# 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 19th November 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, Barry Stephens, Will Thomas, Janine Turner.

**Apologies:** Cllr Geraint Hopkins

**Clerk:** Leigh Smith

**RFO:** Cathy Kennedy

**Assistant Clerk:** Rebecca Jenkins

**0 Members of the Public**

**2026/310 Welcome and Apologies**

The Chair welcomed all attendees to the meeting.

***RESOLVED***

To accept Cllr Hopkins' reason for absence proffered with his apologies.

**2026/311 Disclosures of Personal and/or Prejudicial Interests**

Cllr Chris Parker declared a personal interest in agenda item 11 (minute ref 2026/320) being a volunteer at the Pantry.

Cllr Janine Turner declared a personal interest in agenda item 11 (minute ref 2026/320) being a volunteer at the Pantry, a personal interest in agenda item 32

(minute ref 2026/339) being a County Councillor and general personal interest in items relevant to this role.

Cllr Stephens declared a personal interest in agenda item 32 (minute ref 2026/339) being a County Councillor and general personal interest in items relevant to this role.

Cllr David Evans declared a personal interest in agenda item 32 (minute ref 2026/339) being a County Councillor and general personal interest in items relevant to this role.

**2026/312 Public Speaking**

None

**2026/313 Minutes of Ordinary Council Meeting held on 15th September 2026**

***a) RESOLVED***

To approve the minutes of the ordinary council meeting held on 15th October 2026 as a true and accurate record.

**2026/314 Current casual vacancies of the Council**

Noted

**2026/315 Community Council Action Plan**

Noted

**2026/316 Correspondence**

Noted.

**2026/317 Community Crime Statistics**

Noted.

**2026/318 Council Expenditure for October 2026**

***RESOLVED***

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

**2026/319 Year-To-Date Spend vs Budget**

***a) RESOLVED***

To approve expenditure and explanations as at 31st October 2026 as shown in payment schedule Appendix 6 presented to the meeting**.**

***b) RESOLVED***

To approve the expenditure already incurred above the relevant annual budgets, as listed below, insofar as it has not already been authorised by a resolution of Council or a duly delegated committee. This approval is sought under Financial Regulation 4.4; it does not transfer budgets or authorise further expenditure.

i. Administration. Lines 4001 HMRC interest £9; 4090 printing, postage and stationery £197; 4105 civic regalia £75; 4116 Land Registry fees £11; 4130 subscriptions and memberships £248; 4140 storage rental £758; 4775 office consumables £130.

ii. Plant and Equipment. Lines 4410 green mower maintenance £370; 4415 red tractor maintenance £1,408; 4420 portable and hand tools £18.

iii. Street Furnishings. Line 4510 public clocks £680
.

iv. Outdoor Spaces. Lines 4095 cleaning materials £64; 4810 play and outdoor spaces £671; 4815 repairs and maintenance £29; 4900 general allotment expenditure £900.

v. Bryncae Community Centre. Lines 4780 administrative costs £4,862 above budget, including the £5,000 blinds purchase which the Grantscape grant will cover when received.

vi. Bridgend Road Allotments. Lines 4901 allotment maintenance £600; 4905 allotment water £169.

The figures above are the amounts exceeding each heading's annual budget. Approval now records Council's decision on expenditure already incurred; it does not replace any approval that was required before commitment

**2026/320 Pantry Finances Report for October**

Noted

**2026/321 RCT Food Support Fund Grant**

***RESOLVED***

To delegate authority to the officers to apply for and receive the RCT Food support fund grant for the Pantry, setting the value at their discretion.

**2026/322 Bryncae Community Centre Finance Report**

Noted

**2026/323 Completion of 2025/26 Audit and Wales Audit Office Report**

Noted, with thanks to the present and previous RFOs for their efforts in achieving another unqualified audit.

**2026/324 Resolutions and recommendations of the Events Committee meeting held on 22nd October 2026.**

Noted

**2026/325 Resolutions and recommendations of the Welfare Ground Shower Block Committee meeting held on 29th October 2026.**

***a) NOTED***

*WGSB2026/024 To consider a request from the contractor to restructure payment terms.*

Not to accept the contractor's specific written request for a restructure of payment terms.

***b) NOTED***

*WGSB2026/025 To consider the Council's approach to the contract and completion of works.*

To approve a variation of contract as provided in Appendix 4 to that meeting with any immediate payment of 15% contingent on satisfactory completion of snags required to allow safe opening of the block. With all other terms of the Contract Variation Agreement accepted, including the revised payment milestone checklists subject to the following alteration:

Payment 5 altered from the proposed 25% to 20% and Payment 6 altered from the proposed 20% to 25%.

**2026/326 Digital Working Group updates and recommendations**

Update noted.

**2026/327 Festive Display Working Group updates and recommendations**

None.

**2026/328 Memorial Garden Centrepiece Working Group updates and recommendations**

None.

**2026/327 Quotations for the Christmas trees for the 2026 festive display.**

***RESOLVED***

To select the quotation provided by Thompsons and to authorise the officers to place the order and spend up to £3037.50 as per the quotation. This quotation being selected being the cheapest provider who can supply 16ft trees.

**2026/328 Quotations for the flowers for the floral display**

***a) RESOLVED***

To suspend Financial Regulation 11.3e)ii) on the grounds that the Council has previously resolved to maintain the current display and the exact mix of flowers, and Boverton provide a known quality of display and service at a reasonable cost.

***b) RESOLVED***

To place the order for the 2027 and 2028 summer floral displays with Boverton Nurseries on a 2-year fixed price basis, authorising the officers to spend up to £9,156 per year.

**2026/329 Information received from the Independent Adjudicator for Local Authorities for Wales in relation to politically restricted posts**

a) ***RESOLVED***

That a formal list of politically restricted posts be established and maintained by Llanharan Community Council from 6th May 2027 in accordance with the relevant legislation. The list to be reviewed when required following any relevant legislative change or material change to the duties of a Council officer.

b) ***RESOLVED***

That the Clerk, RFO/Deputy Clerk and Assistant Clerk posts be included on the Llanharan Community Council list of politically restricted posts effective from 6th May 2027.

c) ***RESOLVED***

That a detailed guidance note be issued to officers immediately and included with any future job descriptions and contracts issued for these or other roles added to the list.

**2026/330 A project to register all of the Council's unregistered land and to correct any registration errors**

a) ***RESOLVED***

To approve in principle the project outlined in Appendix 15 presented to the meeting, to make provision of £10,000 in the 2027/28 draft budget and to authorise the officers to undertake such enquiries, searches and evidence-gathering as are reasonably necessary, including obtaining professional estimates.

b) ***RESOLVED***

That a further report be presented to Council setting out, for each parcel of land the evidence of ownership, recommended legal route, degree of risk, anticipated timescale and estimated cost before any substantive professional work or registration challenge is commissioned, noting that the budget provision would not constitute authority to commit expenditure. Any expenditure on professional

services or substantive registration work would require a further resolution of Council following consideration of the information and estimates obtained.

**2026/331 Members' reports**

None

**2026/332 Feedback from External Group Meetings**

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

No meeting

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

No meeting

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

Meeting held on Wednesday 21st October to appoint new officers. The Chief Executive of the Democracy Boundaries Commission addressed the meeting addressing feedback from the recent consultation. Audit arrangements were also discussed.

Cllr Andrew Morgan joined the meeting.

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

Cllr Morgan has been appointed to the Health and Safety Committee.

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

No report, Cllr Hopkins being absent.

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

Meeting next week

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

A nut hunt scheduled on 26th October in Brynna Woods was cancelled due to inclement weather. Another walk is planned for 22nd December and will be advertised by courtesy of the Head of Brynnau Primary School.
The Wildlife Trust proposes to fill in some of the depressions on the walkway to Bethlehem View to reduce issues with puddles and is engaging with Jason Bragg to replace the five-bar gate to provide vehicle access with a staggered entrance. The Chair of the TEC Committee may wish to engage with the Trust in this discussion.

**h) Biodiversity Champion, Local Nature Partnership (LNP) (Cllr Mark Steer)**
Attended RCT LNP Meeting last week. The County Ecologist welcomed the news of LCC Biodiversity Plan. Collected bird boxes for installation.

**i) Llanharan Community Development Project Liaison (Cllr Robert Smith)**
A meeting was held with Members this week to make representation to the council regarding next year's grant. Much outdoor activity is now prevented by inclement weather.

**2026/333 Planning matters**
Noted without formal comment.

**2026/334 Update on potential proposals for an SLA for a PCSO and/or a Community Warden and next steps**

***RESOLVED***

To note the correspondence and outcomes and to take no further action at this time.

**2026/335 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 four items of business on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**2026/336 Proposed renewal lease for the Oakbrook Skatepark site.**

***RESOLVED***

**a)** To renew the lease in principle, subject to contract, satisfactory negotiation and legal advice;

**b)** To authorise the Clerk to negotiate the matters identified in section 3 of Appendix 19 presented to the meeting;

**c)** To authorise the immediate submission of a concessionary-rent application seeking a peppercorn or nominal rent;

**d)** that the proposed £500 rent would be accepted if the concessionary rent application should fail.

**e)** To refer the final heads of terms and draft lease for legal review before execution;

Cllr Turner left the meeting.

**2026/337 Next steps regarding future Council premises**

***a) RESOLVED***

To proceed with the project to provide new Council Premises in principle on the basis of the detail provided, noting the sums of money potentially involved (est. £750,000).

***b) RESOLVED***

To instruct the officers to obtain competitive quotations from suitably qualified and insured consultants for a comparative feasibility review of both properties.

***c) RESOLVED***

To negotiate a lease renewal for 2A Chapel Road at the appropriate time including suitable break clauses to ensure security of tenure in the medium term whilst allowing freedom to move to a new property if and when one is available.

***d) RESOLVED***

Prior to commissioning any feasibility study, to authorise officers to draw up a more detailed financial plan and consider whether professional project management is required or not.

**2026/338 Revised terms and conditions relating to the employment of the Temporary Grounds-person**

***RESOLVED***

Taking into account the Clerk's report presented to the meeting as Appendix 21, to rescind and replace the part of resolution 2026/305 requiring the appointment to be made on terms equivalent to the former part-time Grounds-person role.

To approve retrospectively the contract issued with effect from 2nd November 2026, based on statutory employment entitlements only and without incorporation of the NJC Green Book, NALC model contractual enhancements or the enhanced terms attached to the former part-time Grounds-person role.

To confirm that the remaining provisions of resolution 2026/305 continue in effect, including the delegation to the Clerk to recruit, appoint and manage the temporary employee and to determine the duties, working arrangements, hours and duration of the engagement within the approved staffing budget.

**2026/339 Changes in the administration of accounts of the smaller Windmill grant pots allocated to the RCTCBC County Councillors.**

***RESOLVED***

***a)*** To note the risks associated with the current informal administration of the Mynydd Windfarm Fund.

***b)*** To accept no further annual allocation until the legal and accounting status of the arrangement has been clarified.

***c)*** To instruct the RFO to obtain appropriate audit, legal and accounting advice and report back to Council with options for either formalising or ending the arrangement.

Cllr Evans requested it be recorded that he did not participate in the vote.

**2026/340 Urgent Information & Future Agenda Items**

None

There being no further business, the meeting closed at 9 pm.

The next ordinary meeting of Full Council will be held on 17th December 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 15th October 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, Mark Steer, Will Thomas, Janine Turner.

**Apologies:** Cllr Andrea James

**Absent**: Cllrs Geraint Hopkins and Barry Stephens

**Clerk:** Leigh Smith

**Assistant Clerk:** Rebecca Jenkins

**0 Members of the Public**

**2026/281 Welcome and Apologies**

The Chair welcomed all attendees to the meeting.

***RESOLVED***

To accept Cllr James' reason for absence proffered with her apologies.

**2026/282 Disclosures of Personal and/or Prejudicial Interests**

Cllr Chris Parker declared a personal interest in agenda item 12 (minute ref 2026/292) being a volunteer at the Pantry.

Cllr Janine Turner declared a personal interest in agenda item 12 (minute ref 2026/292) being a volunteer at the Pantry.

**2026/283 Public Speaking**

None

**2026/284 Minutes of Ordinary Council Meeting held on 17th September 2026**

***RESOLVED***

To approve the minutes of the ordinary council meeting held on 17th September 2026 as a true and accurate record.

**2026/285 Minutes of Extraordinary Council Meeting held on 29th September 2026**

***RESOLVED***

To approve the minutes of the extraordinary council meeting held on 29th September 2026 as a true and accurate record.

Cllr Evans joined the meeting.

**2026/286 Current casual vacancies of the Council**

Noted

**2026/287 Community Council Action Plan**

Noted

**2026/288 Correspondence**

Noted.

**2026/289 Community Crime Statistics**

Noted.

**2026/290 Council Expenditure for September 2026**

***RESOLVED***

To approve expenditure for September 2026 as shown in payment schedule 'Appendix 6' presented to the meeting**.**

**2026/291 Year-To-Date Spend vs Budget**

Noted

**2026/292 Pantry Finances Report for July, August and September**

Noted

**2026/293 Bryncae Community Centre Finance Report**

Noted

**2026/294 Resolutions and recommendations of the Bryncae Community Centre Committee meeting held on 1st October**

***NOTED***

*BCC2026/047 Consideration of the implications of VAT registration on BCC finances*

*Deferred pending review of relevant documentation by the Audit Committee.*

*BCC 2026/049 Proposed BCC Committee budget for 2027-28*

*RESOLVED*

*To propose the projected figures to the Audit Committee for consideration in 2027-28 budget planning.*

**2026/295 Resolutions and recommendations of the Audit Committee meeting held on 8th October,**

***a) RESOLVED***

*A2026/056 Cashbook – quarter 2, 2026/27*
To approve the cashbook for quarter 2 of the financial year 2026/27 as presented in Appendix 2.

***b) RESOLVED***
*A2026/057 Bank reconciliations – quarter 2, 2026/27*
To approve the bank reconciliations for quarter 2 of the financial year 2026/27 as presented in Appendix 3.

***c) RESOLVED***
*A2026/058 Public Sector Deposit Fund transfers – quarters 1 and 2, 2026/27*
To approve the Public Sector Deposit Fund transfers made during quarters 1 and 2 of the financial year 2026/27 as presented in Appendix 4.

***d) NOTED***
*A2026/059 Financial Regulations*
To defer consideration of the reviewed Financial Regulations, based on the One Voice Wales Model Financial Regulations 2025, to the next meeting.

***e) RESOLVED***
*A2026/060 PS Tax – specialist VAT consultancy advice*
To approve the quotation from PS Tax for specialist VAT consultancy advice at an estimated cost of between £1,650 and £2,475 plus VAT, noting that the requirement to obtain three estimates does not apply under Financial Regulation 11.3 a(ii) as the work constitutes specialist professional advice. Authorising the officers to spend up to £2,475 for this purpose.

***f) NOTED***
*A2026/063 Advance grant funding applications from community groups*
Following discussion, members requested further details before determining whether to introduce a process for community groups to apply for funding in advance for the following financial year, including a possible trial with LCDP.
To defer the item pending receipt of further information.

***g) RESOLVED***
*A2026/064 Llanharan & Bryncae Brass grant application*
To approve grant funding of £1,560 to Llanharan & Bryncae Brass, following the deduction of the Musical Director's expenses from the original application, that element of the application being no longer required for the competition being held in October.

**2026/297 Consideration of a proposed advance grant application process**

***a) RESOLVED***

To introduce an annual advance grant application process as outlined in Appendix 12 presented to the Council for general grant applications of £10,000 or above, for which the Council makes specific and separate budgetary provision, subject to the following amendments:

i. The deadline for advance applications be set to a date at the end of November (The date subject to the discretion of the RFO).

ii. The application to be formally considered by the council only after the budget and the resulting precept for the forthcoming financial year has been resolved.

iii. That approved grants would be scheduled for payment on or around 1st April, subject to written confirmation being received during March from the recipient organisation that no material changes from their original application have occurred since approval, and with the Council retaining the right to withhold payment and reconsider the grant should a material change be identified or other circumstances arise that give the council cause to reconsider the grant.

***b) RESOLVED***

To pilot the advanced grant application process with Llanharan Community Development Project (LCDP) for the 2027/28 financial year.

**2026/298 Resolutions and recommendations of the Trenos-Ewenni Crossing Committee meeting held on 13th October**

***NOTED***

*TEC2026/088 Tender pack for the 2-Stage, Design and Build contract, Ewenny Bridge Project, and next steps.*

*a) RESOLVED*

*To approve the Tender Pack as presented in Appendix 5 to the meeting, subject to the following, with a narrative of any alterations to be reported to the TEC Committee retrospectively:*

*Delegation of authority to the Clerk to make minor adjustments to the pack, including in relation to the following matters:*

*i) The inclusion of Appendix D of the Burroughs documents (the form confirming the Contractor's Offer).*

*ii) Clarification that secondary stakeholder consultation is limited to technical and statutory advice only and not to discretionary design decisions.*

*iii) Explicit clarification of the prohibition of concrete/metalled surfacing as well as bituminous materials for paths.*

*iv) Explicit clarification of contractor responsibility for paying all consent/application fees.*

*v) Investigate the insertion of stronger wording preserving Council control over non-statutory aesthetic and other decisions.*

*vi) Fix errors in the procurement timetable, specifically the date conflicts and contradictions.*

*vii) Add a specific and explicit allowance/item in the activity schedule for the contractor to regularly report back to the Council/Working Group during both the pre-construction and construction phases (Or in the Budget section).*

*viii) The RFO to review the 28-day payment clause to ensure compliance with the 30-day rules of the Procurement Act 2023.*

*b) RESOLVED*

*Subject to resolution TEC2026/088, to authorise the Clerk to proceed with the issuing of the 2 Stage Design and Build tender for the Ewenny Bridge Project tender in line with resolution TEC2026/077.*

**2026/299 Proposed revisions to the Council's Standing Orders**

***RESOLVED***

To adopt the proposed revisions to the Council's Standing Orders presented to the Council in Appendix 14.

**2026/300 Digital Working Group updates and recommendations**

A verbal report was provided to the council of the working groups activities.

**2026/301 Sustainable Floral Displays Working Group recommendations**

***a) RESOLVED***

With regards to item 17 of the Councils Biodiversity Plan, and following an examination of the contents of the Council's planters and hanging baskets, aiming to achieve the most sustainable, biodiverse, colourful summer display possible; to retain the current floral display in terms of the types of plants and soils.

***b) RESOLVED***

With regards to item 18 of the council's Biodiversity Plan, the potential use of starch granules to be deferred and examined by the council at a later date.

**2026/302 Members' reports**

Cllr Mark Steer

Attended the Neighbourhood Policing Street meeting on 15th October at Bryncae Community Centre car park which was reasonably well attended. Issues included antisocial behaviour and discarded nitrous oxide cannisters.

There was an incident with horse riders and a car not slowing down and not passing wide on Brynna Road towards Pencoed. The incident was reported to GoSafe Wales with headcam footage. This followed a recent successful Pass Wide and Slow ride with good cooperation from South Wales Police.

Cllr David Evans

Seeking clarification from RCTCBC regarding provision for safe disposal of discarded nitrous oxide or similar gas canisters.

Cllr Andrew Morgan

At the recent PACT meeting members of the public expressed significant concern and frustration. The event was very well attended.

Llanharan and Bryncae Brass won their category of the recent West Wales Brass Bands Championship.

**2026/303 Feedback from External Group Meetings**

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

The Council was well represented at the recent meeting with an emphasis on the promotion of partnership between Town and Community Council's and RCTCBC.

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

New officers were installed. A presentation was made by Emma Woolls, South Wales Police and Crime Commissioner. Concern was expressed about attendance on training courses. The cost-of-living project is ongoing.

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

Meeting to be held on Wednesday 21st October

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

Governors' meeting was held on 13th October. Safety walking to and from school was discussed.

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

No report, Cllr Hopkins being absent.

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

Meeting next month

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

The Mountain Hare Wildflower Area has been cut and raked by staff and volunteers.
Bracken cutting is underway at the Ewenni Fach Bridge.
A nut hunt is planned for 26th October in Brynna Woods. Brynnau Primary School will kindly assist with publicity.

**h) Biodiversity Champion, Local Nature Partnership (LNP) (Cllr Mark Steer)**
Attending meetings 4th November in the Vale of Glamorgan and 5th November in Pontypridd. The Bridgend and Vale Bat group carried out a recent bat survey and recording day for SWBREC attended by around 8 volunteers.

**i) Llanharan Community Development Project Liaison (Cllr Robert Smith)**
BBC1's "One Show" gave positive coverage. Recent meeting was attended by Martin Ryan from Cranfield Trust. The financial position is improved and there is an ambition to move to an April-March financial year.
Congratulations to Dawn Doyle, recently awarded Volunteer of the Year by Keep Wales Tidy.

**2026/304 Planning matters**
Noted without formal comment.

**2026/305 Proposal to employ a temporary worker**

***RESOLVED***

To delegate authority to the Clerk to recruit, appoint and manage a temporary casual Grounds-person to provide support to the Senior Groundsperson and/or short-term holiday or sickness cover, as and when required. The appointment shall be on terms equivalent to the former part-time Grounds-person role, including remuneration at SCP 5.

The Clerk to determine the duties, working arrangements, hours and duration of the engagement according to operational requirements and within the approved staffing budget.

