



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Hall), 7pm on Thursday 20<sup>th</sup> June 2024

*The meeting was held in accordance with:*

**The Local Government and Elections (Wales) Act 2021**

**Members Present:**

**Councillors;** David Evans (Chair), Chris Parker, Will Thomas, Neil Feist, Andrea James, Mark Steer, Robert Smith, Rhys Jenkins, Janine Turner.

**Apologies:** Cllrs; Joanne Miller, Helen Donnan

**Absent:** Cllr Geraint Hopkins JP

**Clerk to the Council:** Leigh Smith

**RFO/Deputy Clerk:** Lisa Phillips

2 members of the public.

**2024/124 Welcome and Apologies.**

The Chair welcomed all to the meeting.

**RESOLVED**

That the reason proffered with Cllr Joanne Miller's apology for absence be accepted as a valid reason for absence.

**RESOLVED**

That the reason proffered with Cllr Helen Donnan's apology for absence be accepted as a valid reason for absence.



### **2024/125 Disclosures of personal and/or prejudicial interests**

Cllr Chris Parker declared a personal interest relating to that section of agenda item 13 that relates to the 'Llanharan Pantry', being a volunteer.

Cllr Andrea James declared a personal interest relating to that section of agenda item 13 that relates to the 'Llanharan Pantry', being a volunteer.

Cllr Janine Turner declared a personal interest relating to that section of agenda item 13 that relates to the 'Llanharan Pantry', being a volunteer.

Cllr Neil Feist declared a personal and prejudicial interest in relation to agenda item 15.

### **2024/126 Public speaking**

None.

### **2024/127 Minutes of Annual Meeting of the Council held on 16<sup>th</sup> May 2024**

#### ***RESOLVED***

To approve the minutes of the Annual Meeting of the Council held on 16<sup>th</sup> May 2024 as a true and accurate record.

### **2024/128 Minutes of ordinary Council meeting 16th May 2024**

#### ***RESOLVED***

To approve the minutes of the ordinary meeting of Council held on 16th May 2024 as a true and accurate record.

### **2024/129 Action plan**

Noted

### **2024/130 Correspondence.**

None.

### **2024/131 Crime report**

Not received.



## **2024/132 Expenditure May 2024**

### **RESOLVED**

To approve expenditure for May 2024 as presented in payment schedule 'Appendix 6' to this meeting totalling £342,274.55

## **2024/133 YTD Spend V Budget**

YTD spend v Budget as presented in 'Appendix 7' to this meeting noted.

## **2024/134 Income and expenditure for 'The Pantry'.**

Pantry finances as presented in Appendix 8 to this meeting noted.

## **2024/135 Recommendations of ORA Committee 2<sup>nd</sup> April 2024 and 4<sup>th</sup> June 2024**

### ***i. RESOLVED***

ORA2024/019 Review of plans for the installation of staggered barriers to replace the current gate at the western end of the Meadow Rise play area  
To proceed with the obtaining of quotations for the work at Meadow Rise play area as per the specification presented to the ORA Committee (Appendix 3, 2nd April 2024).

### ***ii. RESOLVED***

ORA2024/023 Draft appeals procedure in the case of an eviction decision.  
To adopt the appeals procedure for allotment evictions as Council policy as presented to the ORA Committee (Appendix 6, 2nd April 2024).  
Detail of Appendix 6, 2nd April 2024.

#### *Appeals procedure*

*Motion – To accept the below appeals procedure for allotment eviction hearings.*

*1.*

*In the first instance for evictions or other formal hearings regarding plot holders to be heard by the ORA Committee and a vote taken accordingly.*

*2.*

*Plot holders shall be offered the opportunity to present written submissions to the Committee which shall be taken into consideration. Plot holders shall be offered the opportunity to address the Committee meeting in the normal way*



*as a member of the public but not participate in the item of business which shall normally be considered with the press and public excluded.*

3.

*For the outcomes of those hearings to be communicated to plot-holders ASAP in writing. Including the provision for the plot holder to be able to appeal any decision by writing to the Clerk of the Council within 5 working days of receiving the letter informing them of the outcome. The plot holder must state the reasonable grounds for any appeal.*

4.

*Any appeal to be heard by a panel of any 3 councillors who do not sit on the ORA Committee and have no other interest in the matter. An appeal hearing to be convened and recorded by the Clerk of the Council. The members of the appeal committee to be appointed by the chair of the Council.*

**iii. RESOLVED**

ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee.

To proceed with planting of seeds/bulbs on sections of new road (A473) as per the drawings attached in the appendix provided (appendix 4). Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions and ensuring appropriate plants are planted. The Clerk to seek permission from the landowner. The Clerk to ensure the landowner/local authority consents not to mow the areas where planting takes place in future.

**iv. RESOLVED**

ORA2024/038 Placement of a bench at Meadow Rise.

To site a bench adjacent to the area of green space on Meadow Rise on an existing concrete pad and facing the road. To authorise the officers to spend £790, comprising £405 for a 2-seater bench (3 quotations having been considered and option 1 presented in appendix 5 selected) plus a 10% contingency and £385 fitting costs. To refer the matter to the CIL Committee for use of CIL funds, but if not allocated to purchase from general reserves making a virement where necessary

**v. RESOLVED**

ORA2024/040 Bird boxes at the Meadow Rise open space

To place a number of freely obtained bird boxes at the Meadow Rise open space at appropriate locations.



**vi. RESOLVED**

ORA2024/045 Action plan regarding the ongoing upkeep of an allotment plot on Jubilee Street site and to consider next steps - For the Clerk to continue to monitor progress on a monthly basis regarding cultivation and attendance on the plot.

**vii. RESOLVED**

To issue 1 months' notice of eviction and to evict the plot-holders currently occupying Bridgend Road plot 26 named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024). Under the terms expressed in the warning letters and under the following terms of the tenancy agreement:

*1. Rent*

*(a) The first instalment of the annual rent is due on 1st of January each year whether demanded or not and tenants may pay quarterly if they so wish. If a tenant wishes to pay quarterly they must make the Officers of the Council aware and agree on which dates they intend to make quarterly payments.*

*5. Use and Cultivation of the Allotments*

*d) The Tenant shall keep the Allotment in a good state of cultivation and not allow it to become overgrown with weeds.*

*e) The Tenant must ensure that general rubbish or building materials are not deposited or dumped anywhere on the site and that the Allotment is kept in a reasonably tidy condition.*

And in line with the following clause:

*12. Termination of Tenancy*

*c)*

*ii. One month's written notice to quit if the rent is overdue by 40 days or more.*

*iii. One month's notice to quit if the Tenant is not duly observing the conditions of the tenancy.*

For the Clerk to write to the plot-holders informing them of the eviction recommendation of the committee along with details of the appeals process and timelines.

**viii. RESOLVED**

Regarding the plot holder currently occupying Bridgend Road plot 35 named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024). To defer any decision regarding eviction and to re-inspect the plot prior to the next scheduled ORA Committee meeting scheduled for 30th July 2024 to monitor progress. The Clerk to write to the plot holder extending the deadline to remove the concrete base and any brickwork until that time. The Clerk to also write to the plot holder to give a 3 month improvement notice in



terms of active cultivation of the plot and /or to request a cultivation plan from the plot-holder against which they can be monitored.

**ix. RESOLVED**

To issue 1 months' notice of eviction at the end of June 2024\* and to evict the plot-holders currently occupying Jubilee Street plot 1, named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024) under the terms expressed in the warning letters and under the following terms of the tenancy agreement:

**5. Use and Cultivation of the Allotments**

*d) The Tenant shall keep the Allotment in a good state of cultivation and not allow it to become overgrown with weeds.*

*e) The Tenant must ensure that general rubbish or building materials are not deposited or dumped anywhere on the site and that the Allotment is kept in a reasonably tidy condition.*

*And in line with the following clause:*

**12. Termination of Tenancy**

*c) iii. One month's notice to quit if the Tenant is not duly observing the conditions of the tenancy.*

With the following caveat:

\*To request evidence from the plot holder (in confidence) that they are on the waiting list for the medical procedure. If this evidence can be obtained by the end of June 2024 to suspend the eviction and revisit the issue in 2025. If evidence cannot be provided by the end of June 2024, then notice of eviction be issued along with the right to appeal.

**2024/136 Quotation received to carry out 'Improvements to equestrian access on Bridleway PSM40/4. Bethlehem Way to Brynna Woods**

**RESOLVED**

To accept the quotation, the Clerk haven striven to obtain 3 quotations but only1 quotation haven been received. The Officers authorised to spend £1,400 of CIL monies subject to proper obtaining of the appropriate PROW orders and notifying local residents immediately affected by the closure.



## **2024/137 To note the resolutions of the CEC meeting held 6<sup>th</sup> June 2024 made under previously delegated authority.**

The following resolutions were noted:

### ***i. RESOLVED***

The terms of reference for the public consultation to include:

1. A multi-user\* bridge to replace the current footbridge over the River Ewenny approximately 3m wide and 20m long.

2. A multi-user\* path from the proposed Network Rail, Trenos railway crossing bridge to join up with the proposed Ewenny River bridge.

\*Multi-user being defined as for by all users. Including pedestrians, horse riders, disabled people and those with impaired mobility.

These matters having been resolved by the Community Council.

The consultation to allude to the aims of the wider project, including the following aspects:

3. Network Rail aspire to create a formal bridleway from the south of the Trenos railway line over both bridges and through the Brynna woods nature reserve.

4. Aspiration to make improvements to the surfaces of paths to the south of the Trenos railway crossing and to the north of the proposed Ewenny River bridge through Brynna Woods nature reserve to make them 'disabled friendly'.

The consultation documents to also include the following aspects:

5. Best value to be obtained by entering into a competitive tendering process.

6. Work to be carried out in consultation and full agreement of the Wildlife Trust of South and West Wales who own the Brynna Woods nature reserve.

7. Discussions have taken place with Natural Resources Wales, Welsh Water, RCTCBC rights of Way departments, RCTCBC structures departments and other groups in anticipation of applications for the relevant licenses and permissions.

8. The fact that the project would proceed on the basis that RCTCBC would adopt the bridge and take on future inspection and maintenance.

9. A separate statutory consultation exercise will be carried out in the future regarding the legal creation of the rights of way to create a multi-user network by Network Rail and/or RCTCBC at the appropriate time.

10. Include reference to the fact the LCC aspects of the project would be paid for using CIL funds and not general precept funds, with a brief explanation of CIL funding including the requirement to spend within 5 years of receipt.

11. Check to ensure all statements made are factual.



12. When referencing finances ensure the correct terminology is used. Phrases such as 'Earmarked', 'Committed', 'spent' must be carefully considered when being used to describe the Council's current level of commitment in line with resolutions made to date.

14. Ensure the correct terminology is used. Phrases such as 'intends to', 'has resolved to', 'is committed to' must be carefully considered when being used to describe the Council's current level of commitment in line with resolutions made to date. Similarly, aspects of the project not yet resolved by full council much be described carefully in line with resolutions made. For example, the route of the proposed path to the south, the bridge material etc...

15. The wording of the central question should not be a closed question inviting a yes or no response, but instead the project presented and residents invited to comment.

#### ***ii. RESOLVED***

The Trenos Crossing and Ewenny Bridge Working Group to be delegated the following functions and to report back to the CEC with recommendations:

17. The production of draft documents to be used for the consultation.

18. The method of consulting the public.

19. The start date and duration of the consultation

### **2024/138 Recommendations of the Fireworks Working Group**

#### ***i. RESOLVED***

The Council to use the services of Pendragon Fireworks & Pyrotechnics to provide the fireworks and the display itself and to adopt the remaining aspects of running and managing the event in-house.

The Officers of the Council be delegated authority to spend up to £12,148.40 on the event. Operational aspects of the event to be managed by the officers of the council in consultation with the Fireworks Working Group. The event to allow no outside bucket charity or other collections and no vendors to be charged for attending. A virement to be taken from general reserves to account for the exceeding of the budget.

#### ***ii. RESOLVED***

To host the 2024 fireworks event at the LRGT Welfare Hall and Grounds and to authorise the officers to spend up to £250 on the venue and £15/hour for cleaning up to a maximum of £60 on receipt of appropriate invoices.





**2024/139 Recommendations of the Audit Committee held 13<sup>th</sup> June 2024, including consideration of the internal audit 2023/24 and the annual return of accounts (AGAR)**

***i. RESOLVED***

A2024/040 To consider information relating to a previously awarded grant and next steps.

That the Clerk contact Brynna Football Club (Seniors) to request repayment of £1,000 granted in October 2023. The Club having declined to provide further information requested in relation to a second bank account that was not declared at the time of the application.

A2024/041 Recommendations of the internal audit 2023/24 (Excluding Recommendation 5 of the report)

***ii. RESOLVED***

- a) To accept recommendation 1 of the audit report and for the officers to make the necessary alterations to the Standing Orders and Financial Regulations.
- b) To accept recommendation 2 of the audit report and for the officers to list the statutory power used in relation to any grants or donations awarded on the minutes of any meeting where such a grant or donation is made.
- c) To accept recommendation 3 of the audit report and for the officers to include the total amount of payments made in the minutes of the meeting where payments are approved.
- d) To accept recommendation 4 of the audit report and for the officers to ensure all individual resolutions have their own unique reference in the minutes of any meeting.
- e) To accept the general recommendation 5 of the internal audit as set out in the confidential report 'Appendix B' provided by the auditor, with some alterations. This matter having already been resolved, see minute reference 2024/105.



- f) To note recommendation 6 of the audit report and for the officers to draw up a simple guide to illustrate which documents should be posted on which section of the website with a simple guide to doing so.
- g) To accept recommendation 7 of the audit report and for the officers to present an appropriate suite of draft GDPR policies and documents to Council for adoption.
- h) To accept recommendation 8 of the audit report and for the officers to present draft policies to Council for adoption, specifically: A Social Media Policy; A Biodiversity, Crime and Disorder Policy; A Business Continuity Plan; A Freedom of Information Publication Policy; A Lone and Isolated Worker Policy; A Petition Policy; A Privacy Notice.

Note that the Vexatious Complaints Policy and Investment Policy has already been resolved and is published.

- i) To note recommendation 9 of the audit report. For the officers to request of the auditor whether the current practices of the Council as described in the Council's Financial Regulations are legal, and if not for the auditor to provide the legal or statutory reference to which the Council is non-compliant for further consideration.
- j) To note recommendation 10 of the audit report. For the officers to request of the auditor the legal or statutory reference to which the payments are non-compliant or the NALC legal topic note dealing with this matter. One Voice Wales having confirmed the legality of such direct payments both prior to the payments being made and again following receipt of the audit report. Furthermore the officers having only found reference to double taxation relating to the duplication of services and having found no overarching bar to making payments directly to a school for non-curriculum activities.
- k) To note recommendation 11 of the audit report but to continue in its current method of using EMR's to manage its CIL funds. To accept the recommendation regarding the requirement to secure the entirety of a project's funding prior to any expenditure against that project being made, including project phasing to obfuscate the total cost of a project and for the officers to alter the Council's grant policy and application forms accordingly.
- l) To note recommendation 12 of the audit report but to continue in its current method of managing the Llanharan Pantry.



- m) To accept recommendation 13 of the audit report and for the officers to draft new contracts for all staff using the NALC nationally agreed model contract issued by One Voice Wales in April 2024. These drafts to be presented to a future meeting of the HR Committee in the first instance.
- n) To accept recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 8) of the audit report and for the officers to make amendments to the asset register as described in the report.
- o) To note recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 9) of the audit report. For the officers to carry out an analysis of the practical and financial aspects of making changes to the account(s) for presentation to a future meeting of the Audit Committee.

**iii. RESOLVED**

A2024/044 Annual Return of Accounts and Annual Governance Statement (AGAR)

To approve the Annual Governance and Accountability Return (AGAR)

**2024/140 Bryncae Community Centre CAT Working Group update**

Noted.

Cllr Neil Feist left the meeting having declared a personal and prejudicial interest in the following item of business.

**2024/141 Notification of an election for the Brynna Ward and to consider costs and whether polling cards will be required for this and any other elections called in this municipal year.**

**a) RESOLVED**

To make a virement from general reserves for the costs of an election for the Brynna Ward.

**b) RESOLVED**

To inform RCTCBC that polling cards will be required for the Brynna ward election and for any other elections to be held in this municipal year.



Cllr Neil Feist returned to the meeting.

### **2024/142 Members reports.**

#### Cllr Mark Steer

I have arranged a meeting of the Jubilee Marsh Multi-user route Working Group to be held on 27<sup>th</sup> June. A member of the public raised a concern safety at the Trenos crossing worksite and compound. I followed up the query with the site manager.

A resident in Meadow Rise made a complaint to me regarding trees from out land causing damage to his property. I worked with the Clerk and Senior Groundsman to resolve.

A concern was raised regarding the overgrowth on the public footpath leading to the south side approach to the temporary Trenos Crossing footbridge, I worked with the Clerk and the Senior Groundsman to resolve and the area will be cutback in the following days.

### **2024/143 Feedback on any formal or informal meetings of external groups to whom the Council has appointees.**

Reports were noted from Cllr Steer regarding meetings with the Staff of the Wildlife Trust.

Cllr Jenkins reported that there had been a meeting of the LCDP trustees that he had attended as the Councils appointed liaison but there was nothing of significance to report.

### **2024/144 To elect a member to the ORA Committee to replace a member who has resigned.**

#### ***RESOLVED***

To elect Cllr Robert Smith to the ORA Committee

### **2024/145 To elect a member to the Hamlet/Ward Gateway working group to replace a member who has resigned.**

#### ***RESOLVED***

Deferred to the September meeting of the Council.



**2024/146 Suspension of Standing Orders limiting the maximum number of Councillor members of working groups**

***RESOLVED***

To suspend Standing Orders and policy limiting the maximum number of Councillor members of working groups to 5, to allow 6 members to sit on the Trens Crossing and Ewenny Bridge Working Group and to allow 6 members to sit on the Jubilee Marsh Multi-User Route Working Group

**2024/147 Planning**

Noted without formal comment.

**2024/148 Exclude the Press and Public**

***RESOLVED***

To exclude the press and public by virtue of the Public Bodies(Admission to Meetings) Act 1960, the press and public to be excluded from the meeting on the basis that with regards to agenda items 23 to 26 (the next 4 items of business) disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**2024/149 Confidential report provided by the internal auditor as part of the recent internal audit**

Noted.

**2024/150 Progress report on negotiations with LRGT regarding the potential lease of land around Bryncae Community Centre**

Noted.

**2024/151 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT**

Noted.



## **2024/152 Request for access over the Council's land to carry out works to an adjacent property by a local resident**

### ***RESOLVED***

To grant the local resident and their agents access over the area of Council land at the Mountain Hare play area indicated on the plan provided in Appendix 21 in order to carry out improvement works to the rear of the property on the following conditions:

### **Before permission is granted**

1. The Clerk to meet with the property owner on site (with the Contractor present) and agree the extent and limits of the land to be accessed and to agree other arrangements for access.
2. The landowner to agree to the replacing of the damaged gatepost and for the replacement of the gatepost to be completed prior to any permission being granted.
3. For the contractor to provide the Council with a copy of their risk assessment regarding access to Council land and any activities that might take place on it.

### **Other conditions**

4. Permission in place until 18<sup>th</sup> July 2024 when it shall be reviewed.
5. No equipment, building materials or other items to be left on Council land between 5.30pm each evening and 8am each morning or at all on weekends or bank holidays.
6. Access permitted only between 8am and 5.30pm on weekdays excluding bank holidays.
7. No skips or other storage vessel, nor any debris or arisings to be kept on the councils land.



8. Suitable ground protection arrangements to be put in place in order to protect the grass particularly regarding the movement of machinery or plant.
9. Following the work for the grass to be returned to its original condition.
10. When the Council's land is being accessed and/or if any equipment, building materials or any other item is on Council land during the work, or if access to the property is open and unsecured the area to be barriered off using barriers or adequate safety tape with adequate signage clearly warning the public to keep out. This includes access to the garden or building itself.

Note: This barrier and signage must be in place at all times and kept in a good condition when the council's land is accessed or being used without exception.

11. Should any of the above conditions not be met at any time the Clerk reserves the right to withdraw permission at any time informing council of the reasons for doing so retrospectively.

The public were readmitted to the meeting.

**2024/153 Information which the Chair considers should be relayed to Council as a matter of urgency, or to suggest items to the Clerk for inclusion on the agenda for the next meeting.**

None.

There being no further business the meeting closed at 9.15pm

The next scheduled meeting of Full Council will be held on 18<sup>th</sup> July 2024

Councillor David Evans

Chair of Llanharan Community Council



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council's Annual Meeting held on a hybrid basis (in person at Llanharan OAP hall and by remote attendance), at 6.30pm on Thursday 16<sup>th</sup> May 2024.

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

### **Members Present:**

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

**Apologies:** Cllr Andrea James..

**Absent:** None.

**Clerk to the Council:** Leigh Smith

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

### **AM2024/001 Election of Chair of the Council**

#### **RESOLVED**

To elect Cllr David Evans as Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity.

### **AM2024/002 Election of Deputy Chair of the Council**

#### **RESOLVED**

To elect Cllr Rhys Jenkins as Deputy Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity.

### **AM2024/003 Minutes of Annual Meeting held 18<sup>th</sup> May 2023**

Noted.





## **AM2024/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.**

### **RESOLVED**

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

**Membership:** Cllrs Rhys Jenkins, Andrea James, David Evans, Geraint Hopkins, Chris Parker.

**Chair:** Rhys Jenkins

**Deputy Chair:** Chris Parker

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

1. The HR Committee is constituted to be responsible for scrutinising matters relating to Human resources and personnel matters.

2. The HR Committee has delegated powers to deal with HR related matters via resolutions relating to the Council's employees.

Including but not limited to grievances, disciplinary matters including the issue of formal warnings, sickness and absence and occupational health matters in line with the policies and procedures of the Council. The HR Committee can only make recommendations to full Council, rather than making its own resolutions, under the following circumstances:

- Any action which would incur a cost to the council or is likely to have a current or future financial implication.
- Effect the dismissal, redundancy or involuntary retirement of any employee.

3. The Chair and Deputy-Chair are appointed by the Full Council Annual General Meeting held each year.

4. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Vice-chair of the Committee.

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

#### **Scheduled meeting dates 2024/25**

To be decided by the Clerk with the consent of the Committee chair and communicated to members ASAP.



## **RESOLVED**

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

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

**Chair:** David Evans  
Turner

**Deputy Chair:** Janine

### **Terms of reference:**

1. The Audit Committee is constituted to be responsible for scrutinising matters relating to financial matters.
2. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council unless specific delegation on particular matters is devolved to the Committee by a resolution of Council.
3. The Audit Committee will scrutinise the Council's financial processes and procedures and monitor good financial governance. The Committee will also monitor spend against budget.
4. The Audit Committee will hear normal grant applications in the first instance taking regard of the Council's grants budget and make recommendations to Full Council.
5. The Audit Committee will scrutinise the draft budget, the Annual financial return and audit reports and will make recommendations to Full Council.
6. The Chair and Deputy-Chair are appointed by the Full Council Annual General Meeting held each year.
7. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Vice-chair of the Committee.
8. Meetings will be held at least 4 times per year and then as required subject to the discretion of the Chair.

### **Scheduled meeting dates 2024/25**

To be decided by the Clerk with the consent of the Committee chair and communicated to members ASAP.



## **RESOLVED**

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

**Membership:** Cllrs Janine Turner, David Evans, Rhys Jenkins, Chris Parker, Helen Donnan, Mark Steer, Neil Feist. (+1 Vacancy).

**Chair:** Janine Turner

**Deputy Chair:** Neil Feist

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

1. The CIL Committee is constituted to be responsible for identifying, appraising and scrutinising potential projects for the Council's CIL 123 and active project list.
2. The CIL committee is responsible for monitoring CIL receipts and for monitoring the progress of individual projects and any expenditure approved by the full council.
3. The Committee shall identify processes and actions to ensure the responsible day to day management of CIL monies and projects.
4. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council.
5. The committee will commission, receive, consider and take action, including incurring expenditure, as necessary in relation to CIL subject to this being agreed by the Full Council.
6. The Committee will oversee the day to day management of the Council's CIL monies and projects and will respond to any issues regarding CIL
7. Membership numbers are limited to eight serving Community Councillors appointed to the Committee by the Full Council. Two councillors from the Llanharan ward, two from the Brynna ward and one from the Bryncae ward. If this spread cannot be achieved Full Council may appoint councillors from any ward.
8. The Chair and Deputy-chair are appointed by the Full Council Annual General Meeting held each year.
9. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Deputy-chair of the Committee.
12. Meetings will be held every 2 months or sooner if required.

#### **Scheduled meeting dates 2024/25**

To be decided by the Clerk with the consent of the Committee chair and communicated to members ASAP.



## **RESOLVED**

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

**Membership:** Cllrs Mark Steer, Neil Feist, Helen Donnan, Will Thomas, Tracy Allen plus co-opted member of the public (subject to acceptance) Oli Wicks.

**Chair:** Mark Steer

**Deputy Chair:** Neil Feist

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

1. The ORA Committee is constituted to be responsible for scrutinising and making recommendations to Council regarding all aspects of the Council's work regarding Open spaces, Rights of Way and Allotments.
2. The Committee shall identify processes and actions to ensure the responsible day to day management of ORA matters.
3. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council.
9. Membership numbers are limited to five serving Community Councillors appointed to the Committee by the Full Council.
10. The Chair and Vice-chair are appointed by the Full Council Annual General Meeting held each year.
11. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Vice-chair of the Committee.
12. Meetings will be held every 2 months or sooner if required.

#### **Scheduled meeting dates 2024/25**

To be decided by the Clerk with the consent of the Committee chair and communicated to members ASAP.



## **RESOLVED**

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

**Membership:** Cllrs David Evans, Neil Feist, Chris Parker, Joanne Miller, Andrea James.

**Chair:** David Evans

**Deputy Chair:** Chris Parker

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

1. The Community Engagement Committee is constituted to be responsible for scrutinising matters relating to matters listed in clause 8.
2. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council unless specific delegation on particular matters is devolved to the Committee by a resolution of Council.
3. The Chair and Deputy-Chair are appointed by the Full Council Annual General Meeting held each year.
4. The quorum necessary for the transaction of business shall be three.
5. Meetings will be held at least twice per year and then as required subject to the discretion of the Chair.
6. The Clerk to the Council shall act as the proper officer of the Committee. The proper officer shall produce an agenda and minutes of the meetings in accordance with Llanharan Community Council standing orders.
7. At the Annual Meeting of the Llanharan Community Council membership of the committee is reviewed and voted on together with these Terms of Reference and a Chair and Deputy Chair elected.
8. The Committee shall consider the following topics:  
The annual Llanharan Community Awards.  
The annual fireworks event.  
The provision of Christmas lights.  
The provision of summer plants.  
The proposed active travel route from 'The black path' to Bryncae.  
And any other topics referred to it by resolution of Council.  
The Clerk to provide a timetable of key milestones for these issues to the Committee Chair.

#### **Scheduled meeting dates 2024/25**

To be decided by the Clerk with the consent of the Committee chair and communicated to members ASAP.



## **AM2024/005 Working Groups and their members and Chairpersons and to review terms of reference**

### **RESOLVED**

#### **Trenos Crossing and Ewenny Bridge Working Group (6)**

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

Plus various external stakeholders.

**Chair:** Chris Parker

**Terms of reference:** Reporting to the CIL Committee. To carry out work to facilitate the delivery of a railway crossing bridge at the Trenos railway crossing, the crossing over the River Ewenny and any associated rights of way.

### **RESOLVED**

#### **Fireworks Working Group (3)**

**Membership:** Cllrs David Evans, Joanne Miller, Janine Turner.

**Chair:** David Evans

**Terms of reference:** Reporting to the CEC Committee. To examine any arrangements or terms to be set regarding the holding of an event and examine providers and venues.

### **RESOLVED**

#### **Bryncae Community Centre CAT Working Group (5)**

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

**Chair:** Chris Parker

**Terms of reference:** Reporting to full council. To examine and negotiate terms of business in relation to the CAT of Bryncae Community Centre.



