



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 17th April 2025

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

Members Present:

Councillors; David Evans (Chair), Rhys Jenkins, Neil Feist, Robert Smith, Rhys A. Jenkins, Andrea James, Claire Morgan, Will Thomas, Mark Steer, Janine Turner.

Apologies; Cllrs Geraint Hopkins, Chris Parker.

Absent; None.

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips.

1 members of the public.

2025/78 Welcome and Apologies

a) RESOLVED

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

b) RESOLVED

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



2025/79 Disclosures of Personal and/or Prejudicial Interests

Cllr Neil Feist declared a general personal interest holding a joint allotment tenancy and being a member of cycling UK.

Cllr Andrea James declared a personal interest in agenda item 12 (minute ref 2025/089) being a volunteer at the pantry.

Cllr Janine Turner declared a personal interest in agenda item 12 (minute ref 2025/089) being a volunteer at the pantry.

2025/80 Public Speaking

None.

2025/81 Minutes of Ordinary Meeting of the Council held on 20th March 2025

RESOLVED

To approve the minutes of the ordinary council meeting held on 20th March 2025 as a true and accurate record.

2025/82 Community Council Action Plan

Noted.

2025/83 Correspondence

Noted.

2025/84 General Grant Application – Wildlife Trust of South and West Wales

RESOLVED

To grant The Wildlife Trust of South and West Wales the sum of £10,000 in relation to Brynna Woods for the provision of guided walks, tools training and equipment, surveying and monitoring, infrastructure installation and maintenance and a new interpretation board.

2025/85 2nd Casual Vacancy – Brynna Ward

Noted.



2025/86 Community Crime Reports

Not received.

2025/87 Council Expenditure for March 2025

RESOLVED

To approve expenditure for March 2025 as shown in payment schedule 'Appendix 7' presented to the meeting.

2025/88 Year-To-Date Spend vs Budget

Noted.

2025/89 Pantry Finances Report

Noted.

2025/90 Bryncae Community Centre Finance Report

Noted.

2025/91 CEC Committee 25th March 2025

CEC2025/020 Issuing a 3 year contract for the erection of the Council's summer baskets beginning in Summer 2025.

a) RESOLVED

To seek quotations for a 3 year contract using the specification provided in Appendix 3 at this meeting to the CEC Committee, with no formal tender process being required.

b) RESOLVED

That the CEC Committee be delegated authority to select a vendor at a subsequent meeting.

c) RESOLVED

That given the timescales, financial regulation 11e)ii)1 be suspended in the event of less than 3 quotations being received on the grounds that the Clerk has attempted to obtain 3 quotes but less than that number have been received. Predicated on the assumption that the Clerk will archive evidence of such for the purposes of any future audit.



d) RESOLVED

CEC2025/021 Issuing a tender for a 3 year contract for the erection of the council's festive display 2025-2027.

To issue a formal open tender for the erection of the council's festive display 2025-2027 under the terms of the Procurement Act 2024 on the terms presented in Appendix 4 to this meeting to the CEC Committee (subject to any alterations required under the discretion of the Clerk). For the Clerk to also approach companies who have already registered an interest as part of the pre-tender exercise, who have carried out works for the council previously and any other appropriate companies. For the tender to run for a period of 6 weeks from issue.

e) RESOLVED

CEC2025/022 Process to select the preferred Christmas lights and motifs to be included in a 3 year hire agreement for 2025-2027 prior to any tender being issued. The current hire contract having now come to an end.

To form a working group known as the Festive Display Working Group, terms of reference, "to consider the specification and other arrangements for the Christmas lights and festive display for 2025 and beyond". Membership to comprise Cllrs Chris Parker (As Chair), Neil Feist, Janine Turner and Rhys A Jenkins.

2025/92 ORA Committee 1st April 2025

Noted.

2025/93 CIL Committee 8th April 2025

a) RESOLVED

CIL2025/028 CIL application, Brynna Community Centre for improvements to the dugouts on the top football pitch at Brynna fields.

To approve the application from Brynna Community Centre for £1,500 for the improvement of dugouts and to allocate CIL funds accordingly. Project to be added to the CIL123 and Active Project lists. Monies to be paid out upon the receipt of invoices and/or other paperwork that can be reconciled to the bank account showing proof of payments made to the satisfaction of the Clerk.



b) RESOLVED

CIL2025/029 CIL application, Brynna Community Centre for drainage improvement works to the bottom football pitch at Brynna fields.

To approve the application from Brynna Community Centre for £26,187.97 for the carrying out of works to improve the drainage on the bottom football pitch on Brynna recreation ground and to allocate CIL funds accordingly. Project to be added to the CIL123 and Active Project lists.

c) RESOLVED

CIL2025/030 Incorporation of project LCC24/09 into LCC25/01

To incorporate project LCC24/09 into LCC25/01, updating the description and value of LCC25/01 accordingly to reflect monies spent.

2025/94 Audit Committee 15th April 2025

a) RESOLVED

A2025/016 Bank reconciliations and list of payments for Quarter 4 2024/25

To approve bank reconciliations and list of payments for Quarter 4 2024/25 as listed in 'Appendix 2' presented to the meeting.

b) RESOLVED

A2025/020 Account transfers for FY 2024/25

To approve transfers between accounts for financial year 2024/25 as listed in 'Appendix 5' presented to the meeting.

c) RESOLVED

A2025/021 Virements from general reserves FY 2024/25

To approve virements from general reserves for FY 2024/25 as listed in 'Appendix 6' presented to the meeting.

d) RESOLVED

A025/022 Journals for FY 2024/25

To approve journals actioned within accounting software for FY 2024/25 as listed in 'Appendix 7' presented to the meeting.



e) RESOLVED

A025/024 Internal Interim Audit FY 2024/25. To note the following recommendations (note that i), ii) and iii) follow on from the full end of year audit for 2023/24)

- i) To propose and approve social media & GDPR policies.
- ii) To add 'wet' signature to all payment schedule and payment documents.
- iii) To update Fixed Asset register.
- iv) To confirm the total value of precept for FY 2025/26 as £300,409.26 and for this to be noted in future minutes when deciding the precept.

f) NOTED

A025/025 Audit Wales Certified Annual Return for FY 2023/24

To note the unqualified audit opinion received for FY2023/24 as per Auditor General report.

g) RESOLVED

- i) To seek further clarification from the auditor regarding the Clerk's salary as no material difference observed following subsequent checks.
- ii) To note and confirm the total precept value raised for financial year 2025/26 as £300,409.26 based on a Community Council tax band D rate of £83.92 and a tax base rate of £3579.71

h) NOTED

A025/026 Triennial full audit return FY 2023/24

The Clerk requested that the minutes record their recognition of the exceptional effort and volume of work from the RFO with regards to the submission of the 2023/24 triennial full audit return resulting in an unqualified audit.

i) RESOLVED

A025/027 Addition of £6250 to the Multi-Cultural Carnival budget line to provide a Community Summer Event

To approve a virement from general reserves for an additional £6250 to be added to the Multi-Cultural Carnival budget line to provide a Community Summer Event.



2025/95 HR Committee 17th April 2025

a) *NOTED*

HR2025/005 Appointment of Assistant Clerk

To appoint Rebecca Jenkins as Assistant Clerk on the following terms:

Employment to commence 1st May 2025.

Hours of work: 24 hours per week. (To be arranged with the Clerk).

Pay: SCP 16 rising to SCP 24 upon satisfactory completion and signoff of the documented training and achievement plan.

All other terms of contract as per NALC standard contract.

b) *RESOLVED*

HR2025/006 One Voice Wales 5 yearly-assessment of the Council in line with the NALC LC scale.

To engage One Voice Wales to carry out an independent, non-binding grading assessment of the Council and the Clerk for a cost of £220.

2025/96 Fireworks Display Quotations

RESOLVED

To appoint Pendragon Fireworks as the display provider for the 2025 Fireworks display and to authorise the Officers to pay a deposit of £500 now to secure them for 5th November 2025 for a total cost of £4750 for a display.

2025/97 VE Day 80th Anniversary Event Working Group

Update noted

2025/98 Digital Working Group

No update.

2025/99 Section 185 Sewer Diversion Work

RESOLVED

To accept an increase in costs from Redwood Environmental Services Ltd for the Section 185 Sewer diversion work relating to Project LCC19/07

Garage/Memorial Garden from £22,169.75 to £29,136.73 and to increase the CIL allocation for the project from £140,695 to £147,662 to take account of these increased costs. The increased cost still being cheaper than the next cheapest tender received in July 2023.



2025/100 Member's Reports

Cllr Mark Steer

I recently looked at problem trees around the Meadow Rise play area with the RCT inspector. I took the opportunity to have a general conversation about trees overhanging into residents gardens and he confirmed that RCT would not usually act. I reiterated this to local residents. There will be minor changes to the 404 Bus service after easter. I have spoken to some residents and will be printing off some new timetables to hand out.

Cllr Robert Smith

All of the Annual survey sheets have now been collected in and will be processed shortly.

2025/101 Feedback from External Group Meetings

a) RCT Town & Community Council Liaison Committee (Cllr David Evans and Rhys Jenkins)

No report received.

b) One Voice Wales, RCT/Merthyr/Caerphilly area Committee (Cllr Robert Smith)

Attended the OVW Larger Council's meeting and the Area Committee meetings on 16th April.

Keynote speaker was Owen Struthers, National Consenting for Wales, who consider large projects in Wales such as electricity generation projects etc... There was talk about the potential impacts of the withdrawal of support for Windows 10 and the implications.

There is a OVW enquiry into councilor conduct and the impact on council clerks and a paper will be produced in due course. A number of recommendations are being considered. There were also concerns over the length of time the Public Service Ombudsman for Wales takes to process complaints. Should members wish to explore the topic further there is an SLCC webinar on 14th May.

The review of the RCTCBC/Town and Community Council charter was discussed.

A complaint was made regarding the charging schedule from Audit Wales whereby backlogged audits are being charged at the current year rate. And also where points of concerns are raised at audit and a charge levied, and when issues are subsequently found to be without merit the charge still needs to be paid.



c) Dolau Primary School appointed governor (Cllr Neil Feist)
Next meeting is on 1st May 2025.

d) Llanharan Primary School appointed governor: (Cllr Geraint Hopkins)
No report received.

e) Brynnau Primary School appointed governor (Cllr Rhys Jenkins)
No report received.

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

Volunteers have been cleaning and oiling the sculptures and continuing to check trees alongside the paths.

Recently there was evidence found of a large fire and old sofa's and chairs left which have now been removed.

There have been reports of electric motorcycles speeding through the woods which is becoming a safety issue.

Tree and wildlife surveys have continued recently, including that of the violet oil beetle.

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

No report received.

2025/102 Planning Matters

Noted without comment.

2025/103 Urgent Information & Future Agenda Items

None

There being no further business, the meeting closed at 8:10pm.

The next scheduled meeting of Full Council will be held on 15th May 2025.

Councillor David Evans
Chair of Llanharan Community Council



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 20th March 2025

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

Members Present:

Councillors; Rhys Jenkins (Chair), Chris Parker, Neil Feist, Robert Smith, Rhys A. Jenkins, Andrea James, Claire Morgan, Will Thomas, Mark Steer, Janine Turner.

Apologies:

None.

Absent:

Cllrs Geraint Hopkins JP, David Evans.

Clerk to the Council:

Leigh Smith

RFO/Deputy Clerk:

Lisa Phillips.

2 members of the public present

Cllr Rhys Jenkins chaired the meeting in his capacity as the Deputy Chair of the Council.

2025/054 Welcome and Apologies

The Chair welcomed all to the meeting.



2025/055 Disclosures of Personal and/or Prejudicial Interests

Cllr Andrea James declared a personal interest with regards to agenda item 13 (Minute ref 2025/066) being a volunteer at 'the Pantry'.

Cllr Chris Parker declared a personal interest with regards to agenda item 13 (Minute ref 2025/066) being a volunteer at 'the Pantry'.

Cllr Janine Turner declared a personal interest with regards to agenda item 13 (Minute ref 2025/066) being a volunteer at 'the Pantry'.

Cllr Neil Feist declared a personal interest with regards to agenda item 13 (Minute ref 2025/066) being a volunteer at 'the Pantry'.

2025/056 Public Speaking

None.

2025/057 Minutes of Ordinary Meeting of the Council held on 20th February 2025

RESOLVED

To approve the minutes of the ordinary council meeting held on 20th February 2025 as a true and accurate record.

2025/058 Community Council Action Plan

Noted.

2025/059 Correspondence

Noted.

2025/060 Presentation from The Wildlife Trust of South and West Wales

A presentation was delivered by Duncan Ludlow, Reserve Manager for the Wildlife Trust of South and West Wales.

2025/061 General Grant Application – Wildlife Trust of South and West Wales

RESOLVED

To defer consideration of the application to a future meeting of the council, the application as presented not meeting the Council's grants policy.



2025/062 Casual Vacancy – Brynna Ward

Noted

2025/063 Community Crime Reports

Not received.

2025/064 Council Expenditure for February 2025

RESOLVED

To approve expenditure for February 2025 as shown in payment schedule 'Appendix 7' presented to the meeting.

2025/065 Year-To-Date Spend vs Budget

Noted.

2025/066 Pantry Finances Report

Noted.

2025/067 Bryncae Community Centre Finance Report

Noted.

2025/068 HR Committee Resolutions and Recommendations

Resolutions made under delegated authority noted.

2025/069 Bryncae Community Centre Committee Resolutions and Recommendations

Resolutions made under delegated authority noted.

a) *RESOLVED*

BCC2025/009 Reporting lines and Terms of Reference of the Bryncae Community Centre Working Group.

For the Bryncae Community Centre Working Group to report to the Bryncae Community Centre Committee rather than full council. Its terms of reference to be amended to "to carry out any activities or work requested of it by the committee complying with the overarching terms of reference applied to



working groups in the council's Standing orders and elsewhere". For the committee to have delegated authority to alter its terms of reference and membership in future.

b) RESOLVED

That Cllr Andrea James be added to the membership of the Bryncae Community Centre Working Group.

c) RESOLVED

BCC2025/010 Quotations for an energy survey of the community centre to be undertaken.

That the quotation provided by Hugh Caswell for £795 be accepted to undertake an energy efficiency audit for Bryncae Community Centre. The quote being the cheaper of the 2 received and comprehensive in scope. The information having been provided in 'Appendix 8', presented to the Committee.

2025/070 Replacing a member on the Bryncae Community Centre Committee to fill a vacancy

No seconded nominations.

2025/070a Replacing a member on the CIL Committee to fill a vacancy

No seconded nominations.

**2025/070b Replacing a member on the ORA Committee to fill a vacancy
*RESOLVED***

Chris Parker was elected to the ORA Committee.

2025/071 VE Day 80th Anniversary Event Working Group

Update noted.



2025/072 Digital Working Group

a) *RESOLVED*

To approve a monthly subscription to the appropriate Microsoft Co-pilot plan for up to £25 per month. The use of which is to be reviewed after 1 month.

b) *RESOLVED*

To adopt the policy presented in 'Appendix 16' as the Council's formal policy for the use of artificial intelligence (AI).

2025/073 Member's Reports

Cllr Mark Steer

Regarding the dog waste bin at the Western end of Brynna Woods, frequently not emptied and overflowing. Changes to the RCT online reporting system mean that you can now leave comments and so I have requested that a larger bin be fitted.

Have received complaints from residents at Heol Dewi regarding overhanging trees. Trees situated on RCT land. The tree officer visited the site but as the trees are not causing damage RCT will not take action. Residents can cut the trees back where they overhang their property if they wish.

Cllr Robert Smith

The annual survey will wind down this week and all remaining paper copies will be collected and the process of collating them will begin this month.

Cllr Chris Parker

I have been made aware that the litter bins on and around Brynna fields have not been emptied. I understand RCT have some staff off and different staff are doing the litter picking.

2025/074 Feedback from External Group Meetings



a) RCT Town & Community Council Liaison Committee (Cllr David Evans and Rhys Jenkins)
Nothing to report.

b) One Voice Wales, RCT/Merthyr/Caerphilly area Committee (Cllr Robert Smith)



Cllr Robert Smith reported that the AGM was cancelled and is to be rearranged.

c) Dolau Primary School appointed governor (Cllr Neil Feist)
Cllr Neil Feist attended a meeting of the governors on 3rd March to discuss replacing the head teacher.

d) Llanharan Primary School appointed governor: (Cllr Geraint Hopkins)
Nothing to report.

e) Brynnau Primary School appointed governor (Cllr Rhys Jenkins)
A meeting was held but Cllr Rhys Jenkins was unable to attend.

e) The Wildlife Trust (Brynna Woods/Llanharan Marsh) Liaison (Cllr Mark Steer)
Cllr Mark Steer started his violet oil beetle survey and reports that the Wildlife Trust are hoping that Network Rail will agree to fund Liam Olds from 'Buglife' to carry out further surveys on the same topic. Biodiversity surveys being important to track the effects on biodiversity.

g) Llanharan Community Development Project (LCDP) Liaison (Cllr Rhys Jenkins)
Cllr Rhys Jenkins outlines issues with the funding offered by RCTCBC on the SLA's for the play and youth provisions in the area and the potential funding issues.

2025/075 Building Condition Survey Quotations – Welfare Ground Shower Block

RESOLVED

To proceed with the quotation provided by Surveying Cymru for a cost of £995, to authorise the officers to spend up to £1095, comprising the cost of the quotation plus a 10% contingency. This quotation being the cheaper of those received.

2025/076 Planning Matters

Noted without formal comment. .

2025/077 Urgent Information & Future Agenda Items

None



There being no further business, the meeting closed at 8:30pm.

The next scheduled meeting of Full Council will be held on 17th April 2025.

Councillor Rhys Jenkins
Deputy 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
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. Note this action held whilst the red tractor was repaired.		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 Awaiting S185 Oct 24. Awaiting final S185 from DCWW. S185 agreement with RCTCBC solicitors. Awaiting RCTCBC signoff. Nov 24		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

2022/233	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
2023/041	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
2023/060	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. Clerk has requested an update Oct 24. Residents intend to proceed with the project. Clerk requested update April 2025.		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
2023/142	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. HOLD		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 received from 1, awaiting response from other. Have telephoned second landowner but awaiting response. Cllr Steer directly engaging landowners. June 2024, HOLD		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
2023/186	21.7.23	Full Council	CIL	RESOLVED CIL2023/056 Further consideration of a CIL application from LRGT ref provision of a MUGA on the land adjacent to Bryncae Community Centre. 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.	Informal negotiations held and results confirmed in writing. Awaiting legal deeds including title plan from LRGT. Chased June 2024 and subsequently.		LS
2023/233	22.9.23	Full Council	Full Council	2023/233 Quotations for the taking down of Summer hanging baskets and erection and subsequent removal of Christmas Trees, Christmas motifs etc... RESOLVED 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. RESOLVED 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. RESOLVED 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.	Centregreat informed. Clerk to arrange formal tender. Retrofitting of timers arranged and invoice to be provided by RCTCBC. completed Tender process to be put in place.	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

2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. 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.	Clerk to draw up draft process map.		LS
2023/208	22.12.2023	Full Council	HR	2023/208 Terms of Reference HR Committee RESOLVED To adopt the terms of reference for the HR Committee	Publish and put on website.		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	RESOLVED 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.	Letters to be drawn up - LS Letters to be sent, signed and returned and filed - LP		LP
2024/017	19.01.2024	Full Council	Full Council	2024/017 £500 to purchase software to facilitate the development of electronic application forms RESOLVED 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.	DE to advise		LS
2024/018	19.01.2024	Full Council	Full Council	2024/018 £1,500 to make alterations to the Council office to improve security RESOLVED 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			LS

2024/023	19.01.2024	Full Council	Full Council	2024/023 Spend of £500 to facilitate resolution of a HR matter 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.	Ongoing.		LS
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 CIL2024/013 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. Note, this matter now having passed to the TEC Committee.	Noted	LS
2024/067	22.03.2024	Full Council	CIL	2024/067 RESOLVED 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.	List updated . ON HOLD PENDING PUBLIC CONSULTATION. Note, this matter now having passed to the TEC committee.	Noted	LS
2024/071	22.03.2024	Full Council	Full Council	2024/071 Potential leasing of land around Bryncae Community Centre. RESOLVED 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.	On Hold - Awaiting deeds/title plan from LRGT June 24.		LS
2024/071	22.03.2024	Full Council	Full Council	2024/071 RESOLVED For the Clerk to obtain comprehensive deeds for the land, including a title plan from LRGT.	Requested. Awaiting info from LRGT. Nudged April 24. Nudged June 2024.		LS
2024/072	22.03.2024	Full Council	Full Council	2024/072 Review SLA and other formal agreements with external bodies RESOLVED For the officers of the Council to enter into informal negotiations regarding an agreement with a local organisation.	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 Ilyd'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 Treno's 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>	<p>Large Planters (x4) = £2,464</p> <p>Troughs (x2) = £up to £414 (depending on size) - Ordered (and flowers)</p> <p>Note: Possibly need 1 or 2 extra troughs to replace those missing. To be reported to CEC.</p>	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.</p> <p>Details to be decided at some later date.</p>	Deferred. Note, this matter was delegated to the TEC Committee. Superseded	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>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>	Deferred. Note, this matter was delegated to the TEC Committee. Superseded	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>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>	Deferred. Note, this matter was delegated to the TEC Committee. Superseded	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>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. Note, this matter was delegated to the TEC Committee. Superseded	Completed	LS
AM2024/007	17.05.2024	Full Council	Annual Meeting	<p>AM2024/007 Civic Allowances for the municipal year 2024/25</p> <p>RESOLVED</p> <p>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.</p> <p>RESOLVED</p> <p>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.</p> <p>RESOLVED</p> <p>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.</p> <p>RESOLVED</p> <p>To pay a Chair's allowance of £1500 to the Chair of the Council</p> <p>RESOLVED</p> <p>To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council</p> <p>RESOLVED</p> <p>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>	<p>All payments made. Senior allowance and chair's allowance subject to tax.</p> <p>Must produce letters of agreement.</p>		LP
AM2024/017	17.05.2024	Full Council	Annual Meeting	<p>AM2024/017 Membership of The Society of Local Council Clerks (SLCC)</p> <p>RESOLVED</p> <p>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.</p>	<p>Arrange to pay membership fees for Clerk and RFO. (LS Paid, reclaim expenses).</p>		LP
2024/135	21.06.2024	Full Council	ORA	<p>ii. RESOLVED</p> <p>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).</p> <p>Detail of Appendix 6, 2nd April 2024. (Text not reporduced here).</p>	<p>Clerk to add to the draft of the 2025 tenancy agreement. Note: 2025 agreement the same as the previous year. This to be added to the next revision.</p>		LS
2024/135	21.06.2024	Full Council	ORA	<p>iii. RESOLVED</p> <p>ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee.</p> <p>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.</p>	<p>Obtain consent from RCTCBC and / or landowner.</p> <p>Issue instruction to senior grounds person.</p> <p>RCT contacted 27.3.25</p>		LS

2024/135	21.06.2024	Full Council	ORA	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.	Monitor monthly report progress to ORA. Checked early July 24 - Good progress. March 25 - Some limited progress following a period of inactivity		LS
2024/139	21.06.2024	Full Council	Audit	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.			LS
2024/139	21.06.2024	Full Council	Audit	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.			LS
2024/139	21.06.2024	Full Council	Audit	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.			LS
2024/139	21.06.2024	Full Council	Audit	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.	The Clerk has written to the auditor 21.6.24		LS
2024/139	21.06.2024	Full Council	Audit	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.	The Clerk has written to the auditor 21.6.24		LS
2024/139	21.06.2024	Full Council	Audit	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.	In progress. Draft presented to HR Committee Sept 24. Further work required.		LS
2024/139	21.06.2024	Full Council	Audit	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.			LP
2024/139	21.06.2024	Full Council	Audit	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.			LP
2024/145	21.06.2024	Full Council	Full Council	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	Add to Oct agenda.		LS
2024/152	21.06.2024	Full Council	Full Council	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:	Clerk to inform landowner and carry and monitor actions detailed in the resolution. The Clerk has written to the landowner to request a meeting. 22/06/2024. work in progress. Sept 24		LS

2024/163	19.06.2024	Full Council	Audit	iv. RESOLVED A2024/059 To defer consideration of the method of budgeting and administering the grant applications for The Wildlife Trust and LCDP to a future meeting of the Audit Committee.	To be added to next Audit agenda		LS
2024/166	19.06.2024	Full Council	Full Council	2024/166 Grant for remedial works to Bryncae Community Centre to ensure statutory compliance of the centre with a view to signing the lease in due course. RESOLVED To authorise the officers to apply to the "UK Government SPF RCT Community Asset Transfer Fund" for a grant of up to £14,999 to carry out remedial works to Bryncae Community Centre to ensure statutory compliance of the centre with a view to signing the lease in due course. A fund being available to those groups going through the CAT process.			LS
2024/176	19.06.2024	Full Council	Full Council	2024/176 'supporting guardians' for community defibrillators. RESOLVED To permit the officers to arrange for 'supporting guardians' for the council's community defibrillators under the following terms: <ul style="list-style-type: none"> • That interested members of the public be named as supporting guardians to carry out monthly checks. • The Clerk to contact interested parties and advertise to seek responsible supporting guardians for defibrillators. • The Clerk to keep appropriate records and liaise with supporting guardians. • The Clerk to add, remove or manage supporting guardians as they see fit. • The Clerk to ensure all supporting guardians are trained in their duties and responsibilities and the practical aspects of carrying out a defib check. • The Clerk to seek to arrange free 'defib training' for members of the community. 	Advertise. Make training video. Add checklist		LS
2024/177	19.06.2024	Full Council	Full Council	2024/177 Letter to RCTCBC planning regarding Dragon International Studios planning applications RESOLVED To instruct the Clerk to write a letter to RCTCBC planning regarding Dragon International Studios planning applications 24/0511/10, 24/0513/10, 24/0524/10, 24/0525/10, 24/0526/10, 24/0527/10. The wording of the letter be altered from that presented in appendix 16 to remove factual inaccuracies and to reflect discussions held during the meeting.			LS
2024/181	19.06.2024	Full Council	Full Council	2024/181 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT i. RESOLVED For the Clerk to seek formal negotiations with LRGT to be attended by the Clerk and the Chair. Terms for the negotiation set out as outlined below: Preferred option to be option 4 as set out in the confidential paper 'Appendix 19' presented to the meeting. Fallback position to be option 2 as set out in the confidential paper 'Appendix 19' presented to the meeting. If necessary authority for spend delegated to the proper officer in conjunction with the chair as per clause 4.1b of the financial regulations. In any case option 5 (as set out in the confidential paper 'Appendix 19' presented to the meeting) be communicated and actioned.	Write to LRGT seeking a meeting before 11th August 2024 in the first instance RE option 4. Prepare fallback option 2. Inform of option 5 update 4th Sept 2024. Unable to arrange meeting with LRGT and so option 2 activated, risk assessment carried out and awaiting monitoring quotes. Quotes recieved. Unable to gain regular access to varify details of the report. Sept 24 LRGT open to a transfer of the block with a commitment to LCC funding a refurb of up to £50k. See Clerks notes for detailed info.		LS

2024/194	1.08.2024	Full Council	Full Council	<p>2024/194 Conferring the 'Freedom of the Community' on Mr Gareth Evans.</p> <p>RESOLVED</p> <p>To confer the 'Freedom of the Community' on Mr Gareth Evans. A budget of up to £500 to be allocated to facilitate the honour delegated to the Clerk of the council. Arrangements for the conferring of the honour to be delegated to the Clerk of the Council in consultation with the Chair.</p>	Clerk to make enquiries and liaise with chair to make formal presentation. As of 4th Sept 24 a document has been designed and protocol established via RCT. Certificate to be collected, details of ceremony to be decided.		LS
2024/213a)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>a)RESOLVED</p> <p>ORA2024/054 Development of small 'Starter plots' on the councils allotment sites. To hold back 1 plot on each of the Council's allotment sites to be divided up and developed into smaller 'starter plots', with a view to letting in January 2025.</p>			LS
2024/213b)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>b)RESOLVED</p> <p>ORA2024/056 Quotations for work on barriers and gates at Meadow Rise open space. To select Vendor 1, MT Tarmac to carry out the work at a cost of £700 pending the receipt of proof of public liability insurance. The council's financial regulations (11.3e)iii) being duly satisfied.</p>	<p>Inform contractor - Completed</p> <p>Awaiting installation. Sept 24. Chased Nov 24. Gates and steelwork installed Jan 25. Chasing completion of asphalt.</p>		LS
2024/213c)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>c)RESOLVED</p> <p>ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps.</p> <p>For the condition of and future options for the repair or development of the Oakbrook Skatepark to be referred to the 'Oakbrook Refurb working Group' as a matter of urgency. The group's existing terms of reference are:</p> <p>Reporting to the CIL Committee. To investigate the feasibility and arrangements of refurbishing the Oakbrook skatepark. And to request that the group make recommendations to the CIL Committee, the outcome to be considered by Council at a future meeting.</p>	<p>Inform Chair of working group. - Completed. Awaiting outcomes. Note working group reports to CIL.</p>		LS
2024/220a)	20.09.2024	Full Council	Full Council	<p>2024//220 Celebration event to commemorate the 80th anniversary of VE Day</p> <p>a)RESOLVED</p> <p>To hold a celebration event to commemorate the 80th anniversary of VE day. The date of the anniversary being Thursday 8th May 2025, an event to be held on the weekend following the anniversary at a suitable location with suitable decorations fitted throughout Llanharan and Brynna. The budget line 'Multi cultural carnival' totalling £6,250 to be allocated to the event and the Clerk authorised to make such payments as necessary working in consultation with a working group set up to make suitable arrangements for the event.</p>			LS

2024/240	20.10.2024	Full Council	CIL	<p>2024/240 Resolutions and recommendations of the CIL meeting held 8th October 2024</p> <p>e) RESOLVED</p> <p>CIL2024/039 update on the progress of LCC23/Lan2 'Picnic benches at Lanley Estate' and to consider next steps and/or to consider quotes for the benches.</p> <p>To purchase 2 x wheelchair accessible picnic tables from NBB Ltd at a cost of £560 each, with a 10% contingency, authorising the officers to spend a total of £1,232 from CIL funds</p>	Place order once permission from developer received. Update CIL lists. Awaiting permission.chased 2024 and early 2025. No response.This has now been removed from the project lists , no permission having been received from the developer.	Completed	LS
2024/240	20.10.2024	Full Council	CIL	<p>2024/240 Resolutions and recommendations of the CIL meeting held 8th October 2024</p> <p>f) RESOLVED</p> <p>CIL2024/039 update on the progress of LCC23/Lan2 'Picnic benches at Lanley Estate' and to consider next steps and/or to consider quotes for the benches.</p> <p>To purchase a standard bench from KBS Depot at a cost of £440 with a 10% contingency, authorising the officers ro spend a total of £484 from CIL funds.</p>	Place order once permission from developer received. Update CIL lists. Awaiting permission.chased 2024 and early 2025. No response. Resolution passed Feb 25 to remove from the project plan, no permission having been granted.	Completed	LS
2024/241	20.10.2024	Full Council	CEC	<p>2024/241 Resolutions and Recommendations of the CEC Committee meeting held 10th October 2024</p> <p>NOTED</p> <p>The Committee RESOLVED To proceed with the public consultation for the Ewenny Bridge project using the documentation and methods provided in 'Appendix 4' presented to the meeting. For the consultation to begin as soon as practicable and to run for a period of 28 days.</p>	Posted. Issue results following deadline. Completed. Results to be presented to CEC.	Completed	LS
2024/287	22.11.2024	Full Council	HR	<p>2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024</p> <p>a) RESOLVED</p> <p>HR2024/026 Headcount review. To employ a part time 'Assistant Clerk' in time for the financial year 2025/26. To advertise the role with a list of core potential duties and to word the advert as part time and 'between 16 and 24 hours' (to be negotiated) per week initially, with flexible working considered'.</p> <p>For the Council to recruit on the basis provided in the draft job in appendix 2a presented to the meeting.</p> <p>To advertise the role at SCP16 with the potential to achieve SCP 24 upon attainment of all aspects of the training and achievement plan, with the potential to attract a wide range of abilities and provide a larger pool of candidates from which to select. The HR Committee given delegated authority to select whether to employ a candidate on SCP16 initially or to move to SCP24 immediately (or some point in between) and what hours to employ on. All other aspects of the recruitment and appointment process to be delegated to the HR Committee up to and including the</p>	Decide upon final wording. Advertysing method and process, with timeline. Plan process.		LS
2024/287	22.11.2024	Full Council	HR	<p>2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024.</p> <p>HR2024/026 Headcount review. To employ a part time 'groundsperson' in time for the financial year 2025/26. For the role to comprise 16 hours a week at SCP 5. All other aspects of the recruitment and appointment process to be delegated to the HR Committee up to and including the appointment itself.</p> <p>The appointment not to be made before 1st April 2025</p>	Decide upon advert. Advertising method and process, with timeline. Plan process.		LS

2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 c) RESOLVED HR2024/027 Pay scales. To change the Clerk salary scale arrangements to fall in line with NALC best practice. For the Clerk's rate to ascend the incremental scale annually (within the applicable LC range) provided the annual performance appraisal explicitly states standard/satisfactory performance or above to activate an increase by 1 point on the scale. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026.	Diarise process milestones. (Add to master planner).		LS
2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 d) RESOLVED HR2024/027 Pay scales. For the principle of pay scales to be widened to all roles within the Council. The HR Committee to explore the mechanisms and methods of producing such pay scales for all staff with checks and balances to ensure the process is fair and transparent. A further proposal to be put before Council at a later date. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026	Devise alternative payscale scheme. Diarise process milestones. (Add to master planner).		LS
2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 e) RESOLVED To adopt the NALC model contract for the Clerk as set out in appendix 4b presented to this committee. With the text in Red written to reflect the resolutions made in line with HR2024/027 a), above.	Adopted. Print final version - Sign and file as pdf.		LS
2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 f) RESOLVED To transfer all staff contracts to the NALC model contract. The Clerk to present individual draft contracts to the HR Committee for prior approval at a future date, with the resolutions of Council made in line with HR2024/027 b), above, taken into account. Where approved the contracts shall be issued or subject to whatever statutory consultation process as is necessary.	Transfer all contract details to new forms and present to HR		LS
2024/288	22.11.2024	Full Council	Full Council	2024/288 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT and consideration of next steps and other matters pertaining to the Shower block.a) RESOLVED To agree in principle to the legal transfer of the Shower block building (adjacent to Llanharan Miners Welfare Hall) and its fixtures and fittings (in line with the terms set out in Appendix 19 presented to the meeting) to Llanharan Recreation Ground Trust (LRGT) subject to an approved scheme of improvement works to a maximum value of £50,000 and subject to any further conditions as may be negotiated.	Noted.	Completed	LS
2024/288	22.11.2024	Full Council	Full Council	2024/288 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT and consideration of next steps and other matters pertaining to the Shower block.b) RESOLVED To instruct the Clerk to commission a building condition report of the shower block to be undertaken by a suitably qualified surveyor. The Clerk being conferred delegated authority to select the cheaper of 3 quotes obtained in line with the Council's financial regulations up to a maximum value to £2,000	Obtain quotes and comission report (Cheapest quote). Onlt 2 quotes received. Back to Council March 2025		LS

2024/300	20.12.2024	Full Council	CIL	a) RESOLVED CIL2024/047 To allocate £1,781.24 of CIL funds to project LCC19/07 Memorial Garden for extra surety cover, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Emailed RCT awaiting reply, list updated.		LS
2024/300	20.12.2024	Full Council	CIL	b) RESOLVED CIL2024/048 To allocate £588 of CIL funds for costs to ensure legionella compliance at the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed.		LS
2024/300	20.12.2024	Full Council	CIL	c) RESOLVED CIL2024/049 To allocate up to £2,000 of CIL funds for a building condition survey of the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend as per resolution 2024/288b) and to add to the CIL123 list and Active Project lists.	Check with RCT and add to lists. Added to lists and emailed.		LS
2024/300	20.12.2024	Full Council	CIL	d) RESOLVED CIL2024/050 To allocate £380 of CIL funds for costs to carry out a electrical safety inspection and to replace 2 x emergency light fittings at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed.		LS
2024/300	20.12.2024	Full Council	CIL	e) RESOLVED CIL2024/051 To allocate up to £500 of CIL funds for costs to carry out a commercial gas safe safety inspection at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed.		LS
2024/300	20.12.2024	Full Council	CIL	f) RESOLVED CIL2024/052 To allocate £600 of CIL funds for costs to replace the distribution board at the cemetery shed and carry out a electrical safety inspection subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed. Approval received RCT 17.3.25	Completed	LS
2024/300	20.12.2024	Full Council	CIL	g) RESOLVED CIL2024/053 To allocate £480 of CIL funds for costs to replace the electrical board and Christmas tree wall fittings at the War Memorial, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed. Approval received RCT 17.3.25	Completed	LS
2024/301	20.12.2024	Full Council	ORA	a) RESOLVED ORA2024/084 Expansion of the Pendre Allotment site. For the Clerk to advertise for expressions of interest for plots at the site to gauge demand with a view to having extra plots available in January 2026.	Pending. Current demand low. Engagement exercise to be planned for later in the year given current resources and time constraints.		LS
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) b) RESOLVED For the Clerk to arrange the appropriate ROSPA training for 2 employees and 1 member during 2025 in order to ensure those carrying out the weekly inspections are 'trained and competent', for the officers to be authorised to spend up to £500 on this training. It is proposed to provide this training during Summer 2025.			LS

2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) c) RESOLVED ORA2025/010 To proceed with placing a bus shelter at the High Corner bus stop and to authorise the officers to spend up to £5,000 to facilitate the project and any consultation with interested parties via RCTCBC. The money to be taken from CIL funds if resolved by council following a recommendation of the CIL Committee, otherwise a virement to be made from general reserves.	Instructed RCT to proceed. March 25		LS
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) f) RESOLVED ORA2025/012. To install signage on the new barriers at the Western End of the Meadow Rise Open Space stating, "Beware of traffic on road." For the Clerk to take advice on placement from RCTCBC highways.			LS
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) g) RESOLVED ORA2025/013 To carry out some in-house maintenance work on the path at the western end of Tan Y Bryn Bridleway.			LS
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) h) RESOLVED ORA2025/014 Removal of Collapsed Fence on the Northern Boundary of Tan Y Bryn Bridleway. To approach the owners of the fence the northern boundary of Tan Y Bryn Bridleway for consent for Council staff to remove the damaged section of fencing.			LS
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) i) RESOLVED ORA2025/016 Removal of Barriers between Meadow Rise and PSM53/2 To attempt to identify the landowner and to approach them and other interested parties for consent to remove the anti-motorcycle barriers on the permissive path between Meadow Rise and PSM53/2. If consent obtained or it is not possible to identify the landowner following reasonable attempts to do so, to remove the barriers.			LS
2025/041	21.02.2025	Full Council	CEC	2025/041 Community Engagement Committee Recommendations (11th February 2025) a) RESOLVED CEC2025/007 To approve the quotation provided by Amberol for 4 new planters for the expansion of the summer display. To authorise the officers to spend up to the value of the quote plus a 10% contingency totalling £2,710. The funds to be taken from CIL should the Council accept the associated recommendation of the CIL Committee, otherwise a virement to be made from general reserves.	Ordered 4.3.25	Completed	LS
2025/041	21.02.2025	Full Council	CEC	2025/041 Community Engagement Committee Recommendations (11th February 2025) b) RESOLVED To suspend Financial Regulation 11.3e)ii regarding the purchase of the planters. The reason being that the Council has previously expressed a wish to ensure all planters are of the same style. Amberol being the only company found that provide this particular style of planter.		Noted	LS
2025/041	21.02.2025	Full Council	CEC	2025/041 Community Engagement Committee Recommendations (11th February 2025) c) RESOLVED To approve the quotation provided by Boverton Nurseries for the 2025 summer plants. To authorise the officers to spend up to the value of the quotation plus a 10% contingency totalling £9,625	Ordered 4.3.25	Completed	LS

2025/041	21.02.2025	Full Council	CEC	<p>2025/041 Community Engagement Committee Recommendations (11th February 2025) d) RESOLVED</p> <p>To suspend Financial Regulation 11.3e)ii regarding the purchase of the summer plants. The reason being that the plants must be ordered by the end of the month and the officers have not had the opportunity to obtain further meaningful like for like quotations for comparison. Also note that the like for like increase from 2024 is 2.6%</p>		Noted	LS
2025/041	21.02.2025	Full Council	CEC	<p>2025/041 Community Engagement Committee Recommendations (11th February 2025) e) RESOLVED</p> <p>CEC2025/008 Future Tender Process for Christmas Lights and 2025 festive display. To carry out a pre tender exercise for the erection and removal of the festive display and to proactively approach and advertise to contractors locally, advertising for a 3 or 5 year contract (TBD) and to make it clear the requirements (including costs and training locations and arrangements) of obtaining the required qualifications. To launch the formal tender process early on the basis that firms without the qualifications currently can quote for the work in the knowledge that they will have time to obtain the qualification in plenty of time to start work. The approach being based on the principle that should a contractor win the tender, they have a guaranteed income stream for 3 or 5 years and so it is economically viable to complete the training.</p>	<p>Contacted RCT for specific requirements for contractors. 5.3.25</p> <p>Pre tender notices issued.</p> <p>Plan a date for submission of full tender.</p>		LS
2025/041	21.02.2025	Full Council	CEC	<p>2025/041 Community Engagement Committee Recommendations (11th February 2025) f) RESOLVED</p> <p>To recognise that currently the assumption is that the Council should undertake a competitive tender for the hire of Christmas lights and motifs following a report from Audit Wales in 2024. For the Clerk to engage with Audit Wales to seek advice regarding an exemption from a tender process under certain circumstances given the bespoke nature of the different styles of Christmas lights available from different vendors or to receive advice on any mandatory process.</p>	Design a process following advice received from OVW.		LS
2025/042	21.02.2025	Full Council	TEC	<p>2025/042 Trens and Ewenni Crossings Project Committee (18th February 2025) a) RESOLVED</p> <p>TEC2025/008b). With regards to Resolution TEC2025/008 a), to recommend to full council that Financial Regulation 11.3e) iii 1b be suspended to allow the Clerk to proceed on the basis of one quote. The work being specialist in nature and Vale known to have the required expertise.</p>		Noted	LS

2025/042	21.02.2025	Full Council	TEC	<p>2025/042 Trenos and Ewenni Crossings Project Committee (18th February 2025)</p> <p>b) RESOLVED</p> <p>TEC2025/010 To expand the scope of the project LCC23/01 ' Bridge over the River Ewenny' to include the following: 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 and 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. And for the project to be conditional on the Trenos Bridge being 'Multiuser and specifically suitable for wheelchair users'.</p> <p>Thus giving the project the following scope:</p> <p>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 make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods and to relevant paths to the southern side of the Network Rail Trenos railway crossing bridge to make them suitable for all users in line with the requirements of The Equality Act 2010. And for the project to be conditional on the Trenos Bridge being 'Multiuser and specifically suitable for wheelchair users'.</p>	Noted. Include in info sent to CN, Vale	Noted	LS
2025/043	21.02.2025	Full Council	Full Council	<p>2025/043 SLA Proposal for Bryncae Community Centre</p> <p>a) RESOLVED</p> <p>To approve and accept the Service Level Agreement (SLA) proposal from RCTCBC for statutory compliance monitoring at Bryncae Community Centre.</p>	RCT informed . Awaiting signing.		LS
2025/043	21.02.2025	Full Council	Full Council	<p>2025/043 SLA Proposal for Bryncae Community Centre</p> <p>b) RESOLVED</p> <p>To suspend financial regulations 11.3a) and 11.3e) ii, the reason being that the prices quoted in the SLA compare favourably with market costs (as demonstrated when arranging similar statutory inspections/services for the Welfare ground shower block) and so adoption of the SLA would demonstrate good value for money and ensure ongoing compliance immediately.</p>		Noted	LS
2025/043	21.02.2025	Full Council	Full Council	<p>2025/043 SLA Proposal for Bryncae Community Centre</p> <p>c) RESOLVED</p> <p>To make a virement of £192.87 from general reserves to the budget line 'BCC statutory compliance fees' for the 2025/26 budget</p>		Noted	LS
2025/045	21.02.2025	Full Council	Full Council	<p>2025/045 Membership of Bryncae Community Centre Committee</p> <p>RESOLVED To amend resolution 2024/303a) to not invite members of the public to join the committee should they be employees of any groups which regularly hire the Community Centre and to remove any such members of the public from the committee should they subsequently become employees or hold a position of authority of such a group, on the grounds that those individuals cannot then be excluded from meetings and would potentially be privy to confidential information which may affect their employer. Furthermore, despite not having voting rights they would be able to take part in debates on such matters and may influence decisions. The Clerk having provided a report stating that this variation was in order and complied with Standing Orders.</p>		Noted	LS
2025/049	21.02.2025	Full Council	Full Council	<p>2025/049 One Voice Wales, Area Committee Survey Response</p> <p>RESOLVED To submit a response to the survey on behalf of the council as presented in appendix 18.</p>	input into OVW link	Completed	LS

2025/050	21.02.2025	Full Council	Full Council	2025/050 One Voice Wales AGM Representation RESOLVED To nominate Cllr Robert Smith to attend the One Voice Wales Annual General Meeting on behalf of the council to be held online on 11th March 2025. No substitute was monitored. For the Clerk to inform One Voice Wales of the nomination.	Inform OVW	Completed	LS
2025/051	21.02.2025	Full Council	Full Council	2025/051 Subscription to an AI Provider for Office Processes RESOLVED To form a working group known as 'The digital working Group', terms of reference to be 'to examine how the council can make best use of technology', its membership to comprise Cllrs Rhys Jenkins, David Evans, Will Thomas and Chris Parker. The Chair to be Cllr Rhys Jenkins.	Update master Committee/WG list. - Done Setup group email - Done	Completed	LS
2025/061	21.03.2025	Full Council	Audit	2025/061 General Grant Application – Wildlife Trust of South and West Wales RESOLVED To defer consideration of the application to a future meeting of the council, the application as presented not meeting the Council's grants policy.	Engage with WTSWW to resubmit application. - Emailed 21.3.25		LS
2025/064	21.03.2025	Full Council	Full Council	2025/064 Council Expenditure for February 2025 RESOLVED To approve expenditure for February 2025 as shown in payment schedule 'Appendix 7' presented to the meeting.		Noted	LS
2025/069	21.03.2025	Full Council	BCC	2025/069 Bryncae Community Centre Committee Resolutions and Recommendations Resolutions made under delegated authority noted. a)RESOLVED BCC2025/009 Reporting lines and Terms of Reference of the Bryncae Community Centre Working Group. For the Bryncae Community Centre Working Group to report to the Bryncae Community Centre Committee rather than full council. Its terms of reference to be amended to "to carry out any activities or work requested of it by the committee complying with the overarching terms of reference applied to working groups in the council's Standing orders and elsewhere". For the committee to have delegated authority to alter its terms of reference and membership in future.	Chanhge on mater list and office noticeboard.		LS
2025/069	21.03.2025	Full Council	BCC	b) RESOLVED That Cllr Andrea James be added to the membership of the Bryncae Community Centre Working Group.	Change on master list and update sharepoint/email group	Completed	LS
2025/069	21.03.2025	Full Council	BCC	c)RESOLVED BCC2025/010 Quotations for an energy survey of the community centre to be undertaken. That the quotation provided by Hugh Caswell for £795 be accepted to undertake an energy efficiency audit for Bryncae Community Centre. The quote being the cheaper of the 2 received and comprehensive in scope. The information having been provided in 'Appendix 8', presented to the Committee.	Email Hugh and arrange survey prep and survey date. Emailed 21.3.25. Survey date 17th April 2025.	Completed	LS
2025/070b	21.03.2025	Full Council	Full Council	2025/070b Replacing a member on the ORA Committee to fill a vacancy RESOLVED Chris Parker was elected to the ORA Committee.	Alter sharepoint, master list and website.	Completed	LS
2025/072	21.03.2025	Full Council	Full Council	2025/072 Digital Working Group a)RESOLVED To approve a monthly subscription to the appropriate Microsoft Co-pilot plan for up to £25 per month. The use of which is to be reviewed after 1 month.			LS
2025/072	21.03.2025	Full Council	Full Council	2025/072 Digital Working Group b)RESOLVED To adopt the policy presented in 'Appendix 16' as the Council's formal policy for the use of artificial intelligence (AI).	Add to sharepoint and website. Staff to sign for Sharepoint and website - done		LS

2025/075	21.03.2025	Full Council	Full Council	<p>2025/075 Building Condition Survey Quotations – Welfare Ground Shower Block</p> <p>RESOLVED</p> <p>To proceed with the quotation provided by Surveying Cymru for a cost of £995, to authorise the officers to spend up to £1095, comprising the cost of the quotation plus a 10% contingency. This quotation being the cheaper of those received.</p>	<p>Accept quote - Arrange survey date. (done 22nd April 2025)</p> <p>Inform LRGT of progress and inspection date and request all doors unlocked.</p>	Completed	LS
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Llangollen International Eisteddfod

Preparations are well underway for the 2025 Llangollen International Eisteddfod, and I am writing to you as part of our annual fundraising appeal to Local Authorities, Town and Community Councils.

