



## **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 19th June 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, Claire Morgan, Will Thomas, Mark Steer, Janine Turner, Nick Richards.

**Apologies;** Cllr David Evans

**Absent;** Cllr Geraint Hopkins.

**Clerk to the Council:** Leigh Smith

**RFO/Deputy Clerk:** Lisa Phillips.

**Assistant Clerk;** Rebecca Jenkins.

1 member of the public.

### **2025/135 Welcome and Apologies**

#### ***RESOLVED***

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

### **2025/136 Disclosures of Personal and/or Prejudicial Interests**

Cllr Chris Parker declared a personal interest in agenda item 13 (minute ref 2025/147) being a volunteer at the pantry.

Cllr Janine Turner declared a personal interest in agenda item 13 (minute ref 2025/147) being a volunteer at the pantry.



**2025/137 Public Speaking**

None.

**2025/138 Current casual vacancies of the Council and process for filling them.**

Noted.

**2025/139 Alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process.**

**a) RESOLVED**

To alter clause 33.2.6.iv to the following.

“33.2.6.iv - The vote will comprise a show of hands, The exhaustive ballot method shall be used, that is, if a candidate receives more than 50% of the vote they are co-opted. If no candidate achieves more than 50% of the votes, the candidate or candidates with the fewest votes shall be eliminated from consideration. Additional ballots shall be held, with the remaining candidates, until one obtains a majority (>50%), at which point they shall be co-opted. Any tie shall be settled by the Chair's casting vote. In the case of more than one vacancy, this process shall be repeated for each available seat”.

**b) RESOLVED**

To add the following phrase to the standing orders.

“Where the number of candidates equals the number of vacant seats, each candidate must in turn be proposed and seconded to be considered for co-option and an ordinary vote taken to resolve to co-opt that candidate”.

**2025/140 Minutes of Ordinary Meeting of the Council held on 15th May 2025**

**RESOLVED**

To approve the minutes of the ordinary council meeting held on 15th May 2025 as a true and accurate record.



**2025/141 Minutes of Annual Meeting of the Council held on 22<sup>nd</sup> May 2025**

***RESOLVED***

To approve the minutes of the annual meeting of the council held on 22<sup>nd</sup> May 2025 as a true and accurate record.

**2025/142 Community Council Action Plan**

Noted.

**2025/143 Correspondence**

Noted.

**2025/144 Community Crime Reports**

No report received.

Information from the South Wales Police website noted.

**2025/145 Council Expenditure for April and May 2025**

***RESOLVED***

To approve expenditure for April 2025 and May 2025 as shown in payment schedule 'Appendix 5' presented to the meeting.

**2025/146 Year-To-Date Spend vs Budget**

Noted.

**2025/147 Pantry Finances Report**

Noted.

**2025/148 Bryncae Community Centre Finance Report**

***RESOLVED***

Noted.

**2025/149 Further costs towards the Officer's annual SLCC membership**

***RESOLVED***

To authorise the officers to spend a total of an additional £117 for the 3 memberships.



**2025/150 Amended dates for scheduled committee meetings in the municipal year.**

***RESOLVED***

To adopt the amended dates and times for scheduled committee meetings as presented in Appendix 10 to the meeting subject to the time for the ORA Committee meeting scheduled for 3/7/2025 being changed to 7pm.

**2025/151 Incorporation of the members (including Chair) and amended terms of reference of the Events Working Group into the Events Committee and to disband the Events Working Group.**

**a) *RESOLVED***

To incorporate the members (including Chair) and amended terms of reference of the Events Working Group into the Events Committee and to disband the Events Working Group. With the terms of reference altered to remove the phrase, "Reporting to the CEC Committee" and to add the phrase, "The Committee to be delegated authority to spend such funds available for events in the budget under the heading 'Community Functions' as allocated by the council. An individual budget being allocated to each individual line for each event.

**b) *RESOLVED***

To allow the Events Committee to elect a Deputy Chair at its first meeting.

**2025/152 Second council appointee to the One Voice Wales Area Committee.**

***RESOLVED***

To elect Cllr Chris Parker as the second appointee to the One Voice Wales area committee.

**2025/153 CIL Committee meeting planned for 5th June postponed, there being no relevant business to transact.**

Noted.

**2025/154 Resolutions and recommendation of the Audit Committee held 12th June 2025**

**a) *RESOLVED***



A2025/034 To approve the list of payments for financial year to date as listed in 'Appendix 2' presented to the Audit Committee meeting on 12<sup>th</sup> June 2025.

**b) RESOLVED**

A2025/038 To approve a virement from general reserves to the LCDP budget line for the recently awarded grant for an additional £4999.76 as listed in 'Appendix 6' presented to the Audit Committee meeting on 12<sup>th</sup> June 2025.

**c) RESOLVED**

A2025/039 a) To approve the Accounting Statements including variance documents provided as part of the completed AGAR for financial year ending 31 March 2025.

**d) RESOLVED**

A205/039 b) To approve the Annual Governance Statement provided as part of the completed AGAR for financial year ending 31 March 2025.

**2025/155 Suitably located road sign for Llanharan Railway station  
RESOLVED**

To instruct the Clerk to enquire with RCTCBC, Network Rail and other interested parties to provide a suitably located road sign for Llanharan Railway station, authorising the officers of the council to spend up to £1000 to facilitate the sign if necessary.

**2025/156 Member's Reports**

Cllr Mark Steer

Cllr Steer gave a report relaying the physical condition of the footbridge over the railway track at Llanharan Railway station and that this has been reported to Network Rail. In particular flaking paint, rust, gaps in the flooring and a trip hazard at the top of one of the steps.



Cllr Steer reported that members of the public had raised concerns over the gate at the top of the highway at Gellifedi Road leading to the wind turbines, possibly constituting a blockage of the highway. Cllr Steer reported that this has been reported to RCTCBC.

Cllr Steer reported that the dog waste bin at the western end of Brynna Woods has been emptied regularly in recent weeks following his reporting of the issue to RCTCBC.

### **2025/157 Feedback from External Group Meetings**

a) RCT Town & Community Council Liaison Committee (Cllrs Rhys Jenkins and Chris Parker)

No meetings arranged.

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

No meetings arranged.

c) Dolau Primary School appointed governor (Cllr Neil Feist)

Meeting held on 2<sup>nd</sup> June to appoint deputy headteacher.

General governor meeting held 17<sup>th</sup> June, nothing to report.

d) Llanharan Primary School appointed governor: (Cllr Geraint Hopkins)

No report received.

e) Brynnau Primary School appointed governor (Cllr Rhys Jenkins)

A meeting was held recently. The school has undergone a scheduled inspection in recent weeks.

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

Organised wildlife walks being held Wednesday 25<sup>th</sup> June, all welcome.

Further walks to be held in due course. Himalayan Balsam pulling sessions have taken place with the scouts and more planned for the future especially around the new bridge.

g) Llanharan Community Development Project (LCDP) Liaison (Cllr Robert Smith)

First meeting as the liaison took place on 10<sup>th</sup> June. Focus was on finances as RCTCBC have reduced funding for some schemes. Also attended National



Children's day at the Drop in centre where the Children's Commissioner for Wales, Ms Rocio Cifuentes was in attendance. The Commissioner looked around the Drop in centre and then went to Brynna School. This was a lovely day and it was nice to see the Commissioner in our village.

**2025/158 Planning Matters**

Noted without comment.

**2025/159 Council's Annual Report, incorporating the Annual Action Plan and Biodiversity Action Plan.**

***RESOLVED***

To defer the item to a future meeting.

**2025/160 Urgent Information & Future Agenda Items**

None

There being no further business, the meeting closed at 8.20pm.

The next scheduled meeting of Full Council will be held on 17<sup>th</sup> July

Councillor Rhys Jenkins  
Chair of Llanharan Community Council

## **Appendix Vac**

**To note the current casual vacancies of the Council and the process for filling them.**

The Council currently has the following vacancies.

Brynna Ward 1– Co-option process underway

Llanilid Ward – Statutory 14 days notice period where an election to be called has now elapsed and co-option process can begin.

Brynna Ward 2 – Casual Vacancy notice issued Monday 16<sup>th</sup> June. Statutory 14 days notice period where an election to be called.

The Clerk intends to add the co-option for all 3 seats to the agenda for the July meeting of Council.\*

\* This will be reduced to 2 seats should an election for the vacant 'Brynna Ward 2' seat be called.

## Appendix SO1

**To consider an alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process.**

Current wording:

33.2.6.iv - 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.

### **Proposed alteration:**

33.2.6.iv - The vote will comprise a show of hands, *The exhaustive ballot method shall be used, that is, if a candidate receives more than 50% of the vote they are co-opted. If no candidate achieves more than 50% of the votes, the candidate or candidates with the fewest votes shall be eliminated from consideration. Additional ballots shall be held, with the remaining candidates, until one obtains a majority (>50%), at which point they shall be co-opted.* Any tie shall be settled by the Chair's casting vote. *In the case of more than one vacancy, this process shall be repeated for each available seat.*

### **Further consideration:**

Even when the number of candidates equals the number of vacancies, the council has **discretion** over whether to co-opt a candidate. They can:

- Choose to co-opt the candidate(s) (usually the norm if there are no issues).
- Decide **not** to co-opt someone if they believe the person is unsuitable (e.g., not eligible, has a conflict of interest, or other concerns).

- Where there is a single candidate for a vacant seat, that candidate MUST be proposed and seconded and then receive an absolute majority of those present and voting (this does not include abstentions).

Currently the Council's Standing Orders do not speak to this matter. Therefore, members are invited to approve or amend the following proposed additions to the Standing Orders.

**Proposed addition to Standing Orders:**

Where the number of candidates equals the number of vacant seats, each candidate must in turn be proposed and seconded for co-option and an ordinary vote taken to resolve to co-opt that candidate.



## **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 15th May 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, Claire Morgan, Will Thomas, Mark Steer, Janine Turner, Chris Parker.

**Apologies;** Cllrs Rhys A.Jenkins, Andrea James.

**Absent;** Geraint Hopkins,

**Clerk to the Council:** Leigh Smith

**RFO/Deputy Clerk:** Lisa Phillips.

**Assistant Clerk;** Rebecca Jenkins.

5 members of the public.

### **2025/104 Welcome and Apologies**

**a) RESOLVED**

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

**b) RESOLVED**

That the reason proffered with Cllr Rhys.A.Jenkins' apology for absence be accepted as a valid reason for absence.



### **2025/105 Disclosures of Personal and/or Prejudicial Interests**

Cllr Chris Parker declared a personal interest in agenda item 12 (minute ref 2025/116) being a volunteer at the pantry.

Cllr Janine Turner declared a personal interest in agenda item 12 (minute ref 2025/116) being a volunteer at the pantry.

### **2025/106 Motion to suspend Standing Order and to call a secret ballot *RESOLVED***

To suspend Standing Order 33.2.6.iv requiring the co-option vote to be taken via a show of hands and to instead proceed to vote via means of a secret ballot.

### **2025/107 Co-option to fill vacant seats.**

#### ***a) RESOLVED***

To Co-opt Nick Richards to fill the vacant seat for the Brynna ward, subject to the correct signing of their declaration of acceptance of office.

#### ***b) RESOLVED***

To Co-opt Maria Thomas to fill the vacant seat for the Brynna ward, subject to the correct signing of their declaration of acceptance of office.

### **2025/108 Public Speaking**

None.

### **2025/109 Minutes of Ordinary Meeting of the Council held on 17th April 2025**

#### ***RESOLVED***

To approve the minutes of the ordinary council meeting held on 17th April 2025 as a true and accurate record.

### **2025/110 Community Council Action Plan**

Noted.

### **2025/111 Correspondence**

None.



**2025/112 General Grant Application – LCDP**

***RESOLVED***

To grant LCDP the sum of £29,999.76 for the purposes described in the grant application. Power - Section 137 of the LGA 1972.

**2025/113 Community Crime Reports**

Not received.

**2025/114 Council Expenditure for April 2025**

***RESOLVED***

To defer the item to a future meeting of the Council

**2025/115 Year-To-Date Spend vs Budget**

Deferred to a future meeting.

**2025/116 Pantry Finances Report**

Noted.

**2025/117 Bryncae Community Centre Finance Report**

***RESOLVED***

Deferred to a future meeting of the council.

**2025/118 Asset Register and Policy**

The draft asset register at year end 2024/25 was noted.

***RESOLVED***

To accept the fixed asset register policy incorporating minimum purchase or resale value of £250.

**2025/119 Scheduled and Regular Routine Payments**

***RESOLVED***

To approve the list of scheduled and regular routine payments as required by the financial regulations as presented in 'Appendix 11' to the meeting, subject



to the 'photocopier' costs being altered to Quarterly rather than monthly as shown on the report.

**2025/120 HR Committee 8<sup>th</sup> May 2025**

**NOTED**

**HR2025/019 To appoint a Grounds-person under delegated authority.**

**RESOLVED**

To appoint Paul Harris as Grounds-person

Employment to commence at a mutually agreeable date after 11th May 2025 (Delegated to the Clerk).

Hours of work: 16 hours per week. (To be arranged with the Clerk).

Pay: SCP 5

All other terms of contract as per NALC standard contract.

The Clerk to issue a contract accordingly.

The Officers of the council delegated authority to make such arrangements as necessary to facilitate the employees employment, pension enrolment and other matters pertaining to their lawful employment.

**Cllr Claire Morgan left the meeting.**

**2025/121 CEC Committee 15<sup>th</sup> May 2025**

**NOTED**

**CEC2025/033 Quotations for a 3 year contract for the erection of the Council's summer baskets beginning in Summer 2025.**

**RESOLVED**

To appoint D3 signs to erect the summer hanging baskets and to issue a 3 year contract as per the specification provided and the quotation received.

The conditions of the Councils' financial regulations having been satisfied. The officers being authorized to spend up to the annual amount stated on the contract plus a 10% contingency per year in the case of unforeseen extra costs.

Specifically £945 +10% in 2025, £1,015 + 10% in 2026 and £1,092 + 10% in 2027.

Clerk's note: Financial regulation 11)e)ii) Having been previously suspended.



## **2025/122 Further recommendations of CIL Committee 4<sup>th</sup> February 2025**

### **a) RESOLVED**

CIL2025/016 Additional Costs for Footpath Reopening Project

To allocate an additional £1,800 of cost to the project 'LCC21/20 Reopening of footpath RAN17/1 adjacent to the Bryncae Arms,' updating the CIL123 and Active Project lists accordingly and closing the project.

### **b) RESOLVED**

CIL2025/017 Removing Picnic Benches at Lanley Estate from CIL123 and Active Project Lists

To remove project 'LCC23/Lan2 Picnic benches at Lanley Estate' from the CIL123 and Active project lists, as the developer has repeatedly failed to respond to requests for permission.

### **c) RESOLVED**

CIL2025/018 Referral of Bryncae Community Centre Improvement Project

To delegate the spend of CIL funds allocated to the project 'LCC23/02 Improvements to Bryncae Community Centre' to the Bryncae Community Centre Committee.

### **d) RESOLVED**

CIL2025/019 Adding the Skateparks Project to CIL123 and Active Project Lists

To add the project 'Skateparks project' to the CIL123 and Active Project lists with a value of £100,000.

## **2025/123 Spend to alter the office and purchase equipment to accommodate and facilitate the new Assistant Clerk**

### **a) RESOLVED**

To approve the following spend:

Removal of office stud walls. Relocate electrical points and switches. Make good ceiling and carpet tiles. Remove all waste. £850

*The Clerk having striven to obtain 3 quotes and received only 1. Therefore financial regulations being satisfied.*



**b) RESOLVED**

To approve the following spend:

Purchase of office desk and Chair - £327.73

The Clerk having striven to obtain 3 quotes by browsing multiple providers. After searching for competitive prices, the provider selected, Office Furniture direct, was the only provider found that could provide this particular specification of desk (same design, colour and size as the existing office desks) Therefore financial regulation 11.3 e) iii being satisfied.

**c) RESOLVED**

To approve the following spend:

Purchase of Laptop - £830.26

The Clerk having striven to obtain 3 quotes by browsing multiple providers. Laptop purchased direct from Dell. Cheapest found available online. Therefore financial regulation 11.3 e) iii being satisfied.

**d) RESOLVED**

To approve the following spend:

Purchase, fitting and setup of computer dual screens - £395.18

The Clerk having striven to obtain 3 quotes by browsing multiple providers. After searching for competitive prices, the provider selected, Extrascope, was the only provider found that could provide this particular specification of setup (same manufacturer, design, and technical specification as the existing office stations). Therefore financial regulation 11.3 e) iii being satisfied.

**2025/124 Insurance policy**

**RESOLVED**

Deferred to a future meeting of the council.

**2025/125 Legal costs and other matters relating to the transfer of the shower block.**

**a) RESOLVED**

To form a Committee with delegated authority to spend the CIL funds allocated to LCC25/01 "Improvements to the Welfare Ground Shower Block" project (currently £50,000 and to include legal fees, the costs of surveys etc.... relating to the work but NOT the transfer of the asset) and to facilitate negotiations with LRGT regarding the scope of work to be carried out, including any discretionary improvement/upgrade work to be carried out in addition to that identified in the building condition report.



The Committee to progress and scrutinise all other aspects of the asset transfer making recommendations to Full Council for resolution, taking into account the basis for the transfer that has already been negotiated informally. The membership, Chair and Deputy Chair to be decided at the Council's annual meeting.

***b) RESOLVED***

To authorise the officers of the Council to spend up to £3,200 on legal fees for the transfer of the shower block for LCC and LRGT legal fees. Monies to be allocated to budget line "Professional and legal fees", with the Clerk making enquiries as to whether this spend can be allocated to CIL at a later date.

**2025/126 Decision of the Public Service Ombudsman for Wales.**

The decision of the Public Service Ombudsman for Wales regarding a Code of Conduct complaint was noted, along with the published report.

**2025/127 Updates of the work of the VE day 80th Anniversary Event Working Group,**

Noted.

**2025/128 Updates of the work of the Digital Working Group**

No update provided.

**2025/129 Formation of Events Committee.**

***RESOLVED***

To form an Events Committee. Membership and Terms of Reference to be decided at a later date.

**2025/130 Festive Display working group reporting lines.**

***RESOLVED***

To amend the Terms of Reference of the Festive Lights Working Group to clarify that it reports to the CEC Committee.

**2025/131 Member's Reports**

**Cllr Mark Steer**

I have noticed continuing problems with dog waste bins not being emptied, in particular that bin at the western end of Brynna Woods that had not been emptied for over 3 weeks. I have reported that particular bin online on several



occasions and it has now eventually been emptied. I appeal to all members to report any dog waste or standard bins that require emptying to report via the online RCT report it portal and to urge members of the public to do the same.

