



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Hall), 7pm on Thursday 20th March 2025

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

### **Members Present:**

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

### **Apologies:**

None.

### **Absent:**

Cllrs Geraint Hopkins JP, David Evans.

### **Clerk to the Council:**

Leigh Smith

### **RFO/Deputy Clerk:**

Lisa Phillips.

2 members of the public present

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

### **2025/054 Welcome and Apologies**

The Chair welcomed all to the meeting.



### **2025/055 Disclosures of Personal and/or Prejudicial Interests**

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

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

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

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

### **2025/056 Public Speaking**

None.

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

#### ***RESOLVED***

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

### **2025/058 Community Council Action Plan**

Noted.

### **2025/059 Correspondence**

Noted.

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

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

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

#### ***RESOLVED***

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



**2025/062 Casual Vacancy – Brynna Ward**

Noted

**2025/063 Community Crime Reports**

Not received.

**2025/064 Council Expenditure for February 2025**

***RESOLVED***

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

**2025/065 Year-To-Date Spend vs Budget**

Noted.

**2025/066 Pantry Finances Report**

Noted.

**2025/067 Bryncae Community Centre Finance Report**

Noted.

**2025/068 HR Committee Resolutions and Recommendations**

Resolutions made under delegated authority noted.

**2025/069 Bryncae Community Centre Committee Resolutions and Recommendations**

Resolutions made under delegated authority noted.

**a) *RESOLVED***

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

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



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

**b) RESOLVED**

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

**c) RESOLVED**

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

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

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

No seconded nominations.

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

No seconded nominations.

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

Chris Parker was elected to the ORA Committee.

**2025/071 VE Day 80th Anniversary Event Working Group**

Update noted.



## **2025/072 Digital Working Group**

### **a) RESOLVED**

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

### **b) RESOLVED**

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

## **2025/073 Member's Reports**

### Cllr Mark Steer

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

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

### Cllr Robert Smith

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

### Cllr Chris Parker

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

## **2025/074 Feedback from External Group Meetings**

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

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



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

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

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

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

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

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

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

Cllr Rhys Jenkins outlines issues with the funding offered by RCTCBC on the SLA's for the play and youth provisions in the area and the potential funding issues.

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

#### ***RESOLVED***

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

### **2025/076 Planning Matters**

Noted without formal comment. .

### **2025/077 Urgent Information & Future Agenda Items**

None



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

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

Councillor Rhys Jenkins  
Deputy Chair of Llanharan Community Council



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Hall), 7pm on Thursday 20<sup>th</sup> February 2025

*The meeting was held in accordance with:*

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

### **Members Present:**

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

**Apologies:** Cllrs Janine Turner

**Absent:** Cllr Geraint Hopkins JP, Helen Donnan, Joanne Miller.

**Clerk to the Council:** Leigh Smith

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

1 member of the public

### **2025/027 Welcome and Apologies**

The Chair welcomed all to the meeting.

### **RESOLVED**

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

### **2025/028 Disclosures of Personal and/or Prejudicial Interests**

Cllr Andrea James declared a personal interest with regards to agenda item 10 being a volunteer at 'the Pantry'.

Cllr Chris Parker declared a personal interest with regards to agenda item 10 being a volunteer at 'the Pantry'.





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

Cllr Claire Morgan declared a general personal interest holding an allotment tenancy with the Council.

**2025/029 Public Speaking**

None.

**2025/030 Minutes of the Previous Meeting**

***RESOLVED***

To approve the minutes of the ordinary council meeting held on 16th January 2025 as a true and accurate record subject to amendment to include Cllr Andrea James' declaration of interests which were declared at the meeting.

**2025/031 Action Plan**

Noted.

**2025/032 Correspondence**

Noted.

**2025/033 Community Crime Report**

Not received.

**2025/034 Expenditure for January 2025**

***RESOLVED***

To approve the council's expenditure for January 2025 shown in payment schedule 'Appendix 5' presented to the meeting.

**2025/035 Year-To-Date Spend vs Budget**

Noted.



## **2025/036 Pantry Finances Report**

Noted.

## **2025/037 Resolutions and recommendations of CIL Committee held 5<sup>th</sup> February 2025**

Any resolutions made under delegated authority by the Committee were noted.

### **a) RESOLVED**

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.

### **b) RESOLVED**

CIL2025/090 To add the project 'Welfare ground Rugby posts and installation' to the CIL123 and Active Project lists, allocating £5,680 of CIL funds.

### **c) RESOLVED**

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.

### **d) RESOLVED**

CIL2025/012 To add the project 'Accessible gates at Meadow Rise play area and Meadow Rise Bench' to the CIL123 and Active Project lists, allocating up to £1,500 of CIL funds and authorising the officers to allocate up to that amount.

### **e) RESOLVED**

CIL2025/013 add the project 'Improvements to the Welfare ground shower block' to the Active Project list at £50,000, the item already being listed on the CIL123 list.



**f) RESOLVED**

CIL2025/014 To amend the project 'LCC23/LAMPS1 Timers for festive lampposts' to show a cost of £750 and amending the CIL123 and Active Project lists accordingly, authorising the officers to spend up to that amount.

**g) RESOLVED**

CIL2025/015 To add the project '4 Large planters for 2025 summer display expansion' to the CIL123 and Active Project lists, allocating up to £2,750 of CIL funds and authorising the officers to spend up to that amount as further directed by Council.

**2025/038 Payments to Vale Consultants (Memorial Garden Project)**

**RESOLVED**

In relation to project LCC19/07 Memorial garden and garage and Vale Consultancy to pay the remainder of invoice 9933 totalling £1,125 immediately and to agree to pay invoice 13139 (£912.50) but to hold payment until Section 185 agreement is formally in place and final SuDs approval is obtained from RCTCBC to the satisfaction of the officers.

**2025/039 Section 185 Agreement (Sewer Diversion - Memorial Garden)**

**RESOLVED**

As required by standing order 29, to authorise via resolution of the Council, the Chair of the Council, Councillor David Evans and Councillor Rhys Jenkins to be authorised to sign (execution of deed) on behalf of the Council as a party to the Section 185 agreement between Llanharan Community Council, RCTCBC, HCC insurance and Welsh Water.

**2025/040 ORA Committee Recommendations (5th February 2025)**

Any resolutions made under delegated authority by the Committee were noted.

**a) RESOLVED**

ORA2025/009 For the Clerk to arrange for a quarterly inspection of Oakbrook Skatepark and Mountain Hare park by an independent person at a cost of £110 per quarter (for both sites)



**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.

**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.

**d) RESOLVED**

To suspend Financial Regulation 11.3e)ii regarding the installation of the bus shelter on the advice of the Clerk. The reason being that allowing RCTCBC to carry out the work on the Council's behalf are the highway authority, have expertise in the matter and are able to take advantage of procurement contracts which will ensure value for money.

**e) RESOLVED**

ORA2025/011 For the Clerk to write to RCTCBC requesting that proposals for the placement of trees in the community are put on hold on pending further discussion. And specifically to request that no trees are planted on the Meadow Rise open space, owned by the Community Council or on or around Oakbrook Skate park lease area, not in between the skatepark or MUGA, the Community Council exploring a refurbishment of the skatepark.

**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.

**g) RESOLVED**

ORA2025/013 To carry out some in-house maintenance work on the path at the western end of Tan Y Bryn Bridleway.



***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.

***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.

**2025/041 Community Engagement Committee Recommendations (11th February 2025)**

Any resolutions made under delegated authority by the Committee were noted.

***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.

***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.



**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

**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%

**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.

**f) RESOLVED**

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.

**2025/042 Trenos and Ewenni Crossings Project Committee (18th February 2025)**

Any resolutions made under delegated authority by the Committee were noted.



Resolved under delegated authority - TEC2025/008 Engaging a third party to assist in the drawing up of a detailed set of parameters (scope) to be used in the procurement process to obtain a project manager for the Ewenni Bridge project.

a) To delegate authority to the Clerk to spend up to £850 and in consultation with the 'Trenos Crossing and Ewenni Bridge Working Group' to produce a draft scope for submission to the committee at a later date.

**a) RESOLVED**

TEC2025/008b). With regards to Resolution TEC2025/008 a), to recommend to full council that Financial Regulation 11.3e) iii 1 be suspended to allow the Clerk to proceed on the basis of one quote. The work being specialist in nature and Vale known to have the required expertise.

**b) RESOLVED**

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'.

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'.

Cllr Neil Feist requested that regarding this resolution the votes of those in attendance be recorded in accordance with Standing Order 13.7



Votes for: Cllrs Chris Parker, Claire Morgan, Mark Steer, Robert Smith, David Evans, Andrea James, Will Thomas.

Votes against: Cllrs Neil Feist, Rhys Jenkins, Rhys.A.Jenkins.

### **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.

#### **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.

#### **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

### **2025/044 Extra Costs for CIL LED Lighting Project (Bryncae Community Centre)**

The proposal was not considered, the work having been found to be unnecessary.

### **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.





## **2025/046 VE Day 80th Anniversary Event Working Group Update**

Noted.

## **2025/047 Member's Reports**

### Cllr David Evans

Cllr Evans reported that he is meeting RCTCBC officers on 21<sup>st</sup> February at Danygraig Road to look at the issuer of flooding

## **2025/048 Feedback from External Group Meetings**

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

No report.

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

Cllr Smith reported that the One Voice Wales area committee survey had been completed.

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

Cllr Feist reported that he had been unable to attend the governors meeting on 18<sup>th</sup> February but will be attending the next meeting scheduled for 3<sup>rd</sup> March 2025.

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

No report.

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

No report.

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

Cllr Steer reported that the Wildlife Trust had felled a number of Ash trees afflicted with Ash dieback disease on safety grounds. An area is also being coppiced in order to increase the habitat for dormice.

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

No report.



### **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.

### **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.

Cllr Claire Morgan left the meeting.

### **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.

### **2025/052 Planning Matters**

Noted without comment.

### **2025/053 Urgent Information & Future Agenda Items**

The Chair informed members that there was ambiguity regarding an email received from a member as to whether that email constituted formal resignation from the council. In consultation with the Clerk the member had been written to with a request to clarify their intentions and wishes. Should no response be received then the assumption to be made that the email did not constitute a resignation from the council.

There being no further business the meeting closed at 9.15pm

The next scheduled meeting of Full Council will be held on 20<sup>th</sup> March 2025

Councillor David Evans  
Chair of Llanharan Community Council



## Llanharan Community Council - Action Plan 17.3.2025

Action no	Date added	Category	From	Action		Status
2020/232h	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public.	To be progressed once ROW database progress made.	
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.	
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.		
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.	
2022/083	22.4.22	Full Council	Full Council	2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project.  RESOLVED To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.	In progress. Design completed and submitted to RCTBCB SuDs and Welsh Water in June 22. Tender issued July 23. Awaiting formal S187 agreement. DCWW awaiting a copy of the formal title deed. Clerk has requested from Land Regsirty Mau 2024 Awaiting S185 Oct 24. Awaiting final S185 from DCWW. S185 agreement with RCTCBC solicitors. Awaiting RCTCBC signoff. Nov 24	
2022/098	20.5.22	Full council	Full Council	To be alltered - Minute 2022/090 Welcome and Apologies. Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.		
2022/108	22.5.22	Full council	CIL	2022/108 RCTCBC CIL meeting RESOLVED For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.		

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.	
2023/017	20.01.2023	Full Council	Full Council	2023/017 Covid 19 Plaque. RESOLVED £250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.	Councillors to bring proposals to a future meeting.	
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.	
2023/041	17.02.2023	Full Council	ORA	RESOLVED ORA2022/060 Urgent items for information or items for future agenda. Future agenda to include training on basic tree safety training for staff and interested members.	Add to future agenda.	
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.	
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.	
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/039 Signage for allotment site gates That the officers be authorised to spend up to £400 for signage for the allotment gates and sites.	To be decided upon and ordered with evidence showing best value.	

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	
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	
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.	
2023/186	21.7.23	Full Council	CIL	RESOLVED CIL2023/056 Further consideration of a CIL application from LRGT ref provision of a MUGA on the land adjacent to Bryncae Community Centre. That the matter be deferred to a future meeting of the CIL Committee to allow further informal negotiations to take place. The results of any negotiations to be confirmed in writing via the Clerk and reported to the Committee.	Informal negotiations held and results confirmed in writing. Awaiting legal deeds including title plan from LRGT. Chased June 2024 and subsequently.	
2023/233	22.9.23	Full Council	Full Council	2023/233 Quotations for the taking down of Summer hanging baskets and erection and subsequent removal of Christmas Trees, Christmas motifs etc...  RESOLVED To award a 1-year contract to Centregreat on the terms and prices provided. To approve the spend accordingly with a 5% contingency, namely: £13,189 for 2023.  RESOLVED The Clerk to carry out a tender process to provide the taking down Summer hanging baskets and erection and subsequent removal of Christmas Trees, Christmas motifs etc... for a 3 year period, years 2024 to 2026.  RESOLVED To authorise the Proper Officers to spend up to £1,000 of CIL funds in order to retrofit lamp post timers as required to allow the placement of Christmas motifs.	Centregreat informed.  Clerk to arrange formal tender.  Retrofitting of timers arranged and invoice to be provided by RCTCBC. completed  Tender process to be put in place.	
2023/286	17.11.2023	Full Council	Full Council	2023/286 Venues and other arrangements for future Council meetings. RESOLVED For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.		

