



## **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 19<sup>th</sup> September 2024

*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, Janine Turner, Helen Donnan, Mark Steer

**Apologies:** Cllrs; Andrea James, Will Thomas, Joanne Miller,

**Absent:** Cllr Geraint Hopkins JP

**Clerk to the Council:** Leigh Smith

4 members of the public.

**2024/197 Welcome and Apologies.**

The Chair welcomed all to the meeting.

**a) RESOLVED**

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

**b) RESOLVED**

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

**c) RESOLVED**

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



## **2024/198 Disclosures of personal and/or prejudicial interests**

Cllr Chris Parker declared a personal interest relating to agenda item 14 (minute ref xx).

Cllr Neil Feist declared a general personal interest being a member of cycling UK.

Cllr Neil Feist declared a general personal interest holding a joint allotment tenancy with the council.

## **2024/199 Public speaking**

None.

## **2024/200 Minutes of Ordinary Meeting of the Council held on 18<sup>th</sup> July 2024**

### ***RESOLVED***

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

## **2024/201 Minutes of Extraordinary Meeting of the Council held on 24<sup>th</sup> July 2024**

### ***RESOLVED***

To approve the minutes of the extraordinary meeting of the council held on 24<sup>th</sup> July 2024 as a true and accurate record.

## **2024/202 Minutes of Extraordinary Meeting of the Council held on 31<sup>st</sup> July 2024**

### ***RESOLVED***

To approve the minutes of the extraordinary meeting of the council held on 31<sup>st</sup> July 2024 as a true and accurate record.



**2024/203 Applications for co-option to the Council, Llanilid seat.**

***RESOLVED***

Claire Morgan to be co-opted onto the council to fill the casual vacancy, subject to the correct signing of their declaration of acceptance of office.

**2024/204 Current status of the Election for the vacant Brynna seat.**

Noted.

**2024/205 Action plan**

Noted

**2024/206 Correspondence.**

Noted.

**2024/207 Crime report**

Noted

**2024/208 Expenditure July and August 2024**

No report provided.

**2024/209 YTD Spend V Budget**

No report provided.

**2024/210 Income and expenditure for 'The Pantry'.**

Pantry finances as presented in 'Appendix 7' to this meeting, noted.

**2024/211 Spend for the Council's annual general insurance policy.**

***RESOLVED***

To approve the spend of £4901.98 for the council's annual general insurance premium.



**2024/212 Electrical distribution board at the Llanharan cemetery workshop.**

***RESOLVED***

To authorise the officers to spend up to £1,000 to replace the electrical distribution board at Llanharan Cemetery, to obtain an Electrical Safety Certificate and to carry out any other necessary works.

**2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024**

**a) *RESOLVED***

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.

**b) *RESOLVED***

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.

**c) *RESOLVED***

ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps.

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:

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.

**2024/214 Motion to amend Councils policy to assist with DMMO applications.**

***RESOLVED***

To defer this matter to a future meeting of the Council to allow the Clerk to seek advice from One Voice Wales.



**2024/215 Resolutions of the CEC Committee meeting held 8th August 2024**

Noted.

**2024/216 Scheme to increase the Council's festive display arrangements ready for 2024**

**a) RESOLVED**

To increase the current festive display schedule by the addition of lighting strings to 23 additional lamp post columns along new road and 3 new large Christmas trees and lighting at St Ildis Meadow, New Road and the Lanelay estate (Option 2 as set out in Appendix 12 presented to the meeting) and for the Christmas tree power supply to be trenched and buried (option d as set out in Appendix 12 presented to the meeting). Extra lighting required to be arranged on a 1 year hire basis.

**b) RESOLVED**

To approve a budget of £15,000 for the additions to the schedule. The elements of the project applicable for CIL funding to be referred to the CIL Committee for consideration of CIL funds. A virement taken from general reserves to cover the cost of any costs not allocated CIL funds.

**c) RESOLVED**

To delegate authority to the Community Engagement Committee to spend the budget of £15,000 and to take any such decisions as necessary to deliver the project. The Committee to scrutinise the quotation process and ensure compliance with the councils standing orders and financial regulations.

**d) RESOLVED**

The Clerk to obtain further quotations for all aspects of the work to obtain best value for money, quotations to be presented to the Community Engagement Committee to select vendors.

**2024/217 Resolutions of the HR Committee meeting held 10th September 2024**

Noted.



### **2024/218 Revised costs for surety cover, memorial garden project.**

#### **a) RESOLVED**

To authorise the Clerk to arrange the appropriate cover and to pay the extra £1,781.24 from CIL funds for the project.

#### **b) RESOLVED**

As required by standing order 23, to authorise via resolution of the Council, the Chair of the Council, Councillor David Evans and Councillor Robert Smith to be authorised to sign (execution of deed) on behalf of the Council as a party to the Section agreement arrange to provide surety cover as part of the Section 185 agreement with Welsh Water as per the execution block presented in appendix 14a

### **2024/219 Update. Bryncae Community Centre Working group**

Verbal report noted.

### **2024//220 Celebration event to commemorate the 80th anniversary of VE Day**

#### **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 as directed by a working group set up to make suitable arrangements for the event.

#### **b) RESOLVED**

To form a working group to be known as the VE day 80<sup>th</sup> Anniversary Event Working Group comprising Cllrs Janine Turner (Chair), Neil Feist, Chris Parker, Rhys Jenkins, Robert Smith. Terms of reference: To make appropriate arrangements for the event. All orders placed and instructions for work to be made via the Clerk.



Cllr Janine Turner left the meeting

## **2024/221 Council training plan**

### **a) RESOLVED**

To adopt the training plan presented in Appendix 16 to the meeting.

### **b) RESOLVED**

To make a virement of £330 from general reserves to the budget line for 'Members Training' in anticipation of 100% take-up of the council's training plan for 2024/25.

## **2024/222 Members reports.**

### Cllr Mark Steer

Cllr Steer reported that Pencoed Cubs have been volunteering in Brynna woods helping to pull Himalyan balsam and he is also attempting to engage Llanharan Scouts and Cubs to see if they would like to join in, Himalayan Balsam becoming a major problem in the woods.

He also reported that the dog waste bin near Brynna house is frequently overflowing. He has reported this on a number of occasions but is seeking to request a larger bin for that location.

Cllr Steer reported that he has obtained a number of 'bird boxes' free of charge via the RCT Local Nature Partnership and has distributed them to local groups and organisations as well as fitting some in the council's Meadow Rise open space.

### Cllr Helen Donnan

Cllr Donnan reported details of an incident on the evening of 8<sup>th</sup> September where an apparent police pursuit took place in the Red Roofs estate. The incident was captured on the neighbourhood watch cameras.

She also reported that there have been reports of antisocial behaviour and suspected drug use late at night in and around Brynna Gwynion halt which are raising safety concerns. She has made the PCSO aware and regular patrols will be put in place.

Cllr Donnan reported that footpath PSM35 has been used as an offroad parking zone and also that heavy construction vehicles have been parked there causing an obstruction including to the Mountain Hare play area.

Cllr Donnan gave details of a community engagement event that took place on Sunday 15<sup>th</sup> September to raise awareness in Brynna and Llanharan of the importance of adhering to the Highway Code. She reported there appeared to be an increase in drivers travelling at excessive speeds and that the police utilised a local group of legal users of the highway by supporting the event.



RCT highways department were also supportive along with information given by Network Rail that helped the event to run.

Further operations by South Wales police will be carried out in the area to monitor inappropriate driving and speeding along Brynna road.

Following the event on Sunday a driver displayed inappropriate driving which was captured on police cameras.

Cllr Donnan expressed that she wished to propose a motion to a future meeting of the council to alter the arrangements of the Trens Crossing Working Group and to convert it to a formal sub-committee to aid transparency and to simplify the process.

#### Cllr Chris Parker

Cllr Parker reported that Network Rail are looking to recommence work on their Trens railway crossing bridge in October 2024 and expect to have supports and ramps in place by December 2024. They have a window of opportunity to place the span of the bridge over the railway line over the Christmas period.

#### Cllr Rhys Jenkins

Cllr Jenkins reported that there have been developments on Dwr Cymru Welsh Water taking over from Leep utilities regarding the supply of water on some of the estates on Enterprise Way. A public consultation has taken place and the decision now rests with the Waters Services Regulation Authority and the final decision now rests with them.

#### Cllr David Evans

Cllr Evans reported that he represented the council at the Llanharan horticultural Society annual show, and judged the children's entries. He reported that attendance at the show was excellent and that he had heard that there were a record number of entries this year. The show going from strength to strength.

Cllr Evans reported that RCTCBC were pressing ahead with their 'bins to bags' scheme for general waste. Most members of the community would have already had their last bin collection. If the next collection is due after the 30<sup>th</sup> September then that collection will be 3 x 70 litre black bags only.

Cllr Evans reported that an announcement has been made that some funds have been released for funding of the Llanharan sustainable transport corridor to facilitate works on the project.

Cllr Evans reported that the consultation for the new Llanilid Primary School and specifically the provision of the school to deliver Welsh medium education and to transfer Dolau Primary to an English only school.





**2024/223 Feedback on any formal or informal meetings of external groups to whom the Council has appointees.**

- 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)

Nothing to report. Next meeting due 2<sup>nd</sup> October 2024.

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

Cllr Neil Feist reported that he is booked to attend governor training (module 1) on 9<sup>th</sup> October and the next planned governors meeting is scheduled for 22<sup>nd</sup> October.

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

Cllr Geraint Hopkins was not in attendance to make a report.

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

Cllr Rhys Jenkins reported that the next meeting is scheduled soon, he has been invited by the head teacher to attend the school for a tour next week.

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

Cllr Mark Steer reported that a nature walk is scheduled for October, date to be advised.

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

Cllr Jenkins reported that the AGM is due shortly and urges members to attend especially given the fact the Council provides a large grant each year. He will let members know the date when it is issued.



## **2024/224 Planning**

### ***RESOLVED***

For the Clerk to write to RCTCBC's planning department to request an extension for receipt of its comments until 21<sup>st</sup> October 2024 with regards application 19/1299/RES

## **2024/225 Exclude the Press and Public**

### ***RESOLVED***

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

## **2024/226 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT**

Noted

The press and public were readmitted to the meeting.

## **2024/227 Information which the Chair considers should be relayed to Council as a matter of urgency, or to suggest items to the Clerk for inclusion on the agenda for the next meeting.**

None.

There being no further business the meeting closed at 9.15pm

The next scheduled meeting of Full Council will be held on 17<sup>th</sup> October 2024

Councillor David Evans

Chair of Llanharan Community Council



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Hall), 7pm on Thursday 18<sup>th</sup> July 2024

*The meeting was held in accordance with:*

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

**Members Present:**

**Councillors;** David Evans (Chair), Chris Parker, Will Thomas, Neil Feist, , Robert Smith, Rhys Jenkins, Janine Turner, Joanne Miller, Helen Donnan

**Apologies:** Cllrs; Andrea James, Mark Steer

**Absent:** Cllr Geraint Hopkins JP

**Clerk to the Council:** Leigh Smith

1 member of the public.

Invited guest Mr Gareth Evans.

**2024/154 Welcome and Apologies.**

The Chair welcomed all to the meeting.

**RESOLVED**

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

**RESOLVED**

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



### **2024/155 Tributes to Mr Gareth Evans.**

The Chair gave a speech of thanks for Mr Gareth Evans, retiring headteacher of Dolau Primary School in recognition of his contribution to the community over his many decades as a teacher and headteacher at Dolau School. Other members also gave thanks and Mr Evans was presented with a bouquet of flowers and refreshments.

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

Cllr Chris Parker declared a personal interest relating to agenda item 10 (minute ref 162) being a volunteer at the Pantry.

Cllr Janine Turner declared a personal interest relating to agenda item 10 (minute ref 162) being a volunteer at the Pantry.

Cllr Neil Feist declared a general personal interest being a member of cycling UK.

Cllr Neil Feist declared a personal and prejudicial interest in relation to agenda item 11 (minute ref 163), specifically with regards to grant applications for Llanharan Horticultural Society being a member of that group's committee and Brynna Allotment Association being a member of that group in relation to the allotment shop.

### **2024/156 Public speaking**

None.

### **2024/156a Minutes of the ordinary Council meeting held on 20<sup>th</sup> June 2024**

#### ***RESOLVED***

To approve the minutes of the ordinary meeting of the Council held on 20<sup>th</sup> June 2024 as a true and accurate record.

### **2024/157 Action plan**

Noted

### **2024/158 Correspondence.**

Noted.

### **2024/159 Crime report**

Noted



## **2024/160 Expenditure June 2024**

### **RESOLVED**

To approve expenditure for June 2024 as presented in payment schedule 'Appendix 5' to this meeting comprising payments of £215,127 for cashbook 1 (current and premium bank accounts) and £742.54 for cashbook 2 (Barclaycard).

## **2024/161 YTD Spend V Budget**

YTD spend v Budget as presented in 'Appendix 6' to this meeting, noted.

## **2024/162 Income and expenditure for 'The Pantry'.**

Pantry finances as presented in Appendix 7 to this meeting, noted.

## **2024/163 Recommendations of Audit Committee 16<sup>th</sup> July 2024**

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

A2024/050 To approve bank reconciliations and list of payments for Quarter 1, 2024/25

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

A2024/051 To approve transfers between accounts for Quarter 1, 2024/25

Cllr Neil Feist left the meeting having declared a personal and prejudicial interest in the following 2 items of business.

### ***iii. RESOLVED***

To grant Llanharan Horticultural Society £750 to provide a contribution towards prize money for the annual show and to make the councils van available to assist in the setting up of the show.

**Power: LGA 1972 S.137 (Power of last resort).**



**iv. RESOLVED**

To grant Brynna Allotment Association £1,946.98 for replacement of the allotment shop roof.

*Power: SHAA 1908 S.26(2) Allotments.*

Cllr Neil Feist returned to the meeting.

**v. RESOLVED**

To grant the First Llanharan Rainbow Guides £100 to purchase achievement badges and certificates and to purchase plants and bulbs to be placed around the War Memorial and Church hall.

*Power: LGA 1972 S.137 (Power of last resort).*

**vi. RESOLVED**

To grant the First Llanharan Brownies £500 towards general running costs. Specifically hall rent, achievement badges and materials for crafts etc... and to facilitate a trip.

*Power: LGA 1972 S.137 (Power of last resort).*

**vii. RESOLVED**

To grant Llanharan Recreation Ground Trust £1,000 for a line marking machine

*Power: LG (MP) A 1976. S.19(3) Recreational facilities.*

**viii. RESOLVED**

To make a virement of £5,680 from the council's general reserves to the general grant budget and to grant Llanharan Recreational Ground Trust £5,680 for new rugby posts and installation. The justification for exceeding the maximum of £2,000 allowable under the council's grant policy being the urgent requirement to replace the posts which are in an unsafe condition.

*Power: LG (MP) A 1976. S.19(3) Recreational facilities.*

**ix. RESOLVED**

To grant Bryncae Football Club (Seniors) £499 for general running costs including training equipment, playing kit and first aid kit.

*Power: LGA 1972 S.137 (Power of last resort).*



**x. RESOLVED**

To grant the 1st Brynna Rainbow Guides - £92 to purchase brightly coloured neckerchiefs to facilitate safety on large trips.

*Power: LGA 1972 S.137 (Power of last resort).*

**i. RESOLVED**

To grant the 1st Brynna Brownies - £100 to purchase brightly coloured neckerchiefs to facilitate safety on large trips.

*Power: LGA 1972 S.137 (Power of last resort).*

**ii. RESOLVED**

A2024/056 To change the terms of the grant awarded to (but not paid to) Llanharan Football Club in January 2024 (Minute ref 2024/015) to allow the grant of £495 to be paid without providing the receipt evidencing the spend from the grant awarded the year before.

**iii. RESOLVED**

To grant LCDP £25,000 for the following:

To support the wages of the Community café cook for 30 hours per week and

To fund the free 'Happy Dayz' mental health & wellbeing support group to operate on the terms described in the application. The grant being made on condition that any advertising or publicity for the Happy Dayz group includes the phrase, "Funded by Llanharan Community Council".

**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.

**v. RESOLVED**

A2024/059 To adopt the draft general grants policy presented with the following amendments:

(Clerk's note: Revised document sent to all members for reference).

2.3 Remove wording in red.

2.13 Remove the word 'Wages'

3.6 Delete the first paragraph and adopt the text in the second paragraph.

4.4 change the wording to allow drawdown of funds within 12 months of award and 12 months to comply with any conditions.



4.8 Delete the first paragraph and adopt the text in the second paragraph allowing retrospective applications.

4.11 Reword to explicitly allude to clauses 4.4 and 4.7

5.1.1.3 Change to 5 years.

**2024/164 Update. Bryncae Community Centre CAT Working group**  
Verbal report, noted.

**2024/165 Spend to allow the Officers an appointed solicitor to consider the lease of Bryncae Community Centre**

***RESOLVED***

The Clerk be authorised to spend up to £2,500 with an appropriate solicitor for the following activities relating to the CAT for Bryncae Community Centre:

- Advising on the lease which is proceeding by way of Community Asset Transfer.
- Full review of owner's title,
- Commissioning and reviewing searches, if required
- Reporting on the draft lease and negotiating any amendments required
- Completing the lease and dealing with the LTT return and registration matters at the Land Registry
- Any other matters requiring legal advice or action in relation to the above.

The Clerk will strive to obtain estimates from 3 reputable local solicitors and choose the cheapest available estimate in order to obtain best value in compliance with the council's financial regulations.

**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.





**2024/167 Changing the name and the terms of reference of the Bryncae Community Centre CAT Working Group.**

***i. RESOLVED***

To change the name of the Working Group to, "The Bryncae Community Centre working Group".

***ii. RESOLVED***

To change the terms of reference for the working group to:  
"Reporting to full council. To examine and make recommendations to council regarding options for the governance of the community centre following the signing of the lease, taking into account the practical aspects of the safe and effective running of the centre, decision making mechanisms and extent and limits of any delegated authority".

**2024/168 Motion to exclude the press and public.**

***RESOLVED***

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public to be excluded from the meeting on the basis that the Clerk is required to issue advice to the council, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**2024/169 Formal advice issued by the Clerk.**

The Clerk issued advice to the council regarding the following item of business. That the item of business should be deferred to a future meeting of the Council in order to comply with a previous resolution of the council and advice received.

The press and public were then re-admitted to the meeting.



**2024/170 Approval of spend to allow the drawing up of visual materials (drawings/plans etc..) for the public consultation regarding the Ewenny Bridge project.**

**RESOLVED**

To defer the item of business to be considered at a future meeting of the council.

**2024/171 Members reports.**

Cllr Robert Smith

Cllr Smith reported that he had attempted to progress the Annual Survey Working Group business. The group has agreed to try and coincide the annual survey with the public consultation on the Ewenny Bridge if possible. The group is close to finalising a proposal for details of the survey and is seeking a timeframe regarding the bridge consultation.

Cllr Chris Parker

Cllr Parker noted that he had received a number of complaints regarding RCT's decision to alter bin collections to remove the collection of wheely bins and to change general waste to every 3 weeks. Cllr Parker stated that people were 'up in arms' and that whilst he wasn't sure what the Community Council could now do to influence the decision as it seems the decision has already been made but he wished to express his objection to it.

Cllr Parker also reported that he had received reports from members of the public about vegetation growing over the path along 'Llanharan Straight' and causing issues and urged County borough members present to request that the vegetation be cut back.

Cllr David Evans

Cllr Evans reported that Cabinet had made a decision on changing bin collections. He suggested that if residents felt strongly on the issue that they lobby their local RCT Councillors to request a 'call-in' so the matter could be reconsidered.

**2024/172 Feedback on any formal or informal meetings of external groups to whom the Council has appointees.**

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



Cllrs David Evans and Rhys Jenkins reported that no meeting had been held since the last Council meeting.

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

Cllr Robert Smith reported that he attended the first face to face meeting for 4 ½ years. The meeting comprised a general meeting and the AGM of the group. A presentation was given by Llais Wales. Llais Wales is the national, independent body set up by the Welsh Government to give the people of Wales a stronger voice in their health and social care services. Llais attend One Voice Wales events.

During the AGM Committee appointments were made. I was asked to look at the Charter that RCT has with its Community Councils, the matter arising from Caerphilly Community Council making amendments to the charter with Gwent County Council. The Clerk of Llanharan Community Council having no knowledge of such a charter I contacted RCTCBC's liaison officer who provided me with a copy of the RCT charter. I have sent a copy to all members. The charter does not seem to carry any great weight in terms of providing Community Council's with any extra information or obligations over and above the general public but all members now have a copy.

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

Cllr Neil Feist reported that he attended a governor's meeting on 25<sup>th</sup> June 2024 but there were no matters of relevance to report to council .

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

Cllr Geraint Hopkins was not in attendance to make a report.

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

Cllr Rhys Jenkins reported that no meeting had been held since the last Council meeting.

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

Cllr Mark Steer was not in attendance to make a report.



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

Cllr Jenkins reported that there had been meetings of the LCDP trustees that he had attended as the council's appointed liaison but there was nothing of significance to report.

**2024/173 Adoption of Version 3 of the council's Standing orders**

***RESOLVED***

To adopt version 3 of the council's Standing Orders as presented in Appendix 12 to this meeting.

**2024/174 Llanilid ward vacancy co-option process and Brynna ward election.**

***i. RESOLVED***

The Clerk to commence the co-option process for the Llanilid ward immediately and for candidates to be considered in the September meeting of the council.

The Co-option process to 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: 33.2.6.i - Candidates will be invited to give a brief personal statement if they have elected to do so (2 minutes max).

33.2.6.ii - The Chair will ask any questions in line with 33.2.5

33.2.6.iii - •A vote will take place to determine which candidate will be co-opted to fill the vacant seat.

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

33.2.6.v - 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.

33.2.6.vi - 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

33.2.6.vii - 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.- The successful candidate will be provided with the Council induction pack which comprises the following:

33.2.6.viii - The Good Councillors guide.

33.2.6.ix - The Schedule of the code of Conduct.

33.2.6.x - The Ombudsman's guide to the code of conduct.

33.2.6.xi - Code of Conduct online training slides. 33.2.6.xiii - A list of available training courses.

33.2.6.xiv - The Council's standing orders.

33.2.6.xv - The Council's financial regulations.

33.2.6.xvi - Relevant policies of Council.

33.2.6.i - Ongoing advice and training will be provided by the Officers of the Council.

The Clerk to ensure any advertisements for the co-option stress the specifics regarding an applicant's relationship with the ward and Community Council's boundaries.

## ***ii. Noted***

RCTCBC have advised that no candidates were nominated for the Brynna election and a fresh process will now commence to invite nominations. The Clerk will seek clarity on further costs.



**2024/175 13th edition of the Arnold-Baker book on Local Council Administration.**

***RESOLVED***

To authorise the officers to purchase the 13th edition of the Arnold-Baker book on Local Council Administration and spend up to £137.

**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.

**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.



## **2024/178 Planning**

### ***RESOLVED***

For the Clerk to write to RCTCBC's planning department to object against planning application 24/0651/10 (1.8m high timber boundary fence) on the material grounds that the work is not in keeping with the character and appearance of the area and surrounding properties.

## **2024/179 Exclude the Press and Public**

### ***RESOLVED***

To exclude the press and public by virtue of the Public Bodies(Admission to Meetings) Act 1960, the press and public to be excluded from the meeting on the basis that with regards to agenda items 26 to 28 (the next 3 items of business) disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## **2024/180 Progress report on negotiations with LRGT regarding the potential lease of land around Bryncae Community Centre**

Noted.

## **2024/181 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT**

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

For the Clerk to seek formal negotiations with LRGT to be attended by the Clerk and the Chair.

Terms for the negotiation set out as outlined below:

Preferred option to be option 4 as set out in the confidential paper 'Appendix 19' presented to the meeting.

Fallback position to be option 2 as set out in the confidential paper 'Appendix 19' presented to the meeting. If necessary authority for spend delegated to the proper officer in conjunction with the chair as per clause 4.1b of the financial regulations.

In any case option 5 (as set out in the confidential paper 'Appendix 19' presented to the meeting) be communicated and actioned.



**2024/182 Improvements to the surface of the path way along the path adjacent with the newly constructed steps on enterprise way**

***RESOLVED***

To improve the surface of the path way adjacent with the newly constructed steps on enterprise way by replacing the 'gravel' surface with asphalt and approving a spend of up to £2,850. This matter delegated to the Clerk of the Council in consultation with the Chair given the urgent nature of the work. The Clerk to obtain quotations to obtain best value and to report to Council should the Clerk and Chair select a quote that is not the cheapest giving an explanation as to why the cheapest quote was not selected. Thus suspending financial regulation 4.1 and having the effect of increasing the spend limit for clause 4.1b to £2,850.

The public were readmitted to the meeting.

**2024/183 Information which the Chair considers should be relayed to Council as a matter of urgency, or to suggest items to the Clerk for inclusion on the agenda for the next meeting.**

None.

There being no further business the meeting closed at 9.30pm

The next scheduled meeting of Full Council will be held on 19<sup>th</sup> September 2024

Councillor David Evans

Chair of Llanharan Community Council





## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Extraordinary meeting of the Council held on a remote basis at 7pm on Wednesday 24<sup>th</sup> July 2024

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

**Members Present:**

**Councillors;** David Evans (Chair), Helen Donnan, Rhys Jenkins, Neil Feist, Mark Steer, Robert Smith, Chris Parker.

**Apologies:** Cllr Joanne Miller.

**Absent:** Will Thomas, Geraint Hopkins JP, Andrea James, Janine Turner.

**Clerk to the Council:** Leigh Smith

**RFO/Deputy Clerk:** Lisa Phillips

**2024/184 Welcome and Apologies.**

The Chair welcomed all to the meeting.

**RESOLVED**

To accept the reasons for absence proffered by Cllr Joanne Miller with their apology as a valid reason for absence.

**2024/185 Disclosures of personal and/or prejudicial interests**

Cllr Neil Feist declared a personal interest being a member of Cycling UK.

**2024/186 Public speaking**

None

**2024/187 Motion to exclude the press and public.**

**RESOLVED**

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public to be excluded from the meeting on



the basis that the Clerk is required to issue advice to the council, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**2024/188 Formal advice issued by the Clerk.**

The Clerk issued advice to the council regarding the following item of business. That the item of business should be deferred to a future meeting of the Council in order to comply with a previous resolution of the council and advice received.

The press and public were then re-admitted to the meeting.

**2024/189 Approval of spend to allow the drawing up of visual materials (drawings/plans etc..) for the public consultation regarding the Eweny Bridge project.**

**RESOLVED** To defer the item of business to be considered at a future meeting of the council.

**2024/190 Urgent information and suggestions to the Clerk for future agenda items.**

None.

There being no further business the meeting closed at 7.05pm

Councillor David Evans  
Chair of Llanharan Community Council



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the Extraordinary meeting of the Council held on a remote basis at 7pm on Wednesday 31st July 2024

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

**Members Present:**

**Councillors;** David Evans (Chair), Andrea James, Neil Feist, Robert Smith, Chris Parker, Rhys Jenkins.

**Apologies:** Cllrs Joanne Miller, Mark Steer, Janine Turner, Helen Donnan.

**Absent:** Will Thomas, Geraint Hopkins JP.

**Clerk to the Council:** Leigh Smith

**RFO/Deputy Clerk:** Lisa Phillips

**2024/191 Welcome and Apologies.**

The Chair welcomed all to the meeting.

**a) RESOLVED**

To accept the reasons for absence proffered by Cllr Joanne Miller with their apology as a valid reason for absence.