**RESOLVED**

**Walking Route Leaflets Working Group (4)**

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

**Chair:** Mark Steer

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

**RESOLVED**

**Oakbrook refurb Working Group (4)**

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

**Chair:** Chris Parker

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

Cllr Helen Donnan left the meeting.

**RESOLVED**

**Pump track Working Group (4)**

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

**Chair:** Chris Parker

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



## **RESOLVED**

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

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

**Chair:** Mark Steer

**Terms of reference:** Reporting to the CEC Committee. The working group to be responsible for investigating the procurement of a feasibility study for the route and to investigate other matters associated with the project.

Cllr Geraint Hopkins left the meeting.

## **RESOLVED**

### **Community Awards Ceremony Working Group (4)**

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

**Chair:** David Evans.

**Terms of reference:** To investigate arrangements for the holding of a Community Awards Ceremony in 2024.

## **RESOLVED**

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

**Membership:** Will Thomas, Neil Feist and Tracy Allen.

**Chair:** Will Thomas.

**Terms of reference:** Reporting to the ORA Committee. To investigate options for the style, placement, wording and other factors regarding potential purchase and placement of Hamlet/Ward gateway signage.





## **RESOLVED**

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

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

**Chair:** Robert Smith

**Terms of reference:** Reporting to the CEC Committee. To examine arrangements to run an annual survey of residents to help better understand what residents want and how they feel the community council can support them through the services provided. The survey to run at an appropriate time to allow members to digest the results which will help inform the budget for the following financial year.

## **RESOLVED**

### **Senior Citizen's Christmas Lunches Working Group (5)**

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

**Chair:** David Evans

**Terms of reference:** Reporting to the CEC Committee. To consider arrangements for the annual senior citizen's Christmas lunches

## **AM2024/006 Appointees to external bodies and reporting arrangements.**

### **RESOLVED**

Appointees to external bodies shall be as follows:

RCT/Town and Community Council Liaison Committee: Cllr David Evans and Cllr Rhys Jenkins.

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

Dolau Primary School appointed governor: Cllr Neil Feist



Llanharan Primary School appointed governor: Cllr Geraint Hopkins

Brynnau Primary School appointed governor: Cllr Rhys Jenkins

The Wildlife Trust (Brynna Woods/Llanharan Marsh) Liaison: Cllr Mark Steer

Llanharan Community Development Project (LCDP) Liaison: Cllr Rhys Jenkins

### ***RESOLVED***

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

### **AM2024/007 Civic Allowances for the municipal year 2024/25**

#### ***RESOLVED***

To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance.

#### ***RESOLVED***

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

#### ***RESOLVED***

For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details.

#### ***RESOLVED***

To pay a Chair's allowance of £1500 to the Chair of the Council

#### ***RESOLVED***

To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council

#### ***RESOLVED***

For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made.



### **AM2024/008 Written Motions in a municipal year**

#### ***RESOLVED***

The maximum total of motions required by written notice that can be considered by the Council in the municipal year to be set at 'unlimited'.

### **AM2024/009 Written Motions in a single meeting**

#### ***RESOLVED***

The maximum total of motions required by written notice that can be considered by the Council in any one ordinary meeting to be set at '3'

### **AM2024/010 Appeals and Disciplinary process**

#### ***RESOLVED***

##### **Disciplinary Panels**

The Council will appoint a disciplinary panel of three councillors who have no direct involvement and no interest in the matter to sit on a disciplinary panel. The disciplinary panel will appoint a Chair from one of its members. The Investigator shall not sit on the panel.

#### ***RESOLVED***

##### **Appeals Panel**

Where possible, the appeal will be heard by an appeals panel of three members of the council who have not previously been involved in the case and who have no direct involvement or interest in the matter. The Investigator may not sit on the appeal panel. The appeal panel will appoint a Chair from one of its members.

### **AM2024/011 Policies and procedures**

#### ***RESOLVED***

To reaffirm and approve the following policies of the Council:

1. Disciplinary policy and procedure V2
2. Equality & diversity policy V2
3. Grievance policy & procedure V2
4. Sickness & absence policy V2
5. Vexatious policy V1



6. Complaints procedure V1
7. Allotment tenancy agreement V2
8. Poultry wellbeing policy V2
9. Publication scheme V1
10. Treasury & Investment policy V1

### **AM2024/012 Internal Auditor For the Financial Year 2024/25**

#### ***RESOLVED***

To appoint WGW as the internal auditor for 2024/25

### **AM2024/013 To review banking mandate signatories and PSDF directors**

#### ***RESOLVED***

To appoint the following as authority and signatories:

Barclays bank main contact of authority: David Evans

Banking mandate for cheques and direct debits: The Clerk, The RFO, Cllr David Evans, Cllr Chris Parker, Cllr Rhys Jenkins.

Online banking (and authorisations): The Clerk, the RFO, Cllr David Evans, Cllr Chris Parker, Cllr Rhys Jenkins.

Barclaycard main contact of authority: The RFO.

Public Sector Deposit Fund directors: Cllr David Evans, Cllr Helen Donnan, Cllr Rhys Jenkins

### **AM2024/014 Asset Register**

#### ***RESOLVED***

To approve the Council's asset register as presented in 'AM App 14 – Asset register updated Yr end 2023-2024'.

### **AM2024/015 Insurance cover in respect of insurable risks.**

#### ***RESOLVED***

To defer the item to a future meeting of the Council.



**AM2024/016 Service Level Agreements or other legal or arrangements with external groups.**

***RESOLVED***

To reaffirm and approve the SLA between LCC and RCTCBC as presented in 'AM App 16 – SLA and other formal agreements with external groups' notwithstanding the current ongoing renegotiations.

***RESOLVED***

To reaffirm and approve the Memorandum of understanding between LCC and LRGT as presented in 'AM App 16 – SLA and other formal agreements with external groups', notwithstanding the current ongoing renegotiations.

**AM2024/017 Membership of The Society of Local Council Clerks (SLCC)**

***RESOLVED***

To renew the Clerk and RFO Deputy Clerk's membership of the Society of Local Council Clerks (SLCC) up to a value of £260 each.

**AM2024/018 Membership of One Voice Wales**

***RESOLVED***

To renew the Council's membership of One Voice Wales at a cost of up to £1,600

**AM2024/019 Standing Orders**

***RESOLVED***

To defer the item to a future meeting of the Council.



## **AM2024/020 Financial Regulations**

### ***RESOLVED***

To reaffirm and approve the Council's 'Financial Regulations as presented in 'AM App 20 – Financial Regulations V4 issued 16<sup>th</sup> Nov 2023' subject to the following amendment:

The text, "£45,000" quoted in 11.3, e), i) and 11.3, e), ii) to be changed to "£30,000 inclusive of VAT"

This version of the financial regulations to be named as V4.1 (version 4.1), approved 16<sup>th</sup> May 2024

## **AM2024/021 Annual Report**

### ***RESOLVED***

To approve the content of the Annual Report 2023/24 as presented in 'AM App 21 and 23 – Annual Report and Action Plan'.

For the Clerk to insert such photographs as appropriate.

## **AM2024/022 Training Plan**

### ***RESOLVED***

To defer the item to a future meeting of the Council.

## **AM2024/23 Action plan for the coming municipal year incorporating the Biodiversity plan**

### ***RESOLVED***

To approve the content of the Action plan, incorporating the Biodiversity plan 2024/25 as presented in 'AM App 21 and 23 – Annual Report and Action Plan'.



**AM2024/024 Other matters where 6 days prior written notice given to Clerk**

None.

There being no further business the meeting closed at 7.50pm

Councillor David Evans  
Chair of the Community Council



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance), 8.05pm on Thursday 16<sup>th</sup> May 2024

*The meeting was held in accordance with:*

**The Local Government and Elections (Wales) Act 2021**

### **Members Present:**

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

**Apologies:** Cllr Geraint Hopkins JP, Andrea James.

**Absent:** Cllr Helen Donnan

**Clerk to the Council:** Leigh Smith

1 member of the public.

### **2024/107 Welcome and Apologies.**

The Chair welcomed all to the meeting.

### **RESOLVED**

That the reason proffered with Cllr Andrea James' apology for absence be accepted as a valid reason for absence.

### **2024/108 Disclosures of personal and/or prejudicial interests**

### **2024/109 Public speaking**

None.





### **2024/110 Minutes of ordinary meeting 18<sup>th</sup> April 2024**

#### ***RESOLVED***

To approve the minutes of the ordinary meeting of Council held on 18<sup>th</sup> April 2024 as a true and accurate record.

### **2024/111 Minutes of Extra ordinary meeting 2<sup>nd</sup> May 2024**

#### ***RESOLVED***

To approve the minutes of the ordinary meeting of Council held on 2<sup>nd</sup> May 2024 as a true and accurate record.

### **2024/112 Action plan**

Noted

### **2024/113 Correspondence.**

None.

### **2024/114 Crime report**

Noted.

### **2024/115 Expenditure April 2024**

#### ***RESOLVED***

To approve expenditure for April 2024 shown in payment schedule 'Appendix 6'

### **2024/116 YTD Spend V Budget**

Noted.

### **2024/117 Income and expenditure for 'The Pantry'.**

Noted.

### **2024/118 Progress on banking mandate signatories, internet banking signatories and PSDF signatories.**

Noted.



## **2024/119 Motion to suspend the consideration of CIL applications from local groups**

### ***RESOLVED***

To suspend the consideration of any further CIL applications from local groups until February 2025. This being necessary given the revised cashflow forecasts for CIL income following the rescheduling of CIL payments to the Community Council imposed by RCTCBC and the need to maintain adequate reserves for the projects already added to the Active Project list.

## **2024/120 Motion to allow members to propose CIL projects to the CIL Committee, including those from local groups under certain conditions**

Following advice from the Clerk, this motion was considered moot being contrary to the previously resolved item.

## **2024/121 Members reports.**

### Cllr Mark Steer

Improvements have been made to the surface of the bridleway in Brynna woods. The Trenos crossing temporary bridge work has progressed and foundations are being constructed. I am told by the contractors that the target gate is the end of May 2024.

### Cllr Robert Smith

I have made a start regarding the work of the working group to consider the annual community survey. I have circulated an email with ideas and have set up lines of communication. I will be in touch with members soon to arrange a meeting.

Cllr Janine Turner left the meeting

### Cllr Chris Parker

I have spoken to contractors to give some ideas regarding the potential bridge and path route in Brynna woods.



I wish to allay fears regarding an incident that happened outside Brynnau Primary School recently involving a car. I wish to report that despite rumours there were no injuries to anyone.

**2024/122 Planning**

Noted without formal comment.

**2024/123 Information which the Chair considers should be relayed to Council as a matter of urgency, or to suggest items to the Clerk for inclusion on the agenda for the next meeting.**

The Chair wished to express his thanks on behalf of the Council to former Councillor Robert Lewis-Watkin for his many years of service.

There being no further business the meeting closed at 9.15pm

The next scheduled meeting of Full Council will be held on 20<sup>th</sup> June 2024

Councillor David Evans

Chair of Llanharan 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
2020/118	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.  Jan 2023 Cllr Evans reports that RCTCBC are now actively considering this for disposal.		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. Note: As LCC does not effectively commission a service an SLA might not be the appropriate mechanism.		LS
2021/138	31.10.21	Full Council	HR	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. Supported by resolutions Oct 23.	Completed	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. Awaiting invoices from RBL. Clerk has requested any further work be completed and invoiced by the end of July 2024 so the project can be closed.	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).	Lease to be prepared.		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
2022/039	18.2.22	Full Council	Audit	RESOLVED 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.	Find logbook Advertise in appropriate channels. On hold pending report on Red tractor and developments RE Cut and collect.		LS
2022/051	18.3.22	Full Council	CIL	RESOLVED That quotations for the repair/replacement for the items identified in the report (Appendix Five presented to CIL Committee Wednesday 9th March 2022) and from subsequent inspections and reports be obtained.	Quote for Legionella actions received June 23, chasing fire report quote. June 23. Capital works all complete. Work on monitoring system to be done.		LS
2022/051	18.3.22	Full Council	CIL	RESOLVED That the responsibility for ensuring statutory compliance for the shower block, including arranging statutory inspections and for the appropriate rectification of any defects identified be taken on by the Clerk. To ensure the compliance with legislation and the maintain the validity of insurance cover.	See 2022/051. Plus adequate documented monitoring regimes to be put in place with audit control. Legionella and Fire RA carried out and all hardware recommendations satisfied. Monitoring regime to be improved.		LS
2022/083	22.4.22	Full Council	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. Tender issued July 23. Awaiting formal S187 agreement. DCWW awaiting a copy of the formal title deed. Clerk has requested from Land Regsirty Mau 2024.		LS
2022/098	20.5.22	Full council	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
2022/108	22.5.22	Full council	CIL	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.			LS
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.	Details of this to be ascertained. The Community Council knows of a number of licenced contractors and can provide this information. Training has been put on hold RE prohibitive costs.		LS
2022/183	30.9.2022	Full council	ORA	RESOLVED That the Clerk refer to the Environment(Wales) Act 2016 – Section 6, Biodiversity duty when preparing the Council's draft strategic action plan, and that the Council's actions with regards to Japanese knotweed, funding of the Wildlife trust and other actions are included as examples of compliance with the duty	Write the action plan.	Completed	LS

2022/219e	1.10.2022	Full council	Full council	2022/219e CIL funding for appropriate sculptures at Brynna Woods. RESOLVED To approve a spend of up to £18,000 of CIL funds (and for the project to be added to the CIL 123 list and Active Project list) for the commissioning of decorative sculptures and art works for Brynna Woods.	Ongoing. Working group established. Project complete	Completed	LS
2022/205	21.10.2022	Full council	Full council	2022/205 Contract for supply of electricity for lights on 'Jeff's Lane'. RESOLVED To defer this item to a future meeting.			LP
2022/227	18.11.2022	Full council	CIL	RESOLVED To amend the Council's policy so that in circumstances where a group is not VAT exempt and is not VAT registered, to allow at the council's discretion a grant to include the VAT element.	Add this and other policy items to application form		LS
2022/233	16.12.2022	Full Council	ORA	RESOLVED PSM32/1 near Gellifedi Road That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.	The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the PRoW network and are prioritising are work/enforcement accordingly. I am happy to arrange a meeting but this unlikely to happy over the coming weeks due to current work load. ' No progress. currently with RCTCBC.		LS
2023/017	20.01.2023	Full Council	Full Council	2023/017 Covid 19 Plaque. RESOLVED £250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.	Councillors to bring proposals to a future meeting.		NA
2023/018	20.01.2023	Full Council	Full Council	2023/018 Chair's chain of office and updating of Chairperson's board. RESOLVED The Clerk to obtain a quotation from Fattorini's of Birmingham for the refurbishment of the Chair's chain of office and the addition of all Chair's names to the chain or its links. The Council to suspend its standing orders in this matter with regards to the obtaining of 3 quotes given that this is a specialist matter.	the Clerk to send the Chain of office to Fattorinis after the Horticultural show in August to obtain a quote.		LS
2023/018	20.01.2023	Full Council	Full Council	RESOLVED For a budget of £100 to be allocated via a virement from general reserves and for the authority to spend up to this amount for the purpose of updating the Chairpersons board to be delegate to officers.	Board to be sent to supplier in Bridgend for a quote.	Completed	LS

2023/038	17.02.2023	Full Council	CIL	RESOLVED CIL2022/057 CIL project to refurbish the red telephone box in the square To approve a budget and authorise spend of CIL funds of up to £6200 and provide delegated authority to the Proper Officers to complete the refurbishment of the telephone box. Project to be added to the CIL 123 list and Active project list. The final use of the box to be determined at a later date.	Add to CIL lists. - Added. Lisa to progres order. Project complete. Awaiting info from vendor ro produce facebook post.		LP
2023/041	17.02.2023	Full Council	ORA	RESOLVED ORA2022/060 Urgent items for information or items for future agenda. Future agenda to include training on basic tree safety training for staff and interested members.	Add to future agenda.		LS
2023/042	17.02.2023	Full Council	Full Council	2023/042 Damaged bench at the bottom of Terry's Way RESOLVED To approve a spend of up to £800 from CIL funds to replace the bench at the bottom of Terry's Way.	Action and add to CIL lists. Completed, check CIL lists updated.	Completed	LS
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/008 Community garden at Lanley estate. To add provision for a community garden at Lanley estate to the CIL123 list and Active project lists with a provisional budget allocation of £3000 and that the Clerk and interested members carry out further investigations regarding location, design, future maintenance, cost and other factors and that a paper be presented to the CIL committee at a future date.	Added to lists. Awaiting progress. The clerk is seeking to contact the MOP involved to ascertain details.		LS
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/009 Picnic benches at Lanley estate. To add provision for 2 picnic benches (one disable friendly) and one standard bench at Lanley estate to the CIL123 list and Active project lists with a CIL budget allocation of £3000 and that the Clerk be authorised to spend up to this amount provided the appropriate permissions etc... are obtained.	Added to lists. Awaiting progress. The Clerk has requested permission from RCT to place the benches at the selected locations. June 2024		LS
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/010 CIL application for a community garden at Ynysmaerdy. To approve a CIL application for £2750 for a community garden at Ynysmaerdy from Ynysmaerdy Community Centre and for the project to be added to the CIL123 list and Active Project lists. For the Clerk to make the purchases up to the value of £2750 regarding the project if this is acceptable to the applicant or otherwise to grant the £2750 on the understanding that the presentation of invoices would be required as proof of purchase.	Added to lists. Awaiting progress. The Clerk has contacted the MOP involved and requested works be carried out Summer 2024. June 2024.		LS
2023/063	17.3.2023	Full Council	Full council	RESOLVED The Clerk to carry out a more in depth analysis of the SLA's between the Community Council, RCTCBC and LRGT regarding grounds maintenance at Brynna fields and LRGT grounds. Details to be presented to Council at a future date.	The Council is seeking a comprehensive legal agreement with LRGT. Awaiting feedback from LRGT June 2024		LS

2023/066	17.3.2023	Full Council	Full council	2023/066 Competition in local schools to design the Community Council Van livery. RESOLVED For a competition to be organised to design the livery of the Community Council Van.	Details required from the Chair		NA
	19.5.2023	Full Council	AGM	CP to add LP (RFO) to banking mandate and online signatories - and only then change designated person. Additional changes to then follow.	LS to email CP. - emailed 22.5.23	Completed	LP
2023/119	1.6.1823	Full council	CIL	CIL2023/028 CIL application from LCDP RECOMMENDED To grant the application to the value of £16,000 subject the application of a legal charge on the property for a period of 5 years (The Clerk to arrange) and receipt of the formal planning permission certificate.	LCDP informed 5.6.23 Clerk to arrange charge. Emailed Devonlads Talbot Green 13.7.23. Obtaned costs Sept 23 to be reported to Committee in November's meeting. The application has been withdrawn by LCDP citing a redesign.	Completed	LS
2023/125	1.6.23	Full council	Full Council	RESOLVED For the Clerk to obtain a Legal Development Certificate with regards to planning permission for the Bridge and its approaches and to confirm permissive development rights and their scope.	Emailed Jim Bailey 6.6.23 again, and planning services 13.7.23. Awaiting scoping design.		LS
2023/125	1.6.23	Full council	Full Council	RESOLVED Once a scoping design is in place and all parties have given formal consent, a public consultation to be carried out on the use of CIL funds to construct the bridge.	Vale presenting a quotation ready for meeting July 20th 2023. Topo survey and ground investigation reports obtained nov 23, awaiting scoping design from Vale. Note: Following resolutions altering the project map in May 2024 the public consultation will now take place first. A working group has been set up to produce a draft. Authority delegate to the CEC.	Completed	LS
2023/139	16.6.23	Full Council	CIL	RECOMMENDED For the RFO to draw up a cashflow plan for presentation to the Committee, showing current and forecast cashflows and balances.	clerk presented a snapshot in Junes CIL meeting. However a spreadsheet rolling format is required to capture live cashflow. Revised snapshot presented Nov 23	Completed	LS
2023/141	16.6.23	Full Council	HR	2023/141 Recommendations of HR Committee, Tuesday 13th June 2023 RESOLVED That the Senior Grounds-person rate be set to SPC8 on the NJC pay-scale.	Clerk to proceed with recruitment. Interviews scheduled for July 6th 2023. appointment made. Clerk to draw up and issue a contract. New model contracts to be put in place.	Completed	LS
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/038 Placement of additional benches from Bryncae to 'The Square'. That 4 addition benches be purchased and sited in the following locations. 1) Adjacent to Greggs/Ground Control 2) Adjacent to the Terry's Way/Enterprise Way roundabout , 3) At the junction with Llanharry Road, 4) On the square near to the junction with Hillside Avenue. That CIL funds be used, the Clerk to enquire with RCT highways on the specifics of each location and to obtain permission to site benches and present findings and costs to the ORA Committee.	Wrote to Terry Evans 13.7.23 acknowledgement received, awaiting response. Chased Sept 23. Locations approved RCTCBC Nov 23. Matter to be referred to the CIL Committee.		LS
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/039 Signage for allotment site gates That the officers be authorised to spend up to £400 for signage for the allotment gates and sites.	To be decided upon and ordered with evidence showing best value.		LS



2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2 For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.	Awaiting details of type and dimensions of required gate and consent from landowner. Cllr Steer engaging with landowner. June 2024.		LS
2023/142	16.6.23	Full Council	ORA	For the Clerk to be authorised to approach the relevant landowners to obtain permission for the Council to replace the way-marker and to replace the stile with a self-closing gate and to arrange access accordingly.	Clerk wrote to 3 x landowners 25.9.23. Awaiting responses. Response reviewed from 1, awaiting response from other. Have telephoned second landowner but awaiting response. Cllr Steer directly engaging landowners. June 2024		LS
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/042 Cut and collect techniques The Officers carry out a cost benefit exercise on the proposal to use cut and collect techniques on Council land	Awaiting information on the potential for a grant to purchase equipment from Rachel Carter ref 2013/225. Note Emailed RC on 25.9.23 to seek help on what equipment req and what funding might be available.Cllr Steer carrying out further investigations.		LS
2023/143	16.6.23	Full Council	Full Council	RESOLVED When the changing of the 'Primary contact' on the Barclays accounts is resolved, the RFO, Lisa Phillips will initially be added to all mandates and permissions. (Officers to have raising but not approval access to accounts). Only then will the process of altering the other named persons begin. This matter to be kept on the agenda until resolved	Mandate updated. Await Internet banking access for mandate holders	Completed	LP
2023/143	16.6.23	Full Council	Full Council	RESOLVED The following people will subsequently be added to the Barclays accounts mandates and permissions and all other Councillors names removed:  David Evans, Chris Parker, Robert Lewis-Watkin	This item cannot be started until the action above is completed.	Completed	LP
2023/143	16.6.23	Full Council	Full Council	RESOLVED To add the RFO, Lisa Phillips to the Barclaycard account as the Authorised Officer. This matter to be kept on the agenda until resolved.	Awaiting action from Councillors.	Completed	LP
2023/143	16.6.23	Full Council	Full Council	RESOLVED For the following people to be named as directors of the PSDF accounts, all other names to be removed Councillor David Evans, Councillor Helen Donnan. Lisa Phillips to be named as a director provided her access can be limited to raising transactions only. Should this not be possible then further directors will need to be considered.	Cllr David Evans and Helen Donnan now added. A third director will need to be added to replace Lisa Phillips (RFO).	Completed	LP
2023/164	30.6.23	Full Council	Full Council	2023/164 To supersede resolution 2023/140 and to consider the grant amount for the Llanharan OAP hall refurbishment. RESOLVED Pending the presentation to the Clerk of a planning permission certificate or a Legal development certificate, To grant £74,925 to Llanharan OAP association from CIL funds comprising the quoted £71,357 cost of the works plus a 5% contingency. The Clerk to investigate the legality of placing a charge of £60,000 on the property for a period of 5 years and to report back the status of this matter to council. The grant to be made regardless of the outcome of the matter of a legal charge being placed on the building.	Clerk met with JM of Llan OAP and explained provision for LDC and process. Awaiting LDC document. LDC received, project underway and funds being accessed.  Clerk to investigate placing a charge. Costs obtained from Devonalds. Costs presented to Nov 23 meeting of CIL Committee. RCT declined a charge. Project complete.	Completed	LS
2023/185	21.7.23	Full Council	CEG	RESOLVED For the Community Council to pay for the hall to be cleaned the Monday following the (fireworks) event (Officer's note: Est cost £45 based on 3 hours).	2023/185	Completed	LS

2023/186	21.7.23	Full Council	CIL	<p>RESOLVED</p> <p>CIL2023/056 Further consideration of a CIL application from LRGT ref provision of a MUGA on the land adjacent to Bryncae Community Centre.</p> <p>That the matter be deferred to a future meeting of the CIL Committee to allow further informal negotiations to take place. The results of any negotiations to be confirmed in writing via the Clerk and reported to the Committee.</p>	Informal negotiations held an results confirmed in writing. Awaiting legal deeds including title plan from LRGT. Chased Junr 2024		LS
2023/194	21.7.23	Full Council	Full Council	<p>2023/194 Discharge of condition 34 (Sustainable Development Strategy) of 10/0845/34 (insofar that it relates to Phases 3 and 4).   LAND AT FORMER OPEN CAST COAL SITE AND LAND TO THE NORTH OF THE A473, LLANILID (PHASE 3 &amp; 4)</p> <p>RESOLVED</p> <p>For the Clerk to write to RCTCBC planning department to ascertain whether the following two aspects of development quoted in the SDS are going ahead:</p> <ul style="list-style-type: none"> <li>• The section of 'bypass' from the County Boundary to the Dragon studio roundabout (ie, the section of road proposed to eliminate the necessity to drive along 'Cow's Corner').</li> <li>• ... to the current Llanharry road being transformed into a pedestrian and cycle underpass.</li> <li>• If so then the SDS appears to be valid.</li> <li>• If either or both are no longer planned, then the Community Council writes to RCTCBC planning to object to the discharge of condition 34 (Sustainable development strategy) and any other conditions where these aspects are quoted in mitigation.</li> </ul>	Emailed RCT planning 27.7.23. As of 1.9.23 Holding responses received but no definitive respnses. LS nudged 19.9.23		LS
2023/226	22.9.23	Full Council	CIL	<p>RESOLVED</p> <p>CIL2023/079 CIL funds to carry out maintenance to the Oakbrook skatepark and Mountain Hare playpark.</p> <p>That the proper officers be authorised to spend £3,320 of CIL funds to carry out maintenance on the Oakbrook skatepark and Mountain Hare play park as per the quotation provided. The Clerk having unsuccessfully attempted to obtain 3 quotes and the work being specialist in nature and reasonably urgent.</p>	Jerry Widas (Urban Creations) undertaking work in Sept/Oct. Mountain Hare work complete, Oakbrook working pending, waiting for materials. Oct 23. Work planned for Early 2024. completed	Completed	LS
2023/233	22.9.23	Full Council	Full Council	<p>2023/233 Quotations for the taking down of Summer hanging baskets and erection and subsequent removal of Christmas Trees, Christmas motifs etc...</p> <p>RESOLVED</p> <p>To award a 1-year contract to Centregreat on the terms and prices provided. To approve the spend accordingly with a 5% contingency, namely: £13,189 for 2023.</p> <p>RESOLVED</p> <p>The Clerk to carry out a tender process to provide the taking down Summer hanging baskets and erection and subsequent removal of Christmas Trees, Christmas motifs etc... for a 3 year period, years 2024 to 2026.</p> <p>RESOLVED</p> <p>To authorise the Proper Officers to spend up to £1,000 of CIL funds in order to retrofit lamp post timers as required to allow the placement of Christmas motifs.</p>	<p>Centregreat informed.</p> <p>Clerk to arrange formal tender.</p> <p>Retrofitting of timers arranged and invoice to be provided by RCTCBC. completed</p> <p>Tender process to be put in place.</p>		LS

