



LLANHARAN COMMUNITY COUNCIL

Minutes of the Bryncae Community Centre (BCC) Committee Meeting held remotely at 7.00pm on Thursday 29th January 2026

The meeting was held on a remote basis in accordance with:

The Local Government and Elections (Wales) Act 2021

Present: Councillors: Chris Parker (Chair), Rhys Jenkins, Nick Richards, Robert Smith.

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Apologies received: Cllr Janine Turner

Absent: None

BCC2026/001 Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting.

RESOLVED

That the reason supplied with Cllr Turner's apologies for absence be accepted as a valid reason for absence.

BCC2026/002 Disclosures of Personal and Prejudicial Interests

Cllr Parker declared a personal interest being a volunteer at the Pantry.

BCC 2026/003 Public Speaking Slot

None.



BCC2026/004 Minutes of the BCC Committee meeting 23rd October 2025

RESOLVED

The minutes of the BCC Committee meeting held on 23rd October 2025 were approved as a true and accurate record

BCC2026/005 Correspondence

Noted.

BCC2026/006 BCC Committee Action Plan

Noted.

BCC2026/007 BCC Finance Report

Noted.

BCC2026/008 implication for VAT registration of the provision of Children's party hire packages (Inflatables etc.).

RESOLVED

To defer the item pending further investigation by the Officers.

BCC2026/009 To amend a previous resolution relating to the method of tendering for delivery of the capital works plan.

RESOLVED

To amend the instruction to the officers to prepare a single tender specification for the entire capital works project, as resolved in a previous meeting of this committee (Minute Ref BCC2025/039), by adding the words, "unless it is deemed appropriate by the committee for individual items of parcels of work to be dealt with outside of the tender."



BCC2026/010 Capital works plan for the Community centre (pending permission from RCTCBC as the freeholder) and next steps

a) *RECOMMENDED*

To amend the capital works plan to that shown in Appendix 6 presented to the meeting, including the Addition of the following:

- a) A replacement floor for the main hall
- b) Replacement fire alarm and addressable detectors and sounders as required including warning beacons in toilet areas. Include automatic door holding and release systems and relays or otherwise to facilitate this as well as relay or alternative to close fire shutters in kitchen.
- c) Replace the windows, doors and external foyer area (including office windows) with new UPVC or similar. Doors to be security spec (secure by design), accessible and fitted with a keypad or fob system integrated with the booking system to regulate access to hirers. And replace the main hall high level windows with new including an opening/closing mechanism and the window at rear of the stage. Windows to have laminated security film or alternative where possible/appropriate
- d) Refurbishment of the kitchen.
- e) An intruder alarm and associated components if necessary to maintain insurance cover.
- f) Replacement fire stopping insulation as required to maintain fire compartmentation.
- g) Installation of blackout blinds to high level windows in the main hall.
- h) Replacement curtain track for the stage curtains.
- i) Replacement cabling to the western circuit of the external LED lighting columns.
- j) Installation of additional CCTV in the carpark.

Specifically allocating some aspects of work to the Capital Tender, and some works to be carried out separately outside of the main tender.



k) RESOLVED

For the officers to draw up a tender pack based on the Capital Plan resolved, comprising contractual aspects of the tender and a comprehensive specification. The tender pack to be presented to the BCC Committee for further resolution prior to seeking formal permission for the works from RCTCBC which must be obtained before issuing.

BCC2026/011 Purchase of replacement doors, frame and locks for the Community Centre boiler room

a) RESOLVED

To instruct the Clerk to obtain further quotations. To delegate authority to place the order to the company providing the cheaper of the 3 quotations up to as maximum value of £1,569.68. Should the Clerk see reason to award the work to a company who does not provide the cheapest quotation or is unable to obtain 3 quotations then the matter to be brought back to council or the BCC committee for consideration. Monies to be taken from CIL project LCC23/02 'Improvements to Bryncae Community Centre'. Note: The Committee has delegated authority to make this purchase. This item appearing on the original capital improvement plan.

b) RECOMMENDED

In the event that the Clerk is unable to obtain 3 quotations for the replacement of the boiler room door, frame and locks, that Financial regulation 11.3e)ii is suspended and for the Clerk to be authorised to place the order with the most competitive quote obtained should they see fit.

BCC2026/012 Purchase of 2 x replacement fire shutters to reinstate fire compartmentation of the building.

a) RECOMMENDED

That Financial regulation 11.3e)ii is suspended, the Clerk having been unable to obtain 3 quotations for the supply and fit of the shutters and to facilitate the arrangement of the ancillary electrical work to be undertaken with a local electrician, the precise nature of the work required still to be ascertained.

b) RESOLVED

Pending suspension of the financial regulation (a) to resolve to authorise the officers to purchase the shutters from Entry Specialists Ltd spending up to



£6,072 (Comprising the quotation of £5,520 plus a 10% contingency). Monies to be taken from CIL project LCC23/02 'Improvements to Bryncae Community Centre'. Note: The Committee has delegated authority to make this purchase. This item appearing on the original capital improvement plan.

c) RESOLVED

To authorise the officers to spend up to £1,000 to arrange ancillary electrical work to provide power to the units and link into the alarm relay. Monies to be taken from CIL project LCC23/02 'Improvements to Bryncae Community Centre'. Note: The Committee has delegated authority to make this purchase. This item appearing on the original capital improvement plan.

BCC2026/013 Work to improve/replace the fire stopping insulation in the ceiling to reinstate fire compartmentation in the building pending permission from RCTCBC as the freeholder

RESOLVED

To defer the item of business pending further investigation by the officers

BCC2026/014 Purchase of blackout blinds for the high windows in the main hall, pending permission from RCTCBC as the freeholder

RECOMMENDED

To consider purchasing blackout blinds for the high windows in the main hall, (pending permission from RCTCBC as the freeholder), to instruct the officers to draw up a suitable specification and obtain 3 quotations for future consideration. Spend to be taken from the CIL project LCC23/02 Improvements to Bryncae Community Centre. This item having already having been considered for addition to the Capital plan in a previous recommendation, above (See minute ref BCC 2026/010)

BCC 2026/015 Purchase of replacement curtain track for the stage curtains

a) RECOMMENDED

a) To suspend Financial Regulation 11.3e)ii, the officers having been unable to obtain 3 quotations for the supply and fit of the curtain track.

b) RESOLVED



b) Pending (a), to authorise the officers to purchase the track and arrange fitting from Camstage spending up to £3,093 (the quotation of £2,578 dated November 2025 plus a 20% contingency), noting that this amount is still cheaper than the second quotation obtained which was £3,426. CIL funds to be taken from LCC23/02 Improvements to Bryncae Community Centre. This item having already having been considered for addition to the Capital plan in a previous recommendation, above (See minute ref BCC 2026/010).

BCC 2026/016 Commission of quotations to provide replacement wiring connections to some of the external LED lighting columns

RESOLVED

To instruct the officers to obtain quotations to fit new cabling to the western circuit and to reactivate the column lighting with a view to taking funds from CIL project LCC23/02 Improvements to Bryncae Community Centre. This item having already having been considered for addition to the Capital plan in a previous recommendation, above (See minute ref BCC 2026/010).

BCC 2026/017 Commission of quotations to provide CCTV cover of the car park.

RESOLVED

To instruct the officers to obtain quotations to fit additional CCTV in the community center car park. The work involving some trench work. If appropriate to bundle this work with the work to install replacement cabling to the external LED lighting. Spend to be taken from the CIL project LCC23/02 Improvements to Bryncae Community Centre. This item having already having been considered for addition to the Capital plan in a previous recommendation, above (See minute ref BCC 2026/010)

BCC 2026/018 Commission of a tree survey to ascertain the condition of trees within the lease boundary.

a) *RECOMMENDED*

That the Council suspends Financial Regulation 11.3e)iii given that the Council's tree inspections are usually carried out by the RCTCBC inspectors, providing a trusted



service of known quality for a small cost. (The last round of general inspections of all the council's sites at that time cost £600 for 2 days' work).

b) RESOLVED

To instruct the officers to obtain tree inspections of all trees on Bryncae Community Centre land and those in the immediate vicinity including those the officers feel would be beneficial in light of potential future lease agreements. To authorise the officers to spend up to £600 for this purpose.

BCC 2026/019 Urgent Items for Information or Items Suggested to the Clerk for Future Agenda

Potential upgrade of the of the Wi-Fi system to be added to a future agenda.

There being no further business, the meeting closed at 8.10pm.

The next meeting is scheduled for 30th April 2026.

Cllr Chris Parker
Chair of the BCC Committee



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Bryncae Community Centre Committee (BCC) held by remote attendance at 7.00pm on Thursday 23rd October 2025.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present:

Councillors Chris Parker (Chair), Rhys Jenkins, Nick Richards, Robert Smith

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Apologies: None

Absent: Cllr Janine Turner

BCC2025/030 Welcome and Apologies

The Chair welcomed all attendees

BCC2025/031 Disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.

None

BCC2025/032 Public Speaking

None

BCC2025/033 Minutes of the BCC Committee meeting held remotely on 29th July 2025

RESOLVED

To approve as a true and accurate record the minutes of the previous meeting of the committee held on 29th July 2025.

BCC2025/034 BCC Committee Action Plan

Noted



BCC2025/035 BCC Financial Report
Noted

BCC2025/036 To consider extending the operating period of the exterior lighting
RESOLVED

To approve the proposal to extend the period of activation of the lights from 5.30am, and until 10.30pm.

BCC2025/037 To consider quotes for replacing the curtain tracks and fireproofing the curtains

a) RECOMMENDED

To add the Camstage quote for a replacement curtain track to the capital expenditure plan.

b) RECOMMENDED

To authorise the officers to instruct Flame Protect to proceed with the fire-proofing work at a cost of £475 + VAT.

