



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 18th September 2025

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

Councillors: Rhys Jenkins (Chair), Chris Parker, Neil Feist, Robert Smith, Claire Morgan, Will Thomas, Mark Steer, Janine Turner, Nick Richards, David Evans, Geraint Hopkins, Andrew Morgan.

Apologies: None

Absent: None

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips

2 members of the public.

2025/200 Welcome and Apologies

The Chair welcomed all attendees to the meeting.

2025/201 Disclosures of Personal and/or Prejudicial Interests

Cllr Chris Parker declared a personal interest in agenda item 12 (minute ref 2025/211) being a volunteer at the pantry.

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



Cllr Mark Steer declared a personal and prejudicial interest in agenda item 29 (minute ref 2025/228).

Cllr Geraint Hopkins declared a personal interest in agenda item 31 (minute ref 2025/230) having been a party to conversations regarding the makeup of the charter.

2025/202 Public Speaking

None.

2025/203 Minutes of Ordinary Meeting of the Council held on 17th July 2025

RESOLVED

To approve the minutes of the ordinary council meeting held on 17th July 2025 as a true and accurate record.

2025/204 Minutes of Extraordinary Meeting of the Council held on 26th August 2025

RESOLVED

To approve the minutes of the extraordinary council meeting held on 26th August 2025 as a true and accurate record.

2025/205 Current casual vacancies of the Council

Noted.

2025/206 Community Council Action Plan

Noted.



2025/207 Correspondence

Noted.

2025/208 Community Crime Reports

Noted.

2025/209 Council Expenditure for July and August 2025

RESOLVED

To approve expenditure for July and August 2025 as shown in payment schedule 'Appendix 6' presented to the meeting.

2025/210 Year-To-Date Spend vs Budget

Noted.

2025/211 Pantry Finances Report

Noted.

2025/212 Bryncae Community Centre Finance Report

Noted.

2025/213 Exclusion of Press and Public

RESOLVED

That by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the next item 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.

The press and public were readmitted.

2025/213a Application for grant funding from Bryncae Brass

RESOLVED

To approve the emergency application for grant funding from Bryncae Brass in line with the Council's Grant policy and to grant £2,000 for the purposes of covering the hall hire cost and storage at Llanharan Rugby Club for 2 hours per week for 39 weeks and to purchase 3 x cornets, 1x tenor horn and 3 x (pack of 5) music stands.

Cllr Janine Turner left the meeting.

Cllr Claire Morgan joined the meeting.

2025/214 Quote for refurbishing and updating the Chair's Chain of Office

a) RESOLVED

To add 6 new links to the Chair's chain of office and to engrave the currently missing names of Chair's. and to authorise the officers to spend up to £1,870.

Cllr Neil Feist requested a recorded vote in relation to this item of business, the results of which were as follows:

For: Cllrs Rhys Jenkins, Nick Richards, Robert Smith, David Evans, Andrew Morgan, Geraint Hopkins, Chris Parker, Claire Morgan,.

Against: Cllrs Neil Feist, Will Thomas

Abstained: Cllr Mark Steer



b) RESOLVED

To Refurbish the Chair's chain of office and to authorise the officers to spend up to £622.

Cllr Neil Feist requested a recorded vote in relation to this item of business, the results of which were as follows:

For: Cllrs Rhys Jenkins, Nick Richards, Robert Smith, David Evans, Andrew Morgan, Geraint Hopkins, Neil Feist, Chris Parker, Claire Morgan, Will Thomas.

Against: None

Abstained: Cllr Mark Steer

c) RESOLVED

To add the velvet backing and silver gilt retaining chain to the Chain of office and to authorise the officers to spend up to £479 for this purpose.

Cllr Neil Feist requested a recorded vote in relation to this item of business, the results of which were as follows:

For: Cllrs Rhys Jenkins, Nick Richards, Robert Smith, David Evans, Andrew Morgan, Geraint Hopkins, Chris Parker, Claire Morgan.

Against: Cllrs Neil Feist, Will Thomas.

Abstained: Cllr Mark Steer.

2025/215 Resolutions and recommendation of the Bryncae Community Centre (BCC) Committee held on 29th July 2025

RESOLVED



To change the Council's financial regulations to allow integration of online payments, such as via Stripe payment software;

NOTED

BCC2025/020 To consider subscribing to a booking software package.

RESOLVED

To authorise the officers to purchase a subscription to the Hallwizard software package at a cost of up to £280 per annum if the change required to the Council's Financial Regulations is Resolved by council.

NOTED

BCC2025/021 To consider a draft of a revised hire agreement

RESOLVED

To adopt the draft agreement presented in "Appendix 6a" with the following amendments:

- a. Remove the mention of Wi-Fi in section 2.
- b. Replace the last sentence of section 7

"Extensions may be granted at the Council's discretion but must be agreed in writing."

with the following

"Extensions may be granted at the Council's discretion. Any extension granted will be confirmed to the hirer in writing."

NOTED

BCC2025/023 To consider separate payment terms for a particular hirer

RESOLVED

To adopt the following payment terms for the particular hirer:



The minimum period is 1 month. The period must be booked 14 calendar days in advance. The user will be invoiced one month at a time, for the period booked, regardless of whether they use the centre during those times or not.

Reasonable requests for breaks within the block will be accommodated but must be made at the time of booking. Invoices must be paid by the end of the month of hire, unless otherwise agreed in writing.

NOTED

BCC2025/026 Purchase of play equipment to facilitate the provision of Children's party hire packages (Inflatables etc).

RESOLVED

To delegate authority to the officers of the council to purchase suitable and appropriate play equipment and inflatables for the provision of a 'party pack' hire option for the Community center with options for different age groups; authorizing the officers to spend up to £2000 for this purpose, there being sufficient working capital available; a virement being made from general reserves

NOTED

BCC2025/027 Phasing of the capital improvement plan (CIL) for the center

RESOLVED

To delegate authority to the officers of the council to obtain budget quotations for all items highlighted as priorities in the report presented to the committee as "Appendix 10 – BCC Capital plan phasing V2 July 2025



2025/216 Free use of Bryncae Community Centre for quarterly PACT and police/councillor catchup meetings

RESOLVED

To allow free use of Bryncae Community Centre to the police, members, and other interested parties for quarterly PACT meetings and quarterly police/councillor catchup meetings. Dates to be arranged with the officers of the Council.

2025/217 Changes to Financial Regulations for Stripe Integration

This matter was dealt with under 2025/215

2025/218 Resolutions and recommendation of the CEC Committee held on 31st July 2025

RESOLVED

CEC2025/042 Updates on the work of the Festive Display Working Group and to consider any recommendations submitted in advance via the Clerk.

To proceed to a 3 year hire contract for the same specification as the 2024 display, including the same motifs. The Clerk to make arrangements to undertake a competitive procurement process in line with the council's financial regulations.

2025/219 Issuing a tender for a 3-year contract for Christmas lights hire

RESOLVED

To issue a tender for a 3-year contract for the provision of hire of Christmas lights based on the same specification as the 2024 display,



including the same motifs and the terms presented to Council. The tender to run for 2 weeks under the accelerated process allowed for under the Procurement Act 2003, the justification for doing so being contained within Appendix 16 presented to the meeting. The Clerk being delegated authority to award the tender only to the cheaper of the quotations received, in consultation with the Chair should they feel it appropriate to do so.

2025/220 Resolutions and recommendation of the TEC Committee held on 26th August 2025

NOTED

TEC2025/028 Recommendations of the 'Task and finish working group formed to examine and make recommendations regarding the awarding of the tender for Project Management Services for the Ewenny Bridge project.

RESOLVED

That Burroughs be awarded the contract at a price of £36,987.50, that company representing the best combination of documented competence / experience, professionalism and overall value for money under the tender process. The contract to be awarded on the terms outlined in the tender submission.

2025/221 Postponement of TEC Committee meeting scheduled for 11th September 2025

Noted.

2025/222 Adding Cllr Nick Richards and Cllr Andrew Morgan to TEC Committee membership



RESOLVED

To add Cllr Nick Richards and Cllr Andrew Morgan to the membership of the TEC Committee.

2025/223 Postponement of CIL Committee meeting scheduled for 4th September 2025

Noted.

2025/224 Additional costs for signoff of Sewer Diversion on Grove Terrace (Memorial Garden/Garage Project)

RESOLVED

To approve the additional costs required for signoff of the Sewer Diversion on Grove Terrace relating to the Memorial Garden/Garage Project and to authorise the Clerk to spend up to an extra £2,700 of CIL funds if necessary, the CIL project lists to be updated accordingly.

2025/225 Digital Working Group updates and recommendations

None.

2025/226 Member's Reports

Cllr Robert Smith

Cllr Smith reported that he had been involved in making arrangements to carry out a consultation with local younger people attending LCDP's youth club regarding the planned refurbishment of the Oakbrook Skatepark.

Cllr Chris Parker

The consultation will take place at the youth club on the following Monday evening at 7pm. All members are invited to attend. Following on from this



we will consider how to consult with the wider community on the refurbishment of the Oakbrook skatepark.

Cllr Mark Steer

Myself and other members attended a meeting at Talbot Green police station with the neighbourhood policing team which was useful and gave some indication of the financial and personnel restrictions placed upon them.

I have raised concerns with RCTCBC highways regarding issues with barriers between Gellifedi Rise and Llanbad but have not received a response. Cllr Janine Turner has followed this up and has had a response that she has passed to me, however I will be following this up not being satisfied with the Council's response.

I am also following up the removal of the dog waste bin at Bethlehem View. This being the entrance to Brynna Woods the removal of the bin is likely to exacerbate the issue of discarded dog waste in and around the woods.

2025/227 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)

The extraordinary meeting scheduled for 3rd September was cancelled. The items due to be considered upon which Council had directed me to vote will now be included in the AGM to be held on 1st October and I will vote accordingly.



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

Attended a special meeting on 1st September to consider the appointment of a deputy head teacher

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

To pass on that Mrs Price is currently absent and may be so for a few weeks. Given her incredible devotion to the school I would request that the chair send a get 'well soon' card to be forwarded to her giving her the councils best wishes.

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

No meeting has taken place, however the school has received the results of its recent Estyn inspection, the report reflecting an excellent inspection.

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

During the summer holidays the problems with youths building ramps in the woods upon which to use bikes and electric scooters have persisted.

The Wildlife Trust has queried whether the Community Council could help finding a site which could be allocated where youths could have an area for this type of activity. If any members have any ideas for a site the Wildlife Trust would be grateful as this may provide an alternative to the woods for young people.

There has been a recent fire possibly set by young people near the entrance to the number 3 drift. I spoke to the children who were reasonable and apologised. Upon further investigation I found the fire to still be active and so it was extinguished. There are a number of sites in the woods where fires are often set.

Cub Scouts from Pencoed and Llanharan assisted in pulling Himalayan Balsam. Thanks to Cllr Robert Smith for arranging the Llanharan cub scouts to attend. Via the Wildlife Trust I also managed to persuade



Network Rail to pull some of the Himalayan Balsam from their side of the fence. This work has all helped but the Himalayan Balsam grows back so quickly.

A tree has fallen in the woods blocking the path, however as the tree is not on Wildlife trust land it is unlikely that the Wildlife Trust will deal with it.

There will be a nature walk in Brynna Woods next Wednesday.

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

No meeting recently, however LCDP continue to restructure contracts and looking at moving services around.

2025/228 Planning Matters

Noted without comment.

2025/229 One Voice Wales AGM Motions

No delegate was nominated to attend on the Council's behalf.

2025/230 Revised RCTCBC Charter with Town and Community Councils

RESOLVED

To approve and become a signatory to the revised RCTCBC Charter with Town and Community Councils.

2025/231 RBL Remembrance Service 2025 and request for administrative support

RESOLVED

To note that the Llanharan branch of the Royal British Legion wish to



continue to organize the Remembrance Service themselves in 2025 and to approve the provision of administrative support and to allow the Clerk to spend up to £500 to facilitate that support.

2025/232 Purchase of 14th edition of “Arnold-Baker on Local Council Administration”

RESOLVED

To approve spending £176 on the 14th edition of the book “Arnold-Baker on Local Council Administration” and to delegate authority to the officers to purchase new editions in future as they are published.

2025/233 Exclusion of Press and Public

RESOLVED

That by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the next item 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.

2025/234 Update on conclusion of personal injury claim

Noted.

The press and public were readmitted to the meeting.

2025/235 Urgent Information & Future Agenda Items

None.

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



The next scheduled meeting of Full Council will be held on 16th October 2025.

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 Hall), at 7pm on Thursday 17th July 2025

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

Members Present:

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

Apologies: Cllrs David Evans, Will Thomas

Absent: Cllr Geraint Hopkins

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips

Assistant Clerk: Rebecca Jenkins

4 members of the public.

2025/161 Welcome and Apologies

RESOLVED

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

2025/162 Disclosures of Personal and/or Prejudicial Interests

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



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

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

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

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

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

2025/163 Co-option to fill vacant seats

RESOLVED

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

2025/164 Public Speaking

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

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

RESOLVED

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

2025/166 Community Council Action Plan

Noted

2025/167 Correspondence

Noted.

2025/168 Community Crime Reports

Noted.



2025/169 Council Expenditure for June 2025

RESOLVED

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

2025/170 Year-To-Date Spend vs Budget

Noted

2025/171 Pantry Finances Report

Noted

2025/172 Bryncae Community Centre Finance Report

Noted

2025/173

RESOLVED

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

2025/174

RESOLVED

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

2025/175

RESOLVED

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



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

NOTED.

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

a) RESOLVED

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

b) RESOLVED

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

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

RESOLVED

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

NOTED

ORA2025/0 Eviction from an allotment plot

RESOLVED

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



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

a) *NOTED*

EV2025/003 Deputy Chair

RESOLVED

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

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

RESOLVED

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

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

a) *RESOLVED*

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

b) *RESOLVED*

b) *RESOLVED*

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

11.3e)ii)

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

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

a) *RESOLVED*

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



b) *RESOLVED*

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

c) *RESOLVED*

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

d) *RESOLVED*

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

e) *RESOLVED*

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

f) *RESOLVED*

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

g) *RESOLVED*

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

h) *RESOLVED*

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



i) **RESOLVED**

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

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

a) **RESOLVED**

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

b) **RESOLVED**

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

c) **RESOLVED**

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

d) **RESOLVED**

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

e) **RESOLVED**

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



f) **RESOLVED**

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

g) **RESOLVED**

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

h) **RESOLVED**

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

i) **RESOLVED**

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

j) **RESOLVED**

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

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

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

a) **RESOLVED**

A2025/046

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



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

Cllr Nick Richards returned to the meeting.

b) RESOLVED

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

c) RESOLVED

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

d) RESOLVED

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

e) RESOLVED

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

f) RESOLVED

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

g) RESOLVED

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

2025/180

RESOLVED

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



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

2025/181

RESOLVED

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

2025/182

RESOLVED

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

2025/183

RESOLVED

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

2025/184

RESOLVED

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

2025/185

RESOLVED

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

2025/186

RESOLVED

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



2025/187

RESOLVED

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

Cllr Janine Turner left the meeting.

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

No update provided.

2025/189 Members' Reports

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

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

2025/190 Feedback from External Group Meetings

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

Nothing to report.

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

Nothing to report.

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

Nothing to report.

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

No report.

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

Nothing to report

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

A bird walk planned for August with Tony Swan

Himalayan balsam pulling sessions with Pencoed and Llanharan Scouts



g) Llanharan Community Development Project (Cllr Robert Smith)

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

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

Cllr Chris Parker assumed the Chair.

2025/191 Planning Matters

Noted without comment.

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

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

RESOLVED

To defer the item to a future meeting

2025/193 Urgent Information and Future Agenda Items

None

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

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

Councillor Rhys Jenkins
Chair of Llanharan Community Council



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a remote basis (by remote attendance), 6.45pm on Tuesday 26th August 2025

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

Members Present:

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

Apologies; None.

Absent; Cllr Geraint Hopkins, David Evans.

Clerk to the Council: Leigh Smith

2025/194 Welcome and Apologies

The Chair welcomed everyone to the meeting.

2025/195 Disclosures of Personal and/or Prejudicial Interests

None.

2025/196 Public Speaking

None.

2025/197 Exclude press and Public

RESOLVED

To exclude the press and public by virtue of the Public Bodies (Admission to meetings) Act 1960, the press and public being excluded from discussion of the next item 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.



2025/198 Advice received from the Council's solicitor regarding a personal injury claim.

RESOLVED

To authorise the Council's solicitor to make the settlement offer as listed in 'Appendix 1', the confidential paper presented to the meeting. The Clerk to inform the solicitor that the figure is acceptable provided the Council's insurers approve the settlement.

2025/199 Urgent Information & Suggestions for future Agenda Items

None

There being no further business, the meeting closed at 7.00pm.

Councillor Rhys Jenkins
Chair of Llanharan Community Council



Llanharan Community Council - Master Action plan 17.9.25

Action no	Date added	Category	From	Action	Notes	Status
2020/232h	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public.	To be progressed once ROW database progress made.	
2021/105		Full Council	CIL	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).	Lease to be prepared.	
2021/105		Full Council	CIL	RESOLVED Furthermore, that all negotiations with interested parties be delegated to the Officers of the Council in order to produce an appropriate agreement or agreements to be presented before Council for resolution at a later date.		
2022/039	18.2.22	Full Council	Audit	RESOLVED The Clerk to take such action as necessary to obtain a price of between £5000 and £3000 for the green tractor. If this price cannot be achieved following a reasonable period following advertising, then the Clerk to return to Council with a further recommendation.	Find logbook Advertise in appropriate channels. On hold pending report on Red tractor and developments RE Cut and collect. Note this action held whilst the red tractor was repaired.	
2022/083	22.4.22	Full Council	Full Council	2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project. RESOLVED To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.	In progress. Design completed and submitted to RCTBCB SuDs and Welsh Water in June 22. Tender issued July 23. Awaiting formal S187 agreement. DCWW awaiting a copy of the formal title deed. Clerk has requested from Land Regsirtu Mau 2024 Awaiting S185 Oct 24. Awaiting final S185 from DCWW. S185 agreement with RCTCBC solicitors. Awaiting RCTCBC signoff. Nov 24. S185 obtained. Redwood engaged. 1.5.25	
2022/098	20.5.22	Full Council	Full Council	To be altered - Minute 2022/090 Welcome and Apologies. Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.		
2022/108	22.5.22	Full Council	CIL	2022/108 RCTCBC CIL meeting RESOLVED For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.		

2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED</p> <p>PSM32/1 near Gellifedi Road</p> <p>That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.</p>	<p>The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the PRoW network and are prioritising our work/enforcement accordingly. I am happy to arrange a meeting but this is unlikely to happen over the coming weeks due to current work load. ' No progress. currently with RCTCBC.</p>	
2023/017	20.01.2023	Full Council	Full Council	<p>2023/017 Covid 19 Plaque.</p> <p>RESOLVED</p> <p>£250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.</p>	<p>Councillors to bring proposals to a future meeting.</p>	
2023/018	20.01.2023	Full Council	Full Council	<p>2023/018 Chair's chain of office and updating of Chairperson's board.</p> <p>RESOLVED</p> <p>The Clerk to obtain a quotation from Fattorini's of Birmingham for the refurbishment of the Chair's chain of office and the addition of all Chair's names to the chain or its links. The Council to suspend its standing orders in this matter with regards to the obtaining of 3 quotes given that this is a specialist matter.</p>	<p>the Clerk to send the Chain of office to Fattorinis after the Horticultural show in August to obtain a quote. Quote to be presented to FC on 18/09/2025</p>	
2023/041	17.02.2023	Full Council	ORA	<p>RESOLVED</p> <p>ORA2022/060 Urgent items for information or items for future agenda.</p> <p>Future agenda to include training on basic tree safety training for staff and interested members.</p>	<p>Add to future agenda.</p>	
2023/060	17.3.2023	Full Council	CIL	<p>RESOLVED</p> <p>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.</p>	<p>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.</p>	
2023/142	16.6.23	Full Council	ORA	<p>RESOLVED</p> <p>ORA2023/039 Signage for allotment site gates</p> <p>That the officers be authorised to spend up to £400 for signage for the allotment gates and sites.</p>	<p>To be decided upon and ordered with evidence showing best value. Designs drawn up and sample item ordered 12092025</p>	

2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2 For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.	Awaiting details of type and dimentions of required gate and consent from landowner. Cllr Steer engaging with landowner. June 2024. HOLD	
2023/142	16.6.23	Full Council	ORA	For the Clerk to be authorised to approach the relevant landowners to obtain permission for the Council to replace the way-marker and to replace the stile with a self-closing gate and to arrange access accordingly.	Clerk wrote to 3 x landowners 25.9.23. Awaiting responses. Response recieved from 1, awaiting response from other. Have telephoned second landowner but awaiting response. Cllr Steer directly engaging landowners. June 2024, HOLD	
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/042 Cut and collect techniques The Officers carry out a cost benefit exercise on the proposal to use cut and collect techniques on Council land	Awaiting information on the potential for a grant to purchase equipment from Rachel Carter ref 2013/225. Note Emailed RC on 25.9.23 to seek help on what equipment req and what funding might be available.Cllr Steer carrying out further investigations.	
2023/186	21.7.23	Full Council	CIL	RESOLVED CIL2023/056 Further consideration of a CIL application from LRGT ref provision of a MUGA on the land adjacent to Bryncae Community Centre. That the matter be deferred to a future meeting of the CIL Committee to allow further informal negotiations to take place. The results of any negotiations to be confirmed in writing via the Clerk and reported to the Committee.	Informal negotiations held an results confirmed in writing. Awaiting legal deeds including title plan from LRGT. Chased June 2024 and subsequently.	
2023/286	17.11.2023	Full Council	Full Council	2023/286 Venues and other arrangements for future Council meetings. RESOLVED For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.		
2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.	Clerk to draw up draft process map.	
2024/015	19.01.2024	Full Council	Full Council	RESOLVED A2024/015 Discharge of recommendation R13 from the most recent internal audit. Following the recent notification from The Independent Remuneration Panel for Wales (IRPW) regarding taxation guidance for the payment of Council allowances, that each member in receipt of the £156 payment (or part payment) is issued with the relevant letter (to be signed by the member) to evidence a formal arrangement between the council and the councillor and provided that the councillor is not already claiming the allowance against another source of income then it be treated as exempt from PAYE. This being the case there is no need for payments to be made via the payroll system.	Letters to be drawn up - LS Letters to be sent, signed and returned and filed - LP	Completed

2024/017	19.01.2024	Full Council	Full Council	<p>2024/017 £500 to purchase software to facilitate the development of electronic application forms</p> <p>RESOLVED</p> <p>To authorise the officers to spend \$399 dollars per year (or the £ sterling equivalent) if following an investigation into its capabilities, the plugin is felt to serve the purposes for which it would be intended. For the Officer's in consultation with the Chair to proceed to develop draft forms and applications. The relevant committees to have final approval over the format and content of any application forms in the normal way prior to publishing.</p>	DE to advise	
2024/018	19.01.2024	Full Council	Full Council	<p>2024/018 £1,500 to make alterations to the Council office to improve security</p> <p>RESOLVED</p> <p>To authorise the officers of the Council to spend up to £1,500 to facilitate the fitting of a door latch and CCTV in the office. For a virement to be taken from general reserves and added to the office maintenance line</p>	CCTV fitted May 25 Awaiting contractor to fit latch.	
2024/046	16.02.2024	Full Council	Full Council	<p>2024/046 Motion to instruct the Clerk to write to the relevant department of RCTCBC regarding flooding and drainage on the A473 near 'Llanharan Square'. RESOLVED The Clerk to write to the relevant department in RCTCBC to request what remedial work is required to the road drains on the A473 adjacent to the High Corner pub and to describe what, if any remedial work is planned over the next 12 months to rectify the situation".</p>	Write letter and send. On hold ref RS	
2024/071	22.03.2024	Full Council	Full Council	<p>2024/071 Potential leasing of land around Bryncae Community Centre.</p> <p>RESOLVED</p> <p>For the Clerk to obtain estimates of cost from a solicitor to draft a lease agreement and act on the Council's behalf in this matter. Costs to be presented to a future meeting of council.</p>	On Hold - Awaiting deeds/title plan from LRGT June 24.	
2024/071	22.03.2024	Full Council	Full Council	<p>2024/071 RESOLVED</p> <p>For the Clerk to obtain comprehensive deeds for the land, including a title plan from LRGT.</p>	Requested. Awaiting info from LRGT. Nudged April 24. Nudged June 2024.	
AM2024/007	17.05.2024	Full Council	Annual Meeting	<p>AM2024/007 Civic Allowances for the municipal year 2024/25</p> <p>RESOLVED</p> <p>To pay the members allowance of £156 a year to all members with immediate effect, except to those who formally write to the Clerk indicating that they do not wish to receive the allowance.</p> <p>RESOLVED</p> <p>To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made with immediate effect.</p> <p>RESOLVED</p> <p>For those Councillors who wish to make a claim for a mandatory contribution towards costs of care and personal assistance to contact the Clerk for further details.</p> <p>RESOLVED</p> <p>To pay a Chair's allowance of £1500 to the Chair of the Council</p> <p>RESOLVED</p> <p>To pay a Deputy Chair's allowance of £500 to the Deputy Chair of the Council</p> <p>RESOLVED</p> <p>For those Councillors who wish to make a claim for the optional Financial Loss Allowance to contact the Clerk for further details so that a claim can be made.</p>	Payments made to all who have replied. Senior allowance and chair's allowance subject to tax. Must produce letters of agreement.	Completed

