



LLANHARAN COMMUNITY COUNCIL

Minutes of the Bryncae Community Centre (BCC) Committee Meeting held remotely at 7.00pm on Thursday 1st October 2026

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

The Local Government and Elections (Wales) Act 2021

Present: Councillors Chris Parker (Chair), Andrea James, Nick Richards, Robert Smith, Janine Turner.

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Apologies received: Cllr Rhys Jenkins

Absent: Cllr Andrew Morgan

Members of Public: None

BCC2026/040 Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting.

RESOLVED

To accept the reasons for absence proffered with Cllr Rhys Jenkins' apology for absence.

BCC2026/041 Disclosures of Personal and Prejudicial Interests

Cllrs Chris Parker and Janine Turner declared personal interests in any items related to the Llanharan Pantry.

BCC 2026/042 Public Speaking Slot

None.

BCC2026/043 Minutes of the BCC Committee meeting 23rd July 2026

RESOLVED

The minutes of the BCC Committee meeting held on 23rd July 2026 were approved as a true and accurate record.



BCC2026/044 Correspondence

None

BCC2026/045 BCC Committee Action Plan

Noted.

BCC2026/046 BCC Finance Report

Noted.

BCC2026/047 Consideration of the implications of VAT registration on BCC finances.

Deferred pending review of relevant documentation by the Audit Committee.

BCC2026/048 Update on the Capital Plan and Landlord's Consent

Noted

BCC 2026/049 Proposed BCC Committee budget for 2027-28

RESOLVED

To propose the projected figures to the Audit Committee for consideration in 2027-28 budget planning.

BCC 2026/050 Recent ventilation service

Noted

Urgent Items for Information or Items Suggested to the Clerk for Future Agenda

None

**There being no further business, the meeting closed at 7.30 pm.
The next meeting is scheduled for 28th January 2027.**

Cllr Chris Parker
Chair of the BCC Committee



LLANHARAN COMMUNITY COUNCIL

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The Local Government and Elections (Wales) Act 2021

Present: Councillors Chris Parker (Chair), Andrea James, Nick Richards, Robert Smith, Janine Turner.

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Apologies received: Cllr Rhys Jenkins

Absent: Cllr Andrew Morgan

Members of Public: None

BCC2026/030 Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting.

RESOLVED

To accept the reasons for absence proffered with Cllr Rhys Jenkins' apology for absence.

BCC2026/031 Disclosures of Personal and Prejudicial Interests

None

BCC 2026/032 Public Speaking Slot

None.



BCC2026/033 Minutes of the BCC Committee meeting 30th April 2026

RESOLVED

The minutes of the BCC Committee meeting held on 30th April 2026 were approved as a true and accurate record

BCC2026/034 Correspondence

Noted.

BCC2026/035 BCC Committee Action Plan

Noted.

BCC2026/036 BCC Finance Report

Noted.

BCC2026/037 An update on the decisions of the Council regarding the Capital Plan and next steps for the project

Noted

BCC2026/038 A proposal to write to RCTCBC regarding the issue of inadequate fire stopping insulation

a) RECOMMENDED

To authorise the Clerk to write to RCTCBC in the terms set out in Appendix 6 to the meeting, highlighting the inadequacy of the firestopping insulation and requesting an urgent review of the fire strategy and insulation and/or a fresh risk assessment.

b) RECOMMENDED

To delegate a budget of £400 to the Clerk for the purpose of seeking legal advice should it become necessary at a later date at their discretion.

BCC 2026/039 A proposal to arrange required tree safety inspections

a)RECOMMENDED

To instruct the officers to obtain tree safety inspections of all trees on Bryncae Community Centre land and any in the immediate vicinity which the officers feel would be beneficial in light of potential future lease agreements, with the permission of the landowner as appropriate; and to authorise the officers to spend up to £700 for this purpose.



b) RECOMMENDED

That the Council suspends Financial Regulation 11.3e)iii 1 given that the Council's tree inspections are usually carried out by the RCTCBC inspectors, providing a trusted service of known quality for a small cost. (The last round of general inspections of all the council's sites at that time cost £600 for 2 days' work).

Urgent Items for Information or Items Suggested to the Clerk for Future Agenda
None

There being no further business, the meeting closed at 7.25pm.

The next meeting is scheduled for 1st October 2026.