#### Cllr David Evans

Met with One Voice Wales earlier as part of a council evaluation process who commented that our council appears to be an ambitious one.

### **2025/132 Feedback from External Group Meetings**

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

Nothing to report. No meetings arranged.

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

No formal meeting since the one reported previously.

I did advise of an online seminar regarding the Ombudsman complaint process which took place yesterday.

#### c) Dolau Primary School appointed governor (Cllr Neil Feist)

Attended a meeting on 1<sup>st</sup> May 2025 where the employment of a headteacher was discussed

#### d) Llanharan Primary School appointed governor: (Cllr Geraint Hopkins)

No report received.

#### e) Brynnau Primary School appointed governor (Cllr Rhys Jenkins)

No report received. A meeting is scheduled for next week.

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

There are walks and talks planned from June onwards. No dates or subjects are available at the moment.

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

No report received.

### **2025/133 Planning Matters**

Noted without comment.



## **2025/134 Urgent Information & Future Agenda Items**

None

There being no further business, the meeting closed at 8.45pm.

The next scheduled meeting of Full Council will be held on 19<sup>th</sup> June

Councillor David Evans  
Chair of Llanharan Community Council



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council's Annual Meeting held on a hybrid basis (in person at Llanharan OAP hall and by remote attendance), at 7pm on Thursday 22nd May 2025.

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

### **Members Present:**

**Councillors;** David Evans (partial) (Chair up to and including AM2025/001), Rhys Jenkins (Chair following AM2025/001), Chris Parker, Janine Turner, Mark Steer, Neil Feist, Robert Smith, Nick Richards, Claire Morgan (partial).

**Apologies:** None.

**Absent:** Cllrs Will Thomas, Geraint Hopkins JP, Rhys A Jenkins.

**Clerk to the Council:** Leigh Smith

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

2 members of the public.

### **AM2025/001 Election of Chair of the Council**

#### **a) RESOLVED**

To elect Cllr Rhys Jenkins as Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity but before the next council meeting as per the requirements of Section 83(4) of the Local Government Act 1972.

#### **b) RESOLVED**

For Cllr Rhys Jenkins to act as Chair of the meeting for the remainder of the meeting.



## **AM2025/002 Election of Deputy Chair of the Council**

### ***RESOLVED***

To elect Cllr Chris Parker as Deputy Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity but before the next council meeting as per the requirements of Section 83(4) of the Local Government Act 1972.

## **AM2025/003 Minutes of Annual Meeting held 16<sup>th</sup> May 2024**

Noted.

## **AM2025/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.**

### **a) *RESOLVED***

#### **Human resources Committee (3)**

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Robert Smith.

**Chair:** Rhys Jenkins

**Deputy Chair:** Chris Parker

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

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

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

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

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



3. The Chair and Deputy-Chair are appointed by the Full Council Annual General Meeting held each year.
4. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Vice-chair of the Committee.
5. Meetings will be held at least twice per year and then as required subject to the discretion of the Chair.

### **Scheduled meeting dates 2025/26**

26<sup>th</sup> June 2025, 4<sup>th</sup> December 2024 (Budget and appraisals)  
others as required.

### ***b) RESOLVED***

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

**Membership:** Cllrs David Evans, Janine Turner, Nick Richards, Chris Parker, Rhys Jenkins.

**Chair:** Rhys Jenkins  
Turner

**Deputy Chair:** Janine

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

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



8. Meetings will be held at least 4 times per year and then as required subject to the discretion of the Chair.

**Scheduled meeting dates 2025/26**

2025: 12th June 2025 (Audit report and AGAR), 10th July 2025 (Grants 1), 2nd October

**c) RESOLVED**

**Community Infrastructure Levy (CIL) Committee (6)**

**Membership:** Cllrs Janine Turner, Rhys Jenkins, Chris Parker, Neil Feist, Claire Morgan, Nick Richards.

**Chair:** Janine Turner

**Deputy Chair:** Neil Feist

**Terms of reference:**

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

**Scheduled meeting dates 2025/26**



2025: 5th June, 4th September, 13th November,  
2026: 26th February 2026, 14th May.

**d) RESOLVED**

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

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

**Chair:** Mark Steer

**Deputy Chair:** Neil Feist

**Terms of reference:**

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

**Scheduled meeting dates 2025/26**

2025: 3rd July, 25th September, 27th November,  
2026: 5th March 2026, 28th May

**e) RESOLVED**

**Community Engagement (CEC) Committee (4)**

**Membership:** Cllrs David Evans, Neil Feist, Chris Parker, Nick Richards..

**Chair:** David Evans

**Deputy Chair:** Neil Feist

**Terms of reference:**

1. The Community Engagement Committee is constituted to be responsible for scrutinising matters relating to matters listed in clause 8.



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

#### **Scheduled meeting dates 2025/26**

2025: 31st July, 30th September,

2026: 5th February, 7th May.

#### ***f) RESOLVED***

#### **The Trens and Ewenni Crossings Project Committee (TEC) (9)**

***Note: Standing order 19.8 was suspended to allow membership to exceed 8***

**Membership:** Cllrs David Evans, Chris Parker, Will Thomas, Janine Turner, Rhys Jenkins, Mark Steer, Neil Feist, Claire Morgan and Robert Smith.

**Chair:** Chris Parker

**Deputy Chair:** Janine Turner

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

The committee be explicitly delegated full financial control to spend CIL funds allocated to the project LCC23/01 Bridge Over the River Ewenny by full council.



The committee be delegated authority to oversee, scrutinise and make decisions on all aspects of the project known as project LCC23/01, "Bridge over the River Ewenny" the scope of which is set by resolution of the Council.

To report to Council at each of its ordinary meetings on any resolutions made and all activity undertaken since the previous ordinary meeting.

To follow any other action as directed by the Council

**Scheduled meeting dates 2025/26:**

2025: 11th September, 9th October, 6th November, 11th December,

2026: 8th January, 12th February, 12th March, 2nd April

***g) RESOLVED***

**Bryncae Community Centre Committee (5 Council members, 2 MOP)**

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Janine Turner, Robert Smith, Nick Richards.

**Chair:** Chris Parker

**Deputy Chair:** Janine Turner

**Terms of reference:** Reporting to full council.

The Committee to be delegated powers to approve expenditure on equipment that would improve the attractiveness of the centre to potential users and that such expenditure to be met out of the working capital of the community centre. The Committee be delegated authority to draw up or alter the terms and conditions of hire. The Committee be delegated authority to oversee and direct the cleaning strategy for the centre and appoint a contractor accordingly to carry out such duties. The cost of such an arrangement to be met out of the working capital of the community centre. The Committee to be empowered to ensure that the activities within the centre carry an element of social value to reflect the needs of the community. The Committee be delegated authority to decide the hire fees and other fees for the use of the centre and to ensure that such fees reflect value for money for the community. The Clerk and/or RFO to be delegated powers to: a) approve expenditure on consumable items such as toilet rolls, hand towels and cleaning products to the value of £250 at any one time and that such expenditure to be met out of the working capital of the community centre. b) to pay back any deposit that has been made for a booking within the provisions of the booking conditions. c) energy and utility bills are paid subject to due diligence by the RFO without further reference to full Council and that such expenditure is to be met out of the working capital of the community centre. d) Any CIL expenditure to be processed in the normal



way via the CIL committee and full council. e) Once the additional assistant clerk is employed the Council commits to the implementation of an online booking system that allows users to see what dates and times are available and to pay the required deposit for such a booking. The cost of implementation to be met from Council funds.

Note: Following the signing of the lease and the formal transfer of the Community Centre to Llanharan Community Council for the Clerk to take immediate responsibility for all matters of statutory compliance and compliance with the lease. The Clerk to obtain such quotations as necessary for presentation to Council for the supply of goods and services required to maintain statutory compliance and to act within the council's Financial Regulations

**Scheduled meeting dates 2025/26:**

2025: 24th July, 23rd October.

2026: 29th January 2026, 30th April 2026

***h) RESOLVED***

**Showerblock Committee (4 Council members)**

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Robert Smith, Neil Feist,

**Chair:** Chris Parker

**Deputy Chair:** Robert Smith

**Terms of reference:** Reporting to full council.

The Committee to be delegated authority to spend the CIL funds allocated to LCC25/01 "Improvements to the Welfare Ground Shower Block" project (this spend to include legal fees, the costs of surveys etc.... relating to the work but NOT the transfer of the asset) and to facilitate negotiations with LRGT regarding the scope of work to be carried out, including any discretionary improvement/upgrade work to be carried out in addition to that identified in the building condition report. The Committee to progress and scrutinise all other aspects of the asset transfer making recommendations to Full Council for resolution, taking into account the basis for the transfer that has already been negotiated informally.

**Scheduled meeting dates 2025/26:** TBD



## **AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference**

### **a) RESOLVED**

#### **Trenos Crossing and Ewenny Bridge Working Group (4)**

**Membership:** Cllrs Chris Parker, Mark Steer, Neil Feist, Robert Smith.  
Plus various external stakeholders upon invitation.

**Chair:** Chris Parker    **Deputy Chair:** Neil Feist

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

### **b) RESOLVED**

To dissolve the Fireworks Working Group, Senior Citizen's Christmas Lunches Working Group, VE Day 80<sup>th</sup> Anniversary Event Working Group and Community Awards Ceremony Working Group and to form:

#### **Events Working Group (2)**

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

**Chair:** Janine Turner.

**Terms of reference:** Reporting to the CEC Committee. To examine any arrangements or terms to be set regarding the holding of community events including providers, venues and any other aspects of an event. Incorporating the fireworks display and Senior Citizen's Christmas Lunches.

### **c) RESOLVED**

#### **Bryncae Community Centre Working Group (4)**

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

**Chair:** Chris Parker

**Terms of reference:** Reporting to the Bryncae Community Centre Committee. To examine and make recommendations to council regarding options for the



governance of the community centre following the signing of the lease, taking into account the practical aspects of the safe and effective running of the centre, decision making mechanisms and extent and limits of any delegated authority.

**d) RESOLVED**

**Walking and Multiuser Leaflets Working Group (4)**

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

**Chair:** Mark Steer

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

**e) RESOLVED**

To merge the Oakbrook Skatepark Working Group and Pump Track Working Group to form:

**Oakbrook Skatepark refurb and pump track Working Group (4)**

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

**Chair:** Chris Parker

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

**f) RESOLVED**

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

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

**Chair:** Chris Parker

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



***g) RESOLVED***

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

**Membership:** Will Thomas, Neil Feist, Claire Morgan, Nick Richards.

**Chair:** Neil Feist

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

***h) RESOLVED***

**Annual survey Working Group (5)**

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

**Chair:** Robert Smith

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

***i) RESOLVED***

**Digital Working Group**

**Membership:** Rhys Jenkins, David Evans, Will Thomas and Chris Parker.

**Chair:** Rhys Jenkins.

**Terms of reference:** To examine how the council can make best use of technology. Reporting to full council.

***j) RESOLVED***

**Festive Display Working Group (4)**

**Membership:** Chris Parker, Neil Feist, Janine Turner, Rhys A Jenkins, Nick Richards.



**Chair:** Chris Parker

**Terms of reference:** Reporting to CEC Committee. To consider the specification and other arrangements for the Christmas lights and festive display for 2025 and beyond

Cllr Claire Morgan joined the meeting.

**AM2025/006 Appointees to external bodies and reporting arrangements.**

**a) RESOLVED**

RCT/Town and Community Council Liaison Committee: Cllr Rhys Jenkins and Cllr Chris Parker

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

One Voice Wales Larger Council's Committee: Cllr Robert Smith

Dolau Primary School appointed governor: Cllr Neil Feist

Llanharan Primary School appointed governor: Cllr Geraint Hopkins

Brynnau Primary School appointed governor: Cllr Rhys Jenkins

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

Llanharan Community Development Project (LCDP) Liaison: Cllr Robert Smith

Cllr David Evans left the meeting.

**b) RESOLVED**

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



## **AM2025/007 Civic Allowances for the municipal year 2025/26**

### **a) RESOLVED**

To pay the members 'extra costs' 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.

### **b) RESOLVED**

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

### **c) RESOLVED**

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

Cllr Rhys Jenkins wished the minutes to reflect that he did not participate in the debate and abstained from the vote regarding the timing and scheduling of any payments for the Chairs allowance and Deputy Chairs allowance.

Cllr Chris Parker wished the minutes to reflect that he did not participate in the debate and abstained from the vote regarding the timing and scheduling of any payments for the Chairs allowance and Deputy Chairs allowance.

### **d) RESOLVED**

To pay a Chair's allowance of £1500 to the Chair of the Council with immediate effect.

### **e) RESOLVED**

To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council with immediate effect.

### **f) RESOLVED**

For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made, proof of financial loss being required.



Cllr Neil Feist requested a recorded vote regarding then motion relating to f) above.

For: Cllrs Robert Smith, Nick Richards, Chris Parker, Claire Morgan, Rhys Jenkins.

Against: Cllr Neil Feist.

Abstained: Cllr Mark Steer.

***g) RESOLVED***

For Travel and Subsistence payments to be made to members but only on a case by case basis and where they have been explicitly approved in advance by full council.

***h) RESOLVED***

Not to pay any attendance allowance.

**AM2025/008 Written Motions in a municipal year**

***RESOLVED***

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

**AM2025/009 Written Motions in a single meeting**

***RESOLVED***

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

**AM2025/010 Appeals and Disciplinary process**

***RESOLVED***

To note the appeals and disciplinary process resolved under delegated authority by the HR Committee and contained within the Disciplinary policy and procedure V2.

**AM2025/011 Policies and procedures**

***RESOLVED***

To reaffirm and approve the following policies of the Council:



- 1.LCC Artificial intelligence policy V1
- 2.Equality & diversity policy V2
- 3.Grievance policy & procedure V2
- 4.Sickness & absence policy V2
- 5.Vexatious policy V1
- 6.Complaints procedure V1
- 7.Allotment tenancy agreement V2
- 8.Poultry wellbeing policy V2
- 9.Publication scheme V1
10. Treasury & Investment policy V1

**AM2025/012 Internal Auditor For the Financial Year 2025/26 *RESOLVED***

To appoint WGW as the internal auditor for 2025/26

**AM2025/013 To review banking mandate signatories and PSDF directors *RESOLVED***

To appoint the following as authority and signatories:

Barclays bank main contact of authority: Rhys Jenkins.

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

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

Barclaycard main contact of authority: The RFO.

Public Sector Deposit Fund directors: Cllrs Rhys Jenkins, Chris Parker, Claire Morgan.

**AM2025/014 Asset Register**

***RESOLVED***

To approve the Council's asset register as presented in 'Appendix 14 – Asset register updated Yr end 2024-2025' with a threshold of £250.

**AM2025/015 Insurance cover in respect of insurable risks.**

***RESOLVED***

To approve the details of the insurance cover provided in 'Appendix 15 - £5850.88' and to authorise the officers to spend up to that amount to ensure cover.



**AM2025/016 Service Level Agreements or other legal or arrangements with external groups.**

Noted

**AM2025/017 Membership of The Society of Local Council Clerks (SLCC)  
*RESOLVED***

To renew the Clerk and Deputy Clerk's/RFO membership of the Society of Local Council Clerks (SLCC) at a cost of £206 each and to pay the membership for the Assistant Clerk at a cost of £206. To authorise £618 to be spent.

**AM2025/018 Membership of One Voice Wales  
*RESOLVED***

To renew the Council's membership of One Voice Wales and to authorise the Officers to spend up to £1766 accordingly.

**AM2025/019 Standing Orders  
*RESOLVED***

To reaffirm and approve the Council's Standing Orders Version 3, adopted by Council on 18th July 2024, original Minute reference 2024/173.

**AM2025/020 Financial Regulations**

***RESOLVED***

To reaffirm and approve the Council's 'Financial Regulations as presented in 'AM App 20 – Financial Regulations V4.2' issued 20<sup>th</sup> June 2024, original minute reference 2024/139

**AM2025/021 Annual Report  
*RESOLVED***

To defer consideration of the Annual report, incorporating the action plan and biodiversity plan to a future meeting.



**AM2025/022 Training Plan**

***RESOLVED***

To note progress against the Council's training plan 2024-2026

**AM2025/23 Action plan for the coming municipal year incorporating the Biodiversity plan**

***RESOLVED***

To defer consideration of the Annual report, incorporating the action plan and biodiversity plan to a future meeting.

**AM2025/024 Other matters where 6 days prior written notice given to Clerk**

None.