2024/135	21.06.2024	Full Council	ORA	<p>ii. RESOLVED ORA2024/023 Draft appeals procedure in the case of an eviction decision. To adopt the appeals procedure for allotment evictions as Council policy as presented to the ORA Committee (Appendix 6, 2nd April 2024). Detail of Appendix 6, 2nd April 2024. (Text not reproduced here).</p>	Clerk to add to the draft of the 2025 tenancy agreement. Note: 2025 agreement the same as the previous year. This to be added to the next revision. Done as version 4.	Completed
2024/135	21.06.2024	Full Council	ORA	<p>iii. RESOLVED ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee. To proceed with planting of seeds/bulbs on sections of new road (A473) as per the drawings attached in the appendix provided (appendix 4). Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions and ensuring appropriate plants are planted. The Clerk to seek permission from the landowner. The Clerk to ensure the landowner/local authority consents not to mow the areas where planting takes place in future.</p>	<p>Obtain consent from RCTCBC and / /or landowner. Issue instruction to senior grounds person.</p> <p>RCT contacted 27.3.25 Landowner contacted Feb 25 - Awaiting consent. Nudged 9.5.25 Meeting offered my management company to take place July 25. Permission given to proceed. Inform Sharon of area to be sown so the grass is not cut there.</p>	
2024/135	21.06.2024	Full Council	ORA	<p>vi. RESOLVED ORA2024/045 Action plan regarding the ongoing upkeep of an allotment plot on Jubilee Street site and to consider next steps - For the Clerk to continue to monitor progress on a monthly basis regarding cultivation and attendance on the plot.</p>	Monitor monthly report progress to ORA. Checked early July 24 - Good progress. March 25 - Some limited progress following a period of inactivity. Referral to ORA July 2025	
2024/139	21.06.2024	Full Council	Audit	f) To note recommendation 6 of the audit report and for the officers to draw up a simple guide to illustrate which documents should be posted on which section of the website with a simple guide to doing so.		
2024/139	21.06.2024	Full Council	Audit	g) To accept recommendation 7 of the audit report and for the officers to present an appropriate suite of draft GDPR policies and documents to Council for adoption.	Draft policy and templates prepared 08/08/2025	
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.	<p>Draft privacy notice presented to FC 17/07/2025</p> <p>Draft Biodiversity, Crime and Disorder, Business Continuity and Petition policies prepared 08/08/2025</p>	
2024/139	21.06.2024	Full Council	Audit	i) To note recommendation 9 of the audit report. For the officers to request of the auditor whether the current practices of the Council as described in the Council's Financial Regulations are legal, and if not for the auditor to provide the legal or statutory reference to which the Council is non-compliant for further consideration.	The Clerk has written to the auditor 21.6.24	

2024/139	21.06.2024	Full Council	Audit	j) To note recommendation 10 of the audit report. For the officers to request of the auditor the legal or statutory reference to which the payments are non-compliant or the NALC legal topic note dealing with this matter. One Voice Wales having confirmed the legality of such direct payments both prior to the payments being made and again following receipt of the audit report. Furthermore the officers having only found reference to double taxation relating to the duplication of services and having found no overarching bar to making payments directly to a school for non-curriculum activities.	The Clerk has written to the auditor 21.6.24	
2024/139	21.06.2024	Full Council	Audit	m) To accept recommendation 13 of the audit report and for the officers to draft new contracts for all staff using the NALC nationally agreed model contract issued by One Voice Wales in April 2024. These drafts to be presented to a future meeting of the HR Committee in the first instance.	In progress. Draft presented to HR Committee Sept 24. Further work required. Clerk and new roles completed. RFO and Senior Groundsperson to be completed.	
2024/139	21.06.2024	Full Council	Audit	o) To note recommendation 14 (The number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 9) of the audit report. For the officers to carry out an analysis of the practical and financial aspects of making changes to the account(s) for presentation to a future meeting of the Audit Committee.		
2024/303	20.12.2024	Full Council	Full Council	b) RESOLVED The RFO to become a co-signatory (along with Cllr Andrea James who is the current voluntary management committee's treasurer, in the interim period) to the existing bank account to comply with financial regulations and to use the existing bank account.	Lease transfer date: 3rd Feb 2018	Abandoned
2024/303	20.12.2024	Full Council	Full Council	c) RESOLVED The RFO to create a new cashbook within Rialtos to deal solely with the finances of the Centre and that an EMR is created to capture the balance of any funds available and any profit (or loss) in any financial year.	Lease transfer date: 3rd Feb 2019	Completed
2025/011	17.1.2025	Full Council	Full Council	2025/014 Motion to delegate authority to The Bryncae Community Centre Committee to appoint its own Chair and Deputy Chair. RESOLVED To delegate authority to The Bryncae Community Centre Committee to appoint its own Chair and Deputy Chair at its first meeting.	Add to agenda for first meeting. Update lists.	Completed
2025/017	17.1.2025	Full Council	Full Council	2025/017 Over 60's Christmas Lunches and to approve the payment of final costs. RESOLVED a) To clarify that a donation of £100 EACH to be paid to both Brynnau and Llanharan Primary schools for entertainment b) To clarify that the payment alluded to above "£200 payment for school bus transport for Brynnau Primary School" relates to the bus costs for both Brynnau Primary School and for the transport arranged on the day for residents of Brynna. c) To increase this amount to £230 to cover the actual cost of the busses. d) To pay the Cresta caterers costs of £5,209.58 for the cost of catering. (202 heads x £25.79/head + VAT)		
2025/030	21.02.2025	Full Council	Full Council	2025/030 Minutes of the Previous Meeting RESOLVED To approve the minutes of the ordinary council meeting held on 16th January 2025 as a true and accurate record subject to amendment to include Cllr Andrea James' declaration of interests which were declared at the meeting.	Amend minutes, republish as amended.	
2024/163	19.07.2024	Full Council	Audit	iv. RESOLVED A2024/059 To defer consideration of the method of budgeting and administering the grant applications for The Wildlife Trust and LCDP to a future meeting of the Audit Committee.	To be added to next Audit agenda	

2024/176	19.07.2024	Full Council	Full Council	<p>2024/176 'supporting guardians' for community defibrillators.</p> <p>RESOLVED</p> <p>To permit the officers to arrange for 'supporting guardians' for the council's community defibrillators under the following terms:</p> <ul style="list-style-type: none"> • That interested members of the public be named as supporting guardians to carry out monthly checks. • The Clerk to contact interested parties and advertise to seek responsible supporting guardians for defibrillators. • The Clerk to keep appropriate records and liaise with supporting guardians. • The Clerk to add, remove or manage supporting guardians as they see fit. • The Clerk to ensure all supporting guardians are trained in their duties and responsibilities and the practical aspects of carrying out a defib check. • The Clerk to seek to arrange free 'defib training' for members of the community. 	<p>Advertise. Make training video. Add checklist. Volunteers in place for all defibs. Waiting for Ynysmaerdy CC and Llanharan RFC to confirm names. Briefing notes given and in-person briefing offered. Volunteer checking underway. Met with Rev Geraint John to plan training for October. On hold till he confirms dates.</p> <p>All defib volunteers now in place end of August 2025</p>	
2024/177	19.07.2024	Full Council	Full Council	<p>2024/177 Letter to RCTCBC planning regarding Dragon International Studios planning applications</p> <p>RESOLVED</p> <p>To instruct the Clerk to write a letter to RCTCBC planning regarding Dragon International Studios planning applications 24/0511/10, 24/0513/10, 24/0524/10, 24/0525/10, 24/0526/10, 24/0527/10. The wording of the letter be altered from that presented in appendix 16 to remove factual inaccuracies and to reflect discussions held during the meeting.</p>		
2024/181	19.07.2024	Full Council	Full Council	<p>2024/181 Progress report on negotiations for a formal legal agreement to replace the previous Memorandum of Understanding with LRGT</p> <p>i. RESOLVED</p> <p>For the Clerk to seek formal negotiations with LRGT to be attended by the Clerk and the Chair.</p> <p>Terms for the negotiation set out as outlined below:</p> <p>Preferred option to be option 4 as set out in the confidential paper 'Appendix 19' presented to the meeting.</p> <p>Fallback position to be option 2 as set out in the confidential paper 'Appendix 19' presented to the meeting. If necessary authority for spend delegated to the proper officer in conjunction with the chair as per clause 4.1b of the financial regulations.</p> <p>In any case option 5 (as set out in the confidential paper 'Appendix 19' presented to the meeting) be communicated and actioned.</p>	<p>Write to LRGT seeking a meeting before 11th August 2024 in the first instance RE option 4.</p> <p>Prepare fallback option 2.</p> <p>Inform of option 5</p> <p>update 4th Sept 2024. Unable to arrange meeting with LRGT and so option 2 activated, risk assessment carried out and awaiting monitoring quotes. Quotes recieved. Unable to gain regular access to verify details of the report. Sept 24 LRGT open to a transfer of the block with a commitment to LCC funding a refurb of up to £50k. See Clerks notes for detailed info. Committee underway and spec being drawn up for quotations.</p>	
2024/213a)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>a) RESOLVED</p> <p>ORA2024/054 Development of small 'Starter plots' on the councils allotment sites.</p> <p>To hold back 1 plot on each of the Council's allotment sites to be divided up and developed into smaller 'starter plots', with a view to letting in January 2025.</p>	<p>Suitable plots identified on Bridgend Rd and Jubilee St sites</p>	

2024/213c)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>c) RESOLVED</p> <p>ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps.</p> <p>For the condition of and future options for the repair or development of the Oakbrook Skatepark to be referred to the 'Oakbrook Refurb working Group' as a matter of urgency. The group's existing terms of reference are:</p> <p>Reporting to the CIL Committee. To investigate the feasibility and arrangements of refurbishing the Oakbrook skatepark. And to request that the group make recommendations to the CIL Committee, the outcome to be considered by Council at a future meeting.</p>	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.	
2024/287	22.11.2024	Full Council	HR	<p>2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024</p> <p>c) RESOLVED</p> <p>HR2024/027 Pay scales. To change the Clerk salary scale arrangements to fall in line with NALC best practice. For the Clerk's rate to ascend the incremental scale annually (within the applicable LC range) provided the annual performance appraisal explicitly states standard/satisfactory performance or above to activate an increase by 1 point on the scale. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026.</p>	Diarise process milestones. (Add to master planner).	
2024/287	22.11.2024	Full Council	HR	<p>2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024</p> <p>d) RESOLVED</p> <p>HR2024/027 Pay scales. For the principle of pay scales to be widened to all roles within the Council. The HR Committee to explore the mechanisms and methods of producing such pay scales for all staff with checks and balances to ensure the process is fair and transparent. A further proposal to be put before Council at a later date. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026</p>	Devise alternative payscale scheme. Diarise process milestones. (Add to master planner).	
2024/287	22.11.2024	Full Council	HR	<p>2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024</p> <p>f) RESOLVED</p> <p>To transfer all staff contracts to the NALC model contract. The Clerk to present individual draft contracts to the HR Committee for prior approval at a future date, with the resolutions of Council made in line with HR2024/027 b), above, taken into account. Where approved the contracts shall be issued or subject to whatever statutory consultation process as is necessary.</p>	Transfer all contract details to new forms and present to HR	
2024/300	20.12.2024	Full Council	CIL	<p>a) RESOLVED</p> <p>CIL2024/047</p> <p>To allocate £1,781.24 of CIL funds to project LCC19/07 Memorial Garden for extra surety cover, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists</p>	Check with RCT and add to lists. Emailed RCT awaiting reply, list updated.	
2024/300	20.12.2024	Full Council	CIL	<p>b) RESOLVED</p> <p>CIL2024/048</p> <p>To allocate £588 of CIL funds for costs to ensure legionella compliance at the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists</p>	Check with RCT and add to lists. Added to lists and emailed.	

2024/300	20.12.2024	Full Council	CIL	c) RESOLVED CIL2024/049 To allocate up to £2,000 of CIL funds for a building condition survey of the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend as per resolution 2024/288b) and to add to the CIL123 list and Active Project lists.	Check with RCT and add to lists. Added to lists and emailed.	
2024/300	20.12.2024	Full Council	CIL	d) RESOLVED CIL2024/050 To allocate £380 of CIL funds for costs to carry out a electrical safety inspection and to replace 2 x emergency light fittings at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed.	
2024/300	20.12.2024	Full Council	CIL	e) RESOLVED CIL2024/051 To allocate up to £500 of CIL funds for costs to carry out a commercial gas safe safety inspection at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed.	
2024/301	20.12.2024	Full Council	ORA	a) RESOLVED ORA2024/084 Expansion of the Pendre Allotment site. For the Clerk to advertise for expressions of interest for plots at the site to gauge demand with a view to having extra plots available in January 2026.	Pending. Current demand low. Engagement exercise to be planned for later in the year given current resources and time constraints.	
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) b) RESOLVED For the Clerk to arrange the appropriate ROSPA training for 2 employees and 1 member during 2025 in order to ensure those carrying out the weekly inspections are 'trained and competent', for the officers to be authorised to spend up to £500 on this training. It is proposed to provide this training during Summer 2025.	Provider contacted for a quote 25.6.25 . Other interested attendees have been identified to attend/share cost and quotation received. Training undertaken 28/08/2025	Completed
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) c) RESOLVED ORA2025/010 To proceed with placing a bus shelter at the High Corner bus stop and to authorise the officers to spend up to £5,000 to facilitate the project and any consultation with interested parties via RCTCBC. The money to be taken from CIL funds if resolved by council following a recommendation of the CIL Committee, otherwise a virement to be made from general reserves.	Instructed RCT to proceed. March 25. Nudged May, June and August 2025, awaiting progress report. Made contact Sept 25 and example provided. for presentation to ORA. Expected completion 8 weeks. Half panel one side full panel Talbot green side.	
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) f) RESOLVED ORA2025/012. To install signage on the new barriers at the Western End of the Meadow Rise Open Space stating, "Beware of traffic on road." For the Clerk to take advice on placement from RCTCBC highways.	RCT consulted, awaiting response. 26.6.25 No response received 12.9.25 so assume can be ordered.	
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) g) RESOLVED ORA2025/013 To carry out some in-house maintenance work on the path at the western end of Tan Y Bryn Bridleway.	Informed maintenance staff. In workflow.	
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) h) RESOLVED ORA2025/014 Removal of Collapsed Fence on the Northern Boundary of Tan Y Bryn Bridleway. To approach the owners of the fence the northern boundary of Tan Y Bryn Bridleway for consent for Council staff to remove the damaged section of fencing.	Clerk to approach landowner	

2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) i) RESOLVED ORA2025/016 Removal of Barriers between Meadow Rise and PSM53/2 To attempt to identify the landowner and to approach them and other interested parties for consent to remove the anti-motorcycle barriers on the permissive path between Meadow Rise and PSM53/2. If consent obtained or it is not possible to identify the landowner following reasonable attempts to do so, to remove the barriers.	Informed maintenance staff. In workflow.	
2025/037	21.02.2025	Full Council	CIL	2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 c) RESOLVED CIL2025/010 To add the project 'Bus shelter at the High Corner' to the CIL123 and Active Project lists, allocating up to £5,000 of CIL funds. The ORA Committee to examine the details and make recommendations to full council.	Added to lists. Engage RCT for full spec and costs and program of work. Agreed. Nudged Arly June 25.	
2025/043	21.02.2025	Full Council	Full Council	2025/043 SLA Proposal for Bryncae Community Centre a) RESOLVED To approve and accept the Service Level Agreement (SLA) proposal from RCTCBC for statutory compliance monitoring at Bryncae Community Centre.	RCT informed . Awaiting signing.	
2025/072	21.03.2025	Full Council	Full Council	2025/072 Digital Working Group b)RESOLVED To adopt the policy presented in 'Appendix 16' as the Council's formal policy for the use of artificial intelligence (AI).	Add to sharepoint and website. Staff to sign for Sharepoint and website - done	
2025/091 a) b) c)	18.04.2025	Full Council	CEC	CEC2025/020 Issuing a 3 year contract for the erection of the Council's summer baskets beginning in Summer 2025. a)RESOLVED To seek quotations for a 3 year contract using the specification provided in Appendix 3 at this meeting to the CEC Committee, with no formal tender process being required. b)RESOLVED That the CEC Committee be delegated authority to select a vendor at a subsequent meeting. c)RESOLVED That given the timescales, financial regulation 11e)ii)1 be suspended in the event of less than 3 quotations being received on the grounds that the Clerk has attempted to obtain 3 quotes but less than that number have been received. Predicated on the assumption that the Clerk will archive evidence of such for the purposes of any future audit.	Arrange to collect quotes and present results to CEC for resolution, Closing date for quotes - 5pm Monday 12th May	
2025/091 d)	18.04.2025	Full Council	CEC	d)RESOLVED CEC2025/021 Issuing a tender for a 3 year contract for the erection of the council's festive display 2025-2027. To issue a formal open tender for the erection of the council's festive display 2025-2027 under the terms of the Procurement Act 2024 on the terms presented in Appendix 4 to this meeting to the CEC Committee (subject to any alterations required under the discretion of the Clerk). For the Clerk to also approach companies who have already registered an interest as part of the pre-tender exercise, who have carried out works for the council previously and any other appropriate companies. For the tender to run for a period of 6 weeks from issue.	Organise tender ASAP	

2025/091 e)	18.04.2025	Full Council	CEC	<p>e) RESOLVED CEC2025/022 Process to select the preferred Christmas lights and motifs to be included in a 3 year hire agreement for 2025-2027 prior to any tender being issued. The current hire contract having now come to an end. To form a working group known as the Festive Display Working Group, terms of reference, "to consider the specification and other arrangements for the Christmas lights and festive display for 2025 and beyond". Membership to comprise Cllrs Chris Parker (As Chair), Neil Feist, Janine Turner and Rhys A Jenkins.</p>	<p>Inform CP- done 25.4.25</p> <p>Update committee and WG master list - Done</p> <p>Prompt Working group to meet.</p>	
2025/093b)	18.04.2025	Full Council	CIL	<p>b) RESOLVED CIL2025/029 CIL application, Brynna Community Centre for drainage improvement works to the bottom football pitch at Brynna fields. To approve the application from Brynna Community Centre for £26,187.97 for the carrying out of works to improve the drainage on the bottom football pitch on Brynna recreation ground and to allocate CIL funds accordingly. Project to be added to the CIL123 and Active Project lists.</p>	<p>Inform applicant. - done</p> <p>Amend CIL lists - Done.</p> <p>Project in progress.</p>	
2025/94g)	18.04.2025	Full Council	Audit	<p>g) RESOLVED i) To seek further clarification from the auditor regarding the Clerk's salary as no material difference observed following subsequent checks.</p> <p>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</p>		g)ii Completed
2025/95b)	18.04.2025	Full Council	HR	<p>b) RESOLVED HR2025/006 One Voice Wales 5 yearly-assessment of the Council in line with the NALC LC scale. To engage One Voice Wales to carry out an independent, non-binding grading assessment of the Council and the Clerk for a cost of £220.</p>	<p>Inform OVW and request assessment - Done 25.4.25 Assessment taking place 15th May 2025.</p>	
2025/99	18.04.2025	Full Council	CIL	<p>2025/99 Section 185 Sewer Diversion Work RESOLVED To accept an increase in costs from Redwood Environmental Services Ltd for the Section 185 Sewer diversion work relating to Project LCC19/07 Garage/Memorial Garden from £22,169.75 to £29,136.73 and to increase the CIL allocation for the project from £140,695 to £147,662 to take account of these increased costs. The increased cost still being cheaper than the next cheapest tender received in July 2023.</p>	<p>Inform Redwood - Done 25.4.25</p> <p>Amend CIL list - Done 25.4.25</p> <p>Clarify next steps and timeline. Then inform Action builders. Commencement expected August 25</p>	
2025/122a)	16.05.2025	Full Council	CIL	<p>a) RESOLVED CIL2025/016 Additional Costs for Footpath Reopening Project To allocate an additional £1,800 of cost to the project 'LCC21/20 Reopening of footpath RAN17/1 adjacent to the Bryncae Arms,' updating the CIL123 and Active Project lists accordingly and closing the project.</p>	<p>Update CIL lists accordingly - Done. See LS email to LP 8.6.25</p>	Completed
2025/122b)	16.05.2025	Full Council	CIL	<p>b) RESOLVED CIL2025/017 Removing Picnic Benches at Lanley Estate from CIL123 and Active Project Lists To remove project 'LCC23/Lan2 Picnic benches at Lanley Estate' from the CIL123 and Active project lists, as the developer has repeatedly failed to respond to requests for permission.</p>	<p>Update CIL lists accordingly</p>	Completed
2025/122c)	16.05.2025	Full Council	CIL	<p>c) RESOLVED CIL2025/018 Referral of Bryncae Community Centre Improvement Project To delegate the spend of CIL funds allocated to the project 'LCC23/02 Improvements to Bryncae Community Centre' to the Bryncae Community Centre Committee.</p>	<p>Add to BCC Committee TOR</p>	Completed

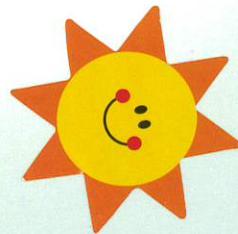
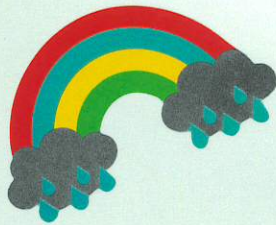
2025/122d)	16.05.2025	Full Council	CIL	d) RESOLVED CIL2025/019 Adding the Skateparks Project to CIL123 and Active Project Lists To add the project 'Skateparks project' to the CIL123 and Active Project lists with a value of £100,000.	Update CIL lists accordingly - Done	Completed
2025/125b)	16.05.2025	Full Council	Full Council	2025/125 Legal costs and other matters relating to the transfer of the shower block. b) RESOLVED To authorise the officers of the Council to spend up to £3,200 on legal fees for the transfer of the shower block for LCC and LRGT legal fees. Monies to be allocated to budget line "Professional and legal fees", with the Clerk making enquiries as to whether this spend can be allocated to CIL at a later date.	Process after an agreement has been made as to the specification and scope of improvement works - To be included in a legal agreement along with the other aspects agreed (eg Future spend commitments for statutory and other costs).	
2025/139a)	20.06.2025	Full Council	Full Council	2025/139 Alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process. a) RESOLVED To alter clause 33.2.6.iv to the following. "33.2.6.iv - The vote will comprise a show of hands, The exhaustive ballot method shall be used, that is, if a candidate receives more than 50% of the vote they are co-opted. If no candidate achieves more than 50% of the votes, the candidate or candidates with the fewest votes shall be eliminated from consideration. Additional ballots shall be held, with the remaining candidates, until one obtains a majority (>50%), at which point they shall be co opted. Any tie shall be settled by the Chair's casting vote. In the case of more than one vacancy, this process shall be repeated for each available seat".	Alter SO and produce (and issue) new version. Add to sharepoint.	
2025/139b)	20.06.2025	Full Council	Full Council	2025/139 Alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process. b) RESOLVED To add the following phrase to the standing orders. "Where the number of candidates equals the number of vacant seats, each candidate must in turn be proposed and seconded to be considered for co option and an ordinary vote taken to resolve to co-opt that candidate".	Alter SO and produce (and issue) new version. Add to sharepoint.	
2025/149	20.06.2025	Full Council	Full Council	2025/149 Further costs towards the Officer's annual SLCC membership RESOLVED To authorise the officers to spend a total of an additional £117 for the 3 memberships.	Pay the subscriptions	
2025/163	18.07.2025	Full Council	Full Council	2025/163 Co-option to fill vacant seats RESOLVED To co-opt Andrew Morgan to fill one vacant seat for the Brynna ward, subject to the correct signing of his declaration of acceptance of office.	Inform candidate - Done. Arrange for signing of acceptance of office - Done Setup email and add to groups - Done Send induction pack and provide advice - Done Add to website - Done Obtain and post register of interests - Done	Completed
2025/169	18.07.2025	Full Council	Full Council	2025/169 Council Expenditure for June 2025 RESOLVED To approved expenditure for June 2025 as shown in payment schedule "Appendix 5" presented to the meeting.		Noted
2025/173	18.07.2025	Full Council	Full Council	2025/173 RESOLVED To delegate explicit authority to the Bryncae Community Centre Committee to alter payment terms and conditions for users and hirers. For the officers to alter the Terms of Reference of the Committee accordingly.	Amend TOR on master sheet.	Completed