Cllr Chris Parker
Chair of the BCC Committee



Llanharan Community Council - BCC Action Plan

Action no	Date added	Category	From	Action	Notes	Status2
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. This issue is with LRGT. No further action from LCC until LRGT register the land.	
BCC2026/008	30/01/2026	BCC	BCC	BCC2026/008 implication for VAT registration of the provision of Children's party hire packages (Inflatables etc.). RESOLVED To defer the item pending further investigation by the Officers.	Advice received from SLCC, further indepth advice may be required with a cost involved.	In progress
BCC2026/013	30/01/2026	BCC	BCC	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	Requested full spec and quote from LlantrisantFireStopSystems 24.2.26 To be presented to a future meeting of the Committee who have delgated authority to proceed. (See 2026/047a). Added to agenda of BCC Committee in July 26. Consideration of writing to RCT to again highlight the issue but to make it clear that this is RCT responsibility and not LCC.	
BCC2026/018b)	30/01/2026	BCC	BCC	BCC 2026/018 Commission of a tree survey to ascertain the condition of trees within the lease boundary. NOTED (The following resolution of the committee is rendered moot by 2026/047 f), above. BCC2026/018 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.	See also 2026/047f), above. Bring back to Committee to be recommended rather than resolved. Can then be dealt with at FC together with an agenda item to suspend FR	
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	Completed
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 notes 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. Quote received and added to agenda of FC for July 26	
2026/235b)	17/07/2026	Full Council	BCC	2026/235 To consider a quotation received for Blackout Blinds for Bryncae Community Centre as part of the Capital Improvement Plan (LCC23/02 Improvements to Bryncae Community Centre) RESOLVED b) To accept the quotation of £6000 received for Blackout Blinds from Solar Sunshades, and to authorise the officers to place orders accordingly, pending landlord's permission. All funds to come from already allocated CIL funds.	Write to RCTCBC requesting expedition of the permission. Arrange fitting. (Clerk has informed Solar Sunshades and the electrician) Date of 9th September scheduled for fitting. Note: £6000 of grant funds secured from Grantscape.	
2026/259a)	17/09/2026	Full Council	BCC	2026/259 Resolutions of the Bryncae Community Centre Committee a) RESOLVED To authorise the Clerk to write to RCTCBC as set out in Appendix 6, highlighting inadequate firestopping insulation and requesting an urgent review of the fire strategy and insulation and/or a fresh risk assessment.	Write to RCTCBC in the approved terms and request the urgent review.	
2026/259b)	17/09/2026	Full Council	BCC	2026/259 Resolutions of the Bryncae Community Centre Committee b) RESOLVED To delegate a budget of £400 to the Clerk for legal advice should it become necessary at their discretion.	Seek legal advice if required, within the £400 delegated budget.	Noted
2026/259c)	17/09/2026	Full Council	BCC	2026/259 Resolutions of the Bryncae Community Centre Committee c) RESOLVED To instruct the officers to obtain tree safety inspections of all trees on Bryncae Community Centre land and any in the immediate vicinity which the officers feel would be beneficial in light of potential future lease agreements, with the permission of the landowner as appropriate; and to authorise the officers to spend up to £700 for this purpose.	Contact LRGT for permission, Arrange tree inspections. £700 budget.	
2026/259d)	17/09/2026	Full Council	BCC	2026/259 Resolutions of the Bryncae Community Centre Committee d) RESOLVED To suspend Financial Regulation 11.3e)iii in relation to 2026/259c).	Record the Financial Regulation suspension with the procurement record.	Noted

Detailed Income & Expenditure by Budget Heading 30/09/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
640 Bryncae Community Centre							
1992 BCC Hire Fees	6,896	13,500	6,604			51.1%	
Bryncae Community Centre :- Income	6,896	13,500	6,604			51.1%	0
4060 Non domestic rates	3,952	8,600	4,649		4,649	45.9%	
4075 Telephone & Broadband	206	500	294		294	41.1%	
4080 Electricity supply	785	3,500	2,715		2,715	22.4%	
4095 Cleaning Materials	110	380	270		270	29.0%	
4100 Cleaning Contract	1,116	2,580	1,464		1,464	43.3%	
4110 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4215 BCC Insurance	371	460	89		89	80.6%	
4755 Gas supply	404	4,500	4,096		4,096	9.0%	
4760 Water Rates	595	1,000	405		405	59.5%	
4765 Statutory Compliance Fees	994	1,250	256		256	79.5%	
4775 Consumables	0	375	375		375	0.0%	
4780 BCC Administrative Costs	478	540	62		62	88.5%	
Bryncae Community Centre :- Indirect Expenditure	9,011	24,685	15,674	0	15,674	36.5%	0
Net Income over Expenditure	(2,115)	(11,185)	(9,070)				
Grand Totals:- Income	6,896	13,500	6,604			51.1%	
Expenditure	9,011	24,685	15,674	0	15,674	36.5%	
Net Income over Expenditure	(2,115)	(11,185)	(9,070)				
Movement to/(from) Gen Reserve	(2,115)	(11,185)	(9,070)				

Appendix 6 - Proposed BCC Committee budget figures for 2027-28

Income

Hall hire comparative income figures for last and current financial years

	2025-26	2026-27
April – June	£1,680	£3,408
July - September	£2,895	£4,869
October - December	£3,647	£4,200*
January - March	£4,755	£5,000*
Total	£12,977	£17,477*

**projected*

Note on Stripe usage (since January 2026, one-off hires only)

Total taken via Stripe: £1300

Stripe fees paid: £44 or 0.3% of total income for that period.

