



## **LLANHARAN COMMUNITY COUNCIL**

**Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Association), 7pm on Thursday 18<sup>th</sup> June 2026.**

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

### **Members Present:**

**Councillors:** Rhys Jenkins (Chair), David Evans, Andrew Morgan, Chris Parker, Nick Richards, Robert Smith, Will Thomas, Janine Turner.

**Apologies:** Cllr Mark Steer

**Absent:** Cllrs Geraint Hopkins and Andrea James

**Clerk to the Council:** Leigh Smith

**Deputy Clerk/RFO:** Cathy Kennedy

**Assistant Clerk:** Rebecca Jenkins

### **1 Member of the Public**

### **2026/180 Welcome and Apologies**

The Chair welcomed all attendees to the meeting and welcomed Cathy Kennedy back to the Council in her new role of Deputy Clerk and RFO.

### **RESOLVED**

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



### **2026/181 Disclosures of Personal and/or Prejudicial Interests**

Cllr Chris Parker declared a personal interest in agenda item 11 (minute ref 2026/190) being a volunteer at the Pantry.

Cllr Janine Turner declared a personal interest in agenda item 11 (minute ref 2026/190) being a volunteer at the Pantry.

### **2026/182 Public Speaking**

None

### **2026/183 Minutes of Ordinary Meeting of the Council held on 21<sup>st</sup> May 2026.**

#### ***RESOLVED***

To approve the minutes of the ordinary council meeting held on 21<sup>st</sup> May 2026 as a true and accurate record.

### **2026/184 Current casual vacancies of the Council and forthcoming election.**

Noted.

### **2026/185 Community Council Action Plan**

Noted

### **2026/186 Correspondence**

Noted

### **2026/187 Community Crime Statistics**

Noted.

### **2026/188 Council Expenditure for May 2026**

#### ***RESOLVED***

To approve expenditure for May 2026 as shown in payment schedule 'Appendix 5' presented to the meeting.



### **2026/189 Year-To-Date Spend vs Budget**

Noted

### **2026/190 Pantry Finances Report**

Noted

### **2026/191 Bryncae Community Centre Finance Report**

Noted

### **2026/192 Resolutions and recommendations of the Human Resources Committee held on 8<sup>th</sup> May 2026**

#### ***NOTED***

*HR2026/012 Recommendations of the interview panel for the RFO/Deputy Clerk role.*

#### ***RESOLVED***

*To appoint Catherine Kennedy as RFO/Deputy Clerk for 30 hours per week. Employment terms as per the job advert and model NALC Contract already approved by the committee. Including employment at SCP 26 on the National Joint Council for Local Government Services (NJC) pay scale, the candidate holding the CILCA (Certificate in Local Council Administration) qualification, the contract applying an extra scale point above the SPC 25 advertised for the holding of that qualification. Delegated authority to do so having been previously conferred by full council. Start date to be around 1st June, that being indicated as acceptable by the candidate but subject to further negotiation with the Clerk.*

### **2026/193 Resolutions and recommendations of the Open Spaces, Rights of Way and Allotments Committee held on 26<sup>th</sup> May 2026**

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

*ORA2026/038 Amendment to allotment tenancy hire agreement*

To adopt the amendment to Section 10 of the Allotment Tenancy Agreement to specify that poultry will not be permitted on plots less than 50m<sup>2</sup> in area; and to update the Poultry Wellbeing Policy accordingly.



**b) RESOLVED**

*ORA2026/039 Next steps regarding the proposed permissive pathway into Parc Bryn Derwen.*

Given that not all of the affected householders have given their permission, to take the proposal no further and advise the householders of this decision, providing them with an appropriate explanation.

**c) RESOLVED**

*ORA2026/040 Proposal to appoint a Biodiversity Champion.*

To appoint Cllr Steer as the Council's Biodiversity Champion; to authorise him to attend RCTCBC Local Partnership for Nature (LNP) meetings and to act as liaison with other groups.

**2026/194 Resolutions and recommendations of the Trens-Ewenni Crossing Committee held on 2nd June 2026**

**NOTED**

*TEC2026/050 Review of the Council's decision matrix and to consider aspects of the project to be included in any tender pack/work instructions.*

**RESOLVED**

*To accept the document provided to the meeting as "Appendix 8" as the revised Decision-making matrix. Its contents to be built into any draft tender proposal.*

**2026/195 Resolutions and recommendations of the Events Committee held on 4<sup>th</sup> June 2026**

**NOTED**

*EV2026/041 Annual Events Timetable*

**RESOLVED**

*To adopt the draft Annual Events Timetable as presented to the Committee in Appendix 5.*

**2026/196 Resolutions and recommendations of the Audit Committee held on 11th June 2026**

**a) RESOLVED**

*A2026/026 Schedule of Payments and Receipts as at 30th April 2026*



To approve the schedule of payments and receipts as presented in Appendix 2 to the Audit Committee.

**b) RESOLVED**

*A2026/027 Bank Reconciliation as at 30th April 2026*

To approve the bank reconciliation as at 30th April 2026 as presented in Appendix 3 to the Audit Committee.

**c) RESOLVED**

*A2026/028 Pantry Income and Expenditure Report as at 31st May 2026*

To receive and approve the Pantry Income and Expenditure Report as presented in Appendix 4 to the Audit Committee.

**d) NOTED**

*A2026/030 Annual Accountability Return (AAR) 2025/26*

**RECOMMENDED**

*To approve the Annual Accountability Return for the financial year ended 31st March 2026, including the Accounting Statements and Annual Governance Statement.*

Clerk's note: Given that this matter was also a stand-alone agenda item to follow, the recommendation of the Audit Committee was simply noted at this point in the meeting.

**e) RESOLVED**

*A2026/031 Earmarked Reserves Strategy*

To approve the EMR strategy as provided in Appendix 7 to the Audit Committee.

**f) RESOLVED**

*A2026/032 Written motion. Emergency Grant Application – Llanharan Horticultural Society*

To grant £900 to Llanharan Horticultural Society and that the Council provide the use of the Council van, together with a Council driver, to support the delivery of the event.



**2026/197 Annual Governance and Accountability Return for the financial year ending 31<sup>st</sup> March 2026.**

***RESOLVED***

To approve the Annual Return Accounting statement for financial year ending 31<sup>st</sup> March 2026.

**2026/198 Locum work provided by the locum RFO**

***RESOLVED***

To authorise the officers to spend an extra £311.98 for the provision of locum RFO cover. This in addition to the £200 previously resolved.

**2026/199 Digital Working Group updates and recommendations**

None.

**2026/200 The Council's Annual Report**

***RESOLVED***

To approve the Annual Report of the Council incorporating the Action Plan for 2026/27 subject to the addition of the Chair's foreword to be supplied to the Officers at a future date.

**2026/201 Review of the Council's Standing Orders**

***RESOLVED***

To defer the item to a future meeting of the Council.

**2026/202 The updated Local Authorities Model Code of Conduct (Wales)**

***RESOLVED***

To adopt the updated Local Authorities (Model Code of Conduct) (Wales) order 2008 incorporating the changes made by the Local Government (Standards Committees and Member Conduct) (Miscellaneous Amendments) (Wales) Regulations 2025 (the 'Regulations').



### **2026/203 Consideration of a draft Volunteer Policy**

#### ***RESOLVED***

To adopt the Volunteer Policy provided to the meeting as Appendix 18.

### **2026/204 Consideration of a draft Dignity at Work Policy**

#### ***RESOLVED***

To adopt the Dignity at Work Policy supplied to the meeting as Appendix 19.

### **2026/205 Members' reports**

#### **Cllr Chris Parker**

An increase in litter and unemptied dog waste bins has been observed. Cllr Evans noted that his survey of the bins throughout the community identified that dog waste bins are being used for other refuse.

#### **Cllr Rob Smith**

The closure of a local vape shop has reduced the amount of related littering in the vicinity of the Square.

#### **Cllr Will Thomas**

A number of youths have been seen clambering over the roofs of Picton Terrace.

Cllr Evans provided an update from Education Services regarding Llanilid School: Persimmon are clearing the land and working towards a handover later this year. The preparation of the site by RCT will then require at least two years so the opening of the school will be during 2029 at the earliest.

### **2026/206 Feedback from External Group Meetings**

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

The inaugural meeting will be held on 17th September 2026.



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

No meeting

**c) One Voice Wales Larger Councils Committee (Cllr Robert Smith)**

No meeting

**d) Dolau Primary School appointed governor (Cllr Andrew Morgan)**

The head has requested an update on the new Llanilid School.

**e) Llanharan Primary School appointed governor (Cllr Geraint Hopkins)**

Not present.

**f) Brynnau Primary School appointed governor (Cllrs Rhys Jenkins)**

Cllr Parker will be stepping down as Chair of the governors but continuing as a governor.

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

Not present.

**h) Llanharan Community Development Project Liaison (Cllr Robert Smith)**

Thanks for the Council's recent grants were passed on.

A 30<sup>th</sup> anniversary celebration is planned for Saturday 18<sup>th</sup> July with an open day at the Eco-Hub.

An ongoing problem with bees in the eaves of the LCDP building is being addressed with the support of a local amateur beekeeper.

The financial situation is increasingly stable.



### **2026/207 Planning matters**

Noted without formal comment.

### **2026/208 Cost of refurbishing the Council's red tractor**

#### ***RESOLVED***

To delegate authority to the Clerk to spend up to £2,500 refurbishing the Council's red tractor and cutting head.

### **2026/209 Progress of CIL Project LCC19/07 Grove Terrace Garage and Memorial Garden**

The Clerk provided an update on the works.

#### ***RESOLVED***

To form a working group to develop ideas for a centerpiece comprising Cllrs David Evans, Rhys Jenkins, Chris Parker, Nick Richards and Janine Turner volunteered to join the group and Cllr Chris Parker to be Chair.

The working group to report to the Full Council

### **2026/210 Urgent Information & Future Agenda Items**

None

There being no further business, the meeting closed at 7.50 pm.

The next ordinary meeting of Full Council will be held on 16<sup>th</sup> July 2026.

Councillor Rhys Jenkins

Chair of Llanharan Community Council



## **LLANHARAN COMMUNITY COUNCIL**

**Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Association), 7pm on Thursday 21<sup>st</sup> May 2026.**

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

### **Members Present:**

**Councillors:** Rhys Jenkins (Chair), David Evans, Andrea James, Andrew Morgan, Chris Parker, Nick Richards, Robert Smith, Mark Steer, Will Thomas, Janine Turner.

**Apologies:** None

**Absent:** Cllr Geraint Hopkins

**Clerk to the Council:** Leigh Smith

**Assistant Clerk:** Rebecca Jenkins

### **2 Members of the Public**

#### **2026/142 Welcome and Apologies**

The Chair welcomed all attendees to the meeting.

#### **2026/143 Disclosures of Personal and/or Prejudicial Interests**

Cllr Chris Parker declared a personal interest in agenda item 13 (minute ref 2026/154) being a volunteer at the Pantry.



Cllr Janine Turner declared a personal interest in agenda item 13 (minute ref 2026/154) being a volunteer at the Pantry.

Cllr Nick Richards declared a personal interest in agenda item 33 (minute ref 2026/174).

### **2026/144 Public Speaking**

None

### **2026/145 Minutes of Ordinary Meeting of the Council held on 16<sup>th</sup> April 2026.**

#### ***RESOLVED***

To approve the minutes of the ordinary council meeting held on 16<sup>th</sup> April 2026 as a true and accurate record.

### **2026/146 Minutes of Extraordinary Meeting of the Council held on 27<sup>th</sup> April 2026.**

#### ***RESOLVED***

To approve the minutes of the extraordinary council meeting held on 27<sup>th</sup> April 2026 as a true and accurate record.

### **2026/147 Minutes of Annual Meeting of the Council held on 12<sup>th</sup> May 2026.**

#### ***RESOLVED***

To approve the minutes of the Annual Meeting held on 27<sup>th</sup> April 2026 as a true and accurate record.

### **2026/148 Current casual vacancies of the Council**

Noted

### **2026/149 Community Council Action Plan**

Noted

### **2026/150 Correspondence**

Noted



### **2026/151 Community Crime Statistics**

Noted.

### **2026/152 Council Expenditure for April 2026**

#### ***RESOLVED***

To approve expenditure for April 2026 as shown in payment schedule 'Appendix 7' presented to the meeting.

### **2026/153 Year-To-Date Spend vs Budget**

Noted

### **2026/154 Pantry Finances Report**

Noted

### **2026/155 Bryncae Community Centre Finance Report**

Noted

### **2026/156 Resolutions and recommendations of the Human Resources Committee held on 21<sup>st</sup> April 2026**

#### ***NOTED***

That these items had already been considered at the Extraordinary Meeting of the Council on 27<sup>th</sup> April 2026.

### **2026/157 Resolutions and recommendations of the Welfare Ground Showerblock Committee held on 27<sup>th</sup> April 2026**

#### ***NOTED***

That these items had already been considered at the Extraordinary Meeting of the Council on 27<sup>th</sup> April 2026.



**2026/158 To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960**

***RESOLVED***

By virtue of the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public from the following 2 items of business on the basis that with regards to those agenda items, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The press and public left the meeting.

**2026/159 Discretionary aspect of an employee's contract of employment.**

***RESOLVED***

To Select Option 2 provide in the confidential paper presented to the Council, applying discretionary continuous service from April 2019 in respect of annual leave entitlement only, for all other purposes, continuous service to be recognised from November 2025 as per NJC 'Green Book' terms. For this to added to the employee's contract of employment.

**2026/160 Consideration of the results of further due diligence with regards the award of the tender to refurbish the Showerblock**

***RESOLVED***

To note the due diligence undertaken with regards the tender to refurbish the Showerblock, to approve progression of the contract at the earliest convenience, and ensure appropriate monitoring continues in the normal manner.

The press and public were re-admitted.



## **2026/161 Resolutions and recommendations of the Bryncae Community Centre (BCC) Committee held on 30<sup>th</sup> April 2026**

### **NOTED**

*BCC2026/027 Suggested revisions to the hire agreement*

### **RESOLVED**

*To adopt the revisions to the hire agreement provided in Appendices 5a and 5b, subject to the following amendments:*

- a) Not to make any change to the hourly rate*
- b) Not to make any change to the cancellation and refund policy until the officers have provided further data*
- c) To replace the “alcohol declaration” with a clear prohibition on the sale of alcohol.*

## **2026/162 Resolutions and recommendations of the Trenos-Ewenni Crossing (TEC) Committee held on 5<sup>th</sup> May 2026**

### **NOTED**

*TEC2026/038 To consider the Stakeholder engagement strategy for the project.*

### **RESOLVED**

*To adopt the Stakeholder Engagement Strategy as provided in Appendix 12 to the meeting, subject to future alteration as time and circumstances demand.*

## **2026/163 Resolutions and recommendations of the Community Engagement Committee held on 7<sup>th</sup> May 2026**

### **a) RESOLVED**

*CEC2026/006 To consider fitting signage to the Council offices and delegating a budget to the Officers to facilitate the work.*

To fit appropriate signage to the Council offices on Chapel Road, delegating a budget of £1,000 to the officers to facilitate the work pending any required permissions/licenses.



*CEC2026/007 Written motion from Cllr Andrew Morgan regarding the purchase and placement of flags and flagpoles*

**b) RESOLVED**

To accept the proposal in principle to purchase flags to be displayed in the council's business and community building Christmas tree holders. The flags to comprise Welsh flags, Dewi Sant flags and Union flags, to be variously displayed throughout the year to a set schedule. The officers to carry out further research, including consultation with local residents, and present a paper to council with further details including estimated initial and ongoing costs at a future meeting.

**c) RESOLVED**

To accept the proposal in principle to erect up to three flag poles near the coal dram near the roundabout at the bottom of Enterprise Way, ideally displaying the Welsh flag, Union flag and Community Council flag. If only one pole can be erected, a permanent Welsh flag to be flown. The officers to carry out further research, including consultation with local residents, and present a paper to council with further details including estimated initial and ongoing costs at a future meeting.

**2026/164 Resolutions and recommendations of the Human Resources Committee held on 8<sup>th</sup> May 2026**

**NOTED**

*HR2026/012 Recommendations of the interview panel for the RFO/Deputy Clerk role.*

**RESOLVED**

*To appoint Catherine Kennedy as RFO/Deputy Clerk for 30 hours per week. Employment terms as per the job advert and model NALC Contract already approved by the committee. Including employment at SCP 26 on the National Joint Council for Local Government Services (NJC) pay scale, the candidate holding the CILCA (Certificate in Local Council Administration) qualification, the contract applying an extra scale point above the SPC 25 advertised for the holding of that qualification. Delegated authority to do so having been previously conferred by full council. Start date to be around 1st June, that being indicated as acceptable by the candidate but subject to further negotiation with the Clerk.*



**2026/165 Cancellation of the meeting of the Community Infrastructure Levy (CIL) Committee planned for 14<sup>th</sup> May 2026**

Noted.

**2026/166 Digital Working Group updates and recommendations**

None.

**2026/167 Review of the Council's arrangement for insurance cover in respect of insurable risks and a quotation for insurance**

**a) RESOLVED**

To suspend financial regulation 11.3e)ii on the grounds that Gallagher is a broker which carries out an exercise to obtain a competitive price, thereby satisfying the duty to obtain best value.

**b) RESOLVED**

b) To renew for a one-year period on the terms of the quotation provided by Gallagher and supplied to the meeting as Appendix 17a. The quotation being £5,465.96

**2026/168 Proposal to fit an access ladder and hatch to allow safe access to maintain the Clock on Llanharan Square.**

**RESOLVED**

- a) To suspend Financial Regulation 11.3e)ii requiring the officers to strive to obtain 3 quotations due to the reasonable price quoted, the sensitivities in negotiating access for companies to the property to provide quotations and to maintain the goodwill of the householder regarding the ongoing siting of the clock and periodic access to the property for maintenance and repair.
- b) To authorise the officers to spend up to £850 to arrange the fitting of a loft hatch and ladder at 'the Smithy' for health and safety purposes. Comprising the quotation cost of £763.72 plus a contingency. The officer's to seek a written agreement with the householder that the equipment would be added to the council's asset register and be considered a council asset, the council would be responsible for its maintenance and that the equipment would remain in place as long as access was required (and permission was maintained by the householder) to maintain the clock



being fitted explicitly and primarily for that purpose, and that should this permission be rescinded in the future, the householder consented to the equipment being removed and the access being restored to its original condition at the cost of the council and at the council's discretion.

## **2026/169 Consideration of a draft Volunteer Policy**

### **RESOLVED**

To defer this matter to a future meeting.

## **2026/170 Members' reports**

### **Cllr Andrew Morgan**

Cllrs Morgan and Evans attended the recent PACT meeting which attracted a small number of residents. The PCSO reported that Persimmon have improved their security fencing and signage in response to concerns about anti-social behaviour and RCTCBC have cleared debris at the location in question.

## **2026/171 Feedback from External Group Meetings**

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

The inaugural meeting will be held on 17th September 2026.

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

No meeting

### **c) One Voice Wales Larger Councils Committee (Cllr Robert Smith)**

No meeting

### **d) Dolau Primary School appointed governor (Cllr Andrew Morgan)**

Cllr Morgan has emailed the headteacher to introduce himself.

### **e) Llanharan Primary School appointed governor (Cllr Geraint Hopkins)**

No report



**f) Brynnau Primary School appointed governor (Cllrs Rhys Jenkins)**

No report

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

The Trust are leading a Nature Walk in Brynna Woods at 10am on 27<sup>th</sup> May.

**h) Llanharan Community Development Project Liaison (Cllr Robert Smith)**

The AGM was held on 20<sup>th</sup> May 2026 with the election of a new Chair and the addition of three new Trustees. The financial report was encouraging and the Council's support is appreciated.

**2026/172 The Council's Training Plan 2025-2027**

***RESOLVED***

To approve the Council's Training Plan for 2026-2027 subject to the addition of the Biodiversity training as specified in the Biodiversity Plan. And to note progress against the training plan to date.

**2026/173 Planning matters**

***RESOLVED***

With regards planning application 26/0302/FUL: To formally comment that proposed wildflower planting should specify the planting of seeds and plants with local provenance and that the proposed nesting boxes should be swift boxes with suitable calling equipment to support the existing provision of well-used swift boxes at Meadow Rise, this may encourage further nesting for the young.

**2026/174 Progress of CIL Project LCC19/07 Grove Terrace Garage and Memorial Garden**

***RESOLVED***

To approve the proposed alteration in design to the garage subject to formal permission (if required) from RCT planning, and to authorise the officers to make the necessary submissions as required.



**2026/175 Application for a community partnership fund grant application**

Deferred to a future meeting of the Council.

**2026/179 Urgent Information & Future Agenda Items**

None

There being no further business, the meeting closed at 8.30 pm.

The next ordinary meeting of Full Council will be held on 18<sup>th</sup> June 2026.