**b) RESOLVED**

To accept the reasons for absence proffered by Cllr Mark Steer with their apology as a valid reason for absence.

**c) RESOLVED**

To accept the reasons for absence proffered by Cllr Janine Turner with their apology as a valid reason for absence.



**2024/192 Disclosures of personal and/or prejudicial interests**

**2024/193 Public speaking**

None

Cllr Neil feist joined the meeting.

**2024/194 Conferring the 'Freedom of the Community' on Mr Gareth Evans.**

***RESOLVED***

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.

**2024/195 Allocating a budget of £1,000 to the Community Engagement Committee in order to facilitate its activities**

***RESOLVED***

To allocate a budget of £1,000 to the Community Engagement Committee in order to facilitate its activities. The Committee having the ability to spend the money on any item included in its terms of reference or matters delegated to it. A virement to be taken from general reserves.

**2024/196 Urgent information and suggestions to the Clerk for future agenda items.**

None.

There being no further business the meeting closed at 7.05pm

Councillor David Evans  
Chair of Llanharan Community Council

## Appendix Co-opt

The Co-option process shall proceed as per the process set out in the council's Standing Orders.

**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:

**33.2.6.i** - Candidates will be invited to give a brief personal statement if they have elected to do so (2 minutes max).

**33.2.6.ii** - The Chair will ask any questions in line with 33.2.5

**33.2.6.iii** - A vote will take place to determine which candidate will be co-opted to fill the vacant seat.

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

**33.2.6.v** - 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. \*

**33.2.6.vi** - 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\*

**33.2.6.vii** - 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.

**33.2.6.viii** - The successful candidate will be provided with the Council induction pack which comprises the following:

**33.2.6.ix** - The Good Councillors guide.

**33.2.6.x** - The Schedule of the code of Conduct.

**33.2.6.xi** - The Ombudsman's guide to the code of conduct.

**33.2.6.xii** - Code of Conduct online training slides.

**33.2.6.xiii** - A list of available training courses.

**33.2.6.xiv** - The Council's standing orders.

**33.2.6.xv** - The Council's financial regulations.

**33.2.6.xvi** - Relevant policies of Council.

**33.2.6.i** - Ongoing advice and training will be provided by the Officers of the Council.

\* The Clerk shall make arrangements with the successful candidate to come and sign the declaration of acceptance of office. The candidate becomes a members of the Council at the point of signing the document.

# ELIGIBILITY FORM

Name : (Mr/Mrs/Other) Mrs Angharad Rees-Jones  
Address: 255 Meadow Rise, Brynna, CF72 9TQ

mail address: haradrees@hotmail.com

Telephone:  
Mobile: 07815503206

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 30.7.24

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

As a nurse in the local surgery I am closer to the people of Llanharan who is welcoming and approachable. Having been on a board of trustees for a charity NACC based in Pembrokeshire I have experience of meetings and planning small events.

By living in Brynna I am passionate about where I live and would like to help and support my neighbours.

Why do you want to be a community Councillor?

By having a young family I would like to help make the community a better place and maintain the high standards.



## 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.

Provide a duty of care to Llanharan and the wider community by maintaining green areas, providing the maintenance, planning and supporting local events. Supporting growth and stability for all ages, ethnicity and all diversity.

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).

I am an organised person who is very determined.

I have experience of working as a Social Secretary for a charity and organising events and award ceremonies on a small scale.

The Council currently has 5 Committees and 11 task-based working groups. (See the attached summary, the Council's website and / or contact the Clerk for further details). Please indicate which of the committees and / or working groups you would join if places were available.

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

Print name Angharad Rees Jones Sign [Signature] Date 8.8.24

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).



## **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 21<sup>st</sup> December 2023 (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 wards of Llanharan although anyone eligible can represent any ward where there is a vacancy.

**Closing date: Noon 14th December 2023**

**Applications will be considered at a subsequent council meeting on 21<sup>st</sup> December 2023.**

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~~) Andrew Morgan .....

Address: 15 Woodfield Street, Bryncae, Llanharan. CF72 9RT .....

..... E-mail address: Bryncae@Morgannwg.Cymru .....

Telephone: .....

Mobile... 07917 4000 45 .....

## 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 10 December 2023 .....

# 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.

Llanharan Community Council is a crucial local governing body that serves the needs of our community. As the Coordinator of my local Neighbourhood Watch in Bryncae, having taken over from my father during COVID, I am deeply committed to representing residents' interests within Llanharan Community Council. My roots in this community, spanning generations and including attendance at Dolau Primary School, provide me with a nuanced understanding of local challenges and aspirations.

My proficiency in Welsh enhances my ability to connect with a diverse range of residents, aligning with "The Good Councillor's Guide," which underscores the importance of linguistic and cultural awareness in promoting community cohesion and preserving our Welsh heritage. With a focus on community engagement, effective representation, and ethical decision-making, I bring a wealth of experience as a youth worker, a Queen's Commissioned Officer holding the rank of Captain in the Army Cadet, and DofE Wales consultant, to contribute to the Council's activities.

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).

As Head of Welsh at an Emotional, Social, and Behavioural Difficulties Special School, my expertise uniquely positions me to address educational and community well-being issues. With 16 years of experience as a youth worker and a retired Commissioned Officer, I understand the importance of discipline, collaboration, and strategic thinking, aligning with "The Good Councillor's Guide."

My commitment to efficiency and embracing modern technologies dovetails with the council's need for innovative solutions. Leveraging my experiences with the Army Cadet Force and DofE Wales, I can integrate outdoor activities and expeditions, promoting both recreation and community engagement. As the Neighbourhood Watch Coordinator for Bryncae, I demonstrate a dedication to community safety, while my role as a Consultant for DofE Wales reflects my embrace of contemporary educational methodologies.

In my role as President of the NASUWT Bridgend Association and accreditation as a TUC caseworker, I am well-versed in representing and safeguarding constituency interests. This experience equips me with skills in consultations, policy advocacy, and negotiating terms and conditions, directly applicable to the responsibilities of a community councillor.

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

As a dedicated Welsh speaker, I am passionate about preserving our cultural identity and ensuring the needs of both Welsh and non-Welsh speakers are addressed. This commitment is evident in my roles as a teacher and youth worker, where I emphasize improvement, efficiency, and the integration of modern technologies. I bring a collaborative and forward-thinking approach to the council, emphasizing the importance of staying current with evolving trends and technologies.

My commitment to inclusivity extends to my role as a Workplace Representative of the NASUWT, where I've been extensively involved in consultations on policies and teachers' terms and conditions. With the ability to bridge generational and cultural gaps, I promote unity and understanding within the community.

My enthusiastic and passionate approach, reflected in various endeavours, aligns with the ethos of representing and preserving local identity outlined in "The Good Councillor's Guide." As a Stonewall School Champion, I am committed to fostering inclusivity and challenging discrimination. This dedication is complemented by my expertise as a Team Teach instructor, where I train staff on de-escalation techniques and positive behaviour management, underscoring my commitment to creating a safe and harmonious community environment.

## Why do you want to be a community Councillor?

Being a Welsh speaker deeply connected to the cultural fabric of Llanharan, my desire to become a community councillor is rooted in a profound commitment to preserving our language and heritage, while ensuring modern advancements benefit everyone. My passion for improving efficiency and embracing technology aligns with the dynamic needs of our community.

I aspire to contribute to a council that respects traditions while embracing innovation for the betterment of all residents. Bringing my linguistic skills, commitment to inclusivity, and a modern problem-solving approach, I aim to foster positive change, strengthen community bonds, and ensure the council remains responsive to the diverse needs of Llanharan.

My motivation to become a community councillor arises from a sense of duty and genuine love for the Llanharan community. Through diverse experiences as a teacher, military officer, youth worker, and community organizer, I've honed skills aligned with the principles of effective local governance outlined in "The Good Councillor's Guide." Driven by a commitment to serve and represent the community's interests, I aim to ensure Llanharan thrives, respecting its heritage while embracing its future.

The Council currently has 5 Committees and 9 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	
Trenos Crossing Working Group.	✓
Fireworks Working Group	
Bryncae Community Centre Community Asset Transfer (CAT) Working Group	
'Brynna Woods Art' Working Group	✓
Walking Leaflets Working Group	
Oakbrook Skatepark refurb and Potential Pump Track Working Group	
Jubilee Marsh Multi-User Route Working Group	
Community Awards Ceremony Working Group.	
Hamlet/Ward Gateway Working Group	

Print name Andrew Morgan ..... Sign  ..... Date 10 December 23.

*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).*



## **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 19<sup>th</sup> September 2024 (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: Noon 9th September 2024**

#### **Applications will be considered at a subsequent council meeting on 19th September 2024.**

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 : (Ms) Claire Morgan

Address: 98 Bridgend Road Llanharan CF72 9RB

E-mail address: claire.morgan10001@gmail.com

Telephone: 07795176507

**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
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
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
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

**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? NO
2. Do you hold a politically restricted post? NO
3. Have you ever been disqualified by a Court from holding Public Office? NO
4. Have you ever been declared bankrupt? NO
5. Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)? NO
6. Have you ever been disqualified under the Representation of the People Act 1983? NO

Signed ...Claire Morgan

Date 13.8.24

# 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.**

Serving the communities of Llanharan, Brynna, Bryncae, Llanilid and Ynysmaerdy, the Council is divided into 3 wards with 14 councillors.

The Community Council is the layer or tier of government which is closest to the residents.

The Council takes responsibility for certain local services (e.g. allotments, public benches, some parks, some paths), manages the Community Infrastructure Levy Funds and, perhaps most importantly, represents the views and wishes of residents along with offering advice and providing a link with the local authority.

The full Council meets on the third Thursday of the month and various sub committees and working groups meet in between this time/as necessary.

## **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).**

I have an excellent understanding of committees, their structures, procedures, and parameters as I have been a Clerk to the Governing Body of various schools for a considerable number of years and Company Secretary and Clerk to various trustee boards over the years.

I have a strong commitment to the village and am particularly interested in welcoming all our new residents whilst protecting and maintaining the community feel and heritage. (In fact, I had previously been in touch with the Clerk to suggest a Welcome Pack for new residents with details of the places to walk, the facilities in the area etc).

I speak Welsh reasonably well. My areas of expertise are around the following:

- I have a lot of experience of working in social enterprises/voluntary organisations and charities and I understand the challenges faced by single people, the elderly and families and I think I understand what people want from the area in which they live (i.e. a safe and clean environment and a close community). I have worked in elderly services, domestic abuse services, education and, most recently learning disability so my working life has been spent mainly ensuring that the most vulnerable in our community are protected.
- I have considerable Human Resources experience, having managed a team of 50 in previous employment.
- I currently work for a voluntary organisation as Communications Officer which involves preparing all their social media and updating their website. This has given me lots of experience of projecting a corporate image. I understand professional boundaries and the importance of maintaining a professional attitude, being polite, upholding equal opportunities and protecting confidentiality of information.

I am already involved with the Wimbles and join in their litter picking when I can. I also litter pick on

my own regularly in the village and through the lanes because I take pride in the area in which we live. I have an allotment myself on Jubilee Street and really appreciate the open spaces that the community has and takes responsibility for maintaining.

I have attended a few of the council meetings on occasions when I have felt it important to have my say. I attended the extraordinary meeting relating to the Trenos Railway Crossing and previously attended the Rights of Way and Allotments Committee when changes were being proposed to the tenancy agreements and rules.

### **Describe the personal qualities that you would bring to the role of Councillor.**

Integrity and honesty  
Strong work ethic, reliability  
Commitment to equality and diversity  
Strong sense of community spirit  
Good sense of humour  
Motivated  
Understanding and respect for confidentiality of information

### **Why do you want to be a community Councillor?**

I'd like to give something back to the village that has given me so much these past few years.

I think I can bring a love of the area, a commitment to the community and its history and a desire to make the village even better – dependent upon the wishes and needs of the community, of course.

I am strongly committed to the idea of democracy and local involvement in decisions which affect communities and being a member of the Community Council would help to achieve this. The whole point of the Community Council is to look after the area in which we live and to represent the views of the residents at county level. It is an intrinsic part of the democratic process and one I'd love to be involved with.

Born and brought up in north Wales, I have lived all over the country but nowhere has felt as much like home as Llanharan does. I moved here in 2018 and have lived most of my time here on my own feeling part of a friendly and safe community.

I don't just 'live' in the village, I work from home here, use the shops, walk the lanes, public footpaths and opencast, pick up the litter and visit the coffee shop (lots!). My friends are in the village, and I feel very strongly that I am part of the village life.

My grandson lives in Cardiff, but I have so enjoyed being able to look after him here in Llanharan once a week for the past few years, taking advantage of the local Toddlers' Group in Bryncae Community Centre, visiting the Charity Shop (he's been their 'best customer!'), playing football in Llanilid field, helping me at the allotment with my chickens.

You'll find some of my photos taken in the local area on the Community Council's website – I really enjoy walking in the area and I hosted a Taff Ely Rambler's walk between Christmas and New Year, walking through our lovely Brynna Woods and Opencast.

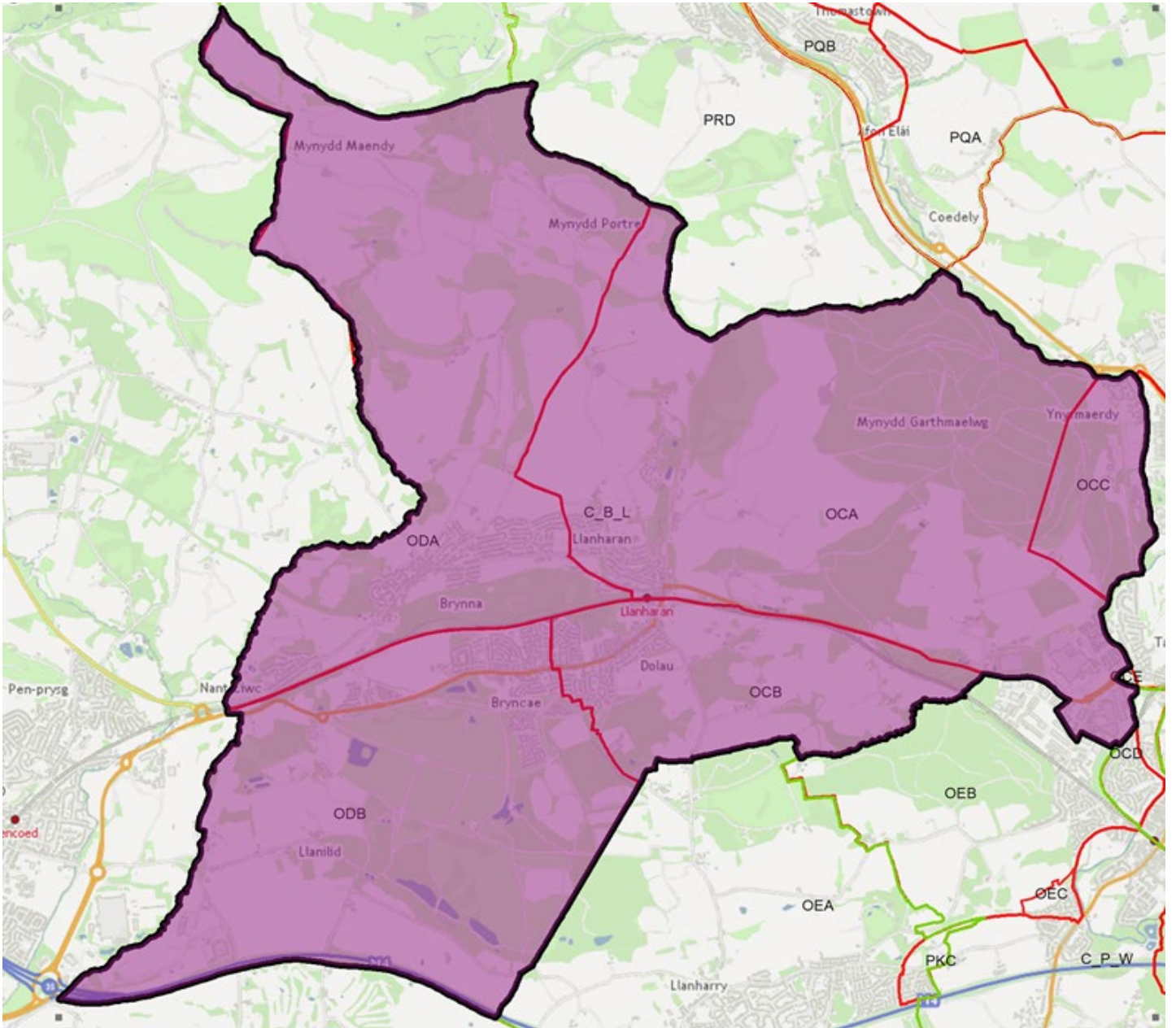
The Council currently has 5 Committees and 11 task-based working groups. (See the attached summary, the Council’s website and / or contact the Clerk for further details). Please indicate which of the committees and / or working groups you would join if places were available.

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

Print name...Claire Morgan... Sign..... Date...13.8.24

*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



## Appendix - elect

### **Status of the election for the Council's vacant Brynna Ward seat**

The reason for the election being called, rather than the council being able to select a candidate from applications (as is the case for our vacant Llanilid seat) is that 10 electors signed a letter to RCT calling for an election.

RCT posted the notice of an election but they inform us that no candidates came forward by the published deadline.

This process was then repeated for a second time, but again no candidates came forward.

The process will now be repeated a third time and will continue until a candidate or candidates come forward so that an election can be held (either contested or uncontested dependent on whether more than one candidate comes forward).

I have enquired whether the council can move to a co-option process to fill the seat but unfortunately RCT have informed us that whilst the situation is unprecedented, after checking with the Association of Electoral Administrators and other Welsh Authorities the law does not allow us to do so.

This means the call for candidates will continue until a candidate or candidates come forward and an election can be held.



## Llanharan Community Council Action Plan - updated 17th September 2024

Action no	Date added	Category	From	Action	Notes	Status	Owner
2022/039	18.2.22	Full Council	Audit	RESOLVED The Clerk to take such action as necessary to obtain a price of between £5000 and £3000 for the green tractor. If this price cannot be achieved following a reasonable period following advertising, then the Clerk to return to Council with a further recommendation.	Find logbook Advertise in appropriate channels. On hold pending report on Red tractor and developments RE Cut and collect.		LS
2022/051	18.3.22	Full Council	CIL	RESOLVED That quotations for the repair/replacement for the items identified in the report (Appendix Five presented to CIL Committee Wednesday 9th March 2022) and from subsequent inspections and reports be obtained.	Quote for Legionella actions received June 23, chasing fire report quote. June 23. Capital works all complete. Work on monitoring system to be done.		LS
2022/051	18.3.22	Full Council	CIL	RESOLVED That the responsibility for ensuring statutory compliance for the shower block, including arranging statutory inspections and for the appropriate rectification of any defects identified be taken on by the Clerk. To ensure the compliance with legislation and the maintain the validity of insurance cover.	See 2022/051. Plus adequate documented monitoring regimes to be put in place with audit control. Legionella and Fire RA carried out and all hardware recommendations satisfied. Monitoring regime to be improved.		LS
2022/083	22.4.22	Full Council	Full Council	2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project.  RESOLVED To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.	In progress. Design completed and submitted to RCTBCB SuDs and Welsh Water in June 22. Tender issued July 23. Awaiting formal S187 agreement. DCWW awaiting a copy of the formal title deed. Clerk has requested from Land Regisrty Mau 2024.		LS
2022/098	20.5.22	Full council	Full Council	To be altered - Minute 2022/090 Welcome and Apologies. Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.			LS
2022/108	22.5.22	Full council	CIL	2022/108 RCTCBC CIL meeting RESOLVED For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.			LS
2022/155	22.7.2022	Full council	ORA	RESOLVED Whilst the Community Council cannot charge the public for services at this time, if its staff are to become trained and competent it could offer a "without prejudice" advisory service to the public where Japanese knotweed appears on private land. And/or keep a list of contractors who may be able to assist private landowners.	Details of this to be ascertained. The Community Council knows of a number of licenced contractors and can provide this information. Training has been put on hold RE prohibitive costs.		LS
2022/205	21.10.2022	Full council	Full council	2022/205 Contract for supply of electricity for lights on 'Jeff's Lane'. RESOLVED To defer this item to a future meeting.			LP
2022/227	18.11.2022	Full council	CIL	RESOLVED To amend the Council's policy so that in circumstances where a group is not VAT exempt and is not VAT registered, to allow at the council's discretion a grant to include the VAT element.	Add this and other policy items to application form		LS
2022/233	16.12.2022	Full Council	ORA	RESOLVED PSM32/1 near Gellifedi Road That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.	The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the PROw network and are prioritising are work/enforcement accordingly. I am happy to arrange a meeting but this unlikely to happy over the coming weeks due to current work load.' No progress. currently with RCTCBC.		LS
2023/017	20.01.2023	Full Council	Full Council	2023/017 Covid 19 Plaque. RESOLVED £250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.	Councillors to bring proposals to a future meeting.		NA
2023/018	20.01.2023	Full Council	Full Council	2023/018 Chair's chain of office and updating of Chairperson's board. RESOLVED The Clerk to obtain a quotation from Fattorini's of Birmingham for the refurbishment of the Chair's chain of office and the addition of all Chair's names to the chain or its links. The Council to suspend its standing orders in this matter with regards to the obtaining of 3 quotes given that this is a specialist matter.	the Clerk to send the Chain of office to Fattorinis after the Horticultural show in August to obtain a quote.		LS
2023/038	17.02.2023	Full Council	CIL	RESOLVED CIL2022/057 CIL project to refurbish the red telephone box in the square To approve a budget and authorise spend of CIL funds of up to £6200 and provide delegated authority to the Proper Officers to complete the refurbishment of the telephone box. Project to be added to the CIL 123 list and Active project list. The final use of the box to be determined at a later date.	Add to CIL lists. - Added. Lisa to progres order. Project complete. Awaiting info from vendor ro produce facebook post.		LP
2023/041	17.02.2023	Full Council	ORA	RESOLVED ORA2022/060 Urgent items for information or items for future agenda. Future agenda to include training on basic tree safety training for staff and interested members.	Add to future agenda.		LS
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/008 Community garden at Lanley estate. To add provision for a community garden at Lanley estate to the CIL123 list and Active project lists with a provisional budget allocation of £3000 and that the Clerk and interested members carry out further investigations regarding location, design, future maintenance, cost and other factors and that a paper be presented to the CIL committee at a future date.	Added to lists. Awaiting progress. The clerk is seeking to contact the MOP involved to ascertain details. MOP advised no desire to take forward. To be removed from CIL lists		LS
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/009 Picnic benches at Lanley estate. To add provision for 2 picnic benches (one disable friendly) and one standard bench at Lanley estate to the CIL123 list and Active project lists with a CIL budget allocation of £3000 and that the Clerk be authorised to spend up to this amount provided the appropriate permissions etc... are obtained.	Added to lists. Awaiting progress. The Clerk has requested permission from RCT to place the benches at the selected locations. June 2024. update, Barrat have given permission awaiting permission from their management company.. Provide quotes to CIL/FC.		LS

2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/010 CIL application for a community garden at Ynysmaerdy. To approve a CIL application for £2750 for a community garden at Ynysmaerdy from Ynysmaerdy Community Centre and for the project to be added to the CIL123 list and Active Project lists. For the Clerk to make the purchases up to the value of £2750 regarding the project if this is acceptable to the applicant or otherwise to grant the £2750 on the understanding that the presentation of invoices would be required as proof of purchase.	Added to lists. Awaiting progress. The Clerk has contacted the MOP involved and requested works be carried out Summer 2024. June 2024.		LS
2023/063	17.3.2023	Full Council	Full council	RESOLVED The Clerk to carry out a more in depth analysis of the SLA's between the Community Council, RCTCBC and LRGT regarding grounds maintenance at Brynna fields and LRGT grounds. Details to be presented to Council at a future date.	The Council is seeking a comprehensive legal agreement with LRGT. Awaiting feedback from LRGT June 2024		LS
2023/066	17.3.2023	Full Council	Full council	2023/066 Competition in local schools to design the Community Council Van livery. RESOLVED For a competition to be organised to design the livery of the Community Council Van.	Details required from the Chair		NA
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.	Emailled Jim Bailey 6.6.23 again, and planning services 13.7.23. Awaiting scoping design.		LS
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/038 Placement of additional benches from Bryncae to 'The Square'. That 4 addition benches be purchased and sited in the following locations. 1) Adjacent to Greggs/Ground Control 2) Adjacent to the Terry's Way/Enterprise Way roundabout, 3) At the junction with Llanharry Road, 4) On the square near to the junction with Hillside Avenue. That CIL funds be used, the Clerk to enquire with RCT highways on the specifics of each location and to obtain permission to site benches and present findings and costs to the ORA Committee.	Wrote to Terry Evans 13.7.23 acknowledgement received, awaiting response. Chased Sept 23. Locations approved RCTCBC Nov 23. Matter to be referred to the CIL Committee.	Completed	LS
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/039 Signage for allotment site gates That the officers be authorised to spend up to £400 for signage for the allotment gates and sites.	To be decided upon and ordered with evidence showing best value.		LS
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2 For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.	Awaiting details of type and dimentions of required gat and consent from landowner. Cllr Steer engaging with landowner. June 2024.		LS
2023/142	16.6.23	Full Council	ORA	For the Clerk to be authorised to approach the relevant landowners to obtain permission for the Council to replace the way-marker and to replace the stile with a self-closing gate and to arrange access accordingly.	Clerk wrote to 3 x landowners 25.9.23. Awaiting responses. Response recieved from 1, awaiting response from other. Have telephoned second landowner but awaiting response. Cllr Steer directly engaging landowners. June 2024		LS
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/042 Cut and collect techniques The Officers carry out a cost benefit exercise on the proposal to use cut and collect techniques on Council land	Awaiting information on the potential for a grant to purchase equipment from Rachel Carter ref 2013/225. Note Emailled RC on 25.9.23 to seek help on what equipment req and what funding might be available. Cllr Steer carrying out further investigations.		LS
2023/186	21.7.23	Full Council	CIL	RESOLVED CIL2023/056 Further consideration of a CIL application from LRGT ref provision of a MUGA on the land adjacent to Bryncae Community Centre. That the matter be deferred to a future meeting of the CIL Committee to allow further informal negotiations to take place. The results of any negotiations to be confirmed in writing via the Clerk and reported to the Committee.	Informal negotiations held an results confirmed in writing. Awaiting legal deeds including title plan from LRGT. Chased Junr 2024		LS
2023/194	21.7.23	Full Council	Full Council	2023/194 Discharge of condition 34 (Sustainable Development Strategy) of 10/0845/34 (insofar that it relates to Phases 3 and 4).   LAND AT FORMER OPEN CAST COAL SITE AND LAND TO THE NORTH OF THE A473, LLANILID (PHASE 3 & 4) RESOLVED For the Clerk to write to RCTCBC planning department to ascertain whether the following two aspects of development quoted in the SDS are going ahead: • The section of 'bypass' from the County Boundary to the Dragon studio roundabout (ie, the section of road proposed to eliminate the necessity to drive along 'Cow's Corner'). • ...to the current Llanharry road being transformed into a pedestrian and cycle underpass. • so then the SDS appears to be valid. • If either or both are no longer planned, then the Community Council writes to RCTCBC planning to object to the discharge of condition 34 (Sustainable development strategy) and any other conditions where these aspects are quoted in mitigation.	Emailled RCT planning 27.7.23. As of 1.9.23 Holding responses received but no definitive respnses. LS nudged 19.9.23		LS
2023/233	22.9.23	Full Council	Full Council	2023/233 Quotations for the taking down of Summer hanging baskets and erection and subsequent removal of Christmas Trees, Christmas motifs etc... RESOLVED To award a 1-year contract to Centregreat on the terms and prices provided. To approve the spend accordingly with a 5% contingency, namely: £13,189 for 2023. RESOLVED The Clerk to carry out a tender process to provide the taking down Summer hanging baskets and erection and subsequent removal of Christmas Trees, Christmas motifs etc... for a 3 year period, years 2024 to 2026. RESOLVED To authorise the Proper Officers to spend up to £1,000 of CIL funds in order to retrofit lamp post timers as required to allow the placement of Christmas motifs.	Centregreat informed. Clerk to arrange formal tender. Retrofitting of timers arranged and invoice to be provided by RCTCBC. completed Tender process to be put in place.		LS
2023/286	17.11.2023	Full Council	Full Council	2023/286 Venues and other arrangements for future Council meetings. RESOLVED For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.			LS
2023/300	22.12.2023	Full Council	Full Council	RESOLVED For the Clerk to write to Gill Richards and Anne Davies of Llanharan OAP and Brynna OAP respectively to thank them for their hard work helping to organise the event and to Llanharan RFC for the free use of the hall	Write and deliver x 3 letters		LS
2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.	Clerk to draw up draft process map.		LS



