



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Hall), at 7pm on Thursday 17th July 2025

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

Members Present:

Councillors Rhys Jenkins (Chair), Neil Feist, Claire Morgan, Chris Parker, Nick Richards, Robert Smith, Mark Steer, Janine Turner.

Apologies: Cllrs David Evans, Will Thomas

Absent: Cllr Geraint Hopkins

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips

Assistant Clerk: Rebecca Jenkins

4 members of the public.

2025/161 Welcome and Apologies

RESOLVED

- a) That the reason proffered with Cllr David Evans' apology for absence be accepted as a valid reason for absence.
- b) That the reason proffered with Cllr Will Thomas' apology for absence be accepted as a valid reason for absence.

2025/162 Disclosures of Personal and/or Prejudicial Interests

Cllr Chris Parker declared a personal interest in agenda item 11 (minute ref 2025/171) being a volunteer at the pantry.



Cllr Janine Turner declared a personal interest in agenda item 11 (minute ref 2025/171) being a volunteer at the pantry.

Cllr Neil Feist declared a personal interest in agenda item 17 (minute ref 2025/177) having a joint tenancy of an allotment and being a member of Cycling UK.

Cllr Claire Morgan declared a personal interest in agenda item 17 (minute ref 2025/177) having a tenancy of an allotment.

Cllr Nick Richards declared a prejudicial interest in agenda item 19 (minute ref 2025/179a) being a member of the Llanharan Horticultural Society Committee.

Cllr Rhys Jenkins declared a prejudicial interest in agenda item 30 (minute ref 2025/191).

2025/163 Co-option to fill vacant seats

RESOLVED

To co-opt Andrew Morgan to fill one vacant seat for the Brynna ward, subject to the correct signing of his declaration of acceptance of office.

2025/164 Public Speaking

A member of public spoke regarding the establishing of a community brass band.

2025/165 Minutes of Ordinary Meeting of the Council held on 19th June 2025

RESOLVED

To approve the minutes of the ordinary council meeting held on 19th June 2025 as a true and accurate record.

2025/166 Community Council Action Plan

Noted

2025/167 Correspondence

Noted.

2025/168 Community Crime Reports

Noted.



2025/169 Council Expenditure for June 2025

RESOLVED

To approved expenditure for June 2025 as shown in payment schedule “Appendix 5” presented to the meeting.

2025/170 Year-To-Date Spend vs Budget

Noted

2025/171 Pantry Finances Report

Noted

2025/172 Bryncae Community Centre Finance Report

Noted

2025/173

RESOLVED

To delegate explicit authority to the Bryncae Community Centre Committee to alter payment terms and conditions for users and hirers. For the officers to alter the Terms of Reference of the Committee accordingly.

2025/174

RESOLVED

To support the proposed amendments to the One Voice Wales constitution and framework and for the Council’s representative to vote accordingly at the online EGM to be held on Wednesday 3rd September 2025.

2025/175

RESOLVED

To explicitly delegate authority to the TEC Committee to issue tenders and select the successful tender for the recently issued tender for a Project Manager and for any future tenders relating to the project within its allocated budget with regards to Financial Regulation 12.4a).



2025/176 Resolutions and recommendations of the Trenos and Ewenni Crossings project (TEC) Committee held 26th June 2025

NOTED.

TEC2025/020 Parameters (scope) and process to be used in the procurement process to obtain a project manager for the project.

a) RESOLVED

To approve the document, "LCC Ewenny Bridge Project PM Scope FINAL", as presented in Appendix 4 to the committee and under delegated authority to direct the officers to carry out a tender process in line with the Council's Financial Regulations as per the timelines outlined in page 7 of that document.

b) RESOLVED

To form a task and finish working group to assess and score the tenders, following the closing of the deadline and the opening of the tenders in line with the Council's Financial Regulations. The working group to make a recommendation to the TEC Committee on whom to award the tender. The members of the working group to comprise Cllrs Claire Morgan, Robert Smith, Chris Parker and the Clerk.

2025/177 Resolutions and recommendations of the ORA Committee held 3rd July 2025

RESOLVED

To authorise the officers to spend up to £1,000 to facilitate playground inspection training for LCC staff and other interested parties. Final costs to be ascertained and reported once firm commitments received from other councils to share cost.

NOTED

ORA2025/0 Eviction from an allotment plot

RESOLVED

Not to evict the tenant at this stage. The Clerk to write to the tenant to inform them that the plot must not be allowed to fall into a state of neglect at any time in the future and to remain in compliance with clause 5 of the tenancy agreement at all times, should they fail to do so then their potential eviction will be brought back before the committee. The Clerk to inspect the plot regularly to ensure standards are maintained.



2025/178 Resolutions and recommendations of the Events Committee held 9th July 2025

a) *NOTED*

EV2025/003 Deputy Chair

RESOLVED

To elect Cllr Chris Parker as Deputy Chair of the Events Committee.

EV2025/006 Dates for the 2025 Over 60's Christmas lunches.

RESOLVED

That the Llanharan OAP association led event shall be held on Wednesday 17th December 2025 and the Brynna OAP association event shall be held on Thursday 18th December 2025 at Llanharan RFC.

EV2025/007 Quotations for the provision of catering for the 2025 Over 60's Christmas lunches

a) *RESOLVED*

To accept the Cresta Caterers quotation for 'Menu 2' of £26.00/head plus VAT. (£31.20/head inclusive). And for those meals where the optional cheeseboard is provided - £28.46/head + VAT. (£34.15 inclusive).

b) *RESOLVED*

b) *RESOLVED*

To suspend Financial Regulation 11.3 e) ii) on the grounds that the Council have attempted to obtain 3 quotations having requested quotations from local providers but only one of the providers is available on the dates of the events.

11.3e)ii)

When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3, where the value:is less than £30,000 (inclusive of VAT) and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.

c) *NOTED*

EV2025/008 Other matters concerning the organisation of the 2025 Over 60's Christmas lunches.

a) *RESOLVED*

The event to be called, "The Llanharan Community Council Over 60's Christmas Lunches".



b) *RESOLVED*

Invited dignitaries be limited to the Mayor of RCTCBC and a plus one and The Deputy Mayor of RCTCBC and a plus one. Specifying that both should not attend on the same day.

c) *RESOLVED*

The policy for attendance of Councillor's partner or plus one to be the following: Councillors are entitled to attend one or both days as their availability suits as representatives of the council. For a Councillor's partner or plus one, they are allowed to attend on one or both days, too. However, partners'/plus one's meals should be paid for unless they are over 60 and live in the LCC area (ie they qualify as ordinary residents), in which case one meal will be paid for by council, and any second day attendance meal must be paid for by the individual with them being directly invoiced by the council, payment to be made at the point of booking before attendance is approved.

d) *RESOLVED*

Llanharan and Brynna Schools to be invited to perform at one day each. The Community Council to fund transport where necessary up to a value of £100. A further donation of £100 to be paid to each school to cover the costs of providing entertainment.

e) *RESOLVED*

The Chair of the Council to host both events and organise a quiz with prizes which will be funded from the Chair's allowance. The Chair having volunteered to do so.

f) *RESOLVED*

A raffle will be held at the events with the officers to provide raffle prizes with a budget of up to £250 to be funded under S137 of the LGA 1972.

g) *RESOLVED*

The qualifying criteria for attendance to be that the attendee must be of the qualifying age and must live in the Llanharan Community Council area. Other than that anyone can attend.

h) *RESOLVED*

Carers may attend if required and may receive a free meal. The status of attendees as carers must be made explicit on the booking slips and numbers attending to be monitored by the officers and reported to council following the event. There shall be no documentary evidence required to prove status as a career.



i) *RESOLVED*

To provide a budget of up to £250 for transport (over and above that provided for the schools) and to authorise the officers to spend up to that amount. Booking slips to make explicit that pickups are made from designated collection points only.

EV2025/009 Further details of arrangements for the 2025 Fireworks display, the fireworks provider having already been arranged.

a) *RESOLVED*

That the preferred venue be the Welfare hall and fields. Authority delegated to the Clerk to make suitable arrangements for the hire of the hall and grounds with an appropriate hire agreement. The officers authorised to spend up to £250 on venue hire on receipt of appropriate invoices was authorised

b) *RESOLVED*

To delegate to the officers the practical aspects for the arrangement of the event and the obtaining of a temporary premises licence, the application to have been submitted prior to the September meeting of Council. Arrangements to be made in consultation with the Chair of the Events Committee. The officers authorised to spend up to the budgeted amount of £10,000 in total on the event which includes the costs already agreed for the provision of the pyrotechnics display itself.

c) *RESOLVED*

For the 2025 event to be a free but ticketed event using an appropriate ticketing platform and system. The number of tickets limited to that allowed by the temporary premises licence. Tickets to be advertised locally and specifically on local Facebook hubs only rather than further afield. A ticket return and re-issue system to be available and all marketing to make it explicit that there will be no entry without a ticket but that there is no restriction on entry time.

d) *RESOLVED*

That the 2025 event be covered by 20 externally provided professional marshals and volunteer marshals, but that 10 of these marshals should be SIA marshals able to legally carry out licensable activities such as access control, to refuse entry if necessary and to deal with disorder. It is likely that the temporary premises licence application will require an SIA presence. That the officers be directed to obtain quotations.

e) *RESOLVED*

That matters of traffic management and safe crossing of the road be deferred to a future meeting to allow the officers to ascertain costs for Temporary Traffic Restriction Orders.



f) **RESOLVED**

That provision be made for a drop-off point near the Haran Roofing entrance for those with disabilities or limited mobility and that no pre-booking or restrictions be put in place. Consideration of whether to apply for a road closure for this area to be deferred to a future meeting.

g) **RESOLVED**

For limited disabled parking to be provided on site. A pre-booking and separate ticketing system to be put in place via the council office and evidence of a blue badge to be required in order to access disabled parking on a first come first served basis. The disabled ticket to have the registration number of the approved vehicle clearly marked. The access to be SIA controlled. All ticketing to be covered by GDPR policies.

h) **RESOLVED**

The location of the disabled parking area to be sited so as to be easily accessible from the disabled parking area. A suitable period to be provided after the low noise display to allow those to leave who wish to do so. Traffic movements from the disabled parking area to be facilitated.

i) **RESOLVED**

That 4 externally provided qualified first aiders plus an ambulance from St Johns ambulance be sourced for the event.

j) **RESOLVED**

Other considerations for the event to be that no sparklers be allowed into the event. Suitable vendors be arranged for the event, no pitch fees be charged but that vendors offer food and drink to marshals free of charge. A lost children point be situated in a signposted location with a db's checked safeguard lead for the event and a safeguarding policy in place. No charity or bucket collections be allowed. No alcohol to be sold or permitted to be brought in or consumed at the event with discretionary bag checks on the gate.

2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025

Cllr Nick Richards left the meeting having declared a prejudicial interest in the following item of business.

a) **RESOLVED**

A2025/046

To grant Llanharan Horticultural Society the sum of £750 and to allow the loan of



the council van and driver to contribute to prize money for the 2025 Horticultural show, using LGA 1972 S.137 (Power of last resort).

Cllr Nick Richards returned to the meeting.

b) RESOLVED

To grant 1st Llanharan Rainbows the sum of £300 for badges and certificates, plants for the war memorial and the church hall, to contribute to membership fees and to help fund an RNLI visit. Using LGA 1972 S.137 (Power of last resort).

c) RESOLVED

To grant 1st Brynna Rainbows and Brownies the sum of £300 to be shared between the two units for consumables, PE equipment and general running costs. Using LGA 1972 S.137 (Power of last resort).

d) RESOLVED

To grant 1st Llanharan Scouts the sum of £2,000 for the replacement of camping equipment to facilitate camping trips for beavers, cubs and scouts. Using LGA 1972 S.137 (Power of last resort).

e) RESOLVED

To defer to a future meeting, consideration of the grant application from Forces Fitness for the sum of £499 to facilitate a free children's health and wellbeing community day in Llanharan utilising military veteran role models. The Clerk to request further information with regards to potential dates and venues.

f) RESOLVED

To grant Ffrindiau Llanhari the sum of £851.97 for sporting equipment. Football goals, basketball backboards, footballs and a tennis badminton set.
Officer's note: Power: LGA 1972 S.137 (Power of last resort).

g) RESOLVED

A2025/047 To approve bank reconciliations and list of payments for Quarter 1 financial year 2025-26 as presented in the schedule "Appendix 4" presented to the meeting.

2025/180

RESOLVED

To award the tender for a 3 year contract to erect and remove the council's festive display 2025-2027 to RM Electrical under the terms outlined in the tender document. For the officers to inform the successful bidder and to monitor the obtaining of the



relevant qualifications with an update provided to Council in the October meeting of council.

2025/181

RESOLVED

To instruct the Officers to apply for a grant of £100,000 from Grantscape (Windfarm fund) towards the replacement/refurbishment of the Oakbrook Skatepark.

2025/182

RESOLVED

To authorise the Officers to place an order for up to 25 resus packs for Community Council managed defibrillators and to spend up to £215 on these items.

2025/183

RESOLVED

To adopt the Freedom of information policy as presented in 'Appendix 18' to the meeting.

2025/184

RESOLVED

To adopt the Privacy notice as presented in 'Appendix 19' to the meeting.

2025/185

RESOLVED

To suspend Standing Order 14.5 and to extend the meeting beyond 2 hours 30 minutes.

2025/186

RESOLVED

To instruct the Officers to organise the annual Remembrance Day memorial service at Llanharan War Memorial should this be requested by the Llanharan branch of the Royal British Legion, and in this event for a budget of £500 to be vired from general reserves for the event. That the event should fall under the auspices of the Events Committee.



2025/187

RESOLVED

To approve urgent spend of up to £1900 for the felling of a dangerous tree on Council land, and to make the virement from general reserves.

Cllr Janine Turner left the meeting.

2025/188 Updates of the work of the Digital Working Group

No update provided.

2025/189 Members' Reports

Cllr Mark Steer attended a “Cuppa with a Copper” meeting with the PCSO.
Has reported overgrown hedging and damaged bus shelter to RCT.
Has contacted Daniel Hitchens at RCT Highways regarding gate on Gellifedi Rise.

Cllr Rhys Jenkins has been asked to judge the Children’s Section of the Llanharan Horticultural Show.

2025/190 Feedback from External Group Meetings

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

Nothing to report.

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

Nothing to report.

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

Nothing to report.

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

No report.

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

Nothing to report

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

A bird walk planned for August with Tony Swan

Himalayan balsam pulling sessions with Pencoed and Llanharan Scouts



g) Llanharan Community Development Project (Cllr Robert Smith)

2023-24 AGM took place 16/07/2025 and the Trustees are working hard to establish the organisation on a secure financial footing.

Cllr Rhys Jenkins left the meeting having declared a prejudicial interest in the following item of business.

Cllr Chris Parker assumed the Chair.

2025/191 Planning Matters

Noted without comment.

Cllr Rhys Jenkins returned to the meeting and resumed the Chair.

2025/192 Annual Report, incorporating the Annual Action Plan and Biodiversity Action Plan.

RESOLVED

To defer the item to a future meeting

2025/193 Urgent Information and Future Agenda Items

None

There being no further business, the meeting closed at 9.50pm.

The next scheduled meeting of Full Council will be held on 18th September 2025.

Councillor Rhys Jenkins
Chair of Llanharan Community Council

Appendix Co-option

Process for Co-option of candidates to vacant seat

Vacancy. (2 x Brynna Ward 1 x Llanilid Ward).

Co-option process

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).

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

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

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

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.

Candidates for co-option (in alphabetical order by surname)

Note: Councillors have been provided with unredacted versions of application forms. Following this meeting all copies of those unredacted documents must be deleted and destroyed, in line with the Council's GDPR responsibilities.

- Andrew Morgan
- Robert Williams



LLANHARAN COMMUNITY COUNCIL

NOTICE OF VACANCY TO BE FILLED BY CO-OPTION

Local Government (Wales) Measure 2011, Section 116

Llanharan Community Council currently has several vacancies for Councillors 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. (Although expenses are paid).