Expenditure

Expenses	2027-28 projected	2026-27 budget	2025-26 year end
	+3% by default		
BCC Cleaning Expenses	£390	£380	£370
BCC Building Maintenance	£1,030	£1,000	£1,000
BCC Business Rates	£8,860	£8,600	£8,520
BCC Energy - Electric	£4,000	£3,500	£3,081
BCC Energy - Gas	£5,000	£4,500	£2,430
BCC Water Rates	£1,000	£1,000	£1,000
BCC Statutory Compliance Fees	£1,280	£1,250	£1,638
BCC Telephone/Broadband	£525	£500	£475
BCC Consumables	£400	£375	£350
BCC Administrative Costs	£350	£540	£243
BCC Cleaning Contractor	£2,660	£2,580	£2,478
BCC Insurance	£475	£460	
Overhead Expenditure	£25,970	£24,685	£21,585



Vent Hygiene Cleanliness

Bryncae Community Centre, 2 Chapel Rd, Llanharan, Pontyclun CF72 9QA

Issued on: 28 Jul 2026

Bryncae Community Centre - July 2026

Report Details

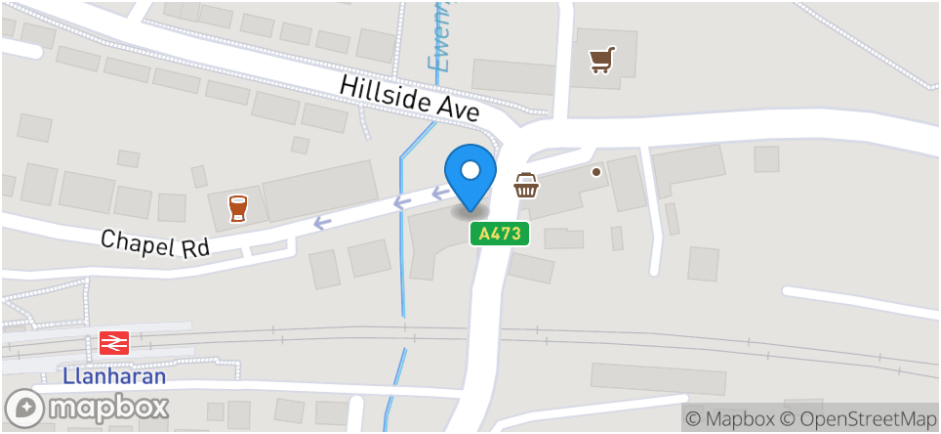
Report By	Apex Specialist Cleaning Ltd
Client	Llanharan Community Council
Project	Bryncae Community Centre - July 2026
Site Address	Bryncae Community Centre, 2 Chapel Rd, Llanharan, Pontyclun CF72 9QA
Site Location	
Scope of Work	Clean to clean air ventilation system.
Operatives	Thomas Cockram
Job Dates	28 Jul 2026
QC Date	28 Jul 2026
Issue Date	28 Jul 2026

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Recommendations

Some areas require access panels on the next visit to provide full access in those areas, but overall the system was cleaned well with dust and debris removed from all accessible areas.