2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/092 Access gate arrangements at Meadow Rise open space. To instruct the Clerk to obtain quotes to remove both gates and to install suitable staggered barriers at the Western entrance to the Meadow Rise open space following consultation with RCTCBC highways department	checked spec with RCTCBC. Min 1.2 clearance to be maintained on footway. Clerk to obtain quotes. Quotations received. Presenting to ORA July 24.		LS
2023/208	22.12.2023	Full Council	HR	2023/208 Terms of Reference HR Committee RESOLVED To adopt the terms of reference for the HR Committee	Publish and put on website.		LS
2023/209	22.12.2023	Full Council	HR	RESOLVED HR2023/022 HR Policies To adopt the following policies as presented as the formal policies of the Council Appendix 3 – Draft disciplinary policy & procedure V2. Appendix 4 – Draft equality & diversity policy V2. Appendix 5 – Draft grievance policy and procedure V2. Appendix 6 – Draft sickness & absence policy & procedure V2.	Put in sharepoint and add to website and issue to staff		LS
	19.01.2024	Full Council	Full Council	No resolution - The Clerk to arrange for quotations for 2 large troughs and a large octagonal planter at a later date. Quotes to be presented to FC.	Obtain quotes and present to FC.		LS
2024/015	19.01.2024	Full Council	Full Council	RESOLVED A2024/012 To grant Llanharan Football Club £495 towards the purchase of the equipment detailed in the application to facilitate the reinstatement of a Saturday 'second' team. Payment to be made subject to the receipt of the following supporting documentation to the satisfaction of the Clerk (these items not considered material to decision making): a) The constitution document of the club (including details of the named officers of the club or if this is not included in the constitution document the applicant to annotate the application to show the formal positions of the signatories). b) Invoices totalling £900 to show what the previous grant was spent on. (As per Appendix 2 of the application).	Inform applicant. Note: Informed. Clerk to provide assistance and put on agenda of Feb 24 meeting. Documents still to be received. Awaiting documents requested. June 2024. .SUPERCEDED	Completed	LS
2024/015	19.01.2024	Full Council	Full Council	RESOLVED A2024/015 Discharge of recommendation R13 from the most recent internal audit. Following the recent notification from The Independent Remuneration Panel for Wales (IRPW) regarding taxation guidance for the payment of Council allowances, that each member in receipt of the £156 payment (or part payment) is issued with the relevant letter (to be signed by the member) to evidence a formal arrangement between the council and the councillor and provided that the councillor is not already claiming the allowance against another source of income then it be treated as exempt from PAYE. This being the case there is no need for payments to be made via the payroll system.	Letters to be drawn up - LS Letters to be sent, signed and returned and filed - LP		LP
2024/016	19.01.2024	Full Council	Full Council	2024/016 Memorial Garden CIL project costs RESOLVED To authorise the officers to spend a total of £2,100 comprising 50% payment of Vale Constancies invoice 9933 and £750 for unforeseen costs upon receipt of an invoice. Monies to be taken from CIL funds and the CIL 123 list and Active project lists to be updated accordingly.			LP
2024/017	19.01.2024	Full Council	Full Council	2024/017 £500 to purchase software to facilitate the development of electronic application forms RESOLVED To authorise the officers to spend \$399 dollars per year (or the £ sterling equivalent) if following an investigation into its capabilities, the plugin is felt to serve the purposes for which it would be intended. For the Officer's in consultation with the Chair to proceed to develop draft forms and applications. The relevant committees to have final approval over the format and content of any application forms in the normal way prior to publishing.	DE to advise		LS
2024/018	19.01.2024	Full Council	Full Council	2024/018 £1,500 to make alterations to the Council office to improve security RESOLVED To authorise the officers of the Council to spend up to £1,500 to facilitate the fitting of a door latch and CCTV in the office. For a virement to be taken from general reserves and added to the office maintenance line			LS
2024/023	19.01.2024	Full Council	Full Council	2024/023 Spend of £500 to facilitate resolution of a HR matter To approve the officers of the Council to pay up to £500 for costs associated with a confidential HR issue. The invoice presented for Caer health plus any ancillary costs that may arise in relation to the matter.	Ongoing.		LS
2024/038	16.02.2024	Full Council	ORA	(ORA2024/010) Review arrangements for the fitting of a non-slip asphalt strip or other arrangements on Bridleway PSM40/4, Bethlehem View to Brynna Woods following a price increase from the initial quotation To instruct the Clerk to obtain fresh quotations for the proposed work to the same specification with a coloured asphalt. The costs to be referred to the CIL Committee for approval of the use of CIL funds.	Obtain fresh prices. CIL to consider a ceiling of £1,750 in the March meeting. RESOLVED March 24. Emailed highways and vendors for fresh documented quotations. March 2024 Awaiting documented quotations. Quote received presented to FC June 2024. Superseeded	Completed	LS
2024/045	16.02.2024	Full Council	Full Council	2024/045 Extra 'lamp post poppies' for remembrance Sunday 2024 RESOLVED To purchase 30 large poppies for attaching to lamp-posts in the community. To replace those damaged in 2023. To authorise the officers to spend up to £150 with the Royal British Legion for their supply.	30 Large lamp-post poppies purchased 10.07.24	Completed	LP
2024/046	16.02.2024	Full Council	Full Council	2024/046 Motion to instruct the Clerk to write to the relevant department of RCTCBC regarding flooding and drainage on the A473 near 'Llanharan Square'. RESOLVED The Clerk to write to the relevant department in RCTCBC to request what remedial work is required to the road drains on the A473 adjacent to the High Corner pub and to describe what, if any remedial work is planned over the next 12 months to rectify the situation".	Write letter and send. On hold ref RS		LS
2024/067	22.03.2024	Full Council	CIL	2024/067 RESOLVED CIL2024/009 CIL funds for a defibrillator to be placed at or near Trenos Gardens To allocate up to £1,250 of CIL funds for a defibrillator to be placed at or near Trenos Gardens, and authorising the officers to make such a purchase and arrange for fitting. And to update the Active Project list and CIL123 list accordingly.	Update lists and purchase. List updated. Quotes requested. Order placed 3.7.24		LS
2024/067	22.03.2024	Full Council	CIL	2024/067 RESOLVED CIL2024/010 Increasing the allocation of CIL for project LCC22/04. 'Improvements to equestrian access on Bridleway PSM40/4, Bethlehem Way to Brynna Woods To increase the allocation of CIL funds from £1,000 to a maximum of £1,750 subject to the Clerk obtaining 3 quotations for project LCC22/04. 'Improvements to equestrian access on Bridleway PSM40/4, Bethlehem View to Brynna Woods. This following a price increase from the initial quotations provided.	Update lists. Obtain quotes. Carry out work. Present quotes. Lists updated. Awaiting formal written quotes. 1 quote received, presented to FC June 24. Superseeded	Completed	LS

2024/067	22.03.2024	Full Council	CIL	<p>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.</p>	List updated. Awaiting scoping design draft from Vale following formal permission to proceed from Council expected 18.4.24 ON HOLD pending public consultation.		LS
2024/067	22.03.2024	Full Council	CIL	<p>2024/067 RESOLVED To allocate up to £1,500 of CIL funds for the obtaining of an engineering design for the path between the Network Rail railway crossing and the proposed Ewenny Bridge to the appropriate specification (being compliant with bridleway spec and in line with the Disability Act 2010 and best practice). To authorise the officers to spend up to this amount pending the receipt of a quote or quotes from appropriate suppliers. This authorisation valid only should the cheapest available quote be selected with the relevant information to be presented to a future meeting of the Committee and Council. This item included under this agenda item given the only currently available quote is from Vale Consultancies.</p>	List updated . ON HOLD PENDING PUBLIC CONSULTATION		LS
2024/071	22.03.2024	Full Council	Full Council	<p>2024/071 Potential leasing of land around Bryncae Community Centre. 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.</p>			LS
2024/071	22.03.2024	Full Council	Full Council	<p>2024/071 RESOLVED For the Clerk to obtain comprehensive deeds for the land, including a title plan from LRGT.</p>	Requested. Awaiting info from LRGT. Nudged April 24. Nudged June 2024.		LS
2024/072	22.03.2024	Full Council	Full Council	<p>2024/072 Review SLA and other formal agreements with external bodies RESOLVED For the officers of the Council to enter into informal negotiations regarding an agreement with a local organisation.</p>	Produce briefing note and arrange meeting. Email summary sent June 2024, awaiting response.		LS
2024/086	19.04.2024	Full Council	CEC	<p>2024/086 Recommendations of Community Engagement Committee meeting 26th March 2024 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 art Trenos 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.</p>	<p>Large Planters (x4) = £2,192.20 Troughs (x2) = Eup to £414 (dpending on size) Note: Possibly need 1 or 2 extra troughs to replace those missing. To be reported to CEC.</p>		LS
2024/086	19.04.2024	Full Council	CEC	<p>RESOLVED (CEC2024/007 Future placement of Christmas motifs and other decorations from Christmas 2024). To consider adding the following Christmas decorations to the Councils scheme for Christmas 2024: 1 x Large Christmas tree and lights at the green space adjacent to St Ilyd's Meadow. 1 x Large Christmas tree at the roundabout at Heol Y Parc (New Road). 10 x Lamp post 'String lights' along New Road. 1 x Large Christmas tree at Lanley estate (left hand side of roundabout). 8 x Lamp post 'String lights' along entrance to Lanley estate. The Clerk to obtain prices and practical aspects of providing sockets, power and other aspects of delivering the additions and present to the Committee at a future date together with spend/budgeting options.</p>	<p>Quotations for string lights and lights for extra christmas trees (and ancillary equipment requested 4.6.24). Costings for the power supplies tbd Have enquired with RCTCBC</p>		LS
2024/088	19.04.2024	Full Council	CIL	<p>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.</p>	Defered		LS
2024/088	19.04.2024	Full Council	CIL	<p>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.</p>	Defered		LS
2024/088	19.04.2024	Full Council	CIL	<p>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.</p>	Defered		LS
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, Chrs Parker, Andrea James, Will Thomas and Joanne Miller voted to defer the motion. No members voted against.</p>	Defered		LS
2024/094	19.04.2024	Full Council	Full Council	<p>2024/094 Motion to discuss the need for a social media policy RESOLVED To direct the Clerk to produce a draft social media policy to be considered at a future meeting. Aspects of the draft policy pertaining to employees of the Council to be referred to the HR Committee in the first instance.</p>	Superceded by 2024/139	Completed	LS

2024/105	3.05.2024	Full Council	Full Council	<p>2024/105 Matters pertaining to the Ewenny Bridge project and revised project map RESOLVED Given new information that has come to light and upon the advice of the Clerk for the Ewenny Bridge project plan to be revised accordingly: a) To appoint a provider (who has so far not been involved in the project) to produce a document appropriate to be used in a public consultation (a slimmed down version of the scoping design). This document would have a graphical representation of the concept of the project with enough detail to allow a meaningful public consultation to take place. Arrangements for and the terms of reference for the public consultation to be decided by and delegated to the Community Engagement Committee and directions given to the Trenos crossing and Ewenny bridge working group by that committee on the details of the consultation document for subsequent approval by the Committee. Budgetary control and other matters of delegation to be decided at a later date. This action to take place following the annual meeting in May 2024. b) Following a meaningful public consultation, and taking its results into account, the Council (utilising its Committees and working groups in the usual way) to consider all aspects of the project and to make fresh resolutions accordingly. c) To continue to produce the scoping document as planned with a view to taking the project to tender.</p>	<p>CEC to decide terms of reference for consultation. Working group to decide on what information is required for consultation. Working group instructed to produce draft materials for public consultation.</p>		LS
AM2024/007	17.05.2024	Full Council	Annual Meeting	<p>AM2024/007 Civic Allowances for the municipal year 2024/25 RESOLVED To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance. RESOLVED To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect. RESOLVED For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details. RESOLVED To pay a Chair's allowance of £1500 to the Chair of the Council RESOLVED To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council RESOLVED For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made.</p>	All payments made. Senior allowance and chair's allowance subject to tax.		LP
AM2024/013	17.05.2024	Full Council	Annual Meeting	<p>AM2024/013 To review banking mandate signatories and PSDF directors RESOLVED To appoint the following as authority and signatories: Barclays bank main contact of authority: David Evans Banking mandate for cheques and direct debits: The Clerk, the RFO, Cllr David Evans, Cllr Chris Parker, Cllr Rhys Jenkins. Online banking (and authorisations): The Clerk, the RFO, Cllr David Evans, Cllr Chris Parker, Cllr Rhys Jenkins. Barclaycard main contact of authority: The RFO. Public Sector Deposit Fund directors: Cllr David Evans, Cllr Helen Donnan, Cllr Rhys Jenkins</p>	Mandate change application form completed & submitted to Barclays 12.07.24		LP
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.		LP
AM2024/018	17.05.2024	Full Council	Annual Meeting	<p>AM2024/018 Membership of One Voice Wales RESOLVED To renew the Council's membership of One Voice Wales at a cost of up to £1,600</p>	Membership renewed 21.06.24	Completed	LP
AM2024/021	17.05.2024	Full Council	Annual Meeting	<p>AM2024/021 Annual Report RESOLVED To approve the content of the Annual Report 2023/24 as presented in 'AM App 21 and 23 - Annual Report and Action Plan'. For the Clerk to insert such photographs as appropriate</p>	Take pictures and publish	Completed	LS
2024/135	21.06.2024	Full Council	ORA	<p>i. RESOLVED ORA2024/019 Review of plans for the installation of staggered barriers to replace the current gate at the western end of the Meadow Rise play area To proceed with the obtaining of quotations for the work at Meadow Rise play area as per the specification presented to the ORA Committee (Appendix 3, 2nd April 2024).</p>	Clerk to draw up a spec, obtain quotes and present to ORA. Completed.	Completed	LS
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.		LS
2024/135	21.06.2024	Full Council	ORA	<p>iii. RESOLVED ORA2024/037 Summer planting of seedling/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.		LS
2024/135	21.06.2024	Full Council	ORA	<p>ORA2024/038 Placement of a bench at Meadow Rise. To site a bench adjacent to the area of green space on Meadow Rise on an existing concrete pad and facing the road. To authorise the officers to spend £790, comprising £405 for a 2-seater bench (3 quotations having been considered and option 1 presented in appendix 5 selected) plus a 10% contingency and £385 fitting costs. To refer the matter to the CIL Committee for use of CIL funds, but if not allocated to purchase from general reserves making a virement where necessary</p>	Purchase bench, instruct contractor. Put onto CIL Committee agenda to decide whether CIL funds allocated. Bench on order July 2024. Bench received, Exact location of bench to be decided with proposer and contractor.		LS
2024/135	21.06.2024	Full Council	ORA	<p>vi. RESOLVED ORA2024/045 Action plan regarding the ongoing upkeep of an allotment plot on Jubilee Street site and to consider next steps - For the Clerk to continue to monitor progress on a monthly basis regarding cultivation and attendance on the plot.</p>	Monitor monthly report progress to ORA. Checked early July 24 - Good progress.		LS
2024/135	21.06.2024	Full Council	ORA	<p>vii. RESOLVED To issue 1 months' notice of eviction and to evict the plot-holders currently occupying Bridgend Road plot 26 named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024). Under the terms expressed in the warning letters and under the following terms of the tenancy agreement:</p>	Eviction notice issued. Vacant from 5th July 24	Completed	LS
2024/135	21.06.2024	Full Council	ORA	<p>viii. RESOLVED Regarding the plot holder currently occupying Bridgend Road plot 35 named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024). To defer any decision regarding eviction and to re-inspect the plot prior to the next scheduled ORA Committee meeting scheduled for 30th July 2024 to monitor progress. The Clerk to write to the plot holder extending the deadline to remove the concrete base and any brickwork until that time. The Clerk to also write to the plot holder to give a 3 month improvement notice in terms of active cultivation of the plot and /or to request a cultivation plan from the plot-holder against which they can be monitored.</p>	Produce 3 month improvement notice and arrange date for re-inspection. Have informed. Monitoring. Note: planned plot inspection 31st July 2024.		LS

2024/135	21.06.2024	Full Council	ORA	ix. RESOLVED To issue 1 months' notice of eviction at the end of June 2024* and to evict the plot-holders currently occupying Jubilee Street plot 1, named in the confidential paper presented to the ORA Committee (Appendix 10, 4th June 2024) under the terms expressed in the warning letters and under the following terms of the tenancy agreement: With the following caveat: *To request evidence from the plot holder (in confidence) that they are on the waiting list for the medical procedure. If this evidence can be obtained by the end of June 2024 to suspend the eviction and revisit the issue in 2025. If evidence cannot be provided by the end of June 2024, then notice of eviction be issued along with the right to appeal.	Issued notices and letters. Plot being cleared. No contact from plotholder. Attempting to ascertain whether they are notified. Plotholder eviction effective 1st August 2024.	Completed	LS
2024/136	21.06.2024	Full Council	Full Council	2024/136 Quotation received to carry out 'improvements to equestrian access on Bridleway PSM40/4, Bethlehem Way to Brynna Woods RESOLVED To accept the quotation, the Clerk have striven to obtain 3 quotations but only 1 quotation have been received. The Officers authorised to spend £1,400 of CIL monies subject to proper obtaining of the appropriate PROW orders and notifying local residents immediately affected by the closure.	Obtain PROW closure order. Leaflet properties and arrange. Work arranged for week commencing Monday 29th July 2024. Work complete although inspection required.		LS
2024/137	21.06.2024	Full Council	CEC	The following resolutions were noted: i. RESOLVED The terms of reference for the public consultation to include:..... Text not included here for reasons of brevity.	ensure TCWG material complies.		LS
2024/137	21.06.2024	Full Council	CEC	ii. RESOLVED The Trenos Crossing and Ewenny Bridge Working Group to be delegated the following functions and to report back to the CEC with recommendations: 17. The production of draft documents to be used for the consultation. 18. The method of consulting the public. 19. The start date and duration of the consultation	ensure TCWG material complies.		LS
2024/138	21.06.2024	Full Council	Full Council	2024/138 Recommendations of the Fireworks Working Group i. RESOLVED The Council to use the services of Pendragon Fireworks & Pyrotechnics to provide the fireworks and the display itself and to adopt the remaining aspects of running and managing the event in-house. The Officers of the Council be delegated authority to spend up to £12,148.40 on the event. Operational aspects of the event to be managed by the officers of the council in consultation with the Fireworks Working Group. The event to allow no outside bucket charity or other collections and no vendors to be charged for attending. A virement to be taken from general reserves to account for the exceeding of the budget.	Inform relevant parties. Pendragon, LCDP, Fireworks 2000 and Rocket informed and confirmation received.	Completed	LS
2024/138	21.06.2024	Full Council	Full Council	ii. RESOLVED To host the 2024 fireworks event at the LRGW Welfare Hall and Grounds and to authorise the officers to spend up to £250 on the venue and £15/hour for cleaning up to a maximum of £60 on receipt of appropriate invoices.	Inform relevant parties. Welfare and LCDP informed. Take instruction from FWWG to place orders accordingly..	Completed	LS
2024/139	21.06.2024	Full Council	Audit	i. RESOLVED A2024/040 To consider information relating to a previously awarded grant and next steps. That the Clerk contact Brynna Football Club (Seniors) to request repayment of £1,000 granted in October 2023. The Club having declined to provide further information requested in relation to a second bank account that was not declared at the time of the application.	Refund requested and received	Completed	LS
2024/139	21.06.2024	Full Council	Audit	a) To accept recommendation 1 of the audit report and for the officers to make the necessary alterations to the Standing Orders and Financial Regulations.	Change tender limit from £45k to £35k inv VAT, redraft financial regulations (Note:)	Completed	LS
2024/139	21.06.2024	Full Council	Audit	f) To note recommendation 6 of the audit report and for the officers to draw up a simple guide to illustrate which documents should be posted on which section of the website with a simple guide to doing so.			LS
2024/139	21.06.2024	Full Council	Audit	g) To accept recommendation 7 of the audit report and for the officers to present an appropriate suite of draft GDPR policies and documents to Council for adoption.			LS
2024/139	21.06.2024	Full Council	Audit	h) To accept recommendation 8 of the audit report and for the officers to present draft policies to Council for adoption, specifically: A Social Media Policy; A Biodiversity, Crime and Disorder Policy; A Business Continuity Plan; A Freedom of Information Publication Policy; A Lone and Isolated Worker Policy; A Petition Policy; A Privacy Notice.			LS
2024/139	21.06.2024	Full Council	Audit	i) To note recommendation 9 of the audit report. For the officers to request of the auditor whether the current practices of the Council as described in the Council's Financial Regulations are legal, and if not for the auditor to provide the legal or statutory reference to which the Council is non-compliant for further consideration.	The Clerk has written to the auditor 21.6.24		LS
2024/139	21.06.2024	Full Council	Audit	j) To note recommendation 10 of the audit report. For the officers to request of the auditor the legal or statutory reference to which the payments are non-compliant or the NALC legal topic note dealing with this matter. One Voice Wales having confirmed the legality of such direct payments both prior to the payments being made and again following receipt of the audit report. Furthermore the officers having only found reference to double taxation relating to the duplication of services and having found no overarching bar to making payments directly to a school for non-curriculum activities.	The Clerk has written to the auditor 21.6.24		LS
2024/139	21.06.2024	Full Council	Audit	k) To note recommendation 11 of the audit report but to continue in its current method of using EMR's to manage its CIL funds. To accept the recommendation regarding the requirement to secure the entirety of a project's funding prior to any expenditure against that project being made, including project phasing to obfuscate the total cost of a project and for the officers to alter the Council's grant policy and application forms accordingly.	Alter CIL and general grant application forms. General grant draft completed and sent to members. Audit Committee to consider 16.7.24	Completed	LS
2024/139	21.06.2024	Full Council	Audit	m) To accept recommendation 13 of the audit report and for the officers to draft new contracts for all staff using the NALC nationally agreed model contract issued by One Voice Wales in April 2024. These drafts to be presented to a future meeting of the HR Committee in the first instance.	In progress with HR Committee.		LS
2024/139	21.06.2024	Full Council	Audit	n) To accept recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 8) of the audit report and for the officers to make amendments to the asset register as described in the report.			LP
2024/139	21.06.2024	Full Council	Audit	o) To note recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 9) of the audit report. For the officers to carry out an analysis of the practical and financial aspects of making changes to the account(s) for presentation to a future meeting of the Audit Committee.			LP
2024/139	21.06.2024	Full Council	Audit	iii. RESOLVED A2024/044 Annual Return of Accounts and Annual Governance Statement (AGAR) To approve the Annual Governance and Accountability Return (AGAR)	To return the signed AGAR		LP
2024/145	21.06.2024	Full Council	Full Council	2024/145 To elect a member to the Hamlet/Ward Gateway working group to replace a member who has resigned. RESOLVED Deferred to the September meeting of the Council	Add to OCT agenda		LS
2024/152	21.06.2024	Full Council	Full Council	2024/152 Request for access over the Council's land to carry out works to an adjacent property by a local resident RESOLVED To grant the local resident and their agents access over the area of Council land at the Mountain Hare play area indicated on the plan provided in Appendix 21 in order to carry out improvement works to the rear of the property on the following conditions:	Clerk to inform landowner and carry and monitor actions detailed in the resolution. The Clerk has written to the landowner to request a meeting. 22/06/2024		LS
2024/163	19.06.2024	Full Council	Audit	iii. RESOLVED To grant Llanharan Horticultural Society £750 to provide a contribution towards prize money for the annual show and to make the councils van available to assist in the setting up of the show. Power: LGA 1972 S.137 (Power of last resort).	Pay and inform applicant.	tbc	LP
2024/163	19.06.2024	Full Council	Audit	iv. RESOLVED To grant Brynna Allotment Association £1,946.98 for replacement of the allotment shop roof. Power: SHAA 1908 S.26(2) Allotments.	Pay and inform applicant.	tbc	LP
2024/163	19.06.2024	Full Council	Audit	v. RESOLVED To grant the First Llanharan Rainbow Guides £100 to purchase achievement badges and certificates and to purchase plants and bulbs to be placed around the War Memorial and Church hall. Power: LGA 1972 S.137 (Power of last resort).	Pay and inform applicant.	tbc	LP

