'R DE O HEOL FELINDRE, PENCOED

Good afternoon Kate,

If you think it might be useful, would you like to present your proposal to Llanharan Community Council?

This can be done online via zoom. The meeting would be open to the public but the public would not be able to participate or speak at the meeting, only observe.

We sometimes offer this for larger planning applications.

The format would be that Councillors would then have the opportunity to ask questions (presented to you beforehand in writing).

Let me know if you would like me to arrange a meeting and if so what kind of timeframe would suit you.

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