2025/174	18.07.2025	Full Council	Full Council	2025/174 RESOLVED To support the proposed amendments to the One Voice Wales constitution and framework and for the Council's representative to vote accordingly at the online EGM to be held on Wednesday 3rd September 2025.	CLrs Smith and Parker were present so are aware. No action required.	Noted
2025/175	18.07.2025	Full Council	TEC	2025/175 RESOLVED To explicitly delegate authority to the TEC Committee to issue tenders and select the successful tender for the recently issued tender for a Project Manager and for any future tenders relating to the project within its allocated budget with regards to Financial Regulation 12.4a).	Amend TOR on master sheet.	Completed
2025/177	18.07.2025	Full Council	ORA	2025/177 Resolutions and recommendations of the ORA Committee held 3rd July 2025 RESOLVED To authorise the officers to spend up to £1,000 to facilitate playground inspection training for LCC staff and other interested parties. Final costs to be ascertained and reported once firm commitments received from other councils to share cost.	Training booked for 28th August 2025. LS, WT, PB, PH. Two delegates from Maesteg Town Council attended to share cost	Completed
2025/178 b)	18.07.2025	Full Council	Events	b) RESOLVED To suspend Financial Regulation 11.3 e) ii) on the grounds that the Council have attempted to obtain 3 quotations having requested quotations from local providers but only one of the providers is available on the dates of the events. 11.3e)ii) When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3, where the value:is less than £30,000 (inclusive of VAT) and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.	Noted	Noted
2025/179a)	18.07.2025	Full Council	Audit	2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025 a) RESOLVED A2025/046 To grant Llanharan Horticultural Society the sum of £750 and to allow the loan of the council van and driver to contribute to prize money for the 2025 Horticultural show, using LGA 1972 S.137 (Power of last resort).	Inform applicant and make payments as required.	Completed
2025/179b)	18.07.2025	Full Council	Audit	2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025 b) RESOLVED To grant 1st Llanharan Rainbows the sum of £300 for badges and certificates, plants for the war memorial and the church hall, to contribute to membership fees and to help fund an RNLI visit. Using LGA 1972 S.137 (Power of last resort).	Inform applicant and make payments as required.	Completed
2025/179c)	18.07.2025	Full Council	Audit	2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025 c) RESOLVED To grant 1st Brynna Rainbows and Brownies the sum of £300 to be shared between the two units for consumables, PE equipment and general running costs. Using LGA 1972 S.137 (Power of last resort).	Inform applicant and make payments as required.	Completed

2025/179d)	18.07.2025	Full Council	Audit	2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025 d) RESOLVED To grant 1st Llanharan Scouts the sum of £2,000 for the replacement of camping equipment to facilitate camping trips for beavers, cubs and scouts. Using LGA 1972 S.137 (Power of last resort).	Inform applicant and make payments as required.	Completed
2025/179e)	18.07.2025	Full Council	Audit	2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025 e) RESOLVED To defer to a future meeting, consideration of the grant application from Forces Fitness for the sum of £499 to facilitate a free children's health and wellbeing community day in Llanharan utilising military veteran role models. The Clerk to request further information with regards to potential dates and venues.	Inform applicant and make payments as required.	Completed
2025/179f)	18.07.2025	Full Council	Audit	2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025 f) RESOLVED To grant Ffrindiau Llanhari the sum of £851.97 for sporting equipment. Football goals, basketball backboards, footballs and a tennis badminton set. Officer's note: Power: LGA 1972 S.137 (Power of last resort).	Inform applicant and make payments as required.	Completed
2025/179g)	18.07.2025	Full Council	Audit	2025/179 Resolutions and recommendations of the Audit Committee held 10th July 2025 g) RESOLVED A2025/047 To approve bank reconciliations and list of payments for Quarter 1 financial year 2025-26 as presented in the schedule "Appendix 4" presented to the meeting.	Inform applicant and make payments as required.	Completed
2025/180	18.07.2025	Full Council	CEC	2025/180 RESOLVED To award the tender for a 3 year contract to erect and remove the council's festive display 2025-2027 to RM Electrical under the terms outlined in the tender document. For the officers to inform the successful bidder and to monitor the obtaining of the relevant qualifications with an update provided to Council in the October meeting of council.	Inform successful vendor. - Done Monitor progress RE qualifications. - Completed.	Completed
2025/181	18.07.2025	Full Council	CIL	2025/181 RESOLVED To instruct the Officers to apply for a grant of £100,000 from Grantscape (Windfarm fund) towards the replacement/refurbishment of the Oakbrook Skatepark.		
2025/182	18.07.2025	Full Council	Full Council	2025/182 RESOLVED To authorise the Officers to place an order for up to 25 resus packs for Community Council managed defibrillators and to spend up to £215 on these items.	Place order. Stock. Welsh Ambulance Service have provided basic packs. Additional items ordered 28.08.25	
2025/183	18.07.2025	Full Council	Full Council	2025/183 RESOLVED To adopt the Freedom of information policy as presented in 'Appendix 18' to the meeting.	Add minute reference, remove draft labels and upload to sharepoint and the website.	Completed
2025/184	18.07.2025	Full Council	Full Council	2025/184 RESOLVED To adopt the Privacy notice as presented in 'Appendix 19' to the meeting.	Add minute reference, remove draft labels and upload to sharepoint and the website.	Completed

2025/186	18.07.2025	Full Council	Full Council	<p>2025/186 RESOLVED</p> <p>To instruct the Officers to organise the annual Remembrance Day memorial service at Llanharan War Memorial should this be requested by the Llanharan branch of the Royal British Legion, and in this event for a budget of £500 to be vired from general reserves for the event. That the event should fall under the auspices of the Events Committee.</p>	<p>Inform RBL of the offer. Await formal request. Email sent 30.7.25 RBL to arrange for 2025 but requested admin support. On FC agenda Sept 25.</p>	Completed
2025/187	18.07.2025	Full Council	Full Council	<p>2025/187 RESOLVED</p> <p>To approve urgent spend of up to £1900 for the felling of a dangerous tree on Council land, and to make the virement from general reserves.</p>	Completed	Completed

Thank You...



To

Llanharan Community
Council,

Thank you

...very much!

for giving us the Grant of
£300. It will make a real
difference to our young members,
and is much appreciated.

Best wishes,

Caroline Price (Guide)

1st Llanharan

Rainbow Guides





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Ref: CAR384



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Elle

Lacey

Alys

Aoife

Erin

Naila

Lily

Elise

Annabel

Lily

++

Lily

Mad

Alice

Rebecca

Olivia

Sophia

Anna

Thank you from Brynna Rainbows
and Brownie for your very
kind donation.
from all the leaders
and girls

From: [The Clerk / Project Officer](#)
To: [REDACTED]
Cc: [Rebecca Jenkins](#); [Office](#)
Subject: RE: Urgent: Fence blocking access behind [REDACTED] South View - request for clarification and temporary access
Date: 09 September 2025 17:19:00

Good afternoon [REDACTED]

If you can confirm the following by close of play Thursday 11th September (5pm) then I can add to the agenda for the council meeting on Thursday 18th September.

If I do not hear from you by then I will assume you do not wish to make a formal request for permission for access at this time. (The agenda for the meeting will be formally issued then. The next available Council meeting will then be 16th October).

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

Hi [REDACTED]

Further to the below.

Could you confirm whether or not it is your intention to access your property via the play area in the future once work is complete and the exact nature of the building work to be carried out please?

Is Specifically Are you fitting externally opening doors or any other access points leading onto the play area?

It is likely that when considering your request for temporary access to carry out work, the members will want to know the answers to these questions.

Answering them in advance prevents the matter being deferred to the following meeting whilst they await a response.

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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Tel: 01443 231430 / 07769 266675

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Hi [REDACTED],

Happy to give you a call to discuss if you can provide me with a number.

In the meantime I will treat your email as a Freedom of information request under the Freedom Of Information Act 2000.

The Council's Freedom Of Information Policy is attached. The policy sets out what actions you can take if you are dissatisfied with the response.

The responses to your questions are shown below.

1. Confirm in writing the legal basis for installing the fence at this location and for removing the access we have been using;

Under the Occupiers' Liability Act 1957, anyone who occupies land owes a duty of care to visitors to ensure they are reasonably safe in using the premises for the purpose they are invited or permitted to be there. For children's play areas, courts expect a higher standard of care because children are less able to recognise hazards. If there are hazards present on any adjoining property or land (e.g. broken glass, rubble, steep drops, or works associated with construction) and your playground abuts it, you must take reasonable steps to stop children from wandering into danger.

In the absence of any formal right of way or easement then there is no legal duty on a landowner to allow access over its land.

2. Confirm whether your records show any right of way/easement licence affecting our property;

We have no such records, and I am unaware of any right of way or easement.

In the absence of any formal right of way or easement then there is no legal duty on a landowner to allow access over its land.

3. Allow temporary, supervised access (e.g. via a gate opening or arranged site visit) so our contractors can complete the debris removal safely and promptly.

A previous agreement was in place (Reproduced at the bottom of this email) in July 2024 which contained strict clauses to ensure public safety. The end date of 18th July 2024 was extended to allow some further work to take place, but at some point, after this I was advised that the work was complete. The agreement then lapsed. No request for permission has been received in the intervening period.

The Council will need to consider whether it wishes to grant further access rights over its land. I will put this to Council to decide at its September meeting, however the fact that access to the building has been open for some time posing a potential risk (and potential liability to the council) may play a part in the Council's decision. You have the right to come and address the Council at the meeting (although not participate in the debate or be present when the vote is held), I will send you online joining details closer to the time. You may attend in person or online. (The meeting is 7pm on Thursday 18th September). There is no guarantee that the Council will grant any access.

I should point out at this stage that following completion of the work at your property, the Council has given no permission for ongoing access to your property over the council's land. Should you be planning for regular access to your property over the Council's land once work is completed you must formally request permission in advance.

There is no guarantee that this right will be granted, and the Council reserves the right to take steps to erect a boundary barrier on its own land or to take other steps. In the past the Council has taken steps to prevent unauthorised encroachment onto its land up to and including legal action.

It is very important that you understand this point. I made this point verbally at the time of the original permission being issued.

The original access agreement (Clause 10) contained a clause that the entrance to the property would be suitably boarded up to prevent inadvertent access to users of the playground (conversations to this effect were also held on site). It was also agreed that at the end of the work the entrance to the property would be barriered off to prevent inadvertent access.

4. Share the relevant policy or risk assessment (e.g. relating to public safety/maintenance) that led to the immediate closure, and explain why no notice was given.

No policy or risk assessment is necessary in this case, the opening in the wall being counter to the explicit clauses in the previous access agreement and verbal agreement that access would be boarded up. The work was necessary to comply with the Council's legal obligations.

There has been no closure of access as no formal access agreement was in place. The Council has simply taken steps to erect a barrier on its own land to prevent users, including children accessing a potentially hazardous site. The Occupiers' Liability Act 1957 places a duty upon us to do so.

No notice is required and it was important to rectify the issue immediately following an inspection carried out on site.

The text of the previously issued access permission is reproduced below:

2024/152 Request for access over the Council's land to carry out works to an adjacent property by a local resident RESOLVED To grant the local resident and their agents access over the area of Council land at the Mountain Hare play area indicated on the plan provided in Appendix 21 in order to carry out improvement works to the rear of the property on the following conditions:

Before permission is granted

1. The Clerk to meet with the property owner on site (with the Contract present) and agree the extent and limits of the land to be accessed and to agree other arrangements for access.
2. The landowner to agree to the replacing of the damaged gatepost and for the replacement of the gatepost be completed prior to any permission being granted.
3. For the contractor to provide the Council with a copy of their risk assessment regarding access to Council land and any activities that might take place on it.

Other conditions

4. Permission in place until 18th July 2024 when it shall be reviewed
5. No equipment, building materials or other items to be left on Council land between 5.30pm each evening and 8am each morning or at all on weekends or bank holidays.
6. Access permitted only between 8am and 5.30pm on weekdays excluding bank holidays.
7. No skips or other storage vessel, nor any debris or arisings to be kept on the council's land.
8. Suitable ground protection arrangements to be put in place in order to protect the grass particularly regarding the movement of machinery or plant.
9. Following the work for the grass to be returned to its original condition.
10. When the Council's land is being accessed and/or if any equipment, building materials or any other item is on Council land during the work, or if access to the property is open and unsecured the area to be barriered off using barriers or adequate safety tape with adequate signage clearly warning the public to keep out. This includes access to the garden or building itself.

Note: This barrier and signage must be in place at all times and kept in a good condition when the council's land is accessed or being used without exception.

11. Should any of the above conditions not be met at any time the Clerk reserves the right to withdraw permission at any time informing council of the reasons for doing so retrospectively.

For the avoidance of doubt, at the moment the Council does not give permission for access to or over its land, pending the decision of the Council on 18th September 2025.

Feel free to give me a call to discuss or I would be happy to meet you on site again to discuss a route to amicable resolution

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

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

From: The Clerk / Project Officer

Hi [REDACTED]

Do you have a number I can call you on please?

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

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

From: [REDACTED]
Sent: 01 September 2025 14:31
To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Subject: Urgent: Fence blocking access behind [REDACTED] - request for clarification and temporary access

Hello,

I'm writing regarding the council-owned field and children's play area directly behind [REDACTED]
[REDACTED], [REDACTED].

Today (1 September 2025) a council worker (I assume) began installing a wooden fence along the boundary behind our building, which now prevents any access from our garden to the field. We have had contractors clearing long-standing garden debris as part of a major renovation works on our very old property. The garden and house was in dire need of clearing, and this is the only practical access route for waste removal.

I was in the house alone today and heard banging and drilling outside, which was concerning. I went out to speak with the worker who was rude and gave no explanation whatsoever, other than that a piece of 'slate' was found on the field. We have checked everything and could see no evidence of any slate or other debris anywhere. We made sure the grass was kept in good condition and a grabber was used so not to cause any damage to council property.

Please can you;

1. Confirm in writing the legal basis for installing the fence at this location and for removing the access we have been using;
2. Confirm whether your records show any right of way/easement licence affecting our property
3. Allow temporary, supervised access (e.g. via a gate opening or arranged site visit) so our contractors can complete the debris removal safely and promptly;
4. Share the relevant policy or risk assessment (e.g. relating to public safety/maintenance) that led to the immediate closure, and explain why no notice was given.

At present, the new fence leaves us with no other way to complete the garden clearance, which is essential to bring the property back into a safe and habitable condition.

Given the practical impact, I'd be grateful if you could pause further works at this boundary until we've clarified the above and arranged a short window for supervised access to finish the clearance.

I apologise if there was anything found on the grass, but can assure you we have made sure that everything is cleaned up and there is no damage to anything that isn't our property.

We are having bifold doors delivered tomorrow, which will now need to be cancelled as they will not fit through our front door. Can you please confirm if we also need permission for these to be around the back of our property, or any other large pieces of furniture we will need in the future that may not fit through our front door?

Many thanks,

A black rectangular box used to redact the signature of the sender.

Brynna Crime Report (Last 31 days)

- Burglary – 0 Accounts
- Damage – 3 Accounts
- Theft – 0 Accounts
- Anti-Social Behaviour – 4 Accounts
- Violence against the person – 16 accounts
- Concern for safety – 8 accounts

Llanharan Crime Report (Last 31 days)

- Burglary – 5 Accounts
- Theft – 3 Accounts
- Damage – 5 Accounts
- Anti Social Behaviour – 3 Accounts
- Violence against the person – 14 accounts
- Concern for safety – 13 accounts

To interrogate the crime statistics down to street level on the interactive map use:

[Brynna and Llanharan](#) | [Your Area](#) | [South Wales Police](#) | [South Wales Police](#)

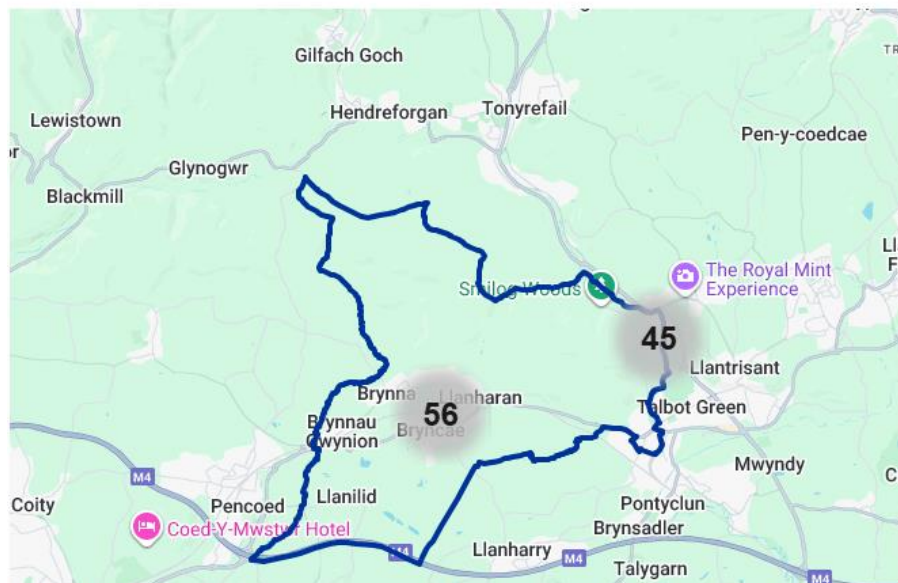
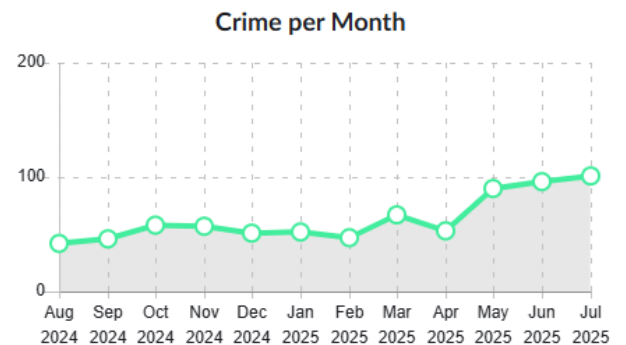
Top reported crimes

Most commonly reported crimes during Jul 2025

Violence and sexual offences	52
Anti-social behaviour	15
Public order	15
Other theft	6

Crime levels in your area

Crime for last year

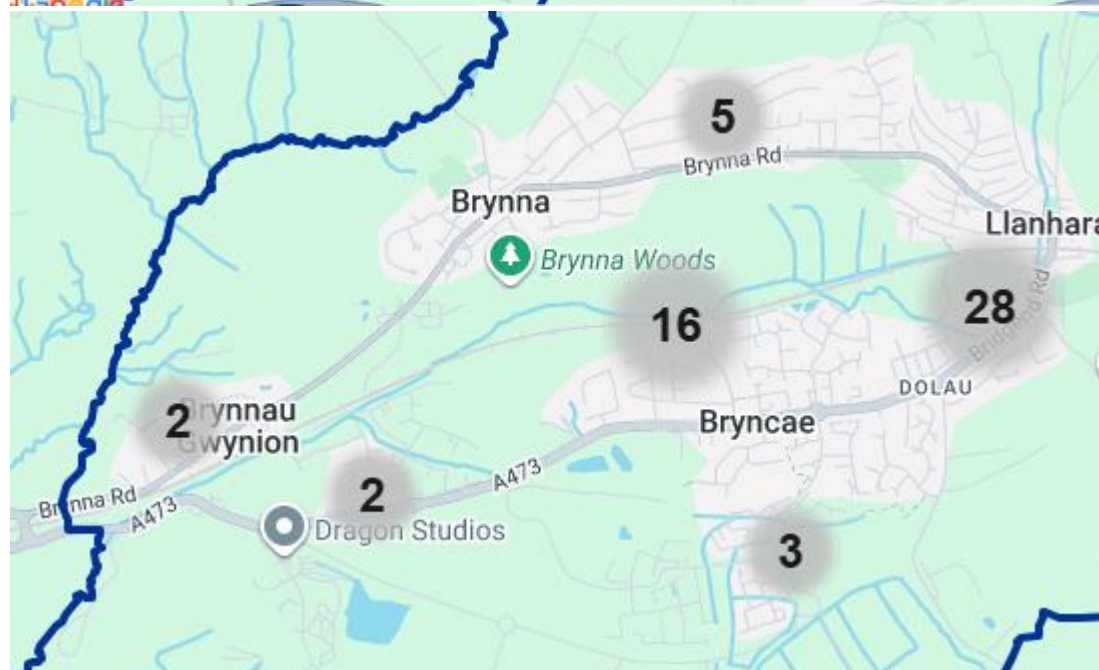
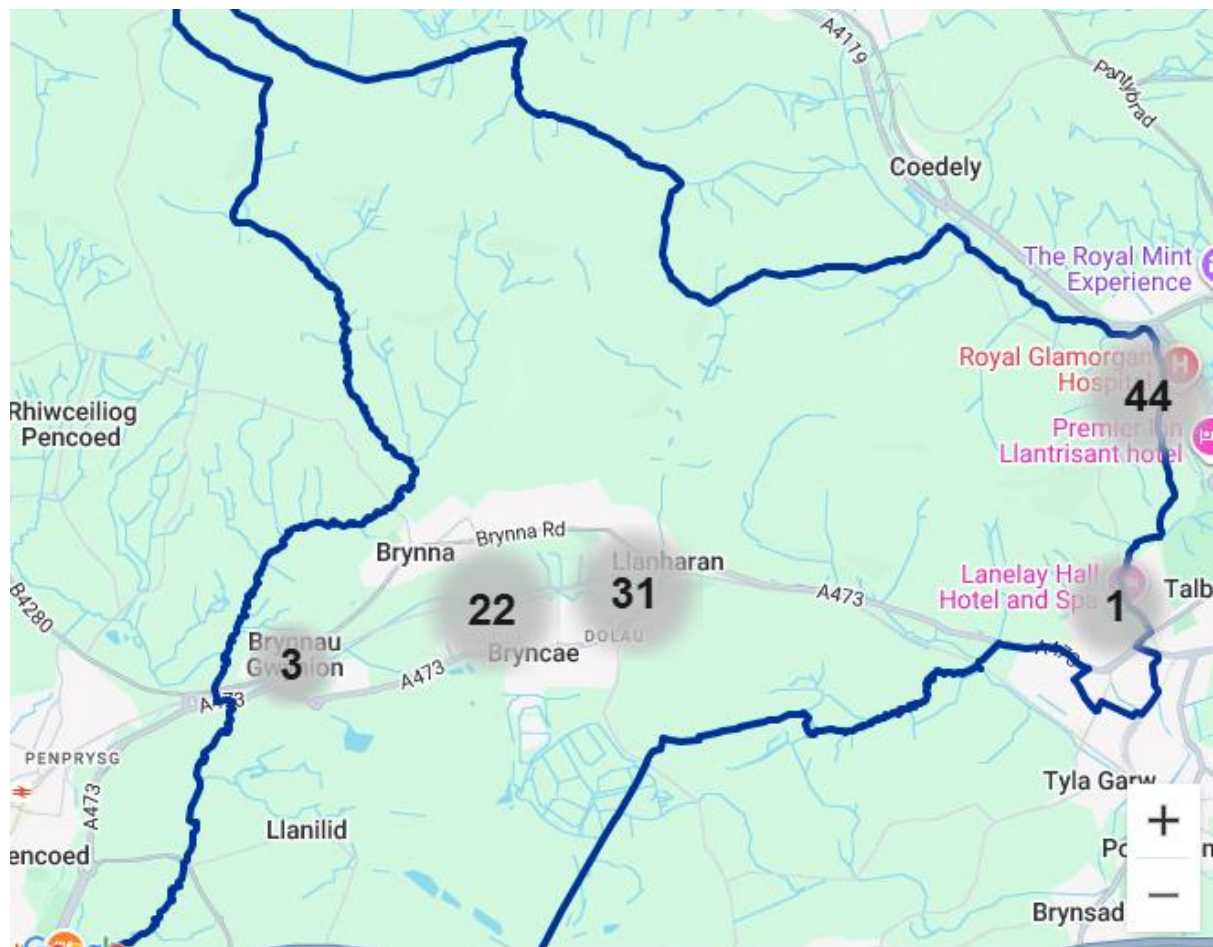


All Crimes (101)

July 2025

101 crimes were reported here in July 2025

Violence and sexual offences	52
Anti-social behaviour	15
Public order	15
All other crime	19