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 17th July 2025 (in person or online) when selection will take place.

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

All members of the community are welcome to apply.

There are vacancies available covering the wards of Brynna and 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 on Friday 11th July 2025


Applications will be considered at a subsequent council meeting on 17th July 2025.


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

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

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

ELIGIBILITY FORM

Name : (Mr/ )... Andrew Morgan.....

Address: .....

..... E-





mail address: .....

Telephone:

Mobile 07917400045.....







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?  / 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?  / 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. Are you currently the subject of a bankruptcy restrictions order or interim order  / 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  Date 10 July 2025.....

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.

I know that Llanharan Community Council serves the communities of Llanharan, Brynna, Brynna Gwynnion, Bryncae, Llanilid and Ynysmaerdy.

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 was elected as Cymru Junior Vice President of the Teacher's Union, the NASUWT, in 2024 and currently serve as the Cymru Senior Vice President. In this capacity, I sit on both the NASUWT Cymru Officer's Group and the NASUWT Cymru Executive Council, contributing to the strategic direction and advocacy efforts of the union.

As Head of Welsh at an Emotional, Social, and Behavioural Difficulties (ESBD) Special School, my professional expertise uniquely positions me to address both educational and community well-being challenges. With 16 years of experience as a youth worker and as a retired Commissioned Officer, I bring a strong foundation in discipline, strategic planning, and collaborative leadership—all closely aligned with the principles outlined in The Good Councillor's Guide.

My dedication to efficient practice and modern technologies complements the council's need for fresh, innovative approaches. Drawing upon my work with the Army Cadet Force and DofE Wales, I aim to embed outdoor learning and expeditionary activities that foster recreation, resilience, and greater community engagement.

In my role as Neighbourhood Watch Coordinator for Bryncae, I demonstrate an enduring commitment to public safety, while my consultancy for DofE Wales reflects my proactive embrace of contemporary educational methods. As President of the NASUWT Bridgend Association and a TUC-accredited caseworker, I have extensive experience in championing member rights, engaging in policy consultations, and negotiating equitable conditions—all skills which directly translate 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.

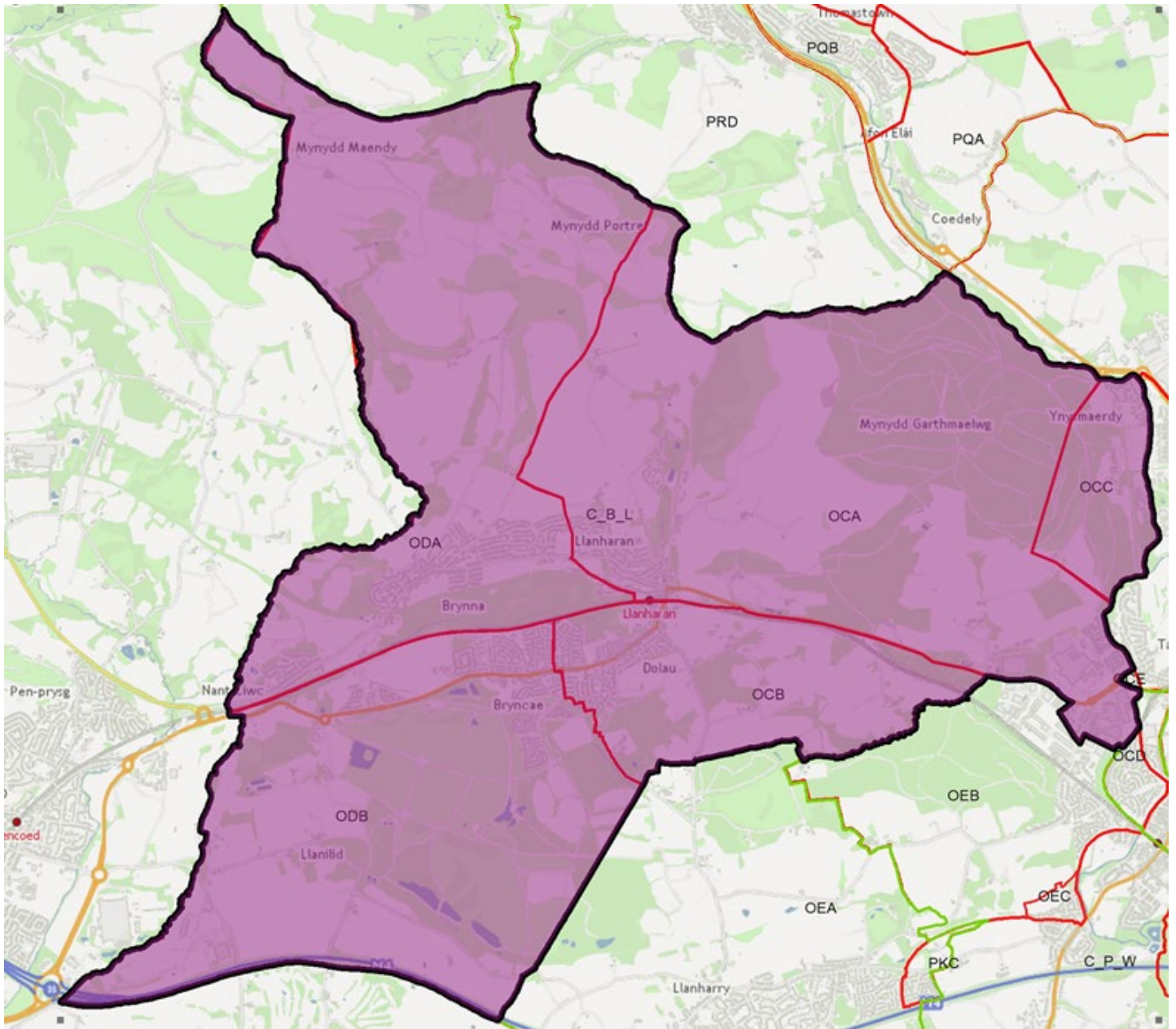
The Council currently has 7 Committees and 11 task-based working groups. (See the attached summary, the Council's website and / or contact the Clerk for further details). Please indicate which of the committees and / or working groups you would join if places were available.

Name of Committee/Group	Tick here
Human Resources Committee	
Audit (Finance) Committee	X
Open Spaces, Rights of Way and Allotments Committee (ORA)	X
Community Infrastructure Levy (CIL) Committee.	
Community Engagement Committee	
Bryncae Community Centre Committee	X
Trenos and Ewenni Crossings Project Committee.	X
Welfare Ground Showerblock Committee	
Events Committee	
Trenos Crossing and Ewenny Bridge Working Group.	X
Bryncae Community Centre Working Group	X
Walking and Multiuser Leaflets Working Group	
Oakbrook Skatepark refurb and Pumptrack Working Group	
Jubilee Marsh Multi-User Route Working Group	
Hamlet/Ward Gateway Working Group	
Annual Survey Working Group	
Digital Working Group	
Festive Display Working Group	X

Print name Andrew Morgan Sign.......... Date 10 July 2025

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



ELIGIBILITY FORM

Name : (Mr/Ms/Other) Rob Williams

Address: [REDACTED]

mail address: [REDACTED]

Telephone: [REDACTED]

Mobile: [REDACTED]

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

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

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

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

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

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

Signed [REDACTED] Date 3-7-2025



LLANHARAN COMMUNITY COUNCIL

NOTICE OF VACANCY TO BE FILLED BY CO-OPTION

Local Government (Wales) Measure 2011, Section 116

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

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

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

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

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

All members of the community are welcome to apply.

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

Closing date: Noon Friday 11th July 2025

Applications will be considered at a subsequent council meeting on 17th July 2025.

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

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

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

Trust and Honesty,
One hard working man

I have done charity work in Llanharan,
and work with a Councillor of
the Llanharan ward with charity
work.

I have worked with The Trustees
of Bryn-Howell Llanharan.

Why do you want to be a community Councillor?

Very interested in making a bigger
and better Llanharan, and serving
the community to the best of my
Ability.

I speak to lots of people in
Llanharan, and very happy to help
with every problems they have.

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.

The Community Council work to
Build a Stronger Community,
For the next Generation

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).

my Contribution to the Council
would be my knowledge of growing up
in the Village of Llanharan.

Areas of interest would be
all Llanharan.

expertise would be my life
and my knowledge I can give to you
and the people of Llanharan.

The Council currently has 9 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.

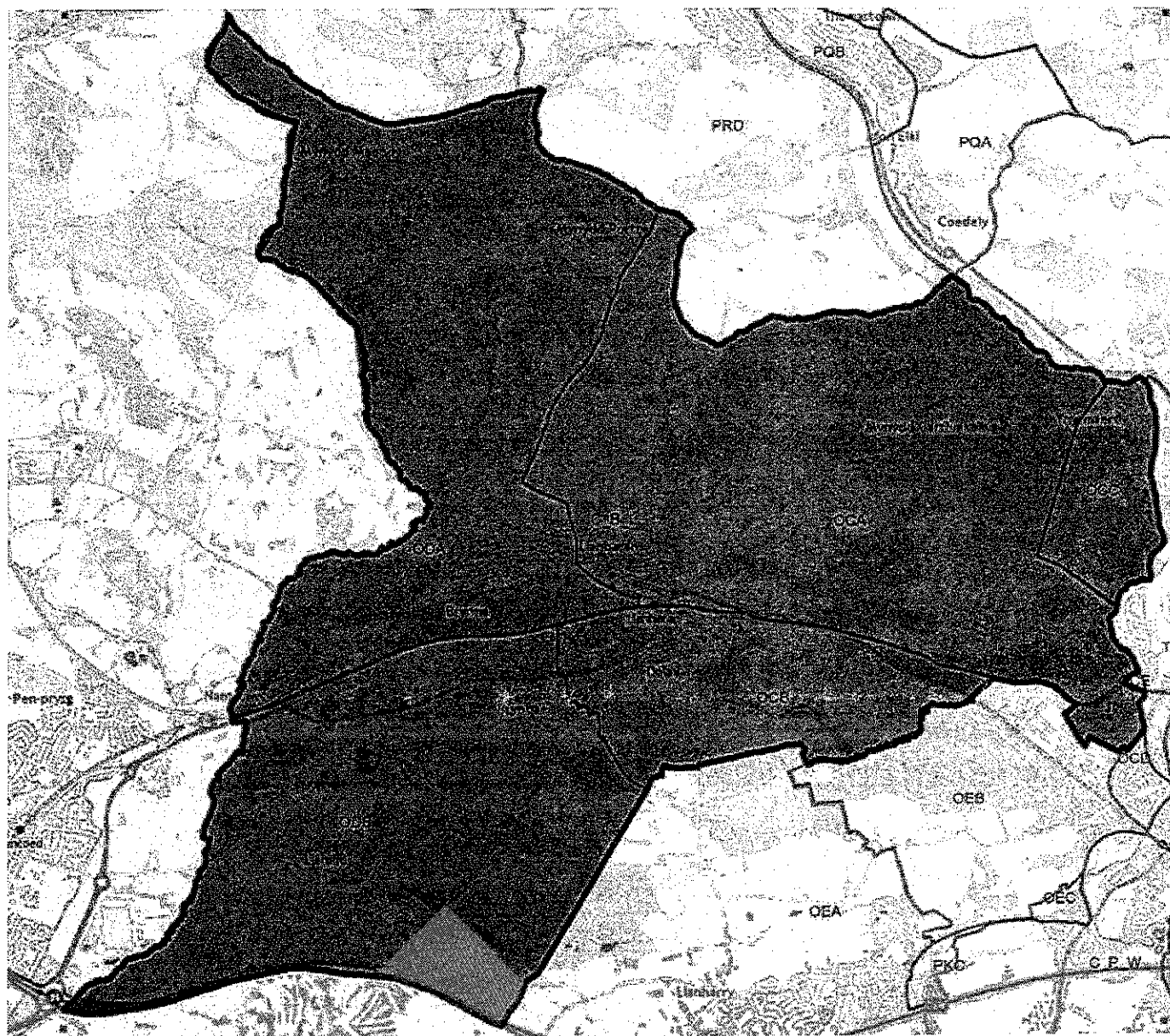
Name of Committee/Group	Tick here
Human Resources Committee	
Audit (Finance) Committee	
Open Spaces, Rights of Way and Allotments Committee (ORA)	✓
Community Infrastructure Levy (CIL) Committee.	
Community Engagement Committee	
Bryncae Community Centre Committee	
Trenos and Ewenni Crossings Project Committee.	
Welfare Ground Showerblock Committee	
Events Committee	
Trenos Crossing and Ewenny Bridge Working Group.	
Bryncae Community Centre Working Group	
Walking and Multiuser Leaflets Working Group	
Oakbrook Skatepark refurb and Pumptrack Working Group	
Jubilee Marsh Multi-User Route Working Group	✓
Hamlet/Ward Gateway Working Group	
Annual Survey Working Group	
Digital Working Group	
Festive Display Working Group	

Print name. [REDACTED]

Date 3-7-2025

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





LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Hall), 7pm on Thursday 19th June 2025

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

Members Present:

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

Apologies; Cllr David Evans

Absent; Cllr Geraint Hopkins.

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips.

Assistant Clerk; Rebecca Jenkins.

1 member of the public.

2025/135 Welcome and Apologies

RESOLVED

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

2025/136 Disclosures of Personal and/or Prejudicial Interests

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

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



2025/137 Public Speaking

None.

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

Noted.

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

a) *RESOLVED*

To alter clause 33.2.6.iv to the following.

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

b) *RESOLVED*

To add the following phrase to the standing orders.

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

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

RESOLVED

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



2025/141 Minutes of Annual Meeting of the Council held on 22nd May 2025

RESOLVED

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

2025/142 Community Council Action Plan

Noted.

2025/143 Correspondence

Noted.

2025/144 Community Crime Reports

No report received.

Information from the South Wales Police website noted.

2025/145 Council Expenditure for April and May 2025

RESOLVED

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

2025/146 Year-To-Date Spend vs Budget

Noted.

2025/147 Pantry Finances Report

Noted.

2025/148 Bryncae Community Centre Finance Report

RESOLVED

Noted.

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

RESOLVED

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



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

RESOLVED

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

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

a) RESOLVED

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

b) RESOLVED

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

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

RESOLVED

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

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

Noted.

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

a) RESOLVED



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

b) *RESOLVED*

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

c) *RESOLVED*

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

d) *RESOLVED*

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

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

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

2025/156 Member's Reports

Cllr Mark Steer

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



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

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

2025/157 Feedback from External Group Meetings

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

No meetings arranged.

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

No meetings arranged.

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

Meeting held on 2nd June to appoint deputy headteacher.

General governor meeting held 17th June, nothing to report.

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

No report received.

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

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

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

Organised wildlife walks being held Wednesday 25th June, all welcome.

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

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

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



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

2025/158 Planning Matters

Noted without comment.

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

RESOLVED

To defer the item to a future meeting.

