LLANHARAN COMMUNITY COUNCIL

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

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

Members Present:

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

Apologies: Cllr Andrea James

Absent: Cllrs Geraint Hopkins and Barry Stephens

Clerk: Leigh Smith

Assistant Clerk: Rebecca Jenkins

0 Members of the Public

2026/281 Welcome and Apologies

The Chair welcomed all attendees to the meeting.

RESOLVED

To accept Cllr James' reason for absence proffered with her apologies.

2026/282 Disclosures of Personal and/or Prejudicial Interests

Cllr Chris Parker declared a personal interest in agenda item 12 (minute ref 2026/292) being a volunteer at the Pantry.

Cllr Janine Turner declared a personal interest in agenda item 12 (minute ref 2026/292) being a volunteer at the Pantry.

2026/283 Public Speaking

None

2026/284 Minutes of Ordinary Council Meeting held on 17th September 2026

RESOLVED

To approve the minutes of the ordinary council meeting held on 17th September 2026 as a true and accurate record.

2026/285 Minutes of Extraordinary Council Meeting held on 29th September 2026

RESOLVED

To approve the minutes of the extraordinary council meeting held on 29th September 2026 as a true and accurate record.

Cllr Evans joined the meeting.

2026/286 Current casual vacancies of the Council

Noted

2026/287 Community Council Action Plan

Noted

2026/288 Correspondence

Noted.

2026/289 Community Crime Statistics

Noted.

2026/290 Council Expenditure for September 2026

RESOLVED

To approve expenditure for September 2026 as shown in payment schedule 'Appendix 6' presented to the meeting**.**

2026/291 Year-To-Date Spend vs Budget

Noted

2026/292 Pantry Finances Report for July, August and September

Noted

2026/293 Bryncae Community Centre Finance Report

Noted

2026/294 Resolutions and recommendations of the Bryncae Community Centre Committee meeting held on 1st October

NOTED

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

Deferred pending review of relevant documentation by the Audit Committee.

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.

2026/295 Resolutions and recommendations of the Audit Committee meeting held on 8th October,

a) RESOLVED

A2026/056 Cashbook – quarter 2, 2026/27
To approve the cashbook for quarter 2 of the financial year 2026/27 as presented in Appendix 2.

b) RESOLVED
A2026/057 Bank reconciliations – quarter 2, 2026/27
To approve the bank reconciliations for quarter 2 of the financial year 2026/27 as presented in Appendix 3.

c) RESOLVED
A2026/058 Public Sector Deposit Fund transfers – quarters 1 and 2, 2026/27
To approve the Public Sector Deposit Fund transfers made during quarters 1 and 2 of the financial year 2026/27 as presented in Appendix 4.

d) NOTED
A2026/059 Financial Regulations
To defer consideration of the reviewed Financial Regulations, based on the One Voice Wales Model Financial Regulations 2025, to the next meeting.

e) RESOLVED
A2026/060 PS Tax – specialist VAT consultancy advice
To approve the quotation from PS Tax for specialist VAT consultancy advice at an estimated cost of between £1,650 and £2,475 plus VAT, noting that the requirement to obtain three estimates does not apply under Financial Regulation 11.3 a(ii) as the work constitutes specialist professional advice. Authorising the officers to spend up to £2,475 for this purpose.

f) NOTED
A2026/063 Advance grant funding applications from community groups
Following discussion, members requested further details before determining whether to introduce a process for community groups to apply for funding in advance for the following financial year, including a possible trial with LCDP.
To defer the item pending receipt of further information.

g) RESOLVED
A2026/064 Llanharan & Bryncae Brass grant application
To approve grant funding of £1,560 to Llanharan & Bryncae Brass, following the deduction of the Musical Director's expenses from the original application, that element of the application being no longer required for the competition being held in October.

2026/297 Consideration of a proposed advance grant application process

a) RESOLVED

To introduce an annual advance grant application process as outlined in Appendix 12 presented to the Council for general grant applications of £10,000 or above, for which the Council makes specific and separate budgetary provision, subject to the following amendments:

i. The deadline for advance applications be set to a date at the end of November (The date subject to the discretion of the RFO).

ii. The application to be formally considered by the council only after the budget and the resulting precept for the forthcoming financial year has been resolved.

iii. That approved grants would be scheduled for payment on or around 1st April, subject to written confirmation being received during March from the recipient organisation that no material changes from their original application have occurred since approval, and with the Council retaining the right to withhold payment and reconsider the grant should a material change be identified or other circumstances arise that give the council cause to reconsider the grant.

b) RESOLVED

To pilot the advanced grant application process with Llanharan Community Development Project (LCDP) for the 2027/28 financial year.

2026/298 Resolutions and recommendations of the Trenos-Ewenni Crossing Committee meeting held on 13th October

NOTED

TEC2026/088 Tender pack for the 2-Stage, Design and Build contract, Ewenny Bridge Project, and next steps.

a) RESOLVED

To approve the Tender Pack as presented in Appendix 5 to the meeting, subject to the following, with a narrative of any alterations to be reported to the TEC Committee retrospectively:

Delegation of authority to the Clerk to make minor adjustments to the pack, including in relation to the following matters:

i) The inclusion of Appendix D of the Burroughs documents (the form confirming the Contractor's Offer).

ii) Clarification that secondary stakeholder consultation is limited to technical and statutory advice only and not to discretionary design decisions.

iii) Explicit clarification of the prohibition of concrete/metalled surfacing as well as bituminous materials for paths.

iv) Explicit clarification of contractor responsibility for paying all consent/application fees.

v) Investigate the insertion of stronger wording preserving Council control over non-statutory aesthetic and other decisions.

vi) Fix errors in the procurement timetable, specifically the date conflicts and contradictions.

vii) Add a specific and explicit allowance/item in the activity schedule for the contractor to regularly report back to the Council/Working Group during both the pre-construction and construction phases (Or in the Budget section).

viii) The RFO to review the 28-day payment clause to ensure compliance with the 30-day rules of the Procurement Act 2023.

b) RESOLVED

Subject to resolution TEC2026/088, to authorise the Clerk to proceed with the issuing of the 2 Stage Design and Build tender for the Ewenny Bridge Project tender in line with resolution TEC2026/077.

2026/299 Proposed revisions to the Council's Standing Orders

RESOLVED

To adopt the proposed revisions to the Council's Standing Orders presented to the Council in Appendix 14.

2026/300 Digital Working Group updates and recommendations

A verbal report was provided to the council of the working groups activities.

2026/301 Sustainable Floral Displays Working Group recommendations

a) RESOLVED

With regards to item 17 of the Councils Biodiversity Plan, and following an examination of the contents of the Council's planters and hanging baskets, aiming to achieve the most sustainable, biodiverse, colourful summer display possible; to retain the current floral display in terms of the types of plants and soils.

b) RESOLVED

With regards to item 18 of the council's Biodiversity Plan, the potential use of starch granules to be deferred and examined by the council at a later date.

2026/302 Members' reports

Cllr Mark Steer

Attended the Neighbourhood Policing Street meeting on 15th October at Bryncae Community Centre car park which was reasonably well attended. Issues included antisocial behaviour and discarded nitrous oxide cannisters. There was an incident with horse riders and a car not slowing down and not passing wide on Brynna Road towards Pencoed. The incident was reported to GoSafe Wales with headcam footage. This followed a recent successful PassWide and Slow ride with good cooperation from South Wales Police.

Cllr David Evans

Seeking clarification from RCTCBC regarding provision for safe disposal of discarded nitrous oxide or similar gas canisters.

Cllr Andrew Morgan

At the recent PACT meeting members of the public expressed significant concern and frustration. The event was very well attended.

Llanharan and Bryncae Brass won their category of the recent West Wales Brass Bands Championship.

2026/303 Feedback from External Group Meetings

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

The Council was well represented at the recent meeting with an emphasis on the promotion of partnership between Town and Community Council's and RCTCBC.

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

New officers were installed. A presentation was made by Emma Woolls, South Wales Police and Crime Commissioner. Concern was expressed about attendance on training courses. The cost-of-living project is ongoing.

c) One Voice Wales Larger Councils Committee (Cllr Robert Smith)

Meeting to be held on Wednesday 21st October

d) Dolau Primary School appointed governor (Cllr Andrew Morgan)

Governors' meeting was held on 13th October. Safety walking to and from school was discussed.

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

No report, Cllr Hopkins being absent.

f) Brynnau Primary School appointed governor (Cllrs Rhys Jenkins)

Meeting next month

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

The Mountain Hare Wildflower Area has been cut and raked by staff and volunteers.
Bracken cutting is underway at the Ewenni Fach Bridge.
A nut hunt is planned for 26th October in Brynna Woods. Brynnau Primary School will kindly assist with publicity.

h) Biodiversity Champion, Local Nature Partnership (LNP) (Cllr Mark Steer)
Attending meetings 4th November in the Vale of Glamorgan and 5th November in Pontypridd. The Bridgend and Vale Bat group carried out a recent bat survey and recording day for SWBREC attended by around 8 volunteers.

i) Llanharan Community Development Project Liaison (Cllr Robert Smith)
BBC1's "One Show" gave positive coverage. Recent meeting was attended by Martin Ryan from Cranfield Trust. The financial position is improved and there is an ambition to move to an April-March financial year.
Congratulations to Dawn Doyle, recently awarded Volunteer of the Year by Keep Wales Tidy.

2026/304 Planning matters
Noted without formal comment.

2026/305 Proposal to employ a temporary worker

RESOLVED

To delegate authority to the Clerk to recruit, appoint and manage a temporary casual Grounds-person to provide support to the Senior Groundsperson and/or short-term holiday or sickness cover, as and when required. The appointment shall be on terms equivalent to the former part-time Grounds-person role, including remuneration at SCP 5.

The Clerk to determine the duties, working arrangements, hours and duration of the engagement according to operational requirements and within the approved staffing budget.

This being an interim measure pending consideration by the HR Committee of the Council's longer-term staffing requirements and the recruitment of a permanent replacement.

2026/306 To exclude the Press and Public by virtue of the Public Bodies (Admission to Meetings) Act 1960

RESOLVED

By virtue of the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public from the following two items of business on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

2026/307 Outcomes of two formal complaints made against the Council.

Noted

2026/308 Next steps regarding future Council premises

RESOLVED

To defer consideration of the matter to a future meeting.

2026/309 Urgent Information & Future Agenda Items

None

There being no further business, the meeting closed at 8.55 pm.

The next ordinary meeting of Full Council will be held on 19th November 2026.

Councillor Rhys Jenkins
Chair of Llanharan Community Council

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 17th September 2026.

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

Members Present:

Councillors: Rhys Jenkins (Chair), David Evans, Andrea James, Andrew Morgan, Chris Parker, Nick Richards, Robert Smith, Mark Steer, Barry Stephens.

Apologies: Cllr Janine Turner.

Absent: Cllrs Geraint Hopkins and Will Thomas.

Clerk: Leigh Smith

Deputy Clerk/RFO: Cathy Kennedy

Assistant Clerk: Rebecca Jenkins

1 Member of the Public

2026/245 Welcome and Apologies

The Chair welcomed all attendees to the meeting and welcomed Cllr Barry Stephens to the Council.

RESOLVED

To accept Cllr Turner's reason for absence proffered with their apologies.

2026/246 A resident's 100th birthday

The Council congratulated Mrs Anne "Nancy" Warren on the occasion of her 100th birthday.

2026/247 Disclosures of Personal and/or Prejudicial Interests

Cllr Chris Parker declared a personal interest in agenda item 13 (minute ref 2026/255) being a volunteer at the Pantry.

Cllr Barry Stephens declared a personal interest in agenda item 16 (minute ref 2026/259) being a County Borough Councillor, and in agenda item 25 (minute ref 2026/269).

2026/248 Public Speaking

None

2026/249 Minutes of Ordinary Meeting of the Council held on 16th July 2026

RESOLVED

To approve the minutes of the ordinary council meeting held on 16th July 2026 as a true and accurate record.

2026/250 Minutes of Community Engagement Committee meeting held on 7th May 2026

RESOLVED

To approve the minutes of the Community Engagement Committee meeting held on 7th May 2026, being the last meeting of that committee prior to its dissolution, as a true and accurate record.

2026/251 Current casual vacancies of the Council

Noted

2026/252 Community Council Action Plan

Noted

2026/253 Correspondence

Noted.

2026/254 Community Crime Statistics

Noted.

2026/255 Council Expenditure for July and August 2026

RESOLVED

To approve expenditure for July and August 2026 as shown in payment schedule 'Appendix 5' presented to the meeting**.**

2026/256 Year-To-Date Spend vs Budget

Noted

2026/257 Pantry Finances Report

Deferred to a future meeting of the Council.

2026/258 Bryncae Community Centre Finance Report

Noted

2026/259 Resolutions and recommendations of the Bryncae Community Centre Committee meeting held on 23rd July.

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

a) RESOLVED

To authorise the Clerk to write to RCTCBC in the terms set out in Appendix 6 presented 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) RESOLVED

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

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.

d) RESOLVED

That the Council suspends Financial Regulation11.3e)iii in relation to 2026/259c) 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.

2026/260 Resolutions and recommendations of the Trenos-Ewenni Crossing Committee meeting held on 30th July.

NOTED

TEC2026/063 To note 'decisions made tracker' and 'decisions required log' and to consider the decisions required

RESOLVED

To create a task and finish Working Group reporting to the TEC Committee comprising the following members: Cllrs Chris Parker (Chair), Robert Smith, Mark Steer, being the members of the former Trenos Crossing Working Group prior to its dissolution. The Working Group to work with the Clerk and Burroughs in order to examine the following questions in relation to the upcoming tender process and to produce proposed documents for the next meeting of the Committee.

1. To review the scoping documents produced taking into account the feedback provided by the Clerk.

2. To examine potential tender scoring criteria including weightings and quality to be included in the tender.

3. To examine qualifying questions for tendering contractors to be included in the tender.

4. To examine the most appropriate method of processing the tender.

An open process. Inviting specific contractors to tender. Inviting expressions of interest from contractors and selecting from that list or some other methodology allowed for in the Council's Financial Regulations and in line with the Procurement Act.

2026/261 Resolutions and recommendations of the Trenos-Ewenni Crossing Committee meeting held on 8th September

TEC2026/077 To receive reports from the task and finish working group established to examine options relating to the tendering of the work and any recommendations submitted in writing to the Clerk in advance.

a) RESOLVED

For the method of issuing the tender to be:

1 – The Clerk to issue a Prior Information Notice (PIN) on Sell2Wales public procurement portal to run for 4 weeks. PIN to be issued as soon as resolved by the committee (Under previously delegated authority).

This is a simple one-page summary of the project intended to give prior notice to contractors who may be interested. (Companies already consulted by Burroughs will be notified).

2 – Only those (and all of those) who have expressed an interest via the Sell2Wales portal will be invited to submit a tender. Tender to be issued by the Clerk only once the full tender pack has been approved by the committee and to run for a period of 4 weeks.

3 – All tenders to be opened as per the Council's financial regulations 12.2j. All other aspects of the tendering process shall comply with the Council's Financial Regulations.

4 – Tenders received shall be sent to Burroughs for professional assessment.

5 – An assessment of the Pass/Fail questions shall be assessed first. Those failing this section shall be set aside.

6 – An assessment of the Quality questions shall be undertaken by Burroughs.

7 – An assessment of the Price shall be undertaken by Burroughs.

8 – The scoring Matrix shall be populated and the weightings applied.

9 – Burroughs will present a document to the TEC Committee outlining all of the scores and make a recommendation for award of the tender. The committee will make a decision and a contract awarded.

b) RESOLVED

To suspend Financial Regulation 12 in relation to TEC2026/077 a), the tender process described being a slight deviation from Regulation 12.

c) NOTED

TEC2026/078 To note the Prior Information Notice (PIN) and to approve its posting on Sell2Wales.

RESOLVED

To approve the posting of the PIN on the Sell2Wales website. Responses to be directed to Burroughs.

2026/262 Suspension of Standing Order 6.4 in relation to the TEC Committee

RESOLVED

To suspend Standing Order 6.4 in relation to the TEC Committee to allow the Committee to consider and respond to any non-technical questions raised by those tendering prior to the deadline, without receiving written consent from two thirds of all council members in order to hold an emergency committee meeting.

2026/263 Resolutions and recommendations of the CIL Committee meeting held on 1st September.

CIL2026/029 Progress of project LCC23/02 "Improvements to Bryncae Community Centre" including the provisional receipt of a grant from Grantscape and the financial implications for the project and to consider approving a fee payment of £600 to RCTCBC.

a) RESOLVED

RCT having levied an admin fee for the necessary licences for major works to the community centre, to approve a fee payment of £600 to RCTCBC.

CIL2026/030 Progress of the project LCC19/07 Memorial Garden/Garage, to consider approving the final design and payment of a mandatory £1,008 inspection fee to RCTCBC SUDS department.

b) RESOLVED

To authorise the officers to spend £1,008 against project LCC19/07 Memorial Garden/Garage for mandatory 'SUDS Inspection fees' to RCTCBC.

c) RESOLVED

To approve the final design of the Memorial Garden as presented in Appendix 4 to the CIL Committee, delegating any permissible minor alterations to the Clerk working in conjunction with the Memorial Garden Centerpiece Working Group.

CIL206/031 Update on the progress of the LCC25/09 Oakbrook Skatepark Project and to consider a tender pack and subsequent actions to bring the project to fruition.

d) RESOLVED

To defer the motion to consider the tender pack (presented in Appendix 5a to the CIL Committee) to a future meeting of the council..

2026/264 Quotations provided and the quote selected by LRGT relating to LCC26/03 Resurfacing of Carpark, included with the consent of the Chair of CIL.

Deferred to a future meeting of the Council.

2026/265 Resolutions and recommendations of the ORA Committee meeting held on 3rd September.

ORA2026/048 LCC Biodiversity Action Plan

a) RESOLVED

To form a Sustainable Floral Displays Working Group.

Membership to comprise Cllrs Chris Parker, Rob Smith and Mark Steer.

Chair: Cllr Rob Smith.

Terms of reference: Reporting to Full Council on 15th October 2026, to work with Council staff to propose an updated selection of plants and materials for the Council's floral displays in line with items 17 and 18 of the Council's Biodiversity Action Plan:

17: To examine the contents of the Council's planters and hanging baskets ready for summer 2027, aiming to achieve the most sustainable, biodiverse, colourful summer display possible; to examine the types of soils used to retain as much water as possible;

18: To examine the potential use of starch granules to help retain water.