2023/243	24.10.23	Full Council	Full Council	<p>2023/243 Wildlife Trust of South and West Wales general grant application</p> <p>RESOLVED</p> <p>To grant £10,000 to The Wildlife Trust for South and West Wales for financial year 2023/24 for the reasons set out in the application submitted. (Summarised as, to support staffing costs for guided walks, tools training and equipment for volunteers, surveys and monitoring, infrastructure maintenance and provision of an interpretation board)</p>	Obtain invoice and pay.	Completed	LP
2023/254	24.10.23	Full Council	Full Council	<p>2023/254 Recommendations of ORA Committee meeting, 3rd October 2023</p> <p>RESOLVED</p> <p>ORA2023/071 Quotations to fell trees at Meadow Rise open space and Bridgend Road allotment site.</p> <p>To accept the quote from Miskin Tree Services to carry out work identified in the tree survey in February 2023 and to fell the extra tree identified that overhang the public highway.</p> <p>To accept the quote from Miskin Tree services to carry out the work identified to fell and to cap the tree on Pam Evan's allotment plot and to fell and cap the trees on the adjacent plot. Further quotations were not obtained due to the fact that the work is considered relatively specialist, the quality of the vendor's work being known as satisfactory, and the prices obtained being considered reasonable.</p> <p>To authorise the proper officers to engage Miskin tree services and spend up to £2,000 which includes a £100 contingency for any unforeseen extra ancillary costs.</p>	<p>engage contractor and carry out work.</p> <p>Note: contractor engaged 24.10.23 - Will program work in coming weeks/months. Completed early 2024</p>	Completed	LS
2023/266	17.11.2023	Full Council	Full Council	<p>RESOLVED</p> <ul style="list-style-type: none"> <li>• For all Councillors set their screen-name as "Cllr firstname secondname" or the Welsh equivalent prior to the meeting starting. The Clerk to facilitate this if necessary.</li> <li>• For the screen-name for the meeting to be amended so far as possible to include the names of Councillors present.</li> <li>• For Councillors attending in person to be provided with a place card with their name on.</li> <li>• For all Councillors to remain muted until invited to speak by the Chair of the meeting.</li> </ul>	<p>Order place name cards and print for all members. Ordered 17.11.23 Amazon.</p> <p>Print and issue new public participation rules (and publish online)</p>	Completed	LS
2023/275	17.11.2023	Full Council	Audit	<p>RESOLVED</p> <p>A2023/024 To approve the draft revised financial regulations, version 4 on the following basis:</p> <p>a) That for clause 2.1, the red text be adopted as the final wording of the clause. That is, 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.</p> <p>b) That for clause 11.3 e) the values in green text be adopted as the final wording of the clause. That is,</p> <p>i. is £45,000 or greater, a formal tendering process must be followed as set out in Regulation 12</p> <p>ii. is less than £45,000 and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.</p> <p>iii. is below £1,500 and above £250 the Proper Officer shall strive to obtain 3 estimates of the cost of proposed supply.</p> <p>iv. Otherwise, Regulation 10.3 shall apply</p>	Issue new financial regulations: Note the regulations take effect from the date of this resolution. (16.11.23)	Completed	LS

2023/275	17.11.2023	Full Council	Audit	NOT RESOLVED To appoint KLG Services as the internal auditor for 2023/24 and to schedule an internal audit for June 2024. The matter to be deferred to a future meeting.	Obtain quotations x 3 and represent to Audit then Council.	Completed	LS
2023/277	17.11.2023	Full Council	Full Council	2023/277 Purchase of Christmas trees RESOLVED The officers authorised to spend up to £1,900 comprising £1862 as per the cheapest quote provided to date plus a small contingency. This authorisation is valid provided that no further quotations received before ordering are more than 10% cheaper than £1862 and that supplier can satisfy the delivery requirements.	If no further quotes received by 21.11.23 place order. Save evidence of quotations request and quotes on file.	Completed	LS
2023/279	17.11.2023	Full Council	CIL	RESOLVED To defer the matter of considering costs for placing a legal charge on properties to a future meeting to allow further investigation to take place.	Investigation RE legality of placing charge on RCT property via a grant application from a third party (Llanharan OAP). Contact RCTCBC and seek further legal opinion. Check insurance cover. Clerk has contacted RCT, awaiting response. Dec 23. RCT will not consent to a charge on OAP hall.	Completed	LS
2023/279	17.11.2023	Full Council	CIL	RESOLVED That the final use and interior for the K6 telephone box be determined as a defibrillator housing with the associated internal and external fittings and configuration. This option being considered an appropriate use of the kiosk remaining relatively maintenance-free, would not require curating and would be in keeping with the signage that would be fitted in the vision panels. Total cost estimated at £5,200.	Inform supplier and process.	Completed	LP
2023/279	17.11.2023	Full Council	CIL	RESOLVED To defer the matter of approving spend from CIL, and other arrangements associated with the Section 185 agreement to be made with Dwr Cymry/Welsh Water regarding the sewer diversion on the Memorial Garden to a future meeting, pending the receipt of information requested from Vale consultancies.	Continue to chase Vale for relevant information. And arrange surety provider. Nov 23 Solicitor and Surety quote obtained. Submitted to FC in Jan 24 meeting.	Completed	LS
2023/279	17.11.2023	Full Council	CIL	RESOLVED To approve updated costs from CIL associated with the scoping design for the proposed Ewenny stream bridge and to authorise officers to spend up to £5000 to produce the scoping design. Comprising £4250 quoted plus £750 contingency for any extra work (billable at £90/hour). To supersede resolution 2023/191 giving authorisation for up to £4,000 of spend.	Pay Utilimap and SW Ground service invoices, monitor cost of Vale invoice. Awaiting draft scoping design from Vale. Met with Vale and in principle agreed change of approach. See email and action plan Jan 23. Awaiting arrangement of Jan/Early Feb WG meeting.	Completed	LS
2023/286	17.11.2023	Full Council	Full Council	2023/286 Venues and other arrangements for future Council meetings. RESOLVED For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.			LS
2023/300	22.12.2023	Full Council	Full Council	RESOLVED For the Clerk to write to Gill Richards and Anne Davies of Llanharan OAP and Brynna OAP respectively to thank them for their hard work helping to organise the event and to Llanharan RFC for the free use of the hall	Write and deliver x 3 letters		LS

2023/205	22.12.2023	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered.</p> <p>To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.</p>	Clerk to draw up draft process map		LS
2023/205	22.12.2023	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/092 Access gate arrangements at Meadow Rise open space.</p> <p>To instruct the Clerk to obtain quotes to remove both gates and to install suitable staggered barriers at the Western entrance to the Meadow Rise open space following consultation with RCTCBC highways department</p>	checked spec with RCTCBC. Min 1.2 clearance to be maintained on footway. Clerk to obtain quotes.		LS
2023/208	22.12.2023	Full Council	HR	<p>2023/208 Terms of Reference HR Committee</p> <p>RESOLVED</p> <p>To adopt the terms of reference for the HR Committee</p>	Publish and put on website.		LS
2023/209	22.12.2023	Full Council	HR	<p>HR2023/021 Feasibility and details of employing a part time project officer for the financial year 2024/25 and beyond.</p> <p>RECOMMENDED</p> <p>To defer the decision until more data is available and/or the Committee has had further time to consider the details with a view to potentially adding to the budget for 2025/26.</p>		Completed	LS
2023/209	22.12.2023	Full Council	HR	<p>RESOLVED</p> <p>HR2023/022 HR Policies</p> <p>To adopt the following policies as presented as the formal policies of the Council</p> <p>Appendix 3 – Draft disciplinary policy &amp; procedure V2.</p> <p>Appendix 4 – Draft equality &amp; diversity policy V2.</p> <p>Appendix 5 – Draft grievance policy and procedure V2.</p> <p>Appendix 6 – Draft sickness &amp; absence policy &amp; procedure V2.</p>	Put in sharepoint and add to website and issue to staff		LS

2023/210	22.12.2023	Full Council	Full Council	<p>RESOLVED</p> <p>To rescind a previous resolution of Council, (minute ref 2023/261 to evict a plot-holder from an allotment plot and instead resolving to allow the plot-holder to retain the plot on the following conditions:</p> <ul style="list-style-type: none"> <li>•The Clerk draws up an action plan containing specific, achievable and time bound actions to return the plot to an acceptable standard. (This plan to be approved by the Chair of the ORA committee before implementation and updated and formally reviewed by the ORA Committee at each ORA Committee meeting).</li> <li>• The Clerk to closely monitor the plot to ensure reasonable attendance and cultivation of the plot for the year 2024 and to ensure that the plot does not lapse back into a state of disrepair.</li> <li>•That the plot-holder commits to meeting the Clerk on site monthly at a mutually convenient time but during standard office hours between 9am and 5.30pm so that progress can be reviewed to the satisfaction of the Clerk. The plot holder's attendance at the plot to be monitored so as far as possible to ensure regular attendance and that the plot is being sufficiently cultivated. Should the plot holder miss any of the agreed meeting dates and times, or any deadlines given in the action plan, and/or the non-cultivation of the plot continues to prove unacceptable then they understand that an eviction process is likely to be instigated under the relevant terms of the tenancy agreement.</li> <li>•The Clerk to inform the plot-holder verbally as soon as is practicable and issue a letter to the plot-holder superseding the eviction notice already issued and outlining the terms of this proposal (or any amended proposal) with a legally enforceable warning that failure to comply with any deadlines given in the action plan or failure to reasonably attend and cultivate the plot may lead to an eviction process being instigated. The Clerk to suitably word the letter and carry out all actions within their delegated powers as usual.</li> </ul>	<p>Draw up action plan.</p> <p>Site visit taken place and notes and photographs taken. Plan under construction. 1st Deadline for action April 2024. Plotholder informed. Inspection carried out satisfactorily. Monitoring.</p>	Completed	LS
	19.01.2024	Full Council	Full Council	No resolution - The Clerk to arrange for quotations for 2 large troughs and a large octagonal planter at a later date. Quotes to be presented to FC.	Obtain quotes and present to FC.		LS
2024/015	19.01.2024	Full Council	Full Council	<p>RESOLVED</p> <p>A2024/010 Following the obtaining of further quotations, to appoint WGW as the internal auditor for 2023/24 and to schedule an internal audit for June 2024.</p>	<p>Inform WGW - LS Completed.</p> <p>Inform KLG - LS Completed.</p> <p>Arrange audit dates - LP</p>	Completed	LS
2024/015	19.01.2024	Full Council	Full Council	<p>RESOLVED</p> <p>A2024/012 To grant Llanharan Football Club £495 towards the purchase of the equipment detailed in the application to facilitate the reinstatement of a Saturday 'second' team. Payment to be made subject to the receipt of the following supporting documentation to the satisfaction of the Clerk (these items not considered material to decision making):</p> <p>a) The constitution document of the club (including details of the named officers of the club or if this is not included in the constitution document the applicant to annotate the application to show the formal positions of the signatories).</p> <p>b) Invoices totalling £900 to show what the previous grant was spent on. (As per Appendix 2 of the application).</p>	<p>Inform applicant. Note: Informed. Clerk to provide assistance and put on agenda of Feb 24 meeting. Documents still to be received. Awaiting documents requested. June 2024.</p>		LS

2024/015	19.01.2024	Full Council	Full Council	<p>RESOLVED</p> <p>A2024/015 Discharge of recommendation R13 from the most recent internal audit. Following the recent notification from The Independent Remuneration Panel for Wales (IRPW) regarding taxation guidance for the payment of Council allowances, that each member in receipt of the £156 payment (or part payment) is issued with the relevant letter (to be signed by the member) to evidence a formal arrangement between the council and the councillor and provided that the councillor is not already claiming the allowance against another source of income then it be treated as exempt from PAYE. This being the case there is no need for payments to be made via the payroll system.</p>	<p>Letters to be drawn up - LS</p> <p>Letters to be sent, signed and returned and filed - LP</p>		LP
2024/016	19.01.2024	Full Council	Full Council	<p>2024/016 Memorial Garden CIL project Costs</p> <p>RESOLVED</p> <p>To authorise the officers to spend a total of £2,100 comprising 50% payment of Vale Consultancies invoice 9933 and £750 for unforeseen costs upon receipt of an invoice. Monies to be taken from CIL funds and the CIL 123 list and Active project lists to be updated accordingly.</p>			LP
2024/017	19.01.2024	Full Council	Full Council	<p>2024/017 £500 to purchase software to facilitate the development of electronic application forms</p> <p>RESOLVED</p> <p>To authorise the officers to spend \$399 dollars per year (or the £ sterling equivalent) if following an investigation into its capabilities, the plugin is felt to serve the purposes for which it would be intended. For the Officer's in consultation with the Chair to proceed to develop draft forms and applications. The relevant committees to have final approval over the format and content of any application forms in the normal way prior to publishing.</p>	DE to advise		LS
2024/018	19.01.2024	Full Council	Full Council	<p>2024/018 £1,500 to make alterations to the Council office to improve security</p> <p>RESOLVED</p> <p>To authorise the officers of the Council to spend up to £1,500 to facilitate the fitting of a door latch and CCTV in the office. For a virement to be taken from general reserves and added to the office maintenance line</p>			LS
2024/023	19.01.2024	Full Council	Full Council	<p>2024/023 Spend of £500 to facilitate resolution of a HR matter</p> <p>To approve the officers of the Council to pay up to £500 for costs associated with a confidential HR issue. The invoice presented for Caer health plus any ancillary costs that may arise in relation to the matter.</p>	Ongoing.		LS
2024/038	16.02.2024	Full Council	ORA	<p>(ORA2024/008) Quotations for 4 addition benches to be fitted from Bryncae to 'the square'</p> <p>To authorise officers to purchase 3 x NBB benches as per option 1 in blue (Product code PBE09) at a price of £355 each plus a fitting cost if required of £385 per bench. A total of £2,220. Plus a contingency of £180 giving a total of £2,400.</p> <p>This matter to be referred to the CIL Committee for consideration of CIL funds in the first instance. Otherwise, funds to be taken from general funds and using general reserves where necessary.</p> <p>Final precise locations of the benches to be specified by the Clerk in consultation with Cllrs Will Thomas and Mark Steer.</p>	<p>Agree precise locations with Cllrs Steer and Thomas, then purchase and fit. On agenda of CIL March 24 CIL approved. Order placed 13.3.24 Bench cost increased to £415 each but all still within contingency. Deleivery date expected 25.3.24 2 of 3 fitted.</p>	Completed	LS

2024/038	16.02.2024	Full Council	ORA	(ORA2024/010) Review arrangements for the fitting of a non-slip asphalt strip or other arrangements on Bridleway PSM40/4, Bethlehem View to Brynna Woods following a price increase from the initial quotation To instruct the Clerk to obtain fresh quotations for the proposed work to the same specification with a coloured asphalt. The costs to be referred to the CIL Committee for approval of the use of CIL funds.	Obtain fresh prices. CIL to consider a ceiling of £1,750 in the March meeting. RESOLVED March 24. Emailed highways and vendors for fresh documented quotations. March 2024 Awaiting documented quotations. Quote received presented to FC June 2024.		LS
2024/045	16.02.2024	Full Council	Full Council	2024/045 Extra 'lamp post poppies' for remembrance Sunday 2024 RESOLVED To purchase 30 large poppies for attaching to lamp-posts in the community. To replace those damaged in 2023. To authorise the officers to spend up to £150 with the Royal British Legion for their supply.	Purchase		LP
2024/046	16.02.2024	Full Council	Full Council	2024/046 Motion to instruct the Clerk to write to the relevant department of RCTCBC regarding flooding and drainage on the A473 near 'Llanharan Square'. RESOLVED The Clerk to write to the relevant department in RCTCBC to request what remedial work is required to the road drains on the A473 adjacent to the High Corner pub and to describe what, if any remedial work is planned over the next 12 months to rectify the situation".	Write letter and send. On hold ref RS		LS
2024/067	22.03.2024	Full Council	CIL	2024/067 RESOLVED CIL2024/009 CIL funds for a defibrillator to be placed at or near Trenos Gardens To allocate up to £1,250 of CIL funds for a defibrillator to be placed at or near Trenos Gardens, and authorising the officers to make such a purchase and arrange for fitting. And to update the Active Project list and CIL123 list accordingly.	Update lists and purchase. List updated. Quotes requested.		LS
2024/067	22.03.2024	Full Council	CIL	2024/067 RESOLVED CIL2024/010 Increasing the allocation of CIL for project LCC22/04. 'Improvements to equestrian access on Bridleway PSM40/4, Bethlehem Way to Brynna Woods To increase the allocation of CIL funds from £1,000 to a maximum of £1,750 subject to the Clerk obtaining 3 quotations for project LCC22/04. 'Improvements to equestrian access on Bridleway PSM40/4, Bethlehem View to Brynna Woods. This following a price increase from the initial quotations provided.	Update lists. Obtain quotes. Carry out work. Present quotes. Lists updated. Awaiting formal written quotes. 1 quote received, presented to FC June 24		LS
2024/067	22.03.2024	Full Council	CIL	2024/067 RESOLVED CIL2024/013 Updated costs from Vale Consultancies regarding the Ewenny Bridge project. To allocate £2,540 rather than £1,850 of CIL funds to the project to facilitate the production of the more detailed scoping design by Vale Consultancies. To authorise the Officers to spend up to this amount with Vale consultancies. Note that previously the officers attempted to engage a number of consultancies to quote to carry out the work without successfully obtaining 3 written quotations, with this being the case to suspend financial regulation 11.3eii (where value... is less than £45,000 and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply) upon the recommendation of the Clerk with regards to this item.	List updated. Awaiting scoping design draft from Vale following formal permission to proceed from Council expected 18.4.24 ON HOLD pending public consultation.		LS



2024/067	22.03.2024	Full Council	CIL	<p>2024/067 RESOLVED</p> <p>To allocate up to £1,500 of CIL funds for the obtaining of an engineering design for the path between the Network Rail railway crossing and the proposed Ewenny Bridge to the appropriate specification (being compliant with bridleway spec and in line with the Disability Act 2010 and best practice). To authorise the officers to spend up to this amount pending the receipt of a quote or quotes from appropriate suppliers. This authorisation valid only should the cheapest available quote be selected with the relevant information to be presented to a future meeting of the Committee and Council. This item included under this agenda item given the only currently available quote is from Vale Consultancies.</p>	List updated . ON HOLD PENDING PUBLIC CONSULTATION		LS
2024/071	22.03.2024	Full Council	Full Council	<p>2024/071 Potential leasing of land around Bryncae Community Centre.</p> <p>RESOLVED</p> <p>For the Clerk to obtain estimates of cost from a solicitor to draft a lease agreement and act on the Council's behalf in this matter. Costs to be presented to a future meeting of council.</p>			LS
2024/071	22.03.2024	Full Council	Full Council	<p>2024/071 RESOLVED</p> <p>For the Clerk to obtain comprehensive deeds for the land, including a title plan from LRGT.</p>	Requested. Awaiting info from LRGT. Nudged April 24. Nudged June 2024.		LS
2024/072	22.03.2024	Full Council	Full Council	<p>2024/072 Review SLA and other formal agreements with external bodies</p> <p>RESOLVED</p> <p>For the officers of the Council to enter into informal negotiations regarding an agreement with a local organisation.</p>	Produce briefing note and arrange meeting. Email summary sent June 2024, awaiting response.		LS
2024/086	19.04.2024	Full Council	CEC	<p>2024/086 Recommendations of Community Engagement Committee meeting 26th March 2024</p> <p>RESOLVED</p> <p>(CEC2024/006 Future placement of summer hanging baskets from Summer 2025).</p> <p>From Summer 2025 to investigate adding the following to the Councils Summer plant schedule:</p> <p>1 x Large planter at the green space adjacent to St llyd's Meadow.</p> <p>2 x Large planters either side of the roundabout at Heol Y Parc (New Road).</p> <p>1 x Large planter near the bus stop at Trenos Gardens.</p> <p>2 x Troughs on Llanilid village sign markers near Dragon Studio's.</p> <p>The Clerk to obtain prices and present to the Committee at a future date.</p>			LS

2024/086	19.04.2024	Full Council	CEC	<p>RESOLVED (CEC2024/007 Future placement of Christmas motifs and other decorations from Christmas 2024). To consider adding the following Christmas decorations to the Councils scheme for Christmas 2024: 1 x Large Christmas tree and lights at the green space adjacent to St llyd's Meadow. 1 x Large Christmas tree at the roundabout at Heol Y Parc (New Road). 10 x Lamp post 'String lights' along New Road. 1 x Large Christmas tree at Lanley estate (left hand side of roundabout). 8 x Lamp post 'String lights' along entrance to Lanley estate. The Clerk to obtain prices and practical aspects of providing sockets, power and other aspects of delivering the additions and present to the Committee at a future date together with spend/budgeting options.</p>	<p>Quotations for string lights and lights for extra christmas trees (and ancilliary equipment requested 4.6.24).  Costings for the power supplies tbd</p>		LS
2024/086	19.04.2024	Full Council	CEC	<p>RESOLVED The Clerk to enquire with RCTCBC about the feasibility of fitting 'string lights on the wooden lamp posts in Brynna</p>	NA	Completed	LS
2024/086	19.04.2024	Full Council	CEC	<p>RESOLVED (CEC2024/008 Quotations for the erection of summer hanging baskets for 2024). To appoint D3 signs to erect the summer hanging baskets as per the specification provided and the quotation received. The conditions of the Councils' financial regulations having been satisfied. And to authorise the officers to spend up to £950 comprising £880 quoted plus a small contingency.</p>	Planned erection Week 1 June 2024	Completed	LS
2024/086	19.04.2024	Full Council	CEC	<p>RESOLVED (CEC2024/009 Annual survey of residents). For the Council to run an annual survey of residents to help better understand what residents want and how they feel the community council can support them through the services provided. The survey to run at an appropriate time to allow members to digest the results which will help inform the budget for the following financial year. To form a working group comprising Cllrs Neil Feist, Rhys Jenkins, Chris Parker, Robert Smith and David Evans. Cllr Robert Smith elected as Chair. Terms of reference as per the text in this resolution.</p>	Completed. Working group to proceed.	Completed	LS
2024/086	19.04.2024	Full Council	CEC	<p>RESOLVED (CEC2024/010 Working group to consider arrangements for the annual senior citizen's Christmas lunches). To form a working group to consider arrangements for the annual senior citizen's Christmas lunches comprising Cllrs Joanne Miller, Neil Feist, Andrea James, David Evans. The Chair to be decided at a future meeting. Terms of reference as per the text in this resolution.</p>	Working group to proceed.	Completed	LS
2024/086	19.04.2024	Full Council	CEC	<p>2024/087 Recommendations of Fireworks Working Group RESOLVED The 2024 fireworks event be held on Tuesday 5th November 2024 and that the balance of 'full noise' to 'low noise' fireworks be between 50/50 and 70/50. That is, a maximum of 50% and a minimum of 30% 'low noise' fireworks subject to availability of low noise fireworks</p>	Fireworks working group to proceed	Completed	LS

2024/088	19.04.2024	Full Council	CIL	<p>RESOLVED</p> <p>To defer the motion listed below to a future meeting.</p> <p>To increase the allocated CIL funds allocated to the Project ' Ewenny Bridge' from £275,000 to £475,000. For this amount to comprise funds set aside to facilitate the building of the Ewenny Bridge, the construction of an appropriate path to the South to link up with the Network Rail crossing bridge and to also now to include the following: Funds to make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods to make them suitable for all users in line with the requirements of The Equality Act 2010; Funds to make improvements to relevant paths to the southern side of the Network rail crossing bridge to make them suitable for all users in line with the requirements of The Equality Act 2010; Subject to the permission of the relevant landowners and in partnership with other interested parties. Details to be decided at some later date.</p>	Defered		LS
2024/088	19.04.2024	Full Council	CIL	<p>RESOLVED</p> <p>To defer the motion listed below to a future meeting.</p> <p>Ref Decision making matrix item 1 – Assumed material from which the bridge is to be constructed to allow Vale to design a base-line design for public consultation and tendering. (NOTE: The decision made here is to decide which material to use for the base-line design. This does not mean that the final bridge design is being set prior to tendering). To specify a traditional steel/timber construction design now to allow Vale to design a base-line design but to make it clear that the Council do NOT stipulate any material in the tender pack. This option can be subject to change at a later date.</p>	Defered		LS
2024/088	19.04.2024	Full Council	CIL	<p>RESOLVED</p> <p>To defer the motion listed below to a future meeting.</p> <p>Decision making matrix item 3 - Consider decking spec on bridge. (Note: This information is required for the eventual tender document but not necessary for Vale to complete the base-line design for the scoping design) To defer this decision. To allow Vale to use an appropriate decking solution for the scoping design at this stage. This matter to be reconsidered prior to producing a tender document.</p>	Defered		LS
2024/088	19.04.2024	Full Council	CIL	<p>RESOLVED</p> <p>To defer the motion listed below to a future meeting</p> <p>Decision making matrix item 6 – Consider whether to carry out further ground testing to inform the design. To authorise £1000 of CIL funds from the project allocation to carry out further ground investigation drilling further from the bank where the original drilling took place. This work to be done to inform the tender document, not to delay production of the initial scoping design.</p> <p>Cllr Neil Feist subsequently requested that for all agenda items relating to financial matters that the votes of all members be recorded in the minutes. For this item of business, as the request to record votes of each councillor was made later in the meeting, the information available shows that Cllrs David Evans, Neil Feist, Rhys Jenkins, Mark Steer, Tracy Allen, Robert Smith, Janine Turner, Chirs Parker, Andrea James, Will Thomas and Joanne Miller voted to defer the motion. No members voted against.</p>	Defered		LS
2024/088	19.04.2024	Full Council	CIL	<p>RESOLVED</p> <p>To reject the proposal to allocate £50,000 of CIL funds for the improvement of the surface at Danygraig Road, adding to the CIL123 list and Active project lists.</p> <p>Cllr Neil Feist subsequently requested that for all agenda items relating to financial matters that the votes of all members be recorded in the minutes.</p>	Rejected	Completed	LS

2024/088	19.04.2024	Full Council	CIL	<p>RESOLVED</p> <p>To grant Brynna Community Centre £30,500 for works to improve the drainage of the 'top field' at 'Brynna fields' (Brynna welfare and recreation ground) as per the details described in the application. For monies to the value of £30,500 to be paid to Brynna Community Centre on the receipt of appropriate invoices for the project</p>	Added to CIL lists, project underway. Update as payments made until closed.		LS
2024/088	19.04.2024	Full Council	CIL	<p>2024/089 Motion to suspend the consideration of CIL applications from local groups</p> <p>RESOLVED</p> <p>To defer the motion listed below to the May 2024 meeting of the Council</p> <p>To suspend the consideration of any further CIL applications from local groups until February 2025. This being necessary given the revised cashflow forecasts for CIL income following the rescheduling of CIL payments to the Community Council imposed by RCTCBC and the need to maintain adequate reserves for the projects already added to the Active Project list.</p>	Deferred to May's meeting.	Completed	LS
2024/088	19.04.2024	Full Council	CIL	<p>2024/091 Motion to include on the Active Project List a contingency of 10% of the total funds committed</p> <p>RESOLVED</p> <p>To include as a line on the Active Project list a contingency. This contingency to equal 10% of the total funds allocated to "council managed" projects. Should any new project be proposed, or the allocation of increased funds to an existing project be proposed, the proposal must take into account maintaining the contingency and the effect on the contingency. Should a proposal have the effect of reducing the contingency below 10% then this must be explicitly included in the proposal. Any proposal not containing this detail will not be presented for consideration.</p> <p>Where the currently available contingency figure does not achieve 10% then the maximum percentage available be listed and this figure increased as further funds are received (or current allocated funds reduced) until the figure of 10% is reached. This figure to maintained thereafter.</p>	Add to lists. Recalculate	Completed	LS
2024/094	19.04.2024	Full Council	Full Council	<p>2024/094 Motion to discuss the need for a social media policy</p> <p>RESOLVED</p> <p>To direct the Clerk to produce a draft social media policy to be considered at a future meeting. Aspects of the draft policy pertaining to employees of the Council to be referred to the HR Committee in the first instance.</p>			LS
2024/095	19.04.2024	Full Council	Full Council	<p>2024/095 Strategic risk assessment</p> <p>RESOLVED</p> <p>To approve the Strategic Financial and Management Risk Assessment presented in 'Appendix 15' presented to the meeting.</p> <p>Clr Neil Feist requested that for all agenda items relating to financial matters that the votes of all members be recorded in the minutes</p>		Completed	LS
2024/098	19.04.2024	Full Council	Full Council	<p>2024/098 Amendments to a Service Level agreement involving the council and next steps.</p> <p>RESOLVED</p> <p>For the Clerk to contact affected groups and to inform them of potential changes to current arrangements.</p>		Completed	LS