Date: 10/09/2025

Llanharan Community Council FY25-26**Page 1**

Time: 13:54

Current and Premium Bank A/c**List of Payments made between 01/07/2025 and 31/08/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2025	Welsh Water	BACS	89.43	CP	894454506001
02/07/2025	Brynnna Community Centre	CILPITCH2	21,372.23	CP	DRAINAGE CILPITCH2
04/07/2025	JB Director's Trust	Q2 25	875.00	RJ	Q2 25
04/07/2025	Clarity Copiers	226548	3.53	CP	226548
04/07/2025	One Voice Wales	9745	42.00	CP	9745
04/07/2025	SSE Electric	03086595	134.20	DDR	IV03086595
07/07/2025	Barclays Bank	DIRECT	11.64	DDR	13May/12Jun
08/07/2025	Tesco Mobile phones x 3	DDR	10.46	ddr	134251203621
09/07/2025	Extrascop	4928	65.00	CP	4928
09/07/2025	Jackie Cleans	001	200.00	CP	001
09/07/2025	RJ	BACS	91.25	CP	Wastebags 4.7.25
15/07/2025	ARVAL	DDR	500.58	DDR	RI0013620090
15/07/2025	GH	BACS	156.00	CP	Civicalallowance25
15/07/2025	GH	BACS	52.00	CP	Civicconsumables25
15/07/2025	Llanharan OAP Association	4/2025	120.00	RJ	4/2025
15/07/2025	RCT	53276220	852.00	CP	53276220
17/07/2025	Total Energies	BACS	70.79	CP	383506590/25
17/07/2025	Talk Talk	BACS	51.40	CP	27414284
18/07/2025	Ffrindiau Llanharan	BACS	851.97	RJ	LCC Grant July 25
18/07/2025	1st Llanharan Guides	BACS	300.00	RJ	LCC Grant July 25
18/07/2025	Llanharan Horticultural Societ	BACS	750.00	RJ	LCC Grant July 25
18/07/2025	1st Brynnna Rainbows	BACS	300.00	RJ	LCC Grant July 25
18/07/2025	HMRC NI & Tax	BACS	5,330.70	RJ	948PZ001272292603
18/07/2025	1st Llanharan Scouts	BACS	2,000.00	RJ	LCC Grant July 25
18/07/2025	Claire Lingard	100451	448.87	RJ	100451
21/07/2025	Anstee L & TFC Ltd	11628	1,980.00	CP	11628
23/07/2025	BNP Paribas Printer	DDR	140.13	DDR	FLLB7207511
23/07/2025	AM	CIVICALL25	120.00	CP	Civicalallowance25
23/07/2025	Amazon	CIVICCON25	40.00	CP	Civicconsumables25
23/07/2025	Country Timbers	BACS	486.22	CP	10020010470
25/07/2025	Boverton Nurseries Ltd	2025135	10,599.00	CP	2025135
28/07/2025	Barclaycard	BcardJul25	1,433.48		Bcard July25
28/07/2025	RCT Pension Payment	BACS	2,260.15	CP	Jul25 remit
28/07/2025	STAFF SALARIES	BACS	7,491.50	CP	Salaries Jul25
30/07/2025	Jackie Cleans	002	160.00	CP	002
30/07/2025	FareShare Cymru	5069	65.00	CP	5069
30/07/2025	Brynnna Cleaning	422	192.00	RJ	422
30/07/2025	Brynnna Community Centre	BACS	871.80	CP	DrainageCILPitch2b
30/07/2025	One Voice Wales	9749C	220.00	RJ	9749C
30/07/2025	Morgan Environmental	3968	126.00	RJ	3968
01/08/2025	SSE Electric	DDR	123.07	DDR	IV03226713
04/08/2025	Barclays Bank	BACS	9.57	DDR	Charges 13Jun/13Jul
04/08/2025	RCT	32102384	1,638.02	RJ	32102384
07/08/2025	Clarity Copiers	228193	3.32	CP	228193
07/08/2025	Viking Group	6074877	14.39	CP	8362379 6074877
08/08/2025	Tesco Mobile phones x 3	DDR	10.46	DDR	Tesco Mobile phones x 3
13/08/2025	One Voice Wales	9825	42.00	RJ	9825

Continued on Page 2

List of Payments made between 01/07/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/08/2025	One Voice Wales	9838	42.00	RJ	9838
13/08/2025	Talk Talk	27506276	46.00	RJ	27506276
13/08/2025	RCT	BACS	180.00	RJ	3210146787
15/08/2025	RCT	53276220	852.00	RJ	53276220
15/08/2025	ARVAL	DDR	500.58	DDR	RI0013745311
18/08/2025	One Voice Wales	9874	42.00	CP	9874
18/08/2025	Total Energies	BACS	71.02	CP	3007110084
22/08/2025	One Voice Wales	BACS	42.00	RJ	9903
27/08/2025	Barclaycard	BcardAug25	1,055.34		Bcard Aug 25
28/08/2025	STAFF SALARIES	BACS	8,449.21	CP	Salaries Aug25
28/08/2025	RCT Pension Payment	BACS	2,599.66	CP	LCC remit Aug 25
Total Payments			<u>76,584.97</u>		

List of Payments made between 01/07/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/07/2025	Current and Premium Bank A/c	Precept 2	50,000.00		Precept return trsfr 2
Total Payments			50,000.00		

List of Payments made between 01/07/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/07/2025	Llanharan Service Station	CREDITCARD	13.50	PB	25062002010028
28/07/2025	ALDI	CREDITCARD	79.08	PB	260625
28/07/2025	Llanharan Service Station	CREDITCARD	32.02	PB	25062701010153
28/07/2025	Llanharan Service Station	CREDITCARD	13.19	PB	25070101010101
28/07/2025	ALDI	CREDITCARD	92.12	PB	40725
28/07/2025	Llanharan Service Station	CREDITCARD	13.19	PB	250709001020070
28/07/2025	ALDI	CREDITCARD	107.15	PB	110725
28/07/2025	ALDI	CREDITCARD	107.18	PB	170725
28/07/2025	ZOOM	CREDITCARD	15.59	LP	313574443
28/07/2025	ALDI	CREDITCARD	13.34	PB	170725
28/07/2025	Viking Group	CREDITCARD	-14.39	LP	6008817
28/07/2025	Microsoft	CREDITCARD	133.63	LS	E0200WIJ0F
28/07/2025	Microsoft	CREDITCARD	29.52	LS	E0200WINWI
28/07/2025	Microsoft	CREDITCARD	87.34	LS	G101665842
28/07/2025	ZOOM	CREDITCARD	12.99	LS	313157278
28/07/2025	South Wales Turf	CREDITCARD	606.00	LS	32148
28/07/2025	Leekes	CREDITCARD	8.96	PB	1004023529
28/07/2025	Amazon	CREDITCARD	15.99	LS	GB55F7NPABEI
28/07/2025	Group On	CREDITCARD	36.98	LS	1474218030
28/07/2025	Llanharan Service Station	CREDITCARD	30.10	LS	25070801010255
27/08/2025	Llanharan Service Station	CREDITCARD	26.93	PB	25072201010238
27/08/2025	Llanharan Service Station	CREDITCARD	24.00	PB	25072501010115
27/08/2025	ALDI	CREDITCARD	67.02	PB	250725
27/08/2025	ALDI	CREDITCARD	59.19	PB	10825
27/08/2025	Llanharan Service Station	CREDITCARD	18.02	PB	25080401010182
27/08/2025	Forest park & Garden	CREDITCARD	33.16	PB	149327
27/08/2025	Llanharan Service Station	CREDITCARD	19.31	PB	25080801020214
27/08/2025	ALDI	CREDITCARD	84.30	PB	150825
27/08/2025	Llanharan Service Station	CREDITCARD	13.20	PB	25081901020056
27/08/2025	ZOOM	CREDITCARD	15.59	LP	317600351
27/08/2025	Microsoft	CREDITCARD	137.76	LS	E0200WSP6R
27/08/2025	Microsoft	CREDITCARD	10.16	LS	E0200WSL90
27/08/2025	Microsoft	CREDITCARD	87.34	LS	G106901090
27/08/2025	ZOOM	CREDITCARD	12.99	LS	317183811
27/08/2025	B&M	CREDITCARD	-12.14	LP	10027
27/08/2025	B&M	CREDITCARD	12.14	LP	10030
27/08/2025	Screwfix	CREDITCARD	117.42	LS	A22383700120
27/08/2025	Amazon	CREDITCARD	8.97	LS	GB56FG36ABEI
27/08/2025	Amazon	CREDITCARD	39.98	LS	GB56GUJBABEI
27/08/2025	Hallwizard	CREDITCARD	280.00	LS	73983706-144715677

Total Payments	<u>2,488.82</u>
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10/09/2025

Llanharan Community Council FY25-26

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Detailed Income & Expenditure by Budget Heading 310825

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	300,409	300,409	(0)			100.0%	
1090 PSDF Re-invested dividend	23,251	20,000	(3,251)			116.3%	
1100 Agency Income	0	1,330	1,330			0.0%	
1990 Other Income	418	1,000	582			41.8%	
Income :- Income	<u>324,078</u>	<u>322,739</u>	<u>(1,339)</u>			100.4%	<u>0</u>
Net Income	<u>324,078</u>	<u>322,739</u>	<u>(1,339)</u>				
<u>200 Administration</u>							
4000 Staff Salaries & Wages (Net)	36,163	74,182	38,019		38,019	48.7%	
4005 Employer & Employee Pension	10,948	29,434	18,486		18,486	37.2%	
4010 Employer & Employee NI & Tax	4,001	44,158	40,157		40,157	9.1%	
4055 Mileage & Subsistence	0	200	200		200	0.0%	
4057 HR Expenditure	444	1,000	556		556	44.4%	
4060 Council Tax	2,386	2,500	114		114	95.4%	
4065 Office Rent	875	3,500	2,625		2,625	25.0%	
4066 Meeting venue hire	120	400	280		280	30.0%	
4070 IT Costs (Office 365)Web Site	3,800	4,400	600		600	86.4%	
4075 Telephone & Broadband	310	1,450	1,140		1,140	21.4%	
4080 Electric	665	1,800	1,135		1,135	37.0%	
4085 Water Rates (for Office)	82	200	118		118	40.8%	
4090 Stationery and postage	116	350	234		234	33.1%	
4095 Cleaning Materials	0	50	50		50	0.0%	
4100 Cleaning Contract	384	1,200	816		816	32.0%	
4105 Office Cap ExpChain of Office	0	1,000	1,000		1,000	0.0%	
4110 Building Maintenance	1,839	3,300	1,461		1,461	55.7%	
4115 Professional and Legal Fees	574	3,500	2,926		2,926	16.4%	
4116 Land Registry Fees	0	240	240		240	0.0%	
4120 Internal Audit Fees	9	1,125	1,116		1,116	0.8%	
4125 External Audit Fees	740	800	60		60	92.5%	
4130 Subscriptions and Memberships	2,079	2,750	671		671	75.6%	
4135 Bank Charges	71	300	229		229	23.6%	
Administration :- Indirect Expenditure	<u>65,605</u>	<u>177,839</u>	<u>112,234</u>	<u>0</u>	<u>112,234</u>	<u>36.9%</u>	<u>0</u>
Net Expenditure	<u>(65,605)</u>	<u>(177,839)</u>	<u>(112,234)</u>				
<u>220 Insurances</u>							
4200 General Insurance	5,981	6,000	19		19	99.7%	
4205 Vehicle Insurance	0	3,500	3,500		3,500	0.0%	
4210 Office Insurance	0	250	250		250	0.0%	
Insurances :- Indirect Expenditure	<u>5,981</u>	<u>9,750</u>	<u>3,769</u>	<u>0</u>	<u>3,769</u>	<u>61.3%</u>	<u>0</u>
Net Expenditure	<u>(5,981)</u>	<u>(9,750)</u>	<u>(3,769)</u>				

Continued over page

Detailed Income & Expenditure by Budget Heading 310825

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Staff & Member Training</u>							
4300 Members Training	378	1,100	722		722	34.4%	
4305 Staff Training	0	1,700	1,700		1,700	0.0%	
Staff & Member Training :- Indirect Expenditure	378	2,800	2,422	0	2,422	13.5%	0
Net Expenditure	(378)	(2,800)	(2,422)				
<u>260 Member's Allowances</u>							
4350 Chair	1,200	1,500	300		300	80.0%	
4355 Special Responsibility	400	500	100		100	80.0%	
4360 Member Allowances	2,240	2,912	672		672	76.9%	
Member's Allowances :- Indirect Expenditure	3,840	4,912	1,072	0	1,072	78.2%	0
Net Expenditure	(3,840)	(4,912)	(1,072)				
<u>300 Plant & Equipment</u>							
4400 Plant Purchase / Lease	2,086	5,500	3,414		3,414	37.9%	
4415 Red Tractor Maintenance	0	1,200	1,200		1,200	0.0%	
4420 Portable & Hand Tools Purchase	0	250	250		250	0.0%	
4425 Portable & Hand Tool Maint	28	400	372		372	6.9%	
4430 PPE - New & Replacement	110	300	190		190	36.8%	
4435 Plant & Equipment Fuel	294	750	456		456	39.2%	
Plant & Equipment :- Indirect Expenditure	2,518	8,400	5,882	0	5,882	30.0%	0
Net Expenditure	(2,518)	(8,400)	(5,882)				
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	12,201	9,500	(2,701)		(2,701)	128.4%	
4505 Christmas Lights and Trees	0	35,000	35,000		35,000	0.0%	
4510 Public Clocks - Maintenance	0	500	500		500	0.0%	
4515 Notice Boards - Maintenance	0	100	100		100	0.0%	
4520 Bus shelter - Maintenance	0	500	500		500	0.0%	
4525 Planters - Maintenance	6	100	94		94	5.8%	
4530 Benches & Tables Maintenance	0	100	100		100	0.0%	
Street Furnishings :- Indirect Expenditure	12,207	45,800	33,593	0	33,593	26.7%	0
Net Expenditure	(12,207)	(45,800)	(33,593)				
<u>500 Community Functions</u>							
4600 Christmas Dinners	(21)	6,500	6,521		6,521	(0.3%)	
4610 Firework Display	500	10,000	9,500		9,500	5.0%	

Detailed Income & Expenditure by Budget Heading 310825

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4615 Multi Cultural Carnival	6,334	7,250	916		916	87.4%	
Community Functions :- Indirect Expenditure	6,813	23,750	16,937	0	16,937	28.7%	0
Net Expenditure	(6,813)	(23,750)	(16,937)				
<u>550 Grants</u>							
4700 General Grants	4,202	10,000	5,798		5,798	42.0%	
4710 LCDP - SLA	30,000	25,000	(5,000)		(5,000)	120.0%	
4715 Wild Life Trust - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
Grants :- Indirect Expenditure	34,202	45,000	10,798	5,000	5,798	87.1%	0
Net Expenditure	(34,202)	(45,000)	(10,798)				
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	0	1,330	1,330		1,330	0.0%	
4805 Skateboard Park - Maintenance	110	1,000	890		890	11.0%	
4810 Play & O/Spaces Maintenance	1,800	1,500	(300)		(300)	120.0%	
4815 General Repair Consumables	1	250	249		249	0.4%	
Outdoor Spaces :- Indirect Expenditure	1,911	4,080	2,169	0	2,169	46.8%	0
Net Expenditure	(1,911)	(4,080)	(2,169)				
<u>620 War Memorials</u>							
4855 Other Maintenance	37	500	463		463	7.4%	
War Memorials :- Indirect Expenditure	37	500	463	0	463	7.4%	0
Net Expenditure	(37)	(500)	(463)				
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	666	0	(666)			0.0%	666
Llanharan Pantry :- Income	666	0	(666)				666
4730 Llanharan Pantry Expenses	1,747	0	(1,747)		(1,747)	0.0%	2,001
Llanharan Pantry :- Indirect Expenditure	1,747	0	(1,747)	0	(1,747)		2,001
Net Income over Expenditure	(1,081)	0	1,081				
6000 plus Transfer from EMR	2,001	0	(2,001)				
6001 less Transfer to EMR	666	0	(666)				
Movement to/(from) Gen Reserve	253	0	(253)				

Detailed Income & Expenditure by Budget Heading 310825

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	4,485	13,500	9,015			33.2%	4,485
Bryncae Community Centre :- Income	4,485	13,500	9,015			33.2%	4,485
4060 Council Tax	4,260	8,500	4,240		4,240	50.1%	4,260
4075 Telephone & Broadband	124	600	476		476	20.7%	124
4080 Electric	249	4,000	3,751		3,751	6.2%	249
4095 Cleaning Materials	12	370	358		358	3.2%	12
4100 Cleaning Contract	693	2,500	1,807		1,807	27.7%	693
4110 Building Maintenance	41	1,000	959		959	4.1%	41
4135 Bank Charges	10	130	120		120	7.7%	10
4755 Energy - Gas	340	5,500	5,160		5,160	6.2%	678
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	1,638	1,000	(638)		(638)	163.8%	1,638
4770 BCC Telephone/Broadband	81	0	(81)		(81)	0.0%	81
4775 Consumables	165	350	185		185	47.1%	165
4780 BCC Administrative Costs	233	0	(233)		(233)	0.0%	233
Bryncae Community Centre :- Indirect Expenditure	7,846	24,950	17,104	0	17,104	31.4%	8,184
Net Income over Expenditure	(3,361)	(11,450)	(8,089)				
6000 plus Transfer from EMR	8,184	0	(8,184)				
6001 less Transfer to EMR	4,485	0	(4,485)				
Movement to/(from) Gen Reserve	337	(11,450)	(11,787)				
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	0	500	500		500	0.0%	
Street Lighting Electric :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)				
<u>700 Allotments</u>							
1200 Allotment Income	155	3,150	2,996			4.9%	
Allotments :- Income	155	3,150	2,996			4.9%	0
4900 Allotment Lease Costs	0	22	22		22	0.0%	
4901 Allotment Maintenance	0	600	600		600	0.0%	
4905 Allotment Water	199	400	201		201	49.8%	
Allotments :- Indirect Expenditure	199	1,022	823	0	823	19.5%	0
Net Income over Expenditure	(45)	2,128	2,173				

Detailed Income & Expenditure by Budget Heading 310825

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	153,861	0	(153,861)			0.0%	153,861
Community Infrastructure Levy :- Income	<u>153,861</u>	<u>0</u>	<u>(153,861)</u>				<u>153,861</u>
4958 CIL Grants	45,275	0	(45,275)		(45,275)	0.0%	45,177
4965 CIL LCC shower block	1,205	0	(1,205)		(1,205)	0.0%	1,205
4966 CIL Project Ewenny Bridge	2,110	0	(2,110)		(2,110)	0.0%	2,110
Community Infrastructure Levy :- Indirect Expenditure	<u>48,590</u>	<u>0</u>	<u>(48,590)</u>	<u>0</u>	<u>(48,590)</u>		<u>48,492</u>
Net Income over Expenditure	<u>105,271</u>	<u>0</u>	<u>(105,271)</u>				
6000 plus Transfer from EMR	48,492	0	(48,492)				
6001 less Transfer to EMR	153,861	0	(153,861)				
Movement to/(from) Gen Reserve	<u>(98)</u>	<u>0</u>	<u>98</u>				
Grand Totals:- Income	483,244	339,389	(143,855)			142.4%	
Expenditure	191,873	349,303	157,430	5,000	152,430	56.4%	
Net Income over Expenditure	<u>291,371</u>	<u>(9,914)</u>	<u>(301,285)</u>				
plus Transfer from EMR	58,676	0	(58,676)				
less Transfer to EMR	159,012	0	(159,012)				
Movement to/(from) Gen Reserve	<u>191,035</u>	<u>(9,914)</u>	<u>(200,949)</u>				

Appendix 8

	Date	£	Receipt	Description
Money In				
Brought forward from 24/25	01/04/2025	<u>1465.12</u>		EMR from 24/25
RCT Grant		1000.00		
Total cash receipts	Rolling	908.90		
Total in		3374.02		

Money Out

Aldi	02/04/2025	78.99		
FareShare	07/04/2025	65.00		inv 4498
Aldi	11/04/2025	85.35		
Aldi	17/04/2025	48.88		
Aldi	24/04/2025	27.76		
Aldi	02/05/2025	83.36		
Aldi	09/05/2025	85.76		
Aldi	16/05/2025	42.82		
Aldi	23/05/2025	50.06		
Aldi	29/05/2025	26.41		
Aldi	05/06/2025	120.45		
Aldi	12/06/2025	112.36		
Aldi	19/06/2025	64.10		
Aldi	26/06/2025	79.08		
Aldi	04/07/2025	92.12		
Aldi	11/07/2025	107.15		
Aldi	17/07/2025	107.18		
Aldi	25/07/2025	67.02		
Aldi	01/08/2025	59.19		
Aldi	15/08/2025	84.30		
Aldi	21/08/2025	95.39		
Aldi	29/08/2025	100.53		
Aldi	02/09/2025	87.74		
FareShare	26/05/2025	65.00		
FareShare	03/06/2025	65.00		
FareShare	09/07/2025	65.00		
FareShare	30/07/2025	65.00		
FareShare	05/09/2025	65.00		

[illegible]

Total out

2096.00

Balance of Funds

1278.02

**Ave footfall on a Saturday since
12/04/2025**

8

Future funding Approx. weeks

13 weeks

10/09/2025

Llanharan Community Council FY25-26

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Detailed Income & Expenditure by Budget Heading 310825

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	4,485	13,500	9,015			33.2%	4,485
Bryncae Community Centre :- Income	<u>4,485</u>	<u>13,500</u>	<u>9,015</u>			<u>33.2%</u>	<u>4,485</u>
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4755 Energy - Gas	340	5,500	5,160		5,160	6.2%	678
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	1,638	1,000	(638)		(638)	163.8%	1,638
4770 BCC Telephone/Broadband	81	0	(81)		(81)	0.0%	81
4775 Consumables	165	350	185		185	47.1%	165
4780 BCC Administrative Costs	233	0	(233)		(233)	0.0%	233
Bryncae Community Centre :- Indirect Expenditure	<u>7,846</u>	<u>24,950</u>	<u>17,104</u>	<u>0</u>	<u>17,104</u>	<u>31.4%</u>	<u>8,184</u>
Net Income over Expenditure	<u>(3,361)</u>	<u>(11,450)</u>	<u>(8,089)</u>				
6000 plus Transfer from EMR	8,184	0	(8,184)				
6001 less Transfer to EMR	4,485	0	(4,485)				
Movement to/(from) Gen Reserve	<u>337</u>	<u>(11,450)</u>	<u>(11,787)</u>				
Grand Totals:- Income	4,485	13,500	9,015			33.2%	
Expenditure	7,846	24,950	17,104	0	17,104	31.4%	
Net Income over Expenditure	<u>(3,361)</u>	<u>(11,450)</u>	<u>(8,089)</u>				
plus Transfer from EMR	8,184	0	(8,184)				
less Transfer to EMR	4,485	0	(4,485)				
Movement to/(from) Gen Reserve	<u>337</u>	<u>(11,450)</u>	<u>(11,787)</u>				

Appendix 10

Emergency Grant Application from Bryncae Brass.

Allowable as an emergency application under the Council's General Grant policy.

Proposed by Cllr Clair Morgan

Seconded by: Cllr Robert Smith

Added to Full Council agenda with the consent of the Chair of the Audit Committee.

Rationale for emergency consideration provided by Cllr Morgan.

The group have potential Xmas concerts lined up for this year. They were also hoping to start in September to coincide with school terms. Therefore the timing of the application is important.



To whom it may concern,

Llanharan Community Council has reserved funds within its annual budget to award grants to community groups and organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with the council's grant policy and guidance notes is attached.

If you would like to apply for a general grant, the application form must ordinarily be completed and returned by 30th June for consideration in July and by 16th December for consideration in January. Emergency applications may be submitted under certain circumstances if appropriate provided an urgent need can be demonstrated. See 3.2

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

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

Incomplete applications or applications received after the deadline will not ordinarily be submitted for consideration.

**Clerk to the Council
Llanharan Community Council**

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

LLANHARAN COMMUNITY COUNCIL

General Grant Policy and Application Guidance Notes

Please read the policy and guidance notes before completing the form:

1. Llanharan Community Council awards grants, at its discretion, to community groups and organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by;
 - providing a service
 - enhancing a quality of life
 - improving the environment
 - promoting Llanharan Community Council area in a positive way.

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

2. Eligibility

Grants can be made;

- 2.1. To groups delivering activities or services to residents of the local community who are established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and are non-profit making ¹and in addition do not make profit to pay or otherwise benefit directors, members or shareholders;

In addition such groups must;

¹ Groups where all earned income is recycled for the benefit of the community are not considered profit making.

- 2.2. Have and be able to provide a constitution, or set of rules, which define its aims, objectives and operational procedures;
- 2.3. have a bank account (or accounts) held in the name of the group.

Grants will not be made;

- 2.4. to individuals
- 2.5. to groups situated or operating solely outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- 2.6. to organisations whose beneficiaries or members reside outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided.
- 2.7. to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- 2.8. to organisations established for party political purposes or promoting religious purposes
- 2.9. to any commercial venture or private business
- 2.10. for any private gain
- 2.11. for purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- 2.12. to organisations who have received a general grant in the same financial year

2.13. to fund the purchase of alcohol, tobacco, loans or interest payments or VAT that an applicant can recover.

3. Grants will be considered under the following criteria:

3.1. Applications must be received by 30th June for consideration in July and by 16th December for consideration in January.

3.2. Emergency applications outside of these windows may be considered under certain circumstances provided the application is requested to be added to an agenda by submission of a written motion from Councillors. Such applications must explain why the need is urgent.

3.3. Such emergency applications as described in 3.2 may be heard by Full council subject to the consent of the Chair of the Audit Committee. The same conditions as outlined in 3.2 would apply.

3.4. All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and will not be submitted for consideration by the Council.

3.5. The applicant is responsible for ensuring the application complies with the council's general grant policy, that the application is completed in full and correctly include all required supporting documentation.

3.6. Any applications not complying with the council's policy will be submitted for consideration provided the applicant provides a narrative as to why an exception to the policy should be considered. If granted the council will minute the reasons for deviating from its policy.

3.7. Any applications not completely and correctly completed by the appropriate deadline will not be submitted for consideration.

3.8. All eligible applications will be considered at an appropriate meeting following the closing date for correctly completed applications.

- 3.9. Decisions will be made by Llanharan Community Council with its decision being final.
- 3.10. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the council will take into account the amount and frequency of any previous awards and the extent to which the applicant has sought or secured funds from other sources or their own fund-raising activities.
- 3.11. The council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

4. Further policy notes

- 4.1. Grant applications and supporting documents can only be accepted from the applicant. An application cannot be made by or presented by a third party on a group's behalf.
- 4.2. The maximum grant available is £2,000 per application.
- 4.3. Any payments would be made via BACS to the applicant's bank account listed in the application.
- 4.4. All grants must be drawn down within 12 months of the grant being awarded. Should grants be made on a conditional basis and the conditions not be met then the grant award will lapse after 12 months.
- 4.5. All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.
- 4.6. A grant may not be given or transferred to any other group.
- 4.7. A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated within 1 year of the grant being made, then all unused monies must be returned to the council.
- 4.8. Retrospective applications will only be considered where the applicant can demonstrate that there was an urgent need for immediate spend for a purpose which would have otherwise complied with the Council's general grant policy.
- 4.9. for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered or further evidence requested to demonstrate how

the money has been spent.

