



LLANHARAN COMMUNITY COUNCIL

11 December 2020

To Members of the Council.

The next meeting of the Council will be held at 7.00pm on Thursday, 17 December 2020.

The meeting will be held on a remote basis in accordance with the provisions of the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

The agenda will be as follows:

1. To welcome all attendees and receive any apologies for absence.
2. To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.
3. An opportunity for members of the public to speak for up to 3-minutes on any item on the agenda – 24-hour notice required.
4. To approve as a true and accurate record the minutes of the Council meeting held remotely on Thursday 19 November 2020 at 7.00pm. **Appendix One**
5. To discuss any matters arising from the minutes.
6. To consider the recommendations of the Audit Committee, held on 24 November 2020. **Appendix Two**
7. To consider the recommendations of the Open Spaces, Rights of Way and Allotments Committee held on 2 December 2020 **Appendix Three**
8. To consider the recommendations of the Community Engagement Group on 8 December 2020. **Appendix Four**
9. To consider the recommendations of the Human Resources Committee held on 9 December 2020. **Appendix Five**
10. To receive reports from Members.
11. To receive community crime reports from the Police Community Support Officer (PCSO). **Appendix Six**
12. To review council income and expenditure for November 2020. **Appendix Seven**



13. To note maintenance tasks undertaken in November 2020.
Appendix Eight
14. To re-consider a Grant Application from Ynysmaerdy Community Centre. **Appendix Nine**
15. To consider an alternative Memorial Garden design incorporating parking spaces. **Appendix Ten**
16. To consider the purchase of land.
17. To review the number of 2021 Summer hanging baskets.
18. To consider the adoption of a Publication Scheme.
Appendix Eleven
19. To consider any important items of correspondence received since the last meeting. **Appendix Twelve**
20. To consider the following planning applications, submitted since the last meeting.
 - a. 20/1253/12 Date: 25/11/2020 PROPOSAL: Internal remodelling of the existing swimming pool and changing rooms area to create a new childcare facility comprising a playroom, office, children and staff toilets, kitchen and cloakroom. DOLAU PRIMARY SCHOOL, BRIDGEND ROAD, LLANHARAN, PONTYCLUN, CF72 9RP
 - b. 20/1298/08 Date: 25/11/2020 Internal remodelling of the existing swimming pool and changing rooms area to create a new child care facility. Externally new powder coated metal ramps will be installed to existing entrances to improve access and the sill height of two windows will be reinstated to their original level. DOLAU JUNIOR AND INFANTS SCHOOL, BRIDGEND ROAD, LLANHARAN, PONTYCLUN, CF72 9RP
 - c. 20/1307/13 Date: 07/12/2020 Detached bungalow. LAND TO THE REAR OF SWN Y FRO, GELLIFEDI ROAD, BRY
 - d. 19/1245/10 Date: 08/12/2020 APPEAL BY: Hafod Housing Association PROPOSAL: Development of 25 affordable dwellings and associated works (Planning Policy Tech Note; Transport Assessment Addendum; Site Investigation; Ecological Management Plan; Revised Boundary Detail; and other revised plans to reflect changes to traffic calming/site entrance; received 30th January 2020) LOCATION: LAND TO THE NORTH OF BRYNNA ROAD, BRYNNA APPEAL REF: APPEAL START DATE 02/12/2020



- e. 19/1081/16 Date: 10/12/2020 Reserved Matters application for erection of 462 residential units and associated infrastructure (Phase 2) (10/0845/34).
LOCATION : LAND AT FORMER OPEN CAST COAL SITE AND LAND TO THE NORTH OF THE A473, LLANILID

All Rhondda Cynon Taff planning applications can be viewed at:

<https://planningonline.rctcbc.gov.uk/online-applications/>

21. To consider any items which the Chair considers should be discussed as a matter of urgency, or to be included on the agenda for the next meeting.

Members of the public and the press may attend and can obtain any documents referenced on the agenda which are not considered confidential prior to the meeting.

To request documents and or joining instructions contact office@llanharan-cc.gov.wales or 01443 231430.

Catherine Kennedy
Clerk to the Council/Responsible Financial Officer



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held by remote attendance, 7.00pm on Thursday, 19 November 2020.

The meeting was held in accordance with:

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 - enabling meetings of local authorities held before 1 May 2021 to be held by means of remote attendance.

Present:

Councillors Chris Parker (Chair), Rob Lewis-Watkin (Deputy Chair), Roger Turner, Jeff Williams, Parmindra Pannu, Serkan Aksin, Barry Stephens, Janine Turner, Rhys Jenkins, Helen Donnan, Will Thomas, Pam Uppal and Daniel Morelli.

Apologies: There were no apologies for absence.

Clerk to the Council/Responsible Financial Officer Catherine Kennedy

Assistant Clerk/Project Officer Leigh Smith

Plus one member of the public.

Disclosures of personal and prejudicial interests:

There were, no disclosure of interests from members.

2020/72 Minutes

RESOLVED

(a) The minutes for the meeting of the Council held by remote attendance, 7.00pm on Thursday 15th October 2020 were approved as a true and accurate record of proceedings.

2020/73 Matters arising

There were no matters arising.

2020/74 Community Infrastructure Levy Committee

The terms of reference were approved and adopted.

2020/75 Audit Committee

The recommendations of the Audit Committee held on 3 November 2020 were approved.

2020/76 Public Speaking

There were no scheduled questions from members of the public.



2020/77 Members Reports

Councillor Roger Turner reported that RCT had been successful in obtaining a grant from Welsh Government to reduce the speed on the stretch of road outside Ysgol Dolau which will include the housing estates opposite, i.e., South View and Trenos Gardens. He went on to say the Head Teacher was supportive of an 18-month trial period.

The planning applications in front of council this evening for Dragon Studios are mainly new applications but some were retrospective.

Councillor Turner stated that at a recent meeting of RCT full council he had asked the Leader of the Council for a progress report on the Llanharan By Pass.

The following information was provided:

In early 2021 there will be an online public consultation before a planning application is submitted.

The planning process usually takes 4 months.

Once the plans have been approved the compulsory purchase order procedures will then take place.

The actual construction of the by-pass is anticipated to take 2 years.

Taking everything in to account the by-pass is forecast to be completed by the Spring of 2025.

Councillor Chris Parker reported that a grant had been received by Rhondda Cynon Taff council to improve and replace bus shelters in the borough and a meeting had been arranged to carry out a survey of all the shelters in the community.

2020/78 Community Crime Report

The Community Crime Report for October was noted.

2020/79 Council Income and Expenditure

The financial report for October 2020 was noted.

2020/80 Maintenance Tasks

The maintenance report for October 2020 was noted.

2020/81 Local Development Plan (LDP)

It was reported that the LDP consultation takes place every 15 years and the current plan expires in 2021. Candidate sites are entitled to put suggestions forward for consideration in the LDP.



2020/82 Local Development Community Project (LCDP) Grant Application

Councillor Janine Turner in collaboration with LCDP requested a grant to provide Christmas hampers for local-residents.

RESOLVED

A grant of £900 was agreed.

2020/83 Correspondence

There were no important items of correspondence to consider.

2020/84 Planning

Planning applications received since the last meeting were considered.

2020/85 Matters of Urgency

There were no matters to discuss.

2020/86 Exclusion of the press and public

RESOLVED

To exclude the press and public from the following agenda item (2020/87) with regards to the Data Protection Act 2018.

2020/8 Encroachments

A discussion took place regarding encroachments on community council land.

RESOLVED

To instruct the council solicitor to take legal action.

With no further business to discuss, the Chair closed the meeting at 8.45pm.

Councillor Chris Parker
Chair of Llanharan Community Council



Llanharan Community Council

DRAFT FINANCIAL REGULATIONS Version 2.02

These Financial Regulations were adopted by the Council at its Meeting held on [.....]

Notes.

Acknowledgment to One Voice Wales as this draft is based upon their model Financial Regulations Wales 2019 document.



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Statement:

The Clerk of the Council and the Project Officer/Assistant Clerk are for the purpose of this document the Proper Officers of the Council.

The Clerk of the Council is the Responsible Financial Officer.

In the context of these Standing Orders the terms:

1. "RFO" refers to the Responsible Financial Officer.
2. "A.G.M." refers to Annual General Meeting.
3. "the Chair" refers to Chairperson of the Council and or Chairperson of a Committee, Sub-committee, Working Group or any other body that the Council forms to carry out its functions effectively.
4. "the Deputy Chair" refers to Deputy (or Vice) Chairperson of the Council and or Deputy (or Vice) Chairperson of a Committee, Sub-committee, Working Group or any other body that the Council forms to carry out its functions effectively.
5. "RCTCBC" refers to Rhondda Cynon Taf County Borough Council.



1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - a. for the timely production of accounts,
 - b. that provide for the safe and efficient safeguarding of public money,
 - c. to prevent and detect inaccuracy and fraud and
 - d. identifying the duties of officers.
- 1.4. a These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Proper Officer has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO:
 - a. acts under the policy direction of the Council.