2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.	Clerk to draw up draft process map.	
2023/208	22.12.2023	Full Council	HR	2023/208 Terms of Reference HR Committee RESOLVED To adopt the terms of reference for the HR Committee	Publish and put on website.	
	19.01.2024	Full Council	Full Council	No resolution - The Clerk to arrange for quotations for 2 large troughs and a large octagonal planter at a later date. Quotes to be presented to FC.	Obtain quotes and present to FC.	
2024/015	19.01.2024	Full Council	Full Council	RESOLVED A2024/015 Discharge of recommendation R13 from the most recent internal audit. Following the recent notification from The Independent Remuneration Panel for Wales (IRPW) regarding taxation guidance for the payment of Council allowances, that each member in receipt of the £156 payment (or part payment) is issued with the relevant letter (to be signed by the member) to evidence a formal arrangement between the council and the councillor and provided that the councillor is not already claiming the allowance against another source of income then it be treated as exempt from PAYE. This being the case there is no need for payments to be made via the payroll system.	Letters to be drawn up - LS Letters to be sent, signed and returned and filed - LP	
2024/017	19.01.2024	Full Council	Full Council	2024/017 £500 to purchase software to facilitate the development of electronic application forms  RESOLVED To authorise the officers to spend \$399 dollars per year (or the £ sterling equivalent) if following an investigation into its capabilities, the plugin is felt to serve the purposes for which it would be intended. For the Officer's in consultation with the Chair to proceed to develop draft forms and applications. The relevant committees to have final approval over the format and content of any application forms in the normal way prior to publishing.	DE to advise	
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		

2024/023	19.01.2024	Full Council	Full Council	2024/023 Spend of £500 to facilitate resolution of a HR matter  To approve the officers of the Council to pay up to £500 for costs associated with a confidential HR issue. The invoice presented for Caer health plus any ancillary costs that may arise in relation to the matter.	Ongoing.	
2024/046	16.02.2024	Full Council	Full Council	2024/046 Motion to instruct the Clerk to write to the relevant department of RCTCBC regarding flooding and drainage on the A473 near 'Llanharan Square'. RESOLVED The Clerk to write to the relevant department in RCTCBC to request what remedial work is required to the road drains on the A473 adjacent to the High Corner pub and to describe what, if any remedial work is planned over the next 12 months to rectify the situation".	Write letter and send. On hold ref RS	
2024/067	22.03.2024	Full Council	CIL	2024/067 RESOLVED CIL2024/013 Updated costs from Vale Consultancies regarding the Ewenny Bridge project. To allocate £2,540 rather than £1,850 of CIL funds to the project to facilitate the production of the more detailed scoping design by Vale Consultancies. To authorise the Officers to spend up to this amount with Vale consultancies. Note that previously the officers attempted to engage a number of consultancies to quote to carry out the work without successfully obtaining 3 written quotations, with this being the case to suspend financial regulation 11.3eii (where value... is less than £45,000 and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply) upon the recommendation of the Clerk with regards to this item.	List updated. Awaiting scoping design draft from Vale following formal permission to proceed from Council expected 18.4.24 ON HOLD pending public consultation.	
2024/067	22.03.2024	Full Council	CIL	2024/067 RESOLVED To allocate up to £1,500 of CIL funds for the obtaining of an engineering design for the path between the Network Rail railway crossing and the proposed Ewenny Bridge to the appropriate specification (being compliant with bridleway spec and in line with the Disability Act 2010 and best practice). To authorise the officers to spend up to this amount pending the receipt of a quote or quotes from appropriate suppliers. This authorisation valid only should the cheapest available quote be selected with the relevant information to be presented to a future meeting of the Committee and Council. This item included under this agenda item given the only currently available quote is from Vale Consultancies.	List updated . ON HOLD PENDING PUBLIC CONSULTATION	
2024/071	22.03.2024	Full Council	Full Council	2024/071 Potential leasing of land around Bryncae Community Centre.  RESOLVED For the Clerk to obtain estimates of cost from a solicitor to draft a lease agreement and act on the Council's behalf in this matter. Costs to be presented to a future meeting of council.	On Hold - Awaiting deeds/title plan from LRGT June 24.	
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.	

2024/072	22.03.2024	Full Council	Full Council	2024/072 Review SLA and other formal agreements with external bodies  RESOLVED For the officers of the Council to enter into informal negotiations regarding an agreement with a local organisation.	Produce briefing note and arrange meeting. Email summary sent June 2024, awaiting response.	
2024/086	19.04.2024	Full Council	CEC	2024/086 Recommendations of Community Engagement Committee meeting 26th March 2024  RESOLVED (CEC2024/006 Future placement of summer hanging baskets from Summer 2025). From Summer 2025 to investigate adding the following to the Councils Summer plant schedule: 1 x Large planter at the green space adjacent to St Ilyd's Meadow. 2 x Large planters either side of the roundabout at Heol Y Parc (New Road). 1 x Large planter near the bus stop at Trens Gardens. 2 x Troughs on Llanilid village sign markers near Dragon Studio's. The Clerk to obtain prices and present to the Committee at a future date.	Large Planters (x4) = £2,464 Troughs (x2) = £up to £414 (depending on size)  Note: Possibly need 1 or 2 extra troughs to replace those missing. To be reported to CEC.	
2024/088	19.04.2024	Full Council	CIL	RESOLVED To defer the motion listed below to a future meeting. To increase the allocated CIL funds allocated to the Project ' Ewenny Bridge' from £275,000 to £475,000. For this amount to comprise funds set aside to facilitate the building of the Ewenny Bridge, the construction of an appropriate path to the South to link up with the Network Rail crossing bridge and to also now to include the following: Funds to make improvements to relevant paths to the northern side of the Ewenny Bridge, into and through Brynna Woods to make them suitable for all users in line with the requirements of The Equality Act 2010; Funds to make improvements to relevant paths to the southern side of the Network rail crossing bridge to make them suitable for all users in line with the requirements of The Equality Act 2010; Subject to the permission of the relevant landowners and in partnership with other interested parties. Details to be decided at some later date.	Defered	
2024/088	19.04.2024	Full Council	CIL	RESOLVED To defer the motion listed below to a future meeting. Ref Decision making matrix item 1 – Assumed material from which the bridge is to be constructed to allow Vale to design a base-line design for public consultation and tendering. (NOTE: The decision made here is to decide which material to use for the base-line design. This does not mean that the final bridge design is being set prior to tendering). To specify a traditional steel/timber construction design now to allow Vale to design a base-line design but to make it clear that the Council do NOT stipulate any material in the tender pack. This option can be subject to change at a later date.	Defered	
2024/088	19.04.2024	Full Council	CIL	RESOLVED To defer the motion listed below to a future meeting. Decision making matrix item 3 - Consider decking spec on bridge. (Note: This information is required for the eventual tender document but not necessary for Vale to complete the base-line design for the scoping design) To defer this decision. To allow Vale to use an appropriate decking solution for the scoping design at this stage. This matter to be reconsidered prior to producing a tender document.	Defered	



2024/088	19.04.2024	Full Council	CIL	<p>RESOLVED To defer the motion listed below to a future meeting Decision making matrix item 6 – Consider whether to carry out further ground testing to inform the design. To authorise £1000 of CIL funds from the project allocation to carry out further ground investigation drilling further from the bank where the original drilling took place. This work to be done to inform the tender document, not to delay production of the initial scoping design. Cllr Neil Feist subsequently requested that for all agenda items relating to financial matters that the votes of all members be recorded in the minutes. For this item of business, as the request to record votes of each councillor was made later in the meeting, the information available shows that Cllrs David Evans, Neil Feist, Rhys Jenkins, Mark Steer, Tracy Allen, Robert Smith, Janine Turner, Chirs Parker, Andrea James, Will Thomas and Joanne Miller voted to defer the motion. No members voted against.</p>	Defered	
AM2024/007	17.05.2024	Full Council	Annual Meeting	<p>AM2024/007 Civic Allowances for the municipal year 2024/25 RESOLVED To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance. RESOLVED To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect. RESOLVED For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details. RESOLVED To pay a Chair's allowance of £1500 to the Chair of the Council RESOLVED To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council RESOLVED For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made.</p>	All payments made. Senior allowance and chair's allowance subject to tax. Must produce letters of agreement.	
AM2024/017	17.05.2024	Full Council	Annual Meeting	<p>AM2024/017 Membership of The Society of Local Council Clerks (SLCC) RESOLVED To renew the Clerk and RFO Deputy Clerk's membership of the Society of Local Council Clerks (SLCC) up to a value of £260 each.</p>	Arrange to pay membership fees for Clerk and RFO. (LS Paid, reclaim expenses).	
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.	

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>	Obtain consent from RCTCBC and / /or landowner. Issue instruction to senior grounds person.	
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.	
2024/139	21.06.2024	Full Council	Audit	<p>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.</p>		
2024/139	21.06.2024	Full Council	Audit	<p>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.</p>		
2024/139	21.06.2024	Full Council	Audit	<p>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.</p>		
2024/139	21.06.2024	Full Council	Audit	<p>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.</p>	The Clerk has written to the auditor 21.6.24	
2024/139	21.06.2024	Full Council	Audit	<p>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.</p>	The Clerk has written to the auditor 21.6.24	
2024/139	21.06.2024	Full Council	Audit	<p>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.</p>	In progress. Draft presented to HR Committee Sept 24. Further work required.	
2024/139	21.06.2024	Full Council	Audit	<p>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.</p>		
2024/139	21.06.2024	Full Council	Audit	<p>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.</p>		

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.	
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	
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	
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.		
2024/176	19.06.2024	Full Council	Full Council	2024/176 'supporting guardians' for community defibrillators. RESOLVED To permit the officers to arrange for 'supporting guardians' for the council's community defibrillators under the following terms: • That interested members of the public be named as supporting guardians to carry out monthly checks. • The Clerk to contact interested parties and advertise to seek responsible supporting guardians for defibrillators. • The Clerk to keep appropriate records and liaise with supporting guardians. • The Clerk to add, remove or manage supporting guardians as they see fit. • The Clerk to ensure all supporting guardians are trained in their duties and responsibilities and the practical aspects of carrying out a defib check. • The Clerk to seek to arrange free 'defib training' for members of the community.	Advertise. Make training video. Add checklist	
2024/177	19.06.2024	Full Council	Full Council	2024/177 Letter to RCTCBC planning regarding Dragon International Studios planning applications RESOLVED To instruct the Clerk to write a letter to RCTCBC planning regarding Dragon International Studios planning applications 24/0511/10, 24/0513/10, 24/0524/10, 24/0525/10, 24/0526/10, 24/0527/10. The wording of the letter be altered from that presented in appendix 16 to remove factual inaccuracies and to reflect discussions held during the meeting.		

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>	
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>	<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.</p>	
2024/213a)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>a) RESOLVED</p> <p>ORA2024/054 Development of small 'Starter plots' on the councils allotment sites. To hold back 1 plot on each of the Council's allotment sites to be divided up and developed into smaller 'starter plots', with a view to letting in January 2025.</p>		
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>	
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>	

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 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>		
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 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. To purchase 2 x wheelchair accessible picnic tables from NBB Ltd at a cost of £560 each, with a 10% contingency, authorising the officers to spend a total of £1,232 from CIL funds</p>	Place order once permission from developer received. Update CIL lists. Awaiting permission.chased 2024 and early 2025. No response.	
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 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. To purchase a standard bench from KBS Depot at a cost of £440 with a 10% contingency, authorising the officers to spend a total of £484 from CIL funds.</p>	Place order once permission from developer received. Update CIL lists. Awaiting permission.chased 2024 and early 2025. No response.	
2024/241	20.10.2024	Full Council	CEC	<p>2024/241 Resolutions and Recommendations of the CEC Committee meeting held 10th October 2024</p> <p>NOTED The Committee RESOLVED To proceed with the public consultation for the Ewenny Bridge project using the documentation and methods provided in 'Appendix 4' presented to the meeting. For the consultation to begin as soon as practicable and to run for a period of 28 days.</p>	Posted. Issue results following deadline. Completed. Results to be presented to CEC.	
2024/287	22.11.2024	Full Council	HR	<p>2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024</p> <p>a) RESOLVED 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</p>	Decide upon final wording. Advertising method and process, with timeline. Plan process.	

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.	
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).	
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).	
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.	
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	
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

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).	
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.	
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.	
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.	
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.	
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.	
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.	
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.	
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	

2024/301	20.12.2024	Full Council	ORA	b) RESOLVED ORA2024/085 Consideration of allowing Bees to be kept on the Council's Allotment sites. To not allow bees on council allotment sites or council open spaces. The effect on biodiversity, the location of our sites being in residential areas, the administrative burden and other factors.		Completed
2024/301	20.12.2024	Full Council	ORA	c) RESOLVED ORA2024/086 Bus shelter at the high corner. That the provision for a bus shelter to be placed at the High Corner bus stop be investigated and that the Clerk to present a future paper on the details to the ORA Committee. The potential to fund the bus shelter from CIL funds to be referred to the CIL Committee for consideration.	Submitted to ORA Feb 25	Completed
2024/301	20.12.2024	Full Council	ORA	d) RESOLVED To accept the offer to surrender the plot voluntarily from the plot holder of Bridgend Road plots 28&29 rather than proceeding with an eviction process.		Completed
2024/301	20.12.2024	Full Council	ORA	e) RESOLVED To accept the reasons for non-cultivation and the assurances given in the plot holder's submission to the Committee and to not evict the plot holder of Bridgend Road plot 50 at this time, but reserving the right to do so at a later date. For the Clerk to write to the plot holder to explain the Councils decision and that close monitoring of the plot will be undertaken from February 2025 onwards.		Completed
2024/303	20.12.2024	Full Council	Full Council	a) RESOLVED For the Council to form a committee known as the "Bryncae Community Centre Committee" the membership of which to be: Cllrs Chris Parker, Andrea James, Janine Turner, Rhys Jenkins, Neil Feist and Robert Smith. Plus the 3 members of the public who currently sit on the Bryncae Community Centre Voluntary Management Committee to be invited to join the Committee as non-voting members of the committee.	Alter master list and setup Microsoft 365 group. ~done - Testing.	Completed
2024/303	20.12.2024	Full Council	Full Council	b) RESOLVED The RFO to become a co-signatory (along with Cllr Andrea James who is the current voluntary management committee's treasurer, in the interim period) to the existing bank account to comply with financial regulations and to use the existing bank account.	Lease transfer date: 3rd Feb 2018	
2024/303	20.12.2024	Full Council	Full Council	c) RESOLVED The RFO to create a new cashbook within Rialtos to deal solely with the finances of the Centre and that an EMR is created to capture the balance of any funds available and any profit (or loss) in any financial year.	Lease transfer date: 3rd Feb 2019	
2024/303	20.12.2024	Full Council	Full Council	d) RESOLVED 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.	Lease transfer date: 3rd Feb 2020	Noted
2024/303	20.12.2024	Full Council	Full Council	e) RESOLVED The Committee be delegated authority to draw up or alter the terms and conditions of hire	Lease transfer date: 3rd Feb 2021	Noted
2024/303	20.12.2024	Full Council	Full Council	f) RESOLVED 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.	Lease transfer date: 3rd Feb 2022	Noted
2024/303	20.12.2024	Full Council	Full Council	g) RESOLVED 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.	Lease transfer date: 3rd Feb 2023	Noted