This being an interim measure pending consideration by the HR Committee of the Council's longer-term staffing requirements and the recruitment of a permanent replacement.

**2026/306 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 two items of business on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**2026/307 Outcomes of two formal complaints made against the Council.**

Noted

**2026/308 Next steps regarding future Council premises**

***RESOLVED***

To defer consideration of the matter to a future meeting.

**2026/309 Urgent Information & Future Agenda Items**

None

There being no further business, the meeting closed at 8.55 pm.

The next ordinary meeting of Full Council will be held on 19th November 2026.

Councillor Rhys Jenkins
Chair of Llanharan Community Council

# Llanharan Community Council - Master Action Plan At 17th Nov 26

| Action no | Date added | Category | From | Action | Notes | Status2 |
|---|---|---|---|---|---|---|
| 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<br>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<br>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. | |
| 2022/098 | 20/05/2022 | Full Council | Full Council | To be alltered - Minute 2022/090 Welcome and Apologies.<br>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. | | |
| 2023/041 | 17/02/2023 | Full Council | ORA | RESOLVED<br>ORA2022/060 Urgent items for information or items for future agenda.<br>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<br>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. Requested progress report and plan for spending remaining funds this year. Requested again in August. Note: At the time of writing 24.8.26 £1,675 spent. £1,074 remaining..Update Nov 26 The garden has been on hold due to an issue with RCTCBC but is now continuing. | |
| 2023/205 | 22/12/2023 | Full Council | ORA | RESOLVED<br>ORA2023/091 Adding individuals to long standing tenancy agreements,<br>creating joint tenancies circumstances where this might be considered.<br>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. | |
| 2024/071 | 22/03/2024 | Full Council | BCC | 2024/071 Potential leasing of land around Bryncae Community Centre.<br>RESOLVED<br>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. Esitmate of solicitors costs obtained. This issue is with LRGT. No further action from LCC until LRGT register the land. | |
| 2024/071 | 22/03/2024 | Full Council | Full Council | 2024/071 RESOLVED<br>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 engae 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. | |

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| 2024/135 | 21/06/2024 | Full Council | ORA | iii. RESOLVED<br>ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee.<br>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.<br>Issue instruction to senior grounds person.<br>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 and again August 26. Meeting held Sept 26 and locations agreed. Map to be drawn up and sent to both RCTCBC and Remus for confirmation/permission. Signs to be purchsed 'Do not Mow' | |
| 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<br>Draft Biodiversity, Crime and Disorder, Business Continuity and Petition policies prepared 08/08/2025 and presented to FC 20/11/2025<br>Draft Employees' Social Media policy prepared 18/11/2025 for presentation 18/12/2025 and resolved.<br>Lone and Isolated Worker Policy drafted 28/07/2026 | Completed |
| 2024/139 | 21/06/2024 | Full Council | Audit | o) To note recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 9) of the audit report. For the officers to carry out an analysis of the practical and financial aspects of making changes to the account(s) for presentation to a future meeting of the Audit Committee. | | |
| 2024/213c) | 20/09/2024 | Full Council | ORA | 2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024<br>c) RESOLVED<br>ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps.<br>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:<br>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 reqested 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 Draft heads of terms recieved Nov 26 to be considered by Council in Nov 26 | |
| 2024/301 | 20/12/2024 | Full Council | ORA | a) RESOLVED<br>ORA2024/084 Expansion of the Pendre Allotment site.<br>For the Clerk to advertise for expressions of interest for plots at the site to<br>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. | |
| 2025/040 | 21/02/2025 | Full Council | ORA | 2025/040 ORA Committee Recommendations (5th February 2025)<br>f) RESOLVED<br>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<br>No response received 12.9.25 so assume can be ordered.<br>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)<br>h) RESOLVED<br>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. And again in November 26 | |

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| 2025/94g) | 18/04/2025 | Full Council | Audit | g)RESOLVED<br>i)To seek further clarification from the auditor regarding the Clerk's salary as no material difference observed following subsequent checks.<br>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.<br>b) RESOLVED<br>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 SoliicitorsJan 26. Carrying out work to prove ownership of block as advised by solicitor. June 26, Updatye July 26. Solicitor advised as not registered to LCC, course of action is to simply provide statement of surrender in legal agreement rather than transfer. Now being processed. | |
| 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.<br>a) RESOLVED<br>To alter clause 33.2.6.iv to the following.<br>"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.<br>Add to sharepoint.<br><br>-V3.1 DRAFT produced. Oct 26 | Completed |
| 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.<br>b) RESOLVED<br>To add the following phrase to the standing orders.<br>"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.<br>Add to sharepoint.<br><br>-V3.1 DRAFT produced. Oct 26 | Completed |
| 2025/215 | 19/09/2025 | Full Council | | 2025/215 Resolutions and recommendation of the Bryncae Community Centre (BCC) Committee held on 29th July 2025<br>RESOLVED<br>To change the Council's financial regulations to allow integration of online payments, such as via Stripe payment software; | Amend FR. Included in Sept 26 draft. (V5) | Completed |
| 2025/258 | 17/10/2025 | Full Council | Full Council | 2025/258 Recording of online sessions during periods where the press and public are excluded<br>RESOLVED<br>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.<br><br>-V3.1 DRAFT produced. Oct 26 | Completed |
| 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<br>RESOLVED<br>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<br>Add to Standing Orders and amend (Check if any other amendments outstading in this action plan)<br><br>-V3.1 DRAFT produced. Oct 26 | Completed |
| 2025/276 | 21/11/2025 | Full Council | Full Council | 2025/276 Minutes of Ordinary Meeting of the Council held on 16th October 2025<br>RESOLVED<br>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.<br>RESOLVED<br>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 | |
| 2026/047f) | 20/02/2026 | Full Council | BCC | 2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026<br>BCC 2026/018 Commission of a tree survey to ascertain the condition of trees within the lease boundary.<br>Not to suspend Financial Regulation 11.3e)iii at this time in relation to the tree surveys. | See also BCC2026/018b), below.<br>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 | Completed |

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| 2026/047d) | 20/02/2026 | Full Council | BCC | 2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026<br>d) RESOLVED<br>BCC2026/014 Purchase of blackout blinds for the high windows in the main hall, pending permission from RCTCBC as the freeholder<br>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 notes re best options).<br>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. Quote received and added to agenda of FC for July 26 , Nov 26 - Now completed. - Grantscape grant to be collected once final controller intallation costs have been ascertained and added. | |
| 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<br>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 emailled SWP to confirm 100% funding required 11.6.26. Verbally told full funding would be required.To be cnsidered by Council Nov 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<br>c) RESOLVED<br>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. No response received so contacted the appropriate RCT officer 14.8.26 to request information. No response. Nudged 16.101.26. RCTCBC have responded to state that this is not something they would consider at this time. To be relayed to Council Nov 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<br>RESOLVED<br>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 emailled members June 26 asking for further candidate sites. Will progress in September 26 to allow this process to take its course. Paper for Council Nov 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.<br>RESOLVED<br>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<br>Agree list of RA to be covered with staff.<br>Arrange dates for commencement. LS chased commencement 11.6.26 Draft assessmentds provided for checking Sept 26. Feedback provided awaiting edits or response. Nov 26 | |
| 2026/115c) | 17/04/2026 | Full Council | Events | 2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026<br>c) RESOLVED<br>EV2026/031 Request to undertake the annual Remembrance Day service at Llanharan War Memorial<br>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. Road closure requested. Risk assessment submitted to RCT. Contact with Vicar and other parties. | |
| 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<br>RESOLVED<br>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. | |
| 2026/119e) | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>e) RESOLVED<br>CIL2026/013 Spend of £920 against CIL Project LCC19/07 Memorial Garden/Garage to facilitate resubmission of lapsed SAB/SuDs application.<br>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<br>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<br>f) RESOLVED<br>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<br>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<br>amount requested to then be resubmitted. | Master version - Done<br>Chris version - | |
| 2026/119g) | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>g) RESOLVED<br>CIL2026/016 CIL Grant application. Llanharan Primary School – Equipment for dedicated reading corners.<br>To add the project to the Active Project List and grant the sum of £5,313 from CIL funds. | Master version - Done<br>Chris version -<br>Applicant informed. Project in progress. | |

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| 2026/119h) | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>h) RESOLVED<br>CIL2026/017 CIL Grant application. Brynna Allotment Association.<br>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<br>Chris version -<br>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<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>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<br>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<br>j) RESOLVED<br>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<br>Chris version -<br>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<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>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<br>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<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>Iv) To remove the project "Provision of youth shelters" from the CIL123 list | Master version - Done<br>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<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>v) To remove the project "MUGA on LRGT land adjacent to Bryncae Community Centre" from the CIL123 list. | Master version - Done<br>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<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>Vi)To remove the project "Rain capture and irrigation system for Brynna allotments" from the CIL123 list. | Master version - Done<br>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<br>j) RESOLVED<br>CIL2026/019 Removal of projects from the CIL123 list and/or Active Project List and closure of ongoing projects.<br>Vii)To remove the project "Land from Grove Terrace to Chapel Road (Improvements)" from the CIL123 list. | Master version - Done<br>Chris version - | |
| 2026/119k) | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>k) RESOLVED<br>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"<br>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<br>i to xvi not listed here for reasons of brevity.<br>xvii - In order to accommodate all of the resolutions made by the Council at this meeting including to authorise the officers to take such a sum of money from the council's CIL contingency funds as to ensure that unallocated funds balance at £0 following the expected CIL receipts at the end of April 2026. | Master version - Done<br>Chris version - | |
| 2026/119L) | 17/04/2026 | Full Council | CIL | 2026/119 Resolutions and recommendations of the CIL Committee held on 17th April 2026<br>l) RESOLVED<br>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 Note:V This element is subject to a successful Grantscape grant<br>Chris version - | |
| 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.<br>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<br>Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales<br>Amend CIL lists - Master list<br><br>DONE Chris list - | |

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| 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.<br>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 WBSB Committee for any reason it sees fit in connection with the project. | Inform vendor of spec and resultant price - Done<br>Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales<br>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.<br>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<br>Arrange start date. - Done 18th May 26. Award notice issued on Sell2Wales<br>Amend CIL lists - Master list DONE<br><br>Chris list - | |
| 2026/196e) | 19/06/2026 | Full Council | Audit | 2026/196 Resolutions and recommendations of the Audit Committee held on 11th June 2026<br>e)RESOLVED<br>A2026/031 Earmarked Reserves Strategy<br>To approve the EMR strategy as provided in Appendix 7 to the Audit Committee. | Draw up EMR's in rialtas | Completed |
| 2026/222 | 17/07/2026 | Full Council | Full Council | 2026/222 Year-To-Date Spend vs Budget<br>RESOLVED<br>a) To receive and note the Quarter 1 Budget Monitoring Report.<br>b) To agree that budget monitoring reports, with budget variances highlighted, be presented to Full Council on a monthly basis.<br>c) To approve that the current overspends identified within the Quarter 1 Budget Monitoring Report, namely HMRC Interest Charges, Council Tax, Subscriptions & Memberships, Storage Space Rental, Consumables, Public Clocks, Red Tractor Maintenance and the additional £5,936.44 paid to Llanharan Community Development Project (LCDP) above the approved annual budget, be funded from General Reserves.<br>d) To request officers to review the Bryncae Community Centre budget allocations recorded within Rialtas against the approved 2026/27 budget and report back with recommendations for any amendments required to ensure the approved budget is accurately reflected within the accounting system. | Review the Bryncae Community Centre budget allocations recorded within Rialtas against the approved 2026/27 budget and report back with recommendations for any amendments required to ensure the approved budget is accurately reflected within the accounting system. | In progress |
| 2026/228a) | 17/07/2026 | Full Council | CIL | 2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026<br>a) RESOLVED<br>CIL2026/029 CIL grant application policy and amended application form. To adopt the CIL Grant Policy and Application form as presented in Appendix 4 to the meeting with amendments to correct 'sighted' to 'sited' and to add a section making explicit that the Council will seek evidence of Planning permission (or LDC), SuDS, easements or other documentation where appropriate. | Correct typing error - Sighted to sited.<br>Add section making explicit that the Council will seek evidence of Planning permission (or LDC), SuDS, easements or other documentation where appropriate.<br>Append with Version number Minute number and date etc..<br>Upload to sharepoint and website if necessary. | |
| 2026/228c) | 17/07/2026 | Full Council | CIL | 2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026<br>c) RESOLVED<br>CIL2026/032 Updated and further quotations from Brynna Allotment Association relating to LCC26/02 'Brynna Allotment Association, Civil works to expand storage shed'. To note the quotations provided and the selected vendor and to approve payment of £4,454.38 for project LCC26/02 upon receipt of appropriate invoices, and to reduce the overall allocation to the project on the CIL123 and Active Project lists to that amount. | Inform applicant - DONE<br>Make payment to the applicant ONLY upon receipt of invoices.<br>Update CIL lists - LS (Done) | Completed |
| 2026/228d) | 17/07/2026 | Full Council | CIL | 2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026<br>d) RESOLVED<br>CIL2026/033 CIL funds to purchase benches. To purchase one standard recycled plastic bench as a replacement for a damaged bench at the Mountain Hare play area, authorising officers to spend £425 plus a contingency of £50, to be added to the CIL123 and Active Project Lists, suspending Financial Regulation 11.3e)iii in order to purchase this style of bench. | Order bench. - Done. 25.8.26 Awaiting delivery. Delivered Sept 26, groundsman fitting 15.9.26<br><br>Update CIL Lists - Done | Completed |
| 2026/228e) | 17/07/2026 | Full Council | CIL | 2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026<br>e) RESOLVED<br>To delegate to the Clerk the sum of up to £3,775 for the provision of two decorative benches for the Memorial Garden. This amount to be added to project LCC19/07 Garage/Memorial Garden and Financial Regulation 11.3e)ii to be suspended. Selection of the appropriate benches to be delegated to the Clerk in consultation with members of the Memorial Garden Centrepiece Working Group. | Look at available benches. Present options to working group and Purchase. - Have engaged WG to select benches. - Benches now ordered.<br>Update CIL Lists (Added to project on CIL spreadsheet/tracker) - DONE) | |

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| 2026/228f) | 17/07/2026 | Full Council | CIL | 2026/228 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 7th July 2026<br>f) RESOLVED<br>CIL2026/034 Recommendations of Memorial Garden Centrepiece Working Group. Subject to obtaining the appropriate permissions: 1. Remove the posts and gate and make redundant the railings, posts and gate that formed a 'hexagon' type shape. This will make the whole area more open and amenable to arrange planters as appropriate. 2. To move the position of the fittings for a Community Christmas Tree more towards the corner of the junction of Brynna Road/Grove Terrace but still within the boundary of the garden. 3. Where the Christmas Tree fittings were to be placed to place a multi-tier fountain planter coloured and badged as per the existing community planters. Also the memorial plaque to Peterson Super Montem CC to be attached to this. 4. The budget cost from Amberol is £2128 ex VAT, the Clerk to obtain a more accurate quotation prior to the Full Council meeting and to present the quotation alongside this recommendation. 5. To create a concrete base of dimensions similar to the base of a fountain to adequately support the weight of it. (This may, subject to negotiation, be done under the present contract) | Note: No resolution made to purchase the Fountain planter based on the quotation provided or to suspend FR as per the notes in the paper.<br>Check paramaters with Suds team. (Pay inspection charge, check parameters)<br>Check with Ben all covered in quote.<br>Note: Suds design specifies detailed design. Therefore this may be moot for the time being. | |
| 2026/229 | 17/07/2026 | Full Council | CIL | 2026/229 Renegotiation of the forthcoming renewal of the Oakbrook<br>Skatepark lease from RCTCBC<br>RESOLVED<br>To delegate authority to the Clerk to renegotiate the forthcoming renewal of the Oakbrook Skatepark lease from RCTCBC for a period of up to 25 years and on similar terms to the existing lease, only where there are no further practical or financial obligations placed upon the Council than the previous lease. | Clerk to arrange signing of the lease ONLY following a RESOLUTION of full Council .<br>Once signed by both parties, send to Grantscape and issue the Skatepark tender (Check resoution in place). Heads of terms received with significant difference. Refered to FC November 2026 | Completed |
| 2026/231f) | 17/07/2026 | Full Council | Audit | 2026/231 Resolutions and recommendations of the Audit Committee<br>meeting held on 9th July 2026.<br>Llanharan & Bryncae Brass. Officers to contact the group requesting further information to enable Members to fully assess the community benefit arising from the application, including recent and planned community events and how the grant would benefit the wider Llanharan community. | Response already received. Added to agenda for October Audit meeting. | Completed |
| 2026/231h) | 17/07/2026 | Full Council | Audit | 2026/231 Resolutions and recommendations of the Audit Committee<br>meeting held on 9th July 2026.<br>A2026/048 Review of Regular Payment Arrangements. To approve the Council's Direct Debit and regular recurring payment arrangements, as set out in Appendix 9, and delegate authority to the Clerk and RFO to arrange payment of monthly HMRC PAYE and National Insurance liabilities by Direct Debit. | 2026/231 - review and approval of regular payments complete, awaiting RFO to be added to mandate to set up direct debit. | Completed |
| 2026/231i) | 17/07/2026 | Full Council | Audit | 2026/231 Resolutions and recommendations of the Audit Committee<br>meeting held on 9th July 2026.<br>2026/049 Method of Considering Budgeted Grant Applications. That future grant applications requesting £10,000 or more be referred directly to Full Council and that the Council's General Grant policy and Financial Regulations be altered to reflect this requirement. | Amend Financial Regulations. Being included in V5 Sept 26 | Completed |
| 2026/232 | 17/07/2026 | Full Council | Full Council | 2026/232 A proposal for the provision of wall-mounted flagpoles and flags.<br>RESOLVED<br>To purchase and manufacture 50 wall-mounted flagpoles and purchase 25 Union flags, 25 Dewi Sant flags, 50 Wales flags and 25 Owain Glyndŵr flags, authorising officers to spend up to £900 from General Reserves. | Add these to the Christmas lights/hanging basket spreadsheet so the precise locations and the schedule are clear<br>Check compliance with FR<br>Arrange for purchase/manufacture. | |
| 2026/233 | 17/07/2026 | Full Council | Full Council | 2026/233 A proposal for the provision of flagpoles at the Dram memorial.<br>RESOLVED<br>To apply for the relevant permissions; once obtained, to purchase and install three glassfibre flagpoles from Flags.co.uk and three 5'x3' flags, authorising officers to spend up to £3,600 including a 10% contingency; and to draw up an appropriate design for the Council flag, with funds drawn from General Reserves. | Design Community Council flag.<br>Planning application and advertising consent application made.<br>Quotes obtained. | |
| 2026/235b) | 17/07/2026 | Full Council | BCC | 2026/235 To consider a quotation received for Blackout Blinds for Bryncae<br>Community Centre as part of the Capital Improvement Plan (LCC23/02<br>Improvements to Bryncae Community Centre)<br>RESOLVED<br>b) To accept the quotation of £6000 received for Blackout Blinds from Solar<br>Sunshades, and to authorise the officers to place orders accordingly, pending<br>landlord's permission. All funds to come from already allocated CIL funds. | Write to RCTCBC requesting expedition of the permission.<br>Arrange fitting - Completed Oct 26<br><br>Note: £6000 of grant funds secured from Grantscape.<br><br>Enter Grantscape claim - Solar sunshades costs and fitting costs.<br>Waiting for cost to fit controllers. | |
| 2026/255 | 17/09/2026 | Full Council | Audit | 2026/255 Council Expenditure for July and August 2026<br>RESOLVED<br>To approve expenditure for July and August 2026 as shown in payment schedule Appendix 5. | Process and record the approved expenditure. | Noted |
| 2026/259a) | 17/09/2026 | Full Council | BCC | 2026/259 Resolutions of the Bryncae Community Centre Committee<br>a) RESOLVED<br>To authorise the Clerk to write to RCTCBC as set out in Appendix 6, highlighting inadequate firestopping insulation and requesting an urgent review of the fire strategy and insulation and/or a fresh risk assessment. | Write to RCTCBC in the approved terms and request the urgent review. Waiting for formal licence in relation to capital plan. | |
| 2026/259b) | 17/09/2026 | Full Council | BCC | 2026/259 Resolutions of the Bryncae Community Centre Committee<br>b) RESOLVED<br>To delegate a budget of £400 to the Clerk for legal advice should it become necessary at their discretion. | Seek legal advice if required, within the £400 delegated budget. | Noted |

