



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Association), 7pm on Thursday 15th January 2026.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

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

Apologies: None

Absent: Cllr Geraint Hopkins

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips

Assistant Clerk: Rebecca Jenkins

0 Members of the Public

2026/001 Welcome and Apologies

The Chair welcomed all attendees to the meeting.



2026/002 Disclosures of Personal and/or Prejudicial Interests

Cllr Neil Feist declared general personal interests being a member of Cycling UK, a joint holder of an allotment tenancy and a member of Llanharan RFC.

Cllr Andrew Morgan declared a general personal interest being a member of Llanharan RFC.

Cllr Chris Parker declared a personal interest in agenda item 11 (minute ref 2026/011) being a volunteer at the Pantry.

Cllr Janine Turner declared a general personal interest being a member of Llanharan RFC, a personal interest in agenda item 11 (minute ref 2026/011) being a volunteer at the Pantry and a personal and prejudicial interest in agenda item 28 (minute ref 2026/029).

The Clerk declared a personal and prejudicial interest in agenda item 28 (minute ref 2026/029).

Cllr D Evans joined the meeting.

2026/003 Public Speaking

None

2026/004 Minutes of Ordinary Meeting of the Council held on 18th December 2025

RESOLVED

To approve the minutes of the ordinary council meeting held on 18th December 2025 as a true and accurate record.

2026/005 Current casual vacancies of the Council

Noted

2026/006 Community Council Action Plan



Noted

2026/007 Correspondence

None

2026/008 Community Crime Statistics

Noted

2026/009 Council Expenditure for December 2025

RESOLVED

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

2026/010 Year-To-Date Spend vs Budget

Noted

2026/011 Pantry Finances Report

Noted

2026/012 Bryncae Community Centre Finance Report

Noted

2026/013 Appointment of an additional director to the Council's CCLA PSDF investment account

RESOLVED

To appoint Cllr Andrew Morgan as an additional director to the PSDF account held by the Council with CCLA.

2026/014 Resolutions and recommendations of the ORA Committee held on 8th January 2026.



a) RESOLVED

ORA2026/009 Management and replacement of trees at Meadow Rise open space

To instruct the officers to arrange for the failing and dead rowans to be cut to a safe height as assessed by council staff; for three new alders to be purchased from Coed Y Tor Nursery; choosing potted trees if available; and to authorise the officers to spend up to £75 for this purpose with a virement from the General Reserve to be made for this purpose.

ORA2026/010 Improvements to Mountain Hare play area

b) RESOLVED

to instruct the officers to source a new goal post or posts for the Mountain Hare play area;

c) RESOLVED

to instruct the officers to design and implement public communication regarding a wildflower area;

d) RESOLVED

to negotiate a satisfactory arrangement with the Wildlife Trust or RCTCBC for use of a cut and collect mower and to report to council the proposed fee for each cut;

e) RESOLVED

to allocate up to £2,000 in total for the project, including the first 2 cuts, and to authorise the officers to spend up to this amount making virements from general reserves where necessary.

f) RESOLVED



ORA2026/011 Section 6 Biodiversity report and plan 2026

In future, to prepare stand-alone Statutory Section 6 Biodiversity reports and plans covering January to December, following the suggested format from One Voice Wales Local Places for Nature.

2026/015 Audit Committee meeting scheduled for 9th January 2026 being inquorate did not take place.

Noted.

2026/016 Setting up and management of earmarked reserves

RESOLVED

That an amount be taken from general reserves at year end to be allocated to specific earmarked reserves (EMRs) for future maintenance/replacement of Council assets; specific allocations to be resolved at a later date – at or near to year end.

This amount to be calculated ensuring that the general reserve at year end totals 55% of the precept figure for 2026/27.

The specific EMRs and the amounts allocated to each EMR with the available funds to be delegated to the Audit Committee.

2026/017 Draft budget for 2026/27 and resulting precept

RESOLVED

- a) To adopt the draft budget for 2026/27 as presented to the Council in Appendix 11 with a total budgeted expenditure of £361,882.
- b) To apply an increase of 1.8% equating to £1.51 on the Community Council tax band D rate, resulting in a Community Council band D rate of £85.43 per year, raising a total precept of £320,808.44 for financial year 2026/27 based on a net tax base value of £3755.22.

2026/018 Resolutions and recommendations of the Events Committee held on 14th January 2026

NOTED



EV2026/006 Additional arrangements for the 2026 Fireworks display including fireworks provider, venue and other aspects of the event.

a) RESOLVED

For the Clerk to obtain quotes from Pendragon for the fireworks display and be authorised to place an order provided that the cost increase from the 2025 event does not exceed 10%. Pendragon having a proven track record of providing safety information and risk assessment, adequate numbers of trained and competent staff and a display of proven quality.

Clerk's note: In order to take effect this Resolution correctly made under delegated authority will require resolution from full council to suspend financial regulation 11.3e)ii, which will be proposed at a subsequent meeting.

b) RESOLVED

For the Clerk to obtain quotations from providers who facilitated the 2025 event for presentation to a future meeting of the committee.

c) RESOLVED

To delegate the operational and organisational aspect of the event to the Officers of the Council liaising with interested members. Reporting back to the committee as appropriate.

NOTED

EV2026/007 St David's Day event

RESOLVED

To hold a St David's Day event at Bryncae Community Centre on 1st March 2026. For the Officers to make suitable arrangements for the event in consultation with interested members. Funds to be taken from budget line "Multicultural carnival".

a) RESOLVED

EV2026/009 To consider making a further donation to Llanharan Primary School to cover the costs of a bus



The Council to pay a further donation of £120 over and above the £100 already resolved to Llanharan Primary School to cover the costs of a bus required on the day of the Over 60s' Christmas lunches, to transport children in poor weather.

b) RESOLVED

EV2026/010 Unexpected invoice for 2025 Over 60s' Christmas lunches
To pay up to 50% of the invoice total presented in the confidential paper for the 2025 venue hire.

2026/019 Motion to add member to the Events Committee.

RESOLVED

To add Cllr Andrew Morgan to the Events Committee.

2026/020 Postponement of Trenos and Ewenny Crossings Project (TEC) Committee meeting scheduled for 12th January 2026

Noted.

2026/021 Progress of CIL Project LCC19/07 and its current dedication to the former Peterston super Montem Parish Council.

Noted.

2026/022 Draft DMMO Assistance Policy

RESOLVED

To instruct the Officers to add some further clarity and detail of what a DMMO is at the beginning of the document and to avoid the use of acronyms. For the document to also explicitly state that officers do not offer legal advice. This revised Draft DMMO Assistance Policy document to then be referred to the ORA Committee for further scrutiny.

2026/023 Legionella safety monitoring contract at the Council's Showerblock at Llanharan Welfare Ground



RESOLVED

a) To renew the contract provided to the Council in Appendix 14 to ensure statutory compliance, authorising the officers to spend up to £462 (net of VAT).

RESOLVED

b) To suspend Standing Order 11.3e)iii on the basis that the annual cost increase is not excessive, that Morgan Environmental have given good service and there is little value to the public to be gained by engaging officer time in seeking further quotes for a potentially small saving.

2026/024 Digital Working Group updates and recommendations

None.

2026/025 Members' reports

Cllr Mark Steer

Standing water and consequent ice on Network Rail Trenos Bridge reported to Network Rail.

Dog waste bin repeatedly not being emptied.

Exploring the possible provision of bus timetables by the Council

Cllr Neil Feist

The ice problem on the Trenos Bridge is exacerbated by the absence of handrails. This is an accessibility issue to be referred to the access audit.

2026/026 Feedback from External Group Meetings

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

No meeting



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

AGM is scheduled for 21st January and quarterly meeting on 28th January.

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

No report

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

No report

e) Brynna Primary School appointed governor (Cllr Rhys Jenkins and Chris Parker)

No report

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

Following an accident involving a vehicle and a pony, there are calls for the Trust to install a gate at the entrance to Brynna Woods. However the Trust is not obliged to do so.

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

AGM is scheduled for 22nd January subject to return of the accounts.

2026/027 Planning Matters

None

2026/028 To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960



RESOLVED

To exclude the press and public from the next item of business on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Cllr Janine Turner left the meeting.

The Clerk left the meeting.

2026/029 Clerk's SCP Scale Increase for 2026 (with reference to HR2025/026)

RESOLVED

To apply the Clerk's contractual SCP increment due in April 2026.

2026/030 Urgent Information & Future Agenda Items

None

There being no further business, the meeting closed at 8.45 pm.

The next scheduled meeting of Full Council will be held on 19th February 2026.

Councillor Rhys Jenkins
Chair of Llanharan Community Council



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The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Members Present:

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

Apologies: none

Absent: none

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips

Assistant Clerk: Rebecca Jenkins

2 Members of the Public

2025/305 Welcome and Apologies

The Chair welcomed all attendees to the meeting.



2025/306 Disclosures of Personal and/or Prejudicial Interests

Cllr Neil Feist declared general personal interests being a member of Cycling UK a joint holder of an allotment tenancy and a member of Llanharan RFC.

Cllr Chris Parker declared a personal interest in agenda item 11 (minute ref 2025/315) being a volunteer at the Pantry.

Cllr Geraint Hopkins declared a personal interest being President of Llanharan Rugby Club.

Cllr Janine Turner declared a personal and prejudicial interest in agenda item 16 (minute ref 2025/334).

The Clerk declared an interest in agenda item 16 (minute ref 2025/334).

2025/307 Public Speaking

None

2025/308 Minutes of Ordinary Meeting of the Council held on 20th November 2025

RESOLVED

To approve the minutes of the ordinary council meeting held on 20th November 2025 as a true and accurate record.

2025/309 Current casual vacancies of the Council

Noted

The statutory period where an election may be called having elapsed, the vacancy in the Brynna ward arising from the resignation of Cllr Claire Morgan is now available for co-option. The council now having two vacancies eligible for co-option in the Brynna ward and one in the Llanilid ward.



2025/310 Community Council Action Plan

Noted

2025/311 Correspondence

None

2025/312 Community Crime Statistics

Noted

2025/313 Council Expenditure for November 2025

RESOLVED

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

2025/314 Year-To-Date Spend vs Budget

Noted

2025/315 Pantry Finances Report

Noted

2025/316 Bryncae Community Centre Finance Report

Noted

2025/317 Audit completion notice for 31st March 2025

Noted

2025/318 Audit Wales Auditor General's report on the 2024/25 AGAR, being an unqualified audit

Noted with expressions of appreciation to the RFO and staff.



2025/319 Resolutions and recommendations of the Trenos and Ewenni Crossings Project (TEC) Committee held on 27th November 2025

NOTED

TEC2025/037 Scheme of Delegation for the Ewenny Bridge Project

RESOLVED

To adopt the scheme of delegation as presented in Appendix 3 to the meeting subject to the following alteration: That the value of £2,500 be replaced with the value £4,000 in the line, "The decision does not incur or commit expenditure likely to exceed £2,500(exclusive of VAT, if applicable)"

TEC2025/039 'Decisions made tracker' and 'decisions required. Log' and to consider the decisions required.

A1) RESOLVED To instruct Burroughs that the Council wishes to submit a planning LDC (Lawful Development Certificate) application and to obtain 3 prices from suitable planning consultants from which the Council will select, in order to facilitate the application.

A3) RESOLVED To indicate consent for Burroughs to engage directly with the LPA, NRW and DCWW as well as the Wildlife Trust of South and West Wales and those other groups and organisations explicitly mentioned in the tender pack or in subsequent correspondence.

A4) RESOLVED To consent to Burroughs seeking 3 quotations for the undertaking of an ecology survey to the wider area surrounding the project including the bridge, paths and potential contractor accesses. The Council to select a vendor in due course.

TEC2025/040 Route of the accessible paths to the North and South of the bridges.

A2) i) RESOLVED

For the proposed route of the accessible multiuser path to the South of the Trenos railway crossing bridge to run from Bryncae Community Centre Carpark to the Trenos railway crossing bridge. (Shown as the 'Yellow route' on the access audit plan). The full route, north to south to be both



wheelchair friendly and Bridleway specification along its length insofar as is possible.

A2)ii) RESOLVED

For the proposed route of the accessible multiuser path to the north of the Ewenny bridge to run from the northern end of the bridge up to the 'crossroads' in Brynna woods (shown as the 'orange route' on the access audit plan) and then to continue to the western exit to the woods at 'The Green' (Eco-houses) (shown as the left hand fork of the 'red route' on the access audit plan). The full route, north to south to be both wheelchair friendly and Bridleway specification along its length insofar as is possible.

2025/320 Resolutions and recommendations of the Events Committee held on 2nd December 2025

NOTED

EV2025/027 2025 Fireworks Display, post event review and decisions relating to the event plan for 2026.

a) RESOLVED

For the event to remain free of charge for 2026.

b) RESOLVED

For the Clerk to make further enquiries into other aspects of the event.

c) RESOLVED

To add the clarification of how to cancel tickets (including singles) to marketing information and signage and marketing reminding attendees to download tickets before arrival to the post event recommendations.



2025/321 Renewal of the Council's vehicle insurance policy

RESOLVED

To authorise the officers of the Council to spend up to a maximum of £3.250 on a suitable insurance policy covering the Council's vehicles on the terms outlined in the documents supplied to the meeting.

2025/321a To vary the order of business on the agenda

RESOLVED

To consider agenda items 18 and 19 after agenda item 30 and before agenda item 31.

2025/322 Progress of CIL Project LCC19/07 and its current dedication to the former Peterston Super Montem Parish Council.

Noted

2025/323 Draft Social Media Policy

a) RESOLVED

To note and approve the Employees' Social Media Policy provided to the Council in "Appendix 13" this policy having been considered and approved by the HR Committee.

b) RESOLVED

To approve the "Social Media Guidance for Members" document provided to the Council in "Appendix 13a".

Cllr Janine Turner joined the meeting.

2025/324 Draft Safeguarding Policy

RESOLVED

To adopt the Safeguarding Policy provided to the Council in "Appendix 14".



Cllr Nick Richards joined the meeting.

2025/325 Maintenance agreement for the War Memorials at Hillside Avenue and at St Peter's Church, Brynna

RESOLVED

To authorise the officers to renew the 3 contract with War Memorial Conservation Co for a further three years and to allocate £4,100 (net of VAT) for the purpose; the council not selecting the lowest quotation provided due to the importance of the memorials to the community, the risk of damage being caused to them by inappropriate treatment and the proven performance of War Memorial Conservation Co over many years.

2025/326 Digital Working Group updates and recommendations

None.

2025/327 Members' reports

Cllr Rhys Jenkins

The Council recorded its thanks for the work involved in arranging the Over 60s' Christmas lunches.

Cllr Andrew Morgan

Residents who attended the over 60's Christmas Lunches wished their thanks for the event to be passed on.

Cllr Mark Steer

The opportunity to engage with residents' and hear their concerns at the over 60's Christmas Lunches was very useful.

2025/328 Feedback from External Group Meetings

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

No meeting



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

No meeting. The AGM will be held in January 2026.

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

Cllr Feist was unable to attend the recent meeting of the HR committee and gave his apologies at the time.

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

The Headteacher passed on her thanks to the Chair of the Council for their message of goodwill sent during her recent period of absence. She is making a steady recovery.

e) Brynna Primary School appointed governor (Cllr Rhys Jenkins and Chris Parker)

No report.

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

No report

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

No recent meeting

2025/329 Planning Matters

Noted without formal comment.



2025/330 Annual Report

RESOLVED

To approve the Council's Annual Report for the municipal year 2024/25, incorporating the Council's action plan and biodiversity plan, as presented to the Meeting in "Appendix 23", recording thanks to the Officers for the considerable amount of work it represents throughout the year.

2025/331 Decisions relating to the One Voice Wales AGM 21st January 2026

RESOLVED

To nominate Cllr Robert Smith as the Council's delegate, with Cllr Chris Parker as his deputy, to attend the meeting and to the member in attendance to vote as he sees fit.

2025/332 Disposal of a chest freezer from 'the Pantry'

RESOLVED

To authorise the Officers to donate the freezer to a suitable charity or community group given that it is surplus to requirements and taking up space in Bryncae Community Centre following recent reorganisation of the office for health and safety reasons.

2025/333 To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960

RESOLVED

To exclude the press and public from the next item of business on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The Clerk declared an interest and left the meeting.

Cllr Janine Turner declared a personal and Prejudicial interest and left the meeting.



2025/334 Resolutions and recommendations of the Human Resources (HR) Committee held on 16th December 2025

NOTED

HR2025/025 The Clerk's annual appraisal.