BCC2025/038 Updated waste and recycling policy
Noted

BCC2025/039 To consider the method of tendering for the capital works programme
RESOLVED

a) To authorise the officers to prepare a single tender specification for the entire project.

b) To update the capital works program to take into account discretionary aspects of work identified since the original schedule of works was created from the RCTCBC and independent building condition surveys. Noting that the full scope of works must be agreed by RCTCBC.

BCC2025/040 Implication for VAT registration of the provision of Children's party hire packages (Inflatables etc.)

Deferred to allow further research by the officers of the Council.



BCC2025/041 Urgent information or Future Agenda Items

A camera is to be installed in the car park following discussion with the local police.

There being no further business, the meeting closed at 8.00pm.

Date of next scheduled meeting: Thursday 29th January 2025

Councillor Chris Parker
Chair of the Bryncae Community Centre Committee

From: [The Clerk / Project Officer](#)
To: ["Harrison, Allison"; Rebecca Jenkins](#)
Cc: [Property Information](#)
Subject: RE: Bryncae Community Centre lease
Date: 22 January 2026 15:40:00

Hi Allison,

There is a dividing folding wall to the Main Hall to allow it to be used by two community groups at the same time. However, the structural supports to the head of the wall were previously reported as defective and apparently RCT relatively recently engaged a contractor to undertake repairs and provide additional structural support to this folding wall.

Do you hold any details on this please, specifically what work was done, who did the work and whether there is a contractors guarantee for the works done in place.

This isn't urgent (there are no issues we are aware of), just something to have knowledge of should there be an issue in future.

Also further to Rebecca's email we request permission to fit removeable blackout blinds to the high-level windows in the main hall. These blinds would be electrically operated and only in place when required.

Best regards

Leigh Smith

Clerk to the Council.

Llanharan Community Council

Clerk@llanharan-cc.gov.wales

project@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

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

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llanharan-cc.gov.uk

From: Harrison, Allison <[REDACTED]>
Sent: 22 January 2026 14:45
To: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Cc: The Clerk <clerk@llanharan-cc.gov.wales>; Property Information
<[REDACTED]>

From: [Harrison, Allison](#)
To: [Rebecca Jenkins](#)
Cc: [The Clerk](#); [Property Information](#)
Subject: RE: Bryncae Community Centre lease
Date: 22 January 2026 14:45:14

Dear Rebecca,

I will arrange for a case to be set up and allocated to one of the Estates Team to deal with your enquiry.

Kind Regards,

Allison

From: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Sent: 22 January 2026 14:21
To: Harrison, Allison <[REDACTED]>
Cc: clerk@llanharan-cc.gov.wales
Subject: Bryncae Community Centre lease

Rhybudd: E-bost allanol yw hwn - sy wedi dod o sefydliad/unigolyn y tu allan i'r Cyngor. Byddwch yn wylidwrus wrth glicio ar ddolenni neu agor atodiadau.

Caution: This is an external email and did not originate from within the Council. Please take care when clicking links or opening attachments.

Dear Ms Harrison,

Could you please help me with the following queries regarding our lease of Bryncae Community Centre from RCTCBC?

1. Your building **insurance policy**. As per paragraph 4.13.2 of the lease, we are required "to comply with all requirements and recommendations of the insurers." We would therefore be very grateful to receive a copy of the insurance policy please. Specifically, we need to know if it requires a working **intruder alarm** system.
2. Your **urgent permission** to install improved fire stopping **insulation** above the ceilings of the kitchen and boiler room as the current insulation has gaps and does not provide the required protection.
3. Please note that we are replacing the following items no longer fit for purpose:
 - a) the roller **shutters** in the kitchen which are not 30/60min fire rated
 - b) the boiler room **door** which is corroded beyond safe use.

4. We will be sending you our comprehensive **revised capital plan** in a week or so for further permission and advisement.

I look forward to hearing from you particularly in relation to points 1 and 2 as soon as possible please.

Kind regards

Rebecca

Rebecca Jenkins

Assistant Clerk

Llanharan Community Council

rebecca.jenkins@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07882 920422

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

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

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

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Your hire of Bryncae Community Centre 6th December

From Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>

Date Wed 10/12/25 11:37 AM

To [REDACTED]

Cc The Clerk <clerk@llanharan-cc.gov.wales>; Office <Office@llanharan-cc.gov.wales>

 2 attachments (788 KB)

bryncae_community_centre_Invoice_264.pdf; BCC deposit withheld letter.pdf;

Dear [REDACTED]

Please find attached a letter regarding your hire of Bryncae Community Centre. I trust it is self-explanatory. Despite the issues raised, I am truly glad that the event went so well for you all.

Kind regards
Rebecca

Rebecca Jenkins

Assistant Clerk

Llanharan Community Council

rebecca.jenkins@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07882 920422



Llanharan Community Council
2A Chapel Road
Llanharan CF72 9QA

2025

Ms [REDACTED]

Dear Ms [REDACTED]

Re: your hire of Bryncae Community Centre on [REDACTED] 2025

Thank you for returning the centre keys yesterday evening, following your event. As discussed, there were two breaches of the terms of hire which will unfortunately incur a penalty charge equating to your deposit.

I refer you to the following clauses of the terms of hire:

6.0 LOSS OR DAMAGE PENALTIES

The hirer will be charged for:

- Additional essential cleaning which should have been carried out by the hirer
- Exceeding the agreed hire period duration

13.0 WASTE

The hirer shall ensure all areas are clean and free of litter. All waste must be disposed of in the correct receptacles provided. The hirer shall ensure that no rubbish is left inside the building, in the car park, on the pavements or in the vicinity of the centre and that all litter is picked up and disposed of appropriately.

1. Unauthorised storage of hired tables outside the hire period.

In a telephone conversation on 26th November, I made clear that this would not be possible. Nevertheless 10 large tables were delivered on Friday 5th December and to date have not yet been collected, thus significantly exceeding the agreed hire period duration.

2. Waste left on the floor both inside and outside the centre

A considerable amount of waste was left, including nappies, and food waste which was accessible to animals leading to further mess.

I attach an invoice for your records. There is no further charge.

Kind regards

Rebecca Jenkins

Assistant Clerk

Llanharan Community Council

rebecca.jenkins@llanharan-cc.gov.wales

Tel: 01443 231430 / 07882 920422



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

Tel: 01443231430
E-mail: bryncaecc@hotmail.com
<http://llanharan-cc.gov.wales>

Invoice No. 264

██████████ 2025
Payment due by 7 January 2026

██████████

████████████████████████████████████████

Invoice

Date	Description	Quantity/Unit Price	Amount
6 Dec 2025	Deposit subject to satisfactory return of facility	-1.00 Items @ £50.00	-£50.00
10 Dec 2025	Penalty charge for breach of hire terms	1.00 Item @ £50.00	£50.00
Invoice Total			£0.00

Payment Methods

Bank Transfer: Bank Name: ██████████ ██████████ ██████████ ██████████ ██████████,
Account Name: Llanharan Community Council

Please use Invoice Number as reference

One-off hires ONLY: Booking remains provisional until payment has been received.

Block bookings ONLY: You must pay for the hours booked whether used or not. Requests to vary hours must be made at the time of booking.



Order reference: I002091

STATEMENT OF PERFORMANCE.

Order ref :	I002091	Customer	<u>Llanharan Community Council</u>		
Product	NITRO	Batch	334988/10102592	Date	12/2025
Project Details	Fire Retardant application to hall curtains @: Bryncae Community Centre CF72 9UU (DRY CLEAN ONLY X 10)				

Flametect Nitro Flame Retardant. When correctly applied to all natural & most synthetic fabrics including polyester, acrylic Lycra & other similar materials can render these materials flame retardant up to & including:

BS.5867 Part 2 Type B German Din 4102-B1 1998	(14) (Curtains & Drapes)
BS. 5852 2006	(16) Ignition source (Cig & Match)
BS. 7175	(Bedspreads & Covers)
BS. 4790	(Floor coverings & Carpeting) which includes the hot nut test
BS.7177	Mattresses & Divans
IMO. A688	(17) (Beds)
BS. 5665.	This Is A Toy Flammability Test, But Deemed An Appropriate Test For Synthetic Flowers & Foliage
BS. 476 Classes 1 & 0 Euro Classes C & B EN-13501-1 B-S3, D0	Veneers, Textiles, Wallpaper & Other Wall Coverings (when used alongside a FR paste & FR rated products)
French M1	Curtains & Drapes
Germany DIN4102 B1 BS.5438 Type B	Curtains & Drapes Flammability test for textile fabrics

For full compliance with *The Furniture & Furnishings (Fire) (Safety) Regulations 1988(Statutory Instrument 1324)* & subsequent amendments on natural materials Use **Flametect Nitro D.**

FOR INTERIOR USE ONLY, NON- CORROSIVE, SKIN FRIENDLY SUITABLE FOR PROLONGED SKIN CONTACT.

Flametect Nitro D. Flame Retardant. (A Water Resistant Version Of Flametect Nitro).

In addition to achieving all standards relevant to Flametect Nitro (above) will render NATURAL MATERIALS & some NATURAL RICH / SYNTHETIC BLENDS of materials flame retardant up to & including .

1

Flameprotect UK Ltd, Cwmtillery Ind Est, Abertillery, Gwent, South Wales NP13 1LZ.

www.flameprotectuk.com

sales@flameprotectuk.com

Company No: 08585371 VAT No: 167 3868 63



Order reference: I002091

- Ignition Sources 0 (Cigarette), 1 (Match), & Crib 5 Flametec Nitro D. Flame Retardant Will render ALL NATURAL, MOST SYNTHETIC & BLENDS OF BOTH MATERIALS flame retardant to.
- BS. 7837 & test methodology BS. 5438 (Marquees , Tents Tepees & Yurts) This Statement Of Performance is a general statement supported by tests & test certificates relating to actual physical tests performed by independent laboratories.

