



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

Document ID: **LIVE-PROJECT ORDER**
Document No: **24.10.01**
Version No: **03** Page 1 of 1
Effective Date: 10/2024
Review Date: 01/10/2025



camstage

LIVE-PROJECT ORDER

For the Attention of: Customer Reference
Contact No: 01443 231430 Email: rebecca.jenkins@llanharan-cc.gov.wales
LIVE-Project Order No# LIVE-Project Order Dated:
Project ID No# INS/2510004 Accepted Quotation No# QU-1002603178
Project Name:

Customer Address:
Llanharan Community Council
2A Chapel Road
Llanharan PONTYCLUN
CF72 9QA

Site Address:
Bryncae Community Centre
Powell Drive
Llanharan PONTYCLUN
CF72 9UU

Venue: Community Hall Location:

Camstage Ltd will provide all the necessary resources to execute and complete the below Scop of Works in accordance with the requirements of the Project, detailed herein amounting to the total sum detailed below:

Scope of Works

Supply and installation of a Bespoke Track System - T60 overlapped straight curtain track threaded for hand line operation, overall size 9mtr long. Complete with a floor fixing tension pulley. Supplied with a Track Fixing (End) hand line head pulley. Track supplied with ceiling to stud Z brackets, Long studs and universals. Including all necessary joint bolt sets, ends stops, plain carriers etc.

Fixings required to carry out the installation as detailed below
8 x 100 x 100mm angle bracket
20 x M10 Coach Screws 50mm Fully Threaded
20 x M10 Washers 21mm

Our price includes:
• Engineer time 2 men 1 day on site
• DRTM (350 miles) Daily Round Trip Mileage
• On-Board Access and Lifting Equipment Supplied:
• 1 x Tower – Narrow Boss N25108-H, 2.5m–7m Working Height

Sum of Contracts Works Payment Terms:
Total (excl. VAT) in Sterling = GBP £

Documents Requested NO DOCUMENTS REQUESTED AT THIS TIME

This LIVE-Project Order is placed subject to Camstage Limited Standard Terms and Conditions (available upon request)

Signed REBECCA JENKINS Dated: 25/02/2026
For and on behalf of LLANHARAN COMMUNITY COUNCIL

Signed Sue Camastra Dated: 25-02-2026

ACCEPTED FOR AN ON BEHALF OF CAMSTAGE LTD

Queries regarding this LIVE-Project Order should be referred to Camstage Ltd at the earliest opportunity



Unit B, Balford Mill Industrial Estate, Lower Luton Road, Harpenden, AL5 5BZ
Proprietor: Camstage Ltd | Registered in England No: 4899875 | VAT No: 244 1964 04
t: +44(0) 1727 830151 | e: sales-learn@camstage.com | w: camstage.com





LEIGH SMITH
2A CHAPEL ROAD
LLANHARAN
CF72 9QA

Electoral Services
10 – 12 Gelliwastad Road
Pontypridd
CF37 2BW

Call: 01443 490100

Email: alison.m.watkins@rctcbc.gov.uk
electoralservices@rctcbc.gov.uk

Senedd Elections – 7th May 2026

This is a polite reminder we will be hiring BRYNCAE COMMUNITY CENTRE as a polling station for the Senedd Elections due Thursday 7th MAY 2026.

As stated in my booking letter it will be necessary for the premises to be open a half hour before the commencement of Polling. Please ensure you are there to open the premises at 6.30am and for someone to be available to lock the building immediately following the close of poll at approximately 10.00pm.

At least three tables and three chairs are required for each polling station, the presiding officer will contact you in advance if they require more.

Nearer to polling day, I will ask the Presiding Officer responsible for managing the polling station to contact you, ensuring you and they are familiar with setting up the station.

To ensure officers have adequate time to set up, I would ask that BRYNCAE COMMUNITY CENTRE be available for officers at **6.30am**.

Please do not hesitate to contact the elections team on 01443 490100 between the hours of 9.00am and 16.00pm if you have any query with this correspondence.

Yours sincerely,

Andrew S Wilkins
Returning Officer



Llanharan Community Council - BCC Plan 22.4.26

Action	Date added	Category	From	Action	Notes	Status
		BCC	BCC	Write BCC hire agreement for hirers to sign	Draft agreement to be considered by Committee 24.07.2025	Completed
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.	
BCC2025/008	14.03.2025	BCC	BCC	BCC2025/008 Phasing of the capital improvement plan (CIL) 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	
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....	
BCC2026/008	30/01/2026	BCC	BCC	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.	Work with RFO to write narrative to SLCC advice and obtain written advice.	

BCC2026/009	30/01/2026	BCC	BCC	<p>BCC2026/009 To amend a previous resolution relating to the method of tendering for delivery of the capital works plan.</p> <p>RESOLVED</p> <p>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."</p>		Noted
2026/047a)	20/02/2026	Full Council	BCC	<p>2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026</p> <p>RESOLVED</p> <p>BCC2026/010 Capital works plan for the Community centre (pending permission from RCTCBC as the freeholder) and next steps</p> <p>To amend the capital works plan to including the addition of the following:</p> <p>f) Replacement fire stopping insulation as required to maintain fire compartmentation.</p> <p>Any other items to be brought back to Council individually with further information and details for consideration.</p>	<p>Amend the capital plan accordingly.</p> <p>Redesign plan to 2 sections - Contractual/safety items andf discretionary items. - Completed. V8 now produced.</p> <p>Consider issuing via CIL Committee then to FC.</p>	
BCC2026/010	30/01/2026	BCC	BCC	<p>BCC2026/010 Capital works plan for the Community centre (pending permission from RCTCBC as the freeholder) and next steps</p> <p>k) RESOLVED</p> <p>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.</p>	<p>This resolution rendered moot following 2026/047a@, above. Redesign plan to 2 sections - Contractual/safety items andf discretionary items. Consider issuing via CIL Committee or Full Council? Speak to BCC and CIL Chairs.</p>	Noted
BCC2026/011	30/01/2026	BCC	BCC	<p>BCC2026/011 Purchase of replacement doors, frame and locks for the Community Centre boiler room</p> <p>a) RESOLVED</p> <p>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.</p>	<p>See also 2026/047b) giving approval to suspend financial regulation 11.3e)ii and approving spend.</p>	Noted