- b. administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices,
 - c. determines on behalf of the Council its accounting records and accounting control systems,
 - d. ensures the accounting control systems are observed,
 - e. maintains the accounting records of the Council up to date in accordance with proper practices,
 - f. assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
 - g. produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- a. entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate,
 - b. a record of the assets and liabilities of the Council and
 - c. wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- a. procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible,
 - b. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records,
 - c. identification of the duties of officers dealing with financial transactions and
 - d. division of responsibilities of those officers in relation to significant transactions,
 - e. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the



approval of the RFO and that the approvals are shown in the accounting records and

- f. measures to ensure that risk is responsibly and effectively managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding:

- a. setting the final budget or the precept (Council Tax Requirement),
- b. approving accounting statements,
- c. approving an annual governance statement,
- d. borrowing,
- e. writing off bad debts,
- f. addressing recommendations in any report from the internal or external auditors,
- g. shall be a matter for the full Council only.

1.14. In addition, the Council must:

- a. determine and keep under regular review the bank mandate for all Council bank accounts,
- b. approve any grant over £3,000
- c. a single commitment in excess of £3,000 and
- d. in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or “the regulations” shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation and then in force unless otherwise specified.

1.16. In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability for Local Councils in Wales - A Practitioners’ Guide issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.



2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- a. be competent and independent of the financial operations of the Council,
 - b. report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year,
 - c. to demonstrate competence, objectivity, independence and be free from any actual or perceived conflicts of interest, including those arising from family relationships and
 - d. not be involved in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:



- a. perform any operational duties for the Council,
- b. initiate or approve accounting transactions or
- c. direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor

2.8. For the avoidance of doubt, in relation to internal audit the terms “independent” and “independence shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Each committee that has been delegated a budget shall review its three-year forecast of expenditure, receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Audit Committee not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than the end of December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Audit Committee for the recommendations thereof to be considered by Council, by no later than the end of January.

3.3. The Council shall consider annual budget proposals in relation to the Council’s three year forecast of expenditure, receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.



4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- a. the Council for any item costing £3,000 or more except where previously and specifically delegated to a committee
 - b. a duly delegated committee of the Council for any item costing over £1,000 but less than £3,000 except where specifically delegated to that committee, or
 - c. the Proper Officer, in conjunction with Chair of Council or Chair of the appropriate committee, for any item costing £1,000 or less.
- 4.2. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Proper Officer, and where necessary also by the appropriate Chair.
- 4.3. Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 4.4. No expenditure may be authorised that will exceed the amount provided in the budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.5. Unspent provisions in the budgets for completed projects shall not be carried forward to a subsequent year.
- 4.6. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a schedule signed by the Proper Officer and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.7. In cases of extreme risk to the delivery of Council services, the Proper Officer may authorise revenue expenditure on behalf of the Council which in the Proper Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Proper Officer shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.
- 4.8. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied:



- a. that the necessary funds are available and the requisite borrowing approval has been obtained.
- b. all capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.9. The RFO shall regularly provide the Audit committee (or such committee has directed by resolution of the Council) for the purpose of scrutiny, a statement of receipts and payments to date under each head of the budget, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 10% of the budget. The Audit Committee (or such committee has directed by resolution of the Council) shall make its observations known to the next available Council meeting.

4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council.

5.2. Banking arrangements may not be delegated to a committee.

5.3. They shall be regularly reviewed for safety and efficiency.

5.4. This is intentionally blank

5.5. The RFO shall prepare a schedule of single payments of over £3,000 requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council.

5.6. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised.



- 5.7. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council or authorised committee.
- 5.8. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.9. The RFO shall have the delegated authority to take all steps to raise payment:
- a. of all invoices submitted which are in order and where a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 or the due date for payment is before the next scheduled Meeting of Council and/or delegated committee and where the RFO certifies that there is no dispute or other reason to delay payment provided a list of such payments shall be submitted to the next appropriate meeting of Council and/or authorised committee.
 - b. of an expenditure item authorised under 5.10 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
 - c. fund transfers within the Councils banking arrangements up to the sum of £50,000 provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.10. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like) for which Council or a duly authorised committee, may authorise payment for the year provided:
- a. that the requirements of Regulation 4.1 (Budgetary Controls) are adhered to
 - b. a list of such payments made is submitted to the next appropriate meeting of Council and be signed by two members on each and every occasion - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.11. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £3,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.12. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to



authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.

5.13. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.14. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

5.15. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Proper Officer or RFO shall give instruction that a payment shall be made.

6.3. All payments shall, where possible and practical effected by electronic transfer (online banking, BACs, CHAPS)) or by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.

6.4. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. If thought appropriate and in accordance with Regulation 5, payment by cheque:

- a. signed by two authorised signatories (at least one of which must be a member).
- b. to indicate agreement of the details shown on the cheque for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- c. all such payments shall be reported to the Council at the next convenient meeting.

6.6. If thought appropriate and in accordance with Regulation 5, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit:



- a. that the instructions are signed by two authorised signatories (at least one of which must be a member)
- b. all such payments as made shall be reported to the Council at the next convenient meeting.
- c. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.7. If thought appropriate and in accordance with Regulation 5, payment for certain items (principally salaries) may be made by banker's standing order

- a. provided that the instructions are signed, or otherwise evidenced by two authorised signatories (at least one of which must be a member) are retained
- b. all such payments as made shall be reported to the Council at the next convenient meeting.
- c. the approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

6.8. If thought appropriate and in accordance with Regulation 5, payment for certain items may be made by BACS or CHAPS methods:

- a. provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised signatories (at least one of which must be a member) are retained
- b. all such payments as made shall be reported to the Council at the next convenient meeting.
- c. the approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.9. If thought appropriate and in accordance with Regulation 5, payment for certain items may be made by internet banking transfer:

- a. provided evidence is retained showing which signatory assigned the payment and which signatory authorised the payment.

6.10. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator.

6.11. The bank mandate approved by the Council shall identify at least 2 Councillors who will be authorised to approve transactions on those accounts.



- 6.12. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.13. where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.14. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.15. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.16. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.17. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites") and not through a search engine or e-mail link.
- 6.18. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a profoundly serious matter under these regulations.
- 6.19. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.20. Any Debit Card issued for use will be specifically restricted to the Proper Officer [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by Council or finance committee in writing before any order is placed.
- 6.21. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council [Finance Committee]. Transactions and purchases



made will be reported to the [Council] [relevant committee] and authority for topping-up shall be at the discretion of the [Council] [relevant committee].

6.22. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end.

6.23. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.24. The Council will not maintain any form of petty cash float. All cash received must be banked intact. Any payments made in cash by any employee of the Council, for example for postage or minor stationery items, shall be refunded on a regular basis, at least quarterly, via a claim for expense.

7. PAYMENT OF SALARIES

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [Council] [relevant committee].

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a. by any Councillor who can demonstrate a need to know
- b. by the internal auditor



- c. by the external auditor or
- d. by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.

8. LOANS AND INVESTMENTS

8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council.

8.2. as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.3. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.4. The Council will arrange for copies of bank statements to be mailed to the Chair should that person, for whatever reason, does not have access to Council's online banking arrangements.

8.5. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.6. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.7. All investments of money under the control of the Council shall be in the name of the Council.



8.8. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.9. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the Proper Officer.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums made in cash or by cheque, received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all such receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.



- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity, meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. The RFO shall draw up a list of approved contractors initially based on the list maintained by the Unitary Authority (Rhondda Cynon Taf CBC or its successor) and approved by Council and may make recommendations for contractors to be added to that list subject to an assessment of but by no means limited to, their performance and capability on providing previous similar works and or services, satisfactory references (if necessary), satisfactory safeguards against any liability due to faulty workmanship or any other mishap and proof of financial stability.
- 11.2. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:



- i. for the supply of gas, electricity, water, sewerage and telephone services.
 - ii. for specialist services such as are provided by legal professionals acting in disputes.
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time) .
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Proper Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Proper Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All seal tenders submitted are to be opened at the same time, after the stated closing date by the RFO in the presence of either the Chair or Deputy Chair of the Audit Committee, or in their absence by at least one other member of the Council.
- f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 54 and shall refer to the terms of the Bribery Act 2010.
- g. 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 11.1., where the value:



- is less than £25,000 and greater than £6000 the RFO shall obtain 3 quotations (priced descriptions of the proposed supply)
 - is below £6,000 and above £1,000 the Proper Officer or RFO shall strive to obtain 3 estimates of the cost of proposed supply
 - otherwise, Regulation 10.3 above shall apply.
- h. The Council shall not be obliged to accept the lowest or any tender, quotation or estimate.
- i. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- 11.3. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
- b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments.
- 12.3. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.



12.4. Any variation to a contract or addition to or omission from a contract must be approved by the Council and:

- a. The RFO to inform the contractor in writing.
- b. the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

14.1. The Proper Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council.

14.2. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.