Councillor Rhys Jenkins

Chair of Llanharan Community Council



## Llanharan Community Council Action Plan 11/6/26

Action no	Date added	Category	From	Action	Notes	Status2
2020/232h	19/02/2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public.	To be progressed once ROW database progress made.	
2021/105		Full Council	CIL	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).	Lease to be prepared. See above	
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.	Present to Council for resolution.	
2022/039	18/02/2022	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. The green tractor requires the fuel lines replacing.	
2022/083	22/04/2022	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 RCTBC 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 May 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 Sewer diversion complete. Awaiting completion certificate from DCWW Oct 25. Chased Dec, 25, Feb 26, March 26, June 26.	
2022/098	20/05/2022	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	22/05/2022	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 our work/enforcement accordingly. I am happy to arrange a meeting but this is unlikely to happen over the coming weeks due to current work load.' No progress. currently with RCTCBC. June 26 No progress, will mark as noted and remove from action plan.	Noted
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. June 26 No progress, will mark as noted and remove from action plan.	Noted
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	17/03/2023	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. Requested status update Nov 25. Project ongoing into 2026. Have informed applicant that cutoff is likely to be end 2026 before unspent funds are reallocated. June 26	
2023/142	16/06/2023	Full Council	ORA	RESOLVED ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2 For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.	Awaiting details of type and dimensions of required gate and consent from landowner. Cllr Steer engaging with landowner. June 2024. HOLD June 26 No progress, will mark as noted and remove from action plan.	Noted
2023/142	16/06/2023	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 reviewed from 1, awaiting response from other. Have telephoned second landowner but awaiting response. Cllr Steer directly engaging landowners. June 2024, HOLD	

2023/142	16/06/2023	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. Clr Steer carrying out further investigations. Deemed not cost effective. Superseded	Completed
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.	Note as of June 2026 no progress. Will mark as noted and remove from action plan.	Noted
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.	
2024/017	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 Officers 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, Note as of June 2026 no progress. Will mark as noted and remove from action plan.	Noted
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. Note as of June 2026 no progress. Will mark as noted and remove from action plan	Noted
2024/071	22/03/2024	Full Council	BCC	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. Permission given by LRGT for the Clerk to liaise directly with the solicitor. Chased deeds again Jan 2025 direct with solicitor. Estimate of solicitors costs obtained.	
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. Clerk given permission to engage directly with LRGT solicitor Oct 25. Clerk contacted direct late 2025 and again Feb 2026. Awaiting response. Conversations ongoing between LRGT and their solicitor attempting to locate deeds March 26. LRGT solicitor stated they do not hold deeds. June 26. awaiting progress from LRGT.	
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 by management company to take place July 25. Permission given to proceed. Inform Sharon (Remus) of area to be sown so the grass is not cut there. Attempted contact through latter of 2025 and early 2026. No response to date. Contacted alternative Remus office email March 26.	
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.	To be done as part of Digital working group review of website.	
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.	Draft privacy notice presented to FC 17/07/2025 Draft Biodiversity, Crime and Disorder, Business Continuity and Petition policies prepared 08/08/2025 and presented to FC 20/11/2025 Draft Employees' Social Media policy prepared 18/11/2025 for presentation 18/12/2025 and resolved. Lone and Isolated Worker Policy outstanding.	
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	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.		
2024/163	19/07/2024	Full Council	Audit	iv. RESOLVED A2024/059 To defer consideration of the method of budgeting and administering the grant applications for The Wildlife Trust and LCDP to a future meeting of the Audit Committee.	To be added to a future Audit agenda	
2024/177	19/07/2024	Full Council	Full Council	2024/177 Letter to RCTCBC planning regarding Dragon International Studios planning applications RESOLVED To instruct the Clerk to write a letter to RCTCBC planning regarding Dragon International Studios planning applications 24/0511/10, 24/0513/10, 24/0524/10, 24/0525/10, 24/0526/10, 24/0527/10. The wording of the letter be altered from that presented in appendix 16 to remove factual inaccuracies and to reflect discussions held during the meeting.		
2024/213c)	20/09/2024	Full Council	ORA	2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024 c) RESOLVED ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps. For the condition of and future options for the repair or development of the Oakbrook Skatepark to be referred to the 'Oakbrook Refurb working Group' as a matter of urgency. The group's existing terms of reference are: Reporting to the CIL Committee. To investigate the feasibility and arrangements of refurbishing the Oakbrook skatepark. And to request that the group make recommendations to the CIL Committee, the outcome to be considered by Council at a future meeting.	Inform Chair of working group. - Completed. Awaiting outcomes. Note working group reports to CIL.. WG arranged visit to site by skatepark provider (Dragon Play) July 25. Budget design and quote provided. Public consultation to be held to confirm design. Survey live. Dec 25 Contacted potential developer Jan 2026 to progress. Awaiting response. Met with dragon play Feb 26 to review public consultation. Have requested alterations to the design. A second design produced and presented to working group. WG have recommended design to CIL Committee for the next meeting (March/April 26). Design approved. Draft tender pack in place. Awaiting renegotiation of lease with RCT to allow Grantscape funding. June 26	
2024/300	20/12/2024	Full Council	CIL	a) RESOLVED CIL2024/047 To allocate £1,781.24 of CIL funds to project LCC19/07 Memorial Garden for extra surety cover, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed. Chased several times. No response so have assumed applicable for CIL given previous approvals for similar. June 26	Completed
2024/300	20/12/2024	Full Council	CIL	b) RESOLVED CIL2024/048 To allocate £588 of CIL funds for costs to ensure legionella compliance at the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed. Chased several times. No response so have assumed applicable for CIL given previous approvals for similar. June 26	Completed
2024/300	20/12/2024	Full Council	CIL	c) RESOLVED CIL2024/049 To allocate up to £2,000 of CIL funds for a building condition survey of the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend as per resolution 2024/288b) and to add to the CIL123 list and Active Project lists.	Check with RCT and add to lists. Added to lists and emailed. Chased several times. No response so have assumed applicable for CIL given previous approvals for similar. June 26	Completed
2024/300	20/12/2024	Full Council	CIL	d) RESOLVED CIL2024/050 To allocate £380 of CIL funds for costs to carry out a electrical safety inspection and to replace 2 x emergency light fittings at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed. Chased several times. No response so have assumed applicable for CIL given previous approvals for similar. June 26	Completed
2024/300	20/12/2024	Full Council	CIL	e) RESOLVED CIL2024/051 To allocate up to £500 of CIL funds for costs to carry out a commercial gas safe safety inspection at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed. Chased several times. No response so have assumed applicable for CIL given previous approvals for similar. June 26	Completed
2024/301	20/12/2024	Full Council	ORA	a) RESOLVED ORA2024/084 Expansion of the Pendre Allotment site. For the Clerk to advertise for expressions of interest for plots at the site to gauge demand with a view to having extra plots available in January 2026.	Pending. Current demand low. Engagement exercise to be planned for later in the year given current resources and time constraints. Note: These plots are now occupied. HOLD.	
2024/303	20/12/2024	Full Council	Full Council	b) RESOLVED The RFO to become a co-signatory (along with Cllr Andrea James who is the current voluntary management committee's treasurer, in the interim period) to the existing bank account to comply with financial regulations and to use the existing bank account.	Lease transfer date: 3rd Feb 2018 Account closed 2025	Completed
2025/040	21/02/2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) f) RESOLVED ORA2025/012. To install signage on the new barriers at the Western End of the Meadow Rise Open Space stating, "Beware of traffic on road." For the Clerk to take advice on placement from RCTCBC highways.	RCT consulted, awaiting response. 26.6.25 No response received 12.9.25 so assume can be ordered. 13.11.25 RCT advised the sign cannot be placed on or near the highway. A location will be found further back from the road or an alternative proposed.	
2025/040	21/02/2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) h) RESOLVED ORA2025/014 Removal of Collapsed Fence on the Northern Boundary of Tan Y Bryn Bridleway. To approach the owners of the fence the northern boundary of Tan Y Bryn Bridleway for consent for Council staff to remove the damaged section of fencing.	Clerk to approach landowner. Note left at property to request contact Jan 26. Posted second letter May 26	

2025/072	21/03/2025	Full Council	Full Council	2025/072 Digital Working Group b) RESOLVED To adopt the policy presented in 'Appendix 16' as the Council's formal policy for the use of artificial intelligence (AI).	Add to sharepoint and website. Staff to sign for Sharepoint and website - done	Completed
2025/94g)	18/04/2025	Full Council	Audit	g) RESOLVED i) To seek further clarification from the auditor regarding the Clerk's salary as no material difference observed following subsequent checks. ii) To note and confirm the total precept value raised for financial year 2025/26 as £300,409.26 based on a Community Council tax band D rate of £83.92 and a tax base rate of £3579.71		g)ii Completed
2025/125b)	16/05/2025	Full Council	WGSB Comm	2025/125 Legal costs and other matters relating to the transfer of the shower block. b) RESOLVED To authorise the officers of the Council to spend up to £3,200 on legal fees for the transfer of the shower block for LCC and LRGT legal fees. Monies to be allocated to budget line "Professional and legal fees", with the Clerk making enquiries as to whether this spend can be allocated to CIL at a later date.	Process after an agreement has been made as to the specification and scope of improvement works - To be included in a legal agreement along with the other aspects agreed (eg Future spend commitments for statutory and other costs). Negotiations ongoing. Dec 25 Agreed draft sent to Howells Solicitors Jan 26. Carrying out work to prove ownership of block as advised by solicitor. June 26	
2025/139a)	20/06/2025	Full Council	Full Council	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".	Alter SO and produce (and issue) new version. Add to sharepoint.	
2025/139b)	20/06/2025	Full Council	Full Council	2025/139 Alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process. 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".	Alter SO and produce (and issue) new version. Add to sharepoint.	
2025/215	19/09/2025	Full Council		2025/215 Resolutions and recommendation of the Bryncae Community Centre (BCC) Committee held on 29th July 2025 RESOLVED To change the Council's financial regulations to allow integration of online payments, such as via Stripe payment software;	Amend FR	
2025/258	17/10/2025	Full Council	Full Council	2025/258 Recording of online sessions during periods where the press and public are excluded RESOLVED To alter the Standing Orders of the Council to clarify that recording of online sessions will be suspended during periods where the press and public are excluded, with the exception of the meetings of the HR committee which are in any case exempt from FOI legislation.	Amend Standing Orders - Check if any other amendments outstanding in this action plan.	
2025/259	17/10/2025	Full Council	Full Council	2025/259 To consider altering the Council's Standing Orders in relation to the process by which members can request items to be added to the agenda for any meeting RESOLVED To alter the Standing Orders to incorporate the use of the form presented in 'Appendix 18' as a standard process by which members can request items to be added to the agenda for any meeting. The form being adapted to remove the requirements for a) members to submit telephone numbers and for b) a second member's support.	Send amended form to all members - Completed Add to Standing Orders and amend (Check if any other amendments outstanding in this action plan)	
2025/276	21/11/2025	Full Council	Full Council	2025/276 Minutes of Ordinary Meeting of the Council held on 16th October 2025 RESOLVED To amend the reference in Cllr Steer's report (Minute Ref 2025/260) to the removal of a barrier as the responsibility of Trivallis not RCTCBC. RESOLVED Subject to the amendment noted in 2025/276a) to approve the minutes of the ordinary council meeting held on 16th October 2025 as a true and accurate record.	Alter minutes and repost on website / Sharepoint	
2026/014c)	16/01/2026	Full Council	ORA	ORA2026/010 Improvements to Mountain Hare play area c) RESOLVED to instruct the officers to design and implement public communication regarding a wildflower area	Cllr Steer to consult RCT Local Places for Nature regarding signage. Not available at present. Application submitted to OVW for signage as a BD package. Awaiting next round of funding following research into land ownership status. Application submitted 19/05/2026	

2026/014d)	16/01/2026	Full Council	ORA	ORA2026/010 Improvements to Mountain Hare play area d) RESOLVED to negotiate a satisfactory arrangement with the Wildlife Trust or RCTCBC for use of a cut and collect mower and to report to council the proposed fee for each cut	Met Duncan Ludlow and Tim Jones at site. Agreed for them to cut and collect at the appropriate times and to spread out the arisings under the boundary hedges as needed. No charge will be made. Contact them again in July to remind.	
2026/016	16/01/2026	Full Council	Full Council	Setting up and management of earmarked reserves 2026/016 RESOLVED That an amount be taken from general reserves at year end to be allocated to specific earmarked reserves (EMRs) for future maintenance/ replacement of Council assets; specific allocations to be resolved at a later date – at or near to year end. This amount to be calculated ensuring that the general reserve at year end totals 55% of the precept figure for 2026/27. The specific EMRs and the amounts allocated to each EMR with the available funds to be delegated to the Audit Committee.	Calculate total available for earmarked reserves then set them up. Added to Audit Agenda June 26. EMR's to be setup on Rialtas following resolution. Will be superceded by Audit Committee recommendations in June 26.	Completed
2026/047f)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 BCC 2026/018 Commission of a tree survey to ascertain the condition of trees within the lease boundary.  Not to suspend Financial Regulation 11.3e)iii at this time in relation to the tree surveys.	See also BCC2026/018b), below. Bring back to Committee to be recommended rather than resolved. Can then be dealt with at FC together with a n agenda item to suspend FR	
2026/047b)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 b) RESOLVED The Clerk having been unable to obtain 3 quotations for the replacement of the boiler room door, frame and locks, that Financial regulation 11.3e)ii is suspended and for the Clerk to be authorised to place the order with the quote obtained from Celtic Doors for £1,569.68	See also BCC2026/011 Order placed 24.2.26	Completed
2026/045	20/02/2026	Full Council	Events	2026/045 Altering the terms of reference for the Events Committee  RESOLVED To alter the terms of reference for the Events Committee to read the following from 1st April 2026.  To examine [and make decisions on] any arrangements or terms to be set regarding the holding of community events including providers, venues and any other aspects of an event. Incorporating the Fireworks Display and Senior Citizen's Christmas Lunches. The Committee to be delegated authority to make decisions on and spend such funds available for events in the budget under the heading 'Community Functions' as allocated by the council, including delegated authority to spend the budget line 'community events' with available funds to be spent on any Community Council organised events as it sees fit.	Alter master Committee list.. Superceded at AM	Noted
2026/047a)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 RESOLVED BCC2026/010 Capital works plan for the Community centre (pending permission from RCTCBC as the freeholder) and next steps To amend the capital works plan to including the addition of the following:  f) Replacement fire stopping insulation as required to maintain fire compartmentation.  Any other items to be brought back to Council individually with further information and details for consideration.	Amend the capital plan accordingly. Redesign plan to 2 sections - Contractual/safety items and discretionary items. - Completed. V8 now produced.  Consider issuing via CIL Committee then to FC.	
2026/047d)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 d) RESOLVED BCC2026/014 Purchase of blackout blinds for the high windows in the main hall, pending permission from RCTCBC as the freeholder  To consider purchasing blackout blinds for the high windows in the main hall,(pending permission from RCTCBC as the freeholder), to instruct the officers to draw up a suitable specification and obtain 3 quotations for future consideration by full council unless authority explicitly delegated to the BCC Committee at a later date.	Determine spec (Check CP previous spec against the hall and look at norts RE best options).  Arrange for quotations to be presented to a future meeting of the Committee. Note: No delegated authority to resolve at the time of writing. NOTE Clerk adding to list of items to be considered for addition to the Capital works program before progressing.	
2026/050a)	20/02/2026	Full Council	Full Council	2026/050 Recommendation from the Jubilee Marsh Multi-User Route Working Group RESOLVED  To commission a feasibility study into a potential Jubilee Marsh Multi-user route, to include:  i) the most cost-effective route balance against the technical aspects,  ii) the ownership of the land and the likelihood of having an agreement with the landowners.  iii) any possible grant aid from Welsh Government and or RCT.  iv) any other aspect that the officers of the Council deem appropriate at this stage.	Note: This requires the obtaining of quotations and a resolution either setting a budget or explicitly delegating authority for the Trenos Committee to be delegated authority to spend any CIL monies allocated to the project (should CIL/Council add this project to the Active Project List).  See also 2026/050b) and c)  HOLD pending funding decisions. Note: This matter has been defered until further notice.	Noted

2026/053	20/02/2026	Full Council	HR	2026/053 One Voice Wales commission to carry out a job evaluation of staff (other than the Clerk) and produce a recommended pay grading structure for all council staff  RESOLVED Approve a spend of £850 to commission One Voice Wales to carry out a job evaluation of staff (other than the Clerk) and produce a recommended pay grading structure for all council staff (excluding the Clerk), and to take a virement of up to £300 from general reserves for this purpose to the 'HR Expenditure' budget line.	Inform OVW - Done Provide OVW with documents requested.	
2026/061a)	20/02/2026	Full Council	Full Council	2026/061 South Wales Police potential for SLA between SWP and the Council involving the provision of extra PCSO resources in the community a) RESOLVED To proceed with negotiations with SWP on an SLA on the basis of the Community Council partially funding a PCSO in principle. Specifically to check what percentage of the total cost would be required from the Community Council in order to proceed.	Action. LS emailed SWP to confirm 100% funding required 11.6.26	
2026/061b)	20/02/2026	Full Council	Full Council	2026/061 South Wales Police potential for SLA between SWP and the Council involving the provision of extra PCSO resources in the community b) RESOLVED For officers to make enquiries with neighboring Town and Community Councils whether they would be interested in sharing the cost and entering a joint arrangement to part-fund a PCSO with an SLA.	Action. LS emailed Pontyclun, Llantrisant, Llanharry Clerks 11.6.26	
2026/061c)	20/02/2026	Full Council	Full Council	2026/061 South Wales Police potential for SLA between SWP and the Council involving the provision of extra PCSO resources in the community c) RESOLVED To instruct the officer's to Contact RCTCBC as to whether there is an option for them to provide a Community Warden with an SLA on the basis of the Community Council partially funding a Warden in principle and specifically to check what percentage of the total cost would be required from the Community Council in order to proceed.	Action. LS contacted RCT via General enquiries form 11.6.26	
2026/068	20/02/2026	Full Council	Full Council	2026/068 To note the change of landlord for the Council office and to consider any potential implications or actions required  RESOLVED To authorise the officers to investigate potential future alternative options for council premises locally, including making enquiries as to the availability or potential availability of premises with property owners, agents and others. Setting a budget for the provision of professional services of £500. Papers to be presented to a future meeting of the council.	Action. - owners of 2 potential premises contacted who have indicated a willingness to sell/lease. LS emailed members June 26 asking for further candidate sites. Will progress in September 26 to allow this process to take its course.	
2026/084	20/03/2026	Full Council	Full Council	2026/084 Results of the interim internal audit (2025/26 financial year). Noted with the Council's appreciation for the efforts of the RFO reflected in another unqualified audit. - RESOLVED To instruct the Digital Working Group to carry out a review of the Council's website with recommendations to be presented to a future meeting of the Council.	Email Digital working group to inform of the instruction	
2026/085a)	20/03/2026	Full Council	ORA	2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026 ORA2026/021 Draft Section 6 Biodiversity report and plan 2026-2028 To adopt the Biodiversity Action Plan presented to the Committee in Appendix 4; to instruct the Officers to carry out any actions that do not involve a financial spend or further resolutions; to include the plan as a standing item on the agenda of meetings of the ORA Committee. The Plan being presented to Full Council as Appendix 9a.	Carry out actions to sign off those items that can be done (Leigh look to delegate) - Note Actions now captured in separate BAP plan. Add item to standard ORA agenda. - Done	Completed
2026/085b)	20/03/2026	Full Council	ORA	2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026 b) RESOLVED ORA2026/022 Further proposals relating to the Mountain Hare wildflower area  i. To set aside a plot at the northeast end of the grassed area at Mountain Hare playground of approximately 15m x 10m to be developed as a wildflower area.  ii. To accept the offer of the Welsh Wildlife Trust to mow this area using the cut and collect approach, following the mowing schedule recommended by One Voice Wales Biodiversity: once at Easter, possibly once at high summer and once in the autumn, distributing the arisings on site along the hedge as appropriate.  iii. To apply for and accept a One Voice Wales biodiversity package of funding to supply public information signage and to maintain the signs within the budget line "Play and open spaces maintenance" for a minimum period of 5 years.	Set out wildflower area (Use pegs/string or other visual markers). Send formal confirmation email to WTSSW Order/apply for signs. Awaiting next round of funding following research into land ownership status. Application submitted 19/5/26	
2026/085c)	20/03/2026	Full Council	ORA	2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026 c) RESOLVED ORA2026/023 Proposed signage designs offered by One Voice Wales To apply for options 1 and 3 from the series of designs offered by One Voice Wales and shown to the ORA Committee as Appendix 6.	Order/Apply for signs and arrange to be fitted in the appropriate location. Awaiting next round of funding following research into land ownership status. Application submitted 19/5/26	
2026/089	20/03/2026	Full Council	Full Council	2026/089 Engagement of a health and safety consultant to work with maintenance staff and officers to develop core task risk assessments and safe systems of work and to consider quotations received along with suspension of Financial Regulations. RESOLVED To engage Amenity Solutions and to authorise the officers to spend up to £1,125 to work with maintenance staff and the Clerk to draw up risk assessments and safe systems of work and to identify any tools, essential training or PPE required. Noting that no suspension of financial regulations is necessary, officers having striven to obtain 3 quotes, thus satisfying regulation 11.3e)iii.	Contractor notified - 26/3/26 Agree list of RA to be covered with staff. Arrange dates for commencement. LS chased commencement 11.6.26	

2026/092	20/03/2026	Full Council	WGSB Comm	2026/092 Delegation of authority to award a tender to the Welfare Ground Showerblock Committee. RESOLVED To delegate to the Welfare Ground Showerblock Committee the authority to award any tender as it sees fit (in compliance with the relevant financial regulations) up to the value of any remaining CIL funds allocated to the project LCC25/01	Email members of WGSB Comm. Update master TOR list.	Completed
2026/096	20/03/2026	Full Council	Full Council	2026/096 Payment of the increased One Voice Wales membership fees following a price increase. RESOLVED To authorise the Officers to pay the increased One Voice Wales membership fee for 2026-2027 of £1,912	Pay as appropriate following Annual meeting in May. LS emailed Tracy 11.6.26 to check if paid.	
2026/115c)	17/04/2026	Full Council	Events	2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026 c) RESOLVED  EV2026/031 Request to undertake the annual Remembrance Day service at Llanharan War Memorial To accept the request of the Royal British Legion to undertake the future arranging of the annual Remembrance Day service at Llanharan War Memorial, and to refer further planning back to the Events committee.	Meeting RBL personnel 12/06/2026	
2026/117	17/04/2026	Full Council	Full Council	2026/117 Written motion regarding the potential submission of a grant application to an external funder in relation to CIL Project LCC25/09 Skateparks RESOLVED  To authorise the officers to apply for a grant from the smaller Mynydd Wind Farm Grant fund to cover the excess cost between the funding already allocated (£200k) and the actual cost once established by the selection of a tender to carry out the work to a maximum of £6000.00 and any shortfall beyond that to be made up from CIL funds and or general reserves.	Councillors approached and agreed in writing. Awaiting tender results and decision before pursuing.	
2026/118	17/04/2026	Full Council	BCC	2026/118 Written motion regarding the potential submission of a grant application to an external funder in relation to CIL Project LCC23/02 Bryncae Community Centre. RESOLVED  To authorise the officers to apply for a grant from the Mynydd Portref fund via GrantScape to be used to fund 3 sub-projects within the program of refurbishing Bryncae Community Centre. These would be:  Refurbishment of the kitchen (estimated cost £2500)  Refurbishment of the male and female toilets (estimated cost £6500)  Provision of electrically operated blackout blinds for the high-level windows (estimated cost £8000)  The grant amount would therefore be for £16.5k with any shortfall in the actual cost to be covered by CIL funding allocated to the overall project.	Application submitted 10.6.26	Completed
2026/119e)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 e) RESOLVED  CIL2026/013 Spend of £920 against CIL Project LCC19/07 Memorial Garden/Garage to facilitate resubmission of lapsed SAB/SuDs application.  To authorise a further spend of £920 against project LCC19/07 Memorial Garden/Garage.	Alter CIL sheets to show total allocated to project £155,920 Master version done. Chris' version - To be completed	
2026/119f)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 f) RESOLVED  CIL2026/015 CIL Grant application. LRGT – Resurfacing of carpark.  To add the project to the Active Project List and to allocate £75,000 of CIL funds indicating the Council's support for the project and the commitment of funds. But to request that the applicant carries out the further work suggested by them to confirm the validity of the quotations and to clarify their VAT status and intentions and for the quotations and the grant amount requested to then be resubmitted.	Master version - Done Chris version -	
2026/119g)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 g) RESOLVED  CIL2026/016 CIL Grant application. Llanharan Primary School – Equipment for dedicated reading corners.  To add the project to the Active Project List and grant the sum of £5,313 from CIL funds.	Master version - Done Chris version - Applicant informed.	