- 4.10. for all grants the council may opt to award a grant as a lump sum or to pay on the receipt of invoices
- 4.11. Where a grant is to part fund a project or activity, the council will only release funds once the remaining required funds have been secured or evidence is presented to demonstrate that alternative funders have committed in writing to providing the required funds. Any funds must be drawn down and used within 12 months as per 4.4 and 4.7
- 4.12. A project or activity may not be phased to obfuscate the total cost of a project.
- 4.13. The council will require details of how the money has been spent within 1 year of the award being made (Appendix One). No subsequent grant will be made until Appendix One has been correctly completed and evidence provided in relation to any previous grant. (Grant recipients must provide receipts/invoices to evidence grant spend).
- 4.14. In any case the applicant must provide details of how the money has been spent within 1 year of the award being made by completing and returning Appendix One along with receipts/invoices to evidence grant spend.
- 4.15. Recognition of the grant from Llanharan Community Council must be made in any publicity relating to the activity or purpose for which the grant was made and in the Group's accounts.
- 4.16. The Council may use the name of your Group and its project or activity in our own publicity material where appropriate.

5. Provisions for the return of granted funds to the council (Clawback)

- 5.1.1. Notwithstanding other clauses in this grant policy, any grants provided must be returned to the council should your group or project:
 - 5.1.1.1. Cease to operate within 1 year of receiving the grant
 - 5.1.1.2. Change ownership within 1 year of receiving the grant

5.1.1.3. Relocate outside of the Llanharan Community Council boundary within 5 year of receiving the grant

5.1.1.4. Significantly change from the details provided in your application within 1 year of receiving the grant

5.1.1.5. Sell, gift or otherwise dispose of items purchased with grant money without the written permission of the council at any time within 5 years of receiving the grant.

5.1.2. Notwithstanding other clauses in this grant policy, grants must be repaid in full on demand if:

5.1.2.1. You are found to have made any misrepresentations in your application.

5.1.2.2. You have breached the terms of the grant. (You will receive full details of any terms if your application is successful).

5.1.2.3. You fail to follow the council's grant policy following payment of a grant. Including clauses: 4.7, 4.14, and 4.15.

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

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

Grants – DATA PROTECTION

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

LLANHARAN COMMUNITY COUNCIL

Grant Aid Application Form

The maximum grant available is up to £2,000

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name)	Llanharan & Bryncae Brass
Registered Charity Number (if applicable)	N/A
Name of Main Contact and role: (All correspondence will be addressed to this person)	Heather Giles Secretary
Full Postal Address of Applicant:	9 Lonydd Glas Llanharan CF72 9FZ
Contact Telephone Number:	Daytime: Mobile: 0781035 2413
Main Contact Email Address:	Heather_e_Giles@hotmail.co.uk
Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years? (State whether General Grant or CIL) No	
If the answer is yes, please complete the box below:	
Date	Amount
	£
	£
	£
Has an Appendix One, 'Grant spend confirmation form' been satisfactorily completed for the most recent <u>general grant</u> with invoices/receipts provided Appendix One MUST be fully completed	Yes <input type="checkbox"/> No <input type="checkbox"/>

and receipts/invoices provided for the application to be considered.	
Have you read and understood the council's General Grant Policy and understand that applications <u>must</u> comply with all aspects of the policy to be submitted for consideration <u>unless</u> you have provided a narrative as to why an exception to the policy should be considered ?	Yes
	<p>We require funding ASAP as we would like to set up our group as soon as possible. We were hoping to have a start date in September to coincide with the school term dates, but it is looking to be October as we hope to have funding by then.</p> <p>We have also had a fantastic offer of a hall for rehearsals and storage from Llanharan Rugby Club at £14 per hour. This location is perfect for the band and we are concerned if we don't start soon we will lose the space to another booking.</p> <p>We have a couple of potential Christmas concerts, for 2025, so we need to start rehearsing.</p>

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

Aims

To form and maintain Llanharan & Bryncae Brass, an inclusive community brass band open to all

To encourage and support those who can already play brass instruments and those who may never had had the opportunity before

To ensure membership is open to all, we will charge £30 per member, per term. We will offer bursaries for those who are eligible for school free school meals (for clarification not the universal free school meals) and hope to make this free. We will also give discounts to adults who would financially struggle to pay a membership fee on a case by case basis.

Activities

To rehearse weekly in the Llanharan Rugby Club, with a learner band rehearsal and community band practice.

To provide music and instruments on a loan basis to those who cannot afford to purchase their own

To perform in concerts and public events

To offer volunteering opportunities for those who may wish to support the band

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

We have had around 30 people express an interest and are all based in

the Llanharan Community Council area

Are you an eligible group? (See Policy 2)

Yes

How long has the organisation been established?

We are just starting up. Our constitution is dated July 2025

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

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

We need funding to set up the band...

We need to purchase instruments

Funds to cover the hall hire cost and storage at Llanharan Rugby Club quoted at £14 per hour

To purchase music and music stands see appendix

How will the Grant Aid benefit the Community?

The grant would allow us to revive local heritage. Llanharan had a brass band in 1897.

It would enhance quality of life reducing isolation through inclusive participation

Instil pride in the community through our creative outlet

Llanharan Council would be promoted in a positive way through our performing at local events

The band will provide volunteer opportunities for people in the community who perhaps don't want to play, but still want to be a part of the band. Examples being, librarian, a committee member, logistics manager or even a valued supporter.

What are the consequences if you are not awarded the grant?
(Be specific and avoid exaggeration)

We will not be able to set up the band until we secure funding

Please provide the dates you intend to start and finish the project/activity

Start Date: October 2025

Completion Date: Continuous

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

What is the total cost of the project/activity for which Grant Aid is required? (Provide a breakdown on a separate sheet if necessary)
Indicate whether the amount includes or excludes VAT

The total cost is £1996.95 including VAT

Cost of hall hire Llanharan rugby club. 2 hours per week at £14 per hour = £28 per week. We intend to rehearsal for 39 weeks of the year = £1092 for the year

3x John Packer JP071 student Bb cornets = £470.99 (for the three)
www.chamberlainmusic.com

1x John Packer JP072 student Eb tenor horn = £285

www.chamberlainmusic.com

3x Gear4music music stands (a pack of 5) = £148.96

www.gear4music.com

What is the amount of General Grant Aid the organisation would like to apply for from Llanharan Community Council?

Indicate whether the amount includes or excludes VAT and whether you are able to reclaim VAT.

£2000 including VAT

What other sources of funding is currently available for the project/activity? (Provide a breakdown on a separate sheet if necessary)

We haven't secured any funding as of yet

What other funders have been approached and what is the status of those applications? (Provide a breakdown on a separate sheet if necessary)

Note: If other sources of funding have been secured but not yet received, provide written evidence (for example a formal letter of commitment from the funder(s)).

We have applied to...

Blakemore Foundation

Renishaw Charities Committee

Persimmon

We intend to apply for others

You MUST supply the following information (See policy notes for detail) dependent on grant applied for.

Failure to provide all of the information requested in full by the deadline given may result in your application not being presented for consideration.

A. Up to £499

- Formal constitution or rules document.
- Income and expenditure account/balance sheet for the previous financial year
- Most recent bank statements for **ALL** bank or investment accounts or other financial instruments. *Statement dates must be within 1 month of the deadline for applications and must show at least 3 month of transactions (redacted to protect personal information in line with GDPR if necessary).*
- VAT registration number (if registered)
- Provide quotations for items the grant will be used for.

B. £500 - £2,000

- As requested in A
- Latest audited/ratified accounts and balance sheet verified and signed by a qualified person independent of the group/organisation. (The persons name and contact details should be also printed).
- Our constitution is attached
- We do not have an account/balance sheet for the previous financial year. The account was only set up on the 6th August 2025. The current balance as of 13th August 2025 is £0.00 (zero)
- We don't not have the most recent bank statement showing three months of transactions as our account was set up on the 6th August 2025. The current balance as of 13th August 2025 is £0.00 (zero)
- We do not have latest audited/ratified accounts and balance sheet

verified and signed. The account was set up on the 6th August 2025. The current balance as of 13th August 2025 is £0.00 (zero)

- Quotations showing what the grant will be used for are provided above

Section D: Sustainability

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

Yes

If yes, provide details.

We plan to continue indefinitely, creating a legacy for Llanharan & Bryncae. Brass instruments are durable and can be passed onto new members. We intend to carry on rehearsing once a week, recruiting new members and performing throughout the community

Section E: Payment Details

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

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

Llanharan & Bryncae Brass

Account Number *(Must match that of one of the bank statements provided)*

56570748

Sort Code *(Must match that of one of the bank statements provided)*

23-05-80

SECTION F: Completing the application

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

Declaration:

- i. I certify that the information contained in this application is correct and there are no omissions, including all required supporting documentation required in section C.
- ii. I understand that it is the applicant's responsibility to ensure that any application is completed correctly and fully, including all required supporting documentation required in section C. Should the application be found to be incomplete then it may not be presented for consideration.

- iii. If the information in the application changes in any way I will inform Llanharan Community Council immediately.
- iv. I understand that should any incorrect submissions or any omissions from the application come to light then all monies will be repayable to Llanharan Community Council

Name (Print) :

Position held in organisation:

Signed:

Date:

Please note that this form requires two signatures:

Second Signature

Name (Print):

Position held in organisation:

Signed:

Date:

Completed application forms should be returned to:

Clerk to Llanharan
Community Council
2 Chapel Rd
Llanharan
CF72 9QA

clerk@llanharan-cc.gov.wales

01443 231430

Checklist:-

- ✓ You have read and understood the Council's grants policy and your application meets the criteria listed.
- ✓ All of the supporting information required in section C has been provided and the form fully and correctly completed including Appendix one and /or a narrative as to why an exception to the

council's grants policy should be considered (where applicable).
(Your application may not be submitted for consideration otherwise).

- ✓ Two signatories and all details correctly and fully noted on the form.
- ✓ Submission of the application form and all supporting documentation is completed before the deadline date.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and provide invoices or other evidence regarding how the previous grant was spent.

Please note any applications received or received but incomplete after the deadline dates may not be considered.

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

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

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

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

Return the completed forms by the appropriate deadline to:

**Clerk to Llanharan Community
Council**

**2 Chapel Road
Llanharan
CF72 9QA**

clerk@llanharan-cc.gov.wales

01443 231430



Appendix One

Llanharan Community Council General Grant Spend Confirmation Form

Name:	
Organisation:	
Address:	
Telephone:	
Email address:	
Date & Amount of general grant awarded:	
Specific reason for general grant: What was the grant for:	

<p>Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent or details of monies returned to the council.</p>	
<p>Provide details of invoices/receipts and other evidence provided with this application to evidence how the previous grant was spend (Note: Invoices/receipts <u>must</u> be provided)</p>	
<p>Did the donation achieve its aims in relation to making a difference to the Community and if so in what way did the community benefit?</p>	

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

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

Return the completed form to:


**Clerk to Llanharan Community
Council**

**2 Chapel Road
Llanharan
CF72 9QA**

clerk@llanharan-cc.gov.wales

01443 231430



 Llanharan & Bryncae Brass

Constitution and Code of Conduct

Adopted on 8th July 2018

Article 1 – Name

The name of the Band shall be Llanharan & Bryncae Brass.

Article 2 – Charitable Status

Llanharan & Bryncae Brass may register as a charity if deemed beneficial. In that case, committee members will act as trustees in line with legal obligations.

Article 3 – Aims and Objectives

To promote and develop public appreciation and education in brass music by:

- Forming and maintaining a community brass band
 - Performing in concerts, competitions, and public events
 - Encouraging musical growth across all age groups
 - Pursuing any other lawful activities that support these aims
-

Article 4 – Powers

To meet its objectives, Llanharan & Bryncae Brass may:

- Raise funds and apply for grants
 - Open and manage bank accounts
 - Enter contracts and hire specialists
 - Organise events, courses, and rehearsals
 - Lease, acquire, or manage property and equipment
-

Membership

Article 5 – Types of Membership

- Players: Active musicians accepted by the committee
 - Friends: Supporters involved in non-playing capacities
 - Honorary Members: Elected at AGMs by member consent
-

Article 6 – Equality and Inclusion

Membership is open to all, regardless of race, gender, disability, religion, or orientation. Llanharan & Bryncae Brass supports an inclusive and respectful environment.

Article 7 – Rights and Responsibilities

- One vote per member at General Meetings
 - Members uphold professionalism and inclusivity
 - Chair holds casting vote in tie situations, maintaining status quo
-

Article 8 – Termination of Membership

Membership ends if a member:

- Resigns voluntarily
 - Fails to pay subscription within 3 months
 - Is removed by General Meeting following committee recommendation
 - All actions follow principles of natural justice, including fair representation and impartial voting
-

Governance

Article 9 – Committee Structure

The governing committee consists of:

- Chairperson
- Secretary
- Treasurer
- Safeguarding Officer
- Three Additional Members for designated roles (e.g., events, publicity, logistics)

Article 10 – Reappointment and Elections

- Reappointed annually by member consent at the AGM
- Roles may continue if no objections or vote requests arise
- Vacancies filled by appointment until the next AGM

Article 11 – Trustee Duties (If Registered)

Committee members act as trustees and shall act prudently and responsibly. Acknowledgment forms may be retained by the Secretary.

Article 12 – Co-Option

- Committee may co-opt members for special tasks



Meetings

Article 13 – Annual General Meeting (AGM)

Held annually.

Business includes:

- Approval of financial statements
- Reappointment/election of committee members
- Fixing annual subscriptions
- Appointing Independent Examiner, if required

Article 14 – General Meetings

- Called by the committee or six members
- 14 days' written notice required
- Quorum: 10 members
- Chaired by the Chairperson or Vice Chair
- Simple majority vote for decisions

Article 15 – Committee Meetings

- Held as needed

- Procedures regulated by the committee
-

Finance

Article 16 – Financial Procedures

- All funds used solely to meet the band's objectives
 - Accounts in the name of Llanharan & Bryncae Brass
 - Purchases authorised by two committee members
 - Payment only after goods/services received
 - Dual authorisation required for payments
-

Article 17 – Legal Compliance

The band complies with:

- Charities Act 2011 (as applicable)
 - Data Protection Act 2018
-

Code of Conduct

1. Respect and Inclusion

- Treat others with kindness and fairness
- No tolerance for discrimination, bullying, or harassment
- Celebrate diversity in background and skill

2. Rehearsals and Performances

- Arrive prepared and on time
- Keep phones silent
- Offer constructive feedback respectfully

3. Commitment and Communication

- Notify Chair or Secretary if unable to attend
- Engage in open, honest dialogue

4. Safeguarding

- Follow all safeguarding policies
- Report concerns to the Safeguarding Officer
- Follow supervision protocols when needed

5. Confidentiality and Privacy

- Respect sensitive information
- Comply with data protection policies

6. Representation of the Band

- Uphold band values publicly and online
- Ensure professionalism in all public communications

7. Conflict Resolution

- Resolve disputes calmly and fairly
- Committee may mediate if needed

8. Enforcement

- Breaches may be reviewed by the committee
- Actions may include warnings, suspension, or removal
- All proceedings handled fairly and discreetly

Amendments and Review

Article 18 – Amendments to the Constitution

- Requires two-thirds majority vote at a General Meeting

Article 19 – Constitution Review

- Review every five years or when relevant laws change

Dissolution

Article 20 – Winding Up

- Requires two-thirds vote at a General Meeting
 - Assets returned to funders, if this is not possible assets donated to a similar charitable music group
-



BAO - Welcome - Letter

PDF



One Southampton Row
London WC1B 5HA
T: 0345 08 08 500
metrobankonline.co.uk

JOHANNA BARTLEY
LLANHARAN & BRYNCAE BRASS
9 LONYDD GLAS
PONTYCLUN
CF72 9FZ

06 August 2025

Dear JOHANNA BARTLEY,

Welcome to Metro Bank. As a valued customer, I'm delighted to summarise your new account details:

Account Name	Account Type	Account Number	Sort Code	IBAN
LLANHARAN & BRYNCAE BRASS	Community A/C	56570748	23-05-80	GB04MYMB23058056570748

You will find IBAN details within the table above and our SWIFT reference is MYMBGB2L. Both details may be needed if you wish to make or receive International Payments.

It's important to understand how your accounts work so please read and keep the Terms and Conditions and relevant Important Information Summaries we've given you.

We're committed to providing you with unparalleled levels of service and making your banking as easy as possible. We love to hear from you – please get in touch if you have any questions.

Relationship Manager	ALAN BAKIR (MARKET PORTFOLIO)
Get in touch	0345 08 08 508 real local people
Visit	Find our latest store hours at metrobankonline.co.uk/store-locator
Online	Metrobankonline.co.uk – Online Banking and Business Mobile Banking App

Yours sincerely,

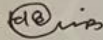
Aisling Kane
Managing Director - Retail and Business Banking

inform Llanharan Community Council immediately.

- iv. I understand that should any incorrect submissions or any omissions from the application come to light then all monies will be repayable to Llanharan Community Council

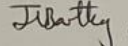
Name (Print): HEATHER GILES

Position held in organisation: SECRETARY

Signed: 

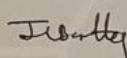
Date: 13.8.25.

Please note that this form requires two signatures:

Second Signature 

Name (Print): JOHANNA L. BARTLEY.

Position held in organisation: TREASURER.

Signed: 

Date: 13th August '25

Completed application forms should be returned to:

Clerk to Llanharan
Community Council
2 Chapel Rd
Llanharan
CF72 9QA

clerk@llanharan-cc.gov.wales

01443 231430

Checklist:-

- ✓ You have read and understood the Council's grants policy and your application meets the criteria listed.
- ✓ All of the supporting information required in section C has been provided and the form fully and correctly completed including Appendix one and /or a narrative as to why an exception to the council's grants policy should be considered (where applicable).

Appendix 16

Thomas Fattorini Ltd

Regent Street Works Birmingham B1 3LZ
tel. 0121-236 1307 fax. 0121-200 1568

1. Prices shown do not include packing and carriage-charged at cost or VAT (if applicable) which will be charged at the rate ruling at the time of despatch.
2. Goods may be subject to a minimum order charge.
3. This quotation is generally valid for 20 days but we reserve the right to cancel this quotation where there are material and labour fluctuations.

Llanharan Community Council
2 Chapel Rd
Llanharan
Pontyclun
CF72 9QA

Quotation

Date 08/09/25
Customers a/c no. 37353
Our Ref. Q0087395
Your contact Llanharan Community Council
Estimate no. E0045189

Invoice address if different from ordering address

In the event of any query please quote our reference number

Line Description	Quantity	Price each
CHAIRMAN PENDANT & CHAIN RE-FINISH On Customer's Sterling silver gilt and enamelled Chairman Pendant and Chain. Remove the engraving from link - 2012/13 Cllr J Bowman changed to 2012/14 Cllr J Bowman Re-finish Pendant and chain polished hard gold plated finish. G3/37777	1	573.17
Currency: STERLING		

Appendix 11a

To consider a specialist quotation for refinishing and updating the Chair's chain of office.

Issue: There are no empty links to add the names of Chairs since 2014.

2023/018 Chair's chain of office and updating of Chairpersons' board.

RESOLVED

The Clerk to obtain a quotation from Fattorini's of Birmingham for the refurbishment of the Chair's chain of office and the addition of all Chairs' names to the chain or its links. The Council to suspend its standing orders in this matter with regards to the obtaining of 3 quotes given that this is a specialist matter.

Quoted costs:

Courier collection	£48.00
Refinishing:	£573.17

Please note with any dismantling process there is a risk to the Hand painted centre on the pendant, there is a little lead solder on the pendant hook we would need to try and remove too.*

(If the Customer wants the Pendant left I can remove the costs from the estimate).

Does the Council wish the technician to attempt to restore the actual pendant or leave it alone?

Additional names option 1: Engrave on the back of existing links: approx. £70

As there are about 26 links this option gives space for 20 more Chairs to be added.

But it precludes mounting the chain on a velvet backing and makes the newest names invisible (as they will be on the back).

Total: £693

Additional names option 2: Add a maximum of six new links: approx £1,800

Engrave the missing names: approx £70

Optional extras -

Velvet backing (more comfortable to wear):	£291.08
--------------------------------------------	---------

Silver gilt retaining chain (required with velvet backing):	£187.65
-------------------------------------------------------------	---------

Total: £2972

Future costs:

Engrave each future Chair's details:	approx £14
--------------------------------------	------------

Add an inner row of 7 to 9 new links:	£2000-£3000
---------------------------------------	-------------

Appendix

Resolutions and recommendations of the Bryncae Community Centre (BCC) Committee held on 29th July 2025

BCC2025/020 To consider subscribing to a booking software package.

RESOLVED

To authorise the officers to purchase a subscription to the Hallwizard software package at a cost of up to £280 per annum.

RECOMMENDED

To change the Council's financial regulations to allow integration of online payments, such as via Stripe payment software; and to add the Stripe integration to the Hallwizard subscription.

BCC2025/021 To consider a draft of a revised hire agreement

RESOLVED

To adopt the draft agreement presented in "Appendix 6a" with the following amendments:

- a. Remove the mention of Wi-Fi in section 2.
- b. Replace the last sentence of section 7
"Extensions may be granted at the Council's discretion but must be agreed in writing."

with the following

"Extensions may be granted at the Council's discretion. Any extension granted will be confirmed to the hirer in writing."

BCC2025/023 To consider separate payment terms for a particular hirer

RESOLVED

To adopt the following payment terms for the particular hirer:

The minimum period is 1 month. The period must be booked 14 calendar days in advance. The user will be invoiced one month at a time, for the period booked, regardless of whether they use the centre during those times or not. Reasonable requests for breaks within the block will be accommodated but must be made at the time of booking. Invoices must be paid **by the end of the month of hire**, unless otherwise agreed in writing.

BCC2025/026 Purchase of play equipment to facilitate the provision of Children's party hire packages (Inflatables etc.)

RESOLVED

To delegate authority to the officers of the council to purchase suitable and appropriate play equipment and inflatables for the provision of a 'party pack' hire option for the Community centre, with options for different age groups; authorizing the officers to spend up to £2000 for this purpose, there being sufficient working capital available; a virement being made from general reserves.

BCC2025/027 Phasing of the capital improvement plan (CIL) for the centre.

RESOLVED

To delegate authority to the officers of the council to obtain budget quotations for all items highlighted as priorities in the report presented to the committee as "Appendix 10 – BCC Capital plan phasing V2 July 2025"

Appendix 13

To consider allowing free use of Bryncae Community Centre to the police, members and other interested parties for quarterly PACT meetings and for quarterly police/councillor catchup meetings. Dates to be arranged with the officers of the Council.

The PCSO has suggested Bryncae Community Centre for quarterly PACT meetings and quarterly police/councillor catchup meetings.

Centre booking fees are £15/hour.

The motion is to facilitate these meetings free of charge.

Appendix 14

To consider changing the Council's financial regulations to allow integration of online payments, such as via Stripe payment software; and to add the Stripe integration to the Hallwizard subscription.

An online booking and administration package called HallWizard has been adopted for Bryncae Community Centre. Currently hirers make payments via BACS (bank transfer). Integrating an online payment option is perceived to be attractive and convenient for one-off hirers, but it would incur some extra costs:

Payments made via Stripe are subject to Stripe's standard fees (1.5% + 20p from a UK card) plus a 1% fee to HallWizard.

Examples

Payment	Stripe fee	Platform fee	Net receipt	Typical booking
£15.00	43p	15p	£14.42	1 hour class hire
£60.00	£1.10	60p	£58.30	2 hour child's party + deposit
£95.00	£1.63	95p	£92.42	3 hour adult event + deposit

Of course these fees also apply to refunds: a £30 deposit will cost 95p to refund, and a £50 deposit will cost £1.40.

The cost for a block booking of say £600 (40 hour's hire) would be £15.20, or an hour's hire.

Assuming that block hirers would be unlikely to use the facility, at the current level of hire (approximately one child's party per weekend) the annual cost would be approximately £130.

Appendix 15

Resolutions and recommendations of CEC Committee 31st July 2025

CEC2025/042 Updates on the work of the Festive Display Working Group and to consider any recommendations submitted in advance via the Clerk.

RECOMMENDED

To proceed to a 3 year hire contract for the same specification as the 2024 display, including the same motifs. The Clerk to make arrangements to undertake a competitive procurement process in line with the council's financial regulations. Details of which to be presented to full council alongside this recommendation.

Appendix 15a

Quotes for 1 year and 3 year hire options for festive lights

(As presented to the Festive Lights Working Group)

Highlighted option recommended by the CEC Committee.