14.3. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.

14.4. No real property (interests in land) shall be:

- a. sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).



- b. purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Reg. 14.3. above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with all other members of staff as appropriate.

15.2. All members of staff shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

16. CHARITIES

16.1. If the Council becomes managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT



- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Proper Officer [with the RFO] shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Proper Officer [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.
- 18.2. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.3. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



Llanharan Community Council

Draft Standing Orders

Ver. 2.02

These Financial Regulations were adopted by the Council at its Meeting held on [.....]



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Statement:

i- The Clerk of the Council and the Project Officer/Assistant Clerk are for the purpose of this document, the Proper Officers of the Council.

ii- The Clerk of the Council is the Responsible Financial Officer.

iii- In the context of these Standing Orders the terms

a) “RFO” refers to the Responsible Financial Officer.

b) “A.G.M.” refers to Annual General Meeting.

c) “the Chair” refers to Chairperson of the Council and or Chairperson of a Committee, Sub-committee, Working Group or any other body that the Council forms to carry out its functions effectively.

d) “the Deputy Chair” refers to Deputy (or Vice) Chairperson of the Council and or Deputy (or Vice) Chairperson of a Committee, Sub-committee, Working Group or any other body that the Council forms to carry out its functions effectively.

e) “RCTCBC” refers to Rhondda Cynon Taff County Borough Council.



1. THE CHAIR.

i- shall have all the powers and responsibilities referred to in these Standing Orders.

ii- shall have the final decision to the interpretation and application of Standing Orders at any meeting and that decision should not be challenged.

iii- shall, unless s/he has resigned, is unwell or unable to attend or becomes disqualified, continue in office and preside at the Annual Meeting until a successor is elected at the next Annual Meeting of the Council.

2. THE DEPUTY CHAIR.

shall, unless s/he has resigned, is unwell or unable to attend or becomes disqualified, continue in office until immediately after the election of the Chair of the Council at the next Annual Meeting of the Council.

3. NOTICE OF THE MEETING.

At least three clear days before the meeting, the Proper Officer shall give:

a) public notice of the date, time, location and the agenda of the meeting duly signed by the Proper Officer, shall be posted on the Council's web site, displayed at the Council's office and displayed on the community notice boards and

b) shall send the summons to attend the meeting detailing the date, time, location and the agenda duly signed by the Proper Officer, by e-mail to each Member, or shall leave at, or send by post to, each Member's usual place of residence.

4. QUORUM

i- No business shall be transacted unless at least three or one third of the whole number of Members of the Council, Committee or Sub-Committee are present at the meeting.

ii- If the meeting becomes inquorate no further business shall be transacted and any outstanding business shall be adjourned to the next or a reconvened meeting.

5. APPROVAL OF MINUTES

i- the Chair shall put the question that the minutes of the Council or Committee or Sub-Committee or Working Group held on a specified date be approved as a correct record.



ii- no discussion shall take place on the minutes, except upon their accuracy and any question on their accuracy shall be raised by motion. If a question is raised, or if it is raised then as soon as it is disposed of, the Chair shall sign the minutes.

iii- If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect: "The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings."

iv- Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

6. TAKING OF MINUTES.

6.1. Contents shall record: -

- a)** the names of the Members present
- b)** the notified apologies for absence.
- c)** a brief record of the matters considered.
- d)** All motions and amendments moved under Standing Orders (if any).
- e)** the recommendations and resolutions made

ii- there will be no report of any discussions which are not relevant to the above or the main business of the meeting.

7. CONDUCT

i- Any power or duty of the Chair in relation to the conduct of a meeting shall be exercised by the person presiding at the meeting whose decision shall be final

ii- Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall determine the order of speaking.

iii- Members shall direct their speeches only to the subject under discussion or to a personal explanation on a point of order and any person speaking shall address comments to the Chair

iv- Photographing, recording, broadcasting or transmitting the proceedings of a meeting is not permitted unless there is a legal requirement or agreement by the Council or by the Chair.

8. VOTING.

i- Any matter will be decided by a simple majority of votes by those Members present in the room at the time that the question is put. The Proper Officer will take



the vote by show of hands or by a secret ballot, provided a motion for such a ballot is put before any voting on a matter takes place. If there is no dissent by the affirmation of the meeting.

ii- If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

iii- Immediately after a vote has been taken a Member can request and require that their vote be recorded in the minutes to show how the Member voted or abstained.

iv- In the case of a Member being appointed or nominated to any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be removed from the list and a new vote taken. The process will continue until there is a clear majority for one person. Any tie shall be settled by the Chair's casting vote.

9. THE ANNUAL MEETING.

9.1. In an election year: -

i- The meeting shall be held on or within 14 days following the day on which the new Councillors take office at a location that the Proper Officer deems appropriate to hold such a meeting,

ii- if the current Chair has been re-elected as a Member of the Council and is present, s/he shall preside at the meeting until a new Chair has been elected. S/he may exercise an ordinary vote in respect of the election of a new Chair and must give a casting vote in the case of an equality of votes.

iii- if however the current Chair of the Council has not been re-elected as a Member of the Council and is present, s/he shall preside at the meeting until a successor has been elected and the current Chair shall not have an original vote in respect of the election of the new Chair but shall have a casting vote in the case of an equality of votes.

9.2. In a non-election year: -

i- the meeting shall be held on the third Thursday in May at 6.30pm at a location that the Proper Officer in conjunction with the current Chair deems appropriate to hold such a meeting.

ii- the current Chair shall preside at the meeting until a new Chair has been elected. S/he may exercise an ordinary vote in respect of the election of a new Chair and must give a casting vote in the case of an equality of votes.

9.3. In either an election year or non-election year: -

i- in the absence of the current Chair, the current Deputy Chair will take the Chair until a new Chair is elected.



In the absence of both the current Chair and Deputy Chair, the Proper Officer will conduct the meeting until a new Chair is elected. The Proper Officer will have no voting rights whatsoever.

9.4. Notice of the Meeting: –

Shall be in accordance with *Standing Order 3.*

9.5. Quorum: -

Shall be in accordance with *Standing Order 4.*

9.6. Order of Business: –

i- The following business shall be transacted: -

- a) in an election year, the confirmation by the Proper Officer of the receipt from Members of their Declaration of Acceptance of Office
- b) to note for information purposes, the minutes of the last Annual Meeting of the Council.
- c) to elect a Chair of the Council.
- d) to elect a Deputy Chair of the Council.
- e) to appoint Committees and Working Groups.
- f) to appoint the Chairs to individual Committees and Working Groups.
- g) to appoint representatives to serve on outside bodies.
- h) to agree the Chair of the Council's allowance for the ensuing year.
- i) to agree the Deputy Chairperson's allowance for the ensuing year.
- j) to agree the Senior Member's allowance for the ensuing year.
- k) To set the maximum total of motions required by written notice that can be considered by the Council in the municipal year,
- l) To set the maximum total of motions required by written notice that can be considered by the Council in any one ordinary meeting.
- m) to deal with other matters, where notice in writing has been given to the Proper Officer at least 6 calendar days before the meeting and which, at the discretion of the Proper Officer are appropriate to be considered at the Annual Meeting, otherwise those matters will be subject to Standing Order

ii- Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

9.7. Conduct: -

Shall be in accordance with *Standing Order 7.*

9.8. Voting: -

Shall be in accordance with *Standing Order 8.*

10. THE ORDINARY MEETINGS.



10.1. Date, Time and location of a meeting: -

The Council shall, each year, hold eleven meetings for the transaction of its business. These meetings will be held on the 3rd Thursday of every calendar month (excluding the month of August) at 7pm at a location that the Proper Officer in conjunction with the Chair deems appropriate to hold such a meeting and that during the course of the year at least one meeting shall be held within each ward of the Council and the Ynysmaerdy Community Centre.

10.2. Notice of the Meeting: –

Shall be in accordance with *Standing Order 3.*

10.3. Quorum: -

Shall be in accordance with *Standing Order 4.*

10.4. Order of Business: -

i- Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall be:

- a) To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.
- b) To deal with any business required by statute to be done before any other business.
- c) To approve the minutes of the last meeting in accordance with *Standing Order 5*
- d) If the meeting is the first meeting after the A.G.M. then to approve the minutes of the A.G.M. in accordance with *Standing Order 5.*
- e) To deal with any business expressly required by statute to be done
- f) Chair's announcements and reports from the two County Borough Members and other Members of the Council.
- g) To receive and consider reports and recommendations from Committees, Working Groups and Officers.
- h) To consider motions in the order in which they have been received and not withdrawn.
- i) To dispose of any remaining business that is listed on the agenda.
- j) To dispose of business (if any) remaining from the last meeting.

ii- Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

10.5. Taking of Minutes: -

Shall be in accordance with *Standing Order 6.*

10.6. Conduct: -

Shall be in accordance with *Standing Order 7.*



10.7. Voting: -

Shall be in accordance with *Standing Order 8.*

11. EXTRAORDINARY MEETINGS.

11.1. *The convening of a meeting may be actioned by: -*

- i- the Chair at any time.
- ii- the Chair when s/he receives a written request signed by two members.
- iii- any two members of the Council, where such a written request duly signed to call such a meeting is refused by the Chair, or that the Chair, without so refusing, failed to call an extraordinary meeting within seven days after the written request was made.