2025/160 Urgent Information & Future Agenda Items

None

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

The next scheduled meeting of Full Council will be held on 17th July

Councillor Rhys Jenkins
Chair of Llanharan Community Council



Llanharan Community Council - MASTER Action plan

Action no	Date added	Category	From	Action	Notes	Status
10	7.10.2020	General		Populate approved contractor database	contact details, details of what work done. And historical log. And insurance details (inc date expired) with link to pdf of certs. Not started	
11	7.10.2020	General		Suggest min spec for liability insurances to council	Once average/reasonable amount/clauses becomes clear	
71	26.11.2020	General		desktop	Not started	
73	26.11.2020	H&S		Review Council Health and Safety Policy	Not started	
74	26.11.2020	General Projects		Research the purchase of bicycle racks(prices, types) and contact Network Rail to investigate the location of racks at the train station.	With Janine Turner.	Abandoned
85	3.12.2020	Allotments		DMMO - cemetery and argued		
88	3.12.2020	ORA	ORA	ROW cemetery path - Check process to formalise as permissive path	Emailed JB 30.7.21	
116	7.1.21	General		Look at disabled badge arrangements for David Hawkshaw 01443 238760		
124				Land reg - all council land to be done. Ref cathy/Rhys. Note Cathy has emailed list of land	Have emailed list to Kyle Robinson 16.7.21	
2020/232h	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public.	To be progressed once ROW database progress made.	
		CIL	CIL	Write proforma CIL Grant form and declaration for recipients to sign (Legal agreement)		
		BCC	BCC	Write BCC hire agreement for hireres to sign		
		General	General	Arrange new sign for front of office	Check design with chris	
	6.11.21	General	General	MAINTENANCE SCHEDULE to be made fresh		
	6.2.21	General	General	DAYS WORK SORT OUT FILING IN CUPBOARDS WITH LEIGH		
206		General	General	Ben Thomas, owner of chapel, - knotweed on chapel road bridleway. Tel: 07394043286 take pics and engage RCT (Jason Briggs)	About 10m from property. Can we deal with the knotweed. Ben and volunteers will help. Registering liability. Comms with neighbour (educated)	
207		General	General	same bridleway - rct clean? Needs machine		
208		General	General	Playpark annual and monthly inspection (RCT monthly annual - ROSPA?)		
211		General	General	Change draft minutes to full on website		
	6.4.21	General	General	Office external sign to be ordered	measurement have been given to signage company for a quote for the work	
217		General	General	Speak to landowner nant y dwrzi - To maintain. (find out who owns it) Check if we can Risk assessments and auth list	Janine	
2021/105		Full Council	CIL	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).	Lease to be prepared.	

2021/105		Full Council	CIL	RESOLVED Furthermore, that all negotiations with interested parties be delegated to the Officers of the Council in order to produce an appropriate agreement or agreements to be presented before Council for resolution at a later date.		
2022/039	18.2.22	Full Council	Audit	RESOLVED The Clerk to take such action as necessary to obtain a price of between £5000 and £3000 for the green tractor. If this price cannot be achieved following a reasonable period following advertising, then the Clerk to return to Council with a further recommendation.	Find logbook Advertise in appropriate channels. On hold pending report on Red tractor and developments RE Cut and collect. Note this action held whilst the red tractor was repaired.	
2022/083	22.4.22	Full Council	Full Council	2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project. RESOLVED To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.	In progress. Design completed and submitted to RCTBCB SuDs and Welsh Water in June 22. Tender issued July 23. Awaiting formal S187 agreement. DCWW awaiting a copy of the formal title deed. Clerk has requested from Land Regsirty Mau 2024 Awaiting S185 Oct 24. Awaiting final S185 from DCWW. S185 agreement with RCTCBC solicitors. Awaiting RCTCBC signoff. Nov 24. S185 obtained. Redwood engaged. 1.5.25	
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.		
2022/108	22.5.22	Full Council	CIL	2022/108 RCTCBC CIL meeting RESOLVED For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.		
2022/233	16.12.2022	Full Council	ORA	RESOLVED PSM32/1 near Gellifedi Road That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.	The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the PRoW network and are prioritising are work/enforcement accordingly. I am happy to arrange a meeting but this unlikely to happy over the coming weeks due to current work load. ' No progress. currently with RCTCBC.	
2023/017	20.01.2023	Full Council	Full Council	2023/017 Covid 19 Plaque. RESOLVED £250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.	Councillors to bring proposals to a future meeting.	

2023/018	20.01.2023	Full Council	Full Council	2023/018 Chair's chain of office and updating of Chairperson's board. RESOLVED The Clerk to obtain a quotation from Fattorini's of Birmingham for the refurbishment of the Chair's chain of office and the addition of all Chair's names to the chain or its links. The Council to suspend its standing orders in this matter with regards to the obtaining of 3 quotes given that this is a specialist matter.	the Clerk to send the Chain of office to Fattorinis after the Horticultural show in August to obtain a quote.	
2023/041	17.02.2023	Full Council	ORA	RESOLVED ORA2022/060 Urgent items for information or items for future agenda. Future agenda to include training on basic tree safety training for staff and interested members.	Add to future agenda.	
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/010 CIL application for a community garden at Ynysmaerdy. To approve a CIL application for £2750 for a community garden at Ynysmaerdy from Ynysmaerdy Community Centre and for the project to be added to the CIL123 list and Active Project lists. For the Clerk to make the purchases up to the value of £2750 regarding the project if this is acceptable to the applicant or otherwise to grant the £2750 on the understanding that the presentation of invoices would be required as proof of purchase.	Added to lists. Awaiting progress. The Clerk has contacted the MOP involved and requested works be carried out Summer 2024. June 2024. Clerk has requested an update Oct 24. Residents intend to proceed with the project. Clerk requested update April 2025. Project underway May 25.	
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/039 Signage for allotment site gates That the officers be authorised to spend up to £400 for signage for the allotment gates and sites.	To be decided upon and ordered with evidence showing best value.	
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2 For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.	Awaiting details of type and dimentions of required gate and consent from landowner. Cllr Steer engaging with landowner. June 2024. HOLD	
2023/142	16.6.23	Full Council	ORA	For the Clerk to be authorised to approach the relevant landowners to obtain permission for the Council to replace the way-marker and to replace the stile with a self-closing gate and to arrange access accordingly.	Clerk wrote to 3 x landowners 25.9.23. Awaiting responses. Response recieved from 1, awaiting response from other. Have telephoned second landowner but awaiting response. Cllr Steer directly engaging landowners. June 2024, HOLD	
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/042 Cut and collect techniques The Officers carry out a cost benefit exercise on the proposal to use cut and collect techniques on Council land	Awaiting information on the potential for a grant to purchase equipment from Rachel Carter ref 2013/225. Note Emailed RC on 25.9.23 to seek help on what equipment req and what funding might be available.Cllr Steer carrying out further investigations.	
2023/186	21.7.23	Full Council	CIL	RESOLVED CIL2023/056 Further consideration of a CIL application from LRGT ref provision of a MUGA on the land adjacent to Bryncae Community Centre. That the matter be deferred to a future meeting of the CIL Committee to allow further informal negotiations to take place. The results of any negotiations to be confirmed in writing via the Clerk and reported to the Committee.	Informal negotiations held an results confirmed in writing. Awaiting legal deeds including title plan from LRGT. Chased June 2024 and subsequently.	

2023/286	17.11.2023	Full Council	Full Council	2023/286 Venues and other arrangements for future Council meetings. RESOLVED For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.		
2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.	Clerk to draw up draft process map.	
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	Completed
2024/017	19.01.2024	Full Council	Full Council	2024/017 £500 to purchase software to facilitate the development of electronic application forms RESOLVED To authorise the officers to spend \$399 dollars per year (or the £ sterling equivalent) if following an investigation into its capabilities, the plugin is felt to serve the purposes for which it would be intended. For the Officer's in consultation with the Chair to proceed to develop draft forms and applications. The relevant committees to have final approval over the format and content of any application forms in the normal way prior to publishing.	DE to advise	
2024/018	19.01.2024	Full Council	Full Council	2024/018 £1,500 to make alterations to the Council office to improve security RESOLVED To authorise the officers of the Council to spend up to £1,500 to facilitate the fitting of a door latch and CCTV in the office. For a virement to be taken from general reserves and added to the office maintenance line	CCTV fitted May 25 Awaiting contractor to fit latch.	
2024/046	16.02.2024	Full Council	Full Council	2024/046 Motion to instruct the Clerk to write to the relevant department of RCTCBC regarding flooding and drainage on the A473 near 'Llanharan Square'. RESOLVED The Clerk to write to the relevant department in RCTCBC to request what remedial work is required to the road drains on the A473 adjacent to the High Corner pub and to describe what, if any remedial work is planned over the next 12 months to rectify the situation".	Write letter and send. On hold ref RS	

2024/071	22.03.2024	Full Council	Full Council	2024/071 Potential leasing of land around Bryncae Community Centre. RESOLVED For the Clerk to obtain estimates of cost from a solicitor to draft a lease agreement and act on the Council's behalf in this matter. Costs to be presented to a future meeting of council.	On Hold - Awaiting deeds/title plan from LRGT June 24.	
2024/071	22.03.2024	Full Council	Full Council	2024/071 RESOLVED For the Clerk to obtain comprehensive deeds for the land, including a title plan from LRGT.	Requested. Awaiting info from LRGT. Nudged April 24. Nudged June 2024.	
AM2024/007	17.05.2024	Full Council	Annual Meeting	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.	Payments made to all who have replied. Senior allowance and chair's allowance subject to tax. Must produce letters of agreement.	Completed
2024/135	21.06.2024	Full Council	ORA	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).	Clerk to add to the draft of the 2025 tenancy agreement. Note: 2025 agreement the same as the previous year. This to be added to the next revision. Done as version 4.	
2024/135	21.06.2024	Full Council	ORA	iii. RESOLVED ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee. To proceed with planting of seeds/bulbs on sections of new road (A473) as per the drawings attached in the appendix provided (appendix 4). Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions and ensuring appropriate plants are planted. The Clerk to seek permission from the landowner. The Clerk to ensure the landowner/local authority consents not to mow the areas where planting takes place in future.	Obtain consent from RCTCBC and / /or landowner. Issue instruction to senior grounds person. RCT contacted 27.3.25 Landowner contacted Feb 25 - Awaiting consent. Nudged 9.5.25 Meeting offered my management company to take place July 25. Permission given to proceed. Inform Sharon of area to be sown so the grass is not cut there.	
2024/135	21.06.2024	Full Council	ORA	vi. RESOLVED ORA2024/045 Action plan regarding the ongoing upkeep of an allotment plot on Jubilee Street site and to consider next steps - For the Clerk to continue to monitor progress on a monthly basis regarding cultivation and attendance on the plot.	Monitor monthly report progress to ORA. Checked early July 24 - Good progress. March 25 - Some limited progress following a period of inactivity. Referral to ORA July 2025	
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.		

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.		
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.		
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	
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	
2024/139	21.06.2024	Full Council	Audit	m) To accept recommendation 13 of the audit report and for the officers to draft new contracts for all staff using the NALC nationally agreed model contract issued by One Voice Wales in April 2024. These drafts to be presented to a future meeting of the HR Committee in the first instance.	In progress. Draft presented to HR Committee Sept 24. Further work required. Clerk and new roles completed. RFO and Senior Groundsperson to be completed.	
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.		

From: [The Clerk / Project Officer](#)
To: [REDACTED]
Cc: [Rebecca Jenkins](#); [Office](#)
Subject: RE: FOI request
Date: 01 July 2025 12:46:00

Good afternoon Angharad,

In response to your FOI request,

A summary of attendance at all formal Council meetings (including Committees) from May 2022 to May 2025 can be found on the Council's Website here: [Councillor Meeting Attendance Records – Llanharan Community Council](#)

This summary also shows whether apologies were proffered and accepted. No records are held as to whether a member attended in person or online, both being acceptable methods of attendance under the Elections (Wales) Act 2021.

If there is any other information you require, please let me know.

FYI The Community Council's process regarding Freedom of information requests is (in line with the relevant legislation) shown below.

Our process with regards to FOI requests is:

- that if the applicant disagrees with the substantive decision (the responses given above), I will provide you with an opportunity for the decision to be reviewed and if the decision remains unchanged then a right to apply to the ICO who can be reached at:

<https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/> or on 0303 123 1113

- A substantive decision to be issued within 20 working days (which in this case would fall on 25th November 2022). If some or all of the information is withheld then you will be advised why it is being withheld (which exemption is being relied upon) and of your right to an internal review and again if that decision to withhold is unchanged then your right to

apply to the ICO.

- A review process (by someone who is not the original decision maker) and where the decision is unchanged then you would again be advised of your right to complain to the ICO.

Best regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

Clerk@llanharan-cc.gov.wales

project@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

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

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From: Angharad [REDACTED]

Sent: 30 June 2025 18:01

To: The Clerk <clerk@llanharan-cc.gov.wales>

Subject: FOI request

Hello,

Please forward me the member attendance data for meetings (Ordinary/Full council, Special meetings, AGM and committees) between early May 2024 and early June

2025.

I make this request under the Freedom of Information Act

Regards,

Angharad 

[Sent from Yahoo Mail for iPhone](#)

From: [The Clerk / Project Officer](#)
To: [\[REDACTED\]](#)
Bcc: [Office; Rebecca Jenkins](#)
Subject: RE: FOIR
Date: 24 June 2025 13:03:00

Good afternoon,

Please see the response to your FOI request **in red**, below.

Attendance lists for each of the meetings below, including whether the said person has attended in person or virtually. In addition, whether a formal apology was issued prior to the meeting or a no show.

I request the information covering 1 April 2022 to 31 May 2025

Meetings

Full council

CEC

Audit

HR

OSRA&A

CIL

Crossings

A summary of attendance at all formal Council meetings (including Committees) from May 2022 to May 2025 can be found on the Council's Website here: [Councillor Meeting Attendance Records – Llanharan Community Council](#)

This summary also shows whether apologies were proffered and accepted. No records are held as to whether a member attended in person or online, both being acceptable methods of attendance under the Elections (Wales) Act 2021.

Summary data is not available for dates outside of this range. However, records of Councillor's attendance going back to 2019 and 2020 can be found in the minutes of those meetings. Minutes of meetings can be found on the Council's website under the heading 'agendas and minutes' here: [Llanharan Community Council – We serve the communities of Brynna, Brynnau Gwynion, Bryncae, Llanharan, Llanilid and Ynysmaerdy](#).

Any minutes of meetings held, but not recorded electronically here (ie prior to the dates shown on the website) will be held in our office in paper form. Please let me know if there

are specific paper copies of any minutes not held electronically that you would like to view.

Fireworks

The Council has not held formal Fireworks meetings and so no data is held. Where resolutions have been made pertaining to this topic they can be found in the minutes of the relevant Committee (usually Community Engagement Committee) and/or Full Council.

Pensioners Christmas Lunch

The Council has not held formal Senior Citizen's Christmas Lunches meetings and so no data is held. Where resolutions have been made pertaining to this topic they can be found in the minutes of the relevant Committee (usually Community Engagement Committee) and/or Full Council.

Minutes of meetings can be found on the Councils website under the heading 'agendas and minutes' here:

[Llanharan Community Council – We serve the communities of Brynna, Brynnau Gwynion, Bryncae, Llanharan, Llanilid and Ynysmaerdy.](#)

If there is any other information you require, please let me know.

Best regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

Clerk@llanharan-cc.gov.wales

project@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

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

llanharan-cc.gov.uk

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llanharan-cc.gov.uk

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

Sent: 20 June 2025 23:01

To: sarah.liney@sky.com; office@llanharan-cc.gov.uk

Subject: Re: FOIR

Good evening,

This email

Acknowledges your request and we will respond within 21 days.

Regards

Sent from [Outlook for iOS](#)

From: [REDACTED]

Sent: Friday, June 20, 2025 11:17:51 AM

To: The Clerk <clerk@llanharan-cc.gov.wales>; office@llanharan-cc.gov.uk <office@llanharan-cc.gov.uk>

Subject: FOIR

Dear Clerks,

20 June 2025

Sarah [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Under the Freedom of Information Act, I am requesting the following information:

Attendance list for each of the meetings below, including whether the said person has attended in person or virtually. In addition, whether a formal apology was issued prior to the meeting or a no show.

I request the information covering 1 April 2022 to 31 May 2025

Meetings

Full council

CEC

Audit

HR

OSRA&A
CIL
Crossings
Fireworks
Pensioners Christmas Lunch

If you require any further clarification to complete this request please do not hesitate to contact me on the details above.

Yours faithfully,

Sarah [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

From: [Heather \[REDACTED\]](#)
To: [The Clerk](#)
Subject: Proposal to Launch a Community Brass Band and Junior Ensemble in Llanharan
Date: 10 July 2025 12:32:54

Subject: Proposal to Launch a Community Brass Band and Junior Ensemble in Llanharan

Dear Councillors

I'm writing to share an exciting community initiative we are looking to establish in Llanharan, a community brass band, alongside a junior band for young musicians.