ORA2026/051 Proposal to plant native trees on Bridgend Road

b) RESOLVED

To approve the planting of up to eight trees, allocating the spend of up to £500 for the purpose.

ORA2026/053 Asbestos survey and quotation for removal

c) RESOLVED

i) to authorise the Officers to arrange the removal of the loose and damaged items by a suitably qualified contractor as soon as possible, allocating up to £4545 from General Reserves for the purpose;

ii) to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health;

iii) to create a register of items remaining, and to notify current and future tenants;

iv) where tenant did not grant access, to renew efforts to arrange survey;

v) to update the tenancy agreement as outlined in Appendix 7 presented to the Committee; appropriately amended.

d) NOTED

ORA2026/056 Consideration of eviction of two plot holders

RESOLVED

a) to authorise the Officers to issue one month's notice of eviction to the tenant of Bridgend Road plot 35, together with details of and subject to the Council's appeal process.

b) to suspend the eviction order on Bridgend Road plot 32, to put in place an action plan for the ongoing improvement of the plot, to be reviewed shortly before the next meeting of the Committee; and to accept the tenant's voluntary surrender of plot 33, acknowledging that the nearest greenhouse will be deemed to fall within the boundary of plot 32

2026/266 To consider any appeal against an eviction issued by the ORA Committee, lodged in accordance with the Council's published appeals procedure.

No appeal received.

2026/267 An approach to any remaining non-urgent, intact asbestos material on allotment plots. Included with the permission of the Chair of the ORA committee

RESOLVED
To authorise the officers to engage a qualified contractor for the immediate safe and lawful removal and disposal of all materials as soon as possible and to spend up to £3,200 including a 10% contingency and to suspend Financial Regulation 11.3.e) ii on the basis of the risk to public health;

2026/268 Resolutions and recommendations of the Events Committee meeting held on 16th September.

a) NOTED
EV2026/049 Further arrangements and quotations for the 2026 Fireworks display
a) RESOLVED
To accept the quotations from Rocket Security, Rycon, Sunbelt, and St John's Ambulance for the 2026 fireworks event.

b) RESOLVED
EV2026/049 Further arrangements and quotations for the 2026 Fireworks display
b) RECOMENDED
To suspend Financial Regulation 11.3e)ii) and11.3e)iii respectively in relation to the quotations provided for the fireworks event from Rocket Security, Rycon, Sunbelt, and St John's Ambulance, the reason being that all of these vendors have been used at the event previously and have good knowledge of our specific requirements, previous quotation exercises have proved them to be competitive in terms of price and in the case of Rocket Security, Sunbelt and St John's Ambulance provide specialist and well-established expertise and equipment

c) NOTED
EV2026/049 Further arrangements and quotations for the 2026 Fireworks display
c) RESOLVED
To delegate the spend of any funds remaining in the budget for the fireworks event to the officers.

d) NOTED

EV2026/049 Further arrangements and quotations for the 2026 Fireworks display
d) RESOLVED
To delegate all other aspects of the fireworks event to officers working in conjunction with interested members.

e) NOTED
EV2026/051 Proposed Community Market on 27th September and ongoing markets at Bryncae Community Centre
RESOLVED
To authorise the officers to make all necessary arrangements for a market in Bryncae Community Centre on 27th September with no pitch fees and to provide a regular market going forward if considered viable.

f) NOTED
EV2026/052 Proposed allocation of the Community Functions budget
a) RESOLVED
To adopt the proposed allocations of the Community Functions budget as set out in Appendix 7 presented to the Committee, and to delegate authority to spend to the Officers.

fi) NOTED
EV2026/052 Proposed allocation of the Community Functions budget
b) RESOLVED
To submit proposed figures for the 2027/28 Events budget as set out in Appendix 7 to the Audit Committee for consideration for inclusion in the 2027/28 budget proposal.

g) NOTED
EV2026/053 Update on arrangements for the Panto at Bryncae Community Centre on 21st November 2026
a) RESOLVED
To authorise the Officers to make all further arrangements for the panto and delegate spend of any remaining budget to the officers in conjunction with interested members.

h) NOTED
EV2026/053 Update on arrangements for the Panto at Bryncae Community Centre on 21st November 2026
b) RESOLVED
To provide tea/coffee/squash (food hygiene certificate holder must be present) and to sell soft drinks and confectionery at the panto subject to confirmation of the appropriate legal power. Arrangements to be delegated to the officers.

2026/269 Membership of Committees
RESOLVED
To add Cllr Barry Stephens to the TEC Committee, CIL Committee and Audit Committee.

2026/270 Quotations for the renewal of the electricity supply contract for street lighting at Jeffs Lane

RESOLVED

To accept the proposed contract term of 36 months and to delegate authority to the RFO to arrange the contract on the basis of the cheapest price, details of the contract to be reported to Council at the next meeting.

2026/271 Quotations for the renewal of the telephone and broadband supply contract for the Council office on Chapel Road

RESOLVED

To accept the quotation presented to the Council as Appendix 18, being a 36 month contract to the value of £3,346.20 arranged by the broker, Cardinal Energy.

2026/272 Digital Working Group updates and recommendations

No report.

2026/273 Members' reports

Cllr Mark Steer

The annual "Pass wide and slow" equestrian event took place on Sunday 13th September and was well supported.

Cllr David Evans

Complaints having been received about speeding vehicles on Brynna Road at Oakbrook, a speed survey was conducted by RCT. The 7-day average speed was 28mph and the 85th percentile speed was 34mph. RCT will seek support from SW Police for further monitoring and will add the area to the programme of future works when resources permit.

Cllr Andrew Morgan

Thanks to JD Windows and Exteriors for cleaning Bryncae Community Centre and offering to do so on an annual basis.

The recent Cinema Evening at the Welfare Ground arranged by LRGT was well received.

2026/274 Feedback from External Group Meetings

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

The inaugural meeting is to be held in early October 2026.

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

To meet next week.

c) One Voice Wales Larger Councils Committee (Cllr Robert Smith)

To meet in November.

d) Dolau Primary School appointed governor (Cllr Andrew Morgan)

No meeting.

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

No report - Member absent

f) Brynnau Primary School appointed governor (Cllrs Rhys Jenkins)

No meeting.

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

Ash trees along PRoW continue to be affected by ash dieback, necessitating removal.

A nature walk is to be arranged by the Wildlife Trust in October half term.

h) Biodiversity Champion, Local Nature Partnership (LNP) (Cllr Mark Steer)
LNP meeting held in August. A bat survey and a "mini bio blitz" on a local landowner's property have been arranged.

i) Llanharan Community Development Project Liaison (Cllr Robert Smith)
Meeting to be held next week. The garden is to feature on the BBC's One Show on 28th September.

2026/275 Planning matters
Noted without formal comment.

2026/276 RCT Community Resilience grant

RESOLVED

To authorise the officers to apply for the Community Resilience Grant of £750, accepting the terms of the grant.

2026/277 Draft Lone Working policy

RESOLVED

To adopt the draft Lone Working policy presented to the Council as Appendix 22.

2026/278 Draft updated Complaints policy

RESOLVED

To adopt the draft updated Complaints policy presented to the Council as Appendix 23.

2026/279 Draft Local Resolution Process

RESOLVED

To adopt the draft local resolution process presented to the Council as Appendix 24.

2026/280 Urgent Information & Future Agenda Items

None

There being no further business, the meeting closed at 8.25 pm.

The next ordinary meeting of Full Council will be held on 15th October 2026.

Councillor Rhys Jenkins
Chair of Llanharan Community Council

LLANHARAN COMMUNITY COUNCIL

Minutes of the extraordinary Council meeting held on a remote basis (by remote attendance) 7pm on Tuesday 29th September 2026

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

Members Present:
Councillors; Rhys Jenkins (Chair), Chris Parker, Robert Smith, Janine Turner, Nick Richards, Andrea James, Andrew Morgan.

Apologies; None.

Absent; Cllrs Geraint Hopkins, Will Thomas, David Evans, Mark Steer, Barry Stephens.

Clerk to the Council: Leigh Smith

2026/281 Welcome and Apologies
The Chair welcomed everyone to the meeting.

2026/282 Disclosures of Personal and/or Prejudicial Interests
None.

2026/283 Public Speaking
None.

Cllr Andrew Morgan joined the meeting.

2026/284 To consider updated quotations and the quote selected by LRGT and total funding relating to 'LCC26/03 LRGT - Resurfacing of Carpark'.

RESOLVED
To increase the funding for the project to from £75,000 to £99,468 reducing the contingency from £51,280 to £26,812 based on LRGT's proposal to award the work to Jordans Surfacing in line with the quotations and accompanying narrative provided, payable to LRGT on the receipt of appropriate invoices.

2026/285 To consider the recommendation of the CIL Committee meeting regarding LCC25/09 Oakbrook Skatepark (CIL206/031) held on 17th September 2026 and a submitted amended tender pack and other actions to bring the project to fruition.

RESOLVED
To approve the amended tender document provided in Appendix 2b. Retaining the principles of the document and the overall scoring criteria set out in 4.3 of the document, but delegating authority to the Clerk to make such amendments to the Sub Criteria, assessment mechanism and other minor elements of the document as they might see fit, ensuring that the initial consultation already completed is provided as part of the pack, with a second consultation carried out by the successful bidder on their initial design.

2026/286 To consider amendments to the Council's Complaints policy.

RESOLVED
To approve the updated Complaints policy as provided in Appendix 3.

2026/287 To note the resignation of a member of staff and to consider a process to recruit a replacement on the same or similar terms.

RESOLVED
To note the resignation of the Grounds-person and to delegate authority to the HR Committee to recruit and appoint a replacement on the same Terms and Conditions or to vary the total hours of hours of work, not exceeding 16 hours per week, and the details of when those hours are to be worked.

2026/288 Urgent Information & Suggestions for future Agenda Items
None

There being no further business, the meeting closed at 7.35pm.

Councillor Rhys Jenkins
Chair of Llanharan Community Council

Llanharan Community Council - Master Action Plan

Action no	Date added	Category	From	Action	Notes	Status2
2022/098	20/05/2022	Full Council	Full Council	To be alltered - 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.		
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. LRGT solicitor stated they do not hold deeds. June 26. awaiting progress from LRGT.	
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. -V3.1 DRAFT produced. Oct 26	
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. -V3.1 DRAFT produced. Oct 26	
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. -V3.1 DRAFT produced. Oct 26	
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 outstading in this action plan) -V3.1 DRAFT produced. Oct 26	
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	
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 emailled SWP to confirm 100% funding required 11.6.26. Verbally told full funding would be required.	
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 contacted RCT via General enquiries form 11.6.26. No response received so contacted the appropriate RCT officer 14.8.26 to request information.	

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 who have indicated a willingness to sell/lease. LS emailled members June 26 asking for further candidate sites. Will progress in September 26 to allow this process to take its course.	
2026/089	20/03/2026	Full Council	Full Council	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.	Contractor notified - 26/3/26 Agree list of RA to be covered with staff. Arrange dates for commencement. LS chased commencement 11.6.26 Draft assessmentds provided for checking Sept 26	
2026/117	17/04/2026	Full Council	Full Council	2026/117 Written motion regarding the potential submission of a grant application to an external funder in relation to CIL Project LCC25/09 Skateparks RESOLVED To authorise the officers to apply for a grant from the smaller Mynydd Wind Farm Grant fund to cover the excess cost between the funding already allocated (£200k) and the actual cost once established by the selection of a tender to carry out the work to a maximum of £6000.00 and any shortfall beyond that to be made up from CIL funds and or general reserves.	Councillors approached and agreed in writing. Awaiting tender results and decision before pursuing.	
AM2026/007b)	13/05/2026	Annual Meeting	Annual Meeting	AM2026/007 Civic Allowances for the municipal year 2026/27 b) RESOLVED To pay the members' Extra Costs Payment of £156 a year to all members except to those who formally write to the Clerk indicating that they do not wish to receive the allowance. This payment will not be subject to PAYE tax for those who return the 'working from home tax allowance declaration' to the RFO prior to payment.	Make payments to members (Who have not written to waive the payment formally). - Confirm bank details. Note: Direct payment ONLY to be made if the member has returned their signed HMRC declaration letter (That needs to be issued to them). Others to be made via PAYE.	Completed
AM2026/007c)	13/05/2026	Annual Meeting	Annual Meeting	AM2026/007 Civic Allowances for the municipal year 2026/27 c) RESOLVED To pay the Mandatory Senior Role Payment of £500 to the Deputy Chair of the Council.	Make payments (Direct) to the relevant member (Unless they have written to waive the pament). - Confirm bank details.	Completed
AM2026/007d)	13/05/2026	Annual Meeting	Annual Meeting	AM2026/007 Civic Allowances for the municipal year 2026/27 d) RESOLVED To pay an optional Chair's allowance of £1500 to the Chair of the Council.	Make payments (Direct) to the relevant member (Unless they have written to waive the pament). - Confirm bank details.	Completed
AM2026/007k)	13/05/2026	Annual Meeting	Annual Meeting	AM2026/007 Civic Allowances for the municipal year 2026/27 k) RESOLVED To pay members £52 a year for the cost of office consumables required to carry out their role, payments to be made at the start of the municipal year.	Make payments (Confirm bank details)	Completed
AM2026/012	13/05/2026	Annual Meeting	Annual Meeting	AM2026/012 To review banking mandate signatories and PSDF directors RESOLVED To appoint the following as authority and signatories: Barclays bank main contact of authority (Primary user): Cllr Rhys Jenkins. Banking mandate for cheques and direct debits: The Clerk, the RFO, the Assistant Clerk, Cllr David Evans, Cllr Rhys Jenkins, Cllr Chris Parker. Online banking (and authorisations): The Clerk, the RFO, the Assistant Clerk, Cllr David Evans, Cllr Rhys Jenkins, Cllr Chris Parker. Barclaycard main contact of authority: The RFO. Public Sector Deposit Fund directors: Cllrs Rhys Jenkins, Chris Parker, Andrew Morgan	Alll actions comlete except the addition of the assistant clerk and RFO, letter recevied from bank to say in progress.	Completed
AM2026/018	13/05/2026	Annual Meeting	Annual Meeting	AM2026/018 Standing Orders RESOLVED To defer consideration of the Council's Standing Orders including re-adoption of the Local Authorities (Model Code of Conduct) (Wales) Order 2008.	Bring to future meeting along with FR aligned to 2025 model FR. Planned for June 26 (Note separate agenda item to adopt revisions to the COC).	Completed
AM2026/019	13/05/2026	Annual Meeting	Annual Meeting	AM2026/019 Civility and Respect Pledge RESOLVED To adopt and sign the One Voice Wales Civility and Respect Pledge subject to the Council approving an appropriate Dignity at Work Policy at a future meeting	LS and RJ to sign and inform OVW. Bring dignity at work policy to future meeting of the council. Dignity at work policy to be considered by council June 26.	Completed
AM2026/020	13/05/2026	Annual Meeting	Annual Meeting	AM2026/020 Financial Regulations RESOLVED To defer consideration of the Council's Financial Regulations to allow consideration of the new model document provided by One Voice Wales.	Bring to future meeting along with SO	Completed
AM2026/021	13/05/2026	Annual Meeting	Annual Meeting	AM2026/021 Annual Report RESOLVED To defer consideration of the Annual report to a future meeting.	Bring to future meeting once finances added. On agenda for June 26	Completed

AM2026/023a)	13/05/2026	Annual Meeting	Annual Meeting	AM2026/023 Action plan for the coming municipal year incorporating the Biodiversity plan a) RESOLVED To defer consideration of the Action plan to a future meeting.	Bring to future meeting. Note Biodiversity plan is now separate. On agenda for June 26	Completed
2026/222	17/07/2026	Full Council	Full Council	2026/222 Year-To-Date Spend vs Budget RESOLVED a) To receive and note the Quarter 1 Budget Monitoring Report. b) To agree that budget monitoring reports, with budget variances highlighted, be presented to Full Council on a monthly basis. c) To approve that the current overspends identified within the Quarter 1 Budget Monitoring Report, namely HMRC Interest Charges, Council Tax, Subscriptions & Memberships, Storage Space Rental, Consumables, Public Clocks, Red Tractor Maintenance and the additional £5,936.44 paid to Llanharan Community Development Project (LCDP) above the approved annual budget, be funded from General Reserves. d) To request officers to review the Bryncae Community Centre budget allocations recorded within Rialtas against the approved 2026/27 budget and report back with recommendations for any amendments required to ensure the approved budget is accurately reflected within the accounting system.	Review the Bryncae Community Centre budget allocations recorded within Rialtas against the approved 2026/27 budget and report back with recommendations for any amendments required to ensure the approved budget is accurately reflected within the accounting system.	In progress
2026/232	17/07/2026	Full Council	Full Council	2026/232 A proposal for the provision of wall-mounted flagpoles and flags. RESOLVED To purchase and manufacture 50 wall-mounted flagpoles and purchase 25 Union flags, 25 Dewi Sant flags, 50 Wales flags and 25 Owain Glyndŵr flags, authorising officers to spend up to £900 from General Reserves.	Add these to the Christmas lights/hanging basket spreadsheet so the precise locations and the schedule are clear Check compliance with FR Arrange for purchase/manufacture.	
2026/233	17/07/2026	Full Council	Full Council	2026/233 A proposal for the provision of flagpoles at the Dram memorial. RESOLVED To apply for the relevant permissions; once obtained, to purchase and install three glassfibre flagpoles from Flags.co.uk and three 5'x3' flags, authorising officers to spend up to £3,600 including a 10% contingency; and to draw up an appropriate design for the Council flag, with funds drawn from General Reserves.	Design Community Council flag. Planning application and advertising consent application made. Quotes obtained.	
2026/269	17/09/2026	Full Council	Full Council	2026/269 Membership of Committees RESOLVED To add Cllr Barry Stephens to the TEC, CIL and Audit Committees.	Update master list - Completed Update sharepoint group. - Completed	Completed
2026/270	17/09/2026	Full Council	Full Council	2026/270 Quotations for the renewal of the electricity supply contract for street lighting at Jeffs Lane RESOLVED To accept the proposed contract term of 36 months and to delegate authority to the RFO to arrange the contract on the basis of the cheapest price, details of the contract to be reported to Council at the next meeting.	Arrange the cheapest 36-month contract and report the details to the next Council meeting.	
2026/271	17/09/2026	Full Council	Full Council	2026/271 Quotations for the renewal of the telephone and broadband supply contract for the Council office on Chapel Road RESOLVED To accept the quotation presented to the Council as Appendix 18, being a 36 month contract to the value of £3,346.20 arranged by the broker, Cardinal Energy	Complete the accepted telephone and broadband contract arrangements.	
2026/276	17/09/2026	Full Council	Full Council	2026/276 RCT Community Resilience grant RESOLVED To authorise the officers to apply for the Community Resilience Grant of £750, accepting the terms of the grant.	Submit the £750 grant application and retain evidence of accepted terms. Confirm receipt of the grant Add to 2027/28 budget with its own line 'Community Resilience' or similar	
2026/277	17/09/2026	Full Council	Full Council	2026/277 Draft Lone Working Policy RESOLVED To adopt the draft Lone Working Policy presented as Appendix 22.	Annotate with minute ref and date. Publish on website Add to sharepoint Issue to staff (and sign)	
2026/278	17/09/2026	Full Council	Full Council	2026/278 Draft updated Complaints policy RESOLVED To adopt the draft updated Complaints policy presented to the Council as Appendix 23	Annotate with minute ref and date. - Completed. Publish on website - Superceded by 2026/286 Add to sharepoint - Superceded by 2026/286 Issue to staff (and sign) - Superceded by 2026/286	Completed

2026/279	17/09/2026	Full Council	Full Council	2026/279 Draft Local Resolution Process RESOLVED To adopt the draft local resolution process presented to the Council as Appendix 24	Annotate with minute ref and date. Publish on website Add to sharepoint Issue to staff (and sign)	
2026/286	29/09/2026	Full Council	Full Council	2026/286 To consider amendments to the Council's Complaints policy. RESOLVED To approve the updated Complaints policy as provided in Appendix 3.	Amend the policy in line with the approved document - Add new footnote details - Done Upload to sharepoint and website - Done Issue to staff - Done	Completed

(1)

[redacted]

23rd Sept

Phor[redacted]

TO Whom it may Concern

we have just had a meeting with Mark. who is on the community Council about the trees I have planted outside my gate backing on to the park.