11.2. *Date, Time and Location of a meeting: -*

- i- the Proper Officer shall, in consultation with the Chair and or the signatories to the notice, decide a date time and location that is deemed appropriate to hold such a meeting.

11.3. *Notice of meeting: -*

Shall be in accordance with *Standing Order 3.*

11.4. *Quorum.*

Shall be in accordance with *Standing Order 4.*

11.5. *Order of Business: -*

- i- Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall be:
 - a) To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.
 - b) To deal with any business expressly required by statute to be done
 - c) To receive and consider reports and recommendations from Committees, Working Groups and Officers relevant to the business at hand.
 - d) To consider motions in the order in which they have been received and not withdrawn.
- ii- Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

11.6. *Taking of Minutes*

Shall be in accordance with *Standing Order 6.*



11.7. Conduct:

Shall be in accordance with *Standing Order 7.*

11.8. Voting:

Shall be in accordance with *Standing Order 8.*

12. COMMITTEES.

12.1. Formation: -

- i- The Council may appoint a committee whose terms of reference and membership shall be determined at the A.G.M. or any other time at an ordinary meeting by resolution.
- ii- The Council shall determine a committee's terms of reference and scope of work.
- iii- The Council shall appoint and determine the terms of office of a Councillor or non-councillor member of such a Committee (unless the appointment of non-councillor is prohibited by law), so as to hold office no later than the next A.G.M.
- iv- The Council shall determine the dates of future meetings subject to the Chair of any Committee cancelling a meeting because of lack of business or convening a special meeting to consider urgent business.
- v- The Council may dissolve a Committee at any time.

12.2. Date, Time and Location of a meeting: -

- i- Unless pre-set by the Council, the date and time shall be decided by the Proper Officer in consultation with the Chair of a Committee at a location that is deemed appropriate to hold such a meeting.

12.3. Notice of meeting: -

Shall be in accordance with *Standing Order 3.*

12.4. Quorum.

Shall be in accordance with *Standing Order 4.*

12.5. Order of Business: -

- i- Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall be:



- a) To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.
- b) To deal with any business required by statute to be done before any other business.
- c) To approve the minutes of the last meeting in accordance with *Standing Order 5*
- d) To deal with any business expressly required by statute to be done.
- e) To receive and consider reports and recommendations from Subcommittees, Working Groups and Officers.
- f) To consider motions in the order in which they have been received and not withdrawn.
- g) To dispose of any remaining business that is listed on the agenda.
- h) To dispose of business (if any) remaining from the last meeting.

ii- Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

12.6. Taking of Minutes

Shall be in accordance with *Standing Order 6*.

12.7. Conduct:

Shall be in accordance with *Standing Order 7*.

12.8. Voting:

Shall be in accordance with *Standing Order 8*.

13. SUB-COMMITTEES.

13.1. Formation: -

- i- Unless there is a Council resolution to the contrary, every Committee may appoint a Sub-Committee whose terms of reference and membership shall be determined by resolution of the Committee.
- ii- A Committee may appoint or re-appoint a Sub-Committee at the first meeting after the A.G.M. or any other time at a meeting by resolution.
- iii- A Committee may appoint and determine the terms of office of a Councillor or non-councillor member of such a Sub-Committee (unless the appointment of non-councillor is prohibited by law), to hold office no later than the next A.G.M.
- iv- A Committee may determine the dates of future meetings subject to the Chair of any Sub-committee cancelling a meeting because of lack of business or convening a special meeting to consider urgent business.



v- a Committee may only dissolve a Sub-Committee that it convened; it may do so at any meeting by resolution.

vi- the Council may dissolve a Sub-Committee at any meeting by resolution.

13.2. *Date, Time and Location: -*

Unless pre-set by a Committee, the date and time shall be decided by the Proper Officer in consultation with the Chair of the Sub-Committee at a location that is deemed appropriate to hold such a meeting.

13.3. *Notice of meeting: -*

Shall be in accordance with *Standing Order 3.*

13.4. *Quorum.*

Shall be in accordance with *Standing Order 4.*

13.5. *Order of Business: -*

Shall be in accordance with *Standing Order 12.5.*

13.6. *Taking of Minutes*

Shall be in accordance with *Standing Order 6.*

13.7. *Conduct:*

Shall be in accordance with *Standing Order 7.*

13.8. *Voting:*

Shall be in accordance with *Standing Order 6.*

14. ADVISORY AND WORKING GROUPS.

14.1. *Formation by the Council or a Committee.*

i- The Council may appoint an Advisory or Working Group whose terms of reference, scope and membership comprising of councillors and or non-councillors, at any meeting determined by resolution of the Council.

ii- Unless there is a Council resolution to the contrary, every Committee may appoint an Advisory or Working Group whose terms of reference, scope and membership comprising of councillors and or non-councillors, at any meeting determined by resolution of the Committee.

iii- The Council or a Committee shall determine the terms of office of a Councillor or non-councillor member of such an Advisory or Working Group (unless the appointment of non-councillor is prohibited by law), to hold office no later than the next A.G.M.



iv- The Advisory and Working Groups shall be informal and their operation shall be outside the scope and requirements of the Local Government (Access to Information) Act and the Council's Standing Orders.

v- A Committee may only dissolve an Advisory or Working Group that it convened, it may do this at any meeting by resolution.

vi- The Council may dissolve an Advisory or Working Group at any meeting by resolution.

14.2. Date, Time and Location: -

i- Unless pre-set by the forming Committee or the Council, the date and time shall be decided by the Proper Officer in consultation with the Chair of the Advisory or Working Group at a location that is deemed appropriate to hold such a meeting.

14.3. Notice of meeting: -

i- Notification to Members shall be decided by the Proper Officer in consultation with the Chair.

14.4. Order of Business: -

i- Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall be:

- a)** To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.
- b)** To deal with any business required by statute to be done before any other business.
- c)** To approve the minutes of the last meeting in accordance with *Standing Order 5*
- d)** To receive and consider reports and recommendations from Subcommittees, other Working Groups and Officers.
- e)** To dispose of any remaining business that is listed on the agenda.
- f)** To dispose of business (if any) remaining from the last meeting

ii- Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

14.5. Taking of Minutes:

Shall be in accordance with *Standing Order 6*.

14.6. Conduct:

Shall be in accordance with *Standing Order 7*.

14.7. Voting:

Shall be in accordance with *Standing Order 8*.



15. MOTIONS NOT REQUIRING WRITTEN NOTICE

- i-** To appoint a person to preside at meetings.
- ii-** To approve the absences of Councillors.
- iii-** To approve the accuracy of the minutes of the previous meeting.
- iv-** To correct any inaccuracies in the minutes of the previous meeting.
- v-** To dispose of business, if any, remaining from the last meeting.
- vi-** To vary the order of business on the Agenda for reasons of urgency or expediency.
- vii-** To proceed to the next business on the Agenda.
- viii-** To close or adjourn the debate.
- ix-** To refer by formal delegation a matter to a Committee or to an employee.
- x-** To appoint a Committee, Sub-Committee, Advisory Committee or Working Group.
- xi-** To receive and accept nominations to a Committee, Sub-Committee, Advisory Committee or Working Group.
- xii-** To note the minutes of Committee, Sub-Committee, Advisory Committee or Working Group.
- xiii-** To consider a report and or recommendations made by a Committee, Sub-Committee, Advisory Committee or Working Group.
- xiv-** To consider a report and or recommendations made by an employee, professional advisor, expert or consultant.
- xv-** To authorise legal deeds to be signed by two Councillors and witnessed in accordance with *Standing Order 23*.
- xvi-** To amend a motion relevant to the original motion under consideration which shall not have the effect of nullifying it.
- xvii-** To withdraw a motion and amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xviii-** To extend the time limit for speeches and that the "question be put".
- xix-** To exclude the press and public for all or part of the meeting.
- xx-** To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct
- xxi-** To suspend any Standing Order except those which are mandatory by law.
- xxii-** To adjourn the meeting.



xxiii- To appoint representatives to outside bodies and make arrangements for those representatives to report back the activities of outside bodies.

xxiv- To answer questions from Councillors.

16. MOTIONS REQUIRING WRITTEN NOTICE.

16.1. Scope

i- Motions must be about matters for which the Council is responsible, and which substantially affect the well-being of the community area.