There being no further business the meeting closed at 9.11pm

Councillor Rhys Parker  
Chair of the Community Council



## Llanharan Community Council - Action plan

Action no	Date added	Category	From	Action	Notes	Status	Owner
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 RCTCBC 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. S185 obtained. Redwood engaged. 1.5.25		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

2023/018	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
2023/060	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. Project underway May 25.		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 ORA2023/041 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 an results confirmed in writing. Awaiting legal deeds including title plan from LRGT. Chased June 2024 and subsequently.		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	CCTV fitted May 25 Awaiting contractor to fit latch.		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

AM2024/007	17.05.2024	Full Council	Annual Meeting	<p>AM2024/007 Civic Allowances for the municipal year 2024/25</p> <p>RESOLVED To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance.</p> <p>RESOLVED To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect.</p> <p>RESOLVED For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details.</p> <p>RESOLVED To pay a Chair's allowance of £1500 to the Chair of the Council</p> <p>RESOLVED To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council</p> <p>RESOLVED For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made.</p>	All payments made. Senior allowance and chair's allowance subject to tax. Must produce letters of agreement.		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 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>	Arrange to pay membership fees for Clerk and RFO. (LS Paid, reclaim expenses).	Completed	LP
2024/135	21.06.2024	Full Council	ORA	<p>ii. RESOLVED ORA2024/023 Draft appeals procedure in the case of an eviction decision. To adopt the appeals procedure for allotment evictions as Council policy as presented to the ORA Committee (Appendix 6, 2nd April 2024). Detail of Appendix 6, 2nd April 2024. (Text not reproduced here).</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.		LS
2024/135	21.06.2024	Full Council	ORA	<p>iii. RESOLVED ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee. To proceed with planting of seeds/bulbs on sections of new road (A473) as per the drawings attached in the appendix provided (appendix 4). Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions and ensuring appropriate plants are planted. The Clerk to seek permission from the landowner. The Clerk to ensure the landowner/local authority consents not to mow the areas where planting takes place in future.</p>	<p>Obtain consent from RCTCBC and / /or landowner. Issue instruction to senior grounds person.</p> <p>RCT contacted 27.3.25 Landowner contacted Feb 25 - Awaiting consent. Nudged 9.5.25</p>		LS
2024/135	21.06.2024	Full Council	ORA	<p>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.</p>	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. Clerk and new roles completed. RFO and Senior Groundsperson to be completed.		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. Consider in Annual meeting.	Completed	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	Completed	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.		Completed	LS

2024/176	19.06.2024	Full Council	Full Council	<p>2024/176 'supporting guardians' for community defibrillators.</p> <p>RESOLVED</p> <p>To permit the officers to arrange for 'supporting guardians' for the council's community defibrillators under the following terms:</p> <ul style="list-style-type: none"> <li>• That interested members of the public be named as supporting guardians to carry out monthly checks.</li> <li>• The Clerk to contact interested parties and advertise to seek responsible supporting guardians for defibrillators.</li> <li>• The Clerk to keep appropriate records and liaise with supporting guardians.</li> <li>• The Clerk to add, remove or manage supporting guardians as they see fit.</li> <li>• The Clerk to ensure all supporting guardians are trained in their duties and responsibilities and the practical aspects of carrying out a defib check.</li> <li>• The Clerk to seek to arrange free 'defib training' for members of the community.</li> </ul>	Advertise. Make training video. Add checklist		LS
2024/177	19.06.2024	Full Council	Full Council	<p>2024/177 Letter to RCTCBC planning regarding Dragon International Studios planning applications</p> <p>RESOLVED</p> <p>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.</p>			LS
2024/181	19.06.2024	Full Council	Full Council	<p>2024/181 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT</p> <p>i. RESOLVED</p> <p>For the Clerk to seek formal negotiations with LRGT to be attended by the Clerk and the Chair.</p> <p>Terms for the negotiation set out as outlined below:</p> <p>Preferred option to be option 4 as set out in the confidential paper 'Appendix 19' presented to the meeting.</p> <p>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.</p> <p>In any case option 5 (as set out in the confidential paper 'Appendix 19' presented to the meeting) be communicated and actioned.</p>	<p>Write to LRGT seeking a meeting before 11th August 2024 in the first instance RE option 4.</p> <p>Prepare fallback option 2.</p> <p>Inform of option 5</p> <p>update 4th Sept 2024. Unable to arrange meeting with LRGT and so option 2 activated, risk assessment carried out and awaiting monitoring quotes. Quotes received. Unable to gain regular access to verify 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.</p>		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.	Completed	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.</p> <p>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>	Completed	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>		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>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>	<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.</p>	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>	<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.</p>	Completed	LS

2024/241	20.10.2024	Full Council	CEC	2024/241 Resolutions and Recommendations of the CEC Committee meeting held 10th October 2024 NOTED 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.	Posted. Issue results following deadline. Completed. Results to be presented to CEC.	Completed	LS
2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 a) RESOLVED 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'. For the Council to recruit on the basis provided in the draft job in appendix 2a presented to the meeting. 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	Decide upon final wording. Advertising method and process, with timeline. Plan process.	Completed	LS
2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024. 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. The appointment not to be made before 1st April 2025	Decide upon advert. Advertising method and process, with timeline. Plan process. Appointment made.	Completed	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.	Completed	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	2025/041 Community Engagement Committee Recommendations (11th February 2025) d) RESOLVED 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%		Noted	LS
2025/041	21.02.2025	Full Council	CEC	2025/041 Community Engagement Committee Recommendations (11th February 2025) e) RESOLVED 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.	Contacted RCT for specific requirements for contractors. 5.3.25 Pre tender notices issued. Plan a date for submission of full tender.	Completed	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. Working group formed to choose styles.	Completed	LS
2025/042	21.02.2025	Full Council	TEC	<p>2025/042 Trenos 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 1be 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
2025/037	21.02.2025	Full Council	CIL	<p>2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 a) RESOLVED</p> <p>CIL2025/007 To approve the CIL application from Brynna Community Centre for a CIL grant of £20,000 towards the refurbishment of the 3G pitch. No payment to be made until evidence of funding (or formal letters of support stipulating clearly that funds have explicitly been made available for the purpose) to complete the entire project from all sources have been received.</p>	<p>Awaiting letters of support to release funding/invoices etc... Applicant informed.</p> <p>Have provided a letter of support to the applicant for use with other funders.</p> <p>Added to CIL lists - done Paid</p>	Completed	LS
2025/037	21.02.2025	Full Council	CIL	<p>2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 c) RESOLVED</p> <p>CIL2025/010 To add the project 'Bus shelter at the High Corner' to the CIL123 and Active Project lists, allocating up to £5,000 of CIL funds. The ORA Committee to examine the details and make recommendations to full council.</p>	<p>Added to lists.</p> <p>Engage RCT for full spec and costs and program of work. Agreed. Nudged Arly June 25.</p>		LS
2025/042	21.02.2025	Full Council	TEC	<p>2025/042 Trenos and Ewenni Crossings Project Committee (18th February 2025) 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: 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>	<p>Noted. Include in info sent to CN, Vale</p>	Noted	LS

2025/043	21.02.2025	Full Council	Full Council	2025/043 SLA Proposal for Bryncae Community Centre a) RESOLVED To approve and accept the Service Level Agreement (SLA) proposal from RCTCBC for statutory compliance monitoring at Bryncae Community Centre.	RCT informed . Awaiting signing.		LS
2025/043	21.02.2025	Full Council	Full Council	2025/043 SLA Proposal for Bryncae Community Centre b) RESOLVED 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.		Noted	LS
2025/043	21.02.2025	Full Council	Full Council	2025/043 SLA Proposal for Bryncae Community Centre c) RESOLVED To make a virement of £192.87 from general reserves to the budget line 'BCC statutory compliance fees' for the 2025/26 budget		Noted	LS
2025/045	21.02.2025	Full Council	Full Council	2025/045 Membership of Bryncae Community Centre Committee 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.		Noted	LS
2025/049	21.02.2025	Full Council	Full Council	2025/049 One Voice Wales, Area Committee Survey Response RESOLVED To submit a response to the survey on behalf of the council as presented in appendix 18.	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 Grant application resubmitted April 2024.	Completed	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	<p>2025/069 Bryncae Community Centre Committee Resolutions and Recommendations Resolutions made under delegated authority noted.</p> <p>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.</p>	Change on master list and office noticeboard.	Completed	LS
2025/069	21.03.2025	Full Council	BCC	<p>b) RESOLVED That Cllr Andrea James be added to the membership of the Bryncae Community Centre Working Group.</p>	Change on master list and update sharepoint/email group	Completed	LS
2025/069	21.03.2025	Full Council	BCC	<p>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.</p>	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	<p>2025/070b Replacing a member on the ORA Committee to fill a vacancy RESOLVED Chris Parker was elected to the ORA Committee.</p>	Alter sharepoint, master list and website.	Completed	LS
2025/072	21.03.2025	Full Council	Full Council	<p>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.</p>		Completed	LS
2025/072	21.03.2025	Full Council	Full Council	<p>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).</p>	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 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.</p>	Accept quote - Arrange survey date. (done 22nd April 2025) Inform LRGT of progress and inspection date and request all doors unlocked.	Completed	LS
2025/084	18.04.2025	Full Council	Audit	<p>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.</p>	Inform applicant, obtain invoice and pay.	Completed	LP
2025/085	18.04.2025	Full Council	Full Council	<p>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.</p>		Noted	NA

2025/091 a) b) c)	18.04.2025	Full Council	CEC	<p>CEC2025/020 Issuing a 3 year contract for the erection of the Council's summer baskets beginning in Summer 2025.</p> <p>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.</p> <p>b)RESOLVED That the CEC Committee be delegated authority to select a vendor at a subsequent meeting.</p> <p>c)RESOLVED That given the timescales, financial regulation 11(e)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.</p>	Arrange to collect quotes and present results to CEC for resolution, Closing date for quotes - 5pm Monday 12th May		LS
2025/091 d)	18.04.2025	Full Council	CEC	<p>d)RESOLVED CEC2025/021 Issuing a tender for a 3 year contract for the erection of the council's festive display 2025-2027.</p> <p>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.</p>	Organise tender ASAP		LS
2025/091 e)	18.04.2025	Full Council	CEC	<p>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.</p> <p>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.</p>	<p>Inform CP- done 25.4.25</p> <p>Update committee and WG master list - Done</p> <p>Prompt Working group to meet.</p>		LS
2025/093a)	18.04.2025	Full Council	CIL	<p>a)RESOLVED CIL2025/028 CIL application, Brynna Community Centre for improvements to the dugouts on the top football pitch at Brynna fields.</p> <p>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.</p>	<p>Check bank statements/evidence and pay if proof is evident. - Proof checked and valid. 25.4.25</p> <p>Inform applicant - Done 25.4.25</p> <p>Amend CIL Lists</p>	Completed	LS
2025/093b)	18.04.2025	Full Council	CIL	<p>b)RESOLVED CIL2025/029 CIL application, Brynna Community Centre for drainage improvement works to the bottom football pitch at Brynna fields.</p> <p>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.</p>	<p>Inform applicant. - done</p> <p>Amend CIL lists</p>		LS

2025/093c)	18.04.2025	Full Council	CIL	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.	Amend CIL lists		LS
2025/94a)	18.04.2025	Full Council	Audit	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.		Noted	NA
2025/94b)	18.04.2025	Full Council	Audit	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.		Noted	NA
2025/94c)	18.04.2025	Full Council	Audit	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.		Noted	NA
2025/94d)	18.04.2025	Full Council	Audit	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.		Noted	NA
2025/94e)	18.04.2025	Full Council	Audit	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.		Noted	NA
2025/94f)	18.04.2025	Full Council	Audit	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.		Noted	NA
2025/94g)	18.04.2025	Full Council	Audit	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			LP
2025/94h)	18.04.2025	Full Council	Audit	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.		Noted	NA
2025/94i)	18.04.2025	Full Council	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.		Noted	NA

2025/95a)	18.04.2025	Full Council	HR	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.	Done	Noted	
2025/95b)	18.04.2025	Full Council	HR	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.	Inform OVW and request assessment - Done 25.4.25 Assessment taking place 15th May 2025.		LS
2025/96	18.04.2025	Full Council	Full Council	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.	Inform Pendragon and request invoice for deposit - done 25.4.25 Prompt Fireworks WG to make other arrangements. Licence MUST be obtained by a specified date for the event to proceed.		LS
2025/99	18.04.2025	Full Council	CIL	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.	Inform Redwood - Done 25.4.25 Amend CIL list - Done 25.4.25 Clarify next steps and timeline. Then inform Action builders.		LS
2025/107	16.05.2025	Full Council	Full Council	2025/107 Co-option to fill vacant seats. a) RESOLVED To Co-opt Nick Richards to fill the vacant seat for the Brynna ward, subject to the correct signing of their declaration of acceptance of office. b) RESOLVED To Co-opt Maria Thomas to fill the vacant seat for the Brynna ward, subject to the correct signing of their declaration of acceptance of office.	MT declined to complete the declaration of acceptance of office and so the co-option process to be repeated. Nick Richards - Complete Acceptance paperwork - Done. Send induction pack. - Done Receive and publish declaration of interests - TBC		LS
2025/112	16.05.2025	Full Council	Full Council	2025/112 General Grant Application – LCDP RESOLVED To grant LCDP the sum of £29,999.76 for the purposes described in the grant application.	Inform applicant. Obtain invoice and pay. - LP Check Power used and note in minutes - LS		LP
2025/114	16.05.2025	Full Council	Full Council	2025/114 Council Expenditure for April 2025 RESOLVED To approve expenditure for April 2025 as shown in payment schedule 'Appendix 6' presented to the meeting.		Noted	NA
2025/118	16.05.2025	Full Council	Full Council	2025/118 Asset Register and Policy The draft asset register at year end 2024/25 was noted. RESOLVED To accept the fixed asset register policy incorporating minimum purchase or resale value of £250.		Noted	NA
2025/119	16.05.2025	Full Council	Full Council	2025/119 Scheduled and Regular Routine Payments RESOLVED To approve the list of scheduled and regular routine payments as required by the financial regulations as presented in 'Appendix 11' to the meeting, subject to the 'photocopier' costs being altered to Quarterly rather than monthly as shown on the report.		Noted	NA

2025/122a)	16.05.2025	Full Council	CIL	a) RESOLVED CIL2025/016 Additional Costs for Footpath Reopening Project To allocate an additional £1,800 of cost to the project 'LCC21/20 Reopening of footpath RAN17/1 adjacent to the Bryncae Arms,' updating the CIL123 and Active Project lists accordingly and closing the project.	Update CIL lists accordingly		LS
2025/122b)	16.05.2025	Full Council	CIL	b) RESOLVED CIL2025/017 Removing Picnic Benches at Lanley Estate from CIL123 and Active Project Lists To remove project 'LCC23/Lan2 Picnic benches at Lanley Estate' from the CIL123 and Active project lists, as the developer has repeatedly failed to respond to requests for permission.	Update CIL lists accordingly		LS
2025/122c)	16.05.2025	Full Council	CIL	c) RESOLVED CIL2025/018 Referral of Bryncae Community Centre Improvement Project To delegate the spend of CIL funds allocated to the project 'LCC23/02 Improvements to Bryncae Community Centre' to the Bryncae Community Centre Committee.	Add to BCC Committee TOR		LS
2025/122d)	16.05.2025	Full Council	CIL	d) RESOLVED CIL2025/019 Adding the Skateparks Project to CIL123 and Active Project Lists To add the project 'Skateparks project' to the CIL123 and Active Project lists with a value of £100,000.	Update CIL lists accordingly		LS
2025/123a)	16.05.2025	Full Council	Full Council	2025/123 Spend to alter the office and purchase equipment to accommodate and facilitate the new Assistant Clerk a) RESOLVED To approve the following spend: Removal of office stud walls. Relocate electrical points and switches. Make good ceiling and carpet tiles. Remove all waste. £850 The Clerk having striven to obtain 3 quotes and received only 1. Therefore financial regulations being satisfied.		Noted	NA
2025/123b)	16.05.2025	Full Council	Full Council	2025/123 Spend to alter the office and purchase equipment to accommodate and facilitate the new Assistant Clerk b) RESOLVED To approve the following spend: Purchase of office desk and Chair - £327.73 The Clerk having striven to obtain 3 quotes by browsing multiple providers. After searching for competitive prices, the provider selected, Office Furniture direct, was the only provider found that could provide this particular specification of desk (same design, colour and size as the existing office desks) Therefore financial regulation 11.3 e) iii being satisfied.		Noted	NA
2025/123c)	16.05.2025	Full Council	Full Council	2025/123 Spend to alter the office and purchase equipment to accommodate and facilitate the new Assistant Clerk c) RESOLVED To approve the following spend: Purchase of Laptop - £830.26 The Clerk having striven to obtain 3 quotes by browsing multiple providers. Laptop purchased direct from Dell. Cheapest found available online. Therefore financial regulation 11.3 e) iii being satisfied.		Noted	NA

2025/123d)	16.05.2025	Full Council	Full Council	2025/123 Spend to alter the office and purchase equipment to accommodate and facilitate the new Assistant Clerk d) RESOLVED To approve the following spend: Purchase, fitting and setup of computer dual screens - £395.18 The Clerk having striven to obtain 3 quotes by browsing multiple providers After searching for competitive prices, the provider selected, Extrascope, was the only provider found that could provide this particular specification of setup (same manufacturer, design, and technical specification as the existing office stations). Therefore financial regulation 11.3 e) iii being satisfied.		Noted	NA
2025/125a)	16.05.2025	Full Council	Full Council	2025/125 Legal costs and other matters relating to the transfer of the shower block. a) RESOLVED To form a Committee with delegated authority to spend the CIL funds allocated to LCC25/01 "Improvements to the Welfare Ground Shower Block" project (currently £50,000 and to include legal fees, the costs of surveys etc.... relating to the work but NOT the transfer of the asset)and to facilitate negotiations with LRGT regarding the scope of work to be carried out, including any discretionary improvement/upgrade work to be carried out in addition to that identified in the building condition report. The Committee to progress and scrutinise all other aspects of the asset transfer making recommendations to Full Council for resolution, taking into account the basis for the transfer that has already been negotiated informally. The membership, Chair and Deputy Chair to be decided at the Council's Annual meeting.	Fold the newly formed Working group into this committee. Porposed for June Council meeting.		LS
2025/125b)	16.05.2025	Full Council	Full Council	2025/125 Legal costs and other matters relating to the transfer of the shower block. b) RESOLVED To authorise the officers of the Council to spend up to £3,200 on legal fees for the transfer of the shower block for LCC and LRGT legal fees. Monies to be allocated to budget line "Professional and legal fees", with the Clerk making enquiries as to whether this spend can be allocated to CIL at a later date.	Process after an agreement has been made as to the specification and scope of improvement works - To be included in a legal agreement along with the other aspects agreed (eg Future spend commitments for statutory and other costs).		LS
2025/129	16.05.2025	Full Council	Full Council	2025/129 Formation of Events Committee. RESOLVED To form an Events Committee. Membership and Terms of Reference to be decided at a later date.	Form at Annual meeting.	Completed	LS
2025/130	16.05.2025	Full Council	Full Council	2025/130Festive Display working group reporting lines. RESOLVED To amend the Terms of Reference of the Festive Lights Working Group to clarify that it reports to the CEC Committee.	Alter TOR on master list	Completed	LS
AM2025/001a)	23.05.2025	Annual Meeting	Annual Meeting	AM2025/001 Election of Chair of the Council a) RESOLVED To elect Cllr Rhys Jenkins as Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity but before the next council meeting as per the requirements of Section 83(4) of the Local Government Act 1972.	File declaration of acceptance of office - Signed . File.		LS
AM2025/001b)	23.05.2025	Annual Meeting	Annual Meeting	b) RESOLVED For Cllr Rhys Jenkins to act as Chair of the meeting for the remainder of the meeting.		Noted	NA
AM2025/002	23.05.2025	Annual Meeting	Annual Meeting	AM2025/002 Election of Deputy Chair of the Council RESOLVED To elect Cllr Chris Parker as Deputy Chair of the Council with the declaration of acceptance of office to be signed at the next convenient opportunity but before the next council meeting as per the requirements of Section 83(4) of the Local Government Act 1972.	File declaration of acceptance of office - Signed . File.		LS