RESOLVED

To approve the conclusions of the Clerk's annual appraisal and the targets for 2026.

a) RESOLVED

HR2025/026 One Voice Wales report undertaken on a 5-yearly basis to make recommendations regarding the Council's NALC LC scale and other matters.

a) RECOMMENDED

To accept the One Voice Wales report recommendation that the Council now sits at the 'below substantive benchmark' criteria for LC3 (Clerk SCP Points 33-36).

b) RESOLVED

HR2025/026

b) RECOMMENDED

To accept the recommendation of the One Voice Wales report that the salary for the post of Clerk should be set between SCP 33 and 36 and to recommend that the Clerk's salary should be set to SCP33 and that this should be backdated to the date of the report, from 1st June 2025.

The Clerk rejoined the meeting.



NOTED

HR2025/026

c) RESOLVED

For a future Full Council agenda item to consider the issue of whether the contractual SCP increment due in April 2026 should also be applied or whether the recommended SCP increase (if resolved) be considered the scale increase for 2026.

HR2025/027 Principle of pay scales for all roles within the Council and the methodology.

RESOLVED

For the Clerk to approach One Voice Wales to ascertain whether they can assist with job evaluation, grading and potential pay scales for officer roles and any costs associated with doing so.

HR2025/028 Completion of the 6-month probationary period for the Assistant Clerk, to note progress against the Training and achievement plan

a) RESOLVED

To approve the formal completion of the 6-month probationary period for the Assistant Clerk.

b) RESOLVED

To approve the completion of the training and achievement plan and to note the contractual increase to SCP24 for the Assistant Clerk to take effect from 1st January 2026.

NOTED

HR2025/029 Staffing and employment budget costs for the financial year 2026/27.

RESOLVED



To recommend to the Audit Committee an employments costs budget figure for 2026/27 of £159,230, the details of which to be entered into the 2026/27 budget spreadsheet.

HR2025/030 Contracts of employment for new staff and converted NALC contracts for existing staff.

a) RESOLVED

To approve the NALC Contract for Lisa Phillips as presented in "Appendix 8c" to the Committee.

b) RESOLVED

To approve the NALC Contract for Paul Beach as presented in "Appendix 8d" to the Committee.

HR2025/031 Employees' Social Media Policy

RESOLVED

To adopt the Employees' Social Media Policy as presented in "Appendix 9" to the Committee.

2025/335 Urgent Information & Future Agenda Items

None

There being no further business, the meeting closed at 8.05 pm.

The next scheduled meeting of Full Council will be held on 15th January 2026.

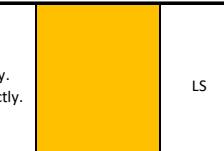
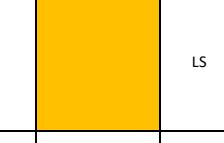
Councillor Rhys Jenkins
Chair of Llanharan Community Council



Llanharan Community Council - Action plan at 12.1.26

Action no	Date added	Category	From	Action	Notes	Status	Owner
2020/232h	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public.	To be progressed once ROW database progress made.		LS
2021/105		Full Council	CIL	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).	Lease to be prepared.		LS
2021/105		Full Council	CIL	RESOLVED Furthermore, that all negotiations with interested parties be delegated to the Officers of the Council in order to produce an appropriate agreement or agreements to be presented before Council for resolution at a later date.			LS
2022/039	18.2.22	Full Council	Audit	RESOLVED The Clerk to take such action as necessary to obtain a price of between £5000 and £3000 for the green tractor. If this price cannot be achieved following a reasonable period following advertising, then the Clerk to return to Council with a further recommendation.	Find logbook Advertise in appropriate channels. On hold pending report on Red tractor and developments RE Cut and collect. Note this action held whilst the red tractor was repaired.		LS
2022/083	22.4.22	Full Council	Full Council	2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project. RESOLVED To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.	In progress. Design completed and submitted to RCTBCB SuDs and Welsh Water in June 22. Tender issued July 23. Awaiting formal S187 agreement. DCWW awaiting a copy of the formal title deed. Clerk has requested from Land Registry Mau 2024 Awaiting S185 Oct 24. Awaiting final S185 from DCWW. S185 agreement with RCTCBC solicitors. Awaiting RCTCBC signoff. Nov 24. S185 obtained. Redwood engaged. 1.5.25 Sewert diversion complete. Awaiting completion certificate from DCWW Oct 25		LS
2022/098	20.5.22	Full Council	Full Council	To be altered - Minute 2022/090 Welcome and Apologies. Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.			LS
2022/108	22.5.22	Full Council	CIL	2022/108 RCTCBC CIL meeting RESOLVED For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.			LS

2022/233	16.12.2022	Full Council	ORA	<p>RESOLVED PSM32/1 near Gellifedi Road That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.</p>	<p>The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the PROW network and are prioritising our work/enforcement accordingly. I am happy to arrange a meeting but this is unlikely to happen over the coming weeks due to current work load.' No progress. currently with RCTCBC.</p>		LS
2023/017	20.01.2023	Full Council	Full Council	<p>2023/017 Covid 19 Plaque. RESOLVED £250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.</p>	Councillors to bring proposals to a future meeting.		NA
2023/041	17.02.2023	Full Council	ORA	<p>RESOLVED ORA2022/060 Urgent items for information or items for future agenda. Future agenda to include training on basic tree safety training for staff and interested members.</p>	Add to future agenda.		LS
2023/060	17.3.2023	Full Council	CIL	<p>RESOLVED CIL2023/010 CIL application for a community garden at Ynysmaerdy. To approve a CIL application for £2750 for a community garden at Ynysmaerdy from Ynysmaerdy Community Centre and for the project to be added to the CIL123 list and Active Project lists. For the Clerk to make the purchases up to the value of £2750 regarding the project if this is acceptable to the applicant or otherwise to grant the £2750 on the understanding that the presentation of invoices would be required as proof of purchase.</p>	<p>Added to lists. Awaiting progress. The Clerk has contacted the MOP involved and requested works be carried out Summer 2024. June 2024. Clerk has requested an update Oct 24. Residents intend to proceed with the project. Clerk requested update April 2025. Project underway May 25. Requested status update Nov 25</p>		LS
2023/142	16.6.23	Full Council	ORA	<p>RESOLVED ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2 For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.</p>	<p>Awaiting details of type and dimensions of required gate and consent from landowner. Cllr Steer engaging with landowner. June 2024. HOLD</p>		LS
2023/142	16.6.23	Full Council	ORA	<p>For the Clerk to be authorised to approach the relevant landowners to obtain permission for the Council to replace the way-marker and to replace the stile with a self-closing gate and to arrange access accordingly.</p>	<p>Clerk wrote to 3 x landowners 25.9.23. Awaiting responses. Response reviewed from 1, awaiting response from other. Have telephoned second landowner but awaiting response. Cllr Steer directly engaging landowners. June 2024, HOLD</p>		LS
2023/142	16.6.23	Full Council	ORA	<p>RESOLVED ORA2023/042 Cut and collect techniques The Officers carry out a cost benefit exercise on the proposal to use cut and collect techniques on Council land</p>	<p>Awaiting information on the potential for a grant to purchase equipment from Rachel Carter ref 2013/225. Note Emailed RC on 25.9.23 to seek help on what equipment req and what funding might be available.Cllr Steer carrying out further investigations. Deemed not cost effective.</p>	Abandoned	LS

2023/186	21.7.23	Full Council	CIL	<p>RESOLVED CIL2023/056 Further consideration of a CIL application from LRGT ref provision of a MUGA on the land adjacent to Bryncae Community Centre. That the matter be deferred to a future meeting of the CIL Committee to allow further informal negotiations to take place. The results of any negotiations to be confirmed in writing via the Clerk and reported to the Committee.</p>	<p>Informal negotiations held and results confirmed in writing. Awaiting legal deeds including title plan from LRGT. Chased June 2024 and subsequently. Provided with LRGT solicitors contact details and consent to engage directly. Contacted solicitor Oct 25</p>		LS
2023/286	17.11.2023	Full Council	Full Council	<p>2023/286 Venues and other arrangements for future Council meetings. RESOLVED For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.</p>			LS
2023/205	22.12.2023	Full Council	ORA	<p>RESOLVED ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.</p>	<p>Clerk to draw up draft process map.</p>		LS
2024/017	19.01.2024	Full Council	Full Council	<p>2024/017 £500 to purchase software to facilitate the development of electronic application forms RESOLVED To authorise the officers to spend \$399 dollars per year (or the £ sterling equivalent) if following an investigation into its capabilities, the plugin is felt to serve the purposes for which it would be intended. For the Officers in consultation with the Chair to proceed to develop draft forms and applications. The relevant committees to have final approval over the format and content of any application forms in the normal way prior to publishing.</p>	<p>DE to advise</p>		LS
2024/018	19.01.2024	Full Council	Full Council	<p>2024/018 £1,500 to make alterations to the Council office to improve security RESOLVED To authorise the officers of the Council to spend up to £1,500 to facilitate the fitting of a door latch and CCTV in the office. For a virement to be taken from general reserves and added to the office maintenance line</p>	<p>CCTV fitted May 25 Awaiting contractor to fit latch. Nudged Oct 24</p>		LS
2024/046	16.02.2024	Full Council	Full Council	<p>2024/046 Motion to instruct the Clerk to write to the relevant department of RCTCBC regarding flooding and drainage on the A473 near 'Llanharan Square'. RESOLVED The Clerk to write to the relevant department in RCTCBC to request what remedial work is required to the road drains on the A473 adjacent to the High Corner pub and to describe what, if any remedial work is planned over the next 12 months to rectify the situation".</p>	<p>Write letter and send. On hold ref RS</p>		LS
2024/071	22.03.2024	Full Council	BCC	<p>2024/071 Potential leasing of land around Bryncae Community Centre. RESOLVED For the Clerk to obtain estimates of cost from a solicitor to draft a lease agreement and act on the Council's behalf in this matter. Costs to be presented to a future meeting of council.</p>	<p>On Hold - Awaiting deeds/title plan from LRGT June 24. Permission given by LRGT for the Clerk to liaise directly with the solicitor.</p>		LS
2024/071	22.03.2024	Full Council	Full Council	<p>2024/071 RESOLVED For the Clerk to obtain comprehensive deeds for the land, including a title plan from LRGT.</p>	<p>Requested. Awaiting info from LRGT. Nudged April 24. Nudged June 2024. Clerk given permission to engage directly with LRGT solicitor Oct 25/</p>		LS

2024/135	21.06.2024	Full Council	ORA	<p>iii. RESOLVED ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee. To proceed with planting of seeds/bulbs on sections of new road (A473) as per the drawings attached in the appendix provided (appendix 4). Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions and ensuring appropriate plants are planted. The Clerk to seek permission from the landowner. The Clerk to ensure the landowner/local authority consents not to mow the areas where planting takes place in future.</p>	<p>Obtain consent from RCTCBC and / or landowner. Issue instruction to senior grounds person.</p> <p>RCT contacted 27.3.25 Landowner contacted Feb 25 - Awaiting consent. Nudged 9.5.25 Meeting offered by management company to take place July 25. Permission given to proceed. Inform Sharon of area to be sown so the grass is not cut there.</p>		LS
2024/139	21.06.2024	Full Council	Audit	f) To note recommendation 6 of the audit report and for the officers to draw up a simple guide to illustrate which documents should be posted on which section of the website with a simple guide to doing so.			LS
2024/139	21.06.2024	Full Council	Audit	h) To accept recommendation 8 of the audit report and for the officers to present draft policies to Council for adoption, specifically: A Social Media Policy; A Biodiversity, Crime and Disorder Policy; A Business Continuity Plan; A Freedom of Information Publication Policy; A Lone and Isolated Worker Policy; A Petition Policy; A Privacy Notice.	<p>Draft privacy notice presented to FC 17/07/2025 Draft Biodiversity, Crime and Disorder, Business Continuity and Petition policies prepared 08/08/2025 and presented to FC 20/11/2025 Draft Employees' Social Media policy prepared 18/11/2025 for presentation 18/12/2025 and resolved.</p>		RJ
2024/139	21.06.2024	Full Council	Audit	i) To note recommendation 9 of the audit report. For the officers to request of the auditor whether the current practices of the Council as described in the Council's Financial Regulations are legal, and if not for the auditor to provide the legal or statutory reference to which the Council is non-compliant for further consideration.	<p>The Clerk has written to the auditor 21.6.24</p>		LS
2024/139	21.06.2024	Full Council	Audit	j) To note recommendation 10 of the audit report. For the officers to request of the auditor the legal or statutory reference to which the payments are non-compliant or the NALC legal topic note dealing with this matter. One Voice Wales having confirmed the legality of such direct payments both prior to the payments being made and again following receipt of the audit report. Furthermore the officers having only found reference to double taxation relating to the duplication of services and having found no overarching bar to making payments directly to a school for non-curriculum activities.	<p>The Clerk has written to the auditor 21.6.24</p>		LS
2024/139	21.06.2024	Full Council	Audit	m) To accept recommendation 13 of the audit report and for the officers to draft new contracts for all staff using the NALC nationally agreed model contract issued by One Voice Wales in April 2024. These drafts to be presented to a future meeting of the HR Committee in the first instance.	<p>In progress. Draft presented to HR Committee Sept 24. Further work required. Clerk and new roles completed. RFO and Senior Groundsperson to be completed. Planned Dec 25</p>		LS
2024/139	21.06.2024	Full Council	Audit	o) To note recommendation 14 (the number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 9) of the audit report. For the officers to carry out an analysis of the practical and financial aspects of making changes to the account(s) for presentation to a future meeting of the Audit Committee.			LP
2024/303	20.12.2024	Full Council	Full Council	o) RESOLVED The RFO to become a co-signatory (along with Cllr Andrea James who is the current voluntary management committee's treasurer, in the interim period) to the existing bank account to comply with financial regulations and to use the existing bank account.	<p>Lease transfer date: 3rd Feb 2018</p>	Abandoned	LP
2024/163	19.07.2024	Full Council	Audit	iv. RESOLVED A2024/059 To defer consideration of the method of budgeting and administering the grant applications for The Wildlife Trust and LCDP to a future meeting of the Audit Committee.	<p>To be added to next Audit agenda</p>		LS

2024/177	19.07.2024	Full Council	Full Council	<p>2024/177 Letter to RCTCBC planning regarding Dragon International Studios planning applications</p> <p>RESOLVED</p> <p>To instruct the Clerk to write a letter to RCTCBC planning regarding Dragon International Studios planning applications 24/0511/10, 24/0513/10, 24/0524/10, 24/0525/10, 24/0526/10, 24/0527/10. The wording of the letter be altered from that presented in appendix 16 to remove factual inaccuracies and to reflect discussions held during the meeting.</p>			LS
2024/213a)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>a) RESOLVED</p> <p>ORA2024/054 Development of small 'Starter plots' on the councils allotment sites. To hold back 1 plot on each of the Council's allotment sites to be divided up and developed into smaller 'starter plots', with a view to letting in January 2025.</p>	Suitable plots identified on all three sites. Publicity prepared for a Facebook campaign. Interested parties viewing plots Jan 2026.		RJ
2024/213c)	20.09.2024	Full Council	ORA	<p>2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024</p> <p>c) RESOLVED</p> <p>ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps.</p> <p>For the condition of and future options for the repair or development of the Oakbrook Skatepark to be referred to the 'Oakbrook Refurb working Group' as a matter of urgency. The group's existing terms of reference are:</p> <p>Reporting to the CIL Committee. To investigate the feasibility and arrangements of refurbishing the Oakbrook skatepark. And to request that the group make recommendations to the CIL Committee, the outcome to be considered by Council at a future meeting.</p>	Inform Chair of working group. - Completed. Awaiting outcomes. Note working group reports to CIL.. WG arranged visit to site by skatepark provider (Dragon Play) July 25. Budget design and quote provided. Public consultation to be held to confirm design. Survey live. Dec 25 Contacted potential developer Jan 2026 to progress. Awaiting response.		LS
2024/287	22.11.2024	Full Council	HR	<p>2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024</p> <p>c) RESOLVED</p> <p>HR2024/027 Pay scales. To change the Clerk salary scale arrangements to fall in line with NALC best practice. For the Clerk's rate to ascend the incremental scale annually (within the applicable LC range) provided the annual performance appraisal explicitly states standard/satisfactory performance or above to activate an increase by 1 point on the scale. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026.</p>	Diarise process milestones. (Add to master planner).	Completed	LS
2024/287	22.11.2024	Full Council	HR	<p>2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024</p> <p>d) RESOLVED</p> <p>HR2024/027 Pay scales. For the principle of pay scales to be widened to all roles within the Council. The HR Committee to explore the mechanisms and methods of producing such pay scales for all staff with checks and balances to ensure the process is fair and transparent. A further proposal to be put before Council at a later date. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026</p>	Devise alternative payscale scheme. Diarise process milestones. (Add to master planner). SUPERCEDED by HR2025/027	Completed	LS