2026/119h)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 h) RESOLVED CIL2026/017 CIL Grant application. Brynna Allotment Association.  To support in principle the element of the project relating to the civil works required to improve the storage shed, but not the purchase of the pallet truck. To add the project to the Active Project List and to allocate £8,500 of CIL funds. But to request that the applicant obtains 2 further quotations for the civils work and for the 3 quotations and the grant amount requested to then be resubmitted.	Master version - Done Chris version - Applicant informed.	
2026/119j)i)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. i) To remove LCC24/07 'Allotment expansion project' from the CIL123 List and Active Project List releasing £10,000 back into available funds. The project being unlikely to proceed in the foreseeable future.	Master version - Done Chris version -	
2026/119j)ii)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. ii) To close project LCC21/14 Royal British Legion storage cabin, releasing the unspent £5,850 back into available funds. The cabin having been purchased in 2022 and commissioned in 2023.	Master version - Done Chris version - Applicant informed.	
2026/119j)iii)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. iii) To remove project LCC21/15 'Provision of dropped kerbs, Hillcrest-Grove Terrace' releasing the £12,012 allocated to the project back into available funds. The RCTCBC project having been completed in 2021 and the Community Council's share of funds never called for, despite prompts from the Clerk.	Master version - Done Chris version -	
2026/119j)iv)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. iv) To remove the project "Provision of youth shelters" from the CIL123 list	Master version - Done Chris version -	
2026/119j)v)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. v) To remove the project "MUGA on LRGT land adjacent to Bryncae Community Centre" from the CIL123 list.	Master version - Done Chris version -	
2026/119j)vi)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. vi) To remove the project "Rain capture and irrigation system for Brynna allotments" from the CIL123 list.	Master version - Done Chris version -	
2026/119j)vii)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 j) RESOLVED CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects. vii) To remove the project "Land from Grove Terrace to Chapel Road (Improvements)" from the CIL123 list.	Master version - Done Chris version -	
2026/119k)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 k) RESOLVED CIL2026/020 Specific items to be added to the capital plan for Bryncae Community Centre and any resulting increase to the £100,000 currently allocated to project LCC23/02 "Improvements to Bryncae Community Centre"  To add items i) to xvii) to the capital plan for Bryncae Community centre and to project LCC23/02 'Improvements to Bryncae Community Centre', and amending the allocated CIL funds for the project to £168,633  i to xvi not listed here for reasons of brevity.	Master version - Done Chris Version -	
2026/119L)	17/04/2026	Full Council	CIL	2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026 l) RESOLVED CIL2026/021 Progress Oakbrook skatepark refurb and pump track Working Group That the project proceeds with design 2 (Clerk's note: Labelled as Concept Two on appendix 12a presented to the CIL Committee) to be adopted as the design for the skatepark, to add an additional £6,000 of CIL funding to the project and to instruct the Clerk to produce a formal tender pack for further presentation and to take whatever action is necessary to ensure the £100,000 of grant funding from Grantscape is delivered.	Master version - Done Chris version -	
2026/139	28/04/2026	Full Council	HR	2026/139 Locum RFO cover RESOLVED To authorise the officers to spend up to £200 to arrange temporary locum RFO cover to provide a structured handover and/or urgent cover should the need arise following the resignation of the RFO/Deputy Clerk.	Arrange - Request extra funds to cover gap to new employee start date. On agenda for June 26	

2026/140a)	28/04/2026	Full Council	WGSB Comm	2026/140 Recommendations of the Welfare Ground Showerblock Committee including the issuing of a tender for the refurbishment of The Showerblock on Llanharan Welfare Ground. WGSB2026/016 To consider tenders submitted for the refurbishment of the Showerblock and associated matters. a) RESOLVED To select a final specification for the program of works, all items excluding the following from the full specification: 4.3 Clean roof/Replace roof sheets; 4.14 Heating system; 4.19 Alarm switches; 4.22 Benches.	Inform vendor of spec and resultant price - Done Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales Amend CIL lists - Master list DONE Chris list -	
2026/140b)	28/04/2026	Full Council	WGSB Comm	2026/140 Recommendations of the Welfare Ground Showerblock Committee including the issuing of a tender for the refurbishment of The Showerblock on Llanharan Welfare Ground. WGSB2026/016 To consider tenders submitted for the refurbishment of the Showerblock and associated matters. b) RESOLVED To award the tender based on the specification outlined in WGSB2026/16a) to N&B Construction at a price of £61,095 with a 10% contingency of £6,109.50, totaling £67,204.50 To authorise the Clerk to issue the tender and spend up to £61,095 taking whatever action is necessary to facilitate this and the commencement of works in consultation with LRGT. Authority to spend the contingency of £6,109.50 being delegated to the WGSB Committee for any reason it sees fit in connection with the project.	Inform vendor of spec and resultant price - Done Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales Amend CIL lists - Master list DONE Chris list -	
2026/140c)	28/04/2026	Full Council	WGSB Comm	2026/140 Recommendations of the Welfare Ground Showerblock Committee including the issuing of a tender for the refurbishment of The Showerblock on Llanharan Welfare Ground. WGSB2026/016 To consider tenders submitted for the refurbishment of the Showerblock and associated matters. c) RESOLVED To allocate such CIL funds to project LCC25/01 "improvements to the welfare ground shower block" as is necessary in order to meet the tender price, plus the 10% contingency resolved in 2026/140 b). For these funds to be taken from the CIL contingency fund maintained against council managed projects.	Inform vendor of spec and resultant price - Done Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales Amend CIL lists - Master list DONE Chris list -	
2026/160	21/05/2026	Full Council	WGSB Comm	2026/160 Consideration of the results of further due diligence with regards the award of the tender to refurbish the Showerblock RESOLVED To note the due diligence undertaken with regards the tender to refurbish the Showerblock, to approve progression of the contract at the earliest convenience, and ensure appropriate monitoring continues in the normal manner.	Progress the Showerblock refurbishment contract at the earliest convenience and ensure appropriate monitoring continues. Work commenced 1st June 2026. In progress.	Completed
2026/163a)	21/05/2026	Full Council	CEC	2026/163 Resolutions and recommendations of the Community Engagement Committee held on 7 <sup>th</sup> May 2026 a) a) RESOLVED CEC2026/006 To consider fitting signage to the Council offices and delegating a budget to the Officers to facilitate the work. To fit appropriate signage to the Council offices on Chapel Road, delegating a budget of £1,000 to the officers to facilitate the work pending any required permissions/licenses.	Arrange appropriate signage for the Council offices on Chapel Road, subject to any required permissions or licences. Depending on prices further recourse to Council may be necessary for authorisation of spend OR the officers to provide a narrative as to how the duty to obtain best value was fulfilled should the cheapest quote not be selected. Obtain permission from landlord.	
2026/163b)	21/05/2026	Full Council	CEC	2026/163 Resolutions and recommendations of the Community Engagement Committee held on 7 <sup>th</sup> May 2026 CEC2026/007 Written motion from Cllr Andrew Morgan regarding the purchase and placement of flags and flagpoles b) RESOLVED To accept the proposal in principle to purchase flags to be displayed in the council's business and community building Christmas tree holders. The flags to comprise Welsh flags, Dewi Sant flags and Union flags, to be variously displayed throughout the year to a set schedule. The officers to carry out further research, including consultation with local residents, and present a paper to council with further details including estimated initial and ongoing costs at a future meeting.	Research the purchase and placement of flags for the Council's business and community building Christmas tree holders, consult local residents, and present a paper with estimated initial and ongoing costs.	
2026/163c)	21/05/2026	Full Council	CEC	2026/163 Resolutions and recommendations of the Community Engagement Committee held on 7 <sup>th</sup> May 2026 CEC2026/007 Written motion from Cllr Andrew Morgan regarding the purchase and placement of flags and flagpoles c) RESOLVED To accept the proposal in principle to erect up to three flag poles near the coal dram near the roundabout at the bottom of Enterprise Way, ideally displaying the Welsh flag, Union flag and Community Council flag. If only one pole can be erected, a permanent Welsh flag to be flown. The officers to carry out further research, including consultation with local residents, and present a paper to council with further details including estimated initial and ongoing costs at a future meeting.	Research the erection of up to three flag poles near the coal dram near the roundabout at the bottom of Enterprise Way, consult local residents, and present a paper with estimated initial and ongoing costs.	
2026/168b)	21/05/2026	Full Council	Full Council	2026/168 Proposal to fit an access ladder and hatch to allow safe access to maintain the Clock on Llanharan Square b) To authorise the officers to spend up to £850 to arrange the fitting of a loft hatch and ladder at 'the Smithy' for health and safety purposes. Comprising the quotation cost of £763.72 plus a contingency. The officer's to seek a written agreement with the householder that the equipment would be added to the council's asset register and be considered a council asset, the council would be responsible for its maintenance and that the equipment would remain in place as long as access was required (and permission was maintained by the householder) to maintain the clock being fitted explicitly and primarily for that purpose, and that should this permission be rescinded in the future, the householder consented to the equipment being removed and the access being restored to its original condition at the cost of the council and at the council's discretion.	Draw up an agreement for both parties and arrange for it to be signed. - Clerk contacted resident 3.5.26 Positive response 5.6.26. Delivered draft agreement for signatures 5.6.26 - Signed. Arrange the fitting of the loft hatch and access ladder with Householder. - Instruction given to householder.	
2026/169	21/05/2026	Full Council	Full Council	2026/169 Consideration of a draft Volunteer Policy RESOLVED To defer this matter to a future meeting.	Return the draft Volunteer Policy to a future meeting of Council. Included on agenda June 2026	
2026/174	21/05/2026	Full Council	CIL	Progress the proposed alteration in design to the Grove Terrace Garage project and make any necessary submissions for formal permission.	Inform builder - Done Non material alteration application submitted 5.6.26	

Appendix 3

**From:** [Leigh Smith, The Clerk, Llanharan Community Council](#)  
**To:** [REDACTED]  
**Subject:** RE: Subject: Urgent Request for Investment and Restoration of Llanharan Skatepark  
**Date:** 26 May 2026 19:25:00

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Hi [REDACTED]

No problem at all. If you do notice that the condition has deteriorated to the point where you feel it is no longer safe please feel free to let me know. We appreciate your engagement on this matter. I'll keep you in the loop.

Thanks again.

Regards

**Leigh Smith**  
**Clerk to the Council.**  
**Llanharan Community Council**  
[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)  
[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)  
[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)  
**Tel: 01443 231430 / 07769 266675**

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

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**From:** [REDACTED]  
**Sent:** 26 May 2026 18:13  
**To:** Leigh Smith, The Clerk, Llanharan Community Council <clerk@llanharan-cc.gov.wales>  
**Subject:** Re: Subject: Urgent Request for Investment and Restoration of Llanharan Skatepark

Good afternoon Leigh,

Thank you for the update regarding the skatepark refurbishment plans.

It is encouraging to hear that funding has been secured and that consultation has already taken place with local youth groups and residents. I appreciate the work the Community Council is undertaking to progress the refurbishment and secure the lease extension with RCT.

I also note the outcome of the recent safety inspection and appreciate the reassurance that the facility is currently considered safe, despite some deterioration being identified.

I understand that the lease extension process is the key next step before the project can proceed to tender, and I hope this can be resolved as quickly as possible so the refurbishment can move forward without further delay.

Thank you again for keeping me informed, and I would appreciate any further updates as the project progresses.

Best regards,

██████████

On Tue, 26 May 2026 at 11:11, Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)> wrote:

Good afternoon ██████████

The Community Council is planning on a full refurbishment of the skatepark, funds are secured and we are in the process of attempting to extend the lease we hold with RCT so some of the funding that we have secured can be released.

A consultation exercise has already been carried out with local youth groups and others and a decision on the design made by the council. We will proceed to tender once we have agreed a lease extension with RCT.

Note that the skatepark has recently been assessed by a third party as part of our routine safety inspections and whilst the condition of some of the aspects has been noted, it is currently assessed as safe.

I recognise that that longer the process takes then this will lead to further

deterioration though.

We are currently attempting to extend the lease with RCT and then we can proceed.

Best regards

Leigh

Sent from [Outlook for iOS](#)

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**From:** [REDACTED]

**Sent:** Sunday, May 24, 2026 6:58:58 PM

**To:** Leigh Smith. The Clerk. Llanharan Community Council <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Subject:** Subject: Urgent Request for Investment and Restoration of Llanharan Skatepark

Dear Councillor / Parks and Recreation Team,

I am writing as a local resident and regular user of the skatepark in Llanharan to raise serious concerns about its current condition and to ask the council to prioritise investment into restoring and upgrading the facility.

The skatepark has sadly fallen into a state of neglect over recent years. The ramps are deteriorating badly, with surfaces becoming damaged and unsafe, and the concrete throughout the park is now extremely rough and difficult to skate on. In many areas, it is becoming almost unusable. Aside from limiting enjoyment of the space, the condition of the park also creates obvious safety concerns for the young people and families who use it regularly.

It is frustrating to see significant investment being made into skateparks across South Wales while Llanharan continues to be overlooked. Many nearby communities have benefited from modern, safe, and well-designed facilities that encourage exercise, social interaction, and positive outdoor activity for young people. Meanwhile, Llanharan's skatepark has been left behind despite the clear demand for it within the community.

Skateparks are not just recreational spaces — they provide an important outlet for physical activity, mental wellbeing, and community engagement, especially for teenagers and young adults. A restored and properly maintained skatepark would make a real difference to local residents and would show that Llanharan is valued equally alongside surrounding areas.

I would therefore strongly urge the council to:

- \* Assess the current condition and safety of the skatepark as a priority
- \* Allocate funding for repairs and resurfacing work
- \* Consider a full redevelopment or modernisation of the facility
- \* Engage with local users and residents about what improvements are needed

I hope the council will take these concerns seriously and consider investing in a facility that means a great deal to many people in the community.

Thank you for your time, and I look forward to your response.

Kind regards,

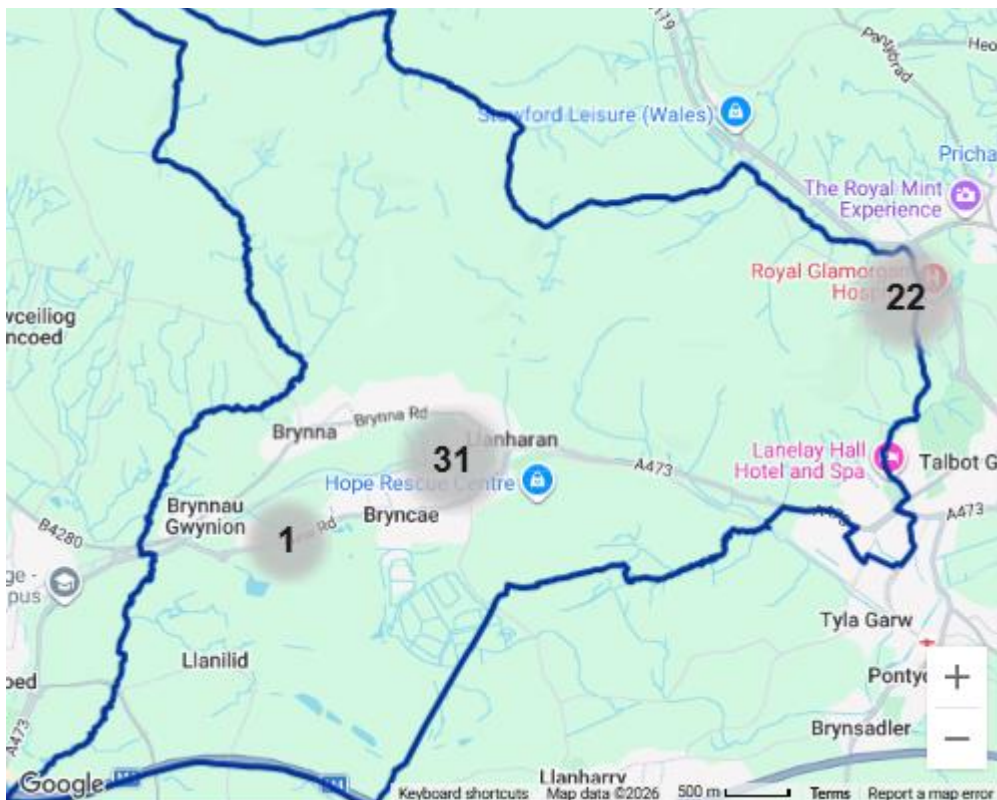
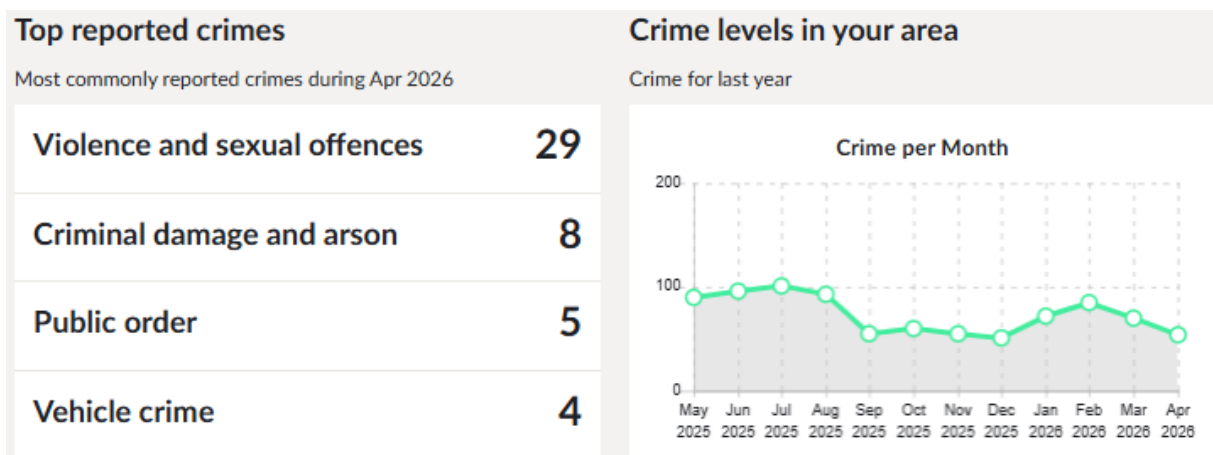
[REDACTED]  
[REDACTED]

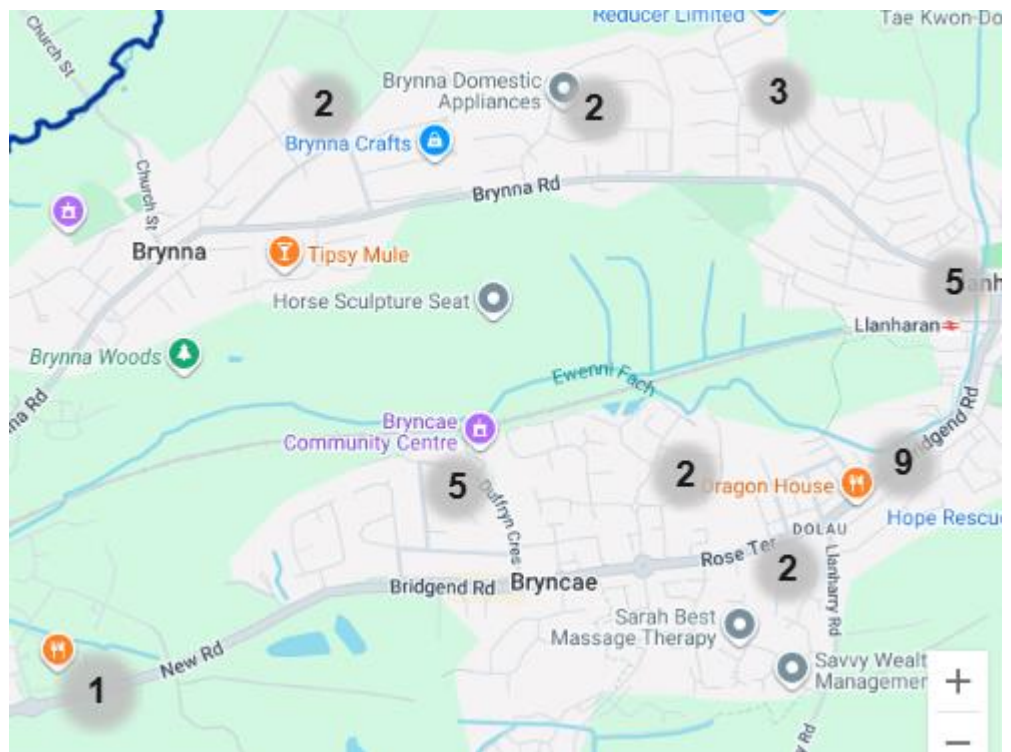
## Appendix 4

### To note community crime statistics published on the publicly available South Wales Police website and other crime information, Note: For April 2026

Full stats available at:

<https://www.south-wales.police.uk/area/your-area/south-wales/mid-glamorgan/bryнна-and-llanharan/meetings-and-events/top-reported-crimes-in-this-area>