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| 2026/259c) | 17/09/2026 | Full Council | BCC | 2026/259 Resolutions of the Bryncae Community Centre Committee<br>c) RESOLVED<br>To instruct the officers to obtain tree safety inspections of all trees on Bryncae Community Centre land and any in the immediate vicinity which the officers feel would be beneficial in light of potential future lease agreements, with the permission of the landowner as appropriate; and to authorise the officers to spend up to £700 for this purpose. | Contact LRGT for permission,<br><br>Arrange tree inspections. £700 budget. Quote requested and permission from LRGT Oct 26. Contractor engaged. For £475. Order placed. Awaiting results. | |
| 2026/259d) | 17/09/2026 | Full Council | BCC | 2026/259 Resolutions of the Bryncae Community Centre Committee<br>d) RESOLVED<br>To suspend Financial Regulation 11.3e)iii in relation to 2026/259c). | Record the Financial Regulation suspension with the procurement record. | Noted |
| 2026/261a) | 17/09/2026 | Full Council | TEC | 2026/261 Resolutions of the Trenos-Ewenni Crossing Committee held on 8th September<br>TEC2026/077 To receive reports from the task and finish working group established to examine options relating to the tendering of the work and any recommendations submitted in writing to the Clerk in advance.<br>a) RESOLVED<br>For the method of issuing the tender to be:<br>1 – The Clerk to issue a Prior Information Notice (PIN) on Sell2Wales public procurement portal to run for 4 weeks. PIN to be issued as soon as resolved by the committee (Under previously delegated authority).<br>This is a simple one-page summary of the project intended to give prior notice to contractors who may be interested. (Companies already consulted by Burroughs will be notified).<br>2 – Only those (and all of those) who have expressed an interest via the Sell2Wales portal will be invited to submit a tender. Tender to be issued by the Clerk only once the full tender pack has been approved by the committee and to run for a period of 4 weeks.<br>3 – All tenders to be opened as per the Council's financial regulations 12.2j. All other aspects of the tendering process shall comply with the Council's Financial Regulations.<br>4 – Tenders received shall be sent to Burroughs for professional assessment.<br>5 – An assessment of the Pass/Fail questions shall be assessed first. Those failing this section shall be set aside.<br>6 – An assessment of the Quality questions shall be undertaken by Burroughs.<br>7 – An assessment of the Price shall be undertaken by Burroughs.<br>8 – The scoring Matrix shall be populated and the weightings applied.<br>9 – Burroughs will present a document to the TEC Committee outlining all of the scores and make a recommendation for award of the tender. The committee will make a decision and a contract awarded. | Issue and manage the PIN - Completed<br><br>Issue tender once approved using the process described. NOTE: Tender to be approved formally first. Tender approved and issued. Closing date: 4th Dec 2026 | |
| 2026/261b) | 17/09/2026 | Full Council | TEC | 2026/261 Resolutions of the Trenos-Ewenni Crossing Committee held on 8th September<br>b) RESOLVED<br>To suspend Financial Regulation 12 in relation to TEC2026/077a, as the approved tender process is a slight deviation from Regulation 12. | | Noted |
| 2026/262 | 17/09/2026 | Full Council | TEC | 2026/262 Suspension of Standing Order 6.4 in relation to the TEC Committee<br>RESOLVED<br>To suspend Standing Order 6.4 so TEC can consider and respond to non-technical tender questions before the deadline without two-thirds written consent for an emergency meeting. | Update the master committee document | Completed |
| 2026/263a) | 17/09/2026 | Full Council | CIL | 2026/263 Resolutions of the CIL Committee held on 1st September<br>CIL2026/029 Progress of project LCC23/02 "Improvements to Bryncae Community Centre" including the provisional receipt of a grant from Grantscape and the financial implications for the project and to consider approving a fee payment of £600 to RCTCBC.<br>a) RESOLVED<br>RCT having levied an admin fee for the necessary licences for major works to the community centre, to approve a fee payment of £600 to RCTCBC. | Arrange payment of the £600 RCTCBC fee and update the project record. Awaiting remittance from RCTCBC | |
| 2026/263b) | 17/09/2026 | Full Council | CIL | 2026/263 Resolutions of the CIL Committee held on 1st September<br>CIL2026/030 Progress of the project LCC19/07 Memorial Garden/Garage, to consider approving the final design and payment of a mandatory £1,008 inspection fee to RCTCBC SUDS department.<br>b) RESOLVED<br>To authorise the officers to spend £1,008 against project LCC19/07 Memorial Garden/Garage for mandatory 'SUDS Inspection fees' to RCTCBC. | Arrange payment of the £1,008 SUDS inspection fee and update the CIL project record. | Completed |
| 2026/263c) | 17/09/2026 | Full Council | CIL | 2026/263 Resolutions of the CIL Committee held on 1st September<br>c) RESOLVED<br>To approve the final design of the Memorial Garden as presented in Appendix 4 to the CIL Committee, delegating any permissible minor alterations to the Clerk working in conjunction with the Memorial Garden Centerpiece Working Group. | Check what alterations permissable.<br><br>Agree final design with WG and builder | Completed |

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| 2026/263d) | 17/09/2026 | Full Council | CIL | 2026/263 Resolutions of the CIL Committee held on 1st September<br>CIL206/031 Update on the progress of the LCC25/09 Oakbrook Skatepark Project and to consider a tender pack and subsequent actions to bring the project to fruition.<br><br>d) RESOLVED<br>To defer the motion to consider the tender pack (presented in Appendix 5a to the CIL Committee) to a future meeting of the council.. | Add the Oakbrook Skatepark tender pack to a future Council agenda. | Completed |
| 2026/265a) | 17/09/2026 | Full Council | ORA | 2026/263 Resolutions of the ORA Committee held on 3rd September<br>a) RESOLVED<br>To form a Sustainable Floral Displays Working Group.<br>Membership to comprise Cllrs Chris Parker, Rob Smith and Mark Steer.<br>Chair: Cllr Rob Smith.<br>Terms of reference: Reporting to Full Council on 15th October 2026, to work with Council staff to propose an updated selection of plants and materials for the Council's floral displays in line with items 17 and 18 of the Council's Biodiversity Action Plan:<br>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;<br>18: To examine the potential use of starch granules to help retain water. | Update Committee master sheet. Inform members. Setup sharepoint email. | Completed |
| 2026/265b) | 17/09/2026 | Full Council | ORA | 2026/265 Resolutions of the ORA Committee held on 3rd September<br>ORA2026/051 Proposal to plant native trees on Bridgend Road<br>b) RESOLVED<br>To approve the planting of up to eight trees, allocating the spend of up to £500 for the purpose | Arrange planting of up to eight native trees within the £500 allocation. Note risk assessment must take into account buried service plans, CAT scan and risk to passing public. Utility searches undertaken. | |
| 2026/265c) | 17/09/2026 | Full Council | ORA | 2026/265 Resolutions of the ORA Committee held on 3rd September<br>ORA2026/053 Asbestos survey and quotation for removal<br>c) RESOLVED<br>i) to authorise the Officers to arrange the removal of the loose and damaged items by a suitably qualified contractor as soon as possible, allocating up to £4545 from General Reserves for the purpose;<br>ii) to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health;<br>iii) to create a register of items remaining, and to notify current and future tenants;<br>iv) where tenant did not grant access, to renew efforts to arrange survey;<br>v) to update the tenancy agreement as outlined in Appendix 7 presented to the Committee; appropriately amended. | Quotes received for removal of all identified asbestos containing materials and for surveying the remaining plots. Quotation accepted and awaiting date for removal. Tenants notified.<br><br>Note: To be read in conjunction with 2026/267 | |
| 2026/267 | 17/09/2026 | Full Council | ORA | 2026/267 An approach to any remaining non-urgent, intact asbestos material on allotment plots. Included with the permission of the Chair of the ORA committee<br><br>RESOLVED<br>To authorise the officers to engage a qualified contractor for the immediate safe and lawful removal and disposal of all materials as soon as possible and to spend up to £3,200 including a 10% contingency and to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health; | Quotes received for removal of all identified asbestos containing materials and for surveying the remaining plots. Quotation accepted and awaiting date for removal. Tenants notified.<br><br>Note: To be read in conjunction with 2026/265c) | |
| 2026/268b) | 17/09/2026 | Full Council | Events | 2026/268 Resolutions of the Events Committee held on 16th September<br><br>b) RESOLVED<br>To suspend Financial Regulation 11.3e)ii) and11.3e)iii respectively in relation to the quotations provided for the fireworks event from Rocket Security, Rycon, Sunbelt, and St John's Ambulance, the reason being that all of these vendors have been used at the event previously and have good knowledge of our specific requirements, previous quotation exercises have proved them to be competitive in terms of price and in the case of Rocket Security, Sunbelt and St John's Ambulance provide specialist and well-established expertise and equipment | Record the Financial Regulation suspensions with the event procurement records. | Noted |
| EV2026/052b) | 17/09/2026 | Full Council | Events | 2026/268 Resolutions of the Events Committee held on 16th September<br>EV2026/052 fi) RESOLVED To submit proposed figures for the 2027/28 Events budget as set out in Appendix 7 to the Audit Committee for consideration for inclusion in the 2027/28 budget<br>proposal. | | |
| 2026/269 | 17/09/2026 | Full Council | Full Council | 2026/269 Membership of Committees<br>RESOLVED<br>To add Cllr Barry Stephens to the TEC, CIL and Audit Committees. | Update master list - Completed<br>Update sharepoint group. - Completed | Completed |
| 2026/270 | 17/09/2026 | Full Council | Full Council | 2026/270 Quotations for the renewal of the electricity supply contract for street lighting at Jeffs Lane<br>RESOLVED<br>To accept the proposed contract term of 36 months and to delegate authority to the RFO to arrange the contract on the basis of the cheapest price, details of the contract to be reported to Council at the next meeting. | Arrange the cheapest 36-month contract and report the details to the next Council meeting. | |

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| 2026/271 | 17/09/2026 | Full Council | Full Council | 2026/271 Quotations for the renewal of the telephone and broadband<br>supply contract for the Council office on Chapel Road<br>RESOLVED<br>To accept the quotation presented to the Council as Appendix 18, being a 36 month contract to the value of £3,346.20 arranged by the broker, Cardinal Energy | Complete the accepted telephone and broadband contract arrangements. | |
| 2026/276 | 17/09/2026 | Full Council | Full Council | 2026/276 RCT Community Resilience grant<br>RESOLVED<br>To authorise the officers to apply for the Community Resilience Grant of £750, accepting the terms of the grant. | Submit the £750 grant application and retain evidence of accepted terms.<br><br>Confirm receipt of the grant<br><br>Add to 2027/28 budget with its own line 'Community Resilience' or similar | |
| 2026/277 | 17/09/2026 | Full Council | Full Council | 2026/277 Draft Lone Working Policy<br>RESOLVED<br>To adopt the draft Lone Working Policy presented as Appendix 22. | Annotate with minute ref and date.<br><br>Publish on website<br><br>Add to sharepoint<br><br>Issue to staff (and sign) | |
| 2026/278 | 17/09/2026 | Full Council | Full Council | 2026/278 Draft updated Complaints policy<br>RESOLVED<br>To adopt the draft updated Complaints policy presented to the Council as Appendix 23 | Annotate with minute ref and date. - Completed.<br><br>Publish on website - Superceded by 2026/286<br><br>Add to sharepoint - Superceded by 2026/286<br><br>Issue to staff (and sign) - Superceded by 2026/286 | Completed |
| 2026/279 | 17/09/2026 | Full Council | Full Council | 2026/279 Draft Local Resolution Process<br>RESOLVED<br>To adopt the draft local resolution process presented to the Council as Appendix 24 | Annotate with minute ref and date.<br><br>Publish on website<br><br>Add to sharepoint<br><br>Issue to staff (and sign) | |
| 2026/284 | 29/09/2026 | Full Council | CIL | 2026/284 To consider updated quotations and the quote selected by LRGT and total funding relating to 'LCC26/03 LRGT - Resurfacing of Carpark'.<br>RESOLVED<br>To increase the funding for the project to from £75,000 to £99,468 reducing the contingency from £51,280 to £26,812 based on LRGT's proposal to award the work to Jordans Surfacing in line with the quotations and accompanying narrative provided, payable to LRGT on the receipt of appropriate invoices. | Update CIL list with updated values - Completed.<br>Inform LRGT - Completed.<br>Update CIL record until project complete - | |
| 2026/285 | 29/09/2026 | Full Council | CIL | 2026/285 To consider the recommendation of the CIL Committee meeting regarding LCC25/09 Oakbrook Skatepark (CIL206/031) held on 17th September 2026 and a submitted amended tender pack and other actions to bring the project to fruition.<br>RESOLVED<br>To approve the amended tender document provided in Appendix 2b. Retaining the principles of the document and the overall scoring criteria set out in 4.3 of the document, but delegating authority to the Clerk to make such amendments to the Sub Criteria, assessment mechanism and other minor elements of the document as they might see fit, ensuring that the initial consultation already completed is provided as part of the pack, with a second consultation carried out by the successful bidder on their initial design. | Update the tender document further in line with this resolution -<br>Label document as 'final' -<br>Present to Council to note only - | |
| 2026/286 | 29/09/2026 | Full Council | Full Council | 2026/286 To consider amendments to the Council's Complaints policy.<br>RESOLVED<br>To approve the updated Complaints policy as provided in Appendix 3. | Amend the policy in line with the approved document -<br>Add new footnote details - Done<br>Upload to sharepoint and website - Done<br>Issue to staff - Done | Completed |
| 2026/287 | 29/09/2026 | Full Council | HR | 2026/287 To note the resignation of a member of staff and to consider a process to recruit a replacement on the same or similar terms.<br>RESOLVED<br>To note the resignation of the Grounds-person and to delegate authority to the HR Committee to recruit and appoint a replacement on the same Terms and Conditions or to vary the total hours of hours of work, not exceeding 16 hours per week, and the details of when those hours are to be worked. | Arrange HR Committee to recruit / appoint etc… | |
| 2026/290 | 16/10/2026 | Full Council | Full Council | 2026/290 Council Expenditure for September 2026<br>RESOLVED<br>To approve expenditure for September 2026 as shown in payment schedule 'Appendix 6' presented to the meeting. | | Noted |

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| 2026/295a) | 16/10/2026 | Full Council | Audit | 2026/295 Resolutions and recommendations of the Audit Committee meeting held on 8th October<br>a) RESOLVED<br>A2026/056 Cashbook – quarter 2, 2026/27<br>To approve the cashbook for quarter 2 of the financial year 2026/27 as presented in Appendix 2. | | Noted |
| 2026/295b) | 16/10/2026 | Full Council | Audit | 2026/295 Resolutions and recommendations of the Audit Committee meeting held on 8th October<br>b) RESOLVED<br>A2026/057 Bank reconciliations – quarter 2, 2026/27<br>To approve the bank reconciliations for quarter 2 of the financial year 2026/27 as presented in Appendix 3. | | Noted |
| 2026/295c) | 16/10/2026 | Full Council | Audit | 2026/295 Resolutions and recommendations of the Audit Committee meeting held on 8th October<br>c) RESOLVED<br>A2026/058 Public Sector Deposit Fund transfers – quarters 1 and 2, 2026/27<br>To approve the Public Sector Deposit Fund transfers made during quarters 1 and 2 of the financial year 2026/27 as presented in Appendix 4. | | Noted |
| 2026/295e) | 16/10/2026 | Full Council | Audit | 2026/295 Resolutions and recommendations of the Audit Committee meeting held on 8th October<br>e) RESOLVED<br>A2026/060 PS Tax – specialist VAT consultancy advice<br>To approve the quotation from PS Tax for specialist VAT consultancy advice at an estimated cost of between £1,650 and £2,475 plus VAT, noting that the requirement to obtain three estimates does not apply under Financial Regulation 11.3 a(ii) as the work constitutes specialist professional advice. Authorising the officers to spend up to £2,475 for this purpose. | Engage the consultant. Providing all relevant information and a brief (The brief must be to provide the council with firm recommendations with reasns and other options with reasons if appropriate). Include the current and future operating model of the community centre (with actual and expected incomes etc..), plus the refurbishment and the wider CIL and other spends of the Council. The results and recommendations to be presented to the Audit Committee. | |
| 2026/295g) | 16/10/2026 | Full Council | Audit | 2026/295 Resolutions and recommendations of the Audit Committee meeting held on 8th October<br>g) RESOLVED<br>A2026/064 Llanharan & Bryncae Brass grant application<br>To approve grant funding of £1,560 to Llanharan & Bryncae Brass, following the deduction of the Musical Director's expenses from the original application, that element of the application being no longer required for the competition being held in October. | Inform the applicant and arrange payment. | |
| 2026/297a) | 16/10/2026 | Full Council | Audit | 2026/297 Consideration of a proposed advance grant application process<br>RESOLVED<br>To introduce an annual advance grant application process as outlined in Appendix 12 presented to the Council for general grant applications of £10,000 or above, for which the Council makes specific and separate budgetary provision, subject to the following amendments:<br>The deadline for advance applications be set to a date at the end of November (The date subject to the discretion of the RFO).<br>The application to be formally considered by the council only after the budget and the resulting precept for the forthcoming financial year has been resolved.<br>That approved grants would be scheduled for payment on or around 1st April, subject to written confirmation being received during March from the recipient organisation that no material changes from their original application have occurred since approval, and with the Council retaining the right to withhold payment and reconsider the grant should a material change be identified or other circumstances arise that give the council cause to reconsider the grant. | Inform LCDP - LS Done.<br><br>Re-write the policy in line with this resolution (LS Draft completed) and present to a future meeting of the council as a written policy. | Completed |
| 2026/297b) | 16/10/2026 | Full Council | Audit | 2026/297 Consideration of a proposed advance grant application process<br>RESOLVED<br>To pilot the advanced grant application process with Llanharan Community Development Project (LCDP) for the 2027/28 financial year. | | Noted |
| 2026/299 | 16/10/2026 | Full Council | Full Council | 2026/299 Proposed revisions to the Council's Standing Orders<br>RESOLVED<br>To adopt the proposed revisions to the Council's Standing Orders presented to the Council in Appendix 14. | Add footnote and version detail. - Done LS<br><br>Publish on website - done<br><br>Add to sharepoint - Done | Completed |
| 2026/301a) | 16/10/2026 | Full Council | ORA | 2026/301 Sustainable Floral Displays Working Group recommendations<br>RESOLVED<br>With regards to item 17 of the Councils Biodiversity Plan, and following an examination of the contents of the Council's planters and hanging baskets, aiming to achieve the most sustainable, biodiverse, colourful summer display possible; to retain the current floral display in terms of the types of plants and soils. | Append Biodiversity plan. (LS completed the version attached to this spreadsheet) | Completed |
| 2026/301b) | 16/10/2026 | Full Council | ORA | 2026/301 Sustainable Floral Displays Working Group recommendations<br>RESOLVED<br>With regards to item 18 of the council's Biodiversity Plan, the potential use of starch granules to be deferred and examined by the council at a later date. | | Noted |

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| 2026/305 | 16/10/2026 | Full Council | HR | 2026/305 Proposal to employ a temporary worker<br>RESOLVED<br>To delegate authority to the Clerk to recruit, appoint and manage a temporary casual Grounds-person to provide support to the Senior Groundsperson and/or short-term holiday or sickness cover, as and when required. The appointment shall be on terms equivalent to the former part-time Grounds-person role, including remuneration at SCP 5.<br>The Clerk to determine the duties, working arrangements, hours and duration of the engagement according to operational requirements and within the approved staffing budget.<br>This being an interim measure pending consideration by the HR Committee of the Council's longer-term staffing requirements and the recruitment of a permanent replacement. | Recruit and employ - Done<br><br>Draw up contract - Done<br><br>Inform insurance company<br><br>Potentially add to van insurance - NA<br><br>Ensure they have induction documents and have signed all risk assessments. - Done<br><br>Issue with work authorisation (and limitations) statement - Done..<br><br>Issue with adequate ppe. - Done<br><br>Employed as of Oct. | |

Appendix 3

(1)

MR & MRS [redacted]

23rd Sept

Phone [redacted]

TO Whom it may Concern

we have just had a meeting with Mark. who is on the Community Council about the trees I have planted outside my gate backing on to the park.

1) HollyTree which I didn't plant which has been there for a ~~num~~ number of year's

2) Silver Birch + hazel which the woodland trust gave me. been there for over 3years

4) forsyther, Bayleaf and rubarb Thats been there for a least 2 year's

(2)

I didn't know I needed permission as I would of asked So I would appreciate it [redacted] Keep them I don't believe they are in any bodies way so could you please consider my request in your next Meeting in november

Sincerly

mrs [redacted]

**From:** Leigh Smith. The Clerk. Llanharan Community Council
**To:** "[redacted]"
**Subject:** RE: LlanharanCC Contact Form "Developments"
**Date:** 16 October 2026 14:16:00

---

No problem [redacted]

The Community Council has a lease on the land until 2076.

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

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llanharan-cc.gov.uk

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**From:** [redacted]
**Sent:** 16 October 2026 14:03
**To:** Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
**Subject:** RE: LlanharanCC Contact Form "Developments"

Thanks Leigh. Good to hear.  A rumour got to me last night that the council was selling the land!!! Why let fa
facts  get in the way of a good story!!!

Yahoo Mail: Search, organise, conquer

On Fri, 16 Oct 2026 at 11:19, Leigh Smith. The Clerk. Llanharan Community Council
<clerk@llanharan-cc.gov.wales> wrote:

> Good morning [redacted]
>
> The Suds (Sustainable drainage) design has now been approved by RCTCBC. We have made some enquiries with RCT officers over a few minor, aesthetic aspects

of the approved design, but these have now been resolved and we are meeting with the contractor next week. Works should commence to complete the garden shortly.