2025/047b)	20/02/2026	Full Council	BCC	<p>2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026</p> <p>b) RESOLVED</p> <p>The Clerk having been 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 quote obtained from Celtic Doors for £1,569.68</p>	<p>See also BCC2026/011</p> <p>Order placed 24.2.26</p>	Completed
2025/047c)	20/02/2026	Full Council	BCC	<p>2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026</p> <p>RESOLVED</p> <p>BCC2026/012 Purchase of 2 x replacement fire shutters to reinstate fire compartmentation of the building.</p> <p>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.</p>	<p>See also BCC2026/012b and BCC2026/012c.</p>	Noted
BCC2026/012b)	30/01/2026	BCC	BCC	<p>BCC2026/012 Purchase of 2 x replacement fire shutters to reinstate fire compartmentation of the building.</p> <p>b) RESOLVED</p> <p>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.</p>	<p>See also 2025/047c giving approval to suspend FR11.3e)ii</p> <p>Order placed 24.2.26. Note that the preparatory electrical work must be done first, see BCC2026/012c</p> <p>Electrical work completed 11/4/26</p>	
BCC2026/012c)	30/01/2026	BCC	BCC	<p>BCC2026/012 Purchase of 2 x replacement fire shutters to reinstate fire compartmentation of the building.</p> <p>c) RESOLVED</p> <p>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.</p>	<p>See also 2025/047c giving approval to suspend FR11.3e)ii</p> <p>LS to arrange this work after liaising with Entry specialists on requirements.</p>	

BCC2026/013	30/01/2026	BCC	BCC	<p>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</p> <p>RESOLVED</p> <p>To defer the item of business pending further investigation by the officers</p>	<p>Requested full spec and quote from LlantrisantFireStopSystems 24.2.26 To be presented to a future meeting of the Committee who have delegated authority to proceed. (See 2026/047a)</p>	
2026/047d)	20/02/2026	Full Council	BCC	<p>2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026</p> <p>d) RESOLVED</p> <p>BCC2026/014 Purchase of blackout blinds for the high windows in the main hall, pending permission from RCTCBC as the freeholder</p> <p>To consider purchasing blackout blinds for the high windows in the main hall,(pending permission from RCTCBC as the freeholder), to instruct the officers to draw up a suitable specification and obtain 3 quotations for future consideration by full council unless authority explicitly delegated to the BCC Committee at a later date.</p>	<p>Determine spec (Check CP previous spec against the hall and look at norts RE best options).</p> <p>Arrange for quotations to be presented to a future meeting of the Committee. Note: No delegated authority to resolve at the time of writing. NOTE Clerk adding to list of items to be considered for addition to the Capital works program before progressing.</p>	
2026/047e)	20/02/2026	Full Council	BCC	<p>2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026</p> <p>e) RESOLVED</p> <p>BCC 2026/015 Purchase of replacement curtain track for the stage curtains</p> <p>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.</p>	<p>See also Bcc2026/015b)</p>	Noted
BCC2026/015b)	30/01/2026	BCC	BCC	<p>BCC2026/015b) 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.</p> <p>(Clerks note: Delegated authority to do so given by minute 2025/287)</p>	<p>Check if any prep work required such as removal and disposal of the old track is required by us. If so arrange.</p> <p>Place order when ready. Live project order form submitted 25/02/2026</p> <p>See also 2026/047e) Ordered. Due to be fitted 05/05/2026. Arrange for front of stage area to be cleared.</p>	
BCC2026/016	30/01/2026	BCC	BCC	<p>BCC 2026/016 Commission of quotations to provide replacement wiring connections to some of the external LED lighting columns</p> <p>RESOLVED</p> <p>To instruct the officers to obtain quotations to fit new cabling to the western circuit and to reactivate the column lighting.</p>	<p>Obtain quotations - See also BCC2026/017 and consider bundling</p> <p>Note at the time of writing no delegated authority for Committee to proceed to order.</p>	

BCC2026/017	30/01/2026	BCC	BCC	<p>BCC 2026/017 Commission of quotations to provide CCTV cover of the car park.</p> <p>RESOLVED</p> <p>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.</p>	<p>Obtain quotations - See also BCC2026/016 and consider bundling.</p> <p>Note at the time of writing no delegated authority for Committee to proceed to order.</p>	
2026/047f)	20/02/2026	Full Council	BCC	<p>2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026</p> <p>BCC 2026/018 Commission of a tree survey to ascertain the condition of trees within the lease boundary.</p> <p>Not to suspend Financial Regulation 11.3e)iii at this time in relation to the tree surveys.</p>	<p>See also BCC2026/018b), below.</p> <p>Bring back to Committee to be recommended rather than resolved. Can then be dealt with at FC together with a n agenda item to suspend FR</p>	Noted
BCC2026/018b)	30/01/2026	BCC	BCC	<p>BCC 2026/018 Commission of a tree survey to ascertain the condition of trees within the lease boundary.</p> <p>NOTED (The following resolution of the committee is rendered moot by 2026/047 f), above.</p> <p>BCC2026/018 b) RESOLVED</p> <p>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.</p>	<p>See also 2026/047f), above.</p> <p>Bring back to Committee to be recommended rather than resolved. Can then be dealt with at FC together with an agenda item to suspend FR</p>	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
640 Bryncae Community Centre							
1992 BCC Hire Fees	13,859	13,500	(359)			102.7%	12,989
Bryncae Community Centre :- Income	13,859	13,500	(359)			102.7%	12,989
4060 Council Tax	8,520	8,500	(20)		(20)	100.2%	8,520
4075 Telephone & Broadband	476	600	124		124	79.4%	476
4080 Electric	2,871	4,000	1,129		1,129	71.8%	2,618
4095 Cleaning Materials	435	370	(65)		(65)	117.5%	435
4100 Cleaning Contract	2,575	2,500	(75)		(75)	103.0%	2,575
4110 Building Maintenance	1,459	1,000	(459)		(459)	145.9%	1,459
4135 Bank Charges	10	130	120		120	7.7%	10
4215 BCC Insurance	74	0	(74)		(74)	0.0%	445
4755 Energy - Gas	2,379	5,500	3,121		3,121	43.3%	2,174
4760 BCC Water Rates	694	1,000	306		306	69.4%	694
4765 BCC Statutory Compliance Fees	1,921	1,000	(921)		(921)	192.1%	2,915
4770 BCC Telephone/Broadband *DNU*	0	0	0		0	0.0%	
4775 Consumables	353	350	(3)		(3)	101.0%	353
4780 BCC Administrative Costs	483	0	(483)		(483)	0.0%	483
Bryncae Community Centre :- Indirect Expenditure	22,250	24,950	2,700	0	2,700	89.2%	23,157
Net Income over Expenditure	(8,391)	(11,450)	(3,059)				
6000 plus Transfer from EMR	23,157	0	(23,157)				
6001 less Transfer to EMR	12,989	0	(12,989)				
Movement to/(from) Gen Reserve	1,777	(11,450)	(13,227)				
Grand Totals:- Income	13,859	13,500	(359)			102.7%	
Expenditure	22,250	24,950	2,700	0	2,700	89.2%	
Net Income over Expenditure	(8,391)	(11,450)	(3,059)				
plus Transfer from EMR	23,157	0	(23,157)				
less Transfer to EMR	12,989	0	(12,989)				
Movement to/(from) Gen Reserve	1,777	(11,450)	(13,227)				