1) HollyTree which I didn't plant which has been there for a ~~numb~~ number of year's
2) Silver Birch + hazel which the woodland trust gave me. been there for over 3years
4) forsyther, Bayleaf and rubarb Thats been there for aleast 2 year's

(2)

I didn't Know I needed permission as I would of asked So I would appreciate it if you would allow me to Keep them I don't beleive they are in any bodies way So could you please consider my request in your next Meeting in november

Sincerly

[redacted]

Clerk's note: This matter is to be considered by the ORA Committee at a forthcoming meeting.

From:	Leigh Smith. The Clerk. Llanharan Community Council
To:	"Katie Evans"
Cc:	Office; Rebecca Jenkins
Subject:	RE: LCDP Annual Grant Funding
Date:	13 October 2026 13:03:00
Attachments:	image002.png image003.png image004.png

Hi Katie,

No problem,

We'll come back to you after the Council meeting on Thursday evening when we should have more clarity over how the Council wishes to approach things this year.

There is a proposal to potentially implement an early application process this year whereby the application is submitted and considered in late November so there is the opportunity to include any granted funds in our 2027/28 Budget, and what impact this would have on the Council's Tax demand/Precept and general reserves.

Regardless of the outcome of this, I would be happy to facilitate a meeting with interested Councillors.

Note though that this would not be a formal Council meeting but rather an informal meeting of interested councillors, those councillors would be able to give their personal opinions on what level of funding that **they** would personally support subject to any grant application, but could not speak for the council as a whole.

I'll come back to you on Friday.

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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From: Katie Evans <katie@lcdp.org.uk>
Sent: 13 October 2026 12:53
To: Leigh Smith. The Clerk. Llanharan Community Council <clerk@llanharan-cc.gov.wales>
Subject: LCDP Annual Grant Funding

Hi Leigh,

Hope all is well.

During the meeting we had in April with councillors and LCDP trustees, it was suggested that we met around October to review where were at with funding and if we were looking to request addition funds for 2027 that this was discussed prior to the budgets being set and our application being submitted.

Would you be able to discuss this with the councillors to arrange a suitable date convenient to all.

I look forward to hearing from you.

Many Thanks,

Katie

Katie Evans

Operations & Finance Manager

Tel: 01443 229723
Mobile: 07720 662516
Email: katie@lcdp.org.uk
Web: www.lcdp.org.uk



This communication together with any attachments is intented only for the use fo the adressee and may contain confidential infomation. If the reader is not the inttended receptiant please delete the email and contact our support team on 01443 229723 or Enquiries@lcdp.org.uk

Appendix 5

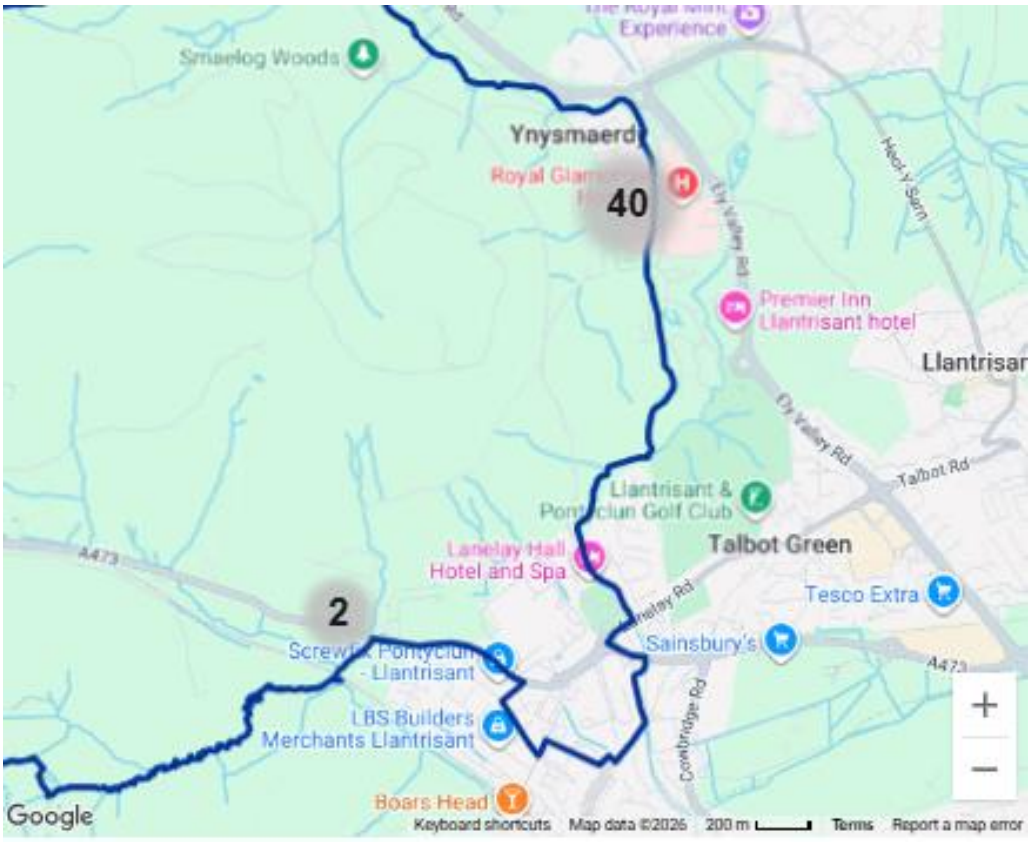
To note community crime statistics published on the publicly available South Wales Police website and other crime information, Note: Stats for August 2026

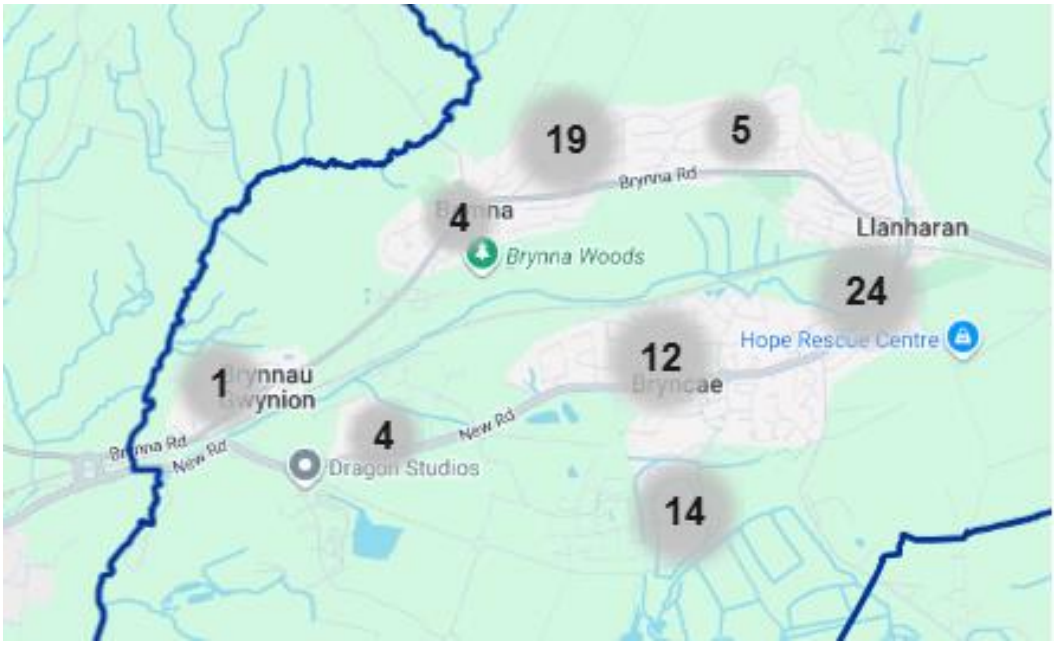
Full stats available at:

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






Smaelog Woods
Ynysmaerdy
40
Premier Inn Llantrisant hotel
Llantrisant
Talbot Rd
Llantrisant & Pontyclun Golf Club
Talbot Green
Lanelay Hall Hotel and Spa
A473
2
Tesco Extra
Sainsbury's
Screwfix Pontyclun - Llantrisant
LBS Builders Merchants Llantrisant
Boars Head
Google
Keyboard shortcuts
Map data ©2026
200 m
Terms
Report a map error


19
5
Brynna Rd
4
Brynna Woods
Llanharan
24
Hope Rescue Centre
12
1
4
New Rd
Dragon Studios
14

Priority:	Action taken:
ASB. Youth nuisance, rowdy groups, abusive behaviour, noise complaints. Youth nuisance, rowdy groups, abusive behaviour, noise complaints. Drug use - Bryncae/Brynna Community Centre/ Brynna Road Park. Issued 03 September 2026	Action taken is updated every three months. Actioned 03 September 2026
Theft of/from cars, car meets, interference. Issued 03 September 2026	Action taken is updated every three months. Actioned 03 September 2026
Off-road motorbikes & illegal vehicle use. Bikes/scooters being driven dangerously, noise nuisance, Surrons. Issued 03 September 2026	Action taken is updated every three months. Actioned 03 September 2026

Events

Street Meeting - Bryncae Community Centre

11:00AM - 11:30AM, Thu 15 October 2026

Bryncae Community Centre, Pontyclun

Jorge Lee
Police Constable



Lauren Edwards
PCSO



Lee Parsons
PS

Current and Premium Bank A/c

List of Payments made between 01/09/2026 and 30/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/09/2026	Festive Lighting	2026-03-00	4,487.32	CP	Year 2 of 3 as per Hire Agreem
03/09/2026	Alistair Burroughs	11807	-2,771.17	CP	Ewenny Bridge
03/09/2026	Alistair Burroughs	11807	2,771.17	CP	Ewenny Bridge
03/09/2026	Alistair Burroughs	11807	2,771.17	CP	Ewenny Bridge
03/09/2026	Alistair Burroughs	11807	-2,771.17	CP	Ewenny Bridge
03/09/2026	Scott Jeffs Floral Fresh	27	51.00	CP	BCC Cleaning
03/09/2026	SLCC ENTERPRISES	MEM258449-	253.00	CP	CK Membership
07/09/2026	Barclays Bank	CHARGES	8.86		Bank Charges
08/09/2026	ARVAL	SI00154871	432.00	DDR	Van Road Tax
08/09/2026	Tesco Mobile phones	1343120050	11.08	DDR	Tesco Mobile phones
11/09/2026	Total Energies	421579031	64.85	DDR	BCC Gas June/July
14/09/2026	Tudor Garage	1051847	52.80	CP	Tyre John Deere Green Tractor
14/09/2026	Brynna Domestic Cleaning	00433	192.00	CP	Chapel Road Cleaning
14/09/2026	Floral Fresh	28	51.00	CP	BCC Cleaning
14/09/2026	Floral Fresh	29	51.00	CP	BCC Cleaning
15/09/2026	RCT	53276220	791.00	CP	Business Rates
15/09/2026	ARVAL	5561908	500.58	DD	Van Hire
21/09/2026	SLCC ENTERPRISES	258449-5	-253.00		Duplicate Payment Refund
22/09/2026	EDF	3883-0011	115.59	DD	Chapel Rd Electric
22/09/2026	British Telecomm	Q10899	407.58	DD	Q Bill Chapel Rd
23/09/2026	Forest park & Garden	260918	189.50	CP	Chainsaw Purchase
23/09/2026	Combined Playground Services L	506	120.00	CP	Quartery Playground Inspects
23/09/2026	Laura Mote	DEPREF	30.00	CP	BCC Deposit Refund
23/09/2026	Eleanor Wilson	DEPREF	30.00	CP	BCC Deposit Refund
23/09/2026	FareShare Cymru	6963	76.00	CP	Pantry
23/09/2026	HMRC NI & Tax	MTH 5	2,225.80	CP	Mth 5
23/09/2026	Floral Fresh	30	51.00	CP	BCC Cleaning
24/09/2026	Morris Property Holdings	3	875.00	CP	Chapel Rd Office Rent
24/09/2026	EDF	29563180	169.69	DD	BCC Electric Supply
25/09/2026	Talk Talk	786191	49.34	DD	BCC Telephone & Broadband
26/09/2026	Les Kirk Clocks	LCC17-B	230.00	CP	Brynna Clock Maintenance
26/09/2026	Les Kirk Clocks	LCC17-L	230.00	CP	Llanharan Clock Maintenance
28/09/2026	Employee Salaries	SEPTSALARI	9,398.48	CP	September Salaries
28/09/2026	Sept Pension Payment	PAYE	2,896.13	CP	September
28/09/2026	Barclaycard	Aug/Sept	1,463.77		Barclay Card
28/09/2026	RCT	PAYE	-2,896.13	CP	Sept Pension Payment

Total Payments 22,355.24

Llanharan Community Council FY2026-27

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
100	Income							
1076	Precept	320,808	320,808	(0)			100.0%	
1090	PSDF Re-invested dividend	26,277	22,500	(3,777)			116.8%	
1100	Agency Income	(1,330)	1,330	2,660			(100.0%)	
1990	Other Income	823	500	(323)			164.6%	
	Income :- Income	**346,578**	**345,138**	**(1,440)**			**100.4%**	**0**
	Net Income	**346,578**	**345,138**	**(1,440)**				
200	Administration							
4000	Staff Salaries & Wages (Net)	49,053	83,937	34,884		34,884	58.4%	
4001	HMRC Interest Charges	9	0	(9)		(9)	0.0%	
4005	Employer & Employee Pension	11,841	30,521	18,680		18,680	38.8%	
4010	Employer & Employee NI & Tax	10,332	46,733	36,401		36,401	22.1%	
4055	Mileage & Subsistence	0	200	200		200	0.0%	
4057	HR Expenditure	1,017	750	(267)		(267)	135.6%	
4060	Non domestic rates	2,435	2,650	215		215	91.9%	
4065	Office Rent	1,750	3,500	1,750		1,750	50.0%	
4066	Meeting venue hire	90	390	300		300	23.1%	
4070	IT Costs - SaaS & website	4,968	5,500	532		532	90.3%	
4075	Telephone & Broadband	740	1,350	610		610	54.8%	
4080	Electricity supply	601	1,500	899		899	40.0%	
4085	Water supply	113	200	87		87	56.7%	
4090	Printing, Postage & Stationery	344	350	6		6	98.3%	
4095	Cleaning Materials	33	50	17		17	65.5%	
4100	Cleaning Contract	384	1,250	866		866	30.7%	
4105	Civic regalia	75	0	(75)		(75)	0.0%	
4110	Building Maintenance	183	1,000	817		817	18.3%	
4115	Professional and Legal Fees	512	3,000	2,488		2,488	17.1%	
4116	Land Registery Fees	147	150	3		3	98.0%	
4120	Internal Audit Fees	9	1,000	991		991	0.9%	
4125	External Audit Fees	(771)	740	1,511		1,511	(104.2%)	
4130	Subscriptions and Memberships	2,998	2,750	(248)		(248)	109.0%	
4135	Bank Charges	59	200	141		141	29.7%	
4140	Storage Space Rental	650	0	(650)		(650)	0.0%	
4775	Consumables	116	0	(116)		(116)	0.0%	
	Administration :- Indirect Expenditure	**87,687**	**187,721**	**100,034**	**0**	**100,034**	**46.7%**	**0**
	Net Expenditure	**(87,687)**	**(187,721)**	**(100,034)**				

Llanharan Community Council FY2026-27

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
220	Insurances							
4200	General Insurance	5,466	6,175	709		709	88.5%	
4205	Vehicle Insurance	0	3,330	3,330		3,330	0.0%	
4210	Office Insurance	0	250	250		250	0.0%	
	Insurances :- Indirect Expenditure	**5,466**	**9,755**	**4,289**	**0**	**4,289**	**56.0%**	**0**
	Net Expenditure	**(5,466)**	**(9,755)**	**(4,289)**				
240	Staff & Member Training							
4300	Members Training	42	1,100	1,058		1,058	3.8%	
4305	Staff Training	20	1,800	1,780		1,780	1.1%	
	Staff & Member Training :- Indirect Expenditure	**62**	**2,900**	**2,838**	**0**	**2,838**	**2.1%**	**0**
	Net Expenditure	**(62)**	**(2,900)**	**(2,838)**				
260	Member's Allowances							
4350	Chair	900	1,500	600		600	60.0%	
4355	Special Responsibility	400	500	100		100	80.0%	
4360	Member Allowances	1,872	2,912	1,040		1,040	64.3%	
	Member's Allowances :- Indirect Expenditure	**3,172**	**4,912**	**1,740**	**0**	**1,740**	**64.6%**	**0**
	Net Expenditure	**(3,172)**	**(4,912)**	**(1,740)**				
300	Plant & Equipment							
4400	Plant Purchase / Lease	3,113	6,000	2,887		2,887	51.9%	
4410	Green Mower Maintenance	370	0	(370)		(370)	0.0%	
4415	Red Tractor Maintenance	2,408	1,000	(1,408)		(1,408)	240.8%	
4420	Portable & Hand Tools Purchase	250	250	(0)		(0)	100.0%	
4425	Portable & Hand Tool Maint	0	400	400		400	0.0%	
4430	Work wear & uniform	47	300	253		253	15.7%	
4435	Plant & Equipment Fuel	387	700	313		313	55.3%	
4815	Repairs & Maintenance	56	0	(56)		(56)	0.0%	
	Plant & Equipment :- Indirect Expenditure	**6,630**	**8,650**	**2,020**	**0**	**2,020**	**76.6%**	**0**
	Net Expenditure	**(6,630)**	**(8,650)**	**(2,020)**				
400	Street Furnishings							
4080	Electricity supply	51	0	(51)		(51)	0.0%	
4500	Floral displays - biodiversity	9,760	10,100	340		340	96.6%	
4505	Christmas Lights and Trees	9,349	24,500	15,151		15,151	38.2%	
4510	Public Clocks	1,220	540	(680)		(680)	225.9%	