We are immensely appreciative of the support we have received in the past and I am writing to ask if you would consider supporting us again in 2025.

The Eisteddfod's rich heritage extends back to the unique innovation of the founders in 1947, who saw the festival as a means of using the arts to bring different peoples together in a spirit of peace and friendship. The Eisteddfod has always been a community led initiative and continues on this basis with the support of some 600 volunteers. Bringing significant community benefits, the event attracts around 4,000 competitors each year and audiences of around 20,000 throughout the week. This brings an estimated £1.6 million in economic benefits to the area while the festival is taking place, and is an important part of the region's cultural and heritage offering, enhancing the tourism profile of NE Wales throughout the year.

2025 will continue with the strides forward we made in 2024, with the return of the town Parade, a reinvigorated Eisteddfod field with plenty of family entertainment, as well as numerous outside performance areas, workshops, celebrations of our Welsh heritage and daily showcases of cultures from around the world.

Along with our Eisteddfod week running from 8-13 July, we are also putting on a number of additional events before this, in collaboration with Cuffe & Taylor, who are part of Live Nation. This will include world-class performers such as Texas, The Script, and James.

We hope that you will continue to support us both financially and ideologically in any way that you can help us with this event which showcases the best of Welsh culture both at home and across the globe.

I look forward to hearing from you.

Kind regards

Dave Danford | Artistic Director

Llangollen International Eisteddfod

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Y Pafiliwn Rhyngwladol Brenhinol
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Eisteddfod Ryngwladol Llangollen

Mae paratoadau wedi hen ddechrau ar gyfer Eisteddfod Ryngwladol Llangollen 2025, ac rwy'n ysgrifennu atoch fel rhan o'n hapêl codi arian blynyddol i Awdurdodau Lleol, Cyngorau Tref a Chymuned.

Rydym yn hynod werthfawrogol o'r gefnogaeth a gawsom yn y gorffennol ac rwy'n ysgrifennu i ofyn a fydddech yn ystyried ein cefnogi eto yn 2025.

Mae treftadaeth gyfoethog yr Eisteddfod yn ymestyn yn ôl i arloesed unigryw'r sylfaenwyr ym 1947, a welodd yr wyl fel cyfrwng i ddefnyddio'r celfyddydau i ddod â gwahanol bobloedd ynghyd mewn ysbryd o heddwch a chyfeillgarwch. Mae'r Eisteddfod wedi bod yn fenter a arweinir gan y gymuned erioed ac mae'n parhau ar y sail hon gyda chefnogaeth tua 600 o wirfoddolwyr. Gan ddod â manteision cymunedol sylweddol, mae'r digwyddiad yn denu tua 4,000 o gystadleuwyr bob blwyddyn a chynulleidfaoedd o tua 20,000 drwy gydol yr wythnos. Mae hyn yn dod ag amcangyfrif o £1.6 miliwn o fuddion economaidd i'r ardal tra bod yr wyl yn cael ei chynnal, ac mae'n rhan bwysig o arlwy diwylliannol a threftadaeth y rhanbarth, gan wella proffil twristiaeth ogledd-ddwyrain Cymru drwy gydol y flwyddyn.

Bydd 2025 yn parhau gyda'r camau ymlaen a wnaethom yn 2024, gyda Gorymdaith y dref yn dychwelyd, maes yr Eisteddfod wedi'i adfywio gyda digon o adloniant i'r teulu, yn ogystal â nifer o feysydd perfformio awyr agored, gweithdai, dathliadau o'n treftadaeth Gymreig ac arddangosfeydd dyddiol o ddiwylliannau o bob rhan o'r byd.

Mae'n hwythnos Eisteddfod yn rhedeg o 8-13 Gorffennaf, rydym hefyd yn cynnal nifer o ddigwyddiadau ychwanegol cyn hyn, mewn cydweithrediad â Cuffe & Taylor, sy'n rhan o "Live Nation". Bydd hyn yn cynnwys perfformwyr o safon fyd-eang fel "Texas", "The Script", a "James".

Gobeithiwn y byddwch yn parhau i'n cefnogi yn ariannol ac yn ideolegol mewn unrhyw ffordd y gallwch helpu gyda'r digwyddiad hwn sy'n arddangos y gorau o ddiwylliant Cymru gartref a ledled y byd.

Edrychaf ymlaen at glywed gennych.

Cofion cynnes

Dave Danford | Cyfarwyddwr Artistig

Dave Danford

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From: [The Clerk / Project Officer](#)
To: ["Marie Curie Cymru"](#)
Subject: RE: Marie Curie Great Daffodil Appeal 2025
Date: 16 April 2025 13:59:00
Attachments: [LCC General Grant Application Form and policy V2 July 2024.docx](#)

Good afternoon,

Please find application form and policy attached.

Please note you would need to demonstrate a tangible benefit to the residents of our community council area.

Regards

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

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhwch 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

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From: Marie Curie Cymru <Walesfundraising@mariecurie.org.uk>
Sent: 06 March 2025 11:47
To: The Clerk <clerk@llanharan-cc.gov.wales>
Subject: Marie Curie Great Daffodil Appeal 2025

Dear Leigh

Please support Marie Curie's Great Daffodil Appeal this year

Marie Curie is dedicated to ensuring a better end of life to everyone in Wales, through

providing excellent end of life care and support services both in our hospice in Penarth and through our hospice at home nursing services in local communities across Wales.

Marie Curie is here for anyone with an illness they're likely to die from, and those close to them. Whatever the illness, wherever you are, we're with you to the end. We bring 75 years of experience and leading research to the care we give you at home, in our hospice in Penarth, and over the phone. We push for a better end of life for all by campaigning at Welsh Government and sharing research to change the system.

Unfortunately, one in four people don't get the care and support they need at the end of their lives. We don't think that's good enough. The things people need aren't too much to ask; high quality care in the place they want to be, control of symptoms like pain and clear information from the start. So that, even at such a difficult, emotional time, people can feel in control. Marie Curie Nurses work night and day, in people's homes across this community, providing hands-on care and vital emotional support. Our Information and Support services in Wales provide bereavement support and information on end of life care, ensuring that no one feels alone, either in person or over the phone.

Each year, during our much-loved Great Daffodil Appeal, we ask for support from local communities to help us fund our vital end of life services across Wales. We could not support the people we do in Wales without your incredible support, as well as the support from people in your local community. Thank you.

As the need for better end of life care increases, we urgently need your help to make that possible, and wonder if **Llanharan Community Council** might consider making a financial donation to our annual Great Daffodil Appeal in 2025.

All money donated supports local Marie Curie services in your area, so you can rest assured that in your community patients and families will directly benefit from your gift.

If your council operates an application process, I would be very grateful if you could send me the correct application form and any guidance to support our application. I am also happy to share any further information you may need to consider our request, such as Annual Reports.

Kind Regards

Claire Phillips

Claire Phillips
Head of Fundraising in Wales

Marie Curie Cymru
Marie Curie Hospice Cardiff & the Vale
Bridgeman Road
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CF64 3YR

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From: [Zara May](#)
To: [The Clerk](#)
Subject: NEW REPORT: Turning your region's "Brain Drain" into "Brain Gain"
Date: 28 February 2025 11:38:41

Hi Leigh,

Hope you're well?

[GlobalWelsh](#) is a non-profit organisation dedicated to connecting Wales with its global diaspora. With a growing community audience of **over 25,000 members in 70 countries**, our mission is to harness the energy, expertise, and networks of the Welsh diaspora to support economic growth and place-based regeneration throughout Wales.

This week we released the full findings [Brain Drain to Brain Gain Report \(DOWNLOAD HERE >>\)](#) highlights the untapped potential of Wales's global diaspora as agents of economic change. **Featured on this week's BBC Podcast Walescast ([LISTEN HERE >>](#)).**

To enable your region to capitalise on these findings, we invite collaboration and partnerships with the Regions and Local Authorities across Wales to commission impactful work that connects their local diaspora and drives investment and growth.

The message is clear: Wales has a deep connection to place. For Welsh people across the globe, ties to their hometowns and communities remain strong. Many want to give back, invest, or return — it's a massive economic opportunity. Out of 1,700 respondents across 45 countries:

- 500 were Welsh entrepreneurs and business owners
- Majority were a highly skilled, innovative, and globally connected talent pool
- 25% are ready to invest in Wales within the next year—if we make it easier for them

Why engage with GlobalWelsh?

Our unique diaspora engagement platforms are designed to provide meaningful, scalable ways to connect and mobilise the Welsh diaspora connected to your area:

- **Connect:** Our digital community platform enables seamless communication and collaboration with Welsh people worldwide.
- **Investors:** Attract investment by showcasing opportunities in your region to Welsh our global network of entrepreneurs and investors.
- **MyMentor:** Facilitate mentoring relationships between diaspora professionals and local talent to improve skills and drive innovation.
- **Thought Leadership Academy:** Promote Welsh innovation and build global influence through curated events and initiatives.

Our offer to Regions and Local Authorities

Partnering with GlobalWelsh can help your area achieve:

- **Economic Growth:** Facilitate international trade and attract investment through direct engagement with diaspora business leaders.
- **Skills Development:** Deliver training, workshops, and mentoring opportunities to enhance local talent.
- **Place-Based Regeneration:** Mobilise diaspora resources and networks to support local regeneration projects and community initiatives.

The cornerstone of our approach is establishing a **Diaspora Hub** tailored to your region or local authority area. This hub becomes the foundation for ongoing engagement, enabling collaboration across our other service offerings.

Immediate Benefits

We recommend starting with these quick-win initiatives through regions or local authority hub to build momentum:

1. **Business Engagement:** Host online events connecting diaspora entrepreneurs with local opportunities.
2. **Updates:** Share strategic goals and opportunities through online briefings with your diaspora.

3. **Mentoring Programmes:** Launch a mentor scheme through our MyMentor platform to inspire and guide local talent.
4. **Job Promotion:** Advertise regional graduate roles to the diaspora via our Connect platform and newsletters.
5. **Research Deep Dives:** Explore specific themes that emerged from the recent research that are of interest to the diaspora with additional tailored studies.
6. **Work Experience Programmes:** Facilitate internships with diaspora-led businesses for local graduates.

Next Steps

The GlobalWelsh approach aligns perfectly with the objectives of the regions and local authorities including the **UK Shared Prosperity Fund and Growth Deals in Wales**, offering a unique opportunity to pilot diaspora engagement projects in specific areas. Prioritise exist for enhancing communities and place, supporting business growth, and improving people and skills—all of which our tailored diaspora initiatives directly address

By commissioning a Diaspora Hub for your area, you take the critical first step toward unlocking the immense potential of your global Welsh community. This hub provides a tailored platform to immediately connect with diaspora members who have been identified through the latest research as keen to engage, invest, or return to Wales. It creates an avenue to tap into investment opportunities for your region and facilitates meaningful engagement with many more members of your diaspora.

The **Brain Drain to Brain Gain Report**—a comprehensive 100-page document—is npw available, offering deeper insights into the global Welsh diaspora's economic and social potential. Establishing a Diaspora Hub ensures you are ready to act on these findings and position your area as a leader in diaspora engagement, regeneration, and growth.

[DOWNLOAD THE FULL REPORT HERE >>](#)

Please get in touch if you wish to discuss the findings further and we can share specific data that will provide insights into the potential to attract returners to your region.

Many thanks, Zara

--

Zara Bass | Head of Community and Operations



Mobile: 07753410787

Email: zara@globalwelsh.com

Join us: connect.globalwelsh.com/signup

Follow us: @GlobalWelsh



To whom it may concern,

Llanharan Community Council has reserved funds within its annual budget to award grants to community groups and organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with the council's grant policy and guidance notes is attached.

If you would like to apply for a general grant, the application form must ordinarily be completed and returned by 30th June for consideration in July and by 16th December for consideration in January. Emergency applications may be submitted under certain circumstances if appropriate provided an urgent need can be demonstrated. See 3.2

If your organisation/project previously received a Grant of any kind from the Council, it is imperative that you also complete and return the General Grant Feedback forms 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.

Incomplete applications or applications received after the deadline will not ordinarily be submitted for consideration.

**Clerk to the Council
Llanharan Community Council**

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

LLANHARAN COMMUNITY COUNCIL

General Grant Policy and Application Guidance Notes

Please read the policy and guidance notes before completing the form:

1. Llanharan Community Council awards grants, at its discretion, to community groups and 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 application form; you may also seek assistance/guidance from your local Councillor.

2. Eligibility

Grants can be made;

2.1. To groups delivering activities or services to residents of the local community who are established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and are non-profit making ¹and in addition do not make profit to pay or otherwise benefit directors, members or shareholders;

In addition such groups must;

¹ Groups where all earned income is recycled for the benefit of the community are not considered profit making.

- 2.2. Have and be able to provide a constitution, or set of rules, which define its aims, objectives and operational procedures;
- 2.3. have a bank account (or accounts) held in the name of the group.

Grants will not be made;

- 2.4. to individuals
- 2.5. to groups situated or operating solely 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
- 2.6. to organisations who's beneficiaries or members reside 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.
- 2.7. to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- 2.8. to organisations established for party political purposes or promoting religious purposes
- 2.9. to any commercial venture or private business
- 2.10. for any private gain
- 2.11. for purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- 2.12. to organisations who have received a general grant in the same financial year

2.13. to fund the purchase of alcohol, tobacco, loans or interest payments or VAT that an applicant can recover.

3. Grants will be considered under the following criteria:

3.1. Applications must be received by 30th June for consideration in July and by 16th December for consideration in January.

3.2. Emergency applications outside of these windows may be considered under certain circumstances provided the application is requested to be added to an agenda by submission of a written motion from Councillors. Such applications must explain why the need is urgent.

3.3. Such emergency applications as described in 3.2 may be heard by Full council subject to the consent of the Chair of the Audit Committee. The same conditions as outlined in 3.2 would apply.

3.4. 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 will not be submitted for consideration by the Council.

3.5. The applicant is responsible for ensuring the application complies with the council's general grant policy, that the application is completed in full and correctly include all required supporting documentation.

3.6. Any applications not complying with the council's policy will be submitted for consideration provided the applicant provides a narrative as to why an exception to the policy should be considered. If granted the council will minute the reasons for deviating from its policy.

3.7. Any applications not completely and correctly completed by the appropriate deadline will not be submitted for consideration.

3.8. All eligible applications will be considered at an appropriate meeting following the closing date for correctly completed applications.

- 3.9. Decisions will be made by Llanharan Community Council with its decision being final.
- 3.10. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the council will take into account the amount and frequency of any previous awards and the extent to which the applicant has sought or secured funds from other sources or their own fund-raising activities.
- 3.11. The council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

4. Further policy notes

- 4.1. Grant applications and supporting documents can only be accepted from the applicant. An application cannot be made by or presented by a third party on a group's behalf.
- 4.2. The maximum grant available is £2,000 per application.
- 4.3. Any payments would be made via BACS to the applicant's bank account listed in the application.
- 4.4. All grants must be drawn down within 12 months of the grant being awarded. Should grants be made on a conditional basis and the conditions not be met then the grant award will lapse after 12 months.
- 4.5. All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.
- 4.6. A grant may not be given or transferred to any other group.
- 4.7. A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated within 1 year of the grant being made, then all unused monies must be returned to the council.
- 4.8. Retrospective applications will only be considered where the applicant can demonstrate that there was an urgent need for immediate spend for a purpose which would have otherwise complied with the Council's general grant policy.
- 4.9. 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 further evidence requested to demonstrate how

the money has been spent.

- 4.10. for all grants the council may opt to award a grant as a lump sum or to pay on the receipt of invoices
- 4.11. Where a grant is to part fund a project or activity, the council will only release funds once the remaining required funds have been secured or evidence is presented to demonstrate that alternative funders have committed in writing to providing the required funds. Any funds must be drawn down and used within 12 months as per 4.4 and 4.7
- 4.12. A project or activity may not be phased to obfuscate the total cost of a project.
- 4.13. The council will require details of how the money has been spent within 1 year of the award being made (Appendix One). No subsequent grant will be made until Appendix One has been correctly completed and evidence provided in relation to any previous grant. (Grant recipients must provide receipts/invoices to evidence grant spend).
- 4.14. In any case the applicant must provide details of how the money has been spent within 1 year of the award being made by completing and returning Appendix One along with receipts/invoices to evidence grant spend.
- 4.15. Recognition of the grant from Llanharan Community Council must be made in any publicity relating to the activity or purpose for which the grant was made and in the Group's accounts.
- 4.16. The Council may use the name of your Group and its project or activity in our own publicity material where appropriate.

5. Provisions for the return of granted funds to the council (Clawback)

- 5.1.1. Notwithstanding other clauses in this grant policy, any grants provided must be returned to the council should your group or project:
 - 5.1.1.1. Cease to operate within 1 year of receiving the grant
 - 5.1.1.2. Change ownership within 1 year of receiving the grant

5.1.1.3. Relocate outside of the Llanharan Community Council boundary within 5 year of receiving the grant

5.1.1.4. Significantly change from the details provided in your application within 1 year of receiving the grant

5.1.1.5. Sell, gift or otherwise dispose of items purchased with grant money without the written permission of the council at any time within 5 years of receiving the grant.

5.1.2. Notwithstanding other clauses in this grant policy, grants must be repaid in full on demand if:

5.1.2.1. You are found to have made any misrepresentations in your application.

5.1.2.2. You have breached the terms of the grant. (You will receive full details of any terms if your application is successful).

5.1.2.3. You fail to follow the council's grant policy following payment of a grant. Including clauses: 4.7, 4.14, and 4.15.

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.

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 or from the Council Offices.

LLANHARAN COMMUNITY COUNCIL

Grant Aid Application Form

The maximum grant available is up to £2,000

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name)	Wildlife Trust of South and West Wales
Registered Charity Number (if applicable)	1091562
Name of Main Contact and role: (All correspondence will be addressed to this person)	Duncan Ludlow Reserves Manager (East Region)
Full Postal Address of Applicant:	Parc Slip Nature Centre Fountain Road Tondu Bridgend CF32 0EH
Contact Telephone Number:	Daytime: 01656 72400 Mobile: 07875 528615
Main Contact Email Address:	d.ludlow@welshwildlife.org
Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years? (State whether General Grant or CIL)	
If the answer is yes, please complete the box below:	
Date	Amount
March 2022	£10,000 grant
March 2023	£10,000 grant
March 2024	£10,000 grant
Has an Appendix One, 'Grant spend confirmation form' been satisfactorily completed for the most recent <u>general grant</u> with invoices/receipts provided Appendix One MUST be fully completed and receipts/invoices provided for the	Yes ✓ No <input type="checkbox"/>

application to be considered.	
<p>Have you read and understood the council's General Grant Policy and understand that applications <u>must</u> comply with all aspects of the policy to be submitted for consideration <u>unless</u> you have provided a narrative as to why an exception to the policy should be considered ?</p>	<p>Yes ✓ No <input type="checkbox"/></p>
<p>If your application does not comply with all aspects of the Council's general grant policy provide your narrative as to why an exception to the policy should be considered here.</p> <p><i>(Note: If your application does not comply with the council's policy and you do not provide a narrative here, your application may not be submitted for consideration).</i></p>	

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

The Wildlife Trust of South and West Wales is one of 46 Wildlife Trusts across the UK. We cover an area of 9,787 km² in South and West Wales - including around half of Wales' coastline. We own and manage 110 nature reserves covering 2,007 hectares, 50 of which are designated SSSIs, 10 are National Nature Reserves and 4 are islands, including Skomer and Skokholm island.

Our mission is to rebuild biodiversity and engage people with their environment, by:

- Publicly standing up for wildlife and the environment
- Acquiring nature reserves
- Connecting people with nature

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

WTSWW employs approximately 60 full time members of staff. WTSWW also has around 800 volunteers and over 10,000 members.

Less than 1% of WTSWW members live in the Llanharan Community Council area.

There is a group of volunteers that regularly meet on Wednesdays on the reserve.

Are you an eligible group? (See Policy 2)

Yes ☒ No ☐

How long has the organisation been established?

The Wildlife Trust of South and West Wales was formed in April 2002 formed by a merger of Wildlife Trust West Wales and Glamorgan Wildlife Trust.

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?

Guided walk / events / tasks programme - A programme of a guided walks will be scheduled to take place through the year.
Estimated cost £2,000 to cover staff time leading and preparing walks.

Tools, training and equipment for Brynna volunteers
Estimated cost up to £1,000

Survey and monitoring - survey projects to inform the management of the reserve. These could include –

- Japanese knotweed survey
- Dormouse box survey
- Bat survey
- Ash dieback monitoring
- Reptile surveys

Estimated cost approx. £4,000

Infrastructure installation and maintenance – installation of waymarks and waymark posts on the public rights of way, ongoing site infrastructure maintenance
Estimated cost £1,000

Interpretation – provision of new interpretation board at rail crossing entrance. Estimated cost approx. £2,000

How will the Grant Aid benefit the Community?

The Grant Aid will enable WTSWW to continue it's engagement with the local community and provide all the benefits of a local, biodiverse and resilient greenspace at Brynna Woods.

WTSWW is passionate about wildlife and we want to pass that passion on to others. We believe that to value and take action for nature, first people need to care about nature, and that lies at the heart of our work with people.

We also want everyone to have the same access to nature and have the opportunity to benefit their wellbeing by spending time outdoors.

We all need natural green spaces: we need a connection with nature, and we know that time spent with nature significantly improves our quality of life. We know that nature keeps us alive and that it can have an enormous positive impact on our wellbeing in terms of both our mental and physical health. As we lose our connection with nature, our health suffers and our wellbeing declines.

What are the consequences if you are not awarded the grant?
(Be specific and avoid exaggeration)

Without the funding WTSWW will not be able to commit equivalent resources (staff and financial) to the reserve. Priority would be given to maintaining the site in a safe condition and management of the conservation features but there would be a decrease in community engagement activities and infrastructure provision.

Please provide the dates you intend to start and finish the project/activity

Start Date: 1st April 2025

Completion Date: Ongoing

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

What is the total cost of the project/activity for which Grant Aid is required? (Provide a breakdown on a separate sheet if necessary)
Indicate whether the amount includes or excludes VAT

£10,000

What is the amount of General Grant Aid the organisation would like to apply for from Llanharan Community Council?

Indicate whether the amount includes or excludes VAT and whether you are able to reclaim VAT.

£10,000 incl VAT

What other sources of funding is currently available for the project/activity? (Provide a breakdown on a separate sheet if necessary)

What other funders have been approached and what is the status of those applications? (Provide a breakdown on a separate sheet if necessary)

Note: If other sources of funding have been secured but not yet received, provide written evidence (for example a formal letter of commitment from the funder(s)).

N/A

You MUST supply the following information (See policy notes for detail) dependent on grant applied for.

Failure to provide all of the information requested in full by the deadline given may result in your application not being presented for consideration.

A. Up to £499

- Formal constitution or rules document.
- Income and expenditure account/balance sheet for the previous financial year
- Most recent bank statements for **ALL** bank or investment accounts or other financial instruments. *Statement dates must be within 1 month of the deadline for applications and must show at least 3 month of transactions (redacted to protect personal information in line with GDPR if necessary).*
- VAT registration number (if registered)
- Provide quotations for items the grant will be used for.

B. £500 - £2,000

- As requested in A
- Latest audited/ratified accounts and balance sheet verified and signed by a qualified person independent of the group/organisation. (The persons name and contact details should be also printed).

Section D: Sustainability

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

Yes ☒ No ☐

If yes, provide details.

The management of Brynna Woods reserve is an ongoing project.

Section E: Payment Details

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

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

The Wildlife Trust of South and West Wales

Account Number *(Must match that of one of the bank statements provided)*

01602207

Sort Code *(Must match that of one of the bank statements provided)*

30-93-98

SECTION F: Completing the application

Primary 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 and there are no omissions, including all required supporting documentation required in section C.
- ii. I understand that it is the applicant's responsibility to ensure that any application is completed correctly and fully, including all required supporting documentation required in section C. Should the application be found to be incomplete then it may not be presented for consideration.
- iii. If the information in the application changes in any way I will inform Llanharan Community Council immediately.
- iv. I understand that should any incorrect submissions or any

omissions from the application come to light then all monies will be repayable to Llanharan Community Council

Name (Print) : Duncan Ludlow

Position held in organisation: Reserves Manager (East Region)

Signed: 

Date: 7/3/2025

Please note that this form requires two signatures:

Second Signature

Name (Print): Tim Jones

Position held in organisation: Wildlife Trust Officer

Signed: T. Jones

Date: 10/3/2025

Completed application forms should be returned to:

Clerk to Llanharan
Community Council
2 Chapel Rd
Llanharan
CF72 9QA

clerk@llanharan-cc.gov.wales

01443 231430

Checklist:-

- ✓ You have read and understood the Council's grants policy and your application meets the criteria listed.
- ✓ All of the supporting information required in section C has been provided and the form fully and correctly completed including Appendix one and /or a narrative as to why an exception to the council's grants policy should be considered (where applicable). (Your application may not be submitted for consideration

otherwise).

- ✓ Two signatories and all details correctly and fully noted on the form.
- ✓ Submission of the application form and all supporting documentation is completed before the deadline date.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and provide invoices or other evidence regarding how the previous grant was spent.

Please note any applications received or received but incomplete 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

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 forms by the appropriate deadline to:

**Clerk to Llanharan Community
Council**

**2 Chapel Road
Llanharan
CF72 9QA**

clerk@llanharan-cc.gov.wales

01443 231430



Appendix One

Llanharan Community Council General Grant Spend Confirmation Form

Name:	Duncan Ludlow
Organisation:	Wildlife Trust of South and West Wales
Address:	Parc Slip Nature Centre Fountain Road Tondu Bridgend CF32 0EH
Telephone:	01656 724100
Email address:	d.ludlow@welshwildlife.org
Date & Amount of general grant awarded:	£10,000
Specific reason for general grant: What was the grant for:	Management of Brynna Woods and Llanharran Mash nature reserve including: Purchase of tools and equipment, provision of guided walks and events, surveys and monitoring, interpretation provision,

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 or details of monies returned to the council.	Yes. Please see attached report for details.
---	---

Provide details of invoices/receipts and other evidence provided with this application to evidence how the previous grant was spend (Note: Invoices/receipts <u>must</u> be provided)	Please see attached invoices. Expenditure also includes approximately 25 days of WTSWW staff time, plus use of WTSWW vehicles and equipment.
Did the donation achieve its aims in relation to making a difference to the Community and if so in what way did the community benefit?	Yes, the donation has enabled WTSWW to continue its management of the reserve and to provide a valuable greenspace for the residents of the surrounding communities.

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.

Return the completed form to:

**Clerk to Llanharan Community
Council**

**2 Chapel Road
Llanharan
CF72 9QA**

clerk@llanharan-cc.gov.wales

01443 231430



Ymddiriedolaeth Natur
De a Gorllewin Cymru
Wildlife Trust of
South & West Wales

Brynna Woods management 2024/25 update

Ash dieback safety work

Work has continued to make safe ash trees affected by ash dieback. This work has been carried out by WTSWW and the volunteers. Most of the ash trees that could impact the footpaths have been removed or made safe. The remaining trees will continue to be monitored for safety.



Locations of managed and monitored ash trees

Site Infrastructure

Site infrastructure maintenance was carried out through the year to replace or repair site infrastructure as it comes to the end of its lifespan or is damaged due to vandalism. This included the installation of 2 new oak benches, the repair of the marsh viewing platform and repairs to the marsh grazing enclosure.



Dormice Monitoring

A copy of the 2023 dormouse survey report is included with this report.

Monitoring of the dormouse nest boxes continued through 2024. We are currently awaiting the 2024 report

Replacement nest boxes were installed to replace missing / damaged boxes as required.



Interpretation

Marsh information board

The production of the interpretation board has been delayed until 2025/26.

QR codes

Unfortunately the production of the QR codes has been delayed. We are endeavouring to have these produced and installed in the coming months.

Guided walk programme

A programme of guided walks was carried out through 2024. The walks highlighted the history of the reserve and wildlife to be seen through the different seasons.



Volunteers

As in previous years, the volunteers have continued to support the work of WTSWW at Brynna Woods through weekly conservation tasks. The hard work and dedication of the volunteers, and the support of the local community plays an important part in the management of the reserve.

Equipment purchases

The grant enabled the purchase of machinery items including a Stihl 30" petrol hedgetrimmer.



Habitat management

Management of the reserve continued as identified in the management plan. Management tasks included -

- Coppicing / woodland management
- Mowing / grassland management
- Grazing of the marshy grassland
- Bracken control
- Invasive non-native species control (Himalayan balsam & knotweed)



27th February 2024

Author: Diana Clark MSc MCIEEM (Lead Ecologist)

Technical Note: Dormouse surveys 2024

Site: Brynna Wildlife Trust Reserve, Bridgend

Introduction

Dormice are listed as a Species of Principle Important under the Environment (Wales) Act 2016, and are also protected as a European Protected Species (EPS) under the Conservation of Habitats and Species Regulations 2017 (as amended) (The Habitats Regulations), as well as by the Wildlife and Countryside Act 1981.

Monitoring at a national level by the National Dormouse Monitoring Programme (NDMP), coordinated by the People's Trust for Endangered Species (PTES), has shown that the population of dormice has declined by over two thirds since 2000. Factors such as climate change, changes in woodland management, farming practices and the loss of hedgerows, have all affected this species. Dormice are good indicators of animal and plant diversity, and dormouse-friendly habitats are also good for woodland birds, bats and butterflies. Surveys for dormice can help us monitor their presence and also indicate if management practices are resulting in positive outcomes for this species. Management plans can then be adjusted accordingly, if necessary.

Dormice have been known to be present at Brynna Wildlife Trust Reserve, Bridgend, for the last thirty years, and the site has been managed by the Wildlife Trust of South and West Wales (WTSWW) for around the last fourteen years with the presence of dormice in mind.

Around eight to ten years ago, nest boxes were deployed and checked within an area of habitat at the western end of the site. However, monitoring of this area dropped off over time and many of the boxes became damaged and unsuitable for dormice. More recently, two blocks of twenty boxes and one block of ten boxes (i.e. 50 boxes in total) were installed within the woodland in early 2023, as per Figures 1 – 4 below.

Koru Ecology Associates was commissioned in April 2023 to complete three dormouse checks of nest boxes installed at the reserve. At the same time, the site was also set up with PTES as an NDMP site. Funding to support the checking of these boxes by a licensed dormouse worker was obtained from Llanharan Community Council by the WTSWW in 2023.

Methodology

Licensed dormouse surveyor Diana Clark MSc MCIEEM (licence number at the time of the surveys: S091557/1) completed checks of these boxes on 23rd May, 21st September and 24th October 2023. During the three visits she was accompanied by Tim Jones of the WTSWW, as well as another WTSWW colleague during the May and September visits.

During the visits, all boxes were checked for the presence of dormice and other species, in accordance with standard survey guidance (Bright, Morris and Mitchell-Jones, 2006). Any animals found were recorded, alongside any indication of their presence, such as nesting material etc.

Results

Full results of the surveys are provided in Appendix 1 of this technical note.

In summary, no evidence of dormice was observed within any of the boxes during the first two visits, however a dormouse nest containing a single adult male dormouse was found during the late October visit. Photographs of the dormouse can be found in Figures 5 and 6 below.

The presence of wood mice and nesting birds (likely mainly bluetits) was also confirmed during the visits.

Conclusions

The survey checks completed in 2023 re-confirmed the presence of dormice at Brynna Wood, and this will be used to inform appropriate management practices going forwards. It is advised that some of the nest boxes may be moved to different locations, to ensure better spread across higher quality areas of habitat for dormice, and for further monitoring visits to be completed over the next few years if possible.

Figure 1. Overview of Brynna Woods with location of each block of nest boxes.



Figure 2. Location of boxes 1 – 20.



Figure 3 – Location of boxes 21 – 40 (marked as 1X – 20X).



Figure 4 – Location of boxes 41 – 50.



Figures 5 and 6. Tim Jones with the dormouse found in October 2023.



Appendix 1. Dormouse survey results. BN = bird nest, WM = wood mouse, NF = not found.

Box number (actual box number)	23 rd May 2023	21 st September 2023	24 th October 2023
1	BN with chicks	Unoccupied BN	Unoccupied BN
2	BN with chicks	Unoccupied BN	Dormouse nest, x 1 male adult dormouse inside
3	BN with adult	Unoccupied BN	Unoccupied BN
4	Earwigs	-	On floor, replaced
5	-	-	-
6	-	-	-
7	BN with adult	Unoccupied BN	Unoccupied BN
8	BN with adult	Unoccupied BN	Unoccupied BN
9	-	NF	NF
10	Unoccupied BN	Unoccupied BN	Unoccupied BN
11	BN with chicks	Unoccupied BN	Unoccupied BN
12	Likely WM nest, x 1 adult and possibly babies present	Likely WM nest (unstructured moss and leaves)	Likely WM nest (unstructured moss and leaves)
13	-	-	-
14	-	A few brown leaves	A few brown leaves
15	BN with chicks	Mossy nest, x 1 adult male wood mouse present	Likely WM nest, removed
16	Woodlice	-	-
17	Likely WM nest	Likely WM nest	Likely WM nest
18	-	Likely WM nest	Likely WM nest
19	BN with chicks	Unoccupied BN	Unoccupied BN
20	BN with chicks	Unoccupied BN	Unoccupied BN
21 (X1)	BN with chicks	Unoccupied BN	Unoccupied BN
22 (X2)	-	-	-
23 (X3)	-	-	-
24 (X4)	Likely old WM nest	Likely old WM nest	Unoccupied BN
25 (X5)	-	-	-
26 (X6)	-	WM chewed nuts	WM chewed nuts
27 (X7)	-	-	-
28 (X8)	-	-	-
29 (X9)	BN with chicks	Unoccupied BN (removed)	Lid missing (replaced)
30 (X10)	-	-	-
31 (X11)	-	-	On floor, replaced
32 (X12)	Unoccupied BN	Unoccupied BN (removed)	-

33 (X13)	-	-	-
34 (X14)	-	-	-
35 (X15)	-	-	-
36 (X16)	-	-	-
37 (X17)	BN with adult and chicks	Unoccupied BN	Not checked due to water
38 (X18)	Possible old WM nest	Possible old WM nest, on floor (replaced)	-
39 (X19)	Unoccupied BN	Unoccupied BN (removed)	-
40 (X20)	-	-	-
41	Unoccupied BN	Unoccupied BN	On floor, needs to be replaced
42	-	-	-
43	Unoccupied BN	Unoccupied BN (removed)	-
44	BN with chicks	Unoccupied BN	Unoccupied BN
45	Unoccupied BN	Unoccupied BN (removed)	-
46	Unoccupied BN	Unoccupied BN	Unoccupied BN
47	BN with chicks	Unoccupied BN	Unoccupied BN
48	-	-	-
49	-	Unoccupied BN (removed)	-
50	-	-	-

Company registration number: 04398959
Charity registration number: 1091562

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
(A company limited by guarantee
and not having any share capital)

REPORT OF THE TRUSTEES AND
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

Azets Audit Services
Chartered Accountants & Statutory Auditors
Ty Derw
Lime Tree Court
Cardiff Gate Business Park
Cardiff
CF23 8AB

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED

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**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

CHAIRMAN'S ANNUAL REPORT

Sitting down to write this introduction to my first annual report as Chair of WSTWW was a little daunting. However, having carefully read the Achievements and Performance below this soon gave way to real pride in what The Wildlife Trust South & West Wales has achieved over the past year. So, I am delighted to present this report to you. Please do take the time to look through it.

The achievements are, of course, thanks to the hard work of our staff, volunteers and members, and this is across all the teams: Conservation Support staff, Senior Managers, Nature Reserves team, Conservation, Islands and Marine staff, and the Wilder Engagement team.

The board of trustees has been taking some time to reflect on how we work and how we can develop in our role of governance. A board effectiveness review facilitated by a consultant was a very positive process for us to undertake.

Perhaps a theme running through the report is one of making connections. Enhancing and enlarging our reserves, working with partner organisations, linking with landowners, people and communities in our region, and all this work undertaken on very limited resources. A testament to the passion we all hold for our natural environment.



Paul Culyer
Chair

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their report and accounts for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

OBJECTIVES AND ACTIVITIES

The Wildlife Trust of South and West Wales Ltd is required by charity and company laws to act within the objects of its Memorandum of Association, which are as follows:

- 1.1. For the benefit of the public, to advance, promote and further the conservation maintenance and protection of:
 - i. terrestrial and marine habitats and their wildlife;
 - ii. places of natural beauty;
 - iii. places of zoological, botanical, geographical, archaeological or scientific interest;
 - iv. features of landscape with geological, physiographical, or amenity value in particular, but not exclusively, in ways that further biological conservation.
- 1.2. To advance the education of the public in:
 - i. the principles and practice of sustainable development;
 - ii. the principles and practice of biodiversity conservation.
- 1.3. To promote research in all branches of nature study and to publish the useful results thereof.

Public benefit statement

The Trustees have referred to the guidance contained in the Charity Commissions' general guidance on public benefit when reviewing the Trust's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The advancement of environmental protection and improvement is recognised as a charitable purpose and is regarded universally as producing a public good. The Wildlife Trust of South and West Wales exists to promote the care and protection of the environment and therefore provides a clear public benefit. Our philosophy is based on the belief that the natural world deserves conserving for its own sake and, since this is widely perceived to be a worthy aim of public policy, it may fairly be regarded as a benefit to the public at large. However, the public benefits provided by the Wildlife Trust go much further.

Firstly, our nature reserves are used by the public, and many have access on way-marked routes. At many sites information and interpretation is provided to visitors. There are a few cases where there may be a conflict between management requirements and unfettered access, but where this occurs we strive to keep any restrictions to a minimum.

Secondly, our education programmes are aimed at schools, colleges, adult groups and the wider public. Education is also, of course, recognised as a charitable activity in its own right.

Thirdly, our information gathering and provision of expert advice and opinion to local authorities and others helps to ensure that planning decisions are made on a rational basis taking full account of the public benefit of wildlife.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
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Fourthly, we can exert influence through our membership at local level, and nationally through our membership of the Royal Society of Wildlife Trusts and Wildlife Trusts Wales. It is also our belief that the involvement of many volunteers in our work provides an outlet for altruistic endeavour which is of special benefit to those involved as well as delivering benefits to the wider public.

Promoting the enjoyment of the natural world is an important part of what we do: contact with the natural world and the appreciation of wildlife and wild places provides great pleasure to many people and contributes towards wellbeing and health. Our nature reserves and activities are available to all and provision is made wherever possible for people of all abilities and socio-economic groups.

The objective of our trading subsidiary, DWT (Enterprises) Ltd, is to support the work of the Trust through the businesses of sales, island accommodation and large and special events.

ACHIEVEMENTS AND PERFORMANCE

For further information on our conservation and research work, please refer to the reports found on our website: <https://www.welshwildlife.org/about-us/reports-and-publications>

We highlight the following achievements for April 2023 to end of March 2024

Highlights from the nature reserves

- A survey of the whole of the Gwernydd Pembrey SSSI assessed the population of Water Voles following our reintroduction project at Ffrwd Farm Mire. NRW later confirmed that Water Voles have been added as a supporting feature of the protected site, signifying the success of the project and the fact that there is now a sustainable population.

Nature Reserves Management

- The reserves staff have been busy implementing the Nature Networks fund (round 1) project across 39 of our nature reserves that are designated as Sites of Special Scientific Interest (SSSI). The work has included desilting ponds, erecting fencing, improving pathways and boardwalks, way-marking, buying tools and equipment and undertaking woodland and grassland management and (along with some legacy money), two new bird hides at Teifi Marshes. The grant has facilitated grazing to be established on some more nature reserves by funding the necessary infrastructure, including Llyn Fach in Neath Port Talbot.
- Our reserves team carried out regular management and maintenance of nature reserves, ably supported by our volunteers. Work included: litter picks, infrastructure repairs, replacing boardwalks, installing benches and way-marker posts, cutting reeds and scrub to open up important habitats, planting trees and managing dangerous trees, coppicing trees and scrub for butterflies, stock checks and hedge laying
- We also worked with contractors where funding allows or where specialist skills or equipment is needed, e.g. for management of Ash dieback and repairing roadside walls.
- We work closely with Natural Resources Wales (NRW) in the management of our designated sites and have regular site visits with them to discuss management options and to seek the appropriate licences and permissions to carry out the work. We also work with NRW to secure section 16 management agreements wherever possible to fund work on our SSSIs, although the funding available for SSSIs has reduced dramatically.
- Local Nature Partnership funding helped with capital works on a number of our nature reserves, for example fencing and grazing infrastructure at Rhydyglyn, pond restoration at Carmel, and a grazing report to inform the management plan for Craig Cilhendre, all funded by the Carmarthenshire Local Nature Partnership. The Vale Local Nature Partnership funded a new tractor plus benches and interpretation panels, and the Bridgend Local Nature Partnership funded a new, secure tool store for Parc Slip.