Option 1 – Last year's spec (Mix of motifs and string lights) - 1 year hire = **£13,233.86/year**

(RH030725-1)

Option 2 – Last year's spec (Mix of motifs and string lights) - 3 year hire = **£8578.91/year**

(RH030725-3)

Option 3 – All string lights only – 1 year hire = **£11,780.80/year**

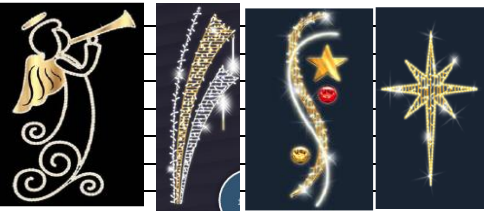
(RH030725-2)

Option 4 – All string lights only – 3 year hire = **£7,644.80/year.**

(RH030725-4)



Customer Name:	Llanharan CC	Quotation Date:	03/07/2025
Scheme Name:	1-Year Hire	Quotation No:	RH030725-1
Contact Name:	Leigh Smith	Account Manager:	Rob Hollingworth
Installer:		Contact No:	07808 654 403

Lighting Scheme Products								
Area	Code	Product Description		Power (watts)	Quantity	Unit Price	Total Cost	2025 Hire Charge
	18245.B2.170.R4.S-GO	1.7m Musical Angel on Cloud - gold powder coated frame		39	2	£310.00	£620.00	£434.00
	12727.B2.225.R.S124-E27	2.25m Minibulb Spray with snowfall tubes		12	21	£212.00	£4,452.00	£3,116.40
	22321.B2.230.R4.S4F	2.3m Baubles and Star Weave		12	21	£236.00	£4,956.00	£3,469.20
	22336.B2.130.R4.S4F	1.3m Star of Hope		15	21	£175.00	£3,675.00	£2,572.50
	2007-0004A	130mm Stainless Steel Tamtorque Banding			130	£4.56	£592.80	£414.96
	1217-2401F	600 Warm White LED 230v BOA Light String		36.8	23	£182.40	£4,195.20	£2,936.64
	2107-0001A	16A C-Form Male Plug			23	£5.60	£128.80	£90.16
			Delivery					£200.00
				1.7434	Kwh	Product Totals		£13,233.86

Project Totals		£13,233.86
-----------------------	--	-------------------

Terms and Conditions of Quotation:

1. By accepting this quote, the customer confirms to have read and understood the enclosed general terms and conditions and agrees that the above specification is correct.
2. All local electrical and physical infrastructure associated with the installation of the Goods being sold / hired is compliant with current regulations and is fit for use.
3. Payment terms are as per section 9.4 of general terms and conditions.
4. All prices quoted are exclusive of VAT (where applicable).
5. Euro (€) prices may vary based on exchange rate fluctuations.
6. This agreement is valid for 60-days.

[The Festive Lighting Company General Terms and Conditions.pdf](#)



Customer Name:	Llanharan CC	Quotation Date:	03/07/2025
Scheme Name:	3-Year Hire	Quotation No:	RH030725-3
Contact Name:	Leigh Smith	Account Manager:	Rob Hollingworth
Installer:		Contact No:	07808 654 403

Lighting Scheme Products

[illegible]

Project Totals		£8,578.91	£8,578.91	£8,578.91
-----------------------	--	------------------	------------------	------------------

Terms and Conditions of Quotation:

1. By accepting this quote, the customer confirms to have read and understood the enclosed general terms and conditions and agrees that the above specification is correct.
2. All local electrical and physical infrastructure associated with the installation of the Goods being sold / hired is compliant with current regulations and is fit for use.
3. Payment terms are as per section 9.4 of general terms and conditions.
4. All prices quoted are exclusive of VAT (where applicable).
5. Euro (€) prices may vary based on exchange rate fluctuations.
6. This agreement is valid for 60-days.

[The Festive Lighting Company General Terms and Conditions.pdf](#)



Customer Name:	Llanharan CC	Quotation Date:	03/07/2025
Scheme Name:	1-Year Hire	Quotation No:	RH030725-2
Contact Name:	Leigh Smith	Account Manager:	Rob Hollingworth
Installer:		Contact No:	07808 654 403

Lighting Scheme Products							
Area	Code	Product Description	Power (watts)	Quantity	Unit Price	Total Cost	2025 Hire Charge
	1217-2401F	600 Warm White LED 230v BOA Light String	36.8	88	£182.40	£16,051.20	£11,235.84
	2107-0001A	16A C-Form Male Plug		88	£5.60	£492.80	£344.96
		Delivery					£200.00
			3.2384	Kwh	Product Totals		£11,780.80

Project Totals	£11,780.80
----------------	------------

Terms and Conditions of Quotation:

1. By accepting this quote, the customer confirms to have read and understood the enclosed general terms and conditions and agrees that the above specification is correct.
2. All local electrical and physical infrastructure associated with the installation of the Goods being sold / hired is compliant with current regulations and is fit for use.
3. Payment terms are as per section 9.4 of general terms and conditions.
4. All prices quoted are exclusive of VAT (where applicable).
5. Euro (€) prices may vary based on exchange rate fluctuations.
6. This agreement is valid for 60-days.

[The Festive Lighting Company General Terms and Conditions.pdf](#)



Customer Name:	Llanharan CC	Quotation Date:	03/07/2025
Scheme Name:	3-Year Hire	Quotation No:	RH030725-4
Contact Name:	Leigh Smith	Account Manager:	Rob Hollingworth
Installer:		Contact No:	07808 654 403

Lighting Scheme Products										
Area	Code	Product Description	Power (watts)	Quantity	Unit Price	Total Cost		2025 Hire Charge	2026 Hire Charge	2027 Hire Charge
	1217-2401F	600 Warm White LED 230v BOA Light String	36.8	88	£182.40	£16,051.20		£7,223.04	£7,223.04	£7,223.04
	2107-0001A	16A C-Form Male Plug		88	£5.60	£492.80		£221.76	£221.76	£221.76
		Delivery						£200.00	£200.00	£200.00
			3.2384	Kwh	Product Totals			£7,644.80	£7,644.80	£7,644.80
								£7,644.80	£7,644.80	£7,644.80

Project Totals		£7,644.80	£7,644.80	£7,644.80
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Terms and Conditions of Quotation:

1. By accepting this quote, the customer confirms to have read and understood the enclosed general terms and conditions and agrees that the above specification is correct.
2. All local electrical and physical infrastructure associated with the installation of the Goods being sold / hired is compliant with current regulations and is fit for use.
3. Payment terms are as per section 9.4 of general terms and conditions.
4. All prices quoted are exclusive of VAT (where applicable).
5. Euro (€) prices may vary based on exchange rate fluctuations.
6. This agreement is valid for 60-days.

[The Festive Lighting Company General Terms and Conditions.pdf](#)

Appendix 16

To consider issuing a tender for a 3-year contract for the provision of hire of Christmas lights

Pending the resolution of Council relating to CEC2025/042:

RECOMMENDED

To proceed to a 3 year hire contract for the same specification as the 2024 display, including the same motifs. The Clerk to make arrangements to undertake a competitive procurement process in line with the council's financial regulations. Details of which to be presented to full council alongside this recommendation.

A budget quote for the specification shown in appendix 16a has been provided by Festive lights. However, given the value of the contract over 3 years a tender process must be undertaken.

The Clerk seeks approval to commence a tender process lasting 2 weeks.

The Procurement Act 2023 dictates that an open tender should run for a minimum of 25 days. However, a process called an 'Accelerated process' is allowable under certain conditions.

It appears that the Community Council could use an accelerated process in this case as set out in the notice below:

Justification for Accelerated Tender Procedure

Subject: Tender for the Hire of Christmas Lights – Use of Accelerated Procedure

Date: 12 September 2025

Prepared by: The Clerk

In accordance with the provisions of the Procurement Act 2023, Llanharan Community Council intends to use the accelerated tender procedure for the hire of Christmas lights for the upcoming festive season.

The justification for this decision is as follows:

1. 1. Urgency Due to External Circumstances

The Council has selected specific lighting motifs for this year's display. These motifs are in high demand and are subject to limited availability from suppliers. There is a credible risk that if the tender process runs for the standard duration (25+ calendar days), the selected motifs may no longer be in stock, resulting in either a compromised display or increased costs due to last-minute substitutions.

2. 2. Unforeseen Supply Constraints

The urgency has arisen due to recent supplier communications indicating fluctuating stock levels and early depletion of popular designs. This situation was not foreseeable at the time of initial planning and is beyond the Council's control.

3. 3. Electronic Tendering

The tender documents are issued and collected electronically, allowing for a shorter submission period without compromising transparency or accessibility.

4. 4. Maintaining Public Value and Display Quality

The accelerated procedure ensures that the Council can secure the preferred motifs in time for installation, maintaining the quality of the festive display and delivering value to the community.

Conclusion:

The Council believes that the use of the accelerated procedure is justified under the Procurement Act 2023 due to genuine urgency caused by external supply constraints. The tender will run for 14 calendar days, and all documentation will be made available electronically.

Appendix 17

Resolutions and Recommendations of TEC Committee 26th August 2025

TEC2025/028 Recommendations of the 'Task and finish working group formed to examine and make recommendations regarding the awarding of the tender for Project Management Services for the Ewenny Bridge project.

RESOLVED

That Burroughs be awarded the contract at a price of £36,987.50, that company representing the best combination of documented competence / experience, professionalism and overall value for money under the tender process. The contract to be awarded on the terms outlined in the tender submission.

Appendix 18

Motion: To consider adding Cllr Nick Richards and Cllr Andrew Morgan to the membership of the TEC Committee.

Current membership and other information relating to the Committee.

The Trenos and Ewenni Crossings Project Committee (TEC) (9)

Note: Standing order 19.8 was suspended to allow membership to exceed 8

Membership: Cllrs David Evans, Chris Parker, Will Thomas, Janine Turner, Rhys Jenkins, Mark Steer, Neil Feist, Claire Morgan and Robert Smith.

Chair: Chris Parker

Deputy Chair: Janine Turner

Terms of reference:

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

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

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

To follow any other action as directed by the Council

Note:

2025/175

RESOLVED

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

Scheduled meeting dates 2025/26:

2025: 11th September, 9th October, 6th November, 11th December. 2026: 12th January, 12th February, 12th March, 2nd April, 5th May.

Appendix 19

To consider additional costs required for signoff of the Sewer Diversion on Grove Terrace, relating to the Memorial Garden/Garage Project. Included with the permission of the Chair of the CIL Committee.

The Council has an approved design for the sewer diversion for the Memorial garden/Garage project at Grove Terrace. This design forms part of a formal Section 185 legal agreement with Dwr Cymru Welsh Water (DCWW)

Redwood Environmental are in the process of carrying out the sewer diversion.

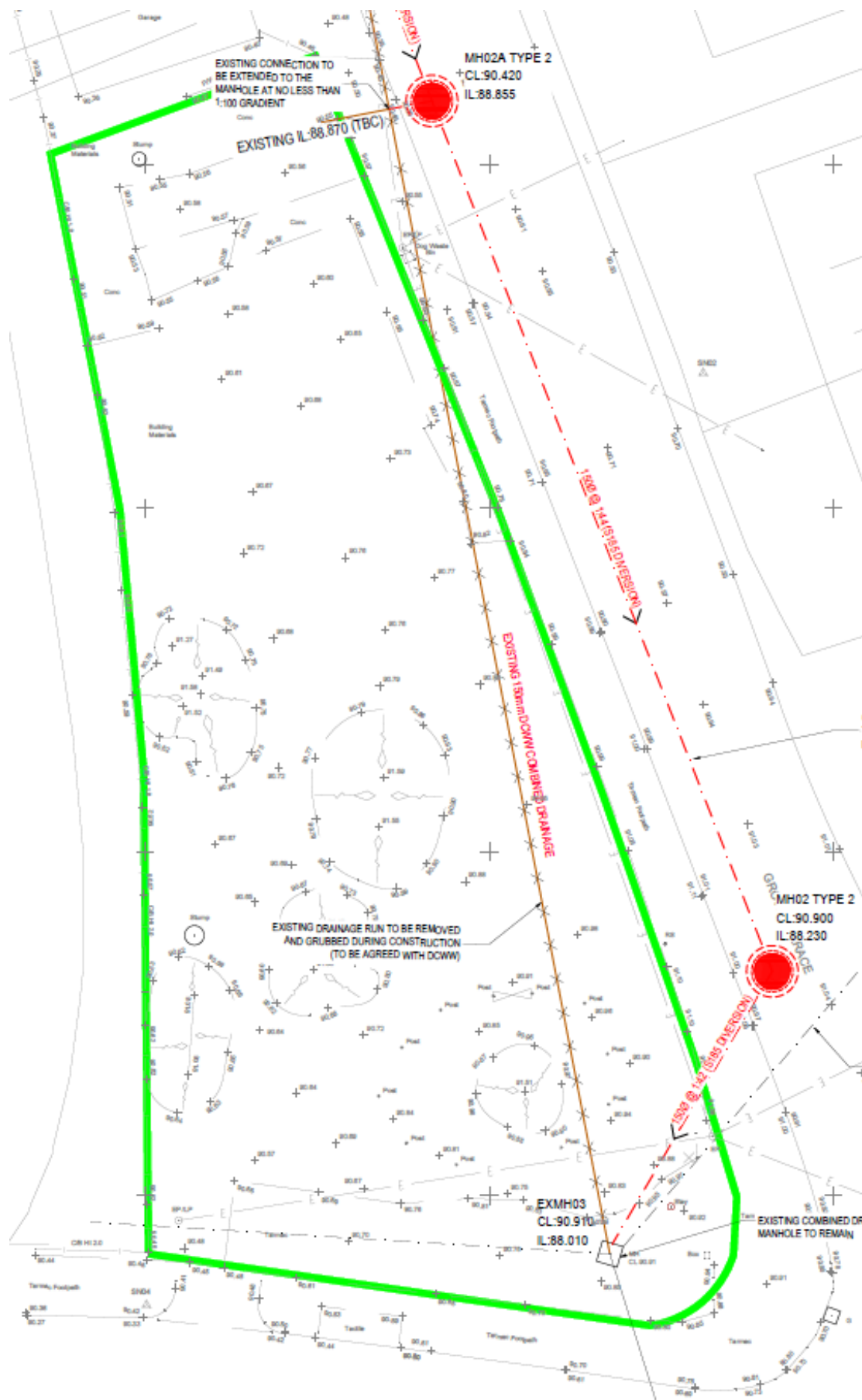
However, during the pre-start meeting with DCWW, the inspector stated that the existing sewer line (being removed) must be grouted (filled with concrete to prevent voids in future) rather than removed and grubbed (removing organic matter) as stated on the approved design.

Note: The design states, "...to be removed and grubbed during construction (to be agreed with DCWW)"

Redwood have quoted £2,652.47 to grout the line.

Motion: To authorise the Clerk to spend up to £2,700 of CIL funds and for this to be added to the total cost of the project.

The Clerk has met with Redwood seeking a reduction in cost or for the work to be done FOC given that DCWW have agreed amendments to the new sewer line which will reduce the cost and/or to take into account the costs of removing and grubbing the line as originally specified.



Appendix 20

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

Members are reminded that objections should only be submitted when objecting on material grounds. No other objections will be taken into account by RCT officers.

Material considerations can include (but are not limited to):

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

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

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

Planning matters are sent to members as they are received. Where the deadline for the submission of comments falls after the next council meeting and a member wishes to bring a motion for the council to formally comment on an application, they should inform the Clerk and the Clerk will apply for an extension to the deadline for submission of comments.

To: Llanharan Community Council
Community Councillor

Date: 11th September 2025
Our Ref: 25/0909/FUL
Please ask for: Charlotte Gibbs
Telephone: 01443 281130
Email: Charlotte.Gibbs@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0909/FUL
installation of an air source heat pump to
front of property, bee hotel to rear of site to
support biodiversity net gain
12 Heathfield Crescent, Llanharan,
Rhondda Cynon Taf, CF72 9RU

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 02.10.2025..

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

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

Yours faithfully

Charlotte Gibbs

Planning Officer

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

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

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
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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



To: Llanharan Community Council
Community Councillor

Date: 11th September 2025
Our Ref: 25/0916/FUL
Please ask for: Charlotte Gibbs
Telephone: 01443 281130
Email: Charlotte.Gibbs@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

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

25/0916/FUL
Dropped Kerb
Fron Deg, Southall Street, Brynna,
Rhondda Cynon Taf CF72 9QH

CONSULTATION - COMMENTS TO BE RECEIVED BY: 02.10.2025..

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

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

Yours faithfully

Charlotte Gibbs

Planning Officer

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
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Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY



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To: Llanharan Community Council
Community Councillor

Date: 3rd September 2025
Our Ref: 25/0872/FUL
Please ask for: Laura Heron
Telephone: 01443 281130
Email: Laura.J.Heron@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0872/FUL
Proposed change of use of a dwelling (Use Class C3) to a Children's Residential Home (Use Class C2) for up to 2 children.
1 Clos Y Wennol, Llanilid, Pontyclun, Rhondda Cynon Taf CF72 4AT

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 24.09.2025..

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

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

Yours faithfully

Laura Heron

Planning Officer

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

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

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

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To: Llanharan Community Council
Community Councillor

Date: 3rd September 2025
Our Ref: 25/0872/FUL
Please ask for: Laura Heron
Telephone: 01443 281130
Email: Laura.J.Heron@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0872/FUL
Proposed change of use of a dwelling (Use Class C3) to a Children's Residential Home (Use Class C2) for up to 2 children.
1 Clos Y Wennol, Llanilid, Pontyclun, Rhondda Cynon Taf CF72 4AT

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 24.09.2025..

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

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

Yours faithfully

Laura Heron

Planning Officer

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
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Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
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To: Llanharan Community Council
Community Councillor

Date: 18th August 2025
Our Ref: 25/0780/RVOC
Please ask for: Laura Heron
Telephone: 01443 281130
Email: Laura.J.Heron@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0780/RVOC
Variation of Condition 5 of planning
permission 23/1382/FUL boundary
treatments.

Lleoliad / Location

West Hill, Brynna Road, Brynna, Rhondda
Cynon Taf CF35 6PG

CONSULTATION - COMMENTS TO BE RECEIVED BY: 08.09.2025..

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

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

Yours faithfully

Laura Heron

Planning Officer

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

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

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
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YOUR DATA MATTERS www.rctcbc.gov.uk/dataprotection



Anfon trwy ebost

13 Awst 2025

Annwyl Randdeiliad,

Cyf: Ymgynghoriad Cyn Ymgeisio ar gyfer Fferm Solar Cwm Elai sydd wedi'i gynnig ar dir oddi ar Heol Cwm Elai, ger Ynysmaerdy, Llantrisant.

Rwy'n ysgrifennu ar ran Windel Solar 8 Limited, prosiect sy'n cael ei gynnig gan Windel Energy Limited & Recurrent Energy, mewn perthynas â chychwyn ymgynghoriad cyn-ymgeisio ynghylch datblygiad fferm solar a seilwaith cysylltiedig, gyda chapasiti cynhyrchu arfaethedig o hyd at 9.9MW, wedi'i leoli ar dir oddi ar Heol Cwm Elai, ger Ynysmaerdy, Llantrisant.

Mae cynhyrchu ynni adnewyddadwy glân ar flaen y gad yn strategaeth Llywodraeth Cymru i gyrraedd sero net erbyn 2050, gyda'r Llywodraeth yn gosod targed i'r holl drydan ddod o gynhyrchu di-garbon 100% erbyn 2035.

Mae gan bob un ohonom ran i'w chwarae wrth adeiladu dyfodol sy'n rhoi terfyn ar ein dibyniaeth ar danwydd ffosil, gan gefnogi cenedlaethau'r dyfodol trwy gyflwyno ffynonellau ynni carbon isel i gyfyngu ar effaith newid yn yr hinsawdd yn y dyfodol.

Fel ymgynghorai cymunedol, rydym yn ysgrifennu i sicrhau eich bod yn ymwybodol o'r ymgynghoriad cyn-ymgeisio ac i'ch gwahodd i roi adborth. Mae'r llythyr hwn yn rhoi cyflwyniad byr i'r cynnig, yn esbonio'r broses gynllunio, ac yn nodi sut y gallwch gael rhagor o wybodaeth a darparu adborth. Rydym hefyd wedi ysgrifennu at drigolion a busnesau lleol.

Trosolwg o'r Prosiect

Mae'r cynnig yn cynnwys ardal ddatblygu o oddeutu 50 erw (20.5 hectar). Bydd y pwynt cysylltu â'r rhwydwaith dosbarthu trydanol trwy gebl tanddaearol i Brif Is-orsaf Tonysguboriau tua 1.2km i'r de-ddwyrain o'r datblygiad arfaethedig.

Mae'r ardal ddatblygu yn cynnwys fferm solar ar y ddaear ynghyd ag offer, seilwaith a thirlunio cysylltiedig. Nid oes angen sylfeini sylweddol ar y paneli solar sydd ar fframwaith metel syml ac wedi'u gosod yn y ddaear. Uchder mwyaf y paneli solar fel arfer yw 3m. Bydd traciau mynediad hefyd o fewn y safle at ddibenion adeiladu a gweithredol, a ffensys ceirw o amgylch y perimedr gyda CCTV isgoch mewnol a goleuadau canfod symudiadau ar gyfer diogelwch. Bydd tirlunio hefyd yn cael ei ymgorffori yn y cynigion er mwyn caniatáu lliniaru, sgrinio a gwella bioamrywiaeth. Bydd gan y datblygiad arfaethedig oes weithredol o 40 mlynedd, ac ar ôl hynny bydd offer a seilwaith yn cael eu tynnu o'r safle a'u dychwelyd i amaethyddiaeth.

Rydym wedi paratoi cais cynllunio drafft ar gyfer ymgynghori ag ymgynghoreion lleol a statudol. Bydd yr holl sylwadau a ddaw i law yn ystod yr ymgynghoriad cyn ymgeisio yn cael eu hystyried wrth gwblhau cynllun a gosodiad safle'r datblygiad cyn cyflwyno'r cais cynllunio.

Fel sy'n ofynnol gan Ddeddf Cynllunio (Cymru) 2016, cynhelir yr ymgynghoriad cyn-ymgeisio am 28 diwrnod, cyn cyflwyno cais cynllunio i Gyngor Bwrdeistref Sirol Rhondda Cynon Taf a fydd yn gwneud y penderfyniad ynghylch a ddylid rhoi caniatâd cynllunio ai peidio. Ceisir cynllunio dros dro am 40 mlynedd.

Mae rhagor o wybodaeth am y prosiect, a chopïau o'r cais cynllunio drafft llawn ar gael ar wefan y prosiect www.elyvalleysolarfarm.co.uk. Fel arall, os hoffech drafod y cynnig ymhellach, cysylltwch â thîm y prosiect ar info@elyvalleysolarfarm.co.uk neu drwy ffonio 07493 060539.

Y dyddiad cau ar gyfer sylwadau ar y cynnig yw **11 Medi 2025**.

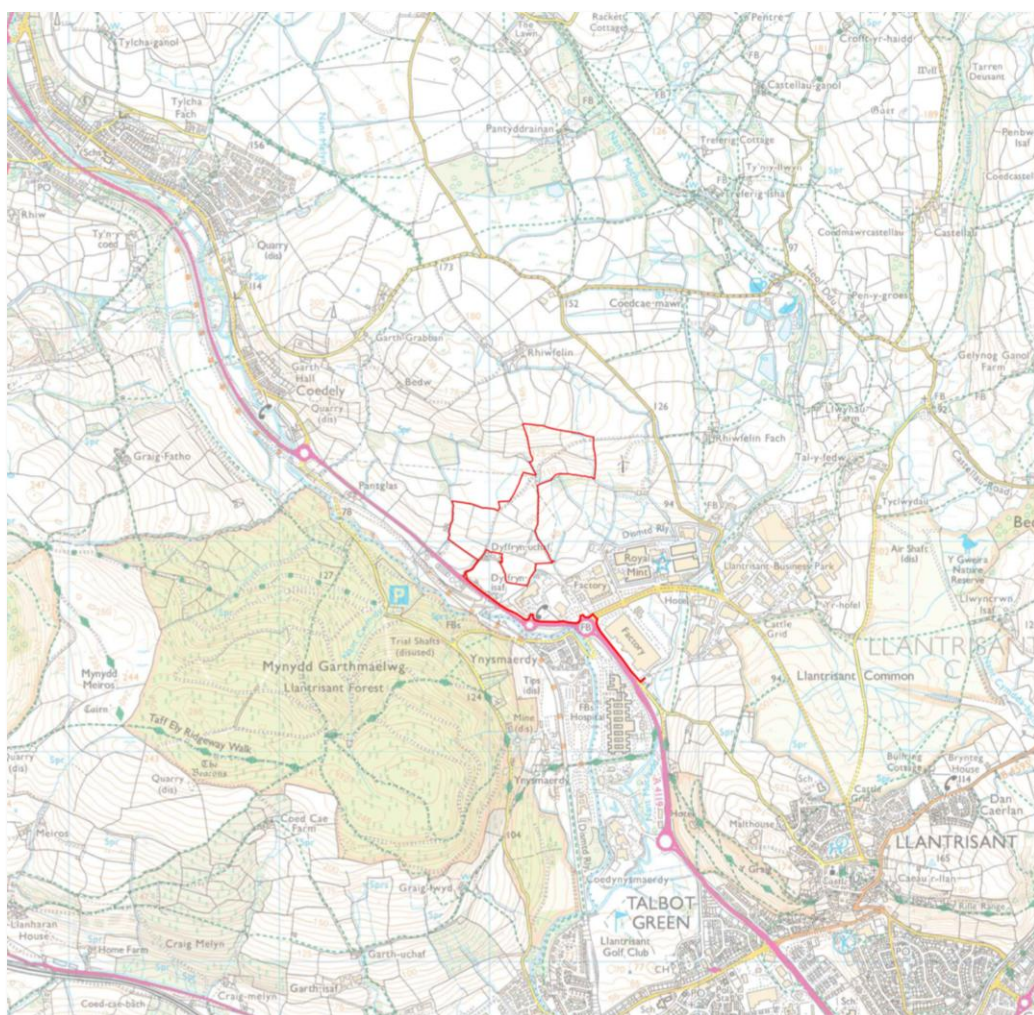
Diolch ymlaen llaw am eich amser, edrychaf ymlaen at siarad â chi cyn bo hir.