16.2. Giving Notice: -

i- Notice of a motion to be put to Council shall only be properly given if it is:

a) in writing, by e-mail or letter and contains only one motion, with the names of the proposer and seconder of the motion(s) clearly stated and signed by both parties.

b) delivered to and duly received by the Proper Officer no later than 12 noon at least six calendar days before the date of the meeting.

c) Any delivered after this time limit will be considered under **Standing Order 17**

d) in such case where the motion(s) contained in the notice are, in the opinion of the Proper Officer, out of order, illegal, irregular or improper, the Proper Officer shall immediately consult with the Chair of the Council and such notice shall not be accepted.

e) In the event of non-acceptance of a notice, the Proper Officer shall inform the member giving notice.

16.3. Registration: -

Every notice of motion whether correctly delivered and accepted or not, will be dated and registered by the Proper Officer in the order in which they were received and open to Members' inspection after the deadline for receipt.

16.4. Withdrawal: -

i- If, prior to the commencement of the meeting, a notice of withdrawal in writing, signed by the proposer and seconder has been delivered to the Proper Officer or

ii- in accordance with the rules of debate.

16.5. Amendments to motions: -

i- An amendment to a motion, where notice has been given, shall not be moved unless notice of the amendment has been given to the Proper Officer in writing, signed by the proposer and seconder, by noon on the last working day before the Council meeting.



17. URGENT MOTIONS:

17.1. *Circumstances:* -

- i- any case where a written notice of motion duly delivered to the Proper Officer before the start of the meeting that has arisen between the deadline for the submissions of motions and the date of the meeting.
- ii- any case where a motion which is not on the Agenda and is put forward at the meeting.
- iii- The motion requires an urgent decision in the public interest which cannot be dealt with by any other means.

17.2. *Action by the Chair:* -

- i- Confirms to the meeting that in the Chair's opinion a motion(s) is urgent.
- ii- The Chair shall state clearly the reason given by the proposer for the written notice of motion to be taken as an urgent matter.
- iii- Chair will explain to the meeting the reason why s/he has accepted a motion not listed in the Agenda as urgent.
- iv- The Chair will ask the meeting:
 - a) whether the motion should be discussed at the meeting or
 - b) deferred until the next meeting to consider whether the benefit of written Officer advice; or
 - c) referred for consideration by the appropriate Committee.
- v- Will ensure that urgent motions will not count against the allocation of motions agreed at the A.G.M. for the municipal year

18. PROCEDURE FOR DEALING WITH MOTIONS:

18.1. *General Rules:* -

- i- where motions are submitted and accepted by written notice and signed by more than two members the first two signatures listed shall be deemed to be those of the proposer and seconder. Seconders to notice of motion under this standing order shall be deemed to have given their consent to their name being used.
- ii- motions which are submitted by written notice and duly accepted by the Proper Officer shall be limited to the number set by resolution by Council at the A.G.M. for inclusion on the Agenda, provided the total number of written notices of motion for the Municipal Year does not exceed the maximum total of motions set by resolution of Council at the A.G.M. in each municipal year,
- iii- motions for which notice has been given and comply with Standing Order 18.ii will be listed in the Agenda in the order in which the notices were received.



- iv-** any motion which requires a change in the proposed or existing budgetary framework shall stand deferred to the Council's Audit Committee for consideration
- v-** motions received after the set number allowed per meeting and or Municipal Year has been reached, will be returned by the Proper Officer to the proposers.
- vi-** a motion where appropriate notice has been given must be formally moved and seconded at the relevant meeting by the proposer and seconder of the motion.
- vii-** If the motion is not moved or it is not seconded, then it will be treated as withdrawn and shall not be resubmitted for a period of six months.

18.2. *Motions affecting employees of the Council*

If any question arises at a meeting of the Council or a Committee or a Sub-committee or Advisory Committee or Working Group, concerning the appointment, promotion, dismissal, salary, conditions of service or conduct of any employee, such question shall not be the subject of any discussion until the meeting has decided whether or not the power of exclusion under the Public Bodies (Admission to Meetings) Act 1960, shall be exercised.

19. RULES OF DEBATE

- i-** Motions included in the Agenda shall be considered in the order that they appear unless at the Chair's direction the order is varied for reasons of expediency.
- ii-** Pursuant to the above *Standing Order 19.i*, the number of amendments to the original or substantive motion, which may be moved by a councillor, is limited to one
- iii-** If an amendment is not carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- iv-** The mover of a motion, or the mover of an amendment shall have a right of reply not exceeding 5 minutes.
- v-** A Councillor may not speak further in respect of one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- vi-** During the debate of a motion, a Councillor may interrupt but only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which is considered to have been breached or specify the irregularity in the meeting that is causing concern.
- vii-** A point of order shall be decided by the Chair and the Chair's decision shall be final.
- viii-** With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon



the said motion or amendment unless permission or the withdrawal of the motion or amendment has been refused.

ix- Subject to Standing Orders, when a Councillor's motion is under debate no other motion shall be moved except:

- a)** to amend the motion.
- b)** to proceed to the next business.
- c)** to adjourn the debate.
- d)** to put the motion to a vote.
- e)** to ask a person to be silent or for him/her to leave the meeting.
- f)** to refer a motion to a committee or working group for consideration.
- g)** to exclude the press and the public.
- h)** to adjourn the meeting.
- i)** to suspend any standing order, except those which are mandatory.
- j)** To proceed, by a secret ballot, to determine the outcome of a vote on a matter.

x- The Chair shall be satisfied that the substantive motion is seconded before it is debated and put to the vote.

xi- The Chair shall call upon the mover of the motion under debate to exercise or waive his/her right of reply and shall put the motion to the vote after that right has been exercised or waived.

xii- The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption

20. DISORDERLY CONDUCT

i- No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If a member of the public interrupts the proceedings the Chair shall warn that person and if the interruption continues the Chair shall order the removal of that person from the meeting

ii- If, in the opinion of the Chair, there has been a breach of Standing Orders by a Councillor, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put to the vote forthwith without further discussion.

iii- If a resolution made in accordance with the Standing Order 46.b is disobeyed, the Chair may take such further steps as may be reasonably necessary to enforce it and/or the Chair may adjourn the meeting.



21. RESCISSION OF PREVIOUS RESOLUTIONS

i- A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special motion, the written notice of which bears the names of at least a third of the membership of the Council, or by a motion moved in pursuance of the report or recommendation of a Committee or on a report from the Proper Officer

ii- When a special motion or any other motion moved in accordance with *Standing Order 21.i*, has been disposed of, no similar motion may be moved within a further six months.

22. FINANCIAL MATTERS

22.1. *Expenditure:* -

Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

22.2. *Financial Regulations:* -

i- The Council shall consider and approve from time to time the Financial Regulations drawn up by the RFO and shall include detailed arrangements in respect of the following:

- a) the accounting records and systems of internal control.
- b) the assessment and management of financial risks faced by the Council.
- c) the work and the receipt of regular reports, which shall be required at least annually from the Internal Auditor.
- d) the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payment.
- e) the Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- f) procurement policies in accordance with *Standing Order 22.iii* including the setting of values for different procedures where the contract has an estimated value of less than £25,000.

ii- The RFO shall: -



- a) Report to each Ordinary Meeting of the Council, providing details of the Council's income and expenditure since the last report and the current balance held.
- b) shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year.
- c) shall supply a Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for the year to 31 March shall be presented to each councillor before the end of the following month of May.
- d) The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Audit Committee and then to the Council for formal approval to meet the timetable specified by the external auditor for the submission of the Annual Return.

iii- Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be the basis of a formal tender as summarised in *Standing Order 22.3*.

iv- Where, in the opinion of the Council, the supply of goods, materials, services and the execution of works are of a specialist nature, as an alternative to the requirements of *Standing Order 22.2.iii* tenders may be invited from at least three contractors, selected by the Council, specialising in the type of work included in the contract.

22.3. Formal tender process:

Shall comprise of the following steps:

i- A public notice of an invitation to tender shall be given in the same manner as a public notice of meetings of the Council and in the local press.

ii- The notice will give details of contact with the Council, outline detail of the requirements of the Council and the deadline for the expression of interest to be registered with the Council.

iii- a specification of the goods or materials or services or the execution of works or any combination thereof shall be drawn up.

iv- Such a specification shall be forwarded to those suppliers who have shown an interest to tender along with details of how to return the tender documents and the deadline for doing so.

v- tenders shall be returned in a sealed unmarked envelope, to the Proper Officer by a stated date and time.

vi- All sealed tenders submitted are to be opened at the same time after the stated closing date by the Council's Responsible Financial Officer in the presence of either



the Chair or Deputy Chair of the Audit Committee, or in their absence by at least one other member of the Council.

vii- tenders are then to be assessed and reported to a meeting of the appropriate committee or the Council.

viii- If no tenders are received, or that all the quotations are identical, the Council or committee may make such arrangements for procuring the supply of goods, materials, services and the execution of works, as it thinks fit.

ix- Neither the Council or committee is bound to accept the lowest tender, estimate or quote.