AM2025/004a)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.</p> <p>a) RESOLVED Human resources Committee (3) Membership: Cllrs Rhys Jenkins, Chris Parker, Robert Smith. Chair: Rhys Jenkins Terms of reference: Deputy Chair: Chris Parker</p> <p>1. The HR Committee is constituted to be responsible for scrutinising matters relating to Human resources and personnel matters.</p> <p>2. The HR Committee has delegated powers to deal with HR related matters via resolutions relating to the Council's employees. Including but not limited to grievances, disciplinary matters including the issue of formal warnings, sickness and absence and occupational health matters in line with the policies and procedures of the Council. The HR Committee can only make recommendations to full Council, rather than making its own resolutions, under the following circumstances:</p> <ul style="list-style-type: none"> <li>• Any action which would incur a cost to the council or is likely to have a current or future financial implication.</li> <li>• Effect the dismissal, redundancy or involuntary retirement of any employee.</li> </ul> <p>3. The Chair and Deputy-Chair are appointed by the Full Council Annual General Meeting held each year.</p> <p>4. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Vice-chair of the Committee.</p> <p>5. Meetings will be held at least twice per year and then as required subject to the discretion of the Chair.</p>	Represent amended dates for resolution at the June meeting of Council	Completed	LS
AM2025/004b)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.</p> <p>b) RESOLVED Audit Committee (5) Membership: Cllrs David Evans, Janine Turner, Nick Richards, Chris Parker, Rhys Jenkins. Chair: Turner Rhys Jenkins Terms of reference: Deputy Chair: Janine</p> <p>1. The Audit Committee is constituted to be responsible for scrutinising matters relating to financial matters.</p> <p>2. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council unless specific delegation on particular matters is devolved to the Committee by a resolution of Council.</p> <p>3. The Audit Committee will scrutinise the Councils financial processes and procedures and monitor good financial governance. The Committee will also monitor spend against budget.</p> <p>4. The Audit Committee will hear normal grant applications in the first instance taking regard of the Council's grants budget and make recommendations to Full Council.</p> <p>5. The Audit Committee will scrutinise the draft budget, the Annual financial return and audit reports and will make recommendations to Full Council.</p> <p>6. The Chair and Deputy-Chair are appointed by the Full Council Annual General Meeting held each year.</p> <p>7. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Vice-chair of the Committee.</p>	Represent amended dates for resolution at the June meeting of Council	Completed	LS

AM2025/004c)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.</p> <p>c) RESOLVED Community Infrastructure Levy (CIL) Committee (6) Membership: Cllrs Janine Turner, Rhys Jenkins, Chris Parker, Neil Feist. Claire Morgan, Nick Richards. Chair: Janine Turner Terms of reference: Deputy Chair: Neil Feist</p> <ol style="list-style-type: none"> <li>1. The CIL Committee is constituted to be responsible for identifying, appraising and scrutinising potential projects for the Council's CIL 123 and active project list.</li> <li>2. The CIL committee is responsible for monitoring CIL receipts and for monitoring the progress of individual projects and any expenditure approved by the full council.</li> <li>3. The Committee shall identify processes and actions to ensure the responsible day to day management of CIL monies and projects.</li> <li>4. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council.</li> <li>5. The committee will commission, receive, consider and take action, including incurring expenditure, as necessary in relation to CIL subject to this being agreed by the Full Council.</li> <li>6. The Committee will oversee the day to day management of the Council's CIL monies and projects and will respond to any issues regarding CIL</li> <li>7. Membership numbers are limited to eight serving Community Councillors appointed to the Committee by the Full Council. Two councillors from the Llanharan ward, two from the Brynna ward and one from the Bryncae ward. If</li> </ol>	Represent amended dates for resolution at the June meeting of Council	Completed	LS
AM2025/004d)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.</p> <p>d) RESOLVED Open Spaces, Rights of Way, Allotments Levy (ORA) Committee (5) Membership: Cllrs Mark Steer, Neil Feist, Will Thomas, Robert Smith, Chris Parker Chair: Mark Steer Terms of reference: Deputy Chair: Neil Feist</p> <ol style="list-style-type: none"> <li>1. The ORA Committee is constituted to be responsible for scrutinising and making recommendations to Council regarding all aspects of the Council's work regarding Open spaces, Rights of Way and Allotments.</li> <li>2. The Committee shall identify processes and actions to ensure the responsible day to day management of ORA matters.</li> <li>3. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council.</li> <li>9. Membership numbers are limited to five serving Community Councillors appointed to the Committee by the Full Council.</li> <li>10. The Chair and Vice-chair are appointed by the Full Council Annual General Meeting held each year.</li> <li>11. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair or Vice-chair of the Committee.</li> <li>12. Meetings will be held every 2 months or sooner if required.</li> </ol>	Represent amended dates for resolution at the June meeting of Council	Completed	LS

AM2025/004e)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.</p> <p>e) RESOLVED</p> <p>Community Engagement (CEC) Committee (4)</p> <p>Membership: Cllrs David Evans, Neil Feist, Chris Parker, Nick Richards..</p> <p>Chair:</p> <p>David Evans</p> <p>Terms of reference:</p> <p>Deputy Chair: Neil Feist</p> <p>1. The Community Engagement Committee is constituted to be responsible for scrutinising matters relating to matters listed in clause 8.</p> <p>2. The Committee has no decision-making powers but instead makes recommendations to Llanharan Community Council unless specific delegation on particular matters is devolved to the Committee by a resolution of Council.</p> <p>3. The Chair and Deputy-Chair are appointed by the Full Council Annual General Meeting held each year.</p> <p>4. The quorum necessary for the transaction of business shall be three.</p> <p>5. Meetings will be held at least twice per year and then as required subject to the discretion of the Chair.</p> <p>6. The Clerk to the Council shall act as the proper officer of the Committee. The proper officer shall produce an agenda and minutes of the meetings in accordance with Llanharan Community Council standing orders.</p> <p>7. At the Annual Meeting of the Llanharan Community Council membership of the committee is reviewed and voted on together with these Terms of Reference and a Chair and Deputy Chair elected.</p> <p>8. The Committee shall consider the following topics:</p> <p>The annual Llanharan Community Awards.</p> <p><del>The annual fireworks event.</del></p>	Represent amended dates for resolution at the June meeting of Council	Completed	LS
AM2025/004f)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.</p> <p>f) RESOLVED</p> <p>The Trenos and Ewenni Crossings Project Committee (TEC) (9)</p> <p>Note: Standing order 19.8 was suspended to allow membership to exceed 8</p> <p>Membership: Cllrs David Evans, Chris Parker, Will Thomas, Janine Turner, Rhys Jenkins, Mark Steer, Neil Feist, Claire Morgan and Robert Smith.</p> <p>Chair:</p> <p>Chris Parker</p> <p>Terms of reference:</p> <p>Deputy Chair: Janine Turner</p> <p>The committee be explicitly delegated full financial control to spend CIL funds allocated to the project LCC23/01 Bridge Over the River Ewenny by full council.</p> <p>The committee be delegated authority to oversee, scrutinise and make decisions on all aspects of the project known as project LCC23/01, "Bridge over the River Ewenny" the scope of which is set by resolution of the Council.</p> <p>To report to Council at each of its ordinary meetings on any resolutions made and all activity undertaken since the previous ordinary meeting.</p> <p>To follow any other action as directed by the Council</p>	Represent amended dates for resolution at the June meeting of Council	Completed	LS

AM2025/004g)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.</p> <p>g) RESOLVED          Bryncae Community Centre Committee (5 Council members, 2 MOP)          Membership: Cllrs Rhys Jenkins, Chris Parker, Janine Turner, Robert Smith, Nick Richards.          Chair:          Chris Parker          Terms of reference: Reporting to full council.          Deputy Chair: Janine Turner          The Committee to be delegated powers to approve expenditure on equipment that would improve the attractiveness of the centre to potential users and that such expenditure to be met out of the working capital of the community centre. The Committee be delegated authority to draw up or alter the terms and conditions of hire. The Committee be delegated authority to oversee and direct the cleaning strategy for the centre and appoint a contractor accordingly to carry out such duties. The cost of such an arrangement to be met out of the working capital of the community centre. The Committee to be empowered to ensure that the activities within the centre carry an element of social value to reflect the needs of the community. The Committee be delegated authority to decide the hire fees and other fees for the use of the centre and to ensure that such fees reflect value for money for the community. The Clerk and/or RFO to be delegated powers to: a) approve expenditure on consumable items such as toilet rolls, hand towels and cleaning products to the value of £250 at any one time and that such expenditure to be met out of the working capital of the community centre. b) to pay back any deposit that has been made for a booking within the provisions of the booking conditions. c) energy and utility bills are paid subject to due diligence by the RFO without further reference to</p>	Represent amended dates for resolution at the June meeting of Council	Completed	LS
AM2025/004h)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates.</p> <p>h) RESOLVED          Showerblock Committee (4 Council members)          Membership: Cllrs Rhys Jenkins, Chris Parker, Robert Smith, Neil Feist,          Chair:          Chris Parker          Terms of reference: Reporting to full council.          Deputy Chair: Robert Smith          The Committee to be delegated authority to spend the CIL funds allocated to LCC25/01 "Improvements to the Welfare Ground Shower Block" project (this spend to include legal fees, the costs of surveys etc.... relating to the work but NOT the transfer of the asset) and to facilitate negotiations with LRGT regarding the scope of work to be carried out, including any discretionary improvement/upgrade work to be carried out in addition to that identified in the building condition report. The Committee to progress and scrutinise all other aspects of the asset transfer making recommendations to Full Council for resolution, taking into account the basis for the transfer that has already been negotiated informally.</p>	Represent amended dates for resolution at the June meeting of Council	Completed	LS

AM2025/005a)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference</p> <p>a) RESOLVED</p> <p>Trenos Crossing and Ewenny Bridge Working Group (4)</p> <p>Membership: Cllrs Chris Parker, Mark Steer, Neil Feist, Robert Smith.</p> <p>Plus various external stakeholders upon invitation.</p> <p>Chair:</p> <p>Chris Parker</p> <p>Deputy Chair: Neil Feist</p> <p>Terms of reference: Reporting to the Trenos and Ewenni Crossings Project Committee. To carry out work to facilitate the delivery of a railway crossing bridge at the Trenos railway crossing, the crossing over the River Ewenny and any associated rights of way.</p>		Noted	
AM2025/005b)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference</p> <p>b) RESOLVED</p> <p>To dissolve the Fireworks Working Group, Senior Citizen's Christmas Lunches Working Group, VE Day 80th Anniversary Event Working Group and Community Awards Ceremony Working Group and to form:</p> <p>Events Working Group (2)</p> <p>Membership: Cllrs Janine Turner, David Evans, Rhys Jenkins, Rob Smith, Chris Parker, Neil Feist.</p> <p>Chair:</p> <p>Janine Turner.</p> <p>Terms of reference: Reporting to the CEC Committee. To examine any arrangements or terms to be set regarding the holding of community events including providers, venues and any other aspects of an event. Incorporating the fireworks display and Senior Citizen's Christmas Lunches.</p>		Noted	NA
AM2025/005c)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference</p> <p>c) RESOLVED</p> <p>Bryncae Community Centre Working Group (4)</p> <p>Membership: Cllrs Rhys Jenkins, Chris Parker, Janine Turner, David Evans.</p> <p>Chair:</p> <p>Chris Parker</p> <p>Terms of reference: Reporting to the Bryncae Community Centre Committee. To examine and make recommendations to council regarding options for the governance of the community centre following the signing of the lease, taking into account the practical aspects of the safe and effective running of the centre, decision making mechanisms and extent and limits of any delegated authority.</p>		Noted	NA
AM2025/005d)	23.05.2025	Annual Meeting	Annual Meeting	<p>AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference</p> <p>d) RESOLVED</p> <p>Walking and Multiuser Leaflets Working Group (4)</p> <p>Membership: Cllrs Mark Steer, Neil Feist, Will Thomas, Robert Smith.</p> <p>Chair: Mark Steer</p> <p>Terms of reference: Reporting to the ORA Committee. The Walking and Multiuser Leaflets Working Group to be tasked with examining the details of arranging the leaflets for Route 1 and for subsequent leaflets.</p>		Noted	NA

AM2025/005e)	23.05.2025	Annual Meeting	Annual Meeting	AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference e) RESOLVED To merge the Oakbrook Skatepark Working Group and Pump Track Working Group to form: Oakbrook Skatepark refurb and pump track Working Group (4) Membership: Chris Parker, Janine Turner, David Evans, Neil Feist Chair: Chris Parker Terms of reference: Reporting to the CIL Committee. To investigate the feasibility and arrangements of refurbishing the Oakbrook skatepark and arrangements for building a pump track in the community		Noted	NA
AM2025/005f)	23.05.2025	Annual Meeting	Annual Meeting	AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference f) RESOLVED Jubilee Marsh Multi-User Route Working Group (6) Membership: Mark Steer, Chris Parker, Robert Smith, David Evans, Janine Turner, Neil Feist. Chair: Chris Parker Terms of reference: Reporting to the CEC Committee. The working group to be responsible for investigating the procurement of a feasibility study for the route and to investigate other matters associated with the project.		Noted	NA
AM2025/005g)	23.05.2025	Annual Meeting	Annual Meeting	AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference g) RESOLVED Hamlet/Ward Gateway Working Groups (3) Membership: Will Thomas, Neil Feist, Claire Morgan, Nick Richards. Chair: Neil Feist Terms of reference: Reporting to the ORA Committee. To investigate options for the style, placement, wording and other factors regarding potential purchase and placement of Hamlet/Ward gateway signage.		Noted	NA
AM2025/005h)	23.05.2025	Annual Meeting	Annual Meeting	AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference h) RESOLVED Annual survey Working Group (5) Membership: Robert Smith, David Evans, Neil Feist, Rhys Jenkins, Chris Parker. Chair: Robert Smith Terms of reference: Reporting to the CEC Committee. To examine arrangements to run an annual survey of residents to help better understand what residents want and how they feel the community council can support them through the services provided. The survey to run at an appropriate time to allow members to digest the results which will help inform the budget for the following financial year.		Noted	NA
AM2025/005i)	23.05.2025	Annual Meeting	Annual Meeting	AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference i) RESOLVED Digital Working Group Membership: Rhys Jenkins, David Evans, Will Thomas and Chris Parker. Chair: Rhys Jenkins. Terms of reference: To examine how the council can make best use of technology. Reporting to full council.		Noted	NA

AM2025/005j)	23.05.2026	Annual Meeting	Annual Meeting	AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference j) RESOLVED Festive Display Working Group (4) Membership: Chris Parker, Neil Feist, Janine Turner, Rhys A Jenkins, Nick Richards. Chair: Chris Parker Terms of reference: Reporting to CEC Committee. To consider the specification and other arrangements for the Christmas lights and festive display for 2025 and beyond		Noted	NA
AM2025/006a)	23.05.2027	Annual Meeting	Annual Meeting	AM2025/006 Appointees to external bodies and reporting arrangements. a) RESOLVED RCT/Town and Community Council Liaison Committee: Cllr Rhys Jenkins and Cllr Chris Parker One Voice Wales, RCT/Merthyr/Caerphilly area Committee: Cllr Robert Smith One Voice Wales Larger Council's Committee: Cllr Rhys Jenkins Dolau Primary School appointed governor: Cllr Neil Feist Llanharan Primary School appointed governor: Cllr Geraint Hopkins Brynnau Primary School appointed governor: Cllr Rhys Jenkins The Wildlife Trust (Brynnau Woods/Llanharan Marsh) Liaison: Cllr Mark Steer. Llanharan Community Development Project (LCDP) Liaison: Cllr Robert Smith	Inform RCT liaison and LCDP of change.	Completed	LS
AM2025/00b)	23.05.2028	Annual Meeting	Annual Meeting	AM2025/006 Appointees to external bodies and reporting arrangements. b) RESOLVED Arrangements for the reporting back to Council of appointees shall be for members to report when there has been a meeting (during the appropriate point on the agenda in a council meeting if in attendance or via an email if not), whether they attended that meeting and whether there is anything relevant to report.		Noted	LS
AM2025/007a)	23.05.2029	Annual Meeting	Annual Meeting	AM2025/007 Civic Allowances for the municipal year 2025/26 a) RESOLVED To pay the members' 'extra costs' 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.	To be paid (Unless specifically waived in writing) following the signing of IRPW declaration letters. Letters issued.		LP
AM2025/007b)	23.05.2030	Annual Meeting	Annual Meeting	AM2025/007 Civic Allowances for the municipal year 2025/26 b) RESOLVED To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect.	To be paid (Unless specifically waived in writing) following the signing of IRPW declaration letters. Letters issued.		LP
AM2025/007c)	23.05.2031	Annual Meeting	Annual Meeting	AM2025/007 Civic Allowances for the municipal year 2025/26 c) RESOLVED For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details.		Noted	NA
AM2025/007d)	23.05.2032	Annual Meeting	Annual Meeting	AM2025/007 Civic Allowances for the municipal year 2025/26 d) RESOLVED To pay a Chair's allowance of £1500 to the Chair of the Council with immediate effect.	To be paid (Unless specifically waived in writing).		LP
AM2025/007e)	23.05.2033	Annual Meeting	Annual Meeting	AM2025/007 Civic Allowances for the municipal year 2025/26 e) RESOLVED To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council with immediate effect.	To be paid (Unless specifically waived in writing).		LP

AM2025/007f)	23.05.2034	Annual Meeting	Annual Meeting	AM2025/007 Civic Allowances for the municipal year 2025/26 f) RESOLVED For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made, proof of financial loss being required.		Noted	NA
AM2025/007g)	23.05.2035	Annual Meeting	Annual Meeting	AM2025/007 Civic Allowances for the municipal year 2025/26 g) RESOLVED For Travel and Subsistence payments to be made to members but only on a case by case basis and where they have been explicitly approved in advance by full council.		Noted	NA
AM2025/007h)	23.05.2036	Annual Meeting	Annual Meeting	AM2025/007 Civic Allowances for the municipal year 2025/26 h) RESOLVED Not to pay any attendance allowance.		Noted	NA
AM2025/008	23.05.2037	Annual Meeting	Annual Meeting	AM2025/008 Written Motions in a municipal year RESOLVED The maximum total of motions required by written notice that can be considered by the Council in the municipal year to be set at 'unlimited'.		Noted	NA
AM2025/009	23.05.2038	Annual Meeting	Annual Meeting	AM2025/009 Written Motions in a single meeting RESOLVED The maximum total of motions required by written notice that can be considered by the Council in any one ordinary meeting to be set at '3		Noted	NA
AM2025/010	23.05.2039	Annual Meeting	Annual Meeting	AM2025/010 Appeals and Disciplinary process RESOLVED To note the appeals and disciplinary process resolved under delegated authority by the HR Committee and contained within the Disciplinary policy and procedure V2.		Noted	NA
AM2025/011	23.05.2040	Annual Meeting	Annual Meeting	AM2025/011 Policies and procedures RESOLVED To reaffirm and approve the following policies of the Council:  1.LCC Artificial intelligence policy V1 2.Equality & diversity policy V2 3.Grievance policy & procedure V2 4.Sickness & absence policy V2 5.Vexatious policy V1 6.Complaints procedure V1 7.Allotment tenancy agreement V2 8.Poultry wellbeing policy V2 9.Publication scheme V1 10. Treasury & Investment policy V1		Noted	NA
AM2025/012	23.05.2041	Annual Meeting	Annual Meeting	AM2025/012 Internal Auditor For the Financial Year 2025/25 RESOLVED To appoint WGW as the internal auditor for 2025/26		Noted	NA