Appendix 5: To consider some suggested revisions to the hire agreement

The hire agreement has been operative over the past year and the officers have had the opportunity to assess the practicality and limitations of its terms.

Appendix 5a provides the hire agreement with tracked amendments and comments by the officers.

The spreadsheet in Appendix 5b itemises 20 proposed amendments of which the following are judged by the officers to require discussion by the committee:

Item 4: Setting terms of use for Wi-Fi. In practice we do give out the Wi-Fi details when hirers ask for them, and at present we have no terms around that at all. The officers would prefer to provide the details to hirers upfront, with appropriate terms in place, rather than hirers contacting in the middle of an event to ask for them, which creates friction.

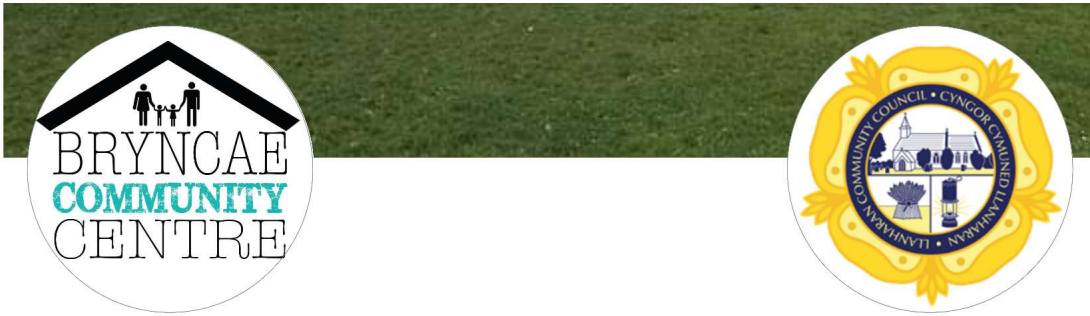
Item 5: Whether to increase the hire fee in line with inflation from £15 per hour to £15.50.

Item 10: Whether to refund private hirers in case of cancellation, as a no refund or partial refund policy may just cause people to delay payment in the first place.

Item 12: A total ban on installing additional lights seems overly restrictive. Hirers might expect to be able to bring in disco lights, for example.

Item 14: The universal requirement for a signed alcohol declaration is onerous and largely ignored. It could be restricted to hirers who do intend to serve alcohol.

Proposal: To adopt the suggested amendments as tracked in Appendix 5a.



HALL HIRE AGREEMENT

July 2026

TABLE OF CONTENTS

1.0	Introduction
2.0	Facilities
3.0	Bookings
4.0	Prices
5.0	Payments
6.0	Loss or Damage Penalties
7.0	Late Payment Charges and Procedures
8.0	Cancellation
9.0	Damages, Decorations & Advertising
10.0	Equipment & Electrical Installations
11.0	Food & Alcohol
12.0	Entertainment & Noise Levels
13.0	Waste
14.0	Cleaning
15.0	Health & Safety
16.0	Safeguarding
17.0	Insurance & Indemnity
18.0	Termination
19.0	Emergency Procedures

OTHER DOCUMENTS:

Arrangement for the Serving of Alcohol

Hire Agreement Document

REMINDER – COMMUNITY MATTERS

1.0 INTRODUCTION

Llanharan Community Council warmly welcomes hirers and their guests to Bryncae Community Centre. Please read through these terms and conditions carefully and contact LCC if you have any queries.

The following terms shall be used in this document:

- **LCC** – Llanharan Community Council
- **Officers** – Employees of Llanharan Community Council
- **Hall** - The premises known as Bryncae Community Centre
- **Hirer** – Any organisation, group or individual entering into an agreement for hire/use of the premises

The Hirer is required to be at least 18 years of age.

Hiring the hall to any organisation, group or individual is at the absolute discretion of the Councillors of LCC.

Hirers and their guests are required to treat all users and staff with respect.

The **Hirer** must be present at all times during the hire period.

Commented [RJ1]: - or their delegate. Eg if an assistant instructor takes a class, or a family member arranges the hire

The Hirer must allow access to the premises to ~~any~~ of the Officers at all times during the period of hire.

2.0 FACILITIES

The approximate area of the hall is 400m² and the capacity is 300 people.
The stage area is not included in hire unless specifically requested (at an additional charge).

Commented [RJ2]: The dimensions of the hall are 9m x 20m, height 3m rising to 5m,

Separate male, female, non-gendered and disabled toilets are available to hirers and their guests. There are also baby-changing facilities.

A kitchen is available for use ~~if requested at time of booking~~.

Commented [RJ3]: Is this necessary? How could we police it? Suggest simplification, removing the tick box from the booking form.

Suggested addition:

Wi-Fi is available upon request subject to the following terms:
Wi-Fi is provided for general use during the hire period only and must not be used for illegal, harmful, or offensive activities. It is a shared network and users are responsible for their own devices and data; the Council does not guarantee privacy, speed, or uninterrupted service. The hirer is responsible for ensuring their group uses the Wi-Fi appropriately, and misuse may result in disconnection, additional charges, refusal of future bookings, or further action where necessary.

Commented [RJ4]: Could we revisit the Wi-Fi issue? I frequently get contacted urgently by hirers who need it in the middle of a weekend afternoon and it is a source of unnecessary friction for both sides. We could include some basic terms. At present we give it out when requested without any parameters whatsoever.

The centre has a substantial car park. Hirers are asked to ensure that they and their guests park with consideration for all users and that the car park area is kept clean and litter free.