Llanharan Community Council FY2026-27

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
4515	Notice Boards	0	100	100		100	0.0%	
4520	Bus shelter	0	500	500		500	0.0%	
4525	Planters	0	100	100		100	0.0%	
4530	Benches & Tables	412	100	(312)		(312)	411.6%	383
	Street Furnishings :- Indirect Expenditure	**20,792**	**35,940**	**15,148**	**0**	**15,148**	**57.9%**	**383**
	Net Expenditure	**(20,792)**	**(35,940)**	**(15,148)**				
6000	plus Transfer from EMR	383	0	(383)				
	Movement to/(from) Gen Reserve	**(20,409)**	**(35,940)**	**(15,531)**				
500	Community Functions							
4600	Christmas Dinners	0	9,000	9,000		9,000	0.0%	
4610	Firework Display	500	10,500	10,000		10,000	4.8%	
4615	Multi Cultural Carnival	0	9,500	9,500		9,500	0.0%	
	Community Functions :- Indirect Expenditure	**500**	**29,000**	**28,500**	**0**	**28,500**	**1.7%**	**0**
	Net Expenditure	**(500)**	**(29,000)**	**(28,500)**				
550	Grants							
4700	General Grants	0	12,000	12,000		12,000	0.0%	
4701	S137 LGA 1972 Grants	33,226	25,000	(8,226)		(8,226)	132.9%	
4715	DNU WLT - Brynna Woods	0	10,000	10,000	5,000	5,000	50.0%	
	Grants :- Indirect Expenditure	**33,226**	**47,000**	**13,774**	**5,000**	**8,774**	**81.3%**	**0**
	Net Expenditure	**(33,226)**	**(47,000)**	**(13,774)**				
600	Outdoor Spaces							
4095	Cleaning Materials	64	0	(64)		(64)	0.0%	
4800	Rights of Way	(1,330)	1,330	2,660		2,660	(100.0%)	
4805	DNU Skateboard Park	(110)	1,000	1,110		1,110	(11.0%)	
4810	DNUPlay & O/Spaces	1,511	1,900	389		389	79.5%	
4815	Repairs & Maintenance	51	150	99		99	34.2%	
4900	Allotment expenditure	900	0	(900)		(900)	0.0%	
	Outdoor Spaces :- Indirect Expenditure	**1,086**	**4,380**	**3,294**	**0**	**3,294**	**24.8%**	**0**
	Net Expenditure	**(1,086)**	**(4,380)**	**(3,294)**				
620	War Memorials							
4850	Maintenance Contract	1,367	1,367	0		0	100.0%	
4855	DNU Other Maintenance	185	500	315		315	36.9%	
	War Memorials :- Indirect Expenditure	**1,552**	**1,867**	**315**	**0**	**315**	**83.1%**	**0**
	Net Expenditure	**(1,552)**	**(1,867)**	**(315)**				

Llanharan Community Council FY2026-27

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
630	Llanharan Pantry							
1991	Llanharan Pantry	688	0	(688)			0.0%	
	Llanharan Pantry :- Income	**688**	**0**	**(688)**				**0**
4730	Llanharan Pantry Expenses	2,058	0	(2,058)		(2,058)	0.0%	363
	Llanharan Pantry :- Indirect Expenditure	**2,058**	**0**	**(2,058)**	**0**	**(2,058)**		**363**
	Net Income over Expenditure	**(1,370)**	**0**	**1,370**				
6000	plus Transfer from EMR	363	0	(363)				
	Movement to/(from) Gen Reserve	**(1,007)**	**0**	**1,007**				
640	Bryncae Community Centre							
1992	BCC Hire Fees	7,586	13,500	5,914			56.2%	
	Bryncae Community Centre :- Income	**7,586**	**13,500**	**5,914**			**56.2%**	**0**
4060	Non domestic rates	4,743	8,600	3,858		3,858	55.1%	
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	1,461	2,580	1,119		1,119	56.6%	
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	607	540	(67)		(67)	112.4%	
	Bryncae Community Centre :- Indirect Expenditure	**10,276**	**24,685**	**14,409**	**0**	**14,409**	**41.6%**	**0**
	Net Income over Expenditure	**(2,690)**	**(11,185)**	**(8,495)**				
650	Street Lighting Electric							
4080	Electricity supply	326	0	(326)		(326)	0.0%	
4575	Street Lighting Electric	49	1,050	1,001		1,001	4.7%	
	Street Lighting Electric :- Indirect Expenditure	**375**	**1,050**	**675**	**0**	**675**	**35.8%**	**0**
	Net Expenditure	**(375)**	**(1,050)**	**(675)**				
700	Bridgend Road Allotments							
1200	Allotment Income	216	3,250	3,034			6.6%	
	Bridgend Road Allotments :- Income	**216**	**3,250**	**3,034**			**6.6%**	**0**

Llanharan Community Council FY2026-27

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
4900	Allotment expenditure	81	522	441		441	15.6%	
4901	DNU Allotment Maintenance	600	0	(600)		(600)	0.0%	
4905	DNU Allotment Water	169	0	(169)		(169)	0.0%	
	Bridgend Road Allotments :- Indirect Expenditure	**850**	**522**	**(328)**	**0**	**(328)**	**162.9%**	**0**
	Net Income over Expenditure	**(634)**	**2,728**	**3,362**				
705	Jubilee Street Allotments							
1200	Allotment Income	12	0	(12)			0.0%	
	Jubilee Street Allotments :- Income	**12**	**0**	**(12)**				**0**
4900	Allotment expenditure	0	350	350		350	0.0%	
	Jubilee Street Allotments :- Indirect Expenditure	**0**	**350**	**350**	**0**	**350**		**0**
	Net Income over Expenditure	**12**	**(350)**	**(362)**				
710	Pendre Allotments							
4900	Allotment expenditure	0	150	150		150	0.0%	
	Pendre Allotments :- Indirect Expenditure	**0**	**150**	**150**	**0**	**150**		**0**
	Net Expenditure	**0**	**(150)**	**(150)**				
745	Mountain Hare							
4815	Repairs & Maintenance	72	0	(72)		(72)	0.0%	
	Mountain Hare :- Indirect Expenditure	**72**	**0**	**(72)**	**0**	**(72)**		**0**
	Net Expenditure	**(72)**	**0**	**72**				
750	Community Infrastructure Levy							
1300	Community Infrastructure Levy	247,697	0	(247,697)			0.0%	247,697
	Community Infrastructure Levy :- Income	**247,697**	**0**	**(247,697)**				**247,697**
4955	CIL Project 1 Memorial Garden	29,855	0	(29,855)		(29,855)	0.0%	29,855
4958	CIL Grants	4,564	0	(4,564)		(4,564)	0.0%	4,564
4965	CIL LCC shower block	15,006	0	(15,006)		(15,006)	0.0%	15,006
4966	CIL Project Ewenny Bridge	14,427	0	(14,427)		(14,427)	0.0%	14,427
4969	CIL Bryncae Community Centre	7,608	0	(7,608)		(7,608)	0.0%	7,608
	Community Infrastructure Levy :- Indirect Expenditure	**71,459**	**0**	**(71,459)**	**0**	**(71,459)**		**71,459**
	Net Income over Expenditure	**176,238**	**0**	**(176,238)**				
6000	plus Transfer from EMR	71,459	0	(71,459)				
6001	less Transfer to EMR	247,697	0	(247,697)				
	Movement to/(from) Gen Reserve	**0**	**0**	**0**				

Llanharan Community Council FY2026-27

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
800	Contingency							
4990	Contingency	0	3,000	3,000		3,000	0.0%	
	Contingency :- Indirect Expenditure	**0**	**3,000**	**3,000**	**0**	**3,000**		**0**
	Net Expenditure	**0**	**(3,000)**	**(3,000)**				
	Grand Totals:- Income	**602,778**	**361,888**	**(240,890)**			**166.6%**	
	Expenditure	**245,265**	**361,882**	**116,617**	**5,000**	**111,617**	**69.2%**	
	Net Income over Expenditure	**357,513**	**6**	**(357,507)**				
	plus Transfer from EMR	**72,205**	0	(72,205)				
	less Transfer to EMR	**247,697**	0	(247,697)				
	Movement to/(from) Gen Reserve	**182,021**	**6**	**(182,015)**				

Llanharan Community Council

Budget Monitoring and Potential Virements

For Full Council – 15 October 2026 | Position at 30 September 2026

Purpose and financial overview

This report identifies expenditure headings exceeding their annual budgets as at 30 September 2026, checks the amounts against the Rialtas Detailed Income & Expenditure report ***(Appendix 1)***, and distinguishes potential budget virements from accounting corrections or items requiring clarification. Amounts below are rounded to whole pounds, as in the Rialtas report. A virement is not proposed automatically simply because an individual nominal code shows an overspend.

The Rialtas report shows total income of £602,778, expenditure of £245,265 and committed expenditure of £5,000. Total expenditure plus commitments represents 69.2% of the annual expenditure budget (£361,882). The large income figure includes £247,697 of Community Infrastructure Levy (CIL) receipts, which should not be treated as unrestricted general income.

Expenditure exceeding budget: explanations and actions

Administration – Cost Centre 200

4001 HMRC Interest Charges — budget £0; spent £9; over £9. A £9 interest charge was incurred due to the timing of HMRC payments. A Direct Debit has now been established to ensure future payments are made on time and prevent further interest charges.

4057 HR Expenditure — budget £750; spent £1,017; over £267. Includes staff training costs. Reallocate qualifying costs to staff training code 4305 before deciding whether a residual HR virement is required.

4105 Civic Regalia — budget £0; spent £75; over £75. Expenditure relates to updating the Council's office honour board. No budget provision was made for this expenditure in the current financial year. Consideration will be given to including an appropriate budget provision in future years.

4130 Subscriptions and Memberships — budget £2,750; spent £2,998; over £248. The overspend is attributable to an additional SLCC membership for the Responsible Financial Officer (RFO). A review of expenditure will be undertaken before the next Council meeting to establish whether any costs can be

appropriately reallocated. If the overspend remains, consideration will be given to a budget virement.

4140 Storage Space Rental — budget £0; spent £650; over £650. The expenditure relates to a newly identified requirement for additional storage space, for which no budget provision was made in the current financial year. As this will be an ongoing expense, appropriate provision will be considered during the budget-setting process for 2027/28.

4775 Consumables — budget £0; spent £116; over £116. No budget provision. RFO will review expenditure and whether another code is more appropriate.

Plant & Equipment – Cost Centre 300

4410 Green Mower Maintenance — budget £0; spent £370; over £370. No budget provision was made for green mower maintenance in the current financial year. As this is an ongoing maintenance requirement, a separate budget heading and appropriate financial provision will be included for consideration during the 2027/28 budget-setting process.

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4415 Red Tractor Maintenance — budget £1,000; spent £2,408; over £1,408. Unforeseen repairs and maintenance. Genuine additional costs; consider virement.

4815 Repairs & Maintenance — budget £0; spent £56; over £56. Confirm nature of expense and appropriate code before any virement.

Street Furnishings – Cost Centre 400

4080 Electricity Supply — budget £0; spent £51; over £51. Investigate whether this belongs to a different electricity budget/code.

4510 Public Clocks — budget £540; spent £1,220; over £680. Additional telescopic ladder to access Llanharan Clock and £60 inconvenience payment to neighbouring homeowner covering three years. Genuine overspend; consider a virement.

4530 Benches & Tables — budget £100; spent £412; over £312. Should be allocated to CIL; correct coding.

Grants – Cost Centre 550

4701 Section 137 Grants — budget £25,000; spent £33,226; over £8,226. Grant expenditure to LCDP previously approved by Council.

Outdoor Spaces – Cost Centre 600
4095 Cleaning Materials — budget £0; spent £64; over £64. Review whether this belongs under a budgeted cleaning materials heading.

4900 Allotment Expenditure — budget £0; spent £900; over £900. Recorded under Outdoor Spaces rather than an individual allotment cost centre. Check and correct allocation as appropriate before considering a virement.

Llanharan Pantry – Cost Centre 630
4730 Pantry Expenses — budget £0; spent £2,058; over £2,058. Rialtas shows £688 pantry income, £2,058 expenses and £1,370 net expenditure before a £363 earmarked-reserve transfer; movement from general reserves is £1,007. Reconcile income and expenditure with the separate pantry records and confirm reserve treatment. No routine virement should be assumed until reconciliation is complete.

Bryncae Community Centre – Cost Centre 640
4780 BCC Administrative Costs — budget £540; spent £607; over £67. Slight overspend; review transactions and whether budget adjustment is necessary.

Street Lighting – Cost Centre 650
4080 Electricity Supply — budget £0; spent £326; over £326. Check allocation against the separate 4575 Street Lighting Electric heading (budget £1,050; expenditure £49). Correct coding before considering virement.

Bridgend Road Allotments – Cost Centre 700
4901 DNU Allotment Maintenance — budget £0; spent £600; over £600. Code marked DNU (do not use). Investigate and transfer expenditure to appropriate active allotment code as applicable.

4905 DNU Allotment Water — budget £0; spent £169; over £169. Code marked DNU. Investigate and transfer to appropriate active code as applicable.

Mountain Hare – Cost Centre 745
4815 Repairs & Maintenance — budget £0; spent £72; over £72. Review budget responsibility and source of funding; may need provision if correctly coded.

Recommendation to Council

Council is requested to:

1. **Note** the expenditure exceeding the approved budgets as at 30 September 2026 and the explanations provided.

2. **Agree in principle** that budget virements may be required for Red Tractor Maintenance, Green Tractor Maintenance, Public Clocks, Storage Space Rental and Subscriptions and Memberships, subject to confirmation of available funding from other budget headings.

3. **Note** that identified accounting corrections and expenditure reallocations will be undertaken and reflected in the next monthly financial report.

Any proposed virements, including the amounts and source budget headings, will be presented to Council for formal approval following completion of the necessary reviews.

LLANHARAN PANTRY | FINANCIAL REPORT

Financial year 2026/27 • Records through 3 October 2026 • For information to Council

Overview

The Llanharan Pantry has recorded £884.15 in donations and £1,608.03 in expenditure during the period covered by the spreadsheet. With £5,218.56 brought forward from 2025/26, the remaining recorded funds are **£4,494.68**. Expenditure has exceeded new donations by £723.88, with the difference met from funds brought forward.

1. Financial position

Item	Amount
Funds brought forward from 2025/26	£5,218.56
Cash donations received	£884.15
Total funds available	£6,102.71
Expenditure	(£1,608.03)
Balance of funds	**£4,494.68**

2. Expenditure breakdown

Category / supplier	Recorded expenditure
Aldi – pantry purchases and supplies	£1,286.08
Fareshare	£304.00
RCT trade waste	£11.25
Co-op	£6.70
Total expenditure	**£1,608.03**

Aldi represents approximately 80% of the expenditure recorded. The supplier totals are drawn from the individual entries in the workbook.

3. Pantry activity and donations

The cash receipts sheet records **26 pantry sessions** and a combined **184 attendances/donors**, averaging around **7.1 per session**. Total donations of £884.15 equate to approximately **£34.01 per session** (or £4.81 per recorded attendee). These are attendance instances, not necessarily unique individuals.

4. Funding outlook

The spreadsheet gives an indicative average expenditure of **£80.40 per week** and an estimate of approximately **55 weeks** of funding remaining. At that spending rate, £4,494.68 equates to approximately 56 weeks **before allowing for any future donations, price changes or additional costs**. This should be

treated as an indicative projection rather than a guaranteed funding period.

5. Points for Council to note

The Pantry retains a positive recorded balance of £4,494.68, but expenditure is currently higher than donations received. Continued monitoring of donations, weekly food purchasing and the available balance is recommended. The ledger also includes notes of several cash bankings; this report has not independently verified those entries against bank statements.

Source and basis

Prepared from *Pantry Financial 26-27.xlsx*, worksheets “Cash Receipts” and “Other Payments & Rec”. The last dated donation entry is 3 October 2026. The spreadsheet contains some historical/mismatched period labels, so figures are described as records covered by the workbook rather than as a fully reconciled period-end account.

