



LLANHARAN COMMUNITY COUNCIL

Minutes of the Council meeting held on a hybrid basis (in person and by remote attendance at Llanharan OAP Association), 7pm on Thursday 19th March 2026.

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

Members Present:

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

Apologies: Cllrs Rhys Jenkins, Nick Richards

Absent: Cllr Geraint Hopkins

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Lisa Phillips

Assistant Clerk: Rebecca Jenkins

2 Members of the Public

2026/071 Welcome and Apologies

The Chair welcomed all attendees to the meeting.



2026/072 Disclosures of Personal and/or Prejudicial Interests

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

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

Cllr Chris Parker declared a personal interest in agenda item 11 (minute ref 2026/081) being a volunteer at the Pantry.

Cllr Janine Turner declared a general personal interest being a member of Llanharan RFC, a personal interest in agenda item 11 (minute ref 2026/081) being a volunteer at the Pantry.

2026/073 Public Speaking

None

2026/074 Minutes of Ordinary Meeting of the Council held on 19th February 2026.

RESOLVED

To approve the minutes of the ordinary council meeting held on 19th February 2026 as a true and accurate record.

2026/075 Current casual vacancies of the Council

RESOLVED

To co-opt Andrea James to the vacant Llanilid seat subject to her correct signing of the declaration of acceptance of office before the next meeting of the Council.

2026/076 Community Council Action Plan

Noted

2026/077 Correspondence



Noted

2026/078 Community Crime Statistics

Noted.

2026/079 Council Expenditure for February 2026

RESOLVED

To approve expenditure for February 2026 as shown in payment schedule 'Appendix 5' presented to the meeting.

2026/080 Year-To-Date Spend vs Budget

Noted

2026/081 Pantry Finances Report

Noted

2026/082 Bryncae Community Centre Finance Report

Noted

2026/083 A virement of £1,370 from general reserves to cover an overspend on general grants.

RESOLVED

To make a virement of £1,370 from general reserves to cover an overspend on General grants.

2026/084 Results of the interim internal audit (2025/26 financial year).

Noted with the Council's appreciation for the efforts of the RFO reflected in another unqualified audit.

RESOLVED



To instruct the Digital Working Group to carry out a review of the Council's website with recommendations to be presented to a future meeting of the Council.

2026/085 Resolutions and recommendations of the ORA Committee held on 5th March 2026

a) RESOLVED

ORA2026/021 Draft Section 6 Biodiversity report and plan 2026-2028

To adopt the Biodiversity Action Plan presented to the Committee in Appendix 4; to instruct the Officers to carry out any actions that do not involve a financial spend or further resolutions; to include the plan as a standing item on the agenda of meetings of the ORA Committee. The Plan being presented to Full Council as Appendix 9a.

b) RESOLVED

ORA2026/022 Further proposals relating to the Mountain Hare wildflower area

- i. To set aside a plot at the northeast end of the grassed area at Mountain Hare playground of approximately 15m x 10m to be developed as a wildflower area.
- ii. To accept the offer of the Welsh Wildlife Trust to mow this area using the cut and collect approach, following the mowing schedule recommended by One Voice Wales Biodiversity: once at Easter, possibly once at high summer and once in the autumn, distributing the arisings on site along the hedge as appropriate.
- iii. To apply for and accept a One Voice Wales biodiversity package of funding to supply public information signage and to maintain the signs within the budget line "Play and open spaces maintenance" for a minimum period of 5 years.

c) RESOLVED

ORA2026/023 Proposed signage designs offered by One Voice Wales



To apply for options 1 and 3 from the series of designs offered by One Voice Wales and shown to the ORA Committee as Appendix 6.

d) RESOLVED

ORA2026/024 Proposal to amend Section 10 of the allotment tenancy hire agreement (and Poultry Welfare Policy)

To defer consideration of ORA2026/024 to allow further research by the Officers, specifically seeking the views of the National Allotment Association.

e) RESOLVED

ORA2026/025 A second draft of the DMMO assistance policy presented to the Council on 15th January 2026 and referred by the Council to this committee

To adopt Draft 2 of the DMMO Assistance Policy as provided to Full Council as Appendix 9b.

f) RESOLVED

ORA2026/026 Offer of a mature three stemmed Yucca plant by a member of the public

To express the Council's thanks to the Member of the Public for the offer but to decline it due to the lack of an appropriate location within the Council's land.

g) RESOLVED

ORA2026/027 Proposal to consider creating a permissive pathway from Bridgend Road into Parc Bryn Derwen

To instruct Officers to write to the relevant landowners of CYM167138 and CYM182396 to ascertain their views on allowing formal public access over their land, whether by dedicating a public right of way or by entering into a formal legal agreement indicating their consent.

2026/086 Postponement of CIL Committee meeting scheduled for 26th March 2026 pending the receipt of information from RCTCBC

Noted



2026/087 Postponement of TEC Committee meeting scheduled for 12th March 2026 to allow Burroughs time to complete relevant documents

Noted

2026/088 Digital Working Group updates and recommendations

None.

2026/089 Engagement of a health and safety consultant to work with maintenance staff and officers to develop core task risk assessments and safe systems of work and to consider quotations received along with suspension of Financial Regulations.

RESOLVED

To engage Amenity Solutions and to authorise the officers to spend up to £1,125 to work with maintenance staff and the Clerk to draw up risk assessments and safe systems of work and to identify any tools, essential training or PPE required. Noting that no suspension of financial regulations is necessary, officers having striven to obtain 3 quotes, thus satisfying regulation 11.3e)iii.

2026/090 Purchase of a Hand Arm Vibration Syndrome (HAVS) monitoring solution for maintenance activities, suspending Financial Regulations where required.

RESOLVED

To defer this matter to a subsequent meeting of the Council on the advice of the Clerk.

2026/091 Purchase of a lone worker monitoring and alert solution for maintenance staff suspending Financial Regulations where required.

RESOLVED



To defer this matter to a subsequent meeting of the Council on the advice of the Clerk.

2026/092 Delegation of authority to award a tender to the Welfare Ground Showerblock Committee.

RESOLVED

To delegate to the Welfare Ground Showerblock Committee the authority to award any tender as it sees fit (in compliance with the relevant financial regulations) up to the value of any remaining CIL funds allocated to the project LCC25/01

2026/093 Members' reports

Cllr Rob Smith

After receiving complaints from the public regarding current building work at Sidhu Farm (Nantllais) there is no apparent planning application submitted. Contact has been made with the Planning authority.

Cllr Janine Turner

Cllr Turner is following up on the above item with the RCTCBC planning officers in her capacity as an RCTCBC County Borough Councillor who had visited the site at her request.

Cllr Mark Steer

Highways have removed the barriers between Gellifedi Rise and Tan y Bryn and Trivallis have removed the barriers at the bottom of Llanbad through to Church View. Both paths are now fully accessible to mobility scooters etc... along with the improved access through the Meadow Rise open space facilitated by this council.

2026/094 Feedback from External Group Meetings

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



No meeting has taken place.

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

No meeting has taken place. Cllr Smith has engaged the Clerk to provide a report of Council activities for the next meeting.

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

Nothing to report.

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

No report provided.

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

No report is provided.

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

Wildlife walk is scheduled for 10am on 25th March starting from the Green.

A consultant ecologist has been employed by the Wildlife Trust using funds from Network Rail to survey and record violet oil beetle activity in the reserve.

Numerous incidents of motorbikes in the woods have been reported to the local police.

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



Cllr Smith provided a detailed report of LCDP's weekly activity programs for children and adults.

Having failed to secure an Interlink Angor Program grant, the project is facing a shortfall in funding which may lead to a loss of services and staff.

2026/095 Planning matters

No formal comments.

2026/096 Payment of the increased One Voice Wales membership fees following a price increase.

RESOLVED

To authorise the Officers to pay the increased One Voice Wales membership fee for 2026-2027 of £1,912

2026/097 Suspension of Financial Regulation 11.3e) ii) in order to facilitate the placement of an order with Pendragon Ltd for the provision of the 2026 fireworks display.

RESOLVED

To suspend financial regulation 11.3e)ii), declining to obtain further quotations on the grounds that the council has previous benchmark costs having obtained quotations previously, there being a price freeze for this year's event and Pendragon having a proven track record of providing safety information and risk assessment, adequate numbers of trained and competent staff and a display of proven quality.

2026/098 Progress of CIL Project LCC19/07 Grove Terrace Garage and Memorial Garden, noting that the current dedication is to the former Peterston-super-Montem Parish Council and there is no centrepiece feature included inside the railings in the current design.



The Clerk provided a verbal update regarding the Sustainable Drainage application (SAB/SUDS) and the construction of the garage.

2026/099 Proposed volunteer policy

RESOLVED

To adopt the interim volunteer policy provided to the meeting as Appendix 18.

2026/100 Urgent Information & Future Agenda Items

The Clerk provided a briefing to Council regarding its conduct during the pre-election period between 25th March and 7th May 2026.

There being no further business, the meeting closed at 8.30 pm.

The next scheduled meeting of Full Council will be held on 16th April 2026.

Councillor Chris Parker

Deputy Chair of Llanharan Community Council



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Members Present:

Councillors: Rhys Jenkins (Chair), David Evans, Neil Feist, Andrew Morgan, Nick Richards, Robert Smith, Mark Steer

Apologies: Cllrs Will Thomas, Janine Turner.

Absent: Cllr Geraint Hopkins, Chris Parker,

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

2 Members of the Public

Duncan Ludlow, Reserves Manager (East Region), The Wildlife Trust of South and West Wales

2026/031 Welcome and Apologies

a) *RESOLVED*

That the reason proffered with Cllr Will Thomas's apology for absence be accepted as a valid reason for absence.



b) RESOLVED

That the reason proffered with Cllr Janine Tunner's apology for absence be accepted as a valid reason for absence.

2026/032 Disclosures of Personal and/or Prejudicial Interests

Cllr Neil Feist declared general personal interests being a member of Cycling UK and a member of Llanharan RFC.

2026/033 Public Speaking

None

2026/034 Minutes of Ordinary Meeting of the Council held on 15th January 2026

RESOLVED

To approve the minutes of the ordinary council meeting held on 15th January 2026 as a true and accurate record.

Cllr Nick Richards joined the meeting during consideration of the following item of business.

2026/035 General grant application from the Wildlife Trust of South and West Wales in relation to Brynna Woods

Duncan Ludlow provided a brief presentation.

RESOLVED

To Grant 'The Wildlife Trust of South and West Wales' the sum of £10,000 for the purposes outlined in the Grant Application presented in 'Appendix 1a' to the meeting. Using Sections 9 and 10 Open Spaces Act 1906 (power to acquire and maintain land as public open space.....).

2026/036 Current casual vacancies of the Council x 3

Noted



2026/037 Community Council Action Plan

Noted

2026/038 Correspondence

None

2026/039 Community Crime Statistics

Noted

2026/040 Council Expenditure for January 2026

RESOLVED

To approve expenditure for January 2026 as shown in payment schedule 'Appendix 5' presented to the meeting.

2026/041 Year-To-Date Spend vs Budget

Deferred. To be presented to a future meeting of Council.

2026/042 Pantry Finances Report

Noted

2026/043 Bryncae Community Centre Finance Report

Noted

2026/044 Resolutions and recommendations of the Events Committee held 20th January 2026

RESOLVED

EV2026/017 Holding of a pantomime in November 2026



To hold a pantomime in November 2026 and to set a budget of £3,000. Other aspects of the event to be delegated to the Events Committee and the budget line 'Community Events' delegated to the committee.

NOTED

EV2026/0018 Budget for the St David's Day event to be held on 1st March 2026 at Bryncae Community Centre.

RESOLVED

To allocate a budget of £2,000 for the St David's Day event to be held at Bryncae Community Centre on 1st March 2026 and the officers authorised to spend up to this amount.

2026/045 Altering the terms of reference for the Events Committee

RESOLVED

To alter the terms of reference for the Events Committee to read the following from 1st April 2026.

To examine [and make decisions on] any arrangements or terms to be set regarding the holding of community events including providers, venues and any other aspects of an event. Incorporating the Fireworks Display and Senior Citizen's Christmas Lunches. The Committee to be delegated authority to make decisions on and spend such funds available for events in the budget under the heading 'Community Functions' as allocated by the council, including delegated authority to spend the budget line 'community events' with available funds to be spent on any Community Council organised events as it sees fit.

2026/046 Resolutions and recommendations of the Welfare Ground Showerblock Committee held on 20th January 2026

NOTED

WGSB2026/007 Revised specifications to be used to tender for the refurbishment of the Showerblock and arrangements for the issuing of the tender

a) RESOLVED

To approve the revised specification to be used for the tender of the showerblock.



b) RESOLVED

For the Clerk to issue the tender as per the Council's Standing Orders and Financial Regulations, the tender to run for a period of between 4 and 6 weeks. The Clerk to liaise with LRGT regarding site visits and arrangements for storage, access and other operational considerations, these arrangements forming part of the tender conditions.

WGSB2026/010 Legal aspects of the transfer of the Showerblock to LRGT

a) RESOLVED

To accept the draft heads of terms for transfer agreement relating to the Llanharan Community Council Shower block sited on land owned by Llanharan Recreation Ground Trust and to consent to the draft being sent to the solicitors.

2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026

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."



a) RESOLVED

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

To amend the capital works plan to including the addition of the following:

f) Replacement fire stopping insulation as required to maintain fire compartmentation.

Any other items to be brought back to Council individually with further information and details for consideration.

NOTED

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

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.

NOTED

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) RESOLVED

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

c) RESOLVED

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

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.

NOTED

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

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.

NOTED

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

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.

NOTED

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

d) RESOLVED

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

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.

e) RESOLVED

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

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.

NOTED

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.

(Clerks note: Delegated authority to do so given by minute 2025/287)

NOTED

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.

NOTED

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.

f) RESOLVED

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

Not to suspend Financial Regulation 11.3e)iii at this time in relation to the tree surveys.

NOTED (The following resolution of the committee is rendered moot by 2026/047 f), above.

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.



2026/048 Community Engagement Committee (CEC) scheduled for 5th February 2026 did not take place, being inquorate.

Noted

2026/049 Invoice for extra works carried out and required discovered during the erection of the 2025 festive display.

RESOLVED

To pay £825 to RM Electrical for invoice 315 for extra necessary works carried out during erection of the 2025 festive display.

2026/050 Recommendation from the Jubilee Marsh Multi-User Route Working Group

a) RESOLVED

To commission a feasibility study into a potential Jubilee Marsh Multi-user route, to include:

- i) the most cost-effective route balance against the technical aspects,
- ii) the ownership of the land and the likelihood of having an agreement with the landowners.
- iii) any possible grant aid from Welsh Government and or RCT.
- iv) any other aspect that the officers of the Council deem appropriate at this stage.

b) RESOLVED

To refer to the CIL Committee whether the project is elevated from being an Aspirational Project to an Active project on the CIL 123 list along with its assigned funding of £250000. (Clerk's note: In effect to add to the Active Project List)

c) RESOLVED



That this project becomes part of the Trenos & Ewenni Crossing Committee's remit, and the Terms of Reference for that committee are altered accordingly.

2026/051 Resolutions and recommendations of the Audit Committee held on 11th February 2026

I. RESOLVED

A2026/006 Bank reconciliations and list of payments for Quarter 3 financial year 2025-26.

To approve bank reconciliations and list of payments for Quarter 3 financial year 2025-26 as presented in the schedule "Appendix 3" presented to the meeting.

II. RESOLVED

A2026/007 Account transfers for Quarter 3 financial year 2025-26.

To approve account transfers for Quarter 3 financial year 2025-26 as presented in the schedule "Appendix 4" presented to the meeting.

a) RESOLVED

To grant Dolau Primary School PTA the sum of £2,000 to assist in funding the Dolau Primary School's school wellbeing club. Using LGA 1972 S.137 (Power of last resort).

b) RESOLVED

To grant Llantrisant Netball Club the sum of £130 to fund the purchase of training equipment. The sum granted being proportionate to the number of club members stated as being from the Llanharan Community Council area. Using Section 19(3) LG(MP)A 1976 (Expenses incurred by voluntary organisations providing recreational facilities/amenities)

c) RESOLVED



To grant 1st Llanharan Brownies the sum of £670.75 for a contribution towards census fees and hall hire. Using Section 19(3) LG(MP)A 1976 (Expenses incurred by voluntary organisations providing recreational facilities/amenities).

d) RESOLVED

NOT to grant Brynna Football Club (Seniors) the sum of £1,500 to contribute to running costs, there being a lack of detail on what the grant would be used for and whether funding of some aspects would be appropriate. (Section 137 LGA 1972)

e) RESOLVED

NOT to grant Forces Fitness the sum of £550 to facilitate the running of a Well-Being and Building resilience day for local 7-18 year olds. The committee feeling the benefit to the inhabitants of the community not being commensurate with the sum requested. (Section 19(3) LG(MP)A 1976)

f) RESOLVED

To grant Llanharan RFC junior and mini section the sum of £2,000 for the purchase of a storage container to store training equipment etc..... The matter to be referred to the CIL Committee to consider funding from CIL, if not to be funded using Section 19(3) LG(MP)A 1976 with any virement required from general reserves to the general grant budget line to be applied.

g) RESOLVED

To grant Ynysmaerdy Welfare Association (Community Centre) the sum of £366.88 to fund 12 months internet costs. Using LGA 1972 S.137 (Power of last resort).



2026/052 Resolutions and recommendations of the Trenos and Ewenni Crossing Committee held 12th February 2026

NOTED

TEC2026/010 Quotations for initial ecological works

RESOLVED

To select the quotation from 'Soltys Brewster' for initial ecology work given that this is the recommendation of Burroughs, the quotation and specification providing the best balance of cost vs scope, including key baseline work required without committing to a bigger upfront package. To authorise the officers to spend up to £2,880 accordingly.

2026/053 One Voice Wales commission to carry out a job evaluation of staff (other than the Clerk) and produce a recommended pay grading structure for all council staff

RESOLVED

Approve a spend of £850 to commission One Voice Wales to carry out a job evaluation of staff (other than the Clerk) and produce a recommended pay grading structure for all council staff (excluding the Clerk), and to take a virement of up to £300 from general reserves for this purpose to the 'HR Expenditure' budget line.

2026/054 To note the progress of CIL Project LCC19/07 Grove Terrace Garage and Memorial Garden and the current dedication and lack of centerpiece feature design.

Noted

2026/055 To consider spending up to £1,000 on replacement fencing at the Mountain Hare playground

RESOLVED



To authorise the officers to instruct council staff to replace the fence at the Mountain Hare Playground at a cost of £1000 and to make a virement from General Reserves of up to £1,859 comprising a current overspend of £859 plus up to £1,000 to facilitate replacement of the fence.

2026/056 Acknowledgement to ‘Excel Power Construction Ltd’ for the donation of new manufactured goalposts to be sited at the Mountain Hare play park.

RESOLVED

To instruct officers to write to ‘Excel Power Construction Ltd’ to formally record the Council’s thanks for the donation of new manufactured goalposts to be sited at the Mountain Hare play park.

2026/057 Updates of the work of the Digital Working Group

None.

2026/058 Member’s reports.

Cllr Mark Steer

Complaints and concerns received from the public regarding speeding on the section of Brynna Rd between Brynnau Gwynion and the Western end of Brynna specifically where the limit is still 20mph. Concerns over pedestrian safety on the pedestrian footpath and recent accidents. Also raised the fact that the damaged bollard at Brynnau Gwynion needed to be repaired urgently.

2026/059 Feedback on any formal or informal meetings of external groups to whom the Council has appointees.

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

No meeting

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



Attended AGM 21st June, Area meeting 28th January and Larger Council's meeting 11th February. Some governance changes at the AGM and discussion of charters with local authorities at other meetings. Voted at the AGM on 3 of the 5 considerations, the two not voted on were not presented. For vote.

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

Meeting on 10th February but was unable to attend.

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

Cllr Geraint Hopkins not present.

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

No meeting.

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

The brick wall in Brynna woods near the old oak tree has now been demolished as it presented a safety hazard.

Nature walk scheduled for the 2nd half of March.

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

RCT are cutting back on funding and unless alternative funding is found, some services will potentially fail due to a lack of funding. Some of the services run by LCDP are 'Craft and a Cuppa' with 60 users averaging 22 users per week, 'Happy dayz' averages 20 users weekly, 'Knit and stitch' averages 22 users weekly, 'the community cafe' averages 24 users weekly, 'hearts and minds' averages 31 users weekly, 'eco hub' averages 12 volunteers weekly, 'dementia support' averages 18 users weekly, 'age and connects', helping older people with digital devices, paying bills online and other aspects of digital life runs but I have no participant numbers. 'Young carers' for carers ages between 11 and 18 averages 30 users weekly.

Rct will be cutting back on these services, and they will unfortunately cease to run if we don't help. They also run early years and childcare



which is more of a business but needs propping up. Youth and play runs services including playschemes running through half term at Llanharan and Brynna. In the near future, LCDP will be applying for a grant with us. We have budgeted an amount, but they are likely to ask for extra contingency funds otherwise a lot will fall by the wayside due to lack of funding as these things are important for our community.

2026/060 Planning

Noted without formal comment.

2026/061 South Wales Police potential for SLA between SWP and the Council involving the provision of extra PCSO resources in the community

a) RESOLVED

To proceed with negotiations with SWP on an SLA on the basis of the Community Council partially funding a PCSO in principle. Specifically to check what percentage of the total cost would be required from the Community Council in order to proceed.

b) RESOLVED

For officers to make enquiries with neighboring Town and Community Councils whether they would be interested in sharing the cost and entering a joint arrangement to part-fund a PCSO with an SLA.

c) RESOLVED

To instruct the officer's to Contact RCTCBC as to whether there is an option for them to provide a Community Warden with an SLA on the basis of the Community Council partially funding a Warden in principle and specifically to check what percentage of the total cost would be required from the Community Council in order to proceed.



2026/062 Delegating authority to the Clerk to spend such funds on training as required

RESOLVED

To delegate authority to the Clerk to spend such funds on training as required for staff and members up to the values in the respective budgets.

2026/063 Replacement of stolen items.

RESOLVED

To purchase the replacement items from the original suppliers for the prices listed in bold as indicated in Appendix 22 presented to the meeting. These being local companies with whom we have an established relationship and offering either the lowest or (in the case of two items) very near the lowest prices. To replace the second strimmer (FS411) with a second FS461 at an additional cost of around £55. Thus authorising the officers to spend £4,080 comprising the indicated prices plus a 10% contingency, making a virement of £4,080 from General Reserves for this purpose.

2026/064 To exclude the press and public.

RESOLVED

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

The press and public left the meeting.

2026/065 Extend the meeting.

RESOLVED

To extend the meeting beyond the 2 hours and 30 minutes in line with Standing order 14.5



2026/066 To note that a break-in occurred at the Council's storage facility and the processing of an insurance claim.

Noted.

2026/067 To receive a verbal report of a reported incident on Council land.

Noted.

2026/068 To note the change of landlord for the Council office and to consider any potential implications or actions required

RESOLVED

To authorise the officers to investigate potential future alternative options for council premises locally, including making enquiries as to the availability or potential availability of premises with property owners, agents and others. Setting a budget for the provision of professional services of £500. Papers to be presented to a future meeting of the council.

2026/069 Approval of tender document for refurbishment of Welfare Ground Shower block.

RESOLVED

To defer this item to a future meeting..

Then press and public were readmitted to the meeting.

2026/070 Urgent Information & Future Agenda Items

None

There being no further business, the meeting closed at 9.35pm

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



Councillor Rhys Jenkins
Chair of Llanharan Community Council



LLANHARAN COMMUNITY COUNCIL

NOTICE OF VACANCY TO BE FILLED BY CO-OPTION

Local Government (Wales) Measure 2011, Section 116

Llanharan Community Council currently has several vacancies for Councillors which will be filled through the process of co-option. Co-opted Councillors have the same rights and responsibilities as those Councillors who obtained office through election. The position of a Community Councillor does not attract any remuneration. (Although expenses are paid).

Councillors are expected to attend the monthly meetings of the Council and also to serve on some Committees and / or working groups which normally meet on a two monthly cycle. The role is varied and enables local people to use their skills and experience to enhance the work undertaken by the Council for the benefit of the community.

Llanharan Community Council is also in receipt of significant funds as a result of local housing developments.

The Council wishes to invite interested people to submit their applications for the role of Councillor by way of completing the attached eligibility and application form. Applicants will be asked to attend a subsequent Council meeting (meetings held on the third Thursday of each month at 7pm) either in person or online, when selection will take place.

The Council is committed to achieving a balanced composition of Councillors that reflects our community.

All members of the community are welcome to apply.

There are currently vacancies available covering the wards of Brynna and Llanilid although anyone eligible can represent any ward where there is a vacancy. (i.e. Provided can answer yes to one of Questions 1 to 4 on the application. A copy of the Council's ward boundaries is provided at the end of this application pack).

Closing date: No closing date.

Applications will be considered at a subsequent council meeting (held every 3rd Thursday of each month)

You will be requested to attend a short interview at a Council meeting (via Zoom remote conferencing if preferred) where you may speak for up to 3 minutes if you wish (not mandatory) and may be asked questions about the information given in your application.

Please submit completed eligibility forms by writing to: Clerk@Llanharan-cc.gov.wales or at our office at 2A Chapel Road, Llanharan, CF72 9QA. If you have any questions about the Council or the role of a Community Councilor, please contact the Clerk via email, or call 01443 231 430.

Completed eligibility forms should be submitted to the Clerk.

ELIGIBILITY FORM

Name : (Mr/Mrs/Other).....ANDREA JAMES.....

Address:.....[REDACTED], LLANHARAN, PONTYCLUN, [REDACTED]

E-mail address:.....[REDACTED].....

Telephone:[REDACTED].....

Mobile.....[REDACTED].....

Qualifications for holding office as member of local authority (as provided in the Local Government Act 1972, s79):

You must be able to answer "YES" to at least one of the following four questions; please circle as many as apply to you.

1. Are you registered as a Local Government Elector for the area of Llanharan Community Council? YES / ~~NO~~
2. During the whole of the last 12 months have you resided in the ward area of Llanharan Community Council, or within 3 miles of it? YES / ~~NO~~
3. During the whole of the last 12 months have you occupied as owner or tenant land or premises in the ward area of Llanharan Community Council? YES / ~~NO~~
4. During the whole of the last 12 months has your main place of work been within the ward area of Llanharan Community Council? ~~YES~~ / NO

Disqualifications for holding office as member of local authority (as provided in the Local Government Act 1972, s80):

If you answer "YES" to any of the following six questions, it is likely that it will not be possible to co-opt you to Llanharan Community Council. All information will be treated in the strictest confidence.