Parking should be within designated parking lines to ensure access by emergency services.

It is the hirer's responsibility to ensure that the premises are suitable at time of booking.

NB none of the grassed areas are included in the hire. This public recreation space is the property of Llanharan Welfare (LRGT), whose permission should be sought before planning any installations.

3.0 BOOKINGS

Bookings can be made via the Bryncae Community Centre Facebook Page or the LCC website. Please give as much information as possible, including date and duration of hire (a complimentary ½ hour is allowed prior to event for set up and after the event for cleaning, clearing up), details of the proposed use and attendance numbers. Any DBS certificates, where applicable, must be presented at time of booking.

To reiterate, bookings will not be accepted from anyone under the age of 18.

Hire is not confirmed until full payment (one-off hire) OR a deposit (long term hire) has been received.

Hire, once confirmed, is granted based on details provided by the hirer at the time of booking. In the event of any variation of use by the hirer or failure to comply with the requirements of full disclosure, LCC reserves the right to cancel the booking without the return of any deposit paid.

LCC may, if deemed necessary, request additional information from the hirer.

LCC reserves the right to refuse any booking. This would include, but is not limited to, activities which are deemed:

- to be an inappropriate use of the hall
- liable to present a threat to public safety
- likely to create a disturbance or inconvenience to residents
- to conflict with any of LCC's policies or its aims and objectives
- liable to embroil LCC in disrepute.

LCC is not required to provide any reasons for refusing bookings.

4.0 PRICES

Hire charges are listed in the following table and are valid for bookings made up to 2 months in advance.

CHARGE	EVENT/USE	COMMENTS
--------	-----------	----------

£15 per Hour	All	Complimentary ½ hour prior to the event for set-up and ½ hour after hire duration for cleaning/clear-up. NOTE: HALF HALL OR HALF HOUR'S HIRE IS ONLY AVAILABLE IN EXCEPTIONAL CIRCUMSTANCES AND BY SPECIAL ARRANGEMENT
£50 Refundable Deposit	Adults' Party/Event	Refundable after return of keys, inspection and confirmation that hall is left in an acceptable condition. <i>See Damages, Decoration & Advertising and Cancellation Sections</i>
£30 Refundable Deposit	Children's Party	
£50 Refundable Deposit	New long-term hirers	
£25 one-off charge	Stage Area	By special request only

Commented [RJ5]: Inflation would suggest increasing to £15.50

Commented [RJ6]: Increase this to £50 as it would be a lot of work to clear?

LCC reserves the right to increase hire charges or cancel the booking in which case any advance payments will be refunded to the hirer.

5.0 PAYMENT TERMS

5.1 ONE-OFF HIRERS

One-off hire is for a single event. Full payment must be made before the event takes place.

Payment may be made either by online Stripe payment, by bank transfer to LCC's bank account (details below) or by cheque quoting the invoice number on the back. Please note, in this event the booking will not be guaranteed until the payment has cleared.

Commented [RJ7]: NB Stripe is now active but is not currently being offered to regular hirers due to the potential impact of fees.

Bank name	Barclays
Sort Code	20-18-27
Account Number	80778710
Account Name	Llanharan Community Council

5.2 REGULAR HIRERS

Regular hirers are those with **ongoing block bookings**. The minimum period is 1 month.

- The period must be booked **14 calendar days in advance**.
- The user will be invoiced one month at a time, for the period booked, regardless of whether they use the centre during those times or not. Reasonable requests for breaks within the block will be accommodated but must be made **at the time of booking**.

- Invoices must be paid **within 28 calendar days**, unless otherwise agreed in writing.
- Where a NEW regular block booking is requested the first 2 months can be paid on a week-by-week basis (in advance) to allow a trial period to assess viability.

6.0 LOSS OR DAMAGE PENALTIES

The hirer will be charged for:

- Loss or damage to property (*See Damages, Decoration & Advertising Section*)
- Additional essential cleaning which should have been carried out by the hirer
- Exceeding the agreed hire period duration
- Other costs incurred as a result of breach of contract by the hirer

An invoice for a Loss or Damage Penalty will be issued to the hirer. If this amount exceeds the deposit, an invoice will be raised for the additional amount. If this amount is less than the deposit, the remainder of the deposit will be refunded.

Long term hirers will be required to pay any balance before their next scheduled hire. The hirer will not be permitted further use of the centre until payment has been received in full.

7.0 LATE PAYMENT CHARGES AND PROCEDURES – REGULAR HIRERS ONLY

Late Payment Charges

If payment is not received by the due date, the following process will be initiated:

Reminders and Escalation

- **First Reminder:** Sent at **7 days overdue** – with a copy of unpaid invoice.
- **Second Reminder:** Sent at **14 days overdue** – including a **late payment administration fee of £15.00** and notice of interest charge, and warning of suspension of bookings after 28 days.
- **Interest** will be charged at a rate of **2% per calendar month** on the outstanding amount, calculated from the day after the payment was due.
- **Final Notice:** Sent at **28 days overdue** – informing you of a suspension of bookings and referral to recovery procedures.

Suspension of Bookings

- If payment is not made after **28 days** from the due date, the hirer's future bookings will be **suspended without further notice**.
- The centre reserves the right to **cancel all upcoming sessions** until the account is settled in full, including any admin charges and interest.

Persistent Late Payments

- Hirers who fail to pay invoices on time **more than twice in a 6-month period** will forfeit their regular booking slot.

Appeals and Disputes

If a hirer wishes to dispute an invoice or request an extension, they must contact the Booking Team **in writing within 5 days of the invoice date**. Extensions may be granted at the Council's discretion. Any extension granted will be confirmed to the hirer in writing.

8.0 CANCELLATIONS

LCC reserves the right to cancel bookings if the hall is rendered unfit for the intended use.

In the event of any cancellation or termination of the hire, **no liability** shall fall upon LCC in respect of any loss sustained or expenses incurred by the hirer, or any other person, as a result thereof.

Commented [RJ8]: However LCC may at their discretion refund hire fees and deposits paid.

Suggested addition: Cooling off period

The hirer may cancel any booking within 14 days of making the booking for a full refund. Cancellation must be in writing (by email or letter).

Commented [RJ9]: New entry: this is a legal requirement

If the hirer cancels the booking **following confirmation and payment, a refund of 50%** shall be returned to hirer if the cancellation is more than 14 days prior to the event date. If the cancellation is made less than 14 days of the event date, **no refund will be payable** (unless the hall can be re-hired on same date/period).