23. EXECUTION AND SEALING OF LEGAL DEEDS

i- A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

ii- any two members of the Council may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. MEMBERS' CONDUCT

i- Councillors shall always conduct themselves within the requirements of:

**The Local Authorities (Model Code of Conduct) (Wales) Order 2008
and any subsequent amendments made by Welsh Government.¹**

ii- Councillors shall, in conducting the business of the Council, undertaking the role of member thereof to which they were elected or co-opted, and acting as a representative of the Council, observe and adhere to its Code of Conduct.

iii- A Councillor's failure to observe Standing Orders more than three times in one meeting may result in that Councillor being excluded from the remainder of the meeting.

iv- Canvassing Councillors or the members of a Committee or Sub-Committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

v- A Councillor or a Member of a Committee or Sub-Committee shall not solicit a person for appointment to or by the Council or recommend a person for such

i- _____

¹ Note only - A statutory guidance is issued by the Public Services Ombudsman for Wales under Section 68 of the Local Government Act 2000 for elected, co-opted and appointed members of Community and Town Councils,

link: <https://www.ombudsman.wales/wp-content/uploads/2018/03/Code-of-Conduct-Community-Councils-August-2016-ENGLISH.pdf>



appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

vi- This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

vii- Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

- a)** inspect any land and/or premises which the Council has a right or duty to inspect; or
- b)** issue orders, instructions or directions.

25. WELSH LANGUAGE SCHEME AND USE OF THE WELSH LANGUAGE

i- Councillors and employees shall adhere to the requirements of any Welsh Language Scheme made by the Council under the Welsh Language Act 1993 and approved by the Welsh Language Board.

ii- The Council shall conduct the business at its meetings in the English language.

26. HUMAN RIGHTS

i- So far as it is possible, legislation must be read and given effect in a way which is compatible with the rights and fundamental freedom referred to in the European Convention of Human Rights set out in the 1998 Act and it is therefore, generally unlawful for a public authority to act in a way which incompatible with a Convention Right. The Council shall, therefore, have regard to human rights principles when making decisions affecting people's rights.

27. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

Any Standing Order may be suspended by resolution of the Council, in relation to any specific item of business, subject to the vote thereon being carried by at least two-thirds of the members present and voting on the motion. This Standing Order equally applies at Committee and Sub-Committee meetings.

28. POSSESSION OF STANDING ORDERS.

i- The Proper Officer shall provide a copy of the Council's Standing Orders to:



- a) a Councillor following delivery of his/her Declaration of Acceptance of Office.
- b) an employee on his/her appointment.

ii- The Proper Office shall follow Standing Order 28.i. as soon as practical after the Council has adopted an amendment to or a revision of Standing Orders

29. END OF STANDING ORDERS



LLANHARAN COMMUNITY COUNCIL

Summary of actions arising from Minutes of ORA held on 2nd Dec 2020

Memorial Garden project

- 1) **Recommended** – That the Project Officer produce a design incorporating parking spaces and with costings to be presented to Full Council. That the design must include adequate signage indicating that vehicles are parked at owners risk.

Footpath to Brynna Woods - Action update.

- 2) Awaiting quotations to carry out the tarmac work from the school to the kissing gate.

Pendre Allotment Garden - Action update.

- 3) That the Clerk will inform plot holders at Pendre that they can store compost/manure on the unused plot and areas would be cordoned off for this purpose in conjunction with the tenancy renewal agreements which will be sent out by the 20th December 2020

Footpath between Enterprise Way and Bridgend Road - Action update.

- 4) Action update - Maintenance staff to complete clearance works.
- 5) **Recommended** – That the Project Officer speaks to the tenant of the bungalow and the landlord of the Bryncae Arms to arrange access to carry out the works.

Footpath at Parc Bryn Derwen - Action update.



6) Awaiting quotations to carry out the work.

Allotments

- 7) **Recommendation** – That a chain and lock be welded to the fence/gate at Jubilee Street allotments.
- 8) **Recommendation** – That a lock be fitted. Keys issued with replacement keys provided at a cost at Jubilee Street allotments.
- 9) **Recommendation** - That appropriate hygiene equipment (bootbaths/footbrushes) be investigated for use on allotments where hens are kept.
- 10) **Recommendation** – That the cutting of the hedge at Jubilee allotments be extended.

Draft Poultry Health and Wellbeing Policy

- 11) **Recommended** – That the Council adopts the policy.

Redraft of Tenancy Agreement for plot-holders.

- 12) **Recommended** – That the Council adopts the amended tenancy agreement subject to the following alterations to the draft:

Clause 7a) – Amend wording to: "No bonfires are permitted on the Allotments from 1st April to 30th September and thereafter, any bonfire must be after 6pm on any day of the week.



Insertion of Clause 7c) – Fires are only permitted where an appropriate garden incinerator is used. No ground fires are permitted.

*Clause 8c) – Amend wording to: “Pendre – The only animals allowed on the site are hens and only with the prior consent of the Council. **Please refer to the attached Policy with regards to the rules for keeping hens**”.*

- 13) **Recommended** – That a consultation process and survey be designed to engage plot holders on the issue of the maximum number of hens that should be permitted per plot holder from 2022.
- 14) **Recommended** – That the rental fee per standard plot remains at £26
- 15) **Recommended** – That 10 new benches be purchased.

Improvements to Lighting on Footpath from Parc Bryn Derwyn to Bridgend Road

- 16) **Recommended** – That RCT be engaged to investigate available options.
- 17) **Recommended** – That a site meeting take place on the section of path from Parc Bryn Derwyn to the football field to view its condition.

Update from a meeting of the Community Engagement Group held by remote attendance at 7.00pm on Tuesday 8th December 2020.

Cllr Chris Parker (Chair of the Council) updated the group on the following matters:

Christmas Lights

A lorry had mounted the pavement in Southall Street, Brynna and caused slight damage to a motif which has since been secured by the council contractor, the distorted frame has been reported to the hire company.

The lights on one of the wall mounted business Christmas trees in Bryncae has been reported as not working and will be checked by the council contractor.

All lights (with the exception of the war memorial tree) are left switched on 24 hours as with modern LED lights this works out more economical than the cost of a timer fitted to each lamppost.

For 2021, members will be asked to consider three more Community Christmas trees at the following locations – Ynysmaerdy, the Memorial Garden, Llanharan and the Chapel grounds, William Street, Brynna.

Ynysmaerdy community centre has been fitted with six brackets which are currently populated with Christmas trees and will be fitted with hanging baskets for Summer 2021. The other community centres have been approached and all have expressed an interest in being supplied with hanging baskets and possibly Christmas trees for future seasons.

There are areas in the community where motifs cannot be fitted due to the types of lampposts, examples are Hillside, William and Southall Street. It is possible that this may be remedied in future years but the prohibitive costs of replacing lamp-posts renders this a long-term project.

Bus Shelters

Representatives from Rhondda Cynon Taff and the community council met and carried out a survey of the bus shelters in the community. Every bus shelter where practical will be fitted with a raised curb, refreshed road markings, and where required the shelter will be replaced.

Park Benches

Benches will be located both sides of the pavement adjacent to the new development in Bryncae.

Residents have requested for benches along the touchline at Brynna playing fields.

Trenos Rail Crossing

The Clerk reported that a meeting has been arranged for the 15th December to discuss progress regarding the Trenos Rail Crossing.

Open Discussion Forum

The Assistant Clerk reported there is now a minimum of 50 project ideas to consider under community infrastructure levy.

The land at the bottom of Harold Street, Llanharan was discussed as a matter arising from the last meeting. Cllr Parker assured the meeting that if possible, the community council would purchase the land, with the objective of keeping it as a green area for the use of residents.

The application, brought to the last CEG meeting, for a grant to support the Brynna Doggy bag scheme has been agreed by full council.

The Local Development Plan (LDP) was added to the last full council agenda.

Recommendations of the HR Committee – 9th December 2020

- (a) To engage an external cleaning company for approximately 2 hours per week, details to be formalised by the clerk.
- (b) To increase the hourly rate of pay maintaining the past and present percentage above the Government's minimum wage.
- (c) To review the Assistant Clerk, pay scale in line with bi-annual performance management appraisals, March and September.
- (d) The Chair of the Council to take line management responsibility - to be reviewed annually.

That provision is made in the salary/wages budget to accommodate any potential change in pay scale at the end of the clerk's six-month probationary period.

That there are bi-annual appraisals for all staff in March and September. The September appraisals will determine any possible pay scale adjustments, for inclusion in the next financial year budget determinations. These adjustments will be subject to all criteria, as reviewed in the September appraisal, being met in the following March appraisal.



Brynna Crime Report – Last 30 days

Burglary – 0 Accounts

Damage – 0 Accounts

Theft – 6 Accounts

- Heol Dewi – Theft of pedal bike. No suspect identified
- Bridgend road – Theft from vehicle. Tools taken. No suspect identified
- Southall street – Theft of papers out front of property. House to house negative. No CCTV.
- New road, Llanharan – Theft from vehicle. Tools taken. Damage to side window. No CCTV. No witnesses. No subject identified.
- Bridgend road – Theft from store. Meat, wines and coffee taken without offering payment. CCTV stills being circulated for identification.