04/04/2026		32.50	7		
11/04/2026		32.50	7		
18/04/2026		55.23	9		
25/04/2026		20.00	4		
02/05/2026		36.50	7		
09/05/2026		27.00	6		
16/05/2026		30.00	6		banked £222 on 26/05/26
23/05/2026		37.50	8		
30/05/2026		22.50	5		
06/06/2026		33.50	8		banked £75 on 11/06/26
13/06/2026		43.00	8		banked £61.98 on 18/06/26
20/06/2026		30.00	6		
27/06/2026		30.00	6		banked £60.00 on 07/07/26
04/07/2026		27.50	6		
11/07/2026		32.50	7		banked £60.00 on 21/07/2026
18/07/2026		22.50	5		
25/07/2026		46.62	10		
01/08/2026		32.50	7		
15/08/2026		46.05	10		banked £145 on 19/08/2026
22/08/2026		32.50	7		
29/08/2026		53.50	11		
05/09/2026		28.16	7		

Aldi	01/04/2026	80.54		
Co Op	01/04/2026	6.70		
Fareshare	08/04/2026	76.00		
Aldi	09/04/2026	86.02		
Aldi	16/04/2026	109.19		
Aldi	23/04/2026	64.01		
Aldi	30/04/2026	61.06		
Fareshare	01/05/2026	76.00		
Trade Waste RCT	26/05/2026	11.25		
Aldi	08/05/2026	82.25		
Aldi	14/05/2026	55.22		
Aldi	21/05/2026	48.74		
Aldi	29/05/2026	87.78		
Fareshare	01/06/2026	76.00		
Aldi	04/06/2026	79.96		
Aldi	11/06/2026	92.54		
Aldi	19/06/2026	61.35		
Aldi	26/06/2026	23.98		
Fareshare	01/07/2026	76.00		
Aldi	03/07/2026	67.38		
Aldi	09/07/2026	52.91		
Aldi	17/07/2026	61.29		
Aldi	22/07/2026	36.38		
Aldi	31/07/2026	82.62		
Aldi	04/08/2026	2.65		Tea & Coffee for the volunteers
Aldi	14/08/2026	50.21		
Aldi	21/08/2026	94.37		
Aldi	28/08/2026	77.55		
Aldi	04/09/2026	100.83		
Aldi	11/09/2026	76.93		
Aldi	17/09/2026	114.35		

Total out		2072.06		

Balance of Funds **4030.65**

Ave footfall on a Saturday since 30/05/2026 **7**

Future funding Approx. weeks **38 weeks**

Llanharan Community Council FY2026-27

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	7,586	13,500	5,914			56.2%	
	Bryncae Community Centre :- Income	7,586	13,500	5,914			56.2%	0
4060	Non domestic rates	4,743	8,600	3,858		3,858	55.1%	
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	1,461	2,580	1,119		1,119	56.6%	
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	607	540	(67)		(67)	112.4%	
Bryncae Community Centre :- Indirect Expenditure		10,276	24,685	14,409	0	14,409	41.6%	0
	Net Income over Expenditure	(2,690)	(11,185)	(8,495)				
	Grand Totals:- Income	7,586	13,500	5,914			56.2%	
	Expenditure	10,276	24,685	14,409	0	14,409	41.6%	
	Net Income over Expenditure	(2,690)	(11,185)	(8,495)				
	Movement to/(from) Gen Reserve	(2,690)	(11,185)	(8,495)				

Appendix 10

Resolutions and Recommendations of the Bryncae Community Centre (BCC) Committee Meeting held Thursday 1st October 2026

BCC2026/047 Consideration of the implications of VAT registration on BCC finances.
Deferred pending review of relevant documentation by the Audit Committee.

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.

Appendix 11

Resolutions and recommendations of the Audit Committee meeting held Thursday, 8 October 2026

A2026/056 Cashbook – quarter 2, 2026/27
RECOMMENDED
To approve the cashbook for quarter 2 of the financial year 2026/27 as presented in Appendix 2.

A2026/057 Bank reconciliations – quarter 2, 2026/27
RECOMMENDED
To approve the bank reconciliations for quarter 2 of the financial year 2026/27 as presented in Appendix 3.

A2026/058 Public Sector Deposit Fund transfers – quarters 1 and 2, 2026/27
RECOMMENDED
To approve the Public Sector Deposit Fund transfers made during quarters 1 and 2 of the financial year 2026/27 as presented in Appendix 4.

A2026/059 Financial Regulations
RESOLVED
To defer consideration of the reviewed Financial Regulations, based on the One Voice Wales Model Financial Regulations 2025, to the next meeting.

A2026/060 PS Tax – specialist VAT consultancy advice
RECOMMENDED
To approve the quotation from PS Tax for specialist VAT consultancy advice at an estimated cost of between £1,650 and £2,475 plus VAT, noting that the requirement to obtain three estimates does not apply under Financial Regulation 11.3 a(ii) as the work constitutes specialist professional advice. Authorising the officers to spend up to £2,475 for this purpose.

A2026/063 Advance grant funding applications from community groups
Following discussion, members requested further details before determining whether to introduce a process for community groups to apply for funding in advance for the following financial year, including a possible trial with LCDP.
RESOLVED
To defer the item pending receipt of further information.

A2026/064 Llanharan & Bryncae Brass grant application

RECOMMENDED
To approve grant funding of £1,560 to Llanharan & Bryncae Brass, following the deduction of the Musical Director's expenses from the original application, that element of the application being no longer required for the competition being held in October.

LLANHARAN COMMUNITY COUNCIL

Appendix 12

DRAFT – Advance Grant Application Process

Background

The Council currently considers applications for financial assistance during the financial year in which the funding is required.

It is proposed that a process be introduced whereby general grant applications exceeding £10,000, for which the Council makes specific and separate budgetary provision, are submitted and considered in advance of the budget-setting process for the following financial year.

The proposed process would apply only to grants falling within this category. Other grant applications would continue to be considered under the Council's existing grant arrangements.

Under the proposed arrangement, eligible community groups would be invited to submit applications around September/October each year, allowing the Council to consider funding requests before finalising its budget.

This approach would assist the Council with forward financial planning and provide greater certainty to community groups regarding the availability of funding.

Audit Committee Consideration

A similar proposal was considered by the Audit Committee at its meeting on 8 October 2026.

Following discussion, members requested further information before determining whether to introduce the proposed process, including a possible trial with Llanharan Community Development Project (LCDP).

The item was therefore deferred pending further information.

Proposed Process

Community groups seeking general grant funding exceeding £10,000, for which the Council makes specific and separate budgetary provision, (in practice this category comprises LCDP[1] and the Wildlife Trust of South and West Wales) would be invited to submit applications in advance of the Council's annual budget-setting exercise.

The proposed deadline for applications would be 31st October.

Applications would be considered by the Council at a specially convened extra meeting (outside the normal scheduled Council meeting) held in November, with decisions made before the draft budget for the following financial year is finalised.

During this consideration, officers will highlight the potential impact on the precept, council tax and general reserves of any application.

Where an application is approved, the agreed funding would be incorporated into the following year's draft budget, providing the organisation with advance confirmation of its grant allocation (subject to confirmation of no material changes to the application closer to the payment date).

Grant Approval and Payment

Where an application is approved, the Council would make provision for the agreed grant within its budget for the following financial year.

Approval would constitute a commitment to provide the funding, subject to the organisation continuing to meet the conditions under which the grant was originally approved.

During March, prior to payment on 1 April, the organisation would be required to provide written confirmation that there have been no material changes to its circumstances, activities, financial position or intended use of the funding since the application was approved. This would allow sufficient time for officers to process the payment.

Where a material change is identified, the grant would be referred back to the Council for reconsideration before payment is released.

The Council would also reserve the right to withhold payment and reconsider the grant should it become aware of any material change in circumstances, regardless of whether the recipient organisation has declared such a change.

[1] The LCDP grant is actually budgeted and listed as “S137 LGA 1972 Grants” in the 2026/27 Budget.

Where no material changes have occurred or been identified, and the required written confirmation has been received, the approved grant would be paid on 1 April without the need for a further Council resolution.

Where no application is received by the stated deadlines, then an eligible community group could still submit an application during the standard grant application windows, subject to the terms of the general grant policy.

Proposed Trial with LCDP

Although timescales are limited for the forthcoming financial year, members are asked to consider piloting the proposed process with Llanharan Community Development Project (LCDP).

Under the proposed trial, LCDP would be invited to submit its funding application in advance of the Council's budget-setting exercise for 2027/28. The deadline of 31st October would need to be modified on this occasion to allow adequate time for an application to be submitted. The proposed deadline for an application would be 30th November 2026 with an extra ordinary meeting to be held in early December (To be arranged between the officers and the Chair of the Council) to consider the application.

This would enable the Council to consider the application and, if approved, make appropriate provision within the 2027/28 budget.

Subject to the approval and payment conditions outlined above, the grant would be paid on 1 April 2027.

The trial would provide an opportunity to assess the effectiveness of the process before introducing it more widely in subsequent financial years.

Brief Appraisal

Advantages: improves budget and precept planning; gives eligible groups earlier funding certainty; allows applications to be assessed before the budget is finalised; and provides a clear check for material changes before payment.

Disadvantages: creates an additional application round and extraordinary meeting; may raise expectations before the relevant financial year begins; reduces flexibility within the draft budget; and could favour larger recurring applicants unless the process and eligibility criteria are applied transparently; may encourage ever increasing and undeliverable grant requests; may create an expectation that the council can fund increasing grant requests.

Overall assessment: the proposal offers a proportionate way to improve financial planning for significant grants, provided approval remains conditional, the criteria are clear and the Council retains discretion where circumstances or budget pressures change. A time-limited trial with LCDP would allow the process and administrative impact to be reviewed before wider adoption. The most significant risk is creating a false expectation that the Council will fund increasing grant requests.

Consideration

Members are requested to consider:

1. Whether to introduce an annual advance grant application process as outlined above for general grant applications exceeding £10,000, for which the Council makes specific and separate budgetary provision, allowing applications to be considered and approved before the budget is finalised for the following financial year.
2. Whether to agree that approved grants would be incorporated into the following year's budget, with payment scheduled for 1 April, subject to written confirmation being received during March from the recipient organisation that no material changes have occurred since approval, and with the Council retaining the right to withhold payment and reconsider the grant should a material change be identified.
3. Whether to pilot the proposed process with Llanharan Community Development Project (LCDP) for the 2027/28 financial year with amended deadlines for this year as outlined above.

Appendix 13

Resolutions and Recommendations of the Trenos and Ewenni Crossings Project Committee (TEC) held Tuesday 13th October 2026

TEC2026/087 Exclude the press and public.

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

TEC2026/088 Tender pack for the 2-Stage, Design and Build contract, Ewenny Bridge Project, and next steps.

a) RESOLVED
To approve the Tender Pack as presented in Appendix 5 to the meeting, subject to the following, with a narrative of any alterations to be reported to the TEC Committee retrospectively:

Delegation of authority to the Clerk to make minor adjustments to the pack, including in relation to the following matters:

i) The inclusion of Appendix D of the Burroughs documents (the form confirming the Contractor's Offer).

ii) Clarification that secondary stakeholder consultation is limited to technical and statutory advice only and not to discretionary design decisions.

iii) Explicit clarification of the prohibition of concrete/metalled surfacing as well as bituminous materials for paths.

iv) Explicit clarification of contractor responsibility for paying all consent/application fees.

v) Investigate the insertion of stronger wording preserving Council control over non-statutory aesthetic and other decisions.

vi) Fix errors in the procurement timetable, specifically the date conflicts and contradictions.

vii) Add a specific and explicit allowance/item in the activity schedule for the contractor to regularly report back to the Council/Working Group during both the pre-construction and construction phases (Or in the Budget section).

viii) The RFO to review the 28-day payment clause to ensure compliance with the 30-day rules of the Procurement Act 2023.

b) RESOLVED

Subject to resolution TEC2026/088, to authorise the Clerk to proceed with the issuing of the 2 Stage Design and Build tender for the Ewenny Bridge Project tender in line with resolution TEC2026/077.

Appendix 14

Review of the Council's Standing Orders

This draft version of the Standing orders (3.1) has been produced to fall in line with the latest version of the One Voice Wales Model Standing Orders (2026).

This version primarily reflects changes in procurement legislation in Wales and contains some other minor updates.

The following resolutions have also been incorporated into this update.

- 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".

- 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".

- 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.

- 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.

DRAFT

Llanharan Community Council

Standing Orders

Version 3.1

Adopted by Council xxxx Minute ref xxxx

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1 INTRODUCTION

1.1 At the time of adoption by Council, version 3 of the Standing Orders of Llanharan Community Council are designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021 and are based on the Model Standing Orders issued by One Voice Wales in May 2023.

2 HOW TO USE STANDING ORDERS

2.1 Standing Orders are the written rules of a local Council. Standing Orders are essential to regulate the proceedings of a meeting. Llanharan Community Council will use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders are not the same as the policies of a Council but Standing Orders may refer to them.

2.2 Local Councils operate within a wide statutory framework. These Standing Orders incorporate and reference many statutory requirements to which Councils are subject. It is not possible for the Standing Orders to contain or reference all the statutory or legal requirements which apply to local Councils. The statutory requirements to which a Council is subject apply whether or not they are incorporated in a Council's Standing Orders.

2.3 The Standing Orders in bold type contain legal and statutory requirements and cannot be changed. Standing Orders not in bold type may be considered for alteration but may also wholly or in part be subject to statutory or regulatory requirements or subject to best practice. Any questions on such matters must be directed to the Proper Officer of the Council before any changes are made.

2.4 Standing Orders must be read in conjunction with the Council's Financial regulations which regulate and control the financial affairs and accounting procedures of the Council. The financial regulations, as opposed to the Standing Orders of a Council, include most of the requirements relevant to the Council's Responsible Financial Officer.

3 TERMS: -

3.1 In the context of these Standing Orders the terms:

3.2 "RFO" refers to the Responsible Financial Officer.

3.3 "A.M." refers to Annual Meeting of the Council

3.4 "The Chair" refers to Chairperson of the Council and or Chairperson of a Committee, Sub-Committee, Advisory / Working Group or any other body that the Council forms to carry out it functions effectively.

3.5 "the Deputy Chair" refers to Deputy (or Vice) Chairperson of the Council and or Deputy (or Vice) Chairperson of a Committee, Sub-Committee, Advisory / Working Group or any other body that the Council forms to carry out it functions effectively.

3.6 "RCTCBC" refers to Rhondda Cynon Taff County Borough Council.

3.7 "Working Group" refers to a group Councillors, stakeholders and other interested parties formed under Standing Order 21

3.8 "**Clear Days" means the period BETWEEN the day of submission of a notice and the day of action of a notice and does NOT include Sundays or Bank Holidays or other such occasions as set out in law.**

3.9 "Personal explanation" refers to a brief statement made by a Council member to clarify or correct a point related to their own actions, intentions, or statements during the debate.

3.10 "Present and voting" means those members present who are participating in the vote and not abstaining. i.e. Are present and voting for or against a motion.

4 GENERAL

4.1 The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

4.2 Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Deputy-Chair of the Council.

4.3 The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy-Chair if present, shall preside. If both the Chair and the Deputy-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

5 ROLES

5.1 Officers

5.2 The Proper Officer of the Council is the Proper Officer of the Council.

5.3 The Deputy Proper Officer shall act with the full authority and responsibilities of the Proper Officer when they are absent.

5.4 The Responsible Financial Officer (RFO) is the Proper Officer of the Council with responsibility and authority over financial matters.

5.5 If no separate Responsible Financial Officer is appointed by the Council then the Proper Officer of the Council adopts this title and its responsibilities

5.6 If the office of any of the officers referred to in this Section is vacant or the officer is absent or otherwise unable to act, their deputy, or, failing that deputy, the most suitable senior officer, is hereby authorised to act as the Proper Officer.

5.7 The Chair of the Council.

5.8 shall have all the powers and responsibilities referred to in these Standing Orders

5.9 shall have the final decision to the interpretation of Standing Orders at any meeting and decision should not be challenged.

5.10 shall, unless they have resigned, are unwell or unable to attend or become disqualified, continue in office and preside at the Annual Meeting until a successor is elected at the next Annual Meeting of the Council. The Chair cannot be voted from office, nor can any other mechanism or resolution have the effect of removing them involuntarily.

5.11 shall have the right to attend any Committee, Sub-Committee or any other meeting of the Council ex-officio, without voting rights.

5.12 shall be the primary signatory of the Council's banking mandates and accounts (both online and cheque book), PSDF and any other investment accounts (both on or offline) unless the Council resolves otherwise.

5.13 shall fulfil ceremonial duties, wearing the chain of office, as dictated by tradition and/or invitation, where possible and practical and in particular to:

5.14 lay the Council's wreath on Remembrance Sunday at Llanharan War Memorial.

5.15 host the Council's senior citizen Christmas lunches.

5.16 attend and represent the Council at any national or local Civic occasions or celebrations if duly invited to do so

5.17 Should the Chair have resigned or are disqualified or otherwise there is occasioned a casual vacancy of the office then the Proper Officer shall convene a meeting of the Council for the election of a new Chair of the Council.

5.18 The Chair of a Committee or Sub-Committee.

5.19 shall have all the powers and responsibilities referred to in these Standing Orders

5.20 shall have the final decision to the interpretation of Standing Orders at any meeting of the Committee and the decision should not be challenged.

5.21 shall, unless they have resigned, are unwell or unable to attend or become disqualified, continue in office until immediately after the election of the Chair of that Committee at the next Annual Meeting of the Council. The Chair of a Committee or Sub-Committee cannot be voted from office, nor can any other mechanism or resolution have the effect of removing them involuntarily.

5.22 The Deputy Chair of the Council.

5.23 shall have all the powers and responsibilities referred to in these Standing Order

5.24 shall, unless they have resigned, are unwell or unable to attend or become disqualified, continue in office until immediately after the election of the Deputy Chair of the Council at the Annual Meeting. The Deputy Chair cannot be voted from office nor can any other mechanism or resolution have the effect of removing them involuntarily.

5.25 Shall have the right to attend any Committee, Sub-Committee or other meeting of the Council ex-officio, without voting rights.

5.26 shall fulfil ceremonial duties, wearing the chain of office, as dictated by tradition and/or invitation where possible and practical and in particular to:

5.27 lay the Council's wreath on Remembrance Sunday at Brynna War Memorial.

5.28 attend (or host in the absence of the Chair) the Council's senior citizen Christmas lunches.

5.29 attend and represent the Council at any national or local Civic occasions or celebrations if duly invited to do so

5.30 In the absence of the Chair the authority and responsibilities of the Chair are conveyed to the Deputy Chair, save signatories to bank and investment accounts and other functions requiring a formal process.

5.31 The Deputy Chair of a Committee or Sub-Committee.

5.32 shall have all the powers and responsibilities referred to in these Standing Orders

5.33 in the absence of the Chair of the Committee or Sub-Committee, the authority and responsibilities of the Chair of that Committee or Sub-Committee are conveyed to the Deputy Chair, save signatories to bank and investment accounts and other functions requiring a formal process.

5.34 shall, unless they have resigned, are unwell or unable to attend or become disqualified, continue in office until immediately after the election of the Deputy Chair of that Committee at the next Annual Meeting of the Council. The Deputy Chair of a Committee cannot be voted from office nor can any other mechanism or resolution have the effect of removing them involuntarily.

6 NOTICE OF THE MEETING.

6.1 Notwithstanding Standing Order 6.5, at **least three clear days before a Council, Committee or Sub-Committee meeting is held** the Proper Officer shall:

6.1.1 - give public notice of the date, time, location (if applicable), meeting method, method of obtaining online joining details and the agenda of the meeting duly signed by the Proper Officer, to be posted on the Council's web site and displayed at the Council's office notice board.