There are ongoing reductions in music education provision nationally particularly within schools and the introduction of the parent pay scheme for music tuition by the local authority in Dolau is too expensive for some. It is currently £193.20 per term for one to one lessons through the music service. We believe there is a growing need for accessible, inexpensive, local opportunities that can nurture musical talent and bring people together. Myself and others from Llanharan are having to travel weekly to places such as Ebbw Vale, Newport and Tredegar to access performance opportunities.

We would aim to rehearse once a week at a suitable venue within Llanharan and would be keen to support local events and celebrations, along with representing the community further afield. Brass Bands started within mining communities. Our vision would not only enrich our cultural offering, but would create a welcoming, inclusive band open to participants of all ages and abilities, with particular emphasis on supporting children and young people in the area.

We would be grateful for your support and any advice you could offer regarding available venues, funding opportunities, or other ways the community council might be able to assist as we bring this project to life. If you happen to have contact details for venues we would really appreciate if you could forward them.

Kind regards

Heather [REDACTED]

Brynna Crime Report (Last 31 days)

Burglary – 0 Accounts

Damage – 1 Account

- Neighbour dispute. Damage to vehicle tyres. No suspect found.

Theft – 5 Accounts

- Theft of electric cable. Damage committed to fence to gain access. No suspect found. Enquiries ongoing.
- Theft of pedestrian gate. Enquiries ongoing. CCTV captured the incident and witnesses.
- Theft of crutch. CCTV of incident however of poor quality. No suspect found.
- Theft of plant machinery. No suspect found.
- Theft of vehicle. CCTV obtained. Enquiries ongoing.

Anti Social Behaviour – 17 Accounts

- Duffryn Crescent, Bryncae community centre, Chapel road, train station, open cast, enterprise way, powell drive – Off road bikes. Operation conducted 2 bikes seized. Regular patrols in place. Enquiries ongoing. Further operations being planned. 16 calls relating to this.
- Bryncae community centre – Youths congregating smoking cannabis.

Llanharan Crime Report (Last 31 days)

Burglary – 0 Accounts

Theft – 6 Accounts

- Theft of purse. No lines of enquiry. No suspect found.
- Theft of cash. Money reimbursed.
- Theft of cash. No suspect found. Crime prevention and safeguarding measures being explored.
X2
- Theft of tent box. Enquiries ongoing.
- Theft of co-owned property. Civil matter. Advice given.

Damage – 2 Accounts

- Large fight. Window smashed. CCTV captured the incident. Investigation ongoing.
- Domestic related damage. Enquiries ongoing.

Anti Social Behaviour – 6 Accounts

- Off road bikes in Park view and Bridgend road x2 calls. Operations and regular patrols being conducted in the area.
- Neighbour dispute – Threats. Incident logged. No further action wanted.
- Neighbour dispute – Dispute over damage to boundary. Enquiries ongoing.
- Youths causing alarm/distress with their rowdy behaviour. Enquiries ongoing.
- Bryncae community centre – Youths congregating smoking cannabis, shouting and swearing – regular patrols in place.

Appendix 4a

Crime report

Crimes and priorities

Top reported crimes in this area

Crime map

Our priorities

Top reported crimes

Most commonly reported crimes during Apr 2025

Violence and sexual offences	28
Anti-social behaviour	7
Criminal damage and arson	4
Drugs	4

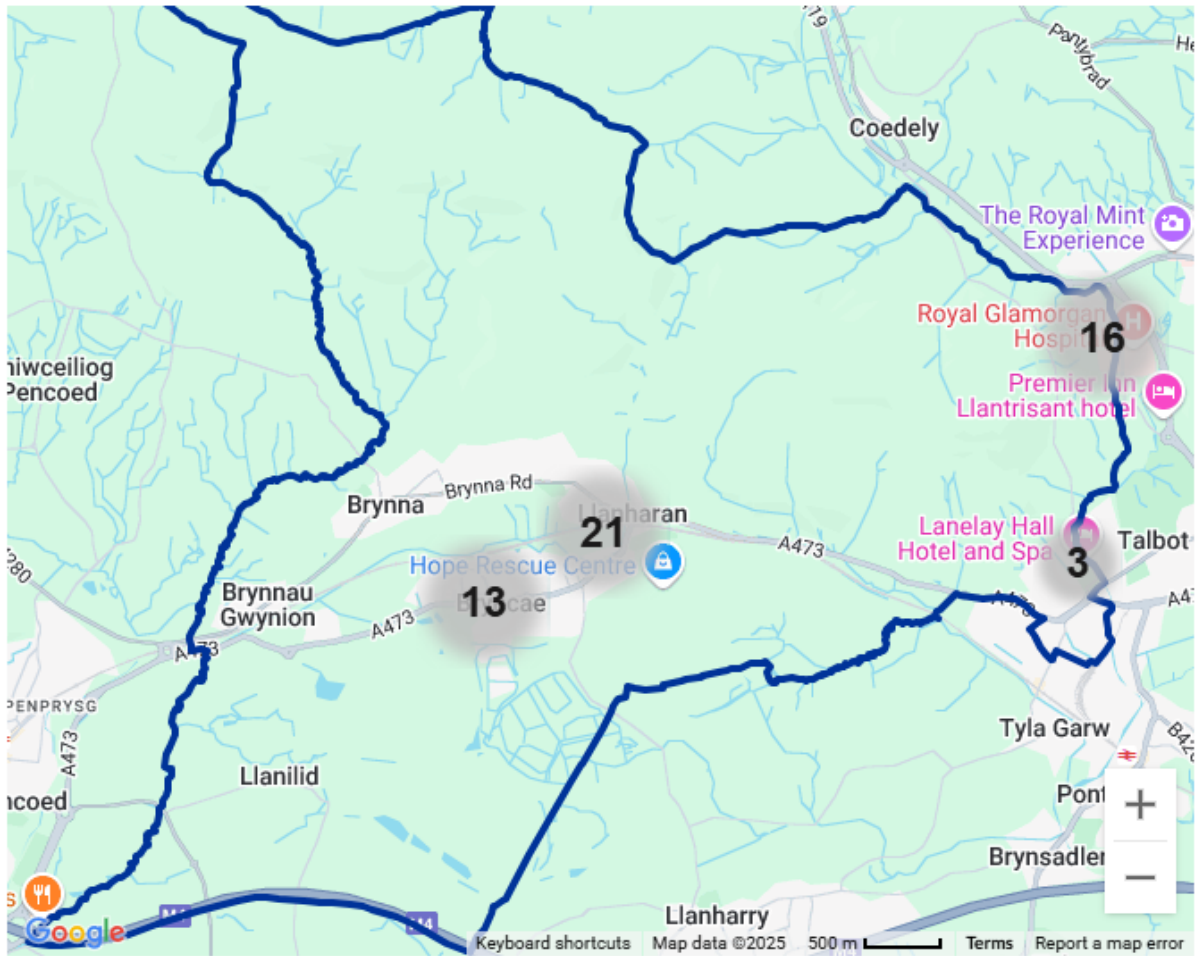
Crime levels in your area

Crime for last year

Crime per Month

Month	Total	Percentage
May 2024	61	9.5%
Jun 2024	55	8.6%
Jul 2024	54	8.4%
Aug 2024	42	6.5%
Sep 2024	46	7.2%
Oct 2024	58	9%
Nov 2024	57	8.9%
Dec 2024	51	7.9%
Jan 2025	52	8.1%
Feb 2025	47	7.3%
Mar 2025	67	10.4%
Apr 2025	53	8.2%

Month	Total	Percentage
May 2024	61	9.5%
Jun 2024	55	8.6%
Jul 2024	54	8.4%
Aug 2024	42	6.5%
Sep 2024	46	7.2%
Oct 2024	58	9%
Nov 2024	57	8.9%
Dec 2024	51	7.9%
Jan 2025	52	8.1%
Feb 2025	47	7.3%
Mar 2025	67	10.4%
Apr 2025	53	8.2%



Live map data can be found at:

<https://www.south-wales.police.uk/area/your-area/south-wales/mid-glamorgan/brynna-and-llanharan/about-us/crime-map>

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2025	Clarity Copiers	225037	8.45	RJ	225037
02/06/2025	SSE Electric	IV02926918	189.50	DDR	IV02926918
03/06/2025	Brynna Cleaning	420	192.00	RJ	420
03/06/2025	FareShare Cymru	4785	65.00	RJ	4785
04/06/2025	Phat Faces	100525A	245.00	CP	100525A
04/06/2025	Phat Faces	BACS	-245.00	CP	100525A
05/06/2025	RCT	53276220	852.00	CP	53276220
05/06/2025	RCT	53276220	-852.00	CP	BCC Rates - May 25
05/06/2025	Barclays Bank	DIRECT	10.15	DDR	14APR/12MAY
05/06/2025	Rycon Power Tool	62365	522.00	RJ	62365
05/06/2025	D3SIGNS	2863-5028	1,134.00	RJ	2863-5028
06/06/2025	Trustmark Print & Design	26295	28.80	CP	26295
06/06/2025	RCT	53276220	852.00	DE	53276220
06/06/2025	Talk Talk	27324360	51.40	DE	27324360
09/06/2025	St John Ambulance	5550	312.00	CP	5550
09/06/2025	tesco mobile phones x 2	DDR	10.46	DDR	134247956801
10/06/2025	British Telecomm	Q13 QP	320.24	CP	Q13 QP
11/06/2025	RCT	BACS	5.00	RJ	32107125
12/06/2025	Geraint Barnes	160	200.00	CP	160
12/06/2025	C Kutlesa	38	37.00	CP	38
12/06/2025	Geraint Barnes	160	-200.00	CP	160
12/06/2025	C Kutlesa	38	-37.00	CP	38
13/06/2025	Brynna Community Centre	3G CIL	20,000.00	CP	3G Resurface CIL
16/06/2025	RJ	BACS	156.00	CP	Civic allowance 25
16/06/2025	RJ	BACS	52.00	CP	Civicconsumables25
16/06/2025	JT	BACS	156.00	CP	Civicalallowance25
16/06/2025	JT	BACS	52.00	CP	Civicconsumables25
16/06/2025	NF	BACS	52.00	CP	Civicconsumables25
16/06/2025	NF	BACS	156.00	CP	Civicalallowance25
16/06/2025	CP	BACS	156.00	CP	Civicconsumables25
16/06/2025	CP	BACS	52.00	CP	Civicconsumables25
16/06/2025	CM	BACS	156.00	CP	Civicalallowance25
16/06/2025	CM	BACS	52.00	CP	Civicconsumables25
16/06/2025	NR	BACS	156.00	CP	Civicalallowance25
16/06/2025	NR	BACS	52.00	CP	Civicconsumables25
16/06/2025	MS	BACS	52.00	CP	Civicconsumables25
16/06/2025	ARVAL	DDR	500.58	DDR	RI0013492377
16/06/2025	SF	BACS	-25.79	LS	130625
17/06/2025	Total Energies	380487211	83.21	RJ	380487211-25
18/06/2025	HSBC Bank	DIRECT	5.00	DR	5.00
18/06/2025	HSBC Bank	DIRECT	-5.00	CR	Refund of charges
19/06/2025	MS	BACS	156.00	CP	Civicalallowance25
19/06/2025	Barclaycard	BcardLP	200.00		LP Card pay off
19/06/2025	Vale Consultancy	18770	1,008.00	CP	18770
23/06/2025	Welsh Water	BACS	109.78	RJ	894050384201
23/06/2025	Welsh Water	BACS	81.64	RJ	895027040701
26/06/2025	RS	BACS	156.00	CP	Civicalallowance25

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/06/2025	DE	BACS	156.00	CP	Civicalallowance25
26/06/2025	RS	BACS	52.00	CP	Civicconsumables25
26/06/2025	DE	BACS	52.00	CP	Civicconsumables25
26/06/2025	One Voice Wales	9689	42.00	CP	9689
26/06/2025	One Voice Wales	9642	42.00	CP	9642
27/06/2025	RJ	CHAIR	1,200.00	CP	Chairs allowance
27/06/2025	CP	SNR ALLOW	400.00	RJ	Snr allow
27/06/2025	STAFF SALARIES	BACS	7,672.10	CP	Salaries June 25
27/06/2025	Barclaycard	BcardJun25	1,978.30		Bcard June 25
27/06/2025	Vale Consultancy	14852	1,524.00	CP	14852
28/06/2025	STAFF SALARIES	SALARIES	7,237.78	CP	May 25
28/06/2025	STAFF SALARIES	SALARIES	-7,237.78	CP	May 25
30/06/2025	RCT Pension Payment	BACS	2,260.15	CP	LCC Remit June 25
Total Payments			<u>42,648.97</u>		

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2025	Current and Premium Bank A/c	Precept1	50,000.00		Precept return trsfr 1
Total Payments			50,000.00		

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/06/2025	ALDI	CREDITCARD	50.06 PB		230525
27/06/2025	ALDI	CREDITCARD	26.41 PB		290525
27/06/2025	Llanharan Service Station	CREDITCARD	20.00 PB		25060201010036
27/06/2025	ALDI	CREDITCARD	120.45 PB		270625
27/06/2025	Llanharan Service Station	CREDITCARD	23.01 PB		25060601010166
27/06/2025	Poundstretcher	CREDITCARD	6.98 PB		120797
27/06/2025	ALDI	CREDITCARD	8.91 LP		050625
27/06/2025	ZOOM	CREDITCARD	15.59 LP		INV309581012
27/06/2025	ADOBE	CREDITCARD	-14.42 LS		3106634391
27/06/2025	Safe Shop Ltd	CREDITCARD	32.00 LS		2319935
27/06/2025	ALDI	CREDITCARD	64.10 LS		190625
27/06/2025	SLCC ENTERPRISES	CREDITCARD	221.00 LP		MEM254591-1
27/06/2025	Microsoft	CREDITCARD	160.07 LS		E0200W7K19
27/06/2025	Microsoft	CREDITCARD	29.52 LS		E0200W7QVU
27/06/2025	ZOOM	CREDITCARD	12.99 LS		309173559
27/06/2025	Arthur John	CREDITCARD	12.00 PB		100625
27/06/2025	ALDI	CREDITCARD	112.36 PB		120625
27/06/2025	Screwfix	CREDITCARD	14.68 PB		A22035115226
27/06/2025		CREDITCARD	2.19 PB		929223
27/06/2025	Screwfix	CREDITCARD	35.09 PB		A21885248240
27/06/2025	Arthur John	CREDITCARD	-12.00 PB		100625
27/06/2025	Arthur John	CREDITCARD	12.00 PB		100625
27/06/2025	ADOBE	CREDITCARD	727.92 LS		IEE2025006131801
27/06/2025	Microsoft	CREDITCARD	87.34 LS		G096668521
27/06/2025	Microsoft	CREDITCARD	5.82 LS		G094685188
27/06/2025	Viking Group	CREDITCARD	92.25 LS		5970653
27/06/2025	B&Q	CREDITCARD	311.98 RJ		1052079493
Total Payments			2,178.30		

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2025	Current and Premium Bank A/c	Closure	467.64		Account closure
09/06/2025	Current and Premium Bank A/c	BCCTrsfr	360.00		Transfer to Barclays a/c
Total Payments			827.64		