2024/287	22.11.2024	Full Council	HR	<p>2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024</p> <p>f) RESOLVED To transfer all staff contracts to the NALC model contract. The Clerk to present individual draft contracts to the HR Committee for prior approval at a future date, with the resolutions of Council made in line with HR2024/027 b), above, taken into account. Where approved the contracts shall be issued or subject to whatever statutory consultation process as is necessary.</p>	<p>Transfer all contract details to new forms and present to HR, On agenda of Dec 25 meeting.</p>	Completed	LS
2024/300	20.12.2024	Full Council	CIL	<p>g) RESOLVED CIL2024/047 To allocate £1,781.24 of CIL funds to project LCC19/07 Memorial Garden for extra surety cover, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists</p>	<p>Check with RCT and add to lists. Emailed RCT awaiting reply, list updated.</p>		LS
2024/300	20.12.2024	Full Council	CIL	<p>h) RESOLVED CIL2024/048 To allocate £588 of CIL funds for costs to ensure legionella compliance at the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists</p>	<p>Check with RCT and add to lists. Added to lists and emailed.</p>		LS
2024/300	20.12.2024	Full Council	CIL	<p>c) RESOLVED CIL2024/049 To allocate up to £2,000 of CIL funds for a building condition survey of the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend as per resolution 2024/288b) and to add to the CIL123 list and Active Project lists.</p>	<p>Check with RCT and add to lists. Added to lists and emailed.</p>		LS
2024/300	20.12.2024	Full Council	CIL	<p>d) RESOLVED CIL2024/050 To allocate £380 of CIL funds for costs to carry out a electrical safety inspection and to replace 2 x emergency light fittings at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists</p>	<p>Check with RCT and add to lists. Added to lists and emailed.</p>		LS
2024/300	20.12.2024	Full Council	CIL	<p>e) RESOLVED CIL2024/051 To allocate up to £500 of CIL funds for costs to carry out a commercial gas safe safety inspection at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists</p>	<p>Check with RCT and add to lists. Added to lists and emailed.</p>		LS
2024/301	20.12.2024	Full Council	ORA	<p>g) RESOLVED ORA2024/084 Expansion of the Pendre Allotment site. For the Clerk to advertise for expressions of interest for plots at the site to gauge demand with a view to having extra plots available in January 2026.</p>	<p>Pending. Current demand low. Engagement exercise to be planned for later in the year given current resources and time constraints. Note: These plots are now occupied. HOLD</p>		LS
2025/040	21.02.2025	Full Council	ORA	<p>2025/040 ORA Committee Recommendations (5th February 2025)</p> <p>c) RESOLVED ORA2025/010 To proceed with placing a bus shelter at the High Corner bus stop and to authorise the officers to spend up to £5,000 to facilitate the project and any consultation with interested parties via RCTCBC. The money to be taken from CIL funds if resolved by council following a recommendation of the CIL Committee, otherwise a virement to be made from general reserves.</p>	<p>Instructed RCT to proceed. March 25. Nudged May, June and August 2025, awaiting progress report. Made contact Sept 25 and example provided. for presentation to ORA. Expected completion 8 weeks. Half panel one side full panel Talbot green side. Chased Dec 25. Expected completion February 2026</p>		LS
2025/040	21.02.2025	Full Council	ORA	<p>2025/040 ORA Committee Recommendations (5th February 2025)</p> <p>f) RESOLVED ORA2025/012. To install signage on the new barriers at the Western End of the Meadow Rise Open Space stating, "Beware of traffic on road." For the Clerk to take advice on placement from RCTCBC highways.</p>	<p>RCT consulted, awaiting response. 26.6.25 No response received 12.9.25 so assume can be ordered. 13.11.25 RCT advised the sign cannot be placed on or near the highway. A location will be found further back from the road or an alternative proposed.</p>		LS

2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) h) RESOLVED ORA2025/014 Removal of Collapsed Fence on the Northern Boundary of Tan Y Bryn Bridleway. To approach the owners of the fence the northern boundary of Tan Y Bryn Bridleway for consent for Council staff to remove the damaged section of fencing.	Clerk to approach landowner. Note left at property to request contact Jan 26.		LS
2025/037	21.02.2025	Full Council	CIL	2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 c) RESOLVED CIL2025/010 To add the project 'Bus shelter at the High Corner' to the CIL123 and Active Project lists, allocating up to £5,000 of CIL funds. The ORA Committee to examine the details and make recommendations to full council.	Added to lists. Engage RCT for full spec and costs and program of work. Agreed. Nudged Arly June 25. Planned completion early December 2025. Nudged late Dec 25. Informed installation date Feb 26		LS
2025/043	21.02.2025	Full Council	Full Council	2025/043 SLA Proposal for Bryncae Community Centre a) RESOLVED To approve and accept the Service Level Agreement (SLA) proposal from RCTCBC for statutory compliance monitoring at Bryncae Community Centre.	RCT informed . Awaiting signing.		LS
2025/072	21.03.2025	Full Council	Full Council	2025/072 Digital Working Group b) RESOLVED To adopt the policy presented in 'Appendix 16' as the Council's formal policy for the use of artificial intelligence (AI).	Add to sharepoint and website. Staff to sign for Sharepoint and website - done		LS
2025/94g)	18.04.2025	Full Council	Audit	g) RESOLVED i) To seek further clarification from the auditor regarding the Clerk's salary as no material difference observed following subsequent checks. ii) To note and confirm the total precept value raised for financial year 2025/26 as £300,409.26 based on a Community Council tax band D rate of £83.92 and a tax base rate of £3579.71		g)ii Completed	LP
2025/95b)	18.04.2025	Full Council	HR	b) RESOLVED HR2025/006 One Voice Wales 5 yearly-assessment of the Council in line with the NALC LC scale. To engage One Voice Wales to carry out an independent, non-binding grading assessment of the Council and the Clerk for a cost of £220.	Inform OVW and request assessment - Done 25.4.25 Assessment taking place 15th May 2025. Presented to HR Committee Dec 25	Completed	LS
2025/125b)	16.05.2025	Full Council	Full Council	2025/125 legal costs and other matters relating to the transfer of the shower block. b) RESOLVED To authorise the officers of the Council to spend up to £3,200 on legal fees for the transfer of the shower block for LCC and LRGTE legal fees. Monies to be allocated to budget line "Professional and legal fees", with the Clerk making enquiries as to whether this spend can be allocated to CIL at a later date.	Process after an agreement has been made as to the specification and scope of improvement works - To be included in a legal agreement along with the other aspects agreed (eg Future spend commitments for statutory and other costs). Negotiations ongoing. Dec 25		LS

2025/139a)	20.06.2025	Full Council	Full Council	<p>2025/139 Alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process.</p> <p>a) RESOLVED To alter clause 33.2.6.iv to the following. "33.2.6.iv - The vote will comprise a show of hands, The exhaustive ballot method shall be used, that is, if a candidate receives more than 50% of the vote they are co-opted. If no candidate achieves more than 50% of the votes, the candidate or candidates with the fewest votes shall be eliminated from consideration. Additional ballots shall be held, with the remaining candidates, until one obtains a majority (>50%), at which point they shall be co opted. Any tie shall be settled by the Chair's casting vote. In the case of more than one vacancy, this process shall be repeated for each available seat".</p>	<p>Alter SO and produce (and issue) new version.</p> <p>Add to sharepoint.</p>		LS
2025/139b)	20.06.2025	Full Council	Full Council	<p>2025/139 Alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process.</p> <p>b) RESOLVED To add the following phrase to the standing orders. "Where the number of candidates equals the number of vacant seats, each candidate must in turn be proposed and seconded to be considered for co option and an ordinary vote taken to resolve to co-opt that candidate".</p>	<p>Alter SO and produce (and issue) new version.</p> <p>Add to sharepoint.</p>		LS
2025/149	20.06.2025	Full Council	Full Council	<p>2025/149 Further costs towards the Officer's annual SLCC membership</p> <p>RESOLVED To authorise the officers to spend a total of an additional £117 for the 3 memberships.</p>	<p>Pay the subscriptions</p>	Completed	LS
2025/215	19/09/2025	Full Council	Full Council	<p>2025/215 Resolutions and recommendation of the Bryncae Community Centre (BCC) Committee held on 29th July 2025</p> <p>RESOLVED To change the Council's financial regulations to allow integration of online payments, such as via Stripe payment software;</p>	<p>Amend FR</p>		LS
2025/232	19/09/2025	Full Council	Full Council	<p>2025/232 Purchase of 14th edition of "Arnold-Baker on Local Council Administration"</p> <p>RESOLVED To approve spending £176 on the 14th edition of the book "Arnold-Baker on Local Council Administration" and to delegate authority to the officers to purchase new editions in future as they are published.</p>	<p>Ordered. Chased Dec 25</p>		LS
2025/256	17/10/2025	Full Council	Full Council	<p>2025/256 Service Level Agreement with South Wales Police for the provision of additional PCSO resources</p> <p>RESOLVED To direct the officers of the council to make enquiries into an SLA with South Wales Police for the provision of additional PCSO resources in the community, and to provide a report with options to a future meeting of the council.</p>	<p>Investigate previous SLA's between SWP and other TCC's (Eg Llanelli TC) and make contact with SWP. - Emnailed Oct 25. Llanelli TC approached for copy (FOI Request).- Does not exist. Raised with Neighbourhood policing team Nov 25 and Dec 25 - Chasing. Chased Jan 25</p>		LS
2025/258	17/10/2025	Full Council	Full Council	<p>2025/258 Recording of online sessions during periods where the press and public are excluded</p> <p>RESOLVED To alter the Standing Orders of the Council to clarify that recording of online sessions will be suspended during periods where the press and public are excluded, with the exception of the meetings of the HR committee which are in any case exempt from FOI legislation.</p>	<p>Amend Standing Orders - Check if any other amendments outstanding in this action plan.</p>		LS

2025/259	17/10/2025	Full Council	Full Council	<p>2025/259 To consider altering the Council's Standing Orders in relation to the process by which members can request items to be added to the agenda for any meeting</p> <p>RESOLVED</p> <p>To alter the Standing Orders to incorporate the use of the form presented in 'Appendix 18' as a standard process by which members can request items to be added to the agenda for any meeting. The form being adapted to remove the requirements for a) members to submit telephone numbers and for b) a second member's support.</p>	<p>Send amended form to all members - Completed</p> <p>Add to Standing Orders and amend (Check if any other amendments outstanding in this action plan)</p>	 	LS
2025/276	21/11/2025	Full Council	Full Council	<p>2025/276 Minutes of Ordinary Meeting of the Council held on 16th October 2025</p> <p>RESOLVED</p> <p>To amend the reference in Cllr Steer's report (Minute Ref 2025/260) to the removal of a barrier as the responsibility of Trivallis not RCTCBC.</p> <p>RESOLVED</p> <p>Subject to the amendment noted in 2025/276a) to approve the minutes of the ordinary council meeting held on 16th October 2025 as a true and accurate record.</p>			LS
2025/290a)	21/11/2025	Full Council	CIL	<p>2025/290 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 13th November 2025</p> <p>a) RESOLVED</p> <p>CIL2025/041 To increase the CIL allocation for the Memorial Garden/Garage project to £155,000 and to authorise the officers to spend up to this amount.</p>	Alter CIL lists		LS
2025/290b)	21/11/2025	Full Council	CIL	<p>2025/290 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 13th November 2025</p> <p>b) RESOLVED</p> <p>CIL2025/042a) To remove from the CIL 123 list "Provision for a 4G sports pitch" (Value £400,000)</p>	Alter CIL lists		LS
2025/290c)	21/11/2025	Full Council	CIL	<p>2025/290 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 13th November 2025</p> <p>c) RESOLVED</p> <p>CIL2025/042b) To remove from the CIL 123 list "Purchase of the Harold Street open space land". (Value £40,000)</p>	Alter CIL lists		LS
2025/292	21/11/2025	Full Council	Full Council	<p>2025/292 Draft Biodiversity Policy</p> <p>RESOLVED</p> <p>To adopt the Biodiversity policy provided to the Council in Appendix 14.</p>	Append with resolution number and issue date. Add to website. Ensure Master documents stored in sharepoint (Word and PDF)	Completed	RJ

2025/319a)	19/12/2025	Full Council	TEC	Project (TEC) Committee held on 27th November 2025 TEC2025/037 Scheme of Delegation for the Ewenny Bridge Project RESOLVED To adopt the scheme of delegation as presented in Appendix 3 to the meeting subject to the following alteration: That the value of £2,500 be replaced with the	Amend scheme wording.	Completed	LS
2025/319b)	19/12/2025	Full Council	TEC	Project (TEC) Committee held on 27th November 2025 TEC2025/039 'Decisions made tracker' and 'decisions required. Log' and to consider the decisions required. A1) RESOLVED To instruct Burroughs that the Council wishes to submit a planning LDC (Lawful Development Certificate) application and to obtain 3 prices from	Contact Burroughs. Seek planning consultancy quotations. Burroughs informed, awaiting quoted	Not Started	LS
2025/319c)	19/12/2025	Full Council	TEC	2025/319 Resolutions and recommendations of the Trenos and Ewenni Crossings Project (TEC) Committee held on 27th November 2025 A3) RESOLVED To indicate consent for Burroughs to engage directly with the LPA, NRW and DCWW as well as the Wildlife Trust of South and West Wales and those other groups and organisations explicitly mentioned in the tender pack or in subsequent correspondence.	Communicate this to Burroughs	Completed	LS
2025/319d)	19/12/2025	Full Council	TEC	2025/319 Resolutions and recommendations of the Trenos and Ewenni Crossings Project (TEC) Committee held on 27th November 2025 A4) RESOLVED To consent to Burroughs seeking 3 quotations for the undertaking of an ecology survey to the wider area surrounding the project including the bridge, paths and potential contractor accesses. The Council to select a vendor in due course.	Inform Burroughs. Await quotations.	Not Started	LS
2025/319e)	19/12/2025	Full Council	TEC	2025/319 Resolutions and recommendations of the Trenos and Ewenni Crossings Project (TEC) Committee held on 27th November 2025 TEC2025/040 Route of the accessible paths to the North and South of the bridges. A2) i) RESOLVED For the proposed route of the accessible multiuser path to the South of the Trenos railway crossing bridge to run from Bryncae Community Centre Carpark to the Trenos railway crossing bridge. (Shown as the 'Yellow route' on the access audit plan). The full route, north to south to be both wheelchair friendly and Bridleway specification along its length insofar as is possible. A2) ii) RESOLVED For the proposed route of the accessible multiuser path to the north of the Ewenny bridge to run from the northern end of the bridge up to the 'crossroads' in Brynna woods (shown as the 'orange route' on the access audit plan) and then to continue to the western exit to the woods at 'The Green' (Eco-houses) (shown as the left hand fork of the 'red route' on the access audit plan). The full route, north to south to be both wheelchair friendly and Bridleway specification along its length insofar as is possible.	Instruct contractors accordingly. Burroughs informed.	Completed	LS

2025/320a)	19/12/2025	Full Council	Events	2025/320 Resolutions and recommendations of the Events Committee held on 2nd December 2025 EV2025/027 2025 Fireworks Display, post event review and decisions relating to the event plan for 2026. a) RESOLVED For the event to remain free of charge for 2026.	Note for future planning	Noted	NA
2025/320b)	19/12/2025	Full Council	Events	2025/320 Resolutions and recommendations of the Events Committee held on 2nd December 2025 EV2025/027 2025 Fireworks Display, post event review and decisions relating to the event plan for 2026. b) RESOLVED For the Clerk to make further enquiries into other aspects of the event.	See Clerk's notes	Completed	LS
2025/320b)	19/12/2025	Full Council	Events	2025/320 Resolutions and recommendations of the Events Committee held on 2nd December 2025 EV2025/027 2025 Fireworks Display, post event review and decisions relating to the event plan for 2026. c) RESOLVED To add the clarification of how to cancel tickets (including singles) to marketing information and signage and marketing reminding attendees to download tickets before arrival to the post event recommendations.	Note for future planning	Noted	NA
2025/321	19/12/2025	Full Council	Full Council	2025/321 Renewal of the Council's vehicle insurance policy RESOLVED To authorise the officers of the Council to spend up to a maximum of £3,250 on a suitable insurance policy covering the Council's vehicles on the terms outlined in the documents supplied to the meeting.	Purchase the policy	Completed	LS
2025/323	19/12/2025	Full Council	Full Council	RESOLVED To note and approve the Employees' Social Media Policy provided to the Council in "Appendix 13" this policy having been considered and approved by the HR Committee. RESOLVED To approve the "Social Media Guidance for Members" document provided to the Council in "Appendix 13a".	Append date and minute ref to both documents. Upload to website.	Completed	RJ
2025/324	19/12/2025	Full Council	Full Council	2025/324 Draft Safeguarding Policy RESOLVED To adopt the Safeguarding Policy provided to the Council in "Appendix 14".	Append date and minute ref. Upload to website. Check all 3 officers havbe completed the SLCC safeguarding training.	Noted	RJ