6.1.2 - send the summons to attend the meeting detailing the date, time, location, meeting method and the agenda duly signed by the Proper Officer (Or Chair or Councillors referring to Standing Order 18), by e-mail to each member, or shall leave at, or send by post to, each Member's usual place of residence upon specific written request by that member specifying the postal address to which the summons should be sent.

6.1.3 - in the case of an extraordinary meeting being called, ensure that the agenda for that meeting is duly signed by the Chair or the Councillors calling that meeting (Standing Order 18) and that the summons for the meeting clearly details who is calling the meeting.

6.2 in exceptional circumstances, an emergency meeting of a Committee or Sub-Committee of the Council (but not full Council) may be called at shorter notice. In which case, notices of the date, time, location (if applicable), meeting method and method of obtaining online joining details should be published on the Council's website and displayed at the Council's office notice board. Notices must be published with at least 24 hours' notice from the date and time of the meeting.

6.3 Exceptional circumstances are defined as such business that is essential to the ongoing and effective operation of the Council or to form an emergency response to some event or occurrence.

6.4 in order to authorise the calling of an emergency Committee or Sub-Committee meeting under Standing Order 6.5, the Proper officer in consultation with the Chair of

the relevant Committee must obtain the written consent of two thirds of all Council members.

6.5 These notice requirements also apply where a formal meeting is taking place which is not open to the public, this would not usually include Working Groups.

7 AGENDA

7.1 The agenda for any meeting shall contain all of the items listed In the relevant Standing Order outlining the order of business for that meeting and in accordance with Standing order 6.

7.2 Additional items may be added to the agenda as motions or otherwise by the Proper Officer for the conduct of normal Council business or to bring items of business to the attention of Council that are considered to be appropriate. Any such motion must be proposed and seconded during the meeting.

7.3 Any Councillor may request items to be added to the agenda as motions provided that:

7.3.1 the 'Written Motion Submission Form' form is correctly submitted to the Proper Officer

Commented [LS1]: Added as per resolution 2025/259

7.3.2 that the motion is to consider some specific course of action that is relevant to the powers and duties of the Council or some important local matter to the satisfaction of the Proper Officer.

7.3.3 The Councillor consults with the Proper Officer to produce appropriate and specific wording.

7.3.4 the Councillor is willing to be named as the proposer of the motion and support the motion.

7.4 The decision on whether to include an item or motion on the agenda submitted in this manner lies solely with the Proper Officer. If such a request is refused, the Councillor has recourse to the written motion procedures - Standing Order 23.

7.5 The Proper Officer, in consultation with the Chair may vary the order or content to be added to the published agenda depending on circumstances.

7.6 Where a member of the public requests an item be added to the agenda, the Proper Officer shall consider whether the suggested item is appropriate and in line these Standing Orders. The decision on whether to include an item or motion on the agenda submitted in this manner lies solely with the Proper Officer. If such a request is refused, the Proper Officer will advise the member of the public of the process outlines in Standing Order 7.7

7.7 Where the Proper Officer declines to add an item that has been suggested by a

member of the public, they shall be advised of the reason and that they may contact

a member of the Council who supports their proposal who may themselves request the item be added subject to Standing Order 7.3

7.8 The decision on whether an item of business is appropriate for a full Council agenda or should firstly be considered by a Committee or Sub-Committee lies solely with the proper officer.

7.9 An item of business that in the opinion of the Proper Officer should firstly be considered by a Committee or Sub-Committee may only appear on the agenda of a full Council meeting with the consent of the Chair of the relevant Committee or Sub-Committee in accordance with Standing Order 23.1

7.10 Once a meeting has commenced, the order of the agenda of a meeting may be altered depending on circumstances and by resolution of the Council.

8 QUORUM

8.1 No business shall be transacted unless at least one third of the whole number of members (with voting rights) of the Council, Committee or Sub-Committee are present at the meeting, and in any case no less than three members (with voting rights) must be present regardless of the size of the membership.

8.2 If the meeting becomes inquorate no further business shall be transacted and any outstanding business shall be adjourned to the next or a reconvened meeting.

8.3 If the meeting is likely to become inquorate for individual items of business, for example where a member has indicated that they would declare a personal and prejudicial interest and would need to leave the meeting, these items of business will be deferred to a future meeting.

9 ACCEPTANCE OF APOLOGIES

9.1 When a Councillor offers an apology for absence from a meeting it must be given in advance of the meeting and via the Officers of the Council.

9.2 The apology stating the reason for absence may be given in writing via email, text, messenger or may be given verbally. In all cases the Councillor should ensure they are provided with written confirmation that the apology has been received. It is

the responsibility of the Councillor to ensure the apology has been received and has been acknowledged by the Proper Officer.

9.3 The reason(s) for absence will be put to Council in a sensitive manner that would avoid the disclosure of any personal information and Council will resolve to accept or not accept the reason(s). A minute will be written sensitively to reflect the Council's resolution.

9.4 Where the Council resolve to accept the apologies and the reason as a valid reason for absence, this shall be minuted as such and entered into the published attendance records of the meeting.

9.5 Where the Council resolved to accept the apologies and the reason as a valid reason for absence, this will reset the 6 month clock pursuant to Section 85, of the Local Government Act 1972, Councillor's attendance.

9.6 Should a Councillor foresee an extended period of absence, they may request a dispensation for future absence, giving the reasons for that absence. If a dispensation for absence and the reasons for it is accepted by Council the effect shall be the same as outlined in Standing Orders 9.3 to 9.5.

9.7 Any request for such a dispensation must be made in writing to the Proper Officer who will add such a request with the necessary sensitivity to avoid disclosing any personal information to the agenda of the next appropriate meeting.

9.8 An appropriate minute for the dispensation will be recorded at every appropriate meeting.

9.9 A dispensation for absence cannot be granted retrospectively.

10 APPROVAL OF MINUTES

10.1 the agenda for any meeting or Committee shall put the question that the previous minutes of that Council or Committee or Sub-Committee held on a specified date be approved as a correct record.

10.2 no discussion shall take place on the minutes, except upon their accuracy and any question on their accuracy shall be raised by motion. If a question is raised by motion, then as soon as it is disposed of, the Chair may sign the minutes, or at the next available opportunity.

10.3 If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect: "The Chair of this meeting does not believe that the minutes of the meeting of the (Council or Committee) held on [date] in respect of (item of business) were a correct record but his view was not

upheld by the majority of the (Council or Committee) and the minutes are confirmed as an accurate record of the proceedings."

10.4 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

11 TAKING OF MINUTES.

11.1 The contents shall record: -

11.1.1 - The time, location and method of holding the meeting (e.g. Online/Hybrid).

11.1.2 - the names of the members present and members absent.

11.1.3 - the notified apologies for absence and all resolutions regarding apologies subject to Standing Order 9.

11.1.4 - interests that have been declared by Councillors and non-Councillors with voting rights.

11.1.5 - the grant of dispensations (if any) to Councillors and non-Councillors with voting rights.

11.1.6 - whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered.

11.1.7 - if there was a public participation session.

11.1.8 - the recommendations and resolutions made.

11.2 there will be no report of any discussions which are not relevant to the above or the business of the meeting as detailed in the meeting agenda.

11.3 Minutes of any Council or Committee meeting should be published on the Council's website within 7 working days of that meeting taking place.

12 PHOTOGRAPHING, RECORDING, BROADCASTING, AND TRANSMITTING PROCEEDINGS OF THE COUNCIL

12.1 Photographing, recording, broadcasting or transmitting the proceedings of the Council, a Committee, a Sub-Committee or a Advisory / Working Group formed by any means is not permitted without the Council's prior written consent.

12.2 Consent is to be given via a resolution of Council.

12.3 The Proper Officer may record the proceedings of a meeting of the Council, a Committee, a Sub-Committee or a Advisory / Working Group to assist in the production of the minutes unless overruled by resolution of the Council.

12.4 Recordings of the proceedings of a meeting made by the Proper Officer are to be deleted following the approval of the minutes of that meeting.

12.5 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.

Commented [LS2]: Added as per resolution 2025/258a

13 VOTING.

13.1 Non-Councillor members of any Committees, Sub-Committees or Advisory / Working Groups shall be regarded as NOT to have voting rights unless otherwise resolved by Council (where this is not prohibited by law).

13.2 Any matter will be decided by a simple majority of votes by those Members with voting rights present and voting at the time that the question is put.

13.3 Notwithstanding Standing Order 13.3, the Proper Officer will **normally take the vote by show of hands.**

13.4 A vote by a secret ballot may be taken, provided a motion for such a ballot is put before any voting on a matter takes place.

13.5 The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote notwithstanding Standing Order 13.6

13.6 The rules for the voting procedure in the election of the Chair and Deputy Chair of the Council at the Annual Meeting of the Council are subject to Standing Order 16.

13.7 A Member can request and require that the voting on any item of business shall be recorded in the minutes so as to show whether each Member present and with voting rights gave their vote for or against that item of business. Such a request shall be made before moving on to the next item of business on the agenda.

13.8 A Member can request and require that their own vote on an item of business be recorded in the minutes. Such a request shall be made before moving on to the next item of business on the agenda.

13.9 A Member can request and require that the minutes record that they did not participate in a vote on a particular item of business. Such a request shall be made prior to the vote taking place.

13.10 In the case of a or nomination to any position that requires to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be removed from the list and a new vote taken. The process will continue until there is a clear majority for one person. Any tie shall be settled by the Chair's casting vote.

14 MEETING LOCATION, METHOD AND DURATION

14.1 Unless pre-set by Council, Committee or Sub Committee the date and time shall be decided by the Proper Officer in consultation with the Chair of the Council, Committee or Sub-Committee at a location that is deemed appropriate to hold such a meeting.

14.2 All meetings of the Council, its Committees or Sub Committees will either be held;

14.2.1 - on a hybrid basis - where a physical meeting is held at a specified location AND where people can also participate remotely via video conferencing, telephone conferencing or some other means of attending remotely.

OR

14.2.2 - on a remote basis where no physical meeting is held but where people can participate remotely via video conferencing, telephone conferencing or some other means of attending remotely.

14.3 The minimum requirement is that Councillors and members of the public are able to hear and be heard by others.

14.4 The Council should take reasonable steps to allow people to join from another location (remotely).

14.5 Meetings shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

15 PUBLIC PARTICIPATION

15.1 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons.

15.2 The public and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.

15.3 Notwithstanding Standing Order 15.1, provision is made for public participation at full community Council meetings or those part of full Council meetings which are open to the public.

15.4 The Chair must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting which appears on the agenda unless doing so is likely to prejudice the effective conduct of the meeting.

15.5 Members of the public cannot take part in debate, but they must be given a reasonable opportunity to make representations about business on the agenda at an appropriate time during the meeting.

15.6 The Chair may request that members of the public give advance notice of which item of business they wish to speak on

15.7 The Chair may request that members of the public, whilst speaking, refrain from repeating points made by previous contributors.

15.8 The total time allotted for public participation at any one Council meeting is 20 minutes at the discretion of the Chair and not withstanding any successful motion to proceed to the next business on the agenda or similar.

15.9 The time allocated to any individual member of the public to speak is limited to 3 minutes subject to the discretion of the Chair.

15.10 A question from a member of the public shall not require a response at the meeting nor start a debate on the question.

15.11 The chair of the meeting may direct that a written or oral response be given by the proper officer in due course.

15.12 Individual Committees, sub Committees or Advisory / Working Groups may make further provision for public participation, as set out in their terms of reference.

15.13 Members of the public may be co-opted to serve on Committees, Sub-Committees or Advisory / Working Groups, with or without voting rights (except in those circumstances where it is specifically prohibited by law) by resolution of the Council or the Committee as appropriate.

15.14 The Chair has the authority to expel any members of the public from a meeting for disruptive behaviour and or attempting to record a meeting or parts of a meetings without consent, contrary to Standing Order 12

16 THE ANNUAL MEETING

16.1 In an election year,

16.2 at the first Annual Meeting after the election of a new Council

16.3 The meeting shall be held on or within 14 days following the day on which the new Councillors take office at a location and time that the Proper Officer in consultation with the Chair deems appropriate to hold such a meeting,

16.4 If the current Chair of the Council has been re-elected as a Member of the Council and is present, they:

16.4.1 - shall preside over the meeting until a new Chair has been elected.

16.4.2 - may exercise an ordinary vote in respect of the election of a new Chair.

16.4.3 - must give a casting vote in the case of an equality of vote.

16.5 if the current Chair of the Council has not been re-elected as a Member of the Council and is present, they:

16.5.1 - shall preside at the meeting until a successor has been elected.

16.5.2 - not have an original vote in respect of the election of the new Chair but shall have a casting vote in the case of an equality of votes.

16.6 In the absence of the current Chair and Deputy Chair, the Proper Officer will conduct the meeting until a new Chair is elected.

16.7 The Proper Officer will have no voting rights whatsoever.

16.8 In a non-election year

16.9 the meeting shall be held during the month of May on a date and at a location decided by the Proper Officer in conjunction with the Chair of the Council deems appropriate to hold such a meeting. The meeting shall start no earlier that 6pm.

16.10 Unless they have resigned or been disqualified, and is present, the current Chair shall preside over the meeting until a new Chair has been elected.

16.11 The current Chair:

16.11.1 - may exercise an ordinary vote in respect of the election of a new Chair

16.11.2 - must give a casting vote in the case of an equality of votes.

16.12 in the absence of the current Chair, the current Deputy Chair will take the Chair until a new Chair is elected.

16.13 In the absence of both the current Chair and Deputy Chair, the Proper Officer will conduct the meeting until a new Chair is elected.

16.14 The Proper Officer will have no voting rights whatsoever.

16.15 **At any Annual Meeting, either an election year or non-election year**: -

16.16 Notice of the Meeting:–Shall be in accordance with Standing Order 6.

16.17 Quorum: - Shall be in accordance with Standing Order 8.

16.18 Voting: - Shall be in accordance with Standing Order 13.

16.19 Order of Business: – The following business shall be transacted:

16.19.1 - in an election year, at the 1st Annual Meeting of a newly elected Council the confirmation by the Proper Officer of the receipt from Members of their Declaration of Acceptance of Office

16.19.2 - **to elect a Chair of the Council.**

16.19.3 - **to elect a Deputy Chair of the Council.**

16.19.4 - the confirmation by the Proper Officer of the receipt of Declaration of Office from the Chair and Deputy Chair, unless Council resolves for this to be done at a later date.

16.19.5 - to note for information purposes, the minutes of the last Annual Meeting of the Council.

16.19.6 - To appoint Committees, their members, Chairs and Deputy Chairs and to determine the terms of reference and to fix provisional dates and times for Committee meetings for the following year.

16.19.7 - To appoint Working Groups, their membership, Chairs and to determine the terms of reference.

16.19.8 - to appoint representatives to serve on external bodies and to agree arrangements for reporting of attendance and reporting back to Council.

16.19.9 - to agree the civic allowances for the following year.

16.19.10 - to set the maximum total of motions required by written notice that can be considered by the Council in the municipal year,

16.19.11 - To set the maximum total of motions required by written notice that can be considered by the Council in any one ordinary meeting.

16.19.12 - To approve the Appeals and Disciplinary process

16.19.13 - To approve the Council's published policies and procedures.

16.19.14 - To appoint an internal auditor for the following financial year.

16.19.15 - To approve banking mandate signatories and PSDF signatories.

16.19.16 - To review the Council's asset register.

16.19.17 - To review the Council's arrangement for insurance cover in respect of insurable risks.

16.19.18 - To review any Service Level Agreements or other legal or arrangements with external groups.

16.19.19 - To consider renewing the Officer's membership of The Society of Local Council Proper Officers (SLCC).

16.19.20 - To consider renewing the Council's membership of One Voice Wales.

16.19.21 - To review and approve the Council's Standing Orders.

16.19.22 - To review and approve the Council's Financial Regulations

16.19.23 - To review and approve the Council's Annual Report.

16.19.24 - To review and approve the Council's training plan

16.19.25 - To review and approve the Council's action plan for the coming municipal year incorporating the biodiversity plan.

16.19.26 - to deal with any other matters, where notice in writing has been given to the Proper Officer at least 6 calendar days before the meeting and which, at the discretion of the Proper Officer are appropriate to be considered at the Annual Meeting, otherwise those matters will be subject to Standing Order 7.

16.20 The Meeting shall not exceed a period of 2 hours 30 minutes unless the majority of Members present vote to extend the meeting.

17 THE ORDINARY MEETINGS.

17.1 Date and Time: - The Council shall, each year, hold a minimum of eleven ordinary meetings for the transaction of its business. These meetings will normally be held on the 3rd Thursday of every calendar month (excluding the month of August) at 7pm subject to the discretion of the Chair.

17.2 The location, method and duration of the meetings: shall be in accordance with Standing Order 14

17.3 Notice of the Meeting: – Shall be in accordance with Standing Order 6.

17.4 Quorum: - Shall be in accordance with Standing Order 8.

17.5 Order of Business: - Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall ordinarily be:

17.6 To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.

17.7 To deal with any business required by statute to be done before any other business.

17.8 To deal with the notified apologies for absence and any resolutions regarding apologies subject to *Standing Order 9.*

17.9 To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct

17.10 To allow members of the public to speak in accordance with Standing Order 15

17.11 To approve the minutes of the last meeting(s) in accordance with Standing Order 10

17.12 If the meeting is the first meeting after the Annual Meeting. then to approve the minutes of the Annual Meeting. in accordance with Standing Order 10.

17.13 To deal with any business expressly required by statute to be done

17.14 To note the Council's action plan

17.15 To note any relevant correspondence received.

17.16 To note the Crime report received from a representative of South Wales Police.

17.17 To approve the Council's expenditure

17.18 To approve any other financial report

17.19 To receive verbal reports from members.

17.20 To receive and consider reports, recommendations or motions from Committees, Advisory / Working Groups and Officers.

17.21 To consider written motions in the order in which they have been received and not withdrawn with reference to Standing Order 23

17.22 To dispose of any remaining business that is listed on the agenda.

17.23 To consider planning matters

17.24 To consider any information which the Chair considers should be relayed to Council as a matter of urgency, or to suggest items to the Proper Officer for inclusion on the agenda for the next meeting.

17.25 The order of the agenda of a meeting may be altered depending on circumstances and by resolution of the Council.

17.26 Items not appearing on the agenda can be considered where a motion not requiring written notice is tabled - Standing Order 22

17.27 Taking of Minutes: - Shall be in accordance with Standing Order 11.

17.28 Conduct: - Shall be in accordance with Standing Orders 26 and 30.

17.29 Voting: - Shall be in accordance with Standing Order 13.

18 EXTRAORDINARY MEETINGS.

18.1 The convening of a meeting may be actioned by: -

18.2 the Chair at any time.