Best regards

Leigh Smith
Clerk to the Council.
Llanharan Community Council
Clerk@llanharan-cc.gov.wales
project@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
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-----Original Message-----
From: Llanharan Community Council <llanharan@trefforest.com>
Sent: 16 October 2026 10:38
To: Emma@fungrenade.co.uk; nik@fungrenade.co.uk; Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
Subject: LlanharanCC Contact Form "Developments"

From: [redacted]
Subject: [your-subject]

[redacted]

[redacted] Body:
Hello. Can you please give an update on the PSM garden scheme on Grove Terrace? It is an eyesore of many years standing and a poor advert for Llanharan.
Thanks [redacted]

--
This e-mail was sent from a contact form on Llanharan Community Council (https://llanharan-cc.gov.wales)

**From:** Leigh Smith. The Clerk. Llanharan Community Council
**To:** "[redacted]"
**Subject:** RE: Dog-waste bin services and ad-hoc cover – Llanharan Community Council
**Date:** 17 November 2026 15:07:00

---

Hi R[redacted]

The emptying of the dog waste bins is carried out by RCTCBC rather than the Community Council.

Best regards

**Leigh Smith**
**Clerk to the Council.**
**Llanharan Community Council**
**Clerk@llanharan-cc.gov.wales**
**project@llanharan-cc.gov.wales**
www.llanharan-cc.gov.wales
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**From:** R[redacted]
**Sent:** 20 October 2026 17:54
**To:** Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
**Subject:** Re: Dog-waste bin services and ad-hoc cover – Llanharan Community Council

Hello,

I hope you're well. Just following up on my earlier email to see whether you need any help with dog-waste bin emptying or bin cleaning.

We can provide regular rounds, holiday and sickness cover, and ad-hoc emergency support, with simple day-rate pricing where helpful.

Would it be useful to keep us as backup? If you have anything coming up, please send over the approximate bin numbers and locations and I'll put a quote together.

Kind regards,
[redacted]

AP Fulfilment Services
[redacted]

On Tue, 13 Oct 2026 09:14:21 -0400, Richard Ernest <[redacted]> wrote:

> Hello, Could AP Fulfilment Services help Llanharan Community Council with any dog-waste bin servicing or backup cover? We're a fully licensed waste carrier and can help with dog-waste and litter-bin emptying, waste removal and disposal, and bin cleaning. We offer regular visits or ad-hoc help when needed, including holiday and sickness cover, emergency support and one-off deep cleans. Day-rate cover is also available for peace of mind when your usual team or contractor is unavailable. We're UK based and use local teams wherever possible to keep costs down. Could we quote for any current needs, or be kept on file as a backup? Just send over the number of bins, their locations and the cover you need. Kind regards, [redacted] Fulfilment Services [redacted] f you would prefer not to receive further service introductions, please let me know.

**From:** Leigh Smith. The Clerk. Llanharan Community Council
**To:** [redacted] Playground
**Date:** 26 October 2026 09:50:00
**Attachments:** County Councillors Dec 24 (1).pdf

---

Good morning Mrs [redacted]

Llanharan Community Council only owns and operated the playground at the Mountain Hare site. We have a specific designated biodiversity area where the grass is allowed to grow (it is cut periodically on a cut and collect basis in line with guidance).

RCTCBC have responsibility for the other parks in and around Brynna. With regards dogs, many play areas do indeed have prohibitions on dogs, when this is ignored by members of the public, I'm afraid this is an issue of enforcement. RCTCBC do have wardens but of course enforcement relies on them being present at the time.

RCTCBC also have responsibility for litter picking on the main routes (although our maintenance team does also carry out a large volume of litter picking on certain routes).

I believe the right of way issue you describe is well known and has been addressed previously by RCTCBC rights of way officers. You would need to contact them directly.

Most of these issues can be reported online here: Report it | Rhondda Cynon Taf County Borough Council

Or if you prefer the RCTCBC general enquiries line is 01443 425005. They should be able to direct you to the relevant department.

I also attach details of your 3 RCTCBC County Councillors for our area who may be able to help further.

Best regards

**Leigh Smith**
**Clerk to the Council.**
**Llanharan Community Council**
**Clerk@llanharan-cc.gov.wales**
**project@llanharan-cc.gov.wales**
www.llanharan-cc.gov.wales
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**From:** [redacted]
**Sent:** 25 October 2026 21:20
**To:** Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
**Subject:** GGJC+WW Bridgend, Brynna Village Playground

Greetings,

I have walked past this playground a few times, and it concerns me to know that there is a Welsh Government scheme to not cut the grass to allow it to grow wild for endangered Welsh wildlife, yet its frequently cut.

Secondly, why is it permissible for a Man and Woman with child is allowed to have their pug running free inside the playground and allowed to poo and wee freely, when the sign clear sates no dogs. The male had a white/pale coloured lead around his neck, while the pug pooped next to him off the lead. Pug also was running freely inside the park, between the football posts and the small soft play area.

Also not sure if you have jurisdiction over GGMF+H5V Bridgend, 51°32'02.4"N 3°28'37.5"W but again it has come to the point of becoming difficult to avoid the dog poo.

As well as Brynna Road from The Mountain Hare to Whitehills, there is always broken glass, and the odd used durex along the pavement.

There is also public right of way issues in Nant Ciwc area, where public paths according to RCTCBC and Bridgend CBC websites don't align with what land owners say and there is always confrontation.

Kind Regards, [redacted]

**From:** [redacted]
[redacted] The Clerk. Llanharan Community Council; David Evans; Vikki.Howells@senedd.wales
**Subject:** RE: A473, Llanharan - Speeding vehicles
**Date:** 28 October 2026 16:08:03
**Attachments:** image001.png

---

Dear Mrs Smith,

Thank you for a response.

I mentioned in a previous correspondence that over 8 years of communications to councils & councilors including gosafe and RCT often results in replies which pass the buck (just like your reply).

As a member of the public I would have expected you to pass this onto someone or the department you refer to rather than spending more time and effort.

Surely the amount of time and effort it took you to reply to me you have quite easily forwarded it on saving not only time but effort and anxiety.

If customers - residents don't explain how they feel then the service might never improve so please take this email in a constructive light rather than a complaint.

Many thanks

[redacted]

Sent from my Galaxy

-------- Original message --------
From: "Leigh Smith. The Clerk. Llanharan Community Council" <clerk@llanharan-cc.gov.wales>
Date: 28/10/2026 15:33 (GMT+00:00)
To: Jason [redacted], Geraint <geraint.hopkins@llanharan-cc.gov.wales>, Janine Turner <janine.turner@llanharan-cc.gov.wales>, David Evans <David.Evans@llanharan-cc.gov.wales>, Vikki.Howells@senedd.wales, Heledd.Fychan@senedd.wales
Subject: RE: A473, Llanharan - Speeding vehicles

Good afternoon Mr [redacted]

Highways matters fall outside of the powers and duties of the Community Council and sit with RCTCBC as the highways authority.

The highways department can be contacted via general enquiries using the RCT website, link here: General Enquiries | Rhondda Cynon Taf County Borough Council or via telephone on 01443 425005.

I see also that you have contacted your 3 RCTCBC councillors.

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

**Clerk@llanharan-cc.gov.wales**

**project@llanharan-cc.gov.wales**

www.llanharan-cc.gov.wales

**Tel: 01443 231430 / 07769 266675**

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**From:** [redacted]
**Sent:** 27 October 2026 12:18
**To:** Geraint <geraint.hopkins@llanharan-cc.gov.wales>; Janine Turner <janine.turner@llanharan-cc.gov.wales>; David Evans <David.Evans@llanharan-cc.gov.wales>; Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>; Vikki.Howells@senedd.wales; Heledd.Fychan@senedd.wales
**Subject:** A473, Llanharan - Speeding vehicles

**Subject: Request for road safety review – A473 Llantrisant Road, Pontyclun (20mph)**

Dear Traffic Management Team,

I live at Meadow House, Llanharan CF72 9NR on the A473 Llantrisant Road, Pontyclun. For eight years I have reported vehicles routinely exceeding the 20mph limit, often far above it. I hold video evidence of this at all hours. This stretch has seen fatal and life-changing collisions, including one near the petrol station where an air ambulance attended. My family of 7 and I experience regular near misses when exiting our driveway from the traffic coming past the petrol station.

GoSafe has confirmed (16/10/2026) that camera enforcement isn't possible because of the 90-degree bend, and has referred me to you for traffic calming (they could have pro-actively considered the camera further down the road by or past the petrol station).

I understand that vertical measures may be unsuitable close to a bend. I would ask you to assess, and respond in writing on the feasibility of, each of the following:

1. A vehicle-activated 20mph sign on each approach
2. 20mph roundels and high-friction coloured surfacing
3. Gateway or dragon's-teeth markings ahead of the bend
4. Additional bend and concealed-entrance warning signage
5. An automatic speed and volume survey to establish current speeds

Please also tell me the recorded collision history for this section and whether a road safety audit has been carried out since the 20mph limit was introduced. I previously witnessed the rubber (survey) cables across the road by the 20mph sign earlier this year.

I would welcome a site meeting to discuss this.

ely,

[redacted]

------ Original Message ------

From "CommunityConcerns" <CommunityConcerns@south-wales.police.uk>

To "[redacted]

Date 16/10/2026 19:41:18

Subject Llantrisant Road, Pontyclun

> I have been passed your enquiry submitted to the GoSafe online portal, apologies for the delay in responding. We are experiencing high volumes of reports along with staff abstractions.

We have looked at this location previously and unfortunately, the topography of the road including the 90-degree bend does not allow any scope for mobile enforcement.

There is set criteria laid down by the Senedd as to where mobile speed cameras can enforce, one such criteria are that the site length must be a minimum of 400 metres, this should also include an uninterrupted line of site for our camera when the enforcement vehicle is parked.

If you feel that traffic calming would be beneficial you will need to contact the Highways department at Rhondda Cynon Taff Council.

Can I suggest you contact your local PCSO to carry out some handheld enforcement / visible deterrent, your PCSO details can be found at www.southwaleslistens.co.uk

Regards

**Trevor Brill**

**Swyddog Lleihau Anafiadau / Casualty Reduction Officer**

**GanBwyll | GoSafe**

**Trefforest | Treforest**

GanBwyll GoSafe
CADW FFYRDD CYMRU'N FWY DIOGEL
KEEPING WELSH ROADS SAFER

## Ymateb nad yw'n Argyfwng\ Non-Emergency Response

Oes angen i chi siarad â'r heddlu ond nid oes angen ymateb brys arnoch? Gallwch roi gwybod am fater drwy ein gwefan https://www.heddlu-de-cymru.police.uk, neu ffonio 101. Gallwch ddefnyddio 101 i roi gwybod am achosion nad ydynt yn rhai brys i unrhyw heddlu yng Nghymru a Lloegr. Mewn argyfwng, ffoniwch 999 bob amser.

Do you need to speak to the police but don't require an emergency response? You can make a report via our website https://www.south-wales.police.uk, or call 101. 101 can be used to report a non-emergency to any force in Wales and England. In an emergency always dial 999.

## Cymorth Iaith Gymraeg\Welsh Language Support

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

South Wales Police welcomes receiving correspondence in Welsh and English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

## Ymwadiad Heddlu De Cymru\South Wales Police Disclaimer

Gallai defnyddio neu ddatgelu'r neges e-bost hon heb awdurdod fod yn anghyfreithlon. Gallwch weld ein datganiad cyfrinachedd yn: https://www.heddlu-de-cymru.police.uk/cy-GB/heddluoedd/heddlu-de-cymru/ardaloedd/amdanom-ni/amdanom-ni/datganiad-cyfrinachedd-e-bost/".

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**From:** Office
**To:** [redacted] [redacted] last nights firework display
**Date:** 09 November 2026 08:57:57

---

Good morning, [redacted]

Thank you for your email and for explaining your concerns further.

I acknowledge the distinction you have raised regarding livestock and wildlife, particularly in relation to the volume, intensity, and proximity of the fireworks.

I will pass your email to Leigh, the Clerk, for consideration and await any further information you wish to share once you have received advice.

Regards,
*Cathy*

**Cathy Kennedy**
*Responsible Financial Officer (RFO)/Deputy Clerk*
*CiLCA, FiLCA, PiALC*
*Llanharan Community Council*
*01443 231430*
*office@llanharan-cc.gov.wales*

---

**From:** [redacted]
**Sent:** 07 November 2026 08:33
**To:** Office <Office@llanharan-cc.gov.wales>
**Subject:** Re: Concerns re last nights firework display

Good morning Cathy,

Thank you for taking the time to speak with me over the phone and for listening to and acknowledging our concerns.

We are currently seeking further advice from the relevant organisations and bodies regarding the impact of the fireworks display, and will be in touch again once we have had the opportunity to consider their guidance.

However, we would like to express our disappointment at the Facebook post published by the Community Council last night, which stated that, as the event is held on 5th November, animal owners have ample

opportunity to make provisions for their pets and animals.

We feel this statement demonstrates a lack of understanding of the particular challenges faced by those keeping livestock and managing agricultural land. Unlike domestic pets, farm animals and wildlife cannot simply be moved away from the source of the noise or safely accommodated elsewhere. Nor is it reasonable to suggest that animal owners can adequately prepare for or mitigate the effects of exceptionally loud fireworks being set off in such close proximity to neighbouring agricultural land.

Our concern has never been simply about the date on which the display takes place, but rather the volume, intensity and proximity of the fireworks, and the very real distress and potential consequences this can cause to livestock and wildlife.

We would have hoped that the Community Council would recognise these concerns and give due consideration to the impact of its events on neighbouring landowners, rather than placing the responsibility entirely on animal owners to manage the consequences.

We will be in touch again in due course.

Kind regards,

[redacted]

Sent from my iPhone

> On 6 Nov 2026, at 10:35, Office <Office@llanharan-cc.gov.wales> wrote:
>
> Dear [redacted]
>
> Thank you for your call about the distress last night's fireworks caused your farm animals and the bats you observed flying away from the area.
>
> I appreciate you raising your concerns, particularly about the noise increasing over the past three years.
>
> I will ensure this is discussed with the Councillors, investigate the

relevant animal welfare legislation and keep you informed of discussions.

I am sorry to hear of the distress caused and hope your animals are more settled today.

Regards,

*Cathy*

**Cathy Kennedy**
*Responsible Financial Officer (RFO)/Deputy Clerk*
*CiLCA, FiLCA, PiALC*
*Llanharan Community Council*
*01443 231430*
*office@llanharan-cc.gov.wales*

**From:** Leigh Smith. The Clerk. Llanharan Community Council
**To:** Janine Turner; David Evans; geraint.e.hopkins@rctcbc.gov.uk; Geraint
**Subject:** FW: chapel road parking
**Date:** 17 November 2026 17:23:00

---

Hi all,

Please see below correspondence from a member of the public.

I will incorporate this into correspondence for the forthcoming council meeting also.

regards

**Leigh Smith**
**Clerk to the Council.**
**Llanharan Community Council**
**Clerk@llanharan-cc.gov.wales**
**project@llanharan-cc.gov.wales**
www.llanharan-cc.gov.wales
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**From:** [redacted]
**Sent:** 17 November 2026 17:03
**To:** Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
**Subject:** RE: chapel road parking

Hi Leigh,

That would be great, yes please.

[redacted]

Thanks [redacted]

Yahoo Mail: Search, organise, conquer

On Tue, 17 Nov 2026 at 16:31, Leigh Smith. The Clerk. Llanharan Community Council
<clerk@llanharan-cc.gov.wales> wrote:

Good afternoon [redacted]

I know that RCTCBC have Llanharan Railway Station Parking on one of their capital lists or transport improvement lists (I can't find the relevant documentation on their website though).

Parking is generally the preserve of the local authority.

However, I will pass your email onto Councillors (Including our 3 RCT County Borough Councillors).

Would you give permission for me to pass on your contract details to the 3 RCT members so they can get in touch directly if they wish?

Best regards

**Leigh Smith**

**Clerk to the Council.**

**Llanharan Community Council**

**Clerk@llanharan-cc.gov.wales**

**project@llanharan-cc.gov.wales**

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**From:** [redacted]
**Sent:** 17 November 2026 16:17
**To:** Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
**Subject:** chapel road parking

Good afternoon,

I hope you are well.

Would it be possible to look at the parking at chapel road? Now the train services are in full swing again, parking has gone crazy. It eased drastically after covid, but the last year seems to have returned back to normal.

We have a few elderly in the street along with disabled and without alternative parking it is causing a nuisance.

Any improvements would be highly appreciated.

Best Wishes
[redacted]

Yahoo Mail: Search, organise, conquer

**Appendix 4**

**<u>To note community crime statistics published on the publicly available South Wales Police website and other crime information, Note: Stats for September 2026</u>**

Full stats available at:

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

## Top reported crimes

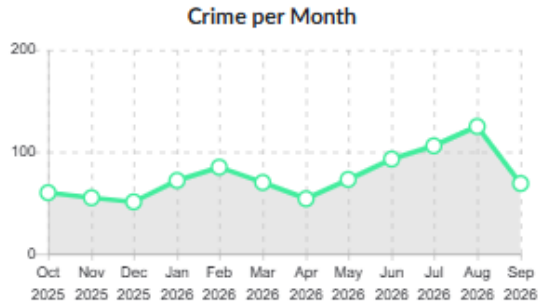
Most commonly reported crimes during Sep 2026

| | |
|---|---|
| Violence and sexual offences | 38 |
| Anti-social behaviour | 10 |
| Public order | 8 |
| Other theft | 3 |

Crime prevention

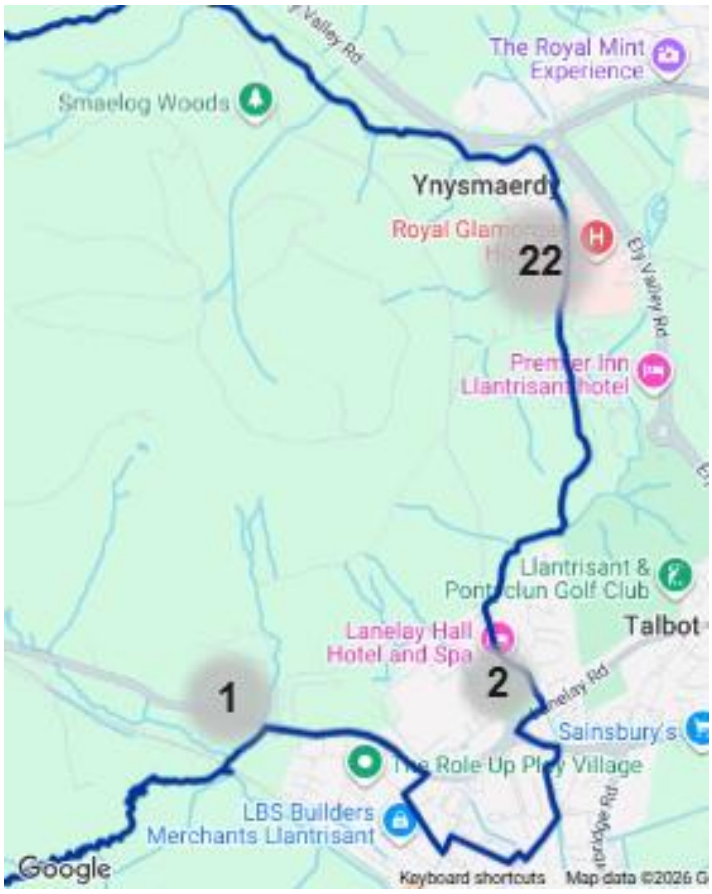
## Crime levels in your area

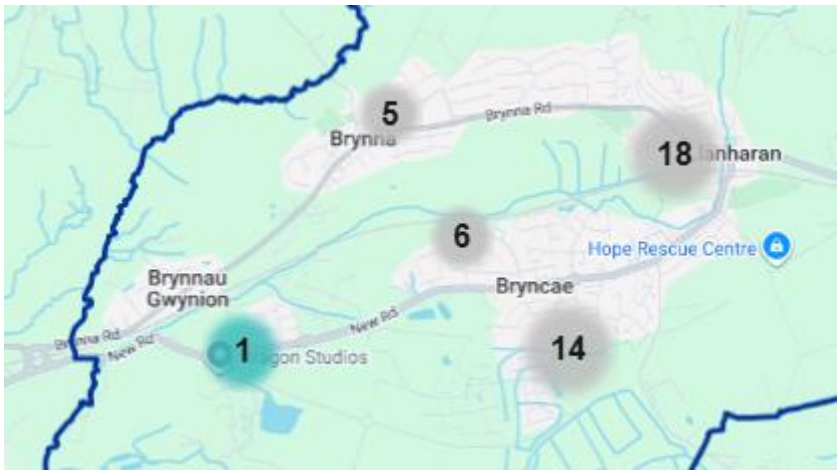
Crime for last year




View as a list




The Royal Mint Experience
Smaelog Woods
Ynysmaerdy
22
Premier Inn
Llantrisant & Pontyclun Golf Club
Talbot
Lanelay Hall Hotel and Spa
2
1
Sainsbury's
LBS Builders Merchants Llantrisant
Google
Keyboard shortcuts
Map data ©2026