2024/303	20.12.2024	Full Council	Full Council	h) RESOLVED 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.	Lease transfer date: 3rd Feb 2024	Noted
2024/303	20.12.2024	Full Council	Full Council	i) RESOLVED The Clerk and/or RFO to be delegated powers to: a) approve expenditure on consumable items such 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	Lease transfer date: 3rd Feb 2025	Noted
2024/303	20.12.2024	Full Council	Full Council	f) RESOLVED The RFO to provide a monthly finance report to be presented in the meeting of the full council.	Lease transfer date: 3rd Feb 2025 so first report in March Council meeting.	
2024/304	20.12.2024	Full Council	Full Council	The Clerk recommends that should the council wish to take advantage of the SLA	Lease transfer date: 3rd Feb 2025	Completed
2024/305	20.12.2024	Full Council	Full Council	2024/305 Quotations for the replacement of all lights with LED lights at Bryncae Community Centre RESOLVED To appoint Vendor B, (Whitehead) for the replacement of all lights with LED lights at Bryncae Community Centre as per the specification provided and in line with quotation SW/CW/10012 and accompanying emails. For officers to engage Whitehead and to be authorised to spend up to £17,327 comprising the quotation amount of £15,748.38 plus a 10% contingency, monies to come from CIL funds against project LCC23/02 "Improvements to Bryncae Community Centre", £100,000 being set aside for the project on the Active Project list. Any monies received from Grant to be offset from this total.	Job awarded, work underway.	Completed
2024/310	20.12.2024	Full Council	Full Council	2024/310 Renaming of the "Walking Route Leaflets Working Group" review of Terms of reference RESOLVED To change the name of the Walking Route Leaflets Working Group to: "Walking and Multiuser Leaflets Working Group" And to alter the terms of reference to: "The Working Group to be tasked to explore suitable routes and prepare draft leaflets. The WG will make recommendations to the ORA Committee".	Alter master list.	Completed

2024/317	20.12.2024	Full Council	Full Council	<p>2024/317 Motion to form a committee to be known as “the Trenos and Ewenni Crossings Project Committee” not requiring written notice as per 22.2.14 of the council’s Standing Orders.</p> <p>RESOLVED</p> <p>To form a committee to be known as “the Trenos and Ewenni Crossings Project Committee”. Membership to comprise Cllrs David Evans, Chris Parker, Will Thomas, Janine Turner, Rhys Jenkins, Mark Steer, Neil Feist, Andrea James, Claire Morgan and Robert Smith (10) with Cllr Chris Parker as Chair and Cllr Janine Turner as Deputy Chair.</p> <p>Terms of reference to be:</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>	<p>Add to committee list - Done</p> <p>Create Committee page on sharepoint - Done, testing email.</p>	Completed
2024/317	20.12.2024	Full Council	Full Council	<p>b) RESOLVED</p> <p>That membership from the Council of the Trenos Crossing and Ewenny Bridge Working Group be altered to comprise Cllrs Chris Parker as Chair, Neil Feist as Vice Chair, Mark Steer and Rob Smith and the terms of reference of the Trenos Crossing and Ewenny Bridge Working Group be amended so that it reports to this newly formed committee.</p>	<p>Alter master list and microsoft group. - Done, testing email .</p>	Completed
2025/011	17.1.2025	Full Council	Audit	<p>c) RESOLVED A2025/009 2025/26 Budget and precept.</p> <p>To apply a 6% increase on the Community Council tax band D rate resulting in a £4.75 per year increase and a resultant Community Council band D rate of £83.92 per year raising a precept of £300,409.26</p>	<p>Inform RCT</p>	Completed
2025/011	17.1.2025	Full Council	Audit	<p>d) RESOLVED A2024/010 General grant applications</p> <p>To defer consideration of the Brynna OAP Association application for £1,800 pending the receipt of suitable quotations to comply with the Council’s grant policy. Furthermore for the applicant to provide evidence of increased energy costs. For the Clerk to write to the association to request suitable documentation, upon receipt of which the application will be considered.</p>	<p>Communicate decision to applicant.</p>	Completed
2025/011	17.1.2025	Full Council	Audit	<p>e) RESOLVED A2024/010 General grant applications</p> <p>To reject the general grant application from Llanharan OAP Association for £1,800, the applicant having significant funds in the bank and the application having failed to demonstrate a need for funding.</p>	<p>Communicate decision to applicant.</p>	Completed
2025/011	17.1.2025	Full Council	Full Council	<p>2025/014 Motion to delegate authority to The Bryncae Community Centre Committee to appoint its own Chair and Deputy Chair.</p> <p>RESOLVED</p> <p>To delegate authority to The Bryncae Community Centre Committee to appoint its own Chair and Deputy Chair at its first meeting.</p>	<p>Add to agenda for first meeting. Update lists.</p>	

2025/011	17.1.2025	Full Council	Full Council	<p>2025/017 Over 60's Christmas Lunches and to approve the payment of final costs. RESOLVED</p> <p>a) To clarify that a donation of £100 EACH to be paid to both Brynnau and Llanharan Primary schools for entertainment</p> <p>b) To clarify that the payment alluded to above "£200 payment for school bus transport for Brynnau Primary School" relates to the bus costs for both Brynnau Primary School and for the transport arranged on the day for residents of Brynna.</p> <p>c) To increase this amount to £230 to cover the actual cost of the busses.</p> <p>d) To pay the Cresta caterers costs of £5,209.58 for the cost of catering. (202 heads x £25.79/head + VAT)</p>	Pay all costs	Completed
2025/011	17.1.2025	Full Council	Full Council	<p>2025/018 Approving the purchase of a petrol jetwash. The previously approved purchase needing to be revised RESOLVED</p> <p>To authorise the purchase of the petrol jetwash from Toolstation at a cost of £699.98 with an approximate 10% contingency, approving the officers to spend up to a total of £770. The item no longer being available from Screwfix and this vendor being the next cheapest. Unless a cheaper vendor can be found in the meantime.</p>	Ordered	Completed
2025/011	17.1.2025	Full Council	Full Council	<p>2025/019 Written motion to instruct the Clerk to write to RCTCBC highways to request the reinstatement of the previously removed cattle grid on Danygraig Road RESOLVED</p> <p>To instruct the Clerk to write to RCTCBC highways to request the reinstatement of the previously removed cattle grid on Danygraig Road along with the adjoining gate, there being considered a risk to public safety from livestock at Llanharan square.</p>	Write to RCT	Completed
2025/011	17.1.2025	Full Council	Full Council	<p>2025/020 Written motion to instruct the Clerk to write to RCTCBC highways highlighting the issue of excessive surface water running down Danygraig Road during and following periods of heavy rain. RESOLVED</p> <p>To instruct the Clerk to write to RCTCBC highways highlighting the issue of excessive surface water running down Danygraig Road during and following periods of heavy rain. To request that RCTCBC identify the existing surface water drains and to carry out cleaning of those drains as soon as possible. For the Clerk to also request a copy of the drawings showing the location of the drains along the length of Danygraig Road.</p>	Write to RCT	Completed
2025/017	17.1.2025	Full Council	Full Council	<p>2025/017 Over 60's Christmas Lunches and to approve the payment of final costs. RESOLVED</p> <p>a) To clarify that a donation of £100 EACH to be paid to both Brynnau and Llanharan Primary schools for entertainment</p> <p>b) To clarify that the payment alluded to above "£200 payment for school bus transport for Brynnau Primary School" relates to the bus costs for both Brynnau Primary School and for the transport arranged on the day for residents of Brynna.</p> <p>c) To increase this amount to £230 to cover the actual cost of the busses.</p> <p>d) To pay the Cresta caterers costs of £5,209.58 for the cost of catering. (202 heads x £25.79/head + VAT)</p>		

2025/018	17.1.2025	Full Council	Full Council	2025/018 Approving the purchase of a petrol jetwash. The previously approved purchase needing to be revised RESOLVED To authorise the purchase of the petrol jetwash from Toolstation at a cost of £699.98 with an approximate 10% contingency, approving the officers to spend up to a total of £770. The item no longer being available from Screwfix and this vendor being the next cheapest. Unless a cheaper vendor can be found in the meantime.		Completed
2025/019	17.1.2025	Full Council	Full Council	2025/019 Written motion to instruct the Clerk to write to RCTCBC highways to request the reinstatement of the previously removed cattle grid on Danygraig Road RESOLVED To instruct the Clerk to write to RCTCBC highways to request the reinstatement of the previously removed cattle grid on Danygraig Road along with the adjoining gate, there being considered a risk to public safety from livestock at Llanharan square.		Completed
2025/020	17.1.2025	Full Council	Full Council	2025/020 Written motion to instruct the Clerk to write to RCTCBC highways highlighting the issue of excessive surface water running down Danygraig Road during and following periods of heavy rain. RESOLVED To instruct the Clerk to write to RCTCBC highways highlighting the issue of excessive surface water running down Danygraig Road during and following periods of heavy rain. To request that RCTCBC identify the existing surface water drains and to carry out cleaning of those drains as soon as possible. For the Clerk to also request a copy of the drawings showing the location of the drains along the length of Danygraig Road.		Completed
2025/022	17.1.2025	Full Council	Full Council	2025/022 Report on quotations received to resurface the path adjacent to the steps situated on Enterprise Way. The work having been engaged and carried out under delegated authority by the Clerk. Noted. RESOLVED To suspend Financial Regulation 11.3e)ii with regards this contract, the Clerk having attempted to obtain 3 quotations but having only received 2 quotations.		Noted
2025/030	21.02.2025	Full Council	Full Council	2025/030 Minutes of the Previous Meeting RESOLVED To approve the minutes of the ordinary council meeting held on 16th January 2025 as a true and accurate record subject to amendment to include Cllr Andrea James' declaration of interests which were declared at the meeting.	Amend minutes, republish as amended.	
2025/037	21.02.2025	Full Council	CIL	2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 a) RESOLVED 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.	Awaiting letters of support to release funding/invoices etc... Applicant informed. Have provided a letter of support to the applicant for use with other funders. Added to CIL lists - done	
2025/037	21.02.2025	Full Council	CIL	2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 b) RESOLVED CIL2025/090 To add the project 'Welfare ground Rugby posts and installation' to the CIL123 and Active Project lists, allocating £5,680 of CIL funds.	Added to lists. Complete.	Completed

2025/037	21.02.2025	Full Council	CIL	2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 c) RESOLVED 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.	Added to lists. Engage RCT for full spec and costs and program of work.	
2025/037	21.02.2025	Full Council	CIL	2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 d) RESOLVED CIL2025/012 To add the project 'Accessible gates at Meadow Rise play area and Meadow Rise Bench' to the CIL123 and Active Project lists, allocating up to £1,500 of CIL funds and authorising the officers to allocate up to that amount.	Added to lists. Arrange making good of asphalt.	Completed
2025/037	21.02.2025	Full Council	CIL	2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 e) RESOLVED CIL2025/013 add the project 'Improvements to the Welfare ground shower block' to the Active Project list at £50,000, the item already being listed on the CIL123 list.	Added to list. See also 2024/288 and 2024/300	Completed
2025/037	21.02.2025	Full Council	CIL	2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 f) RESOLVED CIL2025/014 To amend the project 'LCC23/LAMPS1 Timers for festive lampposts' to show a cost of £750 and amending the CIL123 and Active Project lists accordingly, authorising the officers to spend up to that amount.	Done	Completed
2025/037	21.02.2025	Full Council	CIL	2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 g) RESOLVED CIL2025/015 To add the project '4 Large planters for 2025 summer display expansion' to the CIL123 and Active Project lists, allocating up to £2,750 of CIL funds and authorising the officers to spend up to that amount as further directed by Council.	Done	Completed
2025/038	21.02.2025	Full Council	Full Council	2025/038 Payments to Vale Consultants (Memorial Garden Project) RESOLVED In relation to project LCC19/07 Memorial garden and garage and Vale Consultancy to pay the remainder of invoice 9933 totalling £1,125 immediately and to agree to pay invoice 13139 (£912.50) but to hold payment until Section 185 agreement is formally in place and final SuDs approval is obtained from RCTCBC to the satisfaction of the officers.	Vale contracted. Lisa to process.	Completed
2025/039	21.02.2025	Full Council	Full Council	2025/039 Section 185 Agreement (Sewer Diversion - Memorial Garden) RESOLVED As required by standing order 29, to authorise via resolution of the Council, the Chair of the Council, Councillor David Evans and Councillor Rhys Jenkins to be authorised to sign (execution of deed) on behalf of the Council as a party to the Section 185 agreement between Llanharan Community Council, RCTCBC, HCC insurance and Welsh Water.		Completed
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) a) RESOLVED ORA2025/009 For the Clerk to arrange for a quarterly inspection of Oakbrook Skatepark and Mountain Hare park by an independent person at a cost of £110 per quarter (for both sites)	Wrote to Lyn 3.3.25 requesting dates for first inspections.	Completed

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.		
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	
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) d) RESOLVED To suspend Financial Regulation 11.3e)ii regarding the installation of the bus shelter on the advice of the Clerk. The reason being that allowing RCTCBC to carry out the work on the Council's behalf are the highway authority, have expertise in the matter and are able to take advance of procurement contracts which will ensure value for money.		Noted
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) e) RESOLVED ORA2025/011 For the Clerk to write to RCTCBC requesting that proposals for the placement of trees in the community are put on hold on pending further discussion. And specifically to request that no trees are planted on the Meadow Rise open space, owned by the Community Council or on or around Oakbrook Skate park lease area, not in between the skatepark or MUGA, the Community Council exploring a refurbishment of the skatepark.	Wrote to PS 3.3.25	Completed
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.		
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.		
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.		
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.		

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 wirement to be made from general reserves.	Ordered 4.3.25	Completed
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
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
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
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	
2025/041	21.02.2025	Full Council	CEC	2025/041 Community Engagement Committee Recommendations (11th February 2025) f) RESOLVED 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.	Design a process	

2025/042	21.02.2025	Full Council	TEC	2025/042 Trenos and Ewenni Crossings Project Committee (18th February 2025) a) RESOLVED 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.		Noted
2025/042	21.02.2025	Full Council	TEC	2025/042 Trenos and Ewenni Crossings Project Committee (18th February 2025) b) RESOLVED 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'. 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'.	Noted. Include in info sent to CN, Vale	Noted
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.	
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
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



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
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
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
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

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

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Hi Leigh,

Hope you're well?