AM2025/013	23.05.2042	Annual Meeting	Annual Meeting	<p>AM2025/013 To review banking mandate signatories and PSDF directors RESOLVED To appoint the following as authority and signatories:</p> <p>Barclays bank main contact of authority: Rhys Jenkins. Banking mandate for cheques and direct debits: The Clerk, The RFO, Cllr David Evans, Cllr Chris Parker, Cllr Rhys Jenkins. Online banking (and authorisations): The Clerk, the RFO, Cllr David Evans, Cllr Chris Parker, Cllr Rhys Jenkins. Barclaycard main contact of authority: The RFO. Public Sector Deposit Fund directors: Cllrs Rhys Jenkins, Chris Parker, Claire Morgan.</p>	Change mandates and arrangements accordingly. PSDF, and Barclaycard outstanding.		LP
AM2025/014	23.05.2043	Annual Meeting	Annual Meeting	<p>AM2025/014 Asset Register RESOLVED To approve the Council's asset register as presented in 'Appendix 14 – Asset register updated Yr end 2024-2025' with a threshold of £250.</p>		Noted	NA
AM2025/015	23.05.2044	Annual Meeting	Annual Meeting	<p>AM2025/015 Insurance cover in respect of insurable risks. RESOLVED To approve the details of the insurance cover provided in 'Appendix 15 - £5850.88' and to authorise the officers to spend up to that amount to ensure cover.</p>	Clerk to confirm cover with insurance company	Completed	LS
AM2025/017	23.05.2045	Annual Meeting	Annual Meeting	<p>AM2025/017 Membership of The Society of Local Council Clerks (SLCC) RESOLVED To renew the Clerk and Deputy Clerk's/RFO membership of the Society of Local Council Clerks (SLCC) at a cost of £206 each and to pay the membership for the Assistant Clerk at a cost of £206. To authorise £618 to be spent.</p>	To be paid . Officers to arrange their own payment via the Council, Note: Represent figures following cost rises.		LS
AM2025/017	23.05.2046	Annual Meeting	Annual Meeting	<p>AM2025/018 Membership of One Voice Wales RESOLVED To renew the Council's membership of One Voice Wales and to authorise the Officers to spend up to £1766 accordingly.</p>	To be paid	Completed	LP
AM2025/018	23.05.2047	Annual Meeting	Annual Meeting	<p>AM2025/019 Standing Orders RESOLVED To reaffirm and approve the Councils Standing Orders Version 3, adopted by Council on 18th July 2024, original Minute reference 2024/173.</p>		Noted	NA
AM2025/019	23.05.2048	Annual Meeting	Annual Meeting	<p>AM2025/020 Financial Regulations RESOLVED To reaffirm and approve the Council's 'Financial Regulations as presented in 'AM App 20 – Financial Regulations V4.2' issued 20th June 2024, original minute reference 2024/139</p>		Noted	NA
AM2025/020	23.05.2049	Annual Meeting	Annual Meeting	<p>AM2025/022 Training Plan RESOLVED To note progress against the Council's training plan 2024-2026</p>		Noted	LS

**From:** [Maria Thomas](#)  
**To:** [The Clerk / Project Officer](#)  
**Cc:** [Chris](#); [Rhys Andrew Jenkins](#); [Geraint](#); [Will T](#); [Janine Turner](#); [Rhys Jenkins](#); [Mark Steer](#); [David Evans](#); [Neilfeist1@gmail.com](#); [Andrea James](#); [Robert Smith](#)  
**Subject:** Community Council Full Council Meeting including Co-option.  
**Date:** 17 May 2025 19:09:52

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Open letter to all [to.be](#) read out in AGM.

Dear Clerk and Councillors,

After great thought about the meeting and co-option process I felt the need to write this email.

I felt that the co-option process was very humiliating for all five candidates including myself.

Firstly, to discuss suspending standing orders in front of us, and the other members of the public on zoom, was totally demoralising, because it proved it was more about protecting the Councillors who hold public office, and their votes, rather than about a fair, open and transparent voting process, to give the "community" the best choice of candidates. This should have been discussed without the candidates in the room and on zoom watching and sitting through this draining and embarrassing discussion.

Standing orders are in place for a reason, and that is to protect Councillors and the public, so to suspend them in front of us to protect your own interests was honestly harrowing.

Infairness, to those who voted against suspending standing orders, and who were actually in eyes line with us, I felt they had more integrity than those who vote to protect themselves and their own personal/political interests.

This left me totally disheartened to see that the bullying I suffered in 2019 has not left the building, it has now become silent bullying!

If you want to protect yourselves at all times when you vote for co-opting new candidates onto the council, then amend the standing orders accordingly for every occasion.

It felt very personally insulting against all 5 candidates that once the Councillors knew who the candidates were, THEY THEN AND ONLY THEN, chose to have a secret ballot.

Whereas, if it wasn't personal against the 5 candidates, why wasn't it agreed in the previous meeting, when it was agreed to co-opt rather than to hold an election, before you knew who was putting themselves forward. That would have been a fair decision for all.

Secondly, the secret ballot which took about 1 hour was also excruciating to sit through, and definitely not comfortable for any of the candidates to be forced to sit through.

Thirdly, why were we all asked different questions? Why weren't we all give the same opportunity to answer the same question because I felt that Robert Williams was put at an extremely unfair disadvantage. Everyone should have been asked an identical question, and then depending on their answer, a further question asked. You were the interviewers, and you didn't operate a fair and equal interview process because of this.

From the minute of walking into the building you could cut the atmosphere with a knife. There was no welcome to any of the candidates from any official members of the room,

the actual room was cold enough, but to add to that the frosty atmosphere given to all the candidates, made it feel antarctic.

I now understand why so many councillors have resigned in the past 5 years!

It made me feel like I was voted for as the best of a bad lot, rather than being the best candidate for one of the vacancies, and there was certainly no warmth nor welcome into a COMMUNITY Council, bearing in mind that I have previously sat through co-options in person, and never ever experienced this lack of welcome and coldness.

The candidates were not advised before the meeting, of the process being used to vote, and that they would have to sit through that process. It was the most uncomfortable experience Ive ever experienced in my life.

A member of the candidates then had to ask the officials in the room if the 2 candidates could attend the AGM, as Councillors, because there was no clear guidance given until the candidate asked about how long we had to sign the officials paperwork and if we could attend the AGM.

After feeling silent bullying on Thursday night, I felt it was actually worse than being shouted at, because the coldness and unwelcoming atmosphere made me feel unwelcome, unwanted, and as if I would be intruding into a closed group, going forward.

So after 3 days and 2 sleepless nights, I have made my decision to remain as just an attending member of the public rather than an attending Councillor. I will continue working outside of the council helping those who ask me just as I have done over the last ten years, and I will bring to your attention any matters I feel necessary through the Clerk or as a member of the public at meetings in the future, or continue writing to the Leader of RCTCBC, Cllr Andrew Morgan.

Then in the next Community Council Elections when all seats become available I shall put myself forward for the public vote, where the public decide who they feel is the best candidate, rather than a group of Councillors deciding behind a hidden vote who they don't want to work with. No wonder the UK public have no faith in politics, I lost all my faith in the system on Thursday night, and that is just at Community Council level which should actually be non political, it is solely supposed to be a group of Councillors improving our community for the community who live here.

Yours faithfully,

Maria Thomas.

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Note:- I could not include Cllr Claire Morgan because there is no email listed on the Community Council Website.



Leigh Smith  
2 Chapel Road  
Llanharan  
CF72 9QA

30th May 2025

**Foster. Adopt. Volunteer. Donate.**

Dear Leigh Smith

As the leading dog welfare charity that saves the lives of strays, abandoned and unwanted dogs in South Wales, we rely hugely on vital community support like yours at Llanharan Community Council. I am getting in touch to ask you directly for help, so that we can be there for the most at-risk dogs in need of help during 2025, our milestone 20<sup>th</sup> Anniversary Year.

The crisis in the animal sector sadly continues to worsen. There were times when we thought; and desperately hoped we had experienced the worst of animal abandonment, neglect and traumatising cases of cruelty, but as Hope Rescue marks its 20<sup>th</sup> Anniversary no one could have predicted the daily challenges our welfare team faces. Their resilience, compassion, commitment and hard work 7 days a week, 365 days a year is an absolute credit to every one of them.

We have also continued to rescue in large numbers, dogs and puppies seized from illegal and low-welfare breeders. Our partnerships with local authorities strengthen as we work collaboratively to continue to close down and prosecute puppy farmers, and illegal, low welfare breeders. We know without our work and so many dogs and puppies would have nowhere to go after being seized and would heartbreakingly face the unthinkable.

I understand that requests for help are frequent, but Hope Rescue really does need you. Your positive actions today can help us to make sure the answer is yes, when we are needed most. This help could involve awarding funding to help us continue our work, invite us to talk at a future meeting and include Hope Rescue in your programme of events.

I have enclosed a copy of our Spring Update which brings to life the urgency of our request for help. I would welcome the opportunity to talk about how Town Council Name can help. Please do get in touch, my details can be found at the bottom of this letter.

Best Wishes,

Katie Hedges

**Community Fundraiser**

Tel: 07377297057

katie.hedges@hoperescue.org.uk

**Please read our latest annual report by scanning the QR code**



Hope Rescue Centre, Cynllan Lodge, Old Llanharan Road, Llanharan. CF72 9NH  
www.hoperescue.org.uk - 01443 226659 - enquiries@hoperescue.org.uk  
Registered Charity No 1129629. Limited Company No 06833205

# SPRING UPDATE

We've had an unprecedented start to 2025 with more than 300 dogs entering our care in just three months, January was our busiest on record and it's showing no signs of slowing down. This included 38 Bichons signed over from Animal Licensing Wales as part of an investigation into low welfare conditions at a licensed breeder.

Incredibly 1038 dogs have arrived at our rescue centre over the last 12 months, an increase of 38% from last year.

We ensure no dog is left behind and we're committed to keeping that promise as we mark our 20th anniversary. Your support means we can do just that, be there for dogs – and humans who need us most!



## 2024-25 STATS



Dogs in  
**1038**

Surrender requests **1800**

Percentage of stray dogs claimed **28%**

**Adoptions 423**

**63** Puppies born at the rescue

**Seized dogs**  
from illegal or low welfare breeders  
**87**

**517**  
Stray dogs

hoperescue

**No dog left behind.**  
Foster. Adopt. Volunteer. Donate.

[www.hoperescue.org.uk](http://www.hoperescue.org.uk)

Registered charity number 1129829



Two young cockerpoos we named Mary Kate & Ashley were found on a South Wales mountain, heavily matted, with skin sores and their coats impacted with faeces and covered in diesel.

Our team spent hours dematting and grooming the pair before a visit to the vets for a health check. After some loving care, the pair were matched to a quiet household together, where they're thriving with their new family.



MARY-KATE & ASHLEY

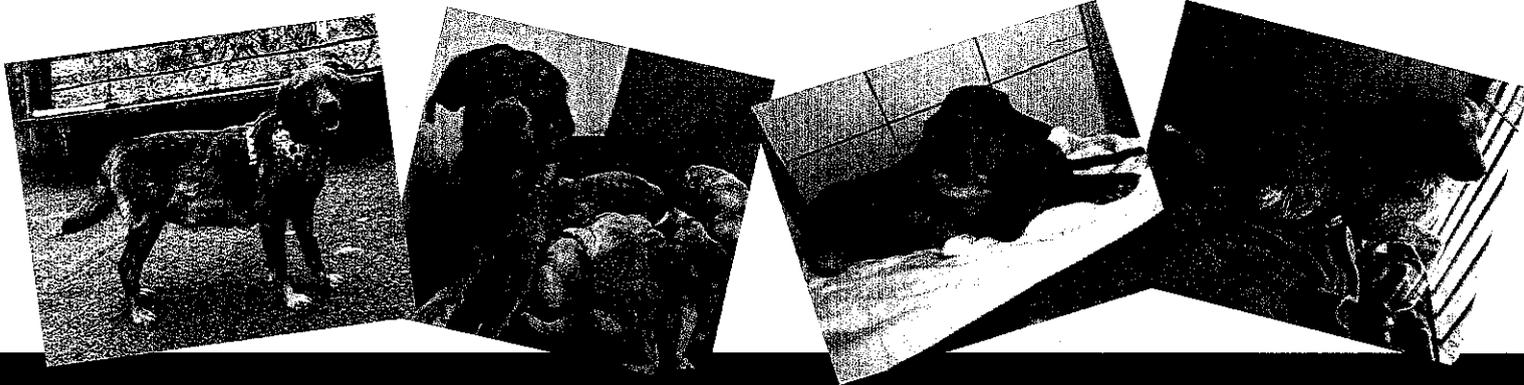
## A HAPPY ENDING FOR THIS LITTLE GANG



This January we were inundated with a huge intake of young Labradors and Retrievers running loose around an area of South Wales, our team spent an entire week rounding up all the abandoned dogs – a total of 24, and set to work managing the intake and assessing their health and welfare.

These usually friendly dogs were incredibly anxious and scared of human contact, clearly living in terrible conditions and left to run free in the freezing cold.

One young female, Carrie entered our care and we soon discovered she was pregnant, more than likely with her first litter and she's only a year old! Our team set up 'puppy cam' to monitor Carrie 24/7 and dashed to the centre overnight when she went into labour.



Carrie needed an emergency C-section to safely deliver her seven bouncing pups and what a mum she is! Her pups have thrived at our rescue centre with her loving care and our dedicated team providing cuddles and enrichment as well as regular play time to give Carrie a little rest from her bundles of energy!

Our adoption team has carefully matched all of Carrie's pups with their forever homes and we'll work closely with Carrie to ensure she gets the rest and rehabilitation she needs before we find her that spot on someone's sofa. It takes a village to raise a family and we've all rallied round Carrie to give this gang the very best start in life and what a life they'll have in their new homes!

# A WIN FOR ANIMAL WELFARE

Our work extends beyond the gates of the rescue centre. We are passionate about improving the lives of all dogs, even the ones we will never meet. The start of our 20th Anniversary year saw a call for celebration.

Together with our Cut The Chase coalition partners, we cheered for a major victory for animal welfare in Wales, as the Welsh Government announced a ban on greyhound racing in Wales in February 2025.

The coalition's priority has always been the welfare of the dogs involved in greyhound racing, and member organisations remain committed to ensuring that this is not negatively impacted by the ban.

All members including our team at Hope Rescue have offered their support with displaced greyhounds needing rehoming both during the transitional period, and after racing ceases at the stadium.



Our Hope in the Community programme is now into its second year and works to help keep dogs and people together where mutually beneficial, to improve dog welfare and human wellbeing and to promote good dog guardianship.

The team has reached almost 700 families throughout South Wales through community partnerships, events and clinics, working together with partners to bring expert health and behavioural advice to owners in local venues like food banks, community centres and mental health support groups.

We've also provided one-to-one support to 56 owners and 77 dogs, helping them deal with a range of health and welfare issues to get their relationship back on track.



*HITC service user: "I was nearly at the point of giving up, but with your help I didn't."*

*"You've helped my confidence going out with Freddie - something I thought I'd never achieve"*

**HOPE IN THE COMMUNITY**

# 20 YEARS OF HOPE



2025 marks our 20th anniversary and we're proud to have stayed true to our roots and continue to prioritise stray dogs, now taking in a third of all the unclaimed strays in South Wales as well as dogs seized from illegal and low welfare breeders, and dogs from owners in crisis.

Now with our own rescue centre, a team of 50 staff, five charity shops, a community programme and an army of amazing volunteers, we're looking forward to the next 20 years, with the support of our incredible funding partners like you.



A duo we've named Lois & Clarke captured the hearts of so many local dog lovers this January as freezing conditions hit South Wales and locals found them stranded on a mountain, matted, malnourished and frightened.

Our team set to work acclimatising the pair to our centre, providing a warm bed and a much needed meal. Our welfare team has been working tirelessly with the duo to get them up to full strength, improve their confidence and assessing their needs for rehoming.

Lois has found a lovely home with one our foster carers who fell in love with this young girl and couldn't bear to part with her. Clarke is coming on leaps and bounds and is due to start looking for his forever home after some training with our team to help him gain confidence.



## LOIS & CLARKE



**Our Strategic Plan sets out how, in the face of many challenges and uncertainty, we will adapt, innovate, and focus our efforts so that we can continue to help the most vulnerable dogs in our communities. Scan the QR code to view!**

**Hope Rescue**  
Cynllan Lodge  
Old Llanharan Road  
Llanharan  
Rhondda Cynon Taf  
CF72 9NH

01443 226659  
fundraising@hoperescue.org.uk

Registered charity number 1129629



hoperescue 



# Kids Cancer Charity

Llanharan Community Council

Dear Councillors

29th May 2025

We are a small charity based in Swansea, that helps children affected by cancer and their families all across the UK and have proudly been providing a full range of our services for families for 36 years this year. We are helping 41 families living in the Vale, that has a child affected by cancer by providing Respite Breaks, Play Therapy and a full range of our services. We're hoping you might very kindly help us please, we'd be thrilled if you could.

Children and families who need our support are referred to us via hospital oncology departments, social services, schools and other charities from all over the UK.

Our services include: Play Therapy; Bereavement Counselling; Befriending; Support Groups; Compassionate Care Respite Breaks UK and Disneyland Paris Dream Experience & finally Disneyworld Florida Dream Experience.

The families are normally at rock bottom when they have a respite break, their world torn apart and turned inside out with a diagnosis of cancer in their child. The family will be split as one parent normally stay's with the child in hospital, while the other will need to return to work, and any siblings just don't understand what's going on, and why they are having to stay at grandmas, extended family, friends or even neighbours, and not forgetting the sick child will often endure months of painful treatments, but very likely years.