5
Brynna
Brynna Rd
18
6
Hope Rescue Centre
Brynnau Gwynion
Bryncae
New Rd
1
14

| Priority: | Action taken: |
| --- | --- |
| ASB. Youth nuisance, rowdy groups, abusive behaviour, noise complaints. Youth nuisance, rowdy groups, abusive behaviour, noise complaints. Drug use - Bryncae/Brynna Community Centre/ Brynna Road Park.<br>Issued 03 September 2026 | Action taken is updated every three months.<br>Actioned 03 September 2026 |
| Theft of/from cars, car meets, interference.<br>Issued 03 September 2026 | Action taken is updated every three months.<br>Actioned 03 September 2026 |
| Off-road motorbikes & illegal vehicle use. Bikes/scooters being driven dangerously, noise nuisance, Surrons.<br>Issued 03 September 2026 | Action taken is updated every three months.<br>Actioned 03 September 2026 |

## Events

**PACT meeting at Bryncae community centre**

6:00PM - 7:30PM, Sat 02 January 2027

Bryncae Community Centre, Pontyclun



**Jorge Lee**
**Police Constable**



**Lauren Edwards**
**PCSO**



**Lee Parsons**
**PS**

**Current and Premium Bank A/c**

**List of Payments made between 01/10/2026 and 31/10/2026**

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|---|---|---|---|---|---|
| 01/10/2026 | One World Rental | 887613 | 852.00 | CP | Fireworks Scanners |
| 01/10/2026 | Floral Fresh | 31 | 51.00 | CP | BCC Cleaning |
| 01/10/2026 | Woodland Walk | 252 | 960.00 | CP | Reindeer |
| 01/10/2026 | Cutprice Wholesaler | 169203 | 234.47 | CP | Grotto |
| 01/10/2026 | RCT | SEPTPENSIO | 2,896.13 | CP | SeptPension |
| 01/10/2026 | Rebecca Jenkins | 261001 | 87.50 | CP | Recycling Bags |
| 02/10/2026 | St John Ambulance | 24539 | 625.98 | CP | Christmas Fete |
| 02/10/2026 | St John Ambulance | 24539 | -625.98 | CP | Christmas Fete |
| 05/10/2026 | Bank Charges | DD | 9.37 | | Bank Charges 12Aug/13Sep |
| 06/10/2026 | FareShare Cymru | 7114 | 76.00 | CP | Pantry |
| 06/10/2026 | Solar Shades | 9 | 6,000.00 | CP | BCC Blinds |
| 06/10/2026 | Howells Legal Ltd | 302078 | 360.00 | CP | CIL Shower Block |
| 06/10/2026 | Floral Fresh | 32 | 51.00 | CP | BCC Cleaning |
| 06/10/2026 | St John Ambulance | 24539 | 312.99 | CP | Christmas Fete - Deposit |
| 07/10/2026 | Trustmark Print & Design | 108106 | 15.59 | CP | Stationery |
| 07/10/2026 | SW BCC Deposit Refund | 261007 | 50.00 | CP | SW BCC Deposit Refund |
| 08/10/2026 | Tesco Mobile | 1343172188 | 11.08 | DD | Office Mobile |
| 13/10/2026 | RCT | 261012 | 1,008.00 | CP | Suds Memorial Garden |
| 13/10/2026 | Ryan Morgan Electrical | 19 | 588.00 | CP | BCC Blinds |
| 13/10/2026 | Floral Fresh | 33 | 51.00 | CP | BCC Cleaning |
| 13/10/2026 | Total Energies | 424145122 | 73.87 | DD | BCC gas |
| 14/10/2026 | ER BCC Dep Refund | 261013 | 30.00 | CP | ER BCC Dep Refund |
| 15/10/2026 | ARVAL | 15716641 | 500.58 | DD | Monthly Van Hire |
| 15/10/2026 | RCT | 53276220 | 791.00 | CP | Business Rates BCC |
| 20/10/2026 | Valda | 2108985 | 30.12 | DD | Jeffs Lane |
| 20/10/2026 | Floral Fresh | 34 | 51.00 | DD | BCC Cleaning |
| 21/10/2026 | Talk Talk | 9242510 | 49.34 | DD | BCC Telephone&Broadband |
| 21/10/2026 | EDF | 91538836 | 122.92 | DD | Chapel Rd - Electricity Supply |
| 23/10/2026 | Wales & West PAT Testing | 547 | 130.00 | CP | Sound equip & office |
| 23/10/2026 | HMRC NI & Tax | MTH6 | 2,784.19 | DD | HMRC NI & Tax |
| 23/10/2026 | BNP Paribas | FLGB902576 | 200.13 | DD | Photocopier Lease |
| 26/10/2026 | EDF | 30018652 | 177.66 | DD | BCC Gas |
| 26/10/2026 | Clarity Copiers | 251206 | 2.65 | DD | Photocopy sheets |
| 27/10/2026 | Barclaycard | 261020 | 2,373.31 | | Barclaycard Statement |
| 28/10/2026 | Vale Consultancy | 13139 | 1,314.00 | CP | Mem Garden Const Fees |
| 28/10/2026 | STAFF SALARIES | OCT SALARI | 7,274.30 | CP | STAFF SALARIES |
| 28/10/2026 | RCT | OCTPENSION | 2,314.39 | CP | Oct Pension Payment |
| 29/10/2026 | One Voice Wales | 11024 | 44.00 | CP | Cllr Training |
| 29/10/2026 | Green Acres Contracting | 701 | 252.00 | CP | Allotment Hedge Cutting |
| 29/10/2026 | SSE Electric | 4860248 | 55.07 | CP | Jeffs Lane Final Sept Inv |
| 29/10/2026 | SSE Electric | 4965640 | 156.55 | CP | Final Jeffs Lane Inv Oct 26 |
| 29/10/2026 | S Jeffs T/A Floral Fresh | 35 | 51.00 | CP | BCC Cleaning Contract |

**Total Payments** 32,392.21

# Llanharan Community Council FY2026-27

Detailed Income & Expenditure by Budget Heading 31/10/2026

Cost Centre Report

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 100 | Income | | | | | | | |
| 1076 | Precept | 320,808 | 320,808 | (0) | | | 100.0% | |
| 1090 | PSDF Re-invested dividend | 31,023 | 22,500 | (8,523) | | | 137.9% | |
| 1100 | Agency Income | (1,330) | 1,330 | 2,660 | | | (100.0%) | |
| 1990 | Other Income | 823 | 500 | (323) | | | 164.6% | |
| 1993 | Grants | 750 | 0 | (750) | | | 0.0% | 750 |
| | Income :- Income | 352,075 | 345,138 | (6,937) | | | 102.0% | 750 |
| | Net Income | 352,075 | 345,138 | (6,937) | | | | |
| 6001 | less Transfer to EMR | 750 | 0 | (750) | | | | |
| | Movement to/(from) Gen Reserve | 351,325 | 345,138 | (6,187) | | | | |
| 200 | Administration | | | | | | | |
| 4000 | Staff Salaries & Wages (Net) | 56,328 | 83,937 | 27,609 | | 27,609 | 67.1% | |
| 4001 | HMRC Interest Charges | 9 | 0 | (9) | | (9) | 0.0% | |
| 4005 | Employer & Employee Pension | 17,051 | 30,521 | 13,470 | | 13,470 | 55.9% | |
| 4010 | Employer & Employee NI & Tax | 13,116 | 46,733 | 33,617 | | 33,617 | 28.1% | |
| 4055 | Mileage & Subsistence | 0 | 200 | 200 | | 200 | 0.0% | |
| 4057 | HR Expenditure | 665 | 750 | 85 | | 85 | 88.7% | |
| 4060 | Non domestic rates | 2,435 | 2,650 | 215 | | 215 | 91.9% | |
| 4065 | Office Rent | 1,750 | 3,500 | 1,750 | | 1,750 | 50.0% | |
| 4066 | Meeting venue hire | 90 | 390 | 300 | | 300 | 23.1% | |
| 4070 | IT Costs - SaaS & website | 4,981 | 5,500 | 519 | | 519 | 90.6% | |
| 4075 | Telephone & Broadband | 751 | 1,350 | 599 | | 599 | 55.6% | |
| 4080 | Electricity supply | 718 | 1,500 | 782 | | 782 | 47.9% | |
| 4085 | Water supply | 113 | 200 | 87 | | 87 | 56.7% | |
| 4090 | Printing, Postage & Stationery | 547 | 350 | (197) | | (197) | 156.4% | |
| 4095 | Cleaning Materials | 33 | 50 | 17 | | 17 | 65.5% | |
| 4100 | Cleaning Contract | 384 | 1,250 | 866 | | 866 | 30.7% | |
| 4105 | Civic regalia | 75 | 0 | (75) | | (75) | 0.0% | |
| 4110 | Building Maintenance | 183 | 1,000 | 817 | | 817 | 18.3% | |
| 4115 | Professional and Legal Fees | 512 | 3,000 | 2,488 | | 2,488 | 17.1% | |
| 4116 | Land Registery Fees | 161 | 150 | (11) | | (11) | 107.3% | |
| 4120 | Internal Audit Fees | 9 | 1,000 | 991 | | 991 | 0.9% | |
| 4125 | External Audit Fees | (771) | 740 | 1,511 | | 1,511 | (104.2%) | |
| 4130 | Subscriptions and Memberships | 2,998 | 2,750 | (248) | | (248) | 109.0% | |
| 4135 | Bank Charges | 69 | 200 | 131 | | 131 | 34.4% | |
| 4140 | Storage Space Rental | 758 | 0 | (758) | | (758) | 0.0% | |
| 4775 | Consumables | 130 | 0 | (130) | | (130) | 0.0% | |
| | Administration :- Indirect Expenditure | 103,093 | 187,721 | 84,628 | 0 | 84,628 | 54.9% | 0 |
| | Net Expenditure | (103,093) | (187,721) | (84,628) | | | | |

Continued over page

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 220 | Insurances | | | | | | | |
| 4200 | General Insurance | 5,466 | 6,175 | 709 | | 709 | 88.5% | |
| 4205 | Vehicle Insurance | 0 | 3,330 | 3,330 | | 3,330 | 0.0% | |
| 4210 | Office Insurance | 0 | 250 | 250 | | 250 | 0.0% | |
| | Insurances :- Indirect Expenditure | 5,466 | 9,755 | 4,289 | 0 | 4,289 | 56.0% | 0 |
| | Net Expenditure | (5,466) | (9,755) | (4,289) | | | | |
| 240 | Staff & Member Training | | | | | | | |
| 4300 | Members Training | 86 | 1,100 | 1,014 | | 1,014 | 7.8% | |
| 4305 | Staff Training | 372 | 1,800 | 1,428 | | 1,428 | 20.7% | |
| | Staff & Member Training :- Indirect Expenditure | 458 | 2,900 | 2,442 | 0 | 2,442 | 15.8% | 0 |
| | Net Expenditure | (458) | (2,900) | (2,442) | | | | |
| 260 | Member's Allowances | | | | | | | |
| 4350 | Chair | 900 | 1,500 | 600 | | 600 | 60.0% | |
| 4355 | Special Responsibility | 400 | 500 | 100 | | 100 | 80.0% | |
| 4360 | Member Allowances | 1,872 | 2,912 | 1,040 | | 1,040 | 64.3% | |
| | Member's Allowances :- Indirect Expenditure | 3,172 | 4,912 | 1,740 | 0 | 1,740 | 64.6% | 0 |
| | Net Expenditure | (3,172) | (4,912) | (1,740) | | | | |
| 300 | Plant & Equipment | | | | | | | |
| 4400 | Plant Purchase / Lease | 3,688 | 6,000 | 2,312 | | 2,312 | 61.5% | |
| 4410 | Green Mower Maintenance | 370 | 0 | (370) | | (370) | 0.0% | |
| 4415 | Red Tractor Maintenance | 2,408 | 1,000 | (1,408) | | (1,408) | 240.8% | |
| 4420 | Portable & Hand Tools Purchase | 268 | 250 | (18) | | (18) | 107.4% | |
| 4425 | Portable & Hand Tool Maint | 0 | 400 | 400 | | 400 | 0.0% | |
| 4430 | Work wear & uniform | 47 | 300 | 253 | | 253 | 15.7% | |
| 4435 | Plant & Equipment Fuel | 496 | 700 | 204 | | 204 | 70.8% | |
| | Plant & Equipment :- Indirect Expenditure | 7,276 | 8,650 | 1,374 | 0 | 1,374 | 84.1% | 0 |
| | Net Expenditure | (7,276) | (8,650) | (1,374) | | | | |
| 400 | Street Furnishings | | | | | | | |
| 4500 | Floral displays - biodiversity | 9,760 | 10,100 | 340 | | 340 | 96.6% | |
| 4505 | Christmas Lights and Trees | 9,349 | 24,500 | 15,151 | | 15,151 | 38.2% | |
| 4510 | Public Clocks | 1,220 | 540 | (680) | | (680) | 225.9% | |
| 4515 | Notice Boards | 0 | 100 | 100 | | 100 | 0.0% | |

Continued over page

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4520 | Bus shelter | 0 | 500 | 500 | | 500 | 0.0% | |
| 4525 | Planters | 0 | 100 | 100 | | 100 | 0.0% | |
| 4530 | Benches & Tables | 0 | 100 | 100 | | 100 | 0.0% | 383 |
| | Street Furnishings :- Indirect Expenditure | 20,329 | 35,940 | 15,611 | 0 | 15,611 | 56.6% | 383 |
| | Net Expenditure | (20,329) | (35,940) | (15,611) | | | | |
| 6000 | plus Transfer from EMR | 383 | 0 | (383) | | | | |
| | Movement to/(from) Gen Reserve | (19,947) | (35,940) | (15,993) | | | | |
| 500 | Community Functions | | | | | | | |
| 4600 | Christmas Dinners | 0 | 9,000 | 9,000 | | 9,000 | 0.0% | |
| 4610 | Firework Display | 1,210 | 10,500 | 9,290 | | 9,290 | 11.5% | |
| 4615 | Multi Cultural Carnival | 1,836 | 9,500 | 7,664 | | 7,664 | 19.3% | |
| | Community Functions :- Indirect Expenditure | 3,046 | 29,000 | 25,954 | 0 | 25,954 | 10.5% | 0 |
| | Net Expenditure | (3,046) | (29,000) | (25,954) | | | | |
| 550 | Grants | | | | | | | |
| 4700 | Grants | 0 | 12,000 | 12,000 | | 12,000 | 0.0% | |
| 4701 | S137 LGA 1972 Grants | 33,226 | 25,000 | (8,226) | | (8,226) | 132.9% | |
| 4715 | WLT - Brynna Woods Grant | 0 | 10,000 | 10,000 | 5,000 | 5,000 | 50.0% | |
| | Grants :- Indirect Expenditure | 33,226 | 47,000 | 13,774 | 5,000 | 8,774 | 81.3% | 0 |
| | Net Expenditure | (33,226) | (47,000) | (13,774) | | | | |
| 600 | Outdoor Spaces | | | | | | | |
| 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 | (110) | 1,000 | 1,110 | | 1,110 | (11.0%) | |
| 4810 | Play & O/Spaces | 2,571 | 1,900 | (671) | | (671) | 135.3% | |
| 4815 | Repairs & Maintenance | 179 | 150 | (29) | | (29) | 119.6% | |
| 4900 | Allotment expenditure | 900 | 0 | (900) | | (900) | 0.0% | |
| | Outdoor Spaces :- Indirect Expenditure | 2,274 | 4,380 | 2,106 | 0 | 2,106 | 51.9% | 0 |
| | Net Expenditure | (2,274) | (4,380) | (2,106) | | | | |
| 620 | War Memorials | | | | | | | |
| 4850 | Maintenance Contract | 1,367 | 1,367 | 0 | | 0 | 100.0% | |
| 4855 | Other Maintenance | 193 | 500 | 307 | | 307 | 38.6% | |
| | War Memorials :- Indirect Expenditure | 1,560 | 1,867 | 307 | 0 | 307 | 83.6% | 0 |
| | Net Expenditure | (1,560) | (1,867) | (307) | | | | |

Continued over page

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 630 | Llanharan Pantry | | | | | | | |
| 1991 | Llanharan Pantry | 883 | 0 | (883) | | | 0.0% | |
| | Llanharan Pantry :- Income | 883 | 0 | (883) | | | | 0 |
| 4730 | Llanharan Pantry Purchases | 2,413 | 0 | (2,413) | | (2,413) | 0.0% | 363 |
| | Llanharan Pantry :- Indirect Expenditure | 2,413 | 0 | (2,413) | 0 | (2,413) | | 363 |
| | Net Income over Expenditure | (1,530) | 0 | 1,530 | | | | |
| 6000 | plus Transfer from EMR | 363 | 0 | (363) | | | | |
| | Movement to/(from) Gen Reserve | (1,167) | 0 | 1,167 | | | | |
| 640 | Bryncae Community Centre | | | | | | | |
| 1992 | BCC Hire Fees | 10,160 | 13,500 | 3,340 | | | 75.3% | |
| | Bryncae Community Centre :- Income | 10,160 | 13,500 | 3,340 | | | 75.3% | 0 |
| 4060 | Non domestic rates | 5,534 | 8,600 | 3,067 | | 3,067 | 64.3% | |
| 4075 | Telephone & Broadband | 332 | 500 | 168 | | 168 | 66.3% | |
| 4080 | Electricity supply | 785 | 3,500 | 2,715 | | 2,715 | 22.4% | |
| 4095 | Cleaning Materials | 226 | 380 | 154 | | 154 | 59.4% | |
| 4100 | Cleaning Contract | 1,716 | 2,580 | 864 | | 864 | 66.5% | |
| 4110 | Building Maintenance | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4215 | BCC Insurance | 371 | 460 | 89 | | 89 | 80.6% | |
| 4755 | Gas supply | 644 | 4,500 | 3,856 | | 3,856 | 14.3% | |
| 4760 | Water Rates | 595 | 1,000 | 405 | | 405 | 59.5% | |
| 4765 | Statutory Compliance Fees | 994 | 1,250 | 256 | | 256 | 79.5% | |
| 4775 | Consumables | 88 | 375 | 288 | | 288 | 23.3% | |
| 4780 | BCC Administrative Costs | 5,402 | 540 | (4,862) | | (4,862) | 1000.4% | |
| | Bryncae Community Centre :- Indirect Expenditure | 16,686 | 24,685 | 7,999 | 0 | 7,999 | 67.6% | 0 |
| | Net Income over Expenditure | (6,526) | (11,185) | (4,659) | | | | |
| 650 | Street Lighting Electric | | | | | | | |
| 4080 | Electricity supply | 661 | 0 | (661) | | (661) | 0.0% | |
| 4575 | Street Lighting Electric | 0 | 1,050 | 1,050 | | 1,050 | 0.0% | |
| | Street Lighting Electric :- Indirect Expenditure | 661 | 1,050 | 389 | 0 | 389 | 62.9% | 0 |
| | Net Expenditure | (661) | (1,050) | (389) | | | | |
| 700 | Bridgend Road Allotments | | | | | | | |
| 1200 | Allotment Income | 216 | 3,250 | 3,034 | | | 6.6% | |
| | Bridgend Road Allotments :- Income | 216 | 3,250 | 3,034 | | | 6.6% | 0 |

Continued over page

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4900 | Allotment expenditure | 81 | 522 | 441 | | 441 | 15.6% | |
| 4901 | Allotment Maintenance | 600 | 0 | (600) | | (600) | 0.0% | |
| 4905 | Allotment Water | 169 | 0 | (169) | | (169) | 0.0% | |
| Bridgend Road Allotments :- Indirect Expenditure | | 850 | 522 | (328) | 0 | (328) | 162.9% | 0 |
| | Net Income over Expenditure | (634) | 2,728 | 3,362 | | | | |
| 705 | Jubilee Street Allotments | | | | | | | |
| 1200 | Allotment Income | 12 | 0 | (12) | | | 0.0% | |
| | Jubilee Street Allotments :- Income | 12 | 0 | (12) | | | | 0 |
| 4900 | Allotment expenditure | 210 | 350 | 140 | | 140 | 60.0% | |
| Jubilee Street Allotments :- Indirect Expenditure | | 210 | 350 | 140 | 0 | 140 | 60.0% | 0 |
| | Net Income over Expenditure | (198) | (350) | (152) | | | | |
| 710 | Pendre Allotments | | | | | | | |
| 4900 | Allotment expenditure | 0 | 150 | 150 | | 150 | 0.0% | |
| | Pendre Allotments :- Indirect Expenditure | 0 | 150 | 150 | 0 | 150 | 0.0% | 0 |
| | Net Expenditure | 0 | (150) | (150) | | | | |
| 750 | Community Infrastructure Levy | | | | | | | |
| 1300 | Community Infrastructure Levy | 247,697 | 0 | (247,697) | | | 0.0% | 247,697 |
| | Community Infrastructure Levy :- Income | 247,697 | 0 | (247,697) | | | | 247,697 |
| 4950 | CIL Benches | 412 | 0 | (412) | | (412) | 0.0% | 412 |
| 4955 | CIL Project 1 Memorial Garden | 31,958 | 0 | (31,958) | | (31,958) | 0.0% | 31,958 |
| 4958 | CIL Grants | 4,564 | 0 | (4,564) | | (4,564) | 0.0% | 4,564 |
| 4965 | CIL LCC shower block | 15,306 | 0 | (15,306) | | (15,306) | 0.0% | 15,306 |
| 4966 | CIL Project Ewenny Bridge | 14,427 | 0 | (14,427) | | (14,427) | 0.0% | 14,427 |
| 4969 | CIL Bryncae Community Centre | 8,098 | 0 | (8,098) | | (8,098) | 0.0% | 8,098 |
| | Community Infrastructure Levy :- Indirect Expenditure | 74,764 | 0 | (74,764) | 0 | (74,764) | | 74,764 |
| | Net Income over Expenditure | 172,933 | 0 | (172,933) | | | | |
| 6000 | plus Transfer from EMR | 74,764 | 0 | (74,764) | | | | |
| 6001 | less Transfer to EMR | 247,697 | 0 | (247,697) | | | | |
| | Movement to/(from) Gen Reserve | 0 | 0 | 0 | | | | |

Continued over page

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 800 | Contingency | | | | | | | |
| 4990 | Contingency | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| | Contingency :- Indirect Expenditure | 0 | 3,000 | 3,000 | 0 | 3,000 | | 0 |
| | Net Expenditure | 0 | (3,000) | (3,000) | | | | |
| | Grand Totals:- Income | 611,043 | 361,888 | (249,155) | | | 168.8% | |
| | Expenditure | 275,484 | 361,882 | 86,398 | 5,000 | 81,398 | 77.5% | |
| | Net Income over Expenditure | 335,559 | 6 | (335,553) | | | | |
| | plus Transfer from EMR | 75,510 | 0 | (75,510) | | | | |
| | less Transfer to EMR | 248,447 | 0 | (248,447) | | | | |
| | Movement to/(from) Gen Reserve | 162,621 | 6 | (162,615) | | | | |

**Budget Monitoring and Potential Virements**

***For Full Council – 19 November 2026 | Position at 31 October 2026***

## Purpose and financial overview

This report identifies expenditure headings exceeding their annual budgets as at 31 October 2026. A virement is not proposed automatically simply because an individual nominal code shows an overspend.