2024/103	3.05.2024	Full Council	Audit	RESOLVED (A2024/028 General grant application from Dolau Primary School PTA). To grant Dolau Primary School PTA a total of £1,500 to be paid directly to their account. To remind the PTA that the Council will subsequently require a narrative of exactly which events the granted funds were spend on along with a copy of invoices/receipts.		Completed	LS
2024/103	3.05.2024	Full Council	Audit	RESOLVED (A2024/029 Draft investment strategy) To adopt the draft investment strategy presented as the Council's investment strategy.		Completed	LS
2024/103	3.05.2024	Full Council	Audit	RESOLVED (A2024/030 Amendment of total expenditure figure contained within the 2024/25 budget). An additional £23,750 be added to the annual expenditure total for 2024/25 giving a total expenditure of £302,310 for that year. This figure to supersede that stated in minute reference A2024/009		Completed	LS
2024/103	3.05.2024	Full Council	Audit	RESOLVED (A2024/032 Information relating to a previously awarded grant. To request further information from the applicant, specifically bank statements for both the Nat West and the Lloyds account from June 2023 to date, showing all transactions and not just end of statement balances).	Information requested. To be considered by Audit Committee.	Completed	LS
2024/105	3.05.2024	Full Council	Full Council	2024/105 Matters pertaining to the Ewenny Bridge project and revised project map RESOLVED Given new information that has come to light and upon the advice of the Clerk for the Ewenny Bridge project plan to be revised accordingly: a) To appoint a provider (who has so far not been involved in the project) to produce a document appropriate to be used in a public consultation (a slimmed down version of the scoping design). This document would have a graphical representation of the concept of the project with enough detail to allow a meaningful public consultation to take place. Arrangements for and the terms of reference for the public consultation to be decided by and delegated to the Community Engagement Committee and directions given to the Trenos crossing and Ewenny bridge working group by that committee on the details of the consultation document for subsequent approval by the Committee. Budgetary control and other matters of delegation to be decided at a later date. This action to take place following the annual meeting in May 2024. b) Following a meaningful public consultation, and taking its results into account, the Council (utilising its Committees and working groups in the usual way) to consider all aspects of the project and to make fresh resolutions accordingly. c) To continue to produce the scoping document as planned with a view to taking the project to tender.	CEC to decide terms of reference for consultation. Working group to decide on what information is required for consultation. Working group instructed to produce draft materials for public consultation.		LS
AM2024/004	17.05.2024	Full Council	Annual Meeting	AM2024/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.	Issue dates and committee/working group membership summary to members	Completed	LS

AM2024/006	17.05.2024	Full Council	Annual Meeting	<p>AM2024/006 Appointees to external bodies and reporting arrangements. RESOLVED Appointees to external bodies shall be as follows: RCT/Town and Community Council Liaison Committee: Cllr David Evans and Cllr Rhys Jenkins. One Voice Wales, RCT/Merthyr/Caerphilly area Committee: Cllr Robert Smith Dolau Primary School appointed governor: Cllr Neil Feist Llanharan Primary School appointed governor: Cllr Geraint Hopkins Brynnau Primary School appointed governor: Cllr Rhys Jenkins The Wildlife Trust (Brynnau Woods/Llanharan Marsh) Liaison: Cllr Mark Steer Llanharan Community Development Project (LCDP) Liaison: Cllr Rhys Jenkins</p>	Inform external bodies of the Council's nominations.	Completed	LS
AM2024/007	17.05.2024	Full Council	Annual Meeting	<p>AM2024/007 Civic Allowances for the municipal year 2024/25 RESOLVED To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance. RESOLVED To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect. RESOLVED For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details. RESOLVED To pay a Chair's allowance of £1500 to the Chair of the Council RESOLVED To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council RESOLVED For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made.</p>	Pay allowances (Chair and Deputy on receipt of signed declarations of office).		LP
AM2024/011	17.05.2024	Full Council	Annual Meeting	<p>AM2024/011 Policies and procedures RESOLVED To reaffirm and approve the following policies of the Council: 1. Disciplinary policy and procedure V2 2. Equality &amp; diversity policy V2 3. Grievance policy &amp; procedure V2 4. Sickness &amp; absence policy V2 5. Vexatious policy V1 Complaints procedure V1 7. Allotment tenancy agreement V2 8. Poultry wellbeing policy V2 9. Publication scheme V1 10. Treasury &amp; Investment policy V1</p>	Change footers to show reviewed 16th May 2024 and post on website.		LS
AM2024/013	17.05.2024	Full Council	Annual Meeting	<p>AM2024/013 To review banking mandate signatories and PSDF directors RESOLVED To appoint the following as authority and signatories: Barclays bank main contact of authority: David Evans Banking mandate for cheques and direct debits: The Clerk, The RFO, Cllr David Evans, Cllr Chris Parker, Cllr Rhys Jenkins. Online banking (and authorisations): The Clerk, the RFO, Cllr David Evans, Cllr Chris Parker, Cllr Rhys Jenkins. Barclaycard main contact of authority: The RFO. Public Sector Deposit Fund directors: Cllr David Evans, Cllr Helen Donnan, Cllr Rhys Jenkins</p>	Arrange changes. Update here as progresses.		LP

AM2024/017	17.05.2024	Full Council	Annual Meeting	AM2024/017 Membership of The Society of Local Council Clerks (SLCC) RESOLVED To renew the Clerk and RFO Deputy Clerk's membership of the Society of Local Council Clerks (SLCC) up to a value of £260 each.	Arrange to pay membership fees for Clerk and RFO.		LP
AM2024/018	17.05.2024	Full Council	Annual Meeting	AM2024/018 Membership of One Voice Wales RESOLVED To renew the Council's membership of One Voice Wales at a cost of up to £1,600	Arrange to pay membership of OVW.		LP
AM2024/021	17.05.2024	Full Council	Annual Meeting	AM2024/021 Annual Report RESOLVED To approve the content of the Annual Report 2023/24 as presented in 'AM App 21 and 23 – Annual Report and Action Plan'. For the Clerk to insert such photographs as appropriate	Take pictures and publish		LS
2024/119	17.05.2024	Full Council	Full Council	2024/119 Motion to suspend the consideration of CIL applications from local groups RESOLVED To suspend the consideration of any further CIL applications from local groups until February 2025. This being necessary given the revised cashflow forecasts for CIL income following the rescheduling of CIL payments to the Community Council imposed by RCTCBC and the need to maintain adequate reserves for the projects already added to the Active Project list.	Inform Llanharan OAP association who have submitted an application that has not been considered.	Completed	LS

**From:** [The Clerk / Project Officer](#)  
**To:** [Howard Evans](#)  
**Subject:** Re: DMMO Dan y Graig Road to Argoed Avenue.  
**Date:** 12 June 2024 19:42:48

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Hi [REDACTED]

I presented your email and my responses as correspondence but none of the councillors at the meeting have responded to request the matter be added to an agenda.

I will include as correspondence again at the full council meeting.

Sorry it's not better news.

Regards

Sent from [Outlook for iOS](#)

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**From:** Howard Evans [REDACTED]  
**Sent:** Wednesday, June 12, 2024 5:04:32 PM  
**To:** The Clerk / Project Officer <project@llanharan-cc.gov.wales>  
**Subject:** Re: DMMO Dan y Graig Road to Argoed Avenue.

Hello Leigh,

I'm just wondering how the meeting went on 4th June and what the response was about a DMMO for the path at Argoed Avenue.

Many thanks and kind regards,  
[REDACTED]

On Fri, 31 May 2024, 4:55 pm zion5457, <[zion5457@gmail.com](mailto:zion5457@gmail.com)> wrote:

Hi Leigh!

Many thanks, that would be great.

Do you need any more information?

Kind regards,  
[REDACTED]

Sent from my Galaxy

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

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

**Date:** 30/05/2024 5:19 pm (GMT+02:00)

**To:** [REDACTED]

**Subject:** RE: DMMO Dan y Graig Road to Argoed Avenue.

[REDACTED]

To bring this to the attention of Councillors ill include as correspondence for the meeting to be held on 4<sup>th</sup> June.



Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)

**Tel: 01443 231430 / 07769 266675**

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

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**From:** The Clerk / Project Officer

**Sent:** Wednesday, May 29, 2024 6:56 PM

**To:** [REDACTED] >

**Subject:** RE: DMMO Dan y Graig Road to Argoed Avenue.

Hi [REDACTED]

I cant find any resolution relating to this im afraid.

Council did resolve this in April 2021 but it relates to facilitating applications for footpaths:

*Assisting members of the public who wish to register footpaths as a Public Right of Way'. Be altered to the following:*

- i) Members of the public to collect all witness statements and evidence required and to complete the relevant evidence forms accordingly.*
- ii) The Community Council (previously Members of the public) to complete 'Certificate 1' (Application for a DMMO).*
- iii) The Community Council will check that all evidence paperwork and Certificate 1 is in order.*
- iv) The Community Council will complete 'Certificate 2' (To certify that the requirements of paragraph 2 of schedule 14 to the Wildlife Countryside Act 1981 have been complied with. ie Landowners have been contacted and served with a 'Certificate 3' notice or alternative).*
- v) In order to comply, The Community Council will carry out land registry searches and other investigations in order to identify land owners).*
- vi) The Community Council will complete 'Certificate 3' (Notice of DMMO application) and provide this document to landowners.*
- vii) The Community Council will submit the application to the Local Authority.*

In order to get this onto the agenda to be considered by Council you would need a councillor to request it be put onto the agenda.

They would need to be prepared to propose the motion and provide the information required for a paper.

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)

**Tel: 01443 231430 / 07769 266675**

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

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**From:** [REDACTED]  
**Sent:** Tuesday, May 21, 2024 2:49 PM  
**To:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>  
**Subject:** RE: DMMO Dan y Graig Road to Argoed Avenue.

Hi Lee,

Thank you for your reply.

It would have been before Covid, so I'm guessing 2020, which seems a long time ago!

If you can not find the details, please could you ask about it with a view to persuing the

matter now?

Many thanks and kind regards,

██████████

Sent from my Galaxy

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

From: The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>

Date: 21/05/2024 10:01 am (GMT+00:00)

To: Howard Evans ██████████

Subject: RE: DMMO Dan y Graig Road to Argoed Avenue.

Hi ██████████

Lovely to see you, its been a while !

Do you know roughly when the resolution was passed?

I've found this one but I don't think this is it as it relates to footpaths.

### **2021/007 RESOLVED**

Approved subject to alterations being applied as set out in paper Appendix 2a presented to the Council as below:

Assisting members of the public who wish to register footpaths as a Public Right of Way'. Be altered to the following: i) Members of the public to collect all witness statements and evidence required and to complete the relevant evidence forms accordingly. ii) The Community Council (previously Members of the public) to complete 'Certificate 1' (Application for a DMMO). iii) The Community Council will check that all evidence paperwork and Certificate 1 is in order. iv) The Community

Council will complete 'Certificate 2' (To certify that the requirements of paragraph 2 of schedule 14 to the Wildlife Countryside Act 1981 have been complied with. ie Landowners have been contacted and served with a 'Certificate 3' notice or alternative). v) In order to comply, The Community Council will carry out land registry searches and other investigations in order to identify land owners). vi) The Community Council will complete 'Certificate 3' (Notice of DMMO application) and provide this document to landowners. vii) The Community Council will submit the application to the Local Authority.

Thanks

Leigh

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

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**Tel: 01443 231430 / 07769 266675**

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

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**From:** Howard Evans <[REDACTED]>  
**Sent:** Monday, May 20, 2024 2:01 PM  
**To:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>  
**Subject:** DMMO Dan y Graig Road to Argoed Avenue.

Hello Lee,

It was good to speak to you recently.

Please could you ask the community council if they are happy to proceed with the above DMMO if [REDACTED] and I provide you with several evidence forms?

The matter was discussed some years ago and it was agreed that if the community council were provided with evidence forms, it would proceed with the application. This will be written in the minutes.

Unfortunately, Covid then hit and the subject was never taken forward.

This is an important issue as horse-riders currently use the path and have done historically for several decades. If the land was sold, this path could be blocked. Without the DMMO,

horse-riders, cyclists and walkers would have to go to Llanharan Square and turn left by the High Corner, which is a dangerous route.

On behalf of several local residents, I thank you for your help in this matter.

Kind regards,

[REDACTED]



Eich cyf/Your ref  
Ein cyf/Our ref KSNWT/20mph

To: Town and Community Councils  
Cc: Cabinet Secretary for Housing, Local Government & Planning

05 June 2024

Dear Colleagues,

I am writing to encourage you to get involved in our listening programme on 20mph. This has been a really challenging period for transport in Wales and I recognise that councils have been at the frontline through some incredibly turbulent times.

As we have always acknowledged with a change of this scale, we were not going to get the speed limits on all restricted roads right from the start. We now want to support all highway authorities to get the right speed on the right roads and achieve more consistency across Wales on which roads should have a 30mph limit.

Against that backdrop, it is not surprising that some colleagues are cautious about reigniting the debate on 20mph at a time when it was beginning to calm down in some parts of Wales. I absolutely recognise those concerns and genuinely welcome that constructive criticism and challenge.

I want to build from the consensus that 20mph is right around schools, hospitals and in built up residential areas. Through partnership working and by supporting highway authorities to make changes where it is right to do so, I believe we can absolutely make 20mph a success story for Wales.

However, we cannot escape the fact that 20mph has served to polarise the people and communities we serve. Against that background, I felt we should take a step back and listen to the views of everyone involved. I take full responsibility for that reset, and it is not a reflection on highway authorities who have worked so hard on the implementation of this policy over the past two years and more.

To support the National Listening Programme I have instigated, we have published a [webpage](#) to help signpost people towards the relevant highway authority where they want to feedback on specific speed limits. Your local knowledge and community engagement make you key partners in this process.

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:  
0300 0604400

Bae Caerdydd • Cardiff Bay  
Caerdydd • Cardiff  
CF99 1SN

[Gohebiaeth.Ken.Skates@llyw.cymru](mailto:Gohebiaeth.Ken.Skates@llyw.cymru)  
[Correspondence.Ken.Skates@gov.wales](mailto:Correspondence.Ken.Skates@gov.wales)

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

I encourage you to contact your local council, or the Welsh Government for trunk roads, about any roads or streets in your communities where you feel the speed limit has not been correctly applied. You can view a map of all Welsh trunk roads on [DataMapWales](#).

We want you to [let your highway authority know](#) if you think a specific road should:

- change from 20mph to 30mph
- change from 30mph to 20mph
- stay at 20mph

When giving feedback please:

- be clear and precise about which section of road you are talking about
- give reasons for your views

In my discussions so far, it has become clear that in many areas only a handful of changes will be made, whereas in other places, more roads are likely to revert to 30mph.

Through the drumbeat of regional meetings we are putting in place with the support of Transport for Wales, and with the help of the County Surveyors' Society Wales, we want to co-create a framework that supports highway authorities to make the right decisions for local roads – particularly when those calls are finely balanced.

That framework will be published before summer recess. After the summer break, we will continue to support highway authorities in the implementation phase of assessing roads, making of traffic regulation orders and finally in the implementation of changes on the ground. We acknowledge that it may take several months from September onwards before we see any changes on the ground.

My officials will then focus on prioritising guidance for other speed limits where people live.

To enable us all to focus fully on speed limits, we are pausing work on the development of a new Road Safety Strategy and pavement parking.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ken Skates', followed by a large, stylized flourish.

**Ken Skates AS/MS**

Ysgrifennydd y Cabinet dros Drafnidiaeth a Gogledd Cymru  
Cabinet Secretary for North Wales and Transport



**From:** [The Clerk / Project Officer](#)  
**To:** [Janice/Gareth Grant](#)  
**Cc:** [Office](#)  
**Bcc:** [REDACTED]  
**Subject:** RE: Path from Bethlehem View  
**Date:** 18 June 2024 12:58:00

---

Good morning,

I write to you concerning the Council planned works to the bridleway PSM40/4 along a short section of asphalt from Bethlehem View to Brynna Woods in Llanharan. We have corresponded previously on the matter and spoke several times on the telephone and I wanted to keep you informed as a courtesy.

The Council intends to carry out limited works to install a 1m wide strip of skid resistant asphalt along a short section of the path as previously discussed.

This work will be carried out using powers of improvement it can exercise under section 62 of the Highways Act 1980, which can enable us or one of our agents to improve the surface.

As previously communicated the Community Council has received complaints about the suitability of the surface for users and will be laying a non-slip material, the Council has been authorised to carry out these works by RCTCBC as the relevant highway authority responsible for the bridleway.

I note that in your most recent correspondence you requested a more extensive scheme of works, however when this was originally proposed the Community Council met with opposition from adjoining properties and so has resolved to continue with its current plans and to monitor the performance of the surface. It reserves the right to carry out further works if deemed necessary in future subject to the relevant permissions.

The Community Council is seeking the relevant Public Right of Way orders to carry out the work and intends to proceed if and when the relevant notices are issued. The Council will publicise these notices as required.

Best regards

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

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

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[llanharan-cc.gov.uk](http://llanharan-cc.gov.uk)

-----Original Message-----

From: Janice/Gareth Grant [REDACTED]  
Sent: Friday, November 10, 2023 9:29 PM  
To: The Clerk <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

Subject: Path from Bethlehem View

I would like to state myself Janice Grant and my 4 siblings own the path from Bethlehem View to Brynna wood, as it was left to us when my father Howard Perkins died he owned it for 70 years. Regarding the anti slip surfacing we have looked into this on other sites and it doesn't last very long and hasn't been maintained by the council. I see your quote is £550 I don't think a tidy job can be done for that. We would be happy for a tidy path was put down and not a channel. We will need to be kept informed at any time you do so it be put to paper legally. As you will need to maintain it and be liable for path. We will need to see plans as we will need spurs put in to land we own above path.

Regards Janice Grant.

Sent from my iPhone

Date: 18/06/2024

## Llanharan Community Council

Page 1

Time: 12:52

## Current and Premium Bank A/c

## List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2024	Public Sector Deposit Fund	Precept	50,000.00		Precept tsfr 1/5
03/05/2024	Public Sector Deposit Fund	Precept 24	50,000.00		Precept tsfr 2/5
03/05/2024	SSE Electric	DDR	259.78	DDR	IV00766322
07/05/2024	Barclays Bank	DIRECT	17.18	DDR	Charges 13Mar/14Apr
07/05/2024	Public Sector Deposit Fund	Precept	50,000.00		Precept tsfr 3/5
08/05/2024	Public Sector Deposit Fund	Precept	50,000.00		Precept tsfr 4/5
08/05/2024	Tesco Mobile phones x 3	DDR	9.87	DDR	134207117441
09/05/2024	Dolau Primary School PTA	BACS	1,500.00	RLW	LCC Grant 24
09/05/2024	Chris Evans	BACS	385.00	RLW	030524 BRBENCH CIL
09/05/2024	Public Sector Deposit Fund	Precept	50,000.00		Precept tsfr 5/5
10/05/2024	FareShare Cymru	BACS	65.00	RLW	2935
14/05/2024	Brynna Cleaning	BACS	192.00	CP	Brynna Cleaning
14/05/2024	Brynna Community Centre	BACS	17,022.11	CP	1007 DRAINAGE CIL
14/05/2024	Clarity Copiers	BACS	6.41	CP	204439
15/05/2024	ARVAL	DDR	500.58	DDR	RI0011903198
16/05/2024	Rialtos	BACS	173.60	CP	31530
16/05/2024	SSE Electric	BACS	66.58	CP	IV00890416
22/05/2024	RCT	BACS	156.00	CP	Civic allowance 24
22/05/2024	RJ	BACS	500.00	CP	Snr allowance 24
22/05/2024	RJ	BACS	52.00	CP	Civic consumables 24
22/05/2024	RJ	BACS	156.00	CP	Civic allowance 24
22/05/2024	HD	BACS	52.00	CP	Civic consumables 24
22/05/2024	HD	BACS	156.00	CP	Civic allowance 24
22/05/2024	MS	BACS	156.00	CP	Civic allowance 24
22/05/2024	MS	BACS	52.00	CP	Civic consumables 24
22/05/2024	JM	BACS	156.00	CP	Civic allowance 24
22/05/2024	JM	BACS	52.00	CP	Civic consumables 24
22/05/2024	NF	BACS	156.00	CP	Civic allowance 24
22/05/2024	NF	BACS	52.00	CP	Civic consumables 24
22/05/2024	DE	BACS	52.00	CP	Civic consumables 24
22/05/2024	DE	BACS	156.00	CP	Civic allowance 24
22/05/2024	Wales Audit Office	BACS	200.00	CP	ARINV/010963
23/05/2024	Public Sector Deposit Fund	CIL24	50,000.00		CIL 24
28/05/2024	RCT Pension Payment	BACS	1,635.13	CP	May 24 Remit
28/05/2024	STAFF SALARIES	BACS	5,197.42	CP	May 24
28/05/2024	Barclaycard	May24	1,260.06		BCard May 24
28/05/2024	Connected Kerb	CREDITCARD	19.47	PB	060524
31/05/2024	Janine Turner	BACS	52.00	CP	Civic consumables 24
31/05/2024	Janine Turner	BACS	156.00	CP	Civic allowance 24
31/05/2024	Festive Lighting	BACS	10,392.30	CP	0071
<b>Total Payments</b>			<b>341,014.49</b>		

## List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/05/2024	ALDI	CREDITCARD	48.89	PB	190424
28/05/2024	ALDI	CREDITCARD	114.81	PB	190424
28/05/2024	ALDI	CREDITCARD	91.40	PB	03/05/24
28/05/2024	ADOBE	CREDITCARD	19.97	LS	IEN2024025449650
28/05/2024	ADOBE	CREDITCARD	-19.97	LS	IEN2024025449650
28/05/2024	ADOBE	CREDITCARD	19.97	LS	IEN2024025449650
28/05/2024	ZOOM	CREDITCARD	12.99	LS	INV2564445840
28/05/2024	Moneysoft	CREDITCARD	98.40	LP	U333918
28/05/2024	ALDI	CREDITCARD	110.39	PB	100524
28/05/2024	ALDI	CREDITCARD	57.00	PB	170524
28/05/2024	ALDI	CREDITCARD	71.57	PB	170524
28/05/2024	Viking Group	CREDITCARD	58.15	LP	4177778
28/05/2024	Microsoft	CREDITCARD	118.08	LS	E0200RT480
28/05/2024	Microsoft	CREDITCARD	49.20	LS	E0200RTBUZ
28/05/2024	Post Office Ltd	CREDITCARD	8.95	LS	1-74142
28/05/2024	Screwfix	CREDITCARD	21.98	LP	A176559032372
28/05/2024	Llanharan Service Station	CREDITCARD	34.60	PB	24050701010120
28/05/2024	Amazon	CREDITCARD	93.96	LS	GB42GEOEABEI
28/05/2024	Amazon	CREDITCARD	39.99	LP	GB-2024-39183
28/05/2024	Amazon	CREDITCARD	19.18	LP	GB424X40ABEI
28/05/2024	Amazon	CREDITCARD	15.98	LP	GB-2024-186607220
28/05/2024	Amazon	CREDITCARD	35.49	LS	GB4213CWABEI
28/05/2024	Cromwell	CREDITCARD	24.17	LP	04012253323
28/05/2024	Connected Kerb	CREDITCARD	15.45	PB	15.45
28/05/2024	Microsoft	CREDITCARD	79.99	LS	3fde8bd3-9217-41bb-911d
28/05/2024	Connected Kerb	CREDITCARD	19.47	PB	060524
Total Payments			<u>1,260.06</u>		

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	271,894	271,894	0			100.0%	
1090 PSDF Re-invested dividend	6,192	20,000	13,808			31.0%	
1100 Agency Income	0	1,330	1,330			0.0%	
1990 Other Income	10	1,000	990			1.0%	
<u>200</u> <u>Administration</u>							
4000 Staff Salaries & Wages (Net)	(10,191)	(63,238)	53,047		53,047	16.1%	
4005 Employer & Employee Pension	(3,192)	(25,102)	21,910		21,910	12.7%	
4010 Employer & Employee NI & Tax	0	(39,796)	39,796		39,796	0.0%	
4055 Mileage & Subsistence	0	(200)	200		200	0.0%	
4057 HR Expenditure	0	(1,000)	1,000		1,000	0.0%	
4060 Council Tax	(2,360)	(2,500)	140		140	94.4%	
4065 Office Rent	(875)	(3,500)	2,625		2,625	25.0%	
4066 Meeting venue hire	0	(450)	450		450	0.0%	
4070 IT Costs (Office 365)Web Site	(643)	(2,500)	1,857		1,857	25.7%	
4075 Telephone & Broadband	(16)	(1,450)	1,434		1,434	1.1%	
4080 Electric ( office)	(247)	(1,600)	1,353		1,353	15.5%	
4085 Water Rates (for Office)	0	(200)	200		200	0.0%	
4090 Stationery and postage	(58)	(350)	292		292	16.6%	
4095 Cleaning Materials	0	(50)	50		50	0.0%	
4100 Cleaning Contract	(192)	(1,200)	1,008		1,008	16.0%	
4105 Office Cap ExpChain of Office	0	(1,000)	1,000		1,000	0.0%	
4110 Office Maintenance	(59)	(750)	691		691	7.8%	
4115 Professional and Legal Fees	(302)	(3,500)	3,198		3,198	8.6%	
4116 Land Registry Fees	(3)	(240)	237		237	1.3%	
4120 Internal Audit Fees	400	(750)	1,150		1,150	(53.3%)	
4125 External Audit Fees	200	(400)	600		600	(50.0%)	
4130 Subscriptions and Memberships	(313)	(2,750)	2,437		2,437	11.4%	
4135 Bank Charges	(50)	(250)	200		200	19.8%	
4140 Storage Space Rental	0	(720)	720		720	0.0%	
<u>220</u> <u>Insurances</u>							
4200 General Insurance	0	(5,000)	5,000		5,000	0.0%	
4205 Vehicle Insurance	0	(5,000)	5,000		5,000	0.0%	
4210 Office Insurance	0	(100)	100		100	0.0%	
<u>240</u> <u>Staff &amp; Member Training</u>							
4300 Members Training	0	(750)	750		750	0.0%	
4305 Staff Training	0	(750)	750		750	0.0%	
<u>260</u> <u>Member's Allowances</u>							
4350 Chair	0	(1,500)	1,500		1,500	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4355 Special Responsibility	(500)	(500)	0		0	100.0%	
4360 Member Allowances	(1,664)	(2,912)	1,248		1,248	57.1%	
<u>300 Plant &amp; Equipment</u>							
4400 Plant Purchase / Lease	(834)	(5,500)	4,666		4,666	15.2%	
4415 Red Tractor Maintenance	0	(1,200)	1,200		1,200	0.0%	
4420 Portable & Hand Tools Purchase	(15)	(250)	235		235	6.0%	
4425 Portable & Hand Tool Maint	0	(400)	400		400	0.0%	
4430 PPE - New & Replacement	0	(300)	300		300	0.0%	
4435 Plant & Equipment Fuel	(129)	(750)	621		621	17.2%	
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	0	(8,500)	8,500		8,500	0.0%	
4505 Christmas Lights and Trees	(8,660)	(30,000)	21,340		21,340	28.9%	
4510 Public Clocks - Maintenance	0	(500)	500		500	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	(20)	(100)	80		80	20.1%	
<u>500 Community Functions</u>							
4600 Christmas Dinners	0	(6,500)	6,500		6,500	0.0%	
4610 Firework Display	0	(11,000)	11,000		11,000	0.0%	
4615 Multi Cultural Carnival	0	(6,250)	6,250		6,250	0.0%	
<u>550 Grants</u>							
4700 General Grants	(1,500)	(10,000)	8,500		8,500	15.0%	
4710 LCDP - SLA	0	(25,000)	25,000		25,000	0.0%	
4715 Wild Life Trust - Brynna Woods	0	(10,000)	10,000	(5,000)	5,000	50.0%	
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	0	(1,330)	1,330		1,330	0.0%	
4805 Skateboard Park - Maintenance	0	(1,000)	1,000		1,000	0.0%	
4810 Play & O/Spaces Maintenance	0	(1,500)	1,500		1,500	0.0%	
4815 General Repair Consumables	0	(250)	250		250	0.0%	
<u>620 War Memorials</u>							
4855 Other Maintenance	0	(500)	500		500	0.0%	
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	298	0	(298)			0.0%	298
4730 Llanharan Pantry Expenses	(737)	0	(737)		(737)	0.0%	1,190
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	(163)	(350)	187		187	46.5%	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700 Allotments</u>							
1200 Allotment Income	50	2,500	2,450			2.0%	
4900 Allotment Lease Costs	0	(22)	22		22	0.0%	
4901 Allotment Maintenance	0	(250)	250		250	0.0%	
4905 Allotment Water	0	(550)	550		550	0.0%	
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	296,947	0	(296,947)			0.0%	296,947
4950 CIL Benches	(1,155)	0	(1,155)		(1,155)	0.0%	1,155
4955 CIL Project 1 Memorial Garden	(1,129)	0	(1,129)		(1,129)	0.0%	1,129
4958 CIL Grants	(26,042)	0	(26,042)		(26,042)	0.0%	26,042
4962 CIL Project Telephone Kiosk	(20)	0	(20)		(20)	0.0%	20
<u>800 Contingency</u>							
4990 Contingency	0	(10,000)	10,000		10,000	0.0%	
Grand Totals:- Income	575,390	296,724	(278,666)			193.9%	
Expenditure	60,470	302,310	241,840	5,000	236,840	21.7%	
Net Income over Expenditure	<u>514,920</u>	<u>(5,586)</u>	<u>(520,506)</u>				
plus Transfer from EMR	29,536						
less Transfer to EMR	297,245						
Movement to/(from) Gen Reserve	<u>247,211</u>						