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

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

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

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

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

### **Why engage with GlobalWelsh?**

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

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

### **Our offer to Regions and Local Authorities**

Partnering with GlobalWelsh can help your area achieve:

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

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

### **Immediate Benefits**

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

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

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

### Next Steps

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

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

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

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

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

Many thanks, Zara

--

Zara Bass | Head of Community and Operations



Mobile:

[REDACTED] [com](#)

Join us: [connect.globalwelsh.com/signup](https://connect.globalwelsh.com/signup)

Follow us: @GlobalWelsh

**From:** [Marie Curie Cymru](#)  
**To:** [The Clerk](#)  
**Subject:** Marie Curie Great Daffodil Appeal 2025  
**Date:** 06 March 2025 11:46:59

---

Dear Leigh

### **Please support Marie Curie's Great Daffodil Appeal this year**

Marie Curie is dedicated to ensuring a better end of life to everyone in Wales, through providing excellent end of life care and support services both in our hospice in Penarth and through our hospice at home nursing services in local communities across Wales.

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

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

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

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

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

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

Kind Regards

*Claire Phillips*

Claire Phillips  
Head of Fundraising in Wales

**Marie Curie Cymru**  
Marie Curie Hospice Cardiff & the Vale



To whom it may concern,

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

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

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

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

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

**Clerk to the Council**  
**Llanharan Community Council**

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

## **LLANHARAN COMMUNITY COUNCIL**

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

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

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

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

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

### **Eligibility**

Grants will not be made;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Grants – DATA PROTECTION**

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



## LLANHARAN COMMUNITY COUNCIL

### Grant Aid Application Form

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

No payments will be paid by cash.

<b>SECTION A: ABOUT YOU</b>	
<b>Name of Organisation:</b> (Please note that if you are successful, payment will be made to a bank account registered in this name).	Wildlife Trust of South and West Wales
<b>Registered Charity Number (if applicable)</b>	No. 1091562
<b>Name of Main Contact:</b> (All correspondence will be addressed to this person)	Duncan Ludlow
<b>Full Postal Address of Applicant:</b>	Parc Slip Nature Centre Fountain Road Tondu Bridgend CF32 0EH
<b>Contact Telephone Number:</b>	Daytime: 01656 724100  Mobile:
<b>Main Contact Email Address:</b>	d.ludlow@welshwildlife.org
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years? Yes</b>	
<b>If the answer is yes, please complete the box below:</b>	
Date	Amount
	£
2020-21	£10,000
2021-22	£10,000
2022-23	£10,000
Has an Appendix Two, 'Grant spend confirmation form' been satisfactorily completed for the most recent grant Appendix Two MUST be completed for the application to be considered.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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

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

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

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

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

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

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

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

Are you a not for profit organisation?

Yes  No

How long has the organisation been established?

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

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

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

**Guided walk / events / tasks programme** - A programme of a minimum of 6 guided walks will be scheduled to take place through the year.

Estimated cost £2,000 to cover staff time leading and preparing walks.

**Tools, training and equipment for Brynna volunteers**

Estimated cost up to £1,000

**Survey and monitoring** - survey projects to inform the management of the reserve including –

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

Estimated cost approx. £2,000

**Infrastructure maintenance** – approx. 1km of fence repairs, new benches, viewing platform maintenance and ongoing site infrastructure maintenance

Estimated cost £4,000

**Interpretation** – provision of new interpretation board on marsh viewing platform. Estimated cost approx. £1,000

Please see attached report for further details

How will the Grand Aid benefit the Community?

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

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

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

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

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

Start Date: April 2024

Completion Date: March 2025

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

What is the total cost of the project/items for which Grant Aid is required?

£10,000

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

£10,000

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

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

A. Up to £100

- Organisation/Group constitution or rules

B. £101 - £499

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

C. £500 - £2,000

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

**Section D: Sustainability**

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

Yes ✓

No

If yes, provide details.

The management of Brynna Woods reserve is an ongoing project.

### **Section E: Payment Details**

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

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

The Wildlife Trust of South and West Wales

**Account Number** - 01602207

**Sort Code** - 30-93-98

### **SECTION F: Completing the application**

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

**Declaration:**

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

Signed: 

Date: 30/8/2023

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

Second Signature:

Position held in organisation: Wildlife Trust Officer

Signed: T Jones

Date: 30/8/2023

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

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

**Checklist:-**

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

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

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

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





## Appendix One

### Llanharan Community Council Grant Feedback

Name:	Duncan Ludlow
Organisation:	Wildlife Trust of South and West Wales
Address:	Parc Slip Nature Centre Fountain Road Tondu Bridgend CF32 0EH
Telephone:	01656 72400
Email address:	d.ludlow@welshwildlife.org
Website:	<a href="https://www.welshwildlife.org/">https://www.welshwildlife.org/</a>
Reason for previous application: (Project.activity name/details)	Management of Brynna Woods and Llanharran Mash nature reserve including: Purchase of tools and equipment, provision of guided walks and events, surveys and monitoring, interpretation provision,
Amount received:	£10,000
Date received:	March 2023

I was happy with the application process?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If your answer to the above question is no, please give further details to enable us to improve the application process.	
How has the donation made a difference to the Community?	The donation has enabled WTSWW to continue it's management of the reserve and to provide a valuable greenspace for the residents of the surrounding communities.

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

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

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

*Return the completed form to:*

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



## Appendix Two

### Llanharan Community Council Grant Spend Confirmation Form

*Required for grants of £500 or more*

Name:	Duncan Ludlow
Organisation:	Wildlife Trust of South and West Wales
Address:	Parc Slip Nature Centre Fountain Road Tondu Bridgend CF32 0EH
Telephone:	01656 72400
Email address:	d.ludlow@welshwildlife.org
Date & Amount granted:	£10,000
Specific reason for grant: What was the grant for:	Management of Brynna Woods and Llanharran Mash nature reserve including: Purchase of tools and equipment, provision of guided walks and events, surveys and monitoring, interpretation provision,
Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent.	Please see attached report.

Officers note: Is evidence required? (If over £500 applicant to provide invoices)	
Did the donation achieve its aims in relation to making a difference to the Community?	Yes, the donation has enabled WTSWW to continue it's management of the reserve and to provide a valuable greenspace for the residents of the surrounding communities.

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

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

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

*Return the completed form to:*

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



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

## [Brynna Woods management 2024/25 update](#)

### Ash dieback safety work

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



Locations of managed and monitored ash trees

### Site Infrastructure

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



### Dormice Monitoring

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

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

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



### Interpretation

Marsh information board

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

QR codes

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

## Guided walk programme

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



## Volunteers

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

## Equipment purchases

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



## Habitat management

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

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



**Company registration number: 04398959**  
**Charity registration number: 1091562**

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

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

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

# THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED

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**CHAIRMAN'S ANNUAL REPORT**

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

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

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

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



**Paul Culyer**  
**Chair**

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LIMITED**  
**REPORT OF THE TRUSTEES**  
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The trustees present their report and accounts for the year ended 31 March 2024.

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

**OBJECTIVES AND ACTIVITIES**

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

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

**Public benefit statement**

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

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

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

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

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

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

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

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

#### **ACHIEVEMENTS AND PERFORMANCE**

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

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

#### **Highlights from the nature reserves**

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

#### **Nature Reserves Management**

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

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

**Research and monitoring**

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

**Partnership work and networks**

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

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**Advice to other landowners**

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

**Acquisitions and legal work**

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

**Nature Recovery and large-scale projects**

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

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

**Advocacy and Standing Up for Nature**

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

**Partnership work and networks**

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

**Contracts**

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



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

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

#### **Highlights from our Team Wilder work**

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

##### ***Stand for Nature Wales Project (Cardiff)***

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

##### ***Stand for Nature Wales Project (Coastal Ceredigion)***

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

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

***My Wild Cardiff Project (Cardiff)***

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

***Nextdoor Nature Swansea Project (Swansea)***

- Swansea LNP gave us just under £4k to deliver nature projects in Swansea; We engaged the YMCA Swansea in planting for pollinators at Swansea Museum. The Uplands community group engaged residents in Penlan Crescent and together planted wildflower plugs and fruit trees (provided by the council). We also held a Nextdoor Nature Celebration event at the Swansea Brynmill Community Centre Garden. We have been working with this group to develop their garden area as part of the Swansea LNP work. We interviewed one volunteer, which has been included in the celebration video by RSWT: <https://www.youtube.com/watch?v=CBvwJVPiv7U&t=173s>
- Marianne ran a successful Welsh Language walk in Swansea and is planning more Welsh language walks in the future.
- We attended the Chinese New Year festival event organised by Chinese in Wales Association.
- We had a site visit to Townhill woodland project and will be running two survey training sessions with the group in partnership with Coed Lleol.
- We had a change of staff this year, with Marianne Evans starting in July. Marianne has attended several Swansea LNP meetings and events, and is building a good network of contacts through this partnership.

**Education**

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

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

**Core Wilder Engagement Work**

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

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

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

**Highlights from our Living Seas work**

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

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

#### **Bird Flu/HPAI**

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

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

**Highlights from Skomer and Skokholm Islands**

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

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

**Building Recognition of our Role:**

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

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

### **Growing Our Resources**

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

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



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**Managing Ourselves effectively**

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

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## **EDI**

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

## **FINANCIAL REVIEW**

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

### **Income**

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

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

### **Expenditure**

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

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

### **Fund balances and reserves**

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

### **Trading subsidiaries**

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

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**Investment policy**

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

**Financial Reserves Policy**

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

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

**Risk Management**

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

The major risks the Trust currently faces and mitigation are:

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

**PLANS FOR FUTURE PERIODS**

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

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

In particular we will:

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

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

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

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

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

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

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

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

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

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

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

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

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

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

**Appointment, induction and training of Trustees**

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

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

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

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

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

**Patron, President and Vice Presidents**

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

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**Related parties**

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

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

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

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

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

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

**REFERENCE AND ADMINISTRATIVE DETAILS**

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

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

**Registered Charity Number:** 1091562

**Registered Company Number:** 4398959

**Trading subsidiaries:** DWT (Enterprises) Limited

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

**Board of Trustees**

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

W – Trustee of WTWW

G – Trustee of GWT

B – Trustee of BWT

**Chief Executive** Sarah Kessell

**Company Secretary** Diana Clark

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

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

**Solicitors:**

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

**Auditors:**

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



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

**Appendix 1**

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

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

**Responsibilities of the Board of Trustees**

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

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

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

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

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

In so far as the trustees are aware:

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

**Auditors**

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

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



.....  
**Mrs D Clark (Secretary)**

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

**Opinion**

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

In our opinion the financial statements:

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

**Basis for opinion**

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

**Conclusions relating to going concern**

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

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

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

**Other information**

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

We have nothing to report in this regard.

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

**Opinions on other matters prescribed by the Companies Act 2006**

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

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

**Matters on which we are required to report by exception**

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

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

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

**Responsibilities of trustees**

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

**Auditor's responsibilities for the audit of the financial statements**

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

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

This description forms part of our auditor's report.

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

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

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

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

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

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

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

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

**Use of our report**

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

*Azets Audit Services*

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

Chartered Accountants  
Statutory Auditor

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

Date: 4 November 2024

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

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

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

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

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

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

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

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

.....  
**Paul Culyer**  
Chair

**Company no.: 04398959**

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



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

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

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

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

**1. ACCOUNTING POLICIES**

**Legal form and address**

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

**Basis of preparation**

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

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

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

**Group financial statements**

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

**Company status**

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

**Going concern**

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

**Fund accounting**

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

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

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

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

**1. ACCOUNTING POLICIES (continued)**

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

Investment income and gains are allocated to the appropriate fund.

**Income recognition**

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

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

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

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

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

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

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

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

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

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

**1. ACCOUNTING POLICIES (continued)**

**Expenditure recognition**

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

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

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

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

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

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

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

**Taxation**

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

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

**Fixed assets**

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

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

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

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

**1. ACCOUNTING POLICIES (continued)**

Properties are valued in the accounts as follows:

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

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

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

**Heritage assets**

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

Nature reserves are valued in the accounts as follows:

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

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

**Investments**

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

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

**Stocks**

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

**Cash and cash equivalents**

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

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

**1. ACCOUNTING POLICIES (continued)**

**Financial instruments**

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

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

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

**Basic financial assets**

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

**Derecognition of financial assets**

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

**Financial liabilities**

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

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

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

**Derecognition of financial liabilities**

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

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**1. ACCOUNTING POLICIES (continued)**

**Employee Benefits**

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

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

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

**Pensions**

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

**Operating Leases**

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

**2. CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS**

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

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

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**3. INCOME FROM DONATIONS AND LEGACIES**

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



**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**4. INCOME FROM CHARITABLE ACTIVITIES**

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

**5. INCOME FROM OTHER TRADING ACTIVITIES**

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

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

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

**5. INCOME FROM OTHER TRADING ACTIVITIES (continued)**

**Commercial trading operations and investment in trading subsidiary**

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

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

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

**6. INCOME FROM INVESTMENTS**

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

**7. INCOME FROM OTHER SOURCES**

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

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**8. EXPENDITURE**

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

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**8. EXPENDITURE (continued)**

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

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

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD**  
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**9. ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL**

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

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

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

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

**Key management personnel**

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

**Pension**

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

**10. STAFF NUMBERS**

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

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

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**11. TANGIBLE FIXED ASSETS**

**Group**

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

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

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**12. HERITAGE ASSETS - Group and charity**

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

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

**Five year summary**

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



**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD**  
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**13. INVESTMENTS – Group and charity**

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

**14. DEBTORS**

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

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

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

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

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

**16. LONG TERM LIABILITIES**

**Mortgages**

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

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

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

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

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD  
NOTES TO THE FINANCIAL STATEMENTS  
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*Previous year*

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

**17. TRANSFERS BETWEEN FUNDS**

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

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

**THE WILDLIFE TRUST OF SOUTH AND WEST WALES LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**18. RESTRICTED FUNDS**

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

**Restricted funds: Glamorgan**

**Betty Church**

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

**Restricted funds: South & West Wales**

**Appeals and donations**

For specific projects run by the charity.

**Castle Woods**

For the improvement and maintenance of Castle Woods.

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

**18. RESTRICTED FUNDS (continued)**

**Restricted funds: South & West Wales**

**Dow Corning**

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

**Legacies**

Funds received for specific projects or activities.