Abbreviations		
BS. British Standards.	EN. Euro Norm.	ISO : International Organization for Standardization
IMO. International Maritime Organisation. International Standards Including, MCA. SOLAS. & USCG		UL/ASTM Underwriters Laboratory / American Society For Testing & Materials. (USA)

Flame Protect UK: Due Diligence

All of our work is backed up by independent tests. Performed By UKAS accredited laboratories in the UK & by other similarly recognised laboratories Internationally. These tests are performed on substrates & composites of substrates, that are considered & deemed to replicate the treated materials actual end use, in many tests worse case scenarios are adopted. These tests & certificates form part of Flame Protect UK Ltd's Statement Of Due Diligence & This Statement Of Due Diligence is (where applicable) extended to our customers & are viewable under '*More Information/ Test Results*' on our website.

Customers Due Diligence

Users of Flame Protect UK products should satisfy themselves that:-

- I. The product & the materials treated with the product are compatible.
- II. The test results that support this statement are both meaningful & relevant to their particular application.
- III. That this Statement Of Performance is acceptable to any inspecting authorities

Site Specific Statements Of Performance Are Only Available By Request Prior To Purchase & On Provision Of Full Proposed Contract Data Flame Protect UK Ltd would advise customers to retain a sample of each treated component to demonstrate & verify its performance If requested.

Signed : C. Carpenter & W. Fisher

Technical Authority

VALID TILL

12/2030



Order reference: I002091





Llanharan Community Council - BCC Committee Action plan 22.1.26

Action no	Date added	Category	From	Action	Notes	Status	Owner
		BCC	BCC	Write BCC hire agreement for hirers to sign	Draft agreement to be considered by Committee 24.07.2025	Completed	RJ
2024/071	22.03.2024	Full Council	BCC	2024/071 Potential leasing of land around Bryncae Community Centre. RESOLVED For the Clerk to obtain estimates of cost from a solicitor to draft a lease agreement and act on the Council's behalf in this matter. Costs to be presented to a future meeting of council.	On Hold - Awaiting deeds/title plan from LRGT June 24. Permission given by LRGT for the Clerk to liaise directly with the solicitor. Chased deeds again Jan 2025 direct with solicitor. Estimate of solicitors costs obtained.		LS
BCC2025/008	14.03.2025	BCC	BCC	BCC2025/008 Phasing of the capital improvement plan (CIP) for the centre. RESOLVED To firstly address any issues given the priority rating of '1' in the report presented to the committee as 'Appendix 6 – Capital phasing plan V1'. The phasing of other items to be planned at a later date.	Investigate. Progress made. Quotes pending for fire stopping insulation and shutters. Curtains now fireproofed. Dec25		LS
BCC2025/039	24/10/2025	BCC	BCC	BCC2025/039 To consider the method of tendering for the capital works program RESOLVED a) To authorise the officers to prepare a single tender specification for the entire project. b) To update the capital works program to take into account discretionary aspects of work identified since the original schedule of works was created from the RCTCBC and independent building condition surveys. Noting that the full scope of works must be agreed by RCTCBC.	formalise capital plan. Inc fire compartmentation work, lobby, blinds, floor etc....		LS

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
640 Bryncae Community Centre							
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 5a

To amend a previous resolution relating to the method of tendering for delivery of the capital works plan.

The committee previously resolved:

BCC2025/039 To consider the method of tendering for the capital works program

RESOLVED

a) To authorise the officers to prepare a single tender specification for the entire project.

b) To update the capital works program to take into account discretionary aspects of work identified since the original schedule of works was created from the RCTCBC and independent building condition surveys. Noting that the full scope of works must be agreed by RCTCBC.

Proposal:

To amend this instruction by adding the words, “unless it is deemed appropriate by the committee for individual items or parcels of work to be dealt with outside of the tender”

Ref	Defect/Remedy	Further notes	Proposed actions for capital plan tender	To be actioned separately outside of the main tender	Other notes
1	Internal decoration - Part of cyclical period, remedial action required within 3-5 years		Carry out full internal decoration of community centre.		
2	External decoration - Remedial action required within 1-2 years to preserve existing finish.		Carry out full external decoration of community centre.		
3	Roof guttering - Damaged & buckled, replace within 1 year.		Replace all roof guttering and downpipes, fascias and soffit.		Solution to prevent youths hanging on and damaging gutters required??
4	Showing signs of rusting and deterioration, renew within 1 year.		Replace all external fire doors and frames.		
5	Showing signs of wear, look to replace 3-5 years on rolling programme.		Replace floor in main hall. See also item 26		
6	Provide distribution chart		Provide electrical distribution chart for the building.		Flag this as an addition
7	Gen lighting maint. Replace all with LED. Replace outdoor lighting with columns.	Completed	Completed	Install replacement wiring connecting some of the external LED lights and put floodlights on a separate circuit. Install carpark CCTV as part of the same job, both pieces of work requiring some civil works to fit cabling.	
8	Install warning beacons in toilet areas.		Install replacement fire alarm and addressable detectors and sounders as required including warning beacons in toilet areas. Include automatic door holding and release systems and relays or otherwise to facilitate this as well as relay or alternative to close fire shutters in kitchen.		Flag this as an addition.
9	Upgrade and replace intruder alarm system.	CHECKING WHETHER REQUIRED BY INSURANCE CO - Rebecca checking with RCT/CBC	CHECKING WHETHER REQUIRED BY RCT BUILDING INSURANCE		
10	Engage a specialist roofer with scaffolding to review the condition of the roof sheets, boxed guttering and downpipes and provide a quotation for options to renew the roof or repair with ongoing maintenance options. The option to repair and maintain the roof is considered below but it may be more cost effective over the long term to renew the roof. i. Remove nail fixings that are not proprietary fixings and corroding and use proprietary screw fixings to tile effect sheets and the ridge and the verge. ii. Review impact and buckled damage to roof sheets and repair or replace damaged sheets. iii. Apply a primer, seal and topcoat to any rust spots or corrosion. The rust spots should be properly prepared in accordance with the paint manufacturers recommendations and the finish should be to a colour to match the existing	<p>The roof is a pitched roof with tile effect lightweight metal roofing sheets. Each sheet is approximately 2 metres wide, and the surface finish is coated with a course sand mineral colour to appear like man made concrete tile. To minimal isolated locations the metal sheet coating is thin. This increases the risk of the metal sheets corroding. There are numerous areas of lichen growth to the sheets and in various isolated locations there are loose rocks, stones, balls and other debris that have been thrown on to the roof. Although no corrosion was seen this should be monitored as there is a risk the roof sheets will eventually start to corrode, and this can lead to roof leaks in 5-10 years' time. There is impact damage to the roof, and this should be reviewed as it is likely to have been caused by workman and youths accessing the roof and walking on the roof sheets. The roof sheets have been given a condition rating of 2 and consideration should be given to isolated repairs to limit further corrosion.</p> <p>The roof sheets have been given a condition rating of 2 and consideration should be given to isolated repairs to limit further corrosion. Specifically the removal of lichen growth and loose rocks, stones etc... and debris and re coating of some sheets where coating has become thin. May cause problems of corrosion in 5-10 years if not treated.</p> <p>It may be prudent to engage a contractor who specialises in the maintenance and repair of metal roofs.</p> <p>Note: The roof cannot be walked on.</p> <p>Est remaining life of roof - 10 years.</p>	Investigating what is required and add here - Haran roofing engaged to examine and provide report.		Solution to prevent access to the roof by youths?
11	Service and ensure roof vents are in good order and repair and clean grilles to underside in Main Hall	<p>The metal sheets have been fixed using nails and in some locations the nails are bent, buckled or loose. This is not a conventional method of fixing metal roof sheets, and the number and type of fixings is insufficient. The standard method of fixing a metal roof sheet is to use proprietary screw fixings. The nail fixings are corroding and have a condition rating of 2 with consideration that these fixings are a point of failure and may require replacement to prolong the life of the roof sheets. Consideration should also be given to wind uplift which may occur in strong winds. Wind lift can occur with negative wind pressures that force roofs in an upwards direction and may cause the sheets to reverberate. Under normal circumstances a roof is not lifted and remains fixed in position. However, as this is a lightweight metal roof sheet with fixings that are corroding in a location where there is a higher risk of wind uplift there is a significant risk of wind lift to the roof. This wind uplift phenomenon was seen to have occurred along the edge of the roof to the verge particularly to the verge sheets closest to the eaves detail and nail fixings have popped up. LS - Consider refixing using proprietary screw fixings. Edit - Roofing contractors have advised that nails are fine and commonly used on these applications. However will replace as necessary where have popped.</p> <p>It may be prudent to engage a contractor who specialises in the maintenance and repair of metal roofs.</p> <p>Note: The roof cannot be walked on. Est remaining life of roof - 10 years.</p>			
12	Consider measures to prevent future damage toguttering from youths hanging on it and/or trying to access the roof. Clean out guttering and seal all joints Repair/replace all guttering. Replace fixings and repair joints.	The guttering is a metal boxed gutter plastisol coated and dates to when the building was first built, but it is distorted and damaged potentially from youths accessing the roof and putting weight on the gutter by either standing on it or hanging on it (by hand). This is evident to all lengths of guttering and there is a serious risk of both damage to guttering and injury to youths if this continues. You should review this and take action to prevent damage or injury.	Covered Elsewhere		Solution to prevent youths hanging on and damaging gutters??
13	Repair/replace all vertical rainwater pipes and replace fixings and repair joints. Arrange specialist cleaning of guttering, pipes fascias and soffits to clean and prevent further deterioration.	Trees to the northern boundary over sail the roof and there is a build-up of debris and loose material (including bottles, balls, cans etc) within the gutter that needs to be cleaned out and joints properly sealed. The trees should be maintained to a lower height, so they do not compromise the roof and gutters.	NA	Tree survey to be carried out on all trees within lease area and trees to be trimmed at northern boundary to prevent buildup of debris in gutters, in addition to any other work identified as necessary.	
14	Schedule surface water drainage system cleaning as and when required. Review and action prevention measures to stop youths accessing the gutters and roofs.	The gutters are out of alignment due to damage and consideration should be given to removing the guttering and for repairs to be undertaken to straighten, correct the falls and reinstate the guttering. The metal fixings are corroding with some replacement fixings evident, and some joint repairs were seen. You should consider renewing fixings and joints when next undertaking works to the guttering.	Covered elsewhere		
15	Cut back the trees that over sail the roof.	The vertical rainwater pipes are metal box rainwater pipes plastisol coated and in the same condition as the gutters with respect to fixings, joints and slight damage. Leaks were evident to some pipes at low level. All of the rainwater goods require repair, and the rainwater pipes and brackets have a condition rating of 2.	Covered elsewhere		
16	OR Replace all guttering, downpipes, fascias and soffit.	All the plastisol coating to gutters, pipes, fascias and soffits are discoloured and have surface fungal growth and lichen and should be cleaned in the normal way by a specialist cleaning contractor to prevent further deterioration of the surface	Covered elsewhere		