	Date	£	Receipt	Description
<b>Money In</b>				
Arnold Clarke Grant	10/12/2021	2500.00		
Transferred into bank (Janine)	08/02/2022	32.84		
RCT grant (Food support fund)	01/08/2022	500.00		
Asda award	01/08/2022	300.00		
Comm lottery grant	21/10/2022	8600.00		
RCT Food Support fund	14/12/2022	1779.00		
Arnold Clarke Grant	15/12/2022	2500.00		
GH Windfarm	06/07/2023	2000.00		
JT Windfarm	06/07/2023	1000.00		
Interlink	17/07/2023	1000.00		
RCT Community Grant	17/08/2023	1000.00		
RCT grant (Food support fund)	31/08/2023	1000.00		
Total cash receipts	Rolling	12410.03		
<b>total in</b>		<b>34621.87</b>		
<b>Money Out</b>				
FareShare Cymru	20/04/2022	195.00		
500 leaflets	01/07/2022	96.56		
FareShare Cymru	01/08/2022	195.00		
Asda online order	05/08/2022	306.00		Janine paid - claimed back
Asda online order	17/08/2022	284.20		LS claim received Ref 4282229000
Amazon order (Noticeboards etc..)	18/08/2022	90.86		
Asda online order	20/08/2022	271.09		LS claim received Ref 7962238000
Fridge freezer	23/08/2022	348.99		Add to asset register
Chest freezer	23/08/2022	278.99		Add to asset register
25th Aug online shop Asda	25/08/2022	98.45		LS claim
30th Aug Aldi shop	30/08/2022	57.74		LS claim
5th Sept online shop Asda	05/09/2022	418.00		LS claim
Cash to Janine for Aldi visit	06/09/2022	160.00		Change and receipt req
Aldi shop	06/09/2022	93.29		Janine used float cash (£160)
Booker shop	09/09/2022	276.32		Combo cash and card
Aldi shop	09/09/2022	49.20		LCC CC
Booker shop	13/09/2022	425.36		LCC CC
Aldi shop	20/09/2022	103.55		Janine - Need receipt Paid to Jani
Aldi shop	23/09/2022	139.06		LS claim
Aldi shop	23/09/2022	18.80		LS claim
Aldi shop	28/09/2022	93.74		
Aldi shop	28/09/2022	188.87	tbc	
Aldi shop	28/09/2022	55.03		
Aldi shop	28/09/2022	41.86		



Booker shop	30/09/2022	225.12		
Aldi shop	04/10/2022	219.41		
The Range	04/10/2022	5.00		Thermometers
Aldi shop	07/10/2022	158.93	tbc	LCC CC
Aldi shop	07/10/2022	157.24	tbc	LCC CC
Asda	12/10/2022	348.41		
Aldi shop	14/10/2022	232.10		Leigh to claim back- paid
Aldi shop	14/10/2022	36.85		Leigh to claim back- paid
Freezer labels	17/10/2022	17.47		
Aldi shop	18/10/2022	717.38		Leigh to claim back- paid
Aldi shop	21/10/2022	446.16		Leigh to claim back- paid
Aldi shop	26/10/2022	312.68		Payment raised to LS
Aldi Shop	28/10/2022	204.33		
FareShare Cymru	01/11/2022	195.00		
Aldi Shop	01/11/2022	248.78		
Aldi Shop	04/11/2022	197.93		
Aldi Shop	04/11/2022	-24.99	tbc	
Aldi Shop	08/11/2022	349.26		
Aldi shop	11/11/2022	242.39		Paid on PB card
Amazon perspex displays	14/11/2022	29.94		
Aldi shop	15/11/2022	314.74		
Aldi shop	18/11/2022	199.42		
Aldi shop	22/11/2022	33.69		
Aldi shop	25/11/2022	228.74		
Aldi shop	29/11/2022	208.38		
Aldi shop	02/12/2022	378.00		
Aldi shop	06/12/2022	232.31		
FareShare Cymru	13/12/2022	195.00		
Aldi shop	13/12/2022	101.34		
Aldi shop	14/12/2022	61.82		
Aldi shop	16/12/2022	87.80		
Aldi shop	16/12/2022	41.04		
Aldi shop	16/12/2022	207.02	MP	
Aldi shop	16/12/2022	192.93	MP	
Aldi shop	19/12/2022	119.58	LS	
Aldi shop	19/12/2022	110.62	LS	
Aldi shop	19/12/2022	103.80	LS	
Aldi shop	20/12/2022	72.89	MP	
Aldi shop	28/12/2022	51.70	PB	
Aldi shop	28/12/2022	113.78	PB	
Aldi shop	28/12/2022	135.53	PB	
Aldi shop	28/12/2022	103.05	PB	03/01?
Aldi shop	06/01/2023	61.11	PB	
Aldi shop	06/01/2023	102.27	PB	
Aldi shop	06/01/2023	113.63	PB	
Aldi shop	10/01/2023	109.65	PB	Paid off £481.79 16.01.23

Aldi shop	10/01/2023	77.86	PB	Paid off £481.79 16.01.23
Aldi shop	12/01/2023	188.46	PB	Paid off £481.79 16.01.23
Aldi shop	12/01/2023	105.82	PB	Paid off £481.79 16.01.23
Aldi shop	17/01/2023	187.59	PB	
Aldi shop	20/01/2023	136.01	PB	Paid off £136.01 30.01.23
Aldi shop	20/01/2023	146.93	PB	Paid off £146.93 30.01.23
Aldi shop	24/01/2023	126.31	PB	Paid off £603.97 02.02.23
Aldi shop	24/01/2023	16.15	PB	Paid off £603.97 02.02.23
Aldi shop	27/01/2023	136.58	PB	Paid off £603.97 02.02.23
Aldi shop	27/01/2023	97.86	PB	Paid off £603.97 02.02.23
Aldi shop	30/01/2023	122.51	PB	Paid off £603.97 02.02.23
Aldi shop	31/01/2023	104.56	PB	Paid off £603.97 02.02.23
Aldi shop	02/02/2023	106.93	PB	Paid off £579.20 07.02.23
Aldi shop	02/02/2023	121.09	PB	Paid off £579.20 07.02.23
Aldi shop	02/02/2023	173.02	PB	Paid off £579.20 07.02.23
Aldi shop	03/02/2023	54.56	PB	
Aldi shop	07/02/2023	138.47	PB	Paid off £579.20 07.02.23
Aldi shop	07/02/2023	39.69	PB	Paid off £579.20 07.02.23
Aldi shop	10/02/2023	128.81	PB	Paid off £616.53 15.02.23
Aldi shop	10/02/2023	105.80	PB	Paid off £616.53 15.02.23
Aldi shop	10/02/2023	12.75	PB	Paid off £616.53 15.02.23
Aldi shop	14/02/2023	128.94	PB	Paid off £616.53 15.02.23
Aldi shop	14/02/2023	86.57	PB	Paid off £616.53 15.02.23
Aldi shop	14/02/2023	153.66	PB	Paid off £616.53 15.02.23
Aldi shop	17/02/2023	118.01	PB	Paid off £349.86 17.2.23
Aldi shop	17/02/2023	165.37	PB	Paid off £349.86 17.2.23
Aldi shop	17/02/2023	43.68	PB	Paid off £349.86 17.2.23
Aldi shop	17/02/2023	22.80	PB	Paid off £349.86 17.2.23
Aldi shop	21/02/2023	94.49	PB	Paid off £603.43 02.03.23
Aldi shop	21/02/2023	168.06	PB	Paid off £603.43 02.03.23
Aldi shop	21/02/2023	21.28	PB	Paid off £603.43 02.03.23
Co-op	22/02/2023	13.30	PS	Hospitality stuff for Sub Pantry Gro
Aldi shop	23/02/2023	138.36	PB	Paid off £603.43 02.03.23
Aldi shop	24/02/2023	119.96	PB	Paid off £603.43 02.03.23
Aldi shop	24/02/2023	61.28	PB	Paid off £603.43 02.03.23
Aldi shop	28/02/2023	138.36	PB	Paid off £542.11 10.03.23
ReallyUseful storage	02/02/2023	131.89		
Aldi shop	03/03/2023	148.21	PB	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	104.37	PB	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	39.27	PB	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	65.40	PB	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	46.50	PB	Paid off £542.11 10.03.23
Aldi shop	10/03/2023	58.83	PB	Paid off £403.80 14.03.23
Aldi shop	10/03/2023	116.58	PB	Paid off £403.80 14.03.23
Aldi shop	10/03/2023	120.64	PB	Paid off £403.80 14.03.23
Aldi shop	10/03/2023	107.75	PB	Paid off £403.80 14.03.23

Aldi shop	14/03/2023	45.81	PB	Paid off £298.69 16.03.23
Aldi shop	14/03/2023	95.05	PB	Paid off £298.69 16.03.23
Aldi shop	14/03/2023	29.29	PB	Paid off £298.69 16.03.23
Aldi shop	14/03/2023	128.54	PB	Paid off £298.69 16.03.23
Aldi shop	17/03/2023	455.37	LS	
Aldi shop	17/03/2023	51.25	PB	
Aldi shop	21/03/2023	144.28	PB	Paid off £439.64 31.03.23
Aldi shop	21/03/2023	47.03	PB	Paid off £439.64 31.03.23
Aldi shop	24/03/2023	310.45	LS	
Aldi shop	28/03/2023	135.14	PB	Paid off £439.64 31.03.23
Aldi shop	28/03/2023	113.19	PB	Paid off £439.64 31.03.23
Aldi shop	31/03/2023	213.90	PB	Paid off £624.15 05.04.23
Aldi shop	31/03/2023	199.30	PB	Paid off £624.15 05.04.23
Aldi shop	04/04/2023	112.29	PB	Paid off £624.15 05.04.23
Aldi shop	04/04/2023	98.66	PB	Paid off £624.15 05.04.23
Aldi shop	05/04/2023	132.01	LS	
Aldi shop	06/04/2023	85.95	PB	Paid off £353 11.04.23
Aldi shop	06/04/2023	110.91	PB	Paid off £353 11.04.23
Aldi shop	06/04/2023	154.87	PB	Paid off £353 11.04.23
Aldi shop	11/04/2023	183.62	PB	Paid off 382.58 17.04.23
Aldi shop	11/04/2023	90.21	PB	Paid off 382.58 17.04.23
Aldi shop	14/04/2023	108.75	PB	Paid off 382.58 17.04.23
Aldi shop	18/04/2023	139.81	PB	Paid off £515 21.04.23
Aldi shop	21/04/2023	366.97	LS	Paid off £515 21.04.23
Aldi shop	24/04/2023	151.29	PB	Paid off 405.01 26.04.23
Aldi shop	24/04/2023	197.13	PB	Paid off 405.01 26.04.23
Aldi shop	24/04/2023	56.59	PB	Paid off 405.01 26.04.23
Aldi shop	28/04/2023	210.00	PB	Paid off 444.35 03.05.23
Fareshare	30/04/2023	65.00		April 23 membership
Aldi shop	02/05/2023	125.30	PB	Paid off 444.35 03.05.23
Aldi shop	02/05/2023	109.05	PB	Paid off 444.35 03.05.23
Aldi shop	05/05/2023	113.49	PB	Paid off £327.03 11.05.23
Aldi shop	05/05/2023	108.02	PB	Paid off £327.03 11.05.23
Aldi shop	09/05/2023	105.52	PB	Paid off £327.03 11.05.23
Aldi shop	12/05/2023	116.69	PB	Paid off £350.95 19.05.23
Aldi shop	12/05/2023	94.25	PB	Paid off £350.95 19.05.23
Aldi shop	16/05/2023	140.01	PB	Paid off £350.95 19.05.23
Aldi Shop	19/05/2023	237.56	PB	Paid off £675.70 24.05.23
Aldi Shop	19/05/2023	227.18	PB	Paid off £675.70 24.05.23
Aldi Shop	23/05/2023	210.96	PB	Paid off £675.70 24.05.23
Aldi Shop	26/05/2023	22.95	PB	Paid off £444.04 02.06.23
Aldi Shop	26/05/2023	130.97	PB	Paid off £444.04 02.06.23
Aldi Shop	30/05/2023	133.35	PB	Paid off £444.04 02.06.23
Aldi Shop	30/05/2023	156.77	PB	Paid off £444.04 02.06.23
Fareshare	31/05/2023	65.00		May 23 membership
Aldi Shop	03/06/2023	121.61	PB	Paid off 373.99 08.06.23 (121.61&

Aldi Shop	03/06/2023	102.38	PB	Paid off 373.99 08.06.23 (121.61&
Aldi Shop	05/06/2023	156.45	PB	Paid off 373.99 08.06.23 (121.61&
Aldi Shop	09/06/2023	187.02	PB	Paid off 690.60 14.06.23
Aldi Shop	09/06/2023	299.26	LS	Paid off 690.60 14.06.23
Aldi Shop	13/06/2023	109.56	PB	Paid off 690.60 14.06.23
Aldi Shop	13/06/2023	94.76	PB	Paid off 690.60 14.06.23
Aldi Shop	16/06/2023	134.01	PB	Paid off 462.82 23.06.23
Aldi Shop	16/06/2023	152.66	PB	Paid off 462.82 23.06.23
Aldi shop	20/06/2023	82.50	PB	Paid off 462.82 23.06.23
Aldi shop	20/06/2023	93.65	PB	Paid off 462.82 23.06.23
Aldi shop	23/06/2023	136.23	PB	
Aldi shop	23/06/2023	181.32	PB	
Fareshare	23/06/2023	65.00		June 23 membership
Aldi shop	27/06/2023	316.84	LS	
Aldi shop	27/06/2023	87.34	PB	Paid off 699.39 29.06.23
Aldi shop	30/06/2023	123.29	PB	Paid off 305.55 03.07.23
Aldi shop	30/06/2023	64.56	PB	Paid off 305.55 03.07.23
Aldi shop	30/06/2023	117.70	PB	Paid off 305.55 03.07.23
Aldi shop	03/07/2023	144.15	PB	
	08/07/2023	0.00		No Pantry
Aldi shop	11/07/2023	37.41	PB	
Aldi shop	11/07/2023	95.29	PB	
Aldi shop	13/07/2023	157.59	PB	
Aldi shop	18/07/2023	71.73	PB	
Aldi shop	21/07/2023	35.61	PB	
Aldi shop	21/07/2023	69.48	PB	
Aldi shop	25/07/2023	60.62	PB	
Fareshare	26/07/2023	65.00		July 23 membership
Aldi Shop	28/07/2023	88.45	PB	
Really Useful Storage	31/07/2023	-116.90	credit	
Aldi shop	01/08/2023	104.13	PB	
Aldi shop	04/08/2023	103.48	PB	
Aldi shop	04/08/2023	58.46	PB	
Aldi shop	08/08/2023	90.07	PB	
	12/08/2023	0.00		No Pantry ( hort show)
Aldi shop	15/08/2023	116.80	PB	
Aldi shop	15/08/2023	50.49	PB	
Aldi shop	17/08/2023	70.07	PB	
Aldi shop	17/08/2023	56.82	PB	
Aldi shop	22/08/2023	181.10	PB	
Aldi shop	25/08/2023	94.64	PB	
Aldi shop	29/08/2023	94.90	PB	
Aldi shop	01/09/2023	76.84	PB	
Fareshare	01/09/2023	65.00		August 23 membership
Aldi	05/09/2023	90.69	PB	
Aldi	08/09/2023	57.65	PB	

Aldi	08/09/2023	40.62	PB	
Aldi	12/09/2023	50.01	PB	
Aldi	12/09/2023	36.20	PB	
Aldi	12/09/2023	62.96	PB	
Aldi	15/09/2023	77.10	PB	
Aldi	15/09/2023	25.53	PB	
Aldi	19/09/2023	41.58	LP	
Aldi	19/09/2023	46.93	CP	
Aldi	22/09/2023	47.36	CP	
Aldi	22/09/2023	84.99	CP	
Aldi	26/09/2023	73.16	PB	
Aldi	29/09/2023	49.14	PB	
Fareshare	01/10/2023	65.00		Sept 23 membership
Aldi	03/10/2023	53.18	PB	
Aldi	03/10/2023	44.20	PB	
Aldi	06/10/2023	48.33	PB	
Aldi	10/10/2023	26.57	PB	
Aldi	13/10/2023	79.12	PB	
Aldi	13/10/2023	33.93	PB	
Aldi	17/10/2023	84.40	PB	
Aldi	17/10/2023	79.34	PB	
Aldi	20/10/2023	66.31	PB	
Aldi	24/10/2023	68.01	PB	
Fareshare	25/10/2023	65.00		Oct 23 membership
Aldi	27/10/2023	170.87	PB	
Aldi	31/10/2023	62.48	PB	
Aldi	03/11/2023	60.23	PB	
Aldi	07/11/2023	69.38	PB	
Aldi	14/11/2023	55.73	PB	
Aldi	17/11/2023	25.07	PB	
Aldi	21/11/2023	56.02	PB	
Fareshare	25/11/2023	65.00		Nov 23 membership
Aldi	28/11/2023	52.10	PB	
Aldi	01/12/2023	77.25	PB	
Aldi	08/12/2023	110.26	PB	
Aldi	15/12/2023	76.87	PB	
Aldi	20/12/2023	86.95	PB	
Aldi	20/12/2023	86.84	PB	
Aldi	29/12/2023	75.56	CP	
Aldi	05/01/2024	51.42	PB	
Aldi	12/01/2024	131.87	PB	
Aldi	19/01/2024	108.28	PB	
Aldi	19/01/2024	88.11	PB	
Aldi	26/01/2024	118.48	PB	
Aldi	26/01/2024	108.67	PB	
Aldi	02/02/2024	99.25	PB	

Aldi	09/02/2024	106.09	PB	
Aldi	16/02/2024	46.70	PB	
Aldi	16/02/2024	78.79	PB	
Fareshare	16/02/2024	65.00		Dec 23 membership
Fareshare	16/02/2024	65.00		Jan 24 membership
Aldi	23/02/2024	75.03	PB	
Aldi	28/02/2024	94.25	PB	
Fareshare	01/03/2024	65.00		Feb 24 membership
Aldi	07/03/2024	247.70		PB
Aldi	15/03/2024	125.55		PB
Aldi	15/03/2024	7.63		PB
Aldi	22/03/2024	247.64		PB
Aldi	28/03/2024	140.62		PB
Fareshare	03/04/2024	65.00	PB	Mar 24 membership
Aldi	05/04/2024	105.73		PB
Aldi	12/04/2024	82.40		PB
Aldi	19/04/2024	114.81		PB
Aldi	19/04/2024	48.89		PB
Fareshare	30/04/2024	65.00		April 24 membership
Aldi	03/05/2024	91.40		PB
Aldi	10/05/2024	110.39		PB
Aldi	17/05/2024	57.00		PB
Aldi	17/05/2024	71.57		PB
Aldi	24/05/2024	61.39		PB
Fareshare	31/05/2024	65.00		May 24 membership
Aldi	31/05/2024	73.23		PB
Aldi	07/06/2024	73.04		PB

**total out**

**33637.46**

**Balance of Funds**

**984.41**

**Av. Sat footfall from 13.01.24**

**12**

Future funding Approx. wks

10 weeks

## Appendix 9

### **Recommendations of the ORA Committee 2<sup>nd</sup> April 2024 and 4<sup>th</sup> June 2024**

#### **2<sup>nd</sup> April 2024**

**ORA2024/019 Review of plans for the installation of staggered barriers to replace the current gate at the western end of the Meadow Rise play area**

#### ***RECOMMENDED***

To proceed with the obtaining of quotations for the work at Meadow Rise play area as per the specification presented to the ORA Committee (Appendix 3, 2nd April 2024).

**ORA2024/023 Draft appeals procedure in the case of an eviction decision.**

#### ***RECOMMENDED***

To adopt the appeals procedure for allotment evictions as Council policy as presented to the ORA Committee (Appendix 6, 2nd April 2024).

Detail of Appendix 6, 2<sup>nd</sup> April 2024.

*Appeals procedure*

*Motion – To accept the below appeals procedure for allotment eviction hearings.*

1.

*In the first instance for evictions or other formal hearings regarding plot holders to be heard by the ORA Committee and a vote taken accordingly.*

2.

*Plot holders shall be offered the opportunity to present written submissions to the Committee which shall be taken into consideration. Plot holders shall be offered the opportunity to address the Committee meeting in the normal way as a member of the*

*public but not participate in the item of business which shall normally be considered with the press and public excluded.*

3.

*For the outcomes of those hearings to be communicated to plot-holders ASAP in writing. Including the provision for the plot holder to be able to appeal any decision by writing to the Clerk of the Council within 5 working days of receiving the letter informing them of the outcome. The plot holder must state the reasonable grounds for any appeal.*

4.

*Any appeal to be heard by a panel of any 3 councillors who do not sit on the ORA Committee and have no other interest in the matter. An appeal hearing to be convened and recorded by the Clerk of the Council. The members of the appeal committee to be appointed by the chair of the Council.*



Clerk's note: The following item was Recommended by the ORA Committee on 2nd April 2024 but has been superseded by the recommendations of the meeting held on 4th June 2024. Noted here for reasons of completeness and due process only.

**ORA2024/029 Eviction of allotment plot-holders for non-payment of allotment fees for 2024.**

***RECOMMENDED***

To issue 1 months' notice of eviction and to evict the 2 plot-holders named in the confidential paper presented to the ORA Committee (Appendix 9, 2nd April 2024) on the grounds of non-payment of rent. Rent being due on the 1st January 2024. Under the terms expressed in the warning letters and under the following terms of the tenancy agreement:

For the Clerk to write to the plot-holders informing them of the recommendation of the committee along with details of any appeals process or procedure that may be in place.

**4th June 2024**

**ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee.**

***RECOMMENDED***

To proceed with planting of seeds/bulbs on sections of new road (A473) as per the drawings attached in the appendix provided (appendix 4). Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions and ensuring appropriate plants are planted. The Clerk to seek permission from the landowner. The Clerk to ensure the landowner/local authority consents not to mow the areas where planting takes place in future.

**ORA2024/038 Placement of a bench at Meadow Rise.**

***RECOMMENDED***

To site a bench adjacent to the area of green space on Meadow Rise on an existing concrete pad and facing the road. To authorise the officers to spend £790, comprising £405 for a 2-seater bench (3 quotations having been considered and option 1 presented in appendix 5 selected) plus a 10% contingency and £385 fitting costs. To refer the matter to the CIL Committee for use of CIL funds, but if not allocated to purchase from general reserves making a virement where necessary.

**ORA2024/040 Bird boxes at the Meadow Rise open space**

***RECOMMENDED***

To place a number of freely obtained bird boxes at the Meadow Rise open space at appropriate locations.

**ORA2024/045 Action plan regarding the ongoing upkeep of an allotment plot on Jubilee Street site and to consider next steps**

***RECOMMENDED***

For the Clerk to continue to monitor progress on a monthly basis regarding cultivation and attendance on the plot.

**ORA2024/046 Potential eviction of allotment plot-holders following the expiry of previously issued 3-month improvement notices and non-payment of allotment fees as detailed in the confidential report provided.**

a) ***RECOMMENDED***

To issue 1 months' notice of eviction and to evict the plot-holders currently occupying Bridgend Road plot 26 named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024). Under the terms expressed in the warning letters and under the following terms of the tenancy agreement:

For the Clerk to write to the plot-holders informing them of the eviction recommendation of the committee along with details of the appeals process and timelines.

b) ***RECOMMENDED***

Regarding the plot holder currently occupying Bridgend Road plot 35 named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024). To defer any decision regarding eviction and to re-inspect the plot prior to the next scheduled ORA Committee meeting scheduled for 30th July 2024 to monitor progress. The Clerk to write to the plot holder extending the deadline to remove the concrete base and any brickwork until that time. The Clerk to also write to the plot holder to give a 3 month improvement notice in terms of active cultivation of the plot and /or to request a cultivation plan from the plot-holder against which they can be monitored.

c) ***RECOMMENDED***

To issue 1 months' notice of eviction at the end of June 2024\* and to evict the plot-holders currently occupying Jubilee Street plot 1, named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024) under the terms expressed in the warning letters and under the following terms of the tenancy agreement:

With the following caveat:

\*To request evidence from the plot holder (in confidence) that they are on the waiting list for the medical procedure. If this evidence can be obtained by the end of June 2024 to suspend the eviction and revisit the issue in 2025.

If evidence cannot be provided by the end of June 2024, then notice of eviction be issued along with the right to appeal.

# MT TARMAC

## QUOTE



CN::15052293  
Tel 01656 730564.  
Mob 07557366170

Genevieve CF34 9LD  
Maesteg Road

UTR NO 1113058339

Email- [marktabor@outlook.com](mailto:marktabor@outlook.com)

DATE OF 17/06/24

Vat no 240043070

### Customer Information:

Billing Address		Customer Address:	
Company:	Llanharan Community Council	Company:	As billing address.
Name:	Leigh smith	Name:	
Address:	2A Chapel Road, Llanharan.	Address:	
Post Code	CF72 9QA	Post Code	

Cost for:-

to lay non skid surface to ramp leading to lane, Bethlehem view. Council to arrange temp closure order if necessary.

Total £1,400

Many thanks  
M Tabor  
MT Tarmac

Bank details :- TSB. MTTARMAC  
Sort code-30-66-95  
Account number- 22063660

NOTE- \* NEW BANKING DETAILS\*

All invoices are payable 28 days after invoice date.

## Appendix 11

### **Resolutions and Recommendations of the CEC Committee 6<sup>th</sup> June 2024**

The Clerk wishes to remind members of the Pre-election rules as set out in the email sent to members on 29<sup>th</sup> May and again on 18<sup>th</sup> June 2024.

In line with these rules and given that the matter has been delegated to CEC and is presented here for information only, the Clerk advises against public debate of the wider project at this time.

**CEC2024/023 To consider the terms of reference and other arrangements for the proposed Ewenny Bridge Project public consultation. The matter having been delegated from Full Council to the CEC.**

#### ***RESOLVED***

The terms of reference for the public consultation to include:

1. A multi-user\* bridge to replace the current footbridge over the River Ewenny approximately 3m wide and 20m long.
2. A multi-user\* path from the proposed Network Rail, Trenos railway crossing bridge to join up with the proposed Ewenny River bridge.