## Expenditure exceeding budget: explanations and actions

### Administration – Cost Centre 200

**4001 HMRC Interest Charges — budget £0; spent £9; over £9.** A £9 interest charge was incurred due to the timing of HMRC payments. A Direct Debit has been established to ensure future payments are made on time and prevent further interest charges.

**4057 HR Expenditure is now £665 against a £750 budget**. The £352 reduction matches the increase in staff training code 4305, consistent with the reallocation identified last month. The heading no longer shows an overspend.

**4090 Printing, Postage & Stationery — budget £350; spent £547; over £197.** This heading now exceeds budget.

**4105 Civic Regalia — budget £0; spent £75; over £75.** Expenditure relates to updating the Council's office honour board. No budget provision was made for this expenditure.

**4116 Land Registry Fees — budget £150; spent £161; over £11.** This heading now exceeds budget.

**4130 Subscriptions and Memberships — budget £2,750; spent £2,998; over £248.** The overspend is attributable to an additional SLCC membership for the newly employed Responsible Financial Officer (RFO).

**4140 Storage Space Rental — budget £0; spent £758; over £758.** No budget provision was made for storage rental as the Council's new garage space at the Memorial Garden was expected to be completed. Unforeseen circumstances delayed completion, making continued storage rental necessary. Completion is now anticipated within the next few months, so no budget provision is proposed for storage rental in 2027/28.

**4775 Consumables — budget £0; spent £130; over £130.** The expenditure relates to office consumables, for which no budget provision was made in the current financial year. An appropriate budget will be proposed for 2027/28.

### Plant & Equipment – Cost Centre 300

**4410 Green Mower Maintenance — budget £0; spent £370; over £370.** No budget provision was made for green mower maintenance in the current financial year. As this is an ongoing maintenance requirement, a separate budget heading and appropriate financial provision will be included for consideration during the 2027/28 budget setting process.

**4415 Red Tractor Maintenance — budget £1,000; spent £2,408; over £1,408.** Unforeseen repairs and maintenance. Genuine additional costs.

**4420 Portable & Hand Tools Purchase — budget £250; spent £268; over £18.** This heading now exceeds budget.

**Street Furnishings – Cost Centre 400**

**4510 Public Clocks — budget £540; spent £1,220; over £680.** Additional telescopic ladder to access Llanharan Clock and £60 inconvenience payment to neighbouring homeowner covering three years.

**Grants – Cost Centre 550**

**4701 Section 137 Grants — budget £25,000; spent £33,226; over £8,226.** Expenditure comprises £30,000 awarded to LCDP, as previously approved by Council, and £3,226 in other grants. The LCDP award was £5,000 above the £25,000 budget. However, a separate £12,000 general grants budget remains unspent, so grant expenditure overall remains within the combined budget.

**Outdoor Spaces – Cost Centre 600**

**4095 Cleaning Materials — budget £0; spent £64; over £64.** Set a budget for 2027/28.

**4810 Play & Outdoor Spaces — budget £1,900; spent £2,571; over £671.** This heading now exceeds budget.

**4815 Repairs & Maintenance — budget £150; spent £179; over £29.** Increase budget for 2027/28.

**4900 Allotment Expenditure — budget £0; spent £900; over £900.** The expenditure relates to asbestos checks and removal across all three allotment sites, so it cannot be allocated to a single allotment cost centre. A general allotments budget will be proposed for 2027/28 to cover expenditure shared across the sites.

**Bryncae Community Centre – Cost Centre 640**

**4780 BCC Administrative Costs — budget £540; spent £5,402; over £4,862.** The balance includes £5,000 for the purchase of blinds. The Grantscape grant, when received, will cover the £5,000 blinds expenditure.

**Street Lighting – Cost Centre 650**

**4080 Electricity Supply — budget £0; spent £661; over £661.** The expenditure is correctly recorded under this heading, but the £1,050 budget was set against code 4575 Street Lighting Electric. The cost centre remains within its overall budget.

**Bridgend Road Allotments – Cost Centre 700**

**4901 Allotment Maintenance — budget £0; spent £600; over £600.** Consider one overall budget for allotments for 2027/28.

**4905 Allotment Water — budget £0; spent £169; over £169.** Consider including in an overall budget for allotments for 2027/28.

**Recommendations to Council**

Council is requested to:

1. Note the expenditure and explanations in this report as at 31 October 2026.

2. Approve the expenditure already incurred above the relevant annual budgets, as listed below, insofar as it has not already been authorised by a resolution of Council or a duly delegated committee. This approval is sought under Financial Regulation 4.4; it does not transfer budgets or authorise further expenditure.

**Administration 200 —** 4001 HMRC interest £9; 4090 printing, postage and stationery £197; 4105 civic regalia £75; 4116 Land Registry fees £11; 4130 subscriptions and memberships £248; 4140 storage rental £758; 4775 office consumables £130.

**Plant and Equipment 300 —** 4410 green mower maintenance £370; 4415 red tractor maintenance £1,408; 4420 portable and hand tools £18.

**Street Furnishings 400 —** 4510 public clocks £680.

**Outdoor Spaces 600 —** 4095 cleaning materials £64; 4810 play and outdoor spaces £671; 4815 repairs and maintenance £29; 4900 general allotment expenditure £900.

**Bryncae Community Centre 640 —** 4780 administrative costs £4,862 above budget, including the £5,000 blinds purchase which the Grantscape grant will cover when received.

**Bridgend Road Allotments 700 —** 4901 allotment maintenance £600; 4905 allotment water £169.

The figures above are the amounts exceeding each heading’s annual budget. Approval now records Council’s decision on expenditure already incurred; it does not replace any approval that was required before commitment.

# LLANHARAN PANTRY FINANCIAL REPORT

Financial year 2026/27 | For Full Council 19 November 2026

Donations recorded to 14 November 2026 | Expenditure recorded to 6 November 2026

**Overview**

The Llanharan Pantry has recorded £1,084.65 in donations and £2,504.43 in expenditure. With £5,218.56 brought forward from 2025/26, the remaining recorded funds are £3,798.78. Expenditure has exceeded new donations by £1,419.78, with the difference met from funds brought forward.

**1. Financial position**

| Item | Amount |
|---|---|
| Funds brought forward from 2025/26 | £5,218.56 |
| Cash donations received | £1,084.65 |
| Total funds available | £6,303.21 |
| Expenditure | (£2,504.43) |
| **Balance of funds** | **£3,798.78** |

**2. Expenditure breakdown**

| Category / supplier | Recorded expenditure |
|---|---|
| Aldi - pantry purchases and supplies | £2,182.48 |
| Fareshare | £304.00 |
| RCT trade waste | £11.25 |
| Co-op | £6.70 |
| **Total expenditure** | **£2,504.43** |

Aldi represents approximately 87% of recorded expenditure. Supplier totals have been checked against the individual entries in the workbook.

**3. Pantry activity and donations**

The cash receipts sheet records 32 pantry sessions and 227 attendances/donors, averaging 7.1 per session. Donations average £33.90 per session, or £4.78 per recorded attendee. These are attendance instances, not necessarily unique individuals.

**4. Funding outlook**

The spreadsheet gives an indicative average expenditure of £80.79 per week. At that rate, the recorded balance of £3,798.78 represents approximately 47 weeks of funding before allowing for future donations, price changes or additional costs. This is an indicative projection rather than a guaranteed funding period.

**5. Points for Council to note**

The Pantry retains a positive recorded balance, but expenditure exceeds donations received. Council is requested to note the position and the need for continued monitoring of donations, purchasing and available funds.

The separate EMR Calc worksheet shows £3,561.25, which is £237.53 below the main ledger balance. Its donation total excludes the £5 received on 14 November, and its opening calculation also differs from the main ledger. These differences require reconciliation before the balance is treated as confirmed.

| 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 | | |
| 06/06/2026 | | 33.50 | 8 | | banked £75 on 11/06/26 |
| 13/06/2026 | | 43.00 | 8 | | banked £61.98 on 18/06/26 |
| 20/06/2026 | | 30.00 | 6 | | |
| 27/06/2026 | | 30.00 | 6 | | banked £60.00 on 07/07/26 |
| 04/07/2026 | | 27.50 | 6 | | |
| 11/07/2026 | | 32.50 | 7 | | banked £60.00 on 21/07/2026 |
| 18/07/2026 | | 22.50 | 5 | | |
| 25/07/2026 | | 46.62 | 10 | | |
| 01/08/2026 | | 32.50 | 7 | | |
| 15/08/2026 | | 46.05 | 10 | | banked £145 on 19/08/2026 |
| 22/08/2026 | | 32.50 | 7 | | |
| 29/08/2026 | | 53.50 | 11 | | |
| 05/09/2026 | | 28.16 | 7 | | |
| 12/09/2026 | | 47.40 | 10 | | banked £160 on 18/09/2026 |
| 19/09/2026 | | 37.50 | 7 | | |
| 26/09/2026 | | 30.00 | 6 | | banked £70 on 01/10/2026 |
| 03/10/2026 | | 17.19 | 4 | | |
| 10/10/2026 | | 35.00 | 7 | | Banked £50 on 19/10/2026 |
| 17/10/2026 | | 43.00 | 10 | | Banked £47.12 on 23/10/2026 |
| 24/10/2026 | | 27.50 | 6 | | Banked £27.50 29/10/2026 |
| 31/10/2026 | | 47.50 | 10 | | |
| 07/11/2026 | | 42.50 | 9 | | |
| 14/11/2026 | | 5.00 | 1 | | |

| | | |
|---|---|---|
| **Total donation receipts (£) from 05/04/25** | **1084.65** | |
| **Total footfall from 01/04/25** | | **227** |
| **Average donation per pantry from 18/04/2026 (£)** | **33.90** | |
| **Average No of donors per session from 18/04/2026** | | **7** |
| **No of sessions as from 18/04/2026** | | **32** |
| **Average spend per week since 18/04/2026 (£)** | **80.79** | |
| **Future funding for approx** | **47 weeks** | |

| | Date | £ | Receipt | Description |
|---|---|---|---|---|
| **Money In** | | | | |
| Brought forward from 25/26 | 01/04/2026 | **5218.56** | | B/F from 25/26 |
| | | | | |
| | | | | |
| | | | | |
| Total cash receipts | Rolling | 1084.65 | | |
| **Total in** | | **6303.21** | | |

**Money Out**

| | | | | |
|---|---|---|---|---|
| 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 | | |
| Fareshare | 01/05/2026 | 76.00 | | |
| Trade Waste RCT | 26/05/2026 | 11.25 | | |
| Aldi | 08/05/2026 | 82.25 | | |
| Aldi | 14/05/2026 | 55.22 | | |
| Aldi | 21/05/2026 | 48.74 | | |
| Aldi | 29/05/2026 | 87.78 | | |
| Fareshare | 01/06/2026 | 76.00 | | |
| Aldi | 04/06/2026 | 79.96 | | |
| Aldi | 11/06/2026 | 92.54 | | |
| Aldi | 19/06/2026 | 61.35 | | |
| Aldi | 26/06/2026 | 23.98 | | |
| Fareshare | 01/07/2026 | 76.00 | | |
| Aldi | 03/07/2026 | 67.38 | | |
| Aldi | 09/07/2026 | 52.91 | | |
| Aldi | 17/07/2026 | 61.29 | | |
| Aldi | 22/07/2026 | 36.38 | | |
| Aldi | 31/07/2026 | 82.62 | | |
| Aldi | 04/08/2026 | 2.65 | | Tea & Coffee for the volunteers |
| Aldi | 14/08/2026 | 50.21 | | |
| Aldi | 21/08/2026 | 94.37 | | |
| Aldi | 28/08/2026 | 77.55 | | |
| Aldi | 04/09/2026 | 100.81 | | |
| Aldi | 11/09/2026 | 76.93 | | |
| Aldi | 17/09/2026 | 114.35 | | |
| Aldi | 24/09/2026 | 65.35 | | |
| Aldi | 01/10/2026 | 85.86 | | |
| Aldi | 09/10/2026 | 44.13 | | |
| Aldi | 16/10/2026 | 83.26 | | |
| Aldi | 30/10/2026 | 55.42 | | |
| Aldi | 06/11/2026 | 98.37 | | |
| | | | | |
| Total out | | 2504.43 | | |
| | | | | |
| **Balance of Funds** | | **3798.78** | | |

**Ave footfall on a Saturday since 18/04/2026** **7**
**Future funding Approx. weeks** **47 weeks**

| | | 25/26 |
|---|---|---|
| Grants Received - £1k Received 24/09/25; £6K received 35/09/25 | 7000.00 | |
| Donations Received from 25/09/25 to 31/03/2026 | 994.94 | |
| Amount spent from 25/09/26 to 31/03/26 | | 3008.91 |
| Donations Received from 01/04/2026 to 07/11/2026 | 1079.65 | |
| Amount spent from 01/04/2026 to 31/10/26 | | 2504.43 |
| **Totals** | **9074.59** | **5513.34** |
| **Balance** | **3561.25** | |

**Appendix 7**

**To consider permitting officers to apply for an RCT 'food support fund' grant with regards to 'The Pantry'. Value at the officer's discretion.**

The RCT 'Food suport fund' grant has a closing date of 27th November 2026.

Some Terms and conditions are shown in the application form below. Full terms and conditions will be provided prior to accepting the grant.

**Motion:**

To delegate authority to the officers to apply for and receive the grant for the pantry.

**Project Ref:**
**FSF / _ _ _ _**

RHONDDA CYNON TAF

# RHONDDA CYNON TAF
# COMMUNITY FOOD SUPPORT FUND

# APPLICATION FORM

DRAFT

Please return forms to:

@ communityprogrammesandgrants@rctcbc.gov.uk
☎ 07854 334683

**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.

## What is the Community Food Support Fund?

This fund aims to reduce food insecurity and support residents experiencing poverty by investing in community-led food support activity, strengthening partnership working through the RCT Food Partnership, improving access to advice and guidance services, and supporting locally designed solutions that respond to identified community need.

## Who can apply?

Community Groups that can evidence they have a Constitution / Governing Document / Terms of Reference and a Bank Account in the name of the organisation with at least 2 separate signatories.

## Funded organisations will be required to:

- Deliver an activity that includes food support for residents.
- Engage with, or become a member of, the RCT Food Partnership.
- Provide access to advice and support for residents.
- Participate in programme monitoring and evaluation.

## How much can I apply for?

The maximum grant will not exceed £1,500. The fund will open on Monday 2nd November and close on Friday 27th November. Proposals will be assessed on a first come first served basis, subject to eligibility and available budget.

Projects must be fully spent and delivered available until March 31st 2027.

## How will my grant be paid?

If your application is approved, you will receive a letter with the detail of the grant and its terms and conditions. If you wish to accept the grant you will need to sign and return the terms and conditions. A payment will then be made into the bank account shown in your application. When you have completed your project, you will need to send us a brief report of your project, your receipts/invoices as well as some photographic evidence.

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*The Council is committed to keeping your personal information safe and secure and keeping you informed about how we use your information. To learn about how your privacy is protected and how and why we use your personal information to provide you with services, please visit our service privacy notice here [www.rctcbc.gov.uk/serviceprivacynotice](www.rctcbc.gov.uk/serviceprivacynotice) and the Councils data protection pages here [www.rctcbc.gov.uk/dataprotection](www.rctcbc.gov.uk/dataprotection).*

## 1. CONTACT DETAILS

**This section requires details of the person to whom, all correspondence in relation the grant should be sent.**

| Title *(Mr, Mrs, Miss, etc,)* | First Name: | Surname: |
|---|---|---|
| | | |

Address & Postcode:

Tel:

Mobile:

Email:

## 2. ORGANISATION DETAILS

**This section requires details of the organisation you are applying on behalf of.**

Name of Organisation:

Address & Postcode *(if different from above):*

Tel *(if different from above):*

Email *(if different from above):*

Is your organisation VAT Registered? Yes ☐ No ☐

If 'Yes' what is the registration number? VAT No:

Does your organisation have Public Liability Insurance in place to cover your activities? Yes ☐ No ☐

Does your organisation have appropriate policies in place to cover your activities? e.g. health and safety Yes ☐ No ☐

Does your organisation work with children, young people under the age of 18 or vulnerable adults? Yes ☐ No ☐

*It is your responsibilty have the appropriate insurances, policies and procedures in place. We may ask to view these.*

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## 3. BANK DETAILS

**If your application is successful, payment will be made via BACS directly into the Organisations Bank/Building Society account. Please provide these details below.**

| | |
|---|---|
| Organisation Account Name: | |
| Bank/Building Society Name: | |
| Sort Code (6 digits): | Account Number (8 digits): |
| Building Society Roll Number *(if applicable)*: | |

## 4. THE PROJECT

**Please provide a description of the project you are applying for.**

Project Name:

What are you planning to do with the funding? *Please include activities and dates. Providing food support to residents is a **mandatory** requirement.*

How will your project increase access to advice and support for residents? *For example, this could include hosting an information session on financial support services that are available.*

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The RCT Food Partnership is a network of third sector organisations, public services and businesses. The vision of the partnership is that '*Every person in Rhondda Cynon Taf can easily access nutritious, affordable and sustainable food.'* The network provides links across the county to share best practice and build connections.

Do you agree to become a member of or engage with the RCT Food Partnership? (By agreeing your email will be added to the Partnership's distribution list)

Yes ☐ No ☐ Already a member ☐

**Food Safety & Registration**

It is a legal requirement that all establishments serving food have the correct hygiene and safety procedures and are registered with their Local Authority as a food business, even if the food project is free to the community.