1. Do you now hold, or have you in the last 12 months held any paid office or any other position of profit with this Council? ~~YES~~ / NO
2. Do you hold a politically restricted post? ~~YES~~ / NO
3. Have you ever been disqualified by a Court from holding Public Office? ~~YES~~ / NO
4. Are you currently the subject of a bankruptcy restrictions order or interim order ~~YES~~ / NO
5. Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)? ~~YES~~ / NO
6. Have you ever been disqualified under the Representation of the People Act 1983? YES / NO

[REDACTED]

Signed Date16/03/26.....

Application

Please complete all section concisely and accurately. Use a separate sheet of paper if necessary.

Briefly demonstrate what you know about Llanharan Community Council.

The Council serves the communities of Llanharan, Brynna, Brynnau Gwynion, Bryncae, Llanilid and Ynysmaerdy. Community and Town Councils are the most local level of government and are independent of County Borough Councils, but they work collaboratively with them. In recent years, this community has grown considerably because of new housing developments in the area.

The Council has 14 members (at full capacity) and they are responsible for representing the local community and acting in the best interests of residents, local groups and organisations and the local areas.

The Council is responsible for the management and maintenance of many community facilities, such as allotments, footpaths and bridleways, bus shelters and benches, skate park, war memorials, open spaces, defibrillators, etc.

It has financial responsibilities for things such as:

- Management of the Precept income
- Budget setting for future years
- The issue of grant aid to local, voluntary organisations
- The funding of community events such as the annual senior citizens Christmas dinners, fireworks event, hanging baskets and pots, etc
- Fair distribution of CIL monies (generated as a result of the housing developments) for the general improvement and enhancement of the local area

Full Council meets on the third Thursday of every month, except August.

Give details of the contribution you believe you could make to the work of the Council, (including details of any particular relevant areas of interest or expertise that you may have).

I served as Community Councillor for the Llanilid from June 2022 until May 2025. During that time I proposed the expansion of festive lighting and floral displays, including wild flowers along the verges, to go beyond Bryncae and to include Llanilid, which was important to residents living in that area. Also, after being contacted by a resident, I proposed the cleaning of benches throughout the community. I believe that this demonstrates that I could make a strong, meaningful contribution by listening to residents' concerns and issues and supporting their requests (within the remit of the Council).

I volunteered as part of The Pantry for some time and was part of the Bryncae Community Centre Voluntary Management Group (Treasurer) for 2 years until it was transferred to the Community Council. This demonstrates my willingness to be involved in community initiatives.

I was a member of several Committees: Audit, HR, Community Engagement and Fireworks Display. Again, demonstrating my commitment to participate.

I feel that having already been a Councillor, I have the necessary experience to seamlessly fit in to the role.

Describe the personal qualities that you would bring to the role of Councillor;

My personal qualities are that I am honest, reliable, hard-working, committed and prepared to participate and engage. I am professional, fair, level-headed and open-minded.

Why do you want to be a community Councillor?

I enjoyed my time as a Community Councillor previously, but had to give up the role because of family commitments. I believe in giving 100% and would again like to contribute to the improvement of our wonderful community, representing residents and making a difference.

The Council currently has 9 Committees and 9 task-based working groups. (See the attached summary, the Council's website and / or contact the Clerk for further details). Please indicate which of the committees and / or working groups you would like to join if places were available (This is not binding but gives members an indication of your proposed level of involvement).

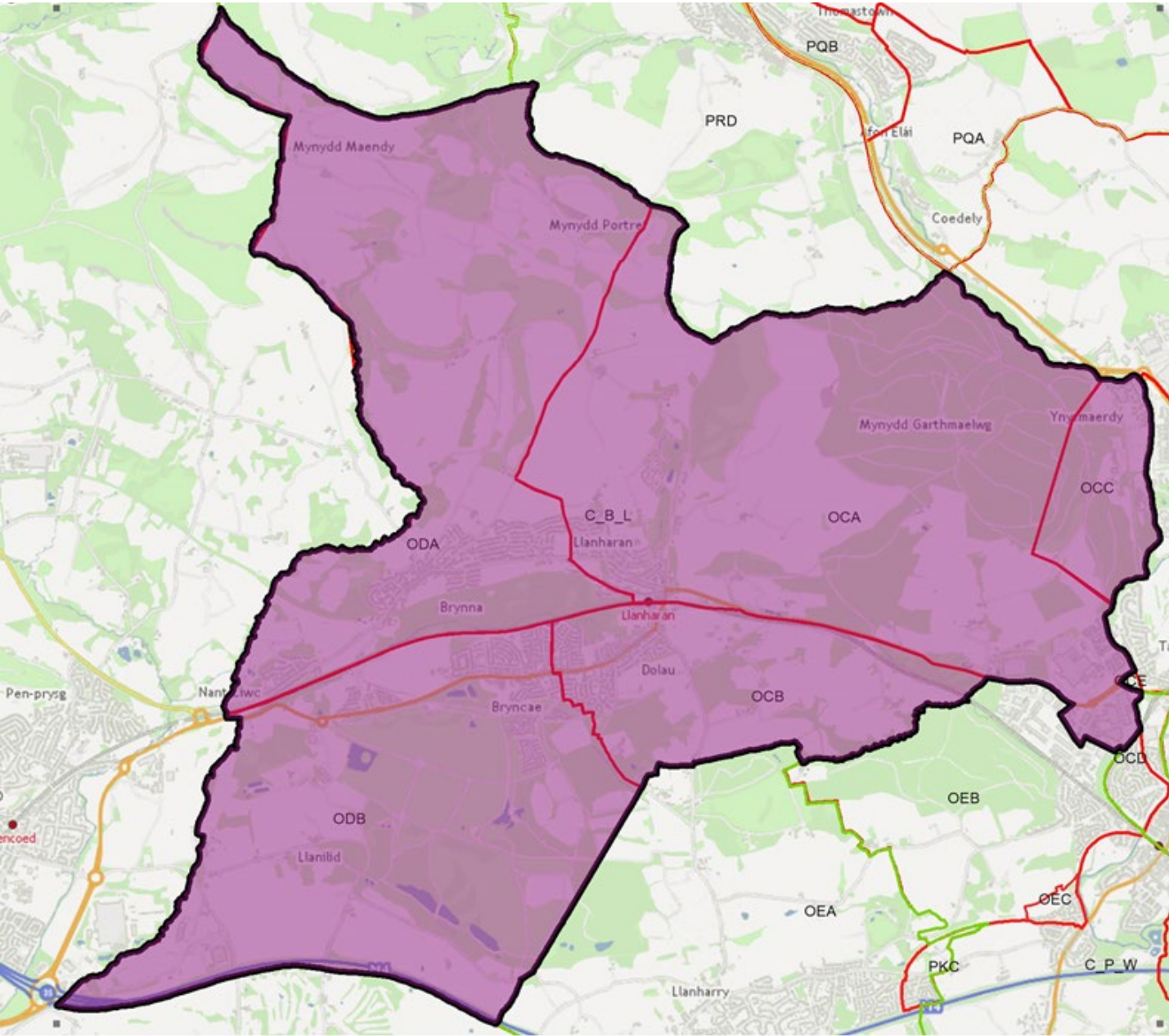
Name of Committee/Group	Tick here
Human Resources Committee	✓
Audit (Finance) Committee	✓
Open Spaces, Rights of Way and Allotments Committee (ORA)	
Community Infrastructure Levy (CIL) Committee.	
Community Engagement Committee	✓
Bryncae Community Centre Committee	✓
Trenos and Ewenni Crossings Project Committee.	
Welfare Ground Showerblock Committee	
Events Committee	
Trenos Crossing and Ewenny Bridge Working Group.	
Bryncae Community Centre Working Group	
Walking and Multiuser Leaflets Working Group	
Oakbrook Skatepark refurb and Pumptrack Working Group	
Jubilee Marsh Multi-User Route Working Group	
Hamlet/Ward Gateway Working Group	
Annual Survey Working Group	
Digital Working Group	✓
Festive Display Working Group	

Print name...ANDREA JAMES... Sign...  Date...16/03/26.....

Note: Applicants may also provide a CV to supplement their application but must ensure the questions are answered in the relevant sections above in the spaces provided (using a

separate sheet if necessary).

Llanharan Community Council Boundaries





Llanharan Community Council - Master Action Plan at 16th March 2026

Action no	Date added	Category	From	Action	Notes	Status	Owner
2020/232h	19.2.2021	Full Council	ORA	That a draft leaflet/factsheet be produced containing information outlining the rights and responsibilities of landowners, RCT, The Community Council and members of the public.	To be progressed once ROW database progress made.		LS
2021/105		Full Council	CIL	RESOLVED The container to then be leased to the Llanharan branch of the RBL at a peppercorn rent for an appropriate period designed to reflect the useful life of the container (30 years).	Lease to be prepared.		LS
2021/105		Full Council	CIL	RESOLVED Furthermore, that all negotiations with interested parties be delegated to the Officers of the Council in order to produce an appropriate agreement or agreements to be presented before Council for resolution at a later date.			LS
2022/039	18.2.22	Full Council	Audit	RESOLVED The Clerk to take such action as necessary to obtain a price of between £5000 and £3000 for the green tractor. If this price cannot be achieved following a reasonable period following advertising, then the Clerk to return to Council with a further recommendation.	Find logbook Advertise in appropriate channels. On hold pending report on Red tractor and developments RE Cut and collect. Note this action held whilst the red tractor was repaired. The green tractor requires the fuel lines replacing.		LS
2022/083	22.4.22	Full Council	Full Council	2022/083 Spend from CIL funds relating to the sewer diversion on the Memorial Garden/Garage project. RESOLVED To approve a spend of up to £7,500 from CIL funds to allow the Clerk to arrange such work as appropriate. Actual spend to be reported to council monthly in the usual manner.	In progress. Design completed and submitted to RCTBCB SuDs and Welsh Water in June 22. Tender issued July 23. Awaiting formal S187 agreement. DCWW awaiting a copy of the formal title deed. Clerk has requested from Land Regsirty Mau 2024 Awaiting S185 Oct 24. Awaiting final S185 from DCWW. S185 agreement with RCTCBC solicitors. Awaiting RCTCBC signoff. Nov 24. S185 obtained. Redwood engaged. 1.5.25 Sewert diversion complete. Awaiting completion certificate from DCWW Oct 25. Chased Dec, 25and Feb 26 and MARCH 26.		LS
2022/098	20.5.22	Full Council	Full Council	To be altered - Minute 2022/090 Welcome and Apologies. Apologies for absence were received from Councillors Janine Turner, Jeff Williams, Helen Donnan and Daniel Morelli. To be altered. Many of those councillors are no longer seated and so this is incorrect.			LS
2022/108	22.5.22	Full Council	CIL	2022/108 RCTCBC CIL meeting RESOLVED For the CIL Committee to consider minimum lease qualifying terms with regards to grants for projects on leased land.			LS
2022/233	16.12.2022	Full Council	ORA	RESOLVED PSM32/1 near Gellifedi Road That the Clerk formally write to RCTCBC Rights of Way Officers to request a site meeting to consider PSM31 and PSM32.	The Clerk emailed JB 16th January 2023. Awaiting response. Agreed. LS to obtain residents contact details. JB has agreed to a meeting and will arrange. Received in March - 'the Council is unlikely to pursue legal action over a substantial long-standing obstruction (i.e. of considerable size, worth and requiring major engineering works to remove or to reinstate public passage), a diversion may be considered an acceptable solution in such extenuating circumstances. While we are open to discussions with the landowners, we currently have a small very small team compared to the size of the PROW network and are prioritising our work/enforcement accordingly. I am happy to arrange a meeting but this is unlikely to happen over the coming weeks due to current work load. ' No progress. currently with RCTCBC.		LS

2023/017	20.01.2023	Full Council	Full Council	2023/017 Covid 19 Plaque. RESOLVED £250 to be vired from general reserves in principle for a Covid-19 plaque. Details to be determined at a future meeting.	Councillors to bring proposals to a future meeting.		NA
2023/041	17.02.2023	Full Council	ORA	RESOLVED ORA2022/060 Urgent items for information or items for future agenda. Future agenda to include training on basic tree safety training for staff and interested members.	Add to future agenda.		LS
2023/060	17.3.2023	Full Council	CIL	RESOLVED CIL2023/010 CIL application for a community garden at Ynysmaerdy. To approve a CIL application for £2750 for a community garden at Ynysmaerdy from Ynysmaerdy Community Centre and for the project to be added to the CIL123 list and Active Project lists. For the Clerk to make the purchases up to the value of £2750 regarding the project if this is acceptable to the applicant or otherwise to grant the £2750 on the understanding that the presentation of invoices would be required as proof of purchase.	Added to lists. Awaiting progress. The Clerk has contacted the MOP involved and requested works be carried out Summer 2024. June 2024. Clerk has requested an update Oct 24. Residents intend to proceed with the project. Clerk requested update April 2025. Project underway May 25. Requested status update Nov 25. Project ongoing into 2026		LS
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/041 Replacement way-marker for RAN 4/1 and RAN 3/2, and broken stile RAN3/2 For the Council to fund a replacement of the way-marker at RAN4/1 and 3/2, and to replace the broken stile on RAN3/2 with a self-closing gate. To be funded from CIL funds (pending approval from RCT CIL dept). the Clerk to obtain costs to be presented to Council.	Awaiting details of type and dimensions of required gate and consent from landowner. Cllr Steer engaging with landowner. June 2024. HOLD		LS
2023/142	16.6.23	Full Council	ORA	For the Clerk to be authorised to approach the relevant landowners to obtain permission for the Council to replace the way-marker and to replace the stile with a self-closing gate and to arrange access accordingly.	Clerk wrote to 3 x landowners 25.9.23. Awaiting responses. Response recieved from 1, awaiting response from other. Have telephoned second landowner but awaiting response. Cllr Steer directly engaging landowners. June 2024, HOLD		LS
2023/142	16.6.23	Full Council	ORA	RESOLVED ORA2023/042 Cut and collect techniques The Officers carry out a cost benefit exercise on the proposal to use cut and collect techniques on Council land	Awaiting information on the potential for a grant to purchase equipment from Rachel Carter ref 2013/225. Note Emailed RC on 25.9.23 to seek help on what equipment req and what funding might be available.Cllr Steer carrying out further investigations. Deemed not cost effective.	Abandoned	LS
2023/186	21.7.23	Full Council	CIL	RESOLVED CIL2023/056 Further consideration of a CIL application from LRGT ref provision of a MUGA on the land adjacent to Bryncae Community Centre. That the matter be deferred to a future meeting of the CIL Committee to allow further informal negotiations to take place. The results of any negotiations to be confirmed in writing via the Clerk and reported to the Committee.	Informal negotiations held an results confirmed in writing. Awaiting legal deeds including title plan from LRGT. Chased June 2024 and subsequently. Provided with LRGT solicitors contact details and consent to engage directly. Contacted solicitor Oct 25 and again Jan 26. No response. Feb 26 - LRGT and solicitor discussing whereabouts of the documents. SUPERCEDED	Completed	LS
2023/286	17.11.2023	Full Council	Full Council	2023/286 venues and other arrangements for future Council meetings. RESOLVED For the Clerk to investigate the feasibility of holding hybrid meetings at other locations and to present a paper to a future meeting of the Council.			LS
2023/205	22.12.2023	Full Council	ORA	RESOLVED ORA2023/091 Adding individuals to long standing tenancy agreements, creating joint tenancies circumstances where this might be considered. To allow the principle of new joint tenancies under certain circumstances and the Clerk (alone or in conjunction with a working group) to draft a process and application form designed to allow the applicant to demonstrate that the applicant can meet a certain criteria (to be decided) and provide evidence of such. This would include an investigation by the Clerk to attempt to ascertain the validity of the application.	Clerk to draw up draft process map.		LS

2024/017	19.01.2024	Full Council	Full Council	2024/017 £500 to purchase software to facilitate the development of electronic application forms RESOLVED To authorise the officers to spend \$399 dollars per year (or the £ sterling equivalent) if following an investigation into its capabilities, the plugin is felt to serve the purposes for which it would be intended. For the Officers in consultation with the Chair to proceed to develop draft forms and applications. The relevant committees to have final approval over the format and content of any application forms in the normal way prior to publishing.	DE to advise		LS
2024/018	19.01.2024	Full Council	Full Council	2024/018 £1,500 to make alterations to the Council office to improve security RESOLVED To authorise the officers of the Council to spend up to £1,500 to facilitate the fitting of a door latch and CCTV in the office. For a virement to be taken from general reserves and added to the office maintenance line	CCTV fitted May 25 Awaiting contractor to fit latch. Nudged Oct 24. Door latch system completed Jan 26. Blind and signage required for door. Door and latch fitted.	Completed	LS
2024/046	16.02.2024	Full Council	Full Council	2024/046 Motion to instruct the Clerk to write to the relevant department of RCTCBC regarding flooding and drainage on the A473 near 'Llanharan Square'. RESOLVED The Clerk to write to the relevant department in RCTCBC to request what remedial work is required to the road drains on the A473 adjacent to the High Corner pub and to describe what, if any remedial work is planned over the next 12 months to rectify the situation".	Write letter and send. On hold ref RS		LS
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. Esitmate of solicitors costs obtained.		LS
2024/071	22.03.2024	Full Council	Full Council	2024/071 RESOLVED For the Clerk to obtain comprehensive deeds for the land, including a title plan from LRGT.	Requested. Awaiting info from LRGT. Nudged April 24. Nudged June 2024. Clerk given permission to engae directly with LRGT solicitor Oct 25. Clerk contacted direct late 2025 and again Feb 2026. Awaiting response. Conversations ongoing between LRGT and their solicitor attempting to locate deeds March 26.		LS
2024/135	21.06.2024	Full Council	ORA	iii. RESOLVED ORA2024/037 Summer planting of seeding/bulbs on sections of 'New Road' (A473). Referred to ORA by the Community Engagement Committee. To proceed with planting of seeds/bulbs on sections of new road (A473) as per the drawings attached in the appendix provided (appendix 4). Allowing the grounds-person some practical leeway to make minor alterations depending on ground conditions and ensuring appropriate plants are planted. The Clerk to seek permission from the landowner. The Clerk to ensure the landowner/local authority consents not to mow the areas where planting takes place in future.	Obtain consent from RCTCBC and / /or landowner. Issue instruction to senior grounds person. RCT contacted 27.3.25 Landowner contacted Feb 25 - Awaiting consent. Nudged 9.5.25 Meeting offered by management company to take place July 25. Permission given to proceed. Inform Sharon (Remus) of area to be sown so the grass is not cut there. Attempted cntact through latter of 2025 and early 2026. No response to date. Contacgtd alternative Remus office email March 26.		LS
2024/139	21.06.2024	Full Council	Audit	f) To note recommendation 6 of the audit report and for the officers to draw up a simple guide to illustrate which documents should be posted on which section of the website with a simple guide to doing so.			LS
2024/139	21.06.2024	Full Council	Audit	h) To accept recommendation 8 of the audit report and for the officers to present draft policies to Council for adoption, specifically: A Social Media Policy; A Biodiversity, Crime and Disorder Policy; A Business Continuity Plan; A Freedom of Information Publication Policy; A Lone and Isolated Worker Policy; A Petition Policy; A Privacy Notice.	Draft privacy notice presented to FC 17/07/2025 Draft Biodiversity, Crime and Disorder, Business Continuity and Petition policies prepared 08/08/2025 and presented to FC 20/11/2025 Draft Employees' Social Media policy prepared 18/11/2025 for presentation 18/12/2025 and resolved. Lone and Isolated Worker Policy outstanding.		RJ

2024/139	21.06.2024	Full Council	Audit	i) To note recommendation 9 of the audit report. For the officers to request of the auditor whether the current practices of the Council as described in the Council's Financial Regulations are legal, and if not for the auditor to provide the legal or statutory reference to which the Council is non-compliant for further consideration.	The Clerk has written to the auditor 21.6.24		LS
2024/139	21.06.2024	Full Council	Audit	j) To note recommendation 10 of the audit report. For the officers to request of the auditor the legal or statutory reference to which the payments are non-compliant or the NALC legal topic note dealing with this matter. One Voice Wales having confirmed the legality of such direct payments both prior to the payments being made and again following receipt of the audit report. Furthermore the officers having only found reference to double taxation relating to the duplication of services and having found no overarching bar to making payments directly to a school for non-curriculum activities.	The Clerk has written to the auditor 21.6.24		LS
2024/139	21.06.2024	Full Council	Audit	m) To accept recommendation 13 of the audit report and for the officers to draft new contracts for all staff using the NALC nationally agreed model contract issued by One Voice Wales in April 2024. These drafts to be presented to a future meeting of the HR Committee in the first instance.	In progress. Draft presented to HR Committee Sept 24. Further work required. Clerk and new roles completed. RFO and Senior Groundsperson to be completed. Planned Dec 25	Completed	LS
2024/139	21.06.2024	Full Council	Audit	o) To note recommendation 14 (the number is duplicated in the report. For the avoidance of doubt this minute refers to the second items referring to Internal control objective 9) of the audit report. For the officers to carry out an analysis of the practical and financial aspects of making changes to the account(s) for presentation to a future meeting of the Audit Committee.			LP
2024/303	20.12.2024	Full Council	Full Council	iv. RESOLVED The RFO to become a co-signatory (along with Cllr Andrea James who is the current voluntary management committee's treasurer, in the interim period) to the existing bank account to comply with financial regulations and to use the existing bank account.	Lease transfer date: 3rd Feb 2018	Abandoned	LP
2024/163	19.07.2024	Full Council	Audit	iv. RESOLVED A2024/059 To defer consideration of the method of budgeting and administering the grant applications for The Wildlife Trust and LCDP to a future meeting of the Audit Committee.	To be added to a future Audit agenda		LS
2024/213a)	20.09.2024	Full Council	ORA	2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024 a) RESOLVED ORA2024/054 Development of small 'Starter plots' on the council's allotment sites. To hold back 1 plot on each of the Council's allotment sites to be divided up and developed into smaller 'starter plots', with a view to letting in January 2025.	Suitable plots identified on all three sites. Publicity prepared for a Facebook campaign. Interested parties viewing plots Jan 2026. Four tenancies undertaken at Bridgend Road Jan 2026.	Completed	RJ
2024/213c)	20.09.2024	Full Council	ORA	2024/213 Resolutions and Recommendations of the ORA Committee meeting held 30th July 2024 c) RESOLVED ORA2024/057 Risk assessments on Mountain Hare play area and Oakbrook skate Park and next steps. For the condition of and future options for the repair or development of the Oakbrook Skatepark to be referred to the 'Oakbrook Refurb working Group' as a matter of urgency. The group's existing terms of reference are: Reporting to the CIL Committee. To investigate the feasibility and arrangements of refurbishing the Oakbrook skatepark. And to request that the group make recommendations to the CIL Committee, the outcome to be considered by Council at a future meeting.	Inform Chair of working group. - Completed. Awaiting outcomes. Note working group reports to CIL.. WG arranged visit to site by skatepark provider (Dragon Play) July 25. Budget design and quote provided. Public consultation to be held to confirm design. Survey live. Dec 25 Contacted potential developer Jan 2026 to progress. Awaiting response. Met with dragon play Feb 26 to review public consultation. Have requested alterations to the design. A second design produced and presented to working group. WG have recommended design to CIL Committee for the next meeting (March/April 26)		LS

2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 c) RESOLVED HR2024/027 Pay scales. To change the Clerk salary scale arrangements to fall in line with NALC best practice. For the Clerk's rate to ascend the incremental scale annually (within the applicable LC range) provided the annual performance appraisal explicitly states standard/satisfactory performance or above to activate an increase by 1 point on the scale. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026.	Diarise process milestones. (Add to master planner).	Completed	LS
2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 d) RESOLVED HR2024/027 Pay scales. For the principle of pay scales to be widened to all roles within the Council. The HR Committee to explore the mechanisms and methods of producing such pay scales for all staff with checks and balances to ensure the process is fair and transparent. A further proposal to be put before Council at a later date. The scheme to begin ready for financial year 2025/26 with any scale increases subject to annual appraisal in December 2025 and taking effect from 1st April 2026	Devise alternative payscale scheme. Diarise process milestones. (Add to master planner). SUPERCEDED by HR2025/027	Completed	LS
2024/287	22.11.2024	Full Council	HR	2024/287 Resolutions and recommendations of the HR Committee held on 18th November 2024 f) RESOLVED To transfer all staff contracts to the NALC model contract. The Clerk to present individual draft contracts to the HR Committee for prior approval at a future date, with the resolutions of Council made in line with HR2024/027 b), above, taken into account. Where approved the contracts shall be issued or subject to whatever statutory consultation process as is necessary.	Transfer all contract details to new forms and present to HR, On agenda of Dec 25 meeting.	Completed	LS
2024/300	20.12.2024	Full Council	CIL	a) RESOLVED CIL2024/047 To allocate £1,781.24 of CIL funds to project LCC19/07 Memorial Garden for extra surety cover, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Emailed RCT awaiting reply, list updated. Chased several times.		LS
2024/300	20.12.2024	Full Council	CIL	b) RESOLVED CIL2024/048 To allocate £588 of CIL funds for costs to ensure legionella compliance at the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed. Chased several times.		LS
2024/300	20.12.2024	Full Council	CIL	c) RESOLVED CIL2024/049 To allocate up to £2,000 of CIL funds for a building condition survey of the Welfare ground shower block, subject to approval from RCTCBC, to approve the spend as per resolution 2024/288b) and to add to the CIL123 list and Active Project lists.	Check with RCT and add to lists. Added to lists and emailed. Chased several times.		LS
2024/300	20.12.2024	Full Council	CIL	d) RESOLVED CIL2024/050 To allocate £380 of CIL funds for costs to carry out a electrical safety inspection and to replace 2 x emergency light fittings at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed. Chased several times.		LS