\*Multi-user being defined as for by all users. Including pedestrians, horse riders, disabled people and those with impaired mobility.

These matters having been resolved by the Community Council.

The consultation to allude to the aims of the wider project, including the following aspects:

3. Network Rail aspire to create a formal bridleway from the south of the Trenos railway line over both bridges and through the Brynna woods nature reserve.
4. Aspiration to make improvements to the surfaces of paths to the south of the Trenos railway crossing and to the north of the proposed Ewenny River bridge through Brynna Woods nature reserve to make them 'disabled friendly'.

The consultation documents to also include the following aspects:

5. Best value to be obtained by entering into a competitive tendering process.
6. Work to be carried out in consultation and full agreement of the Wildlife Trust of South and West Wales who own the Brynna Woods nature reserve.
7. Discussions have taken place with Natural Resources Wales, Welsh Water, RCTCBC rights of Way departments, RCTCBC structures departments and other groups in anticipation of applications for the relevant licenses and permissions.
8. The fact that the project would proceed on the basis that RCTCBC would adopt the bridge and take on future inspection and maintenance.
9. A separate statutory consultation exercise will be carried out in the future regarding the legal creation of the rights of way to create a multi-user network by Network Rail and/or RCTCBC at the appropriate time.
10. Include reference to the fact the LCC aspects of the project would be paid for using CIL funds and not general precept funds, with a brief explanation of CIL funding including the requirement to spend within 5 years of receipt.
11. Check to ensure all statements made are factual.
12. When referencing finances ensure the correct terminology is used. Phrases such as 'Earmarked', 'Committed', 'spent' must be carefully considered when being used to describe the Council's current level of commitment in line with resolutions made to date.
14. Ensure the correct terminology is used. Phrases such as 'intends to', 'has resolved to', 'is committed to' must be carefully considered when being used to describe the Council's current level of commitment in line with resolutions made to date. Similarly, aspects of the project not yet resolved by full council must be described carefully in line with resolutions made. For example, the route of the proposed path to the south, the bridge material etc...
15. The wording of the central question should not be a closed question inviting a yes or no response, but instead the project presented and residents invited to comment.

**RESOLVED**



The Trenos Crossing and Ewenny Bridge Working Group to be delegated the following functions and to report back to the CEC with recommendations:

17. The production of draft documents to be used for the consultation.

18. The method of consulting the public.

19. The start date and duration of the consultation

## **Fireworks November 2024 Plan**

### **Report of the Working Group**

#### **Sites**

The working group met to discuss potential sites. The following list was created with pros and cons.

	<b>Pros</b>	<b>Cons</b>
Llanilid Playing Fields	Big open space  Safe and out of the way  Visual impact – can be seen from a distance  Parking available along enterprise way and side roads  Easy access for emergency  Politically neutral -	Toilet facilities  Muddy if it rains as there is no hard standing  No hard standing for traders  Outskirts – very far away for some
Llanharan Rugby Club	Club facilities – toilets and bar  Track record  Good working relationship between drop in and rugby club	Bottleneck entrance to the spectator site
Llanharan Welfare Hall	Track record  Welfare hall facilities – toilets and kitchen	Bottleneck entrance to the spectator site  Issue with fencing to be investigated  No local parking
Bryнна Community Centre	Community centre facilities – toilets and kitchen	Limited capacity  No local parking

Following discussion we decided to shortlist the following sites for the primary reasons stated:

Rule out Bryнна due to limited capacity.

Rule out Llanilid due to accessible paths (wheelchairs and pushchairs)

## **Considerations**

Both Llanharan Rugby Club and the LRGT Welfare Field have been successfully used to host the fireworks in the past.

### Costs for venues:

Llanharan Rugby Club: £0

LRGT Welfare Hall: £250 + Cleaning fee (£15 per hour)

The rugby club's attractive offer of the use of the ground at no charge is very appealing. The club's offer is based on them making money selling alcohol to people attending the show. The working group felt that the availability of alcohol at the rugby club was not in keeping with the atmosphere of the family event that we are planning.

**Our recommendation:** To host the fireworks at LRGT Welfare Hall

## Event supply and management

The specification given to suppliers:

A FIREWORKS DISPLAY USING BETWEEN 50-70% STANDARD HIGH-NOISE FIREWORKS AND BETWEEN 30-50% LOW-NOISE FIREWORKS. WE AIM TO DISPLAY THE LOW-NOISE FIREWORKS FIRST, FOLLOWED BY AN ANNOUNCEMENT THAT STANDARD HIGH-NOISE FIREWORKS DISPLAY WILL FOLLOW, GIVING THOSE WHO WANT TO LEAVE THE OPPORTUNITY TO DO SO. THE TOTAL DISPLAY TO LAST AROUND 20 MINUTES PROVIDED BY A TRAINED AND COMPETENT PERSON.

DESCRIPTION	<u>LCDP</u>	<u>Fireworks 2000</u>	<u>Pendragon Fireworks</u>	<u>Llanharan Community Council</u>
	To our specification	10 mins low noise 15 mins regular. Fired to music. £5m public liability	Fireworks to our specification. £10m public liability	
	3,500.00	3,400.00	4,500.00	0.00
RISK ASSESSMENT	√	√	√	√
TEMPORARY EVENTS LICENCE				
STEWARDING/MARSHALLING/ <i>Event Management</i>	4125.00			1500.00
POST-EVENT CLEANUP	√	√	√	√
FIRST AID COVER	370.00		√	330.00
SAFETY BARRIERS/LIGHTING/TOILETS	2200.00			2000.00
DJ	250.00			300.00
SKIP(S) FOR CLEANUP	260.00			150.00
INSURANCE	1800.00	√	√	1800.00
BANNERS/SIGNAGE (SUBJECT TO LCC APPROVAL)	350.00			350.00
FOOD OUTLETS/VENDORS				
GIFTS STALLS/STANDS				
TICKETING				
RADIOS	250.00			218.40
POLICING				
OTHER CONSIDERATIONS	1310.50			1000.00
<b>TOTAL PRICE</b> £	14415.50	3400.00	4500.00	7648.40

**Recommendation:** We use the services of Pendragon who have £10m public liability, a very good portfolio of previous events and were the most professional of the companies to deal with.

Our recommendation will mean that the community council will adopt the remaining aspects of running and managing the event. Preliminary pricing has been provided in the chart above to highlight the anticipated costs. The total cost of Pendragon fireworks (£4500) and our event management (£7648.40) is £12,148.40. This is a £2000 saving from the company that offers the whole event and will also provide us greater flexibility with how the event is run and what stalls and fairground attractions are available.

## Appendix 13

### **Recommendations of the Audit Committee 13<sup>th</sup> June 2024**

With regards to the following recommendation please refer to:

Appendix 13a – Information relating to a previously awarded grant.

**A2024/040 To consider information relating to a previously awarded grant and next steps.**

#### ***RECOMMENDED***

That the Clerk contact Brynna Football Club (Seniors) to request repayment of £1,000 granted in October 2023. The Club having declined to provide further information requested in relation to a second bank account that was not declared at the time of the application.

With regards to the following recommendation please refer to:

Appendix 13b – Llanharan Community Council Year e-End Independent Internal Audit Report FY2023-24 Final.

**A2024/041 Recommendations of the internal audit 2023/24 (Excluding Recommendation 5 of the report)**

#### ***RECOMMENDED***

- a) To accept recommendation 1 of the audit report and for the officers to make the necessary alterations to the Standing Orders and Financial Regulations.
- b) To accept recommendation 2 of the audit report and for the officers to list the statutory power used in relation to any grants or donations awarded on the minutes of any meeting where such a grant or donation is made.
- c) To accept recommendation 3 of the audit report and for the officers to include the total amount of payments made in the minutes of the meeting where payments are approved.

- d) To accept recommendation 4 of the audit report and for the officers to ensure all individual resolutions have their own unique reference in the minutes of any meeting.
- e) To note recommendation 6 of the audit report and for the officers to draw up a simple guide to illustrate which documents should be posted on which section of the website with a simple guide to doing so.
- f) To accept recommendation 7 of the audit report and for the officers to present an appropriate suite of draft GDPR policies and documents to Council for adoption.
- g) To accept recommendation 8 of the audit report and for the officers to present draft policies to Council for adoption, specifically: A Social Media Policy; A Biodiversity, Crime and Disorder Policy; A Business Continuity Plan; A Freedom of Information Publication Policy; A Lone and Isolated Worker Policy; A Petition Policy; A Privacy Notice.

Note that the Vexatious Complaints Policy and Investment Policy has already been resolved and is published.

- h) To note recommendation 9 of the audit report. For the officers to request of the auditor whether the current practices of the Council as described in the Council's Financial Regulations are legal, and if not for the auditor to provide the legal or statutory reference to which the Council is non-compliant for further consideration.
- i) To note recommendation 10 of the audit report. For the officers to request of the auditor the legal or statutory reference to which the payments are non-compliant or the NALC legal topic note dealing with this matter. One Voice Wales having confirmed the legality of such direct payments both prior to the payments being made and again following receipt of the audit report. Furthermore the officers having only found reference to double taxation relating to the duplication of services and having found no overarching bar to making payments directly to a school for non-curriculum activities.
- j) To note recommendation 11 of the audit report but to continue in its current method of using EMR's to manage its CIL funds. To accept the recommendation regarding the requirement to secure the entirety of a project's funding prior to any expenditure against that project being made, including project phasing to obfuscate the total cost of a project and for the officers to alter the Councils grant policy and application forms accordingly.

k) To note recommendation 12 of the audit report but to continue in its current method of managing the Llanharan Pantry.

l) To accept recommendation 13 of the audit report and for the officers to draft new contracts for all staff using the NALC nationally agreed model contract issued by One Voice Wales in April 2024. These drafts to be presented to a future meeting of the HR Committee in the first instance.

m) To accept recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 8) of the audit report and for the officers to make amendments to the asset register as described in the report.

n) To note recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 9) of the audit report. For the officers to carry out an analysis of the practical and financial aspects of making changes to the account(s) for presentation to a future meeting of the Audit Committee.

With regards to the following recommendation please refer to:

Appendix 18 – CONFIDENTIAL Appendix B to the Internal audit report 2023-24. The Clerk recommends that should there be any discussion on this matter then a motion be moved to exclude the press and public due to the confidential nature of the business and it being prejudicial to the interests of the council. Note this item is listed under agenda item 23 but can be considered here as part of the wider recommendations of the Audit Committee if considered more convenient provided a motion is brought to vary the order of business.

**A2024/043 Recommendation 5 of the internal audit 2023/24**

***RECOMMENDED***

To accept the general recommendation 5 of the internal audit as set out in the confidential report 'Appendix B' provided by the auditor, with some alterations. This matter having already been resolved, see minute reference 2024/105.

With regards to the following recommendation please refer to:

Appendix 13d – Annual return 31.3.2024 AGAR

Appendix 13e – Variance statement

**A2024/044 Annual Return of Accounts and Annual Governance Statement (AGAR)**

***RECOMMENDED***

To approve the Annual Governance and Accountability Return (AGAR) subject to Full Council being presented with the variance document.



**From:** [Robert Lewis-Watkin](#)  
**To:** [The Clerk / Project Officer](#)  
**Subject:** RE: Llanharan Community Council - Brynna FC Grant award October 2023. Query.  
**Date:** 30 April 2024 14:00:06

---

Hi Leigh,

With nothing personal meant to you, my response will be as follows:-

After considerable thought, I have concluded that I have supplied the required amount of information necessary for the Grant application in question, as have other applicants. To supply almost a 12 month of statements for such an application when only the period in question has already been supplied is above and beyond what is relevant. Therefore, I will not be submitting any further information regarding this application. This leaves 2 options as I see it.

1. Close the matter and move on.
2. Request the return of the £1,000 (bank details required).

Please let me know the outcome.

Rob.

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**From:** The Clerk / Project Officer <project@llanharan-cc.gov.wales>  
**Sent:** Tuesday, April 30, 2024 11:00 AM  
**To:** Robert Lewis-Watkin [REDACTED]  
**Cc:** Office <Office@llanharan-cc.gov.wales>  
**Subject:** RE: Llanharan Community Council - Brynna FC Grant award October 2023. Query.

Hi Rob,

Have you had any joy sourcing these documents please?

Just a heads-up that this matter will appear in the recommendations of the Audit Committee to be resolved during Thursday night's Extra council meeting.

It is the last item on appendix 1 – you may want to declare a personal and prejudicial interest in the matter and leave the room just for that item. Let me know if you are happy to give you a nudge if necessary.

If members wish to discuss/debate the item I will recommend to the chair that a motion is called to exclude the press and public (should any be present).

Regards

**Leigh Smith**  
**Clerk to the Council.**  
**Llanharan Community Council**  
[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)  
[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)

**Tel: 01443 231430 / 07769 266675**

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**From:** The Clerk / Project Officer

**Sent:** Tuesday, April 16, 2024 8:02 PM

**To:** Robert Lewis-Watkin [REDACTED]

**Subject:** RE: Llanharan Community Council - Brynna FC Grant award October 2023. Query.

Hi Rob,

The Audit committee has considered this matter this evening and requested that you please provide bank statements for both the Nat West and the Lloyds account from June 2023 to date please, showing all transactions and not just end of statement balances.

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)

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**From:** Robert Lewis-Watkin [REDACTED]

**Sent:** Saturday, April 13, 2024 4:04 PM

**To:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>

**Subject:** RE: Llanharan Community Council - Brynna FC Grant award October 2023. Query.

Hi Leigh,

Please find attached documents. Hope this will address the situation. Take a look.  
If you want me to send this through the Council e-mail to complete the paper trail, let me know.

Rob.

---

**From:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>

**Sent:** Thursday, April 11, 2024 1:34 PM

**To:** [REDACTED], [REDACTED]  
[REDACTED] <[\[REDACTED\]@llanharan-cc.gov.wales](mailto:[REDACTED]@llanharan-cc.gov.wales)>

**Subject:** Llanharan Community Council - Brynna FC Grant award October 2023. Query.

Afternoon Rob,

I write to you in your capacity as treasurer of Brynna Football club.

As you may know the club were granted £1,000 in October 2023 as a general grant, "towards the general running costs of the club. ie New kit, balls, first aid etc..." I attach the application and supporting documents provided for the application.

It has been brought to my attention that the application included a bank statement for a Natwest bank account number ending in [REDACTED] and that this was the only account that was declared.

However, during a recent CIL application from the club presented to the CIL Committee on 12<sup>th</sup> March 2024 (also attached), that Natwest account account along with a second account was declared, the second account being a Lloyds account number ending in [REDACTED] showing a balance of £6,057.44 at 7<sup>th</sup> March 2024.

The application form for grants makes it clear that bank statements must be provided for all bank accounts held.

Furthermore I specifically enquired with the previous treasurer about the existence of a second bank account shortly before the aforementioned CIL application was withdrawn. I attach a copy of the email exchanges. The club stated there was no second account. (I recognise that this might be a new account opened since that date).

This matter will now be considered by the Audit committee during its meeting on Tuesday April 16<sup>th</sup> where a range of options will be open to it. The matter will be considered with the press and public excluded.

It is possible that you may not be able to provide all the requested documentation by that date, if that is the case then the matter may be deferred to a future meeting to allow you to do so. (I will advise on the decision of the committee in due course).

In preparation for that meeting could I please request the following:

- Was the Lloyds bank account (account number ending in 5560) open at the time of the general grant application – ie at 31<sup>st</sup> August 2023.

If so.....

- please could you provide a copy of the statement showing the account balance on that date (31<sup>st</sup> August 2023).
  - Please could you provide a narrative to explain why the grant was still required if there are significant funds in the account (in excess of £1,000). – ie What the balance is for and why a grant was still required.
  - please could you provide a narrative to explain why the account and its balance was not declared at the time of the application, despite specific enquires made about its existence.
- 
- If not..... and the account was opened after that date could you please provide documentation to show the opening of the account at a subsequent date.

The responses will be presented to the Audit Committee for consideration along with copies of this correspondence.

As mentioned above if you are unable to provide information by 9am Monday 15<sup>th</sup> April 2024, please let me know and I will present the Committee with a brief overview and the matter can be considered in full at a later date.

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)

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## Appendix 10

### Confidential

#### To consider information relating to a previously awarded grant

##### Background

In October 2023 following consideration of a general grant application, Brynna Football club were granted £1,000 “towards the general running costs of the club. ie New kit, balls, first aid etc...”

The application and supporting documents provided for the application are contained in **Document A**, below.

It was brought to the attention of officer’s that the application included a bank statement for a Natwest bank account number ending in 7467 and that this was the only account that was declared.

However, during a recent CIL application from the club presented to the CIL Committee on 12<sup>th</sup> March 2024, that Natwest account along with a second account was declared, the second account being a Lloyds bank account number ending in 5660 showing a balance of £6,057.44 at 7<sup>th</sup> March 2024.

The application and supporting documents provided for the application are contained in **Document B**, below

The application form for general grants makes it clear that bank statements must be provided for all bank accounts held.

Furthermore officers specifically enquired with the previous treasurer of the football club about the existence of a second bank account shortly before the aforementioned CIL application was withdrawn.

I attach a copy of the email exchanges in **Document C**, below.

In these email exchanges the club stated there was no second account.

It appears that there has been a breach of the Council’s grants policy as laid out on the the general grant application form.

The current treasurer of the football club was contacted regarding the matter (See **Document D**) and provided the documentation and responses detailed in **Document E**, below.

### **Options**

There being a technical breach of the Council's grant policy the Council has a number of options:

#### Option 1

To take no action.

#### Option 2

To instruct the Clerk to formally write to Brynna Football Club (via email) informing them that a breach of the Council's grant policy has occurred, the second bank account not being declared at the time of application.

But that given the club's subsequent explanation for the omission, assurances that there will be no repeat in future and the fact that the balance of the account and the accompanying narrative would have made no material difference to the decision to grant the funds then no further action be taken with regards to the grant award.

And that the letter be communicated to members of the club committee.

#### Option 3

To request Brynna football club repay the granted amount of £1,000 given the breach of the Council's grant policy as stated on the application form.

### **Officer's recommendation**

The Clerk recommends Option 2.



To whom it may concern,

I am pleased to let you know that the Community Council has reserved funds within its annual budget to award grants to community organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with guidance notes is attached.

If you would like to apply for a Grant, the application form must be completed and returned by the end of June and the end of October respectively or they shall be submitted in the subsequent grant meeting if appropriate

If your organisation/project previously received a Grant from the Council, it is imperative that you also complete and return the Grant Feedback form in Appendix One.

If you would like support completing the application form, visit our office in Chapel Road, or email/phone using the contact details below.

**Clerk to the Council  
Llanharan Community Council**

clerk@llanharan-cc.gov.wales  
01443 231430  
2 Chapel Road  
Llanharan  
CF72 9QA



## **LLANHARAN COMMUNITY COUNCIL**

### **Grant Aid Application Guidance Notes**

*Please read the guidance notes before completing the form:*

Llanharan Community Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by;

- providing a service
- enhancing a quality of life
- improving the environment
- promoting Llanharan Community Council area in a positive way.

We suggest any applicants speak with the Clerk to the Council prior to requesting a grant; you may also seek assistance/guidance from your local Councillor.

#### **Eligibility**

Grants will not be made;

- to organisations situated outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- to organisations established for party political purposes or promoting religious purposes
- where the aims and objectives of the organisation are inconsistent with the values of the Community Council.
- no grant will be awarded to or for any commercial venture for private gain

- the grant cannot fund the purchase of alcohol, wages, loans or interest payments or VAT that you can recover
- no retrospective applications will be considered.

**Grants will be considered under the following criteria:**

The organisation must be non-profit making or charitable (i.e. an independent group that does not make profit to pay Directors, Members of Shareholders; normally run by volunteers). Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

All grants must be used within one year from the award being made.

All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

A grant may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.

Any monies not used, in part or full, for the agreed purpose must be immediately returned to the Community Council.

At the Council's discretion, for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered or copies of documentation requested.

The Council will require details of how the money has been spent within 1 year of the award being made (Appendix Two).

Recognition of the grant from the Llanharan Community council must be made in any publicity and in the Group's accounts.

The Council may use the name of your Group and its project in our own publicity material where appropriate.

**All grants are at the discretion of the council:**

All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and may not be re-considered. Especially if the budget is depleted.

Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

The Council will take into consideration any previous grants made to an organisation when considering a new application.

### **Grants – DATA PROTECTION**

Your Personal Data – The information in this application will be held by Llanharan Community Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Llanharan Community Council – for further information, please contact the Clerk on 01443 231430. More information can be found in our Privacy Notice which can be seen on the Council's website at [llanharancc.webs.com](http://llanharancc.webs.com) or from the Council Offices.

## LLANHARAN COMMUNITY COUNCIL

### Grant Aid Application Form

The maximum grant available is up to £2,000.

No payments will be paid by cash.

<b>SECTION A: ABOUT YOU</b>	
<b>Name of Organisation:</b> (Please note that if you are successful, payment will be made to a bank account registered in this name).	BRYNNA F.C. (clerks note, - Seniors)
<b>Registered Charity Number (if applicable)</b>	
<b>Name of Main Contact:</b> (All correspondence will be addressed to this person)	RAY SKADE
<b>Full Postal Address of Applicant:</b>	BRYNNA HOUSE BRYNNA ROAD BRYNNA PONTYCLUN R.C.T.                      CF72 9QF
<b>Contact Telephone Number:</b>	Daytime: Mobile: 07899924956
<b>Main Contact Email Address:</b>	RAYSKADE1945@GMAIL.COM
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?</b>	
YES	
<b>If the answer is yes, please complete the box below:</b>	
Date	Amount
2022	£ 708
2021	£ 800
2019	£ 800
2018	£ 700
Has an Appendix Two, 'Grant spend confirmation form' been satisfactorily completed for the most recent grant Appendix Two MUST be completed for the application to be considered.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

THE MAIN AIM OF THE CLUB IS TO PROMOTE SPORT / FOOTBALL TO THE PEOPLE OF BRYNNA AND THE SURROUNDING AREAS. WE WOULD LIKE TO HELP PEOPLE TO TAKE PART IN GAMES, TRAINING, COACHING, ASSISTING IN ANY CAPACITY THEY CAN OR EVEN WATCHING AND SUPPORTING THE CLUB.

IT IS ALSO AN AIM TO PROMOTE THE HEALTH AND WELL BEING OF THE LOCAL YOUNGSTERS, AND IT IS A CLUB WHERE JUNIORS CAN INTEGRATE TO SENIOR LEVEL.

WHERE THIS YEAR WE ARE NOW RUNNING 3 TEAMS.

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?

THERE ARE OVER 90 PLAYERS AND 6 COACHES, PLUS ADMIN. INVOLVED, BRINGING IT UP TO CLOSE ON 100 PEOPLE. AT LEAST 95% LIVE IN OR NEAR THE LLANHARAN AREA, OR HAVE LIVED HERE AND MOVED.

Are you a not for profit organisation?

Yes  No

How long has the organisation been established?

1907

**SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?**

Please provide a brief description of specifically what you intend to use the Grant Aid for?

THE MONEY WILL BE USED  
TOWARDS THE RUNNING COSTS OF  
THE CLUB, I.E. NEW KIT  
NEW BALLS  
FIRST AID ETC.

How will the Grand Aid benefit the Community?

IT IS OF BENEFIT TO THE  
COMMUNITY, BECAUSE IT GIVES  
PRAYERS AND ANYONE ASSOCIATED  
WITH THE CLUB A PURPOSE IN LIFE,  
IT COULD ALSO BE DEEMED AS A HEALTH  
AND FITNESS SCHEME.  
BUT ANYONE IS WELCOME TO TRAINING,  
EVEN IF THEY DO NOT PRAY, AND IF THEY  
WANT TO HELP IN THE RUNNING OF THE  
CLUB THEY ARE WELCOME. AGE IS NO  
BARRIER

Please provide the dates you intend to start and finish the project.

Start Date: TRAINING STARTED IN JULY  
SEASON STARTED IN AUGUST.

Completion Date: PROBABLY MAY 2024

**SECTION C: How much Grant Aid is being applied for?**

What is the total cost of the project/items for which Grant Aid is required? TOTAL COST FOR LAST SEASON WAS £13500. THIS INCLUDED COSTS FOR HIRING 3G TO PLAY ON SATURDAY AND TRAINING. AND WE ALSO RAN A 3<sup>RD</sup> TEAM BUT ONLY IN FRIENDLY GAMES

What is the amount of Grant Aid the organisation would like to apply for? £1000

What other sources of funding have been approached, or are available for the project? COMMUNITY SHOP. £200  
WINDMILLS £100  
AND WE HAD A CONTRIBUTION FROM A BUS COMPANY OF £150

**Supply the following information dependant on grant applied for.**

A. Up to £100

- Organisation/Group constitution or rules

B. £101 - £499

- Income and expenditure account/balance sheet
- Last bank statement **for ALL bank accounts**
- Constitution or rules
- VAT registration
- Is the organisation profit making?
- Provide quotations for items the Grant will be used for.

C. £500 - £2,000

- As requested in B
- Latest audited/ratified accounts and balance sheet.

**Section D: Sustainability**

Will the project/activity continue after this funding has ended?

Yes  No

If yes, provide details.

A FOOTBALL SEASON CAN LAST ANYTHING FROM 8 TO 10 MONTHS AND THE SUPPORT YOU PROVIDE IS OF REAL BENEFIT TO THE RUNNING OF THE CLUB. THERE ARE SO MANY THINGS THE MONEY CAN BE SPENT ON, AS THIS SEASON WE WILL BE WORKING FOR A NEW KIT FOR OUR THIRD TEAM, THERE IS ALSO COST FOR BALLS, REPAIR OR REPLACEMENT OF SHIRTS, SHORTS, SOCKS, WASHING OF KIT, REFS FEES CLEANING OF CHANGING ROOMS, AND UNFORTUNATELY THESE GET MORE EXPENSIVE AS TIME GOES ON

**Section E: Payment Details**

If your application is successful, payment will be made using the details below.

**Account Name** (Use name of the organisation applying as in Section A)

BRYNNA FOOTBALL CLUB

**Account Number**

8405 7467

**Sort Code**

60 16 48



## SECTION F: Completing the application

Your Signature – This must be the signature of the main contact named in Section A

### Declaration:

- i. I certify that the information contained in this application is correct.
- ii. If the information changes in any way I will inform Llanharan Community Council.

Signed:

*R. Hade*

Date:

*31/08/2023*

**Please note that this form requires two signatures:**

Second Signature:

Position held in organisation: *CHAIR*

Signed:

*R. Hade*

Date:

*31/8/23.*

### Completed application forms should be returned to:

Clerk to the Council  
Llanharan Community Council  
2 Chapel Rd  
Llanharan  
CF72 9QA  
clerk@llanharan-cc.gov.wales  
01443 231430

### Checklist:-

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.

- ✓ You have considered any Equality impact issues in your application.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and Appendix Two.

**Please note any applications received after the deadline dates may not be considered.**

**For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430**



## Appendix One

### Llanharan Community Council Grant Feedback

Name:	RAY SHADE
Organisation:	BRYNNA F.C.
Address:	BRYNNA HOUSE BRYNNA RD BRYNNA PONTYCLUN CF72 9QE
Telephone:	07899924956
Email address:	RAYSHADE1945@GMAIL.COM
Website:	—
Reason for previous application: (Project/activity name/details)	TO ENABLE BRYNNA FOOTBALL CLUB, TO EMBRACE THE SPORT OF FOOTBALL AND ENCOURAGE THE SUPPORT OF PARENTS AND THE LOCAL COMMUNITY.
Amount received:	£708
Date received:	2022

I was happy with the application process?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If your answer to the above question is no, please give further details to enable us to improve the application process.	
How has the donation made a difference to the Community?	IT ENABLES US TO MAINTAIN AND DEVELOP INTEREST IN THE FOOTBALL CLUB AND THIS SHOWS IN THE NUMBERS THAT WE NOW HAVE.