2025/325	19/12/2025	Full Council	Full Council	<p>St Peter's Church, Brynna</p> <p>RESOLVED</p> <p>To authorise the officers to renew the 3 contract with War Memorial Conservation Co for a further three years and to allocate £4,100 (net of VAT) for the purpose; the council not selecting the lowest quotation provided due to the importance of the memorials to the community, the risk of damage being caused to them by inappropriate treatment and the proven performance of War Memorial Conservation Co over many years.</p>	Renew contract with WMCC.		RJ
2025/330	19/12/2025	Full Council	Full Council	<p>2025/330 Annual Report</p> <p>RESOLVED</p> <p>To approve the Council's Annual Report for the municipal year 2024/25, incorporating the Council's action plan and biodiversity plan, as presented to the Meeting in "Appendix 23", recording thanks to the Officers for the considerable amount of work it represents throughout the year.</p>	Upload to website	Completed	RJ
2025/332	19/12/2025	Full Council	Full Council	<p>RESOLVED</p> <p>To authorise the Officers to donate the freezer to a suitable charity or community group given that it is surplus to requirements and taking up space in Bryncae</p>	Identify suitable recipient. The Hedgehog Hospital (Registered Charity) have accepted the donation offer and will take delivery towards the end of January 2025.	Completed	LS
2025/334	19/12/2025	Full Council	HR	<p>2025/334 Resolutions and recommendations of the Human Resources (HR) Committee held on 16th December 2025</p> <p>RESOLVED</p> <p>HR2025/026 One Voice Wales report undertaken on a 5-yearly basis to make recommendations regarding the Council's NALC LC scale and other matters.</p> <p>a) RECOMMENDED</p> <p>To accept the One Voice Wales report recommendation that the Council now sits at the 'below substantive benchmark' criteria for LC3 (Clerk SCP Points 33-36).</p> <p>b) RECOMMENDED</p> <p>To accept the recommendation of the One Voice Wales report that the salary for the post of Clerk should be set between SCP 33 and 36 and to recommend that the Clerk's salary should be set to SCP33 and that this should be backdated to the date of the report, from 1st June 2025.</p>	Implement as recommended		LP

Appendix 4

To note community crime statistics published on the publicly available South Wales Police website.

Full stats available at:

<https://www.south-wales.police.uk/area/your-area/south-wales/mid-glamorgan/brynnna-and-llanharan/about-us/top-reported-crimes-in-this-area>

Crimes and priorities

Top reported crimes in this area Crime map Our priorities

Top reported crimes

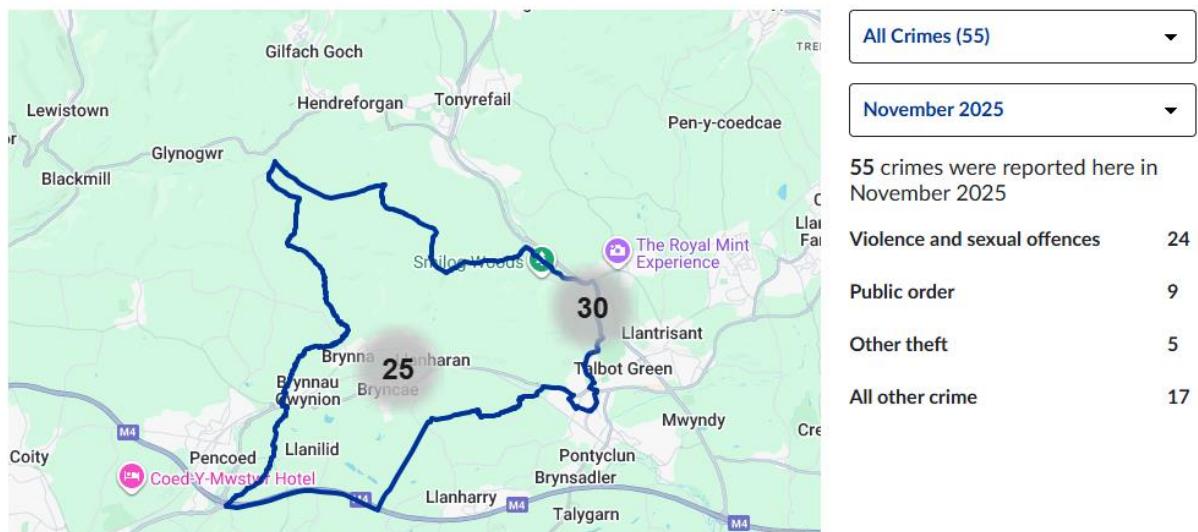
Most commonly reported crimes during Nov 2025

Violence and sexual offences	24
Public order	9
Other theft	5
Drugs	3

Crime levels in your area

Crime for last year





Street briefing - discuss local concerns/issues with local pcso

- ⌚ 1:00PM - 1:30PM, Sat 07 February 2026
- 📍 Bryncae Community Centre, Pontyclun

PACT meeting at Bryncae community centre

- ⌚ 7:30PM - 8:30PM, Wed 18 March 2026
- 📍 Bryncae Community Centre, Pontyclun

Current and Premium Bank A/c

List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/12/2025	SSE Electric	DDR	178.97	DDR	IV03739929
03/12/2025	FareShare Cymru	5634	69.00	CP	5634
04/12/2025	Fungrenade	1482	92.22	CP	1482
05/12/2025	Barclays Bank	DIRECT	9.98	Direct	13oct/12nov
08/12/2025	Tesco Mobile phones x 3	DDR	10.46	DDR	134267787357
08/12/2025	Stuart Watkins (Magic Stu)	BACS	85.00	CP	211225 BALANCE
10/12/2025	Sarah's The Greengrocer	091225	2,132.50	DE	091225
10/12/2025	Pencoed Travel	22379	200.00	DE	22379
10/12/2025	Thomas Fattorini	I303850	447.86	DE	I303850
10/12/2025	British Telecomm	Q105 Y9	359.75	DE	Q105 Y9
10/12/2025	Direct Access Consultancy Ltd	DAS1918	2,198.40	DE	DAS1918
12/12/2025	Total Energies	DDR	214.60	DDR	395551216/25
13/12/2025	Sunbelt Rentals	28362871	632.86	RJ	28362871
13/12/2025	Sunbelt Rentals	28362871	-632.86	RJ	28362871
15/12/2025	ARVAL	DDR	500.58	DDR	RI0014274851
15/12/2025	RCT	53276220	852.00	CP	53276220
15/12/2025	Jack Millard	001	29,537.40	CP	001 MEMGARDEN
15/12/2025	Rebecca Jenkins	BACS	238.00	CP	121225SLCC MEMB/SAFE
15/12/2025	Arthur John	BACS	561.00	CP	41063
15/12/2025	Flame Protect	I002091	570.00	CP	I002091
17/12/2025	Barclaycard	BcardNov25	1,435.95		Bcard Nov 25
17/12/2025	Claire Lingard	BACS	448.87	RJ	100466
17/12/2025	SLCC ENTERPRISES	QL208375-1	36.00	RJ	QL208375-1
17/12/2025	SLCC ENTERPRISES	QL208377-1	36.00	RJ	QL208377-1
18/12/2025	Pencoed Travel	BACS	70.00	CP	22379
18/12/2025	Leigh Smith	BACS	245.00	CP	SLCCMEMB
19/12/2025	Talk Talk	DDR	46.00	DDR	857342
19/12/2025	O Darling	BACS	-10.00	RJ	Olivia Darling Stall
22/12/2025	Cresta Catering	SI-2592	9,627.48	CP	SI-2592
22/12/2025	Llanharan PrimarySchoolPrivate	BACS	120.00	CP	BusSnrConcert
22/12/2025	Llanharan OAP Association	6/2025 Q3	90.00	CP	6/2025 Q3
22/12/2025	AG Gallagher	32264407	3,227.30	RJ	32264407
23/12/2025	STAFF SALARIES	DEC25WAGES	7,696.77	CP	SalariesDec25
23/12/2025	RCT Pension Payment	BACS	2,332.49	CP	Dec25 remit
23/12/2025	BrynnnaPrimaryPrivateFund	BACS	100.00	CP	SNRSCONCERT25
23/12/2025	Welsh Water	5027040701	90.10	CP	895027040701
23/12/2025	Welsh Water	4454506001	70.32	CP	894454506001
23/12/2025	EDF	91538836	132.29	DDR	KI-91538836 (E)
24/12/2025	EDF	26098917	266.71	DDR	26098917
29/12/2025	Clarity Copiers	234699	10.81	DDR	234699
29/12/2025	Barclaycard	BcardDec25	1,923.58		BcardDec25

Total Payments 66,253.39

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/12/2025	Current and Premium Bank A/c	BcardNov25	1,435.95		Bcard Nov 25
29/12/2025	ALDI	211125	57.31	PB	Pantry
29/12/2025	ALDI	281125	106.16	PB	Pantry
29/12/2025	ALDI	051225	86.59	PB	Pantry
29/12/2025	ALDI	121225	108.06	PB	Pantry
29/12/2025	Staples	3E93358	73.57	RJ	BCC Cleaning Materials
29/12/2025	ZOOM	CREDITCARD	15.59	LP	INV333836883
29/12/2025	Microsoft	E0200XUIOD	119.23	LS	E0200XUIOD
29/12/2025	Microsoft	E0200XUJHN	18.48	LS	E0200XUJHN
29/12/2025	Amazon	711047987	59.98	LS	2025-711047987
29/12/2025	Amazon	711048009	94.90	LS	2025-711048009
29/12/2025	Microsoft	G129161333	87.34	LS	Co pilot
29/12/2025	ZOOM	333457655	12.99	LS	Zoom
29/12/2025	Card Factory	3077	9.00	RJ	Wrapping paper
29/12/2025	Cut Price Wholesaler	20262073	206.39	RJ	Santa gifts 25
29/12/2025	Screwfix	CREDITCARD	298.44	RJ	A23713205718
29/12/2025	Purozo	10379	54.48	RJ	Surface Cleaner
29/12/2025	Mend-A-Shu	251125	71.70	LS	Office key cutting
29/12/2025	Office Stationery	922890905	65.68	RJ	Paper Hand Towels
29/12/2025	ALDI	241125	5.94	LP	241125
29/12/2025	Tesco	CREDITCARD	189.37	RJ	SnrDinnerRaffle
29/12/2025	Llanharan Service Station	CREDITCARD	6.65		25121201010317
29/12/2025	SLM Tyres	2590	63.00	LS	2590
29/12/2025	Arthur John	01	59.10	RJ	Allotment Keys/locks
29/12/2025	Quinnys Tyres	CREDITCARD	20.00	PB	Van puncture repair 021225
29/12/2025	Trustmark Print & Design	083253	8.73	RJ	083253
29/12/2025	Images Design	4509	25.00	RJ	MH play area sign
29/12/2025	office Stationery	922890905	-65.68	LP	Paper Hand Towels Entry Error
29/12/2025	Office Stationery	922890905	65.58	RJ	Paper Hand Towels

Total Payments 3,359.53

07/01/2026

Llanharan Community Council FY25-26

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Detailed Income & Expenditure by Budget Heading 31/12/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept		300,409	300,409	(0)			100.0%	
1090 PSDF Re-invested dividend		41,270	20,000	(21,270)			206.3%	
1100 Agency Income		0	1,330	1,330			0.0%	
1990 Other Income		692	1,000	308			69.2%	
Income :- Income		<u>342,371</u>	<u>322,739</u>	<u>(19,632)</u>			<u>106.1%</u>	<u>0</u>
Net Income		<u>342,371</u>	<u>322,739</u>	<u>(19,632)</u>				
<u>200 Administration</u>								
4000 Staff Salaries & Wages (Net)		66,950	74,182	7,232		7,232	90.3%	
4005 Employer & Employee Pension		20,278	29,434	9,156		9,156	68.9%	
4010 Employer & Employee NI & Tax		10,156	44,158	34,002		34,002	23.0%	
4055 Mileage & Subsistence		85	200	116		116	42.3%	
4057 HR Expenditure		444	1,000	556		556	44.4%	
4060 Council Tax		2,386	2,500	114		114	95.4%	
4065 Office Rent		1,750	3,500	1,750		1,750	50.0%	
4066 Meeting venue hire		270	400	130		130	67.5%	
4070 IT Costs (Office 365)Web Site		6,253	4,400	(1,853)		(1,853)	142.1%	
4075 Telephone & Broadband		977	1,450	473		473	67.4%	
4080 Electric		1,234	1,800	566		566	68.6%	
4085 Water Rates (for Office)		172	200	28		28	85.9%	
4090 Stationery and postage		140	350	210		210	40.1%	
4095 Cleaning Materials		0	50	50		50	0.0%	
4100 Cleaning Contract		768	1,200	432		432	64.0%	
4102 Medical Supplies		24	0	(24)		(24)	0.0%	
4105 Office Cap ExpChain of Office		2,712	1,000	(1,712)		(1,712)	271.2%	
4110 Building Maintenance		2,527	3,300	773		773	76.6%	
4115 Professional and Legal Fees		574	3,500	2,926		2,926	16.4%	
4116 Land Registry Fees		77	240	163		163	32.1%	
4120 Internal Audit Fees		458	1,125	667		667	40.7%	
4125 External Audit Fees		740	800	60		60	92.5%	
4130 Subscriptions and Memberships		2,526	2,750	224		224	91.8%	
4135 Bank Charges		109	300	191		191	36.4%	
Administration :- Indirect Expenditure		<u>121,608</u>	<u>177,839</u>	<u>56,231</u>	<u>0</u>	<u>56,231</u>	<u>68.4%</u>	<u>0</u>
Net Expenditure		<u>(121,608)</u>	<u>(177,839)</u>	<u>(56,231)</u>				
<u>220 Insurances</u>								
4200 General Insurance		5,981	6,000	19		19	99.7%	
4205 Vehicle Insurance		3,227	3,500	273		273	92.2%	

Continued over page

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Office Insurance	0	250	250		250	0.0%	
Insurances :- Indirect Expenditure	9,208	9,750	542	0	542	94.4%	0
Net Expenditure	(9,208)	(9,750)	(542)				
<u>240 Staff & Member Training</u>							
4300 Members Training	880	1,100	221		221	80.0%	
4305 Staff Training	773	1,700	928		928	45.4%	
Staff & Member Training :- Indirect Expenditure	1,652	2,800	1,148	0	1,148	59.0%	0
Net Expenditure	(1,652)	(2,800)	(1,148)				
<u>260 Member's Allowances</u>							
4350 Chair	1,200	1,500	300		300	80.0%	
4355 Special Responsibility	400	500	100		100	80.0%	
4360 Member Allowances	2,190	2,912	722		722	75.2%	
Member's Allowances :- Indirect Expenditure	3,790	4,912	1,122	0	1,122	77.2%	0
Net Expenditure	(3,790)	(4,912)	(1,122)				
<u>300 Plant & Equipment</u>							
4400 Plant Purchase / Lease	4,452	5,500	1,048		1,048	80.9%	
4415 Red Tractor Maintenance	0	1,200	1,200		1,200	0.0%	
4420 Portable & Hand Tools Purchase	7	250	243		243	2.9%	
4425 Portable & Hand Tool Maint	28	400	372		372	6.9%	
4430 PPE - New & Replacement	163	300	137		137	54.2%	
4435 Plant & Equipment Fuel	385	750	365		365	51.3%	
Plant & Equipment :- Indirect Expenditure	5,034	8,400	3,366	0	3,366	59.9%	0
Net Expenditure	(5,034)	(8,400)	(3,366)				
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	12,201	9,500	(2,701)		(2,701)	128.4%	
4505 Christmas Lights and Trees	13,342	35,000	21,658		21,658	38.1%	
4510 Public Clocks - Maintenance	523	500	(23)		(23)	104.6%	
4515 Notice Boards - Maintenance	0	100	100		100	0.0%	
4520 Bus shelter - Maintenance	0	500	500		500	0.0%	
4525 Planters - Maintenance	6	100	94		94	5.8%	
4530 Benches & Tables Maintenance	0	100	100		100	0.0%	
Street Furnishings :- Indirect Expenditure	26,073	45,800	19,727	0	19,727	56.9%	0
Net Expenditure	(26,073)	(45,800)	(19,727)				