18.3 the Chair, upon the receipt of a written request signed by two members of the Council.

18.4 any two members of the Council, if the Chair of the Council does not call such a meeting within seven days of receiving such a request as described in Standing Order 18.1.2

18.5 The public notice: - giving the time, place and agenda for such a meeting shall be signed by the Chair or two Councillors, whomever has called the meeting.

18.6 Date and Time of a meeting: - the Proper Officer shall, in consultation with the Chair or the signatories to the notice, whomever has called the meeting, decide a date and time that is deemed appropriate to hold such a meeting.

18.7 The location, method and duration of the meeting shall be in accordance with Standing Order 14

18.8 Notice of meeting: - Shall be in accordance with Standing Order 6.

18.9 Quorum:- Shall be in accordance with Standing Order 8.

18.10 Order of Business: - Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall ordinarily be:

18.11 To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.

18.12 To deal with any business expressly required by statute to be dealt with

18.13 To receive and consider reports and recommendations from Committees, Advisory / Working Groups and Officers relevant to the business at hand.

18.14 To consider written motions in the order in which they have been received and not withdrawn, with reference to Standing Order 23.

18.15 the order of the agenda of a meeting may be altered depending on circumstances and by resolution of the meeting.

18.16 Taking of Minutes: - Shall be in accordance with Standing Order 11.

18.17 Conduct: - Shall be in accordance with Standing Orders 26 and 30

18.18 Voting: - Shall be in accordance with Standing Order 13.

19 COMMITTEES.

19.1 The Standing Committees of the Council are:-

19.2 The Audit Committee (Finance).

19.3 The Human Resources Committee.

19.4 The Council may also appoint select Committees for specific functions and purposes as it sees fit.

19.5 Formation of Committees: -

19.6 The Council may appoint a Committee whose terms of reference and membership shall be determined by resolution at the Annual Meeting or at any other time at a Full Council meeting.

19.7 The Council shall determine a Committee's membership (including Chair and Deputy Chair), terms of reference, scheduled meeting dates and reporting arrangements.

19.8 That the number of Council members of each Committee be capped to an appropriate number, and in any case no Committee to exceed 8 Council members.

19.9 That the past attendance of Council members to Committees be taken into account when selecting members for any Committee and that should an incumbent member of any Committee have failed to attend a minimum of 50% of meetings in the previous 12 months then they be barred from serving on that Committee for the following year unless in the opinion of the Council there have been special personal circumstances which have reasonably prevented them from doing so. The decision to grant dispensation in this regard to be minuted along with the reasons for granting that dispensation. This provision to be applied for those Committees where there have been more than 4 meetings in the preceding year

19.10 Notwithstanding Standing Order 19.3.2, the Council may permit any Committee other than a Standing Committee to appoint its own Chair and Deputy Chair at the first meeting of the Committee.

19.11 **The members of a Committee may include non-Councillors except for a Committee which regulates and controls the finances of the Council**, provided that they are not disqualified persons as set out by the Local Government Act 1972 and provided the appointment of non-Councillors is NOT prohibited by law.

19.12 No Committee or sub-Committee may be comprised solely of non-Councillors.

19.13 The Council shall appoint and determine the terms of office of all members, whether Councillor or non-Councillor of such a Committee provided the appointment of a non-Councillor is NOT prohibited by law, so as to hold office no later than the next Annual Meeting.

19.14 The Council shall determine whether non-Councillor appointees have voting rights in accordance with *Standing Order 13.*

19.15 The Council shall determine the scheduled dates of future meetings subject to the discretion of the Chair of that Committee in consultation with the Proper Officer.

19.16 The Chair of any Committee in consultation with the Proper Officer may cancel or rearrange the date of a meeting because of lack of business.

19.17 The Chair of any Committee in consultation with the Proper Officer may convene a special meeting to consider urgent business.

19.18 The Council may, subject to Standing Orders 19.3 appoint and determine the terms of office of substitute members to a Committee whose role is to replace the ordinary members at a meeting of a Committee if the ordinary members of the Committee confirm to the Proper Officer 48 hours before the meeting that they are unable to attend. Substitute members would be invited to attend on a hierarchical list basis the order of which would be determined by Council.

19.19 The Council shall determine if the public may participate at a meeting of a Committee.

19.20 The Council may dissolve a Committee at any time with the exception of the Audit Committee and Human Resources Committee.

19.21 **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee or Working Group whose terms of reference and members shall be determined by the Committee**. Such a Sub-Committee or Working Group would report to the Committee that formed it.

19.22 The Chair of a Committee or a Sub-Committee may convene an extraordinary meeting of the Committee or of a Sub-Committee which it formed at any time.

19.23 An extraordinary meeting of a Committee may called, as allowed by Standing Order 18

19.24 Date and Time of a meeting: - the Proper Officer shall, in consultation with the Chair of a Committee and/or the signatories to the notice, decide a date and time that is deemed appropriate to hold such a meeting.

19.25 The location, method and duration of the meeting shall be in accordance with Standing Order 14

19.26 Notice of meeting: - Shall be in accordance with Standing Order 6.

19.27 Quorum:- Shall be in accordance with Standing Order 8.

19.28 Order of Business: - Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall ordinarily be:

19.28.1 - To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.

19.28.2 - To deal with any business required by statute to be done before any other business.

19.28.3 - To deal with the notified apologies for absence and any resolutions regarding apologies subject to *Standing Order 9.*

19.28.4 - To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.

19.28.5 - To allow members of the public to speak in accordance with Standing Order 15, provided the terms of reference for that Committee does not specifically prohibit public participation.

19.28.6 - to approve the minutes of the last meeting(s) in accordance with *Standing Order 10.*

19.28.7 - To deal with any business expressly required by statute to be done.

19.28.8 - To note any action plan.

19.28.9 - To note any relevant correspondence received.

19.28.10 - To note any relevant financial report.

19.28.11 - To receive and consider reports, recommendations or motions from Sub-Committees, Advisory / Working Groups and Officers.

19.28.12 - To consider written motions in the order in which they have been received and not withdrawn with reference to Standing Order 23

19.28.13 - To dispose of any remaining business that is listed on the agenda.

19.29 The order of the agenda of a meeting may be altered depending on circumstances and by resolution of the Council.

19.30 Taking of Minutes: - Shall be in accordance with Standing Order 11.

19.31 Conduct: - Shall be in accordance with Standing Orders 26 and 30

19.32 Voting: - Shall be in accordance with Standing Order 13.

20 SUB-COMMITTEES.

20.1 A Committee may also appoint select Sub-Committees for specific functions and purposes as it sees fit.

20.2 Formation of Sub-Committees: -

20.2.1 - A Committee shall by resolution determine a Sub-Committee's membership (including Chair and Deputy Chair), terms of reference, scope of work and scheduled meeting dates.

20.2.2 - Notwithstanding Standing Order 20.1.1, a Committee may permit a Sub-Committee that it has formed to appoint its own Chair and Deputy Chair at the first meeting of the Sub-Committee;

20.2.3 - The members of a Sub-Committee may include non-Councillors except for a Sub-Committee which regulates and controls the finances of the Council, provided that they are not disqualified persons as set out by the Local Government Act 1972 and provided the appointment of non-Councillors is NOT prohibited by law.

20.2.4 - No Sub-Committee may be comprised solely of non-Councillors.

20.3 A Committee shall appoint and determine the terms of office of all members, whether Councillor or non-Councillor of such a Sub-Committee provided the appointment of a non-Councillor is NOT prohibited by law, so as to hold office no later than the next Annual Meeting.

20.4 A Committee may appoint or re-appoint a Sub-Committee at the first meeting after the Annual Meeting or any other time at a meeting by resolution.

20.5 A Committee shall determine whether non-Councillor appointees have voting rights in accordance with Standing Order 13.

20.6 A Committee shall determine the scheduled dates of future meetings of a Sub-Committee subject to the discretion of the Chair of that Sub-Committee in consultation with the Proper Officer

20.7 The Chair of any Sub-Committee in consultation with the Proper Officer may cancel a meeting because of lack of business.

20.8 The Chair of any Sub-Committee in consultation with the Proper Officer may convene a special meeting to consider urgent business.

20.9 A Committee may, subject to Standing Orders 19.3 appoint and determine the terms of office of substitute members to a Sub-Committee whose role is to replace the ordinary members at a meeting of a Committee if the ordinary members of the Sub-Committee confirm to the Proper Officer 48 hours before the meeting that they are unable to attend. Substitute members would be invited to attend on a hierarchical list basis the order of which would be determined by Council.

20.10 A Committee shall determine if the public may participate at a meeting of a Sub-Committee.

20.11 The Council and or the Committee that formed the Sub-Committee may by resolution at a meeting, dissolve the Sub-Committee at any time by resolution.

20.12 Unless the Council determines otherwise, a Sub-Committee may appoint an Advisory / Working Group to report to it whose terms of reference and members shall be determined by the Sub-Committee

20.13 An extraordinary meeting of a Sub-Committee may called, as allowed by Standing Order 18.

20.14 Date and Time of a meeting: - the Proper Officer shall, in consultation with the Chair of a Sub-Committee and/or the signatories to the notice, decide a date and time that is deemed appropriate to hold such a meeting.

20.15 The location, method and duration of the meeting shall be in accordance with Standing Order 14

20.16 Notice of meeting: - Shall be in accordance with Standing Order 6.

20.17 Quorum:- Shall be in accordance with Standing Order 8.

20.18 Order of Business: - Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall ordinarily be:

20.18.1 - To appoint a person to preside at the meeting if the Chair and Deputy Chair fail to attend within 15 minutes of the published start time or are known to be absent or are going to attend more than 15 minutes after the published start time.

20.18.2 - To deal with any business required by statute to be done before any other business.

20.18.3 - To deal with the notified apologies for absence and any resolutions regarding apologies subject to Standing Order 9.

20.18.4 - To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.

20.18.5 - To allow members of the public to speak in accordance with Standing Order 15, provided the terms of reference for that Committee does not specifically prohibit public participation.

20.18.6 - to approve the minutes of the last meeting(s) in accordance with Standing Order 10.

20.18.7 - To deal with any business expressly required by statute to be done.

20.18.8 - To note any action plan.

20.18.9 - To note any relevant correspondence received.

20.18.10 - note any relevant financial report.

20.18.11 - To receive and consider reports, recommendations or motions from Sub-Committees, Advisory / Working Groups and Officers.

20.18.12 - To consider written motions in the order in which they have been received and not withdrawn with reference to Standing Order 23

20.18.13 - To dispose of any remaining business that is listed on the agenda.

20.19 The order of the agenda of a meeting may be altered depending on circumstances and by resolution of the Council.

20.20 Taking of Minutes: - Shall be in accordance with Standing Order 11.

20.21 Conduct: - Shall be in accordance with Standing Orders 26 and 30

20.22 Voting: - Shall be in accordance with Standing Order 13.

21 WORKING GROUPS.

21.1 The Council, a Committee or Sub-Committee may appoint a Working Group whose terms of reference, scope and membership comprising of Councillors and/or non-Councillors, are determined by resolution of the Council, a Committee or Sub-Committee, unless there is a specific resolution by the Council only to the contrary.

21.2 The terms of reference for Working Groups are to be confined to being empowered to carry out fact-finding investigations and informal negotiations without assuming any authority of the Council as a corporate body and to do other work in order to be able to present recommendations or reports to Council, a Committee or a Sub-Committee as appropriate. Working Groups may not have any additional authority delegated to them.

21.3 The Council, a Committee or Sub-Committee shall determine the terms of office of a Councillor or non-Councillor member of such an Advisory / Working Group provided the appointment of non-Councillor is NOT prohibited by law), to hold office no later than the next Annual Meeting.

21.4 The Chair of Working Group shall be elected at its formation first after the Council's Annual Meeting.

21.5 The number of Council members of each working group be capped to an appropriate number, and in any case no working group to exceed 5 Council members

21.6 The Advisory / Working Groups shall operate on an informal basis.

21.7 Their operation shall be outside the scope and requirements of the Local Government (Access to Information) Act and the Council's Standing Orders.

21.8 A Committee or Sub-Committee may only dissolve an Working Group that it convened by resolution at any meeting of the forming Committee or Sub-Committee..

21.9 The Council may dissolve an Advisory / Working Group by resolution at any meeting.

21.10 Date, Time and Location: - Unless pre-set by the forming Committee or the Council, the date and time shall be decided by the Chair of the Working Group in consultation with its members at a location that is deemed appropriate to hold such a meeting.

21.11 Notice of meeting: -

21.12 Advisory / Working Group meetings are arranged informally by its members, led by the Chair.

21.13 Notification to all members of a Working Group of a meeting shall be arranged by and carried out by the Chair of that Working Group

21.14 Order of Business: -

21.14.1 - Except as otherwise provided elsewhere in these Standing Orders, the order of business at the meeting shall be as determined by the Chair of the Working Group in consultation with its members.

21.15 Taking of Minutes and written records:

21.16 There shall be no formal minutes taken of the meeting.

21.17 The Chair or another member should make a written record of any actions or recommendations agreed amongst the group that reflects the opinion of its members subject to Standing order 21.19

21.18 If members of a working group cannot come to a settled agreed recommendation or report for Council then any recommendations or report should be qualified accordingly.

21.19 A written record of any recommendations or informal negotiations with any third party must be presented to the Proper Officer to be checked for lawfulness prior to presentation to the Council, Committee or Sub-Committee.

21.20 The Proper Officer must formally verify the outcomes of any informal negotiations with any third party prior to presentation to the Council, Committee or Sub-Committee.

21.21 The Proper Officer would ordinarily only attend Working Group meetings in order to offer advice when requested by the Chair or directed to do so by Council.

21.22 Conduct: - Shall be in accordance with Standing Orders 26 and 30

21.23 Voting:-

21.24 There will be no formal voting on any issues.

21.25 The chair may request a show of hands to gather a sense of feeling over an issue and/or recommendation for reporting purposes only.

22 MOTIONS NOT REQUIRING WRITTEN NOTICE.

22.1 All such motions must be moved AND seconded.

22.2 The following motions may be moved at a meeting without written notice to the Proper Officer.

22.2.1 - To appoint a person to preside at meetings.

22.2.2 - To accept the reasons for absence and apologies of Councillors.
22.2.3 - To approve the accuracy of the minutes of the previous meeting.
22.2.4 - To correct any inaccuracies in the minutes of the previous meeting.
22.2.5 - To dispose of business, if any, remaining from the last meeting.
22.2.6 - To vary the order of business on the Agenda for reasons of urgency or expediency.
22.2.7 - To proceed to the next business on the Agenda.
22.2.8 - To defer consideration of a motion;
22.2.9 - To require a written report from the Officer's.
22.2.10 - To close or adjourn the debate.
22.2.11 - To proceed to a vote by show of hands immediately.
22.2.12 - To proceed to a vote by a secret ballot immediately.
22.2.13 - To refer by formal delegation a matter to a Committee or to an employee.
22.2.14 - To appoint a Committee, Sub-Committee, Advisory / Working Group.
22.2.15 - To receive and accept nominations to a Committee, Sub-Committee, or Working Group.
22.2.16 - To authorise legal deeds to be signed by two Councillors, and witnessed by the Proper Officer in accordance with Standing Order 29.
22.2.17 - To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it subject to Standing Order 25.
22.2.18 - To withdraw a motion subject to Standing Order 25.
22.2.19 - To extend the time limit for speeches.
22.2.20 - to exclude the press and public from a meeting or part of a meeting in respect of confidential or other information which is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the motion.
22.2.21 - To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
22.2.22 - To suspend any Standing Order except those which are mandatory by law in line with Standing Order 2.3
22.2.23 - To appoint representatives to outside bodies and make arrangements for those representatives to report back the activities of outside bodies.
22.2.24 - To temporarily suspend or adjourn the meeting.
22.2.25 - To close the meeting.

23 MOTIONS REQUIRING WRITTEN NOTICE.

See also Standing Order 7 (Agenda)

23.1 A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and duties or an issue which specifically affects the Council's area or its residents.

23.1.1 Written motions must be correctly submitted using the 'Written Motion Submission Form'. The seconder must either have signed the form or an email trail must clearly confirm the identity of the seconder.

Commented [LS3]: To comply with resolution 2025/259

23.2 Where motions are submitted by written notice and duly accepted by the Proper Officer and signed by more than two members the first two signatures listed shall be deemed to be those of the proposer and seconder. Seconders to notice of motion under this Standing Order shall be deemed to have given their consent to their name being used.

23.3 Motions which are submitted by written notice and duly accepted by the Proper Officer shall be limited to the number set by resolution by Council at the Annual Meeting. for inclusion on the agenda, provided the total number of written notices of motion for the Municipal Year does not exceed the maximum total of motions set by resolution of Council at the Annual Meeting in each municipal year.

23.4 Motions which are submitted by written notice and duly accepted by the Proper Officer will be listed in the agenda in the order in which the notices were received.

23.5 Motions which are submitted by written notice received after the set number allowed per meeting and or Municipal Year has been reached, will be returned by the Proper Officer to the proposers.

23.6 No motion requiring written notice may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 6 clear days before the meeting. For the definition of 'Clear days' see Standing Order 3.7

23.7 The Proper Officer may, before including a motion on the agenda, received in accordance with Standing Order 23.2 may correct obvious grammatical or typographical errors in the wording of the motion without referral back to the mover of the motion (and the seconder).

23.8 If the Proper Officer considers the wording of a motion received in accordance with Standing Order 23.2 is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood to the satisfaction of the Proper Officer, in writing, to the Proper Officer at least 3 clear days before the meeting. For the definition of 'Clear days' see Standing Order 3.7

23.9 If the wording or subject of a proposed motion is considered improper by the

Proper Officer, the Proper Officer shall consult with the Chair of the forthcoming

meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

23.10 The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

23.11 **Registration**: -

23.12 Every notice of motion whether correctly delivered and accepted or not, will be registered by the Proper Officer in the order in which they were received and open to members' inspection after the deadline for receipt.

23.13 Motions that are rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

23.14 **Withdrawa**l: -

23.15 Withdrawal of a written motion may be made by a written notice of withdrawal signed by the proposer and seconder, being deliver to the Proper Officer prior to the commencement of the meeting.