Our respite breaks are usually the first thing the families can look forward to in a long time, and the breaks are designed to give the families precious time together, to re-build their bonds, and just be a normal family again. we provide Respite Breaks in our four Luxury mobile homes, we have 2 in West Wales, & 2 in North Wales, plus a luxury Lodge in Burnham-On-Sea. plus we have the use of a luxury caravan in the New Forest. All are set in prime positions in Haven Parks, with onsite entertainment including a swimming pool indoor and outside, plus we source tickets to local attractions for the families.

We also send families to Disneyland Paris for a 3 day stay all-inclusive in a Disney Hotel with three-day complimentary theme park passes for admission into Disneyland Park and Walt Disney Movie Studios with additional Genie Lanyards allowing priority access to jump all the queues.

And finally a trip of a lifetime to Disneyworld Florida, where the families stay with our charity partners Give Kids The world, all-inclusive with tickets for All the parks and fast track Genie

**Charity Registration Number: 1113821 and company limited by guarantee No: 5536898**  
**Registered Office: Waunarwydd Road, Cockett, Swansea, SA2 0GB Tel: 01792 480500**  
**Website: [www.kidscancercharity.org](http://www.kidscancercharity.org) E-mail: [enquiries@kidscancercharity.org](mailto:enquiries@kidscancercharity.org)**



Lanyard to jump the queues, followed by a week relaxing in the charities very own luxury Villa, with it's own pool and BBQ area, situated in Kissimmee, 20 mins from the parks and close to all the restaurants and local attractions: Everglade air rides, Downtown Disney and only an hour from Kennedy Space Centre.

Due to feedback we gain from the families, these breaks are crucial to their wellbeing, as they help to re-build relationships, the sick child usually feels more confident and finds it easier to mix with other children, and more amenable to resuming treatments.

These breaks cost £500 to send one family away to the UK, £750 to Disneyland Paris or £1,200. To go to Disneyworld Florida. any amount towards this would go such a long way, we'd be delighted if you could help please.

Thank you for your very kind consideration

Rose

Rosemarie Davies: [rosemarie.davies@kidscancercharity.org](mailto:rosemarie.davies@kidscancercharity.org)  
Officer

Community Engagement

Charity Registration Number : 1113821



# Kids Cancer Charity

Where help and happiness come together



In times of uncertainty our aim is to help make brighter days, to open a world of possibility when all around seems hopeless.

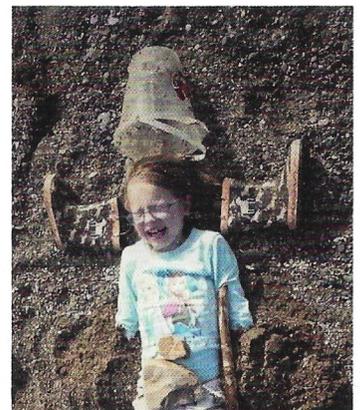
At Kids Cancer Charity we have been supporting children affected by cancer and their families from all over the UK through their challenging journey since 1989. Life changes when a child is diagnosed with cancer, every aspect of their life and that of their family is thrown into turmoil. We understand the complexity of emotions and rigorous physical demands of treatment and our wish is for children affected by cancer and their families to not feel alone.

Brothers and sisters of children with cancer face having their routines changed, their family split up through hospitalisations with some having to stay with relatives; the upheaval taking them away from their usual support networks, carrying with it a lot of worry, feelings of absence and anger at what's going on for their family unit. Children may be facing the death of their sibling or a parent and facing considerable loss.

Offering support through our care breaks and Play Therapy from diagnosis during treatment and beyond, we provide emotional support, assist coping, respite and opportunity for togetherness, fostering wellbeing.



As someone with a son living with cancer, the past few months have been tough, both emotionally and physically. The chance to get away from the hustle and bustle of everyday life for a little while was precisely what we all needed. Your charity provides much-needed respite and support for those living with cancer - Lowdon family.



We are a heart led organisation run by a small dedicated operational team. We are committed to keeping our costs to a minimum ensuring we maximise the use of the funds we receive where they are needed most; our services to children affected by cancer and their families. We are totally dependent on voluntary income and every donation makes a difference.



Kids Cancer Charity  
Where help and happiness come together

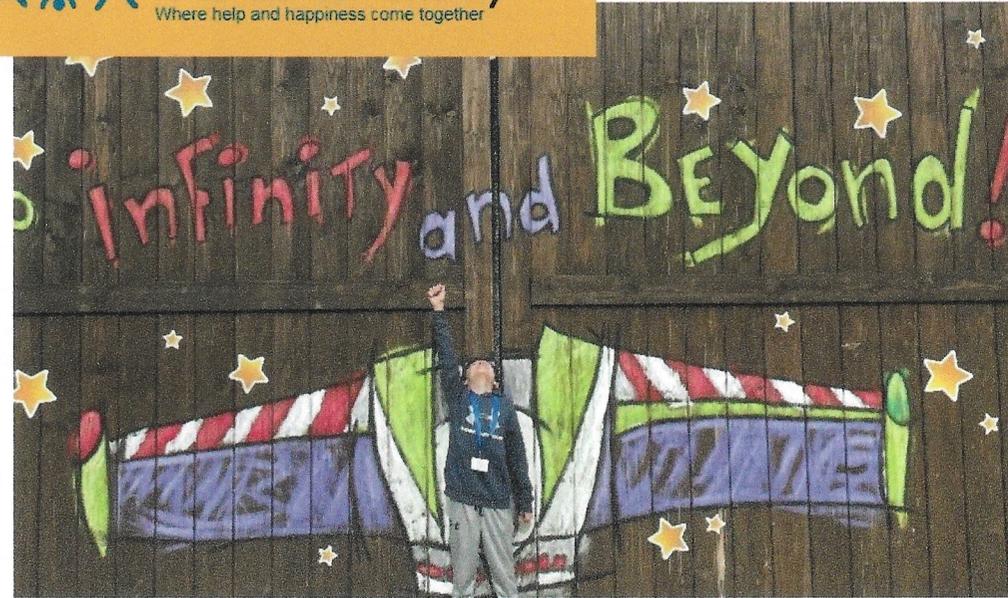
“

**Why Kids, why Cancer?....the million dollar question!**  
In the unimaginable situation families find themselves in, being able to keep a family together with hope and support to live as much life together as a family with hopefully less financial burden is a worthy cause and will lift me up those mountains. Last year a family friends teenage daughter was diagnosed with leukaemia, out of the blue. I recently discovered an old colleague is surviving cancer, having been diagnosed just before her young daughter, simply heart breaking. It's compelled me to cherish health and challenge myself. So let's raise some money and keep families together  
- Sam Wood, 3 Peaks climber.



Small acts of kindness together can do great things - every donation makes a real difference in the lives of the children and families we work with; it lifts spirits, provides hope, renews adventure, restoring wonder and excitement to childhoods.

 Kids Cancer Charity  
Where help and happiness come together



Our specialist Play Therapists provide emotional support and development; through a child's natural language of play they are able to express emotions and gain understanding to make sense of their experiences, assisting them with coping. With a wide range of emotions and trauma caused by either a cancer diagnosis or loss through cancer our Play Therapists are there every step of the way, with no time limit on the support they offer.

Time away from hospitals, treatment plans, the physical demands of unrelenting clinical routine and the emotional toll, our care breaks are another form of therapy and give the precious gift of time together. Providing an opportunity to recharge and create valuable lasting memories they open a world of possibility when all around can seem hopeless.

Whether enjoying UK breaks at the seaside, lakes, mountains or forest at Lydstep, Burnham-on-Sea, Porthmadog or The New Forest, family feedback tells us how their children grow in confidence, feel less isolated and regain their childhoods again. At Disneyland Paris and Disney World Florida all things whimsical meet with happy smiles and magical moments, creating lasting memories to cherish. Think castles, safaris, talking trees, trains, rooms full of stars, horses, Disney characters, there's even ice-cream morning, noon and night.

“

It is my privilege to lead a dedicated team and be able to make a difference to families experiencing the most difficult times. Sometimes it's the end of a nightmare journey 'ringing the bell' and moving forward, other times it's being able to facilitate the making of memories. When you support a small organisation like ours it helps us to do amazing things  
- Victoria, General Manager.

**From:** [Jane Hawkshaw](#)  
**To:** [Robert Smith](#)  
**Cc:** [The Clerk / Project Officer](#)  
**Subject:** Children's Commissioner visit - LCDP  
**Date:** 11 June 2025 18:38:19  
**Attachments:** [image797665.png](#)  
[image603061.png](#)  
[image911952.png](#)  
[image701226.png](#)  
[image790995.png](#)  
[image609560.png](#)  
[image458118.png](#)

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Hi Rob

I wanted to take this opportunity to thank you for your time and support today with the Children's Commissioner for Wales visit, it was great to have you there demonstrating the importance of partnership working to support play and youth work at local level.

We were so proud of our young staff members today discussing the impact of play and LCDP services in their lives and where they are now.

The Commissioner enjoyed visiting the settings and had fun with water play in the Nursery garden, then went up to visit Brynna Primary School Open access play session.

I hope you enjoyed the visit and look forward to working with you in your role.

Thank you for your support.  
Cheers Jane



**Jane Hawkshaw**

**Company Secretary**

**Tel:** 01443 229723

**Mobile:** 07766107056

**Email:** [jane@lcdp.org.uk](mailto:jane@lcdp.org.uk)

**Web:** [www.lcdp.org.uk](http://www.lcdp.org.uk)



How did we do today?



This communication together with any attachments is intended only for the use of the addressee and may contain confidential information. If the reader is not the intended recipient please delete the email and contact our support team on 01443 229723 or [Enquiries@lcdp.org.uk](mailto:Enquiries@lcdp.org.uk)

**From:** [Rachel Pick](#)  
**To:** [The Clerk](#)  
**Subject:** Speeding drivers in Llanharan  
**Date:** 13 June 2025 23:42:14

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Hello

I would like to raise my growing concerns about continuous speeding on a 20 mile per hour road in Llanharan and to ask for advice on actions that can be taken.

The road in question is on Park Terrace, CF72 9PS, where I have lived since March 2025. Previously, my late parents lived at the address. Upon moving back to the area, I am appalled at the absolute disregard for the speed limit and the consequent dangerous driving. I work from home and I witness drivers grossly exceeding the speed limit throughout the day and evening on a daily basis. This is having a negative impact on my health. In the past, the perimeter wall of my house and that of neighbouring properties have been knocked down as a result of speeding drivers. It is my opinion that the current driving behaviour is a risk to life.

Rhondda Cynon Taf once installed speed humps, but following road resurfacing these humps were not reinstated. I feel very strongly that measures need to be put into place to restrict speed on this road.

I ask that my very real concerns are given due consideration.

Kind regards

Rachel Pick  
Tel: 07500 [REDACTED]

[Yahoo Mail: Search, organise, conquer](#)

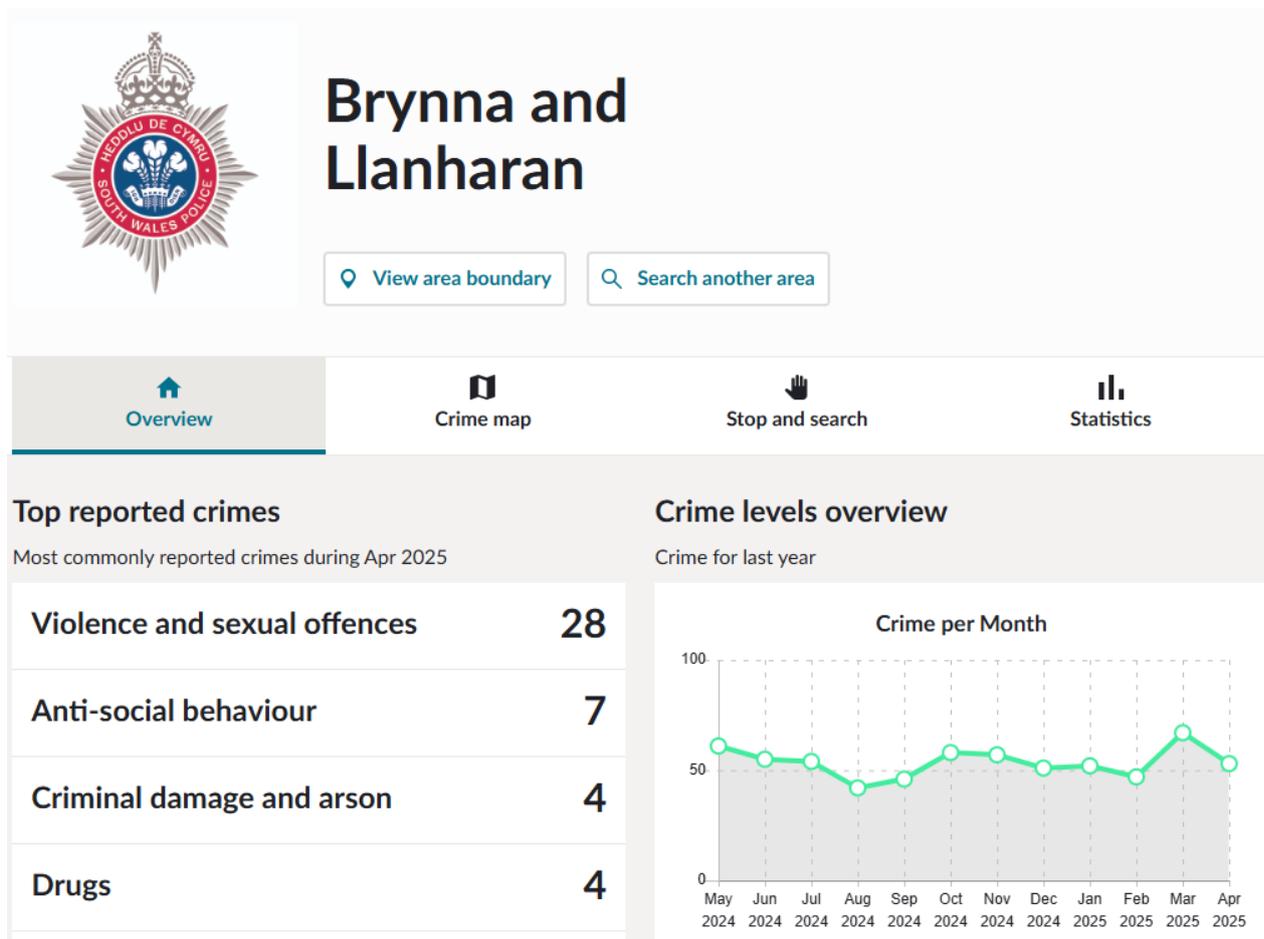
## Appendix 4a

### Publicly available Crime statistics

A crime map giving more detailed information regarding the precise location of crimes logged in the Llanharan Community Council area and a zoomable map can be found here:

<https://www.police.uk/your-area/south-wales-police/brynna-and-llanharan/?yourlocalpolicingteam=about-us&tab=crimemap>

Publicly available information from the same website is shown below:





All Crimes (53) ▾

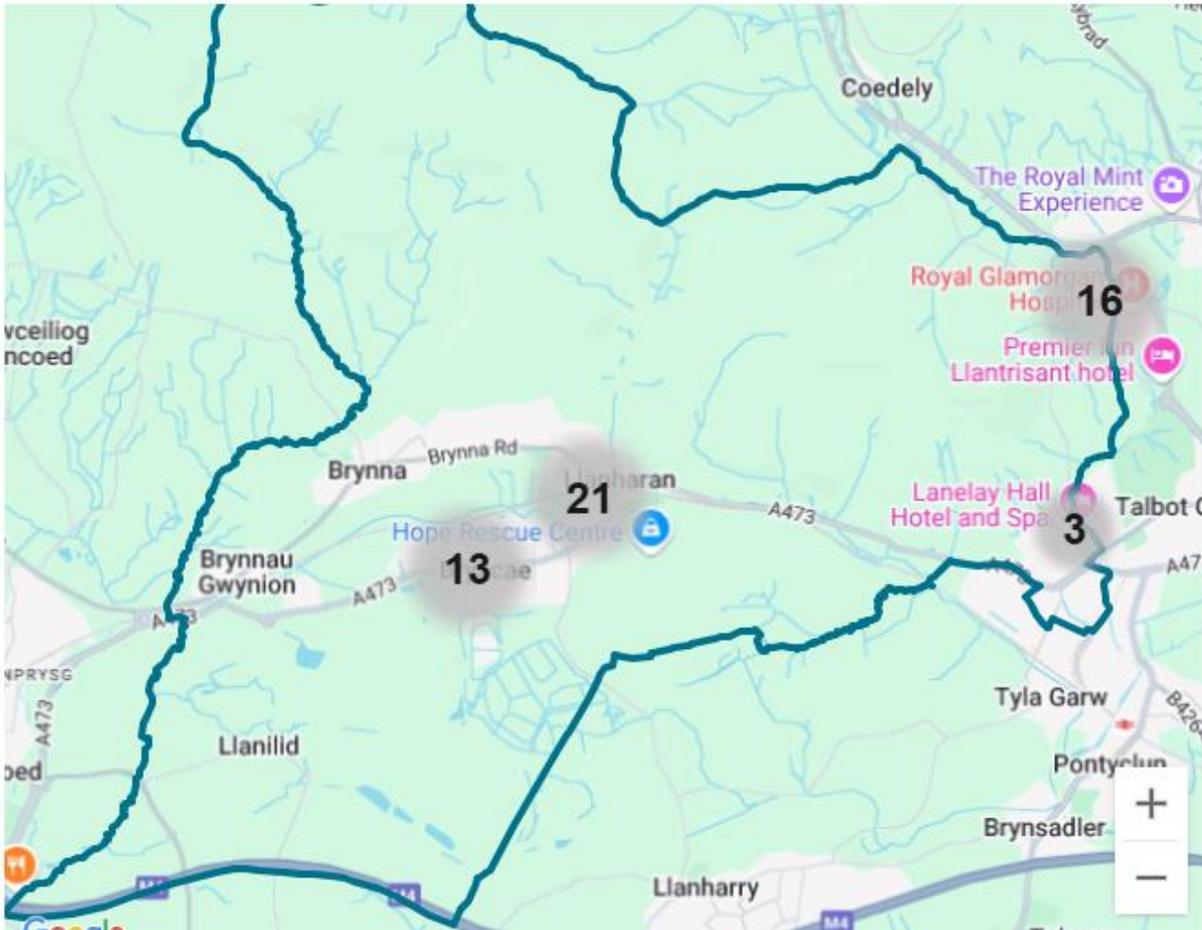
April 2025 ▾

53 crimes were reported here in April 2025

Violence and sexual offences	28
Anti-social behaviour	7
Criminal damage and arson	4
All other crime	14