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- A Local Places for Nature grant funded tree planting at Teifi Marshes – extending the cover of temperate rainforest in Pembrokeshire and linking habitats.
- Many of our nature reserves are grazed in order to provide the best possible habitat for wildlife. Each year grazing licences need to be reviewed and renewed to ensure that the habitat is in or moving towards favourable condition. We are working hard to get grazing onto nature reserves that need this style of management, and at Cors Goch in Carmarthenshire, we finally have traditional-breed cattle grazing the habitat for the first time in decades.
- We delivered habitat management work for silky wave moth on our South Gower Coast nature reserve in conjunction with Butterfly Conservation as part of the national Natur am Byth project
- A round-up of the total staff and volunteer time spent managing nature reserves shows:
 - Habitat management = 577.1 working days
 - Health & safety work = 86.3 working days
 - Invasive Non Native Species (INNS) work = 144.6 working days
 - Installing / maintaining infrastructure = 334.4 working days
 - Species survey / monitoring = 183.5 working days
 - Footpath / access maintenance = 232.3 working days

Research and monitoring

- An interview for the New Scientist was held at Teifi Marshes about the impacts of river pollution on reserve.
- Heather samples were taken from Dowrog Common for the Great Fuel Moisture Survey.
- Brown hairstreak egg counts were carried out at Teifi Marshes in partnership with Butterfly Conservation.
- Beaver feasibility site visits took place at Teifi Marshes and Llangloffan Fen with Nathan Walton, Adam Dawson and Alicia Leow-Dyke.
- Dormice surveyors developed a monitoring plan for 2024 at Pengelli Forest and we carried out Dormouse box surveys at Brynna Woods.
- Alice Chapman Conservation Officer, is working with Reserves Manager Duncan Ludlow to develop and support a reserves monitoring programme for the survey season.
- We had a donation for a biological report on the River Usk and catchments. We contracted Brecon Biodiversity Information Service (BIS) to collate records of species and habitats and to identify where potential data gaps may be and how we can improve data flow for freshwater species.
- We ran Great Crested Newt surveys at Parc Slip in liaison with Network Rail.
- We input to the WCVA scoping project for a National Nature Service.
- National Botanical Garden of Wales collecting Wych Elm, Wild Service and Elder seeds from Pembrokeshire reserves for their Millenium Seed Bank project.

Partnership work and networks

- Our nature reserves and reserves staff were part of several projects over the year including the Canals, Communities and Wellbeing Project in Brecknock, the LIFE 'Quaking Bogs' project (Dowrog Common) and the 4Rivers4Life project (Llangloffan Fen).
- We supported Cwm Arian's 'Growing Better Connections' partnership project which encompassed our Pengelli Forest Nature Reserve.
- We attended various advisory groups, network and partnership meetings including Brecknock Conservation Advisory Group, Bridgend Green Network, Coppicewood College, and some of the Local Nature Partnerships and attended webinars including NRW/WG amendments to felling licence regulations.
- We organised Invasive Species training for WTSWW staff and partners through the WaREN INNS contract.
- Working in partnership with Butterfly Conservation Wales and NRW discovered four new Marsh Fritillary sites within Ceredigion (three near Tregaron and one at Capel Cynon –Erw Fach).
- Local Places for Nature grant - Ceredigion Swift project run for the Ceredigion Local Group –60 boxes have been installed in various locations in the county where swifts are present.

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Advice to other landowners

- Reserves staff provide management advice to other landowners whenever capacity allows, and this year this has included advice to private land owners and a golf club, covering advice on managing ponds, wet woodlands, water lilies, pond creation and wildflower management.
- Doug Lloyd (WTO Ceredigion) has worked with local landowners near Llanfair Clydogau, Lampeter, to survey land that is on the proposed route of a new set of power lines and pylons coming from another wind farm application (near Bryn Cadwgan but in Ceredigion – there are two further wind farms proposed in Ceredigion plus the power lines). This area has now been shown to have another “new” Marsh Fritillary population on the proposed route.
- 100.5 hours of advice given to landowners on 463.4ha of land. A total of 45 sites, 43 private and 2 community.

Acquisitions and legal work

- Trellwyn Fach - site visit with Trustee Mike Davies and Reserves Manager Nathan Walton, and drafted a paper for RSWT and Conservation Committee, discussed at meetings, agreed to purchase, agreed sale price with estate agents, set up meeting with RSWT for next steps. To be completed in 2024-25.
- After a series of emails relating to our Redley Cliff nature reserve and the small track that runs alongside which is not connected to our nature reserve, options were considered by the Board and Trust solicitor. It was decided to sell the track and verges and over the last few months of this reporting period, worked with our land agent to prepare the papers.
- A number of our nature reserves are coming to the end of their lease agreements so we are working with our solicitor and land agent to renew the leases and are taking the opportunity to improve the terms where necessary.
- Network Rail have needed agreements with us to carry out various rail improvements adjacent to Brynna Woods and Parc Slip and through Pwll Waun Cynon. Our land agent has secured a s106 agreement on this.
- Erw Fach, one of the new Marsh Fritillary sites in Ceredigion is now under WTSWW management with a long-term agreement with the land owner.

Nature Recovery and large-scale projects

- We met with the new owners of the Aberthaw power station. We have discussed the possibility of taking on the management of the lagoons again, and have input to ideas for mitigation and site improvements for wildlife on the site.
- Plans for riverside habitat restoration and reintroduction of Water Voles in the Vale of Glamorgan started with identifying release sites on the Thaw and working with the landowners to get written consent. We also ensured all appropriate partners and collaborators remain informed and involved when the time comes. The plans then expanded into the Ely catchment and we secured a contract with NRW to start the process and produce a scoping report for that river system. We are working closely with SEWRT and INCC, and are being supported and helped by Kerry Rogers. The Vale of Glamorgan Local Nature Partnership’s “Restore the Thaw” project funded by Nature Networks also includes elements contributing to our water vole reintroduction work in the Vale.
- In our Red Squirrels project work, we have conducted a deep analysis of our historical data in order to improve our understanding on population dynamics, reviewed the efficacy and efficiency of the methodologies used to date, and developed a new strategy for how we take the project forwards. We are exploring all aspects, from new monitoring techniques, technical analysis opportunities and volunteering opportunities to collaboration with academic bodies and other stakeholders. We are grateful to the Carmarthenshire Local Nature Partnership for approving a two-year grant that contributes to the project costs. We are now looking at additional funding opportunities, and are in the process of building a larger Welsh all-mammal landscape-scale project, that encompasses red squirrels, in collaboration with other third sector conservation organisations operating in the wider RS project area.

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- Pengelli Forest nature reserve is part of an arc of remnant Celtic rainforest fragments that run through the Gwaun Valley, towards Fishguard. We are developing a large-scale habitat project to expand, connect and restore the rainforest across this area. We had a meeting in December with partners organisations and landowners to discuss ideas and to explore how we could work together. The future purchase of Trellwyn Fach as a new Nature reserve will contribute to the aims of this project.

Advocacy and Standing Up for Nature

- We have worked with our colleagues throughout Wales to input to the Sustainable Farming Scheme consultation and attended some of the local consultation events. We also attended a meeting with Welsh Government to discuss SSSIs in relation to the SFS and were pleased to have the opportunity to explain the difficulties in sourcing funds for managing designated sites, and to advocate for SFS support for SSSIs.
- We sit on the Technical Advisory Group Agricultural Advisory Group and the Rivers Stakeholders Group that are part of the West Wales Nutrient Management Board. The group has reviewed excellent research on the sources of pollution in the Teifi, Tywi and Cleddau but it is apparent that there is a lack of resources to deal with the issues presented.
- Clyne Common – we have objected to a de-registration of the common, next to The Dranges nature reserve. Paul Thornton, Reserves Manager, worked with the Gower Society to prepare a statement for the public inquiry.
- We were alarmed to hear about the Bryn Cadwgan energy park and wind farm proposal because it is in the middle of the most important woodland block for red squirrels within the Red Squirrel project focal area. It is also adjacent to SACs and SSSIs. We are working with RSPB and an experienced planning volunteer to compile a catalogue of ecological and social/cultural data in objection to the development and have met with the developers to discuss our grave concerns.

Partnership work and networks

- We carried on working on the pilot priority habitat management project in Ceredigion and North Carmarthenshire in partnership with ADAS and the Welsh Government. We are working with 11 landowners to advise on improvements to the management of their MG5 grasslands and teaching them how to monitor the changes.
- Through a project with Cardiff North Woodlands we are developing a reduced network of trails within the SAC and SSSI to reduce habitat damage and species disturbance. As part of this work we are liaising with representatives from Breendon Group to discuss the ecological nuances of their quarry site at Garth Woods, and give them a better understanding of the project aims.
- We attend many of the Local Nature Partnerships Steering Groups. These groups are vital in bringing together local organisations with a deep knowledge of their area to plan nature recovery at a county-wide scale.
- We are also involved with projects that have arisen from the LNPs eg the Vale of Glamorgan 'Hedges and Edges' project and we attend many of the Nature Recovery Action Plan steering groups.
- We attend the Cardiff University ERBAP meetings: which is looking to move towards the University achieving biodiversity improvements.
- We also attended the Cardiff City Nature Network meeting, which is looking to map core zones for nature recovery in the city.

Contracts

- We take on a limited number of contracts that generate income and help us deliver our strategy. This year through our contract work we have:
 - Drawn up plans for a number of wildlife and food-growing projects for communities across Wales via the Keep Wales Tidy Local Places for Nature Grant wildlife package community scheme.

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The delivery team (Nature Recovery Team) are now working with the Wilder Engagement Team to develop resources that can be provided to groups engaged through this scheme, and retain them within the Team Wilder system.

- Contract work for Oxygen Conservation at Esgair Arth, nr Aberarth in Ceredigion– surveyed with volunteers for veteran trees and rarer tree species in this SSSI – small leaved lime, guelder rose, spindle, wild service. Site is one of the best sites in the county for these species.
- Through a contract with NRW for mink control on the Thaw and Kenson Rivers we created a database and map showing opportunity areas, land ownership details, and monitoring raft locations. We also, liaised with landowners/farmers, and deployed 10 new monitoring rafts in various holdings. Finally, we collated a short final report and applied for a FRAP (flood risk activity permit).
- Third phase of our water vole work on the Thaw and Kenson catchments. Created/improved habitat on Cadoxton River and Cold Brook, including erecting 200m of fencing and 2 livestock gateways. We continued nurturing and developing new relationships with key landowners/farmers, as well as other key stakeholders such as LNP members and the ‘Restore The Thaw’ Project. We also continued our mink monitoring/control work throughout, and concluded with a report/habitat improvement review.

Highlights from our Team Wilder work

Most of our Team Wilder work is delivered through grant-funded projects:

Stand for Nature Wales Project (Cardiff)

- Students started a nest-box monitoring scheme at Forest Farm, 12 boxes were occupied with built nests.
- Youth forum members attended a youth campaigning event organised by WTW, and also supported the Urdd Eisteddfod in June.
- A 3 day Youth Summit was held in Llangrannog (at the Urdd Centre) with 84 young people attending from across Wales. The summit was a success with a variety of workshops, guest speakers and wildlife activities. Next year’s summit will be held in Cardiff, with a political angle.
- The Youth forum planned a campaign raising awareness of river pollution in Cardiff and we helped organise a Senedd event where the forum met with MS’ to talk about the wider Wales pesticide campaign. The forum designed a river pollution themed Christmas tree to highlight their river pollution campaign at the Penarth Christmas tree festival. They won the silver award in the Charity Category. Linked to rivers, we organised river fly monitoring training and otter surveying training.
- Alex Griffiths (Wilder Engagement Officer) attended the Cardiff University Fresher’s Fair, and has run a follow-up event for new forum members in Roath Wild Gardens.
- We attended the Children’s Rights Fest held at Cardiff City Football Stadium – this was a good opportunity for networking, and to gather young people’s hopes for nature in the city.
- We attended two planning meetings for the Cardiff LNP NRAP youth engagement workshop day. The workshop went well with seven schools in attendance, a mix of primary and high schools, with good feedback for the action plan and good sixth form/high school connections for our Stand for Nature project.

Stand for Nature Wales Project (Coastal Ceredigion)

- Marine Conservation Project Officer, Laura Evans and our marine conservation interns, have organised and delivered events for the public which have ranged from beach cleans to climate cafes as well as attending external events such as the New Quay Carnival and “An Evening with Nature”.
- One of our Marine Conservation Interns joined “Generation Sea”, a youth planning group established by The Wildlife Trusts to develop the Trusts social media plan for National Marine Week. The theme was “young people in marine conservation”. The interns also assisted with marine species surveys, training of and supporting of volunteers in biological data collection, and in the audit and analysis of species data collected.
- Members of the Living Seas Youth Forum travelled to Porthdinllaen to team up with North Wales Wildlife Trusts’ Youth Forum to collect seagrass seeds as part of Project Seagrass’ restoration project.

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- 11 members of the Living Seas Youth Forum and two Interns attended the Stand for Nature Wales Youth Summit with Laura.
- Laura worked closely with the Living Seas Youth Forum to create and film content for the “Stand Up For Our Future” documentary and to start the planning of the premiere events which will take place on World Oceans Day in June 2024. One young person, Elliott aged 11, used Canva to create animations to feature in the documentary. These animations will convey scientific principles such as carbon storage in seagrass in a more digestible and understandable way. The group have also been working on fundraising ideas for the events and the continuation of the youth forum after the end of the S4NW project.

My Wild Cardiff Project (Cardiff)

- Through the Cardiff LNP we have picked up the Green Walls and Volunteer Training projects with the training programme organised from May to September. Alex has been contacting new and old schools for the green walls. An Orchard Course was run in March at Forest Farm as part of the training project in the last financial year. Alex also ran 2 dormouse footprint tunnel sessions, three grassland ID sessions as well as pollinator ID session, and tree ID sessions
- Alex has been helping the Cardiff Local Group run practical conservation events in Cathays Cemetery and clearing invasives in Roath Wild Gardens. He also ran a butterfly session for Cardiff Local Group at Cathays Cemetery.
- We ran the following events:
 - A marine-themed event at Red Dragon Centre alongside an eco-craft session. This was a good location for attracting diverse audiences.
 - A stall at the Forest Farm Open Day (working with council rangers team) and the Maes y Deri community day (working with a housing association).
 - A joint stall with Coed Caerdydd/Cardiff LNP at the Rhiwbina Eco Day.
 - A bat and moth night at Highfields Allotment.
 - A bat walk at Cathays Cemetery.
- The Unknown Wales conference (7th October 2023) had ~90 people attend in person and ~15 people online.

Nextdoor Nature Swansea Project (Swansea)

- Swansea LNP gave us just under £4k to deliver nature projects in Swansea; We engaged the YMCA Swansea in planting for pollinators at Swansea Museum. The Uplands community group engaged residents in Penlan Crescent and together planted wildflower plugs and fruit trees (provided by the council). We also held a Nextdoor Nature Celebration event at the Swansea Brynmill Community Centre Garden. We have been working with this group to develop their garden area as part of the Swansea LNP work. We interviewed one volunteer, which has been included in the celebration video by RSWT: <https://www.youtube.com/watch?v=CBvwJVPlv7U&t=173s>
- Marianne ran a successful Welsh Language walk in Swansea and is planning more Welsh language walks in the future.
- We attended the Chinese New Year festival event organised by Chinese in Wales Association.
- We had a site visit to Townhill woodland project and will be running two survey training sessions with the group in partnership with Coed Lleol.
- We had a change of staff this year, with Marianne Evans starting in July. Marianne has attended several Swansea LNP meetings and events, and is building a good network of contacts through this partnership.

Education

- Catherine Lewis (Wildlife Education Officer) has been running weekly holiday wildlife sessions/club at Cadoxton Ponds and regular work parties for volunteers. We also hosted a Bumblebee Conservation Trust ID session for volunteers and found many brown-banded carder bee specimens and some interesting cuckoo species (collected for further species ID).

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- Pauline Hill (People and Wildlife Officer) has started a Brecon Wildlife Watch group which will run in school holidays, in partnership with the Brecon Library, following a successful launch event in July.
- We have delivered a water vole surveying training session at Cosmeston Lakes on behalf of the Vale Restore the Thaw project, including producing a survey guide for volunteers.

Core Wilder Engagement Work

- We attended events to build contacts and attended meetings across south and West Wales with potential Team Wilder Groups. There are a lot of communities and young people interested in wildlife and wildlife/environmental action in Carmarthen and the surrounding area so we would like to find funds for a Team Wilder Officer in the area.
- We attend meetings with other Wildlife Trusts to look at best practice, and how to measure and monitor our impact with Team Wilder.
- We ran 3 women-only events with GROW Cymru for October, a session with YMCA and Welsh-language nature walk with Menter Iaith Abertawe in November.
- A few elements of Green Connections Powys project were carried on past the end of the project; eg introducing school pupils to Wern Plemys through the medium of Welsh. This was followed up with some creative writing in class.
- Swift boxes are being put up on Builth Wells Fire Station and Brecon Leisure Centre. The Brecon Swift Group is planning an application to LPfN funding for more swift boxes, callers and contractors to put up the boxes. This will be part of the greater project for the Brecon Gateway to Nature project funded through this grant.
- Wild in Ystradgynlais (LPfN) has funded access and engagement on Ystradfawr including walks to introduce the reserve to new groups, one in Welsh, and hopefully engage a few new volunteers with a taster session
- We have 12 active Local Members' Groups around south and west Wales, some are special-interest groups such as the Aberystwyth Botanical Society, or the Friends of Skokholm and Skomer, and other are based on an area such as the Cardiff, Swansea and Brecon Local Groups. More information on each of the groups and contact details can be found on our website:

[Local Groups | The Wildlife Trust of South and West Wales \(welshwildlife.org\)](https://www.welshwildlife.org/)

They all run a programme of events including talks and guided walks, and some groups such as Cardiff, run practical conservation work parties. We are grateful to all the Local Groups for extending the reach of the Wildlife Trust into local communities and encouraging more people to take an active interest in wildlife.

Highlights from our Living Seas work

- Our marine residential volunteering schemes continue to be hugely successful and oversubscribed thanks to the dedication and organisation of our staff who make it happen. Skomer welcomed 152 volunteers, Skokholm 24 and Cardigan Bay Marine Wildlife Centre 117 volunteers. Across marine and islands that equates to a massive 19,572 hours of volunteer involvement during the 12 month period.
- The marine team continues to represent the Trust and deliver a significant percentage of our people engagement activity. Over 15,000 visitors came to our visitor centre in New Quay, over 24,000 people visited Skomer and Lockley Lodge and 370 stayed overnight on Skokholm Island.
- The Kittiwake colony counts that staff carried out at New Quay gave us a chance to check out Cardigan Island but we were concerned by the lack of Lesser Black Backed Gulls. WTSWW staff also completed the seabird cliff-counts on Midland island for NT Cymru.
- A CBMWC intern represented the marine team at the Wildlife Trust Federation Conference, and interviewed CEO Craig Bennet on stage.

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- The Floating Offshore Wind project Erebus has been delayed by 1 year, after the company responsible declined to bid for a government licence but we dealt with requests for engagement and comment from two offshore FLOW developers. Lisa Morgan (Head of Islands and Marine) contributes to several federation wide marine renewables working groups, including floating and tidal development and comments on all aspects of planning in the Celtic Sea from cable impacts to environmental monitoring plans.
- We attended a meeting with RSPB about the new Biosecurity for Wales project (grant funded by NNF Round 2). This is being led by ex-WTSWW staff member Sarah Kay-Purdon and we are a delivery partner. The project now covers seabird SSSIs as well as SPA's and will involve St Margaret's and Cardigan Islands in this second phase. The conservation detection dog visited Neyland to check Skokholm work-party boat and Skomer barge. Lisa became the team leader for the Haverfordwest hub.
- We were part of the Pembrokeshire Marine Code review meeting in Pembroke Dock. We contributed content for island maps and general seabird, seals and wildfowl and waders code. This will be useful in light of the increasing number of queries and complaints coming in about marine recreational activities; including coasteering and eco tour boats swimming with puffins.
- In late March 2023 we found out that our Nature Networks Fund Round 2 marine bid had been successful. Lisa Morgan and Sarah Perry worked on the £560k application that will fund much of our seabird and cetacean monitoring and research work for the next 3 years and grant delivery got underway in April 2023. Year 1 projects included improved biosecurity at Lockley Lodge, specialist boat kit for our island and CBWMC based staff, boat servicing and storage improvements.
- NNF2 Grant funding allowed the Marine Conservation Team to add acoustic monitoring techniques for Bottle Nosed Dolphin to their existing photo-ID work, the only project of its kind in Welsh waters. The grant covers boat time, acoustic deployment, staff and researcher time and interpretation and education activities linked to the project.
- At CBMWC, we delivered weekly education sessions for the Nurture Group at Ysgol Uwchradd Aberteifi, focused on species including dolphins, sharks and seabirds. The sessions were also developed to allow the young people to improve essential skills such as literacy, numeracy, problem solving and teamwork. The team delivered 9 weekly sessions for the Year 7 Nurture Class (11-12 year olds) covering various climate change in the marine environment themed topics.
- A Marine Conservation Intern was involved with the planning and delivery of an event at the Senedd in November 2023, as part of the project wide pesticide campaign. She was responsible for designing the event invitations, which were distributed to all members of the Senedd, and in the planning of the event, travelling to Cardiff to meet with other project staff and youth forum members. The group held a drop-in session to discuss our pesticide-reduction initiative with Members of the Senedd in the Pierhead building.
- In March 2024 the team welcomed a new marine conservation intern to the staff team based at CBMWC. The internship will provide a paid opportunity for a young person to receive training, and to increase their skills and knowledge to become the next generation of marine ecologists, conservationists and environmentally conscious adults.

Bird Flu/HPAI

- Lisa Morgan (Head of Islands and Marine Conservation) continued attending the regular Welsh Government HPAI approach group meetings. Lisa also attended the first WG Seabird Emergency Expert working group – set up as a result of the Black Headed Gull mortality events in north Wales. We also shared information with other sites, eNGO's and universities.
- During the season we worked with partners to develop a protocol for dealing with any bird carcasses. There was no government/ NRW funding for PPE or any commercial arrangements for carcass incineration and no legal means to dispose of carcasses.
- We attended a training session held by Animal and Plant Health Agency, with island wardens so that we are competent to take Swab samples from dead birds for PCR testing and have test kits on both islands.
- The situation continued to deteriorate in North Wales with mass mortality rising in Black headed gulls and terns and some RSPB sites were closed.

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- Over a 3 week period from 8 July the number of Guillemots collected by the local authorities alone was 1,060 for Pembrokeshire and over 500 for Carmarthenshire. After a small number of Gannets tested positive on Grassholm in late July, no further deaths were reported at the colony and no report from the Manx colonies.
- We put out a joint press release with PCC and other eNGO's and recorded a piece for BBC World service 'Science in Action'.
- The Seabird Emergency Response Group was stood down by Welsh Government at the end of the breeding season when most birds would have left colonies.
- It was difficult to judge the impact of HPAI when our seabirds returned because of the terrible weather in March. A couple of guillemots have washed ashore live, but likely a result of the rough weather.
- By the end of this reporting period, HPAI prevalence in the UK was low but there are some signs it is still present with the recent death of a Peregrine and a Herring Gull on the Farne Islands from the sub type H5N5, so we still need to be vigilant.

Highlights from Skomer and Skokholm Islands

- Skokholm hosted an Alder Flycatcher (an American passerine dropped in by the tail end of Hurricane Lee) – a first for Wales and just the third for Britain.
- Skomer recorded 142 bird species during the 2023 season; Cattle Egret and Glossy Ibis were both only second island records.
- Red-billed chough numbers hit record highs on both islands, 8 territories were confirmed as being occupied on Skomer Island and 5 on Skokholm.
- Lisa Morgan gave a talk about the work of WTSWW on the islands to an open meeting of the Dale and Marloes peninsula WI group. Around 30 people attended.
- We hosted NRW visitor experience manager, Stephen Richards-Price on Skomer for the day to look at revamping the visitor centre and interpretation on the island. This was a constructive day spent running through his previous audit and hearing ideas from staff. A plan will follow for work next year.
- We dealt with lots of calls and emails about stranded Manx Shearwaters during fledging season and spoke to several businesses and campsites about their lighting during this period.
- We attended a stakeholder meeting to discuss an increase in incidents of Grey Seal disturbance in 2023, organised by PCNPA and attended by RSPB/NT and the rural crime officers from Dyfed Powys Police. Several joint actions were agreed.
- We worked with NRW staff at the Skomer MCZ to remap new access restrictions in Skomer North Haven, to protect the growing colony of Guillemots here. Marine Code maps have now been reissued online, printers are making signs to go on marker buoys on the water during the summer and the MCZ team have been engaging with local boat companies and fishermen to inform them of the new voluntary codes.
- A grant application to Friends of the PCNP for £1,200 for new optics for our long-term volunteers on Skomer was successful. The equipment now being used on island.
- We took our Monitoring Officers from NHLF to Skomer for the day (accompanied by Craig Bennet and Sarah Kessel) and were able to tell them about our grant funded work, the issues we face and plans for the future.
- We experienced higher than average no-sail days in both July(4) and August(6) with 6 from the 9 available Saturdays cancelled.
- Activities and events held on Skomer included:
 - **Guided walks** (non residential) – fully booked all season - 2 cancelled, 6 successful.
 - **Welsh Learner's guided walk** (non residential) - 1 cancelled, 1 successful
 - **Shearwater Week** – sold out 3x2 night stays.
 - **Yoga retreat** – excellent feedback received 2x2 night stays – sold out
 - **Young Birders Week** – sold out with two groups staying for 3 nights each. Subsidised by the Nature Networks Fund and Pembrokeshire Bird Group.
 - **Black to nature** – this event was also well received by the group and the 3 night stay on Skomer well organised by Ceris. Accommodation and travel was subsidised by the Nature Networks Fund.
 - **A residential visit by Avon Wildlife Trust** with excellent feedback

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- Skomer closed for the season on 30 September – a quick tally gave us roughly 23,400 day visitors in 2023 and just under 1,000 over-night guests. The Skomer Annual report and Bird report for 2022 completed and published on our website [Reports and publications | The Wildlife Trust of South and West Wales \(welshwildlife.org\)](https://welshwildlife.org/reports-and-publications).
- 213 grey seal pups born on Skomer by start of October, 10 more than the same time last year. Sadly, we were informed that because of budget cut-backs, NRW is withdrawing funding for our Seals monitoring contract, which has been going since the 1980s. We had a follow-up meeting with Skomer MCZ to discuss options for minimal monitoring of a sample sites, but this has capacity implications for staff with no additional recruitment possible without the grant. We also explored the involvement of 'year in industry' students from Swansea University to assist with scaled back fieldwork.
- We had a number of meetings with JNCC/BTO and internally with University of Gloucestershire about the Seabird Monitoring Programme and Skomer's ongoing involvement as a UK Key site and secured additional funding to ensure our costs are fully covered.

Building Recognition of our Role:

- We attended the Urdd Eisteddfod (Llandovery) to highlight our conservation work, research, volunteering activities and to engage with a younger audience. We were the only nature / conservation organisation at the event.
- We attended the Royal Welsh Agricultural Show in Builth Wells to raise the profile of our Trust, promote membership, wildlife friendly gardening and to campaign for a wilder future with the other Welsh Trusts.
- We meet regularly with other Trusts in Wales to coordinate our communications and campaign work and to share best practice. All Welsh Trusts supported the Agricultural Bill and Members of the Senedd were impressed with the 3000 signatures generated in a week. We also support UK Wildlife Trust campaigns such as the 'No to Neonics' campaign.
- The 30 Days Wild Campaign was very successful and we have received our highest number of sign up's at over 4,000, including 390 schools. The NHS partnership was new for 2023 and they supported the campaign from a national perspective.
- Parc Slip was awarded with a Green Flag People's Choice Award at the virtual ceremony. This was voted by members of the public.
- We worked with Valleys Regional Park and Bridgend Council on their promotional campaign which included Parc Slip.
- We represented the Trust and attractions at the Visit Wales South West Wales Tourism Forum meetings.
- We developed a new standard WTSWW interpretation template design to increase consistency with our reserve panel designs. Design is adaptable for individual reserve information, maps and symbols.
- We developed and co-ordinated our monthly WTSWW e-newsletter to an audience of over 6,000 subscribers. 52.7% of subscribers are women and over 70% of subscribers are in the 45+ age category.
- We launched our Skomer Island web camera appeal to raise £5k to purchase new web cameras to allow online live streaming via YouTube.
- We held a Wild Words Poetry competition in partnership with BBC Radio Presenter and conservationist Dan Rouse to find out what nature means to our audience, their experiences with nature, and why nature is important to them. There were 2 categories - under 12 years old, and 12 to 16 years old, and the winner received a signed copy of Dan's new book.

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- Over the course of the year we were mentioned in 1,110 media articles and we delivered the following:
 - Radio Interviews: 4
 - TV Broadcasts: 89
 - Local press: 186
 - Regional press: 69
 - National press: 65
 - Web-based media: 613
 - Features: 85
- Some of our media highlights:
 - Wild Isles series launched on Sunday 12th March and featured Sir David Attenborough on Skomer in 2 episodes.
 - Filming with Iolo Williams at Melin Cwrt Nature Reserve.
 - A new series of Weatherman Walking was filmed with Derek Brockway and Lizzie Daly at Parc Slip and Teifi Marshes Nature Reserves.
 - S4C filming at Teifi Marshes in August.
 - Lots of excitement and media interest received regarding the visiting Waxwing's at Teifi Marshes!
 - More S4C filming this time with Iolo Williams at various WTSWW locations – Llangloffan Fen and Skomer Island. Programme focus on effects on climate change on Welsh wildlife.
 - BBC Radio Wales recordings on Kittiwakes for their series on Red Listed birds in Wales.
- Followers on our Facebook and X social media accounts have remained stable, but followers on Instagram have increased by 20% over the course of the year. Bilingual social media posts are doing well, and we had 15,000 views on our Deaf Awareness month post.

Growing Our Resources

- We have been successful with several grant applications this year, several of which had a very short application window:
- Two grants from the UK Government through the UK Shared Prosperity Fund; one focussed on urgent work at the Welsh Wildlife Centre and one on the Islands of Skomer and Skokholm to help increase accessibility and help reduce our carbon footprint. These were just starting at the end of this financial year and had to be delivered by December, so it was an interesting logistical challenge. The first tasks delivered were a new hot water system for Skomer North Haven and new battery storage facility for Skomer farm.
- Carmarthenshire Local Nature Partnership is giving £10,000 for two years towards our Red Squirrels project, funding staff time and capital costs and capital work on nature reserves in Carmarthenshire. The Powys Local Nature Partnership has funded work on the Brecknock nature reserves including a new entrance and cattle pen on Ystradfawr and to increase accessibility to the nature reserve for a local school.
- The NLHF development grant started at the Welsh Wildlife Centre. Through the year funded by the project, we are developing a programme of capital improvements for the centre, surrounding buildings and infrastructure to improve accessibility and sustainability, and we are working with a consultant to engage with new audiences and seeking their input to the capital works and to changes we can make to our offer, in order to encourage repeat visits. For the first few months of the project we ran a tender exercise to appoint the capital design team and the audience engagement consultant.
- We were accepted into the Habitat Scheme Wales that replaces Glastir in the interim period until the new Sustainable Farming Scheme is introduced. However, the funds through the scheme are only 30% of the funding we had from Glastir.

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- The first round of Nature Networks projects were completed and two projects in Round 2 received funding and were started:
 - The marine project focuses on the globally important populations of seabirds on our seabird islands and bottlenose dolphins in Cardigan Bay. Our bottlenose dolphin acoustic research is the only project of its kind in Welsh waters. Using long-term acoustic recorder deployments we will determine the presence of dolphins throughout the day at specific sites. Recording dolphin signature whistles will allow us to track individual dolphin movements at unprecedented spatial and temporal scales, inside and outside of the SACs. Simultaneous acoustic and photo-identification surveys will provide behavioral, social and life-history data, providing valuable biological context for our acoustic detections. On the Islands we will undertake annual monitoring of the internationally important breeding seabird populations on Skomer and Skokholm Islands. The demographic data collected, including numbers, breeding success and adult survival will allow the statutory nature conservation agencies and Welsh Government to evaluate the condition of these colonies but also detect any changes in trends over the long-term. Our seabird projects on Skomer are considered best practice examples of monitoring and Skomer is one of only 4 key sites contributing data annually to the UK Seabird Monitoring Programme. Data from the islands and our cetacean work in Cardigan Bay is made publicly available and is a vital source of information for the statutory nature conservation bodies when condition scoring features, assessing the impacts of marine development and tracking the impacts of novel threats like Avian Influenza. The projects also offer an opportunity to develop our growing volunteering schemes and burgeoning youth engagement programs. We are excited to trial new ideas and facilitate the active involvement of under-represented groups in our work and have marine staff dedicated to our EDI vision.
- The grasslands project will fund direct improvements to 11 designated grassland nature reserves and will help us manage a network of 18 other grassland nature reserves. Semi-natural grasslands are important for ecosystems services, particularly connected with biological diversity, carbon storage, pollution control, cultural heritage and crop pollination. The grasslands in this project support a wide diversity of plant species such as Devil's-bit scabious, Dyer's Greenweed, Whorled Caraway, Moonwort, Frog and Bee Orchid and invertebrates including Marsh Fritillary and Brown Hairstreak butterflies. Our grassland nature reserves are mostly close to local populations, so the project will allow us to make links with people not normally involved in grassland conservation. As an organisation we are learning that increasing partnership type working with graziers rather than just letting the land is the preferred way forwards – creating a network of livestock keepers (and welfare checkers from the local community) who understand our aims, have the right livestock and are advocates for conservation and grasslands. Natures Networks 2 at Darren Fawr and Allt Rhongyr –concentrating on Allt Rhongyr at the moment and carrying out habitat mapping, no-fence collars, fencing, and a change of grazier.
- We also had a good year for fundraising:
 - The Pengelli Nature Reserve Appeal received over £25k in donations and with additional funds raised from the Ecological Restoration Fund, we had sufficient money to buy the extension to this nature reserve. Unfortunately, the legal work has been severely delayed by the seller's solicitors and so we have not yet completed on the sale.
 - NRW put a freeze on their Nature Networks funding for NNR's, which included funding for the new remote cameras and live feed from Skomer. The whole team worked together to launch an appeal to raise the £4,500 required to fund the urgent work and the appeal was successful.
 - We were also grateful to our major donors for their generous support and Sarah Kessell (CEO) was very pleased to bump into one of them when he visited Parc Slip.

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Managing Ourselves effectively

- The Board Effectiveness Review was completed. Several changes were made as a result, including appointing an external, expert Chair for our Health and Safety committee and increasing the number of Trustees sitting on the committee, and setting up a Conservation Committee comprising of a Trustee Chair, Trustees and conservation staff. One of the committees first tasks was to update the Reserves Acquisition Policy.
- Mike Alexander trained all conservation staff in the production of management plans to an agreed format and is mentoring staff as they update management plans for nature reserves. We have set a deadline of 2027 for the update of all 100+ management plans.
- Our project and financial management skills were commended by the NLHF team who consider us one of the most efficient organisations they work with.
- We are working with WCVA to gain an accreditation 'Investing in Volunteers' and over the course of this financial year met with our assessor and staff to carry out an audit and write an action plan covering all areas of working with volunteers. We have improved the Volunteering page on website and the volunteer sign-up process.
- The Tondy office had some refurbishment and our Finance Officer liaised with builders and bat experts. The bats have been protected to the satisfaction of the bat expert, and later bat counts proved that the population was healthy.
- The new membership database is now working well and we are focussing on added features that will help with recruitment, retention and managing donations.
- The Welsh Chairs and CEOs have been meeting to discuss ways of working together more efficiently and effectively. We explored common problems with lack of capacity and reduced future grant funding and identified some priority areas of work. Each CEO signed up to leading a Task and Finish group to investigate the priority issues and to develop some proposals for a way forward. This work was supported by staff from RSWT.
- Given the increase in mental health issues we had a staff training session with PAPYRUS on suicide prevention and awareness.
- Welsh Language – there are three levels of working groups that our staff attend: an internal staff working group, and all-Wales group and an RSWT-led group.
- Catrin Evans, Welsh language champion for the Trustees, chairs the staff and all-Wales working groups. Work has included:
 - Reviewing Welsh language use on all reserve/interpretation signs,
 - firming up the current Welsh Language 'scheme' into formal policy
 - supporting Welsh language events and activities
 - establishing a Welsh Language staff champion and the champion role
- As well as the formal work, the all-Wales group runs *paned a sgwrs* meetings – casual meetings to use Welsh with colleagues and discuss Wales-wide policy.
- Carbon and livestock emissions data continues to be sent to RSWT via a spreadsheet from which they calculate our carbon footprint each year. The figures show a downward trend, but it is difficult to compare data across the first few years as the spreadsheet is refined, and new data is added. It is clear that we need significant investment in renewable energy in order to reduce our carbon footprint significantly, and this is a focus of our current grant applications.
- We continue to benchmark staff salaries and the employer pensions contribution against other Wildlife Trusts and have made progress in improving both so that they are in line with the average across the Wildlife Trust movement. This will help with staff retention and is important in valuing our staff for the excellent work they do.

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EDI

- Our EDI policy was approved by the Board. Rosey Grandage, our Trustee EDI Ambassador and Diana Clark (Executive Officer) are working through our policies to update them in line with our EDI policy.
- A set of five foundational EDI courses were organised through the EDI team at RSWT and all staff and Trustees were signed up. The training started in February 2024 and will be completed by October 2024.
- The staff EDI working group continued to meet with Rosey Grandage to progress delivery of our EDI work. This year, this has included events and activities with specific groups with protected characteristics, awareness-raising amongst the staff of specific groups, and a spotlight on case studies in our communications. For example, a focus on hearing impairment and deaf people one month included signposting for staff to BSL courses, and a sign-language video by a Skomer visitor about his trip.
- Our Heritage Lottery Fund development project at the Welsh Wildlife Centre incorporates audience development work and we engaged a consultant to help us reach out to community groups that are not currently well represented at the centre. This engagement work will continue through 2024.

FINANCIAL REVIEW

The results for the year show a group surplus of £497,531 (surplus £169,660 2022/23). This is a good result showing that we have to a large extent returned to more normal operations.

Income

Total income during 2023/24 was £3.2m compared to £3.1m in 2022/23.

- Trading income has increased 18% on previous year due to the opening of the café in Tondy for the summer.
- The islands has welcomed an increasing number of visitors to the islands, we generated over £400,000 of income from landing fees.
- Appeals, Donation and Legacies amounted have increased to £378,000 compared to £262,000 in the previous year. This is due to a successful appeal for Pengelli Woods and an increase in legacy income.
- Membership income has fallen slightly from £241,000 in 2022/23 to £235,000 in the current year
- Grant Income has fallen slightly to £950,000 compared to £1,208,000. It is still our main source of income.

Expenditure

Expenditure has decreased from £2.8m to £2.7m due to slightly reduced grant activity.

- Expenditure on charitable activities makes up almost 60% of total.
- Trading expenses have increase to £893,491 as trading has returned to more normal levels
- Membership and fundraising costs have increased with increased costs of producing the membership magazine.

Fund balances and reserves

At the year end, unrestricted funds increased to £4.1m and restricted funds increased to £1.6m. Endowment funds remain unchanged at £135,826. Total funds of the Trust increased to £5.75m.

Trading subsidiaries

There has been an increase in trading income at the visitor centres. But there are increasing costs of trading too so profitability is reduced at the WWC visitor centre. We reopened the Parc Slip visitor centre for the Spring and Summer but had to close in the Autumn due to staffing shortages. The islands have seen increased overnight visitors and accommodation has been in great demand in the puffin season. As a result trading income in DWT (Enterprises) Limited for the financial year increased again to £789,000 from £590,000 in the previous year and generated a surplus of £179,000, most of which will be donated to the charity.

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Investment policy

Funds will continue to be invested in low risk, interest bearing deposit accounts. Due to uncertainties we redeemed our investment in the Charities Property Investment Fund in a prior year. These funds have been reinvested in term deposits with various financial institutions.

Financial Reserves Policy

The financial reserves policy of the Trust is considered in the light of the main risks of the organisation. There is continuing risk to our grant income due to uncertainties in the future. Therefore we have set up a number of designated reserves in order for us to support and develop the charities activities. In addition we have built up our unrestricted reserves in order to provide a buffer to enable us to continue our work over the short term if we suffer a loss of grant income. For a number of years we have been developing our strategy for improving the financial position of the Trust and build a level of unrestricted reserves to maintain 3-6 months running costs.

The Trust currently has reserves of £5.75m of which £4.1m are unrestricted reserves. We have free reserves of £1,586,645 (£1,258,681 - 2022/23). Therefore, we are meeting our reserve policy to build our unrestricted reserves to maintain running costs and our focus is to continue to develop our unrestricted income to improve and diversify our business for the future.

Risk Management

The Trustees have examined the principal areas of the Trust's operations and considered the major risks arising in each of these areas. In the opinion of the Trustees, the Trust has established processes and systems which under normal circumstances should allow the risks to be identified by them to be mitigated to an acceptable level in its day-to-day operations.

The major risks the Trust currently faces and mitigation are:

1. Avian Flu- this disease has had a severe impact on seabird islands throughout the UK including Grassholm, a gannet colony close to Skomer and Skokholm Islands. Our Head of Marine and Islands has regular meetings with partners in Wales to discuss the ongoing risk and mitigation measures, should there be a direct impact on our islands. There is also a suggestion that the disease is starting to affect marine mammals, so we are also keeping a close eye on the situation at Cardigan Bay Marine Wildlife Centre.
2. Ash dieback – due to the high number of woodland nature reserves in our portfolio, this imported disease continues to pose a significant risk and financial impact and may impact on public access. Nature reserves have been surveyed and trees are being dealt with on a risk-priority basis.
3. Major Infrastructure – There are a growing number of major, renewable energy infrastructure projects on land and at sea that could severely impact wildlife and staff resources, especially as we don't have dedicated planning officers.

PLANS FOR FUTURE PERIODS

Our future plans are laid out in our Strategy 2020-2030 <https://www.welshwildlife.org/our-strategy>

Over 2024-25 we will continue to build detailed plans for delivering our 10-year strategy.

In particular we will:

- Build the digital tools needed to deliver Team Wilder across our whole area.
- Develop the framework for ensuring our nature reserves are moving towards favourable condition by 2030.
- Continue to develop our landscape-scale projects, focussing on the Celtic Rainforest in Pembrokeshire.

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- Investigate ways to reduce the carbon footprint of our visitor centres.
- Work with other Wildlife Trusts in Wales to improve our unrestricted income to grow our resources to deliver our charitable objectives.
- Continue with our EDI journey through training for staff and trustees and trialling inclusive events and activities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Charity was formed from the merger of The Glamorgan Wildlife Trust Ltd (registered November 1961, Charity No: 200653) and The Wildlife Trust West Wales Ltd (registered May 1962, Charity No: 227996). The Wildlife Trust of South and West Wales (WTSWW) was registered with the Charity Commission for England and Wales on 8 April 2002; it is a company limited by guarantee (incorporated on 20 March 2002) and governed by Memorandum and Articles of Association which were last amended on 14 September 2015. On 1st April 2018 Brecknock Wildlife Trust (registered Oct 1964, Charity No: 239674), merged with The Wildlife Trust of South and West Wales.

The Memorandum and Articles of Association gives the Board of Trustees responsibility for determining the policies and direction of the charity, and to govern the affairs of the charity. The Board of Trustees are also directors for the purposes of company law.

As WTSWW's governing body, the Board of Trustees is ultimately responsible for the Trust's activities. It is directly accountable to the charity's members.

The Board operates a sub-committee, the Finance Committee, which has delegated powers and acts as the Executive committee overseeing the running of the Trust, and has responsibility for detailed financial decisions and for making recommendations to the Board, whilst the whole Board is responsible for overall financial scrutiny. The Finance Committee reports to the Board after every meeting, which ensures complete transparency and full engagement of all Trustees in all decisions. The Chief Executive and Finance Manager also attend the Finance Committee.