**Local Groups**

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

**Local Places for Nature**

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

**Nature Reserves**

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

**Nature Networks Fund**

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

**Nextdoor Nature**

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

**Shared Prosperity Fund**

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

**Skokholm Appeal**

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

**Red Squirrel**

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

**Stand for Nature**

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

**Waterloo Trust – Islands**

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

**Welsh Government**

Funds received for ENWRaW projects and Glaistir grant scheme.

**WWC Development Fund**

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

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

**18. RESTRICTED FUNDS (continued)**

**Restricted funds: Brecknock**

**Allt Rhongyr Fund**

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

**Bat group, BRARG group and Otter group**

These are funds held for species groups.

**Pwll y Wrach Fund**

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

**Previous year**

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

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

**19. DESIGNATED FUNDS**

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

***Asset purchase reserve***

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

***Matched funding reserve***

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

***Income support fund***

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

***Reorganisation and development fund***

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

***Previous year***

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

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

**20. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS**

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

*Previous year*

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



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

**21. OPERATING LEASE COMMITMENTS**

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

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

**22. RELATED PARTIES**

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

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

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

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

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

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

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

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

**Analysis of Cash and Cash Equivalents**

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

**Analysis of net debt**

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

**Previous year**

**Analysis of net debt**

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

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

**24. RESULTS OF THE PARENT COMPANY**

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

**25. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES**

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

**26. EVENTS AFTER THE REPORTING DATE**

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



27<sup>th</sup> February 2024

Author: Diana Clark MSc MCIEEM (Lead Ecologist)

Technical Note: Dormouse surveys 2024

Site: Brynna Wildlife Trust Reserve, Bridgend

## **Introduction**

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

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

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

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

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

## **Methodology**

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

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

## **Results**

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

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

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

## **Conclusions**

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

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



Figure 2. Location of boxes 1 – 20.



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



Figure 4 – Location of boxes 41 – 50.





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



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

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

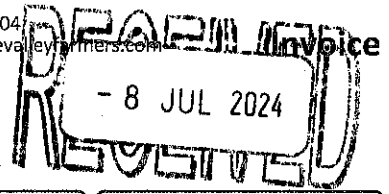
33 (X13)	-	-	-
34 (X14)	-	-	-
35 (X15)	-	-	-
36 (X16)	-	-	-
37 (X17)	BN with adult and chicks	Unoccupied BN	Not checked due to water
38 (X18)	Possible old WM nest	Possible old WM nest, on floor (replaced)	-
39 (X19)	Unoccupied BN	Unoccupied BN (removed)	-
40 (X20)	-	-	-
41	Unoccupied BN	Unoccupied BN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



**Mole Valley Farmers Ltd**

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

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



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

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

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

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

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

goods does not pass until full payment is received.

**VAT ANALYSIS**

Rate	Goods	VAT Amount
20.00	65.56	13.11

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



# DAVID EVANS AGRICULTURAL LTD

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

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

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

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

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

Part Number Description Qty Loc'n Price Disc% Amount

**Advice: 173249/1 Date: 26-SEP-2024**  
ST-42370112983 HS82RC-E 30" H/TRIMMER 1 STIHL 611.67 20.00 489.34

-----  
489.34  
V.A.T. 97.87  
-----

**Invoice Total 587.21**  
**( Sterling ) =====**

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

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

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





# Koru Ecology Associates

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

<b>Task</b>	<b>Total</b>
Dormouse survey check on 24th June 2024	<u>£200.00</u>
<b>Total</b>	<b>£200.00</b>

**\*\*\*PLEASE NOTE recent change of bank details\*\*\***

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

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

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

# Vat Invoice

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

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

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

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

Thank you for your business.

SUBTOTAL	735.00
VAT TOTAL	147.00
TOTAL	882.00
BALANCE DUE	<b>£882.00</b>

## VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	147.00	735.00

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



# Mole Valley

### Mole Valley Farmers Ltd

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

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

## Invoice

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

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

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

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

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

PAID  
 CHECKED.....  
 CHECK NO.....16.....  
 AMOUNT.....195.77.....  
 DATE.....a-7-24.....

17/265

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

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

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

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

*Boyma*





# DAVID EVANS AGRICULTURAL LTD

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

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

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

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

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

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

-----  
108.17  
V.A.T. 21.63  
-----

**Invoice Total 129.80**  
**( Sterling ) =====**

Rate Goods V.A.T.  
20.00 108.17 21.63

Invoice due for payment by 04/10/2024  
You have been served by Richard Jenkins @ 12:48

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

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



## Appendix CasVac

### **To note that a casual vacancy of the Brynna ward has occurred and the process for filling the vacancy that will now take place.**

- An Election will be held if 10 Local Government Electors of the ward give notice in writing of their wish for an election to RCTCBC electoral services.
- Should no such be delivered within 14 days<sup>1</sup> from the date of the notice of casual vacancy being issued (notice issued on 3<sup>rd</sup> March 2025), then the Community Council will undergo a process to advertise for candidates for co-option to the council and a process to select a candidate in accordance with Section 116, of the Local Government (Wales) Measure 2011.

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

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

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

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

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

**33.2** The co-option process shall be as follows:

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

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

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

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

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

**33.2.6** - During the meeting to consider the matter:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## LLANHARAN COMMUNITY COUNCIL

# NOTICE OF VACANCY TO BE FILLED BY CO-OPTION

### Local Government (Wales) Measure 2011, Section 116

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

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

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

The Council wishes to invite interested people to submit their applications for the role of Councillor by way of completing the attached eligibility and application form. Applicants will be asked to attend the Council meeting on Thursday 17<sup>th</sup> April 2025 (in person or online) when selection will take place.

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

## All members of the community are welcome to apply.

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

### **Closing date: TBD**

### **Applications will be considered at a subsequent council meeting on 17th April 2025.**

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

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

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

# ELIGIBILITY FORM

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

Address:.....

..... E-

mail address:.....

Telephone: .....

Mobile.....

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

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

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

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

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

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

Signed ..... Date .....

# Application

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

Briefly demonstrate what you know about Llanharan Community Council.

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

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

Why do you want to be a community Councillor?



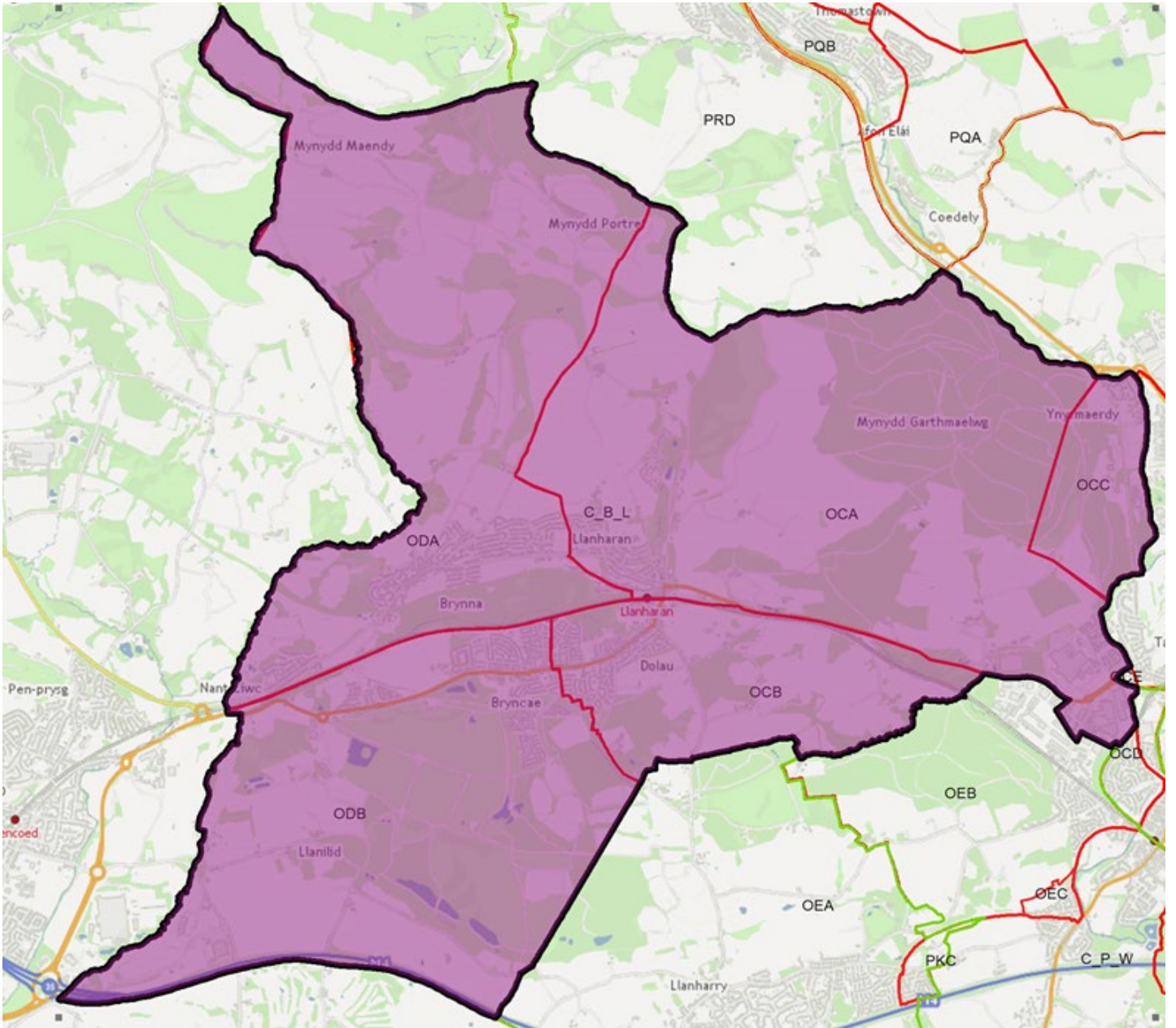
The Council currently has 7 Committees and 12 task-based working groups. (See the attached summary, the Council’s website and / or contact the Clerk for further details). Please indicate which of the committees and / or working groups you would join if places were available.

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

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

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

# Llanharan Community Council Boundaries



Date: 17/03/2025

## Llanharan Community Council

Page 1

Time: 14:43

## Current and Premium Bank A/c

## List of Payments made between 01/02/2025 and 04/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2025	Barclays Bank	DIRECT	8.50	DDR	13Dec/12Jan
03/02/2025	JB Director's Trust	BACS	875.00	CP	LlanharanCC Q4 24
07/02/2025	Clarity Copiers	BACS	5.08	CP	218523
07/02/2025	HMRC NI & Tax	BACS	1,334.44	CP	948PZ001272292509
10/02/2025	Tesco Mobile phones x 3	DDR	9.87	DDR	134235088890
17/02/2025	ARVAL	DDR	500.58	ddr	RI0013004119
17/02/2025	Brynna Cleaning	BACS	192.00	CP	417
17/02/2025	National Allotment Society	BACS	120.00	CP	S22612
17/02/2025	Days Rental	BACS	200.70	CP	XmasRafflePrizes
17/02/2025	Sarah Jenkins	BACS	125.00	CP	1013
24/02/2025	FareShare Cymru	BACS	65.00	CP	4225
24/02/2025	Vale Consultancy	BACS	1,350.00	CP	9933 1/2 payment
24/02/2025	Morgan Environmental	BACS	126.00	CP	3369
24/02/2025	HMRC NI & Tax	BACS	4.21	XE003079094961	HMRC NI & Tax
24/02/2025	HMRC NI & Tax	DIRECT	5.30	CP	XZ002998738910
24/02/2025	HMRC NI & Tax	DIRECT	5.30	CP	XA002735537378
24/02/2025	HMRC NI & Tax	BACS	5.30	CP	XJ003088734027
28/02/2025	Centregreat	BACS	15,600.66	CP	SL 131281
28/02/2025	RCT Pension Payment	BACS	1,663.38	CP	LCC Remit Feb 25
28/02/2025	STAFF SALARIES	BACS	5,276.58	CP	Salaries
28/02/2025	Centregreat	BACS	10,188.00	CP	SL 131279
04/03/2025	Barclaycard	BcardFeb25	2,364.30		Bcard Feb25
<b>Total Payments</b>			<u>40,025.20</u>		

List of Payments made between 01/02/2025 and 28/02/2025

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/02/2025	Current and Premium Bank A/c	Precept 3	50,000.00		Precept 3 trsfr
Total Payments			<u>50,000.00</u>		

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## List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/02/2025	Tesco	CREDITCARD	2.50	LP	040225
07/02/2025	ALDI	CREDITCARD	3.56	LP	070225
27/02/2025	ALDI	CREDITCARD	79.31	PB	Pantry
27/02/2025	ALDI	CREDITCARD	67.22	PB	310125
27/02/2025	ALDI	CREDITCARD	100.49	PB	070225
27/02/2025	ALDI	CREDITCARD	69.15	PB	140225
27/02/2025	ALDI	CREDITCARD	84.00	PB	190225
27/02/2025	Leekes	CREDITCARD	41.99	PB	1004015330
27/02/2025	Llanharan Service Station	CREDITCARD	21.50	PB	25021701010226
27/02/2025	Pencoed Builders Merchant	CREDITCARD	9.73	PB	190225
27/02/2025	Viking Group	CREDITCARD	35.46	LP	5373871
27/02/2025	Leekes	CREDITCARD	13.79	PB	421906
27/02/2025	Leekes	CREDITCARD	-11.99	PB	491929
27/02/2025	Dell	CREDITCARD	750.00	LP	1405153840
27/02/2025	Dell	CREDITCARD	291.02	LS	1405153840
27/02/2025	Hallfast	CREDITCARD	611.18	LS	1000062279
27/02/2025	Microsoft	CREDITCARD	118.08	LS	E0200UYGSY
27/02/2025	Microsoft	CREDITCARD	39.36	LS	E0200UYFZY
27/02/2025	ADOBE	CREDITCARD	19.97	LS	IEN2025009013128
27/02/2025	ZOOM	CREDITCARD	12.99	LS	INV292659097
27/02/2025	Pencoed Builders Merchant	CREDITCARD	4.99	PB	290125
Total Payments			2,364.30		