2024/163	19.06.2024	Full Council	Audit	vi. RESOLVED To grant the First Llanharan Brownies £500 towards general running costs. Specifically hall rent, achievement badges and materials for crafts etc... and to facilitate a trip. Power: LGA 1972 S.137 (Power of last resort).	Pay and inform applicant.	tbc	LP
2024/163	19.06.2024	Full Council	Audit	vii. RESOLVED To grant Llanharan Recreation Ground Trust £1,000 for a line marking machine Power: LG (MP) A 1976. S.19(3) Recreational facilities.	Pay and inform applicant.	tbc	LP
2024/163	19.06.2024	Full Council	Audit	viii. RESOLVED To make a virement of £5,680 from the council's general reserves to the general grant budget and to grant Llanharan Recreational Ground Trust £5,680 for new rugby posts and installation. The justification for exceeding the maximum of £2,000 allowable under the council's grant policy being the urgent requirement to replace the posts which are in an unsafe condition. Power: LG (MP) A 1976. S.19(3) Recreational facilities.	Pay and inform applicant.	tbc	LP
2024/163	19.06.2024	Full Council	Audit	ix. RESOLVED To grant Bryncae Football Club (Seniors) £499 for general running costs including training equipment, playing kit and first aid kit. Power: LGA 1972 S.137 (Power of last resort).	Pay and inform applicant.	tbc	LP
2024/163	19.06.2024	Full Council	Audit	x. RESOLVED To grant the 1st Brynna Rainbow Guides - £92 to purchase brightly coloured neckerchiefs to facilitate safety on large trips. Power: LGA 1972 S.137 (Power of last resort).	Pay and inform applicant.	tbc	LP
2024/163	19.06.2024	Full Council	Audit	xi. RESOLVED To grant the 1st Brynna Brownies - £100 to purchase brightly coloured neckerchiefs to facilitate safety on large trips. Power: LGA 1972 S.137 (Power of last resort).	Pay and inform applicant.	tbc	LP
2024/163	19.06.2024	Full Council	Audit	ii. RESOLVED A2024/056 To change the terms of the grant awarded to (but not paid to) Llanharan Football Club in January 2024 (Minute ref 2024/015) to allow the grant of £495 to be paid without providing the receipt evidencing the spend from the grant awarded the year before.	Pay and inform applicant.	tbc	LP
2024/163	19.06.2024	Full Council	Audit	iii. RESOLVED To grant LCDP £25,000 for the following: To support the wages of the Community café cook for 30 hours per week and To fund the free 'Happy Days' mental health & wellbeing support group to operate on the terms described in the application. The grant being made on condition that any advertising or publicity for the Happy Dayz group includes the phrase, "Funded by Llanharan Community Council".	Pay and inform applicant.	tbc	LP
2024/163	19.06.2024	Full Council	Audit	iv. RESOLVED A2024/059 To defer consideration of the method of budgeting and administering the grant applications for The Wildlife Trust and LCDP to a future meeting of the Audit Committee.	To be added to next Audit agenda		LS
2024/163	19.06.2024	Full Council	Audit	v. RESOLVED A2024/059 To adopt the draft general grants policy presented with the following amendments: (Clerk's note: Revised document sent to all members for reference). 2.3 Remove wording in red. 2.13 Remove the word 'Wages' 3.6 Delete the first paragraph and adopt the text in the second paragraph. 4.4 change the wording to allow drawdown of funds within 12 months of award and 12 months to comply with any conditions. 4.8 Delete the first paragraph and adopt the text in the second paragraph allowing retrospective applications. 4.11 Reword to explicitly allude to clauses 4.4 and 4.7 5.1.1.3 Change to 5 years.	Change in sharepoint, online and on website.		LS
2024/165	19.06.2024	Full Council	Full Council	2024/165 Spend to allow the Officers an appointed solicitor to consider the lease of Bryncae Community Centre RESOLVED The Clerk be authorised to spend up to £2,500 with an appropriate solicitor for the following activities relating to the CAT for Bryncae Community Centre: • Advising on the lease which is proceeding by way of Community Asset Transfer. • Full review of owner's title. • Commissioning and reviewing searches, if required • Reporting on the draft lease and negotiating any amendments required • Completing the lease and dealing with the LTT return and registration matters at the Land Registry • Any other matters requiring legal advice or action in relation to the above. The Clerk will strive to obtain estimates from 3 reputable local solicitors and choose the cheapest available estimate in order to obtain best value in compliance with the council's financial regulations.	Solicitors advice received and fed back to RCT. An amended lease received and amended Schedule of condition report. Currently documents with the Bryncae CC Working group to scrutinise, awaiting any recommendations.		LS
2024/166	19.06.2024	Full Council	Full Council	2024/166 Grant for remedial works to Bryncae Community Centre to ensure statutory compliance of the centre with a view to signing the lease in due course. RESOLVED To authorise the officers to apply to the "UK Government SPFF RCT Community Asset Transfer Fund" for a grant of up to £14,999 to carry out remedial works to Bryncae Community Centre to ensure statutory compliance of the centre with a view to signing the lease in due course. A fund being available to those groups going through the CAT process.			LS
2024/167	19.06.2024	Full Council	Full Council	2024/167 Changing the name and the terms of reference of the Bryncae Community Centre CAT Working Group. i. RESOLVED To change the name of the Working Group to, "The Bryncae Community Centre working Group". ii. RESOLVED To change the terms of reference for the working group to: "Reporting to full council. To examine and make recommendations to council regarding options for the governance of the community centre following the signing of the lease, taking into account the practical aspects of the safe and effective running of the centre, decision making mechanisms and extent and limits of any delegated authority".	Alter Master list. Change sharepoint group.	Completed	LS
2024/173	19.06.2024	Full Council	Full Council	2024/173 Adoption of Version 3 of the council's Standing orders RESOLVED To adopt version 3 of the council's Standing Orders as presented in Appendix 12 to this meeting.	Change in sharepoint, online and on website. Send to all members. Update induction pack.	Completed	LS
2024/174	19.06.2024	Full Council	Full Council	2024/174 Llanilid ward vacancy co-option process and Brynna ward election. i. RESOLVED The Clerk to commence the co-option process for the Llanilid ward immediately and for candidates to be considered in the September meeting of the council. The Co-option process to be as follows:	Advertise via online, noticeboards, send to members and previous applicants. On agenda of Sept 24 meeting of FC	Completed	LS
2024/175	19.06.2024	Full Council	Full Council	2024/175 13th edition of the Arnold-Baker book on Local Council Administration. RESOLVED To authorise the officers to purchase the 13th edition of the Arnold-Baker book on Local Council Administration and spend up to £137.	Purchase	Completed	LP
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		LS

2024/177	19.06.2024	Full Council	Full Council	2024/177 Letter to RCTCBC planning regarding Dragon International Studios planning applications RESOLVED To instruct the Clerk to write a letter to RCTCBC planning regarding Dragon International Studios planning applications 24/0511/10, 24/0513/10, 24/0524/10, 24/0525/10, 24/0526/10, 24/0527/10. The wording of the letter be altered from that presented in appendix 16 to remove factual inaccuracies and to reflect discussions held during the meeting.			LS
2024/178	19.06.2024	Full Council	Full Council	2024/178 Planning RESOLVED For the Clerk to write to RCTCBC's planning department to object against planning application 24/0651/10 (1.8m high timber boundary fence) on the material grounds that the work is not in keeping with the character and appearance of the area and surrounding properties.	Write to RCT	Completed	LS
2024/181	19.06.2024	Full Council	Full Council	2024/181 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT RESOLVED i. RESOLVED For the Clerk to seek formal negotiations with LRGT to be attended by the Clerk and the Chair. Terms for the negotiation set out as outlined below: Preferred option to be option 4 as set out in the confidential paper 'Appendix 19' presented to the meeting. Fallback position to be option 2 as set out in the confidential paper 'Appendix 19' presented to the meeting. If necessary authority for spend delegated to the proper officer in conjunction with the chair as per clause 4.1b of the financial regulations. In any case option 5 (as set out in the confidential paper 'Appendix 19' presented to the meeting) be communicated and actioned.	Write to LRGT seeking a meeting before 11th August 2024 in the first instance RE option 4. Prepare fallback option 2. Inform of option 5 update 4th Sept 2024. Unable to arrange meeting with LRGT and so option 2 activated, risk assessment and written scheme carried out and awaiting documents. Fire risk assessment actions largely completed although issues with gaining access to the building to fit required signage etc... resolving with LRGT.		LS
2024/182	19.06.2024	Full Council	Full Council	2024/182 Improvements to the surface of the path way along the path adjacent with the newly constructed steps on enterprise way RESOLVED To improve the surface of the path way adjacent with the newly constructed steps on enterprise way by replacing the 'gravel' surface with asphalt and approving a spend of up to £2,850. This matter delegated to the Clerk of the Council in consultation with the Chair given the urgent nature of the work. The Clerk to obtain quotations to obtain best value and to report to Council should the Clerk and Chair select a quote that is not the cheapest giving an explanation as to why the cheapest quote was not selected. Thus suspending financial regulation 4.1 and having the effect of increasing the spend limit for clause 4.1b to £2,850.	Work complete. Report to Council in Oct Council meeting.		LS
2024/194	1.08.2024	Full Council	Full Council	2024/194 Conferring the 'Freedom of the Community' on Mr Gareth Evans. RESOLVED 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.	Ongoing. Items produced. Clerk to liaise with chair regarding details of ceremony.		LS
2024/195	1.08.2024	Full Council	Full Council	2024/195 Allocating a budget of £1,000 to the Community Engagement Committee in order to facilitate its activities RESOLVED To allocate a budget of £1,000 to the Community Engagement Committee in order to facilitate its activities. The Committee having the ability to spend the money on any item included in its terms of reference or matters delegated to it. A virement to be taken from general reserves.		Completed	LS



Eva wis

Daisy Thomas thank you very much

For the money

Anna  
Fien power  
Elia Davies  
Anabelle Elise

Thank you for your very kind contribution  
all the leaders  
Lily

from Alys Brown  
Booyn  
DFA

Priya Elvie

Bonni  
Emily

FIN Wings  
Sophia

Emily

Isla  
Lily

Emj us

Darcie  
Lauren  
A C E Y - M A E

Olivia Gwen Phoebe

Eleri P P P P P

Milly

Rosie Harper

Rhennie



Thank  
You  
from the  
1st  
Llanharan



To

Llanharan Community Council,

Thank you so much for the Grant of £100.

It will help the Unit to continue to provide  
Girlguiding activities for its youngest members  
in our Community.

Best wishes,

Caroline Price      Guide

Denise Pring      Assistant Guide

1st Llanharan  
Rainbow Guides  
Aug 2024

## **Brynna Crime Report (Last 31 days)**

### **Burglary – 0 Accounts**

### **Damage – 1 Account**

- Domestic related.

### **Theft – 2 Accounts**

- Made off without payment – Enquiries ongoing.
- Theft of number plates. No witnesses. ANPR notifiable markers put on plates.

### **Anti Social Behaviour – 5 Accounts**

- Youths in road playing football – Enquiries have been ongoing to identify them. Youths to be dealt with via suitable words of advice in parents' presence.
- Smell of cannabis from address
- Vehicles speeding on Brynna Road – Speed scope exercises are being conducted on the road. GO SAFE are aware.
- Vehicles speeding on Powell Drive – Speed scope exercises are being conducted on the road.
- Enterprise way – Off road bikes causing annoyance on the open cast. Police operation is currently in progress for the area. Awaiting a date for a meeting with landowners to discuss preventative measures.

Multiple text messages, phone calls and email reports for speeding on Brynna Road between the Mountain Hare and Brynna Primary School. Numerous speed scopes have been conducted which have shown above the speed limit readings however due to carrying out the tests in full hi visibility, the average score is just within the speed limit. GO SAFE are already aware of the issues and are carrying out regular speed van operations in this area.

A hi-visibility PASS WIDE AND SLOW ride was conducted from Whitehills golf club in Brynna to Bryncae via the main roads with multiple horse riders, pedestrians and cyclists present. The purpose being to raise awareness and to educate drivers about passing horses safely by adhering to the highway code of driving at 10mph and at least 2m distance. Although there was a strong police presence with a mounted officer to the front and a marked patrol vehicle to the rear, there was still a few vehicles who seemed completely unaware of the highway code and would not adhere to the hand gestures from the mounted officer with one vehicle over taking as the riders were indicating to take a right junction. Police are in the process of arranging an OPERATION ARABIS in the area to provide further education to drivers by utilising plain clothed officers on horses and marked vehicles.

Reports from residents and housing regarding suspicious/drug related/anti-social type behaviour around the new estate in Bryncae and surrounding area over the train crossing. Persons/vehicles/scooters congregating. Regular patrols are in place for this area.

### **Llanharan Crime Report (Last 31 days)**

#### **Burglary – 0 Accounts**

#### **Theft – 2 Accounts**

- Theft of registration plate x2 separate occasions – No lines of enquiry available.

#### **Damage – 2 Accounts**

- Threats to damage property – investigation still ongoing.
- Damage to property on forecourt – road traffic collision incident damage investigated through insurance.

#### **Anti Social Behaviour – 4 Accounts**

- Reports of vehicle noise nuisance x3 – Driver has been warned and further investigation ongoing.
- Caravan parked on road – Suitable advice given. No further police action.
- Ongoing neighbour dispute – Suitable advice given. Housing aware. Patrols to monitor.
- CCTV complaint – suitable advice given to contact ICO.

Report of antisocial type behaviour in and around the welfare grounds. A lot of litter deposited in the area. Regular patrols are in place.

Aldi shop	06/01/2023	61.11	PB	
Aldi shop	06/01/2023	102.27	PB	
Aldi shop	06/01/2023	113.63	PB	
Aldi shop	10/01/2023	109.65	PB	Paid off £481.79 16.01.23
Aldi shop	10/01/2023	77.86	PB	Paid off £481.79 16.01.23
Aldi shop	12/01/2023	188.46	PB	Paid off £481.79 16.01.23
Aldi shop	12/01/2023	105.82	PB	Paid off £481.79 16.01.23
Aldi shop	17/01/2023	187.59	PB	
Aldi shop	20/01/2023	136.01	PB	Paid off £136.01 30.01.23
Aldi shop	20/01/2023	146.93	PB	Paid off £146.93 30.01.23
Aldi shop	24/01/2023	126.31	PB	Paid off £603.97 02.02.23
Aldi shop	24/01/2023	16.15	PB	Paid off £603.97 02.02.23
Aldi shop	27/01/2023	136.58	PB	Paid off £603.97 02.02.23
Aldi shop	27/01/2023	97.86	PB	Paid off £603.97 02.02.23
Aldi shop	30/01/2023	122.51	PB	Paid off £603.97 02.02.23
Aldi shop	31/01/2023	104.56	PB	Paid off £603.97 02.02.23
Aldi shop	02/02/2023	106.93	PB	Paid off £579.20 07.02.23
Aldi shop	02/02/2023	121.09	PB	Paid off £579.20 07.02.23
Aldi shop	02/02/2023	173.02	PB	Paid off £579.20 07.02.23
Aldi shop	03/02/2023	54.56	PB	
Aldi shop	07/02/2023	138.47	PB	Paid off £579.20 07.02.23
Aldi shop	07/02/2023	39.69	PB	Paid off £579.20 07.02.23
Aldi shop	10/02/2023	128.81	PB	Paid off £616.53 15.02.23
Aldi shop	10/02/2023	105.80	PB	Paid off £616.53 15.02.23
Aldi shop	10/02/2023	12.75	PB	Paid off £616.53 15.02.23
Aldi shop	14/02/2023	128.94	PB	Paid off £616.53 15.02.23
Aldi shop	14/02/2023	86.57	PB	Paid off £616.53 15.02.23
Aldi shop	14/02/2023	153.66	PB	Paid off £616.53 15.02.23
Aldi shop	17/02/2023	118.01	PB	Paid off £349.86 17.2.23
Aldi shop	17/02/2023	165.37	PB	Paid off £349.86 17.2.23
Aldi shop	17/02/2023	43.68	PB	Paid off £349.86 17.2.23
Aldi shop	17/02/2023	22.80	PB	Paid off £349.86 17.2.23
Aldi shop	21/02/2023	94.49	PB	Paid off £603.43 02.03.23
Aldi shop	21/02/2023	168.06	PB	Paid off £603.43 02.03.23
Aldi shop	21/02/2023	21.28	PB	Paid off £603.43 02.03.23
Co-op	22/02/2023	13.30	PS	Hospitality stuff for Sub Pantry Group meeting
Aldi shop	23/02/2023	138.36	PB	Paid off £603.43 02.03.23
Aldi shop	24/02/2023	119.96	PB	Paid off £603.43 02.03.23
Aldi shop	24/02/2023	61.28	PB	Paid off £603.43 02.03.23
Aldi shop	28/02/2023	138.36	PB	Paid off £542.11 10.03.23
ReallyUseful storage	02/02/2023	131.89		
Aldi shop	03/03/2023	148.21	PB	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	104.37	PB	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	39.27	PB	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	65.40	PB	Paid off £542.11 10.03.23
Aldi shop	07/03/2023	46.50	PB	Paid off £542.11 10.03.23
Aldi shop	10/03/2023	58.83	PB	Paid off £403.80 14.03.23
Aldi shop	10/03/2023	116.58	PB	Paid off £403.80 14.03.23
Aldi shop	10/03/2023	120.64	PB	Paid off £403.80 14.03.23
Aldi shop	10/03/2023	107.75	PB	Paid off £403.80 14.03.23
Aldi shop	14/03/2023	45.81	PB	Paid off £298.69 16.03.23
Aldi shop	14/03/2023	95.05	PB	Paid off £298.69 16.03.23
Aldi shop	14/03/2023	29.29	PB	Paid off £298.69 16.03.23
Aldi shop	14/03/2023	128.54	PB	Paid off £298.69 16.03.23
Aldi shop	17/03/2023	455.37	LS	
Aldi shop	17/03/2023	51.25	PB	
Aldi shop	21/03/2023	144.28	PB	Paid off £439.64 31.03.23
Aldi shop	21/03/2023	47.03	PB	Paid off £439.64 31.03.23
Aldi shop	24/03/2023	310.45	LS	
Aldi shop	28/03/2023	135.14	PB	Paid off £439.64 31.03.23
Aldi shop	28/03/2023	113.19	PB	Paid off £439.64 31.03.23
Aldi shop	31/03/2023	213.90	PB	Paid off £624.15 05.04.23
Aldi shop	31/03/2023	199.30	PB	Paid off £624.15 05.04.23
Aldi shop	04/04/2023	112.29	PB	Paid off £624.15 05.04.23
Aldi shop	04/04/2023	98.66	PB	Paid off £624.15 05.04.23
Aldi shop	05/04/2023	132.01	LS	
Aldi shop	06/04/2023	85.95	PB	Paid off £353 11.04.23
Aldi shop	06/04/2023	110.91	PB	Paid off £353 11.04.23
Aldi shop	06/04/2023	154.87	PB	Paid off £353 11.04.23
Aldi shop	11/04/2023	183.62	PB	Paid off 382.58 17.04.23
Aldi shop	11/04/2023	90.21	PB	Paid off 382.58 17.04.23

Aldi shop	14/04/2023	108.75	PB	Paid off 382.58 17.04.23
Aldi shop	18/04/2023	139.81	PB	Paid off £515 21.04.23
Aldi shop	21/04/2023	366.97	LS	Paid off £515 21.04.23
Aldi shop	24/04/2023	151.29	PB	Paid off 405.01 26.04.23
Aldi shop	24/04/2023	197.13	PB	Paid off 405.01 26.04.23
Aldi shop	24/04/2023	56.59	PB	Paid off 405.01 26.04.23
Aldi shop	28/04/2023	210.00	PB	Paid off 444.35 03.05.23
Fareshare	30/04/2023	65.00		April 23 membership
Aldi shop	02/05/2023	125.30	PB	Paid off 444.35 03.05.23
Aldi shop	02/05/2023	109.05	PB	Paid off 444.35 03.05.23
Aldi shop	05/05/2023	113.49	PB	Paid off £327.03 11.05.23
Aldi shop	05/05/2023	108.02	PB	Paid off £327.03 11.05.23
Aldi shop	09/05/2023	105.52	PB	Paid off £327.03 11.05.23
Aldi shop	12/05/2023	116.69	PB	Paid off £350.95 19.05.23
Aldi shop	12/05/2023	94.25	PB	Paid off £350.95 19.05.23
Aldi shop	16/05/2023	140.01	PB	Paid off £350.95 19.05.23
Aldi Shop	19/05/2023	237.56	PB	Paid off £675.70 24.05.23
Aldi Shop	19/05/2023	227.18	PB	Paid off £675.70 24.05.23
Aldi Shop	23/05/2023	210.96	PB	Paid off £675.70 24.05.23
Aldi Shop	26/05/2023	22.95	PB	Paid off £444.04 02.06.23
Aldi Shop	26/05/2023	130.97	PB	Paid off £444.04 02.06.23
Aldi Shop	30/05/2023	133.35	PB	Paid off £444.04 02.06.23
Aldi Shop	30/05/2023	156.77	PB	Paid off £444.04 02.06.23
Fareshare	31/05/2023	65.00		May 23 membership
Aldi Shop	03/06/2023	121.61	PB	Paid off 373.99 08.06.23 (121.61&102.38 &150)
Aldi Shop	03/06/2023	102.38	PB	Paid off 373.99 08.06.23 (121.61&102.38 &150)
Aldi Shop	05/06/2023	156.45	PB	Paid off 373.99 08.06.23 (121.61&102.38 &150)
Aldi Shop	09/06/2023	187.02	PB	Paid off 690.60 14.06.23
Aldi Shop	09/06/2023	299.26	LS	Paid off 690.60 14.06.23
Aldi Shop	13/06/2023	109.56	PB	Paid off 690.60 14.06.23
Aldi Shop	13/06/2023	94.76	PB	Paid off 690.60 14.06.23
Aldi Shop	16/06/2023	134.01	PB	Paid off 462.82 23.06.23
Aldi Shop	16/06/2023	152.66	PB	Paid off 462.82 23.06.23
Aldi shop	20/06/2023	82.50	PB	Paid off 462.82 23.06.23
Aldi shop	20/06/2023	93.65	PB	Paid off 462.82 23.06.23
Aldi shop	23/06/2023	136.23	PB	
Aldi shop	23/06/2023	181.32	PB	
Fareshare	23/06/2023	65.00		June 23 membership
Aldi shop	27/06/2023	316.84	LS	
Aldi shop	27/06/2023	87.34	PB	Paid off 699.39 29.06.23
Aldi shop	30/06/2023	123.29	PB	Paid off 305.55 03.07.23
Aldi shop	30/06/2023	64.56	PB	Paid off 305.55 03.07.23
Aldi shop	30/06/2023	117.70	PB	Paid off 305.55 03.07.23
Aldi shop	03/07/2023	144.15	PB	
	08/07/2023	0.00		No Pantry
Aldi shop	11/07/2023	37.41	PB	
Aldi shop	11/07/2023	95.29	PB	
Aldi shop	13/07/2023	157.59	PB	
Aldi shop	18/07/2023	71.73	PB	
Aldi shop	21/07/2023	35.61	PB	
Aldi shop	21/07/2023	69.48	PB	
Aldi shop	25/07/2023	60.62	PB	
Fareshare	26/07/2023	65.00		July 23 membership
Aldi Shop	28/07/2023	88.45	PB	
Really Useful Storage	31/07/2023	-116.90	credit	
Aldi shop	01/08/2023	104.13	PB	
Aldi shop	04/08/2023	103.48	PB	
Aldi shop	04/08/2023	58.46	PB	
Aldi shop	08/08/2023	90.07	PB	
	12/08/2023	0.00		No Pantry ( hort show)
Aldi shop	15/08/2023	116.80	PB	
Aldi shop	15/08/2023	50.49	PB	
Aldi shop	17/08/2023	70.07	PB	
Aldi shop	17/08/2023	56.82	PB	
Aldi shop	22/08/2023	181.10	PB	
Aldi shop	25/08/2023	94.64	PB	
Aldi shop	29/08/2023	94.90	PB	
Aldi shop	01/09/2023	76.84	PB	
Fareshare	01/09/2023	65.00		August 23 membership
Aldi	05/09/2023	90.69	PB	
Aldi	08/09/2023	57.65	PB	

Aldi	08/09/2023	40.62	PB	
Aldi	12/09/2023	50.01	PB	
Aldi	12/09/2023	36.20	PB	
Aldi	12/09/2023	62.96	PB	
Aldi	15/09/2023	77.10	PB	
Aldi	15/09/2023	25.53	PB	
Aldi	19/09/2023	41.58	LP	
Aldi	19/09/2023	46.93	CP	
Aldi	22/09/2023	47.36	CP	
Aldi	22/09/2023	84.99	CP	
Aldi	26/09/2023	73.16	PB	
Aldi	29/09/2023	49.14	PB	
Fareshare	01/10/2023	65.00		Sept 23 membership
Aldi	03/10/2023	53.18	PB	
Aldi	03/10/2023	44.20	PB	
Aldi	06/10/2023	48.33	PB	
Aldi	10/10/2023	26.57	PB	
Aldi	13/10/2023	79.12	PB	
Aldi	13/10/2023	33.93	PB	
Aldi	17/10/2023	84.40	PB	
Aldi	17/10/2023	79.34	PB	
Aldi	20/10/2023	66.31	PB	
Aldi	24/10/2023	68.01	PB	
Fareshare	25/10/2023	65.00		Oct 23 membership
Aldi	27/10/2023	170.87	PB	
Aldi	31/10/2023	62.48	PB	
Aldi	03/11/2023	60.23	PB	
Aldi	07/11/2023	69.38	PB	
Aldi	14/11/2023	55.73	PB	
Aldi	17/11/2023	25.07	PB	
Aldi	21/11/2023	56.02	PB	
Fareshare	25/11/2023	65.00		Nov 23 membership
Aldi	28/11/2023	52.10	PB	
Aldi	01/12/2023	77.25	PB	
Aldi	08/12/2023	110.26	PB	
Aldi	15/12/2023	76.87	PB	
Aldi	20/12/2023	86.95	PB	
Aldi	20/12/2023	86.84	PB	
Aldi	29/12/2023	75.56	CP	
Aldi	05/01/2024	51.42	PB	
Aldi	12/01/2024	131.87	PB	
Aldi	19/01/2024	108.28	PB	
Aldi	19/01/2024	88.11	PB	
Aldi	26/01/2024	118.48	PB	
Aldi	26/01/2024	108.67	PB	
Aldi	02/02/2024	99.25	PB	
Aldi	09/02/2024	106.09	PB	
Aldi	16/02/2024	46.70	PB	
Aldi	16/02/2024	78.79	PB	
Fareshare	16/02/2024	65.00		Dec 23 membership
Fareshare	16/02/2024	65.00		Jan 24 membership
Aldi	23/02/2024	75.03	PB	
Aldi	28/02/2024	94.25	PB	
Fareshare	01/03/2024	65.00		Feb 24 membership
Aldi	07/03/2024	247.70	PB	
Aldi	15/03/2024	125.55	PB	
Aldi	15/03/2024	7.63	PB	
Aldi	22/03/2024	247.64	PB	
Aldi	28/03/2024	140.62	PB	
Fareshare	03/04/2024	65.00	PB	Mar 24 membership
Aldi	05/04/2024	105.73	PB	
Aldi	12/04/2024	82.40	PB	
Aldi	19/04/2024	114.81	PB	
Aldi	19/04/2024	48.89	PB	
Fareshare	30/04/2024	65.00		April 24 membership
Aldi	03/05/2024	91.40	PB	
Aldi	10/05/2024	110.39	PB	
Aldi	17/05/2024	57.00	PB	
Aldi	17/05/2024	71.57	PB	
Aldi	24/05/2024	61.39	PB	
Fareshare	31/05/2024	65.00		May 24 membership

Aldi	31/05/2024	73.23	PB
Aldi	07/06/2024	73.04	PB
Aldi	14/06/2024	123.50	PB
Aldi	21/06/2024	49.92	PB
Aldi	28/06/2024	65.67	PB
Fareshare	30/06/2024	65.00	June 24 membership
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



04/01/2023		55.00	11
07/01/2023		60.30	12
11/01/2023		80.01	15
14/01/2023		115.00	23
18/01/2023		65.00	13
21/01/2023		79.90	16
25/01/2023	Banked 3.2.23	87.25	17
28/01/2023	Banked 3.2.23	100.00	20
01/02/2023	Banked 9.2.23	97.20	20
04/02/2023	Banked 15.2.23	110.00	21
08/02/2023		95.00	19
11/02/2023	Banked 15.2.23	131.60	27
15/02/2023		65.00	13
18/02/2023		50.00	10
22/02/2023		80.00	16
25/02/2023		81.00	16
01/03/2023		65.00	13
04/03/2023	Banked 8.03.23	94.69	19
08/03/2023		80.02	14
11/03/2023		129.00	25
15/03/2023	Banked 16.03.23	82.00	17
18/03/2023		105.11	21
22/03/2023		50.00	10
25/03/2023		100.00	20
29/03/2023		67.90	12
01/04/2023	Banked 30.03.23	68.00	13
05/04/2023		148.75	30 Banked 143.73
08/04/2023		65.00	13
12/04/2023		50.00	10
15/04/2023		60.00	12
19/04/2023	Banked 19.04.23	99.50	21
22/04/2023		128.05	25 Banked 133.07 (128.05+5.02)
26/04/2023		35.20	9
29/04/2023		97.00	19
03/05/2023	Banked 03.05.23	50.00	10
06/05/2023		65.00	13
10/05/2023		38.03	8
13/05/2023		72.90	15
17/05/2023		94.29	20
20/05/2023		75.46	16
24/05/2023		41.29	9
27/05/2023		116.00	22
31/05/2023		40.00	9
03/06/2023		65.90	13
07/06/2023	Banked 08.06.23	89.13	18
10/06/2023		90.50	18
14/06/2023		55.00	11
17/06/2023		74.50	15
21/06/2023		87.00	17
24/06/2023		114.71	23
28/06/2023	Banked 29.06.23	75.00	15
01/07/2023		105.23	21
05/07/2023		65.00	13
12/07/2023		63.00	12
15/07/2023		44.57	9
19/07/2023		35.05	8
22/07/2023		64.42	12
26/07/2023		45.00	8
29/07/2023		58.60	12
02/08/2023	Banked 03.08.23	52.20	11
05/08/2023		47.90	10
09/08/2023		69.00	14
16/08/2023		58.56	12
19/08/2023		36.00	7
24/08/2023		31.00	6
26/08/2023		39.15	8
30/08/2023		34.50	9
02/09/2023		32.05	8
06/09/2023		26.00	6
09/09/2023		51.91	10
13/09/2023		50.00	10
16/09/2023		22.56	5
20/09/2023		67.33	14
23/09/2023		36.00	6

27/09/2023	27.50	6	
30/09/2023	60.00	11	
04/10/2023	49.47	11	
07/10/2023	35.60	8	Banked 281.30 10.10 &145.07 10.10
11/10/2023	34.70	8	
14/10/2023	67.15	14	
18/10/2023	32.68	8	
21/10/2023	60.00	11	Banked £194.53 31.10
25/10/2023	49.20	11	
28/10/2023	43.50	9	
01/11/2023	39.72	8	
04/11/2023	55.00	11	Banked £187.42 21.11
08/11/2023	3.95	2	
11/11/2023	42.62	9	
15/11/2023	10.36	4	
18/11/2023	26.00	6	
25/11/2023	30.50	7	
29/11/2023	17.50	4	
02/12/2023	54.10	12	
09/12/2023	40.20	9	
16/12/2023	75.00	15	Banked £299.25 19.12 (1Euro)
23/12/2023	52.95	11	
30/12/2023	34.20	7	
06/01/2024	77.50	16	
13/01/2024	102.99	22	Banked £267.84 25.01.24
20/01/2024	119.63	25	
27/01/2024	51.37	11	
03/02/2024	72.58	16	Banked £243.58 08.02.24
10/02/2024	53.77	11	Banked £53.77 29.02.24
17/02/2024	78.06	17	
24/02/2024	77.44	19	
02/03/2024	72.50	15	Banked £228 08.03.24 r'd from LS
09/03/2024	80.61	17	
16/03/2024	92.50	19	
23/03/2024	46.54	10	Banked £219.65 25.03.24
30/03/2024	63.42	12	
06/04/2024	55.48	10	
13/04/2024	55.00	11	
20/04/2024	61.50	12	
27/04/2024	62.51	13	Banked £297.91 03.05.24
04/05/2024	59.90	13	
11/05/2024	69.95	15	
18/05/2024	32.50	7	
25/05/2024	40.00	8	
01/06/2024	52.50	11	
08/06/2024	63.80	13	Banked £318.25 24.06.24
15/06/2024	51.00	10	
22/06/2024	67.02	14	
29/06/2024	59.85	12	
06/07/2024	49.45	10	
13/07/2024	42.00	10	
20/07/2024	46.00	10	
27/07/2024	37.40	7	
03/08/2024	57.25	13	Banked £408.77 30.08.24 not £409.97
17/08/2024	63.50	13	
24/08/2024	50.00	9	
31/08/2024	45.00	9	
07/09/2024	21.50	5	

Appendix 7a

**To consider approving retrospective spend for the Council's annual general insurance policy.**

Council is in a 3 year contract.