11/07/2025

Llanharan Community Council FY25-26

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Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	300,409	300,409	(0)			100.0%	
1090 PSDF Re-invested dividend	13,102	20,000	6,898			65.5%	
1100 Agency Income	0	1,330	1,330			0.0%	
1990 Other Income	417	1,000	583			41.7%	
Income :- Income	<u>313,928</u>	<u>322,739</u>	<u>8,811</u>			<u>97.3%</u>	<u>0</u>
Net Income	<u>313,928</u>	<u>322,739</u>	<u>8,811</u>				
<u>200 Administration</u>							
4000 Staff Salaries & Wages (Net)	20,222	74,182	53,960		53,960	27.3%	
4005 Employer & Employee Pension	6,088	29,434	23,346		23,346	20.7%	
4010 Employer & Employee NI & Tax	(1,330)	44,158	45,488		45,488	(3.0%)	
4055 Mileage & Subsistence	0	200	200		200	0.0%	
4057 HR Expenditure	224	1,000	776		776	22.4%	
4060 Council Tax	2,386	2,500	114		114	95.4%	
4065 Office Rent	0	3,500	3,500		3,500	0.0%	
4066 Meeting venue hire	0	400	400		400	0.0%	
4070 IT Costs (Office 365)Web Site	3,220	4,400	1,180		1,180	73.2%	
4075 Telephone & Broadband	293	1,450	1,157		1,157	20.2%	
4080 Electric	420	1,800	1,380		1,380	23.4%	
4085 Water Rates (for Office)	82	200	118		118	40.8%	
4090 Stationery and postage	103	350	247		247	29.3%	
4095 Cleaning Materials	0	50	50		50	0.0%	
4100 Cleaning Contract	192	1,200	1,008		1,008	16.0%	
4105 Office Cap ExpChain of Office	0	1,000	1,000		1,000	0.0%	
4110 Building Maintenance	1,827	3,300	1,473		1,473	55.4%	
4115 Professional and Legal Fees	574	3,500	2,926		2,926	16.4%	
4116 Land Registry Fees	0	240	240		240	0.0%	
4120 Internal Audit Fees	(440)	1,125	1,565		1,565	(39.1%)	
4125 External Audit Fees	740	800	60		60	92.5%	
4130 Subscriptions and Memberships	2,079	2,750	671		671	75.6%	
4135 Bank Charges	50	300	250		250	16.5%	
Administration :- Indirect Expenditure	<u>36,729</u>	<u>177,839</u>	<u>141,110</u>	<u>0</u>	<u>141,110</u>	<u>20.7%</u>	<u>0</u>
Net Expenditure	<u>(36,729)</u>	<u>(177,839)</u>	<u>(141,110)</u>				
<u>220 Insurances</u>							
4200 General Insurance	5,981	6,000	19		19	99.7%	
4205 Vehicle Insurance	0	3,500	3,500		3,500	0.0%	
4210 Office Insurance	0	250	250		250	0.0%	
Insurances :- Indirect Expenditure	<u>5,981</u>	<u>9,750</u>	<u>3,769</u>	<u>0</u>	<u>3,769</u>	<u>61.3%</u>	<u>0</u>
Net Expenditure	<u>(5,981)</u>	<u>(9,750)</u>	<u>(3,769)</u>				

Continued over page

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Staff & Member Training</u>							
4300 Members Training	168	1,100	932		932	15.3%	
4305 Staff Training	0	1,700	1,700		1,700	0.0%	
Staff & Member Training :- Indirect Expenditure	168	2,800	2,632	0	2,632	6.0%	0
Net Expenditure	(168)	(2,800)	(2,632)				
<u>260 Member's Allowances</u>							
4350 Chair	1,200	1,500	300		300	80.0%	
4355 Special Responsibility	400	500	100		100	80.0%	
4360 Member Allowances	1,872	2,912	1,040		1,040	64.3%	
Member's Allowances :- Indirect Expenditure	3,472	4,912	1,440	0	1,440	70.7%	0
Net Expenditure	(3,472)	(4,912)	(1,440)				
<u>300 Plant & Equipment</u>							
4400 Plant Purchase / Lease	1,251	5,500	4,249		4,249	22.8%	
4415 Red Tractor Maintenance	0	1,200	1,200		1,200	0.0%	
4420 Portable & Hand Tools Purchase	0	250	250		250	0.0%	
4425 Portable & Hand Tool Maint	0	400	400		400	0.0%	
4430 PPE - New & Replacement	110	300	190		190	36.8%	
4435 Plant & Equipment Fuel	124	750	626		626	16.6%	
Plant & Equipment :- Indirect Expenditure	1,486	8,400	6,914	0	6,914	17.7%	0
Net Expenditure	(1,486)	(8,400)	(6,914)				
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	3,369	9,500	6,131		6,131	35.5%	
4505 Christmas Lights and Trees	0	35,000	35,000		35,000	0.0%	
4510 Public Clocks - Maintenance	0	500	500		500	0.0%	
4515 Notice Boards - Maintenance	0	100	100		100	0.0%	
4520 Bus shelter - Maintenance	0	500	500		500	0.0%	
4525 Planters - Maintenance	6	100	94		94	5.8%	
4530 Benches & Tables Maintenance	0	100	100		100	0.0%	
Street Furnishings :- Indirect Expenditure	3,375	45,800	42,425	0	42,425	7.4%	0
Net Expenditure	(3,375)	(45,800)	(42,425)				
<u>500 Community Functions</u>							
4600 Christmas Dinners	(21)	6,500	6,521		6,521	(0.3%)	
4610 Firework Display	500	10,000	9,500		9,500	5.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4615 Multi Cultural Carnival	6,334	7,250	916		916	87.4%	
Community Functions :- Indirect Expenditure	6,813	23,750	16,937	0	16,937	28.7%	0
Net Expenditure	(6,813)	(23,750)	(16,937)				
<u>550 Grants</u>							
4700 General Grants	0	10,000	10,000		10,000	0.0%	
4710 LCDP - SLA	30,000	25,000	(5,000)		(5,000)	120.0%	
4715 Wild Life Trust - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
Grants :- Indirect Expenditure	30,000	45,000	15,000	5,000	10,000	77.8%	0
Net Expenditure	(30,000)	(45,000)	(15,000)				
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	0	1,330	1,330		1,330	0.0%	
4805 Skateboard Park - Maintenance	110	1,000	890		890	11.0%	
4810 Play & O/Spaces Maintenance	0	1,500	1,500		1,500	0.0%	
4815 General Repair Consumables	(7)	250	257		257	(2.6%)	
Outdoor Spaces :- Indirect Expenditure	103	4,080	3,977	0	3,977	2.5%	0
Net Expenditure	(103)	(4,080)	(3,977)				
<u>620 War Memorials</u>							
4855 Other Maintenance	37	500	463		463	7.4%	
War Memorials :- Indirect Expenditure	37	500	463	0	463	7.4%	0
Net Expenditure	(37)	(500)	(463)				
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	464	0	(464)			0.0%	464
Llanharan Pantry :- Income	464	0	(464)				464
4730 Llanharan Pantry Expenses	1,021	0	(1,021)		(1,021)	0.0%	1,275
Llanharan Pantry :- Indirect Expenditure	1,021	0	(1,021)	0	(1,021)		1,275
Net Income over Expenditure	(557)	0	557				
6000 plus Transfer from EMR	1,275	0	(1,275)				
6001 less Transfer to EMR	464	0	(464)				
Movement to/(from) Gen Reserve	253	0	(253)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	2,040	13,500	11,460			15.1%	2,040
Bryncae Community Centre :- Income	2,040	13,500	11,460			15.1%	2,040
4060 Council Tax	2,556	8,500	5,944		5,944	30.1%	2,556
4075 Telephone & Broadband	124	600	476		476	20.7%	124
4080 Electric	249	4,000	3,751		3,751	6.2%	249
4095 Cleaning Materials	0	370	370		370	0.0%	
4100 Cleaning Contract	333	2,500	2,167		2,167	13.3%	333
4110 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4135 Bank Charges	10	130	120		120	7.7%	10
4755 Energy - Gas	214	5,500	5,286		5,286	3.9%	551
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	0	1,000	1,000		1,000	0.0%	
4775 Consumables	55	350	295		295	15.7%	55
Bryncae Community Centre :- Indirect Expenditure	3,541	24,950	21,409	0	21,409	14.2%	3,878
Net Income over Expenditure	(1,500)	(11,450)	(9,950)				
6000 plus Transfer from EMR	3,878	0	(3,878)				
6001 less Transfer to EMR	2,040	0	(2,040)				
Movement to/(from) Gen Reserve	337	(11,450)	(11,787)				
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	0	500	500		500	0.0%	
Street Lighting Electric :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)				
<u>700 Allotments</u>							
1200 Allotment Income	142	3,150	3,008			4.5%	
Allotments :- Income	142	3,150	3,008			4.5%	0
4900 Allotment Lease Costs	0	22	22		22	0.0%	
4901 Allotment Maintenance	0	600	600		600	0.0%	
4905 Allotment Water	110	400	290		290	27.4%	
Allotments :- Indirect Expenditure	110	1,022	912	0	912	10.7%	0
Net Income over Expenditure	32	2,128	2,096				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	153,861	0	(153,861)			0.0%	153,861
Community Infrastructure Levy :- Income	<u>153,861</u>	<u>0</u>	<u>(153,861)</u>				<u>153,861</u>
4958 CIL Grants	22,168	0	(22,168)		(22,168)	0.0%	22,168
4965 CIL LCC shower block	1,100	0	(1,100)		(1,100)	0.0%	1,100
4966 CIL Project Ewenny Bridge	2,110	0	(2,110)		(2,110)	0.0%	2,110
Community Infrastructure Levy :- Indirect Expenditure	<u>25,378</u>	<u>0</u>	<u>(25,378)</u>	<u>0</u>	<u>(25,378)</u>		<u>25,378</u>
Net Income over Expenditure	<u>128,483</u>	<u>0</u>	<u>(128,483)</u>				
6000 plus Transfer from EMR	25,378	0	(25,378)				
6001 less Transfer to EMR	153,861	0	(153,861)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	470,435	339,389	(131,046)			138.6%	
Expenditure	118,213	349,303	231,090	5,000	226,090	35.3%	
Net Income over Expenditure	<u>352,222</u>	<u>(9,914)</u>	<u>(362,136)</u>				
plus Transfer from EMR	30,530	0	(30,530)				
less Transfer to EMR	156,365	0	(156,365)				
Movement to/(from) Gen Reserve	<u>226,388</u>	<u>(9,914)</u>	<u>(236,302)</u>				

Appendix 7

Money In	Date	£	Receipt	Description
Brought forward from 24/25	01/04/2025	1465.12		EMR from 24/25
Total cash receipts	Rolling	554.25		
Total in		2019.37		

Money Out

[illegible]

Total out

1062.50

Balance of Funds

956.87

Ave footfall on a Saturday since
05/04/2025

8

Future funding Approx. weeks

12 weeks

11/07/2025

Llanharan Community Council FY25-26

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Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	2,040	13,500	11,460			15.1%	2,040
Bryncae Community Centre :- Income	<u>2,040</u>	<u>13,500</u>	<u>11,460</u>			<u>15.1%</u>	<u>2,040</u>
4060 Council Tax	2,556	8,500	5,944		5,944	30.1%	2,556
4075 Telephone & Broadband	124	600	476		476	20.7%	124
4080 Electric	249	4,000	3,751		3,751	6.2%	249
4095 Cleaning Materials	0	370	370		370	0.0%	
4100 Cleaning Contract	333	2,500	2,167		2,167	13.3%	333
4110 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4135 Bank Charges	10	130	120		120	7.7%	10
4755 Energy - Gas	214	5,500	5,286		5,286	3.9%	551
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	0	1,000	1,000		1,000	0.0%	
4775 Consumables	55	350	295		295	15.7%	55
Bryncae Community Centre :- Indirect Expenditure	<u>3,541</u>	<u>24,950</u>	<u>21,409</u>	<u>0</u>	<u>21,409</u>	<u>14.2%</u>	<u>3,878</u>
Net Income over Expenditure	<u>(1,500)</u>	<u>(11,450)</u>	<u>(9,950)</u>				
6000 plus Transfer from EMR	3,878	0	(3,878)				
6001 less Transfer to EMR	2,040	0	(2,040)				
Movement to/(from) Gen Reserve	<u>337</u>	<u>(11,450)</u>	<u>(11,787)</u>				
Grand Totals:- Income	2,040	13,500	11,460			15.1%	
Expenditure	3,541	24,950	21,409	0	21,409	14.2%	
Net Income over Expenditure	<u>(1,500)</u>	<u>(11,450)</u>	<u>(9,950)</u>				
plus Transfer from EMR	3,878	0	(3,878)				
less Transfer to EMR	2,040	0	(2,040)				
Movement to/(from) Gen Reserve	<u>337</u>	<u>(11,450)</u>	<u>(11,787)</u>				

Appendix 8a

Delegated authority of Bryncae Community Centre Committee

To consider whether the Bryncae Community Centre (BCC) Committee has explicit delegated authority to alter payment 'terms and conditions' for users.

The committee's terms of reference state that:

"The Committee be delegated authority to draw up or alter the terms and conditions of hire."

"The Committee be delegated authority to decide the hire fees and other fees for the use of the centre and to ensure that such fees reflect value for money for the community. "

One Voice Wales Constitution and Governance Framework

I am writing to all our member Councils to describe some important proposed changes to our governance arrangements.

Since being established in 2004, our governance arrangements have served us well. We want to ensure that they remain sound and robust, with the flexibility to respond to change. We want to facilitate improved engagement with our diverse membership.

A copy of the new draft constitution is attached. The new measures include streamlining the arrangements for an AGM to be quorate and improving the effectiveness of the NEC.

These changes require formal adoption. An Extraordinary General Meeting will therefore be held to consider the new constitution.

The meeting will be held remotely at 4.00 pm on Wednesday 3 September 2025.

20% of member Councils must attend for the meeting to take place. This will be the only item of business. The agenda will include a summary of the proposed constitutional changes.

Each Council should nominate one of its Councillors to attend and, in advance of the meeting, determine its position on the constitutional changes being proposed.

Please notify Tracy Gilmartin tgilmartin@onevoicewales.wales of the names and email addresses of your representative and substitute. Councils should nominate one Member to attend and a substitute Member who may only attend in the unavoidable absence of the nominated representative.

It is important that Councils give this matter their attention and ensure that they are represented at the remote meeting to ensure that we achieve the required level of representation to approve the new constitution.

Any Council who wishes to propose any amendments to the proposed new constitution must let me know in writing by 15 August 2025 (5.00 pm).

If no amendments are received by the deadline, an online vote will be taken at the Extraordinary General Meeting using a polling system that will request that Councillors present indicate either YES or NO in response to the proposed constitutional change. Guidance on how to use the polling system will be published in advance of the meeting. The meeting will be recorded so that a permanent record can be maintained of the outcome of the voting process.

The new measures sit alongside wider improvements to the way in which our committees operate, standardising our methods of working. Other changes include role descriptions to provide greater clarity about the roles and responsibilities of positions such as Area Committee representatives. A summary of these changes is attached.

As the national representational body for Community and Town Councils in Wales, it is vital that our governance arrangements support organisational effectiveness. We are confident that the changes will provide this assurance.

We encourage all Councils to engage in this process to put these changes into practice.

Lyn Cadwallader BA(Hons), PGDipHsg, DBA, PGDipLOPS, Chartered MCIH
Prif Weithredwr/Chief Executive

<https://unllaiscymru.cymru>

<https://onevoicewales.wales>



Report Author: Governance and Policy Practice Development Officer

Amended constitution of One Voice Wales

Introduction

1. To approve an amended constitution of One Voice Wales

Key Issues

2. A copy of the constitution is attached. Whilst Members are encouraged to study the entire document, the following summary may assist.
3. Key proposed changes include the following:
 - Reduced size of NEC
 - Changes to quoracy arrangements for AGM
 - Any changes to the Constitution must be approved at an Annual/Special General Meeting by a majority of member Councils present except in the event of a motion to dissolve the organisation.
 - The Chair and Vice Chair may hold office normally for a period of three consecutive years only, elected annually and shall not normally be eligible for re-election until three years have elapsed but normally no more than four years in total. The Vice Chair to preside in their absence.
 - In the event of a decision having been taken by the Annual General Meeting or a Special Meeting to change the legal status of the organisation, any subsequent resolution for the purpose of dissolution of the organisation and/or the transfer of its assets to a newly constituted body, shall only be undertaken by a majority decision of a meeting attended by a minimum of 15% of the membership. This can include remote attendance.