**Priority:****Action taken:**

Off-road motorbikes & illegal vehicle use. Bikes/scooters being driven dangerously, noise nuisance, Surreons.  
Issued 29 May 2026

Action taken is updated every three months.  
Actioned 29 May 2026

Parking concerns. School parking, obstructive or dangerous parking.  
Issued 29 May 2026

Action taken is updated every three months.  
Actioned 29 May 2026

ASB. Off-road motorbikes & illegal vehicle use - Bryncae  
Issued 02 March 2026

We have carried out high-visibility patrols in identified areas.  
Actioned 29 May 2026

ASB. Youth nuisance, rowdy groups, abusive behaviour, noise complaints - Bryncae Community Centre  
Issued 12 December 2025

We have carried out high-visibility patrols in identified areas.  
We have gathered intelligence to address repeat community concerns.  
Actioned 02 March 2026

Park View Estate - Youth & Vehicle Anti-social behaviour.  
Issued 12 December 2025

We have carried out high-visibility patrols in identified areas.  
Actioned 02 March 2026

Horse-riding road safety.  
Issued 12 December 2025

We have carried out high-visibility patrols in identified areas.  
Actioned 29 May 2026

ASB. Youth nuisance, rowdy groups, abusive behaviour, noise complaints - Bryncae Community Centre  
Issued 15 September 2025

We have seized illegal vehicles and taken enforcement action.  
We have worked with the Llanharan Community Council to resolve ASB issues.  
We have carried out high-visibility patrols in identified areas.  
Actioned 20 November 2025

Park View Estate - Youth & Vehicle Anti-social behaviour  
Issued 15 September 2025

We have carried out high-visibility patrols in identified areas.  
We have deployed CCTV vans to monitor and identify suspects.  
Actioned 20 November 2025

Horse-riding road safety.  
Issued 15 September 2025

We have promoted "Pass Wide & Slow" initiatives with horse riders.  
We have carried out high-visibility patrols in identified areas.  
Actioned 20 November 2025

**PACT meeting at Bryncae community centre**

🕒 7:30PM - 9:00PM, Wed 08 July 2026

📍 Bryncae Community Centre, Pontyclun



**Jorge Lee**  
Police Constable



**Lauren Edwards**  
PCSO

## Current and Premium Bank A/c

## List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2026	One Voice Wales	OVW 2026 M	1,912.00	CP	Membership
01/05/2026	Alistair Burroughs	11418	2,771.17	CP	Ewenni Multi User Bridge
01/05/2026	LCDP	2627 GRAN	30,036.44	CP	LCDP 2027 Grant
01/05/2026	Alistair Burroughs	11418	-2,771.17	CP	Ewenni Multi User Bridge
01/05/2026	Alistair Burroughs	11418	2,771.17	CP	Ewenni Multi User Bridge
05/05/2026	Barclays Bank	CHARGES	8.50		Bank Charges
05/05/2026	Barclays Bank	CHARGES	-8.50		Reverse Charge
05/05/2026	Barclays Bank	CHARGES	9.94	DDR	13MAR-12APR
08/05/2026	RCT Pension Payment	LCC REMIT	2,640.36	CP	Pension April
08/05/2026	Floral Fresh	9	49.50	CP	BCC Cleaning
08/05/2026	Floral Fresh	9	-49.50		Wrong date entered
08/05/2026	RCT	LCC REMITT	-2,640.36		Wrong date entered
08/05/2026	Camstage Ltd	100072565	927.96	RJ	BCC Curtain Tracks
08/05/2026	Tesco Mobile phones x 3	08052026	11.08	DDR	Office Mobile Phone
11/05/2026	FareShare Cymru	6360	76.00	CP	Pantry
11/05/2026	Bryнна Cleaning	431	192.00	CP	Cleaning Contract Chapel Rd
13/05/2026	Llanharan Primary School	CIL READIN	4,563.85		CIL Reading Project
13/05/2026	Bryнна Cleaning	431	-192.00		Cleaning Contract - Chapel Rd
14/05/2026	Total Energies	411465037/	322.14	DDR	BCC Gas
15/05/2026	ARVAL	LL0448	500.58	DDR	Van Hire
15/05/2026	RCT	3/0	791.00	CP	Business Rates
20/05/2026	Green Acres Contracting	687	1,128.00	CP	Fence Line & Clearance
21/05/2026	Soltys Brewster EC	E5353-01	3,456.00	RJ	Ewenni Bridge Consultancy
21/05/2026	Floral Fresh	SCOTT JEFF	204.00	CP	4 x invoices
21/05/2026	EDF	KI-9153883	143.79	DD	Electricity Chapel Rd
21/05/2026	Llanharan Primary School	CIL GRANT	-4,563.85	CP	Llanharan Primary School
21/05/2026	Llanharan Primary School Private	CIL GRANT	4,563.85	CP	CIL Reading Project Grant
26/05/2026	D3SIGNS	3113-5485	1,218.00	RJ	Hanging Basket Holders
26/05/2026	Clarity Copiers	242951	3.89	DDR	Photocopies
27/05/2026	Public Sector Deposit Fund	PSDF	250,000.00	CP	5 x Payments
27/05/2026	EDF	27968180	161.14	DDR	Electric BCC
27/05/2026	Barclaycard	270526	961.14		BCARD Commercial
27/05/2026	PSDF	PSDF	-250,000.00	CP	PSDF
27/05/2026	Public Sector Deposit Fund	X 5 PAYS	250,000.00		X 5 Payments
28/05/2026	Talk Talk	1451698	49.34	DD	BCC Telephone/Broadband
29/05/2026	Alistair Burroughs	11512	2,771.17	RJ	Ewenni Multi User Bridge
29/05/2026	STAFF SALARIES	SALARIES	6,165.90	CP	May Staff Salaries
29/05/2026	Alistair Burroughs	11512	-2,771.17	CP	Ewenni Multi User Bridge
29/05/2026	Alistair Burroughs	11512	2,771.17	CP	Ewenni Multi User Bridge
<b>Total Payments</b>			<b>308,184.53</b>		

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2026

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	320,808	320,808	(0)			100.0%	
1090 PSDF Re-invested dividend	7,220	22,500	15,280			32.1%	
1100 Agency Income	(1,330)	1,330	2,660			(100.0%)	
1990 Other Income	25	500	475			5.0%	
1992 BCC Hire Fees	0	13,500	13,500			0.0%	
Income :- Income	<u>326,723</u>	<u>358,638</u>	<u>31,915</u>			91.1%	<u>0</u>
Net Income	<u>326,723</u>	<u>358,638</u>	<u>31,915</u>				
<u>200 Administration</u>							
4000 Staff Salaries & Wages (Net)	14,783	83,937	69,154		69,154	17.6%	
4005 Employer & Employee Pension	2,640	30,521	27,881		27,881	8.7%	
4010 Employer & Employee NI & Tax	0	46,733	46,733		46,733	0.0%	
4055 Mileage & Subsistence	0	200	200		200	0.0%	
4057 HR Expenditure	0	750	750		750	0.0%	
4060 Council Tax	3,226	2,650	(576)		(576)	121.7%	
4065 Office Rent	0	3,500	3,500		3,500	0.0%	
4066 Meeting venue hire	0	390	390		390	0.0%	
4070 IT Costs (Office 365)Web Site	1,611	5,500	3,889		3,889	29.3%	
4075 Telephone & Broadband	22	1,350	1,328		1,328	1.6%	
4080 Electric	137	1,500	1,363		1,363	9.1%	
4085 Water Rates (for Office)	18	200	182		182	8.8%	
4090 Stationery and postage	110	350	240		240	31.4%	
4095 Cleaning Materials	33	50	17		17	65.5%	
4100 Cleaning Contract	0	1,250	1,250		1,250	0.0%	
4110 Building Maintenance	(16)	1,000	1,016		1,016	(1.6%)	
4115 Professional and Legal Fees	0	3,000	3,000		3,000	0.0%	
4116 Land Registry Fees	0	150	150		150	0.0%	
4120 Internal Audit Fees	(440)	1,000	1,440		1,440	(44.0%)	
4125 External Audit Fees	(980)	740	1,720		1,720	(132.4%)	
4130 Subscriptions and Memberships	3,443	2,750	(693)		(693)	125.2%	
4135 Bank Charges	23	200	177		177	11.3%	
4140 Storage Space Rental	217	0	(217)		(217)	0.0%	
4775 Consumables	13	0	(13)		(13)	0.0%	
Administration :- Indirect Expenditure	<u>24,837</u>	<u>187,721</u>	<u>162,884</u>	<u>0</u>	<u>162,884</u>	<u>13.2%</u>	<u>0</u>
Net Expenditure	<u>(24,837)</u>	<u>(187,721)</u>	<u>(162,884)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2026

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Insurances</u>							
4200 General Insurance	0	6,175	6,175		6,175	0.0%	
4205 Vehicle Insurance	0	3,330	3,330		3,330	0.0%	
4210 Office Insurance	0	250	250		250	0.0%	
Insurances :- Indirect Expenditure	0	9,755	9,755	0	9,755	0.0%	0
Net Expenditure	0	(9,755)	(9,755)				
<u>240 Staff &amp; Member Training</u>							
4300 Members Training	0	1,100	1,100		1,100	0.0%	
4305 Staff Training	0	1,800	1,800		1,800	0.0%	
Staff & Member Training :- Indirect Expenditure	0	2,900	2,900	0	2,900	0.0%	0
Net Expenditure	0	(2,900)	(2,900)				
<u>260 Member's Allowances</u>							
4350 Chair	0	1,500	1,500		1,500	0.0%	
4355 Special Responsibility	0	500	500		500	0.0%	
4360 Member Allowances	0	2,912	2,912		2,912	0.0%	
Member's Allowances :- Indirect Expenditure	0	4,912	4,912	0	4,912	0.0%	0
Net Expenditure	0	(4,912)	(4,912)				
<u>300 Plant &amp; Equipment</u>							
4400 Plant Purchase / Lease	834	6,000	5,166		5,166	13.9%	
4415 Red Tractor Maintenance	0	1,000	1,000		1,000	0.0%	
4420 Portable & Hand Tools Purchase	38	250	212		212	15.2%	
4425 Portable & Hand Tool Maint	0	400	400		400	0.0%	
4430 PPE - New & Replacement	0	300	300		300	0.0%	
4435 Plant & Equipment Fuel	114	700	586		586	16.3%	
Plant & Equipment :- Indirect Expenditure	986	8,650	7,664	0	7,664	11.4%	0
Net Expenditure	(986)	(8,650)	(7,664)				
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	1,015	10,100	9,085		9,085	10.0%	
4505 Christmas Lights and Trees	0	24,500	24,500		24,500	0.0%	
4510 Public Clocks - Maintenance	0	540	540		540	0.0%	
4515 Notice Boards - Maintenance	0	100	100		100	0.0%	
4520 Bus shelter - Maintenance	0	500	500		500	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2026

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4525 Planters - Maintenance	0	100	100		100	0.0%	
4530 Benches & Tables Maintenance	0	100	100		100	0.0%	
Street Furnishings :- Indirect Expenditure	1,015	35,940	34,925	0	34,925	2.8%	0
Net Expenditure	(1,015)	(35,940)	(34,925)				
<u>500 Community Functions</u>							
4600 Christmas Dinners	0	9,000	9,000		9,000	0.0%	
4610 Firework Display	0	10,500	10,500		10,500	0.0%	
4615 Multi Cultural Carnival	0	9,500	9,500		9,500	0.0%	
Community Functions :- Indirect Expenditure	0	29,000	29,000	0	29,000	0.0%	0
Net Expenditure	0	(29,000)	(29,000)				
<u>550 Grants</u>							
4700 General Grants	0	12,000	12,000		12,000	0.0%	
4701 S137 LGA 1972 Grants	30,036	0	(30,036)		(30,036)	0.0%	
4710 LCDP - SLA	0	25,000	25,000		25,000	0.0%	
4715 Wild Life Trust - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
Grants :- Indirect Expenditure	30,036	47,000	16,964	5,000	11,964	74.5%	0
Net Expenditure	(30,036)	(47,000)	(16,964)				
<u>600 Outdoor Spaces</u>							
4095 Cleaning Materials	64	0	(64)		(64)	0.0%	
4800 Rights of Way	(1,330)	1,330	2,660		2,660	(100.0%)	
4805 Skateboard Park - Maintenance	(110)	1,000	1,110		1,110	(11.0%)	
4810 Play & O/Spaces Maintenance	1,276	1,900	624		624	67.2%	
4815 General Repair	0	150	150		150	0.0%	
Outdoor Spaces :- Indirect Expenditure	(100)	4,380	4,480	0	4,480	(2.3%)	0
Net Expenditure	100	(4,380)	(4,480)				
<u>620 War Memorials</u>							
4850 Maintenance Contract	1,367	1,367	0		0	100.0%	
4855 Other Maintenance	16	500	484		484	3.2%	
War Memorials :- Indirect Expenditure	1,383	1,867	484	0	484	74.1%	0
Net Expenditure	(1,383)	(1,867)	(484)				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2026

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	(76)	0	76			0.0%	
Llanharan Pantry :- Income	<u>(76)</u>	<u>0</u>	<u>76</u>				<u>0</u>
4730 Llanharan Pantry Expenses	534	0	(534)		(534)	0.0%	363
Llanharan Pantry :- Indirect Expenditure	<u>534</u>	<u>0</u>	<u>(534)</u>	<u>0</u>	<u>(534)</u>		<u>363</u>
Net Income over Expenditure	<u>(610)</u>	<u>0</u>	<u>610</u>				
6000 plus Transfer from EMR	363	0	(363)				
Movement to/(from) Gen Reserve	<u>(247)</u>	<u>0</u>	<u>247</u>				
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	1,727	0	(1,727)			0.0%	
Bryncae Community Centre :- Income	<u>1,727</u>	<u>0</u>	<u>(1,727)</u>				<u>0</u>
4060 Council Tax	788	0	(788)		(788)	0.0%	
4075 Telephone & Broadband	41	0	(41)		(41)	0.0%	
4080 Electric	153	0	(153)		(153)	0.0%	
4100 Cleaning Contract	402	0	(402)		(402)	0.0%	
4215 BCC Insurance	371	0	(371)		(371)	0.0%	
4735 DNU	0	380	380		380	0.0%	
4740 DNU	0	1,000	1,000		1,000	0.0%	
4745 DNU	0	8,600	8,600		8,600	0.0%	
4750 DNU	0	3,500	3,500		3,500	0.0%	
4755 Energy - Gas	(0)	4,500	4,500		4,500	0.0%	
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	994	1,250	256		256	79.5%	
4770 BCC Telephone/Broadband *DNU*	0	500	500		500	0.0%	
4775 Consumables	0	375	375		375	0.0%	
4780 BCC Administrative Costs	814	540	(274)		(274)	150.8%	
4785 DNU	0	2,580	2,580		2,580	0.0%	
4790 BCC Floodlights	0	460	460		460	0.0%	
Bryncae Community Centre :- Indirect Expenditure	<u>3,563</u>	<u>24,685</u>	<u>21,122</u>	<u>0</u>	<u>21,122</u>	<u>14.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,836)</u>	<u>(24,685)</u>	<u>(22,849)</u>				
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	0	1,050	1,050		1,050	0.0%	
Street Lighting Electric :- Indirect Expenditure	<u>0</u>	<u>1,050</u>	<u>1,050</u>	<u>0</u>	<u>1,050</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,050)</u>	<u>(1,050)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2026

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700 Allotments</u>							
1200 Allotment Income	90	3,250	3,160			2.8%	
Allotments :- Income	<u>90</u>	<u>3,250</u>	<u>3,160</u>			<u>2.8%</u>	<u>0</u>
4900 Allotment Lease Costs	0	22	22		22	0.0%	
4901 Allotment Maintenance	0	600	600		600	0.0%	
4905 Allotment Water	0	400	400		400	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>1,022</u>	<u>1,022</u>	<u>0</u>	<u>1,022</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>90</u>	<u>2,228</u>	<u>2,138</u>				
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	252,697	0	(252,697)			0.0%	252,697
Community Infrastructure Levy :- Income	<u>252,697</u>	<u>0</u>	<u>(252,697)</u>				<u>252,697</u>
4958 CIL Grants	4,564	0	(4,564)		(4,564)	0.0%	4,564
4966 CIL Project Ewenny Bridge	7,499	0	(7,499)		(7,499)	0.0%	4,619
Community Infrastructure Levy :- Indirect Expenditure	<u>12,062</u>	<u>0</u>	<u>(12,062)</u>	<u>0</u>	<u>(12,062)</u>		<u>9,182</u>
Net Income over Expenditure	<u>240,635</u>	<u>0</u>	<u>(240,635)</u>				
6000 plus Transfer from EMR	9,182	0	(9,182)				
6001 less Transfer to EMR	252,697	0	(252,697)				
Movement to/(from) Gen Reserve	<u>(2,880)</u>	<u>0</u>	<u>2,880</u>				
<u>800 Contingency</u>							
4990 Contingency	0	3,000	3,000		3,000	0.0%	
Contingency :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>				
Grand Totals:- Income	581,162	361,888	(219,274)			160.6%	
Expenditure	74,317	361,882	287,565	5,000	282,565	21.9%	
Net Income over Expenditure	<u>506,845</u>	<u>6</u>	<u>(506,839)</u>				
plus Transfer from EMR	9,546	0	(9,546)				
less Transfer to EMR	252,697	0	(252,697)				
Movement to/(from) Gen Reserve	<u>263,693</u>	<u>6</u>	<u>(263,687)</u>				

Llanharan Pantry	Receipts (£)	No of donators	Float held (£)	Comments
01/04/2026			20.00	
04/04/2026	32.50	7		
11/04/2026	32.50	7		
18/04/2026	55.23	9		
25/04/2026	20.00	4		
02/05/2026	36.50	7		
09/05/2026	27.00	6		
16/05/2026	30.00	6		banked £222 on 26/05/26
23/05/2026	37.50	8		
30/05/2026	22.50	5		
<b>Total donation receipts (£) from 05/04/25</b>	<b>293.73</b>			
<b>Total footfall from 01/04/25</b>		<b>59</b>		<b>Total footfall on Wednesdays since 04/04/2026</b>
<b>Average donation per pantry from 04/04/2026 (£)</b>	<b>32.64</b>			<b>Average footfall on a Wednesday since 04/04/2026</b>
<b>Average No of donors per session from 04/04/2026</b>		<b>7</b>		<b>Total footfall on Saturdays since 04/04/2026</b>
<b>No of sessions as from 04/04/2026</b>		<b>9</b>		<b>Average footfall on a Saturday since 04/04/2026</b>
<b>Average spend per week since 04/04/2026 (£)</b>	<b>54.97</b>			
<b>Future funding for approx</b>	<b>91 weeks</b>			

	Date	£	Receipt	Description
<b>Money In</b>				
Brought forward from 25/26	01/04/2026	<b>5218.56</b>		B/F from 25/26
Total cash receipts	Rolling	293.73		
<b>Total in</b>		<b>5512.29</b>		
<b>Money Out</b>				
Aldi	01/04/2026	80.54		
Co Op	01/04/2026	6.70		
Fareshare	08/04/2026	76.00		
Aldi	09/04/2026	86.02		
Aldi	16/04/2026	109.19		
Aldi	23/04/2026	64.01		
Aldi	30/04/2026	61.06		
Trade Waste RCT	26/05/2026	11.25		
Total out		494.77		
<b>Balance of Funds</b>		<b>5017.52</b>		
<b>Ave footfall on a Saturday since 04/04/2026</b>		<b>7</b>		
<b>Future funding Approx. weeks</b>		<b>91 weeks</b>		

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2026

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	1,727	0	(1,727)			0.0%	
Bryncae Community Centre :- Income	<u>1,727</u>	<u>0</u>	<u>(1,727)</u>				<u>0</u>
4060 Council Tax	788	0	(788)		(788)	0.0%	
4075 Telephone & Broadband	41	0	(41)		(41)	0.0%	
4080 Electric	153	0	(153)		(153)	0.0%	
4100 Cleaning Contract	402	0	(402)		(402)	0.0%	
4215 BCC Insurance	371	0	(371)		(371)	0.0%	
4755 Energy - Gas	(0)	4,500	4,500		4,500	0.0%	
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	994	1,250	256		256	79.5%	
4775 Consumables	0	375	375		375	0.0%	
4780 BCC Administrative Costs	814	540	(274)		(274)	150.8%	
4790 BCC Floodlights	0	460	460		460	0.0%	
Bryncae Community Centre :- Indirect Expenditure	<u>3,563</u>	<u>8,125</u>	<u>4,562</u>	<u>0</u>	<u>4,562</u>	<u>43.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,836)</u>	<u>(8,125)</u>	<u>(6,289)</u>				
Grand Totals:- Income	1,727	0	(1,727)			0.0%	
Expenditure	3,563	8,125	4,562	0	4,562	43.9%	
Net Income over Expenditure	<u>(1,836)</u>	<u>(8,125)</u>	<u>(6,289)</u>				
Movement to/(from) Gen Reserve	<u>(1,836)</u>	<u>(8,125)</u>	<u>(6,289)</u>				

## Appendix 8a

### **Resolutions and Recommendations of the Human Resources Committee held by remote attendance at 7.00pm on Friday 8<sup>th</sup> May 2026**

#### **HR2026/012 Recommendations of the interview panel for the RFO/Deputy Clerk role.**

##### ***RESOLVED***

To appoint Catherine Kennedy as RFO/Deputy Clerk for 30 hours per week. Employment terms as per the job advert and model NALC Contract already approved by the committee. Including employment at SCP 26 on the National Joint Council for Local Government Services (NJC) pay scale, the candidate holding the CILCA (Certificate in Local Council Administration) qualification, the contract applying an extra scale point above the SPC 25 advertised for the holding of that qualification. Delegated authority to do so having been previously conferred by full council. Start date to be around 1st June, that being indicated as acceptable by the candidate but subject to further negotiation with the Clerk

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## **Appendix 9**

### **Recommendations of the ORA Committee Meeting held Tuesday 26<sup>th</sup> May 2026**

#### **ORA2026/038 Amendment to allotment tenancy hire agreement**

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

To adopt the amendment to Section 10 of the Allotment Tenancy Agreement to specify that poultry will not be permitted on plots less than 50m<sup>2</sup> in area; and to update the Poultry Wellbeing Policy accordingly.