Commented [RJ10]: This is a disincentive to prompt payment. Suggest extending the full refund period to 14 days ahead of the booking.

Commented [RJ11]: Only the deposit will be refunded

9.0 DAMAGES, DECORATIONS & ADVERTISING

The hirer shall ensure nails, screws or other fixings are not driven into the walls or floors or into any furniture or fittings, or permit to be done anything likely to cause damage to the building or any such furniture or fittings.

The hirer shall report to LCC any damage occurring during the hire period, and shall repay on demand the cost of reinstating or replacing any part of the premises or any property, whatsoever, which is damaged, destroyed, stolen or removed during the hire period.

The hirer shall not display and shall ensure that no other person displays any advertisements relating to the hiring by affixing the same to or utilising the support of a lamp-post, guard rail, electricity relay box or any other item of street furniture except with the prior written consent of LCC.

No signs, posters, banners or similar shall be attached to any wall or other part of the building without the approval of LCC.

Where permission has been granted for placing signage, it should be fixed in the manner allowed by LCC and removed at the end of the hire period.

The hirer may not use the name Bryncae Community Centre or Llanharan Community Council in any way in connection with their business other than to specify the location.

The hirer or their guests (whether invited or members of public) may not distribute any leaflets outside the Centre without express permission from LCC.

10.0 EQUIPMENT & ELECTRICAL INSTALLATIONS

The hirer shall ensure all equipment including tables and chairs are returned to their original positions.

The hirer shall ensure any keys issued are returned as agreed at the time of hiring. Deposit will not be refunded until keys have been returned.

All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and must be safe, suitable for indoor use, and PAT tested where required. It should not overload sockets, obstruct fire exits or create safety risks. LCC disclaims all responsibility for all claims and costs arising out of such equipment that does not so comply and reserves the right to disconnect it.

The hirer shall not alter, disconnect, or in any way interfere with the electricity supply nor install any additional lights in the premises.

Commented [RJ12]: Is this necessary? People might expect to be able to bring disco lights? The previous paragraph should cover the safety aspect.

The hirer shall not install any 'bouncy castle' or similar equipment inside the centre without prior consent and must provide public liability insurance certificates before booking is finalised.

Commented [RJ13]: This has not been happening. Suggest asking hirer instead to forward details of any equipment hired as less onerous for hirer.

LCC shall not be liable for any loss or damage to equipment brought in by the hirer or their guests.

Long Term Hirers may be allocated storage space for the provision of equipment used regularly. This shall be at the express agreement of LCC and must be stored safely in the allotted space only.

11.0 FOOD AND ALCOHOL

Hirers agree to comply with food hygiene laws where food is being prepared for service. No food is to be stored in the centre.

No food is to be cooked on a barbecue or any kind of cooking device inside or outside of the building. All food preparation must be undertaken in the kitchen area.

An Alcohol Declaration Form MUST be completed by all hirers at the same time as this agreement is signed. It states at the time of booking whether or not alcohol will be served or sold at an event.

Commented [RJ14]: Suggest this to be a requirement only if alcohol is going to be served

If alcohol is being served or sold at the Centre, evidence that the appropriate licence has been obtained must be submitted to LCC prior to the event taking place.

Commented [RJ15]: The two paragraphs simplified to: If alcohol will be served or sold, an Alcohol Declaration Form must be submitted at the same time as this agreement is signed. A copy of any necessary licence must be submitted prior to the event.

Alcohol must not be consumed by anyone under the age of 18.

Alcohol must ONLY be consumed inside the building. It must not be consumed in the grounds or the car park area of the Centre.

12.0 ENTERTAINMENT AND NOISE LEVELS

The playing of music or other entertainment shall be restricted to the inside of the building and must cease by 11pm.

The hirer is responsible for ensuring that noise levels do not disturb local residents.

If amplified sound is used, LCC reserves the right to dictate acceptable volumes.

The centre may not be hired for any events involving entry tickets for admission.

The hirer must ensure the noise levels during arrivals or departures are not such as to cause nuisance or inconvenience to residents of neighbouring properties.

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.

Commented [RJ16]: With the exception of glass and food waste which MUST be removed by the hirer.

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.

14.0 CLEANING

At the completion of the hirer's activity, all floors must be swept and spot-mopped so that the facility is left in a clean condition for the next event. Mops are provided and **MUST BE USED AS BELOW:**

Commented [RJ17]: Cleaning materials are provided in a cabinet on the stage for those hirers who do not have access to the cleaning cupboard.

AREA TO BE CLEANED	MOP TO BE USED
TOILETS	RED
KITCHEN	GREEN
MAIN HALL & HALLWAYS	BLUE

Tables, chairs and other furniture must be returned to their original positions and all areas left in a clean and tidy state.

The hirer will ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.

Where cleaning of the hall is not to LCC's satisfaction or any damage has resulted from the cleaning, the hirer will become liable for any additional costs incurred.

Any property or goods belonging to the hirer remaining in the facility after the termination of the booking period will be disposed of at the discretion of LCC.

15.0 HEALTH & SAFETY

Hirers, guests and members of the public are obliged to comply fully at all times with the standard health and safety rules detailed in this document.

A stocked First Aid Kit is available in the kitchen. Any use of it must be reported - see below.

Any accident or incident that occurs on the premises must be reported to LCC as soon as practicable. This includes use of any First Aid or Fire equipment. Details must be recorded on a blank Accident form which will be available in the kitchen. The completed form must then be posted into the locked letterbox in the Reception area to comply with GDPR (General Data Protection Regulations). Contact details must be entered in case of query.

Commented [RJ18]: This is yet to be installed.

It is illegal to smoke anywhere in the building.

No candles or incense sticks may be used in the building.

Commented [RJ19]: Except birthday cake candles (surely?)

Fire exits must be kept clear at all times.

Fire apparatus must not be interfered with except as necessary in the cause of fighting a fire.

16.0 SAFEGUARDING

The hirer is fully responsible for safeguarding of children (under the age of 18) and vulnerable adults where the parent or guardian of the child is not present during the hire.

Corporate/business hirers should have safeguarding policies that govern their organisation and ensure they adhere to those policies at all times and deal with any safeguarding issues that may arise according to the relevant central and/or local government guidelines.