- A quorum for the Annual General Meeting shall be 10% of the representatives of member Councils eligible to attend. In the case of a motion to dissolve the organisation placed before the Annual General Meeting the quorum shall be 15% of the representatives of the member Councils eligible to attend.
 - Other changes as highlighted below, including a new committee structure.
 - Minor amendments or corrections to the arrangements could be introduced from time to time without the need for formal approval.
4. The revised Constitution is reported to the NEC on 14 March 2025 for confirmation ahead of this Extraordinary General Meeting.
 5. A summary of the new constitutional arrangements is set out below:

1 Title & Membership

This section confirms the bilingual name and membership details of One Voice Wales.

2 Aims & Objectives

This section confirms the aims and objectives of One Voice Wales. It has been updated to reflect changes to the political landscape of Wales.

3 Annual General Meeting

This section describes the detailed arrangements for conducting the AGM. The AGM will be held in person or remotely. The AGM will not be held on a hybrid basis.

Any changes to the Constitution must be approved at an Annual/Special General Meeting by a majority of member Councils present except in the event of a motion to dissolve the organisation.

4 National Executive Committee

This section confirms that the National Executive Committee is responsible, within the overall policies determined by the Annual General Meeting, for the organisation's overall strategy and general policies and for the conduct of the organisation

5 Election of National Executive Committee

Each of the 16 existing Area Committees shall appoint one elected member to serve on the National Executive Committee and a substitute Member.

6 Resignation of Member Councils

Any Community or Town Council member wishing to terminate its membership shall do so in writing. There will be no refund of membership fees.

7 Dissolution of the Organisation

In the event of a decision having been taken to change the legal status of the organisation, any subsequent resolution for the purpose of dissolution of the organisation and/or the transfer of its assets to a newly constituted body, shall only be undertaken by a majority decision of a meeting attended by a minimum of 15% of the membership. This can include remote attendance but not normally hybrid arrangements.

8 Changes to the Constitution

The organisation can alter the constitution or governance arrangements significantly provided that each such alteration shall be supported by a majority of those present and entitled to vote. This can include remote attendance but not normally hybrid arrangements.

6. Other governance improvements also have been introduced alongside these arrangements. These include improved Standing Orders, changes to some committees (including terms of reference), improved role descriptions and Financial Regulations. These largely operational matters have been endorsed by the NEC and Chief Executive. New arrangements include the creation of a Smaller Local Councils Committee.
7. The focus is for now Councils present at the AGM to vote in favour, against or abstain on the new constitution.
8. Without a majority vote in favour of the change to the constitution many of the planned changes cannot be progressed.

Financial Implications

9. There may be some additional financial implications arising from initiatives such as the creation of a Smaller Local Councils Committee, such as expenses or venue hire.
10. The Review itself has been undertaken within existing, approved resources. A sound governance framework will help One Voice Wales use its resources to best effect.

Links to Corporate Objectives, as identified in the Corporate Strategy and Operational Delivery Plan

11. The need to consistently review the organisational governance of One Voice Wales is highlighted within the Corporate Strategy and Operational Delivery Plan.

Staffing Implications

12. This exercise has been led by the new Governance and Policy Practice Development Officer under the direction of the Deputy Chief Executive and Resources Manager. There are no additional staffing implications at this time.

Risk Management Implications

13. The Risk Management strategy makes strong reference to this review, which makes an important contribution to managing key risks.

Legal Implications

14. One Voice Wales is governed directly by its member councils. The membership decides key policy and constitutional matters. The organisation is accountable to its members and the Welsh Government in terms of the funding it provides. A sound governance framework will help to ensure that One Voice Wales discharges its obligations to its stakeholders.
15. The constitution was originally approved in 2008 and over time it is clear that the governing document would benefit from important changes that would enhance the current overarching governance structure. It is essential that we have a high attendance at the meeting as the current constitution states that:

In the event of a decision having been taken by the Annual General Meeting to change the legal status of the organisation it shall currently only be undertaken by a majority decision of a meeting attended by a minimum of 20% of the membership.

Recommendation

16. It is **recommended** that Members approve the revised arrangements.



One Voice Wales

Constitution

Date Adopted **2025**

Review Date **2026**

14 July 2025

Appendix Financial Regulations (to be added)

14 July 2025

CONSTITUTION

Contents

- 1. Title & Membership**
- 2. Aims & Objectives**
- 3. Annual General Meeting**
- 4. National Executive Committee**
- 5. Election of National Executive Committee**
- 6. Resignation of Member Councils**
- 7. Dissolution of the Organisation**
- 8. Changes to the Constitution**

1. TITLE AND MEMBERSHIP

- 1.1 The organisation shall be called 'Un Llais Cymru'/'One Voice Wales.'
- 1.2 The membership of the organisation shall comprise all Community and Town Councils in Wales provided they are subscribers to the organisation.

2. AIMS AND OBJECTIVES

- 2.1 The aims of the organisation are to represent, support and promote the interests of Community and Town Councils in Wales.
- 2.2 The objectives of the organisation are:
 - a) to promote the interests of Community and Town Councils in Wales to the Welsh Government, Senedd, Central Government, the Welsh Local Government Association, unitary authorities, third sector representative bodies e.g. WCVA, political parties and other bodies both within Wales and internationally.
 - b) to develop policy and practical advice to assist member Councils in the discharge of their functions.
 - c) to provide cost effective services as required by member Councils including the dissemination of accurate and timely information on policy, best practice, and other relevant issues.
 - d) to be the sole voice to represent Community and Town Councils in Wales with the Welsh Government.
 - e) to encourage and support the establishment of Community and Town Councils throughout Wales.

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- f) to encourage, support and provide training to improve and develop the skills of Councillors and officers of Community and Town Councils throughout Wales.
- g) to ensure that both English and Welsh are the official languages of the organisation and enjoy equal status. Some committees may 'opt out' of bilingual arrangements to conduct business.

(Note: Outside agencies are encouraged to provide all information bilingually, but One Voice Wales recognises that it would be unreasonable to withhold important information from Community and Town Councils on the basis that it was only available in English.)

3. ANNUAL GENERAL MEETING

- 3.1 The Annual General Meeting of the organisation shall approve the overall governance framework of the organisation, appoint the auditor and report on financial and governance aspects of the organisation.
- 3.2 The Annual General Meeting shall consist of representatives of each member Council regardless of size, each Council having one vote only.
- 3.3 The Annual General Meeting shall be held on a date to be fixed by the National Executive Committee. The AGM will be held in person or remotely. The AGM could take place on a hybrid basis where practical.
- 3.4 The National Executive Committee shall make rules for the conduct of business at the Annual General and at other General Meetings. These arrangements could include provision for hybrid or remote meetings.
- 3.5 The business of the Annual General Meeting shall be to:

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- 3.5.1 To approve as correct the minutes of the last Annual General Meeting and to invite the Chair to sign them as a true record. (Standing Order 9)
- 3.5.2 To dispose of any matter arising from the minutes or of any business remaining from the last meeting.
- 3.5.3 To receive and to consider reports and recommendations from the National Executive Committee (or any other committees from time to time established) and to discuss and if deemed proper to approve of any matters not delegated to it which require the authority of the Annual General Meeting.
- 3.5.4 To receive reports from the Chief Executive or any other officer.
- 3.5.5 To receive and approve the audited accounts for the preceding year.
- 3.5.6 To approve the appointment of auditors.
- 3.5.7 To approve the membership fees to be paid by member Councils for the ensuing year.
- 3.5.8 To receive and to consider any relevant communications placed before the Annual General Meeting.
- 3.5.9 To consider notices of motion, in accordance with the requirements of Standing Orders, of which no less than two months' notice has been given before the date of the meeting and if deemed necessary, refer them to a relevant committee for further consideration.
- 3.6 The Chair and/or National Executive Committee shall have the power to move an emergency motion.
- 3.7 A Special General Meeting shall be convened: -
 - a) When considered desirable by the National Executive Committee.
 - b) Following a requisition signed by not less than 10% of member Councils specifying the purpose of the meeting.
- 3.8 Not less than 28 days' notice shall be given to all member Councils of a Special Meeting specifying the business to be transacted.
- 3.9 Any changes to the Constitution must be approved at an Annual/Special General Meeting by a majority of member Councils present except in the event of a motion to dissolve the organisation. (see 7)

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- 3.10 The proceedings of an Annual General Meeting shall not be invalidated because any member Council has not received the notice to which it is entitled.

3.11 A quorum for the Annual General Meeting shall be 10% of the representatives of member Councils eligible to attend. In the case of a motion to dissolve the organisation placed before the Annual General Meeting the quorum shall be 15% of the representatives of the member Councils eligible to attend.

4. NATIONAL EXECUTIVE COMMITTEE

- 4.1 The National Executive Committee shall be responsible, within the overall policies determined by the Annual General Meeting, for the organisation's overall strategy and general policies and for the conduct of the organisation. These arrangements could include provision for hybrid or remote meetings.
- 4.2 The National Executive Committee shall appoint from amongst its elected membership a Chair and Vice Chair who shall also act as the Chair and Vice Chair of the organisation.
- 4.3 The Chair and Vice Chair may hold office normally for a period of three consecutive years only, elected annually and shall not normally be eligible for re-election until three years have elapsed but normally no more than four years in total. The Vice Chair to preside in their absence.
- 4.4 The National Executive Committee shall have the power to incur such expenditure, enter into leases of property, enter such commitments or arrangements, and employ such staff or agents as it considers necessary for the proper conduct of the organisation.
- 4.5 The National Executive Committee shall control the banking, investment, and management of the organisation's funds.
- 4.6 The National Executive Committee's consent shall be required for the borrowing of money by or on behalf of the organisation.
- 4.7 The National Executive Committee shall submit an Annual Report and audited Accounts to the Annual General Meeting.
- 4.8 The National Executive Committee shall have the power to appoint such committees and sub-committees as it considers desirable; no more than one-third of the membership of these committees to be non-voting co-opted members.
- 4.9 The National Executive Committee shall have the power to delegate any of its powers to its committees or officers, in accordance with an approved scheme of delegations to be prepared.
- 4.10 The Chair and Vice Chair of the committee shall be ex-officio members of all committees.
- 4.11 The National Executive Committee shall have the power to appoint non-voting honorary members of the organisation, to include the honorary position of President.

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- 4.12 The time of day or evening for meetings be approved by the National Executive Committee and not referenced in the constitution.
- 4.13 The National Executive Committee may change the membership arrangements of the National Executive Committee itself as well as other Committees within the overall governance framework.
- 4.14 The National Executive Committee will have the flexibility to determine the arrangements for selecting spokespersons to speak at external events and engagements on specific matters.
- 4.15 Decisions of Standing Committees are subject to confirmation by the National Executive Committee.

5. ELECTION OF NATIONAL EXECUTIVE COMMITTEE

- 5.1 The National Executive Committee shall consist of 16 members appointed to represent member Councils within each of the following area of Wales:-

Ynys Mon		
Meirionnydd		
Arfon/Dwyfor	}	North
Conwy and Denbighshire		
Wrexham and Flintshire		
Maldwyn		
Brecon and Radnor		
Ceredigion	}	Mid
Carmarthenshire		
Pembrokeshire		
Swansea		
Neath/Port Talbot		
Monmouth and Newport		
Bridgend/Vale of Glamorgan/Cardiff	}	South
Rhondda Cynon Taff/Merthyr		
Tydfil/Caerphilly		
Blaenau Gwent/Torfaen		

Each area committee shall appoint one elected member to serve on the National Executive Committee and a substitute Member.

- 5.2 Election of National Executive Committee members shall be conducted by a ballot of all members present at the AGM of the Area Committee.
- 5.3 An additional member shall be nominated onto the National Executive Committee by the Larger Local Councils Forum and Smaller Local Councils Forum (one member from each.).
- 5.4 After the first election to the National Executive Committee members may be appointed for up to five years, provided they continue to hold office as a Councillor.

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- 5.5 On a casual vacancy occurring a member elected to fill that place shall hold office until the expiry of the term of office of the member whose place has been vacated.

6. RESIGNATION OF MEMBER COUNCILS

6.1 Any Community or Town Council member wishing to terminate its membership shall do so in writing. There will be no refund of membership fees.

7 DISSOLUTION OF THE ORGANISATION

- 7.1 In the event of a decision having been taken by the Annual General Meeting or a Special Meeting to change the legal status of the organisation, any subsequent resolution for the purpose of dissolution of the organisation and/or the transfer of its assets to a newly constituted body, shall only be undertaken by a majority decision of a meeting attended by a minimum of 15% of the membership. This can include remote attendance.
- 7.2 With the exception of dissolution of the organisation for the purpose outlined in paragraph 7.1 above (to change legal status), any assets resting in the organisation shall be sold and any sums/debts remaining after meeting all costs and expenses associated with the dissolution of the organisation shall be divided pro rata amongst those Councils in membership of the organisation as at the date of the decision

8. CHANGES TO THE CONSTITUTION

- 8.1 The organisation shall have the power to alter the constitution or governance arrangements significantly provided that each such alteration shall be supported by a majority of member Councils present. This can include remote attendance. Any changes to the Constitution must be approved at an Annual/Special General Meeting by a majority of member Councils present except in the event of a motion to dissolve the organisation. (see 7)
- 8.3 Subject to the provision of this Constitution, the National Executive Committee shall have the power to make all such regulations as may be necessary for the nomination of officers, the conduct of elections and all other matters not provided here within.

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Appendix 10

To consider whether the TEC Committee has explicit delegated authority to issue tenders and select the successful tender for the recently issued tender for a Project Manager

- The TEC Committee terms of reference state:

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

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

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

To follow any other action as directed by the Council.

- The Council's Financial Regulations state:

12.4. Whether Method A or Method B is used:

a). The decision on the awarding of a Formal Tender shall be taken by Full council unless authority has been delegated to a Committee.

b). The Council shall not be obliged to accept the lowest of any tender, quote or estimate

- The TEC Committee has resolved the following:

b) **RESOLVED**

To form a task and finish working group to assess and score the tenders, following the closing of the deadline and the opening of the tenders in line with the Council's Financial Regulations. The working group to make a recommendation to the TEC Committee on whom to award the tender. The members of the working group to comprise Cllrs Claire Morgan, Robert Smith, Chris Parker and the Clerk.

Consideration

For the avoidance of doubt, the officers seek an explicit statement as to whether the TEC Committee is authorised to select the current tender without further recourse to Council, and the position regarding future tenders for the project (Assuming all fall within the allocated budget).

Appendix 11

Resolutions and recommendations of the Trenos and Ewenni Crossings project (TEC) Committee held on 26th June 2025

TEC2025/020 Parameters (scope) and process to be used in the procurement process to obtain a project manager for the project.

a) *RESOLVED*

To approve the document, "LCC Ewenny Bridge Project PM Scope FINAL", as presented in Appendix 4 to the committee and under delegated authority to direct the officers to carry out a tender process in line with the Council's Financial Regulations as per the timelines outlined in page 7 of that document.

b) *RESOLVED*

To form a task and finish working group to assess and score the tenders, following the closing of the deadline and the opening of the tenders in line with the Council's Financial Regulations. The working group to make a recommendation to the TEC Committee on whom to award the tender. The members of the working group to comprise Cllrs Claire Morgan, Robert Smith, Chris Parker and the Clerk.

Appendix 12

Resolutions and recommendations of the ORA Committee held on 3rd July 2025

ORA2025/0 increasing the cost allocation for training for staff and others for playground inspections.

RECOMMENDED

To authorise the officers to spend up to £1,000 to facilitate playground inspection training for LCC staff and other interested parties. Final costs to be ascertained and reported once firm commitments received from other councils to share cost.

ORA2025/0 Eviction from an allotment plot

RESOLVED

Not to evict the tenant at this stage. The Clerk to write to the tenant to inform them that the plot must not be allowed to fall into a state of neglect at any time in the future and to remain in compliance with clause 5 of the tenancy agreement at all times, should they fail to do so then their potential eviction will be brought back before the committee. The Clerk to inspect the plot regularly to ensure standards are maintained.

Appendix 13

Resolutions and Recommendations of Events Committee held 9th July 2025

EV2025/003 Deputy Chair

RESOLVED

To elect Cllr Chris Parker as Deputy Chair of the Events Committee.