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box

*Return the completed form to:*

**Clerk to the Council**  
**Llanharan Community Council**  
**2 Chapel Road**  
**Llanharan**  
**CF72 9QA**  
[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)  
01443 231430



## Appendix Two

### Llanharan Community Council Grant Spend Confirmation Form

Required for grants of £500 or more

Name:	RAY SHADE
Organisation:	BRYNNA FC
Address:	BRYNNA HOUSE BRYNNA RD BRYNNA CF72 9QF
Telephone:	07899924956
Email address:	RAYSHADE1945@GMAIL.COM
Date & Amount granted:	2022 £708
Specific reason for grant: What was the grant for:	TO ENABLE BRYNNA FC TO DEVELOP AND EXPAND I.E. NOW RUNNING A THIRD TEAM IN A LEAGUE.
Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent.	YES

Officers note: Is evidence required? (If over £500 applicant to provide invoices)	INVOICES CAN BE PROVIDED IF NECESSARY
Did the donation achieve its aims in relation to making a difference to the Community?	YES

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box

*Return the completed form to:*

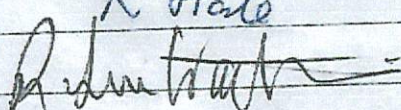
**Clerk to the Council**  
**Llanharan Community Council**  
**2 Chapel Road**  
**Llanharan**  
**CF72 9QA**  
[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)  
 01443 231430

# BRYNNA FC. BALANCE SHEET 2022/23

INCOME		EXPENDITURE	
R/F	892.00	COLLEGE 3G PITCH	3580.00
COMMUNITY SHOP	200.00	3G PITCH COMMUNITY CENTRE	68.00
TOTAL	2519.00	LAUNDRY	1615.00
PLAYERS SUBS	10546.00	SHOWER CLEANING	250.00
WINDMILLS	100.00	REFS FEES	1095.00
BUS CONTRIBUTION	150.00	PITCH FEES (AWAY)	120.00
		PROTECTIVE CLOTHING	280.00
		SKIP HIRE (CLEAN OUT SWD)	130.00
		DUGOUT REPAIR	350.00
		S.W.F.A	50.00
		REGISTRATION FEES	499.00
		FINES	490.00
		NEW BALLS	231.00
		COACH HIRE	1010.00
		NEW KITS	1280.00
		TOTAL TICKETS	238.00
		REGION WREATH	40.00
		AFFILIATION	40.00
		SENIOR CUP	25.00
		FIRST AID	100.00
		LEAGUE FEES 3 <sup>RD</sup> TEAM	100.00
		PRESENTATION NIGHT	949.00
		REFRESHMENTS	981.00
		KIT REPLACEMENT	40.00
<b>Total.</b>	<b>14407.00</b>		<b>13561.00</b>

BALANCE £846

SECRETARY  
CHAIRMAN

R Hale  


# CLUB CONSTITUTION.



2021.



## **1. Name**

The club shall be called Brynna Football Club (hereinafter called the 'Club').

## **2. Affiliation**

The club shall be affiliated to the South Wales Football Association.

## **3. Aims and Objectives**

The club shall aim to positively promote Amateur Football to its members and offer coaching and competitive opportunities to all those members who wish to play. To this end it shall operate a 'turn up and play' policy for junior members, to ensure those who wish to play have the opportunity to do so. It will seek to involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all.

## **4. Equality Statement**

The club is fully committed to the principles of the equality of opportunity.

No participant, volunteer, job applicant or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly. The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

## **5. Welfare Statement**

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of the South Wales Football Association.

## **6. Membership**

- 6.1 The club shall consist of the Officers and the members.
- 6.2 In accepting membership, a person agrees to abide by the Constitution of the Club and the decisions of the Club Management Committee.
- 6.3 All members are also required to abide by the appropriate Code of Conduct of the Bridgend and District Football League, or whichever League we may be promoted to.
- 6.4 The Management committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement in paragraph 4.
- 6.5 Members under the age of eighteen shall be considered as junior members.
- 6.6 Junior members shall not have the right to vote at Committee meetings but are entitled to elect one representative who shall have the right to vote.

## **7. Membership Fees**

- 7.1 Membership fees shall be set at the Annual General Meeting. The level of fees shall distinguish between those members who are in full-time employment, members who are unemployed or in full-time education and junior members.
- 7.2 Annual membership fees shall be collected in August of each year and are payable to the Club Treasurer. No member will be eligible to represent the Club if he/she has not paid the agreed membership by the start of the playing season.

## **8. Management Committee**

- 8.1 The Management Committee will act for the members of the club and shall be comprised of the following nominated Officers: Chairperson, Secretary, Treasurer, Team Managers, and any Committee members.
- 8.2 These Officers shall be appointed at the Annual General Meeting and hold their posts for a calendar year but may seek re-election at the following year's AGM.
- 8.3 Any liabilities incurred shall fall upon the membership of the club providing the Management Committee acts in accordance with the Constitution, in honesty and good faith.
- 8.4 The Management Committee shall meet bi-monthly (or when determined by the Chairperson) and the Secretary will convene all meetings.

- 8.5 The quorum necessary for Management meetings shall be 3.
- 8.6 The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM.
- 8.7 Responsibility for all property owned or leased by the club rests with the Management Committee.
- 8.8 The Management Committee is responsible for the recruitment and management of all professional staff employed by the Club.

## **9. Finance**

- 9.1 All monies raised by, or on behalf of the club shall be applied to further the aims and objectives of the club and for no other purpose.
- 9.2 The Club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the club detailing all income received and expenditure made.
- 9.3 The financial year of the club starts on 1<sup>st</sup>. April and ends 31<sup>st</sup>. March.
- 9.4 The funds of the club shall be lodged at a bank or building society in an account in the name of the club. All cheques, drafts, etc. drawn on this account shall be signed by two of the following officers, Chairperson, Secretary or Treasurer.

## **10. Annual General Meeting and other meetings**

- 10.1 The Annual General Meeting (AGM) of the club shall be held in May of each year or within three months of the end of the club's financial year. At this meeting the annual report of the Management Committee and the audited statement of accounts up to the end of the financial year shall be presented.
- 10.2 The Secretary shall give no less than 21 days notice of the date of the AGM to all members.
- 10.3 All elections of Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer's posts not less than fourteen days prior to the AGM. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.
- 10.4 The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.

13.2 The club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by 50% of members of the club.

#### **14. Review of the Constitution**

14.1 This Constitution should be reviewed a minimum of once every two years.

14.2 Any amendments to the Constitution can only be agreed at the Club's AGM.

14.3 Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM. All suggested amendments should be signed and seconded. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.

14.4 In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days prior to the AGM.

14.5 Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.

14.6 Any alteration to the Constitution shall require a two-thirds majority of members voting and present.

14.7 All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.

Account Name  
BRYNNA FOOTBALL CLUB  
CLUB AND SOCIETY CURRENT ACCOUNT

Account No 84057467 Sort Code 60-16-48 Page No 1 of 2



NatWest

00020955/00040284/389 0014333-0001-0  
BRYNNA FOOTBALL CLUB  
BRYNNA HOUSE, BRYNNA ROAD  
BRYNNA  
PONTYCLUN  
CF72 9QF



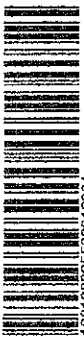
Current Account

Summary	
Statement Date	05 JUL 2023
Period Covered	06 JUN 2023 to 05 JUL 2023
Previous Balance	£1,794.89
Paid In	£0.00
Withdrawn	£949.00
New Balance	£845.89
BIC	NWBKGB2L
IBAN	GB42NWBK60164884057467

## Welcome to your new look NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at [www.natwest.com](http://www.natwest.com)  
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 JUN 2023	BROUGHT FORWARD			1,794.89
27 JUN	Cheque 000266		949.00	845.89



100102095500010001

**Document B**  
**in appendix 10**  
**(Audit Committee 16.4.24)**

Brynna FC (Seniors) CIL Application

Supplementary to the application, the following information was requested from the applicant:

- A brief plan/drawing of the proposed works (where the drainage would go, what the work involved, and which pitch is affected).
- Confirmation of who owns the pitches and whether there are any lease agreements in place or proposed? (this may also be relevant should the Council look to place a charge on the land).
- Whether planning permission and /or building control would be required for the project and whether any enquires had been made in this regard.

The response received is noted here:

*The pitches are owned by RCT, they are aware of our plans as they recommended the contractors to tender, they are the preferred contractors of RCT.*

*It is only the top pitch where the work would take place. I have no specific detail on how much of the pitch is going to be dug up as the surveyor who carried out the soil survey in conjunction with the contractors know where they need to dig. The work does not need planning permission as similar work was initially carried out some 10 years ago, but this planned scheme is a more comprehensive project. The contractors approached are all experienced in carrying out this kind of work for RCT and so are competent.*

Application form and associated documents shown below.

Given the amount of funds currently held in the 2 x bank accounts, the applicant has provided the following narrative:

"Whilst we currently hold healthy reserves, this is held to ensure we can cover payment of the 'tote' when it is won. The prize pot currently stands at £2,100 but rolls over weekly until it is won. The previous payout last July was £6,150. In any case the sums held in reserve are no-where near adequate to fund the proposed drainage improvements".



## Llanharan Community Council – CIL application form for Community Groups

*Note: This form is intended for the use of Community Groups and Organisations for projects in excess of £1000*

<b>SECTION A: ABOUT YOU</b>	
<b>Name of Organisation:</b>  (Please note that if you are successful, payment will be made to a bank account registered in this name).	Bryнна Seniors Football Club.
<b>Legal Status of the Organisation:</b> (i.e. limited company, Trust, Charitable Incorporated Organisation, CASC etc...)	CASC.
<b>Registered Charity Number</b> ( <i>if applicable</i> )	
<b>Name of Main Contact:</b>  (All correspondence will be addressed to this person)	Robert Lewis-Watkin.
<b>Full Postal Address of Applicant:</b>	47 Red Roofs Close, Bryнна Road, Pencoed. CF35 6PL.
<b>Contact Telephone Number:</b>	Daytime: 01656 861267.  Mobile: 07779 492791.





<b>Main Contact Email Address:</b>	<a href="mailto:rob2107@live.com">rob2107@live.com</a>
------------------------------------	--

**Has the organisation received Grant Aid or CIL funding from Llanharan Community Council in the past 3 years?**

**If the answer is yes, please complete the box below:**

Date and type of funding (Grant/CIL)	Amount
2023 Grant	£1,000
2022 Grant	£708
2021 Grant	£800
	£

Please provide a brief description of the main aims and activities of the organisation applying for CIL funding.

The Club exists to promote Sport/Football activities to the people of Brynna and surrounding areas. To help participants in developing their abilities in playing as well as the opportunity to move into coaching qualifications.

It supports the health and well-being of local youngsters who can progress from the Junior sections into the Senior section, currently of 4 Senior teams.



How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?

There are over 90 members and 6 coaches and small committee who organise voluntarily the running of the club.  
95% live in or near the area or have lived here and moved but still participate.

Are you a not for profit organisation? (Note: This is a legal term)

Yes

No

How long has the organisation been established?

Established 1907

### **SECTION B: FOR WHAT PURPOSE ARE YOU APPLYING FOR CIL FUNDING?**

Please provide a brief description of the project you intend to use CIL funding for?

Through years of being played on, the pitch has become very compact and drainage has become a huge problem resulting in matches being postponed. We have had a survey carried out by R.C.T. approved contractors to cure the problem, which involves professional contractors to carry out the work recommended. This should ensure a much better surface for the future.



How will the project tangibly benefit the Community?

To ensure a long term future of the club at both Junior and Senior levels and the well being and health of all the youth of the area , who use the field for pleasure activities as it is not solely for the use of the Football Clubs.

Please provide the dates you intend to start and finish the project.

Start Date: [End of season \(May 2024 approx.\)](#)

Completion Date: [Beginning next season \(August 2024 approx.\)](#)

**SECTION C: How much CIL funding is being applied for?**

What is the total cost of the project for which CIL funding is required?

[As per recommended contractor attached:- £30,500](#)

What is the amount of CIL Funding the organisation would like to apply for?

[Full amount.](#)

What other sources of funding have been approached, or are available for the project?



**Supply the following information dependant on grant applied for.**

- Organisation/Group constitution or rules
- Income and expenditure account/balance sheet
- Last bank statement
- Constitution or rules
- VAT registration
- Is the organisation profit making?
- Latest audited/ratified accounts and balance sheet.
- Provide quotations for items the CIL funding will be used for.

**Section D: Sustainability**

Will the project/activity continue after this funding has ended?

YES

If yes, provide details.

The pitch will always be used after the work has been completed.

**Section E: Payment Details**



If your application is successful, payment will be made using the details below.

**Account Name** (*Use name of the organisation applying as in Section A*)

Bryнна Football Club.

**Account Number**

84057467

**Sort Code**

60-16-48



## SECTION F: Completing the application

Your Signature – This must be the signature of the main contact named in Section A

### Declaration:

- i. I certify that the information contained in this application is correct.
- ii. If the information changes in any way I will inform Llanharan Community Council.

Signed:

Date: 14/02/2024.

A handwritten signature in black ink, appearing to read 'R. Llanharan'.

Second Signature:

Raymond Slade

Position held in organisation: Secretary.

Signed:

Date: 14/02/2024.

A handwritten signature in blue ink, appearing to read 'R. Slade'.

**Completed application forms should be returned to:**

Project Officer

Llanharan Community Council

2 Chapel Rd



Llanharan  
CF72 9QA  
Project@llanharan-cc.gov.wales  
01443 231430

**Checklist:-**

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.
- ✓ You have considered any Equality impact issues in your application.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One.

**Please note any applications received after the deadline date will not be considered.**

**For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430**



## Appendix One

### Llanharan Community Council CIL Feedback

Name:	R. Lewis-Watkin
Organisation:	Brynna FC Seniors
Address:	47 Red Roofs Close, Brynna Road, Pencoed.
Telephone:	07779 492791
Email address:	rob2107@live.com
Website:	
Reason for previous application: (Project/activity name/details)	No previous CIL application.





Amount received:	N/A
Date received:	N/A
I was happy with the application process?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your answer to the above question is no, please give further details to enable us to improve the application process.	N/A
How has the donation made a difference to the Community?	N/A

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box

*Return the completed form to:*

**Llanharan Community Council**



**2 Chapel Road  
Llanharan  
CF72 9QA**

[Project@llanharan-cc.gov.wales](mailto:Project@llanharan-cc.gov.wales)

01443 231430

# CLUB CONSTITUTION.



2024.

## **1. Name**

The club shall be called Brynna Football Club (hereinafter called the 'Club').

## **2. Affiliation**

The club shall be affiliated to the South Wales Football Association.

## **3. Aims and Objectives**

The club shall aim to positively promote Amateur Football to its members and offer coaching and competitive opportunities to all those members who wish to play. To this end it shall operate a 'turn up and play' policy for junior members, to ensure those who wish to play have the opportunity to do so. It will seek to involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all.

## **4. Equality Statement**

The club is fully committed to the principles of the equality of opportunity.

No participant, volunteer, job applicant or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly. The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

## **5. Welfare Statement**

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of the South Wales Football Association.

## **6. Membership**

- 6.1 The club shall consist of the Officers and the members.
- 6.2 In accepting membership, a person agrees to abide by the Constitution of the Club and the decisions of the Club Management Committee.
- 6.3 All members are also required to abide by the appropriate Code of Conduct of the Bridgend and District Football League, or whichever League we may be promoted to.
- 6.4 The Management committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement in paragraph 4.
- 6.5 Members under the age of eighteen shall be considered as junior members.
- 6.6 Junior members shall not have the right to vote at Committee meetings but are entitled to elect one representative who shall have the right to vote.

## **7. Membership Fees**

- 7.1 Membership fees shall be set at the Annual General Meeting. The level of fees shall distinguish between those members who are in full-time employment, members who are unemployed or in full-time education and junior members.
- 7.2 Annual membership fees shall be collected in August of each year and are payable to the Club Treasurer. No member will be eligible to represent the Club if he/she has not paid the agreed membership by the start of the playing season.

## **8. Management Committee**

- 8.1 The Management Committee will act for the members of the club and shall be comprised of the following nominated Officers: Chairperson, Secretary, Treasurer, Team Managers, and any Committee members.
- 8.2 These Officers shall be appointed at the Annual General Meeting and hold their posts for a calendar year but may seek re-election at the following year's AGM.
- 8.3 Any liabilities incurred shall fall upon the membership of the club providing the Management Committee acts in accordance with the Constitution, in honesty and good faith.
- 8.4 The Management Committee shall meet bi-monthly (or when determined by the Chairperson) and the Secretary will convene all meetings.

- 8.5 The quorum necessary for Management meetings shall be 3.
- 8.6 The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM.
- 8.7 Responsibility for all property owned or leased by the club rests with the Management Committee.
- 8.8 The Management Committee is responsible for the recruitment and management of all professional staff employed by the Club.

## **9. Finance**

- 9.1 All monies raised by, or on behalf of the club shall be applied to further the aims and objectives of the club and for no other purpose.
- 9.2 The Club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the club detailing all income received and expenditure made.
- 9.3 The financial year of the club starts on 1<sup>st</sup>. April and ends 31<sup>st</sup>. March.
- 9.4 The funds of the club shall be lodged at a bank or building society in an account in the name of the club. All cheques, drafts, etc. drawn on this account shall be signed by two of the following officers, Chairperson, Secretary or Treasurer.

## **10. Annual General Meeting and other meetings**

- 10.1 The Annual General Meeting (AGM) of the club shall be held in May of each year or within three months of the end of the club's financial year. At this meeting the annual report of the Management Committee and the audited statement of accounts up to the end of the financial year shall be presented.
- 10.2 The Secretary shall give no less than 21 days notice of the date of the AGM to all members.
- 10.3 All elections of Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer's posts not less than fourteen days prior to the AGM. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.
- 10.4 The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.

10.5 The quorum for general meetings shall be 4 members present who are eligible to vote.

10.6 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 3 members. The Management Committee shall have the discretion to call an EGM by decision of a simple majority of its members.

## **11. Voting Procedures for all meetings**

11.1 All members entitled to vote at meetings shall have equal voting rights.

11.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority.

11.3 In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote.

## **12. Discipline and Appeals**

12.1 The Management Committee shall have the authority to take appropriate disciplinary action against any member or employee of the club and the discretion to terminate membership or employment if any person is found guilty of conduct deemed detrimental to the club.

12.2 Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the South Wales Football Association will be informed.

12.3 All individuals have the right of Appeal to any disciplinary decision made by the Management Committee.

12.4 Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14 days of the Disciplinary decision.

12.5 An Appeal Hearing should be convened within 14 days of the request for an Appeal being submitted.

12.6 An Appeal Hearing should be convened by a member of the Management Committee and no more than four additional Club members who are independent of the original Disciplinary Hearing and subsequent decision.

## **13. Dissolution procedures**

13.1 In the event of the club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of Brynna Juniors. No member shall obtain any asset from the club.

13.2 The club may be wound up upon a motion proposed and seconded by club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by 50% of members of the club.

#### **14. Review of the Constitution**

14.1 This Constitution should be reviewed a minimum of once every two years.

14.2 Any amendments to the Constitution can only be agreed at the Club's AGM.

14.3 Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM. All suggested amendments should be signed and seconded. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.

14.4 In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days prior to the AGM.

14.5 Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting.

14.6 Any alteration to the Constitution shall require a two-thirds majority of members voting and present.

14.7 All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.



Tender Review

for

Brynna FC

Prepared by

Dr Andy McLeod MSC, FInstG

05 September 2023

Private & Confidential

## **1. Tender Review for Brynna FC**

Alan Lewis Ltd put the specification out to tender and two of four companies returned tenders, Alan Lewis Ltd has worked with all the companies that sent in a tender return with no major problems. The tender review will be on costs against industrial standards costs.

The three companies completing the return are:

### **South Wales Sports Grounds (SWSG)**

Did not return tender

### **Peter Villiers Sportsground Maintenance**

Did not return tender

### **Julian Mousley & Sons**

Llwyncelyn  
St Clears  
SA33 4AY

### **Folly Contractors**

Unit 14 Polo Grounds  
New Inn  
Pontypool  
Torfaen  
NP4 0TW

## **2. General Points**

- Both contractors have provided information that the surface will be to the standard set out in the specification of August 2023.
- All tenders were complete and provided all required information.
- All tenders are in line with industry costs but there is #variation of some rates between individual contractors.

### **South Wales Sports Grounds**

Did not tender.

### **Peter Villiers Sportsground Maintenance**

Did not tender.

### **Julian Mousley & Sons**

This contractor has returned the highest of the two prices and has provided all required information on material specification. They have higher costs for sand grooving, supplying & applying grass seed and goalmouth repairs.

### **Folly Contractors**

This contractor has returned the lowest price and has provided all required information on material specification. All unit rates are within industry averages and have stated that they can start works within the clubs timeframe.

### 3. Tender Returns – Brynna FC

Item	Description	Quantity	Unit	Folly	Julian Mousley
1	Mobilisation		Item	£ 1,980.00	£ 2,000.00
1.1	Check surfaces	6,534	m <sup>2</sup>		£ -
2.1	Repair Goalmouth		Item	£ 980.00	£ 1,700.00
2.2	Install Sand Grooves	6,534	m <sup>2</sup>	£ 8,500.47	£ 9,250.00
2.3	Apply Medium/course sport sand	150	tonnes	£ 5,961.31	£ 6,500.00
2.4	Aerate	6,534	m <sup>2</sup>	£ 620.00	£ 800.00
2.5	Supply and apply fertiliser	458	kg	£ 932.96	£ 1,200.00
2.6	Supply and apply seed	229	kg	£ 1,599.36	£ 2,000.00
2.7	Brush the area	6,534	m <sup>2</sup>		£ 400.00
4	3 months Maintenance	6,534	m <sup>2</sup>	£ 3,600.00	£ 4,500.00
			Sub-total	£ 24,174.10	£ 28,350.00
			Contingency (5%)	£ 1,208.71	£ 1,417.50
			Sub-total	£ 25,382.81	£ 29,767.50
			VAT (20%)	£ 5,076.56	£ 5,953.50
			<b>Total</b>	<b>£ 30,459.37</b>	<b>£ 35,721.00</b>

#### 4. Recommendation

From these points there are two possible outcomes from the initial review information:

- Appointment of a contractor
- Further investigation of contractor tenders.
- Contractor interviews

#### Action

If further investigation of all, or some, of the contractors, and their tenders, is required then it is recommended that this is carried out using personal interviews with a representative of each contractor. This information can be assessed along with the results from the tender review using a quality/price mechanism. The advantages of this are that it formalizes what can be a very subjective evaluation process.

Both contractors are similar in resources but there is a 15% difference in costs; I would recommend the appointment of **Folly Contractors** as contractor for this project.

**INCOME****2023/2024**

Tote ticket share (50%)	£	1,806.00
Nat West Account	£	949.00
Sponsorships	£	1,075.00

Players subs	£	1,613.05	July
	£	1,753.00	August
	£	1,844.99	Sept
	£	1,918.92	Oct
	£	1,718.31	Nov.
	£	1,778.29	Dec
	£	1,651.79	Jan
	£	1,684.62	Feb
	£	1,507.54	Mar
			May
£	304.32	Jun-23	

Community Council Grant	£	1,000.00
Community Shop Grant	£	125.00
Sport Foundation Grant	£	500.00
Co-op Grant	£	1,060.35

£ 20,484.18

**OUTGOINGS**

Bridgend College 3G	£	4,480.00
F.A.W Fees	£	1,060.00
Laundry	£	1,456.00
Shower cleaning	£	255.00
Refs' fees	£	1,587.50
Equipment Purchases	£	1,622.01
Registration fees	£	1,120.00
Coach Hire	£	500.00
Video Equipment	£	2,252.40
First aid courses x3	£	150.00
Newitts	£	615.95
Key fobs x 4	£	59.72
Raffle Shirts	£	191.00
Bar Bills	£	928.00
Rememberance Wreath	£	25.00
Food (Leyshons)	£	136.80
Gym Hire	£	60.00
Coaches Voice Subscription	£	99.00
Safe guard cert	£	50.00
Coaching Certs.	£	350.00

£ 16,998.38

PROFIT / LOSS

**£3,485.80**

**Account Name**  
BRYNNA FOOTBALL CLUB  
CLUB AND SOCIETY CURRENT ACCOUNT

**Account No** 84057467   **Sort Code** 60-16-48   **Page No** 1 of 2



BRYNNA FOOTBALL CLUB  
BRYNNA HOUSE, BRYNNA ROAD  
BRYNNA  
PONTYCLUN  
CF72 9QF

### Current Account

Summary	
Statement Date	05 DEC 2023
Period Covered	04 NOV 2023 to 05 DEC 2023
Previous Balance	£478.39
Paid In	£1,000.00
Withdrawn	£0.00
New Balance	£1,478.39
BIC	NWBKGB2L
IBAN	GB42NWBK60164884057467

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
04 NOV 2023	BROUGHT FORWARD			478.39
29 NOV	Automated Credit LLAN COM COUNCIL LCC GRANT 2023 FP 29/11/23 1156 RP4659988280770800	1,000.00		1,478.39



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<p><b>Statement Abbreviations</b> N-S TRN FEE = Non Sterling Transaction Fee VRATE = Variable Payment Scheme Exchange Rate OD = Overdrawn</p>	
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Bryнна Football Club  
47 Red Roofs Close  
Bryнна Road  
Bridgend  
Mid Glamorgan  
CF35 6PL

Your Account

**Sort Code** 30-96-26  
**Account Number** 22015660

BRYNNA FOOTBALL CLUB

01 March 2024 to 07 March 2024

<b>Money In</b>	£1,877.87	<b>Balance on 01 March 2024</b>	£5,682.57
<b>Money Out</b>	£1,487.00	<b>Balance on 07 March 2024</b>	£6,057.44

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Mar 24	D CLARIDGE DARREN CLARIDGE	FPI	16.00		5,682.57
01 Mar 24	BASSROCK LAUNDRY S CD 2439	DEB		153.00	5,529.57
04 Mar 24	LEON 400000001309210532 COACHING CERTS 040004	FPO		350.00	5,179.57
04 Mar 24	BRYNNA FOOTBALL CL NATWESTACC	FPI	350.00		5,529.57
04 Mar 24	PAYPAL *FAW CD 2439 03MAR24	DEB		12.00	5,517.57
05 Mar 24	GC C1 BRYNNA SENIOR-477NX 27135558659820000R 162224	FPI	1,507.54		7,025.11
07 Mar 24	PHELPS JA HOOLIO BFC TOTE 6675733454326016SO 404784	FPI	4.33		7,029.44
07 Mar 24	BRIDGEND COLLEGE 200000001302813357 CSI-	FPO		972.00	6,057.44

Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			



NatWest

## Transactions

Account type: Business Current

Account number: 84057467

Sort code: 601648

Account name: BRYNNA FOOTBALL CLUB

### Your transactions

Date: 07 Mar 2024

Showing: 07 Feb 2024 to 06 Mar 2024, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
05 Mar 2024	BAC	ACCOUNTS PAYABLE , COOPFEB86324	£1,060.35		£2,188.74
04 Mar 2024	DPC	Nat West Acc , NATWESTACC , VIA ONLINE - PYMT , FP 03/03/24 10 , 55093144808621000N		£350.00	£1,128.39

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**Document C**  
**in appendix 10 (Audit Committee 16.4.24)**

**From:** [raymond slade](#)  
**To:** [The Clerk / Project Officer](#)  
**Subject:** Re: CIL application, Brynna FC.  
**Date:** 28 September 2023 16:23:20

---

Hi Leigh

Yes as previously stated we will not pursue the CIL claim, had a gutsful of it. If I had known more about the other bank account sooner maybe I would continue, but it's really got to me, and don't want anything more to do with it. I just can't describe how you have made me feel.

With regards to this year's claim, at least I now have a bit of time to get the statements, I will get them to you asap

Cheers

Ray

On Thu, 28 Sept 2023, 16:06 The Clerk / Project Officer, <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)> wrote:

Hi Ray,

I suspect that is the case. I will make some enquires and can clear that up.

That being said let me know if you would like to continue with the CIL grant application or not? (I received notice from Rob earlier that it was being withdrawn). Can you confirm either way please?

I will process your general grant application ready for the meeting in January.