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500</u>	<u>Community Functions</u>							
4600	Christmas Dinners	8,624	6,500	(2,124)		(2,124)	132.7%	
4610	Firework Display	9,620	10,000	380	380		96.2%	
4615	Multi Cultural Carnival	7,847	13,500	5,653		5,653	58.1%	
	Community Functions :- Indirect Expenditure	26,091	30,000	3,909	0	3,909	87.0%	0
	Net Expenditure	(26,091)	(30,000)	(3,909)				
<u>550</u>	<u>Grants</u>							
4700	General Grants	6,202	10,000	3,798		3,798	62.0%	
4710	LCDP - SLA	30,000	25,000	(5,000)		(5,000)	120.0%	
4715	Wild Life Trust - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
	Grants :- Indirect Expenditure	36,202	45,000	8,798	5,000	3,798	91.6%	0
	Net Expenditure	(36,202)	(45,000)	(8,798)				
<u>600</u>	<u>Outdoor Spaces</u>							
4800	Rights of Way	0	1,330	1,330		1,330	0.0%	
4805	Skateboard Park - Maintenance	110	1,000	890		890	11.0%	
4810	Play & O/Spaces Maintenance	2,359	1,500	(859)		(859)	157.3%	
4815	General Repair	1	250	249		249	0.4%	
	Outdoor Spaces :- Indirect Expenditure	2,470	4,080	1,610	0	1,610	60.5%	0
	Net Expenditure	(2,470)	(4,080)	(1,610)				
<u>620</u>	<u>War Memorials</u>							
4855	Other Maintenance	37	500	463		463	7.4%	
	War Memorials :- Indirect Expenditure	37	500	463	0	463	7.4%	0
	Net Expenditure	(37)	(500)	(463)				
<u>630</u>	<u>Llanharan Pantry</u>							
1991	Llanharan Pantry	8,438	0	(8,438)			0.0%	8,438
	Llanharan Pantry :- Income	8,438	0	(8,438)				8,438
4730	Llanharan Pantry Expenses	3,829	0	(3,829)		(3,829)	0.0%	4,083
	Llanharan Pantry :- Indirect Expenditure	3,829	0	(3,829)	0	(3,829)		4,083
	Net Income over Expenditure	4,609	0	(4,609)				
6000	plus Transfer from EMR	4,083	0	(4,083)				
6001	less Transfer to EMR	8,438	0	(8,438)				
	Movement to/(from) Gen Reserve	253	0	(253)				

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640</u>	<u>Bryncae Community Centre</u>							
1992	BCC Hire Fees	8,880	13,500	4,620			65.8%	8,880
	Bryncae Community Centre :- Income	8,880	13,500	4,620			65.8%	8,880
4060	Council Tax	7,668	8,500	832	832	90.2%	7,668	
4075	Telephone & Broadband	358	600	242	242	59.7%	358	
4080	Electric	1,535	4,000	2,465	2,465	38.4%	1,535	
4095	Cleaning Materials	314	370	56	56	84.8%	314	
4100	Cleaning Contract	1,758	2,500	742	742	70.3%	1,758	
4110	Building Maintenance	84	1,000	916	916	8.4%	84	
4135	Bank Charges	10	130	120	120	7.7%	10	
4755	Energy - Gas	834	5,500	4,666	4,666	15.2%	1,171	
4760	BCC Water Rates	0	1,000	1,000	1,000	0.0%		
4765	BCC Statutory Compliance Fees	1,638	1,000	(638)	(638)	163.8%	1,638	
4770	BCC Telephone/Broadband *DNU*	0	0	0	0	0.0%		
4775	Consumables	238	350	112	112	68.1%	238	
4780	BCC Administrative Costs	233	0	(233)	(233)	0.0%	233	
	Bryncae Community Centre :- Indirect Expenditure	14,671	24,950	10,279	0	10,279	58.8%	15,008
	Net Income over Expenditure	(5,791)	(11,450)	(5,659)				
6000	plus Transfer from EMR	15,008	0	(15,008)				
6001	less Transfer to EMR	8,880	0	(8,880)				
	Movement to/(from) Gen Reserve	337	(11,450)	(11,787)				
<u>650</u>	<u>Street Lighting Electric</u>							
4575	Street Lighting Electric	0	500	500	500	0.0%		
	Street Lighting Electric :- Indirect Expenditure	0	500	500	0	500	0.0%	0
	Net Expenditure	0	(500)	(500)				
<u>700</u>	<u>Allotments</u>							
1200	Allotment Income	843	3,150	2,307			26.8%	
	Allotments :- Income	843	3,150	2,307			26.8%	0
4900	Allotment Lease Costs	0	22	22	22	0.0%		
4901	Allotment Maintenance	394	600	206	206	65.6%		
4905	Allotment Water	270	400	130	130	67.4%		
	Allotments :- Indirect Expenditure	663	1,022	359	0	359	64.9%	0
	Net Income over Expenditure	180	2,128	1,948				

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>750</u>	<u>Community Infrastructure Levy</u>							
1300	Community Infrastructure Levy	153,861	0	(153,861)			0.0%	153,861
	Community Infrastructure Levy :- Income	153,861	0	(153,861)				153,861
4955	CIL Project 1 Memorial Garden	58,674	0	(58,674)	(58,674)	0.0%	58,674	
4958	CIL Grants	49,551	0	(49,551)	(49,551)	0.0%	49,551	
4965	CIL LCC shower block	1,310	0	(1,310)	(1,310)	0.0%	1,310	
4966	CIL Project Ewenny Bridge	10,870	0	(10,870)	(10,870)	0.0%	10,870	
4969	CIL Bryncae Community Centre	475	0	(475)	(475)	0.0%	475	
	Community Infrastructure Levy :- Indirect Expenditure	120,880	0	(120,880)	0	(120,880)		120,880
	Net Income over Expenditure	32,980	0	(32,980)				
6000	plus Transfer from EMR	120,880	0	(120,880)				
6001	less Transfer to EMR	153,861	0	(153,861)				
	Movement to/(from) Gen Reserve	0	0	0				
	Grand Totals:- Income	514,393	339,389	(175,004)			151.6%	
	Expenditure	372,207	355,553	(16,654)	5,000	(21,654)	106.1%	
	Net Income over Expenditure	142,186	(16,164)	(158,350)				
	plus Transfer from EMR	139,971	0	(139,971)				
	less Transfer to EMR	171,178	0	(171,178)				
	Movement to/(from) Gen Reserve	110,978	(16,164)	(127,142)				

Appendix 7

	Date	£	Receipt	Description
Money In				
Brought forward from 24/25	01/04/2025	1465.12		EMR from 24/25
RCT Grant	25/09/2025	1000.00		
National Lottery Grant	26/09/2025	6000.00		
Total cash receipts	Rolling	1520.54		
Total in				9985.66

Money Out

Aldi	02/04/2025	78.99		
Fareshare	07/04/2025	65.00		inv 4498
Aldi	11/04/2025	85.35		
Aldi	17/04/2025	48.88		
Aldi	24/04/2025	27.76		
Aldi	02/05/2025	83.36		
Aldi	09/05/2025	85.76		
Aldi	16/05/2025	42.82		
Aldi	23/05/2025	50.06		
Aldi	29/05/2025	26.41		
Aldi	05/06/2025	120.45		
Aldi	12/06/2025	112.36		
Aldi	19/06/2025	64.10		
Aldi	26/06/2025	79.08		
Aldi	04/07/2025	92.12		
Aldi	11/07/2025	107.15		
Aldi	17/07/2025	107.18		
Aldi	25/07/2025	67.02		
Aldi	01/08/2025	59.19		
Aldi	15/08/2025	84.30		
Aldi	21/08/2025	95.39		
Aldi	29/08/2025	100.53		
Aldi	02/09/2025	87.74		
FareShare	26/05/2025	65.00		
FareShare	03/06/2025	65.00		
FareShare	09/07/2025	65.00		
FareShare	30/07/2025	65.00		
FareShare	05/09/2025	65.00		
Aldi	11/09/2025	102.17		
Aldi	17/09/2025	82.42		
Aldi	17/09/2025	37.45		

Balance of Funds

5894.64

**Ave footfall on a Saturday since
05/04/2025**

8

Future funding Approx. weeks

57 weeks

07/01/2026

Llanharan Community Council FY25-26

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Detailed Income & Expenditure by Budget Heading 31/12/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640</u>	<u>Bryncae Community Centre</u>							
1992	BCC Hire Fees	8,880	13,500	4,620			65.8%	8,880
	Bryncae Community Centre :- Income	8,880	13,500	4,620			65.8%	8,880
4060	Council Tax	7,668	8,500	832	832	90.2%	7,668	
4075	Telephone & Broadband	358	600	242	242	59.7%	358	
4080	Electric	1,535	4,000	2,465	2,465	38.4%	1,535	
4095	Cleaning Materials	314	370	56	56	84.8%	314	
4100	Cleaning Contract	1,758	2,500	742	742	70.3%	1,758	
4110	Building Maintenance	84	1,000	916	916	8.4%	84	
4135	Bank Charges	10	130	120	120	7.7%	10	
4755	Energy - Gas	834	5,500	4,666	4,666	15.2%	1,171	
4760	BCC Water Rates	0	1,000	1,000	1,000	0.0%		
4765	BCC Statutory Compliance Fees	1,638	1,000	(638)	(638)	163.8%	1,638	
4770	BCC Telephone/Broadband *DNU*	0	0	0	0	0.0%		
4775	Consumables	238	350	112	112	68.1%	238	
4780	BCC Administrative Costs	233	0	(233)	(233)	0.0%	233	
	Bryncae Community Centre :- Indirect Expenditure	14,671	24,950	10,279	0	10,279	58.8%	15,008
	Net Income over Expenditure	(5,791)	(11,450)	(5,659)				
6000	plus Transfer from EMR	15,008	0	(15,008)				
6001	less Transfer to EMR	8,880	0	(8,880)				
	Movement to/(from) Gen Reserve	337	(11,450)	(11,787)				
	Grand Totals:- Income	8,880	13,500	4,620			65.8%	
	Expenditure	14,671	24,950	10,279	0	10,279	58.8%	
	Net Income over Expenditure	(5,791)	(11,450)	(5,659)				
	plus Transfer from EMR	15,008	0	(15,008)				
	less Transfer to EMR	8,880	0	(8,880)				
	Movement to/(from) Gen Reserve	337	(11,450)	(11,787)				

Appendix 9

To consider appointing an additional director to the Council's CCLA,PSDF investment account following the resignation of a member.

Background

The Public Sector Deposit Fund (PSDF) is the investment fund that the Council uses to hold funds. It is used by many public bodies. The fund is managed by the Churches, Charities and Local Authorities Investment Management Limited (CCLA).

Further details can be found here:

<https://www.ccla.co.uk/funds/public-sector-deposit-fund>

Or by searching for 'Public Sector Deposit Fund' on a search engine.

See also the Council's Treasury and Investment Policy (Council website).

In practice, Llanharan Community Council uses the fund to hold its unspent CIL Funds and the bulk of its precept and other income until close to the point where it becomes required for expenditure. This generated a high level of interest for the Council.

2 directors' signatures are required when making transfers. In practice this requires a minimum of 3 signatories to ensure that there are members available to sign the transfer requests when required. This is an active role that requires a prompt response to mandate requests.

Current PSDF directors:

Rhys Jenkins

Chris Parker.

Claire Morgan has been removed having resigned as a councillor.

As a minimum a third member is now required to be appointed to ensure continuity of process and that the Council is able to continue to maximise interest payments whilst being able to pay bills and obligations in a timely manner.

Members are invited to nominate at least one other director to the PSDF.



Appendix 10

Resolutions and Recommendations of the Open Spaces, Rights of Way and Allotments Committee (ORA) Meeting held Thursday 8th January 2026

ORA2026/009 Management and replacement of trees at Meadow Rise open space ***RECOMMENDED***

To instruct the officers to arrange for the failing and dead rowans to be cut to a safe height as assessed by council staff; for three new alders to be purchased from Coed Y Tor Nursery; choosing potted trees if available; and to authorise the officers to spend up to £75 for this purpose with a virement from the General Reserve to be made for this purpose.

ORA 2026/010 Improvements to Mountain Hare play area

a) RECOMMENDED

to instruct the officers to source a new goal post or posts for the Mountain Hare play area.

b) RECOMMENDED

To instruct the officers to design and implement public communication regarding a wildflower area;

c) RECOMMENDED

To negotiate a satisfactory arrangement with the Wildlife Trust or RCTCBC for use of a cut and collect mower and to report to council the proposed fee for each cut.

d) RECOMMENDED

To allocate up to £2,000 in total for the project, including the first 2 cuts and to authorise the officers to spend up to this amount making virements from general reserves where necessary.

ORA2026/011 Section 6 Biodiversity report and plan 2026

RECOMMENDED



In future, to prepare stand-alone Statutory Section 6 Biodiversity reports and plans covering January to December, following the suggested format from OneVoice Wales Local Places for Nature.

Appendix 10a

Motion (Cllr Chris Parker)

An amount to be taken from General reserves at year end to be allocated to specific Earmarked Reserves (EMR's) for future maintenance/replacement of Council assets.

Specific allocations to be resolved at a later date – At or near to year end.

This amount to be calculated by ensuring that the general reserve at year end totals 55% of the precept figure.

The specific EMR's and the amounts allocated to each EMR with the available funds to be delegated to the Audit Committee.

Appendix 11

A/C Code	Item Description	Draft Budget 2026 - 2027			2025 - 2026		2024 - 2025		2023 - 2024		
		Amount	Inc / Dec cf Yr End 25/26	Amount	%	Budget	Yr End Total	Budget	Yr End Total	Budget	Yr end Total
100	Income										
1076	Precept					300409	300409	271894	271894	261900	261900
1090	Investment Interest	22500		-29577	-56.79%	20000	52077	80	9380	300	230
1100	Agency Income	1330		0	0.00%	1330	1330	1330	0	1330	8671
1200	Allotment Income	3250		100	3.17%	3150	3150	2500	2775	2100	2701
1900	Employment Allowance Income	0		0	#DIV/0!	0	0	4000	0	0	4324
1990	Other Income	500		-161	-24.36%	1000	661	150	5179	0	576
1991	Llanharan Pantry	0		0	#DIV/0!			19952		0	3195
1992	BCC Hire Fees	13500		480	3.68%	0	13021	0	0	0	0
1993	BCC Deposits In	0		0	#DIV/0!	0	0	0	0	0	0
1994	BCC Deposits Out	0		0	#DIV/0!	0	0	0	0	0	0
	Total	41080		23746	136.99%	25480	70239	28012	17334	3730	19697