17.0 EMERGENCY PROCEDURES

The hirer must comply with the Bryncae Community Centre's Emergency Procedures. These are listed here and also prominently displayed at the Centre. Hirers and their guests should familiarise themselves with the procedures.

The fire extinguishers provided are for use to assist your safe exit from the building in the event of a fire and are located as follows:

Water type (all **red** in colour) by the Main Front Entrance and the Fire Exits and in the kitchen – for use on wood, paper type fires only. Under **no** circumstances are these to be used on live electrical equipment.

ACTION TO TAKE IN THE EVENT OF FIRE

DISCOVERING A FIRE

Raise the alarm by operating the nearest **FIRE ALARM CALL POINT**.

As the Responsible Person you **must** ensure someone rings the **FIRE BRIGADE 999**.

FIRE EXTINGUISHERS are **ONLY** to be used by the public if a fire blocks their safe exit, is in its very early stages, small, contained, and only requires one fire extinguisher; **AND** the fire does not involve electrics or is not near live electrical equipment.

Evacuate the building by the nearest escape route following the **FIRE EXIT** signs.

Report to the **FIRE ASSEMBLY POINT** (car park) and stay there if safe to do so.

HEARING THE FIRE ALARM

Evacuate the building by the nearest escape route following the **FIRE EXIT** signs.

Close all doors behind you as you leave.

Report to the **FIRE ASSEMBLY POINT** (car park).

In Both Situations:

- ***Evacuate quickly but **DO NOT** run.***
- *****DO NOT** stop to collect personal belongings.***
- *****DO NOT** re-enter the building until you have been told it is safe by the Fire Brigade or the Responsible Person.***
- ***Congregate in the car park and do not leave the scene until you have been accounted for by the Fire Brigade or responsible person (if safe to do so).***

18.0 INSURANCE & INDEMNITY

INSURANCE

Hirers must hold their own public liability insurance to adequately cover all liabilities for the forthcoming event for which the booking is made and present it before the booking is finalised. The hall's own insurance will under no circumstances cover any liability for the hirer or anyone on the hirer's behalf.

Commented [RJ20]: Business hirers only, not private hirers

INDEMNITY

The hirer agrees to accept full responsibility, to indemnify and keep indemnified LCC against any action, claim or demand whatsoever which arises or may arise as a result of the hire.

The hirer agrees to accept full responsibility and indemnifies LCC for the loss, damage or theft of any equipment, property or personal belongings.

The hirer fully indemnifies LCC of all responsibility for any safeguarding issues which arise during the hire and DBS certificates (where appropriate) should be submitted to LCC along with the hire form.

19.0 TERMINATION

LCC reserves the right to terminate any hire in the event of any behaviour or action which is unlawful or damaging to the Centre or its members. If such termination takes place, the hirer will forfeit the deposit and fees paid.

If for reasons beyond the control of LCC (LCC having used all reasonable endeavours to avoid the same) it is necessary to close all or part of the building or cancel the booking, LCC may (without prejudice to the rights and remedies of either party in respect of any prior breach by the other) terminate this Agreement upon reasonable prior notice (which shall be no less than 48 hours save in the case of emergency when as much notice as is reasonably possible will be given) to that effect to the hirer and in that event LCC shall, unless there has been a breach of any of the conditions of this Agreement, return the due proportion of the amount paid for the use of the Centre but the hirer and other persons attending the booking shall have no further claim whatsoever against LCC in respect of such termination of the Agreement. **See also CANCELLATION Section.**

In any event, and notwithstanding anything in this Agreement, LCC will not be liable to the hirer, its guests, employees, agents or contractors for any consequential, special, or indirect loss, loss of business profits or contracts or loss of reputations to the hirer in the event of cancellation of the function or termination of this Agreement by LCC.

20.0 CONTACT INFORMATION

All enquiries should be addressed to the **Bryncae Community Centre Booking Team**
Email: bryncaecc@hotmail.com
Phone: 01443 231430



ARRANGEMENTS FOR THE SERVING OF ALCOHOL

I/We* The Hirer, intend/do not intend*
to serve alcohol during the period of hire.....

On..... at Bryncae Community Centre

I/We* wish to:

- * a. Supply our own alcohol not for resale, for which a licence is not required
- * b. Supply our own alcohol for resale to our guests and have sought the appropriate licences from the relevant Authority.
- * c. Engage a publican or caterer who will apply for the necessary TENS licence/licences

Signed: Date:

* Please delete as appropriate

EVIDENCE OF THE APPROPRIATE LICENCE(S) MUST BE PROVIDED TO LLANHARAN COMMUNITY COUNCIL PRIOR TO THE EVENT TAKING PLACE

Commented [RJ21]: Remove the option for no intention and make this form only requisite for those planning to serve alcohol.



BRYNCAE COMMUNITY CENTRE HALL HIRE AGREEMENT

BETWEEN PARTIES:

- (1) Llanharan Community Council
- And
- (2) The Hirer (PLEASE PRINT)

Name:

Address:
.....
.....

Contact Details:

I, The Hirer confirm that I have received, read and understood the Hall Hire Agreement. I agree to abide by the terms and conditions listed therein.

SIGNED:

PRINT:

DATE:20.....

BRYNCAE COMMUNITY CENTRE REMINDER - COMMUNITY MATTERS

It is important that the hirer reads and understands the full contents of the Hire Agreement, but here are a few important bullet points that all organisers and attendees should be aware of:

PLEASE CLEAN THE FLOORS AFTER YOUR EVENT AND LEAVE THE CENTRE AS YOU FOUND IT:

AREA TO BE CLEANED	MOP TO BE USED
TOILETS	RED
KITCHEN	GREEN
MAIN HALL & HALLWAYS	BLUE

FAMILIARISE ALL ATTENDEES WITH EMERGENCY/FIRE PROCEDURES

FIRE ASSEMBLY POINT: CAR PARK

NO PERMISSION - NO ALCOHOL!

SWITCH OFF LIGHTS & POWER

RETURN KEYS AS AGREED ON BOOKING

REPORT ANY DAMAGE

PLEASE DISPOSE OF ALL WASTE IN THE CORRECT CONTAINERS

PUT EVERYTHING BACK WHERE YOU FOUND IT

STAY SAFE
Report any accidents!