The Policy has been active from the renewal date and the policy is in place.

The payment must be made by the end of September in order to maintain cover.

See below:

(£4,901.98)

**Private & Confidential**

---

Mr Leigh Smith  
Llanharan Community Council  
2 Chapel Road  
Llanharan  
Vale of Glamorgan  
Pontyclun  
Mid Glamorgan  
CF72 9QA  
United Kingdom

22nd April 2024

Dear Leigh,

**Insurance Policy: AJG Community Schemes**  
**Client Name: Llanharan Community Council**  
**Client Reference Number: 3075197**  
**Policy Number: 9432124**  
**Effective Date: 01/06/2024**

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

As a reminder, in order to ensure rate stability, Llanharan Community Council chose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, with effect from 31/05/2022. This means Llanharan Community Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire on 31/05/2025.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

*Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding the percentage detailed in the LTA endorsement wording shown in the schedule enclosed, **releases** Llanharan Community Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf*

**Blenheim House**  
**1-2 Bridge Street**  
**Guildford**  
**Surrey**  
**GU1 4RY**

Tel: 01483 462 860

[www.ajg.com/uk](http://www.ajg.com/uk)

**For further information regarding your obligations under the LTA, please see the LTA wording contained within the attached Schedule of Insurance.**

## Llanharan Community Council Renewal Terms under Long Term Agreement until 31st May 2025

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£4,332.13	£519.85	£50.00	£4,901.98
<b>Total</b>		<b>£4,332.13</b>	<b>£519.85</b>	<b>£50.00</b>	<b>£4,901.98</b>

### AJG Community Schemes

#### Your Requirements and Our Recommendations

We have assessed the information about the circumstances that you have provided to us when Llanharan Community Council entered into their long term agreement, to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information and any additional information provided by Llanharan Community Council in response to our Pre Renewal email.

#### Our Recommendation(s)

We recommend that this policy is placed with Hiscox Insurance Company Limited based upon your requirements to purchase a Local Council Insurance policy and the price, extent of cover and policy benefits provided by the insurer.

Our recommendation is based on your requirements to have a Local Council Insurance policy for Llanharan Community Council to the levels of cover we have discussed which is summarised in the attached quotation schedule and statement of fact.

- We have recommended that your cover is placed with the insurer(s) named within your schedule.
- We believe the cover(s) provided is the most suitable from the insurers that we have approached and based on the information you have provided.
- Please ensure you read your documentation pack carefully to confirm that the cover meets your requirements, paying particular attention to exclusions, warranties, conditions, excesses and limits.

If you require any changes to be made or information corrected, please contact us as soon as possible, as failure to do so could mean that your insurance is voided, or may lead to the insurer not paying all or part of your claim.



Insurance | Risk Management | Consulting

**We would draw your attention to your Duty of Fair Presentation obligations, along with the importance of checking that you have adequate sums insured. Full details can be found in the Important Information section.**

### Market Selection

For this type of insurance, Gallagher has entered in to an agreement with a single insurer, who provides this policy.

This agreement allows us to rate the premium and issue the policy documentation on their behalf. Under such an agreement, we are acting as agent of the insurer.

### Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your **policy documents** will record what is insured and against what **Insured Perils** (risks) apply, along with details of any **Warranties** which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to **Exclusions** and **Endorsements**, which set out additional **Policy Terms** which are particularly important. Please also consider any **Conditions** with which you have to comply in order for your cover to be valid and for you to make a claim.

**It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy.** The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.

The attached insurer schedule details the following endorsements applicable to your policy.

- Premises - Endorsement - Flat roof condition - 308.0.2
- Premises - Endorsement - Addition of cover: under insurance restriction (Buildings) - 6469.0
- Premises - Endorsement - Removal of cover: cyber claims and losses - 6728.0
- Contents - Endorsement - Minimum security condition - 240.3
- Contents - Endorsement - Addition of cover (Travel expenses) - 6226.0
- Contents - Endorsement - Floating amount insured (Contents) - 6349.1
- Business Interruption - Endorsement - Amended definition: income - 6820.0
- Business Interruption - Endorsement - Floating amount insured (Business interruption) - 6350.1
- Contents Away from Premises - Endorsement - Contents temporarily elsewhere - 65.00
- Crisis Management - Endorsement - Crisis containment provider: Hill Knowlton - 9003.0
- Employers' Liability - Endorsement - Employers Liability Tracing Office (ELTO) - mandatory information required - 3121.0
- Employers' Liability - Endorsement - Confirmation of cover: cyber claims - 6734.0

- Legal Expenses - Endorsement - Commercial legal protection (charities) - 524.0
- Officials and Trustees - Endorsement - Prior and pending litigation date - 705.4
- Officials and Trustees - Endorsement - Amendment of cover: cyber claims (DO) - 3215.0
- Officials and Trustees - Endorsement - Amendment of cover: breach of professional duty (DO) - 3216.0
- Personal Accident - Endorsement - Amendment of cover: cyber claims and losses - 6752.0
- Public Liability - Endorsement - Firework and bonfire condition endorsement - 6080.0
- Public Liability - Endorsement - Removal of cover: cyber claims - 6735.0
- AJG Community Schemes - Endorsement - Floating amount insured (Buildings) - 6351.0
- AJG Community Schemes - Endorsement - Additional definitions: cyber - 6727.0
- AJG Community Schemes - Endorsement - Commercial assistance & legal advice helpline - 603.1
- AJG Community Schemes - Endorsement - Long Term Agreement - 999.0

## Policy Documents

It is important that you check through your policy documentation. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately.**

## Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our Insurer accounts where there are strict requirements.

You can pay by the following options:-

- Cheque payable to Arthur J Gallagher Insurance Brokers Ltd - Please add your client reference number onto the back of the cheque.
- Direct Debit with Insurers (if available)
- Bank Transfer (BACS) - Gallagher will provide our bank details upon instruction to proceed

## Next Steps

In order to renew the policy for Llanharan Community Council you must;

1. Check the attached documents and inform us if anything needs changing
2. Check the cover still meets the needs of Llanharan Community Council
3. Confirm that the policy for Llanharan Community Council should be renewed via [communityrenewals@ajg.com](mailto:communityrenewals@ajg.com) or telephone us on 01483 462860 before 1st June 2024
4. Pay for your policy by the renewal date 1st June 2024

If you have any questions relating to your insurance arrangements, please do not hesitate to contact us. **We look forward to receiving your renewal confirmation by the renewal date.** Failure to provide your instructions could result in your policy and cover lapsing.



# Gallagher

Insurance | Risk Management | Consulting

Should you need any assistance or wish to review our recommendation in anyway, please do contact the Community Team at Gallagher Insurance on 01483 462860 or via [community@ajg.com](mailto:community@ajg.com).

Yours sincerely,

## The Community Team

Tel: 01483 462860

Email: [community@ajg.com](mailto:community@ajg.com)

### *TALK TO US ABOUT:*

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism



**Gallagher**

Insurance | Risk Management | Consulting



Enclosures	Action Required by You
Statement of Fact(s)	Information you have provided to us and on which your policy is based. Please review and advise us of any changes required.
Policy Schedule(s)	Please review and advise us immediately if there are any terms you are unable to comply with or do not understand.
Policy Summary(s) Notice to Policyholder/Summary of Changes	An overview of the proposed cover including limits. Please read in conjunction with your policy and advise us immediately if there are any terms you are unable to comply with or do not understand.
Our Invoice	Please note payment terms.
Important Information	Please read and retain.
Our Terms of Business	Please read and retain.

### Our Service & Remuneration

The table below indicates 'how we are paid for our services'. Further information is available in our Initial Disclosure Document that can be located further on in this letter.

Policy Cover	Broker Fee	Commission	Admin Fee
AJG Community Schemes	x	✓	✓



## Important Information

Please read this section carefully **as it contains important terms and may require you to take action.**

### 1. Sums Insured and Under-Insurance (Average)

Please ensure you are insured for the full value of risk in accordance with the policy terms and conditions. We strongly recommend that you obtain professional valuations for reinstatement purposes of buildings, machinery and plant at regular intervals. Sums insured and limits of indemnity should be kept under review throughout the period of insurance.

It is important that you are NOT under-insured. Make sure you have insured your buildings for the full rebuilding cost including allowances for architects costs and site clearance, and your contents for their full replacement value as new items.

You must notify us if the full replacement value of your contents or full rebuilding cost of your buildings exceeds the amount shown on your schedule.

The insurer will only be able to settle claims at the percentage you are actually insured for. For example, if the value of your contents shown on your schedule only represents 70% of the full replacement value then the insurer will not pay more than 70% of your claim.

### 2. Duty of Fair Presentation

When you answer questions or agree with assumptions during the quotation process, you must disclose material facts or circumstances about the risk(s) you want to insure. A material fact or circumstance is something that would influence the judgement of an insurer in deciding whether or not to insure the risk.

This is known as a 'duty of fair presentation' and includes disclosing the following:

- Information that you, your firm's senior management, or anyone responsible for arranging your insurance knows, or should know in relation to your business; and
- Information that would be revealed by a reasonable search of information available to you or by making enquiries, and could include information held within your business or by someone else (such as your insurance broker).
- Remember that if you fail to meet this duty, it could mean that the policy is void, or that the insurer is not liable to pay all or part of your claim(s).

*The following examples provided are in addition to the main wording above and are to be used where appropriate:*

Examples of material facts or circumstances include the following (please note these have been provided as examples only and the list is not exhaustive):

- Being declared bankrupt, participating in an Individual Voluntary Arrangement (IVA) or protected deed of trust in Scotland or making a compromise arrangement with creditors.
- Other policies in place covering the same risk.
- Previous claims or incidents which may have led to a claim but for which you did not actually submit a claim.

- Any caution, charge or conviction of a criminal offence for you or any director/business partner/trustee
- Any motoring convictions or disqualification by any director/business partner/trustee or any driver of a company vehicle in respect of a motor insurance application
- The organisation, directors, partners or trustees having been prosecuted or received a prohibition or improvement notice for failure to comply with any Health and Safety, Welfare or Environmental Protection legislation
- Being declined cover by other insurers or having special terms imposed
- Changes to your business activities
- Changes to the Police response to alarm signals.

Please remember that if any of your details, material facts or circumstances change during the policy period, you must always notify us immediately.

### 3. Policy Terms, Conditions and Exclusions

Insurers may impose warranties and/or restrictive endorsements and where any of your policies are subject to a warranty, compliance is an absolute requirement at all times.

In addition to warranties (or in some instances, in place of) policies may contain "conditions precedent to liability". Failure to comply with a condition precedent may mean that the insurer will not be liable for any loss.

Please pay particular attention to any warranties and/or restrictive endorsements as failure to fully comply with any warranty/endorsement terms could suspend or invalidate the policy cover.

Similarly, policies also contain general conditions that apply to all policyholders; for example, 'Notification of Claims' and alteration in risk. You should familiarise yourself and comply with all conditions.

Full details of any warranties, terms, conditions and exclusions are contained within your policy wording and schedule. **For your protection, it is essential that you read your policies carefully to ensure you are familiar with all of the terms, warranties, conditions and exclusions.**

If at any time you are unable to comply with a warranty, condition precedent to liability, or any other policy terms, conditions, exclusions or insurers' requirements, please let us know immediately as the requirements imposed will continue to apply until insurers have accepted that you are compliant with policy terms and confirmed cover.

If you have any queries or questions regarding the policy term, conditions or exclusions please contact us immediately.

## 4. Administration Fees

Where we charge an administration fee in respect of the operational cost of setting up, administering or cancelling your policy, e.g. postage, stationery and licensing fees. The administration fee is not subject to Insurance Premium Tax and is separate to any other broker fee charged and/or commission earned for our services.

Activity	Annual premium under £4,500	Annual premium over £4,500	Annual premium over £20,000
New Business and Renewal administration fee	£50	£75	£0

## 5. Basis of our services

The services we provide are outlined in our **Terms of Business Agreement (TOBA)**. A copy of which is provided in Appendix 1 of this report. **Please read this carefully as we will provide our services in line with this.**

We act on an 'advised' basis which means that we will be making a personal recommendation of a specific insurance policy(ies) based on information you have given us around your particular requirements and circumstances. When acting on an 'advised' basis, we act as Agent of the Customer (that is to say, we represent the customer) in order to select appropriate cover(s) from different insurance markets.

## 6. Short Form Privacy Notice

We are the data controller of any personal data you provide to us. We collect and process personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop our products and services and to comply with our legal and regulatory obligations. This may involve sharing information with, and obtaining information from, our group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us to monitor and improve the service we provide as well as for regulatory purposes.

Please see our Privacy Notice for further information on how your personal data is used, shared, disclosed and retained, your rights in relation to your personal data and how to contact our Data Protection Officer. Our Privacy Notice can be found at <https://www.ajg.com/uk/privacy-policy/>

From time to time we may make important updates to our Privacy Notice and these may in turn affect the way we use and handle your data. Please ensure you review our Privacy Notice periodically to ensure you are aware of any changes.

If you are entering into this agreement in the course of your business, or as a charity, for charitable purposes and providing information on other individuals to us, for example your employees and/or any other party that would be covered under the insurance policy we may be placing or services we may provide to you, you shall ensure that individuals whose personal data you are providing to us have been provided with fair processing notices that are sufficient in scope and purpose, and that you have obtained all appropriate consents, where required, or are otherwise authorised, to transfer the personal data to us and enable us to use the personal data and process the personal data for the purposes of this agreement and as set forth in our Privacy Notice. You must not share personal data with us that is not necessary for us to offer, provide or administer our services to you.

## 7. Fraud Awareness

To help prevent fraud - before requesting your bank details to provide you with a refund by phone, we will always validate with you information that we hold on file; information that only you would know. This information could include your address or specific policy details. Any refund we provide will only be for one of three reasons:

- 1) overpaid funds
- 2) a reduction in your cover
- 3) cancellation

Arthur J. Gallagher Insurance Brokers Limited will never request sensitive information, such as, passwords, usernames or a mother's maiden name.

If you receive a phone call and are unsure it is from us, you can always call us to verify we are who we say we are. Please call your usual contact, or call us on the telephone number shown within this document.

## 8. Employers Liability Insurance – What you need to know

### Employers' Liability Insurance

Since 1st October 2008 Employers are allowed to display their employers' liability certificate in an electronic format, so long as it remains accessible by all employees.

Although the law no longer requires you to retain certificates, we strongly recommend that you continue to do so. We believe that it is in your own interest to retain copies. Where no records can be found, you will be responsible for payment of any claim, particularly in relation to so-called 'long-tail' industrial diseases such as deafness and asbestosis.

## 9. Making a Claim

### Step 1 Reporting a claim

- You will need to notify us as soon as possible after an incident, either by telephone on 01483 462860 or by email to [communityclaims@ajg.com](mailto:communityclaims@ajg.com).
- Alternatively out of hours in an emergency, you may also contact your insurer direct. You will find your insurer's claims line number within your policy document, as well as highlighted within your renewal pack.
- Delay in notifying your insurer of an incident or a claim can potentially prejudice your/your insurer's position and can cause difficulty with acceptance of your claim, either in part or in full.

- In the event of injury and/or damage to another party or their property, it is important that no admission of liability is made, as this may also prejudice your/your insurer's position. Any third party claim or correspondence should be immediately passed to your insurers, unanswered.
- Appropriate steps should be taken to minimise any further loss or damage, where possible. Please ensure to retain itemised invoices for any emergency works completed and take photos of the damage where possible
- When notifying a claim, it is important that you have the following key information available, which will help identify you and assist with data protection protocols, thereby reducing any potential delays in providing you with initial advice:
  - Policyholder's name
  - Policyholder's address and postcode
  - Policy number
- In order for us to give you the most accurate advice and guidance on the notification call, there are some key pieces of information that we will need to know:
  - What happened? When? Where?
  - What is the extent of the loss, damage, injury? Consider physical and financial/trading impacts.
  - What is the impact to you as the policyholder?
  - What is being done to help prevent further loss, damage or injury?
  - Who is the best person for insurers to liaise with, what is their relationship with the policyholder and what are their contact details?

It's understood that some of the information may only be indicative at the outset, but the more accurate the information provided, the more likely the advice given will meet your needs and also assist with the progress of your claim.

- Your insurer will advise of next steps, allocate a claims reference number and also provide detail as to who will be your contact throughout the claim.
- Where the services of other parties may be required, insurers will provide details as to who this will be and the services that they will provide.
- Examples include – loss adjuster on large or complex claims, Solicitors/Investigators on Liability issues or claims, Engineers/Approved Repairers on Motor claims insurers should also discuss and agree with you the best method and frequency of updates/next contact.

## Step 2 Claims Handling & Investigation

- In order to evaluate and progress any claim, insurers more often than not will require additional supporting documentation from you.
- Insurers should clearly articulate what they require from you and the reasons why. Typically this will be estimates or invoices and anything that may help them evaluate your claim against the policy coverage that you have in place.
- Delays and/or omissions can in some circumstances lead to issues with acceptance of a claim in part or in full. It is therefore important that you reply to any requests and supply the information required at your earliest opportunity, in order to assist with progressing your claim.
- Should you not understand or wish to query any request from your insurer or their agent, it is recommended that you call them at the earliest opportunity to discuss and seek clarity from them.
- Insurers will look to agree with you what the next steps may be relating to any repair, replacement, defence, or interim actions required.
- Interim payments can sometimes be agreed, particularly on large claims or where the claim creates cash-flow issues. Where appropriate you should ask insurers whether this is a possibility.



## Step 3 Conclusion/Resolution of Claim

- Once insurers have received sufficient supporting documentation and assessed them against the policy coverage in place, we will advise you regarding what a resolution of your claim may look like.
- Payments to be made (in part or in full) should be clearly explained by insurers, including their calculation.
- If for any reason the claim will not be met (in part or in full), insurers should clearly explain the reason why and provide evidence, where appropriate.
- Excess – Any settlement agreed will be subject to the deduction of the applicable policy excess. This can be verified by referring to your policy documents.
- VAT – If the policyholder is VAT registered or able to recover VAT for the costs claimed under their insurance policy, in the majority of situations the policyholder will be responsible for the VAT element of any invoice relating to the claim. This can include the VAT element of suppliers appointed by the insurer, such as solicitors costs.

## Exceptions - Assistance and Complaints

- Escalations and complaints regarding services provided by the insurer should, in the first instance, be directed to the appropriate insurers as soon as the issue arises or is identified.
- Each insurer will have a formal escalation and complaint protocol in place, the details of which will be contained within your policy wording, which should give you suitable guidance.
- If however you encounter any difficulties identifying the appropriate process and/or insurer contact details, you can contact our Claims Team on 01483 462860 or email [communityclaims@ajg.com](mailto:communityclaims@ajg.com), to assist you with ensuring that your issue or complaint reaches the appropriate insurer contact.

Examples of where we may be able to assist include:

- If you are having difficulty making contact with your insurer.
- Your insurers are unable to trace your policy.
- You require additional clarification regarding the claims process.
- Your insurers are failing to provide you with the appropriate level of service.



Insurance | Risk Management | Consulting

Llanharan Community Council  
2 Chapel Road  
Llanharan  
Vale of Glamorgan  
Pontyclun  
CF72 9QA

IF PAYING BY **DIRECT BANK TRANSFER** PLEASE CHECK BANK DETAILS BELOW AS THEY MAY HAVE CHANGED SINCE YOUR LAST INVOICE

## Pro-Forma Invoice

Client Ref: 3075197  
Policy Ref: 130771027  
Invoice Date: 22 April 2024

			Amounts (£)	Cost (£)
<b>AJG Community Schemes</b>	Hiscox Insurance Company Limited Contract No.: 9432124 Term: 01/06/24 - 31/05/25	Premium Insurance Premium Tax Total Fees	4,332.13 519.85 50.00	4,901.98
<b>TOTAL</b>				<b>4,901.98</b>

**Payment due on or before effective date.**

If you would like to pay by credit/debit card please contact us on 01483 462886.  
Payments by **direct bank transfer** should be made to the following account, using reference - 3075197.

**Bank: Lloyds Bank Plc**  
**Account Name: AJGIBL GBP CLIENT NST ACCOUNT**  
**Account Number: 19511668**  
**Sort Code: 30-80-12**  
**Swift BIC: LOYDGB21F09**  
**IBAN Number: GB30 LOYD 3080 1219 5116 68**

**COMMENTS :**

**FOR BANK TRANSFER PLEASE QUOTE REFERENCE ON YOUR PAYMENT AND EMAIL REMITTANCE DETAILS TO UK.Glasgow.AJGIBL.Remittances\_@ajg.com**

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.

The Financial Conduct Authority does not regulate all forms of the products we provide

Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY  
t: 01483 462 860 f: w: www.ajg.com/uk

Registered in Scotland: Registration No. SC108909  
Registered Office: Spectrum Building, 55 Blythswood Street, Glasgow G2 7AT  
VAT Registration No: GB 484 7462 09





Insurance | Risk Management | Consulting

# Terms of Business Agreement

**Arthur J. Gallagher Insurance Brokers Limited**

## Contents

Scope and application.....	4
Who are we? .....	4
What do we do? .....	4
Which insurers do we use? .....	5
How are we paid for our services? .....	5
How do we maintain your privacy? .....	5
Confidential Information .....	6
How do we handle your money? .....	6
Insurer Money (money we hold as agent of an insurer): .....	6
Client Money (money we hold as your agent): .....	6
Holding both insurer and Client Money .....	6
Payment to third parties: .....	6
Financial Services Compensation Scheme .....	6
Your obligations .....	7
Anti-bribery, corruption and financial crime .....	7
Your premium payment obligations .....	7
Your policy documents .....	8
Making a claim .....	8
Conflicts of interest .....	8
Complaints .....	8
Other territories .....	8
Right of set-off .....	9
Intellectual property rights .....	9
Termination .....	9
Cancellation of your policy .....	9
Currency conversion .....	9
Severability .....	9
Notices .....	9
Third party rights .....	9
Unexpected acts or events .....	9
Transfer of this agreement .....	9
Governing law and jurisdiction .....	10
Limitation of Liability .....	10



Insurance | Risk Management | Consulting

## Scope and application

This agreement, together with any separate written agreement between you and Arthur J. Gallagher Insurance Brokers Limited ('AJGIBL'), sets out the terms on which we agree to act for you when we are instructed to provide services by you.

In this agreement 'we', 'us' and 'our' means AJGIBL. References to 'insurers' include insurers, underwriters, managing agents or, where applicable, reinsurers with whom we place business. As appropriate, references to 'insurance' or 'insured' include reinsurance and reinsured respectively. Additionally, any reference to 'policy' shall mean an insurance or reinsurance policy, as appropriate.

It is important that you read this agreement carefully as it contains details of our statutory and regulatory responsibilities and your contractual obligations, on which we intend to rely. If there is anything you do not understand in this agreement you should inform us otherwise we will assume you are providing your informed consent to this agreement.

### **We specifically draw your attention to the following sections:**

- a) What do we do?
- b) How are we paid for our services?
- c) How do we handle your money?
- d) Your obligations
- e) Conflicts of interest
- f) Complaints
- g) Limitation of Liability

Where your business is operated through an incorporated company, trust, limited liability partnership or partnership, we are entitled to assume that the recipient of this agreement has obtained authorisation or is entitled to consent to these terms on your behalf.

If you are a company or other body corporate, unless otherwise expressly stated in any separate written agreement between you and AJGIBL, you agree to and accept the terms of this agreement on your own behalf and on behalf of each of your group companies (where those group companies are receiving the benefit of our services). You will ensure that each of your group companies will act on the basis that it is a party to and bound by the agreement. All references in this agreement to 'you' and 'your' mean you and each of your group companies.

If you have instructed another insurance broker to deal with us on your behalf, we will assume unless told otherwise that the broker has full authority to agree the terms of this agreement with us and to deal with us on your behalf as your agent in relation to all matters covered by this agreement

This agreement replaces any terms of business agreement that we may have previously agreed with you. If you have a separate service level agreement in place with us then the terms of that agreement must be read together with this agreement. In the event of a conflict, the terms of your service level agreement will take precedence over this agreement.