#### **ORA2026/039 Next steps regarding the proposed permissive pathway into Parc Bryn Derwen.**

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

Given that not all of the affected householders have given their permission, to take the proposal no further and advise the householders of this decision, providing them with an appropriate explanation.

#### **ORA2026/040 Proposal to appoint a Biodiversity Champion.**

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

To appoint Cllr Steer as the Council's Biodiversity Champion; to authorise him to attend RCTCBC Local Partnership for Nature (LNP) meetings and to act as liaison with other groups.

**Resolutions and Recommendations of the Trenos and Ewenni Crossings  
Project Committee (TEC) held Tuesday 2<sup>nd</sup> June 2026**

**TEC2026/050 Review of the Council’s decision matrix and to consider aspects of the project to be included in any tender pack/work instructions.**

***RESOLVED***

To accept the document provided to the meeting as “Appendix 8” as the revised Decision-making matrix. Its contents to be built into any draft tender proposal.

## **Appendix 11**

### **Resolutions and Recommendations of the Events Committee meeting held 4<sup>th</sup> June 2026**

#### **EV2026/041 Annual Events Timetable**

#### ***RESOLVED***

To adopt the draft Annual Events Timetable as presented to the Committee in Appendix 5.

## Appendix 12

### **Resolutions and recommendations of the Audit Committee held 11<sup>th</sup> June 2026**

#### **A2026/026 Schedule of Payments and Receipts as at 30 April 2026**

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

To approve the schedule of payments and receipts as presented in Appendix 2.

#### **A2026/027 Bank Reconciliation as at 30th April 2026**

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

To approve the bank reconciliation as at 30th April 2026 as presented in Appendix 3.

#### **A2026/028 Pantry Income and Expenditure Report as at 31 May 2026**

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

To receive and approve the Pantry Income and Expenditure Report as presented in Appendix 4.

#### **A2026/030 Annual Accountability Return (AAR) 2025/26**

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

To approve the Annual Accountability Return for the financial year ended 31st March 2026, including the Accounting Statements and Annual Governance Statement.

#### **A2026/031 Earmarked Reserves Strategy**

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

To approve the EMR strategy as provided in Appendix 7.

#### **A2026/032 Written motion. Emergency Grant Application – Llanharan Horticultural Society**

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

To grant £900 to Llanharan Horticultural Society and that the Council provide the use of the Council van, together with a Council driver, to support the delivery of the event.

## Appendix 14

### **To consider approving and extra payment for locum work provided by the locum RFO prior to the start date of the RFO on June 1<sup>st</sup> 2026**

Council had previously resolved:

#### ***2026/139 Locum RFO cover***

#### ***RESOLVED***

*To authorise the officers to spend up to £200 to arrange temporary locum RFO cover to provide a structured handover and/or urgent cover should the need arise following the resignation of the RFO/Deputy Clerk.*

However, given the time from the locum starting work (5 hours per week) and the start date of the RFO (June 1<sup>st</sup>), plus the work required to complete year end and to attend the internal audit on 28<sup>th</sup> May, the Clerk requests approval to spend a further £311.98

**INVOICE**

**Invoice No:** CK-2026-05-01    **Date:** 1 June 2026

**From:** [REDACTED]  
[REDACTED]

**To:** Llanharan Community Council

**Locum Clerk Services – May 2026**

<b>Date</b>	<b>Hours</b>
1 May 2026	2.5
6 May 2026	2.5
8 May 2026	2.5
11 May 2026	2.5
15 May 2026	2.5
18 May 2026	2.5
21 May 2026	2.5
26 May 2026	2.5
27 May 2026	4.0
28 May 2026	2.5

**Total Hours 26.5**

**Charges**

<b>Description</b>	<b>Amount</b>
26.5 hours @ £19.32 per hour	£511.98
<b>TOTAL DUE</b>	<b>£511.98</b>

**Payment Details**

[REDACTED]  
[REDACTED]  
[REDACTED]

# Annual Return for the Year Ended 31 March 2026

## Accounting statement 2025-26 for:

Name of body: Llanharan Community Council

	Year ending		Notes and guidance
	31 March 2025 (£)	31 March 2026 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	787959	1122587	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	271894	300409	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	389236	235198	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	99234	144076	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	227267	341983	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1122587	1172135	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$ .
<b>Statement of balances</b>			
8. (+) Debtors	14520	13050	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	1123222	1167738	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	15155	8652	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	1122587	1172135	<b>Total balances should equal line 7 above:</b> Enter the total of $(8+9-10)$ .
12. Total fixed assets and long-term assets	256138	270225	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, that for the year ended 31 March 2026:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	√		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	√		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at <u>Llanharan Community Council – We serve the communities of Brynna, Brynnau Gwynion, Bryncae, Llanharan, Llanilid and Ynysmaerdy.</u>	√		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	√		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	√		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>• Effective financial management including the setting and monitoring of the Council's budget and preparation and approval of the annual accounts</li> <li>• Maintenance and security of accurate and up to date accounting and other financial records</li> <li>• Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>	√		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year and has prepared and approved its accounts in accordance with legislation	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>• measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>• assessment and management of risks facing the Council</li> <li>• an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul>	√		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	√		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	√		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E

10. <b>General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		√	Meets the eligibility criteria to exercise the general Power of Competence	E
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## Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.


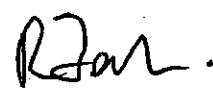
<p>The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement</p>
<p><b>1. Expenditure under S137 Local Government Act 1972</b></p> <p>Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2025-26 was £11.10 per elector.</p> <p>In 2025-26, the Council made payments totalling £ <u>36,568.61</u> under section 137. These payments are included within 'Other payments' in the Accounting Statement.</p>
<p>2.</p>

## Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			√	

## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2026.</p>	<p><b>Approval by the Council</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:</p>
<p>RFO signature:</p> 	<p>Minute ref: 18/06/26 – Item 18 Appendix 13</p>
<p>Name: Cathy Kennedy</p> <p>Date: 18 June 2026</p>	<p>Chair signature:</p>  <p>Name: Rhys Jenkins</p> <p>Date: 18 June 2026</p>

## Annual internal audit report to:

Name of body:

Llanharan Community Council

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2026.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	√				Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	√				Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	√				Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	√				Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	√				Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			√		The Council does not maintain a petty cash system for its use. It manages a £20.00 petty cash float for: 'The Pantry' community organisation.
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	√				Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026
8. Asset and investment registers were complete, accurate, and properly maintained.	√				Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	√				Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	√				Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			√		Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026

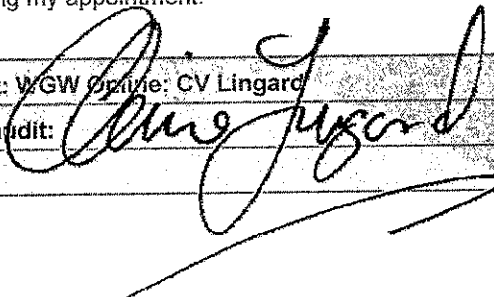
For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.			√		Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026
13.			√		Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026
14.			√		Please refer to our detailed Internal Audit report dated the 28 <sup>th</sup> of May 2026

Our detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated the 28<sup>th</sup> of May 2026.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2025-25 and 2026-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: V.GW Orpin; CV Lingard
Signature of person who carried out the internal audit: 
Date: 18 <sup>th</sup> of June 2026



# LLANHARAN COMMUNITY COUNCIL

## ANNUAL REPORT

### 2025/2026

### DRAFT

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# 1 Foreword from the Chair of the Council

TO BE PROVIDED

Cllr Rhys Jenkins  
*Chair of Llanharan Community Council*  
**Date: May 2026**





## 2 Contact the Council

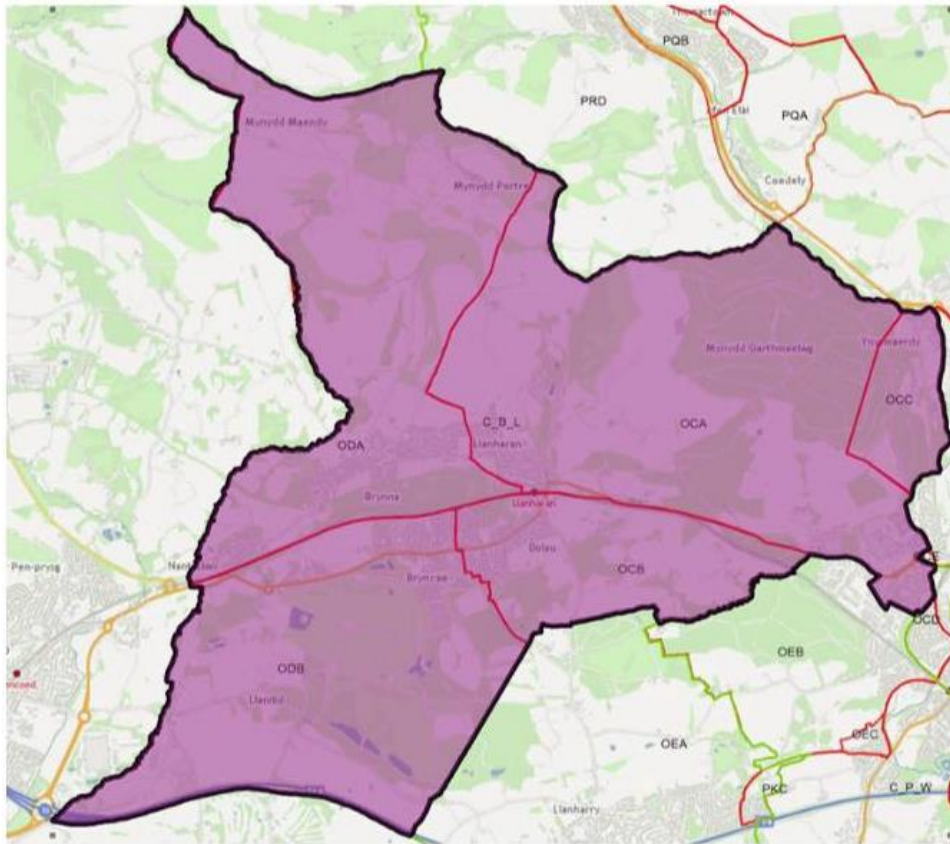
The Community Council Office is open to the public Monday to Friday 9.30am to 1.30pm.

Llanharan Community Council  
2 Chapel Road  
Llanharan  
Rhondda Cynon Taf  
CF72 9QA

Telephone: 01443 231 430  
Email: Clerk@llanharan-cc.gov.wales  
Website: <https://llanharan-cc.gov.wales>  
Facebook: Llanharan Community Council  
X (Twitter): @Llanharan\_CC

## 3 About Llanharan Community Council

Llanharan Community Council Ward boundaries



Llanharan Community Council serves the communities of Llanharan, Brynna, Brynnau Gwynion, Bryncae, Llanilid and Ynysmaerdy. The Community Council was formed in 1974 under the Local Government Act 1972 as the successor to the former Parish Councils.

The Community is served by 14 Councillors in three wards: 6 for Llanharan (including Ynysmaerdy), 6 for Brynna (including Brynnau Gwynion) and 2 for Llanilid (including Bryncae). The Councillors represent our community, providing local views on planning, listening to and advising residents as well as providing a link with the local authority. Representative Councillors have an active interest in their communities and work in partnership with residents, local groups and collaborating with other Councils when necessary.

Community councils are the most local tier of elected representation and play a significant role in local democracy.

Community councils have a wide range of duties and powers vested by Acts of Parliament. They may determine the types of positive actions and activities that are likely to achieve the promotion or improvement of wellbeing within their communities.

Community councils must act in line with their duties and can only act within the limits of their powers.



Examples of some of the activities that Llanharan Community Council carries out in line with its duties and powers include:

The upkeep and maintenance of over 37 miles of public rights of way.  
The operation of a play area at Brynna Gwynion.  
The creation and operation of the skatepark in Oakbrook.  
Open spaces at Meadow Rise and Grove Terrace.  
Summer grass cutting at Brynna Fields and the Welfare Ground.  
The War Memorial located on Hillside Avenue.  
Summer floral displays.  
Christmas trees and lights.  
The memorial clocks located on the Square and at Williams Street.  
Upkeep of over 40 bus shelters.  
Provision and maintenance of benches.  
Older People's Christmas lunches.  
The annual fireworks display.  
The annual Remembrance Day service at Llanharan War Memorial.  
Community events.  
The purchase, operation and maintenance of defibrillators.  
The operation of three allotment sites providing circa 120 plots.  
General grants to local groups and organisations.  
CIL grants to local groups and organisations.  
The inception and delivery of CIL projects.  
Planning consultation.

## 4 Membership of the Council 2025/26

Councillors help provide local services and take decisions that form the policy of the Council. Councillors are entitled to a taxable allowance in accordance with the Independent Remuneration Panel for Wales which makes recommendations to Welsh Government; they have to abide by a Local Government Code of Practice, declaring any financial, personal or prejudicial interest in any matter under discussion at a Council meeting. Councillors are elected by residents or co-opted by the Council.

The membership of the council during the municipal year was as follows:

### Llanharan (and Ynysmaerdy) - 6 members

Cllr. Neil Feist  
Cllr. Geraint Hopkins JP \*  
Cllr. Rhys Jenkins  
Cllr. Robert Smith  
Cllr. Will Thomas  
Cllr. Janine Turner \*

### Brynna - 6 members

Cllr. David Evans\*  
Cllr. Rhys. A. Jenkins (resigned May 2025)

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Cllr. Chris Parker  
Cllr. Nick Richards (from May 2025)  
Cllr. Mark Steer

#### Llanilid (& Bryncae) – 2 members

Cllr. Andrea James (resigned May 2025)  
Cllr. Claire Morgan (resigned October 2025)  
Cllr. Andrew Morgan (from August 2025)

\*Cllrs Evans, Hopkins and Turner also sit as elected members of the Principal Authority, Rhondda Cynon Taf County Borough Council.

The Chair of the Council for the municipal year 2025/26 was Cllr. Rhys Jenkins.

The Deputy Chair of the Council for the municipal year 2025/26 was Cllr. Chris Parker.

Details of members' political affiliations, attendance at meetings, registered interests and other information can be found on the council's website along with their contact details.

The community council produces a training plan for members and staff which is reviewed annually.

## **5 Council Meetings**

Meetings of the full council ordinarily take place at 7pm on the third Thursday of each month except for August. The Chair or several councillors may also call additional extraordinary meetings of the council under certain circumstances at any point.

All full council meetings are held on a hybrid basis - i.e. with the facility for elected members and members of the public to attend either in person at the chosen physical venue or online, entirely at their own discretion.

The council has facilities and procedures in place to enable this and to allow meaningful participation where appropriate.

The council has several committees whose meetings are generally held entirely online. These meetings take place at various times throughout the year.

Members of the public may attend any council or committee meeting (unless the council has specifically resolved to exclude the press and public from that meeting or a section of that meeting).

At any meeting of the council, at the appropriate time and under certain conditions (unless the press and public have been excluded), a member of the public may speak on any matter contained in the agenda for that meeting. Members of the public may not participate in debates.



An agenda is published in advance of all council meetings and minutes produced following the meeting. All documents are available on the council's website. Decisions made by the council are known as 'Resolutions.' Records of all resolutions made must appear in the minutes.

The council holds an Annual Meeting in May of each year. At this meeting matters relating to the business of the council for the following municipal year are considered and decided upon. These matters include deciding upon:

The Chair and Deputy Chair of the Council.  
Membership, Chair and dates of committees and working groups.  
Council representatives on external bodies (such as school Governors).  
Reviewing governance documents, policies and procedures.

## 6 Committees and Working Groups

The council has several committees and working groups.

Committees are formal meetings, largely subject to the same legislation and processes governing full council meetings.

Committees will make recommendations to full council for resolution and can under certain circumstances have powers and/or budgets delegated to them.

Working groups are more informal groupings which will usually be tasked with investigating in detail some aspect of council business and making recommendations to a committee or full council.

Some committees and working groups can under certain conditions also contain members of the public with knowledge or interest in a certain topic.

In the year under review Llanharan Community Council had the following committees established:

Human Resources Committee - 5 members.  
Open Spaces, Rights of Way and Allotments Committee (ORA) – 5 members.  
Audit Committee (Finance) – 5 members.



Community Infrastructure Levy Committee (CIL) – 5 members.  
Community Engagement Committee (CEC) – 4 members.  
Bryncae Community Centre Committee – (BCC) 5 members.  
Trenos and Ewenni Crossings Project Committee – (TEC) 10 members.  
Events Committee – 7 members.  
Welfare Ground Shower Block Committee – 4 members.

Llanharan Community Council had several working groups established, including:

The Digital Working Group.  
The Walking and Multiuser Leaflets Working Group.  
The Oakbrook Skatepark Refurbishment Working Group.  
The Pump Track Working Group.  
The Jubilee Marsh Multi-user Route Working Group.  
The Community Awards Ceremony Working Group.  
The Hamlet/Ward Gateway Working Group.  
The Annual Survey Working Group.

## **7 Liaison with External Bodies**

The community council appointed members to sit on the following external bodies:

RCT/Town and Community Council Liaison Committee.  
Llanharan Community Development Project.  
One Voice Wales Area Committee.  
One Voice Wales Larger Council's Committee.  
Governing bodies of Dolau Primary School, Llanharan Primary School and Brynnau Primary School.  
The Wildlife Trust (Brynna Woods).

## **8 Staff and Assets**

The council employed the following staff:

A Council Clerk  
A Responsible Financial Officer and Deputy Clerk  
An Assistant Clerk  
A Senior Groundsperson  
A Groundsperson

The Council owns or leases several assets, including:

Allotment sites at Bridgend Road, Jubilee Street and Pendre (by Llanharan Primary School).  
Land at Grove Terrace, Meadow Rise, Brynna Gwynion and Oakbrook.



Shower block at the Welfare Ground.  
Play equipment at Brynna Gwynion and Oakbrook skatepark.  
An electric van.  
Two tractors/grass cutters.  
A water bowser.  
Various tools and equipment.  
Various office and IT equipment.  
Two memorial clocks.  
'The dram' at Enterprise Way.  
Defibrillators.  
Noticeboards.  
Bus shelters.  
Benches.  
Planters and hanging baskets.  
Equipment and fittings for the Christmas trees and lights.  
The Telephone Box at the High Corner.  
The Chair's and Deputy Chair's Chains of Office.  
Carvings at Brynna Woods.

*A full list of the Council's assets can be found in the Council's 'Asset Register,' available from the Clerk.*

## **9 Maintenance work**

The community council's maintenance team carried out several activities during the year, including:

Summer grass cutting, strimming and litter picking at Brynna fields, the Welfare ground, the Mountain Hare park and the Meadow Rise open space.

Strimming, litter picking and general maintenance work on the local network of public rights of way.

Watering and feeding of the plants for the summer floral displays.

Maintenance of shared pathways, boundaries, borders, clearance works and other maintenance tasks at the Council's three allotment sites.

General upkeep of the War Memorial on Hillside Avenue.

General upkeep of the council's assets including bus shelters, benches and planters.

Cleaning of benches, bus-shelters and roadside furniture.



## 10 Achievements in 2025/26

**\*Incorporating statutory contribution to Cwm Taf Morgannwg well-being plan and our biodiversity action plan.**

The Wellbeing of Future Generations Act was introduced in 2015 by the Welsh Government with the aim of improving the social, economic, environments and cultural wellbeing of Wales. The Act is seeking a more joined-up approach between public bodies to think about the long term to create the Wales that we all want to live in, now and in the future.

Llanharan Community Council is not a member of the Public Service Board but has a duty to take reasonable steps towards meeting the local objectives as set out in the Cwm Taf Morgannwg Well-being Plan 2018-2023. We have a statutory obligation to publish an annual report and demonstrate the progress which we have made towards the Cwm-Taf Morgannwg Well-being Plan 2023 – 2028.

The objectives of the Cwm Taf Morgannwg Well-being Plan 2023 – 2028 are shown below:

### **Objective One - Healthy local neighbourhoods**

*To feel connected - During lockdown, our local communities came together with voluntary organisations and partners to make sure that everyone had the support they needed. We are proud of our culture and heritage and our strong local communities, but we know that loneliness can affect anyone, and young people said they felt disconnected. We know that taking part in our community is good for our mental health, and there are great local activities and opportunities but some people, including those with disabilities, feel excluded and cost and transport can be a barrier.*

*Healthy places - There are great opportunities to keep fit and healthy in our community, but physical activity rates are low, we have high levels of diabetes and obesity, and people in more deprived neighbourhoods are less likely to make use of the green and blue spaces around us. Having safe local spaces and affordable opportunities to be active is important, including play for children and young people. Having access to healthy food locally is also important.*

*To feel and be safe: Cwm Taf Morgannwg is a safe place to live with good work being done to tackle crime and anti-social behaviour, but we know that some people feel unsafe in some spaces or at certain times. Recent figures also show an increase in reports of hate crime and domestic abuse. We recognise the impact this can have and want to create communities where everyone feels safe and has a sense of belonging.*

*To live our lives locally - Local hubs and support are really valued. We want to enable more local living that would build on strengths and benefit community members, provide local training, local access to services, and offer shared use of local buildings to bring services*



*closer to communities. This approach would reduce the cost of journeys and encourage active travel and support accessing affordable, quality food locally.*

## **Objective Two - Sustainable and resilient local neighbourhoods**

*To protect and enjoy our natural green and blue spaces responsibly: - We love green and blue spaces around us, but we could be managing and using them better for a wide range of benefits such as climate adaption, physical exercise, coming together or just being outside. When we do use them, and in all the things we do and the decisions we make, we want to make sure that we are not doing anything that could negatively impact on the spaces around us. We need a healthy ecosystem for water and food however many of our local species of plants, animals and insects are in decline.*

*To increase opportunities for active travel and using public transport - We find that travelling for work, shopping, appointments, and socialising can be costly and difficult without a car. Where more of the services, businesses, and activities we use are in our local neighbourhoods, we can use active travel like walking and cycling to get to them, which can improve our health and reduce the number of journeys that rely on vehicles.*

*To reduce carbon use and waste - At present, we are using our resources in an unsustainable way, and this is contributing to the climate and nature emergencies. We already have good rates of recycling but there is more we must do to reduce the amount of waste we produce. There are good examples of how we are reducing carbon and we must all support plans to become carbon neutral. We all have a role to play in global climate mitigation: reducing our consumption and waste and energy use to create a cleaner, greener Cwm Taf Morgannwg*

*To tackle Climate Change and its impact - We are already seeing the impact of Climate Change in our communities. Many residents have experienced devastating flooding, and we are also seeing rising temperatures in the summer. Wales has declared both climate and nature emergencies and we know that extreme weather has greater impact in areas with a lower income. Climate adaptation is needed to make our most vulnerable communities resilient. We must change how we use and manage our urban and natural spaces to help us respond to climate change and the risks it poses.*

## **Biodiversity Plan**

Community councils also have a statutory duty under Section 6 of the Environment Act (2016) which states that every public body must seek to maintain and enhance biodiversity in the exercise of their functions in relation to Wales. To comply with this duty, we must publish a report on what we have done to comply with the duty. More information regarding the Biodiversity Action Plan 2026-2028 can be found at Section 13.