The Board of Trustees also receive reports from other committees: Health & Safety, Local Groups Forum, Conservation Committee, Islands Conservation Advisory Committee, and the Equality, Diversity and Inclusion group. There may also be a number of Task and Finish Groups appointed as and when required by the Board who report directly to the Board.

There are eight members of staff who make up the Senior Management Team (SMT) who also attend the Board meetings at the invitation of the Board. The SMT are responsible for the day to day management of the Trust. The majority of the Trust's work is undertaken by a team of staff, reporting to the Chief Executive who is accountable to the Board of Trustees for achieving WTSWW's aims and objectives and complying with Trust policies.

Arrangements for setting the pay and remuneration for the key management personnel and any benchmarks, parameters or criteria used in setting their pay

The charity has a Rewards and Remuneration Policy which details the 'total reward' approach under which all aspects of working for the charity are recognised. Prominence is given not only to remuneration and tangible benefits but also to less tangible rewards which are important factors in employee engagement and satisfaction. The policy sets out the factors and approach for determining the salary levels of all staff.

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The key management personnel who make up the Senior Management Team are:

Sarah Kessell	- Chief Executive Officer
Margaret Drury	- Finance Manager
Lisa Morgan	- Head of Islands & Marine
Jon Cooper	- Membership Development Manager
Gina Gavigan	- Marketing Manager
Diana Clark	- Executive Officer
Rhodri Irranca-Davies	- Nature Recovery Manager
Megan Howells	- Wilder Engagement Manager (resigned March 2024)
Bethan Hopkins	- Wilder Engagement Manager (started April 2024)

The total figure for pay of key management personnel is in the notes to the accounts.

Appointment, induction and training of Trustees

Trustees are nominated and appointed by the membership. All Trustees must be members of the Trust. The Board shall comprise of the Chairman, Vice-Chairman, Treasurer, who are all Trustees, and be made up of a minimum of 6 and a maximum of 12 Trustees. The Board may also co-opt from time to time additional members possessing specialist skills, knowledge or expertise, as it thinks fit.

Details of Trustees terms of office are laid out in the Memorandum & Articles of Association but in summary a Trustee shall not be eligible to serve as a Trustee for more than 3 consecutive terms of 3 years. The Chair shall be elected for not more than 2 consecutive terms of 3 years each. At the Annual General Meeting one third (or the number nearest to one third) of Trustees shall retire from office.

The 21st Annual General Meeting was held online on Zoom on 16th November 2023. No new Trustees were appointed. Following the AGM, the Board of Trustees reappointed Mike Alexander as Chair, Stuart Bain as Treasurer and Paul Culyer as Vice Chair. During the course of the year Mike Alexander stood down as Chair and following a robust internal recruitment process which started in March 2024, the Board of Trustees appointed Paul Culyer as Chair and Rosey Grandage as Vice Chair in July 2024.

As part of their induction, all Trustees are issued with the charity's key documents: Memorandum and Articles of Association, Responsibilities of Trustees (Charity Commission), Code of Conduct for WTSWW Trustees, Annual Report and Accounts, Corporate Strategy, Trust staff and management structures, Trust policies and other documents and information to enable new Trustees to gain a good understanding of the charity and business.

At the first meeting of the Trustees following the AGM the Chairman reminds all Trustees of their responsibilities as Trustees and Directors. Trustees attend 8-10 meetings per year, with occasional additional meetings and involvement with Sub-Committees, Task and Finish Groups or *ad hoc* Working Groups as appropriate. Trustees also attend Development Days. They may also represent the Trust on other occasions. Trustees are offered the opportunity to attend external training courses and Open Day events organised by Royal Society of Wildlife Trusts (RSWT) specifically for Wildlife Trust Trustees and staff. Since March 2020 the Board meetings have been held online on Zoom.

Patron, President and Vice Presidents

At the Annual General Meeting the Trust members may, on the recommendation of the Board, also elect a Patron, President and Vice Presidents, and they shall hold office for a term of 5 years and be eligible for re-election. At the AGM on 16th November 2023 no appointments were made. No honorary appointments are being made until the Board reviews the roles.

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

Related parties

The charity has a wholly-owned active trading subsidiary, DWT (Enterprises) Ltd (Company No: 02702793). It also wholly owns a dormant subsidiary, Autumn Peaks Ltd (Company No: 03262690)

It also operates three charities as inactive companies, Glamorgan Wildlife Trust Ltd (Company No: 00693495), Wildlife Trust West Wales Ltd (Company No: 00728044) and Brecknock Wildlife Trust Ltd (Company No: 00824844).

In March 2022 the WTSWW Board of Trustees, following consultation with the Charity Commission, discussed working towards closing the 'parent' charities Glamorgan Wildlife Trust and Wildlife Trust West Wales. This work continued in 2023/24 and contact was sought with any remaining members of the parent charities to inform them of the imminent closure of those charities and to assist them to transfer payments to The Wildlife Trust of South and West Wales. The Charity Commission was kept informed of progress.

The Trust has a close relationship with the other four Wildlife Trusts in Wales and the Wales Committee of Royal Society of Wildlife Trusts (RSWT), working together to develop their partnership, with staff expertise and representation on national bodies shared throughout the Trusts. The Wildlife Trust of South and West Wales is represented on the Wales Committee by the Chief Executive and by the Chairman. WTSWW contributed 35% to the overall WTW levy in the year 2023-24.

The Trust also works closely with the Royal Society of Wildlife Trusts (RSWT) and all The Wildlife Trusts (TWT), to ensure that national Aims and Objectives are met, working towards our joint vision of an environment rich in wildlife for everyone.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Registered name: The Wildlife Trust of South and West Wales Limited

Also known as: Wildlife Trust of South and West Wales
WTSWW

Registered Charity Number: 1091562

Registered Company Number: 4398959

Trading subsidiaries: DWT (Enterprises) Limited

Registered Office: The Nature Centre
Fountain Road
Tondur
Bridgend
CF32 0EH

Board of Trustees

Chairman	Mike Alexander ^W	Resigned 19 February 2024
Treasurer	Stuart Bain ^{G W}	
Vice Chair	Paul Culyer ^W	<i>Appointed Chair July 2024</i>
	Mark Brian ^B	Resigned 5 September 2023
	Rosey Grandage ^B	<i>Appointed Vice Chair July 2024</i>
	Shirley Matthews	
	Mike Davies	
	Catrin Evans	Resigned 9 September 2024
	Leonora Thomson	
	Jenny Hughes	
	Jess Moore	
	Lucy Griffiths	

W – Trustee of WTWW

G – Trustee of GWT

B – Trustee of BWT

Chief Executive Sarah Kessell

Company Secretary Diana Clark

Principal Bankers: Lloyds TSB
7 Victoria Place
Haverfordwest
Pembrokeshire
SA61 2JZ

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

Solicitors:

Hains & Lewis
7 St James Street
Narberth
Pembrokeshire
SA67 7BZ

Auditors:

Azets Audit Services
Cardiff Gate Business Park
Ty Derw
Lime Tree Court
Cardiff
CF23 8AB

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

Appendix 1

<https://www.welshwildlife.org/our-strategy>

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

Responsibilities of the Board of Trustees

The trustees (who are also directors of The Wildlife Trust of South and West Wales Limited) for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group and of the income and expenditure, of the charitable group for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

Azets Audit Services were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

Approved by the Board of Trustees on 15 October 2024 and signed on its behalf by:



.....
Mrs D Clark (Secretary)

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
FOR THE YEAR ENDED 31 MARCH 2024**

Opinion

We have audited the financial statements of The Wildlife Trust of South and West Wales Limited (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2024 which comprise the consolidated Statement of Financial Activities, the consolidated and parent Balance Sheet, the consolidated Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 March 2024, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's or parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Report of the Trustees, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
FOR THE YEAR ENDED 31 MARCH 2024**

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>.

This description forms part of our auditor's report.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
FOR THE YEAR ENDED 31 MARCH 2024**

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED
FOR THE YEAR ENDED 31 MARCH 2024**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 . Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members, for our audit work, for this report, or for the opinions we have formed.

Azets Audit Service

Katherine Parkin
Senior Statutory Auditor
For and on behalf of
Azets Audit Services

Chartered Accountants
Statutory Auditor

Ty Derw
Lime Tree Court
Cardiff Gate Business Park
Cardiff
CF23 8AB

Date: 4 November 2024

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating the Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:						
Donations and legacies	3	463,970	149,962	-	613,932	504,064
Charitable activities	4	541,665	950,211	-	1,491,876	1,664,128
Other trading activities	5	914,626	-	-	914,626	776,426
Investments	6	141,957	312	-	142,269	71,392
Other	7	22,853	-	-	22,853	54,486
Total income and endowments		2,085,071	1,100,485	-	3,185,556	3,070,496
Expenditure on:						
Raising funds						
Fundraising	8	227,960	4,494	-	232,454	303,551
Trading	8	893,491	-	-	893,491	639,063
Charitable activities	8	766,599	847,660	-	1,614,259	1,881,997
Total expenditure		1,888,050	852,154	-	2,740,204	2,824,611
Net gains/(losses) on investments	13	52,179	-	-	52,179	(76,225)
Net income/(expenditure)		249,200	248,331	-	497,531	169,660
Transfers between funds:	18	73,799	(73,799)	-	-	-
Net movement in funds		322,999	174,532	-	497,531	169,660
Reconciliation of Funds						
Total funds brought forward	18, 19	3,734,440	1,387,984	135,826	5,258,250	5,088,590
Total funds carried forward	18, 19	4,057,439	1,562,516	135,826	5,755,781	5,258,250

The statement of financial activities includes all gains and losses recognised in the year.
All incoming resources and resources expended derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 32 - 57 form part of the financial statements

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
BALANCE SHEET AS AT 31 MARCH 2024

	Notes	Group 2024 £	Charity 2024 £	Group 2023 £	Charity 2023 £
Fixed assets:					
Tangible fixed assets	11	79,997	78,175	116,480	115,667
Heritage assets	12	2,011,972	2,011,972	2,011,972	2,011,972
Investment: Quoted	13	628,607	628,607	576,428	576,428
Unquoted	13	-	40	-	40
		<u>2,720,576</u>	<u>2,718,794</u>	<u>2,704,880</u>	<u>2,704,107</u>
Current assets:					
Stock		49,164	-	35,199	-
Debtors	14	251,361	443,798	285,902	466,132
Cash at bank and in hand		<u>3,149,755</u>	<u>2,786,011</u>	<u>2,717,725</u>	<u>2,390,026</u>
		<u>3,450,280</u>	<u>3,229,809</u>	<u>3,038,826</u>	<u>2,856,158</u>
Liabilities:					
Creditors: Amounts falling due within one year	15	<u>(415,079)</u>	<u>(213,561)</u>	<u>(479,957)</u>	<u>(316,249)</u>
Net current assets		<u>3,035,201</u>	<u>3,016,248</u>	<u>2,558,869</u>	<u>2,539,909</u>
Total assets less current liabilities		<u>5,755,777</u>	<u>5,735,042</u>	<u>5,263,749</u>	<u>5,244,016</u>
Creditors: Amounts falling due after more than one year		-	-	(5,499)	(5,499)
Net assets	20	<u>5,755,777</u>	<u>5,735,042</u>	<u>5,258,250</u>	<u>5,238,517</u>
The funds of the charity:					
Endowment funds	20	135,826	135,826	135,826	135,826
Restricted income funds	18,20	1,562,516	1,562,516	1,387,984	1,387,984
Unrestricted income funds					
Designated funds	19	637,817	637,817	637,817	637,817
Unrestricted income funds	20	1,586,655	1,567,741	1,258,681	1,239,766
Fixed assets	20	<u>1,832,963</u>	<u>1,831,142</u>	<u>1,837,942</u>	<u>1,837,124</u>
Total charity funds		<u>5,755,777</u>	<u>5,735,042</u>	<u>5,258,250</u>	<u>5,238,517</u>

These financial statements were approved by the Board of Directors/Trustees on 15 October 2024.

.....
Paul Culyer
Chair

Company no.: 04398959

The notes on pages 32 - 57 form part of the financial statements

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2024

	Note	2024 £	2023 £
Net cash provided by operating activities	23	<u>331,063</u>	<u>46,576</u>
<i>Cash flows from investing activities:</i>			
Dividends, interest and rents from investments	6	142,269	71,392
Proceeds from the sale of investments	13	-	334,320
Proceeds from the sale of property, plant and equipment		-	2,333
Purchase of property plant and equipment	11	<u>(6,618)</u>	<u>(32,518)</u>
Net cash provided by/ (used in) investing activities		<u>135,651</u>	<u>375,527</u>
<i>Cash flows from financing activities:</i>			
Repayments of borrowing	23	(34,684)	(40,021)
Cash inflows from new borrowing	23	-	-
Net cash used in financing activities		<u>(34,684)</u>	<u>(40,021)</u>
Change in cash and cash equivalents in the reporting period		432,030	382,082
Cash and cash equivalents at the beginning of the reporting period		2,717,725	2,335,643
Cash and cash equivalents at the end of the reporting period	23	<u>3,149,755</u>	<u>2,717,725</u>

The notes on pages 32 - 57 form part of the financial statements

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES

Legal form and address

The Wildlife Trust of South and West Wales Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is The Nature Centre, Fountain Road, Tondur, Bridgend, CF32 0EH.

Basis of preparation

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities. No separate SOFA has been presented for the charity alone as permitted by s408 of the Companies Act 2006.

Group financial statements

The financial statements consolidate the results of the charity and its wholly owned subsidiary DWT (Enterprises) Limited on a line by line basis.

Company status

The charity is a company limited by guarantee. The members of the company are subscribers paying a membership subscription. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Cash flow and budgets are monitored on a regular basis, thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts. Future plans and forecasts for the charity aim to further increase the charity's unrestricted reserves.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in the furtherance of the general objectives of the charity and which have not been designated for other purposes.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

The capitalised value of the nature reserves transferred into the charity from The Glamorgan Wildlife Trust and The Wildlife Trust (West Wales) have been treated as unrestricted funds by the trustees.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES (continued)

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

Income recognition

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income consists of the invoiced value (excluding VAT) of goods sold/supplied to third parties and members.

Membership and subscriptions income is credited to the Statement of Financial Activities in the year in which they are due. Income received in advance is deferred to the appropriate financial year.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Capital grants are released to the Statement of Financial Activities in the year of receipt. Fixed assets relating to capital grants are capitalised, and depreciation charged is offset against the grant income, in a restricted fund.

Income from local groups, trading and nature reserves is credited to the Statement of Financial Activities in the year in which they are due.

No amounts are included in the financial statements for services and time donated by volunteers.

Interest on funds is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES (continued)

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the activity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on the basis of staff numbers within the activity which is supported.

Costs of raising funds comprise the costs in relation to generating income such as fundraising activities.

Expenditure on charitable activities includes all costs relating to the furtherance of the charity's objectives as stated in the trustees report.

Other costs comprise the costs in relation to the charity's trading subsidiary.

Governance costs are those incurred in the governance of the charitable company and its assets and are primarily associated with constitutional and statutory requirements.

Support costs are those costs incurred directly in support of expenditure towards the furtherance of the charity's objectives and includes project management carried out at the Trust offices.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Taxation

As a registered charity The Wildlife Trust of South and West Wales Limited is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects' purposes only.

Taxable profits generated by DWT (Enterprises) Limited are gifted to the charity under a deed of covenant.

Fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses or in cases where fixed assets have been donated to the charity, at valuation at time of acquisition.

Fixed assets costing more than £1,000 are capitalised.

Fixed assets include 'new build' properties but renovation and restoration works are not capitalised.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES (continued)

Properties are valued in the accounts as follows:

Freehold buildings	cost of acquisition (including legal and professional fees)
Welsh Wildlife Centre	value at 1999 commercial value to The Wildlife Trust (West Wales) as at 1st January 1999 (being £10,000 a year over a useful life of 20 years) taken as deemed cost on transition to FRS102

Depreciation is provided on all tangible fixed assets at rates calculated to write-off the cost on a straight line basis over their expected useful economic lives as follows:

Freehold nature reserves	nil
WWC & Visitor Centre: Teifi Marshes	over 20 years
Plant and equipment	over 5 years
Computer equipment	over 3 years
Motor Vehicles	over 4 years
Project plant and equipment	over the life of the Project

Heritage assets

Heritage assets related to the charity's nature reserve are recorded at cost with no depreciation being charged due to the assets having an indefinite life.

Nature reserves are valued in the accounts as follows:

Leasehold Nature Reserves	cost of acquisition
Teifi Marshes Nature Reserve	value at 1999 Market Value by The Wildlife Trust (West Wales) taken as deemed cost on transition to FRS102
Other nature reserves	cost of acquisition

The heritage assets have been reviewed at the reporting date with no impairment noted.

Investments

The charity owns 100% of the share capital of the DWT (Enterprises) Limited, the shares of which are recognised at cost. A subsidiary is an entity controlled by the charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

Stocks

Stocks are valued at the lower of cost and net realisable value. Net realisable value is based on the estimated selling price after taking into account all further costs and excess stocks that are slow moving.

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES (continued)

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES (continued)

Employee Benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Pensions

The charitable company and its subsidiary operate a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity. Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due and are allocated between unrestricted and restricted funds.

Operating Leases

The charity classifies the lease of a franking machine as an operating lease. Rental charges are charged on a straight line basis over the term of the lease.

2. CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS

In the application of charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

3. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Membership subscriptions	235,650	-	235,650	241,567
	<u>235,650</u>	<u>-</u>	<u>235,650</u>	<u>241,567</u>
Donations and gifts				
Individuals	135,782	8,370	144,152	164,204
Appeals and events	2,703	76,205	78,908	13,751
Local groups	-	52,387	52,387	58,093
	<u>138,485</u>	<u>136,962</u>	<u>275,447</u>	<u>236,048</u>
Legacies				
N Fry	25,000	-	25,000	-
M E Phillips	-	3,000	3,000	-
J Raum	851	-	851	(880)
S Graham	1,000	-	1,000	-
S I Leitch	-	10,000	10,000	-
E F Butcher	13,394	-	13,394	26,829
P Edwards	49,590	-	49,590	-
K Hudson	-	-	-	500
	<u>89,835</u>	<u>13,000</u>	<u>102,835</u>	<u>26,449</u>
	<u>463,970</u>	<u>149,962</u>	<u>613,932</u>	<u>504,064</u>

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Conservation and education				
Charitable trusts under £10,000	-	7,834	7,834	-
Charitable trusts over £10,000	-	-	-	15,000
Dow Corning Foundation	-	16,000	16,000	16,000
The National Lottery Heritage Fund	-	56,900	56,900	76,467
Local Government	-	123,251	123,251	49,648
Shared Prosperity Grant	-	26,841	26,841	-
The National Lottery Community Fund	-	99,318	99,318	124,541
Natural Resources Wales	-	20,758	20,758	104,531
PPL Foundation	-	66,161	66,161	112,136
S 106 Grant	-	187,810	187,810	-
WCVA – Volunteer co-ordinator	-	-	-	807
Welsh Government	-	345,338	345,338	709,190
Other				
Income from nature reserves	541,665	-	541,665	455,808
	<u>541,665</u>	<u>950,211</u>	<u>1,491,876</u>	<u>1,664,128</u>

5. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Fundraising income				
Trading activities (see below)	914,626	-	914,626	776,426
	<u>914,626</u>	<u>-</u>	<u>914,626</u>	<u>776,426</u>

	2024 £	2023 £
The Wildlife Trust of South and West Wales Ltd	125,141	185,511
DWT (Enterprises) Limited	789,485	590,915
	<u>914,626</u>	<u>776,426</u>

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

5. INCOME FROM OTHER TRADING ACTIVITIES (continued)

Commercial trading operations and investment in trading subsidiary

The charity owns the whole of the issued ordinary share capital of DWT (Enterprises) Limited, company registration number 02702793 a company registered in Wales. The subsidiary is used for non-primary purpose trading activities – namely the provision of holiday accommodation on nature reserves, catering for visitors and the retailing of bought-in goods to visitors. All activities have been consolidated on a line by line basis in the SOFA.

	2024 £	2023 £
<u>Profit and Loss Account</u>		
Turnover	789,484	590,912
Cost of sales	<u>(255,055)</u>	<u>(176,399)</u>
Gross profit	534,429	414,513
Administrative expenses	<u>(355,417)</u>	<u>(234,292)</u>
Profit/(loss) for the financial year	<u>179,012</u>	<u>180,221</u>
 <u>Statement of Changes in Equity</u>		
Balance brought forward	19,618	20,491
(Loss)/profit and total comprehensive income for the year	179,012	180,221
Distributions to parent charity under gift aid	<u>(178,008)</u>	<u>(181,094)</u>
Balance carried forward	<u>20,622</u>	<u>19,618</u>
 <u>Balance Sheet</u>		
Fixed assets	1,822	818
Current assets	417,265	363,760
Creditors: amounts falling due within one year	<u>(398,465)</u>	<u>(344,960)</u>
Total assets less current liabilities	<u>20,622</u>	<u>19,618</u>
 Called up share capital	40	40
Profit and loss reserves	<u>20,582</u>	<u>19,578</u>
Total equity	<u>20,622</u>	<u>19,618</u>

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

6. INCOME FROM INVESTMENTS

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Investment income				
Dividends receivable	43,855	-	43,855	49,889
Interest receivable	40,537	312	40,849	5,464
Rents receivable	57,565	-	57,565	16,039
	<u>141,957</u>	<u>312</u>	<u>142,269</u>	<u>71,392</u>

7. INCOME FROM OTHER SOURCES

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Other income				
Profit on sale of fixed assets	583	-	583	333
Insurance claim	1,390	-	1,390	29,516
Sundry income	20,880	-	20,880	24,637
	<u>22,853</u>	<u>-</u>	<u>22,853</u>	<u>54,486</u>

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

8. EXPENDITURE

	Fundraising		Charitable Activities		Trading		Total 2024	Total 2023
	U/R	R	U/R	R	U/R	R		
	£	£	£	£	£	£	£	£
Costs directly allocated to activities								
Staff costs	110,523	4,494	302,789	440,146	367,221	-	1,225,173	1,041,191
Staff development	320	-	3,163	525	802	-	4,810	5,621
Membership costs	53,501	-	2,845	-	-	-	56,346	61,218
Administrative costs	893	-	1,048	-	1,313	-	3,254	2,139
Audit fees	-	-	709	-	6,500	-	7,209	1,900
Bank charges and interest	1,732	-	13,101	-	14,942	-	29,775	24,324
Bad debts	-	-	-	-	-	-	-	2,625
Contractors and materials	-	-	95,620	307,754	4,439	-	407,813	802,292
Depreciation	129	-	24,468	13,245	619	-	38,461	39,127
Equipment	-	-	1,490	-	13,240	-	14,730	8,093
Fundraising costs	1,394	-	-	63,457	-	-	64,851	49,765
Legal and professional	1,197	-	2,666	-	1,981	-	5,844	4,432
Other costs	7,922	-	14,651	19,976	888	-	43,437	47,478
Premises overheads	102	-	48,841	-	56,833	-	105,776	81,478
Promotion and advertising	8,640	-	415	-	-	-	9,055	10,513
Trading costs	-	-	-	-	255,056	-	255,056	176,528
Travel and vehicle running costs	1,511	-	54,310	2,557	9,272	-	67,650	72,524

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

8. EXPENDITURE (continued)

	Fundraising		Charitable Activities		Trading		Total 2024	Total 2023
	U/R	R	U/R	R	U/R	R	£	£
	£	£	£	£	£	£		
Support costs allocated to activities								
Staff costs	15,679	-	78,394	-	62,715	-	156,788	143,227
Administrative costs	2,119	-	10,594	-	8,475	-	21,188	19,811
Audit fees	1,221	-	6,104	-	4,883	-	12,208	7,400
Bank charges and interest	322	-	1,609	-	1,287	-	3,218	4,312
Depreciation	464	-	2,320	-	1,856	-	4,640	10,235
Legal and professional	748	-	3,741	-	2,993	-	7,482	7,481
Other costs	4,638	-	23,191	-	18,553	-	46,382	36,794
Premises overheads	11,330	-	56,651	-	45,321	-	113,302	130,210
Travel and vehicle running costs	222	-	1,112	-	889	-	2,223	1,452
Wales partnership support costs	3,353	-	16,767	-	13,413	-	33,533	32,441
Total resources expended	227,960	4,494	766,599	847,660	893,491	-	2,740,204	2,824,611
	2024	2023						
	£	£						
Accounting and audit fees								
Auditor's remuneration	18,000	10,000						
Fees in respect of other services	750	-						

Governance costs in the year totalled £42,225 (2023: £31,340).

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

9. ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL

	2024	2023
	£	£
Staff costs and trustees' remuneration		
Wages and salaries	1,230,371	1,046,207
Social security costs	100,085	77,545
Pension costs	51,560	46,785
	<u>1,382,016</u>	<u>1,170,537</u>

One employee had emoluments of £60,000 - £70,000 per annum during the year (2023: none).

No remuneration has been paid to any of the Charity's trustees and no expenses have been reimbursed to them (2023: £136). In the prior year one trustee carried out work and was paid £700 for the consultancy.

Redundancy payments totalled £Nil during the year (2023: £Nil). There were no amounts outstanding at the current or previous year end.

Key management personnel

Total remuneration of key management personnel during the year was £329,669 (2023: £299,914).

Pension

The charity operates a defined contribution stakeholder pension scheme for its employees, administered by the People's Pension, which is outside the control of the charity. At the year-end there were 52 (2023: 52) employees who were members of the scheme. The balance outstanding at the year-end totalled £nil (2023: £Nil)

10. STAFF NUMBERS

The average monthly head count was 58 staff (2023: 49) and the numbers of the full-time equivalent employees (including seasonal and part-time staff) during the year was made up as follows:

	2024	2023
	No	No
Fundraising and membership	5	5
Trading	10	10
Charitable activities	33	30
Administration	4	4
	<u>52</u>	<u>49</u>

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

11. TANGIBLE FIXED ASSETS

Group

	Freehold buildings £	Welsh Wildlife Centre £	Plant and machinery £	Computer equipment £	Motor vehicles £	Total £
Cost						
At 1 April 2023	4,313	270,482	351,076	11,270	191,902	829,043
Additions in year	-	-	6,618	-	-	6,618
Disposals in year	-	-	(117,314)	(11,270)	(7,660)	(136,244)
At 31 March 2024	<u>4,313</u>	<u>270,482</u>	<u>240,380</u>	<u>-</u>	<u>184,242</u>	<u>699,417</u>
Depreciation						
At 1 April 2023	3,017	232,876	327,111	11,270	138,289	712,563
Charge for the year	431	3,524	15,037	-	24,109	43,101
Released on disposals	-	-	(117,314)	(11,270)	(7,660)	(136,244)
At 31 March 2024	<u>3,448</u>	<u>236,400</u>	<u>224,834</u>	<u>-</u>	<u>154,738</u>	<u>619,420</u>
Net book values						
At 31 March 2024	<u>865</u>	<u>34,082</u>	<u>15,546</u>	<u>-</u>	<u>29,504</u>	<u>79,997</u>
Included in above restricted assets	<u>-</u>	<u>7,340</u>	<u>2,987</u>	<u>-</u>	<u>-</u>	<u>10,327</u>
At 31 March 2023	<u>1,296</u>	<u>37,606</u>	<u>23,965</u>	<u>-</u>	<u>53,613</u>	<u>116,480</u>

Included in the above figures are fixed assets at a cost of £19,954 (2023: £18,330) and accumulated depreciation charged at £18,132 (2023: £17,513) relating to the charity's trading subsidiary DWT (Enterprises) Limited.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

12. HERITAGE ASSETS - Group and charity

	Freehold Nature Reserves £	Leasehold Nature Reserves £	Total £
Cost as at 1 April 2023	1,901,412	110,560	2,011,972
Cost as at 31 March 2024	<u>1,901,412</u>	<u>110,560</u>	<u>2,011,972</u>
Included in the above restricted assets	<u>148,678</u>	<u>100,000</u>	<u>248,678</u>

Heritage assets represent the cost of the charity's nature reserves at the date of acquisition, which are held in pursuit of its conservation objectives.

Five year summary

	Freehold Nature Reserves £	Leasehold Nature Reserves £	Total £
Cost at 31 March 2020, 2021, 2022, 2023 & 2024	<u>1,901,412</u>	<u>110,560</u>	<u>2,011,972</u>

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

13. INVESTMENTS – Group and charity

	UK listed investments	Shares in Subsidiary (charity only)	Total
	£	£	£
Market value at 1 April 2023	576,428	40	576,468
Disposals	-	-	-
Revaluation	52,179	-	52,179
Market value as at 31 March 2024	628,607	40	628,647
 Acquisition value at 31 March 2024	 628,607	 40	 628,647
 Investments are represented by:			
DWT (Enterprises) Limited Shares	-	40	40
Listed investments	628,607	-	628,607
Total	628,607	40	628,647
		Charity Investment Funds	Total
		£	£
Market value 31 March 2024		628,607	628,607
 Market value 31 March 2023		 576,428	 576,428

14. DEBTORS

	Group 2024	Charity 2024	Group 2023	Charity 2023
	£	£	£	£
Trade debtors	72,874	72,874	174,472	163,701
Grant debtors	80,200	80,200	110,566	110,566
Prepayments and accrued income	98,287	93,930	864	-
Amounts owed by subsidiary undertaking	-	18,786	-	10,771
Amounts owed by subsidiary undertaking - Gift Aid	-	178,008	-	181,094
	251,361	443,798	285,902	466,132

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group 2024 £	Charity 2024 £	Group 2023 £	Charity 2023 £
Trade creditors	167,621	129,270	203,312	177,179
Taxation and social security	48,152	30,646	47,906	30,359
Bank loans	1,813	1,813	30,998	30,998
Accruals and deferred income	197,493	51,832	197,741	72,938
Amount owed to subsidiary undertaking	-	-	-	4,775
	<u>415,079</u>	<u>213,561</u>	<u>479,957</u>	<u>316,249</u>

Included in deferred income are deposits received in advance in relation to Skomer and Stockholm Islands where the visits will take place during the 2024/25 financial year as well as grant payments received in advance and deferred in accordance with the terms and conditions of the grant.

	2024 £	2023 £
Balance brought forward	42,970	85,819
Income received in the year	295,973	142,662
Income released in the year	(134,855)	(185,511)
Balance carried forward	<u>161,118</u>	<u>42,970</u>

16. LONG TERM LIABILITIES

Mortgages

At the date of the Balance Sheet, the trust had taken up the following bank loans:

A loan from Lloyds TSB of £322,700 was secured against properties at Teifi Marshes Nature Reserve in April 2004. The loan was for a period of 240 months at an interest rate of 1.5% Over Base Rate.

	Bank loan £	Other loans £	Total £
Less than one year	1,813	-	1,813
Between 1 and 2 years	-	-	-
	<u>1,813</u>	<u>-</u>	<u>1,813</u>

The mortgage is secured by way of a fixed charge over certain assets of the charitable company.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

Previous year

	Bank loan £	Other loans £	Total £
Less than one year	17,298	13,700	30,998
Between 1 and 2 years	5,499	-	5,499
	<u>22,797</u>	<u>13,700</u>	<u>36,497</u>

17. TRANSFERS BETWEEN FUNDS

During the year the charity match-funded some restricted funded projects. These are shown as transfers.

Some grants also funded the charity's overheads and these are shown as transfers.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

18. RESTRICTED FUNDS

	Balance as at 1 April 2023 £	Income £	Expenditure £	Transfer between funds £	Balance as at 31 March 2024 £
Restricted funds: Glamorgan					
Betty Church Fund	40,650	-	-	-	40,650
Restricted funds: South & West Wales					
Appeals and donations	235,389	84,576	(17,662)	-	302,303
Castle Woods	8,465	-	-	-	8,465
Dow Corning	-	16,000	(16,000)	-	-
Legacies	615,153	13,000	(23,266)	-	604,887
Local groups	72,488	52,387	(63,457)	-	61,418
Local places for Nature	-	102,688	(101,748)	-	940
Nature Reserves	145,687	282,563	(130,342)	-	297,908
Nature Networks Fund	(20,779)	277,092	(225,389)	(31,964)	(1,040)
Nextdoor Nature	(5,174)	37,522	(22,067)	(14,008)	(3,727)
Shared Prosperity Fund	-	26,841	(44,953)	(1,444)	(19,556)
Skokholm Appeal	28,014	312	-	-	28,326
Red Squirrel	-	20,562	(20,562)	-	-
Stand for Nature	80,523	99,318	(92,478)	(24,392)	62,971
Waterloo Trust - Islands	30,500	-	-	-	30,500
Welsh Government (PNCPA & ERDC)	2,655	68,246	(68,246)	-	2,655
WWC Development Fund	-	19,378	(25,984)	(1,991)	(8,597)
Restricted funds: Brecknock					
Allt Rhongyr Fund	106,178	-	-	-	106,178
Bat group	322	-	-	-	322
BRARG group	248	-	-	-	248
Otter group	5,165	-	-	-	5,165
Pwll y Wrach Fund	42,500	-	-	-	42,500
Total restricted funds	1,387,984	1,100,485	(852,154)	(73,799)	1,562,516

Restricted funds: Glamorgan

Betty Church

The Betty Church fund is a restricted fund for the maintenance and acquisition of nature reserves in West Glamorgan.

Restricted funds: South & West Wales

Appeals and donations

For specific projects run by the charity.

Castle Woods

For the improvement and maintenance of Castle Woods.

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

18. RESTRICTED FUNDS (continued)

Restricted funds: South & West Wales

Dow Corning

Support from Dow Corning to enable employment of an Education Officer, working part-time at the Dow Corning Cadoxton Ponds Nature Centre.

Legacies

Funds received for specific projects or activities.

Local Groups

Local Groups funds are raised by various local groups for specific projects or activities.

Local Places for Nature

Grants from Local Authorities to support our work on specific projects.

Nature Reserves

General funds applied for the protection and enhancement of our nature reserves.

Nature Networks Fund

Funds to support work on our nature reserves and Islands to enable us to build resilience and sustainable nature reserves.

Nextdoor Nature

Fund from NLHF to engaging communities in undertaking transformational micro-projects to help nature thrive.

Shared Prosperity Fund

Funds to support for existing sites to improve to access and facilities to improve access and accessibility for visitors.

Skokholm Appeal

This fund represents grants and donations received for the purchase and future management of Skokholm Island and Lighthouse.

Red Squirrel

Funds from Local Authorities to support the protection of Red Squirrels on our Nature reserve

Stand for Nature

To encourage and support young people to engage in activities to stand for nature and make positive impact in their communities and with the support of our staff to develop projects in their local areas.

Waterloo Trust – Islands

Funding from the Waterloo trust to support the ongoing work on the Islands.

Welsh Government

Funds received for ENWRaW projects and Glaistir grant scheme.

WWC Development Fund

Fund from NLHF to explore the future develop and enhancement of the WWC to investigate improvements in accessibility and raise awareness of the Welsh Wildlife Centre for use in outreach and engagement events.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

18. RESTRICTED FUNDS (continued)

Restricted funds: Brecknock

Allt Rhongyr Fund

Monies received have been used to purchase land and will be held until disposal.

Bat group, BRARG group and Otter group

These are funds held for species groups.

Pwll y Wrach Fund

Monies received have been used to purchase land and will be held until disposal.

Previous year

	Balance as at 1 April 2022 £	Income £	Expenditure £	Unrealised gain/loss £	Transfer between funds £	Balance as at 31 March 2023 £
Restricted funds: Glamorgan						
Betty Church Fund	40,650	-	-	-	-	40,650
Restricted funds: South & West Wales						
Appeals and donations	240,526	28,319	(33,456)	-	-	235,389
Castle Woods	8,465	-	-	-	-	8,465
Coastal Communities	-	26,376	(25,010)	-	(1,366)	-
Dow Corning	-	16,000	(16,000)	-	-	-
Emergency grants	28,288	-	(28,288)	-	-	-
Green Connections	(12,079)	69,617	(57,538)	-	-	-
Green Recovery	(86)	86	-	-	-	-
Legacies	654,787	500	(19,995)	(20,139)	-	615,153
Local groups	64,003	58,093	(49,608)	-	-	72,488
Marine Wildlife Centre	2,779	807	(3,586)	-	-	-
Nature Reserves	155,136	266,229	(275,678)	-	-	145,687
Nature Networks Fund	(72,415)	548,007	(472,811)	-	(23,560)	(20,779)
Nextdoor Nature	-	25,011	(22,013)	-	(8,172)	(5,174)
Skokholm Appeal	136,604	58	(108,648)	-	-	28,014
Stand for Nature	60,814	124,541	(80,438)	-	(24,394)	80,523
HNLF – Healthy Reds	(4,701)	51,456	(46,755)	-	-	-
Waterloo Trust - Islands	30,500	-	-	-	-	30,500
Welsh Government (PNCPA & ERDC)	3,846	65,190	(66,381)	-	-	2,655
Restricted funds: Brecknock						
Allt Rhongyr Fund	106,178	-	-	-	-	106,178
Bat group	322	-	-	-	-	322
BRARG group	248	-	-	-	-	248
Otter group	5,165	-	-	-	-	5,165
Pwll y Wrach Fund	42,500	-	-	-	-	42,500
Total restricted funds	1,491,530	1,280,290	(1,306,205)	(20,139)	(57,492)	1,387,984

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

19. DESIGNATED FUNDS

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2024 £
Asset purchase reserve	125,000	-	-	-	125,000
Matched funding reserve	200,000	-	-	-	200,000
Income support fund	100,000	-	-	-	100,000
Reorganisation and development fund	212,817	-	-	-	212,817
	<u>637,817</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>637,817</u>

Asset purchase reserve

The asset purchase reserve fund is to enable the charity to purchase vehicles to assist staff in carrying out work safely on the nature reserves.

Matched funding reserve

The matched funding reserve are funds designated from general funds to provide match funding for any shortfall on restricted funding received.

Income support fund

The charity anticipates that this will be a period where they will try to revive and develop aspects of the charity and the fund will provide support for their operations in the interim.

Reorganisation and development fund

The reorganisation and development fund is to support the cost of additional staff resources to develop the charity's income generating capacity to provide the resources to deliver the charity's charitable objectives.

Previous year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
Asset purchase reserve	125,000	-	-	-	125,000
Matched funding reserve	200,000	-	-	-	200,000
Income support fund	100,000	-	-	-	100,000
Reorganisation and development fund	212,817	-	-	-	212,817
	<u>637,817</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>637,817</u>

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

20. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

	General funds £	Designated funds £	Restricted funds £	Endowment funds £	2024 Total £
Fund balances at 31 March 2024 are represented by:					
Tangible fixed assets	69,669	-	10,328	-	79,997
Heritage assets	1,763,294	-	248,678	-	2,011,972
Investments	367,176	-	125,605	135,826	628,607
Current assets	1,634,558	637,817	1,177,905	-	3,450,280
Current liabilities	(415,079)	-	-	-	(415,079)
	<u>3,419,618</u>	<u>637,817</u>	<u>1,562,516</u>	<u>135,826</u>	<u>5,755,777</u>

Previous year

	General funds £	Designated funds £	Restricted funds £	Endowment funds £	2023 Total £
Fund balances at 31 March 2023 are represented by:					
Tangible fixed assets	74,648	-	41,832	-	116,480
Heritage assets	1,763,294	-	248,678	-	2,011,972
Investments	314,997	-	125,605	135,826	576,428
Current assets	1,429,140	637,817	971,869	-	3,038,826
Current liabilities	(479,957)	-	-	-	(479,957)
Long term liabilities	(5,499)	-	-	-	(5,499)
	<u>3,096,623</u>	<u>637,817</u>	<u>1,387,984</u>	<u>135,826</u>	<u>5,258,250</u>

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

21. OPERATING LEASE COMMITMENTS

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Due in less than one year	-	-
	-	-

22. RELATED PARTIES

The charity owns the whole of the issued ordinary share capital of DWT (Enterprises) Limited, a company registered in Wales, company number 02702793. The subsidiary is used for non-primary purpose trading activities – namely the provision of holiday accommodation on nature reserves, catering for visitors and the retailing of bought-in goods to visitors. All activities have been consolidated on a line-by-line basis into the Statement of Financial Activities.

During the year DWT (Enterprises) Limited covenanted £178,008 to the charity (2023: £181,094).

At the year end the charity owed £Nil (2023: £4,775) to DWT (Enterprises) Ltd. At the year end DWT (Enterprises) Limited owed the charity £196,794 (2023: £187,090). During the year the charity invoiced DWT (Enterprises) Limited £40,318 (2023: £35,135) in relation to various recharges. During the year DWT (Enterprises) Limited invoiced the charity £6,345 (2023: £4,616).

It also wholly owns a dormant subsidiary, Autumn Peak Limited and also operates two charities as inactive companies, The Glamorgan Wildlife Trust Limited and The Wildlife Trust (West Wales) Ltd.

The Trust has a close working relationship with the other wildlife trusts in Wales and the Royal Society of Wildlife Trusts (RSWT), working together to develop their partnerships, with staff expertise and representation on national bodies shared throughout the Trust.

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

23. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2024 £	2023 £
Net income for the reporting period	497,531	169,660
<i>Adjustments for:</i>		
Depreciation charges	43,101	49,362
(Gains)/losses on investments	(52,179)	76,225
Dividends, interest and rents from investments	(142,269)	(71,392)
Loss/(profit) on the sale of fixed assets	-	(333)
(Increase)/decrease in stocks	(13,965)	(5,369)
(Increase)/decrease in debtors	34,541	(184,777)
Increase/(decrease) in creditors	(35,697)	13,200
Net cash provided by operating activities	331,063	46,576

Analysis of Cash and Cash Equivalents

Current accounts and notice deposits (< 3 months)	<u>3,149,755</u>	<u>2,717,725</u>
Total Cash and Cash Equivalents	<u>3,149,755</u>	<u>2,717,725</u>

<u>Analysis of net debt</u>	At 1 April 2023 £	Cash Flows £	New Borrowing £	As at 31 March 2024
Cash	2,717,725	432,030	-	3,149,755
Bank loans falling due within one year	(30,998)	29,185	-	(1,813)
Bank loans falling due after more than one year	(5,499)	5,499	-	-
	<u>2,681,228</u>	<u>466,714</u>	<u>-</u>	<u>3,147,942</u>

Previous year

<u>Analysis of net debt</u>	At 1 April 2022 £	Cash Flows £	New Borrowing £	As at 31 March 2023
Cash	2,335,643	382,082	-	2,717,725
Bank loans falling due within one year	(32,971)	1,973	-	(30,998)
Bank loans falling due after more than one year	(43,547)	38,048	-	(5,499)
	<u>2,259,125</u>	<u>422,103</u>	<u>-</u>	<u>2,681,228</u>

THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

24. RESULTS OF THE PARENT COMPANY

As permitted by section 408 of the Companies Act 2006, the income and expenditure account of the parent company is not presented as part of these financial statements. The parent company's surplus for the financial period was £496,532 (2023: surplus of £535).

25. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds 2023 £
Income and endowments from:				
Donations and legacies	417,152	86,912	-	504,064
Charitable activities	470,808	1,193,320	-	1,664,128
Other trading activities	776,426	-	-	776,426
Investments	71,334	58	-	71,392
Other	54,486	-	-	54,486
Total income and endowments	1,790,206	1,280,290	-	3,070,496
Expenditure on:				
Raising funds	278,861	24,690	-	303,551
Charitable activities	600,482	1,281,515	-	1,881,997
Other	639,063	-	-	639,063
Total expenditure	1,518,406	1,306,205	-	2,824,611
Net gains/(losses) on investments				
Realised	(23,284)	(21,636)	-	(44,920)
Unrealised	(32,802)	1,497	-	(31,305)
Net income/(expenditure)	215,714	(46,054)	-	169,660
Transfers between funds:	57,492	(57,492)	-	-
Net movement in funds	273,206	(103,546)	-	169,660
Reconciliation of Funds				
Total funds brought forward	3,461,234	1,491,530	135,826	5,088,590
Total funds carried forward	3,734,440	1,387,984	135,826	5,258,250

26. EVENTS AFTER THE REPORTING DATE

After the balance sheet date grant funding was received to fully fund the purchase of land at Trellwyn Fach for a purchase price of £730,000.