We may change the terms of this agreement from time to time. This may be:

- a) to reflect changes in our services or in market practice
- b) to reflect legal or regulatory developments, or
- c) to improve the clarity of this agreement.

We will tell you if we have materially changed these terms for any of these reasons and, in any event we will inform you of such changes before your policy is due to renew.

This agreement replaces any terms of business agreement that we may have previously agreed with you. If you have a separate service level agreement in place with us then the terms of that agreement must be read together with this agreement. In the event of a conflict, the terms of your service level agreement will take precedence over this agreement.

We may change the terms of this agreement from time to time. This may be:

- d) to reflect changes in our services or in market practice
- e) to reflect legal or regulatory developments, or
- f) to improve the clarity of this agreement.

We will tell you if we have materially changed these terms for any of these reasons and, in any event we will inform you of such changes before your policy is due to renew.

We may also change the terms of this agreement for other reasons, but if we do, we will notify you in advance and you will have the right to terminate this agreement within 30 days of such notification.

## Who are we?

AJGIBL is a company incorporated and registered in Scotland with company number SC108909 whose registered office is at Spectrum Building, 55 Blythswood Street, Glasgow, G2 7AT. You can find out more about us at [www.ajg.com/uk/](http://www.ajg.com/uk/).

We are an insurance intermediary, risk management and consulting firm authorised and regulated by the Financial Conduct Authority ('FCA'). Our FCA firm reference number is 311786. We are permitted by the FCA to act as a general insurance intermediary, to arrange credit and collect payments. You can check these details by visiting the FCA's website ([www.fca.org.uk/register](http://www.fca.org.uk/register)) or by contacting the FCA on 0800 111 6768 (+44 20 7066 1000 from overseas).

## What do we do?

As an insurance intermediary, we usually act for you. We offer access to general insurance products and services provided by a wide range of UK and international insurers, including Lloyd's.

Our services include advising you on your insurance needs, arranging insurance policies with insurers in order to meet those needs, provide associated risk management services and any other insurance related services. We will also help you to make changes to your insurance policy if required and will remind you when your policy is due for renewal as appropriate. Unless your policy states otherwise, or we agree, we will provide you with assistance in submitting a claim and with obtaining reimbursement from insurers.

In certain circumstances, we may act for your insurer, for example, where we have delegated underwriting authority and/or claims settlement authority, or where we have entered into a managing general agency agreement with one or more insurers. In cases where we are acting on behalf of the insurer, we will be acting as their agent. Please see the section headed Conflicts of interest for more information about how we manage these arrangements.

We cannot arrange insurance for you until we have received complete instructions from you. Your insurance cover is not in place until we have confirmed it to you in writing or we have issued evidence of cover. Where we receive your instruction or a firm order after normal office hours, placement of your insurance will be subject to further confirmation by us as soon as reasonably possible the following business day.

We do not offer advice in relation to tax, accounting, regulatory or legal matters (including sanctions) and you should take separate advice as you consider necessary regarding such matters.

Additionally, when we are appointed to service insurance policies other than at their inception or renewal and which were originally arranged via another party, we shall not be liable during the current insurance period for any loss arising from any errors or omissions or gaps in your insurance cover or advice not supplied by us. Should you have any concerns in respect of a policy, which has been transferred to us, or if you require an immediate review of your insurance arrangements, you must notify us immediately. Otherwise we shall review your insurance arrangements and advise accordingly as each policy falls due for renewal.

## Which insurers do we use?

In finding an insurance solution that meets your demands and needs, we may either conduct a market analysis of potential insurers, or we may only consider a specific product from a single insurer, or products from a panel of insurers. In certain circumstances we may act for the insurers, or use services of other of our group companies - please see the "Conflicts of Interest" section.

We use publicly available information, including information produced by credit rating agencies, to identify insurers with whom we will consider placing your business. We do not guarantee the financial status of any insurer. You may require us to use an insurer that we would not ordinarily recommend due to their credit rating. In the event of an insurer experiencing financial difficulties, you may still have a liability to pay any outstanding premium and we are not responsible for any shortfall in amounts due to you in respect of any claims.

We are available to discuss with you any concerns you have with the insurer you have chosen for your insurance policy(ies).

## How are we paid for our services?

Payment in respect a service that we provide to you in respect of any single contract of insurance may be made up of one or more of the following:

a fee paid by you; details of this, or the basis of calculation, will be declared to you in advance of this being incurred; brokerage/commission, which is a percentage of the total annual insurance premium paid by you and given to us by the insurers with whom we place your business; and administration charges, in addition to any insurance premiums, for administration of your policy, including amending and cancelling any policy: these apply on most placements (even where a) and / or b) apply), and details of these charges, will be provided to you in advance of them being incurred.

Please note that where we have not agreed a fee (a) payable by you in respect of any contract of insurance, our remuneration will be by way of commission (b). There may be instances where we have agreed a fee (a) with you, and for subsequent, additional policies, we also earn a commission. You will know when we agree the fee (a), which policies this applies to.

If we charge you a fee (a) in relation to any contract of insurance, and either also receive commission payments in respect of that contract of insurance, or will do so in relation to any subsequent contracts, then we will inform you of that fact prior to the fee being incurred.

Please note that for commission (b), we do not intend to earn commission from the taxation element of any insurance premium tax.

We may receive additional payments such as a profit share or profit commission from insurers, for instance, from insurers payable under a delegated underwriting authority or other facility or individual

contract in recognition of overall profitability. We may also earn income from arranging premium finance.

We may also earn income from insurers or other sources in other ways. For example, we may receive income from insurers for ancillary services provided solely on their behalf.

Upon request, we will be pleased to provide details of any income we are due or have received as a result of placing your business. Unless we specifically agree otherwise, brokerage/commission and fees are earned when we arrange an insurance policy for you, or in the case of any other service when we commence providing that service to you.

However in respect of any payment made to us this will only be recognised as payment for the service when we have reconciled your payment. We will be entitled to retain all fees and brokerage in respect of the full period of contract(s) of insurance arranged by us including in circumstances where your policy has been terminated and your insurers have returned pro-rated net premium. Consistent with long established market practice, we will deduct our brokerage and other commissions from the premium once received.

If you decide to terminate our appointment in relation to policies we have placed on your behalf and where, (i) the policy or policies have not expired, and (ii) premium is due on the policy or those policies, we are entitled to any brokerage/commission originally due on the policy or policies and you will ensure the broker subsequently appointed to administrate the policy or policies agrees and accepts to collect the brokerage/commission and remit to us in good time.

## How do we maintain your privacy?

We are the data controller of any personal data you provide to us. We collect and process personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop our products and services and to comply with our legal and regulatory obligations. This may involve sharing information with, and obtaining information from, our group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us to monitor and improve the service we provide as well as for regulatory purposes.

Please see our Privacy Notice for further information on how your personal data is used, shared, disclosed and retained, your rights in relation to your personal data and how to contact our Data Protection Officer. Our Privacy Notice can be found at <https://www.aig.com/uk/privacy-policy/> From time to time we may make important updates to our Privacy Notice and these may in turn affect the way we use and handle your data. Please ensure you review our Privacy Notice periodically to ensure you are aware of any changes.

If you are entering into this agreement in the course of your business, or as a charity, for charitable purposes and providing information on other individuals to us, for example your employees and/or any other party that would be covered under the insurance policy we may be placing or services we may provide to you, you shall ensure that individuals whose personal data you are providing to us have been provided with fair processing notices that are sufficient in scope and purpose, and that you have obtained all appropriate consents, where required, or are otherwise authorised, to transfer the personal data to us and enable us to use the personal data and process the personal data for the purposes of this agreement and as set forth in our Privacy Notice. You must not share personal data with us that is not necessary for us to offer, provide or administer our services to you.

## Confidential information

During the course of this agreement we shall both provide the other with information (other than personal information) and each party will treat information received from the other relating to this Agreement as confidential and will not disclose it to any other person not entitled to receive such information except as may be necessary to fulfil their respective obligations in relation to this agreement and except as may be required by applicable law or regulatory authority. For the avoidance of doubt, and always observing the requirement to ensure your information is held in a confidential manner, we shall be entitled to disclose such information relating to you (where necessary) to perform our obligations under this agreement, to insurers or reinsurers, actuaries, auditors, professional agents, advisers or other parties that we may require in order to provide our service to you. This section will not apply to information which was rightfully in the possession of a party prior to this agreement or which is already public knowledge/ becomes so at a future date (otherwise than as a result of a breach of this section) or which is trivial or obvious.

## How do we handle your money?

In our role as an intermediary between you and your insurers we may hold money:

- paid by you to be passed on to insurers
- paid to us by your insurers, to be passed on to you
- paid by you to us for our services, but which we have not yet reconciled.

For your protection, the way that we handle your money is designed to protect your interests in the event of our financial failure.

We may take payment from you when your policy next renews using payment card information you have shared with us and which we will retain. If we intend to do this, we will confirm this to you in your renewal invitation prior to your next policy renewal. You may opt-out of automatic renewal at any time by contacting us.

### Insurer Money (money we hold as agent of an insurer):

Where we have an agreement with your insurer to hold money as their agent, any premiums you pay to us are treated as having been received by the insurer as soon as they are received by us. Claims payments and/or premium refunds are treated as received by you when they are actually paid to you.

Where we receive monies as agent of your insurer, we can only deal with that money in accordance with the instructions of the insurer. This means that, for example, if you want us to return such monies to you, we can only do so with the agreement of the insurer.

### Client Money (money we hold as your agent):

Where we do not have an agreement with your insurer to hold money as their agent, we will hold premiums you pay to us as your agent. Money we receive from your insurer which is payable to you will be your property whilst we hold it.

We may also hold money as your agent where you have paid this to us in respect of our fee for a service, until such time as we have reconciled the payment against the relevant service.

Money we hold as your agent is referred to as 'Client Money'.

FCA rules require us to keep Client Money separate from our own money. We hold Client Money with an approved bank, segregated in a client account subject to a Non-Statutory Trust ('NST'). The aim of the NST is to protect you in the event of our financial failure. If such an account is held outside the United Kingdom, it may be subject to different laws and regulations, which may mean that the Client Money held in that account is not protected to the same extent as it would be if it were held in the United Kingdom, or at all. Please tell us if you do not wish us to hold any money for you in a particular jurisdiction.

We may use Client Money held in the NST on behalf of one client ('Client A') to pay another client's premium ('Client B') before we receive such premium from Client B. We may also make claims payments/ premium refunds to other clients before monies are received from the insurer. Although there may be occasions when we do this, it is not our policy to routinely cross-fund in this way. For the avoidance of doubt, we may not use Client Money to pay ourselves commissions before we receive the relevant premium from you.

We may invest Client Money held in the NST in accordance with FCA rules relating to Client Money. If we do invest money in this way, we will be responsible for meeting any shortfall in the value of the investments at the time of their realisation. Any interest or profits earned on Client Money held by us will be retained by us for our own use, rather than paid to you.

### Holding both insurer and Client Money

We may hold both insurer and Client Money together in the NST. When this happens, your interests as our client will continue to be protected.

### Payment to third parties:

We may transfer Client Money to another person, such as another broker or settlement agent, for the purpose of carrying out a transaction on your behalf through that person. This may include brokers and settlement agents outside the UK. The legal and regulatory regime applying to a broker or settlement agent outside the UK may be different from that of the UK. This means that, in the event of a failure of the broker or settlement agent, this money may be treated in a different manner from that which would apply if the money were held by a broker or settlement agent in the UK. You may notify us if you do not wish us to pass your money to a person in a particular jurisdiction.

We may also transfer Client Money to a professional services firm such as a loss adjuster, surveyor or valuer unless you instruct us otherwise.

### Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme ('FSCS'). You may be entitled to compensation from the FSCS if we cannot meet our financial obligations to you. This depends on the type of insurance contract that we have arranged for you, certain eligibility criteria and the circumstances of the claim.

Further details regarding the FSCS are available online at [www.fscs.org.uk](http://www.fscs.org.uk) or by calling 0800 678 1100 (+44 20 7741 4100 from overseas).

Separately, your insurer and/or you may be covered by a different compensation scheme.

## Your obligations

You will not instruct us to provide services which would cause us, nor use our services in any way, to violate applicable laws including without limitation bribery, anti-corruption, money laundering sanctions, or data protection laws.

You are required to make a fair presentation of the risk to an insurer which discloses every material circumstance which you know or ought to know relating to the risk to be insured. This includes information known by your senior management and those responsible for arranging your insurance as well as information which would reasonably have been revealed by a reasonable search of information available to you.

A circumstance is material if it would influence the judgment of a prudent insurer in determining whether to provide insurance for the risk and, if so, on what terms. Disclosure must be reasonably clear and accessible to a prudent insurer. Material representations of fact must be substantially correct and material representations of expectation/belief must be made in good faith. Failure to comply with the duty of fair presentation could mean that your policy of insurance is void or that insurers are not liable to pay all or part of your claim(s).

The above duty of disclosure is the applicable duty under the laws of England, Wales, Scotland and Northern Ireland. You may have different obligations if your policy of insurance is subject to a different law. As a minimum, we expect you to disclose your information in accordance with the duty set out above.

For certain types of insurance covers you may be required to complete and sign a proposal form or questionnaire. Take care to ensure that the information you provide is complete and accurate. Note that if you are aware of anything that you feel may be material to the proposed policy of insurance you should disclose it, even if there does not appear to be a question on the proposal form or questionnaire that covers the particular point. If you are in any doubt as to whether information is material, you should disclose it.

## Anti-bribery, corruption and financial crime

**You** agree that you will ensure that at all times you comply with all laws, statutes and regulations that apply to you relating to anti-bribery and corruption, including the UK Bribery Act 2010 and (if it applies to you or any of your group companies) the US Foreign and Corrupt Practices Act 1977. Accordingly, if you accept gifts or hospitality offered to you by us or any of our group of companies, we will deem the acceptance to be in accordance with any gifts & hospitality policy/ies you may have.

Please be aware that we are required to obtain adequate 'Know Your Client' information about you. In order to prevent bribery, corruption, fraud or other financial crime, we may take further steps, including notification to the relevant authorities, carrying out status and credit checks using credit reference agencies, and other screening background checking as appropriate.

Policies may include clauses on financial and trade sanctions, anti-money laundering and export controls; ('Sanctions'). How you comply with Sanctions is specific to your business: you should take legal advice where necessary and pay special attention to relevant policy clauses.

To comply with financial crime or Sanctions requirements, we may be prohibited from providing broking or risk consulting services, including placement and claims handling services; may be required to take actions such as freezing the funds in which parties subject to Sanctions have an interest; or may make regulatory notifications or licence applications as required or appropriate in accordance with Sanctions. Your insurers and other third parties we deal with, such as financial institutions, may also apply their own policies or restrictions.

You acknowledge and agree that we reserve the right to take steps to comply with financial crime or Sanctions (and we will not be liable to you for this or for similar steps taken by third parties).

You should advise us of all of the countries connected to the (re)insurance you require. We reserve the right not to perform obligations under this agreement to the extent that this would be contrary to our commercial risk appetite or where performance would be impracticable including because of bank policies restricting the processing of premiums, claims funds or fees related to such countries or related parties.

Please be aware that we are generally restricted from providing broking, claims handling or other services that relate to Cuba and Iran- including because of significant difficulties in processing payments and other commercial and reputational considerations.

## Your premium payment obligations

Insurers require you to pay premium at or before the start date of each policy, or as otherwise specified under the policy terms. You must pay all monies due in cleared funds in accordance with the amounts and on or before the dates specified in our invoice(s). If you do not make payment within that period, insurers may cancel your policy and may also require that you pay a premium in relation to the time that you have been on risk. It is therefore very important that you meet all payment dates.

Where you have instructed us to obtain insurance on your behalf, to the extent that we are required to meet your premium payment obligations, we reserve the right to recover those monies from you.

## Use of Premium Finance Companies:

You may be able to pay premium payments by instalments through a credit scheme operated by a third party premium finance company or insurer. Please note that we can only pay premium to insurers on your behalf once we have cleared funds from you or the premium finance company.

Please note that we do not recommend any particular credit provider. If you wish to pay premium by instalments, we are able to introduce you to credit providers (which may include a third party premium finance company or an insurer). There may be other credit providers (including insurers) able to offer better credit terms than those that made available to you by a party we have introduced you to.

Where you decide to enter into a credit scheme for the payment of premium, you will receive separate terms and conditions from the relevant premium finance company or insurer which will govern that arrangement. You agree that, in accordance with the terms of any such credit scheme or otherwise, we may instruct your insurer to cancel your policy if you are in default under the credit scheme and that any return premium or other payment due from the insurer may be applied to discharge your liability or liability we have assumed on your behalf under the credit scheme without further reference to you.

## Your policy documents

You will receive written terms and conditions of any insurance policy we arrange for you. Please check these documents and advise us as soon as reasonably practicable if the terms of the cover arranged are not in accordance with your requirements. Please pay special attention to the claims notification provisions and to any warranties and conditions (including as to the payment of premium) as any failure to comply with these terms may invalidate your cover.

The documents relating to your insurance will confirm the basis of the cover from the relevant insurer(s) and provide their details and if applicable, the insurer's agent. It is therefore important that you keep all of your policy documents in a safe place. It is our current practice to retain client information for at least six years or such other period required under relevant law or regulations.

## Making a claim

Your insurance policy will usually require you to notify all claims and/or circumstances that may give rise to a claim as soon as possible. If you are unsure whether a matter needs to be notified please contact us and we will endeavor to assist you.

Where we have agreed to handle claims on your behalf, we will do so fairly and promptly. If we receive claims payments for you, we will remit them to you as soon as reasonably practicable after receipt.

As part of paying your claim, your insurer may require us to deduct the value of sums due (such as premiums or instalments under a credit scheme) before sending the balance of any claims payment to you.

We reserve the right to charge an additional or separate fee (based on the nature of the work and duration and agreed with you in advance) to negotiate a large or complex claim on your behalf.

## Conflicts of interest

Circumstances may arise where we have a conflict of interest between us (including our managers, employees or agents) or another of our group companies and you, or between you and another of our clients. We always aim to treat you fairly and avoid conflicts of interest. We never deliberately put ourselves in a position where our interests, or our duty to another party, prevent us from discharging our duty to you.

We may arrange insurance for you through another company in the Arthur J. Gallagher group which acts on behalf of one or more insurers. An example may include a placement with a separate underwriting team within Arthur J. Gallagher Insurance Brokers Limited, Pen Underwriting Limited or Arthur J. Gallagher UK Limited.

In arranging an insurance solution that meets your demands and needs, we will ensure that our duty to you does not conflict with the duties that an Arthur J. Gallagher group company owes to the insurers that it represents.

We may act as agent of an insurer under a delegated underwriting authority and/or delegated claims settlement authority. In these instances, where we act as your agent for your insurance needs we will always act in your best interests when arranging your policy.

As part of paying your claim, your insurer may require us to deduct the value of sums due (such as premiums or instalments under a credit scheme) before sending the balance of any claims payment to you.

We follow our own conflict management policies and procedures (for example, using information barriers). These are designed to prevent any conflicts of interest adversely affecting or compromising your interests. However, in some cases, where we cannot be reasonably confident that we can prevent the risk of damage to your interests, we will discuss this with you. If you have any concerns in relation to conflicts of interests, please contact us.

## Complaints

We value our relationship with you and we welcome feedback on the service you receive from us. Please tell us if you are dissatisfied with part of our service so that we can improve our products or services. Our aim is that you should benefit from a high quality service using our experience and breadth of insurance broking expertise. We always try to provide a high standard of service but if you ever have cause to complain, please do so by contacting your usual AJG representative by whatever means is convenient to you.

If you wish to deal with someone wholly independent of the branch or division that has been servicing your business, please contact:

Address: Complaints Management Team  
Spectrum Building 55 Blythswood Street Glasgow  
G2 7AT  
Email: [commercialcomplaintsuk@ajg.com](mailto:commercialcomplaintsuk@ajg.com)

We will acknowledge written complaints promptly. Our complaints procedure is available on request.

If you feel that we have not been able to resolve the matter to your satisfaction, after this process you may have the right (subject to eligibility) to refer your complaint to the Financial Ombudsman Service; this address is:

The Financial Ombudsman Service Exchange Tower  
London E14 9SR

Telephone: 0800 0234 567 (from landline)  
Telephone: 0300 123 9 123 (from mobile)

Email: [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)

Website: <http://www.financial-ombudsman.org.uk>

Whether or not you make a complaint to us and/or refer your complaint to the Financial Ombudsman Service, your right to take legal action will not be affected.

## Other territories

Other territories may also offer complaints and dispute resolution arrangements that we are required to follow where we are held to be doing business there.





## Right of set-off

If you are a business, we may at any time, without notice to you, set off any liability of yours to us against any liability of us to you, whether either liability is present or future, liquidated or unliquidated, and whether or not either liability arises under this agreement.

If the liabilities to be set off are expressed in different currencies, we may convert either liability at a market rate of exchange for the purpose of set-off. Any exercise by us of our rights under this clause will not limit or affect any other rights or remedies available to us under this agreement or otherwise..

## Intellectual property rights

We (or our licensors) will retain all ownership, title, copyright and other intellectual property rights in all materials developed, designed or created by us before or during the provision of services to you including systems, methodologies, software, know-how and working papers. We will also retain all ownership, title, copyright and other intellectual property rights in all reports, written advice or other materials provided by us to you. We grant you a royalty - free licence to use those materials, but only for the purposes for which they were created under this agreement and only for as long as this agreement remains in force.

## Termination

Without prejudice to any rights that have accrued under this agreement or any other rights or remedies, either party may terminate the services contemplated under this agreement by giving not less than 30 days' notice in writing to the other.

If our appointment as your broker is terminated or not renewed, we reserve the right to charge an additional or separate fee, agreed with you in advance, for any ongoing services performed from the date on which our appointment terminates. The terms of this agreement will continue to apply in relation to those ongoing services.

Notwithstanding anything else contained in this agreement, we are not required to act for you, or to continue to act for you, if we reasonably consider that to do so would put us in breach of, or would expose us or our affiliates to fines, penalties or sanctions under, any laws, regulations or professional rules. In such circumstances, we will be entitled to terminate our existing relationship with you with immediate effect and will not be responsible or liable to you for any direct or indirect loss which you or any other party may suffer as a result.

## Cancellation of your policy

Your insurance contract may include a cancellation clause. For more details, please refer to your insurer's policy documents. If you wish to cancel a policy please let us know. If your policy is cancelled, the insurer will determine any return premium in relation to policies placed by us.

Please see the section above 'How are we paid for our services?' in relation to our rights to payment of brokerage/commission and fees in the event of policy termination.

## Currency conversion

We may have to convert funds to another currency in order to settle amounts due to insurers. If a repayment of funds is due to you or is requested by you after the currency is converted, then any such payment will be made in the currency to which the funds have been converted. Any shortfall arising from exchange differences remains your liability. If you pay a premium in a different currency or to a bank account in a different currency from that requested, we may, at our discretion, either return the funds to you or convert the money to the required currency. In the latter case, the converted funds will be applied against the amount due with any shortfall arising from exchange differences remaining your liability.

## Severability

The invalidity, illegality or unenforceability of any of the provisions of this agreement will not affect the validity, legality or enforceability of the remaining provisions in this agreement.

## Notices

If notice is given to us under or in connection with this agreement, except as expressly provided in this agreement, it must be in writing and sent to our registered address. We are entitled to give you a notice under or in connection with this agreement at your registered address (if a company or limited liability partnership) or at your last known address (in any other case).

## Third party rights

A person who is not party to this agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce or to enjoy the benefit of any term contained in this agreement.

## Circumstances outside of the parties' control

Neither party will be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement if such delay or failure results from events, circumstances or causes beyond its reasonable control. In that event, the affected party will notify the other as soon as reasonably practicable

## Unexpected acts or events

Neither party will be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement if such delay or failure results from events, circumstances or causes beyond its reasonable control. In that event, the affected party will notify the other as soon as reasonably practicable.

## Transfer of this agreement

Neither party can transfer their rights nor obligations under this agreement in whole or in part to anyone else, except that:

- a) we may transfer all or some of our rights and/or obligations to one or more other members of the Arthur J Gallagher group of companies; and
- b) either party may transfer all or some of our rights and/or obligations to someone else with the prior written consent of the other party, such consent not to be unreasonably withheld or delayed.

## **Governing law and jurisdiction**

The law of England and Wales will apply to this agreement

The parties irrevocably agree that the courts of England and Wales will have the necessary jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter.

## Appendix 8

### **To consider replacing the electrical distribution board at the Llanharan cemetery workshop.**

#### Background

For a number of years the Community Council has used the small building in Llanharan Cemetery as a base. It is the councils storage area and an area where the maintenance team can use to complete repair jobs etc...

This is where the water bowser/tank is filled for watering summer baskets and the van is charged free of charge to the council.

RCT had previously informally agreed that the building could be used until the council's garage on grove terrace can be used, at which point they would take over use of the building for their own purposes.

In the summer of 2024 the electrical distribution board in the building was inspected during a routine statutory inspection and found to be non-complaint, and so disconnected. There has been no power to the building since and the van has been charged at Llanharan railway station at a cost.

After a meeting with RCT officers to explore the situation they have agreed to allow the Community Council to replace the distribution board and obtain an electrical safety certificate at its own cost. The council would then continue to take advantage of free electricity and water until the garage on grove terrace is completed.

The Clerk has obtained 2 quotations from local contractors to replace the distribution board and produce an electrical safety certificate for the installation.

One quotation is for £900\*

The second quotation is for £600\* \*\*

\* Any other non-compliant electrical circuits or fixtures will need to be replaced at additional cost which would require separate quote

\*\* It is currently unclear whether this quotation includes an electrical inspection of the entire building as required.

#### Proposal

Given the urgent need for the power to be restored for safety reasons as winter approaches and daylight hours are reducing, the Clerk seeks approval to engage the a contractor on the most appropriate quote\*\* to change the distribution board and obtain an electrical installation certificate but to allow a spend of up to £1,000 in case of any further work being required to ensure statutory compliance.

Note: This proposal complies with the following clauses of the council's financial regulations.

Clause 4.1b) Authority to spend

.....the Proper Officer, in conjunction with Chair of Council or Chair of the appropriate committee with a delegated budget, for any item costing between £250 and £1,500

*However, the matter having been brought to Council given the nature of the proposal.*

Clause 11.3e)iii)

(if cost).....is below £1,500 and above £250 the Proper Officer shall strive to obtain 3 estimates of the cost of proposed supply.

*The Clerk having striven to obtain 3 quotations and being successful in obtaining 2.*

## Appendix 9

### **To consider the resolutions and recommendations of the ORA Committee meeting held 30th July 2024**

#### **ORA2024/054 Development of small 'Starter plots' on the councils allotment sites.**

##### ***RECOMMENDED***

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.

#### **ORA2024/056 Quotations for work on barriers and gates at Meadow Rise open space.**

##### ***RECOMMENDED***

To select Vendor 1 to carry out the work pending the receipt of proof of public liability insurance. The council's financial regulations (11.3e)iii) being duly satisfied.  
*(Clerk's note: Cost of £700)*

#### **ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps.**

##### ***RECOMMENDED***

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:  
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.

#### **059 Potential eviction of an allotment plot-holder following the expiry of a previously issued 3-month improvement notice as detailed in the confidential report provided.**

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

To issue 1 months' notice of eviction and to evict the plot-holders currently occupying Pendre plot 18 named in the confidential paper presented to the ORA Committee (Appendix 7, 30th July 2024). Under the terms expressed in the warning letters and under the following terms of the tenancy agreement:

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

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

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

And in line with the following clause:

**12. Termination of Tenancy**

c)

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

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

For the Clerk to write to the plot-holders informing them of the eviction decision of the committee along with details of the appeals process and timelines contained in the confidential report presented, in line with Council policy.