Anti Social Behaviour – 3 Accounts

- Chapel Road – Erratic driving. Patrols conducted. No vehicle found. No further reports/sightings. No CCTV covering the area. Patrols continued in area.
- Manor Park – Covid breach. House gathering. Officers attended and engaged and explained. Family were socially distancing out in garden. Suitable advice given and parties left the address.

Llanharan Crime Report – Last 30 days

Burglary – 0 Account

Damage – 0 Account

Theft – 2 Accounts


































- Nant Y Dwrgi – Vehicle broken into. Small change taken. No forensic opportunities. No CCTV at address. No witnesses. No suspect identified.

Anti Social Behaviour – 3 Accounts

- Jubilee Street – Vehicles travelling at speed down the street. Regular patrols in place. No further reports since.
- Pendre Crescent – Dogs out of control. Killing domesticated birds. Multiple attempts have been made to contact the reporter with no reply. No further investigation can take place without the support of the victim.
- Jubilee street – Covid breach. Positive test and leaving house to socialise with others. Persons left for medical reasons, no breaches apparent. Suitable advice given.

Time: 13:41

Bank Reconciliation up to 30/11/2020 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/11/2020	BACS	19.02		19.02		R 	Paul Beach
02/11/2020	BACS	52.12		52.12		R 	C Kennedy
02/11/2020	BACS	60.00		60.00		R 	K Lee Wah
02/11/2020	BACS	126.00		126.00		R 	Paul Beach
02/11/2020	BACS	250.00		250.00		R 	Nick Glead
02/11/2020	BACS	6,169.78		6,169.78		R 	Staff Salaries
02/11/2020	BACS	882.99		882.99		R 	RCT
02/11/2020	BACS	1,220.00		1,220.00		R 	Employer PAYE Cumbernauld
02/11/2020	CIL		72,865.14	72,865.14		R 	Receipt(s) Banked
04/11/2020	BACS	7.40		7.40		R 	Barclays
04/11/2020	DD	15.00		15.00		R 	Tesco Mobile
04/11/2020	Loyalty		0.35	0.35		R 	Receipt(s) Banked
09/11/2020	BACS	34.82		34.82		R 	Frank Sutton
09/11/2020	BACS	2,000.00		2,000.00		R 	Llanharan OAP Association
09/11/2020	BACS	3,000.00		3,000.00		R 	LCDP
13/11/2020	BACS	8,640.00		8,640.00		R 	MT Tarmac
23/11/2020	BACS	60.00		60.00		R 	Royal British Legion
23/11/2020	BACS	800.00		800.00		R 	LML Electrics
23/11/2020	BACS	900.00		900.00		R 	Llanharan Football Club
24/11/2020	BACS	255.84		255.84		R 	Amberol Ltd
24/11/2020	BACS	450.00		450.00		R 	rradar
24/11/2020	BACS	108.00		108.00		R 	Rycon
30/11/2020	BACS	48.00		48.00		R 	Trustmark
30/11/2020	BACS	72.80		72.80		R 	JB Directors
30/11/2020	BACS	77.58		77.58		R 	Terry Harrison Machinery
30/11/2020	BACS	90.21		90.21		R 	SSE
30/11/2020	BACS	100.00		100.00		R 	Elizabeth Gordon
30/11/2020	BACS	152.55		152.55		R 	Paul Beach
30/11/2020	BACS	165.60		165.60		R 	GDR Insulated Glass
30/11/2020	BACS	273.84		273.84		R 	LBS Builders Merchants
30/11/2020	BACS	4,491.66		4,491.66		R 	Staff Wages
30/11/2020	BACS	790.95		790.95		R 	RCT
30/11/2020	BACS	938.06		938.06		R 	Employer PAYE Cumbernauld
		<u>32,252.22</u>	<u>72,865.49</u>				

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/11/2020		477.95
Premium A/c	30/11/2020		242,510.93
			<u>242,988.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			242,988.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			242,988.88
		Balance per Cash Book is :-	242,988.88
		Difference is :-	0.00

**LLANHARAN COMMUNITY COUNCIL COMMUNITY INFRASTRUCTURE LEVY
INCOME AND EXPENDITURE REPORT
30 NOVEMBER 2020**

COMMUNITY INFRASTRUCTURE LEVY INCOME

Date	Income
2017/2018	1,710.25
2018/2019	1,393.89
2019/2020	72,938
22/04/2020	72,865.14
02/11/2020	72,865.14

221,772.42

COMMUNITY INFRASTRUCTURE LEVY EXPENDITURE

Date	Expenditure	Expenditure Detail
23/06/2020	4,420	Planters
29/06/2020	830.00	William Street
22/07/2020	12,432	Llanharan Recreational Ground Trust
22/07/2020	15,000	Brynna Community Trust
11/08/2020	950.00	Park Benches
27/08/2020	4500.00	Pavement at Woodview
13/11/2020	8,640.00	Tan-Y-Bryn Bridleway

46,772.00

STATEMENT

Ms C M Kennedy
Llanharan Community Council
2a Chapel Road
Llanharan
PONTYCLUN
Mid Glamorgan
CF72 9QA
UK

CLIENT: LLANHARAN COMMUNITY COUNCIL

ACCOUNT NAME: Business Premium ME

ACCOUNT NUMBER: 0136520001PC

Statement at 30 November 2020

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/11/20	Brought Forward			100,000.00	
02/11/20	Dividend reinvested		0.55	100,000.55	4
30/11/20	Carried Forward			100,000.55	4

Statement of Dividends paid during the month to 30 November 2020

Date	Receiving Account	Amount Paid £
02-11-20	Dividend reinvested	0.55

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk



Maintenance Report

Council Meeting, 7.00pm on Thursday 17 December 2020

Appendix Eight

Task and Project Work - 1 November to 30 November 2020

The following tasks and projects have been carried out by grounds staff.

1. Risk Assessment for use of 3G Brush Mower
2. Bryncae Fields maintenance
3. Notice board maintenance
4. Monthly cleaning of bus shelters and benches
5. Primrose Planting
6. Meadow rise raised bed planting
7. Fit tree brackets Ynysmaerdy Community Centre
8. Bridgend Rd allotments tree pruning
9. Jubilee Allotments hedge cutting and clearance
10. Removal and emptying of hanging baskets
11. Assist putting up Christmas trees
12. Cleaning Llanharan OAP Hall.
13. Skateboard Park & Mountain Hare clearance
14. Tree pruning Tan-Y-Bryn Bridleway
15. Black path clearance

External Contractor Maintenance

3rd November – Scheduled Maintenance visit Llanharan and Brynna War Memorials

Catherine Kennedy

Clerk to the Council/Responsible Financial Officer



LLANHARAN COMMUNITY COUNCIL

Grant Aid Application Guidance Notes

Please read the guidance notes before completing the form:

Llanharan Community Council awards grants, at its discretion, to community 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; you may also seek assistance/guidance from your local Councillor.

Eligibility

Grants will not be made;

- to organisations situated 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
- to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- to organisations established for party political purposes or promoting religious purposes
- where the aims and objectives of the organisation are inconsistent with the values of the Community Council.



- no grant will be awarded to or for any commercial venture for private gain
- the grant cannot fund the purchase of alcohol, wages, loans or interest payments or VAT that you can recover
- no retrospective applications will be considered.

Grants will be considered under the following criteria:

The organisation must be non-profit making or charitable (i.e. an independent group that does not make profit to pay Directors, Members of Shareholders; normally run by volunteers). Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

All grants must be used within one year from the award being made.

All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

A grant may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.

Any monies not used, in part or full, for the agreed purpose must be immediately returned to the Community Council.

At the Council's discretion, 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.

The Council will require details of how the money has been spent within 1 year of the award being made.

Recognition of the grant from the Llanharan Community council must be made in any publicity and in the Group's accounts.



The Council may use the name of your Group and its project in our own publicity material where appropriate.

All grants are at the discretion of the council:

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 may not be re-considered. Especially if the budget is depleted.

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.

The Council will take into consideration any previous grants made to an organisation when considering a new application.

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 Community Council must be informed of requests for grants less than £499 by the end of August and more than £500 by the end of November. The maximum grant available is up to £2,000.

No payments will be paid by cash.

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).	Ynysmaerdy Welfare Association
Registered Charity Number <i>(if applicable)</i>	
Name of Main Contact: (All correspondence will be addressed to this person)	Sharon Griffiths
Full Postal Address of Applicant:	2 Glan-yr-Ely Ynysmaerdy Pontyclun
Contact Telephone Number:	Daytime:07791726040 Mobile:
Main Contact Email Address:	sharonegriffiths@gmail.com
Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years? If the answer is yes, please complete the box below:	



Date	Amount
01.01.18	£500.00
	£
	£
	£
<p>Please provide a brief description of the main aims and activities of the organisation applying for a Grant.</p> <p>The community centre provides a space for the local and surrounding communities - we run a number of classes including; keep fit, craft, brownies and guides.</p> <p>We are also used by businesses such as Wish Upon a Star and the Royal Mint as a meeting space.</p>	



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

10 - all living in Ynysmaerdy

Are you a not for profit organisation?