## Detailed Income &amp; Expenditure by Budget Heading 28/02/25

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	271,894	271,894	0			100.0%	
1090 PSDF Re-invested dividend	49,475	20,000	(29,475)			247.4%	
1100 Agency Income	25	1,330	1,305			1.9%	
1990 Other Income	17,133	1,000	(16,133)			1713.3%	
<u>200</u> <u>Administration</u>							
4000 Staff Salaries & Wages (Net)	(58,039)	(63,238)	5,199		5,199	91.8%	
4001 HMRC Interest Charges	(20)	0	(20)		(20)	0.0%	
4005 Employer & Employee Pension	(18,297)	(25,102)	6,805		6,805	72.9%	
4010 Employer & Employee NI & Tax	(11,973)	(39,796)	27,823		27,823	30.1%	
4055 Mileage & Subsistence	0	(200)	200		200	0.0%	
4057 HR Expenditure	(416)	(1,000)	584		584	41.6%	
4060 Council Tax	(2,360)	(2,500)	140		140	94.4%	
4065 Office Rent	(3,500)	(3,500)	0		0	100.0%	
4066 Meeting venue hire	(260)	(450)	190		190	57.8%	
4070 IT Costs (Office 365)Web Site	(3,486)	(2,500)	(986)		(986)	139.4%	
4075 Telephone & Broadband	(1,012)	(1,450)	438		438	69.8%	
4080 Electric ( office)	(1,378)	(1,600)	222		222	86.1%	
4085 Water Rates (for Office)	(137)	(200)	63		63	68.4%	
4090 Stationery and postage	(325)	(350)	25		25	92.8%	
4095 Cleaning Materials	(33)	(50)	17		17	65.4%	
4100 Cleaning Contract	(1,152)	(1,200)	48		48	96.0%	
4105 Office Cap ExpChain of Office	0	(1,000)	1,000		1,000	0.0%	
4110 Office Maintenance	(463)	(750)	287		287	61.8%	
4115 Professional and Legal Fees	(1,751)	(3,500)	1,749		1,749	50.0%	
4116 Land Registry Fees	(33)	(240)	207		207	13.8%	
4120 Internal Audit Fees	(480)	(750)	270		270	64.0%	
4125 External Audit Fees	(1,155)	(400)	(755)		(755)	288.8%	
4130 Subscriptions and Memberships	(2,054)	(2,750)	696		696	74.7%	
4135 Bank Charges	(148)	(250)	102		102	59.1%	
4140 Storage Space Rental	(120)	(720)	600		600	16.7%	
<u>220</u> <u>Insurances</u>							
4200 General Insurance	(4,902)	(5,000)	98		98	98.0%	
4205 Vehicle Insurance	(2,665)	(5,000)	2,335		2,335	53.3%	
4210 Office Insurance	(232)	(100)	(132)		(132)	231.7%	
<u>240</u> <u>Staff &amp; Member Training</u>							
4300 Members Training	(40)	(750)	710		710	5.3%	
4305 Staff Training	(40)	(750)	710		710	5.3%	

## Detailed Income &amp; Expenditure by Budget Heading 28/02/25

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260</u> <u>Member's Allowances</u>							
4350 Chair	(1,500)	(1,500)	0		0	100.0%	
4355 Special Responsibility	(500)	(500)	0		0	100.0%	
4360 Member Allowances	(2,208)	(2,912)	704		704	75.8%	
<u>300</u> <u>Plant &amp; Equipment</u>							
4400 Plant Purchase / Lease	(5,103)	(5,500)	397		397	92.8%	
4410 Green Mower Maintenance	(123)	0	(123)		(123)	0.0%	
4415 Red Tractor Maintenance	(460)	(1,200)	740		740	38.3%	
4420 Portable & Hand Tools Purchase	(66)	(250)	184		184	26.2%	
4425 Portable & Hand Tool Maint	(354)	(400)	46		46	88.5%	
4430 PPE - New & Replacement	(42)	(300)	258		258	14.0%	
4435 Plant & Equipment Fuel	(653)	(750)	97		97	87.0%	
<u>400</u> <u>Street Furnishings</u>							
4500 Hanging Baskets	(8,628)	(8,500)	(128)		(128)	101.5%	
4505 Christmas Lights and Trees	(30,404)	(30,000)	(404)		(404)	101.3%	
4510 Public Clocks - Maintenance	(440)	(500)	60		60	88.0%	
4515 Notice Boards - Maintenance	0	(100)	100		100	0.0%	
4520 Bus shelter - Maintenance	(10)	(100)	90		90	9.7%	
4525 Planters - Maintenance	0	(100)	100		100	0.0%	
4530 Benches & Tables Maintenance	(20)	(100)	80		80	20.1%	
<u>500</u> <u>Community Functions</u>							
4600 Christmas Dinners	(5,840)	(6,500)	660		660	89.9%	
4610 Firework Display	(7,413)	(11,000)	3,587		3,587	67.4%	
4615 Multi Cultural Carnival	(125)	(6,250)	6,125		6,125	2.0%	
<u>550</u> <u>Grants</u>							
4700 General Grants	(5,913)	(10,000)	4,087		4,087	59.1%	
4710 LCDP - SLA	(25,000)	(25,000)	0		0	100.0%	
4715 Wild Life Trust - Brynna Woods	0	(10,000)	10,000	(5,000)	5,000	50.0%	
<u>600</u> <u>Outdoor Spaces</u>							
4800 Rights of Way	0	(1,330)	1,330		1,330	0.0%	
4805 Skateboard Park - Maintenance	(1,550)	(1,000)	(550)		(550)	155.0%	
4810 Play & O/Spaces Maintenance	(160)	(1,500)	1,340		1,340	10.7%	
4815 General Repair Consumables	(130)	(250)	120		120	52.0%	
<u>620</u> <u>War Memorials</u>							
4855 Other Maintenance	(37)	(500)	463		463	7.4%	
<u>630</u> <u>Llanharan Pantry</u>							
1991 Llanharan Pantry	5,253	0	(5,253)			0.0%	5,253
4730 Llanharan Pantry Expenses	(4,199)	0	(4,199)		(4,199)	0.0%	4,653

## Detailed Income &amp; Expenditure by Budget Heading 28/02/25

## 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>							
4780 BCC Administrative Costs	(250)	0	(250)		(250)	0.0%	
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	(290)	(350)	60		60	82.9%	
<u>700 Allotments</u>							
1200 Allotment Income	1,956	2,500	544			78.2%	
4900 Allotment Lease Costs	(17)	(22)	5		5	77.3%	
4901 Allotment Maintenance	(502)	(250)	(252)		(252)	200.7%	
4905 Allotment Water	(198)	(550)	352		352	36.0%	
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	296,947	0	(296,947)			0.0%	296,947
4949 CIL Electrical Installations	(9,570)	0	(9,570)		(9,570)	0.0%	9,570
4950 CIL Benches	(1,945)	0	(1,945)		(1,945)	0.0%	1,945
4951 CIL Footpaths	(6,050)	0	(6,050)		(6,050)	0.0%	1,800
4955 CIL Project 1 Memorial Garden	(5,019)	0	(5,019)		(5,019)	0.0%	5,019
4958 CIL Grants	(31,722)	0	(31,722)		(31,722)	0.0%	31,722
4959 CIL Defibrillator	(900)	0	(900)		(900)	0.0%	900
4962 CIL Project Telephone Kiosk	(20)	0	(20)		(20)	0.0%	20
4965 CIL LCC shower block	(1,232)	0	(1,232)		(1,232)	0.0%	1,232
4966 CIL Project Ewenny Bridge	(1,620)	0	(1,620)		(1,620)	0.0%	1,620
<u>800 Contingency</u>							
4990 Contingency	0	(10,000)	10,000		10,000	0.0%	
Grand Totals:- Income	642,683	296,724	(345,959)			216.6%	
Expenditure	276,681	302,310	25,629	5,000	20,629	93.2%	
Net Income over Expenditure	<u>366,003</u>	<u>(5,586)</u>	<u>(371,589)</u>				
plus Transfer from EMR	58,480	0	(58,480)				
less Transfer to EMR	302,200	0	(302,200)				
Movement to/(from) Gen Reserve	<u>122,283</u>	<u>(5,586)</u>	<u>(127,869)</u>				



Appendix 9 Pantry Finances

	Date	£	Receipt	Description
<b>Money In</b>				
Brought forward from 23/24	01/04/2024	<u>1465.12</u>		EMR from 23/24
JT Windfarm	12/12/2024	1000.00		
GH Windfarm	13/12/2024	1000.00		
DE Windfarm	19/12/2024	1000.00		
Total cash receipts	Rolling	2417.97		
total in		<b>6883.09</b>		
<b>Money Out</b>				
<hr/>				
Fareshare	04/04/2024	65.00		Mar 24 membership (2798)
Aldi	05/04/2024	105.73		PB
Aldi	12/04/2024	82.40		PB
Aldi	19/04/2024	114.81		PB
Aldi	19/04/2024	48.89		PB
Fareshare	10/05/2024	65.00		April 24 membership (2935)
Aldi	03/05/2024	91.40		PB
Aldi	10/05/2024	110.39		PB
Aldi	17/05/2024	57.00		PB
Aldi	17/05/2024	71.57		PB
Aldi	24/05/2024	61.39		PB
Fareshare	05/06/2024	65.00		May 24 membership (3073)
Aldi	31/05/2024	73.23		PB
Aldi	07/06/2024	73.04		PB
Aldi	14/06/2024	123.50		PB
Aldi	21/06/2024	49.92		PB
Aldi	28/06/2024	65.67		PB
Fareshare	03/07/2024	65.00		June 24 membership (3205)
Aldi	05/07/2024	136.88		PB
Aldi	12/07/2024	45.62		PB
Aldi	19/07/2024	102.14		PB
Aldi	26/07/2024	53.97		PB
Aldi	08/02/2024	59.93		PB
Aldi	15/08/2024	80.78		PB
Aldi	23/08/2024	87.61		PB
FareShare	27/08/2024	65.00		July 24 membership (3333)
FareShare	27/08/2024	65.00		Aug 24 membership (3465)
Aldi	30/08/2024	86.52		PB
Aldi	05/09/2024	57.75		PB
Aldi	15/09/2024	26.49		PB
Aldi	20/09/2024	99.20		PB
Aldi	20/09/2024	16.56		PB
Aldi	27/09/2024	69.54		PB

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

**total out**

**4635.97**

**Balance of Funds**

**2247.12**

**Ave footfall on a Saturday since  
06/04/2024**

**10**

**Future funding Approx. weeks**

**25 weeks**

Appendix 3

**BCC finance report V2 (End Feb 2025)**

Fin Yr		24/25								
	EXP	EXP	EXP	EXP	EXP	EXP	EXP	INC	INC	
Sum of Amount	Column Labels									
Row Labels	BC	CL	DR	EL	GA	IN	MP	OH	RH	Grand Total
2024	-45	-1866	-810	-2584.75	-2727.46	-390.51	-446.41	2985	7530	1644.87
Apr	-5	-376		-431.21	-1269.99	-43.39	-10	240	540	-1355.59
May	-5	-376	-120	-274.53		-43.39	-69.88	352.5	720	183.7
Jun	-5	-278	-30	-249.47	-207.05	-43.39		165	195	-452.91
Jul	-5	-133	-60	-220.5	-112.64	-43.39		742.5	885	1052.97
Aug	-5		-90	-252.64		-43.39	-184.69	195	1365	984.28
Sep	-5	-222	-90	-264.03	-107.96	-43.39	-20	630	375	252.62
Oct	-5	-148	-120	-272.87	-118.59	-43.39	-78.46	465	300	-21.31
Nov	-5	-148	-180	-299.69	-162.28	-43.39	-9.4	105	2475	1732.24
Dec	-5	-185	-120	-319.81	-748.95	-43.39	-73.98	90	675	-731.13
2025	-10	-296	-60	-657.43	-1242.67	-86.78	-106.08	390	2212.5	143.54
Jan	-5	-148	-60	-348.79	-421.51	-43.39		225	1162.5	360.81
Feb	-5	-148	0	-308.64	-821.16	-43.39	-106.08	165	1050	-217.27
Grand Total	-55	-2162	-870	-3242.18	-3970.13	-477.29	-552.49	3375	9742.5	1788.41

KEY

		INCOME / EXPENDITURE
CL	CLEANING	EXP
BC	BANK CHARGES	EXP
DR	DEPOSIT REFUND	EXP
EL	ELECTRICITY	EXP
GA	GAS	EXP
IN	INTERNET	EXP
MI	MISC INCOME	INC
MP	MISC PURCHASES	EXP
OH	OTHER HIRERS	INC
RH	REG HIRERS	INC

	2024 (to date)
EXPENDITURE	-£ 11,329.09
INCOME	£ 13,117.50

**OUTSTANDING INVOICES AS AT 28/02/25)**

(£720.00 invoiced on 10 March for April  
 £ 900.00 hire)

**BANK BALANCE AS AT**

**28/02/25**  
 £ 9,481.72

Date	Type	Analysis Code	Description	Amount	Inc/Exp	Fin Yr
03-Feb-25	BP	CL	Catherine Kutlesa Clean bcc 02/02/25	-£ 37.00	EXP	24/25
06-Feb-25	CR	OH	ALEX GLEW MUSIC LT	£ 45.00	INC	24/25
07-Feb-25	CR	RH	S Panes 0138 Feb	£ 120.00	INC	24/25
10-Feb-25	CR	RH	Jennifer Flanagan #0142 J Flanagan	£ 75.00	INC	24/25
10-Feb-25	BP	CL	Catherine Kutlesa Clean bcc 09/02/25	-£ 37.00	EXP	24/25
13-Feb-25	BP	MP	Andrea Keys cut (Spare set for S Panes)	-£ 14.00	EXP	24/25
13-Feb-25	CR	OH	BLUEBELL PEAK DESI Yanina Hall Hire	£ 90.00	INC	24/25
17-Feb-25	BP	GA	Total Energies Gas BCC a/c 3007110084	-£ 821.16	EXP	24/25
17-Feb-25	BP	CL	Catherine Kutlesa Clean bcc 16/02/25	-£ 37.00	EXP	24/25
18-Feb-25	CR	RH	LMT Academy of Per LUISA THOMAS 0147	£ 90.00	INC	24/25
19-Feb-25	DD	IN	TALKTALK BUS CONNE	-£ 43.39	EXP	24/25
20-Feb-25	BP	OH	Peterborough CC 526124 BCC Refund	-£ 30.00	INC	24/25
20-Feb-25	BP	MP	Andrea BCC products	-£ 92.08	EXP	24/25
20-Feb-25	CR	DR	PETERBOROUGH CC	£ 30.00	EXP	24/25
21-Feb-25	CR	RH	MUDIAD MEITHRIN CY	£ 15.00	INC	24/25
22-Feb-25	CHG	BC	TOTAL CHARGES TO 31 JAN 2025	-£ 5.00	EXP	24/25
24-Feb-25	BP	CL	Catherine Kutlesa Clean bcc 23/02/25	-£ 37.00	EXP	24/25
25-Feb-25	CR	RH	H O'connor 0139 HANNAH	£ 60.00	INC	24/25
26-Feb-25	BP	DR	R Morgan BCC Deposit Refund	-£ 30.00	EXP	24/25
26-Feb-25	CR	OH	FITZPATRICK KJ/CP Kirstie	£ 60.00	INC	24/25
26-Feb-25	DD	EL	EDF ENERGY CUST PLC	-£ 308.64	EXP	24/25
28-Feb-25	BP	RH	LLAN COMM PJ 0137	£ 90.00	INC	24/25
28-Feb-25	BP	RH	LLAN COMM PJ 0136	£ 90.00	INC	24/25
28-Feb-25	BP	RH	LLAN COMM PJ 0135	£ 450.00	INC	24/25
28-Feb-25	CR	RH	Jennifer Flanagan #0134 J Flanagan	£ 60.00	INC	24/25

## Appendix 11

### To note the resolutions and consider any recommendation of the HR Committee held 6th March 2025

#### **HR2024/004 Recruitment process for the Assistant Clerk and Groundsperson.**

**a) RESOLVED**

To approve the wording of the Assistant Clerk job advertisement as per that presented to the committee in Appendix 2a

**b) RESOLVED**

To agree to advertise the post in the following ways:

- Local Facebook hubs (including local hubs covering within approx 5 miles).
- Paper copies in all council noticeboards.
- The Council's website and social media accounts.
- Advertised via One voice Wales.
- Advertised on Indeed.com

**c) RESOLVED**

Membership of the shortlisting and interview panel to comprise Cllr Rhys Jenkins, Chris Parker and the Clerk. The arrangements for shortlisting and interviewing to be delegated to the panel.