REPORT ANY ISSUES TO THE BCC TEAM

LOCK UP

PLEASE RESPECT LOCAL RESIDENTS

HAVE FUN! (It's the law here 😊)

Amendment no	Paragraph	Heading	Current wording	Suggested amended wording	Notes	Discussion required
1	1	Introduction	The hirer must be present at all times during the hire period	The hirer or their delegate	Eg if an assistant instructor takes a class, or a family member arranges the hire	
2	2	Facilities	The approximate area of the hall is 400m2	The dimensions of the hall are 9m x 20m, height 3m rising to 5m,		
3			A kitchen is available for use if requested at time of booking .	A kitchen is available for use.	Removing the option of a kitchen would simplify the booking form. In any case we can't police whether the kitchen is used or not, so there's little point making it an option.	
4			None	Wi-Fi is available on request subject to the following terms: Wi-Fi is provided for general use during the hire period only and must not be used for illegal, harmful, or offensive activities. It is a shared network and users are responsible for their own devices and data; the Council does not guarantee privacy, speed, or uninterrupted service. The hirer is responsible for ensuring their group uses the Wi-Fi appropriately, and misuse may result in disconnection, additional charges, refusal of future bookings, or further action where necessary.	I frequently get contacted urgently by hirers who need the wifi in the middle of a weekend afternoon creating unnecessary friction for both sides. We could include some basic terms. At present we give it out when requested without any parameters.	Y
5	4	Prices	£15 per hour	£15.50	For discussion	Y
6			£25 one-off charge for stage area	£50	As things stand the stage would take a lot of work to clear, so opting for its use is to be discouraged.	
7	5	Payment terms	Payment may be made either by online Stripe payment...		NB Stripe is now active but is not offered to regular/long-term hirers due to the potential impact of fees.	
8	8	Cancellations	In the event of any cancellation or termination of the hire, no liability shall fall upon LCC	However LCC may at their discretion refund hire fees and deposits paid.	In practice we would normally refund if we cancel.	
9			None	Cooling off period: The hirer may cancel any booking within 14 days of making the booking for a full refund. Cancellation must be in writing (by email or letter).	New entry. This is a legal requirement for online contracts.	
10			If the hirer cancels the booking following confirmation and payment, a refund of 50% shall be returned to hirer if the cancellation is more than 14 days prior to the event date.	If a private hirer cancels a one-off booking following confirmation and payment, a full refund shall be returned	The current 50% offer is a disincentive to prompt payment.	Y
11			If the cancellation is made less than 14 days of the event date, no refund will be payable (unless the hall can be re-hired on same date/period).	only the deposit will be refunded	The deposit should be refunded in any case unless damage has been incurred.	

12	10	Equipment and electrical installations	All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989. The hirer shall not alter, disconnect, or in any way interfere with the electricity nor install any additional lights in the premises.	All electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and must be safe, suitable for indoor use, and PAT tested where required. It should not overload sockets, obstruct fire exits or create safety risks. LCC disclaims all responsibility for all claims and costs arising out of such equipment that does not so comply and reserves the right to disconnect it. The hirer shall not alter, disconnect, or in any way interfere with the electricity supply.	Is it necessary to ban all additional lighting? People might expect to be able to bring disco lights. The previous paragraph should cover the safety aspect.	Y
13			The hirer shall not install any 'bouncy castle' or similar equipment inside the centre without prior consent and must provide public liability insurance certificates before booking is finalised.	The hirer shall not install any 'bouncy castle' or similar equipment inside the centre without prior consent and should forward any public liability insurance certificates etc. supplied by providers.	The request for PLI certificates is either ignored, or offputting to more scrupulous potential hirers. Simpler to ask them to forward confirmation email etc.	
14	11	Food and alcohol	An Alcohol Declaration Form MUST be completed by all hirers at the same time as this agreement is signed. It states at the time of booking whether or not alcohol will be served or sold at an event. If alcohol is being served or sold at the Centre, evidence that the appropriate licence has been obtained must be submitted to LCC prior to the event taking place.	If alcohol will be served or sold, an Alcohol Declaration Form must be submitted at the same time as this agreement is signed. A copy of any necessary licence must be submitted prior to the event.	The requirement for an alcohol declaration is being largely ignored, and therefore devalued. Better to narrow the requirement and make it more realistic.	Y
15	13	Waste	All waste must be disposed of in the correct receptacles provided.	The hirer shall ensure all areas are clean and free of litter. All waste must be disposed of in the correct receptacles, with the exception of glass and food waste which MUST be removed by the hirer.	Updating in line with our policy and legal obligation.	
16	14	Cleaning	all floors must be swept and spot-mopped so that the facility is left in a clean condition for the next event. Mops are provided	all floors must be swept and spot-mopped so that the facility is left in a clean condition for the next event. Cleaning materials are provided in a cabinet on the stage for those hirers who do not have access to the cleaning cupboard. Mops are provided	Updating in line with our provision for non-key holders	
17	15	Health and safety	Accident form ... posted into the locked letterbox in the Reception area		Letterbox has not yet been installed. Suggest installing in kitchen out of reach/sight of children.	
18			No candles or incense sticks may be used in the building.	...except birthday cake candles.	Realistically these will be used at parties so better not to ban them.	
19	18	Insurance	The hirer must obtain their own public liability insurance	Business hirers must hold their own public liability insurance	It's unrealistic to expect private hirers to do this.	
20	Appendix	Alcohol declaration	I/We* The Hirer, intend/do not intend*	I/We* The Hirer, intend	See note on item 14 above.	

Appendix 6

Update on the decisions of the Council in respect of the Capital Plan and the next steps in terms of delivery of the project

Council has recently resolved the following:

RESOLVED 2026/118

To authorise the officers to apply for a grant from the Mynydd Portref fund via GrantScape to be used to fund 3 sub-projects within the program of refurbishing Bryncae Community Centre. These would be:

Refurbishment of the kitchen (estimated cost £2500)

Refurbishment of the male and female toilets (estimated cost £6500)

Provision of electrically operated blackout blinds for the high-level windows (estimated cost £8000)

The grant amount would therefore be for £16.5k with any shortfall in the actual cost to be covered by CIL funding allocated to the overall project.

Officer's note: The sum total of the grant application would in fact be £17,000.

And

RESOLVED 2026/119 k)

To add items i) to xvii) to the capital plan for Bryncae Community centre and to project LCC23/02 'Improvements to Bryncae Community Centre', and amending the allocated CIL funds for the project to £168,633

i to xvi not listed here for reasons of brevity.

xvii - In order to accommodate all of the resolutions made by the Council at this meeting including to authorise the officers to take such a sum of money from the council's CIL contingency funds as to ensure that unallocated funds balance at £0 following the expected CIL receipts at the end of April 2026.