17	Review and action prevention measures to stop youths accessing the gutters and roofs. Cut back the trees that over sail the roof	The rainwater pipes discharge into a gully and in all cases these gullies are sealed and could not be inspected. Because the gutters are blocked with debris and silt it is recommended that the surface water drainage system is inspected and cleaned by a specialist contractor. These gullies require regular maintenance and should be kept clear and free flowing. A condition rating of 2 is given to the gullies.	Capital works not required at this stage on the drains themselves. However building of a suitable retaining wall against western green space would help alleviate washdown of mud causing slip/trip hazard.		Drains were inspected and no issues found in 2022-ish
18	Rub down and paint roof canopy support leg at main entrance.	The roof forms a canopy soffit over the external entrance area and this is the same condition as other soffits however the structural support for the canopy soffit is painted and has surface corrosion and should be maintained in the normal way and redecorated.	See items 10/11 above.		
19	Carry out repairs to external render at corners and where minor cracking has occurred. Engage a specialist contractor to repair minor damage and cracks to render and remove all lichen and marks prior to redecorating the render. Repair external walls.	The render is Condition 2 and has been painted but is faded and discoloured with lichen growth and stains together with extensive graffiti to the south and west elevations. Some very slight cracking is evident together with slight impact damage to corners with render bead exposed and corroding but considered minor and should be repaired in the normal way. There are vertical movement joints to the rendered walls, and these are showing early signs of becoming brittle and perishing. The walls to the west elevation are used by youths playing football and impact damage and muddy football marks are evident throughout this wall. The walls should be repainted and repaired in the normal way and when repainting consideration should be given to using a type of paint that allows graffiti to be washed off easily.	Carry out repairs to external render at corners and where minor cracking has occurred. Engage a specialist contractor to repair minor damage and cracks to render and remove all lichen and marks prior to redecorating the render. Repaint external walls using anti-graffiti/anti vandal paint. Colour TBD		
20a	Cut out and replace mastic joint (windows to external reveals).	All windows to external walls are metal framed double-glazed windows and in a fair condition with a Condition rating of 1. The windows are original windows and because of their age will be susceptible to failure of the sealed double-glazed sections but no evidence of this was seen at the time of our inspection. Some of the windows have opening casements with no trickle ventilators. The windows are sealed to the external reveals with a mastic joint which is aged, and consideration should be given to cut out and replaced in the near future to prevent water ingress from the outside. The high-level windows to the Main Hall to the south elevation are operable using a manual winder mechanism however this is broken and requires repair and have a Condition Rating of 2.	Either - Cut out and replace mastic joints sealing the windows to the external reveals to prevent water ingress and replace the manual winder mechanism to the main hall high level windows or Replace the windows, doors and external foyer area (including office windows) with new UPVC or similar. Doors to be security spec (secure by design), accessible and fitted with a keypad or fob system integrated with the booking system to regulate access to hirers. . and/or Replace the main hall high level windows with new including an opening/closing mechanism. Consider also window at rear of stage.		Flag that decision required here
20b	Repair high level window opener mechanism.				
21	Service main entrance doors and south facing fire doors to ensure correct adjustment and sit correctly in the frame. Adjust south facing fire exist doors to ensure they do not rattle in the frame.	External Doors @: The main entrance door and frame and the south facing double fire exit door and frame are metal framed double-glazed top and bottom doors in a fair condition and should be maintained in the normal way with a Condition Rating of 2. Both sets of doors should be serviced to ensure they are adjusted and sit correctly in the frame and in particular the double fire exit doors to the south elevation require some adjustment so that they do not rattle in the frame.	Included above and for fire door included in item 4.		
22a	Doors, frames and opening mechanisms - Repair or replace.	The fire exit doors to the north elevation and to the boiler plant room are solid steel doors from the main hall and still have their original spray-painted finish that is pitting and has surface corrosion evident. These doors have a Condition Rating of 2 and require extensive preparation and some adjustment prior to painting with some localised cutting out of the rusted frame and thresholds and repair and part replacement of the opening mechanisms as they are defective. If this work is not undertaken soon, it would be more economical to remove and replace the door frames as they will have corroded beyond repair. Note that the plant room door has a side panel that has corroded beyond repair and should be replaced. On the inside face of the double fire exit doors to the north elevation the push bar mechanisms and top hung stays require overhaul and some replacement as they are defective.	Fire doors included in item 4.	Replace boiler room frame and door.	
22b	Replace side panel to boiler room door.				
23a	Consider repaired low points in car park with new tarmac to level off the surface to the correct falls, to prevent undulations where the surface is subsided with hollows forming and water and silt pools in the low points causing a hazard to pedestrians and cars.	There is a pavement that goes around the outside of the building and leads to the car park which is tarmac and is Condition 1. The car park is tarmac and is Condition 2 and has undulations where the surface is subsided with hollows forming and water and silt pools in the low points causing a hazard to pedestrians and cars. These areas should be repaired with new tarmac to level off the surface to the correct falls. There are some grass areas, and these should be maintained in the normal way. The trees and shrubs between the building and car park are bounded by metal railings and these trees and shrubs should be maintained in the normal way but to a lower height so that they do not compromise the building gutters and roof. There is some lighting externally to the car park and paths, and this is controlled via the plant room distribution board but was not tested. Some light fittings have been removed to pavement bollards and the internal electrics are exposed and you should ensure these are properly isolated or repaired with lighting reinstated. There are some bins (general and dog waste) around the car park. You should ask your legal advisers to confirm if you are liable to maintain adequate lighting and bins to these external areas during hours of darkness whilst the building is not occupied. The current key holder advised that some local residents have complained that it is too dark to walk their dogs in the evenings. It was noted that there is a gate at the end of the path leading to the car park but the gates to the paths around the building are missing and posts damaged. The public are using these paths around the building and ground generally thus creating an implied right of way. You should discuss this with RCT as the freeholder and reinstate the gates to prevent a permanent right of way being created. You should take advice from your legal advisers regarding this.	Resurface the Western side of the carpark to remove undulations and reduce water ponding. Re-white line all parking bays. Decide whether to replace gates at the northern end of the permissive path and to fit them at the southern end. And whether to replace gates to the side of the building.		
23b	Inspect trees and shrubs between the building and car park to check of lowering or trimming required that they do not compromise the building gutters and roof.				
23c	Speak to RCT (rights of way) ads the freeholder as to whether to reinstall gates around the centretro prevent a permanent right of way being created. You should take advice from your legal advisers regarding this.				
23d	Re-white-line the car park.				