**d) RESOLVED**

The closing date for applications to be 5pm on Monday 7<sup>th</sup> April 2025 with interviews scheduled for 14<sup>th</sup> April 2025. A HR Committee to be arranged for 15<sup>th</sup> April 2025 at 6pm in order to resolve any appointment under the authority delegated to it by full council.

**e) RESOLVED**

To approve the wording of the Groundsperson job advertisement as per that presented to the committee in Appendix 2b

**f) RESOLVED**

To agree to advertise the post in the following ways:

- Local Facebook hubs (including local hubs covering within approx 5 miles).
- Paper copies in all council noticeboards.
- The Council's website and social media accounts.

**g) RESOLVED**

Membership of the shortlisting and interview panel to comprise Cllr Rhys Jenkins, the Clerk and the Senior Groundsperson. The arrangements for shortlisting and interviewing to be delegated to the panel.

**h) RESOLVED**

The closing date for applications to be 5pm on Monday 14<sup>th</sup> April 2025 with interviews scheduled for 22<sup>nd</sup> April 2025. A HR Committee to be arranged to resolve any appointment under the authority delegated to it by full council.

**HR2024/005 Amending Personal targets in the Clerk's performance appraisal**

**RESOLVED**

To accept the changes to the Clerk's personal targets as presented in Appendix 3 presented to the meeting.

**HR2024/006 Aspects of policy to apply to employees of the council, for inclusion in a future Council Social Media Policy.**

**RESOLVED**

To defer the matter to a future meeting.

**HR2024/007 Council Officer posts being deemed 'politically restricted posts'**

**RESOLVED**

To not designate council officer posts as 'politically restricted' or to make consequent changes to employment contracts following the written advice provided by the One Voice Wales / NALC solicitor, there being no legal basis for doing so.

## Appendix 12

### To note the resolutions and consider the recommendation of the Bryncae Community Centre Committee held 13th March 2025

#### **BCC2025/003a Election of Committee Chair and Deputy Chair**

**a) RESOLVED**

To elect Chris Parker as the Chair of the Bryncae Community Centre Committee.

**b) RESOLVED**

To elect Andrea James as the Deputy Chair of the Bryncae Community Centre Committee.

#### **BCC2025/008 Phasing of the capital improvement plan (CIL) for the centre.**

**RESOLVED**

To firstly address any issues given the priority rating of '1' in the report presented to the committee as 'Appendix 6 – Capital phasing plan V1'. The phasing of other items to be planned at a later date.

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

**a) RECOMMENDED**

For the Bryncae Community Centre Working Group to report to the Bryncae Community Centre Committee rather than full council. Its terms of reference to be amended to "to carry out any activities or work requested of it by the committee complying with the overarching terms of reference applied to working groups in the council's Standing orders and elsewhere". For the committee to have delegated authority to alter its terms of reference and membership in future.

**b) RECOMMENDED**

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

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

***RECOMMENDED***

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.

**BCC2025/011 Future scheduled meeting dates for the committee**

***RESOLVED***

Future meeting dates to be decided on a meeting by meeting basis up until the annual meeting in May. Meetings to be scheduled quarterly thereafter.



## **Appendix 13, Appendix 14 and Appendix 15**

To consider replacing a member on the:

- a) Bryncae Community Centre Committee (agenda item 17).
- b) Community Infrastructure Committee (agenda item 18).
- c) ORA Committee (agenda item 19).

..... to fill a vacancy caused following a resignation

Current membership details and terms of reference are shown below.

## **Bryncae Community Centre Committee (6 Council members, 3 MOP)**

**Membership:** Cllrs Rhys Jenkins, Chris Parker, Janine Turner, Andrea James, Robert Smith.

**Chair:** TBD

**Deputy Chair:** TBD

**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: **TBD**

## **Community Infrastructure Levy (CIL) Committee (7)**

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

**Chair:** Janine Turner

**Deputy Chair:** Neil Feist

### **Terms of reference:**

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

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

18<sup>th</sup> June 2024, A date in late July or Early Sept 2024 as required. – TBD, 8<sup>th</sup> Oct 2024, 3<sup>rd</sup> Dec 2024 4<sup>th</sup> Feb 2025 (Start to consider applications), 8<sup>th</sup> April 2025

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

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

**Chair:** Mark Steer

**Deputy Chair:** Neil Feist

### **Terms of reference:**

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

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

4<sup>th</sup> June 2024, 30<sup>th</sup> July 2024, 1<sup>st</sup> October 2024, 5<sup>th</sup> December 2024, 6<sup>th</sup> Feb 2025, 1<sup>st</sup> April 2025.

## Appendix 16

### **Digital Working Group recommendation**

1. 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.
2. To adopt the following policy as the Council's formal policy for the use of artificial intelligence (AI).



## Llanharan Community Council

### Responsible use of Artificial Intelligence Policy

#### Introduction

Llanharan Community Council (the “Council”) recognises the benefits of Artificial Intelligence (AI) in improving efficiency and productivity. However, the use of AI must comply with data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, ensuring that privacy and security remain paramount. This policy outlines the principles governing AI use within the Council to maintain compliance and public trust.

#### Scope

This document serves to provide immediate guidance on the responsible use of Generative AI. This policy applies to all Council members, employees, contractors, and third parties using AI tools in Council operations. It covers AI applications, including but not limited to document drafting, automation, analytics, and communications.

#### What is AI?

AI (Artificial Intelligence) comes in various types, each serving different purposes, examples include:

- Rule-Based AI (Expert Systems) - Follows pre-set rules for decision-making.  
*Examples: Spam filters blocking junk emails, automated chatbots giving basic customer service responses.*
- Machine Learning (ML) AI - Learns from data to improve over time.  
*Examples: Netflix and Spotify recommendations, fraud detection in banking.*
- Deep Learning AI - Mimics the human brain using neural networks.  
*Examples: Facial recognition on smartphones, self-driving cars like Tesla, AI diagnosing diseases from medical scans.*
- Reinforcement Learning AI - Learns through trial and error to optimise decisions.  
*Examples: AI beating humans in chess and video games (like AlphaGo), stock market trading algorithms, AI optimising energy use in smart buildings.*

Generative AI is a type of AI that creates new content, such as text, images, music, or

even code, based on patterns it has learned from existing data. Instead of just analysing or sorting information, it generates something original.

These tools can enhance productivity, creativity, and efficiency in various work tasks. However, they must be used responsibly, ensuring compliance with data protection policies and safeguarding sensitive information.

Examples of Generative AI, note this list is not a exhaustive list of AI models:

- ChatGPT, Google Gemini, Microsoft Copilot - Can write emails, summarise documents. and generate ideas.
- **DALL•E**, MidJourney. Stable Diffusion - Can create images from text descriptions.
- GitHub Copilot. OpenAI Codex - Can generate computer code based on instructions.
- Runway ML, Synthesia - Can create videos from text or images.

Generative AI can be beneficial in several areas when used responsibly such as:

- Drafting reports, emails, and summaries - AI can help structure initial drafts, but you must review and edit before sending.
- Summarising large documents - AI can quickly extract key points from reports or policies.
- Generating ideas and brainstorming - AI can provide inspiration for projects, strategies, and communications.
- Translating and simplifying language - AI can help translate documents or adjust content for accessibility.

Generative AI models use the information uploaded or given to it to learn and can potentially use the information it has learned from you to serve other users of the platform.

You must not use generative AI for:

- Processing or analysing personal data (names. addresses. payment details, case notes, or any other sensitive information).
- Making decisions about the public, members, employees or services without human oversight.
- Generating official policies, contracts, or legally binding documents without review by the appropriate committee or process.
- Creating misleading or deceptive content that could misrepresent the council.

### **Things to consider when using Generative AI**

#### **Confidentiality and Data Protection:**

Information about a member of the public, member, employee and commercially sensitive data must never be entered into generative AI tools. as these services may process and store input in ways that breach data protection regulations.

**Do not upload any sensitive, personal, or confidential organisational information.**

If uploading a document, image, audio recording, video or other data to generative AI you must check the content to ensure that there is no personal data of a member of the public, member of the council, employee or commercially sensitive data contained in the data.

**Accuracy and Reliability:**

AI-generated content should be fact-checked, as these tools can generate incorrect or misleading information.

**Transparency:**

When using AI to draft documents, reports, or communications, you should review and edit the output before submission or publication.

**Intellectual Property and Bias:**

AI-generated content may be influenced by biases or contain copyrighted material, ensure all outputs comply with ethical and legal guidelines.

**Responsibilities**

- **The Clerk** is responsible for overseeing AI implementation and ensuring compliance.
- **Council Members & Employees** must adhere to this policy and report any AI-related risks or breaches.
- **The Data Protection Officer (DPO)** will monitor compliance and conduct regular reviews of AI use.

**Policy Review**

This policy will be reviewed annually or as required to reflect technological advancements and legal changes. Amendments will be approved by the Council.

**Reporting & Enforcement**

Any misuse of AI must be reported immediately to the Clerk or DPO. Non-compliance with this policy may result in disciplinary action.



## Appendix 17

### 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 18

### **To consider quotations for a building condition survey to be undertaken on the Welfare ground shower block.**

Council has previously resolved the following:

**"2024/288**

**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."*

And

**"2024/288.**

**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"*

9 companies were approached to provide a quotation to provide a building condition survey for the Welfare shower block.

The scope for the surveys is shown in the email trail below.

2 quotations have been received.

- Surveying Cymru - £995
- TPG consulting - £1,590

### **Officer Recommendation**

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.

Note: This spend complies with financial regulation 11.3e)iii, the anticipated cost having been less than £1,500<sup>1</sup>

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<sup>1</sup> Source, the Parkinson Partnership. Youtube video <https://www.youtube.com/watch?v=XZKndlWrGyl>

**From:** [The Clerk / Project Officer](#)  
**Bcc:** [enquiries@coseyhomes.co.uk](mailto:enquiries@coseyhomes.co.uk); [hhawtin@rhomco.co.uk](mailto:hhawtin@rhomco.co.uk); [adam@mbc-limited.com](mailto:adam@mbc-limited.com)  
**Subject:** Quotation request - Building condition survey, Llanharan, South Wales.  
**Date:** 04 March 2025 12:18:00  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Good afternoon,

I am seeking quotes for a comprehensive building condition survey on a shower block that the Community Council owns.

The shower block is situated just off Bridgend Road in Llanharan (behind Barrmore Vets – 2 Bridgend Road, CF72 9RA).

The building is adjacent to but separate from Llanharan Miners Welfare Hall.

Please see the images below. The centres footprint is approx. 15 meters x 12 meters and comprises a boiler room, a number of showers and changing rooms. All single story.

We require a comprehensive report including the condition of the structure of the building and the roof.

We aim to transfer ownership to a local charity and wish to identify any significant issues along with budget costs to carry out remedial work.

What we require is a report, with photographs giving the following:

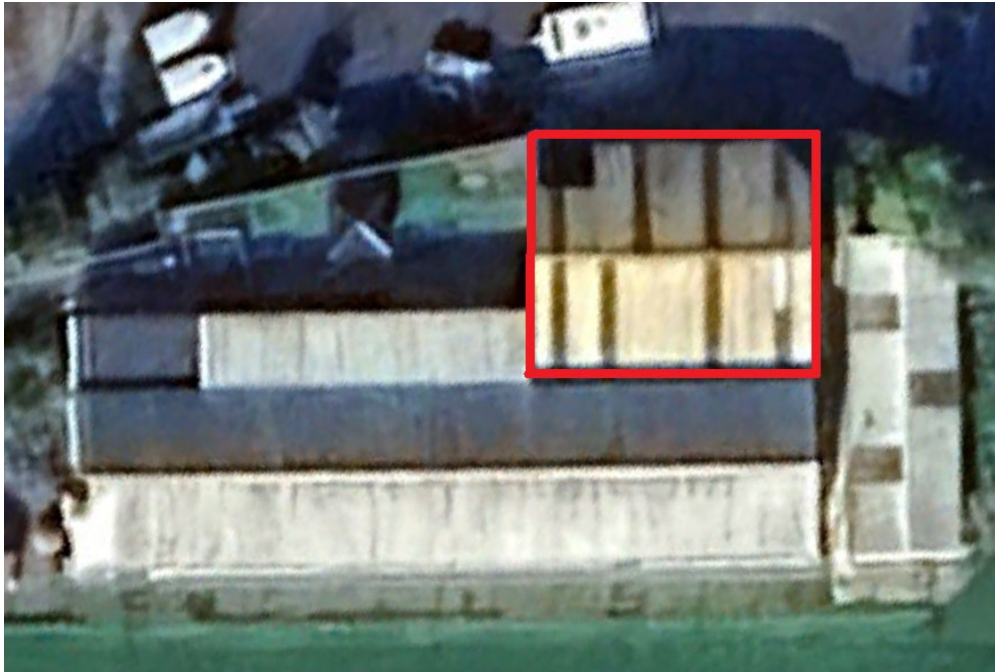
- i. General description of the property.
- ii. Construction with summary condition of major components / elements (with subsections for walls, floors, ceilings, services including major defects etc.)
- iii. Overview of remedial repairs required
- iv. Other matters for our legal advisers to consider
- v. Budget costs of significant defects
- vi. Summary

The building survey report should give written information on the condition of the structure and fabric of the building generally which would include all significant defects, including an outline of budget costs for reported repair works required. The report should be bespoke for the property . It is not a full building survey as defined by RICS (aimed at the residential market).