[View crime definitions](#)

[Download area crime data](#)



## Current and Premium Bank A/c

## List of Payments made between 01/04/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	RCT	BACS	2,385.60	CP	53164934
01/04/2025	SurveyingCymru	BACS	1,194.00	CP	SC-LCC-01
01/04/2025	SSE Electric	DDR	1,126.26	DDR	IV02649130
01/04/2025	SSE Electric	DDR	1,126.26	DDR	IV02649130
01/04/2025	SSE Electric	DDR	-1,126.26	DDR	IV02649130
04/04/2025	Barclays Bank	DIRECT	22.32		13Feb/12Mar
07/04/2025	FareShare Cymru	BACS	65.00	CP	4498
07/04/2025	One Voice Wales	BACS	1,766.00	CP	2025 OVW MSHIP
07/04/2025	Janine Turner	BACS	39.65	CP	310325 VE80
08/04/2025	C Kutlesa	BACS	37.00	CP	BCC 29.3.25 CLEAN
08/04/2025	Tesco Mobile phones x 3	DDR	9.87	DDR	134241480623
10/04/2025	Events Onstage	BACS	2,688.00	CP	Events Onstage
11/04/2025	HMRC NI & Tax	BACS	1,329.90	CP	948PZ001272292512
11/04/2025	Talk Talk	BACS	46.00	CP	27138713
14/04/2025	Combined Playground Services	BACS	110.00	CP	459
14/04/2025	Rialtos	BACS	382.80	CP	SM32021
14/04/2025	Total Energies	BACS	404.53	CP	374248132/25
15/04/2025	RCT	BACS	852.00	CP	53276220
15/04/2025	ARVAL	DDR	500.58	DDR	RI0013246340
15/04/2025	C Kutlesa	BACS	37.00	CP	33 6/4/25 BCC
22/04/2025	C Kutlesa	BACS	37.00	CP	34 12/4/25
22/04/2025	HSBC Bank	DIRECT	5.00	HSBC	Charges 310325
23/04/2025	BNP Paribas Printer	DDR	140.13	DDR	FLLB6830186
28/04/2025	Barclaycard	Apr25	1,548.83		BcardApr25
28/04/2025	RCT Pension Payment	BACS	1,637.18	CP	LCC Apr25 Remit
28/04/2025	STAFF SALARIES	BACS	5,311.98	CP	Sal Apr25
28/04/2025	EDF	BACS	261.24	CP	22918473
29/04/2025	C Kutlesa	BACS	37.00	CP	35 BCC20.4.25
01/05/2025	Parkinson Partnership	1448	300.00	CP	1448
01/05/2025	Bryнна Community Centre	DUGOUTS	1,500.00	CP	DUGOUTS CIL
02/05/2025	Public Sector Deposit Fund	Precept	50,000.00		Precept2526 Tsfr1
02/05/2025	SSE Electric	IV02767002	251.90	DDR	IV02767002
06/05/2025	Clarity Copiers	223536	5.15	CP	223536
06/05/2025	Phat Faces	100525B	160.00	CP	100525B
06/05/2025	C Kutlesa	36	37.00	CP	036
06/05/2025	Sarah Jenkins	2025/2	125.00	CP	2025/2 VE80BALANCE
06/05/2025	Phat Faces	100525A	-245.00	CP	100525A
06/05/2025	Phat Faces	VE80	245.00	CP	100525A
07/05/2025	Public Sector Deposit Fund	Precept	50,000.00		Precept2526 2/4
08/05/2025	Tesco Mobile phones x 3	TESCO	10.46	DDR	134244710192
08/05/2025	Barclays Bank	CHARGES	17.04	Direct	Charges 13Mar13Apr
08/05/2025	Barclaycard	May25LS	1,000.00		May25LScardpayment
08/05/2025	Chris Evans	020525	850.00	CP	020525
08/05/2025	Ryan Morgan Electrical	183	550.00	CP	183
08/05/2025	Pendragon Fireworks	20365	600.00	CP	20365
08/05/2025	Morgan Environmental	3644	126.00	CP	3644
09/05/2025	Public Sector Deposit Fund	Precept	50,000.00		Precept 202526 3/4

## Current and Premium Bank A/c

## List of Payments made between 01/04/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/05/2025	Geraint Barnes	160	200.00	CP	160
12/05/2025	RJ	VE80 VINYL	125.05	CP	VE80 Vinyl banners
12/05/2025	Public Sector Deposit Fund	Precept	50,000.00		Precept 2526 4/4
12/05/2025	C Kutlesa	38	37.00	CP	38
12/05/2025	RCT	53276220	852.00	CP	53276220
13/05/2025	Cardiff Ents	1927	500.00	CP	1927
13/05/2025	Rocket Security	698	554.40	CP	698
13/05/2025	Trustmark Print & Design	25996	331.20	CP	Trustmark Print & Design
13/05/2025	C Kutlesa	37	37.00	CP	37
14/05/2025	Public Sector Deposit Fund	CIL2526	50,000.00		CIL2526 1/3
15/05/2025	Public Sector Deposit Fund	CIL2526	50,000.00		CIL2526 2/3
15/05/2025	Public Sector Deposit Fund	CIL2526	50,000.00		CIL2526 3/3
15/05/2025	ARVAL	1336779696	500.58	DDR	RI0013367796
16/05/2025	Llanharan Community Develop Pr	15392	29,999.76	CP	15392
16/05/2025	Talk Talk	27230929	51.40	CP	27230929
16/05/2025	Extrascope	18292	43.20	CP	18292
16/05/2025	Wildlife Trust	2937	10,000.00	CP	2937
19/05/2025	Wales Audit Office	013321	740.00	RJ	ARINV013321
19/05/2025	Rialtas	32903	1,094.40	CP	32903
20/05/2025	C Kutlesa	39	37.00	CP	39
22/05/2025	One Voice Wales	9440	42.00	RJ	9440
22/05/2025	APU	1014	480.00	CP	1014
22/05/2025	APU	1014	-480.00	CP	1014
22/05/2025	APU	1014	480.00	CP	1014
22/05/2025	Total Energies	377114886	134.54	CP	37114886/25
22/05/2025	HSBC Bank	DIRECT	5.00	Direct	30425Charges
22/05/2025	HSBC Bank	DIRECT	-5.00	Direct	Charges300425
22/05/2025	HSBC Bank	DIRECT	5.00	HSBC	300425Charges
23/05/2025	Extrascope	18387	585.82	CP	18387
27/05/2025	Barclaycard	Bcard May	1,682.44		Bcard May 25
28/05/2025	STAFF SALARIES	MAYSALARY	7,237.78	CP	Staff salaries May 25
29/05/2025	FareShare Cymru	4643	65.00	RJ	4643
29/05/2025	AG Gallagher	544881457	5,980.79		544881457
30/05/2025	Prichard Recycling	765	277.44	CP	765
30/05/2025	Trustmark Print & Design	105679	17.98	CP	105679
30/05/2025	RCT Pension Payment	PENSION	2,191.02	CP	LCC May 25 remit
30/05/2025	One Voice Wales	9483	42.00	CP	9483

<b>Total Payments</b>	<u>441,352.22</u>
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Time: 19:43

Barclaycard

## List of Payments made between 01/04/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/04/2025	Llanharan Service Station	CREDITCARD	31.61	PB	25040901010177
28/04/2025	ALDI	CREDITCARD	48.88	PB	170425
28/04/2025	ALDI	CREDITCARD	111.88	LP	21/03/25
28/04/2025	ALDI	CREDITCARD	141.46	LP	28/03/2025
28/04/2025	ALDI	CREDITCARD	78.99	LP	02/04/25
28/04/2025	Moneysoft	CREDITCARD	103.20	LP	U370391
28/04/2025	ALDI	CREDITCARD	85.35	LP	11/04/25
28/04/2025	ZOOM	CREDITCARD	15.59	LP	INV301450594
28/04/2025	Reach Advertising	CREDITCARD	390.00	LS	1873-5407
28/04/2025	RCT	CREDITCARD	190.00	LS	RCSH10701343
28/04/2025	Indeed	CREDITCARD	186.07	LS	104671886
28/04/2025	Microsoft	CREDITCARD	108.24	LS	E0200VM6KV
28/04/2025	Microsoft	CREDITCARD	24.60	LS	E0200VMBW7
28/04/2025	ZOOM	CREDITCARD	12.99	LS	INV300935096
28/04/2025	ADOBE	CREDITCARD	19.97	LS	IEN2025020943856
28/04/2025	ALDI	240425	27.76	PB	240425
27/05/2025	ALDI	020525	83.36	PB	Pantry
27/05/2025	ALDI	090525	85.76	PB	Pantry
27/05/2025	Llanharan Service Station	2505130101	43.52	PB	25051301010107
27/05/2025	Llanharan Service Station	2505140101	13.10	PB	25051401010268
27/05/2025	ALDI	160525	42.82	PB	Pantry
27/05/2025	ALDI	CREDITCARD	7.74	LP	260425
27/05/2025	ZOOM	3054828	15.59	LP	INV305482824
27/05/2025	Amazon	GB53JH2NAB	6.61	LS	GB53JH2NABEI
27/05/2025	Amazon	53JH1OABEI	40.41	LS	GB53JH1OABEI
27/05/2025	Amazon	GB53JLY0AB	30.82	LS	GB53JLY0ABEI
27/05/2025	Amazon	53IO0IABEI	9.34	LS	GB53IO0IABEI
27/05/2025	Amazon	GB30563422	70.69	LS	GB305634227
27/05/2025	Office Furniture Direct	87412	393.28	LS	87412
27/05/2025	Amazon	53JR2BAB	4.58	LS	GB53JR2BABEI
27/05/2025	Dell	1405285852	993.54	1405285852	Dell
27/05/2025	Amazon	6202706	39.61	LS	204-1003840-6202706
27/05/2025	Microsoft	E0200VWV14	118.08	LS	E0200VWV14
27/05/2025	Microsoft	E0200VWV4J	29.52	LS	E0200VWV4J
27/05/2025	Amazon	GB53VMENAB	94.00	LS	GB53VMENABEI
27/05/2025	Microsoft	G091841906	87.34	LS	G091841906
27/05/2025	ZOOM	305044851	12.99	LS	305044851
27/05/2025	Amazon	GB501TLMEZ	67.98	LS	GB501TLMEZLVXI
27/05/2025	Amazon	GB5007HXU6	40.79	LS	GB5007HXU6TWBI
27/05/2025	Amazon	GB543T3XAB	18.90	LS	GB543T3XABEI
27/05/2025	Amazon	GB500IZM7B	5.34	LS	GB500IZM7BBXNI
27/05/2025	Amazon	GB5450B3AB	20.44	LS	GB5450B3ABEI
27/05/2025	Amazon	GB5450B7AB	5.95	LS	GB5450B7ABEI
27/05/2025	Amazon	GB50032713	21.48	LS	GB50032713UE211
27/05/2025	Poundland	86831	3.00	LP	86831
27/05/2025	Sainsburys	7328	5.00	LP	7328
27/05/2025	Trustmark Stationery	079589	3.99	LP	079589

List of Payments made between 01/04/2025 and 31/05/2025

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/05/2025	Microsoft	G090002423	58.22	LS	G090002423
27/05/2025	ADOBE	CREDITCARD	19.97	LS	IEN2025025249094
27/05/2025	Indeed	125-313275	37.93	LS	IE125-00313275
27/05/2025	Microsoft	230425	104.99	LS	230425
27/05/2025	Llanharan Service Station	030525	18.00	25050301010033	Llanharan Service Station

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Total Payments 4,231.27

List of Payments made between 01/04/2025 and 31/05/2025

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/04/2025	Current and Premium Bank A/c	Tsfr 1	4,000.00		Tsfr 1
07/04/2025	Current and Premium Bank A/c	2000.00	2,000.00		Tsfr 2
07/04/2025	Current and Premium Bank A/c	Tsfr 3	2,000.00		Tsfr 3
Total Payments			<u>8,000.00</u>		

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## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	300,409	300,409	(0)			100.0%	
1090 PSDF Re-invested dividend	8,225	20,000	11,776			41.1%	
1100 Agency Income	0	1,330	1,330			0.0%	
1990 Other Income	0	1,000	1,000			0.0%	
Income :- Income	<u>308,634</u>	<u>322,739</u>	<u>14,105</u>			<u>95.6%</u>	<u>0</u>
Net Income	<u>308,634</u>	<u>322,739</u>	<u>14,105</u>				
<u>200</u> <u>Administration</u>							
4000 Staff Salaries & Wages (Net)	12,550	74,182	61,632		61,632	16.9%	
4005 Employer & Employee Pension	3,828	29,434	25,606		25,606	13.0%	
4010 Employer & Employee NI & Tax	(1,330)	44,158	45,488		45,488	(3.0%)	
4055 Mileage & Subsistence	0	200	200		200	0.0%	
4057 HR Expenditure	224	1,000	776		776	22.4%	
4060 Council Tax	2,386	2,500	114		114	95.4%	
4065 Office Rent	0	3,500	3,500		3,500	0.0%	
4066 Meeting venue hire	0	400	400		400	0.0%	
4070 IT Costs (Office 365)Web Site	2,238	4,400	2,162		2,162	50.9%	
4075 Telephone & Broadband	17	1,450	1,433		1,433	1.2%	
4080 Electric	240	1,800	1,560		1,560	13.3%	
4085 Water Rates (for Office)	0	200	200		200	0.0%	
4090 Stationery and postage	81	350	269		269	23.1%	
4095 Cleaning Materials	0	50	50		50	0.0%	
4100 Cleaning Contract	0	1,200	1,200		1,200	0.0%	
4105 Office Cap ExpChain of Office	0	1,000	1,000		1,000	0.0%	
4110 Building Maintenance	1,792	3,300	1,508		1,508	54.3%	
4115 Professional and Legal Fees	569	3,500	2,931		2,931	16.3%	
4116 Land Registry Fees	0	240	240		240	0.0%	
4120 Internal Audit Fees	(440)	1,125	1,565		1,565	(39.1%)	
4125 External Audit Fees	740	800	60		60	92.5%	
4130 Subscriptions and Memberships	1,858	2,750	892		892	67.6%	
4135 Bank Charges	39	300	261		261	13.1%	
Administration :- Indirect Expenditure	<u>24,791</u>	<u>177,839</u>	<u>153,048</u>	<u>0</u>	<u>153,048</u>	<u>13.9%</u>	<u>0</u>
Net Expenditure	<u>(24,791)</u>	<u>(177,839)</u>	<u>(153,048)</u>				
<u>220</u> <u>Insurances</u>							
4200 General Insurance	5,981	6,000	19		19	99.7%	
4205 Vehicle Insurance	0	3,500	3,500		3,500	0.0%	
4210 Office Insurance	0	250	250		250	0.0%	
Insurances :- Indirect Expenditure	<u>5,981</u>	<u>9,750</u>	<u>3,769</u>	<u>0</u>	<u>3,769</u>	<u>61.3%</u>	<u>0</u>
Net Expenditure	<u>(5,981)</u>	<u>(9,750)</u>	<u>(3,769)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Staff &amp; Member Training</u>							
4300 Members Training	84	1,100	1,016		1,016	7.6%	
4305 Staff Training	0	1,700	1,700		1,700	0.0%	
Staff & Member Training :- Indirect Expenditure	84	2,800	2,716	0	2,716	3.0%	0
Net Expenditure	(84)	(2,800)	(2,716)				
<u>260 Member's Allowances</u>							
4350 Chair	0	1,500	1,500		1,500	0.0%	
4355 Special Responsibility	0	500	500		500	0.0%	
4360 Member Allowances	0	2,912	2,912		2,912	0.0%	
Member's Allowances :- Indirect Expenditure	0	4,912	4,912	0	4,912	0.0%	0
Net Expenditure	0	(4,912)	(4,912)				
<u>300 Plant &amp; Equipment</u>							
4400 Plant Purchase / Lease	834	5,500	4,666		4,666	15.2%	
4415 Red Tractor Maintenance	0	1,200	1,200		1,200	0.0%	
4420 Portable & Hand Tools Purchase	0	250	250		250	0.0%	
4425 Portable & Hand Tool Maint	0	400	400		400	0.0%	
4430 PPE - New & Replacement	56	300	244		244	18.8%	
4435 Plant & Equipment Fuel	89	750	661		661	11.8%	
Plant & Equipment :- Indirect Expenditure	979	8,400	7,421	0	7,421	11.7%	0
Net Expenditure	(979)	(8,400)	(7,421)				
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	2,424	9,500	7,076		7,076	25.5%	
4505 Christmas Lights and Trees	0	35,000	35,000		35,000	0.0%	
4510 Public Clocks - Maintenance	0	500	500		500	0.0%	
4515 Notice Boards - Maintenance	0	100	100		100	0.0%	
4520 Bus shelter - Maintenance	0	500	500		500	0.0%	
4525 Planters - Maintenance	0	100	100		100	0.0%	
4530 Benches & Tables Maintenance	0	100	100		100	0.0%	
Street Furnishings :- Indirect Expenditure	2,424	45,800	43,376	0	43,376	5.3%	0
Net Expenditure	(2,424)	(45,800)	(43,376)				
<u>500 Community Functions</u>							
4600 Christmas Dinners	0	6,500	6,500		6,500	0.0%	
4610 Firework Display	500	10,000	9,500		9,500	5.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4615 Multi Cultural Carnival	5,639	7,250	1,611		1,611	77.8%	
Community Functions :- Indirect Expenditure	6,139	23,750	17,611	0	17,611	25.9%	0
Net Expenditure	(6,139)	(23,750)	(17,611)				
<u>550 Grants</u>							
4700 General Grants	0	10,000	10,000		10,000	0.0%	
4710 LCDP - SLA	30,000	25,000	(5,000)		(5,000)	120.0%	
4715 Wild Life Trust - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
Grants :- Indirect Expenditure	30,000	45,000	15,000	5,000	10,000	77.8%	0
Net Expenditure	(30,000)	(45,000)	(15,000)				
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	0	1,330	1,330		1,330	0.0%	
4805 Skateboard Park - Maintenance	110	1,000	890		890	11.0%	
4810 Play & O/Spaces Maintenance	0	1,500	1,500		1,500	0.0%	
4815 General Repair Consumables	(37)	250	287		287	(14.7%)	
Outdoor Spaces :- Indirect Expenditure	73	4,080	4,007	0	4,007	1.8%	0
Net Expenditure	(73)	(4,080)	(4,007)				
<u>620 War Memorials</u>							
4855 Other Maintenance	37	500	463		463	7.4%	
War Memorials :- Indirect Expenditure	37	500	463	0	463	7.4%	0
Net Expenditure	(37)	(500)	(463)				
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	286	0	(286)			0.0%	286
Llanharan Pantry :- Income	286	0	(286)				286
4730 Llanharan Pantry Expenses	583	0	(583)		(583)	0.0%	836
Llanharan Pantry :- Indirect Expenditure	583	0	(583)	0	(583)		836
Net Income over Expenditure	(297)	0	297				
6000 plus Transfer from EMR	836	0	(836)				
6001 less Transfer to EMR	286	0	(286)				
Movement to/(from) Gen Reserve	253	0	(253)				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	615	13,500	12,885			4.6%	615
Bryncae Community Centre :- Income	<u>615</u>	<u>13,500</u>	<u>12,885</u>			4.6%	<u>615</u>
4060 Council Tax	1,704	8,500	6,796		6,796	20.0%	1,704
4075 Telephone & Broadband	81	600	519		519	13.5%	81
4080 Electric	249	4,000	3,751		3,751	6.2%	249
4095 Cleaning Materials	0	370	370		370	0.0%	
4100 Cleaning Contract	296	2,500	2,204		2,204	11.8%	296
4110 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4135 Bank Charges	10	130	120		120	7.7%	10
4755 Energy - Gas	135	5,500	5,365		5,365	2.4%	472
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	0	1,000	1,000		1,000	0.0%	
4775 Consumables	0	350	350		350	0.0%	
Bryncae Community Centre :- Indirect Expenditure	<u>2,475</u>	<u>24,950</u>	<u>22,475</u>	<u>0</u>	<u>22,475</u>	<u>9.9%</u>	<u>2,812</u>
Net Income over Expenditure	<u>(1,859)</u>	<u>(11,450)</u>	<u>(9,591)</u>				
6000 plus Transfer from EMR	2,812	0	(2,812)				
6001 less Transfer to EMR	615	0	(615)				
Movement to/(from) Gen Reserve	<u>337</u>	<u>(11,450)</u>	<u>(11,787)</u>				
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	0	500	500		500	0.0%	
Street Lighting Electric :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
<u>700 Allotments</u>							
1200 Allotment Income	142	3,150	3,008			4.5%	
Allotments :- Income	<u>142</u>	<u>3,150</u>	<u>3,008</u>			4.5%	<u>0</u>
4900 Allotment Lease Costs	0	22	22		22	0.0%	
4901 Allotment Maintenance	0	600	600		600	0.0%	
4905 Allotment Water	0	400	400		400	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>1,022</u>	<u>1,022</u>	<u>0</u>	<u>1,022</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>142</u>	<u>2,128</u>	<u>1,986</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	153,861	0	(153,861)			0.0%	153,861
Community Infrastructure Levy :- Income	<u>153,861</u>	<u>0</u>	<u>(153,861)</u>				<u>153,861</u>
4958 CIL Grants	1,900	0	(1,900)		(1,900)	0.0%	1,900
4965 CIL LCC shower block	1,100	0	(1,100)		(1,100)	0.0%	1,100
Community Infrastructure Levy :- Indirect Expenditure	<u>3,000</u>	<u>0</u>	<u>(3,000)</u>	<u>0</u>	<u>(3,000)</u>		<u>3,000</u>
Net Income over Expenditure	<u>150,861</u>	<u>0</u>	<u>(150,861)</u>				
6000 plus Transfer from EMR	3,000	0	(3,000)				
6001 less Transfer to EMR	153,861	0	(153,861)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	463,538	339,389	(124,149)			136.6%	
Expenditure	76,565	349,303	272,738	5,000	267,738	23.4%	
Net Income over Expenditure	<u>386,972</u>	<u>(9,914)</u>	<u>(396,886)</u>				
plus Transfer from EMR	6,648	0	(6,648)				
less Transfer to EMR	154,762	0	(154,762)				
Movement to/(from) Gen Reserve	<u>238,858</u>	<u>(9,914)</u>	<u>(248,772)</u>				





## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	615	13,500	12,885			4.6%	615
Bryncae Community Centre :- Income	<u>615</u>	<u>13,500</u>	<u>12,885</u>			4.6%	615
4060 Council Tax	1,704	8,500	6,796		6,796	20.0%	1,704
4075 Telephone & Broadband	81	600	519		519	13.5%	81
4080 Electric	249	4,000	3,751		3,751	6.2%	249
4095 Cleaning Materials	0	370	370		370	0.0%	
4100 Cleaning Contract	296	2,500	2,204		2,204	11.8%	296
4110 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4135 Bank Charges	10	130	120		120	7.7%	10
4755 Energy - Gas	135	5,500	5,365		5,365	2.4%	472
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	0	1,000	1,000		1,000	0.0%	
4775 Consumables	0	350	350		350	0.0%	
Bryncae Community Centre :- Indirect Expenditure	<u>2,475</u>	<u>24,950</u>	<u>22,475</u>	0	22,475	9.9%	2,812
Net Income over Expenditure	<u>(1,859)</u>	<u>(11,450)</u>	<u>(9,591)</u>				
6000 plus Transfer from EMR	2,812	0	(2,812)				
6001 less Transfer to EMR	615	0	(615)				
Movement to/(from) Gen Reserve	<u>337</u>	<u>(11,450)</u>	<u>(11,787)</u>				
Grand Totals:- Income	615	13,500	12,885			4.6%	
Expenditure	2,475	24,950	22,475	0	22,475	9.9%	
Net Income over Expenditure	<u>(1,859)</u>	<u>(11,450)</u>	<u>(9,591)</u>				
plus Transfer from EMR	2,812	0	(2,812)				
less Transfer to EMR	615	0	(615)				
Movement to/(from) Gen Reserve	<u>337</u>	<u>(11,450)</u>	<u>(11,787)</u>				

## Appendix 9

### SLCC Costs

Council previously resolved the following:

#### ***AM2025/017 Membership of The Society of Local Council Clerks (SLCC)***

#### **RESOLVED**

*To renew the Clerk and Deputy Clerk's/RFO membership of the Society of Local Council Clerks (SLCC) at a cost of £206 each and to pay the membership for the Assistant Clerk at a cost of £206. To authorise £618 to be spent.*

Due to cost increases the total cost for the renewal of the Clerk and RFO membership, plus new membership for the Assistant Clerk is now £735

#### Motion

To authorise the officers to spend an additional £117 for 3 memberships.

## Appendix 10

### Amended Committee dates

Proposal to amended dates for scheduled committee meetings in the municipal year as shown below. This motion to supersede resolution *AM2025/004 Committees and their members, Chairpersons, terms of reference and scheduled meeting dates, some clashes having been identified.*

Audit Committee (Audit report and AGAR)	Thu 11/06/2026 19:00
Audit Committee (Grants 1)	Thu 10/07/2025 19:00
Audit Committee (Grants 2 and Budget/Precept)	Fri 09/01/2026 19:00
Audit Committee (Internal Audit Report and AGAR) 7pm	Thu 12/06/2025 19:00
Audit Committee 7pm	Thu 09/04/2026 19:00
Audit Committee 7pm	Thu 02/10/2025 19:00
Bryncae Community Centre (BCC) Committee 7pm	Thu 23/10/2025 19:00
Bryncae Community Centre Committee (BCC) 7pm	Thu 24/07/2025 19:00
Bryncae Community Centre Committee (BCC) 7pm	Thu 29/01/2026 19:00
Bryncae Community Centre Committee (BCC) 7pm	Thu 30/04/2026 19:00
CEC Committee 7pm	Thu 31/07/2025 19:00
CEC Committee 7pm	Tue 21/10/2025 19:00
CEC Committee 7pm	Thu 05/02/2026 19:00
CEC Committee 7pm	Thu 07/05/2026 19:00
CIL Committee 7pm	Thu 04/09/2025 19:00
CIL Committee 7pm	Thu 13/11/2025 19:00
CIL Committee 7pm	Thu 26/02/2026 19:00
CIL Committee 7pm	Thu 14/05/2026 19:00
HR Committee (Budgets and appraisals)	Thu 04/12/2025 19:00
HR Committee 7pm	Thu 26/06/2025 19:00
ORA Committee 7pm	Thu 03/07/2025 00:00
ORA Committee 7pm	Thu 25/09/2025 19:00
ORA Committee 7pm	Thu 27/11/2025 19:00
ORA Committee 7pm	Thu 05/03/2026 19:00
ORA Committee 7pm	Thu 28/05/2026 19:00
Trenos & Ewenni Crossings Project Committee (TEC) 7pm	Thu 11/09/2025 19:00
Trenos & Ewenni Crossings Project Committee (TEC) 7pm	Thu 09/10/2025 19:00
Trenos & Ewenni Crossings Project Committee (TEC) 7pm	Thu 06/11/2025 19:00
Trenos & Ewenni Crossings Project Committee (TEC) 7pm	Thu 11/12/2025 19:00
Trenos & Ewenni Crossings Project Committee (TEC) 7pm	Mon 12/01/2026 19:00
Trenos & Ewenni Crossings Project Committee (TEC) 7pm	Thu 12/02/2026 19:00
Trenos & Ewenni Crossings Project Committee (TEC) 7pm	Thu 12/03/2026 19:00
Trenos & Ewenni Crossings Project Committee (TEC) 7pm	Thu 02/04/2026 19:00
Trenos & Ewenni Crossings Project Committee (TEC) 7pm	Tue 05/05/2026 19:00

## Appendix 11

### ***Events Committee/Working group conflict***

#### Motion:

1. To incorporate the members (including Chair) and amended terms of reference of the Events Working Group into the Events Committee and to disband the Events Working Group.

With the terms of reference altered to remove the phrase, "Reporting to the CEC Committee" and to add the phrase, "The Committee to be delegated authority to spend such funds available for events in the budget under the heading 'Community Functions' as allocated by the council. Note: An individual budget being allocated to each individual line for each event.

2. To allow the committee to elect a Deputy Chair at its first meeting.

#### Background:

Council has resolved:

***2025/129 Formation of Events Committee.***

***RESOLVED***

*To form an Events Committee. Membership and Terms of Reference to be decided at a later date.*

*And also...*

***AM2025/005 Working Groups and their members and Chairpersons and to review terms of reference***

***b) RESOLVED***

*To dissolve the Fireworks Working Group, Senior Citizen's Christmas Lunches*

*Working Group, VE Day 80th Anniversary Event Working Group and  
Community Awards Ceremony Working Group and to form:*

*Events Working Group (2)*

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

*Chair:*

*Janine Turner.*

*Terms of reference: Reporting to the CEC Committee. To examine any  
arrangements or terms to be set regarding the holding of community events  
including providers, venues and any other aspects of an event. Incorporating  
the fireworks display and Senior Citizen's Christmas Lunches.*

# Appendix 12



One Voice Wales encourage member councils to nominate 2 representatives to the area committee. This ensures if one representative is unable to attend then a second can. (Although at each meeting there is only 1 vote per member council).

## **Motion:**

To consider selecting a second representative for the OVW Area Committee to attend when Cllr Smith is unable to.

Please see letter from OVW below for details.

## **Current appointees.**

### **Llanharan Community Council**

#### **Name of Representative 1**

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

#### **Name of Representative 2**

NA Will update.

#### **Name of Larger Council Representative r**

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

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

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

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

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

**Tel: 01443 231430 / 07769 266675**

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth 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, 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.

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**From:** Tracy Gilmartin <tgilmartin@onevoicewales.wales>  
**Sent:** 09 June 2025 12:26  
**To:** Tracy Gilmartin <tgilmartin@onevoicewales.wales>  
**Subject:** IMPORTANT Representatives to attend Meetings

Dear Member Council,

I am contacting you to share concerns that have been raised by Area Committee Chairs and Development Officers about the variable levels of attendance at Area Committee meetings throughout Wales.

elects two representatives to sit on the National Executive Committee (NEC)  
Voting rights at Area Committee meetings is limited to one vote per member council but to support attendance at the area meetings, each Community and Town Council can nominate two Member representatives.

Clerks are also very welcome to attend the Area Committee meetings, as they are likely to benefit from the information that is shared and the content of debates that take place, but they are unable to vote on behalf of their council.

It is the responsibility of each council to make sure that they are suitably represented at the Area meetings and to arrange for a substitute if their nominated representatives are unable to attend. We appreciate that sometimes plans may change at short notice, but it would be appreciated if members of area committees would give as much notice as possible if they are not able to attend meetings. This can be done directly to One Voice Wales by email, telephone or advising of the proposed absence at a previous meeting.

We thank you for your continued support and co-operation.

If you haven't already notified us, please let us know your representatives who will attend our Area Committee Meetings and if applicable the Larger Councils Forum on behalf of your Council.

You can nominate up to 2 for Area and 1 for Larger. They will be emailed copies of the Agenda and papers directly – as Clerk you will automatically receive copies so please don't put yourself down as a rep.

Attached is a little bit of information about each committee

Please supply the following information

**Council**

**Name of Representative 1**  
**Email address**

**Name of Representative 2**  
**Email address**

**Name of Larger Council Representative**  
**Email address**

Regards/Cofion  
Lyn Cadwallader  
Prif Weithredw / Chief Executive  
Un Llais Cymru / One Voice Wales  
24c Stryd y Coleg / 24c College Street  
 [tomartin@onevoicewales.wales](mailto:tomartin@onevoicewales.wales)  
SA18 3AF  
Rhydaman / Ammanford  
07917 846510 / 01269 595400  
onevoicewales.wales / unllaiscymru.cymru

**The principal representative body for Community and Town Councils in Wales**  
**Y prif gorff cynrychioli ar gyfer Cynghorau Cymuned a Thref yng Nghymru.**

Gwefan: <https://www.unllaiscymru.cymru/> Website: <https://www.onevoicewales.wales/>

Wrth adael Un Llais Cymru, cafodd yr e-bost hwn ei sganio ar gyfer pob firws sy'n hysbys. Rydym yn cymryd yr angen i warchod eich data o ddifrif. Er mwyn gweld ein Hysbysiad Preifatrwydd, cliciwch ar y ddolen: <https://www.unllaiscymru.cymru/polisi-preifatrwydd-data/> Bydd hwn yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn gwarchod eich preifatrwydd. Croesawn ohebiaeth yn Gymraeg. Bydd unrhyw ohebiaeth a dderbynnir yn Gymraeg yn cael ei hateb yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi wrth ymateb.

Mae'r e-bost hwn at ddefnydd y sawl y'i bwriedid ar ei gyfer yn unig ac mae'n cynnwys gwybodaeth all fod yn freintiedig a/neu'n gyfrinachol. Os na fwriedid ichi dderbyn yr e-bost, dylech roi gwybod i'r sawl a'i danfonodd trwy ddanfon e-bost yn ôl a dileu'r e-bost hwn ac unrhyw atodiadau.

- - - - -  
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## Appendix 13

### Resolutions and Recommendations of Audit Committee 12<sup>th</sup> June 2025

#### A2025/032 Minutes of the Audit Committee meeting held on 15<sup>th</sup> April 2025

##### **RESOLVED**

The minutes of the Audit Committee meeting held on 15<sup>th</sup> April 2025 were approved as a true and accurate record.

#### A2025/034 To approve list of payments for financial year to date.

##### **RECOMMENDED**

To approve the list of payments for financial year to date as listed in 'Appendix 2' presented to the meeting.

#### A2025/038 To approve a virement to the LCDP budget line for the recently awarded grant.

##### **RECOMMENDED**

To approve a virement from general reserves for an additional £4999.76 to be added to the LCDP budget line for the recently awarded grant as listed in 'Appendix 6' presented to the meeting.

Cllr. Nick Morgan joined the meeting

#### A2025/039 To approve the completed AGAR for the financial year ending 31 March 2025, including the Accounting Statements and the Annual Governance Statement.

##### **RECOMMENDED**

- a) To approve the Accounting Statements including variance documents provided as part of the completed AGAR for financial year ending 31 March 2025.
- b) To approve the Annual Governance Statement provided as part of the completed AGAR for financial year ending 31 March 2025.

**A2025/040 Urgent information or items suggested for a future agenda.**

None

There being no further business the meeting closed at 7.16pm

The next scheduled meeting of the Audit Committee will be held on 10<sup>th</sup> July 2025.

## **Appendix 14**

### Motion:

To consider a motion to instruct the Clerk to enquire with RCTCBC and Network Rail to provide a suitably located road sign for Llanharan Railway station and to consider authorising the officers of the council to spend up to £1000.

### Proposer:

Cllr Robert Smith

### Background

There being no current adequate signage at or around Llanharan Square to direct visitors to the railway station, to attempt to engage with RCTCBC to provide one in a suitable location to be agreed with the Clerk. The motion includes a cost element to provide the option of contributing to the cost if this becomes necessary.

## Appendix 15

### 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 19

### **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: 22nd May 2025  
Our Ref: 25/0558/FUL  
Please ask for: Giles Howard  
Telephone: 01443 281130  
Email: giles.howard@rctcbc.gov.uk

Dear Councillor,

## TOWN AND COUNTRY PLANNING ACT 1990

<b>Fy Nghyf/My Ref:</b>	25/0558/FUL
<b>Datblygiad Arfaethedig / Proposal:</b>	Four dwellings, access road, car parking, landscaping and associated works
<b>Lleoliad / Location</b>	Land To The North Of Gelli Fedi Rise, Mynydd Coedbychan Road, Brynna, Rhondda Cynon Taf CF72 9QT

## CONSULTATION - COMMENTS TO BE RECEIVED BY: 12.06.2025..

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

*Giles Howard*

Planning Officer

Simon Gale  
Cyfarwyddwr Materion Ffyniant a Datblygu  
Director of Prosperity and Development  
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf  
Rhondda Cynon Taf County Borough Council  
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,  
Floor 2, 2 Llys Cadwyn, Taff Street,  
Pontypridd, CF37 4TH

**Dylid cyfeirio pob gohebiaeth at/All correspondence should be addressed to**  
Cymorth i Fusnesau, Tŷ Elái, Ystad Ddiwydiannol Dinas Isaf, Trewiliam, Tonypanyd, CF40 1NY  
Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypanyd, CF40 1NY

**Simon Gale**  
**Cyfarwyddwr Materion Ffyniant a Datblygu**  
**Director of Prosperity and Development**  
**Cyngor Bwrdeistref Sirol Rhondda Cynon Taf**  
**Rhondda Cynon Taf County Borough Council**  
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