Overview

AHU	SQC	Building / Level / Location	Item	Type	Method	Results	Page
Kitchen system	Low	Main Building / 0 / Kitchen	Extract Grille	Extract	Visual	Pass	6
Kitchen system	Low	Main Building / 1 / Kitchen	Extract / recirc ductwork	Extract	Visual	Pass	7
Kitchen system	Low	Main Building / External / Kitchen	Extract Grille	Extract	Visual	Pass	8
Roof fan	Medium	Main Building / Roof / Main hall	Extract Grille	Extract	Visual	Pass	9
Roof fan	Medium	Main Building / Roof / Main hall	Extract Grille	Extract	Visual	Pass	10
Toilet system	Low	Main Building / 0 / Cleaning cupboard	Extract Grille	Extract	Visual	Pass	11
Toilet system	Low	Main Building / 0 / Disabled toilets	Extract Grille	Extract	Visual	Pass	12
Toilet system	Low	Main Building / 0 / Disabled toilets 2	Extract Grille	Extract	Visual	Pass	13
Toilet system	Low	Main Building / 0 / Female toilets 1	Extract Grille	Extract	Visual	Pass	14
Toilet system	Low	Main Building / 0 / Female toilets 2	Extract Grille	Extract	Visual	Pass	15
Toilet system	Low	Main Building / 0 / Female toilets 3	Extract Grille	Extract	Visual	Pass	16
Toilet system	Low	Main Building / 0 / Men's toilets 1	Extract Grille	Extract	Visual	Pass	17
Toilet system		Main Building / 0 / Men's toilets 2	Extract Grille	Extract	See Inspection Details		18
Toilet system	Low	Main Building / 0 / W/C baby changing room	Extract Grille	Extract	Visual	Pass	19

table continued from previous page...

AHU	SQC	Building / Level / Location	Item	Type	Method	Results	Page
Toilet system	Low	Main Building / 1 / Cleaning cupboard	Extract / recirc ductwork	Extract	Visual	Fail	20
Toilet system		Main Building / 1 / Disabled toilets	Extract / recirc ductwork	Extract	Visual	Fail	21
Toilet system	Low	Main Building / 1 / Disabled toilets 2	Extract / recirc ductwork	Extract	Visual	Pass	22
Toilet system	Low	Main Building / 1 / Female toilets 1	Extract / recirc ductwork	Extract	Visual	Fail	23
Toilet system	Low	Main Building / 1 / Female toilets 2	Extract / recirc ductwork	Extract	Visual	Fail	24
Toilet system	Low	Main Building / 1 / Men's toilets 1	Extract / recirc ductwork	Extract	Visual	Fail	25
Toilet system	Low	Main Building / 1 / Men's toilets 2	Extract / recirc ductwork	Extract	Visual	Fail	26
Toilet system	Low	Main Building / 1 / Plant room	Extract / recirc ductwork	Extract	Visual	Pass	27
Toilet system	Low	Main Building / 1 / Plant room	Extract / recirc ductwork	Extract	Visual	Pass	28
Toilet system	Low	Main Building / 1 / Plant room	Extract Grille	Extract	Visual	Pass	29
Toilet system	Low	Main Building / 1 / W/C baby changing room	Extract / recirc ductwork	Extract	Visual	Fail	30
Toilet system	Low	Main Building / External /	Extract Grille	Extract	Visual	Pass	31

Inspection Details

AHU / SQC	Kitchen system / Low	Building	Main Building	
Level	0	Location	Kitchen	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass
Pre-Clean Photos				
		No Photo		
Post-Clean Photos				
		No Photo		

AHU / SQC	Kitchen system / Low	Building	Main Building	
Level	1	Location	Kitchen	
Item	Extract / recirc ductwork	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos



No Photo

Post-Clean Photos



No Photo

AHU / SQC	Kitchen system / Low	Building	Main Building	
Level	External	Location	Kitchen	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos



No Photo

Post-Clean Photos



No Photo

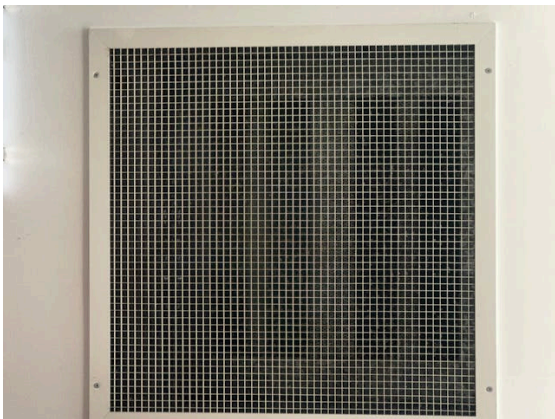
AHU / SQC	Roof fan / Medium	Building	Main Building	
Level	Roof	Location	Main hall	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos

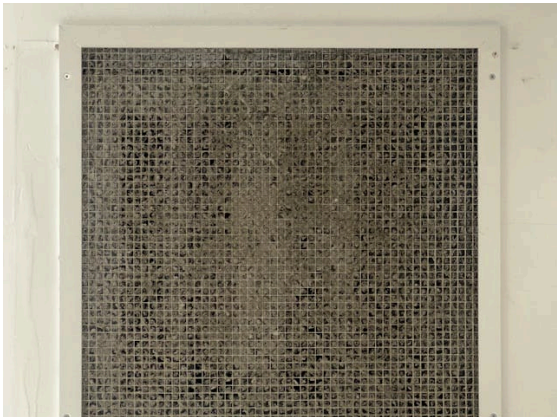
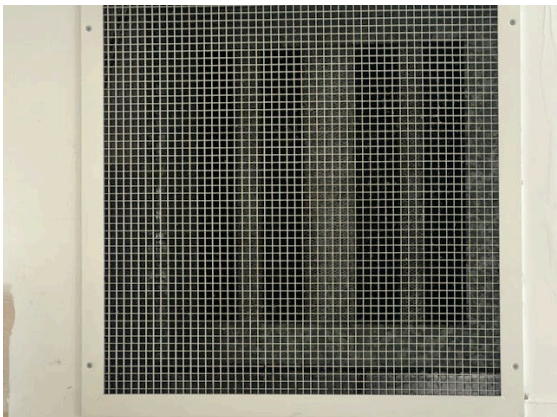


No Photo

Post-Clean Photos



No Photo

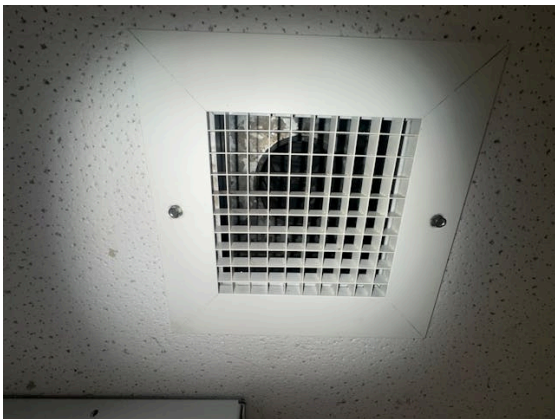
AHU / SQC	Roof fan / Medium	Building	Main Building	
Level	Roof	Location	Main hall	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass
Pre-Clean Photos				
		No Photo		
Post-Clean Photos				
		No Photo		

AHU / SQC	Toilet system / Low	Building	Main Building	
Level	0	Location	Cleaning cupboard	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos

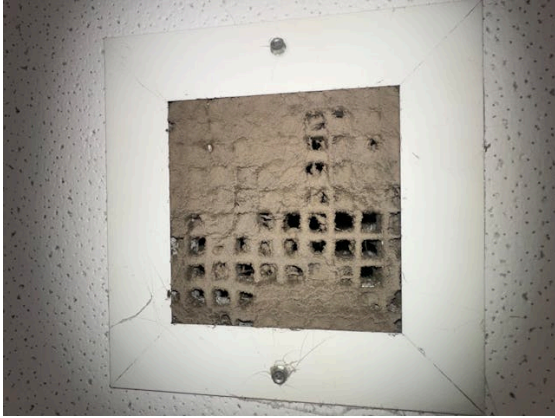


Post-Clean Photos

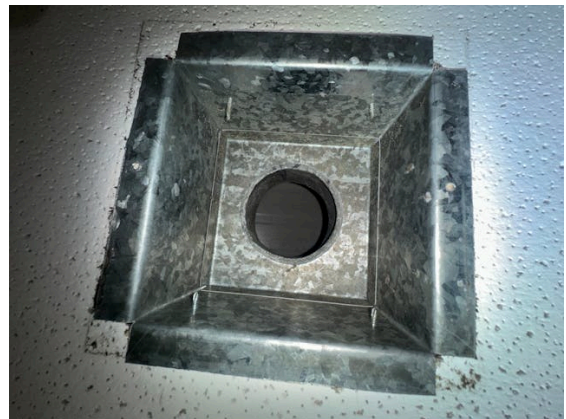
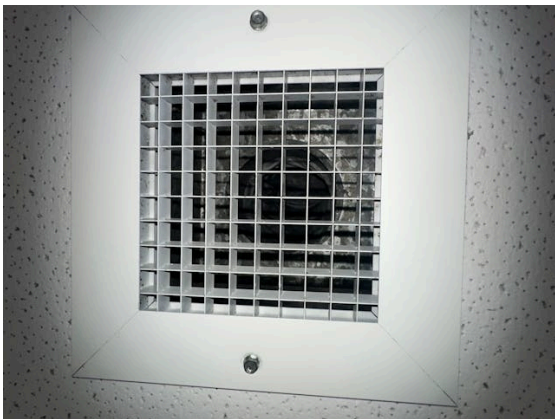


AHU / SQC	Toilet system / Low	Building	Main Building	
Level	0	Location	Disabled toilets	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos



Post-Clean Photos



AHU / SQC	Toilet system / Low	Building	Main Building	
Level	0	Location	Disabled toilets 2	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos



Post-Clean Photos

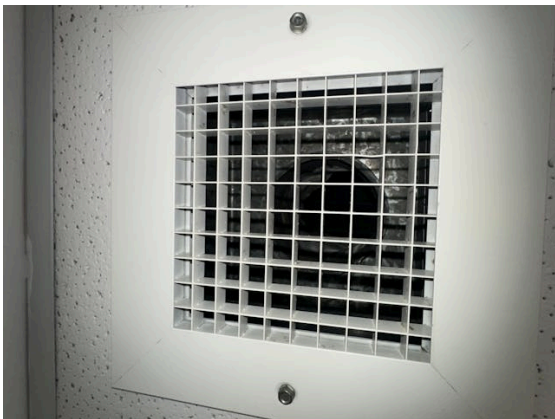


AHU / SQC	Toilet system / Low	Building	Main Building	
Level	0	Location	Female toilets 1	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos



Post-Clean Photos



AHU / SQC	Toilet system / Low	Building	Main Building	
Level	0	Location	Female toilets 2	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos



Post-Clean Photos

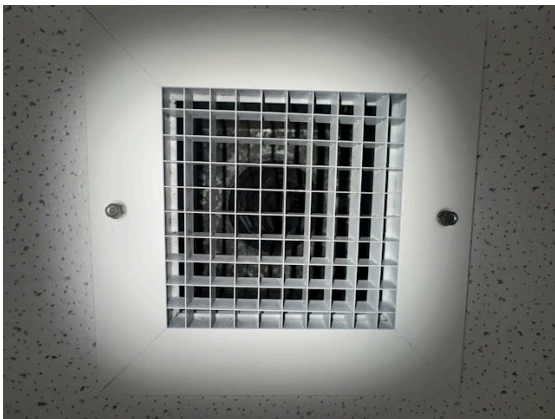


AHU / SQC	Toilet system / Low	Building	Main Building	
Level	0	Location	Female toilets 3	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos



Post-Clean Photos



AHU / SQC	Toilet system / Low	Building	Main Building	
Level	0	Location	Men's toilets 1	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos



Post-Clean Photos

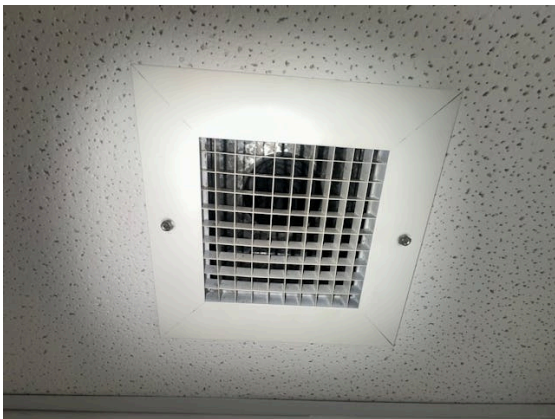


AHU / SQC	Toilet system /	Building	Main Building
Level	0	Location	Men's toilets 2
Item	Extract Grille	Type	Extract
Cleaned?	Yes	Results	<i>Not Applicable</i>

Pre-Clean Photos



Post-Clean Photos

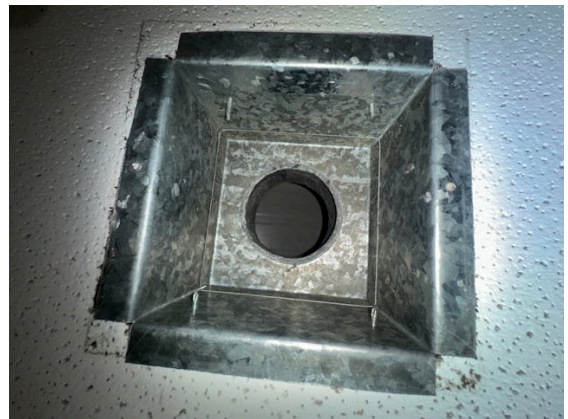


AHU / SQC	Toilet system / Low	Building	Main Building	
Level	0	Location	W/C baby changing room	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos



Post-Clean Photos



AHU / SQC	Toilet system / Low	Building	Main Building	
Level	1	Location	Cleaning cupboard	
Item	Extract / recirc ductwork	Type	Extract	
Cleaned?	Yes	Results	Visual	Fail
Notes	Access panel required to gain full access			
Pre-Clean Photos				
		No Photo		
Post-Clean Photos				
		No Photo		

AHU / SQC	Toilet system /	Building	Main Building	
Level	1	Location	Disabled toilets	
Item	Extract / recirc ductwork	Type	Extract	
Cleaned?	Yes	Results	Visual	Fail
Notes	Access panel required to gain full access			