24a	Investigate lack of fire compartmentation in office, kitchen and ancillary toilets. Review whether this is covered in the fire risk assessment and the options to mitigate this. Including replacement/refitting of the fire blanket in the kitchen and/or further work to the office, kitchen and ancillary toilet if required.	The walls internally are constructed from concrete blockwork. These internal walls would normally form part of the fire compartmentation fire strategy for the building however the walls for the office and kitchen and ancillary toilets do not continue to the underside of the roof structure. It can be seen that the kitchen has had a fire blanket retrospectively fitted to close the gap between the top of the wall and underside of the roof, but this has been poorly fitted with gaps evident. Even though these rooms appear to have fire doors fitted it should be concluded that these rooms do not have suitable fire compartmentation, and this should be reviewed in the fire risk assessment. However, the general condition of these walls is good and generally have a plastered and painted finish and have been given a Condition Rating of 1 with Further Investigations with respect to fire compartmentation required. These walls should be maintained in the normal way and redecoration of these walls should be planned soon to remove all scuff marks.	NA	Repair/replace fire stopping insulation in the kitchen ceiling.	
24b	Investigate where services penetrate internal compartment walls as some service holes have not been adequately fire-stopped and requires remedial work. The fire RA should also consider this. (Include wall between main building and boiler room)				
24c	Redecorate all inside walls (and ceilings and woodwork)				
25	Make good areas of the structural supports to the head of the wall for the folding wall.	There is a dividing folding wall to the Main Hall to allow it to be used by two community groups at the same time. The wall was not tested however we were advised by the current key holder that it is operable. However, the structural supports to the head of the wall were previously reported as defective and we have been told that RCT recently engaged a contractor to undertake repairs and provide additional structural support to this folding wall. Some of the making good has not been completed and you should request information from the vendor about which contractor was engaged and what works were undertaken as there may be a contractors guarantee for the works done. Note that the structure was covered by plasterboard, so it was not possible to verify the effectiveness of the current structural support for this dividing wall.	NA		Info on work done, vendor details and guarantee requested from RCT 22.1.26
26	Repair minor holes in concrete floor between main hall and western store room to prevent enlargement. (Check for others).	The internal floors appear to be solid concrete but could not be inspected as it is generally covered with sheet vinyl with welded seams. There were no significant defects seen generally to the floors and any slight undulations to the floors are minor and typical. The vinyl floor coverings are faded and showing signs of scuff marks and wear with some welded seams showing early signs of opening up however these floors have been given a Condition Rating of 1 and should be maintained and cleaned in the normal way. Note that the vinyl coverings to the toilets and kitchen have antislip properties and to retain some slip resistance the floors require cleaning in accordance with manufacturer's instructions.	See item 5.		
27	Cut out and replace all sealant around sanitary fittings.	The toilet fittings are mostly original fittings in a good to fair maintained condition. There is a suitable and sufficient disabled toilet and baby change room with child's WC toilet and sink. All fittings should be maintained in the normal way. Sealant around the edges of sanitary fittings were fair to poor and these should be cut out and renewed around the edges of fittings to prevent excess water from seeping behind and affecting adjacent surfaces (including wash hand basins to wall junctions and WCs to floor junctions).		Cut out and replace sealant around all sanitary fittings in toilets.	
28a	Review whether the kitchen/main hall roller shutters are fire shutters? If so they must be closed when the building is unoccupied. If not they compromise the fire compartmentation between the kitchen and main hall and this should be reviewed in the risk assessment.	The joinery items consist of skirtings, door frames, internal timber doors, and the timber structure that forms the stage. Internal doors are generally prefinished wood laminated solid fire doors and in a fair to good condition with some typical scuff and scratch marks and have a Condition Rating of 1. All doors are original and should be maintained in the normal way. Door frames, skirtings and other woodwork generally is painted and in a fair condition with numerous scuff and impact marks that is typical for a property of this type. All woodwork previously painted should be planned to be redecorated soon and all doors should be maintained in the normal way and kept in good condition. There are two roller shutter doors to service openings to the wall for the kitchen. It was not evident that these are fire shutters and appear to compromise the fire compartmentation between the kitchen and Main Hall however this should be reviewed in the Fire Risk Assessment. One roller shutter was locked shut and one was fixed open so were not tested. Note that there were no damp affected areas seen to walls floors or woodwork with moisture readings taken using a Protimeter with readings in the normal range below 14%H2O WME.	Replace all internal doors including fire doors	Replace 2 x kitchen roller shutters with fire rated self-closing units. Confirm can be wired to existing fire alarm or new alarm if changed (See item 8)	
28b	Arrange service for roller shutters if necessary (Difficult to open and close - H&S risk)				
29	The shut off valve that supplies the gas meter and boiler is not suitably marked and should be marked yellow with the word 'GAS' with the mains cut off valve made readily identifiable. Mark this on a plan.	Gas pipework comes into the building to the left side of the plant room door the housing for the gas meter is external. The gas meter lid is cracked and the gas meter housing that is external to the plant rooms has previously been flooded and is part full of silt and mud from the flooding. This should be cleaned out and consideration should be given to changing the housing and raising the height and lid so that flood waters cannot enter it. The shut off valve that supplies the gas meter and boiler is not suitably marked and should be marked yellow with the word 'GAS' with the mains cut off valve made readily identifiable. Apart from the boiler there are no other gas functioning appliances in the property. A Gas Safe engineer must undertake a service and gas soundness test every 12 months to certify the installation as safe before further use. You should consider that long term there is intention to phase out the use of gas fired boilers and appliances and replace them with environmentally friendly and energy efficient air source heat pumps. You may find that these new heat pumps are not compatible with your existing systems so it is recommended that you review this as soon as possible as replacement could be costly.	NA	The shut off valve that supplies the gas meter and boiler is not suitably marked and should be marked yellow with the word 'GAS' The mains cut off valve to be made readily identifiable	Investigate heating systems compatibility and options for replacement at a later date.

30	<p>Arrange service/inspection of underfloor heating system by a competent engineer.</p> <p>Review and consider further pipe lagging and background heating on a frost thermostat.</p> <p>Replace cage to external flue and bracket on the external condenser pipe.</p>	<p>The boiler plant room is accessed externally. A new Ideal Logic System 530 boiler has recently been installed and you should obtain the installation certificate from the Vendor as there will be a manufacture warranty of up to 12 years and you should check what the length of the warranty is and you should ensure this boiler is registered as installed with the manufacture. A Condition Rating of 1 is given to the boiler and you should plan to have it serviced by a Gas Safe Engineer annually. The heating to the building is via an underfloor heating system that is an underfloor pipe system controlled via a Heatmiser system. There were no records for this system onsite and no records of testing. Although some underfloor heating systems can be maintenance-free it is recommended that regular servicing is undertaken to ensure the ongoing running and efficiency of the system with the controls, pump and temperatures checked and set. A Condition Rating of 1 is given and this system should have a maintenance service visit by a competent engineer. There is no heating in the boiler room and as the building is often left empty there is a risk that heating plant and the boiler will be off. There is a risk of freezing within the plant room and to water pipes in the building generally and this should be reviewed with consideration for additional pipe insulation and background heating on a frost thermostat. Other observations included that there is a cage missing externally to flue. There is a bracket missing to the condensate pipe externally.</p>	<p>Nothing at this time pending inspection and advice from underfloor heating company.</p>		<p>Arrange inspection and service of underfloor heating (Not covered by RCT SLA)</p> <p>consideration for additional pipe insulation and/or background heating on a frost thermostat in boiler room and elsewhere.</p>
31	<p>Enquire with RCT as to the entry point and stop cock location. Label the Mark the stop cock location on a plan.</p>	<p>It could not be established where in the building is the connection to the mains water supply. You should make enquiries with the Vendor to establish the entry point and stop cock location. It is recommended that an ID label is used to the stop cock and recorded in the plant room so that it is identifiable to occupants. There are no water tanks in the building and the cold-water taps are supplied as a direct mains fed system. As the property is often empty for periods of time and the heating may be switched off you should review the risk of freezing pipes and insulate any pipes that are at a risk of freezing. We referred to the Legionella site logbook and found that risk assessments and quarterly inspections were not fully compliant. There is no evidence of weekly flushing of little used outlets and further action is required to rectify all remedial works listed in the legionella risk assessment. You should engage a competent person to undertake a new risk assessment of the water supply throughout the building.</p>	<p>NA</p>		<p>Legionella monitoring is all in place. LS to ascertain records from RCT and access to portal. Clerk requested June 25 and again Jan 26 urgently.</p> <p>Review flushing and temp schedule and record keeping.</p>
32a	<p>Check that Ariston hot water tank is tested annually and also for legionella annually.</p>	<p>Hot water is provided to sinks from the boiler to hot taps and there is an Ariston unvented hot water storage system within the boiler room. This should be inspected and tested by a competent service engineer annually and also by a competent legionella surveyor annually. Consideration should be given that the site is storing a significant amount of hot water that is greater than demand and you should review this to improve energy efficiency and reduce legionella risks.</p>	<p>NA</p>		
32b	<p>Ensure the capacity of this vessel is included in the energy efficiency survey.</p>				
33a	<p>Arrange for a service and inspection of the ventilation system (including cleaning). Note-safe roof access required.</p>	<p>The ventilation system was not tested however visually appears to have not been cleaned or serviced with ventilation grills matted with dust and dirt therefore a Condition Rating of 2 is given. The ventilation system enters the building through the external wall to the east elevation and the ductwork fans and heater elements are within the high-level ductwork within the storeroom adjacent to the Main Hall Stage. There is some impact damage to the ventilation external grilles from youths' footballs and these grilles should be replaced with consideration given to protecting them with external cages.</p> <p>The ventilation system serves the toilets, cleaners' cupboard and kitchen but the office ventilation is via openable windows and ventilation to the Main Hall is via roof fans.</p> <p>The roof fans do not appear to be serviced as the grills are matted with dust and dirt. The roof fans are operated via a switch within the storeroom off the Main Hall and were functioning.</p> <p>You should arrange for all ventilation systems to be checked for full operation and you should request instruction on how to control the ventilation system and it should be serviced by a competent engineer and consider that safe roof access will be required to service the roof fans.</p>	<p>NA</p>		<p>Clerk requested details of who could carry out a service/inspection of fans and ventilation system Jan 26.</p>
33b	<p>Request instruction on operation of ventilation system.</p>				
34a	<p>Arrange comprehensive review of current risk assessment (include aspects noted in the measures identified above, including fire compartmentalisation).</p>	<p>A conventional 8 Zone fire alarm panel is installed to the entrance foyer and an alarm test was undertaken whilst surveying the building. There is good smoke / heat detection throughout the building. The system appears to be operational, and you should test the alarm system weekly and engage a competent engineer to service and test the system 6 monthly and annually. The fire zones are Zone 1 – Main Hall and Storeroom; Zone 2 – Entrance, Office, Kitchen & Cleaners Cupboard. Zone 3 – Toilets, Stage, Storeroom & Rear Lobby and Zone 4 – Boiler House. You should engage a qualified and competent fire risk assessor to review the current fire safety systems generally and to produce a new fire risk assessment and then review this annually using a competent person. It was noted that there are some door hold open devices that did not release doors to close when the fire alarm system was tested and there are numerous door wedges holding open fire doors. You should review this and ensure that all fire doors are kept closed.</p> <p>It is noted that there is no sprinkler system within the property, and I would not expect to see such a system within this property type. Whilst inspecting the stage area to the Main Hall it was reported to me that the stage curtains are fire retardant however on inspection there were no tags or labels to confirm this, and you should ask your legal advisers to request evidence that the stage curtains comply with the fire regulations.</p>	<p>See item 8</p>		<p>Curatins now fire proofed. Oct 25 FR all in place. Compartmentation of kitchen inspected and found to be poor see items 24 and 28</p>
34b	<p>Arrange inspection and repair of the door-hold open devices and remove all door wedges.</p>				
34c	<p>Obtain evidence that the stage curtains are fire resistant. (There are no tags/labels).</p>				
35	<p>Consider current security measures/arrangements including the use of the intruder alarm (currently not used) and external shutters.</p>	<p>There are no security bars or external shutters fitted to windows or glazed doors and the security locks to these doors are considered to provide a low level of security. We have been informed that the Intruder Alarm system is not used within the property because false alarms resulted in complaints from local residents. The Intruder Alarm system has not been tested. We consider that the building is in a remote location as it is not overlooked, and vandalism is a medium to high risk. We recommend you review the security risks for this property and consider improving the level of security systems and protection and consider involving the police with your discussions</p>	<p>For intruder alarm see item 9. Depending on decision made with regards item 20.</p> <p>Consideration on security improvements - laminated security film to be added to all windows (whether replacing or retrofitting to existing).</p> <p>If replacing consider secure by design roller or other shutters.</p> <p>If NOT replaing consider retrofitting roller shutters.</p>		