**In the municipal year 2025/26 Llanharan Community Council contributed to the Cwm Taf Morgannwg well-being plan in the following ways:**



## **Bryncae Community Centre and the Pantry**



The Community Council manages Bryncae Community Centre for the community. The Council has commenced a program of capital works to improve the centre and ensure it is available for community use over the following years. In 2025/26 the Council has introduced an online booking and payment system, replaced the outdated fire shutters and stage curtain tracks with modern facilities fit for purpose and safety and has committed £100,000 for further redevelopment and refurbishment.

**(Cwm Taf Morgannwg Well-being Plan Objective 1 and Objective 2)**

Hosted at the Community Centre, the Llanharan Pantry provides subsidised basic food. The Pantry also offers a context for social interaction and volunteering opportunities with a large and diverse team of volunteers from all sections of the community including those with additional needs.

**(Cwm-Taf Well-being plan Objective 1)**

The Council donated a chest freezer no longer required by the Pantry to the Hedgehog Hospital, a local charity supporting endangered wildlife, repurposing an appliance that might otherwise have gone to landfill.

**(Cwm Taf Morgannwg Well-being Plan Objective 2. Biodiversity plan)**

### **Events**

The Community Council hosted a programme of events throughout the year designed to foster community cohesion and involvement, providing safe local spaces for celebration and recreation.

**(Cwm-Taf Morgannwg Well-being plan Objective 1)**



The 80<sup>th</sup> Anniversary of VE Day (8th May 2025) was marked by a shared celebration with historical displays and an opportunity for all ages to enjoy the day together.



The annual fireworks display held at the Welfare ground in November 2025 was a community event open to all, fostering community cohesion. The Council made specific provision for disabled access and provided a quiet display prior to the main display for those with sensory issues.

The 2025 Over 60s' Christmas lunches at Llanharan RFC in December 2025 gave over 280 local senior citizens the opportunity to socialise and eat together. Around 60 children from local primary schools were invited to provide entertainment, fostering community cohesion.





Festive events for Christmas and St David's day organised by the Council provided opportunities for the community to gather, celebrate, encourage local businesses and enjoy social connection across the generations.

### **Open spaces, rights of way and allotments**



The provision of over 100 allotment plots over our 3 sites creates space for members of the community to grow their own fresh produce. Allotments can also provide exercise and enhance well-being. The Council provided 'mini plots' to encourage community growing.

**(Cwm Taf Morgannwg Well-being Plan Objective 1 and Objective 2. Biodiversity plan)**



The Council maintains the Oakbrook skateboard park and the Mountain Hare play area. Both are well used and provide the opportunity for younger people to congregate and play in a controlled and safe environment. The Council has now earmarked funds for a full replacement of the skatepark and carried out a public consultation to gather opinions and ideas for this project.

**(Cwm Taf Morgannwg Well-being Plan Objective 1)**



The Council replaced the fencing at Mountain Hare play area to provide a safer environment for leisure. Repairs were made to play equipment and a new set of football goalposts installed by kind donation of Excel Power Construction Ltd.

**(Cwm Taf Morgannwg Well-being Plan Objective 1)**



The Council undertook investigations into the feasibility and practical implementation of “cut-and-collect” mowing techniques and identified an area at Mountain Hare to manage in this way to support biodiversity, with the collaboration of the Wildlife Trust.

**(Cwm Taf Morgannwg Well-being Plan Objective 2. Biodiversity plan)**

The Council replaced dying and dead trees at Meadow Rise open space with new alder saplings sourced from a local tree nursery.  
**(Cwm Taf Morgannwg Well-being Plan Objective 1 and Objective 2. Biodiversity plan)**

The council has installed a new bus shelter at the existing bus stop on Llanharan square to provide shelter, seating and protection for bus users at this busy corner. This encourages the use of public transport as a sustainable and safe alternative to private cars.

**(Cwm Taf Morgannwg Well-being Plan Objective 1 and Objective 2)**



The council has continued to play its part in the maintenance of the network of public rights of way in our community. Our maintenance team have worked hard to keep paths strimmed, clear of litter and in a reasonable condition whilst acting in an ecologically sympathetic manner and maintaining the biodiversity of these routes.

**(Cwm Taf Morgannwg Well-being Plan Objective 1 and Objective 2. Biodiversity plan)**



The Council maintains the War Memorials at Llanharan Square and St Peter's church, Brynna, and this year provided essential support to the local British Legion in arranging their Annual Remembrance Day service in November, providing a focus for community connection, localism

and appreciation of shared values.



**(Cwm-Taf Morgannwg Well-being plan Objective 1)**



The Council provided and maintained 19 defibrillators around the community to provide emergency life-saving facilities wherever people live and work. A network of local volunteers was created to help monitor the appliances regularly, ensuring that they are always in full working order when needed.

**(Cwm-Taf Morgannwg Well-being plan Objective 1)**

**Grants and funding**

The community council provided £30,000 of grant funding to Llanharan Community Development Project (LCDP) to support the provision of facilities that provide the opportunity to socialise and carry out activities for local groups and others at a central community hub, including those with additional needs.

**(Cwm Taf Morgannwg Well-being Plan Objective 1)**



The community council provided £10,000 of grant funding to The Wildlife Trust of South and West Wales who own and operate the Brynna Woods and Llanharan Marsh nature reserve. The funding was provided for the maintenance and upkeep of the reserve. The council's support for the reserve aims to offer the public an opportunity to exercise, attend events and to simply enjoy the beautiful outdoor environment and biodiversity available on our doorstep.

**(Cwm Taf Morgannwg Well-being Plan Objective 1 and Objective 2. Biodiversity plan)**



The community council directed significant sums of CIL funding to several projects and organisations that facilitate and encourage exercise, play and sport in our community, including refurbishment of dugouts at Brynna FC, pitch drainage and resurfacing works at Brynna Community Centre, improvements to the showerblock at Llanharan Welfare Ground and development of a community garden at Ynysmaerdy.

**\*See section 9.2.2 Community Infrastructure Levy (CIL) report for details**

The Council has also provided grant funding to several local groups which facilitated aspects of the aims of the well-being plan, including the provision for members of the public to participate in local activities, access to opportunities to exercise and shared use of community facilities. **\*See section 9.2.1 General Grants Awarded for details**



The Community Council is in the process of constructing a multi-user specification pathway and bridge over the River Ewenny into Brynna woods, replacing the existing features to make this natural haven accessible to wheelchair users. The project includes extensive consultation to ensure the protection of the natural habitats in the woods.

**(Cwm Taf Morgannwg Well-being Plan Objective 1 and Objective 2. Biodiversity plan)**

The Council marked the 100<sup>th</sup> anniversary of coal mining in Llanharan by publishing a special feature on the 'Dram' memorial display on the site of the original shaft.





## Enhancing the local neighbourhood by seasonal displays



The community council provided large community Christmas trees at various locations in the community, smaller Christmas trees on business premises and Christmas lights and motifs. For Christmas 2025 the festive display was expanded to incorporate Lanelay estate and the new housing developments in Llanharan to the South and West.



The community council provided summer plants and floral displays around the community during the summer.



# 11 Finance

## 11.1 Financial Governance

All councils must have in place Standing Orders and Financial Regulations which govern the processes and oversight of the council's financial management.

The council has an appointed Responsible Financial Officer (RFO) responsible for financial administration.

The Council's Audit Committee scrutinises the detail of the council's financial management.

The council is subject to an annual internal audit by an independent auditor and a periodic external audit carried out by Audit Wales.

The council as a whole and its members are responsible for the management of public money.

## 11.2 Income and expenditure 2025/26

**Note: This section does not include Community Infrastructure Levy (CIL) income or expenditure.**

Llanharan Community Council derives most of its income from the Precept. The precept is a tax that community councils charge their local electors to meet their budgetary requirements. Community councils do not receive any direct funding from central government and rely on their precept and other income they generate from lawful services of facilities they provide.

In 2025/26 Llanharan Community Council derived its income from the following sources:

Precept	£300,409
Public Sector Deposit Fund Re-invested dividend	£52,727
Other Income (e.g. Allotments, Bank interest, RCT Rights of way payment)	£28,610

Total income 2025/26  
£381,746

In 2025/26 Llanharan Community Council expenditure was as follows:

Staffing costs	£144,190
HR Expenditure	£444



Office & meeting venue costs (inc stationery, IT, council tax, utilities etc.)	£21,261
Professional, Legal and Audit Fees	£7,794
Insurances	£9,282
Staff & Member Training	£2,563
Member's Allowances	£3,760
Plant and equipment	£10,413
Public clocks Maintenance	£523
Hanging Baskets & Planters	£12,201
Christmas Lights and Trees	£24,167
Senior Citizens' Christmas Lunches	£8,724
Firework Display	£9,620
Community events	£8,772
General Grants	£51,370
Skateboard Park, MH park and other Outdoor Spaces	£3,558
War Memorial maintenance	£2,770
Llanharan Pantry	£5,333
Bryncae Community Centre	£22,250
Street Lighting Electric	£402
Allotments	£975
Total expenditure 2025/26	£350,372
General Reserves held at year end 2025/26	£279,541

### **11.2.1 General grants awarded 2025/26**

During the 2025/26 municipal year the council awarded the following general grants to community groups in line with its general grants policy:

Llanharan Community Development Project	£30,000
The Wildlife Trust (Brynna Woods)	£10,000
Dolau Primary School PTA	£2,000
1 <sup>st</sup> Llanharan Scouts	£2,000
Llanharan RFC Junior and Mini Section	£2,000
Bryncae Brass	£2,000
Ffrindiau Llanhari	£851.97
Llanharan Horticultural society (Annual show)	£750
1 <sup>st</sup> Llanharan Brownies	£670.75
Ynysmaerdy Welfare Association	£366.88
1 <sup>st</sup> Llanharan Guides	£300
1 <sup>st</sup> Brynna Rainbows	£300
1 <sup>st</sup> Llanharan Rainbows	£300
Llantrisant Netball Club	£130

### **11.2.2 Community Infrastructure Levy (CIL) report 2025/26**

The Community Infrastructure Levy (CIL) is a charge which local authorities levy on new development in their area.



In practice this means that for each new property that is built, RCTCBC levy a tax on the house builder (CIL).

15% of the proceeds of that CIL Levy are paid to the local community council. Given the extent of new development in the Llanharan Community Council area this has resulted in significant CIL income to the council.

CIL monies must be used for the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area. To ensure that all CIL monies are spent in line with the regulations, Llanharan Community Council liaises closely with RCTCBC on CIL projects prior to spending any money.

In the financial year 2025/26 Llanharan Community Council received £153,861 of CIL income from RCTCBC.

£870,023 was carried over from previous years.

In total the Council spent £135,687 from its CIL funds in 2025/26 on the following projects.

- Bus shelter at the High Corner
- Drainage of lower pitch at Brynna Community Centre
- Resurface of 3G pitch at Brynna Community Centre
- Community Garden at Ynysmaerdy
- Provision of all-user bridge over the River Ewenni
- Improvements to Bryncae Community Centre
- Refurbishment of Brynna Football Club dugouts
- Improvements to the shower block at the Welfare Ground
- Building of secure storage and remodelling of Memorial Garden

For a full list of previous, current and planned future CIL projects please contact the Clerk at [Clerk@Llanharan-cc.gov.wales](mailto:Clerk@Llanharan-cc.gov.wales).

### 11.3 Income and expenditure 2026/27

#### 11.3.1 Precept for 2026/27

Llanharan Community Council resolved to increase its council tax charge for 2026/27.



This constitutes a 1.8% increase on the 2025/26 Community Council tax band D rate resulting in a £1.51 per year increase and a resultant Community Council band D rate of £85.43 per year raising a precept of £320,808.44

### **11.3.2 Budget for 2026/27**

**The 2026/27 Llanharan Community Council budgeted income is derived from the following sources:**

Precept	£320,808
Public Sector Deposit Fund Re-invested dividend	£22,500
Allotments	£3,250
Other Income (e.g. Bank interest, RCT Rights of way payment)	£1,830
Bryncae Community Centre income (Hire fees)	£13,500
<b>Total budgeted income 2026/27</b>	<b>£361,888</b>



In 2026/27 Llanharan Community Council budgeted expenditure is as follows:

Staffing costs	£161,391
Office & meeting venue costs (inc stationery, IT, council tax, utilities etc.)	£17,930
HR Expenditure	£750
Professional, Legal and Audit Fees	£7,650
Insurances	£9,755
Staff & Member Training	£2,900
Member's Allowances	£4,912
Maintenance/Groundworks total costs	£9,450
Public clocks Maintenance	£540
Hanging Baskets & Planters	£10,100
Christmas Lights and Trees	£24,500
Senior Citizen's Christmas Lunches	£9,000
Firework Display	£10,500
Community events	£9,500
General Grants	£47,000
Rights of Way	£1,330
Skateboard Park, MH park and other Outdoor Play Maintenance	£3,050
War Memorial maintenance	£1,867
Bryncae Community Centre Overheads and Maintenance	£16,085
BCC Business Rates	£8,600
Street Lighting Electric	£1,050
Allotments	£1,022
Electoral Costs	£3,000
<b>Total budgeted expenditure 2026/27</b>	<b>£361,882</b>
<b>Budgeted general reserve at end 2026/27</b>	<b>£176,444</b>
<b>Actual Gen reserve at 31<sup>st</sup> March 2026</b>	<b>£279,541</b>

Note: the reason for the drop in the General Reserve at end 2026/27 from end 2025/26 is the Council's resolution to set up specific Ear-Marked Reserves (EMRs) for the new financial year.

## 12 2026/27 Action plan

**\*Incorporating statutory contribution to Cwm Taf Morgannwg well-being plan**

To complete CIL project LCC25/01 'Improvements to the Welfare Ground shower block'  
**(Cwm Taf Morgannwg Well-being Plan Objective 1)**

To commence work on CIL project LCC23/01 'Bridge over the River Ewenny'.  
**(Cwm Taf Morgannwg Well-being Plan Objective 1 and Objective 2. Biodiversity plan)**



To complete CIL project LCC19/07 'Garage and Memorial Garden refurb'.  
**(Cwm Taf Morgannwg Well-being Plan Objective 2. Biodiversity plan)**

To proceed with CIL project LCC25/09 'Oakbrook skatepark refurb'.  
**(Cwm Taf Morgannwg Well-being Plan Objective 1)**

To proceed with CIL project LCC23/02 'Planned capital improvements to Bryncae Community Centre'.  
**(Cwm Taf Morgannwg Well-being Plan Objective 1)**

To facilitate CIL project LCC26/03 'LRGT - resurfacing of carpark'.  
**(Cwm Taf Morgannwg Well-being Plan Objective 1)**

To facilitate CIL project LCC26/02 'Brynna Allotment Association – Civil works to expand storage shed'.  
**(Cwm Taf Morgannwg Well-being Plan Objective 1 and Objective 2. Biodiversity plan)**

To facilitate CIL project LCC26/01 'Llanharan Primary School - Equipment for reading corners'.  
**(Cwm Taf Morgannwg Well-being Plan Objective 1)**

To facilitate delivery of CIL project LCC23/Ynys1 'Community Garden at Ynysmaerdy'.  
**(Cwm Taf Morgannwg Well-being Plan Objective 2. Biodiversity plan)**

To explore the possibility of leasing the green space around Bryncae Community Centre.  
**(Cwm Taf Morgannwg Well-being Plan Objective 1 and Objective 2. Biodiversity plan)**

To deliver an enhanced range of events through the year meeting social needs for people of all ages throughout the community including the Remembrance Day Service, Fireworks Display, Panto, Over 60s' Christmas lunches, Christmas and St David's Day events  
**(Cwm Taf Morgannwg Well-being Plan Objective 1)**

To deliver grant funding for appropriate groups contributing to Objectives 1 and 2 and the council's biodiversity action plan subject to the receipt of appropriate applications.  
**(Cwm Taf Morgannwg Well-being Plan Objective 1 and Objective 2. Biodiversity plan)**

## 13 Biodiversity Action Plan



**Environment (Wales) Act 2016 Part 1 – Section 6  
The Biodiversity and Resilience of Ecosystems Duty**

Llanharan Community Council serves the communities of Llanharan, Brynna, Brynnau Gwynion, Bryncae, Llanilid and Ynysmaerdy, comprising three wards, with 14 Councillors serving an electorate of approximately 7500 people. At the time of writing the Council employs three part time officers, a full time Senior Grounds person and a part time Grounds person. The Council owns or leases 3 allotment sites and a number of areas of green space, including: a mixed play area and open space at Brynnau Gwynion ; a mixed mini football pitch and open space at Meadow Rise, this area also containing a small woodland; a memorial garden at Grove Terrace, a parcel of light woodland to the east of Meadow Rise, a skatepark at Oakbrook, land around the War Memorial on Hillside Avenue and around the ruins of St Peter’s Church.

**Biodiversity objectives:**

**1a - embed biodiversity into decision making & procurement.**

**1b - raise awareness of biodiversity & its importance.**

	<b>Action planned</b>	<b>Time scale</b>	<b>Monitored by:</b>
1	Make sure all members are aware of the Council’s duties under Section 6 of the Environment Wales Act by circulating a note/email to all members alongside this BAP.	End May 2026	ORA Committee
2	Make all members aware of available biodiversity and Section 6 duties training.	End May 2026	ORA Committee
3	Include a standard agenda item in ORA Committee’s – “To Review the Council’s Biodiversity Action Plan and consider any business relating to it brought in advance and distributed as a formal paper by the Clerk.”	End May 2026	ORA Committee
4	Include as a standard agenda item at the Council’s annual meeting – “To review the Council’s Biodiversity Action Plan.”	End May 2026	Council
5	To alter the wording of the paper accompanying the Planning agenda item at full council meetings to include that consideration of commenting on planning matters should consider the impact on biodiversity.	End May 2026	Council
6	For the Council to appoint a ‘Biodiversity Champion’ to be named on the Council’s list of external representatives. For this person to attend RCTCBC Local Partnership for Nature (LNP) meetings and forums and to act as liaison with other groups.	End May 2026	Council



7	To create a separate budget line for Biodiversity/ Environmental initiatives delegated to the ORA Committee. Amount £500 - a virement to be taken from general reserves to create this budget line.	End Nov 2026	Council
9	To amend the Council General Grant Policy and CIL Grant Policy and forms to prompt members to consider the effects of any application on biodiversity.	End Nov 2026	Audit Committee
10	To publish the Council's Biodiversity Action Plan, reviews and reports on a separate section of the Council's website and to publicise these via social media when reviewed, to help inform the public.	End July 2026	ORA Committee
11	To publish tangible actions/work conducted to enhance biodiversity on the Council's social media channels, to help inform the public.	End July 2026	ORA Committee
12	Where appropriate to place signage where tangible actions/ work has been conducted to enhance biodiversity, to help inform the public.	NA	ORA Committee
13	Where biodiversity surveys are to be conducted by the Council to publicise these via social media and invite participation from the public.	NA	ORA Committee

**Biodiversity objectives:**

**2 - safeguard principal species and habitats.**

**3 - restore & create habitats and resilient ecological networks.**

**4 - tackle negative factors: e.g. reduce pollution, use nature-based solutions, address invasive species.**

14	To redesign aspects of the play area at Brynnau Gwynion to incorporate a biodiversity area. The area to be developed using cut and collect mowing methods. Appropriate signage to be placed and the area publicised on the Council's social media channels.	End Aug 2026	ORA Committee
15	To develop a hedgerow comprising appropriate species (Hawthorn, Hazel, Buckthorn, Alder, Holly etc.) in front of the newly erected boundary safety fence at the north-western boundary of the Meadow Rise open space.	End Aug 2026	ORA Committee
16	To develop a nature trail/woodland walk in the wooded area at the Meadow Rise Open Space. Appropriate signage to be placed and the area publicised on the Council's social media channels.	End July 2027	ORA Committee



17	To examine the contents of the Council's planters and hanging baskets ready for summer 2027, aiming to achieve the most sustainable, biodiverse, colourful summer display possible. To examine the types of soils used to retain as much water as possible.	End Sep 2026	ORA Committee
18	To examine the potential use of starch granules in the Council's hanging baskets and planters to help retain water. (And reservoirs, potentially using pond liners in planters)	End Sep 2026	ORA Committee
19	To make (or purchase) and place 'Bug Hotels' for the following locations: Meadow Rise open space, Brynnau Gwynion play area, Land to the east of Meadow Rise and potentially elsewhere with appropriate signage. Potentially engaging local schools to make the bug hotels and help choose locations. Fairly simple project build instructions can be found online for school projects.	From Sept 2026	ORA Committee
20	To make (or purchase) and place 'Hedgehog Houses' for the following locations: Meadow Rise open space, Brynnau Gwynion play area, Land to the east of Meadow Rise and elsewhere with appropriate signage. Potentially engaging local schools to make the Hedgehog houses and help choose locations. Fairly simple project build instructions can be found online for school projects. The hedgehog hospital charity could potentially assist in engaging the schools. Hibernation season typically begins in November each year.	Nov 2026	ORA Committee
21	Plant on available verges along New Road (Near Heol Y Parc Roundabout) and maintain in a biodiverse nature. Nature of plants to be decided.	End April 2026	ORA Committee.
22	Cut down three dead/dying trees identified on tree survey at Meadow Rise and leave as log piles. Replace with locally sourced alder saplings ( <i>Alnus glutinosa</i> ).	End April 2026	ORA Committee
23	Survey council land to identify INNS and develop eradication/ management plan	End Dec 2026	Officers/ interested members
24	Investigate possibility of volunteer teams to help pull Himalayan Balsam on public rights of way	End Dec 2026	Clerk

**Biodiversity objectives:  
5 - use, improve, and share evidence.**



25	Recording of any INNS sightings on an appropriate platform. Details of how to log to be made available to interested parties and made available to the public via the Council's social media channels.	End Dec 2026	Clerk
26	For guidance sheets re INNS to be kept at the Council offices for public use along with a list of known contractors and provide links to information on INNS management on private land on the Council's social media channels.	End July 2026	Clerk
27	Share Biodiversity Action Plan, Annual reviews and three yearly reports submitted to One Voice Wales as well as publishing on own dedicated section of the Council's website and social media.	Yearly	Clerk

**Biodiversity objectives:**

**6 - support capacity and/or other organisations.**

28	The Council will continue to budget annually for grant support for the Wildlife Trust of South and West Wales, subject to the receipt and approval of a suitable annual grant application.  See also actions 6 and 9, above.	Yearly	Council
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**End**

## Appendix 17a

### **To consider adopting the updated Local Authorities (Model Code of Conduct) (Wales) order 2008 incorporating the changes made by the Local Government (Standards Committees and Member Conduct)(Miscellaneous Amendments) (Wales) Regulations 2025 (the‘Regulations’).**

The Council already adopts the Model Code of Conduct ( (Wales) Order 2008) by virtue of Standing order 30.1

“30 MEMBERS' CONDUCT.