2024/300	20.12.2024	Full Council	CIL	e) RESOLVED CIL2024/051 To allocate up to £500 of CIL funds for costs to carry out a commercial gas safe safety inspection at the Welfare ground shower block subject to approval from RCTCBC, to approve the spend and to add to the CIL123 list and Active Project lists	Check with RCT and add to lists. Added to lists and emailed. Chased several times.		LS
2024/301	20.12.2024	Full Council	ORA	a) RESOLVED ORA2024/084 Expansion of the Pendre Allotment site. For the Clerk to advertise for expressions of interest for plots at the site to gauge demand with a view to having extra plots available in January 2026.	Pending. Current demand low. Engagement exercise to be planned for later in the year given current resources and time constraints. Note: These plots are now occupied. HOLD		LS
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) c) RESOLVED ORA2025/010 To proceed with placing a bus shelter at the High Corner bus stop and to authorise the officers to spend up to £5,000 to facilitate the project and any consultation with interested parties via RCTCBC. The money to be taken from CIL funds if resolved by council following a recommendation of the CIL Committee, otherwise a virement to be made from general reserves.	Instructed RCT to proceed. March 25. Nudged May, June and August 2025, awaiting progress report. Made contact Sept 25 and example provided. for presentation to ORA. Expected completion 8 weeks. Half panel one side full panel Talbot green side. Chased Dec 25. Expected completion February 2026		LS
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) f) RESOLVED ORA2025/012. To install signage on the new barriers at the Western End of the Meadow Rise Open Space stating, "Beware of traffic on road." For the Clerk to take advice on placement from RCTCBC highways.	RCT consulted, awaiting response. 26.6.25 No response received 12.9.25 so assume can be ordered. 13.11.25 RCT advised the sign cannot be placed on or near the highway. A location will be found further back from the road or an alternative proposed.		LS
2025/040	21.02.2025	Full Council	ORA	2025/040 ORA Committee Recommendations (5th February 2025) h) RESOLVED ORA2025/014 Removal of Collapsed Fence on the Northern Boundary of Tan Y Bryn Bridleway. To approach the owners of the fence the northern boundary of Tan Y Bryn Bridleway for consent for Council staff to remove the damaged section of fencing.	Clerk to approach landowner. Note left at property to request contact Jan 26.		LS
2025/037	21.02.2025	Full Council	CIL	2025/037 Resolutions and recommendations of CIL Committee held 5th February 2025 c) RESOLVED CIL2025/010 To add the project 'Bus shelter at the High Corner' to the CIL123 and Active Project lists, allocating up to £5,000 of CIL funds. The ORA Committee to examine the details and make recommendations to full council.	Added to lists. Engage RCT for full spec and costs and program of work. Agreed. Nudged Arly June 25. Planned completion early December 2025. Nudged late Dec 25. Informed installation date Feb 26. Fitted. Awaiting recharge from RCTCBC.		LS
2025/043	21.02.2025	Full Council	Full Council	2025/043 SLA Proposal for Bryncae Community Centre a) RESOLVED To approve and accept the Service Level Agreement (SLA) proposal from RCTCBC for statutory compliance monitoring at Bryncae Community Centre.	RCT informed . Awaiting signing. Signed and sent.	Completed	LS
2025/072	21.03.2025	Full Council	Full Council	2025/072 Digital Working Group b) RESOLVED To adopt the policy presented in 'Appendix 16' as the Council's formal policy for the use of artificial intelligence (AI).	Add to sharepoint and website. Staff to sign for Sharepoint and website - done		LS
2025/94g	18.04.2025	Full Council	Audit	g) RESOLVED i) To seek further clarification from the auditor regarding the Clerk's salary as no material difference observed following subsequent checks. ii) To note and confirm the total precept value raised for financial year 2025/26 as £300,409.26 based on a Community Council tax band D rate of £83.92 and a tax base rate of £3579.71		g)ii Completed	LP
2025/95b	18.04.2025	Full Council	HR	h) RESOLVED HR2025/006 One Voice Wales 5 yearly-assessment of the Council in line with the NALC LC scale. To engage One Voice Wales to carry out an independent, non-binding grading assessment of the Council and the Clerk for a cost of £220.	Inform OVW and request assessment - Done 25.4.25 Assessment taking place 15th May 2025. Presented to HR Committee Dec 25	Completed	LS

2025/125b)	16.05.2025	Full Council	WGSB Comm	2025/125 Legal costs and other matters relating to the transfer of the shower block. b) RESOLVED To authorise the officers of the Council to spend up to £3,200 on legal fees for the transfer of the shower block for LCC and LRGT legal fees. Monies to be allocated to budget line "Professional and legal fees", with the Clerk making enquiries as to whether this spend can be allocated to CIL at a later date.	Process after an agreement has been made as to the specification and scope of improvement works - To be included in a legal agreement along with the other aspects agreed (eg Future spend commitments for statutory and other costs). Negotiations ongoing. Dec 25 Agreed draft sent to Howells Solicitors Jan 26		LS
2025/139a)	20.06.2025	Full Council	Full Council	2025/139 Alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process. a) RESOLVED To alter clause 33.2.6.iv to the following. "33.2.6.iv - The vote will comprise a show of hands, The exhaustive ballot method shall be used, that is, if a candidate receives more than 50% of the vote they are co-opted. If no candidate achieves more than 50% of the votes, the candidate or candidates with the fewest votes shall be eliminated from consideration. Additional ballots shall be held, with the remaining candidates, until one obtains a majority (>50%), at which point they shall be co-opted. Any tie shall be settled by the Chair's casting vote. In the case of more than one vacancy, this process shall be repeated for each available seat".	Alter SO and produce (and issue) new version. Add to sharepoint.		LS
2025/139b)	20.06.2025	Full Council	Full Council	2025/139 Alteration to Standing Order 33.2.6.iv which deals with voting during a co-option process. b) RESOLVED To add the following phrase to the standing orders. "Where the number of candidates equals the number of vacant seats, each candidate must in turn be proposed and seconded to be considered for co-option and an ordinary vote taken to resolve to co-opt that candidate".	Alter SO and produce (and issue) new version. Add to sharepoint.		LS
2025/149	20.06.2025	Full Council	Full Council	2025/149 Further costs towards the Officer's annual SLCC membership RESOLVED To authorise the officers to spend a total of an additional £117 for the 3 memberships.	Pay the subscriptions	Completed	LS
2025/215	19/09/2025	Full Council	Full Council	2025/215 Resolutions and recommendation of the Bryncae Community Centre (BCC) Committee held on 29th July 2025 RESOLVED To change the Council's financial regulations to allow integration of online payments, such as via Stripe payment software;	Amend FR		LS
2025/232	19/09/2025	Full Council	Full Council	2025/232 Purchase of 14th edition of "Arnold-Baker on Local Council Administration" RESOLVED To approve spending £176 on the 14th edition of the book "Arnold-Baker on Local Council Administration" and to delegate authority to the officers to purchase new editions in future as they are published.	Ordered. Chased Dec 25. Chased Feb 26. Received.	Completed	LS
2025/256	17/10/2025	Full Council	Full Council	2025/256 Service Level Agreement with South Wales Police for the provision of additional PCSO resources RESOLVED To direct the officers of the council to make enquiries into an SLA with South Wales Police for the provision of additional PCSO resources in the community, and to provide a report with options to a future meeting of the council.	Investigate previous SLA's between SWP and other TCC's (Eg Llanelli TC) and make contact with SWP. - Emnailed Oct 25. Llanelli TC approached for copy (FOI Request).- Does not exist. Raised with Neighbourhood policing team Nov 25 and Dec 25 - Chasing. Chased Jan 26. Feb 26 recieved email from Inspector Andrew Gibbons with details of costs. Presented to Council Feb 26. Superceded by 2026/061	Completed	LS

2025/258	17/10/2025	Full Council	Full Council	2025/258 Recording of online sessions during periods where the press and public are excluded RESOLVED To alter the Standing Orders of the Council to clarify that recording of online sessions will be suspended during periods where the press and public are excluded, with the exception of the meetings of the HR committee which are in any case exempt from FOI legislation.	Amend Standing Orders - Check if any other amendments outstanding in this action plan.		LS
2025/259	17/10/2025	Full Council	Full Council	2025/259 To consider altering the Council's Standing Orders in relation to the process by which members can request items to be added to the agenda for any meeting RESOLVED To alter the Standing Orders to incorporate the use of the form presented in 'Appendix 18' as a standard process by which members can request items to be added to the agenda for any meeting. The form being adapted to remove the requirements for a) members to submit telephone numbers and for b) a second member's support.	Send amended form to all members - Completed Add to Standing Orders and amend (Check if any other amendments outstanding in this action plan)		LS
2025/276	21/11/2025	Full Council	Full Council	2025/276 Minutes of Ordinary Meeting of the Council held on 16th October 2025 RESOLVED To amend the reference in Cllr Steer's report (Minute Ref 2025/260) to the removal of a barrier as the responsibility of Trivallis not RCTCBC. RESOLVED Subject to the amendment noted in 2025/276a) to approve the minutes of the ordinary council meeting held on 16th October 2025 as a true and accurate record.	Alter minutes and repost on website / Sharepoint		LS
2025/290a)	21/11/2025	Full Council	CIL	2025/290 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 13th November 2025 a) RESOLVED CIL2025/041 To increase the CIL allocation for the Memorial Garden/Garage project to £155,000 and to authorise the officers to spend up to this amount.	Alter CIL lists (Chris removed)	Completed	LS
2025/290b)	21/11/2025	Full Council	CIL	2025/290 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 13th November 2025 b) RESOLVED CIL2025/042a) To remove from the CIL 123 list "Provision for a 4G sports pitch" (Value £400,000)	Alter CIL lists (Chris removed)	Completed	LS

2025/290c)	21/11/2025	Full Council	CIL	2025/290 Resolutions and recommendations of the Community Infrastructure Levy (CIL) Committee held on 13th November 2025 c) RESOLVED CIL2025/042b) To remove from the CIL 123 list "Purchase of the Harold Street open space land". (Value £40,000)	Alter CIL lists (Chris removed)	Completed	LS
2025/292	21/11/2025	Full Council	Full Council	2025/292 Draft Biodiversity Policy RESOLVED To adopt the Biodiversity policy provided to the Council in Appendix 14.	Append with resolution number and issue date. Add to website. Ensure Master documents stored in sharepoint (Word and PDF)	Completed	RJ
2025/319a)	19/12/2025	Full Council	TEC	2025/319 Resolutions and recommendations of the Trenos and Ewenni Crossings Project (TEC) Committee held on 27th November 2025 TEC2025/037 Scheme of Delegation for the Ewenny Bridge Project RESOLVED To adopt the scheme of delegation as presented in Appendix 3 to the meeting subject to the following alteration: That the value of £2,500 be replaced with the value £4,000 in the line, "The decision does not incur or commit expenditure likely to exceed £2,500(exclusive of VAT, if applicable)"	Amend scheme wording.	Completed	LS
2025/319b)	19/12/2025	Full Council	TEC	2025/319 Resolutions and recommendations of the Trenos and Ewenni Crossings Project (TEC) Committee held on 27th November 2025 TEC2025/039 'Decisions made tracker' and 'decisions required. Log' and to consider the decisions required. A1) RESOLVED To instruct Burroughs that the Council wishes to submit a planning LDC (Lawful Development Certificate) application and to obtain 3 prices from suitable planning consultants from which the Council will select, in order to facilitate the application.	Contact Burroughs. Seek planning consultancy quotations. Burroughs informed, awaiting quotes. EDIT: Burroughs have completed the LDC application in-house and it has been submitted	Completed	LS
2025/319c)	19/12/2025	Full Council	TEC	2025/319 Resolutions and recommendations of the Trenos and Ewenni Crossings Project (TEC) Committee held on 27th November 2025 A3) RESOLVED To indicate consent for Burroughs to engage directly with the LPA, NRW and DCWW as well as the Wildlife Trust of South and West Wales and those other groups and organisations explicitly mentioned in the tender pack or in subsequent correspondence.	Communicate this to Burroughs	Completed	LS
2025/319d)	19/12/2025	Full Council	TEC	2025/319 Resolutions and recommendations of the Trenos and Ewenni Crossings Project (TEC) Committee held on 27th November 2025 A4) RESOLVED To consent to Burroughs seeking 3 quotations for the undertaking of an ecology survey to the wider area surrounding the project including the bridge, paths and potential contractor accesses. The Council to select a vendor in due course.	Inform Burroughs. Await quotations. Quotations received, on agenda of Feb 26 meeting.	Completed	LS

2025/319e)	19/12/2025	Full Council	TEC	2025/319 Resolutions and recommendations of the Trenos and Ewenni Crossings Project (TEC) Committee held on 27th November 2025 TEC2025/040 Route of the accessible paths to the North and South of the bridges. A2) i) RESOLVED For the proposed route of the accessible multiuser path to the South of the Trenos railway crossing bridge to run from Bryncae Community Centre Carpark to the Trenos railway crossing bridge. (Shown as the 'Yellow route' on the access audit plan). The full route, north to south to be both wheelchair friendly and Bridleway specification along its length insofar as is possible. A2)ii) RESOLVED For the proposed route of the accessible multiuser path to the north of the Ewenny bridge to run from the northern end of the bridge up to the 'crossroads' in Brynna woods (shown as the 'orange route' on the access audit plan) and then to continue to the western exit to the woods at 'The Green' (Eco-houses) (shown as the left hand fork of the 'red route' on the access audit plan). The full route, north to south to be both wheelchair friendly and Bridleway specification along its length insofar as is possible.	Instruct contractors accordingly. Burroughs informed.	Completed	LS
2025/320a)	19/12/2025	Full Council	Events	2025/320 Resolutions and recommendations of the Events Committee held on 2nd December 2025 EV2025/027 2025 Fireworks Display, post event review and decisions relating to the event plan for 2026. a) RESOLVED For the event to remain free of charge for 2026.	Note for future planning	Noted	NA
2025/320b)	19/12/2025	Full Council	Events	2025/320 Resolutions and recommendations of the Events Committee held on 2nd December 2025 EV2025/027 2025 Fireworks Display, post event review and decisions relating to the event plan for 2026. b) RESOLVED For the Clerk to make further enquiries into other aspects of the event.	See Clerk's notes	Completed	LS
2025/320b)	19/12/2025	Full Council	Events	2025/320 Resolutions and recommendations of the Events Committee held on 2nd December 2025 EV2025/027 2025 Fireworks Display, post event review and decisions relating to the event plan for 2026. c) RESOLVED To add the clarification of how to cancel tickets (including singles) to marketing information and signage and marketing reminding attendees to download tickets before arrival to the post event recommendations.	Note for future planning	Noted	NA
2025/321	19/12/2025	Full Council	Full Council	2025/321 Renewal of the Council's vehicle insurance policy RESOLVED To authorise the officers of the Council to spend up to a maximum of £3.250 on a suitable insurance policy covering the Council's vehicles on the terms outlined in the documents supplied to the meeting.	Purchase the policy	Completed	LS

2025/323	19/12/2025	Full Council	Full Council	2025/323 Draft Social Media Policy RESOLVED To note and approve the Employees' Social Media Policy provided to the Council in "Appendix 13" this policy having been considered and approved by the HR Committee. RESOLVED To approve the "Social Media Guidance for Members" document provided to the Council in "Appendix 13a".	Append date and minute ref to both documents. Upload to website.	Completed	RJ
2025/324	19/12/2025	Full Council	Full Council	2025/324 Draft Safeguarding Policy RESOLVED To adopt the Safeguarding Policy provided to the Council in "Appendix 14".	Append date and minute ref. Upload to website. Check all 3 officers have completed the SLCC safeguarding training.		RJ
2025/325	19/12/2025	Full Council	Full Council	2025/325 Maintenance agreement for the War Memorials at Hillside Avenue and at St Peter's Church, Brynna RESOLVED To authorise the officers to renew the 3 contract with War Memorial Conservation Co for a further three years and to allocate £4,100 (net of VAT) for the purpose; the council not selecting the lowest quotation provided due to the importance of the memorials to the community, the risk of damage being caused to them by inappropriate treatment and the proven performance of War Memorial Conservation Co over many years.	Renew contract with WMCC. Pay the three years' cost.	Completed	RJ
2025/330	19/12/2025	Full Council	Full Council	2025/330 Annual Report RESOLVED To approve the Council's Annual Report for the municipal year 2024/25, incorporating the Council's action plan and biodiversity plan, as presented to the Meeting in "Appendix 23", recording thanks to the Officers for the considerable amount of work it represents throughout the year.	Upload to website	Completed	RJ
2025/332	19/12/2025	Full Council	Full Council	2025/332 Disposal of a chest freezer from the Pantry RESOLVED To authorise the Officers to donate the freezer to a suitable charity or community group given that it is surplus to requirements and taking up space in Bryncae Community Centre following recent reorganisation of the office for health and safety reasons.	Identify suitable recipient. The Hedgehod Hospital (Registered Chairity) have accepted the donation offer and will take delivery towards the end of January 2025.	Completed	LS

2025/334	19/12/2025	Full Council	HR	2025/334 Resolutions and recommendations of the Human Resources (HR) Committee held on 16th December 2025 RESOLVED HR2025/026 One Voice Wales report undertaken on a 5-yearly basis to make recommendations regarding the Council's NALC LC scale and other matters. a) RECOMMENDED To accept the One Voice Wales report recommendation that the Council now sits at the 'below substantive benchmark' criteria for LC3 (Clerk SCP Points 33-36). b) RECOMMENDED To accept the recommendation of the One Voice Wales report that the salary for the post of Clerk should be set between SCP 33 and 36 and to recommend that the Clerk's salary should be set to SCP33 and that this should be backdated to the date of the report, from 1st June 2025.	Implement as recommended	Completed	LP
2026/013	16/01/2026	Full Council	Full Council	2026/013 Appointment of an additional director to the Council's CCLA PSDF investment account RESOLVED To appoint Cllr Andrew Morgan as an additional director to the PSDF account held by the Council with CCLA.	Cllr Morgan to complete and sign Change of signatory form and return to office.		LP
2026/014a)	16/01/2026	Full Council	ORA	2026/014 Resolutions and recommendations of the ORA Committee held on 8th January 2026. a) RESOLVED ORA2026/009 Management and replacement of trees at Meadow Rise open space To instruct the officers to arrange for the failing and dead rowans to be cut to a safe height as assessed by council staff; for three new alders to be purchased from Coed Y Tor Nursery; choosing potted trees if available; and to authorise the officers to spend up to £75 for this purpose with a virement from the General Reserve to be made for this purpose.	Instruct staff to cut down trees. Order new trees.	Completed	RJ
2026/014b)	16/01/2026	Full Council	ORA	ORA2026/010 Improvements to Mountain Hare play area b) RESOLVED to instruct the officers to source a new goal post or posts for the Mountain Hare play area	Met Bob James of Excel Power. Bob supplied design spec. Asked to proceed with manufacture. Staff to dig holes and install in discussion with Bob. Delivery arranged for 04/02/2026	Completed	RJ
2026/014c)	16/01/2026	Full Council	ORA	ORA2026/010 Improvements to Mountain Hare play area c) RESOLVED to instruct the officers to design and implement public communication regarding a wildflower area	Cllr Steer to consult RCT Local Places for Nature regarding signage. Not available at present. Application submitted to OVW for signage as a BD package.		RJ
2026/014d)	16/01/2026	Full Council	ORA	ORA2026/010 Improvements to Mountain Hare play area d) RESOLVED to negotiate a satisfactory arrangement with the Wildlife Trust or RCTCBC for use of a cut and collect mower and to report to council the proposed fee for each cut	Met Duncan Ludlow and Tim Jones at site. Agreed for them to cut and collect at the appropriate times and to spread out the arisings under the boundary hedges as needed. No charge will be made. Contact them again in July to remind. First cut now planned for Easter.		RJ

2026/014f)	16/01/2026	Full Council	ORA	ORA 2026/011 Section 6 Biodiversity report and plan 2026 f) RESOLVED In future, to prepare stand-alone Statutory Section 6 Biodiversity reports and plans covering January to December, following the suggested format from One Voice Wales Local Places for Nature.	Prepare three-year report as advised by OVW. - Recommended by ORA March 26	Completed	LS
2026/016	16/01/2026	Full Council	Full Council	Setting up and management of earmarked reserves RESOLVED That an amount be taken from general reserves at year end to be allocated to specific earmarked reserves (EMRs) for future maintenance/ replacement of Council assets; specific allocations to be resolved at a later date – at or near to year end. This amount to be calculated ensuring that the general reserve at year end totals 55% of the precept figure for 2026/27. The specific EMRs and the amounts allocated to each EMR with the available funds to be delegated to the Audit Committee.			LP
2026/017a)	16/01/2026	Full Council	Full Council	2026/017 Draft budget for 2026/27 and resulting precept RESOLVED a) To adopt the draft budget for 2026/27 as presented to the Council in Appendix 11 with a total budgeted expenditure of £361,882.			LP
2026/017b)	16/01/2026	Full Council	Full Council	2026/017 Draft budget for 2026/27 and resulting precept RESOLVED b) To apply an increase of 1.8% equating to £1.51 on the Community Council tax band D rate, resulting in a Community Council band D rate of £85.43 per year, raising a total precept of £320,808.44 for financial year 2026/27 based on a net tax base value of £3755.22.			LP
2026/018a)	16/01/2026	Full Council	Events	EV2026/005 Further donation to Llanharan Primary School to cover the costs of a bus RESOLVED To pay a further donation of £120 over and above the £100 already resolved to Llanharan Primary School to cover the costs of a bus required on the day of the Over 60s' Christmas lunches, to transport children in poor weather.	Send donation to Llanharan Primary School		LP
2026/018b)	16/01/2026	Full Council	Events	EV2026/010 Unexpected invoice for 2025 Over 60s' Christmas lunches RESOLVED To pay up to 50% of the invoice total presented in the confidential paper for the 2025 venue hire.	Invoice subsequently waived	Completed	LS
2026/019	16/01/2026	Full Council	Full Council	2026/019 Motion to add member to the Events Committee. RESOLVED To add Cllr Andrew Morgan to the Events Committee.	Add to website and email/WhatsApp lists	Completed	LS
2026/022	16/01/2026	Full Council	Full Council	2026/022 Draft DMMO Assistance Policy RESOLVED To instruct the Officers to add some further clarity and detail of what a DMMO is at the beginning of the document and to avoid the use of acronyms. For the document to also explicitly state that officers do not offer legal advice. This revised Draft DMMO Assistance Policy document to then be referred to the ORA Committee for further scrutiny	Add definition of DMMO. Expand all acronyms. Insert explicit disclaimer that officers do not provide legal advice. Clarify that the process is the responsibility of RCT. Add revised version to ORA agenda. - Recommended by ORA March 26	Completed	LS

2026/023	16/01/2026	Full Council	Full Council	2026/023 Legionella safety monitoring contract at the Council's Showerblock at Llanharan Welfare Ground RESOLVED To renew the contract provided to the Council in Appendix 14 to ensure statutory compliance, authorising the officers to spend up to £462 (net of VAT).	Contact Morgan Environmental to renew contract.	Completed	LS
2026/029	16/01/2026	Full Council	HR	2026/029 Clerk's SCP scale increase for 2026 (with reference to HR2025/026) RESOLVED To apply the Clerk's contractual SCP increment due in April 2026.	Apply the contractual increment in April 2026		LP
2026/035	20/02/2026	Full Council	Full Council	2026/035 General grant application from the Wildlife Trust of South and West Wales in relation to Brynna Woods Duncan Ludlow provided a brief presentation. RESOLVED To Grant 'The Wildlife Trust of South and West Wales' the sum of £10,000 for the purposes outlined in the Grant Application presented in 'Appendix 1a' to the meeting. Using Sections 9 and 10 Open Spaces Act 1906 (power to acquire and maintain land as public open space.....).	Inform WTSWW - Done Make payment and inform applicant when paid - LP		LP
2026/040	20/02/2026	Full Council	Full Council	2026/040 Council Expenditure for January 2026 RESOLVED To approve expenditure for January 2026 as shown in payment schedule 'Appendix 5' presented to the meeting		Noted	NA
2026/044	20/02/2026	Full Council	Events	2026/044 Resolutions and recommendations of the Events Committee held 20th January 2026 RESOLVED EV2026/017 Holding of a pantomime in November 2026 To hold a pantomime in November 2026 and to set a budget of £3,000. Other aspects of the event to be delegated to the Events Committee and the budget line 'Community Events' delegated to the committee.	Proceed with arrangements including ticketing etc... Future liaison with Events Comm necessary. Quote received for stage extension. Site visit from production team April/May		RJ

2026/045	20/02/2026	Full Council	Events	2026/045 Altering the terms of reference for the Events Committee RESOLVED To alter the terms of reference for the Events Committee to read the following from 1st April 2026. To examine [and make decisions on] any arrangements or terms to be set regarding the holding of community events including providers, venues and any other aspects of an event. Incorporating the Fireworks Display and Senior Citizen's Christmas Lunches. The Committee to be delegated authority to make decisions on and spend such funds available for events in the budget under the heading 'Community Functions' as allocated by the council, including delegated authority to spend the budget line 'community events' with available funds to be spent on any Community Council organised events as it sees fit.	Alter master Committee list.		LS
2026/047a)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 RESOLVED BCC2026/010 Capital works plan for the Community centre (pending permission from RCTCBC as the freeholder) and next steps To amend the capital works plan to including the addition of the following: f) Replacement fire stopping insulation as required to maintain fire compartmentation. Any other items to be brought back to Council individually with further information and details for consideration.	Amend the capital plan accordingly. Redesign plan to 2 sections - Contractual/safety items and discretionary items. - Completed. V8 now produced. Consider issuing via CIL Committee then to FC.		LS
2025/047b)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 b) RESOLVED 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	See also BCC2026/011 Order placed 24.2.26		LS
2025/047c)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 RESOLVED BCC2026/012 Purchase of 2 x replacement fire shutters to reinstate fire compartmentation of the building. 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.	See also BCC2026/012b and BCC2026/012c.	Noted	LS

2026/047d)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 d) RESOLVED BCC2026/014 Purchase of blackout blinds for the high windows in the main hall, pending permission from RCTCBC as the freeholder 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.	Determine spec (Check CP previous spec against the hall and look at norts RE best options). 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.		LS
2026/047e)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 e) RESOLVED BCC 2026/015 Purchase of replacement curtain track for the stage curtains 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.	See also Bcc2026/015b)	Noted	RJ
2026/047f)	20/02/2026	Full Council	BCC	2026/047 resolutions and recommendations of the Bryncae Community Centre Committee held on 29th January 2026 BCC 2026/018 Commission of a tree survey to ascertain the condition of trees within the lease boundary. Not to suspend Financial Regulation 11.3e)iii at this time in relation to the tree surveys.	See also BCC2026/018b), below. 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	Noted	LS
2026/049	20/02/2026	Full Council	CEC	2026/049 Invoice for extra works carried out and required discovered during the erection of the 2025 festive display. RESOLVED To pay £825 to RM Electrical for invoice 315 for extra necessary works carried out during erection of the 2025 festive display.	To be paid.		LP
2026/050a)	20/02/2026	Full Council	Full Council	2026/050 Recommendation from the Jubilee Marsh Multi-User Route Working Group RESOLVED To commission a feasibility study into a potential Jubilee Marsh Multi-user route, to include: i) the most cost-effective route balance against the technical aspects, ii) the ownership of the land and the likelihood of having an agreement with the landowners. iii) any possible grant aid from Welsh Government and or RCT. iv) any other aspect that the officers of the Council deem appropriate at this stage.	Note: This requires the obtaining of quotations and a resolution either setting a budget or explicitly delegating authority for the Trenos Committee to be delegated authority to spend any CIL monies allocated to the project (should CIL/Council add this project to the Active Project List). See also 2026/050b) and c)		LS