DAVID EVANS AGRICULTURAL LTD

A: Old Middle Hill, Walterston, Llancaf, Vale of Glamorgan, CF62 3AD
T: 01446 781 711 E: accounts@dealwales.co.uk W: www.dealwales.co.uk

The Wildlife Trust Of South &
West Wales
The Nature Centre
Fountain Road
Tondu Bridgend CF32 0EH

GBP **INVOICE**
Account..... 3036
Depot..... 1
Order No.... EAST0322
Cust Adv No.
Rep Code.... RJ
STIHL HS82 H/CUTTER

Advice No... 173249
Vat No. GB 822 0419 67

Page No 1 Date 30/09/2024 Invoice No. 101221

Part Number	Description	Qty	Loc'n	Price	Disc%	Amount
Advice: 173249/1 Date: 26-SEP-2024						
ST-42370112983	HS82RC-E 30" H/TRIMMER	1	STIHL	611.67	20.00	489.34

						489.34
V.A.T.						97.87

Invoice Total 587.21
(Sterling) =====

Rate Goods V.A.T.
20.00 489.34 97.87
Invoice due for payment by 30/10/2024
You have been served by Richard Jenkins @ 09:08

Thank you for your custom. All business is transacted to the company's conditions of sale, a copy of which is available upon request.
Title to the goods above remains with the Company until the invoice is paid in full.
Permission must be obtained before the goods can be returned for credit. Special order items are not eligible for return.
Payment terms are strictly 30 days from invoice date, other than for wholegoods which are due on delivery / collection.
Interest will be charged on all overdue accounts at a rate of 3% per month.

BACS Details: Barclays Bank
Sort Code: 20 12 25
Account Number: 43498123
SWIFTBIC: BARCGB22
IBAN: GB30 BARC 2012 2543 498123





Exmoor House
Lime Way
Pathfields Business Park
South Molton
Devon EX36 3LH

Customer accounts: 01769 576204
Email: customer.accounts@molevalleyfarmers.com

04
valleytraders.com

RECEIVED
- 8 JUL 2024
INVOICE

INVOICE NUMBER	IN206986933
ACCOUNT NUMBER	20055596 (W5596)
SALES REFERENCE	21166T021028004
BRANCH/DEPT	Bridgend Store
DATE & TAX POINT	25/06/2024
ORDER NUMBER	EAST0308
PAYMENT DUE BY	28/07/2024

Deliver to:

Wildlife Trust of S & W Wales
Tim Jones The Nature Centre, Fountain Road,
Aberkenfig, Bridgend, Mid Glamorgan, CF32
0EH

DESCRIPTION	UNITS	QTY	UNIT COST	GOODS	VAT CODE
Timber PT 100x47mmx4.8m	Ea	1.00	8.400	8.40	STD
Timber PT Graded Ex 150x47mmx4.8m	Ea	4.00	14.290	57.16	STD

goods does not pass until full payment is received.

VAT ANALYSIS		
Rate	Goods	VAT Amount
20.00	65.56	13.11

TOTAL GOODS VALUE	65.56
CHARGES	0.00
SUB TOTAL	65.56
VAT	13.11
TOTAL (GBP)	78.67



DAVID EVANS AGRICULTURAL LTD

A: Old Middle Hill, Walterston, Llancaf, Vale of Glamorgan, CF62 3AD

T: 01446 781 711 E: accounts@dealwales.co.uk W: www.dealwales.co.uk

The Wildlife Trust Of South &
West Wales
The Nature Centre
Fountain Road
Tondu Bridgend CF32 0EH

GBP **INVOICE**

Account..... 3036
Depot..... 1
Order No.... EAST-0318
Cust Adv No.
Rep Code.... RJ
BLADE/HEAD/LINE

Advice No... 172853
Vat No. GB 822 0419 67

Page No 1 Date 04/09/2024 Invoice No. 100732

Part Number	Description	Qty	Loc'n	Price	Amount
Advice: 172853/1 Date: 29-AUG-2024					
ST-41127134100	BRUSH KNIFE 250MM	1	S/ROOM	31.58	31.58
ST-00009302246	BULK LINE 2.4MM X 855'	1	S/ROOM	39.67	39.67
ST-40027102169	AUTO CUT C26-2	1	STIHL	36.92	36.92

108.17

V.A.T. 21.63

Invoice Total 129.80
(Sterling) =====

Rate Goods V.A.T.
20.00 108.17 21.63
Invoice due for payment by 04/10/2024
You have been served by Richard Jenkins @ 12:48

Thank you for your custom. All business is transacted to the company's conditions of sale, a copy of which is available upon request.
Title to the goods above remains with the Company until the invoice is paid in full.
Permission must be obtained before the goods can be returned for credit. Special order items are not eligible for return.
Payment terms are strictly 30 days from invoice date, other than for wholegoods which are due on delivery / collection.
Interest will be charged on all overdue accounts at a rate of 3% per month.

BACS Details: Barclays Bank
Sort Code: 20 12 25
Account Number: 43498123
SWIFTBIC: BARCGB22
IBAN: GB30 BARC 2012 2543 498123



Hailey Wood Sawmill Ltd
Coates
Cirencester, GLOUCESTERSHIRE
GL7 6LA GBR
+01285652191
VAT Registration No.: 682197212

Vat Invoice

INVOICE TO
Welsh Wildlife Wildlife Trust of South & West Wales, The Nature Centre, Fountain Road, Tondu Bridgend CF32 0EH

SHIP TO
Welsh Wildlife Wildlife Trust of South & West Wales, The Nature Centre, Fountain Road, Tondu Bridgend CF32 0EH

INVOICE NO.	DATE	TOTAL DUE	DUE DATE		ENCLOSED
315 / 095	09/01/2025	£882.00	30/01/2025		

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Built in house	Order26 Red PO No: EAST0331 Collected 09.01.25 Oak Benches	20.0% S	3	245.00	735.00

Thank you for your business.	SUBTOTAL	735.00
	VAT TOTAL	147.00
	TOTAL	882.00
	BALANCE DUE	£882.00

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	147.00	735.00

Bank details:
Lloyds Bank Plc
30-92-06
01474314



Mole Valley

Mole Valley Farmers Ltd

Exmoor House
Lime Way
Pathfields Business Park
South Molton
Devon EX36 3LH

Registered in England No. 679848 VAT Reg No. GB 143 2150 14

Customer accounts: 01769 576204
Email: customer.accounts@molevalleyfarmers.com

Page 1 of 1

Invoice

Wildlife Trust of S & W Wales
Tim Jones The Nature Centre
Fountain Road
Aberkenfig
Bridgend
Mid Glamorgan
CF32 0EH

INVOICE NUMBER	IN206505304
ACCOUNT NUMBER	20055596 (W5596)
SALES REFERENCE	21166T021025246
BRANCH/DEPT	Bridgend Store
DATE & TAX POINT	16/04/2024
ORDER NUMBER	EAST0302
PAYMENT DUE BY	28/05/2024

Deliver to:

Wildlife Trust of S & W Wales
Tim Jones The Nature Centre, Fountain Road,
Aberkenfig, Bridgend, Mid Glamorgan, CF32
0EH

ITEM	DESCRIPTION	UNITS	QTY	UNIT COST	GOODS	VAT CODE
1188868	Decking Tan Ex 125x38mmx4.2m R1	Ea	12.00	12.220	146.64	STD

PAID

CHECKED.....

CHEQUE NO.....16.....

AMOUNT.....195-77.....

DATE.....a-7-24.....

171265

Title in these goods does not pass until full payment is received.

VAT ANALYSIS			
VAT Code	Rate	Goods	VAT Amount
STD	20.00	146.64	29.33

TOTAL GOODS VALUE	146.64
CHARGES	0.00
SUB TOTAL	146.64
VAT	29.33
TOTAL (GBP)	175.97

Your payment terms are 28th day in the month following invoice date
Interest will be charged on late payments and overdue accounts.
Standard terms and conditions apply, a copy of which is available on request.
Please contact the branch / department shown above with any queries about this transaction

Brynn



Koru Ecology Associates

KEA invoice number	313
KEA project number	229
KEA project name	Brynna Reserve
Client name	Wildlife Trust of South and West Wales
Purchase order number	N/A
Date of invoice	28th June 2024

Task	Total
Dormouse survey check on 24th June 2024	£200.00
Total	£200.00

PLEASE NOTE recent change of bank details

Payment terms are 30 days, please pay by BACS transfer to the following account:

Koru Ecology Associates Limited
The Cooperative Bank
Account number: 63181607
Sort code: 08 92 50

Appendix 5

To note that 2 x casual vacancies of the Brynna ward have occurred and the process for filling the vacancy that will now take place.

- An Election will be held if 10 Local Government Electors of the ward give notice in writing of their wish for an election to RCTCBC electoral services.
- No election has been called by electors and so the Community Council will undergo a process to advertise for candidates for co-option to the council and a process to select a candidate in accordance with Section 116, of the Local Government (Wales) Measure 2011.
- The application packs have been distributed. The closing date for applications shall be Noon on Friday 9th May 2025 and co-option candidates shall be considered in the Full Council meeting held on 15th May 2025.

Please find below the application form and process to be used for co-option.

¹ The computation of time in accordance with Rule 2 of S116, LG(Wales)M 2011 which disregards Bank Holidays, Saturdays and Sundays.

The process to be as follows (as per standing orders).

33 CO-OPTION PROCESS IN THE EVENT OF A COUNCIL VACANCY NOT REQUIRING AN ELECTION

33.1 Once a notice of casual vacancy has been issued by the local authority, AND the local authority has notified the council that the deadline for the calling of an election has passed with no such election being necessary then the Proper Officer should begin the co-option process without unnecessary delay.

33.2 The co-option process shall be as follows:

33.2.1 - The Proper Officer shall issue a notice of co-option to the public to be posted on notice boards, the council's website and social media. The notice shall provide details of how to obtain an application form, the deadline for applications and the date of the meeting where the matter is to be considered.

33.2.2 - Interested parties will be provided with an application form comprising the statutory qualification element and a discretionary question element. Candidates will be informed that if they wish to give a personal statement to the meeting they may, and will be informed that it is expected that they will attend this meeting and they will be expected to answer any questions regarding their application during the meeting.

33.2.3 - No applications received following the published deadline will be accepted.

33.2.4 - Following the deadline all applications will be forwarded to members in good time prior to the meeting.

33.2.5 - Councillors may submit questions in writing to the Clerk only to seek clarification on answers given in an applicant's application form. Any questions submitted and found to be in order by the Clerk are to be asked by the Chair of the Council (or the chair of the meeting should they be absent). All questions to be submitted in writing to the Clerk at least 24 hours prior to the start of the meeting.

33.2.6 - During the meeting to consider the matter:

99;8;2i. Candidates will be invited to give a brief personal statement if they have elected to do so (2 minutes max).

99;8;2ii. The Chair will ask any questions in line with 33.2.5

99;8;2iii. A vote will take place to determine which candidate will be co-opted to fill the vacant seat.

99;8;2iv. The vote will comprise a show of hands with the name of the person with the least number of votes being removed from the list and a new vote taken. The process will continue until there are 2 persons remaining. Any tie shall be settled by the Chair's casting vote.

99;8;2v. The declaration of office to be signed in the presence of the Clerk, which may be at a later date but before the next meeting of the Council.

99;8;2vi. Following the vote, the Clerk will arrange with the successful candidate to complete the declaration of acceptance of office form, personal information sheet, register of interests form and any other relevant paperwork

99;8;2vii. Should the candidate fail to sign their declaration of acceptance of office form by the time of the next meeting of Council (unless resolved otherwise) or by any other statutory date then the process will be repeated, excluding that candidate.

99;8;2viii. The successful candidate will be provided with the Council induction pack which comprises the following:

99;8;2ix. The Good Councillors guide.

99;8;2x. The Schedule of the code of Conduct.

99;8;2xi. The Ombudsman's guide to the code of conduct.

99;8;2xii. Code of Conduct online training slides.

99;8;2xiii. A list of available training courses.

99;8;2xiv. The Council's standing orders.

99;8;2xv. The Council's financial regulations.

99;8;2xvi. Relevant policies of Council.

99;8;2i. Ongoing advice and training will be provided by the Officers of the Council.



LLANHARAN COMMUNITY COUNCIL

NOTICE OF VACANCY TO BE FILLED BY CO-OPTION

Local Government (Wales) Measure 2011, Section 116

Llanharan Community Council currently has a vacancy for a Councillor which will be filled through the process of co-option. Co-opted Councillors have the same rights and responsibilities as those Councillors who obtained office through election. The position of a Community Councillor does not attract any remuneration.

Councillors are expected to attend the monthly meetings of the Council and also to serve on some Committees and / or working groups which normally meet on a two monthly cycle. The role is varied and enables local people to use their skills and experience to enhance the work undertaken by the Council for the benefit of the community.

Llanharan Community Council is also in receipt of significant funds as a result of local housing developments.

The Council wishes to invite interested people to submit their applications for the role of Councillor by way of completing the attached eligibility and application form. Applicants will be asked to attend the Council meeting on Thursday 15th May 2025 (in person or online) when selection will take place.

The Council is committed to achieving a balanced composition of Councillors that reflects our community.

All members of the community are welcome to apply.

There are 2 vacancies available covering the ward of Brynna although anyone eligible can represent any ward where there is a vacancy. (i.e. Provided can answer yes to one of Questions 1 to 4 on the application. A copy of the Council's ward boundaries is provided at the end of this application pack).

Closing date: Noon Friday 9th May 2025

Applications will be considered at a subsequent council meeting on 15th May 2025.

You will be requested to attend a short interview at this meeting (via Zoom remote conferencing if preferred) where you may speak for up to 3 minutes if you wish (not mandatory) and may be asked questions about the information given in your application.

Please submit completed eligibility forms by writing to: Clerk@Llanharan-cc.gov.wales or at our office at 2A Chapel Road, Llanharan, CF72 9QA. If you have any questions about the Council or the role of a Community Councilor, please contact the Clerk via email, or call 01443 231 430.

Completed eligibility forms should be submitted to the Clerk prior to the deadline. Applications received after the deadline will not be considered.

ELIGIBILITY FORM

Name : (Mr/Mrs/Other).....

Address:.....

..... E-

mail address:.....

Telephone:

Mobile.....

Qualifications for holding office as member of local authority (as provided in the Local Government Act 1972, s79):

You must be able to answer "YES" to at least one of the following four questions; please circle as many as apply to you.

1. Are you registered as a Local Government Elector for the area of Llanharan Community Council? YES / NO
2. During the whole of the last 12 months have you resided in the ward area of Llanharan Community Council, or within 3 miles of it? YES / NO
3. During the whole of the last 12 months have you occupied as owner or tenant land or premises in the ward area of Llanharan Community Council? YES / NO
4. During the whole of the last 12 months has your main place of work been within the ward area of Llanharan Community Council? YES / NO

Disqualifications for holding office as member of local authority (as provided in the Local Government Act 1972, s80):

If you answer "YES" to any of the following six questions, it is likely that it will not be possible to co-opt you to Llanharan Community Council. All information will be treated in the strictest confidence.

1. Do you now hold, or have you in the last 12 months held any paid office or any other position of profit with this Council? YES / NO
2. Do you hold a politically restricted post? YES / NO
3. Have you ever been disqualified by a Court from holding Public Office? YES / NO
4. Are you currently the subject of a bankruptcy restrictions order or interim order YES / NO
5. Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)? YES / NO
6. Have you ever been disqualified under the Representation of the People Act 1983? YES / NO

Signed Date

Application

Please complete all section concisely and accurately. Use a separate sheet of paper if necessary.

Briefly demonstrate what you know about Llanharan Community Council.

Give details of the contribution you believe you could make to the work of the Council, (including details of any particular relevant areas of interest or expertise that you may have).

Describe the personal qualities that you would bring to the role of Councillor;

Why do you want to be a community Councillor?

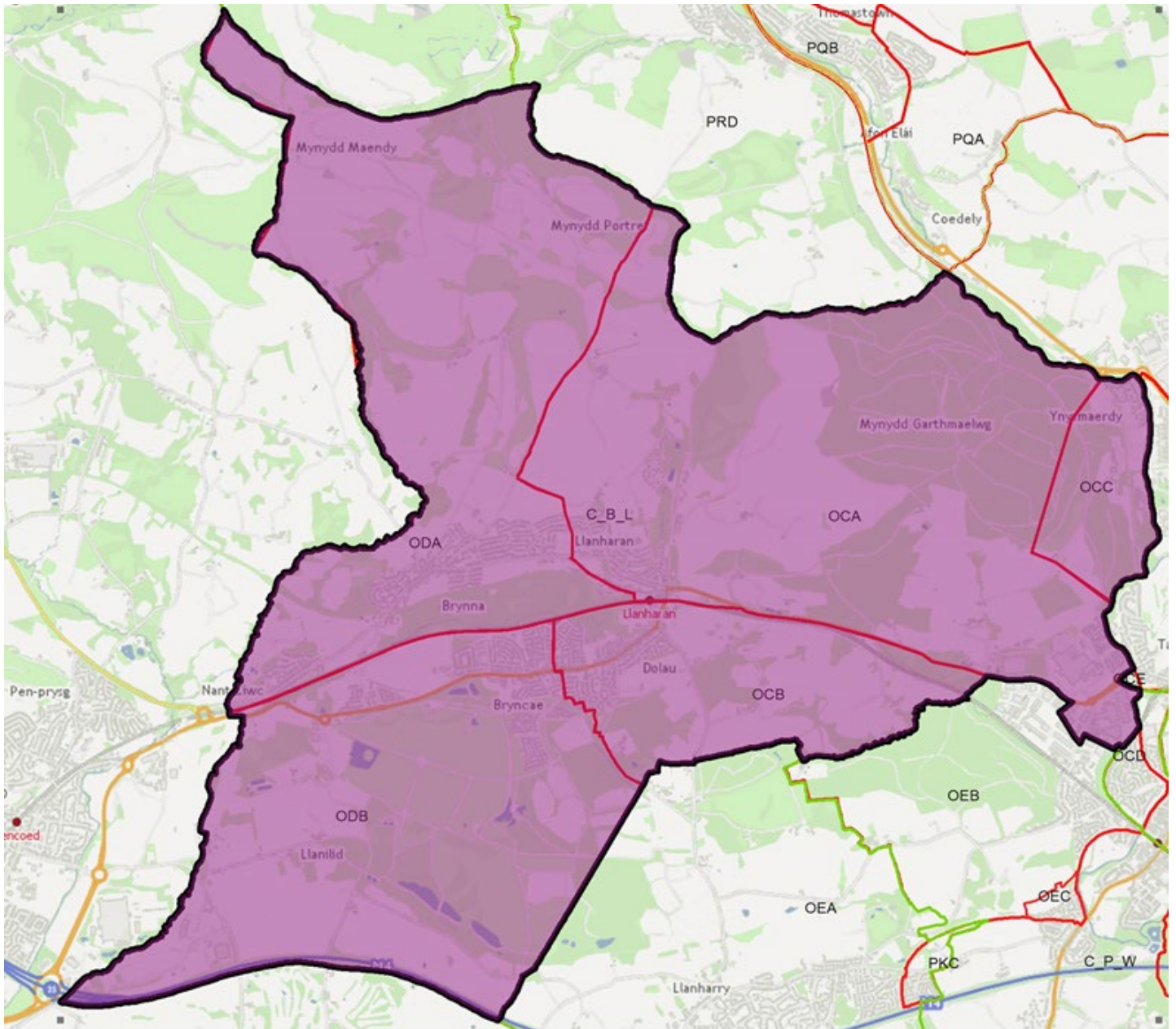
The Council currently has 7 Committees and 11 task-based working groups. (See the attached summary, the Council’s website and / or contact the Clerk for further details). Please indicate which of the committees and / or working groups you would join if places were available.

Name of Committee/Group	Tick here
Human Resources Committee	
Audit (Finance) Committee	
Open Spaces, Rights of Way and Allotments Committee (ORA)	
Community Infrastructure Levy (CIL) Committee.	
Community Engagement Committee	
Bryncae Community Centre Committee	
Trenos and Ewenni Crossings Project Committee.	
Trenos Crossing and Eweny Bridge Working Group.	
Fireworks Working Group	
Bryncae Community Centre Working Group	
Walking Leaflets Working Group	
Oakbrook Skatepark refurb Working Group	
Pump Track Working Group	
Jubilee Marsh Multi-User Route Working Group	
Community Awards Ceremony Working Group.	
Hamlet/Ward Gateway Working Group	
Annual Survey working Group	
Senior Citizen’s Christmas Lunches Working Group	

Print name..... Sign..... Date.....

Note: Applicants may also provide a CV to supplement their application but must ensure the questions are answered in the relevant sections above in the spaces provided (using a separate sheet if necessary).

Llanharan Community Council Boundaries



Date: 15/04/2025

Llanharan Community Council

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Time: 10:30

Current and Premium Bank A/c

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/03/2025	Barclaycard	BcardFeb25	2,364.30		Bcard Feb25
05/03/2025	SSE Electric	DDR	193.88	DDR	IV02491055
07/03/2025	Barclays Bank	DIRECT	14.09	DDR	Charges 13Jan12Feb
10/03/2025	Tesco Mobile phones x 3	DDR	9.87	DDR	134238278423
12/03/2025	Fungrenade	BACS	288.00	CP	1425
12/03/2025	British Telecomm	BACS	347.89	CP	Q102 ME
12/03/2025	Phat Faces	BACS	110.00	CP	100525A
12/03/2025	Phat Faces	BACS	70.00	CP	100525B
14/03/2025	RAJ	BACS	14.00	CP	OFFICECONSU 2425
14/03/2025	RAJ	BACS	42.00	CP	CIVICALLOWANCE2425
14/03/2025	HMRC NI & Tax	DIRECT	2,655.26	CP	948PZ001272292511
14/03/2025	Llanharan OAP Association	BACS	90.00	CP	#3/2025
14/03/2025	Howells Legal Ltd	BACS	1,140.00	CP	235 318014
14/03/2025	MT Tarmac	BACS	650.00	CP	358
17/03/2025	ARVAL	DDR	500.58	CP	RI0013127163
17/03/2025	FareShare Cymru	BACS	65.00	CP	4357
17/03/2025	FareShare Cymru	BACS	65.00	CP	4357
17/03/2025	FareShare Cymru	BACS	-65.00	CP	4357
17/03/2025	Whitehead Building ServicesLtd	BACS	18,898.06	CP	62024
19/03/2025	AMBEROL	BACS	2,908.61	cp	0000024655
20/03/2025	Clarity Copiers	BACS	2.50	CP	220131
25/03/2025	One Voice Wales	BACS	40.00	CP	9155
26/03/2025	Janine Turner	BACS	65.35	CP	240325 VE80
27/03/2025	Barclaycard	BcardMar25	584.67		Bcard Mar25
28/03/2025	RCT Pension Payment	BACS	1,663.38	CP	LCC remit Mar25
28/03/2025	STAFF SALARIES	BACS	5,276.78	CP	Staff salaries Mar25
31/03/2025	Brynna Cleaning	BACS	144.00	CP	0419
31/03/2025	Trustmark Print & Design	BACS	1.19	CP	Trustmark Print & Design
31/03/2025	Clarity Copiers	BACS	8.15	CP	221735
31/03/2025	RCT	BACS	3,595.85	CP	32094986
Total Payments			41,743.41		

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/03/2025	ALDI	CREDITCARD	112.47	PB	Pantry
27/03/2025	ALDI	CREDITCARD	15.91	LP	030325
27/03/2025	ALDI	CREDITCARD	41.73	LP	Pantry
27/03/2025	ALDI	CREDITCARD	57.55	LP	Pantry
27/03/2025	ALDI	CREDITCARD	87.77	LP	Pantry
27/03/2025	Screwfix	CREDITCARD	20.99	LP	A21103665521
27/03/2025	Microsoft	CREDITCARD	136.80	E0200V9XI3	Microsoft
27/03/2025	Microsoft	CREDITCARD	39.36	LS	E0200VAAFI
27/03/2025	Post Office Ltd	CREDITCARD	5.15	LS	1-90755
27/03/2025	ZOOM	CREDITCARD	12.99	LS	INV296680767
27/03/2025	ADOBE	CREDITCARD	19.97	LS	IEN2025014938711
27/03/2025	Amazon	CREDITCARD	33.98	LS	GB52EDVHABEI
Total Payments			584.67		

BCC Expenditure

Date	Type	Analysis Code	Description	Amount	Inc/Exp	Fin Yr	Inv S/Sheet Updated
03-Feb-25	BP	CL	Catherine Kutlesa Clean bcc 02/02/25	-£ 37.00	EXP	24/25	
10-Feb-25	BP	CL	Catherine Kutlesa Clean bcc 09/02/25	-£ 37.00	EXP	24/25	
13-Feb-25	BP	MP	Andrea Keys cut (Spare set for S Panes)	-£ 14.00	EXP	24/25	
17-Feb-25	BP	GA	Total Energies GasBCC a/c 3007110084	-£ 821.16	EXP	24/25	
17-Feb-25	BP	CL	Catherine Kutlesa Clean bcc 16/02/25	-£ 37.00	EXP	24/25	
19-Feb-25	DD	IN	TALKTALK BUS CONNE	-£ 43.39	EXP	24/25	
20-Feb-25	BP	MP	Andrea BCC products	-£ 92.08	EXP	24/25	
20-Feb-25	CR	DR	PETERBOROUGH CC	£ 30.00	EXP	24/25	
22-Feb-25	CHG	BC	TOTAL CHARGES TO 31JAN2025	-£ 5.00	EXP	24/25	
24-Feb-25	BP	CL	Catherine Kutlesa Clean bcc 23/02/25	-£ 37.00	EXP	24/25	
26-Feb-25	BP	DR	R Morgan BCC Deposit Refund	-£ 30.00	EXP	24/25	
26-Feb-25	DD	EL	EDFENERGY CUST PLC	-£ 308.64	EXP	24/25	
10-Mar-25	BP	CL	Catherine Kutlesa Clean bcc 02/03/25	-£ 37.00	EXP	24/25	
17-Mar-25	BP	NDR	RHONDDA CYNON TAF 53276220 (BUSINESS RATES: 03/02 - 31/03/35 - 57 DAYS)	-£ 1,316.47	EXP	24/25	
18-Mar-25	SO	CL	CATHERINE KUTLESA CLEAN BCC	-£ 37.00	EXP	24/25	
19-Mar-25	DD	IN	TALKTALK BUS CONNE	-£ 46.00	EXP	24/25	
22-Mar-25	CHG	BC	TOTAL CHARGES TO 28FEB2025	-£ 5.00	EXP	24/25	
25-Mar-25	SO	CL	CATHERINE KUTLESA CLEAN BCC	-£ 37.00	EXP	24/25	
26-Mar-25	BP	DR	J W Flanagan BCC refund	-£ 15.00	EXP	24/25	
26-Mar-25	DD	EL	EDFENERGY CUST PLC	-£ 261.64	EXP	24/25	
28-Mar-25	BP	RH	LLAN COMM PJ 0144	£ 120.00	EXP	24/25	
28-Mar-25	BP	RH	LLAN COMM PJ Inv No 0143	£ 600.00	EXP	24/25	
31-Mar-25	BP	GA	Total Energies GasBCC a/c 3007110084	-£ 520.05	EXP	24/25	
31-Mar-25	BP	MP	Andrea BCC products (MOPS & MOP HEADS)	-£ 22.98	EXP	24/25	
31-Mar-25	BP	DR	Dolau County PrimaBCC Refund - CANC	-£ 75.00	EXP	24/25	
31-Mar-25	BP	MP	C Parker Toilet Rolls	-£ 33.98	EXP	24/25	

12/04/2025

Llanharan Community Council

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	271,894	271,894	0			100.0%	
1090 PSDF Re-invested dividend	53,450	20,000	(33,450)			267.3%	
1100 Agency Income	0	1,330	1,330			0.0%	
1990 Other Income	2,283	1,000	(1,283)			228.3%	
Income :- Income	<u>327,627</u>	<u>294,224</u>	<u>(33,403)</u>			111.4%	<u>0</u>
Net Income	<u>327,627</u>	<u>294,224</u>	<u>(33,403)</u>				
<u>200 Administration</u>							
4000 Staff Salaries & Wages (Net)	63,315	63,238	(77)		(77)	100.1%	
4001 HMRC Interest Charges	20	0	(20)		(20)	0.0%	
4005 Employer & Employee Pension	19,960	25,102	5,142		5,142	79.5%	
4010 Employer & Employee NI & Tax	14,628	39,796	25,168		25,168	36.8%	
4055 Mileage & Subsistence	0	200	200		200	0.0%	
4057 HR Expenditure	416	1,000	584		584	41.6%	
4060 Council Tax	2,360	2,500	140		140	94.4%	
4065 Office Rent	3,500	3,500	0		0	100.0%	
4066 Meeting venue hire	350	450	100		100	77.8%	
4070 IT Costs (Office 365)Web Site	3,911	2,500	(1,411)		(1,411)	156.4%	
4075 Telephone & Broadband	1,310	1,450	140		140	90.3%	
4080 Electric (office)	1,562	1,600	38		38	97.6%	
4085 Water Rates (for Office)	137	200	63		63	68.4%	
4090 Stationery and postage	331	350	19		19	94.5%	
4095 Cleaning Materials	33	50	17		17	65.4%	
4100 Cleaning Contract	1,296	1,200	(96)		(96)	108.0%	
4105 Office Cap ExpChain of Office	0	1,000	1,000		1,000	0.0%	
4110 Office Maintenance	479	750	271		271	63.8%	
4115 Professional and Legal Fees	1,340	3,500	2,160		2,160	38.3%	950
4116 Land Registry Fees	33	240	207		207	13.8%	
4120 Internal Audit Fees	480	750	270		270	64.0%	
4125 External Audit Fees	1,155	400	(755)		(755)	288.8%	
4130 Subscriptions and Memberships	2,054	2,750	696		696	74.7%	
4135 Bank Charges	162	250	88		88	64.8%	
4140 Storage Space Rental	120	720	600		600	16.7%	
Administration :- Indirect Expenditure	<u>118,953</u>	<u>153,496</u>	<u>34,543</u>	<u>0</u>	<u>34,543</u>	<u>77.5%</u>	<u>950</u>
Net Expenditure	<u>(118,953)</u>	<u>(153,496)</u>	<u>(34,543)</u>				
6000 plus Transfer from EMR	<u>950</u>	<u>0</u>	<u>(950)</u>				
Movement to/(from) Gen Reserve	<u>(118,003)</u>	<u>(153,496)</u>	<u>(35,493)</u>				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Insurances</u>							
4200 General Insurance	4,902	5,000	98		98	98.0%	
4205 Vehicle Insurance	2,665	5,000	2,335		2,335	53.3%	
4210 Office Insurance	232	100	(132)		(132)	231.7%	
Insurances :- Indirect Expenditure	7,799	10,100	2,301	0	2,301	77.2%	0
Net Expenditure	(7,799)	(10,100)	(2,301)				
<u>240 Staff & Member Training</u>							
4300 Members Training	80	750	670		670	10.7%	
4305 Staff Training	40	750	710		710	5.3%	
Staff & Member Training :- Indirect Expenditure	120	1,500	1,380	0	1,380	8.0%	0
Net Expenditure	(120)	(1,500)	(1,380)				
<u>260 Member's Allowances</u>							
4350 Chair	1,500	1,500	0		0	100.0%	
4355 Special Responsibility	500	500	0		0	100.0%	
4360 Member Allowances	2,264	2,912	648		648	77.7%	
Member's Allowances :- Indirect Expenditure	4,264	4,912	648	0	648	86.8%	0
Net Expenditure	(4,264)	(4,912)	(648)				
<u>300 Plant & Equipment</u>							
4400 Plant Purchase / Lease	5,520	5,500	(20)		(20)	100.4%	
4410 Green Mower Maintenance	123	0	(123)		(123)	0.0%	
4415 Red Tractor Maintenance	460	1,200	740		740	38.3%	
4420 Portable & Hand Tools Purchase	94	250	156		156	37.5%	
4425 Portable & Hand Tool Maint	354	400	46		46	88.5%	
4430 PPE - New & Replacement	59	300	241		241	19.8%	
4435 Plant & Equipment Fuel	653	750	97		97	87.0%	
Plant & Equipment :- Indirect Expenditure	7,263	8,400	1,137	0	1,137	86.5%	0
Net Expenditure	(7,263)	(8,400)	(1,137)				
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	8,628	8,500	(128)		(128)	101.5%	
4505 Christmas Lights and Trees	30,404	30,000	(404)		(404)	101.3%	
4510 Public Clocks - Maintenance	440	500	60		60	88.0%	
4515 Notice Boards - Maintenance	0	100	100		100	0.0%	
4520 Bus shelter - Maintenance	10	100	90		90	9.7%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4525 Planters - Maintenance	0	100	100		100	0.0%	
4530 Benches & Tables Maintenance	20	100	80		80	20.1%	
Street Furnishings :- Indirect Expenditure	39,501	39,400	(101)	0	(101)	100.3%	0
Net Expenditure	(39,501)	(39,400)	101				
<u>500 Community Functions</u>							
4600 Christmas Dinners	5,840	6,500	660		660	89.9%	
4610 Firework Display	7,413	11,000	3,587		3,587	67.4%	
4615 Multi Cultural Carnival	370	6,250	5,880		5,880	5.9%	
Community Functions :- Indirect Expenditure	13,623	23,750	10,127	0	10,127	57.4%	0
Net Expenditure	(13,623)	(23,750)	(10,127)				
<u>550 Grants</u>							
4700 General Grants	5,913	10,000	4,087		4,087	59.1%	
4710 LCDP - SLA	25,000	25,000	0		0	100.0%	
4715 Wild Life Trust - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
Grants :- Indirect Expenditure	30,913	45,000	14,087	5,000	9,087	79.8%	0
Net Expenditure	(30,913)	(45,000)	(14,087)				
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	0	1,330	1,330		1,330	0.0%	
4805 Skateboard Park - Maintenance	1,550	1,000	(550)		(550)	155.0%	
4810 Play & O/Spaces Maintenance	160	1,500	1,340		1,340	10.7%	
4815 General Repair Consumables	167	250	83		83	66.7%	
Outdoor Spaces :- Indirect Expenditure	1,877	4,080	2,203	0	2,203	46.0%	0
Net Expenditure	(1,877)	(4,080)	(2,203)				
<u>620 War Memorials</u>							
4855 Other Maintenance	0	500	500		500	0.0%	
War Memorials :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)				
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	5,576	0	(5,576)			0.0%	5,576
Llanharan Pantry :- Income	5,576	0	(5,576)				5,576

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4730 Llanharan Pantry Expenses	4,564	0	(4,564)		(4,564)	0.0%	5,017
Llanharan Pantry :- Indirect Expenditure	4,564	0	(4,564)	0	(4,564)		5,017
Net Income over Expenditure	1,012	0	(1,012)				
6000 plus Transfer from EMR	5,017	0	(5,017)				
6001 less Transfer to EMR	5,576	0	(5,576)				
Movement to/(from) Gen Reserve	453	0	(453)				
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	9,572	0	(9,572)			0.0%	
1993 BCC Grants	14,999	0	(14,999)			0.0%	
Bryncae Community Centre :- Income	24,571	0	(24,571)				0
4780 BCC Administrative Costs	1,611	0	(1,611)		(1,611)	0.0%	
4790 BCC Floodlights	12,954	0	(12,954)		(12,954)	0.0%	
Bryncae Community Centre :- Indirect Expenditure	14,565	0	(14,565)	0	(14,565)		0
Net Income over Expenditure	10,006	0	(10,006)				
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	290	350	60		60	82.9%	
Street Lighting Electric :- Indirect Expenditure	290	350	60	0	60	82.9%	0
Net Expenditure	(290)	(350)	(60)				
<u>700 Allotments</u>							
1200 Allotment Income	3,031	2,500	(531)			121.2%	
Allotments :- Income	3,031	2,500	(531)			121.2%	0
4900 Allotment Lease Costs	17	22	5		5	77.3%	
4901 Allotment Maintenance	502	250	(252)		(252)	200.7%	
4905 Allotment Water	198	550	352		352	36.0%	
Allotments :- Indirect Expenditure	716	822	106	0	106	87.2%	0
Net Income over Expenditure	2,315	1,678	(637)				
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	296,947	0	(296,947)			0.0%	296,947
Community Infrastructure Levy :- Income	296,947	0	(296,947)				296,947
4949 CIL Electrical Installations	9,570	0	(9,570)		(9,570)	0.0%	9,570
4950 CIL Benches	1,945	0	(1,945)		(1,945)	0.0%	1,945

Detailed Income & Expenditure by Budget Heading 31/03/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4951 CIL Footpaths	6,700	0	(6,700)		(6,700)	0.0%	2,450
4954 CIL Planters	2,424	0	(2,424)		(2,424)	0.0%	2,424
4955 CIL Project 1 Memorial Garden	5,019	0	(5,019)		(5,019)	0.0%	5,019
4958 CIL Grants	31,722	0	(31,722)		(31,722)	0.0%	31,722
4959 CIL Defibrillator	900	0	(900)		(900)	0.0%	900
4962 CIL Project Telephone Kiosk	20	0	(20)		(20)	0.0%	20
4965 CIL LCC shower block	1,232	0	(1,232)		(1,232)	0.0%	1,232
4966 CIL Project Ewenny Bridge	1,620	0	(1,620)		(1,620)	0.0%	1,620
4969 CIL Bryncae Community Centre	2,794	0	(2,794)		(2,794)	0.0%	2,794
Community Infrastructure Levy :- Indirect Expenditure	63,946	0	(63,946)	0	(63,946)		59,696
Net Income over Expenditure	233,002	0	(233,002)				
6000 plus Transfer from EMR	59,696	0	(59,696)				
6001 less Transfer to EMR	296,947	0	(296,947)				
Movement to/(from) Gen Reserve	(4,250)	0	4,250				
<u>800 Contingency</u>							
4990 Contingency	2,997	10,000	7,003		7,003	30.0%	
Contingency :- Indirect Expenditure	2,997	10,000	7,003	0	7,003	30.0%	0
Net Expenditure	(2,997)	(10,000)	(7,003)				
Grand Totals:- Income	657,752	296,724	(361,028)			221.7%	
Expenditure	311,391	302,310	(9,081)	5,000	(14,081)	104.7%	
Net Income over Expenditure	346,361	(5,586)	(351,947)				
plus Transfer from EMR	65,663	0	(65,663)				
less Transfer to EMR	302,523	0	(302,523)				
Movement to/(from) Gen Reserve	109,501	(5,586)	(115,087)				

Appendix 9

	Date	£	Receipt	Description
Money In				
Brought forward from 23/24	01/04/2024	<u>1465.12</u>		EMR from 23/24
JT Windfarm	12/12/2024	1000.00		
GH Windfarm	13/12/2024	1000.00		
DE Windfarm	19/12/2024	1000.00		
Total cash receipts	Rolling	2512.97		
total in		6978.09		
Money Out				
Fareshare	04/04/2024	65.00		Mar 24 membership (2798)
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	10/05/2024	65.00		April 24 membership (2935)
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	05/06/2024	65.00		May 24 membership (3073)
Aldi	31/05/2024	73.23		PB
Aldi	07/06/2024	73.04		PB
Aldi	14/06/2024	123.50		PB
Aldi	21/06/2024	49.92		PB
Aldi	28/06/2024	65.67		PB
Fareshare	03/07/2024	65.00		June 24 membership (3205)
Aldi	05/07/2024	136.88		PB
Aldi	12/07/2024	45.62		PB
Aldi	19/07/2024	102.14		PB
Aldi	26/07/2024	53.97		PB
Aldi	08/02/2024	59.93		PB
Aldi	15/08/2024	80.78		PB
Aldi	23/08/2024	87.61		PB
FareShare	27/08/2024	65.00		July 24 membership (3333)
FareShare	27/08/2024	65.00		Aug 24 membership (3465)
Aldi	30/08/2024	86.52		PB
Aldi	05/09/2024	57.75		PB

Aldi	15/09/2024	26.49	PB
Aldi	20/09/2024	99.20	PB
Aldi	20/09/2024	16.56	PB
Aldi	27/09/2024	69.54	PB
Aldi	03/10/2024	41.61	PB
FareShare	09/10/2024	48.75	Sept 24 membership (3593)
Aldi	11/10/2024	53.57	PB
Aldi	18/10/2024	48.59	PB
Aldi	25/10/2024	37.38	PB
Aldi	31/10/2024	67.74	PB
Aldi	08/11/2024	64.06	PB
FareShare	11/11/2024	65.00	Oct 24 membership (3723)
Aldi	15/11/2024	87.14	PB
Aldi	22/11/2024	62.44	PB
Aldi	29/11/2024	69.48	PB
FareShare	02/12/2024	65.00	Nov 24 membership (3851)
Aldi	05/12/2024	95.46	PB
Aldi	18/12/2024	28.18	PB
Aldi	18/12/2024	93.86	PB
FareShare	23/12/2024	65.00	Dec 24 membership (3974)
Aldi	23/12/2024	140.69	PB
Aldi	03/01/2025	51.53	PB
Aldi	10/01/2025	24.24	PB
Aldi	17/01/2025	89.63	PB
Aldi	24/01/2025	79.31	PB
Fareshare	27/01/2025	65.00	Jan 25 membership
Aldi	31/01/2025	67.22	PB
Aldi	07/02/2025	100.49	PB
Aldi	14/02/2025	69.15	PB
Aldi	19/02/2025	84.00	PB
Fareshare	24/02/2025	65.00	Feb 25 membership
Aldi	28/02/2025	112.47	PB
Aldi	06/03/2025	57.55	LP
Aldi	06/03/2025	41.73	LP
Aldi	14/03/2025	87.77	LP
Fareshare	17/03/2025	65.00	Mar 25 membership
Aldi	21/03/2025	111.88	LP
Aldi	28/03/2025	141.46	LP

total out

4889.31

Balance of Funds

2088.78

**Ave footfall on a Saturday since
20/04/2024**

10

Future funding Approx. weeks

24 weeks

Appendix 10

Bryncae Community Centre finance report (End Mar 25)

Fin Yr	24/25														
	EXP	EXP	EXP	EXP	EXP	EXP	EXP	INC	INC	EXP			KEY		
Sum of Amount	Column Labels														INCOME / EXPENDITURE
Row Labels	BC	CL	DR	EL	GA	IN	MP	OH	RH	NDR	Grand Total		CL	CLEANING	EXP
2024	-45	-1866	-810	-2584.75	-2727.46	-390.51	-446.41	2985	7530		1644.87		BC	BANK CHARGES	EXP
Apr	-5	-376		-431.21	-1269.99	-43.39	-10	240	540		-1355.59		NDR	RCT BUSINESS RATES	EXP
May	-5	-376	-120	-274.53		-43.39	-69.88	352.5	720		183.7		DR	DEPOSIT REFUND	EXP
Jun	-5	-278	-30	-249.47	-207.05	-43.39		165	195		-452.91		EL	ELECTRICITY	EXP
Jul	-5	-133	-60	-220.5	-112.64	-43.39		742.5	885		1052.97		GA	GAS	EXP
Aug	-5		-90	-252.64		-43.39	-184.69	195	1365		984.28		IN	INTERNET	EXP
Sep	-5	-222	-90	-264.03	-107.96	-43.39	-20	630	375		252.62		MI	MISC INCOME	INC
Oct	-5	-148	-120	-272.87	-118.59	-43.39	-78.46	465	300		-21.31		MP	MISC PURCHASES	EXP
Nov	-5	-148	-180	-299.69	-162.28	-43.39	-9.4	105	2475		1732.24		OH	OTHER HIRERS	INC
Dec	-5	-185	-120	-319.81	-748.95	-43.39	-73.98	90	675		-731.13		RH	REG HIRERS	INC
2025	-15	-407	-150	-919.07	-1762.72	-132.78	-163.04	690	3112.5	-1316.47	-1063.58				
Jan	-5	-148	-60	-348.79	-421.51	-43.39		225	1162.5		360.81				
Feb	-5	-148	0	-308.64	-821.16	-43.39	-106.08	165	1050		-217.27				
Mar	-5	-111	-90	-261.64	-520.05	-46	-56.96	300	900	-1316.47	-1207.12				
Grand Total	-60	-2273	-960	-3503.82	-4490.18	-523.29	-609.45	3675	10642.5	-1316.47	581.29				

OUTSTANDING INVOICES AS AT 31/03/25)

[illegible]

[illegible]

NARRATIVE

Business Rates paid to RCT in March for period 03/02 - 31/03/25 (57 days)

* Two Regular Hirers have terminated their use of the Centre (temporarily for now). Mudiad Meithryn - Weekly 1 hour on Tuesday afternoons and Jennie Flanagan - Weekly 1 hour on Thursday evenings.

Existing Regular Hirers were chased for payment because of Financial Year end and all have paid, therefore zero balance outstanding for March hirers.

Increase in internet charges from £43.39 to £46.00. Probably out of contract now. I have never received an invoice, money is taken by DD. Provider: TalkTalk Business Connect.