**30.1** Councillors shall always conduct themselves within the requirements of The Local Authorities (Model Code of Conduct) (Wales) Order 2008 and any subsequent amendments made by Welsh Government. The code of conduct is thus adopted by the Council”

As explained by the email correspondence below, the Model Code of Conduct has been amended by a piece of secondary legislation known as the Local Government (Standards Committees and Member Conduct) (Miscellaneous Amendments) (Wales) Regulations 2025 (the ‘Regulations’).

The changes are outlined in the email.

Following this is a copy of the schedule of the revised Code of Conduct that the Council would be adopting.

Note that alongside the schedule, statutory guidance is issued by the Public Services Ombudsman for Wales. You have been issued with a copy of this but may request a copy from the Clerk at any times.

Should you have any questions relating to the Code of Conduct you should direct them to the Clerk of the Council in the first instance. This can be done on a confidential basis if necessary.

**From:** [Daniel, Sarah](#)  
**Subject:** Revised Model Code of Conduct  
**Date:** 08 June 2026 14:09:21  
**Attachments:** [image001.png](#)

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Dear Clerks,

Please see email below from the monitoring officer. Please can you advise me when your Council has adopted the revised Code of Conduct

Kind regards,  
Sarah

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I write to advise of changes made to the Model Code of Conduct by the Local Government (Standards Committees and Member Conduct) (Miscellaneous Amendments) (Wales) Regulations 2025 (the 'Regulations').

The Model Code of Conduct contains mandatory provisions which must be adopted in relation to members and co-opted members of your council with regards to its own Members' Code of Conduct.

The purpose of the Regulations is to modify the Model Code of Conduct as identified below.

Equalities Act 2010

Paragraph 4a of the Model Code requires that a member must: 'carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion' does not include all protected characteristics.

Section 4 of the Equality Act 2010 ('the 2010 Act') provides for the following protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

The drafting of the Model Code pre-dates the 2010 Act provisions and, whilst the principles set out in the Model Code are in the spirit of the 2010 Act, an alignment of the Model Code with the protected characteristics in the 2010 Act provides clarity but also importantly sends a strong message that councillors are expected to promote and maintain the highest standards of conduct. The Regulations therefore insert into paragraph 1 of the Model Code of Conduct a definition of "protected characteristics" by reference to the definition in section 4 of the Equality Act 2010.

It also amends paragraph 4 of the Model Code to replace the reference to "gender, race, disability, sexual orientation, age or religion" with "protected characteristics or socio-economic circumstances".

In view of the amendments made to the Model Code of Conduct, as outlined above, it is recommended that your council revises its Members' Code of Conduct in accordance with the changes made by the Regulations.

You are also asked to note that as soon as practicable after adopting or revising a code of conduct the Council must ensure copies are available for inspection by members of the public at an office of the Council and that it must publish in one or more newspapers circulating in its area a notice which says it has adopted or revised its Members' Code of Conduct. The council must also send a copy to the Public Services Ombudsman for Wales.

When changes were made to the Model Code of Conduct in 2016, Rhondda Cynon Taf CBC produced a blanket advertisement to include all Community/Town Councils following notification from yourselves that your council had adopted a revised Code of Conduct. That is something we are willing to do again on your behalf, in order to save costs.

On that basis I should be grateful if you could please confirm to Sarah as soon as your council has adopted a revised code of conduct and the date upon which it does so.

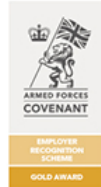
Kind regards

Andy Wilkins  
Monitoring Officer

Andy Wilkins  
Cyfarwyddwr y Gwasanaethau Cyfreithiol | Director of Legal Services

Gwasanaethau Cyfreithiol, | Legal Services,  
2 Llys Cadwyn | 2 Llys Cadwyn,  
Stryd Taf | Taff Street,  
Pontypridd | Pontypridd,  
CF37 4TH | CF37 4TH

 Ystyriwch yr amgylchedd cyn i chi argraffu | Before you print - think about the environment



Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

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. I ddarllen yr ymwadiad llawn, ewch i <http://www.rctcbc.gov.uk/ymwadiad>

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual

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SCHEDULE  
THE MODEL CODE OF CONDUCT

PART 1  
INTERPRETATION

1.—(1) In this code —

“co-opted member” (*“aelod cyfetholedig”*), in relation to a relevant authority, means a person who is not a member of the authority but who —

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question which falls to be decided at any meeting of that committee or sub-committee;

“meeting” (*“cyfarfod”*) means any meeting —

- (a) of the relevant authority,
- (b) of any executive or board of the relevant authority,
- (c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or
- (d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990(12),

and includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;

“member” (*“aelod”*) includes, unless the context requires otherwise, a co-opted member;

**[F1** “protected characteristics” (*“nodweddion gwarchoddedig”*) has the meaning given by section 4 of the Equality Act 2010;]

**[F2** “register of members’ interests” (*“cofrestr o fuddiannau’r aelodau”*) means the register established and maintained under section 81 of the Local Government Act 2000;]

**[F3** “registered society” means a society, other than a society registered as a credit union, which is—

- (a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or
- (b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;]

“relevant authority” (*“awdurdod perthnasol”*) means—

- (a) a county council,
- (b) a county borough council,

- (c) a community council,
- (ca) **[F4]** a corporate joint committee established by regulations made under Part 5 of the Local Government and Elections (Wales) Act 2021 (asc 1),**]**
- (e) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004(**13**) or a scheme to which section 4 of that Act applies,
- (f) a National Park authority established under section 63 of the Environment Act 1995(**14**);

“you” (“*chi*”) means you as a member or co-opted member of a relevant authority; and

“your authority” (“*eich awdurdod*”) means the relevant authority of which you are a member or co-opted member.

**[F5]** (2) In relation to a community council—

- (a) “proper officer” (“*swyddog priodol*”) means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972; and
- (b) “standards committee” (“*pwyllgor safonau*”) means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.**]**

#### Textual Amendments

- F1** Words in [Sch. para. 1\(1\)](#) inserted (5.1.2026) by [The Local Government \(Standards Committees and Member Conduct\) \(Miscellaneous Amendments\) \(Wales\) Regulations 2025 \(S.I. 2025/1217\)](#), regs. 1(2), **4(a)**
- F2** Words in [Sch. para. 1\(1\)](#) inserted (1.4.2016) by [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), **art. 2(2)(a)**, reg. 1(1)
- F3** Words in [Sch. para. 1](#) inserted (1.8.2014) by [The Co-operative and Community Benefit Societies and Credit Unions Act 2010 \(Consequential Amendments\) Regulations 2014 \(S.I. 2014/1815\)](#), reg. 1(2), **Sch. para. 21(a)**
- F4** Words in [Sch. Pt. 1](#) inserted (5.8.2022) by [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2022 \(S.I. 2022/806\)](#), arts. 1(2), **2**
- F5** [Sch. para. 1\(2\)](#) substituted (1.4.2016) by [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), **art. 2(2)(b)**, reg. 1(1)

#### Commencement Information

- I7** [Sch. para. 1](#) in force at 18.4.2008, see [art. 1\(1\)](#)

## PART 2

### GENERAL PROVISIONS

**2.**—(1) Save where paragraph 3(a) applies, you must observe this code of conduct —

- (a) whenever you conduct the business, or are present at a meeting, of your authority;
- (b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;
- (c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or
- (d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

#### Commencement Information

- I8** [Sch. para. 2](#) in force at 18.4.2008, see [art. 1\(1\)](#)

**3.** Where you are elected, appointed or nominated by your authority to serve —

- (a) on another relevant authority, or any other body, which includes a **F6**... Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or
- (b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

#### Textual Amendments

**F6** Words in [Sch. para. 3\(a\)](#) omitted (1.4.2016) by virtue of [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), [art. 2\(3\)\(a\)](#), reg. 1(1)

#### Commencement Information

I9 Sch. para. 3 in force at 18.4.2008, see [art. 1\(1\)](#)

#### 4. You must —

- (a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their [**F7** protected characteristics or socio-economic circumstances];
- (b) show respect and consideration for others;
- (c) not use bullying behaviour or harass any person; and
- (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

#### Textual Amendments

**F7** Words in [Sch. para. 4\(a\)](#) substituted (5.1.2026) by [The Local Government \(Standards Committees and Member Conduct\) \(Miscellaneous Amendments\) \(Wales\) Regulations 2025 \(S.I. 2025/1217\)](#), regs. 1(2), **4(b)**

#### Commencement Information

I10 Sch. para. 4 in force at 18.4.2008, see [art. 1\(1\)](#)

#### 5. You must not —

- (a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;
- (b) prevent any person from gaining access to information to which that person is entitled by law.

#### Commencement Information

I11 Sch. para. 5 in force at 18.4.2008, see [art. 1\(1\)](#)

#### 6.—(1) You must —

- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
- (c) report **F8**... to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
- (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

### Textual Amendments

**F8** Words in [Sch. para. 6\(1\)\(c\)](#) omitted (1.4.2016) by virtue of [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), [art. 2\(3\)\(b\)](#), reg. 1(1)

### Commencement Information

**I12** Sch. para. 6 in force at 18.4.2008, see [art. 1\(1\)](#)

#### 7. You must not —

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- (b) use, or authorise others to use, the resources of your authority —
  - (i) imprudently;
  - (ii) in breach of your authority's requirements;
  - (iii) unlawfully;
  - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
  - (v) improperly for political purposes; or
  - (vi) improperly for private purposes.

### Commencement Information

**I13** Sch. para. 7 in force at 18.4.2008, see [art. 1\(1\)](#)

#### 8. You must —

- (a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by —
  - (i) the authority's head of paid service [**F9** for authorities other than county councils and county borough councils, and the authority's chief executive if the authority is a county council or county borough council];
  - (ii) the authority's chief finance officer;
  - (iii) the authority's monitoring officer;
  - (iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);
- (b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

### Textual Amendments

**F9** Words in [Sch. para. 8\(a\)\(i\)](#) inserted (5.5.2022) by [The Local Government and Elections \(Wales\) Act 2021 \(Consequential Amendments and Transitional Provision\) \(Chief Executives\) Regulations 2022 \(S.I. 2022/355\)](#), reg. 1(2), **5** (with reg. 9)

### Commencement Information

**I14** Sch. para. 8 in force at 18.4.2008, see [art. 1\(1\)](#)

#### 9. You must —

- (a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;
- (b)

avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

### Commencement Information

I15 Sch. para. 9 in force at 18.4.2008, see [art. 1\(1\)](#)

## PART 3 INTERESTS

### *Personal Interests*

**10.—**(1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.

(2) You must regard yourself as having a personal interest in any business of your authority if —

(a) it relates to, or is likely to affect —

- (i) any employment or business carried on by you;
- (ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;
- (iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;
- (iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
- (v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
- (vi) any land in which you have a beneficial interest and which is in the area of your authority;
- (vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
- (viii) any body to which you have been elected, appointed or nominated by your authority;
- (ix) any —
  - (aa) public authority or body exercising functions of a public nature;
  - (bb) company, **F10** registered society, charity, or body directed to charitable purposes;
  - (cc) body whose principal purposes include the influence of public opinion or policy;
  - (dd) trade union or professional association; or
  - (ee) private club, society or association operating within your authority's area, in which you have membership or hold a position of general control or management;
- (x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;

**F11** (b) .....

(c) a decision upon it might reasonably be regarded as affecting —

- (i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;
- (ii) any employment or business carried on by persons as described in 10(2)(c)(i);
- (iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;
- (iv)

any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or

(v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management,

to a greater extent than the majority of—

(aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

(bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

#### Textual Amendments

**F10** Words in [Sch. paras. 10\(2\)\(a\)\(ix\)\(bb\)](#) substituted (1.8.2014) by [The Co Operative and Community Benefit Societies and Credit Unions Act 2010 \(Consequential Amendments\) Regulations 2014 \(S.I. 2014/1815\)](#), reg. 1(2), [Sch. para. 21\(b\)](#)

**F11** [Sch. para. 10\(2\)\(b\)](#) omitted (1.4.2016) by virtue of [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), [art. 2\(4\)\(a\)](#), reg. 1(1)

#### Commencement Information

**I16** [Sch. para. 10](#) in force at 18.4.2008, see [art. 1\(1\)](#)

#### *Disclosure of Personal Interests*

**11.—(1)** Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority and you make —

(a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or

(b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.

(3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.

(4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer [\[F12\]](#), or in relation to a community council, your authority's proper officer] from time to time but, as a minimum containing —

(a) details of the personal interest;

(b) details of the business to which the personal interest relates; and

(c) your signature.

(5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.

(6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.

(7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

### Textual Amendments

**F12** Words in [Sch. para. 11\(4\)](#) inserted (1.4.2016) by [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), [art. 2\(4\)\(b\)](#), [reg. 1\(1\)](#)

### Commencement Information

**I17** Sch. para. 11 in force at 18.4.2008, see [art. 1\(1\)](#)

### *Prejudicial Interests*

**12.—(1)** Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—

(a) relates to —

- (i) another relevant authority of which you are also a member;
- (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
- (iii) a body to which you have been elected, appointed or nominated by your authority;
- (iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;
- (v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to —

- (i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
- (ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
- (iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;

**[F13]** (iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, **[F14]** Part 5A of the Democracy and Boundary Commission Cymru etc. Act 2013,] or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;]

(c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.

(3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

### Textual Amendments

**F13** [Sch. para. 12\(2\)\(b\)\(iv\)](#) substituted (1.4.2016) by [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), [art. 2\(4\)\(c\)](#), [reg. 1\(1\)](#)

**F14** Words in [Sch. para. 12\(2\)\(b\)\(iv\)](#) inserted (1.4.2026) by [The Elections and Elected Bodies \(Wales\) Act 2024 \(Consequential Amendments\) Regulations 2025 \(S.I. 2025/286\)](#), [regs. 1\(3\)](#), [6](#)

### Commencement Information

**I18** Sch. para. 12 in force at 18.4.2008, see [art. 1\(1\)](#)

13. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

- (a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and
- (b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

#### Commencement Information

I19 Sch. para. 13 in force at 18.4.2008, see [art. 1\(1\)](#)

#### Participation in Relation to Disclosed Interests

14.—(1) Subject to sub-paragraphs (2), **[F15(2A),]** (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee —

- (a) withdraw from the room, chamber or place where a meeting considering the business is being held—
  - (i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or
  - (ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;
- (b) not exercise executive or board functions in relation to that business;
- (c) not seek to influence a decision about that business;
- (d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and
- (e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.

(2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

**[F16(2A)** Where you have a prejudicial interest in any business of your authority you may submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under a statutory right or otherwise.

(2B) When submitting written representations under sub-paragraph (2A) you must comply with any procedure that your authority may adopt for the submission of such representations. ]

(3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if —

- (a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or
- (b) you have the benefit of a dispensation provided that you —
  - (i) state at the meeting that you are relying on the dispensation; and
  - (ii) before or immediately after the close of the meeting give written notification to your authority containing —
    - (aa) details of the prejudicial interest;
    - (bb) details of the business to which the prejudicial interest relates;
    - (cc) details of, and the date on which, the dispensation was granted; and
    - (dd) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case,

provide written notification to your authority within 14 days of making the representation.

#### Textual Amendments

**F15** Word in Sch. para. 14(1) inserted (1.4.2016) by [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), [art. 2\(4\)\(d\)\(i\)](#), reg. 1(1)

**F16** Sch. para. 14(2A)(2B) inserted (1.4.2016) by [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), [art. 2\(4\)\(d\)\(ii\)](#), reg. 1(1)

#### Commencement Information

I20 Sch. para. 14 in force at 18.4.2008, see [art. 1\(1\)](#)

### PART 4

#### THE REGISTER OF MEMBERS' INTERESTS

##### **[F17** *Registration of Personal Interests*]

#### Textual Amendments

**F17** Sch. para. 15 substituted (1.4.2016) by [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), [art. 2\(5\)\(a\)](#), reg. 1(1)

**[F17** 15.—(1) Subject to sub-paragraph (4), you must, within 28 days of—

- (a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or
- (b) your election or appointment to office (if that is later),

register your personal interests, where they fall within a category mentioned in paragraph 10(2)(a), in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(2) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10(2)(a), register that new personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(3) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any change to a registered personal interest falling within a category mentioned in paragraph 10(2)(a), register that change in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

(4) Sub-paragraphs (1), (2) and (3) do not apply to sensitive information determined in accordance with paragraph 16(1).

(5) Sub-paragraphs (1) and (2) do not apply if you are a member of a relevant authority which is community council when you act in your capacity as a member of such an authority.

(6) You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer. **]**

#### Commencement Information

I21 Sch. para. 15 in force at 18.4.2008, see [art. 1\(1\)](#)

##### *Sensitive information*

**16.—(1)** Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer **[F18]**, or in relation to a community council, to your authority's proper officer **]** asking that the information be included in your authority's register of members' interests.

(3) In this code, "sensitive information" ("*gwybodaeth sensitif*") means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

#### Textual Amendments

**F18** Words in [Sch. para. 16\(2\)](#) inserted (1.4.2016) by [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), [art. 2\(5\)\(b\)](#), [reg. 1\(1\)](#)

#### Commencement Information

**I22** Sch. para. 16 in force at 18.4.2008, see [art. 1\(1\)](#)

#### *Registration of Gifts and Hospitality*

**17.** You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer **[F19]**, or in relation to a community council, to your authority's proper officer **]** of the existence and nature of that gift, hospitality, material benefit or advantage.

#### Textual Amendments

**F19** Words in [Sch. para. 17](#) inserted (1.4.2016) by [The Local Authorities \(Model Code of Conduct\) \(Wales\) \(Amendment\) Order 2016 \(S.I. 2016/84\)](#), [art. 2\(5\)\(c\)](#), [reg. 1\(1\)](#)

#### Commencement Information

**I23** Sch. para. 17 in force at 18.4.2008, see [art. 1\(1\)](#)

#### EXPLANATORY NOTE

*(This note is not part of the Order)*

Part III of the Local Government Act 2000 ("the Act") established a new ethical framework for local government in Wales.

Section 50(2) of the Act provides that the National Assembly for Wales ("the Assembly") may by order issue a model code as regards the conduct which is expected of members and co-opted members of relevant authorities in Wales. This function of the Assembly is transferred to the Welsh Ministers by paragraph 30 of schedule 11 to the Government of Wales Act 2006.

Relevant authorities in Wales for the purposes of this Order are county councils, county borough councils, community councils, fire and rescue authorities and National Park authorities. Police authorities are not relevant authorities for the purposes of this Order.

A code of conduct issued by the Welsh Ministers under section 50(2) of the Act must be consistent with the principles specified pursuant to section 49(2) of the Act currently set out in the Conduct of Members (Principles) (Wales) Order 2001. Section 50(3) of the Act entitles the Welsh Ministers to revise a model code which has been issued.

This Order revokes the Conduct of Members (Model Code of Conduct) (Wales) Order 2001 and previous amending statutory instruments and issues a revised model code in pursuance of section 50(2) and (3) of the Act. This Order also continues the disapplication of statutory provisions relating to (among others) the National Code of Local Government Conduct in Wales.

The revised model code is in the Schedule to this Order.

Part 1 of the model code deals with interpretation.

Part 2 of the model code provides for the general provisions of the model code.

Part 3 of the model code concerns personal interests and prejudicial interests and disclosure of and participation by members and co-opted members in respect of such interests.

Part 4 of the model code concerns the register of interests, registration of gifts and hospitality.

- 
- (1) [2000 c. 22](#). Section 50 is amended by section 183 of the Local Government and Public Involvement in Health Act [2007 \(c. 28\)](#).
  - (2) The functions of the National Assembly for Wales under sections 50, 81 and 105 were transferred to the Welsh Ministers under paragraph 30 of Schedule 11 to the Government of Wales Act [2006 \(c. 32\)](#).
  - (3) S.I. [2001/2276 \(W.166\)](#) as amended by S.I. [2005/2929 \(W.214\)](#).
  - (4) [1972 c. 70](#).
  - (5) [1989 c. 42](#).
  - (6) [1995 c. 25](#).
  - (7) [1978 c. 30](#).
  - (8) S.I. [2001/2289 \(W.177\)](#) as amended by S.I. [2004/163 \(W.18\)](#); S.I. [2004/1510 \(W.159\)](#); S.I. [2005/2929 \(W.214\)](#); and S.I. [2006/362 \(W.48\)](#).
  - (9) S.I. [2004/163 \(W.18\)](#).
  - (10) S.I. [2004/1510 \(W.159\)](#).
  - (11) Section 51 of the Local Government Act 2000 is amended by section 35 and paragraphs 1 and 3 of Schedule 4 to the Public Services Ombudsman (Wales) Act 2005 and by section 183 of the Local Government and Public Involvement in Health Act 2007.
  - (12) S.I. [1990/1553](#) as amended by S.I. [1991/1389](#); S.I. [1993/1339](#); S.I. [1998/1918](#); and S.I. [1999/500](#).
  - (13) [2004 c. 21](#).
  - (14) [1995 c. 25](#).