36	Arrange energy efficiency and EPC survey.	<p>An EPC for the building was not supplied and has not been inspected and this should be obtained and checked by your legal adviser as a minimum of E rating is required for tenanted commercial buildings. It is expected that this building will be above an E rating however consideration should be given that consultation is being had in the UK that a minimum EPC rating of a C may be required by the time the lease is due for renewal. No inspection and test have been made of any sound or thermal insulation and compliance with present or future regulations for the use of the building must be considered and you should ask your legal advisers to advise you on this.</p> <p>Because we could not access the roof space above the composite roof sheets, we are unable to inspect if any loft or roof insulation is present.</p>			Find out status of energy condition survey.
37	Review access arrangements at front door including powered access.	<p>Access and Equality (DDA) FI – there is good level access to the building and within the building generally and physical and visually impaired persons are reasonably well accommodated. The front door would be difficult to open by some persons and you should review the access and egress of the property for DDA in a risk assessment and consider improving the entrance door to either a powered door or as a minimum affix a method of calling for assistance to enter the property.</p>	Depending on decision made with regards line 20. If replacing doors ensure accessible spec, if not consider retrofitting or replacing doors only.		
38a	Review dates of previous and planned inspections for: Fire (including fire extinguishers, emergency lighting, fire alarm and detectors etc..) legionella, Gas safety, electrical safety (EICR), hot water vessel, PAT testing etc... Check all reports for reported defects.				Review written weekly/monthly checks and document control. Eg Fire, legionella etc...
38b	Draw up a written scheme for all weekly/periodic documented tests required of council staff and a diary to ensure statutory inspection deadlines are monitored in future.				

Appendix 7

To consider purchasing replacement doors, frame and locks for the Community Centre boiler room.

The steel door and frame to the boiler room is in a poor state of repair. The frame is rusted through and close to failure.

Replacement of the door and frame appeared on the original capital plan.

The lock on the door is now also close to failure and rather than replacing the lock in an old door that will be removed members are invited to consider replacing the door and frame immediately. The new door will come with a new lock.

A quotation has been received from Celtic doors, shown below.

The Clerk has requested further quotes from 2 local vendors.

Proposal:

To instruct the Clerk to obtain further quotations. To delegate authority to place the order to the company providing the cheaper of the 3 quotations up to as maximum value of £1,569.68

Should the Clerk see reason to award the work to a company who does not provide the cheapest quotation or is unable to obtain 3 quotations then the matter to be brought back to the committee for consideration.

Note: The Committee has delegated authority to make this purchase. This item appearing on the original capital improvement plan.

Quote



Date: 15/01/2026
Quote No.: 4225
Salesperson: Jeff Williams

Celtic Doors Ltd

8 Woodlands Workshops
Coedcae Lane
Pontyclun
CF72 9DW

Vat No:135 719 112
Land Line:01443 858363
Mobile:07917766041
Company No:08219459

Bill To:

Bryncae Community Centre
Powell Drive
Bryncae
CF729UU

Qty	Item	Description	Unit Price	VAT	TAX %	Total
1	Steel Door set Double unequal	Supply and fit 1 x Steel door double unequal 1340 x 2110 in Ral 7038 as per drawing attached.	£1,569.678	£313.94	20%	£1,569.68
1	Lead Time	Lead times are currently 4-6 weeks from order confirmation.	£0.00	£0.00	20%	£0.00

Subtotal £1,569.68
VAT(20%) £313.94
Total £1,883.62

Please note quotes are valid for 30 days

Appendix 8

To consider purchasing 2 x replacement fire shutters to reinstate fire compartmentation of the building.

The existing fire shutters between the kitchen and main hall (serving hatches) are not fire rated.

This means that the fire compartmentation of the building is compromised. This was highlighted in the Council's independent building report carried out by TPG Ltd commissioned in 2022 and is summarised on the capital plan (Appendix 5) under item 24.

**Note: The issue of inadequate or poorly fitted fire stopping insulation that also compromises the fire compartmentation has also been investigated and the Clerk is awaiting a written report from Llantrisant Firestop Systems following an inspection in late 2025. If available in time options will be shown in Appendix 9).*

The Clerk has contacted RCTCBC Corporate estates and maintenance in order to obtain a copy of the fire strategy for the building (which would show the fire compartments). However RCTCBC have been unable to provide this information and have advised the Council to draw up its own fire strategy.

From examinations of the building and advice received from RCT officers and a fire specialist it is considered prudent to replace the existing fire shutters with fire rated units. These units will link to the fire alarm and when the alarm is activated will automatically close.

The Clerk has obtained 2 quotations, shown below.

Summarised: (For both shutters, electrically operated connected to alarm all prices net of VAT)

J Manny Ltd - £7,275.80

Entry Specialist Ltd - £5,520

Proposal:

- a) To recommend to full council that Financial regulation 11.3e)ii¹ is suspended, the Clerk having been unable to obtain 3 quotations for the supply and fit of the shutters and to facilitate the arrangement of the ancillary electrical work to be undertaken with a local electrician, the precise nature of the work required still to be ascertained.

- b) Pending suspension of the financial regulation to resolve to authorise the officers to purchase the shutters from Entry Specialists Ltd spending up to £6,072 (Comprising the quotation of £5,520 plus a 10% contingency).

- c) To resolve to authorise the officers to spend up to £1,000 to arrange ancillary electrical work to provide power to the units and link into the alarm relay.

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

J MANNY
Automatic Door Systems

Quotation

029 2085 2761

www.jmanny.com

QUOTATION

Address: J Manny Automatic Door Systems,
Unit 5 Varlin Court, Caerphilly,
Caerphilly, CF83 1BQ

Telephone: 029 2085 2761

Email: repairs@jmanny.com

VAT Number: 821 4494 39

Company No.: 4900887

Customer Details

Bryncae Community Centre
Powell Drive
Llanharan
Pontyclun
Rhondda Cynon Taff, Wales
CF72 9UU

Site Details

Bryncae Community Centre - Powell Drive
Powell Drive
Llanharan
Pontyclun
Rhondda Cynon Taff, Wales
CF72 9UU

Quotation Details

Quotation: #QUO44445

Location: Right Serving Hatch

Date: 05/11/2025

Asset Number: AN14943

Description Of Works Required

Following our engineers service and per your on site enquiry. We are pleased to provide our quotation below:

We propose to attend site with 2No engineers, we will supply and install a 60 minute roller shutter. Following the installation, we will carry out the appropriate operational checks.

Shutter to include:

- * 60 minute fire rated electrically operated roller shutter
- * Mandatory UKCA marking in accordance with the machinery directive
- * Single Phase Tubular Motor
- * 76mm Solid Curved Lath
- * Full Covering Hood
- * 1 x Key Switch Operation
- * FCP Lite Panel
- * T Section Bottom Rail
- * Safety Brake
- * 65mm Guides
- * Battery Back Up Unit
- * Manual Override

* Powder Coated White

Please do contact us if you have any further questions.

Standard terms

* This quote is subject to a technical site survey - upon acceptance.

* This quotation includes labour within the hours of 8am – 5pm, Monday to Friday. Should you require these works to be completed outside these times, please contact us for an additional cost.

* Guarantee: Our installation is guaranteed for a period of 12 Months.

* A 13amp fused spur to be provided by others in readiness for the Door installation. Failure to provide this may result in a re-attendance fee to commission your new doors

* Link from fire alarm to be provided by others

* Making Good: We complete basic trimming and making good. Items NOT included in this scope of works include plastering, painting, and flooring.

* If a site induction is required for our engineers to work on site, we have allowed a 20-minute window – if the induction lasts for longer, you will be charged additional cost for each engineer per hour.

* All Prices quoted are valid for 30 days from the date stated on this quotation.

NET Amount:	£3,637.90
VAT Amount:	£727.58
Total Including VAT:	£4,365.48

J MANNY
Automatic Door Systems

Quotation

029 2085 2761

www.jmanny.com

QUOTATION

Address: J Manny Automatic Door Systems,
Unit 5 Varlin Court, Caerphilly,
Caerphilly, CF83 1BQ

Telephone: 029 2085 2761

Email: repairs@jmanny.com

VAT Number: 821 4494 39

Company No.: 4900887

Customer Details

Bryncae Community Centre
Powell Drive
Llanharan
Pontyclun
Rhondda Cynon Taff, Wales
CF72 9UU

Site Details

Bryncae Community Centre - Powell Drive
Powell Drive
Llanharan
Pontyclun
Rhondda Cynon Taff, Wales
CF72 9UU

Quotation Details

Quotation: #QUO44443

Location: Left Serving Hatch

Date: 05/11/2025

Asset Number: AN14944

Description Of Works Required

Following our engineers service and per your on site enquiry. We are pleased to provide our quotation below:

We propose to attend site with 2No engineers, we will supply and install a 60 minute roller shutter. Following the installation, we will carry out the appropriate operational checks.