Date	Type	Analysis Code	Description	Amount	Inc/Exp	Fin Yr	Inv S/Sheet Updated
10-Mar-25	BP	CL	Catherine Kutlesa Clean bcc 02/03/25	-£ 37.00	EXP	24/25	
11-Mar-25	CR	OH	K Davies 30.03.2025	£ 90.00	INC	24/25	
11-Mar-25	BP	OH	DAVIES L V 3rd May Hire	£ 60.00	INC	24/25	
12-Mar-25	CR	OH	PRATT A J AMANDA	£ 60.00	INC	24/25	
17-Mar-25	BP	NDR	RHONDDA CYNON TAF 53276220 (BUSINESS RATES: 03/02 - 31/03/35 - 57 DAYS)	-£ 1,316.47	EXP	24/25	
18-Mar-25	SO	CL	CATHERINE KUTLESA CLEAN BCC	-£ 37.00	EXP	24/25	
19-Mar-25	DD	IN	TALKTALK BUS CONNE	-£ 46.00	EXP	24/25	
20-Mar-25	CR	OH	GRIFFITHS KR 20/3/25	£ 30.00	INC	24/25	
21-Mar-25	CR	OH	L Jones LAUREN JONES 24/05	£ 60.00	INC	24/25	
22-Mar-25	CHG	BC	TOTAL CHARGES TO 28FEB2025	-£ 5.00	EXP	24/25	
24-Mar-25	CR	RH	H O'connor 0146 HANNAH	£ 60.00	INC	24/25	
24-Mar-25	CR	RH	S Panes 0145 March	£ 120.00	INC	24/25	
25-Mar-25	SO	CL	CATHERINE KUTLESA CLEAN BCC	-£ 37.00	EXP	24/25	
26-Mar-25	BP	DR	J W Flanagan BCC refund	-£ 15.00	EXP	24/25	
26-Mar-25	DD	EL	EDFENERGY CUST PLC	-£ 261.64	EXP	24/25	
28-Mar-25	BP	RH	LLAN COMM PJ 0144	£ 120.00	EXP	24/25	
28-Mar-25	BP	RH	LLAN COMM PJ Inv No 0143	£ 600.00	EXP	24/25	
31-Mar-25	BP	GA	Total Energies GasBCC a/c 3007110084	-£ 520.05	EXP	24/25	
31-Mar-25	BP	MP	Andrea BCC products (MOPS & MOP HEADS)	-£ 22.98	EXP	24/25	
31-Mar-25	BP	DR	Dolau County PrimaBCC Refund - CANC	-£ 75.00	EXP	24/25	
31-Mar-25	BP	MP	C Parker Toilet Rolls	-£ 33.98	EXP	24/25	

Appendix 11

Resolutions and recommendation of the CEC Committee held 25th March 2025

CEC2025/020 Issuing a 3 year contract for the erection of the Council's summer baskets beginning in Summer 2025.

a) RECOMMENDED

To seek quotations for a 3 year contract using the specification provided in Appendix 3 at this meeting to the CEC Committee, with no formal tender process being required.

b) RECOMMENDED

That the CEC Committee be delegated authority to select a vendor at a subsequent meeting.

c) RECOMMENDED

That given the timescales, financial regulation 11e)ii)1 be suspended in the event of less than 3 quotations being received on the grounds that the Clerk has attempted to obtain 3 quotes but less than that number have been received. Predicated on the assumption that the Clerk will archive evidence of such for the purposes of any future audit.

CEC2025/021 Issuing a tender for a 3 year contract for the erection of the council's festive display 2025-2027

RECOMMENDED

To issue a formal open tender for the erection of the council's festive display 2025-2027 under the terms of the Procurement Act 2024 on the terms presented in Appendix 4 to this meeting to the CEC Committee (subject to any alterations required under the discretion of the Clerk). For the Clerk to also approach companies who have already registered an interest as part of the pre-tender exercise, who have carried out works for the council previously and any other appropriate companies. For the tender to run for a period of 6 weeks from issue.

CEC2025/022 Process to select the preferred Christmas lights and motifs to be included in a 3 year hire agreement for 2025-2027 prior to any tender being issued. The current hire contract having now come to an end.

RECOMMENDED

To form a working group known as the Festive Display Working Group, terms of reference, “to consider the specification and other arrangements for the Christmas lights and festive display for 2025 and beyond”. Membership and Chair to be decided by Full Council.

Appendix 12

Resolutions and recommendations of ORA Committee held 1st April 2025

Other than procedural items (such as resolving previous minutes etc..) there were no resolutions or Recommendations of note.

Appendix 13

Resolutions and recommendation of the CIL Committee held 8th April 2025

CIL2025/028 CIL application, Brynna Community Centre for improvements to the dugouts on the top football pitch at Brynna fields.

RECOMMENDED

To approve the application from Brynna Community Centre for £1,500 for the improvement of dugouts and to allocate CIL funds accordingly. Project to be added to the CIL123 and Active Project lists. Monies to be paid out upon the receipt of invoices and/or other paperwork that can be reconciled to the bank account showing proof of payments made to the satisfaction of the Clerk.

CIL2025/029 CIL application, Brynna Community Centre for drainage improvement works to the bottom football pitch at Brynna fields.

RECOMMENDED

To approve the application from Brynna Community Centre for £26,187.97 for the carrying out of works to improve the drainage on the bottom football pitch on Brynna recreation ground and to allocate CIL funds accordingly. Project to be added to the CIL123 and Active Project lists.

CIL2025/030 Incorporation of project LCC24/09 into LCC25/01

RECOMMENDED

To incorporate project LCC24/09 into LCC25/01, updating the description and value of LCC25/01 accordingly to reflect monies spent.

Appendix 14

Resolutions and Recommendations of Audit Committee 15th April 2025

A2025/014 Minutes of the Audit Committee meeting held on 14th January 2025

RESOLVED

The minutes of the Audit Committee meeting held on 14th January 2025 were approved as a true and accurate record.

A2025/016 Bank reconciliations and list of payments for Quarter 4 2024/25

RECOMMENDED

To approve bank reconciliations and list of payments for Quarter 4 2024/25 as listed in 'Appendix 2' presented to the meeting.

A2025/020 Account transfers for FY 2024/25

RECOMMENDED

To approve transfers between accounts for financial year 2024/25 as listed in 'Appendix 5' presented to the meeting.

A2025/021 Virements from general reserves FY 2024/25

RECOMMENDED

To approve virements from general reserves for FY 2024/25 as listed in 'Appendix 6' presented to the meeting.

A025/022 Journals for FY 2024/25

RECOMMENDED

To approve journals actioned within accounting software for FY 2024/25.as listed in 'Appendix 7' presented to the meeting.

A025/024 Internal Interim Audit FY 2024/25

RECOMMENDED

- a) To propose and approve social media & GDPR policies.
- b) To add 'wet' signature to all payment schedule and payment documents.
- c) To update Fixed Asset register.
- d) To confirm the total value of precept for FY 2025/26 as £300,409.26.

A025/025 Audit Wales Certified Annual Return for FY 2023/24

NOTED

Unqualified audit opinion received for FY2023/24 as per Auditor General report.

RECOMMENDED

- a) To seek further clarification regarding the Clerk's salary as no material difference observed following subsequent checks.
- b) To confirm the total precept value raised for financial year 2025/26 as £300,409.26 based on a Community Council tax band D rate of £83.92 and a tax base rate of £3579.71.

A025/026 Triennial full audit return FY 2023/24

RECOMMENDED

The Clerk requested that the minutes record their recognition of the exceptional effort and volume of work from the RFO with regards to the submission of the 2023/24 triennial full audit return resulting in an unqualified audit.

A025/027 Addition of £6250 to the Multi Cultural Carnival budget line to provide a Community Summer Event

RECOMMENDED

To approve a virement from general reserves for an additional £6250 to be added to the Multi Cultural Carnival budget line to provide a Community Summer Event.

Appendix 15

Resolutions and recommendation of the HR Committee held 17th April 2025

HR2025/005 Appointment of Assistant Clerk

RESOLVED

To appoint Rebecca Jenkins as Assistant Clerk on the following terms:

Employment to commence 1st May 2025.

Hours of work: 24 hours per week. (To be arranged with the Clerk).

Pay: SCP 16 rising to SCP 24 upon satisfactory completion and signoff of the documented training and achievement plan.

All other terms of contract as per NALC standard contract.

HR2025/006 One Voice Wales 5 yearly-assessment of the Council in line with the NALC LC scale.

RECOMMENDED

To engage One Voice Wales to carry out an independent, non-binding grading assessment of the Council and the Clerk for a cost of £220.

Appendix 16

To consider a motion to consider quotations for the provision of the fireworks display for the fireworks event in November 2025

Proposer: Cllr Chris Parker

Motion:

To appoint Pendragon Fireworks as the display provider for the 2025 Fireworks display and to authorise the Officers to pay a deposit of £500 now to secure them for 5th November 2025 for a total cost of £4750 for a display.

Supporting information

I approached a number of fireworks providers and received only 1 formal quotation (Requesting copies of formal quotes be sent to the Clerk). A copy of the email sent to Pendragon fireworks, 'Pyromania fireworks' and 'Reaction fireworks' (Clerk copied in) is reproduced below and a summary of responses provided.

To whom it may concern.

You are invited to provide a formal quote for consideration by Llanharan Community Council on the 17th April 2025 for an aerial display lasting 20-25 minutes, including 10 minutes of low noise (or silent) within a maximum budget of £4750 (exc. VAT).

The display is scheduled to take place on the 5th November 2025, however alternative dates near to this date would be considered.

I would be grateful if your quote could be submitted by email to clerk@llanharan-cc.gov.wales before 10th April 2025.

Responses

1. Fantastic Fireworks, based in Northwich, Cheshire

No formal quote received.

2. Reaction Fireworks based in County Durham

No formal quote received, during a follow up telephone call they expressed their opinion that it was too far to travel, however, recommend Pendragon Fireworks

3. Pyromania Displays based in Ottershaw, Kent

No formal quote received, during a follow up telephone call they expressed their opinion that it was too far to travel, however, recommend Pendragon Fireworks

4. Pendragon Fireworks

Chris?

Thanks.for.your.call.today?just.to.confirm.we.can.provide.your.November.event.again.
this.year?same.format.as.last.year.with.a.low.noise.section.to.start.the.display.and.then.
a.normal.display.lasting.around.86.minutes?we.will.provide.a.professional.crew.to.fire.
the.display.and.remove.all.bboxes.from.the.ground.after.the.display;

If.you.wish.to.pay.early.by.the.end.of.April.we.will.offer.you.an.extra.76.%.worth.of.
fireworks.to.add.to.your.display?this.give.us.better.buying.power.in.China?there.are.
several.event.which.have.done.this.for.many.years.and.they.are.very.happy.with.this.
arrangement;

The.budget.this.year.for.the.same.display.would.be.an.extra.10%.on.last.years.cost?we.
have.tried.to.keep.it.to.a.minimum.but.unfortunately.China.have.put.their.prices.up;

If.you.do.not.wish.to.take.advantage.of.early.payment.we.would.require.a./ 166.deposit;

We.look.forward.to.working.with.you.again.soon;

Clerk's note:

Should this motion be carried, given that it has not been possible to obtain 3 quotations then financial regulation 11.3 e) ii) should be suspended.

The regulation states that.....

e. When it is intended to enter into contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in *Regulation 11.3.*, where the value:

ii. is less than £30,000 (inclusive of VAT) and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.

Event Proposal Form

Rhondda Cynon Taf Event Safety Advisory Group (ESAG)

The purpose of this document is to enable you as the event organiser to provide the information required to make a request to hold an event on Rhondda Cynon Taf County Borough Council land (including highways) and/or to provide Rhondda Cynon Taf Events Safety Advisory Group (ESAG) with initial information regarding your event. Submission of this form to the Council does not constitute confirmation of a booking or agreement to use Council land being granted. A formal decision relating to a booking or agreement to use Council land will be issued following due consideration of the request by the Council and/or ESAG.

The ESAG provides help and advice to event organisers. They help make sure that an event is safe and legal for all those who attend.

Members will consider some criteria including:

- the numbers of people attending the event;
- the impact on the local community, for example noise or significant traffic disruption;
- level of risk associated with the event. This could be due to previous history of the event or the nature of the event;
- events of an unusual nature;
- legal requirements for example licences or road closures.

An event is an activity that happens at a particular time and enables people to come together. They might come together in celebration, a shared love of music, sports, challenges, community fundraising or purely for entertainment such as a concert. This could include for example: fetes, fairs, open air concerts and music events, trade shows, sporting events, horse shows, agricultural shows, dog shows, open air entertainment such as theatre, opera or historic re-enactments, firework displays, large scale company parties, processions, marches and carnivals, street parties, religious events.

Attending an event might be free or you may need to buy tickets, pay an entrance fee or pay for activities. It could be open to the public or by invitation only, this depends on a huge range of factors but primarily it depends on the objectives of the event. For example, the objectives might be linked to making money or they could be linked to the social and community objectives of the host.

Whatever the scale of your event, to run it successfully requires thinking through each element of it before the day.

By completing the document, you will provide answers to questions relating to the many aspects of running your event and in doing so you will provide the information necessary to allow an initial assessment of the event arrangements and an opportunity where necessary for the ESAG to provide you with advice and guidance. Also, there may be occurrences that require additional measures and/or information, these will be explained at the time of application; for example a COVID Risk Assessment.

This form will not replace any other statutory documents that you may be required to complete around issues such as licenses or road closures.

The form is designed to cover a variety of aspects and some of these may not be relevant to your event. Please complete every section of the form where applicable and provide as much information about the event as you can; mark those as not applicable to your event N/A.

This form should be completed and submitted to the Council Parks Section on RCTEventsSafetyAdvisoryGroup@rctcbc.gov.uk / Rhondda Cynon Taf CBC, Parks and Countryside, Abercynon Sports Centre, Parc Abercynon, Abercynon, CF45 4UY by the event organiser (this will include for notification of events not on Council land); the information provided will be forward on to ESAG members for consideration.

The below table are the dates that information is required, most dates (for example licensing or highways) cannot be altered, some may be reduced by agreement for smaller events.

PAPERWORK REQUIREMENTS	DESIRABLE DATE	CUT OFF DATE
Police	180 days	56 days
Fire	56 days	Day of Event
Health	90 days	30 days
Licensing (Temporary Event Notice)	180 days	56 days 10 Clear Working Days (not including submission day, event day, bank holidays or weekends)
Highways	90 days	56 days
Food	28 days	14 days
Noise	60 days	14 days
Electrical	30 days	7 days
Structural	60 days	21 days
Environmental Health (H&S)	28 days	14 days

Information regarding your event will be circulated to other Rhondda Cynon Taf County Borough Council Services such as Environmental Health, Highways, Licensing and Building Control, as well as relevant partners such as the emergency services who may be required to be involved with your event or require further information.

You will receive an official response from ESAG within 28 days of this form being received, if your proposal is approved you may be asked to submit a more detailed event management plan and risk assessment; you may also be requested to meet with ESAG to further scope out your event.

Further information can be obtained by contacting the Events Safety Advisory Group on RCTEventsSafetyAdvisoryGroup@rctcbc.gov.uk.

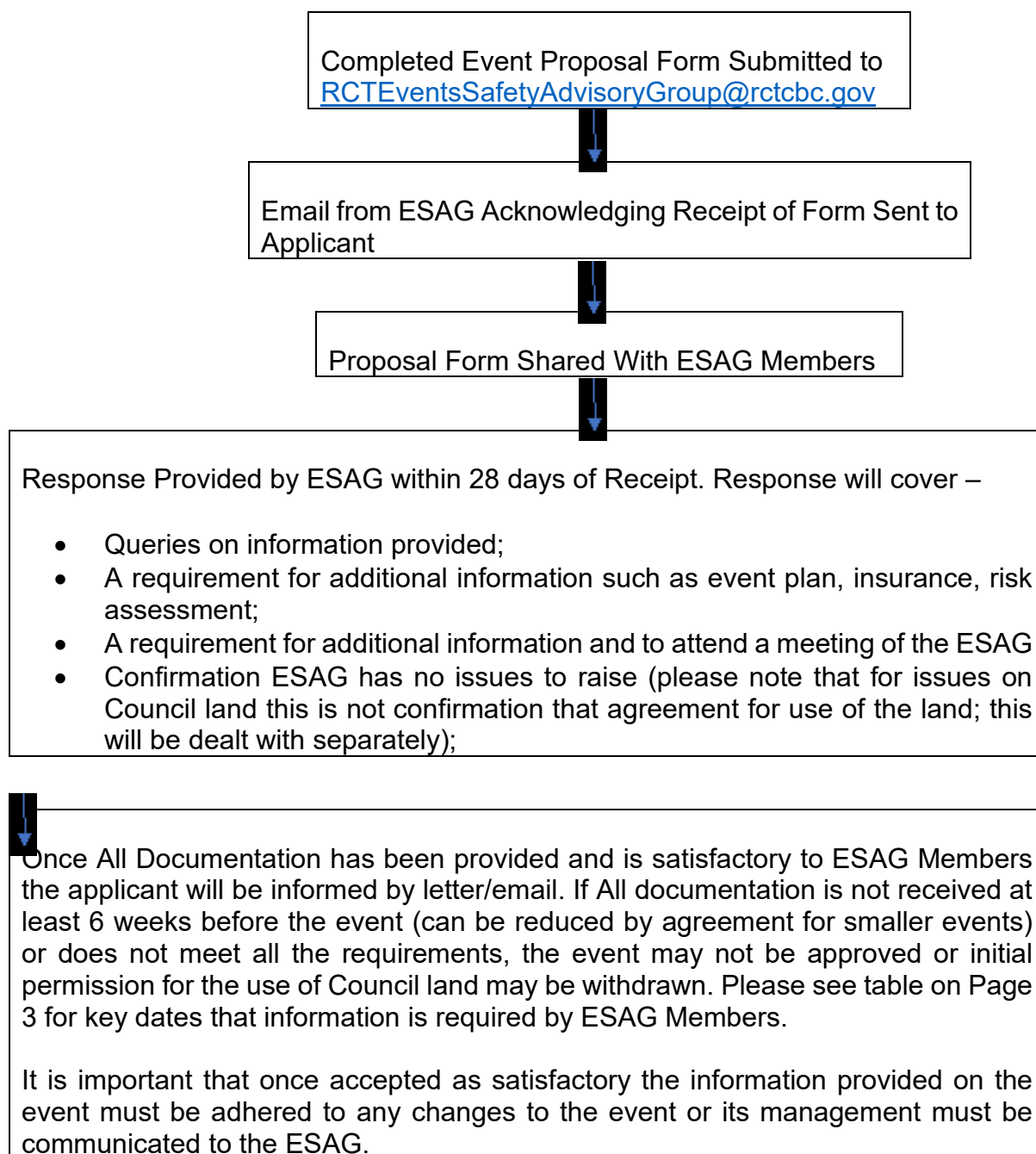
Once your proposal has been received along with any supporting documentation members of the ESAG will consider your proposal, you will be notified by the ESAG by letter or email of the outcome. If all required documentation is not submitted at least 6 weeks before the event (this can be reduced by agreement for smaller events), or does not meet all requirements to hold an event within or on RCT assets such as parks, buildings, town centres, highways, etc. (list not exhaustive) then this proposal will not be considered.

Sections of this form in RED are for information only, to help you complete sections and should be deleted from the finished version. If any answers are n/a(not applicable) an explanation should be included to support the decision.

Useful Email Addresses

Event Safety Advisory Group (ESAG)	RCTEventsSafetyAdvisoryGroup@rctcbc.gov.uk
Licensing	Licensing.Section@rctcbc.gov.uk
Parks and Countryside	parks countryside@rctcbc.gov.uk
Food Health and Safety	Food.HealthandSafety@rctcbc.uk
Emergency Planning	Emergency.Planning@rctcbc.gov.uk
Traffic	Trafficservices@rctcbc.gov.uk
Trading Standards	tradingstandards@rctcbc.gov.uk
Signage on the Highway	StreetcaeEnforcement@rctcbc.gov.uk

Application Flow Chart



Event Proposal Form

EVENT ORGANISER	
Organisation:	Llanharan Community Council
Name:	Leigh Smith

Contact Number(s):	07769266675
E-mail Address:	Clerk@Llanharan-cc.gov.wales
Postal Address:	2A Chapel Road, Llanharan. CF72 9QA
Previous Event Experience	Llanharan 2025 Fireworks display. Queens jubilee event. Kings coronation event.

HEALTH & SAFETY OFFICER / RESPONSIBLE OFFICER	
Name or Organisation:	As above
Name:	As above
Contact Number:	As above
E-mail Address:	As above
Relevant experience/qualifications in event management	As above

EVENT DETAIL				
Proposed Event Name:	Llanharan VE Day 80th Anniversary event			
Proposed Event Location(s):	Llanharan Welfare Ground Hall and fields			
Do you have permission to use the venue/land?	Yes			
Proposed Event Date(s):	10th May 2025			
Proposed Event Time:	Start	12 : 00	End	17 : 00
Set Up - Date/Time:	Start	09 : 00	End	12 : 00
Breakdown - Date/Time:	Start	17 : 00	End	18 : 30
Approximate Total and Peak Number of People in Attendance Each Day (including staff, suppliers, and performers):	2000 total 1000 peak Est			
Profile of Audience: (for example, children and families, mainly adults, teenagers)	All ages			
Will This Event Be Ticketed:			No	
Has This Event Taken Place Previously:	<input type="checkbox"/>		No	
If Yes Where and When Has This Event Taken Place Previously?				
Is this a (please tick one box only)	<input type="checkbox"/> Registered charity event <input type="checkbox"/> Non-registered charity event <input type="checkbox"/> Commercial event <input checked="" type="checkbox"/> Not-for profit event			
For charity event – name and charity registration number				
Will your event involve uniformed military personnel (including cadets) as organisers, attendees or participants?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Details Talbot Green Army Cadets. Army Reserve (REME). As participants and attendees			

EVENT OVERVIEW
A brief summary (one or two paragraphs) of what your event will involve. This

should include a brief description of the activities taking place, the reason behind the event, dates/times and who are the people who will attend (ages, etc.). Is it a chargeable event?

Free event organised by Llanharan Community Council to commemorate the 80th Anniversary of VE day. The event is a community event focussed on VE day and the period including live music from period performers, re-enactors, military vehicles, 40's themed stalls and stalls from various groups such as the British Legion, Army Cadets, Army Reserve, local OAP groups etc... as well as the more tradition event activities such as bouncy castles, fairground rides, food stalls, drinks stalls etc...both on the fields and inside the hall. It is anticipated that people of all ages, predominantly families will come and go during the day and we expect approximately 2000 people spread over the day.

<p>Do you intend to utilise or permit any of the following attractions at the event? If so, please tick all of the appropriate boxes on the right.</p> <p>Note: After this application has been submitted, no additional items may be included without the express written consent of the Council. Please note that the release of Balloons is not permitted from Rhondda Cynon Taf County Borough Council land</p>	<input checked="" type="checkbox"/> Fairground equipment	<input checked="" type="checkbox"/> Lost children point
	<input type="checkbox"/> Aircraft / Helicopter	<input type="checkbox"/> Barrier / fencing
<input type="checkbox"/> Parachutists	<input checked="" type="checkbox"/> Marquees / Gazebo	
<input type="checkbox"/> Balloon Lantern launch	<input checked="" type="checkbox"/> Portable generator	
<input type="checkbox"/> Hot Air Balloons	<input checked="" type="checkbox"/> Power supply	
<input type="checkbox"/> Horses / donkey other animals	<input checked="" type="checkbox"/> Toilets	
<input checked="" type="checkbox"/> Motorcycles	<input checked="" type="checkbox"/> Alcohol	
<input checked="" type="checkbox"/> Motor vehicles	<input checked="" type="checkbox"/> Food / drink	
<input type="checkbox"/> Coconut shy	<input type="checkbox"/> Train hire	
<input checked="" type="checkbox"/> Inflatable (e.g. Bouncy castle)	<input type="checkbox"/> Performance of a Play or dance	
<input checked="" type="checkbox"/> Portable staging	<input type="checkbox"/> Barbecue	
<input checked="" type="checkbox"/> P.A. System	<input checked="" type="checkbox"/> Market stalls	
<input checked="" type="checkbox"/> Re-enactment group	<input checked="" type="checkbox"/> Showing of a film	
<input type="checkbox"/> Fireworks / Lasers	<input checked="" type="checkbox"/> Live / Recorded music	
<input type="checkbox"/> Carnival procession	<input type="checkbox"/> Marching bands	
<input checked="" type="checkbox"/> Amplified Music	<input type="checkbox"/> Bonfire	
<input type="checkbox"/> Storage or Use of Gases		
<p>Other (please specify):- Face painting, childrens craft, vintage hair and makeup, vintage clothes. First aid. Various stalls.</p>		

SITE LAYOUT:

Please supply a copy of the Proposed Site Plan for your event.

See separate drawing

LICENSING / CHARITY COLLECTIONS

Will your event require a licence?

The link below will take you to the Councils Licences and Permits website:

[Licences and Permits | Rhondda Cynon Taf County Borough Council \(rctcbc.gov.uk\)](http://licencesandpermits.rctcbc.gov.uk)

Some activities will require licensing such as

- Alcohol sales
- Live music
- Recorded music
- Bucket collection
- This list is not extensive and you should seek advice from RCTCBC Licensing department (URL).

(Consider safety of collectors and money, collections should be in sealed buckets and should not be undertaken by children)

If **yes** please give details of any license/s applied for and whether granted for this event:

Alcohol (via a small vendor) sale and consumption (No alcohol to be brought in), Live music, recorded music, temp food stalls, merchandise sales (stalls), temporary stage erection.

LIVE / RECORDED MUSIC

Will your event be including live and/or recorded music

Yes, both

If **yes** please give details of the nature of the music that will be played, the measures that will be employed to control noise at the event, including details of the Noise Consultant to be employed for the event.

40's themed lindy-bob and crooner style live music. Volume set to an acceptable level and the stage and speakers orientated to the south away from populated areas.

ARTIFICIAL LIGHTING

Will your event be using artificial lighting

no

If **yes** please give details of the lighting.

ALCOHOL	
Will alcohol be served at this event?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Details:
Does this event have the required licence to serve alcohol?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: The venue does not but the vendor (the Gin Bar - mobile bar) does.
What arrangements have been made to control under-age drinking?	Details: Adequate marshalls including adequate numbers of SIA marshalls
Who will be providing the Bar?	Details: The Gin Bar - Helen Morgan, 07766 724495

FOOD	
Will your event be providing / selling food?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
For all food providers we will require:	<div>Food Business Name; See below</div> <div>Type of Food;</div> <div>Registered Authority;</div> <div>Food Hygiene Rating;</div> <div>Contact Details;</div> <div>Insurance Policies.</div>

Cwtch and crumb bakery
Bakery items, tea, coffee.
RCT
5
Jodie Lloyd 07865916584
£10M PLI

Paynes Pizza
RCT

5
07833262121
Public liability insurance

Davisons Artisan Chocolate and Fudge
Confectionary
RCT
5
davidsonsartisan@outlook.com
07908065017
PLI Direct line £5m PLI

Fosters Family Frier
Breakfast, burgers, chips etc...
RCT
5
Emma Rendell and Scott Foster
07533996515 and 07392161492

INTELLECTUAL PROPERTY RIGHTS	
Will Merchandise be sold at this event?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Details of what is being provided and by whom: See below
Will Character Mascots be used at this event?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details of what is being provided and by whom:

Yes but vintage and second hand items only. No intellectual property issues.

SPECIAL EFFECTS – PYROTECHNICS / BONFIRES

Do you intend to use special effects (lasers, etc.) or fireworks at your event?

Yes ☐ No ☒

Details:

Do you intend to have a bonfire at your event?

Yes ☐ No ☒

Details:

ROAD CLOSURE / TRAFFIC MANAGEMENT

Do you anticipate the need for: **No, none**

Road Closures

Traffic Diversion

On Street Parking Restriction

Car Park Closure

If you have ticked one of the above please provide full details of locations, dates and times.

Are you proposing any road closures or changes to the way traffic can use the highway? You will need to give at least 8 weeks notice, and the more notice, the better as workload can impact on delivery. Applications must be made via the council website <https://forms.rctcbc.gov.uk/en/Web/ttro/TypeOfApplication>

Are any barriers or vehicle mitigation measures being utilised (if so provide details).

FIRST AID

Please list the first aid and medical cover you will have at your event. Including provider and what is being provided and **event day contact details**. For larger events 1000 plus this should include a medical risk assessment explaining background to cover for smaller events this would be highlighting any known risks.

Provider: **St John's Ambulance**

What is Being Provided:

Event first aid staff.

Event Day Contact:

07769266675 Leigh Smith

See separate medical risk assessment

In addition the Welsh Ambulance Services University NHS Trust (WAST) have asked that they be provided with information regarding your event using this link - [Event Medical Assurance](#) Done

Animals at Events

Livestock (Cattle, Sheep, Pigs, Goats and Deer) at Events

Bird gatherings at Events

You must obtain consent from the Council in writing before bringing animals on site for exhibition, performance or entertainment. We may prohibit the use of animals that pose a danger to the public. It is important to note that animals are not permitted to be given as prizes at events on Council owned land.

You must provide copies of all relevant licences and registration documents for each animal with your event application plan.

You are responsible for the welfare of the animals under the Animal Welfare Act 2006. This includes the animals' transport, housing, food and how they are displayed to the public. As such, event organisers shall ensure that competent person is present throughout the duration of the event in order to monitor the welfare of the animals.

Please provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences and registration documents for each animal.

None

Donkey rides are a licensable activity.

INSURANCE		
Do you already have Public Liability Insurance cover?	Yes – provide details:	No – provide reason why not:
	See below	
<p>Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party Risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council Insurance and Legal Section. To hold an event on RCTCBC property you will require to hold a valid insurance document, whilst a level of public liability cover of £7.5 M is desirable an absolute minimum level of £5M will be acceptable in situations where a considered rationale can be put forward. Event Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band / dance group, sub-contractor, caterer etc. whom they have instructed / authorised to appear at the event.</p> <p>(Please note this is in addition to any Employee Liability you require)</p>		

Hiscox insurance co ltd. Policy no 9432124 up to 31st May 2025
Public liability cover £10M

STAFFING	
<p>Stewards / Marshalls:</p> <p>The main responsibility of stewards is for crowd management and your risk assessment should be used to determine a suitable number for the event.</p> <p>List here numbers of stewards and broad areas of responsibility.</p>	<p>4 SIA Marshalls - Monitoring and managing any problematic alcohol related behaviour and that no alcohol brought onto site. Monitoring at the gate.</p> <p>11 other marshalls - Providing general guidance, ensuring safe access and egress, signposting to first aid and providing adequate numbers in case of emergency evacuation or a medical emergency.</p> <p>15 marshalls in total</p>
<p>Security / SIA:</p> <p>Your risk assessment and/or expectations from other parties such as Licensing or the Police may dictate the need for professional SIA (Security Industry Authority) Registered Staff.</p> <p>If it is deemed necessary for your event include details of the Security provider and what is being provided.</p>	<p>4 SIA including 1 Supervisor.</p> <p>Rocket security.</p> <p><i>Registered Office: 1st Floor, Tudor House, 16 Cathedral Rd, Cardiff, CF11 9LJ</i></p> <p>02921 690005</p>
<p>Staffing:</p> <p>Please list the other key staff/roles who will be needed to help run your event.</p>	

The Clerk of the Council as event lead.

SIGNAGE

Do you intend to use signage such as banners and posters etc.? (Approval will be required by RCT Streetcare Enforcement)

Yes ☐ No ☒

You must remove all signage you erected within 1 day following the event.

Please note there will be a removal charge levied against you if the Council is forced to remove the signage.

Note: Fly posting is illegal and you could face prosecution so you are strongly advised to seek and provide us with written approval from Rhondda Cynon Taf County Borough Council Streetcare Service as to what signage you intend to erect.

Email: StreetcareEnforcement@rctcbc.gov.uk or Post: Rhondda Cynon Taf CBC, Streetcare Enforcement Team, Unit B23 Taffs Fall Road, Treforest Industrial Estate, Treforest, CF37 5TT.

TEMPORARY STRUCTURES

Do you intend to utilise any of the following at the event?

If so, please tick all the appropriate boxes and ensure these are included on your site plan.

☒ Marquees / Tents / Gazebos

Yes ☒ No ☐ Details:

Several small gazebos 3m x 3m one 4mx6m canopy over the stage

☒ Portable Generator

Yes ☒ No ☐ Details:

For bouncy castles

☒ Portable Staging

Yes ☒ No ☐ Details:

4m x 6m

☐ Stage Barrier

Yes ☐ No ☒ Details:

☐ PA Mixer Tower

Yes ☐ No ☒ Details:

☐ Lighting Rig

Yes ☐ No ☒ Details:

☐ Other (please specify below)

Other /
Additional information

Notes

Please supply as much information as possible about each of these in your risk assessment / method statements.

Generators are not permitted to be sited without approval from the Council.

SANITATION

If portaloos are being brought to site, please specify how many and type (male female, disabled).

4 x regular unisex portaloos 1 x disabled unisex portaloos

If on site facilities are being utilised, who on site has given authorisation.

Site owner. LRGT.

REFUSE	
<p>Please outline the methods you propose to comply with the Workplace Recycling Regulations 2024, your methods of disposing recycling and waste and who the provider is? How do you intend to separate recycling streams and food?</p> <p>Please note that a Waste Transfer Note will be required for skips</p>	<p>A reputable external waste provider will be used TBD</p>

A risk assessment should be carried out for any proposed event, considering all of the hazards, the nature and extent of the risks, and the action required to control them. Where the risk assessment identifies significant risks, you must provide information to all those affected regarding the nature of the risk and the control measures which must be implemented.

Following a confirmation of the booking a detailed risk assessment will need to be submitted.

ADDITIONAL NOTES

Please provide any additional information you feel would aid a decision being made on your event proposal.

See attached event plans and risk assessments.

The Public Accessible Locations (formally, Crowded Places) guidance booklet available to download via the National Counter Terrorism Security Office (NaCTSO) website is a guide to give protective security advice to those who are responsible for organising major events and event security, irrespective of size and capacity and is not specific to any particular type of event. It is aimed at those events where there may be a risk of a terrorist attack either because of the nature of the event or the number or nature of the people who host or attend it and highlights the vital part you can play in the UK counter terrorism strategy.

<https://www.gov.uk/government/publications/crowded-places-guidance>

Additionally, we would advise that all staff involved in an event, primarily stewards and security staff should have a working knowledge of the NaCTSO, **ACT Awareness e-Learning** that has been developed. The e-learning includes interactive video scenarios and instructional tutorials, combined with visual and audio footage, to create engaging learning, with modules covering key areas such as identifying security vulnerabilities, responding to suspicious behaviour, dealing with a suspicious item, how to deal with a bomb threat, and responding to firearms or weapons attacks. The interactive course, which is available to companies or private individuals, takes just 45 minutes to complete and can be done all in one go or in short modules. It explains how to spot the signs of suspicious behaviour and what to do to help yourself, others and the emergency responders if an attack should take place. To log on and learn, visit <https://ct.highfieldelearning.com/>

DECLARATION: I have examined and will abide by the Conditions of Use Applicable to, Highways, Parks and Open Spaces. I confirm that the information contained within the notification is accurate to the best of my knowledge and belief. **Please accept this signature as written confirmation that the Organiser will pay for any damage incurred to the site because of this event.**

Please note that for Council land this form is an expression of interest only and not confirmation that permission has been granted; this could be for example via the Parks section or School Governors. If this form is for notification to ESAG and the event is to be held on non-Council land it is important that you get permission of the landowner for use of their land for your event. Also for use of Council land the Council reserves the right to insist on the use of a professional event management company who are able to demonstrate to its satisfaction a good track record of managing events. If this is required, failure to do so may result in an application not being approved or withdrawn.

By signing this form I also understand my obligations and responsibilities with regard to the content of this application. I understand that failure to comply with any of the terms and conditions attached may result in the withdrawal of the permission for the event by the Council. In addition, I agree to inform the Council of any proposed changes to the information contained within this application.

The Council is committed to keeping your personal information safe and secure and keeping you informed about how we use your information. The information provided

on this form will only be used for the purpose of the Rhondda Cynon Taf Events Safety Advisory Group and/or for booking requirements of Council facilities. To learn more about how we use your information, please visit the Council's Data Protection pages www.rctcbc.gov.uk/dataprotection.

Signed: Leigh Smith, Clerk to Llanharan Community Council

Dated:25.3.25

Event Management Plan Template and Guidance Notes

Rhondda Cynon Taf Event Safety Advisory Group (ESAG)

INTRODUCTION

This template provides guidance notes for event organisers and will help you develop a detailed event management plan. It should only be considered as an example and if used must be tailored to match your event. Also, there may be occurrences that require additional measures and/or information, these will be explained at the time of application; for example, a COVID Risk Assessment. Further sources of guidance are shown in Appendix1.

An event is an activity that happens at a particular time and enables people to come together. They might come together in celebration, a shared love of music, sports, challenges, community fundraising or purely for entertainment such as a concert. This could include for example: fetes, fairs, open air concerts and music events, trade shows, sporting events, horse shows, agricultural shows, dog shows, open air entertainment such as theatre, opera or historic re-enactments, firework displays, large scale company parties, processions, marches and carnivals, street parties, religious events; these are only examples, there are many others.

Attending an event might be free or you may need to buy tickets, pay an entrance fee or pay for activities. It could be open to the public or by invitation only, this depends on a huge range of factors but primarily it depends on the objectives of the event. For example, the objectives might be linked to making money or they could be linked to the social and community objectives of the host.

Whatever the scale of your event, to run it successfully requires thinking through each element of it before the day.

To use the template, save a new version and complete the sections that apply to your event. Not all sections will apply to all events – you will need to decide which are relevant. Once you have completed the template, you can delete the guidance text.

You may also find the Events Industry Forum [Purple Guide](#) as helpful, as it provides guidance on security, major incident planning, first aid, electrical safety, event communication, lost children, sanitary facilities and more.

Every event, whether large or small, should carry out a detailed risk assessment to identify any issues that could put people attending the event site in any danger. This risk assessment should be carried out by a competent person and must take account of factors required under health and safety or fire regulations as well issues affecting public health. It should also specify what actions are being taken to mitigate all the risks that are identified.

A risk assessment is not about creating huge amount of paperwork, but rather about identifying sensible measures to control the risks. Those with fewer than five workers, or who are self-employed, do not legally have to write anything down as part of their risk assessment but it is always advisable to do so in order to be able to demonstrate that all the risks have been considered should anything go wrong. A Risk Assessment for your event, the detail of which should be proportionate to the event taking place; an example can be found at Appendix 2. Risk assessments

should always be treated as live documents that need to be referred to and updated/changed as events evolve.

It is important that one of your first actions is to select a venue(s) and gain permission (even if in principle) for use of that venue for your event.

This guidance has been developed by the Rhondda Cynon Taf Events Safety Advisory Group (ESAG). The ESAG is a multi-agency grouping including key partners from organizations such as the Council and Emergency Services and is the first point of contact for anyone organizing an event. Risk management and safety of the public at an event is the responsibility of the event organizer but experience has shown that early consultation with professionals can significantly increase safety and speed up the planning process. The ESAG provides independent advice to event organizers, who retain the legal responsibility for ensuring a safe event.

ESAG has no powers to stop an event taking place but can make recommendations to improve the safety and event management. However, please note that individual representatives of organizations forming the ESAG may have powers to require event organizers to comply with their legal obligations. (e.g., Police, Fire Service, Environmental Health (Health and Safety) etc.)

ESAG's aim is to welcome and encourage events to Rhondda Cynon Taf, whilst ensuring that they take place safely and legally. Through consultation and joint working between the Council and its partners, its aim is to standardize the approach to all organized events which are open to the public and are staged in a public place, on a public highway or on private land within the Council boundaries.

One of the important roles that an ESAG can perform is to bring all relevant partners and parties together to plan and prepare for the event in a coordinated way.

Members will consider some criteria including:

- the numbers of people attending the event;
- the impact on the local community, for example noise or significant traffic disruption;
- level of risk associated with the event. This could be due to previous history of the event or the nature of the event;
- events of an unusual nature;
- legal requirements for example licences or road closures.

The responsibility for the management and safety of the event remains with the event organizer and therefore the ESAG needs to be working closely with the event organizer's management team. Members of the ESAG are likely to have good local knowledge on a range of issues and event organizers can often benefit from such insight.

The ESAGs can:

- Promote high levels of safety and welfare at events by giving advice and guidance. (The promotion of safer events contributes to safer and stronger communities)
- Advise on minimizing any adverse impact or inconvenience to residents, businesses and the general public
- Encourage wellbeing, health and welfare of the community
- Focus resources using risk assessment and facilitate proportionate advice and regulation
- Enable effective planning to facilitate less intensive monitoring and inspection
- Support businesses and organizers through having a single point of contact for the event and consistent professional advice and guidance
- Increase good publicity and encourage more business and visitor engagement through safer events
- Share good practice

In addition, the ESAG can, hopefully, help provide organizations that have limited experience in event management with some reassurance that they are on the right track. Legal responsibility for ensuring an event is operated in line with legal requirements however remains with the event organiser.

The Council is committed to keeping your personal information safe and secure and keeping you informed about how we use your information. The information provided on this form will only be used for the purpose of the Rhondda Cynon Taf Events Safety Advisory Group and/or for booking requirements of Council facilities. To learn more about how we use your information, please visit the Council's Data Protection pages www.rctcbc.gov.uk/dataprotection.

Timely submission of plans and other event documents enables the ESAG members to consider and offer comment on the content using an audit style approach. In some cases, members of the ESAG will deem it appropriate to draw attention to any potential deficiencies, shortcomings or omissions, particularly where they consider urgent action or improvement is warranted. The aim is to provide organizers with feedback on event proposals at an early stage so that there is ample time remaining to address any significant areas of concern raised.

The below table are the dates that information is required, most dates (for example licensing or highways) cannot be altered, some may be reduced by agreement for smaller events.

PAPERWORK REQUIREMENTS	DESIRABLE DATE	CUT OFF DATE
Police	180 days	56 days
Fire	56 days	Day of Event
Health	90 days	30 days
Licensing (Temporary Event Notice)	180 days	56 days 10 Clear Working Days (not including submission day, event day, bank holidays or weekends)
Highways	90 days	56 days
Food	28 days	14 days
Noise	60 days	14 days
Electrical	30 days	7 days
Structural	60 days	21 days
Environmental Health (H&S)	28 days	14 days

****Please note that this document is a guide only****

Useful Email Addresses

Event Safety Advisory Group (ESAG)	RCTEventsSafetyAdvisoryGroup@rctcbc.gov.uk
Licensing	Licensing.Section@rctcbc.gov.uk
Parks and Countryside	parkscountryside@rctcbc.gov.uk
Food Health and Safety	Food.HealthandSafety@rctcbc.uk
Emergency Planning	Emergency.Planning@rctcbc.gov.uk
Traffic	Trafficservices@rctcbc.gov.uk
Trading Standards	tradingstandards@rctcbc.gov.uk
Signage on the Highway	StreetcaeEnforcement@rctcbc.gov.uk

EVENT MANAGEMENT PLAN TEMPLATE AND GUIDANCE NOTES

Event Name	Llanharan Community Council VE Day 80th Anniversary event
-------------------	---

Event Location	Llanharan Miners Welfare hall and grounds.
Event Date	10th May 2025
Organiser / Organisation	Llanharan Community Council
Version / Date	V1 25.3.25

If you have any questions about this template and to submit your event management plan and application for use of Council land, please contact

RCTEventsSafetyAdvisoryGroup@rctcbc.gov.uk

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Distribution List

On submission to the ESAG copies of this plan will be shared with the agencies below who may require additional information and / or query what is included.

Organisation
Rhondda Cynon Taf CBC
South Wales Police
South Wales Fire and Rescue Service
Welsh Ambulance Services NHS Trust
Cwm Taf Morgannwg University Health Board
Others will be dependent on the Nature and Location of the Event.

Checklist – Example

Policies / Procedures / Documents	Responsibility / Deadline	Complete / Included
Licences – TEN Premises Alcohol Street Collection Music		
Risk Assessment – Organiser Contractors		
Insurance – Organiser Contractors		
Stewarding Plan / Steward Briefing		
Security Plan		
Road Closures		
Traffic Management Plan		
Emergency Procedures		
Site Plan / Layout		
Communications Plan		
Lost Children Policy		
Waste Management		
Severe Weather Plan		
Noise Management		
Medical Plan / First Aid Arrangements		

EVENT MANAGEMENT

Sections of this form in **RED** are for information only, to help you complete sections and should be deleted from the finished version. If any answers are n/a (not applicable) an explanation should be included to support the decision.

Event Overview

Free event organised by Llanharan Community Council to commemorate the 80th Anniversary of VE day. The event is a community event focussed on VE day and the period including live music from period performers, re-enactors, military vehicles, 40's themed stalls and stalls from various groups such as the British Legion, Army Cadets, Army Reserve, local OAP groups etc... as well as the more tradition event activities such as bouncy castles, fairground rides, food stalls, drinks stalls etc...both on the fields and inside the hall. It is anticipated that people of all ages, predominantly families will come and go during the day and we expect approximately 2000 people spread over the day.

Spectator and Viewing Areas

Throughout the fields. The stage will be orientated away from the village to minimise noise disruption. Stalls and activities will be spread around the field.