Yn gywir,



Lloyd Sandles
Cyfarwyddwr Prosiectau

Cynllun Lleoliad y Safle:



Dear Stakeholder,

Ref: Pre-application Consultation for Ely Valley Solar Farm proposed on land off Ely Valley Road, near Ynysmaerdy, Llantrisant.

I write on behalf of Windel Solar 8 Limited, a project proposed by Windel Energy Limited and Recurrent Energy, in relation to commencement of pre-application consultation regarding a solar farm and associated infrastructure, with a generating capacity of up to 9.9MW, located on land off Ely Valley Road, near Ynysmaerdy, Llantrisant.

Clean renewable power generation is front-and-centre of the Welsh Government strategy to reach net zero by 2050, with the Government setting us a target for all electricity to come from 100% zero-carbon generation by 2035.

We all have a part to play in building a future which ends our reliance on fossil fuels, supporting future generations by introducing low carbon energy sources to limit the impact of future climate change.

We are writing to ensure you are aware of the pre-application consultation and invite you to provide feedback. This letter provides a brief introduction to the proposal, explains the planning process, and sets out how you can access further information and provide feedback. We have also written to local residents and businesses.

Project Overview

The proposal consists of a development area of approximately 50 acres (20.5 hectares). The point of connection to the electrical distribution network will be via underground cable to Talbot Green Primary Substation located approximately c.1.2km to the south east of the proposed development.

The development area comprises of a ground mounted solar farm together with associated equipment, infrastructure and landscaping. The solar panels which are based on a simple metal framework and placed into the ground, do not require substantial foundations. The solar panels typically have a maximum height of 3m. There will also be access tracks within the site for construction and operational purposes, and deer fencing around the perimeter with inward facing infrared CCTV and motion detection lighting for security. Landscaping will also be incorporated into the proposals to provide mitigation, screening, and biodiversity enhancement. The proposed development will have an operational life of 40 years, after which equipment and infrastructure will be removed from site and returned to agriculture.

We have prepared a draft planning application for consultation with local and statutory consultees. All comments received during the pre-application consultation will be considered when finalising the design and site layout of the development prior to submission of the planning application.

As required by the Planning (Wales) Act 2016, the pre-application consultation will take place for 28 days, prior to submitting a planning application to Rhondda Cynon Taf County Borough Council who will make the decision on whether to grant planning permission. Temporary planning is sought for 40 years.

More project information and copies of the full draft planning application are available on the project website www.elyvalleysolarfarm.co.uk. Alternatively, should you wish to discuss the proposal further please contact the project team at info@elyvalleysolarfarm.co.uk or by calling 07493 060539.

The deadline for comment on the proposal is **11 September 2025**.

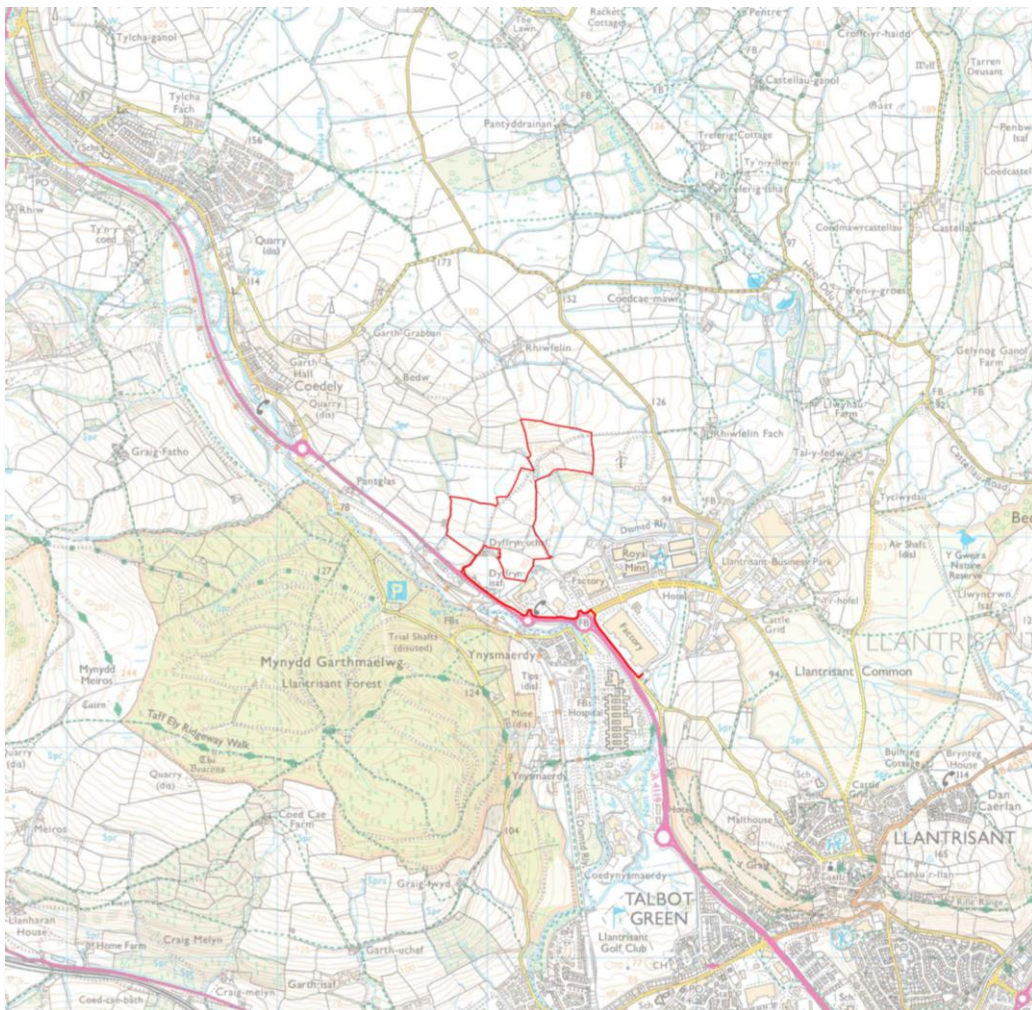
Thank you in advance for your time, I look forward to speaking with you soon.

Yours sincerely,



Lloyd Sandles
Projects Director

Site Location Plan:



To: Llanharan Community Council
Community Councillor

Date: 14th August 2025
Our Ref: 25/0853/FUL
Please ask for: Angharad Evans
Telephone: 01443 281130
Email: Angharad.Evans1@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0853/FUL

Natural Resources Wales' (NRW) are proposing to locate one mobile food/drink van in the car park at Fforest Fawr. The site is currently used for car parking and therefore this is a change of use application to allow the organisation to mobilise a food/drink van on the site. The existing hardstanding will be used for the van.

NRW will be offering the opportunity to the open market, and would hope to award to a local business wherever possible. There will not be an electricity supply and no diesel or external generators will be permitted. We are trying to encourage eco solutions and the intention is for this to be a part of the scoring matrix.

Lleoliad / Location

Llantrisant Forest/Smilog Woods, Natural Resources Wales, Llantrisant, CF72 8LG

CONSULTATION - COMMENTS TO BE RECEIVED BY: 04.09.2025..

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

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

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

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

Angharad Evans

Senior Planning Officer

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
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To: Llanharan Community Council
Community Councillor

Date: 29th July 2025
Our Ref: 25/0714/FUL
Please ask for: Laura Heron
Telephone: 01443 281130
Email: Laura.J.Heron@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

25/0714/FUL
Internal and External Alterations featuring
principal extension and other associated
refurbishments

Lleoliad / Location

The Old Mill Harvester Public House,
Llanilid, Pencoed, Rhondda Cynon
TafCF35 5HU

CONSULTATION - COMMENTS TO BE RECEIVED BY: 19.08.2025..

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

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

Yours faithfully

Laura Heron

Planning Officer

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

Dylid cyfeirio pob gohebiaeth at/All correspondence should be addressed to
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Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypany, CF40 1NY

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

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



MAE EICH DATA O BWYS www.rctcbc.gov.uk/diogeludata
YOUR DATA MATTERS www.rctcbc.gov.uk/dataprotection



To: Llanharan Community Council
Community Councillor

Date: 23rd July 2025
Our Ref: 24/1073/OUT
Please ask for: James Emery
Telephone: 01443 281130
Email: james.emery@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

24/1073/OUT
Demolition of farm and associated outbuildings construction of 5No 4-bedroom detached dwellings with double garage and driveway.
Tre Nos Isaf Farm, Bridgend Road, Llanharan, Rhondda Cynon Taf CF72 9RP

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 13.08.2025..

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

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

Yours faithfully

James Emery

Planning Officer

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

Dylid cyfeirio pob gohebiaeth at/All correspondence should be addressed to
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Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
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To: Llanharan Community Council
Community Councillor

Date: 23rd July 2025
Our Ref: 24/1073/OUT
Please ask for: James Emery
Telephone: 01443 281130
Email: james.emery@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

24/1073/OUT
Demolition of farm and associated outbuildings construction of 5No 4-bedroom detached dwellings with double garage and driveway.
Tre Nos Isaf Farm, Bridgend Road, Llanharan, Rhondda Cynon Taf CF72 9RP

Lleoliad / Location

CONSULTATION - COMMENTS TO BE RECEIVED BY: 13.08.2025..

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

Yours faithfully

James Emery

Planning Officer

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Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
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Business Support Unit, Ty Elai, Dinas Isaf Industrial Estate, Williamstown, Tonypandy, CF40 1NY

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
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MAE EICH DATA O BWYS www.rctcbc.gov.uk/diogeludata
YOUR DATA MATTERS www.rctcbc.gov.uk/dataprotection



To: Llanharan Community Council
Community Councillor

Date: 15th September 2025
Our Ref: 25/0947/FUL
Please ask for: Charlotte Gibbs
Telephone: 01443 281130
Email: Charlotte.Gibbs@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

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

25/0947/FUL
Proposed Two Storey Rear Extension
Tyn Y Pwll House, Old Llanharan Road,
Llanharan, Rhondda Cynon Taf CF35 5LH

CONSULTATION - COMMENTS TO BE RECEIVED BY: 06.10.2025..

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

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

Yours faithfully

Charlotte Gibbs

Planning Officer

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

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

To: Llanharan Community Council
Community Councillor

Date: 16th September 2025
Our Ref: 25/0894/FUL
Please ask for: Charlotte Gibbs
Telephone: 01443 281130
Email: Charlotte.Gibbs@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

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

25/0894/FUL
Side dormer extension
78 Hillcrest, Brynna, Rhondda Cynon Taf,
CF72 9SL

CONSULTATION - COMMENTS TO BE RECEIVED BY: 07.10.2025..

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

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

Yours faithfully

Charlotte Gibbs

Planning Officer

Simon Gale
Cyfarwyddwr Materion Ffyniant a Datblygu
Director of Prosperity and Development
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
Floor 2, 2 Llys Cadwyn, Taff Street,
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Appendix 21

To instruct the Council's nominated attendee on how to vote on motions submitted to the One Voice Wales AGM

1 – To consider whether the Council is willing/able to send a delegate or delegates to:

a) The National Conference (Morning - £95 per delegate, with lunch)

and/or

b) The AGM (Afternoon – No cost)

Both taking place at the Royal Welsh Showground on Wednesday 1 October 2025.

2 – Should the Council wish to send a delegate or delegates to the AGM, to consider its settled position and to instruct its voting delegate to vote accordingly either 'for', 'against', or to abstain for the following motions:

Motions

1. Penarth Town Council

"This AGM instructs OVW/NEC to engage with Welsh Government to make Community and Town Councils statutory consultees in collaborative arrangements for considering future bus provision in their area."

2. Newtown and Llanllwchaiarn Town Council

"This conference instructs One Voice Wales to investigate the provision of professional legal advice on Welsh law to Councils and report back to the membership."

3. Gelligaer Community Council

"This AGM calls upon One Voice Wales to formally encourage local councils to advocate for the Welsh Government to seek full devolvment of the Crown Estate to Wales."

4. Arfon Dwyfor Area Committee

"The AGM calls upon One Voice Wales to investigate how specific assets transfer officer can be funded for the sector."

5. One Voice Wales National Executive Committee

Constitution

To consider the attached constitution for One Voice Wales.

- i. The key impact of the new arrangements is to agree that a quorum for the Annual General Meeting shall be 10% of the representatives of member Councils eligible to attend. In the case of a motion to dissolve the organisation placed before the Annual General Meeting the quorum shall be 15% of the representatives of the member Councils eligible to attend. Any changes to the Constitution would need to be approved at an Annual/Special General Meeting by a majority of member Councils. Other minor changes will improve the governance arrangements of One Voice Wales.
- ii. Other improvements to the governance framework will be introduced once the new arrangements are in place.

To take any questions on the new constitution

To vote on the proposed new constitution.

6. One Voice Wales National Executive Committee

To confirm an increase in membership fees for 2026/27 by up to 4%.

The following documents are shown below:

Agenda for conference.

Agenda for AGM

Constitution

Rules of procedure for AGM

One Voice Wales National Conference
Wednesday 1 October 2025



The Montgomery Pavilion - Royal Welsh Showground, Llanelwedd, Builth Wells, LD2 3SY

CONFERENCE AGENDA

- 1** **09:30 – 10:15am** **Registration, Tea / Coffee and Exhibition Time**
- 2** **10:15 – 10:30am** **Chairs Welcome / Housekeeping: Cllr Mike Theodoulou**
- 3** **10:30 – 11:00am** **Jayne Bryant MS, Cabinet Secretary for Housing and Local Government – awaiting confirmation**
- 4** **11:00 – 11:30am** **Heledd Morgan, Director Implementation and Impact, Office of the Future Generations Commissioner for Wales**
- 5** **11:30 – 12:00pm** **Tea / Coffee Break and Councils Case Study time**
- 6** **12:00 – 12:30pm** **Shereen Williams, Chief Executive Democracy & Boundary Commission Cymru**
- 7** **12:30 – 1:00pm** **John Rose, Wales Director, National Lottery Community Fund Wales**
- 8** **01:00 – 2:15pm** **Lunch / Exhibition Time**

One Voice Wales Annual General Meeting
Wednesday 1 October 2025



The Montgomery Pavilion - Royal Welsh Showground, Llanelwedd, Builth Wells, LD2 3SY

Annual General Meeting Agenda

- | | | |
|----------|-------------|-----------------------------------------------------------------------------------------------------------|
| 1 | 2:20 | Chairs greetings and opening remarks – Cllr Mike Theodoulou |
| 2 | 2:25 | Apologies |
| 3 | 2:30 | To receive the Chairs Report |
| 4 | 2:40 | To receive the Chief Executives Report |
| 5 | 2:55 | To receive the Auditor's Report on the Draft Financial Statements for the Year Ended 31 March 2025 |
| 6 | 3:05 | To confirm the appointment of Bevan Buckland Chartered Accountants Swansea as Auditors for 2026-27 |
| 7 | 3:10 | To consider the 2025 Motions |
| 8 | 3:55 | Vote of thanks by National Executive Committee representative |
| 9 | 4:00 | Close of Annual General Meeting |

Un Llais Cymru



One Voice Wales

One Voice Wales

Constitution

Date Adopted **2025**

Review Date **2026**

12 September 2025

Appendix Financial Regulations (to be added)

12 September 2025

CONSTITUTION

Contents

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

1. TITLE AND MEMBERSHIP

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

2. AIMS AND OBJECTIVES

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

12 September 2025

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

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

3. ANNUAL GENERAL MEETING

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

12 September 2025

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

12 September 2025

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

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

4. NATIONAL EXECUTIVE COMMITTEE

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

12 September 2025

- 4.12 The time of day or evening for meetings be approved by the National Executive Committee and not referenced in the constitution.
- 4.13 The National Executive Committee may change the membership arrangements of the National Executive Committee itself as well as other Committees within the overall governance framework.
- 4.14 The National Executive Committee will have the flexibility to determine the arrangements for selecting spokespersons to speak at external events and engagements on specific matters.
- 4.15 Decisions of Standing Committees are subject to confirmation by the National Executive Committee.
- 4.16 Meetings of the NEC will normally be held on four occasions in each financial year and will be arranged on a remote or in-person basis as determined by the NEC.

5. ELECTION OF NATIONAL EXECUTIVE COMMITTEE

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

Ynys Mon		
Meirionnydd		
Arfon/Dwyfor	}	North
Conwy and Denbighshire		
Wrexham and Flintshire		

Maldwyn		
Brecon and Radnor		
Ceredigion	}	Mid
Carmarthenshire		
Pembrokeshire		

Swansea		
Neath/Port Talbot		
Monmouth and Newport		
Bridgend/Vale of Glamorgan/Cardiff	}	South
Rhondda Cynon Taff/Merthyr		
Tydfil/Caerphilly		
Blaenau Gwent/Torfaen		

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

- 5.2 Election of National Executive Committee members shall be conducted by a ballot of all members present at the AGM of the Area Committee.

12 September 2025

- 5.3 An additional member shall be nominated onto the National Executive Committee by the Larger Local Councils Forum.
- 5.4 After the first election to the National Executive Committee members may be appointed for up to five years, provided they continue to hold office as a Councillor.
- 5.5 On a casual vacancy occurring a member elected to fill that place shall hold office until the expiry of the term of office of the member whose place has been vacated.

6. RESIGNATION OF MEMBER COUNCILS

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

7 DISSOLUTION OF THE ORGANISATION

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

8. CHANGES TO THE CONSTITUTION

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

12 September 2025

Rules of Procedure for Annual General Meetings of One Voice Wales



Officers

1. The Chairman shall preside at the Annual General Meeting (AGM).
2. The Chairman may, if he or she wishes, designate the Vice Chairman or other officer to preside over individual meetings or over parts of meetings.
3. When an officer is acting as Chairman, he or she shall have the same powers and duties as the Chairman. In the rest of these rules of procedure, the word, "Chairman" includes an officer serving in this way as Chairman.
4. The Chairman shall not vote. If representing a voting member, the Chairman will appoint another representative of the member council to vote.

Secretariat

1. The Secretariat shall be responsible for making all the necessary arrangements for the AGM including the advance distribution of registration material and working papers.
2. It shall also be responsible for the operation of the meeting and for the production of a record of what took place.

Attendance

1. Attendance at an AGM is limited to the representatives of member councils in good standing.
2. There is no limit on the number of representatives of a member council in good standing attending the AGM but only one may vote.

Conduct of the Annual General Meeting

1. The Chairman shall declare the opening and closing of each plenary session of the meeting and have overall control of the proceedings. As the first order of business, the Chairman shall review the rules of procedure for the AGM and seek approval of them. Any voting member may, at this time, move that a rule should be changed and the matter shall then be put immediately to the vote.
2. The Chairman shall direct the discussion, accord the right to speak, put questions to the vote and announce decisions. The Chairman shall rule on points of order and call a speaker to order if the remarks are not relevant or if they are exceeding the allotted time.
3. The Chairman shall rule on any point of order raised during the meeting by a voting member. If the member appeals against the Chairman's decision, the matter shall be put to the vote. The member raising the point of order may not speak on the matter under discussion. The Chairman's ruling shall stand, whose decision is final.

4. Under normal circumstances, proposals and amendments shall be written in a prescribed format and distributed to all voting members in advance of the meeting. In some circumstances, the Chairman may, at his or her discretion, permit the discussion of proposals and amendments when they are not in writing.

5. When a proposal has been adopted or rejected, it may not be reconsidered unless this is proposed by a member who voted in favour of the original proposal, and was agreed by a two-thirds majority of those present and voting.

Voting

1. Each member council in good standing shall have one vote. For the purposes of these rules and procedures, “member in good standing” is a member that has paid its current membership fee and any other monies owed to One Voice Wales.

2. Each member council shall designate one permanent representative who will represent the member council. This representative will also cast the vote on behalf of the member council. Each member council may also designate one proxy who may vote if the permanent representative is absent. Any changes in the designated permanent representative and/or proxy shall be submitted to the Secretariat no less than 14 days before the AGM.

3. In this connection, “members present and voting” means the designated representative of members casting a positive or negative vote. Members that abstain from voting shall be considered as not voting.

4. A measure shall be considered as adopted by a majority of one vote except that questions involving a change in the constitution and matters of finance including budgets and membership fee levels must be approved by a two-thirds majority of those present and voting.

5. Voting shall be by a show of voting card.

6. If there are two proposals on the same matter, the meeting, unless it decides otherwise, shall vote on the proposals in the order in which they were submitted. The meeting may decide, after each vote, whether or not to vote on the next proposal.

7. When an amendment to a proposal is moved, the amendment shall be voted on first. When more than one amendment is moved to a proposal, the amendments shall be taken in order. When one amendment necessarily implies the rejection of an earlier one it shall not be put to the vote.

8. The meeting may decide, if it so wishes, that the voting for an election or on some other matter should be held by secret ballot.

Other matters

1. The sessions of the AGM shall be open to all registered delegates unless the meeting decides that exceptional circumstances require that certain matters be discussed in private by those designated to cast votes or, in their absence, by their proxies.

2. The official record of the AGM shall be the addresses, reports of committees and other bodies and the resolutions presented to the meeting.

GLOSSARY:

Abstain: To refuse to vote either for or against a motion. Members are not obliged to vote and the records of the AGM take no official notice of such a refusal.

Point of order: A question raised with respect to any departure from the standing orders, rules of procedure or other customary procedures either in debate or in the conduct of the AGM. Points of order are decided by the Chairman of the AGM, whose decision is final.

Standing order: A rule adopted by the AGM to regulate its proceedings which remains in effect permanently. Standing orders may be altered or repealed only by a subsequent decision of the AGM.

Secretariat: Refers to the Conference and AGM Officer and Staff Working Group of One Voice Wales. All correspondence should be addressed to the Chief Executive Officer using the organisation's headquarters address.

Appendix 22

To consider approving and becoming a signatory to the revised RCTCBC Charter with Town and Community Councils.

A working group of Town and Community Clerks in Wales have been working with the RCTCBC liaison group in order to produce a revised charter between RCTCBC and Town and Community Councils in Wales.

The draft charter is presented below, the Council is invited to become a signatory to the charter.

Next steps are work through a delivery plan of how RCTCBC and Town and Community Councils in Wales can work together and share resources and working practices in practical terms.

A Committee will be formed whereby the Chairs of the participating Town and Community Councils will be invited to sit. Alongside this the Clerks working group will continue to operate making recommendations to the Committee to consider.

Motion: To adopt the RCTCBC Shared Community Charter between Rhondda Cynon Taf County Borough Council and the Town Councils of both Pontypridd and Pontyclun and the Community Councils of Ynysybwl & Coed y Cwm, Rhigos, Hirwaun and Penderyn, Llantwit Fardre, Llantrisant, Llanharan, Llanharry, Tonyrefail, Gilfach Goch and Taff's Well & Nantgarw

RHONDDA CYNON TAF'S SHARED COMMUNITY CHARTER

Rhondda Cynon Taf County Borough Council

and the

Town Councils of both Pontypridd and Pontyclun

and the

Community Councils

of

**Ynysybwl & Coed y Cwm, Rhigos, Hirwaun and Penderyn, Llantwit Fardre,
Llantrisant, Llanharan, Llanharry, Tonyrefail, Gilfach Goch and**

**Taff's Well & Nantgarw have agreed to publish a Charter which sets out how we
aim to work together for the benefit of the local communities.**

INTRODUCTION

Rhondda Cynon Taf County Borough Council and its Town and Community Councils have agreed to publish this Charter which sets out how we collectively aim to work together for the benefit of local communities whilst recognising our respective responsibilities as autonomous, democratically elected statutory bodies.

The Charter is designed to build on existing good practice and embrace the shared principles of openness, to achieve the best possible outcomes for our residents and communities. This Charter is based on equal partnership and is not a top-down arrangement. It is a set of principles by which we will work together.

The Charter will form the basis for meaningful communication and liaison through the respective partners either individually or through collective meeting arrangements, at a Member and Officer level.

The Charter will use the sustainable development principles of the Well-being of Future Generations Act to deliver on outcomes for the benefits of the people who live, work and visit Rhondda Cynon Taf.

THE CHARTER

This Charter is developed with three main overarching aims, which all Members of the Charter recognise as benefiting the residents and visitors of Rhondda Cynon Taf:

- Strengthening partnership working & collaboration opportunities
- Enhancing local democracy
- Improving our communities and public service delivery.

OUR SHARED COMMITMENTS

These are our shared commitments that will help to achieve our aims.

RECOGNITION

We will:

- Recognise the benefits of partnership working whilst at the same time recognising and respecting each other's roles.
- Work together as a partnership of equals.
- Collaborate and involve each of the partners to ensure that all decisions taken forward are sustainable in the long term, whilst being mindful of the current needs of our residents.

COMMUNICATION

We will:

- Enhance how we listen and respond to one another. Availability and accessibility will be central to how we interact.
- Communicate openly and transparently, explaining processes and decision-making.
- Improve information and communication sharing to enable solutions and early interventions at the right time to make progress in achieving the well-being goals of the County Borough.