## Appendix 10

### **Motion**

Proposer: Cllr Robert Smith

#### Motion

To amend the Council's current policy to assist members of the public who wish to register footpaths as a Public Rights of Way (DMMO applications) to include Bridleways.

#### Clerk's note:

The current policy, referring to footpaths only is reproduced below.

Assisting members of the public who wish to register footpaths as a Public Right of Way'.

i) Members of the public to collect all witness statements and evidence required and to complete the relevant evidence forms accordingly.

ii) The Community Council (previously Members of the public) to complete 'Certificate 1' (Application for a DMMO).

iii) The Community Council will check that all evidence paperwork and Certificate 1 is in order.

iv) The Community Council will complete 'Certificate 2' (To certify that the requirements of paragraph 2 of schedule 14 to the Wildlife Countryside Act 1981 have been complied with. ie Landowners have been contacted and served with a 'Certificate 3' notice or alternative).

v) In order to comply, The Community Council will carry out land registry searches and other investigations in order to identify land owners).

vi) The Community Council will complete 'Certificate 3' (Notice of DMMO application)

and provide this document to landowners.

vii) The Community Council will submit the application to the Local Authority.



Appendix 11

**To note the resolutions of the Community Engagement Committee held 8<sup>th</sup> August 2024.**

CEC2024/030 Spend to allow the drawing up of visual materials (drawings/plans etc..) and to obtain further information to facilitate the public consultation regarding the Eweny Bridge project.

***RESOLVED***

To grant approval to officers to spend up to £850 for the production of a leaflet and other materials including a visual representation of a bridge and a potential path route overlaid onto an appropriate plan and associated work to inform the public consultation. The officers to place orders for the materials and associated work as subsequently directed by the working group. The officer's to ensure quotations are provided and best value is obtained where appropriate and that any orders made comply with the Council's financial regulations. Decisions regarding compliance with financial regulations to be delegated to the Clerk in consultation with the Chair of the Council.

## Appendix 12

### **To consider a scheme to increase the Council's festive display arrangements ready for 2024.**

Two options are presented for consideration

**Option 1**, following the previous resolution of Council:

2024/086 (CEC2024/007 Future placement of Christmas motifs and other decorations from Christmas 2024).

#### **RESOLVED**

To consider adding the following Christmas decorations to the Council's scheme for Christmas 2024:

1 x Large Christmas tree and lights at the green space adjacent to St Ilyd's Meadow.

1 x Large Christmas tree at the roundabout at Heol Y Parc (New Road).

10 x Lamp post 'String lights' along New Road.

1 x Large Christmas tree at Lanley estate (left hand side of roundabout).

8 x Lamp post 'String lights' along entrance to Laneley estate. \*

The Clerk to obtain prices and practical aspects of providing sockets, power and other aspects of delivering the additions and present to the Committee at a future date together with spend/budgeting options.

\*Clerk's note: RCTCBC will not allow festive motifs of any kind to be fitted to the lampposts identified at Laneley estate as they are only 6m tall.

**Option 2**, following a motion from Cllr Andrea James and Chris Parker which takes the effect of removing the 8 x Lamp post 'String lights' along the entrance to Laneley estate and increases the 10 x Lamp post 'String lights' along New Road to 23 lamp post string lights.

Prices for both schemes are set out in the table below.

Note that prices for installation are from Centregreat Ltd and lighting hire from 'The Festive lighting company'. Once a final scheme is approved in principle by council, further quotations will be obtained from other companies authorised to work on RCT lighting columns which will be presented to Council appropriately.

## Option 1

(Detailed quotation from centregreat available in appendix 12a)

- a) With the 3 new Christmas tree pits with power, directly wired from a lamppost. (Necessitating for the tree lights to be manually plugged in via a cable and the cables trailed to the light fitting)

Total centregreat cost for 3 x Christmas tree pits/power option 1 = £1,755

Supply and Installation of 10x New Festive Lighting Cut Out Units with timers = £2,250

- Centregreat one-off subtotal (Installation) = £4,005
- 1 year hire of lights for 10 new lamp posts and 3 Christmas trees (inc ancillary items) = £2,465 (inc £50 delivery)

**Total cost for option 1a) = £6,470**

(Excludes cost of extra 3 x 16ft Xmas trees at Christmas and increased electrical costs)

- b) With the 3 new Christmas tree pits with power, trenched from the nearest lamppost and all powerlines buried.

Total centregreat cost for 3 x Christmas tree pits/power = £3,315

Supply and Installation of 10x New Festive Lighting Cut Out Units with timers = £2,250

- Centregreat one-off subtotal (Installation) = £5,565
- 1 year hire of lights for 10 new lamp posts and 3 Christmas trees (inc ancillary items) = £2,465 (inc £50 delivery)

**Total cost for option 1b) = £8,030**

(Excludes cost of extra 3 x 16ft Xmas trees at Christmas and increased electrical costs)

## Option 2

(Detailed quotation from centregreat available in appendix 12b)

- c) With the 3 new Christmas tree pits with power, directly wired from a lamppost. (Necessitating for the tree lights to be manually plugged in via a cable and the cables trailed to the light fitting)

Total centregreat cost for 3 x Christmas tree pits/power option 1 = £1,755

Supply and Installation of 23x New Festive Lighting Cut Out Units with timers = £5,175

- Centregreat one-off subtotal (Installation) = £6,930
- 1 year hire of lights for 23 new lamp posts and 3 Christmas trees (inc ancillary items) = £4,279 (inc £50 delivery)

**Total cost for option 2a) = £11,209**

(Excludes cost of extra 3 x 16ft Xmas trees at Christmas and increased electrical costs)

- d) With the 3 new Christmas tree pits with power, trenched from the nearest lamppost and all powerlines buried.

Total centregreat cost for 3 x Christmas tree pits/power = £3,315

Supply and Installation of 23 x New Festive Lighting Cut Out Units with timers = £5,175

- Centregreat one-off subtotal (Installation) = £8,490
- 1 year hire of lights for 23 new lamp posts and 3 Christmas trees (inc ancillary items) = £4,279 (inc £50 delivery)

**Total cost for option 2b) = £12,769**

(Excludes cost of extra 3 x 16ft Xmas trees at Christmas and increased electrical costs)

## Proposal

1. Members are invited to decide on which scheme to adopt. Option 1 or Option 2. Or another unlisted option.
2. Members are invited to decide on whether Christmas tree pits/power sockets will be trenched from the nearest lamp post and cables buried or and buried or wired each year from the nearest lamppost (with trailing cables) (option a or b)
3. Once a scheme is decided upon members are invited to approve a spend of up to the relevant amount plus a 10% contingency and whether to delegate the spending of that budget to the CEC.
4. The Clerk will then obtain further quotations and present them to the CEC at its next meeting. If delegated authority is conferred on that Committee then the Committee can make resolutions and instruct the Clerk to place orders.

**Note: Orders for installation works would need to be placed by the end of September.**

5. Members are invited whether to refer costs for installation (currently labelled as Centregreat costs) to the CIL Committee for consideration for CIL spend.

Note: Permission has been obtained from both RCT and Persimmon in principle.

Appendix 12c shows the detailed locations for the 23 lamppost scheme (Option 2)



Units 11-12  
Wyndham Close,  
Brackla Industrial Estate.  
Bridgend, CF31 2AD  
TEL: 01656 650481  
FAX: 01656 649831  
EMAIL: Anthony.Gough@Centregreat.net

<b>To:</b> Leigh Smith	<b>From :</b> Anthony Gough
<b>Email:-</b> <a href="mailto:clerk@llanharan-cc.gov.uk">clerk@llanharan-cc.gov.uk</a>	<b>Pages:</b> 1
<b>Client:</b> Llanharan Community Council	<b>Date:</b> 10 / 10 / 2024
<b>Re:</b> Festive Installation ( QUOTE 2 )	<b>Ref:</b> AG / Llanharan / 2024

Centregreat Ltd would like to thank you for the opportunity to tender for this scheme and we have pleasure in submitting our price for your consideration relating to the New Conversion Work in Llanharan for 2024 .

Item	Description	Cost
<b>Location No 1 Ffordd Fenter / Enterprise Way OPTION 1 DIRECT CONNECTION FROM STREET LIGHTING COLUMN</b>	Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over  New Power Connection from Local Street Lighting Column for Connection to Tree	<b>£ 585.00</b>
<b>Location No 1 Ffordd Fenter / Enterprise Way OPTION 2 UNDERGROUND CONNECTION FROM STREET LIGHTING COLUMN</b>	Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over  Trenching from Closest Street Lighting Column in grass verge to the tree location for installing the connection. SWA Cable Connection from the column into the Tree Pit for powering the tree lights .  Lid will sit on top of the pit for safety when not in use which is able to be walked over	<b>£1105.00</b>
<b>Location No 2 Lanelay Lane Roundabout OPTION 1 DIRECT CONNECTION FROM STREET LIGHTING COLUMN</b>	Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over  New Power Connection from Local Street Lighting Column for Connection to Tree	<b>£ 585.00</b>

<p><b>Location No 2 Lanelay Lane Roundabout OPTION 2 UNDERGROUND CONNECTION FROM STREET LIGHTING COLUMN</b></p>	<p>Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over</p> <p>Trenching from Closest Street Lighting Column in grass verge to the tree location for installing the connection. SWA Cable Connection from the column into the Tree Pit for powering the tree lights .</p> <p>Lid will sit on top of the pit for safety when not in use which is able to be walked over</p>	<p><b>£1105.00</b></p>
<p><b>Location No 3 New Road Roundabout OPTION 1 DIRECT CONNECTION FROM STREET LIGHTING COLUMN</b></p>	<p>Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over</p> <p>New Power Connection from Local Street Lighting Column for Connection to Tree</p>	<p><b>£ 585.00</b></p>
<p><b>Location No 3 New Road Roundabout OPTION 2 UNDERGROUND CONNECTION FROM STREET LIGHTING COLUMN</b></p>	<p>Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over</p> <p>Trenching from Closest Street Lighting Column in grass verge to the tree location for installing the connection. SWA Cable Connection from the column into the Tree Pit for powering the tree lights .</p> <p>Lid will sit on top of the pit for safety when not in use which is able to be walked over</p>	<p><b>£1105.00</b></p>
<p><b>Various Locations Throughout Llanharan and Neighbouring Area</b></p>	<p>Supply and Installation of 10no New Festive Lighting Cut Out Unit into columns to be confirmed –</p> <p>Cut Out units will be complete with digital timers for programming</p>	<p><b>£2250.00</b></p>

**Please note the following list of qualifications**

- We have allowed for plant, Competent tester & labourer
- We have allowed for some works to be carried out at night if necessary
- No allowance has been made for major traffic management
- We have assumed that access is available to all areas

Our standard terms and conditions apply and are available on request

Quotations are based on current costs for labour, plant and materials and will remain open for a period of thirty days after which time rates may be amended or subject to confirmation.

Payment is due within thirty days of our progress application or invoice date to approved accounts only.

**All rates are strictly nett of VAT at the prevailing rate.**



Should you require any additional information then please do not hesitate to contact us.

Yours faithfully

**Anthony Gough**

**Festive Lighting Contract Manager**

**Centregreat Ltd**

**Tel : 01656 650481**

**Mob : 07810 773897**







Units 11-12  
Wyndham Close,  
Brackla Industrial Estate.  
Bridgend, CF31 2AD  
TEL: 01656 650481  
FAX: 01656 649831  
EMAIL: Anthony.Gough@Centregreat.net

<b>To:</b> Leigh Smith	<b>From :</b> Anthony Gough
<b>Email:-</b> <a href="mailto:clerk@llanharan-cc.gov.uk">clerk@llanharan-cc.gov.uk</a>	<b>Pages:</b> 1
<b>Client:</b> Llanharan Community Council	<b>Date:</b> 10 / 10 / 2024
<b>Re:</b> Festive Installation ( QUOTE 1 )	<b>Ref:</b> AG / Llanharan / 2024

Centregreat Ltd would like to thank you for the opportunity to tender for this scheme and we have pleasure in submitting our price for your consideration relating to the New Conversion Work in Llanharan for 2024 .

Item	Description	Cost
<b>Location No 1 Ffordd Fenter / Enterprise Way OPTION 1 DIRECT CONNECTION FROM STREET LIGHTING COLUMN</b>	Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over  New Power Connection from Local Street Lighting Column for Connection to Tree	<b>£ 585.00</b>
<b>Location No 1 Ffordd Fenter / Enterprise Way OPTION 2 UNDERGROUND CONNECTION FROM STREET LIGHTING COLUMN</b>	Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over  Trenching from Closest Street Lighting Column in grass verge to the tree location for installing the connection. SWA Cable Connection from the column into the Tree Pit for powering the tree lights .  Lid will sit on top of the pit for safety when not in use which is able to be walked over	<b>£1105.00</b>
<b>Location No 2 Lanelay Lane Roundabout OPTION 1 DIRECT CONNECTION FROM STREET LIGHTING COLUMN</b>	Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over  New Power Connection from Local Street Lighting Column for Connection to Tree	<b>£ 585.00</b>

<p><b>Location No 2 Lanelay Lane Roundabout OPTION 2 UNDERGROUND CONNECTION FROM STREET LIGHTING COLUMN</b></p>	<p>Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over</p> <p>Trenching from Closest Street Lighting Column in grass verge to the tree location for installing the connection. SWA Cable Connection from the column into the Tree Pit for powering the tree lights .</p> <p>Lid will sit on top of the pit for safety when not in use which is able to be walked over</p>	<p><b>£1105.00</b></p>
<p><b>Location No 3 New Road Roundabout OPTION 1 DIRECT CONNECTION FROM STREET LIGHTING COLUMN</b></p>	<p>Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over</p> <p>New Power Connection from Local Street Lighting Column for Connection to Tree</p>	<p><b>£ 585.00</b></p>
<p><b>Location No 3 New Road Roundabout OPTION 2 UNDERGROUND CONNECTION FROM STREET LIGHTING COLUMN</b></p>	<p>Supply and Installation of New Permanent Festive Lighting Christmas Tree Pit – Lid will sit on top of the pit for safety when not in use which is able to be walked over</p> <p>Trenching from Closest Street Lighting Column in grass verge to the tree location for installing the connection. SWA Cable Connection from the column into the Tree Pit for powering the tree lights .</p> <p>Lid will sit on top of the pit for safety when not in use which is able to be walked over</p>	<p><b>£1105.00</b></p>
<p><b>Various Locations Throughout Llanharan and Neighbouring Area</b></p>	<p>Supply and Installation of 23no New Festive Lighting Cut Out Unit into columns to be confirmed –</p> <p>Cut Out units will be complete with digital timers for programming</p>	<p><b>£5175.00</b></p>

**Please note the following list of qualifications**

- We have allowed for plant, Competent tester & labourer
- We have allowed for some works to be carried out at night if necessary
- No allowance has been made for major traffic management
- We have assumed that access is available to all areas

Our standard terms and conditions apply and are available on request

Quotations are based on current costs for labour, plant and materials and will remain open for a period of thirty days after which time rates may be amended or subject to confirmation.

Payment is due within thirty days of our progress application or invoice date to approved accounts only.

**All rates are strictly nett of VAT at the prevailing rate.**



Should you require any additional information then please do not hesitate to contact us.

Yours faithfully

**Anthony Gough**

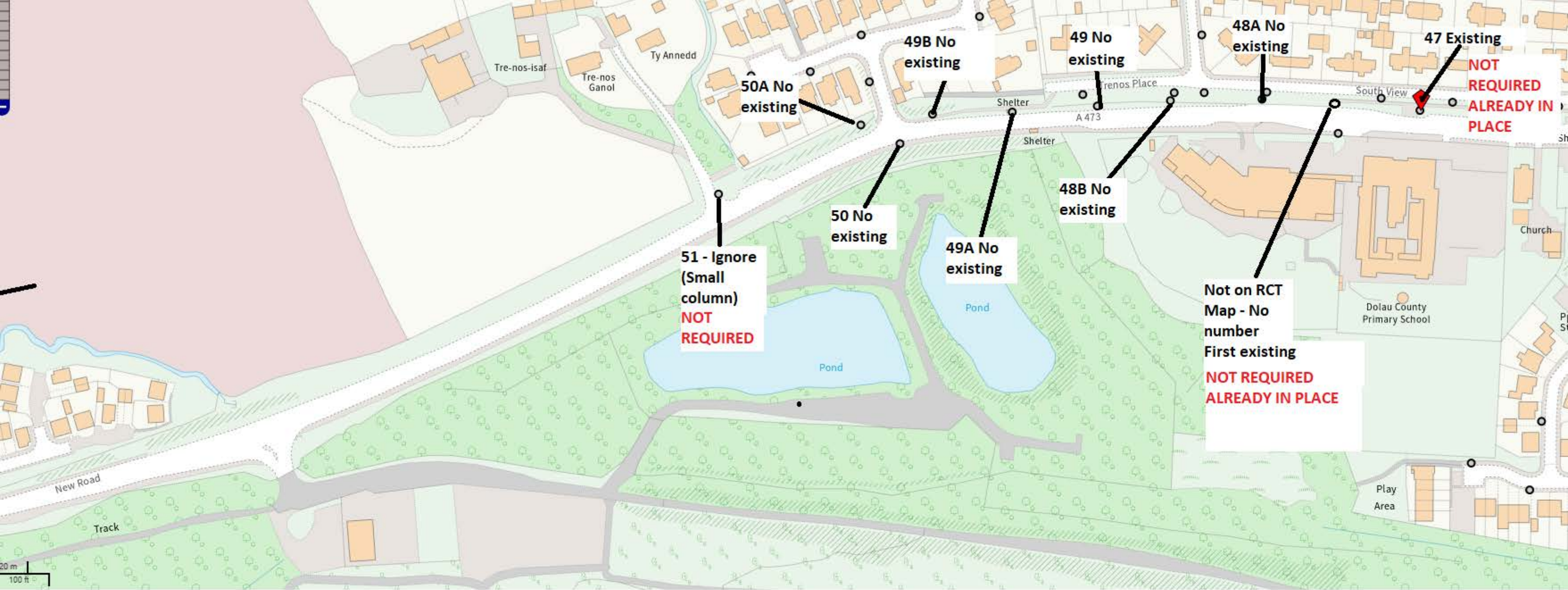
**Festive Lighting Contract Manager**

**Centregreat Ltd**

**Tel : 01656 650481**

**Mob : 07810 773897**





50A No existing

49B No existing

49 No existing

48A No existing

47 Existing

**NOT REQUIRED  
ALREADY IN PLACE**

51 - Ignore  
(Small column)  
**NOT REQUIRED**

50 No existing

49A No existing

48B No existing

Not on RCT  
Map - No  
number  
First existing  
**NOT REQUIRED  
ALREADY IN PLACE**

New Road

Track

20 m  
100 ft

Tre-nos-isaf  
Tre-nos Ganol

Ty Annedd

Shelter

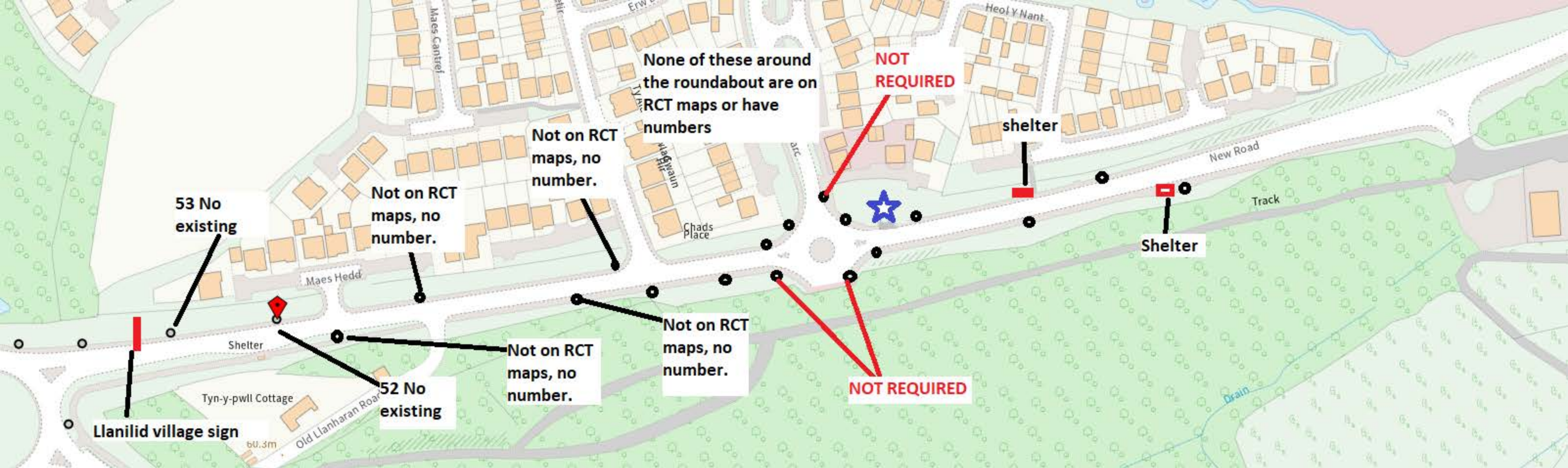
Trenos Place  
A 473

South View

Dolau County  
Primary School

Church

Play  
Area

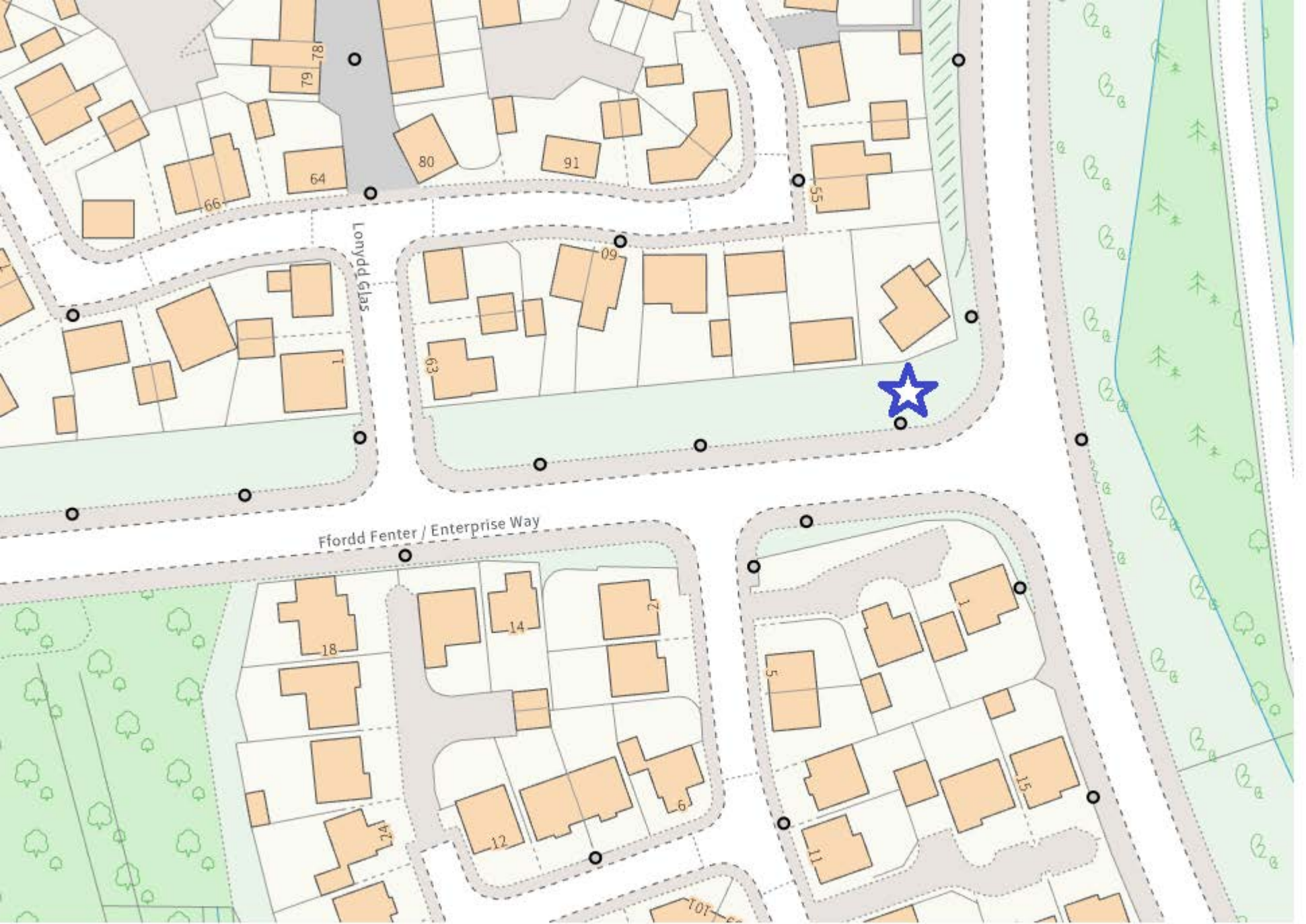


Xmas Tree location (With power for festive lights) See separate sheet

Site visit required to decide on precise location depending on location of power supply.



**Location of Xmas tree socket (and power for festive lights).  
site visit required to check precise location and power supply.**



**Xmas Tree location (with power for festive lights) See separate sheet**

**Site visit required to decide on precise location depending on location of power supply.**

LOCATION No 1

© 2023 Google

FORD FENTER  
ENTERPRISE WAY





LOCATION No 2



LOCATION No 3



## **Resolutions and recommendations of the HR Committee 10<sup>th</sup> September 2024**

### **HR2024/017 Staff training plans**

#### ***RESOLVED***

To adopt the draft training plan presented as Appendix 2 to the HR meeting  
Clerk's note: This alludes to the staff training element of the Council's training plan presented as agenda item 25 and appendix 16 to this meeting.

### **HR2024/018 Arrangements for staff appraisals**

#### ***RESOLVED***

To adopt the proposal set out in Appendix 3 presented to the meeting with the following 3 amendments:

1. That the HR Committee will set by resolution any personal targets to be included in the Clerk's appraisal and review performance against the previous year's targets.
2. That the appraisal forms be altered to include a question on the employees wellbeing
3. That the appraisal forms be altered to include a question on what can be changed to help the employee.

### **HR2024/019 Headcount review**

#### ***RESOLVED***

To defer the matter to a future meeting of the committee.

### **HR2024/020 Reviewing of staff contracts**

#### ***RESOLVED***

To defer the matter to a future meeting of the committee.

### **HR2024/021 Amendment to the Senior groundsperson's payment terms.**

#### ***RESOLVED***

To change the terms of payment as set out in Appendix 6 as presented to the meeting

## Appendix 14

### **To consider increasing the surety cover for the memorial garden (Grove Terrace) sewer diversion.**

On the advice of our consultants, Vale Consultancies The council has resolved the following:

2024/016 Memorial Garden CIL project Costs

#### ***RESOLVED***

To authorise the officers to arrange the necessary surety cover with a suitable provider up to a maximum value of £1129.13 to cover a 2-year period. This cover being necessary for the S185 Sewer diversion application to DCWW for the memorial garden project. Monies to be taken from CIL funds for the project.

And

2024/044 Signing of the agreements and documentation required to arrange the surety cover required for the Sewer diversion (Section 185) agreement for the memorial garden.