Shutter to include:

- * 60 minute fire rated electrically operated roller shutter
- * Mandatory UKCA marking in accordance with the machinery directive
- * Single Phase Tubular Motor
- * 76mm Solid Curved Lath
- * Full Covering Hood
- * 1 x Key Switch Operation
- * FCP Lite Panel
- * T Section Bottom Rail
- * Safety Brake
- * 65mm Guides
- * Battery Back Up Unit
- * Manual Override

* Powder Coated White

Please do contact us if you have any further questions.

Standard terms

* This quote is subject to a technical site survey - upon acceptance.

* This quotation includes labour within the hours of 8am – 5pm, Monday to Friday. Should you require these works to be completed outside these times, please contact us for an additional cost.

* Guarantee: Our installation is guaranteed for a period of 12 Months.

* A 13amp fused spur to be provided by others in readiness for the Door installation. Failure to provide this may result in a re-attendance fee to commission your new doors

* Link from fire alarm to be provided by others

* Making Good: We complete basic trimming and making good. Items NOT included in this scope of works include plastering, painting, and flooring.

* If a site induction is required for our engineers to work on site, we have allowed a 20-minute window – if the induction lasts for longer, you will be charged additional cost for each engineer per hour.

* All Prices quoted are valid for 30 days from the date stated on this quotation.

NET Amount:	£3,637.90
VAT Amount:	£727.58
Total Including VAT:	£4,365.48



ENTRY SPECIALISTS

QUOTE

Llanharan Community Council
Bryncae Community Centre
Powel Drive
Llanharran
CF72 9UU

Date
10 Jan 2026

Expiry
9 Feb 2026

Quote Number
QU-0134

Reference
Bryncae Community
Centre

Entry specialists Ltd
Unit 19
Aberdare Enterprise
Centre
Aberaman Industrial
Estate
Aberdare
CF44 6DA
Tel: 01685 267530
Email:
info@entryspecialists.co.u
k
VAT Reg no: 410480440

Description	Quantity	Unit Price	Amount GBP
Supply and fit 2no 1 hour fire rated fire shutters to kitchen, connect to existing power supply and fire alarm relay. Commission and test.	1.00	5,520.00	5,520.00
		Subtotal	5,520.00
		TOTAL VAT 20%	1,104.00
		TOTAL GBP	6,624.00

Appendix 10

To consider purchasing blackout blinds for the high windows in the main hall, pending permission from RCTCBC as the freeholder.

There have been frequent requests from hirers and potential hirers as to whether the hall has the facility to block out the light from the high windows.

This is to facilitate activities in the hall where it is desirable to have the hall darkened during daylight hours.

Whilst it is not possible to quantify the potential gain, it is possible that offering this facility will enhance the attractiveness of the hall to some hirers and help to increase revenue.

In 2023 a quotation was obtained for £4,500 for the supply and fit of hardwired, electrically operated blinds.

The fitting of the blinds would be an acceptable CIL spend.

Proposal

To consider purchasing blackout blinds for the high windows in the main hall, (pending permission from RCTCBC as the freeholder), to instruct the officers to draw up a suitable specification and obtain 3 quotations for future consideration. For any spend to be taken from the CIL project LCC23/02 Improvements to Bryncae Community Centre. This would need resolution by full council, the blinds not appearing on the original project list.

From: Chris
To: Bryncae Community Centre, Wynona Owen
Subject: Your Quote From Solar Sunshades Ltd
Date: 03 October 2023 11:15:22

Hi all

Sent from Outlook for Android

From: Solar-Sunshades-Ltd@mg.itsonce.com on behalf of Solar Sunshades Ltd

Sent: Tuesday, October 3, 2023 10:28:28 AM

To: Chris

Subject: Your Quote from Solar Sunshades Ltd

Solar Sunshades Ltd



North Road
Bridgend Industrial Estate
Bridgend
CF31 3TP

Unit 2
Gripoly Mills Retail Park
Sloper Road
Cardiff
CF11 8AA

Meridian Blinds
Unit 3B
Crossways Retail Park
Caerphilly
CF83 3GX

Solar Blinds Bristol
21 Clevee Wood Road
Downend
Bristol
BS16 2SF

T: 0800 980 4810
W: www.solarsunshades.co.uk
VAT Number: 125-1742-93

Mr Parker
Bryncae Community Centre
Llanharan
CF729LU
07737682633
chris.parker@llanharan-cc.gov.wales

Quote
Ref: 231003-andrew-1
Date: 3 Oct 2023

Item	Price
1. Hall, Access equipment	£500.00
2. Hall, Fitting	£500.00
3. Hall, RL06 Hardwired Roller Blind, Unishade, White Control: RH Motor	£975.00
4. Hall, RL06 Hardwired Roller Blind, Unishade, White Control: LH Motor	£615.00
5. Hall, RL06 Hardwired Roller Blind, Unishade, White Control: RH Motor	£615.00
6. Hall, RL06 Hardwired Roller Blind, Unishade, White Control: LH Motor	£975.00
7. Hall, RL06 Hardwired Roller Blind, Unishade, White Control: RH Motor Remote Control 1: Tellis 16	£835.00
8. Hall, RL06 Hardwired Roller Blind, Unishade, White Control: RH Motor	£615.00
9. Hall, RL06 Hardwired Roller Blind, Unishade, White Control: LH Motor	£1266.00
Total:	£6896.00
Less 34.74% discount:	£2396.00
Final Total:	£4500.00

VAT 20%, Net £3750.00, Tax £750.00

Payments to: Solar Sunshades Ltd. Sort code: 40-43-31, A/C no: 53884759
Please use the Ref number above as your payment reference.

TERMS & CONDITIONS FOR THE SALE OF GOODS

1. INTERPRETATION

1.1 The definitions in this clause apply in the terms and conditions set out in this document.

1.2 Force Majeure shall have the meaning given in clause 5.

1.3 Goods mean the products we are selling to you as set out in the Order.

1.4 Order means your order for the Goods as set out overhead.

1.5 Order Confirmation shall have the meaning set out in clause 2.5.

1.6 Regulations means the General Product Safety Regulations 2005.

1.7 Terms mean the terms and conditions set out in this document.

1.8 Writing or Written does not include faxes and email.

1.9 Headings do not affect the interpretation of these terms.

2. BASIS OF SALE

2.1 These Terms, the Order and our price list are considered by you to set out the whole agreement between you and us for the sale of the Goods. Please check that the details in the Terms or on the Order are complete and accurate before you commit yourself to the contract. If you think that there is a mistake, please make sure that you ask us to confirm any changes in writing, as we only accept responsibility for statements and representations made in writing by our authorised employees and agents. Please ensure that you read and understand these Terms before you sign and submit the Order, because you will be bound by the Terms once a contract comes into existence between us, in accordance with clause 2.5.

2.2 Any printed, electronic, descriptions or advertising we issue, and any descriptions or illustrations contained in our catalogues or brochures, are issued or published solely to provide you with an approximate idea of the goods they describe. They do not form part of the contract between you and us.

2.3 If any of these Terms are inconsistent with any term of the Order, the Order shall prevail.

2.4 The Order is an offer by you to enter into a binding contract, which we are free to accept or decline at our absolute discretion.

2.5 These Terms shall become binding on you and us when:

(a) we issue you with written acceptance of the Order; or

(b) we notify you that the Goods are ready.

2.6 Wherever is the earlier, at which point a contract shall come into existence between us.

2.7 Any quotation for the Goods is given on the basis that a binding contract shall only come into existence in accordance with clause 2.5. A quotation shall be valid for a period of 30 calendar days from its date of issue, unless we notify you in writing that we have withdrawn it during this period.

2.8 Subject to clauses 2.9 and 2.10 you may amend or cancel an Order by providing us with written notice within 7 days of signing the order form. If you amend or cancel an order after the 7 day period, your liability to us shall be limited to payment to us of all costs we reasonably incur in fulfilling the Order until we receive your amendment or cancellation, except that where the amendment or cancellation results from our failure to comply with these Terms you shall have no liability to us for it. PROVIDED THAT where manufacture of Goods made to your specific requirements has commenced you may be liable for the full cost of the Order.

2.9 By signing the order form overhead you are expressly requesting that we begin manufacturing the Goods before the end of the statutory 7 day cancellation period set out in condition 2.8 above. If you subsequently decide to cancel this contract within the 7 day cancellation period in accordance with condition 2.8 you will be required to pay all the reasonable costs and expenses we have incurred in commencing manufacture of the Goods prior to the end of the cancellation period.

2.10 If an Order includes installation, you may not amend or cancel an Order if, for any reason, you should decide not to allow us to install any safety device that accompanies the Goods which means that, as a result, we cannot install the Goods (as detailed in clause 3.7 below). In such circumstances, you will still be liable to pay us the full price due under the Order. This clause will not affect your legal rights as a consumer in relation to any Goods that are faulty or not as described.

2.11 As all Orders are made to your individual requirements you must ensure that the terms of your Order and any applicable specification and measurement are completely and accurately recorded in your Order and we shall have no liability for any Order made which is not accurate.

2.12 As we will manufacture the Goods to your specification and measurement (which must be provided in the Order) we cannot accept the return of Goods due to inaccurate/incorrect measurements provided by you. You are advised to read our [How to Measure](#) or for your [Blinds](#) publication a copy of which is available at www.solarsunshades.co.uk.

2.13 We have the right to revise and amend these Terms from time to time. You will be subject to the policies and terms in force at the time you order the Goods from us, unless any change to those policies or these Terms is required by law or government or regulatory authority (in which case it will apply to orders you have previously placed that we have not yet fulfilled).