2026/050b)	20/02/2026	Full Council	Full Council	2026/050 Recommendation from the Jubilee Marsh Multi-User Route Working Group RESOLVED To refer to the CIL Committee whether the project is elevated from being an Aspirational Project to an Active project on the CIL 123 list along with its assigned funding of £250000. (Clerk's note: In effect to add to the Active Project List)	Note: This requires the obtaining of quotations and a resolution either setting a budget or explicitly delegating authority for the Trenos Committee to be delegated authority to spend any CIL monies allocated to the project (should CIL/Council add this project to the Active Project List). See also 2026/050a) and c)		LS
2026/050c)	20/02/2026	Full Council	Full Council	2026/050 Recommendation from the Jubilee Marsh Multi-User Route Working Group RESOLVED That this project becomes part of the Trenos & Ewenni Crossing Committee's remit, and the Terms of Reference for that committee are altered accordingly.	Change TOR on Committee's master document. Note: This requires the obtaining of quotations and a resolution either setting a budget or explicitly delegating authority for the Trenos Committee to be delegated authority to spend any CIL monies allocated to the project (should CIL/Council add this project to the Active Project List). See also 2026/050a) and b)		LS
2026/051i)	20/02/2026	Full Council	Audit	2026/051 Resolutions and recommendations of the Audit Committee held on 11th February 2026 i) RESOLVED A2026/006 Bank reconciliations and list of payments for Quarter 3 financial year 2025-26. To approve bank reconciliations and list of payments for Quarter 3 financial year 2025-26 as presented in the schedule "Appendix 3" presented to the meeting.		Noted	NA
2026/051ii)	20/02/2026	Full Council	Audit	2026/051 Resolutions and recommendations of the Audit Committee held on 11th February 2026 ii) RESOLVED A2026/007 Account transfers for Quarter 3 financial year 2025-26. To approve account transfers for Quarter 3 financial year 2025-26 as presented in the schedule "Appendix 4" presented to the meeting.		Noted	NA
2026/051a)	20/02/2026	Full Council	Audit	2026/051 Resolutions and recommendations of the Audit Committee held on 11th February 2026 a) RESOLVED To grant Dolau Primary School PTA the sum of £2,000 to assist in funding the Dolau Primary School's school wellbeing club. Using LGA 1972 S.137 (Power of last resort).	Applicant informed - 24.2.26 Payment to be arranged		LP
2026/051b)	20/02/2026	Full Council	Audit	2026/051 Resolutions and recommendations of the Audit Committee held on 11th February 2026 b) RESOLVED To grant Llantrisant Netball Club the sum of £130 to fund the purchase of training equipment. The sum granted being proportionate to the number of club members stated as being from the Llanharan Community Council area. Using Section 19(3) LG(MP)A 1976 (Expenses incurred by voluntary organisations providing recreational facilities/amenities)	Applicant informed - 24.2.26 Payment to be arranged		LP

2026/051c)	20/02/2026	Full Council	Audit	2026/051 Resolutions and recommendations of the Audit Committee held on 11th February 2026 c) RESOLVED To grant 1st Llanharan Brownies the sum of £670.75 for a contribution towards census fees and hall hire. Using Section 19(3) LG(MP)A 1976 (Expenses incurred by voluntary organisations providing recreational facilities/amenities).	Applicant informed - 24.2.26 Payment to be arranged		LP
2026/051d)	20/02/2026	Full Council	Audit	2026/051 Resolutions and recommendations of the Audit Committee held on 11th February 2026 d) RESOLVED NOT to grant Brynna Football Club (Seniors) the sum of £1,500 to contribute to running costs, there being a lack of detail on what the grant would be used for and whether funding of some aspects would be appropriate. (Section 137 LGA 1972)	Applicant informed - 24.2.26	Completed	LS
2026/051e)	20/02/2026	Full Council	Audit	2026/051 Resolutions and recommendations of the Audit Committee held on 11th February 2026 e) RESOLVED NOT to grant Forces Fitness the sum of £550 to facilitate the running of a Well-Being and Building resilience day for local 7-18 year olds. The committee feeling the benefit to the inhabitants of the community not being commensurate with the sum requested. (Section 19(3) LG(MP)A 1976)	Applicant informed - 24.2.26	Completed	LS
2026/051f)	20/02/2026	Full Council	Audit	2026/051 Resolutions and recommendations of the Audit Committee held on 11th February 2026 f)RESOLVED To grant Llanharan RFC junior and mini section the sum of £2,000 for the purchase of a storage container to store training equipment etc..... The matter to be referred to the CIL Committee to consider funding from CIL, if not to be funded using Section 19(3) LG(MP)A 1976 with any virement required from general reserves to the general grant budget line to be applied.	Applicant informed - 24.2.26 Payment to be arranged		LP
2026/051g)	20/02/2026	Full Council	Audit	2026/051 Resolutions and recommendations of the Audit Committee held on 11th February 2026 g) RESOLVED To grant Ynysmaerdy Welfare Association (Community Centre) the sum of £366.88 to fund 12 months internet costs. Using LGA 1972 S.137 (Power of last resort).	Applicant informed - 24.2.26 Payment to be arranged		LP
2026/053	20/02/2026	Full Council	HR	2026/053 One Voice Wales commission to carry out a job evaluation of staff (other than the Clerk) and produce a recommended pay grading structure for all council staff RESOLVED Approve a spend of £850 to commission One Voice Wales to carry out a job evaluation of staff (other than the Clerk) and produce a recommended pay grading structure for all council staff (excluding the Clerk), and to take a virement of up to £300 from general reserves for this purpose to the 'HR Expenditure' budget line.	Inform OVW - Done Provide OVW with documents requested.		LS

2026/055	20/02/2026	Full Council	ORA	2026/055 To consider spending up to £1,000 on replacement fencing at the Mountain Hare playground RESOLVED To authorise the officers to instruct council staff to replace the fence at the Mountain Hare Playground at a cost of £1000 and to make a virement from General Reserves of up to £1,859 comprising a current overspend of £859 plus up to £1,000 to facilitate replacement of the fence.	Complete.	Completed	RJ
2026/056	20/02/2026	Full Council	ORA	2026/056 Acknowledgement to 'Excel Power Construction Ltd' for the donation of new manufactured goalposts to be sited at the Mountain Hare play park. RESOLVED To instruct officers to write to 'Excel Power Construction Ltd' to formally record the Council's thanks for the donation of new manufactured goalposts to be sited at the Mountain Hare play park.	Write formal letter of thanks. Copy to be included in council correspondence at next meeting.	Completed	RJ
2026/061a)	20/02/2026	Full Council	Full Council	2026/061 South Wales Police potential for SLA between SWP and the Council involving the provision of extra PCSO resources in the community a) RESOLVED To proceed with negotiations with SWP on an SLA on the basis of the Community Council partially funding a PCSO in principle. Specifically to check what percentage of the total cost would be required from the Community Council in order to proceed.	Action		LS
2026/061b)	20/02/2026	Full Council	Full Council	2026/061 South Wales Police potential for SLA between SWP and the Council involving the provision of extra PCSO resources in the community b) RESOLVED For officers to make enquiries with neighboring Town and Community Councils whether they would be interested in sharing the cost and entering a joint arrangement to part-fund a PCSO with an SLA.	Action		LS
2026/061c)	20/02/2026	Full Council	Full Council	2026/061 South Wales Police potential for SLA between SWP and the Council involving the provision of extra PCSO resources in the community c) RESOLVED To instruct the officer's to Contact RCTCBC as to whether there is an option for them to provide a Community Warden with an SLA on the basis of the Community Council partially funding a Warden in principle and specifically to check what percentage of the total cost would be required from the Community Council in order to proceed.	Action		LS
2026/062	20/02/2026	Full Council	Full Council	2026/062 Delegating authority to the Clerk to spend such funds on training as required RESOLVED To delegate authority to the Clerk to spend such funds on training as required for staff and members up to the values in the respective budgets.		Noted	NA

2026/63	20/02/2026	Full Council	Full Council	2026/063 Replacement of stolen items. RESOLVED To purchase the replacement items from the original suppliers for the prices listed in bold as indicated in Appendix 22 presented to the meeting. These being local companies with whom we have an established relationship and offering either the lowest or (in the case of two items) very near the lowest prices. To replace the second strimmer (FS411) with a second FS461 at an additional cost of around £55. Thus authorising the officers to spend £4,080 comprising the indicated prices plus a 10% contingency, making a virement of £4,080 from General Reserves for this purpose.	Place orders accordingly.	Completed	RJ
2026/068	20/02/2026	Full Council	Full Council	2026/068 To note the change of landlord for the council office and to consider any potential implications or actions required RESOLVED To authorise the officers to investigate potential future alternative options for council premises locally, including making enquiries as to the availability or potential availability of premises with property owners, agents and others. Setting a budget for the provision of professional services of £500. Papers to be presented to a future meeting of the council.	Action. - owners of 2 potential premises contacted. No reply to date.		LS

From: [The Clerk / Project Officer](#)
To: [REDACTED]@outlook.com; [The Clerk](#)
Subject: Re: LlanharanCC Contact Form "General"
Date: 11 March 2026 19:58:03

Good afternoon,

RCTCBC have primary responsibility for bins and litter picking. However the community council do already supplement this with our own litter picking, especially off the main RCT routes and in between the scheduled RCT litter picking days, with our staff spending many hours litter picking each week. We also appreciate and recognise the efforts of the volunteers in our community who do so much to help keep it presentable.

I believe that litter picking at the train station is specifically the responsibility of Network Rail or Transport for Wales.

I will include your correspondence in the papers for the next council meeting so that all members have sight of it. If any member then wishes to contact you I will provide them with your email address.

Best regards

Sent from [Outlook for iOS](#)

From: Llanharan Community Council <llanharan@treff.uk>
Sent: Wednesday, March 11, 2026 3:30 pm
To: Emma@fungrenade.co.uk <Emma@fungrenade.co.uk>; nik@fungrenade.co.uk <nik@fungrenade.co.uk>; The Clerk <clerk@llanharan-cc.gov.wales>
Subject: LlanharanCC Contact Form "General"

From: [REDACTED]@outlook.com>
Subject: [your-subject]
Tel:07854254213

Message Body:

Dear Sir/ Madam,

The amount of rubbish in and around Llanharan is a continual distressing issue. I regularly pick up litter around the area, as do several other people in the area.

The area around the train station is an absolute disgrace compared with Pontyclun station. This creates such a negative impression of the area .

We need more bins, more litter picking and a general interest in the area and environment spearheaded by Llanharan Community Council.

Regards,

[REDACTED]

--

This e-mail was sent from a contact form on Llanharan Community Council (<https://llanharan-cc.gov.wales>)

From: [REDACTED]
To: [The Clerk / Project Officer](#)
Cc: [Rebecca Jenkins](#)
Subject: Re: LlanharanCC Contact Form - Lack of St Davids day celebrations.
Date: 26 February 2026 17:43:40
Attachments: [image001.png](#)

Dear Leigh,

Many thanks for your prompt and considered reply. I do hope that a councillor feels strongly enough to put forward a motion regarding this issue.

Might I also add that a speed camera is badly needed in order to enforce the 20 mph limit on entering the village from the Llantrisant Road. I note the calming effect on traffic entering Pontyclun from the Leekes traffic lights. I know this is the approach to Y Pant school, but there is no school in Groes Faen where traffic through that village is monitored by speed cameras.

Entering or crossing the Square from Danygraig/Talyfan Roads, whether on foot or in a car, is precarious, largely because of the speed of cars passing through the Square in both directions.

This is a hindrance to residents, shop keepers and businesses and discourages the view of this area as an user-friendly commercial and community centre for the village. In the absence of a bypass, such an action might well foster more businesses in the heart of the village.

I'll mention one other issue which has been on my mind for a while; namely the dropping of litter and rubbish discarded from traffic which disgraces our roads and streets. Can we not have some signs that discourage/prohibit such disgusting behaviour?

Thanks again for your attention,
[REDACTED]

Sent from [Outlook for iOS](#)

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Sent: Thursday, February 26, 2026 12:42:31 PM
To: [REDACTED]
Cc: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Subject: LlanharanCC Contact Form - Lack of St Davids day celebrations.

Good afternoon Mr [REDACTED]

Apologies if you emailed last year. I cannot find the email in my outlook and so it may have gone

awry. Apologies for that.

I will include your email in the papers for the next council meeting under 'Correspondence' so all members will have sight of it.

It will then be incumbent on a member to put a motion forward to a future meeting to explore the potential to purchase flags etc... (or some other means of decoration) and to propose a budget.

I will be happy to inform you if any such motion comes forward.

In addition, you are also able to contact members of the council directly, a list of members along with their email addresses can be found here:

<https://llanharan-cc.gov.wales/people/>

Note that the Council is holding a St David's day celebration event at Bryncae Community Centre on Sunday.



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 chopïo 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.

llanharan-cc.gov.uk

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

From: Llanharan Community Council <llanharan@treff.uk>

Sent: 26 February 2026 12:10

To: Emma@fungrenade.co.uk; nik@fungrenade.co.uk; The Clerk <clerk@llanharan-cc.gov.wales>

Subject: LlanharanCC Contact Form "General"

From: Roger Phillips <phillips.r@outlook.com>

Subject: [your-subject]

[Tel:07854261747](tel:07854261747)

Message Body:

Hi, I sent an email last year, bemoaning the lack of any visible celebration of St. David's Day in the village of Llanharan, in stark contrast to the flag-lined streets of Talbot Green and Pontyclun. I did not get so much as an acknowledgement, let alone a reply.

Sad to say, we are in the same sorry situation this year.

This was especially shameful last year when the National Eisteddfod was on our doorstep: the lack of support from the area was truly disappointing.

Every child in this village learns Welsh in school and the pupils of Dolau are active participants in the Urdd Eisteddfod. Why, then, are the streets of Llanharan bare of any recognition of our nation's day?

I would dearly love to see this rectified for the next and every subsequent year and look forward to hearing your response to this request.

Sincerely,



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This e-mail was sent from a contact form on Llanharan Community Council (<https://llanharan-cc.gov.wales>)

From: [The Clerk / Project Officer](#)
To: ["Jamie Walker"](#)
Cc: [Rebecca Jenkins](#)
Subject: RE: Summer Fete
Date: 12 February 2026 12:30:00
Attachments: [LCC General Grant Application Form and policy V2 July 2024.docx](#)

Good morning Jamie,

I will include your email in correspondence at the upcoming council meeting so all members will have sight of it and have the opportunity to engage with you directly.

I also attach our general grants policy and application form.

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: Jamie Walker [REDACTED]
Sent: 12 February 2026 12:25
To: The Clerk <clerk@llanharan-cc.gov.wales>
Subject: Summer Fete

Hello,

I'm the new treasurer of Mid-Glamorgan Mixed Choir. We meet in Llanharan every thursday and have been holding communitcy events in the area for some time.

This july we will be hosting our annual summer fete at the Welfare Hall/grounds. Last year was a big success with around 20 local organisations/small businesses/charities having a

th

stall/display. We have booked the 11 of July as our date this year and have already secured a number of vendors/exhibitors including:

- S Wales Fire Service
- Scouts
- Cardiff Dogs' Home (The Rescue Hotel)
- A falconry demonstration
- Food and Drink vendors
- And much more - including performances from us and others!

We hope to make this year an even bigger success - and would love for the community council to be part of that, whether through financial assistance to secure more attractions or any way you could think of to ensure our event goes well!

Last year we raised close to £1,000 with a small budget and limited local support, all of which either goes directly to good causes or back into investing into the choir to continue our role in the community.

Looking forward to hearing from you with any help/suggestions you can offer

Kind regards,

Dr Jamie Walker

MBBS (Hons) LLM



LLANHARAN COMMUNITY COUNCIL

Bob James BSc. Mech Eng
Excel Power Construction Ltd
Unit C, Parc Eirin
Tonyrefail
CF39 8WW

25th February 2026

Dear Bob,

The Chair and Members of Llanharan Community Council have asked me to pass on their appreciation to Excel Power Construction Ltd for the generous donation of two new goalposts for the playground in Brynnau Gwynion. Please accept our thanks for your very kind gift, as well as for the consideration with which you and your colleagues supported the installation.

The goalposts are a great enhancement to the playground and are sure to encourage lots of healthy activity in the community for years to come.

Thank you so much!

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

Appendix 4

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

Full stats available at:

<https://www.south-wales.police.uk/area/your-area/south-wales/mid-glamorgan/brynna-and-llanharan/meetings-and-events/top-reported-crimes-in-this-area>

Crimes and priorities

Top reported crimes in this area

Crime map

Our priorities

Top reported crimes

Most commonly reported crimes during Jan 2026

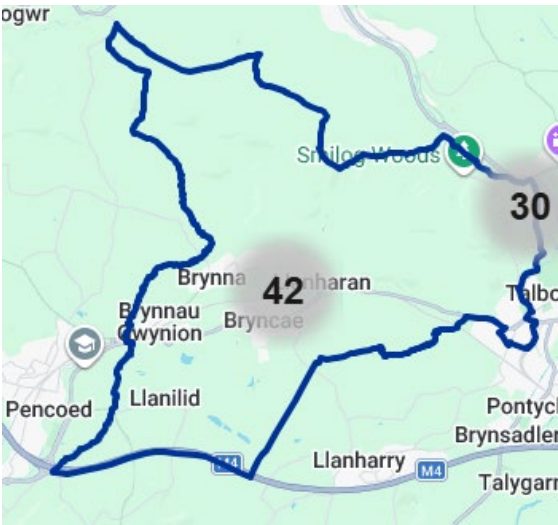
Violence and sexual offences	39
Burglary	7
Anti-social behaviour	5
Public order	5

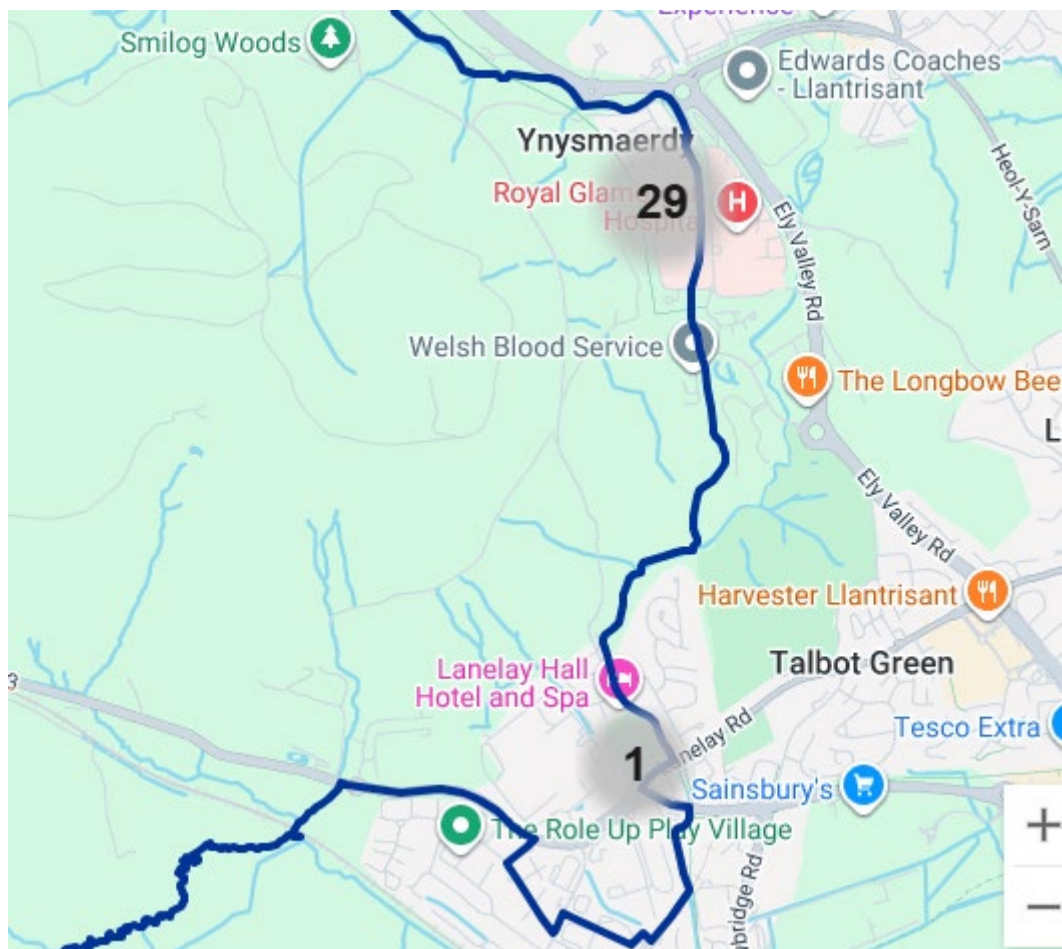
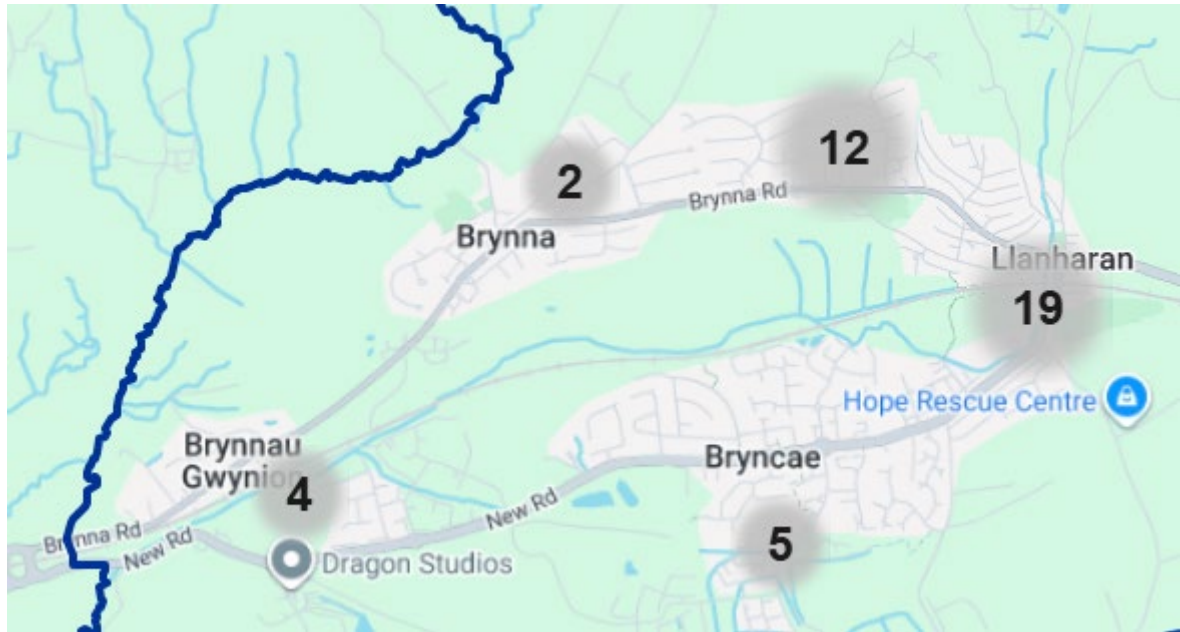
Crime levels in your area

Crime for last year

Crime per Month

Month	Crime Level
Feb 2025	50
Mar 2025	70
Apr 2025	60
May 2025	90
Jun 2025	100
Jul 2025	100
Aug 2025	90
Sep 2025	60
Oct 2025	70
Nov 2025	70
Dec 2025	60
Jan 2026	80





Priority:**Action taken:**

ASB. Off-road motorbikes & illegal vehicle use - Bryncae
Issued 02 March 2026

Action taken is updated every three months.
Actioned 02 March 2026

ASB. Youth nuisance, rowdy groups, abusive behaviour,
noise complaints - Bryncae Community Centre
Issued 12 December 2025

We have carried out high-visibility patrols in identified areas.
We have gathered intelligence to address repeat community concerns.
Actioned 02 March 2026

Park View Estate - Youth & Vehicle Anti-social behaviour.
Issued 12 December 2025

We have carried out high-visibility patrols in identified areas.
Actioned 02 March 2026

Horse-riding road safety.
Issued 12 December 2025

Action taken is updated every three months.
Actioned 12 December 2025

ASB. Youth nuisance, rowdy groups, abusive behaviour,
noise complaints - Bryncae Community Centre
Issued 15 September 2025

We have seized illegal vehicles and taken enforcement action.
We have worked with the Llanharan Community Council to resolve ASB issues.
We have carried out high-visibility patrols in identified areas.
Actioned 20 November 2025

Park View Estate - Youth & Vehicle Anti-social behaviour
Issued 15 September 2025

We have carried out high-visibility patrols in identified areas.
We have deployed CCTV vans to monitor and identify suspects.
Actioned 20 November 2025

Horse-riding road safety.
Issued 15 September 2025

We have promoted "Pass Wide & Slow" initiatives with horse riders.
We have carried out high-visibility patrols in identified areas.
Actioned 20 November 2025