A/C Code	Item Description	Draft Budget 2026 - 2027						2025 - 2026			2024 - 2025			2023 - 2024		
		Amount	% of Total	cf 2025/26 Budget Difference	%	cf 2025/26 Year End Difference	%	Budget	% of Total	Total Yr End	Budget	% of Total	Yr End	Budget	% of Total	Yr End
Expenditure																
200	Administration															
4000	Staff Salaries & Wages (Net)	83937	23.19%	9755	13.15%	-1149	-1.35%	74182	22.71%	85086	55667	21.32%	60706	65000	23.56%	49069
4001	HMRC Interest Charges	0	0.00%	0	0.00%	0	#DIV/0!	0	0.00%	0	0	0.00%	0	0	0.00%	16
4005	Employer & Employee Pension	30521	8.43%	1087	3.69%	2343	8.32%	29434	9.01%	28178	22447	7.67%	19046	13455	4.88%	14023
4010	Employer & Employee NI & Tax	46733	12.91%	2575	5.83%	24049	106.02%	44158	13.52%	22684	35823	7.34%	7610	8970	3.25%	9407
4055	Mileage & Subsistence	200	0.06%	0	0.00%	0	0.00%	200	0.06%	200	200	0.04%	141	750	0.27%	397
4060	Council Tax	2650	0.73%	150	6.00%	264	11.06%	2500	0.77%	2386	2400	0.91%	2247	2400	0.87%	2247
4057	HR Expenditure	750	0.21%	-250	-25.00%	306	68.92%	1000	0.31%	444	3600		351			
4065	Office Rent	3500	0.97%	0	0.00%	0	0.00%	3500	1.07%	3500	2500	0.91%	3660	3500	1.27%	2625
4070	IT Costs (Office 365)Web Site	5500	1.52%	1100	25.00%	-1454	-20.91%	4400	1.35%	6954	1400	1.33%	4648	2000	0.73%	2065
4075	Telephone & Broadband	1350	0.37%	-100	-6.90%	81	6.38%	1450	0.44%	1269	3500	2.75%	1102	1600	0.58%	1330
4080	Energy	1500	0.41%	-300	-16.67%	-199	-11.71%	1800	0.55%	1699	350	0.53%	1760	1500	0.54%	1705
4085	Water Rates (for Office)	200	0.06%	0	0.00%	27	15.61%	200	0.06%	173	330	1.33%	135	200	0.07%	160
4090	Stationery and postage	350	0.10%	0	0.00%	117	50.21%	350	0.11%	233	50	0.13%	359	700	0.25%	843
4095	Cleaning Materials	50	0.01%	0	0.00%	0	0.00%	50	0.02%	50	1160	0.13%	0	400	0.15%	73
4100	Cleaning Contract	1250	0.35%	50	4.17%	26	2.12%	1200	0.37%	1224	500	0.05%	1152	1160	0.42%	1128
4105	Office Cap ExpChain of Office	0	0.00%	-1000	-100.00%	-2711	-100.00%	1000	0.31%	2711	500	0.44%	281	2000	0.73%	0
4110	Office Maintenance	1000	0.28%	-2300	-69.70%	-1973	-66.36%	3300	1.01%	2973	3500	0.00%	632	500	0.18%	518
4115	Professional and Legal Fees	3000	0.83%	-500	-14.29%	436	17.00%	3500	1.07%	2564	60	0.19%	5959	3000	1.09%	1619
4116	Land Registry Fees	150	0.04%	-90	-37.50%	0	0.00%	240	0.07%	150	2000	1.33%	48	0	0.00%	87
4120	Internal Audit Fees	1000	0.28%	-125	-11.11%	94	10.38%	1125	0.34%	906	2000	0.02%	1000	450	0.16%	204
4125	External Audit Fees	740	0.20%	-60	-7.50%	-740	-50.00%	800	0.24%	1480	2000	0.18%	-703	450	0.16%	1008
4130	Subscriptions and Memberships	2750	0.76%	0	0.00%	195	7.63%	2750	0.84%	2555	200	0.38%	1463	2000	0.73%	1253
4135	Bank Charges	200	0.06%	-100	-33.33%	61	43.88%	300	0.09%	139	360	0.76%	212	100	0.04%	132
4066	Meeting Accomodation Fees	390	0.11%					0								
4140	Storage Space Rental	0	0.00%	0	#DIV/0!	0	#DIV/0!		0.00%	0	180	0.06%	1020	0	0.00%	0
Overhead Expenditure		187721	51.87%	9892	5.57%	19773	11.80%	177439	54.33%	167558	140727	49.06%	112829	110135	39.93%	89909

A/C Code	Item Description	Draft Budget 2026 - 2027						2025 - 2026			2024 - 2025			2023 - 2024		
		Amount	% of Total	cf 2025/26 Budget		cf 2025/26 Year End		Budget	% of Total	Total Yr End	Budget	% of Total	Yr End	Budget	% of Total	Yr End
				Difference	%	Difference	%									
4200	General Insurance	6175	1.71%	175	2.92%	194	3.24%	6000	1.84%	5981	4000	1.52%	4314	3500	1.27%	3476
4205	Vehicle Insurance	3330	0.92%	-170	-4.86%	102	3.16%	3500	1.07%	3228	1750	0.67%	3102	1000	0.36%	2219
4210	Office Insurance	250	0.07%	0	0.00%	0	0.00%	250	0.08%	250	87	0.03%	82	80	0.03%	82
	Overhead Expenditure	9755	2.70%	5	0.05%	296	3.13%	9750	2.99%	9459	5837	2.03%	7498	4580	1.66%	5777
240	Staff & Member Training															
4300	Members Training	1100	0.30%	0	0.00%	0	0.00%	1100	0.34%	1100	500	0.17%	70	500	0.18%	195
4305	Staff Training	1800	0.50%	100	5.88%	100	5.88%	1700	0.52%	1700	1000	0.35%	0	1000	0.36%	245
	Overhead Expenditure	2900	0.80%	100	3.57%	100	3.57%	2800	0.86%	2800	1500	0.52%	70	1500	0.54%	440
260	Member's Allowances															
4350	Chair	1500	0.41%	0	0.00%	300	25.00%	1500	0.46%	1200	1500	0.52%	1500	1500	0.54%	1500
4355	Special Responsibility	500	0.14%	0	0.00%	100	25.00%	500	0.15%	400	500	0.17%	500	500	0.18%	500
4360	Member Allowances	2912	0.80%	0	0.00%	566	24.13%	2912	0.89%	2346	2100	0.73%	1050	2110	0.76%	1500
	Overhead Expenditure	4912	1.36%	0	0.00%	966	24.48%	4912	1.50%	3946	4100	1.43%	3050	4110	1.49%	3500
300	Plant & Equipment															
4400	Plant Purchase / Lease	6000	1.66%	500	9.09%	365	6.48%	5500	1.68%	5635	7000	2.44%	7126	7000	2.54%	2611
4405	Bowser Maintenance	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	400	0.14%	0	100	0.04%	318
4410	Green Mower Maintenance	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	0	0.00%	101	1500	0.54%	756
4415	Red Tractor Maintenance	1000	0.28%	-200	-16.67%	1000	#DIV/0!	1200	0.37%	0	1000	0.35%	2407	1200	0.44%	476
4420	Portable & Hand Tools Purchase	250	0.07%	0	0.00%	0	0.00%	250	0.08%	250	250	0.09%	39	2000	0.73%	479
4425	Portable & Hand Tools Maintenance	400	0.11%	0	0.00%	0	0.00%	400	0.12%	400	400	0.14%	466	0	0.00%	27
4430	PPE - New & Replacement	300	0.08%	0	0.00%	0	0.00%	300	0.09%	300	275	0.10%	35	300	0.11%	187
4435	Plant & Equipment Fuel	700	0.19%	-50	-6.67%	71	11.29%	750	0.23%	629	2500	0.87%	2456	3000	1.09%	1421
	Overhead Expenditure	8650	2.39%	250	2.98%	1436	19.91%	8400	2.57%	7214	11825	4.12%	12630	15100	5.47%	6275

A/C Code	Item Description	Draft Budget 2026 - 2027						2025 - 2026			2024 - 2025			2023 - 2024			
		Amount	% of Total	cf 2025/26 Budget Difference	%	cf 2025/26 Year End Difference	%	Budget	% of Total	Total Yr End	Budget	% of Total	Yr End	Budget	% of Total	Yr End	
	Overhead Expenditure	8650	2.39%	250	2.98%	1436	19.91%	8400	2.57%	7214	11825	4.12%	12630	15100	5.47%	6275	
400	Street Furnishings																
4500	Hanging Baskets & Planters	10100	2.79%	600	6.32%	-2101	-17.22%	9500	2.91%	12201	7500	2.61%	7844	10100	3.66%	11534	
4505	Christmas Lights and Trees	24500	6.77%	-10500	-30.00%	158	0.65%	35000	10.72%	24342	26000	9.06%	24873	38500	13.96%	38866	
4510	Public Clocks - Maintenance	540	0.15%	40	8.00%	17	3.25%	500	0.15%	523	425	0.15%	400	900	0.33%	400	
4515	Notice Boards - Maintenance	100	0.03%	0	0.00%	100	#DIV/0!	100	0.03%	0	100	0.03%	29	150	0.05%	296	
4520	Bus shelter - Maintenance	500	0.14%	0	0.00%	500	#DIV/0!	500	0.15%	0	100	0.03%	0	500	0.18%	549	
4525	Planters - Maintenance	100	0.03%	0	0.00%	94	1566.67%	100	0.03%	6	100	0.00%	0	150	0.05%	59	
4530	Benches & Tables Maintenance	100	0.03%	0	0.00%	100	#DIV/0!	100	0.03%	0	100	0.00%	0	150	0.05%	0	
	Overhead Expenditure	35940	9.93%	-9860	-21.53%	-1132	-3.05%	45800	14.02%	37072	34325	11.97%	33146	50450	18.29%	51704	
500	Community Functions																
4600	Christmas Dinners	9000	2.49%	2500	38.46%	273	3.13%	6500	1.99%	8727	5500	1.92%	4729	3700	1.34%	3305	
4605	Soup and Carols	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	250	0.09%	0	170	0.06%	0	
4610	Firework Display	10500	2.90%	500	5.00%	880	9.15%	10000	3.06%	9620	7425	2.59%	7981	6000	2.18%	7154	
4615	Community Functions	9500	2.63%	2250	31.03%	1218	14.71%	7250	2.22%	8282	2500	0.87%	5416	2000	0.73%	0	
4617	King's Coronation 23	0	0.00%											350	1000	0.36%	0
4620	General Sponsorship	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	1000	0.35%	50		0.00%		
	Overhead Expenditure	29000	8.01%	5250	22.11%	2371	8.90%	23750	7.27%	26629	16675	5.81%	18526	12870	4.67%	10459	
550	Grants																
4700	General Grants	12000	3.32%	2000	20.00%	-1954	-14.00%	10000	3.06%	13954	12500	4.36%	6178	15000	5.44%	10900	
4710	LCDP - SLA	25000	6.91%	0	0.00%	-5000	-16.67%	25000	7.66%	30000	25000	8.72%	25000	26000	9.43%	25000	
4715	Wild Life Trust - Brynna Woods	10000	2.76%	0	0.00%	0	0.00%	10000	3.06%	10000	10000	3.49%	10000	10000	3.63%	10000	
4720	Food Bank	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	3500	1.22%	4123	5850	2.12%	5548	
	Overhead Expenditure	47000	12.99%	2000	4.44%	-6954	-12.89%	45000	13.78%	53954	51000	17.78%	45301	56850	20.61%	51448	

A/C Code	Item Description	Draft Budget 2026 - 2027						2025 - 2026			2024 - 2025			2023 - 2024		
		Amount	% of Total	cf 2025/26 Budget Difference	%	cf 2025/26 Year End Difference	%	Budget	% of Total	Total Yr End	Budget	% of Total	Yr End	Budget	% of Total	Yr End
600	Outdoor Spaces															
4800	Rights of Way	1330	0.37%	0	0.00%	1330	#DIV/0!	1330	0.41%	0	1330	0.46%	81	1500	0.54%	6280
4805	Skateboard Park - Maintenance	1000	0.28%	0	0.00%	890	809.09%	1000	0.31%	110	100	0.03%	0	500	0.18%	0
4810	Play & O/Spaces Maintenance	1900	0.53%	400	26.67%	33	1.77%	1500	0.46%	1867	100	0.03%	130	1000	0.36%	657
4815	General Repair Consumables	150	0.04%	-100	-40.00%	-100	-40.00%	250	0.08%	250	250	0.00%	0	0	0.00%	99
	Overhead Expenditure	4380	1.21%	300	7.35%	2153	96.68%	4080	1.25%	2227	1780	0.62%	211	3000	1.09%	7036
620	War Memorials															
	Maintenance Contract	1367	0.38%	1367	#DIV/0!	1367	#DIV/0!	0		0	0	0.00%	3659	0	0.00%	0
4855	Other Maintenance	500	0.14%	0	0.00%	463	1251.35%	500	0.15%	37	100	0.03%	19	1000	0.36%	6
	Overhead Expenditure	1867	0.52%	1367	273.40%	1830	4945.95%	500	0.15%	37	100	0.03%	3678	1000	0.36%	6
630	Llanharan Pantry															
4730	Food	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	18500	6.45%	18406	0	0.00%	0
4731	Equipment	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	0	0.00%	0	0	0.00%	0
	Overhead Expenditure	0	0.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	18500	6.45%	18406	0	0.00%	0
640	Bryncae Community Centre															
4735	BCC Cleaning Expenses	380	0.11%	10	2.70%	10	2.70%	370	0.11%	370	0	0.00%	0	0	0.00%	0
4740	BCC Maintenance Expense	1000	0.28%	0	0.00%	0	0.00%	1000	0.31%	1000	0	0.00%	0	0	0.00%	0
4745	BCC Business Rates	8600	2.38%	100	1.18%	80	0.94%	8500	2.60%	8520	0	0.00%	0	0	0.00%	0
4750	BCC Energy - Electric	3500	0.97%	-500	-12.50%	419	13.60%	4000	1.22%	3081	0	0.00%	0	0	0.00%	0
4755	BCC Energy - Gas	4500	1.24%	-1000	-18.18%	2070	85.19%	5500	1.68%	2430	0	0.00%	0	0	0.00%	0
4760	BCC Water Rates	1000	0.28%	0	0.00%	0	0.00%	1000	0.31%	1000	0	0.00%	0	0	0.00%	0
4765	BCC Statutory Compliance Fees	1250	0.35%	250	25.00%	-388	-23.69%	1000	0.31%	1638	0	0.00%	0	0	0.00%	0
4770	BCC Telephone/Broadband	500	0.14%	-100	-16.67%	25	5.26%	600	0.18%	475	0	0.00%	0	0	0.00%	0
4775	BCC Consumables	375	0.10%	25	7.14%	25	7.14%	350	0.11%	350	0	0.00%	0	0	0.00%	0
4780	BCC Administrative Costs	540	0.15%	410	315.38%	297	122.22%	130	0.04%	243	0	0.00%	0	0	0.00%	0

A/C Code	Item Description	Draft Budget 2026 - 2027						2025 - 2026			2024 - 2025			2023 - 2024		
		Amount	% of Total	cf 2025/26 Budget Difference	%	cf 2025/26 Year End Difference	%	Budget	% of Total	Total Yr End	Budget	% of Total	Yr End	Budget	% of Total	Yr End
4785	BCC Cleaning Contractor	2580	0.71%	80	3.20%	102	4.12%	2500	0.77%	2478	0	0.00%	0	0	0.00%	0
4790	BCC Insurance	460	0.13%													
	Overhead Expenditure	24685	6.82%	-725	-27.57%	2640	97.02%	2630	0.81%	2721	0	0.00%	0	0	0.00%	0
650	Street Lighting Electric															
4575	Street Lighting Electric	1050	0.29%	550	110.00%	100	10.53%	500	0.15%	950	0	0.00%	277	0	0.00%	0
	Overhead Expenditure	1050	0.29%	550	110.00%	100	10.53%	500	0.15%	950	0	0.00%	277	0	0.00%	0
700	Allotments															
4900	Allotment Lease Costs	22	0.01%	0	0.00%	0	0.00%	22	0.01%	22	22	0.01%	17	0	0.00%	
4901	Allotment Maintenance	600	0.17%	0	0.00%	0	0.00%	600	0.18%	600	100	0.03%	255	1000	0.36%	22
4905	Water	400	0.11%	0	0.00%	0	0.00%	400	0.12%	400	350	0.12%	316	250	0.09%	231
	Overhead Expenditure	1022	0.28%	0	0.00%	0	0.00%	1022	0.31%	1022	472	0.16%	588	1250	0.45%	253
800	Contingency															
4990	Electoral Costs	3000	0.83%	3000	#DIV/0!	3000	#DIV/0!	0	0.00%	0	0	0.00%	2999	15000	5.44%	0
	Overhead Expenditure	3000	0.83%	3000	#DIV/0!	3000	#DIV/0!	0	0.00%	0	0	0.00%	2999	15000	5.44%	0
	Total Expenditure	361882	100.00%	12129	3.71%	26580	8.42%	326583	100.00%	315588	286841	100.00%	259209	275845	100%	226807

	Budgeted	Actual Yr End	project to year end	Projected Year End
Community Council Tax Band D - Rate 24/25 (£)	79.17			
Community Council Tax Base 24/25 (£)	3434			
Precept 24/25 (£)	271870	271894		271894
Community Council Tax Band D - Rate 2025/26 (£)	83.92			
Community Council Tax Base 2025/26 (£)	3580			
Precept 2025/26 (£)	300434			0
Increase/decrease in Band D rate from 24/25 (£)	4.75			
% increase in Band D rate from 24/25	6.00%			
Increase/decrease in precept from 24/25 (£)	28,564			
Bank Balance 31 March 2025	236423			
2025/26 Postion	Budgeted	Actual to 01/12/2025	project to year end	Project Year End
INCOME (£)	325889	346313	24335	370648
Expenditure (£)	349303	221787	113025	334812
Net Income over Expenditure (£)	-23414	124526	-88691	35835
Predicted Bank Balance 31 March 2026 (General Reserves)	213009			272258
Estimated Reserves used	23414			-35835