Site Plan

Please include a copy of your site plan with this document. This should include (but not be limited to) items such as positions of attractions, temporary structures all site infrastructure, fencing or barriers, generators, cables, first aid points, car parks, vehicles routes, entry / exit points and emergency exits and assembly points, information points, lost children point, known risks, etc. For smaller events this could be a simple hand drawn diagram showing locations and types of attractions, structures, barriers, entrances, etc.

See separate plan document.

Risk Assessments

See separate risk assessment.

Risk Assessments – Contractors/Exhibitors

See licence application for details.

Health and Safety

Even if you are a community organisation with no employees, you still have a responsibility under the **Health and Safety at Work etc Act 1974** to ensure that your event and any contractors are operating legally and safely.

Health & Safety Officer/ Responsible Officer	
Name or Organisation:	Llanharan Community Council
Name:	Leigh Smith
Contact Number:	07769266675
E-mail Address:	Clerk@llanharan-cc.gov.wales
Relevant experience/qualifications in event management	Previous events including Llanharan 2024 fireworks display and various smaller, similar community events.

Insurance

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third-Party Risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council Insurance and Legal Section. To hold an event on RCTCBC property you will require to hold a valid insurance document, whilst a level of public liability cover of £10M is desirable an absolute minimum level of £7.5M will be acceptable in situations where a considered rational can be put forward. Event Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band / dance group, sub-contractor, caterer etc. whom they have instructed / authorised to appear at the event.

(Please note this is in addition to any Employee Liability you require).
Provide details of the Policy here and a copy as an Appendix to the Event Plan.
Also list details of all contractors polices (check dates and what is covered).

Hiscox insurance co ltd. Policy no 9432124 up to 31st May 2025
Public liability cover £10M

See separate document with details of external PLI certificates.

Programme Schedule

It is good practice that you should list everything that needs to be done before, during and after your event. This will help ensure you complete tasks on time and that things aren't forgotten.

A schedule should be included showing action, timeframe for completion, responsible officer and a method to monitor/record completion.

It is important that contractors and exhibitors are aware of what is expected of them Appendix 9 and 10 are copies of letters that sets out the expectations as an example of what could be provided beforehand.

Schedule event – event day						
Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
Stall holders and others arrive on site and setup	9am	11am	Stalls coordinator - Janine	All vehicles off site or parked by 11.30 and no	stalls coordinator briefed	

Stage and PA setup and test.				further vehicle movements		
Schedule event – post event						
Date	Task	Start	Finish	Resources/ who	Notes	In Hand Complete
	Litterpick & Cleanup	5.30pm	TBD	Marshalls		X By

Opening the Event

List actions that must be completed and inspections undertaken prior to agreement that the event is ready to open to the public. Include who makes the decision and how this is communicated to staff/volunteers/contractors. This will include but not be limited to:

- Vehicle curfews are in place;
- Correct staff/numbers of staff are present, briefed and in place;
- All constructions are complete and signed off;
- Safety Inspection Checklist completed satisfactorily – All marshalls briefed
- Adequate medical provisions are in place, aligned with the medical plan;
- Ensuring contractors/exhibitors are safe and ready to commence;
- LicenCe or TEN to be displayed;
- SIA marshalls on the gate

Timetable

NA

STAFFING

Organisational Structure

NA

Leigh smith event lead and emergency controller – Janine Turner stall co-ordinator. Marshalls report to event lead. See site plan.

Staffing

NA see above.

Stewarding

STAFFING	
<p>Stewards / Marshalls:</p> <p>The main responsibility of stewards is for crowd management and your risk assessment should be used to determine a suitable number for the event.</p> <p>List here numbers of stewards and broad areas of responsibility.</p>	<p>4 SIA Marshalls - Monitoring and managing any problematic alcohol related behaviour and that no alcohol brought onto site. Monitoring at the gate.</p> <p>11 other marshalls - Providing general guidance, ensuring safe access and egress, signposting to first aid and providing adequate numbers in case of emergency evacuation or a medical emergency.</p> <p>15 marshalls in total</p>
<p>Security / SIA:</p> <p>Your risk assessment and/or expectations from other parties such as Licensing or the Police may dictate the need for professional SIA (Security Industry Authority) Registered Staff.</p> <p>If it is deemed necessary for your event include details of the Security provider and what is being provided.</p>	<p>4 SIA including 1 Supervisor.</p> <p>Rocket security.</p> <p><i>Registered Office: 1st Floor, Tudor House, 16 Cathedral Rd, Cardiff, CF11 9LJ</i></p> <p>02921 690005</p>

Security

See above.

Will you require assistance from the Police? (Please note the Police will no longer manage traffic at events or processions) Do you reference police support in either your emergency or contingency plans ? If so, have you made contact with them ? Who is your point of contact ?			No	
			Only in the event of significant public disturbance	
			Yes	
			Lauren Edwards, PCSO	
Please outline what assistance you require: General presence on the day would be ideal, but only to be aware of the event and to be available in the normal way in the event of a significant public disturbance.				
ALSO - Please provide brief details of what Counter Terrorism Measures will be in place to protect the public/those in attendance at the event. (full details should be in your EMP and Risk Assessments) Full consideration should be given to:				
THREAT		Y/N	REASON	
E.G. Vehicle as a weapon		N	Event indoor- no vehicle access	
Vehicle as a weapon		N	Restricted access.	
Firearms and weapons attack		N	Risk assessed as Low	
Chemical attack [Acid]		N	Risk assessed as Low	
Improvised explosive device [IEDs]		N	Risk assessed as Low	
Person Borne Improvised Explosive Device IED (PBIED)		N	Risk assessed as Low	
Vehicle Borne IED (VBIED)		N	Risk assessed as Low	
Bomb threat		N	Risk assessed as Low	
For potential guidance please follow https://www.gov.uk/government/publications/crowded-places-guidance				
Mitigation considered/in place: The emergency plan contains the actions to be taken in the event of an emergency evacuation.				

Key Event Contacts - Management

Name	Role	Responsibility	Contact Details
	Event Lead Health and safety officer and Marshall coordinator	Overall responsibility	Leigh Smith 07769 266675 Clerk@llanharan-cc.gov.wales
	Stall-Attendee co-ordinator	All event infrastructure, ordering, delivery timings etc	Janine Turner 07921 278536 Janine.Turner@llanharan-cc.gov.wales

For attendees see main event application.

Procedures

Emergency Procedures

Emergency procedures for general evacuation, fire and medical emergency are shown at the bottom of the event risk assessment.

First Aid and Medical Cover

St Johns ambulance, 2 qualified first aiders. Medical area in main hall. Medical risk assessment carried out and provided separately.

In addition the Welsh Ambulance Services University NHS Trust (WAST) have asked that they be provided with information regarding your event using this link - [Event Medical Assurance](#) - Completed.

Fire Safety at Your Event

Please document how you have addressed the key areas of the fire risk assessment process:

- Identified the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identified people at risk within and surrounding your site and those at highest risk
- Evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur
- Remove or reduce fire hazards and removed or reduced the risks to people
- Considered detection and warning, firefighting, escape routes, signs and notices, lighting, maintenance
- Recorded significant findings and action taken
- Prepared an emergency plan
- Informed and instructed relevant people and provided training
- Reviewed and revised your assessment where necessary

See main risk assessment.

Communications

Pre-event briefing to all marshalls. SIA marshalls and site controller to have radios. Other comms via PA system.

Event Notification – Surrounding Residents

Please document how you will let surrounding residents and businesses know about your event plans [here](#).

The event is widely publicised over several months on social media in the village.

Event Day Communications – Internal

See site plan

Event Day Communications – Public

PA system in place.

Lost Children

See site plan showing lost children point. This will be communicated to all marshalls and via the PA system. In the event of a lost child their details will be given over the PA system

Crowd Management

See site plan showing access and egress points and emergency plan for evacuation.

General / Specific Advice

Traffic, Transport and Parking

Smaller community events will have limited impact on traffic and parking; however, you should still consider this when planning your event. Larger events can have a big impact on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport.

Publicity posts and posters will encourage attendees to use public transport and the nearby railway station. Locals will be encouraged to walk and not park close to the event.

Local businesses have been approached for the use of their car parks on the day and this will be added to pre-event publicity.

Vehicles on Site

The potential for conflict between vehicles and staff / the public is an important risk that needs to be taken into account during your planning and risk assessment process, whether by accident or by a deliberate act. Plans need to be in place to reduce the chances / impact of such an occurrence. These plans need to take into account the setup, event time and take down of the event. Also consider the need for access and egress of emergency vehicles; where possible consider provision of suitable routes for the exclusive use of emergency vehicles.

All vehicle movements to cease by 11.30am, 30 minutes prior to public entry. A designated car parking area provided for event staff and stallholders.

No vehicle movements allowed until 5.30pm or until all public have left the event.

Licensing

Under the Licensing Act 2003 a Premises Licence or Temporary Event Notice is required for any event involving the sale by retail of alcohol, provision of late-night refreshment and/or regulated entertainment which is defined as:

- Live or recorded music;
- Films;

Time limited Premises Licence application pending.

Intellectual Property Rights

NA

Provision of Alcohol

Will a bar be provided if so who will be providing it give details:

The Gin Bar (Helen 07766 724495)

Who will be the Designated Premises Supervisor?

Helen Jones (personal licence no CCC105283)

How will the alcohol be served give details i.e.: plastic bottles, beer measuring meters and use of stamped plastic glasses for the supply of beer, lager, cider and wine. Products that are listed in column 1 of the Table in paragraph 1 of the Schedule to The Environmental Protection (Single-use Plastic Products) (Wales) Act 2023 should not be provided

Compliant Plastic glasses and cans. No glass.

Will spirits be provided if so, how will they be dispensed i.e.: stamped optics, or measures and then dispensed into plastic glasses.

Measures dispended into plastic glasses

Document what arrangements have been made to control under - age drinking

Those appearing to be under 21 to be challenged.

- Only acceptable forms of ID to be

- a) Photo driving licence

- b) Passport

- c) and other forms of photo id

- All Staff working at the event to receive training concerning challenging acceptable forms of Identification.

2. Security staff will be tasked to identify any proxy sales. Alcohol will be confiscated from under 18's.

SIA marshalls checking on gate and patrolling the event.

Provision of Food

Document details of any catering and/or food you plan to provide at your event here. You should also list details of any catering concessions in the Key event contacts – other section.

We recommend you only use food providers with a food hygiene rating of 3 or above. Inform Environmental Health (Food Safety Team) via 01443 425001 / Food.HealthandSafety@rctcbc.gov.uk of the providers you will be using.

See licence application

Food business operators in the retail and catering sector are required to provide allergen information and follow labelling as set out in food law. This means that food business operators must-

1. provide allergen information to the consumer for both prepacked and non-prepacked food and drink
2. handle and manage food allergens effectively in food preparation. Food businesses must make sure that staff receive training on allergens.

It is recommended that you review your food storage, preparation and handling procedures to reduce the risk of cross contamination, particularly by the foods most commonly causing reactions of intolerance, like cereals (containing gluten), crustaceans (shellfish and molluscs), eggs, fish, peanuts, soybeans, milk and other dairy products, peanuts, tree nuts, and sesame seeds.

Ideally you should: -

Have segregated storage for ingredients etc. containing allergens or ensure that the containers that hold such ingredients are kept closed, and

Segregate the preparation of foods containing allergens. Segregation may be achieved through the physical means, e.g., separate preparation tables, or by time, e.g. foods containing nuts being produced last, and by cleaning/disinfection procedures for work surfaces, utensils etc. after use.

Products that are listed in column 1 of the Table in paragraph 1 of the Schedule to The Environmental Protection (Single-use Plastic Products) (Wales) Act 2023 should not be provided.

Please see separate of vendors and details list in licence application

Fun Fairs

Before approval is granted for rides or fun fairs you will need to make sure:

- Any stand-alone ride or rides that are part of a fun fair are part of the ADIPS (Amusement Device Inspection Procedures Scheme) scheme.
- The operator provides you with a copy of their In-Service Annual Inspection papers and you provide a copy of these to us with your event management plan.
- The operator confirms in writing that they operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice.

Received via email

Please include here any rides or fun fairs you intend to have at your event and contact details for the providers. See below

Certificate of Employers' Liability Insurance(a)



(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this Certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

1. Policy No:	HLA1017056
2. Name of Policy Holder:	Mrs Heidi Smart & Mr Dean William Smart
3. Date of commencement of insurance:	29/06/2024
4. Date of expiry of insurance:	29/06/2025

We hereby certify that subject to paragraph 2 :-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c);

Signed on behalf of Allianz Insurance plc
Authorised Insurers

Jonathan Dye
Chief Executive

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all subsidiaries except any specifically excluded b name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations
- (c) See regulation 3 (1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply.
Where 2(b) is applicable specify the amount of cover provided by the relevant policy.

Allianz Insurance plc. Registered in England number 044038. Registered Office: 57 Ludymess, Guildford, Surrey, GU1 1QB, United Kingdom.
Allianz Insurance plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
www.allianz.co.uk

ALCM00001110 07/18





Declaration of Operational Compliance (DOC)

of an amusement device in accordance with Section D of HSG 175:
Fairgrounds and amusement parks - Guidance on safe practice



Controller:	P COOK	DOC No:	Y06740
Member No.:	LA 009	Expiry Date:	27/07/2025
Address:	17 MILL HILL CARAVAN PARK MILL HILL STREET BOLTON	Valid From:	19/07/2024
		Issue Date:	26/07/2024
Post Code:	BL2 2AG	Manufacturer:	JM Leisure Ltd
ADIPS ID No:	08166	Manufacturer Serial No:	JMTC006
Device Name:	Cups & Saucers	Year of Manufacture:	
Description:	T/M Cups & Saucers	Year of Importation:	
		Assn. Machine Serial No.:	

Pre-Use Inspection Reports

Inspection Type	Name of Inspection Body	Report Ref. No
Design Review	Wilson Consultants	0400/08
Assessment of Conformity to Design	Fairground Inspection Services Ltd.	FM75CD
Initial Test	Fairground Inspection Services Ltd.	FMJMTCD06 IT

In-Service Annual Inspection Reports

Inspection Type	Name of Inspection Body	Report Ref. No	Expiry Date
Mechanical/Structural Integrity	Northern Independent Consultant Engineers	24 cook cups	27/07/2025
Functional Test	Northern Independent Consultant Engineers	24 cook cups	27/07/2025
NDT	JC NDT Ltd.	240428	27/07/2025
Electrical Safety	Northern Independent Consultant Engineers	24 cook cups	27/07/2025

About this document

This document is a receipt style certificate confirming that an inspection of amusement device ADIPS ID No. 08166 has been recorded in the ADIPS database. This document has been issued electronically by the Registered Inspection Body NICE, Registration No. 190328, who has confirmed that:

- They have been notified of all information known to P COOK, regarding modifications, repairs and safety issues or incidents, that have occurred since the issue of any previous DOC and that may be relevant to the safety of the device.
- Subject to and relying upon the contents of the examination reports listed above, the safety critical aspects of the device, at the time of inspection, have not deteriorated to an extent liable to cause danger, provided that the device is maintained and operated in a safe and proper manner.
- The industry required documents relating to any safety critical modifications (that they have been notified of) have been documented in the Operations Manual.
- The pre-use inspections (Design Review, Assessment of Conformity to Design and Initial Test) have been carried out and are documented in the operations manual.
- The device has been upgraded where necessary to minimise danger as advised by industry Technical Bulletins or HSE guidance specifically relating to this device.
- This document may be verified at www.adipsdoc.co.uk or contact ADIPS on 0191 5166381.

This DOC is issued by and on behalf of:

NICE

Tel: 07970064092
Registration No. 190328

Scan the QR code to check that this certificate is genuine



Before approval is granted for inflatable play equipment, you will need to make sure:

- The operator can provide a copy of the current PIPA/ADIPS test certificate for the equipment.
- The operator carries out the daily checks on the equipment as required by EIS7
- You know when the equipment was last fully inspected
- You get full instructions on its SAFE operation
- The equipment is clearly marked with limitations of use (maximum user height etc.)
- Are you a member of a relevant association (AIMODS, NAIH or BIHA)?
- More guidance is available on the PIPA Inflatable Play Scheme/ADIPS websites.

Please include here any inflatable play equipment you intend to have at your event and contact details for the providers.

Cardiff Entertainments

Caerphilly, Wales, CF832BB

07880990293

dan.carey@hotmail.co.uk

Provided by the supplier. - _____



RCT Inflatables
safety advice.pdf

Noise

The things most likely to cause noise nuisance include live music stages, funfairs and public address systems.

Daytime and period music only. Stage orientated away from houses.

Toilets

You must ensure that adequate toilet facilities are available for your event attendees, these will be based on the length of the event, the nature of activities and the demographic split including disabled provision. If not available on site

these may need to be brought in.

See separate site plan

Provider is Rycon Tool hire. 6 x toilets plus 2 x disabled toilets

Table 1

	<u>Female Toilets</u>	<u>Male Toilets</u>	<u>Urinals</u>	<u>Accessible toilets for disabled and wheelchair users</u>
For Events with a gate time of less than 6 hours duration	1 per 100	1 per 500	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 85	1 per 425	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 75	1 per 400	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 75	1 per 150	1 per 250	1 per 40

Table 2

	<u>Female toilets</u>	<u>Male Toilets</u>	<u>Urinals</u>	<u>Accessible toilets for disabled and wheelchair users</u>
For Events with a gate time of less than 6 hours duration	1 per 80	1 per 400	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 68	1 per 340	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 60	1 per 320	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 60	1 per 120	1 per 250	1 per 40

Waste Management

It is essential that your event has a waste management plan in place and that it is carried out in accordance with the Workplace Recycling Regulations 2024.

- How will you keep the site clear of waste? Will this be done by stewards or volunteers?
- How you will manage waste during and after your event, including details of

bins, skips, recycling, litter picking and the segregation of recycling?

Document your waste management plans for your event here.

Tom Pritchard – Licenced waste carrier

Recycling

Your event should have a recycling plan in place in accordance with the Workplace Recycling Regulations 2024 and that it is carried out.

For small community events, this could be as simple as labelling some bins to encourage people to separate their recycling into plastic bottles, paper, food, etc.

Larger events will need to show that they have a recycling strategy or are employing a professional recycling organisational to manage waste and separate recycling including food on the day.

- Make sure your concessions and food suppliers comply with the Workplace Recycling Regulations 2024 and have appropriate policies and procedures in place for the use of re-usable products or provide biodegradable containers and systems for the disposing of dirty water, food, and cooking oil etc
- Think through how you will enforce the separation of recycling and food waste. Contaminated recyclables will be sent to landfill and may be subject to fines.

Document your recycling plans for your event here.

Tom Pritchard – Licenced waste carrier

Temporary Structures

For a small event, temporary structures may be market stalls and a marquee. Larger events and festivals may include stages, grandstands, lighting towers, gantries, site offices etc. Details will need to be provided in advance to Building Control, on larger structures this needs to include a description of what's being constructed, sizes, materials being used, a drawing, method statement of

construction, copies of RA and all needs to be signed off by an independent engineer including once the structure is completed to say it's safe and ready to use. Consider wind load capabilities, ballast requirements and dismantling.

The approval process will depend on the scale and structure types. If the structures will be in place for a long time, you may need planning permission. Larger temporary structures need to be signed off by independent engineers before they can be used.

As a minimum:

- All suppliers will need to supply you with a copy of their public liability and employee insurance certificates.
- All suppliers will need to provide you with relevant risk assessments and method statements for the product they are supplying for your event.
- Suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use.

Include a list of all temporary structures, their suppliers (including contact details) and how the issues raised above will be achieved and who has responsibility for ensuring compliance.

The erection of some temporary structures at entertainment events falls within the definition of construction work in regulation 2(1) of the Construction (Design and Management) Regulations 2007 (CDM)

Consideration should also be taken if you are carrying out working at height. You should ensure all work at height that you undertake is controlled and is properly planned and organised. A pertinent risk assessment should be undertaken.

Stage and canopy provided by Onstageevents.

Bryan Osbourne.

M:07824 886797

L:0800 014 6220

W:eventsonstage.co.uk

A:Unit 21, St Theodores Way, Brynmenyn Ind Est, Bridgend, CF32 9TZ

RAMS and PLI provided.

6 x other small gazebos being used (3 owned by Community Council) 3 brought by vendors.
Minimal risk as small in scale and easily erected by hand with no working at height.

Electricity

All electrical installations, even temporary ones, must comply with the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts.

If you are including electrical supply as part of your event, please provide details [Here](#).

Electrical supply from Llanharan Miners Welfare Hall

Small Generators for bouncy castles and for food vendors were necessary.

Electrician will inspect prior to use.

Event lead will inspect prior to public entry to ensure barriered off.

If you intend to use mobile generators you can refer to BS 7430 for the earthing requirements for outdoor events.

The use of petrol fuelled generators should be discouraged in favour of diesel, gas or renewable energy.

The generator and its fuel should not be accessible to members of the public or other unauthorised people and may need to be fenced. Appropriate and adequate firefighting equipment should be provided.

Barriers & Fencing.

Barriers and fences at events serve several purposes. They can be used to:

- provide physical security, as in the case of a high-perimeter fence at an outdoor event)
- shield hazards
- aid the management of event attendees and influence their behaviour
- define routes
- remove sight lines
- prevent the audience climbing on top of temporary structures
- relieve and prevent the build-up of audience pressure

It is important that the use of barriers and fencing at any event is thoroughly considered and risk assessed. Incorrect use of a barrier/ fencing product for a location and/or circumstances could cause injury or harm.

See event plan

Weather

Weather issues can impact on your event in a number of ways – Heat, Rain, Storms, etc. Depending on the activities taking place and prevailing conditions at the time of the event procedures will need to be documented on how issues will be managed. Things to consider will range from for example provision of drinking water, through to cessation of high-risk activities through to cancelling the event.

Weather will also be part of your risk assessment.

Please document your procedures here as well as who is responsible for decision making and how issues will be communicated to staff and the public (before and during the event).

See risk assessment.

Controls for use of inflatables (No use over 24mph) - We have our own wind meter as well as the operator, who has trained staff. Inflatables manned by trained operator at all times.

Slips, trips and falls, ground conditions to be monitored as well as hazards associated with stage canopy and gazebos in windy conditions.

APPENDICES

1. Further Sources of Guidance
2. Risk Assessment Example
3. Steward Briefing Example
4. Safety Inspection Checklist Example
5. Lost and Found Child Policy Example
6. Lost Child Form Example
7. Found Child Form Example
8. Medical Risk Assessment Form

9. Exhibitor Letter Example
10. Contractor Letter Example
11. Livestock (Cattle, Sheep, Pigs, Goats and Deer) at Events
12. Event Planning and Counter Terrorism Considerations
13. Counter Terrorism and Venue Hire Policy

APPENDIX 1: Further Sources of Guidance

1. Guidance on Running Events Safely - HSE
<http://www.hse.gov.uk/event-safety/>
2. Your guide to organising a street party - GOV.UK
<https://www.gov.uk/government/publications/your-guide-to-organising-a-street-party>
3. Crowded Place Guidance - GOV.UK
<https://www.gov.uk/government/publications/crowded-places-guidance>
4. Organising Firework Displays - HSE
<http://www.hse.gov.uk/explosives/fireworks/using.htm>
5. Managing Crowds Safely - HSE –
<http://www.hse.gov.uk/pubns/books/hsg154.htm>
6. The Purple Guide – <http://www.thepurpleguide.co.uk/>
7. Organising a voluntary event: a 'can do' guide - GOV.UK
[https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntaryevents/the-can-do-guide-to-organising-and-running-voluntary-and-community- events](https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntaryevents/the-can-do-guide-to-organising-and-running-voluntary-and-community-events)

8. Temporary demountable structures (TDS) - stages, seating, marquees etc - HSE
<http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>
9. Security at Events Guidance - SIA (Security Industry Authority)
https://www.sia.homeoffice.gov.uk/Documents/licensing/sia_security_at_event_s.pdf
10. Fire Safety - Risk Assessment - Open Air Events and Venues – HSE
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-eventsand-venues>
11. Five Steps to Risk Assessment – HSE –
<http://www.hse.gov.uk/risk/controlling-risks.htm>
12. PIPA Inflatable Inspection Scheme – <https://www.pipa.org.uk/>
13. ADIPS (Amusement Device nspection Procedures Scheme) – www.adips.co.uk
14. The Association of Event Organisers – <https://www.aev.org.uk/e-guide>
15. Circus Toolkit – <https://circusgb.com/safety-tool-kit>
16. General Security Advice
<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>
17. Crowded Places Guidance
<https://www.gov.uk/government/publications/crowded-places-guidance>
18. Welsh Government Corona (COVID- 19) Guidance
19. Guide to Safety at Sports Grounds 6th Edition (The Green Guide) – Sports Grounds Safety Authority. – <https://sgsa.org.uk/greenguide/>
20. SG03: Event Safety Management Guidance – Sports Grounds Safety Authority
<https://sgsa.org.uk/safetymanagement/>
21. Alternative Uses of Sports Grounds – Sports Grounds Safety Authority
<https://sgsa.org.uk/alternative-uses-of-sports-grounds/>
22. Demountable Structures – Sports Grounds Safety Authority.
<https://sgsa.org.uk/demountable-structures/>
23. [Guidllines for the provision of temporary drinking water supplies at events](#)

APPENDIX 2: Risk Assessment - Example

Risk Assessment – Example

RISK ASSESSMENT COVER SHEET

Event	
Date	
Venue	
Scope of Arena	
Organise	
RA Undertaken by	
Date RA Undertaken	

Overall Event Risk Assessment

Specific hazards have been identified by members of the organising group.

Where a situation arises, which is not identified in this section the organising group will take the decisions and instigate actions as appropriate.

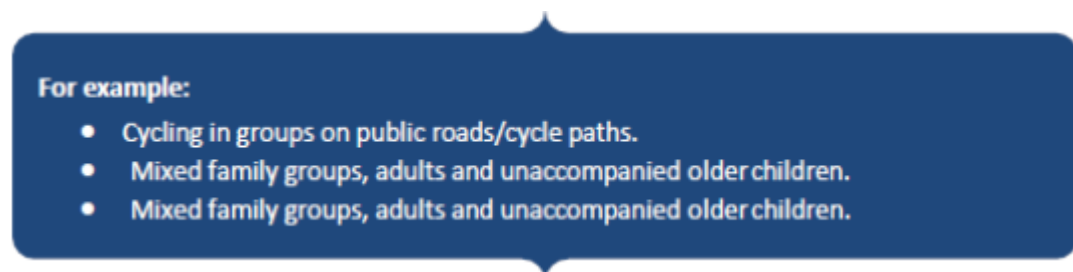
In the event of a situation arising which requires the instigation of Incident Management Procedures for any or all of the organisations involved they will follow their own agreed procedures.

NOTE: Steps have been taken throughout the planning stage of this event to mitigate the effects of these hazards and continuous monitoring up to and during the event will reduce or eliminate the potential for problems arising as a result of these hazards.

Scope of Risk Assessment:



Key Activities / Visitor Profile



Risk Assessment matrix

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level																														
4 - Very likely 3 - Likely 2 = Unlikely 1 - Very Unlikely	4 - Multi death/injury 3 = Single death 2 -Specified injury 1 - Minor/First Aid	<table><tr><td>Probability 4</td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td>4. L</td><td>8. H</td><td>12. H</td><td>16. H</td></tr><tr><td>2</td><td>3. L</td><td>6. M</td><td>9. H</td><td>12. H</td></tr><tr><td>1</td><td>2. L</td><td>4. L</td><td>6. M</td><td>8. H</td></tr><tr><td></td><td>1. L</td><td>2. L</td><td>3. L</td><td>4. L</td></tr><tr><td>Severity</td><td>1</td><td>2</td><td>3</td><td>4</td></tr></table>	Probability 4					3	4. L	8. H	12. H	16. H	2	3. L	6. M	9. H	12. H	1	2. L	4. L	6. M	8. H		1. L	2. L	3. L	4. L	Severity	1	2	3	4	LOW – no action required MED – justify/review for each event day HIGH – immediate action/further controls needed
Probability 4																																	
3	4. L	8. H	12. H	16. H																													
2	3. L	6. M	9. H	12. H																													
1	2. L	4. L	6. M	8. H																													
	1. L	2. L	3. L	4. L																													
Severity	1	2	3	4																													

Specified Injuries

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure.

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action Level
Slips and trips	Injury	Public Employees Volunteers Participants	4	2	8 H	Event area is public space and roadway Marshals	3	1	3 L	Low
Collisions and impacts	Injury, fatality	Public Employees Volunteers Participants	4	3	12 H	Crowd/vehicle segregation Marshals	2	2	4 L	Low
Fall from heights	Injury, fatality	Public	2	3	6 M	No activity taking place at height Limited street furniture at height Marshals	1	2	2 L	Low
Ill health	Illness	Public Employees Volunteers Participants	2	2	4 L	Local medical provision Marshals Short event duration	1	2	2 L	Low
Crowds/public	Overcrowding	Public Employees Volunteers Participants	3	3	9 H	Marshals Designated viewing areas	2	3	6 M	Med
Manual Handling	Injury	Employees	2	2	4 L	Manual handling restricted to laying out of barriers by trained staff	1	2	2 L	Low
Adverse Weather	Illness/Injury	Public Employees Volunteers Participants	3	2	6 M	Short event duration Adequate shelter in commercial premises	3	1	3 L	Low
Violence/behavioural issues	Injury, fatality	Public Employees Volunteers Participants	3	1	3 L	Police presence Marshals	1	1	1 L	Low

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action Level
Access/egress	Long Queues Overcrowding Emergency Vehicle Access constraints	Public Employees Volunteers Participants	4	3	12 H	Slow crowd build up Large viewing area Barriers in place Numerous entrances/exits Marshals	2	1	2 L	Low
Traffic Management	Injury, fatality	Public Employees Volunteers Participants	4	4	16 H	Road closure Barriers in place to create large viewing area segregated from traffic Marshals Urban area speed limits One Way System	1	4	4 L	Low
Noise from entertainment	Complaints Hearing damage	Residents / Participants at Event / Staff	4	2	8	Setting of appropriate noise levels Monitoring of noise levels Provision of ear protection for staff and event attendees Responding to complaints from local residents	3	2	6	Med

APPENDIX 3: Steward Briefing - Example

Please read these instructions carefully, to ensure that you are aware of your roles and responsibilities throughout the event, and key information relating to the event. Accompanying this briefing paper is the Emergency Management Procedures and a map of Anytown Park outlining locations of key elements. Please ensure you are always aware of these and keep any information required on you.

Event Management Team Contact Numbers:

Julie Davies – 0111 222222

Helen Jones – 0222 333333

Jeff Williams – 0333 444444

TIME	ATTRACTION	LOCATION
11am to 5pm	Land Train	Inside Park Perimeter (outer tarmac area)
11am to 5pm	Dinosaur, Mobile Farm, Exotic animals, Flossy and Boo	Band Stand Area
	Lake Boats	Lake
11am to 5pm	Donkey Rides, Zorbing, Mobile Zip Wire	Grassed Area between Food/Craft Stalls and Lake
11am to 5pm	Funfair	Top Road/Top of the Park
12pm to 5pm	Live Music Stage – See attached for breakdown	Near Park Lane Gates
11am to 5pm	Food Vendors and Craft Stalls	Near Children's Play Area

General Information:

- Free Admission (some attractions incur additional charges). Tokens for these attractions can be purchased on the day.
- Event Control will be located in the 'Lodge' located by the Main Park gates.
- Upon arrival and before leaving the event site, all staff must sign a register in and out - this can be found in the event control.
- The yellow What's On Marquee will have dual roles on the day of the event – it will act as the Lost/Found Children's Welfare Point and as a location for Information Provision for the general public.

This is a **NO ALCOHOL** event. Searches will be undertaken by security at key access points to confiscate anything found upon entry. If you notice anyone in the possession/drinking alcohol during the event please notify a member of the Event Management Team. Anyone found with alcohol will be asked to leave the park or hand in any alcohol which will be disposed of by the Event Management Team.

- Toilets – Park toilets can be found next to the Café near the lake. There are also portable toilets throughout the park (see attached map for locations).
- A Staff Welfare Point is available for agreed staff breaks during the event. This marquee is located behind the live stage area, on the opposite side of the tarmac. There will be water provided in this area and sanitary facilities. No staff working on this event (including security) should be seen smoking anywhere other than within the designated area and are to remove their 'Hi Vis' jackets.

Lost/Found Children:

Found Child:

- If you find a child that appears alone, distraught or lost – your primary role is to stay with the child.
- The child is to be reassured that every effort will be made to re-unite them with parents/guardians, in order to reduce anxiety and undue stress.
- You are to inform Event Control via radio – i.e. “*YOUR NAME*..... to Event Control,” upon acknowledgment by Event Control, you continue “I’d like to report a found child in.....area”.
- Event Control will notify the Event Management Team, who will deploy a senior member of staff to come meet you. You are to remain with the child until Event Management Team inform you otherwise.

Lost Child:

- If someone reports a lost child to you, you are to assure them that every effort will be made to reunite them with their child, thus reducing anxiety and undue stress.
- You are to inform Event Control via radio – i.e. “*YOUR NAME*..... to Event Control” and upon acknowledgement by Event Control you continue “I’d like to report a lost child in.....area.”
- Event Control will notify the Event Management Team, who will then proceed to the location of the parents/guardian, where you will remain.
- Upon arrival Event Management Team will take a lead on the incident and instruct you further.

First Aid:

Marks Medics Ambulance will be onsite providing first aid cover. They can be located near the Petting Farm Area / Bandstand (please see attached map).

- Upon locating someone that has been injured, you are to radio Event Control and provide Event Control with as much information re: the incident as possible. i.e. “*YOUR NAME*..... to Event Control” and upon acknowledgement by Event Control you continue “I’d like to report an incident in.....area. We have... (INCLUDE NATURE OF INCIDENT AND ANY DETAILS YOU CAN GIVE).”
- Event Control will then relay this information to Marks Medics and the Event Management Team – both of which will head towards your position.
- It is your responsibility to remain with the person/s injured and try and keep them calm, obtaining as much information re: what has happened as is possible. Once the Event Management Team arrive, they will instruct you further.

Lost Property:

Any lost property found must be brought to What’s On Marquee and given to a member of the Events Team immediately. Also, if a member of public reports an item as lost please direct them to the What’s on Marquee. All lost/ found property will be logged.

Emergency Management Procedures:

Please refer to the Emergency Management Procedures document for details on what will happen during an emergency (i.e. fire, evacuation, medical emergency and suspicious packages), and your specific roles and responsibilities.

Public Behaviour

If you see someone who appears drunk or who is acting aggressively, please inform event control and a member of the Event Management Team will head to your position.

Traffic

All traffic (for site build and breakdown) will access the event site via the Top Gate access point. A one-way system will be in place and vehicles are permitted to drive a maximum of 5mph with their hazard lights engaged. If you can see these rules are not being followed, please radio a member of the Event Management Team and inform them accordingly.

All vehicle movement will stop at 10.30am and all vehicles not forming part of the event should be clear of the Park by this time. Vehicles will be allowed back on site from 5.30pm. From the times of **10.30am until 5.30pm there will be no vehicle movement** other than for Emergency vehicles needing to access the site and with the exception of allowing live animals to leave the site. Security and Event staff will be instructed of their roles and responsibilities to escort all vehicles coming into and out of the Park during the event.

Please note: If a member of the public asks you a question and you don't know the answer please radio a member of the Event Management Team for further information.

Once you have read these instructions thoroughly, please note anything you do not fully understand or want to query and raise this at your staff briefing on the morning of the event (i.e. at 8.00am).

Entrance /Exits points

EV1 Main Gate (Bottom left of the park)
EV2 Opposite Aberdare Park Primary and Zebra crossing
EV3 Park Lane entrance (Bottom right of the park)
EV4 Disabled parking access point near Bowls/ Tennis
EV5 Nursery Car Park (Gardeners Compound)

Once you have read these instructions thoroughly, please note anything you do not fully understand and want to query at the staff briefing on the morning of the event.

APPENDIX 4: Safety Inspection Checklist

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and also the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Event Name:

Dates:

to

Location:

Before the Event

<u>Site access/egress</u>	<u>Attractions/activities/structures</u>
<input type="checkbox"/> Are entrances/exits clear? <input type="checkbox"/> Are staff/stewards in place? <input type="checkbox"/> Can emergency vehicles gain access? <input type="checkbox"/> Are pedestrians segregated from vehicles? <input type="checkbox"/> Are security precautions in place? <input type="checkbox"/> Have adequate signs been provided?	<input type="checkbox"/> Have all structures been completed? <input type="checkbox"/> Have all structures been inspected and approved by a competent person where required? <input type="checkbox"/> Are all activities/attractions sited correctly and checked? <input type="checkbox"/> Have all activities/attractions supplied evidence of insurance and health and safety requirements? <input type="checkbox"/> Are all potentially hazardous activities segregated and/or fenced as required? <input type="checkbox"/> Have temporary flags/decorations been installed correctly and checked? <input type="checkbox"/> Have any unanticipated hazards been introduced?

<u>Site condition</u>	<u>Event provisions</u>
<input type="checkbox"/> Is site free from tripping hazards e.g. cables, potholes, footpath defects etc? <input type="checkbox"/> Are permanent fixtures in good condition e.g. seats, fencing, signage etc? <input type="checkbox"/> Has vegetation been cut back, debris removed and the area made safe? <input type="checkbox"/> Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/> Is firefighting equipment in place? <input type="checkbox"/> Is lighting in place where required? <input type="checkbox"/> Have electrical supplies/equipment been checked/certified? <input type="checkbox"/> Have toilets been provided where required? <input type="checkbox"/> Are first aid facilities in place? <input type="checkbox"/> Is control centre in place and public address system working? <input type="checkbox"/> Are adequate waste bins in place? <input type="checkbox"/> Are stewards in place?

Defects noted:

Remedial action taken:

Print Name

Date**Time****:**

Signature

During the Event

<u>Site access/egress</u>	<u>Attractions/activities/structures</u>
<ul style="list-style-type: none"><input type="checkbox"/> Are entrances/exits clear?<input type="checkbox"/> Are staff/stewards in place?<input type="checkbox"/> Can emergency vehicles gain access?<input type="checkbox"/> Are pedestrians segregated from vehicles?<input type="checkbox"/> Are security precautions in place?<input type="checkbox"/> Have adequate signs been provided?	<ul style="list-style-type: none"><input type="checkbox"/> Have all structures been completed?<input type="checkbox"/> Have all structures been inspected and approved by a competent person where required?<input type="checkbox"/> Are all activities/attractions sited correctly and checked?<input type="checkbox"/> Have all activities/attractions supplied evidence of insurance and health and safety requirements?<input type="checkbox"/> Are all potentially hazardous activities segregated and/or fenced as required?<input type="checkbox"/> Have temporary flags/decorations been installed correctly and checked?<input type="checkbox"/> Have any unanticipated hazards been introduced?

<u>Site condition</u>	<u>Event provisions</u>
<input type="checkbox"/> Is site free from tripping hazards e.g. cables, potholes, footpath defects etc? <input type="checkbox"/> Are permanent fixtures in good condition e.g. seats, fencing, signage etc? <input type="checkbox"/> Has vegetation been cut back, debris removed and the area made safe? <input type="checkbox"/> Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/> Is firefighting equipment in place? <input type="checkbox"/> Is lighting in place where required? <input type="checkbox"/> Have electrical supplies/equipment been checked/certified? <input type="checkbox"/> Have toilets been provided where required? <input type="checkbox"/> Are first aid facilities in place? <input type="checkbox"/> Is control centre in place and public address system working? <input type="checkbox"/> Are adequate waste bins in place? <input type="checkbox"/> Are stewards in place?

Defects noted:

Remedial action taken:

Print
Name

Date

Time

:

Signature

After the Event

<u>Exhibitors / Attractions</u>	<u>Waste Collection</u>
<input type="checkbox"/> Have all attractions been dismantled and removed?	<input type="checkbox"/> Has all waste been collected satisfactorily?
<input type="checkbox"/> Have all exhibitors vacated the venue?	<input type="checkbox"/> Has all waste been removed from the site?
<input type="checkbox"/> Have all vehicles left the venue?	<input type="checkbox"/> Have all residue fire hazards been checked e.g. fireworks, bonfires?

<u>Temporary Facilities</u>	<u>Venue Conditions</u>
<input type="checkbox"/> Has all equipment been dismantled and removed?	<input type="checkbox"/> Has any damage to permanent facilities, buildings or the ground been reported?
<input type="checkbox"/> Have all structures been dismantled and removed?	<input type="checkbox"/> Has any damage been found during inspection?
<input type="checkbox"/> Have temporary markers such as stakes, ropes, flags etc been removed?	
<input type="checkbox"/> Have any holes/trenches etc been made good?	
<input type="checkbox"/> Have all temporary electric installations been isolated and made safe?	

If the answer to either of the above is yes then describe briefly below

Incidents/accidents

☐ Were any incidents/accidents reported during the event?

If yes describe briefly below.

(If there was personal injury then please complete accident report form and return to the council)

Remedial action taken:

**Print
Name**

Signature

Date

Time

:

APPENDIX 5: Lost and Found Child Policy Example

The purpose of this policy is to ensure that whenever there is an incident relating to a lost or found child and or a vulnerable person then there is a specific course of action to ensure that the person/s are reunited with parents and or guardians responsible for them at the earliest opportunity.

This policy relates to children under the age of 18yrs and any other person/s who in the opinion of the parent or guardian is considered to be at risk or vulnerable. For the purpose of this policy the word 'child' will encompass and or refer to both.

For the purpose of this policy the 'Welfare Point' will be referred to as the 'What's On marquee' and will be staffed from the hours of 11:00hrs to 17:30hrs. Staff positioned in this area will have already been briefed about the relevant policy and protocols to adopt should a child be reported lost or found.

i) Found Children

In the event that a child is found or appears distressed due to being unable to locate his/her parents or guardians, the following procedure is to be followed:

- The child is to be reassured by the member of staff who has located them that every effort will be made to re-unite them with parents/guardians, thus reducing anxiety and undue stress (this will be practiced regularly whilst the child is in the care of the Events Team).
- Event Control to be informed via radio by the member of staff in question – i.e. "*Member of staff/s name.....* to Event Control," upon acknowledgment by Event Control, the staff member continues "I'd like to report a found child in.....area".
- This message is to be relayed to the Event Management Team, who will deploy a senior member of staff to the area at which the child was found, to ensure the child is managed appropriately. In addition, they will advise all radio traffic to be kept to a minimum during the search.
- Event Management Team to escort the child to the 'What's On' marquee to be supervised and the appropriate forms completed.
- **If child spots parents prior to arriving at the 'What's On' marquee, staff are to continue directing and accompanying child (and parents) to 'What's On' marquee, so Event Management Team can ascertain that they are satisfied with the legitimacy of the reuniting and for completion of a 'Found Child Form'. Parents are to be informed of the rationale of this decision. Legitimacy will be confirmed by asking the child if they know the adults.**
- Upon arrival to the 'What's On' marquee the child will be held there until parents/guardians are located, and will be supervised/cared for by two competent staff members of the Events Team. A 'Found Child Form' will be completed.

- Child will be asked to provide a brief description of parents/guardians (what they look like and are wearing) for a visual search by all Event staff and Security.
- If a PA system is in operation (i.e. via music stage, event arena, etc) then a PA announcement will be made about the discovery of the lost child. **THE CHILD'S NAME IS NOT TO BE DISCLOSED**, only age, gender and clothing worn.
- Public Announcement to say – “Will the parents or guardian of a(age)(gender), wearing.....please make their way to Yellow ‘What’s On’ marquee, next to children’s play area immediately.”
- Adults arriving or being escorted by staff/security to the ‘What’s On’ marquee to collect the child prior to a PA announcement should give the child’s name and a description as to their age and what they are wearing. If these details correspond, and following the completion of the ‘Found Child Form’ the child can then be reunited with their parent/s, however it is imperative that the child is asked if they know the adults.
- Upon reuniting the child with his/her parents/guardians, a radio message will be circulated by the Event Management Team to the Event Control and all staff, updating them to resume normal activity and stop the search.
- If after 30 minutes, or when the Event Management Team are of the opinion that all reasonable measures have been taken to attempt to locate parents/guardians but have failed, Police will be notified (i.e. either via PCSOs that are already onsite or by contacting 101) and the child is then to be handed over to the Police for professional care and assistance (noting the action on the Lost/Found Children Form).

ii) Lost Children

In the event that there is a report of a lost child, the following policy must be adhered to:

- Person/s reporting a lost child to be reassured by the member of staff who has become the first contact. Member of staff will assure them that every effort will be made to reunite them with their child, thus reducing anxiety and undue stress (this will be practiced regularly throughout the process until the child is located).
- Event Control to be informed via radio by the member of staff in question – i.e. “*Member of staff/s name*..... to Event Control” and upon acknowledgement by Event Control the member of staff will continue “I’d like to report a lost child in.....area.”
- Event Control to relay this message to a member of the Event Management Team, who will then proceed to the location of the parents/guardian. The member of staff who made initial contact with the person/s reporting the lost child is to stay accompanying them until the Event Management Team is present to take a lead on the incident.