EV2025/006 Dates for the 2025 Over 60's Christmas lunches.

RESOLVED

That the Llanharan OAP association led event shall be held on Wednesday 17th December 2025 and the Brynna OAP association event shall be held on Thursday 18th December 2025 at Llanharan RFC.

EV2025/007 Quotations for the provision of catering for the 2025 Over 60's Christmas lunches

a) RESOLVED

To accept the Cresta Caterers quotation for 'Menu 2' of £26.00/head plus VAT. (£31.20/head inclusive). And for those meals where the optional cheeseboard is provided - £28.46/head + VAT. (£34.15 inclusive).

b) RESOLVED

To suspend Financial Regulation 11.3 e) ii) on the grounds that the Council have attempted to obtain 3 quotations having requested quotations from local providers but only one of the providers is available on the dates of the events.

11.3e)ii)

When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3, where the value:is less than £30,000 (inclusive of VAT) and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.

EV2025/008 Other matters concerning the organisation of the 2025 Over 60's Christmas lunches.

a) *RESOLVED*

The event to be called, "The Llanharan Community Council Over 60's Christmas Lunches".

b) *RESOLVED*

Invited dignitaries be limited to the Mayor of RCTCBC and a plus one and The Deputy Mayor of RCTCBC and a plus one. Specifying that both should not attend on the same day.

c) *RESOLVED*

The policy for attendance of Councillor's partner or plus one to be the following: Councillors are entitled to attend one or both days as their availability suits as representatives of the council. For a Councillor's partner or plus one, they are allowed to attend on one or both days, too. However, partners'/plus one's meals should be paid for unless they are over 60 and live in the LCC area (ie they qualify as ordinary residents), in which case one meal will be paid for by council, and any second day attendance meal must be paid for by the individual with them being directly invoiced by the council, payment to be made at the point of booking before attendance is approved.

d) *RESOLVED*

Llanharan and Brynna Schools to be invited to perform at one day each. The Community Council to fund transport where necessary up to a value of £100. A further donation of £100 to be paid to each school to cover the costs of providing entertainment.

e) *RESOLVED*

The Chair of the Council to host both events and organise a quiz with prizes which will be funded from the Chair's allowance. The Chair having volunteered to do so.

f) *RESOLVED*

A raffle will be held at the events with the officers to provide raffle prizes with a budget of up to £250 to be funded under S137 of the LGA 1972.

g) *RESOLVED*

The qualifying criteria for attendance to be that the attendee must be of the qualifying age and must live in the Llanharan Community Council area. Other than that anyone can attend.

h) *RESOLVED*

Carers may attend if required and may receive a free meal. The status of attendees as carers must be made explicit on the booking slips and numbers attending to be

monitored by the officers and reported to council following the event. There shall be no documentary evidence required to prove status as a career.

i) RESOLVED

To provide a budget of up to £250 for transport (over and above that provided for the schools) and to authorise the officers to spend up to that amount. Booking slips to make explicit that pickups are made from designated collection points only.

EV2025/009 Further details of arrangements for the 2025 Fireworks display, the fireworks provider having already been arranged.

a) RESOLVED

That the preferred venue be the Welfare hall and fields. Authority delegated to the Clerk to make suitable arrangements for the hire of the hall and grounds with an appropriate hire agreement. The officers authorised to spend up to £250 on venue hire on receipt of appropriate invoices was authorised

b) RESOLVED

To delegate to the officers the practical aspects for the arrangement of the event and the obtaining of a temporary premises licence, the application to have been submitted prior to the September meeting of Council. Arrangements to be made in consultation with the Chair of the Events Committee. The officers authorised to spend up to the budgeted amount of £10,000 in total on the event which includes the costs already agreed for the provision of the pyrotechnics display itself.

c) RESOLVED

For the 2025 event to be a free but ticketed event using an appropriate ticketing platform and system. The number of tickets limited to that allowed by the temporary premises licence. Tickets to be advertised locally and specifically on local Facebook hubs only rather than further afield. A ticket return and re-issue system to be available and all marketing to make it explicit that there will be no entry without a ticket but that there is no restriction on entry time.

d) RESOLVED

That the 2025 event be covered by 20 externally provided professional marshals and volunteer marshals, but that 10 of these marshals should be SIA marshals able to legally carry out licensable activities such as access control, to refuse entry if necessary and to deal with disorder. It is likely that the temporary premises licence application will require an SIA presence. That the officers be directed to obtain quotations.

e) RESOLVED

That matters of traffic management and safe crossing of the road be deferred to a future meeting to allow the officers to ascertain costs for Temporary Traffic Restriction Orders.

f) RESOLVED

That provision be made for a drop-off point near the Haran Roofing entrance for those with disabilities or limited mobility and that no pre-booking or restrictions be put in place. Consideration of whether to apply for a road closure for this area to be deferred to a future meeting.

g) RESOLVED

For limited disabled parking to be provided on site. A pre-booking and separate ticketing system to be put in place via the council office and evidence of a blue badge to be required in order to access disabled parking on a first come first served basis. The disabled ticket to have the registration number of the approved vehicle clearly marked. The access to be SIA controlled. All ticketing to be covered by GDPR policies.

h) RESOLVED

The location of the disabled parking area to be sited so as to be easily accessible from the disabled parking area. A suitable period to be provided after the low noise display to allow those to leave who wish to do so. Traffic movements from the disabled parking area to be facilitated.

i) RESOLVED

That 4 externally provided qualified first aiders plus an ambulance from St Johns ambulance be sourced for the event.

j) RESOLVED

Other considerations for the event to be that no sparklers be allowed into the event. Suitable vendors be arranged for the event, no pitch fees be charged but that vendors offer food and drink to marshals free of charge. A lost children point be situated in a signposted location with a dba checked safeguard lead for the event and a safeguarding policy in place. No charity or bucket collections be allowed. No alcohol to be sold or permitted to be brought in or consumed at the event with discretionary bag checks on the gate.

Appendix 14

Resolutions and recommendations of Audit Committee meeting held 10th July 2025

A2025/045 Results of the draft Internal audit for year ending March 31st 2025

Noted.

The Clerk and members present wished to minute their thanks to the RFO, Lisa Phillips for her efforts and hard work regarding the internal audit.

A2025/046 General grant applications submitted in line with the Council's general grant policy (Round 1, 2025)

a) RECOMMENDED

To grant Llanharan Horticultural Society the sum of £750 and to allow the loan of the council van and driver to contribute to prize money for the 2025 Horticultural show, using LGA 1972 S.137 (Power of last resort).

b) RECOMMENDED

To grant 1st Llanharan Rainbows the sum of £300 for badges and certificates, plants for the war memorial and the church hall, to contribute to membership fees and to help fund an RNLI visit. Using LGA 1972 S.137 (Power of last resort).

c) RECOMMENDED

To grant 1st Brynna Rainbows and Brownies the sum of £300 to be shared between the two units for consumables, PE equipment and general running costs. Using LGA 1972 S.137 (Power of last resort).

d) RECOMMENDED

To grant 1st Llanharan Scouts the sum of £2,000 for the replacement of camping equipment to facilitate camping trips for beavers, cubs and scouts. Using LGA 1972 S.137 (Power of last resort).

e) RECOMMENDED

To defer to a future meeting, consideration of the grant application from Forces Fitness for the sum of £499 to facilitate a free children's health and wellbeing community day in Llanharan utilising military veteran role models. The Clerk to request further information with regards to potential dates and venues.

f) RECOMMENDED

To grant Ffrindiau Llanhari the sum of £851.97 for sporting equipment. Football goals, basketball backboards, footballs and a tennis badminton set.

Officer's note: Power: LGA 1972 S.137 (Power of last resort).

A2025/047 Bank reconciliations and list of payments for Quarter 1 financial year 2025-26.

RECOMMENDED

To approve bank reconciliations and list of payments for Quarter 1 financial year 2025-26 as presented in the schedule "Appendix 4" presented to the meeting.

Appendix 15 - Tenders for 3 year contract erection of Xmas festive display 2025-2027. Note: 1 Tender received.

CONTRACT NOTICE – NATIONAL

Notice Type: SUPPLIES

1 Authority Details

1.1 Authority Name and Address

Official Name: Llanharan Community Council		
Postal Address: 2A Chapel Road, Llanharan,		
Town: Llanharan	Postal Code: CF72 9QA	Country: UK
For the attention of: Leigh Smith (The Clerk)		Telephone: +44 144323 1430
E-Mail: clerk@llanharan-cc.gov.wales		Fax:
Internet Address (URL): https://llanharan-cc.gov.wales/ Electronic access to information: https://www.sell2wales.gov.wales Electronic submission of tenders and requests to participate: https://www.sell2wales.gov.wales		

Address from which documentation may be obtained

1.2

As in 1.1

Completed documents must be returned to:

1.3

As in 1.1

2 Contract Details

Title

2.1

3 year contract to erect/remove Llanharan Community Council festive display 2025-2027

Description of the goods or services required

Llanharan Community Council issues a tender for a 3 year contract to erect (and remove) its Christmas motifs, lights and Christmas tree displays.

Specification of work:

Note:

All Christmas trees, motifs, lights and other items to be provided by the client.

All items to be fitted and operational by 1st December.

All items to be electrically disconnected by the 1st January and removed by the end of the first full week of January.

The successful contractor will be responsible for:

1. Christmas Lighting & Motifs Installation

Erecting and removing 91 motifs and string lights onto lampposts.

Connecting all lights to the pre-existing mains supply sockets.

Adjusting pre-fitted timers where required upon installation to meet turn on and turn off times specific by the council.

2. Christmas Tree Displays

46 x 4ft Christmas trees to be decorated with light strings and installed in pre-existing wall-mounted brackets above local businesses.

14 x 4ft Christmas trees to be decorated with light strings and installed in pre-existing wall-mounted brackets on

3 community centre buildings in Llanharan, Brynna, and Ynysmaerdy.

10 x 16ft Christmas trees to be decorated with 12 light strings per tree and installed in pre-existing fittings around the community.

Securely connecting all tree lights to the appropriate pre-existing mains power supply.

3. Additional Decorations

Fastening two sets of six light strings to the fencing at Dolau School.

Installing and connecting a motif display and string light decorations at Brynnau Primary School.

4. End-of-Season Removal & Storage

Taking down and safely storing all decorations in a mutually agreed location.

Returning all lighting equipment to us or directly to the lighting provider in good condition.

Removing all Christmas trees and transporting to a designated recycling point.

5. Hanging Basket Removal

Removing existing summer hanging baskets from 66 of the lampposts (prior to erecting motifs) and returning them to a mutually agreed local storage point.

6. Return to remediate defective items within 24 hours.

Qualifications

The successful candidate will need to hold appropriate Public liability insurance, a RAMS will be produced for the work and agreed with the council officers and all work is to be carried out in line with:

BS7671: 2011 IEE wiring regulations 18th edition

Health and Safety at Work act 1974

Electricity at work regulations 1989

HSE Working at height regulations

Traffic Signs Manual Chapter 8.

ILP lasers festival and entertainment lighting code

Requirements of G39 authorisation and certification

Specifically the successful candidate will need to have the following qualifications:

1. G39 – Highway electrical safety.
2. A relevant MEWP (IPAF) licence for the category of MEWP to be used.
3. Qualified electrical contractor (Minimum Level 3 Qualification and 18th Edition IEE Wiring Regulations).

Items 1 and 2 can be obtained following the successful awarding of the tender but must be obtained before 1st November 2025.

*Note: You will be required to produce evidence of the successful obtaining of the qualifications.

References

The successful candidate will provide 3 references for work previously carried out. The work does not have to be of a similar nature but should be of a similar scale where possible.

Please provide:

1. A narrative to describe the work including a description of the work carried out and the scope of the work, including approximate size of contract.
2. Contact details (both email and telephone number) of your reference including their job title where applicable.

****Note:** If one of your references relates to work for Llanharan Community Council point 2 is not required.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=150913.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Notice Coding and Classification

- 2.3 a) Commodity Codes
Code Description
51000000 Installation services (except software)
b) Delivery Location/Area
Code Location
1015 Central Valleys (Merthyr Tydfil, Rhondda Cynon Taf)

Total quantity or scope of tender

- 2.4 Full specification as per previous page.

Previous single year quotations have been in the region of £13,000 per year.

3 Conditions for Participation

Minimum standards and qualification required

- 3.1 See main specification.

4 Administrative Information

Type of Procedure

- 4.1 Single stage

Reference number attributed to the notice by the contracting authority

- 4.2 N/a

Time Limits

- 4.3 Time-limit for receipt of completed tenders
16-06-2025 Time 17:00

Estimated award date
20-06-2025

Language or languages in which tenders or requests to participate can be drawn up

- 4.5 EN

Tender Submission Postbox

- 4.6 The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx

5 Other Information

Additional Information

See main specification.

- 5.1 Further questions/details must be submitted via the Sell2Wales postbox.

This notice has been sent as a region specific notice. If you did not receive an alert about this you are not based in the specific region selected by the buying authority. Questions on why this was sent as a region specific notice should be sent to the buying authority.

(WA Ref:150913)

Additional Documentation

5.2

The following additional documents relating to this notice are available from the site:
Llanharan Community Council Festive display perimeters May 2025

5.3

Publication date of this notice

14-05-2025

SF 51a

Quote

Quote number Llanharan Community Council (Christmas)
Quote date 23 May 2025
Valid until 01 Jan 2028



Billed to

Llanharan Community Council
2A Chapel Road
Llanharan
CF72 9QA
United Kingdom

Ryan Morgan trading as RM Electrical

18 Trenos Place
Bryncae
Llanharan
Pontyclun
CF72 9RX
United Kingdom
rmelectrical23@gmail.com

Description	Qty	Unit price	Total
Year 1 (2025)	1	£10,000.00	£10,000.00
Year 2 (2026)	1	£10,000.00	£10,000.00
Year 3 (2027)	1	£10,000.00	£10,000.00
Total			£30,000.00

Total £30,000.00

3 Year Contract to erect and remove Christmas Motifs, lights and Christmas tree displays

Reference 1

Customer – Shane Morris

Email – shanemorris30@icloud.com

Number – 07522 642147

Job – Full 3 bedroom rewire

This was my biggest rewire to date, a big 3 bedroom house located in Peterson Super Ely.

Price – £5000-6000

Reference 2

Customer – Llanharan Community Council

Job – Remedial works on the village Christmas light displays

Price - £500

I was given the job of going around each Christmas tree ensuring there was a suitable and safe electrical supply for the Christmas lights to be plugged into.

I had to renew several weatherproof double sockets for new ones with built in RCD protection.

Reference 3

Customer – Stuart Smith

Email – sjsserviceswaleswalesltd@live.co.uk

Number – 07971 543040

Job – Full electrical installation of summer house

Price - £2000

For this job I had to run a 16mm supply cable to a new summer house that was built in the garden, fitting a new consumer unit, new socket and lighting circuits, water heater and also smoke alarms.



**Level 3 Award in the
Requirements for Electrical
Installations BS 7671:2018**
603/3319/4



is awarded to

Ryan Lewys Morgan

who attended

MJ Training Solutions UK Ltd

and was successful in the following 1 module

Understand the Requirements of Electrical Installations BS
7671:2018 (2022)

Pass **ofqual**
REGULATED
register.ofqual.gov.uk



Awarded 21 February 2024
KRTF-EXAW-SQ4Q-NB4R-QFSF

210224/2382-22/007744/KKW5771/U/300501
0001080468
5503487276

Kirstie Donnelly MBE
Chief Executive Officer
City & Guilds

David Phillips
Managing Director
City & Guilds



Appendix 16

To consider instructing the officers to apply for a grant of £100,000 from Grantscape (Windfarm fund) towards the replacement/refurbishment of the Oakbrook Skatepark. Included with the permission of the Chair of the CIL Committee

Proposer: Cllr Chris Parker

Background

Council has earmarked £100,000 of CIL funds for the refurbishment/renewal of the existing skatepark at Oakbrook and for the provision of a new skatepark or similar facility at the Llanilid field development in the future. Verbal commitments to match fund this amount from the Mynydd Portref Community Fund (the large windfarm fund) controlled by the 3 county borough councillors have apparently been received.