24 GENERAL PROCEDURES FOR DEALING WITH MOTIONS.

24.1 A motion where appropriate notice has been given must be formally moved and seconded at the relevant meeting by the proposer and seconder of the motion notwithstanding Standing Order 24.2.

24.2 In the case of a written motion submitted and not withdrawn in accordance with Standing Order 23, if the named proposer and/or seconder are not present or decline to move and/or second the motion then the motion may be moved and/or seconded by any Councillors present at the meeting.

24.3 If the motion is not moved or it is not seconded, then it will be treated as withdrawn and shall not be resubmitted for a period of six months.

24.4 Motions affecting employees of the Council:

24.5 If any question arises at a meeting of the Council or a Committee or a Sub-Committee or Advisory Committee or Working Group, concerning the appointment, promotion, dismissal, salary, conditions of service or conduct of any employee, such question shall not be the subject of any discussion until the meeting has decided

whether or not the power of exclusion under the Public Bodies (Admission to Meetings) Act 1960, shall be exercised.

25 RULES OF DEBATE.

25.1 Any power or duty of the Chair in relation to the conduct of a meeting shall be exercised by the person presiding at the meeting whose decision shall be final

25.2 A person who speaks at a meeting shall direct their comments to the chair of the meeting

25.3 A person wishing to speak must raise their hand (either physically or electronically) to indicate they wish to do so and wait for the Chair to permit them to speak.

25.4 Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

25.5 Members shall direct their speeches only to the subject under discussion or to a personal explanation on a point of order and any person speaking shall address comments to the Chair.

25.6 Motions on the agenda shall be considered in the order that they appear unless the order is changed by resolution of the Council.

25.7 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

25.8 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

25.9 Only one amendment shall be moved at a time, the order of which shall be in the order in which they were proposed providing they are moved in accordance with these Standing Orders

25.10 One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately and in the order they were moved and in accordance with Standing Order 25.14

25.11 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder. A Councillor shall not speak upon the said motion or amendment unless permission on the withdrawal of the motion or amendment has been refused

25.12 A Councillor may move an amendment to their own motion. If a motion has already been seconded, the amendment shall be with the consent of the seconder.

25.13 Pursuant to Standing Order 25.14 the number of amendments to the original or substantive motion, which may be moved by an individual Councillor, is limited to one.

25.14 If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

25.15 The mover of a motion, or the mover of an amendment shall have a right of reply not exceeding 5 minutes.

25.16 A Councillor may not speak further in respect of one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.

25.17 During the debate of a motion, a Councillor may interrupt but only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which is considered to have been breached or specify the irregularity in the meeting that is causing concern.

25.18 Excluding motions moved under Standing Order 25.17, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

25.19 A point of order shall be decided by the Chair and the Chair's decision shall be final.

25.20 Subject to Standing Orders, when a Councillor's motion is under debate no other motion shall be moved except:

25.20.1 - to amend the motion.
25.20.2 - to proceed to the next business.
25.20.3 - to adjourn the debate.
25.20.4 - to put the motion to a vote.
25.20.5 - to ask a person to be silent or for him/her to leave the meeting in accordance with Standing Order 22.2.21
25.20.6 - to refer a motion to a Committee, Sub-Committee or Working Group for consideration.
25.20.7 - to exclude the press and the public.
25.20.8 - to adjourn the meeting.
25.20.9 - to suspend any Standing Order, except those which are mandatory, statutory or legal requirements in line with Standing Order 2.3
25.20.10 - to proceed, by a secret ballot, to determine the outcome by vote on a matter.

25.21 The Chair shall be satisfied that the substantive motion is seconded before it is debated and put to the vote.

25.22 The Chair shall call upon the mover of the motion under debate to exercise or waive his/her right of reply and shall put the motion to the vote after that right has been exercised or waived.

25.23 The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

26 DISORDERLY CONDUCT AT ANY MEETING.

26.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

26.2 Upon anyone disregarding Standing Order 26.1, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

26.3 any Councillor or the chair of the meeting may move that any person who breaches Standing order 26.1 shall be no longer heard or be excluded from the meeting in accordance with 22.2.21 and 25.20.5. The motion, if seconded, shall be put to the vote immediately without discussion.

26.4 If a resolution made under Standing Order 26.3 is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include:

26.4.1 - temporarily suspending the meeting or

26.4.2 - closing the meeting or

26.4.3 - having the offending person(s) removed from the meeting and premises by an appropriate authority.

27 RESCISSION OF PREVIOUS RESOLUTIONS.

27.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by:-

27.1.1 - A special motion, the written notice of which bears the names of at least a third of the membership of the Council,

27.1.2 - or

27.1.3 - A motion moved in pursuance of the report or recommendation of a Committee or on a report from the Proper Officer that clearly demonstrates that significant new information has come to light that was not known at the time of the original decision. The justification for doing so must be made clear in any motion and minuted as such.

27.2 When a special motion or any other motion moved in accordance with Standing Order 27.1, has been disposed of, no similar motion may be moved within an additional six months.

28 **FINANCIAL MATTERS**.

28.1 Expenditure: - Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations which shall be reviewed annually.

28.2 Financial Regulations: - The Council shall consider and approve from time to time the Financial Regulations drawn up by the RFO which shall be considered to form part of the standing orders of the Council and shall include detailed arrangements in respect of the following:

28.3 the accounting records and systems of internal control.

28.4 the assessment and management of financial risks faced by the Council.

28.5 the work and the receipt of regular reports, which shall be required at least annually from the Internal Auditor.

28.6 the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payment.

28.7 the Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a Committee, sub-Committee or to an employee.

28.8 procurement policies including the setting of values for different procedures where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time with regards to the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016.

28.9 The RFO shall Report to Council in line with the requirements laid out in the Financial Regulations.

28.10 Formal tender process:- The Councils formal tendering process shall be set out in the Council's Financial Regulations which shall be considered part of the Standing Orders of the Council.

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29 EXECUTION AND SEALING OF LEGAL DEEDS.

29.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

29.2 Two members of the Council may sign on behalf of the Council, one of whom must be the Chair (or Deputy Chair in their absence), **any deed required by law and the Proper Officer shall witness their signatures.**

30 MEMBERS' CONDUCT.

30.1 Councillors shall always conduct themselves within the requirements of The Local Authorities (Model Code of Conduct) (Wales) Order 2008 and any subsequent

amendments made by Welsh Government.1 The code of conduct is thus adopted by the Council

30.2 A Councillor or a non-Councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council and must abide by them at all times.

30.3 Councillors will make efforts to avoid pre-determination or the appearance of pre-determination in line with the Code of conduct.

30.4 Councillors shall, in conducting the business of the Council, undertaking the role of member thereof to which they were elected or co-opted, and acting as a representative of the Council, observe and adhere to its Code of Conduct.

30.5 A Councillor's failure to observe Standing Orders more than three times in one meeting may result in that Councillor being excluded from the remainder of the meeting.

30.6 Canvassing Councillors or the members of a Committee or Sub-Committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.

30.7 A Councillor or a Member of a Committee or Sub-Committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

30.8 This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

30.9 Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a Committee, Sub-Committee or working group:-

[1] Note only - A statutory guidance is issued by the Public Services Ombudsman for Wales under Section 68 of the Local Government Act 2000 for elected, co-opted and appointed members of Community and Town Councils,

link: https://www.ombudsman.wales/wp-content/uploads/2018/03/Code-of-Conduct-Community-Councils-August-2016-ENGLISH.pdf

30.9.1 - inspect any land and/or premises which the Council has a right or duty to inspect; or

30.9.2 - issue orders, instructions or directions.

30.9.3 - Speak with the authority of the Council or represent themselves as having the authority of the Council to others.

31 CODE OF CONDUCT AND DISPENSATIONS

31.1 Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.

31.2 All Councillors and non-Councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.

31.3 Dispensation requests shall be in writing and submitted to the standards Committee of the Rhondda Cynon Taf as soon as possible before the meeting that the dispensation is required for.

32 CODE OF CONDUCT COMPLAINTS

32.1 Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall report this to the Council.

32.2 Where the notification in standing order 3**2**.1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.

32.3 The Council may:

32.3.1 - provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

32.3.2 - seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

32.3.3 - indemnify the Councillor or non-Councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council

33 CO-OPTION PROCESS IN THE EVENT OF A COUNCIL VACANCY NOT REQUIRING AN ELECTION

33.1 Once a notice of casual vacancy has been issued by the local authority, AND the local authority has notified the council that the deadline for the calling of an election has passed with no such election being necessary then the Proper Officer should begin the co-option process without unnecessary delay.

33.2 The co-option process shall be as follows:

33.2.1 - The Proper Officer shall issue a notice of co-option to the public to be posted on notice boards, the council's website and social media. The notice shall provide details of how to obtain an application form, the deadline for applications and the date of the meeting where the matter is to be considered.

33.2.2 - Interested parties will be provided with an application form comprising the statutory qualification element and a discretionary question element. Candidates will be informed that if they wish to give a personal statement to the meeting they may, and will be informed that it is expected that they will attend this meeting and they will be expected to answer any questions regarding their application during the meeting.

33.2.3 - No applications received following the published deadline will be accepted.

33.2.4 - Following the deadline all applications will be forwarded to members in good time prior to the meeting.

33.2.5 - Councillors may submit questions in writing to the Clerk only to seek clarification on answers given in an applicant's application form. Any questions submitted and found to be in order by the Clerk are to be asked by the Chair of the Council (or the chair of the meeting should they be absent). All questions to be submitted in writing to the Clerk at least 24 hours prior to the start of the meeting.

33.2.6 - During the meeting to consider the matter:

33.2.6.i - Candidates will be invited to give a brief personal statement if they have elected to do so (2 minutes max).

33.2.6.ii - The Chair will ask any questions in line with 33.2.5

33.2.6.iii - •A vote will take place to determine which candidate(s) will be co-opted to fill the vacant seat(s). 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. In any case, any candidate for co-option must be formally proposed and seconded in order to be considered for co-option.

Commented [LS4]: Wording altered as per resolution 2025/139b. Also addition of, "In any case any candidate proposed for co-option must be formally proposed and seconded in order to be considered for co-option"

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

Commented [LS5]: The text shown replaces this text…,"The vote will comprise a show of hands with the name of the person with the least number of votes being removed from the list and a new vote taken. The process will continue until there are 2 persons remaining. Any tie shall be settled by the Chair's casting vote" as per resolution 2025/139a

33.2.6.v - The declaration of office to be signed in the presence of the Clerk, which may be at a later date but before the next meeting of the Council.

33.2.6.vi - Following the vote, the Clerk will arrange with the successful candidate to complete the declaration of acceptance of office form, personal information sheet, register of interests form and any other relevant paperwork

33.2.6.vii - Should the candidate fail to sign their declaration of acceptance of office form by the time of the next meeting of Council (unless resolved otherwise) or by any other statutory date then the process will be repeated, excluding that candidate.

33.2.6.viii - The successful candidate will be provided with the Council induction pack which comprises the following:

33.2.6.ix - The Good Councillors guide.

33.2.6.x - The Schedule of the code of Conduct.

33.2.6.xi - The Ombudsman's guide to the code of conduct.

33.2.6.xii - Code of Conduct online training slides.

33.2.6.xiii - A list of available training courses.

33.2.6.xiv - The Council's standing orders.

33.2.6.xv - The Council's financial regulations.

33.2.6.xvi - Relevant policies of Council.

33.2.6.i - Ongoing advice and training will be provided by the Officers of the Council.

34 WELSH LANGUAGE SCHEME AND USE OF THE WELSH LANGUAGE

34.1 Councillors and employees shall adhere to the requirements of any Welsh Language Scheme made by the Council under the Welsh Language Act 1993 and approved by the Welsh Language Board.

34.2 The Council shall conduct the business at its meetings in the English language.

35 HUMAN RIGHTS

35.1 So far as it is possible, legislation must be read and given effect in a way which is compatible with the rights and fundamental freedom referred to in the European Convention of Human Rights set out in the 1998 Act and it is therefore, generally unlawful for a public authority to act in a way which incompatible with a Convention Right. The Council shall, therefore, have regard to human rights principles when making decisions affecting people's rights.

36 UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD (UNCRC)

36.1 The Council will in its decision making uphold the principles articles 1 to 41 of the UNCRC.

36.2 The Council in its decision making will where possible follow the principles of articles 42 to 54 in its governance procedures.

37 **RESPONSIBILITIES TO PROVIDE INFORMATION**.

37.1 In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

38 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

38.1 All policies and procedures relating to Data Storage (electronic and paper records), Protection and the giving of information via an SAR or FOI request shall be compliant with the requirements of the Data Protection Act 2018 and any subsequent changes of legislation and the guidance offered by the Information Commissioner.

38.2 The Council may appoint a Data Protection Officer.

38.3 The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

38.4 The Council shall have a written policy in place for responding to and managing a personal data breach.

38.5 The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

38.6 The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

38.7 The Council shall maintain a written record of its processing activities.

38.8 Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

39 RELATIONS WITH THE PRESS/MEDIA

39.1 Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

40 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

40.1 Any Standing Order may be suspended except those which are mandatory, statutory or legal requirements, by resolution of the Council, in relation to any specific item of business, subject to the vote thereon being carried by at least two-thirds of the members present and voting on the motion.

40.2 Standing Order 38.1 equally applies at Committee and Sub-Committee meetings.

41 POSSESSION OF STANDING ORDERS.

41.1 The Proper Officer shall provide a copy of the Council's Standing Orders to:

41.2 a Councillor following delivery of his/her Declaration of Acceptance of Office.

41.3 an employee on his/her appointment.

41.4 The Proper Office shall follow Standing Order 40.1 as soon as practical after the Council has adopted an amendment to or a revision of Standing Orders.

END OF STANDING ORDERS

Appendix 16

Recommendations of the 'Sustainable Floral Displays Working Group'

Council has previously resolved:

2026/263

a) RESOLVED

To form a Sustainable Floral Displays Working Group.

Membership to comprise Cllrs Chris Parker, Rob Smith and Mark Steer.

Chair: Cllr Rob Smith.

Terms of reference: Reporting to Full Council on 15th October 2026, to work with Council staff to propose an updated selection of plants and materials for the Council's floral displays in line with items 17 and 18 of the Council's Biodiversity Action Plan:

17: To examine the contents of the Council's planters and hanging baskets ready for summer 2027, aiming to achieve the most sustainable, biodiverse, colourful summer display possible; to examine the types of soils used to retain as much water as possible;

18: To examine the potential use of starch granules to help retain water.

The Recommendations of the working group are:

17 – To retain the current floral display in terms of the types of plants and soils.

18 – No recommendation.

Appendix 17

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 18

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'.

Consideration of formally commenting on planning matters should explicitly consider the impact on biodiversity.

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.

RHONDDA CYNON TAF

To: Llanharan Community Council
Community Councillor

Date: 6th October 2026
Our Ref: 26/0727/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:	26/0727/FUL
Datblygiad Arfaethedig / Proposal:	Retrospective approval for two garden rooms in rear garden
Lleoliad / Location	34 Heritage Way, Llanharan, Rhondda Cynon Taf, CF72 9WD

CONSULTATION - COMMENTS TO BE RECEIVED BY: **27.10.2026..**

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
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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.

RHONDDA CYNON TAF

To: Llanharan Community Council
Community Councillor

Date: 9th October 2026
Our Ref: 26/0797/ADV
Please ask for: Daniel Morgan
Telephone: 01443 281130
Email: Daniel.Morgan1@rctcbc.gov.uk

Dear Councillor,

THE TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) REGULATIONS 1992

Fy Nghyf/My Ref:	26/0797/ADV
Datblygiad Arfaethedig / Proposal:	Display of Llanharan Community Council flag on a flagpole proposed under a separate full planning application
Lleoliad / Location	Roundabout Enterprise Way/Bridgend Road A473, Llanharan, Pontyclun, CF72 9ZD

CONSULTATION - COMMENTS TO BE RECEIVED BY: **30.10.2026..**

I have received this application for consent to display an advertisement under the above regulations. 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,
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Daniel Morgan

Planning Officer

Appendix 19

To consider authorising the Clerk to employ a temporary Grounds-person as and when required

Purpose: To provide flexible, temporary support to the Senior Groundsperson and short-term holiday or sickness cover, within the existing staffing budget.

Background

Following the departure of the Council's part-time Grounds-person, the Council may wish to consider arrangements for securing occasional additional support for the Senior Groundsperson.

Operational requirement

There remains a need for occasional additional staffing support. Certain activities sometimes cannot reasonably be undertaken by one employee and may require a second operative to practically comply with risk assessments, safe working practices or operational demands. Examples include:

- Setting up and dismantling infrastructure for the Council's annual fireworks display on 5 November.
- Manual handling activities that require two people.
- Work for which lone working is not permitted, such as chainsaw operations and certain tree-related tasks.
- Occasional projects, installations, inspections and maintenance tasks that require more than one operative.
- Providing short-term cover during periods of annual leave or sickness absence of the Senior Groundsperson, where operational requirements make this necessary.

Proposal

To provide operational flexibility and resilience, it is proposed that the Council authorise the employment of a temporary casual Grounds-person on terms equivalent to the former part-time Grounds-person role. The employee would be engaged only as and when required, with no guaranteed hours and no expectation of regular weekly work.

The temporary Grounds-person would provide support to the Senior Groundsperson when additional assistance is operationally required and may also be used to provide short-term holiday or sickness cover.

The applicable rate would be SCP 5, currently £13.70 per hour, subject to any nationally agreed pay awards. Any hours worked would be funded from the existing approved staffing budget. The proposal would not require any additional budget provision or increase the Council's overall approved staffing expenditure.

The HR Committee will consider the Council's longer-term staffing requirements in due course and recruit a permanent replacement, authority to do so already having been delegated to them. This proposal is therefore intended as an interim operational arrangement pending that consideration.

Consideration

That Council:

1. Delegates authority to the Clerk to recruit, appoint and manage a temporary casual Grounds-person to provide support to the Senior Groundsperson and/or short-term holiday or sickness cover, as and when required.

2. Confirms that the appointment shall be on terms equivalent to the former part-time Grounds-person role, including remuneration at SCP 5, currently £13.70 per hour, subject to any nationally agreed pay awards.

3. Delegates authority to the Clerk to determine the duties, working arrangements, hours and duration of the engagement according to operational requirements and within the approved staffing budget.

4. Notes that expenditure associated with the arrangement will be met from the existing approved staffing budget and will not require any additional budget provision.

5. Notes that the arrangement is intended as an interim measure pending consideration by the HR Committee of the Council's longer-term staffing requirements and the recruitment of a permanent replacement.