Table A - Incremental % steps of 1.5 from £75.4 (current rate)												Balanced
Estimated bank balance (reserves) on 31 March 2026	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258
Proposed expenditure	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882
Proposed other INCOME	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080
Precept Required for zero balance	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802
Community Council Tax Base / penny rate	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755
Community Council Tax Band D - Rate	£ 83.92	£ 84.76	£ 85.60	£ 86.44	£ 87.28	£ 88.12	£ 88.96	£ 89.79	£ 90.63	£ 91.47	£ 85.43	
£ increase in precept	£ -	£ 0.84	£ 1.68	£ 2.52	£ 3.36	£ 4.20	£ 5.04	£ 5.87	£ 6.71	£ 7.55	£ 1.51	
% increase in precept	0.00%	1.00%	2.00%	3.00%	4.00%	5.00%	6.00%	7.00%	8.00%	9.00%	1.80%	
Precept Generated	£ 315,138	£ 318,289	£ 321,441	£ 324,592	£ 327,744	£ 330,895	£ 334,046	£ 337,198	£ 340,349	£ 343,500	£ 320,802	
Projected bank balance (reserves) on 31 March 2027	£ 266,594	£ 269,745	£ 272,897	£ 276,048	£ 279,199	£ 282,351	£ 285,502	£ 288,654	£ 291,805	£ 294,956	£ 272,258	
Reserves used	£ 5,664	£ 2,513	£ 639	£ 3,790	£ 6,941	£ 10,093	£ 13,244	£ 16,396	£ 19,547	£ 22,698	£ -	
Enter Precept decrement steps for Table B (%)	2.50											

Table B - Decremental 2.5 steps of 1.5 from £75.4 (current rate)												
Estimated bank balance (reserves) on 31 March 2026	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258	£ 272,258
Budgeted expenditure	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882	£ 361,882
Proposed other INCOME	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080	£ 41,080
Precept Required	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802	£ 320,802
Community Council Tax Base / penny rate	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755	£ 3,755
Community Council Tax Band D - Rate	£ 83.92	£ 81.82	£ 79.72	£ 77.63	£ 75.53	£ 73.43	£ 71.33	£ 69.23	£ 67.14	£ 79.72		
£ decrease in precept	£ 0.00	-£2.10	-£4.20	-£6.29	-£8.39	-£10.49	-£12.59	-£14.69	-£16.78	-£4.20		
% decrease in precept	0.00%	2.50%	5.00%	7.50%	10.00%	12.50%	15.00%	17.50%	20.00%	-5.00%		
Precept Generated	£ 315,138	£ 307,260	£ 299,381	£ 291,503	£ 283,624	£ 275,746	£ 267,867	£ 259,989	£ 252,110	£ 299,381		
Projected bank balance (reserves) on 31 March 2027	£ 266,594	£ 258,715	£ 250,837	£ 242,959	£ 235,080	£ 227,202	£ 219,323	£ 211,445	£ 203,566	£ 250,837		
Reserves used	£ 5,664	£ 13,543	£ 21,421	£ 29,300	£ 37,178	£ 45,056	£ 52,935	£ 60,813	£ 68,692	£ 21,421		

Table C - rolling 5 year plan (Draft)	Actual				Estimated				
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	
Predicted Rate of Inflation as at 31st March 202x				2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Bank Balance (reserves) at year start	£ 88,263	£ 143,814	£ 236,423	£ 272,258	£ 266,594	£ 273,691	£ 294,190	£ 328,759	
Expenditure	£ 275,845	£ 286,841	£ 334,812	£ 361,882	£ 370,929	£ 380,202	£ 389,708	£ 399,450	
Other INCOME	£ 19,697	£ 17,334	£ 70,239	£ 41,080	£ 42,107	£ 43,160	£ 44,239	£ 45,345	
Precept Required for zero balance				£ 320,802	£ 328,822	£ 337,043	£ 345,469	£ 354,106	
Community Council Tax Base / penny rate	£ 3,308	£ 3,434	£ 3,580	£ 3,755	£ 3,905	£ 4,055	£ 4,205	£ 4,355	
Community Council Tax Band D - Rate	£ 79.17	£ 79.17	£ 83.92	£ 83.92	£ 86.02	£ 88.17	£ 90.37	£ 92.18	
£ increase in precept		£ -	£ 4.75	£ -	£ 2.10	£ 2.15	£ 2.20	£ 1.81	
% increase in precept	5.00%	0.00%	6.00%	0.00%	2.50%	2.50%	2.50%	2.00%	
Precept Generated	£ 261,894	£ 271,870	£ 300,434	£ 315,138	£ 335,919	£ 357,542	£ 380,037	£ 401,465	
Bank balance (reserves) at year end	£ 143,814	£ 236,423	£ 272,258	£ 266,594	£ 273,691	£ 294,190	£ 328,759	£ 376,118	
Reserves used	-£ 55,551	-£ 92,609	-£ 35,835	£ 5,664	-£ 7,097	-£ 20,500	-£ 34,568	-£ 47,359	
Ratio of EoY Bank balance to Precept	54.91%	86.96%	90.62%	84.60%	81.48%	82.28%	86.51%	93.69%	

Officer's note:

Best practice guidance is that the level of general reserves should be between 3 months (33%) and 12 months (100%) of expenditure with larger councils being towards the lower end of that range. The decision to be based on the level of activity that council undertakes and the level of risk exposure.

The forecasted precept at 0% increase generates a precept of £315,138 and an expenditure of £361,882 with a forecast general reserve of £266,594.

This general reserve would be equivalent to 10 months (74%) of expenditure which falls within the upper range provided in the JPAG guidelines.

A balanced budget whereby income matches expenditure would require a 1.8% rise in precept to £85.43, an increase of £1.51 to current precept.

Members to consider a 2026/27 precept “freeze” at £83.92, generating a precept of £315,138, offsetting a £5,664 expenditure shortfall from the general reserve.

NB: Consumer Price Index inflation rate of 3.2% in the 12 months to November 2025 ([Reuters;17/12/25](#)) has been applied to 2026/27 expenditure where necessary.

Appendix 12

Resolutions and recommendations of the Events Committee held Wednesday 14th January 2026.

EV2026/006 Additional arrangements for the 2026 Fireworks display including fireworks provider, venue and other aspects of the event.

a) RESOLVED

For the Clerk to obtain quotes from Pendragon for the fireworks display and be authorised to place an order provided that the cost increase from the 2025 event does not exceed 10%. Pendragon having a proven track record of providing safety information and risk assessment, adequate numbers of trained and competent staff and a display of proven quality.

Clerk's note: In order to take effect this Resolution correctly made under delegated authority will require resolution from full council to suspend financial regulation 11.3e)ii

b) RESOLVED

For the Clerk to obtain quotations from providers who facilitated the 2025 event for presentation to a future meeting of the committee.

c) RESOLVED

To delegate the operational and organisational aspect of the event to the Officers of the Council liaising with interested members. Reporting back to the committee as appropriate.

EV2026/007 St David's day event

RESOLVED

To hold a St David's Day event at Bryncae Community Centre on 1st March 2026, For the officers to make suitable arrangements for the event in consultation with interested members. Funds to be taken from budget line 'Multicultural carnival'.

EV2026/009 To consider making a further donation to Llanharan Primary School to cover the costs of a bus

RECOMMENDED

The Council to pay a further donation of £120 over and above the £100 already resolved to Llanharan Primary school to cover the costs of a bus required on the day of the over 60's Christmas lunches, to transport children in poor weather.

EV2026/010 Excluding the press and public

RESOLVED

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the next item of business on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

EV2026/011 Unexpected invoice for 2025 Over 60's Christmas lunches.

RECOMMENDED

To pay up to 50% of the invoice total presented in the confidential paper for the 2025 venue hire.



LLANHARAN COMMUNITY COUNCIL

DMMO Assistance Policy

Legal Basis	2
Policy Statement	2
Terms used	2
Local Authority Process	3
Policy detail	3



Legal Basis

Llanharan Community Council uses its powers under the Highways Act 1980 to facilitate members of the public in completing DMMO applications.

Policy Statement

Llanharan Community Council is committed to providing limited assistance to members of the public who wish to apply for a DMMO (Definitive Map Modification Order) with regards to footpaths and bridleways.

The assistance is primarily limited to advising on process, checking that process is followed and that all evidence is correctly completed and in place. Assistance will also be provided to ascertain the identity of landowners so far as is reasonably possible.

The Community Council's role in providing assistance with Definitive Map Modification Order (DMMO) applications is purely administrative and advisory. The provision of such assistance does not constitute an endorsement, validation, or support of the application or any of its contents. The Community Council does not verify, guarantee, or accept responsibility for the accuracy, truthfulness, or validity of any information submitted as part of an application. Applicants remain solely responsible for the completeness and correctness of their submissions.

The member of the public will sign all forms and is the applicant.

Terms used

For the purposes of this policy, "Officers" shall be understood to refer to Community Council staff.

Where the phrase "The Community Council" is used this usually refers to work carried out by officers of the council.

"Members of the Public" shall refer to any individual over the age of 18 who are a resident of the Llanharan Community Council area.



Local Authority Process

DMMO applications are made to RCTCBC by the member of the public using their process and standard forms.

Policy detail

i) Members of the public are to collect all witness statements and evidence required and to complete the relevant evidence forms accordingly.

ii) The Community Council to assist in the completion of 'Certificate 1' (Application for a DMMO) and will check the information added by the member of the public is adequate and appropriate. Note that it is the responsibility of the member of the public to ensure the information is correct. The member of the public will sign the form and is the applicant.

iii) The Community Council will check that all evidence paperwork required for Certificate 1 is in place and appropriate and will advise the applicant accordingly.

If the Officers are satisfied that the requirements of Certificate 1 are met and that the required information and supporting evidence and documentation is included then;

iv) The Community Council will assist in the completing of 'Certificate 2' (To certify that the requirements of paragraph 2 of schedule 14 to the Wildlife Countryside Act 1981 have been complied with. (ie Landowners have been contacted and served with a 'Certificate 3' notice or alternative). Note that it is the responsibility of the member of the public to ensure the information is correct. The member of the public will sign the form and is the applicant.

v) In order to comply, The Community Council will carry out land registry searches and other investigations in order to assist in the identification of land owners so far as is reasonably possible.

vi) The Community Council will assist in the completion of 'Certificate 3' (Notice of DMMO application) and assist in providing this document to landowners. The member of the public will sign the form and is the applicant and is ultimately responsible for notifying the landowner and issuing the certificate and any other notices that are required.



vii) The Community Council will check that the application and supporting evidence is in order and the process has been completed correctly and if so will assist the member of the public in the submission of the application to the Local Authority. The member of the public will sign all forms and is the applicant.

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

End

Appendix 14

To consider renewing the Legionella safety monitoring contract to ensure statutory compliance at the Council's Showerblock at Llanharan Welfare Ground

Contract cost 2025 - £420 + VAT.

Renewal cost for 2026 – £462 + VAT

Officer's recommendation

To accept the renewal quotation for £462+VAT from Morgan Environmental for 12 months Legionella monitoring and maintenance for Llanharan Welfare Ground shower block.

To suspend Standing Order 11.3e)iii ¹on the grounds that the annual cost increase is not excessive, that Morgan Environmental have given good service and there is little value to the public to be gained by engaging officer time in seeking further quotes for a potentially small saving.

¹ 11.3e)iii When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3., where the value is below £1,500 and above £250 the Proper Officer shall strive to obtain 3 estimates of the cost of proposed supply.



Units 40, 41, A1 & 51 Port Talbot Business Units, Addison Road, Port Talbot SA12 6HZ

Tel: 01639 262001 Fax: 01639 262000 Mob: 07588 045914

Email: info@morganenvironmental.co.uk Website: www.legionellacontrolwales.co.uk

Quote Ref: QU1921

Llanharan Community Council
Welfare Hall
Off Bridgend Road
Llanharen
Pontyclean
CF72 9RA

9th December 2025

FAO: Leigh Smith

Ref: Annual service contract for Legionella monitoring & inspection services.

Dear Leigh

We have pleasure in submitting our quotation as follows for the water hygiene works for the buildings and systems defined in your **Legionella Risk Assessment** document and shown in the **Scope Of Service Table** as allocated to in the below **Allocation of Responsibilities Table**.

The primary aim of an **Annual service contract for Legionella monitoring & inspection services** is to minimise the risk of Legionella bacterial proliferation within the building's water systems. This will be achieved through the implementation of a comprehensive monitoring, inspection, and maintenance programme as identified in this quotation.

The services offered will be carried out in line with the following Legislation & guidance: -

- The Health and Safety at Work etc. Act 1974 (HSWA) In particular sections 2, 3, 4 and 6 (as amended by the Consumer Protection Act 1987) of HSWA.
- Control of Substances Hazardous to Health Regulations (COSHH) regulations 6, 7,8, 9 and 12 of COSHH.
- Relevant parts of the Management of Health and Safety at Work Regulations 1999 (MHSWR).
- HSE ACoP L8 – Legionnaires' disease The control of legionella bacteria in water systems
- HSE HSG 274 (Part 2) – Legionnaires' disease: Technical Guidance. The control of legionella bacteria in hot & cold water systems.
- HSE HSG 274 (Part 3) – Legionnaires' disease: Technical Guidance. The control of legionella bacteria in other risk water systems

Through these measures, Morgan Environmental Ltd aims to support the client in maintaining a safe and compliant water management system, reducing the likelihood of Legionella growth and ensuring the continued safety of building occupants.

Our annual price for the works amounts to £ 462.00 (plus VAT at 20%)

Included in the price is an online Zetasafe legionella logbook.

We trust the above meets with your approval and we look forward in hearing from you in the near future.

If you wish to appoint us to complete the quoted works please issue a written order number referencing our specific quotation number.



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We look forward to hearing from you in the near future.

Yours sincerely

CWm

Carl Willis MWMSoc

Sales & Service Manager

Mobile 07391 975821



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Tel: 01639 262001 Fax: 01639 262000 Mob: 07588 045914

Email: info@morganenvironmental.co.uk Website: www.legionellacontrolwales.co.uk

Client name	Llanharan Community Council	Client Number	07769 266675
Client contact	Leigh Smith	Client E mail	Clerk@llanharan-cc.gov.wales
Site name	Welfare Hall Off Bridgend Road Llanharan Pontyclean CF72 9RA	Site Number	01443 231430
Site contact	Leigh Smith	Site E mail	Clerk@llanharan-cc.gov.wales

Duty holder name	Leigh Smith	Duty holder Number	07769 266675
Job Title	Clerk to the Council	Duty holder E mail	Clerk@llanharan-cc.gov.wales
Legionella Responsible Person name	Leigh Smith	Legionella Responsible Person Number	07769 266675
Job Title	Clerk to the Council	Legionella Responsible Person E mail	Clerk@llanharan-cc.gov.wales
Emergency Contact	Lisa Phillips	Emergency Number	01443 231430

SPECIAL CONDITIONS

Site induction	No	Client permit system?			No
Access restrictions / Times	Normal working Hours	Legionella Risk Assessment recommendations -special requirements			Yes
Plant down time allowance	None	System schematics supplied?			Yes
Waste disposal method	Services do not produce waste	General safety			A pre-works risk assessment and method statements will be issued.
Record keeping system	Cloud File Storage Logbook		Zetasafe Online Logbook	X	MEL Paper Logbook



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Reporting and Client Responsibilities

Upon completion of each site visit, Morgan Environmental Ltd will issue a comprehensive Site Visit Report detailing all findings and observations. Any faults, non-conformances, or actions required will be clearly highlighted within the report and should be addressed as soon as possible to maintain compliance and minimise risk.

Clients are strongly encouraged to regularly review their water hygiene records through the ZetaSafe portal, their allocated cloud-based storage, or the on-site logbook. It is recommended that this review be carried out at least monthly to ensure that any pressing issues are promptly acknowledged and rectified.

Where specific tasks have been assigned to the client, it remains the client's responsibility to ensure these tasks are completed in full and within the recommended timeframes to maintain statutory compliance. Should the client require any guidance or support, they are encouraged to contact Morgan Environmental Ltd for professional advice and assistance in achieving compliance.

All completed actions, monitoring results, and supporting documentation should be recorded and filed within the site's Legionella logbook or digital record-keeping system to demonstrate compliance and provide traceable evidence for auditing purposes.

Access & Monitoring of Subordinate and Tertiary Hot Water Loops

In accordance with HSG274 Part 2 (Section 2.64), subordinate and tertiary hot water loops should be monitored at suitable return points or representative outlets to ensure all loops are tested at the required frequency. Morgan Environmental Ltd will carry out temperature monitoring of these loops only where outlets or pipework are fully visible and safely accessible at the time of the visit.

Please note that we will not lift ceiling tiles, remove panels, or undertake any intrusive access works to locate subordinate or tertiary loops. Monitoring will therefore be limited to areas where outlets and return points are already exposed and accessible.