#### ***RESOLVED***

As required by standing order 23, to authorise via resolution of the Council, the Chair of the Council, Councillor David Evans and Councillor Robert Smith to be authorised to sign (execution of deed) on behalf of the Council as a party to the Section agreement arrange to provide surety cover as part of the Section 185 agreement with Welsh Water as per the execution block presented in appendix 13.

The Council's solicitor, in consultation with Welsh Water has discovered that the advice provided by Vale Consultancies was incorrect and rather than cover being required for a third of the cost of the work required to divert the sewer circa (£7,390), cover is in fact required for the total cost of the work to divert the sewer (£22,169.75).

The broker has arranged such cover and the increase in cost is £1,781.24 giving a total cost for the cover of £29,10.37

Proposal:

To authorise the Clerk to arrange the appropriate cover and to pay the extra £1,781.24 from CIL funds for the project.

And

s required by standing order 23, to authorise via resolution of the Council, the Chair of the Council, Councillor David Evans and Councillor Robert Smith to be authorised to sign (execution of deed) on behalf of the Council as a party to the Section agreement arrange to provide surety cover as part of the Section 185 agreement with Welsh Water as per the execution block presented in appendix 14a

Leigh Smith  
 Llanharan Community Council  
 2a Chapel Road  
 Llanharan  
 South Wales  
 CF72 9QA


Date. Friday, 06 September 2024

Invoice Number: NW/LCC/WW/QLO74990-01 REV

Reference	Transaction	Amount
REVISED QLO74990 Contractor Beneficiary Surety Bond Amount Period	Section 185 Llanharan Community Council Welsh Water HCC International Insurance Company Plc £ 22,169.75 2 years, thereafter additional premiums will be charged at £6% per annum pro rata (subject always to a minimum premium of £750.00) payable in advance with no refund for any part period  New Bond amount 2 year Premium Admin & Issue Fee Total Due  Already Paid Admin & Issue Fee Total credit against new Bond amount  Balance Due	£ 2,660.37 £ 250.00 <b>£ 2,910.37</b>  £ 879.13 £ 250.00 -£1,129.13  <b>£ 1,781.24</b>
Total Due	VAT Exempt - IPT not applicable	£ 1,781.24

**Balance payable to 'Nationwide Sureties Ltd'**


**Banks Details**

<b>Bank</b>	HSBC 
<b>Sort Code</b>	40-29-17
<b>Account Name</b>	Nationwide Sureties Ltd -Trust Account
<b>Account Number</b>	33663477

**Payment due with this invoice**

Bonds & Guarantees will not be released until we are in receipt of cleared funds

**Nationwide Sureties Ltd**  
**P.O. Box 283**  
 Liverpool  
 L23 8WB

 0151 931 5599

E Mail [nationwidesureties@gmail.com](mailto:nationwidesureties@gmail.com)

**PREMIUM PAYMENT COMMITMENT**

**IN CONSIDERATION** of HCC International Insurance Company plc ("**Surety**") issuing as surety on behalf of **LLANHARAN COMMUNITY COUNCIL** ("**Developer**") a bond (No. **QLO74990**) ("**Bond**") in the sum of **£22,169.75** ("**Initial Bond Amount**") in favour of **DWR CYMRU CYFYNGEDIG**, the Developer hereby commits and undertakes to pay on demand to the Surety premium in the sum of £2,660.37 (calculated at a rate of **£6.00%** per annum (the "**Initial Annual Rate**") on the Initial Bond Amount) for the period from the date of this deed and being the date on which the Surety has signed the Bond (the "**Bond Signature Date**") to and excluding the second anniversary of the Bond Signature Date.

Unless and until the Surety is wholly and absolutely released from its obligations under the Bond to its absolute satisfaction, on the second and each subsequent anniversary of the Bond Signature Date, the Developer commits and undertakes to pay further premium for the next following 12-month period calculated at the Applicable Annual Rate (as defined below) on the Surety's maximum liability under the Bond at the relevant anniversary date (as determined by the Surety) but subject always to a minimum premium amount of **£750.00** per annum.

The "**Applicable Annual Rate**" shall be as follows:

<b>Anniversary of Bond Signature Date:</b>	<b>Applicable Annual Rate:</b>
Second anniversary	<b>100%</b> of the Initial Annual Rate
Third anniversary	<b>100%</b> of the Initial Annual Rate
Fourth anniversary	<b>120%</b> of the Initial Annual Rate.
Fifth anniversary	<b>150%</b> of the Initial Annual Rate.
Sixth anniversary	<b>180%</b> of the Initial Annual Rate.
Seventh anniversary	<b>210%</b> of the Initial Annual Rate.
Eighth anniversary	<b>250%</b> of the Initial Annual Rate
Each and every subsequent anniversary	<b>250%</b> of the Initial Annual Rate.

Premium is payable in advance and, once paid, is deemed fully earned and non-refundable (in whole or in part).

Interest shall be charged on any late payment of premium for the period from and including the date on which it became due and payable to the date of actual payment (after as well as before judgment) at the annual rate of 2% above the base rate from time to time of the Bank of England compounded on a quarterly basis (where that base rate is a negative number that base rate shall be construed to be zero for the purposes of this calculation).

The Surety's calculation of premium and interest payable hereunder shall be conclusive.

This deed may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts shall together constitute one agreement.

This deed and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with English Law. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction over any dispute or claim (including non-contractual disputes or claims) that arises out of or in connection with this deed or its subject matter or formation.

IN WITNESS whereof this commitment and undertaking is executed as a deed this ..... day  
of .....

**LLANHARAN COMMUNITY COUNCIL** (formed under the Local Government Act 1972) of 2A Chapel Road, Llanharan, CF72 9QA

SIGNED AS A DEED BY

.....  
Name (block capitals)

.....  
As Chair of and on behalf of Llanharan Community Council

and

.....  
Name (block capitals)

.....  
As a Councillor member of and on behalf of Llanharan Community Council

In the presence of and witnessed by:-

.....  
Name (block capitals)

.....  
As the Clerk and Proper Officer of Llanharan Community Council

This signed authorised by resolution of Council.

Minute reference .....

Executed as a deed by

.....

As attorney for and on behalf of

**HCC INTERNATONAL INSURANCE COMPANY PLC**

In the presence of:-

Witness Signature :

.....

***I confirm the witness was physically present at the time I signed this deed.***

.....  
***I confirm I was physically present at the time this deed was signed by the signatory.***

Witness Name :

.....

Occupation :

.....

Bond Number :

QLO74990



## PREMIUM PAYMENT COMMITMENT

### Premium Ratchet Table

The table below illustrates how the Initial Annual Rate will increase under the “Premium Payment Commitment” Letter.

Initial Annual Rate i.e. 100%	Anniversary of Issue of the Bond							
	Second i.e. 100%	Third i.e. 100%	Fouth i.e. 120%	Fifth i.e. 150%	Sixth i.e. 180%	Seventh i.e. 210%	Eighth i.e. 250%	Subsequent i.e. 250%
0.50	0.500	0.500	0.600	0.750	0.900	1.050	1.250	1.250
0.75	0.750	0.750	0.900	1.125	1.350	1.575	1.875	1.875
1.00	1.000	1.000	1.200	1.500	1.800	2.100	2.500	2.500
1.25	1.250	1.250	1.500	1.875	2.250	2.625	3.125	3.125
1.50	1.500	1.500	1.800	2.250	2.700	3.150	3.750	3.750
1.75	1.750	1.750	2.100	2.625	3.150	3.675	4.375	4.375
2.00	2.000	2.000	2.400	3.000	3.600	4.200	5.000	5.000
2.25	2.250	2.250	2.700	3.375	4.050	4.725	5.625	5.625
2.50	2.500	2.500	3.000	3.750	4.500	5.250	6.250	6.250
2.75	2.750	2.750	3.300	4.125	4.950	5.775	6.875	6.875
3.00	3.000	3.000	3.600	4.500	5.400	6.300	7.500	7.500
3.25	3.250	3.250	3.900	4.875	5.850	6.825	8.125	8.125
3.50	3.500	3.500	4.200	5.250	6.300	7.350	8.750	8.750
3.75	3.750	3.750	4.500	5.625	6.750	7.875	9.375	9.375
4.00	4.000	4.000	4.800	6.000	7.200	8.400	10.000	10.000
4.25	4.250	4.250	5.100	6.375	7.650	8.925	10.625	10.625
4.50	4.500	4.500	5.400	6.750	8.100	9.450	11.250	11.250
4.75	4.750	4.750	5.700	7.125	8.550	9.975	11.875	11.875
5.00	5.000	5.000	6.000	7.500	9.000	10.500	12.500	12.500
5.25	5.250	5.250	6.300	7.875	9.450	11.025	13.125	13.125
5.50	5.500	5.500	6.600	8.250	9.900	11.550	13.750	13.750
5.75	5.750	5.750	6.900	8.625	10.350	12.075	14.375	14.375
6.00	6.000	6.000	7.200	9.000	10.800	12.600	15.000	15.000
6.25	6.250	6.250	7.500	9.375	11.250	13.125	15.625	15.625
6.50	6.500	6.500	7.800	9.750	11.700	13.650	16.250	16.250
6.75	6.750	6.750	8.100	10.125	12.150	14.175	16.875	16.875
7.00	7.000	7.000	8.400	10.500	12.600	14.700	17.500	17.500
7.25	7.250	7.250	8.700	10.875	13.050	15.225	18.125	18.125
7.50	7.500	7.500	9.000	11.250	13.500	15.750	18.750	18.750
7.75	7.750	7.750	9.300	11.625	13.950	16.275	19.375	19.375
8.00	8.000	8.000	9.600	12.000	14.400	16.800	20.000	20.000
8.25	8.250	8.250	9.900	12.375	14.850	17.325	20.625	20.625
8.50	8.500	8.500	10.200	12.750	15.300	17.850	21.250	21.250
8.75	8.750	8.750	10.500	13.125	15.750	18.375	21.875	21.875
9.00	9.000	9.000	10.800	13.500	16.200	18.900	22.500	22.500
9.25	9.250	9.250	11.100	13.875	16.650	19.425	23.125	23.125
9.50	9.500	9.500	11.400	14.250	17.100	19.950	23.750	23.750
9.75	9.750	9.750	11.700	14.625	17.550	20.475	24.375	24.375
10.00	10.000	10.000	12.000	15.000	18.000	21.000	25.000	25.000

Appendix 15

**To consider a motion to arrange a celebration event to commemorate the 80th anniversary of D-Day (Anniversary date Thursday 8th May 2025).**

Motion proposed by Cllr Janine Turner:

To hold a celebration event to commemorate the 80th anniversary of VE day.

The date of the anniversary being Thursday 8<sup>th</sup> 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 as directed by a working group set up to make suitable arrangements for the event.



# LLANHARAN COMMUNITY COUNCIL

## CYNGOR CYMUNED LLANHARAN

2A Chapel Road, Llanharan, Pontyclun, CF72 9QA 01443 231430

### **TRAINING PLAN: 2024/25 – 2025/26**

Date approved: **xxxxxx**

Minute reference: **xxxx/xxx**

#### **Reviewed annually**

Llanharan Community Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to implement a plan setting out what it proposes to do to address the training needs of councillors and employees.

This training plan has been prepared based on guidance issued by One Voice Wales and the Society of Local Council Clerks. Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the Council to be supported by a well thought out approach to its training and development needs. The commitment contained in this training plan will assist the Council to enhance its approach to the delivery of high-quality services to its community. The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

The purpose of the training plan is to ensure that collectively, councillors and employees possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all councillors and employees to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of community and town councillors to reflect the training needs resulting from changes to council membership and to provide for the election of new councillors. This is the Community Council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

In regards to council employees, annual performance reviews identify individual training opportunities. To determine councillors' immediate training priorities an initial training needs analysis has been made of the essential skills needed and an assessment made as to whether the Council feels there is sufficient coverage and depth across the Council for it to operate effectively.

The Clerk's will help guide and support new members during the first 6 to 12 months of their term of office. A further assessment of councillor training needs will be conducted later in the financial year, when new councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities.

Notwithstanding this, there are core areas to address to ensure the Council has sufficient skills and understanding. These are:

- Basic Induction for Councillors.
- The Code of Conduct for members of local authorities in Wales.
- Financial Management and Governance.

In addition to these areas, the Council will want to consider if there are new challenges and opportunities it may wish to explore for example, such as those offered by the General Power of Competence. In which case it may decide there are new skills for councillors and employees to attain going forward from the publication of this inaugural training plan.

This training plan identifies initial requirements and is a snapshot of the training needs at this point in time. The plan will be revisited and updated periodically over the next five years and leading up to the next set of local government ordinary elections planned for May 2027.

Following council approval, the training plan will be published on the Council Website.

In terms of the Council's initial plans these are set out in the following table:

<b>Member training</b>					
<b>WHO</b>	<b>WHAT</b>	<b>HOW</b>	<b>WHEN</b>	<b>COMMENTARY</b>	<b>OUTCOME</b>
All councillors	Basic in-house induction to the Council	Induction pack and one to one advice/support delivered by Clerk.	At point of election/co-option	<p>Basic induction providing an overview and understanding of how the Council operates. A member information pack was issued to all new Councillors to support the induction Program incorporating the following:</p> <ul style="list-style-type: none"> <li>-Financial regulations.</li> <li>-Standing orders.</li> <li>-Good Councillor's guide.</li> <li>-Schedule of code of conduct.</li> <li>-Ombudsman's guide to code of conduct.</li> <li>-OVW Code of conduct online training pack</li> <li>-Declaration of acceptance of office</li> <li>- Councillor personal information sheet</li> <li>- Register of members interest form.</li> <li>- Vexatious policy</li> </ul>	Completed
All councillors	OVW training module – 'New Councillor induction'	Formal training	Within 6 months of taking office (new councillors)		Proposed (for any members joining post May 24)
All councillors	OVW training module 1 – The Council	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> <li>• The Council as a Corporate Body</li> <li>• The "Team" of Members and Staff</li> <li>• The Council's Role</li> <li>• Working with Unitary Authorities</li> <li>• Building Partnership Working</li> </ul>	Proposed for all non-county borough members who have not completed minus those who have self-assessed as not

					required and those who have not already attended (9)
All councillors	OVW training module 2 – The Councillor	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> <li>• The Councillor and their Commitment</li> <li>• Register of Interests</li> <li>• Code of Conduct and Ethical Behaviour</li> <li>• Monitoring Officers and Standards Committees</li> <li>• Debating and Making Decisions</li> <li>• Representing Your Electorate</li> <li>• Building Bridges</li> </ul>	Proposed for all non-county borough members who have not completed minus those who have self-assessed as not required and those who have not already attended (9)
All councillors	OVW training module 4 – Understanding the law	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> <li>• Statutory duties and powers</li> <li>• Ultra Vires</li> <li>• The Powers of Delegation</li> <li>• Welsh Language Act</li> <li>• The duty to promote Equal Opportunities</li> </ul>	Proposed for 33% of members upon request minus one member who has attended. (4)

				<ul style="list-style-type: none"> <li>• Data Protection and FOI Act</li> <li>• Sources of advice</li> </ul>	
All councillors	OVW training module 7 – Health & Safety	Formal training	Over financial years 2024/25 and 2025/26	To explore the legal obligations of Councils and to highlight the processes and procedures that need to be in place to ensure compliance.	Proposed For 33% of members upon request minus one member who has attended (4).
All councillors	OVW training module 9 – Code of conduct	Formal training	Over financial years 2024/25 and 2025/26	<p>A highly interactive and informative module that enables participants to understand the Nolan principles of public life and develop a more in-depth knowledge of the Code of Conduct and how it applies to local Councillors.</p> <p>The module specifically covers the following:</p> <p>The Nolan Principles  What Councillors must do and must not do  Personal/Prejudicial interests  Predetermination &amp; Predisposition  How the Code is Policed</p>	Proposed for non-county borough members who have not completed minus those who have self-assessed as not required and those who have not already attended (9)
Council and Committee Chairs	OVW training module 5 – The Council meeting	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> <li>• Calling meetings</li> <li>• Types of meetings</li> <li>• Standing Orders</li> </ul>	Proposed for 33% of members upon request (5)

				<ul style="list-style-type: none"> <li>• Agendas</li> <li>• Conducting the meeting</li> <li>• Passing resolutions</li> <li>• Recording proceedings</li> </ul>	
Council and Committee Chairs	OVW training module 10 – Chairing skills	Formal training	Over financial years 2024/25 and 2025/26	To explore the role of the Chair and to consider the associated issues and highlight effective approaches to effective chairing of meetings	Proposed for all Council and Committee Chair's and Deputy Chairs . Taking into account those current chairs and deputies who have already attended = 5 (Est 3 tbc)
Members of the Audit Committee	OVW training module 6 – Local government finance	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> <li>• The Role of the Responsible Finance Officer</li> <li>• Accounting and Strategy Guidance</li> <li>• Financial Regulations and Risk Assessment</li> <li>• Budgets and Precepts</li> <li>• Internal and External Audit</li> <li>• Insurance</li> </ul>	Proposed for members of Audit committee (5)



				<ul style="list-style-type: none"> <li>Income and Expenditure Powers</li> <li>Other Sources of Income</li> </ul>	
Members of the Audit Committee	OVW training module 21 – Understanding local government finance - Advanced	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> <li>Governance and Accountability</li> <li>Roles and Responsibilities</li> <li>The Annual Governance Statement</li> <li>The Statement of Accounts</li> <li>Internal Controls and their Review</li> <li>Compliance with the Law</li> <li>The Rights of Electors</li> <li>Risk Assessment</li> <li>Internal Audit</li> <li>Liabilities and Commitments</li> <li>Trust Funds</li> <li>Reserves and Provisions</li> <li>Investments</li> </ul>	Proposed for members of Audit Committee except one member who has already attended (4)
Members of the Human Resource Committee	OVW training module 3 – The council as an employer.	Formal training	Over financial years 2024/25 and 2025/26	<ul style="list-style-type: none"> <li>Contracts of Employment</li> <li>Role and Person Specification</li> <li>Recruitment and Retention</li> </ul>	Proposed for members of HR Committee (5)

				<ul style="list-style-type: none"> <li>• Discipline, Grievance and Appeals</li> <li>• Health and Safety</li> <li>• Training and Development</li> <li>• Sources of Advice</li> </ul>	
Members of the Human Resource Committee	OVW training module 18 – Managing staff	Formal training	Over financial years 2024/25 and 2025/26	To provide an insight into the ways in which Councils can arrange for the effective management of their staff.	Proposed for members of HR Committee (5)
Members of the Community engagement committee	OVW training module 8 – Introduction to Community engagement	Formal training	Over financial years 2024/25 and 2025/26	The aim of this introductory module is to explore what is meant by the term ‘community engagement’ and how councils and Councillors can improve how they engage with the communities they serve. Using an interactive approach, the module explores why, how and where Councillors currently engage with their communities. The session includes a brief overview of key public policy in relation to community engagement and covers the key elements and terminology of community engagement. There is an opportunity for Councillors to share and learn from their personal experiences and the session ends with a community engagement planning exercise.	Proposed for members of CEC (5)
Members of the Community engagement committee	OVW training module 13 – Community engagement Part 2 (Tools and techniques)	Formal training	Over financial years 2024/25 and 2025/26	To provide an insight into the way in which Councils can build on community engagement approaches and provide real leadership to help their communities and towns grow and thrive.	Proposed for members of CEC (5)

**Staff training**

The Clerk and / or Deputy Clerk	Certificate in Local Council Administration (CiLCA)	Formal Qualification	Financial year 2025/26	The CiLCA qualification is the SLCC recognized formal qualification for Council Officers. The qualification provides a broad knowledge of all the aspects of a clerk's work including roles and responsibilities, the law, procedures, finance planning and community involvement. CiLCA has been tailored to meet the occupational standards for clerks and chief officers of a local council. The Clerk being CiLCA qualified is one of the requirements for a council to achieve the General power of competence.	Proposed for the Clerk (1)
The Clerk and/or Deputy Clerk	OVW training modules 1-10 Plus modules 13- 20 and module 22.	Formal Qualification	Over financial years 2024/25 and 2025/26		Proposed (1)
The Responsible Financial Officer (RFO)	OVW training modules 6 and 21.	Formal Qualification	Over financial years 2024/25 and 2025/26		Proposed (1)
Senior grounds- person	Manual handling	Formal Qualification	Over financial years 2024/25 and 2025/26		Proposed (1)
Senior grounds- person	Hand-Arm Vibration training.	Formal Qualification	Over financial years 2024/25 and 2025/26		Proposed (1)
Senior grounds- person	Lone worker safety	Formal Qualification	Over financial years 2024/25 and 2025/26		Proposed (1)

**ESTIMATED COSTS OF THE TRAINING FOR MEMBERS IN EACH FINANCIAL YEAR FOR THE CURRENT COUNCIL TERM TO MAY 2027** (To be included in the annual budget for each of the remaining financial years of the term):

(This table to include the amount in the current 2024/25 budget)

Note: This analysis assumes no change of membership of the council and assumes a total of 4 chairs (for 6 positions).

It also assumes a 75% take up of the training by members

<b>Financial Year</b>	<b>Amount to be included in the budget at 2024 Prices</b>	<b>Comments</b>
2024/25	£1,080	Comprising all costs for training detailed above for members training split over 2 years. Note 2024/25 budget is £750 for member training so virements from general reserves would be required to meet this plan should all training be completed.
2025/26	£1,080	Comprising all costs for training detailed above for members training split over 2 years.

**Note: Members to arrange their own training in line with this plan, informing the Clerk accordingly. Where limited spaces are allocated by the plan then members to check with the Clerk prior to booking.**

**ESTIMATED COSTS OF THE TRAINING FOR STAFF IN EACH FINANCIAL YEAR FOR THE CURRENT COUNCIL TERM TO MAY 2027** (To be included in the annual budget for each of the remaining financial years of the term):

(This table to include the amount in the current 2024/25 budget)

Note: This analysis assumes no change of staff headcount or staff turnover.

It also assumes a 75% take up of the training by staff

<b>Financial Year</b>	<b>Amount to be included in the budget at 2024 Prices</b>	<b>Comments</b>
2024/25	£605	Comprising all costs for training detailed above for staff training split over 2 years. Note 2024/25 budget is £750 for staff training so no virements from general reserves would be required to meet this plan should all training be completed over 2 years.
2025/26	£1,6056	Comprising all costs for training detailed above for staff training split over 2 years. Plus CILCA

## Appendix 17

### **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: 23rd July 2024  
Our Ref: 24/0697/FUL  
Please ask for: Amy Marshall  
Telephone: 01443 281130  
Email: Amy.Marshall@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

**Fy Nghyf/My Ref:** 24/0697/FUL  
**Datblygiad** Single storey rear extension  
**Arfaethedig/**  
**Proposal :**  
**Lleoliad/Location:** 28 St Peters Avenue Llanharan Rhondda Cynon Taf CF72  
9UQ

***CONSULTATION - COMMENTS TO BE RECEIVED BY: 13.08.2024..***

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

*Amy Marshall*

Planning Officer



To: Llanharan Community Council  
Community Councillor

Date: 25th July 2024  
Our Ref: 24/0736/FUL  
Please ask for: Barry Worthington  
Telephone: 01443 281130  
Email: barry.j.worthington@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

This application is in or affecting the Ref: CEB4/2F-CON~ Name: Llanharan.

<b>Fy Nghyf/My Ref:</b>	24/0736/FUL
<b>Datblygiad Arfaethedig / Proposal:</b>	Remove shared chimney stack to below the roof line and replace with in-keeping Welsh slate to match the existing roof.
<b>Lleoliad / Location</b>	5 Church Terrace, Llanharan, CF72 9NT,

***CONSULTATION - COMMENTS TO BE RECEIVED BY: 15.08.2024..***

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

*Barry Worthington*

Planning Officer





To: Llanharan Community Council  
Community Councillor

Date: 26th July 2024  
Our Ref: 24/0582/FUL  
Please ask for: James Emery  
Telephone: 01443 281130  
Email: james.emery@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

**Fy Nghyf/My Ref:**  
**Datblygiad Arfaethedig / Proposal:**

24/0582/FUL  
Provision of parking area and allowance of sales of plants to the public on site, on a seasonal basis.

**Lleoliad / Location**

Llanilid Nurseries (Horticulture), Pencoed, CF35 5LA,

***CONSULTATION - COMMENTS TO BE RECEIVED BY: 16.08.2024..***

I have received this application for permission to develop under the above act. I should be grateful if your Council would return any observations you may have concerning the application to me by the above date.

Please bear in mind that any observations received may be disclosed to the applicant or otherwise made public in the normal course of the Council's business.

Yours faithfully

*James Emery*

Planning Officer



To: Llanharan Community Council  
Community Councillor

Date: 13th August 2024  
Our Ref: 19/1200/RES  
Please ask for: Jim Bailey  
Telephone: 01443 2881132  
Email: david.j.bailey@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

**Fy Nghyf/My Ref:**  
**Datblygiad Arfaethedig / Proposal:**

19/1200/RES  
Reserved matters application for the  
erection of 607 dwellings and associated  
infrastructure (Phases 5, 6, 7 and 8)  
(amended plans received 22/07/24)

**Lleoliad / Location**

Land At Former Open Cast Coal Site And  
Land To The North Of The A473, Llanilid, ,

***CONSULTATION - COMMENTS TO BE RECEIVED BY: 03.09.2024..***

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

*Jim Bailey*

Development Control Manager



To: Llanharan Community Council  
Community Councillor

Date: 15th August 2024  
Our Ref: 24/0762/FUL  
Please ask for: Amy Marshall  
Telephone: 01443 281130  
Email: Amy.Marshall@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

<b>Fy Nghyf/My Ref:</b>	24/0762/FUL
<b>Datblygiad Arfaethedig / Proposal:</b>	Proposed single storey side, rear extensions and internal alterations.
<b>Lleoliad / Location</b>	22 Southall Street, Brynna, Rhondda Cynon Taf, CF72 9QH

***CONSULTATION - COMMENTS TO BE RECEIVED BY: 05.09.2024..***

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

*Amy Marshall*

Planning Officer



To: Llanharan Community Council  
Community Councillor

Date: 12th September 2024  
Our Ref: 24/0904/TPO  
Please ask for: Amy Marshall  
Telephone: 01443 281130  
Email: Amy.Marshall@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

**Fy Nghyf/My Ref:**  
**Datblygiad Arfaethedig / Proposal:**

24/0904/TPO  
T1 T2 & T3 oaks - Crown raise and side  
prune away from access track and  
deadwood removal.  
T4- Field maple- Remove dead standing  
tree & T5 - Oak - Crown raise

**Lleoliad / Location**

St Llanilid Farm, Llanilid, Pencoed , CF35  
5LA

***CONSULTATION - COMMENTS TO BE RECEIVED BY: 03.10.2024..***

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

*Amy Marshall*

Planning Officer



To: Llanharan Community Council  
Community Councillor

Date: 19th September 2024  
Our Ref: 19/1299/RES  
Please ask for: Jim Bailey  
Telephone: 01443 2881132  
Email: david.j.bailey@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

**Fy Nghyf/My Ref:**  
**Datblygiad Arfaethedig / Proposal:**

19/1299/RES

Development of the Parc Llanilid mixed use area comprising A1, A2, A3 and D1 uses, a neighbourhood equipped area of play, 25no. dwellings and 53no. flats (each to be occupied as affordable units), and associated infrastructure (amended plans and description received 09/09/24).

**Lleoliad / Location**

Land At Former Open Cast Coal Site And Land To The North Of The A473, Llanilid, ,

***CONSULTATION - COMMENTS TO BE RECEIVED BY: 10.10.2024..***

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

*Jim Bailey*

Development Control Manager