- Event Management Team to inform all access/egress points (gates) to be vigilant and or aware of any lone/distressed children trying to leave the park.
- Event Management Team to escort parents/guardians to the 'What's On' marquee and gather as much information in relation to the child as possible. This information is to be relayed to the two Event Team members staffing the lost children element in order that they can complete the necessary form. Information should include the child's age, gender, description of what they are wearing and last known location of the child.
- Radio message to all staff (Events and Security) from the Event Management Team to check within immediate vicinity. All staff to conduct a search in their immediate vicinity and maintain radio contact with colleagues to update on any progress. All other radio traffic during this time to remain at a minimum until the situation has been resolved.
- The above information is to be circulated to any PCSO's present onsite within event arena.
- If a lost child is located or approaches a member of staff (Events or Security), the Event Management Team are to be notified immediately via radio and the child is to be taken to the 'What's On' marquee.
- Once all checks re: legitimacy have been undertaken and satisfied, the Lost Child Form is formally completed and filed.
- Upon reuniting with its parents/guardians a radio message will be circulated by the Event Management Team to Event Control and all staff, updating them to resume normal activity and stop the search.
- If however after 30 minutes the lost child has still not been found, the Event Management Team are to contact the Police via 999.

APPENDIX 6: Lost child form example

Name of Event		
Date of Event		
Personal Details (Lost Child)		
Name		
Age		
Gender		
Description (Height, Hair colour, Eye Colour, Clothing etc)		
Time of Report Location last seen. had the child asked to go anywhere. is there a specific attraction they have enjoyed).		
Details of Person Reporting Lost Child		
Name (Parent/Guardian)		
Address		
Contact Number		
Relationship		
Could they be with anyone else? (Please Circle)	Yes (if so, who)	No
Action		
Outcome		
Was child reunited (Please circle)	Yes	No
Staff Name		
Parent / Guardian Signature		
Date and Time		

APPENDIX 7: Found child form example

Name of Event	
Date of Event	
Personal Details (Found Child)	
Name	
Age	
Gender	
Description (Height, Hair colour, Eye Colour, Clothing etc)	
Time of Report	
Action Description of Adults. Any other children with them. Where did they see adults last. What have they enjoyed most (adults may be in that area to look for them)	
Details of Person Collecting Child	
Name (Parent/Guardian)	
Address	
Contact Number	
Relationship	
Signature	
Outcome	
Was child reunited (Please circle)	<div>No</div> <div>Yes</div>
Staff Name	
Date and Time	

APPENDIX 8: Medical Risk Assessment Form

1. Table 1

MEDICAL RISK ASSESSMENT

EVENT

DATE

ITEM	DETAILS	SCORE	
(A)	Classical Performance	2	
Nature of	Public Exhibition	3	
Event	Pop / Rock Concert	5	
	Dance Event	8	
	Agricultural / Country Show	2	
	Marine	3	
	Motorcycle Display	3	
	Aviation	3	
	Motor Sport	4	
	State Occasions	2	
	VIP Visit / Summit	3	
	Music Festival	3	
	Bonfire / Pyrotechnic Display	4	
	New Year Celebrations	7	
	Demonstrations / Marches / Political Events		
	Low Risk of Disorder	2	
	Medium Risk of Disorder	5	
	High Risk of Disorder	7	
	Opposing Factions Involved	9	

(B)	Indoor	1	
Venue	Stadium	2	
	Outdoor in Confined Location	2	
	Outdoor Other, e.g., Festival	3	
	Widespread Public location in Streets	4	
	Temporary Outdoor Structures	4	
	Includes Overnight camping	5	
(C)	Seated	1	
Standing /	Mixed	2	
Seated	Standing	3	
(D)	Full Mix in Family Groups	2	
Audience	Full Mix NOT in family Groups	3	
Profile	Predominately Young Adults	3	
	Predominately Children & Teenagers	4	
	Predominately Elderly	4	
	Full Mix - Rival Factions	5	
Add A + B + C + D		Score	

2. Table 2

MEDICAL RISK ASSESSMENT

EVENT

DATE

ITEM	DETAILS	SCORE	
(E)	Good Data, Low Casualty Rate Previously	-1	
Past History	(Less than 1%)		
	Good Data, Medium Casualty Rate Previously	1	
	(1% - 2%)		
	Good Data, High Casualty Rate Previously	2	
	(More Than 2%)		
	First Event - No Data	3	
(F)	<1000	1	
Expected	<3000	2	
Numbers	<5000	8	
	<10000	12	
	<20000	16	
	<30000	20	
	<40000	24	
	<60000	28	
	<80000	34	
	<100000	42	
	<200000	50	
	<300000	58	
	Add E + F	Score	

3. Table 3

3. Table 3

Score	Ambulance	First Aider	Ambulance Personnel	Doctor	Nurse	NHS Ambulance Manager	Support Unit
<20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	Visit	0
26-30	1	8	2	0	0	Visit	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0
41-50	4	40	12	3	6	2	1
51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	1
66-70	6	100	16	6	12	4	2
71-75	10	150	24	9	18	6	3
>75	15+	200+	35+	12+	24+	8+	3

4. Table 4

Add the Total Scores for Tables 1 + 2 + 3 = Table 4

Suggested Resource Requirement

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APPENDIX 9: Exhibitor Letter Example

Dear Exhibitors,

Anytown Food Fair 2019

Please accept this email as confirmation of your involvement in the forthcoming Anytown Food Fair event at Anytown Village Green, on **Saturday May 3rd 2019**. The following information highlights important details regarding the event and depicts the responsibilities we expect of you when forming part of the event.

Set-up and Breakdown:

The event will be open to the public between 11:00hrs and 17:00hrs on both days though the park will be open to the public between 08:30hrs and 20:45hrs. Stall exhibitors will have access to the event site on:

Friday 2 May 16:00hrs – 19:00hrs (No exhibitors will be permitted access after 19:00hrs)

Saturday 3 May 08:00hrs – 10:15hrs

You must be set-up and ready for an onsite inspection by 10:30hrs. Vehicles need to be parked up or off site by 10:15hrs. Breakdown will take place from approximately 17:00hrs on the afternoon of Saturday 3 May following the event, and it is important that as exhibitors you remain as part of the event until this time. Vehicles will not be allowed onsite until approximately 17:30hrs or until the Event Management Team has deemed it safe to do so. Failure to adhere to this will result in you being excluded from involvement in any further Anytown events.

Important information:

In addition to the points mentioned above, the following must be adhered to by **ALL** exhibitors. **Failure to do so may result in exclusion from the event:**

- All exhibitor vehicles looking to access the event site for set-up are requested to access Anytown Village Green via the main entrance (High Street). Here you will be greeted by a member of security who will be managing the flow of traffic and will undertake a register of those moving into and out of the Park.
- Parking will be made available on both days if required for exhibitor vehicles in the Village Hall Car Park highlighted on the attached map for the duration of the event. There will be overnight security on Friday and Saturday evening should you wish to leave items in your stall overnight. On entering the site you will be issued with an 'Anytown Food Fair Vehicle Pass' this pass must be displayed in your vehicle (in clear sight) at all times to enable access to the Village Green to unload, and for parking at the Village Hall Car Park. Those not displaying the pass will be escorted off site by Security. Please ensure you fill in all details on the pass in case we need to make contact with you. Alternatively, Council owned town centre car parks are only a short distance from Anytown Village Green and cost just £1 for all day parking on Saturday and are free on a Sunday.

- When entering the event site please be aware of and adhere to the Site Traffic Rules: a one-way system will be in place where a 5mph speed limit applies, hazard warning lights must be engaged at all times and 'banksman' should be present for all reverse manoeuvres.
- The design and construction of Temporary Structures such as marquees, and attractions etc. which you build / bring in, are to be signed off as fit for purpose by you, the Exhibitor. A signed and dated certificate will be required following the build process, and this will need to be supplied to a member of the Event Management Team. It is your responsibility to supply this certificate to the relevant personnel upon completion of the structure. A template certificate can be supplied if required - please see a member of the Event Management Team.
- **All relevant documentation**, including Risk Assessments / Fire Risk Assessments / Public Liability Insurance / ADIPS / PIPA, are to be sent electronically to the Event Management Team on the details below. Please note, the aforementioned list is not exhaustive, and all documentation (including any other material relevant to your level of provision) should be provided by **Monday 3rd April 2019** if you haven't already supplied them.

Please note – all catering vendors will need to ensure they have the relevant firefighting equipment provision, as identified in their Risk Assessments. This equipment should be checked in advance that it is safe to use should it be required. Proof of this equipment maybe required during ad hoc inspections by the Event Management Team during the event. Please ensure you have your Food Safety Management System (HACCP, SFBB etc) available on both days for inspection.

Go Green –

In a bid to help reduce the ever-growing issue of single use plastic, we will be restricting the amount of non-recyclable plastics such as straws and forks used at this event.

We ask that you please look to use alternative options such as paper straws, wooden forks / spoons, paper food trays, recyclable cups etc. To support you in helping us make this move we will provide those exhibitors that supply food with a selection of wooden forks and paper straws.

Vehicle Movement

There will be no vehicle movement within the park after 10:15hrs, and all vehicles not forming part of the event must be moved off site or parked in the Village Hall Car Park by this time. Vehicle movement will commence for breakdown at approximately 17:30hrs each day, after the show has ended following authorisation from the Event Management Team.

Waste Management

This year we will be providing all exhibitors with recycling bags, and request all exhibitors recycle as much recyclable products as possible. The Councils Biogen plant does not accept contaminated waste recycling and there is a large cost incurred if this is found to be the case. As such exhibitors will be fined if they do not recycle their waste appropriately, using the bins provided, and so we urge you to separate any waste from all packaging thus ensuring there is no contamination.

We also provide a cardboard recycling skip and a general waste skip so there is no need to take your waste home; we simply ask you take it to the relevant skip provided on site during or at the end of the event.

Photography

In order to promote the event in future years, a photographer will be on site taking photographs. In accordance with the new General Data Protection Regulation (GDPR) consent is required from everyone that we photograph, in order to process (capture and use) the images fairly and lawfully. If you are not happy to have any photos taken and used in future promotion, please inform the official photographer on site.

If you have any further queries or require more information please do not hesitate to contact the Event Management Team on 0111 111111 or e-mail events@anytown.co.uk

Yours sincerely
Anytown Event Management Team

APPENDIX 10: Contractor Letter Example

Dear Contractor,

Anytown Food Fair 2019

Please accept this email as confirmation of your involvement in the forthcoming Anytown Food Fair event at Anytown Village Green **Saturday 3 May 2019**. The following information highlights important details regarding the event and depicts the responsibilities we expect of you when forming part of the event.

Set-up and Breakdown:

The event will take place between 11:00hrs and 17:00hrs and the Village Green will be open to the general public between 08:30hrs and 20:45hrs.

Pre-arranged slots will be agreed by you, the Contractor, and the Event Management Team for set up, on

(Delete depending on individual contractor)

Friday 2 May between the hours of 09:00hrs – 19:00hrs

Saturday 3 May between the hours of 08:00hrs – 10:15hrs

Please ensure you allow enough time to set up and leave the site within these parameters. Unless prior arrangement has been given by the Event Management Team, breakdown following the event will take place from 17:30hrs until 20:00hrs. No Contractor will be allowed to breakdown sooner unless authorised to do so by a member of the Event Management Team.

Additional break down will recommence on Sunday 4th May 09:00hrs – 17:00hrs

Important Information:

In addition to the points mentioned above, the following must be adhered to by **ALL** Contractors. **Failure to do so may result in exclusion from the event:**

- All Contractor vehicles looking to access the event site for set-up are requested to access Anytown Village Green via the High Street entrance. Contractors will be greeted by a member of Security who will be managing the flow of traffic and will undertake a register of those moving into and out of the Village Green. Contractor parking will be made available for the duration of the event in the Village Hall Car Park (as highlighted on the attached map). **You will be issued with a vehicle permit on entering the park please complete and display this in your vehicle at all times.**

- When entering the event site please be aware of and adhere to the Site Traffic Rules, namely: a one-way system will be in place where a 5mph speed limit applies, hazard warning lights must be engaged at all times and a 'Banksman' should be present for all reverse manoeuvres.
- Any form of construction or build (and breakdown) to be undertaken, is to only take place once a sterile zone has been created by you, the Contractor. Anytown Village Green is a public area and members of the public will be onsite during the build and breakdown procedures, and their health and safety is paramount. If you require assistance in creating a sterile zone, please inform the Event Management Team in advance using the contact details below. Additionally no construction, build or breakdown is to take place onsite unless a member of the Event Management Team is onsite at that time - it is your responsibility to ensure this is the case.
- The design and construction of Temporary Structures such as staging, marquees, funfair, attractions etc. which are hired in, are to be signed off as fit for purpose by you, the Contractor. A signed and dated certificate will be required following the build process, and this will need to be supplied to a member of the Event Management Team. It is your responsibility to supply this certificate to the relevant personnel upon completion of the structure. A template certificate can be supplied if required - please see a member of the Event Management Team.
- **All relevant documentation**, including Risk Assessments / Fire Risk Assessments / Public Liability Insurance / ADIPS / PIPA, are to be sent electronically to the Event Management Team on the details below. Please note, the aforementioned list is not exhaustive, and all documentation (including any other material relevant to your level of provision) should be provided by **Monday 3rd April 2019**.

Vehicle Movement:

There will be no vehicle movement within the Village Green on Saturday after 10:15hrs, and all vehicles not forming part of the event must be moved off site before this time. Vehicle movement will commence for breakdown at approximately 17:30hrs, after the event has ended following authorisation from the Event Management Team.

If you have any further queries or require more information please do not hesitate to contact the Event Management Team on 0111 111111 or e-mail events@anytown.co.uk

Yours sincerely
Anytown Event Management Team

APPENDIX 11: Livestock (Cattle, Sheep, Pigs, Goats and Deer) at Events

The Animal Gatherings Order applies to events where livestock described above converges at an event from more than one agricultural holding. It identifies the potential risk of spreading notifiable diseases between susceptible animals at such events.

In cases such as this, a Licence Plan and Disease Management Plan must be completed and submitted to APHA (Animal and Plant Health Agency).

Following submission, a site visit will be carried out by an APHA veterinary officer and the local authority Animal Health Officer in order to assess the procedures.



Movement Reporting of Livestock

The movement of livestock should be reported using the appropriate channels by the keeper of the animals, to and from the event, for disease control purposes. In order to do this, the event organiser must obtain a County Parish Holding (CPH) number to identify as an agricultural holding, whether the event is temporary or not. This can be obtained by contacting the APHA on 0300 303 8268, but should be initiated a minimum of 6 weeks prior to the event taking place, to allow enough time for the CPH to be processed.

In cases where the livestock is coming from a single holding, the event would not be classed as an animal gathering and a CPH number may not be required by the event organiser.

However, the owner of the livestock would have to apply for a permit relating to the temporary movement of cattle, sheep, pigs, goats for performance purposes to premises that do not have a CPH number. For further information on this, contact the APHA on 0300 303 8268.

Bird Gatherings

A bird gathering is deemed to have taken place where birds are brought to an event from two or more holdings. In such cases event organisers should contact APHA on 0300 303 8268 to inform them of their intentions at least 7 days before the event takes place.



APPENDIX 12:

Event Planning and Counter Terrorism Considerations



Dear Event Organiser,

Rhondda Cynon Taff Council, South Wales Police and Wales Extremism & Counter Terrorism Unit are working together to provide event organisers with advice and support on how to mitigate the threat from terrorism when planning an event in the Rhondda Cynon Taf County Borough area. The threat from terrorism is real and increasingly unpredictable, with public spaces and crowded areas being an attractive target for terrorists.

The **National threat** levels from terrorism in the UK can change at very short notice and we would recommend that event organisers make themselves cognisant with the current national threat level during the period of the planning and event stages. (Visit (www.gov.uk) for current information).

Threat levels

There are five levels of threat:

- **Low** - an attack is highly unlikely
- **Moderate** - an attack is possible but not likely
- **Substantial** - an attack is likely
- **Severe** - an attack is highly likely
- **Critical** - an attack is highly likely in the near future

We would like you to consider what 'you' can do to reduce your risk and mitigate against the impact of such an attack. Having effective planning in place can greatly reduce the likelihood of an attack.

You may be familiar with putting together a plan for your event and will know how to address many of the requirements around safety, but you may not be so familiar with security issues and terrorism in particular. Here are some of the things we would like you to consider when putting your plan together, this is not an exhaustive list and at the end of this document we have signposted you to websites where more information can be obtained.

Security Planning

We would encourage you to produce an Event Security Plan addressing the terrorism threat which should take account of attack methodologies and your vulnerabilities. Key issues for inclusion would be:

1. Before the event, how will you advertise it, be careful not to give too much information out that might assist a terrorist in planning an attack. Consider what can be included to deter this. We call this deterrence communications (visit [Communication - GOV.UK \(www.gov.uk\)](https://www.gov.uk))
2. Your site itself, starting from the approach, the perimeter to inside where the event is taking place. What are the risks and what can you do to mitigate against them?
3. Communications are key to managing an incident. Are your communications 'fit for purpose'? It's not just about how you communicate with your staff but also the public.
4. Training for both paid staff and volunteers. There is some excellent free online ACT Awareness E-Learning training to raise awareness and to empower your staff. To register for online training go to: <https://ct.highfieldelearning.com>

Rhondda Cynon Taf Event Safety Advisory Group strongly recommend planning for a terrorist incident and may ask you for details of your Event Security Plan when considering your application.

Below are the websites where you can obtain further information to mitigate terrorist attack and help you to develop your Event Security Plan.

www.nactso.gov.uk (See CROWDED PLACES GUIDANCE to help you to inform and develop your Event Security Plan. This website also contains other national guidance and details of important products which are free of charge).

www.cpni.gov.uk – Further advice on protective security measures.

APPENDIX 13:

Counter Terrorism and Venue Hire Policy

Local Authority Venue Booking Policy

In order to discharge its duty under the Counter Terrorism and Security Act 2015, to have due regard to the need to prevent people from being drawn into terrorism, (s.29, s. E para 45 Guidance for Local Authorities), the Authority holds overall responsibility to ensure that there is clear guidance in place for identifying suitable use for Council owned premises.

This Authority is committed to creating a community which is safe and inclusive, where facilities, activities and events are available to diverse groups of people having access to life opportunities and where local institutions act fairly.

To this end no individuals or groups will be denied the opportunity for access to local authority managed premises unless there is a justifiable reason to do so within the scope and spirit of this Policy.

Use and Purpose

As a general principle, this Local Authority, will not permit its accommodation to be used for:

- Political rallies or demonstrations (excluding all Local, National Assembly, Parliamentary and European parliamentary election activities as outlined in s.95 and s.96, Representation of the People Act 1983 as amended)
- Any purpose or purposes which are illegal i.e., forbidden by law or unauthorised by official or accepted rules
- Functions or events which may cause civil unrest or division within the community
- Any purpose by an individual or organisation which has been banned by law.

The authority also reserves the right to refuse or cancel any booking where it considers:

- That such events may be contrary to the interest of the public or contrary to any law or Act of Parliament. Bookings may also be subject to consideration by the Police to ensure the safety of the community is assessed against the request of a venue for a booking.
- The users of the premises are likely to commit an act that may cause or pose a risk of, damage, loss, significant expense, or reputational risk or harm to the Authority.

Procedural Guidance.

Managing booking of venues

It may be anticipated that the majority of requests for venue hire will originate from local businesses, organisations or residents, which may be known to staff and who

have previously or regularly used Authority Premises, without any adverse incidents. In that case the details obtained at Step One will be sufficient. In the event that a request is received from a new client or from a new business or organisation, the secondary questions in Step Two should be used.

Step One

Initial Details.

1. Obtain details of the organiser (name, address, contact telephone – home, business and mobile).
2. Obtain details of the venue requested, time date and duration of the event?
3. Establish the purpose and type of event wishing to be held?
4. Ask for estimated numbers of people attending?

Step Two

Secondary Questions. The following questions will assist staff in determining whether a booking may be considered controversial and merits further research:

1. If the organiser is not a local resident, establish why they wish to hold the event in the area.
2. Establish if the event is linked to any community, religious or political group or organisation. If so ask if they implement a policy that promotes equality and diversity and challenges all forms of discrimination? If not, will they agree to subscribing to the Authority's Equality and Diversity Policy.
3. Ask how entry will be controlled (open entry, personal invite, Social Media invite or ticket)?
4. Request a copy of the programme and names of any speakers or performers.
5. Enquire if the organiser or organisation have use other venues in the country, if so, obtain details in order to make contact with previous venues.

Step Three

If you have any concerns over the answers provided by the customer, please consult your manager.

If necessary, the booking may be cross referenced to the following web links and contacts

- [https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations --2](https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2) (link to know terrorist groups in UK and Ireland)
- Local Prevent Coordinator (Gary Black – gary.black@rctcbc.gov.uk)
- Consider using an Open source check.

When dealing with the information gathering process, it is important that all possibilities for data collection are considered as they will affect the quality of the data gathered.

If this is not carried out correctly it is likely to have an adverse bearing on the decision-making process with the result that a well - informed decision is unlikely to be made.

RISK ASSESSMENT FOR:	Llanharan Community Council VE day celebration event	
Establishment: Llanharan Miners Welfare Hall and Fields	Assessment by: Janine Turner/Leigh Smith/VE Day event Working Group	Date: 19/3/2025

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Residual Risk Rating	Are Normal Control Measures Y/N/NA	
					In Place	Adequate
Outside Contractors/vendors Poor practices Lack of competency	Staff Public Volunteers Contractors	Cuts / abrasions, muscular skeletal and other physical injuries Electrocutation	<ul style="list-style-type: none"> Clearly defined responsibilities for Contractor, marshals and LCC staff (in particular in event of emergency). Appropriate public liability insurance in place and to be provided to LCC All vendors to be provided with and sign risk assessment. 	L	Y	
Adverse weather	Staff Public Volunteers Contractors	Property damage/ Burns Slips, trips and falls. Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> In the event of adverse weather and on the advice of 'eventsonstage' the temporary stage and canopy will be cordoned off and /or dismantled if necessary, particularly in high winds. Bouncy castles NOT to be used if windspeed as measured by anemometer exceeds 24mph (anemometer at site), monitored by trained staff and Council staff. Bouncy castles to be secured. Ground conditions to be monitored and event controller to decide of safe to proceed. 	L	Y	

Fire Ignition of premises Small fires	Staff Public Volunteers Contractors	Burns Property damage / loss	<ul style="list-style-type: none"> Adequate water positioned in appropriate places Agreed emergency procedure in place and adequate stewards to control crowd (see below) Local authority, Police and Fire Brigade have been informed. All staff and volunteers advised of emergency procedures 	L	Y	
Crowd Control Crush injuries, panic, distress Separation of children from parents Overcrowding Inadequate space / exits Blocked exit routes	Staff Public Volunteers Contractors	Fire evacuation hindered/unsafe access/egress Cuts / abrasions, muscular skeletal and other physical injuries Slips, trips and falls	<ul style="list-style-type: none"> Maximum attendees was calculated at 1 person per sq metre of the available space which allows for approx 14500 attendees. Max peak attendance est at 2500 which seems appropriate for access/egress points. Designated entrance and exit points. Adequate numbers of staff/stewards supervising. 11 marshals, 4 of whom SIA Stewards in place and responsible for crowd control. (identifiable by wearing fluorescent bibs or jackets) Agreed emergency procedures in place (See end of document) Entrances and exits are clearly signposted and kept free from obstructions. (inc Min 3m next to fairgrounds). PA used to communicate with the crowd. Radios used by key stewards and organisers. Barriers and adequate supervision to prevent unauthorised use and control access and egress 	L	Y	
Insufficient and/or unsuitable first aid cover	Staff Public Volunteers Contractors	Accident / injury, delayed assistance in emergency	<ul style="list-style-type: none"> Designated First Aid staffed by qualified medical personnel at main hall. Telephones / mobile phones available 	L	Y	

Security Unauthorised access Inadvertent access	Staff Public Volunteers Contractors	Malicious damage / theft	<ul style="list-style-type: none"> • Areas other than those needed for event accessible only by authorised persons. • Buildings, apart from essential areas locked. This is checked before and after the event. • Clearly defined designated access routes • Lock areas of building not in use • Tape off / mark areas as out of bounds. • Adequate supervision 	L	Y	
Inadequate welfare facilities	Staff Public Volunteers Contractors		<ul style="list-style-type: none"> • Hall toilets used & temp portaloo's provided • Appropriate Signage displayed. • Adequate supervision 	L	Y	
Vehicular access Ineffective pedestrian vehicle segregation	Staff Public Volunteers Contractors	Cuts / abrasions, muscular skeletal and other physical injuries Broken bones Significant head / multiple injuries	<ul style="list-style-type: none"> • Restricted access, visitors advised accordingly. (gates shut/ managed by staff) • Vehicle movements restricted ONLY authorised personnel. No vehicle movements after 11.30am. • Pedestrian walkways maintained • Clear route maintained for emergency services • Designated event parking. 	L	Y	
Surface of field / internal areas Slips, Trips and Falls	Staff Public Volunteers Contractors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event • Regular premises inspections to ensure STF hazard does not develop 	L	Y	

Other factors

Surrounding areas /Neighbours	Staff Public Volunteers Contractors	Nuisance Risk to neighbours (Verbal / physical abuse)	<ul style="list-style-type: none"> • Event advertised widely on Facebook and via banners at both ends of the village. • Stage orientated away from the village. • Sound levels to be kept acceptable and nature of the music played is not loud. • Adequate marshalls in place. • Police informed. 	L	Y	
--------------------------------------	--	--	---	---	---	--

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

EVENT CHECKLIST
(Excluding firework specific actions undertaken by Pendragon)

		✓
Named Leader	Leigh Smith	
Stewards	Sufficient (Min 4 SIA and 5 others)	
	Briefed re emergencies /duties /locations/callsigns	
	Identification (e.g. fluorescent jackets)	
	Communication methods	
Emergencies	Services advised	
	Access secured (clear of pedestrians, parked cars etc)	
	Crowd control in emergency situation (See end of document).	
	Evacuation (separate from emergency access)	
	Keys for main gate and Haran roofing gate in possession of LCC staff manning main gate and that person in radio contact.	
First Aid	Qualified persons (St Johns)	
	Adequate facilities (indoors, water, etc)	
Alcohol	No alcohol to be brought on site	
	Public to be monitored for alcohol related behaviour/first aid issues. SIA /Forst aid staff to be alerted where necessary.	
Extinguishers	Adequate (water / Co2 / buckets / sand / etc)	
	Positioning – All aware of the location of the extinguishers	
	Extinguishers – Instruction in their safe use (Demo)	
Communications	PA System etc to crowd	
	Between organisers / stewards (Radio and callsigns)	
	To emergency services	
	Agreed emergency procedures	
Security		
	Control of 'visitors' during event (fencing around site etc)	
	Crowd control	
Insurance	Checked	
Event plan, RA and emergency plan	Read and understood by all relevant persons. Briefing took place.	

Emergency procedures:

In the event of a fire:

- If a fire is discovered alert all Marshals by means of radio.
- Report to the event controller the following:
- The location of the fire, the extent of the fire, any immediate risks to public safety.
- The event controller will determine whether to take action/stop the event or any activities/alert LRGT Hall staff/call the fire service/institute evacuation procedures.
- If in doubt, call 999 immediately.
- If appropriate (without putting yourself at risk and if there is suitable fire extinguisher nearby) you may attempt to extinguish small grass/shrub fires before they escalate.

YOU MUST NOT PUT YOURSELF OR ANYONE ELSE AT RISK AND/OR ATTEMPT TO EXTINGUISH ANYTHING OTHER THAN A SMALL FIRE (EG THE SIZE OF A WASTEPAPER BASKET) BEFORE IT ESCALATES.

- In the event of a fire at or near a building the building staff must be alerted and take whatever further measures are necessary (eg Turn off gas supply etc..)
- In the event of the emergency services needing to attend site, the main gate and/or Haran roofing gate must be unlocked, a clear and safe path from the main road to the scene of the fire must be created by marshals (Marshal stations be maintained and in radio contact throughout regardless although they may need to alter their positions for safety reasons).
- Should the event controller require evacuation of the site the evacuation procedure will be instigated.

Medical emergency:

- In the event of a medical emergency contact South Wales Fire Services to make an initial assessment.
- South Wales Medical Services will liaise with the Event Controller to decide upon a course of action. Eg – Medical evacuation, calling emergency services, halting any activities, public announcement on PA etc..
- Should a medical evacuation be deemed necessary the main gate and/or Haran roofing gate must be unlocked, a clear and safe path for the ambulance/vehicle to exit the event to the main road must be created by marshals (Marshal stations must be maintained and in radio contact throughout regardless).

- In the event of the emergency services needing to attend site, the main gate and/or Haran roofing gate must be unlocked, a clear and safe path from the main road to the scene of the casualty (and back again) must be created by marshals (Marshal stations must be maintained and in radio contact throughout regardless).

Full site evacuation procedure:

Should the event controller require a full site evacuation:

- the main gate and/or Haran roofing gate must be unlocked,
- the event lighting must be switched on,
- a clear and safe path for the public to exit the event must be created by marshals (Marshal stations must be maintained and in radio contact throughout regardless).

I have been provided with, have read and understood the event risk assessment, event plan and the emergency procedures and have attended a briefing on their contents. I have also been instructed in the safe use of fire extinguishers by way of a simple demonstration - Dated 10th May 2025

Name (Print)	Organisation	Sign
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	LCC Marshall	
	Rocket Security	
	Rocket Security	
	Rocket Security	
	Rocket Security	
	St Johns	
	St Johns	
	LRGT	
	LRGT	

Post event fire inspection

Area inspected	Time of inspection and notes	Inspected by (Print)	Sign to confirm no residual fire risks present
Hall (Internal)			
Hall, shower block, boxing club and storage containers (External and perimeter)			
Both fields, park and surrounding area.			

1. Identified Medical Risks & Control Measures

Risk	Likelihood (Low/Med/High)	Severity (Low/Med/High)	Control Measures
Slips, Trips & Falls	Medium	Medium	- Ensure clear walkways and signage where there is identified uneven ground. – Dedicated First Aid station available in main hall.
Heat-related Illness (e.g., Dehydration, Heatstroke)	Medium	High	- Provide shaded areas and water stations. - Inform attendees of hydration importance. - First aiders trained in heat illness response.
Alcohol-related Incidents (e.g., Intoxication, Fainting, Vomiting)	Medium	High	- SIA marshals to monitor behaviour. - Alcohol sales controlled (e.g., ID checks, responsible serving). - First Aid support for affected individuals.
Food Poisoning / Allergic Reactions	Low	High	- Ensure food vendors comply with hygiene standards. - Clearly label allergens in food items. - First aiders trained in allergic reaction response, including EpiPen use.
Medical Emergencies (e.g., Cardiac Arrest, Seizures, Breathing Issues)	Low	High	- On-site First Aid station with qualified staff. - Emergency plan for ambulance access. - Defibrillator (AED) available.
Injuries from Activities (e.g., Bouncy Castle, Sports, Stage Performances)	Medium	High	- Supervision by trained staff. - Equipment checked for safety. - First Aid provision in close proximity.
Fire or Burns (e.g., BBQ, Fire Performers, Electrical Faults)	Low	High	- Fire extinguishers at key locations. - Fire safety training for event staff. - No open flames near public areas.

2. First Aid & Medical Provision

- **First Aid Staff:** Minimum **2 qualified first aiders**, St John's ambulance.
- **First Aid Station:** Clearly marked and easily accessible.

- **Medical Equipment:**
 - First Aid Kit
 - Defibrillator (AED)
 - Ice packs, bandages, antiseptics
 - **Emergency Services Access:**
 - Clear access route for ambulances.
 - Contact details for local emergency services.
-

3. Emergency Response Plan

- **Minor Injuries:** First aiders provide immediate care.
- **Serious Incidents:**
 - Call **999** for medical emergency.
 - Assign a designated staff member to guide paramedics to the patient and at ground entrance points.
 - Record and report incident details.



Key and notes



Marshall points

- 1 - Main entrance.
SIA Marshal alcohol checks on entry where necessary.
- 2 - SIA Marshal to prevent entry. (Gate opened at 4.30 pm to allow egress)
- 3 and 4 - Marshall point at close to facilitate safe egress (monitor ground conditions in poor weather)

All marshal stations to be staffed in the event of an emergency to ensure safe access/egress.



First aid

- 5 - Lost child point
- 6 - First aid station (Back office)
- 7 - Water fountain
- 8 - Marshall muster point/shelter (Gazebos)

- Fire extinguishers

Appendix 18

To consider an increase in costs for the Section 185 Sewer diversion work relating to Project LCC19/07 Garage/Memorial Garden and to consider increasing the CIL allocation for the project to take account of these costs. (Included with the permission of the Chair of CIL)

Clerks note:

Original tender received - £22,169.75 in July 2023

Revised tender price - £29,136.73

Other tenders received in July 23

- £69,795 (Excluding traffic management)

- £33,392 (Excluding RCT costs)

The increased tender due to increases in costs plus another CCTV survey post – work (required by DCWW) still falls below the price of the second cheapest tender.

Therefore, I recommend accepting the revised price.



Unit 43
Village Farm Road
Village Farm Ind Estate
Pyle, Bridgend
CF33 6BN

✉: info@redwood.co.uk
🌐: www.redwood.co.uk
☎: 01656 745 464

Over 20 years providing a Quality, Efficient Service!

Llanharan Community Council
2A Chapel Road
Llanharan
CF72 9QA

Client Email: Clerk@llanharan-cc.gov.wales

Date: 14/04/2025
Quote ref: DR36790 Rev 1

Client contact number: **01443 231430**

Location of Work:

Dear Leigh Smith,

Thank you for your enquiry and opportunity to provide a quotation for your work requirement. We have pleasure in providing our quotation as detailed below.

Client Request:

Revision due to 2 years from original Tender submitted, With the addition of post CCTV Survey required in Section 185 Agreement. Reference to Tender to divert a public sewer onto public highway and associated works, Llanharan, S.Wales (CF72) As per plan on Page 3.

Our quotation is submitted in the sum of £29,136.73 plus vat.

Assumptions/Kindly Note:

- ✓ Unrestricted access to the working area while on site.
- ✓ Ground conditions are suitable to allow us to access the work area with vehicles, plant and equipment.
- ✓ No iron bound covers.
- ✓ All work can be carried out during normal working hours, Monday to Friday (excluding bank holidays). Normal working hours is up to an 8 hour shift between the hours of 07:00 and 18:00. This time includes travel, water filling and waste disposal time.
- ✓ Road will be closed during working hours and reopened after working day. During working hours north of grove terrace will be accessible from Coed Bychan Crescent.
- ✓ Access to private land is arranged by client.
- ✓ If Redwoods are dismissed from site for any unforeseen reason, a shift rate will be charged.
- ✓ Vat is applicable to all rates provided.
- ✓ Zero retention.



*Redwood Environmental Services Ltd are specialists in DRAINAGE, UTILITIES and CIVILS that includes:
Repair/maintenance/cleaning/blockage clearance/CCTV/liquid waste management/non dig drainage rehabilitation and civil engineering services 24/7/365.*

- ✓ Duration is estimated and number of shifts will be paid at the agreed rates provided and the client will be updated on progress as works proceed. In the case of unforeseen circumstances present themselves not presented in the tender documents (eg unmapped underground services). Early warning notice is to be submitted to the client.
- ✓ Any Delays caused by Dwr Cymru for inspection of pipe work before covering pipe where works programme would be affected would result in early warning notice being submitted.
- ✓ Permits in which are required to carry out these works are not included within the quotation. As agreed permits will be obtained by us and invoices to the client.
- ✓ Client to letter drop residents prior to starting of works on grove terrace due to the sensitivity of the area.
- ✓ Our terms and conditions are to read in conjunction with this quotation, a link to these are included in the email linked to this quotation.
- ✓ Unless otherwise stated above, payment terms are 30 calendar days from date of invoice.
- ✓ Quotation is valid for 30 calendar days from date of quotation.

To proceed, if you can initially confirm quotation acceptance by return of email, then follow up with a PO.

Please do not hesitate to contact me if you have any queries.

Kind regards,

Dan Roberts

Compliance Manager




Redwood Environmental Services Ltd are specialists in DRAINAGE, UTILITIES and CIVILS that includes:
Repair/maintenance/cleaning/blockage clearance/CCTV/liquid waste management/non dig drainage rehabilitation and civil engineering services 24/7/365.

Unit 43 Village Farm Road, Village Farm Industrial Estate, Pyle, Bridgend, CF33 6BN
 Company Reg. No. 49326863 Vat No. 125 4262 37



Redwood Environmental Services Ltd are specialists in DRAINAGE, UTILITIES and CIVILS that includes:
Repair/maintenance/cleaning/blockage clearance/CCTV/liquid waste management/non dig drainage rehabilitation and civil engineering services 24/7/365.

Unit 43 Village Farm Road, Village Farm Industrial Estate, Pyle, Bridgend, CF33 6BN
 Company Reg. No. 49326863 Vat No. 125 4262 37

From: [Dan Roberts](#)
To: [The Clerk / Project Officer](#)
Cc: [Neil Jones](#)
Subject: RE: drainage agreement
Date: 14 April 2025 14:33:02
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image001.png](#)
[DR 36790 Grove Terrace, Llanharan, CF72 9PR REV1.pdf](#)

Good Afternoon Leigh,

I hope all is well with you.

Was just a courtesy call earlier today to let you know the revised with be across to you today.

Please see attached revised quotation for these tender works. I have included within this post CCTV survey as required in section 185 Agreement.

If you have any questions please do not hesitate to contact us. We are always happy to help.

Many Thanks,

Dan Roberts

Compliance Manager & Buyer

Tel: 01656 745464 Mob: 07823 682690

Email: dan.roberts@redwood.co.uk | **Website:** www.redwood.co.uk

Registered office: Unit 43, Village Farm Road, Village Farm Ind Est. Pyle, Bridgend. CF33 6BN.

All works undertaken as per our [Terms & Conditions](#).



Redwood Environmental Services Ltd are specialists in DRAINAGE, UTILITIES and CIVILS that includes: repair/maintenance/cleaning/blockage clearance/CCTV/liquid waste management/non dig drainage rehabilitation and civil engineering services 24/7/365.



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Redwood Environmental Services Ltd would love your feedback. Post a review to our profile.



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

Sent: 08 April 2025 10:03

To: Neil Jones <neil.jones@redwood.co.uk>

Cc: Dan Roberts <Dan@redwood.co.uk>

Subject: FW: drainage agreement

Morning Neil,

Please see attached.

If I could have your re-quote (to take into account cost increases since the tender) by close of play Monday then I can put it to council for approval during our meeting on 17th.

Best regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

Clerk@llanharan-cc.gov.wales

project@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth personol, 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

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llanharan-cc.gov.uk

From: Llio Preece <llio.preece@howellslegal.com>
Sent: 07 April 2025 15:45
To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Subject: drainage agreement

Dear Leigh,

I attach a copy of the completed drainage agreement dated 4 April 2025 which I have received from Welsh Water today. I also attach a copy of the covering letter received and would draw your attention to the requirements detailed therein, which include the following;

1. You must give Welsh Water 5 working days notice before the diversion works are started
2. You must allow Welsh Water to inspect the works before they are covered
3. Flows should only be diverted to the new pipe when Welsh Water have confirmed the new pipe is satisfactory
4. No significant changes to the agreed plans can be made without prior consent.

Please confirm receipt of the documents and your understanding of Welsh Water's requirements. I will then take steps to close my file.

If you have any queries, please let me know.

Kind regards

Llio

Llio Preece
Senior Associate Solicitor | Commercial Property
M: 07825428432
T: 02920 404027
E: llio.preece@howellslegal.com
Fitzalan House, Fitzalan Court, Cardiff, CF24 0EL



Ysgrifennwch ataf yn Gymraeg neu Saesneg
Please write to me in Welsh or English

Howells Logo



PLEASE READ - CYBER CRIME ALERT

We are aware of the continued and significant risk posed by cyber fraud and in particular affecting email accounts and bank account details.

Please note that our bank account details will not change during the course of a transaction and we will not advise of a change of our bank details by email.

This firm will only provide you with our bank details at the start of the transaction in our Initial Instruction documents.

We will never send you bank or building society account details within the body of an email and neither will we accept payment instructions from you by email.

Before transferring any money to us electronically, we advise you to independently verify that the bank details you have are correct either in person or by calling your usual trusted number.

This firm does not accept any liability for any losses or damages suffered directly or indirectly as a result of any payment you make not being received by us or being paid into an incorrect bank account.

If you ever receive an email which appears to be from this firm asking you to make a payment to a bank or building society account specified in that email you must notify us immediately.

This email message and any files transmitted with it are confidential and legally privileged, intended solely for the use of the individual or entity to which it is addressed. If you receive this email in error, any disclosure, copying, distribution or reliance upon its contents is strictly prohibited. Please notify us immediately and delete all copies from your system. We do not accept responsibility for any viruses or other material transmitted with this message without our knowledge. Personal emails are not communications by or on behalf of Howells Solicitors and we do not accept any responsibility in connection with such emails. No contracts may be concluded on behalf of Howells by means of email communication. Howells Solicitors is the trading name of Howells Legal Limited registered in England and Wales under registration number 8782670. VAT number 667 2359 07. It is Authorised and Regulated by the Solicitors Regulation Authority (SRA number 607741). The SRA Code of Conduct can be found [here](#). A list of Directors of Howells Legal Limited is available for inspection on request at our registered office at Fitzalan House, Fitzalan Court, Fitzalan Road, Cardiff CF24 0EL. We use the word 'partner' to refer to a Director of the Limited Company, or an employee or consultant with equivalent standing and qualifications.

Appendix 19

Members reports

The section is to receive reports from members on any activities, events, correspondence or issues that they have been involved in and wish to bring to the attention of the council.

Only these elements of their report will be minuted.

Members reports may be summarised for the purposes of the minutes. The minutes will be written in order to comply with the council's duties under GDPR.

Members should avoid making political statements or giving opinions on matters of business. (Which shall not be minuted).

Ordinarily no debate will take place on the content of a members report (at the discretion of the Chair).

No motions should be proposed during members reports unless they are motions that can be proposed without written notice as set out in Standing order 22.

The Chair may elect to conclude members reports in its entirety before dealing with any motion (if seconded) moved in accordance with standing orders.

Appendix 20

To consider whether to formally comment on pending pre-planning consultations or planning applications.

Members are reminded that objections should only be submitted when objecting on material grounds. No other objections will be taken into account by RCT officers.

Material considerations can include (but are not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

However, issues such as loss of view, or negative effect on the value of properties are not material considerations.

There is no set list defining material considerations, your Local Planning Authority will decide what is deemed to be 'material'.

Planning matters are sent to members as they are received. Where the deadline for the submission of comments falls after the next council meeting and a member wishes to bring a motion for the council to formally comment on an application, they should inform the Clerk and the Clerk will apply for an extension to the deadline for submission of comments.



To: Llanharan Community Council
Community Councillor

Date: 26th March 2025
Our Ref: 25/0249/OUT
Please ask for: James Emery
Telephone: 01443 281130
Email: james.emery@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0249/OUT
Demolish old Barns and Provide 2 Houses
With Garages.

Lleoliad / Location

Land Adjacent To Garth Isaf Farm ,
Llanharan Road, Llanharan, Rhondda
Cynon Taf CF72 9NH

CONSULTATION - COMMENTS TO BE RECEIVED BY: 16.04.2025..

I have received this application for permission to develop under the above act. I should be grateful if your Council would return any observations you may have concerning the application to me by the above date.

Please bear in mind that any observations received may be disclosed to the applicant or otherwise made public in the normal course of the Council's business.

Yours faithfully

James Emery

Planning Officer

Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhwch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.
We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council
Community Councillor

Date: 26th March 2025
Our Ref: 25/0193/FUL
Please ask for: James Emery
Telephone: 01443 281130
Email: james.emery@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0193/FUL
An all weather out door arena used for
equine purposes.
Coed Cae Farm, Llanharan Road,
Llanharan, Rhondda Cynon Taf CF72 9NH

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 16.04.2025..

I have received this application for permission to develop under the above act. I should be grateful if your Council would return any observations you may have concerning the application to me by the above date.

Please bear in mind that any observations received may be disclosed to the applicant or otherwise made public in the normal course of the Council's business.

Yours faithfully

James Emery

Planning Officer

Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhwch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.
We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.