Jorge Lee
Police Constable



Lauren Edwards
PCSO

PACT meeting at Bryncae community centre

🕒 7:30PM - 8:30PM, Wed 18 March 2026

📍 Bryncae Community Centre, Pontyclun

Date: 06/03/2026

Llanharan Community Council FY25-26

Page 1

Time: 13:56

Current and Premium Bank A/c

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2026	FareShare Cymru	5918	69.00	RJ	5918
04/02/2026	Barclays Bank	DIRECT	9.77	DDR	15Dec/12Jan
04/02/2026	Jackie Cleans	009	160.00	RJ	009
04/02/2026	Arthur John	45318	359.59	CP	45318
04/02/2026	Ryan Morgan Electrical	316	500.00	RJ	316
06/02/2026	Information Commission Office	DDR	47.00	DDR	ZA884066
09/02/2026	Tesco Mobile phones x 3	DDR	10.46	DDR	134276718492
12/02/2026	SLCC ENTERPRISES	QL208797-1	495.00	RJ	QL208797-1
12/02/2026	Total Energies	402748593	106.97	DDR	40274859326
13/02/2026	Phat Faces	010326A	156.00	RJ	010326A Dep
13/02/2026	SSE Electric	BACS	64.43	CP	87015409314066700
14/02/2026	Alistair Burroughs	11037	2,771.17	CP	11037
14/02/2026	Alistair Burroughs	11037	-2,771.17	CP	11037
16/02/2026	ARVAL	DDR	500.58	DDR	RI0014547588
24/02/2026	EDF	KI-9153883	156.04	DDR	KI-91538836
25/02/2026	EDF	DDR	440.46	ddr	26805285
25/02/2026	Jackie Cleans	010	160.00	CP	010
25/02/2026	Ynysmaerdy Welfare Centre	LCCGRANT1	366.68	CP	LCC Grant 1 2026
25/02/2026	Phat Faces	010326A	364.00	CP	010326A BALANCE
25/02/2026	Llanharan RFC Mini & Juniors	GRANT1 26	2,000.00	CP	LCC Grant 1 26
25/02/2026	Dolau Primary School PTA	GRANT 1 26	2,000.00	CP	LCC Grant 1 26
25/02/2026	1st Llanharan Brownies	GRABT 1 26	670.75	CP	LCC Grant 1 26
25/02/2026	Llantrisant LC Netball	GRANT 1 26	130.00	CP	LCC Grant 1 26
25/02/2026	Ryan Morgan Electrical	316	825.00	RJ	316
25/02/2026	RCT	31102965	123.12	CP	31102965
25/02/2026	RCT	31102991	483.49	CP	31102991
25/02/2026	RCT	31102977	519.98	CP	31102977
25/02/2026	RCT	31102989	173.58	CP	31102989
25/02/2026	Ynysmaerdy Welfare Centre	LCC GRANT1	-366.68	CP	LCC GRANT1
25/02/2026	Ynysmaerdy Welfare Centre	LCC GRANT1	366.88	CP	LCC GRANT 1
26/02/2026	Clarity Copiers	238014	3.35	DDR	238014
26/02/2026	Trustmark Print & Design	29277	28.80	DDR	29277
26/02/2026	Nancy Evans	CT25-26/09	50.00	RJ	CT25-26/09
26/02/2026	Camstage Ltd	100072492	2,165.26	RJ	100072492
27/02/2026	Barclaycard	BCardFeb26	1,787.84		BcardFeb26
27/02/2026	STAFF SALARIES	BACS	8,047.70	CP	Feb26
27/02/2026	RCT Pension Payment	BACS	2,521.92	CP	LCC Remit Feb26
Total Payments			25,496.97		

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/02/2026	ALDI	220126	60.22	PB	220126
27/02/2026	ALDI	300126	86.47	PB	300126
27/02/2026	ALDI	060226	62.44	PB	060226
27/02/2026	ALDI	130226	79.51	PB	130226
27/02/2026	B&Q	1059463133	49.99	RJ	1059463133
27/02/2026	ALDI	280126	2.97	RJ	280126
27/02/2026	ALDI	220126	2.65	RJ	220126
27/02/2026	Llanharan Concrete	28327	35.94	RJ	28327
27/02/2026	Llanharan Community Develop Pr	28329	71.88	RJ	28329
27/02/2026	Arthur John	45318	138.00	RJ	45318
27/02/2026	Arthur John	47149	316.80	RJ	47149
27/02/2026	ZOOM	341886252	15.59	LP	Zoom
27/02/2026	Microsoft	E0200YD77P	120.12	LS	E0200YD77P
27/02/2026	Microsoft	E0200YD0RV	9.24	LS	E0200YD0RV
27/02/2026	Microsoft	G140314846	87.34	LS	G140314846
27/02/2026	LLanharan Services	45478	10.20	RJ	45478
27/02/2026	Staples	3G15716	30.70	RJ	3G15716
27/02/2026	Viking Group	4410418021	40.75	RJ	4410418021
27/02/2026	Amazon	GB6P62VABE	13.28	LS	GB6P62VABEI
27/02/2026	Amazon	GB6001HEZJ	23.10	LS	GB6001HEZJVVXI
27/02/2026	Amazon	6001E9U6TW	25.97	LS	6001E9U6TWBI
27/02/2026	Amazon	6ZA0YABEI	11.50	LS	GB6ZA0YABEI
27/02/2026	B&Q	8346	11.38	PB	8346
27/02/2026	Timpsons	01261	9.00	RJ	01261
27/02/2026	Amazon	6QXDWABEI	28.35	LS	GB6QXDWABEI
27/02/2026	Amazon	62E0SABEC	-28.35	LS	GB62E0SABEC
27/02/2026	Riverside Hardware	230126	23.84	PB	230126
27/02/2026	SLCC ENTERPRISES	QL208792-1	168.00	RJ	QL208792-1
27/02/2026	Llanharan Community Develop Pr	28329	-71.88	PB	28329
27/02/2026	Llanharan Concrete	28329	71.88	PB	28329
27/02/2026	B&Q	45306	10.97	PB	45306
27/02/2026	Zoom	341483804	12.99	LS	341483804
27/02/2026	HM Land Registry	220126	7.00	LS	220126
27/02/2026	Pontyclun Self Storage	3739	250.00	LS	3739
Total Payments			1,787.84		

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Llanharan Community Council FY25-26

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	300,409	300,409	(0)			100.0%	
1090 PSDF Re-invested dividend	49,275	20,000	(29,275)			246.4%	
1100 Agency Income	0	1,330	1,330			0.0%	
1990 Other Income	777	1,000	223			77.7%	
Income :- Income	<u>350,462</u>	<u>322,739</u>	<u>(27,723)</u>			<u>108.6%</u>	<u>0</u>
Net Income	<u>350,462</u>	<u>322,739</u>	<u>(27,723)</u>				
<u>200 Administration</u>							
4000 Staff Salaries & Wages (Net)	84,689	74,182	(10,507)		(10,507)	114.2%	
4005 Employer & Employee Pension	25,882	29,434	3,552		3,552	87.9%	
4010 Employer & Employee NI & Tax	16,033	44,158	28,125		28,125	36.3%	
4055 Mileage & Subsistence	85	200	116		116	42.3%	
4057 HR Expenditure	444	1,000	556		556	44.4%	
4060 Council Tax	2,386	2,500	114		114	95.4%	
4065 Office Rent	1,750	3,500	1,750		1,750	50.0%	
4066 Meeting venue hire	270	400	130		130	67.5%	
4070 IT Costs (Office 365)Web Site	6,899	4,400	(2,499)		(2,499)	156.8%	
4075 Telephone & Broadband	995	1,450	455		455	68.6%	
4080 Electric	1,514	1,800	286		286	84.1%	
4085 Water Rates (for Office)	172	200	28		28	85.9%	
4090 Stationery and postage	171	350	179		179	48.9%	
4095 Cleaning Materials	0	50	50		50	0.0%	
4100 Cleaning Contract	960	1,200	240		240	80.0%	
4102 Medical Supplies	24	0	(24)		(24)	0.0%	
4105 Office Cap ExpChain of Office	2,712	1,000	(1,712)		(1,712)	271.2%	
4110 Building Maintenance	3,293	3,300	7		7	99.8%	
4115 Professional and Legal Fees	621	3,500	2,879		2,879	17.7%	
4116 Land Registry Fees	84	240	156		156	35.0%	
4120 Internal Audit Fees	458	1,125	667		667	40.7%	
4125 External Audit Fees	740	800	60		60	92.5%	
4130 Subscriptions and Memberships	2,626	2,750	124		124	95.5%	
4135 Bank Charges	128	300	172		172	42.8%	
4140 Storage Space Rental	225	0	(225)		(225)	0.0%	
Administration :- Indirect Expenditure	<u>153,160</u>	<u>177,839</u>	<u>24,679</u>	<u>0</u>	<u>24,679</u>	<u>86.1%</u>	<u>0</u>
Net Expenditure	<u>(153,160)</u>	<u>(177,839)</u>	<u>(24,679)</u>				

Continued over page

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Insurances</u>							
4200 General Insurance	5,981	6,000	19		19	99.7%	
4205 Vehicle Insurance	3,227	3,500	273		273	92.2%	
4210 Office Insurance	0	250	250		250	0.0%	
Insurances :- Indirect Expenditure	9,208	9,750	542	0	542	94.4%	0
Net Expenditure	(9,208)	(9,750)	(542)				
<u>240 Staff & Member Training</u>							
4300 Members Training	880	1,100	221		221	80.0%	
4305 Staff Training	1,408	1,700	293		293	82.8%	
Staff & Member Training :- Indirect Expenditure	2,287	2,800	513	0	513	81.7%	0
Net Expenditure	(2,287)	(2,800)	(513)				
<u>260 Member's Allowances</u>							
4350 Chair	1,200	1,500	300		300	80.0%	
4355 Special Responsibility	400	500	100		100	80.0%	
4360 Member Allowances	2,160	2,912	752		752	74.2%	
Member's Allowances :- Indirect Expenditure	3,760	4,912	1,152	0	1,152	76.5%	0
Net Expenditure	(3,760)	(4,912)	(1,152)				
<u>300 Plant & Equipment</u>							
4400 Plant Purchase / Lease	5,286	5,500	214		214	96.1%	
4415 Red Tractor Maintenance	0	1,200	1,200		1,200	0.0%	
4420 Portable & Hand Tools Purchase	7	250	243		243	2.9%	
4425 Portable & Hand Tool Maint	28	400	372		372	6.9%	
4430 PPE - New & Replacement	227	300	73		73	75.8%	
4435 Plant & Equipment Fuel	385	750	365		365	51.3%	
Plant & Equipment :- Indirect Expenditure	5,933	8,400	2,467	0	2,467	70.6%	0
Net Expenditure	(5,933)	(8,400)	(2,467)				
<u>400 Street Furnishings</u>							
4500 Hanging Baskets	12,201	9,500	(2,701)		(2,701)	128.4%	
4505 Christmas Lights and Trees	24,167	35,000	10,833		10,833	69.0%	
4510 Public Clocks - Maintenance	523	500	(23)		(23)	104.6%	
4515 Notice Boards - Maintenance	0	100	100		100	0.0%	
4520 Bus shelter - Maintenance	0	500	500		500	0.0%	
4525 Planters - Maintenance	6	100	94		94	5.8%	

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4530 Benches & Tables Maintenance	0	100	100		100	0.0%	
Street Furnishings :- Indirect Expenditure	36,898	45,800	8,902	0	8,902	80.6%	0
Net Expenditure	(36,898)	(45,800)	(8,902)				
<u>500 Community Functions</u>							
4600 Christmas Dinners	8,724	6,500	(2,224)		(2,224)	134.2%	
4610 Firework Display	9,620	10,000	380		380	96.2%	
4615 Multi Cultural Carnival	8,772	13,500	4,728		4,728	65.0%	
Community Functions :- Indirect Expenditure	27,116	30,000	2,884	0	2,884	90.4%	0
Net Expenditure	(27,116)	(30,000)	(2,884)				
<u>550 Grants</u>							
4700 General Grants	21,370	10,000	(11,370)		(11,370)	213.7%	
4710 LCDP - SLA	30,000	25,000	(5,000)		(5,000)	120.0%	
4715 Wild Life Trust - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
Grants :- Indirect Expenditure	51,369	45,000	(6,369)	5,000	(11,369)	125.3%	0
Net Expenditure	(51,369)	(45,000)	6,369				
<u>600 Outdoor Spaces</u>							
4800 Rights of Way	0	1,330	1,330		1,330	0.0%	
4805 Skateboard Park - Maintenance	110	1,000	890		890	11.0%	
4810 Play & O/Spaces Maintenance	3,088	1,500	(1,588)		(1,588)	205.8%	
4815 General Repair	1	250	249		249	0.4%	
Outdoor Spaces :- Indirect Expenditure	3,199	4,080	881	0	881	78.4%	0
Net Expenditure	(3,199)	(4,080)	(881)				
<u>620 War Memorials</u>							
4850 Maintenance Contract	4,100	0	(4,100)		(4,100)	0.0%	
4855 Other Maintenance	37	500	463		463	7.4%	
War Memorials :- Indirect Expenditure	4,137	500	(3,637)	0	(3,637)	827.4%	0
Net Expenditure	(4,137)	(500)	3,637				
<u>630 Llanharan Pantry</u>							
1991 Llanharan Pantry	8,692	0	(8,692)			0.0%	8,692
Llanharan Pantry :- Income	8,692	0	(8,692)				8,692

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4730 Llanharan Pantry Expenses	4,591	0	(4,591)		(4,591)	0.0%	4,844
Llanharan Pantry :- Indirect Expenditure	4,591	0	(4,591)	0	(4,591)		4,844
Net Income over Expenditure	4,102	0	(4,102)				
6000 plus Transfer from EMR	4,844	0	(4,844)				
6001 less Transfer to EMR	8,692	0	(8,692)				
Movement to/(from) Gen Reserve	253	0	(253)				
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	12,306	13,500	1,194			91.2%	12,156
Bryncae Community Centre :- Income	12,306	13,500	1,194			91.2%	12,156
4060 Council Tax	8,520	8,500	(20)		(20)	100.2%	8,520
4075 Telephone & Broadband	435	600	165		165	72.5%	435
4080 Electric	2,351	4,000	1,649		1,649	58.8%	2,351
4095 Cleaning Materials	339	370	31		31	91.7%	339
4100 Cleaning Contract	2,344	2,500	156		156	93.8%	2,344
4110 Building Maintenance	1,192	1,000	(192)		(192)	119.2%	1,192
4135 Bank Charges	10	130	120		120	7.7%	10
4215 BCC Insurance	445	0	(445)		(445)	0.0%	445
4755 Energy - Gas	1,097	5,500	4,403		4,403	19.9%	1,434
4760 BCC Water Rates	694	1,000	306		306	69.4%	694
4765 BCC Statutory Compliance Fees	2,831	1,000	(1,831)		(1,831)	283.1%	2,831
4770 BCC Telephone/Broadband *DNU*	0	0	0		0	0.0%	
4775 Consumables	272	350	78		78	77.8%	272
4780 BCC Administrative Costs	483	0	(483)		(483)	0.0%	483
Bryncae Community Centre :- Indirect Expenditure	21,013	24,950	3,937	0	3,937	84.2%	21,350
Net Income over Expenditure	(8,707)	(11,450)	(2,743)				
6000 plus Transfer from EMR	21,350	0	(21,350)				
6001 less Transfer to EMR	12,156	0	(12,156)				
Movement to/(from) Gen Reserve	487	(11,450)	(11,937)				
<u>650 Street Lighting Electric</u>							
4575 Street Lighting Electric	293	500	207		207	58.5%	
Street Lighting Electric :- Indirect Expenditure	293	500	207	0	207	58.5%	0
Net Expenditure	(293)	(500)	(207)				

Detailed Income & Expenditure by Budget Heading 28/02/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700 Allotments</u>							
1200 Allotment Income	3,293	3,150	(143)			104.5%	
Allotments :- Income	<u>3,293</u>	<u>3,150</u>	<u>(143)</u>			<u>104.5%</u>	<u>0</u>
4900 Allotment Lease Costs	0	22	22		22	0.0%	
4901 Allotment Maintenance	574	600	26		26	95.6%	
4905 Allotment Water	401	400	(1)		(1)	100.3%	
Allotments :- Indirect Expenditure	<u>975</u>	<u>1,022</u>	<u>47</u>	<u>0</u>	<u>47</u>	<u>95.4%</u>	<u>0</u>
Net Income over Expenditure	<u>2,318</u>	<u>2,128</u>	<u>(190)</u>				
<u>750 Community Infrastructure Levy</u>							
1300 Community Infrastructure Levy	153,861	0	(153,861)			0.0%	153,861
Community Infrastructure Levy :- Income	<u>153,861</u>	<u>0</u>	<u>(153,861)</u>				<u>153,861</u>
4955 CIL Project 1 Memorial Garden	58,674	0	(58,674)		(58,674)	0.0%	58,674
4958 CIL Grants	49,551	0	(49,551)		(49,551)	0.0%	49,551
4965 CIL LCC shower block	1,415	0	(1,415)		(1,415)	0.0%	1,415
4966 CIL Project Ewenny Bridge	15,489	0	(15,489)		(15,489)	0.0%	15,489
4969 CIL Bryncae Community Centre	2,279	0	(2,279)		(2,279)	0.0%	2,279
Community Infrastructure Levy :- Indirect Expenditure	<u>127,408</u>	<u>0</u>	<u>(127,408)</u>	<u>0</u>	<u>(127,408)</u>		<u>127,408</u>
Net Income over Expenditure	<u>26,452</u>	<u>0</u>	<u>(26,452)</u>				
6000 plus Transfer from EMR	127,408	0	(127,408)				
6001 less Transfer to EMR	153,861	0	(153,861)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	528,615	339,389	(189,226)			155.8%	
Expenditure	451,346	355,553	(95,793)	5,000	(100,793)	128.3%	
Net Income over Expenditure	<u>77,268</u>	<u>(16,164)</u>	<u>(93,432)</u>				
plus Transfer from EMR	153,602	0	(153,602)				
less Transfer to EMR	174,709	0	(174,709)				
Movement to/(from) Gen Reserve	<u>56,161</u>	<u>(16,164)</u>	<u>(72,325)</u>				

Appendix 7

	Date	£	Receipt	Description
Money In				
Brought forward from 24/25	01/04/2025	1465.12		EMR from 24/25
RCT Grant	25/09/2025	1000.00		
National Lottery Grant	26/09/2025	6000.00		
Total cash receipts	Rolling	1752.34		
Total in		10217.46		

Money Out

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

Aldi	17/09/2025	82.42		
Aldi	17/09/2025	37.45		
Aldi	24/09/2025	81.91		
Aldi	01/10/2025	109.40		
Fareshare	03/10/2025	69.00		
Aldi	10/10/2025	44.33		
Aldi	17/10/2025	77.63		
Aldi	24/10/2025	79.51		
Aldi	31/10/2025	78.43		
Aldi	07/11/2025	59.86		
Aldi	14/11/2025	96.08		
Aldi	14/11/2025	70.25		
Aldi	21/11/2025	57.31		
Aldi	28/11/2025	106.16		
Aldi	04/12/2025	86.59		
Aldi	12/12/2025	108.06		
Aldi	29/11/2025	42.50		
Aldi	06/12/2025	45.00		
Aldi	13/12/2025	40.00		
Screwfix	28/11/2025	298.44		Shelving units
Aldi	19/12/2025	132.54		
Aldi	31/12/2025	89.98		
Aldi	08/01/2026	41.61		
Aldi	15/01/2026	70.54		
Aldi	22/01/2026	60.22		
Aldi	30/01/2026	86.47		
Aldi	06/02/2026	62.44		
Fareshare	14/11/2025	69.00		
Fareshare	03/12/2025	69.00		
Fareshare	12/01/2026	69.00		
Fareshare	04/02/2026	69.00		
Aldi	13/02/2026	79.51		
Aldi	20/02/2026	89.60		
Aldi	27/02/2026	72.12		
Total out		4929.53		

Balance of Funds

5287.93

Ave footfall on a Saturday since
01/04/2025

8

Future funding Approx. weeks

52 weeks

06/03/2026

Llanharan Community Council FY25-26

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Bryncae Community Centre</u>							
1992 BCC Hire Fees	11,796	13,500	1,704			87.4%	11,646
 Bryncae Community Centre :- Income	<u>11,796</u>	<u>13,500</u>	<u>1,704</u>			<u>87.4%</u>	<u>11,646</u>
4060 Council Tax	8,520	8,500	(20)		(20)	100.2%	8,520
4075 Telephone & Broadband	397	600	203		203	66.1%	397
4080 Electric	2,351	4,000	1,649		1,649	58.8%	2,351
4095 Cleaning Materials	339	370	31		31	91.7%	339
4100 Cleaning Contract	2,278	2,500	222		222	91.1%	2,278
4110 Building Maintenance	994	1,000	6		6	99.4%	994
4135 Bank Charges	10	130	120		120	7.7%	10
4755 Energy - Gas	1,097	5,500	4,403		4,403	19.9%	1,434
4760 BCC Water Rates	694	1,000	306		306	69.4%	694
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	272	350	78		78	77.8%	272
4780 BCC Administrative Costs	233	0	(233)		(233)	0.0%	233
 Bryncae Community Centre :- Indirect Expenditure	<u>18,823</u>	<u>24,950</u>	<u>6,127</u>	<u>0</u>	<u>6,127</u>	<u>75.4%</u>	<u>19,160</u>
 Net Income over Expenditure	<u>(7,026)</u>	<u>(11,450)</u>	<u>(4,424)</u>				
6000 plus Transfer from EMR	19,160	0	(19,160)				
6001 less Transfer to EMR	11,646	0	(11,646)				
 Movement to/(from) Gen Reserve	<u>487</u>	<u>(11,450)</u>	<u>(11,937)</u>				
 Grand Totals:- Income	11,796	13,500	1,704			87.4%	
Expenditure	18,823	24,950	6,127	0	6,127	75.4%	
 Net Income over Expenditure	<u>(7,026)</u>	<u>(11,450)</u>	<u>(4,424)</u>				
plus Transfer from EMR	19,160	0	(19,160)				
less Transfer to EMR	11,646	0	(11,646)				
 Movement to/(from) Gen Reserve	<u>487</u>	<u>(11,450)</u>	<u>(11,937)</u>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>550 Grants</u>							
4700 General Grants	11,370	10,000	(1,370)		(1,370)	113.7%	
4710 LCDP - SLA	30,000	25,000	(5,000)		(5,000)	120.0%	
4715 Wild Life Trust - Brynna Woods	10,000	10,000	0	5,000	(5,000)	150.0%	
Grants :- Indirect Expenditure	51,369	45,000	(6,369)	5,000	(11,369)	125.3%	0
Net Expenditure	(51,369)	(45,000)	6,369				
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	51,369	45,000	(6,369)	5,000	(11,369)	125.3%	
Net Income over Expenditure	(51,369)	(45,000)	6,369				
Movement to/(from) Gen Reserve	(51,369)	(45,000)	6,369				

A/c Code	4700 General Grants				Annual Budget	10,000
Centre	550 Grants					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
	01/04/2025	130	Journal	Bryнна Woods Wildlife Trust		10,000.00
	15/05/2025	2937	Cashbook	Bryнна Woods	10,000.00	
	18/07/2025	BACS	Cashbook	Grant Jul25-FfrindiauLlanharan	851.97	
	18/07/2025	BACS	Cashbook	Grant Jul25- 1st Llan Guides	300.00	
	18/07/2025	BACS	Cashbook	Grant Jul 25- HorticulturalSoc	750.00	
	18/07/2025	BACS	Cashbook	Grant Jul25- 1stBryннаRainbows	300.00	
	18/07/2025	BACS	Cashbook	Grant Jul25-1stLlanharanScouts	2,000.00	
	22/09/2025	GRANTSEP25	Cashbook	LCC Grant 1 Sept25	2,000.00	
	18/02/2026	LCC GRANT1	Cashbook	LCC GRANT1 - Entry error		366.68
	25/02/2026	LCCGRANT1	Cashbook	LCC Grant 1 2026	366.68	
	25/02/2026	GRANT1 26	Cashbook	LCC Grant 1 26	2,000.00	
	25/02/2026	GRANT 1 26	Cashbook	LCC Grant 1 26	2,000.00	
	25/02/2026	GRABT 1 26	Cashbook	LCC Grant 1 26	670.75	
	25/02/2026	GRANT 1 26	Cashbook	LCC Grant 1 26	130.00	
	25/02/2026	LCC GRANT1	Cashbook	LCC GRANT 1	366.88	
	02/03/2026	GRANT2526	Cashbook	LCC GRANT 25/26	10,000.00	
	02/03/2026	161	Journal	LCC Grant 25/26 incorrect code		10,000.00
		Account General Grants		Account Totals	31,736.28	20,366.68
		Centre Grants		Net Closing Balance	11,369.60	

A/c Code	4710 LCDP - SLA				Annual Budget	25,000
Centre	550 Grants					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
	16/05/2025	15392	Cashbook	Grant	29,999.76	
		Account LCDP - SLA		Account Totals	29,999.76	0.00
		Centre Grants		Net Closing Balance	29,999.76	

A/c Code	4715 Wild Life Trust - Bryнна Woods				Annual Budget	10,000
Centre	550 Grants					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
	02/03/2026	161	Journal	LCC Grant 25/26 incorrect code	10,000.00	
		Account Wild Life Trust - Bryнна Woods		Account Totals	10,000.00	0.00
		Centre Grants		Net Closing Balance	10,000.00	

Llanharan Community Council

<https://llanharan-cc.gov.wales/>

Interim Internal Audit Report 2025-26 financial year



Claire Lingard McKay

Working the Greener Way - Online



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This Internal Audit Report has been prepared for the sole use of Llanharan Community Council. To the fullest extent permitted by law, no responsibility or liability is accepted by WGW Online to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions. This report is issued to Llanharan Community Council on a confidential and privilege basis.

1. The role of Internal audit

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (Wales & England) Regulations 2015, which states that a relevant body must:

‘Undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector and internal auditing standards and guidance’.

The standards for ‘proper practices’ in relation to internal audit are laid down in the Public Sector Internal Audit Standards 2015 (the ‘Standards’).

The role of internal audit is best summarised through its definition within the Standards, as an:

‘Independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.’

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council’s response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the Council’s objectives.