Please confirm that you meet the requirements below:

**Members of staff and/or volunteers involved with food distribution and/or preparation hold a relevant Food Hygiene Safety certificate.**
**Insert (X)**

Yes ☐

No ☐

**You are registered with RCTCBC as a food project. (If you are using a premises where multiple groups use a shared kitchen, each separate group will need to register)**
**Insert (X)**

Yes ☐

No ☐

Registering your venue is simple and quick process. Please follow the link below to register with RCTCBC: https://www.rctcbc.gov.uk/EN/Business/FoodBusinessRegistration

If you need support in finding suitable Food Hygiene and Safety courses, please contact the Community Programmes & Grants Team:
communityprogrammesandgrantsteam@rctcbc.gov.uk

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## 5. FINANCIAL DETAILS

**Please provide details of the cost of your project. The costs must be evidenced in the form of original estimates or quotes and must be from recognised suppliers.**

| Capital or Revenue? | Item | Cost | Grant Request |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | **TOTAL** | **£** | **£** |

## Section 6. AUTHORISATION

**This section requires the acknowledgement and signature of the APPLICANT (main contact detailed in Section 1), and one other senior person within the organisation, be it the Chairperson, Vice Chair or Treasurer or Trustee**

*I/we can confirm that:*

- *to the best of my knowledge, all answers on this application are true and accurate.*
- *I am/ we are authorised to sign this agreement and act on behalf of the organisation making this application.*
- *this application is made on the basis that if successful, the organisation will comply with the terms and conditions that follow.*
- *I/we authorise Rhondda Cynon Taf County Borough Council to make enquiries to any of its Divisions, any Financial Institution and/or named referee, in order to process the grant application.*

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**Signature 1**

**Applicant Name / Electronic Signature:**

**Role within organisation:**

**Signature 2**

**Counter Name / Electronic Signature (must be different from applicant with authority to sign on behalf of the organisation):**

**Role within organisation:**

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| 7. CHECKLIST | |
|---|---|
| **You must tick every box that applies before sending the application. Incomplete applications <u>will</u> be returned.** | |
| **I have answered all the questions** | |
| **I have signed the Authorisation & Declaration in Section 6** | |
| **Another senior person has signed the Authorisation & Declaration in Section 6** | |

*I have enclosed:*

| | |
|---|---|
| **A copy of the organisations Governing Document** | |
| **A recent bank statement to evidence the account is in the name of the organisation** | |
| **A letter of consent from the Freeholder *(if you are applying for physical work to land/buildings which is leasehold)*** | |
| **Planning permission / building regulations registration *(if applicable)*** | |
| **Original estimates/quotes to evidence the cost of your project** | |

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# Llanharan Community Council FY2026-27

Detailed Income & Expenditure by Budget Heading 31/10/2026

Cost Centre Report

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 640 | Bryncae Community Centre | | | | | | | |
| 1992 | BCC Hire Fees | 10,160 | 13,500 | 3,340 | | | 75.3% | |
| | Bryncae Community Centre :- Income | 10,160 | 13,500 | 3,340 | | | 75.3% | 0 |
| 4060 | Non domestic rates | 6,325 | 8,600 | 2,276 | | 2,276 | 73.5% | |
| 4075 | Telephone & Broadband | 332 | 500 | 168 | | 168 | 66.3% | |
| 4080 | Electricity supply | 785 | 3,500 | 2,715 | | 2,715 | 22.4% | |
| 4095 | Cleaning Materials | 226 | 380 | 154 | | 154 | 59.4% | |
| 4100 | Cleaning Contract | 1,716 | 2,580 | 864 | | 864 | 66.5% | |
| 4110 | Building Maintenance | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4215 | BCC Insurance | 371 | 460 | 89 | | 89 | 80.6% | |
| 4755 | Gas supply | 644 | 4,500 | 3,856 | | 3,856 | 14.3% | |
| 4760 | Water Rates | 595 | 1,000 | 405 | | 405 | 59.5% | |
| 4765 | Statutory Compliance Fees | 994 | 1,250 | 256 | | 256 | 79.5% | |
| 4775 | Consumables | 88 | 375 | 288 | | 288 | 23.3% | |
| 4780 | BCC Administrative Costs | 5,402 | 540 | (4,862) | | (4,862) | 1000.4% | |
| Bryncae Community Centre :- Indirect Expenditure | | 17,477 | 24,685 | 7,208 | 0 | 7,208 | 70.8% | 0 |
| | Net Income over Expenditure | (7,317) | (11,185) | (3,868) | | | | |
| | Grand Totals:- Income | 10,160 | 13,500 | 3,340 | | | 75.3% | |
| | Expenditure | 17,477 | 24,685 | 7,208 | 0 | 7,208 | 70.8% | |
| | Net Income over Expenditure | (7,317) | (11,185) | (3,868) | | | | |
| | Movement to/(from) Gen Reserve | (7,317) | (11,185) | (3,868) | | | | |

# 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 (£) | **Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.** |
| **Statement of income and expenditure/receipts and payments** | | | |
| 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). |
| **Statement of balances0** | | | |
| 8. (+) Debtors | 14520 | 13050 | **Income and expenditure accounts only:** Enter the value of debts owed to the body at the year-end. |
| 9. (+) Total cash and investments | 1123222 | 1167738 | **All accounts:** 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 | **Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end. |
| 11. (=) Balances carried forward | 1122587 | 1172135 | **Total balances should equal line 7 above:** 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 Llanharan Community Council – We serve the communities of Brynna, Brynnau Gwynion, Bryncae, Llanharan, Llanilid and Ynysmaerdy. | √ | | 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:<br>• Effective financial management including the setting and monitoring of the Council's budget and preparation and approval of the annual accounts<br>• Maintenance and security of accurate and up to date accounting and other financial records<br>• Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council. | √ | | 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:<br>• measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments<br>• assessment and management of risks facing the Council<br>• an adequate and effective system of internal audit<br>and reviewed the effectiveness of these arrangements. | √ | | 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. General power of Competence** – 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 |

## 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.

| **The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement** |
|---|
| 1. **Expenditure under S137 Local Government Act 1972**<br>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.<br>In 2025-26, the Council made payments totalling £_____36,568.61_____ under section 137. These payments are included within 'Other payments' in the Accounting Statement. |
| 2. |

## 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**<br>√ | 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.

| **Certification by the RFO** | **Approval by the Council** |
|---|---|
| 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. | I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:<br>**Minute ref:** 18/06/26 – Item 18 Appendix 13 |
| **RFO signature:** | **Chair signature:** |
| **Name:** Cathy Kennedy | **Name:** Rhys Jenkins |
| **Date:** 18 June 2026 | **Date:** 18 June 2026 |

# Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2026 of **Llanharan Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

**Audit opinion: Unqualified**

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

**Other matters and recommendations**

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council:

**Arithmetic error in accounts - rounding**

The Accounting Statement contains a non-material arithmetic error due to rounding. We recommend that the Council checks the arithmetic accuracy of the accounting statement and makes the necessary corrections before the accounts are approved.

There are no further matters I wish to draw to the Council's attention.

| | |
|---|---|
| **Deryck Evans, Audit Manager, Audit Wales**<br>**For and on behalf of the Auditor General for Wales** | **Date: 25/09/2026** |

# 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 28th 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 28th 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 28th 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 28th 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 28th 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 28th of May 2026 |
| 8. Asset and investment registers were complete, accurate, and properly maintained. | √ | | | | Please refer to our detailed Internal Audit report dated the 28th 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 28th 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 28th 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 28th 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 28th of May 2026 |
| 13. | | | √ | | Please refer to our detailed Internal Audit report dated the 28th of May 2026 |
| 14. | | | √ | | Please refer to our detailed Internal Audit report dated the 28th 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 28th 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: WGW Online: CV Lingard |
| Signature of person who carried out the internal audit: |
| Date: 18th of June 2026 |

**Appendix 9**

**Resolutions and recommendations of the Events Committee, Thursday 22nd October 2026**

No consequential resolutions were passed nor recommendations made.

**Appendix 10**

**Resolutions and Recommendations of the Welfare Ground Shower block Committee ,Monday 29th October 2026.**

**WGSB2026/023 Exclude Press and Public**

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

**WGSB2026/024 To consider a request from the contractor to restructure payment terms.**

***RESOLVED***
Not to accept the contractor's specific written request for a restructure of payment terms.

**WGSB2026/025 To consider the Council's approach to the contract and completion of works.**

***RESOLVED***
To propose a variation of contract as provided in Appendix 4 with any immediate payment of 15% contingent on satisfactory completion of snags required to allow safe opening of the block. With all other terms of the Contract Variation Agreement accepted, including the revised payment milestone checklists subject to the following alteration:

Payment 5 altered from the proposed 25% to 20% and Payment 6 altered from the proposed 20% to 25%.

**WGSB2026/026 Urgent information or to suggest items to the Clerk for a future agenda.**

None.

There being no further business the meeting closed at 7.25pm.

**Date of next meeting**: TBD

Councillor Chris Parker
Chair of the Welfare Ground Showerblock Committee.

**Appendix 11**

**To receive any updates of the work of the Digital Working Group, or any recommendations or papers provided as a paper via the Clerk prior to the meeting.**

**Written update from the Chair of the Digital Working Group:**

**At the Working Group Meeting held on 13th October 2026**

The group talked about options for the council website around both accessibility and Welsh language.

It was decided that we would look at the following options:

- Look at a website builder option such as Wix or Squarespace etc
- Speak with our current website provider to see what enhancements or redesign can be done.
- To speak with Her Web Solutions, a Penarth based web company that specialises in Community Council websites.

The group also agreed to look into Outlook calendar invites for meetings.

# Christmas tree quotations 2026

| Evergreen Farm | | | |
|---|---|---|---|
| **Qty** | **Size (ft)** | **Unit £** | **Total £** |
| 59 | 4.1-4.9ft approx. | 17.50 | 1,032.50 |
| 2 | 5.7-8.2ft approx. | 29.75 | 59.50 |
| 10 | 10-12ft only | 150.00 | 1,500.00 |
| Trees subtotal | | | 2,592.00 |
| Delivery | | | 175.00 |
| **Quoted total** | | | **2,767.00** |

| Thompson | | | |
|---|---|---|---|
| **Qty** | **Size (ft)** | **Unit £** | **Total £** |
| 59 | Not specified (flagpole) | 22.50 | 1,327.50 |
| 2 | 6-8ft | 55.00 | 110.00 |
| 10 | 16ft plus | 160.00 | 1,600.00 |
| Trees subtotal | | | 3,037.50 |
| Delivery | | | 0.00 |
| **Quoted total** | | | **3,037.50** |

| Clearwell Farm | | | |
|---|---|---|---|
| **Qty** | **Size (ft)** | **Unit £** | **Total £** |
| 59 | 4.5-5ft | 20.00 | 1,180.00 |
| 2 | 6ft | 25.00 | 50.00 |
| 10 | 14ft | 115.00 | 1,150.00 |
| Trees subtotal | | | 2,380.00 |
| Delivery | | | 180.00 |
| **Quoted total** | | | **2,560.00** |

| Cowbridge Christmas Tree Farm | | | |
|---|---|---|---|
| **Qty** | **Size (ft)** | **Unit £** | **Total £** |
| 59 | 4ft | 30.51 | 1,800.00 |
| 2 | 6-8ft | 70.00 | 140.00 |
| 10 | 16ft | 300.00 | 3,000.00 |
| Trees subtotal | | | 4,940.00 |
| Delivery | | | 150.00 |
| **Quoted total** | | | **5,100.00** |

All suppliers are quoting for Nordmann fir.

Size / delivery: Evergreen Farm cannot supply 16ft trees. Thompson delivery £0; after around 20 November. Clearwell supplies 14ft trees.

Cowbridge Christmas Tree Farm: itemised prices total £5,090; quoted total £5,100 (£10 difference). Unit price for 4ft trees is rounded.

Delivery: Awaiting confirmation from Cowbridge Christmas Tree Farm that they can meet the required delivery date. All other suppliers have confirmed they can meet the required delivery date.

**Appendix 13**

**To consider quotations for the flowers for the 2027 floral display (Excluding erection of baskets - Covered by an existing 3 year contract))**

Note: Council has previously resolved the following:

**2026/301 Sustainable Floral Displays Working Group recommendations**

RESOLVED

With regards to item 17 of the Councils Biodiversity Plan, and following an examination of the contents of the Council's planters and hanging baskets, aiming to achieve the most sustainable, biodiverse, colourful summer display possible; to retain the current floral display in terms of the types of plants and soils.

- Boverton Nurseries have provided the Council's floral display in previous years.

- Boverton Nurseries do not ordinarily disclose their exact mix of plants for planters or hanging baskets for commercial reasons.

- Boverton Nurseries have provided prices (below) and are prepared to fix these prices for 2027 and 2028 subject to retaining the existing plant mix. This includes collection, storage and delivery of planters and baskets.

| Amberol | No baskets | price/unit | price |
|---|---|---|---|
| small rounds cup n saucer | 213 | 22 | £4,686.00 |
| | 213 | subtotal | £4,686.00 |
| | | VAT@20% | £ 937.20 |
| | | Total | £5,623.20 |

| planters | no | price/unit | |
|---|---|---|---|
| octagonal planters | 10 | 220 | £2,200.00 |
| round promanade planters | 4 | 180 | £ 720.00 |
| half barrier troughs | 0 | 52 | £ - |
| fitting and installation/ delivery | 1 | 180 | £ 180.00 |
| feed | 1 | 80 | £ 80.00 |
| | | subtotal | £3,180.00 |
| | | VAT@20% | £ 636.00 |
| | | Total | £3,816.00 |

| plants extra | no | price/unit | |
|---|---|---|---|
| begonia non stop mix | 20 | 23 | £ 460.00 |
| creeping jenny | 15 | 22 | £ 330.00 |
| cordylines | 10 | 6 | £ 60.00 |
| | | subtotal | £ 850.00 |
| | | VAT@20% | £ 170.00 |
| | | Total | £1,020.00 |

| planters | no | price/unit | |
|---|---|---|---|
| octagonal planters | 2 | 220 | £ 440.00 |
| | | subtotal | £ 440.00 |
| | | VAT@20% | £ 88.00 |
| | | Total | £ 528.00 |

**Total (Net) = £9,156**

For comparison the 2026 price for the same order was £8,738

This constitutes a 4.8% increase. If the increase is held over 2 years this is an effective 2.4% increase per year.

## Officer's Recommendation

Given that the Council has resolved to maintain the current display, and Boverton provide a known quality of festive display, to suspend Financial Regulation 11.3e)ii)[1] and to place the order with Boverton Nurseries on a 2 year fixed price basis.

[1] .....77¡9¡, where the value..... ii.is less than£30,000 (inclusive of VAT) and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.

## Appendix 14

# POLITICALLY RESTRICTED POSTS

### Purpose of report

To advise Council of forthcoming changes relating to politically restricted posts within community councils and to recommend that Llanharan Community Council establishes a formal list of such posts.

### Background

The Independent Adjudicator for Local Authorities in Wales has issued updated information concerning politically restricted posts under the Local Government and Housing Act 1989. The restrictions are intended to protect the political impartiality of officers whose roles involve advising elected members or undertaking other politically sensitive duties.

From 6 May 2027, a politically restricted post will include the paid officer of a community council who is responsible, under section 151 of the Local Government Act 1972, for the administration of the Council's financial affairs. It will also include any other post specified by the community council in the list it is required to maintain.

Accordingly, Llanharan Community Council's RFO/Deputy Clerk will be included automatically by virtue of the RFO responsibilities. The legislation also recognises posts involving politically sensitive duties, including regularly giving advice to the Council, its committees or sub-committees.

### Proposal

It is considered appropriate to establish the Council's list in advance of the change taking effect. In addition to the RFO/Deputy Clerk, the Clerk and Assistant Clerk should be included because their duties involve, or may involve, advising the Council and its committees and supporting the Council's formal decision-making processes.

The list should be reviewed whenever legislation changes or there is a material change to an officer's duties.

### Effect of inclusion on the list

A person holding a politically restricted post is subject to statutory restrictions on political activity. These include restrictions on standing for elected office, acting as an election agent, holding certain positions within a political party, canvassing for a political party or candidate, speaking publicly with the apparent intention of affecting support for a political party, and publishing material which appears intended to affect public support for a political party.

When considering whether public speech or published material, including social-media content, is restricted, regard is given to references to a political party, persons identified with a political party, and the promotion or opposition of views identifiable with a particular party. The restrictions are intended to preserve the political impartiality of officers. They do not prevent an officer from voting, holding

personal political views, displaying political material at their home or on their vehicle, or undertaking activities necessary for the proper performance of their official duties.

## Officer's Recommendation

**It is recommended that Council RESOLVES that:**

1. A formal list of politically restricted posts be established and maintained by Llanharan Community Council in accordance with the relevant legislation.
2. The Clerk, RFO/Deputy Clerk and Assistant Clerk posts be included on that list.
3. The list be reviewed when required following any relevant legislative change or material change to the duties of a Council officer.
4. A detailed guidance note be issued to officers immediately and included with any future job descriptions and contracts issued for these or other roles added to the list).

**Source:** Independent Adjudicator for Local Authorities in Wales, “Politically Restricted Posts”, 12 October 2026.

**Independent Adjudicator for Local Authorities in Wales**
C/o Welsh Government
Local Government Policy & Fire Division
Cathays Park
Cardiff
CF10 3NQ
Enquiries: 029 2082 5194
E-Mail:lgpolicy.correspondence@gov.wales

Chief Executives for County and
County Borough Councils in Wales
Clerks to Fire and Rescue Authorities
Clerks to Police Authorities in Wales
Welsh Local Government Association
SOLACE
Monitoring Officers
Electoral Commission Wales
Political Parties

12th October 2026

Dear Colleague,

**POLITICALLY RESTRICTED POSTS**

***Introduction***

1. With local government elections to county and county borough councils in Wales, taking place in May. I am writing to remind you of the legislation on politically restricted posts set out in the Local Government and Housing Act 1989 (the 1989 Act).

***The Adjudicator's remit***

2. The 1989 Act imposes restrictions on political activities by local government staff. I have been appointed as the Independent Adjudicator for local authorities in Wales, under Section 3 of the 1989 Act, to undertake certain prescribed duties relating to these restrictions. These duties are:

   - to consider applications from local authority employees for exemption from political restriction in respect of their posts;
   - where appropriate, to issue directions requiring a local authority to include a post in the list of politically restricted posts it maintains; and
   - to give general advice, following consultation with appropriate parties, on the application of criteria for designation of a politically restricted post.

***Posts to which political restrictions under section 2 of the 1989 Act apply***

3. The purpose of Part I of the 1989 Act (and regulations made under that Part) is to ensure that local authority employees who hold posts involving duties of a politically sensitive nature cannot, at the same time, become or remain a member of a principal local authority, the House of Commons, or the Senedd. This policy stems from the long-established tradition that local government officers involved in advising elected

members of their authority should be seen to observe a policy of political neutrality. The Local Government Officers (Political Restrictions Regulations 1990 ("the 1990 Regulations) prohibit an appointee to a politically restricted post from announcing or causing, authorising or permitting anyone else to announce that he is, or intends to be a candidate for election to the House of Commons, the Scottish Parliament, The Senedd or a local authority

4. This policy is important for two main reasons: It is essential to the functioning of the democratic system that members of a local authority should be able to receive impartial advice from its officers, and that its officers should not be influenced by any political bias in the implementation of the authority's policies. It is also vital that members, and those who have elected them, should have complete confidence that their officers will give impartial advice and will act impartially in implementing the authority's policies.

5. In short, those in the business of giving advice to members meeting as the authority or of any committee appointed by it, or of publicly presenting and explaining council policy, are therefore deemed to be "persons holding a politically restricted post". This term is defined in section 2(1) of the 1989 Act and consists, in broad terms, of.

    (i) specified posts now include - the head of democratic services designated under section 8 of the Local Government (Wales) Measure 2011 and those local government staff whose posts entail giving advice on a regular basis to the executive of the authority, or a committee or member of the executive.

    (ii) a local authority chief executive of a county or county borough in Wales

    The following persons are also now to be regarded as holding politically restricted posts under a corporate joint committee:

    (a) a person appointed as the chief executive of the corporate joint committee;

    (b) a person described in subsection (1)(b) to (e) of section 2; namely

        (i) the statutory chief officers;
        (ii) a non-statutory chief officer;
        (iii) a deputy chief officer;
        (iv) the monitoring officer;

    c) a person not falling within paragraphs (a) or (b) whose post is for the time being specified by the corporate joint committee in:

        (i) the list maintained in accordance with subsection (2) of section 2 (namely, posts the duties of which appear to the authority to fall within subsection (3)), and any directions under section 3;

        (ii) the list maintained in accordance with regulation 24(2) of the Corporate Joint Committees (General) (No. 2) (Wales) Regulations 2021.

    *The definition of statutory chief officers has been amended since 2012 to include*:

(a) The director of public health under section 73 (a) of the National Health Service Act 2006 and

(b) The chief social work officer appointed under section 144 of the Social Services and Well-being Wales (Act) 2014.

(c) A person for whom, in the case of a council for a county of county borough in Wales, the local authority chief executive is directly responsible for.

(d) A person, who as respects all or most of the duties of his post, is required to report directly or is directly accountable, in the case of a county or county borough council in Wales, the authority's chief executive.

From 6th May 2027, a politically restricted post will include a paid officer under a community council having responsibility, for the purposes of section 151 of the Local Government Act 1972, for the administration of the financial affairs of the community council, and any person whose post is specified by the community council in the list maintained by it as required by legislation. A section 150 GOWA Order is being prepared which will amend Part 3 of Schedule 1 to the House of Commons Disqualification Act 1975 to include such officers (subject to UK Government approval and subsequent approval by a resolution of each House of Parliament).

(iii) sensitive posts - those officers whose duties consist in, or involve, one or both of the duties identified in Section 2 (3) of the 1989 Act, i.e.: (10)

- giving advice on a regular basis to the executive of the authority, to, to any committee of that executive or to any member of that executive who is also a member of the authority where the authority are operating executive arrangements.
- speaking on behalf of the authority on a regular basis to journalists or broadcasters.

6. In relation to categories (ii) above, the ultimate test of whether an individual post is, in fact, politically sensitive, will depend on the nature of the duties the post regularly entails. Every officer falling within these two categories may be entitled to exemption from political restriction if, in summary, the nature of the duties of that post do not require the postholder to be politically neutral.

7. With effect from 1 April 2002, the Local Authorities (Executive and Alternative Arrangements) (Modification of Enactments and Other Provisions) (Wales) Order 2002[1] amended section 2(3) of the 1989 Act.

***Giving advice on a regular basis to the authority themselves, to any committee or sub-committee of the authority, to any joint committee on which the authority are represented, to the executive of the authority, or to a committee or member of the executive***

[1] http://www.legislation.gov.uk/wsi/2002/808/contents/made

8. In relation to applications for exemption, it is sometimes suggested that because a postholder gives advice to elected members on a regular basis, that officer's post is brought within the terms of Section 2 (3). This is not so. The advice which is given must be provided to the authority itself (i.e. the full council); to a committee, sub-committee or joint committee; to the executive; or to a committee or member of the executive.