Yes ☐

No ☒

How long has the organisation been established?

70+ years

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

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

Up keep of the community centre, including a new freestanding cooker and under counter fridge.

We would also like to make improvements including flower baskets and daffodil bulbs to improve the surrounding area.



How will the Grand Aid benefit the Community?

Improve the area surrounding the community centre and ensure that the area looks appealing to those visiting.

The community and the members of the committee are highly involved in the centre and we run a number of activities for the children of Ynysmaerdy (pre covid) sometimes at our own costs - this includes things like; Christmas and Halloween parties and Easter Egg hunts.

Please provide the dates you intend to start and finish the project.

Start Date: Post Covid restrictions

Completion Date: TBC and ongoing

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

What is the total cost of the project for which Grant Aid is required?

£1000 - this includes a new fridge and cooker.



What is the amount of Grant Aid the organisation would like to apply for? £1000

What other sources of funding have been approached, or are available for the project?
None

Supply the following information dependant on grant applied for.

A. Up to £100

- Organisation/Group constitution or rules

B. £101 - £499

- Income and expenditure account/balance sheet
- Last bank statement
- Constitution or rules
- VAT registration
- Is the organisation profit making?
- Provide quotations for items the Grant will be used for.

C. £500 - £2,000

- As requested in B
- Latest audited/ratified accounts and balance sheet.

These will be provided if a grant of the value is possible.

Section D: Sustainability

Will the project/activity continue after this funding has ended?
YES/NO (delete as applicable) Yes



If yes, provide details.

The grant is for the running of the centre and improvements to the area so is ongoing

Section E: Payment Details

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

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

Ynssymaerdy Welfare Association

Account Number

10897019

**Sort Code**

40-44-48

SECTION F: Completing the application

Your 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.



- ii. If the information changes in any way I will inform Llanharan Community Council.

Signed: *S E Griffiths*

Date: 27.10.20

Please note that this form requires two signatures:

Second Signature: Morris Green

Position held in organisation: Chairman

Signed: *M Green*

Date: 27.10.20

Completed application forms should be returned to:

Clerk to the Council

Llanharan Community Council

2 Chapel Rd

Llanharan

CF72 9QA

clerk@llanharancc.co.uk

01443 231430

Checklist:-

- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.



- ✓ You have considered any Equality impact issues in your application.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One.

Please note any applications received after the deadline date will not be considered.

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

Appendix One

Llanharan Community Council Grant Feedback



Name:	
Organisation:	
Telephone:	
Email address:	
Website:	
Reason for previous application: (Project/activity name/details)	
Amount received:	
Date received:	
I was happy with the application process?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your answer to the above question is no, please give further details to enable us to improve the application process.	



How has the donation made a difference to the Community?	

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 form to:

Clerk to the Council/Responsible Financial Officer
Llanharan Community Council
2 Chapel Road
Llanharan
CF72 9QA
clerk@llanharan-cc.gov.wales
01443 231430

The Treasurer
Ynysmaerdy Community Centre
2 Glan yr Ely
Ynysmaerdy
Pontyclun
Mid Glamorgan
CF72 8LJ

**Account Summary**

Opening Balance	5,201.49
Payments In	0.00
Payments Out	34.61
Closing Balance	5,166.88

13 September to 12 October 2020**International Bank Account Number**

GB54HBUK40444810897019

Branch Identifier Code

HBUKGB4149J

Account Name

Ynysmaerdy Welfare Association

Sortcode

40-44-48

Account Number Sheet Number

10897019

417

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
12 Sep 20	BALANCE BROUGHT FORWARD			5,201.49
24 Sep 20	CHQ 100747	34.61		5,166.88
12 Oct 20	BALANCE CARRIED FORWARD			5,166.88

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34%

YNYSMAERDY COMMUNITY CENTRE

Profit and Loss Account
for the Year Ended 31 March 2020

	31.3.20		31.3.19	
	£	£	£	£
Income:				
Hire	3,325		3,088	
Events	166		182	
Grants	1,700		-	
		5,191		3,270
Expenditure:				
Events	471		277	
Post & stationery	24		21	
Licences & insurance	125		121	
Repairs & renewals	2,732		896	
Cleaning	586		350	
Training	30		-	
Light & heat	1,147		1,102	
		5,115		2,767
NET PROFIT		£76		£503

N. Jones
20/3/2020

Please see below links to suitable products from a number of online retailers.
It would be great to support Euronics as these are independent businesses.
We only have space for a 50cm appliance in both instances.

50cm electric cooker

<https://www.euronics.co.uk/catalogue/cooking/cookers/freestanding-cookers/electric-cookers/beko-edvc503w-50cm-double-oven-electric-cooker-white-aa-rated/p/009EDVC503W>

<https://www.euronics.co.uk/catalogue/cooking/cookers/freestanding-cookers/electric-cookers/beko-edp503w-50cm-electric-double-oven-with-grill-cooker-white-a-energy-rated/p/009EDP503W>

https://ao.com/l/electric_cookers-49_51_cm_wide/1-26/9-11/ - any from this link but a double oven would be great.

50cm under counter larder fridge

<https://www.euronics.co.uk/catalogue/refrigeration/larder-fridges/freestanding-larder-fridges/under-counter-larder-fridges/lec-l5017w-50cm-undercounter-larder-fridge-white-a-rated/p/458L5017W>

<https://www.euronics.co.uk/catalogue/refrigeration/larder-fridges/freestanding-larder-fridges/under-counter-larder-fridges/fridgemaster-mul49102m-50cm-undercounter-larder-fridge-white-a-rated/p/254MUL49102M>

https://ao.com/l/fridges-free_standing-height_less_than_90_cm-width_less_than_55_cm/1-9-25-26/29-30/ - a 50cm larder fridge would be ideal.





Publication Scheme May 2020

LLANHARAN COMMUNITY COUNCIL

Serving the communities of Llanharan, Brynna, Bryncae, Llanilid and Ynysmaerdy.

Publication Scheme

Version	Date Approved	Minute Reference	Review date
1			



Publication Scheme May 2020



Publication Scheme May 2020

Introduction

The Freedom of Information Act 2000 requires public authorities to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.



Publication Scheme May 2020

- Publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

In accordance with the Freedom of Information Act, Llanharan Community Council will make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the community council.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website Hard Copy	Free
Who's who on the Council and its Committees	Website Hard Copy	Free



Publication Scheme May 2020

Contact details for Community Council Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free
Location of main Council office and accessibility details	Website Hard Copy	Free
Staffing structure	Website Hard Copy	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Annual return form and report by auditor	Outline on website Hard copy-contact Clerk	Free 10p a page



Publication Scheme May 2020

Finalised budget	Outline on website Hard copy	Free 10p a page
Precept	Outline on website Hard copy	Free 10p a page
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p a copy
Grants given and received	Website Hard Copy	Free 10p a copy
List of current contracts awarded and value of contract	Website Hard Copy	Free 10p a copy
Members' allowances and expenses	Website Hard Copy	Free 10p a copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Under review	
Community Council Plan (current and previous year as a minimum)	TBC	
Annual Report (current and previous year as a minimum)	TBC	



Publication Scheme May 2020

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings)	Website Hard Copy	Free 10p a copy
Agendas of meetings (as above)	Website Hard Copy	Free 10p a copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy
Responses to consultation papers	Website Hard Copy	Free 10p a copy
Responses to planning applications	Website Hard Copy	Free 10p a copy
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:	Website Hard Copy	Free 10p a copy



Publication Scheme May 2020

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy	Free 10p a copy
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 10p a copy
Information security policy	Website Hard Copy	Free 10p a copy
Records management policies (records retention, destruction and archive)	Website Hard Copy	Free 10p a copy
Data protection policies	Website Hard Copy	Free 10p a copy
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p a copy



Publication Scheme May 2020

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website Hard copy	Free 10p
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	N/A	
Register of members' interests	Website Hard copy	Free 10p
Register of gifts and hospitality	Website Hard copy	Free 10p
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website Hard copy	Free 10p
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10p
Seating, clocks, memorials, Christmas lights, fireworks	Website	Free



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	Hard copy	10p
Bus shelters	Website Hard copy	Free 10p
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

LLANHARAN COMMUNITY COUNCIL UPDATE

Thank you so much for your kind grant of £1,000 towards our kennel tiling project. This enabled us to finish the tiling of all our kennels in October this year and has made a huge difference. The original concrete floors were difficult to clean due to the uneven surface. The new tiled floors are much easier to clean so take less time for the staff and volunteers whilst also reducing biohazard risks. It has been a difficult year and the completion of this project has brought some much-needed cheer to the team.

As you can see, our dogs fully approve too!

Before



During



After