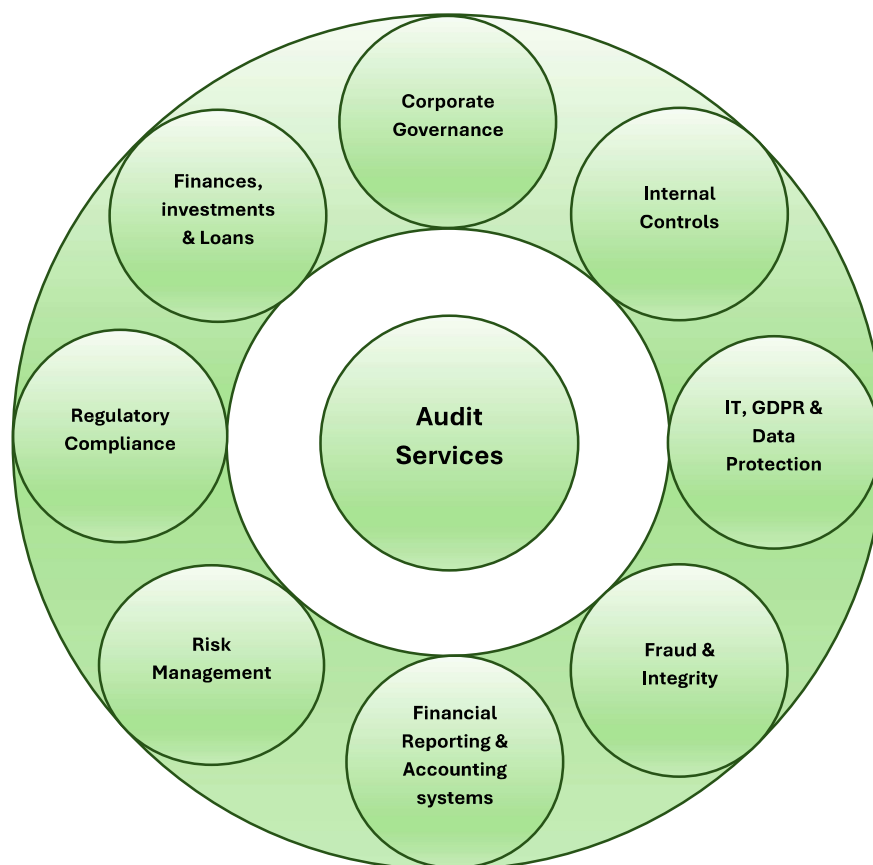
2. Internal audit approach

The risks inherent in the Council's internal control methods

To enable effective outcomes, our internal audit approach provides a combination of assurance review and consulting activities. Assurance reviews involve assessing how well systems and processes are designed and working, with consulting activities available to improve those systems and processes where necessary.

A full range of internal audit assurance reviews are performed in forming the year-end opinion with the approach to each area of review determined by:

-  The level of assurance required to meet statutory requirements;
-  The Council's short, medium, and long term objectives;
-  The level of confidence in the policies and procedures; and,
-  The risks inherent in the Council's internal control methods.



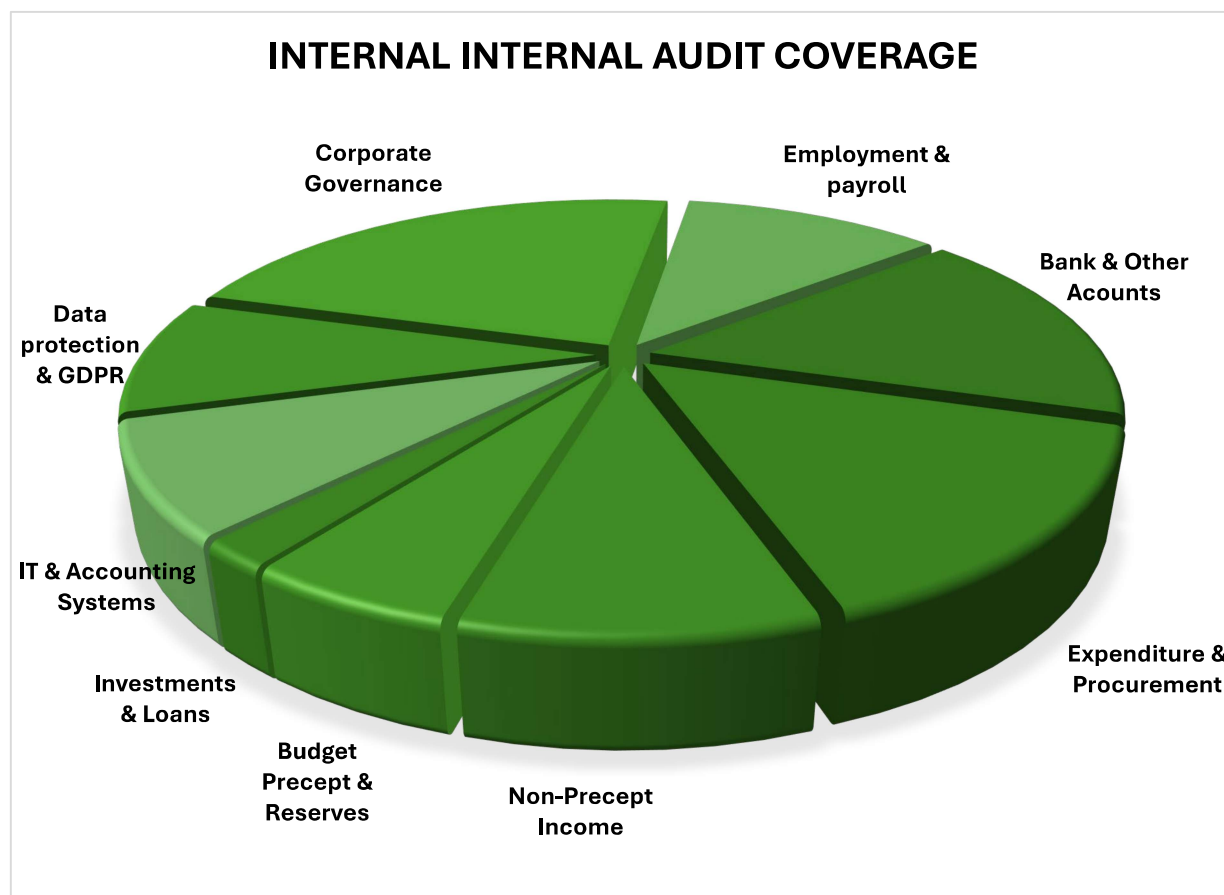
3. Internal audit coverage

The annual Internal Audit plan was prepared to take account of the unique characteristics and relative risks of Llanharan Community Council's activities and to support the preparation of the Annual Governance Statement and the Annual Statement of Accounts contained within the Annual Return.

Assurance reviews in eleven areas have been planned and performed to obtain sufficient information and explanation considered necessary to give reasonable assurance that the Council's Internal Controls systems are functioning effectively. The Internal Audit plan for the 2025-26 financial year was approved in consultation with the Clerk and the Responsible Finance Officer (RFO), and was informed by our own assessment of risk and materiality.

The plan will be modified in future years, in consultation with the Clerk and the RFO to ensure it is aligned to the objectives of, and the key risks facing the Council.

WGW Online has provided assurance across twelve areas of review, including an enhanced review of Corporate Governance during the Interim Internal Audit, which correspond to the eleven Internal Control objectives contained within the Annual Return for the 2025-26 financial year to the 31st of March 2026.



4. Internal Audit opinion

The Practice Manager, for WGW Online, is responsible for the delivery of the annual Internal Audit opinion and report that may be used by the Council to inform its Governance and Accounting statements in the Annual Return. The year-end opinion, based on our interim review which took place, onsite, on the 24 of October 2025, with the assistance of the Clerk: Mr Leigh Smith and the RFO: Mrs Lisa Philips, examined the overall adequacy and effectiveness of the organisation's framework of governance, risk management and internal controls.

In giving this opinion, assurance can never be absolute and, therefore, only reasonable assurance may be provided that there are no major weaknesses in the processes reviewed. In assessing the level of assurance to be given, I have based my opinion on:

-  The Interim audit work & reporting completed at our offices;
-  The results of the follow up discussions conducted with the Clerk and the RFO;
-  The prior year Internal Audit report noting that the Audit Wales report 2024-25 was outstanding as at the 24th of October 2025;
-  The quality and performance of the Council's administrative function and the extent of compliance with the Standards defined in the Smaller Authorities Proper Practices Panel, Practitioner's Guide 2025; and,
-  The proportion of Llanharan Community Council's audit requirement that has been covered during the interim internal audit.

Internal audit opinion

I am satisfied that sufficient assurance work has been carried out to allow me to form a reasonable conclusion on the adequacy and effectiveness of Llanharan Community Council's Internal Control Ecosystem.

In my opinion, Llanharan Community Council's framework of governance, risk management and management control has 'Substantial Assurance' with internal controls working in practice.

Only one recommendations for improvement or best practice recommendation have been made as a result of this report. Recommendations are recorded in the main body of this report and the appended Action Plan in section 9.

5. Council profile

Council name:	Llanharan Community Council
Address:	The Community Council Offices, 2 Chapel Street, Llanharan CF72 9QA
Unitary authority:	Rhondda Cynon Taff Borough Council, Council Offices, Bronwydd, Porth CF39 9DL
Proper officer:	Mr Leigh Anthony Smith
Responsible Finance Officer:	Mrs Lisa Anne Phillips
General Power of Competence:	The Council is not eligible to adopt the General Power of Competence as the Clerk does not yet hold a recognised qualification, i.e. CiLCA.
Seats:	Fourteen (14) seats
Elected Members:	Ten (10) elected Members
Co-opted Members:	Four Coopted Members
Chairperson:	Councillor Cllr Mr Rhys Jenkins
Vice-chairperson:	Councillor Cllr Mr Chris Parker
Members Register:	A physical Members Register is maintained in the Council's office. A Hyperlink to the 2025-26 Member's Register is available from the Councillors profile page on the Council's official website.
Size of Electorate:	7,138 (Seven thousand, one hundred and thirty-eight) 01.04.25
Current Precept:	£300,409.26 for the 2025-26 financial year
External Auditor's Report:	The 2024-25 financial year Audit Wales opinion was outstanding as at the 24 th of October 2025
Official Website:	The Council maintains a free to access website on a secure server, published at: https://llanharan-cc.gov.wales/

6. Corporate governance

The objective in this area of review is to ensure that the Council has robust corporate governance arrangements in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. To meet the above objectives, we have:

-  Reviewed the Council's responses to our prior year Internal Audit Report and noted that these were formally reviewed at the Audit Committee of the 17th of April 2025 under Minute reference 94(e). We recognise the significant efforts which have been made by the Clerk and the RFO and the Council Members in implementing the recommendations which were made. We have made comment in this regard throughout the main body of this report;
-  Noted that the Financial Regulations were last Readopted and Readopted unamended at the Annual Meeting of the Community Council on the 22nd of May 2025, under Minute reference 20;
-  Noted that the new Standing Orders were Adopted at the Ordinary meeting of the Community Council on the 19th of June 2025, under Minute reference 139(a) and (b);
-  Commenced our review of the minutes of Full Council and its Standing Committee meetings (excluding Planning) for the full year ensuring that no issues affecting the Council's financial stability either in the short, medium or long term exist, noting that the Council's Agenda. The Minutes remain of an overall good standard;
-  Noted that the Council has adopted the Terms of Reference for its Standing Committees;
-  We note that the Council Members' Registers of Interests have been updated. These are available in the Council's offices. Hyperlinks to each Member's Register entry are now published on the Council's official website at the base of each Members profile as required;
-  Noted that the Council is currently ineligible to adopt the General Power of Competence as the Clerk does not hold a qualifying sector specific certification i.e., CiLCA;
-  Noted that the Council published the Notice of the Exercise of Elector's Rights as required;
-  Noted that the Council maintains a website published on a secure website at <https://llanharan-cc.gov.wales/>, which is compliant with current Accessibility Legislation (W3C compliant), and upon which the Council's Minutes Agenda, Policies Procedures and other useful information may be found. The Minutes and Agenda packs are easily identified and accessed. It should be noted there are several broken links on the website which should be reviewed;
-  Noted that the Council is registered with the Information Commissioner's Office as a 'Data Registrant'; and,
-  Noted that the Council, based on our prior year recommendations, is working towards achieving full compliance with the General Data Protection Regulation (GDPR) and that the Clerk is in the process of drafting the necessary documentation.

Conclusion & recommendation – Corporate Governance

There are a number of broken links on the Council's official website which when clicked result in a; '404 page not found' error message being displayed.

On the Agenda and Minutes section on page [Council Agendas & Minutes – Llanharan Community Council](#) the heading for the Full Council's Agenda and Minutes for the 2025-26 Municipal Year headed '8 July 2020'

1) The Clerk should ensure that the Council's official website is reviewed, broken hyperlinks either deleted or amended and appropriate header information applied.

We shall extend this area of review at the year-end audit.

Outcome - Corporate Governance

Substantial Assurance

7. Annual Independent Internal Audit

Internal control objective '1'

'Appropriate books of account have been properly kept throughout the year.'

The objective in this area of review is to ensure that the accounting records are being maintained accurately and currently, and that no anomalous entries appear in the financial ledgers.

Finance systems

The Council continues to utilise the Rialtas Alpha accounting system, considered the leading sector standard software solution for councils, in Wales and England, to maintain its financial records.

To meet the above objectives, we have: -

-  Checked and verified that the closing balance for the 2024-25 financial year was correctly brought forward as the opening balance of the 2025-26 financial year;
-  Ensured that the nominal and cost centre coding structure remains appropriate to facilitate budgetary, income and expenditure analysis and reporting;
-  Noted that the RFO is responsible for the management of the Rialtas Alpha Accounting system being able to load supplier and payment information, but not being able to approve and authorise payments;
-  Checked and verified all transactions on the Rialtas Cashbooks, 1-4 inclusive, for the months of April, June and September 2025; and,
-  Noted that the Council maintains a robust backup procedure with near-real time backups being made to the Microsoft Office 365 OneDrive cloud service. We consider this to be a reasonable and proportionate data security measure. We also note that the Council has reviewed its IT security due to the increase in cyber-attacks and potential internet fraud and already has a confidential policy in place which is not in the public domain for security reasons.

Outcome: Substantial Assurance

Bank and building society accounts

The Council retains the public funds under its management in two separate bank accounts with a single financial institutions:

-  The Council maintains two main bank accounts for its day to day operations with Barclays Bank plc, a current, and deposit account which are represented in the combined Rialtas Cashbook 1;
-  The Council maintains an investment account with the CCLA Public Sector Deposit Fund (PSDF) which is represented in Rialtas Cashbook 2;

-  The Council maintained an HSBC bank account in relation to the Bryncae Community Centre, which was represented in Rialtas Cashbook 4. This Account was closed on the 18th of June 2025 with the residual funds transferred to the Councils Barclays Bank current account: Checked and verified by reference to prime documentation;
-  The current Financial Regulations accord with the Council's current Internal Controls with two authorising persons required to process each payment;
-  The Mandates for all the Council's banking and investment accounts are reviewed at least once annually and have sufficient signatories to make enquires, load payments only, and authorise payments. The Bank Mandates, signatories and electronic payment authorisers were most recently Reviewed, Approved and Adopted during the Annual Meeting of the Community Council on the 22nd of May 2025 under Minute reference 13; and,
-  As the position of Clerk and RFO are separate, a proper segregation of duties has been assured from the 1st of April to the 30th of September 2025; and,
-  The RFO validates all payments prior to entry onto the Rialtas Alpha Accounting system.

Outcome: Substantial Assurance

Investments and Loans

The RFO has Certified that as at the 30th of September 2025 the Council retains no public funds in other investments and has no loans owed either by it, or to it.

Outcome: Substantial Assurance

Credit and Debit cards

We note that the Council has a Barclaycard Credit card facility with three credit card in place. There is an overall limit of £3,500.00 on the account. One card is issued to the Clerk with £2,000 limit, one card is issued to the Senior Groundsman with a £1,500.00 limit and one to the RFO with a £1,000.00. The use of the credit cards is governed by the Council's currently adopted Standing Orders and Financial Regulations. The cards are retained by the named cardholder and used only for purchases for and on behalf of the Council.

All credit card transactions are recorded on the Schedule of Payments presented to Members at the monthly meeting of the Community Council meeting, and these transactions are subjected to the same scrutiny as all other payments. The Council does not hold a debit card.

Outcome: Substantial Assurance

There are no matters arising in this area of review warranting formal comment or recommendation.

We shall extend this area of review at the year-end audit.

Outcome - Internal Control Objective '1'

Substantial Assurance

Internal control objective '2'

'Financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that Council resources are released in accordance with the Council's adopted Standing Orders, Financial Regulations, budgets and other approved procedures, that payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available, that correct analysis codes have been applied to invoices when processed, and that VAT has been appropriately identified and coded to the control account for periodic recovery. To meet the above objectives, we have: -

-  Noted that the Council has entered into two formal tender processes during the period of the 1st of April 2025 to the 30th of September 2025: 1) a three – year Christmas (Festive) Lights contract, properly advertised on Sell2Wales and the Council's official website and 2) the Ewenny Bridge Project which was in process as at the 24th of October 2025 and will be reviewed during the year-end audit;
-  Checked and verified that all quotations undertaken during the period of the 1st of April 2025 to the 30th of September 2025 have been undertaken in accordance with the Council's currently adopted Standing Orders and Financial Regulations;
-  Noted that no Purchase Order system is in place. Significant orders are placed, by the Clerk, via email;
-  Commenced our payment document testing process for the 2025-26 financial year, to ensure compliance with the Council's currently adopted Financial Regulations and (SAPPP) Practitioners Guide. In total we selected payment sample with the criteria of all non-payroll related payments in excess of £1,500 together with every 20th cashbook transaction irrespective of value for the financial year to 30th September 2025. Our test sample for the first half of the financial year comprised 22 payments, totalling £117,079.69 and equating to approximately 29% of all non-pay related payments made to the above date with no matters arising;
-  Checked and verified that all payment documents that have been validated by the Clerk and the RFO, and that they had been presented to Members of the Full Council for Scrutiny and Approval. Such approval being recorded in the Council's published Minutes; and,
-  Checked and verified the Council's Q1 & Q2 VAT reclaims with no matters arising.

There are no matters arising in this area of review warranting formal comment or recommendation.

We shall extend this area of review at the year-end audit.

Outcome - Internal Control Objective '2'

Substantial Assurance

Internal control objective '3'

'The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.'

The objective in this area of review is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature. We also aim to ensure that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. To meet the above objectives, we have: -

-  Noted that as at the 24th of October 2025 the Council had not revised its Business and Health & Safety Risk Registers, as such we will review this matter during our year-end audit;
-  Examined the Council's insurance policy to ensure that appropriate cover is in place: Cover is provided by Hiscox a 'Local Councils policy, number 9432124. The policy (*originally issued on the 23rd of May 2023*), provides continuous cover until cancelled, the current policy document active from the 01st of June 2025 to the 29th of May 2026 and includes the following key features:

Cover description	Level of cover
Employers Liability	£10,000,000.00
Public & Products Liability	£10,000,000.00
Officials & Trustees Indemnity	£500,000.00
Fraud & Dishonesty	£150,000.00
Commercial & Legal protection (DAS)	£100,000.00
Crisis containment	£25,000.00
Business Interruption	£10,000.00

-  We have noted that Council maintains a separate mini-fleet insurance policy, number 97MF18130727, for its vehicles with the period of cover being from the 05th of January 2025 to the 04th of January 2026; and,
-  Finally, we note that the Council is responsible for the Mountain Hare play area and the Oakbrook Skatepark. The facilities are managed, inspected and maintained by the Llanharan Community Council staff.

There are no matters arising in this area of review warranting formal comment or recommendation. We take this opportunity to remind the Clerk of the requirement to review and readopt the Council's Risk Registers at least once annual with the formal readoption being recorded in the Council's Minutes.

We shall extend this area of review at the year-end audit.

Outcome - Internal Control Objective '3'

Substantial Assurance

Internal control objective '4'

'The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.'

The objective in this area of review is to ensure that the Council has determined its annual budget based on sound assumptions of intended spending, that reasonable and proportionate funding is available to meet future spending plans, and that Members are kept aware of actual budgetary performance during the course of the financial year. We also seek to assess the adequacy of retained reserves, be they in respect of specific earmarked funds or the General Fund. To meet the above objectives, we have:

-  Noted that the Review of Minutes confirms that detailed monthly finance reports are subject to scrutiny and approval at Full Council;
-  Noted that Budget vs. Actual reports are reviewed, in detail, on a monthly basis;
-  Noted that the Council's annual budget setting and precept determination process was in progress as at the 24th of October 2025; *and*,
-  Noted that the Council maintained five properly constituted earmarked reserves as at the 01st of April 2025: with an opening balance of £886,164.46; *and*,
-  Noted the cash and investment reconciliation as at the 30th of September 2025

Cash and investment reconciliation as at the 30th of September 2025

Barclays Bank Current Account	£ 500.00
Barclays Bank Business Premium	£ 79,548.52
HSBC Bryncae	£00.00
CCLA Public Sector Deposit Fund	1,324,375.50
Total	£1,406,424.02

There are no matters arising in this area of our review warranting formal comment or recommendation.

We shall extend this area of review at the year-end audit.

Outcome - Internal Control Objective '4'

Substantial Assurance

Internal control objective '5'

'Expected income was fully received, based on correct prices. properly recorded and promptly banked; and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that the Council maintains appropriate records to ensure that all income due to the Council is identified, invoiced accordingly, and recovered within an appropriate time scale. To meet the above objectives, we have noted that in addition to the Precept the Council receives supplementary income from a relatively limited variety of sources recorded below:

NON PRECEPT INCOME FY2025-26

Noted that in addition to the Precept the Council receives supplementary income from a relatively limited variety of sources CIL funds, Hall Hire charges, Allotment Fees, reinvested dividends, Bank Interest and VAT reclaims. The council also receives income for and on behalf of the Llanharan Pantry which is ringfenced for this initiative.

There is clear evidence recorded in the Council's Approved and Published Minutes, and the Schedule of Fees and Charges provided, that the Clerk, RFO and Members formally reviewed and established the fees and charges for its services which were Resolved for the 2025-26 financial year during the corresponding Budget setting and Precept determination process.

We noted that the Council's Allotment fees were Reviewed and Resolved at the 21st of December 2023 meeting of the Community Council, under Minute reference 23/305/090 where Members Resolved to increase fees for a 5 perch plot from £26.00 a year to £30.00 per year to commence in January 2025. We have

-  Noted that the Council does not charge VAT;
-  Noted that the Council holds no saleable stock;
-  Noted that the Council demonstrates reasonable and proportionate credit control processes and receives the majority of payments for services in advance; and,
-  Noted that the Council has no significant aged debt.

NON PRECEPT DERIVED INCOME**Bank Interest**

The Council only receives interest payments on its Barclays Bank deposit Account.

CCLA PSDF Dividends

The Council receives CCLA PSDF Dividends paid monthly.

Miscellaneous Income

The Council receives occasional Miscellaneous Income.

Grants & Donations

The Council receives occasional Grants & Donations.

Bryncae Community Centre Hire

The Council receives Hall hire / bookings fees.

The Llanharan Pantry

The Council receives various fees in relation to the Llanharan Pantry.

Agency income

The Council receives Agency income.

VAT Reclaims

The Council received s.126 VAT Reclaims on a quarterly basis

There are no matters arising in this area of review warranting formal comment or recommendation.

We shall extend this area of review at the year-end audit.

Outcome - Internal Control Objective '5'

Substantial Assurance

Internal control objective '6'

'Petty Cash payments were properly supported by receipts; all petty cash expenditure was approved, and VAT appropriately accounted for.'

The objective in this area of review is to ensure that the Council manages its Petty Cash system(s) in accordance with its adopted Financial Regulations, that items purchased are suitable for the Council's use, transactions are correctly recorded in the Council's cashbooks, that VAT is identified for recovery where appropriate and that the Petty Cash account is reconciled on an appropriate basis.

To meet the above objectives, we have:

The RFO has certified that Llanharan Community Council does not operate any form of Petty Cash system for itself, with Members and staff being required to reclaim all out of pocket expenses via a formal expense claim.

However, the Council does manage a petty cash system with a float of £20.00 for the Llanharan Pantry Community Project which it oversees.

The income, expenditure and the petty cash pertaining to the Llanharan Pantry initiative is reported on as a cost centre in the main Llanharan Community Council accounts.

There are no matters arising in this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective '6'

Substantial Assurance

Internal control objective '7'

'Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.'

The objective in this area of review is to ensure that the Council is appropriately observing legislation with regard to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment of income tax and NI contributions, together with meeting the requirements of the LGPS.

To meet the above objectives, we have: -

-  Noted that the Council retained five employees as at the date of the 30th of September 2025 Audit: The Clerk, Deputy Clerk & Responsible Finance Officer, Assistant clerk, Senior Grounds person and the Grounds person;
-  Checked and verified the Establishment list provided by the Clerk and the RFO;
-  Noted that all employees are in receipt of NALC model contracts of employment;
-  Noted that qualifying staff members are enrolled in the Rhondda Cynon Taff Borough Council LGPS;
-  Noted that the payroll is managed in house by the RFO using MoneyManager software;
-  Noted that any variable pay which is claimed by the completion of weekly timesheets which are checked and verified, by the RFO prior to the preparation of the monthly payroll detail
-  Noted that overtime and TOIL are only paid after approval by the Members;
-  Checked and verified the payroll and pensions reports from Rhondda Cynon Taff for the period of the 1st of April 2024 to the 30th of September 2025 with no issues arising; and,
-  Checked and verified the detail of the net salary and third-party payments of PAYE / NI and Pension contributions by reference to the payroll summary reports and the subsequent payments issued for September 2025;

There are no matters arising in this area of review warranting formal comment or recommendation.

We shall extend this area of review to examine, in detail, the payroll for March 2026 and to check and verify the year-end payments to staff, agencies, HMRC and the LGPS and review the new and revised contracts of employment.

Outcome - Internal Control Objective '7'

Substantial Assurance

Internal control objective '8'

'Assets and investments registers were complete and accurate and properly maintained.'

The objective in this area of review is to ensure that the Council has prepared and maintains a register of its stock of land, buildings, vehicles, furniture and equipment as required by the Smaller Authorities Proper practices Panel (SAPPP) Practitioners' Guide.

The Fixed Asset Register for the 2024-25 financial year was checked and verified as having a recorded value of £256,138 which was correctly reported in the Annual Return at Box 12 of the accounting statements.

We shall review the Fixed Asset Register for the 2025-26 financial year during the year-end audit.

Outcome - Internal Control Objective '8'

Substantial Assurance

Internal control objective '9'

'Periodic bank account reconciliations were properly carried out during the year.'