Can you send me 12 months of statements for the bank account mentioned in your application please?

regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)

**Tel: 01443 231430 / 07769 266675**

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

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**From:** raymond slade <[raymond.slade@llanharan-cc.gov.wales](mailto:raymond.slade@llanharan-cc.gov.wales)>  
**Sent:** Thursday, September 28, 2023 3:55 PM  
**To:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>  
**Subject:** Re: CIL application, Brynna FC.

Hi Leigh

Are they confusing us with the juniors, as we are a club for the senior players, we are completely separate club from the juniors.

Cheers

Ray

On Thu, 28 Sept 2023, 09:42 The Clerk / Project Officer, <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)> wrote:

Good morning Ray,

No problem.

The bank account details I provided were for an account into which parent paid player

subs to the club.

However, if you say you have no record or knowledge of such an account then I will pass it on to members as part of the financial diligence.

You have a general grant application in currently (which is due to be considered in January), for that I will come back to you prior to that meeting and request 12 months' worth of statements. (This is standard for all grant applications going forward).

In the meantime of there is anything you need please don't hesitate to give me a call.

regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

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**Tel: 01443 231430 / 07769 266675**

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**From:** raymond slade <[REDACTED]>  
**Sent:** Wednesday, September 27, 2023 5:29 PM  
**To:** The Clerk <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>  
**Subject:** CIL

Hi Leigh

We have decided not to persue this claim, it was around two years ago now.

Re the other bank account, I can honestly say that I don't know what account that relates too, as I said the only other account that I know of was the one we had in Lloyds in pencoed, and that has been closed for years, but I haven't got any details of it.

Cheers Ray

**From:** [The Clerk / Project Officer](#)  
**To:** [raymond slade](#); [The Clerk](#)  
**Subject:** RE: Brynna fc  
**Date:** 04 September 2023 12:32:16

---

Hi Ra,

Yes please.

If its closed the closure date would be great.

Thanks.

**Leigh Smith**  
**Clerk to the Council.**  
**Llanharan Community Council**  
[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)  
[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)  
[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)  
**Tel: 01443 231430 / 07769 266675**

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**From:** raymond slade [REDACTED]  
**Sent:** Saturday, September 2, 2023 9:08 AM  
**To:** The Clerk <clerk@llanharan-cc.gov.wales>  
**Subject:** Brynna fc

Leigh

I deleted your response in error as I was cleaning up email.

That second account 4---, sorry can't remember the number, I think it might have been the account we had with Lloyds in pencoed, the bank by the level crossing and when it closed, we closed the account.

Not sure how long ago it was.

I can make enquiries if you want.

Cheers

Ray

**From:** [The Clerk / Project Officer](#)  
**To:** [raymond slade](#)  
**Subject:** RE: Brynna fc  
**Date:** 04 September 2023 21:47:00

---

Hi Ray,

I will advise Councillors that it might be prudent to defer consideration of the CIL application until such documents are provided.

Let me know as soon as you have them and it can be resubmitted.

Regards

**Leigh Smith**  
**Clerk to the Council.**  
**Llanharan Community Council**  
[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)  
[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)  
[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)  
**Tel: 01443 231430 / 07769 266675**

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---

**From:** raymond slade [REDACTED]  
**Sent:** Friday, September 1, 2023 9:49 PM  
**To:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>  
**Subject:** Re: Brynna fc

Leigh

I am on hols, so I won't be doing anything until I am back

Cheers Ray

On Fri, 1 Sept 2023, 18:21 The Clerk / Project Officer, <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)> wrote:

Hi Ray,

Sorry I missed you call.

You will be able to obtain statements from your bank.



Catch up soon.

Regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

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---

**From:** raymond slade [REDACTED]  
**Sent:** Friday, September 1, 2023 4:03 PM  
**To:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>  
**Subject:** Re: Brynna fc

Hi Leigh

I am up in [REDACTED] the moment, off to S [REDACTED] tomorrow. I haven't got 12 months of bank statements as it is only recently

That statement have been sent to me,I think I have the one before it, but anything before that were being sent to our treasurer when we had a treasurer,but he never handed statements over unless we asked for them. Sorry

See you in just over two weeks

Ray

On Fri, 1 Sept 2023, 14:34 The Clerk / Project Officer, <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)> wrote:

Hi Ray,

Could you please provide 12 months of bank statements for account

[REDACTED] 7467

[REDACTED]

Please.

Also I have been asked to enquire about this bank account to which subscriptions were previously being paid:

██████████ 4220

██████████

Could you please advise what this account is and provide 12 months of most recent bank statements please?

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

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---

**From:** raymond slade ██████████ >

**Sent:** Thursday, August 24, 2023 9:27 AM

**To:** The Clerk <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Subject:** Brynna fc

Hi Leigh

Is it possible you could do a copy of our balance sheet I sent you please, as I forgot.

Thanks

Ray

**From:** [raymond slade](#)  
**To:** [The Clerk](#)  
**Subject:** Brynna fc  
**Date:** 08 August 2023 17:01:29

---

Leigh  
Yes it's the only account we have.  
Cheers  
Ray

**From:** [The Clerk / Project Officer](#)  
**To:** [raymond.slade](#)  
**Subject:** RE: Brynna fc  
**Date:** 08 August 2023 10:28:00

---

Morning Ray,

Thanks for that.

Regarding the bank statement provided, have you included statements for all accounts?

Regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

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---

**From:** raymond.slade [REDACTED]  
**Sent:** Monday, August 7, 2023 5:21 PM  
**To:** The Clerk <clerk@llanharan-cc.gov.wales>  
**Subject:** Brynna fc

Hi Leigh

We have arranged a friendly for the 15th August, and our seconds and thirds are both home on the 19th.

Do you want me to let you know all our home games.

I have also submitted the CIL form, but didn't know what to do about the dates when work was done, as it was last year, so have left them blank.

Cheers.

Ray

## Document D in appendix 10 (Audit Committee 16.4.24)

**From:** [The Clerk / Project Officer](#)  
**To:** [REDACTED]  
**Cc:** [Office](#)  
**Bcc:** [REDACTED]  
**Subject:** Llanharan Community Council - Brynna FC Grant award October 2023. Query.  
**Date:** 11 April 2024 13:33:00  
**Attachments:** [App 9 - Brynna FE \(Seniors\) general grant application Oct 23.pdf](#)  
[App 8 - CIL Application Brynna FC \(Seniors\) Pitch Drainage.V2.pdf](#)  
[Email Correspondence Brynna FC RE- bank account Aug-Sept 23.pdf](#)

---

Afternoon Rob,

I write to you in your capacity as treasurer of Brynna Football club.

As you may know the club were granted £1,000 in October 2023 as a general grant, “towards the general running costs of the club. ie New kit, balls, first aid etc...” I attach the application and supporting documents provided for the application.

It has been brought to my attention that the application included a bank statement for a Natwest bank account number ending in 7467 and that this was the only account that was declared.

However, during a recent CIL application from the club presented to the CIL Committee on 12<sup>th</sup> March 2024 (also attached), that Natwest account along with a second account was declared, the second account being a Lloyds account number ending in 5660 showing a balance of £6,057.44 at 7<sup>th</sup> March 2024.

The application form for grants makes it clear that bank statements must be provided for all bank accounts held.

Furthermore I specifically enquired with the previous treasurer about the existence of a second bank account shortly before the aforementioned CIL application was withdrawn. I attach a copy of the email exchanges. The club stated there was no second account. (I recognise that this might be a new account opened since that date).

This matter will now be considered by the Audit committee during its meeting on Tuesday April 16<sup>th</sup> where a range of options will be open to it. The matter will be considered with the press and public excluded.

It is possible that you may not be able to provide all the requested documentation by that date, if that is the case then the matter may be deferred to a future meeting to allow you to do so. (I will advise on the decision of the committee in due course).

In preparation for that meeting could I please request the following:

- Was the Lloyds bank account (account number ending in 5560) open at the time of the general grant application – ie at 31<sup>st</sup> August 2023.

If so.....

- please could you provide a copy of the statement showing the account balance on that date (31<sup>st</sup> August 2023).
- Please could you provide a narrative to explain why the grant was still required if there are significant funds in the account (in excess of £1,000). – ie What the balance is for and why a grant was still required.
- please could you provide a narrative to explain why the account and its balance was not declared at the time of the application, despite specific enquires made about its existence.
- If not..... and the account was opened after that date could you please provide documentation to show the opening of the account at a subsequent date.

The responses will be presented to the Audit Committee for consideration along with copies of this correspondence.

As mentioned above if you are unable to provide information by 9am Monday 15<sup>th</sup> April 2024, please let me know and I will present the Committee with a brief overview and the matter can be considered in full at a later date.

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

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**Document E**  
**in Appendix 10. Audit Committee 16.4.24**

CIL Committee

12/04/2024.

Llanharan Community Council.

Please find attached documentation as requested.

The Lloyds account was originally intended for Tote prize money only. The Nat West account was used as a “working” account.

The difficulty arose because the Nat West account was NOT an on\_line account which made it difficult to use.

Consequently, the Lloyds account became more usable.

At the time in question the total of both accounts represented the prize money plus some extra, which was what we ere using to run with.

As you can see, by coincidence, a month later the Tote was won (£6,180.00) which pretty much emptied the accounts, as was always the intention.

Since then, we have now switched to an on\_line account with Nat West.

Going forward, my intention is to use the Nat West account for the prize money and the Lloyds account as the “working” account, but I can’t do this until the next AGM in May, so it is what it is for the moment.

The Lloyds account was not declared because I mistakenly thought that because the money did not belong to the Club, per say, that it did not need to be declared.

I understand the tightening up of Grant procedures now in place and will in future declare both accounts with explanatory information.

There was no intention to hide or deceive the Council and apologise for any misunderstanding on my behalf.

At the time of writing the current prize money is £2,350 which could come from the present account(s) at any time.

Yours sincerely,



Cllr. R. Lewis-Watkin JP.

(Chair/Treasurer Brynna FC).

# Brynna Football Club



## Receipt.

From : Brynna Football Club.

To: Lyndon Tinklin

Date	Description	Amount	Qty.	Total
23/09/23	Tote Jackpot Winning numbers:- 8,15,17,22. Bank Transfer.			£6,180.00

Signed:

A handwritten signature in black ink, appearing to read 'Lyndon Tinklin', is written over a light blue rectangular background.

Received with Thanks.



Brynna Football Club Statement

Printed: 12 April 2024

**Brynna Football Club** Sort code 30-96-26 Account number 22015660  
 47 Red Roofs Close BIC: LOYDGB21446 IBAN: GB94 LOYD 3096 2622 0156 60  
 Brynna Road  
 Bridgend  
 Mid Glamorgan  
 CF35 6PL

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
31 Aug 23	GC C1 BRYNNA SENIOR-J5GGT 27124610732812000R 162224 10 31AUG23 12:46	FPI	9.72		4128.59
30 Aug 23	PAYPAL *FAW CD 2439	DEB		520.00	4118.87
30 Aug 23	BASSROCK LAUNDRY S CD 2439	DEB		255.00	4638.87
30 Aug 23	PAYPAL *FAW CD 2439	DEB		60.00	4893.87
30 Aug 23	PAYPAL *FAW CD 2439	DEB		20.00	4953.87
30 Aug 23	PAYPAL *FAW CD 2439	DEB		10.00	4973.87
30 Aug 23	ROBERT WILLIAMS 100000001190007984 REF FEE 404431 10 30AUG23 15:02	FPO		20.00	4983.87
29 Aug 23	STEPHEN HARDING 200000001188887415 REF FEE 090127 10 29AUG23 14:17	FPO		35.00	5003.87
29 Aug 23	TRACEY JONES 300000001195390349 BRYNNA FC TOTE FPO 309672 10 28AUG23 11:33	FPO		15.00	5038.87
29 Aug 23	LEON 400000001196115058 REF FEE 040004 10 26AUG23 FPO 12:59	FPO		15.00	5053.87
25 Aug 23	R LEWIS-WATKIN TOTE 400000001195726648 309118 10 25AUG23 17:14	FPI	40.00		5068.87
25 Aug 23	D CLARIDGE DARREN CLARIDGE 500000001190646531 776203 10 25AUG23 11:43	FPI	16.00		5028.87
24 Aug 23	ROBERT WILLIAMS 200000001186062894 REF FEE 404431 10 24AUG23 16:49	FPO		30.00	5012.87
24 Aug 23	GC C1 BRYNNA SENIOR-XNK33 32123409254665000R 162224 10 24AUG23 12:34	FPI	9.72		5042.87
23 Aug 23	PAYPAL *FAW CD 2439	DEB		50.00	5033.15
22 Aug 23	P.O. 2 SOUTHALL ST	DEP	250.00		5083.15
21 Aug 23	P. BULLOCK 300000001191567884 KIT 309638 10 21AUG23 10:50	FPO		45.00	4833.15
21 Aug 23	PAYPAL *FAW CD 2439 20AUG23	DEB		34.00	4878.15

**Account Name**  
BRYNNA FOOTBALL CLUB  
CLUB AND SOCIETY CURRENT ACCOUNT

**Account No** 84057467 **Sort Code** 60-16-48 **Page No** 1 of 2



BRYNNA FOOTBALL CLUB  
BRYNNA HOUSE, BRYNNA ROAD  
BRYNNA  
PONTYCLUN  
CF72 9QF

### Current Account

Summary	
Statement Date	05 SEP 2023
Period Covered	05 AUG 2023 to 05 SEP 2023
Previous Balance	£498.39
Paid In	£0.00
Withdrawn	£20.00
New Balance	£478.39
BIC	NWBKGB2L
IBAN	GB42NWBK60164884057467

## Welcome to your new look NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at [www.natwest.com](http://www.natwest.com)  
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
05 AUG 2023	BROUGHT FORWARD			498.39
05 SEP	Cheque 000268		20.00	478.39



<p><b>Take control of your finances</b> Stay on top of your finances with our digital banking services. To apply, visit <a href="http://www.natwest.com/mobile">www.natwest.com/mobile</a> or to register for <b>Online Banking</b>, visit <a href="http://www.natwest.com/online">www.natwest.com/online</a> App is available to personal and business customers aged 11+ using compatible iOS and Android devices and a UK or international mobile in specific countries</p>	<p><b>Switching to paperless statements</b> By switching to paperless statements if applicable, you could cut down on the clutter and reduce paper waste. For more information, visit <a href="http://www.natwest.com/paperless">www.natwest.com/paperless</a> You can change your paperless preferences in <b>Online Banking</b>, by selecting the <b>Paperless Settings</b> option</p>
<p><b>Need help with your finances</b> Whether you want to set up a savings goal to fund your dreams or make a financial plan for the future, we're here to help with our free financial health check. To find out more visit: <a href="http://www.natwest.com/financial-health-check.html">www.natwest.com/financial-health-check.html</a></p>	
<p><b>Statement Abbreviations</b> N-S TRN FEE = Non Sterling Transaction Fee VRATE = Variable Payment Scheme Exchange Rate OD = Overdrawn</p>	
<p><b>How to contact us</b> Message Us via the mobile app Ask Cora, our digital assistant at: <a href="http://www.natwest.com">www.natwest.com</a> 24hr Lost/Stolen Cards: <b>0370 600 0459</b> 24hr Fraud Helpline: <b>0345 742 4365 (outside uk- 0044 289 8033)</b></p> <p><b>If you're a Business Customer:</b> 24/7 Business banking support - 0345 711 4477 (Outside the UK +44 870 511 4477) Find useful contact information visit on our 'contact us' page: <a href="https://www.natwest.com/business/support/contact-numbers.html">https://www.natwest.com/business/support/contact-numbers.html</a> Reporting online banking transactions, payments or scams - 0345 711 4477 (Outside the UK - +44 345 711 4477)</p> <p><b>Or, if you're a Commercial, Corporate &amp; Institutional customer:</b> Please contact your local sector service team or your relationship manager. To use Relay UK, add 18001 in front of the numbers above. Branch Address: <b>Bridgend(C) Branch, 28 Adare Street, Bridgend, CF31 1EN.</b></p>	
<p><b>Important information about compensation arrangements</b> Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). Your eligible deposits with Natwest are protected by the Financial Services Compensation Scheme. This means that all deposits with one or more of National Westminster Bank Plc, NatWest Premier, Ulster Bank and Mettle are covered under the same FSCS limit. An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the website: <a href="http://www.FSCS.org.uk">www.FSCS.org.uk</a></p>	
<p><b>Dispute Resolution</b> If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman. If you need to contact us about a complaint, you can:</p> <ul style="list-style-type: none"><li>• Message Us via the mobile app</li><li>• Visit <a href="http://www.natwest.com/complaints">www.natwest.com/complaints</a></li><li>• Telephone 03457 888 444 (to use Relay UK add <b>18001</b> in front of the number)</li></ul>	
<p style="text-align: center;"><b>For a Braille, large print or audio versions of your statement call 03457 888 444 or contact your local branch (to use Relay UK add 18001 in front of the number).</b></p>	

# Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2024

## Accounting statements 2023-24 for:

Name of body: Llanharan Community Council

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	328921	740106	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	243094	261900	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	477805	351110	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	87362	118260	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	222352	446896	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	740106	787959	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	11094	5392	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	733495	786738	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	4484	4171	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	740106	787959	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	480956	504354	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

	Agreed?		'YES' means that the Council:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>• effective financial management during the year; and</li> <li>• the preparation and approval of the accounting statements.</li> </ul>	Y		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	Y		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	Y		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	Y		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Y		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	Y		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.	Y		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	Y		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
			N/A		

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

## Additional disclosure notes\*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

### 1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £8173.43 under section 137. These payments are included within 'Other payments' in the Accounting Statement.


2.

3.

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.</p>	<p><b>Approval by the Council</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:</p>
<p>RFO signature:</p> 	<p>Minute ref:</p> <p>Chair signature:</p>
<p>Name: Lisa Phillips</p>	<p>Name:</p>
<p>Date: 11.06.24</p>	<p>Date:</p>

## Annual internal audit report to:

Name of body: Llanharan Community Council

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	√				Please refer to the Internal Audit report dated the 19 <sup>th</sup> April 2024.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	√				Please refer to the Internal Audit report dated the 19 <sup>th</sup> April 2024.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	√				Please refer to the Internal Audit report dated the 19 <sup>th</sup> April 2024.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	√				Please refer to the Internal Audit report dated the 19 <sup>th</sup> April 2024.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	√				Please refer to the Internal Audit report dated the 19 <sup>th</sup> April 2024.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			√		Please refer to the Internal Audit report dated the 19 <sup>th</sup> April 2024.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	√				Please refer to the Internal Audit report dated the 19 <sup>th</sup> April 2024.
8. Asset and investment registers were complete, accurate, and properly maintained.	√				Please refer to the Internal Audit report dated the 19 <sup>th</sup> April 2024.

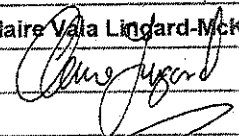
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				Please refer to the Internal Audit report dated the 19 <sup>th</sup> April 2024.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				Please refer to the Internal Audit report dated the 19 <sup>th</sup> April 2024.
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		Please refer to the Internal Audit report dated the 19 <sup>th</sup> April 2024.

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.			✓		No additional risks identified.
13.			✓		No additional risks identified.
14.			✓		No additional risks identified.

My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 19<sup>th</sup> April 2024.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	Claire Vala Lingard-McKay
Signature of person who carried out the internal audit:	
Date:	19 <sup>th</sup> April 2024



## Appendix 14

### **Forthcoming election for the Brynna Ward and to consider costs and whether polling cards will be required for this and any other elections called in this municipal year.**

- RCTCBC have received the requisite letter from 10 qualifying electors to request that an election is held for the vacant Community Council seat for the Brynna ward.
- A provisional election date has been set for 8<sup>th</sup> August 2024.
- It is planned that the Notice of election will be published on 4<sup>th</sup> July 2024 and if so RCTCBC will be open to receiving Candidate nominations from Monday 8<sup>th</sup> July until the deadline of 4pm on 12<sup>th</sup> July.
- If the election is contested the polling station will be Brynna Community Centre.
- If the election is uncontested (i.e. there is only one candidate) then that person would be elected unopposed without a poll being required.
- In the event that an election is also called for the vacant Llanilid ward then it is planned that both elections would run concurrently.

### **Costs**

The cost for a single election is estimated at approximately £2,000-£3000 per election. This cost to be recharged by RCTCBC. A virement will be required from general reserves.

If the community Council opts to issue polling cards to residents a further estimated £1,000 - £1,300 can be expected (depending on whether a canvasser can deliver the cards or whether they are delivered by royal mail post).

## **Consideration**

Members are required to consider whether polling cards will be required for the Brynna election?

Members are required to consider whether polling cards would be required for any subsequent election should one be called?

## **Appendix 15**

### **To consider accepting nominations and to elect a member to the ORA Committee to replace a member who has resigned**

#### **Current membership**

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

**Membership:** Cllrs Mark Steer, Neil Feist, Helen Donnan, Will Thomas, VACANT plus co-opted member of the public Olie Wicks.

**Chair:** Mark Steer

**Deputy Chair:** Neil Feist

## Appendix 16

### **To consider accepting nominations and to elect a member to the the Hamlet/Ward Gateway Working Group to replace a member who has resigned**

#### **Current membership**

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

**Membership:** Will Thomas, Neil Feist and **VACANT**

**Chair:** Will Thomas.

**Terms of reference:** Reporting to the ORA Committee. To investigate options for the style, placement, wording and other factors regarding potential purchase and placement of Hamlet/Ward gateway signage.

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

Fy Nghyf/My Ref:  
**24/0511/10**

EichCyf/Your Ref:

Dyddiad/Date: 13/06/2024

Gofynnwch am/Please ask for: Matthew Farley  
01443 281130

**DATBLYGIAD** Construction of B8 storage building (Unit A7)  
**ARFAETHEDIG/PROPOSAL:** (Retrospective)  
**LLEOLIAD/LOCATION :** DRAGON INTERNATIONAL STUDIOS, NEW  
ROAD, LLANHARAN  
**CYF GRID/GRID REF:** 297901, 182143

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

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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

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

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

Please view plans etc for the above application online at [www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning)

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

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

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



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

Fy Nghyf/My Ref:  
**24/0513/10**

EichCyf/Your Ref:

Dyddiad/Date: 17/06/2024

Gofynnwch am/Please ask for: Matthew Farley  
01443 281130

**DATBLYGIAD** Construction of B8 storage building (Unit A6)  
**ARFAETHEDIG/PROPOSAL:** (Retrospective)  
**LLEOLIAD/LOCATION :** DRAGON INTERNATIONAL STUDIOS, NEW  
ROAD, LLANHARAN  
**CYF GRID/GRID REF:** 297901, 182143

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

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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

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

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

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

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**





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

Fy Nghyf/My Ref:  
**24/0524/10**

EichCyf/Your Ref:

Dyddiad/Date: 17/06/2024

Gofynnwch am/Please ask for: Matthew Farley  
01443 281130

**DATBLYGIAD** Construction of W.C. building (Unit A8)  
**ARFAETHEDIG/PROPOSAL:** (Retrospective)  
**LLEOLIAD/LOCATION :** DRAGON INTERNATIONAL STUDIOS, NEW  
ROAD, LLANHARAN  
**CYF GRID/GRID REF:** 297901, 182143

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

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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

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

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

Please view plans etc for the above application online at [www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning)

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

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

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



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

Fy Nghyf/My Ref:  
**24/0525/10**

EichCyf/Your Ref:

Dyddiad/Date: 17/06/2024

Gofynnwch am/Please ask for: Matthew Farley  
01443 281130

**DATBLYGIAD** Construction of B2 workshop building (Unit A11)  
**ARFAETHEDIG/PROPOSAL:** (Retrospective)  
**LLEOLIAD/LOCATION :** DRAGON INTERNATIONAL STUDIOS, NEW  
ROAD, LLANHARAN  
**CYF GRID/GRID REF:** 297901, 182143

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

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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

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

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

Please view plans etc for the above application online at [www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning)

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

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

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



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

Fy Nghyf/My Ref:  
**24/0526/10**

EichCyf/Your Ref:

Dyddiad/Date: 17/06/2024

Gofynnwch am/Please ask for: Matthew Farley  
01443 281130

**DATBLYGIAD** Construction of B1 office building (Unit H6)  
**ARFAETHEDIG/PROPOSAL:** (Retrospective)  
**LLEOLIAD/LOCATION :** DRAGON INTERNATIONAL STUDIOS, NEW  
ROAD, LLANHARAN  
**CYF GRID/GRID REF:** 297901, 182143

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

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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

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

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

Please view plans etc for the above application online at [www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning)

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

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

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



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

Fy Nghyf/My Ref:  
**24/0527/10**

EichCyf/Your Ref:

Dyddiad/Date: 17/06/2024

Gofynnwch am/Please ask for: Matthew Farley  
01443 281130

**DATBLYGIAD** Construction of B1 office building (Unit H9)  
**ARFAETHEDIG/PROPOSAL:** (Retrospective)  
**LLEOLIAD/LOCATION :** DRAGON INTERNATIONAL STUDIOS, NEW  
ROAD, LLANHARAN  
**CYF GRID/GRID REF:** 297901, 182143

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

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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

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

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

Please view plans etc for the above  
application online at  
[www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning)

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

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

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**





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

Fy Nghyf/My Ref:  
**24/0426/10**

EichCyf/Your Ref:

Dyddiad/Date: 13/06/2024

Gofynnwch am/Please ask for: Amy Marshall  
01443 281130

**DATBLYGIAD** Convert garage to a study  
**ARFAETHEDIG/PROPOSAL:**  
**LLEOLIAD/LOCATION :** 43 HEOL Y GYLFINIR, LLANILID, PONTYCLUN  
**CYF GRID/GRID REF:** 299213.1, 181965.13

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

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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

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

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

Please view plans etc for the above  
application online at  
[www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning)

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

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

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



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

Fy Nghyf/My Ref:  
**24/0472/10**

EichCyf/Your Ref:

Dyddiad/Date: 06/06/2024

Gofynnwch am/Please ask for: Huw Boaler  
01443 281130

**DATBLYGIAD** 2 pitched dormers to front elevation, open oak frame  
**ARFAETHEDIG/PROPOSAL:** porch to front main entrance  
**LLEOLIAD/LOCATION :** GLENWOOD, NEW ROAD, LLANHARAN,  
BRIDGEND, CF35 5LD  
**CYF GRID/GRID REF:** 297706, 182340

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

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

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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

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

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

Please view plans etc for the above  
application online at  
[www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning)

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

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if I do not hear from you within 21 days of the  
date of this letter.

Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



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

Fy Nghyf/My Ref:  
**24/0455/10**

EichCyf/Your Ref:

Dyddiad/Date: 06/06/2024

Gofynnwch am/Please ask for: Huw Boaler  
01443 281130

**DATBLYGIAD** Single storey rear extension and raised patio  
**ARFAETHEDIG/PROPOSAL:**  
**LLEOLIAD/LOCATION :** 45 HAWTHORN PARK, BRYNNA, PONTYCLUN,  
CF72 9QZ  
**CYF GRID/GRID REF:** 298819, 183148

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

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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

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

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

Please view plans etc for the above application online at [www.rctcbc.gov.uk/planning](http://www.rctcbc.gov.uk/planning)

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

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Yr eiddoch yn gywir / Yours faithfully,



**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**



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

Fy Nghyf/My Ref:  
**24/0529/10**

EichCyf/Your Ref:

Dyddiad/Date: 04/06/2024

Gofynnwch am/Please ask for: Giles Howard  
01443 281130

**DATBLYGIAD** Extension to hotel to provide additional bedrooms,  
**ARFAETHEDIG/PROPOSAL:** together with alterations to the car park and all  
associated works.  
**LLEOLIAD/LOCATION :** PREMIER INN BRIDGEND, ROAD TO PANT  
RUTHIN FAWR FARM, LLANHARAN, BRIDGEND,  
CF35 5HY  
**CYF GRID/GRID REF:** 296396, 180489

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

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

**Annwyl Sir/Madam**

**Dear Sir/Madam**

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

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

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

Please view plans etc for the above  
application online at  
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**Jim Bailey**

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