The updated Capital plan showing items to be included in the tender and those to be considered separately can be found below.

Consideration must be given to the issue of the fire stopping insulation.

The estimate for this work is £5,000. The quotation received to date is for £11,700


Next steps

1. To submit a landlords consent form to RCTCBC to obtain formal permission to do the work. (A tender cannot be issued until this permission is in place. This is a requirement of the lease). The clerk is currently working on a submission.
2. Build a more detailed tender pack based on the specification agreed by council. This will involve more detail regarding the specification (Measurements, more detailed specifications etc...), terms of work including availability of the centre, any scoring criteria etc.. as well as the other contractual aspects required for a tender (Dispute resolution, contract terms etc...). This will be brought back to the BCC Committee for consideration in due course.
3. Once 1 and 2 are complete. Issue a tender.

In the meantime the Clerk will obtain quotations for Blackout blinds which will be presented to the Committee in due course.

Bryncae Community Centre Capital plan V11 30.4.2026

Ref	Original est +20% or best guess.	Proposed actions for Capital Plan tender pack	Included in Capital Plan but actioned separately outside of the main tender	Other notes	Link to paper
1	£6,720	Carry out full internal decoration of community centre.			
2	£10,000	Carry out full external decoration of community centre. (Note: This is without carrying out necessary repairs to the render and using standard paint and not anti-graffiti paint - See item 19)			
3	£10,000	Replace all roof guttering and downpipes, fascias and soffit.		CHECK FACIA AND SOFFIT NOW THEY'VE BEEN CLEANED	
4	£5,000	Replace all external fire doors and frames x 3			
5	£25,000	Replace all vinyl flooring and make minor repairs to concrete floor . See also item 26.			
6	£120	Provide electrical distribution chart for the building.			
8	£1,200	Install warning beacons in toilet areas. Note - Item 45 expands on this.			
7	£2,795		Replace all internal and external lights with LED. Replace outdoor lighting with columns - Completed	Completed	
9a	£0		Replace CCTV system. - Completed	Completed	
22a	£1,569		Replace boiler room door and frame. Note: Fire doors included in item 4.	Completed	
24a					
24b	£5,000	NA	Repair/replace fire stopping insulation in the kitchen ceiling as required.	Quote received. £11,700 Awaiting instruction.	
28a					
28b	£6,520		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)	Being fitted 12th May 2026	
41	£2,578		Replacement curtain track for stage curtains	Planned for 5th May 2026	
	£475		Recoat curtains with flame retardent coating and CE mark	Completed	
42	£6,000		Installation of blackout blinds to high level windows in main hall.		item 42.pdf
18	£250	Rub down and treat support leg.			Item 18.pdf

19	£6,000	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 See also item 2 The additional cost of this item (which is to repair the render AND to use anti-graffiti paint is est £6000. Repairs to render only est £500)/ Repair of the rendering is NECESSARY.			Item 19.pdf
20b	£1,000	20b - Repair high level window opener mechanism and cut out and replace mastic joint (windows to external reveals) and window at rear of stage to have laminated security film or alternative where possible/appropriate.			Item 20b.pdf
20c	£30,000	20c) Replace the windows, doors etc... at foyer area (including office windows) with new UPVC or similar. Doors and windows to be security spec (secure by design) including roller shutters*, accessible and fitted with a keypad or fob system integrated with the booking system to regulate access to hirers. Doors to be accessible (Automatic opening or pushbutton). Windows to have laminated security film or alternative where possible/appropriate *Roller shutters to also be fitted to south facing fire door if allowable. All shutters operating from one control point ensuring safe unobstructed egress from the south facing fire door when the building is occupied.			Item 20c
23	£10,000	Resurface the Western side of the carpark to remove undulations and reduce water ponding. Re-white line all parking bays.		Note: This work should be co-ordinated or as a minimum checked to ensure synergy with any improvements to the carpark that may be considered for the Bridleway (Trenos Crossings project).	Item 23.pdf
27a	£6,500	27a Complete refurbishment of main male and female toilets with new fittings, floor to ceiling paneling and toilet cubicles to meet modern Hygiene standards. Cutting out and replacing sealant around all sanitary fittings in other 3 toilets			Item 27a
28a 28b	£5,000	Replace all internal doors including fire doors and replace all skirting boards and architrave visible from the man hall, corridors and foyer.			Item 28.pdf

29	£200	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			Item 29
30	£250	Replace external flue cage and bracket to external condensation pipe.		Consideration for additional pipe insulation and/or background heating on a frost thermostat in boiler room and elsewhere.	Item 30.pdf
39	£2,500	Cosmetic refurbishment of kitchen. Worktops, cupboard doors, splashbacks etc...			Item 30.pdf
40	£2,500	An anti-vandal solution to prevent access to the low roof to prevent damage to roof /guttering and mitigate any liability issues. Anti vandal paint is an option as are roller barriers if applicable in this scenario. To allow a budget for this delegating a final decision to the Clerk in consultation with the Bryncae Community Centre working group and other interested parties. (or some other decision making mechanism).			Item 40.pdf
43	£1,500	Replacement cabling to western circuit of external LED lighting columns		Consider doing these jobs together. Estimated costs assume this.	Item 43.pdf
44	£2,000	Additional CCTV in the carpark.			Item 44.pdf
45	£7,500	New fire alarm and addressable ancillaries including magnetic door holders etc... Note: The door holders would significantly reduce damage to fire doors, ensure proper fire compartmentation during a fire (Insurance consideration) and form part of the compliance with the Equality Act 2010, allowing doors to be safely left in an open condition (without the use of wedges) when occupied and closure should the alarm activate. Note: Item 8 on mandatory list is to install warning beacons in toilet areas.			Item 44.pdf
46	£15,000	Improvements to external drainage. Fitting of aco drains along perimeter of green spaces to tie in with existing drains. Potentially increasing the size of the primary drain opening/chamber near the front door. (Or similar solutions).			Item 46.pdf
	Total capital plan	Tender pack	Outside tender pack		Totals
	£173,177	£148,240	£24,937		
	£4,839	£0	£4,839		Spent
	£168,338	£148,240	£20,098		Remaining