The objective in this area of review is to ensure that the Council conducts regular reconciliations of the bank, building society and other investment accounts in which it maintains the public funds raised by taxation. That these reconciliations along with the corresponding account statements are presented to Members for their scrutiny and approval with that being recorded in the Minutes of the Full Council or its Committees. To meet the above objectives, we have:

-  Noted that the RFO reconciles all the Council's financial accounts on a monthly basis in the Rialtas Alpha Accounting software;
-  Checked and verified the bank account reconciliation statements on the Barclays Bank Premium (current) and Barclays Bank Mixed payment (deposit) accounts for the 2025-26 financial year from the 01st of April 2025 to the 30th of September 2025 with no matters arising;
-  Checked and verified the reconciliation statements on the HSBC Bryncae Community Centre account for April, May and June 2025, confirming the transfer of residual funds to the Council's Barclays Bank Premium account and the HSBC account's subsequent closure, with no matters arising;
-  Checked and verified CCLA PSDF account reconciliation statements for the 2025-26 financial year from the 01st of April 2025 to the 30th of September 2025 with no matters arising; and,
-  Noted that the Council's Approved and Published Minutes provide clear evidence that the Bank Reconciliation statements, original supporting Bank Statements and the Cashbooks for each account are reviewed by the Council's own Audit Committee on a quarterly basis.

There are no matters arising in this area of review warranting formal comment or recommendation.

We shall extend this area of review at the year-end audit.

Outcome - Internal Control Objective '9'

Substantial Assurance

Internal control objective '10'

'Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records & where appropriate debtors and creditors were properly recorded.'

The objective of this area of review is to ensure that accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.'

The Council's accounts are managed in the Rialtas Alpha accounting package, detail of which we have examined and consider reflects accurately the half-year's transactions as recorded therein. The software is used to manage the following working records and management reports which have all been checked and verified from the 01st of April to the 30th of September 2025 with reference to prime documentation:

Working records

-  Cashbooks
-  Journals
-  Reconciliation statements
-  Budgetary reports
-  S.126 VAT reclaim reports
-  Receipts & Payments analysis

Management reports

-  Earmarked Reserves
-  Trial balance
-  Nominal Ledger
-  Income and expenditure reports
-  Statutory balance sheet

We have checked and verified the Closing Balance for the 2024-25 financial year, as at the 31st of March 2025 against the Opening Balance for the 2025-26 financial year as at the 1st of April 2025 with no matters arising.

Further we have undertaken a 'line-item' check and verification for all four of the Council's cashbooks, for the months of April, June, September 2025 with reference to the supporting prime documentation and the Council's published Minutes with no matters arising.

There are no matters arising in this area of review warranting formal comment or recommendation.

We shall extend this area of review at the year-end audit.

Outcome - Internal Control Objective '10'

Substantial Assurance

Internal control objective '11'

'Trust funds (including charitable) – The council met its responsibilities as a trustee.'

The objective in this area of review is to ensure that the Council has met its statutory requirements where it acts as a trustee for any trust fund or charitable trust, including maintaining separate financial and bank accounts and making all required statutory returns to the Charities Commission and/or the HMRC.



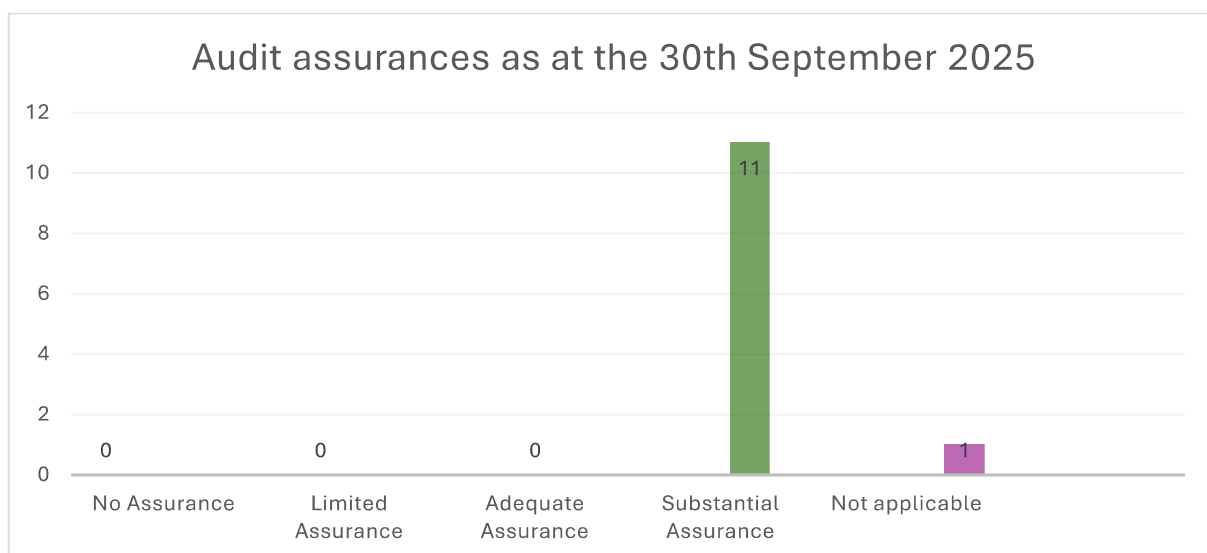
The Clerk has certified that Llanharan Community Council is not responsible for any Trust Fund or Charitable Trust and has no responsibilities as a trustee for any organisation.

Outcome - Internal Control Objective '11'

Not applicable

8. Audit Assurance Review

During the Interim internal audit for the 2025-26 financial year, we have undertaken 241 separate audit tests, providing eleven separate assurances in the twelve areas of review which correspond to an enhanced review of Corporate Governance and the eleven Internal Control objectives contained within the Annual Return: Annual Internal Audit Report as detailed in the chart below.



Substantial: A sound framework of internal control is in place and operating effectively. No risks to the achievement of system objectives have been identified;

Adequate: Basically, a sound framework of internal control with opportunities to improve controls and / or compliance with the control framework. No significant risks to the achievement of system objectives have been identified;

Limited: Significant weakness(es) have been identified in the framework of internal control and / or compliance with the control framework which could place the achievement of system objectives at risk; or

No: Fundamental weaknesses identified in the framework of internal control, or the framework is ineffective or absent with significant risk to the achievement of system objectives.

Not applicable: The Council does not utilise the process which is audited under this control objective. Therefore, a finding of 'not applicable' will be recorded.

9. FY2025-26 Internal Audit Action Plan

Conclusion & recommendation – Corporate Governance	
There are a number of broken links on the Council's official website which when clicked result in a; '404 page not found' error message being displayed. On the Agenda and Minutes section on page Council Agendas & Minutes – Llanharan Community Council the heading for the Full Council's Agenda and Minutes for the 2025-26 Municipal Year headed '8 July 2020' <i>1) The Clerk should ensure that the Council's official website is reviewed, broken hyperlinks either deleted or amended and appropriate header information applied.</i>	Comments

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Confirmation of independence and Quality Assurance

During the 2025-26 financial year to the 30th of September 2025, we confirm that the internal auditor has acted independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation, based upon the internal audit programme, and has obtained appropriate evidence including copies of prime documentation to support our opinions from Llanharan Community Council.

The interim internal audit for the 2025-26 financial year, conducted onsite at Llanharan Community Council's offices on the 24th of October 2025, with subsequent work undertaken at our offices. The work was carried out in accordance with Llanharan Community Council's needs and planned coverage as reviewed with the Clerk: Mr Leigh Smith and the RFO: Mrs Lisa Philips

Based on the findings in the areas examined, the internal audit conclusions are summarised in the main body of this report, which corresponds to the Internal Control Objectives table contained within the FY2025-26 Annual Return's Annual Independent Internal Audit Report, with the following findings:

10. Internal Audit Performance

The following performance indicators are maintained to monitor effective service delivery & quality:

Annual performance indicators			
Aspect of service	Interim 2025-26 (Actual %)		YE 2025-26 (Actual %)
Internal Audit plan delivered	61		-
Positive customer responses to quality appraisal questionnaire			TBC
Compliant with the Public Sector Internal Audit Standards	Y		-

11. Acknowledgements & Conclusion

We would like to take this opportunity to thank the Clerk and the RFO of Llanharan Community Council, for their assistance in performing the interim internal audit for the 2025-26 financial year which was conducted onsite at the Council's offices with further work being undertaken onsite at our own offices. We are grateful for the content and quality of the documentation and the responses that have been supplied to our supplementary questions.

We have noted that Llanharan Community Council continues to grow, and the Council's development has required the appointment of an Assistant Clerk and a new Grounds man to maintain the level of service delivered by the Council.

We would like to take this opportunity to commend the Clerk for his diligence in relation to the professional management of the Council's Quotations and formal Tenders. We would also like to commend the Responsible Finance Officer, once again, on the exemplary standard of her bookkeeping.

We now ask that the Clerk and the RFO, Chairman and the Council Members consider the content of this report and acknowledge, in due course, that the report has been formally reviewed and adopted by the Council.



Claire Lingard McKay
Practice Manager
WGW online internal audit practice

NOTE TO REPORT

We confirm that all confidential & sensitive information, supplied for the purposes of this audit including, Personnel Minutes, Payroll and Employment data have been permanently deleted from WGW Online's servers and any printouts made for the purposes of this audit have been destroyed in accordance with the Company's data and document retention policies and with the prevailing General Data Protection Legislation as amended from time to time.



Appendix 9

Resolutions and Recommendations of the Open Spaces, Rights of Way and Allotments Committee (ORA) Meeting held Thursday 5th March 2026

ORA2026/021 Draft Section 6 Biodiversity report and plan 2026

RECOMMENDED

To adopt the Biodiversity Action Plan presented to the Committee in Appendix 4; to instruct the Officers to carry out any actions that do not involve a financial spend or further resolutions; to include the plan as a standing item on the agenda of meetings of the ORA Committee. The Plan being presented to Full Council as Appendix 9a.

ORA2026/022 Further proposals relating to the Mountain Hare wildflower area

a) RECOMMENDED

To set aside a plot at the northeast end of the grassed area at Mountain Hare playground of approximately 15m x 10m to be developed as a wildflower area.

b) RECOMMENDED

To accept the offer of the Welsh Wildlife Trust to mow this area using the cut and collect approach, following the mowing schedule recommended by One Voice Wales Biodiversity: once at Easter, possibly once at high summer and once in the autumn, distributing the arisings on site along the hedge as appropriate.

c) RECOMMENDED

To apply for and accept a One Voice Wales biodiversity package of funding to supply public information signage and to maintain the signs within the budget line "Play and open spaces maintenance" for a minimum period of 5 years.

ORA2026/023 Proposed signage designs offered by One Voice Wales *RECOMMENDED*

To apply for options 1 and 3 from the series of designs offered by One Voice Wales and shown to the Committee as Appendix 6.

ORA2026/024 Proposal to amend Section 10 of the allotment tenancy hire agreement



a) *RECOMMENDED*

To amend Section 10 of the allotment tenancy hire agreement adding paragraph (g) as follows:

- g) Poultry must not be kept on any plot a quarter or less of the size of a regular 5 perch plot, that is, any plot less than 1.25 perch (31.5m²) in area.

b) *RECOMMENDED*

To add the same wording to the Poultry Welfare Policy.

**ORA2026/025 A second draft of the DMMO assistance policy presented to the Council on 15th January 2026 and referred by the Council to this committee
*RECOMMENDED***

To adopt Draft 2 of the DMMO Assistance Policy as provided to the Committee in Appendix 8a, having been amended from Draft 1 in accordance with the Resolution of Full Council on 15th January 2026 (Minute Ref 2026/022).

The Draft Policy being presented to Full Council as Appendix 9b.

**ORA2026/026 Offer of a mature three stemmed Yucca plant by a member of the public
*RECOMMENDED***

To express the Council's thanks to the Member of the Public for the offer but to decline it due to the lack of an appropriate location within the Council's land; suggesting that other community groups could be approached.

ORA2026/027 Proposal to consider creating a permissive pathway from Bridgend Road into Parc Bryn Derwyn given the dangerous unofficial route that pedestrians are currently using; to authorise the officers to research land ownership and other relevant considerations.

RECOMMENDED

To instruct Officers to write to the relevant landowners of CYM167138 and CYM182396 to ascertain their views on allowing formal public access over their land, whether by dedicating a public right of way or by entering into a formal legal agreement indicating their consent.

Community & Town Councils

DRAFT Biodiversity Action Plan 2026-2028

Environment (Wales) Act 2016 Part 1 – Section 6 The Biodiversity and Resilience of Ecosystems Duty

Name of Community & Town Council:	Llanharan Community Council
Council type (Group 1, 2 or 3 for NRAP Objectives):	2
Introduction and Context	
<i>Provide a short description of the Council, its functions and context in relation to</i> <i>- how it could help biodiversity (through functions with regard to land management, grant funding, education activities, for e.g.)</i> <i>- spatial scale and place (e.g. how much land does it cover, population, precept?)</i> <i>- public service delivery (e.g. is it subject to the Well-being of Future Generations (WFG) Act?)</i> Llanharan Community Council serves the communities of Llanharan, Brynna, Brynnau Gwynion, Bryncae, Llanilid and Ynysmaerdy, comprising three wards, with 14 Councillors serving an electorate of approximately 7500 people. At the time of writing the Council employs 3 part time officers, a full time Senior Groundsperson and a part time Groundsperson. The Council owns or leases 3 allotment sites and a number of areas of green space, including a mixed play area and open space at Brynnau Gwynion and a mixed mini-football pitch and open space at Meadow Rise, this area also containing a small wooded area. A memorial garden at Grove Terrace, a parcel of lightly wooded area to the east of Meadow Rise, a skatepark at Oakbrook, land around the war memorial on Hillside Avenue and some land around the ruins of St Peter's Church.	



NRAP Objective	Biodiversity objectives	Action planned	Time scale	Monitored by:
1	-embed biodiversity into decision making & procurement And -raise awareness of biodiversity & its importance	1- Make sure all members are aware of the Council's duties under Section 6 of the Environment Wales Act by circulating a note/email to all members alongside this BAP.	End of May 2026	ORA Committee
		2 - Make all members aware of available biodiversity and Section 6 duties training.	End of May 2026	ORA Committee
		3 - Include a standard agenda item in ORA Committee's – "To Review the Council's Biodiversity Action Plan and consider any business relating to it brought in advance and distributed as a formal paper by the Clerk"	End of May 2026	ORA Committee
		4 - Include as a standard agenda item at the Council's annual meeting – "To review the Council's Biodiversity Action Plan"	End of May 2026	Council
		5 - To alter the wording of the paper accompanying the Planning agenda item at full council meetings to include that consideration of commenting on planning matters should take into account the impact on biodiversity.	End of May 2026	Council
		6 - For the Council to appoint a 'Biodiversity Champion' to be named on the Councils list of external representatives. For this person to attend RCTCBC Local Partnership for Nature (LNP) meetings and forums and to act as liaison with other groups.	End of May 2026	Council
		7 - To create a separate budget line for Biodiversity/Environmental initiatives delegated to the ORA Committee. Amount £500 - a virement to be taken from general reserves to create this budget line. .	End of Nov 2026	Council



1...cont	 continued -embed biodiversity into decision making & procurement And -raise awareness of biodiversity & its importance	9 - To amend the Council General Grant Policy and CIL Grant Policy and forms to prompt members to consider the effects of any application on biodiversity.	End of Nov 2026	Audit Committee
		10 - To publish the Council's Biodiversity Action Plan, reviews and reports on a separate section of the Council's website and to publicise these via social media when reviewed, to help inform the public.	End of July 2026	ORA Committee
		11 - To publish tangible actions/work carried out to enhance biodiversity on the Council's social media channels, to help inform the public.	End of July 2026	ORA Committee
		12 - Where appropriate to place signage where tangible actions/work has been carried out to enhance biodiversity, to help inform the public.	NA	ORA Committee
		13 - Where biodiversity surveys are to be carried out by the Council to publicise these via social media and invite participation from the public.	NA	ORA Committee
2, 3 & 4	-safeguard principal	14 - To redesign aspects of the play area at Brynnau Gwynion to incorporate a biodiversity area. The area to be developed using cut and collect mowing methods. Appropriate signage to be placed and the area publicised on the Council's social media channels.	End Aug 2026	ORA Committee



	species and habitats.	15 - To develop a hedgerow comprising appropriate species (hawthorn, Hazel, Buckthorn, Alder, Holly etc... in front of the newly erected boundary safety fence at the North Western boundary of the Meadow Rise open space.	End Aug 2026	ORA Committee
	-restore & create habitats and resilient ecological networks	16 - To develop a nature trail/woodland walk in the wooded area at the Meadow Rise Open Space. Appropriate signage to be placed and the area publicised on the Council's social media channels.	End July 2027	ORA Committee
	-tackle negative factors: for e.g. reduce pollution, use nature based solutions, address invasive species	17 - To examine the contents of the Council's planters and hanging baskets ready for summer 2027. In particular aiming to achieve the best sustainable, Biodiverse, Colourful Summer display possible. To examine the types of soils used in an effort to retain as much water as possible.	End Sept 2026	ORA Committee
		18 - To examine the potential use of starch granules in the Council's hanging baskets and planters to help retain water. (And reservoirs, potentially using pond liners in planters)	End Sept 2026	ORA Committee
		19 - To make (or purchase) and place 'Bug Hotels' for the following locations: Meadow Rise open space, Brynnau Gwynion play area, Land to the east of Meadow Rise and potentially elsewhere with appropriate signage. Potentially engaging local schools to make the bug hotels and help choose locations. Fairly simple project build instructions can be found online for school projects.	From Sept 2026.	ORA Committee
2, 3 & 4	-safeguard principal	20 - To make (or purchase) and place 'Hedgehog Houses' for the following locations: Meadow Rise open space, Brynnau Gwynion play area, Land to the east of Meadow Rise and elsewhere with appropriate signage. Potentially engaging local schools to make the Hedgehog houses and help choose locations. Fairly simple project build instructions can be found online for school projects. The hedgehog hospital charity could potentially	Nov 2026	ORA Committee



	species and habitats.	assist in engaging the schools. Hibernation season typically begins in November each year.		
	-restore & create habitats and resilient ecological networks	21 - Plant on available verges along New Road (Near Heol Y Parc Roundabout) and maintain in a biodiverse nature. Nature of plants to be decided.	End April 2026	ORA Committee.
	-tackle negative factors: for e.g. reduce pollution, use nature-based solutions, address invasive species	22 - Cut down 3 dead/dying trees identified on tree survey at Meadow Rise and leave as log piles. Replace with locally sourced alder saplings (<i>Alnus glutinosa</i>).	End April 2026	ORA Committee
		23 - Survey council land to identify INNS and develop eradication/management plan	End Dec 2026	Officers/interested members
		24 - Investigate possibility of volunteer teams to help pull Himalayan Balsam on public rights of way	End Dec 2026	Clerk
5	-use, improve, and share evidence	25 - Recording of any INNS sightings on an appropriate platform. Details of how to log to be made available to interested parties and made available to the public via the Council's social media channels.	End Dec 2026	Clerk
		26 - For guidance sheets RE INNS to be kept at the Council offices for public use along with a list of known contractors and provide links to information on INNS management on private land on the Council's social media channels.	End July 2026	Clerk



		27 - Share Biodiversity Action Plan, Annual reviews and 3 yearly reports submitted to One Voice Wales as well as publishing on own dedicated section of the Council's website and social media.	Annually	Clerk
6	-support capacity and/or other organisations	28 - The Council will continue to budget annually for grant support for the Wildlife Trust of South and West Wales, subject to the receipt and approval of a suitable annual grant application. See also actions 6 and 9, above.	Annually	Council

Annual review of the Biodiversity Action Plan		Date reviewed:	
What has worked well?			
What have the barriers been?			
What will you change?			

Next review due:	
Approved by Council on:	

Cynghorau Cymuned a Thref

Cynllun Gweithredu Bioamrywiaeth

Deddf yr Amgylchedd (Cymru) 2016 Rhan 1 – Adran 6 Y Ddyletswydd Bioamrywiaeth a Chydnerthedd Ecosystemau

Enw'r Cyngor Tref neu Gymuned:				
Math o gyngor (Grŵp 1,2, neu 3 ar gyfer amcan NRAP)				
Cyflwyniad a'r Cyd-destun				
<i>Disgrifiad byr o'r Cyngor, ei swyddogaethau a'r cyd-destun o ran:</i> - <i>sut y gallai helpu bioamrywiaeth (trwy ei swyddogaethau rheoli tir, cyllid grant, gweithgareddau addysgol e.e.).</i> - <i>graddfa ofodol a lle (e.e. faint o dir mae'n ei gynnwys, poblogaeth, praesept?).</i> - <i>cyflawni gwasanaethau i'r cyhoedd (e.e. a yw gofynion Deddf Llesiant Cenedlaethau'r Dyfodol yn berthnasol iddo?).</i>				
Amcan NRAP	Amcan Bioamrywiaeth	Camau arfaethedig	Graddfa amser	Wedi eu monitro gan:
1	-cynnwys bioamrywiaeth o fewn llunio penderfyniadau a chaffael			
	-codi ymwybyddiaeth o fioamrywiaeth a'i bwysigrwydd			
2	-diogelu prif rywogaethau a chynefinoedd			



3	-adfer & chreu cynefinoedd a rhwydweithiau ecolegol cydnerth			
4	-mynd i'r afael ag elfennau negyddol: lleihau llygredd e.e. defnyddio atebion yn seiliedig ar natur, mynd i'r afael â rhywogaethau goresgynnol			
5	-defnyddio gwella a rhannu tystiolaeth			
6	-cefnogi capasiti a/neu sefydliadau eraill			

Adolygiad blynyddol o'r Cynllun Gweithredu Bioamrywiaeth		Dyddiad yr adolygiad:	
Beth sydd wedi gweithio'n dda?			
Beth fu'r rhwystrau?			
Beth fyddwch yn ei newid?			

Dyddiad yr adolygiad nesaf:	
Cymeradwywyd gan y Cyngor ar:	



 Back

Group	Description of organisation relative to biodiversity.	Minimum Actions	Examples	NRAP objectives for Action Reporting (see template Annex 1)
	Organisations:			
1	- that own or occupy an office building only and - whose functions are not directly connected to biodiversity and/or land management.	Actions related to buildings management, procurement, sustainability, awareness raising, training, or in partnership with other organisations	Commissions, DVLA	NRAP objectives 1, 4, 6
2	- that own, occupy or manage land their own buildings and grounds, - whose functions are connected with biodiversity and/or land management, or - that can influence those who own or manage land.	As per Group 1 above PLUS grounds management, cascading funding criteria, providing education and training	Public Health Wales, Universities, Sport Wales	NRAP objectives 1,4,6 as above NRAP objectives 2, 3, 5 relating to own grounds
3	that own or manage land beyond their own grounds, whether their functions are connected with biodiversity and/or land management or not.	As per Groups 1 and 2 above PLUS land management to maintain and enhance biodiversity, and promote the resilience of ecosystems.	Dŵr Cymru, Local Authorities, NRW, Welsh Government	All NRAP objectives

The **Nature Recovery Action Plan for Wales (NRAP)** sets out six objectives for reversing the decline of biodiversity which should be used to help develop and guide actions to comply with the section 6 duty:

The **6 objectives** to maintain and enhance biodiversity are:

- Objective 1:** Engage and support participation and understanding to embed biodiversity throughout decision making at all levels
- Objective 2:** Safeguard species and habitats of principal importance and improve their management
- Objective 3:** Increase the resilience of our natural environment by restoring degraded habitats and habitat creation
- Objective 4:** Tackle key pressures on species and habitats
- Objective 5:** Improve our evidence, understanding and monitoring
- Objective 6:** Put in place a framework of governance and support for delivery



Grŵp	Disgrifiad o sefydliad mewn perthynas â bioamrywiaeth	Camau Gweithredu Sylfaenol	Enghreifftiau	Amcanion NRAP ar gyfer Adrodd ar gamau Gweithredu (Gweler Templedi)
	Sefydliadau:			
1	- sy'n berchen neu'n meddiannu adeilad swyddfa yn unig - ac nad yw eu swyddogaethau'n gysylltiedig yn uniongyrchol â bioamrywiaeth a/neu reoli tir.	Camau sy'n gysylltiedig a rheoli adeiladau, caffael, cynaliadwyedd, codi ymwybyddiaeth, hyfforddiant, neu mewn partneriaeth â sefydliadau eraill.	Comisynau, DVLA	Amcanion NRAP: 1, 4, a 6
2	- sy'n berchen yn meddiannu neu'n rheoli eu adeiladau a'u tir eu hunain, - y mae eu swyddogaethau'n gysylltiedig a bioamrywiaeth a/neu reoli tir, neu - sy'n gallu dylanwadu ar y rhai sy'n berchen ar dir neu'n rheoli tir.	Fel Grŵp 1 uchod A rheoli tir, rhaeadru meini prawf cyllido, darparu addysg a hyfforddiant	Iechyd Cyhoeddus Cymru, Prifysgolion, Chwaraeon Cymru	Amcanion NRAP: 1,4, a 6 <i>fel uchod +</i> Amcanion NRAP: 2, 3, a 5 <i>yn ymwneud â thir y sefydliad</i>
3	sy'n berchen ar dir neu'n rheoli tir y tu hwnt i'w tir eu hunain, waeth a yw eu swyddogaethau'n gysylltiedig â bioamrywiaeth a/neu reoli tir ai peidio.	Fel Grŵpiau 1 a 2 uchod A rheoli tir er mwyn cynnal a gwella bioamrywiaeth, a hyrwyddo cydnheredd ecosystemau.	Dŵr Cymru, Awdurdodau Lleol, CNC, Llywodraeth Cymru	Holl amcanion NRAP: 1,2,3,4,5 a 6

Mae **Cyllun Gweithredu Adfer Natur Cymru (NRAP)** yn gosod chwe amcan ar gyfer gwrthdroi dirywiad bioamrywiaeth a dylid eu defnyddio i helpu i ddatblygu ac arwain gweithredoedd i gydymffurfio â dyletswydd adran 6:

Y **6 amcan** i gynnal a gwella bioamrywiaeth yw:

- Amcan 1:

Ymgysylltu a chynorthwyo cyfranogi a dealltwriaeth er mwyn gwreiddio bioamrywiaeth ledled y penderfyniadau a wneir ar bob lefel
- Amcan 2:

Diogelu'r rhywogaethau a'r cynefinoedd pwysicaf, a gwella'r modd y'u rheolir
- Amcan 3:

Cynyddu cydnheredd ein hamgylchedd naturiol trwy adfer cynefinoedd a ddiraddiwyd, a chreu cynefinoedd
- Amcan 4:

Mynd i'r afael â'r pwysau allweddol sydd ar rywogaethau a chynefinoedd
- Amcan 5:

Gwella ein tystiolaeth, ein dealltwriaeth a'n systemau monitro
- Amcan 6:

Sefydlu fframwaith llywodraethu a chymorth ar gyfer cyflenwi



LLANHARAN COMMUNITY COUNCIL

DMMO* Assistance POLICY

Policy Statement	1
Introduction	1
Terms used	1
Local Authority Process	2
Policy detail	2

Policy Statement

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

The Officers of the Council do not provide legal advice.