9. Secondly, the sub-section refers to giving advice on a "regular basis". This suggests something more than an occasional attendance to present a formal report to a committee is needed to establish that advice is given on a regular basis. In cases of doubt, it is useful to have a list of:

    the number of times over, say, the previous twelve months, that the post-holder has provided a report to an individual member of the executive or either attended, or provided a report for, those groups or individuals listed in paragraph 12; and

    a description of the contents of such a report including whether the report embodied advice or recommendations and whether the post holder was required to speak at the meeting.

***Overview and Scrutiny Committees***

10. Section 21 of the Local Government Act 2000 (the 2000 Act) stipulates that executive arrangements by a local authority must include provision for the appointment of one or more committees of the authority, referred to as overview and scrutiny committees. Any authority operating alternative arrangements is required to appoint a principal scrutiny committee and other scrutiny committees[2]. It is worth making clear that overview and scrutiny committees (under executive or alternative arrangements) are "committees of the authority" and, therefore, that the giving of advice on a regular basis to overview and scrutiny committees and sub-committees comes within the scope of section 2(3)(a) of the 1989 Act.

***Applications from those not yet in post***

11. I shall consider any application for exemption from political restriction for any application made in respect of any post under a local authority, by the holder for the time being of that post.

***Officers who hold an exemption granted by the Independent Adjudicator transferring to employment with another local authority***

12. Officers who have been granted exemption from political restrictions in respect of their post with their present employing authority who obtain employment in a politically restricted post with another local authority and who wish to continue their exemption must apply to me for a further exemption. The original exemption is not a passport which can be transferred to another authority or to another post. This is because the

[2] Local Authority (Alternative Arrangements) (Wales) Regulations 2007

1989 Act requires the application to be from a postholder in respect of a particular post relating to the duties of that post at the time of the application for exemption.

***Elections***

13. It is in the interests of those applying for exemption from political restriction to submit their application for exemption to me in plenty of time before they intend to stand for election.

14. The Electoral Commission have published guidance on the qualifications for standing for election. [3]

15. I am copying this letter to the political parties in Wales to remind them of the restrictions under the 1989 Act and my role as Independent Adjudicator and the Electoral Commission's guidance.

***Applications***

16. All decisions will be made independently. Applications should be addressed to myself, the Independent Adjudicator for Local Authorities in Wales, and sent care of the Welsh Government at the above address who are providing administration support only.

Yours Faithfully,



Beverley Smith
Independent Adjudicator

# Appendix 15

# PROPOSED LAND REGISTRATION PROJECT

*To consider undertaking a project to register the Council's unregistered land and correct registration errors*

| | |
|---|---|
| **Report author** | The Clerk |
| **Decision required** | Whether to approve an initial investigation and land registration project with £10,000 being added to the 2027/28 draft budget. |

## 1. Purpose of the Report

To consider approving a project to investigate and, where the evidence supports it, register the Council's unregistered land and correct or otherwise regularise apparent errors in the registration of land understood to be owned by the Council.

## 2. Background

The Council holds and manages a number of land and property assets. A review has identified parcels where the registered position does not reflect the Council's present understanding of ownership. The issues fall into two categories: land understood to be owned by the Council but currently unregistered, and land understood to be owned by the Council but registered to another body.

The fact that land is unregistered does not, by itself, mean that the Council does not own it. Equally, an apparent discrepancy in a registered title does not establish that the register is legally incorrect. The documentary and historical basis of the Council's interest must therefore be examined before any application, transfer or challenge is pursued.

## 3. Land Included in the Proposed Project

### 3.1 Land understood to be owned by the Council but unregistered

- Mountain Hare Play Area
- North-western half of Pendre Allotments

### 3.2 Land understood to be owned by the Council but registered to another body

- Small plot at 36 Williams Street - currently registered to Rhondda Cynon Taf County Borough Council (RCTCBC)
- St Peter's Old Churchyard - currently registered to the Church in Wales
- Llanharan War Memorial - currently registered to RCTCBC

## 4. Proposed Scope of the Project

The project would be undertaken in stages so that the Council can establish the strength of the evidence and likely costs before committing to substantive legal or surveying expenditure.

- Obtain the relevant HM Land Registry title registers, title plans and available records for each site and adjoining land.
- Locate and collate deeds, conveyances, transfers, statutory records, Council minutes, maps, maintenance records and other historic evidence.
- Establish, with professional advice where necessary, the chain of title and the legal and evidential basis for the Council's claimed ownership.
- Commission Land Registry-compliant plans or measured surveys where existing plans are inadequate.
- Prepare applications for first registration of land shown to be unregistered and owned by the Council.
- Investigate land registered to another body and determine the appropriate route, which may include agreed transfer, deed of rectification, application to alter the register or another form of regularisation.
- Liaise with RCTCBC and the Church in Wales where an agreed resolution may be possible.
- Update the Council's asset register, property records and plans following conclusion of each case.

## 5. Benefits of Undertaking the Project

- Provides clearer and more readily demonstrable evidence of the Council's ownership.
- Reduces the likelihood of future ownership or boundary disputes.
- Supports future works, leases, licences, disposals, grant applications and third-party rights affecting the land.
- Improves the accuracy of the Council's asset register and property-management records.
- Preserves historic evidence before documents or institutional knowledge are lost.
- Allows the Council to prioritise cases and control expenditure through a planned programme rather than reacting under time pressure.

## 6. Risks of Not Undertaking the Project

### 6.1 Financial risks

Leaving the position unresolved may defer expenditure, but it can increase the eventual cost and financial exposure. In particular, the Council may:

- Incur higher legal, conveyancing and surveying costs if ownership has to be established urgently in connection with a future project, dispute, lease, funding application or disposal.
- Continue to spend public money maintaining or improving land without having readily demonstrable registered title.
- Lose or delay grant funding where a funder requires evidence of ownership, a lease of sufficient length, or landowner consent.
- Face abortive design, procurement or construction costs if a title problem emerges after a project has commenced.

- Incur the cost of defending a boundary or ownership dispute, or of establishing the Council's interest against a registered proprietor.
- Lose potential income or value if uncertainty prevents the Council from leasing, licensing, disposing of or otherwise making proper use of an asset.
- Face increased costs because historic deeds, plans, records or witnesses become unavailable with the passage of time.

### 6.2 Legal and ownership risks

Unregistered ownership remains dependent on the quality and availability of deeds and other historic evidence. For the three parcels registered to other bodies, there is an unresolved conflict between the registered title and the Council's understanding. Delay may make any future application or negotiated resolution more difficult and expensive. There is also a risk that adjoining or currently registered land changes hands before the discrepancy is resolved, introducing additional parties and complexity.

### 6.3 Operational and project risks

Uncertainty over title can delay capital works, maintenance arrangements, leases, licences, wayleaves, utility connections and grant-funded projects. A matter that could be investigated methodically now may otherwise arise at a critical stage, when the Council has less control over timescale and cost.

### 6.4 Governance and asset-management risks

The Council is responsible for the proper stewardship of its assets and public funds. Once discrepancies are known, leaving them indefinitely unresolved weakens the reliability of the Council's land and asset records. A planned investigation provides an auditable basis for deciding which titles should be pursued, what evidence supports each claim and whether the likely benefit justifies the cost.

## 7. Financial Implications

Costs are likely to include HM Land Registry fees and, depending on the evidence and complexity of each case, solicitor, conveyancer, surveyor and plan-preparation fees. The cost of a disputed or technically complex case may be materially greater than a straightforward first registration or agreed transfer.

It is proposed that the Council makes provision of £10,000 in its 2027/28 draft budget for the land registration project. This is a budgetary provision only and does not confer authority to incur expenditure. Any expenditure on professional services, applications or substantive registration work will require a further resolution of Council following receipt of the relevant estimates and further information.

## 8. Officer Recommendation

1. **It is recommended that Council approves the project in principle, makes provision of £10,000 in the 2027/28 draft budget and authorises the officers to undertake such enquiries, searches and evidence-gathering as are reasonably necessary, including obtaining professional estimates.That a further report be presented to Council setting out, for each parcel, the evidence of ownership, recommended legal route, degree of risk,**

**anticipated timescale and estimated cost before any substantive professional work or registration challenge is commissioned.**

**The budget provision would not constitute authority to commit expenditure. Any expenditure on professional services or substantive registration work would require a further resolution of Council following consideration of the information and estimates obtained.**

**End**

**Appendix 16**

## Members reports

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

Only these elements of their report will be minuted.

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

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

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

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

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

**Appendix 17**

## To consider whether to formally comment on pending pre-planning consultations or planning applications.

Members are reminded that objections should only be submitted when objecting on material grounds. No other objections will be taken into account by RCT officers. Material considerations can include (but are not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

However, issues such as loss of view, or negative effect on the value of properties are not material considerations.

There is no set list defining material considerations, your Local Planning Authority will decide what is deemed to be 'material'.

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.

RHONDDA CYNON TAF

To: Llanharan Community Council
Community Councillor

Date: 6th October 2026
Our Ref: 26/0727/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:** | 26/0727/FUL |
| **Datblygiad Arfaethedig / Proposal:** | Retrospective approval for two garden rooms in rear garden |
| **Lleoliad / Location** | 34 Heritage Way, Llanharan, Rhondda Cynon Taf, CF72 9WD |

## **CONSULTATION** - COMMENTS TO BE RECEIVED BY: **27.10.2026..**

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**
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
Floor 2, 2 Llys Cadwyn, Taff Street,
Pontypridd, CF37 4TH

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

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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.
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.

RHONDDA CYNON TAF

To: Llanharan Community Council
Community Councillor

Date: 9th October 2026
Our Ref: 26/0797/ADV
Please ask for: Daniel Morgan
Telephone: 01443 281130
Email: Daniel.Morgan1@rctcbc.gov.uk

Dear Councillor,

**THE TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) REGULATIONS 1992**

| | |
|---|---|
| **Fy Nghyf/My Ref:** | 26/0797/ADV |
| **Datblygiad Arfaethedig / Proposal:** | Display of Llanharan Community Council flag on a flagpole proposed under a separate full planning application |
| **Lleoliad / Location** | Roundabout Enterprise Way/Bridgend Road A473, Llanharan, Pontyclun, CF72 9ZD |

## **CONSULTATION** - COMMENTS TO BE RECEIVED BY: **30.10.2026..**

I have received this application for consent to display an advertisement under the above regulations. 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

**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, Tonypandy, CF40 1NY
Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY

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*Daniel Morgan*

Planning Officer

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

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

RHONDDA CYNON TAF

To: Llanharan Community Council
Community Councillor

Date: 20th October 2026
Our Ref: 26/0860/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:** | 26/0860/FUL |
| **Datblygiad Arfaethedig / Proposal:** | Installation of three 6m glassfibre flagpoles adjacent to Llanharan Colliery Memorial |
| **Lleoliad / Location** | Roundabout Enterprise Way/ Bridgend Road, A473, Llanharan, Rhondda Cynon Taf |

## **CONSULTATION** - COMMENTS TO BE RECEIVED BY: **10.11.2026..**

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

**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, Tonypandy, CF40 1NY
Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY

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**YOUR DATA MATTERS** www.rctcbc.gov.uk/dataprotection

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*Daniel Morgan*

Planning Officer

**Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages**
Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.
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.

RHONDDA CYNON TAF

Date: 11th November 2026
Your ref:
My ref: 25/0872/FUL
Ask for: Laura Howells
Telephone: 01443 281130
E-mail: Laura.Howells@rctcbc.gov.uk

Llanharan Community Council

Dear Sir/Madam

**APEL GAN/APPEAL BY:** Mrs Muumbe

**DATBLYGIAD ARFAETHEDIG/ PROPOSAL:** Proposed change of use of a dwelling (Use Class C3) to a Children's Residential Home (Use Class C2) for up to 2 children.

**LLEOLIAD/LOCATION:** 1 Clos Y Wennol Llanilid Pontyclun
**CYF APEL/APPEAL REF:** CAS-05219-Y2T1M3
**DYDDIAD DECHARAU YR APEL/APPEAL START DATE** 3rd November 2026

**DEDDF CYNLLUNIO GWLAD A THREF 1990**
**APÊL O DAN S78 YN ERBYN GWRTHOD CAIS CYNLLUNIO**

Ar 21/04/2026 gwrthododd y Cyngor ganiatâd ar gyfer y datblygiad uchod. Mae apêl yn erbyn y penderfyniad yma hwn i Benderfyniadau Cynllunio a'r Amgylchedd Cymru.

**TOWN AND COUNTRY PLANNING ACT 1990**
**APPEAL UNDER S78 AGAINST REFUSAL OF A PLANNING APPLICATION**
On 21/04/2026 the Council refused permission for the above development. An appeal against this decision has been made to Planning and Environment Decisions Wales.

**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, Tonypandy, CF40 1NY
Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY

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Os ydych chi'n berchennog neu feddiannydd safle yng nghyffiniau'r tir uchod, neu os ydych chi'n ymgynghorai sydd â barn am y cais arfaethedig fel arall, Gallwch fynegi unrhyw farn, sydd gennych ar y cynnig (heb fod yn fwy na 3000 gair) trwy e-bostio PEDW.GwaithAchos@llyw.cymru neu ysgrifennu at Benderfyniadau Cynllunio a'r Amgylchedd Cymru, Adeiladau'r Goron, Parc Cathays, Caerdydd, CF10 3NQ, gan ddyfynnu eu Cyfeirnod CAS-05219-Y2T1M3 erbyn 1st December 2026.
Os caiff sylwadau'u cyflwyno ar ôl y dyddiad cau, fydd yr Arolygydd, fel arfer, ddim yn eu gweld nhw, a byddan nhw'n cael eu dychwelyd. Caiff eich barn ei datgelu i'r partïon uchod. Mae unrhyw lythyrau yn y gorffennol wedi cael eu hanfon ymlaen at yr Arolygydd a chaiff pob sylw ar yr apêl ei gyhoeddi. Penderfyniadau Cynllunio a'r Amgylchedd Cymru ddim yn ymateb i sylwadau heblaw bod cais iddi wneud hynny.

Mae'r dogfennau sy'n gysylltiedig â'r apêl ar gael trwy e-bostio PEDW.GwaithAchos@llyw.cymru

Os nad chi yw perchennog yr eiddo mae'r llythyr yma ar ei gyfer, byddwch cystal â sylwi ar gynnwys y llythyr a'i anfon ymlaen at y perchennog. Pe hoffech chi gyflwyno sylwadau ar yr apêl yma neu dynnu neu addasu'ch sylwadau blaenorol mewn unrhyw ffordd, neu os ydych chi eisiau copi o lythyr penderfyniad yr arolygydd, rhaid gofyn i'r Penderfyniadau Cynllunio a'r Amgylchedd Cymru yn uniongyrchol, gan nodi'r cyfeirnod.

As an owner or occupier of premises in the vicinity of the land described above, or a consultee who may otherwise have a view regarding the proposed application, You may express any views (which must not exceed 3000 words) you have on the proposal by emailing PEDW.Casework@gov.wales or writing to Planning and Environment Decisions Wales, Crown Buildings, Cathays Park, Cardiff CF10 3NQ quoting their reference CAS-05219-Y2T1M3 by the 1st December 2026.

If representations are submitted after the deadline, they will not normally be seen by the Inspector and will be returned. Your views will be disclosed to the parties, any previous letters have been forwarded to the Inspector and all representations made on the appeal will be published. Planning and Environment Decisions Wales will not acknowledge representations unless asked to do so.

The documents in connection with the appeal are available by emailing PEDW.Casework@gov.wales

If you are not the owner of the premises to which this letter is addressed would you kindly forward this letter to the owner once you have noted its contents or should you wish to make any comments upon this appeal or to withdraw or modify your earlier comments in any way, or If you require a copy of the inspector's decision letter, your request must be made direct to Planning and Environment Decisions Wales, quoting their reference.

**Yr eiddoch yn gywir /**
**Yours faithfully,**



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

## Appendix 18

# COMMUNITY SAFETY RESOURCES: PCSO AND COMMUNITY WARDEN SERVICE LEVEL AGREEMENTS

| | |
|---|---|
| **Report to** | Council (Author – The Clerk) |
| **Subject** | Potential Service Level Agreements for additional PCSO and Community Warden provision |
| **Purpose** | To report progress and outcomes of enquiries with South Wales Police, neighbouring councils and RCTCBC. |
| **Decision required** | To determine whether to take no further action, make budget provision and progress negotiations, or adopt another course of action. |

### 1. Purpose of Report

To provide Council with an update on investigations undertaken following Minute 2026/061 concerning:

- the potential for a Service Level Agreement (SLA) with South Wales Police (SWP) for additional Police Community Support Officer (PCSO) provision;
- the possibility of sharing the cost of that provision with neighbouring Town and Community Councils; and
- the potential for an SLA with Rhondda Cynon Taf County Borough Council (RCTCBC) for additional Community Warden provision.

### 2. Previous Council Decision

Under Minute 2026/061, Council resolved in principle to progress discussions with SWP about partially funding a PCSO; to approach neighbouring Town and Community Councils regarding a possible shared arrangement; and to ask RCTCBC whether Community Warden provision could be made available through an SLA, including the level of any contribution required from the Community Council.

### 3. South Wales Police: Potential PCSO SLA

Officers corresponded with SWP regarding whether an additional PCSO could be provided through an SLA. SWP indicated that an additional post may be possible and gave an indicative annual cost of approximately £45,000 to £50,000, allowing for employment-related costs including shift allowance, travel expenses and National Insurance.

Further clarification established that the additional post would need to be fully funded externally. It would be additional to the police resources already allocated to the area.

Any officer provided under an SLA would remain employed and operationally managed by SWP. The Community Council could not be guaranteed exclusive deployment of the officer within Llanharan, as SWP would retain the ability to redeploy the officer in response to operational policing requirements.

The current position is therefore that an SLA may be capable of further development, but would require a likely recurring budget of circa £50,000 per annum and acceptance that operational control and deployment would remain with SWP. A firm SLA, including the detailed service specification, performance monitoring, review arrangements and termination provisions, has not yet been negotiated.

## 4. Neighbouring Town and Community Councils

In accordance with Minute 2026/061, the Clerk contacted the Clerks of Pontyclun Town Council, Llanharry Community Council and Llantrisant Community Council to establish whether their respective Councils might, in principle, be interested in jointly funding an additional PCSO resource with Llanharan Community Council.

The Clerks were advised that SWP had indicated an estimated annual cost of approximately £45,000 to £50,000 and were asked whether there might be an appetite within their Councils to explore sharing that cost and resource.

A range of informal feedback was received. Concerns included affordability and value for money where an externally funded PCSO would remain under the operational control of SWP and could not be guaranteed to remain exclusively within the areas of the contributing Councils. Llanharry Community Council indicated potential interest in receiving further information, subject to affordability and consideration by its Members.

However, no firm commitment to participate in, or financially contribute towards, a joint PCSO SLA has come forward from any of the neighbouring Councils contacted. The exchanges should therefore be treated as exploratory only and not as commitments by those Councils.

Accordingly, there is currently no confirmed basis upon which to develop a multi-Council funding arrangement. This would not prevent Llanharan Community Council from reopening discussions with neighbouring councils if SWP provides a sufficiently detailed draft SLA and service specification.

## 5. RCTCBC: Potential Community Warden SLA

Officers also asked RCTCBC whether additional Community Warden capacity could be provided through an SLA, including whether the service could be partially or fully funded and whether costs might be shared with neighbouring councils.

RCTCBC subsequently advised that it did not consider the proposed arrangement workable at this time. It identified practical difficulties relating to deployment, management, prioritisation of resources and service delivery. RCTCBC therefore confirmed that it would not pursue an SLA for a dedicated Community Warden with Town or Community Councils at this time.

The Community Warden option cannot therefore currently be progressed unless RCTCBC changes its position or develops a suitable commissioning model in future.

## 6. Financial and Operational Considerations

- A PCSO SLA would require an indicative recurring budget of circa £50,000 per annum, subject to a firm quotation and the final terms agreed with SWP.
- The recurring cost would need to be considered alongside Council priorities, available reserves and the effect on the 2027/28 and future precept calculations.

## 7. Options for Council

**Option 1 - No further action at this time**

To note the correspondence and outcomes and take no further action at this time. This would avoid committing additional resources but would mean that no additional dedicated community-safety resource is pursued through either proposal.

**Option 2 - Make indicative budget provision and progress a firm SLA with SWP**

To instruct officers to explore options to include circa £50,000 in the Council's 2027/28 budget and, on that basis, to progress discussions with SWP towards a firm SLA for additional PCSO provision. Any final SLA and confirmed financial commitment would be brought back to Council for prior approval after the 2027/28 budget has been resolved.

**Option 3 - Seek a lower-cost or reduced provision from SWP**

To instruct officers to ask SWP whether a lower-cost model is available, such as part-year, reduced-hours, shared or targeted provision, before Council considers making full annual budget provision.

**Option 4 - Progress discussions only if partner funding is secured**

To instruct officers to undertake one final formal approach to neighbouring councils, supported by detailed information from SWP, and to progress a PCSO SLA only if sufficient partner contributions are confirmed by a specified date.

**Option 5 - Defer pending further information**

To defer a decision and request a more detailed proposal from SWP covering the service specification, deployment arrangements, performance measures, annual inflation or cost increases, review provisions and termination rights before considering 2027/28 budget provision.

**Option 6 - Any other option not listed here**

To determine any other option considered appropriate by Council, provided that any authority and financial limit delegated to officers is clearly recorded in the resolution.