# LLANHARAN COMMUNITY COUNCIL VOLUNTEER POLICY DRAFT

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## 1. Purpose, scope and principles

- This policy outlines how Llanharan Community Council (“the Council”) recruits, supports, and manages volunteers.
- This policy applies to volunteers working under the direct control of the Council and engaged in authorised Council activities.
- The Council’s approach to volunteering reflects a commitment to inclusion, safety, support, and compliance.

## 2. Definitions

- **Volunteer:** A formally recruited or otherwise recognised individual working under the Council’s direct supervision.
- **Volunteering:** Activity undertaken freely for public or community benefit and not



for financial gain.

- **Volunteer Supervisor:** The Clerk or otherwise a delegated individual responsible for safeguarding, engaging, organising, and supporting volunteers.

### **3. Roles and boundaries**

- Volunteers complement the work of staff and councillors and do not replace them.
- Volunteer Supervisors are expected to recruit, induct, brief, supervise and support volunteers.
- Volunteers are expected to deliver agreed tasks, to comply with procedures, to maintain good conduct and report concerns promptly.
- Staff with volunteer-related duties will have these responsibilities stated in their job descriptions and will receive appropriate training.
- Volunteers will be supported to undertake clear, meaningful roles aligned with their skills and motivations.
- Volunteers may withdraw or decline tasks at any time and will be informed of how to notify the team if they cannot attend.

### **4. Safeguarding, equality, diversity and confidentiality**

#### **4.1 Safeguarding policy:**

- The Council's Safeguarding Policy will be provided and always applies.
- The Clerk is the Council's Safeguarding Officer, supported by a Deputy.
- Volunteers will receive appropriate safeguarding training.

#### **4.2 DBS Checks:**

- Appropriate DBS checks are required for roles, whether held by volunteers, staff or members, that involve regular, unsupervised one to one contact with children/vulnerable adults or 'regulated activities'.
- Where continuous supervision is in place, a DBS check may not be required, subject to risk assessment.

#### **4.3 Reporting Concerns**

- Volunteers must record and report safeguarding concerns or disclosures to the Safeguarding Officers as soon as possible, in accordance with the guidance provided in the Safeguarding Policy.
- Concerns must not be investigated independently or discussed outside the Safeguarding Officers, except with the Chair if the Officers are implicated.

#### **4.4 Equality and diversity**

- The Council applies the principle of equal opportunities in recruiting volunteers.
- Where appropriate, support arrangements and any adaptations will be agreed during induction.

#### **4.5 Confidentiality and data handling**

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- Volunteers must comply with the Council's data protection policies.
- Information about volunteers, service users, members, staff incidents and the Council must only be shared on a need-to-know basis.
- Paper records must be securely stored and only kept where authorised.
- Personal data must not be taken home, photographed, copied or discussed casually.
- Confidentiality does not prevent safeguarding or health and safety reporting, whistleblowing or lawful information sharing
- Volunteers may share official Council social media posts but must not imply representation of the Council or use Council branding.

## **5. Health & Safety**

### **5.1 Documentation**

- A written risk assessment will be provided for each activity.
- Volunteers must sign a volunteer agreement (see Appendix 1)
- Volunteers will not normally work alone; if lone working is required, the Council's lone working policy applies.

### **5.2 Equipment and property**

- Volunteers should only carry out authorised tasks and use equipment provided by the Council.
- The Council will provide appropriate equipment such as high-visibility vests, litter pickers, or other items required for safe participation.
- Volunteers will be shown how to use equipment safely and must follow all guidance. PPE must be used where required.
- Equipment will be checked regularly and issued only in good condition.

### **5.3 Reporting**

- Volunteers must report defective equipment, property damage, accidents, or incidents to the named Volunteer Supervisor as soon as possible.

### **5.4 Insurance**

- Public liability cover applies during authorised tasks.
- Personal accident cover applies to volunteers aged 16–90.
- Cover applies only to volunteers who have completed required documentation.

## **6. Young Volunteers**

Young volunteers and their parent/guardian must sign the Young Volunteer Declaration Form (Appendix 2).

### **6.1 Volunteers Under 16**

- Volunteers under 16 require parental or guardian consent.
- They must be accompanied at all times by a named responsible adult (This



could be the Volunteer Supervisor).

- They may only undertake low-risk activities identified as suitable in the risk assessment.
- They are not covered by the Council's Personal Accident insurance.

## **6.2 Volunteers Aged 16–17**

- Volunteers aged 16–17 require parental or guardian consent.
- They must be supervised during standard volunteering activities unless undertaking approved low-risk independent tasks (see 8.3).
- They are covered by the Council's insurance policy subject to its terms.

## **6.3 Low-Risk Independent Activities (Ages 16–17)**

Young volunteers aged 16–17 may undertake low-risk activities on publicly owned or publicly accessible land (e.g., Public Rights of Way) without direct supervision by Council staff or members, provided that:

### **a. Risk Assessment**

A written risk assessment is prepared by the Clerk covering all appreciable risks and appropriate control measures.

### **b. Signed Declaration**

The volunteer signs both the risk assessment and a formal declaration confirming they understand and will follow the control measures. The declaration must also be signed by a parent or guardian.

### **c. Supervision Requirement**

The risk assessment must stipulate that the young person is accompanied at all times by a responsible adult during the activity, being a parent or guardian.

## **6.4 Discretion**

The Clerk has delegated authority to determine which activities are appropriate and to apply this policy in practice.

## **7. Recruitment and induction**

### **7.1 Recruitment and selection**

- Information about roles, expectations, and support will be provided.
- The relevant risk assessment(s) will be provided to volunteers.
- Recruitment processes may vary for regular and one-off volunteers.
- DBS checks for relevant roles will be arranged and handled confidentially.
- Applicants who cannot be placed will receive feedback and may discuss alternative roles.
- Both the Council and the volunteer may decline placements.

### **7.2 Induction and Training**



Induction must include the following:

- Role-specific duties and training
- Safeguarding, health and safety, fire procedures, first aid arrangements, accident reporting
- Confidentiality, data handling, appropriate use of information
- Expected conduct, equality and inclusion, attendance, communication arrangements
- Where relevant, a tour of the premises including toilets, kitchen, entrances/exits and restricted spaces.
- Ongoing training may be offered.

## **8. Practical arrangements**

### **8.1 Attendance and communication**

- Volunteers should agree expected days, times and method of communication.
- Absence should be reported as early as possible to the Volunteer Supervisor.
- Persistent non-attendance without contact may lead to the placement being paused or ended after fair follow-up.

### **8.2 Expenses**

- Expenses are only claimable if Council has resolved to do so by resolution, in advance for each specific set of circumstances.
- Volunteers will receive guidance on how to claim approved expenses.
- Expenses require prior approval by the supervisor, and receipts or equivalent evidence must be provided.
- Expenses claims should be submitted promptly.

## **9. Performance, recognition and ending placements**

### **9.1 Good performance and recognition**

- The Council values volunteers and will recognise contributions through thanks, certificates, reports, and social media.
- Volunteers are encouraged to share feedback.
- References will be offered where appropriate and justified by attendance and conduct.

### **9.2 Managing concerns about conduct or suitability**

Concerns should be addressed early, fairly and proportionately. Depending on seriousness, this may involve an informal conversation, retraining, closer supervision, temporary pause or ending the volunteer placement.

- Examples include repeated lateness, unexplained absence, breach of confidentiality, unsafe practice, inappropriate language, boundary issues, refusal to follow reasonable instructions or behaviour that risks harm or reputational damage.



- Serious safeguarding issues, violence, theft, discrimination, intoxication, deliberate harm or serious misconduct may require immediate suspension from duties while the matter is considered.
- Where possible, decisions should be recorded and communicated respectfully.

### **9.3 Ending a volunteering placement**

- A volunteer may leave at any time and should be encouraged to provide notice where possible.
- The Council may end a placement where the role is no longer available, the volunteer is no longer suitable, required checks are not completed, attendance is unsustainable or conduct falls below required standards.
- Property, keys, records and confidential materials must be returned at the end of the placement.
- An exit conversation should be offered to capture feedback and learning.

### **10. Related Policies & Documents**

Volunteers will be signposted to relevant Council policies, including Safeguarding, Health and Safety, Equality, Data Protection, and Complaints.

Appendix 1: Volunteer Declaration Form

Appendix 2: Young Volunteer Declaration Form

Failure or refusal to sign an acknowledgement does not affect the application of this policy, which will apply to all employees from the date of issue.



## Appendix 1: Volunteer Declaration form (18-90 yrs old)

By signing this declaration, I declare that:

1. I am aged 18 or over.
2. I have read and understood the Llanharan Community Council Volunteer Policy.
3. I have read, understood and signed the risk assessment for the activity of

.....

Risk assessment number:.....

4. I will comply with all aspects of that risk assessment and any accompanying Safe System of work. If I identify any other significant hazards or are unable to comply with any element of the risk assessment, then I will STOP immediately.
5. I am physically capable of completing the activity and know of no impediments (physical or otherwise) that prevent me from safely doing so.
6. I understand that personal data will be stored securely and only used for safeguarding and emergency purposes. It will not be shared other than essential information shared with named supervisors on the risk assessment.

Name:.....Contact number.....

Health conditions or other needs affecting safe participation:.....

.....

.....

Signed volunteer:.....Date:.....

Signed Council representative  
(Employee/Member):.....Date:.....



## Appendix 2: Young Volunteer Declaration form

By signing this declaration both parent/guardian and child volunteer declare that:

1. The volunteer is aged between 13 and 17.
2. We have both read and understood the Council's Volunteer Policy.
3. We have both read, understood and signed the risk assessment for the activity of  
.....Risk assessment no.:.....

and consent to my child/myself undertaking that activity as a young volunteer.

4. My Child / I will comply with all aspects of the risk assessment and any accompanying Safe System of work. If I identify any other significant hazards or am unable to comply with any element of the risk assessment, then I will STOP immediately.
5. My Child/I am physically capable of completing the activity and know of no impediments (physical or otherwise) that prevent me from safely doing so.
6. We/I understand that if I am under the age of 15, I will always be supervised by a named person (or persons) as identified on the risk assessment but never left alone with any single adult. I will NOT be asked or allowed to undertake any hazardous activities including those that involve hot surfaces, knives, or machinery, require lifting heavy items or require direct responsibility for service users. The child will NOT be covered by the Council's personal accident cover.
7. We have received a copy of the Council's safeguarding policy, and all relevant matters are satisfactorily addressed by the risk assessment named in point 3.
8. My Child/I will be provided with a safety briefing on their first day outlining Fire safety, Manual handling limits, what to do if worried about someone (e.g., safeguarding arrangements and reporting), How to report accidents / hazards.
9. My child/I will behave safely and responsibly and will tell an adult if I feel unsafe or unsure about anything or anyone I encounter during my volunteering.
10. We/I understand that personal data will be stored securely and only used for safeguarding and emergency purposes. It will not be shared other than essential information shared with named supervisors on the risk assessment.

### **Child's Details**



Name:..... Age:..... School year:.....

**Parent/Guardian Details**

Name:.....

Address:.....

Email (optional):.....Phone:.....

Alternative Emergency contact(s) (At least one must be provided with full details)

Name:.....

Address:.....

Email (optional):.....Phone:.....

**Child's Medical Information**

Known allergies:.....Asthma (Y/N) .....

Relevant health conditions .....

.....

Anything affecting safe participation or anything else to be aware of .....

.....

I DO/DO NOT consent to my child's image being published by the Community Council.

Signed Parent/Guardian:..... Date:.....

Signed Child:..... Date:.....

Signed Council representative:  
(Employee/Member):.....Date:.....

**Note: The Council's Safeguarding Officer is: Leigh Smith 07769 266675**

**Appendix 3 : Volunteer Requirements Flow Chart**

Step	Requirement	Outcome / Next action
1	Identify the volunteer role or activity.	Confirm that the activity is authorised by the Council and has a named Volunteer



		Supervisor.
<b>2</b>	Check the volunteer's age.	Apply the correct route: adult volunteer, 16–17 year old volunteer, or under 16 volunteer.
<b>3</b>	Prepare and provide the activity risk assessment.	The volunteer must read, understand and sign the relevant risk assessment before taking part.
<b>4</b>	Provide the Volunteer Policy and relevant Council policies.	Volunteer confirms they understand conduct, safeguarding, health and safety, confidentiality and reporting expectations.
<b>5</b>	Complete the correct declaration form.	Adults complete Appendix 1. Young volunteers complete Appendix 2 with parent/guardian consent.
<b>6</b>	Decide whether DBS checks or additional safeguarding controls are required. (as part of the risk assessment)	DBS checks are arranged where the role involves regulated activity or regular unsupervised one-to-one contact with children or vulnerable adults.
<b>7</b>	Confirm supervision arrangements.	Adults follow the agreed supervision arrangements. Under 16s must be accompanied at all times by a named responsible adult. 16–17 year olds must be supervised unless the activity is approved as low-risk and independent under the policy.
<b>8</b>	Provide induction, safety briefing, equipment and PPE where required.	Volunteer may begin only once they understand the task, controls, reporting routes and safe system of work.
<b>9</b>	Volunteer undertakes the activity.	Volunteer must follow the risk assessment, stay within agreed tasks, report concerns, and stop immediately if unsafe or unable to comply.
<b>10</b>	Record attendance, incidents, concerns and completion where relevant.	Supervisor reviews any issues, provides support, and confirms whether the



		placement continues, changes or ends.
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# LLANHARAN COMMUNITY COUNCIL DIGNITY AT WORK POLICY - DRAFT

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## Introduction

Llanharan Community Council believes that civility and respect are important in the working environment, and expects all councillors, officers and the public to be polite and courteous when working for, and with the council.

## Purpose

Llanharan Community Council is committed to creating a working environment where all council employees, councillors, contractors and others who encounter us in the course of our work are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Llanharan Community Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech and written communication.

We recognise that unaddressed issues have the potential to escalate. This policy sets out how concerns will be managed. The emphasis of the policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

explains how we will respond to complaints of bullying or harassment;  
ensures that we respond sensitively and promptly; and,  
supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

## Scope

This policy covers bullying and harassment of and by the Officers and all employees engaged to work at Llanharan Community Council. Should agency staff or contractors have a



complaint connected to their engagement with Llanharan Community Council this should be raised to their nominated contact, manager or the Clerk in the first instance. Should the complaint be about the Clerk the complaint should be raised to the Chair of the Council or to the Chair of the HR committee.

Agency staff and contractors are likewise expected to treat council employees and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying. Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employee, contractor, councillor). However, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

### **The position on bullying and harassment**

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and not to experience any form of discrimination. Llanharan Community Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. In some circumstances (e.g. physical violence, harassment) the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality and diversity policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for their feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, if allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

### **Definitions and examples**

#### **Harassment**

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic.



- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic.

### Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What type of treatment amounts to bullying or harassment?

'Bullying' and 'harassment' apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for accepting sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Displaying pictures or objects with sexual or racial overtones, even if not directed at a specific person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts
- The use of obscene gestures
- Abusing a position of power

This should not be considered an exhaustive list.

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person as likely to offend – for example sexual touching. Other examples may be less clear, but you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.



Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity policy.

All employees must therefore treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management and should not be interpreted as anything different.

## **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

## **Reporting Concerns**

### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your line manager. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

### **What you should do if you feel you are being bullied or harassed by a councillor:**

If you are being bullied or harassed by a councillor, please raise this with the Clerk. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors' Code of Conduct must be investigated by the Monitoring Officer.



The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

**What you should do if you witness an incident you believe to be harassment or bullying:**

If you witness such behaviour, you should report the incident in confidence to the Clerk. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:**

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

**Informal resolution**

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the Clerk, your line manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your line manager, you should raise the issue with the Chair of the council. (If your concern relates to the Chair, you should raise it with the Chair of the HR committee). The Chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before), we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

**Raising a formal complaint**

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise



your complaint to the Clerk or the Chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

The name of the alleged perpetrator(s),  
The nature of the harassment or bullying,  
The dates and times the harassment or bullying occurred,  
The names of any witnesses and  
Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors' Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

### **The use of the Disciplinary Policy and Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.



Failure or refusal to sign an acknowledgement does not affect the application of this policy, which will apply to all employees from the date of issue.

## Appendix 21

### **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'.

Consideration of formally commenting on planning matters should explicitly consider the impact on biodiversity.

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.

**Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages**

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.

Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay.

Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council  
Community Councillor

Date: 2nd June 2026  
Our Ref: 26/0437/FUL  
Please ask for: Daniel Morgan  
Telephone: 01443 281130  
Email: Daniel.Morgan1@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

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

26/0437/FUL  
Replacement of roof finish  
5 The Green, Brynna, Rhondda Cynon Taf,  
CF72 9ZR

**CONSULTATION - COMMENTS TO BE RECEIVED BY: 23.06.2026..**

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

*Daniel Morgan*

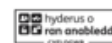
Planning Officer

Simon Gale  
Cyfarwyddwr Materion Tai ac Adfywio  
Director of Housing and Regeneration  
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf  
Rhondda Cynon Taf County Borough Council  
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,  
Floor 2, 2 Llys Cadwyn, Taff Street,  
Pontypridd, CF37 4TH

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



**MAE EICH DATA O BWYS** [www.rctcbc.gov.uk/diogeludata](http://www.rctcbc.gov.uk/diogeludata)  
**YOUR DATA MATTERS** [www.rctcbc.gov.uk/dataprotection](http://www.rctcbc.gov.uk/dataprotection)





**From:** [Leigh Smith. The Clerk. Llanharan Community Council](mailto:Leigh.Smith.The.Clerk.Llanharan.Community.Council)  
**To:** ["planningservices@rctcbc.gov.uk"](mailto:planningservices@rctcbc.gov.uk)  
**Subject:** RE: 26/0302/FUL Land Adjacent To 197 Meadow Rise, Brynna  
**Date:** 22 May 2026 12:25:00

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Good morning,

Regarding this application. Llanharan Community Council has resolved:

## **2026/173 Planning matters**

### ***RESOLVED***

With regards planning application 26/0302/FUL: To formally comment that proposed wildflower planting should specify the planting of seeds and plants with local provenance and that the proposed nesting boxes should be swift boxes with suitable calling equipment to support the existing provision of well-used swift boxes at Meadow Rise, this may encourage further nesting for the young.

I appreciate the deadline for formal comment has passed, however I will pass on the comments to you anyway.

Regards

**Leigh Smith**  
**Clerk to the Council.**  
**Llanharan Community Council**  
[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)  
[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)  
[www.llanharan-cc.gov.wales](http://www.llanharan-cc.gov.wales)  
**Tel: 01443 231430 / 07769 266675**

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

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

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Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.  
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Let us know your language choice if Welsh or bilingual.



Ms Catherine Kennedy  
Llanharan Community Council  
2A CHAPEL ROAD  
Llanharan  
Pontyclun  
CF729QA  
United Kingdom

Dyddiad/Date: 10/06/2026  
Ein Cyf/Our Ref: 26/0498/NMA  
Gofynnwch am/ Laura Heron  
Please ask for:  
Rhif Fôn/ 01443 281130  
Telephone:  
Ebost/Email: Laura.J.Heron@rctcbc.gov.uk

Dear Ms Kennedy

### TOWN AND COUNTRY PLANNING ACT 1990

**Fy Nghyf/My Ref:** 26/0498/NMA  
**Datblygiad Arfaethedig / Proposal:** Non-material amendment to 20/0845/FUL - Reduction in height of garage and reconfiguration of roof slope.  
**Lleoliad / Location** Memorial Garden Garage , Grove Terrace, Llanharan, Pontyclun CF72 9PR

Your application was received on 05/06/2026 and was registered as valid from 05/06/2026. Your application has been given the above description and reference number and allocated to the above-named officer. **If you think that the description is incomplete, inaccurate, or misleading in any way, please contact the department as soon as possible.**

We will now check the application to make sure that it complies with the statutory requirements. If it does not and is therefore invalid, we will contact you again as soon as possible.

If by 03/07/2026, you have not received notification that your application is invalid or that the Council has decided the application you may appeal to the National Assembly for Wales. You must make the appeal within 6 months of the decision, or the date above, if there has been no decision and you have not agreed to extend the time for the Council to decide the application. Appeals must be made on a form which is obtainable from Planning

Simon Gale  
Cyfarwyddwr Materion Tai ac Adfywio  
Director of Housing and Regeneration  
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf  
Rhondda Cynon Taf County Borough Council  
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,  
Floor 2, 2 Llys Cadwyn, Taff Street,  
Pontypridd, CF37 4TH

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

and Environment Decisions Wales, Crown Buildings, Cathays Park,  
Cardiff, CF10 3NQ, Tel: 0300 0304400, [www.planningportal.gov.uk/planning/appeals](http://www.planningportal.gov.uk/planning/appeals)

Please do keep in touch with us to check the progress on your application, including when it will be presented to committee for decision, if this is necessary. Our technical support team or your case officer will be glad to assist.

Yr eiddoch yn gywir / Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Bailey'.

**Jim Bailey**  
**Pennaeth Cynllunio / Head of Planning**

**Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages**

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.

Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay.

Let us know your language choice if Welsh or bilingual.



To: Llanharan Community Council  
Community Councillor

Date: 12th June 2026  
Our Ref: 26/0285/FUL  
Please ask for: Charlotte Gibbs  
Telephone: 01443 281130  
Email: Charlotte.Gibbs@rctcbc.gov.uk

Dear Councillor,

**TOWN AND COUNTRY PLANNING ACT 1990**

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

26/0285/FUL  
Two storey rear extension  
27 Trenos Place, Llanharan, Rhondda  
Cynon Taf, CF72 9RX

**CONSULTATION - COMMENTS TO BE RECEIVED BY: 03.07.2026..**

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

*Charlotte Gibbs*

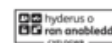
Planning Officer

Simon Gale  
Cyfarwyddwr Materion Tai ac Adfywio  
Director of Housing and Regeneration  
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf  
Rhondda Cynon Taf County Borough Council  
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## Appendix 20

### 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.