I accept you may not be able to lift floor coverings (unless exposed and loose), expose any elements of the construction or access any areas that aren't safe.

Could you also make cursory comment on the environmental matters and the mechanical and electrical services but only to the extent that is within the competence of a Chartered Building Surveyor anticipating that there is safe access within the building. All areas to be inspected from ground / floor levels or using a typical surveyors 3m ladder, which includes much of the roof at gutter level, which I do not anticipate to be a problem because it is single storey with a sloping roof.





**SHOWER BLOCK BUILDING INDICATED IN RED**

It was built sometime in the 80's or 90's as far as I can ascertain.

Would you be able to provide a quotation for a comprehensive building condition survey please?

regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

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

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

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

**Tel: 01443 231430 / 07769 266675**

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

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llanharan-cc.gov.uk

**From:** [Nick Dargie](#)  
**To:** [The Clerk / Project Officer](#)  
**Subject:** RE: Quotation request - Building condition survey. Llanharan, South Wales.  
**Date:** 05 March 2025 09:49:24  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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Leigh

Good morning, we would be happy to provide report for you as detailed below, the cost of which is £995.00 plus VAT. (payable in advance)  
Please let me know if you would like to proceed and I will have accounts raise an invoice for you.

Regards

Nick



## Surveying Cymru

Nick Dargie  
Managing Director  
Surveying Cymru  
Bodran  
St Marys Road  
Monmouth  
NP25 3JE

Office: 01600 715350  
Mobile: 07957 499143  
e-mail: [nick@surveyingcymru.co.uk](mailto:nick@surveyingcymru.co.uk)  
Web: [www.surveyingcymru.co.uk](http://www.surveyingcymru.co.uk)

Surveying Cymru (U.K.) Ltd is Registered in England & Wales  
Company No. 8961392

VAT Registration number: 196 8980 29

Registered with the Information Commissioners Office. Nos: ZA074244

*Consider the environment. Please don't print this e-mail unless you really need to*

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**From:** The Clerk / Project Officer <[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)>  
**Sent:** 04 March 2025 12:09  
**To:** Nick Dargie <[nick@surveyingcymru.co.uk](mailto:nick@surveyingcymru.co.uk)>  
**Subject:** RE: Quotation request - Building condition survey. Llanharan, South Wales.

Hi Nick,

Apologies for the delay in responding.

What we require is a report, with photographs giving the following:

- i. General description of the property.
- ii. Construction with summary condition of major components / elements (with subsections for walls, floors, ceilings, services including major defects etc.)
- iii. Overview of remedial repairs required
- iv. Other matters for our legal advisers to consider
- v. Budget costs of significant defects
- vi. Summary

The building survey report should give written information on the condition of the structure and fabric of the building generally which would include all significant defects, including an outline of budget costs for reported repair works required. The report should be bespoke for the property. It is not a full building survey as defined by RICS (aimed at the residential market).

I accept you may not be able to lift floor coverings (unless exposed and loose), expose any elements of the construction or access any areas that aren't safe.

Could you also make cursory comment on the environmental matters and the mechanical and electrical services but only to the extent that is within the competence of a Chartered Building Surveyor anticipating that there is safe access within the building. All areas to be inspected from ground / floor levels or using a typical surveyors 3m ladder, which includes much of the roof at gutter level, which I do not anticipate to be a problem because it is single storey with a sloping roof.

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

**From:** [Andy Harvie](#)  
**To:** [The Clerk / Project Officer](#)  
**Subject:** RE: Quotation request - Building condition survey. Llanharan, South Wales.  
**Date:** 20 December 2024 14:27:33  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Good morning Leigh

It is nice to hear from you again. I hope you are well. Thank you for the information about the shower block that the Community Council owns off Bridgend Road in Llanharan and your need to have a building condition survey. I presume you are happy with my proposal being based on the same format for the report that I produced for you for the Bryncae Community Centre. Below is a summary.

#### The Proposal

The building survey report would give written information on the condition of the structure and fabric of the building generally which would include all significant defects. We would include an outline of budget costs for reported repair works required. Our building survey reports are written bespoke for the property concerned and I do not use an app with standard clauses (like a residential home buyers survey) therefore my report will be unique for your property.

As per the previous report that we have produced for you any new report would comprise of the following subject headings:

- i. General description of the property.
- ii. Construction with summary condition of major components / elements (with subsections for walls, floors, ceilings, services including major defects etc.)
- iii. Overview of remedial repairs required
- iv. Other matters for your legal advisers to consider
- v. Budget costs of significant defects
- vi. Summary

We have assumed that the above format is suitable for your needs however if we have not fully interpreted your requirements please let me know. This is not a full Building Survey Report as defined by the RICS for home buyer surveys as that is aimed at the residential market. During our visit to the site we would undertake a thorough inspection of the building and structures highlighting all the items you would require information about.

Please note that because the property is likely to hold occupiers fixtures and fittings we would not be able to lift floor coverings (unless they are exposed and loose), expose any elements of the construction nor access any areas that are not safe. Therefore our inspection and report must be subject to certain limitations, but we will detail the limitations in our report. We will make cursory comment on the environmental matters and the mechanical and electrical services will be included but only to the extent that is within the competence of a Chartered Building Surveyor. If you would like detailed comment on environmental matters, structural calculations or mechanical and electrical services then we would need to engage engineers to be able to do so, this would be for an additional fee however at this stage I anticipate that my report will be sufficient for your needs. We have assumed that there is safe access within the building. All areas will be inspected from ground / floor levels or using a typical surveyors 3m ladder, including much of the roof at gutter level, which I do not anticipate to be a problem because it is single storey with a sloping roof.

When looking at the Google view of the property I can see that some of the roof may not be visible from a ladder but I anticipate that at least 50% of the roof will be visible. I recall that you declined the option of a drone survey for Bryncae Community Centre however if you wish for me to include a drone survey of 100% of the roof I would need to bring in a drone operator for this for an additional fee of approximately £600. Although you may wish wait until after my survey as this may not be necessary. Please let me know if you would prefer a drone survey of the roof.

Included with our report will be digital photographs of all areas and we can provide you with 360 degree photos if you require for no additional costs.

#### The Fee

Our fee to inspect the property and produce the report as detailed above is £1,590.00 plus VAT. My terms of business are attached and are the same as the T&Cs you signed in 2022 so if you wish for me to proceed I do not need you to sign another copy. Therefore, if you wish for me to proceed, please can you confirm the instruction in writing together with full invoicing details. I look forward to hearing from you.

Kind regards  
Andy Harvie MRICS  
Director  
[TPG Consulting Ltd](#)  
m. 07818 598560



**YOUR BUILDING IS OUR BUSINESS**



---

**From:** The Clerk / Project Officer <project@llanharan-cc.gov.wales>  
**Sent:** 19 December 2024 13:41  
**Subject:** Quotation request - Building condition survey. Llanharan, South Wales.

Good afternoon,

I am seeking quotes for a comprehensive building condition survey on a shower block that the Community Council owns.

The shower block is situated just off Bridgend Road in Llanharan (behind Barrmore Vets – 2 Bridgend Road, CF72 9RA).

The building is adjacent to but separate from Llanharan Miners Welfare Hall.

## 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: 17th March 2025  
Our Ref: 25/0302/FUL  
Please ask for: Laura Heron  
Telephone: 01443 281130  
Email: Laura.J.Heron@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

**Fy Nghyf/My Ref:**  
**Datblygiad Arfaethedig / Proposal:**

25/0302/FUL  
Balcony on the side of the house measuring approximately 3.65m (Length) by 1.55m (Width). To replace rotten Balcony and extend the width to 1.9m  
33 Maywood, Brynna, Rhondda Cynon Taf, CF72 9PZ

**Lleoliad / Location**

***CONSULTATION - COMMENTS TO BE RECEIVED BY: 07.04.2025..***

I have received this application for permission to develop under the above act. I should be grateful if your Council would return any observations you may have concerning the application to me by the above date.

Please bear in mind that any observations received may be disclosed to the applicant or otherwise made public in the normal course of the Council's business.

Yours faithfully

*Laura Heron*

Planning Officer

**Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages**

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhwch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.  
We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.

Llanharan Community Council

Date: 26th February 2025  
Your ref:  
My ref: 24/1121/FUL  
Ask for: Amy Marshall  
Telephone: 01443 281130  
E-mail: Amy.Marshall@rctcbc.gov.uk

Dear Sir/Madam

**APEL GAN/APPEAL BY:** Mr Alex Bliszko

**DATBLYGIAD  
ARFAETHEDIG/  
PROPOSAL:** Build a new outbuilding to replace the one currently there, due to the current one being built to sub-standards.

**LLEOLIAD/LOCATION:** 254 Meadow Rise Brynna Rhondda Cynon Taf  
**CYF APEL/APPEAL REF:** CAS-04039-Z6Y0Y1  
**DYDDIAD DECHARAU YR  
APEL/APPEAL START  
DATE** 19th February 2025

**DEDDF CYNLLUNIO GWLAD A THREF  
1990  
APÊL O DAN S78 YN ERBYN GWRTHOD  
CAIS CYNLLUNIO**

Ar 29th January 2025 gwrthododd y Cyngor ganiatâd ar gyfer y datblygiad uchod. Mae apêl yn erbyn y penderfyniad yma hwn i Benderfyniadau Cynllunio a'r Amgylchedd Cymru.

**TOWN AND COUNTRY PLANNING ACT  
1990  
APPEAL UNDER S78 AGAINST  
REFUSAL  
OF A PLANNING APPLICATION**

On 29th January 2025 the Council refused permission for the above development. An appeal against this decision has been made to Planning and Environment Decisions Wales.

Bydd yr apêl yn cael ei phennu ar sail sylwadau ysgrifenedig. Mae'r weithdrefn i'w dilyn wedi'i nodi yn Rhan 3 o Reoliadau Cynllunio Gwlad a Thref (Ceisiadau Cyfeiriedig a Gweithdrefn Apelio) (Cymru) 2017.

Gan fod yr apêl hon yn Apêl Deiliad Tai, nid oes cyfle i chi gyflwyno sylwadau. Fodd bynnag, rydym wedi anfon yr holl sylwadau a wnaed atom ar y cais i Benderfyniadau Cynllunio a'r Amgylchedd Cymru a'r apelydd. Bydd y rhain yn cael eu hystyried gan yr Arolygydd wrth benderfynu ar yr apêl.

Os hoffech dynnu unrhyw sylwadau a wnaethoch ar y cais yn ôl, rhaid i chi wneud y cais hwn I 19th March 2025 Benderfyniadau Cynllunio a'r Amgylchedd Cymru. Gallwch wneud hyn drwy e-bostio [PEDW.GwaithAchos@llyw.cymru](mailto:PEDW.GwaithAchos@llyw.cymru) (gan ddyfynnu'r cyfeirnod apêl). Os nad oes gennych fynediad i'r rhyngwyd, gallwch ysgrifennu (gan ddyfynnu'r cyfeirnod apêl) at:

Penderfyniadau Cynllunio ac Amgylchedd Cymru  
Adeiladau'r Goron  
Parc Cathays  
Caerdydd  
CF10 3NQ

Bydd y wybodaeth a ddarperir yn eich sylwadau yn cael ei chyhoeddi. Gall hyn gynnwys eich cyfeiriad, ond bydd rhifau ffôn personol a chyfeiriadau e-bost a llofnodion unigolion yn cael eu dileu. Os ydych yn gwrthwynebu cyhoeddi fel hyn, cysylltwch â Phenderfyniadau Cynllunio a'r Amgylchedd Cymru.

Mae'r dogfennau sy'n gysylltiedig â'r apêl ar gael trwy e-bostio [gwasanaethaucynllunio@rctcbc.gov.uk](mailto:gwasanaethaucynllunio@rctcbc.gov.uk)

Nod Penderfyniadau Cynllunio ac Amgylchedd Cymru yw ymdrin ag apeliadau yn dilyn y weithdrefn hon o fewn 8 wythnos i ddyddiad dechrau'r apêl. Pan gaiff ei wneud, bydd y penderfyniad yn cael ei gyhoeddi ar Gofrestr Cynllunio Rhondda Cynon Taf.

The appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 3 of the Town and Country Planning (Referred Applications and Appeals Procedure) (Wales) Regulations 2017.

As this appeal is a Householder Appeal, there is no opportunity for you to submit comments. However, we have forwarded all the representations made to us on the application to Planning and Environment Decisions Wales and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to withdraw any representations you made on the application, you must make this request by 19th March 2025 to Planning and Environment Decisions Wales. You can do this by emailing [PEDW.Casework@gov.wales](mailto:PEDW.Casework@gov.wales) (quoting the appeal reference). If you do not have access to the internet, you can write (quoting the appeal reference) to:

Planning and Environment Decisions Wales  
Crown Buildings  
Cathays Park  
Cardiff  
CF10 3NQ

Information provided in your representation will be published. This may include your address, but personal telephone numbers and email addresses and signatures of individuals will be removed. If you object to publication in this way, please contact Planning and Environment Decisions Wales.

The documents in connection with the appeal are available by emailing [PlanningServices@rctcbc.gov.uk](mailto:PlanningServices@rctcbc.gov.uk)

Planning and Environment Decisions Wales aims to deal with appeals following this procedure within 8 weeks of the appeal start date. When made, the decision will be published on the Rhondda Cynon Taf Planning Register.

**Yr eiddoch yn gywir /  
Yours faithfully,**



**Jim Bailey  
Pennaeth Cynllunio / Head of Planning**