2025/122

d) RESOLVED

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

Lists

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

Members of the Oakbrook Skatepark refurb and pump track Working Group and the Clerk met with a company called Dragon Play recently at the Oakbrook skatepark. Following this meeting and information provided on other skateparks of a similar size built locally it is likely that the costs for the Oakbrook skatepark alone is likely to fall in the region of £175,000 - £200,000.

This matter to be considered by the Oakbrook Skatepark refurb and pump track Working Group and CIL committee in due course.

However, in the meantime and for reasons of expediency, Cllr Chris Parker has tabled this motion in order to formally make an application to the Mynydd Portref Community Fund to go towards the Oakbrook Skatepark renewal scheme.

Motion

To instruct the officers to apply for a grant of £100,000 from the Mynydd Portref Community Fund (Large windfarm fund) towards the replacement of the Oakbrook Skatepark.

Appendix 17

To consider providing resus packs for Community Council managed defibrillators

The Council owns 20 Automated External Defibrillators of which 19 are located around the community and accessible to members of the public as well as the ambulance service in cases of cardiac arrest. Most of these are not at present supplied with a resuscitation kit.

Typically, a resus kit will contain a face shield for providing a barrier between patient and first aider during rescue breathing (formerly known as “mouth to mouth”); a pair of nitrile rubber gloves; a pair of trauma shears for cutting through a patient's clothing to expose the chest; sterile cleansing wipes, tissues, and a razor for shaving chest hair, to ensure proper contact with the patient's chest.

The head of clinical logistics for the Welsh Ambulance Service has stated that, “The European Resuscitation Council view is that these [resus kits] are essential, and we [The Welsh Ambulance Service] do issue them with new [...defibrillators]”.

Following a search the cheapest kit appears to be the St John Ambulance resus kit (H22222) currently costing £7.80 + Vat.

Proposal

To authorise the officers to place an order for up to 25 resus kit (including spares) and to spend up to £215 (including a 10% contingency) on these items.

Items to be replaced in future as necessary.



LLANHARAN COMMUNITY COUNCIL

Freedom of Information Policy

DRAFT

1. Introduction

This policy outlines how Llanharan Community Council complies with the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR), promoting openness, transparency, and accountability in the delivery of its services.

The Council is committed to making information available to the public proactively through its Publication Scheme and to responding to individual requests for information in accordance with the law.

2. Scope of the Policy

This policy applies to all recorded information held by the Council, regardless of format (e.g. paper, electronic, audio).

This includes:

- Minutes of meetings
- Financial records
- Policies and procedures
- Correspondence (where appropriate)
- Contracts and agreements

This policy covers:

- The Freedom of Information Act 2000
- The Environmental Information Regulations 2004
- The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, where personal data is involved

3. Responsibilities

- The Clerk is the designated FOI Officer and is responsible for managing FOI and EIR requests.
- All councillors and staff are expected to support compliance by ensuring records are managed appropriately and passed to the Clerk when needed.

4. Publication Scheme

The Council has adopted the Model Publication Scheme as approved by the ICO. This scheme sets out:

- What information is routinely available
- How it can be accessed
- Whether there is a charge

The Council's Publication Scheme is available on the Council's website and in hard copy on request.

5. Making a Request for Information

Requests for information must:

- Be in writing (email or letter)
- Include the requester's name and contact address (email or postal)
- Describe the information requested in sufficient detail

Requests under the EIR can also be made verbally.

Requests should be sent to:

Clerk to the Council

2A Chapel Road, Llanharan, CF72 9QA.

Clerk@llanharan-cc.gov.wales

6. Responding to Requests

- The Council will respond within 20 working days of receipt. This should be acknowledged in writing to the requester as soon as is reasonably practicable after receiving the request.
- In complex cases, under EIR, this may be extended by a further 20 working days; the requester will be notified.
- If information is exempt or cannot be disclosed, the Council will explain the reasons and cite the appropriate exemption or exception.

7. Fees and Charges

- Most requests will be provided free of charge.
- Charges may apply for printing, photocopying, or postage, in accordance with the Council's Publication Scheme.
- Where a charge applies, the requester will be notified in advance.

8. Exemptions and Refusals

The Council may refuse a request if:

- An exemption under FOIA or an exception under EIR applies
- The request is vexatious or repeated
- The cost of compliance exceeds the appropriate limit (£450 for parish/community councils)

9. Appeals and Complaints

If a requester is dissatisfied with the response or handling of their request, they may request an internal review by writing to the Clerk.

If still dissatisfied, they may contact:

Information Commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Website: <https://ico.org.uk/>

10. Data Protection Considerations

Where requests involve personal data, the Council will ensure compliance with the Data Protection Act 2018 and the UK GDPR. Personal data will not be disclosed unless lawful to do so.

11. Review and Monitoring

This policy will be reviewed annually or sooner if legislation changes.



LLANHARAN COMMUNITY COUNCIL

Privacy Notice

Information about when and how personal data is collected and used

JULY 2025



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Why have a privacy policy?

The Council is committed to protecting your privacy when you use its services.

This notice sets out the Council's policy and practice regarding your personal data to fulfil the requirements of General Data Protection Regulation and other legislation (the Legislation), regulated and enforced by the Information Commission Officer (see below for contact details).

What is personal data?

Personal information can be anything that directly or indirectly identifies a living person.

Some information is sensitive and needs more protection. It may relate to:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data
- criminal history

Llanharan Community Council will not normally collect sensitive data.



Who has responsibility for personal data?

Llanharan Community Council is the **data controller** under the Legislation in respect of all personal data collected. The Council has appointed the Clerk as Data Protection lead. You may contact the Clerk at:

2A Chapel Road
Llanharan
Pontyclun
CF72 9QA
clerk@llanharan-cc.gov.wales

Tel: 01443 231430

How does the Council take decisions and process personal data?

The Council's powers derive from legislation. In accordance with these powers decisions are usually taken at the Council, Committee, or sub-Committee meetings although it can delegate decisions, for example, to an officer.

When using personal data, the Council will comply with a series of data protection principles. These principles are to protect you. The Council will:

- Process all personal information lawfully, fairly and in a transparent manner
- Collect personal information for a specified, explicit and legitimate purpose
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected
- Ensure the personal information is accurate and up to date
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected
- Keep your personal information securely using appropriate measures.

Why does the Council process personal data?

Information about you is required to deliver and manage services to you and the locality the Council represents such as:

- consultation on planning application
- enquiries and complaints
- allotments, open spaces, rights of way
- events and publicity
- publicity
- community centres and halls
- volunteering
- legal and other claims
- training and management of staff to deliver services
- keeping track of spending on services
- checking the quality of services
- to help with research and planning of new services



On occasions the Council may require your consent before using your personal data. If your consent is required you will be invited to agree with a consent notice. However, you are NOT obliged to give your consent and any consent given can be withdrawn later.

How does the law allow the Council to use your personal data?

There are many occasions when the law allows the Council to use your personal data:

- where you, or your representative, has given explicit consent for specific processing purpose(s)
- you have undertaken a contract with the Council or have undertaken steps leading to the award of a contract
- for employment purposes
- to comply with the Council's statutory duties
- to protect you or another individual's "vital interests" in an emergency
- to undertake a task carried out in the public interest or in the exercise of authority given to the Council
- to deal with a legal or other claim(s)
- you have made your data publicly available
- for archiving, research or statistical purposes
- for legitimate interests - note the Council can only rely on this ground if it is processing for a legitimate reason other than performing tasks as a public authority

Consent

If you have given the Council your consent, you have the right to remove it at any time. If you want to remove your consent, please contact the Clerk to deal with your request.

When will the Council use the personal data?

The Council will only collect and use personal information if it is needed to deliver a service or meet a requirement. If the Council uses your personal data for research and analysis, it will be kept anonymous or use a different name unless you have agreed that your personal data can be used. The Council does not sell your personal information.

Who may also receive your information?

Sometimes the Council has a legal duty to provide your personal data to other organisations and this may override your right to privacy, for example:

- to find and stop crime and fraud
- if there are serious risks to the public, or staff
- if there is an emergency

Additionally, the Council may use a range of organisations to help support the delivery of the service you may receive, such as

- the emergency services
- the County Borough Council



- a provider of services such as hall booking software
- HMRC
- voluntary organisations

Unless required by law, and before sharing the information, the Council will seek to ensure that the sharing organisation itself complies with the Legislation.

How long will the personal data be held?

The Council will only keep your information for as long as it is required, as set out in the Council's privacy and data protection policy. Once your information is no longer needed it will be securely and confidentially destroyed.

What are your rights?

You have certain rights under the Legislation, namely:

- The right of **access** to any personal information the Council holds about you, within one month of making a subject access request in writing to the Clerk. To enable the Council to deal with the request you will need to include your current name and address, proof of identity (such as your driving license, passport or two different utility bills that display your name and address), and as much detail as possible so that the Council can identify any information it may hold. However, you will not be given:
 - Confidential information about other people
 - Data that will cause serious harm to your or someone else's physical or mental wellbeing
 - Information that must be kept confidential for the purposes of preventing or detecting a crime
- The right of **rectification**. The Council must correct inaccurate or incomplete data within one month of notification.
- The right to **erasure**. You have the right to have your personal data deleted and to prevent processing unless the Council has a reason or legal obligation to process it.
- The right of **restriction**. You have the right to suppress processing. The Council can retain information about you to ensure that the restriction is respected in future.
- The right to data **portability**. The Council will provide you with your personal data in a structured, commonly used, electronic readable form when asked.
- The right of **objection**. You can object to your personal data being used for profiling, direct marketing or research purposes.

In order to exercise any of these rights please contact the Clerk in writing.



Does the Council's transfer personal data to a third country and where is the personal data kept?

The Council stores paper copy data under lock and key in its office and electronic personal data in the cloud. The internet is global, and there may be occasions when the data leaves the UK. Information provided could be temporarily transferred via a route outside the EU as it passes between you and the Council. Where this occurs appropriate safeguards such as Standard Contractual Clauses are used to ensure data protection.

You should also be aware that data transmitted via the Internet cannot be guaranteed to be completely secure during transmission. The Council cannot ensure or warrant the security of any information you transmit to the Council whether by email or otherwise.

Security of your information: how does the Council protect personal data?

The council will do what it can to make sure that the data is held in a secure way whether on paper or electronically. The security includes, for example:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password)
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training staff to make them aware of how to handle information and how and when to report when something goes wrong
- Keeping up to date on the latest security updates (commonly called patches)

How to make a complaint or comment

If you wish to make a complaint or comment, please contact the Council, for example, by calling at the office, or by letter or email.

You may also contact the Information Commissioner's Office at:

The Information Commissioner's Office, Wales,
2nd Floor, Churchill House,
Churchill Way,
Cardiff,
CF10 2HH

Telephone: 029 2067 8400 Fax: 029 2067 8399

Email: wales@ico.org.uk

The ICO office welcomes calls in Welsh on 029 2067 8400.

Mae'r swyddfa yn croesawu galwadau yn Gymraeg ar 029 2067 8400,

Appendix 20

To consider taking on responsibility for the arrangements and organisation of the annual Remembrance Day memorial service at Llanharan War Memorial should this be requested by the Llanharan branch of the Royal British Legion, and the method of doing so.

Background

An informal verbal request has been made by members of the Llanharan Branch of the Royal British Legion, that the Community Council consider taking on responsibility for organising the annual Remembrance Day service at Llanharan War memorial should the Llanharan Branch of the Royal British Legion formally request this at their forthcoming meeting.

Motion

To consider instructing Officers to organise the annual Remembrance Day service at Llanharan War memorial should the Llanharan Branch of the Royal British Legion formally request this, and in this event for a budget of £500 be vired from general reserves for the event. The matter to fall under the auspices of the Events Committee.

Appendix 20a

To approve urgent spend of up to £1900 for the felling of a dangerous tree on Council land.

Background

A recent tree report has identified a tree in a dangerous condition on Council land at the Meadow Rise open space.

The tree is overhanging the public highway and represents a potential hazard to the public.

A quotation of £1,900 (No VAT reclaimable) has been obtained for the urgent removal of the tree.

Further quotations are being obtained, but in the event that the cost cannot be reduced the officers seek approval to spend, the financial regulations (regulation 4.9) only giving authority for a maximum of £1,500 to be spend even in the case of an emergency.

Financial Regulations 4.9. In cases of extreme risk to the delivery of Council services, the Proper Officer may authorise revenue expenditure on behalf of the Council which in the Proper Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Proper Officer shall report such action to the Chair of the Council as soon as possible and to the Council as soon as practicable thereafter.

Motion

To authorise the officers to spend up to £1900 on the removal of the tree and to make a virement from general reserves to an appropriate budget line.

Appendix 21

Members reports

The section is to receive reports from members on any activities, events, correspondence or issues that they have been involved in and wish to bring to the attention of the council.

Only these elements of their report will be minuted.

Members reports may be summarised for the purposes of the minutes. The minutes will be written in order to comply with the council's duties under GDPR.

Members should avoid making political statements or giving opinions on matters of business. (Which shall not be minuted).

Ordinarily no debate will take place on the content of a members report (at the discretion of the Chair).

No motions should be proposed during members reports unless they are motions that can be proposed without written notice as set out in Standing order 22.

The Chair may elect to conclude members reports in its entirety before dealing with any motion (if seconded) moved in accordance with standing orders.

Appendix 22

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: 1st July 2025
Our Ref: 25/0686/FUL
Please ask for: Laura Heron
Telephone: 01443 281130
Email: Laura.J.Heron@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:
Lleoliad / Location

25/0686/FUL
Installation of air source heat pump.
21 St Ild's Meadow, Llanharan, Rhondda
Cynon Taf, CF72 9FU

CONSULTATION - COMMENTS TO BE RECEIVED BY: 22.07.2025..

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

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

Yours faithfully

Laura Heron

Planning Officer

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

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

To: Llanharan Community Council
Community Councillor

Date: 4th July 2025
Our Ref: 25/0727/FUL
Please ask for: Giles Howard
Telephone: 01443 281130
Email: giles.howard@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0727/FUL
Change of use from Use Class B2/B8 to an
A3 Coffee Shop
Unit, 14 Felindre Court, Pencoed,
Rhondda Cynon Taf CF35 5FQ

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 25.07.2025..

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

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

Yours faithfully

Giles Howard

Planning Officer

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

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

To: Llanharan Community Council
Community Councillor

Date: 7th July 2025
Our Ref: 25/0722/FUL
Please ask for: Matija Kopricanec
Telephone:
Email: Matija.Kopricanec@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:
Lleoliad / Location

25/0722/FUL
Single storey extension to rear
20 Westbourne Terrace, Llanharan,
Rhondda Cynon Taf, CF72 9RW

CONSULTATION - COMMENTS TO BE RECEIVED BY: 28.07.2025..

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

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

Yours faithfully

Matija Kopricanec

Planning Officer

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

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

To: Llanharan Community Council
Community Councillor

Date: 8th July 2025
Our Ref: 25/0734/FUL
Please ask for: Matija Kopricanec
Telephone:
Email: Matija.Kopricanec@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0734/FUL
Dormer extension to The front of The
Property
82 Hillcrest, Brynna, Rhondda Cynon Taf,
CF72 9SL

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 29.07.2025..

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

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

Yours faithfully

Matija Kopricanec

Planning Officer

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

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

To: Llanharan Community Council
Community Councillor

Date: 11th July 2025
Our Ref: 25/0724/FUL
Please ask for: Matija Kopricanec
Telephone:
Email: Matija.Kopricanec@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0724/FUL

Two storey rear extension including front porch and off street parking

Lleoliad / Location

3 Ynysmaerdy Terrace, Ynysmaerdy,
Llantrisant, Rhondda Cynon Taf CF72 8LG

CONSULTATION - COMMENTS TO BE RECEIVED BY: 01.08.2025..

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

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

Yours faithfully

Matija Kopricanec

Planning Officer

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

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