3. THE GOODS

3.1 Provided that the Goods have been paid for in full we warrant that on delivery and for a period of 12 months from the date of delivery, the Goods shall:

(a) conform in all material respects with their description;

(b) be of satisfactory quality;

(c) be fit for any purposes we say the goods are fit for or for any reasonable purpose for which you use the Goods;

(d) comply with all applicable statutory and regulatory requirements for selling the Goods in the United Kingdom;

(e) be free from material defects in design, material workmanship; and

(f) be free from material defects in design, material workmanship; and

3.2 This warranty is in addition to your legal rights in relation to Goods which are faulty or which otherwise do not conform with these Terms. Advice about your legal rights is available from your local Citizens Advice Bureau or trading standards office.

3.3 This warranty does not apply to any defects in the Goods arising from fair wear and tear, wilful damage, accident, negligence by you or any third party, if you use the Goods in a way that we do not recommend, your failure to follow our instructions, or any alteration or repair you carry out without our written approval.

3.4 We will take reasonable steps to pack the Goods properly and to ensure that you receive your Order in good condition.

3.5 These Terms apply to any repaired or replacement Goods we supply to you in the unlikely event that the original Goods are faulty or do not otherwise conform with these Terms.

3.6 The Goods are subject to availability. If on receipt of your Order the Goods have been withdrawn from our range we will offer you a replacement product. If you then wish to cancel your Order we will refund or credit you for any sum that you may have already paid.

3.7 We have to comply with the Regulations. The Regulations have been introduced to help prevent accidental death by way of strangulation to young children caused by them becoming entangled in blind cords. We take our obligations under the Regulations extremely seriously. The Regulations provide that safety devices supplied with the Goods must be fitted by us at the time of installation. Therefore, if the Goods contain any safety device, we will fit this device to ensure that we have complied with the Regulations. In the event that you should instruct us that you do not wish to have such a safety device fitted, then we will refuse to install the Goods. In such instance, you will be liable to pay us the price due under the Order pursuant to clause 2.10 of these Terms.

3.8 For the avoidance of doubt, we consider clause 3.7 to be reasonable in all circumstances given our obligations under the Regulations. This will not affect your legal rights as a consumer in relation to any Goods that are faulty or not as described.

4. DELIVERY

4.1 We will deliver the Goods to you when we notify you that they are ready.

4.2 Delivery of the Order shall be completed when we deliver the Goods to you.

4.3 We will take reasonable steps to meet the delivery date set out on the Order or as otherwise agreed between us in writing. However, occasionally delivery may be affected by factors beyond our control and so cannot be guaranteed. We will let you know if we become aware of any unexpected delay and we will arrange a new delivery date with you. Please allow extra time for deliveries to the Scottish Highlands and Islands.

4.4 If you fail to take delivery of an Order within 30 calendar days of the date on which we notify you that the Goods are ready, then, except where the failure is caused by our failure to comply with these Terms or by an event beyond your control (such an event does not include delays of other trades people):

(a) 60% of the price shall be immediately payable. The balance of the contract price being payable once the installation is complete.

(b) We shall have no liability to you for late delivery or installation of any Goods.

(c) We are not able to deliver the whole of the Order at one time due to operational reasons or shortage of stock, we will deliver the order in instalments. We will not charge you extra delivery costs for this. If you ask us to deliver the Order in instalments, we may charge you extra delivery costs. Each instalment shall constitute a separate contract. If we are late delivering an instalment or one instalment is faulty, that will not entitle you to cancel any other instalment.

4.5 When you receive Goods from a carrier/installer approved by us the following procedure should be followed at all times:

(a) A check should be made that the number of Goods delivered/installed corresponds to that in the delivery note/installation document. If this is not the case you should mark the proof of delivery/installation document clearly, stating the number of Goods delivered/installed. For example: **4** of 4 Parcels received/installed.

(b) If the Goods are visibly damaged you should sign the delivery note **DAMAGED ON DELIVERY**. Goods signed **UNCHECKED** will not be accepted for any claims. You should inspect the Goods in the presence of the driver, who can verify the extent of the damages or items missing to credit your account.

(c) You should contact us immediately to advise us of short or damaged deliveries.

(d) Unfortunately the carriers will not accept liability for damaged or shortages once the delivery note/order of delivery has been signed placing the onus on you to ensure that you are happy with the Goods as delivered. Consequently if you do not follow the above procedure we may not be in a position to credit your account.

(e) Where the Goods are installed you should inspect the Goods as being satisfactory and where a demonstration has taken place ensure that you are happy with the demonstration of the Goods.

5. DEFECTIVE GOODS AND RETURNS

5.1 In the unlikely event that the Goods do not conform with these Terms or any implied consumer law terms please let us know as soon as possible after delivery. We will collect the Goods on a date agreed between us and once we have checked that the Goods are faulty, we will:

(a) provide you with a full or partial refund; or

(b) replace the Goods; or

(c) repair the Goods.

5.2 These Terms will apply to any repaired or replacement Goods we supply to you.

6. TITLE AND RISK

6.1 The Goods will be your responsibility from the time of delivery OR from when you collect the Goods from us.

6.2 Ownership of the Goods will only pass to you when we receive payment in full of all sums due to the Goods, including delivery charges and installation charges if applicable.

Appendix 11

To consider purchasing a replacement curtain track for the stage curtains

The curtain track holding the large stage curtains being broken and inoperable, Council has previously resolved:

2025/287

a) **RESOLVED**

BCC2025/037 To consider quotes for replacing the curtain tracks and fireproofing the curtains - To add the Camstage quote for a replacement curtain track to the capital expenditure plan.

Therefore the item is contained within the capital plan over which the Committee has delegated authority.

The officers previously obtained 2 quotations to supply and fit a replacement curtain track. A third company was found would supply and not fit the track. This is considered unhelpful as the correct fitting of the track would be crucial to its correct operation.

Therefore a resolution of Council would be required to suspend financial regulation 11.3e)ii. (See footnote 1)

Members are invited to consider whether to purchase the curtain track now and to exclude it from the capital tender pack, rather than waiting for the delivery of the full capital program which will need to go to tender and is likely to take some time to deliver. This matter being pertinent given the Council's desire to hold a pantomime at the center in November 2026.

Proposal:

- a) To recommend to full council that Financial regulation 11.3e)ii¹ is suspended, the officers having been unable to obtain 3 quotations for the supply and fit of the curtain track.

- b) Pending suspension of the financial regulation to resolve to authorise the officers to purchase the track and arrange fitting from Camstage spending up to £3,093 (Comprising the quotation of £2,578 dated November 2025 plus a 20% contingency). Noting that this amount is still cheaper than the second quotation obtained which was £3,426. cIL funds to be taken from LCC 23/02 Improvements to Bryncae Community Center.

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

which clearly detail the priced descriptions of the proposed supply.

Appendix 12

To consider instructing the officers to obtain quotations to provide replacement wiring connections to some of the external LED lighting columns.

In 2025 the Council reinstated LED lighting mounted on lighting columns outside Bryncae Community Centre.

The work comprised using the existing buried cables that had fed the previous lighting installations that had not been used for a number of years.

The lighting columns are on 2 circuits both fed from the community centre distribution board.

Following installation the electricians noted that the cabling feeding the western-most circuit was not in the best condition but to replace it would involve civil works to dig up the pathway and install new cable (it not being possible to 'pull' new cables through existing ductwork). This work was outside of the scope of work and so not included in the quotation.

At that time it was decided to persevere with the installation and note its performance. Subsequently the circuit has tripped on numerous occasions tripping out all of the external lighting leaving the area in darkness.

The western circuit is now disconnected and lighting on this side is provided by the powerful wall mounted lighting. This lighting is adequate and the area is now fully lit and safe during hours of darkness.

Proposal:

To instruct the officers to obtain quotations to fit new cabling to the western circuit and to reactivate the column lighting with a view to taking funds from the CIL project LCC23/02 Improvements to Bryncae Community Centre, the matter being referred to the CIL Committee for consideration in due course.

Appendix 13

To consider instructing the officers to obtain quotations to provide CCTV cover of the car park.

The community centre is covered by CCTV internally and externally. However there is no coverage in the car park. In light of recent concerns regarding anti-social behaviour and the potential for nefarious use of the car park members are invited to consider extending the CCTV coverage in this way.

This work would fall in line with the council's duty to "exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area."

Proposal:

To instruct the officers to obtain quotations to fit additional CCTV in the community centre car park with a view to taking funds from the CIL project LCC23/02 Improvements to Bryncae Community Centre, the matter being referred to the CIL Committee for consideration in due course. The work involving some trench work. If appropriate to bundle this work with the work to install replacement cabling to the external LED lighting.

Appendix 14

To consider engaging a tree survey to ascertain the condition of trees within the lease boundary.

The community centre has mature trees around it and on its land.

It is a general requirement to have a tree inspection carried out every 3 years (or more frequently if deemed necessary by risk assessment or previous inspection).

The issue of inspection of some of the trees was also raised during the TPG building condition survey in relation to preventing damage to gutters and the roof.

It is not known when the most recent inspection was carried out.

Given conversations with other landowners regarding the potential future lease of other land in the immediate area it may be prudent to include these areas in any inspection carried out now, providing some due diligence for those processes at little extra cost.

Proposal:

To instruct the officers to obtain tree inspections of all trees on Bryncae Community Centre land and those in the immediate vicinity including those the officers feel would be beneficial in light of potential future lease agreements. To authorise the officers to spend up to £500 for this purpose.

Members are invited to also recommend that the Council suspends Financial Regulation 11.3e)iii¹ given that the Council's tree inspections are usually carried out by the RCTCBC inspectors, providing a trusted service of known quality for a small cost. (The last round of general inspections of all the councils sites at that time cost £600 for 2 days work).

¹is below £1,500 and above £250 the Proper Officer shall **strive** to obtain 3 estimates of the cost of proposed supply.