Pre-Clean Photos



No Photo

Post-Clean Photos



No Photo

AHU / SQC	Toilet system / Low	Building	Main Building	
Level	1	Location	Disabled toilets 2	
Item	Extract / recirc ductwork	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass

Pre-Clean Photos



No Photo

Post-Clean Photos



No Photo

AHU / SQC	Toilet system / Low	Building	Main Building	
Level	1	Location	Female toilets 1	
Item	Extract / recirc ductwork	Type	Extract	
Cleaned?	Yes	Results	Visual	Fail
Notes	Access panel required to gain full access			

Pre-Clean Photos



No Photo

Post-Clean Photos



No Photo

AHU / SQC	Toilet system / Low	Building	Main Building	
Level	1	Location	Female toilets 2	
Item	Extract / recirc ductwork	Type	Extract	
Cleaned?	Yes	Results	Visual	Fail
Notes	Access panel require to gain full access			

Pre-Clean Photos



No Photo

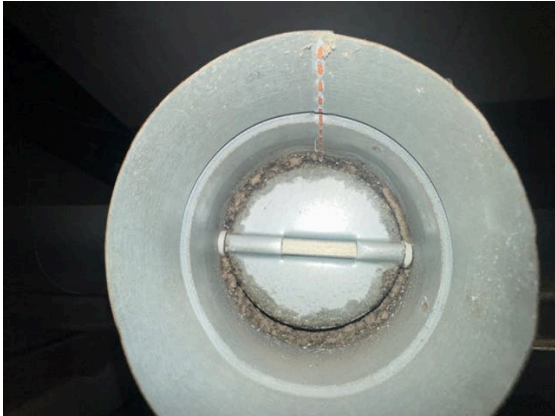
Post-Clean Photos



No Photo

AHU / SQC	Toilet system / Low	Building	Main Building	
Level	1	Location	Men's toilets 1	
Item	Extract / recirc ductwork	Type	Extract	
Cleaned?	Yes	Results	Visual	Fail
Notes	Access panel required to gain full access			

Pre-Clean Photos



No Photo

Post-Clean Photos



No Photo

AHU / SQC	Toilet system / Low	Building	Main Building	
Level	1	Location	Men's toilets 2	
Item	Extract / recirc ductwork	Type	Extract	
Cleaned?	Yes	Results	Visual	Fail
Notes	Access panel required to gain full access			

Pre-Clean Photos



No Photo

Post-Clean Photos



No Photo

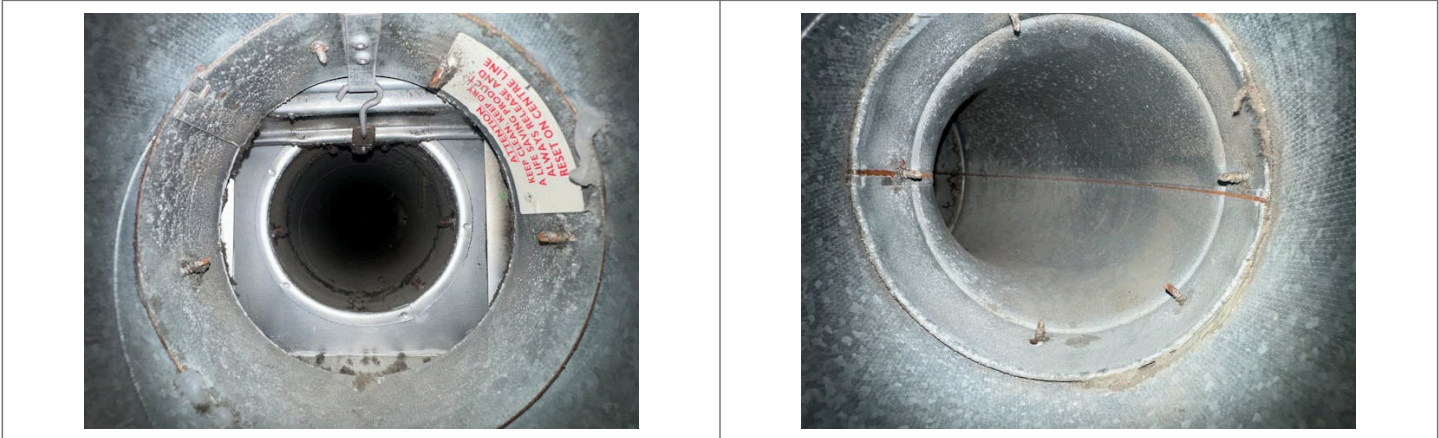
AHU / SQC	Toilet system / Low	Building	Main Building	
Level	1	Location	Plant room	
Item	Extract / recirc ductwork	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass
Notes	Access panel required to gain full access			
Pre-Clean Photos				
		No Photo		
Post-Clean Photos				
		No Photo		