ENGAGEMENT & INVOLVEMENT

We will:

- Recognise the importance of meaningful engagement and involvement and set out a genuine commitment across all parties to consult on matters of mutual concern.
- Engage with one another at the earliest opportunity, recognising the diverse perspectives and challenges faced by various stakeholders and communities.
- Ensure that consultation and engagement processes are as accessible as possible.
- Strengthen the community involvement in the Consultation processes taken forward, to allow for valuable feedback to be provided on any proposals taken forward which impacts upon the wellbeing of the residents of the County Borough.
- Actively follow-up on consultations and feedback in an appropriate manner.

LOCAL DEMOCRACY / GOVERNANCE

We will

- Be clear about the role of Councillors at all levels in the relationship and community leadership taking forward cohesive communities across the County Borough and respect the democratic mandate of all councillors.
- Empower our residents and communities to participate in local democracy, including young people and underrepresented groups.
- Continue to place residents and communities at the heart of what we all do.
- Promote participation in local democracy.
- Direct Council resources to promote and encourage residents to stand for Community and Town Council elections.

RESOURCES

We will:

- Share relevant and appropriate information to empower each other to best support our residents and communities.
- Optimise access and signposting to resources and practical support, including training opportunities.
- Identify opportunities where resources and support can be effectively shared between councils to improve outcomes for residents.

ACHIEVING OUR COMMITMENTS

Regular and open engagement is key to the success of the continued positive working relationships between us. This will be delivered via regular liaison meetings through the following approach:

- **Community Clerk Engagement** –Quarterly liaison meetings at Clerk/Officer level.
- **Councillors** – At least twice a year a more formal meeting of partners will be held at TC/CC Chair or Leader and RCT Senior leadership level. This invite will also be extended to RCT's 'twin hatted' Members (County Borough and Community / Town Councillors).
- **Improved Communication** – RCTCBC will produce regular e-newsletters and sign-posting to participation in key decisions of the Council.
- **Dedicated support** – RCTCBC will continue to resource a dedicated Liaison Officer to support collaborative working between all parties
- **Providing Policy Advice & Guidance** – This Officer will also provide advice and guidance in respect of Local and National Policy.
- **Sharing and supporting Training & Development needs.** RCTCBC will enhance access to relevant member development and training opportunities. This will include providing access to Clerks to support their own professional development as well and occupational health and well-being support.

IMPLEMENTING THE CHARTER

The intention is that this charter remains a 'living' document and is written to allow each Council to adopt a position that better reflects their working rather than stipulated actions and procedures which will help promote joint working to allow all Councils to provide a better experience for those residents and visitors to Rhondda Cynon Taf Council.

MONITORING & REVIEW.

The Charter will be fully reviewed every five years following elections or more often if there is a need to do so.

Delivery against the objectives contained will be reviewed annually by Clerks and Senior Democratic Services Officers.

The following additional Documents are available as addendums to the Charter:

- Job description of Liaison Officer.
- Good Practice Examples.
- Terms of Reference of Engagement Meetings.
- Delivery Plan.

Best Practice Examples / Future aspirations

The following documents illustrates and celebrates the positive work already undertaken between RCTCBC and the TCCs. The document will form a basis of a 'foundation of good working practices' which, through the Charter we will work to further enhance upon, looking to achieve the aspirations that some TCCs have already outlined through the revised Charter.

Pontypridd Town Council & RCTCBC: Best Practice in Partnership Working

Pontypridd Town Council and Rhondda Cynon Taf (RCT) County Borough Council have developed a productive and cooperative working relationship across a range of service areas. This document outlines some examples of collaboration and best practice that have enhanced the quality of life for residents, supported community engagement, and strengthened community engagement in Pontypridd. It is not intended to be an exhaustive list of this collaboration over recent years.

1. Pontypridd Town and Culture Partnership

The Town and Culture Partnership, formerly known as Creative Pontypridd, is a key strategic forum where Pontypridd Town Council and RCT Council collaborate on the regeneration and cultural development of the town. The partnership involves key cultural and community stakeholders including Artis/Yma, Arwen/Muni, RCT's Library and Arts Service, and Clwb y Bont. The Town Council provides the secretariat, and the Chief Executive chairs the group. These organisations work together to seek a coordinated approach to cultural programming, events, and development across Pontypridd with the following key aims:

1. Shared strategic vision and planning for Pontypridd town centre.
2. Joint support for major events and cultural programming.
3. A collaborative approach to promoting local heritage and tourism.
4. Strong cross-organisational coordination to align projects and community impact.

2. Remembrance Event Collaboration

Each November, the Remembrance Event in Pontypridd is organised by RCT Council with financial support, public relations assistance, and promotion provided by Pontypridd Town Council. The two councils work closely to ensure the success and respectful delivery of this significant civic event. The councils aim for the following:

- Coordinated planning meetings and timelines.
- Joint resource sharing for logistics, safety, and communications.
- Unified public messaging and shared community engagement.

3. Summer Programme Funding Support

Pontypridd Town Council worked in partnership with RCT Council's Town Centre Team and the Your Pontypridd Business Improvement District (BID) to deliver a vibrant summer events programme in 2023 and 2024. These events took place in Taff Street and Mill Street, supporting footfall, community enjoyment, and economic vitality in the town centre. The following were key components of the relationship:

1. Clear and timely communication and funding agreements.
2. Close collaboration between stakeholders to ensure a well-balanced calendar of events.
3. Positive feedback mechanisms to shape future programming.

4. Service Level Agreement (SLA) for Grass Cutting

An historic SLA exists between Pontypridd Town Council and RCT Council for the maintenance of green spaces within the town. While not formally contracted, this arrangement is underpinned by ongoing support and assistance from the RCT Team, which ensures the delivery of quality maintenance services aligned with local expectations. There are:

- Transparent service expectations and flexible scheduling.
- Clear and open lines of communication.
- Shared commitment to environmental management and public satisfaction.

Conclusion

These examples demonstrate how Pontypridd Town Council and RCT CBC are working effectively together to deliver public value. The partnership is rooted in mutual respect, good communication, and a shared goal of improving the town for residents, businesses, and visitors alike. It is hoped that future collaborations will continue to build on these strong foundations, ensuring that Pontypridd remains a thriving and well-cared-for community.

Ynysybwl & Coed-y-Cwm Community Council	
Best Practice Examples	Future aspirations / Wish List
<p>1. ENVIRONMENTAL OFFICER</p> <p>The Ynysybwl & Coed-y-Cwm Community Council (YCC CC) have a Service Level Agreement (SLA) with Rhondda Cynon Taf County Borough Council (RCTCBC) to employ an Enforcement Officer for the wards of Ynysybwl and Coed-y-Cwm. The focus of the work includes but is not limited to issues of waste management, such as fly tipping in</p>	<p>1. Better collaboration and communication. Working in a collaborative manner is essential when allocating public funds, but the lynchpin of collaboration is communication. If this new</p>

<p>the area. Vehicular management e.g. abandoned or illegally parked vehicles. Dog fouling issues. The collaborative work is minor in that the community council pays the fees to RCTCBC but there is little to no communication with the Borough Council beyond this regarding this SLA. The enforcement officer himself communicates regularly with the Community and Borough Councillor about issues in the area and provides a monthly report for the council meeting to highlight the issues so that council can plan actions to address the issues if required.</p> <p>This example of collaborative work is successful because of the dedication of the enforcement officer who makes great effort to ensure there is robust communication with Councillor in the event that an issue presents itself.</p> <p>2. BUTCHER'S POOL</p> <p>At the top of Ynysybwl is a protected area which contains a paddling pool surrounded by trees and greenery. It is curated by a group of dedicated volunteers who open it every year for the summer holidays so that children in the area have a safe area to play in. This is particularly important in an area like Ynysybwl which scores above average for social deprivation indices. The pool is free of charge and is held in high regard by the residents of Ynysybwl & Coed-y- Cwm. The challenge for the committee who manage the paddling pool are the maintenance costs and recruitment of volunteers to manage the pool when it is open. Currently, RCTCBC provide funds towards the maintenance and so does the Community Council.</p> <p>Historically this is an important park in the area as it has been a paddling pool for a significant number of years.</p> <p>This project is managed through the volunteer group and the term partnership working cannot be applied in principle to this project. However, this is an area where a joined up management approach would work very well and could ensure that this important provision for young children in the area is future proofed.</p>	<p>Charter improves communication for all Community Councils and not just the larger ones – it will be of value.</p>
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<p>3. THE YNYSYBWL COMMUNITY CENTRE</p> <p>While the Community Centre in Ynysybwl is an independent charitable project and is not part of the YCC CC Community Council – both RCTCBC and YCC Community Council provide support for this project. Working together has ensured that this facility, which provides important events for local residents of all ages stays open. Communication between RCTCBC and YCC Community Council has ensured that money is allocated in a cooperative manner so that there is no overlap when allocating funding for essential maintenance work.</p>	
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Pontyclun Town Council	
Best Practice Examples	Future aspirations / Wish List
<ol style="list-style-type: none"> 1. RCT collects and disposes of our Confidential waste. 2. RCT mows the grass in our Park. 3. RCT undertakes many of our playground inspections – we do weekly visual check they do the rest. 4. PTC and RCT streetcare teams work closely to provide coverage of cleansing services eg <ol style="list-style-type: none"> a. RCT empty many of our Dog bins and Waste bins (we pay and install/repair/replace); b. If an RCT bin breaks and they have no replacement we often provide it at our cost with RCT them servicing it c. We are a Litter picking hub. RCT will collect that rubbish as part of normal rounds; d. If we have events RCT will pick up post event litter on a special pick up; 	<ol style="list-style-type: none"> 1. Better access to RCT contact list (a live list). 2. Better access to training opportunities for Staff and Councillors. 3. Even if we do not take any up the fact that it is there as an option helps us fulfil our legal requirements to have training plans in place. 4. Better co-ordination regarding changes at RCT that might affect our budget. TC/CC prepare budgets by Jan – so in reality during Nov/Dec. RCTs budgeting is not in sync with this and this can lead to issues. <ul style="list-style-type: none"> • Eg RCT planned to ask TC/CCs to help fund Remembrance day support. This is fine but plan was to ask us in June to fund that November which would have got a negative response from all as budgets committed. • If you might want help from us or be passing down costs to us, you need

<p>5. PTC maintains our local footpaths under an agreement with RCT Footpaths teams.</p> <p>6. Worked with RCT Together team on developing an Emergency plan for the area.</p> <p>7. Working with RCT Together team on developing the Neighbourhood network in the area.</p> <p>8. There is also support from RCT to help deliver Remembrance day parades across the borough.</p>	<p>to tell us in Sept/Oct for the following year.</p> <p>5. I would like us to have a list of kit that can be shared across all of us so that if we needed anything we did not have to hire/buy. This could save us all money; it would reduce resource waste and help sustainability.</p>
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Llanharan Community Council	
Best Practice Examples	Future aspirations / Wish List
<p>1. Currently in place for a fixed amount an agreement between RCT and LCC for Maintenance of footpaths.</p> <p>2. When the Community Council wished to fund and fit a bus shelter at a bus stop. RCT specked the shelter, consulted with a local landowner and have committed to purchasing and fitting it. The Community Council to be billed.</p> <p>3. CIL project to provide a new bridge. RCT have verbally committed to taking on the future inspection and maintenance of the bridge once constructed.</p> <p>4. RCT rights of way and highways have entered into a number of joint projects with the Community Council to significantly improve or bring back into use ROW, the Community Council part funding or wholly funding these projects.</p> <p>5. RCT highways a point of easy and rapid liaison as to ownership and status of public areas</p>	<p>1. RCT to collect and dispose of our Confidential waste.</p> <p>2. RCT to undertakes our playground inspections – we have been offered verbally but attempts to make this happen have fallen on deaf ears. We are now planning on paying to train our own people. RCT already have parks in the area so this seems a no brainer. (For a fee of course).</p> <p>3. RCT streetcare teams to share their cleaning routes so we can ensure some non covered routes are serviced by ourselves. (And frankly to ensure we aren't covering areas RCT should be).</p> <p>4. For RCT to agree to empty more dog waste bins and standard bins if LCC will provide the bins.</p>

<p>6. The Community Council instigated a project to map and deal with Japanese knotweed on public land in our community. Assistance in mapping these areas provided by Invasive species team.</p>	<p>5. For events - RCT to pick up post event litter on a special pick up</p> <p>6. Would like to distribute recycling bags for the community on behalf of RCT at our office.</p> <p>7. Better access to RCT contact list (a live list)</p> <p>8. Better access to training opportunities for Staff and Councillors - there is a raft of training our staff should be doing, manual handling training, HAVS and other safety training.</p> <p>9. Access to the RCT portal (Similar to that available to elected members).</p>
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Hirwaun and Penderyn Community Council	
Best Practice	Future aspirations / Wish List
<p>1. Good working relationship with RCTCBC officers in relation to the Christmas lighting application, the installation of benches, signage or planting of trees</p> <p>2. Good response to queries via the Parks department, along with working together to install bus shelters where we can.</p>	<p>1. Better response to our emails sent via the Customer Services email address as it is very rare that we get a response.</p> <p>2. Details of any grants available to us cascaded to the Town and Community Councils.</p> <p>3. Access to IT support.</p>

Llantwit Fardre Community Council	
Best Practice	Future aspirations / Wish List
<p>1. RCT payroll section currently carry out our payroll service for an annual fee this has proven to be a valuable service.</p>	<p>1. Better access to RCT Contact List, along with information updates on a regular timescale.</p>

<ol style="list-style-type: none"> 2. LFCC lease two play areas from RCT, under an agreement these play areas are maintained by the Community Council to a high standard, the lease agreement currently run until 2034. 3. Streetlight, LFCC are currently in the process of transferring several streetlights which they currently maintain to RCT, the agreement is currently being drafted. 4. LFCC has worked with RCT when developing our tree replanting scheme throughout the area. 5. We are a distribution depot for Recycling bags etc. 	<ol style="list-style-type: none"> 2. Access to training opportunities for Members & staff. 3. Work closer with RCT parks and play area department to develop a more inclusive plan. 4. Better co-ordination with events from both parties 5. Develop a neighbour network programme. 6. LFCC would be happy to discuss working with RCT on joint ventures to help the community.
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Other specific examples of Good Practice undertaken between RCTCBC and TCC's.

Supporting and enable Community Councils to high standards in public office

The role of Councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that Councillors can be held accountable and that all adopt the behaviours and responsibilities associated with the role. Members conduct as individual Councillors affects the reputation of all Councillors, therefore it is important that all Councillors abide by the Code of Conduct. Through the good working practices already in place the Council has provided training and continues to actively promote further training opportunities to Community and Town Council's in relation to Code of Conduct. This case study demonstrates how the Charters main principles were put into action and delivered upon a positive case study, demonstrating positive and stronger partnership working and enhancing local democracy.

Recognition – That although training and guidance can be sort from Community and Town Clerks, the Council's Monitoring Officer can be better placed to provide such training to County Borough and Community and Town Councils.

Communication – Actively promoting the 'open door policy' of the Council's Monitoring Officer.

Engagement – The Council’s Monitoring Officer through the relevant Clerks will seek to undertake Code of Conduct training following an election. Such training can also be sought through One Voice Wales.

Governance – The Council’s Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct. Town and Community Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer. However, Members may seek advice directly from the Monitoring Officer.

Partnership working – Through positive partnership working providing the opportunities for strengthened training and understanding of the Code of Conduct, providing better value for money.

Collaborative delivery of Civic Events

Community events play a pivotal role in the community, being a conduit to bringing people together for a positive cause or reason, celebrating traditions and building community spirit. Through the good working practices already in place the Council has assisted in supporting a range of community events with Community and Town Councils across the County Borough – Pontypridd Remembrance Parade

Recognition – That although Community and Town Councils are best placed to provide a local event in the heart of the Community, practical support and funding is often needed from the Council.

Communication – Open and direct communication, ensuring all organisations aware of the roles each are playing for the success of the event and ensuring all partners are pushing the same public communications.

Engagement – Early engagement between the Council and Community and Town Councils is important to ensure adequate lead in time for the event and for all necessary actions to be carried out.

Partnership working – Through positive partnership working providing the opportunities for successful community events, bringing people together, encouraging bonds and creating a sense of belonging for the residents of the County Borough.

Administration Support

The role of a Clerk in any Community or Town council is a vital asset to the Council and the health and well-being of the local community. A Clerk will provide numerous duties to ensure the smooth and professional running of a TCC. Such duties include (and are not limited to) ensuring the Council conducts its business lawfully; administers all the Council's paperwork; ensures that meeting papers are properly prepared and the public is aware of meeting times and implements the council's decisions.

Recognition – The important role that a TCC Clerk plays in the smooth and professional running of a TCC and the difficulties that can be experienced when a TCC has a Clerk vacancy for any period of time.

Communication – The Principal Council's Liaison Support Officer is available to provide any support needed to TCCs and their Clerks through correspondence and meetings.

Engagement – Aside from general support to TCCs Clerks, the Principal Council's Liaison Officer has provided administration support to a TCC, during an extended period of absence of a Clerk. The Liaison Officer provided administration support in addition to attendance at meetings to allow the TCC to continue to function. This support also extended to assistance financial administration support. Once a Clerk was brought into post, a gradual handover and training was provided, to ensure the success and longevity of the new Clerk.

Partnership working – Through positive partnership working providing support to a TCC allowing them to fulfil their duties and roles whilst experiencing a vital vacancy. Assisting with the necessary recruitment process and providing training and work shadowing as well as continued support and advice to allow the new Clerk to feel comfortable in the role.

Collectively Delivering the Local Resolution Protocol

Whilst it is important that Community and Town Councils take responsibility for and have robust local resolution processes in place for dealing with Member-on-Member complaints there have been occasions where the relationships between some Members of Community & Town Councils has significantly broken down. Often exchanges during debates and outside of meetings would highlight differences that go beyond robust challenge and scrutiny, which is always encouraged, but instead descend into personal comments/attacks and in some cases instances of bullying, harassment or victimisation. This behaviour impacts the day to day operations of the

Council, including the ability of the Clerk to conduct their role effectively, and the Council's ability to act in the best interests of those it serves, its residents. Such scenarios have the potential to significantly affect the well-being of officers employed by the Council and Members which can lead to resignations and risks to the effective governance of the Council.

Recognition - That TCCs have in place robust local resolution process, however, where needed the Councils Monitoring Officer and Chair of Standards Committee can assist in matters to help ascertain a resolution that is acceptable to all.

Communication - In order to resolve similar issues which have previously emerged in some Councils, as a result of a breakdown in relationships between Members and sometimes officers, the Monitoring Officer and Chair of the Standards Committees have, prior to a formal meeting of the relevant council, met and spoken with Members collectively in an attempt to bring the Council back together and seek to regain its focus on its primary priorities and objectives.

Engagement - This has meant Members having to acknowledge the issues facing the Council and in order to move forward positively be willing to set aside any personal differences that may have impacted the Council in the preceding weeks/months. Whilst Members need to be responsible for taking those steps such meetings have aided a turnaround in behaviours at, and outside of, meetings and a realisation that personal differences should be set aside leading to a reset and a more efficient and effective Community/Town Council.

Partnership working - Allowing TCCs the autonomy to take forward actions in the first instance is an important step in any resolution process. However, TCCs should know that where needed the Council can be a positive partner to assist in any resolution.

Terms of Reference – Shared Charter Engagement Forum

Membership – RCT TCCs Clerks; RCTCBC' Head of Democratic Services; Community Liaison Officer.

Chair – On an annual basis the Forum will be asked to appoint a Chair. The Chair must be a TCC Clerk. Although this will be an annual appointment there is nothing to prevent a chair being re-appointed.

Aims : To provide quarterly virtual meetings between the Clerks to RCTs TCC and RCTCBCs Head of Democratic Services and Community Liaison Officer to achieve the following:

- RCTCBC Updates (Including but not limited to - decisions of RCTCBC / Open Consultations / other matters of interest important to TCCs taken by RCTCBC).
- TCC Updates (similar to above).
- Budget and Financial positions .
- Sharing of best practice examples.
- Problem Solving – discussion and solution to problems experienced.
- Training Opportunities explored.
- Any other matters deemed of interest / importance to RCTCBC or the TCC.
- Review and Updating Charter Delivery Plan.
- Extended Invites – to receive presentations / discussions from RCTCBC Senior Officers where deemed appropriate.
- One Voice Wales – Extended invite to OVW where deemed appropriate.

Meeting Management. The meetings will be run virtually through zoom. Agenda for the meeting will be circulated in advance. All Members will be asked in advance for items for consideration to ensure that the meeting is not RCTCBC led. The Chair of the group will approve the agenda prior to publication. The meetings will not be recorded or available in the public domain to allow for open and safe conversations. Action points will be taken to allow progression of discussions.

Reporting Back – On an annual basis the Chair of the forum will present an update report to the Community Liaison Committee outlining the work of the forum over the municipal year.

Terms of Reference – RCT's Town and Community Council Committee

Membership - TC/CC Chair / Leader (Elected Member) and RCT senior leadership level; RCT's 'twin hatted' Members (County Borough and Community / Town Councillor); RCTCBC's Relevant Cabinet Member.

Substitutes - In the absence of any Chair/ Leader (Elected Member) of the Town and Community Councils, substitute Members will be allowed.

Observers - TCC Clerks are encouraged to attend as observers.

Aims –

To work collaboratively to take forward the overarching aims of the agreed Shared Community Council Charter to further strengthen collaborative arrangements between the TCC's which will ultimately benefit the residents and visitors of Rhondda Cynon Taf:

- Strengthening partnership working & Collaboration opportunities
- Enhancing local democracy
- Improving our Communities and public service delivery

The Committee will monitor progress in relation to the delivery of the Charter, through the agreed Delivery Plan.

The Committee will receive an Annual report from the Shared Charter Engagement Forum on the work achieved during the relevant municipal year.

Meeting Management - Meetings of the Committee will be convened as and when felt appropriate by the Chair. A minimum of two meetings per year will be convened. It is suggested that a meeting of the Committee is scheduled in advance of RCTCBC Budget setting meeting.

The meetings will be hybrid in the Council Committee Room in the Council Headquarters and through zoom in the first instance. If any TCC wished to host a meeting, then hybrid arrangements would be necessary. The meeting will adhere to RCTCBCs Multi Location Meeting policy, which can be found [here](#).

The meeting will be in the public domain and meeting arrangements and relevant content will be available on RCTCBC website. TCCs are encouraged to promote the meetings on their own social media platforms.

Voting - As the Committee will generally seek to operate by consensus and in working as equal partners in providing an effective conduit for the citizen voice to be heard, it is felt inappropriate to establish a formal voting process.

Quorum - The quorum of a meeting will be at least three Chairs / Leaders (or substitutes) of the Town and Community Councils, the Chair of the Committee (or designated Chairman). If at any time, there is not a quorum present, then the meeting will be declared adjourned and the items (or remaining items) of business will be dealt with at the next meeting, a time and date to be agreed by the Chair.

Agenda Items - Members will be given advance notice of the dates and times of the meetings and in terms of openness and transparency will be invited to contribute towards the agenda in respect of the delivery of functions (operational matters to be dealt with via the Liaison Officer and the Clerks of the respective Town/Community Councils) and participate proactively to the attendance and discussion. The Chair has the right to refuse any items to be placed on the agenda, if felt inappropriate.

Community Liaison Officer - Duties

- **Liaison Officer duties** will include (this list is not exhaustive but will include):
 - timely communication streams (email / telephone calls) to each Community and Town Council on a regular basis to keep abreast of any important issues / developments being taken forward
 - E-Newsletters – timely electronic newsletters providing useful advice, information and guidance.
 - Circulating of important strategies / policies / consultations being taken forward by the Council which may impact or be of interest to a Community of Town Council
 - Taking forward any issues with the appropriate Council officers on behalf of a Community and Town Council
 - Advise of any training opportunities available to Town and Community Councils

Appendix 23

The Community Council has previously resolved:

2025/186 RESOLVED

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

The Chair of the Llanharan branch of the Royal British Legion has been in touch with the Clerk to explain that at this stage the members wish to proceed with the organisation of the event themselves. However, they have made a request that the council provide administrative support, assistance in photocopying order of service leaflets and some minor financial assistance where appropriate.

Motion: To instruct the council officers to provide general administrative support to the Llanharan branch of the Royal British Legion, assistance in photocopying order of service leaflets and other documentation and for a budget of £500 to be delegated to the officers to facilitate the event if necessary. Any expenditure to be reported to Council retrospectively in the usual way.

Appendix 24

To consider spending £176 on the 14th edition of the book, “Arnold Baker on Local Council Administration”

Motion: To authorise the purchase of the 14th Edition of of the Charles Arnold Baker publication at a price of £176

Message to One Voice Wales

Please find below the information requested for the new 14th edition of the Charles Arnold Baker publication.

The book itself will be offered at a discounted rate of £176 (Reduced from £220.00) to order directly through myself. The P+P will be £9.

Arnold-Baker on Local Council Administration, often referred to as 'the bible', is a complete statement of the law relating to parish and community councils, in the form of an extensive though succinct narrative accompanied by comprehensive statutory materials.

Now in its Fourteenth edition, the ever-popular 'yellow book' remains the key text for Parish Councils, Local Authorities, barristers, and solicitors practising in local government law and public and administrative law.

Please do pass on to the members and I will get them sorted asap. Please ask them to come to me directly on scott.firth@lexisnexis.co.uk and I will make sure the 20% discount is applied to each