Where access is restricted or loops cannot be located without intrusive work, temperature checks may be omitted, and these limitations will be reported within the site documentation. It is the client's responsibility to ensure suitable access arrangements are in place prior to our visit should full monitoring be required.

Access Arrangements for TMVs

To ensure efficient servicing and temperature monitoring, access to all Thermostatic Mixing Valves (TMVs) must be readily available during each scheduled TMV service site visit. TMV access points should be clear, unobstructed, and safely reachable for inspection, testing, and maintenance purposes.

Each TMV must be fitted with local isolation valves to enable proper servicing, flushing, and testing to be carried out safely and effectively. Where isolation valves are absent or non-functional, Morgan Environmental Ltd may be unable to complete the necessary servicing procedures in line with HSG274 Part 2.

Where access or isolation is restricted or unavailable, the client will be notified, and the outstanding works will be listed within the site report. It is therefore the client's responsibility to ensure that suitable access arrangements and isolation provisions are made prior to each visit to facilitate full service delivery and maintain compliance.



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If required, Morgan Environmental Ltd can assist with the installation or provision of TMV local isolations under a separate quotation, ensuring systems are correctly configured to allow for compliant maintenance and testing procedures

Access Arrangements for Expansion Vessels

To enable effective flushing & maintenance, safe access to all expansion vessels must be readily available during scheduled service visits. Expansion vessels should be clearly identifiable, unobstructed, and safely reachable for inspection and routine flushing in accordance with HSG274 Part 2.

Each expansion vessel must be fitted with a suitable drain point and lock shield isolation valves where applicable to allow for full draining and flushing of the vessel. These fittings are essential to ensure that stagnant water is safely removed and the vessel can be effectively maintained to prevent bacterial growth.

Where drain points or isolations are not present or functional, Morgan Environmental Ltd may be unable to complete the necessary flushing and maintenance procedures. In such cases, the client will be informed, and the issue will be detailed within the site report.

It is the client's responsibility to ensure that suitable access and drain provisions are made prior to the service visit. However, if required, Morgan Environmental Ltd can assist with the installation of isolation and drain valves for expansion vessels under a separate quotation, ensuring systems are fully serviceable and compliant.

Access Restrictions and Missed Visits

In order for scheduled works to be carried out efficiently and in accordance with the agreed service plan, Morgan Environmental Ltd requires full access to all relevant areas, plant rooms, and equipment during the planned site visit.

If site access is denied by the client, or if specific areas or assets are unavailable at the time of the visit, this may prevent the completion of allocated monthly tasks. Similarly, short-notice cancellations, unforeseen site restrictions, or circumstances beyond our control may also result in incomplete tasks for that visit period.

Where the missed task involves a high-priority or compliance-critical activity — for example, tank cleaning, showerhead cleaning, water sampling, or other statutory tasks — that cannot be deferred until the next scheduled visit, an additional cost will apply for a revisit outside of the agreed contract terms.

Morgan Environmental Ltd will make every reasonable effort to reschedule the work promptly, but the responsibility for ensuring access remains with the client. This ensures that all compliance tasks are completed within the required timeframes and that statutory obligations under ACoP L8 and HSG274 are maintained.



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TASKS SCOPE OF SERVICE

Item	Description	Assets
Quarterly service	1) Domestic showers & hoses – clean / descale / disinfect.	13
Six monthly	1) Expansion vessel flushing where base drain points are fitted and where practicable.	2
Annual service	1) Annual calorifier inspection flush and purge to drain. 2) Annual TMV servicing (cleaning disinfection of inline filters, failsafe temperature check & reset)	2 3
Other		
1) Review meeting – minimum annually 2) Site log book for record keeping		



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LEGIONNAIRES' DISEASE

THE CONTROL OF LEGIONELLA BACTERIA IN WATER SYSTEMS

Llanharan Community Council

ALLOCATION OF RESPONSIBILITIES

This allocation of Responsibilities is for the duty holder and specifies the tasks carried out by Morgan Environmental as part of our agreement with the company. This allocation of Responsibilities covers some but not all requirements of ACOP (L8) and the associated technical guidance HSG 274 parts 2&3 on the control of legionella bacteria in water systems.

You are legally responsible as the duty holder, to fully comply with Approved Code of Practice L8 and more specifically the obligations under the Control of Substances Hazardous to Health Regulations 2002, the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Act Regulations 1999. We confirm we have made you aware of the Law in respect to Legionella control. For more detail please see <https://www.legionellacontrol.org.uk/standards/>

SCOPE OF SERVICE GENERAL REQUIREMENTS

REQUIREMENTS IN ACCORDANCE WITH HSG 274 Part 2 GUIDANCE	Undertaking the TASK	
Management responsibilities chart still valid and kept in site log book	Client	
Legionella Bacteria Risk Assessment (This must always be current and valid)	Client	
Morgan Environmental will undertake this task upon customer instructions – A separate order number is required.	Client	
Employees consulted on any identified risks of exposure to legionella bacteria and on the measures and actions taken to control the risk	Client	
Control measures in place	Client	MEL
Consultancy services – as required	Client	
Audit site log book system	Client	MEL
Legionella Bacteria Awareness training (All new staff and refreshed advised every 3 years)	Client	
Preparation/review of written schemes Morgan Environmental will undertake this upon customer instruction – A separate order number is required	Client	
Shut down/start up procedure	Client	
Legionella control review/meeting	Client	MEL



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ALLOCATION OF RESPONSIBILITIES SPECIFIC REQUIREMENTS HOT AND COLD WATER SYSTEMS

REQUIREMENTS IN ACCORDNCE HSG274 GUIDANCE – Please refer to table 2.1 for correct course of action	RECOMMENDED FREQUENCY	Undertaking the TASK
Legionella Bacteria Risk Assessment Morgan Environmental will undertake this task upon customer instructions – A separate order number is required.	As advised by the previous risk assessment	Client
Flush infrequently used outlets Morgan Environmental will undertake this task upon customer instructions – A separate order number is required.	Weekly	Client
Create a temperature profile <ul style="list-style-type: none"> Take temperatures from a represented number of hot & cold outlets to cover all outlets over a year period. 	Monthly	Client
Domestic hot water calorifiers & hot water heaters >15L – <ul style="list-style-type: none"> Record flow & return temperature/s 	Monthly	Client
Record hot water temperature/s <ul style="list-style-type: none"> Sentinel outlets / long branches 	Monthly	Client
<ul style="list-style-type: none"> Return legs of any subordinate loops 	3 Monthly (Where visible & accessible)	Client
Domestic hot water calorifiers & hot water heaters >15L <ul style="list-style-type: none"> Record flow temperature/s Record return temperature/s 	Monthly	Client
<ul style="list-style-type: none"> Flush and purge to drain (where drain points are fitted) - Collect the initial flush from the base of hot water heaters to inspect clarity, quantity of debris, and temperature. 	Annually	MEL
<ul style="list-style-type: none"> Boroscope inspection, where internal access point permits Morgan Environmental will undertake this task upon customer instructions – A separate order number is required. 	Annually or as indicated by rate of fouling	Not part of the agreement
<ul style="list-style-type: none"> Removal of hatch for inspection Morgan Environmental will undertake this task upon customer instructions – A separate order number is required. 	Annually or as indicated by rate of fouling	Not part of the agreement
<ul style="list-style-type: none"> Thermal disinfection Morgan Environmental will undertake this task upon customer instructions – A separate order number is required. 	If necessary following inspection	Not part of the agreement
Dismantle, clean and descale all removable parts, heads, and inserts of: <ul style="list-style-type: none"> Shower head & hoses 	3 Monthly	MEL
Domestic base exchange softeners <ul style="list-style-type: none"> Service & disinfect 	Annually	MEL
TMVS – Inspections, cleans, descale and disinfect any associated strainers and filters.	Annually/according to manufactures instructions	MEL
Expansion Vessels <ul style="list-style-type: none"> Where practical flush through and purge to drain. (if applicable refer to Legionella risk assessment) 	6 Monthly	MEL
Inline POU carbon water filters <ul style="list-style-type: none"> Replace filters fitted to cold water systems e.g. water coolers, vending machines etc 	6 Monthly	Client



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Cold water services	<ul style="list-style-type: none"> Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment. 	Annually	Client
POU filters for legionella control	<ul style="list-style-type: none"> Record the service start date and lifespan or end date and replace filters as recommended by the manufacturer (0.2 µm membrane POU filters should be used primarily as a temporary control measure while a permanent safe engineering solution is developed, although long-term use of such filters may be needed in some healthcare situations 	According to manufacturer's guidelines	Client
Any other tasks as indicated in the legionella risk assessment		According to risk	Client
SAMPLES-Advisory		AS PER CONTRACTED	Undertaking the TASK
Bacterial screening from cold water storage tanks & drinking water outlets (TVC's/Col/E.coli)		See sampling plan below	Not part of the agreement
Legionella testing domestic systems		See sampling plan below	Not part of the agreement



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ALLOCATION OF RESPONSIBILITIES
SPECIFIC REQUIREMENTS OTHER RISK SYSTEMS

REQUIREMENTS IN ACCORDNCE HSG274 GUIDANCE – Please refer to APPENDIX 6 for correct course of action	RECOMMENDED FREQUENCY	Undertaking the TASK
Clean & disinfection of process system/s	According to risk	N/A
Disinfection of process system/s	According to risk	N/A
Disinfection of process system/s spray nozzles	According to risk	N/A
Dip slide test of process systems	According to risk	N/A
Emergency showers with header tanks	Monthly	N/A
• Inspect & record temperature of tanks associated with emergency showers		
Emergency showers with header tanks	3 Monthly	N/A
• Clean & disinfect tanks associated with emergency showers		
Dismantle, clean and descale all removable parts, heads, strainers and inserts of:	3 Monthly	N/A
• Eye wash units		
• Emergency shower heads	3 Monthly	
Any other systems as indicated in the legionella risk assessment -	According to manufacturer's & HSG 274 part 3 guidelines	Client
• Fire sprinkler systems		
• Cassette air conditioning units		
• Effluent plant		
• Process wash systems		
• Vehicle wash systems		
• Misting systems		
• Machines with wet coolant		
• Dental equipment		
• Irrigation systems		
• Other (identify)		
SAMPLES - Advisory – See sampling plan below if applicable	AS PER CONTRACTED	Undertaking the TASK
Legionella testing other risk systems Morgan Environmental will undertake this task upon customer instructions – A separate order number is required.	See sampling plan below	Not part of the agreement

OTHER SITE SYSTEMS (no reasonably foreseeable risk with legionella)	RECOMMENDED FREQUENCY	Undertaking the TASK
Closed Systems (chillers associated with production areas/LPHW system etc.) (if applicable refer to LRA)	6 Monthly in accordance with BG50/2013	Not part of the agreement
Steam boilers (if applicable refer to LRA)	Monthly in accordance with BS2486	Not part of the agreement



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Terms & Conditions:

The quote is valid for 30 days from date of quote.

Payment terms are strictly 30 days.

Works to be invoiced on a Monthly Basis

The contact agreement will run for 12 months from the 01/01/2026 to the 31/12/2026 Thereafter rolling on a monthly basis until further instruction is given from the client cancel. Should the client wish to cancel the contract then we request a 3-month notification period is given to Morgan Environmental.

Please note that you have a statutory obligation to maintain and retain records with respect to legionella control activities in accordance with Control of Substances Hazardous to Health Regulations, Management of Health & Safety at Work Regulation and Health & Safety at Work etc. Act. We recommend these are maintained in a central location e.g. a logbook

As the customer you are required to comply with the following

The member should inform the client that it is the responsibility of the duty holder/responsible person to:

- A. Have a legionella risk assessment, written scheme of control and schematic diagram in place which includes a programme of treatment, monitoring, and inspection (and may include legionella sampling) and make this available to us.
- B. Provide sufficient information to allow us to design an appropriate treatment programme, including a legionella sampling plan if appropriate.
- C. Make the systems available for the agreed work, with safe access, and adequate notice to ourselves to schedule and execute the agreed work.
- D. Provide us with any information on known risks and safety requirements in the areas we will be working.
- E. Ensure the control scheme tasks you are responsible for are completed and recorded.
- F. Participate in the agreed review process.

You are required to hold your records for 5 years from date of expiry

We hold all records of our activity at your site for a 5 year period which are available to you on request, even if we no longer work on your site.

Any Trade Effluent Application remains the responsibility of the client not Morgan Environmental.

All works quoted are for normal working hours unless stated otherwise.

This is a quotation on the goods named, subject to the conditions noted below: All goods supplied remain the property of the Company until paid for in full.

Morgan Environmental reserves the right to charge an Abortive Visit Charge of £90 or 10% of the service visit quote value (whichever is greater) if the engineer arrives on site within the appointed time slot but is unable to carry out work through no fault of Morgan Environmental, either because they do not have access, or an escort is not available, or the customer is not ready for the work to be completed etc.

All our services provided within the scope of control of legionella are registered with the LCA.

Please see the LCA website www.legionellacontrol.org.uk to view our LCA membership, and the LCA's Code of Conduct.

In accordance with HSE ACoP L8, all water sampling analysis is Sub Contracted to UKAS accredited laboratories

Legionella Legislation:

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We confirm we have made you aware of the Law in respect to Legionella control. For more detail please see <https://www.legionellacontrol.org.uk/standards/>

Key Sampling & Analysis Information:

- **Limit of Detection & Reporting Units:** The detection limit for Legionella culture analysis is **100 CFU/L**. Results are reported in **colony-forming units per litre (CFU/L)**.
- **Sample Volume:** Standard sample volume for Legionella culture analysis is **1 litre**, in accordance with regulatory guidelines.
- **Laboratory Analysis:** All samples are analysed by a **UKAS-accredited laboratory**, with **UKAS accreditation specifically applying to culture testing**. All serogroups and species of Legionella will be covered for off-site analysis



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- **Onsite Evaluation Technique:** Onsite testing methods, if applicable, will be conducted in line with best practices and client requirements.
- **Composite Sampling:** Composite samples will not be taken. All sampling is conducted using discrete point samples to ensure accurate and representative results.
- **Lines of Communication & Reporting:** Reports will be forwarded to **Client (responsible person)** ensuring clear communication of results.
- **Reporting Format & Delivery Method:** Reports will be provided in **electronic PDF format** via **email for one off jobs**, unless otherwise agreed. All sampling included as part of a service contract will be uploaded to the online logbook.
- **Access Arrangements & Times:** Access will be arranged in advance with **Client (responsible person)**, ensuring minimal disruption and compliance with site safety protocols.

Legionella Positive Results Notification Process

Morgan Environmental Ltd follows a structured process to ensure clients are informed of any **Legionella-positive results** in a timely and effective manner.

Interim Positive Results (Within 24 Hours)

If a **Legionella-positive result** is detected during interim analysis:

1. **Immediate Notification**
 - Clients will be informed **within 24 hours** of receiving an interim positive result.
 - Notification will be made via **email and telephone** to the designated contact(s).
2. **Interim Report Issuance**
 - An interim report will be provided, detailing the sample location, preliminary findings, and initial recommendations.
3. **Initial Guidance & Actions**
 - Based on the risk assessment and site-specific conditions, we will provide **recommended control measures** to mitigate risk.
 - If required, a site visit can be arranged to assess and support remedial actions.

Final Confirmed Positive Results (After 10 Days)

As per standard culture testing timelines, **final confirmed Legionella results are available after 10 days**. When a **confirmed positive result** is received:

1. **Final Report Issuance**
 - A **detailed final report** will be issued via **email**, summarising confirmed results, sample points, and analysis details.
 - The report will include **confirmed Legionella species and CFU count**, alongside the detection limit and reporting units.
2. **Client Consultation & Risk Assessment Review**
 - We will arrange a consultation (via **email**, phone, or meeting) to discuss results, assess the impact, and review the **Legionella risk assessment** if required.
 - Recommendations for remedial actions, such as disinfection, increased monitoring, or system adjustments, will be provided.
3. **Ongoing Monitoring & Compliance Support**
 - We will continue to support the client with follow-up sampling, control measures, and any required adjustments to the Legionella control regime as per the client request under a separate order.



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Competence Statement for Quote Production:

All quotes provided by Morgan Environmental Ltd are prepared by experienced personnel with extensive knowledge of Legionella control requirements. Carl Willis, our Sales and Service Manager, has 30 years of experience in Legionella risk management, water treatment, and compliance. His expertise ensures that all quotes align with industry standards, client needs, and regulatory requirements. If evidence of competence is required, we can provide supporting documentation upon request.

Appendix 15a

Members reports

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

Only these elements of their report will be minuted.

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

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

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

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

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