AHU / SQC	Toilet system / Low	Building	Main Building	
Level	1	Location	Plant room	
Item	Extract / recirc ductwork	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass
Notes	Access panel required to gain full access			

Pre-Clean Photos



Post-Clean Photos



AHU / SQC	Toilet system / Low	Building	Main Building	
Level	1	Location	Plant room	
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass
Notes	Access panel required to gain full access			

Pre-Clean Photos



Post-Clean Photos



AHU / SQC	Toilet system / Low	Building	Main Building	
Level	1	Location	W/C baby changing room	
Item	Extract / recirc ductwork	Type	Extract	
Cleaned?	Yes	Results	Visual	Fail
Notes	Access panel required to gain full access			

Pre-Clean Photos



No Photo

Post-Clean Photos



No Photo

AHU / SQC	Toilet system / Low	Building	Main Building	
Level	External	Location		
Item	Extract Grille	Type	Extract	
Cleaned?	Yes	Results	Visual	Pass
Pre-Clean Photos				
		No Photo		
Post-Clean Photos				
		No Photo		



Apex Specialist Cleaning Ltd
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Certificate

of

Vent Hygiene Cleanliness

for

Llanharan Community Council

Bryncae Community Centre, 2 Chapel Rd, Llanharan, Pontyclun CF72 9QA

This is to certify the internal surfaces of the ventilation system have been cleaned, based on the requirements of the TR/19 specification.

Issued On: **28 Jul 2026**

Expires On: **28 Jul 2027**

Thomas Cockram

T Cockram

on behalf of Apex Specialist Cleaning Ltd

Appendices

System Quality Classes

SQC	Typical Examples
Low	Rooms with only intermittent occupancy, eg storage rooms
Medium	Offices, hotels, restaurants, schools, theatres, residential homes, shopping areas, exhibition buildings, sport buildings, general areas in hospitals and general working areas in industries
High	Laboratories, treatment areas in hospitals, high quality offices

Recommended Inspection Intervals

Recommended inspection intervals according to cleanliness quality class, in months

SQC	AHU	Filters *	Humidifiers	Ducts	Terminals
Low	24	12	12	48	48
Medium	12	12	6	24	24
High	12	6	6	12	12

Air handling units equipped with humidification or adiabatic cooling systems, or located in mild wet weather conditions should be assessed at least twice a year whatever the use of the building.

** Filters should be inspected and maintained according to the manufacturer's recommendations, with these intervals as the minimum ones.*

Test Methods

Method		Notes
Preferred Vacuum Test	PVT	Gravimetric & Quantitative test method of weighing dust deposits.
Deposit Thickness Test	DTT	Reliable Quantitative method for measuring deposit thicknesses using Electronic dry film thickness meters.
Wet Film Thickness Test	WFTT	Less accurate than DTT and used to measure the thickness of wet or large levels of deposits.
Microbiological Hygiene (MH)	MH	Qualitative surface testing of ductwork surfaces for Total Viable Bacteria and Yeasts & Moulds benchmarked against manufacturers guidelines.
Visual		Visual assessment of structural and hygienic conditions used when there is no access to carry out Quantitative or Qualitative testing.

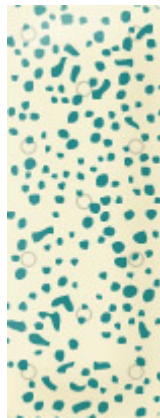
Method	Notes
No Assessment	For illustration purposes only. Used to show physical condition of a system component or to highlight best practices.

Acceptable Cleanliness Levels

		System Quality Class					
		Low		Medium		High	
		PVT	DTT	PVT	DTT	PVT	DTT
System Type	Supply	4.5 g/m²	90 µm	3 g/m²	60 µm	0.6 g/m²	12 µm
	Recirculation	6 g/m²	120 µm	4.5 g/m²	90 µm	3 g/m²	60 µm
	Secondary	6 g/m²	120 µm	4.5 g/m²	90 µm	3 g/m²	60 µm
	Extract	9 g/m²	180 µm	9 g/m²	180 µm	9 g/m²	180 µm

Microbiological Hygiene

Mould		
		
Slight	Moderate	Heavy

Bacteria				
				
Very Slight	Slight	Moderate	Heavy	Very Heavy