Introduction

The Definitive Map is the legal record of public rights of way. If evidence shows the map is wrong, a DMMO is the mechanism to correct it. It does *not* create new rights; it records rights that already exist in law.



Terms used

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

The phrase “The Community Council” usually refers to work carried out by officers of the council.

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

Local Authority Process

The process of applying for a DMMO belongs to Rhondda Cynon Taf County Borough Council (RCTCBC). Standard forms are provided by them and applications must be made to them.

Policy detail

Llanharan Community Council officers will provide limited assistance to members of the public who wish to submit a DMMO application to register a footpath or bridleway as a ‘Public Right of Way’. Throughout this process, the member of the public is the applicant and will sign all forms.

i) The member of the public is to collect all witness statements and evidence required and to complete the relevant evidence forms accordingly.

ii) The Community Council will assist in the completion of ‘Certificate 1’ (Application for a DMMO).

iii) The Community Council will check that all evidence paperwork and Certificate 1 is in order.

iv) The Community Council will assist in the completing of ‘Certificate 2’ (To certify that the requirements of paragraph 2 of schedule 14 to the Wildlife Countryside Act 1981 have been complied with, i.e. that landowners have been contacted and served with a ‘Certificate 3’ notice or alternative).

v) The Community Council will carry out land registry searches and other investigations to assist in the identification of landowners so far as is reasonably



possible.

vi) The Community Council will assist in the completion of 'Certificate 3' (Notice of DMMO application) and assist in providing this document to landowners.

vii) The Community Council will assist in the submitting of the application to the Local Authority.

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

Appendix 10

To consider engaging a health and safety consultant to work with maintenance staff and officers to develop core task risk assessments and safe systems of work and to consider quotations received along with suspension of Financial Regulations

A request for quotations was sent to 4 local providers.

Evolution Safety, Safety Wales, Henderson Safety and Amenity Solutions.

A specification for works was provided (See further on in the paper) and the following responses/quotations were received (Details of the quotation provided further on in the paper).

Name of provider	Quote	Notes
Evolution Safety	£1,950	Plus mileage Est 4 days.
Safety Wales	No response.	
Henderson Safety	No response.	
Amenity Solutions	£1,125	Est 5 days. (tbc)

Officer Recommendation

To engage Amenity solutions and to authorise the officers to spend up to £1,125 to work with maintenance staff and the Clerk to draw up risk x 6 assessments and safe systems of work and to identify any tools, essential training or PPE required. Note, no suspension of financial regulations is necessary, officers haven striven to obtain 3 quotes, thus satisfying regulation 11.3e)iii)

From: [The Clerk / Project Officer](#) Also sent to geraint@amenitysolutions.co.uk
Cc: [Office; Rebecca Jenkins](#)
Bcc: ["info@evolutionsafety.com"](mailto:info@evolutionsafety.com); ["info@safety.wales"](mailto:info@safety.wales); ["info@hendersonssafety.com"](mailto:info@hendersonssafety.com)
Subject: Development of baseline risk assessments for routine tasks. - Quotation request.
Date: 13 February 2026 16:01:00

Good afternoon,

I am seeking prices to undertake a series of risk assessments with our small maintenance team here at Llanharan Community Council. (CF72)

The team comprises 1 full time and one part time grounds-person. Both have many years of experience.

This will involve observing our team carrying out the routine activities and working with them to develop relevant and realistic base-line risk assessments and Safe systems of work/ method statements.

Identifying the appreciable risks and agreeing realistic and achievable control measures to which they will need to adhere and producing the written risk assessments and method statements.

I am particularly keen that the risk assessments address the appreciable risks, are simple, user friendly and devoid of padding.

We have our own simple excel - based RA/SSW format and library that we would like you to use.

Also to identify any tools, essential training or PPE that may be required to comply with the risk assessments.

I would estimate that there are about half a dozen core tasks that need to be covered and you would need to arrange with the team to come and observe and work with them whilst they are carrying out that work over a period of time.

- Grass cutting using mower (including startup and operation of the mower)
- Changing mower blades,
- Strimming (including safe operation of the strimmer),
- Use of chain saw,
- litter picking,
- fence building,

I'm sure there are more, I will compile a more comprehensive list in due course.

I would appreciate it if you could give me an indication of costs for this work and the structure of costs.

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, rhwch 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.

llanharan-cc.gov.uk

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llanharan-cc.gov.uk

From: [Info](#)
To: [The Clerk / Project Officer](#)
Cc: [Office](#); [Rebecca Jenkins](#)
Subject: Re: Development of baseline risk assessments for routine tasks. - Quotation request.
Date: 13 February 2026 16:40:37
Attachments: [Outlook-syusbxc.png](#)

Good afternoon Leigh,

Thank you for your email and for setting out your requirements so clearly.

The approach you describe aligns closely with how we prefer to work — observing tasks in real time, engaging directly with the operatives, and producing practical, proportionate risk assessments and safe systems of work that focus on the appreciable risks without unnecessary padding.

Proposed Approach

For the activities outlined (grass cutting, blade changing, strimming, chainsaw use, litter picking, fencing etc.), we would propose:

- Reviewing your existing Excel-based RA/SSW format and library
- Attending site to observe routine operations
- Working directly with the team to understand current practices
- Identifying significant risks and agreeing realistic control measures
- Identifying any required training, certification, tools or PPE
- Producing clear, concise risk assessments and safe systems of work using your format
- Reviewing draft documents with you prior to final issue

Estimated Time & Costs

Our consultancy rate is £65 + VAT per hour, plus mileage (40p per mile).

Based on the scope described, I would suggest allowing for:

- Up to 2 days on-site observation
- Up to 2 days documentation and write-up

(Equivalent to approximately 30 hours total input.)

This would give an estimated project cost of up to:

£1,950 + VAT, plus mileage

If we are able to observe multiple activities during the same visit — for example where tasks are carried out sequentially or within the same working period — this would reduce the overall time requirement and therefore the final cost.

Equally, if fewer tasks are ultimately required, or existing documentation is already well developed, the total hours would reduce accordingly. We would of course keep you informed should anything arise that may affect the anticipated time input.

If helpful, I would be happy to arrange a short call to confirm scope and agree suitable dates for site attendance.

Kind regards,

Mark Lewis

Evolution Safety Solutions Ltd

Ty Menter | Navigation Park | Abercynon | CF45 4SN

Tel:03333 399 037 | **Email:**info@evolutionsafetyolutions.co.uk



[All bookings are subject to our Terms and Conditions](#)

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>

Sent: 13 February 2026 16:01

Cc: Office <Office@llanharan-cc.gov.wales>; Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>

Subject: Development of baseline risk assessments for routine tasks. - Quotation request.

Good afternoon,

I am seeking prices to undertake a series of risk assessments with our small maintenance team here at Llanharan Community Council. (CF72)

The team comprises 1 full time and one part time grounds-person. Both have many years of experience.

This will involve observing our team carrying out the routine activities and working with them to develop relevant and realistic base-line risk assessments and Safe systems of work/ method statements.

Identifying the appreciable risks and agreeing realistic and achievable control measures to which they will need to adhere and producing the written risk assessments and method statements.

I am particularly keen that the risk assessments address the appreciable risks, are simple, user friendly and devoid of padding.

We have our own simple excel - based RA/SSW format and library that we would like you to use.

Also to identify any tools, essential training or PPE that may be required to comply with the risk assessments.

I would estimate that there are about half a dozen core tasks that need to be covered and you would need to arrange with the team to come and observe and work with them whilst they are carrying out that work over a period of time.

- Grass cutting using mower (including startup and operation of the mower)
- Changing mower blades,
- Strimming (including safe operation of the strimmer),
- Use of chain saw,
- litter picking,
- fence building,

I'm sure there are more, I will compile a more comprehensive list in due course.

I would appreciate it if you could give me an indication of costs for this work and the structure of costs.

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

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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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From: [Geraint Jenkins](#)
To: [The Clerk / Project Officer](#)
Subject: RE: Development of baseline risk assessments for routine tasks. - Quotation request.
Date: 17 February 2026 14:45:54
Attachments: [Quote .docx](#)

Afternoon Leigh

Please find attached quotation for work as requested. Just some information about myself. I have over 45 years experience of working in the Grounds Maintenance industry for a Local Authority starting as Apprentice in 1978 and retiring as an Area Parks Operations Manager in 2019. My experience is backed with qualifications in Horticulture & Sports Turf Management , Health & Safety and Training.

I am also hold certificate of competent to City & Guilds/LANTRA level 2 standard in the hands-on use of grounds maintenance equipment, tractors and pesticides.

Since leaving the local Authority I have worked as a self-employed freelance trainer/consultant and part-time trainer/assessor at Bridgend College – Pencoed Campus.

I am happy to show you examples of my work on RA/SMOW if requested.

Geraint

Geraint Jenkins
Amenity Solutions

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Sent: 14 February 2026 12:02
To: Geraint Jenkins <geraint@amenityolutions.co.uk>
Subject: Fw: Development of baseline risk assessments for routine tasks. - Quotation request.

Good afternoon,

I am seeking prices to undertake a series of risk assessments with our small maintenance team here at Llanharan Community Council. (CF72)

The team comprises 1 full time and one part time grounds-person. Both have many years of experience.

This will involve observing our team carrying out the routine activities and working with them to develop relevant and realistic base-line risk assessments and Safe systems of work/ method statements.

Identifying the appreciable risks and agreeing realistic and achievable control measures to which they will need to adhere and producing the written risk assessments and method statements.

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We have our own simple excel - based RA/SSW format and library that we would like you to use.

Also to identify any tools, essential training or PPE that may be required to comply with the risk assessments.

I would estimate that there are about half a dozen core tasks that need to be covered and you would need to arrange with the team to come and observe and work with them whilst they are carrying out that work over a period of time.

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- Changing mower blades,
- Strimming (including safe operation of the trimmer),
- Use of chain saw,
- litter picking,
- fence building,

I'm sure there are more, I will compile a more comprehensive list in due course.

I would appreciate it if you could give me an indication of costs for this work and the structure of costs.

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.

llanharan-cc.gov.uk

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llanharan-cc.gov.uk

39 Llwyn Onn

Tyla Garw

PONTYCLUN

CF72 9ET

16/03/26

Llanharan Community Council

2a Chapel Rd

Llanharan

CF72 9QA

Dear Leigh

Thank you for your enquiry regarding the development of risk assessments and safe systems of work for the Llanharan Community Council maintenance team. Based on the information provided, I am happy to give a cost structure for this work, subject to confirmation of the final task list and site arrangements.

Proposed Scope of Work

The service would include:

- On-site observation of routine maintenance activities undertaken by the grounds staff
- Working collaboratively with staff to develop practical, realistic baseline risk assessments
- Identification of hazards with achievable control measures
- Production of written Risk Assessments and Safe Systems of Work using your existing Excel-based RA/SSW format
- Identification of any additional tools, PPE, or essential training required to comply with the assessments

Tasks to be covered:

- Grass cutting using mower (including start-up and operation)
- Changing mower blades
- Strimming
- Chainsaw use
- Litter picking
- Fence building

The work would be carried out over a number of site visits to allow observation of activities while they are being performed, ensuring the assessments are task-specific and user-friendly

Costs

Based on the six tasks I would anticipate:

- Daily consultancy rate: £225.00 per day
- Estimated time: 5 days total
- On-site observation and staff engagement
- Development and write-up of RA/SSW documentation

Estimated total cost: £ 1125.00

This estimate assumes:

- Two operatives
- Tasks broadly as listed
- Use of your existing RA/SSW templates

Any additional tasks, repeat visits, or significant changes to scope would be agreed in advance.

Once you have compiled the full list of activities, I would be happy to:

- Confirm a fixed price
- Propose timescale
- Discuss any specific concerns or priorities you wish the assessments to address

Please feel free to contact me if you would like to discuss this further.

Yours Faithfully

G A Jenkins

Geraint Jenkins

Appendix 13

To consider whether to delegate authority to award a tender to the Welfare Ground Showerblock Committee.

The Welfare Ground Showerblock committee Terms Of Reference state:

Terms of reference: Reporting to full council.

The Committee to be delegated authority to spend the CIL funds allocated to LCC25/01 "Improvements to the Welfare Ground Shower Block" project (this spend to include legal fees, the costs of surveys etc.... relating to the work but NOT the transfer of the asset) and to facilitate negotiations with LRGT regarding the scope of work to be carried out, including any discretionary improvement/upgrade work to be carried out in addition to that identified in the building condition report. The Committee to progress and scrutinise all other aspects of the asset transfer making recommendations to Full Council for resolution, taking into account the basis for the transfer that has already been negotiated informally.

With regards to the following passage: "The Committee to be delegated authority to spend the CIL funds allocated to LCC25/01 "Improvements to the Welfare Ground Shower Block" project (this spend to include legal fees, the costs of surveys etc....",

The Committee has authorised the issue of a tender for the refurbishment of the block (In compliance with Financial regulations).

£50,000 of CIL funds have been allocated to the project with circa £48,500 remaining to spend. Note that It is possible that when the tenders are received decisions will be required to either omit certain aspects of the refurbishment specification to meet the remaining available funds or to increase the amount of CIL money for the project.

However the Council's financial regulations state that:

12.4. Whether Method A or Method B is used:.....

a).The decision on the awarding of a Formal Tender shall be taken by **Full council** unless authority has been delegated to a Committee.

Consideration

Therefore Council is invited to consider whether it wishes to explicitly delegate authority to the Welfare Ground Shower Block Committee to award any tender as it sees fit (in compliance with the relevant financial regulations) or to retain consideration of the tender at full council level.

Appendix 14

Members reports

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

Only these elements of their report will be minuted.

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

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

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

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

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

Appendix 15

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

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

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

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

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

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

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

Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages

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.

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.



To: Llanharan Community Council
Community Councillor

Date: 26th February 2026
Our Ref: 26/0154/FUL
Please ask for: Daniel Morgan
Telephone: 01443 281130
Email: Daniel.Morgan1@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

26/0154/FUL

I am looking to change the use of the outside garden building to use as a place of work to do dog grooming

Lleoliad / Location

27 Duffryn Crescent, Llanharan, Rhondda Cynon Taf, CF72 9RR

CONSULTATION - COMMENTS TO BE RECEIVED BY: 19.03.2026..

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

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

Yours faithfully

Simon Gale
Cyfarwyddwr Materion Tai ac Adfywio
Director of Housing and Regeneration
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
Floor 2, 2 Llys Cadwyn, Taff Street,
Pontypridd, CF37 4TH

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



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



Daniel Morgan

Planning Officer

Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages

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.

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.



To: Llanharan Community Council
Community Councillor

Date: 9th March 2026
Our Ref: 26/0184/FUL
Please ask for: Charlotte Gibbs
Telephone: 01443 281130
Email: Charlotte.Gibbs@rctcbc.gov.uk

Dear Councillor,

TOWN AND COUNTRY PLANNING ACT 1990

Fy Nghyf/My Ref:
Datblygiad Arfaethedig / Proposal:

26/0184/FUL

Application to widen vehicular access of
existing driveway

Lleoliad / Location

7 Belmont, Brynna, Rhondda Cynon Taf,
CF35 6PF

CONSULTATION - COMMENTS TO BE RECEIVED BY: 30.03.2026..

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

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

Yours faithfully

Charlotte Gibbs

Planning Officer

Simon Gale
Cyfarwyddwr Materion Tai ac Adfywio
Director of Housing and Regeneration
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council
Llawr 2, 2 Llys Cadwyn, Stryd y Taf,
Floor 2, 2 Llys Cadwyn, Taff Street,
Pontypridd, CF37 4TH

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



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



One Voice Wales Invoice / Membership Form 2026-2027

Membership runs from 1st April to 31st March

These are the details that we hold on our database for your council if any of them need amending please email admin@onevoicewales.wales You do not need to return the form to us

Name & Address of Council:
Mr Leigh Smith, Clerk
Llanharan Community Council

Tel numbers/s: 01443 231430 / 07769 266675
E-mail address: clerk@llanharan-cc.gov.wales
Website: www.llanharancc.webs.com

Please provide details of your Chairperson:

Name: Cllr. Rhys Jenkins
Email: rhys.jenkins@llanharan-cc.gov.wales
Telephone number/s: 07460 497112

Please select which language you would like to receive correspondence from us when possible

Bilingual English Welsh

Membership Fee: £1912

Based on **4249** chargeable dwellings @ **£0.45p** per dwelling
(This figure is based on the Valuation List and not the Electoral Register)

Bank details - Account number: 16689360 Sort code: 30-94-85
Remember to note the ID number which you can find at the top of this form when paying by BACS so we can identify you

Cheque to One Voice Wales 24c College Street, Ammanford, Carmarthenshire, SA18 3AF

Un Llais Cymru Anfoneb / Ffurflen Aelodaeth 2026-2027

Mae Aelodaeth yn mynd o 1af Ebrill i 31ain Mawrth

Dyma'r manylion sydd gennym ar ein cronfa ddata ar gyfer eich cyngor; os oes angen newid unrhyw un ohonynt dylech ebostio gweinydd@unllaescymru.cymru Nid oes angen ichi ddanfon y ffurflen yn ôl atom ni

Enw & Chyfeiriad y Cyngor:
Mr Leigh Smith, Clerk
Llanharan Community Council

Rhif/au ffôn: 01443 231430 / 07769 266675
Cyfeiriad e-bost: clerk@llanharan-cc.gov.wales
Gwefan: www.llanharancc.webs.com

Rhowch fanylion eich Cadeirydd os gwelwch yn dda:

Enw: Cllr. Rhys Jenkins
E-bost: rhys.jenkins@llanharan-cc.gov.wales
Rhif/au ffôn: 07460 497112

Dewiswch pa iaith yr hoffech dderbyn gohebiaeth gennym pan fydd hynny'n bosibl

Dwyieithog Saesneg Cymraeg

Tâl Aelodaeth: **£1912**

Yn seiliedig ar **4249** anheddau taladwy @ **£0.45c** fesul annedd
(Mae'r ffigwr hwn yn seiliedig ar y Rhestr Brisio, nid ar y Gofrestr Etholiadol)

Manylion Banc – Rhif Cyfrif: 16689360 Cod Didoli: 30-94-85
Cofiwch nodi'r rhif ID sydd i'w weld ar ben ucha'r ffurflen wrth dalu trwy BACS fel y byddwn yn gallu eich adnabod

Siec i Un Llais Cymru 24c Stryd y Coleg, Rhydaman, Sir Gaerfyrddin, SA18 3AF

Appendix 18

To consider adopting a volunteer policy (interim)

Background

The Council has been approached to explore whether a young person could volunteer for the Community Council to carry out some litter picking locally. The young person intends to use the evidence to contribute towards their Welsh Baccalaureate qualification.

Many Parish, Town and Community Councils facilitate volunteering activities related to a legal power or duty. In this case the powers used would be Section 19 of the Local Government (Misc provisions) Act 1972 (Power to maintain recreational facilities) and Section 111 Local Government Act 1972 (incidental power to facilitate).

Consideration

To consider approving an interim volunteer policy to specifically cover volunteer litter picking and other low risk activities on publicly owned or accessible land (eg PROW) by those aged between 16 and 90. The activity not being directly supervised by Council staff or members but rather controlled via written risk assessment and a declaration.

- A written risk assessment to be drawn up by the Clerk of the Council covering the appreciable risks and appropriate control measures.
- The volunteer to sign the risk assessment and a formal declaration (See example below).
- The Community Council to loan such equipment that it has at its disposal such as high visibility vests, litter pickers etc...
- Where a volunteer is aged under 18 years of age (ie 16-17 years of age) they are covered by the Council's current insurance policy The risk assessment for the activity to stipulate that the young person is accompanied at all times by an adult. The declaration to be signed both by the young person and their parent/guardian.
- Discretion over what activities are appropriate and practical application of the policy to be delegated to the Clerk of the Council.

Note: A more comprehensive Volunteer policy covering all aspects of volunteering to be presented to a future meeting of the Council.



LLANHARAN COMMUNITY COUNCIL
OPERATIONAL / PROCESS RISK ASSESSMENT

Task / Activity	Litterpicking - VOLUNTEERS	RA No	LCC05	SSoW No	NA
Area or location	Public spaces	RA Date	10/03/2026	Review date	na
Who could be harmed? (Circle)		Person doing job		Members of the public	
Others in the vicinity					
		Before controls in place		After controls in place	
SIGNIFICANT HAZARD	L	S	RRN	CONTROL MEASURE(S)	(What we will do and how)
L	S	RRN	L	S	RRN
Slips, trips and falls	2	2	4	Wear footwear with good grip. Assess condition of paths as you walk (especially on public rights of way), avoid excessively poor ground conditions, steep banks and areas where a fall from height is possible.(Separate risk assessments required fro these activities which should not be attempted alone) or areas of dense or hazardous undergrowth. Litterpicking only to be carried out in daylight hours.	
Struck by traffic	2	5	10	High vis (kept in a clean condition) to be worn at all times. When working on or near the public highway, never venture into the carriageway without checking it is safe to do so. Always facing oncoming traffic. Never litterpick on the carriageway itself. Remain aware of the risk of passing traffic, particularly from the rear. Your hearing must remain unimpaired. No phones, earpods, headphones, music or other devices or activities that might impair hearing or concentration must not be used or undertaken. If you must use the phone, move to a safe place to the side of the pavement or route.	
Struck by bicycles, horses or other moving objects (Including on public rights of way)	2	5	10	High vis (kept in a clean condition) to be worn at all times. When working on or near the public highway, never venture into the carriageway without checking it is safe to do so. Always facing oncoming traffic. Never litterpick on the carriageway itself. Remain aware of the risk of passing traffic, horses and bicycles, particularly from the rear. In wooded areas, public rights of way or other areas with limited visibility you should remain vigilant to the hazard. Your hearing must remain unimpaired. No phones, earpods, headphones, music or other devices or activities that might impair hearing or concentration must not be used or undertaken. If you must use the phone, move to a safe place to the side of the route.	
Manual handling (Strains)	3	3	9	Use the correct length of litterpicker to retrieve litter, (To be provided by the Community Council) avoiding excessive or repetitive stretching, twisting or bending. Use appropriate bags with hoops if desired (To be provided by the Community Council). Only carry a weight of litter that you feel comfortable in handling. If necessary leave bags at ther roadside and collect them later. Should you experience discomfort report to the Clerk so alternative equipment can be explored (eg Longer or different litterpickers)	

Contact with harmful substances	3	4	12	If a substance is suspected of being harmful, toxic or otherwise hazardous and unsafe to handle (eg asbestos or an unknown chemical) STOP and do not handle it. Report to the Clerk at the earliest opportunity. Examples of hazardous substances that must not be litter picked by volunteers (Not exhaustive): Any needles/syringes; Any knives/blades; Unidentified drums; cans or canisters; Poisons; insecticides; Clinical waste; Condoms; Broken glass; Other hazardous substances (e.g suspected asbestos); Animal faeces Appropriate gloves to be worn at all times. Rigger type gloves and / or nitrile or similar gloves as appropriate. Long trousers and adequate, sturdy footwear with adequate sole protection to be worn at all times. Any open wounds, cuts or rashes to be adequately covered to avoid contact. Hands to be washed thoroughly with anti-bac soap or similar after the activity. Avoid contact with the eyes or mouth or any open wounds/cuts/rashes.	1	4	4
Drowning	2	5	10	Do not work within 2m of large bodies of water (eg ponds).	1	5	5
				No lone working is permitted. You may only litterpick on public land or on public rights of way.			
Person under 18 undertaking the activity.				To be accompanied by a responsible adult at all times . Failure to follow this risk assessment will immediately invalidate any permission to act under the control of Llanharan Community Council and any insurance cover.			

If you identify any other significant hazards that you cannot adequately mitigate or control - **STOP**

You should firstly attempt to **Eliminate** hazards. Then **Reduce**, then **Isolate**, then **Control** and if none of these can be done you must **Protect** against the hazard. **ERIC-P**

Assessor signature		Print name	Leigh Smith	Date	10.3.2026
Litterpicker		Print name		Date	
Responsible adult		Print name		Date	



Llanharan Community Council

Young Volunteer Declaration form

By signing this declaration both parent/guardian and child volunteer declare that:

1. The volunteer is 17.
2. We have both read, understood and signed the risk assessment for the activity of

.....

Risk assessment number.....

and consent to my child/myself undertaking that activity as a young volunteer.

3. My Child / I will comply with all aspects of that risk assessment and any accompanying Safe System of work. If I identify any other significant hazards or are unable to comply with any element of the risk assessment then I will STOP immediately. I understand that failure to do so will invalidate any insurance cover.
4. MY child/I am physically capable of completing the activity and know of no impediments (physical or otherwise) that prevent me from safely doing do.
5. We/I understand that if I am under the age of 18 I will always be supervised by an adult as identified on the risk assessment.
6. All personal information and data will be handled as per the councils policies to comply with GDPR.

7. Child's Details

Name:..... Age:.....

School year:.....

Signed Child:..... Date:.....

8. Parent/Guardian Details

Name:..... Age:.....

Address:.....

Email(optional):..... Phone:.....

Signed Parent/Guardian:..... Date:.....

9. Officer details

Signed (The Clerk to the Council):..... Date:.....

Appendix 17

To suspend Financial Regulation 11.3e) ii) in order to facilitate the placement of an order with Pendragon Ltd for the provision of the 2026 fireworks display.

Under delegated authority the Events Committee has resolved the following:

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

a) RESOLVED

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

Pendragon cost for the 2025 event was: £4,750

The quote for the 2026 is: £4,750

A 0% increase.

Therefore the Clerk intends to place the order accordingly.

Consideration and officer recommendation

In order to do so Council is invited to suspend financial regulation 11.3e)ii)¹, declining to obtain further quotations on the grounds that the council has previous benchmark costs having obtained quotations previously, there being a price freeze for this years event and Pendragon having a proven track record of providing safety information and risk assessment, adequate numbers of trained and competent staff and a display of proven quality. Note: When obtaining quotations for a fireworks display, the provider will provide a given display for the budget and length of display that you set rather than giving a price quotation.

¹ 11.3. Procedures as to contracts are laid down as follows:... e) 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: ii).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.